

Greystones Sailing Club

Recruitment Policy – Instructors, Coaches & Volunteers

1. Policy Statement

Greystones Sailing Club (GSC) is committed to the safe recruitment of instructors, coaches, and volunteers who work with children and young people. In line with **Irish Sailing Association Safeguarding Policies**, all recruitment processes will be fair, transparent, and focused on ensuring the suitability, competence, and integrity of individuals appointed to roles within the Club.

2. Equal Opportunities

Greystones Sailing Club is an equal opportunities organisation and does not discriminate on the grounds of:

- Gender
- Marital status
- Family status
- Sexual orientation
- Age
- Disability
- Race
- Religion
- Membership status

Appointments are made on merit and suitability for the role.

3. Roles Covered by This Policy

This policy applies to:

- Senior Instructors
 - Instructors and Assistant Instructors
 - Coaches
 - Volunteers working with children or young people
 - Any role involving regular or necessary access to children
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4. Advertising of Positions

Where required, roles will be advertised through:

- Greystones Sailing Club channels
- Irish Sailing platforms
- Other appropriate sailing or sporting networks

Advertisements will include:

- Role description
 - Required qualifications and experience
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5. Application Process

Applicants will be required to submit:

- A Curriculum Vitae (CV)

The Harbour, Greystones, Co. Wicklow

- A cover letter outlining their suitability for the role
- Details of availability for the sailing season and relevant programmes
- References

6. Interview and Selection

Interview Process

- Where applicable, shortlisted candidates will be invited to interview.
- Interview panels will normally consist of:
 - The **Senior Instructor** (where possible)
 - The **Centre Principal / Junior Organiser**
 - At least one member of the **Executive Committee**

Selection Criteria

Selection will be based on a combination of:

- Appropriate sailing and instructional qualifications
- Sailing competence appropriate to the role (e.g. dinghy handling up to Force 5)
- Communication and interpersonal skills
- Ability to create a **safe, inclusive, and fun environment**
- Teamwork and reliability
- Commitment to junior sailing and club values
- Previous experience (including racing, double-handed sailing, asymmetric boats, or coaching)
- Sailors who demonstrate consistent engagement in club activities and maintain active participation on the water throughout the sailing season

A written record of interview outcomes and selection decisions will be maintained and available to the Executive Committee.

7. Appointment Without Interview

In line with ISA guidance on proportionate recruitment:

Positions **may be offered without formal interview** where:

- The candidate is **known to the Senior Instructor and Junior Organiser**
- The candidate has previously worked with GSC in a similar role
- All required qualifications, experience, and safeguarding requirements are met
- References and prior performance are known and satisfactory

All safeguarding, vetting, and documentation requirements still apply in such cases.

8. Garda Vetting and Safeguarding

All successful applicants must:

- Complete **Garda Vetting** through Irish Sailing or an approved body
- Hold relevant **Safeguarding training**
- Familiarise themselves with:
 - GSC Safeguarding Policies
 - Codes of Conduct
 - Accident and Incident Reporting procedures

No person may commence duties until Garda Vetting clearance has been received.

9. References

- A minimum of **two references** may be requested
- References may be written and/or verbal
- Offers of appointment are conditional on satisfactory references

10. Employment and Probation

- Successful applicants will be issued with a **Contract of Employment** where applicable
- All appointments are subject to trainee numbers and course viability
- A **probationary period of two weeks** applies from the first day of the junior training programme

11. Conflicts of Interest

Relatives or friends of:

- GSC Executive members
- GSC employees
- Interview panel members

must apply and be assessed on an **equal footing** with all other applicants.

12. Review

This policy will be reviewed annually or in line with:

- Updates to Irish Sailing guidelines
- Changes in legislation
- Club operational needs

Approved by:

Greystones Sailing Club Executive Committee

Mark Hanley – Centre Principal

Date:

08/02/2026

Review Date: February 2027