Online Membership System

Guide to managing your Club Personnel Record

Introduction

Volunteers are at the heart of Swim England. Without them, our affiliated clubs and events would simply not function.

However, it is essential that we have a clear picture of who is actively volunteering in our clubs, irrespective of their membership category. To achieve this, we have introduced a way for clubs to record all roles of members.

This will help support the club to plan recruitment and training and will provide us with invaluable information on the support we should be delivering.

The number of individuals involved in clubs is significant so we have introduced an online process to list volunteers in smaller, manageable groups. These are:

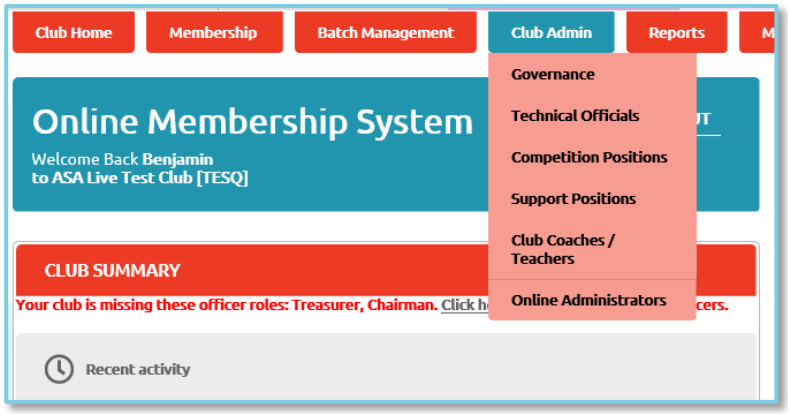
- **Governance** - this covers six roles on the committee. Clubs need to list, as a minimum, a chairperson, secretary, welfare officer and treasurer.
- **Technical officials** - this is an opportunity to indicate who is an ACTIVE technical official
- **Competition positions** - vital roles such as team manager and chaperone at clubs will be covered under this section
- **Support positions** - this list is aimed at capturing every other volunteer in the club.
- **Coaching & Teaching Register** – this register specifically captures coaches and teachers.

This user guide will support you through the process of adding personnel to the club record.

We are also aware that clubs are required to upload a Club Personnel Report as part of SwimMark and the Stronger Affiliation Process. We have adapted the OMS system to ensure each club can download a suitable PDF report, therefore removing the need to reproduce the information on a separate template.

Club Administration

To assist you adding and viewing your club personnel, we have split the roles into separate areas; Governance, Technical Officials, Competition Positions and Support Positions.



To support you in allocating personnel to the correct roles, we have created a role descriptor table (appendix 1). This table also sets out the DBS, Safeguarding Training and other minimum qualifications for roles commonly seen at club level.

- Initially only the Online Administrator will have access to these areas. To set up your clubs Deputy Online Administrators with access to these areas you will need to edit their permissions from the Online Administrators section.

- The following roles can only be listed in the *Governance section* once for each discipline or the Organisation - Chairperson, Secretary, Treasurer, Welfare and Membership

When adding a position to a member, you must also select a discipline for the position. For example

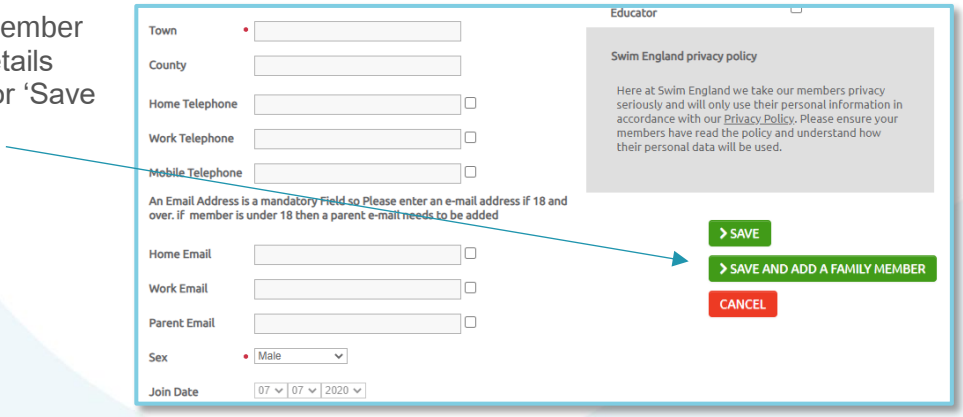
- If the member is the volunteer secretary for your swimming committee you list them as Vol – Secretary Swimming.

- **If the member is the main club secretary you should list the discipline as Organisation.**

- Swim England will only send out general information to the position marked as Organisation. Where information is specific for a discipline, Swim England will send it to the 'Organisation' and the relevant Discipline contact i.e.Artisitic Swimming Secretary

Adding a New Member

When adding a new member enter the member's details and select 'Continue' or 'Save and add a Family Member'

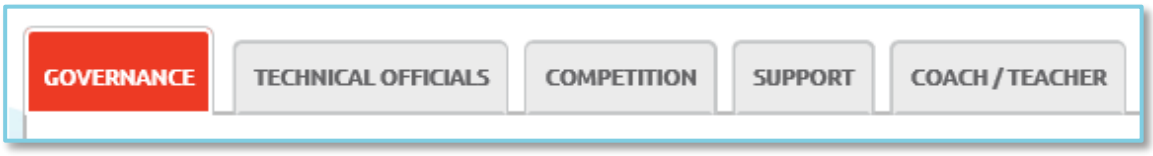


If the member is over the age of 14 you will be prompted to indicate if the member holds a workforce role.

If they don't hold a personnel role select 'No' and then either 'continue' or 'Save and add a Family Member'.

If they will be holding a personnel role select 'Yes' and then either 'continue' or 'Save and add a Family Member'.

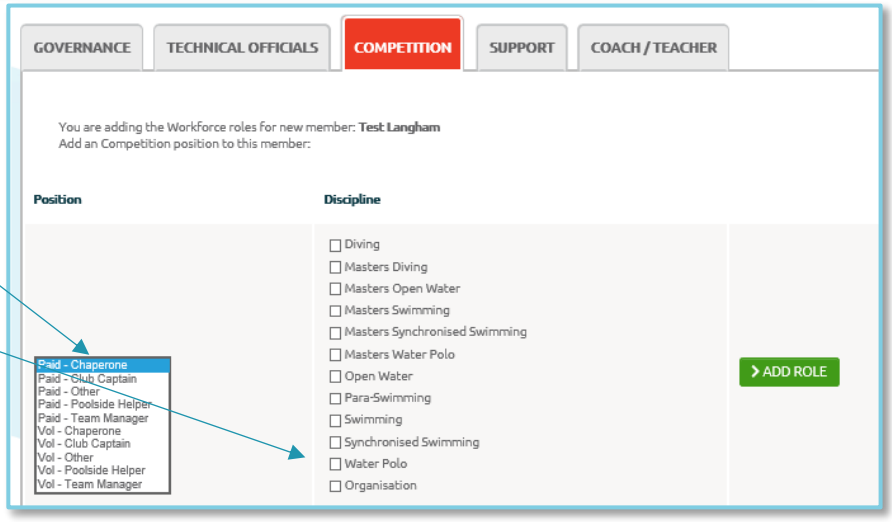
When selecting 'Yes' you will be taken to the personnel section, select the tab the role relates to. The tab selected will be highlighted in red.



Select the position from the drop down list

Select the discipline. You can add more than one discipline for each position if required.

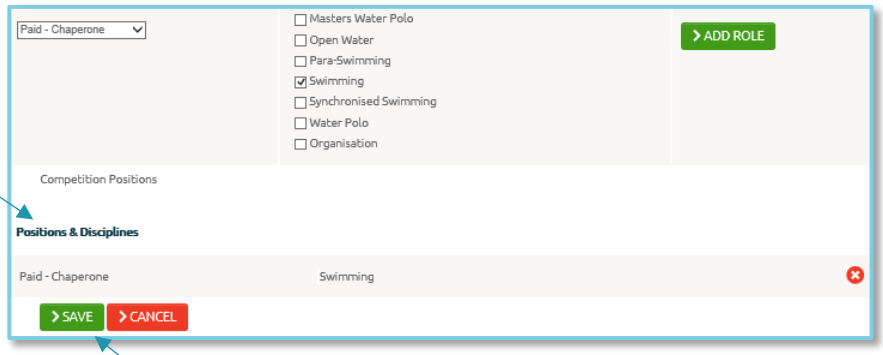
To add role click on



The role(s) will then be listed under Positions & Disciplines at the bottom of the page.

You can them move to another tab to add additional roles.

To remove a role click on the red cross icon.



Once you have added all the roles click on 'Save'

If you do not wish to save any of these roles click 'Cancel' this will remove all officer roles you have added.

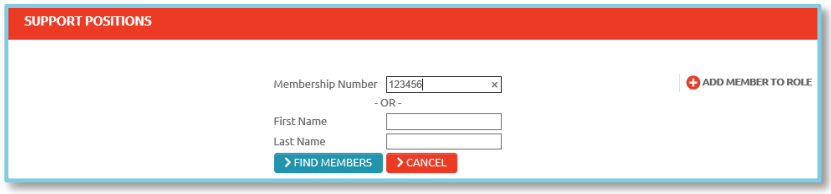
Adding a Role to an Existing Member

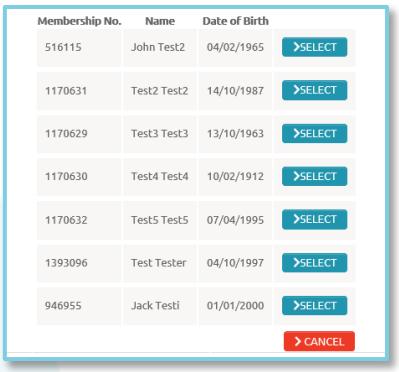
To add a role to an existing member hover over the ‘Club Admin’ tab and the list of workforce areas will show. Select the personnel section for the position you wish to add.

All members currently holding positions within this area are listed.

Click on ‘Add Member to Role’.

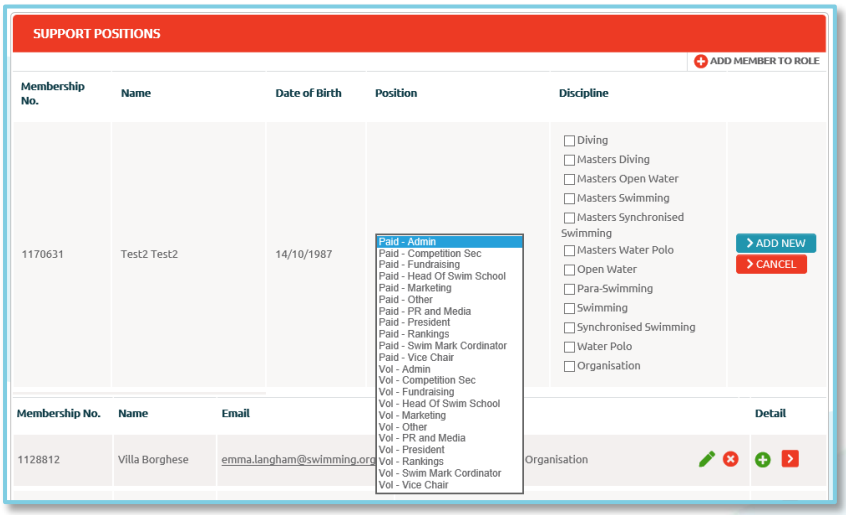
Enter the members membership number, first name or surname click ‘Find Members’ this will bring up a list of possible members.





Select the member you wish to add the role to.

Select the Position and discipline and click ‘Add New’. This will add the role to the member.

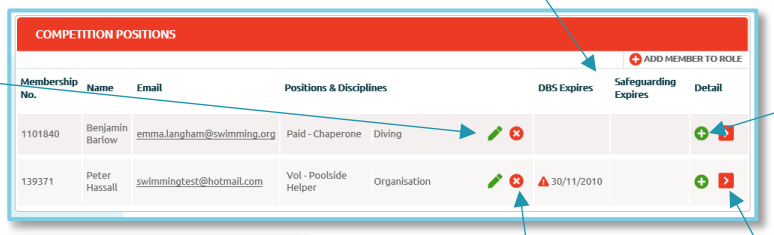


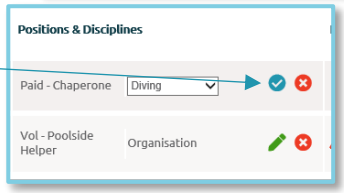
Viewing and Amending Roles

From the ‘Club Admin’ Tab select the area you wish to view or make amendments to. This will show a list of members who currently hold positions.

- You will notice that in the Governance and Competition areas DBS and Safeguarding expiry dates are listed. Swim England understand that for certain roles members will not have a DBS or Safeguarding listed as it is not required for that role.

To change the discipline for the position click on the green pencil icon and select the new discipline from the dropdown menu. To save the change click on the blue tick icon.





To add another position to the member within the workforce area click on the green plus icon.

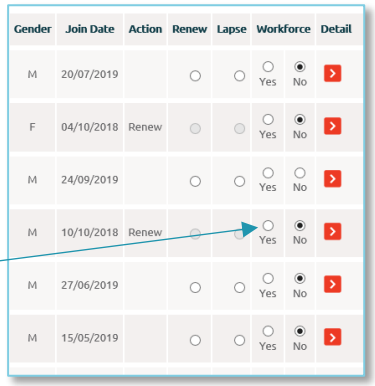
To view a members details and all roles they currently hold click on the red arrow icon. To View their roles select the ‘Workforce’ tab.

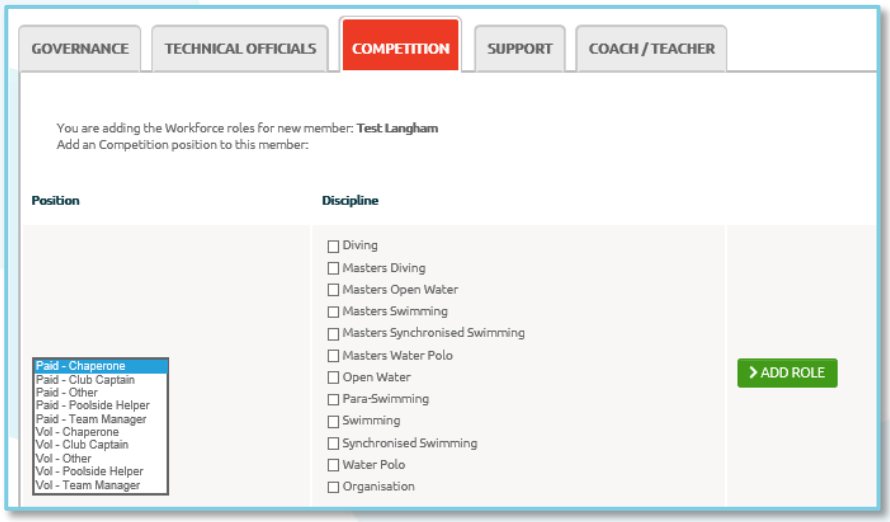
To delete a role from a member click on the cross next to the role this will remove the role.

Renewals

During the renewals process all clubs will be required to indicate if a member who has turned 14 years in the previous membership year holds a workforce role.

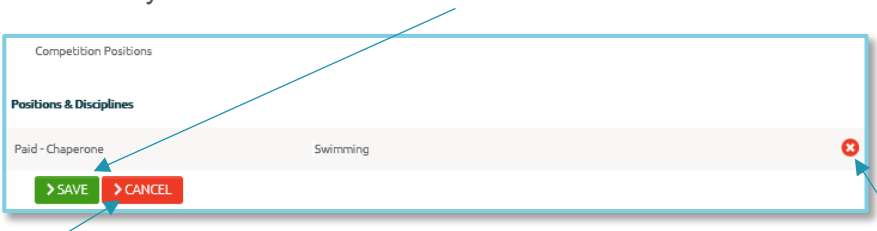
From the Member List page and the renewals batch list you will be able to indicate if the member holds a position or not, for those members over 14 years you must indicate ‘Yes’ or ‘No’. You can do this by clicking on the relevant option under Workforce





If you select ‘Yes’ this will take you to the Roles page where you can select the workforce area, position and discipline. Once you have selected the role click ‘Add Role’

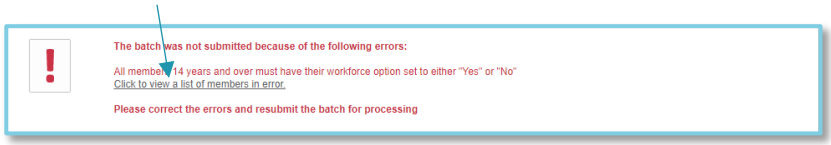
This will add the role to ‘Positions & Disciplines’. You can then continue to add further roles from other areas. Once you have finished click ‘Save’.



If you don’t wish to save these roles click ‘Cancel’.

If you have assigned a role incorrectly you can remove this role by clicking the red cross icon next to the role

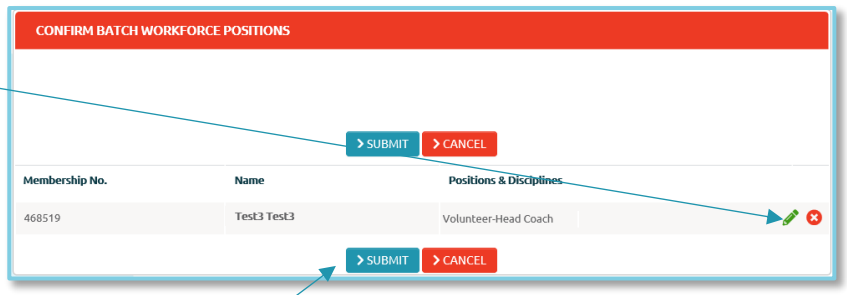
When submitting the renewal batch any members over the age of 14 years which you haven’t indicated ‘Yes’ or ‘No’ will be listed in an error file, click on this to see which members need updating.



Once these members have been updated submit the batch again.

When all your members have a workforce ‘Yes’ ‘No’ marked and you have submitted your batch you will be asked to confirm any existing member’s holding a role.

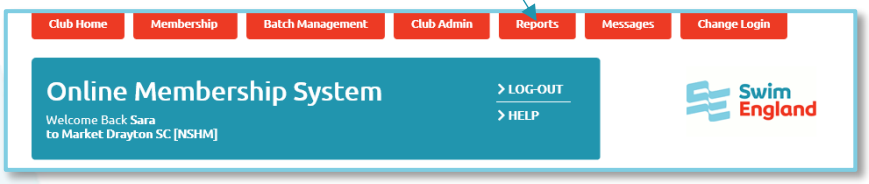
You can change the discipline by clicking the green pencil icon and selecting the new discipline from the drop down menu and saving by clicking the blue tick icon.



Once you have made any changes required click ‘Submit’

Reporting

Clubs are required to upload a register of personnel as part of SwimMark and the Stronger Affiliation Process. We have adapted the OMS system to ensure each club can download the required report, therefore removing the need to reproduce the information on a separate template. These reports can be accessed via the reports tab.



The changes to OMS have included the ability to download two slightly different documents for the club to use:

- **Club Personnel Report;** this is a PDF document to be used for SwimMark and Stronger Affiliation. It includes all club personnel information including the Coaching & Teaching Register.

This is the only report that will be accepted for SwimMark and Stronger Affiliation purposes

- **Club Personnel Record;** this is a CSV document which is in a format that can be used by the club for monitoring purposes.

Club Personnel Report Role Descriptor Guidance

To support clubs in developing and maintaining their structure, we have created guidance on the roles available to be recorded via OMS indicating any specific training, DBS and Safeguarding requirements. The following terminology has been used in this document and is explained below:

Required Minimum Qualifications

- These are IoS/Swim England qualifications that should be viewable on the Club Personnel Report for each role.
- Where qualifications are externally attended such as for Sport Science roles and lifeguards it is important that clubs maintain a record of these in line with the clubs risk assessments for the activities involved.

DBS/Safeguarding Requirements

- DBS requirement refers to club personnel 16 years and over and is detailed in WavePower 2020-23.
- Safeguarding requirement refers to club personnel 18 years and over and is detailed in WavePower 2020-23.
- Clubs should be mindful that when using 'Other' in any category – this does not exempt the individual from a DBS or Safeguarding Requirement. When using other, the club must evaluate the role in the context of WavePower 2020-23.
- Any questions or queries should be referred to dbs@swimming.org

Recommended Courses:

- Clubs who are seeking SwimMark Accreditation must have a minimum of one person active within the club who has completed the Introduction to Disability Swimming CPD
- All personnel who do not require safeguarding are encouraged to access the Swim England Child Safeguarding Basic Awareness course. Please note this does not replace the need for a Safeguarding CPD for those that are in a role where this is a requirement.

SwimMark

Governance				
Role	**Description**	**Required Minimum Qualification**	**DBS**	**Safeguarding**
Chairperson	Principal officer for the club and is elected by the club members. Leads on the governance of the club in line with Swim England and the Club Constitution		No	No
Membership	Key link between the Club and the Swim England membership team, looking after the day to day registration of all club members with Swim England, generally this member will be the OMS Online Administrator		No	No
Other	This is available for clubs to detail any other members of the committee who are not specifically detailed in the Governance, Competition Positions or the Support Positions lists			
Secretary	Provides a main point of contact for administration, information and communication		No	No
Treasurer	Produces and manages the club's accounts and finances, overseeing all income and expenditure for the club		No	No
Welfare	Provides the first point of contact for children, parents and adults within the club who have a child safeguarding or welfare concerns. Key contact for carrying out member DBS checks	Time to Listen	Yes	Yes

Technical Officials				
Role	**Description**	**Required Minimum Qualification**	**DBS**	**Safeguarding**
Official	An active official with a required minimum qualification in their discipline	Swimming – Timekeeper Open Water – Judge 1 Artistic Swimming –Judge 1 Water Polo – Table Official or Referee Diving – Judge 1	No	No

Swim England

Competition Positions				
Role	**Description**	**Required Minimum Qualification**	**DBS**	**Safeguarding**
Announcer	Provides up to date information on and around the pool side during an event		No	No
AOE Operator	Manages the operation of, or assist in the operation of any approved Automatic Officiating Equipment		No	No
Chaperone	Provides one to one support of a single athlete, working closely with team managers and coaches during an event/activity		Yes	Yes
Competition Steward	Marshalls athletes as required for an event, non-supervisory role, athletes remain under the supervision of their club management team		No	No
Other	Can be used to detail any other roles not covered in this list			
Recorder	Assists with recording of results at an event		No	No
Team Manager	Responsible for the supervision and management of a team at an event, working alongside qualified coaches	Minimum Team Manager Module 1. Team Manager 2 is a requirement if team managing where there are overnight stays	Yes	Yes
Team Volunteer	Non-supervisory role supporting the team managers and coaches, acting as a point of contact at a venue during an event/activity		No	No

SwimMark

Support Positions				
Role	**Description**	**Required Minimum Qualification**	**DBS**	**Safeguarding**
Admin	Administrative support to the club in any other list		No	No
Club Captain	Role model for young members within the club, provides a link between athlete and the club committee		No	No
Competition Secretary	Responsible for the development and management of the club's competition calendar		No	No
Fundraising	Central point of contact for fundraising queries and takes the lead on developing opportunities for accessing grants and funding		No	No
Learn to Swim Coordinator	Central contact for a club's Swim School / Learn to Swim programme		No	No
Lifeguard	Responsible for ensuring the safety of users during an activity in line with the facilities NOP & EAP		Yes	Yes
Marketing	Promotes club activities, ideally to increase membership, increase income and / or raise the profile of the club within the community		No	No
Medical Staff	Qualified doctor, nurse or medical professional that supports the club within this role		Yes	Yes
Other	Can be used to detail any other roles not covered in this list			
Pool Helper	Supervised role manually assisting and supporting children in the water who are learning to swim or children with a disability		Enhanced Only	Yes
Physiotherapist (inc Sports Massage)	Qualified individual and a member of the clubs sport science team delivering within their qualified field		Yes	Yes
Poolside Assistant	General assistant, securing lane ropes, handing out floats, tidying up after sessions		No	No
Poolside Helper	Supervised poolside role acting as a helper to qualified coaching and teaching staff in a training or supervisory capacity. Not acting as an assistant coach or teacher		Enhanced Only	Yes
PR & Media	Promote clubs results and activities with local news outlets and social media		No	No
	A figurehead both within and outside of the club. The club president is an honorary role supporting the work			

Swim England

President	of the Club and presenting a public face of the club at all times		No	No
Rankings	Key contact between the club and Swim England Rankings team. Where a club runs a meet they are responsible for ensuring the data is correct and submitted to rankings with the time specified after the conclusion of the meet		No	No
Sport Physiologist	Qualified individual and a member of the clubs sport science team delivering within their qualified field		Yes	Yes
Sports Nutritionist	Qualified individual and a member of the clubs sport science team delivering within their qualified field		Yes	Yes
Sports Psychologist	Qualified individual and a member of the clubs sport science team delivering within their qualified field		Yes	Yes
Squad Rep	Link between parents and squad coach/the club		No	No
SwimMark Coordinator	Key point of contact for SwimMark and Stronger Affiliation		No	No
Tutor	Delivers Swim England / IoS Teaching and Coaching courses	Swim England Tutor Qualification Tutor License	Yes	Yes
Vice-Chairperson	Supports the club chairperson in the undertaking of leadership and governance responsibilities of the club		No	No
Volunteer Coordinator	Main contact for all volunteers within the club, coordinating and supporting their development		No	No

SwimMark

Club Coaches / Teachers - Coaching & Teaching Register				
Role	**Description**	**Required Minimum Qualification**	**DBS**	**Safeguarding**
Assistant Coach	Assistant to a qualified coach in the delivery of activity	Swim England Assistant Coach or Level 1 equivalent in appropriate discipline	Yes	Yes
Assistant Head Coach	Supports the head coach in overseeing the delivery of the club programme	Swim England Coach or Level 2 equivalent in appropriate discipline	Yes	Yes
Assistant Teacher	Assistant to a qualified teacher in the delivery of activity	SEQ Level 1 Swimming Assistant (Teaching) or equivalent	Yes	Yes
Coach	Responsible for the delivery of coaching activity	Swim England Coach or Level 2 equivalent in appropriate discipline	Yes	Yes
Head Coach	Responsible for overseeing the delivery of the clubs programme, supporting club coaches with their delivery as required	Swim England Coach or Level 2 equivalent in appropriate discipline	Yes	Yes
Teacher	Responsible for the delivery of teaching activity	SEQ Level 2 Swimming Teacher or equivalent	Yes	Yes

Swim England