

Patrons: Sharron Davies MBE, Stephanie Millward MBE

## Team Bath AS

### Volunteering Policy

Team Bath AS has a proud history of providing a dedicated Performance Swimming Program that includes hosting/attending Open Meets and attending County, Regional and National Competitions. Team Bath AS has also recently expanded with the development of the Academy Swimming Program to offer further opportunities to talented young swimmers in the Bath area. In addition to our core training and competition activities the Club also hosts training, workshops, clinics, camps, fundraising and social activities for club development, swimmer education, team building and recreation. The success of our Program has always depended on the quality of volunteers. Offering the best experience possible for your child requires every family in the Club to contribute to the cause. To assist the Club in achieving this goal, we have implemented a Parent and Family Volunteer Policy.

Most successful swim clubs have initiated a structured volunteer program to help distribute the responsibilities fairly throughout the membership. Our aim is to build a strong team of volunteers who possess a thorough understanding of what it takes to run the Club and make our Open Meets happen. Participation, knowledge and experience are the valuable tools that enable the Club to function and make our meets relevant and enjoyable for everyone.

**The Team Bath AS Volunteer Policy requires all member families with swimmer(s) in the Performance Program (Transition Squad, Potential Squads, Performance Squad) on 1 September 2019 to either:**

- **Commit to providing a minimum of 30 hours volunteering for the Club in the 2019/2020 Season (1 August 2019-31 July 2020 inclusive), or**
- **Opt out of volunteering and make a financial contribution to the Club of £180 for the season (payable in full at the beginning of the season or in monthly payments by arrangement with the Team Bath AS Treasurer).**

NOTE: While families of Team Bath AS Academy Swimming and Masters Members are exempt from the Volunteering Policy, they are still expected to begin volunteering for the Club on a regular basis and can see the opportunities that exist on the pages that follow.

Any family experiencing exceptional circumstances that that will prevent them from fulfilling their volunteering obligation under this Policy should contact the Club Secretary or Welfare Officer.

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**To count towards the family total, volunteer hours must be recorded as follows:**

- It is the duty of the family to record hours honestly and accurately and then get them signed off by the person in charge of the activity (likely to be a Committee Member or the Volunteer Co-ordinator). The Volunteer Hours recording form can be found [here](#).
- Once signed off, volunteer hours should be submitted straight away to [volunteers@teambathas.co.uk](mailto:volunteers@teambathas.co.uk)
- The Volunteer Co-ordinator will keep a tally of the family hours throughout the season and advise the committee of total hours recorded at the end of the season.
- **Any family not formally recording 30 volunteer hours in the season will be invoiced for the full volunteer opt out fee of £180.**

Thank you in advance for supporting our Club.

## Volunteer Opportunities and Information

Visit the Team Bath AS Volunteer Vacancy [Noticeboard](#) for the latest vacancies

### Who Can Volunteer for Your Family Hours?

Anyone aged 18 and over is welcome to contribute to their respective family volunteer hours.

Swimmers aged 16-18 may contribute to family volunteer hours only if they are assisting poolside and have the required teaching/coaching qualifications and certifications or if they are a trained J1 official (this excludes timekeepers).

Swimmers over 18 years of age may volunteer in any role and have their hours count towards the family total, unless there is the Committee identify a conflict between their swimmer status and a potential role.

## Volunteering Opportunities

### Open Meet Volunteer Opportunities

#### Becoming an Official

- No swimming competition can run without officials. As a Club we desperately need more officials for our own Open Meets and also to help at every other competition we send our swimmers to.
- Officials get well looked after at meets with food, refreshments and sometimes travelling expenses.
- Training is graded and anyone can make a start on the journey to 'wearing white'. If you are interested in volunteering in this way, please contact our Officials Mentor [officials.mentor@teambathas.co.uk](mailto:officials.mentor@teambathas.co.uk) who can discuss training with you.

#### Volunteering at Open Meets Hosted by Team Bath AS

Running successful Open Meets is absolutely vital to the financial stability of the Club and everyone is expected to volunteer at **all** our meets (whether their swimmer is competing or not) as an absolute minimum contribution to support the Club.

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Our Volunteer Co-ordinator manages the workforce for Open Meets. Please put all our Open Meet dates for the 2019/2020 Season in your diary and make sure you sign up and commit to help throughout the weekends.

Currently for the 2019/2020 Season our Open Meet plans are as follows:

Level 4 – September 7 2019 – Horfield, Bristol  
Level 2 – October 18,19,20 2019 – Millfield Pool  
Level 2 – November 15,16,17 2019 – Hengrove Pool  
Level 1 – March 13,14,15 2020 – Millfield Pool  
Level 1 – June 20,21 2020 – Millfield Pool tbc

Volunteer Opportunities at Open Meets include:

Official, Heat Marshall, Warm Up Marshall, Set Up/Break Down, Unloading/Loading equipment, Storing Equipment/Medals, Making Up Coaching Packs, Looking after/laundrying volunteer T-Shirts, Meet & Greet/Entry Desk, Medal Desk, Office Helper, Helping Run the Meet in the Office/Computer, Announcer, Catering/Refreshments for Officials, Results runner.

No previous experience is necessary for the majority of these jobs, just good humour and the willingness to be flexible, turn up on time and get stuck in where help is needed. Some open meet jobs have regular volunteers in role and require training, but please indicate your interest and we can organise training where needed/appropriate. Officials training is available on an ongoing basis.

More information on the volunteer roles available at Open Meets can be found on our web site [here](#).

### **Volunteering at Other Competitions/Open Meets**

Officials and other volunteers are still needed when we attend other Club's meets or competitions.

For County, Regional & National events & Arena League the organisers still require help from every Club and we have volunteer slots to fill as Team Bath AS.

Make sure you sign up when the volunteer/officials requests for these competitions come out at [officials@teambathas.co.uk](mailto:officials@teambathas.co.uk). Correctly recorded hours at away meets/competitions also count towards your total hours for the Club.

## **Help Run Clinics, Workshops, Training, Fundraising or Social Events**

Team Bath AS runs a busy program of clinics, workshops and training. All these events require volunteers to meet/greet and guide visitors and delegates through the day – no experience is needed except a polite and enthusiastic approach. In addition, we need more volunteer help is needed during the set up phase –

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could you help with planning, booking, general administration, photocopying course literature? If you can help with this contact [workforce@teambathas.co.uk](mailto:workforce@teambathas.co.uk)

Fundraising is vital and we're always open to new ideas of to members who are happy to lead or help run fundraising events/opportunities. If you have ideas or could help organise something to raise funds for the Club contact [fundraising@teambathas.co.uk](mailto:fundraising@teambathas.co.uk)

## **Volunteer Positions to Help Run the Club/Assist Committee Members**

Our committee members put in an enormous amount of volunteer hours to ensure we have a thriving Club for your child.

If you'd like to be part of the committee, then you are able to submit your nomination at our AGM in November. Job descriptions for all committee roles are available on our web site [here](#).

Being on the committee is not for everyone, but that doesn't mean you can't step up and assist an existing committee member to lighten their load. If you have relevant skills that could be used, please let the relevant committee member know. If you're not sure, but would like to volunteer in this way, then please contact [workforce@teambathas.co.uk](mailto:workforce@teambathas.co.uk) who will be able to guide you toward the most relevant committee member for your skillset.

Some of the jobs that have already been identified in this way are listed on our web site [here](#).

## **Opportunities Poolside**

We are in need of more qualified poolside helpers/coaches to help during training both for the Performance Program and for our Academy Sessions. If you possess a relevant coaching/teaching qualification, please come forward and volunteer in this way.

Team Managers – we need a team of qualified Team Managers across all squads who can assist during meets, competitions and poolside at Taster Days and Clinics. If you are a qualified Team Manager, please let us know so you can volunteer in this way.

Contact [workforce@teambathas.co.uk](mailto:workforce@teambathas.co.uk)