

# WORKFORCE CO-ORDINATOR

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## Role

Co-ordinating the recruitment and organisation of volunteers within the club.

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## Skills

- Well organised and able to delegate
  - Enthusiastic and a good motivator
  - Approachable
  - Confident and effective communicator
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## Main Duties

- Main contact for all volunteers
  - Get to know all club volunteers and potential volunteers by name
  - Ensure all jobs have job descriptions
  - Supervise and oversee all volunteers
  - Liaise with the Chairperson to ensure all tasks required to run the club are carried out
  - Co-ordinate the implementation of the volunteers requirements
  - Liaise with the Development Officer and Competition Secretary as to their volunteer requirements
  - Liaise closely with the Child Welfare Officer to ensure that each volunteer is aware of the Child Protection Policy and Procedures
  - Awareness of the Sport England – Volunteers Investment Programme (VIP)
  - Ensure volunteers are directed to the ASA website for useful information on volunteering
  - Organise social and recruitment events for volunteers
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## Commitment

Determined by the club i.e. 2 hours per week plus Committee Meetings

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## Benefits to Self

Contribution to creating a better structure for volunteers within Swimming and simultaneously helping your club by recruiting more volunteers.

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## Further Development/Support

Volunteer Management Workshop

*A 3-hour workshop to help you make the most of your volunteers*

*Provided by Running Sport*

*Tel: 0207 404 2224 Email: [runningsport@coachwise.ltd.uk](mailto:runningsport@coachwise.ltd.uk)*

*Website: [www.sportengland.org/runningsport](http://www.sportengland.org/runningsport)*

How to Communicate Effectively

*A resource provided by Running Sport, available to download from their website*

[www.sportengland.org/runningsport](http://www.sportengland.org/runningsport)

Further training opportunities are available through the ASA Regional Training Network, for your nearest training centre visit the ASA website

[www.britishswimming.org](http://www.britishswimming.org) or telephone the ASA on 01509 618700

If you have any queries regarding volunteering within the sport contact your County Volunteer Coordinator, details available on the ASA website

[www.britishswimming.org](http://www.britishswimming.org) > *Volunteers and Officials*

ASA Volunteer Contact

Matt Sturgess - ASA National Volunteer Coordinator

Tel: 01509 632254 Email: [volunteering@swimming.org](mailto:volunteering@swimming.org)

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### **Useful Websites**

ASA website

[www.britishswimming.org](http://www.britishswimming.org)

Sport England

[www.sportengland.org.uk](http://www.sportengland.org.uk)

Volunteering England

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Millennium Volunteers

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CSV

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Sports Coach UK

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# SWIM 21 CO-ORDINATOR

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## Role

To co-ordinate the implementation/development of the Swim 21 initiative within the club.

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## Skills

- Well organised and able to delegate
  - Administration skills
  - Enthusiastic and a good motivator
  - Approachable
  - Confident and effective communicator
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## Main Duties

- To organise and oversee the audit and action planning stages of the Swim 21 process within the club
  - To liaise with the Regional Development Officers, Local Authority Sports Development Officer, Swim 21 Club Committee and Club Members
  - To keep the club updated on their progress through the Swim 21 process
  - To ensure that Club Members are informed of Swim 21 courses and seminars
  - To liaise with the Treasurer and Management Committee with regard to funding the implementation of the Clubs Swim 21 Action Plan
  - To follow and promote the ASA Child Protection policy
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## Commitment

Determined by the club i.e. 2 hours per week plus Committee Meetings

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## Benefits to Self

Contribution to enabling a club to achieve its full potential.

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## Further Development/Support

How to Communicate Effectively

*A resource provided by Running Sport, available to download from their website*

[www.sportengland.org/running sport](http://www.sportengland.org/running sport)

Visit the ASA website [www.britishswimming.org > Development](http://www.britishswimming.org > Development) for more information on the Swim 21 process or contact your ASA Regional Development Officer.

Further training opportunities are available through the ASA Regional Training Network, for your nearest training centre visit the ASA website

[www.britishswimming.org](http://www.britishswimming.org) or telephone the ASA on 01509 618700

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# CLUB CHAIRPERSON



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## Role

To be responsible for the implementation of good practice and child protection policies within the club.

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## Skills

- Approachable
  - Enthusiastic with a good knowledge of the sport and club
  - Well organised and able to delegate
  - Ability to control meetings
  - Confident at public speaking
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## Main Duties

- To chair and control the meetings of the management committee
  - To be involved, where appropriate, in the coordination of all club activities
  - Oversee decisions made by the management and sub committees
  - Oversee the work of officers and other club personnel
  - In conjunction with the secretary present the annual report
  - In conjunction with the treasurer present the annual accounts
  - Consult with the secretary on the content of the agenda and minutes of meetings
  - Keep up to date on ASA laws, regional rules and club constitution
  - Ensure that statutory documents and other returns are filed on time
  - Advise the treasurer on the use and investment of club funds
  - Report to the officers of the management committee at the first opportunity of any instant decisions taken, and ensure that all policy decisions are ratified by the management committee
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## Commitment

Dealing with issues as and when they arise plus club requirements i.e. events and club management meetings

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## Benefits to Self

Contribution to ensuring a safe and well-managed club

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## Further Development/Support

How to Communicate Effectively

*A resource provided by Running Sport, available to download from their website*

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'The Role of the Chairperson'

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# WELFARE OFFICER

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## Role

To be responsible for the implementation of good practice and child protection policies within the club

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## Skills

- Approachable
  - Good listener
  - Good communication
  - Tactful and discreet
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## Main Duties

- To ensure all possible child protection concerns (urgent and non urgent) are dealt with following the ASA Child Protection Guidelines (Wavepower document)
  - To maintain, administer and manage the completion of the CRB check forms
  - To be aware of the child protection policies and procedures of the ASA and to receive all updates of this nature from the ASA
  - To ensure Swimline is promoted by the leaflet on the club notice board
  - To raise awareness of good child protection practice with the teachers and coaches through the ASA/Sports Coach UK Good Practice and Child Protection workshop.
  - To ensure volunteers (other than teachers and coaches) within the club are introduced to good child protection practice through the NSPCC module, Keeping Children Safe in Sport
  - To attend the ASA Time to Listen workshop
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## Commitment

Dealing with issues as and when they arise plus club requirements i.e. 3 meetings per year.

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## Benefits to Self

Contribution to ensuring a safe environment is provided for young persons to enjoy sport.

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## Further Development/Support

ASA Time to Listen

*A 3-hour workshop aimed to support Child Welfare Officers in carrying out this important role.*

*Provided by the ASA through the ASA Regional Training Network.*

ASA Child Protection Guidelines (Wavepower)

Available to download from the ASA website

[www.britishswimming.org](http://www.britishswimming.org) >Club Information>Child Protection

ASA/Sports Coach UK Good Practice and Child Protection

*Protect yourself, the young people you are coaching and your employer by understanding and following good coaching practice in this 3-hour workshop.*

*Provided by the ASA through the ASA Regional Training Network\*.*

NSPCC – Keeping Children Safe in Sport

*Written by the NSPCC, this distance-learning programme provides an introduction to keeping children safe. It is designed for anyone who comes into contact with children through sport. Available to complete online and also as a 'buy to share' resource for your club.*

*Provided by the NSPCC*

*Telephone: 020 7825 2500 Website: [www.nspcc.org.uk](http://www.nspcc.org.uk)*

Safe Sport Away

*A resource available from the ASA to support organisations to plan safely for trips away and to fulfil their duty of care for the young people taking part in these activities.*

*Provided by the ASA*

*Tel: 0800 220292 Email: [salesawards@swimming.org](mailto:salesawards@swimming.org)*

*Website: [www.britishswimming.org](http://www.britishswimming.org) > Awards*

*\* For your nearest centre on the ASA Regional Training Network visit the ASA website [www.britishswimming.org](http://www.britishswimming.org) or telephone the ASA on 01509 618700*

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# CLUB TREASURER

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## Role

To produce and manage club accounts and monitor finances

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## Skills

- Some financial background and knowledge of producing accounts desirable
  - Knowledge of using and working with spreadsheets or other account systems
  - Reliable and honest
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## Main Duties

- Responsible for all club finances
  - Monitor the budget throughout the year
  - Issue receipts and keep records of all monies received
  - Plan the annual budget in agreement with the management committee
  - Ensure that funds are used appropriately
  - Keep up to date records of all transactions
  - Prepare end of year accounts and present to the auditor and management committee
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## Commitment

Ongoing responsibility for club accounts

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## Benefits to Self

Contribution to ensuring a well managed club and an opportunity to make a real difference to the success of your club

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## Further Development/Support

How to Communicate Effectively

*A resource provided by Running Sport, available to download from their website*

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'The Role of the Chairperson'

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# CLUB SECRETARY

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## Role

To ensure the smooth running of club administrative requirements

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## Skills

- Administration skills desirable
  - Good working knowledge of Microsoft word and minute taking desirable
  - Good verbal and written skills
  - Well organised and efficient
  - Sound knowledge of the club
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## Main Duties

- Deal with the day to day running of the club including all correspondence
  - To process and deliver appropriate forms and information to and from county, regional and national ASA departments
  - Call committee meetings and AGM, prepare agenda, take minutes and provide officers with copies
  - Liaise with the Swimming and Competition secretary to ensure that pools are booked for all teaching and training sessions as well as all events hosted by the club
  - Book venues for Committee Meetings and AGM
  - Act as the main point of contact for your club for the county, regional and national ASA
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## Commitment

Ongoing weekly responsibility including all club committee meetings

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## Benefits to Self

Contribution to ensuring a well managed club and an opportunity to make a real difference to the success of your club

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## Further Development/Support

How to Communicate Effectively

*A resource provided by Running Sport, available to download from their website*

[www.sportengland.org/runningsport](http://www.sportengland.org/runningsport)

'The Role of the Secretary' ; 'Taxation and Sport' ; 'Fundraising Grants and Sponsorship' ; 'Organising fixtures and Competitions'

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# SCHOOLS LIAISON OFFICER

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## Role

To play a vital role in working with local education establishments and organisations

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## Skills

- Well organised and efficient
  - Sound knowledge of the club
  - Enthusiastic about the role young people can play in your club
  - Confident and effective communicator
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## Main Duties

- Source, establish and develop sustainable links with local schools
  - Manage and promote club links with identified schools
  - Liaise with Development Officer, Club Coach and Head teacher to organise taster/come and try sessions
  - Invite pupils to attend specific taster/come and try sessions
  - Communicate delivery of taster sessions to schools
  - Liaise with local Schools, Sports/Swimming Development Officer, Schools Sports Coordinators & Active Sports Swimming Development Officer (where applicable)
  - Attend local Swimming Festivals
  - Distribute information as required to Schools
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## Commitment

Ongoing weekly responsibility

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## Benefits to Self

An opportunity to create valuable links with local young people and contribute to the future successes of the club

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## Further Development/Support

How to Communicate Effectively

*A resource provided by Running Sport, available to download from their website*

[www.sportengland.org/runningsport](http://www.sportengland.org/runningsport)

'The Role of the Secretary' ; 'Developing Your Sports Action Plan'

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# DISABILITY LIAISON OFFICER

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## Role

To play a key role with those working with disability athletes within aquatics.

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## Skills

- Well organised and efficient
  - Sound knowledge of the club
  - An interest in disability swimming
  - Confident and effective communicator
- 

## Main Duties

- To liaise with the County Disability Liaison Officer
  - To arrange disability awareness training for club volunteers, teachers and coaches
  - To identify any additional training needs within the Club in relation to providing opportunities for disabled people
  - To ensure that any disabled swimming members are aware of the training and competitive swimming opportunities available to them, both within and external to the ASA
  - To compile a list and contact details of local disability sports organisations
  - To develop links with local disability swimming clubs and disability sports organisations
  - To promote positively opportunities for disabled people through club publicity materials
  - To follow and promote the ASA Child Protection policy
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## Commitment

Ongoing weekly responsibility

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## Benefits to Self

An opportunity to make a real difference to disabled athletes within your club

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## Further Development/Support

Sports Coach UK Working with Disabled Sports People

*Protect yourself, the young people you are coaching and your employer by understanding and following good coaching practice in this 3-hour workshop.*

*Provided by the ASA through the ASA Regional Training Network\*.*

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# PUBLIC RELATIONS OFFICER

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## Role

To promote and publicise all information about your club

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## Skills

- Well organised and efficient
  - Sound knowledge of the club
  - Confident and effective communicator
  - An interest or background in marketing and promotion
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## Main Duties

- To Promote and Publicise, in a positive way all aspects of the club
  - Establish working relations with local media
  - Produce informative and unbiased newsletters with regards to all sections within the club as and when appropriate information is available
  - Report on club events (internally and externally)
  - Organise non-swimming social events for the relevant members of the club as requested / approved by the management committee
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## Commitment

Ongoing weekly responsibility

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## Benefits to Self

An opportunity to promote and establish your club within the local community

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## Further Development/Support

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# TEAM MANAGER

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## Role

To manage a team(s) within your club at training camps and competitions

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## Skills

- Well organised and efficient
  - Sound knowledge of the club
  - Confident and effective communicator
  - Understanding and impartial
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## Main Duties

- Select a team (if applicable) in consultation with the appropriate club personnel
  - Advise the team of gala arrangements
  - Ensure that arrangements are made for the transport of teams to galas
  - Ensure that the team is taken to the appropriate venue
  - Ensure that athletes report in good time for each event
  - Ensure that all appropriate athletes are registered to swim in the appropriate competitions/events
  - Ensure that team behaviour is controlled
  - Submit results to club press officer
  - Promote team spirit
  - To follow and promote the ASA Child Protection policy
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## Commitment

Ongoing weekly responsibility as well as club events

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## Benefits to Self

An extremely rewarding role within your club.

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## Further Development/Support

*ASA Team Managers Training Programme*

A training opportunity available through the ASA Regional Training Network, for your nearest training centre visit the ASA website [www.britishswimming.org](http://www.britishswimming.org) or telephone the ASA on 01509 618700

Training opportunities are available through the ASA Regional Training Network, for your nearest training centre visit the ASA website [www.britishswimming.org](http://www.britishswimming.org) or telephone the ASA on 01509 618799

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[www.sportengland.org.uk](http://www.sportengland.org.uk)

NSPCC

[www.nspcc.org.uk](http://www.nspcc.org.uk)

Volunteering England

[www.volunteering.org.uk](http://www.volunteering.org.uk)

Millennium Volunteers

[www.millenniumvolunteers.gov.uk](http://www.millenniumvolunteers.gov.uk)

DO-IT

[www.do-it.org.uk](http://www.do-it.org.uk)

CSV

[www.csv.org.uk](http://www.csv.org.uk)

Sports Coach UK

[www.sportscoachuk.org](http://www.sportscoachuk.org)