

WE NEED YOU!



## Get Involved – Help Support Boldmere Swimming & Water Polo Club

Boldmere Swimming & Water Polo Club is run by its members, for its members, and to continue thriving, we need **your** help! As a club with nearly **600 members** and an annual turnover of **£300,000**, managing operations can be a significant task when only a small group of volunteers is actively involved.

There are **many ways to contribute**, from **challenging and highly rewarding roles** to **smaller, simple tasks** that can make a big difference in lightening the load for our current volunteers. The list provided gives an overview of some of the areas where we could use support—but this isn't an exhaustive list, and any help is greatly appreciated!

If you'd like to get involved, **full support and guidance** will be provided. We'll show you what's needed, how things currently operate, and ensure you have the resources to help make a positive impact.

To find out more, please contact **Richard Hill** on **07805 425261** or email **secretary@teamboldmere.co.uk**.

Thank you for being part of our amazing club!

## Volunteer Roles – Get Involved with Boldmere!

We rely on dedicated volunteers to help keep our club running smoothly. Below are some key roles where we could use your support:

### Event Promoter

This role involves leading the organisation of at least one of the four meets that Boldmere hosts each year. It is primarily an administrative role, ideal for someone with strong project management skills who can ensure everything runs smoothly. Without a **Promoter**, we simply wouldn't be able to host our meets at Ladywood. This role can also be **shared among multiple people**, allowing a team to divide tasks based on their skills and strengths.

Time commitment: 10 – 15 hours per meet

### Volunteer Coordinator

This person helps organise and manage our team of volunteers throughout the year, including **Team Managers at meets and helpers at home galas**. While this role isn't particularly time-consuming, having a friendly and proactive individual in place helps ensure we have the right number of people in the right roles. Encouraging fellow members to get involved also increases volunteer numbers, making it easier for everyone.

Time commitment: 1 – 2 hours per meet

## Catering Lead

Working alongside the **Promoter**, this person ensures that the correct amount of food is ordered and provided for volunteers and officials at the **four meets** we host each year.

Time commitment: 1 – 2 hours per meet

## Team Manager

We are always looking for **Team Managers** to support swimmers poolside during events. This role requires a **DBS check** and completion of a couple of **online safeguarding courses**. Team Managers play a key role in ensuring events run smoothly while also supporting their own swimmers—plus, you'll receive a **complimentary red Boldmere T-shirt** and become an integral part of **Team Boldmere!**

Time commitment: 3 hour safeguarding course every 3 years, one off 2.5 hour Team Manager course plus time at meets to suit.

## Officials

Without officials, swim meets cannot go ahead. This role allows volunteers to learn more about the sport that their swimmer spends so much time enjoying and really is not as difficult as some people believe it to be.

Time commitment: Initial online training course, with ongoing mentoring and training at meets where your swimmers compete.

## Workforce Support

We are lucky to have a skilled coaching and teaching team, and ensuring we meet all necessary **HR and compliance requirements** is essential. This is a **fully administrative role**, ideal for someone with experience in HR or similar.

Time commitment: 1-2 hours a month

## Communications & Marketing

Keeping our members informed is a vital part of club life. Using **social media and the club website**, this role involves crafting messages—often on behalf of **coaches, teachers, or the committee**—to keep everyone up to date. It's perfect for someone with strong communication skills who enjoys writing and engaging with our community.

Time commitment: 1-2 hours a month

## Online Membership System (OMS) Management

Our **online swimming membership system (OMS)** needs to be regularly updated to reflect changes in member status. This is not a time-consuming role for most of the year and is well suited to a volunteer who is comfortable using databases and can log in to make updates as needed.

Time commitment: 1-2 hours a month, more in January for annual return (we will provide additional support during this period)

## Membership Management

Our membership system, **Team Unify (TU)**, needs regular updates to ensure member statuses and session allocations remain accurate. While this role isn't particularly time-consuming, it is **time-sensitive**, as keeping registers up to date is essential for our coaches and teachers. At key points throughout the year, such as squad transitions, many swimmers move between sessions. During these periods, we aim to bring in **additional volunteers** to help manage the workload. We already have a small team handling this, but we're always looking for more volunteers to help share the responsibility.

Time commitment: 1 hour a week