



Football Club - Coach Recruitment Policy

It is imperative for the development of the game that all coaches at all levels within clubs hold a recognised FA qualification or are working towards becoming qualified.

When recruiting new coaches it is at our discretion to contact your County Football Association Football Development Officers or Local Authority Sport Development Officer to seek advice. When Ryan Youth FC are going through the recruitment process we will always follow the advice from the Safeguarding Children Workshop manual.

All reasonable steps will be taken to ensure unsuitable people are not prevented from working with children & young people

Process:

- We will draw up a role profile which lights key responsibilities of the role
- We will decide on the skills & experience that an individual need
- We will draw up a person specification
- We will identify the aims of the club
- We will reflect the club's positive stance on Child Protection & equal opportunities
- We will use application forms to collect information of each applicant.
- We will ensure that more than one official looks at each application form
- We will ask for identification documents to confirm the identity of the applicant, e.g. passport or driving licence

Interviewing

- Meet with all applicants prior to any recruitment
- Ensure more than one official is present



Question & Answers will result in the following points being covered: -

- Tell us about any previous experience you have working with children or young people
- Give a child related scenario and ask the applicant what they would do e.g. 'it's a winters evening & the training session has finished. A parent has not arrived to pick up their child – what would you do?
- Is there anything we should know that could affect your suitability to work with children or young people

References

- We will request at least two references from individuals who are not related to the applicant
- One reference should be associated with the applicant's place of work and if, possible one that demonstrates the individual has been involved in sport, particularly children's football, previously.
- References will be followed prior to any offer of appointment being made

CRB

- All applicants will be expected to be CRB checked at the point of entry into the club, active CRB's will not be accepted

Appointing Staff

- The club will consider all the information we have received via the application form, confirmation of identity, the outcome of the take-up of references & The FA CRB Unit Enhanced Disclosure check..
- This information will be considered alongside the outcome of the meeting/interview to make an informed decision as to whether or not accept the applicant into the club.
- The applicant will be expected to either hold or attain within 6 months maximum a Level One Certificate

Post Appointment Decision

- Any qualifications should be sustained e.g. requesting photo copies of coaching certificates
- New volunteers will be made aware & sign up to the club's Safeguarding Children policy & Procedures, best practice guidelines & codes of conduct
- Training needs are to established & actioned
- The roles & responsibilities of the new volunteer are signed up to.
- A period of supervision/observation or mentoring is used to support the new volunteer
- The FA's Safeguarding Children workshop is completed