

## **Kinvara Hockey Club Recruitment Procedure**

The purpose of this document is to outline the procedures for recruitment of coaches and volunteers to Kinvara Hockey Club. KHC 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.

KHC will use the following as a suitable procedure:-

1. The responsibilities of the role and the level of experience/qualifications required should be drawn up and clearly stated. (See Coach Education Policy)
2. 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 the club safeguarding policies and procedures. This applies to newly recruited volunteers, paid personnel and all volunteers assigned by the club for that season.
3. 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 Application form for New Leaders (Appendix 1)
4. References should be checked and this recorded in Confidential Reference Form (Appendix 2)
5. All club leaders that are appointed to a position that brings them into contact with young people must be Garda Vetted and attend Sports Ireland Approved Safeguarding 1 training. (See Coach Education Policy and Vetting Procedures)
6. All new volunteers should undergo an induction; this can be done in an informal manner. Following this, a probationary period is advisable.
7. New and existing Leaders will sign the appropriate Code of Conduct for Leaders, including the self-declaration form annually (Appendix3)
8. Adequate supervision should always be provided. A leader should not have to work alone.
9. Kinvara Hockey Club will support the appointed leaders in provision of relevant training (See coach Education Policy)

**Appendix 1**

**NEW LEADER/ 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)

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

**Previous Address over the last 5 years:**  
\_\_\_\_\_  
\_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_

Place of birth (Town/City) \_\_\_\_\_

**Tel:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Previous work/voluntary experience & relevant qualifications:**

**Do you agree to abide by the KHC's 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: \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ Tel: \_\_\_\_\_

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**

**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 / organisation) 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: \_\_\_\_\_

### Appendix 3

#### **Kinvara Hockey Club Leaders Code of Conduct and Self Declaration Form**

Leaders in Kinvara Hockey Club should familiarise themselves with the *Code of Ethics and Good Practice for Children's Sport* and in particular with the Hockey Ireland Code of Ethics for Hockey for Young People 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.

#### **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 children should do the Code of Ethics Basic Awareness course and hold up-to-date qualifications and be committed to the values and guidelines of the Hockey Ireland
- 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 for their worth 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 young people 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 relationship with others

#### **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 players
- Never communicate or form a "friendship" with children online with the intent of arranging to meet in the "real world"
- Never ask anyone to keep secrets of any kind

## Leaders Code of Conduct 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 Kinvara Hockey Club? 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)*

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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, provide details below and you will be contacted in confidence)*

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

Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_