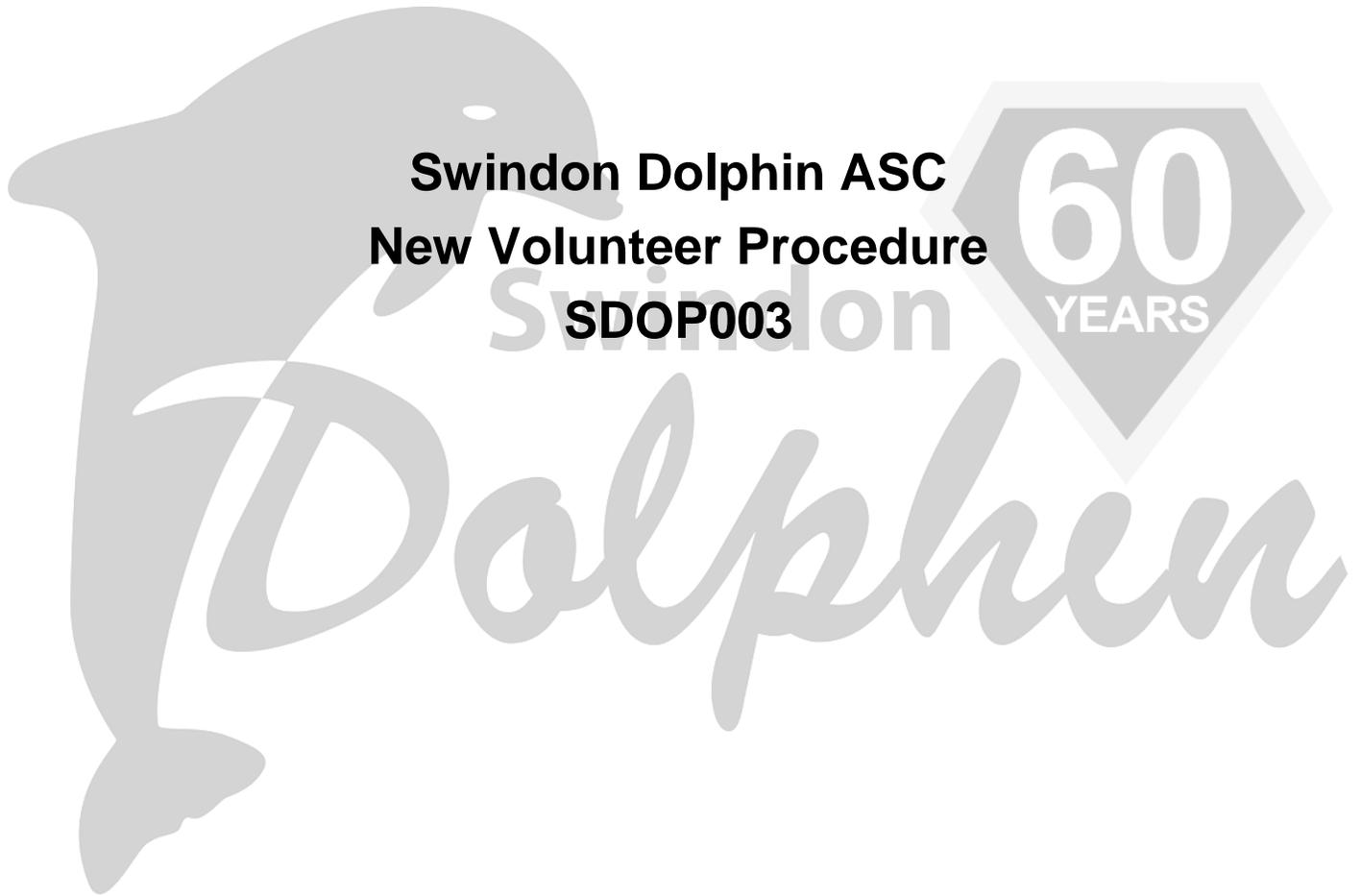




**Swindon Dolphin ASC  
New Volunteer Procedure  
SDOP003**





## 1. Purpose

When a person (new or current) takes on a new job within Swindon Dolphin ASC there is paperwork to be completed before that person is permitted to be involved with children, poolside or not.

Failure of this to happen **could** be seen as a breach of ASA policy and invalidate Swindon Dolphin ASC insurance.

Anyone wishing to join the volunteer team within Swindon Dolphin ASC should be directed to or contact the Volunteer Coordinator – who is responsible for issuing the correct paperwork and ensuring that the new person is fully compliant with this procedure before taking up a volunteer position within the club.

The volunteer taking any new role or job will need to complete the SDF012 New Volunteers Tracking Form and complete all the relevant sections on this form before they can go poolside. The Volunteer Coordinator will provide guidance through this process and will update the clubs admin system as specified in Section 5 below.

## 2. Steps to be completed by new volunteer (also detailed on SDF012)

**Step 1** - Are you a current Member of Swindon Dolphin ASC ? If not, then need to complete Swindon Dolphin ASC Membership Form.

**Step 2** - Are you registered with the ASA? If Yes, then add your Registration Number to SDF012, if not, then need to complete ASA Registration Form.

**Step 3** - Where applicable, completed Swindon Dolphin ASC Membership Form, ASA Registration Form and SDF012 should be given to the Volunteer Coordinator who will distribute to the Membership Secretary and/or Registration Secretary as appropriate.

**Step 4** - Do you require an ASA CRB check for the role / job being applied for ? (*Volunteer Coordinator will verify this using Job Role and CRB Checks chart detailed in Section 3 below*). If you need an ASA CRB check and currently do not have one, then complete a CRB Form and purple Self Declaration Form. Contact Welfare Officer for more information via email: [welfare@swindondolphin.co.uk](mailto:welfare@swindondolphin.co.uk)

**Step 5** The Welfare Officer verifies the CRB and Self Declaration Forms and sends them to the ASA. Once the Welfare Officer has sent the forms, the volunteers CRB Status on their Membership record will be updated to "In Progress".

SDF012 New Volunteers Tracking Form should be signed and sent back to the Volunteer Coordinator for filing. The volunteer can commence their duties from this point.

**Step 6** SDF013 - Polo Shirt Order Form to be completed by the Volunteer Coordinator and the volunteer. Once complete, this should be given to the person distributing the Swindon Dolphin ASC Polo Shirts.

### 3. Job Role and CRB Checks

This section describes which volunteer job roles / duties within the club require an ASA CRB.

Job Role / Qualification	ASA CRB Required
Advanced Teacher	Yes
ASA Coach	Yes
Club Coach	Yes
Diligent Eyes (SD) - Link Centre	No
Diligent Eyes (SD) - Milton Road	No
Disability Teacher	Yes
First Aider	Yes
Judge 1	No
Judge 2	No
Lifeguard (full)	Yes
Recorder	No
Referee	No
Safeguarding and Protecting Children (workshop)	Yes
Shadow Teacher	Yes
Starter	No
Synchro Teacher	Yes
Teacher 2	Yes
Teacher Level 1	Yes
Teachers/Coaches Rescue Test (2m)	Yes
Team Manager (Oversea)	Yes
Team Manager (UK)	Yes
Timekeeper (County)	No
Timekeeper (National)	No
Welfare & Equity	No

#### 4. Qualified Volunteers

When a volunteer becomes Qualified in the role they are doing (ie passes any relevant course and/or exam) they must provide a photocopy or scanned copy of any official certificate accredited for that role to the Volunteers Coordinator.

The Volunteer Coordinator will update the volunteers membership record on the admin system to reflect their qualification and also pass the certificate photocopy to the SWIM21 Coordinator for inclusion in the SWIM21 Folder. A requirement of the SWIM21 Accreditation is that the club holds this records as evidence of our qualified volunteers.

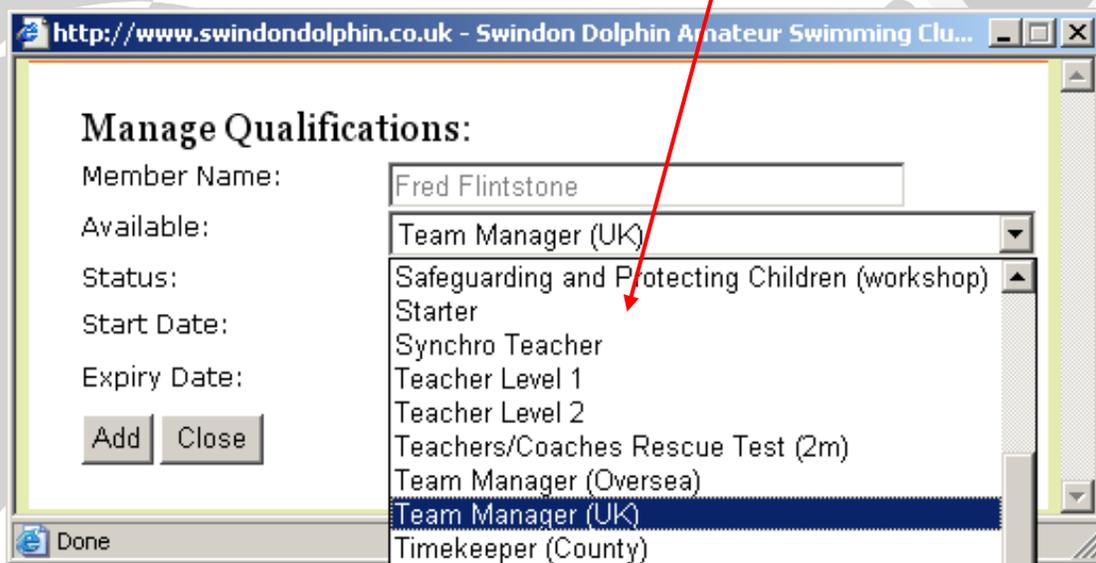
#### 5. Recording / Tracking Volunteers

All volunteers within Swindon Dolphin ASC are tracked on the clubs admin system. The Volunteer Coordinator will carry out the following steps for recording / tracking volunteers :

**Step 1** – complete Steps 1, 2 & 3 with the volunteer as described in section 2 above.

**Step 2** – Search for the volunteers membership record on the admin system, and click the Edit Qualifications button.

**Step 3** – Select the appropriate role from the Manage Qualifications Available section



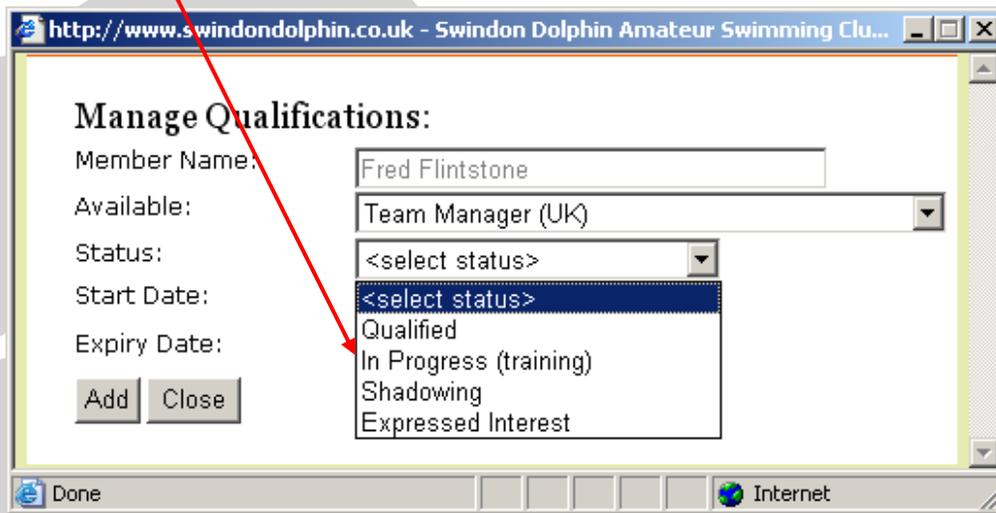
**Step 4** – Click the Status drop down list and select the appropriate value :

**Qualified** – the volunteer has qualified for the role.

**In Progress (training)** – the volunteer is currently in training for the role. Example would be Judge 1 where the volunteer has taken the course, but has got to get documented experience before officially qualifying.

**Shadowing** – the volunteer has not completed any official training in the role but is shadowing an existing qualified person to gain the experience.

**Expressed Interest** – the volunteer has expressed an interest in the role, but has not yet been placed on a course and is not shadowing qualified volunteers at present (ie this would be similar to a waiting list)



Manage Qualifications:

Member Name: Fred Flintstone

Available: Team Manager (UK)

Status: <select status>

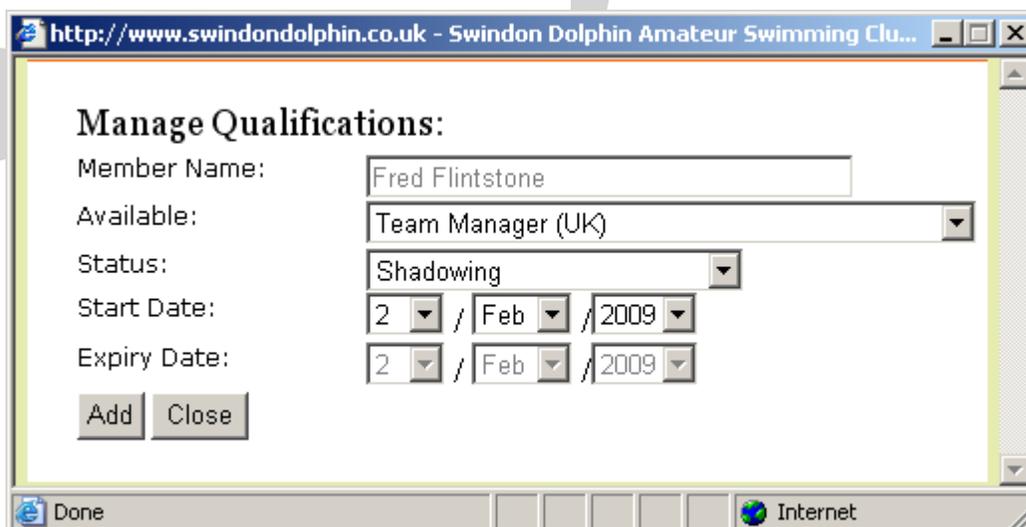
Start Date: <select status>

Expiry Date:

Buttons: Add Close

Options in dropdown: Qualified, In Progress (training), Shadowing, Expressed Interest

**Step 5** – Set the Start Date to represent either when the training course will start (ie sometime in the future) or if the volunteer is already doing the job, use the default date (which will be the date you entered / updated the record)



Manage Qualifications:

Member Name: Fred Flintstone

Available: Team Manager (UK)

Status: Shadowing

Start Date: 2 / Feb / 2009

Expiry Date: 2 / Feb / 2009

Buttons: Add Close

**NOTE :** When changing the status ie from Shadowing to In Progress or In Progress to Qualified etc, re-set the Start Date to represent when the volunteers status changed. This will help in tracking when volunteers become Qualified or start a course etc.

**Step 6** – Some qualifications require an Expiry Date. You will be able to see this when the Expiry Date values change from GREY text to BLACK text. Set the appropriate Expiry Date and then click the Add button.

Red text will appear in the Manage Qualifications window to confirm the Qualification has been added to the volunteers membership record.

**Step 7** – Qualification details can be view via the Qualifications Report. This is accessible by multiple roles within the club including Welfare Officer, Registration Officer, Volunteer Coordinator. The report has two filters (see figure 1 below), one listing all the Qualifications on the system (plus options to list all qualifications) and one for Status. By using these filters, you can view individual or all qualifications against individual or all statuses.

Figure 1

Example of Qualification Report output. All names & ASA Numbers have been hidden (within this image) for data protection purposes only.

First name	Surname	Date of Birth	Age	Start Date	Expiry Date	CRB ASA Reg.	ASA category	ASA number	Member status	Qualification status
<b>Qualification: Timekeeper (National)</b>										
[Redacted]	[Redacted]	23 Oct 1959	49	n/a	n/a	Yes	Official	[Redacted]	Non Swimmer	Qualified
[Redacted]	[Redacted]	19 Apr 1962	46	n/a	n/a	Yes	Official	[Redacted]	Non Swimmer	Qualified
[Redacted]	[Redacted]	08 Mar 1965	43	n/a	n/a	Yes	Competitive	[Redacted]	Active	Qualified
[Redacted]	[Redacted]	26 May 1960	48	n/a	n/a	Yes	Official	[Redacted]	Non Swimmer	Qualified
<b>Qualification: Judge 2</b>										
[Redacted]	[Redacted]	18 Apr 1962	46	n/a	n/a	Yes	Official	[Redacted]	Non Swimmer	Qualified
[Redacted]	[Redacted]	02 Jun 1930	78	n/a	n/a	Yes	Official	[Redacted]	Non Swimmer	Qualified
<b>Qualification: Starter</b>										
[Redacted]	[Redacted]	02 Jun 1930	78	n/a	n/a	Yes	Official	[Redacted]	Non Swimmer	Qualified
<b>Qualification: Timekeeper (County)</b>										
[Redacted]	[Redacted]	03 Sep 1953	55	n/a	n/a	Yes	Official	[Redacted]	Non Swimmer	Qualified
[Redacted]	[Redacted]	31 Jul 1967	41	n/a	n/a	Yes	Official	[Redacted]	Guest account	Qualified
[Redacted]	[Redacted]	09 Mar 1992	16	n/a	n/a	No	Competitive	[Redacted]	Non Swimmer	Qualified
[Redacted]	[Redacted]	19 Jul 1961	47	n/a	n/a	Yes	Non-Competitive	[Redacted]	Active	Qualified