

Bracknell Rugby Football Club

VOLUNTEER/MANAGER/COACH RECRUITMENT POLICY



Introduction and Background

This document is to formalise the policies within Bracknell Rugby Football Club (Bracknell RFC) that applies to rugby related activities only. The term volunteer will be used in its widest sense to include:-

- Managers.
- Coaches.
- First Aiders.
- Tour Reps.
- Fixture Secretaries.
- General volunteers.

The term recruiter is deemed to be the person within Bracknell RFC that is already an existing volunteer who progresses the volunteer.

Bracknell RFC (otherwise known as ‘The Club’, we or us) acknowledge that the vast majorities of roles within the rugby related activities are carried out by volunteers and most of these are through word of mouth recruitment; usually in the manner of ‘taking parents over the side lines’.

We acknowledge that there are risks within this approach and therefore follow our own internal policies (including but not limited to our Safeguarding Policy), RFU policies and Codes of Practice as well as Legislation. This includes ensuring that relevant volunteers obtain the correct DBS check within the appropriate period of time.

Recruitment of Volunteers

When recruiting a new Volunteer, the person carrying out the recruitment should, as far as reasonably possible: -

- Interview the person to ascertain the motivation behind the person volunteering.
- Enquire about previous history and experience.
- Inform the volunteer that they will need a DBS check and politely enquire if there is anything that may prevent this from occurring.
- Requests that the person carries out a self-declaration that there is nothing that the club should reasonably ought to know about themselves with relation to the roles that they could be doing.
- Observe the person to get a general initial assessment if they appear to be someone who will uphold the core values of the club and the sport.
- Inform the Safeguarding Officer of a new volunteer and put them in touch to ensure that the DBS process is commenced.
- Update any club spread sheets or lists to show the new volunteer.

- Assist the Safeguarding Officer in completing the DBS check
- Cease the individual from volunteering if they will not complete the DBS check within a reasonable period of time or if the Safeguarding Officer or a member of the clubs executive state that they must do so.
- Ensure that the volunteer is trained to the appropriate level, regularly observed and supported correctly.
- Report any concerns immediately to the Safeguarding Officer

The Club will in turn: -

- Acknowledge, thank, appreciate and support the volunteer as deemed appropriate.
- Encourage and fund the relevant training for the role(s).
- Treat all information raised confidentially.
- Not discriminate and be inclusive with regards to volunteers.
- Listen to and investigate all concerns.

We appreciate that the vast majority of volunteers are simply people wishing to make a positive impact and even trained professionals. However, people who have spent a long time in someone's company can struggle to spot an unsuitable person. It is impossible to provide an exhaustive list of 'red flags' and would always recommend vigilance even to someone who is DBS checked or known for a long time.

This policy is not designed to discharge all responsibilities onto the recruiter or indeed be a fail safe. It is designed to formalise existing procedures and policies that have been in place.

To volunteer a small or large amount of time or resource is welcomed , it all valued by our Club.

Useful Contact Details and Telephone Numbers:-

Bracknell RFC - 01344 424013

Lily Hill Park, Lily Hill Drive, Bracknell, Berkshire, RG12 2UG

www.bracknellrugbyclub.com/contact