



Volunteer Recruitment and Selection

The following procedures will be used when recruiting Mentors and other personnel used to manage teams within Arva GAA and Arva Ladies Club.

- **Role Clarification:** The role of the volunteer will be clearly defined e.g. Mentor, Committee Member, etc.
- **Role Assistance:** The various supports available in the Club will be explained to new volunteers e.g., courses. For new Mentors in the Nursery, induction meetings will be held in the Club. A copy of the Club Codes, Policies and Procedures will be made available to every new volunteer.
- **Application/Subscription Form:** Volunteers should complete a club membership application form prior to formally commencing their role in the Club. This is particularly important for new Mentors as they must be registered in order to be covered by insurance. Signing an application form requires the volunteer to agree to abide by the Clubs Codes, Policies and Procedures.
- **Data Retention:** All member details collected on application or subscription forms will be securely stored by the Club. This information will be treated confidentially and only be used for GAA purposes.
- **References and Garda Vetting:** As part of the recruitment process each new volunteer member must be recommended by an existing Club member. These recommendations will be verified by a member of the Club Executive. For volunteers involved in Mentoring or in assisting in juvenile or adult teams, it is mandatory to complete a Garda Vetting process prior to commencement of their role(s). Mentors must also attend a Child Protection Course and do the GAA Foundation Coaching Course.
- **Meeting the Applicant:** An official representative of the Club will meet each new volunteer to ensure that they are aware of their role(s) and to use the occasion to clarify any issues that may arise and identify any coaching and up-skilling needs as appropriate.
- **Volunteer Support:** Continuous supports will be made available to all Mentors and volunteers to enable them to full fill their roles successfully. The Club Executive, Club Chairperson, Juvenile Chairman and the Children's Officers will be available to support all roles in the Club.
- **Mentor Ratification:** All Mentors (new and existing) will be reviewed and ratified by the Club Executive on an annual basis