

Appendix 5

Club Recruitment Procedures

Section 1. The General Approach to Recruitment.

Rathgar Tennis Club relies heavily on the time and commitment freely given by volunteers. Without this the opportunities for children to participate in tennis would not exist. However the club is also mindful of its commitment to “*safeguarding the well-being of its members*” as outlined in its Child Protection Policy Statement.

This Recruitment Policy document sets out how the need for and encouragement of volunteer participation in our programmes is balanced against the obligation to take all reasonable steps to ensure the well-being of our junior members. We trust that potential volunteers will appreciate the obligation on the club to satisfy itself that all those volunteering fully understand the role which they are taking on and the responsibilities attaching to that role. In addition it is reasonable that those with substantial access to children in our care provide the kind of information that is essential in assessing somebody’s suitability for quite responsible positions.

We hope that potential volunteers will provide any requested information in the overall spirit of the club’s commitment to child protection. Similarly staff employed by the club will be expected to provide the necessary information and to give the required undertakings in regard to their dealings with club members.

Section 2. The Specific Recruitment Procedures

Rathgar Tennis Club will ensure good recruitment procedures by utilizing some or all of the following.

1. Clearly defining the duties and responsibilities associated with each position (both voluntary and paid) within the club.

2. Insisting that anybody volunteering for any voluntary position or applying for any paid position within the club completes the form relevant to that position. *(see sample application forms at the end of this document)*
3. Obtaining proof of identity of each person applying.
4. Where necessary obtaining the individual's signed permission to enable Tennis Ireland to request a check from either the Garda vetting service (ROI) or Access NI (NI).
5. In the case of those who will have substantial access to children.
 - Assessing the individual's experience of working with children or young people and knowledge of child protection issues
 - Assessing their commitment to promoting good practice.
 - Assessing their ability to communicate with children. (i.e. be approachable). This assessment will be done in the way most appropriate to the particular position.
6. Two written references required for preferred candidates and references to be checked.
7. Ensuring that any appointment, whether paid or voluntary, is approved by the club's Executive Committee.
8. A suitable induction process will be put in place, and a period of probation will be decided by the Recruitment Sub Committee.
9. Requiring all volunteers to provide undertakings to abide by the Code of Conduct relevant to their particular position *(see undertakings/Codes of Conduct in Appendix 2)*

The review of the information provided will be carried out by the **Recruitment Sub-committee** comprising the Club Officers plus a representative of the Junior Committee. In the case of the review and assessment of any of the members of the Recruitment Sub-committee they will absent themselves from the sub- committee for the duration of that particular review.

The duties and responsibilities associated with all posts within the club are set out in Appendix 7 of this policy.

Volunteers and staff will be required to undertake to abide by the relevant Code of Conduct by signing the code. (Ref Appendix 2)

The following table sets out the various criteria to be complied with by volunteers and post- holders.

	Complete Form	Provide Reference	Garda Vetting	CP Awarene	Insurance	Qualifications	Code of Conduct	Induction	ID Proof
Club Chairperson/President	X			X			X	X	
Club Secretary	X			X			X	X	
Club Treasurer.	X			X			X	X	
Club Captain	X			X			X	X	
Executive Committee Member	X			X			X	X	
Junior Sub-committee member	X		X	X			X	X	
Other Sub-committee member	X			X			X	X	
Junior Sports Leader	X	X	X	X			X	X	X
Tennis Coach	X	X	X	X	X	X	X	X	X
Caretaker/cleaner.	X	X	X	X			X	X	X
Groundsman	X	X	X	X			X	X	X

Protection of Data provided by volunteers.

All information provided to Rathgar Tennis Club under the requirements of these recruitment procedures will be kept strictly confidential. Only the members of the Recruitment Committee will have access to this information. Only hard copies of the information will be retained by the club. This hard copy information will be kept by the Club Secretary in a locked storage area with a single key being held by the secretary. The information will be returned to the volunteer when no longer required for the purposes of complying with these recruitment procedures.

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