



# O.N.A.K.A.I.

## Official National Amateur Karate Association of Ireland

National Governing Body for Karate in Ireland

### RECRUITMENT POLICY

Recruitment of all positions within the O.N.A.K.A.I. must be conducted in accordance with this document. This document is further intended as a good practice guide for all our member Clubs and Associations.

Volunteers are an essential, and invaluable part of our organisation, our member clubs and associations. Indeed, without the time and commitment of volunteers there would be no opportunities to run clubs, events, competitions. However, to ensure safe and positive experience for our members and volunteers this document sets out procedures and practices for safe recruitment. This document should be read in conjunction with our Safeguarding Policies and Procedures.

#### Existing positions within O.N.A.K.A.I. and Membership

All members of the Executive and associated sub-committees must ensure continuing compliance with the requirements of O.N.A.K.A.I. Safeguarding Training and Education Policy, Garda Vetting Policy and to ensure validity of certification applicable to their positions.

All Club Instructors seeking membership renewal on annual basis will be required to complete information pertaining to individuals 16+ who have supervisory role or responsibility for children, young and vulnerable persons at the Club registration including certification as referred to within O.N.A.K.A.I. Safeguarding Training and Education Policy, O.N.A.K.A.I. Garda Vetting Policy and confirm their acceptance of O.N.A.K.A.I. Code of Conduct/ Safeguarding Policies and Procedures.

This Recruitment Procedure should be followed for all adults, intending to work as volunteers, with access to or involved with Children, young and Vulnerable persons.

These positions at all levels may include, but are not limited to:

1. Club Instructors and assistants
2. Club Children's Officer
3. Designated Person
4. Committee members
5. Officials including table staff



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Volunteers - depending on the nature and interval of engagement of volunteers, full recruitment procedure may not be necessary, but the individuals should still be required to complete the application form with the self-declaration. Similarly, whilst not all volunteers will require Garda Vetting all volunteers should be valued and offered induction and training which will reinforce ethos of Safety, Protection and Wellbeing of all members within O.N.A.K.A.I., member Clubs and Associations.

### The Recruitment Process

1. The recruitment process should be run by a selected group within the NGB, Club or Association. Documentation relating to the recruitment is confidential and should only be viewed by the designated group while the final ratification of any appointment should be done by the Executive/ Club or Association committee and recorded in the minutes.
2. All positions should set out clear terms of expectations and responsibilities of the role, as well as indicate requirement to undertake Garda Vetting and/or Safeguarding, Coaching training.
3. All positions becoming vacant within Executive and subcommittees outside the re-election cycle will be advertised to the membership and with relevant bodies such as FIS. Members seeking to engage new volunteers and coaches within their club are encouraged to advertise vacant positions within their local area, in local press and within local volunteer organisation.
4. All applicants should submit, at the minimum complete O.N.A.K.A.I. Recruitment Application Form, and where required a full CV and covering letter. Member Clubs and Associations may adapt the template form.
5. The Executive/ Club/ Association board should consider all applications, conduct interviews, and take up references, keeping detailed minutes of the final selection.
6. All successful applicants in posts having contact with children will be required to undertake Garda Vetting prior to taking up their position and undertake Safeguarding 1 within 8 weeks of starting in their post. Where relevant individuals must complete further training as per the O.N.A.K.A.I. Safeguarding Training and Education Policy.

### Management of Staff and Volunteers

Following the successful recruitment process all volunteers should receive an induction/introduction to O.N.A.K.A.I., member Club/Association to minimise the unintentional risk to children through lack of understanding and knowledge.

All volunteers should receive support, assistance and supervision in their role which will ensure effective and safe delivery of activities for both Club, students, and volunteers. All volunteers should have a review annually to assess future training and education needs and ensure their time and effort is engaged in the most efficient way to achieve the organisation's aims and objectives.



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Lastly, don't forget to say thank you!



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