

Secondary School Sport and Recreation Co-ordinator Induction

Prior to Starting		Details/Comments	Where can info be found	Completed
Welcome	➤ Organisation overview	This should be in the Handbook and some of the briefing should occur in the interview process and any post acceptance meetings.	School Handbook	
	➤ Organisation values	As above.	School Handbook	
	➤ Organisation structure	As above.	School Handbook	
	➤ Organisation induction	The new SRC should be given a brief and/or a plan for the induction.	School Handbook	
	➤ Basic site tour	The new SRC should get a map of the school and may have been given a basic tour as part of the interview process (2 nd interview) if not, to be done on day one.	School Handbook	
SRC Role	➤ Your position description	This should be part of the interview process and some of the briefing should occur in the interview process and a post acceptance meeting.	School Handbook	
	➤ Employment agreement/contract of employment	This should be part of the employment offer and negotiation process and documented.	School Handbook	
	➤ Hours of work	This should be part of the employment offer and negotiation process and documented	School Handbook	
	➤ Remuneration	This should be part of the employment offer and negotiation process and documented	School Handbook	
	➤ Leave arrangements	As above.	School Handbook	
	➤ Staff entitlements <ul style="list-style-type: none"> ▪ Memberships (NZEI) ▪ medical care ▪ superannuation ▪ workplace support ▪ consultative committee ▪ 	This should be part of the employment offer and negotiation process and documented	School Handbook	
	➤ Stress management	This can be available here and mentioned within the health and safety section as it falls into the H&S in Employment Act.	School Handbook	
	➤ Personnel policy manual	If there is one otherwise the management policy and procedures for staff needs explaining and the role they play in managing staff and/or volunteers.	School Handbook	

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School Rules	➤ Smoking policy	Is provided and is discussed as part of day one.	School Handbook	
	➤ Termination of employment	Procedure and definitions (Misconduct and Serious misconduct or equivalent).	School Handbook	
	➤ Harassment – free workplace	Procedure and definitions.	School Handbook	
	➤ Dress code <ul style="list-style-type: none"> ▪ Staff ▪ Students 	Is discussed (and uniform provided if appropriate) as part of the post acceptance meeting.	School Handbook	
Health & Safety	➤ Emergency Procedures <ul style="list-style-type: none"> ▪ Injury ▪ Fire ▪ Chemical ▪ Gas 	Relevant documentation is provided.	School Handbook/ Sport Administration Module	
Recruitment & Selection	➤ Grievance procedure	Is provided.	School Handbook	
	➤ Performance review	Is provided and is discussed.	School Handbook	

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Orientation (1 st week)		Details/Comments	Where can info be found	Completed
Welcome	➤ In-depth site tour	As appropriate.	School Handbook	
	➤ SMT reporting/meeting schedule – Is there a Senior Management mentor for SRC and what are the reporting lines	Is discussed and planned.	School Handbook	
	➤ Security/keys	Are provided and appropriate use explained and documentation completed.	School Handbook	
	➤ Key staff introductions	Introductions including key staff: SMT, Office, HOF, PEd, EOTC & person to whom SSSRC will report, Bursar, Groundsman, Caretaker, Teacher i/c minibuses, Teacher i/c funding applications.	School Handbook	
	➤ Introduction to students	Is discussed and carried out the earliest opportunity	School Handbook	
Admin	Access to stationary	Is shown and explained (buddied in admin for a morning/afternoon).	School Handbook	
	➤ Access to information technology <ul style="list-style-type: none"> ▪ Computer – Is there a laptop ▪ Telephone(s) ▪ Mobile phone – Is there a talk plan for the phone ▪ Photocopier – what is the code ▪ Fax machine(s) ▪ Printer(s) – what are the codes ▪ Colour printer Audio Visual equipment	As above.	School Handbook	
	Office/administration assistance	As above.	School Handbook	
	➤ Term planners	As above.	School Handbook	

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Orientation (1 st week) ctd		Details/Comments	Where can info be found	Completed
Admin Ctd	<ul style="list-style-type: none"> ➤ Pupil files ➤ Kamar ➤ Musac ➤ Access rights 	Access of student records for key information (medical/administrative) use of SportSCID/Director. Who manages them in the school		
Finances	<ul style="list-style-type: none"> ➤ Cash receipts ➤ Purchases ➤ Budget allocation/cost coding ➤ Processes for collection of money & payment of accounts ➤ Preparing a budget (e.g. for a trip) and getting it approved ➤ Monitoring spending and month end reporting 	<p>Is shown and explained (buddied in admin for a morning/afternoon)</p> <p>As above.</p> <p>As above.</p> <p>This should take place with the Bursar</p> <p>Is explained and an example worked through together with an experienced person.</p> <p>As above.</p>	<p>School Handbook</p> <p>School Handbook</p> <p>School Handbook/ Sport Administration Module</p> <p>School Handbook/Sport Administration Module</p> <p>School Handbook/Sport Administration Module</p> <p>School Handbook</p>	
Communi- cation	<ul style="list-style-type: none"> ➤ Methods of communicating to students ➤ Student Disciplinary procedures ➤ Privacy issues ➤ Staff directory (telephone, email) ➤ Regional Sports Director 	<p>Are explained (school/Dean/Form level assemblies).</p> <p>Are explained.</p> <p>Are explained.</p> <p>Is given a one page outline of all contacts and required to fill in the names (and meet them?)</p> <p>Meets with ideally along with manager</p>	<p>School Handbook</p> <p>School Handbook</p> <p>School Handbook</p> <p>School Handbook</p> <p>N/A</p>	

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Health & Safety	<ul style="list-style-type: none"> ➤ Emergency Procedures <ul style="list-style-type: none"> ▪ Injury ▪ Fire ▪ Chemical ▪ Gas 	Are explained and given a detailed tour description of areas the SSSRC will have responsibilities in. Those with emergency responsibilities are identified.	School Handbook/ Sport Administration Module/Sportfit Manual	
	<ul style="list-style-type: none"> ➤ H&S induction <ul style="list-style-type: none"> ▪ H&S policy statement ▪ OSH Manual ▪ H&S at Work ▪ Maintaining safety ▪ Manual handling ▪ Hazard ID, rating and management 	Are explained.	School Handbook/ Sport Administration Module/Sportfit Manual	
	<ul style="list-style-type: none"> ➤ Accident/Incident Reporting 	Are explained and examples shown.	School Handbook/ Sport Administration Module/	
	<ul style="list-style-type: none"> ➤ Stress management 	Is explained in relation to the Health & Safety in Employment Act.	School Handbook	
Resource Management	<ul style="list-style-type: none"> ➤ Allocating & distributing of uniforms & equipment 	Is explained and responsibilities discussed.	School Handbook/ Team Management Module	
	<ul style="list-style-type: none"> ➤ Lost property system 	Is explained.	School Handbook	
Applying for funding grants	<ul style="list-style-type: none"> ➤ School protocol 	Are explained	School Handbook/Sports Events Module	
	<ul style="list-style-type: none"> ➤ Established relationships 	Are explained and processes for dealing with these established funders are explained	School Handbook/Sports Events Module	

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School's Responsibilities (1 st week)		Details/Comments	Where can info be found	Completed
Position Management	➤ Employment relationship Disciplinary procedures	Are explained earlier in the week.	School Handbook	
	➤ Professional development	Is explained later in the week and will begin the training needs analysis process.	Via RSD See also info for Skills Active Professional Development Programme for Co-ordinators	
	➤ Annual Appraisal	Process is outlined	School Handbook	
Communication	➤ Reporting processes	Are discussed earlier in the week.	School Handbook	
	➤ Staff to staff	As above.	School Handbook	
	➤ Staff to students	As above.	School Handbook	
	➤ Staff to parents/community	As above.	School Handbook	
Marketing & Promotion	➤ Recognition of student achievement	Is explained at appropriate time during the week.	School Handbook	
	➤ School website	As above.	School Handbook	
	➤ Newsletters	As above.	School Handbook	
	➤ Daily notices	As above.	School Handbook	
	➤ Assemblies	As above.	School Handbook	
Bookings	➤ Facility/resource booking system(s) (school facilities)	Is discussed earlier in the week.	School Handbook	
	➤ Local facilities	Are explained and shown if haven't already.	School Handbook	
Trips	➤ Risk management	Is explained at appropriate time during the week (pending need for trips early in employment).	School Handbook/ Sports Events Module	
	➤ Getting approval for a trip	As above.	School Handbook/ Sports Events Module	
	➤ Transporting students	As above.	School Handbook/ Sports Events Module	

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School's Responsibilities (1st week) ctd		Details/Comments	Where can info be found	Completed
Key Relationships	➤ Code convenors/TiCs	Are identified at appropriate times during the week.	School Handbook/Volunteer Management Module	
	➤ Student captains	As above.		
	➤ Coaches	As above.	School Handbook/Volunteer Management Module	
	➤ Managers	As above.	School Handbook/Volunteer Management Module	
	➤ PWD support including RTLB, teacher aides. (Inclusion in inter/intra school events/activity)	As above.	School Handbook/Volunteer Management Module	
	➤ Community Club Links	Meeting could be set up with local RST by the RSD or they could attend RSO network meeting in their region	School Handbook/Volunteer Management Module	
Event Management/ Admin	➤ School year planner	Is explained earlier in the week.	School Handbook/ Sports Events Module	
	➤ Interschool/interhouse sport	As above.	School Handbook/ Sports Events Module	
	➤ Sports exchanges	As above.	School Handbook/ Sports Events Module	
	➤ Dinners	Is explained at appropriate time during the week.	School Handbook	

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School's Responsibilities (1 st term)		Details/Comments	Where can info be found	Completed
Position Management	➤ Mentoring	Initial training needs analysis should be completed and appropriate person/s are identified to help address urgent skill/knowledge gaps.	School Handbook	
	➤ Attestations	Are planned.	School Handbook	
	➤ Performance appraisal/ ➤ review	A more comprehensive training needs analysis should be completed and appropriate opportunities are identified to help address the skill/knowledge gaps.	School Handbook	
External Relationships	NZSSSC	Meets with NZSSSC Contact, NZSSSC Census is explained, eligibility criteria for national events is covered	NZSSSC	
	Regional Sports Trust	Visits and meets staff. The role is explained in terms of overall function and then in relation to SRC.	Sportfit Manual	
	Regional Sport Organisations	Are identified and their role with the SRC is discussed. If possible introduced.	Sportfit Manual	
	Local clubs and associations	As above.	Sportfit Manual	
	Cross cultural communication	Is discussed and learning opportunities identified.	N/A	
	Conflict resolution	As above.	School Handbook	
HR Management	Police vetting of volunteers	Is discussed and the procedure within the school explained.	School Handbook/ Volunteer Management Module	
	Volunteer job descriptions	Are discussed.	School Handbook/ Volunteer Management Module/Sportfit Manual/ SPARC Clubkit website area	
	Training and upskilling of volunteers	Is discussed and planned.	School Handbook/ Volunteer Management Module	

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School's Responsibilities (1st term) ctd		Details/Comments	Where can info be found	Completed
Marketing & Promotion	Newspaper contacts (regional/local)	Are identified and introduced (in person/on the phone). The process of getting information/stories in print media is explained.	School Handbook/Team Management Module	
	Other media contacts (radio/TV)	As above.	School Handbook/Team Management Module	

RSD's Responsibilities (1st month)		Details/Comments	Where can info be found	Completed
New SRCs	➤ Induction of SRCs	Meet and describe roles and relationships.	RSD	
	➤ Yearly schedule/calendar of events	Outline yearly schedule.	RSD	
Volunteers	➤ Induction of volunteers	Is explained and planned.	RSD/Volunteer Management Module	
Musac and Kamar	➤ Using Musac and Kamar	Is explained and an example worked through using the CD Rom.	RSD/ Sportfit Manual	
SportsCID	➤ Using SportsCID	Is explained	RSD/NZSSSC	
Sports Strategic Plan/SportsMark	➤ Reporting for Sports Strategic Plan/SportsMark	Is explained and templates provided.	RSD/ Sportfit Manual	
Colleagues	➤ Collegial relationships	Are explained.	RSD	
Sportfit	➤ Introduction to Sportfit manual	Is explained.	RSD/ Sportfit Manual	
Event Management	➤ Local programmes introduced	Names of key people	RSD	
Fees	➤ Affiliation fees	Are explained.	RSD	
Sports Awards	➤ SRC involvement in regional Sports Awards	Awards are explained and SRC involvement is described.	RSD	

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RSD's Responsibilities (1st month) ctd		Details/Comments	Where can info be found	Completed
NZSSSC Census	➤ Census	Purpose is explained, SRC responsibilities explained and timeline provide.	RSD/NZSSSC	
SPARC Programmes	<ul style="list-style-type: none"> ➤ Programmes such as Growing Leaders, CoachCorp, He Oranga Poutama etc are explained ➤ For rural schools this will include Rural Travel Funding 	Are explained.	RSD/ Sportfit Manual/SPARC website	
Interschool programmes – deliverers & contacts	➤ Directory of contacts/suppliers and relationships with key contacts	Are explained.	RSD	
Continual learning	➤ Professional development opportunities (Including Skills Active Professional Development Programme)	Are described and a calendar of events provided.	Via RSD See also info for Skills Active Professional Development Programme for Co-ordinators	
Resources	➤ Access/availability	Is explained.	RSD	