**Recruitment Policy & Succession Planning Statement**

**Introduction**

The Club recognises that new members and volunteers are necessary to facilitate growth and that without these the Club will eventually stagnate and may be forced to close. This policy has been produced to formally set out the Club’s commitment to recruit new members and volunteers and the action that will be taken to achieve this goal. The policy also includes a section on “succession planning”. Succession planning is the action that is taken to ensure that the Club has natural “successors” to volunteers who leave the Club.

**Recruitment**

**Coaches**

The Club has decided that the Head Coach and Top Squad Coach should be paid positions. These are the only paid positions within the Club. Vacancies in these areas will be filled following a standard recruitment process (e.g., advert, interview, references, etc).

The remaining Coach/Teacher positions are filled by volunteers. Many of these are former swimmers or are parents of swimmers/former swimmers. The Club will take the following action to help increase the number of Coaches/Teachers.

• The Head Coach will approach and actively encourage swimmers who are approaching 16 years of age to ascertain whether they would be interested in helping coach/teach swimmers and also undertake relevant qualifications. (This will also assist with the Club’s aim of increasing the number involved in “lifetime participation”).

• The Head Coach will periodically approach and encourage suitable parents to ascertain whether they would be interested in helping coach/teach swimmers and also undertake relevant qualifications.

• The Club will look to financially support those who undertake relevant swim coaching/teaching qualifications.

**Swimmers**

The Club will take positive action to increase the number of swimmers. This action will include:-

• Making the local schools aware of our learn to swim programmes.

• Promoting the Club in the Thomas Hardye Leisure Centre publications.

• Raising the profile of the Club through positive publicity.

• Encouraging the Leisure Centre to increase our available water time.

• Working with the Leisure Centre, Schools, etc to increase the number of people participating in swimming.

The above actions will be undertaken regularly through the year.

**Volunteers**

The Club depends on the willingness of volunteers to help ensure that it continues to thrive. The Club will take the following action to help increase the number of volunteers.

• Undertake 6 monthly campaigns to increase the number of volunteers.

• Encourage parents to participate in the sport by becoming a Club volunteer.

• Encourage “older” swimmers to become volunteers (either teachers/officials).

• Meet the cost of volunteers undertaking relevant training.

• Support volunteers and make them aware that they are appreciated.

**Equalities**

The Club is committed to treating all individuals equally and has adopted the

ASA’s Equity Policy. The Club encourages new members and volunteers

from all areas of society.

**Succession Planning**

The Club recognises that it needs ensure that it needs natural “successors” to volunteers who may leave the Club. We believe that it is best to “grow our own” in this perspective. The Club is committed to taking the following action to ensure that appropriate “successors” are identified and are ready to become future volunteers. We be

• Encourage “older” swimmers to participate in the Club by becoming officials. Provide mentoring, training and guidance as required.

• Introduce a scheme whereby we have a pool of volunteers who can be called upon to assist in specific areas.

• Encourage volunteers (through the development scheme) to learn new skills and take on new roles.

• We will continually review the actions taken so that we can see what works and what does not.