



Information for Prospective Teachers & Coaches

PLEASE KEEP THIS LETTER FOR REFERENCE. Thanks.

Thank you very much for your interest in assisting with our training sessions. Hertford SC always needs more poolside help so this is much appreciated. Exploring the Club website will give you a good idea of our squad structure, Rules and policies. It has a 'contact us' page of names & generic email addresses of all club officers including lead coaching staff. Your first step should be to email or otherwise inform our lead coaches of your interest. They can be emailed on headcoach@hertfordsc.co.uk & assistantheadcoach@hertfordsc.co.uk You can then discuss with them which training session is best for you to assist and they can introduce you to the session/ squad teacher or coach who will become your mentor. Your mentor will help you become familiar with the poolside environment and teaching practices. As always, there are some necessary formalities to do before you can start. These are outlined here.

1. Register with Swim England (SE) for Membership of Hertford SC.

For insurance reasons it is essential you are registered with SE as a member of Hertford SC. Please email our volunteer administrator at volunteeradmin@hertfordsc.co.uk **giving a contact mobile phone number (if available)** & request our club 'Trials and SE Registration' form. Complete the form electronically and return it to them by email. Your details will then be recorded with the Club and SE. If you are already registered with SE as a Hertford SC member for another club role or swimming you will not need to register again.

NB If you anticipate joining our adults swim session on Thursdays (or swimming in the 25m parents' race in our Club Championships -a bit of fun!) please declare this as it affects your registration category. There will be no charge to you for SE registration.

2. Obtain a DBS check clearance via Hertford SC Welfare Officer

All teachers and coaches over 18 years old must have a check from the DBS (Disclosure and Barring Service) to show if they have any convictions under the Child Protection Act which would make them unsuitable for their Club role. Your **SE registration must precede the DBS check request** as you will be checked as a registered Club member. After assisting regularly at a squad session for 2 or 3 weeks, if you have decided to continue **please email our Club welfare officer** on welfare@hertfordsc.co.uk to arrange when they can meet you to give you child protection information and begin arranging your DBS check.

3. Attend a Safeguarding and Protecting Children Workshop (3 hours)

If, after a few weeks on poolside, you decide that you'd like to continue, we will require you attend **as soon as possible** a 3-hour workshop titled Safeguarding and Protecting Children (scUK). This is for your own benefit as well as the Club's. All of our teachers and coaches have attended and update it as required every 3 years. It covers a wide range of issues including appropriate teacher behaviour and conducting safe sessions, advice about how to avoid false accusations of behaving inappropriately, how to recognise signs of abuse, as well as what to do if you suspect or are told that a child is being abused. This workshop is regularly run by the Herts Sports Partnership (HSP) in Hatfield and also less frequently by the Institute of Swimming (IoS). **Look at the Hertford SC website 'courses' page** for links to the HSP, and IoS course & workshop lists. **Before booking** onto a workshop email our SwimMark coordinator on SwimMark@hertfordsc.co.uk who can advise you whether or not we can obtain a Club refund or discount on the booking and, if so, supply you with the relevant code to be used when you book. The club will refund you the balance after attendance.



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You are exempted from this workshop if you have already attended a 'Safeguarding' or 'Child Protection' course WITHIN THE LAST 3 YEARS with another organisation (eg your employer or another club or society) & IF it was run by a Safeguarding authority recognised by Swim England. Please email the details, or better still a scan, of your 'Safeguarding' certificate to our SwimMark coordinator SwimMark@hertfordsc.co.uk who can check its validity with SE.

4. Swimming Teaching Qualifications. See courses page on Club Website

It is a condition of our 'SwimMark' accreditation that all our poolside staff are appropriately qualified. To maintain our younger squad swimmers' standard of stroke development we ask people if they can take 'Teaching Aquatics' (aka Swimming Teaching) qualifications first rather than 'Coaching Aquatics' courses. An exception can be made by agreement with our head coaches for people who have a strong personal competitive swimming background who are keen to pursue coaching immediately. **Teaching courses** inform participants about the principles of organising a class/lane safely, the features of the 4 swimming strokes, how to teach them and how to correct stroke faults. **Coaching courses** focus on understanding different training intensities (duration and speed of swimming) and their relevance to design and implementation of the competitive training programme.

Level 1 qualifies someone to assist a L2 (or above) teacher or coach **who is present with them**, with a lane or class of swimmers.

Level 2 & above qualifies someone to take a lane or class unsupervised & to mentor/supervise a L1 or pre L1 trainee.

Teaching & Coaching Courses-Swim England-approved teaching & coaching courses are run at John Warner LC Hoddesdon, and at Stevenage LC, both independently of the IoS (Institute of Swimming-the 'training arm' of SE). The IoS sometimes hold courses locally eg at Haileybury. Check IoS course listings via Club website/Herts ASA website. **If planning to attend an IoS course email SwimMark@hertfordsc.co.uk BEFORE booking to find out if the Club has an IoS discount voucher available.**

5. Funding & Paying for Courses

Safeguarding workshops cost iro £35. The Club will refund you after attendance.

L1 Teaching Aquatics courses cost iro £380pp and L2 courses about twice this.

External Funding:The Club can **sometimes** obtain external funding grants to cover at least part of the cost of courses **BUT we do need to know your intention as soon as possible** to make a successful application.

Club Funding:The club will, when possible, cover volunteers' course costs. Email any questions to treasurer@hertfordsc.co.uk

Finally-We sincerely hope you will find the 'buzz' of being involved on poolside motivates you to become qualified thereby enabling you to help our swimmers for the longer term and to maintain the high standard of swimming at Hertford SC. The only salaried staff are our two lead coaches. The rest of us are all volunteers, usually parents of swimmers or ex-swimmers, who want to share in our children's training. We are all justifiably proud of the swimmers' achievements and our role in developing them and very much hope you will join us. Just have a chat with any of our teachers, coaches or committee members if you have any questions.