

# **Canterbury Tennis Club**

## Recruiting staff safely and sensibly



### *Our Policy*

Developing a thorough, fair and safe recruitment process is in the best interests of our Club. Our aim is always to appoint the best people and to widen our pool of administrators, coaches and volunteers.

In line with our rules for tennis club members, we remain open and accessible to all sections of society. We welcome diversity, accept differences and challenge all forms of discrimination and unjust behaviour - both in the recruitment process and during employment.

### *Our Recruitment Process*

#### **Planning**

Decide the minimum qualifications and skills required, including ~~those~~ skills that are not based on qualifications and are transferable from other sports, sectors and life experiences.

As well as recruiting the right people, consider the overall team dynamic and the mix of skills that everyone brings.

#### **Advertising**

It is important to advertise the role, even if only locally. Adverts should outline the qualifications and skills required and make clear that references will be sought and, where applicable, a criminal records check.

Use the appropriate e-mail address in the advert. Do not use personal contact details at this stage.

#### **Interviewing**

- Firstly identify the skills, knowledge, understanding and experience required for the role.
- Consider who should be on the interview panel for gender balance, diversity and working background. Having two interviewers is recommended and is essential if the applicant is under 18 years old.

- Prepare a list of questions which will reveal the knowledge, understanding, skills and experience you are looking for.
- If relevant ask the candidate to carry out a short task related to the role, making adjustments if he or she has particular needs.
- Take notes to help you remember their answers and responses.
- Be fair by asking all applicants the same questions and note each interviewer's response to the candidate's answers. This ensures that the final decision is based on evidence rather than 'gut instinct'.
- Let the candidates know if they were successful or not as soon as possible - but be sure to wait for the chosen candidate to accept the role before advising other candidates.
- Feedback to all candidates should be open and honest.

### **References and criminal records checks**

- References for prospective staff, coaches and volunteers is essential. Follow up a written reference with a phone call if clarification is needed.
- References should be from trusted sources who have known the applicant for at least two years - one in a personal and one in a professional capacity. Ask for detailed feedback on the applicant relating to their skills, quality of work and reliability.
- Conduct a criminal records check if relevant via the LTA Safe and Inclusive Tennis team. Clarify that the role offer is dependent on a completed and signed off check. If there is concerning information the LTA team will conduct a risk assessment.
- Remember to check that a coach is LTA accredited. Do so by contacting the British Tennis Services Team: [info@lta.org.uk](mailto:info@lta.org.uk) - 020 8487 7000

### **Probation**

Consider a probation period for new appointees so that we and they can see if they are right for the role. When the probation period is up, it is important to confirm their success in writing (paper or e-mail).

### **Induction and support**

Once recruited, a welcoming induction will help new staff get to know our Club - its people, policies and facilities. Training and development opportunities are important for all staff and volunteers. Regular opportunities for those who work here to give feedback and share ideas are just as important as formal training.