



# HAMPSHIRE NETBALL ASSOCIATION RECRUITMENT POLICY

## **POLICY STATEMENT**

Hampshire Netball Association (HNA) is committed to recruiting the best person for each vacancy. No volunteer shall receive less favourable treatment or consideration during recruitment and selection on the grounds of race, colour, religion or belief, nationality, ethnic origin, sexual orientation, gender, age, disability or marital status or will be disadvantaged by any conditions of engagement that cannot be justified as necessary for business reasons.

All appointments will be on a skills first netball second basis i.e. whilst Netball is the common theme and brings people together, HNA will look at the skills individuals bring.

## **VACANCIES**

- Identify where vacancy sits within the structure of HNA
- Identify whether this is a role that the membership must vote on election

## **ADVERTISE**

- HNA will provide clear Roles & Responsibilities in the form of a Job Description (JD). The JD will also include the skills, qualifications (if appropriate) and competencies required to undertake the role.
- HNA will provide clarity on the requirement to be a Member of England Netball and adherence to their codes, in particular Codes of Conduct, Safeguarding and completion of England Netball's Inclusion training.
- The vacancy will be inclusive and advertised through various mediums including but not limited to the HNA Website, social media, through leagues associated with HNA
- All applicants will be expected to complete the appropriate application form.

## **SELECTION PROCESS**

The selection process will depend on the type of vacancy and when the vacancy becomes vacant.



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### **TECHNICAL SUPPORT GROUPS (TSG)**

- The Head of the appropriate TSG will create a selection committee to review applicants
- The applications will be reviewed against the required skills and competencies.
- The Head of the appropriate TSG may choose to undertake interviews of candidates.
- The Head of the appropriate TSG makes an offer to successful applicant(s) and may provide feedback to any unsuccessful applicant.

### **COMMITTEE MEMBERS**

- The Committee, will review the applications to ensure the applicants meet minimum standards e.g., members of England Netball.
- The HNA Membership will then vote on whom to appoint to roles at the HNA Annual General Meeting (AGM).
- In the event the vacancy occurs mid-term, the Committee can appoint/Co-opt an applicant to the Committee, which will then be ratified at the next AGM.

### **NEW VOLUNTEERS**

All new volunteers will:

- be given an overview of the policies and procedures of HNA.
- be given access policies and procedures of England Netball.
- be expected to complete the England Netball inclusion training.
- be given access to guidance and support.