**Welcome pack: How to use this template**

This template can be used as a guide to help you create your own ‘welcome pack’ for new starters to your hubs. You will find highlighted text throughout, which includes guidance on the type of content you could be adding. All yellow highlighted text and top tips should be deleted, and where appropriate replaced with information that is relevant to your hub sessions.

Before you start here are some tips to consider when compiling your welcome pack:

1. Consider what you need to go into your welcome pack.
* This may seem like a basic starting point, but creating a well thought out document that include essential information that removes some barriers for women and girls, will result in better engagement. You may want to include illustrations, such as a map of where the session is, photos of girls already attending the session or a check list of things they can bring/wear.
1. Think about how you will share the welcome pack.
* Will it be delivered by the ‘welcome leader’ at your session, by yourself, another coach, or another participant. Will it be sent via email, printed out, these are some of the questions you should be asking. If you are printing it, what supplementary material could you give, reward cards, t-shirt, or flyers of other Wicketz sessions they could attend.
1. Make it youth led.
* Ask young people already on your programmes what they would like to see in a welcome back. Some questions you could ask, ‘what would help make you feel more comfortable when attending somewhere new on your own, what information would you like to see included?’ Is there anything that would put you off attending?.’
1. Make sure you have appropriate permissions.
* Make sure you have appropriate permissions to use any images, quotes, or videos in your welcome pack.



Welcome to [Name of Wicketz location]

This welcome pack will help to tell you more about [Wicketz ….], the benefits and opportunities you can get from attending.

[ insert a picture/ video of your hub session ideally showing those attending, type of facility and most importantly individuals having fun]

Top tip-If you have a video to attach of your hub sessions, that works too. Consider asking girls on your programme already to create a ‘welcome video’- they are the experts in knowing what makes them feel welcome and comfortable



**A warm welcome**

We are excited you are joining [wicketz….]. At Wicketz, we participate in fun cricket-based activities, life skills workshop, teambuilding activities, socialisation and attend festivals, events and residentials.

**Who are we?**

Wicketz is a FREE community cricket programme for 8–16-year-olds. It provides a safe place for you to have fun, be yourself, make friends, improve your wellbeing all while creating memories.

To find out more about some of the things we get up to look at our social media channels.

Twitter- [ insert link]

Instagram- [insert link]

Facebook- [insert link]

**Who runs the session?**

Each session is led by qualified coaches who are....

**Where?**

[insert photo of the venue + a map of where it is].

Things to mention (if applicable) when describing the venue if it has it;

* Private changing facilities & toilets
* Mirrors
* Social space
* Café
* Is the venue inside or outside?
* Wi-Fi
* Well-lit carpark

**What should you wear?**

* Shoes you can move about that will not cause an injury. Clothing, please, wear whatever you are comfortable in.

**What should you bring?**

* A soft drink

**What is provided?**

* All equipment, all you need to do is turn up.

**What are your responsibilities?**

* Be kind
* Be Respectful
* Have FUN

**What opportunities will you have?**

* Join the Youth ambassador programme
* Festivals & events & residentials
* Meet new people and make new friends
* Improve your wellbeing & physical health
* Take part in life skills workshops that are chosen by you and your coaches.
* Increase your confidence and self-esteem
* Develop your life skills such as communication, leadership, and teamwork.
* Have your voice heard.
* Rewards and certificates
* To be part of your community

**Quotes from women and girls already attending Wicketz**

 [ to make it relatable try adding quotes from girls already attending your sessions]. Below are some examples you could use.

**“It takes away the stress and gives me an hour to myself to actually have some fun”**

**“It is a place I can show how good I am without being put down and told I can't do it”**

**“It gives me a sense of security and friendship”**

**“ wicketz helped me feel like I am not alone”**

**“It helped me feel inspired and shows girls can do other sports”**

**“ Wicketz helps you feel safe, it has a nice community feel”**

**Case Study: Why I love Wicketz-** [consider a short case study of a women and girls who attend Wicketz. Highlight the benefits that Wicketz has for others attending your hub]

**Who can you contact if you have any questions?**

[ coaches, dos contact details or your welcome leader if they are over 16]