



**SAFE RECRUITMENT AND MANAGEMENT OF VOLUNTEERS**  
**AT**  
**CUMBERNAULD ATHLETICS CLUB**

## **Introduction**

Volunteers are the lifeblood of Cumbernauld AAC and their dedication and commitment drive our sport forward and help deliver success. However, Cumbernauld AAC has a duty of care to its members which extends to ensuring that anyone recruited to undertake regulated work is a suitable person for the role.

PVG scheme membership is important in the recruitment process for staff and volunteers, but it is only one part of it. This document details how Cumbernauld AAC safely recruits volunteers and the role of the PVG scheme within that process.

## **Role Specification:**

Cumbernauld AAC believe it is beneficial to highlight some of the requirements of volunteers within Cumbernauld AAC to provide clarity to prospective volunteers on what would be involved should they undertake the role.

To this end, Cumbernauld AAC have developed a role specification and information leaflet about the club for potential volunteers.

## **Application:**

On identifying a prospective volunteer, basic information such as the person's name, address and other contact details, and the position/role they are interested in will be recorded on a Prospective Volunteer Form. Additionally, any relevant qualifications will be recorded, including levels e.g. Athletics Coach – Throws; Starter Assistant Level 1.

## **Interview & evidence of qualifications**

Everyone who applies to volunteer at Cumbernauld AAC will at the very least meet informally to gauge their suitability for the role. This will be done by two members of the board, one of whom should be a Welfare Officer having the training and/or experience in safeguarding and child protection.

This meeting will be a two-way process as it is as much about the volunteer deciding whether they like Cumbernauld AAC as it is about Cumbernauld AAC deciding they would be a good 'fit' at the club.

Cumbernauld AAC will at this stage provide some background information about the club. Information that may be discussed is:

- the role descriptions and types of tasks.
- training and support offered to volunteers, including any compulsory or voluntary training.
- how the volunteer will be supported in their role.
- role progression.

- club expectations of volunteers.
- the days and times required.

Information Cumbernauld AAC requires from the potential volunteer is:

- what attracts them to volunteering at the club or to take part in athletics.
- what they hope to gain from volunteering.
- relevant skills, interests and experience.
- time availability.
- any additional support needs.
- names of potential referees.
- when they would be able to begin volunteering or start any required training.

### **Evidence of Qualifications:**

Where necessary any relevant qualifications will be seen by the club before an appointment is made.

Where the applicant is a UKA licenced coach or official, Cumbernauld AAC's Welfare Officer will ask to see their licence. Every UKA registered coach or official is issued with a licence card which is valid for 3 years and which contains a photograph, an expiry date, and details of the qualifications held by the individual. It will also state whether they are licenced to work with children and/or adults only. If the licence has expired (i.e. is more than 3 years old from date of issue), the individual will not be licenced or insured via UKA until it is renewed, consequently the individual cannot coach or officiate with the club until the individual's licence is renewed.

If the applicant is transferring from another club, the club Welfare Officer will contact the previous club Welfare Officer to check the applicants safeguarding record and to verify any explanation for leaving.

### **References:**

Cumbernauld AAC will always request at least 1 character reference for applicant.

References from relatives are not acceptable. References can be verbal or written but Cumbernauld AAC will always make a written record of any verbal references and keep with the volunteer record maintained by the Welfare Officer.

### **Criminal Record Check**

#### **PVG**

As Cumbernauld AAC has members who are under 18 years of age, and to maintain flexibility from a facilities and training group perspective, membership of the PVG scheme is compulsory for any volunteering role with Cumbernauld AAC, and this will

be renewed every 3 years. The club Welfare Officer will follow the guidance issued by Scottish Athletics in regard to the digital PVG application processes.

A volunteer cannot commence volunteering with the club until:

- they are a member of the PVG scheme,
- existing members of the PVG scheme have provided the Welfare Officer with sight of their existing Disclosure Scotland certificate. This certificate must be no more than 3 years old.
- existing members of the PVG scheme have provided photos of 3 forms of ID to the Welfare Officer to enable their association with the club to be confirmed with Disclosure Scotland as soon as possible.

## **Appointment and Induction**

### Induction training

When a new volunteer, in any capacity, starts at the club, in conjunction with the Welfare Officer they should:

- Become a member of the club through the membership secretary.
- Agree what training the new volunteer requires (e.g. Coaching qualifications / Child Wellbeing and Protection Training) and when it should be done by (some positions may require mandatory training).
- Explain and get written agreement to the key policies such as child protection, complaints, grievances, and misconduct etc. This may be done through the membership process.
- Have the new volunteer read and sign up to the codes of conduct, this may be done through the membership process. This is important as the purpose of any code is to clarify:
  - what behaviours are acceptable, and unacceptable.
  - the standards of practice expected.
  - the basis for challenging and improving practice.

The Codes let everyone know what they can expect from the club, coaches, board members and volunteers, but also what standard of behaviour is expected from club members, athletes and parents. They will be used prior to, or during training sessions, at club or team meetings, and at annual renewal of membership.

The codes are an important part of monitoring and improving the behaviour and practice of volunteers. When a club member does not meet the expectations set out in the codes, disciplinary or performance management action may be taken by the club.

## **Ongoing Supervision and Management**

### Trial period:

Cumbernauld AAC's Welfare Officer will assign a mentor to the new volunteer. This will be either an existing board member or club athletics coach, preferably someone out with the group / area the new volunteer will be working in.

Any new volunteer members will embark on a trial period to make sure that the role is a good fit for both themselves and the club– normally 6 months.

#### Monitoring and Performance review:

The club, via the mentors and Welfare Officer, will monitor the performance of the individual doing regulated work. This gives an opportunity to check on progress and address any problems or concerns from both the individual or the club's perspective.

#### Misconduct:

Everyone takes part in athletics for the enjoyment of the sport, whether they are an athlete, coach or a volunteer. However, there are occasions when things go wrong and Cumbernauld AAC have procedures in place to manage them when they come up. Even small issues can quickly get out of control, having transparent and easy to access guidance on what is and is not acceptable, and which clearly explains how Cumbernauld AAC will respond is key to successful resolution.

Having a clear process ensures that Cumbernauld AAC will deal with anything that comes up in a consistent and proportionate manner. It's part of making sure that all members are treated fairly with respect.

All complaints about volunteers should be dealt with in accordance with the club's disciplinary policy. Cumbernauld AAC has adopted the Scottish Athletics national standards and procedures in this regard.

In joining a club, members are bound by the constitution, policies, codes of conduct and procedures of the club, this applies equally to: office bearers, coaches, adult helpers, athletes, members, officials and volunteers.