



HYTHE CRICKET CLUB RECRUITMENT POLICY

- When a vacancy occurs it will be advertised internally and when appropriate externally.
- A person specification will have been drawn up and an appropriate job description.
- An interview will take place and a person will be made aware of the club's adoption of the 'Safe Hands policy' and 'Child Protection Procedure'.
- If appointed the person will be expected to complete a self-declaration form, which will suffice until, the Child Welfare Officer has processed a Criminal Record Bureau form.
- Two references will be taken up from the Safe Hands Policy format.
- The appointment will take place following the clubs Equity Policy.
- The successful candidate will be made aware of the clubs policy and Code of Conduct informally.
- Any unsuccessful candidate will be informed in writing and if required will be given a debrief.
- A copy of the 'Club Constitution' will be displayed on the Club Mark Board.