

## NEWTON ABBOT SWIMMING CLUB

### **JOB DESCRIPTION: EQUIPMENT COORDINATOR**

**JOB TITLE:** Equipment Coordinator

**RESPONSIBLE TO:** Cub Committee and members

**SKILLS REQUIRED:**

- Enthusiastic
- Well Organised

**MAIN DUTIES**

- 1) Overall responsibility for all club equipment..
- 2) Keep and update a detailed list of all equipment owned by NASC
- 3) Check condition of equipment from time to time
- 4) Arrange for necessary repairs and replacements.
- 5) Ensure that volunteers are aware that all poolside equipment needs to be put on air vents to dry before being put away in the storage pit otherwise fins grow mould and there is a health and safety issue.
- 6) Ensure that poolside storage space is kept tidy and clean
- 7) Follow and promote the ASA Child Protection policy
- 8) Abide by all policies and codes as required by the club, including the Club code of Ethics and Conduct and the ASA Code of Ethics
- 9) Liase with committee on any repairs, replacements or additional equipment needed.

**Time Commitment** \_\_\_\_\_

**Signatures:**

Equipment Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Chairperson \_\_\_\_\_ Date \_\_\_\_\_

## **Equipment List:**

**6 Diving blocks**

**12 turning boards**

**Anti-wave lane ropes and reel**

**Water polo goals**

**Mini water polo goals**

**Water polo balls and nets**

**Floats**

**Pull bouys**

**Fins**

**Toys and balls for Learner pool**

**Land training equip: skipping ropes, ladders, cones, medicine balls, dumbbells etc.**

**White boards**

**PA system**

**Starter**

**Laptop.**

**Winners rostrum**