

Success Martial Arts - Recruitment and Selection Policy

Last Updated: [1/6/25]

1. Purpose

The goal of this policy is to ensure that Success Martial Arts attracts, selects, and retains the highest quality coaches and staff. We aim to ensure a fair, consistent, and transparent process that prioritizes **student safety** and **professional excellence**.

2. Scope

This policy applies to all prospective employees, contractors, and volunteer coaches.

3. Core Principles

- **Merit-Based:** We hire based on skill, experience, and "mat presence."
- **Equity:** We provide equal opportunities regardless of background, ensuring our team reflects our diverse community.
- **Safeguarding:** Because we work with children and vulnerable adults, our "Safety First" approach is non-negotiable.

4. The Selection Process

The following flowchart outlines our standard operating procedure for bringing new talent into the dojo:

Stage	Action Item	Responsibility
1. Vacancy Request	Identify the need (e.g., more Kickboxing coaches) and define the role.	Head Coaches/Owner
2. Job Description	Detail the specific belt requirements, teaching hours, and soft skills needed.	Management
3. Advertising	Post on club socials, industry boards, and internal noticeboards.	Admin Team
4. Shortlisting	Filter resumes based on certifications and teaching experience.	Management
5. Technical Trial	A "live" session where the candidate teaches a 15-minute segment.	Lead Coach
6. Interview	A formal discussion on values, conflict resolution, and pedagogy.	Owner
7. Vetting	Background checks (DBS), reference checks, and certification verification.	Admin Team

5. Safeguarding & Vetting

At Success Martial Arts , we don't just take your word for it. Every successful candidate **must** undergo:

- **Enhanced DBS Check:** Required for all roles involving regulated activity with children.
- **Reference Checks:** At least two professional references, one of which must be from a previous sports/teaching environment.
- **Certification Audit:** Verification of Black Belt rank (or equivalent) and valid First Aid certification.

Note: Any gap in employment history must be explained and verified during the interview process to ensure there are no hidden red flags.

6. The "Mat Trial"

We believe you can't judge an coach by their resume alone. Every candidate will perform a **Practical Assessment:**

- **Teaching Ability:** Can they explain a technique to a 6-year-old as well as a 40-year-old?
 - **Energy & Tone:** Do they motivate students or just bark orders?
 - **Safety Awareness:** Do they check the mats for hazards and monitor student fatigue?
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7. Induction and Probation

New hires aren't thrown into the deep end.

- **Probation:** All new staff will undergo a **3-month probationary period.**
- **Mentorship:** New coaches will shadow a Senior coaches for their first 5 sessions.
- **Policy Review:** Every new hire must sign off on our Child Protection and Health & Safety policies.