Transforming the face of sport and active leisure with the Institute of Swimming

Guide to Organising Courses for Clubs
Introduction

This guide aims to support you once you have identified your club’s workforce needs with ways to organise courses and continuing professional development (CPD) opportunities for your teachers and coaches.

The type of training a teacher or coach needs depends upon the role in the club they perform. A summary of the main roles, qualifications and CPDs needed for them are below.

- **Support Teacher/Coach:** ASA UKCC Level 1 in Teaching Aquatics/Coaching Swimming/Coaching Water Polo/Coaching Diving/Coaching Synchronised Swimming
- **Teacher/Coach:** ASA UKCC Level 2 in Teaching Aquatics/Coaching Swimming/Coaching Water Polo/Coaching Diving/Coaching Synchronised Swimming
- **Senior Coach:** ASA UKCC Level 3 in Swimming Coaching/Coaching Water Polo/Coaching Diving/Coaching Synchronised Swimming

Examples of generic CPDs for all roles:
- ScUK Safeguarding and Protecting Children
- Introduction to the Strokes CPDs (front crawl, backstroke, breaststroke, butterfly)

**The benefits to clubs of training their staff**

Clubs that work together to identify their workforce needs and run courses for their own teachers/coaches and others locally often benefit from cheaper courses and lower cancellation rates. Training your volunteers is a great way to reward and recognise their expertise and show your appreciation.

**About us**

Industry-leading, innovative and flexible, we have an enviable track record of achievement across business and education. The IoS are at the cutting edge of aquatic teacher and coach education, from running the latest United Kingdom Coaching Certificate (UKCC) courses through to providing continuing professional development and a range of apprenticeship opportunities within the sport and active leisure industry. Our expertise now extends beyond aquatics with an expansion into education and training provision in exercise, fitness and leisure operations.

Quality is central to our business ethos and we work hard to achieve great results for our customers. These efforts are acknowledged through our successful Ofsted and Skills Funding Agency audit inspections.

- Largest provider of teacher and coach education across the aquatic disciplines
- Registered training provider with the Skills Funding Agency since 2006
- Approved centre offering qualifications from 1st4Sport, City & Guilds, Edexcel and Active IQ
- Centre of Excellence for Aquatics Instruction, a partnership with the government’s Sector Skills Council for Sport and Active Leisure

**Our Expertise**

The IoS supports clubs to provide a stress free approach to organising and running courses and continuing professional development opportunities of outstanding quality. We pride ourselves on delivering the best course or seminar possible through our network of quality assured licensed tutors and approved venues.

As the country’s largest provider of aquatic qualifications we have a wide range of courses and seminars to meet the needs of your club, all provided through an efficient online booking and administration site www.theiosonline.com. Through this site and our experienced team of professionals, we offer the highest levels of customer service to administrate the course organisation and booking process.

**Step by Step Guide to organising a course**

Here we provide details of everything a club needs to organise a qualification or seminar as quickly and easily as possible and at the best available rates.

The diagram below guides you through the main steps and questions that may need answering and each step will then be explained in more detail.

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**Step 1**

Contact Short Course Co-ordinator (SCC) to discuss requirements

- Tell us your workforce needs and we will work with you to fulfil them
- Contact 01509 640640 or email iosadmin@swimming.org and ask for your SCC

**Step 2**

Finalise booking process and arrange costs and registration

- Do you have enough learners to run a closed course?
- Is funding available from the club or other sources?
- Are there any current special offers that the club can take advantage of?
- We will work through all of this with you

**Step 3**

Pre course communication

- The tutor will need to get in touch with you to arrange pool sessions and timetable

**Step 4**

On course requirements

- As course organiser you have some responsibilities during the course

**Step 5**

Post course

- Find out when your learners can expect to receive results and what feedback is required
• The SCC will discuss requirements with you. They will put you in contact with a course already running if you only have a few candidates. If you have a larger number of learners, they will work with you to organise the course and tutor.

• The SCC will discuss IoS terms, pre-requisites and facility requirements with you. It will be necessary to produce a Service Level Agreement (SLA) which covers requirements required by both parties, or it may be that the pool which the club uses is already covered by an SLA.

Company Logo

Step 1
Contact Short Course Co-ordinator (SCC) to discuss requirements

- Liaise with the course tutor to plan qualification timings and detail a minimum of six weeks before the course start date.
- Costs will vary from course to course depending on the specifics required. For example, should the club be able to provide free venue hire, the course fee may be reduced. The cost will also be dependent upon the number of learners, as some costs are per course and some per learner. You could also consider working with other clubs in the area and again depending upon number of learners the fees could be reduced. All these options will be discussed with the SCC prior to the course booking to ensure that the club receives the best available rate.
- Once fees are agreed based on specific learner numbers these must be adhered to.
- The club needs to ensure adequate poolside resources are available for each session, e.g. woggles, floats, kickboards, etc.

Company Logo

Step 2
Finalise booking process and arrange costs and registration requirements

Pool Requirements
Below are the requirements for swimming qualifications. Other disciplines should be discussed with your SCC.

<table>
<thead>
<tr>
<th>Discipline</th>
<th>ASA Level 1 Award in Teaching Aquatics</th>
<th>ASA Level 2 Certificate in Teaching Aquatics</th>
<th>ASA Level 1 Award in Coaching Swimming</th>
<th>ASA Level 2 Certificate in Coaching Swimming</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swimming</td>
<td>Water Depth</td>
<td>Minimum depth 0.9m</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Shallow end requirement: Between 0.75m – 1.1m</td>
<td>Deep end requirement: Minimum of 1.8m</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Size: 12m x 6m</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Theory Room Requirements

<table>
<thead>
<tr>
<th>ASA/UKCC Level 1</th>
<th>Suitable for 16 learners</th>
<th>Natural light, temperature control, desk space and chair per learner, space to complete group work, projectors &amp; screens</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASA/UKCC Level 2</td>
<td>Suitable for 12 learners</td>
<td></td>
</tr>
</tbody>
</table>
• Ensure the training room is laid out 30 minutes prior to each session to include screen, projector, flipchart.
• Ensure that a lifeguard is present on poolside at all times during the practical sessions of the course.
• Ensure suitable and sufficient pool equipment is available for each practical session.
• Act as main contact at the site for tutor, learners, IoS and ASA staff.
• Attend Day 1 of the course to greet learners, show them the facilities and provide a health and safety briefing, etc., if applicable. If not present during the rest of the course, delegate to another person and inform the IoS of the contact details.
• Inform IoS of any issues or causes for concern.

Timescales and certification – certificates are usually processed within six to eight weeks of the course completion and sent by the ASA Awarding Body.

The SCC will contact you to discuss how the course went.

Course paperwork, including a learner achievement summary, will be dealt with by the course tutor.

Qualification hours
To organise a qualification at your site, you will need to meet the requirements shown below.

<table>
<thead>
<tr>
<th>Qualification</th>
<th>No. of learners</th>
<th>No. of days</th>
<th>Approx. contact time (hours)</th>
<th>No. of pool time per day</th>
<th>No. of pupils required</th>
<th>No. of teaching stations each 30 min</th>
<th>Min. pupils per session</th>
<th>Max. pupils per station</th>
<th>Range of pupils (if you can get them)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1 Teaching Aquatics</td>
<td>16</td>
<td>5</td>
<td>32</td>
<td>2</td>
<td>3</td>
<td>4-6</td>
<td>4</td>
<td>6</td>
<td>Beginners through to improvers – children Stages 1-7</td>
</tr>
<tr>
<td>Level 2 Teaching Aquatics (Units 201-208 with all six sessions ON course)</td>
<td>12</td>
<td>9-10</td>
<td>58</td>
<td>2</td>
<td>6-8</td>
<td>6 (for at least four sessions pupils must be the same)</td>
<td>8 (for at least four sessions pupils must be the same)</td>
<td>Beginners through to improvers – children and adults if you can get them for a few lessons to provide a wider range for learners Stages 1-7</td>
<td></td>
</tr>
<tr>
<td>Level 1 Coaching Swimming</td>
<td>16</td>
<td>5</td>
<td>32</td>
<td>2</td>
<td>3</td>
<td>4-6</td>
<td>4</td>
<td>6</td>
<td>Skill development level swimmers with some competitive swimmers</td>
</tr>
<tr>
<td>Level 2 Coaching Swimming</td>
<td>12</td>
<td>9</td>
<td>58</td>
<td>2</td>
<td>6-8</td>
<td>Six one hour sessions must be carried out per learner. Two will take place on course and four of these must be with the same swimmers. This can be carried out back in the home club environment if necessary</td>
<td>4</td>
<td>6</td>
<td>Skill development and competitive level swimmers with ideally some higher level competitive swimmers</td>
</tr>
</tbody>
</table>

• Help advertise courses within your club and to neighbouring clubs if applicable. The SCC will provide a poster for display to assist.
• The club can purchase the spaces on the IoS online website and give the voucher numbers out to those learners attending. They will then be able to book onto the course using the voucher provided by the club, with the club being invoiced for these spaces.
• Alternatively the individual learners could book and pay for the course themselves. However, please be aware that this option would entail the course being open to any learner to book onto, and therefore no spaces would be reserved specifically for the club.

For assistance with IoS online please visit www.theiosonline.com and click on help at the bottom of the page.

Once all the arrangements have been made, the SCC will register the course for you with the ASA Awarding Body and advertise it on the IoS online.
Next steps

To get more information or help with any aspect of organising an IoS qualification or seminar at your site, please contact us:

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Telephone: 01509 640640
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UKCC
IoS
Institute of Swimming

the asa
swim for life