



CITY OF DERBY SWIMMING CLUB

Affiliated to Swim England East Midland and Derbyshire Regions

Descriptions of Key Roles

There are 21 key roles required to run the City of Derby Swimming club efficiently and effectively. Most of these roles are fulfilled by the goodwill of volunteers.

1. Chairperson
2. Secretary
3. Treasurer
4. Vice Chair
5. Welfare Officer
6. Membership Secretary
7. Disability Liaison Officer
8. SwimMark Coordinator
9. Volunteer Coordinator
10. Competition Secretary
11. Entries Coordinator
12. Meet Coordinator & Pool Booking Coordinator
13. Marketing Officer
14. Website Technician
15. Trophies Coordinator

16. Head Coach
17. Assistant Head Coach
18. Lead Coach
19. Squad Representative
20. Team Manager
21. Poolside helper

1. Chairperson

Role Objectives:

The Chairperson of a club is seen to be a figure head, ambassador and a principal officer for a club. A Chairperson will chair and lead meetings within the club and be responsible for key decision making and leadership within the club, in consultation with other committee members.

Person Specification:

- Enthusiastic with a good knowledge of the club and its financial position
- A knowledge and understanding of aquatics
- Leadership and management skills
- Able to represent the club at external meetings
- Confident in public speaking
- Able to control meetings, follow meeting agendas, and ensure everyone has the opportunity to present their views
- Well-informed about agendas of meetings and the items to be covered
- Ability to ensure that all business at meetings is completed and that all decisions are understood and recorded
- A good communicator, and is approachable, clear and concise.

Duties and Responsibilities:

- To provide direction for the club by effective leadership and management
- To chair and control meetings of the management committee
- To act as principal officer within the club, and make decisions whenever the need arises, in consultation with other officers when appropriate
- To represent the club at external meetings when required
- To be involved, where appropriate, in the co-ordination of club activities
- To manage and oversee the work of officers and other club personnel
- To present the club's annual report, in association with the club secretary
- To present the club's annual accounts, in association with the club treasurer
- To determine the content and agenda for club meetings, in association with club secretary
- To ensure that club statutory documents and other returns are administered and filed on time
- To advise the treasurer on the use and investment of club funds

2. Secretary

Role Objectives:

The Secretary of a club provides the central point of administration, information and communication. It is the Secretary who initially deals with all correspondence and communications, and is a key person to the smooth running of a club. The Secretary is also a link between members, potential members and external organisations e.g. pool operators, local authorities, and the ASA Regions. The Secretary should report to the club Chairperson.

Person Specification:

- Enthusiastic with a good knowledge of the club, and people within the club
- Be an excellent communicator, with good verbal and written skills
- Administration skills, including word processing, and minute taking
- Sound organisational skills
- Able to maintain confidentiality
- Able to work in partnership with others, both within and outside of the club
- Able to represent the club at external meetings

Duties and Responsibilities:

- To act as a main point of contact for the club, maintain records and information in relation to queries, all administration and communications including competition events, affiliations, subscriptions, memberships, bookings, training of volunteers and mailings
- To deal with the day to day running of the club including all correspondence (both internally and externally)
- To process and deliver appropriate correspondence and information to and from County, Region and National ASA
- To organise committee meetings and AGMs, preparing agendas, taking minutes, and distributing and communicating these as appropriate
- To liaise with other club committee members to ensure all appropriate administration is in place
- To represent the club at meetings
- To have a knowledge and understanding of roles and responsibilities of other club committee members
- To maintain up to date contact details of all members, committee members, other key club personnel and ASA secretaries at national, regional and county level.

3. Treasurer

Role Objectives:

The Treasurer of the club is responsible for producing and managing the club's accounts and finances, and should report to the Club Chairperson. This role will include being responsible for all income and expenditure for the club.

Person Specification:

- Enthusiastic with a good knowledge of the club and its financial position
- Financial background and knowledge of managing and producing accounts
- Knowledge of using and producing accounting spreadsheets or other accounting systems
- Reliable and honest

Duties and Responsibilities:

- To be responsible for all club finances through ensuring adequate accounts and records exist
- To issue receipts and keep records of all monies received
- To plan the annual budget in agreement with the club committee, and monitor throughout the year
- To ensure that all funds are used appropriately
- To ensure prompt banking of funding
- To maintain up to date records of all transactions and records of income and expenditure
- To prepare end of year accounts and present to the auditor and management committee and AGM

4. Vice Chair

Role Objectives:

The Vice Chair assists the Chair with their role and responsibilities. When the Chair is unavailable, chair and lead meetings within the club and be responsible for key decision making and leadership within the club, in consultation with other committee members. In addition, the Vice Chair is also the contact for Kit.

Person Specification:

- Enthusiastic with a good knowledge of the club and its financial position
- A knowledge and understanding of aquatics
- Leadership and management skills
- Able to represent the club at external meetings
- Confident in public speaking
- Able to control meetings, follow meeting agendas, and ensure everyone has the opportunity to present their views
- Well-informed about agendas of meetings and the items to be covered
- Ability to ensure that all business at meetings is completed and that all decisions are understood and recorded
- A good communicator, and is approachable, clear and concise.

Duties and Responsibilities:

- To provide direction for the club by effective leadership and management
- To chair and control meetings of the management committee
- To act as principal officer within the club, and make decisions whenever the need arises, in consultation with other officers when appropriate
- To represent the club at external meetings when required
- To be involved, where appropriate, in the co-ordination of club activities
- To manage and oversee the work of officers and other club personnel
- To present the club's annual report, in association with the club secretary
- To present the club's annual accounts, in association with the club treasurer
- To determine the content and agenda for club meetings, in association with club secretary
- To ensure that club statutory documents and other returns are administered and filed on time
- To advise the treasurer on the use and investment of club funds
- To liaise and communicate regarding kit.

5. Welfare Officer

Role Objectives:

The main purpose of the role is to assist with the safeguarding and protecting of children and young people in aquatics, and to implement SwimEngland Wave power policy and procedures. In doing so, the person undertaking the role of a Welfare Officer should have an understanding of child protection, and how best practice and the use of the criminal record bureau (CRB) checks can help prevent child abuse.

Person Specification:

- To have an understanding of child protection
- To have an understanding of how best practice and the use of criminal records checks can help prevent child abuse.
- To be a good communicator, and is approachable, clear and concise
- To be a good listener with an empathy for young people
- To respect confidentiality, and be tactful and discreet.

Duties and Responsibilities:

- Assist the club to put in place the SwimEngland Wave power policy and procedures.
- Assist the club to put in place implementation plans for child protection.
- Be the first point of contact for club staff and volunteers, young people and parent for any issue concerning child welfare, poor practice or potential/alleged abuse.
- Ensure that all incidents are correctly reported and referred out in accordance with the Wave power guidance guidelines.
- Ensure that all relevant club members, volunteers and staff have a CRB check and the opportunity to access appropriate child protection training.
- Be aware of and have a note of contact details of the local Social Services, the Police and NGB ICPO.
- To ensure Swimline is promoted by the leaflet on the club notice board
- Ensure that codes of conduct are in place for club staff, volunteers, coaches, competitors and parents.
- Sit on the Club Management Committee to advise on child protection issues or be in attendance as necessary.
- Ensure confidentiality is maintained and information is only shared on a “need to know” basis.
- To raise awareness of good child protection practice with the teachers and coaches through the SwimEngland/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 SwimEngland Time to Listen workshop.

6. Membership Secretary

Role Objectives:

The Membership Secretary of a club deals with the day to day registration of the club members with the Swim England, and the annual membership renewal process at the beginning of each year. The role involves inputting and submitting these registrations/renewals via the Online Membership System (OMS), and is the key link between the club and Swim England Membership Office.

Person Specification:

- Enthusiastic with a good knowledge of the club and its members
- An excellent communicator, with good verbal and written skills
- Administration skills, including word processing and confidence using online data entry systems
- Sound organisational skills
- Able to maintain confidentiality
- Able to build relationships with others, both inside and outside of the club

Duties and Responsibilities:

- Have a good knowledge of all club members – swimmers, coaches, volunteers, committee members and parents
- Act as a main point of contact at the club for all things relating to registrations
- Ensure that annual membership renewals are completed on time via the OMS at the beginning of each year – renewing those who are staying with the club, lapsing those who are no longer members and adding any new members in the correct membership category
- Updating the OMS throughout the year regarding any changes to membership, category or contact details for all members of the club
- Ensure all relevant forms are sent to the ASA Membership Office along with any relevant payment via the club treasurer

7. Disability Liaison Officer

Role Objectives:

The role of the Disability Liaison Officer is to play a key role with those working with disability athletes within aquatics.

Person Specification:

- Well organised and efficient
- Sound knowledge of the club
- An interest in disability swimming
- Confident and effective communicator

Duties and Responsibilities:

- To liaise with the County Disability Liaison Officer
- To arrange disability awareness training for club volunteers, teachers and coaches
- To identify any additional training needs within the Club in relation to providing opportunities for disabled people
- To ensure that any disabled swimming members are aware of the training and competitive swimming opportunities available to them, both within and external to Swim England
- To compile a list and contact details of local disability sports organisations
- To develop links with local disability swimming clubs and disability sports organisations
- To promote positively opportunities for disabled people through club publicity materials
- To follow and promote the ASA Child Protection policy

8. SwimMark Coordinator

Role Objectives:

The SwimMark Coordinator will co-ordinate the implementation and development of the SwimMark initiative within the club.

Person Specification:

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

Duties and Responsibilities:

- To organise and oversee the audit and action planning stages of the SwimMark process within the club
- To liaise with the Regional Development Officers, Local Authority Sports Development Officer, SwimMark Club Committee and Club Members
- To keep the club updated on their progress through the SwimMark process
- To ensure that Club Members are informed of SwimMark courses and seminars
- To liaise with the Treasurer and Management Committee with regard to funding the implementation of the Clubs SwimMark Action Plan
- To follow and promote Swim England Child Protection policy

9. Workforce Coordinator

Role Objectives:

The role of the Workforce Coordinator is to coordinate the recruitment and organisation of All volunteers within the club.

Person Specification:

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

Duties and Responsibilities:

- 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
- Liaise with the Chairperson to ensure all tasks required to run the club are carried out
- Co-ordinate the implementation of the volunteer's requirements
- Liaise with the Development Officer and Competition Secretary as to their volunteer requirements
- Liaise closely with the Child 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 Swim England website for useful information on volunteering
- Organise social and recruitment events for volunteers

10. Competition Secretary

Role Objectives:

The role of the Competition Secretary is to liaise with the coaches in submitting relevant information to the League secretaries for galas, organising appropriate officials for licensed open meets and the training of new officials.

Person Specification:

- Have a good knowledge of how galas are run
- Have a good knowledge of the licensing of officials at various levels of galas
- Be able to build a relationship with club officials
- Have administration skills with regard to computing and spreadsheet production
- To protect confidentiality of the swimmers and officials on the database

Duties and Responsibilities:

- Liaise with League secretaries
- Liaise with the coaches of the club, complete and submit details of swimmers for League galas then distribute around the coaches
- When the club is asked to host a League gala, organise and contact the competing clubs for their list of swimmers to input into the computer for recording
- Organise the required licensed officials for open meets and liaise with other clubs attending for any qualified officials that may be coming with their swimmers
- Organise and tutor courses for parents who volunteer to become qualified officials
- Follow their progression through their training and help them when needed
- Register any official who passes with the East Midlands ASA to be added to the database of qualified officials
- Liaise with the ASA to keep up to date with changes in the rules and laws of running licensed galas

11. Entries Coordinator

Role Objectives:

The role of the Entries Coordinator is to liaise with the coaches as to which Open Meets to enter throughout the year for each squad and agree a calendar which is distributed to parents in a timely manner. The Entries Coordinator will then communicate with parents which meets are available for each squad, collate the entries for each Meet, send entries electronically to the hosting club and finally check the accepted entries once available.

Person Specification:

- Enthusiastic with a good knowledge of all levels of Open Meet
- An excellent communicator, with good verbal and written skills
- Administration skills, including word processing, spreadsheets and confidence using online entry systems – both HyTEK and SportSystems
- Sound organisational skills
- Able to work with a high degree of accuracy
- Able to build relationships with others, both inside and outside of the club

Duties and Responsibilities:

- Have a good knowledge of all club members – checking that they are in the eligible squad to enter the Meet
- Act as a main point of contact at the club for all things relating to Open Meets
- Ensure that electronic submission correlate to the entries submitted
- Alert parents to any club rejections prior to processing
- Ensure all payments have been received prior to entries being sent to the hosting club, by reconciling the entries to the bank account and chase outstanding payments
- Blog/Facebook details of Meets including: Entry Pack, Deadlines and fees, then send a reminder a week prior to this deadline and finally on the day.
- Email the hosting club with the electronic entries
- Post the summary sheet and entry reports 1st class to the hosting club
- Check hosting club website for accepted/rejected entries
- Blog/Facebook accepted/rejected entries and liaise with hosting club for refunds
- Contact hosting club with any withdrawals prior to the meet.

12. Open Meet Coordinator & Pool Bookings Coordinator

Role Objectives:

Take on responsibility for all City of Derby home open meets throughout the year, acting as the liaison between other volunteers, keeping track on venue Rider details for these events. These events are the single largest income contributor to the club, after membership fees. CODSC holds 4 Open Meets per year (including Club Champs). In addition to this, as Pool Bookings Officer, ensure our bookings are made through the various authorities and block bookings approved where appropriate.

Time involved is approx. 3-4 hours per week and the duration of events. Workload varies and is more in the weeks running up to the meet and less / none when no open meets are running. Due to the time commitment, a reduction in squad fees will be considered by the Committee.

Person Specification:

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

Duties and Responsibilities:

- Work with Committee and schedule Open Meets 12 months in advance, ensuring Pool Time is booked
- Build 'Open Meet Team' of volunteers to coordinate running of CODSC Open Meet competitions
- Build Staffing Plans and work with Officials Coordinator and Workforce Coordinator to ensure staffing at meets is appropriate
- Coordinate preparation for Open Meet, including: Prepare Meet Program, Coach Packs etc
- Work through Open Meet Checklist (Provided)
- Ensure smooth running of event

13. Marketing Officer

Role Objectives:

The Club Marketing Officer should have a good knowledge of the workings of various elements of the media and present the club in the best possible light. Media contacts include television, radio and newspaper, and more recent technologies allow the Club Marketing Officer to consider Internet communications for operations (social media, etc.). It is important that the incumbent develops and maintains close contact with representatives of all local media.

Person Specification:

- Enthusiastic
- Strong communication skills
- Well organised
- Sound understanding of current and future Club activities
- Time commitment: Approx. 1 hour per week on average, on a volunteer basis

Duties and Responsibilities:

- Develop the publicity plan for the club in agreement with the committee.
- Promote and publicise all aspects of the club in a positive and equitable way through the production of informative and unbiased articles.
- Organise sponsorships including advertising in programmes.
- Report on significant club events both internally (e.g Club Championships) and externally (e.g league events, regional and national finals, etc.).
- Report on swimmers requiring special recognition (e.g Medalists at Regional, National and International competitions).
- Report on annual achievements of the Club, Squads, Swimmers and Coaches in association with the Head Coach and Chairman.
- Publish articles on the notice board, website updates, and media releases as appropriate (in line with Wavepower, the ASA's Safeguarding guidelines).
- Create and nurture relationships with local media.
- If required, secure a budget through the Treasurer, for special press activities or marketing campaigns.
- Abide by the club Code of Conduct, Swim England Code of Ethics and the Swim England Child Protection policy.

14. Website Technician

Role Objectives:

The Website Technician must oversee the running and operation of the Club's Website.

Person Specification:

- Enthusiastic
- Strong communication skills
- Sound understanding of software.

Duties and Responsibilities:

- Link into the Committee with any issues regarding the Website
- Keep the Website up to date and liaise with members with any queries.

15. Trophies Coordinator

Role Objectives:

The Trophies Coordinator is responsible for maintaining all of the Club's trophies.

Person Specification:

- Enthusiastic
- Strong communication skills
- Strong prioritisation skills.

Duties and Responsibilities:

- Ensure all trophies are stored appropriately
- Ensure trophies are labelled effectively
- Ensure trophies are engraved after Club Champs and ready for presentation on the night
- Ensure trophies and medals are in order for every meet.

16. Head Coach

Role Objectives:

The role of the Head Coach is to inspire and motivate all swimmers at all levels. The Head Coach should ensure the coaching within the club promotes fitness and enjoyment of swimming and allows individuals to perform to the highest standard they can.

Person Specification:

- Hold a current Level 2/3 ASA Coaching Qualification
- Good knowledge and understanding of the discipline of swimming
- Excellent interpersonal and organisational skills
- Ability to confidently lead and develop a coaching team to complement the size and quality of the membership of the Club
- Ability to communicate effectively with swimmers, parents and Committee
- Ability to report on progress to Committee, and to liaise and work with the Committee and poolside assistants
- Have a good working knowledge of child protection procedures
- Ability to forge relationships with neighbouring clubs and facility providers
- This post requires an Enhanced DBS Check

Duties and Responsibilities:

- To be ultimately responsible for the coaching sessions of the Club
- To be responsible for the welfare of individual swimmers and coaches during Club coaching sessions
- To be responsible for forward planning all teaching and coaching sessions, including meetings with Assistant Coaches
- To be responsible for team selections
- To attend competitions with teams with a view to coordinate, assist, support and motivate the team
- To monitor, evaluate and feedback on individual and team performances
- To maintain poolside discipline in accordance with the Club's policies and procedures and with Swim England Law
- To lead coach development within the Club
- To maintain high ethical standards in Coaching
- To ensure that knowledge, skills and qualifications are kept up to date
- To feedback to the Club Committee any changing requirements of the coaching team including poolside assistance
- When requested, report back to the Club Committee at meetings of the Committee.

17. Assistant Head Coach

Role Objectives:

In addition to his/her Lead Coach role, the Assistant Head Coach will assist the Head coach with their role when appropriate. The Assistant Head Coach will inspire and motivate all swimmers at all levels and should work closely with the Head Coach in securing the long-term future success of the Club; taking a lead in delivering the programme and inspiring swimmers to perform at their best.

Person Specification:

- Hold a current Level 2 or 3 ASA Coaching Qualification as appropriate for the squad
- Good knowledge and understanding of the discipline of swimming
- Excellent interpersonal and organisational skills
- Ability to communicate effectively with swimmers, parents and Committee
- Ability to report on progress to the Head Coach, and to liaise and work with the committee and poolside assistants
- Have a good working knowledge of child protection procedures
- Ability to forge relationships with neighbouring clubs and facility providers.
- This post requires an enhanced DBS Check

Duties and Responsibilities:

- To be responsible for the welfare of individual swimmers and coaches during Club coaching sessions
- To be responsible for forward planning all teaching and coaching sessions within their scope of responsibility
- To attend competitions with teams with a view to coordinate, assist, support and motivate the team
- To monitor, evaluate and feedback on individual and team performances
- To maintain poolside discipline in accordance with the Club's policies and procedures and with Swim England Law
- To maintain high ethical standards in Coaching
- To ensure that knowledge, skills and qualifications are kept up to date
- To attend all weekday session, one weekend training session and targeted competitions for the Squad
- To feedback to the Head Coach any changing requirements including poolside assistance, absences and meet schedule conflicts;
- Prepare a yearly training plan, meso-cycle and micro-cycle plan appropriate for the level of swimmer in the squad
- To be responsible for all administrative tasks associated with the Squad and club related projects as assigned by the Head Coach.

18. Lead Coach

Role Objectives:

A Lead Coach will inspire and motivate all swimmers at appropriate levels and should work closely with the Head Coach in securing the long-term future success of the Club; taking a lead in delivering the programme and inspiring swimmers to perform at their best.

Person Specification:

- Hold a current Level 1 or 2 ASA Coaching Qualification as appropriate for the squad
- Good knowledge and understanding of the discipline of swimming
- Excellent interpersonal and organisational skills
- Ability to communicate effectively with swimmers, parents and Committee
- Ability to report on progress to the Head Coach, and to liaise and work with the committee and poolside assistants
- Have a good working knowledge of child protection procedures
- Ability to forge relationships with neighbouring clubs and facility providers.
- This post requires an enhanced DBS Check

Duties and Responsibilities:

- To be responsible for the welfare of individual swimmers and coaches during Club coaching sessions
- To be responsible for forward planning all teaching and coaching sessions within their scope of responsibility
- To attend competitions with teams with a view to coordinate, assist, support and motivate the team
- To monitor, evaluate and feedback on individual and team performances
- To maintain poolside discipline in accordance with the Club's policies and procedures and with Swim England Law
- To maintain high ethical standards in Coaching
- To ensure that knowledge, skills and qualifications are kept up to date
- To attend all weekday session, one weekend training session and targeted competitions for the Squad
- To feedback to the Head Coach any changing requirements including poolside assistance, absences and meet schedule conflicts;
- Prepare a yearly training plan, meso-cycle and micro-cycle plan appropriate for the level of swimmer in the squad
- To be responsible for all administrative tasks associated with the Squad and club related projects as assigned by the Head Coach.

19. Team Manager

Role Objectives:

The Team Manager is the person with responsibility for the logistics, administration and coordination of teams to/from and during a competition or swim camp. The primary role of a Team Manager is to ensure that swimmers are fully prepared for their events at a gala\competition.

Person Specification:

- Confident and effective communicator
- Be a good listener with an empathy for young people
- Respect confidentiality and be tactful and discreet
- Well organised and efficient
- Enthusiastic with a good knowledge of the Club
- Understanding and impartial
- Ability to work on own initiative
- Remain calm in difficult situations
- Ability to make decisions based upon the best interests of individuals and teams

Duties and Responsibilities:

- To collect, and bring on the day all swimmers emergency contact detail forms
- To help arrange team travel, travel itineraries and accommodation as required
- Ensure that athletes report in good time for each event
- To liaise with gala officials, on behalf of the Club and Coaches, where necessary
- Ensure that all swimmers adhere to the Clubs Code of Conduct at all times
- Be responsible for the safeguarding and wellbeing of swimmers
- To promote positive team spirit and behaviour
- To attend pre-competition/camp briefings as required
- Follow and promote the ASA Child Protection Policy
- To provide information to swimmers, Coaches, parents/guardians as appropriate
- To ensure swimmers arrive at the appropriate time and place when attending away galas and events
- To assist/support Coaches on poolside
- Ensure that at the end of the event all children are returned to parents/guardians

20. Squad Representative

Role Objectives:

The Squad Representative is the central point of contact for swimmers and parents for the relevant squad they are representing.

Person Specification:

- Friendly and helpful
- Enthusiastic with a good knowledge of the club and its members
- Have excellent communication skills
- Able to maintain confidentiality
- Able to build relationships with others

Duties and Responsibilities:

- Maintain regular contact with the squad coach and communicate with parents and swimmers. Answer general queries from parents
- Maintain regular contact with Squad Rep Coordinator and feedback any questions, concerns or ideas
- Be poolside before the start of training
- Take a register at each session and share the information with squad coach.
- Keep a contacts list with parents numbers and email address (have available on poolside)
- Meet with new parents to provide information about the club, training times etc.
- Provide membership information and liaise with Membership Secretary
- Provide information on open meets and encourage entries
- Appoint an assistant(s) to support with admin and to complete the register when away
- Look to appoint a suitable candidate to become the next squad rep
- Text parents or swimmers with last minute training changes/unforeseen circumstances
- Organize social activities (minimum 2 if possible) for the squad. Seek advice from the social secretary for any support needed
- Sell Christmas party tickets
- Attend squad rep meetings
- Offer advice on buying club kit

21. Poolside Helper

Role Objectives:

The role of the Poolside Helper (volunteer role) is to assist with club sessions under the supervision of a qualified teacher or coach.

Person Specification:

- Working towards or completed the ASA Poolside Helpers' qualification (desirable)
- Knowledge about the structure of the club and how the sessions/competitions operate
- Enthusiasm and commitment to developing all club members
- Basic technical knowledge of aquatics and safety within sessions
- Time commitment to this role will be determined by the club, but will involve an ongoing weekly responsibility, and regular attendance at training sessions for continuity for swimmers.
- Swim England prefer helpers to be 14 years and over, although the club does accept younger helpers who are deemed mature for their age (coaches discretion)
- Can communicate well, and at the same time build their own knowledge as a swimmer through helping.

Duties and Responsibilities:

- Be present at training sessions
- Assist with the set-up of the pool for training sessions
- Be aware of safety at all times throughout the session, keeping the poolside tidy and ensuring any health and safety risks are reported to the coach
- Ensure swimmers have the correct equipment needed for the session e.g. floats, etc.
- Ensure swimmers are abiding by the rules of the club regarding behaviour during sessions. Reinforce good behaviour and pool expectations that are set by the coach
- Be aware of swimmers' and coach's code of conduct where possible
- Ensure safety, help younger swimmers finish on their back or don't hit their head on the wall. For example, by encouraging them to count strokes.
- Ensure swimmers have lane etiquette/discipline e.g. swim correct way around the lane set by the coach (lane 1 anti-clockwise, lane 2 clockwise, lane 3 anti-clockwise etc.)
- Assist the coach to deliver the session and advise swimmers on their technique. Do this by setting swimmers off, support with turn-around times.
- Lead a small group of swimmers (one or two lanes under the instruction of the qualified lead coach). Coach should ask the helper to identify areas for improvement set in the teaching or coaching points (e.g swimmers should keep a high elbow on front crawl. Helper looks to support swimmers to do this)
- At the end of the session ensure all equipment is correctly stored away.