

PEEBLES CYCLING CLUB

Leader and Coach

Recruitment Policy

Introduction

Peebles Cycling Club is in the fortunate position that we have many offers from people to train as leaders and coaches to work with our children. As the club has expanded it has become necessary to coordinate these offers and to match them to the needs of the club and the funds available for training. We also have a duty to ensure that our young people are kept safe by undertaking disclosure checks, taking up references and providing adequate training. This recruitment policy sets out the process we shall adopt.

Application

The club will regularly review its requirements for leaders and coaches, both in respect of the quantity and levels of qualifications required. When the club identifies a need for new leaders and/or coaches, applications will be invited in accordance with this policy document. Interested parties will be invited to complete an application form (Appendix 1), with separate forms for becoming a Kids Club Leader and for becoming a Coach. Typical job descriptions are included in Appendix 2. Application forms should be submitted to the Head Coach/ Kids Club Leader Coordinator as appropriate.

Any approaches received by the club when we do not have a vacancy will be acknowledged, with the recruitment policy being explained. Contact details will then be kept on file until a vacancy arises.

New candidates who already have leading or coaching qualifications will be subject to the same recruitment policy.

Applications will be considered by a panel of leaders and coaches and references may be taken up at this time.

Interviews

Interviews, whether formal or informal, will be undertaken. Opportunities are also likely to be given to come out with Kids Club or watch coaching sessions to see what is involved.

References and Checks

As a minimum, two verbal references shall be taken up. Written references are also likely to be taken up, using the form contained in Appendix 3. Where possible at least one reference will be associated with former work with children/young people.

Prior to starting regular contact with children, all leaders and coaches will be required to complete a Protecting Vulnerable Groups (PVG) check through the club Welfare Officer.

Leaders and coaches will also be required to submit a Self Declaration form as part of their British Cycling membership in order to be endorsed for coaching and leading activities. The form is currently available on the Scottish Cycling website under MBLA downloads.

Existing qualifications require to be substantiated; these include, but may not be limited to,

- any leadership or cycle coaching qualifications,
- valid first aid,
- British Cycling Membership and
- Safeguarding Children workshop attendance (included as part of BC Level 2 coaching and leading qualifications).

Relevant numbers and dates of all qualifications should be submitted to the Welfare Officer.

Further training requirements will be identified at this stage.

Training and Induction

The minimum requirements to be a Kids Club leader will be to:

- Hold the MBLA Trail Cycle Leader or British Cycling Level 2 Leadership award
- Hold a valid Emergency First Aid in the Outdoor Environment Certificate
- Have attended a Safeguarding and Protecting Children in Sport Certificate
- Be a Gold, Silver or Ride member of British Cycling
- Be a member of Peebles Cycling Club
- Have a PVG scheme membership application or update submitted through the club
- Have completed and returned a Self Declaration form, as required by British Cycling for coaching activities as a part of your membership (currently available on Scottish Cycling website under MBLA downloads)

The minimum requirements to be a coach will be to:

- Have completed and passed the British Cycling Level 2 coach training
- Hold a valid Emergency First Aid Certificate
- Be a Gold, Silver or Ride member of British Cycling
- Be a member of Peebles Cycling Club
- Have a PVG scheme membership application or update submitted through the club

- Have completed and returned a Self Declaration form, as required by British Cycling for coaching activities as a part of your membership (currently available on Scottish Cycling website under MBLA downloads)

The required leadership, coaching, first aid and safeguarding courses will be coordinated via the club, allowing any third party funding opportunities to be taken.

Leadership qualifications will be coordinated by the Kids Club Leader Coordinator.

Coaching qualifications will be coordinated by the Head Coach.

Outstanding First Aid qualifications will be organised by the First Aid Coordinator.

Outstanding Safeguarding Children in Sport qualifications will be coordinated by the Welfare Officer.

The Welfare Officer will also direct all leaders and coaches to the Scottish Cycling 'Code of Conduct', Scottish Cycling 'Child Protection Policy', Leaders Manual and various other resources on the club website in the Members Leaders' area. They will also be advised to ensure they have taken out appropriate British Cycling Membership and submitted a Self Declaration form.

Existing Leaders and Coaches

The club will regularly review the level and type of qualifications of existing leaders and coaches and what the club's needs and requirements are. Individuals may be approached about undertaking further training. Additionally, where existing leaders or coaches would like to be considered for further training they may note their interest to the Kids Club Coordinator or Head Coach, as appropriate. All interested candidates will be considered, based on the needs of the club, their merits and the level of commitment shown to the club.

Funding

Funding for the various training courses is typically from three possible sources or a combination of these:

- Third Party Funders such as Borders Sports and Leisure Trust Coach Scholarship Scheme (typically a percentage of the cost). Applications to be co-ordinated by the club.
- The club, subject to committee approval on a case by case basis and subject to the needs of the club.
- From the individual.

Appendix 1

Application Forms

Kids Club Leader Application Form

Name:		Date of birth:	
Address:			
Post code:			
Mobile:		Email:	
Previous work experience and any relevant qualifications. (Please include work with children where applicable)			
What previous experience do you have as a volunteer?			
Please specify any hobbies, interests or useful information that may be useful to the club?			
Cycling Experience			
What do you feel you can offer Kids Club?			

<p>How many Saturday mornings a month do you think you would be able to commit to Kids Club, outside of school holidays?</p>			
<p>Referees. Please provide details of 2 people willing to provide a reference for you. These must <u>not</u> be family members.</p>	<p>Name</p> <p>Address</p> <p>Telephone</p> <p>Relationship to you</p> <p>Name</p> <p>Address</p> <p>Telephone</p> <p>Relationship to you</p>		
<p>Signed:</p>		<p>Date:</p>	

Coach Application Form

Name:		Date of birth:	
Address:			
Post code:			
Mobile:		Email:	
Previous work experience and any relevant qualifications. (Please include work with children where applicable)			
What experience do you have of working as a volunteer?			
Please specify any hobbies, interests or useful information that may be useful to the club?			
Cycling Experience			
What do you feel you can offer the club as a coach?			

<p>Referees. Please provide details of 2 people willing to provide a reference for you. These must <u>not</u> be family members.</p>	<p>Name</p> <p>Address</p> <p>Telephone</p> <p>Relationship to you</p>		
	<p>Name</p> <p>Address</p> <p>Telephone</p> <p>Relationship to you</p>		
<p>Signed:</p>		<p>Date:</p>	

Appendix 2

Kids Club Leader and Coach Job Descriptions

Job Title:	Kids Club Leader		
Applications Accepted By: APPLICATION FORM TO:			
E-MAIL:		MAIL:	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>Kids Club leaders are responsible for taking out an assigned group of children within the remit of their cycling qualifications. Kids Club meets on Saturday mornings between 9.45 and 12 noon, usually during term time only. The meeting point is generally at Glentress, but sometimes arrangements are made to start from other locations. Other optional activities include providing assistance at midweek skills coaching sessions and other club organised activities and races. As an active leader at Kids Club you will be expected to:</p> <ul style="list-style-type: none"> • Undertake necessary training • Follow the current procedures for advising your availability on a given Saturday • Arrive ready to lead your assigned group (generally with at least one other leader) at 9.45am on Saturday, finishing at 12 noon • Adhere to good practice with regards to use of your qualifications and club procedures • Ensure your necessary qualifications and memberships are kept up to date to ensure adequate professional indemnity and public liability insurance (club assistance will be provided) <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>Active leaders will need to have completed the MBLA Trail Cycle Leader or British Cycling Level 2 Leadership award, as a minimum. In addition a valid two day Emergency in the Outdoors First Aid training qualification (renewed every three years), attendance at a Safeguarding and Protecting Children in Sport course and British Cycling membership will be required to validate your leadership award. Training will be provided to suitable candidates where necessary.</p> <p>PREFERRED SKILLS</p> <p>You need to enjoy working with children and passing on your skills and experience to others. Previous experience of working with children is an advantage. A minimum level of fitness, bike handling, navigational, group management and mechanical skills will be required in order to complete the necessary qualifications.</p> <p>ADDITIONAL NOTES</p> <p>You will require to be a member of the Protecting Vulnerable Adults and Children (PVG) scheme. A PVG Application will be arranged through our club Welfare Officer. You will also require to be a member (Gold, Silver or Ride) of British Cycling and a member of Peebles Cycling Club, at your own expense.</p>			

Job Title:	Coach		
Applications Accepted By: APPLICATION FORM TO:			
E-MAIL:		MAIL:	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>Coaches will be responsible for coaching groups within the remit of their cycling qualifications. Coaching may be within the context of the Saturday morning Kids Club (which usually meets between 9.45 and 12 noon at Glentress) or at other times and places. Coaches may also become involved in supporting the Scottish Cycling Cluster programme and other Scottish Cycling and community events. As a coach you will be expected to:</p> <ul style="list-style-type: none"> • Undertake and complete the necessary training and paperwork • Deliver sessions for the benefit of the club which are appropriate to your experience • Adhere to good practice with regards to use of your qualifications and club procedures • Ensure your necessary qualifications and memberships are kept up to date to ensure adequate professional indemnity and public liability insurance (club assistance will be provided) <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>Fully qualified coaches will need to have completed the course and paperwork associated with the UKCC Level 2 award. They will also need a current First Aid certificate (renewed every three years) and British Cycling membership to validate their award. Training and support will be provided to suitable candidates where necessary.</p> <p>PREFERRED SKILLS</p> <p>You need to enjoy working with children and passing on your skills and experience to others. Previous experience of working with children is an advantage.</p> <p>ADDITIONAL NOTES</p> <p>You will require to be a member of the Protecting Vulnerable Adults and Children (PVG) scheme. A PVG Application will be arranged through our club Welfare Officer. You will also require to be a member (Gold, Silver or Ride) of British Cycling and a member of Peebles Cycling Club, at your own expense.</p>			

Appendix 3

Reference Form

Peebles Cycling Club Reference Form

.....has applied for the post of.....
as a volunteer with Peebles Cycling Club and has provided your name as someone who is willing to provide a reference on their behalf. The post involves access to children and young people and therefore we are keen to ensure that they are suitable to carry out this role.

If you are prepared to provide a reference please complete the below and return to:

.....

All information provided will be treated with the strictest confidence. Please base your responses, where appropriate, on your knowledge as to how the applicant has dealt with Children and Young People.

1. How long have you known the above?
2. What is/was your relationship to them?
3. What would you describe as their best attributes for the role?
4. What would you describe as their worst attributes for the role?
5. How would you describe their personality?
6. Please rate them on the following (tick one box for each criteria)

	N/A	Very Poor	Poor	Average	Good	Very Good
Communication						
Attitude						
Respect						
Dignity						
Professionalism						
Responsibility						
Leadership						

If you have marked any criteria as poor or very poor please explain further

As stated above the role involves working with children, young people and/or vulnerable adults. Do you know of any reason why the individual is not suitable for the role? **YES/ NO**

If yes please provide details below, we may contact you for further clarification:

Please complete your personal information below.

Name:..... Organisation:.....

Address:..... Postcode:.....

Telephone number:..... Email:.....

Signature:..... Date:.....

Information provided will be used for the purposes of this reference only and will be securely stored and destroyed under and in accordance with the principles of the Data Protection Act 1998.