

Recruitment Policy – Kirin Sport Ltd

1. Purpose

The purpose of this Recruitment Policy is to ensure fair, consistent, and effective hiring practices that attract qualified, experienced, and ethical sports coaches who align with the company's mission and values.

2. Scope

This policy applies to all recruitment activities for full-time, part-time, seasonal, contract, and volunteer coaching positions.

3. Recruitment Objectives

- Hire coaches with the appropriate qualifications, experience, and interpersonal skills to support athletes' development.
 - Uphold legal, regulatory, and safeguarding standards.
 - Promote a diverse and inclusive workforce.
 - Ensure transparency and fairness throughout the hiring process.
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4. Job Planning & Position Approval

1. A staffing request must be submitted and approved by Management or the Program Director.
 2. Each job posting must include:
 - Position title
 - Responsibilities and expectations
 - Required certifications (e.g., CPR/First Aid, coaching licenses)
 - Minimum experience
 - Schedule and contract type
 - Safeguarding and background check requirements
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5. Advertising & Recruitment Channels

The company will use a variety of recruitment methods, including:

- Company website and social platforms
- Local and national coaching associations
- Sports job boards
- University athletic programs
- Internal referrals (following conflict of interest guidelines)

All job postings must remain open for a fair and reasonable period.

6. Application & Screening Process

a. Application Submission

Applicants must submit:

- Resume/CV
- Coaching certifications
- References (minimum of two)
- Any required application forms

b. Initial Screening

The hiring team will evaluate applicants based on:

- Qualifications and certifications
- Coaching experience
- Communication skills
- Alignment with company values

c. Safeguarding Pre-Screening

Any red flags related to child safety or conduct will result in immediate disqualification.

7. Interview Process

Interviews may include:

- Phone or video screening
- In-person interview
- Practical coaching demonstration
- Scenario-based or behavioral questions
- Review of athlete safety and ethics standards

Interviewers must follow consistent evaluation criteria for fairness.

8. Reference & Background Checks

Before an offer is made:

- At least two professional references must be contacted.
- Background checks DBS (criminal record, child safeguarding checks where applicable) must be completed.
- Verification of certifications, credentials, and eligibility to work is required.

Employment cannot begin until all checks are successfully completed.

9. Selection & Job Offer

Final decisions are based on:

- Competence and experience
- Professional conduct and safety record
- Demonstrated coaching ability
- Cultural fit and communication style

Job offers must be issued in writing, including:

- Position details
- Start date
- Compensation
- Conditions of employment
- Probation period (if applicable)

10. training and competency

All new coaches must complete:

- Orientation and company training
- Safeguarding and athlete welfare briefings
- Review and signing of essential policies (code of conduct, attendance, incident reporting, etc.)
- Verification of emergency contacts and medical information (if required for the position)

New employees may be placed on a probationary period (typically 60–90 days).

11. Equal Opportunity & Anti-Discrimination

The company is committed to:

- Providing equal employment opportunities to all applicants
- Prohibiting discrimination based on race, gender, disability, religion, age, national origin, sexual orientation, or other protected characteristics
- Ensuring recruitment practices comply with all applicable laws and ethical standards

12. Conflict of Interest

Employees involved in hiring must:

- Declare any potential conflicts

- Refrain from participating in decisions involving relatives, close friends, or individuals where bias may exist
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13. Recordkeeping

All recruitment records (applications, interview notes, evaluations, etc.) must be stored securely and retained according to legal requirements.

14. Policy Review

This policy will be reviewed annually and updated as needed to reflect new regulations, organizational needs, and best practices in sports coaching recruitment.