



# ALREWAS TENNIS CLUB

## VOLUNTEER RECRUITMENT & INDUCTION POLICY

March 2021

### 1. POLICY STATEMENT

The aim of this policy is to specify the safe and inclusive recruitment and induction of all volunteers, coaches and paid staff.

A good induction ensures volunteers, coaches and paid staff are able to contribute quickly and feel part of the club. People working for the club will come with different skills, achievements and experiences. They will come from different backgrounds and have different motivations for working with the club. In each case, the individual will need to be inducted into their role and provided with support to enable them to make a positive contribution.

This policy is fully supported by the Alrewas Tennis Club Committee and they are responsible for its implementation and review.

Alrewas Tennis Club has adopted the current LTA Safeguarding Children and Young People Policy. Information and procedures can be found at [www.lta.org.uk/safeguarding](http://www.lta.org.uk/safeguarding).

Full details of the Alrewas Tennis Club Safeguarding Policy, including contact details for relevant support services, can be found at <https://www.alrewastennis.net/uploads/files/atc-safeguarding-policy.pdf>.

### 2. VOLUNTEER RECRUITMENT

All volunteer roles and appointments will be specified and approved by the Tennis Club Committee. Volunteers will, wherever possible, be appointed from within the local community, and preferably from within the membership of the Club.

All volunteers whose role requires them to have contact with children, whether supervised or unsupervised, will be required to have a Disclosure and Barring Service check. All volunteers whose role requires them to have contact with children, whether supervised or unsupervised, will be required to undergo Level 1 Safeguarding training.

### 3. INDUCTION

Induction includes orientation, personal introductions, understanding the role, knowing where to find things and understanding the structure, values, ethos and policies of Alrewas Tennis Club.

#### 3.1 Induction Checklist:

- Introduce new recruit to committee members, other volunteers and coaches;
- Show new recruit around the facilities;
- Explain who they can go to if they have any questions or problems;
- Explain how to claim expenses;
- Buddy new recruits with an experienced member of the team;
- Explain the structure of the Club, e.g. committee, membership, website, court booking and payment structure etc.;



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- Ensure volunteers, staff and coaches understand policies and procedures including:
  - Diversity & Inclusion
  - Safeguarding
  - Incident Handling Policy
  - Club Rules
  - Disciplinary Policy
  - Privacy Policy
  - Volunteer Recruitment & Induction;
- How to deal with complaints and areas of concern;
- The role and responsibilities of volunteers; and
- Ensure any new member of the team has signed to show they have read and understood the club's policies and procedures.