



Recruitment and Selection of Leaders Policy

Introduction

RSGYC in recruiting instructors, coaches or leaders to work with young people will take all reasonable steps to ensure that applicants are appropriately qualified and suitable to work with young people. These procedures apply to all persons with substantial access to young people, whether paid or unpaid or the duration of appointment.

Formalised recruitment procedure will help ensure that;

1. Applicants are suited to the role or position.
2. The applicant is not likely to pose a threat to children or other staff members.
3. Applicants are provided with adequate training to ensure they can operate safely and effectively.
4. RSGYC will be adhering to Irish Sailing and Sport Ireland policies.

Requirements

1. All adults, instructors and coaches taking responsibility and working directly with children on a regular basis should have a valid Garda Vetted Clearance Certificate
2. Two References should be verified by the Management or Management Committee and should be kept in accordance with GDPR on file as a matter of record.
3. An application form should be completed by each applicant. This should include a self-declaration form.
4. Make all vacancies openly available to interested and qualified applicants (e.g. Irish Sailing Website page or Instructor Facebook Group)
5. Conduct an interview for those that meet the requirements, notify those who were unsuccessful on this application process and it is nice to inform them the reason.
6. The decision to appoint a Sports leader is the responsibility of a sports club/organisation, and not of anyone individual within it, we would recommend 3 people be involved in the process.

Once recruited, those staff and volunteers working with children and must do the Sport Ireland / Irish Sailing Safeguarding 1 Training Course and

- any statutory guidelines should be adhered to
- a probationary period should be established
- verify qualifications and check any gaps in employment history



Part-time, Temporary, Consultants or Short Notice Employment

Where staff and volunteers are taken on at short notice or for short periods of time it may be difficult or impractical to complete a full recruitment process. However, where they are required to run training courses or activities with children;

- They must fill in the standard application form.
- They must work under the immediate and direct supervision of trusted staff.
- Not be asked to undertake tasks for which they have not had training.

Interviews

Interviewing applicants for a position allows the RSGYC to match the person to the role and establish how they will fit into the organisation. It will also allow candidates to see enough of the organisation to decide if they want to work at the RSGYC. For recruitment of instructors or coaches we may ask them to go afloat and run a session.

Pre-employment Induction Training

All new employees and volunteers may be provided with pre-employment training. This will focus on the skill and knowledge they need to complete the task expected of them in a safe and effective manner. In the RSGYC this is normally devised and run by the Senior Instructor and include going through all the policies and procedures.

Advertising positions

There is a dedicated jobs section on our website, the Irish Sailing website and on the Irish Sailing Instructors Facebook Page open to all Irish Sailing affiliated organisations and instructors. It allows both employers to advertise positions they wish to fill and those seeking jobs to indicate their availability.