

## Thame Swimming Club - Succession Planning Policy

The formal appointment of Thame Swimming Club staff and officers is described in the club's constitution. The points below illustrate the Club's succession plan:

- Thame swimming club ensures that vacancies within the club, whether officials, coaches or management committee members are swiftly filled.
- The term of office for Officers of the club is for one year and elected at the Annual General Meeting (AGM).
- If an Officer resigns in advance of the AGM before a successor can be elected the committee will appoint the designated deputy in an interim position.
- If a number of Officers resign in advance of the AGM, which prevent the committee forming a Quorum to elect designated deputies a Special General Meeting will be held to elect new officers.
- The Officers of the Club will throughout the year work to seek new committee members and other volunteers to assist with running the club's operations. Vacancies are advertised on the website and by email to all members
- Members with specific skills are recruited to help with club activities (events organising, HR software etc.)
- Key club roles have a generic email address (e.g. headcoach@thameswimmingclub.co.uk, secretary@thameswimming etc.) to ease transition and change.
- Parents are encouraged to begin supporting the club via ad hoc volunteering opportunities and time keeping and similar roles.
- All members are encouraged to attend the AGM where an open process encourages new committee members
- Older swimmers are encouraged to gain experience as coaching and teaching assistants with Group 1.
- The club actively supports swimmers in finding bursaries etc. to defray cost of training courses.
- Contacts with Thame Leisure Centre are used to identify potential coaches and teachers.
- Potential officials are actively recruited and guided through training courses.
- Coaches wishing to resign from their position are asked to give a notice period of minimum one month notice.
- The Club maintains an open, inclusive and welcoming approach to all potential new members or volunteers. To this end we maintain a high profile within the media and frequently canvas for interested individuals to become involved with the club.

## **The recruitment and retention of swimmers joining Thame Swimming Club**

The points below illustrate the Club's succession plan:

- Swimmers learning with Swim England Learn to Swim and Thame Swim Academy at Thame Leisure Centre and demonstrating competitive potential are encouraged to join the Fundamentals Group and Group 1.
- As swimmers progress through the training groups they are offered opportunities to compete in a range of events, subject to their ability. This creates opportunity for others to represent the club at all levels, providing a succession and development programme.
- The Club competes at various competitions throughout the year. They raise the profile of the club and attract new members.
- The Club website is used as a source to attract new members to all sections of the club.