



Offaly Rowing Club updated 1.10.23 Recruitment Policy

Version	Date	Author	Changes
1	1 st October 2023	Offaly Rowing Club	Updated
Approved: Brenda Colgan, Chairperson			



Offaly Rowing Club

Recruitment Policy for coaches, assistant coaches, and relevant club officers

Offaly Rowing Club relies on well-motivated volunteers without whom our activities and events could not take place. Safe recruitment and selection procedures help to ensure a safe environment by deterring and screening out unsuitable individuals. It is recognised that all coaches and assistant coaches are members of the club.

All coaches, assistant coaches, and relevant club officials of Offaly Rowing Club are required to undergo Garda vetting.

All adult members and or parents / guardians of Offaly Rowing Club are required to undergo Tusla 'Children First' training on an on-going basis in line with the relevant regulations / legislation and submit their completion certificate to the club secretary at secretary.offalyrowingclub@gmail.com

All adult members who have **any** involvement with the junior members, are required to undergo Safeguarding 1 training, and submit their certificate number to the club secretary at secretary.offalyrowingclub@gmail.com.

Child Welfare Officers and Designated Liaison Person are required to undergo Safeguarding 2 and 3 training, and submit their certificate numbers to the club secretary at secretary.offalyrowingclub@gmail.com.

Key safe recruitment steps

Job Role/Job Description

Describes the full range of tasks, duties and responsibilities of the role and helps everyone to understand the extent and nature of the role. (as set out in various ORC club Policies & Rules)

Job/Role Advert

Involves advertising volunteer roles to attract the widest response and demonstrate an open recruitment process. It should indicate that the post involves working with children, and that a criminal records check will be undertaken.

As Offaly Rowing Club is a small club, recruitment is often internal, with the committee approaching a suitable candidate to ascertain their willingness to undertake a specific role.



Risk Assess Information

The committee may risk assess the candidate, with guidance from the Club's DLP.

Qualification Checks

Take steps to confirm the candidate's qualifications and experience.

Governance

Ensure all appointments are made by the Committee and not by any individual member of the club.

Induction

Require new recruits to be familiar with and sign up to the club's constitution and rules and all guidelines, codes of conduct, regulations and policies of the club.

Establish what training would be useful/required for the new recruit, based on their role and experience. Ensure that all new recruits have either recently undertaken adequate safeguarding training or now do so as soon as possible and no later than six months after taking up their post.

This policy may change or be updated on an as needed basis.