

Clubs should undertake a recruitment process for the various positions needed for running and managing a club. This is good practice, helping to identify roles and responsibilities and providing a better support structure for people. This checklist will help when carrying out any recruitment process. Clubs should recruit for the positions including, but not limited to, the following:

- Club Children's Officer
- Committee members
- Tutor, Coach or Teacher
- Team Manager
- Officials (except timekeepers)

These are regulated positions where the roles have responsibility for, access to or a decision making capacity that impacts on young people.

Existing Members in appointed positions

- Sign code of conduct and self-declaration
- Attended safeguarding training (Swim Ireland approved)
- Successful outcome recorded from vetting application
- Other requirements specific to position, e.g. qualifications, training etc. (note these below)
- On-going support and training development

New Volunteers or Staff members

- Job description for role, detailing responsibilities
- Application form completed
- Successful interview / meeting
- References checked and recorded
- Successful outcome recorded from vetting application
- Attended safeguarding training
- Other requirements specific to position, e.g. qualifications, training etc. (note these below)
- Appointment ratified by committee / AGM and recorded in minutes
- Sign code of conduct and self-declaration
- Induction training completed
- Supervision in place for trial period
- Final sign off of volunteer/staff member
- On-going support and training development

Information relating to recruited members is confidential and should be stored safely by the Club committee.