

ROLE: Junior Co-ordinator

RESPONSIBLE TO: Chairman, Committee & Club Members, including Junior Members

PURPOSE: Organise and manage the junior section of the club.

COMMITMENT: 8 - 12 meetings a year plus ad hoc admin tasks.

Roles and Responsibilities

- Act as first point of contact for parents/ juniors
- Coordinate training
- Overview of coaching rota.
- Help direct development of the junior section
- Help ensure welfare of the juniors maintained
- Feedback to other committee members about the junior section.
- Coordinate junior events with relevant committee members/ club members
- Be familiar with national safeguarding and child protection policies
- Facilitate the club welfare officer in ensuring all coaches working with children have relevant training and DBS checks
- To facilitate members to participate in triathlon in a safe and enjoyable environment.
- To promote the interests and values of Sheffield Triathlon club

Skills and Qualities

- Approachable and a good listener.
- Respect of confidentiality.
- Tactful and discrete.
- Knowledge of Child Protection policies and DBS checks.
- Basic knowledge of the roles and responsibilities of local statutory agencies and their contact details.
- Ability to manage issues if / when they occur.

NAME (please print)	Carl Edgell		
SIGNED		DATE	

SHEFFIELD
TRIATHLON CLUB



**TRIMARK
CLUB**

