

Keynsham Swimming Club (KASC)
Policy on training KASC requires Volunteers to undertake

Overriding Principles

- ▲ KASC's aim is to always, as a minimum, meet ASA standards & requirements for the training of our Volunteers
- ▲ Where possible and practical we will run training events at KASC and signpost potential trainees to training hosted by neighbouring Clubs and being run locally.
- ▲ The annual ASA category 3 (non-swimmer) membership fee will be met by KASC so long as the individual continues to actively take part in the role, for the Club, for which they have been trained – Coach, Official, Team Manager
- ▲ The majority of Volunteers must be DBS checked as follows;
 - ▲ All Coaches – This exceeds the ASA minimum requirement as L1's do not have to be checked as they are supervised at all times.
 - ▲ All Team Managers
 - ▲ Committee roles – Welfare Officer, Assistant Welfare Officer, Communications Manger, Membership Secretary
 - ▲ All other roles do not require a DBS check as they never work, with children, in an unsupervised capacity

Coaches

- ▲ The aim is for all our Coaches to have an ASA qualification
- ▲ A Coaching qualification is preferred, although we will accept a Teaching qualification
- ▲ All Level One qualified Coaches must be supervised at all times
- ▲ However, we recognise that courses are not always available when a new volunteer wants to start coaching. In the interim they can act as a Pool Side Helper as long as they commit to attend the first available Course (if, of course, other commitments mean the dates are suitable). All Poolside helpers must be supervised at all times
- ▲ All Coaches must attend a "Safeguarding & Protecting Children Course" as soon as this is available. Some Coaches will be exempt if their job requires them to attend Safeguarding Children training – Teachers, Nurses, working at a Leisure Centre
- ▲ Financial support, from KASC, is as follows;
 - ▲ Level One – 50% of the cost (after the SW ASA Bursary has been claimed – at October 2014 this is £100) as long as the Coach commits to coach at KASC at least once per week for a minimum of one year. We will consider more than 50% for parents who want to take up Coaching.
 - ▲ Level 2 - 50% of the cost (after the SW ASA Bursary has been claimed – at October 2014 this is £100) as long as the Coach commits to coach at KASC at least once per week for a minimum of one year. We will consider more than 50% for parents who want to take up Coaching.
 - ▲ Level 3 – KASC will pay the total cost. However, this will be subject to a formal agreement.

Officials

- ▲ To enter teams and/or individuals into galas, open meets and league meets KASC is usually required to provide one or more officials. Furthermore, the Club's continued ability to license its Club Championships depends upon having trained officials. Therefore KASC has a Swim 21 aim to have 15 trained officials, ideally including one referee, one J2S, 3 x J2, and 10 x J1.
- ▲ Parents and other family members of swimmers who regularly attend the above competitions will be encouraged to train as officials. On an annual basis the Club aims to have the taught sessions for the J1 qualification at Keynsham.
- ▲ Officials are awarded **a license** having completed a taught component, accumulated poolside experience whilst being mentored by qualified officials and following an assessment by the one of the county's referees responsible for training.
- ▲ The full cost of training will be met by KASC

Team Managers

- ▲ The aim is for all our Team Managers to attend the recognised ASA Training Course
- ▲ However, we recognise that courses are not always available when a new volunteer wants to start as a Team Manager, they can take up the role as long as they commit to attend the first available Course (if, of course, other commitments mean the date is suitable)
- ▲ All Team Managers must attend a "Safeguarding & Protecting Children Course" as soon as this is available. Some Team Managers will be exempt if their job requires them to attend Safeguarding training – Teachers, Nurses, working at a Leisure Centre
- ▲ The full cost of training will be met by KASC

Poolside Helpers

- ▲ All "Poolside Helpers", at KASC, must be a minimum of 13 years old
- ▲ All Poolside helpers must be supervised at all times
- ▲ They have to attend the ASA recognised Poolside Helper training – to be run in house
- ▲ However, we recognise that courses will not always available when a new volunteer wants to start, so they can act as a Pool Side Helper as long as they commit to attend the first available Course (if, of course, other commitments mean the dates is suitable)
- ▲ There will be a maximum of 2 Poolside Helpers at anyone time during a training session
- ▲ Poolside Helpers requiring mentoring to consolidate their external training will be given priority – e.g, attendees on the ASA programmes "Young Volunteers and Young Coaches"

Committee Members

- ▲ The Welfare and Assistant Welfare Officers must attend the "Time to Listen" Course

- ▲ Welfare Officer, Assistant Welfare Officer, Chairman, Secretary, Treasurer, Communications Manger. Membership Secretary must attend the “Safeguarding & Protecting Children Course”. Some will be exempt if their job requires them to attend Safeguarding Children training – Teachers, Nurses, working at a Leisure Centre
- ▲ There is no other mandatory training for Committee members, however, the Club will encourage the attending of suitable courses
- ▲ All training costs will be covered by KASC

Dave Beament
Secretary KASC
November 2014

Agreed at KASC Committee – Thursday 20th November 2014