



## **WRL Selection and Recruitment Policy**

**Reviewed and Update: Mark Jones and Stephen Jones 2023**

**Next Review: January 2025**

### **GUIDANCE ON SELECTION & RECRUITMENT**

It is the unfortunate truth that some individuals do have poor intent regarding children, and it is the responsibility of Wales Rugby League and clubs to ensure that all reasonable steps are taken to ensure that unsuitable people are prevented from working with children at Wales Rugby League.

WRL are an Equal Opportunities organisation that fully expects the following guidance to be applied to all recruitment and selection process – the Safeguarding Policy also has some useful templates to help in this process.

#### **Planning**

Draw up a job description, a personal specification and minimum requirements, e.g. Rugby League Coaching Level 2, First Aid Certificate, DBS certified, or any job specific qualifications for the role advertised

#### **Advertising**

Advertise locally, online and also use the support of Sport Wales and The Rugby Football League to help identify suitable applicants for the position; stating that a clear recruitment process (including DBS checks) will be followed.

#### **Application Form**

The application form should be designed to capture the skill levels of the applicant and form the basis of the initial suitability of the applicant for the role offered.

#### **Interview**

Applicants for all roles offered within the structure of WRL should be conducted professionally by the interviewing officer but can be in an informal or formal environment to suit the occasion. The interview will enable WRL/Club to verify any information by checking identification documents, driving licence etc.



## **References**

The WRL and Clubs should always seek at least two references before making a recruitment decision. Ideally one reference should be from paid employment or education and the other reference should be in a sporting capacity, ideally in a role similar to the one they are applying for.

## **DBS Check**

The applicant should be asked to complete a DBS check and return this to the WRL/RFL for processing.

Upon receipt of the DBS Disclosure, the RFL will make a decision on whether or not there is any reason to prevent that individual working within Rugby League, notifying WRL and the club.

## **Induction**

New volunteers should be introduced to the WRL Safeguarding Policy, the club's Safeguarding and Protecting Children Policy and any other policies the club deems are necessary.

## **Ongoing Performance Appraisal**

It is important that the performance of the new volunteer is monitored. Consideration should be given to reviewing the progress formally after three months and at the end of each season. Consideration should also be given to having a period where the new volunteer is mentored by a senior person at the club.

## **Extra-ordinary circumstances**

In the event of extra-ordinary circumstances such as death, illness, suspension, immediate dismissal or staff leaving without notice and ONLY if an appropriate internal candidate with the experience and knowledge is available immediately, then this candidate can fulfil the role on an interim basis or until the position is made permanent by the board. This allows for operational continuity and minimises disruption.