



## Training Course Reimbursement Options and Processes

The nationally recognised qualifications for Swim Teaching and Coaching are called SEQs – Swim England Qualifications. The courses are provided by an organisation associated with Swim England called the Institute of Swimming (IOS). SEQs begin at Level 1 and progress to Level 3. More information can be found at the following website:

[www.swimming.org/ios](http://www.swimming.org/ios)

Anybody who is 16 years old or older, and is a member of Swim England, can apply for and attend these teaching or coaching courses. Ledbury and Malvern Swimming Club (LAMSC) does not need to authorize this. However, for a member of LAMSC to receive a partial or full reimbursement of the cost of the course, the following process needs to be followed and commence in advance of registering for a course.

### Swim England Reimbursement

Enabled through our Swim Mark accreditation (which we have to re-apply for every year), LAMSC is able to apply for a partial reimbursement of the cost of an IOS training course that has been attended by one of our members – provided that the member is an existing poolside helper and listed as such in the club's official Work Force database that is submitted to Swim England every May as part of our annual Swim Mark renewal application. The reimbursement percentage can change year on year, and is different for different courses, but is typically in the order of 25%. Any reimbursement received by the club is passed on in full to the individual.

In order to obtain the reimbursement from Swim England, the candidate first has to obtain written permission from the Head Coach and the Committee to ensure their suitability. Candidates selected for the Swim England reimbursement must then obtain a Swim England West Midlands Grant Aid Application Form from the Treasurer – this form needs to be completed, signed and returned (together with a copy of the receipt for the course) to the Treasurer at least 2 weeks before the start of the course. This is because the club has to counter-sign the form and Swim England receive this, a minimum of 1 week before the course starts.

There is no alternative to this part of the process – unless the form is submitted within this timeframe – the 25% reimbursement cannot be obtained or claimed for retrospectively.

Prior to the course, Swim England will email the Treasurer another form called the 'Notification of Grant Aid Form'. This will be issued to the candidate as it needs to be signed by the course trainer on successful completion of the course. The candidate gives this form to the Treasurer – the club submits this back to Swim England – the reimbursement is paid into the club's bank account and once the funds have been received, the Treasurer will give the candidate a cheque for the full amount that was received.

### LAMSC Reimbursement

In addition to – and separate to - the Swim England reimbursement, a candidate can apply for a LAMSC reimbursement. As before, the candidate needs to apply for this to the committee ahead of the course and with the support of the Head Coach. The application is an email from the candidate to the Club Secretary.

There is no set budget for the amount of funds that the club can release as training course reimbursements and subsidies, and requests are reviewed on a case-by-case basis. Multiple factors are considered, but a key one is the financial health of the club at the time. If a level of reimbursement is agreed, it is offered with the condition that the candidate commits to providing a minimum of 1hr of poolside assistance per week for the 12 months after completing the course – and that this poolside time is agreed with the Head Coach. The candidate does not have a free choice on which training session they support.

Furthermore, the reimbursement granted by the club will be paid to the candidate in three equal amounts at the end of each 4-month period during the year.

Although the one hour per week for one year is the minimum for receiving the LAMSC reimbursement, it is very much hoped that the candidates continue their support for much longer.

Obtaining a LAMSC reimbursement does not impact in any way the process described above for the Swim England reimbursement. However, the club retains the right to stop any outstanding LAMSC reimbursement payments should the conditions of the offer no longer be being met or should the candidate be deemed by the committee to be breaking the club's code of conduct. The committee's decision is final and cannot be appealed.

If you have any questions about these reimbursement opportunities then please speak to the Head Coach, any of the committee or alternatively email the Club Secretary.