



ENGLAND
HOCKEY

People Who Make Hockey Happen - Induction Checklist

The priority when introducing a new volunteer to the Hockey Family and their role is to give them a full [Induction](#). The aim of this is to ensure they understand the way in which the organisation works and its [Culture](#), how their role fits within this, and that they have a full understanding of their role and responsibilities.

Overview

- Why volunteers are a vital part of your Hockey Family
- What benefits they will gain from volunteering
- Volunteer support available

Leadership

- Volunteer support available
- Vision, culture, and development plan
- Background, history, and people
- Leadership structure and management
- Policies & procedures and rules
- Codes of Conduct
- Health and Safety (including fire evacuation and emergency procedures)
- Insurance
- Confidentiality
- Safeguarding and Welfare (including DBS check if applicable)
- Diversity and Inclusion
- Expenses, if relevant
- Dates of upcoming meetings or competition
- Financial procedures, if relevant

Facilities (if relevant)

- Tour: toilets, parking, equipment, buildings, and facilities

People

- Personal introductions
- List of key contacts within the organisation and externally, if relevant
- Introduce 'Buddy' system
- Explain how to use any IT systems

Ways to Play

- Membership - size, age-groups, opening times, playing programme (sessions, competitions etc.)
- Outline the playing offer (both formal and informal)

Social

- Dates of upcoming social events
- Communications (email, social media)

Local Community

- How the organisation is visible and promoted in their local community?
- How they engage with the local community?
- Awareness of local contacts, where appropriate to the role, for example similar role holder in hockey clubs, Area or County role holder
- Local engagement opportunities, linked to the role for example sponsorship or partnerships

Stretching & Developing

- Would they be interested in additional training, development opportunities?
- Links to external support (like Hockey Hub, England Hockey website, Sport England Club Matters) relevant to their role

Their Role & Expectations

- What do they hope to gain from their volunteering experience, i.e. what are their motivations?
- What will their volunteer role involve and what are their responsibilities?
- Time commitments and expectations
- What skills, experiences or qualifications do they have?
- Who is their main point of contact and who can they turn to for assistance and advice?
- What should they do if they have any questions or problems?

