



## Recruitment and Selection Policy for Sports Leaders

Kilcoole AC will take all reasonable steps to ensure that leaders are appropriately qualified and suitable to work with young people. These procedures apply to all persons with access to young people, whether paid or unpaid. These procedures are recommended and implemented by Athletics Ireland as the national governing body.

A decision to appoint a Sports Leader (Coach or Assistant) is the responsibility of Kilcoole AC and not of any one individual within it. Kilcoole AC's committee will ratify all recommendations for appointment. A report of all such decisions will be kept secure.

The responsibilities of the role and the level of experience/qualifications required should be drawn up and clearly stated beforehand.

Applicants will complete an application form which should include a self-declaration section/form.

Formal Garda vetting procedures will be availed of when and if available.

References will be verified by Kilcoole AC or Athletics Ireland, as appropriate.

A probationary period of 3 months (rota based) will be established through an informal interview, which can be used to assess the leader's commitment to the club.

Every effort will be made to manage and support appointed Coaches, Assistants and helpers, including awareness of the code of conduct and access to training. Adequate supervision will be provided; a Coach/Assistant/helper will not have to work alone.

Appropriate administration procedures will be employed ensure the appropriate handling and security of sensitive data relating to applicants. These data will only be accessed by nominated officers. *Paper copies of Coaches Forms will be kept under lock and key in the locker at the track.*

**Table 1 Junior and Juvenile coaches/volunteers roles and responsibilities**

Role	Responsibility	Experience required	Minimum Qualification required
Coach	<ol style="list-style-type: none"> <li>Leads on the coaching plan for the term.</li> <li>Leads a group session.</li> <li>Ensures the Assistant(s) are aware of what the session plan is.</li> </ol>	At least one year coaching experience	Level 1 or equivalent Up to date Code of Ethics course
Assistant	<ol style="list-style-type: none"> <li>Assist lead coach</li> <li>Lead a group session according to lead coach's plan when lead coach is not available</li> </ol>	Minimum 6 months	Athletics Leader/Assistant course Up to date Code of Ethics course
Helper	This is usually an adult helping out with a group.	None	None required

**Appendix 1**

**KILCOOLE AC**

**VOLUNTEER/COACH FORM FOR THOSE WITH SUBSTANTIAL ACCESS TO CHILDREN**

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

**Full name:** \_\_\_\_\_

**Current address:** \_\_\_\_\_

**Date of birth:** \_\_\_\_\_

**Contact telephone number:** \_\_\_\_\_

**Previous work/voluntary experience and relevant qualifications:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Do you agree to abide to Kilcoole AC's Code of Conduct? Yes  No**

**Have you ever been asked to leave a sporting organisation in the past? Yes  No**

*(If you have answered yes we will contact you in confidence)*

**Any other relevant information:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please supply the names of 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

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**FOR OFFICIAL USE ONLY:**

Date application received: \_\_\_\_\_

Date of interview: \_\_\_\_\_

Interviewed by: 1. \_\_\_\_\_

2. \_\_\_\_\_

References received and are satisfactory: Yes  No

Comments: \_\_\_\_\_

Statutory check completed and returned (if applicable): Yes  No  NA

Proof of applicant's identity received: Yes  No

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_