



Standard Operating Procedure

Recruitment Policy for Instructors and Coaches

Ownership & Applicability

Person responsible for update of this procedure:	Children’s Officer
Responsible for Activity:	Training & Development Officer
Applicable to:	Instructors and Coaches

Approval

Drafted / Revised	Approved	Revision	Effective from
Emer O’Donnell	Ciaran O’Reilly	Rev1	June 2021

SOP Owner: _____ Date: _____

Flag Officer: _____ Date: _____

MYC Recruitment Policy for Instructors, Assistant Instructors and Coaches

Malahide Yacht Club employs instructors, assistant instructors and coaches on short term contracts, or ad-hoc arrangements to deliver:

- Irish Sailing certified training courses over the summer months
- Year round class based coaching to our members e.g. optimist coaching
- Other non IS certified training opportunities
- Powerboat, windsurfing, VHF and other sailing related courses

The primary objective of the training and development arm of the club is to provide accredited sailing and powerboat training, provide opportunities for our community to experience sailing, and also to promote and develop sailing as a competitive sport. Irish Sailing Instructors are temporarily employed by MYC for the training sessions organised and we operate in agreement with the Irish Sailing Policies and Procedures manual.

Our recruitment policy is designed to ensure that:

- Applicants are suited to the role or position
- The applicant is not likely to pose a threat to young people or other staff members
- We allocate instructors and coaches on a “best fit for the role” basis to ensure the best experience for both our trainees and our instructors & coaches
- Malahide Yacht Club and training centre adheres to Irish Sailing and Sport Ireland policies

Recruitment Guidelines

- All adults, instructors and coaches taking responsibility and working directly with children on a regular basis should have a valid Garda Vetted Clearance Certificate
- All vacancies will be published openly to interested and qualified applicants. We will use Irish Sailing website page, Instructor Facebook Group and our own website/ social channels to advertise roles.
- An application form should be completed by each applicant.
- Applicants who meet the selection criteria will be added to our Instructor and Coaching panel.
- Two References which will be verified by the Committee and kept in accordance with GDPR on file as a matter of record.
- The decision to appoint a Sports leader is the responsibility of Malahide Yacht, and not of anyone individual within it, and therefore the allocation of instructors and coaches will be overseen by the recruitment sub-committee, led by MYC Training Centre principle.

Selection Criteria

We use a number of criteria when selecting from applications received for both instructor and coaching positions including:

- Sailing & work experience, at home and at other clubs
- Commitment for promoting the sport, demonstrating a passion for sailing
- Teamwork – good fit in the team
- Good rapport with young children, the ability to create a fun and safe environment
- Excellent time keeping
- Self-motivated, self-confident, outgoing and energetic!

For specific roles, we have specific technical qualifications which must be met. These are listed, by role at the end of this document.

Selection of qualified applicants

Instructor and coaching hours in MYC are allocated in 2 ways:

1. Irish Sailing Certified training courses

- Once the plan for IS certified training course is complete for a given summer, the centre principal will form a draft roster for instructors and assistant instructors
- The draft roster will be reviewed by the recruitment sub-committee before publication
- The roster will be filled from qualified instructors on our Instructor and Coaching panel.
- Every effort will be made to ensure fairness in the allocation of work and all rosters will be published.

2. Class based coaching

- Throughout the year our dinghy class captains operate a range of class based coaching. This ranges from skills development for our very young sailors, to competitive race training and high end coaching for our competitive dinghy sailors.
- Selection of coaches for classed based coaching is the responsibility of the relevant class captain. Their choices should be shared with, and reviewed by, the recruitment sub-committee periodically during the year.
- In addition to the criteria required for Instructors, coaches working with our competitive squads will be required to have a strong track record in competitive sailing and have represented MYC or their home club at external events such as regional, national championships etc.

- Class captains may also use their own discretion in relation to the choice of coaches for any particular class. They will consider availability of coaches, suitability of age groups, familiarity with the sailors, as well as the coaches experience in the particular class, when making their decision.
- Class captains will where possible make every effort to allocate such coaching hours as fairly as possible, and will be mindful of encouraging younger instructors, coaches and assistants with the development of their skill sets.

Pre-employment Induction

- All new employees and volunteers will be provided with pre-employment induction. This will focus on the skill and knowledge they need to complete the task expected of them in a safe and effective manner.
- As an Irish Sailing Training Centre this would normally be devised and run by our Senior Instructor and will include an introduction to all relevant MYC policies and procedures.

Qualification and Certification criteria for Training & Development roles in MYC

Senior Dinghy Instructor	
Dinghy Instructor	<ul style="list-style-type: none"> • Dinghy SBSS certificate (min 17 years of age) • Valid emergency care cert from approved course by IS • Garda Vetting clearance through IS • Sport Ireland Safeguarding level 1 • VHF certificate • IS National Powerboat Cert (Level 2) and 20 hours logged post certification • Active sailor – actively sailing at events for the past 3 years min • Hold at least 3 of the following certs – Advanced boat handling, Kites & Wires, Adventure Skills or Start Racing • Possess and demonstrate excellent communication skills
Assistant Instructor	<ul style="list-style-type: none"> • Min age 16 years • Hold 3 of the following certs – Advanced boat handling, Kites & Wires, Adventure Skills or Start Racing • Garda Vetting through Irish Sailing • Sport Ireland Safeguarding level 1 • IS National Powerboat Licence Level 2 • Competent sailor, with an enthusiastic personality and excellent communication skills • You must have been an MYC cadet for the past 4 years, and you must be an active sailing member of MYC, sailing throughout at least 2 seasons at the club in the past year, actively sailing in Club Racing, and participating in Class Coaching • Be very capable of rigging Optimists, Fevas, Visions, 420, Topaz and Laser
Volunteer Assistant Instructor	<ul style="list-style-type: none"> • Min age 15 years • Hold 2 of the following certs - Advanced boat handling, Kites & Wires, Adventure Skills or Start Racing • IS National Powerboat Licence Level 1 • You must have been an MYC cadet for the past 4 years, and you must be an active sailing member of MYC, sailing throughout at least 2 seasons at the club in the past year, actively sailing in Club Racing, and participating in Class Coaching • Be very capable of rigging Optimists, Fevas, Visions, 420, Topaz and Laser
Powerboat course Instructor	
VHF Instructor	
Keelboat coaching	