

STAFF, RECRUITMENT AND SUCCESSION PLANNING

Running a successful swimming club requires a considerable number of dedicated to carry out a considerable number of duties, the vast majority of which are volunteers. As a club, we rely on continually on the dedicated team of coaches, teachers, committee members, volunteer officials and helpers. These are often referred to as 'staff' or 'workforce'

STAFF

The Club aims to ensure that it has the right people with the required skills and competencies to carry out the key roles within the Club at all times. In order to do this the Club will use best endeavours to commit to the following.

- Ensure that the Club appoints a Workforce Coordinator and whose contact details are readily available.
- Continue to review the Club structure and identify the key roles required.
- Ensure that all duties and responsibilities for each role or job are made available and fully explained.
- Identify skills and competencies required to undertake each role successfully.
- Include within the club's financial plan sufficient funds to train and educate staff as necessary.
- Provide constant support to all staff.
- Actively encourage staff to improve and develop their skills, competencies and knowledge
- Ensure that regular staff meetings take place to communicate the clubs needs as appropriate
- Ensure that knowledge is shared.
- Establish and maintain an effective succession plan.

RECRUITMENT

The Committee will keep under regular review the needs of the Club and appropriate staffing levels required, both paid and volunteer, to effectively operate. In order to do this the Committee will use best endeavours to commit to the following.

- Ensure that all vacancies are published
- Wherever possible identify key individuals to fill current and future vacancies.
- Vacancies for paid staff will be advertised internally and externally as appropriate.
- Provide the opportunity for all members to volunteer for any vacancies.

- Comply with the Club's policies for Equity and Ethics. The Club will always operate a policy of equal opportunity.
- Actively promote the benefits of volunteering for both the individual and the club
- Provide induction and support for new recruits

SUCCESSION PLANNING

The Club aims to provide continuity for all key roles to ensure that a full and effective workforce is maintained at all times. In order to do this the Committee will use best endeavours to commit to the following.

- Continually review the developing needs of the Club
- Continue to review pending retirements and identify successors for key roles with sufficient notice.
- Ensure sufficient transition time is afforded for change of key personnel
- Actively encourage mentoring and delegation of responsibilities as applicable.
- Work towards and maintain at least two UKCC/ASA Level 3 Coaches at all times
- Review long term absences.
- Encourage older swimmers to take part in the Club as volunteer poolside helpers and to assist with teaching and training sessions as appropriate.
- Communicate the needs of the Club with the membership

The Club will have regard to the ASA competencies framework for teachers, coaches, committee members, officials and volunteers. A programme of continuous professional development will be used in support of this framework.

The CPD programme will provide opportunities for existing members who wish to consider development within the Club and to enhance their skills. Any career aspirations staff may have and which support the development of the Club will be given reasonable consideration by the Committee.

ANYONE WHO IS INTERESTED IN WORKING FOR THE CLUB AS A VOLUNTEER SHOULD CONTACT EITHER THE WORKFORCE COORDINATOR OR CHAIRMAN.