



MUSSELBURGH AMATEUR SWIMMING CLUB

RECRUITMENT & SELECTION POLICY FOR CLUB VOLUNTEERS & STAFF

All potential volunteers – e.g. coaches, teachers, officials, sports leaders and committee members, shall be recruited following the guidelines set out below.

Paid positions should be subject to a more structured advertising and interview procedure in accordance with any legal requirements.

Interview

An informal interview will take place to discuss the requirements of the post, anticipated commitment and relevant experience. This is an informal process, allowing questions and answers to be exchanged.

Self-Declaration

All club volunteers will be asked to complete the Self Declaration Form, showing any previous convictions or investigations. Only the Club Wellbeing & Protection Officer will have access to this information, and not all convictions or investigations deem people unsuitable to work with children.

Referees

Two references should be sought for by all new applicants. These people should be able to comment on your ability to work with children and must not be relatives.

PVG Scheme Membership

All club volunteers in a regulatory (child care) position shall be required to complete a PVG Scheme Membership or PVG Existing Scheme Membership application form through Scottish Swimming. This form is a small part of our recruitment process and it is essential that we follow best practice. This is also an opportunity for applicants to provide evidence of their identity.

General

All volunteers will be expected to become members of the club and Scottish Swimming, our National Governing Body of Sport and to sign and agree to a Code of Conduct. Volunteers will then be bound by the rules and disciplinary procedures of the club and Scottish Swimming.