



Club Recruitment Policy & Procedure

The Club. The name of the club shall be the Doddingtonhurst Olympic Football Club (hereinafter known as 'The Club').

All identified roles associated with The Club have been defined and agreed in accordance with Rule 9 of the Club Constitution and are available from the Club Secretary or Training and Development Officer.

This Policy and Procedure is mandatory and is the only mechanism to recruit an individual to a club role or player to the club.

The club recruitment process has been developed in such a way that every applicant is treated in a fair and consistent manner aligned to The Club equality policy

Manager / Coaches, Volunteers & Referees

Volunteers

Volunteers related to an individual team can be processed via the Team Manager or nominated representative. If the volunteer relates to multiple teams or a central club role (including sub contracts) the request should be tabled at the next Managers Meeting prior to action.

Referees

Any volunteer can request to be a referee. For the continued development of the game all volunteer referee's should have a desire to undertake formal Referee training and where applicable Assistance Referee training. Formal training will ensure that the Match Officials (in which case individuals are representing "The FA") are aware and considerate of all FA Rules and Regulations, plus Essex FA and affiliated League specific rules and regulations.

Qualified Coaches

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. Every team must have at least one qualified coach and all coaches must agree to

work in collaboration, with one coach nominated as Team Manager.

Recruitment of Suitable Coaches

Ideally coaches will have:

- A desire to continue their involvement in sport after playing and continue to meet their competitive needs
- A desire to help young people to develop sport, particularly their own children
- A desire to put something back into sport.

Finding new coaches is not an easy task, however, it is a good idea to target the following group of individuals:

- Ex-players or players who are coming to the end of their playing career
- Students, particularly those studying Physical Education or Sports Degrees, A-Level Physical Education, G.N.V.Q Leisure and Tourism, C.S.L.A students, Junior Football Organisers and Step into Sport



- Parents/Carers. (This could be part of your Soccer Parent sessions)
- Young players to work towards taking a qualification, working alongside more experienced coaches
- Teachers, particularly Sports Teachers

Advertising

In order to attract new volunteers it may be necessary to advertise outside the club itself, for example, on a sports hall notice board, a local school, shop/community hall or newspaper.

The advertisement should reflect The Club's Child Protection Policy and it should contain the skills and experience required and the duties to be undertaken. However, it should not discriminate in terms of age, race, gender or disability in accordance with The Club's equality policy. (Adverts that may result in expense claims should be agreed with the Club treasurer prior to submission).

Application

The Club will review applications for each applicant. Coaches and volunteers (including Referees) will complete an Application Form (available from the Club Secretary or Training and Development Officer (posted on the club web site www.dofc.co.uk). Each applicant's information is then collected in a consistent manner.

All applications will be reviewed by the Club Secretary and one other official to ensure that a fair and equitable assessment is completed.

Meeting / Interview

Club officials may request a meeting or interview with the applicants prior to any recruitment / appointment decisions being made, which should be attended by more than one official. The meeting / interview will enable the club to explore further the suitability of the individual to the role.

References

If the applicant has no affiliation to the club in any respect, at least two references should be requested 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 should be followed up prior to any offer of appointment being made. If the references raise any concerns you are advised to firstly contact the club CWO who may seek advice from The FA Safeguarding Children department.

Criminal Record Bureau (CRB) Disclosures



CRB checks are another tool in the recruitment procedure. A CRB Enhanced Disclosure tells The FA about a person's recorded offences. It can indicate that a person is not a suitable person to work with children, for example if they have a history of sexual offending. It may also tell The FA that further investigations are required, for example if the person has a history of drug dealing or racist offending.

Volunteers and others in football should be assured that The FA will take into account the Rehabilitant of Offenders Act and only consider offences which are relevant to the care, supervision and training of children.

The FA is not allowed to tell the club or County FA about the actual offending and so applicants can be assured of confidentiality. The FA will however tell the club and County FA whether or not the person is considered suitable to work with children.

Applications for CRB checks will be processed by The Club's CWO. If an applicant claims to have an FA CRB Unit Enhanced Disclosure the club will seek advice from The FA CRB Unit on how to proceed.

All applications will be requested to provide evidence of previous CRB checks (if applicable) and all volunteers will be requested to complete a CRB check. Any volunteer who refuses to complete a CRB check will not be considered for a formal or informal role with The Club or any club team.

Recruitment Decisions

All of the information received will be considered. The Club Secretary will advise the volunteer of their application status.

Post Recruitment

It is important that once a member has been recruited, the individual will:

- Immediately provide additional personal information if requested
- Immediately review The Club's mandatory policies:
 - Constitution
 - Code of conduct
 - Safe guarding Children
 - Equality
 - Review the affiliated Leagues Rules and Regulations and where necessary refer to Essex FA and "The FA" to ensure a thorough understanding of the rules and Regulations.

Advise by email to the Club's Training and Development Officer.

- Within 7 days of appointment submit the CRB Disclosure application via the Club Secretary
- Identify appropriate training courses (where applicable) in accordance with The Club's development policy
- If requested allow observation supervision / observation or mentoring support and advise of locations and timing for such sessions



Failure to comply with Post Recruitment activities will result in the immediate termination.

Appeals

Appeals can be made in writing directly to the Club Secretary for due consideration by The Committee.

Player Recruitment

Identifying a Club's needs

It is essential to identify a club's recruitment needs in order to select the appropriate group to target. Factors, which may affect target group selection in order to develop the club, i.e. junior, youth or senior players are as follows:

- Demand from the local community
- Existing playing opportunities (e.g. Local Authority/Football in the Community schemes/other local Clubs)
- Existing league opportunities available (e.g. Mini-Soccer, Girls/Boys League, County League etc)
- Local Schools, Colleges or Universities who are able to provide new players.

If a group is targeted in order to attract new members, it is important that the appropriate structure and support of the whole club is in place to cater for the needs of the players and that there should be a local opportunity where that new club can play games. It is also important to remember that every player joining your club will probably do so for very different reasons.

Benefits of targeting specific groups

Senior Players

1. Are needed to strengthen and develop existing senior and reserve sides.
2. Assist with the general running of the club, especially coaching younger players and being role models.
3. Generate income through increased membership.
4. Bring organisational skills to the club through their existing job.
5. Raise people from playing side as role models to Junior Youth Players, reflecting exit route for Junior Players.

Junior Youth Players

1. Are the future of the sport and of your club.
2. Provide future Players, Coaches, Officials and Administrators for all teams.
3. Help raise the profile of the club in the local community.
4. Provide an opportunity to identify parents who may have footballing or organisational skills; they may wish to assist with the administration or organisation of the club.
5. Assist in the development of existing Coaches and can become potential Coaches themselves.
6. Generate income by increased membership and enhance the likelihood of grant aid.



7. Provide better access to local authority and school facilities and equipment.
8. Are offered the chance to participate in meaningful activities which support a young person's health and social skills development.

Methods of Recruitment

There are numerous methods of attracting players to clubs. Activities to recruit new players can be organised in partnership with Local Authority, Sports Development Officers, Football in the Community Officers, County Schools' Associations, County Football Association, Football Development Officers.

Recruiting in partnership with existing football providers will ensure your club gains maximum promotion opportunities and that every potential player is aware that you are developing a new team.

Player Recruitment (Juniors)

- Come and Try It, Introductory Coaching Sessions
- Trials #
- Taster Days
- Kick Start Coaching Schemes (Active Sports)
- Coaching Courses
- Top Sport Community Football Clubs
- Mini-Soccer Centres
- Coaching Weeks/Holiday Courses
- Festivals
- Club Open Day/Parents Meeting
- Taster Sessions in Schools
- Posters/Flyers/Adverts
- Press Releases
- Local Business/Sports Centre competition
- Youth Games
- Tournaments
- Club Information Leaflet (See FA Resources Leaflet)
- Recreational Games
- Veterans

Will be run as defined as per Club Policies and Procedures.

All players can / will be registered with The Club, regardless of whether they are registered with a league.