

LISVANE (CAC) TENNIS CLUB

WORKFORCE/VOLUNTEER SAFE RECRUITMENT PLAN

Objective

To ensure that Lisvane Tennis Club (LTC) has a workforce that is both safe and diverse. Ensuring that LTC has the right workforce will help the Club grow its members and also ensure that the Club is reaching the required legal standards in terms of those who work with children. Ideally the Club's workforce should represent the diversity of the local community and catchment area for membership of the Club. LTC is an equal opportunity club who welcomes applications from under-represented groups.

Status and Background

At the time of writing this Plan, LTC is a relatively small club with only one part-time paid employee (the Head Coach). All non coaching work is carried out by volunteer club members who are predominantly members of the Club Management Committee.

This Safe Recruitment Plan is therefore primarily focussed on the recruitment of Coaches but it does contain a section on volunteer recruitment to the Management Committee.

Planning for recruitment

The minimum qualifications and skills required, including those skills that are not gained through qualifications and are transferable from other sports, sectors and life experiences must be identified and listed. As well as recruiting the right individuals, attention should be paid to the overall team dynamic and the mix of skills that everyone brings.

Advertising

To ensure fairness, it is important to advertise for the role, even if it is only done locally. The advert should outline the qualifications and skills required and stipulate that references will be sought and where applicable, a criminal records check will be required.

Interviewing – top tips

The following guidelines should be used in carrying out an interview.

- *Prepare: get a robust process in place that you follow for every role*
- *Interviewers: consider who is on the interview panel, including gender balance and experience*
- *Interview: ask relevant questions that will help recruit the best person for the role*
- *Assessment: where appropriate, ask the interviewee to carry out a short task that is related to their job (make reasonable adjustments for candidates with additional needs)*
- *Safety: have two adults interviewing where possible and always if the person being interviewed is someone under 18 years old*
- *Fairness: ask applicants the same questions and capture in writing each panel member's comments against each question so that the final decision about the best candidate is*

based on objective criteria not 'gut instinct'

• *Feedback: the candidates are to be advised as soon as possible as to whether they were successful or not. Ensure any feedback given is factual and taken from the interview notes.*

References and criminal records checks

References are required to be taken and followed up. To get more information on the applicant, it might be appropriate to follow up a written reference with a phone call. References should be from trusted sources who have known the applicant for at least two years in a personal and professional capacity (one reference for each). The referees should give detailed feedback on the applicant, answering questions about their skills, quality of work, attendance and timekeeping.

Criminal records checks should be carried out for all paid roles, and DBS checks are to be carried out for those roles involving working with children. These can be done via the LTA Safe and Inclusive Tennis team.

Applicants for Coach positions are to have their LTA accreditation checked. This can be done by calling the British Tennis Services Team: **020 8487 7000**

Probation Period

A probation period for staff, coaches and volunteers, to enable both parties to see if they are right for the role is recommended. Once the probation period is up, it is important to inform the individual in writing (this can be via email).

Induction and support

Once recruited, an induction is important to familiarise new staff, coaches and volunteers with the venue including policies, processes and venue layout. It also helps people feel welcome. Training and development opportunities are important for all staff and volunteers. Regular opportunities for people to give feedback and share ideas are as important as formal training.

Selection of Management Committee and Volunteers

The officers of the club and management committee are appointed at the Club's Annual General Meeting (AGM) with a proposer and seconder. If more than one person is nominated for a particular role then each person is given the opportunity to present a short account of their suitability for the role, and a vote is taken of those present at the AGM. Typically those who put their name forward for committee roles or who are nominated will have had experience in that or a similar role.

Volunteers are chosen for various activities based on their expertise, enthusiasm and ability to carry out the required role (e.g. groundsman, handyman etc).