

RECRUITMENT OF SPORTS LEADERS

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.

- 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
- Each applicant should complete an application form. This should include a self-declaration section/ form. (See Appendices 2-5)
- In Northern Ireland coaches who work with under 18's are deemed to be 'regulated positions' regardless of whether they are paid or not. SCNI recommend that coaches should be checked by the Protection of Children (NI) Service, formally known as the Pre-Employment Consultancy Service (PECS). See Appendix 4
- In the Republic of Ireland the ISC recommend that coaches who work with young people should be checked by the Garda vetting service when this becomes available to sports organisations.
- It is not the responsibility of any one person to recruit a leader. References should be verified by the club/organisation Management Committee and should be kept on file as a matter of record. See Sample Form and/or Appendix 10
- All recommendations for appointment should be ratified by the sports club's/organisation's management committee. The decision to appoint a Sports Leader is the responsibility of a sports club/organisation, and not of any one individual within it
- Once recruited into the sports club/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
- Verify qualifications, experience and gaps in employment history
- Confirm identity of leader by checking formal identification
- 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.
- After making a final decision about the applicant, the original information sent to vetting authorities must be destroyed immediately by shredding or burning. 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.