## **CLUB WELCOME pack TEMPLATE for new Volunteers**

[Insert club’s logo]

**Welcome**

This opening message needs to reflect the local situation. We present some suggestions how this could be approached:

A short opening paragraph from the chair of the club that welcomes the volunteer to their role and thanks them for their contribution. The importance of volunteering to the on-going existence of the club.

This paragraph might set out the aims of the club, for example, does it aim to produce national or international champions or is it more about encouraging a love of the sport? Perhaps something of the club’s history or place in the local community. Linking the contribution of volunteers to fulfilling the club’s ambitions. For example, saying the club has been run by volunteers for 50 years or the support of the local community’s volunteers maintains a strong link with the community.

Signed by the club chair.

**Supporting you**

Who do I speak to about my role if I have any questions? We have identified the best person to help you is:

[Name] [Role] [Contact details]

[Name] will provide you with an induction so that you know how to carry out your role, are introduced to other volunteers and you know what to do if you encounter a problem. You can also contact this person if you have questions after your induction.

The person looking after the wider work of volunteers is:

[Name] [Volunteer Co-ordinator or alternative title] [Contact details]

[Name] will contact you from time to time to hear how things are going and to update you on general matters of interest to volunteers. You can also contact [Name] about general matters relating to volunteering.

Just as we seek to support you in your role, it is important to understand that we also rely on you. If you are unable to carry out your volunteering role, for whatever reason, please contact [role holder] by [e-mail/telephone details] as early as possible to support you by making role adjustments or alternative arrangements.

**Developing you**

Regardless of your role, there are certain policies that you must put into practice. These are important to the well-being of everyone and we strongly encourage you to read the following as soon as possible:

Code of conduct (or similar) <www.club website/code-of-conduct>

Health and Safety Policy <www.club website/health-and-safety>

Safeguarding young people and <www.club website/safeguarding>

vulnerable adults

These policies, and others, will be discussed at induction. If you have any questions arising from these policies, please ask the person inducting you.

It may be the case that you will need to undertake some training to help you carry out your role. This can take the form of someone within the club mentoring you, opportunities for training sessions within the club or occasionally via external training events. This will be discussed with you at induction and periodically by the [Volunteer Co-ordinator or alternative title].

**Expenses**

It is possible that you may incur expenses in carrying out a task requested by [Name of Club]. We have an expenses policy and procedures so that you understand up-front how to deal with such circumstances.

Expenses information www.club website/expenses

**Key dates**

Every year there are some key dates in the club calendar for volunteers. In the coming year, it is worth you noting the following:

Insert key dates for the club here. These may include a Christmas or end of season get-together, occasional volunteer briefings or training sessions, a club annual meeting plus key sports events where volunteers might be needed.

**How does [Name of Club] work?**

It may be that you develop an interest in the wider working of the club.

[Name of Club] is established as [insert legal structure]. This means that decisions about the running of the club are carried out by [insert decision making body e.g. the club committee]. If you are interested in learning more about decision-making in the club, or would like to contribute to that process, the following contacts would be pleased to hear from you:

Chair [Name] [Contact details]

Secretary [Name] [Contact details]