**Induction Process**

The following are the procedures which our club ……………. follows when inducting new members and coaches into our judo club.

New Members

* Discussion with parent if child Under 18 or participant if over 18yrs
* Explain about club, training times, club rules etc..
* Find out any medical details or need to know information for coaches
* Allow participant to join in for a taster session (parents to stay if U18)
* Buddy participant up with someone if required
* If enjoyed session and wanting to join, give membership forms including parental consent and medical forms (may all be on one form)
* Give Club handbook (if available)
* Code of conduct to players, parents
* Introduce players to all coaches including Head Coach, Designated Officer and First Aider
* Address any questions from parents or participants

Coaches

* Initial discussion with Head Coach to ascertain interest in coaching
* Check valid coaching qualifications, Access NI/DBS, first Aid etc…
* Meet coach and discuss club vision, aims and plan
* Introduce coach to a club/induction handbook (if available)
* Discuss policies and procedures, code of conduct
* Coach to agree to code of conduct
* Coach to meet club coaching team
* Coach to meet main members of the club committee including Designated Officer
* Buddy up coach with another coach for first few sessions
* Coach to be introduced to players
* Support provided by head coach ongoing