



<b>VOLUNTEER RECRUITMENT POLICY</b>	<b>Issue Date JUNE 2007</b>
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<b>Issuing Organisation BLUEFINS COMMITTEE</b>	<b>Effective Date JANUARY 2008</b>

### **BLUEFINS CLUB AIM**

To provide everyone within Basingstoke with the opportunity to learn to swim and to offer long-term swimming development for all levels of swimmers to the highest possible standards utilising the skills and experience of the two clubs to enable best practice in all areas.

### **OBJECTIVE**

To recruit volunteers to help meet our aim. The club needs to ensure that we always have a sufficient number of highly qualified volunteers working within the club.

### **VOLUNTEER ROLES**

There are many different roles within the Club.

- Committee posts, such as Secretary, Gala Secretary, Newsletter Editor, etc – all sorts of jobs that need doing
- Teaching and coaching
- Official – such as timekeeper, judge and starter
- Team managing, helping at galas

### **WHY VOLUNTEER**

- Give back to the sport/ the club
- Use skills and learn new skills
- Social and family involvement
- Develop new interests
- Take on new responsibilities
- Enable other people to participate
- Make a difference; have a sense of personal achievement
- Be part of a team
- Build self confidence
- Opportunities for personal development
- Gain relevant experience



## **HOW WE WILL ATTRACT AND RETAINING VOLUNTEERS**

- The Club will appoint a 'Volunteer Co-ordinator' to ensure that volunteers are supported and to co-ordinate the recruitment, training and recognition of volunteers.
- There will be a job description for every job in the club.
- Volunteers' roles will be regularly reviewed, and volunteers will be gradually encouraged to take on more responsibilities if they would like to.
- We will have informal introductory/taster sessions before asking a volunteer to commit.
- We will make sure that everyone in the club understands and appreciates the volunteers' roles.
- We will be clear about how the volunteers' role fits in with the club's objectives.
- We will have regular social events for volunteers and make sure they are invited to general events.

## **HOW WILL WE RECRUIT VOLUNTEERS**

- We will produce leaflets, flyers and posters to display in our local area, for instance, libraries, community centres, health centres.
- We will advertise in the club newsletter and local community papers.
- We will see if there are any volunteer recruitment events that we can link in with and also access the Volunteering England website <http://www.volunteering.org.uk/>.

## **SELECTION AND SCREENING**

It is important to have a screening process for all volunteers, as it is the clubs 'duty of care' to the people that use and work in the club. See potential volunteers for an informal chat/interview.

The Club will:

- Ask all volunteers to complete an application form.
- Request two references prior to starting. These could be from previous work/volunteering or from someone who knows them well (although not family members).
- Undertake CRB and ensure that all applicants are aware that this is being done.
- Consider having a Taster/Trial session at the club beforehand, giving the volunteer and the club a chance to find out if they are suited to the work before committing.



## **VOLUNTEER RECRUITMENT PROCEDURE CHECKLIST**

1. **Prepare Job description** for the post.
2. **Make interviewing arrangements.** The interview or meeting can be as formal or informal as the club wishes, it simply provides the opportunity to meet and talk with the applicants.
3. Assess the individual's experience of working with children or young people and knowledge of child protection issues where relevant.
4. **Obtain two References from unrelated people.**
5. **Obtain Criminal Record Bureau check.**
6. **Provide an induction pack** for the successful applicant, which should include:
  - Job description
  - Criminal record declaration
  - Code of ethics and conduct
  - Copies of all relevant club policies and procedures (e.g. Constitution, Health & Safety Policy, Equity Statement, Child Protection Policy)

## **TRAINING**

### **Formal Training**

- Teaching/coaching. The club will financially assist anyone willing to take their ASA teaching or coaching qualification and will help him or her find suitable courses.
- Officiating. The Club will financially assist anyone wishing to take their ASA timekeepers, judges and starters exam and will find suitable courses.

### **Informal training**

The club will encourage volunteers to work alongside an experienced teacher or coach to gain experience before they go onto the next level of qualification.

### **Support**

The club's volunteers will always work under the supervision of a teacher/coach. Teachers, once qualified, are allowed to work independently but they will not be expected to do so until we think they are confident.

Officials can gain practical experience by working alongside a qualified official, until ready to take the practical exam.



**Appendix One – Reference Checks**

Please give details of two unrelated referees who can verify your experience:

1. Name: .....

Address:.....

.....

.....

Postcode: .....

Tel:.....

2. Name: .....

Address:.....

.....

.....

Postcode: .....

Tel:.....

I confirm that all of the above information is correct and true to the best of my knowledge.

Signature: ..... Date: .....