



GLASNEVIN SCHOOLBOYS FOOTBALL CLUB RECRUITMENT POLICY & PROCEDURE

SCHOOLBOY Football clubs rely on the goodwill and dedication of an army of volunteers to help run clubs and coach their young members. Glasnevin Schoolboys Football Club is no different.

These volunteers are motivated by a desire to put something back into the game. And in order to ensure the experience is positive - and safe - for young players, those wishing to take on a role and responsibility with children will undergo a recruitment and selection process.

This recruitment process is to be carried out objectively and helps place leaders in a position in which they are suited and supported.

All adults who have a supervisory role or responsibility for children must complete the Garda Vetting and Child Welfare and Protection Courses.

The recruitment process is run by a three-person sub-committee delegated by the Executive Committee and tasked with this role – this group will be responsible for the steps below.

Documentation relating to the recruitment is totally confidential and is only viewed by this sub-committee. The final ratification of any appointment should be done by the full committee and recorded in the minutes.

Job description and responsibilities of the role must be prepared and will vary according to the club's needs and the type of position. It should include any expected qualifications, the length and type of experience, plus it will identify the role and the required personal qualities, including child welfare and protection requirements e.g. subject to successful Garda vetting checks.

For formal positions the position needs to be publicised, this can be done locally through newspapers, facility notice boards or through the Club website; for some roles this will involve recruiting from the membership.

Each applicant should complete an application form. There is the declaration in the application form which must be signed.

Assessment of the returned applications – the selection group should examine all application forms and CV's. Any gaps in the applicants' previous roles should be identified, and the qualifications and experience checked to meet the requirements; any queries in these areas can be clarified at an interview/meeting.

Interview/meeting – hold interview/meeting to go through questions, check qualifications, scenarios relevant to position and check any queries, allow for questions from the applicant.

Identity - check the applicants' identity – any photo ID is acceptable and this should be noted on the application form.

Garda Vetting – this is part of the recruitment process, and should be carried out on the individual prior to commencement of the position.

References – check the references of any individual that may be suitable. Telephone references may be obtained – give an explanation of position and purpose, note questions and answers, recording the date and time.

Final selection – this is the responsibility of the recruitment panel. All appointments should be ratified by the committee. The decisions should be recorded in the minutes. The Club should keep the records of the individuals appointed/recruited – these are confidential.

Following the successful recruitment process all leaders should receive some form of induction training including receiving information about FAI and Club policies and procedures and any required training and support must be put in place. This helps to minimise the unintentional risk to children through lack of understanding and knowledge.

An agreed probationary period will be agreed upon acceptance and this appointment should be conditional on the work being satisfactory.

All volunteers should receive support and assistance in their role – supervision may be a mandatory requirement and provides an effective means to assess future training and education needs. Leaders should avoid working alone with children.