



**Scottish  
Swimming**

# **Club Poolside Helper Certificate Organiser Guide**

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## Welcome to the Club Poolside Helpers Organiser guide; here you will find all information and guidance on organising your own workshop.

This booklet aims to provide guidance to organisers; however, the information provided is by no means exhaustive; the organiser has a vital role to play in ensuring that the course runs efficiently.

### Quick Overview!

1. Organiser submits [course registration form](#) (no later than 2 weeks prior to course start date)
2. Scottish Swimming issues course approval and course code, sets up the course as an event on the online Azolve system and provides Organiser with a booking link to supply to learners
3. Learners book themselves onto the course via the web link
  - a. all learners must hold current SASA membership and online Azolve account
  - b. all learners must meet and have evidence of course prerequisite(s)
4. Organiser runs a report from the Azolve system to ensure the learner bookings meet minimum numbers required to run and informs Scottish Swimming ASAP prior to course start date)
5. Following workshop completion, organiser submits full attendance register to Scottish Swimming allowing learner accreditation

### Workshop Introduction

This course has been designed for people who wish to actively assist on poolside in Scottish Swimming affiliated clubs.

#### Workshop Aim

This aim of this Certificate is to provide you with the knowledge, skills and understanding to assist on poolside in your chosen aquatic club.

#### Workshop Objectives

From attending this course you should be able to:

- Demonstrate to the coach you are able to assist and you know how to appropriately use equipment required. This is inclusive of the setup, safe use and put away and storage arrangements, and includes both personal and general equipment.
- Demonstrate to the coach you have a knowledge and understanding of the importance of Health & Safety in the aquatic environment. This includes risk identification and management, and awareness of risk at the pool(s) you will be helping at.
- Demonstrate to the coach you are able to share your knowledge, demonstrate good behaviour and establish expectations of the group. This should include understanding your role as a helper, how to effectively communicate with participants and have a basic understanding of rules, skills and techniques of swimming.

## Structure of the Course

The practical sessions will take place on poolside. It is during these sessions that the learners will see the practical implication of the skills required for a 'Club Poolside Helper', along with opportunities to practice the skills and develop their knowledge.

## Workshop Content

The below content must be covered in the workshop delivery, however, the suggested order below is flexible.

### Part 1

- Course outline & objectives
- Roles, Responsibilities & Code of Conduct
- Lane Organisation
- Health & Safety
- Coaching aids & Swimmers Equipment
- Reading a session
- Supervising swimmer

### Part 2

- Principles of movement
- Basic Rules of Sport
- Basic Skills & techniques of Swimming (BLABT)
- Setting swimmers off
- Responsibility of running a set
- Recording information

### Part 3

- Stages of Learning
- Communication
- Sculling
- Streamlining
- Starts & Turns

## Delivery Plan

<b>Length of Workshop:</b>	Approx. 6-9 Hours
<b>Delivery:</b>	3 Practical sessions Flexibility to deliver classroom content
<b>Recommended Attendance:</b>	4 – 8 Learners per course
<b>Learner Pre-Requisites</b>	Age: 14years+ (On first day course) Current Scottish Swimming Member No experience necessary
<b>Method of assessment:</b>	Attendance of all course content
<b>Certificate length:</b>	2 years & no repetition allowed - (aim to progress to Level 1 Coaching Swimming)
<b>Workshop Cost:</b>	Free

## Registering your Workshop for Approval

All workshops must be registered and approved by Scottish Swimming before learner recruitment begins. To register, please complete and submit the linked [course registration form](#) **no later than 2 weeks before your planned workshop start date**; courses registered out with this deadline may not be approved.

A confirmation letter with the course code will be issued to the organiser to confirm that the course has been approved. Please ensure this course code is referenced in all correspondence. It is the organiser's responsibility to ensure that this approval letter has been received before the planned workshop date.

Scottish Swimming will then set up an event on the online Azolve system to allow for online learner bookings and payments. Once set up Scottish Swimming will send the Organiser a booking link to supply to learners wishing to book onto the course. Learners will book their place on the course via this online Azolve booking link. Bookings will only be accepted for learners who are current Scottish Swimming members and hold the required course prerequisite(s).

**Scottish Swimming's Education Department MUST be informed immediately of any changes to the advertised workshop.**

## Organising your Facility and Workshop Materials

You must ensure that your facility has everything in place to ensure a smooth workshop delivery. Plan ahead and ensure you have sufficient space and materials/ equipment for the number of learners attending the day. Some examples are below:

- Pool access
- Classroom set up (if required) with tables and chairs
- Flip Chart and pens
- Sufficient number of booklets for each learner
- Session Plans
- Attendance Register
- Access to a coaching session (lead by another coach at your club)\*

\* Do not lead this session yourself.

## Learner Booking Approvals

It is vital that you ensure all learners meet the course prerequisites otherwise they will not be accepted on to the course:

- Age: 14years+ (On first day course)
- Current Scottish Swimming Member
- No experience necessary

## Membership

All learners must be current members of SASA to gain access to a course/workshop. We do provide a [membership checking](#) service on the Scottish Swimming website to assist you with this. Please note that some members request their information to be hidden; this information will not be visible on the web.

There are 2 ways of becoming a Scottish Swimming Member:

1. Via one of our affiliated clubs – please liaise directly with the club Membership Secretary to authorise in the first instance
2. Via one of our affiliated Swim Schools – Details below

### Swim School Membership

Individuals who wish to sign up for Scottish Swimming Swim School memberships are asked to sign up and pay for their membership online.

- Please visit: <https://scottishswimming.azolve.com/Workbench/Home>
- Sign up for an account
- Request “UKCC TRAINEE Swim School Teacher/Coach Membership”
- Select your Swim School from the dropdown – please check with your course organiser as they may be able to advise what Swim School you should join
- Pay for the membership online

**PLEASE NOTE:** although you may be given a membership number, your membership will not be active until payment is made.

If you have any problems with this please contact our Membership team to discuss on 01786 466520.

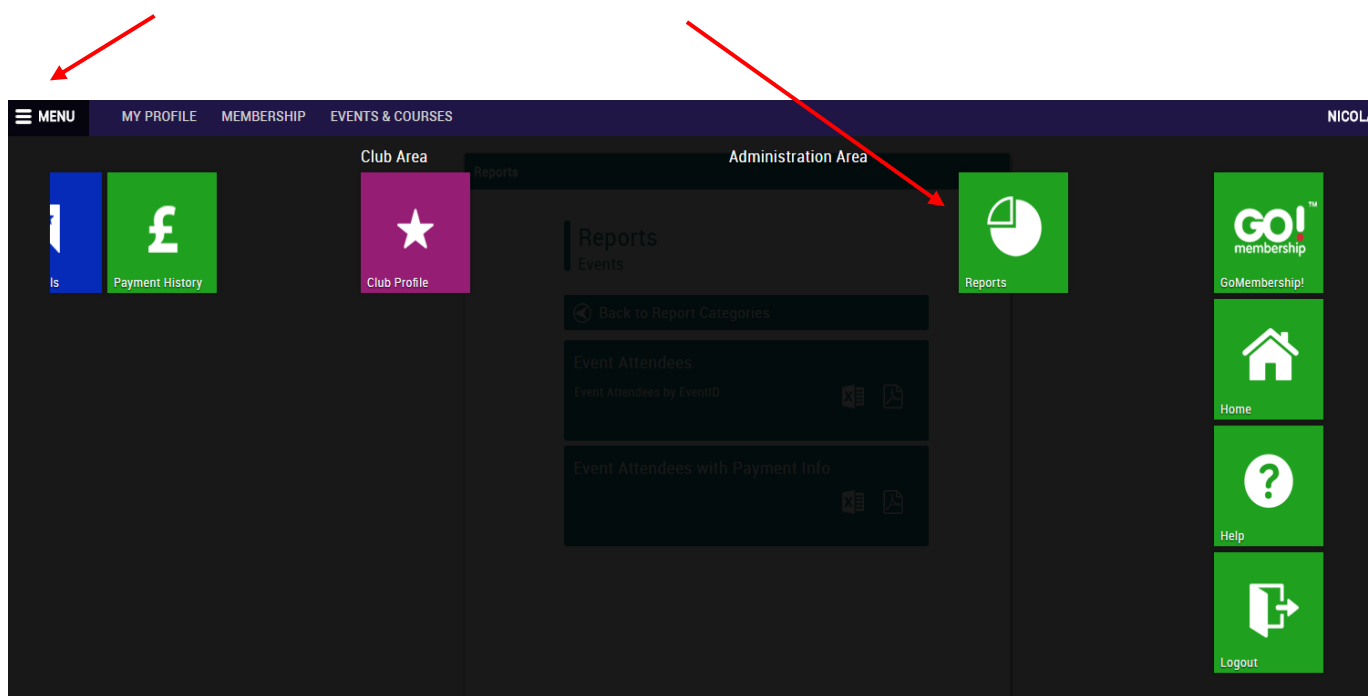
## Confirming your Attendee List

Following the workshop/ learner booking deadline organisers should pull an attendee report from the Azolve system to check booking numbers meet/ exceed the minimum numbers required to run the course. Confirmation should be sent to Scottish Swimming informing them of the final numbers.

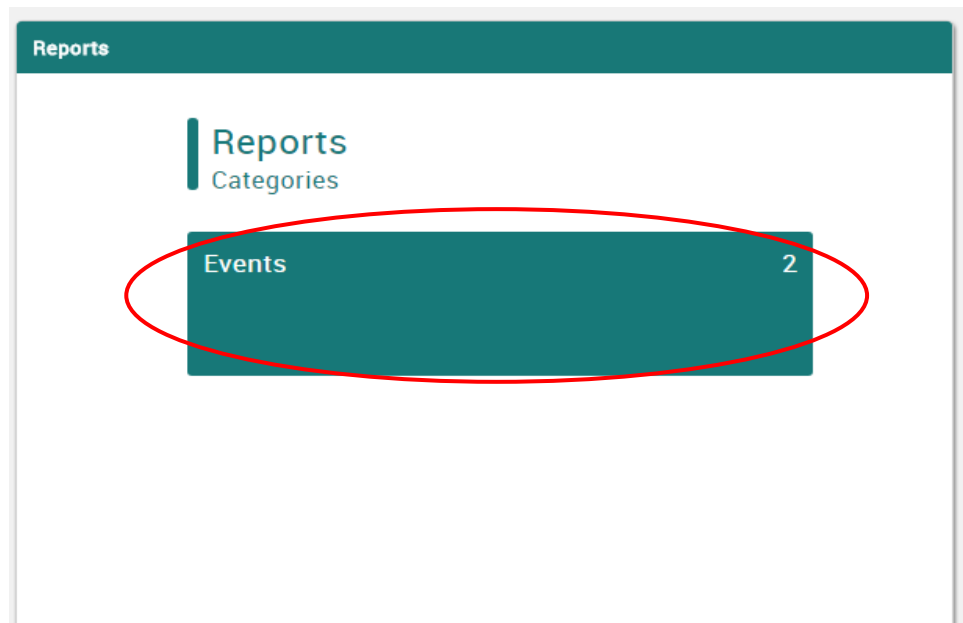
## Azolve Event Attendee Reporting

Log into the online Azolve system with your unique login details.

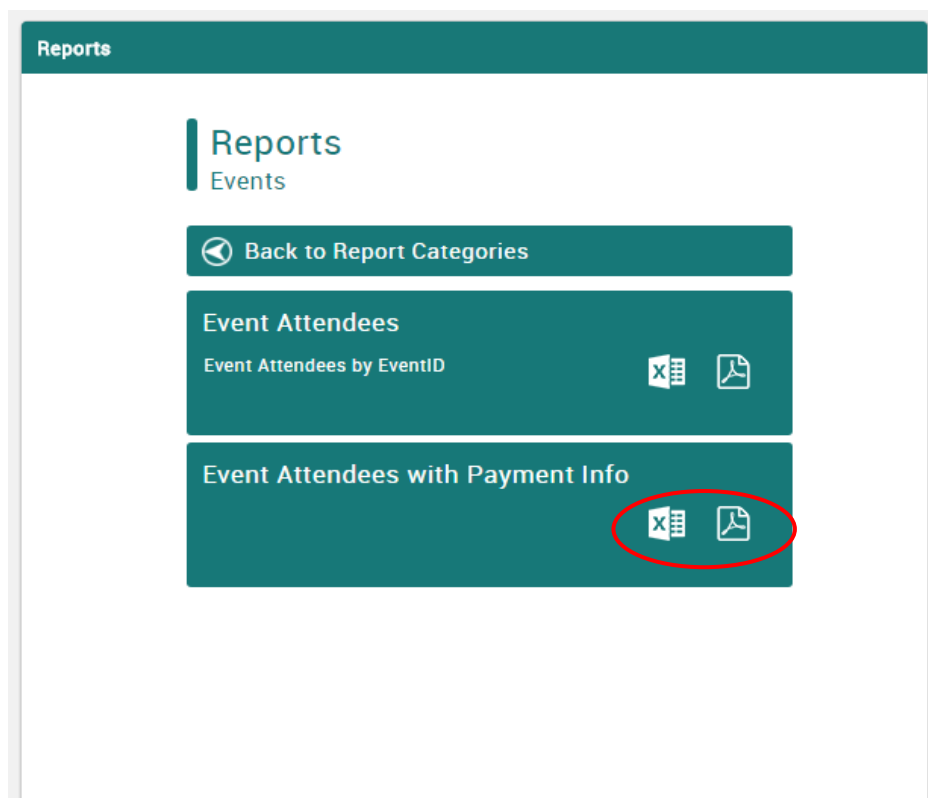
1. Select **Menu** then scroll right until you see Reports. Click the **Reports** Icon.



2. Within the Reports section select the category **Events**

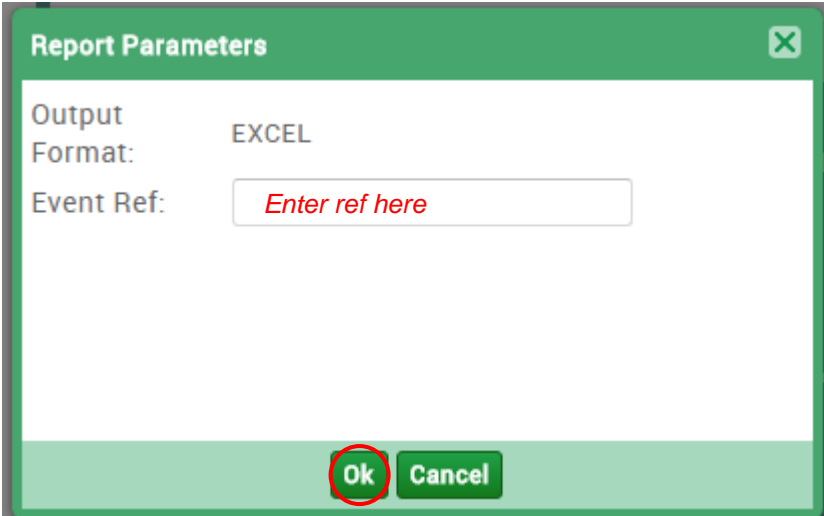


3. Select the Excel  or PDF  icon (depending on how you want the report to display) on the “**Event Attendees with Payment Info**” report





4. Enter your Azolve Event Reference (*provided by Scottish Swimming*) then click OK



The screenshot shows a dialog box titled "Report Parameters" with a green header. Inside the dialog, there are two fields: "Output Format:" with the value "EXCEL" and "Event Ref:" with a text input field containing the red text "Enter ref here". At the bottom of the dialog, there are two buttons: "Ok" and "Cancel". The "Ok" button is circled in red.

5. From here your Event Attendee list will download to your computer/ laptop

### After Workshop Delivery

Following completion of the workshop the organiser must submit a completed attendance register to the Scottish Swimming office. From here Scottish Swimming will accredit all attendees with the workshop on their online training record via the Azolve system.

### Helpful Hints for Course Organisers

- Advertise the workshop early
- Do not wait for the course to be full before registering the course with Scottish Swimming. Remember the Scottish Swimming deadline of 2 weeks
- Establish and maintain regular communication with the learners
- Access to a live coaching session (lead by another coach at your club)
- All learners **MUST** be current members of Scottish Swimming before they can access the workshop. Any learners who are not members will not be permitted access

## Useful Contacts

### Education Team

**Rachel Adamson** - Executive Officer – Education  
07511 226078

**Nicola Curwood** – Executive Officer – Education  
07511 221600

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National Swimming Academy  
University of Stirling  
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Scottish Swimming's main line: 01786 466520  
Fax: 01786 466521  
Email: [education@scottishswimming.com](mailto:education@scottishswimming.com)

**Elaine Murdoch** – People Development Officer  
07801 578966  
[e.murdoch@scottishswimming.com](mailto:e.murdoch@scottishswimming.com)

### Regional Swimming Development Managers

#### East – Alan Reed

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[g.hunter@scottishswimming.com](mailto:g.hunter@scottishswimming.com)

#### West – Erin Cummins

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#### Grampian & Tayside – Sean Dawson

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#### Central & West – Andy Maguire

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