SPIRE REDS NETBALL CLUB

Volunteer Induction Programme

Once a new volunteer has being identified and the committee have vetted them and agreed for them to take on a role within the club, the following programme will be put in place.

**The Club will:**

• Arrange for a DBS check to be done if working directly with U18’s (await results before taking up role).

• Introduce the volunteer to the clubs volunteer coordinator.

• Affiliate them to England Netball if required or ensure they are covered on the clubs volunteer insurance policy.

• Give them a copy of our volunteer policy, the roles & responsibilities and code of conduct for the role they are taking on and talk through with them. Get them to sign the relevant codes of conduct.

• Give them a copy of the player’s codes of conduct and rules so they can see what we have in place within the club.

• Advise them that all our codes of conduct can be found on the website and ask them to read them, and come back and ask any questions.

• Give them a copy of the clubs constitution for points of reference (again this is on the website)

• Arrange for any kit to be made available to them that they may require.

• Arrange an appropriate mentor for them and introduce them to him/her.

**Between the mentor and the volunteer they will agree:**

• Period on mentoring required.

• Type of mentoring required.

• Agree the length of the induction (probation period).

• Review periods.

• Any additional training requirements required - the mentor will arrange with the clubs volunteer coordinator / committee for this training to happen and advise / agree the timescale with the volunteer.

• Agree and discuss any other requirements the volunteer may have.

• Agree the sessions / events / activities the volunteer will be involved in.

**Volunteer induction programme - Check list:**

Please tick as covered / complete:

1. Copy of relevant qualifications handed to club.

2. DBS check carried out and copy of result handed to club.

3. Introduction to Volunteer Co-ordinator.

4. Copies Volunteer policy / roles and responsibilities given.

5. Codes of conduct signed if required and returned to club.

6. Kit arranged / made available.

7. Mentor allocated.

8. Mentor & volunteer agreed timescales for probation period - and reported to the Chair of the club.

9. Mentor & volunteer agreed review periods and any other training required – and reported to club’s committee.

10. Other training arranged and volunteer advised.

11. Sessions / events agreed that the volunteer will work at.

12. Aware and signposted to the England Netball Website:- <https://www.englandnetball.co.uk/>

Once the above are all complete, please hand to the clubs Volunteer Co-ordinator to advise the committee at the next available opportunity.

Mentor name: ………………………………….

Signed: …………………………………………..

Date: ………………………….

Volunteer name: …………………………………

Signed: …………………………………………..

Date: ………………………..