



Club Tip:
Resource 2

Volunteer Selection : Choosing Your Team

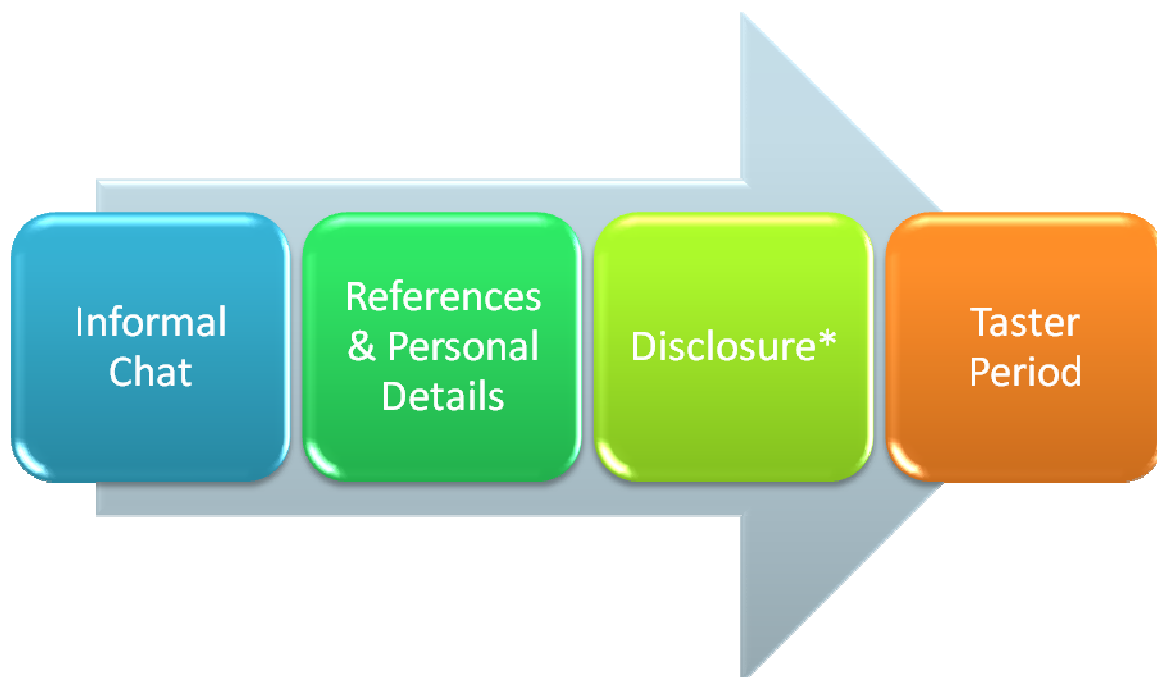
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Choosing your Team

Following your club's recruitment of new volunteers (for guidance see "Volunteer Recruitment - Widening the Net") it is important to consider volunteer suitability and selection.

Once you have a potential volunteer there are a number of steps that are recommended in order to collect the relevant details:



Details gathered at each stage:



***Disclosures:**

This process provides a way of checking for previous criminal convictions. There are three different levels of disclosure checks that may be used depending on the voluntary role; basic, standard and enhanced.

Not every volunteer is required to undergo a Disclosure Scotland check and clubs should get guidance from their NGB as to appropriate use of the scheme.

In addition, not all previous criminal convictions should be considered during selection for the volunteer, as some may not be relevant. For more specific guidance on disclosure checking contact CRBS at www.crbs.org.uk or call 01786 849777.

Data Protection:

At this stage it is worth noting that any information gathered about the volunteer should be handled in accordance with the Data Protection Act. Simply put, this means that personal information should be stored securely and not shared unless permission has been obtained to do so.



Next Steps: Now that you have a better understanding of the selection processes the next step is Club Tip Resource 3: Volunteer Retention – Staying Top of the League.

Useful Contacts

For further support please contact your local Regional Development Officer (RDO) Volunteering in Sport. Details can be viewed at www.sportscotland.org.uk/volunteering

Other sources:

Local Volunteer Centre
www.volunteerscotland.org.uk for a comprehensive list of contact details

Help for Clubs website
www.helpforclub.org.uk

sportscotland
www.sportscotland.org.uk search for Running Sport

CRBS – Central Registered Body in Scotland
www.CRBS.org.uk

Child Protection
www.childprotectioninsport.org.uk

Data protection
[www.ico.gov.uk/what we cover/data protection.aspx](http://www.ico.gov.uk/what_we_cover/data_protection.aspx)

Acknowledgments

There were a number of resources consulted in the creation of these club tips. The authors would like to acknowledge:

sportscotland

Sport England / Running Sports

Help for Clubs resources

Regional development Officers for Volunteering in Sport – Volunteer Management Training

Volunteer Development Scotland