

Online Membership
System
**Coach/Teacher
Register Guide**

Introduction

Swim England has launched a Coaching and Teaching Register that will bring benefits to clubs, coaches, teachers and participants.

From January to March 2019, all clubs will be required to provide basic information on all active coaches and teachers, regardless of qualification or discipline, for inclusion on a new Swim England Coaching and Teaching Register. This includes paid and voluntary coaches and teachers.

As a membership organisation, we are eager to strengthen our relationships with those delivering within clubs. The Register will be a platform to provide better communication and support to coaches and teachers, and help us, as the Governing Body, to demonstrate best practice in terms of recording and providing quality assurances on the delivery of our sport. It will also give clubs a central database to record their delivery workforce and ensure that their qualifications and training are in order and up-to-date.

During the first stage of the register, which runs until the end of March 2019, clubs will need to let us know who their coaches and teachers are. A new 'Coaching and Teaching' tab has been developed within the Online Membership System (OMS) which will provide a simple way for clubs to identify and create a list of their teachers and coaches.

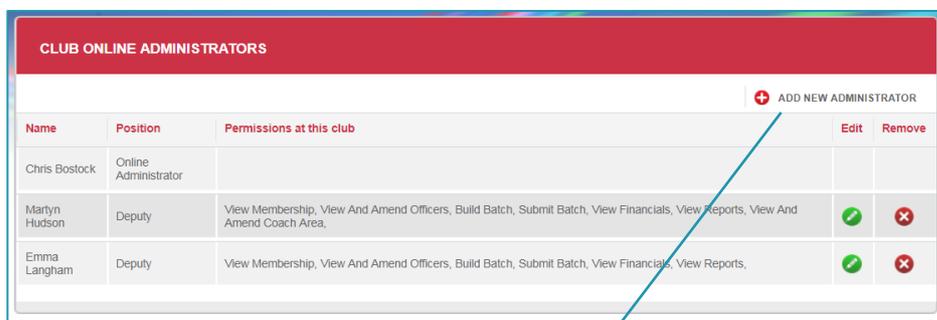
This user manual will guide you through the process of adding Coaches/Teachers to the Register.

Club Online Administrator Positions

To assist clubs Swim England has created a new OMS Online Deputy Position. The Online Administrator will now be able to add four Online Deputies. We have also created a new permission for your Deputies so you can restrict who has access to the Coach/Teacher Register.

To add a new Deputy go to the 'Club Admin' tab and select 'Online Administrators' from the drop down menu.

The Club Online Administrators page lists all Officers who currently hold an Online Deputy Position.



Name	Position	Permissions at this club	Edit	Remove
Chris Bostock	Online Administrator			
Martyn Hudson	Deputy	View Membership, View And Amend Officers, Build Batch, Submit Batch, View Financials, View Reports, View And Amend Coach Area.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Emma Langham	Deputy	View Membership, View And Amend Officers, Build Batch, Submit Batch, View Financials, View Reports.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

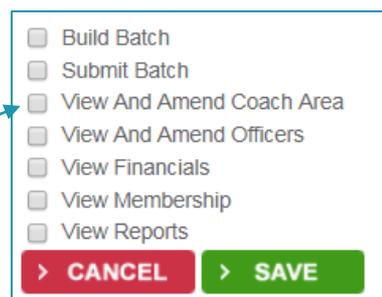
To add a new Deputy click 'Add New Administrator'



Select the Club Officer you would like to make a Deputy Administrator from the dropdown list, and then click on 'Select'.

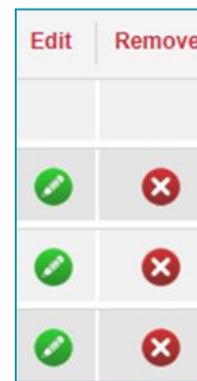


In the table that is displayed, place a tick in the box for the relevant permissions that you would like the Deputy Administrator to have, a new position for access to the Coach/Teacher section has been created. Then click on the green 'Save' button.



The table of OMS Administrators will then be displayed with the new addition added.

You can edit the amount of access each Deputy has by clicking on the green 'Edit' button next to their name. You can also remove a Deputy by clicking the red 'Remove' button.



Adding a Coach/Teacher to the Register

Go to the Club Admin tab and select 'Club Coaches / Teachers' from the dropdown menu.



This page displays a list of your current coaches/teachers and allows you to either add a current Swim England member from your membership or an Institute of Swimming member.

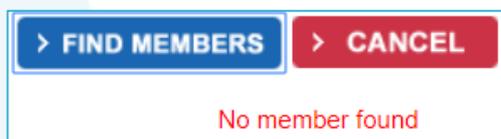
Adding a current club member to the Register

Click on the 'Add New Coach/Teacher'



Type in the Membership Number or name and then click 'Find Members'

If no members are found matching your search the following message will be displayed



Membership Number

- OR -

Firstname

Lastname

> FIND MEMBERS **> CANCEL**

If more than one member matches the criteria entered, the results will be displayed with the option to 'Select' the member or 'Cancel' if the member isn't listed.

Membership No.	Name	Date of Birth	
1101997	John Smith	04/05/2007	> SELECT
1101839	Judy Smith	17/01/1996	> SELECT
1361330	Mel Smith	01/09/2001	> SELECT
			CANCEL

If the member selected doesn't have a current email address recorded then you will be prompted to enter an email address.

This member does not have a current email address, please enter a valid email address and select a main email address

Member ID

First Name

Surname

Home Email

Work Email

Parent Email

When selected, the member's details are displayed, click on the dropdown menu to select a position and then select a discipline (more than one discipline can be selected for each position). Once the position and discipline have been selected click the 'Add New' button.

Position	Discipline	
<input type="checkbox"/> Diving		<input type="button" value="ADD NEW"/> <input type="button" value="CANCEL"/>
<input type="checkbox"/> Open Water		
<input type="checkbox"/> Swimming		
<input type="checkbox"/> Synchronised Swimming		
<input type="checkbox"/> Water Polo		

Position dropdown menu:
Paid-Assistant Coach
Paid-Assistant Coach
Paid-Assistant Head Coach
Paid-Assistant Teacher
Paid-Coach
Paid-Head Coach
Paid-Teacher
Volunteer-Assistant Coach
Volunteer-Assistant Head Coach
Volunteer-Assistant Teacher
Volunteer-Coach
Volunteer-Head Coach

Disciplines & Disciplines

The table of Coaches/Teachers will be displayed with the new Coach/Teacher added.

If the Coach/Teacher hold more than one position repeat this process.

Adding an Institute of Swimming Member

If you have a Coach/Teacher working in your club who is not a club member you can also add them to the Coach/Teacher Register. To do this you will need all of the following information: Institute of Swimming membership number; date of birth and home postcode. You may also need the Coach's email address, if we haven't already got this recorded.

Click on the 'Add IOS Member as Coach/Teacher'

Enter the Coach/Teacher's Institute of Swimming Membership number, date of birth and postcode (all fields must match the details held on the Institute of Swimming's database).

IoS Membership Number

Date of Birth

Postcode

If the member selected doesn't have a current email address recorded then you will be prompted to enter an email address.

This member does not have a current email address, please enter a valid email address and select a main email address

Member ID

First Name

Surname

Home Email

Work Email

Parent Email

The member's details are displayed, click on the dropdown menu to select a position and then select a discipline (more than one discipline can be selected for each position). Once the position and discipline has been selected click the 'Add New' button.

The table of Coaches/Teachers will be displayed with the new Coach/Teacher added

Removing Coach/Teachers

Go to the Club Admin tab and select 'Club Coaches/Teachers' from the dropdown menu.



This page displays a list of your current coaches/teachers.

To remove a Coach/Teacher click on the cross icon next to the discipline.

Membership No.	Name	Email	Positions & Disciplines	Detail
1101840	Benjamin Barlow	emma_langham@hotmail.com	Volunteer-Assistant Coach Diving Open Water Swimming Synchronised Swimming Water Polo	
12051	Christopher Bostock	chris.bostock@swimmingvolunteers.org	Volunteer-Coach Paid-Coach Water Polo Diving Swimming	

Once the last discipline is removed the position will be removed.

Coach/Teacher Details

Online Administrators can view brief details of their Coaches/Teachers by clicking on the arrow in the 'Detail' column.



Coach/Teacher Tab

The first page will list the coach/teacher's membership number, category (if the member has been added as an IoS member this will say 'IoS Member'), title, Firstname, Surname and email address.

COACH / TEACHER DETAILS		OTHER INFORMATION
Member ID	1193020	
Category	SE Category 2 ▼	
Title	Mrs ▼	
First Name	Emma	
Surname	Langham	
Main Email	emma.langham@swimming.org	

Other Information Tab

This tab shows the members Coach/Teacher qualifications, Safeguarding qualifications and DBS status.

Please note that Safeguarding and DBS checks need to be renewed every three years.

If the Safeguarding qualification and/or DBS check is over three years old this will show as expired.

COACH / TEACHER DETAILS		OTHER INFORMATION			
This member holds membership with the following clubs:					
Club Name	Club Code	Joining Date	Status	Coach Roles	
England					
ASA Live Test Club	TESQ	18/12/2013		Volunteer-Assistant Coach	Swimming
This member has the following qualifications:					
Awarding Body	Qualification		Start Date		
ASA	UKCC LEVEL 3 COACHING (SWIMMING)		01/01/2018		
This member has the following safeguarding qualifications:					
Safeguarding Type	Valid From				
scUK Safeguarding & Protecting Children	Expired				
This member has the following disciplines:					
Discipline					
Swimmer					
Long Distance					
This member has the following DBS information:					
DBS Status	Valid From				
DBS Check	01/01/2018				

Frequently Asked Questions

What is the Coaching Register?

Swim England is launching a Coaching and Teaching Register in January 2019, which will cover all coaches and teachers operating within our affiliated clubs, regardless of qualification/certificate level or discipline covered.

Why is Swim England seeking to find out more information about coaches and teachers working within affiliated clubs?

This project has a number of benefits for teachers, coaches, club and Swim England. Some of the key benefits include:

- It will provide clubs with live and accurate information on their member coaches or teachers qualifications, safeguarding training, and DBS.
- An improved service and enhanced learning support to teachers and coaches, thereby further supporting the quality of provision across all clubs.
- Assisting clubs with their compliance on existing affiliation requirements.
- Allowing Swim England to demonstrate best practice in terms of recording and quality assuring the workforce.

What is the cost of the Coaching Register?

There will be no cost, in addition to the Swim England and Institute of Swimming membership fees, to join the register. As set out in Swim England's Regulations, it is the responsibility of every club to ensure that volunteer coaches and teachers are members of Swim England. Also that paid coaches and teachers are a member of either Swim England, the Institute of Swimming or the BSCA.

If a coach or teacher is a BSCA member but not a member of Swim England or Institute of Swimming, they will need to be added as a member on to the Online Membership System (OMS) as a Category 3 member.

Evidence of BSCA membership (including number) should be submitted to emma.langham@swimming.org. A credit for a Category 3 membership (Swim England fee) will be applied to the club's account.

How will Swim England obtain the necessary information for the Coaching Register?

A new 'Coaching and Teaching' tab has been developed within the Online Membership System (OMS) which will provide a simple way for clubs to identify and create a list of their teachers and coaches. Clubs will need to specify what role each individual is undertaking and the discipline.

This can be done alongside membership renewals. However, we are giving clubs until the end of March 2019 to complete this information (deadline for membership renewals will still be the end of February 2019).

The information will be collected on OMS via a new coach/teacher area. Please note that an OMS user guide will be made available to club administrators in due course to assist with any queries.

Once all coaches and teachers have been added to the coaching/teaching area, club administrators will be able to view information associated with each individual (i.e. qualification, DBS and safeguarding).

Then between May and July 2019, coaches and teachers will be asked to check all documentation currently held by Swim England, via their individual OMS accounts. This will include coaching/teaching qualifications, safeguarding, DBS, role and contact details.

Who can complete the Coaching and Teaching Register?

Any Club Officer who is currently registered on the Online Membership System either as the main Online Administrator or as a Deputy Online Administrator can complete the Register. To assist clubs in completing the Register we have created a new Deputy Online Administrator position who can only be given access to the Coach/Teacher area on OMS.

Clubs can only add their own club members or Institute of Swimming members who have provided their membership details to the club for this purpose. BSCA members will need to be added as a Category 3 member (evidence of BSCA membership to be sent to emma.langham@swimming.org for a Cat 3 – Swim England fee).

How will SwimMark evidence integrate with the Coaching Register?

We are working ensuring that clubs, coaches and teachers will not have to duplicate workload by uploading information for the Coaching Register and then having to provide the same information for SwimMark evidence purposes.

From 1st October 2019, Swim England will be able to utilise information held on the Register as evidence for Element 13 of the SwimMark criteria. Please note that the SwimMark Personnel Record i.e. Element 13 will still need to be completed for all remaining workforce roles, e.g. committee members, volunteers etc.

What training and qualifications should a teacher or coach have?

They should have:

- Appropriate qualifications for the role they are undertaking.
- A DBS completed in the last three years.
- Safeguarding training completed in the last three years.

During the second phase of implementation (May-July 2019) what do coaches/teachers do if information is missing from OMS?

Full and detailed guidance will be issued to teachers and coaches in April 2019, however the outline information is below:

- Safeguarding: If an individual has already completed approved safeguarding training and it is not listed on their OMS page, please send a copy of the certification or proof of training to renewals@swimming.org
- DBS: If a current DBS is not listed on their OMS page, please contact your club welfare officer.
- Coaching Qualification: If an individual has previously completed an ASA/Swim England certificate after October 2016 please email coachingcertificates@swimming.org. If your qualification was achieved before October 2016 please email info@swimenglandqualifications.com
- Teaching Qualifications: Contact Swim England Qualifications 01509 640493 email: info@swimenglandqualifications.com

Please note - once someone has completed a course, it can take up to 8 weeks for the qualification to be certified and uploaded onto his or her Swim England/Institute of Swimming record.

What happens if a coach or teacher does not have the relevant qualifications/training?

Swim England's intention is that the register is a positive process that does not impinge on the delivery of our aquatic sports whilst ensuring that we all adopt best practice.

With regard to DBS, as a coach/teacher it is essential that they are compliant with Wavepower. If they do not have a current DBS, or their DBS has expired, they should contact their club welfare officer to resolve this.

As stated above, all individuals who are required to have a DBS check for their role must complete approved safeguarding training within six months of the role commencing (a list of approved safeguarding courses will be added to the Swim England website in the near future).

Swim England can now accept a DBS Enhanced Disclosure that has been carried out through another organisation as long as the applicant has registered that Disclosure with the Update Service.

Clubs will need to obtain written consent from the individual and send this to Swim England along with the original copy of their DBS certificate. Consent forms and further information regarding the update service can be obtained from Swim England please email dbs@swimming.org.

If they do not have the appropriate coaching or teaching qualification/certificate, they should seek to access the relevant training as soon as possible. Clubs should undertake risk assessments to ensure that deliverers are competent and qualified to deliver safe, effective, enjoyable sessions.

Please see the following link for more details:

<https://www.swimming.org/swimengland/coaching-teaching-guidance-for-clubs/>

What do coaches/teachers do if they require a DBS, safeguarding training or need to complete a qualification/certificate?

- DBS: Initially, individuals should contact their club welfare officer, who will be able to check information required and submit to the Swim England DBS department.
- Safeguarding: To access training please visit [UK Coaching](#), check your Swim England regional website or visit the [Institute of Swimming website](#).
- Qualification: For information regarding qualifications, please visit the [Institute of Swimming Training Page](#) or [Recognised Prior Learning](#).

Where can guidance be found regarding DBS and safeguarding requirements for club personnel?

Safeguarding is paramount and should be a key part of how community clubs operate. Guidance can be found using the link below:

<https://www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs/>

For information regarding roles and DBS requirements, please visit Section 2 – Wavepower. All individuals who are required to have a DBS check for their role must complete approved safeguarding training within six months of the role commencing.

A list of approved safeguarding courses will be added to the Swim England website in the near future.

Can additional coaches and teachers be added to the Register during the year?

Yes. Clubs can add new, and/or remove, members at any point during the year via the OMS.

What safeguarding training is required for a masters only club coach?

Although child safeguarding courses are not applicable to masters/adult only aquatics clubs, it is strongly recommended that individuals attend a safeguarding course related to adults. Information regarding safeguarding adults training can be found via the following link: <https://www.anncrafttrust.org/safeguarding-adults-training/>

Does non-compliance to the Coaching Register affect a club's insurance?

The requirements of the register mirrors the current expectations of our insurers. Failure to meet these requirements may affect a clubs insurance cover.

Do non-qualified poolside helpers, and aquatic helpers/young volunteers need to be included on the register?

No they do not. The register focuses on capturing the information on those who are coaching or teaching or could be construed as doing so. Poolside helpers, aquatic helpers and aquatic volunteers should always be operating under the supervision of appropriately qualified deliverers.

What about coaches and teachers with international qualifications?

Clubs should still register them in the same way as other teachers and coaches.

Will OMS recognise the dual role as a teacher/coach and competitor?

Yes, it will.