



**Kettering Amateur Swimming Club  
Volunteers Handbook**



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## Introduction

Firstly, thank you for volunteering to join the workforce of Kettering Amateur Swimming Club. Most of the workforce are volunteers and without your help and dedication the Club would be unable to run.

We have produced this handbook to provide you with information that we think you may find helpful. We welcome feedback on the contents of the Handbook (whether good or bad). If you have any comments or suggestions of other information that you would find useful, please let the Club Secretary know.

The Club has its own website ([www.kasc.org.uk](http://www.kasc.org.uk)). Updates to the information given in this handbook will be included on our website.

See the website for our vision and mission statements.

You will be asked to sign a KASC/ASA code of conduct for volunteers and this booklet should be read in conjunction with it.

## Safety

The safety of our swimmers is the overriding factor in all training and competition situations. Each volunteer on poolside must always have, as their main concern, the immediate safety and well being of the swimmers.

This involves an awareness of the nature and extent of these responsibilities. i.e. knowledge of the pool situation and its risks, including how to access, and if required, operate the emergency procedures for the pool.

- The use of, and response to, emergency signals.
- The insistence of appropriate safe behaviour by all swimmers.
- An understanding of child protection issues.

It also involves the constant on-going observation of all swimmers. This means being aware of the whereabouts of all swimmers at all times.

The ability to take any emergency action is of course vital, but should be an extremely rare occurrence.

## Lifeguarding and pool supervision

The pool's lifeguards are responsible for monitoring swimmers in the pool and dealing with any incidents during training sessions at the various pools we swim at. All of the pool's lifeguards are all qualified to take appropriate action in the case of an incident occurring and teaching/coaching staff should follow their instructions.



Although teaching/coaching personnel may not be called to enter the water to perform a rescue, they may still be required to assist the lifeguard teams and will need to control their group of swimmers as may be necessary according to the situation.

Emergency phones and first aid kit are available at all the venues used.

### **Medical conditions**

If any swimmer suffers from any chronic condition that requires prescription drugs (e.g. asthma, epilepsy, etc) they must complete a medical declaration form as part of the membership form. Each lead coach on poolside will have an up to date list of medical conditions. Medication needed on poolside should be brought by the swimmer.

### **Accidents**

The Club and the venues used aim to provide a safe environment. If, however, a swimmer is unfortunate enough to suffer an accident either in the pool or anywhere on poolside, it must be reported to the senior coach at that session and pool staff. If necessary, appropriate First Aid can be provided by the Pool staff. Incidents must be recorded in the accident book.

The Club keeps a record of all emergency contact details of swimmers and the lead coach for each session will have a copy on poolside.

### **Code of Ethics**

As a Club, we have adopted the ASA's Code of Ethics. The purpose of the Code of Ethics is to establish and maintain standards for Teachers and Coaches and to inform and protect those that use their services. All Teaching and Coaching staff of the Club are required to sign up to the ASA's Code of Ethics.

### **Teaching/Coaching**

The Head Coach plans the training schedules and devises swimming programmes that:

- Makes effective use of the time available.
- Builds upon known and previously learned skills.
- Are aimed at developing the swimmer and help them achieve their potential.
- Records progress.

### **Swimmers with special needs**

In this context, special needs can apply to those with a physical, sensory impairment or learning difficulty as well as those with exceptional talent who may have aspirations to perform at a higher level.

The integration of swimmers with disabilities to mainstream competitive training is accommodated wherever this is appropriate and practical.



### **Staff Training**

The Club is happy to consider all requests for assistance to participate in staff training and personal development. The Club recognises the need for Continuing Professional Development amongst its poolside staff/volunteers.

The Club is committed to assisting volunteers financially with appropriate training courses, etc. Details of courses, seminars, etc will be sent around via the Swim Committee email. If you are interested in attending a course/seminar, please reply to the global email.

### **Child Protection**

All poolside personnel are required to be registered with the Criminal Records Bureau (CRB). Forms are available from the Welfare Officer.

The ASA has produced procedures and guidelines to assist clubs. These guidelines include:

- Identification of forms of child abuse.
- What to do if you have concerns about a child.
- Good practices.
- Code of Ethics.
- Details of the CRB.
- Guidelines for the use of photographic and filming of children.
- Help line information.

All poolside personnel must be familiar with the details of these guidelines and procedures. The Club funds all poolside personnel to attend Child Protection/Safeguarding training.

### **Website**

The Club has its own website ([www.kasc.org.uk](http://www.kasc.org.uk)) which provides up to date information, results from competitions, as well as useful links to other associated swimming websites.