



Scottish  
Swimming

## Stronger, Sustainable Clubs Support Guide

An overview of support and services available to clubs in Scotland



# Welcome

Welcome to Scottish Swimming's Club Support Guide. Clubs remain Scottish Swimming's core membership group, supporting a quality experience for interested athletes wishing to progress in their discipline. We believe that strong clubs can offer local communities a vibrant focus for coach, volunteer and athlete development, essential for creating lifelong participants and local and national heroes.

Scottish Swimming wants to support clubs to sustainably grow and retain the active membership of their club, increasing the opportunities they offer and the number of people taking part in club swimming or other aquatic disciplines. In addition, we want to support clubs to create an environment where the required coaching, practice time and attitudes are fostered and displayed to support the progression of athletes aspiring to world class performance.

This guide outlines the services and support available to clubs and is split into the following sections:

- 1 General Club Development Support and Resources**
- 2 Support and Resources for Coaches, Teachers and Volunteers**
- 3 Support and Resources for Technical Officials**
- 4 Support and Resources for Performance and Performance Development**
- 5 Scottish Swimming Team Contacts**



# Section 1

General Club Development  
Support and Resources



## Section 1 **General Club Development Support and Resources**

### **Regional Swimming Development Managers**

The Regional Swimming Development Managers (RSDMs) work within their specific regions, offering a strategic view in terms of what support, resource and expertise is required to develop club membership, infrastructure support and the athlete pathway. They offer clubs a variety of solutions to grow their membership, capacity and activities, based on previous experience along with new opportunities available, through internal and external initiatives.

### **Water Polo Development Officer**

The Water Polo Development Officer (WPDO) works to support the growth of Water Polo participation and membership in Scotland at all levels. This includes players, coaches, team managers, administrators, officials and tutors involved in both training and competitions. In addition the WPDO is responsible for developing high quality pathways for players, coaches and officials from participation to GB national squads.

### **Club Accreditation**

SwiMark/SwiMark Plus, DiveMark/DiveMark Plus, PoloMark/PoloMark Plus and SynchroMark/SynchroMark Plus is Scottish Swimming's quality aquatic development programme. The aim is to provide a nationally recognised standard that will enable clubs to: develop safe, effective and child friendly environments, based on good practice; improve participants experience through well trained coaches and volunteers; encourage lifelong participation through sustainable development pathways. Scottish Swimming has

revised and strengthened Club Accreditation as a development tool for all aquatic clubs. To support the revised programme, online resources are available for clubs with the Regional Team ensuring that every club receives the necessary support to gain and maintain accreditation.

### **Governance Workshop**

This workshop aims to support clubs to improve governance and encourage communication by providing templates and examples of good practice.

### **Club Development Planning Workshop**

This workshop aims to support clubs to set goals and plan for long-term sustainability; understand strengths and weaknesses and the external opportunities and threats; benchmark & understand membership trends; understand gaps in provision and explore opportunities for development.

### **Azolve Online Club Development Planning Tool**

To support the club development planning workshops, Scottish Swimming has developed an online club development planning toolkit. RSDMs facilitate the online process to help clubs assess where they currently are and identify their key priorities going forward. The toolkit takes all the information from the process and generates it into a tailored club development report and 3 year development plan.

**For more information about any of these programmes, please contact your RSDM.**

### **Club of the Year Award**

To recognise the strong network of clubs across Scotland, we launched a Club of the Year Award in 2014. Nominations are welcome from any accredited club who can demonstrate good practice across key areas.

### **Local Aquatic Forums and Partnerships**

Clubs are supported to form partnerships with other local clubs and agencies, through a network, to deliver a wider offering which benefits everyone in the community. Forums aim to share and adapt good practice; enable a smooth transition from learn to swim to clubs; and enable pathway progression.

### **Managed Learn 2-Club Links**

Our aim is to establish and strengthen the formal links between learn to swim providers and local clubs. We want to support Aquatic Providers to put in place a progressive development pathway into clubs where parents are fully informed and clubs are working in partnership with teachers and coordinators.

### **Sub Section Development**

Many clubs have developed sub sections over the last few years as a means of retaining members or creating a development pathway into other aquatic avenues. Discipline sub sections can create a new and exciting environment

for athletes and coaches to develop their skills and keep interest in the sport.

Many lapsed members would have liked to continue in the sport for fun and fitness but were less interested in the competitive environment. Clubs have recognised this and introduced 'club' or 'fitness' squads to ensure athletes who want to remain participating can but without the pressure of competing.

### **Disability**

Scottish Swimming continues to work in partnership with Scottish Disability Sport to support and encourage mainstream clubs to work inclusively with athletes with a disability through appropriate education, development and local disability sport structures. Talent Identification days run annually across Scotland for swimmers with a learning or physical disability. We offer various education courses for coaches, teachers and technical officials.

**For more information about any of these programmes, please contact your RSDM.**



### **Funding for Clubs**

All clubs look for different ways to raise much needed funds to support aquatics in their local community. We all have to ensure that we make best use of the valuable resources available, and ensure that good practice is built upon and shared for the benefit of the whole swimming community. Scottish Swimming has developed Funding for Your Club Top Tips to help clubs identify successful avenues of funding and provide guidance for making successful grant applications.

### **Partnerships**

Scottish Swimming continues to meet with partners and share guidance on facility development, facility access, water management, club development, and performance coaching. We have various partnership agreements in place across Scotland, helping to lay the foundations for clubs to be the driving force of aquatics within their community.

As part of our strategy to grow and retain our members we are working in partnership with Scottish Student Sport (SSS) to actively encourage and target students to become members of Scottish Swimming. We do this by promoting our National and Masters events; having a more professional student swimming and water polo programme across Scotland; having more effective club to university links and developing pathways for graduating students.

### **Child Protection**

Scottish Swimming is committed to promoting the wellbeing of athletes to allow them to enjoy a positive experience and to encourage lifetime participation. We are committed to providing continuous support, training and

guidance to our volunteers and staff within this area. It is a constitutional requirement for clubs to appoint a Club Child Protection Officer (CPO). Scottish Swimming has a Child Protection Policy and Club Child Protection Information Pack that contains best practice, guidelines and sample forms for clubs.

### **Young Leaders Squad Programme**

To support membership retention, we have developed a Young Leaders Squad Programme aimed at understanding why participants drop out of the sport, and to help empower and motivate them to actively engage their peers and improve retention rates in their home clubs. Building on the success of the Young Leaders Squad pilot programmes in 2014 in the West of Scotland, we will roll this programme out across all Districts from 2016.

### **Marketing**

All Scottish Swimming affiliated Clubs can advertise vacancies for free on the Scottish Swimming website. Affiliated clubs can use the Scottish Swimming logo on their official Club website and on any Club collateral. We actively encourage clubs to share their stories and pictures via our social media outlets. Scottish Swimming email out an end of month mail shot to all Scottish Swimming affiliated Clubs free of charge.

**For more information about any of these programmes, please contact your RSDM.**

# Section 2

Support and Resources for Coaches,  
Teachers and Volunteers



## Section 2 Support and Resources for Coaches, Teachers and Volunteers

### United Kingdom Coaching Certificate (UKCC)

The United Kingdom Coaching Certificate (UKCC) is a national initiative to endorse coach education programmes across sports throughout the UK. UKCC qualified coaches will have been trained to a recognised standard of competency as a standard across all Sports. The level of each qualification can be mapped onto the Scottish Credit and Qualifications Framework (SCQF) which includes qualifications across a variety of sectors and subjects. Candidates can be confident that these are nationally respected and recognised qualifications which sit alongside other similar qualifications on the Scottish Framework. The UKCC Aquatics qualifications are provided by Scottish Swimming in Scotland and are awarded by the SQA.

**UKCC aquatics qualifications are currently available in the following areas:**

- **Levels 1 and 2 in Teaching Aquatics**
- **Levels 1, 2 and 3 in Coaching Swimming**
- **Levels 1 and 2 in Coaching Water Polo**
- **Levels 1 in Coaching Synchronised Swimming**
- **Levels 1 and 2 in Coaching Diving**

There are core units, which easily allow coaches to upskill into additional aquatic activities.

Course information and syllabus can be found here:

<http://www.scottishswimming.com/members/teachers-coaches.aspx>

If you would like to attend a UKCC course please visit our Events calendar online; please contact the Course Organiser for full course details and costs.

If you would like to organise your own UKCC course we have produced a “Course Organiser Guide” which will give you step by step assistance with this. This document can be downloaded from our website.



### Online Licensing

Following the achievement of a recognised aquatic teaching and or coaching qualification (UKCC qualification or equivalent), candidates will be able to apply for a teacher/coach licence. A licence will be valid for up to 3 years and will be renewable subject to the licensee meeting specific criteria. The criteria will be based upon accepted best practice but will not include a requirement for re-assessment. Whilst the licence will require the licensee to keep up to date on teaching/coaching methods and practices, the quality of the teaching/coaching will remain the responsibility of the club and the individual.

In 2016, Scottish Swimming launched online licensing for teachers and coaches. More information can be found here: <http://www.scottishswimming.com/members/teachers-coaches/online-licensing-application-form.aspx>

### Coach Development Programmes – sportscotland

In partnership with sportscotland, there is investment into the continuous professional development for volunteers, coaches, teachers and tutors.

The Coach Connect and Coaching Talent CPD programmes are aimed at Level 1 to Level 3 coaches, committed to their personal development. sportscotland's coaching and volunteering team have worked in partnership with sports and local partners to develop a series of CPDs suitable for coaches across the country. Nominations are made annually by the Scottish Swimming Development and Performance Teams, with coaches then applying online for acceptance on the programme. For more information, please contact [education@scottishswimming.com](mailto:education@scottishswimming.com).

### Continuous Professional Development

Our Continuous Professional Development (CPD) Programme has been developed to enhance the skills of our qualified teachers and coaches. Scottish Swimming was delighted to be the first governing body to enter into a strategic alliance with Apollinaire and 4pt to offer unique web based on-line CPD modules to develop Teachers' and Coaches' 'how-to' skills with an opportunity to gain CPD towards your Scottish Swimming licence.

In addition to our online CPD modules we also offer face-to-face CPD modules which are delivered by our Tutor workforce.

Further details on these modules can be found on the CPD section on the Scottish Swimming Website.

### Scottish Swimming Tutor Workforce

Scottish Swimming is the recognised training provider for UKCC endorsed swimming teaching and coaching awards in Scotland. Part of the role of Training Provider includes Scottish Swimming setting the standards for CPD in Scotland and licensing teachers, coaches, and the tutor workforce in Scotland. All courses are delivered by approved tutors and trainers who undergo regular training to ensure consistency and high quality delivery across Scotland.

Tutor training is offered annually through an online application process. If you are interested in becoming a tutor please contact [education@scottishswimming.com](mailto:education@scottishswimming.com)

### Safeguarding & Protecting Children Workshop

This 3 hour workshop is suitable for coaches and volunteers who may come into contact with children. The workshop explores the code of conduct for those in contact with children and provides basic information on recognising child abuse and responding to concerns. It is recommended that all coaches and volunteers attend.

For more information contact your CPO or [childprotection@scottishswimming.com](mailto:childprotection@scottishswimming.com)

### In Safe Hands Workshop

Aimed at Child Protection Officers this 3 hour workshop supports clubs to put child protection policies into practice. It is most suitable for those acting as the Club CPO but is also relevant for those responsible for managing or organising the club. Those attending this workshop must have attended the ScUK SPC workshop.

For more information contact [childprotection@scottishswimming.com](mailto:childprotection@scottishswimming.com)

**Both of the above training courses are mandatory for Child Protection Officers. Courses are free of charge for SASA members and are valid for 3 years.**

### Team Manager Courses

**Team Manager Level 1** – This workshop is for individuals who are/will become Club Team Managers / DRP Team Managers. This is a 3 hour workshop and aims to provide candidates with an understanding of the Team Manager role, and provide guidelines for good team management focussing on local competitions.

**Team Manager Level 2** – This workshop is a follow on from Team Manager Level 1. This is a 4 hour workshop and aims to develop candidates understanding of the Team Manager role, and improve knowledge and awareness of good practice in relation to overnight stays and travel abroad.

### Respect Me Bullying... it's never acceptable

This 3.5 hour workshop is suitable for coaches and volunteers who may come into contact with children. It is generic training providing delegates with an introduction to bullying behaviours and practical strategies which can be used to combat bullying wherever it occurs.

### Social Media Workshop

This workshop aims to:

- Outline the benefits of Social Media
- Highlighting implications/consequences of inappropriate use
- The implementation of SMART rules within clubs ensuring delivery to all club members

# Section 3

Support and Resources  
for Technical Officials





## Section 3 **Support and Resources for Technical Officials**

**Scottish Swimming delivers the full pathway for officials' development:**

- **Club Timekeeper**
- **Judge 1**
- **Recorder**
- **Judge 2**
- **Judge 2S (Starter)**
- **Referee**

**Additional modules are available to support continuous development including:**

- **Contemporary Issues**
- **FINA Rules**
- **Meet Manager Operator**
- **Disability Awareness**
- **AOE Operator**
- **Mentoring Officials**

More information, including course syllabus and course organiser details can be found here:

<http://www.scottishswimming.com/members/volunteers/officials.aspx>

**District STO Conveners Contacts:**

**North District:** northsto@gmail.com

**East District:** sasaeastdistrictsto@gmail.com

**West District:** stoconvener@scotswimwest.co.uk

**Midland District:** midlandsto@gmail.com

**Water Polo Technical Officials**

The following courses are offered as part of the WP Technical Official Pathway:

- **Regional Table Official**
- **National Table Official**
- **Grade D Referee**
- **Grade C Referee**
- **Grade B Referee**
- **Grade A Referee**
- **International Referee**

For more information regarding Water Polo technical officials courses please contact the Water Polo Technical Officials Coordinator: [mgmpolo@fsmail.net](mailto:mgmpolo@fsmail.net)

**Diving Technical Officials**

British Swimming delivers the pathway for Diving. Qualifications include:

- **Judge Levels**
- **Assistant Referee**
- **Referee**

Positions can be licensed through IoS. For information on courses please contact the Diving Committee Chair: [moodyjudy1@hotmail.com](mailto:moodyjudy1@hotmail.com)

**Open Water Technical Officials**

Scottish Swimming and British Swimming jointly deliver the pathway for Open Water Officials. Qualifications include:

- **Timekeeper**
- **Judge level 1**
- **Judge level 2**
- **Referee**
- **Safety Officer**

For more information visit:

<http://www.scottishswimming.com/members/volunteers/officials/open-water-technical-officials.aspx>

**Para Swimming**

British Swimming delivers the pathway for disability swimming officiating. Also known as IPC swimming, the official needs to be a qualified British Swimming referee and have completed the Disability Awareness CPD. The next stage is IPC Judge qualification then IPC Starter qualification. Both these courses contain a written exam and practical poolside observation and needs to be renewed every 4 years.

For more information contact your District STO Convener.

**Synchronised Swimming Technical Officials**

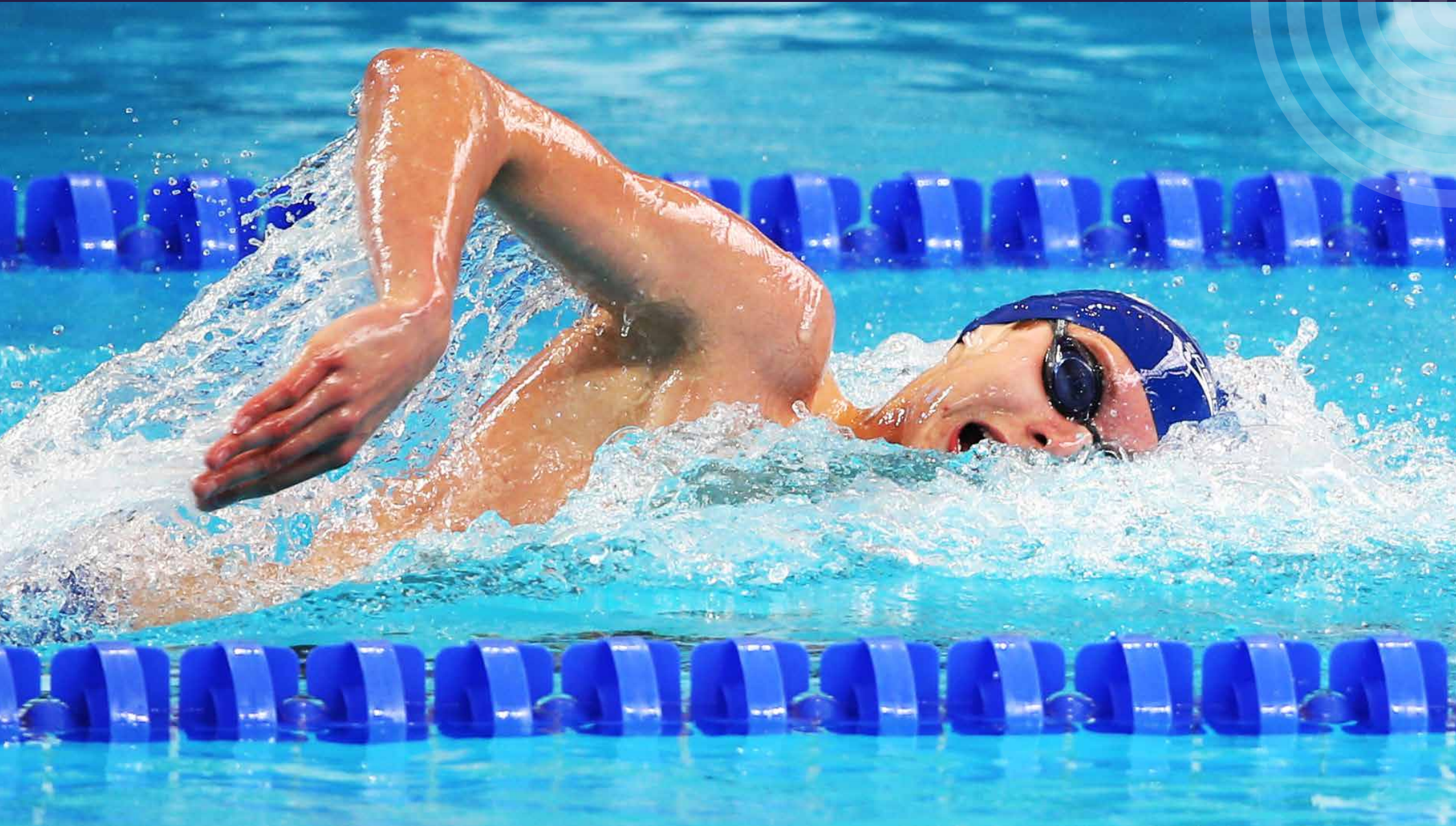
British Swimming deliver the pathway for Synchronised Swimming. Qualifications include:

- **Referee**
- **National Judge**
- **National Scorer and Presenter**

Positions can be licensed through IoS. For information on courses please contact the Synchronised Swimming Technical Official Coordinators – [margo.wimberley@blueyonder.co.uk](mailto:margo.wimberley@blueyonder.co.uk) or [j.bowman6@ntlworld.com](mailto:j.bowman6@ntlworld.com)

# Section 4

Support and Resources for Performance and Performance Development





## Section 4 Support and Resources for Performance and Performance Development

Coaches and Athletes across Scottish Swimming are targeted for support through the implementation of the Performance Plan. Support comes in many different forms, including:

- **Performance Centre investment**
- **Performance Development Full time coaching investment**
- **National Programme – Senior Gold, Silver, Bronze, DRP**
- **Coach development – 4 levels**
- **Performance Team Support**
- **sportscotland institute of sport support**

### Coach Support

- District Regional Programme involvement and attendance at clinics/seminars
- Youth Development Squad involvement, specific planning/review, experiential learning (local), allocated mentoring, DRP Coaching positions, Regional Coaching Development Programmes
- Youth Squad/Senior Silver/Senior Gold, specific planning/review, experiential learning (local/national), flexible mentoring, DRP/YDS/YS coaching appointments, British Swimming exposure, competition exposure
- Youth Squad/Senior Silver/Senior Gold, Experiential learning (national/international), Coach Development Programmes generic and specific, non-swimming experience, flexible mentoring and mentors, DRP/YDS/YS coaching positions, British Swimming, exposure and links, competition exposure

### Athlete Support

- District Regional Programme
- DRP – 2 educational camps, opportunity to Senior Bronze – educational curriculum, education days, additional training opportunities, stroke camps elected for 3rd, stroke camps (selected)
- Youth Silver (YDS) – educational and training camp opportunities, competition experience, stroke camps
- Youth Gold – individual swimmer support, educational curriculum, review process, domestic/international training/competition opportunities, sportscotland institute of sport services
- Senior Silver – individual swimmer support, review process, athlete support funding, competition/training opportunities, sportscotland institute of sport services
- Senior Gold—individual swimmer support, review process, athlete support funding, domestic and international training/competition opportunities, sportscotland institute of sport services

# Section 5 **Scottish Swimming Team Contacts**

## **CHIEF EXECUTIVE OFFICER**

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