

Ashton Central Swimming Club



Affiliated Club

Succession and Recruitment Policy

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<u>CONTENTS</u>	<u>PAGE</u>
1. Introduction	3
2. Succession planning	3
3. Recruitment	3
4. Who do we recruit?	4
5. What training will be available?	4
6. Recruitment of swimmers	5
Appendix 1 Training Agreement	6
Appendix 2 Application form for volunteers	7
Appendix 3 Job Descriptions	
a) Liaison Officer	8
b) Club Chairperson	9
c) Secretary	10
d) Treasurer	11
e) Child Protection Officer	12
f) Membership Secretary	13
g) Fundraising Officer	14
h) Equipment Officer	15
i) Website facilitator	16
j) Coach Co-Ordinator	17
k) Team Manager	18
l) A group representative	19
m) B group representative	20
n) C group representative	21
o) D group representative	22
p) Swimming Teacher	23
q) Swimming Assistant Teacher	24
r) Coach	25
s) Disability Liaison Officer	26
Appendix 4 Poolside induction list	27
Appendix 5 Membership Application Form	28
Appendix 6 Exit Questionnaire	29
Appendix 7 Letter of response to resignation	31

1. Introduction

Ashton Central Swimming Club recognises that the high standards and quality of the service it provides is dependent upon the contribution, effort and loyalty of the volunteers.

The club's Succession and Recruitment policy aims to:

- Support and continuously improve the consistency and effectiveness of the Club's succession and recruitment processes.
- Ensure that the Club is attracting and selecting volunteers with suitable skills, knowledge, experience and qualifications, or the willingness to undertake.
- Set out a framework to promote objective, fair and transparent recruitment processes.
- Ensure that selection decisions are based on objective and justifiable criteria.

The purpose of this policy is to ensure Club has volunteers with the required skills and competencies to be considered for the posts available to ensure the continued running of the Club's activities. The Club needs to forward plan to prevent interruption in service at any level if a position becomes vacant and to ensure that the Club has a healthy and vibrant future.

2. Succession planning

Succession planning will only be successful if the committee take the following into consideration:-

- long term sickness;
- maternity leave;
- retirement;
- volunteer turnover, report patterns and trends;
- balance swimming members with teacher/coach ratio;
- development of all volunteers in their roles.

In the preparation of workforce development plans consideration should be given to volunteers who can undertake future roles after training and development. This approach will prepare for future changes to the workforce by developing Club members and their parents/guardians to ensure the continuation of plans and their execution.

The Club committee adopted the Amateur Swimming Association (ASA) / Swim 21 framework, for committee members, coaches, teachers, poolside helpers, and all other volunteer roles.

All volunteers are asked to give 3 months notice if they wish to leave their roles. This allows the committee time to recruit and induct new members. When notice is given then the committee will commence a recruitment drive.

3. Recruitment

Legal Requirement to Equal Opportunities – Equality Act 2010

The Club seeks to develop positive practice to promote equality of opportunity in the recruitment of volunteers. Specifically, it aims to ensure that every possible step is taken to ensure individuals are treated equally and fairly and that decisions on recruitment are based solely on job related criteria and merit.

The Club aims to attract, appoint and retain the best volunteers regardless of their age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity, in line with the Equality Act 2010.

The club will take positive action to increase the involvement of under represented groups in all aspects of the organisation.

All volunteers will be required to undertake Disclosure and Barring Service screening and if a coaching/teaching position taken, child protection training.

Volunteers training is **fully or partially** funded by the club and therefore will be required to complete the 'Training Agreement' (Appendix 1). They will be required to commit to an agreed number of sessions per week.

4. Who do we recruit?

The committee welcomes volunteers. All our volunteers are parents, ex- parents, swimmers, ex-swimmers, grandparents or friends of committee. We would welcome volunteers who have no direct association with the club. All our volunteers complete an application form (Appendix 2) and are interviewed by the management committee for their suitability and their skills associated with the job description (Appendix 3). The management committee consists of the chairman, secretary, treasurer, head coach, coach/teacher and the membership secretary. We actively encourage our teenage swimmers to be poolside helpers and encourage their development and training.

There are many different roles within Ashton Central Swimming Club.

- Coaches
- Teachers
- Assistant teachers
- Poolside helpers
- Team managers
- Timekeepers
- Committee members

Other opportunities are available such as chaperone, fundraising etc.

5. What training is available?

Formal Training

- Coaching/Teaching/Assistant teaching. We will provide financial assistance for these courses. There is a pre requisite of 12 months poolside helper service prior to consideration by the committee to fund such courses.
- Officiating. The club will financially assist anyone wishing to take their ASA timekeepers, judges and starter exam. On occasions, the club will bring an external examiner in to teach a group of volunteers for timekeeping.

Informal Training

- Working alongside an experienced teacher to gain experience (Appendix 4).

Poolside and assistant teachers are always supervised by a swimming coach/teacher. Teachers/Assistant teachers will be appointed a mentor and are able to go through a preceptorship period.

Officials can work alongside experienced officials.

6. Recruitment of swimmers

Swimmers are eligible from 4 years of age to masters.

- Initial referral via local pools and telephone contact
- Personal Contact
- Local Sport website
- School swimming galas
- Notice boards at local pools
- Siblings of swimmers
- Friends of swimmers

All swimmers are trialed prior to commencement to assess stroke competency and allocated a group in which they will be able to develop to their full potential. They need to complete the application form to join Club (Appendix 5).

We ask that when the swimmer leaves they inform the committee, at their earliest convenience, then their place can be re-allocated. An evaluation form is requested to be completed. This is to audit the service, make improvements, when required (Appendix 6) and is sent out to all leavers with an accompanying letter (Appendix 7).

APPENDIX 1a



Affiliated Club

TRAINING AGREEMENT

Volunteers Name _____

Details of Training :

Course Title _____

Location of Training Course _____

Dates of Training Course From ___/___/___ to ___/___/___

Level 1 Course

Club will pay 50% of the course fee initially.

Amount payable by club.....

Volunteer will pay 50% of the course fee initially.

Amount payable by the volunteer.....

Total Cost of Course £ _____

Authorised by two officers

Chairman/Secretary/Treasurer (delete as appropriate) _____

Chairman/Secretary/Treasurer (delete s appropriate) _____

I understand that the training has been provided for me on behalf of Ashton Central Swimming Club and I agree to pay 50% of the course cost in the first instance.

Following completion of the course I understand that I need to assist in the club activities at agreed sessions for one year.

If the contract is adhered to then club will reimburse the full amount paid by me after the one year term.

I confirm that I have read, understand and agree to comply with the terms and conditions of this agreement.

Signed (Volunteer) _____ (if under 18 years of age, parent to co sign)

Date ___/___/___

Witness signature _____ (Officer of the committee or Head Coach)

Date ___/___/___

APPENDIX 1b



Affiliated Club

TRAINING AGREEMENT

Volunteers Name _____

Details of Training :

Course Title _____

Location of Training Course _____

Dates of Training Course From ___/___/___ to ___/___/___

Level 2 Course

Club will pay 50% of the course fee initially.

Amount payable by club.....

Volunteer will pay 50% of the course fee initially.

Amount payable by the volunteer.....

Total Cost of Course £ _____

Authorised by two officers

Chairman/Secretary/Treasurer (delete as appropriate) _____

Chairman/Secretary/Treasurer (delete s appropriate) _____

I understand that the training has been provided for me on behalf of Ashton Central Swimming Club and I agree to pay 50% of the course cost in the first instance.

Following completion of the course I understand that I need to assist in the club activities at agreed sessions for two years.

If the contract is adhered to then club will reimburse the full amount paid by me after the two years term.

I confirm that I have read, understand and agree to comply with the terms and conditions of this agreement.

Signed (Volunteer) _____

Date ___/___/___

Witness signature _____ (Officer of the committee or Head Coach)

Date ___/___/___

Appendix 2



Affiliated Club

ASHTON CENTRAL SWIMMING CLUB

Application form for Volunteers

Name.

Address.

.....

Telephone No. Home.....Mobile.....

e-mail.

What role would you like to volunteer for? (please circle)poolside helper.....committee officer.....

Committee member.....Other (please state).....

Relevant Qualifications (*if any*) eg. First Aid Cert, ASA Teachers Cert, Lifeguard etc.(see job descriptions)

.....

Relevant Experience (*if any*) eg. Youth work, Guides, Scouts, working with children.(see job descriptions)

.....

.....

Why do you want to volunteer?

.....

.....

What do you feel you can contribute to the club as a volunteer?...

.....

.....

.....

.....

Signature. **Date.**

(If under 18, must be signed by parent/guardian)

Please complete and sign and this form then return to a committee member for discussion at the next meeting

Appendix 3 (a)



JOB DESCRIPTION: SWIM 21 LIAISON OFFICER

JOB TITLE: Swim21 Liaison Officer

ACCOUNTABLE TO: Committee

MAIN DUTIES

1. To liaise with the appropriate Regional Development Officer, Local Authority Sports Development Officer, Swim 21 Club Committee and Club members.
2. To organise and oversee the audit and action planning stages of the Swim 21 process within the Club.
3. To keep the Club updated on their progress through the Swim 21 process.
4. To ensure that Club members are informed of Swim 21 courses and seminars.
5. To liaise with the Treasurer and Management Committee with regard to funding the implementation of the Club's Swim 21 Action Plan.
6. To follow and promote the Club/ASA Child Protection policy

Time Commitment: _____

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____

Appendix 3 (b)



JOB DESCRIPTION: CLUB CHAIRPERSON

JOB TITLE: Chairperson

RESPONSIBLE TO: Management Committee (Chairman, Secretary, Treasurer, Head Coach, Coach/teacher, Membership secretary).

SKILLS REQUIRED:

- Impartial
- Approachable
- Good communicator
- Tact and Discretion
- Reliable
- Good organisational skills
- IT skills necessary

MAIN DUTIES

1. Responsible for overall running of Club with assistance of Treasurer and Secretary
2. To preserve order at committee meetings
3. To take care that the proceedings are conducted in a proper manner
4. To ensure that the sense of the meeting is properly ascertained concerning any question which is properly before the meeting
5. To report the years proceedings at AGM
6. To Promote and Publicise, in a positive way all aspects of the Club
7. To follow and promote the club/ASA Child Protection policy.
8. To attend external meetings on club behalf and communicate information to committee.

Time Commitment:

Signatures: Officer _____ Date: _____

Treasurer _____ Date: _____

Secretary _____ Date: _____

Appendix 3 (c)



Affiliated Club

JOB DESCRIPTION: SECRETARY

JOB TITLE: Secretary

RESPONSIBLE TO: Management Committee (Chairman, Secretary, Treasurer, Head Coach, Coach/teacher, Membership secretary).

SKILLS REQUIRED:

- Good communicator
- Tact and Discretion
- Reliable
- Good organisational skills
- IT skills necessary

MAIN DUTIES

1. Responsible for day to day running of Club, dealing with correspondence and organising meetings
2. To prepare Agenda for meetings and distribute with any relevant documents to committee members prior to meetings
3. To take notes and subsequently prepare minutes of meetings
4. To prepare correspondence in reply to questions raised and discussed at committee
5. In respect of AGM, will collect any resolutions which are to be proposed along with nominations for election of officers
6. To follow and promote the Club/ASA Child Protection policy.

Time Commitment:

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____

Appendix 3 (d)



JOB DESCRIPTION: TREASURER

JOB TITLE: Treasurer
RESPONSIBLE TO: Management Committee (Chairman, Secretary, Treasurer, Head Coach, Coach/teacher, Membership secretary).
SKILLS REQUIRED:

- Numeracy and Book-keeping skills
- Tact and Discretion
- Good organisational skills
- IT skills

MAIN DUTIES

1. Responsible for financial accounting of Club
2. To prepare and deliver monthly reports at committee meetings
3. To bank payments made to Club
4. Monitor subscription payment and liaise with membership secretary
5. Monitor accounts by using on line banking
6. Book and arrange payment of all pool time.
7. Signatory and administrator of Club bank account
8. Ensure annual club insurance is renewed and cover is appropriate
9. Ensure all relevant professional subscriptions are paid when due
10. Organise annual audit of account and publish results at AGM
11. In partnership with Chairperson and Coach Co-ordinator prepare budget plan and deliver at AGM for approval of Club voting members
12. To follow and promote the Club/ASA Child Protection policy

Time Commitment:

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____

Appendix 3 (e)



JOB DESCRIPTION: CHILD PROTECTION OFFICER

JOB TITLE: Welfare Officer.

RESPONSIBLE TO: Committee

SKILLS REQUIRED:

- Ability to maintain database using IT skills
- Good listener and approachable whilst using discretion and tact at all time.
- Ability to deal with issues arising including disciplinary matters

MAIN DUTIES: *JOINT RESPONSIBILITY*

- 1) *To maintain, administer and manage the completion of the CRB check forms using IT database.*
- 2) To be aware of current child protection policies and procedures of the ASA and to receive all updating information of a CP nature from the ASA and ensure any recommendations made are integrated into club policy.
- 3) To ensure that the club/ASA Child Protection Policy and Procedure is followed by the club and that Child Protection is a standing item on the committee agenda.
- 4) To ensure Swimline is promoted by a notice on the club notice board.
- 5) Ensure that all possible Child Protection concerns of an urgent nature are referred to the appropriate agency immediately and all concerns (urgent or non urgent) are notified to the ASA Legal Affairs Department within 3 days.
- 6) To raise awareness of good child protection practice with the club officials, coaches and teachers, members and parents of members.
- 7) To attend at least one Child Protection workshop held by the County Welfare Officer each year/ or equivalent.

Time Commitment _____

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____

Appendix 3 (f)



JOB DESCRIPTION: MEMBERSHIP SECRETARY

JOB TITLE: Membership Secretary

RESPONSIBLE TO: Committee

SKILLS REQUIRED:

- Administration
- Book-Keeping
- Tact and Discretion

MAIN DUTIES

- 1) *Collect any outstanding fees*
- 2) Record all members names, addresses, date of birth, telephone numbers, e mail addresses, etc
- 3) Issue membership cards to each member
- 4) Record all cash/cheque payments for subscriptions, equipment etc and pass to the treasurer.
- 5) To gather completed application forms and present at monthly committee meetings for approval/rejection.
- 6) Give new starter information out to each new starter.
- 7) Send leavers questionnaire out and compile results to be presented for discussion at November meeting, Any changes to be made for start of new year in January.
- 8) To follow and promote the Club/ASA Child Protection policy

Time Commitment: (e.g. 4 hours)

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____

Appendix 3 (g)



JOB DESCRIPTION: FUND RAISING OFFICER

JOB TITLE: Fund Raising Officer

RESPONSIBLE TO: Management Committee (Chairman, Secretary, Treasurer, Head Coach, Coach/teacher, Membership secretary).

SKILLS REQUIRED:

- Good organisational skills
- Communication skills

MAIN DUTIES

- 1) To organise fund raising events throughout the year
- 2) To encourage others to participate in fund raising events
- 3) To assist the coaching team in the organisation of annual sponsored swim events
- 4) To deliver monthly reports to the committee on events organised
- 5) To pass all funds raised to treasurer
- 6) To follow and promote the club/ASA child protection policy

Time Commitment:

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____

Appendix 3 (h)



JOB DESCRIPTION: EQUIPMENT OFFICER

JOB TITLE: Equipment Officer

RESPONSIBLE TO: Management Committee (Chairman, Secretary, Treasurer, Head Coach, Coach/teacher, Membership secretary).

SKILLS REQUIRED:

- Well-organised
- Basic Book-keeping abilities
- Good communicator

MAIN DUTIES

- 1) To provide a service for the purchase of official Club kit.
- 2) To receive orders and subsequent payment for swimming kit.
- 3) To liaise with providers of kit ensuring ready availability of goods ordered.
- 4) To ensure that all payments are forwarded to club treasurer
- 5) To keep a basic account of income and expenditure and provide details to treasurer
- 6) To be available to take orders at regular intervals either in person or via telephone, internet etc.

Time Commitment:

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____

Appendix 3 (i)



JOB DESCRIPTION: WEB SITE FACILITATOR

JOB TITLE: Web site facilitator

RESPONSIBLE TO: Management committee (Chairman, Secretary, Treasurer, Head Coach, Coach/teacher, Membership secretary).

SKILLS REQUIRED:

- Well organised
- Communication Skills
- IT and Administration Skills

MAIN DUTIES

1. *The administration of the web site*
2. Ensuring that all information posted on the site is current, appropriate and does not contravene the data protection act.
3. Administration of fund raising initiatives through the web site, coordinating with fund raising officer and treasurer
4. To follow and promote the Club/ASA Child Protection policy.

Time Commitment: _____

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____

Appendix 3 (j)



JOB DESCRIPTION: COACH CO-ORDINATOR

JOB TITLE: Coach Co-ordinator

ACCOUNTABLE TO: Committee

QUALIFICATIONS: Desirable: The Club coach will normally hold an ASA Club Coach Certificate.
Essential: ASA Teachers Certificate level 2

SKILLS REQUIRED:

- Ability to motivate Swimmers and Volunteers
- Show an appropriate level of technical knowledge
- Good time management, ability to use time efficiently and effectively

MAIN DUTIES

1. *Develop and update with the help of the coaches a rolling 12-month forward training programme for all of the squads.*
 1. Allocate water time to the groups after consultation with the club committee.
 2. Allocate swimmers to groups after consultation with the other coaching staff.
 3. Deliver the clubs coaching programme in conjunction with supporting Teaching and Coaching Team.
 4. All coaches should be encouraged to obtain an ASA qualification.
 5. Keep records of CPD for all teaching staff to comply with Swim 21.
 6. Ensure yearly appraisals are carried out for all teaching staff including self.
 7. Attend all appropriate competitions.
 8. Ensure that training schedules are prepared for the groups.
 9. Attend to other such "general" duties associated with the post of Club Coach.
 10. Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP)
 11. To follow and promote the Club/ ASA Child Protection policy

Time Commitment: _____

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____

Appendix 3 (k)



JOB DESCRIPTION: TEAM MANAGER

JOB TITLE: Team Manager

RESPONSIBLE TO: Coach Co-ordinator and Management Committee (Chairman, Secretary, Treasurer, Head Coach, Coach/teacher, Membership secretary).

SKILLS REQUIRED:

- Well Organised
- Ability to motivate
- Communication Skills

MAIN DUTIES

- 1) Select a team in consultation with the appropriate club personnel i.e. Club Coach.
- 2) Advise the team of gala arrangements.
- 3) Ensure that arrangements are made for the transport of teams to galas.
- 4) Ensure that the team is taken to the appropriate venue.
- 5) Ensure that swimmers report in good time for each event.
- 6) Ensure that all appropriate swimmers are registered to swim in the appropriate competitions.
- 7) Ensure that team behaviour is controlled.
- 8) Submit results to press, notice boards and Web site.
- 9) Ensure that pool chaperones fulfill their duties.
- 10) Promote team spirit.
- 11) Act as delegate to competitive meetings.
- 12) To follow and promote the Club/ ASA Child Protection policy

Time Commitment: **e.g. 4 hours plus per week excluding attendance at galas**

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____

Appendix 3 (I)



Affiliated Club

JOB DESCRIPTION: A GROUP REPRESENTATIVE

JOB TITLE: Group representative

RESPONSIBLE TO: Management Committee (Chairman, Secretary, Treasurer, Chief Coach, Coach/teacher, Membership secretary).

SKILLS REQUIRED:

- Approachable
- Good communicator
- Tact and Discretion

MAIN DUTIES

1. To act as the main contact between parents/swimmers of Group and coaches/Committee.
2. To attend committee meetings held monthly.
3. To relay information as appropriate between parents and committee.
4. To Promote and Publicise, in a positive way all aspects of the Club
5. To follow and promote the Club/ ASA Child Protection policy.

Time Commitment:

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____

Appendix 3 (m)



Affiliated Club

JOB DESCRIPTION: B GROUP REPRESENTATIVE

JOB TITLE: Group representative

RESPONSIBLE TO: Management Committee (Chairman, Secretary, Treasurer, Head Coach, Coach/teacher, Membership secretary).

SKILLS REQUIRED:

- Approachable
- Good communicator
- Tact and Discretion

MAIN DUTIES

1. To act as the main contact between parents/swimmers of Group and coaches/Committee.
2. To attend committee meetings held monthly.
3. To relay information as appropriate between parents and committee.
4. To Promote and Publicise, in a positive way all aspects of the Club
5. To follow and promote the Club/ASA Child Protection policy.

Time Commitment:

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____

Appendix 3 (n)



JOB DESCRIPTION: C GROUP REPRESENTATIVE

JOB TITLE: Group representative

RESPONSIBLE TO: Management Committee (Chairman, Secretary, Treasurer, Head Coach, Coach/teacher, Membership secretary).

SKILLS REQUIRED:

- Approachable
- Good communicator
- Tact and Discretion

MAIN DUTIES

1. To act as the main contact between parents/swimmers of Group and coaches/Committee.
2. To attend committee meetings held monthly.
3. To relay information as appropriate between parents and committee.
4. To Promote and Publicise, in a positive way all aspects of the Club
5. To follow and promote the Club/ASA Child Protection policy.

Time Commitment:

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____

Appendix 3 (o)



JOB DESCRIPTION: D GROUP REPRESENTATIVE

JOB TITLE: Group representative

RESPONSIBLE TO: Management Committee

SKILLS REQUIRED:

- Approachable
- Good communicator
- Tact and Discretion

MAIN DUTIES

1. To act as the main contact between parents/swimmers of Group and coaches/Committee.
2. To attend committee meetings held monthly.
3. To relay information as appropriate between parents and committee.
4. To Promote and Publicise, in a positive way all aspects of the Club
5. To follow and promote the Club/ASA Child Protection policy.

Time Commitment:

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____

Appendix 3 (p)



JOB DESCRIPTION: SWIMMING TEACHER

JOB TITLE: Teacher

ACCOUNTABLE TO: Coach Co-ordinator and management committee (Chairman, Secretary, Treasurer, Head Coach, Coach/teacher, Membership secretary).

RESPONSIBLE FOR: Teaching Groups

RECOMMENDED QUALIFICATIONS

ASA Teachers Certificate / Level 2 Teaching Award / Level 2 Coaching Certificate

A first aid certificate would also be recommended

SKILLS REQUIRED:

- Sound organisational skills.
- Ability to motivate swimmers.
- Patience.
- Ability to communicate with effectiveness.
- Tact and Diplomacy when dealing with confidential issues.

MAIN DUTIES

- 1) To work with a group of swimmers to help them achieve the aims required, to the clubs agreed lesson plans e.g. ASA National Plan for Teaching Swimming.
- 2) Keep an up to date register of all swimmers attending each session.
- 3) Make a note of details of any particular need of an individual swimmer.
- 4) Ensure that you can access emergency contact details for all swimmers in your group.
- 5) Abide by all policies and codes as required by the Club.
- 6) Ensure that you have copies of injury report forms available at all times.
- 7) Ensure that all qualifications are renewed and updated as and when required.
- 8) Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP)
- 9) To follow and promote the club/ASA Child Protection policy

Name of Officer: _____

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____

Appendix 3 (g)



JOB DESCRIPTION: SWIMMING ASSISTANT TEACHER

JOB TITLE: Assistant Teacher
ACCOUNTABLE TO: Coach Co-ordinator and management committee
RESPONSIBLE FOR: Assisting in Teaching Groups

RECOMMENDED QUALIFICATIONS

ASA Assistant Teachers Certificate / Level 1 Teaching Award / Level 1 Coaching Certificate

SKILLS REQUIRED:

- Sound organisational skills.
- Ability to motivate swimmers.
- Patience.
- Ability to communicate with effectiveness.
- Tact and Diplomacy when dealing with confidential issues.

MAIN DUTIES

- 1) To assist teachers working with a group of swimmers to help them achieve the aims required, to the clubs agreed lesson plans e.g. ASA National Plan for Teaching Swimming.
- 2) To assist in the maintenance of an up to date register of all swimmers attending each session.
- 3) Report to teacher details observed, of any particular need of an individual swimmer.
- 4) Ensure that you can access emergency contact details for all swimmers in your group.
- 5) Abide by all policies and codes as required by the Club.
- 6) Ensure that all qualifications are renewed and updated as and when required.
- 7) Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP)
- 8) To follow and promote the Club/ASA Child Protection policy

Name of Officer: _____

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____

Appendix 3 (r)



JOB DESCRIPTION: COACH

JOB TITLE: Coach

RESPONSIBLE TO: Management Committee (Chairman, Secretary, Treasurer, Head Coach, Coach/teacher, Membership secretary).

RECOMMENDED QUALIFICATIONS

ASA Club Coach certificate

A first aid certificate would also be recommended

SKILLS REQUIRED:

- Good time management, ability to use time efficiently and effectively.
- Show an appropriate level of technical knowledge.
- Ability to motivate performers and communicate effectively.

MAIN DUTIES

1. Consult with the Club/Junior squad coach about the main aims of the session.
2. Plan and deliver coaching sessions appropriate to the ability of the participants.
3. Make participants aware of their progress.
4. Liaise with the team manager and swimming committee to ensure that there are regular, appropriate, competitive opportunities for swimmers.
5. Ensure that you are well briefed about any special needs of the swimmers involved i.e.: fitness levels, medical conditions, physical impairments or disabilities.
6. Abide by all policies and codes as required by the club.
7. Ensure that all coaching qualifications are renewed and updated as and when required and a commitment to continual Professional Development.
8. Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP)
9. To follow and promote the club/ASA Child Protection policy

Name of Officer: _____

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____

Appendix 3 (s)



JOB DESCRIPTION: DISABILITY LIAISON OFFICER

JOB TITLE: Disability Liaison Officer

ACCOUNTABLE TO: Committee and Head Coach

MAIN DUTIES

1. To liaise with the County Disability Liaison Officer.
2. To attend a disability awareness course, Sport Coach UK's "Working with Disabled Sports People".
3. To arrange disability awareness training for club volunteers, teachers and coaches.
4. To identify any additional training needs within the Club in relation to providing opportunities for disabled people.
5. To ensure that any disabled swimming members are aware of the competitive swimming opportunities available to them, both within and external to the ASA.
6. To compile a list and contact details of local disability sports organisations.
7. To develop links with local disability swimming clubs and disability sports organisations.
8. To promote positively opportunities for disabled people through club publicity materials.
9. To ensure to Disability Policy is updated and communicated to all teachers.
10. To follow and promote the ASA Child Protection policy

Name of Officer: _____

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____

Appendix 4



Affiliated Club

Poolside Induction Checklist

A poolside induction for new volunteers will assist the Club in ensuring that the safety and welfare of members is addressed. The poolside induction checklist is an example of good practice in relation to health and safety.

NAME: _____

DATE STARTED: _____

- Job description/expectations
- Normal Operating Procedures and Emergency Action Plan
(supplied by the facility provider)
- Introduction to Teaching and Coaching Staff
- Shown around the Facility
- Equipment Storage
- Relevant Telephone Numbers
- Incident Reporting
- Register of Swimmers
- Teacher / Coaches meeting
- Competition Calendar
- Club Handbook
- Committee Structure, roles and responsibilities
- Changing Face of Age Group Swimming Leaflet given (BAGCATS)
- Training Opportunities discussed

Training Needs: _____

Any other comments: _____

Signature of New Starter: _____

Signature of Head Coach: _____

Date: _____

Appendix 5

Ashton Central Swimming Club



Membership Application Form

PLEASE USE BLOCK LETTERS

NAME

ADDRESS

.....

POSTCODE

TELEPHONE NUMBER

DATE OF BIRTH AGE THIS YEAR

Details will be filed on the computer for the sole use of the Club. In order to comply with the data protection act this requires your permission. Please sign below to indicate your consent.

There are adult helpers in the water to assist swimmers when appropriate.

Signature

IF YOU ARE A MEMBER OF ANOTHER SWIMMING CLUB PLEASE STATE WHICH

.....

IF YOUR CHILD HAS ANY DISABILITIES, ILLNESS OR IS RECEIVING ANY REGULAR MEDICATION PLEASE INFORM GROUP COACH AND COMPLETE ASA MEDICAL FORM. PARENTS OR GUARDIAN PLEASE READ AND SIGN.

It is understood that the organising authority is under no liability whatsoever in respect of any personal loss or injury which the above applicant may sustain due to his/her participation in the Club.

PARENTS/GUARDIAN SIGNATURE DATE

Fees become due two weeks after commencement.

Proposed by Seconded by

Accepted on behalf of Ashton Central Swimming Club
(Chairperson / Secretary / Treasurer)

Appendix 6



ASHTON CENTRAL SWIMMING CLUB
EXIT QUESTIONNAIRE

The purpose of this questionnaire is to provide guidance for the committee of Ashton Central Swimming Club to ensure a standard and consistent approach is adopted and to initiate any change in practice.

SWIMMERS NAME/S :-

DATE OF COMMENCEMENT:-

GROUP (on leaving)

DATE OF LEAVING :-

1. What is your reason for leaving?
2. If you are going to another swimming club, where?
3. If you are joining an alternative swimming club which of the following factors were highly influential to your decision?

(*please tick*)

Club constitution/ rules
Location of pool
Quality of tuition
Lack of the swimmers development
Discrimination / harassment
Bullying
Others (*please specify*)

4. What were your best experiences?

5. What were your worst experiences?

6. Based on your experience with us, how do you think we can improve?

7. Would you recommend Ashton Central Swimming Club to anyone else?

YES / NO

We would like to thank you for your time in completing this exit questionnaire.

Please return in the stamped addressed envelope provided or if e mailed to you return by e mail.

Ashton Central Swimming Club Committee.

Appendix 7



Affiliated Club

Dear

Thank-you for your recent correspondence to inform us, that you wish to resign as a member from Ashton Central Swimming Club.

It is with some regret that we accept your resignation; however, we do hope that you have enjoyed your time swimming with Ashton Central and that you will continue to enjoy swimming in the future.

If at any time you should wish to return to swim with the club, we will be delighted to consider your application for membership.

Many thanks and kind regards,

Mrs. C. Aaron

Hon Secretary

On behalf of Ashton Central Club Committee

