



Policy for Volunteers and Meet Officials

In order to run smoothly and efficiently Northampton Swimming Club hosted meets require volunteers and licensed officials to fulfil a variety of roles and duties. The majority of meets consist of either 4 or 5 sessions and volunteers can work at any number of sessions depending on their availability and the meet requirements. Some roles, for example door/raffle and changing room stewards require volunteers to be present at poolside prior to the event, normally 45 minutes before the published warm up time, other roles for example those of poolside technical officials requires participants to be licensed and hence prior attendance at relevant meetings and/or training courses is essential.

Rewards

The following rewards for providing assistance at Northampton Swimming Club hosted meets only:

- 1 Session – Voucher worth £3.00
- 2 Sessions – Voucher worth £6.00
- 3 Sessions – Voucher worth £9.00
- 4 Sessions – Voucher worth £12.00
- 5 Sessions – Voucher worth £15.00

In addition to this, drinks and sweets/biscuits are provided throughout the sessions along with a breakfast roll, if helping in the morning and lunch if helping all day.

Please note these vouchers are for Northampton Parents where the swimmer is a member of the club. Vouchers will issued at the end of each meet, however if you are not at the final session your voucher can either be obtained by NSCSecretary@northamptonswimming.com or can be passed on to you via the relevant coach. Please do not lose or misplace your voucher, no replacement vouchers will be issued.

Registration for Each Session

All volunteers must sign the registration sheet to confirm their attendance for each session worked, a pass badge will be issued and MUST be worn at all times whilst you are volunteering. If your name is not on the attendance sheet, please contact Anna Plowman (contact details above) or her named deputy at the meet. This registration sheet will be used as confirmation of attendance and subsequently dictate which vouchers will be issued.

Officials should ensure they show their ASA registration badges prior to entering poolside.

Please be aware if you are not wearing either an NSC Badge or an ASA badge you could be asked to leave the poolside.

Clothing on Poolside

Clean, appropriate footwear poolside should be worn whilst on poolside, no low cut tops or fashion short shorts should be worn. Where possible volunteers should wear either a Northampton T-shirt (these can be purchased via the club kit order for swimmers) or a navy/dark top, officials must wear white T-shirts and white trousers/appropriate length shorts.

Equipment Required

No special equipment is required for most volunteer roles however it would be beneficial for some to bring along a clipboard, pen and possibly a highlighter, officials are normally required to provide their own clipboard, pen, and stopwatch.

It is helpful if all volunteers could bring their own refillable drinks bottle as this will help reduce the amount of waste we generate and hence must dispose of.

Conduct on poolside

Whilst we do appreciate you offering your time to support the Club, we ask that whilst on poolside you remain impartial during each the event, as it is seen to be unfair and unprofessional to be supporting your child verbally during the event. This could put undue pressure on the child or even cause them to be disqualified as it might be seen you are coaching from the poolside.

Job Role Listing

Job	Job Description
Officials	Officials are required for various jobs including timekeeping, stroke judging, starting, and refereeing. All officials must be registered with Swim England and either have completed or be part of the appropriate British Swimming training course. We are always looking for new officials so for more information please contact officials@northamptonswimming.com for further details.
Event Co-ordinator	Liaising with the coaches before and during the meet to ensure there are enough volunteers to run the event and that volunteers have been assigned to roles.
Door Steward	Managing the spectators, ensuring they have paid the relevant entrance fee as well as selling programmes. <i>Please be available 45 mins prior to the session warm-up time</i>
Raffle Co-ordinator	Selling raffle tickets to spectators and others attending the meet. <i>Please be available 45 mins prior to the session warm-up time</i>
Changing Room Door Stewards	To ensure the safeguarding of all swimmers we require stewards to be positioned at the entrance door to the changing rooms to ensure that only swimmers, coaches, designated officials signed up are volunteers are given access to the changing room & poolside. <i>Please be available 45 mins prior to the session warm-up time</i>
Marshalls	We require a small team of volunteers to marshal the swimmers, checking that each swimmer is in the correct event and ensuring that they swim in their designated lane of the relevant heat. <i>Please bring with you a Pen/Highlighter and Clipboard</i>
Medals Steward	Award swimmers with the correct medal(s) and/or trophy(s) they have won according to the results sheets that will be brought to you throughout the meet. <i>Please bring with you a Pen/highlighter and Clipboard</i>
Results Steward	Working with the meet recorder, handing out start sheets to the competitor stewards prior to events and finals as well as ensuring that result sheets are issued to the trophy steward and posted at the designated places throughout the venue including the spectator areas.
Refreshments	Constantly refuelling referees, officials, coaches and other volunteers with drinks and snacks whilst on poolside as well as preparing lunch for the volunteers, ensuring that it is ready once the relevant session has finished.

If there are any queries, please contact:

Officials :-

Andy Hurry

Email: - officials@northamptonswimming.com

Volunteers:-

Lesley Oscroft

Email:- NCSecretary@northamptonswimming.com