



# Moycarkey Coolcree Athletic Club

## RECRUITMENT OF LEADERS

Clubs rely heavily on the time and commitment freely given by volunteers and without this the opportunities for children and young people to participate in the 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 athletics should undergo a recruitment process. The Moycarkey Coolcree Athletic Club will adopt the following recruitment steps which will help to protect young people and assist in placing leaders in the position to which they are suited and supported.

- List tasks that Leaders need to perform and the skills needed for those tasks
- Each applicant will complete an application form. This will include a self-declaration section/ form.
- In the Republic of Ireland coaches who work with young people must be checked by the Garda vetting service (see separate Club Garda Vetting Policy).
- It is not the responsibility of any one person to recruit a leader. References will be verified by the Club Management Committee and will be kept on file as a matter of record.
- All recommendations for appointment will be ratified by the Club's Management Committee. The decision to appoint a Leader is the responsibility of the Club and not of any one individual within it.
- Once recruited into the Club, all Leaders will be adequately managed and supported and any statutory guidelines should be adhered to.
- A probationary period is advisable and will be established through an informal interview, which will be used to assess the leader's commitment to promoting good practice in relation to young people.
- Verify qualifications & experience.
- Confirm identity of leader by checking formal identification.
- When storing information in relation to applicants information will be treated as highly sensitive and confidential.

## EDUCATION AND TRAINING

The Club will ensure that Leaders are competent to provide safe and rewarding experiences for those in their care and that Leaders are provided with the appropriate training for their activity. Training and education opportunities will also be made available to parents/guardians as appropriate. It is important that Club Children's Officers/Designated Persons receive appropriate training for their role. In addition all leaders working with young people must attend the 'Code of Ethics Awareness training', which includes information on codes of conduct, recruitment and selection and awareness of the



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appropriate club response to allegations of child abuse. Club Children's Officers/Designated Persons can then complete the 6-hour Children's Officer training.

19th January 2021



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## Moycarkey Coolcree Athletic Club:

**Assessment/Application Form: Coaches/Selectors/Team Managers/Volunteers:**

**Confidential:**

Position applied for:

Name:

Any surname previously known by: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Present address: \_\_\_\_\_

\_\_\_\_\_

Current occupation \_\_\_\_\_

Name of organisation: \_\_\_\_\_

Previous experience of working with young children in a voluntary or professional capacity. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sporting/ NGB Qualifications: \_\_\_\_\_

\_\_\_\_\_

Reason for Applying: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever been asked to leave a sporting organisation: Yes \_\_\_\_\_ No \_\_\_\_\_

If you have answered yes, we will contact you in confidence.

Name and address of two people who know you (but who are not related to you) and who would have experience of you working with children, whom we can contact and who would provide you with a reference.

Name and Address of Referee 1: \_\_\_\_\_

\_\_\_\_\_



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Name and Address of Referee 2: \_\_\_\_\_

\_\_\_\_\_

I agree to abide by the Code of Ethics and Good Practice for Children's Sport and the Association's Code of Conduct.

Signed \_\_\_\_\_ Date: \_\_\_\_\_



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## Moycarkey Coolcree Athletic Club

Sample Letter to person giving reference:

Name: \_\_\_\_\_

Address \_\_\_\_\_

Position: \_\_\_\_\_

Dear

The above has expressed an interest in becoming a coach/volunteer and has given your name

as a referee. This post involves substantial access to children. As an organisation committed to the welfare and happiness of children, we are anxious to know if you are satisfied that this

person is suitable to work with children in a sporting capacity.

How long have you known this person? \_\_\_\_\_

In what capacity? \_\_\_\_\_

Are you satisfied that: (name of applicant \_\_\_\_\_) is

suitable to work with children in a sporting capacity? Yes \_\_\_\_\_ No \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_