



## CLUB POLICY: VOLUNTEER POLICY

This document is the Volunteer Policy for **Cults Otters ASC** and based upon Scottish Swimming's template.

**Cults Otters ASC** works through the good-will of volunteers to help with the running of the club. Volunteering your time with the club is a great way to be a part of your swimmers journey, meet and make new friends, learn new skills, give back to the community and be involved with a fun and supportive social scene.

To ensure the future longevity of the club and sport, **Cults Otters ASC** have adopted a volunteer policy which will be also enacted by clubs across North District.

The following sections and accompanying tables show the expected level of volunteering required when your child is within each squad level. For each swimmer to progress to the next squad level of squad, the responsible adult(s) will be expected to have reached the stated level and be working towards achieving the next level. Whilst we recognise that this can be quite daunting for new swimmers and their responsible adults, there is lots of support to help guide you through the process. The Cults Otters Committee and Coaches are always on hand to talk to, and address any concerns.

There are three separate pathways that can be taken; Officiating, Coaching and/or Committee. Only by everyone working together, can we ensure a successful and welcoming club for all members!

## Parental Volunteer Requirements & Matrix

The requirements set out below should be met as far as reasonably possible. All families should meet the requirements in one or more of Officials, Coaching, and Committee boxes as their athlete progresses through the club.

Where a family has one or more athletes, the level for the athlete in the highest squad will apply.

Type	Squad (senior Swimmer in family)	Officiating	Coaching	Committee
Non-Competitive	Orcas	N/A <sup>1</sup>	N/A	N/A
	Cubs	Qualified Timekeeper	Qualified Poolside Helper	
Competitive	JS1	Qualified Timekeeper progressing through Judge 1 mentoring or Recorder training	Qualified Poolside Helper with regular attendance	Volunteer Role* within the Club
	JS2	Qualified Judge 1 or Qualified Recorder	Level 1 coach or SSCQ Coach	Volunteer Role* within the Club or General Committee Member
	JS3	Qualified Judge 1 progressing through Judge 2 mentoring or Qualified Recorder	Level 1 coach or SSCQ Coach	Volunteer Role* within the Club or General/Main Committee Member
	JS4	Qualified Judge 2 or Qualified Recorder	Level 2 coach or SSCQ Coach	General Committee Member or Main Committee Role**
	UoA Performance Swimming	Qualified Judge 2, Recorder, Automatic Officiating Equipment (AOE) Operator, or working to J2S or beyond	Level 2 coach or SSCQ Coach	Volunteer Role* or General Committee Member or Main Committee Role**

<sup>1</sup> Orcas parents/guardians are of course encouraged to become involved!

<b>*Volunteer Roles<sup>1</sup></b>	<b>**Main Committee Roles<sup>1</sup></b>
Team Manager (annual) Hytek Administration (annual) Trophies Secretary Club kit Secretary Assistant Meet Entry Secretary (x2) Beta League Coordinator (annual) Social Media (web/newsletter/X) (annual)  Squad Representative  Bookings Administration Coaches Administration  <b>Microvolunteering Roles<sup>2</sup></b> Fundraising (3x competitions per year) Announcer (3x competitions per year) Marshall (3x competitions per year) Gala catering (3x competitions per year)	Chairperson Vice Chairperson Secretary Treasurer (x2) Wellbeing & Protection Officer (x2) Membership Secretary Meet Entry Secretary Swimming Technical Official Secretary Gala Convenor

In the circumstances where an athlete does not have an adult meeting the matrix requirements, and is potentially stopping the athlete from progressing to the next squad, the club will arrange a meeting with the Headcoach/Committee representative and the parent/guardian to discuss the needs of the athlete and how the parent/guardian can be supported into volunteering. This may be in an official role where appropriate, or another role within the club that would allow the athlete to continue their aquatic pathway.

This matrix should not penalise or prevent an athlete from having the opportunity to reach their full potential. However, the club requires enough volunteers across Officials, Coaches & Committee to run effectively.

The main area where the club is required to provide volunteers is at swimming competitions, the **minimum** number of technical officials that a club requires to run an accredited competition are as follows:

<b>With Timing Equipment (6 lane pool)</b>	<b>Without Timing Equipment (6 lane pool) e.g. Cults Pool</b>
8x Timekeepers 8x Judges (6x J1, 2x J2) 1 Starter 1 Referee 1 Recorder 1 AOE Operator	20 Timekeepers 8 Judges (6x J1, 2x J2) 1 Starter 1 Referee 1 Recorder
20x STOs required (with additional support for Marshalling etc.)	31x STOs required (with additional support for Marshalling etc.)

If a competition does not achieve accreditation swimmers will not be able to use the times they have achieved at the competition for use in entry to Club, District, National & International events, thereby placing a restriction on future competitive opportunities.

<sup>2</sup> Microvolunteering is a short duration, no fuss, no long term commitment to helping the club as/when required.

### **Cults Otters ASC Organised Competitions**

The expectations are that at least one parent/guardian will either be officiating or otherwise helping Dryside/Wetside in another volunteer role<sup>3</sup> if their child is competing in the following events:

- Cults Otters Fun Gala (2hr Competition including LTS)
- Beta League Matches (2hr Competitions)
- Cults Otters Novice Gala (Full gala)
- Cults Otters Challenge Trophy (Full gala)
- Cults Otters Club Championships (Full gala)

### **Competitions Organised by Other Clubs**

To compete at competitions organised by other clubs each family should have an adult willing to volunteer as a technical official for their child to be entered by the club. There are no penalties to Cults Otters ASC from other clubs if we do not provide technical officials to other club competitions. However, we should endeavour to support other clubs competitions as much as possible, as they will support ours.

### **SASA North District Championships and Competitions**

To swim at North District Championships and Competitions each family should have an adult volunteering as an official to be entered by the club as part of our official STO submission. The club *have to provide a minimum number of technical officials per session based on the number of swimmers entered across the whole competition* as detailed in the meet information.

Should a club fail to provide these requirements we will be issued with a fine of £25 per missing official per session. The total fine from the competition will be split between parents of the athletes that did not volunteer in any capacity for the competition, with a minimum fine set as £10.

### **Inability for an adult to volunteer at a specified competition**

In some circumstances a dispensation may be granted should an adult be unable to volunteer at a competition, swimmers will not be penalised due to unavoidable parental or employment commitments. In all circumstances if you are unable to officiate at a competition you must contact the club STO Secretary ([CultsOtters.STOsec@gmail.com](mailto:CultsOtters.STOsec@gmail.com)) prior to completing entry for the competition.

### **Coaches**

Coaches are not included in the competition volunteering requirements and another adult from their family is not required to volunteer as a technical official at swim competitions. The weekly coaching commitment and attendance at various competitions is greatly valued and hugely appreciated by the club and excludes them from any additional requirements. Attendance at competitions by Coaches will be discussed and agreed in advance at coaches meetings or through the dedicated communications channel.

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<sup>3</sup> Please note that some volunteer roles and committee roles will require a PVG and/or CWPS qualification to be in-place. More details can be gained from the Club CPO officers at [cultsotterscpo@gmail.com](mailto:cultsotterscpo@gmail.com).