



NOFIO CYMRU
SWIM WALES

CLUB GUIDE



CONTENTS

CLUB PROFILE

- Session Timetable, Programme Pathway & Club Entry Criteria
- Swim Wales Constitution
- Overview of Annual Accounts
- Current Club Development Plan
- Committee Roles

MEMBERSHIP

- Swim Wales Affiliation Process
- Swim Wales Membership
- Online Membership System
- Member Recruitment Process
- Membership Exit Survey/Feedback
- Guidance, Resources & Signposting

VOLUNTEERING AT YOUR CLUB

- Club Induction: Volunteer Template
- Committee Roles: List of Roles
- Sub Committees: List of Roles (Optional)
- Officials
- Volunteer Recruitment Process
- Volunteer Reward
- Volunteer Exit Survey/Feedback
- Guidance, Resources & Signposting

SAFEGUARDING & WELFARE

- Swim Wales Child Safeguarding Policies & Procedures: See Separate Folder
- Relevant and Emergency Contact Details

GOVERNANCE

- How to run an AGM
- Appointing Committee Members
- Club Policies
- Things to Consider
 - Legal Liability for Committee Members
 - Paid Coach Contract
 - Volunteer Coach Agreement



TRAINING & DEVELOPMENT

- What is Training & Development
- Flow Chart of Qualifications:
 - Swimming Qualifications/Certificates
 - Aquatic Qualifications
 - Officials Open Water Swimming Qualifications
 - Officials Swimming Qualifications
 - Officials Water Polo Qualifications
- Continual Professional Development
- Welfare & Safeguarding Training
- Team Managers Training
- Swim Wales Club Roadshows
- Swim Wales National Conference
- Guidance, Resources & Signposting

PERFORMANCE PATHWAY

- Performance Landscape in Wales
- Coach Development Programme & CPD
- Long Term Athlete Development (LTAD)

INCLUSIVE OPPORTUNITIES

- Equality Act 2010 & Protected Characteristics
- Disability Swimming
- Para Swimming
- Becoming a Para-Swimmer
- Guidance, Resources & Signposting

SWIM WALES

- Swim Wales Vision
 - Who's Who? Who to Contact for What?
 - Staffing Structure
 - Competition Structure & Pathway (Online Events Calendar)
 - Meet Licensing Process
 - Regional Volunteer Panels
- 

CLUB PROFILE

CLUB

NAME

ESTABLISHED

ADDRESS

CONTACT DETAILS

EMAIL

TELEPHONE

WEBSITE

SOCIAL MEDIA

FACEBOOK

TWITTER

COMMITTEE

CHAIR

SECRETARY

TREASURER

WELFARE

VISION

STRATEGY

SESSION TIMETABLE

WEEKLY SESSION TIMETABLE

MONDAY	AM
	PM

TUESDAY	AM
	PM

WEDNESDAY	AM
	PM

THURSDAY	AM
	PM

FRIDAY	AM
	PM

SATURDAY	AM
	PM

SUNDAY	AM
	PM

INSERT PROGRAMME PATHWAY WHICH CAN INCLUDE:

- Professional Judgment
- Biological & Chronological Age
- Attitude
- Stage of Development
- Background of Training
- Commitment
- Ability: Skills & Technique

PROGRAMME PATHWAY

Route and criteria for movement through club

SWIM WALES CONSTITUTION

SIGNED SWIM WALES CONSTITUTION

OVERVIEW OF ANNUAL ACCOUNTS

INCOME		EXPENDITURE	
Opening balances		Membership Fees to NGB	
Accounts		Pool Hire	
Membership Fees			
Miscellaneous Income		Miscellaneous Expenditure	
Club Kit		Club Kit	
Sponsorship		Competition Fees	
Competition Fees		Education fees	
Refunds		Social Events	
Transport		Transport	
Social Events		Equipment	
Competition Fees		Pool Hire Fees	
Stationary		Stationary	
Other income		Fuel Costs	
		Staff Fees	
Donations / Sponsorship		Total Miscs. Expenditure	
Fundraising			
		Total Expenditure	
Total Income		Total Income	
		Net Income	

CLUB DEVELOPMENT PLAN

Blank area for the Club Development Plan content.



COMMITTEE ROLES

Current Chair:

Start Date:

Email:

The Chair is a crucial role. It's the position that is at the helm of the club and steers its future direction to maximise the club's potential.

What you'll get out of it:

- Sense of self achievement, fulfilment and giving back
- A key role within your community
- Meeting lots of people from different backgrounds
- A chance to develop skills
- Potential career development / improved employability
- Potential of new training and qualifications
- Who will I be responsible to?
- The Club Committee

Who will I be responsible for?

- All Committee Members

Ideally, you'll need to be:

- A strong leader who can be objective
- Confident and a good communicator; able to represent the club at external meetings
- Able to ensure meetings run smoothly and efficiently
- Easy to approach with good listening skills
- Well organised and happy to delegate
- Enthusiastic and motivating

What you will do:

- Chair the Committee meetings and AGM
- Direct general affairs of the club
- Lead the committee in making decisions for the benefit of the whole club including disciplinary matters
- Represent an unbiased viewpoint allowing free discussion to take place
- Have the casting vote on any unresolved club issues
- Assist the Club Secretary to produce agendas
- Represent the club at external meetings, when required
- Manage and oversee the work of officers and other club personnel
- Present the club's Annual Report at the AGM

How you'll be supported:

- Through your Regional Development Manager

COMMITTEE ROLES

Current Secretary:

Start Date:

Email:

The Club Secretary is a pivotal role. It is the central point of club administration, handling all club correspondence. It is a high profile role that has a major impact on the efficient and effective management of the club.

What you'll get out of it:

- Sense of self achievement, fulfilment and giving back
- A key role within your community
- Meeting lots of people from different backgrounds
- A chance to develop skills
- Potential career development / improved employability
- Potential of new training and qualifications

Who will I be responsible to?

- Chairperson

Ideally, you'll need to be:

- Well organised and efficient
- Experienced in computer and administration skills
- Able to maintain confidentiality
- A good communicator, both verbal and written skills
- Good listening skills

What you will do:

- Be the 'principal administrator' for the club, dealing with all club correspondence, distributing to relevant officers for response where required
- Prepare and distribute the committee meeting agendas
- Take the Minutes of all club committee meetings and distribute copies
- Keep signed copies of all meeting minutes on file
- Carry out or delegate all of the administrative duties; enabling the club to run smoothly
- Work alongside the treasurer to see that all affiliation/registration documents are accurate and are paid on time
- Ensure that all members have a copy of the club handbook, insurance details and officer's contacts etc.
- Liaise with Regional Volunteer Panel
- Organise and attend the club AGM and other club meetings

How you'll be supported:

- Through your Regional Development Manager

COMMITTEE ROLES

Current Treasurer:

Start Date:

Email:

The Treasurer is a key role with responsibility for managing the club's accounts and finances.

What you'll get out of it:

- Sense of self achievement, fulfilment and giving back
- A key role within your community
- Meeting lots of people from different backgrounds
- Potential career development / improved employability
- Potential of new training and qualifications
- In a role where you can help improve the club's financial position

Who will I be responsible to?

- The Chairperson

Ideally, you'll need to be:

- Well organised: able to keep up to date financial records
- Meticulous when handling money
- Scrupulously honest
- Able to answer questions of a financial nature in meetings

What you will do:

- To look after the finances of the club
- Keep detailed written records of all accounts and make sure that the club operates within the annual budget

- Attend the committee meetings and AGM
- Hold a bank account in the name of the club
- Act as a primary signatory on the club account (and appoint a minimum of one other as agreed by the club committee)
- Prepare annual balance and profit & loss sheets for AGM
- Collect relevant fees and all money due to the organisation
- Affiliating the club to the NGB and working with the Secretary to register members
- Keeping up to date records of all financial transactions
- Ensuring that all monies are promptly deposited in the bank
- Paying bills and recording information, ensuring that funds are spent properly
- Issuing receipts for all money received and recording this information
- Reporting regularly to the committee and at AGM on the club's financial position
- Submit annual accounts to Swim Wales in line with the Constitution
- Helping to prepare and submit any statutory documents that are required (e.g. VAT returns, PAYE and NI returns, grant aid reports)

How you'll be supported:

- Through your Regional Development Manager

COMMITTEE ROLES

Current Welfare Officer:

Start Date:

Email:

The Welfare Officer is a very important role. The job is to assist with the safeguarding and protecting of children, young people and vulnerable adults.

What you'll get out of it:

- Sense of giving back
- Contribution to the safeguarding and protecting of children, young people and vulnerable adults
- Meeting lots of people from different backgrounds
- A chance to develop skills
- Potential career development / improved employability
- Potential of new training and qualifications

Who will I be responsible to?

- The Chairperson

Who will I be responsible for?

- All club members. It is the responsibility the club to have a nominated Club Welfare Officer

Ideally, you'll need knowledge of:

- Swim Wales Child Safeguarding Policies & Procedures
- Core legislation, government guidance and national framework for child protection
- Roles and responsibilities of local statutory agencies (Social Services, Police and Area Child Protection Committees)
- Role and responsibilities of both the National Governing Body and the club in safeguarding the welfare of children and young people and the boundaries of the club welfare officer role
- Awareness of equalities issues and child protection

You will also need:

- Basic administration skills
- Ability to maintain records
- Ability to provide basic and impartial advice
- A child focussed approach
- Good communication skills.

What you will do:

- Assist the club to fulfil its responsibilities to safeguard all members
- Assist the club to implement the child welfare section (including training) of the Swim Wales Child Safeguarding Policies & Procedures
- To be the first point of contact for staff, volunteers, parents and children/young people where concerns about club member welfare, poor practice or child abuse are identified
- Be the first point of contact with the Head of Governance at your National Governing Body
- Implement the National Governing Body's reporting and recording procedures
- Maintain contact details for local Social Services, Police and the Area Child Protection Committee
- Promote the National Governing Body's best practice guidance/code of ethics and behaviour within the club and anti-discriminatory practice
- Ensure confidentiality is maintained

How you'll be supported:

- Through your Regional Development Manager

COMMITTEE MEMBERS

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SWIM WALES AFFILIATION PROCESS

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graph TD; A[Model Constitution should be submitted: signed by Secretary, Chairperson, Treasurer and Welfare Officer. Any amendments to the model constitution must be highlighted so they are clear to Swim Wales.] --> B[List of all name addresses/contact details for management committee and Welfare officer to be included in submission to RDM for Swim Wales.]; B --> C[Club are required to adopt current Swim Wales Child Safeguarding Policy this is highlighted in the model constitution.]; C --> D[Club is issued with a four digit code that will be recognised for all entries for competitions.]; D --> A;
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Model Constitution should be submitted: signed by Secretary, Chairperson, Treasurer and Welfare Officer. Any amendments to the model constitution must be highlighted so they are clear to Swim Wales.

List of all name addresses/contact details for management committee and Welfare officer to be included in submission to RDM for Swim Wales.

Club is issued with a four digit code that will be recognised for all entries for competitions.

Club are required to adopt current Swim Wales Child Safeguarding Policy this is highlighted in the model constitution.



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If No, The club needs to go back to their committee and complete before presenting to Swim Wales.

The club should also have answered and presented details back to the RDM on:

- I. What is the clubs vision & strategy
- II. Does the club have a signed & up to date Swim Wales constitution
- III. Does the club have the 4 key committee members in place – Chair, Secretary, Treasurer and Welfare officer
- IV. Does the club fully adhere to Swim Wales rules

On receipt of the above, the Head of Aquatic Development will present to the Senior Management Team for discussion and if agreed, sign off by the Swim Wales CEO.

Upon approval – management committee advised of next step by RDM

- Details will be submitted to memberships administration to enable the club to be set up by Swim Wales
- Memberships administration arrange for a welcome pack to be sent to club secretary
- Online membership access details in the pack – club will need to register all members and submit.
- Print off summary and send to memberships all relevant fees and affiliation fee. Until this is done registration is not complete.

Club required to appoint a designated person for DBS checking and application through an online process.

SWIM WALES MEMBERSHIP

WHY BECOME A MEMBER?

Whatever you want from your sport, a challenge, fitness, teamwork, friendship or that winning feeling, our aquatic disciplines have something for you. With a choice of Swimming, Diving, Open Water, Masters, Water Polo and Synchro, we cater for every taste. Joining one of our Clubs isn't just open to the young and nimble either, we have a thriving Master's Community across the country.

MEMBERSHIP CATEGORIES

CAT 1	£32.00	Under 10
CAT 2	£34.00	Competitive 10 and Over
CAT 3	£22.00	Non Swimming
CAT 4	£30.00	Competitive Over 70
CAT 5	£22.00	Non Swimming Over 70

MEMBERSHIP BENEFITS

As a Swim Wales Member you will receive a wide range of benefits and support, whatever level you are on, from beginner to elite athlete, from club volunteer to aquatics provider.

- Insurance: Insured for all activities dry side/wet side, all training, competitions home and abroad
- Association with the National Governing Body for Aquatics in Wales
- Access to Policies and Procedures: Templates, policies, content and on the phone support
- Governance: Welfare, Safeguarding, Parental Support, Members Support, Club structure and support in the region
- DBS Facility as part of the safe recruitment processes
- Affiliated clubs can apply for grants/community chest
- Access to performance club structure, support and services
- Competitions and development pathway to support swimmers
- Legal helpline
- Conferences/Best practice advice
- Sport Recreation Alliance
- NGB Accreditation/Quality Assurance Programme
- All NGB staff support all members and clubs
- Free Job Vacancy advertising on www.swimwales.org and social media channels

Online Membership System

For more information please refer to the Online Membership System Guide

Member Recruitment Process

For more information please refer to the Online Membership System Guide

Membership Exit Survey/Feedback:

When a member leaves it is important to gauge why they are leaving:

- What they most and least enjoyed
- Did they receive sufficient support
- Did they have sufficient training
- Would they recommend others to become a member
- How do they feel about the club
- What improvements do they recommend
- Anything else they would like to say

GUIDANCE, RESOURCES & SIGNPOSTING:

Swim Wales // www.swimwales.org

Online Membership System // www.swimmingmembers.org/omsadmin





CLUB INDUCTION: VOLUNTEER TEMPLATE

Volunteer Role:

Volunteer Name:

Address:

Email:

Telephone:

	Carried out by	Date	Comments
Introduction in person to Club Officials, Staff & Volunteers			
Committee			
Poolside Staff			
Volunteers			
Club Values, Vision & Strategy			
Overview			
Club Rules, Agreements & Policies			
Overview			
Copies			
Rules and Policies Shared			
Requirements			
Volunteer Agreement & Code of Conduct			
Role Description			
Shadowing of Experienced Role Holder			
DBS Requirement			
Swim Wales Membership Requirement			
Qualification Requirement			
Training Offered			
Facilities			
Tour			
Emergency Procedures			
Reporting: Who to Report to			
Absence			
Hazards			
Safeguarding			
Whistleblowing			
Queries: Who to Report to			
Personal Queries			
Member Queries			
Complaint			
Emergency			
Medical Information			
Next of Kin			



ROLES

COMMITTEE ROLES

- Chairperson
- Secretary
- Welfare Officer
- Treasurer

SUB COMMITTEES

LIST OF ROLES (OPTIONAL)

- Coach
- Communication
- Competition
- Equity
- Fixtures
- Fundraising
- Volunteer
- Registration
- Social
- Marketing
- Media
- Youth

OFFICIALS

Volunteering as an Official can begin for people as young as fourteen (14). The following roles all require training and membership to the governing body:

Official Qualifications can be found in Training and Development.

VOLUNTEER RECRUITMENT PROCESS

It is important to have a strong volunteer culture in the clubs and this will help recruit volunteers who will feel valued, supported and equipped with the right information to conduct the task:

- Know what tasks you would like conducted
- Know your target audience; Speak to your members
- Advertise what you require help for
- A simple eye catching inclusive poster could include;

1. Aims of the Club
2. Why volunteers are required
3. Roles required
4. Commitment
5. Who can volunteer
6. How to get involved
7. Training needed or provided



VOLUNTEER REWARDS

It is vital that volunteers feel valued as without them the majority of clubs could not function.

Recognition can take the form of:

- Thank you correspondence
- Recognise a monthly volunteer
- Token of appreciation
- Nominate them for a reward; internal or external
- Training
- Celebrate anniversaries of their volunteering

VOLUNTEER EXIT SURVEY/ FEEDBACK

When a volunteer leaves it is important to gauge why they are leaving:

- What they most and least enjoyed
- Did they receive sufficient support
- Did they have sufficient training
- Would they recommend others to volunteer
- How do they feel about the club
- What improvements do they recommend
- Anything else they would like to say

GUIDANCE, RESOURCES & SIGNPOSTING

Swim Wales
www.swimwales.org

Welsh Club Support, Policies and
Planning Tools
www.clubolutions.wales

Wales Council for Voluntary Action
www.wcva.org.uk

Young Volunteers
www.gwirvol.org

Young Ambassadors
[sport.wales/community-sport/education/
young-ambassadors.aspx](http://sport.wales/community-sport/education/young-ambassadors.aspx)

SAFEGUARDING & WELFARE

Please refer to our Swim Wales Child Safeguarding Policy and Procedures: This includes guidance on safe recruitment practices.

RELEVANT & EMERGENCY CONTACT DETAILS

National Governing Body (NGB)
Swim Wales, Wales National Pool,
Sketty Lane, Swansea. SA2 8QG

T: 01792 513636
E: welfare@swimming.org
W: www.swimwales.org

Zita Cameron
Safeguarding Officer (SO)
At the NGB address above.

T: 01792 513641
E: zita.cameron@swimming.org

Swim Wales Disclosure and Barring Service
T: 01792 513636
E: welfare@swimming.org

OTHER SERVICES

Child Protection Helpline
T: 0808 100 4001

NSPCC Child Protection in Sport Unit (CPSU)
T: 0116 366 5590
E: cpsu@nspcc.org.uk
W: www.thecpsu.org.uk

NSPCC Helpline
T: 0808 800 5000
W: www.nspcc.org.uk

ChildLine
T: 0800 1111
W: www.childline.org.uk

Kidscape
T: 020 7730 3300
W: www.kidscape.org.uk



GOVERNANCE

HOW TO RUN AN AGM

A. DATE/BUSINESS

- The Annual General Meeting of the Club shall be held within a period of 6 months after the end of the Club's financial year.
- The business of the AGM shall be:
 1. To receive any annual reports of the Officers
 2. To receive the annual financial statements of the Club
 3. To appoint Officers
 4. To elect members to serve on the Management Committee
 5. To consider any motion which may be proposed
 6. To confirm membership fees
 7. To consider any other appropriate business at the discretion of the Chairman

B. PRESIDENT/VICE-PRESIDENT(S)

- The Annual General Meeting may on the recommendation of the Management Committee elect a President and/or Vice-President(s)

C. NOTICE OF THE AGM

- Notice of the AGM shall
 1. be given in writing to the Club Members and to Swim Wales at least 21 days before the date of the AGM
 2. invite nominations for the appointment of Officers
 3. invite nominations for elected membership of the Management Committee
 4. Prescribe the latest date for the submission of such nominations
 5. Require that nominations shall be proposed and seconded by voting Club Members of the Club and shall be signed by the person nominated.
 6. be accompanied by copies of the annual reports and financial statements of the Club

D. VOTING AND QUORUM

- Voting at the AGM shall normally be by a show of hands. The Chairman of the meeting shall have the discretion to call a ballot – and shall do so if at least 5 voting Club Members request one
- The quorum for the AGM shall be at least 10 voting Club Members – present in person. If this quorum shall be or shall become impractical it may be varied at the joint discretion of the Management Committee and Swim Wales
- An aggregate of - at least 10 voting Club Members or at least 10% of the number of voting Club Members of the Club (whichever shall be the highest number) may require the consideration of a motion at the AGM by giving written notice to the Club at least 7 days before the meeting.
- All Club Members shall be entitled to vote at general meetings of the Club – except
 1. Club Members who shall not have reached 16 years of age;
 2. Suspended Club Members. A suspended Club Member means a member who shall be deprived of membership rights pending an enquiry or appeal
 3. Lapsed Club Members. A lapsed member means a member who shall have failed to pay membership fees whose membership rights shall be withheld until all outstanding membership fees have been fully paid
 4. Honorary Club Members – and Presidents and Vice-Presidents – in those capacities
- A parent or guardian may represent and vote on behalf of a Club Member under the age of 16 – on presentation of proof of his or her relationship with the particular Club member in a form approved by the Management Committee. A parent or guardian of 2 or more of such Club Members shall be restricted to 2 votes on any motion

- Swim Wales shall have the right to attend any General Meeting – including any Special General Meeting if it deems it to be necessary.

APPOINTING COMMITTEE MEMBERS

ELECTION/APPOINTMENT OF MEMBERS OF THE MANAGEMENT COMMITTEE:

- a. Subject to any prescribed maximum number of elected members-members shall be elected or appointed to serve on the Management Committee as follows:**
 1. By nomination by members (see Annual General Meeting (AGM) later)
 2. Members (from among nominated members) shall be proposed seconded and elected by ballot at the Annual General Meeting of the Club every year or - at the discretion of the Management Committee – at any other general meeting;
 3. By appointment by the Management Committee to fill a vacancy which may occur by resignation or death or otherwise.
- b. The elected members and any member who may be appointed other than at the Annual General Meeting shall remain in office until the next Annual General Meeting after their election or appointment – and shall then retire.**
 1. Retiring members shall be eligible for re-election except that members shall not serve for more than 8 complete continuous years.
 2. Any member who shall have retired – having served for the said maximum period - may seek re-election as a member on the expiration of a period of 4 years after the said retirement.
 3. In the case of Members of the Management Committee on the date of the adoption of this constitution the maximum period of 8 years shall commence on that date



CLUB POLICIES

SUGGESTED POLICIES EACH CLUB SHOULD HAVE IN PLACE

Anti Bullying
Equality & Diversity
Codes of Conduct (Behaviour & Discipline) Parent, Coach & Member
Complaints
Code of Ethics
Confidentiality
Conflict of Interest
Customer Service
Country of Representation
Dual Club Guidance
Disciplinary
GDPR Protection
Health & Safety
ICT Policy
Insurance Cover & Overview
Photography & Video Policy
Risk Assessments
Risk Management & Strategy Planning
Service Level Agreement
Sponsorship
Social Media
Safeguarding & Welfare
Squad Selection
Safe Supervision for Teaching & Coaching in Swimming
Volunteers Policy
Whistle Blowing

Templates can be found in the Swim Wales Child Safeguarding Policies and Procedures (SWCSP), Swim Wales, WSA and Club Solutions Website

THINGS TO CONSIDER

- Legal Liability for Committee Members
- Paid Coach Contract
- Volunteer Coach Agreement



TRAINING & DEVELOPMENT



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SWIMMING QUALIFICATIONS/ CERTIFICATION

SWIM WALES ENDORSED

COACHING CERTIFICATION

TEACHING QUALIFICATION

PRE-QUALIFICATION

Certified Course

Sports Leaders UK Leadership Award in Swimming

POST QUALIFICATION

Continual Professional Development

Swim Wales Individual Stroke, Drill & Land Progression.

Bespoke Courses covering Subjects to include

- Introduction to Individual Strokes
- Development to Individual strokes
- Adult Swimming
- Disability Swimming
- Effective Sculling Techniques
- Integrating swimmers with a disability into mainstream swimming
- Effective communication and feedback for swimming teaching and coaching
- Observing and mentoring for your Aquatic workforce
- Voice protection and projection
- Safeguarding and protecting children
- Please speak to our Training and Development Department for more.

SWIM ENGLAND SWIMMING ASSISTANT (COACHING)

Eligibility: 16 Years Plus
Designed for those who wish to start coaching and actively support a more senior qualified or licensed coach in the delivery of a pre-prepared session

SWIM ENGLAND SWIMMING COACH

Eligibility: 18 Years Plus and hold Swim England Swimming Assistant Qualification or equivalent
Designed for those who wish to become an independent Coach.

SWIM ENGLAND SENIOR SWIMMING COACH

Eligibility: 19 years plus, coaching a squad of swimmers, a letter of support from a Senior Coach and Club Chairman
Designed for those who want to manage and lead the coaching team and support all areas of the club programme.

ASA LEVEL 2 SWIMMING TEACHER QUALIFICATION

Eligibility: 16 years plus and hold the Level 1 Swimming Assistant in Teaching or equivalent
Designed for those who wish to independently deliver swimming lessons.

ASA LEVEL 1 SWIMMING TEACHING ASSISTANT (TEACHING)

Eligibility: 16 Years plus. Designed for those who wish to start teaching swimming and actively support a more qualified teacher, in the delivery of a pre-prepared session

ASA/SWIM ENGLAND LEVEL 2 TEACHING PRE-SCHOOL SWIMMING COURSE

Eligibility: 16 years plus and hold the level 1 or Level 2 Teaching Qualification. Designed for those wishing to lead Teaching Pre-School Swimming.

ASA LEVEL 2 SWIMMING TEACHER QUALIFICATION

TRAINING & DEVELOPMENT



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AQUATIC QUALIFICATION

SWIM WALES ENDORSED

ARTISTIC SWIMMING

DIVING

WATERPOLO

CONTINUED PROFESSIONAL DEVELOPMENT

Continual Professional Development

ARTISTIC SWIMMING

Swim Wales LTSW Skills Artistic
Swimming CPD

DIVING

Swim Wales LTSW Skills Diving CPD

WATER POLO

Swim Wales LTSW Skills Water Polo CPD

SWIM ENGLAND SYNCHRONISED SWIMMING ASSISTANT (COACHING)

Eligibility: 16 Years Plus
Designed for those who wish to start coaching and actively support a more senior qualified or licensed coach in the delivery of a pre-prepared session

SWIM ENGLAND SYNCHRONISED SWIMMING COACH

Eligibility: 18 Years Plus and hold Swim England Synchronised Swimming Assistant Qualification or equivalent. Designed for those who wish to become an independent Coach

SWIM ENGLAND SENIOR SYNCHRONISED SWIMMING COACH

Eligibility: 19 years plus, coaching a team of artistic swimmers, a letter of support from a Senior Coach and Club Chairmanswimmers. Designed for those who want to manage and lead the coaching team and support all areas of the club programme.

SWIM ENGLAND DIVING ASSISTANT (COACHING)

Eligibility: 16 Years Plus
Designed for those who wish to start coaching and actively support a more senior qualified or licensed coach in the delivery of a pre-prepared session

SWIM ENGLAND DIVING COACH

Eligibility: 18 Years Plus and hold Swim England Diving Assistant Qualification or equivalent. Designed for those who wish to become an independent Coach

SWIM ENGLAND SENIOR DIVING COACH

Eligibility: 19 years plus, coaching a team of divers, a letter of support from a Senior Coach and Club Chairmanswimmers. Designed for those who want to manage and lead the coaching team and support all areas of the club programme.

SWIM ENGLAND WATER POLO ASSISTANT (COACHING)

Eligibility: 16 Years Plus
Designed for those who wish to start coaching and actively support a more senior qualified or licensed coach in the delivery of a pre-prepared session

SWIM ENGLAND WATER POLO COACH

Eligibility: 18 Years Plus and hold Swim England Water Polo Assistant Qualification or equivalent. Designed for those who wish to become an independent Coach.

SWIM ENGLAND SENIOR WATER POLO COACH

Eligibility: 19 years plus, coaching a water polo team, a letter of support from a Senior Coach and Club Chairmanswimmers. Designed for those who want to manage and lead the coaching team and support all areas of the club programme.

TRAINING & DEVELOPMENT



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OFFICIALS OPEN WATER SWIMMING QUALIFICATIONS

JUDGE LEVEL 1

Level 1 applicants will be registered as candidates and have an experienced referee appointed as a mentor. They will undergo training and work through a workbook which will be signed off by the mentor

JUDGE LEVEL 2

Level 2 applicants will work directly with their appointed mentor to meet the additional targets and experience required for this level. You will be expected to perform the duties of starter, race judge, chief judge, assistant referee, safety officer, course officer, clerk of the course and recorder.

REFEREE

Eligibility: Open Water official level 2 with experience in all of the roles, particularly chief judge, course officer and assistant referee. You will need to have worked closely with a safety officer to understand his role thoroughly.

TRAINING & DEVELOPMENT



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OFFICIALS SWIMMING QUALIFICATIONS

TIMEKEEPER

Eligibility: 14 Years plus.

JUDGE LEVEL 1

Eligibility: 15 years plus, Timekeeper qualification
Timekeeper, Chief Timekeeper and Inspector of Turns.

JUDGE LEVEL 2

Eligibility: 16 Years plus. Judge Level 1 Qualified
All aspects of judging and the theoretical role and duties of Starter.

JUDGE LEVEL 2S

Eligibility: Starter Candidates wishing to qualify as a Starter will be required hold the Judge Level 2 qualification and have completed minimum of 20 hours experience

REFEREE

Eligibility: Training is 19 years plus but age of 20 years as at 30 November in the year of the theory examination. Judge Level 2S Qualifies. Application forms must be submitted by 31 December of the previous year to allow sufficient time for completion of training in preparation for the November examination.

TRAINING & DEVELOPMENT



NOFIO CYMRU
SWIM WALES

OFFICIALS WATER POLO QUALIFICATIONS

P GRADE

The grade all new referees become after passing their theory exam and for the first year/until a referee has successfully passed their practical examinations.

I GRADE

Successfully been nominated and passed refereeing exams for both FINA and LEN

D GRADE

The lowest level for a qualified referee, and indicates that the referee has been through tutoring, though may be lacking in experience, or wishes to remain a referee only at a local level.

C GRADE

The next step, and essential for aspiring referees who show a keen inclination to continue on to higher grades. It can be awarded at a local level, and shows that the referee has a good level of practical competence as well as theoretical knowledge.

A GRADE

The highest domestic level of qualification for a referee. Referees at A grade should be able to officiate at all levels of the game, show detailed knowledge of the rules and their application. They must also have at least one years experience at a B grade.

B GRADE

The level at which referees are able to officiate regularly at national level competitions, and have a minimum of one year as a C grade referee. To be a B grade referee, candidates must also be qualified regional table officials. Award of a B grade includes practical assessment at national events



TRAINING & DEVELOPMENT

CONTINUAL PROFESSIONAL DEVELOPMENT

CPD's allow teachers and coaches to extend their knowledge and ensure they have the most up to date skills allowing them to be the best they can be.

WELFARE & SAFEGUARDING TRAINING

- Time to Listen Training for Club Welfare Officers
- Safeguarding and Protecting Children Workshop
- Safeguarding and Protecting Children Refresher
- CPSU Website

TEAM MANAGERS TRAINING

- Swim Wales Team Manager Training
- Workshop 1 Foundations of Effective Team Management
- Workshop 2 Effective Management of Teams Overnight and Overseas

SWIM WALES CLUB ROADSHOWS

- Regional Roadshows open to all clubs in order to share information that will be of use to everyone as well as the opportunity to network.
- An opportunity to share National Programmes and initiatives.
- Roadshows

SWIM WALES NATIONAL CONFERENCE

- Part of the AGM
- National
- Share National Programme products
- Share success

GUIDANCE, RESOURCES & SIGNPOSTING

Swim Wales
www.swimwales.org

Swim Wales Online Training & Development Booking
swimwalesonline.com

WSA
www.wsa.wales/events



PERFORMANCE PATHWAY

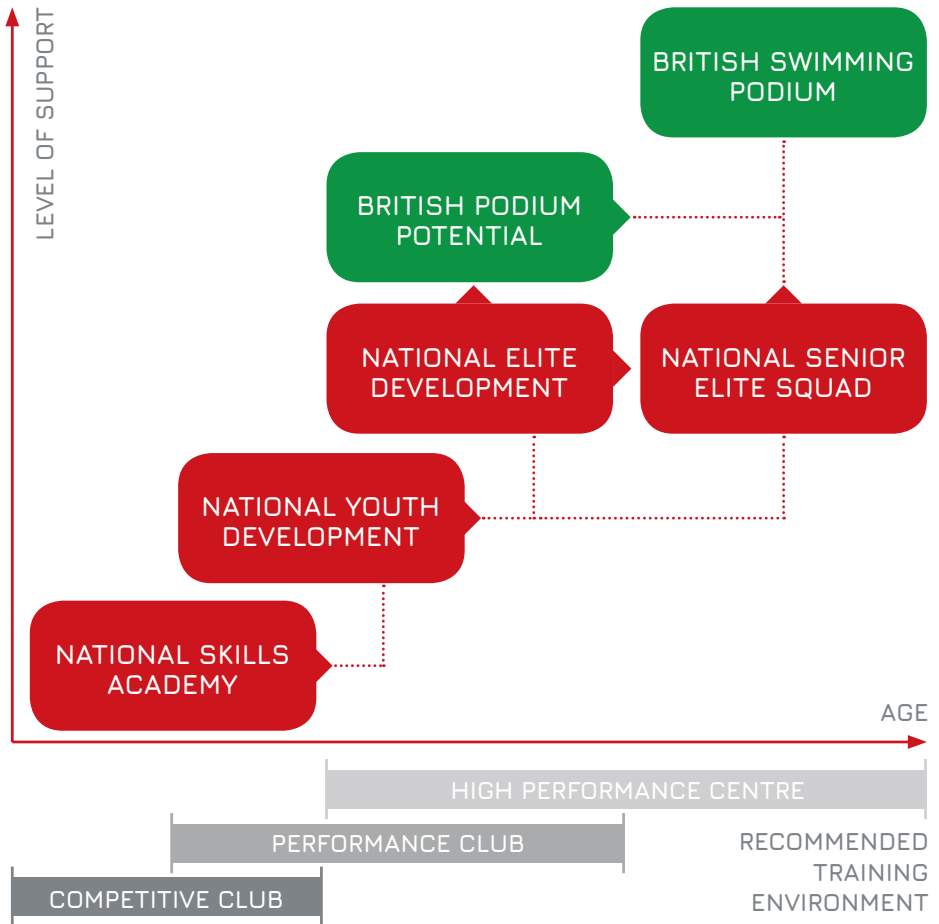
PERFORMANCE LANDSCAPE IN WALES

The Swim Wales National Squad Pathway is designed to provide appropriate levels of support to swimmers as they progress through the sport. The underlying principle is that it should support systematic and not accidental success. Swim Wales's performance objective is the key driver; putting swimmers on the British Swimming pathway and achieving medal success at the major Games.

The Swim Wales National Squad Pathway is a four tiered squad system which is designed to provide progressive and appropriate training and education in relation to the development of World Class stroke technique and race skills, swimming specific physical and physiological development, winning psychological behaviours and performance lifestyle factors. The four tiers of the pathway are

- (a) National Skills Academy**
- (b) National Youth Development**
- (c) National Elite Development**
- (d) National Senior Elite**

PERFORMANCE PATHWAY



Additionally Swim Wales supports a performance network of 2 High Performance Centres (Swansea and Cardiff) and 11 Performance Clubs throughout Wales that aim to provide environments that offer the opportunity for talented Welsh swimmers to access the necessary facilities, training hours and professional coaching necessary to fulfil their full potential and progress through the performance pathway.

PERFORMANCE PATHWAY

COACH DEVELOPMENT PROGRAMME & CPD

The Select Coach Development Programme supports the holistic development of performance coaches in Wales, and focuses' on three main streams - Technical, Managerial & Personal. The programme has been set up to develop a cohort of coaches across Wales can enhance and promote outstanding delivery standards of coaching across the nation.

The coach development framework aims to enhance the coaches' individuality and promote their understanding of coaching knowledge and skills. Although not a recognised qualification, work will be undertaken in specific areas identified globally as to the needs of a World Class Coach that will not only enhance the coach but the clubs and athletes.

The coach development framework also aims to underpin the coaching practices that as a National team we expect, helping to set a culture and behaviours that will contribute to medal winning performances.

The programme operates in three tiers that align with the National Squad structure. Gold level is aimed at coaches working primarily with elite swimmers, Silver level is for coaches

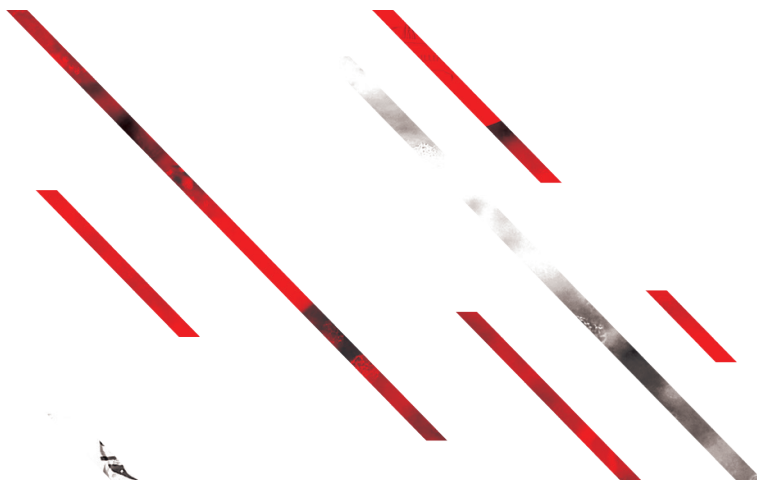
primarily working with National Youth Development swimmers with swimmers, and Bronze is for coaches working primarily at the National Skills Academy level. The Gold and Silver levels are by invite only, however at Bronze level coaches within Swim Wales registered clubs can openly apply for the programme, and are selected based on

- (a) Role within club
- (b) Level of Qualification
- (c) Hours of coaching
- (d) Level of swimming coaching (minimum of Swim Wales National Championships)

More broadly across the coaching landscape in Wales, the programme of coach CPD is delivered regionally to fully ensure that the technical coaching skills and delivery developed at Performance and High Performance level are cascaded through the network of Swim Wales registered clubs.

LONG TERM ATHLETE DEVELOPMENT (LTAD)

Guidelines are in place, it is important not to be prescriptive as every swimmer will differ upon physical, chronological and emotional factors.





PERFORMANCE PATHWAY

Long Term Athlete Development (LTAD) is an extensive, detailed and complex area which encompasses several areas of expertise.

LTAD is personal to each individual and is dependent on a vast number of variables to ensure the programme is fit for purpose.

The below table is a broad guide to help illustrate training guidelines for swimmers as they progress through the pathway and the associated target competitions. Please note that these are guidelines only. When determining the training loads for individual swimmers consideration should be given to the following factors:

- Biological age/physical maturity vs chronological age
- Stage of training development and background of training
- Technical competence
- Current performance level
- Academic commitments (examination periods)
- Risk of injury/illness

Female Age (Years)	Male Age (Years)	Learn to Swim Wales Pathway	Session Numbers	Total hrs pre-pool training time per week	Total hrs pre/post-pool and training time per week	Total hrs specific strength & conditioning	Competition level
3 years plus		Wave 1-5	1	0.5	0	0	N/A
5-8	6-9	Wave 6-7	1	0.75-1	0	0	Local and Schools
			1	0.75-1	0	0	
7-11	8-12	Skills 1/2	1-2	1-2	10-20 mins	0	Sub regional and local
		Skills 3	2-3	2-3	20-30 mins	0	
		Skills 4	3-4	3-4	30-40 mins	0	Sub regional and regional
		Skills 5	4-5	4-6	40-50 mins	0	
10-12	11-13	Training to Train	4-6	7.5-13	40 mins-1 hr	1	Regional and National
13-14	14-15		5-7	10-15	1 hr -1.5 hr	1-2	
14-17	15-18	Training to compete	7-9	14-18	1.5 hr - 2hr	2	National and Junior International
16+	17+	Training to win	8-10	16-20	2 hr - 2.5 hr	2-3	National and International

INCLUSIVE OPPORTUNITIES

EQUALITY ACT 2010 & PROTECTED CHARACTERISTICS

There are ten protected characteristics in the Equality Act. Discrimination that takes place because of one or more of these characteristics is unlawful under the Act. We all have some of these characteristics, for example, sex or age, so the Act protects everyone from discrimination.

If you're treated unfairly because someone thinks you belong to a group of people with protected characteristics, this is also unlawful discrimination.

The characteristics that are protected by the Equality Act 2010 are:

- Age
- Disability
- Gender Reassignment
- Marriage or Civil Partnership (in Employment Only)
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation
- Welsh Language

DISABILITY SWIMMING

We are continually working to make sure every stage of the aquatic pathway is improving the way it is integrating swimmers with a disability. We view Learn to Swim as equally an important stage as international representation, which means we work with Local Authorities, deliverers and clubs to ensure that there is a clear route for a swimmer to move from LTS to Competition, as well as allowing swimmers to enter at varying stages of that pathway, for example someone that has acquired a disability.

Most of all, we want to ensure that swimmers are seen as SWIMMERS. Regardless of disability, they will have an opportunity to succeed and will be provided with the correct environment that will help them do that and one that will encourage them to improve and reach the highest levels.

Contact your local pool or local Regional Development Manager for more details on how to get involved.

PARA SWIMMING

Do you want to know more about getting into competitive para-swimming? Or maybe you have your heart set on becoming a para-swimmer in Wales?

Read on to find out how you can achieve your dream.



INCLUSIVE OPPORTUNITIES

BECOMING A PARA-SWIMMER

There are four key steps on the pathway to becoming a para-swimmer. Many of Wales' top Paralympic swimmers will have taken these steps on their journey to the top of the sport.

Get In Touch: Not sure what level of para-swimmer you are or even if you qualify as a para-swimmer?! Let us help you! Whether you're a recreational swimmer, a newcomer to the sport or already at a club, contact your local club or local Regional Development Manager for support on your next steps. .

Find A Club: Club coaches will give you specific advice and coaching to improve your swimming. There are also huge benefits to training with like-minded swimmers and being part of a team! Swimmers with disabilities are encouraged to join nearly all mainstream clubs – click here to find your nearest club.

Get Classified: To swim in any competitions in Wales or the UK as a para-swimmer, you'll need to be a classified swimmer. Your times will be compared to other swimmers in your class – click here to find out how to become classified.

Set Your Goals High: Your long-term goal should be to compete at the Paralympic Games. Download the qualification times, put them on your wall and use them as motivation each time you look at them. Then get plenty of competitive experience as you build up to this standard – click here to find out more about para-swimming competitions.

If you have questions about para-swimming in Wales, let us know by getting in touch with your local Regional Development Manager.

SIGNPOSTING & GUIDANCE

Disability Sport Wales
www.disabilitysportwales.com

Disability Sport Wales insport
www.disabilitysportwales.com/resources

British Para swimming
www.britishswimming.org/browse-sport/para-swimming

Diverse Cymru
www.diverseecymru.org.uk

Stonewall Wales
www.stonewall.org.uk/category/sport

Sport Wales
www.sport.wales/funding--support/case-studies/topics/disability-sport.aspx

BME Swimming
www.sport.wales/funding--support/case-studies/bme-swimming-makes-a-splash.aspx

Welsh Language
www.sport.wales/funding--support/case-studies/swimming-in-welsh-gets-the-thumbs-up.aspx

The Urdd
www.urdd.cymru/en/sports





SWIM WALES

SWIM WALES VISION

"A WORLD LEADING NATIONAL GOVERNING BODY DELIVERING EXCELLENCE, INSPIRING OUR NATION TO ENJOY, PARTICIPATE, LEARN, AND COMPETE IN WELSH AQUATICS".

Swim Wales is the National Governing Body for swimming, water-polo, diving, artistic swimming, masters, open water and para swimming in Wales. The organisation was formed in 1897 as the Welsh Amateur Swimming Association and adopted the trading name of Swim Wales in 2003.

Swim Wales is responsible for governance of aquatics, for organising training and development for coaches, officials and teachers, and increasing participation, aiming to ensure that everybody in Wales has the opportunity to be aquatically active.

Swim Wales is structured regionally with over 80 member clubs and a combined membership of over 10,000 members in the South East Wales, West Wales and North Wales regions supporting their aquatic disciplines. It manages the development of competitive swimming sports from starter to international level, and organises competitions, including closed, national and open championships.

Swim Wales is based at the Wales National Pool, Sketty, Swansea.

WHO'S WHO? CONTACTS

SENIOR MANAGEMENT TEAM

Aquatic Development:

The Aquatic Development Team endeavour to develop all aquatic disciplines through their work with key partners and involvement in National projects and developments. The team work closely with and support Learn to Swim and School Swimming Providers; Local Authorities, Trusts and Private Providers alongside Artistic Swimming, Diving, Swimming & Water Polo Clubs and their workforce to realise Swim Wales' strategic aims.

Business Development:

The Business Development team are responsible for developing and growing our business both in Wales, across the UK and international regions, helping Swim Wales to achieve its vision of "A world leading NGB delivering excellence, inspiring a nation to enjoy, participate, learn and compete in Welsh Aquatics".

Areas of responsibility include:

- Funding Development
- Revenue Generation
- Products & Services (E.g. Merchandising)
- Sponsorship
- Licencing
- Branding
- Online

Performance:

The Performance team work in a multi-disciplinary manner to support the systematic development of athletes and coaches towards achieving medal success at major international competitions. Working closely with key partners including British Swimming, Sport Wales, Disability Sport Wales, Scottish Swimming and Swim England, the Performance team designs and delivers the National Squad Pathway and Select Coach Development programme and supports the network of High Performance centres and Performance Clubs across Wales.

Finance & Admin:

The Finance and Administration team manage all the financial aspects of Swim Wales activities. Along with this, the team also works closely with each business stream (Performance, Business Development and Aquatic Development), in order to provide administrative support to enable them to achieve their goals.

Governance:

The Governance department works tirelessly to ensure everyone embeds good governance in all we do. Good Governance is the key foundation for success, – it is the framework of strategy, risk management, controls and processes. It also relates to the organisation's leadership in terms of culture, values and integrity.

Safeguarding our members in ensuring we have robust measures in place to maximise the welfare of all members is a key area for Governance alongside providing an opportunity for participation for everyone in a safe and enjoyable environment where children are listened to.

STAFFING STRUCTURE: SENIOR MANAGEMENT



NOFIO CYMRU
SWIM WALES

FERGUS FEENEY
CHIEF EXECUTIVE

DAWN MANCEY
EXECUTIVE
ASSISTANT TO CEO

SIMON CLARKE
HEAD OF AQUATIC
DEVELOPMENT

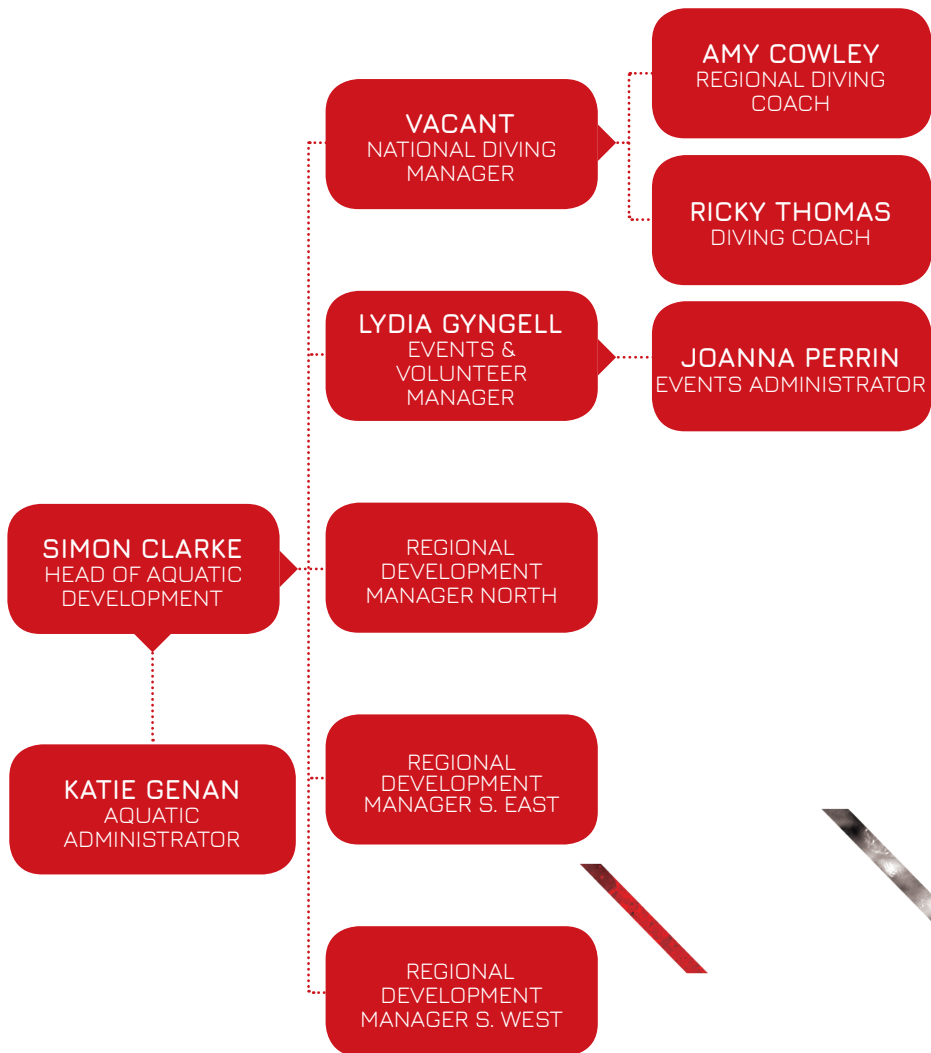
JON FLETCHER
HEAD OF BUSINESS
DEVELOPMENT

ROSS NICHOLAS
NATIONAL
PERFORMANCE
DIRECTOR

ZITA CAMERON
HEAD OF GOVERNANCE

DAMIAN WHITE
HEAD OF FINANCE &
ADMINISTRATION

STAFFING STRUCTURE: AQUATIC DEVELOPMENT



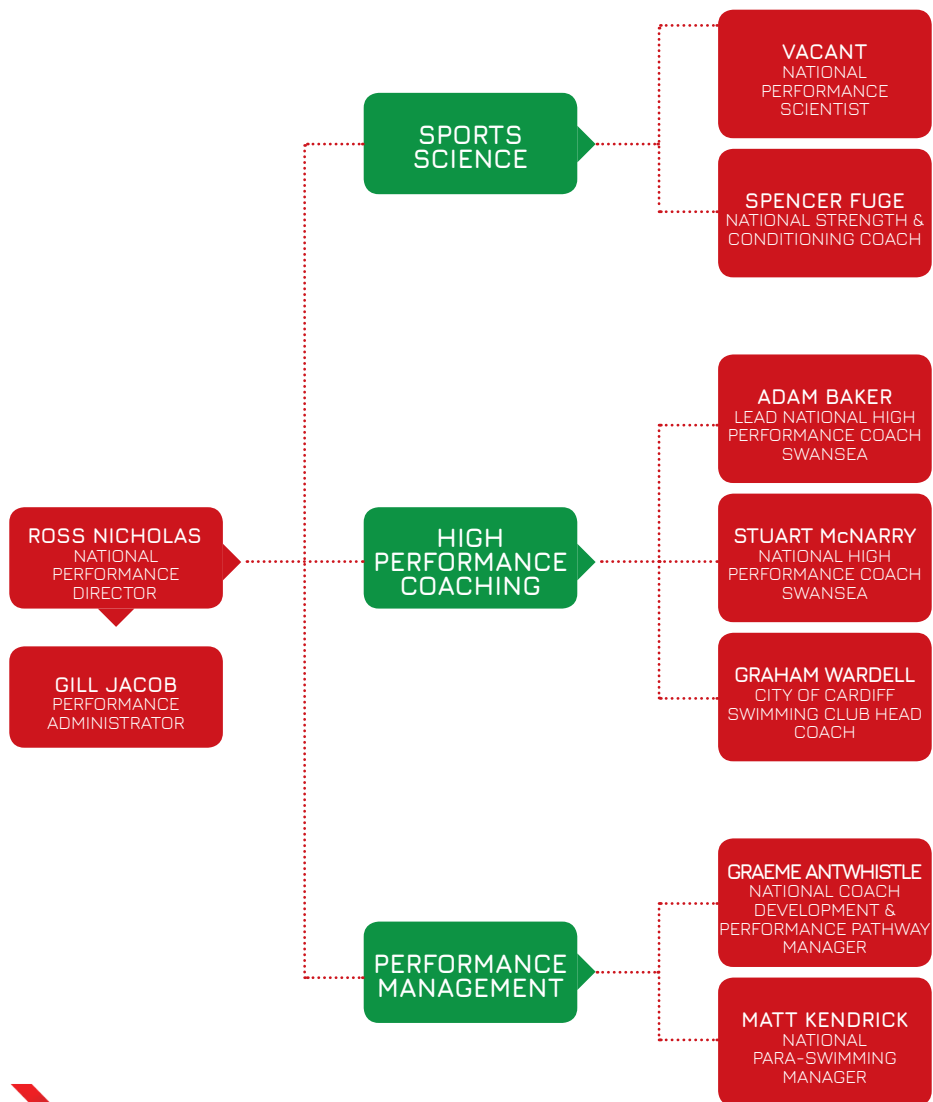
STAFFING STRUCTURE: BUSINESS DEVELOPMENT

JON FLETCHER
HEAD OF BUSINESS
DEVELOPMENT

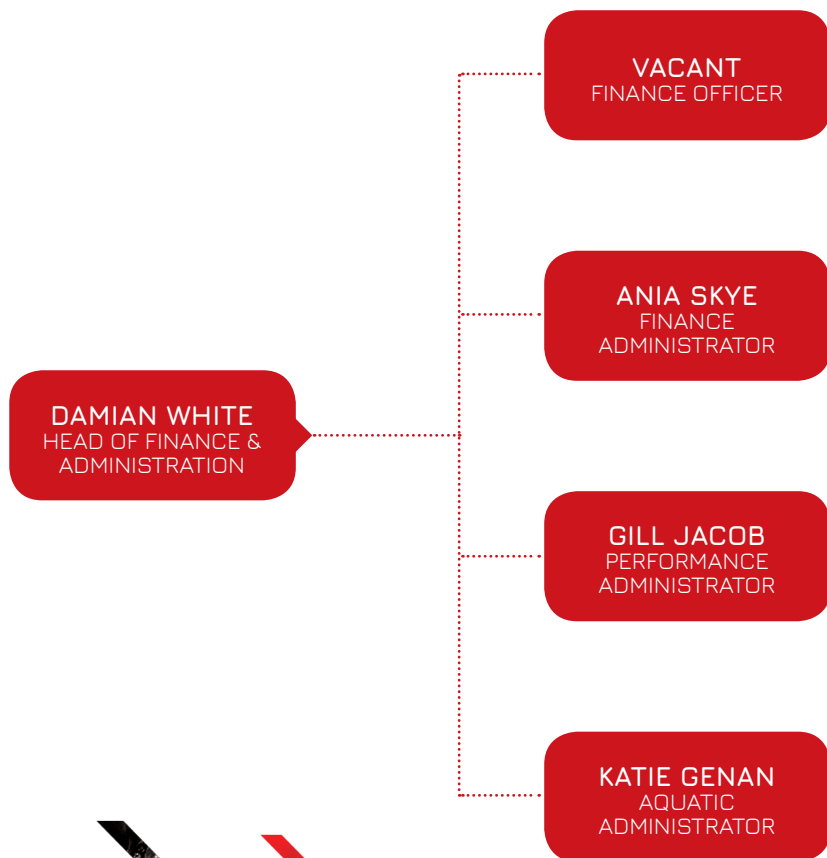
AMY RILEY
SALES & MARKETING
EXECUTIVE

BARRIE SWIFT
TRAINING &
DEVELOPMENT MANAGER

STAFFING STRUCTURE: PERFORMANCE



STAFFING STRUCTURE: FINANCE & ADMINISTRATION



COMPETITION STRUCTURE & PATHWAY ONLINE EVENTS CALENDER

LEGENDS

September 2018 Wales National Pool Swansea

MASTERS SHORT COURSE

November 2018 Newport International Sports Village

WINTER NATIONALS

December 2018 Wales National Pool Swansea

NEW YEAR PENTATHLON

January 2019 Wales National Pool Swansea

MASTERS LONG COURSE

March 2019 Wales National Pool Swansea

LONG COURSE CHAMPIONSHIPS

April 2019 Wales National Pool Swansea

SUMMER OPEN

August 2019 Wales National Pool Swansea

MEET LICENSING PROCESS

To support club and event organisers provide opportunities for swimmers to compete and be inspired across all levels of competition, the following meet licensing criteria has been developed with common rules for the conduct and delivery of such competition. All licensed meets shall be subject to FINA Rules and Swim Wales Laws.

DESCRIPTION OF EACH LEVEL OF MEET

Level 1: To enable athletes to achieve qualifying times suitable for entry into British; Swim England and Welsh National Championships.

Level 2: To enable athletes to achieve qualifying times suitable for entry into British; Swim England and Welsh National Championships.

Level 3: For the development of inexperienced athletes and those seeking to compete outside their own club environment. Times recorded are suitable for entry into Sub Regionals or Regional Championships.

Online Events Calendar can be found at swimwales.org

COMPETITION STRUCTURE & PATHWAY ONLINE EVENTS CALENDER

MEET LICENSING REGULATIONS

- Applications for meet licensing must be made through the National Licensing Officer (NLO)
- Application forms can be downloaded from the Swim Wales website
- Clubs must be registered with Swim Wales or affiliated to Swim England or Scottish Swimming in order to apply for event and league licensing
- Applications should be submitted a minimum of 2 months before the event is due to take place. Late applications may incur an additional fee of £25; this is at the discretion of Swim Wales and the NLO
- Payments for meet license must be made before license numbers will be released. Payment should clearly state CLUB_EVENT_DATE 00/00/00 to ensure payments are recorded and tracked.

MEET LICENSING PROCESS

Clubs submit completed application form and event information pack to events@swimming.org and Ian.Austerberry@welshswimming.com

Swim Wales acknowledge receipt of application within 7 working days

Application and event pack is checked against licence and event criteria

Application and event pack is checked against licence and event criteria

Swim Wales invoice club for payment/Clubs are asked to make a payment

Application and event pack is checked against licence and event criteria

On receipt of payment clubs are issued with an event licence number and report pack (forms 1-7)

Application and event pack is checked against licence and event criteria

Event information packs are uploaded on the Swim Wales events calendar

Application and event pack is checked against licence and event criteria

Application and event pack is checked against licence and event criteria

COMPETITION STRUCTURE & PATHWAY ONLINE EVENTS CALENDER

LICENSED MEET APPLICATION FORM

Please refer to the Swim Wales Competition and meet licensing regulations before submitting your application. Regulations and guidance can be found on the Swim Wales website. Please complete the application form in black ink and in block capitals throughout.

Promoting Club/Region			
Name of Competition – as advertised			
Level of Meet (please highlight; see competition and meet licensing regulations from September 1st 2017 for guidance)	Level 1	Level 2	Level 3
	League	Masters	Para-Swimming
Competition details Results must be submitted to rankings on a weekly basis with a separate licence number. Therefore please use a different line for each week. 2 days over one weekend will be allocated one number so may be listed together.	Date	Venue	Pool Dimensions
Name of meet management software			
Name of Electronic Timing (where appropriate)			
Lead Referee	Name:	Email:	
Meet Director	Name:	Email:	
Address:			
Telephone:			

Applications must be submitted with a complete electronic copy of the event information pack and schedule of events. Complete applications should be submitted to Ian.Austerberry@welshswimming.org and events@swimming.org

Successful applications will be uploaded to the Swim Wales event calendar once payment has been received.

Results must be emailed to rankings@swimming.org and event reports to events@swimming.org within 5 working days of the event.

COMPETITION STRUCTURE & PATHWAY ONLINE EVENTS CALENDER

APPLICATION AGREEMENT

I agree that all particulars above are correct and I will ensure results and reports are submitted in accordance with instructions.

I enclose a copy of the competition entry pack including conditions and schedule of events. Please return to Ian.Austerberry@welshswimming.com and events@swimming.org

Signed Date

Payments to be made to Swim Wales within 7 working days of a successful application. Payments for meet license must be made before license numbers will be released. Payment should clearly state CLUB_EVENT_DATE 00/00/00 to ensure payments are recorded and tracked.

BACS: Sort Code 02663388 Account Number 30-92-49
Payment Over Phone: 01792 513636

ANY OTHER INFORMATION

(Please use this space to put any supporting information e.g. 20th anniversary event)

Recommended amendment's for unsuccessful applications:

COMPETITION STRUCTURE & PATHWAY ONLINE EVENTS CALENDER

PLEASE ENSURE YOU INCLUDE THE FOLLOWING INFORMATION WITH YOUR APPLICATION

These should also be available in your meet conditions:

1. Proposed schedule of events including full details of how each session is constructed and the warm up schedule (if appropriate)
2. Length of the sessions (maximum of 3 sessions of 3 hours per day)
3. Promoters/organisers event conditions
4. Acceptance criteria for entries
 - a. Restrictions to certain clubs or regions (closed entries)
 - b. First come first served (capped entries)
 - c. Top number of entries per event accepted on submitted times (Consideration times and entries taken fastest to slowest)
 - d. First entries accepted from a particular group and remaining places then filled (invited entry followed by an open capped entry)
 - e. Other
5. Upper and lower qualifying or consideration standards reflective of the level of the meet (including relevant Para-Swimming Qualification times)
6. Method of setting upper and lower qualifying or consideration standards
 - a. Use of software package to set qualifying times/graded tables
 - b. Exclusion of swimmers who qualify/compete at National/Regional competition
 - c. Other

AGE GROUPS (PLEASE HIGHLIGHT)

9 Years	10 Years	11 Years	12 Years	13 Years	14 Years
15 Years	16 Years	17 Years	18 Years	19+ Years	Open

EVENTS TO BE SWUM (PLEASE HIGHLIGHT)

50m Free	50m Back	50m Breast	50m Fly
100m Free	100m Free	100m Free	100m Free
200m Free	200m Free	200m Free	200m Free
400m Free	400m Free	400m Free	400m Free
100m IM	200m IM	400m IM	Skins

NUMBER OF AWARDS

Individual..... Other.....



REGIONAL VOLUNTEER PANEL

SWIM WALES REGIONAL PANEL

TERMS OF REFERENCE

Background:

In order to assist Swim Wales with the delivery of its obligations as the National Governing Body responsible for all aquatics within Wales including developing Regional and local partnerships with key stakeholders, as well as, supporting and assisting the Swim Wales Regional Development Manager with the delivery of approved strategic plans, representing the organisation to the Clubs that comprise the Regional community, creating additional revenue generating opportunities and enhancing the Swim Wales public image. The Board has approved the establishment of a Regional Panel structure.

PURPOSE & ROLE

The purpose of The Regional Panel is:

- To assist / support the appointed Swim Wales Aquatic Development Management Team
- To represent Swim Wales to the local community
- To enhance Swim Wales' public image
- To identify new membership, marketing and business development opportunities within the regions.

The Regional Panel has delegated powers to implement actions and initiatives providing such actions comply with agreed Swim Wales strategies.

OBJECTIVES

The objectives of the Regional Panel are to:

- Plan and direct the Region's activities to achieve stated / agreed targets and standards for governance, financial controls, legislative adherence (including health & safety, child protection, safeguarding, inclusivity, equality and risk management), membership, performance, quality, LTAD commitment, discipline, organisational identity and culture;
- Provide the Main Board with advice and input on key initiatives / issues pertinent and related to Regional matters;
- Oversee implementation of agreed marketing and business development plans in support of the Board's overall strategy;
- Maintain and develop organisational culture, values and reputation in its markets and with all members (clubs, swimmers and volunteers), customers, suppliers, partners and regulatory / official bodies;



Responsibilities include, but are not limited to:

- Ensuring the smooth running of the Region's administration requirements; including responsibility for all the Region's monies, both incoming and outgoing, the production and management of the Region's accounts, the maintenance of accurate records to ensure legal compliance and the monitoring of Regional finances;
- The planning, organisation and management of all Regional aquatic competitions, providing where relevant, specific input into the location and booking of appropriate pool venues and / or training facilities, as well as ensuring that each event has sufficient numbers of appropriately qualified individuals (Technical Officials / Volunteers / Staff) to ensure the safe and smooth delivery of all Regional and where relevant National competitions hosted within the Region;
- Maintaining a regional welfare "point of contact" for all within the Region who have safeguarding concerns;
- Overseeing the implementation of all Swim Wales Safeguarding / Welfare policies throughout the Region;
- Ensuring absolute adherence to Swim Wales member rules by all Clubs and individuals;
- Arranging and ensuring where relevant and necessary appropriate in-house training with Clubs around governance, safeguarding, health & safety issues and risks;
- Continuously strengthen the understanding of all who work within Swim Wales (staff, clubs, coaches, teachers, technical officials, volunteers), and its Business Partners, including Sponsors, as well as, the Media of the importance of sound communications.



NOFIO CYMRU
SWIM WALES

CONTACT US

Swim Wales
Wales National Pool Swansea
Sketty Lane
Swansea
SA2 8QG

T 01792 513636

E swimwales-admin@swimming.org