



Induction Policy

1. Process

- New committee members and coaches are elected at the AGM or appointed at an EGM.
- The Club Chair is responsible for inducting new officers and providing them with everything outlined in this policy.
- Inductees will be given the opportunity to ask any questions about their role or the running of the London Knights.
- Where possible the exiting committee member will be present for or provide a handover.

2. Committee Member Documents & Access

- Shown the committee handbook, club development plan, and how to access all club documents and policies.
- Given passwords to website & made administrators in social media groups.

3. Committee Member Expectations

- Inductees will be informed of how their role fits in with all the club policies and that they are to uphold these to the highest standard.
- A plan will be outlined of role's expectations in line with the club development plan.
- Inductees will be informed of how their role works with other roles collaboratively.
- Dates of committee meetings will be provided and all officers are to attend these meetings or provide an update to the chair prior to the meeting in cases where they will be absent.

4. Coach Induction

If coaching under 18 year old players, the coach will not be able to start until they have received or provided an Enhanced DBS with barred list check.

- Coaches will be shown all safety information including fire exits, and first aid kit location.
- Coaches will be given safeguarding and first aid training.
- Coaches will need to carry out daily checks in line with the most recent risk assessment.
 - a. Should any new risks or hazards be present they must inform the Health & Safety or Welfare officer immediately to assess if new measures need to be put in place.

SIGNED: 

NAME: Anthony Rosa

POSITION: Chair

DATE: 30/07/2022