**HAILSHAM SWIMMING CLUB 30 November 2019**

**LEARN TO SWIM PROGRAMME PROPOSAL**

Following consultation on Hailsham Swimming Club training programme restructure, the following proposal has been prepared as the most effective way to manage the implementation of the Learn to Swim Programme as part of the Swimming Club.

**Learn to Swim Programme (LTS)**

The classes will not be referred to under the banner of a ‘swim school’ but will be directly managed under the overall governance of Hailsham Swimming Club, with accountability being the HSC Club Committee.

A consortium of officers will be responsible for devising a suitable structure for the LTS Programme. This will consist of:

* Chairman, Hailsham Swimming Club;
* Vice Chairman, Hailsham Swimming Club;
* Treasurer, Hailsham Swimming Club (and assistance from assistant officer from January 2020);
* Expressions of interest from existing Hailsham SC coaching/teaching staff (this includes current Bedes Swim School staff) to work in the consortium (agreed hours of administration will be paid) – A minimum of 2 positions to be appointed;

Contrary to that stated in the consultation document, there will not be a swim school manager role. The programme will not be refereed to as a swim school but as the LTS Programme under Hailsham Swimming Club. Longer term once the LTS Programme is established and developed, consideration of defining a lead role will be made by HSC Committee.

Particular roles and responsibilities will be given to officers on the Consortium in relation to the LTS programme which will be laid out by the Chairman at the inception meeting. The inception meeting is planned for week commencing 9 December 2019. These include: advertising and publicity, administration of class numbers and sizes, 1-2-1 programme and parent and baby classes, arranging use of alternative facilities.

Expression of interest forms will also be issued to Hailsham SC staff who may wish to be considered for teaching staff as part of the programme. If no expression of interest forms are submitted, the Club will consider applicants who have recently been interviewed for teaching/staff at the Club and the contribution that they can make.

**Action Plan**

**Monday 2 Dec** – 2 Expression of Interest Forms issued for Hailsham SC: (1) Consortium, (2) Teaching Staff

**Monday 2 Dec** – Meet with Bedes School to discuss notification of existing members currently at Bedes Swim School

**Friday 6 Dec** – Deadline for Expression of Interest forms to be submitted to HSC Chairman. Decision to be made on Consortium members by Monday 9 December.

**W/B Mon 9 Dec** – Consortium Officers announced and Meeting to be held this week to outline tasks

**W/B Mon 16 Dec** – Timetable to be produced and applications for membership to the club to be made.

**Implementation of LTS Programme** – First session at Bedes School Pool, Wednesday 15 January 2020.

**Aims and Ambitions**

The draft training programme identified by Hailsham SC utilises the existing times slots for Bedes Swim School. It is therefore likely that the same stage classes can be provided on the same days. However, the Monday sessions will no longer run as it is not prudent to run lessons for just 30mins.

Alternative and more lucrative lesson times will be provided on a Saturday from 10.30am – 12pm.

The initial timetable for lesson availability will be:

Wednesday’s 4.00-5.30pm

Friday’s 4.00-5.30pm

Saturday’s 10.30am-12.00pm

There is scope for additional hours at Bedes School over the long term: longer hours on a Saturday and hours on a Sunday

Hailsham SC will be sourcing other facilities for 1-2-1 lessons, parent and baby session and as a contingency to regular closures of Bedes Pool on a Friday.

**The Roles and Responsibilities of the Employed Consortium Officers**

The HSC Committee Executive Officers will oversee the management of the Consortium for the Learn to Swim Programme. The roles and responsibilities (not an exhaustive list) of the appointed officers will be to, in summary:

* Devise an appropriate Lesson programme for all stages within the Swim England Learn to Swim Programme and demonstrate direct progression into the established Stroke groups;
* Align lessons as much as possible with existing groups at Bedes Swim School;
* Look at opportunities for additional classes and activities based on additional resources for staffing: lead teachers, and assistants in the water;
* Advise on the appropriate fees for lessons and any experience of managing the finances of swimming lessons previously;
* Look at additional facilities to provide a discreet offer: 1-2-1 lessons, parent and baby etc
* Advise on appropriate level of responsibility for staff and pay levels in consultation with the HSC Committee

**HAILSHAM SWIMMING CLUB - LEARN TO SWIM PROGRAMME**

**EXPRESSION OF INTEREST FORM**

Hailsham Swimming Club will be implementing its Learn to Swim Programme in January 2020 and we are looking for current Hailsham SC coaching and teaching staff to express an interest in roles and responsibilities that will come forward during the creation and implementation of the Learn to Swim Programme

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| **Roles and Responsibilities****Consortium Officer** **(2 positions minimum to be appointed)**– To be employed by Hailsham SC to work in a Consortium with the Chairman, Vice Chairman and Treasurer, with defined roles and responsibilities. Attend meetings and provide paid administrative hours to help establish the framework for the LTS Programme. **Learn to Swim Programme Teacher** – To be employed by Hailsham SC to teach or assist with swimming groups as part of the Learn to Swim Programme  |

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| **Name** |  |
| **Role(s) applied for** |  |

**Explanation of why you are applying for this position and the skills and experience you can bring to this role** (Do not continue beyond 1 page)

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**THIS FORM MUST BE SUBMITTED TO THE HSC CHAIRMAN at** **chairman@hailshamswimmingclub.org** **OR IN PAPER COPY BY HAND BY
7PM ON FRIDAY 6 DECEMBER 2019**