



Kent Netball Recruitment Policy

Policy Name	Kent Netball Recruitment Policy
Responsible Officer	Chairperson
Group Owner	KNMC
Date created/modified	01/05/2021
Version	1.0
Review date	01/05/2027
Applicable for	This policy is mandatory. It applies to all members of Kent Netball, volunteers and self-employed, acting in any capacity within netball where a separate policy does not exist.
Summary	This policy provides information on Kent Netball's Recruitment Policy and outlines the organisation's aim to recruit the best person for each vacancy based on skill set/experience. The policy sets out the process to be followed when dealing with recruitment and retention of volunteers and the self-employed.

Version control

Person Responsible	Version and summary of changes	Date
Dawn Cox	First Version. Kent Netball Recruitment Policy_v1.0	01/05/21
Dawn Cox	Review - no changes.	01/05/24

Contents

1. Policy Statement.....	3
2. Definition of Terms.....	3
3. Volunteer Roles.....	4
4. Recruitment of Volunteers.....	4
4.1 Advertising Volunteer Roles.....	4
4.2 Eligibility.....	4
4.3 Expression of Interest.....	5
4.4 Post-election/post-appointment procedure.....	5
4.5 DBS (Disclosure and Barring Service) check.....	5
5. Management of Volunteers.....	5
5.1 Induction.....	6
5.2 Trial Period.....	6
5.3 Training and Development.....	6
5.4 Supervision and Support.....	6
5.5 Expenses.....	6
5.6 Social Media.....	6
5.7 Recognition of volunteer contributions.....	6
5.8 Absence.....	6
5.9 Addressing issues with a volunteer.....	7
5.10 Leaving.....	7
6. Self-Employment.....	7
7. Associated Documents.....	7
8. Relevant Contacts.....	8
9. Review of the Policy.....	8

Abbreviations

AGM	Annual General Meeting of Kent Netball
EN	England Netball
INF/IFNA	The International Netball Federation (INF), formerly the International Federation of Netball Associations (IFNA), is the worldwide governing body for Netball.
KN	Kent Netball
KNMC	Kent Netball Management Committee
L&SE	London and South East
RMB	Regional Management Board

1. Policy Statement

As a voluntary organisation, people are our most important asset. We appreciate and value the significant contributions that volunteers make to the aims and objectives of Kent Netball (KN). We therefore recognise that it is crucial that we attract volunteers to our organisation to help us achieve our Objects.

A KN volunteer is someone who, unpaid and of their own free will, chooses to give their time, energy, skills and expertise to support KN in achieving its objects. The arrangement is voluntary on both sides. KN's relationship with volunteers is based on trust and is not intended to have the obligations associated with employment. No payment, other than the reimbursement of agreed out-of-pocket expenses, is made by KN to people who give their time as volunteers.

In line with the Kent Netball Equality, Diversity, Inclusion and Equity Policy, KN is committed to recruiting the best person for each vacancy based on skillset/experience. No volunteer or potential volunteer shall receive less favourable treatment or consideration during recruitment on the grounds of race, colour, religion or belief, nationality, ethnic origin, sexual orientation, gender, age, disability or marital status.

Volunteers are expected to:

- support the aims and values of KN;
- represent KN in a professional manner at all times;
- carry out their role to the best of their ability;
- complete training that KN deems to be mandatory for a role;
- treat everyone associated with KN with respect;
- take reasonable care for the health and safety of themselves, and of others who may be affected by their acts or omissions; and
- comply with all appropriate policies and procedures.

It is a requirement of KN that members adopt and implement this policy.

A copy of this policy and procedures will be given to all KNMC members on their election/appointment to the KNMC and to all relevant volunteers as part of their induction.

In the course of administering its business in connection with this policy, KN may need to process both personal data and special categories of personal data. KN will process such data in accordance with the Kent Netball Data Protection Policy.

The Chairperson is responsible for initiating a skills gap analysis to highlight the skills, knowledge and attributes of volunteers essential for delivery of KN's Objects. In addition, the Chairperson will carry out regular succession planning with the aim to be able to fill roles effectively if a volunteer leaves.

The Chairperson is responsible for ensuring that this policy is implemented effectively. The Chairperson is responsible for the day-to-day implementation of the Policy. All other KNMC members are expected to facilitate this process.

A record of revisions of this policy will be recorded in the Kent Netball Documents – Version Control Register.

Queries regarding this policy should be directed as indicated in the Relevant Contacts section.

2. Definition of Terms

Definition of terms:

DBS check	Disclosure and Barring Service, a criminal record check.
Expression of Interest	The formal means by which a volunteer may put themselves forward for a role.
KNMC	The Kent Netball Management Committee.
Point of Contact/Mentor	A person allocated to a new recruit to provide support and guidance.
Role Description	A document outlining the roles and responsibilities of a volunteer.
Self-employment	A person is self-employed if they run their business for themselves and take responsibility for its success or failure.
Volunteer	A person who gives their time unpaid.
Volunteering	Volunteering is described as an unpaid activity where someone gives their time.

3. Volunteer Roles

KN's volunteer roles include, but are not limited to:

- The Kent Netball Management Committee (KNMC) whose roles are set in the KN Constitution and elected/appointed at the Annual General Meeting.
- Subcommittees & Events personnel where expressions of interest are considered year-round.

4. Recruitment of Volunteers

4.1 Advertising Volunteer Roles

Volunteer roles should provide benefit to KN and be linked to one of the Objects of the Association. A volunteer Role Profile and Role Description should be created and approved by the KNMC.

The Chairperson will work in conjunction with the KNMC to establish:

- Eligibility criteria
- Closing date for expressions of interest
- Preparing and publishing the expression of interest form
- Preparing and publishing a marketing campaign.

4.2 Eligibility

Generally, KN will consider involving anyone who wishes to volunteer with us. However, prospective volunteers must demonstrate a commitment to the Objects of KN and their availability as volunteers must align with the needs of KN.

KN will provide a volunteer recruitment process which is free from any unlawful discrimination in line with the Kent Netball Equality, Diversity, Inclusion and Equity Policy.

Specific eligibility criteria may apply for some volunteer roles. Eligibility criteria are based on the relevant skills, qualifications or experience of volunteer candidates and may include age criteria, for example when an adult is a mandatory requirement.

Anyone under 18 years old will be required to complete an U18 Volunteer Consent Form detailing the nature of their proposed involvement and the consent of their parent/guardian/carer prior to commencing the activity.

4.3 **Expression of Interest**

Prospective volunteers may submit an Expression of Interest Form at any time for a volunteer role via the online form on the KN website. Alternative versions will be available to download from the website or upon request from the Secretary.

KNMC roles come up for re-election/re-appointment every two years in rotation. The roles up for re-election in any given year will be advertised on the KN website.

Expressions of interest to join the KNMC must be received by 1 June to commence in September of that year. All Expressions of Interest will be elected at the KN AGM.

Expressions of interest for other volunteer roles can be made at any time and will be presented for consideration at the first available KNMC meeting.

KN will take a proactive approach to the recruitment of volunteers by directly inviting potential volunteers who meet the eligibility criteria to complete an Expression of Interest Form.

Volunteers submitting an Expression of Interest Form will be required to provide the following key information:

- Name and contact information.
- Relevant experience, qualifications or training undertaken.
- A Personal Statement outlining why they are suitable for the role.
- Self-disclosure detailing any action taken against them in relation to child abuse, sexual offences, violence or if they are known to Children's Social Care Services.
- A commitment to abide by the England Netball Code of Conduct for Volunteers and England Netball's Safeguarding and Protecting Young People in Netball Policies and Procedures.

4.4 **Post-election/post-appointment procedure**

The Chairperson is responsible for offering a volunteer role to the successful candidate(s). The successful candidate(s) will be required to sign the Kent Netball Management Committee Code of Conduct and may be required to complete a satisfactory enhanced DBS check prior to formal acceptance. The Chairperson will confirm a start date and organise a Point of Contact/Mentor for the new volunteer.

The Chairperson is responsible for notifying unsuccessful candidate(s) and is also responsible for endeavouring to place the unsuccessful candidate(s) in a suitable alternative role within KN. If there is no suitable alternative role then they will be signposted to other relevant volunteer bodies, for example the local leagues.

4.5 **DBS (Disclosure and Barring Service) check**

The Disclosure and Barring Service (DBS) helps organisations to make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups.

Volunteers may be required to undertake a DBS check. Having a criminal record is not necessarily a bar to volunteering within KN, it will depend on the nature of the position and the circumstances and background of the offence. Eligibility will be determined by England Netball as laid out in the England Netball Recruitment of Ex-Offenders Policy.

DBS checks must be conducted through England Netball which has jurisdiction to manage information received and matters arising from a DBS check. More information on completing a DBS check can be found on the KN website.

5. Management of Volunteers

5.1 Induction

Before a volunteer commences their role, they will be allocated a person who will be their designated Point of Contact/Mentor, who they should contact if they have any questions about their role or if any difficulties arise in the course of carrying out their role.

As part of their induction, the volunteer will be issued with a copy of the Role Description which will specify the responsibilities and tasks involved in the volunteer's role.

The volunteer will have an opportunity to voice any queries they may have about their role.

In addition, the volunteer will be provided with information about:

- the Objects and organisational structure of KN;
- how their role fits within the broader purpose of KN;
- the support available to volunteers in KN including key contacts, information about the volunteer's Point of Contact/Mentor and communication channels within KN;
- the commitment expected of volunteers;
- health and safety, including any applicable risk assessments in respect of the volunteer's role;
- England Netball's Code of Conduct for Volunteers and the Kent Netball Management Committee Code of Conduct; and
- all other relevant policies and procedures of KN.

5.2 Trial Period

A trial period may be set in respect of volunteer roles to ensure both the volunteer and KN are satisfied with the volunteering arrangement. The duration of the trial period is dependent on the nature and hours of the volunteer role.

5.3 Training and Development

The Chairperson is responsible for ensuring that an appropriate level of training is offered to all volunteers to enable them to fulfil their role as effectively as possible.

5.4 Supervision and Support

Volunteers will have access to support and supervision during their trial period and throughout their volunteering period. Difficulties that arise will be dealt with in a fair, open and efficient way and in line with the Kent Netball Compliments and Complaints Policy.

5.5 Expenses

Volunteers will be reimbursed for legitimate expenses incurred, in line with the Kent Netball Finance Policy.

5.6 Social Media

Volunteers are liable to face disciplinary action if they act in any way that is unprofessional or unlawful on social media.

5.7 Recognition of volunteer contributions

Volunteers will be thanked annually at the AGM and over time may become eligible for Awards or Honours as set out in the Kent Netball Recognition Policy.

5.8 **Absence**

KN recognises that sometimes an absence is unavoidable. KNMC members should notify the Chairperson of absence from meetings. Volunteers in other roles must contact the person managing the activity in good time.

5.9 **Addressing issues with a volunteer**

Should there be cause for concern about a volunteer or a need to speak to them about amending or ceasing their volunteer role, the responsibility will rest with the Chairperson.

Causes for concern include, but are not limited to:

- Capability – it is felt that a volunteer does not demonstrate the necessary ability to complete the tasks required in their role to the required standard.
- Conduct – the manner in which a volunteer behaves falls short of the standards required of them even though they have the ability to meet the required standards.
- Capacity – the capacity of the volunteer or the organisation changes.

If the Volunteer does not agree with any decision made to amend or cease their voluntary role, they should write to the President clearly setting out the reasons why they do not agree. The President will, if required, contact the Volunteer and/or others involved to seek further information and will respond to the Volunteer in writing with an outcome. The President's decision is final.

5.10 **Leaving**

KN asks that volunteers give as much notice as possible if they want to stop volunteering with us. Resignation will be in writing to the Chairperson, Chair of the Subcommittee or Point of Contact or relevant activity lead.

6. Self-Employment.

Kent Netball may enlist the services of individuals on a self-employed basis.

The recruitment process for these roles will be outlined on the website on a role-by-role basis.

Individuals who are self-employed are responsible for any tax liability in conjunction with their role.

7. Associated Documents

England Netball Code of Conduct for Volunteers

England Netball Recruitment of Ex-Offenders Policy

England Netball's Safeguarding and Protecting Young People in Netball Policies and Procedures

Kent Netball Compliments and Complaints

Kent Netball Constitution

Kent Netball Data Protection Policy

Kent Netball Equality, Diversity and Inclusion Policy

Kent Netball Finance Policy

Kent Netball Management Committee Code of Conduct

Kent Netball Recognition Policy

With further reference to the Kent Netball Documents – Version Control Register for a record of all Kent Netball’s documents and their latest versions.

[View associated documents.](#)

8. Relevant Contacts

General Enquiries secretary@kentnetball.co.uk

Chairperson chairperson@kentnetball.co.uk

Secretary secretary@kentnetball.co.uk

9. Review of the Policy

The KNMC will review this policy at three-year intervals.

Amendments to the policy are permitted at any time following a decision of the KNMC, which must be minuted.