



Portrane Hockey Club

Recruitment and Selection Policy

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RECRUITMENT & SELECTION POLICY

Portrane Hockey Club (PHC) will take all reasonable steps to ensure that adults working with young people are suitable and appropriately qualified. Recruitment and selection procedures will apply to all persons with substantial access to young people, whether paid or unpaid. A decision to appoint a Leader is the responsibility of the club and not of any one individual within it. The relevant committees should ratify all recommendations for appointment.

PHC will use the following as a suitable procedure:-

- The responsibilities of the role and the level of experience/qualifications required should be drawn up and clearly stated.
- Before taking on the role the leader should be made aware of the Code of Conduct as it relates to young people and any related guidelines within this document. Before being voted / nominated / appointed to a position which brings them in contact with young people, the leader should be made aware of the Code of Conduct as it relates to young people and any related guidelines within this document. This involves newly recruited volunteers, paid personnel and all volunteers assigned by the for that season.
- New leaders should fill in an information and self declaration form, giving names of two referees who will be contacted verbally and using the self-declaration questions.

See forms:

Application form for New Leaders – Appendix 1

Coaches Code of Conduct & Declaration form – Appendix 2

Confidential Reference Form – Appendix 3

- All new volunteers will undergo an induction; this can be done in an informal manner. Following this, a probationary period will apply. They will be apprenticed to a lead coach @ training and Blitzes.
- New and existing Leaders will sign the appropriate Code of Conduct, including the self-declaration form - Coaches Code of Conduct & Declaration form. (Appendix 2)
- Adequate supervision will be provided; a leader will not have to work alone. At Training & Blitzes there will be a minimum of 2 coaches
- An incident book is in 1st aid kit and is to be written up and signed.

Every effort will be made to manage and support appointed Leaders. Coaching courses and workshops will be provided

Appendix 1 - Application form for New Leaders

VOLUNTEER / COACH APPLICATION FORM FOR THOSE WITH SUBSTANTIAL ACCESS TO CHILDREN AND THOSE WHO SUPERVISE/MANAGE THOSE WITH SUBSTANTIAL ACCESS TO CHILDREN.

All information received in this form will be treated confidentially

Name		Maiden name (If applicable)	
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Address

Previous Address over the last 5
years

How long have you lived at this address

Place of Birth (Town/ City

TelNo

Mobile

DOB

Email

PPS

Previous Work/Voluntary experience & relevant qualifications

Do you agree to abide by the PHC's Sports Leaders Code

of Conduct (copy included with this form)?

Yes

No

Have you ever been asked to leave any organisation working with children or young people in the past?

(if you have answered yes we will contact you in confidence)

Yes

No

Is there any reason why you may be considered unsuitable to work with children?

Yes

No

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
<hr/>	<hr/>
<hr/>	<hr/>

TelNo	TelNo
<hr/>	<hr/>
Email	Email
<hr/>	<hr/>

Position: _____ Position: _____

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 & returned (if appropriate): Yes No N/A

Proof of applicants identification received: Yes No

Identification type:

Recommendation: Approved Reasons Not approved Reasons

Signed: _____ Dated: _____

Appendix 2 - Coaches Code of Conduct & Declaration form

Sports Leaders Code of Conduct

Sports Leaders should familiarise themselves with the PHC *Code of Ethics and Good Practice for Children's Sport* and in particular with the IHA Code of Ethics and follow the procedures if they suspect or receive complaints of abuse of any sort. Leaders should read below and agree to abide by these terms.

Sports Leaders should

- Be positive during sessions and competitions, praise and encourage effort as well as results
- Put welfare of young person first, strike a balance between this and winning / results
- Encourage fair play and treat participants equally
- Recognise developmental needs, ensuring activities are appropriate for the individual
- Plan and prepare appropriately
- Anyone working with young people must do the Code of Ethics Awareness Course and Child Protection awareness course and hold up-to-date qualifications and be committed to the values and guidelines of IHA
- Involve parents where possible and inform parents when problems arise
- Keep a record of attendance at training and competitions
- Keep a brief record of injury(s) and action taken
- Keep a brief record of problem/action/outcomes, if behavioural problems arise
- Report any concerns in accordance with this Code's reporting procedures
- Encourage young people to respect one another and to expect respect for their worth as individuals regardless of their level of play.
- Be acutely aware of the power that you as a coach develop with your players in the coaching relationships and avoid any sexual intimacy with players that could develop as a result.
- Actively discourage the use of performance- enhancing drugs, the use of alcohol and tobacco and any illegal substance.
- Encourage young people and other coaches to develop and maintain integrity in their relationships with others.

Where possible Sports Leaders should avoid:

- Spending excessive amounts of time with children away from others
- Taking sessions alone
- Taking children to their home
- Taking children on journeys alone in their car

Sports Leaders should not:

- Use any form of punishment or physical force on a child
- Exert undue influence over a participant in order to obtain personal benefit or reward
- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and /or make sexually suggestive comments about, or to a child. This includes innuendo, flirting or inappropriate gestures and terms
- Take measurements or engage in certain types of fitness testing without the presence of another adult and permission of the parent(s).

- Undertake any form of therapy (hypnosis etc.) in the training of children
- Do not exploit any coaching relationship to further personal, political, or business interests at the expense of the best interest of your young people.
- Never communicate or form a “friendship” with children online with the intent of arranging to meet them in the ‘real world’.
- Never ask anyone to keep secrets of any kind.

Self-Declaration

Do you agree to abide by the guidelines contained in the Code of Ethics for Hockey for Young People’s Code of Conduct?

Yes No

Do you agree to abide by the rules of the IHA/Portrane HC? Yes No

Have you ever been asked to leave a sporting organisation? Yes No

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

Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or are you at present the subject of criminal investigations? Yes No

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

I agree to inform the Portrane Hockey Club Designated Person should I be subjected to any criminal proceedings or statutory investigation that may bring the PHC into disrepute.

Sign _____

Print Name _____

Date _____

Appendix 3 - Confidential Reference Form

Confidential Reference Form

(this form can be used as a telephone reference or used as a written reference)

The following person: _____ (list name) has expressed an interest in working with _____ (name club / PHC) as _____ (list position)

If you are happy to complete this reference, any information 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, if he/she is offered the position. We appreciate you being extremely candid, open and honest in your evaluation.

How long have you known this person?

In what capacity?

What attributes does this person have that would make them suited to this work?

Please rate this person on the following (tick one box for each statement)

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

This post involves substantial access to young people. As an organisation committed to the welfare and protection of young people, 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 answer yes, we will contact you in confidence

Signed: _____

Date: _____

Position in organisation: _____

Name of club / organisation: _____