

HALIFAX SWIMMING CLUB



(Founded 1864)

RECRUITMENT POLICY

1. Policy Statement

It is the aim of Halifax Swimming Club (HSC) to:

a. recruit new swimmers from National Teaching Plan Level 5 upwards 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; referrals from other Swim 21 clubs .

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

HSC also encourages its older swimmers gain experience through voluntary lane teaching/coaching. Later on they are encouraged to undertake training courses which lead to ASA teaching/coaching qualifications.

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, on the ASA website and through West Yorkshire Sport

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 which 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, and any relevant Committee Member to ensure that inductions are in place appropriate to the volunteer's role.

Mary McClung and Elaine Shaw June 2010