

## B&SB ASA SURVEY OF CLUB TRAINING NEEDS OF NON-COACHING VOLUNTEERS

The County Development Group invite all clubs in the County to advise of their perceived training needs over the next few years so that such provision as the County can make can be systematically planned, and those which the County cannot provide can be requested at the appropriate levels. Please complete the following form and return it to the County Hon Secretary as soon as possible and no later than September 30th.

CLUB \_\_\_\_\_  
 CONTACT PERSON:  
 NAME \_\_\_\_\_ TEL: \_\_\_\_\_  
 EMAIL \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ POSTCODE \_\_\_\_\_

### CLUB MANAGEMENT AND ADMINISTRATION - TRAINING

Which areas would your Club like training in ?	(Tick)	How many people per year ? (No.)
Committee procedures	_____	_____
Managing Committees	_____	_____
Updating Club Constitutions	_____	_____
Understanding ASA procedures (such as complaints, disputes, etc)	_____	_____
How to be a better Club ...		
Secretary	_____	_____
Treasurer	_____	_____
Chairman	_____	_____
Welfare Officer	_____	_____
Committee Member	_____	_____
Fundraiser	_____	_____
Volunteer coordinator	_____	_____
Media liaison person	_____	_____
Other roles – please specify	_____	_____
	_____	_____
	_____	_____

### NETWORKING

It has been suggested that Clubs might benefit from contacts by Office holders with those in similar positions in other Clubs – such as a forum or informal networks – so that ideas and good practices can be shared and problems discussed. Would your Club be willing to join such networks for

	(Tick)
Secretaries	_____
Treasurers	_____
Chairmen	_____
Welfare Officers	_____
Committee Members	_____

(NETWORKING - CONTINUED)

Fundraisers \_\_\_\_\_  
Volunteer coordinator \_\_\_\_\_  
Media liaison people \_\_\_\_\_

Other roles - \_\_\_\_\_  
please specify \_\_\_\_\_  
\_\_\_\_\_

**NON-TECHNICAL OFFICIALS - TRAINING**

Do you have volunteers willing to take on competition support roles such as Announcers, Recorders, Timekeepers ? If so, please specify the numbers for the coming 12 months for each role:

Announcers \_\_\_\_\_                      Recorders \_\_\_\_\_  
Timekeepers \_\_\_\_\_  
Any other roles (please specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OTHER IDEAS**

Please feel free to make suggestions for any other ways in which the County can support your Club in its involvement of volunteers – continue below

Return to Joan Massie                      email: joan.massie@swimming.org  
Regional Office & Finance Administrator  
ASA South East Region  
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