

# **MSC Volunteer Recruitment**

MSC is run by Volunteers.

We rely on volunteers to meet all of our Club aims.

Our aims are:

- To provide a safe, friendly environment for the teaching, learning and coaching of swimming;
- To teach all seven stages of the Swim England Learn to Swim Programme;
- To encourage swimmers to go on to develop competitive swimming skills, allowing them to compete in galas, at local, County, Regional and National Level.

## **What do the Volunteers do?**

There are many different roles within the Club.

- Committee posts, such as Chair, Treasurer, Secretary, and many others;
- Volunteer coaching;
- Team managing, supervision and helping at galas;
- Officiating;
- Promoting the Club and keeping swimmers and parents involved and engaged.

## **Who do we recruit?**

We welcome anyone who is keen to help! Most of our volunteers are parents, ex-parents, ex-swimmers or swimmers, but we are always open to widening our catchment to anyone with skills that would assist the Club.

Volunteers can help in multiple roles, although those elected to the Main Committee roles will need to attend at least 4 meetings per year.

## **How do we recruit?**

- Our current volunteers, Head Coach or another committee member may approach you;
- Posters on the Club noticeboard or website;
- Word of mouth;
- Through our newsletters;
- Or you can approach us.

If you are interested in any role or feel you can offer help even where no role is defined, please speak to our Volunteer Coordinator, Head Coach or any member of the committee. MSC welcomes and values volunteers. Without volunteers the club would not be able to offer your children an opportunity to pursue their sporting aspirations.

## **Modernian Swimming Club - Volunteer Roles**

<b>The Main Management Committee Roles in Brief</b>		
Chairperson (Executive)	Principal officer for the Club. Ensures the effective leadership, purpose, vision and strategic direction of the club and guides the Club Committee to ensure smooth running of the club.	<a href="#"><u>4</u></a>
Secretary (Executive)	Ensures the smooth running of Club administration and keeps essential records.	<a href="#"><u>5</u></a>
Treasurer (Executive)	Produces a budget and ensures the Club meets all financial statutory regulations.	<a href="#"><u>6</u></a>
Membership Secretary	Keeps records of all new member enquiries, organises trials and confirms start date and sessions for new members. Registers new members with ASA. Works closely with the Treasurer, Head Coach and ASA Registration Secretary.	<a href="#"><u>7</u></a>
Competitions Secretary	Coordinates the meet/gala entries plus supports the smooth running of club competitions.	<a href="#"><u>8</u></a>
SwimMark & Risk Assessment Coordinator	Coordinates the implementation and development of the SwimMark initiative within the club. Prepare and reviews Club risk assessments and codes of conduct as needs arise.	<a href="#"><u>9</u></a>
Officials Coordinator	Responsible for the recruitment and training of timekeepers, judges, inspector of turns, etc. and ensuring suitable supply of officials equipment (i.e. stopwatches).	<a href="#"><u>10</u></a>
Fundraising Officer	Leads and develops opportunities for funding, grants and sponsorship for the Club.	<a href="#"><u>11</u></a>
Parent Liaison and Social Event Officer	Provides support for parents and swimmers in Club Squads and arranges social events for the club. Acts as the primary point of contact for parents in the nominated squads.	<a href="#"><u>12</u></a>
Data Protection Officer	The DPO's main responsibility is to inform and monitor the Club's GDPR compliance and ensure that the Club's privacy notices are up to date. The DPO is the first point of contact for any data protection queries.	<a href="#"><u>13</u></a>
Workforce Development Coordinator	To co-ordinate the training development of the workforce (volunteers and coaches) within the club, to meet the needs of the club development plan.	<a href="#"><u>14</u></a>
Welfare Officer	Responsible for the implementation of good practice and child protection policies within the club and ensuring compliance with Swim England's Wavepower document.	<a href="#"><u>15</u></a>

## Modernian Swimming Club - Volunteer Roles

	** This role is independent of the committee but advises the committee on welfare issues.**	
<b>The Sub-Committee Roles in Brief</b>		
Event Team Manager	Responsible for the MSC swimmers at galas/open meets.	<a href="#">16</a>
Trophy and Medal Coordinator	Coordinates the availability, engraving and storage of trophies and medals for Club events.	<a href="#">18</a>
Swim Kit Controller	Coordinates the availability, storage and distribution of all Club kit to members.	<a href="#">19</a>
Team Stats Coordinator	Coordinates swimmer statistics in on-line database and ensures these are kept up to date. Enters gala and competition results onto database.	<a href="#">20</a>
EYES Coordinator Seniors	Responsible for the recruitment and coordination of parent poolside helpers at squad training sessions.	<a href="#">21</a>
EYES Coordinator Juniors	Responsible for the recruitment and coordination of parent poolside helpers at squad training sessions.	<a href="#">21</a>
EYES Helpers	Responsible for ensuring swimmers follow pool rules, ensures health and safety is being adhered to in the pool environment and ensures swimmers are collected at the end of training sessions so no child is left behind.	<a href="#">22</a>
Squad Lane Helper	To pass on the Coach's instructions, controlling a small group of swimmers.	<a href="#">23</a>
Squad Land Trainer	A qualified fitness instructor who takes land training for swimmers, in coordination with Head Coach requirements.	<a href="#">24</a>
Website Content Coordinator	To review, update and maintain website content to ensure it can attract new members, that it is informative for existing members and that it remains up to date and useful.	<a href="#">25</a>
Open Meet Licensing Coordinator	Completes licensing documents and apply for license for in house swimming galas	<a href="#">26</a>
Social Media Officer	Advertising and celebrating swimmer and club successes and/or events through various social media platforms, and sending out relevant club news items.	<a href="#">27</a>
Beds ASA Representative	To represent the interests of MSC at the Beds ASA meetings.	<a href="#">28</a>
Pool Booking Coordinator	Co-ordinate pool / facilities bookings for training and ad-hoc events	<a href="#">29</a>

# **Modernian Swimming Club - Volunteer Roles**

<b>The Club Chairperson (Executive Post)</b>
<p><b>Role</b></p> <p>Contributing to the effective leadership of the club, maintaining focus on its purpose, vision and strategic direction.</p> <p>The Chairperson will chair and lead meetings within the club and be responsible for key decision making.</p>
<p><b>Skills and Qualities</b></p> <ul style="list-style-type: none"><li>• Approachable and enthusiastic</li><li>• Possess good knowledge of the sport and the club and business principles</li><li>• Well organised and able to delegate</li><li>• Ability to control meetings and be confident at public speaking</li></ul>
<p><b>Main Duties</b></p> <ul style="list-style-type: none"><li>• Provide direction for the club by developing policies and strategies for the Club and by effective leadership and management.</li><li>• Chair and control the meetings of the management committee and maintain harmony in the club.</li><li>• Be involved, where appropriate, in the coordination of the Committee for club activities and actions.</li><li>• Oversee decisions made by officers of the management committee, sub committees, officers and other club personnel.</li><li>• Liaise with the Treasurer and Secretary on a regular basis.</li><li>• Have joint responsibility with the Club Treasurer and Club Secretary for Head Coach management and ensure their objectives meet the club's aims.</li><li>• Help ensure the correct and smooth running of all aspects of the club in accordance with its constitution, codes of conduct, ASA rules and GDPR law.</li><li>• Keep up to date with developments in the sport and ensure that the Committee is advised of opportunities arising from local, regional and national initiatives.</li><li>• In conjunction with the Club's Treasurer and Secretary produce an annual budget and budget plans and present an annual report at the AGM.</li><li>• Report to the officers of the management committee at the first opportunity of any decisions taken by the Club Executive and ensure that all policy decisions are ratified by the management committee.</li><li>• Liaise and network with other clubs in the County and Region.</li><li>• Have joint responsibility with the Club Treasurer and Club Secretary to ensure that the submission of SwimMark documentation, ASA annual membership, and any other associated returns are filed on time.</li></ul>
<p><b>Level of Commitment Required</b></p> <p>Approximately 5-10 hours per week over course of the year. Will include attendance at club meetings and could include liaison with local pool operators; and ensuring the club has a presence at County and Regional Swimming Meetings as they arise. There may be other time commitments in addition to this in order to fulfil the above criteria.</p>

# **Modernian Swimming Club - Volunteer Roles**

<b>The Club Secretary (Executive Post)</b>
<p><b>Role</b></p> <p>The Club Secretary provides the central point of administration and information. The Secretary deals with external administrative bodies and is a key person to the smooth running of a club. The Secretary reports to the club Chairperson.</p>
<p><b>Skills and Qualities</b></p> <ul style="list-style-type: none"><li>• Enthusiastic with knowledge of the club and people within it</li><li>• Be an excellent communicator with good verbal, written and IT skills</li><li>• Have good administration skills, including minute-taking</li><li>• Have excellent organisational skills</li><li>• Have the ability to maintain confidentiality and treat membership issues in strictest confidence</li><li>• Have the ability to work in partnership with others, both inside and outside the club</li><li>• Have the confidence to represent the club at external meetings.</li></ul>
<p><b>Main Duties</b></p> <ul style="list-style-type: none"><li>• Organise committee meetings and AGMs, prepare agendas, take minutes, and distribute and communicate these as appropriate.</li><li>• Maintain the relationship with our email third party provider and assist with any service issues or contractual renewals.</li><li>• Act as the main point of contact for the club for all pool providers, insurance providers and county/regional personnel and liaise with committee members/Head Coach on matters arising.</li><li>• Process and deliver appropriate correspondence and information to and from county, regional and national ASA levels.</li><li>• Maintain up-to-date contact details of all committee members, other key club personnel and ASA secretaries at national, regional and county levels.</li><li>• Create contracts for services and volunteer arrangements to ensure relevant compliance.</li><li>• Develop and lead the Club's Feedback Procedure with the Parent Liaison Officer and ensure feedback is treated in a confidential and unbiased way.</li><li>• Assist the Club Chairperson with the provision and presentation of an annual report at the AGM.</li><li>• Maintain a secure database of all Club paperwork, so that there is an audit trail and so that it can be transferred in its entirety to successive Club Secretaries.</li><li>• Have joint responsibility for Coach appointment, development and review with the Club Chairperson and Club Treasurer.</li></ul>
<p><b>Level of Commitment Required</b></p> <p>Will vary depending on the month (insurance renewal/AGM/pool re-hiring). On average about 2 or 3 hours per week including meetings with committee, various sub committee roles and service providers.</p>

# **Modernian Swimming Club - Volunteer Roles**

<b>The Club Treasurer (Executive Post)</b>
<b>Role</b> <p>The Club Treasurer is an integral, detail orientated role with the Club, who is responsible for producing and managing the Club's accounts and finances and will oversee all income and expenditure for the Club</p>
<b>Skills and Qualities</b> <ul style="list-style-type: none"><li>• Some financial background and experience of producing budgets and accounts, ideally a qualified accountant or experienced accounting technician</li><li>• Have a good knowledge of using and working with spreadsheets or other accounting systems and using various banking systems to receive and send funds</li><li>• Well organised and methodical</li><li>• Reliable and exemplifies high standards of conduct and competence, professional behaviour and due care</li></ul>
<b>Main Duties</b> <ul style="list-style-type: none"><li>• Plan the annual budget and squad fees in agreement with the Club committee.</li><li>• Monitor the budget throughout the year, including monthly bank reconciliation.</li><li>• Ensure that funds are used appropriately, including advance approval of expenditure.</li><li>• Ensure systems are set up for recording all monies received and invoices / expenses / refunds paid. Keep up to date records of all transactions made.</li><li>• Prepare end of year accounts and present to the auditor and Club management committee.</li><li>• Be responsible for signing and monitoring all contracts for services on behalf of the club; Coaching, Pool Hire and Land Training.</li><li>• Checking of swimming teachers invoices against master sheets, ensure prompt payment of invoices.</li><li>• Advise on appropriate financial strategies for the continuing development of the Club.</li><li>• Provide rigorous financial appraisal of new fundraising opportunities and/or investment of Club funds for the ongoing Club development.</li><li>• Liaise with all other committee members in relation to financial matters.</li><li>• Liaison specifically with the Club Membership Secretary to produce a monthly reconciliation of training fees and annual reconciliation of membership fee, to address any payment anomalies, including reminders to parents as needed.</li><li>• Assist the Club Chairperson with the provision and presentation of an annual report at the AGM.</li><li>• Have joint responsibility for Coach appointment, development and review with the Club Chairperson and Club Secretary.</li></ul>
<b>Level of Commitment Required</b> <p>Between 3-5 hours per week including meetings with committee, various sub committee roles and service providers.</p>

# **Modernian Swimming Club - Volunteer Roles**

<b>Membership Secretary</b>
<p><b>Role</b></p> <p>The Club Membership Secretary coordinates and manages Squad membership on behalf of MSC including ASA Membership. Specifically, the MS keeps records of all active members, ensures their registration is maintained with Swim England, and organises the start date and time for new members.</p> <p>The role works closely with the Club Secretary, Club Treasurer, and Head Coach.</p>
<p><b>Skills and Qualities</b></p> <ul style="list-style-type: none"><li>• Well organised and efficient</li><li>• Strong communication skills and approachable</li><li>• Able to use a computerised system to manage membership</li><li>• Possesses tact and discretion and is able to maintain confidentiality and treat membership issues in strictest confidence</li></ul>
<p><b>Main Duties</b></p> <ul style="list-style-type: none"><li>• Working closely with the Club Secretary, Club Treasurer and Head Coach, act as the main point of contact for MSC membership enquiries (usually through email).</li><li>• Arrange trials for swimmers wishing to join the Club, liaising with the Head Coach to determine if the swimmer is ready to join MSC and which squad/hours they should be assigned. Notify swimmer/parent of decision and offer a place at MSC with details of sessions, monthly costs and when fees are due.</li><li>• Provide membership information to new members as required (including standing order form, membership forms and MSC welcome letter).</li><li>• Maintain completed membership and ASA Registration forms (but provide member details to Club Treasurer, Welfare Officer, Parent Liaison Officer, Swim Kit Controller, Club Secretary and Head Coach for follow ups).</li><li>• Enter details of new member onto Team Manager database (to include squad, hours, medical and contact details).</li><li>• Ensure new members have their ASA number/card. This will be required for most competitions.</li><li>• Update details as necessary, relating to squad moves and fee changes, including advising parents. Coordinate annual membership form / contact details renewal and annual payment to ASA.</li><li>• Liaison with ASA as necessary and quick resolution of queries with ASA membership.</li><li>• Provide quarterly lists of swimmers (by squad) to the coaches and Executive committee to ensure everyone has up to date information on MSC swimmers and numbers in each squad.</li><li>• Liaison with the Club Treasurer to produce a monthly reconciliation of training fees and annual reconciliation of membership fee, to address any payment anomalies, including reminders to parents as needed.</li></ul>
<p><b>Level of Commitment Required</b></p> <p>As and when new members join or current members leave, typically 2-3 hours per week plus committee meetings.</p>

# **Modernian Swimming Club - Volunteer Roles**

<b>Competitions Secretary</b>
<p><b>Role</b></p> <p>The Club Competitions Secretary coordinates the external meet/gala entries plus supports the running of club competitions.</p> <p>The role works closely with the Head Coach, Welfare Officer, Officials Coordinator, Volunteers Coordinator, Treasurer, Licensing Coordinator and Team Manager(s).</p>
<p><b>Skills and Qualities</b></p> <ul style="list-style-type: none"><li>• Well organised and efficient</li><li>• Strong communication skills and approachable</li><li>• Able to use a computerised system to manage entries</li><li>• Able to work with a high degree of accuracy</li><li>• Builds relationships easily with others inside and outside of the Club</li></ul>
<p><b>Main Duties</b></p> <ul style="list-style-type: none"><li>• Working with the Head Coach and Committee to manage and support the Club's competition calendar and participation in external competitions over the swim season</li><li>• Liaise with the Welfare Officer and Volunteer and Officials Coordinators to engage volunteers and Team Managers when required.</li><li>• Liaise with the Website Content Coordinator to update the fixtures calendar on the website.</li><li>• Liaise with the Social Secretary and Press Officer to ensure the competitions schedule is sufficiently advertised to all swimmers and parents well in advance of entry cut off dates.</li><li>• Liaise with head Coach re swimmers' entry details for meets/galas.</li><li>• Organise entry passes (as required) for Coaches, Officials and Volunteers for all meets/galas.</li><li>• Liaise with Club Treasurer over receipt of swimmer entry fees, and to provide accurate financial information including fees and expenses for Coaches, Officials and Volunteers (as required).</li><li>• Manage and administrate all swimmer entry registrations with the meet/gala organisers by sending all entry forms and relevant fees. Ensure that electronic submissions correlate to the paper/emailed entries submitted by swimmers.</li><li>• Check hosting club website for accepted/rejected entries and arrange any refunds for rejected entries with the Club Treasurer.</li><li>• Contact hosting club with any withdrawals prior to the meet.</li><li>• Help the Licensing Coordinator and Head Coach manage the delivery of all meets/galas hosted by the Club, including communications with other clubs involved and maintaining a list of returning acceptance slips from other clubs.</li><li>• Work in partnership with the Club's SwimMark &amp; Health &amp; Safety Assessor to ensure risk assessments are completed as required.</li><li>• Develop positive working relationships and links with other event organisers.</li></ul>
<p><b>Level of Commitment Required</b></p> <p>Determined by the Competition Schedule, i.e. 5 hours per week during busy event period, plus committee meetings.</p>



# **Modernian Swimming Club - Volunteer Roles**

<b>SwimMark &amp; Risk Assessment Officer</b>
<p><b>Role</b></p> <p>Coordinates the implementation and development of the annual SwimMark audit on behalf of the club. Prepares and reviews Club risk assessments and Codes of Conduct.</p> <p>Ensures the safeguarding and training certificates for coaches and volunteers is maintained up-to-date.</p> <p>The role works closely with the Committee Executive, Head Coach, Welfare Officer and Volunteers Coordinator.</p>
<p><b>Skills and Qualities</b></p> <ul style="list-style-type: none"><li>• Well organised, efficient and able to delegate</li><li>• Excellent administration and written skills</li><li>• Confident and effective communicator</li><li>• Sound knowledge of the Club</li><li>• Ability to conduct risk assessments and produce associated documentation</li><li>• Understand the need for "attention to detail" within a health and safety function</li></ul>
<p><b>Main Duties</b></p> <ul style="list-style-type: none"><li>• Organise and oversee the annual SwimMark audit and action plan and re-accreditation process.</li><li>• Maintain regular communication with the Swim England officer to ensure information is submitted correctly and on time.</li><li>• To keep abreast of any developments to the SwimMark accreditation programme.</li><li>• Regular liaison with Club Chairman and secretary for approval of submitted data.</li><li>• Liaise with the Club Treasurer and Committee about funding the Club's SwimMark Action Plan.</li><li>• Keep the Club updated on all SwimMark actions and processes.</li><li>• Ensure that members are well informed about SwimMark courses and seminars.</li><li>• Follow and promote the ASA Child Protection Policy.</li><li>• Make sure all members are familiar with the reporting accidents and incidents procedures.</li><li>• Prepare, update and maintain risk assessments for all Club activities and consider how risks can be reduced. Make the risk assessments accessible on the Club's website.</li><li>• To investigate all matters relating to safety, report them to the Committee and review and update risk assessments as required.</li><li>• Advise Club Management Committee of any areas of concern regarding Health and Safety Issues.</li></ul>
<p><b>Level of Commitment Required</b></p> <p>Ongoing commitment as needed, including occasional input to Committee meetings. SwimMark: Typical 1 hour per week, but up to 5 hours per week around annual audit and re-accreditation period. Risk Assessments: Typical 1-2 hours per week.</p>

# **Modernian Swimming Club - Volunteer Roles**

<b>Officials Coordinator</b>
<p><b>Role</b></p> <p>Responsible for the recruitment and training of timekeepers, including judge levels progression.</p> <p>Responsible for ensuring suitable supply of officials equipment (i.e. stopwatches, whistles, etc).</p> <p>The role works closely with the Head Coach, the Competitions Secretary and the Volunteers Secretary.</p>
<p><b>Skills and Qualities</b></p> <ul style="list-style-type: none"><li>• Well organised, efficient and able to delegate</li><li>• Enthusiastic and approachable</li><li>• Confident communicator and good motivator</li><li>• Relationship builder</li></ul>
<p><b>Main Duties</b></p> <ul style="list-style-type: none"><li>• Maintain contact details for all MSC qualified officials, trainees and visiting officials, in conjunction with the Volunteers Coordinator.</li><li>• Secure lead referee for MSC hosted events / open meets.</li><li>• Organise sufficient officials from within MSC, visiting clubs (proportional to their entries) and other known officials to support the requirements of MSC hosted events.</li><li>• Undertake close liaison with lead referee prior to and during events.</li><li>• Promote volunteering and training opportunities within the Club.</li><li>• Provide mentoring and training opportunities for MSC volunteers and swimmers to qualify as an official and encourage trained officials to further their qualifications, with the support of the Head Coach, and the Volunteers and EYES Coordinators.</li><li>• Arrange where possible for trainees to undertake training with other clubs to build their experience and obtain qualifications.</li><li>• Help to facilitate all aspects of judges in training module requirements during galas to ensure Swim England training requirements are met and fulfilled by liaising with lead referees and host clubs.</li><li>• Ensure all trainees who successfully complete their training are registered with Swim England to become licensed timekeepers and judges.</li><li>• Liaise with South East region Officials Coordinator for regional/national event participation.</li><li>• Liaise with MSC club officers to ensure required breaks and refreshments are supplied to officials and any expenses claims processed accordingly.</li></ul>
<p><b>Level of Commitment Required</b></p> <p>Ad-hoc commitment based on fixtures calendar and frequency of recruitment drives, although attendance at all open meets and Club hosted events is likely to be necessary. Typical commitment of 100 hours per year (based on attendance at 10 x 1 day galas), plus attendance at Committee meetings.</p>

# **Modernian Swimming Club - Volunteer Roles**

<b>Fundraising Officer</b>
<p><b>Role</b></p> <p>Leads and develops opportunities for funding, grants and sponsorship for the Club.</p> <p>The role works closely with the Head Coach and the Executive Committee members.</p>
<p><b>Skills and Qualities</b></p> <ul style="list-style-type: none"><li>• Well organised and efficient</li><li>• Enthusiastic with a good knowledge of the Club's activities.</li><li>• Excellent communicator, both verbal and written</li></ul>
<p><b>Main Duties</b></p> <ul style="list-style-type: none"><li>• Identify and target sources of funding for both Squad and Learn to Swim programmes, in line with the SwimMark Development Plan and to engender recovery of club funds following loss of lessons income due to Covid-19.</li><li>• Prepare and submit funding bids in partnership with club members as appropriate.</li><li>• Work with other organisations as appropriate to develop joint bids, ensuring Club profile is maintained.</li><li>• Establish and develop effective working relationships with local funding providers and the local authority.</li><li>• Develop sponsorship proposals where possible.</li><li>• Work with the Social Secretary and Press Officer to publicise any funding or sponsorship secured.</li><li>• Coordinate a calendar of fundraising events.</li><li>• Liaise with the Social Secretary and Press Officer for opportunities to combine events.</li><li>• Liaise with the Volunteers Coordinator to secure volunteers for fundraising events.</li><li>• Liaise with the Treasurer to determine fundraising / sponsorship input to the annual budget.</li></ul>
<p><b>Level of Commitment Required</b></p> <p>Ongoing commitment throughout the year, typical 1-2 hours per week reviewing funding websites for updates and opportunities. Up to 10 hours drafting time per bid.</p>

# **Modernian Swimming Club - Volunteer Roles**

<b>Parent Liaison and Social Event Officer</b>
<p><b>Role</b></p> <p>Provides support for parents and swimmers in Club Squads. Acts as the primary point of contact for parents in the nominated squads.</p> <p>Works closely with the Membership Secretary, Welfare Officer, Social Secretary and Press Officer and Head Coach.</p>
<p><b>Skills and Qualities</b></p> <ul style="list-style-type: none"><li>• Well organised and efficient</li><li>• Approachable and enthusiastic with a good knowledge of the Club's activities</li><li>• A good listener and empathetic with children</li><li>• Excellent communicator, both verbal and written</li><li>• Good understanding of the Club and its aims and objectives for development of its members.</li></ul>
<p><b>Main Duties</b></p> <ul style="list-style-type: none"><li>• Liaise with Membership Secretary to identify new joiners and welcome and introduce new parents and families to the Club in person, via email.</li><li>• Chat with swimmers and parents to support integration into the Club and new squads and act as the primary point of contact for parents in the nominated squads.</li><li>• Develop and lead the Club's feedback Procedure with the Club Secretary and ensure feedback is treated in a confidential and unbiased way. Call upon others on the Committee or Head Coach to assist depending on the nature of the feedback/enquiry.</li><li>• Support the Welfare Officer and/or Coaches when dealing with certain issues raised by/about a specific member.</li><li>• Attend Committee meetings and give any ideas or information relating to the appropriate training group.</li><li>• Discuss volunteer roles with parents where appropriate to support Club development.</li><li>• Encourage and actively promote participation in Club events, including social events.</li><li>• Facilitate the organisation of social events.</li><li>• Liaise with Fundraising Officer for opportunities to combine events.</li><li>• Liaise with Volunteers Coordinator to secure volunteers for social events.</li><li>• Establish working relations with local media where necessary.</li><li>• Liaise with the Social Media Officer to issue releases on Club social events.</li><li>• Be responsible for updating the website Content Coordinator with social event news to publish on the Club Website.</li></ul>
<p><b>Level of Commitment Required</b></p> <p>Ad hoc throughout the year, typical 1-2 hours per week.</p>

# **Modernian Swimming Club - Volunteer Roles**

<b>Data Protection Officer</b>
<p><b>Role</b></p> <p>The DPO's main responsibility is to inform and monitor the Club's GDPR compliance and ensure that the Club's privacy notices are up to date. The DPO is the first point of contact for any data protection queries.</p>
<p><b>Skills and Qualities</b></p> <ul style="list-style-type: none"><li>• Knowledge and understanding of data privacy legislation</li><li>• Ability to make good judgements regarding data privacy risks</li><li>• Able to conduct the role independently and with integrity and high professional ethics</li><li>• Good personal communication skills</li><li>• Ability to establish and maintain a high degree of confidentiality, respect, trust and credibility</li></ul>
<p><b>Main Duties</b></p> <ul style="list-style-type: none"><li>• Responsible for monitoring the Club's compliance with the UK GDPR and other data protection laws, and the Club's data protection policies.</li><li>• Reporting any non-compliances or concerns to the Executive Members of the Committee and Head Coach.</li><li>• Acting as the first point of contact for all data protection matters within the Club.</li><li>• Developing and/or advising the committee on the development and establishment of data protection and privacy policies, procedures and other measures to ensure compliance with GDPR and ensuring those policies are kept under review and up to date.</li><li>• Overseeing the maintenance of records required to demonstrate data protection compliance.</li><li>• Raising awareness, identifying or providing training and audits for committee members and other volunteers on data protection to prevent data breaches and to foster a data privacy culture.</li></ul>
<p><b>Level of Commitment Required</b></p> <p>Ad hoc, 1 hour per week and attendance at committee meetings.</p> <p>The DPO operates independently and is not dismissed or penalised for performing their duties to the Club.</p>

# **Modernian Swimming Club - Volunteer Roles**

<b>Workforce Development Coordinator</b>
<b>Role</b> To co-ordinate the training development of the workforce (volunteers and coaches) within the club, to meet the needs of the club development plan.
<b>Skills and Qualities</b> <ul style="list-style-type: none"><li>• Enthusiastic and a good motivator</li><li>• Confident and effective communicator</li><li>• Well organised and efficient</li><li>• Approachable</li></ul>
<b>Main Duties</b> <ul style="list-style-type: none"><li>• Main contact for all training requirements. Book places on courses and organise specific courses if not available locally.</li><li>• Liaise with the SwimMark Officer, Welfare Officer and Head coach to ensure all essential training is completed and recorded.</li><li>• Update and maintain workforce database including all qualifications and continuing professional development courses.</li><li>• Obtain scanned copies of qualification certificates.</li><li>• Review training completed on a regular basis and organise retraining when necessary. Liaise with the Treasurer and gain approval regarding payment of courses.</li><li>• Liaise closely with the Welfare Officer to ensure that each volunteer is aware of the Child Protection Policy and Procedures and have DBS as necessary.</li><li>• Maintain workforce database to reflect latest DBS date.</li><li>• Ensure volunteers are directed to the ASA website for useful information on volunteering.</li></ul>
<b>Level of Commitment Required</b> Ongoing weekly commitment, 1 hour per week.

# **Modernian Swimming Club - Volunteer Roles**

<b>Welfare Officer</b>
<p><b>Role</b></p> <p>The Club Welfare Officer is responsible for the implementation of good practice and child protection policies within the club and ensuring compliance with Swim England's Wavepower document.</p> <p>The role works closely with the Committee Executive, Head Coach, and Parents Liaison Officer.</p>
<p><b>Skills and Qualities</b></p> <ul style="list-style-type: none"><li>• Approachable</li><li>• Good listener/communicator with empathy for young people</li><li>• Tactful and discreet</li><li>• Ability to act independently with integrity</li><li>• Understanding and impartial</li><li>• Basic record keeping and administration skills</li><li>• Confidence to liaise with external agencies on sensitive issues</li></ul>
<p><b>Main Duties</b></p> <ul style="list-style-type: none"><li>• Be the first point of contact for all club members, volunteers, young people and parents for any issues concerning child welfare, poor practice or potential / alleged abuse.</li><li>• Ensure swimmers and club members have access to appropriate support and contact details, via noticeboard, website, etc.</li><li>• Assist the club to operate in line with Wavepower, the ASA Child Safeguarding policies and procedures.</li><li>• To act independently and in the best interests of a child at the club, putting their needs above that of others and the club itself.</li><li>• Assist the Committee, specifically the Club's SwimMark &amp; Health &amp; Safety Assessor keep all codes of conduct, practices and implementation plans for child safeguarding up to date and reviewed regularly.</li><li>• Ensure that all relevant club members, volunteers and staff have a DBS check if appropriate and the opportunity to access appropriate child safeguarding training. These should both be updated every three years.</li><li>• Liaise with the Workforce, SwimMark &amp; Risk Assessor to access appropriate child safeguarding training for coaches and volunteers.</li><li>• Ensure all incidents are reported correctly and referred in accordance with Wavepower.</li><li>• To ensure that Wavepower procedures for the safe recruitment of staff and volunteers are followed.</li><li>• To be aware of, and have a note of contact details of all local children's services and social care teams, the police and the ASA Child Safeguarding Team.</li><li>• Advise the Committee as necessary on child safeguarding issues.</li><li>• Ensure confidentiality is maintained and information is only shared on a need to know basis.</li><li>• To coordinate Team Managers for events.</li></ul>
<p><b>Level of Commitment Required</b></p> <p>Dealing with issues as and when they arise, attending galas and administering DBS checks, plus attendance at committee meetings. Child Safeguarding Training completion is required. Typically 2-3 hours per week.</p>

# **Modernian Swimming Club - Volunteer Roles**

<b>Sub Committee – Event Team Manager(s)</b>
<p><b>Role</b></p> <p>Responsible for the supervision of MSC swimmers at galas/open meets. This is a hugely important role for the Club to participate in competitions and galas. Team managers ensure the swimmers' wellbeing on poolside. They tell the swimmers when to leave the club area on poolside and be ready for their races. The role liaises closely with Competitions Secretary, Head Coach, Welfare Officer and Volunteers Coordinator.</p>
<p><b>Skills and Qualities</b></p> <ul style="list-style-type: none"><li>• Well organised and efficient</li><li>• Enthusiastic and approachable</li><li>• Good communicator and motivator</li><li>• Shows empathy for young people</li></ul>
<p><b>Main Duties</b></p> <ul style="list-style-type: none"><li>• Liaise with Competitions Secretary, Head Coach and Volunteer Coordinator to identify event requirements and swimmers attending.</li><li>• Collect the Team Manager's bag from previous event/session team manager prior to the start of the next event/session.</li><li>• Check all swimmers entered for the session or gala are present using accepted entries.</li><li>• Check for any known medical issues or detailed 'care plans' for swimmers in your care.</li><li>• Hold emergency contact details for all swimmers.</li><li>• Withdraw any swimmers from the session if not present at the beginning of the warm up.</li><li>• Withdraw any swimmers who, after discussions with their coach, wish to not compete in an event.</li><li>• Ensure all swimmers are aware of warm-up times and procedures and in the right place, at the correct time for their warm-ups and that swimmers go to the race starts area in time for their events and have equipment (i.e. hat and goggles).</li><li>• Act as communications link between swimmers and parents. Try not to allow parents on poolside or in team areas.</li><li>• Encourage swimmers to have good hydration and nutrition during sessions.</li><li>• Take any major concerns or worries to the club coaches at the appropriate time.</li><li>• Encourage swimmers, promote team spirit and remind swimmers to get feedback from their coach as soon as they have finished racing.</li><li>• Stay with the team until the end of the session/gala and ensure all swimmers are changed and back with their responsible adult.</li><li>• Collect any 'lost property' and ensure the team area is clean and tidy.</li><li>• Ensure that all swimmers adhere to the clubs Code of Conduct at all times.</li><li>• Liaise with and pass the team managers bag with basic first aid equipment and confidential medical information onto the team manager of the next session or ensure at the end of the open meet/gala the team manager bag is returned to the Welfare Officer.</li></ul>



## **Modernian Swimming Club - Volunteer Roles**

- Ensure you note where the Panic Buttons are poolside and note your nearest Lifeguard position.
- Follow and promote ASA Child Safeguarding policy.

### **Level of Commitment Required**

On-going commitment throughout the year. Additional time required in preparation for Events. Must attend appropriate ASA training sessions organised by the Club and agree to a DBS check. The role is a shared role with other volunteers.



# **Modernian Swimming Club - Volunteer Roles**

<b>Sub Committee – Trophy &amp; Medal Controller</b>
<b>Role</b> Coordinates the availability, engraving and storage of trophies and medals for Club events. Communicates with Competitions Secretary and Club Treasurer.
<b>Skills and Qualities</b> <ul style="list-style-type: none"><li>• Well organised and efficient</li></ul>
<b>Main Duties</b> <ul style="list-style-type: none"><li>• Organise and record all holders of trophies and their safe return at the relevant time.</li><li>• Maintain stock check of club trophies and medals.</li><li>• Monitor condition of stock and discuss with Management Committee requirements to replace and arrange replacements, as required.</li><li>• Arrange engraving or advise on engraving arrangements if required.</li><li>• Order medals and ribbons as required.</li><li>• Liaise with Club Treasurer to coordinate budget for medals and trophies.</li><li>• Other club general administrative duties, as required.</li><li>• Contribute to the Club's general development.</li></ul>
<b>Level of Commitment Required</b> Minimal commitment.



## **Modernian Swimming Club - Volunteer Roles**

<b>Sub Committee – Swim Kit Controller</b>
<b>Role</b> Coordinates the availability, storage and distribution of all Club kit to members. Communicates with Membership Secretary, Parents Liaison Officer and Club Treasurer.
<b>Skills and Qualities</b> <ul style="list-style-type: none"><li>• Well organised and efficient</li></ul>
<b>Main Duties</b> <ul style="list-style-type: none"><li>• Liaise with Club Membership Secretary to fulfil new Member kit orders.</li><li>• Liaise with Club Treasurer to coordinate budget for kit and receipt of payment for kit by Members.</li><li>• Manage the Club’s kit requirements, including kit for volunteers at events.</li><li>• Organise kit distribution to new Members and Team Manager and Volunteers Coordinator for events.</li><li>• Be responsible for kit stock levels, including regular stock checks, the ordering of kit, providing information on quantities and sizes, etc.</li></ul>
<b>Level of Commitment Required</b> On-going commitment throughout the year. Up to 1 hour per week at most.



## **Modernian Swimming Club - Volunteer Roles**

<b>Sub Committee – Team Stats Coordinator</b>
<b>Role</b> Coordinates swimmer statistics in on-line database and ensures these are kept up to date. Enters gala and competition results onto database.
<b>Skills and Qualities</b> <ul style="list-style-type: none"><li>• Well organised and efficient</li><li>• Comfortable with database usage</li></ul>
<b>Main Duties</b> <ul style="list-style-type: none"><li>• Ensure individual swimmer and team statistics are kept up to date.</li><li>• Liaise with Competitions Secretary and Head Coach and enter electronic file of results from Open Meets and Competitions.</li><li>• Liaise with Competitions Secretary and Head Coach to gain non-electronic results and enter these manually.</li><li>• Liaise with Membership Secretary to ensure records have been created for each swimmer.</li><li>• Provide information as required to coaches and Competitions Secretary to support swimmer selection for relays and other events.</li></ul>
<b>Level of Commitment Required</b> On-going commitment throughout the year generally confined to events periods only.



## **Modernian Swimming Club - Volunteer Roles**

<b>Sub Committee – EYES Coordinator (Senior &amp; Junior)</b>
<b>Role</b> Responsible for the recruitment and coordination of parent poolside helpers at squad training sessions. Works closely with the Volunteers Coordinator, Head Coach and Welfare Officer.
<b>Skills and Qualities</b> <ul style="list-style-type: none"><li>• Approachable</li><li>• Well organised, efficient and able to delegate</li><li>• Enthusiastic and a good motivator</li><li>• Confident and effective communicator</li><li>• Comfortable with spreadsheet usage</li></ul>
<b>Main Duties</b> <ul style="list-style-type: none"><li>• Produce a spreadsheet timetable of all swim sessions.</li><li>• Collate a list of EYES volunteering parents.</li><li>• Allocate an EYES parent to a swim session slot on the spreadsheet.</li><li>• Communicate the timetable and parent schedule to all EYES volunteers ensuring that all swim sessions are covered with an EYES volunteer.</li><li>• Liaise with the Head Coach regarding any sessions that are not able to be covered.</li><li>• Regularly recruit new parent volunteers into the role, working with the Volunteers Coordinator and Parents Liaison Officer to encourage participants.</li></ul>
<b>Level of Commitment Required</b> On-going commitment throughout, but generally 2-3 hours per month.



# **Modernian Swimming Club - Volunteer Roles**

<b>Sub Committee – EYES Helpers</b>
<b>Role</b> Responsible for ensuring swimmers follow pool rules, ensures health and safety is being adhered to in the pool environment. Works closely with the EYES Coordinators.
<b>Skills and Qualities</b> <ul style="list-style-type: none"><li>• Approachable</li><li>• Confident and effective communicator</li><li>• Empathetic with children</li></ul>
<b>Main Duties</b> <ul style="list-style-type: none"><li>• Monitor pool users and observe their behaviour to ensure that they are safe in the pool, not in distress or doing something that will be unsafe to them or to others.</li><li>• Report any safety, injury or discipline incidents to the Head Coach, Welfare Officer, the SwimMark &amp; Health and Safety Assessor, and/or Parents Liaison Officer so that the incident can be recorded, managed and mitigated.</li><li>• During Covid 19 social distancing requirements, ensure that swimmers adhere to the applicable regulations while on poolside and while queuing to enter or leave the pool.</li><li>• Understand the Swimming Pool's Emergency Evacuation Procedures and Normal Operating Procedures.</li><li>• Ensure swimmers are collected at the end of training sessions so no child is left behind.</li></ul>
<b>Level of Commitment Required</b> On-going commitment throughout, but generally 1-2 hours per week per EYES helper. EYES helpers must be club members so that they are covered by poolside insurance.



## **Modernian Swimming Club - Volunteer Roles**

<b>Sub Committee – Squad Lane Helper - Volunteer</b>
<b>Role</b>  To pass on the coach's instructions, controlling a small group of swimmers. Works closely with the Swim Teacher.
<b>Skills and Qualities</b>  Enthusiastic and reliable Understanding of swimming and competitive swim training Confident and effective communicator Understanding and impartial
<b>Main Duties</b>  <ul style="list-style-type: none"><li>• Provide support for the coach at training sessions.</li><li>• Pass on the coach's instructions.</li><li>• Monitor the performance of a number of swimmers in the assigned lane.</li><li>• Ensure swimmers behave in a safe manner for themselves and others.</li><li>• Alert the coach to any issues.</li><li>• Follow and promote the ASA Child Protection Policy.</li></ul>
<b>Level of Commitment Required</b>  Ongoing weekly responsibility. Lane Helpers age 16+ will also need to undergo a DBS check and if over 18+ a safeguarding check  Potential for the club to fund a SE assistant coach course if interested



# **Modernian Swimming Club - Volunteer Roles**

<b>Sub Committee – Squad Land Trainer</b>
<b>Role</b> A qualified fitness instructor who takes land training for swimmers, in coordination with Head Coach requirements. The role provides the delivery and development of strength and conditioning services for squad swimmers alongside the pool training programme.
<b>Skills and Qualities</b> <ul style="list-style-type: none"><li>• Enthusiastic, reliable and a good motivator</li><li>• Confident and effective communicator</li><li>• Ideally a qualification or experience in health science, sport coaching, sports management or sports science</li></ul>
<b>Main Duties</b> <ul style="list-style-type: none"><li>• Working with head Coach to improve performance through developing, implementing and evaluating strength and conditioning programmes that reflect scientific principles as they relate to adaptation, periodisation, peaking, tapering and injury rehabilitation.</li><li>• Developing young swimmers and motivating them to improve their strength, fitness and confidence.</li><li>• Evaluating the performance and providing suitable feedback to swimmers, balancing criticism with positivity and motivation.</li><li>• Assessing strength and weaknesses in a participant’s performance and identifying any areas for further development.</li><li>• Adapting to the needs and interests of group and individual participants.</li><li>• Demonstrating an activity by breaking the task down into a sequence;</li><li>• Ensuring that participants train and perform to a high standard of health and safety at all times.</li><li>• Inspiring confidence and self belief.</li><li>• Develop swimmers’ knowledge and understanding of fitness, injury, sports psychology, nutrition and sports science.</li><li>• Acting as a role model, gaining the respect and trust of the swimmers.</li><li>• Follow and promote the ASA Child Protection Policy.</li><li>• Ensure that all qualifications and DBS checks are renewed and updated as required by the ASA.</li></ul>
<b>Level of Commitment Required</b> Ongoing weekly commitment, 1-2 hours per week.



## **Modernian Swimming Club - Volunteer Roles**

<b>Sub Committee – Website Content Coordinator</b>
<b>Role</b> Oversee the layout, visual look, and overall content of the Club website. Works closely with the Social Secretary and Press Officer, Parents Liaison Officer and Competitions Secretary.
<b>Skills and Qualities</b> <ul style="list-style-type: none"><li>• Well organised and efficient</li><li>• Excellent attention to detail</li><li>• Sound knowledge of the Club</li><li>• Detailed knowledge of web development and editing</li></ul>
<b>Main Duties</b> <ul style="list-style-type: none"><li>• Develop, write and edit Club webpages using computer script languages and be in charge of the overall visual look of the website, including images, videos, and other digital media to promote the Club.</li><li>• Conduct content audits to identify gaps and redundancies in the site content.</li><li>• Develop a 'house' style for the webpage using Club livery.</li><li>• Produce maps and visualisations of the website to help all committee members understand the structure and function of the website.</li><li>• Be responsible for updating the website following requests from the Parents Liaison Officer, Social Media Officer, the Head Coach, the Competitions Secretary and any other Management Committee officer.</li></ul>
<b>Level of Commitment Required</b> Ongoing weekly commitment, 1 hours per week.



## **Modernian Swimming Club - Volunteer Roles**

<b>Sub-Committee Open Meet Licensing Coordinator</b>
<b>Role</b> Complete licensing documents and apply for license for in house swimming galas. The role works closely with the Head Coach, Welfare Officer, Officials Coordinator, Competitions Secretary and Team Manager(s).
<b>Skills and Qualities</b> <ul style="list-style-type: none"><li>• Well organised and efficient</li><li>• Strong communication skills and approachable</li><li>• Ability to delegate</li></ul>
<b>Main Duties</b> <ul style="list-style-type: none"><li>• Communicate with Head Coach and committee about conditions, qualifying times and schedule of meet.</li><li>• Complete ASA license documents.</li><li>• Work with sub committee to ensure all conditions of the meet are adhered to. This will involve working with the Officials Coordinator, Team Manager coordinator and Head Coach.</li><li>• Be available on the day of meet to ensure smooth running or allocate a replacement promoter should you be unavailable.</li></ul>
<b>Level of Commitment Required</b> Varies from 1-2 hours for an internal level 4 gala plus being available on the day of the gala, to 10 hours for an Open gala plus availability on the days of the gala.



## **Modernian Swimming Club - Volunteer Roles**

<b>Sub Committee – Social Media Officer</b>
<b>Role</b> The Club's Social Media Officer should have a good knowledge of the workings of various elements of social media and present the club in the best possible light at every opportunity.
<b>Skills and Qualities</b> <ul style="list-style-type: none"><li>• Enthusiastic</li><li>• Confident and effective communicator</li><li>• Well organised and efficient</li><li>• Sound understanding of current and future club activities</li><li>• An interest or background in marketing and promotion</li></ul>
<b>Main Duties</b> <ul style="list-style-type: none"><li>• Report on significant club events both internally and externally.</li><li>• Report on swimmers requiring special recognition (e.g. medallists in county, regional and national championships).</li><li>• Report on annual achievements of the Club, Squads, Swimmers and Coaches in association with the Head Coach and Chairman.</li><li>• Publish articles on the notice board, website updates (via the website coordinator), and media releases as appropriate (in line with Wavepower, the ASA's Safeguarding guidelines).</li><li>• Promote social events coordinated by the Parents Liaison and Social Events Officer.</li><li>• If required, secure a budget through the Treasurer, for special press activities or marketing campaigns.</li><li>• Abide by the Club Code of Conduct, ASA Code of Ethics and the ASA Child Protection policy.</li></ul>
<b>Level of Commitment Required</b> Ongoing weekly commitment, 1 hours per week.

## **Modernian Swimming Club - Volunteer Roles**

<b>Sub Committee – Beds ASA Representative</b>
<b>Role</b> To represent the interests of MSC at the Beds ASA meetings. Liaises closely with the Club’s Chair, Secretary and Head Coach.
<b>Skills and Qualities</b> <ul style="list-style-type: none"><li>• A knowledge and understanding of the Governing Body rules and regulations in relation to good governance within clubs</li><li>• A knowledge of the rules and regulations associated with amateur swimming</li><li>• A good team player</li><li>• Confident and effective communicator</li></ul>
<b>Main Duties</b> <ul style="list-style-type: none"><li>• To maintain effective communication channels with the ASA, affiliated clubs and their members.</li><li>• Report back to the Club Committee any news/updates from the ASA Meetings</li><li>• Represent the Club’s views on matters that affect the Club in the county, such as the Beds ASA setting of county qualifying times.</li></ul>
<b>Level of Commitment Required</b> Attendance at the monthly ASA Meeting and attendance at the Club Committee meetings when invited.



# **Modernian Swimming Club - Volunteer Roles**

<b>Sub Committee – Pool Bookings Coordinator</b>
<b>Role</b> Co-ordinate pool / facilities bookings for training and ad-hoc events
<b>Skills and Qualities</b> <ul style="list-style-type: none"><li>• Well organised and efficient</li><li>• Excellent interpersonal skills</li><li>• Ability to react quickly to changing circumstances</li><li>• Confident and effective communicator</li></ul>
<b>Main Duties</b> <ul style="list-style-type: none"><li>• Book pool time and other facilities required for regular training and training camp events.</li><li>• Book pool time / facilities for other events, including liaison with the Licensing Co-ordinator for any Club Open Meet requirements.</li><li>• Close liaison the Head Coach to ensure cancellations or adjustments are made in good time, enabling cost saving where appropriate.</li><li>• Securing alternative venues where feasible in the event of changes or unforeseen cancellations.</li><li>• Liaison with the Treasurer in relation to the reconciliation of invoices against pool time / facilities used and resolution of queries.</li></ul>
<b>Level of Commitment Required</b> Ongoing commitment, with ability to react quickly in the event of changes.

