

Recruitment & Selection Policy

Waterford Hockey Club will take all reasonable steps to ensure that adults working with young people are suitable and appropriately qualified. Recruitment and selection procedures will apply to all persons with substantial access to young people, whether paid or unpaid. A decision to appoint a Leader is the responsibility of Waterford Hockey Club and not of any one individual within it. The relevant committees should ratify all recommendations for appointment.

WHC will use the following as a suitable procedure:

- The responsibilities of the role and the level of experience/qualifications required should be drawn up and clearly stated.
- Before taking on the role the leader should be made aware of the Code of Conduct as it relates to young people and any related guidelines within this document. Before being voted/nominated/appointed to a position which brings them in contact with young people, the leader should be made aware of the Code of Conduct as it relates to young people and any related guidelines within this document. This involves newly recruited volunteers, paid personnel and all volunteers assigned by the club for that season.
- New leaders should fill in the Application Form for New and Existing Leaders, giving names of two referees who will be contacted verbally using the Confidential Reference Form.
- All new volunteers should undergo an induction; this can be done in an informal manner. Following this, a probationary period is advisable.
- New and existing leaders will sign the Code of Conduct annually.
- Adequate supervision should always be provided; a leader should not have to work alone.

Every effort should be made to manage and support appointed leaders. Coaching courses and workshops run by Hockey Ireland and Waterford Sports Partnership will take place regularly. Safeguarding 1 Child Welfare and Protection training is essential. Codes of Conduct will be made available for signing and Garda Vetting is mandatory.