

TIVERTON SWIMMING CLUB

RECRUITMENT POLICY and SUCCESSION POLICY

1. The Club has role descriptions for all volunteer positions and also for the coaching positions. These have been developed according to the needs of the Club using guidelines from the ASA. The role descriptions are available on the website. In addition to this the Club aims to have the retiring volunteer spend time explaining the full details of the role, the skills and the time commitment of the role with any prospective new incumbent.

2. Needs for improvement or change of the workforce are identified in the annual Workforce Plan. These needs are identified by discussion with the whole committee including the Head Coach. See appendix.

3. Opportunities to identify new volunteers are through two main sources. Invitation to volunteer is part of the Welcome Pack and also on the Website. The main source is through networking with parents, swimmers and any other supporters. The Club has a friendly open atmosphere and this facilitates this mode of sourcing possible volunteers.

4. Recruitment Methods.

a. One to one invitations from any member of the committee, particularly the Workforce Co-ordinator and Volunteer already in post.

b. Advertisement. This is done through the Newsletter, Website and Notice Board for volunteers. Adverts include a brief description of the specific role, ideal skills and benefits of the role. They also include contact details for further information.

In addition to these methods, adverts for coaching positions are posted on the ASA Website.

c. Recruitment requirements are also added to any press release that coincides with the need for a new recruit. Adverts in the press directly are currently beyond the budget of the Club.

d. Young Volunteers are recruited through personal invitation by letter to all 14yr to 19yr olds who are members of the Club.

5. Induction for new Volunteers. All new volunteers are provided with the Club's Induction Checklist which includes the contact details of all relevant Club personnel. They are informed of the dates of meetings they are required to attend. They are also provided with a written agreement of their role, responsibility and time commitment. This is not a signed document. In their new role they are mentored and supported by the Club Chairman and if possible by the retired volunteer whose position they have taken over. It is also the aim of the Club that each new Volunteer develops their role and is empowered to feel ownership of the role. All Volunteers will be asked and encouraged to undertake Child Protection Training.

6. Swimmers Recruitment.

a. Annual Imps Gala where local primary schools are invited to compete. Swimmers are offered membership and promising swimmers are invited to join the Club.

b. Swimmers from the "Learn To Swim" section of the Club are invited to progress to the "Badge Night" section with a letter of congratulations and by direct invitation from the teacher. Swimmers who complete their Gold badge are invited to join the "Squad" section of the Club by direct invitation and with a modified Welcome Pack and letter.

- c. A waiting list is run for young children wishing to join the “Learn To Swim” section of the Club.
- d. Swimmers enquiring about joining the Club are given a Welcome Pack and invited to two taster sessions. At the first session their swimming ability is assessed. They are then offered a further free session in a session appropriate to their ability.
- e. The Club offers a course of 8 swimming coaching sessions aimed at novice and experienced triathletes. This is during the spring prior to the triathlon season.
- f. Invitation to join the Club is on the Notice Board and Website at all times.