



Nottingham Northern Swimming Club  
Beechdale Swimming Centre  
Beechdale Road  
Bilborough  
Nottingham  
NG8 3LL  
[www.northernsc.co.uk](http://www.northernsc.co.uk)

## **NOTTINGHAM NORTHERN SWIMMING CLUB**

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

Nottingham Northern swimming club relies solely on volunteers in every aspect of its organisation and running.

#### **POLICY FOR SUCCESSION PLANNING**

Nottingham Northern 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 recruitment and induction 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 NNSC management committee will commence a recruitment drive. All those in key positions on the NNSC management committee will be asked three months before the AGM if they wish to continue in their roles.

#### **RECRUITMENT POLICY**

Nottingham Northern 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 and will be required to attend Sports Coach UK child protection training.

NNSC will ensure that all volunteers are given 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.

Those volunteers funded by the club to become poolside helpers, lifeguards, teachers and coaches will be required to be committed to an agreed number of sessions for an agreed period of time.

### **Recruitment of swimmers**

This is through

- Personal contact
- Beechdale baths swimming plan
- Leaflets available at Beechdale Swimming pool and Ken Martin swimming pool
- Notice board at Beechdale Baths
- Promotion through the 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

### **Other roles for volunteers include**

- Poolside spotters
- Team managers at galas
- The swim shop
- Manning the door at gala
- Organising the raffles
- Producing the newsletter

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.

**Updated 12/1/2010 KR**



Accredited



Affiliated Club



A Nottingham City Club