

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 the Online Membership System (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 or CPD

- 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. They won't show on the OMS record but should be recorded by the club.
- 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 Governance Workshop](#) relevant to their role. Please email clubdevelopment@swimming.org for more details. It is **mandatory** to attend once however it is recommended to refresh your knowledge roughly every 2 years.
- [The Foundations of Inclusivity](#) and [Introduction to Para-swimming](#) is also mandatory as part of Club Affiliation for relevant officers as indicated in the table below. Any club officer leading on Equality, Diversity and Inclusion within their role, should have completed the Foundations of Inclusivity. There is no expiry for this course and is only mandatory to do once.

DBS/Safeguarding Requirements

- The DBS requirement refers to all appropriate club personnel **16 years and over** and is detailed in Wavepower. There is a column in the report that gives the role for which the check was carried out. The level of DBS check **MUST** be appropriate for the role the person is undertaking.
- If someone has signed up to the DBS Update service and shared permission with Swim England this will show in the Update Service column.
- Any person requiring a DBS for their role must also have an approved Safeguarding certificate as detailed in Wavepower. These expire every 3 years and must be renewed before expiry.
- 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.

- A basic level DBS check is required for Welfare Officers and Coaches of adult-only clubs or masters group coaches within other clubs <https://www.gov.uk/request-copy-criminal-record>.
- Any questions or queries regarding DBS requirements and the update service should be referred to dbs@swimming.org

Recommended Courses:

- 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.
- Safeguarding is recommended for any Governance role within the club to ensure best practice and knowledge of how to identify and report a concern is understood by as many members as possible. The [Foundation Safeguarding course for Adults](#) is a free learner-led course which gives a basic understanding of safeguarding, welfare and best practice. This includes parents, guardians or those in a role that does not require a DBS and want to improve their understanding of the topic.

Governance				
Role	Description	Required Minimum Qualification or CPD	Enhanced DBS with barred list check	Swim England 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	<ul style="list-style-type: none"> • Good Governance Chairs workshop • Foundations of Inclusivity (recommended) 	No	No Foundation Safeguarding course for adults (recommended)
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	<ul style="list-style-type: none"> • Good Governance Secretary & Membership Officer workshop (recommended) • Foundations of Inclusivity (recommended) 	No	No Foundation Safeguarding course for adults (recommended)
Online (OMS) Administrator	Provides support to uploading, renewing and amending member details on the Online Membership System		No	No Foundation Safeguarding course for adults (recommended)

Committee member	Responsible for making decisions, managing the clubs affairs, ensuring the clubs success and that the club members have a positive experience.	<ul style="list-style-type: none"> Foundations of Inclusivity (recommended) 	No (unless this committee member is in a role that requires one)	No (unless this committee member is in a role that requires one)
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	<ul style="list-style-type: none"> Good Governance Secretary & Membership Officer workshop (recommended) Foundations of Inclusivity (recommended) 	No	No Foundation Safeguarding course for adults (recommended)
Treasurer	Produces and manages the club's accounts and finances, overseeing all income and expenditure for the club	<ul style="list-style-type: none"> Foundations of Inclusivity (recommended) 	No	No Foundation Safeguarding course for adults (recommended)
Vice-Chairperson	Supports the club chairperson in the undertaking of leadership and governance responsibilities of the club	<ul style="list-style-type: none"> Good Governance Chairs workshop Foundations of Inclusivity (recommended) 	No	No Foundation Safeguarding course for adults (recommended)
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	<ul style="list-style-type: none"> Welfare Officer (Swim England Time to Listen) training Good Governance Welfare Officer workshop Foundations of Inclusivity (recommended) 	Yes	Yes

Deputy Welfare Officer	Provides the first point of contact for members within the club who have a safeguarding or welfare concern. Key contact for carrying out member DBS checks	<ul style="list-style-type: none"> Welfare Officer (Swim England Time to Listen) training Good Governance Welfare Officer information workshop Foundations of Inclusivity (recommended) 	Yes	Yes
Masters or Adult-Only Club Welfare Officer	Provides the first point of contact for members within the club who have a safeguarding or welfare concern. Key contact for carrying out member DBS checks.	<ul style="list-style-type: none"> Good Governance Welfare Officer workshop Foundations of Inclusivity (recommended) 	No (BASIC CHECK ONLY) https://www.gov.uk/request-copy-criminal-record	Yes

Technical Officials				
Role	Description	Required Minimum Qualification	Enhanced DBS with barred list check	Swim England Safeguarding
Official	An active official with a required minimum qualification in their discipline	<ul style="list-style-type: none"> Swimming – Timekeeper Open Water – Official Level 1 Artistic Swimming – Judge 1 Water Polo – Table Official or Referee Diving – Judge 1 Foundations of Inclusivity (recommended) 	No	No Foundation Safeguarding course for adults (recommended)

Competition Positions

Role	Description	Required Minimum Qualification	Enhanced DBS with barred list check	Swim England 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	<ul style="list-style-type: none"> Foundations of Inclusivity (recommended) 	No	No Foundation Safeguarding course for adults (recommended)
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	<ul style="list-style-type: none"> Minimum Team Manager Module 1 Team Manager Module 2 is a requirement if team managing at camps or competitions with overnight stays Foundations of Inclusivity (recommended) 	Yes	Yes

Team Volunteer	Non-supervisory role supporting the team managers and coaches, acting as an additional point of contact at a venue during an event/activity		No	No
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Support Positions				
Role	Description	Required Minimum Qualification	Enhanced DBS with barred list check	Swim England Safeguarding
Affiliation Coordinator	Key point of contact for 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	<ul style="list-style-type: none"> • Senior Coach / Appropriate professional qualification • Foundations of Inclusivity (recommended) 	No if role is non-coaching position	No if role is non-coaching position. If non-coaching role then Foundation Safeguarding course for adults (recommended)
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	<ul style="list-style-type: none"> • Foundations of Inclusivity (recommended) 	No	No Foundation Safeguarding course for

				adults (recommended)
Lifeguard	Responsible for ensuring the safety of users during an activity in line with the facilities NOP & EAP	<ul style="list-style-type: none"> Foundations of Inclusivity (recommended) 	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	<ul style="list-style-type: none"> Foundations of Inclusivity (recommended) 	Yes	Yes
Officials Coordinator	Main contact for all qualified officials within the club, coordinating and supporting their development		No	No Foundation Safeguarding course for adults (recommended)
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		No – role requires Enhanced check only	Yes
Physiotherapist (inc Sports Massage)	Qualified individual and a member of the clubs sport science team delivering within their qualified field	Foundations of Inclusivity (recommended)	Yes	Yes
Poolside Assistant	General assistant, securing lane ropes, handing out floats, tidying up after sessions	<ul style="list-style-type: none"> Foundations of Inclusivity (recommended) 	No	No Foundation Safeguarding course for adults (recommended)
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	<ul style="list-style-type: none"> Foundations of Inclusivity (recommended) 	No – role requires Enhanced check 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		No	No

	work of the Club and presenting a public face of the club at all times			
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	<ul style="list-style-type: none"> Foundations of Inclusivity (recommended) 	Yes	Yes
Sports Nutritionist	Qualified individual and a member of the clubs sport science team delivering within their qualified field	<ul style="list-style-type: none"> Foundations of Inclusivity (recommended) 	Yes	Yes
Sports Psychologist	Qualified individual and a member of the clubs sport science team delivering within their qualified field	<ul style="list-style-type: none"> Foundations of Inclusivity (recommended) 	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	<ul style="list-style-type: none"> Foundations of Inclusivity (recommended) 	Yes	Yes
Tutor	Delivers Swim England / IoS Teaching and Coaching courses	<ul style="list-style-type: none"> Swim England Tutor Qualification Tutor License Foundations of Inclusivity (recommended) 	Yes (if delivering to under 18's)	Yes (if delivering to under 18's)
Workforce Coordinator	Main contact for all volunteers within the club, coordinating and supporting their development	<ul style="list-style-type: none"> Foundations of Inclusivity (recommended) 	No	No Foundation Safeguarding course for adults (recommended)

Club Coaches / Teachers				
Role	Description	Required Minimum Qualification	Enhanced DBS with barred list check	Safeguarding
Assistant Coach	Assistant to a qualified coach in the delivery of activity	<ul style="list-style-type: none"> Swim England Assistant Coach or Level 1 equivalent in appropriate discipline Foundations of Inclusivity (recommended) 	Yes	Yes
Assistant Head Coach	Supports the head coach in overseeing the delivery of the club programme	<ul style="list-style-type: none"> Swim England Coach or Level 2 equivalent in appropriate discipline Foundations of Inclusivity (recommended) 	Yes	Yes
Assistant Teacher	Assistant to a qualified teacher in the delivery of activity	<ul style="list-style-type: none"> SEQ Level 1 Swimming Assistant (Teaching) or equivalent Foundations of Inclusivity (recommended) 	Yes	Yes
Coach	Responsible for the delivery of coaching activity	<ul style="list-style-type: none"> Swim England Coach or Level 2 equivalent in appropriate discipline Introduction to Para-Swimming or any other disability CPD already completed Foundations of Inclusivity (recommended) 	Yes	Yes
Head Coach	Responsible for overseeing the delivery of the clubs programme, supporting club coaches with their delivery as required	<ul style="list-style-type: none"> Swim England Coach or Level 2 equivalent in appropriate discipline Introduction to Para-Swimming or any other disability CPD already completed 	Yes	Yes

		<ul style="list-style-type: none"> • Foundations of Inclusivity (recommended) 		
Teacher	Responsible for the delivery of teaching activity	<ul style="list-style-type: none"> • SEQ Level 2 Swimming Teacher or equivalent • Introduction to Para-Swimming or any other disability CPD already completed • Foundations of Inclusivity (recommended) 	Yes	Yes
Head Teacher	Responsible for overseeing the delivery of the clubs Learn to Swim programme, supporting club teachers with their delivery as required	<ul style="list-style-type: none"> • SEQ Level 2 Swimming Teacher or equivalent • Introduction to Para-Swimming or any other disability CPD already completed • Foundations of Inclusivity (recommended) 	Yes	Yes
Any Coach or Teacher at a Masters Club	All of the above responsibilities	<ul style="list-style-type: none"> • SEQ Level 2 Swimming Teacher or equivalent • Introduction to Para-Swimming or any other disability CPD already completed • Foundations of Inclusivity (recommended) 	No (BASIC CHECK ONLY) https://www.gov.uk/request-copy-criminal-record	Yes