

# SWIM ENGLAND EAST MIDLANDS CLUB NEWSLETTER MARCH 2018



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## Help keep Club Contacts Up To Date

### What to do when a role has a change of person?

For us as Club Development Officers it is important that our contact details for roles in your clubs are correct and kept up to date. This is important as we want to ensure that we are sending information to the correct people. So if you have a change in person in any of the following roles:

- Secretary
- Club Chairman
- SwimMark Co-ordinator
- Welfare Officer
- Workforce/Volunteer Co-ordinator
- Head Coach

Please can you inform your Club Development Officer and the office [eastmidland@swimming.org](mailto:eastmidland@swimming.org) with the following information - a name, e-mail address and telephone number where possible of the new person in the role.

This will help us to maintain our contact details for clubs, also to support you as clubs making sure the correct volunteers are receiving regular updates and information.

## Swim England & SwimMark Logos

A reminder to clubs to please make sure you are using the up to date 'Swim England' and 'SwimMark' logos rather than the old ASA and Swim21 logos on your websites and all club documents.

For SwimMark logos visit

<https://www.swimmark.org/Account/LogOn?ReturnUrl=%2f>

Please contact the regional office

[eastmidland@swimming.org](mailto:eastmidland@swimming.org) if you require a Swim England logo

## SwimMark Advice Sessions

There will be an online SwimMark advice session on **Tuesday 17th April at 7.00pm.**

This session is aimed at clubs accrediting or reaccrediting in June and is most relevant for SwimMark coordinators. This is a great opportunity to ask any questions you may have or for new coordinators to get acquainted with the role. If your club is going through the health check stage this is a great opportunity to gain a clearer understanding of the health check requirements.

To book on please contact: [helen.bickerstaff@swimming.org](mailto:helen.bickerstaff@swimming.org)

## SwimMark Club Accreditations December 2017

Congratulations to the following clubs who successfully completed their SwimMark Health Check in December 2017:

Arnold SC	Hucknall Water Polo
Bingham Penguins SC	Kettering SC
Calverton & Bingham SC	Lincoln Vulcans SC
Chesterfield SC	Loughborough Town
Deepings SC	Mansfield SC
Derventon Excel Swim Squad	Newark SC
Nottingham Northern SC	Glossop SC
Grantham Water Polo	Rushcliffe SC
Lincoln Trident Swimming Academy	Rykneld SC
Shepshed SC	Skegness ASC

Also congratulations to:

Oadby & Wigston SC (new club) and Ilkeston SC who are returning.

Ashfield, Mansfield and Broxtowe & also South Derbyshire for achieving SwimMark Network accreditation.



## SWIMMARK – Swim England's quality standard for clubs

I was reminiscing the other week about how many files we had to put together when Swim21 (now SwimMark) was first introduced to our clubs. Every element had to be completed in triplicate and we did wonder why. Having been on the Regional Panel since the beginning, I have seen many changes take place and now feel that we have a good process in place that allows our swimming clubs to ensure that they are operating effectively. I would like to think that having been very "put off" in the early days, most clubs now realise the benefits of having SwimMark accreditation and that it is Swim England's quality standard for clubs. It recognises high standards of governance, sustainability and effectiveness. Any affiliated Swim England club can apply for the accreditation, regardless of your club's size or the discipline you deliver.

If you are not already accredited or want to remind yourselves of why you have been awarded SwimMark accreditation, just go onto the Swim England website and put in SwimMark and it will give you all the information you need to understand why we want all our clubs to be accredited.

The Regional SwimMark Panel meet each quarter to review your SwimMark elements. There are four Club Representatives on the panel and me as the Chairperson. This means that when reviewing your Club, we have a full understanding of how your club is operating. Your Club Development Officers, having ensured that your checks are complete, review all elements with the panel, with the panel paying particular attention to elements 1, 2 and 13.

SwimMark has slightly changed (and I hear you saying yet again but I feel for the better). You now only have to complete a full accreditation check bi-annually with a Health Check being completed in the second year. Hopefully this makes it easier for yourselves but it is important to ensure that all elements are updated on a regular basis.

Just a reminder that DBS checks must be completed for all relevant volunteers (see Wavepower for a full list of roles needing a DBS check). Time to Listen courses need only be undertaken once but Safeguarding courses must be renewed within every three years.

Sue Paget ([sue.paget@swimming.org](mailto:sue.paget@swimming.org)) is your contact for coaching courses and Helen Bickerstaff ([helen.bickerstaff@swimming.org](mailto:helen.bickerstaff@swimming.org)) is your contact for Safeguarding, Team Manager and Time to Listen courses.

Finally, the dates for the Regional SwimMark reviews in 2018 are:

REGIONAL PANEL	NATIONAL PANEL
14 <sup>th</sup> March 2018	28 <sup>th</sup> March 2018
13 <sup>th</sup> June 2018	27 <sup>th</sup> June 2018
12 <sup>th</sup> September 2018	26 <sup>th</sup> September 2018
28 <sup>th</sup> November 2018	12 <sup>th</sup> December 2018

Remember we are always here to assist you, don't leave it to the last minute to bring your SwimMark elements up to date.

You can obtain the new SwimMark template to add to your websites by contacting our Regional Office by email - [eastmidland@swimming.org](mailto:eastmidland@swimming.org) or phone 01527 888929.

**Ursula Beck**  
**East Midland Region SwimMark Chairperson**

## Coaching Courses in the East Midlands 2017

The following courses have been organised during 2018 and are currently available to reserve places by contacting Sue Paget, East Midlands Club Development Officer: [sue.paget@swimming.org](mailto:sue.paget@swimming.org)

### **Swim England Assistant Coach – Swimming (Level 1)**

Full face to face delivery on: 29<sup>th</sup> April, 13<sup>th</sup> and 20<sup>th</sup> May and 3<sup>rd</sup> June 2018 (12.30pm – 8.00pm)

At: **Water Meadows Swimming and Fitness Complex**, Mansfield, NG18 1BA

Cost: £220 + contribution towards venue hire (TBC)

### **Swim England: Swimming Coach (Level 2)**

Blended Delivery: Online work begins 2<sup>nd</sup> April 2018

Face to face course dates: 5<sup>th</sup>, 6<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup> 27<sup>th</sup> May 2018 (Saturday's 9am – 4pm, Sundays 12noon – 8pm) plus final assessment on 14<sup>th</sup> July (time TBC)

At: **Grantham Meres Leisure Complex**, NG31 7XQ

Cost: £468.50

### **Swim England: Swimming Coach (Level 2)**

Blended Delivery: Online work begins 14<sup>th</sup> September 2018

Face to face course dates: Sunday's 21<sup>st</sup> and 28<sup>th</sup> October, 4<sup>th</sup> November and 9<sup>th</sup> December 2018 (11am – 8pm) plus final assessment on 3<sup>rd</sup> February 2019

At: **Queens Park Sports Centre**, Chesterfield, S40 2ND

Cost: £455.50

### **Swim England: Water Polo Coach (Level 2) – NEW CONFIRMED DATES**

**Blended delivery:** Online work begins 20<sup>th</sup> April 2018

Face to Face course dates: 27<sup>th</sup> May, 2<sup>nd</sup>, 3<sup>rd</sup>, 16<sup>th</sup>, 17<sup>th</sup> June 2018 (Saturday's 10am – 5pm, Sunday's 12pm – 6.30pm)

At: **Hucknall Leisure Centre**, Linby Road, Nottingham, NG15 7TX

Cost: £444

Please contact [jane.campbell@swimming.org](mailto:jane.campbell@swimming.org) to reserve places on this course.

Swim Mark clubs in the Swim England East Midlands Region will receive coaching grants towards the cost of these courses. This is currently £125 per person for (Level 1) Assistant Coach courses and £250 per person for (Level 2) Coach courses.

This is subject to change pending a review by the East Midlands Board.

## Education Courses

### Level 1 Courses

[ASA Level 1 Swimming Assistant \(Teaching\)](#) starts 03/04/2018 at Loughborough Uni, Leicestershire

[ASA Level 1 Swimming Assistant \(Teaching\)](#) starting 03/04/2018 at Legacy Leisure, Towcester LC

[ASA Level 1 Swimming Assistant \(Teaching\)](#) starting 09/04/2018 at Waendel Leisure Centre, Wellingborough

[ASA Level 1 Swimming Assistant \(Teaching\)](#) starts 28/04/2018 at Queens Park Sports Center, Chesterfield

[ASA Level 1 Swimming Assistant \(Teaching\)](#) starting 20/05/2018 at Bramcote Leisure Centre

[ASA Level 1 Swimming Assistant \(Teaching\)](#) starting 28/05/2018 at Corby International Pool East Midlands

[ASA Level 1 Swimming Assistant \(Teaching\) Blended](#) starts 14/06/2018 at Aylestone Leisure Centre

### Level 2 Courses

[ASA Level 2 Swimming Teacher](#) starting 03/04/2018 at Yarborough Leisure Centre, Lincoln

[ASA Level 2 Award Coaching Open Water](#) Swimming starting 02/06/2018 at Stanton Lake, Stoney Stanton

[ASA Level 2 Swimming Teacher](#) starting 29/06/2018 at Grantham Meres Leisure Centre, Grantham

[ASA Level 2 Swimming Teacher](#) starting 29/06/2018 at Legacy Leisure, Towcester Leisure Centre

[ASA Level 2 Swimming Teacher](#) starts 23/07/2018 at Queens Park Sports Centre, Chesterfield

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# Course Updates

## UK Coaching Safeguarding & Protecting Children Courses

**Venue:** Beeston Library, Foster Avenue, Beeston, Nottingham, NG9 1AE

**Date:** Saturday 21<sup>st</sup> April 2018

**Time:** 9.30am – 12.30pm

**Cost:** £30 per person

**For bookings:** Contact [eastmidland@swimming.org](mailto:eastmidland@swimming.org)



## Team Manager Courses

Team Manager training is designed to ensure any volunteers who are taking groups of athletes to competitions or camps, locally or abroad, are fully equipped to do their role. Ensuring athletes arrive and return from sporting activities unharmed is a big responsibility and this training will ensure volunteers have all the necessary skills and knowledge to do this with confidence.

Minimum age to attend workshop is 16 years old, although it should be noted that an individual cannot take the role of a Team Manager fully until they turn 18.

### Team Manager 1 (Local Competitions)

**Venue:** SportPark, 3 Oakwood Drive, Loughborough, LE11 3QF

**Date:** Sunday 18<sup>th</sup> March 2018 **Time:** 2pm – 5.30pm

**Cost:** Free

**For bookings:** Contact [eastmidland@swimming.org](mailto:eastmidland@swimming.org)

**Venue:** The Pavillion, Heckington Sports Club, Howell Road, Heckington, Lincs, NG34 9RX

**Date:** Wednesday 21<sup>st</sup> March 2018 **Time:** 6.30pm – 9.30pm

**Cost:** Free

**For bookings:** Contact [eastmidland@swimming.org](mailto:eastmidland@swimming.org)

**Venue:** SportPark, 3 Oakwood Drive, Loughborough, LE11 3QF

**Date:** Saturday 7<sup>th</sup> April 2018 **Time:** 10am – 1.30pm

**Cost:** Free

**For bookings:** Contact [eastmidland@swimming.org](mailto:eastmidland@swimming.org)

### Team Manager 2 (Overnight & Abroad)

**Venue:** SportPark, 3 Oakwood Drive, Loughborough, LE11 3QF

**Date:** Saturday 5<sup>th</sup> May 2018 **Time:** 10am – 1.30pm

**Cost:** Free

**Pre-requisite:** Team Manager Module 1

**For bookings:** Contact [eastmidland@swimming.org](mailto:eastmidland@swimming.org)



## Time to Listen Course for Welfare Officers

Swim England has linked up with the NSPCC and is accredited to deliver the 'Time to Listen' module that is aimed at Club Welfare Officers (CWOs).

Whilst it is appreciated that some CWOs will be trained and experienced in child protection issues, the Time to Listen programme provides the opportunity to consider the roles and responsibilities of CWOs and the action taken should any incident occur. Time to Listen training is a requirement for SwimMark.

**Venue:** SportPark, 3 Oakwood Drive, Loughborough, LE11 3QF

**Date:** Sunday 25<sup>th</sup> March 2018 **Time:** 9.30am – 1pm

**Cost:** Free

**Pre Requisite:** Valid Safeguarding & Protecting Children Certificate

**For bookings:** Contact [eastmidland@swimming.org](mailto:eastmidland@swimming.org)



## Coach and Team Manager Development Opportunities

The Region in Partnership with England Programmes has two development opportunities for Coaches available:

### County Coach Conference – aimed at those coaching age group swimmers

**Venue:** SportPark, 3 Oakwood Drive, Loughborough, LE11 3QF

**Date:** Sunday 18<sup>th</sup> March

**Time:** 9.30am – 3pm

**Cost:** £10 for SwimMark accredited club members, £20 for non SwimMark accredited Club members

**Conference Topics Include:**

- Managing Difficult Conversations
- Growth and Development of Age Group Swimmers
- Construction of Sessions for Age Group Swimmers

**For bookings:** Contact [eastmidland@swimming.org](mailto:eastmidland@swimming.org)



### Regional Coach Conference – aimed at those coaching age group through to youth swimmers

**Venue:** SportPark, 3 Oakwood Drive, Loughborough, LE11 3QF

**Date:** Saturday 23<sup>rd</sup> June 2018

**Time:** 9.30am – 4.15pm

**Cost:** £10 for SwimMark accredited club members, £20 for non SwimMark accredited Club members

**Conference Topics Include:**

- Head for Talent
- Understanding Emotional Intelligence
- Further Planning Considerations
  - Planning the transition for age to youth swimming
  - Adaptable Coaching Philosophy
  - Land Work Considerations

**For bookings:** Contact [eastmidland@swimming.org](mailto:eastmidland@swimming.org)

### Team Manager Conference

**Venue:** SportPark, 3 Oakwood Drive, Loughborough, LE11 3QF

**Date:** Saturday 23<sup>rd</sup> June 2018

**Time:** 9.30am – 3.15pm

**Cost:** £10 for SwimMark accredited club members, £20 for non SwimMark accredited Club members

**Conference Topics Include:**

- Effective Recovery for Multi – Day Competitions
- Understanding Emotional Intelligence
- Team Manager Behavioural Philosophies
- What if Scenarios

**For bookings:** Contact [eastmidland@swimming.org](mailto:eastmidland@swimming.org)



## Regional Updates

### **Long serving Rushden Swimming Club member receives County Certificate of Recognition Award**



Andy Aitken from Rushden was awarded with the County Certificate of Recognition Award at the Northants ASA County Short Course Sprints Championships held at Rugby's Queen's Diamond Jubilee Centre in September, by the Northants ASA President Stephen Ward.

Andy, an ex-swimmer for Rushden Swimming Club, first began swimming in 1968 and although his swimming career finished in 1974 he has always held a connection and a passion towards the swimming world. In 2006 Andy started out helping at Club Championships and qualified as a Time Keeper, he continued to assist the club voluntarily; Officiating at galas and competitions, and encouraged as many parent volunteers as possible to also assist with Officiating.

Andy was one of Rushden Swimming Club's first ever Officials, he went on to train more voluntary recruits, 2 – 3 new Judges per year; sharing his experience and knowledge and giving up his own time to provide inductions and tuition for courses. During this time Andy's two children also swam with RSC and Andy would assist Judging at local, County, Regional and National meets where his daughter and son competed.

Now grownup and no longer swimming, Andy's children have departed but Andy has continued in his own development to become a well recognised County, Regional and National Referee. Over the years Andy has mentored and coached over 30 trainees from Judge 1 through to Starters and Referees, providing Rushden Swimming Club with the largest number of Officials in the County.

This has enabled RSC to run their own Licensed Club Championships at Level 4 for the second year running and next year RSC will be hosting their very own Licensed Sprint Meet at a Level 3 for the first time in history.

### **Synchronised Swimming Update** **New Midlands Synchronised Swimming Committee**



The East and West Midlands Boards have made the decision that from 1<sup>st</sup> April 2018 the synchronised swimming committees for the two regions will join and become the midlands synchronised swimming committee. This is to help to utilize expertise and volunteer time effectively and grow participation in the sport as well as develop an improved swimmer and talent pathway from club level through to regional and national level.

A new regional development plan has been written jointly by the two regions, volunteer roles have been identified and recruitment for volunteers to join the committee is currently taking place.

Through delivery of the new regional development plan we expect to see a an annual training programme for coaches and volunteers, improved opportunities for both novice and talented swimmers to access regional development days and a new regional residential camp for synchronised swimming, regular access to grading days and new opportunities for beginners to access synchronised swimming opportunities.

For further information regarding synchronised swimming please contact your Club Development Officer.



**Save the date**

The first regional synchronised swimming residential camp will take place over 4 days this summer: **30<sup>th</sup> July – 1<sup>st</sup> August 2018 in Nottingham** for synchronised swimmers from across the Midlands.

Please make your synchronised swimmers aware of these dates, full details will be circulated shortly to all synchro clubs.

## Seeking East Midlands Water Polo Committee Members

Are you passionate about the development of water polo across the East Midlands?



From April 2018 the Midlands Water Polo Committee will be disbanded and the East Midlands Water Polo Committee will be reformed. We seek willing and enthusiastic volunteers to work as a team and each lead defined development areas to ensure the delivery of our regional water polo development plan.

The plan has been recently written and the tasks split across our eight proposed committee roles to ensure that each area can be delivered to a high standard and to share the workload across a team of volunteers with the support of the regional club development team

We are looking for motivated and passionate people who have a knowledge of Water Polo to develop the sport across the East Midlands and hope that the new committee will be well represented with volunteers from across the region.

We seek to fill the following roles from 1st April 2018 (full details of each role can be found below <http://www.swimming.org/eastmidland/seeking-east-midlands-water-polo-committee-members/> ):

- ☐ East Midlands Water Polo Committee Chair
- ☐ East Midlands Water Polo Committee Finance Lead
- ☐ East Midlands Water Polo Committee Workforce Lead
- ☐ East Midlands Water Polo Committee Regional Competition Structure Lead
- ☐ East Midlands Water Polo Committee Club Performance Squads Lead
- ☐ East Midlands Water Polo Committee Regional Boys Teams Lead
- ☐ East Midlands Water Polo Committee Regional Girls Teams Lead
- ☐ East Midlands Water Polo Committee Participation Lead

### Applications:

To apply for any of the roles listed above please send in an application in the form of a CV and a brief introductory letter to the Swim England Office Central Division Office by email to [eastmidland@swimming.org](mailto:eastmidland@swimming.org) by 5pm on Thursday 22nd March 2018. Please clearly outline which role you are applying for, and also list any other roles you may be interested in or would like to be considered for.

If you have any questions regarding these roles please contact: Sarah Dunsbee [sarahdunsbee@yahoo.co.uk](mailto:sarahdunsbee@yahoo.co.uk)



# Introduction to Open Water Swimming

Have you thought about swimming in a lake or sea but don't know where to start, or feel you'd like to try something different in the pool?

Our open water coach will help you learn about:

- Swimming safely in open water
- Changing your stroke for open water
- Correct use of wetsuits
- 'Sighting' buoys
- Swimming with others when there's no lane ropes!

All in the controlled environment of an outdoor pool

## When:

28th March 6.00pm-7.30pm  
4th April 6.00pm-7.30pm

## Where:

Hathersage Swimming Pool  
Oddfellows Road  
Hathersage  
S32 1DU

## Cost:

£6.50 per person

## How to book:

[www.hathersageswimmingpool.co.uk](http://www.hathersageswimmingpool.co.uk)  
Call 01433 650843





## Swim England East Midlands Championships Poolside Accreditations 2018

For the 2018 Championships Swim England East Midlands will be following the requirements in place for national swimming events, therefore for 2018 onwards all those wishing to be poolside with your team must have a valid poolside accreditation.

Passes are now available to purchase.

### Before you apply

Coaches, team managers and chaperones will not be able to apply for poolside accreditation without the following documents:

1. DBS

You must have a valid Disclosure and Barring Service (DBS) check, valid for 3 years from date of issue and must be valid on the date of competition.

2. Minimum Qualification

Coaches must have at least a Level 1 Coaching Certificate or equivalent.

Team Managers must have a Team Manager Module 1

Chaperones must be given approval by the club prior to being able to purchase an accreditation.

3. Safeguarding Certificates

All coaches, team managers and chaperones are required to update and record their safeguarding qualification with the Swim England Memberships department, these will also be required to be in date ([renewals@swimming.org](mailto:renewals@swimming.org)).

4. Photograph

All swimming poolside accreditation will require the individual's photo for identification purposes.

Members can upload or update their headshot photo by logging into [Membership Options](#).

### How to apply

- Log in to [Membership Options](#) on [swimmingresults.org](http://swimmingresults.org).
- After you have logged in, you can see instructions at the top of the page for checking your required documents are up to date.
- The system will display your eligibility for available events and highlight areas where further action is required.

### Misuse of a Pass

Any individual found to misuse the poolside accreditation pass, and/or if the individual does not meet the accreditation requirements as part of their role, Swim England East Midlands reserve the right to not issue a refund, revoke the pass and/or prohibit future pass allocation.

If you have any further queries regarding the poolside accreditation process, please contact:

Fiona Conway

[fiona.conway@swimming.org](mailto:fiona.conway@swimming.org)

# National Updates

## General Data Protection Regulation Guidance

As you will probably be aware, from **25 May 2018** the new law for data protection, GDPR, will be coming into effect.

GDPR brings in new requirements on data controllers and data processors. Although most of the principles and terminology have not dramatically changed the GDPR enhances rights for individuals and introduces a number of additional obligations on organisations, in particular, greater transparency and accountability.

We have produced a separate summary of GDPR that you can [read here](#).

### What steps to take now?

The Information Commissioner's Office (ICO) has created a number of useful resources around some of the general aspects of GDPR. However, of the key areas of guidance are still under consultation. The ICO has produced some guidance for small organisations, including a dedicated advice line. The ICO helpline number for small organisations is 0303 123 1113, then select option four. Further information is available via the links below.

- [Practical advice for small organisations](#)
- [12 steps to take to prepare for GDPR](#)

Of the 12 steps to take, the following will be particularly relevant to clubs, counties and regions:

#### Awareness

Make sure your committee, volunteers and staff are aware of data protection issues and that the law is changing.

#### Information you hold

Document what personal data you hold, where it came from and who you share it with. Depending on what systems you already have in place you may need to undertake a mini-audit to map data flows. This will also act as a reference document for any compliance efforts. Swim England will explain to members how data given through the online membership system will be used but clubs for example will need to document information stored on their own event/club management software and explain to their members how it will be used. To assist with this process we will be providing a data audit template that will be made available on the website during the course of next week.

#### Identify lawful basis for processing data

The lawful basis for processing needs to be identified and documented. They are broadly the same as in the current Data Protection Act (DPA) and in most scenarios clubs, counties and Regions will seek to rely on legitimate interest grounds for lawful processing. For example to administer training sessions or administer an individual in an event they have entered or may wish to enter.

#### Consent

Review how you ask for and record consent. Under GDPR organisations are likely to rely on other lawful bases for processing rather than rely on consent, which has been widened by GDPR. However, you will still need consent to send marketing emails to your members. Consent for marketing will need to be clear, with individuals positively opting in, using unticked boxes with sufficient information in order that a clear yes can be indicated in relation to what is being sent to them.

#### Subject access requests

Under GDPR organisations will only have one month (currently 40 days under the DPA) to deal with subject access requests. Documenting where you hold information will assist in handling requests within the new timescales.

*This guidance and briefing note are a general summary of GDPR. This and the further guidance we will be providing is aimed at assisting clubs, counties and regions to address the additional requirements under GDPR. Where organisations have specific concerns that are not addressed by general guidance then specialist advice may need to be sought.*

## Coaching & Teaching in Clubs

The following statement and guidance covers Swim England's expectations of clubs in relation to the level of coaching and teaching in all disciplines in the club environment. This is also the standard that is required by our insurers in relation to a club's liability insurance.

### Coaching

For club coaching and training sessions, Swim England strongly recommends that there be at least one active Level 2 coach on poolside who is responsible for the activities taking place. The club must ensure that a risk assessment is undertaken to determine the level of competency / qualifications required for those supervising the sessions.

The nature of coaching and training across the aquatic sports covers a wide range of activities and it is impossible to issue a statement that covers all eventualities. The following is offered as guidance as to the standards expected by Swim England and agreed with our insurers. If this guidance is not followed then club insurance cover may be invalidated.

Swim England's expectation is that a club should have a minimum of one Level 2 coach on poolside who is responsible for the session. If they do not, it will be the responsibility of the club to demonstrate why they do not need a Level 2 coach for that session by undertaking a risk assessment and ensuring all relevant controls to mitigate any risks identified are in place.

Coaches are qualified and insured to coach within the scope of their qualification and any other relevant training that they have undertaken and successfully completed. Coaches must not deliver activities beyond the scope of their expertise and competence. This relates to poolside and dry-side training.

A Level 2 swimming teacher may be appropriate to run a swimming club training session provided that they deliver content within the scope of their qualification.

Having one Level 2 coach on poolside is viewed as a minimum expectation. There may be activities that require higher level coaches or more than one coach on poolside. In this instance, the club must ensure that the appropriate number and quality of coaches are present for the activity to be undertaken.

### Teaching

For clubs delivering Learn to Swim a minimum of a Level 2 teacher must be used and a Level 1 teacher(s) may teach under the supervision of the Level 2 teacher.

The supervisory aspect relates to two main areas, i.e. safe practise and best practise and provides the opportunity for the Level 1 teacher to be mentored by the supervisory teacher.

The degree of supervision and support required will vary and should reflect a risk assessment carried out by the supervisory teacher/coach. The risk assessment will take into account a range of factors including:-

- Competence and experience of the Level 1 teacher
- Lifeguard provision – whether the supervising teacher is carrying out a dual role of teacher and lifeguard; whether the teacher being supervised holds an appropriate lifeguard qualification
- Design of the pool and where the teaching is taking place
- Ability of pupils being taught by the assistant and the supervising teacher

Ultimately, the responsibility for the group being taught by the Level 1 teacher rests with the supervising teacher. It is essential, therefore, that the supervising teacher is positioned close enough to the Level 1 teacher to be able to observe the teaching that is taking place and to intervene if this is considered necessary. It is essential, however, that any intervention required does not jeopardise the safety of the group being taught by the supervising teacher.

The role being carried out by the supervising teacher will impact upon the number of teachers/coaches being supervised at any one time. If the supervising teacher is not directly responsible for a group of swimmers she/he may supervise a maximum of four assistant teachers (subject to the risk assessment referred to above). However, if the supervising teacher is directly responsible for teaching a group then it is recommended that their supervision of other assistants be limited to a maximum of one and that the function of the lifeguard be carried out by a person not included in the teaching process.