



Volunteer pack

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Fareham Nomads SWIMMING CLUB

Introduction

Fareham Nomads Swimming Club is an amateur club run solely for the benefit of its members. As such it relies to a major extent on volunteers to enable the club to run successfully. These volunteers may spend 10 minutes a week by taking the register for one of the squads that their child swims in or several hours a week teaching swimming. Alternatively they may take a much less visible role as a committee member helping with the administration of the clubs affairs. Every volunteer's contribution is valuable and without them the club would grind to a halt. As a rough guide, there is one volunteer required for every six to seven swimming members. The following pack is intended to give you an idea of the scope of volunteer work required and also provide you with information on how the club is run. There are also a number of documents included that lay out the major club policies that all volunteers need to adhere to, these are listed at the end of this document.

Volunteer jobs

The following section is a list of the many jobs required to make the Club run efficiently. They are not necessarily in order of priority as all positions are important. A brief description of each job is included.

Club management

The daily management of the Club is the responsibility of the Management Committee. This consists of up to eighteen volunteers who are elected on an annual basis.

Chairperson

The chief executive officer of the Club Committee they are responsible for ensuring that the Club is run in line with the Club Constitution and within the laws of the ASA.

Vice Chairperson

An executive officer of the club this position acts as a deputy to the Chairperson and fulfilling their duties in their absence.

Club Secretary

An executive officer of the Club Committee, the Club Secretary is responsible for organising club meetings and handling correspondence with external bodies.

Treasurer

The treasurer is an executive officer of the Club Committee and is responsible for ensuring that the Club's finances are controlled in line with the annual budget.

Committee member

In common with the four executive members of the committee they are responsible for representing the views of Club members at committee meetings. Many will have one or more other responsibilities from the list of volunteers listed below.



Competition Secretary

They are responsible for all organisational aspects of external competitions including transport to and from galas.

Membership Secretary

They are responsible for recording details of members and passing appropriate information to the Treasurer for collection of annual and monthly fees. Also controls registration of members with the ASA.

Minutes Secretary

Records the minutes of monthly committee meetings and distributes these to committee members and appropriate notice boards.

Welfare Officer

They are responsible for ensuring that all matters of a child protection nature are handled promptly and in line with ASA recommendations.

Volunteer Co-ordinator

Acts as a focal point for all volunteers and arranges recruitment and training of such.

Swim 21 Co-ordinator

They are responsible for collection and submission of the Club's Swim 21 documents.

Information Desk

Available every Friday at Fareham Leisure Centre the desk is manned by committee members on a rota basis.

Club Shop

Available every Friday at Fareham Leisure Centre the shop provides a facility for members to buy swimming equipment. Volunteers on a rotational basis man it.

Competitions

Fareham Nomads is a competitive club and as such competes in number of league competitions as well as open meets, county, district and national championships. In addition to these there are internal club competitions consisting of an annual age group competition and club championship. Each competition needs a number of volunteers and there can be in excess of twenty-five of them involved in for example the age group competition.

Home Galas

These are galas organised by the Club on behalf of a league association of which we are members. Usually they take place at Fareham Leisure Centre but other local venues may be used where necessary.

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Referee

Two referees are required for each gala and are responsible for ensuring that the competition is run safely, fairly and in line with the promoter's conditions. Normally they will be ASA qualified officials.

Starter

The responsibility of the starter is to ensure that swimmers are prepared for the start of each race before giving the starting signal. Normally they will be ASA qualified.

Chief Timekeeper

Two chief timekeepers are required and it is their responsibility to collect swimmers times from the lane timekeepers after each event. Then, in conjunction with the referee, ensure that times and placing agree. Normally they will be ASA qualified officials.

Judge

Usually there will be one judge supplied by each team competing e.g. six for a six-lane gala. It is their responsibility to check that swimmers do not infringe the technical rules of their strokes and to record the finishing order of each race. Normally they will be ASA qualified officials.

Timekeeper

As with judges each team competing will normally supply a timekeeper. Their job is to record the time taken for a swimmer in their lane to finish the race after the starting signal has been given. Normally they will be ASA qualified officials.

Announcer

Their job is to provide safety announcements, announce the start of a race and give the results of each race as the gala proceeds.

Recorder

The recorder's job is to transfer the times and finishing positions from the timekeeper's slips to score sheets. As the gala proceeds they enter the accumulated score for each team on the sheets. Usually there will be two or three recorders at each gala.

Doorkeeper

Normally there are two doorkeepers at each gala and they are responsible for collecting entrance fees and selling gala programs.

Fund Raiser

At each home gala we help to subsidise the cost by selling raffle tickets. Normally we have two volunteers to sell tickets at the entrance to the pool. Club members often donate raffle prizes.

Refreshments

Swimming pools are notoriously hot places for non-swimmers and at each of our galas we provide cold drinks for all poolside volunteers. Usually one volunteer will take the responsibility to make the drinks and hand them out to helpers two or three times during a gala.

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Team Manager

The Team Manager provides a focal point for encouragement and guidance for swimmers during a competition. In addition they are responsible for the safety and behaviour of the swimmers while on poolside.

Whips

At each gala Nomad's teams have two volunteers for ensuring that swimmers report for their race in good time. One volunteer normally looks after the male swimmers and the other the female swimmers.

Relay takeovers

Part of the team manager's duties is to ensure that relay takeovers are within the rules of the competition. Usually they look after the start end of the pool and as most relays are multiples of one length, an additional volunteer is required the other end.

Away Galas

These are competitions organised by other clubs as members of a league association to which we belong at venues across Southern England. The host club supplies the majority of volunteers for these competitions. However the following volunteers still need to be supplied by the Club. Unless stated the responsibility is the same as for home galas.

Team Manager

If the Club supplies transport then their responsibility for the safety and behaviour of the swimmers is extended. It now starts when the swimmers meet prior to leaving and finishes when all swimmers have safely left after arriving back.

Whips

Two volunteers required.

Relay takeovers

One volunteer required.

Judge

One volunteer, ASA qualified where possible.

Timekeeper

One volunteer, ASA qualified where possible.

Internal Club Competitions

Competitions held solely for our own members the jobs are the same as for home galas with the following additions.

Promoter

Internal competitions usually have a volunteer promoter dedicated to that competition. They are responsible for all organisational aspect of the event.

Judge

As there are no visiting teams there are usually six volunteer judges recruited from Club members, ASA qualified where possible.

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Timekeeper

For competitions held at Fareham Leisure Centre where six lanes are used then the same number of timekeepers are required. They should be ASA qualified where possible. Competitions at West Hill Park School only require four timekeepers as there are only 4 lanes.

Trophies

One or two volunteers are usually needed to organise medals and trophies for the presentations. They ensure that both medals and trophies are given to the right swimmers. They are also responsible for ensuring that records are made of the holders of perennial trophies.

Training

The majority of a swimming members' time is taken up with training sessions. The Club pays for four teachers/coaches to organise these sessions and to personally supervise the majority. There are also a number of volunteer teachers/coaches the majority of whom are holders of ASA qualifications who help at various sessions. The Club encourages parents and swimmers to become involved in the teaching side of the sport and subsidise the training necessary to become qualified to ASA standards. There are also a number of jobs that help the smooth running of a training session. Helping put out floats for the teaching squads, putting in lane lines and backstroke flags, taking squad registers etc.

None of these jobs is large in their own right but if one teacher has to do them all then this eats into the time available for training. We hold time trials on a regular basis and volunteers are required to help with these. Normally we need six timekeeper/recorders to record the times achieved by individual swimmers. This is an ideal opportunity to get used to using stopwatches and can be the first rung on the ladder to becoming an ASA qualified official.

Essential reading for volunteers

All of the following documents can be found on the clubs' web site on the information page for swimmers and parents.

- Code of ethics
- Child protection policy
- Equity Statement
- Inclusion policy
- Health & safety policy

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