

Launceston Swimming Club – Recruitment and Retention Policy

Launceston Swimming Club

Version Control Sheet

Policy Name: Recruitment and Retention Policy

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Document date	Filename	Meeting submitted	Summary of changes required	Date of review
01-05-15	Recruitment and Retention Policy	Committee meeting 19-06-15	New policy	Nov 2016
25-11-16	Recruitment and Retention Policy	Reviewed by LSC Officers	None	Nov 2017
10-11-17	Recruitment and Retention Policy	Reviewed by LSC Officers	None	Nov 2018

Introduction

Recruitment & Retention Policy

It is the view of Launceston Swimming Club that it is critical that the most appropriate people are selected to play a role within the club, whether in a volunteer, coaching, teaching or official capacity and that they are given every opportunity to conduct their role successfully and to develop.

Launceston Swimming Club supports and promotes the Amateur Swimming Association (ASA) Safe Recruitment Policy, developed in the interests of safeguarding children and documented in Wavepower 2012/2015.

This policy is designed to support the principles of the ASA Safe Recruitment Policy and give clear guidance on the recruitment and retention of staff throughout the organisation. It is predicated on the understanding that all stages of the recruitment process are conducted in a fair and objective manner and in compliance with the ASA policy.

1. Role descriptions / Selection criteria Role descriptions will be developed for all roles prior to commencing the recruitment process. They will include the ideal skills and experience required to conduct the role successfully. Selection criteria will also be developed and care will be taken to ensure that they are genuinely required for the role and are not discriminatory in terms of race, gender, sexual orientation, religion or age.

2. Advertisements -The Management Committee will decide if the role is to be advertised internally, externally or both. All posts will be advertised for a minimum of two weeks and will comply to current employment legislation

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3. Shortlisting - Shortlisting of candidates will be carried out objectively based on the information contained in the application by a selection committee of a minimum of three people, to include the Chairperson and the Secretary. Other members of the Executive Committee will be included, dependent on the role and the relevant expertise of the committee member.

4. The interview panel shall consist of a minimum of three people from the management committee, to include the Chairperson, the Secretary and the Vice-Chairperson. Other Executive or Management committee members will be invited at the discretion of the Chairperson. Shortlisted candidates will be given a minimum of seven working days' notice of the interview date. The Secretary will request one reference for those external candidates shortlisted who have indicated that their referee may be contacted and follow-up if these have not been received prior to interview.

5. Interview/Assessment - All interviewers should read the information sent to them before interviewing. The interview panel will meet before the interview and decide upon the role that each will take within it, and what questions to ask. All questions will be documented and the interview notes from each panel member will be retained. The notes from candidates that are subsequently rejected will be destroyed after 6 months. All paperwork relating to successful candidates will be transferred to their personal file upon appointment. Interview facilities will 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. It is the responsibility of the Chairperson to check that applicants have submitted appropriate documentation including copies of qualifications and DBS forms. Passports and utility bills may also be required for verification.

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6. References - A minimum of two references will be taken up for every applicant (unless applying internally). Ideally one of these will be taken prior to interview but applicants' wishes will be taken as paramount in respect of time of take-up. No offer of employment will be made without two references having been received.

7. Informing Candidates of Outcomes - Launceston Swimming Club will ensure that a member of the interview panel will verbally inform candidates of the outcomes of interviews and will offer more detailed verbal feedback. The successful candidate will be informed that their application is being taken to the next stage of the recruitment process.

8. Pre-commencement Administration - Appointees have the right to receive a written statement of their terms and conditions of employment usually prior to, but by law within 8 weeks of, commencement in post. The Secretary will make the necessary administrative arrangements to ensure that prior to the appointee's commencement with the Club, the appropriate formal offer and contract document will be issued.

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

10. Retention of staff and volunteers Retaining volunteers and staff is vital to the stable and effective management a successful swimming club. Launceston Swimming Club believes it is critical to recognize and reward all those individuals who are involved and actively promote the success of the Club.

The Club will endeavour to incorporate the following tools and techniques:-

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- A holistic and role-appropriate induction programme to be executed within the first 30 days of appointment, including policies and procedures, Codes of Conduct, introduction to other members of the workforce and performance expectations for 30, 60 and 90 days.
- Setting performance standards and committing to regular two – way review opportunities.
- Giving ownership for the performance of the role and support where necessary, including the identification of training and development opportunities
- Considering a mentor or buddy system to support entry into the organization and ongoing development
- Establishing a role appropriate reward and recognition programme, including ad-hoc and opportunistic recognition (e.g. thank you cards, emails, mentions in newsletters) and more formal gestures (Annual “volunteer” awards) and performance related incentives for paid employees.

Written 01/05/2015