



# Dunboyne Tennis Club

Old Kilbride Road, Clonee, Co. Meath. Tel: 085 153 7466

## ***Recruitment Policy and Procedures***

### ***General Approach to Recruitment.***

This Recruitment Policy recognises the key role played by volunteer participation in our Club activities and the need to ensure that such participation is appropriately 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 wishing to discharge roles involving substantial access to children in our care be requested to provide the information necessary to assess their suitability for discharging essentially highly responsible positions.

In the overall spirit of the club's commitment to child safeguarding, potential volunteers will be required to provide relevant information as set out in the forms attached to this policy and to give undertakings with respect to the Club's relevant Codes of Conduct. Similarly, any staff employed by the club will be required to provide the necessary information and to give the required undertakings in regard to their dealings with club members.

### ***Specific Recruitment Procedures***

*Dunboyne Tennis Club will ensure good recruitment procedures by:*

- 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 completes the form relevant to that position (*see application forms at the end of this document*).
- Obtaining proof of identity of each person applying.
- Where necessary obtaining the individual's signed permission to enable Dunboyne Tennis Club to request a check from the Garda vetting service.
- Conducting interviews either formally or informally with applicant's as appropriate to role concerned.

*In the case of those who will have substantial access to children, Dunboyne Tennis Club will:*

- Assess the individual's experience of working with children or young people and knowledge of child safeguarding issues.
- Assess their commitment to promoting good practice.
- Assess their ability to communicate with children (i.e. be respectful, approachable). This assessment will be done in the way most appropriate to the particular position.
- Where considered necessary, obtain written references.

*In addition, and in respect of each individual appointment, Dunboyne Tennis Club will:*

- Ensure that the appointment, whether paid or voluntary, is approved by the Club Committee.
- Provide suitable induction and, where considered appropriate, set a probationary period.
- Require all volunteers to provide undertakings to abide by the Code of Conduct relevant to their particular position.



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The review of the information provided by applicants will be carried out by the Recruitment Sub-committee comprising the Club Officers plus a representative of the Junior Committee. In the case where any of these individuals are themselves a candidate for the position being recruited, they will absent themselves from the sub-committee during the recruitment process for that position.

Volunteers and staff will be required to undertake to abide by the relevant Code of Conduct by signing the code. The various criteria to be complied with by volunteers and post-holders are set out in Table 1.

**Table 1: Volunteer and Post-holder Recruitment Criteria**

	<b>Recruitment Form Completed</b>	<b>Reference Provided</b>	<b>Garda Vetting</b>	<b>Child Safeguarding Training Course</b>	<b>Insurance</b>	<b>Qualifications</b>	<b>Code of Conduct Undertaking</b>	<b>Induction</b>	<b>ID Proof</b>
<b>Chairperson</b>	x			x			x	x	
<b>Secretary</b>	x			x			x	x	
<b>Treasurer</b>	x			x			x	x	
<b>Captain</b>	x			x			x	x	
<b>Committee Member</b>	x			x			x	x	
<b>Junior Committee Member</b>	x		x	x			x	x	
<b>Sub-committee Member</b>	x						x	x	
<b>Junior Sports Leader</b>	x	x	x	x			x	x	x
<b>Tennis Coach</b>	x	x	x	x	x	x	x	x	x
<b>Assistant Coach</b>	x	x	x	x	x	x	x	x	x
<b>Caretaker/cleaner</b>	x	x	x	x			x	x	x
<b>Groundsman</b>	x	x	x	x			x	x	x

### ***Safeguarding of Data provided by Volunteers***

All information provided to Dunboyne Tennis Club under the requirements of these recruitment procedures will be treated as strictly confidential, members of the Recruitment Sub-committee having sole access to such information. Whether provided in printed or electronic form, information will be stored and disposed of securely.



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## Volunteer/Coach Application Form

(To be completed by those who have substantial access to children)

*All information received in this form will be treated confidentially*

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

Maiden Name: \_\_\_\_\_ (If applicable)

Address: \_\_\_\_\_  
\_\_\_\_\_

### Previous Address(s) over the last 5 years

(i) \_\_\_\_\_  
\_\_\_\_\_

(ii) \_\_\_\_\_  
\_\_\_\_\_

(iii) \_\_\_\_\_  
\_\_\_\_\_

How long have you lived at your current address? \_\_\_\_\_

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Are you (Please tick):

Employed  Unemployed  Student  Homemaker  Retired  Other

### Previous Work Experience & Relevant Qualifications

Have you previously been involved in voluntary work? Yes  No

If yes, please give details:



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**If currently, or previously employed please give details:**

**How much time can you commit? (Please tick)**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Morning</b>							
<b>Afternoon</b>							
<b>Evening</b>							

**Do you have any spare time hobbies, interests or activities?**

**Do you agree to abide by the club’s relevant Code of Conduct (copy attached)?**

Yes  No

**Have you completed the Safeguarding 1 - Basic Awareness Workshop in Child Welfare & Safeguarding or similar?**

Yes  No

**If Yes - who was it organised by and when approximately:**

**Organisation:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**If No - do you agree to undergo this training?** \_\_\_\_\_

**Have you ever been asked to leave a sporting organisation in the past?**  
(if you have answered Yes we will contact you in confidence)

Yes  No



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**Please List all relevant training courses (Coaching, Child Safeguarding, etc.) that you have completed.**

<b>Course</b>	<b>Organising Body</b>	<b>Date Completed</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Please provide any other information which you consider relevant:**

## **Nomination of Referees**

Please nominate two responsible people whom we can contact and who from personal knowledge are willing to endorse your application. If you have had a previous involvement in a sports club one of these names should be that of an administrator/leader in your last club/place of involvement.

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

**Address:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Tel:** \_\_\_\_\_ **Tel:** \_\_\_\_\_

**Designation:** \_\_\_\_\_ **Designation:** \_\_\_\_\_



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## DISCLOSURE OF CRIMINAL CONVICTIONS & PERMISSION FOR STATUTORY CHECKS FOR THOSE WORKING WITH CHILDREN

*(Please read this information carefully)*

### ***Statement of non-discrimination***

Tennis Ireland is committed to equal opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the post. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing clients\customers and employees.

For the purposes of your application for the post of:

\_\_\_\_\_ it is our policy to ask for a check to be carried out by the statutory organisation responsible for this task in the jurisdiction in which you are working/volunteering.

### ***Advice to Applicants***

Please complete this form as accurately as possible and return it marked “**Confidential**” in the envelope provided. An arrangement will be made with you to discuss any clarification that may be required. Thank you for your co-operation.

You **must** tell us now if you have a case pending or if you have ever been convicted of a criminal offence, or cautioned the police, or bound over. You **must** include all offences, even minor matters such as motoring offences, and ‘spent’ conviction, that is, things which happened a long time ago. If you leave anything out it may affect your application. The disclosure of a criminal record or other information will not debar you from registration / appointment unless Tennis Ireland considers that the conviction renders you unsuitable. In making this decision Tennis Ireland will consider the nature of the offence, how long ago it was committed and what age you were at the time and other factors which may be relevant.

**Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order (NI only); been given the benefit of the Probations Act (ROI); or are you at present the subject of criminal investigations?**

Yes  No

If so, please state below the nature, date(s) and sentence of the offence(s)

\_\_\_\_\_  
\_\_\_\_\_

**Please provide any other information you feel may be of relevance such as:**

- the circumstances of the offence
- a comment on the sentence received
- any relevant developments in your situation since then
- whether or not you feel the conviction has relevance to this post.



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**I declare that all answers are complete and correct to the best of my knowledge and I will inform the club's Designated Liaison Person of any future convictions or charges.**

I consent to the check being made via the statutory authorities in which I intend to work/volunteer. I am also aware that Tennis Ireland, as the umbrella organisation carrying out the check, may, following discussion with myself, share the information returned with my club chairperson.

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please return completed forms to: \_\_\_\_\_



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## Third Party Reference Form

*Strictly Confidential*

*This form should be returned only to the person who requested its completion*

The following person:

\_\_\_\_\_ has expressed an interest in coaching/volunteering at Dunboyne Tennis Club.

If you are happy to complete this reference, any information you provide will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

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

Print Name \_\_\_\_\_

**1. How long have you known this person?**

\_\_\_\_\_

**2. Please state in what capacity?**

\_\_\_\_\_

**3. In your opinion, what attributes does this person have that makes them suited to this work?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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## 4. Please rate this person on each of the attributes set out in Table 1

**Table 1 - Applicant Attribute Ratings**

	Poor	Average	Good	Very Good	Excellent
<b>Responsibility</b>					
<b>Maturity</b>					
<b>Self-motivation</b>					
<b>Can motivate others</b>					
<b>Energy</b>					
<b>Trustworthiness</b>					
<b>Reliability</b>					

Please note the post concerned involves substantial access to children and, given Dunboyne Tennis Club's commitment to the welfare and safeguarding of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people.

Yes  No

If you have answered **YES** we will contact you in confidence.

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

**Print Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Organisation:** \_\_\_\_\_