

# HODDESDON swimming club

the asa the essential element Members since 1895



**Your club needs you!**

**Are you interested in being an important member of the General Committee and help run the club to become one of the best in the East Region?**



**Interested in volunteering poolside, would you like to train to be a coach?**



**Would you like to be an ASA Official, timekeeper, judge, referee or starter?**



If the answer is yes, then please contact:

**Janet Warrington – Head Coach – 0772 989 2729**

**Mark Charles – Team Manager – 07876 712909**

**Sandra Hagley-King – Secretary – 07799 002243**

To find out more on how we can help you achieve your goals.

**IMPORTANT:** The club can access funding to help you gain qualifications.

To find out more speak to us NOW!



[www.hoddesdonsc.co.uk](http://www.hoddesdonsc.co.uk)

# HODDESDON swimming club



<b>RECRUITMENT POLICY &amp; PROCEDURE</b>		
<b>Key Role</b>	<b>Procedure</b>	<b>Communication</b>
<b>Voluntary Positions</b>		
Duke of Edinburgh Poolside Helper Teacher Coach	Contact Head Coach. Commit to session and voluntary hours. Job description signed and agreed. Mentoring from Head Coach. Personal Development Plan agreed. Courses added to Improvement Plan and Herts ASA notified of any application for funding.	Poster on notice board. Website. Links with John Warner School.
<b>Part-Time Positions</b>		
Poolside Helper Teacher/Coach Duke of Edinburgh	Contact Head Coach/Chairman to express interest. Interview with Head Coach/Chairman. Trial period agreed. Job description signed and agreed. Personal Development Plan agreed. Courses added to Improvement Plan and Herts ASA notified of any application for funding.	Poster on notice board. Website. Advertisement in local paper. Advertisement on Herts ASA and East Region websites. Advertisement with British Swimming.
<b>General Committee</b>		
Committee Member	Contact Secretary or Chairman. Informal interview/discussion. Vote at AGM November	Notice Board – Personal Specification advertisements
<b>Official</b>		
Official Level 1-3	Contact Workforce Coordinator to express interested. Notification of application for funding to Herts ASA. Book place on course. Gain experience at local competition. Development through levels as the member directs.	Poster – notice board Website

