

Recruitment Policy

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1. Introduction

This policy outlines:

- British Wrestling's guidelines to clubs and associations on the recruitment and selection of volunteers
- British Wrestling's approach to employee recruitment and selection
- Roles and responsibilities
- The need to provide equality of opportunity to all interested in applying for roles whilst increasing the diversity of the people involved in such roles
- Processes required to support British Wrestling's approach

The British Wrestling Association Ltd (BWA) recognises that its success depends upon the calibre of its volunteers and employees. The BWA's Training and Education programmes are being developed to support volunteers and employees to reach their potential as far as this is possible within the objectives of the organisation, to the mutual benefit of the individual, the BWA and wrestling in the wider sense.

The BWA is a governing body that is aware of its responsibilities regarding equality and diversity and any recruitment and appointments will be delivered in line with the BWA's Equality Policy.

Within this document, the term "manager" is taken to mean any employee or Council/Committee/Club member who may be included in the selection process. The term "line manager" denotes a person (who may be an employee) who has direct responsibility for the management of any number of volunteers or employees.

2. Policy Statement

It is the aim of the BWA to obtain enough qualified and/or experienced personnel to meet the changing needs of wrestling with a clear commitment to achieving acceptable service standards. In operating this policy the appointing person or group of persons will:

- Ensure applicants for unpaid or paid roles are treated equally, irrespective of the nature of a role or its position in wrestling.

- Ensure the appointed person is the best candidate that can be recruited to a specific role as advertised.

Either directly or through its association and clubs, the BWA will attempt by means of efficient and effective recruitment and selection procedures, to identify the most suitable people available and enable them to achieve role satisfaction, to offer good working conditions, security and opportunities for role and personal development.

3. Recruitment of Volunteers

4 Safe Recruitment

It is our belief that, within the wrestling community, all coaches, tutors, event officials, volunteers are committed, dedicated people who are motivated to work within the sport for commendable reasons. However, it is important that all reasonable steps are taken to ensure that unsuitable people or people with inappropriate motivation are prevented from working with young people. Good practice requires that supervision is available at all times to people working with children or vulnerable adults. The following procedures should be adopted and applied consistently when appointing a coach, tutor, official or volunteer in either a voluntary or paid capacity. Under the Protection of Children Act 1999, all individuals working on behalf of, or otherwise representing, an organisation are treated as employees (for the purposes of this Act) whether working in a paid or voluntary capacity.

5 Advertising

When any form of advertising is used to recruit staff or volunteers, the following information should be reflected:

- Aims of the club/association or 'employer' and where appropriate, the particular programme involved;
- Key responsibilities of the role;
- Level of experience or qualifications required, particularly if experience of working with young people is an advantage;
- The club/association or 'employer's' open and positive stance on equality of opportunity and diversity of 'workforce';
- The club/association or 'employer's' open and positive stance on child welfare and the use of Enhanced Disclosures as part of the recruitment and selection process.

6 Pre-Application Information

Pre-application information sent to interested or potential applicants should include:

- A job description, including roles and responsibilities;
- A person specification which clearly states qualifications and experience required;
- A self-disclosure form (BWA Safeguarding Policy).

7 Applications

All applicants, whether for paid or voluntary positions should apply for the position advertised by providing a CV.

Contact details of two written referees (not relatives, partners or similarly close associates) should be provided, one of which should be a representative of a previous employer or club. Referees must be willing to provide written comment on the individual's experience and suitability to work with young people. References must be taken up when the position has been offered to the applicant.

8 Short-listing

A short-list will be made for each post in accordance with the submitted CV and the relevant person specification. In the interests of efficiency, self-disclosure forms must (see 3.3. above) be completed by all short-listed candidates. This will allow for questioning of short-listed candidates about their 'disclosure' prior to any offer of employment being made.

It is important that any 'gaps' in employment identified by careful examination of a CV are investigated. Similar gaps may be evident in a person's résumé of work whether it is of a paid or unpaid nature and should also be investigated.

9 Interviews

A formal interview is always required for positions involving working with young people. The interview should be carried out according to acceptable protocol and recommendations¹.

¹ Good advice on general recruitment, interview techniques, and good practice is contained in the Running Sport publication 'Employment Matters' and the sports coach UK publication 'Investing in Coaches - A Guide to Local Coaching Development' (both available from Coachwise Ltd. on 0113 2311310).

10 Disclosures

All those with significant access to or responsibility for young people will be required to complete an Enhanced Disclosure. All those with occasional access to young people i.e. all Club volunteers and employees who have not been required to complete an Enhanced Disclosure will be required to complete a self-disclosure form (BWA Safeguarding Policy – Template One) and be subject to the BWA's Recruitment Process. The Enhanced Disclosure and the self-disclosure form must be completed once every three years.

If you are unsure as to which employees (paid or voluntary) require a satisfactory Enhanced Disclosure contact the BWA's Lead Safeguarding Officer.

If you have any concerns regarding information received on a self-disclosure form, contact the BWA Lead Safeguarding Officer.

11 Appointment

The successful applicant should be issued with an offer letter. It should specify full details and requirement of the position and any probation period if appropriate. The applicant should be informed that the appointment is subject to a satisfactory Enhanced Disclosure/Self-Disclosure form and two satisfactory references. An individual may be allowed to commence his or her duties (at the employer's discretion) but care should be taken to ensure that a senior member of staff is present whenever there is the possibility of contact with young people or vulnerable adults.

All employees, paid and voluntary, will undergo a formal induction in which:

- Their qualifications as a Coach/Official are substantiated through the BWA
- They complete a profile to identify training needs/aspirations;
- They are reminded that they have agreed to abide by the BWA's Code of Ethics and Conduct (Appendix C), and they may face disciplinary action if there is an allegation that the Code has been broken;
- The expectations, roles and responsibilities of the job are clarified (e.g. through a formal or informal work programme or goal setting exercise);
- The BWA's Safeguarding Policy and Procedures are explained, Induction Policy 'Paper Trail' completed and training needs established;
- If practicable, the new recruit should be mentored by an experienced person.

12 Training

Checks are only part of the process to protect young people and vulnerable adults from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse.

The BWA will provide training opportunities for people involved/working with young people and vulnerable adults, details of which will be communicated throughout the sport and updated periodically.

13 Monitoring and Appraisal

At regular intervals (or following a particular programme) all volunteers, employees and other workers should be given the opportunity to give and receive feedback (e.g. through a discussion or appraisal), to identify training needs and set new goals. All associations, clubs or groups should be sensitive to any concerns about poor practice or abuse and act on them at an early stage following the guidelines in this document. The BWA will offer appropriate support, through liaison with the BWA's Lead Safeguarding Officer, to those who report concerns/complaints.

4. Employment of Staff to Work for British Wrestling

The BWA recognises that as far as possible the offer of employment should indicate a long-term commitment, but will consider carefully alternatives in order to meet short-term resource requirements or the needs of the BWA's employees.

All appointments are made in line with this Recruitment & Selection Policy and the BWA's Equality Policy

The employment policy is not a substitute for relevant legal regulations relating to employment generally, but is intended to complement them and to ensure a consistency of approach throughout the BWA.

In addition, BWA will:

- Actively promote the appointment of internal candidates whilst ensuring that this does not compromise on recruitment standards.
- Actively encourage managers to review their staff structures in order to assess the necessity for recruitment.

- Ensure that the remuneration for a given position is sufficient to recruit and retain the appropriate calibre of employees.
- Ensure that all external advertising is professional and portrays an appropriate image for the BWA and promotes inclusion of all groups in the community.
- Actively encourage the selection panel to consider the opportunity to increase the diversity of the workforce.
- Treat each appointment as a key business decision and ensure the recruitment process is geared to identifying the key skills, knowledge and attitudes required in the successful candidate.

15 Roles and Responsibilities

The responsibility for ensuring the successful operation of the BWA's recruitment processes rests with the Chief Executive. The Recruitment and Selection procedures specify the responsibilities of line managers at each stage of the process. The Chief Executive has a dual role which is summarised as follows:

- Providing advice and assistance to line managers on all aspects of the procedures.
- Monitoring the conduct of the procedures and taking any necessary action to ensure:
 1. They are fair to all candidates and comply with the Recruitment and Equal Opportunities Policies
 2. They meet the requirements of the BWA to safeguard and protect the welfare of children and vulnerable adults

The Chief Executive will provide support to managers in exercising their responsibilities specifically in the following areas:

- Advising on appropriate recruitment methods
- Planning the recruitment process
- Drafting job and person specifications

- Assisting with the interviewing and testing of candidates
- Obtaining employment references
- Monitoring equal opportunities
- Making offers of employment

These and other responsibilities of the Chief Executive are specified in more detail in the recruitment procedures.

16 Recruitment to the Board

Recruitment to the Board shall be done in line with the requirements of the UK Sport / Sport England “A Code for Sports Governance.” The BWA will conduct a formal, rigorous and transparent procedure for the appointment of new directors to the Board, and all appointments shall be made on merit in line with the skills required of the Board, as laid out in the Articles Para 6 “The Board.”

The Chair will be appointed by an appointments committee comprising the chair of the Nations and Regions Committee (who will chair the appointments committee), two nominated members of the Nations and Regions Committee, and one independent member with experience in sports governance. A representative nominated by Sport England and/or UK Sport will be invited to observe. The Chair’s appointment must be ratified by the Voting Members.

Each Home Nation appoints a Director through an open recruitment process following a formal, rigorous and transparent procedure that is competence-based. Each such appointment must be ratified by the Board.

The Independent Non-Executive Directors will be appointed by an appointments committee comprising the Chair (who will chair the appointments committee), the chair of the Nations and Regions Committee and two nominated members of the Nations and Regions Committee. Each such appointment must be ratified by the Board.

17 Other Vacancies

Once a vacancy has been identified, the Chief Executive will work closely with the appointing manager to produce a job description and person specification capable of supporting selection decisions of the highest standards.

The Chief Executive will agree the recruitment process, timetable and service standards with the appointing director or manager.

Response handling will be dealt with efficiently and professionally with all received applications acknowledged and applicants being informed about when they are likely to receive further communication.

18 Advertising

To ensure the most effective use of publications and advertising space, advertisements will be placed in appropriate journals/trade press and local/national newspapers. Advertisements will normally be placed in the publication on only one occasion with choice of media being agreed between the line manager and the Chief Executive in accordance with internal guidelines.

All external vacancies will be advertised on the BWA's website.

Local press will be mainly used for posts for which a professional qualification is not normally required.

For posts that require a professional qualification and/or are classed as Management Group posts, advertisements may be placed in an appropriate national newspaper and or relevant trade/professional journal.

In addition, external vacancies will be advertised in the following outlets as a minimum standard:

- UK Sport jobs website
- Sport England website or Home Nation equivalent
- The BWA's website
- Employer Direct website (Job Centre)
- Free recruitment websites as identified

Advertisements will normally be placed using the services of an advertising agency, and will use one of the standard recruitment advertising templates.

Advertisements will be as specific as possible and geared to attracting only those who fill the essential person specification criteria.

Recruitment packs will include a copy of the Equality Policy

19 Positive Action

To balance our commitment to internal promotion and career development, where advertisements are placed externally we will actively promote opportunities to encourage applications from all sections of the local community. In particular, we will regularly review the style and content of our advertisements, locations where these are placed and recruitment methods to ensure that we promote the BWA as an employer of choice to the local community.

20 Selection Methods

The interview will continue to be used as the main method of selecting new employees. However, this does not preclude the use of other techniques such as tests or assessment centres and these may be used as appropriate.

All applications will be objectively assessed and candidates who fulfil the essential criteria of the person specification shortlisted for interview. Assessment will take place in accordance with the CV's supplied and using scoring criteria agreed by the selection panel. All personal and monitoring information will be removed from the form prior to it being circulated to the selection panel. This information will only be made available to the selection panel once a shortlist has been drawn up.

All gaps identified in the employment record of a candidate will be investigated thoroughly.

The BWA does not normally require qualifications as essential criteria for selection. However, where qualifications are specified, applicants will be required to provide evidence to the selection panel that they meet the requirement.

All elements of the selection process will avoid and be seen to avoid any form of discrimination.

21 Disability

The BWA is committed to recruiting people with disabilities and we will:

- Guarantee an interview to people with disabilities who meet the minimum criteria for a job vacancy.
- Consult disabled employees about how they can develop and use their abilities at work.
- Make every effort when employees become disabled to keep them in employment.
- Develop employee awareness of disability and employment.
- Review annually achievements in meeting these commitments and let all employees know about progress and future plans.

The Chief Executive is responsible for ensuring that selection panels are aware of any applicants who classify themselves as disabled prior to short listing. The Chief Executive will also ensure that applicants who have declared a disability and are shortlisted for interview are contacted regarding any specific provisions or reasonable adjustments to permit full access to the recruitment process.

22 Selection Panels

Wherever possible, the BWA will seek to ensure that the selection panel reflects the BWA's commitment to its Equal Opportunities Policy.

In addition, where appropriate, selection panels should include a suitably qualified representative agreed with the Chief Executive to ensure best practice and deal with queries on terms and conditions etc.

The selection panel will normally comprise of 3 people one of which has expertise within the sphere of the position advertised.

23 Appointment

The selection panel is responsible for deciding whether or not to make an appointment from candidates who have been through all elements of the selection process. The decision to appoint will normally be unanimous. However, the Chairman of the selection panel has the authority to make a decision where agreement cannot be reached, subject to informing the Chair of the BWA of their decision.

All appointments will be in writing and have as a minimum an offer letter outlining the main terms of the offer, and an employment contract for signature and return by the employee.

All offers of appointment will be subject to:

- The receipt of a minimum of 2 satisfactory relevant employer references
- The receipt of a satisfactory DBS enhanced disclosure being obtained as necessary
- The receipt of a satisfactory self-disclosure (BWA Safeguarding Policy – Template One)
- Receipt of the Equality Profiling and Monitoring form

Offer letters and employment contracts will be signed by the Chair of the BWA.

Extensions to existing temporary or fixed term contracts can be signed by the Chair

24 Equality and Diversity

The BWA Board will monitor progress in the implementation of all aspects of the BWA's Equal Opportunities Policy and will ensure its continuing development.

When advertising posts, the BWA will emphasise its commitment to its Equal Opportunities Policy and in the placing of advertisements, will seek to reach potential applicants from all sections of the community.

The following statement will be included:-

The BWA is committed to providing equal opportunities for all and is committed to following best practice in the welfare of young people and vulnerable adults. The BWA will use enhanced disclosure provided by the Disclosure and Barring Service as part of the recruitment and selection process. For further information please consult the [Policies](#) page on www.britishwrestling.org

- In all aspects of its recruitment procedures, the BWA will follow good Equal Opportunities practice.
- The BWA will seek to ensure the safeguarding of children and vulnerable adults by requiring all employees to complete a criminal records enhanced disclosure, as necessary and completing a self-disclosure form
- The BWA will seek to develop the capabilities and experience of its employees through appropriate training and management to contribute fully to the work of the BWA.
- All employees involved in the Recruitment and Selection process are expected to promote, both in principle and practice, the BWA's Equal Opportunities Policy.
- Disciplinary action will be taken against employees who act in a way that contravenes the BWA's Equal Opportunities Policy.

25 [Monitoring](#)

The operation of this policy and associated procedures will be monitored and management information produced.

26 [Review](#)

The BWA will review annually the success of its recruitment policy and procedures and in doing so continue to improve upon them.