



VOLUNTEERING HANDBOOK

Be part of the Team

Revised & Updated April 2024

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Welcome & Introduction



Jon Ward

Chair



Whether you are contemplating whether or not to volunteer, or have already made that decision, we hope this handbook provides you with the information you need to help you.

The contents are designed to provide you with an insight into our sport and the roles involved in making it happen. This will hopefully help you to see where you might, or will, fit in and how vital your contribution is. You will find information about the Club, our sport, the different roles and links to other helpful resources.

Without the help and support of volunteers we simply could not function. We have one permanent paid role in the Club, that of the Head Coach, and after that we are solely dependent upon volunteers. So if you have already made the decision to join our team, on behalf of all the swimming members and their families, 'thank you' for giving up some of your personal time to support them. If you're undecided hopefully this handbook will convince you.

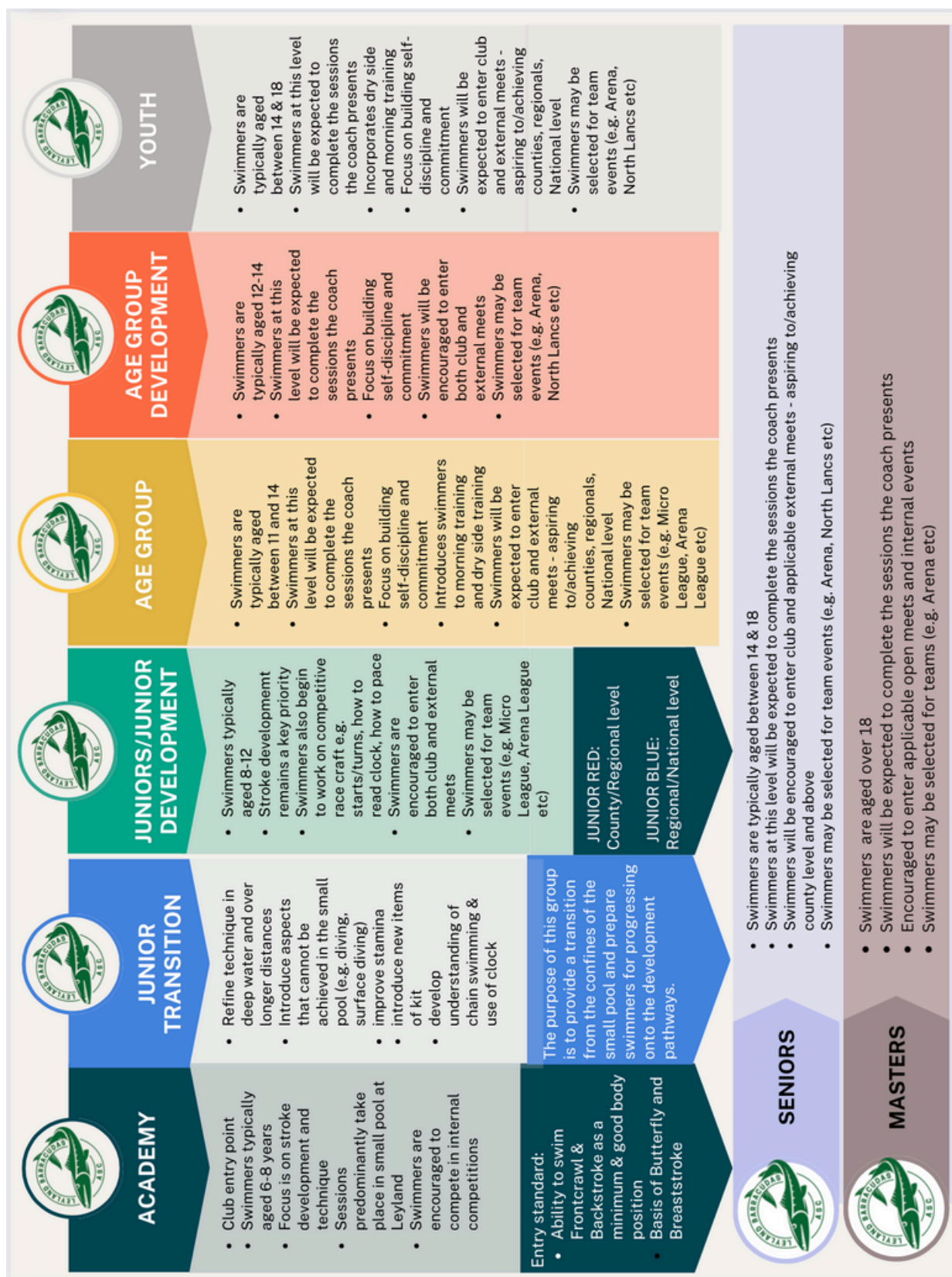
Club Aims

Our Club aims are a good place to start and here they are

To provide -

- a safe and healthy environment for the coaching and development of swimming
- to provide the opportunity and encouragement which enables all our members to reach their full potential within the sport of swimming, whatever their competitive aspirations
- to provide an environment that encourages personal development and the acquisition of new skills

Our Programme Overview



SwimMark Status



What's it all about and what does it mean?

SwimMark accreditation is Swim England's quality standard for clubs. It recognises high standards of governance, sustainability and effectiveness and is the primary module for clubs, designed to -

- create the best possible swimming experience for all
- raise the quality of aquatics provision

It is designed to help clubs achieve good governance, grow membership, develop volunteers and ensure activity is sustainable and in line with club objectives. It is accredited every two years with a health check inbetween.

We have held this status now for some years and each year the standards become more challenging to achieve, particularly with a volunteer workforce. However, the flip side is that it does mean that you have a club that is always looking to not only meet standards but to improve.

A couple of examples of how securing this accreditation continues to help us to raise standards are:

- Meeting the requirements of the coaching policy which has raised the bar in terms of the numbers and levels of qualified volunteer personnel required to operate.
- Meeting event licensing requirements which has resulted in us having to maintain a bank of qualified officials.

Accreditation also requires us to adhere to a code of ethics and a range of policies and procedures which help to ensure that our members are safe. For example:

- [Wavepower - SE Child Safeguarding Policy and Procedures](#)
- [SE Anti-Doping Rules](#)
- [SE Equity Policy](#)
- [SE Laws and Regulations](#)
- [Our Club's Codes of Conduct](#)

We will make reference to the Code of Ethics (overleaf) and Safeguarding is covered under the Welfare and Safeguarding section on page .



Swim England Code of Ethics

Swim England's (SE) Code of Ethics applies to everyone involved within our sport and should be read in conjunction with our Club's Codes of Conduct. The SE Code is laid out below and is something all volunteers need to abide by. It requires us all to -

- **respect** the rights, dignity and worth of every person, be they adult or child, treating everyone equally within the context of the sport
- **respect** the spirit of the sport adhering to the rules and laws in and out of the pool, incorporating the concept of friendship and respect for others
- **promote** the positive aspects of the sport and never condone the use of inappropriate or abusive language, inappropriate relationships, bullying, harassment, discrimination or physical violence
- **accept responsibility** for your own behaviour and encourage and guide all members and parents to accept responsibility for their own behaviour and conduct
- **ensure** all concerns of a child safeguarding nature are referred in accordance with Wavepower Safeguarding Policy and Procedures
- **conduct** yourself in a manner that takes all reasonable measures to protect your own safety and the safety of others
- **promote** the reputation of the sport and never behave or encourage or condone others to behave in a manner that is liable to bring the sport into disrepute





Our Partnership to Success

To optimise our success the Club needs all its workforce to work together as a partnership, supporting one another to achieve the best that we can for the benefit of our athletes. Whilst some may commit to supporting members on the poolside, we also have volunteers providing equally essential administrative support. This will include tasks like booking facilities and transport; managing the club shop and merchandise; managing member recruitment and processing membership applications and Swim England registrations; sorting out insurances; organising internal events; the list goes on but you get the idea, it's all the things that enable us to get on the poolside and our athletes to get in the water.

We also have others who provide vital support at our internal events whether it be processing entries and results, marshalling swimmers or officiating. All volunteering their time to support our athletes. Then on top of this, of course, we have our Level 3 Head Coach who provides the technical direction for the athlete pathway and leadership on the pool deck. So together we are all responsible for making it happen.

We bring all this together in our Swim Mark Development Plan which has the following key headings:

- Governance & Finance
- Athlete Pathway
- Marketing & Communication
- Environment & Welfare
- Workforce

If you want to learn more you can see our plan [here](#).





Financial Support

As a voluntary organisation funds for training are limited but at the same time workforce training is important. For this reason we allocate a percentage of the Club's income each year to training. We supplement this with monies generated from fundraising and by drawing down funds from affiliated bodies. To ensure we make best use of the limited resources the Club agrees training priorities for the upcoming season. These priorities are based on the needs of the Club at that point in time and include taking into account the following:

- governing body guidance in terms of the numbers of staff qualified to operate safely
- programme needs of specific groups and any related areas of risk/weakness
- essential roles required to support club operations & comply with our SwimMark status
- current number and skill levels of workforce
- availability of funding

What we take into account when determining who will be funded:

- number of hours per week & duration of volunteering experience
- proven record of flexibility/adaptability/reliability
- likelihood of volunteer remaining in service post-training

- aspirations of the volunteer
- relevance of the training to the role being undertaken

Conditions of funding:

With limited resources the Club needs to have some assurance that they will be getting value for money and are spending members' fees wisely, so here's how it will work and what is expected

- priority will be given to essential accredited qualifications which meet the needs of the Club
- the volunteer will be expected to fund 50% of the cost upfront & the Club will fund the remainder
- upon successful completion & 12 months' continued volunteering service post-training the Club will reimburse the 50% paid upfront by the volunteer
- where a volunteer is unsuccessful the club will fund any re-take on the same basis
- where a volunteer is unable to continue to volunteer their services post-training the Club may consider not reimbursing the whole, or part thereof, of the upfront 50%
- for more general CPD training financial support will vary depending upon the cost, length and nature of the event



Financial Support

- where participation involves additional costs such as travel, accommodation and other incidentals it is likely that the Club will only be able to make a contribution to these costs
- volunteers will be required to apply for training in advance [via this form](#) and in the process acknowledge that they understand the conditions of funding and expectations of the Club

Each application will be considered, and an offer of financial support made, based on benefit to & needs of the Club and availability of resources at the time of application. In some instances the Club may ask the volunteer to defer training until funding is available.

Interested in applying for support?

If you are interested in applying for financial support please speak with the Head Coach or Parent Liaison Officers in the first instance to ensure the qualification/training you are interested in meets the needs of the Club. Once you've established this you can **apply by completing this on-line form**. You will be notified of the outcome of this application within 5-6 weeks of submitting your application.



Poolside Volunteering

An idea of roles and requirements



There are a variety of ways to get involved and a variety of roles to undertake. Here's an idea of what each involves

Helper

POOLSIDE HELPER: Someone who supports the delivery of club sessions under the supervision of a qualified teacher or coach

What are we looking for?	Be at least 14yrs of age; Have a good understanding of the club and the structure of its sessions & competitions; Be enthusiastic and passionate about the development of all club members; Have a basic understanding of aquatics and safety within sessions; Hold an up-to-date Barred List Check and/or Enhanced DBS check and have completed child Safeguarding training
What does Swim England and the Club expect from a poolside helper?	To assist with the set-up of the pool for club training sessions and ensure all equipment is correctly stored away at the end of the session; To follow the instructions of the coach/teacher to support the delivery of the session; To be aware of the safety of the session at all times, ensuring the poolside is tidy and any health and safety risks are reported to the coach or appropriate personnel; To make sure that swimmers have the correct equipment needed for the session such as pull buoys and floats; Notify the Head Coach if you are unable to fulfil your commitment
What is the likely time commitment expected?	1-2 hours per week (or more if you have the time and inclination)
What support can you expect from the Club?	The Club will arrange the necessary DBS certification and pay for any Swim England training related to your role (e.g. SE Safeguarding). Financial support will need to be sought in advance and be in line with the Club's funding agreement.



[What's DBS - click here to view DBS FAQs](#)

Poolside Volunteering

An idea of roles and requirements

Teaching

LEVEL 1 SWIMMING ASSISTANT [TEACHING] : Someone who can produce a lesson plan and supervise a group of swimmers in the Club's Academy

What are we looking for?	Be at least 16yrs of age;
	Have a good understanding of the club and the structure of its sessions & competitions;
	Be enthusiastic and passionate about the development of all club members;
	Have a basic understanding of aquatics and safety within sessions;
	Have a track record of volunteering within the club
	Hold an up-to-date Barred List Check and/or Enhanced DBS check and have completed child Safeguarding training
What does Swim England and the Club expect from a poolside helper?	To undertake a teaching role primarily in the Academy section of the club
	To be capable of producing a lesson plan at Academy level and be able to supervise a lesson
	To be aware of the safety of the session at all times, ensuring the poolside is tidy and any health and safety risks are reported to the coach or appropriate personnel;
	To make sure that swimmers have the appropriate equipment needed for the lesson such as floats/fins;
	To notify the Academy Teaching Team if unable to fulfil your commitment
	Be prepared to engage in Club workforce meetings
What is the likely time commitment expected?	1-2 hours per week (or more if you have the time and inclination)
What support can you expect from the Club?	The Club will arrange the necessary DBS certification and pay for any Swim England training related to your role (e.g. SE Safeguarding). Financial support will need to be sought in advance and be in line with the Club's funding agreement.

SEQ LEVEL 2 SWIMMING TEACHER : Someone who can lead sessions within the Club's Academy Programme

What are we looking for?	Be at least 16yrs of age;
	Have a good understanding of the club and the structure of its programme
	Be enthusiastic and passionate about the development of all club members;
	Have a good understanding of aquatics and safety within sessions;
	Have a track record of volunteering within the club
	Hold an up-to-date Barred List Check and/or Enhanced DBS check and have completed child Safeguarding training
What does Swim England and the Club expect from a poolside helper?	To hold the SEQ Level 1 Swimming Assistant [Teaching] qualification or equivalent
	To undertake a lead teaching role in the Academy section of the club
	To be aware of the safety of the session at all times, ensuring the poolside is tidy and any health and safety risks are reported to the coach or appropriate personnel;
	To make sure that swimmers have the appropriate equipment needed for the lesson such as floats/fins;
	To notify the Academy Teaching Team if unable to fulfil your commitment and arrange cover as appropriate
	Be prepared to engage in Club workforce meetings
What is the likely time commitment expected?	Minimum 2 hours per week (or more if you have the time and inclination)
What support can you expect from the Club?	The Club will arrange the necessary DBS certification and pay for any Swim England training related to your role (e.g. SE Safeguarding). Financial support will need to be sought in advance and be in line with the Club's funding agreement.

Poolside Volunteering

An idea of roles and requirements

Coaching

LEVEL 1 SWIMMING ASSISTANT [COACHING] : Someone who wants to take the first step to becoming a swimming coach or interested in supporting a coach in a club environment

What are we looking for?	Be at least 16yrs of age;
	Have a good understanding of the club and the structure of its sessions & competitions;
	Be enthusiastic and passionate about the development of all club members;
	Have a basic understanding of aquatics and safety within sessions;
	Have a track record of volunteering within the club
	Hold an up-to-date Barred List Check and/or Enhanced DBS check and have completed child Safeguarding training
What does Swim England and the Club expect from a poolside helper?	To undertake an assistant coaching role on the Club's large pool programme
	To understand the role of assistant coach
	To understand the importance of positive coaching behaviour and the types of training used to develop swimmers
	To be able to deliver a pre-planned coaching session to a group of swimmers.
	To notify the Head Coach if unable to fulfil your commitment
	Be prepared to engage in Club workforce meetings
What is the likely time commitment expected?	1-2 hours per week (or more if you have the time and inclination)
What support can you expect from the Club?	The Club will arrange the necessary DBS certification and pay for any Swim England training related to your role (e.g. SE Safeguarding). Financial support will need to be sought in advance and be in line with the Club's funding agreement.

SEQ LEVEL 2 SWIMMING COACH : Someone who wants to become an independent coach or fulfil a Head Coach role within a club setting

What are we looking for?	Be at least 18yrs of age;
	Have a good understanding of the club and the structure of its sessions & competitions;
	Be enthusiastic and passionate about the development of all club members;
	Have a basic understanding of aquatics and safety within sessions;
	Have a track record of volunteering within the club
	Hold an up-to-date Barred List Check and/or Enhanced DBS check and have completed child Safeguarding training
What does Swim England and the Club expect from a poolside helper?	Must hold SEQ Level 1 Swimming Assistant [Coaching] award or equivalent
	To have been coaching regularly within the Club for 12 months or more and be prepared to commit to at least 3 sessions per week
	To understand the Athlete Development Support Pathway
	To be working with a Coaching Assistant and have knowledge of current coaching best practice
	To be able to deliver a pre-planned coaching session to a group of swimmers.
	To notify the Head Coach if unable to fulfil your commitment
What is the likely time commitment expected?	Be prepared to engage in Club workforce meetings
	Minimum 3 sessions per week (or more if you have the time and inclination)
What support can you expect from the Club?	The Club will arrange the necessary DBS certification and pay for any Swim England training related to your role (e.g. SE Safeguarding). Financial support will need to be sought in advance and be in line with the Club's funding agreement.

Poolside Volunteering

An idea of roles and requirements

Team Manager

SEQ TEAM MANAGER : Someone who ensures team cohesion at aquatic events and competitions.

What are we looking for?	Be at least 16yrs of age;
	Have a good knowledge and understanding of the club and its athletes
	Be an excellent communicator, with the ability to communicate to a range of individuals including athletes, parents, coaches and event staff
	Have a good understanding of competition/event requirements
	Be able to relay information in a concise manner and make quick decisions
	The ability to remain calm under pressure
What does Swim England and the Club expect from a poolside helper?	Hold an up-to-date Barred List Check and/or Enhanced DBS check and have completed child Safeguarding training
	To attend Team Manager training as required.
	To regularly communicate with parents, verbally and in writing, to ensure they are aware of the full details of events including meeting points for departure, arrival, staffing arrangements, food and drink arrangements.
	To be responsible for the administration and co-ordination of the aquatic team you have been allocated to
	To be a central point of contact for the team
	To be responsible for safeguarding and wellbeing of athletes and staff
	To attend pre-competition/event briefings as required.
	To arrange all team travel, itineraries and kit as required in consultation with Club Treasurer
	To undertake team selection and trials
	To promote positive team spirit and behaviours
	Be prepared to engage in Club workforce meetings
What is the likely time commitment expected?	Variable dependent upon team assignment and competitive calendar.
What support can you expect from the Club?	The Club will arrange the necessary DBS certification and pay for any Swim England training related to your role (e.g. SE Safeguarding). Financial support will need to be sought in advance and be in line with the Club's funding agreement.



It is important that you are recognisable on the poolside as a qualified member of the team so the Club will provide all qualified members of the poolside workforce with one branded polo shirt. Additional shirts are available to purchase if required. Speak to Adele Thomson for more information.



If you are a qualified Official and the license requires you to wear whites you can either wear your own whites or you can purchase a Club branded official's polo shirt either via SwimManager or via the Silverback link when it is available. More information speak to Adele Thompson.

Poolside Volunteering

An idea of roles and responsibilities

Maybe, officiating is more your thing. This doesn't require a week-in-week-out commitment which may be easier for you to accommodate and there are a range of roles to choose from.

These are usually the people in white who are responsible for ensuring that the rules of swimming are upheld and that all swimmers have the opportunity to compete fairly in whatever events they swim. At any meet there are a range of different officials including referee(s), starter, judges (stroke, finish and turns) and timekeepers. Here's an outline of what each involves -

JUDGE LEVEL 1

This is the first level of British qualification for which the minimum age is 15. It encompasses the role and duties of a Timekeeper, Chief Timekeeper and Inspector of Turns.

- **Timekeeper** - You record the time the swimmer takes to complete the race using a stopwatch and record it on the heat sheets.
- **Chief Timekeeper** – they collect the time sheets from the timekeeper after each event and work out the finishing times for the swimmers based on the order of the finish in agreement with the referee.
- **Inspector of Turns** – as a J1 you are also expected to be responsible for looking at the swimmers turns and finishes. Don't worry - you can't disqualify a swimmer, all you do is report an infringement if you see it to the Referee or Chief Inspector of Turns. The only person who can disqualify a swimmer is the Referee. This part of J1 requires knowledge of the rules relating to the turn and finish for each stroke.
- **Chief Inspector of Turns** – is the link between the Inspector of Turns (J1) and the Referee. Takes the report from the time keeper to the referee.



Poolside Volunteering

An idea of roles and requirements

JUDGE LEVEL 2

This is the second level of qualification for which the minimum age is 16. It encompasses the role and duties in relation to all aspects of judging and the theoretical role and duties of Starter.

- **Judges of stroke:** J2 officials are responsible for ensuring that all stroke rules are complied with. As with J1 Stroke judges do not disqualify swimmers. Rather they report observed infringements to the Referee who will disqualify the swimmer.
- **Finish judge:** writes the lane order of swimmers as they finish and passes these to the Referee.

JUDGE LEVEL 2-STARTER

This role is the most visible and easiest to understand role for which the minimum age is 16. The starter's role is to ensure that the start is fair for all swimmers.

REFEREE

This role is the highest level of qualification in British Swimming for which the minimum age is 19. The Referee is in overall control of all aspects of the meet and is responsible for health and safety as well as ensuring that the competition is fair. It is to the Referee that judges report observed infringements and the Referee decides whether these will be accepted. This requires in depth knowledge of the laws of the sport.



Click here to see [A guide to SE Officials Qualifications and training](#)

Poolside Volunteering

An idea of roles and requirements



If you are interested in any of the poolside roles referred to and want to know more about the Swim England qualifications and training opportunities details of courses on offer with dates, locations and prices can be found [via this link](#).



Swim England provide a range of delivery options from face-to-face, on-line or blended learning which is a combination of the two. If you need further assistance please speak to any one of the individuals shown below.



If you've got questions or think any of these roles is something you might be interested in and you haven't done so already, speak to any of the following and they will help direct you.



Ste Davison
Head Coach



Simon Welsby
Parent Liaison

07972 645898

Simonwelsby@hotmail.com



Lee Williams
Parent Liaison

07802 435102

leewilliams01@aol.com



Jon Ward
Club Chair

07480 842695

chair@lbasc.org.uk

Event Management

What it takes and how you could help

Organising our internal events isn't easy. It takes a good deal of planning, co-ordination and team work but we are actually quite good at it.

Before the Event

Our events are managed by our Competition Secretary and there are a host of things to do before the event. For example, booking sufficient pool time, cancelling training sessions, publishing entry requirements, setting up on-line entries, producing heat lists and programmes, recruiting poolside marshalls/announcers/recorders, organising event publicity and ordering trophies/medals, just to mention a few things.

If the event is licenced then the Competition Secretary needs to make sure the Club meets the conditions of the licence and submit the application in advance. One of the key conditions of licencing is having the correct number of qualified officials in place so we are always looking for volunteers to qualify as timekeepers or judges so that we can run these events.

On the Day

This is when things begin to hot up. You may have got all your equipment there, the pool ready and officials set to go but despite all the advance planning

there is always someone who doesn't turn up or is unwell and start lists need to be updated before the event can commence. Once it's underway there is a constant flow of data from the poolside to input so we can produce result sheets. So the ability to work under pressure is key.

Post Event

Once the final race has finished and everyone has gone home you would think that's it. But alas not for the Competition Secretary. The results need to be uploaded to the Swim England national database so all our athletes have up-to-date times.

So just what does it take?

All-in-all upto 32 volunteers are needed to run an internal licenced meet in addition to the Competition Secretary and roles include -

- 6 x Marshalls
- 5-10 x Timekeepers
- 1 x Announcer
- 2 x Starter/Referee
- 1-2 x Trophy Officers
- 2 x Chief Timekeepers
- 2 x Results Room staff
- 4 x Judges [2 stroke; 2 finish]
- 2 x Turn Judges
- 2 x poolside runners

If you think you could do one of these roles please let us know, we are always looking for event staff.

Some poolside good practice tips

Coaching/Poolside Assistance

You should

- Avoid situations where a coach/teacher and child are alone. If you find yourself in such a situation that might lead to this you need to seek an appropriate adult to accompany you and tell the child why that person is with you.
- If it is necessary to do things on a one-to-one basis with children who are young or disabled make sure you have another adult accompanying you. Get consent from the parent/carer. Let the child know what you are doing and why.
- Use discretion to assess the relative risk of leaving a child alone against helping a child on a one-to-one basis. This would include, for example, taking care of a child should a parent fail to pick them up for an event.
- Avoid any physical contact
- Don't allow any physically rough or sexually provocative games, or inappropriate talking or touching by anyone, in any group for which you have responsibility.



Marshalling

If you find yourself marshalling:

- Make sure you are wearing your poolside pass that identifies you as being authorised to be on the poolside
- Your main priority when marshalling is to ensure the safety of the swimmers. You are critical to the smooth running of the event so don't let yourself get distracted.
- If a swimmer wants to leave the poolside to go to the toilet clear it with the Chief Marshall before agreeing
- If you are marshalling at an external event that involves transport your duties extend to supervision of members on the coach so you will be expected to travel with them.
- You will need to ensure all athletes are safely on the coach and collected on return.

Administration Volunteering

Behind the scenes but just as vital

Being on poolside isn't everybody's idea of fun, some prefer to make their contribution behind the scenes but what they do is just as vital. Making sure the things that need to be in place for us to get into the water and compete are sorted. Some roles involve membership of the Club's Executive Committee but others are more task driven. We may even from time-to-time need some one-off expertise and will approach the membership looking for someone with the skills to help. But here is an overview of the key roles that we need to keep afloat



Some non-poolside roles and responsibilities

ROLE	HEADLINE RESPONSIBILITIES
Chair	Provides the strategic lead for the Club and represents the club at regional governing body events.
Vice-Chair	Supports the Chair across a range of club activities and deputises as appropriate
President	This is an honorary role providing an independent overview and acting as a critical friend. Will support Officers of the club in achieving the objectives laid out in the development plan and represent the club as appropriate.
Honorary Secretary	Responsible for all key administrative functions in the club (e.g. ensuring affiliations, memberships, compliances are met). Represents the club at affiliated body meetings.
Honorary Treasurer	Responsible for ensuring effective financial management.
Membership Secretary	Responsible for co-ordinating club trials and the effective management of member recruitment, induction and renewal.
Competition Secretary	Responsible for managing all internal events and co-ordinating entries for all club supported external events.
Shop Manager	Responsible for managing the buying and selling of all Club's merchandise
Press Officer	Responsible for member communication across a range of platforms
Social & Fundraising Officer	Responsible for seeking external funding opportunities; organising a range of activities that help to generate income and provide a socially inclusive environment.
Head Coach	Responsible for developing the athlete programme within the club and taking a leadership role with the poolside workforce.
Welfare Officer	This is a non-executive role with responsibility for dealing with any welfare issues and ensuring the club is compliant with governing body welfare requirements.
Registrations Officer	This is a non-executive role with responsibility for ensuring all members have the appropriate level of Swim England registration to enable them to either compete or undertake their roles.
Booking Officer	This is a non-executive role responsible for making sure all facility and transport bookings are made
SwimMark Co-ordinator	This is a non-executive role responsible for making sure we comply with all the requirements associated with Swim Mark status.
Trophy Officer	This is a non-executive role responsible for ensuring all club trophies are managed and maintained.

Young Aquatic Volunteering

A pathway into volunteering

When our members reach the age of 14 we offer them the opportunity to get involved in our Young Aquatic Volunteer Programme (YAV programme). The programme has Swim England's Young Volunteer Award at its centre but we have expanded the programme to provide our youngsters with a broader more enriched experience that supports them through their volunteering journey but also helps to develop them as young people. They provide 1 hours poolside volunteering support for a period of 12 months whilst undertaking Swim England on-line modules. We give them experience with our younger swimmers (5-9 yrs) in our Academy and on our Age Group programme which is from 10yrs upwards. When they reach 16 they have the option to continue volunteering at club level or to opt to take up an opportunity with South Ribble Leisure Services or the Endeavour Learning Trust who will train them as Pool Lifeguards so that they can gain part-time employment

in leisure facilities across the community.

The other option that we are keen to promote is that our young volunteers progress into adult volunteering within the club. So we look to generate funds in order to support those young volunteers who want to pursue teaching qualifications.

SE teaching qualifications not only provide them with a lifeskill which can support club but one which will enable them to gain part-time paid employment with leisure services - a great way to fund their way through college or university. Or maybe, they want to pursue a career in aquatics. Whatever their motive we would like to encourage these young people and where possible provide the financial support to enable them to qualify. In return we would like them to continue offering their services within the club so they can encourage future generations of young athletes.



Carole Jepson

Want to know more about our YAV programme then please contact our Programme Lead, Carole Jepson

Wavepower

Swim England's safeguarding policy



**CLICK IMAGE to
access link to
most recent
version of the
policy**

Wavepower is Swim England's safeguarding policy and procedures document. Its aim is to ensure everyone is able to enjoy our sports and aquatic activity in a safe, positive and enjoyable environment in line with current legislation, regulations and guidance. All Swim England affiliated clubs and organisations must adopt Wavepower so it is important that you are aware of its content.

Whatever your role in the Club we all have a duty of care to our members. This means that we need to understand what abuse is and know how to take action if we have concerns so familiarising yourself with this policy is important.

IMPORTANT: You don't have to decide that a concern or incident is or is not child abuse or a failure to safeguard a child. **But you do have to refer** a concern to seek advice from the appropriate person/agency so they can make that decision.



SOME KEY BOOKMARKS

- Reporting a concern - Page 34
- Safeguarding in Changing Rooms - Page 82
- Photography of Members - Page 94



Swim England
Safeguarding courses - [Click to view](#)

CLICK TO VIEW

My magic sports kit
It's our game not yours



Wendy Buchanan

**Want to contact the Club Welfare Officer,
Wendy Buchanan - [CLICK HERE](#)**

Discipline

Things to be aware of

Most of us spend a lot of time at the pool and as individuals may feel quite comfortable but we have to remember that it is a potentially dangerous environment, and one in which we are placing large numbers of young swimmers of varying levels of ability.

So managing our pool sessions safely and effectively means we need to have clear guidance that members and volunteers know and understand.

Appropriate behaviour during training and competition is essential both for safety and to ensure that all swimmers are able to get the most out of the experience. It also ensures that our teachers/coaches are able to run the sessions in a friendly and respectful atmosphere. So here are some key behaviours that we expect from our swimmers:

They should -

- always walk on the pool deck (no running)
- only enter the water when they are instructed to do so by a Lane Coach/Lead Coach/Teacher
- always leave equipment/drink bottles on the deck in places where they don't present a hazard to others
- never sit on the lane ropes
- never disrupt the efforts of others

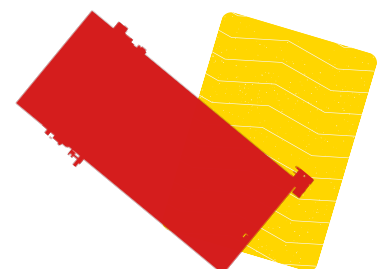
- never be rude, offensive or abusive to fellow swimmers or Club personnel

Where swimmers fail to observe these rules they are causing a distraction to the teacher/coach and disruption to the session of their fellow swimmers which in turn presents a safety risk. The Club therefore has the following process in place.

Yellow Warning - this is issued for minor breaches of discipline. If more than one yellow warning is issued within the same session the swimmer will be asked to leave the session completely.

Red Warning - is issued for major breaches of discipline or dangerous behaviour and the swimmer will be required to leave the session immediately. The issue of a second Red warning within 1 month will result in the swimmer being suspended from training for a minimum of 1 week.

You can view this in more detail in the Club's Disciplinary Procedure [here](#).



Health & Safety

Things to be aware of



If you are a poolside volunteer there are some general health and safety things you need to be aware of.

1. If you have volunteered to cover a specific session and can't be there you need to let the Head Coach know, and if possible, arrange for a fellow volunteer to cover for you. We need to ensure that we have sufficient staff on poolside for all sessions.
2. If you are undertaking a lead role on poolside and the session you are covering ends early for any reason you should remain until the proposed end of the session to ensure all swimmers are collected safely. If you are unable to do this you should find a Committee member or other poolside member of staff to provide the cover.
3. You need to be aware of the whistle procedure to be used to warn swimmers
 - a. 1 blow 'stop and listen'
 - b. 2 blows 'stop, listen and exit the pool as instructed'.
4. If you are teaching/coaching and you find that it is not a safe working environment, the procedure is for the most senior coach/teacher present to stop the session. This would include any of the following reasons:
 - a. Insufficient coaches/teachers present for the number of children.
 - a. *This may also occur if a coach/teacher becomes ill and unable to teach part way through a session.*
 - b. There is a fire alarm
 - c. A swimmer vomits or excretes in the pool
 - d. A swimmer injures him/herself or becomes ill so that attention is taken away from the whole group
 - e. Other situations which the senior teacher/coach present thinks make for an unsafe working environment.

Accidents & Incidents

The Club has an Accident/Incident Record Log provided by Swim England. This is kept by the Welfare Officer. Any accident or incident must be recorded in this log and you need to understand your role in this. The details required are as follows:

- Place
- Date
- Time
- Circumstances
- Comments, including any implied or actual threat of legal action
- Details of any injured person (name, address, age, telephone number) or details of property damage.
- Details of any witnesses

Good to Know



As you start on poolside one of the first things you become aware of is the Pace Clock.

This is a key piece of equipment and something you need to familiarise yourself with if you're volunteering to be a Poolside Helper/Teacher/Coach. So before you go any further. [Here is a link to a useful guide.](#)



As you progress from being a Poolside Helper and get more involved with teaching/coaching, or maybe you're thinking about becoming a Timekeeper, you might want to think about investing in a stopwatch so here's a bit of guidance on what to look for.

There are many different types of swimming stopwatches. Most have multiple functions and most are generally easy to operate. It's important to practice using the key functions during training, to ensure competent use during competition.

Although a basic stopwatch is fine for recording training times and some splits, they usually only have a single display line, making it difficult to record and recall multiple splits. So a good stopwatch ideally needs to have a multi-line display.

Things to look for -

Lap Split Function - this records individual lap times during a swim. An important measure for reviewing the overall pacing of a swim.

Cumulative Split Function - records the total elapsed time from the beginning of a swim. Some coaches find this useful for reviewing the overall pacing of a swim.

Recall Button: this will display both the lap and cumulative splits. This is an important function which enables the coach to easily record or quickly feedback the information to the swimmer.

Useful Links



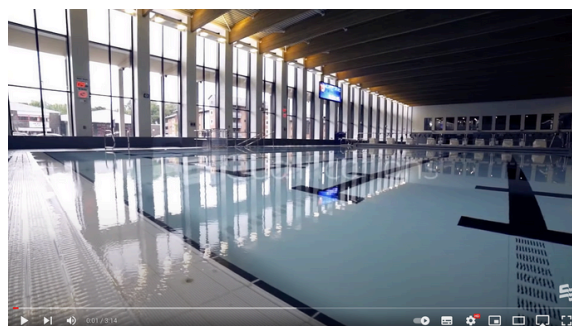
CLICK IMAGE - To view this insightful short clip from Wayne Goldsmith

CLICK IMAGE - to view details of Swim England CPD



CLICK IMAGE - to view the Swim England Handbook

CLICK IMAGE - to view video, 'Training to become a swimming teacher'



CLICK IMAGE - to register on 'Off the Blocks' to access lots of swimming resources

YOUR CLUB NEEDS YOU

If you've already
volunteered "thank
you"; if you're still
thinking about it
there's

NO TIME LIKE NOW

*Contact the Head Coach
or Parent Liaisons*

