

New Coach/Volunteer Recruitment & Selection Policy

A new age group coach, coach assistant or a new member of the Support Team cannot commence working with a juvenile group until they have been met by the Club's Child Welfare officer and have had their Garda Vetting completed.

A prospective new age group coach, who may be given a group to look after, must be briefed on what is expected of them in terms of following the clubs coaching policies. The new age group coach shall be under the guidance, supervision and direction of the relevant senior club coach.

A new age group coach, coach assistant or a new member of the Support Team is required under The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 to undergo Garda vetting every four years.

The above Act stipulates that a relevant organisation, namely DSDAC, shall not permit any person to undertake relevant work or activities on behalf of the organisation, unless the organisation receives a vetting disclosure from the National Vetting Bureau in respect of that person.

Introduction of a new Age group Coach/Assistant Coach:

The prospective new age group coach/coach assistant must be proposed by a relevant person within the club (relevant person is one of: Member of the Board, Head Coach, Juvenile Lead Coach, Event Lead Coach, Team Support Lead).

An email is sent to the Child Welfare officers introducing the new volunteer, confirming the role it is intended they will undertake and requesting the necessary Garda vetting process to commence. The prospective new volunteer will be copied on the email.

The Child Welfare officer will email the prospective new volunteer with the garda eVetting invitation form and set the process in motion.

The Club's Child Welfare Liaison will update the Clubs Garda vetting database with the prospective new volunteer details and the club sponsor.

The process involved is very straightforward:

- A) The prospective new Coach/Volunteer will complete the eVetting invitation form and photocopy the required forms of ID and meet with the DSDAC Child Welfare Officer Eibhear Donnellan to verify same.
- B) Once verified the prospective new Coach/Volunteer will send the completed paperwork to the Liaison Person at Athletics Ireland, 19 Northwood Court, Northwood Business Campus, Santry, Dublin 9.
- C) Athletics Ireland then sends the prospective new Coach/Volunteer an e-mail inviting them to complete the online eVetting Application Form.
- D) The prospective new Coach/Volunteer completes the eVetting Application Form online and submits it to Athletics Ireland.
- E) The Athletics Ireland Liaison Person reviews the Vetting Application Form and submits it to the National Vetting Bureau for processing.
- F) The National Vetting Bureau processes the application and forwards a vetting disclosure to the Athletics Ireland Liaison Person.
- G) Athletics Ireland reviews the vetting disclosure and as soon as is practicable provides the prospective new Coach/Volunteer with a positive or negative vetting response.

- H) Once a positive response is received this should be forwarded to the child welfare officer who will confirm with both the prospective new Coach/Volunteer and the Original Club Sponsor that the prospective new Coach/Volunteer is cleared to take up their role.

Induction of new volunteer

Prior to commencing working with a group the prospective new age group coach/coach assistant should be introduced to the senior coach under whose guidance they will be. The senior coach is responsible for ensuring the new coach is up to date on the club's coaching policies/philosophy, the scope of their role and freedom with regard to session development.

If a new coach / volunteer ignores the approved club training program and implements training protocols that are out of step with the club ethos that individual will be removed from their duties.

Initial and On-Going training

- When an individual is recruited for a coaching or coach assistant position they will be required to undergo training to at least AAI level 1.
- The Coaches/assistant Coach will be expected to achieve the level 1 qualification with 2 years or be able to demonstrate that they are actively progressing up to that level.
- Existing lead coaches will undertake CPD training annually.
- If a newly recruited coach/assistant coach fails to comply with the educational & training process they will be asked to step down from their coaching role.
- The new coach/assistant coach will be required to undergo Child Safeguarding training with the AAI.