

YOUNG POOL SIDE VOLUNTEER POLICY SSC

At Skipton Swimming Club we like to give opportunities to our young swimmers to take the first steps in understanding coaching and having a go at helping out and giving back to the club. This policy sets out our expectations from young volunteers and what they can expect in return. Hopefully volunteering at the club will give the volunteer the opportunity to understand if they enjoy coaching and if it's something they'd like to pursue in the future.

1. Any young volunteer wishing to help at the club should submit a written request in the form of completing the Young Person Volunteer form, to the committee, all requests will be considered on an individual basis. All volunteers must be a registered member of SSC. This can be done by emailing secretary@skiptonsc.co.uk
2. It may not always be possible to grant these requests due to limited suitable sessions and mentors.
3. Minimum volunteering age 15 years 31st Dec
4. Volunteering period – 12 months minimum.
5. Volunteers will be allocated a mentor (mentors must be Swim England level 2 swim teacher or hold Swimming Coach qualification coach) who will discuss and outline poolside role. They will also provide feedback and support.
6. Volunteers will be allocated appropriate sessions.
7. If a mentor and session is available, then an e Learning course for Swimming Helper will be offered and the cost covered by SkiptonSC. A voucher would be issued for the course and the young volunteer would be required to set up a free profile with the Institute of Swimming to gain access to the course and voucher. This can be done by following the link <https://id.swimming.org/register/just-swim>. Upon completion of the e learning a start date will be given. <https://www.swimming.org/ios/course-information/swimming-lesson-helper/>. Phase 2 will commence once on poolside on the practical side which will be required to be completed within 3 months.
8. All volunteers expected to sign the code of ethics and conduct for a young volunteer agreeing to abide by club code of conduct.
9. Volunteers must inform the coach or mentor if they cannot attend the session, ideally 24 hours' notice.
10. All volunteers are expected to conduct themselves in a safe manner and not to act in a way which may cause injury or harm to themselves or others. The committee reserve the right to ask a volunteer to stop helping if these conditions are not met.
11. All volunteers are expected to wear club T shirt for sessions and are encouraged to help at Galas.
12. Once a young volunteer turns 16 they will be required to complete a DBS check. These checks are processed by the Disclosure and Barring Service (DBS). No charge is made for this. The safeguarding course will also need to be taken. A voucher would be issued for the course in the same way as appendix 7. [Swim England Safeguarding in Aquatics \(swimming.org\)](https://www.swimming.org/swim-england-safeguarding-in-aquatics)

13. Once a young volunteer turns 16 and have been volunteering for a year, then a request can be made to the committee for funding of the Level 1 Swimming Teacher qualification. If the closest course to the young volunteers 16th birthday falls within month 10 to 12 of the volunteering period then the young volunteer may request funding from the committee to attend the training early. Due to the cost implications of this It may not always be possible to grant these requests due to funding availability or club funds. If granted, a voucher would be issued via the institute of swimming and the volunteer would independently book and complete the course.
More details available here
<https://www.swimming.org/ios/course-information/level-1-swimming-assistant/>.

If a young volunteer would like undertake the training prior to the minimum required period they may pay for the course and then request a refund of the costs once they have volunteered for the minimum 12 month period.

Code of Ethics & Conduct for Young Volunteers

- Comply with codes, rules and laws within the guidelines of Swim England
- Not encourage swimmers or other volunteers to break the rules of the club or sport.
- Encourage all swimmers and treat all equally and with respect.
- Observe and act on the instructions of the poolside coaches and mentor.
- Treat other competitors with respect in victory and defeat
- Treat all information about swimmers as confidential.
- Arrive in good time and appropriately dressed for sessions.
- Behave in a safe and responsible manner whilst on poolside.
- Communicate with mentor on all matters and not to act without appropriate instructions.

PLEASE NOTE THAT WE HAVE A STRICT MOBILE PHONE POLICY WHILE ON POOLSIDE. MOBILE PHONES MUST BE KEPT IN A BAG / IN A LOCKER FOR THE DURATION OF THE SESSION.

Roles and Responsibilities

As a young volunteer / poolside helper you will be expected to:

- Support with lane organisation
- Organising the swimmers
- Support with lane organization
- Ensuring Safe Lane Discipline
- Setting off swimmers
- Communicate with the swimmers
- Informing them of information regarding the activity or sets
- Passing on basic technical information
- Answering questions from the swimmers
- Ensure that basic rules are adhered to during training.
- Ensure that swimmers are following the instructions correctly.
- Record information
- Taking registers
- Recording times
- Noting Test set information

Health and Safety

A good club poolside helper always operates in a safe, responsible manner according to guidelines and acceptable standards of good practice.

As a poolside helper you will need to:

- Identify potential hazards and risks around your area.
- Identify relevant information on procedures for health, safety, and emergencies.
- Check equipment for damage, cleanliness, suitability for age and task.
- Set up and put away equipment safely and effectively.
- Report any problems to the person responsible (in the first instance the coach)

Lane Organisation

- There are various aspects that a club poolside helper will support with regards to lane organisation
- Direction of lanes – alternating direction of travel
- Ensuring the swimmers have correct gaps between each other (5/10secs apart)
- Supporting swimmers with reading a clock
- Organising equipment prior to and during swimming sets
- Utilising a stopwatch and calling out 5me for the swimmers Lane & Session Rules
- Overtaking
- Lane order
- Stopping in lane
- Toilet breaks

Coaching Aids and Equipment

As a club poolside helper, you will know the different equipment and aids and their uses, including how to use these in a correct manner:

Communication

- As a club poolside helper, you will need to use a range of skills to help communicate with swimmers.
- Swimmers will also benefit from praise and feedback, make sure that this is POSITIVE and CONSTRUCTIVE
- The two types of communication are Verbal and Non-Verbal.

When communicating with swimmers, you need to ensure that:

- all swimmers can see and hear you; you are clear and concise.
- you use body language and hand signals to aid instructions.
- all swimmers understand the instructions.

APPLICATION FORM for Young Pool Side Volunteers

Name	
Age	
Swimmers Email	
Parent/Guardian Contact Number	
Parent/Guardian Email Address	
When are you looking to start volunteering?	
What sessions are you able to volunteer for? Mon/Wed/Thurs/Sun	
How long are you able to volunteer for?	
Are you volunteering as part of an award such as Guides / Scouts or DofE? If so, please add in here any additional information / timescale etc	
If 16 and over do you have a DBS check here at the club?	Yes No
If 16 and over have you attended a Safeguarding course	Yes No
What do you hope to gain from volunteering for the club?	

Poolside attire is Skipton Swimming Club top and appropriate shorts or sports trousers. Please ask if you are unsure. Footwear must be very clean sports trainers or similar. No sports caps etc. Guidance can be given if required

Please sign to confirm you have read the Skipton Swimming Club Young Volunteer Policy and Skipton Swimming Club Code of Ethics and Conduct for Young Volunteers

Young Volunteer Name:..... Parent/Guardian Name:.....

Signature:..... Signature:.....

Date:..... Date:.....