VOLUNTEER WELCOME PACK

 (SAMPLE ONLY)

 NAME / LOGO OF CLUB

WEBSITE

ORGANISATIONAL CULTURE

Here at [name of club] we are a community of like-minded people. Our club is alive. We go hard when it’s game time and take a breath, laugh and hang out together once it’s done. Here you can be yourself. We keep each other up with the play, always learning and working to be the best we can be.

**Why we exist and our purpose**

[Name of club] was formed in [year] and our purpose is to grow and support lifelong participation, performance and the love of squash within our community.

**Where we are going**

[Name of club] is in the relentless pursuit of creating a strong squash club environment, leading to a healthy community both on and off the court.

**How we will get there**

Our five key strategies are: encouraging participation, growing membership, developing our people, creating a club others want to support and being a great place to be.

**What is important to us**

The values we consider important are working hard, having fun, being supportive and being the best.

About Squash

Squash is a racket sport played by two (singles) or four players (doubles) in an indoor four-walled court with a small, hollow rubber ball.

The aim of the game is to make the ball impossible to play, or force an error, from the opposition. The ball can only bounce once.

Players must alternate in striking the ball with their racket and hit the ball onto the playable surfaces, marked by lines, of the four walls of the court.

After each shot you must try to get out of the way of both the ball and the opposition.

11 points are needed to win a game, with the ‘best of five’ declared the winner of the match.

OUR COMMITMENT TO VOLUNTEERS

Volunteers are the heart of squash. Without volunteers, the sport of squash as we know it would not exist.

**Our club is committed to ensuring that volunteers are:**

* Provided with roles that are meaningful and relevant to their needs and interests
* Treated with respect as equals
* Given appropriate induction, training and support
* Offered full involvement and participation
* Recognised for their efforts

**As a volunteer for [Squash Club] you have the right:**

* To perform a role that is meaningful and satisfying
* To be assigned to a role that fits your interests and needs
* To receive the induction, training and supervision necessary to fulfil your role
* To receive feedback on the tasks you perform
* To be treated with respect and as an equal partner in our organisation
* To be trusted with confidential information necessary to carry out your role
* To be kept informed on relevant matters with squash
* To expect that your time will not be wasted by poor planning or coordination
* To work in a safe and healthy environment, and be given health and safety information relevant to your role

**As a volunteer for [Squash Club] you have the responsibility:**

* To be honest about your expectations and abilities
* To not take on more responsibility than you can handle
* To take part in induction, and orientation processes e.g. background checks, paperwork and training
* To be reliable and punctual or provide notice so that alternative arrangements can be made
* To be accountable, perform your role to the best of your ability and ask for help when you need it
* To follow organisational policies and procedures
* To respect those confidences entrusted to you
* To voice your opinion and have input on ways in which your role might be performed better
* To be open-minded and respectful of others opinions

MEMBERSHIP

[Name of club] provides a membership scheme with exclusive benefits and services. Members are asked to complete a Club Membership form, including medical information - parents will be asked to sign with consent (for juniors). Membership subscriptions are valid from 1st July to 30th June each year.

**Benefits**

* Have you say in the management of the sport – entitlement to vote at [Name of club’s] Annual General Meetings
* ‘Members only’ updates straight to your inbox
* Updates on all events and opportunities
* Access to information, advice and resources
* Play in [competitions and events]
* Attend training sessions with designated coaches
* Be eligible for selection into [squads/teams]
* Attend courses for coaching and officiating
* Attend social events organised by [Name of club]
* Wear the official [Name of club] uniform
* Receive support and advice on all things squash related

When you get a chance, could you log into iSquash: <http://www.squash.org.nz/sit/homepage> and click on "Apply for Membership" and choose [Name of club]. Once you have done this, let us know and we will get you transferred over to our grading list.

FEES

$[xxx]

Our membership fees cover the costs associated with [venue hire, playing kit, balls, coaching]. If you have any difficulties with the payment of fees, please feel free to contact us to discuss.

There are several ways you can pay your membership:

* Cash
* Cheque – made payable to [Name of club]
* Direct debit

On joining you decided that you would like to pay your membership [weekly, fortnightly, monthly, annually], so just to confirm:

* You have paid a $[xxx] deposit for your [key, card]
* You will pay $[xxx] per [week, fortnight, month] as agreed starting on [date] to account number [xx-xxxx-xxxxxxx-xxx]
* If a payment is missed, please let me know (otherwise you will receive a notice of overdue payment and you card will be deactivated until the payment is made)
* Your membership can be cancelled with 30 days written notice

training details

We aim to have a dedicated Coach and [per team, training session] to support and develop all players throughout the season. [Training dates, times and venues, e.g. Senior Men: [day], [time] at [venue], Senior Women: [day], [time] at [venue], Juniors: [day], [time] at [venue]

See map below for details on how to get to the club and parking.

events and competitions

Club competition matches are played on [day] at [venue]. The season runs from [month] [year] to [month] [year]. [any other information about the competition(s) that your club participates in].

Throughout the season there are various tournaments and competitions available to enter into, including, but not limited to, the following:

[details on all tournaments Squash Club will be entering throughout the season]

[Name of club] can support you [details on how club can contribute towards costs, etc.]

Squads are selected [details]

coaching AND OFFICIATING TRAINING

Without coaches and officials, we could not provide competitive squash opportunities for the club. There is training available to provide volunteers with the skills to coach and referee. If you are interested in developing skills in these areas please let us know.

[Name of club] can support you [details on how club can contribute towards costs, mentoring, etc.]

social events

[Name of club] offers regular social events for all our members [details of what social events your club will be running, and the social ethos of your club].

team wear

[Name of club] members all wear [details of uniform, cost, etc.]

club policies

[Name of club] has Codes of Conduct for [players, coaches, spectators, officials and parents]. We expect all members to adhere to these Codes of Conduct which are available [website, at club].

contact details

[Name of club] is run by a group of volunteers. These people work hard for the club, and any assistance you can give them would be greatly appreciated.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Role | Phone | Email |
|  | President |  |  |
|  | Secretary |  |  |
|  | Treasurer |  |  |
|  | Volunteer Coordinator |  |  |
|  | Health & Safety Coordinator |  |  |
|  | Marketing & Promotions Coordinator |  |  |

map

Include map(s) of training venue(s), competition venue(s), along with parking details and public transport options.

INSTRUCTIONS

Visit <http://maps.google.com/> and type your [Name of club] address in the search box at the top of the page.

Click the “+” and “-" buttons on the map’s vertical slider to zoom and un-zoom the map if needed.

Find the small arrow in the panel’s upper right corner and click that arrow to collapse the panel. This gives you a larger map view.

Open Snipping Tool programme by clicking the Start button. In the search box, type Snipping Tool, and then, in the list of results, click Snipping Tool.

Click the arrow next to the New button, select Free-form Snip, Rectangular Snip, Window Snip, or Full-screen Snip from the list, and then select the area of your screen that you want to capture.

After you capture a snip, click the Save Snip button in the mark-up window.

In the Save As dialog box, enter a name for the snip, choose a location where to save the snip, and then click Save.

Open Word Document and insert the picture.