

	<b>Title: Organization</b>	<b>Cycling Ulster Volunteer Recruitment Guidelines Cycling Ulster</b>	
Responsibility:	Executive Cycling Ulster Clubs	Status:	Version 1.3 Revised – July 2009

## **RECRUITMENT OF CYCLING ULSTER VOLUNTEERS**

Cycling Ulster relies heavily on the time and commitment freely given by volunteers and without this the opportunities for children and young people to participate in cycling would not exist. In order to make these opportunities a positive experience, Cycling Ulster recommends that all adults taking responsibility for young people in cycling should undergo a recruitment process. The following recruitment steps will help to protect young people and assist in placing leaders in the position to which they are suited and supported.

- List tasks that the volunteers need to perform and the skills needed for those tasks
- Make all vacancies openly available to interested and qualified applicants
- In Northern Ireland new coaches who work with under 18's are deemed to be 'regulated positions' regardless of whether they are paid or not. It is the policy of Cycling Ulster that all coaches should be checked by AccessNI, or any current vetting scheme in use.
- In the Republic of Ireland the ISC recommend that coaches who work with young people should be checked by the Garda vetting service. Cycling Ulster will ask members to complete the relevant forms.
- It is not the responsibility of any one person to recruit a leader. References should be verified by the Management Committee of the applicant's club and should be kept on file as a matter of record.
- All recommendations for appointment should be ratified by the management committee of the Cycling Ulster club of which the applicant is a member. The decision to appoint a volunteer to any position is the responsibility of the club concerned or the Cycling Ulster Executive/Management Committee if the position involves working on a Provincial Level, and not of any one individual within it
- Once recruited into the club or Cycling Ulster, all volunteers should be adequately managed and supported and any statutory guidelines should be adhered to
- A probationary period is advisable and should be established, ideally through an informal interview, which can be used to assess the leader's commitment to promoting good practice in relation to young people
- Verify qualifications, experience and gaps in employment history
- Confirm identity of leader by checking formal identification
- When storing information in relation to applicants, information should be treated as highly sensitive and confidential. It should be kept in a locked cupboard that is accessible only to a nominated officer and a deputy nominated officer.
- After making a final decision about the applicant, the original information sent to the vetting authorities must be destroyed immediately by shredding or burning. Clubs/Cycling Ulster may, however, include a note on any personnel file stating that a check was carried out and that the person's conditional offer of appointment was confirmed/withdrawn as a result.

### **Declaration**

It is hereby certified that this document represents a true and most up to date version of the Recruitment Policy of Cycling Ulster

**Chairman**



**Tommy Lamb**

**Honorary Treasurer**



**Oliver Hunter**

**Executive Officer**



**Anthony Mitchell**