



## VOLUNTEER RECRUITMENT POLICY AND PROCEDURE

Saint Patrick's AFC (The Club) would not exist without volunteers giving their time and effort, and for this we are grateful. Volunteers are the driving force of The Club and without volunteers The Club would not be able to offer football opportunities in our community. It is important that The Club provides a healthy environment for volunteers and that it recruits the right people for the right job. It is therefore The Club's responsibility to ensure that all volunteers are provided a safe environment, along with all the members.

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:

- **Role Descriptions:** The Club will provide a clear role description for all new volunteer positions that will include: main duties/responsibilities, necessary qualifications, required attributes, skills required, and a rough time commitment. The volunteer role will be publicised through The Club's communication channels.
- **Application Form:** A brief application form will be provided for all applicants. This ensures the relevant information is collected and that all interested parties are treated fairly.
- **Interview:** All volunteers will go through an informal meeting with at least two committee members. The purpose of this is to identify the volunteer's ability to carry out the role as described.
- **Reference:** Every applicant will provide at least two independent references, who will be contacted before the commencement of any role. Should the applicant have previously volunteered at other sports clubs, they will be asked to provide references from said clubs. The Club may also contact previous clubs for the sake of due diligence.
- **Garda Vetting & Safeguarding:** In line with legislation and The Club's Safeguarding Policy, everyone volunteering at The Club will require Garda Vetting and must attend a Safeguarding 1 course before beginning their role. This is the responsibility of the volunteers and can be completed online.
- **Induction:** 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 and procedures.
- **Training and Ongoing Development:** All volunteers can choose to complete ongoing development courses if they wish, and are encouraged to do so. Where possible, The Club may provide training to upskill volunteers.
- **Support:** Saint Patrick's AFC will support all volunteers and commit to holding regular meetings to discuss any problems or issues that may arise. The Club officials are always on hand to discuss issues outside of these meeting times.
- **Volunteers:** All volunteers will adhere to The Club's rules, policies and constitution and consequently abide by the FAI's rules.