



Social Sport Ambassador Training Procedure

1. Introduction

- 1.1. The following policy outlines training for all University of Lincoln Students' Union (ULSU) Social Sport Ambassadors.
- 1.2. New social sport ambassadors are recruited from 1st May.
- 1.3. Ambassadors commence on 20th September.
- 1.4. Following the completion of online training ambassadors are required to meet with a member of the Activities department to carry out their welcome meeting. This will include the distribution of the social sport ambassador Handbook ensuring all information covered in online training can be re-read throughout their placement.
- 1.5. A member of the Activities department will distribute the relevant risk assessment and train ambassadors, talking through each point to ensure complete understanding. When both parties are content with the understanding of the Health and Safety requirements for Social Sport and more specifically their session, the ambassador can sign off on the risk assessment with oversight from, the Social Sports Assistant and Activities Manager.

2. Online Training

- 2.1. Online training is available to access and complete from the 9th September via the University of Lincoln Students' Union website.
- 2.2. Ambassadors must complete specific online training by 16th September. Those who are recruited after the 16th September are required to complete their online training within 5 working days of appointment.
- 2.3. Each ambassador will be required to complete their individual set of training modules which details;
 - Ambassador Role and Expectation.
 - National Governing Body Requirements and Details.
 - Employability Information.
 - Welcome Meeting Information and Requirements.
 - Setting and Meeting Goals.
 - Save the Date and Events.

- Drop In information.
- Advice information.
- Participant Engagement.
- Session Plan Guidance.
- Ambassador Review Process.
- Marketing Information.
- Health and Safety.
- Risk Assessing.
- Participation Statement.
- First Aid.
- Finance.
- GDPR.

2.4. Each module consists of 5 multiple choice questions.

2.5. To pass, students must get 80% of the questions correct.

2.6. 3 failed attempts result in the Social Sport Ambassador being invited to come in to the University of Lincoln Students' Union for a meeting to discuss further training.

2.7. Questions and answers will be reshuffled upon each trail of the module.

2.8. In the result of an Ambassador not completing all modules, they will be notified that they have 48hours to book a meeting with a member of the activities team or the role will become vacant.

2.9. All Ambassadors are required to complete the feedback survey at the end of their final module.

3. Ambassador Welcome Meeting

3.1. Successful online training completion allows ambassadors to progress to their welcome meeting with the Social Sports Assistant or a member of the activities department in their absence.

3.2. University of Lincoln Social Sport Ambassadors must complete their welcome meeting by 23rd September. Those who are recruited after the 23rd September are required to attend this meeting within 5 working days.

3.3. Each welcome meeting will consist of the following:

- Introduction of the Social Sports Assistant.
- Distribution of the Ambassador handbook.
- Training on the relevant risk assessment(s).
- Setting key performance indicators for semester one.
- Distribution of Social Sport Ambassador Kit.
- Time for question and conversation on the academic year ahead.

3.4. Risk assessments are to be signed by the relevant ambassador, Social Sports Assistant and Activities Manager.