



Volunteer Recruitment Policy

Sport relies heavily on the time and commitment freely given by volunteers and without this the opportunities for children and young people to participate in sport may not exist. In order to make these opportunities a positive experience it is recommended that all adults taking responsibility for young people in sport should undergo a recruitment process. The following recruitment steps will help to protect young people and assist in placing leaders in the position to which they are suited and supported.

Recruitment Process

- List tasks that Sports Leaders need to perform and the skills needed for those tasks.
- Make all vacancies openly available to interested and qualified applicants.
 - State opening and closing dates clearly
- Confirm the identity of all applicants by checking formal identification.
- Verify qualifications, experience and gaps in employment history.
- Each applicant **must** complete **Page 1** of the '**Volunteer Application Form**' or equivalent application form.
- Each applicant **must** read and sign the appropriate **Code of Conduct**.
- Each applicant **must** complete a '**Disclosure of Criminal Convictions & Permission for Statutory Checks**' Form
- If the role involves access to junior members, then applicants **must** be **Garda Vetted/Access NI checked**.
- **Both** referees for a new volunteer/coach **must** complete the '**Confidential Reference Form**' (This may be completed by a committee or nominated member as a telephone reference).
- It is not the responsibility of any one person to recruit a leader. References should be verified by the sport's organisation Committee and should be kept on file as a matter of record.
- All recommendations for appointment should be ratified by the sports organisation's management committee. The decision to appoint a Sports Leader is the responsibility of a sport's organisation, and not of any one individual within it.
- When storing information in relation to applicants information should be treated as highly sensitive and confidential. It should be kept in a locked cupboard that is accessible only to a nominated officer and a deputy nominated officer. In the case of digital copies on the appropriate drive and not accessible to any unauthorised individuals.
- After making a final decision about the applicant, the original information sent to vetting authorities must be destroyed immediately by shredding, burning or permanently deleted. Organisations may, however, include a note on any personnel file stating that a check was carried out and that the person's conditional offer of appointment was confirmed/withdrawn as a result.



Successful Applicants and Existing Leaders

- Once recruited into the sports organisation, all Sports Leaders should be adequately managed and supported and any statutory guidelines should be adhered to.
- A probationary period is advisable and should be established, ideally through an informal interview, which can be used to assess the leader's commitment to promoting good practice in relation to young people. (This period will be decided by committee).
- If applicable all existing leaders must be Garda Vetted/Checked by NI services.
- In regards to the above, ensure a copy of all organisation policies are available including the 'Code of Ethics and Good Practice in Children's Sport'. If not a hard copy then digital copies to be e-mailed to them.

See
Flow Diagram
on
Following Page



Recruitment Flow Diagram



