

Haringey Borough Swimming Club

Training Policy

The club wishes to encourage our teaching and coaching staff, as well as senior members of the Squad and officials of the Club, to develop their qualifications that can further the interests of the Club. As far as possible, the Club will subsidise the cost of courses leading to officially recognised ASA and other relevant qualifications.

Communication

A copy of this policy will be given to all teaching and coaching staff who work on a regular basis for the Club, and to senior Squad members who are interested in studying for ASA qualifications.

Eligibility

Any member of staff who has been working for the Club for at least 6 months, or who has been a fully paid up Squad member for 6 months, is eligible to apply to the Club for a subsidy for an ASA recognised training course. In exceptional circumstances, applications from staff members with less than 6 months' service can be considered by the committee.

Training budget

At the beginning of each financial year the committee will agree a training budget, in line with what it considers is affordable for the Club. Training courses can be subsidised until the year's training budget has been exhausted. Any spending proposals on training courses in excess of the training budget must be agreed at a full committee meeting.

Decision making process

A sub committee of at least two committee members plus the Head Coach will make decisions on the allocation of the training budget, in line with the criteria listed below, and will report back its decisions to the whole committee. If the person requesting the subsidy is a committee member then they cannot be part of the sub committee.

Criteria for decisions

Priority in allocating the training budget will be as follows:

1. The date that the request for a subsidy is made (first come first served).
2. The number of hours a week that the staff member works for the Club.
3. The amount of unpaid voluntary work the staff member carries out for the Club (eg. attendance at galas, membership of the committee, etc).
4. The staff or Squad member's availability and willingness to continue to work for the Club over the 12 months following completion of the training course.
5. The person's ability to bear the cost of the course themselves (ie. priority will be given to those in full-time education or on a low income).

Where the subsidy is more than £200 the staff or Squad member will be asked to sign a commitment that they will work for the Club for a minimum of 12 months following the completion of the course, or otherwise repay the subsidy. (1st July 2009)