

RECRUITMENT CO-ORDINATOR PROFILE

- He will be equipped with the organisational skills to co-ordinate a Scouting network
- He will be able to issue and collate documents and keep detailed records.
- He will be equipped with the communicative skills to liaise with scouts, parents, coaches and other football agencies.
- He will be able to complete all relevant documentation, thoroughly and promptly as and when required by the Head of Youth Football.
- He will at all times be mindful that he is representing a professional club and as such, he will conduct himself in a respectful and responsible manner.

JOB DESCRIPTION – SCOUT

- To meet with the Recruitment Co-ordinator to discuss format for attending matches and criteria for identification of players.
- To attend a Talent Identification Course.
- To forward a record of games attended and potential trialists to the Recruitment Co-ordinator
- To complete all relevant documentation thoroughly and promptly
- To adhere to the %Scouts Protocol+
- He will at all times be mindful that he is representing a professional club and as such will conduct himself in a respectful and responsible manner.

SCOUTS PROTOCOL

1. When attending matches and possibly the home of a young player, a Scout must always be in possession of his Club Identity Badge and display it when appropriate.
2. On no occasion should a Scout approach a young player at a match venue without permission from the Team Manager and the boy's parent/ parents.
3. He should not engage in conversation relating to his role as a Scout with any player unless the boy's parent / parents are present.
4. Any conversation with a young player, even when a parent grants permission, must be conducted %a the public gaze.+
5. Initial communication relating to a player must be made with the boy's parent / parents.
6. At no time should a Scout be alone with a young player.
7. On no occasion should a Scout approach directly or indirectly the parents of a player who is registered with another Centre of Excellence or Academy.
8. A Scout must not make any promise of a trial period with the Club to a young player or his parent / parents.
9. A Scout must be mindful that he is representing a professional club and as such, he must always conduct himself in a respectful and responsible manner.
10. A Scout will be permitted to operate as an individual in any scouting duties for the Club until he has undertaken the F.A CRB check and has obtained his Enhanced Disclosure certificate. He will be allowed to operate in the presence of a Club / Football League Youth Dept. registered person.