



ASA Young Aquatic Organiser Award Course Syllabus

1 Title

ASA Young Aquatic Organiser Award

2 Introduction

The Young Aquatic Organiser Award is aimed at 14 – 18 year olds who are developing their leadership and coaching skills and wish to become involved in either the administration, teaching, coaching and/or officiating of aquatic activities.

The award aims to:

- Give young people an insight in to the organisation of the ASA and clubs that fall within its jurisdiction
- Equip candidates with the skills to help plan, deliver and evaluate the running of an aquatic event
- Give candidates the opportunity to volunteer within an ASA accredited Swim21 club
- Encourage candidates to develop their skills within aquatic sports

It is an ideal bolt on award for young people following vocational sport awards at school or college.

3 Pre-requisite

Candidates must be at least 14 years of age at the start of the learning programme and have confirmed access to an ASA accredited Swim 21 club.

4 Length of Learning Programme

The award comprises of six units and is designed to be delivered using a combination of theory and practical.

Unit 1	The structure and organisation of the ASA and the clubs within the ASA	1 hour theory
Unit 2	The skills and qualities required to be a Young Aquatic Organiser	1 hour theory
Unit 3	Planning of an aquatic event	2 hours theory
Unit 4	Delivery of an aquatic event	2 hours practical
Unit 5	Evaluation of an aquatic event	1 hour theory
Unit 6	Voluntary placement within an aquatic club	3 hours
Total hours		10 hours

All units are mandatory and candidates must be successful in each.

Candidates are required to complete all aspects of the programme within a period of 12 months from the commencement of the course.

5 **Assessment**

There are no formal assessment requirements for this award; however, all candidates will need to demonstrate competency in all units to achieve the certificate.

In addition, the candidate will be required to present a satisfactory report for their voluntary placement within an ASA Accredited Swim21 Club.

6 **Syllabus**

Unit 1 – The structure and organisation of the ASA and the clubs within the ASA

- *ASA Structure and Organisation:* National Governing Body, disciplines - Swimming, Diving, Synchronised Swimming and Water Polo, world swimming structure, regional structure, relationship to the clubs, relationship to the County Sport Partnerships
- *Club Affiliation:* County, regional and national ASA
- *Roles within a Club:* Committee, Chairman, Coach, Officials, Treasurer, Secretary, Club Welfare Officer, Volunteer Co-ordinator, Marketing Officer
- *Swim 21:* ASA Club development model 'Quality Mark', benefits of Swim 21, four levels – Teaching, Skill Development, Competitive Development, Performance
- *Recruitment of members:* Marketing, word of mouth, school/club links, learn to swim programmes

To achieve this unit the candidate must be able to:

- Describe the structure of the ASA
- List the key functions of the ASA
- Explain how a club affiliated to the ASA runs effectively
- Identify the role of Swim 21
- Identify appropriate methods of promotion and marketing

Unit 2 – The skills and qualities required of a Young Aquatic Organiser

- *Skills and qualities required:* Good customer care, well-organised, reliable, smart, good communicator, knowledge.

To achieve this unit the candidate must be able to:

- Identify the skills required of an Aquatic Organiser
- Identify the qualities required of an Aquatic Organiser

Unit 3 – Planning of an aquatic event

- *Type of event:* Gala, festival, lesson, come and try event
- *Physical requirements:* Facility – pool, changing rooms, car park, reception. Equipment – lane ropes, floats, goals, whistle, music
- *Human requirements:* Participants – age, ability, numbers, medical needs, gender. Staff – numbers, skills, CRB, uniform, badges, communication.
- *Health and Safety requirements:* Insurance, lifeguards, participant medical conditions, safety equipment, first aid kit and personnel, ratios, CRB cleared staff

- *Financial requirements:* Expenditure – marketing, facility hire, equipment hire, staff, refreshments. Income – Sponsorship, participants, grants/subsidies, sale of goods
- *Preparing a programme:* Date, time, location, facilities, resources, activity, key points

To achieve this unit the candidate must be able to:

- Contribute to the planning of an aquatic event
- Identify physical requirements
- Identify human requirements
- Identify health and safety requirements
- Identify financial requirements
- Prepare a programme of activity for an aquatic event

Unit 4 – Delivery of an aquatic event

- *Assist in the delivery of an event in a practical environment:*

To achieve this unit the candidate must be able to:

- Demonstrate an acceptable level of customer care skills when helping during an aquatic event
- Demonstrate the ability to communicate effectively
- Demonstrate that they are able to follow instructions effectively

Unit 5 – Evaluation of an aquatic event

- *Evaluation:* Key strengths, areas for improvement, effectiveness of evaluation

To achieve this unit the candidate must be able to:

- Identify key strengths and areas for improvements
- Identify ways in which future events could be improved

Unit 6 – Assisting within an aquatic club

- *Voluntary placement:* Support with teaching, coaching, officiating and/or with administration

To achieve this unit the candidate must be able to:

- Demonstrate that they can contribute positively when conducting voluntary work within an aquatic club

7 Progression

Candidates who achieve the award will be signposted to a range of ASA awards and qualifications:

- Club Time Keeper Award (14 years plus)
- Judge Level 1 (15 years plus)
- ASA Club Helper Certificate (14 years plus)
- ASA/UKCC Level 1 Certificate for Coaching (Swimming, Diving, Synchronised Swimming, Water Polo) (16 years plus)
- ASA/UKCC Level 1 Certificate for Teaching Aquatics (16 years plus)

8 **Administration**

- Courses must be registered centrally with the ASA Awarding Body a minimum of 28 days prior to commencement of the date.
- The recommended maximum number of candidates per Presenter is 20. Presenters who wish to take more candidates can make an application to the ASA Awarding Body.

9 **Certification**

This is awarded and administered by the ASA Awarding Body and candidates will receive a certificate upon completion of all six units.

10 **Human Resources Needed for Delivery and Assessment**

All Presenters who deliver this course need to meet the following criteria and be approved by the ASA:

- Have recognised experience in the delivery of qualifications and/or awards
- Have experience of working with young people
- Have a full CRB check
- Have knowledge of the ASA
- Have attended an Orientation Session for Presenters*

* Delivered in the regions by the ASA.