Recruitment and Selection of Leaders Policy

Introduction

Irish Sailing or affiliated organisations recruiting instructors, coaches or leaders to work with young people should take all reasonable steps to ensure that applicants are appropriately qualified and suitable to work with young people. These procedures apply to all persons with substantial access to young people, whether paid or unpaid or the duration of appointment.

Formalised recruitment procedure will help ensure that;

1. Applicants are suited to the role or position.
2. The applicant is not likely to pose a threat to children or other staff members.
3. Applicants are provided with adequate training to ensure they can operate safely and effectively.
4. Club / Training Centre will be adhering to Irish Sailing and Sport Ireland policies.

Requirements

1. All adults, instructors and coaches taking responsibility and working directly with children on a regular basis should have a valid Garda Vetted Clearance Certificate

2. Two References should be verified by the Management or Management Committee and should be kept in accordance with GDPR on file as a matter of record. (See Sample Form attached)

3. An application form should be completed by each applicant. This should include a self-declaration form. (See Sample Form attached)

4. Make all vacancies openly available to interested and qualified applicants (please use Irish Sailing Website page or Instructor Facebook Group)

5. Conduct an interview for those that meet the requirements, notify those who were unsuccessful on this application process and it is nice to inform them the reason.

6. The decision to appoint a Sports leader is the responsibility of a sports club/organisation, and not of anyone individual within it, we would recommend 3 people be involved in the process.

Once recruited, those staff and volunteers working with children and must do the Sport Ireland / Irish Sailing Safeguarding 1 Training Course and

• any statutory guidelines should be adhered to

• a probationary period should be established

• verify qualifications and check any gaps in employment history

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Part-time, Temporary, Consultants or Short Notice Employment

Where staff and volunteers are taken on at short notice or for short periods of time it may be difficult or impractical to complete a full recruitment process. However, where they are required to run training courses or activities with children;

- They must fill in the standard application form.
- They must work under the immediate and direct supervision of trusted staff.
- Not be asked to undertaken tasks for which they have not had training.

Interviews

Interviewing applicants for a position will allow you to match the person to the role and establish how they will fit into your organisation. It should also allow them to see enough of your organisation to decide if they want to work with you. If you are recruiting instructors or coaches and don't be shy about asking them to go afloat and run a session.

Pre-employment Induction Training

All new employees and volunteers should be provided with pre-employment training. This should focus on the skill and knowledge they need to complete the task expected of them in a safe and effective manner. In an Irish Sailing Training Centre this would normally be devised and run by the Senior Instructor and include going through all the policies and procedures.

Advertising positions

There is a dedicated jobs section on our website and on the Irish Sailing Instructors Facebook Page open to all Irish Sailing affiliated organisations and instructors. It allows both employers to advertise positions they wish to fill and those seeking jobs to indicate their availability.

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Guidelines for Writing Statements of Terms of Employment

for Instructors working in Training Centres.

Aim

The following guidelines aim to assist Recognised Teaching Establishments (RTEs), including Irish Sailing affiliated clubs, in developing Statements of Terms of Employment for Instructors working with them. These guidelines aim to provide general guidelines and are not a legal interpretation of the various acts covering this area.

Introduction

In developing these guidelines, we do not intend to provide employers with standard terms to be adopted. To do so would fail to recognise the innate differences between each organisation and the working conditions of instructors working within them. Instead we have suggested a list of headings and issues to be considered when writing contracts. In compiling these guidelines, we have made extensive use of the guidelines published by the Department of Enterprise Trade and Employment.

Legislation - The Terms of Employment (Information) Act, 1994 and 2001 covers the requirement for employers to provide of a written statement to its employees setting out particulars of the employee's terms of employment. The act covers anyone who has been or will be in continuous service for over 1 month. Information to be included

The Terms of Employment (Information) Act, 1994 and 2001, specifies that the following information should be included in terms of employment.

1. The full names of the employer and the employee.

2. The address of the employer in the State or, where appropriate, its principal place of business or, the registered address of the employer as registered with the Companies Registration Office.

3. The place of work or where there is no main place of work, a statement indicating that the employee is required or permitted to work at various places.

4. Job title or nature of the work.

5. Date of commencement of employment – Allow for time required for pre-employment training.

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6. If the contract is temporary, the expected duration of employment. Allow for time required at the end of the season to allow instructors to repair & store equipment and complete any administrative requirements.

7. If the contract is for a fixed term the date on which the contract expires.

8. The rate of remuneration or method of calculating remuneration.

9. The pay reference period for the purposes of the National Minimum Wage Act, 2000.

10. Whether remuneration is paid weekly, monthly or otherwise.

11. Terms or conditions relating to hours of work (including overtime). In defining the working hours you should consider the Policies & Procedures Manual © Irish Sailing Association 2016 - Examples:

• Time for morning briefings & preparation.

• Requirements for supervision during lunch.

• Time for end of day de-briefings, supervision & preparation for following day.

12. Terms or conditions relating to paid leave (other than paid sick leave).

13. Terms or conditions relating to incapacity for work due to sickness or injury.

14. Terms or conditions relating to pensions and pension schemes

15. Periods of notice which the employee is entitled to receive and required to give on termination of employment; where this cannot be indicated when the written statement is given, the written statement must state the method for determining the period of notice to be given.

16. A reference to any collective agreements that affect the terms of employment. Where an employer is not a party to the agreement, the written statement must indicate the bodies or institution.

Additional Information that may be included:

17. Supervision structure. Here you may consider detailing the supervision structure under which the instructors will work. Who is the instructor responsible to? Who is the instructor responsible for?

18. Responsibilities. - In this section you could detail specific responsibilities that you wish the instructor to undertake.

19. Code of Conduct. - Your organisation should have a code of conduct for Instructors / Coaches. The instructor's attention should drawn to it.

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20. Disciplinary procedures. - What are the organisations disciplinary procedures with regard to employees? These should be defined and explained to all staff before they are ever needed.

The statement of terms of employment must be signed by or on behalf of the employer. The statement must be retained by the employer during the employment and for 1 year after the employee ’s employment has ceased.

Even if the employee leaves the employment within the 2-month period for giving a written statement, the statement must still be given to the ex-employee.

Regulations made under the Act, require employers to give to any workers under the age of 18, a copy of the official summary of the Protection of Young Persons (Employment) Act within one month of taking up a job.

The relevant Sample Files and Forms are available on www.sailing.ie/safeguarding page.

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