

## **Assistant Coach and Coach Courses**

In order to improve awareness and ease of booking Assistant Coach and Coach courses for clubs and members, all courses will now be bookable directly through the IoS website.

We will continue to send new courses out to clubs as these become available, this includes the ongoing use of the individual Regions requirements/interest registers.

Please note the price shown on the online courses is full price, club offer prices can be accessed by the two routes detailed below:

### **Club Purchased spaces - including SwimMark voucher use:**

1. If the club doesn't have a 'Company account' on IoS this needs to be created via: [IoS Club Account Registration](#)
2. Club to contact [abi.jones@swimming.org](mailto:abi.jones@swimming.org) with:
  - a. Club name
  - b. Course information & Number of places required
  - c. Purchase Order number for invoice
3. Club receives voucher to assign to club members at Club Offer rate
4. Payment is via invoice to the IoS
5. Should the club wish to use their SwimMark voucher against the booking this request should go to [iosadmin@swimming.org](mailto:iosadmin@swimming.org) and the invoice amount will be adjusted – *please note the SwimMark voucher must be used within the 12 months from the club successfully completing SwimMark*

### **Individual member space**

1. An IoS account must be created by the member via: [IoS member registration](#)
2. Member to contact [abi.jones@swimming.org](mailto:abi.jones@swimming.org) with:
  - a. Club member details
  - b. Course wishing to book
  - c. Email used to set up IoS account in step 1
3. Member issued voucher at Club Offer rate
4. Payment is completed by card by member

### **Additional SwimMark voucher information**

Using the club account to purchase, clubs are also able to use their SwimMark voucher against CPDs and Safeguarding. The £100 voucher must be used in one go i.e. 4 safeguarding courses. Once purchased email [iosadmin@swimming.org](mailto:iosadmin@swimming.org) to credit the SwimMark voucher.