



SWORDS CELTIC FOOTBALL CLUB

Volunteer Recruitment Policy

The effective and efficient operation of Swords Celtic FC (The Club) depends on volunteers and their effort. These volunteers work tirelessly to ensure The Club offers football opportunities within the community.

The Club must provide a healthy environment for volunteers and recruits the right people for the right job.

The work, time and effort of all volunteers is appreciated by all members.

The following process will help The Club to recruit the right people, protect children and young people and ensure volunteers are placed in a role to which they are suited and feel supported.

Role Descriptions

The Club will provide a clear role description for all new volunteer positions that will include:

- The main duties and responsibilities
- Skills and qualifications required
- An estimated time commitment

Application Form

A brief application form will be required from all volunteers. This ensures the relevant information is collected and all parties are treated fairly

Interview

All volunteers will meet with two members of the Committee to discuss the role and the applicant's ability to carry out the duties

Reference

Every volunteer must submit a minimum of one reference, to be contacted prior to commencing the role

Garda Vetting and Safeguarding

In line with current legislation and Swords Celtic's child welfare policy, all volunteers working with children and young people must be Garda Vetted and attend a Safeguarding 1 course, prior to starting their role

All volunteers will be provided with the Club code of conduct and club contact lists. They will be supported and have regular updates to discuss issues or problems that may arise