

CLUB

Date adopted:		
Authorised by:		
Date last reviewed:	Reviewed by	VOLUNTEER INDUCTION POLICY

Refer to Section 6 below for information on the process for policy review.

Policy context: This policy relates to:	
Other standards	

1. Purpose: Why do we have a volunteer induction policy?

We want our members to be satisfied with the services provided to them, and all tasks to be done with the highest levels of competence.

Our recruitment policy makes sure that when we engage a volunteer, they are suitably experienced and skilled to perform their role well. In every case, however, they need to be introduced to their new role and their new working environment, and sometimes introductory training in new skills is required.

Our induction policy is an essential component of the way we foster a highly competent and committed work team.

2. Scope

This policy will apply to all committee members and volunteers who carry out specific and regular job tasks.

3. Policy statement: Our commitment

The Port Noarlunga Football & Sports Club is committed to making sure that those who work in our service are well prepared for what they are required to do.

We will provide every new volunteer with timely and appropriate orientation to their role, our service and our organization so they are well prepared to undertake their role. Where we identify any specific training and/or support needs during the recruitment and selection process, we will ensure these are met for the new volunteer.

Specifically, we will:

Provide a timely induction programme covering issues that must be covered with all new volunteers including our code of conduct (to be signed and retained with volunteer records), job

orientation and introduction to all Club policies and performance expectations. The induction programme will be reviewed regularly to address changes to work environments and address any identified issues.

4. Procedures

The procedures describe how the Port Noarlunga Football & Sports Club will achieve the aims and goals outlined in our purpose, scope and policy statement.

4.1 Volunteer induction

Volunteer induction is how we introduce new volunteers to their role and orientate them to the organisation.

- Any member of the Executive committee, Social Welfare Officer, Volunteer Co-ordinator or department head can carry out a volunteer induction.
- The Induction Checklist document shall be used as a plan to navigate through the process and act as acknowledgment on completion.
- Inductions can be done with a new volunteer or group of volunteers at a time convenient to all parties.
- Volunteers shall be introduced to the standard elements along with those specific to their job role such as – Code of Conduct (to be signed)
 - Disability Discrimination Action Plan (copy to be issued)
 - Mission and vision Statements
 - Conditions and expectations
 - Relevant policies and procedures
 - The required tasks and responsibilities of the role (position description)
 - Introduction to all other relevant volunteers
 - on the job training where required
 - address any issues raised by the volunteer during the selection process

The Induction Checklist for each volunteer is signed by the volunteer and their supervisor as acknowledgment that it has taken place along with a signed copy of the Clubs Code of Behavior. The related signed documents shall be filed in the office filing cabinet under Volunteer Information.

5. Other related policies and procedures

Documents related to this policy	
Related policies	All Club Policies, Statements

	and other information can be found in the Club Members Handbook
Forms or other organisational documents	Volunteer Induction Checklist, Volunteer Application Form Code of Behavior

6. Review processes

Policy review frequency: Annually	Responsibility for review: Club President
Review process: Policy will be reviewed at annual review meeting.	
Documentation and communication: Issues raised from the annual review shall be addressed and any actions entered to the meeting action list for attention.	

Last Reviewed 6-3-2017