

# **Ware Swimming Club Volunteer Recruitment Policy**

## **What are our aims?**

- To provide a safe, friendly environment for the teaching and learning of swimming
- To teach all four recognised swimming strokes, including the individual medley as laid down by ASA laws
- To encourage swimmers to go on to develop competitive swimming skills, allowing them to compete in club galas and on to County level

## **Why do we need volunteers?**

We rely on volunteers to meet the aims of the club. We work to ensure we always have sufficient number of high quality volunteers working within the club.

## **What do we do?**

There are many different roles within Ware SC:

- Teaching and coaching
- Team managing
- Committee posts

Job descriptions are available for all roles.

Other opportunities are also available such as poolside helpers, officiating, manning entrance at home galas.

## **Where and when do we do this?**

The Committee meets on the first Wednesday of every month at 8pm at Fanshawe Pool.

Our club nights are Mondays, Tuesdays and Fridays.

Galas are normally held on Saturday evenings or Sunday afternoons and can be anywhere in South!

## **Who do we recruit?**

We welcome anyone who is keen! Most of our current volunteers are swimmers, ex-swimmers and parents of swimmers but we are working to widen our catchment area.

We also offer opportunities for teenagers who wish to complete either the skills or service elements of their Duke of Edinburgh Awards.

## **How do we recruit?**

Our Volunteer Co-ordinator may approach you

Posters

By word of mouth

Club newsletter

Working with Fanshawe pool management

If you are interested, contact us for an informal chat so we can find out what interests you, how much time you'd like to give and what you'd like to get involved with.

## **How do we make sure our swimmers are safe?**

All volunteers who will be working directly with swimmers will undergo an induction process, depending on the job they will be doing.

- Teaching/Coaching
- Team managing

This covers the main policies of the Club, Health and Safety arrangements, your training needs etc.

We will also ensure that you are checked by the Criminal Records Bureau and offered child protection training.

## **I might be interested ....**

We can offer you the chance to shadow someone who is already doing the job, to let you get a feel for it.

## **What sort of training do we offer?**

Formal training - the club provides two types of training opportunities:

- Teaching/Coaching – leading to ASA qualifications for Club Helper, Assistant Teacher, Teacher. If you want to go further we can offer opportunities to do your coaches qualification. We can also help you to attend workshops and seminars on a wide variety of swimming related topics.
- Officiating – the club offers ASA qualifications for timekeepers, judges, referees and starters.

Informal training – we can let you work alongside an experienced teacher or coach to gain experience before you go on to the next level of qualification.

## **Can I afford it?**

Volunteering need cost you nothing but your time – this is especially true of the committee posts.

If you want to take any teaching/coaching or officials exams the club will re-imburse you for the cost of the course.

## **What sort of support can I expect?**

Club helpers will always work under the supervision of a teacher.

Our club coach will supervise assistant teachers.

Officials can gain practical experience by working alongside a qualified official until ready to take the practical exam.

All volunteers should pay the relevant ASA membership fee which means you are covered by the Club's Insurance.

## **Other useful documents you might want to read:**

- Club Equity Policy
- Club and ASA Child Protection Policy
- Equal Opportunities Policy
- Club Code of Behaviour (swimmers)
- Club Code of Ethics and Conduct (poolside personnel, committee members and volunteers)

## **Who do I contact?**

Ask any Committee member who will arrange for the Club Volunteer Co-ordinator to meet with you.

## **WARE SWIMMING CLUB**

### **RECRUITMENT OF VOLUNTEERS – STATEMENT OF PRACTICE**

Recruitment of Volunteers for Ware SC is primarily the responsibility of a Volunteer Co-ordinator (see job description), whose job it is to match skills with job requirements.

The Club has a volunteer recruitment policy which forms the basis for our recruitment.

Recruitment is mainly aimed at older swimmers, ex-swimmers, parents/grandparents, guardians of swimmers and parents/grandparents/guardians of ex-swimmers. We are very conscious of the need to protect children and therefore, we are proceeding very cautiously regarding recruitment from outside our club.