

AFC Emley Induction and training Policy

April 2017

AFC Emley is the footballing sub-section of the Emley Moor Miners Welfare Ground and Institute (charity number 523597).

AFC Emley is run by a committee with several appointed officers, all of which are drawn from the club's membership. The committee and officers are unpaid volunteers and are assisted by a number of other volunteers who give their time to support the club both on and off the field.

Induction

New volunteers will be taken through a brief induction following the checklist over.

Volunteer training

The club believes training falls under two categories - mandatory and personal development

Mandatory training includes first aid training for physios and training required by the County FA or other footballing bodies. The club has also decided to make Basic Food Safety training/certification mandatory for those handling/serving food.

In the case of mandatory training, the club will pay for the required training up to a maximum of £50 per person per season. Training costing above this amount will be subject to approval of the club committee and may require the volunteer to pay back the cost should they leave the club within a certain timeframe.

Training for *personal development* will be considered by the club committee. The volunteer may wish to 'pitch' for this funding. Funding may be subject to an agreement to pay back the cost should they leave the club within a certain timeframe.

When considering the request, the committee will first try to provide free training 'in house' by partnering the volunteer with another member of the team with the necessary skills or experience. Or they may locate free/low cost training via the County FA or other partners (such as Kirklees College).

All training should be requested via the club secretary or chairman.

Volunteer induction checklist

What	Who	Completed
Briefing about AFC Emley - mission - structure - Key people	Club officer	
Tour of the Welfare Ground - layout of the whole complex - Football ground layout and facilities	Club officer	
The Role - what the volunteer will be doing - expected conduct - process to follow if difficult situations arise	Mentor/supervisor or club officer	
Support - Health and Safety - Insurance - Expenses - Training - Complaints	Club officer	

Volunteer: I confirm that I have completed all items in the induction checklist and where indicated understand the policies and procedures.

Print Name: _____ Signature: _____ Date: _____