

## Technical Swimming Committee

### Policy for the Use of Volunteers at East Swimming Championships



#### 1. Introduction

The Technical Swimming Committee (TSC) agreed that, to achieve a more professional approach to the organisation of East Swimming Championships, a policy should be drafted for the Use of Volunteers at all Swimming Championships. It was agreed that this would help achieve a consistent approach to the recruitment of volunteers and ensure that volunteers were aware of what was required and were supported in their roles.

**ASA East Region cannot run regional competitions without the support of volunteers. Please consider putting your name forward to help us run successful well managed competitions for our swimmers.**

#### 2. Volunteer Roles

In addition to the Technical officials, Swimming Championships will require a range of volunteers. All volunteers must be current ASA Members. Those volunteers working consecutive sessions will be provided with refreshment between sessions. ASA East Region will provide a role description for each role (attached) and the Swimming Manager will provide support on the day.

##### Roles Required

- *Volunteer co-ordinator*
- *AOE Operator (unless provided by the pool)*
- *Entries Manager/Recorder*
- Assistant Recorder
- *Announcer (unless this role is undertaken by a commentator)*
- Senior Clerk of Course
- 2 Clerks of course (one of each gender)
- Entry door (2/3 people)
- Results runner
- Warm up supervisor
- *Trophy Table*

*Posts shown in italics will be appointed by the Swimming Manager.*

#### 3. Expenses Policy

Those volunteering at ASA East Region Swimming Championships should receive reasonable out of pocket expenses, in line with the expenses policy agreed for Technical Officials.

1. Travel and accommodation expenses may be provided for those volunteers working all sessions within a given day or days. Those who volunteer to work incomplete days (e.g. only one session of two, or two of three) will not be reimbursed for either travel or accommodation.

2. Volunteers travelling less than 50 miles from their home will be reimbursed at a rate of 45 pence per mile for working at all sessions in one given day. Claim forms must be completed and submitted on the day of the gala.

3. Volunteers travelling more than 50 miles from their home will be reimbursed at a rate of 45 pence per mile for one return trip. Accommodation will be provided as follows:

a. Accommodation provided by the Region (Bed and Breakfast basis) if the volunteers is working all sessions. The application for accommodation must be received by the closing date to guarantee a booking. The qualifying distance is 50 miles radius from the gala venue to home address each way unless approved by the Swimming Manager.

b. Those wishing to make their own accommodation bookings, and complying with a. above, will receive up to the agreed cost that would have paid by the Region. This will vary dependent upon location. Receipts must be provided with claim forms.

c. Additional costs incurred by the region for accommodation for other family members or swimmers staying with the volunteers, or for accommodation on preceding nights, will be invoiced to the individual by the ER Finance Manager.