

# ELLESMERE PORT AMATEUR SWIMMING CLUB

(Affiliated to ASA North West Region)

## JOB DESCRIPTION: AWARDS AND EQUIPMENT OFFICER

**JOB TITLE:** CLUB AWARDS & EQUIPMENT OFFICER

**RESPONSIBLE TO:** Executive Committee

### Role

Sale of ASA awards and club swimming equipment.

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### Skills

- Knowledgeable on ASA Awards system
  - Approachable
  - Well organised and able to maintain accounts.
  - Confident and effective communicator
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### Main Duties

- Maintain Stocks of ASA Award certificates and badges, NPTS and Challenges, for sale to swimmers achieving the award standard.
  - Liaise with chief coach and swimming teachers to produce certificates for signature prior to issue.
  - Maintain stocks of Club clothing, swimwear and equipment for sale. [swim hats, goggles, T shirts, badges, swim bags, towels etc.]
  - Have these items available for sale at club training sessions.
  - Maintain accounts of sales and orders, pass all monies to the club treasurer.
  - Advise club treasurer of requirements for stock purchase.
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**Time Commitment:** Ongoing weekly responsibility

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**Signatures:** Officer \_\_\_\_\_ Date: \_\_\_\_\_

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