



## VALUING VOLUNTEERS POLICY

Bredagh GAC recognises the valuable input of volunteers to our club. We commit to supporting our volunteers in their role by following recommendations made by our governing body of sport that stipulate our volunteers should under-go a recruitment process. The following procedures for recruitment of volunteers will assist in placing volunteers in a situation to which they are suited and help in the protection of children and volunteers alike.

- List all tasks that volunteers need to perform and the skills needed for those tasks
- Provide training for volunteers in their role by urging them to attend Ulster GAA Club Maith Officer Training Programme
- Make vacancies within the club openly available to interested and qualified applicants
- An application form should be completed by each applicant
- There may be need for new coaches who have substantial access to children regardless of whether they are paid or not, to have their background checked.
- All new coaches will undergo an Access NI check
- References should be verified by the Club Executive Committee and should be kept on file for record
- All recommendations for member appointment should be ratified by the club's Executive Committee. The decision to appoint team managers is the responsibility for the club Committee and not any one individual within it.
- Once recruited into the club, all volunteers should be adequately managed and supported
- Any statutory guidelines should be adhered to

This document has been approved by the Club Executive Committee and serves as the working recruitment policy document of Bredagh GAC.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Rúnaí

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Cathaoirleach



## RECRUITMENT POLICY

To ensure that Bredagh GAC is following best practice we shall work closely with the Down County Board and Ulster GAA. We shall comply with the guidelines of the Code of Ethics and Good Practice for Children's Sport, and the GAA Code of Best Practice in Youth Sport.

Bredagh GAC will follow recommendations made by our governing body of sport that stipulate our volunteers should under-go a recruitment process. The following procedures for recruitment of volunteers will assist in placing volunteers in a situation to which they are suited and help in the protection of children and volunteers alike.

- List all tasks that volunteers need to perform and the skills needed for those tasks
- Provide training for volunteers in their role by urging them to attend Ulster GAA Club Maith Officer Training Programme, and additional training where deemed necessary.
- Make vacancies within the club openly available to interested and qualified applicants
- An application form should be completed by each applicant
- There is an onus on the Club Chairperson to ensure that all volunteers / coaches who have substantial access to children regardless of whether they are paid or not, to have their background checked.
- All coaches will undergo an Access NI check
- References should be verified by the Club Executive Committee and should be kept on file for record
- All recommendations for member appointment should be ratified by the club's Executive Committee. The decision to appoint team managers is the responsibility for the club Committee and not any one individual within it.
- Once recruited into the club, all volunteers should be adequately managed and supported.
- Ulster GAA would recommend that volunteers should be given an induction period for two months, after which the Club Executive Committee have the power to remove a person from a role should they be deemed unsuitable.
- Any statutory guidelines should be adhered to

This document has been approved by the Club Executive Committee and serves as the working recruitment policy document of Bredagh GAC.

Signed (Rúnaí ) \_\_\_\_\_ Date \_\_\_\_\_

Signed (Cathaoirleach) \_\_\_\_\_ Date \_\_\_\_\_



## SAFE RECRUITMENT PROCEDURES FOR VOLUNTEERS/ COACHES

- Volunteers and coaches should be carefully selected, trained and supervised and all new coaches/volunteers working with youth must complete the appropriate application form.
- Declaration of past convictions or cases pending and agreement to have An Access NI check completed, is a pre-requisite to approval to coach.
- **ALL** volunteers/coaches must agree to abide by the club's Child Protection and safeguarding policies and procedures and all are required to sign a pro-forma stating this.
- Any concerns or objections with regard to suitability of a coach must be submitted to the "designated person" who will raise the issue with the club committee with appropriate action taken including a formal response in writing to the concerned party if required.

Bredagh GAC relies heavily on the time and commitment freely given by volunteers, and without this the opportunities for children and young people to participate in Gaelic Sports would not exist. Bredagh GAC will ensure good recruitment procedures by:

- Defining the role the individual is applying for (Job Specification).
- Insisting that a person applying for any post of responsibility within the club complete the relevant form (see sample application form) and obtaining 2 references in writing.
- Obtaining the individual's signed permission to enable Bredagh GAC to request an Access NI check (proof of identity should be provided).
- Setting a probationary period (6 months for staff or long term volunteers).
- Interviewing the individual either formally or informally by two members.
- Assessing the individual's experience of working with children or young people and knowledge of child protection issues and their commitment to promoting good practice.
- Assessing their ability to communicate with children and young people (i.e. be approachable). One way of doing this is to consult young people or ask questions to examine how a person would respond to a particular scenario, e.g. are they authoritarian or too relaxed in their approach.

## TRAINING FOR VOLUNTEERS/COACHES

- Governing Body approved coaching sessions for volunteers/coaches have been scheduled at the club and ALL participants are expected to qualify to at least Level 1.
- Appointment of volunteers/coaches will be on the basis of their current or previous experience either playing or coaching Gaelic sports.
- Education and training in the basics of child protection will apply to all coaches/volunteers/management committee members working with the children or young members. A minimum of 3 hours is required for basic awareness raising & we will seek that training from **qualified trainers**.
- Ensuring that all new coaches have attended child protection awareness workshop within six months of taking up their post. This opportunity should also be made available to parents and other volunteers to enable a culture of a child-focused club to prevail.
- All staff and volunteers should receive induction, and training appropriate to their role. Training should be updated and reviewed regularly for new staff/volunteers and in line with changing legislation.

## SUPPORT AND SUPERVISION OF VOLUNTEERS/COACHES

Bredagh GAC recognise that it is good practice to set up a system of support and supervision of staff/volunteers. This will enable staff/volunteers to become more effective by identifying training needs and dealing quickly with difficulties. Volunteers will be offered regular opportunities to review their experiences at Bredagh GAC and to identify any training or further support they require. Support and supervision will be offered to coaches/assistant coaches both formally and informally. Informally it is the responsibility of all adults associated with the juvenile section to ensure that at all times the best interests of



children are paramount and, where this is not seen to be the case, support should be sought for the child and coach involved.

Formally coaches and assistant coaches will have the opportunity to discuss issues with their respective co-ordinators, through a system of lead coaches and regular coaches meetings within each code. In this situation coaches should be encouraged to discuss issues pertaining to their role. In addition, meeting of the juvenile section will be called quarterly to ensure a structure for all mentors to air issues pertaining to their role.



**Bredagh GAC Recruitment Notice Post of Coach/Assistant Coach**

***“We at Bredagh GAC are fully committed to good practice, which protects children from harm. Staff and volunteers accept and recognise their responsibility to provide an environment which promotes the safety of the child at all times.”***

**Applications are now invited for the above posts in a drive to increase the number of coaches/assistant coaches in the club. All applicants will have a commitment to Bredagh GAC’s Child Protection Policy and Procedures and an awareness of the needs of children and young people.**

**For an application form please contact any member of the Committee on .....**

**NB: Applications close on .....10<sup>th</sup> January...to be returned to the [secretary.bredagh.down@gaa.ie](mailto:secretary.bredagh.down@gaa.ie) or to ...Edel Teague.....**

**Pat Hollywood  
(Children’s Officer)**



## Bredagh GAC

### APPLICATION FORM FOR NEWLY RECRUITED COACHES/VOLUNTEERS/MEMBERS/OFFICERS

#### Advice to Applicants

Please complete this form as accurately as possible and return it to the person responsible in your club. An arrangement will be made with you to discuss any clarification if required.

Thank you for your co-operation.

**Position Applied For:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_

**Maiden Name (if applicable)** \_\_\_\_\_

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

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

\_\_\_\_\_

**Telephone No:** \_\_\_\_\_

**Mobile Number:** \_\_\_\_\_

**Please outline why you wish to become involved in the GAA:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Previous experience / involvement in this or any other club. Please give details below:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you agree to abide by the guidelines contained in the Code of Ethics and Good Practice for Children's Sport?

Yes       No

Do you agree to abide by the Bredagh GAC Code of Conduct?

Yes       No

Updated by Bredagh Executive Committee Mtg 18<sup>th</sup> April 2012



Do you agree to abide by the Club's Child Protection Policy?

Yes  No

Have you completed Child Protection Awareness Training?

Yes  No

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Do you agree to undergo specific training on the role of the (position being appointed)

Yes  No

### **CRIMINAL CONVICTIONS**

You **must** tell us now if you have a case pending or if you have ever been convicted of a criminal offence, or cautioned by the police, or bound over. You **must** include all offences, even minor matters such as motoring offences, and 'spent' convictions, that is, things which happened a long time ago. If you leave anything out it may affect your application. The disclosure of a criminal record or other information will not debar you from registration / appointment unless **NAME OF ORGANISATION** considers that the conviction renders you unsuitable. In making this decision the **NAME OF ORGANISATION** will consider the nature of the offence, how long ago it was committed and what age you were at the time and other factors which may be relevant.

**Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or the subject of an investigation alleging that you were the perpetrator of adult or child abuse?**

Yes  No

If so, please state below the nature, date(s) and sentence of the offence(s)

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**Please provide any other information you feel may be of relevance such as:**

- the circumstances of the offence/incident
- a comment on the sentence received
- any relevant developments in your situation since then
- whether or not you feel the conviction has relevance to this post.

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*Please continue on a separate page if necessary.*

Please note you are advised that under the provisions of the Rehabilitation of Offenders (Exceptions) Order (N.I.) 1979 as amended by the Rehabilitation of Offenders (Exceptions) (Amendment) Order (NI) 1987 you should declare all convictions including 'spent' convictions.



### Declaration

I understand that I must also complete an AccessNI Disclosure Certificate Application Form and that this check must be carried out before my application for registration/appointment can be confirmed. This has been explained to me and I am aware that spent convictions may be disclosed. I declare that the information I have given is accurate and I am also aware that Ulster GAA as the registered Body carrying out the check may, share information returned with the designated signatory in my club,

### REFEREES:

Please supply the names, addresses, and a contact telephone numbers 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 you last club / place of involvement.

Name:	Name:
Address:	Address:
Tel No:	Tel No:
Occupation:	Occupation:

### Declaration

*I declare that any answers are complete and correct to the best of my knowledge and I will inform the Club Designated Person/ Children's Officer of any future convictions or charges.*

I declare that the above information is true and agree to abide by the Bredagh GAC Code of Conduct and Code of Best Practice in Youth Sport.

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

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

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

### FOR OFFICIAL USE ONLY:

Date application received: \_\_\_\_\_

Interviewed by: 1. \_\_\_\_\_

2. \_\_\_\_\_

Date of interview: \_\_\_\_\_

Recommendation  Approved  Not approved

Reasons

Reasons

SIGNED \_\_\_\_\_ DATED \_\_\_\_\_



