



Volunteer Recruitment Policy

What are the Club's aims?

- To provide a safe, sporting environment for swimmers to develop and reach their full potential as a competitive swimmer.

Why do we need volunteers?

We rely on volunteers to meet the Club aim. We work to ensure that we always have a sufficient number of qualified volunteers working within the Club.

What do we do?

There are many different roles within the Club:

- Committee posts (for example, Gala Secretary, Newsletter Editor, etc).
- Coaching, poolside assistants
- Team managing at galas and swim camps
- Officials – timekeepers, judges, referees, stewards
- Helping run our Galas – on the door, raffle/tombola, announcing, etc.

If you would like to know more about the jobs then you can contact any member of the Committee who will ensure you receive a copy of the job descriptions and arrange for a member of the Committee to discuss the post with you in detail.

When and where do we do this?

The Committee meets once every month – usually at 3.15pm on a Sunday at Heeley.

We have training sessions on every evening of the week, Saturday afternoon and Sunday morning and afternoon. The sessions, depending on the day, are held at Heeley, Ponds Forge, Graves, and Springs. A full timetable can be viewed on the Website.

Competitive events (galas) are normally held on weekends, and are mainly within the Sheffield and Yorkshire area. We hold our own Development galas once a quarter at Heeley, as well as 'Open' galas in August and November at Ponds Forge, where we can have as many as 600 swimmers in attendance.

Who do we recruit?

We welcome anyone who is keen! Most of our current volunteers are parents, ex-swimmers or swimmers – but grand parents would be welcome too!

We will assist any members who wish to take formal qualifications in coaching or officiating, or courses linked to these (such Child Protection).

How do we make sure our swimmers are safe?

All volunteers who work directly with swimmers undergo an induction process.

Additionally, an enhanced Criminal Records Bureau check is carried out and they will attend an ASA approved Child Protection Course.

Who sort of training do we offer?

Formal Training

- Coaching. We will financially assist anyone willing to take their ASA teaching or coaching qualification and will help them find suitable courses.
- Officiating. The Club will financially assist anyone wishing to take their ASA timekeepers, judges and starters exam and will find suitable courses.

Informal training

We can let you work alongside an experienced coach to gain experience before you go onto 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 coach, the Club will assist with the cost of courses, dependant upon the Club's financial situation.

For officials exams the Club will try to pay the whole of the costs, dependant upon the Club's financial situation.

What sort of support can I expect?

We have a comprehensive poolside staff induction programme, overseen by an experienced coach.

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

Other useful documents you might want to read?

- Club Equity Policy
- Club Child Protection Policy
- Disability Policy
- Code of Ethics and Conduct

All the above are available on the Website or from the Secretary.

Who do I contact?

Ask any Committee member who will arrange for you to discuss it with someone.

You can also contact our Chairman, telephone numbers and email addresses are in the Handbook, who will be happy to answer any questions you may have.