



Amersham Cricket Club  
Shardeloes  
Missenden Road  
Old Amersham  
Bucks HP7 0RN  
Tel: 01494 433020  
[www.amershamcc.co.uk](http://www.amershamcc.co.uk)

## Recruitment Policy

### Introduction

Amersham Cricket Club (ACC) has not and will not seek Club appointment holders from outside the membership of the Club. This policy assures that everyone who comes forward to serve ACC has already vouched to uphold the high standards enshrined within the ACC Constitution and all the Policies which seed from that. Furthermore, no one being recruited to a role within ACC, will not be well known by all of the Committee prior to consideration for a role within the Club.

### Guidance

Notwithstanding the foregoing, ACC shall ensure that all individuals working within cricket at, or for, ACC are recruited and appointed in accordance with ECB guidelines and relevant legislation.

The Club Welfare Officer (CWO) as a member of the Committee shall have a significant role within the process for recruiting volunteers and staff to ACC.

The safety of children is paramount in all activities at ACC and these guidelines are designed to help us in this. ACC is committed in the Constitution to providing a safe environment for children. By adopting the points outlined here we will be putting in place the best current practice to protect children whenever a volunteer is sought to work with them.

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ACC recognise that most of those working with children in cricket only have the best possible intentions. However, ACC also recognises that it has a responsibility to safeguard children participating in cricket, by providing a safe and enjoyable environment. ACC understands that sound recruitment and selection procedures will help screen out those who are not suitable.

When we recruit new volunteers, or consider recruiting paid staff, all reasonable steps must be taken to ensure unsuitable people are prevented from working with children. In addition, the volunteer selection processes used by us must be consistent and fair at all times.

This guidance outlines methods we can use to assist recruitment choices. While this guidance has a special emphasis on recruiting volunteers to work with children, it will also be applied to the recruitment of all volunteers and paid staff.

## **Process**

When a role within ACC is identified, the Committee will confirm the Terms of Reference for that role and agree to begin the process of finding the right person for the role.

Notice of the new role will be included in ACC normal correspondence to members through notice boards, personal contacts, newsletters and the ACC website.

Candidates for the roles will be considered by the Committee in accordance with the guidance herein and a short list will be established.

The Committee will then nominate members including the CWO, to conduct interviews to establish the most appropriate candidate and prepare a report for the Committee.

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### **Recruitment Decisions**

ACC will consider all the information we receive on the candidate through the appointment and vetting process. This information will be considered alongside the outcome of the discussions of the Committee before an informed decision is made about the appointment.

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