



Newbridge Town FC Volunteer Recruitment Policy

Newbridge Town FC relies on all our volunteers for the safe running of our club. Volunteers are the driving force of the Club and without volunteers we would not be in a position to offer football opportunities in our community. This policy outlines the recruitment process to ensure the safety of our players and vulnerable adults but also to assist volunteers in the best suited positions in the club. The Designated volunteer coordinator at the Club will oversee the process of recruitment and maintaining the register.

1. **Role Description:** NTFC will provide an overview of the position and tasks associated with the volunteer's role.
2. **Application:** Details of name, address, telephone number will be taken from all new volunteers and placed on our volunteer register See **Appendix 1** for application form and **Appendix 2** for template of Volunteer register.
3. **Interview:** All new volunteers will discuss with the volunteer coordinator and/at least two committee members the type and purpose of their new role.
4. **Reference:** Every new Volunteer will provide a reference or contact details of a referee prior to commencing their new role. If new volunteers are transferred from another Club, permission will be sought to contact that Club.
5. **Garda Vetting:** Newbridge Town Football Club in accordance with the Clubs Child Welfare and Safeguarding policy, and our legislative requirements will require Garda Vetting of all volunteers including Committee members.
6. **Safeguarding:** All volunteers must have Safeguarding 1 course completed.
7. **Induction:** All new volunteers will receive an induction to ensure they are familiar with their surroundings, equipment and made aware of the Clubs policies and procedures.
8. **Training:** Where possible NTFC will provide training as appropriate.
9. **Volunteers:** All Volunteers will adhere to the NTFC's rules and code of conduct and failure to follow these will result in disciplinary procedure.
10. **GDPR:** All data relating to Garda Vetting information will be stored as per the FAI Data protection and storage policies and access to this information is strictly by the Child Welfare officers only.

Appendix 1 Volunteer Application form

Name:
Phone
Position applied for:
Email
Address
Emergency Contact Name:
Referees contacted /received:
Permission to contact?
Previous Clubs:
Information Taken by;
Date:

Appendix 2 Example Template of Register



Newbridge Town FC Coaches & Volunteer Register



Last Update: February 2022

Name	Date of Birth	Role(s) Within the Club	Team(s)	Coaching Qualification	Garda Vetting No.	Garda Vetting Expiry Date	Child Welfare Safeguarding No.	Safeguarding Expiry Date	Safeguarding Refresher Completed