Castle Villa AFC Volunteer Recruitment Policy

Castle Villa AFC's (hereinafter called "the club") existence depends on the voluntary effort of all its volunteers. Volunteers are the driving force of the club and without them the club would not be able to offer football opportunities in our community. It is important that the club provides a healthy environment for volunteers and recruits the right people for the right job.
The following recruitment steps will help to protect young people and assist in placing volunteers in a position to which they are suited and supported. The Designated Volunteer Coordinator at the club will oversee the process of recruitment and maintaining the register.

1. **Role Descriptions** – The Club will provide a clear role description for all new volunteer positions that will include, but may not be limited to: main duties/responsibilities, necessary qualifications, required attributes, skills required, and a rough time commitment. The volunteer role will be published on all of the club's communication channels

2. **Application form** – A brief application form (appendix 1 below) will be provided for all applicants. This ensures the relevant information is collected and that all interested parties are treated fairly. Information will be kept on our volunteer register (template at appendix 2 below).
All data relating to Garda Vetting information will be stored as per the FAI Data protection and storage policies and access to this information is strictly by the Child Welfare officers only.

3. **Interview** – All applicants will have an informal interview meeting with at least two members of the Committee.

4. **Reference** – Every applicant will provide at least two references who will be contacted before the commencement of any role.

5. **Garda Vetting** – In line with legislation and the FAI's child welfare and safeguarding policy everyone working with children or vulnerable adults will require Garda Vetting before starting their role. This will include all committee members.

6. **Safeguarding –** All volunteers must have completed Safeguarding 1.

7. **Induction** – Every new volunteer will have received an induction to ensure that they are familiar with their surroundings, comfortable and made aware of the club's policies and procedures.

8. **Training and Ongoing Development** - All volunteers can choose to complete ongoing development courses if they wish and are encouraged to do so. Where possible, The club will provide training to upskill volunteers

9. **Volunteers** – All volunteers will adhere to the club's and the FAI's rules and codes of conduct.

10. **Support** - The club will support all volunteers and commit to holding regular meetings to discuss any problems or issues that may arise. The Club officials are always on hand to discuss issues outside of these meeting times.

As adopted on the 4th of August 2025 by Castle Villa Executive