

WORK FORCE DEVELOPMENT MODULE - SWIM 21

All personnel working on the poolside are CRB checked. A course for Child Protection has been organised for the club members.

Names of persons attending the course:

Andrea Coupland	Wendy Moore	Tracy Yapp	David Booth
Mandy Vernon	Margaret Roberts	Jean Timmons	Phil Timmons
Philip Mellor	Tracy Wareham	Lucy Roberts	David Hunt
Chris Buxton	Glyn Buxton	Amy Roberts	Alan Marsh

Attended Courses

Yvette Guest

David Hunt NSPCC.Nkcis1702

CRB Checks

A nominated Teacher/ Coach and a member of the Club Management Committee have attended an Equity course.

Names of people attending a course:

Teacher /Coach	Management Committee
Alan Marsh	David Hunt
Alison Marsh	Margaret Roberts

All Teachers/Coaches have agreed to the ASA code of Ethics.

Names of pool side personal:

Alan Marsh	Barry Moss	Tracy Wareham	Amy Roberts
Alison Marsh	Philip Mellor	Wendy Moore	Lucy Roberts
David Booth	Sue Ward	Tracy Yapp	Margaret Roberts
Chris Moorcroft	Yvette Guest	Megan Kerry	Phil Timmons

Head teacher coaches and current member of the club management committee have attended a Disability Awareness Course.

Teacher / Coach

Alison Marsh 27 09 05

Management Committee

David Hunt NE Region Wetherby 2006

Caersws N. Wales 2004 Mr Reddish

Course arranged for a course on Disability awareness

Disability discrimination legislation

The club has a Swim 21 coordinator with a role description - David Hunt.

He can be contacted at the pool on Fridays, Tel. No. 01773 872865,
E-mail mandyhunt03@aol.com

Swim 21 coordinator's role:

1. Maintain swim 21 records
2. Update targets for the clubs improvement
3. Check that targets once reached are maintained
4. Liaise with clubs officers at regular intervals to maintain standards and update targets
5. Ensure that the clubs, coaches teachers and officials have sufficient funding for their CDP
6. Maintain a CRB check list to ensure they are renewed and all poolside workers are recorded
7. Ensure health and safety guide lines are in place and updated. Also child protection guidelines are implemented and literature updated
8. Ensure that information is placed on the clubs web site and is regularly updated.
9. Volunteer recruitment is actively followed and a plan is in place to ensure there is a planned succession for all club posts.
10. Arrange courses for all volunteers to improve their knowledge that will mean the clubs members are updated for their and the clubs benefit.
11. Keep a record of volunteers so that their work can be recognised
eg Aqua force awards Derbyshire Certificate of thanks County Badges for service Swimming Officials
12. Awards by N E Derbyshire for sports personalities leading to County Regional and National Awards.
13. Liaise with the Head coach and implement any recommendations he should make setting target
14. Liaise with Synchronised swimming coach and implement any targets.

15. Audit all projects and Targets Why successful why not successful
16. Act on findings of 15
17. Successes to be placed on the web site.
18. Produce a report for the clubs AGM

The club has a workforce coordinator.

Role:

- Have a list of all volunteers working on the poolside with their duties
- Have a list of all Officials
- List of all the Committee members and their specific duties
- Add new volunteers to the appropriate list.
- Ascertain courses required by volunteers and arrange them with County Organiser
- Update courses available and ensure the volunteers know of the courses advertised on notice board
- Ensure all volunteers are adequately equipped to carry out their duties
- Ensure work carried out by volunteers is recognised Certificate of thanks Nomination where appropriate for awards at county region and national levels
- Contact PR Officer to gain publicity
- Report volunteers who should be forwarded for an award to awards group.
- Ensure all volunteers are given a club information pack and where appropriate are CRB checked
- Have a working relationship with all the local clubs to ensure courses are full
- Assist with CDP and PDP
- Report Requirements at clubs committee meetings (financial implications) and courses venues
- Produce a written report for the AGM

Child protection

Club welfare officer Margaret Roberts:

Acts in any case of child abuse reported

Gives advice on action to be taken

Contact the ASA child abuse officer

Contact County welfare officer Anita Shand

Has literature on child abuse - *Child abuse signs and symptoms; Kidscape Safety code yell run tell; Kidscape Keep them safe; Kidscape Why my child?; You can beat bullying.*

NSPCC Child protection procedures

Check all poolside workers are currently CRB checked and have attended a child protection course.

Has a protocol for dealing with child abuse

Contact child protection ASA Legal department Phone No 01509 264468

Concern will be referred to Independent CPO

(Failure to report first to the ASA may inhibit the ability of the ASA and relevant agencies action)

Financial problems:

Financially disadvantaged swimmer

Letter from parent to the club committee. Passed to membership secretary

If further information required. The committee can ask the club welfare officer to obtain the relevant facts, and then report back to the committee. Then report to the committee with recommendations.

Photography on the poolside:

- Persons requesting to take photos shall sign the club declaration book also print name
- No photography of a swimmer unless agreed by swimmers parent or guardian
- No photography in changing rooms
- No photos to be taken using mobile phones
- Mobile phones should be off during a training session or a competition
- Ensure confidentiality under all circumstances

The Club has a Schools Coordinator - Margaret Roberts

The club has a policy for succession planning for key roles and responsibilities

All new volunteers are welcomed. When a new swimmer is registered with the club the clubs membership secretary will attempt to ascertain what skills the parents have to offer.

Where they have skills that are held by a present member they are encouraged to work with them

Parents are encouraged to work on the poolside with an experienced poolside worker and then to take their teaching qualifications. These volunteers will then be

mentored by the chief coach and experienced poolside workers who will give assistance when required. If the volunteer shows an interest in teaching/coaching they will be encouraged to take a judge level 1 course, the club will find ways to find ways of getting grants to fund the course.

The club advertises on the club notice board for new officials taking them from Judge Level 1 to Referee. The club have 3 approved mentors for Judge Level 1 and a mentor for Judge Level 2

The club will approach persons who they know specialist skills to assist the club where these would be best to meet the clubs needs.

The workforce coordinator will assist the volunteers and encourage them in their personal and career development.

The Club has recruitment aimed at increasing the number of swimmers and pool side helpers.

The club work closely with the swimming pool teachers who refer any promising swimmer to the club. Advertising on the club notice board to invite parents to volunteer as officials and coaches or volunteers. Using the club sponsorship of the local schools gala the club try to identify talent and have a working relationship with the local schools. The club also provide the officials for the gala.

Parents showing an interest in their children's swimming are invited on to the pool side to help the coaches.. The Club has recruitment aimed at increasing the number of swimmers and pool side helpers.. The club work closely with the swimming pool teachers who refer any promising swimmer to the club. By the use of the club notice board and the use of our sponsorship of the local schools gala where the club try to identify talent. Parents showing an interest in their children's swimming are invited on to the pool side to help the coaches. The club sponsor a swimming gala for the local schools and provide the officials. The club tries to encourage new members by use of the club notice board and, press coverage. The clubs Senior club swimmers are also encouraged to gain experience on the poolside Lucy and Amy Roberts have passed their ASA Timekeepers examinations and have taken their Teachers level1 Jack Chambers has taken his Timekeepers examination and assists in land training The club tries to encourage new members by use of the club notice board and, press coverage. The clubs Senior club swimmers are also encouraged to gain experience on the poolside Lucy and Amy Roberts have passed their ASA Timekeepers examinations and have taken their Teachers level1 Jack Chambers has taken his Timekeepers examination and assists in land training.

The club has a mechanism for recognising and rewarding its volunteers.

Two years ago Les Booker was presented with an award of thanks from Derbyshire ASA for his long service in swimming. He taught the young swimmers at the club for many years and then decided to help the local disabilities swimmers helping heart and stroke victims. Last year the club nominated a swimmer and an official for the Aquafit awards - Lucy Roberts and Mandy Hunt. Both gained the awards at the Regional level. One club member was nominated for the Torch Award for Volunteers and she received this award - Mandy Hunt.

The club also give a small gift to all officials that work at the clubs open meet. In previous years the club have organised an outing to a seaside resort for swimmers and parents finishing the day with a gala against the local swimming club.

The club management committee actively look for ways of getting volunteers awarded for their efforts At county Region and National levels. Sending nominations to the region for support Aqua force awards Nominations in the past have been made for National awards via the district and Both the Harold Fern award and the Alf Turner awards have been received by club members within the last 5 years.

Teachers and coaches hold regular meetings to exchange knowledge.

The teachers and coaches hold regular meetings to exchange information. The meetings are held at six to eight on a regular basis. The topics are supplemented by discussion on swimming topics of current interest. E.g.

- At the recent county championships a coach from another club made a protest an hour after an incident. The coaches discussed how a protest should have been made and when it should be made. They also discussed why the protest was not accepted and reasons when a protest could be made. The discussion was assisted by one of the clubs referees.
- Other topics have been on starts and turns and the competitive start awards.
- Swimmers diets and dietary advice for swimmers recent literature.
- Stroke analysis.

Club has a policy for continual professional development of Key Personnel.

There is information about appropriate courses to meet their requirements. A list of available courses has been obtained from John Hidle and Andrew Marvin and the RDO, Rachel Washington. A list of courses is available to all volunteers.

The club also has 3 officials mentors approved by the region to act as mentors for persons having recently passed their officials examination - Nicola Mahadevan, Wendy Moore and Margaret Roberts. A mentor for Judge level 2 and level 2S appointed by the County - Margaret Roberts. The club have appointed a mentor for Referees in the club David Hunt. The club have a group of people to act as course tutors - Rita Bacon, Margaret Roberts, Mandy Hunt and David Hunt

All coaching and teaching staff are consulted annually to ascertain which courses they would be interested in partaking in. A list of teachers and coaches is kept by the club and all personal on the list. The named persons will be contacted individually and offered the opportunity to take the next grade. The club maintains an up to date list of courses available.

Funding for candidates the club have a reserve of £1,000 to assist in meeting fees. The county workforce official will be contacted to obtain funding for candidates

The club run their own courses for doping control. In 2007 24 members of the club attended a course on doping control and were presented with a certificate of attendance.

27 Swimmers and 3 coaches attended a course on nutrition February 2008

In February 2008, a course was organised on dietary requirements of swimmers attended by 30 members of the club.

Key personnel have Personal Development Plan. which identifies relevant accredited courses.

All personal are provided with a personal assessment form with objectives for 2008. The needs for their further education are discussed. The needs should be agreed and the appropriate courses selected by the volunteer. Achievements over the preceding year are assessed also the benefits to the club. The club is able to assist all personal by having an up to date list of accredited courses. The club also provides the opportunity to courses on Nutrition and Doping control. Our younger swimmers are also encouraged to gain more Knowledge and skills with 3 attending a level 1 course for level teachers and have requested to attend a course for their level 2 as soon as the are of age - October 2008.

Courses are regularly arranged for all coaching/ teaching staff with courses for coach level 1 and level 2.

The needs of swimming officials are met in the following ways:

- There are 3 mentors who are recognised by the East Midlands Region to tutor all level 1 Judges.

- The club has also appointed one of their Referees to mentor judge level 2 and level 2S.
- The club also have 4 Referees who act as tutors for examinations
- All referees are invited to the County Referees course.
- It is hoped this course will have approved teachers in such topics as disabled swimming.

Benefits to the club over the past year: 2 Timekeepers - Amy Roberts and Lucy Roberts; 5 Judge level 2 - Wendy Moore, Sue Ward, Tracy Wareham, Yvette Guest and Mark Thirkell; One Referee - Philip Timmons. In open water we have had one referee Margaret Roberts.

All volunteers are encouraged to improve their development by attending courses.

The Club enables and encourages teachers/coaches, key personal to attend appropriate County, Regional, National and International conferences.

International Congress Manchester FINA Medical Congress (some funding for accommodation(ASFGB)

Francis Dalrymple Smith International open water Conferences and National open water conference At Nottingham. The conference was also attended by Margaret Roberts. & Francis Dalrymple Smith August 2007 East Midland Region Swimming

FINA Medical congress April 2008 Manchester - David Hunt

Officials Group - Rita Bacon, David Hunt

Derbyshire Referees Group - Mandy Hunt, Rita Bacon, Margaret Roberts and David Hunt

Doping Control Denstone Collage February 2007 - Alan Marsh, David Booth, Wendy Moore, Margaret Roberts

Denstone Collage February 12th 2008 Nutrition - David Booth, Alan Marsh, Wendy Moore

Management Courses - Steve Pugh, Wendy Moore, Hannah McDermot, Yvette Guest, Joyce Allen, Jean Timmons.

ASA Friends Course Loughborough Mr Williams April 2008 - Mandy Hunt

Open Water Safety Course Loughborough 2005 - David Hunt

Team Managers have attended a course to the level of their involvement.

6 members have attended a course to the level of their involvement:

Yvette Guest , Joyce Allen, Jean Timmons, Hannah McDermot.

Wendy Moore & Steve Pugh, November 2007 Alfreton Football ground

Club has sufficient appropriately trained officials to run a gala.

Referee	Judge Level 2s	Judge level2		Timekeeper
Rita Bacon	David Booth	Paul Chambers	Sara Turner	Graham Cantrill
Francis D Smith	Alan Bacon	Angie Fletcher	Andrea Coupland	Kath Cantrill
Mandy Hunt	David Fletcher	Nicola Mahadevan	Frances Hough	Lora Chambers
David Hunt	David Roe	Sue Ward	Chris Buxton	Alan Marsh
Margaret Roberts	Amy Roberts	Jack Chambers	Adrian Keyworth	Graham Watkinson
Phil Timmons	Alexander Thirkell	Tracy Wareham	Mandy Vernon	Graham Bowley
Debbie Watkinson		Mark Thirkell	Glyn Smith	
		Wendy Moore		Lucy Roberts
				J Kerry
				J Cross
				Dawn Marsden
<u>Open Water</u>				
Margaret Roberts	Phil Timmons			
Francis D-Smith				
Rita Bacon				
Mandy Hunt				
David Hunt				
<u>Synchronized swimming</u>				Scorer
				Rita Bacon
				F Dalrymple Smith
				David Hunt
				Jean Timmons
Skill Assessors – Cathy McDonald, Jean Timmons (6 others pending results) Level A advanced - Jean Timmons				

Club Management good practice

Jean Timmons, Joyce Allen, Yvette Guest, Hannah Mc Dermot, Wendy Moore, Steve Pugh

The club has an appraisal / development review for its teachers/coach personnel and technical officials

All personnel are interviewed by the Work force development officer:

- He has an interview with all the pool side personnel and the interview form is agreed by the teacher/coach.
- The requirements are noted and a time of implementation agreed.
- These may take the form of a request to attend a Judge level 1 or 2 course. Date for taking the course may be affected by age of helper after taking level 1 teachers over 17 level 2 or work commitments when a weekend or evening course would be required.
- The need to update a child protection course for all poolside workers assessed and when possible a large number requiring a course means a course may be required sufficient personnel so that a club course may be organised.
- Courses on protests are given to all team staff so that frivolous protests are not made and protests not made out of time .Advice also given on how to write a protest Course given by club members who are on the British list of friends or on the Regional friend's panel Mandy Hunt British panel. Other courses given on Diet and doping control.
- Courses for senior members of the coaching panel can be arranged to meet their specific needs.
- Officials Judge level 1 have their own club mentor approved by the East Midland Officials Group (EMORG).
- Judge level two have mentor from the club recommended by the county to EMROG.
- Referees and Starters mentor appointed by EMORG is a club official.

At least one member of the club poolside personnel is a member of the IOS/BSTCA.

3 persons who are members of the ISTC:

Alan Marsh 20049

Alison Marsh 125028

Jean Timmons

The club encourages members/volunteers to sit on Key committees and forums.

David Hunt - ASA Medical Advisory Committee ASA Health and Safety Forum
Swimming Officials Sub committee 1993-2005

ASFGB Doping control Administrator

East Midland Region Swimming Officials Group

Secretary East Midlands Awards Committee.

Derbyshire Referees Group - Margaret Roberts, David Hunt, Phil Timmons, Francis Dalrymple Smith.

National Friends - Mandy Hunt

East Midlands - Mandy Hunt, David Hunt, Frances Dalrymple Smith

Open Water - Francis Dalrymple Smith, Chris Moorcroft

Derbyshire ASA Council - Mandy Hunt and David Hunt (life members) and Alan Marsh

Jean Timmons - East Midlands Synchro Committee

Club Workforce Coordinator

Workforce coordinator for the County Maureen Edwards contacted on 2 March 2008
Tel. No. 01332 672601, e-mail sec.derbyshireasa@bigwig.net

Courses have been requested for Child protection, Equity, Disability awareness, Club Management.

A list of courses has been passed to her.

When not available to contact Andrew Marvin or John Hidle for assistance

Additional assistance Rachel Washington RDO

Club Welfare Officer

Has established links with County Welfare Officer. Letter sent to County welfare officer Anita Shand

The club posses the following child protection booklets:

Keeping young people safe, Child Abuse, Why my child, Keep them safe, You can beat bullying.

The club Have 3 Friends who are available to assist persons with grievances: Mandy Hunt JP David Hunt, Francis Dalrymple Smith.

Disability training

The club has only three disabled swimmers one with a heart condition and one with deafness. Both these swimmers participate in club training being treated in the same way as their peers. A further swimmer who suffers from a spasticity of the leg, trains with the club squad and has won three County Age Group Championships. Previously the club have had disabled swimmers, one of whom showed promise and was encouraged to join the Sheffield disabled group. He was a backstroke swimmer and competed in the National Learning Difficulties.

The club organised the certificate of disability for one swimmer and when appropriate will give advice to disabled swimmer on the Functional ability card.

The club have 3 qualified disability teachers:

Francis Dalrymple Smith,

Laura Chambers

Alison Marsh coaching disabled performers 27/09/05

July 2008

Updates:

February 2008 – update to officials list