

INSERT CLUB LOGO

[NAME OF CLUB]

Volunteer Induction Pack





Introduction

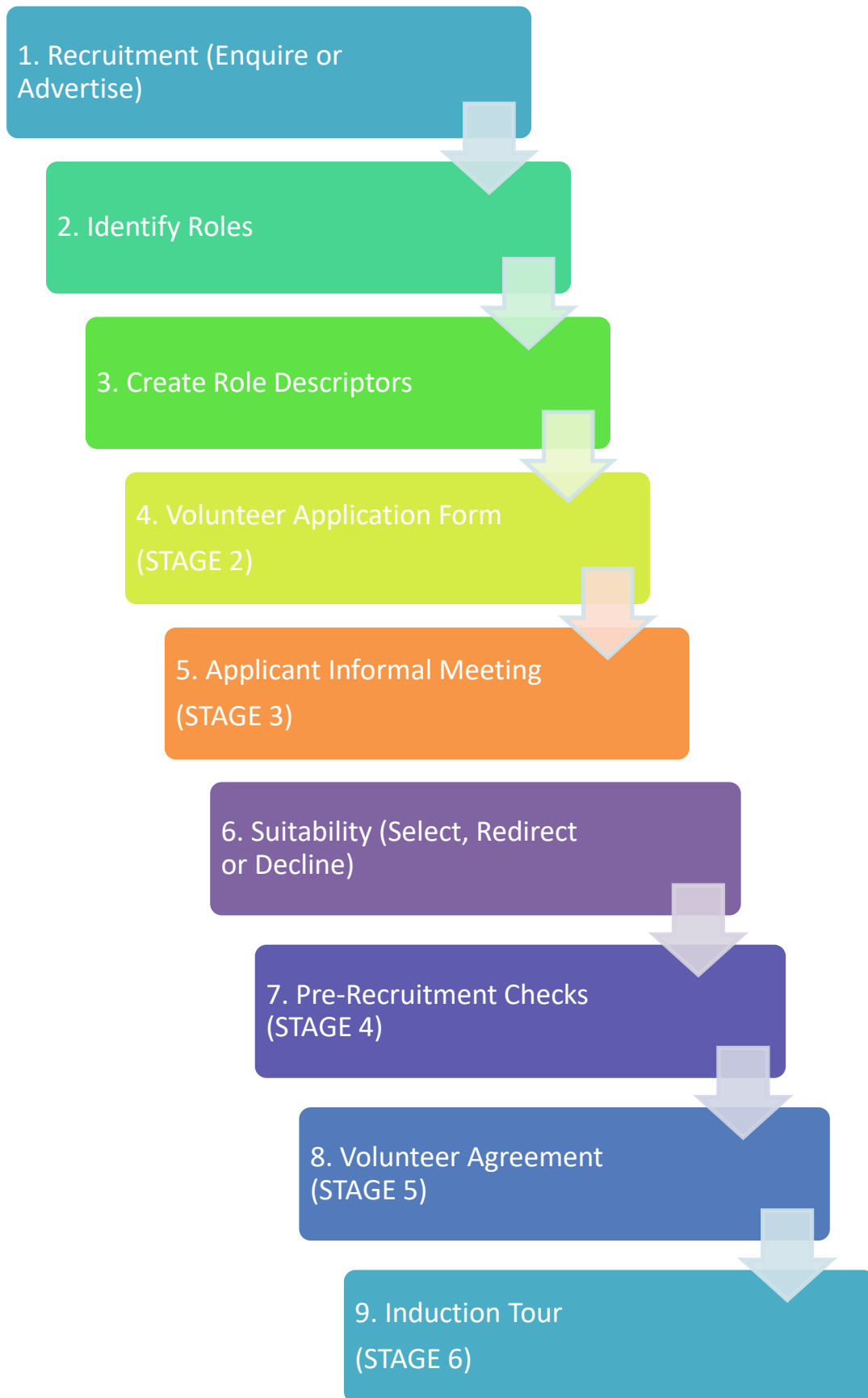
This document aims to support [NAME OF CLUB] in implementing a Volunteer Induction Process (VIP). Having a VIP ensures volunteers who join their club feel welcome and part of the organisation. For clubs this ensures appropriate background checks can be made surrounding areas such as PVG, knowledge and skills relating to the role.

Please note that this document is a guide and can be altered or modified to suit the needs of a particular club.

Below are the stages in which clubs should follow when implementing a VIP:

- **Stage 1:** Create a Good Practice Selection Process
- **Stage 2:** Applicants complete Volunteer Application Form
- **Stage 3:** Invite applicant for Informal Meeting (Interview Questions)
- **Stage 4:** Selected Volunteer - Carry out Pre-Employment Checks
- **Stage 5:** Sign Volunteer Agreement Form
- **Stage 6:** Committee provides Induction Tour of Club

STAGE 1: Good Practice Selection Process



STAGE 2: Applicants complete Volunteer Application Form

Volunteer Application Form

Position applied for

Part A: Personal Details

Title:
Mr Mrs Miss Ms Other

Surname _____

Forename _____

Date of Birth _____

Nat. Ins No. _____

Current Address _____

Postcode _____

Contact Phone _____

Contact Email _____

Mobile No _____

Part C: Previous Volunteer Experience

Name of Organisation _____

Start Date Finish Date _____

Address _____

Telephone No _____

Nature of Duties _____

Sporting Qualifications

Are you a member of Scottish Archery?

Yes

No

Reg. Number _____

Part B: Employment Details

Current Job title _____

Part D: Qualifications

Academic/vocational eg. GCSE/NVQ _____

Part E: References

Please provide the names and address of two people who know you well (but are not related) who have knowledge of your work with children

STAGE 3: Invite Applicant for Informal Meeting (Interview Questions)

Informal volunteer meeting questions

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Here are some example interview questions that could be used as part of your interview process. These should be selected and tailored in accordance with the role you are recruiting for.

- What are your reasons for applying for this position and what do you feel you can bring to the role?
- Tell us about your volunteering experiences that are relevant to this role.
- What experience have you had of volunteering in a club environment and what are the key skills required?
- Can you tell us about a club development intervention that went really well?
- Can you tell us about a club development intervention that did not go so well and what you did to resolve this?
- What do you understand by the term ‘equality, diversity and inclusion’, and how would you ensure this is embedded in your club?
- This post involves motivating young people to become and stay involved in sport. How would you enthuse and motivate young people to be involved and remain involved in the club?
- What knowledge do you have with regards child protection and wellbeing principles, and policies and procedures?
- What is your understanding of school–club links? How would you develop school–club links?
- Good communication skills are essential for this role as you will be working with a diverse range of people, groups and organisations. Can you tell us how your communication skills will assist you in this role?
- This role may involve some administrative tasks; for example, taking registers, collecting key performance indicators (KPIs). Can you tell us about your experience of carrying out such tasks?



STAGE 4: Carry out Pre-Employment Checks

1. Identification Check

This includes providing the committee with 2 forms of ID evidence which must include either Drivers Licence, Passport or Birth Certificate in addition with recent bank statement or utility bill

2. Check Employment References (optional)

Contact via email at least 2 references that have been provided. Obtaining information from references, through asking following questions

- when and for how long the candidate was employed
- what their job title and main duties were
- how many days of sick leave they took
- whether they were subject to disciplinary action – and if so – why
- whether they were reliable, honest and hardworking
- if there are any reasons why they should not be employed

3. Check Qualifications of Candidate

Relating to coaching this could be regarding ArcheryGB, Scottish Archery, SportsScotland or any other relevant qualifications.

Contact : admin@scottisharchery.org.uk

4. Complete Health Check

- a) Do you have a disability?
- b) Do you suffer from any medical condition(s) requiring medical treatment?
- c) Do you suffer from any allergies?
- d) Do you currently take any medication?

5. Criminal Record Check (PVG scheme)

This can be completed through Scottish Archery where application can be sent for joining PVG Scheme. Contact: admin@scottisharchery.org.uk

STAGE 5: Selected Volunteer signs Volunteer Agreement Form

Volunteer Agreement Form

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Volunteers are an important and valued part of *[club name]*. We hope that you enjoy volunteering with us and feel a full part of our team.

This agreement tells you what you can expect from us, and what we hope for from you. We aim to be flexible so please let us know if you would like to make any changes, and we will do our best to accommodate them.

As a volunteer with *[club name]*, you can expect:

- to be introduced to the way the club works and your role within it
- to have your skills and dignity respected and your contribution valued
- to be reimbursed for out of pocket expenses in line with *[club name]*'s volunteer policy
- to be given a point of contact/volunteer coordinator to provide support
- to be consulted on possible changes that could affect your involvement
- to be insured against any injury you suffer or cause due to negligence in the course of your volunteering
- recognition and thanks
- to be supported to identify training and development needs in your volunteer role
- as a result of the above, to be given the opportunity to access training and development for your role
- to be provided with appropriate clothing or equipment necessary to carry out your volunteer role

- respect of your right to privacy; *[club name]* will not share your personal information without your prior agreement
- to be treated fairly and have equal opportunities in relation to the following protected characteristics age, disability, gender reassignment, race, religion & belief, sex, sexual orientation, marriage & civil partnership and pregnancy & maternity
- to be treated with courtesy and respect.

In return, as a volunteer, we expect you to:

- support the aims and objectives of *[club name]*
- fulfil your role to the best of your ability and inform us if for any reason there are aspects of the role you are unable to meet
- commit to your role for a specified period of time that is mutually agreed with the club
- let us know if you would like to change the nature of your involvement
- follow *[club name]*'s rules and procedures, including those relating to health and safety, safeguarding children, equal opportunities and use of personal information
- agree to attend any training that is deemed necessary for your volunteer role within the club
- treat other volunteers, participants and families of participants with courtesy and respect.

Signed _____ (Volunteer Coordinator)

Signed _____ (Volunteer)

Date _____

STAGE 6: Provide successful applicant with Volunteer Induction

Volunteer Induction Checklist

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Name:

Role

Start date:

Responsible to:

What Needs to be Done	Who Leads/Supports/ Where Located	Date to be Completed by	Comments
Meet and Greet			
Tour of facilities	Volunteer coordinator		
The rest of the coaching team	Volunteer coordinator		
Club committee	Volunteer coordinator		
Other key people: <ul style="list-style-type: none"> • Child Wellbeing & Protection Officer • Junior coordinator 	Volunteer coordinator		
Understanding Your Role (Documents to Read and actioned where appropriate)			
Information on the club – aims and values	Welcome pack		
Committee structure within the club	Welcome pack – committee roles and name, constitution		
Details of the role	Role descriptor		
Disclosure/PVG requirements	Disclosure Scotland form via Child Wellbeing & Protection Officer		
Committee meetings	Welcome pack		
Information on Policies and Procedures (Documents to Read/Signed)			
Governing body of sport/club code of conduct	Welcome pack		
Safeguarding policy	Welcome pack		
Equity policy	Welcome pack		
Venue health and safety and procedures	Welcome pack		

Useful Resources for Role

Role dependent e.g. Treasurer – excel spreadsheet of budget Secretary – template agendas, previous minutes, member registration process,	Stored on online system		
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Development Opportunities

List of role-specific training requirements	Volunteer coordinator to highlight		
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I confirm that I have received and understand all of the above information.			
Signed (Inductee):		Date:	
I confirm that I have explained all of the above details to the inductee and ensured that they have understood them.			
Signed (Inductor):		Date:	