



# PERTH CITY SWIM CLUB

## Recruitment Policy – Volunteers

Unlike other sports, swimming involves a heavy ratio of helpers to swimmers. The roles undertaken by these helpers vary i.e.

- Helping out at galas by taking round refreshments to officials, making announcements, marshalling swimmers, aiding presentations of medals etc.
- Officiating at galas in the role of timekeeper, recorder (manual and computer), judge, starter, referee or meet convenor.
- Assisting on poolside in the role of helper, coach, underwater camera operator, or computer operator
- Taking part in working parties for particular events i.e. Club Championships, Social activities, Fund raising, Own and Invitation Meets etc.
- Becoming involved in the club Management Committee as an office bearer or ordinary member.
- Taking on a role within the Midlands District as a Office Bearer, Convenor, or Club Delegate.

If PCSC is to grow and provide the level of coaching and competition we want for our swimmers the involvement of volunteers is essential (and helps keep the training fees at a reasonable level)..

### Recruitment and training of Volunteers.

Promotion of opportunities available will be included in the ‘Welcome Packs for New Members’, via the club website, through direct contact with Coaches & Poolside Personnel/ Management Committee Members, etc.

Application forms to volunteer are available on PCSC website or from any of the clubs Management Committee Members or Child Protection Officers. Completed application forms should be returned to the Child Protection Officer via the Management Committee.

All volunteers will be considered on their merits for the role they have volunteered to undertake. As a club we must safeguard the swimmers and to that end training ‘Safeguarding and Protecting Children’ will be arranged (no cost to volunteer). Additionally an enhanced disclosure will be undertaken by PCSC in conjunction with Scottish Swimming within 6 weeks of volunteer confirming interest.

Where the enhanced disclosure reveals an offence considered by the National Governing Body & PCSC to pose any potential threat to those involved in the club, PCSC Management Committee retains the right to decline their offer of assistance or to offer an alternative role.

Once accepted as a volunteer for PCSC appropriate training will be discussed with the individual and arranged where appropriate. The training will depend on the role selected. There may be a requirement for particular roles to attending courses arranged by PCSC or other clubs within travelling distance, shadow an individual for a period of time, work under the lead of another, etc. PCSC will support volunteers undertaking training with the cost of course fees through direct financial assistance or through support of applications to other bodies for scholarships or grants.



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## **Monitoring & Evaluation**

PCSC values the work undertaken by volunteers but also recognises that there needs to be standard applied to the various roles. All volunteers will be asked to sign a Code of Conduct that outlines the expected behaviours and this will be used as the basis for monitoring performance. Volunteers will be accountable to specific individuals/post holders or Office Bearers as agreed when the volunteer application was accepted. These individuals/post holders/Office Bearers will be responsible for monitoring and evaluating performance and providing feedback to the volunteer. PCSC Management Committee will have the final decision in any areas of disagreement or conflict.

## **Retention of Volunteers**

PCSC is keen that volunteers enjoy the role they are undertaking and recognise that if they are happy and feel that the work they do for the club is valued they will stay. However, sometimes an individual's situation changes and so does their ability to commit to their current role, often this leads to severing links with the club as they give up the role. The monitoring & evaluation process above provides an opportunity for volunteers to say how they feel, gives a point of contact for individual to raise concerns and to explore the alternatives available – including the possibility of moving to another role or activity within the club.

## **Reward & Recognition of Volunteers**

PCSC has an annual 'Good Sport' award, which is based on nominations from across the club and for which volunteers can be nominated. This award is presented at the annual Ceildh and awards ceremony - publicity is sought for this event.

PCSC has 'Life Memberships' which are awarded for service to the club. Detailed nominations are submitted to the Secretary 30 days prior to the Annual General Meeting. They are considered and voted up on by the assembled members. Life Membership can only be awarded through the AGM and

Midlands District has an annual 'Volunteer Award' to which all clubs within the District can nominate individuals. Awards are made at the Annual General Meeting of the District.

Perth & Kinross Sports Council has an annual awards ceremony of which one category is for volunteers' service to sport. PCSC nominates an individual every year for this category. All nominations receive an acknowledgement, the final 3 going forward to the awards ceremony with the announcement of the winner at the ceremony. Full press coverage of the ceremony and the award winners follows in the Perthshire Advertiser.