



ENFIELD SWIMMING CLUB

Recruitment Policy

Paid Employees

1. Introduction

It is essential that the right people are selected and given every opportunity to develop. It is vitally important that we are able to attract the most suitable candidates who will contribute to the success of the club. This policy is designed to provide assistance and guidance to those members involved in the recruitment and selection of staff and to provide a point of reference to other associated information sources.

This policy therefore seeks to:

- Give appropriate guidance to all members involved in recruitment and selection;
- Identify responsibilities for ensuring various stages of the recruitment and selection process are carried out in a competent, fair and objective manner;
- Ensure that the ethos of related ASA policies is upheld throughout the process;
- Ensure that all members involved in recruitment and selection are aware of and adhere to both relevant legislation and the Club's position relating to recruitment issues.

It is mandatory that all members participating in the recruitment of staff work in accordance with this policy.

2. Identifying a vacancy

Before recruitment commences the Committee must consider:

- is the vacancy justifiable in content?
- have alternative options such as skill mixing been considered?

Thought must be given to drawing up an accurate job description and person specification upon which to base the selection criteria. Care should be exercised to ensure that all the selection criteria are genuinely necessary for the post and are not discriminatory.

3. Placing of advertisements

- All posts shall in the first instance be advertised for a minimum of two weeks.
- The wording of the advert should be specific and aimed at attracting suitable applicants. It must also abide by current employment legislation and ASA/Club policies.
- Applications are to be by curriculum vitae in response to the job description and person specification and two referees, where appropriate.

4. Shortlisting

- Shortlisting must be carried out by objectively comparing the essential and, if necessary, desirable criteria on the person specification against the information contained in the curriculum vitae. All applicants meeting the essential criteria must be offered an interview. If so many applicants meet the essential criteria that it would be impractical to interview them all then the 'desirable' criteria should be applied to further de-select applicants. Those candidates not meeting the essential criteria should not be offered an interview unless no other candidate meets the essential requirements.
- Shortlisting must be carried out as soon after the closing date as is practicable and should be carried out by the interviewing panel.
- The Club Secretary is responsible for arranging the date of the interview, the venue, refreshments etc.
- The Secretary will write to shortlisted candidates inviting them to interview and requesting that certificates of qualifications/achievement and courses attended should be brought to the interview.
- Candidates will be expected to contact the Secretary to confirm their attendance.

5. Interview/Assessment.

- The Club supports the concept that all interviewing members should have undertaken guidance and/or training within ASA policy and guidance procedures and have all accepted the ASA Code of Ethics
- All interviewers should read the literature sent to them before interviewing.
- Consideration should be given to the size and make up of the panel and the time/criteria each has to assess.
- The interview panel/team must meet before the interview and decide upon the role that each will take within it, and what questions to ask. The Chair should make a note of the questions to be asked for retention with the documentation should a challenge be made regarding the fairness of the process at a later date.
- Interview facilities must be selected that are conducive to a non-confrontational assessment and that are accessible to those attending, especially if a candidate has a declared special requirement.
- The use of assessment methods such as presentations should be considered. These should be used objectively to measure job criteria.
- The interview panel must only ask questions that objectively test job criteria. Notes should be taken during the interview. These will subsequently be returned to the Secretary and shredded for unsuccessful interviewees after a period of six months. They should be as thorough and accurate as is practicable as unsuccessful applicants have the right to question decisions. All paperwork relating to the successful candidate will be transferred to their personal file upon appointment.

6. References

A minimum of two references will be taken up for every applicant (unless applying internally).
NO OFFER OF EMPLOYMENT MAY BE MADE WITHOUT AT LEAST TWO ACCEPTABLE REFERENCES HAVING BEEN RECEIVED.

7. Informing Candidates of Outcomes

- It is considered good practice for the Chair to verbally inform candidates of the outcomes of interviews including offering them feedback. The successful candidate should be informed that their application is being taken to the next stage of the recruitment process.
- The Chair, Treasurer and Secretary will liaise to ensure all paperwork is in order and the CRB and ASA registration forms are completed by the successful candidate.

- The CRB form must be checked and signed by the Welfare Officer.
- It is not recommended that feedback be put in writing. Any feedback given should be highly objective and focus on the applicants development needs.
- In the case of unsuccessful candidates - whether at shortlisting or interview stages - care should be taken to explain objectively to the candidate why they were unsuccessful and how they might improve their level of knowledge/performance in the future.

8. Induction

Appointees must be properly inducted into the Club and facilities. This must be done in accordance with the Club's induction process.

Volunteers and Swimmers

1. Introduction

It is the aim of Enfield Swimming Club to actively recruit volunteers from within the club and the wider community to ensure that the club provides a safe and friendly environment to assist every swimmer to reach their full potential.

2. Responsibilities

The club relies on volunteers to meet these aims and will work tirelessly to ensure that there are always a sufficient number of volunteers working within the club.

It is the responsibility of the Secretary, Welfare Officer, and Workforce Coordinator to ensure the safety of all children in the club by requiring that appropriate checks are carried out on volunteers.

It is the responsibility of the Workforce Development Officer to liaise with appropriate organisations that provide formal training, workshops and seminars and to ensure that these opportunities are brought to the attention of volunteers.

It is the responsibility of the Workforce Coordinator to ensure that appropriate inductions are in place depending on the role being carried out.

3. Positions within the Club

On Poolside: coaches, teaching co-ordinator, teachers, assistant teachers, poolside helpers, lifeguards, squad representatives.

Galas: judges, referees, chief timekeeper, timekeepers, starters, Colorado/Hytech operator/recorder, entry desk, competitors/club swimmers whips, steward.

Club Management: Chairman, Secretary, Treasurer, Welfare Officer, Gala Secretary, Schools Liaison Officer, Communications Officer, Social Events Officer, Fund Raising Officer, Swim21 Coordinator, Workforce Development Coordinator

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.

4. How Do We Recruit

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

- The membership application form includes a question of whether the member / parent / carer would be willing to volunteer at the club and relevant skills.
- Encourage of members / parents / carers to participate in club events eg internal time trials, home galas, away galas and gain experience in various areas eg team management, timekeeping, judging.
- Encourage of members / parents / carers to join the club committee.
- Contact the local volunteer centre.

In addition the club recruits new swimmers through a number of routes that can include:

- Regular event reports in local newspapers, Everyone's A Winner, with contact details and how to obtain further information.
- Recruitment poster with contact details on the notice board at Southbury Leisure Centre.
- Word of mouth from existing members – encouragement to tell their friends about the club.
- Distribute poster and leaflets to local nurseries and primary schools.

5. Safer Recruitment

All 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 on: www.disclosure.co.uk or www.crb.gov.uk

Volunteers will not be allowed on poolside, or other areas that involve close contact with children, until the necessary clearance is received.

They are also required to complete an ASA registration form and be members of the Club.

6. Training Provision

The club will assist volunteers to identify appropriate training opportunities:

Teaching/Coaching – leading to Amateur Swimming Association (ASA) qualifications for Club Helper, Assistant Teacher, teacher and Club Coach. Assistance is also available to help volunteers to identify workshops, seminars and conferences on a wide variety of swimming related topics.

Officiating – leading to ASA qualifications for timekeeping, judging, refereeing and starting.

Club Management – The club will assist volunteers to attend workshops, seminars and conferences on a wide variety of swimming related topics.

Other informal training opportunities can be arranged within the club – shadowing, mentoring which experienced appropriate officers will carry out.

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. An estimate of the expected time required for each role is contained with the job description. It must be noted that this is a general guide only

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 British Swimming website:
www.britishswimming.org.uk