

Volunteer and Officials Policy

In order to run smoothly and efficiently Romford Town Swimming Club hosted meets require volunteers and licensed officials to fulfil a variety of roles and duties. Most meets consist of 4 sessions and volunteers can work at any number of sessions depending on their availability and the meet requirements. Some roles, for example door/raffle and changing room stewards require volunteers to be present at poolside prior to the event, normally 45 minutes before the published warm up time, other roles for example those of poolside technical officials requires participants to be licensed and hence prior attendance at relevant meetings and/or training courses is essential.

Registration for Each Session

All volunteers must report to the volunteer coordinator to confirm their attendance for each session you have volunteered for, and a wristband will be issued and **MUST** be always worn whilst you are volunteering. If you did not put your name down to volunteer prior to the event, please speak to the volunteer coordinator to see what roles are still available. Officials should ensure they show their ASA registration badges prior to entering poolside. Please be aware if you are not wearing either a volunteer wristband or an ASA badge you could be asked to leave the poolside.

Clothing on Poolside

Clean, appropriate footwear poolside should be worn whilst on poolside, no low cut tops or fashion short shorts should be worn. Where possible volunteers should wear a volunteer top which has been supplied by the club.

Equipment Required

No special equipment is required for most volunteer roles however it would be beneficial for some to bring along a clipboard, pen and possibly a highlighter, officials are normally required to provide their own clipboard, pen, and stopwatch. It is helpful if all volunteers could bring their own refillable drinks bottle as this will help reduce the amount of waste we generate and hence must dispose of.

Conduct on Poolside

Whilst we do appreciate you offering your time to support the Club, we ask that you support all swimmers. We also ask that if you need to leave your role at any time during the event, that you speak to the volunteer coordinator. This then allows the volunteer coordinator to cover your role to ensure that safeguarding is always in place.