



What's new this summer?



ASA REGIONAL

YOUTH FORUM



If you are aged 16-25yrs and a member of an SER affiliated club, then this could be your chance to make an impact on what happens in the Region ...

Hands up and VOLUNTEER



HAVE YOUR SAY ... DISCUSS VIEWS OPINIONS CONVERSATION



What is a South East Region (SER) Youth Forum?

- a proactive group of young leaders aged 16-25 years who aim to support the involvement of young people
- the forum members would meet up on a regular basis to develop new issues or discuss current youth issues
- the forum would drive positive changes in the sport and in their clubs, counties and region influencing other young people

The purpose of the SER Youth Forum

- to represent the interests of young people participating or volunteering within Aquatics in the Region
- to develop a network of young people throughout the organisation and the sport
- to support the development of county and club Youth Forums
- to represent the views of young people across all of the aquatic disciplines within the Region including: swimming, disability swimming, diving, water polo, synchronised swimming and open water
- to consult on Regional campaigns, resources and programmes and feed information back to the SER Management Board and ASA National Youth Forum as appropriate
- to support the ASA National Youth Forum in projects as needed
- to act as ambassadors for the aquatic disciplines at all levels within the Region
- to highlight what young people in our Region can do

The SER Youth Forum

Terms of reference

- the SER Youth Forum will have a maximum of twelve permanent members all between the ages of 16-25 years. A minimum of five members and the Regional Youth Forum coordinator will be required for all meetings
- Youth Forum members will ideally be in post for two years from September 2014 although there will be an option for prospective members to elect to serve for a one-year period only

Purpose of the group

- to represent the interest of young people participating or volunteering within Aquatics in the Region
- to develop a network of young people throughout the Region and the sport
- to represent the views of young people across all of the aquatic disciplines within the Region and feed this back to the SER Management Board
- to assist on individual projects within the Region for example: the development of training opportunities for young volunteers
- to support and assist with the activities of the ASA National Youth Forum
- to act as ambassadors for the sport and the organisation at local and Regional levels
- travel and other agreed expenses will be covered by the Region, and Youth Forum members will be expected to attend all scheduled meetings

Application for membership

- to apply for membership of the SER Youth Forum you will need to complete the Expression of Interest form on page 9 of this pack and give information to support you application on page 10
- send completed forms by email to bryony.gibbs@swimming.org or by post to her at ASA South Division Office, 1st Floor Offices, Castle Business Centre, Castle Road, Chelston Business Park, Wellington TA21 9JQ
- the closing date for applications is Monday 8 September 2014 and we hope to advise all applicants of the outcome by 13 September 2014

SER Youth Forum Codes of Conduct

Outside of Youth Forum Meetings

- respond to Youth Forum emails promptly and have regular contact with the Chair, Vice Chair and Secretary
- always meet Youth Forum deadlines set by the Youth Forum Coordinator or the Youth Forum Chair
- proactively participate in all Youth Forum activities and engage with tasks distributed outside of meeting times
- ensure that expense forms are returned promptly following each Youth Forum meeting
- be honest with all feedback – but constructive
- when representing the Youth Forum always remember that you are an ambassador both for the sport and for young people within the South East Region, and that your behaviour and conduct should reflect this.
- remain professional when wearing Youth Forum kit

During Youth Forum Meetings

- always ensure you are on time for Youth Forum meeting and notify the coordinator in advance if for any reason they are unable to attend
- ensure you are appropriately prepared for each Youth Forum meeting
- ensure that you actively participate in meeting tasks to ensure the time is used effectively
- respect one another at all times
- attend meetings with a positive attitude and an open mind, respecting each member's viewpoint, even if it is different to your own
- listen to each member's ideas and point of view – provide all members with the opportunity to voice their opinion
- be honest – but in a polite and constructive manner

SER Youth Forum Role Description: Chair

Position Overview

- the ASA South East Region Youth Forum Chair will lead the Volunteer Youth Forum with support from the Youth Forum, Vice Chair and Secretary. This role is voluntary.
- there will be four meetings during each year (1 September to 31 August) with the first meeting to take place in October 2014 and they will be spaced regularly throughout the year
- meetings will take place at a date, time and venue to be agreed with the Youth Forum Coordinator
- reasonable expenses will be paid in line with the Region's policy
- additional responsibilities outside of meeting times will be identified with the Youth Forum and agreed with the Youth Forum Coordinator

Role

- be a spokesperson for the Forum
- coordinate and lead Youth Forum meetings with support from the Youth Forum Coordinator, Vice Chair and Secretary
- coordinate the actions of the Youth Forum Members
- make decisions on behalf of the Youth Forum when the need arises
- assist with programmes and projects to voice a young person's perspective
- determine the content and agenda for Youth Forum meetings with support from Youth Forum Coordinator
- act as the point of contact with the SER Management Board and ASA National Youth Forum
- any additional responsibilities of the Youth Forum Chair may be determined by the Youth Forum Coordinator

Applicants must meet the following selection criteria

- excellent leadership skills
- an effective communicator and confident in expressing views and opinions
- knowledge and understanding of the key issues that young people face
- committed to involving young people in key decision-making processes
- member of a club affiliated to the SER with experience of volunteer roles and a clear understanding of the role of the ASA within aquatics

SER Youth Forum Role Description: Vice Chair

Position Overview

- the SER Youth Forum Vice Chair will support the Chair in leading the Volunteer Youth Forum. This role is voluntary.
- there will be four meetings during each year (1 September to 31 August) with the first meeting to take place in October 2014 and they will be spaced regularly throughout the year
- meetings will take place at a date, time and venue to be agreed with the Youth Forum Coordinator
- reasonable expenses will be paid in line with the Region's policy
- additional responsibilities outside of meeting times will be identified with the Youth Forum and agreed with the Youth Forum Coordinator

Role

- support the Chair in being a spokesperson for the Forum
- support the Chair in coordinating and leading Youth Forum meetings
- support the Chair in coordinating the actions of the Youth Forum Members
- make decisions on behalf of the Youth Forum when the need arises
- assist with programmes and projects to voice a young person's perspective
- support the Chair in determining the content and agenda for Youth Forum meetings with support from Youth Forum Coordinator
- any additional responsibilities of the Youth Forum Vice Chair may be determined by the Youth Forum Coordinator

Applicants must meet the following selection criteria

- an effective communicator and confident in expressing views and opinions
- knowledge and understanding of the key issues that young people face
- committed to involving young people in key decision-making processes
- member of a club affiliated to the SER with experience of volunteer roles and a clear understanding of the role of the ASA within aquatics

SER Youth Forum Role Description: Secretary

Position Overview

- the SER Youth Forum Secretary will assist the Youth Forum Chair, Vice Chair and Youth Forum Co-ordinator to lead the SER Youth Forum and will be a central point of administration, information and communication. This role is voluntary.
- there will be four meetings during each year (1 September to 31 August) with the first meeting to take place in October 2014 and they will be spaced regularly throughout the year
- meetings will take place at a date, time and venue to be agreed with the Youth Forum Coordinator
- reasonable expenses will be paid in line with the Region's policy
- additional responsibilities outside of meeting times will be identified with the Youth Forum and agreed with the Youth Forum Coordinator

Role

- assist the Chair and Vice Chair to coordinate and lead Youth Forum meetings
- assist the Chair and Vice Chair to coordinate the actions of the Youth Forum Members
- support in reference to programmes and projects when requested to voice a young person's perspective
- determine the content and agenda for Youth Forum meetings in conjunction with the Youth Forum Coordinator
- distribute meeting agendas and take the minutes from Youth Forum meetings
- document the actions of the National Youth Forum and be the key group contact
- any additional responsibilities of the Youth Forum Secretary may be determined by the Youth Forum Coordinator

Applicants must meet the following selection criteria

- an effective communicator and confident in expressing views and opinions
- excellent organisation skills
- knowledge and understanding of the key issues that young people face
- committed to involving young people in key decision-making processes
- member of a club affiliated to the SER with experience of volunteer roles

SER Youth Forum Role Description: Member

Position Overview

- the SER Youth Forum members will represent the voice of young people within the SER and will be ambassadors for the sport, and work to develop a network of young people within the organisation This role is voluntary.
- there will be four meetings during each year (1 September to 31 August) with the first meeting to take place in October 2014 and they will be spaced regularly throughout the year
- meetings will take place at a date, time and venue to be agreed with the Youth Forum Coordinator
- reasonable expenses will be paid in line with the Region's policy
- additional responsibilities outside of meeting times will be identified with the Youth Forum and agreed with the Youth Forum Coordinator

Role

- support the development of the Youth Forum network
- use the SER Youth Forum as an opportunity to raise issues from clubs and counties within the SER
- support the SER with programmes and projects when requested to voice a young person's perspective
- any additional responsibilities of a Youth Forum member may be determined by the Youth Forum Coordinator

Applicants must meet the following selection criteria

- enthusiastic and passionate about sport
- an effective communicator and confident in expressing views and opinions
- knowledge and understanding of the key issues that young people face
- committed to involving young people in key decision-making processes
- member of a club affiliated to the SER with experience of volunteer roles



SER Youth Forum Expression of Interest Form

Personal Details

Title (Mr, Miss, etc): _____

Forename: _____

Surname: _____

Date of birth: _____

Address: _____

Postcode: _____

Telephone (day): _____

Telephone (evening) _____

Email: _____

Please tick your current status from the list below:

School	<input type="checkbox"/>	University	<input type="checkbox"/>
College	<input type="checkbox"/>	Employed	<input type="checkbox"/>
Other	<input type="checkbox"/>		

Please give details _____

Please tick the position(s) you would like to be considered for

Chair	<input type="checkbox"/>	Vice Chair	<input type="checkbox"/>
Secretary	<input type="checkbox"/>	Member	<input type="checkbox"/>

Closing date for applications is 8 September 2014. See page 3 for full details



Information to support your application

Tell us about yourself – include details of your hobbies, interests and little bit more about what makes you – you!

Tell us the reasons why you are applying for a position on the SER Youth Forum

Give us any other information that will support your application

I have read and agree to the ASA SER Youth Forum Terms of Reference and Codes of Conduct

Signature: _____

Date: _____

If you are under the age of 18, this form must be signed by a parent/guardian

Signature: _____

Name: _____

Date: _____

Closing date for applications is 8 September 2014. See page 3 for full details

**ASA REGIONAL
YOUTH FORUM**