

## Sale Tennis Club Recruitment Policy



In accordance with Clubmark requirements and the Club's Welfare Policy, the Club recognises the need for a robust Recruitment Policy.

The Club regularly identifies, and advertises among Club members and Parents of juniors, the need to recruit volunteers to contribute to the ongoing development of both junior and senior sections of the club.

The Club follows current recommendations detailed in the LTA Volunteer Recruitment and Retention Policy as to which posts require DBS checks.

The Club is mindful of the fact that too demanding a procedure is likely to result in volunteers changing their minds, and the committee reserves the right to decide on the level of "interview" and "references" it chooses dependent on its existing knowledge of the potential volunteer. Therefore, a long standing player or parent will be recruited in a different way than a complete stranger.

In either case, the Club recognises that Child Welfare is paramount, and will act accordingly.

The Recruitment Policy identifies the following procedure:

1. Advertise the roles needing recruits.
2. Identify individuals to fill these roles.
3. Confirm their suitability for the role.
4. Explain the remit and limitations of each role.
5. DBS/Self Declaration as required.
6. Organise course attendance as required.
7. Ensure a mentor or overseer if appropriate.

Any other steps will be taken as seen fit by the Club Welfare Officer or Committee

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