



Royal Western Yacht Club of Ireland

Training Centre Recruitment Policy



	The Royal Western Yacht Club of Ireland	Training Centre Recruitment Policy
---	--	---

Contents:

1. Training Centre Recruitment Policy

Appendix 1: Sample Reference Form

Appendix 2: Sample Application Form for Instructors/Volunteers

	<p>The Royal Western Yacht Club of Ireland</p>	<p>Training Centre Recruitment Policy</p>
---	---	--

1. Training Centre Recruitment Policy

RWYCI currently employs instructors for very short periods in the June to August months typically. The RWYCI does not have profit or turnover as its primary objective. At present its primary objective is to provide accredited sail training to a relatively small number of students with the objective of attracting potential members to the club, particularly younger members. Irish Sailing instructors are temporarily employed for the training sessions organised. It is impractical therefore to have a full recruitment process in place. This is in agreement with The Irish Sailing Policies and Procedures manual. There is however some core procedures followed in relation to recruitment and they are as follows:

1. All instructors will have filled out an application form whereby the qualifications and experience of the instructor is detailed.
2. All instructors will have filled out a Garda Check application and these will have been fully processed or awaiting their return from An Garda Síochána.
3. All instructors will work under the direct supervision of club flag officers or the club Senior Instructor.
4. Instructors are never asked to undertake tasks for which they have not had training.
5. All instructors are given Pre-Employment/Orientation training by the Senior Instructor which covers:
 - a. The overall goals of the RWYCI training centre
 - b. The tasks which will be expected to be completed by the instructors
 - c. The procedural duties and responsibilities of the instructors
 - d. The safety statement, risk assessments and SOPs.
 - e. Best practice guidelines for working with children.
 - f. Other policies of the club.
 - g. Familiarisation with the club facilities and equipment.
 - h. Familiarisation with the sailing waters around RWYCI.

If, in the future, the scope of the training activities in RWYCI were to expand in scope and timing and this would require more instructors to be employed over longer periods, then a more comprehensive recruitment policy will be put in place.

	<p>The Royal Western Yacht Club of Ireland</p>	<p>Training Centre Recruitment Policy</p>
---	---	--

APPENDIX 1

Sample Reference Form (*Private and Confidential*)

The person named below has expressed an interest in becoming an instructor/volunteer with The Royal Western Yacht Club of Ireland and has given your name as a means for reference. This post involves substantial access to children. As an organisation committed to the welfare and happiness of children we are anxious to know if you are satisfied that this person is suitable to work with children in a sailing capacity.

Applicant Name:

Applicant Address:

Referee Name:

Referee Contact Details :

Email:

Tel No.:

How long have you known this person?

In what capacity?

Are you satisfied that the person named above is suitable to work with children in a sporting capacity?

Yes

No

If you have answered no we may contact you in confidence.

Referee Signature:

Date:

	<p>The Royal Western Yacht Club of Ireland</p>	<p>Training Centre Recruitment Policy</p>
---	---	--

APPENDIX 2

Sample Application Form for Instructors / Volunteers (*Private and Confidential*)

Applicant Name:

Applicant Address:

Applicant Contact Details:

Email:

Tel. No.:

Position Applying For:

Previous experience/involvement in sailing? Please give details:

Have you ever been asked to leave a sporting organisation in the past?

Yes

No

Do you agree to abide by the guidelines contained in the “Code of Ethics and Good Practice for Children’s Sport in Ireland” and “Children First Guidelines”?

Yes

No

Do you agree to abide by the rules of the RWYCI and Irish Sailing?

Yes

No

Referees:

Please supply the name of two responsible people whom we can contact for and who from a personal knowledge are willing to endorse your application. If you have had a previous involvement in sailing or any other sport one of those names should be that of an administrator / leader of your last club / place of involvement.

Referees:

1. Referee Name:

Contact Details:

Email:

Tel No.:

2. Referee Name:

Contact Details:

Email:

Tel No.:

Applicant Signature:

Date:

	<p>The Royal Western Yacht Club of Ireland</p>	<p>Child Protection Policy Revision 1</p>
--	--	---

Appendix 4:

Good Practice Guidelines for Instructors, Volunteers and

Staff Based on ISA Policies and Procedures Manual

(2005), p36.

The following guidelines are intended to promote best practice and in turn to reduce the potential for participants or staff to feel unsafe or uncomfortable.

Be aware of situations that can generate the potential for misunderstandings and lead to allegations of abusive behaviour. One-to-one discussions should be conducted in a relatively open place, in view of others. Where the discussion is of a sensitive nature, a third party should be made aware beforehand of the nature of the discussion, and if possible be in attendance.

Disciplinary matters should be dealt with according to a pre-determined code of discipline, not addressed in the heat of the moment.

Be aware of the potential for teasing, intimidation and bullying within any group. Participants on the summer training program will range from 8 years to older teenagers, and there may be a wide mix of ages within each level. Those participants who are shy could be overwhelmed by more assertive individuals. There may be pre-existing tensions among participants that could flare up in a new setting. Ensuring that participants are busy and occupied will minimize the opportunity for overt physical intimidation. Where instructors, staff and volunteers interact in a respectful way when dealing with each other and with participants, this will encourage the participants to behave in a similar manner towards each other.

The use of sexually suggestive language should be regarded as inappropriate at all times, both from a child protection perspective and an equality perspective. References to race, sexual orientation or other differentiating features should not be tolerated.

Where it is necessary to have physical contact with participants, e.g. pulling them into a rescue boat, be aware of how that contact could be misinterpreted by a worried parent later that evening. It may be advisable to tell the parent of the incident when they collect their child. For some participants, changing in and out of sailing gear in a communal changing room may be a source of tension, and it is imperative that males do not enter the female changing room or vice versa.