

Wandsworth Swimming Club

SWIM 21 ADMINISTRATOR

Role

To co-ordinate the implementation and development of the Swim 21 initiative within WSC.

Skills

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

Main Duties

- To organise and oversee the audit and action planning stages of the Swim 21 process within WSC
- To liaise with the Regional Development Officers, Local Authority Sports Development Officer, WSC Club Committee and Club Members
- To keep WSC members informed on progress through the Swim 21 process
- To ensure that Club Members are informed of Swim 21 courses and seminars
- To liaise with the Membership Secretary 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
- To organise the Club Championships in liaison with the Competition Secretary, Management Coach and committee

Commitment

As determined by the club plus Committee Meetings and Club Championships

Benefits to Self

Contribution to enabling WSC and swimmers achieve their full potential.

Further Development /Support

'How to Communicate Effectively', a resource provided by Running Sport, available to download from their website www.sportengland.org/runningsport. Further training is available through the ASA Regional Training Network

Useful Websites

ASA website	www.britishswimming.org	ASA London	www.londonswimming.org
Sport England	www.sportengland.org.uk	DO-IT	www.do-it.org.uk
NSPCC	www.nspcc.org.uk	CSV	www.csv.org.uk
Volunteering England	www.volunteering.org.uk	Sports Coach UK	www.sportscoachuk.org
Millennium Volunteers	www.millenniumvolunteers.gov.uk		

Wandsworth Swimming Club

WELFARE OFFICER

Role

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

Skills

- Approachable
- Good listener
- Good communication
- Tactful and discreet

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

Commitment

Dealing with issues as and when they arise plus committee meetings

Benefits to Self

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

Further Development/Support

'ASA Time to Listen' 'ASA/Sports Coach UK Good Practice and Child Protection' provided through the ASA Regional Training Network. ASA Child Protection Guidelines (Wavepower) download from www.britishswimming.org >Club Information>Child Protection.

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

Safe Sport Away An ASA resource available 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. Tel: 0800 220292 Email: salesawards@swimming.org Website: www.britishswimming.org > Awards

Useful Websites

ASA website	www.britishswimming.org	ASA London	www.londonswimming.org
Sport England	www.sportengland.org.uk	DO-IT	www.do-it.org.uk
NSPCC	www.nspcc.org.uk	CSV	www.csv.org.uk
Volunteering England	www.volunteering.org.uk	Sports Coach UK	www.sportscoachuk.org
Millennium Volunteers	www.millenniumvolunteers.gov.uk		

Wandsworth Swimming Club

VOLUNTEER CO-ORDINATOR

Role

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

Skills

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

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
- Responsible for arranging appropriate initial and ongoing training
- 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 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

Commitment

As determined by the club plus committee meetings

Benefits to Self

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

Further Development /Support

'Volunteer Management Workshop' 'How to Communicate Effectively', resources provided by Running Sport, available to download from their website www.sportengland.org/runningssport. Further training is available through the ASA Regional Training Network for your nearest training centre visit the ASA website 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 > *Volunteers and Officials*

ASA Volunteer Contact Matt Sturgess - ASA National Volunteer Coordinator Tel: 01509 632254

Email:volunteering@swimming.org

Useful Websites

ASA website	www.britishswimming.org	ASA London	www.londonswimming.org
Sport England	www.sportengland.org.uk	DO-IT	www.do-it.org.uk
NSPCC	www.nspcc.org.uk	CSV	www.csv.org.uk
Volunteering England	www.volunteering.org.uk	Sports Coach UK	www.sportscoachuk.org
Millennium Volunteers	www.millenniumvolunteers.gov.uk		

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LOCAL COMMUNITY LIAISON OFFICER

Role

To play a vital role within WSC and in working with schools, businesses, health authorities and other outside organisations promoting diversity within WSC.

Skills

- Well organised and efficient
- Sound knowledge of the club
- Confident and effective communicator
- An interest or background in diversity matters

Main Duties

- Promote the right to enjoy the sport of swimming in an environment free from threat of discrimination, intimidation, harassment and abuse through the implementation of WSC's Equity Policy
- Liaise with local Schools, businesses, the health authorities and other organisations
- Produce informative articles for the WSC newsletter
- Champion the challenging of discriminatory behaviour and promote equality of opportunity within WSC
- Make recommendations to the Management Committee regarding any incidence of discriminatory behaviour according to the club'

Commitment

As determined by the committee plus Committee Meetings

Benefits to Self

To create valuable links with local young people. To promote and establish WSC within the local community and contribute to the future successes of the club

Further Development /Support

'How to Communicate Effectively', a resource provided by Running Sport, available to download from their website www.sportengland.org/running sport. Further training is available through the ASA Regional Training Network visit the ASA or London Swimming website.

Useful Websites

ASA website	www.britishswimming.org	ASA London	www.londonswimming.org
Sport England	www.sportengland.org.uk	DO-IT	www.do-it.org.uk
NSPCC	www.nspcc.org.uk	CSV	www.csv.org.uk
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