



**Scottish
Swimming**

UKCC

Course Organisers Guide



**Scottish
Swimming**

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Introduction

Scottish Swimming (SASA) is the training provider with the licence to deliver UKCC aquatics qualifications in Scotland. The Scottish Qualification Authority (SQA) is our awarding body.

This booklet aims to provide guidance to course organisers; however the information provided is by no means exhaustive. This document should be used in conjunction with the Scottish Swimming Policies and Operations manual, copies of which are available from the Scottish Swimming website.

The course organiser has a vital role to play in ensuring that the course runs efficiently. Ideally the course organiser should be available at the start of each session to deal with any problems which may arise.

Who Can Be A Course Organiser?

Scottish Swimming does not have specific course organisers. The Course organiser role could be undertaken by a tutor (who may wish to organise their own course), an employee of a local authority or a volunteer from a club.

Organising a course – step by step

Please see subsequent pages for further details on these steps

1. Course Organiser liaises with a SASA licenced Tutor and approves Satellite Centre venue to ensure all requirements are in place
2. Course Organiser submits course registration form (no later than 6 weeks prior to course start date)
3. Scottish Swimming issues course approval and course code
4. Course Organiser recruits learners. Please ensure:
 - a. all learners hold current SASA membership (required by day 1 of course delivery)
 - b. all learners complete a Candidate registration form
 - c. all learners provide evidence of course prerequisite
5. Course Organiser submits all Candidate Registration forms and Candidate List & Fees form complete with all SASA membership numbers, DOB, email addresses and payment/ purchase order (no later than 4 weeks prior to course start date)
6. SASA issues course invoice (where appropriate) and sets up course on our electronic OneFile system / issues paper resources



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Engaging & Liaising with a Scottish Swimming Licensed Tutor

The tutor that you engage must be one of Scottish Swimming's licensed tutors (please note that some tutors are willing to travel). A list of Scottish Swimming Licensed Tutors can be found on the Scottish Swimming website (*Members – Teachers and Coaches*).

Once a tutor has been confirmed, liaise with the tutor regarding all elements of course delivery including the course timetable - to determine when pool and class room facilities are required - and what level and number of participant swimmers are needed.

Organising Your Facility

You must ensure that all facilities used are a Scottish Swimming Approved Satellite Centre and meet all minimum requirements for the intended course.

A list of approved satellite centres and an application pack to become an approved centre can be found on the Scottish Swimming website (*Members – Teachers and Coaches – Education Info and Policies*).

Please note there is a fee per centre to register as a satellite centre.

Arranging Appropriate Dates and Times For The Course

- Organise the course dates, pool and lecture time in consultation with your tutor and facility provider. This will ensure that all parties are aware of the arrangements.
- Book the pool and lecture facilities and ask for written confirmation from the facility provider.
- Check if refreshments are available and advise candidates accordingly.



Registering your course with Scottish Swimming

All forms can be found on the Scottish Swimming website in the UKCC Info & Courses Section.

For a course to be approved by Scottish Swimming the course organiser must fill in the course registration form and send to Scottish Swimming **no later than 6 weeks prior to the course starting**. Courses within 6 weeks of the start date will not be accepted.

A confirmation letter with the course code will be issued to the course organiser to confirm that the course has been approved. Please ensure you reference this course code in all correspondence. It is your responsibility to ensure that the letter has been received by Scottish Swimming within the set timescales and the course has been approved.

Courses can be advertised on the Scottish Swimming website to help with promotion; please indicate at the point of registration if you would like your course to be advertised.

No **later than 4 weeks prior to the course start** date Scottish Swimming require a copy of all Candidate Registration forms and the Candidate List and Fees form complete with SASA membership numbers, DOB, email addresses and full payment / purchase order for invoice. Please see the costings section of this document for further details on course payments.

Scottish Swimming's Education Department MUST be informed immediately of any changes to the advertised course.

Approving your learners for course attendance

It is vital that you ensure all learners meet the course prerequisites before you accept them onto a course; Scottish Swimming may request copies of qualification certificates so please ensure this information is available.

All learners must be current members of SASA to gain access to a UKCC course. We do provide a membership checking service on the Scottish Swimming website to assist you with this. Please note that some members request their information to be hidden; this information will not be visible on the web.

There are 2 ways of becoming a Scottish Swimming Member:

1. Via one of our affiliated clubs – please liaise directly with the club Membership Secretary to authorise / process
2. Via one of our affiliated Swim Schools – Details below.

Swim School Membership – <http://www.scottishswimming.com/members/membership/swim-schools.aspx>

- Select a Swim School to join from our affiliated list online (link above)
- Contact the Swim School to ensure they approve your application
- Complete the Swim School Membership form available online (link above) along with the £10 fee



Course Organiser Checklist

Below is an example of a course organiser checklist – this list is not exhaustive and should be completed in conjunction with your licensed tutor who will advise you of their specific requirements.

NB: that the maximum number of candidates per licensed tutor is 12 and 6 per probationary tutor. A probationary tutor must work alongside a Scottish Swimming Licensed tutor at all times.

Scottish Swimming Example course organiser checklist:

Course Details	
Course Level	
Course Discipline	
Course Dates and Times	
Tutor / Assessor	
Venue Details	
Pool Dates / Times	
Pool Requirements (e.g. lanes equipment etc)	
Classroom Dates/ Times	
Classroom Requirements (e.g. equipment etc)	
Participant Details	
No of Swimmers	
Level of Swimmers (e.g beginner, intermediate, advance)	
Notes / Additional Info	



Scottish Swimming

Sport Scotland Subsidy

Please ensure the following information is passed to all candidates wishing to apply for a sportscotland subsidy (further information can be found on the Scottish Swimming website):

Candidates wishing to apply for a UKCC level 1 or Level 2 subsidy are required to apply to SportScotland at least 4 weeks prior to the course; late applications will be rejected.

Once candidate applications have been accepted by SportScotland a Scottish Swimming Funding Payment Form must be submitted to Scottish Swimming for processing. – this information can be found on the Candidate registration form.

Subsidies will be paid subject to membership, satisfactory attendance of the course but are not dependent upon result. For level 2 candidates assessment of unit 6 must be completed along with the above.

Amount of funding available:

- Level 1 40% with a maximum value of £100 - applications to be made directly to Sport Scotland
- Level 2 70% with a maximum value of £400 - applications to be made directly to Sport Scotland

SportScotland only release funding for UKCC subsidy 4 times each year so Scottish Swimming can in turn only release funding once each quarter. To qualify for the UKCC subsidy candidates must meet the following criteria following course completion:

- Current member of Scottish Swimming
- Confirmation of no less than 90% course attendance
- Provide evidence of SportScotland subsidy confirmation
- Scottish Swimming subsidy payment form
- Completed coursework and exam

Once the Scottish Swimming office has evidence of all of the above we can issue payment. Please see criteria deadline dates and corresponding payment dates below:

Criteria met by	Payment Date (as provided by SportScotland)
15th June	31st July
14th September	31st October
7th December	31st January
15th March	30th April

If you have not submitted all relevant documentation by the specified date (i.e. 15th June) then your subsidy payment will roll into the next quarterly payment date (i.e. 31st October).



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Costings

When working out the overall cost for the course and the subsequent candidate course fee, there are expenses you need to include ensuring that you are not out of pocket at the end of the course.

- Pool hire
- Lecture room hire
- Equipment
- Tutor Fees
- Travel Expenses
- Tutor Accommodation (if applicable)
- Lifeguard Cover
- Photocopying
- Publicity and Advertising
- Postage
- Administration
- Discuss with tutor to identify any other costs as this is not exhaustive

You may find that charging a nominal fee to swimmers who come to the pool sessions is a good way of gaining a commitment from parents to make sure their children turn up to all sessions. If you decide to do this you **MUST** make sure that the parents are aware that their children will be taught by candidates in training.

The maximum a course organiser can charge for a level 1 course is £300 and for a level 2 is £600 per candidate. **Please note** a fee of £150 (level 1) and £270 (level 2) is payable to Scottish Swimming.

**FOR ALL SCOTTISH SWIMMING RECOMENDED COURSE COSTING PLEASE SEE
POLICY AND POLICY AND OPERATIONS MANUAL.**



Scottish Swimming

Advertising

Places you may consider advertising:

- Scottish Swimming website (advertised once a course is approved)
- Scottish Swimming monthly club mailing
- Local Swimming Clubs
- Local Swimming Pools
- Local Authorities
- Local Education Authorities – School
- Higher and Further Education – colleges, universities
- Local free newspapers
- Doctors Surgeries
- Posters at the pool
- Sports/Leisure Centres

NB: Should you wish to advertise in the Scottish Swimming monthly club mailing please contact info@scottishswimming.com

Please note all courses must be approved by the Education Department prior to advertising.

Tips:

Liaise with your tutor when considering your marketing strategy.

Design an eye catching “flyer” to send to school, swimming clubs etc.

Put together an information sheet containing all relevant information such as:

- Who the course is suitable for and any pre requisites
- Course title
- Dates, time and venue, also if the course is an intensive course this should be made clear at this point
- The cost of the course
- Subsidy information
- The duration of the course
- Attendance requirements
- Membership details (all candidates must be current members of Scottish Swimming to go onto a course)
- Anything the candidate needs to make you aware of
- Arrangements for refreshments
- What qualification will be gained at the end of the course
- Who to contact for further information



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Correspondence with the Candidates

It is important to check with candidates whether they require any special arrangements e.g. extra time, the use of a bilingual dictionary etc and these should be catered for. The guidelines for this can be found in the Policies and Procedures manual however if you have further queries please contact the Education team.

On receipt of a completed application form and fee, you must confirm a place on the course with the candidate.

It is important that all candidates receive information prior to the course commencing. Information should include:

- Course Venue/dates/times/tutor
- Reiterate that you must be a member of Scottish Swimming to be able to attend the course and to receive the subsidy. Any swimmers/ex-swimmers or people who have sat UKCC courses in the past should have a membership number. If this is not known please go to the Scottish Swimming Website where this can be attained
- Course Syllabus (available from the Scottish Swimming website)

Helpful Hints for Course Organisers

- Advertise the course early
- Do not accept bookings without full payment or at least a holding fee
- Do not wait for the course to be full before registering the course with Scottish Swimming. Remember the Scottish Swimming deadline of 6 weeks and also be aware of the cancellation policy
- Establish and maintain regular communication with the tutor and candidates
- Candidates must apply to Sport Scotland for a subsidy at least 4 weeks prior to the course start date.
- Candidates on an intensive course need to be made aware of the workload on such a course and the fact that it has to be done over a short period
- Access to plentiful supply of swimmers at the appropriate level
- For Insurance purposes all candidates **MUST** be current members of Scottish Swimming before they can access a UKCC course. Any candidates who are not members will not be permitted access



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Completed Forms

All Forms can be found on the Scottish Swimming website in the Education section under [“UKCC Level 1 and 2 Paperwork”](#)

Candidate List and Fees

The Candidate Registration forms and Candidate List and Fees form must be completed and returned to Scottish Swimming **at least 4 week prior to course commencing with full Fees and Candidate Membership numbers.**

Please refer to Policies and Operations Manual for Scottish Swimming Courses. Candidates must be current members of Scottish Swimming and their membership number recorded on the candidate registration form and candidate list and fees form.

Candidate Registration:

Candidate Registration Forms must be completed in full, this includes:

- Full name, address and DOB – **Ensure this is legible**
- Ticking the appropriate boxes – Induction information covered
- Signing all appropriate sections
- Scottish Swimming Membership Number
- SQA Scottish Candidate Number (SCN)
- Subsidy payment information - to be completed by candidates who have prior confirmation of funding from SportScotland

The candidate registration forms should be completed at the point of course booking. If these are not filled out correctly or the form is illegible these will be returned to the course organiser, this may delay the course registration.

Exams

The Course Organiser should ensure that:

- Candidates using the services of a reader and/or scribe are accommodated in a separate room to avoid disturbing other candidates. A second invigilator should also be in attendance
- Examination papers are kept securely locked away
- Examination papers (including unused papers) are returned to Scottish Swimming by recorded delivery or courier within 48 hours of the exam finishing.
- The examination papers are only opened in the presence of the candidates at the commencement of the examination
- That appropriate people are appointed as invigilators

NB: For full details on the role of the invigilator please see pages 13-15 of the Policy and Operations manual.

IMPORTANT: All examination papers (used and unused) must be secured in the envelope provided and posted to Scottish Swimming by recorded delivery or courier within 48 hours of the conclusion of the examination. The examination papers should be kept securely locked away at all times



Scottish Swimming

Useful Contacts

Education Team:

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