

Kilcoole AC 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 may 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 clearly understood before application.

Formal Garda vetting procedures will be availed of for each applicant as required regardless of whether the applicant has been previously vetted for another organisation.

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

A probationary period of 3 months 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 coach's/volunteer's roles and responsibilities

Role	Responsibility	Experience required	Preferred Qualification required
Coach	1. Leads on the coaching plan for the term. 2. Leads a group session. 3. Ensures the Assistant(s) are aware of what the session plan is.	At least one year coaching experience	Garda Vetted Up to date Code of Ethics course AI Level 1 or equivalent
Assistant Coach	Lead a group session according to lead coach's plan when lead coach is not available	Minimum 6 months	Garda Vetted Up to date Code of Ethics course Athletics Leader/ Assistant Coach
Helper	This is usually an adult helping out with a group	None	Garda Vetting