



Greenfield Cricket Club Recruitment Policy

2018 version

In accordance with Clubmark requirements and ECB 'Safe Hands' Policy, Greenfield Cricket Club recognises the need for a robust Recruitment Policy.

The Club regularly identifies, and canvasses among members and parents of juniors, the need to recruit volunteers to contribute to the ongoing development of both junior and senior sections of the club.

The Club follows ECB recommendations as to which roles require DBS checks. Whilst this is always followed, the Club is mindful of the fact that an over elaborate procedure is likely to result in volunteers changing their minds, and the committee reserves the right to decide on the level of 'interview' and 'references' it chooses dependent on its existing knowledge of the potential volunteer. Therefore, a long-standing player or parent may be recruited in a different way than a complete stranger. In all cases the Club recognises that Child Welfare is paramount, and will act accordingly.

The recruitment of professional playing staff is done by the individual(s) assigned on the Greenfield Cricket Club Committee. There is no job description or person specification needed for this role. Similarly, any sub contractors used by the club will be recruited through the Club Committee. The principles in this policy will apply to these appointments but it is noted these positions are not direct employees of the Club.

It is noted that at the time of writing this policy (March 2018) there are no paid employees at the Club, or plans to recruit to any employed positions. All roles at the club are voluntary. If the committee does agree that existing voluntary arrangements no longer fulfil the needs of the club and employed staff are required, the Club will need to make pension arrangements for any such positions.

The Recruitment Policy identifies the following procedure;

1. Advertise the roles needing recruits.
2. Identify individuals to fill these roles.
3. Confirm their suitability for the role.
4. Explain the remit and limitations of each role.
5. DBS as required.
6. Organise course attendance as required.

7. Ensure a mentor or overseer, certainly initially.

If the volunteer is unknown to the club, the following extra steps will be added.

1. Explain the process.
2. Establish previous experience.
3. Identify previous club(s) and reason for the move.
4. Contact previous club(s) for reference.
5. Monitor progress.

Any other steps will be taken as seen fit by Child Welfare Officer or Committee.

Greenfield Cricket Club is fully committed to providing a safe environment for children. By adopting the points outlined in this policy we will be putting in place the best and most recent practice to protect children whenever a member/volunteer is committed to work with us. The majority of people involved in cricket working with children have only the best possible intentions. However, Greenfield Cricket Club recognises its responsibilities to safeguard the welfare of all children participating in cricket by providing a safe and enjoyable environment. Sound recruitment and selection procedures will help to screen out those who are not suitable.

Greenfield Cricket Club will identify the main areas where a voluntary role is required and decide upon the skills and experience that an individual would need to fulfil the requirements of that role. Where appropriate a job description and person specification will be drafted. The recruitment process will be developed in such a way that every applicant is treated in a fair, consistent and non-biased manner in accordance with our Equal opportunities policy.

Application Forms:

Greenfield Cricket Club will use application forms where applicable to collect each applicants Information. This will ensure all applications can be verified and stored in our database for referencing and enquiries. More than one club committee member will then look at the application forms to ensure that a fair and equitable verdict is agreed upon. Where the applicant is unknown it is very important to ask for and retain copies of identification documents to confirm their identity (passport or drivers licence).

In certain cases there shall not be a need of an application form i.e. if a member is applying for a voluntarily role within the club.

References:

For paid appointments, two references should be requested from individuals who are not related to the applicant. One reference should be associated with the applicant's current or most recent employment and if possible, one should demonstrate the individual has been involved in sport and particularly with children previously. References should contain a statement relating to the referee's awareness of the responsibilities of the post applied for. Where references are verbal (i.e. the individual is already known to Greenfield Cricket Club) this should also be recorded. All references should be followed up prior to any appointment being made. References should be accepted or rejected by the Chairman and Secretary, and upon acceptance be made known to the Child Welfare Officer.

Vetting Procedures including (CRB) Enhanced Disclosures:

A vetting procedure is very important in determining if someone is suitable to work with children. A Self-Disclosure form should be completed in all cases. The DBS Disclosure process should be used when a person is appointed to a designated post within the club where they will be in regular contact with children.

All DBS forms are to be requested and signed-off by a registered individual in the North West. Normally this will be the Club Welfare Officer. For exact details on obtaining these forms the Club welfare Officer or Club Mark Official at the club shall be contacted.

Post Recruitment:

It is important that once a new volunteer has been recruited, follow up action is taken. Any qualifications should be substantiated. The new volunteer must understand and acknowledge the Child Protection Policy procedures and best practice guidelines. A period of supervision shall be upheld and the relevant courses and workshops shall be booked for them to attend to further develop their understanding of their role within Greenfield Cricket Club. The period of supervision will depend on the individual and will only cease once deemed to be capable of performing the role unsupervised and when all necessary paperwork (e.g. DBS) is completed.

Appendix 1 – Example of a Job Description.

Coaching Assistant Volunteer

Description:

Coaching Assistant Volunteers support our ECB qualified coaches to create the environment for young people to develop cricket skills join in fun activities, access, advice, information, personal development opportunities. Regular sessions include teenagers coaching sessions, junior club sessions, and girls' group sessions, along with net sessions for all age groups.

Volunteers are required to:

- Build and maintain relationships with young people.
- Run and participate in games, activities, and discussion with young people.
- Supervise and encourage young people in various areas of the facility.
- Assist in setting up activities and events.
- Undertake initial core training and optional ongoing training.

Organisation Description:

Greenfield Cricket Club runs activities and cricket coaching sessions every weekend, some weeknights and during school holiday.

When Required: Time Flexible.

Commitment: Part Time

Areas of Interest: Must be interested in developing children in cricket and related activities.

Skills and Qualifications:

- A desire to support children and young people in the local community.
- A willingness to nurture children from all backgrounds, ability, race & religion.
- A willingness to join a diverse and dynamic volunteer team.
- An interest and understanding of the game of cricket.
- Everything else is covered in the initial core training.

Recruitment Method:

DBS Check, Informal Discussion, possible interviews, References

Appendix 2 – Example of Job Description.

Bar Staff

Description:

Bar staff – also referred to as bartenders – are employed to serve drinks in the Clubhouse which is licensed to sell alcoholic beverages. The main duty is to attend the customer's needs, by either serving them drinks at the bar or with table service. The bar worker must also keep a clean and comfortable environment at the place of work. Bar staff must be able to interact with people well and be good listeners. They need to be warm, friendly and welcoming. It is preferable to possess some knowledge of alcoholic drinks. They also need to be a team player and able to work well under pressure. To work behind our bar, you must be 18 or over. Qualifications are not essential and training is provided. However, experience of previous bar work could be an advantage.

Organisation Description:

Greenfield Cricket Club has senior matches most weekends across the summer months, runs activities and cricket coaching sessions some weeknights and during school holidays, and has various social events throughout the year.

When Required: Time Flexible; *Commitment:* Part Time

Areas of Interest: Must be interested in meeting customer needs and enhancing customer satisfaction.

Skills and Qualifications:

- Accuracy and professionalism
- Being observant and practical
- Communication and listening
- Discretion and honesty
- Flexibility and diplomacy
- Handling drunk clients
- Having a sense of humour
- Memorisation and handling money
- Organisation and preparation
- Stress management

Skills are more valued than qualification as a Bar Staff. The ability to interact with clients, being hospitable and friendly is a definite advantage.

Recruitment Method:

Application Form, DBS Check, Informal Discussion, Interviews, References, Trial Period.