

## **POLICIES FOR SUCCESSION PLANNING AND RECRUITMENT**

EDSC relies solely upon a dedicated volunteer workforce comprised of swimmers and their relatives who see that the club functions efficiently for the benefit of all of its members. It is impossible for the Club to operate without the help of these volunteers and it would cease to exist

### **POLICY FOR SUCCESSION PLANNING**

Epsom District Swimming Club recognises the need of the club to look forwards and identify key positions within the club which need to be filled in the future to ensure that the club has a healthy and vibrant future.

All volunteers in every capacity within the club are encouraged and asked to give at least three months' notice of wishing to leave their roles. This allows time for the recruitment and training of other members. The head coach is asked to give six months' notice of leaving to ensure an appropriate overlap with a new coach.

When there is notice given of leave from a key position the management committee will commence a recruitment drive. All those in key positions on the management committee will be asked three months before the AGM if they wish to continue in their roles.

### **RECRUITMENT POLICY**

Epsom District Swimming Club Recruitment Policy is in line with its equal opportunity and equity policy. We are committed to recruit volunteers equally within the context of their activity, regardless of sex, ethnic origin, religion, disability, age, sexual orientation or political persuasion. The club will take positive action to increase the involvement from under represented groups in all aspects of our organisation, participation, coaching, teaching, officials and committee members. All volunteers who will be directly involved with swimmers will be required to undergo a Criminal Records Bureau Enhanced Disclosure. EDSC will ensure that all volunteers are given an adequate induction with written information on their role and time with experienced volunteers including if possible shadowing the role. A mentor will be provided for the induction and training of officials.

#### **Recruitment of swimmers**

This is through

- Personal contact
- Progression through the teaching side of EDSC
- Notice board at the Rainbow Leisure Centre
- EDSC Website
- Promotion through local schools

#### **Recruitment of Coaches, teachers and poolside helpers**

- External advertising of a head swimming coach
- Parents within the club
- Local volunteer bureau interest

#### **Recruitment of Committee members and gala officials**

- Parents within the club

This succession planning and recruitment policy aims to ensure that there is a constant flow of new people coming on board to help run the club and ensure it operates effectively.

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