



RECRUITMENT PROCESS

HORSHAM CANOE CLUB



Horsham Canoe Club:

Recruitment Process for Committee Members, Coaches, and Volunteers

1. Purpose

The purpose of this document is to outline the process for recruiting, selecting, and supporting committee members, coaches, and volunteers at Horsham Canoe Club. The aim is to ensure transparency, fairness, and alignment with the club's values of inclusivity, safety, and enjoyment of Paddlesport.

2. General Principles

- Recruitment is open, transparent, and based on suitability for the role.
- All individuals will be treated fairly and equally, in line with the club's Equality and Inclusion Policy.
- Safeguarding, safety, and compliance with Paddle UK standards are central to all appointments.
- References and checks (where required) must be completed before confirmation of any role.

3. Recruitment Stages

3.1 Expression of Interest

- Opportunities will be advertised via the club website, noticeboards, newsletters, and social media.
- Interested individuals submit an application verbally or email the Club Secretary stating the role they are interested in, relevant experience, and motivations.

3.2 Informal Discussion

- A member of the committee will arrange a short, informal discussion with the applicant to explain:
 - The role and expectations
 - Training/support available
 - Time commitments
 - Safeguarding responsibilities (if applicable)

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Southwater Country Park, Cripplegate Lane, Southwater, West Sussex, RH13 9UN
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3.3 Selection

- **Committee Members:** Nominations are submitted and voted on at the Annual General Meeting (AGM). If a position arises mid-year, the committee may co-opt members until the next AGM.
- **Coaches:** Applicants must hold or be willing to work towards the appropriate Paddle UK qualification. Selection will be made by the Coaching Coordinator and confirmed by the committee.
- **Volunteers:** Selection will be based on enthusiasm, reliability, and suitability for the specific activity.

3.4 Vetting and Checks

- **References:** All committee members, coaches, and regular volunteers must provide **two** references.
- **DBS Check:** Required for any role involving direct responsibility for children, young people, or vulnerable adults.
- **Safeguarding Training:** All roles that involve working with paddlers must complete safeguarding training as required by Paddle UK.

3.5 Appointment and Induction

- Successful applicants will be formally appointed by the committee.
- Each individual will receive:
 - A role description
 - Club policies (e.g. Safeguarding, Health & Safety, Equality)
 - Induction covering club operations, safety procedures, and reporting lines.

4. Ongoing Support and Development

- **Committee Members:** Supported by the Chair and fellow committee members, with access to training where relevant.
- **Coaches:** Encouraged to develop through Paddle UK coaching pathways, with club support for qualifications where possible.
- **Volunteers:** Given clear guidance, buddy support if needed, and recognition for their contribution.

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5. Review and Renewal

- Roles are reviewed annually at the AGM.
- Coaches and volunteers will have periodic informal reviews with the Coaching Coordinator or relevant lead to check support and development needs.
- Individuals can step down at any time by notifying the Secretary.

6. Safeguarding and Conduct

- All appointees are expected to uphold the club's Code of Conduct.
- Any concerns regarding behaviour or suitability will be addressed in line with the club's Disciplinary and Grievance Procedures.