

Good Club Guides



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To ensure volunteers make the most of their time with the club, the ASA has produced a range of practical, user-friendly guides to help them along the way. These are the Good Club Guides; access the guides by clicking one of the links below. Most roles are covered, from chairperson to press officer.

Download [summary overview](#) - Who is it for? How will it help volunteers? How is it organised? Why is it needed?

Accompanying the guides are targeted learning resources to enable volunteers to get the most out of their role with the club. They contain quizzes, tips on fulfilling your role and points for discussion.

Each guide comes as either full colour or in a black and white, printer-friendly format. All guides are in PDF, while the learning resources are Microsoft Powerpoint.

Please email volunteering@swimming.org if you encounter any problems. Download

[Club Captain](#)

[Club Captain \(printable version\)](#)

[Club Chairperson](#)

[Club Chairperson \(printable version\)](#)

[Fundraising Officer](#)

[Fundraising Officer \(printable version\)](#)

[Marketing and Press Officer](#)

[Marketing and Press Officer \(printable version\)](#)

[Running an Aquatic Event](#)

[Running an Aquatic Event \(printable version\)](#)

[Running an Aquatic Event Appendices](#)

[Secretary](#)

[Secretary \(printable version\)](#)

[Swim Meet Announcer](#)

[Swim Meet Announcer \(printable version\)](#)

[Team Manager](#)

[Team Manager \(printable version\)](#)

[Treasurer](#)

[Treasurer \(printable version\)](#)

[Welfare Officer](#)

[Welfare Officer \(printable version\)](#)

[Workforce Co-ordinator](#)

[Workforce Co-ordinator \(printable version\)](#)

General Guides

[Working with Disabled Volunteers](#)

[Engaging With Young Volunteers](#)

[Engaging With Young Volunteers \(printable version\)](#)

[Inclusivity](#)

[Inclusivity \(printable version\)](#)

[Making The Most Of Volunteers](#)

[Guide to Social Media](#)

[Guide to Supporting Volunteers](#)

[Top Tips for Recruiting Volunteers](#)

Volunteer Engagement Handbook

[Volunteer Engagement Handbook](#)

Certificates

[Thank You Certificate](#)

<http://www.somersetasa.org/sasa/en/Information/SwimMark/Good-Club-Guides?pdfview=1>