

# Northwood Cricket Club – Recruitment Policy



All members of Northwood Cricket Club are recruited in some way. Adult players, youth section members, team captains and vice captains, coaches, social members, administrators, committee members, groundsmen etc. are all recruited either from outside the club or from inside the club. This policy sets out the recruitment process for the various roles that exist within the club and, where applicable, details the controls that are applied to ensure that ECB standards and guidelines are followed and implemented.

The Club has a thriving Youth Section and has therefore put in place a suite of processes that help to ensure that children are protected from harm whilst they are engaged in club activities. These processes include

- adoption of the England and Wales Cricket Board (ECB) “Safe Hands – Cricket’s Policy for Safeguarding Children”
- appointment of a fully trained Welfare Officer who is a member of the General Committee of the Club and not only ensures that the decisions taken by the Committee are in line with the Safe Hands policy but also works with all members of the club to ensure the policy is implemented in practice
- job descriptions for roles where there is frequent contact with children and defined by the ECB in its guidance on recruitment as being “regulated activities”
- adoption of ECB Guidelines on Appointing Appropriate Staff and Volunteers to Work With Children
- use and maintenance of a Welfare Details matrix defining the training and vetting required by persons holding positions where there is contact with children

Recruitment to the different roles in the Club is undertaken as follows

## 1. Adult Full Playing Members, Student and Youth Section Members and Social Members

As stated in the NCC Constitution, “*membership of the Club is open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. Membership numbers may have to be limited from time to time, on a non-discriminatory basis, if available facilities or resources so dictate.*” Application Packs containing an Application Form are available for download on the club website and membership is confirmed when the completed application form and the annual subscription have been received.

## 2. Regulated Activity Roles

### 2.1 Club Captains and Vice Captains

By nomination to the Annual General Meeting by members and by ballot of the membership at the AGM. Welfare Officer ensures DBS certificate is in place

### 2.2 Welfare Officer

Job Description is circulated to membership. Potentially suitable candidates are encouraged to apply. Chairman and Club Secretary ensure DBS certification and Safe Hands course successfully passed.

### 2.3 Youth Section Manager

Job Description is circulated to membership and externally. Potentially suitable candidates are encouraged to apply. Chairman and Club Secretary ensure DBS certification is in place.

### 2.4 Coaches

Youth Section Manager takes the lead in seeking volunteers. If appropriate, an advertisement will be circulated to Club Members. Youth Section Manager and Welfare Officer ensure Training, DBS and Safeguarding Children requirements are met.

### 2.5 Umpires and Scorers

General Committee seek volunteers from outside and within the Club. Club Secretary and Welfare Officer ensure training requirements are satisfied and DBS certification is in place

## 3. Other Officer Positions on the General Committee

By nomination to the Annual General Meeting by members and by ballot of the membership at the AGM

## 4. Other Ordinary Member Positions on the General Committee

By nomination to the Annual General Meeting by members and by ballot of the membership at the AGM

## 5. Other Roles (e.g. Groundsman, Bar Manager)

Club Chairman takes the lead or appoints a responsible person to find the most suitable candidate. Where appropriate an external advertisement will be prepared. If more than one candidate is being considered, the Chairman or the responsible person will appoint an interview panel to select.