

Parents' Guide to Volunteering



Introduction

The general operation of the club is run solely by a network of volunteers. Without these volunteers the club would not be able to operate as efficiently as we do.

There are many ways in which you could get involved and do your bit to help. This guide explains the various roles and how you can get on board.

Type of Volunteers

Committee Member

The club has a Committee consisting of a Chairperson, Treasurer, Club Secretary, Membership Secretary, Welfare Officer, Volunteers Co-ordinator, , Competition Secretary, Kit Manager, Social Secretary and Ordinary Members. Our Committee members all play a vital role in ensuring the smooth running of the club. If you interested in getting involved with the Committee please get in touch with secretary@cityofsalfordsc.co.uk

Group Representatives

All swimming groups (except Academy) have a group representative, this is naturally a parent of a swimmer within each particular group. The main role of the group representative is to act as a contact point, administrate the group's WhatsApp chat and to forward on relevant information.

Website

Our website has been built in Wordpress, so if you are familiar with the CMS and can help please get in touch.

Sponsorship

We are always looking for help with sponsorship to support the activities of the club. If you own a company and can help, or you work for a company that you think may be interested then please contact secretary@cityofsalfordsc.co.uk

Home Galas

The club normally hosts four home gala's in a calendar year, all run over a full weekend. The club has no expectations or demands on how much you volunteer to do, if everyone did a little it would make lighter work for all those involved.

We have a network of volunteers that is growing all the time enabling help to be broken down into morning and afternoon sessions on each day. Quite simply we would not be able to run the galas without parent volunteers.

Roles

The Door

For each gala a table is situated at the door to the spectator gallery which is manned by two people. This is where the entrance money is collected, wristbands and programmes are given out and where spectators who wish to take photos must give their details. For this role you will need to arrive within plenty of time prior for the warm up. At the end of the day you will be responsible for counting up all the money.

Setting Up/Drinks

This person is responsible for filling the urn at the start of the day and transferring the tea, coffee, sugar, milk and snacks into the kitchen prior to the gala starting. Drinks are also given out to all the volunteers and officials on poolside at various intervals.

Catering

Breakfast and lunch is provided for the officials and volunteers. Quite often we pay an external firm to provide the lunchtime food, however, we need volunteers to help set things up, and serve.

Kit Stall

We carry a stock of t-shirts, hoodies and caps, all other items of kit are by order only. Our kit manager collects and submits orders after payment.

Sweet Stall

We have a variety of sweets available for customers to purchase their own pick and mix. You will be responsible for setting up the stall and serving the customers. You will put the sweets in a bag, counting them up as you go along. A float will be provided and you will collect the money from the customers.

Raffle/Tombola Stall

A raffle and/or tombola is run at every gala. You will be responsible for dividing the prizes into sessions and organising the tickets.

Don't forget all our prizes are donations so you can help out by donating to the stall, popular choices are bottles of wine, chocolate bar, toiletry sets and stationery.

Announcer

The role requires someone who has a strong clear voice. The announcer is responsible for welcoming everyone to the event and calling out each race and all the swimmers in each race. This person will also announce any changes to an event, informing of any withdrawals and disqualifications.

Timing Suite

At the start of each session the timing suite will firstly ensure that all entries for each race and heat

are accurate. If there are any withdrawals then this is the time to do it. Once everything is finalised the schedule of events can be printed and distributed to officials and team managers on poolside. We operate using an electronic timing system from a laptop situated in the viewing area close to poolside. This system records all the times for each swimmer in each lane and race. A basic level of computer literacy skills is required, and the role can be demonstrated and understood in a few sessions.

The results are then printed out and someone from the team will be responsible for placing the results sheets on the wall around the spectators' area.

In order to operate efficiently we require three-four people to help out at any given time.

Poolside

Team Managers/Marshalling

Anyone who wishes to assist at poolside as a team manager must first become a registered member of the club in their own right. Please contact membership@cityofsalfordsc.co.uk to become a member.

You will also need a DBS check so once you have a Membership number please contact welfare@cityofsalfordsc.co.uk to organise this. Please be aware that even if you have had a DBS check for your employment, we are unable to accept this and it will be necessary to have another one.

Once you have a membership number you will need to complete an official Swim England, Team Manager training course and a Safeguarding training course. We are however allowed to accept safeguarding qualifications undertaken by other employees, such as the NHS. Your Group Rep should be able to let you know of upcoming courses, or contact secretary@cityofsalfordsc.co.uk

These courses are run online and usually last a couple of hours. Any cost paid by a volunteer is reimbursed by the club.

Team manager one - this course allows volunteers to assist at poolside at galas

Team manager two – this course allows volunteers to assist at swim camps, overnight stays and overseas visits.

The team managers/marshalls are responsible for ensuring that all the swimmers get to the correct lane, in the correct heat at the right event. The team managers operate a chain system that ensures a smooth procedure.

Position 1 – the team manager will base themselves with the swimmers at their waiting area at the side of the pool. Using the schedule of events sheet the team manager is responsible for looking ahead at events and sending swimmers to position 2.

Position 2 – here the team marshal will seat the swimmers in heat and lane order.

Position 3 – once in line the swimmers will move to the small pool of Broughton and hopefully maintain their places in line. There will be a team marshal to make sure that the swimmers stay in

their places and do not move around or disappear from poolside. The team manager then sends each heat of swimmers up to position 4 as and when required.

Position 4 – the last position before the swimmers head to the blocks for their race. Hopefully the swimmers will arrive in lane order and simply take a seat. Here the team manager makes sure the correct swimmers are here and are sat in the right place.

Team managers and marshalls are expected to wear a COSSC t-shirt so they are identifiable to swimmers.

Swimming officials

The club is constantly looking to occupy the positions of officials for home galas. Home galas can only be licensed if all positions are filled.

To become an Official you will need to complete an online course via link below (cost reimbursed on successful completion)

<https://www.swimming.org/ios/course-information/swimming-technical-officials-judge-1-theory/>

Once this is completed (usually takes a couple of hours or so) you will receive a Certificate confirming you have completed Judge 1 Theory.

Once you upload this onto the Swim England website at:

https://www.swimmingresults.org/member_options/ you will receive a log book to sign off your practical experience. Initially you will be mentored by a more experienced official. After each day your book can be signed off by a licensed official. This can be kept as a measurable record of your experience should you wish to progress onto other official roles and become a licensed judge level 2, Starter or Referee.

There are many benefits to becoming an Official – free lunch and refreshments, expenses to away galas you help at are paid, increased technical understanding of the sport and some meets refund the cost of your swimmer's races too.

Officials need to wear a white shirt (polo style). At home galas officials are no longer obliged to wear white trousers, however we do expect people to remember that we are to look official and as a team. They also need a stop watch, clip board and pen (not provided by the club). At the start of a session they are allocated a role such as Timekeeper, Stroke judge etc. For Timekeepers the time is recorded manually and is used as a back-up should the electronic system malfunction.

If you are thinking of helping our in any way, we would be very interested in hearing from you.