

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.
- Please refer to the Swim England Qualification Equivalency Matrix to ensure the person within a coaching or teaching role is appropriately qualified.
- All Club Chair's and Welfare Officers should attend the appropriate Good Club Governance Workshop relevant to their role. Please email clubdevelopment@swimming.org for more details. This will be mandatory from November 1st 2023 as part of SwimMark and Club affiliation.

DBS/Safeguarding Requirements

- The DBS requirement refers to all appropriate club personnel **16 years and over** and is detailed in WavePower 2020-23. There is now a column added into the report that gives the role for which the check was carried out. The level of DBS check **should** be appropriate for the role the person is undertaking.
- There is also a column added that shows whether an individual has signed up to the Update service.
- The Safeguarding requirement refers to all appropriate 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 regarding DBS requirements should be referred to dbb@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](#)
- It is recommended that all Secretaries and Membership Officers attend the Good Club Governance workshop for Secretaries and Membership Officers. For more details email clubdevelopment@swimming.org.

- 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.

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	Good Club Governance series – Club Chair information workshop	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	Good Club Governance series – Club Secretary & Membership Officer information session (recommended)	No	No
Online (OMS) Administrator	Provides support to uploading, renewing and amending member details on the Online Membership System		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	Good Club Governance series – Club Secretary & Membership Officer information session (recommended)	No	No
Treasurer	Produces and manages the club's accounts and finances, overseeing all income and expenditure for the club		No	No
Vice-Chairperson	Supports the club chairperson in the undertaking of leadership and governance responsibilities of the club	Good Club Governance series – Club Chair information workshop (recommended)	No	No

Welfare Officer	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 Good Club Governance series – Club Welfare Officer information workshop	Yes	Yes
Deputy Welfare Officer	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 Good Club Governance series – Club Welfare Officer information workshop	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 – Official Level 1 Artistic Swimming – Judge 1 Water Polo – Table Official or Referee Diving – Judge 1	No	No

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
Event organiser / promoter	Responsible for coordinating and managing competitions and events for the club including applying for licenses as appropriate		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

Support Positions

Role	Description	Required Minimum Qualification	DBS	Safeguarding
Accreditation Coordinator	Key point of contact for SwimMark and Club Affiliation ensuring access to the online portal and information is submitted as required		No	No
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
Director of Coaching	Responsible for overall direction and development of the Club and Coaches	Senior Coach / Appropriate professional qualification	No if role is non-coaching position	No if role is non-coaching position
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

Officials Coordinator	Main contact for all qualified officials within the club, coordinating and supporting their development		No	No
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
President	A figurehead both within and outside of the club. The club president is an honorary role supporting the work 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
Strength & Conditioning Coach	Qualified individual and a member of the clubs sport science team delivering within their qualified field		Yes	Yes

Tutor	Delivers Swim England / IoS Teaching and Coaching courses	Swim England Tutor Qualification Tutor License	Yes	Yes
Workforce Coordinator	Main contact for all volunteers within the club, coordinating and supporting their development		No	No

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
Head Teacher	Responsible for overseeing the delivery of the clubs Learn to Swim programme, supporting club teachers with their delivery as required	SEQ Level 2 Swimming Teacher or equivalent	Yes	Yes