

Hemsworth Dragons ARLFC



Policy: Selection and recruitment

Hemsworth Dragons Rugby Amateur League Football Club (The Club) adopts the following policy from the Rugby Football League's (RFL) Safeguarding policy.

Guidance on selection & recruitment

It is the unfortunate truth that some individuals do have poor intent regarding children and it is the responsibility of the RFL and clubs to ensure that all reasonable steps have been taken to ensure that unsuitable people are prevented from working with children in Rugby League.

The below guidance shows the steps in an ideal recruitment and selection process – please refer to the RFL's Safeguarding Policy for further guidance and useful templates to help in this process.

1. Planning

Draw up a job description, person specification and minimum requirements, e.g. Rugby League Coaching Level 2, First Aid Certificate.

2. Advertising

Advertise locally or online for the position, stating that a clear recruitment process (including DBS checks) will be followed.

3. Application Form

Use the Club's application form as this will form a useful guide and is a good method to collect information on an applicant and form an important part of any recruitment process. This will give some information from which to base any recruitment decision on.

4. Interview

The RFL recommend meeting applicant before making a decision on their suitability. The interview will enable the Club to verify any information by checking identification documents, driving licence etc. The interview does not have to be overly formal and may just be an informal meeting in the Clubhouse.

5. References

The Club will always seek at least 2 references before making a recruitment decision. Ideally one reference should be from paid employment or education and the other reference should be in a sporting capacity, ideally in a role similar to the one they are applying for.

6. Self Disclosure and DBS Check

The applicant should be asked to complete a DBS check (online) and a self disclosure form and return them to the RFL for processing. Upon receipt of the DBS Disclosure, the RFL will make a decision on whether or not there is any reason to prevent that individual working within Rugby League. This will help in the Club making an informed decision.

7. Induction

New volunteers should be introduced to the RFL's Safeguarding & Protecting Children Policy, the Club's Safeguarding & Protecting Children Policy and any other policies the Club deems are necessary.

8. Ongoing Performance Appraisal

It is important that the performance of the new volunteer is monitored. Consideration should be given to reviewing the progress formally after 3 months and at the end of each season. Consideration should also be given to having a period where the new volunteer is mentored by a senior person at the Club.