

ASA Young Aquatic Organiser Award

Guidance for Course Organisers

Hopefully these guidance notes will outline who to contact and where to find things so that you are able to organise a course as effectively as possible.

- **Find a Presenter**, if you do not already have a presenter in mind you can contact the ASA Awarding Body or email volunteering@swimming.org for a list of presenters in your region.
- **Liaise with the Presenter** to ensure you have the requirements for the theory aspects e.g. room with available space to work in groups, data projector, flipchart. (Refer to the syllabus for the recommended theory hours).
- **Liaise with the Presenter** to organise the practical session and consider any events currently planned in the area that the course could possibly link to. If you are unsure on what is required, you may find the frequently asked questions useful. (Refer to the syllabus for the recommended practical hours).
- **Register the course** with the ASA Awarding Body no less than 28 days before the course is due to start. You can download a registration form from the website.
- **Child Protection Acknowledgement Form** – Ensure that all candidates are provided with a Child Protection Acknowledgement Form to sign and have countersigned by a parent/guardian prior to the course. You can download this form to copy from the website.
- **Candidate Workbooks will be sent to the Course Organiser** approximately 2 weeks before the course is due to start.
- **Liaise with the Presenter** to ensure each candidate has a confirmed link with an ASA swim21 Accredited Club for the voluntary placement (unit 6). If there are difficulties in confirming access to appropriate clubs you can consider contacting the ASA County Swimming Coordinator in your region for help.
- **An attendance register and evaluation form** needs to be completed by the candidates and returned to the ASA Awarding Body at the end of the course. These are available for the Organiser or Presenter to download from the website.



- **Cost per candidate** is £8.75 and this will be invoiced upon distribution of the resources using the details provided on the registration form.
- **Club Guidance for Supporting Young Volunteers** is available for clubs to download from the website to support them in providing a placement for young volunteers.
- **If you need additional guidance** please feel free to contact us by emailing volunteering@swimming.org.

Guidance for Presenters

Hopefully these guidance notes will outline who to contact and where to find things so that you are able to deliver a course as effectively as possible.

- **Liaise with the Organiser** to ensure you have the requirements for the theory aspects e.g. room with available space to work in groups, data projector, flipchart. (Refer to the syllabus for the recommended theory hours).
- **Liaise with the Organiser** to organise the practical session and consider any events currently planned in the area that the course could possibly link to. If you are unsure on what is required, you may find the frequently asked questions useful. (Refer to the syllabus for the recommended practical hours).
- **Candidate Workbooks will be sent to the Course Organiser** approximately 2 weeks before the course is due to start, you can also download a copy of the workbook for your reference from the website.
- **Liaise with the Organiser** to ensure each candidate has a confirmed link with an ASA swim21 Accredited Club for the voluntary placement (unit 6). If there are difficulties in confirming access to appropriate clubs you can consider contacting the ASA County Swimming Coordinator in your region for help.
- **The Presenter Presentation (PowerPoint)** is available for you to download from the website and you can adapt it as necessary for your own delivery.
- **An attendance register and evaluation form** needs to be completed by the candidates and returned to the ASA Awarding Body at the end of the course. These are available for the Organiser or Presenter to download from the website.
- **A Competency Form** (downloadable from the website) needs to be completed by the Presenter for each candidate for units 1-5. Once the candidate has successfully completed their voluntary placement the club will forward their report to you and you are then able to sign off unit 6 and return the form to the ASA Awarding Body for the candidate to receive their certificate.



- **Club Guidance for Supporting Young Volunteers** is available for clubs to download from the website to support them in providing a placement for young volunteers.
- **A Pro forma for recording contact details** is available to download from the website so that all concerned (young volunteer, presenter and club) are able to record their contact details.
- **If you need additional guidance** please feel free to contact us by emailing volunteering@swimming.org.