



Coill Dubh Association Football Club

Volunteer Recruitment Policy

1. Purpose

The purpose of this policy is to outline the principles, procedures, and standards for recruiting volunteers to Coill Dubh A.F.C. This policy aims to ensure that the recruitment process is fair, transparent, and inclusive, and that the Club attracts individuals who are passionate about supporting the development of soccer and providing a safe, positive experience for all participants.

2. Scope

This policy applies to all individuals who are interested in volunteering with Coill Dubh A.F.C., including coaches, managers, team support staff, and other administrative or operational volunteers.

3. Policy Statement

Coill Dubh A.F.C. is committed to attracting, recruiting, and retaining dedicated and passionate volunteers who share our values and contribute to the success of the Club. We will ensure that all recruitment practices are conducted in an inclusive, transparent, and fair manner, with a strong focus on safeguarding and ensuring the welfare of children and young people.

We value diversity and encourage individuals from all backgrounds to apply for volunteer roles. We are committed to providing a welcoming environment where all volunteers can make a positive contribution to the Club and the local community.

4. Roles and Responsibilities

a) The Executive Committee:

- I. Ensure that the recruitment process is carried out in accordance with this policy.
- II. Oversee the advertising and communication of volunteer opportunities.
- III. Ensure that all volunteers undergo appropriate vetting, including Garda vetting, and safeguarding training.
- IV. Maintain records of volunteer recruitment and involvement in the Club.

b) Volunteers:

- I. Apply for volunteer roles through the appropriate channels as outlined by the Club.
- II. Provide necessary documentation, including identification and references, as part of the recruitment process.
- III. Participate in the recruitment process and attend any relevant interviews or orientation sessions.



c) Managers:

- I. Managers may recruit their own coaching staff following the process outlined in Section 8.
- II. Ensure that suggested coaching volunteers meet the Club's values and safeguarding requirements.

5. Recruitment Procedures

a) Advertising Volunteer Roles:

- I. All available volunteer roles will be advertised through appropriate channels, including the Club's website, social media, local community boards, and word-of-mouth.
- II. Role descriptions will clearly outline the expectations, responsibilities, and qualifications for each position, as well as the process for applying.

b) Application Process:

- I. Interested individuals must submit a completed volunteer application form, which will include personal details, relevant experience, and any qualifications.
- II. Volunteers may be required to provide at least one reference to support their application if requested by the Executive Committee.
- III. Depending on the role, applicants may be invited for an informal interview or an introductory meeting to discuss their suitability and interests.

c) Vetting and Safeguarding:

- I. All volunteers who will be working with children or vulnerable individuals must undergo Garda vetting as per the requirements of Irish law.
- II. Volunteers will also be required to complete safeguarding training in line with the **Children First Act 2015** and the **National Vetting Bureau (Children and Vulnerable Persons) Act 2012**.
- III. The Club will ensure that all volunteers understand their safeguarding responsibilities before they begin their role.

6. Selection Process

a) Assessment of Applications:

- I. Applications will be assessed based on the qualifications, experience, and interests of the applicants, ensuring a good match for the specific volunteer role.
- II. The selection process will be carried out fairly and without bias, focusing on the skills and attributes needed to fulfil the requirements of the role.



b) Informal Interviews/Meetings:

- I. Where necessary, an informal interview or meeting will be conducted to assess the suitability of a volunteer for a role and to ensure mutual expectations are clear.
- II. The interview will also provide an opportunity to assess a volunteers' commitment to safeguarding and working with children.

7. Headhunting/Direct Recruitment

a) Direct Recruitment:

- I. In some cases, the Executive Committee may identify specific individuals with the necessary skills, experience, or potential to serve as volunteers in key roles within the Club.
- II. The Executive Committee may proactively approach these individuals, known as "headhunting," to invite them to hold volunteer positions. This approach may be used for roles where specialised expertise is needed, including but not limited to coaching, management, or administration.
- III. The recruitment process for these individuals will follow similar standards as for other volunteers, including a meeting, reference checks, Garda vetting, and safeguarding training. However, the Committee may directly contact individuals and personally invite them to apply based on their background, skillset, or recommendations from other members of the Club or the community.

b) Purpose of Direct Recruitment:

This process ensures that the Club can attract high-quality individuals who may not be actively seeking volunteer opportunities but possess the skills, experience, or passion needed to enhance the Club's operations and provide high-quality support to players and other volunteers.

8. Managers' Coaching Staff

a) Manager-Led Recruitment Process:

- I. Managers may identify and suggest their own coaching staff to assist with their team. However, all coaching staff must be approved by the Committee and must adhere to the recruitment and safeguarding policies of the Club.
- II. Recruitment will follow a similar process to the direct recruitment described in Section 7, but it will be facilitated by the manager rather than the Executive Committee.

b) Informal Meeting:

- I. The manager will hold an informal meeting with the suggested coaching volunteer, which will also be attended by a member of the Executive Committee.



- II. This meeting will serve to discuss expectations, suitability for the role, and alignment with Club values and safeguarding responsibilities.
- III. The Executive Committee member will ensure that the recruitment process is conducted fairly and aligns with Club policies.

9. Training and Induction

- I. All new volunteers will be provided with an induction covering Club policies, codes of conduct, and safeguarding responsibilities.
- II. Volunteers must be registered to FAI Connect as part of the induction process.
- III. Managers are responsible for ensuring that their coaching staff are properly inducted and trained in all relevant Club policies and procedures.
- IV. Induction must be completed, and Garda vetting and safeguarding training must be underway before volunteers commence their duties.

10. Volunteer Agreement

All volunteers must sign a formal Volunteer Agreement outlining their role, responsibilities, and commitment to safeguarding and Club policies.

11. Ongoing Support and Collaboration

- I. The Committee will provide continuous support to all coaches, managers, and volunteers, ensuring that everyone has the resources needed to succeed in their roles.
- II. Coaches, managers, and volunteers are encouraged to collaborate and share ideas and expertise, promoting a culture of mutual support within the Club. This collaborative environment enhances both personal and collective growth.
- III. New volunteers will receive guidance and feedback to help them excel in their roles.

12. Equal Opportunity and Diversity

Coill Dubh A.F.C. is committed to ensuring that the recruitment process is inclusive, free from discrimination, and provides equal opportunities for all individuals.

13. Review and Updates

This policy will be reviewed annually and updated as necessary to ensure continued compliance with legislation and best practices. Any changes to the policy will be communicated to all volunteers, coaches, and managers in a timely manner.



14. Approval and Implementation

- I. This policy was approved by the Committee of Coill Dubh A.F.C. on **Tuesday 10th December 2024.**
- II. The policy is effective as of **Tuesday 10th December 2024.**

15. Signatories

Prepared by:

Signed: G Smith Date: **Tuesday 10th December 2024**
George Smith, Club Secretary

Checked by:

Signed: PCooney Date: **Tuesday 10th December 2024**
Phil Cooney, Supporting Officer

Authorised by:

Signed: PO'Sullivan Date: **Tuesday 10th December 2024**
Paudie O'Sullivan, Honorary Life President

Date of next review: 1st December 2025