



HARPENDEN SWIMMING CLUB

Affiliated to A.S.A. East Region

Club contacts: tel: 07767 683956 / email : administrator@harpendensc.co.uk

Website : www.harpendensc.co.uk

Harpenden Swimming Club

Safe Recruitment Policy

RECRUITMENT OF VOLUNTEERS – STATEMENT OF PRACTICE

Recruitment of Volunteers for Harpenden SC is primarily the responsibility of our 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.

All Volunteers will be required to undertake an Enhanced CRB check and attend a Child Protection course. Where appropriate (Teachers/Coaches) there is also a requirement to attend an Equity Course.

Volunteers may be allowed to operate without their CRB check/Child Protection course under very close supervision whilst such checks are being carried out.

Aims:

- To provide a safe, friendly environment for the Coaching and Teaching of swimming.
- To Coach/Teach all four recognised swimming strokes, including the individual medley as laid down by ASA laws.
- To encourage swimmers to go on to achieve their potential within the sport, allowing them to compete in club galas and on to County / District and National level.

Why do we need volunteers?

The Club relies on volunteers to meet our aims. We work to ensure we always have a sufficient number of high quality volunteers working within the club.

What do we do?

There are many different roles within Harpenden SC:

- Coaching & Teaching
- Officiating
- Team Management
- Committee posts

Job Descriptions are available for all roles. Other opportunities are also available such as poolside helpers, swimming officials, manning entrance at hosted galas.



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Where and when do we do this?

The Committee meets on a regular basis.

The Coaches /Teachers meet on a regular basis.

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

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

Club website

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.

- Coaching/ Teaching
- Team Management

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 (Enhanced CRB), offered Child Protection training and Equity 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, starters, race results & referees.
- 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.



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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 poolside helpers will always work under the supervision of at least a qualified teacher.

Our club coach supervises all of the Teaching / Coaching staff.

Officials can gain practical experience by working alongside our qualified officials 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
- Club Equal Opportunities Policy
- Club Code of Conduct (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.