



*Craig Steenhoff
Holding Chairman
Hailsham
Swimming Club*

To all parents and swimmers,

NEW COMMITTEE CYCLE FOR 2020-2021 AND FUTURE EVENTS

The Club is now settled into its new training programme since Bedes Pool reopened at the end of January, with the club also now benefiting from the implementation of its Learn to Swim Programme in February. Whilst it is fantastic to see the club grow through its younger teaching groups and swimming lessons, it is critical that we capture the skills, knowledge, experience and resources of the parents of children in these lower groups.

We are looking for new parents to come forward as members of the Club Committee as well as others who can assist in roles and responsibilities that help with the day to day running of the swimming club. Hailsham Swimming Club has always been a family orientated swimming club and we rely on the time given by volunteers to continue its success.

The structure of the swimming club Committee is expected to change this year with a number of members stepping down through long service and to ensure that new willing parents come on board. I therefore thought it would be beneficial to explain the roles of committee members, as well as several additional roles that could sit outside Committee that may be of interest to some parents. These are explained at the end of the letter. Without new members on the committee or without important roles undertaken then the club will not be able to continue in the way that it currently does. We need your help and support!

Annual General Meeting and Club Bowling Social Event – Sunday 19 April 2pm

As previously advertised, the Club are holding its Annual General Meeting in the Civic Hall at Wealden District Council Offices, Hailsham next to Freedom Leisure on Sunday 19 April 2020 starting at 2.15pm. At the same time we are holding a Bowling social event for which you can buy tickets. We are expecting at least one parent of each child to attend the AGM and for as many children as possible to sign up and purchase tickets for the Bowling event. The Bowling event can be supervised by some parents, along with our Club captains and older swimmers. Details about this event are attached at the end of this letter.

To be considered for a role at Committee at the AGM you must fill in a nomination form which is also attached to this letter. You will need to be proposed and seconded by an adult Club member.

Club Championships and Mike Pashler Meet 2020

The Club Committee are currently formalising the proposals for the 2020 Club Championships which are likely to start on Saturday 20 June and run until the end of the year. Our annual Mike Pashler Meet is scheduled for Sunday 5 July. All of these events will take place at the Bedes Senior School Pool. Participation from all of our members at these important competitions is expected, in line with group criteria.

May I take this final opportunity to thank you for your ongoing support to the Club. I look forward to seeing nominations for the Club Committee coming forward and expressions of interest in undertaking non-committee roles.

**CRAIG STEENHOFF
HOLDING CHAIRMAN,
HAILSHAM SWIMMING CLUB**



HAILSHAM SWIMMING CLUB – THE CLUB COMMITTEE

Hailsham Swimming Club's Committee is formed of a maximum of 12 elected voting officers. There may be additional members with no voting rights, such as the Club Welfare Officer and Club President, unless they are elected specifically as a committee member. Three of the 12 members are executive officers and must be in place for the Club to be able to continue to run in line with British Swimming requirements. These are the Chairman, Treasurer and Secretary.

Explanation of Roles and Responsibilities

Member	Roles and Responsibilities
Chairman	<ul style="list-style-type: none"> • Executive Member of Committee – chairs all meetings • Main contact for all operational issues, recruitment and welfare issues • Manages club operation: staff, facilities and finances (jointly with other officers)
Vice-Chairman	<ul style="list-style-type: none"> • Delegated responsibility to undertake roles and responsibilities of the Chairman
Treasurer	<ul style="list-style-type: none"> • Executive Member of Committee • Manage the day to day finances of the club: events, fees, Team Unify • Provides a monthly summary of finances to the Committee
Assistant Treasurer	<ul style="list-style-type: none"> • Delegated responsibility from the Treasurer for issues such as hiring facilities, and the learn to swim programme
Secretary	<ul style="list-style-type: none"> • Executive Member of Committee • Known as the Membership secretary: all enquiries and issues in relation to club membership, ASA fees and registration. • Main contact for all enquiries, which can be passed on to other Members
Parent Liaison Officer	<ul style="list-style-type: none"> • Provides a direct link between parents and committee, answering or forwarding enquiries • Visible and approachable at poolside and at events
Minute Taker	<ul style="list-style-type: none"> • Minute take at Committee meetings and AGM • Circulates agendas and minutes to Members
Gala Secretary	<ul style="list-style-type: none"> • Organises internal and external competitions in liaison with the Head Coach • Manages meet entries on Team Unify • Publication of events through appropriate communication channels
Fundraising Lead Officer	<ul style="list-style-type: none"> • Manages, in liaison with the Treasure, the Fundraising account • Leads on organising fundraising activities with other supporting officers • Submits Funding Bids on behalf of the Club
Other Committee Members (Up to a total amount of 12 officers)	<ul style="list-style-type: none"> • The Committee would like all members/officers to have specific roles, hence they currently are held by the Press/Marketing Officer, Welfare Officer, and the Club President

There are many other roles (some mentioned under 'Other Committee Members above) which we are looking to fill that do not need to fall under a Committee responsibility and could be undertaken without the need to be a formal Committee Member:

- **Welfare Officer** – Overall responsibility and main contact regarding the welfare of children and staff at the Swimming Club;
- **Fundraising Officer** – Assist with fundraising events, managed through sub-group meetings;
- **Press/Marketing Officer** – Publicity of the club through the website, social media channels and external press releases, currently includes swimzi club kit ordering responsibilities;
- **Trophy and Medal Organiser** – Organise medals and trophies for Club Championship events and HSC run meets;
- **Social Event Organiser** – Organise external social events.
- **Officials Coordinator** – Coordinate officials for Club run events and external competitions and galas.

If you are interested in undertaking any of these roles but do not wish to stand on committee then please let any existing Committee Member know and please come along to the AGM.

HAILSHAM SWIMMING CLUB – ANNUAL GENERAL MEETING: NOMINATION FORM

This year's AGM will take place on **Sunday 19th April 2020, Civic Hall, Wealden District Council Offices, Vicarage Lane, Hailsham, East Sussex BN27 2AX, 2.15 - 4pm.**

All Members are invited to attend this meeting and we ask that you support the Club by attending on the day.

The purpose of the Annual General Meeting is to receive the Chairman's report of the activities of the Club during the previous year; as well as the report on the accounts of the independent examiner and the Treasurer's report as to the financial position of the Club.

The Executive Officers and Committee members will also be elected. They are proposed, seconded and elected. They take office when the Chairman has closed the meeting. Any vacancy occurring by resignation or otherwise may be filled by the Committee. Retiring Executive Officers and members of the Committee shall be eligible for re-election. The Constitution allows for 3 Executive Committee members and up to 9 Committee members. Any person who is interested in a Committee role may be nominated and may request a role description of the position they are seeking. Nominees are asked to complete a short note of what they have to offer the club, along with any training requirements they may have.

All nominations must be proposed and seconded and submitted to the Club Secretary **by Sunday 29th March 2020. The positions that MUST be filled are the 3 Executive Officers: Chairman, Secretary and Treasurer.**

NOMINATION FORM FOR HSC COMMITTEE MEMBER 2020/2021

I WOULD LIKE TO PUT FORWARD (Name)

FOR THE POSITION OF

I WOULD BE ABLE TO OFFER THE CLUB (nominee to complete)

.....
.....
.....
.....
.....
.....
.....

TRAINING REQUIREMENTS (nominee to complete).....

.....
....

PROPOSED by(Name)

SECONDED by(Name)

DATED.....



AGM and Bowling social event

Sunday 19th April 2020

We are combining our Annual General Meeting with a social event for all members – *you can drop off your children for a fun afternoon of bowling and come along to find out more about how the club will run for the forthcoming year.*

Bowling

Location: Freedom Leisure,
Hailsham

Time: 2:00 – 4:00pm

AGM

Location: Civic Hall,
Hailsham

Time: 2:15– 4:00pm

£4
Per
person

Book your place for bowling

Please make payment of £4 per person into the club fundraising account:

Sort Code: 40-20-06 Account No: 62216116

Reference: Swimmer name and 'bowl'

Look forward to seeing you all there!

Details about the AGM and how you can get involved will be circulated shortly.