



Bottesford Football Club

Volunteers Policy

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1 Document Control

1.1 Revision History

Date of this revision: 10th January 2004		
Version Number	Version Date	Nature of Change
Draft.01	29/05/05	First draft release for feedback from committee members
1.0	24/06/05	Accepted at Committee Meeting

1.2 Document Approvals

This Code of Conduct can will be approved at a BFC Committee Meeting and recorded in the minutes as such.

This Code of Conduct can only be amended as directed by the BFC Committee. The amended Code will be approved at a BFC Committee Meeting and recorded in the minutes as such.

1.3 Document Distribution

This document has no restrictions on distribution and will be published on the Bottesford Football Club website (<http://www.bottesfordfc.co.uk>).

1.4 Document Review Plans

This document will be reviewed and updated,

- When the English FA publishes any amendments/requirements to its Volunteers Policy for affiliated clubs.
- Annually at the beginning of the football season.



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2 Introduction

The intentions of most people involved in football involving children and young people are good. However, Bottesford Football Club (BFC) recognises its responsibilities to safeguard the welfare of all children and young people participating in football by providing a safe and enjoyable environment. When BFC recruit new members all reasonable steps will be taken to ensure unsuitable people are prevented from working with children and young people. In addition, our volunteer selection processes will be consistent and fair at all times.



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3 Planning & Advertising

The first stage of any recruitment process involves planning. BYC officials will draw up a role profile which highlights the main areas of the identified voluntary role. It will state the skills and experience that an individual would need to fulfil the requirements of the role and a person specification.

The BFC recruitment process will treat every applicant in a fair and consistent manner.

In order to attract new volunteers it may be necessary to advertise outside the club itself, for example, on a sports hall notice board, a local school, shop/community hall or newspaper.

The advertisement will reflect the club's Child Protection Policy and it should contain the skills and experience required and the duties to be undertaken. It will not discriminate in terms of age, race, gender or disability.







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4 Application/References

All applicants are required to complete the embedded application form.

At least 2 references should be requested from individuals who are not related to the applicant. One reference should be associated with the applicant's place of work and if possible one that demonstrates the individual has been involved in sport, particularly children's football previously.

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5 Meeting/Interview and Verifying Information

Two members of the BFC Committee will meet with the applicant prior to any recruitment decisions being made. The meeting/interview will enable the club officials to explore further the information provided in the application form. Positive identification of the applicant will be required, for example, a passport or driving licence, and a copy should be retained on file. The questions to be asked at the meeting/interview should be prepared in advance and should provide the applicant with the opportunity to recount previous experiences and give examples of how they have or would handle situations.

To verify that the applicant has the technical capabilities that they profess to have it would be useful to use a job simulation test, where the applicant demonstrates that they understand and can deliver the job role. It is recommended also that the applicant is asked to bring their original certificates for their qualifications. It is very easy for applicant to falsify certificates if copies are accepted. A copy should be kept on file. It is recommended that the applicant's higher education qualifications are verified with the awarding institution.

Whilst it is important to elicit information regarding an applicant's technical capabilities it is also necessary to explore his or her attitudes and commitment to child welfare. Listed below are examples of questions that could be used to discover this information:

- Tell us about any previous experience you have working with children or young people.
- Give a child related scenario and ask the applicant what they would do. For example, 'it is a winter evening and the training session has finished. A parent has not arrived to pick up their child – what would you do?' The applicant would be expected to say that they would stay with the child and contact the parents to find out where they were.
- Is there anything we should know that could affect your suitability to work with children or young people?



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6 Vetting/Post Recruitment





If the applicant is successful then

- Vetting by the Criminal Records Bureau (CRB) must be completed as soon as possible.
- Any qualifications should be substantiated if this has not already been done.
- That new volunteers are made aware and sign up to the club's child protection and Health and Safety policies, practices and procedures.
- That any training needs are established and actioned.
- A statement of the roles and responsibilities of the new volunteer is prepared.
- Initially, a period of supervision/observation or mentoring would ideally be introduced.



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7 Appendix

Volunteers Application Form	 Bottesford Football Club Volunteers Appli
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Bottesford Football Club Volunteers Reference Form	 Bottesford Football Club Volunteers Refe
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