



## Clontarf Football Club Volunteer Recruitment and Coach Education Policy

### Introduction:

Clontarf Football Club's (hereinafter called the "Club") existence depends on the voluntary effort of all its volunteers. Volunteers are the driving force of the Club and without volunteers the Club would not be in a position to offer football opportunities to children in our community.

It is important that the Club provides a healthy environment for volunteers and recruits the right people for the right job. The majority of the Club's volunteers act as managers and/or coaches for the various age groups within the Club.

The following recruitment steps will help to protect young people and assist in placing volunteers in a position to which they are suited and supported.

### Volunteer Recruitment

- The Club will provide a **role description** (generally verbally) for all new volunteer positions that will include a set of tasks and a recommended time commitment. The volunteer roles and role description will be publicised through the Club's communication channels.
- All volunteers will go through an **informal meeting** with a committee member. The purpose of this is to identify the volunteer's ability to carry out the role as described and to allow the volunteer raise any relevant questions.
- **Contact details** will be collected and new coaches will consent to being added to the relevant email and WhatsApp groups as these are the communication channels used to share information with our coaches.
- Every new volunteer will receive an **induction** to ensure that they are familiar with their surroundings, comfortable and made aware of the Club's policies, procedures and codes of conduct, which are available on <https://clontarffc.ie/>. Volunteers must familiarise themselves with Club policies and agree to abide by the codes of conduct of Clontarf FC and the FAI.

Written by: AOM  
Approved by: JR  
Date: 28/11/24  
Version: 1.0

During the coach induction meeting, new coaches will also be made aware of the *Coaches Corner* on <https://clontarffc.ie/> where they can access

- The Clontarf FC Managers Manual
  - The Clontarf FC Coaches Handbook
- 
- Applicants may be asked to provide a suitable **reference**, and the referee may be contacted before the commencement of any role.
  
  - In line with legislation and the Club Child Safeguarding Policy everyone working with children or vulnerable adults will require **Garda Vetting** through the FAI before starting their role. They will also be required to attend a **Safeguarding 1** course.
  
  - Where possible the Club will provide **training** to upskill volunteers. Coaches are encouraged to attend coach education sessions provided by the club.
  
  - At no time will any coach, manager, volunteer be expected to work or deal with any problem alone and they will be assured of **assistance** at all times. Also, coaches, managers and volunteers are encouraged to share ideas, expertise and support other club personnel in any way they can.
  
  - In the event of a complaint or failure by any volunteer to abide by Club rules and by the highest standards of ethics and good practice the club may request that a coach or manager step aside while a complaint is being investigated. It may also be deemed appropriate in the interest of the Club for the coach or manager to step away from his/her role temporarily or permanently.
- In certain serious circumstances an immediate **stand down** order may be issued to a coaches or managers by the club executive committee.
- This Volunteer policy is freely accessible to all. It will be reviewed on a yearly basis to adapt or improve it.