

# **RECRUITMENT POLICY**

## **1. Policy Statement**

It is the aim of Edmonton Phoenix Swimming Club (EPSC) 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 EPSC provides a safe and friendly environment to assist every swimmer to reach their full potential. All volunteers will be members of EPSC and will be subject to the necessary CRB police checks. EPSC 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.

EPSC 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:

Teaching Co-ordinator  
Teachers  
Coaches  
Assistant Teachers/Coaches  
Poolside Helpers  
Lifeguards

On poolside during Galas/Timetrials:

Coaches  
Team Managers/Chaperones  
Time Trial Officer

Officiating:

Timekeepers  
Judges  
Referees  
Starters

Club Management & Other Roles:

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.edmontonphoenix.co.uk](http://www.edmontonphoenix.co.uk)

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?**

EPSC 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](http://www.disclosure.co.uk) or [www.crb.co.uk](http://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 EPSC staff. EPSC 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 – EPSC 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](http://www.britishswimming.org.uk)

***Edmonton Phoenix Swimming Club is an equal opportunities employer.***