

# IPC RECRUITMENT & SELECTION PROCEDURES



## **FOR OFFICIALS/INSTRUCTORS/SELECTORS/ TEAM TRAINERS/CHAPERONE:**

The Irish Pony Club recognises the key role Instructors, Selectors and Team Trainer/Chaperone play in the lives of children in sport. The Irish Pony Club has adopted the principles of the Irish Sports Council's "Code of Ethics and Good Practice for Children's Sport".

All Instructors/Selectors/Team Trainers/Chaperones should have as their first priority the children's safety and enjoyment of the sport and should adhere to the guidelines and regulations set out in The Irish Pony Club's Code of Conduct.

Instructors/Selectors/Team Trainers/Chaperones must respect the rights, dignity and worth of every child and must treat everyone equally, regardless of sex, ethnic origin, religion or ability.

IPC branch officials should take all reasonable steps to ensure that anyone working with young people is suitable and appropriately qualified. Recruitment and selection procedures are therefore necessary and these procedures apply to all persons, paid or unpaid, with substantial access to young people. References will be needed and should be followed up.

There must be a "sign-up" procedure (see form page 19), whereby the newly appointed Officials/Instructor/Selector/Team Trainer/Chaperone, agrees to abide by the "Code of Ethics and Good Practice for Children in Sport" and to the policies and the rules of The Irish Pony Club.

When travel/overnight travel is involved, the Official/Instructor/Selector/Trainer/Volunteer travelling with children must sign a separate agreement (see form page 22 & 23). Parents will also be asked to sign permission forms in these instances.

All adults taking responsibility for children in sport should undergo a recruitment process. Before recruitment, terms of reference should be drawn up and these should clearly state:

- A. The responsibilities of the role,
- B. The level of experience/qualifications required.
- C. The Irish Pony Club's commitment to the Irish Sports Council Code.

References (2) (see sample letter of reference page 21) will be needed and should be followed up.

## **Guidelines for Instructors, Selectors, Team Trainers/Chaperone:**

An Instructor must act as a role model and promote the positive aspects of sport and of horse riding and maintain the highest standards of personal conduct.

The use of drugs, alcohol and tobacco must be actively discouraged as being incompatible with a healthy approach to sporting activity.

Remember your behaviour to members, other officials, and opponents will have an effect on the members in your care.

Be generous with praise and never ridicule or shout at members for making mistakes. All members are entitled to respect.

Be careful to avoid the “star system”. Each child deserves equal time and attention.

Care must be taken not to expose a child intentionally or unintentionally to embarrassment or disparagement by use of sarcastic or flippant remarks about the child or his/her family.

Physical punishment or physical force must never be used. Never punish a mistake - by verbal means, physical means, or exclusion.

Insist that members in your care respect the rules of the organisation. Insist on fair play and ensure that your members know that you will not tolerate cheating or bullying behaviour.

Remember that young people ride for fun and enjoyment and that skill and riding for fun have priority over highly structured competition. Never make winning the only objective.

Encourage the development of respect for opponents, officials, selectors and other Instructors and avoid criticism of fellow Instructors.

It is important to realise that certain situations or friendly actions could be misinterpreted by the participant or by outsiders. Avoid working alone and ensure there is adequate supervision for all activities.

Leaders are responsible for setting and monitoring the boundaries between a working relationship and friendship with members. It is advisable for Instructors and Officials not to involve members in their personal life i.e. visits to Instructors/ Officials home or overnight stays.

When travel/overnight travel is involved, the Leaders travelling with members must sign a separate agreement. Parents and members will also be asked to sign permission forms in these instances.

Set realistic goals for the participants and do not push members. Create a safe and enjoyable environment.

Avoid giving advice of a personal or medical nature – if you are not qualified to do so.

Any information of a personal or medical nature must be kept strictly confidential unless the welfare of the child requires the passing on of this information.

It is advisable to:

- Record attendance at training.
- Keep a brief record of injury(s) and action taken.
- If behavioural problems arise and a member has to be disciplined, keep a brief record of problem/action/outcomes. Inform the DC/branch official. Warn the member (with witness where possible) about their behaviour, (verbally twice, if a third incident occurs, send the member to the DC or branch official who will deal with the matter).

Leaders should avoid the use of alcohol before teaching/coaching, during events, on trips with members.

Instructors / Officials should familiarise themselves with the Code of Practice for Children's Sport and with The Irish Pony Club Rules and Code of Practice and follow the procedures if they suspect or receive complaints of abuse of any sort.

### **Leader's / Instructor's Code of Conduct**

*Leaders should be:*

Positive during session, praise and encourage effort as well as results.

Plan and prepare appropriately.

Put welfare of members first, strike a balance between this and winning / results.

Encourage fair play, treat participants equally.

Recognise developmental needs.

Qualified and up-to-date with knowledge and the skill of their sport for young people.

Involve parents where possible and inform parents when problems arise.

Keep records of attendance at all Pony Club activities.

Keep a brief record of injuries and action taken. Any incidents requiring medical attention must be recorded on an IPC Accident Report Form (available from DC).

Keep a brief record of problem/action/outcomes, if behavioural problems arise

*Where possible Leaders should avoid:*

- Spending excessive amounts of time with children away from others.
- Taking sessions alone.
- Taking children to your home.
- Taking children on journeys alone in their car.

*Sports Leaders should not:*

- Use any form of punishment or physical force on a child.
- Exert undue influence over a participant in order to obtain personal benefit or reward.
- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and/or make sexually suggestive comments about, or to a child.
- Take measurements or engage in certain types of fitness testing without the presence of another adult/s.
- Undertake any form of therapy (hypnosis etc.) in the training of children.

I have read and agree to abide by the above guidelines

\_\_\_\_\_ (Signed) \_\_\_\_\_ (Date)



## **IRISH PONY CLUB**

### **RECRUITMENT AND SELECTION POLICY**

**(Sports Leaders: all adults involved in children's sport)**

The IRISH PONY CLUB will take all reasonable steps to ensure that suitable people work with Members. Procedures will be adopted for all persons with substantial access to young people whether paid or unpaid.

There will be a “sign-up” procedure (see page 19 or 20), whereby the newly recruited Official, Instructor, Trainer, Team Trainer, Volunteer, agrees to abide by the “Code of Ethics and Good Practice for Children in Sport” and to The Irish Pony Club’s Policies and Code of Conduct.

All adults taking responsibility for children in sport should undergo a recruitment process.

- Potential sports leaders must complete an Application form, giving names of two references that can be contacted. Where possible there should be an interview. References should be followed up. See samples attached.
- It is recommended that terms of reference, clearly outlining the tasks to be performed and the skills required, be drawn up before recruiting and appointing a sports leader.
- **The decision to appoint a Sports Leader is the responsibility of the District Commissioner and the Branch Committee not of any one individual within it. The Branch Committee should ratify all recommendations for appointment at a Committee meeting (i.e. appointment of Secretary, Treasurer, Children’s Officer, Instructors (new), Swimming, Running, Shooting, Mounted Games, Polo Trainer etc.). All references should be held on file by the branch Secretary or DC.**
- **Newly elected District Commissioners are not deemed official until 2 references are received at HQ and approved by the Executive Committee of IPC and they have received a letter from the Chairman of IPC confirming their appointment. The outgoing DC continues to be responsible for the branch until the newly elected DC is ratified.**
- Every effort will be made to manage and support appointed Sport Leaders. Adequate supervision should always be provided; a leader should not have to work alone.

# Irish Pony Club

## Application Form: Officials/Instructors/Selectors/ Team Trainers/Chaperone:



**Confidential**

Position applied for:
Name
Any surname previously known by
Date of Birth
Present address
Current occupation:
Previous experience of working with young children in a voluntary or professional capacity.
Riding / Horse Care Qualifications:
Have you ever been asked to leave a sporting organisation:      Yes <input type="checkbox"/> No <input type="checkbox"/> If you have answered yes, we will contact you in confidence.
<b><i>Have you ever been prosecuted or convicted of a criminal offence    Yes <input type="checkbox"/>    No <input type="checkbox"/> or been the subject of a caution or a Bound Over Order: or are you at present the subject of criminal investigations? If you have answered yes, we will contact you in confidence.</i></b>
Name and address of two people who know you (but who are not related to you) and who would have experience of you working with children, whom we could contact and who would provide you with a reference. Name and Address of Referee 1: _____ _____
Name and Address of Referee 2: _____ _____
I agree to abide by the Code of Ethics and Good Practice for Children's Sport and The Irish Pony Club Rules and Code of Practice. Signed _____ Date: _____

# Irish Pony Club



## Application form for volunteers, newly recruited to work with Children:

(i.e. Camp/rally helpers, supervisors etc.)

Role: \_\_\_\_\_

Branch: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No(s): \_\_\_\_\_

Previous Experience/or involvement in Sport: Give details:

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

Yes:  No:

If you have answered yes, we will contact you in confidence.

*Have you ever been prosecuted or convicted of a criminal offence*

Yes  No

*or been the subject of a caution or a Bound Over Order:*

*or are you at present the subject of criminal investigations? Yes  No*

*If you have answered yes, we will contact you in confidence.*

Do you agree to abide by the guidelines contained in the Code of Ethics & Good Practice for Children's Sport in Ireland and by The Irish Pony Club Rules and Code of Practice. Yes \_\_\_\_\_  
No \_\_\_\_\_

Please give names and address of two responsible people whom we can contact and who from personal knowledge are willing to endorse your application: If you have had previous involvement in sport, one of these names should be that of an administrator/leader of your last club/place of involvement.

1.Name \_\_\_\_\_ Address \_\_\_\_\_

2.Name \_\_\_\_\_ Address \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_



## Irish Pony Club

### Sample Letter to person giving reference:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Dear

The above has expressed an interest in becoming an Instructor/volunteer and has given your name as a referee. 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 sporting capacity.

*If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position. We appreciate you being extremely candid, open and honest in your evaluation.*

How long have you known this person?

In what capacity?

Please rate this person on the following (tick one box for each statement)

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					

This post involves substantial access to young people. As an organisation committed to the welfare and protection of young people, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people. If you answer no we will contact you in confidence.

Are you satisfied that: (name of applicant) \_\_\_\_\_ is suitable to work with children in a sporting capacity?

Yes  No

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_