

## Ballina Town FC Volunteer Recruitment Policy



### **Recruitment Policy**

Ballina FC will take all reasonable steps to ensure that coaches, managers, and volunteers are suitable to work with children and young people. Ballina Town FC's existence depends on the voluntary effort of all its volunteers.

The following steps will help to protect young people and assist in placing volunteers in a position to which they are suited and supported.

All new coaches, managers and volunteers are required to complete an application/self-declaration form.

In line with legislation and the FAI's child welfare policy everyone working with children or vulnerable adults will require garda vetting before starting their role and will be required to attend a child safeguarding course.

Ballina Town reserve the right to ask every applicant to provide at least 2 references who will be contacted before the commencement of any role.

All appointments are subject to approval and ratification by the committee of Ballina FC.

All coaches, managers and volunteers will be subject to a sign-up procedure in which they undertake to abide by Ballina FC rules and FAI codes of conduct and good practice. (Appropriate confidentiality will be maintained in regard to all application and reference forms). All volunteers will adhere to the clubs and the FAI's rules and code of conducts.

Once recruited, Ballina FC will make all efforts to support and manage coaches, managers and volunteers ensuring that no person is expected to work alone.

Every new volunteer in the Club will have a 'buddy' assigned ; ideally, the buddy would be someone who has done these particular tasks before.

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## Ballina Town FC Volunteer Recruitment Policy Application Form

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

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

Contact Details:

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Position applying for : \_\_\_\_\_

Note: Garda Vetting and Child Safeguarding is a requirement for all volunteer roles within our organisation. Our Child welfare officer will be notified once you are approved to Coach\ Volunteer and will follow up in relation to Garda Vetting & Child Safeguarding.

I agree to adhere to the statutory requirements and club policies.

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

Approved by:

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## Induction:

1. Every new volunteer in the Club will have a 'buddy'; ideally, the buddy would be someone who has done these particular tasks before.
2. Every Volunteer should have received job description with a list of roles and responsibilities. They should also receive an estimate of the duration of the particular job.
3. Each new volunteer should be formally introduced to officials and other volunteers within the Club.
4. Each volunteer should receive a list of names and contact details for key persons connected with the Club/League and associated with their work.
5. Each volunteer should be provided with details of meetings, training and events that they will need to attend.
6. Each volunteer should be provided with key dates for the year.
7. Each new volunteer should be orientated – where equipment can be found, first aid kit, lights, etc.
8. Each new volunteer should receive training if required for their new tasks.
9. If appropriate to the job, provide information on clubs' financial procedures, confidentiality and other operating procedures.
10. The Club will provide feedback on progress, particularly in the early stages.
11. Chairperson of club will take time to get to know new volunteers.