**Insert Club Name**

**Recruitment Policy**

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**Recruitment Policy**

**1. Policy Statement**

1.1 Insert Club Name is committed to recruiting the best quality people and recognises this has a direct impact on the success of Insert Club Name and hockey as a sport. Insert Club Name is committed to ensuring that all relevant opportunities, paid or unpaid, are made available on a fair, consistent and equitable basis, conforming with all statutory regulations and agreed best practice.

**2. Scope**

2.1 This Policy applies to the following Insert Club Name positions:

2.1.1 Paid Workforce

2.1.2 Committee Members

2.1.3 Voluntary positions of significance including working groups

**3. Exclusions**

* 1. There may be occasions where this policy shall not apply, for example, but not limited to, the recruitment of specialist contractors, independent consultants, club restructures where roles are at risk and relevant skills matches are evidenced or where it is deemed appropriate to advertise internally, short term or immediate vacancies. This decision will be made by the Club Chairperson or where the positions impacts on or conflicts with the Club Chairperson by the Club President and Club Committee.

**4. Key Principles**

4.1 Criteria - the criteria for selection should be based on the required skills, knowledge and competencies required for the role.

4.2 Authority for recruitment – all recruitments must be approved by the Chairperson.

4.3 Record Keeping and Management – A record of the full process of recruitment and selection should always be made and kept meticulously. It is the responsibility of the Recruiting person to ensure that records are kept, this includes notes of meetings, emails, telephone calls, copies of correspondence etc. These should include the names of those involved, dates, action taken and follow-up. All sensitive information should be treated confidentially and meet the requirements of the Data Protection Act.

4.4 Confidentiality – Throughout any proceedings under this policy, Insert Club Name will seek to ensure that confidentiality is maintained. However, this will not preclude Insert Club Name from disclosing information where necessary for the discharge of duties or as required by law, nor will this preclude Insert Club Name, where appropriate, from disclosing information about any outcome under this policy.

4.5 Disclosure and Barring Service Checks (DBS) – The Police Act 1997 provides a statutory basis for certain criminal record disclosures which may be used by employers according to the nature of the role. The requirement for a DBS check will be determined on a role by role basis. Failure or refusal to provide a DBS check may result in the individual not being appointed.

4.6 Permission to work in the UK – It is essential that the Recruiting person is fully aware of the legal obligations of the organisation when employing non-European Economic Area (EEA) nationals. All appointed persons must have permission to work in the UK.

4.7 Recruitment Monitoring – In order that the effectiveness of the recruitment policy can be monitored, applicants are asked to provide information for monitoring purposes. The information will not be used as selection criteria but it will provide information which is needed for monitoring and will not be made available to those selecting candidates to attend for interview.

4.8 References – satisfactory references are a core requirement of any appointment.

4.9 Equality Monitoring – in order to effectively recruit a balanced, as well as skilled, staffing team and board each potential staff member and board member will be asked to complete an equality monitoring form, the details of this will be kept anonymous

**5. Roles and Responsibilities**

5.1 The Club Chairperson will act as the HR lead officer with overall responsibility. The Recruiting Person will be responsible for developing relevant documents, seeking relevant authorisation and for the logistical aspects of the process. In the instance where the Club Chairperson is being recruited or has a conflict for any reason, the Club President along with Club Committee or approved other will become the accountable officer.

 **6. Advertisements and Publishing the Vacancy**

6.1 All roles will be advertised internally and, in most cases, externally at the same time. On some occasions it may be appropriate to advertise roles on an internal basis only.

* This may be to encourage development opportunities and recognise and reward the skills of members within the club

On other occasions it may be considered necessary to advertise a vacancy both internally and externally concurrently.

* This may be required in order to widen the pool of potential candidates or where the skills required are not considered to be reflected within the current workforce. Internal candidates will still be eligible to apply for these vacancies but will compete with external candidates

6.2 All Club Committee positions will be openly advertised, either on a rolling basis or fixed period of advertisement, unless there is a short-term appointment required or a highly specialist skill. In this context, the required individual may be head hunted and appointed for the relevant period of time.

6.3 All other roles will be openly advertised either on a rolling basis or fixed period of advertisement.

6.4 Alternative formats of all relevant recruitment documents will be made available upon request.

**7. Diversity**

Our policies and procedures around recruitment and selection ensure that no job applicant receives unlawful less favourable treatment on the grounds of age, gender, colour, disability, ethnic minority, parental or marital status, nationality, religious belief, social status and sexual preference.

There may be occasions where it is appropriate to take positive action or introduce special measures to reach groups which are currently under-represented in any aspect of the work done by Insert Club Name. Positive action is not the same as positive discrimination, which can be regarded as preferential treatment of a member of a minority group and is not permitted by law.

Where possible, blind shortlisting will take place for all vacancies, where applications are anonymised and all personal details are removed, before being seen by the shortlisting panel. This helps ensure that processes for recruitment and selection will be free from discrimination and should not disadvantage any job applicant.

**8. Shortlisting**

8.1 The Recruiting person will lead the shortlisting process ensuring the job/role criteria are adhered to and used as the primary basis for selection/shortlisting. Those involved in the interview panel will normally constitute the shortlisting panel.

8.2 CVs may be accepted on their own, but the specified application process must be followed. Application forms or application instructions must be fully followed including the declaration of any criminal records or impending proceedings.

8.3 Any special requirements should also be outlined in respect of individual requirements which will be duly supported by the club.

8.4 All shortlisting will take place on merit using the evidence provided against the job/role criteria.

**9. Selection Methods / Interviews**

9.1 The interview format will be agreed between the Recruiting Person and the Club Chairperson. All interviews will be conducted by a panel of at least two people but preferably by a panel of an uneven number. The gender balance and profile of the selection panel will be considered when appointing the panel.

9.2 Varying methods of selection may be used depending on the role.

9.3 Travel costs are not generally provided for any role, employed or other.

**10. Offer of Employment / Role**

Feedback to unsuccessful candidates on their application and interview will only be provided on request to those short listed for interview. Due to our practice of anonymised shortlisting we are unable to provide specific feedback to candidates who were unsuccessful at the shortlisting stage.

**11. Appointments**

All appointments will be made strictly on merit.

**12. Relevant Checks**

12.1 All appointments will be made conditional upon satisfactory results from the following:

* 2 satisfactory references (references will only be sought after an appointment offer has been accepted)
* Confirmation of the right to work in this country
* Satisfactory Disclosure and Barring Service (DBS) (if relevant)
* Medical checks (if relevant)
* Declared conflicts (if relevant)

**13. Probationary Period**

13.1 All appointments will be made subject to a probationary period of six calendar months. The probationary period can be extended should the Club Committee consider this appropriate.

13.2 Other roles may be subject to probationary periods and if so, will be advised during appointment.

**14. Recruitment Monitoring**

14.1 Insert Club Name seeks to recruit individuals based on their ability and the requirements of the role. Insert Club Name will ensure that no individual receive less favourable treatment on the grounds of disability, gender, race, religion or belief, sexual orientation, marital status, parental status, caring responsibilities or hours of work.

14.2 All individuals are asked to complete an equality monitoring form which will be anonymous and only used for statistical analysis purposes to assist future recruitment.

**15. Outcome and Making an Offer**

15.1 The Recruiting person will inform the successful candidate verbally and confirm offer details. Once the individual has verbally accepted, the Recruiting person will ask the Club Chairperson to authorise a formal offer letter.

15.2 The unsuccessful candidates will also be informed of the outcome.

**16. Exit Interviews**

16.1 All paid staff are asked to complete a voluntary exit interview with a member of the club committee prior to leaving the club.

16.2 All other individuals / volunteers are also asked to complete an exit discussion prior to leaving their role.

16.3 The purpose of exit interviews is to assist the club in making recommendations for change including any improvements, but all information will be dealt with sensitively and confidentially. Exit interview information will only be shared, where relevant, with the Club Chairperson or Area lead who in most cases will be the same individual conducting the exit interview/discussion.

**17. Documentation Storage**

17.1 Documents for successful candidates will be added to their personnel file upon commencement of their role. All other documentation relating to the vacancy will be kept for a maximum period of 12 months.

**18. Further Information**

For further information about any aspect of the Insert Club Name Recruitment Policy, please contact:

Insert Club Address

Insert Club Contact Information