

# Recruitment & Supervision Policy for Sports Leaders/Volunteers

Galway Triathlon Club will take all reasonable steps to ensure that adults working with young people are suitable and appropriately qualified. Recruitment and/or supervision procedures will apply to all persons with substantial access to young people, whether paid or unpaid. A decision to appoint a Leader is the club's responsibility and not of any individual within it. The relevant committees should ratify all recommendations for appointments of leaders/volunteers.

Galway Triathlon Club follows the Safe Recruitment Policy as outlined by Triathlon Ireland, which is available [HERE](#)

## **Galway Triathlon Club will use the following as a suitable procedure:**

- The responsibilities of the role and the level of experience/qualifications required will be drawn up and clearly stated by the Galway Triathlon Club committee.
- Once voted/nominated to a position, the Leader should be aware of the code of conduct related to young people and any related guidelines within this document. This involves newly recruited volunteers and all volunteers assigned by the club for that season.
- Existing Leaders will be required to sign the appropriate code of conduct ([Form 10](#)), including the self-declaration questions. Leaders will also be requested to undergo Garda vetting in the Republic of Ireland
- New Leaders should fill in Triathlon Ireland [Form 8](#), giving names of two referees that can be contacted and answering the self-declaration questions. Leaders will also be requested to undergo Garda vetting in the Republic of Ireland.
- Leaders will be required to satisfy Triathlon Ireland requirements (Code of Conduct, Safeguarding, Garda vetting) on an annual basis.
- Where appropriate, there will be an induction process; this will be done informally with members of Galway Triathlon Club, perhaps at a junior event. Following this, a probationary period is most likely.
- Adequate supervision will be combined with good recruitment, avoiding the Leader having to work alone.
- Vetting forms are available from Triathlon Ireland, Useful Resources, Child Protection Information. For further information, see [HERE](#)

- Positive disclosures or information received about an individual through vetting does not necessarily affect the Leaders' recruitment. Each disclosure is managed on a case-by-case basis with the Leader and through the organisation. A risk assessment will be carried out. The organisation will record all decisions in a fair manner, and natural justice will apply.
- Failure to comply with the above recruitment procedure can disqualify the Leader from selection or appointment to a position.
- Any concerns or objections regarding the suitability of a coach must be submitted to the Child Protection Officer. These matters will be raised with the club committee with appropriate action taken, including a formal response in writing to the concerned party if required.
- A database of all those working with juniors will be kept by the club and stored securely in compliance with GDPR rules.

Every effort will be made to manage and support appointed Leaders. Coaching courses and workshops will be provided, codes of conduct will be made available, and vetting procedures will be implemented.