



Cheshunt Swimming Club

VOLUNTEER RECRUITMENT POLICY

What are the Clubs aims

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

Why do we need volunteers?

We rely on volunteers to meet all of our aims. We work to ensure that we always have a sufficient number of highly qualified volunteers working within the club.

What do we do?

There are many different roles within the Club.

- Committee posts, such as Secretary, Gala Secretary, Newsletter Editor, etc – all sorts of jobs that need doing.
- Teaching and coaching
- Team managing, whipping and helping at galas.

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.

Other opportunities are also available, such as assisting teachers and coaches, and jobs that need to be done at competitions such as officiating, announcing, raffle, etc.

When and where do we do this?

The committee meets once every half term. The venue is usually at a committee members' house, commencing at approximately 8pm. Our tadpole lessons are held Sunday, Monday and Wednesday afternoons at Turnford School.

The squad sessions are held at Turnford School, Grundy Park or Queenswood School, as detailed on the notice board, on the web site or in your member's handbook. Competitive events (galas) are normally held on Saturday evenings and can be anywhere.



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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 also assist any younger members who wish to take their ASA Assistant Teachers course by paying a percentage of the cost of the course.

All our teachers/coaching staff has to ensure they hold a valid life saving course and the club pays for such courses.

How do we recruit?

- Posters on the notice board
- Club website
- Newsletter Word of mouth

If you are interested, contact any member of the committee and let us know what interests you, how much time you can give and what you would like to get involved with.

How do we make sure our swimmers are safe?

All volunteers who work directly with swimmers undergo an induction process. Additionally they are vetted by the ASA and Criminal Records Bureau and attend an ASA Child Protection Course.

Who sort of training do we offer?

Formal Training

- Teaching/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 teacher or 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. The Club will pay your ASA membership for being a Committee member and also any legitimate out of pocket expense on presentation of a receipt to the Treasurer.

If you want to teach 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?



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Our helpers always work under the supervision of a teacher/coach. Teachers, once qualified, are allowed to work independently but you will not be expected to do so until we think you are confident. 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?

- The Club handbook
- Club Equity Policy Club
- Child Protection Policy
- Equal Opportunities Policy
- Disability Policy
- Code of Ethics and Conduct

All the above are available on our website or you can ask the Secretary for a copy.

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 on the club Web site www.cheshuntsc.co.uk who will be happy to answer any questions you may have.