



Braunstone Swimming Club

Succession Planning and Recruitment Policy

SUCCESSION PLANNING

1 Introduction

Braunstone Swimming Club recognises the need to be able to find and replace as necessary the right balance of people to sustain the club over time. Just as this applies to swimmers it also applies equally to coaching staff, teachers, officials, committee members and other volunteers.

The success of Braunstone Swimming Club is due to a dedicated team of coaches, teachers, committee members and helpers. All are volunteers and without their commitment the club would not function.

The aim of this policy is to outline the structures in place to plan for the club's future development and its continued success.

2 What is Succession Planning

Succession planning can be broadly defined as the long term process of identifying the future personnel to fill key positions as they arise. This can help us to ensure we have a long term future and can attract the right people in a timely manner. In short it is forward planning for both known and possible future needs.

3 Our Approach to Succession Planning

Succession planning will only be effective if it is integrated into the way Braunstone SC runs and plans its business. It is the responsibility of all Club members but particularly overall responsibility lies with the Club's Management Committee.

The Management Committee should prepare succession plans anticipating:

- Pending retirements
- Sickness absence (long term) and long term leave of absence
- Turnover of volunteers
- Difficult to recruit posts
- Ongoing vacancies

In preparing the plans, consideration should be given to providing support, training and development to existing and new volunteers and members who show an interest in and have the potential to be considered for possible roles.

We believe in developing our own talent where possible, planning ahead, and using fair and equitable recruitment methods.

4. How will the Club take Succession Planning forward

To enable the club to plan future succession we will:

Coaches and Teachers

- Adopt the ASA competency frameworks
- Maintain clear job descriptions
- Adhere to a process for advertising vacancies



- Encourage and support older swimmers to consider obtaining teaching/coaching qualifications where appropriate
- Provide a mentoring scheme
- Ensure opportunities exist for personal development.
- Ensure our business plan makes allowance for training and development funds
- Hold planned and regular development reviews to identify training needs and development targets.

Club Personnel

- Adopt ASA competency frameworks
- Maintain clear job descriptions
- Publicly acknowledge commitment of volunteers
- Adhere to a process of advertising vacancies
- Ensure our business plan makes allowance for training and development funds
- Seek to engage parents/carers in helping to run the club
- Ensure smaller roles exist to enable parents/carers to become engaged and not just have committee roles
- Provide support via the Workforce Coordinator
- Seek well in advance of AGM clear indications about future intentions of key committee members

5. LINKS TO OTHER CLUB POLICIES

- Recruitment Policy
- Equity Policy
- Club Constitution

6. MONITORING AND REVIEW

This policy and its application will be monitored on an ongoing basis by the Management Committee. A review will take place every 24 months.

7. FAIRNESS AND TRANSPARENCY

In order that succession planning is successful the Club acknowledges that any succession plans must be fair and open to all Members.



RECRUITMENT POLICY

It is the aim of Braunstone Swimming Club to:

1. recruit new **swimmers** to both our Teaching and Skill Development schemes through: personal contact; links made by the Club Schools Liaison Officer with local schools; referrals from facility management ie Winstanley CC and Braunstone Leisure Centre, County and other Teaching/Swim21 Clubs. In addition through leaflet distribution to schools and pools, the Club website and press coverage in the local press.
 2. recruit **coaches, teachers and poolside helpers** from within the club and the wider community through: notices on the club website and notice board; identifying and encouraging potential teachers/lifeguards from existing swimming members for training; parents/carers who show an interest, and local volunteer agency interest.
 3. recruit **committee members, officials and other volunteers** through advertisement of key vacancies on noticeboard and website; seeking out members with appropriate skills and qualifications relevant to a role to apply; word of mouth and personal contact; Club Registration Form and handbook which asks for volunteers to come forward; active requests for nominations for management committee roles elected annually, and local volunteer agency interest.
- Recruitment is subject to the club's Equity Policy.
 - Wherever possible, a change-over period between outgoing and incoming volunteers and committee members will take place to ensure the effective running of the club.
 - It is the responsibility of the Welfare Officer to ensure the safety of all children in the Club by ensuring that appropriate CRB checks are carried out on volunteers and staff.

Braunstone SC adopted these policies at the Management Committee Meeting on 21/4/2011.

Signed:

Trevor Henson
Chairman
Date: 13/4/2011