

# NORFOLK TENNIS INDUCTION PROCESS

## Introduction

On appointment, a new member of any Committee of Norfolk Tennis should receive a full, formal, and tailored induction. The induction process will normally be the responsibility of the Committee Chair. However if the induction is to the Management Committee, it may be appropriate to consider who is best placed to carry this out. Induction should not start until the appointment of the candidate has been completed in line with the County recruitment process.

## The Induction Process: Management Committee

The induction process should include most, if not all, of the following items; the process will be tailored to the role and the relevant experience the post-holder already possesses in the event that they have already served on another committee of Norfolk Tennis. The member of the Management Committee performing the induction should:

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Item	Assigned to Chair or other MC member	Please tick when complete
Advise the new member as the term of their appointment and process for re-election.		
Provide details about the Norfolk Tennis' constitution, structure, strategy and ways of working		
Confirm the dates of any meetings already planned		
Set up access for the new member to the County Communications Hub Smartsheet		
Direct the new member to key policies and procedures on the Norfolk Tennis website, the County dashboard and LTA County Support Toolkit on the County Communications Hub (CCH)		
Ensure the new member has a copy of Norfolk Tennis' relevant role description and Management Committee terms of reference		
Direct the new member to learning materials on:		
1) Venue webinars		
2) The Learning and Development section on the CCH, which includes LTA Learn		
Direct the new member to a Safeguarding course and DBS checks, where relevant		
Consider if the new member should join one of the relevant sub-committees if they are not already appointed to one		
Ensure that the new member signs/completes the following:		
1) Role Agreement		
2) Conflicts of Interest Policy		
3) Declaration of Interest Form		

4) Norfolk Tennis' Skills Matrix		
Invite the new member to County, Regional and Council meetings, where relevant		
Encourage the new member to attend County events		
Have regular meetings and hand-over work with tasks at relevant times of the year (if existing and new member overlap), such as information about the LTA Awards in September/October		
Be a point of contact for the new member for general queries regarding Norfolk Tennis		
Other items requested by new member:		

### The Induction Process: Other Committees

The chair of the relevant committee will co-opt the new member and consider, in light of the responsibilities of the committee, which of the above induction elements are relevant.

An absolute priority will be given to:

- Providing details about Norfolk Tennis' structure, strategy and ways of working
- Understanding the specific terms of reference and responsibilities of the committee the new member is joining

### Document Revision History

*Ownership of this document belongs to the Chair of Norfolk LTA. Please ensure revisions are documented in this table and the filename version and date are updated.*

Version	Date	Review Date	Revision	Completed by
1.0	21.11.23	/11/26	First version, no revisions	Liz Gill

