

Volunteer Recruitment Induction

1. Having once found a volunteer and decided upon the task that they have and are suitable for, the procedures for the next stage are:
2. To introduce them to parents, children and management team.
3. Fully explain their roles and duties.
4. Wherever possible introduce them to their predecessor.
5. Either let them slowly take over the role, or get them to shadow the previous person until they are confident enough to carry on alone.
6. Explain to them that they will be fully backed up in the event of mistakes being made.
7. Provide them with the relevant information, or provide them with lists of the location of information that can be obtained if necessary.
8. Provide them with contact names, addresses and telephone numbers.
9. Stress to them that they are not alone.

Further guidance can be obtained from the Sport England booklet "Volunteer management - making the most of your sports workforce".

Volunteers are always needed and welcomed. The club cannot function without you. Examples of roles you could have include coaching, team managing, helping at galas, collecting money, committee members, electronic timing, officiating at galas (timekeeping, judging, starting, recording, announcing), working on the open meet committee. If you would like help/assist or pass on an area of expertise, please contact the Workforce co-ordinator **Helen Hincks** on **0116-2892084** . For yours and the children safety all volunteers are required to have a CRB check and for insurance purposes be a member of the club.