



# TROIJAN GYMNASTIC CLUB

## Trojan Gymnastic Club Recruitment Policy

Trojan Gymnastic Club will take all reasonable steps to ensure that coaches, administrators and volunteers are suitable to work with children, young people and vulnerable persons.

In order to promote the 'Code of Best Practice for Youth in Sport' the following procedures will apply

All adults with substantial access to young people or vulnerable persons (whether paid or unpaid) in our club must undergo a recruitment process before commencing a role.

All new coaches, administrators and volunteers are required to complete an application/self-declaration form.

Coaching qualifications in respect of coaching applications must be provided for review and will be referred to GI Education Manager if any clarifications are needed.

Trojan Gymnastic Club reserves the right to ask every applicant to provide 2 references who will be contacted before the commencement of any role.

Confidentiality will be maintained in respect of all application and reference forms.

Applicants will be interviewed by the senior management team.

In line with legislation and GI's child welfare policy everyone working with children or vulnerable persons must have successfully completed Garda vetting as per the National Vetting Bureau Acts 2012-2016 - <https://www.gymnasticsireland.com/about/structure-policy/garda-vetting> prior to commencing in the role.

Everyone working with children or vulnerable persons will be required to comply with GI Safeguarding Training policy - <https://www.gymnasticsireland.com/about/structure-policy/safeguarding> by completing a Child Safeguarding course prior to commencing in their role.

All coaches, administrators and volunteers will be subject to a sign up procedure in which they undertake to abide by Nadia Gym and GI rules and codes of conduct and good practice.

Club and GI membership is mandatory for all coaches, administrators and volunteers.

Once recruited the senior management team will make every effort to support and manage coaches, administrators and volunteers.



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## Induction

All new personnel/volunteers will receive a job description with a list of roles and responsibilities.

All new employees will be given the Trojan Gymnastic Club Gym employees handbook

Each new coach /volunteer will be formally introduced to other members of the team and administration.

All new personnel will be introduced to the staff liaison officer

All new recruits will be given a list of names and contact details for key personnel.

All new personnel will be briefed in the Club

- Safety and Health at work policy

- Child safeguarding policy

- First Aid Policy

All new personnel will be provided with details of meetings/professional development that they will need to attend.

All new personnel will be provided with a list of events that they will be expected to attend during the year.

All new personnel will be provided with key dates for the year

All new personnel will be orientated – locations of First Aid , lights , keys, equipment...

All new personnel will receive training if required for new tasks

New personnel (if appropriate) will be given information on financial and or other operating procedures.

The senior management team will provide feedback on progress in the early stages



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