



Welfare at York Triathlon Club v1 June 2024

Safe Recruitment of Staff Policy Statement

York Triathlon Club acknowledges the duty of care to safeguard and promote the welfare of its members* as detailed in YTC Safeguarding Policy. York Triathlon Club is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and the [British Triathlon Safeguarding Policy and the Safeguarding Procedures for Triathlon England](#).

York triathlon Club also acknowledges that in order to Safeguard all members it must implement a process for the safe recruitment of staff, most of whom are volunteers, to ensure that all staff are suitably qualified to deliver their area of responsibility, whether this be a Coach/ Leader role or Committee role.

It is the responsibility of the Welfare Officer to lead and oversee the safe recruitment of staff at York triathlon Club.

Recruitment Process of Coaches/ Leaders:

Anyone wishing to volunteer as, or to train as a Coach/ Leader will, in the first instance, have their name put forward to YTC Committee. YTC Committee will approve or disapprove the proposed at a minuted Committee Meeting.

Where approved, the Welfare Officer will write to (email) the individual and forward information relating to training (if relevant) along with YTC Policies* and YTC Coaches Job Description documentation.

Where training is required the Welfare Officer will discuss the appropriate level of qualification with the applicant.

On completion of training, if relevant, or at a time before commencement of duties, the applicant will sign a copy of the Coaches/ Leader Job Description and return it to the Welfare Officer along with their Safeguarding Training Certificate, Coaching/ Leader Certificate. And BTF Membership number.

Any Coach/ Leader who does not keep safeguarding training or BTF membership up to date will be stood down from their duties by YTC.

Newly appointed Coaches/ Leaders will be given access to the Coaching Area of MyClubhouse, where they will have access to documents, policies and minutes as appropriate.

Recruitment Process of Committee Officers:

In line with York Triathlon Club Constitution, vacant Committee posts will be advertised to all members ahead of the AGM. Relevant job descriptions will be published to all members.

Officers will be appointed according to the voting process at York Triathlon Club's AGM.

Newly appointed Officers will be briefed, where relevant, by the Welfare Officer on significant confidential welfare issues.

Newly appointed officers will be given access to the Committee Area of MyClubhouse, where they will have access to documents, policies and minutes as appropriate and work in accordance with the Club's Constitution.

Newly appointed officers will be expected to sign a copy of their Job Description to be held by the Welfare Officer.

*Coaches/ Leaders who are members of YTC will have agreed, at membership sign-up to abide by YTC policies