WEST DORSET

SWIMMING CLUB

VOLUNTEERS

HANDBOOK

**Introduction**

Firstly, thank you for volunteering to join the workforce of West Dorset 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 us know.

The Club has its own website (www.swimwestdorset.org.uk). Updates to the information given in this handbook will be included on our website.

**What we are about**

**Vision Statement**

We are committed to excellence and dedicated to developing children who become great ambassadors to the club and the sport of swimming. This will help us develop top class athletes.

**Mission Statement**

West Dorset Swimming Club is a competitive club with the purpose and commitment

to:

• Advance the sport of swimming;

• Recruit individuals who share our vision;

• Provide swimmers with the highest quality coaching;

• Create and maintain an enjoyable, safe and productive swimming environment;

• Recognize each individual and value his or her role in the success of our club;

• Encourage positive mental attitudes and mutual respect;

• Teach and develop life skills through our swimming programme;

• Provide swimmers with the opportunities to grow and succeed to their highest

level.

**Our Values**

• Excellence- reach maximum potential individually as athletes and financially as a club.

• Strong Work – Goal relationships, balanced and realistic.

• To be educationally sound and ethical.

• To stand up to the element of time.

• Promoting equality and diversity.

**Safety**

The safety of our swimmers is the overriding factor in all training and competition

situations. Each individual 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. Copies of the Pool’s Normal and Emergency Operating Procedures (NOP and EOP) are to be found in the Club Office.

• 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**

1610’s lifeguards are responsible for monitoring swimmers in the pool and dealing with any incidents during training sessions at the Dorchester Leisure Centre (excluding after school sessions). 1610’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 and hand it to either the Head Coach (Janet Hewitt) or the Club’s Reception desk. Swimmers have been instructed to have their inhalers with them at all times. On no account should a swimmer use another person’s inhaler.

The Club keeps a record of the medical details of swimmers. The Head Coach will ensure that teaching/coaching/appropriate personnel are informed of these details on a need to know basis.

**Accidents**

The Club and the venues used aim to provide a safe environment. If, however, a swimmer is unfortunate to suffer an accident either in the pool or anywhere on poolside, it must be reported to either the Head Coach or one of the other Coaches. It is important that we keep accurate records of any incidents in our Accident Book. This is located in the Club Office. If necessary, appropriate First Aid can be provided by the Pool staff.

The Club keeps a record of all emergency contact details of swimmers. This is also located in the Club Office. The Club has documented procedures which should be followed in emergency situations. These are reviewed on a regular basis. You will be given a copy of these procedures as part of your volunteer induction programme.

**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.

**Religious and cultural considerations**

Whilst every effort should be made to accommodate swimmers religious and cultural wishes, the safety of the individual and other swimmers must remain of paramount concern.

**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. Every year the Head Coach will undertake a development interview with all teaching/coaching staff to identify any training/development needs. The Workforce Co-ordinator will undertake similar interviews with other volunteers. The Club is committed to assisting volunteers financially with appropriate training courses, etc.

Details of courses, seminars, etc are posted on the Club’s Noticeboard. If you are interested in attending a course/seminar, please speak to either the Head Coach or Workforce Co-ordinator.

**Teachers/Coaches meetings**

The Head Coach holds bi- monthly Teachers/Coaches meeting. The meeting is used to make Teachers and Coaches aware of things such as future swimming programmes; details of any supported competitions; details of any education to be provided to swimmers (eg nutrition, etc); training opportunities, etc.

**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 training.

Website

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