



## Club Recruitment Procedures

**The General Approach to Recruitment in CC&LTC is set out below.**

**Carrickmines Croquet & Lawn Tennis Club** relies heavily on the time and commitment freely given by volunteers **as well as paid staff**. Without this, the opportunities for children to participate in tennis and croquet would not exist.

This Recruitment Procedures 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 **all our members including** 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 and obligations to safeguarding children. Similarly, staff employed or contracted 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. Responsibility for collecting this information from volunteers or job applicants will rest with the person hiring that volunteer or job applicant. In essence the following "hirers" will have responsibility for the following areas:

Tennis Director – all tennis coaches and hitters

Croquet Director – all croquet coaches and supervisors

Club Manager – all staff (bar, kitchen, grounds)

President – all officers of the club and such other committee members as are deemed to have substantial access to children

Chairperson of the Junior Tennis Committee – all members of that committee, camp / tournament supervisors

### **The Specific Recruitment Procedures**

Carrickmines Croquet & Lawn Tennis Club will ensure good recruitment procedures by utilizing some or all of the following:

- Clearly defining the duties and responsibilities associated with each position (both voluntary and paid) within the club.
- Insisting that anybody volunteering for any voluntary position or applying for any paid position within the club which may involve substantial access to children completes the application form attached (see Appendix 1).
- Obtaining proof of identity of each person applying through the procedure involved in the Garda vetting process.
- Where necessary obtaining the individual's signed permission to enable Tennis Ireland to request a check from the Garda vetting service.
- 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 position.
- Where considered necessary obtaining written references.
- By providing suitable induction and, where considered appropriate, setting a probationary period.
- Requiring all volunteers and paid staff to provide undertakings to abide by the Code of Conduct relevant to their particular position.

The information provided will be reviewed and signed off by the Club Manager and where appropriate, by the Committee.

As a result of the Club's Risk Assessment, the following is a table which sets out the various criteria that the club decided needs to be complied with by Committee members, paid staff and volunteers deemed to have substantial access to children.

	Must Complete Application Form	Provide Reference	Garda Vetting	SG 1 Course	Insurance	Qualifications/ License	Code of Conduct Undertaking	Induction Course Required
<b>Club Chairperson/President</b>			<b>X</b>	<b>X</b>			<b>X</b>	
<b>Vice President</b>			<b>X</b>	<b>X</b>			<b>X</b>	
<b>Club Secretary</b>			<b>X</b>	<b>X</b>			<b>X</b>	
<b>Club Treasurer.</b>				<b>X</b>			<b>X</b>	
<b>Club Captains</b>			<b>X</b>	<b>X</b>			<b>X</b>	
<b>Ordinary Committee Member</b>							<b>X</b>	
<b>Junior Committee Member</b>			<b>X</b>	<b>X</b>			<b>X</b>	

<b>Other Sub-committee member</b>							<b>X</b>	
<b>Junior Sports Leader</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			<b>X</b>	<b>X</b>
<b>Tennis Coach</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Caretaker/cleaner.</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			<b>X</b>	<b>X</b>
<b>Groundsman</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			<b>X</b>	<b>X</b>
<b>Clubhouse Staff</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			<b>X</b>	<b>X</b>

### **Protection of Data provided by volunteers and paid staff.**

All information provided to Carrickmines Croquet & Lawn Tennis Club under the requirements of these recruitment procedures will be kept strictly confidential. Only those involved in the recruitment of the volunteer / applicant and the Clubs Children's Officers will have access to this information. Electronic as well as hard copies of the information will be retained by the club. Hard copy information will be kept by the Club General Manager in a locked storage area.