



FACT SHEET 13

RECRUITMENT PROCEDURES FOR TENNIS IRELAND

Guidance for this recruitment procedure has been taken from:

- The Code of Ethics and Good Practice for Children's Sport
- Our Duty to Care
- Co-operating to Safeguard Children, 2003
- Children First 1999
- Tennis Ireland Guidelines.

Tennis relies heavily on the time and commitment freely given by volunteers, and without this the opportunities for children and young people to participate in the sport would not exist. Tennis Ireland and all its clubs will ensure good recruitment procedures by;

1. Defining the role the individual is applying for (job specification)
2. Insisting that a person applying for any post of responsibility within the club complete the relevant form (see sample application form)
3. Obtaining proof of identity
4. Obtaining the individual's signed permission to enable Tennis Ireland to request a check from either the Garda vetting service (ROI) or Access NI (NI).
5. Interviewing the individual either formally or informally by two members
 - Assessing the individual's experience of working with children or young people and knowledge of child protection issues
 - Assessing their commitment to promoting good practice.
 - Assessing their ability to communicate with children and young people (i.e. be approachable). One way of doing this is to consult young people or ask questions to examine how a person would respond to a particular scenario e.g. are they authoritarian or too relaxed in their approach.
6. Obtaining 2 references in writing, (the request for references will only be sought for preferred applicants)
7. Ensuring that any appointment, whether paid or voluntary, is approved by the club committee
8. Setting a probationary period (6months for staff or longterm volunteers).