



Volunteer/Coach Recruitment

Woodland Lawn Tennis Club adopts the following recruitment policies.

- 1. Background and history** – this is particularly important for coaches, but should also be considered for senior committee roles. A full CV or work history shall be requested, and any gaps or inconsistencies questioned. This is not considered necessary for minor committee roles and may also be waived by the committee where the candidate is personally known to the committee.
- 2. References** – as with the background and history checks, this is particularly important for coaches and senior committee members. The names of two referees shall be requested and followed up. Both referees should ideally be people who have known the candidate in a professional capacity for a substantial period of time (at least 3 years), but could be a personal referee where the candidate is not in employment.

Dependent on the role, they should be asked to comment on the candidate's

- suitability to work with children and vulnerable people,
- the quality of their work,
- if they ever had reason to take disciplinary action against the candidate,
- if they consider the candidate to be a trustworthy person.

References will not be required for volunteers taking on minor roles or if they are well-known to the committee or other club members.

- 3. DBS check** – all volunteers working with children must have a Volunteer DBS check through the LTA. All coaches must also have a DBS check through the LTA.
- 4. Role Definition** – all roles within the club are defined, with a full explanation of responsibilities.

A written record of any decision made regarding the waiving of background and referee checks should be made at the time.

When the club use a coaching company to provide their coaches it must be part of the contract with that company that they comply with the club's recruitment policies.

All volunteers working within *Woodland Lawn Tennis Club* are encouraged to work to high standards and adopt recognised best practice where possible. In addition to their own standards of practice, volunteers should be aware of and adopt the club's policies and guidelines as follows:

- Accident and Emergency Policy
- Code of Practice for Members
- Code of Practice for Working with Young People
- Diversity and Inclusion Policy
- Feedback and Complaints Policy
- Privacy Policy
- Whistle Blowing Policy
- Woodland Safeguarding Policy

The management committee will ensure that its team of volunteers have a copy of each policy that are relevant to their work. The management committee will listen and respond to matters that volunteers bring to its attention in relation to their work and will support, where possible, their training needs.