



RECRUITMENT POLICY

1. Policy Statement

It is the aim of Enfield Swim Squad (ESS) to:

a. recruit new swimmers of all abilities in both our Teaching and Coaching Sections through a number of routes which include: word of mouth; referrals from local authority learn to swim schemes; leaflets to local schools and pools; advertisement in the local magazine "Everyone's a Winner".

b. actively recruit volunteers from within the club and the wider community to ensure that ESS provides a safe and friendly environment to assist every swimmer to reach their full potential. All volunteers will be members of ESS and will be subject to the necessary CRB police checks. ESS relies on volunteers to meet its aims and will work tirelessly to ensure that there are always a sufficient number of volunteers working within the club.

ESS also encourages its older swimmers to undertake voluntary sessions within the Teaching Section of the club with a view to them gaining experience and later on undertaking the necessary training courses to allow them to become qualified teachers.

c. recruit staff who have the necessary experience and qualifications for any vacancies that might arise, from within the club and from outside sources by means of advertisement on our Website, at local pools and on the ASA website.

2. Responsibilities

It is the responsibility of all members of the Committee to approach individuals (eg parents and relatives of swimmers) to discuss opportunities within the Club and their potential to become volunteers.

It is the responsibility of the Welfare Officer to ensure the safety of all children in the Club by ensuring that appropriate checks are carried out on volunteers and staff.

It is the responsibility of members of the Committee to liaise with appropriate organisations who provide formal training, workshops and seminars and to ensure that these opportunities are brought to the attention of volunteers and staff.

It is the responsibility of the Workforce Co-ordinator with the support of the Head Coach, Teaching Co-ordinator and/or relevant Committee Member to ensure that appropriate inductions are in place depending on the role being carried out.

3. Positions within the Club

On poolside during Teaching And Coaching sessions:

On poolside during Galas/Timetrials: Officiating:

Club Management & Other Roles:

Teaching Co-ordinator Teachers Coaches Assistant Teachers/Coaches

Poolside Helpers

Lifeguards

Coaches Team Managers/Chaperones Time Trial Officer Timekeepers

Judges Referees Starters

Chairperson Vice-Chairperson Secretary Treasurer (and Shop) Welfare

Officer Finance and Administration Manager Fixtures Secretary

Press Officer Schools Co-ordinator Membership Officer Social Secretary

Opens Secretary Workforce Co-ordinator Swim 21 Co-ordinator

Job Descriptions for all these roles are available on the club website:

www.enfieldswimsquad.org

There are many tasks associated with each of these positions and it may be the case that volunteers can offer assistance with specific tasks rather than an entire role. Volunteers in this position are very welcome and may become members of sub-committees.

4. How do we recruit?

ESS will use every method available to it to recruit volunteers but in the main will use the following:

Individual approach Newsletter Website Posters

5. Safer Recruitment

All staff and volunteers who will be working directly with swimmers will be required to undergo a Criminal Records Bureau Enhanced Disclosure and will be required to attend Sports Coach UK child protection training. Further information on the Criminal Records Bureau can be found of:

www.disclosure.co.uk or www.crb.co.uk

6. Training provision

The club will ensure that appropriate training opportunities are given to all volunteers.

Teaching/Coaching Courses leading to Amateur Swimming Association (ASA) qualifications for Club Helper, Assistant Teacher, Teacher and Club Coach are all available and can be arranged with the help of ESS staff. ESS are able to offer financial assistance in certain circumstances for these courses and you should contact the Committee for further information. Assistance is also available to help volunteers to attend workshops, seminars and conferences on a wide variety of swimming related topics.

Officiating courses leading to ASA qualifications for timekeeping, judging, refereeing and starting are available and again assistance in booking these courses and, in certain circumstances, financial assistance can be sought from the Committee.

Club Management – ESS will assist volunteers to attend workshops, seminars and conferences on a wide variety of swimming related topics as required by the various roles undertaken.

Other informal training opportunities will be arranged within the club – shadowing of and mentoring by appropriate officers/staff.

7. Resource Implications and Expectations

Volunteering need not cost you anything but your time. The time required will vary depending upon the role being carried out.

If any volunteer wishes to take any teaching, coaching or officiating exams then the club may meet the cost of these. In return the club will expect the volunteer to sign an agreement to provide their services to the club for a period of at least 12 months.

8. Support

All new volunteers or people interested in volunteering will be given the opportunity to work alongside or shadow an appropriate more experienced officer of the club until they feel able to carry out the duties expected of them.

9. Useful Documents and Further Information

All club policies can be found on the club website. Further information on swimming can be found on the Amateur Swimming Association Website www.britishswimming.org.uk

Enfield Swim Squad is an equal opportunities employer.