

Participation Process

Purpose of the Process

The purpose of the process is to provide Participants with a transparent and clearly defined entry and exit procedure, and to make clear who is entitled to take part in decision making. It also promotes and supports Participant engagement.

Document content

1. Cover Sheet
2. Onboarding Procedure
3. Participating Procedure
4. Offboarding Procedure

Document cross references

- Decision Making Procedure
- Conflict Resolution Procedure
- Participant's Pledge
- Participant List

Date of ratification

6/03/2026

Version V3.0

Lengthens onboarding stage, and starts OSP handholding earlier.

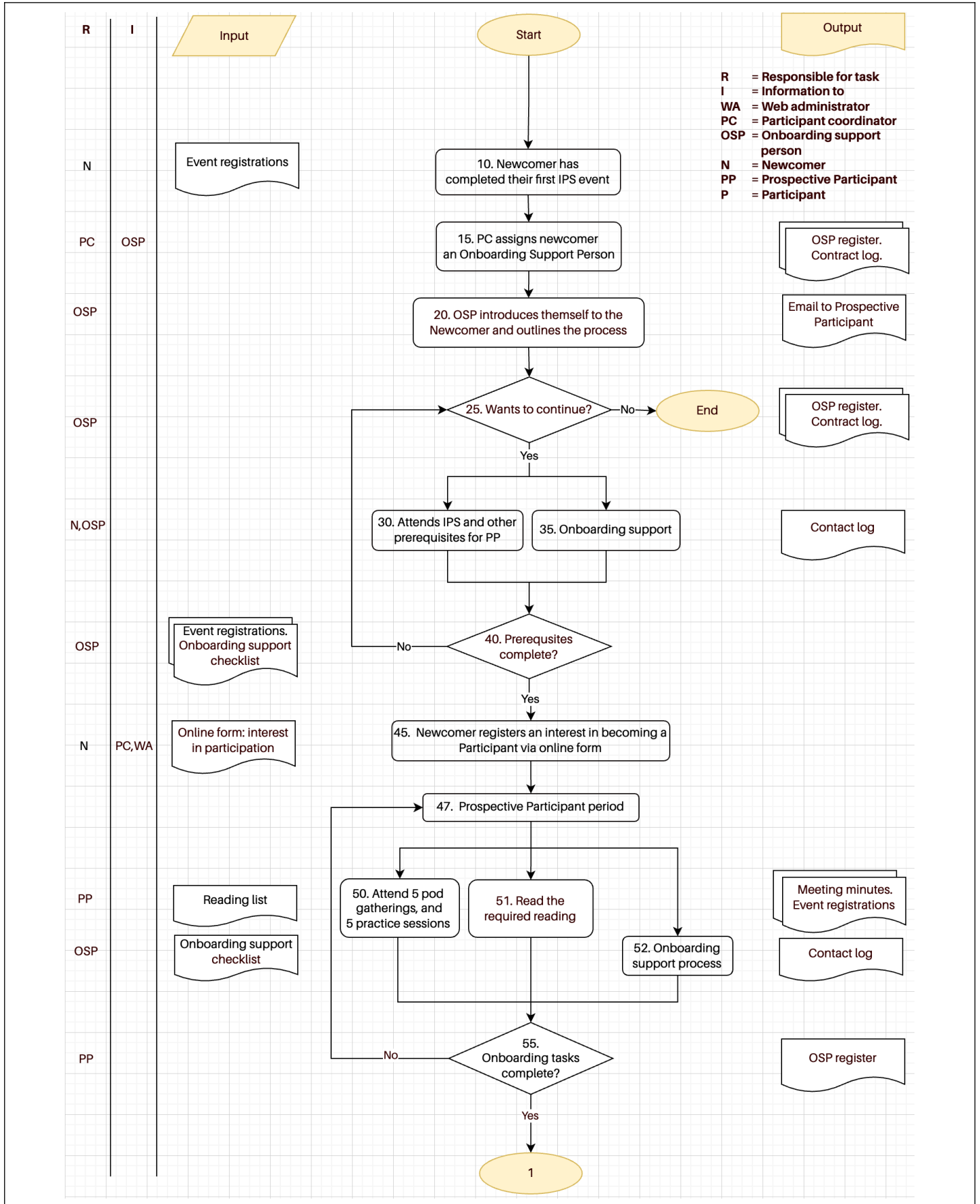
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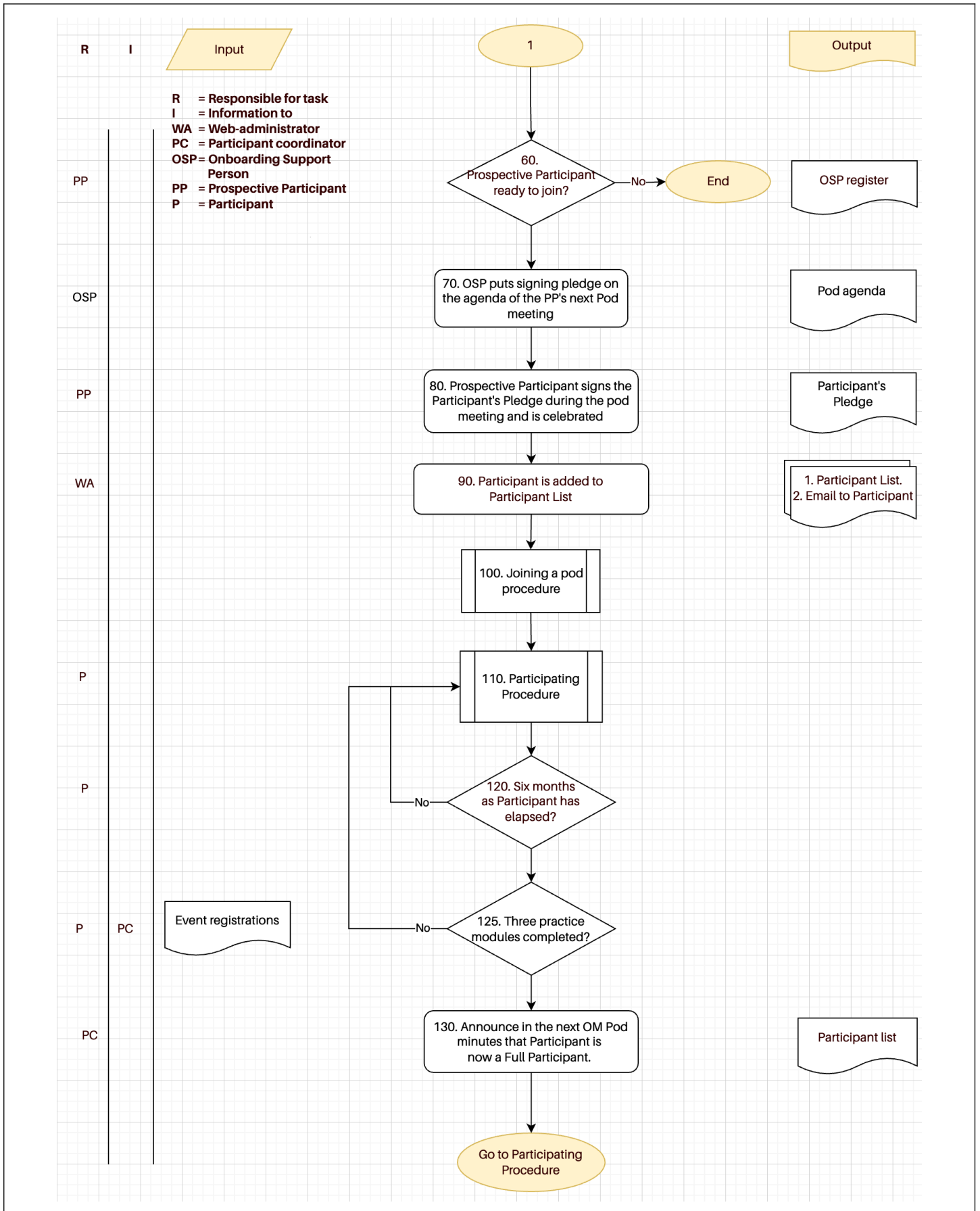
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Participation Process Onboarding Procedure



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Participation Process Onboarding Procedure

Further explanations to the Onboarding Procedure

Box 10,15

The website notifies the PC of any newcomers that attended the IPS. Within two working days after the Introductory Practice (IPS) event, the Participant Coordinator assigns an Onboarding Support Person (OSP) to assist the newcomer. The idea here is to support the newcomer with either their transition to membership, or alternatively to understand their reason for not proceeding further.

Box 20

Within 2 working days of being assigned, the Onboarding Support Person contacts the Newcomer and shares the following information:

- That they are their contact person in case of questions,
- Where to find resources that they need
- About the membership process

See the OSP guide and checklist for more details of this process.

Box 30

Prerequisites for entering the Prospective Participant phase:

1. Read the Vision Booklet
2. Read the Practice Guidelines
3. Watch the Practice Primer on youtube
4. Attend all 5 of the introductory Practice Sessions (or any 5 at the OSPs discretion)
5. Start on the required reading

Box 45

OSP should check the prerequisites are completed, then show the newcomer where the "I want to get involved" form is. Once submitted the newcomer's user permissions are changed from user to prospective.

This gives them read only access to the participants area.

From this point forward the hand holding starts to reduce as the newcomer leans more on their pod and their own initiative. See the OSP guide and checklist for more details of this process.

Box 50,51

The purpose of this stage is to slow down the joining process to provide sufficient time for PPs to be sure they are in the right place, and to best ensure shared context and alignment with the core mission and processes. To support this process this stage involves choosing a pod, attending at least 5 pod gatherings, attending at least 5 more practice sessions from the schedule offerings, and doing the required reading, which comprises:

- The contents of the PPP folder
- Ryell Kestano's book, Authentic Relating
- Stephen Porges book, Our Polyvagal World

Box 90

Their user permissions are changed to member. This gives them full read write access to the participants area.

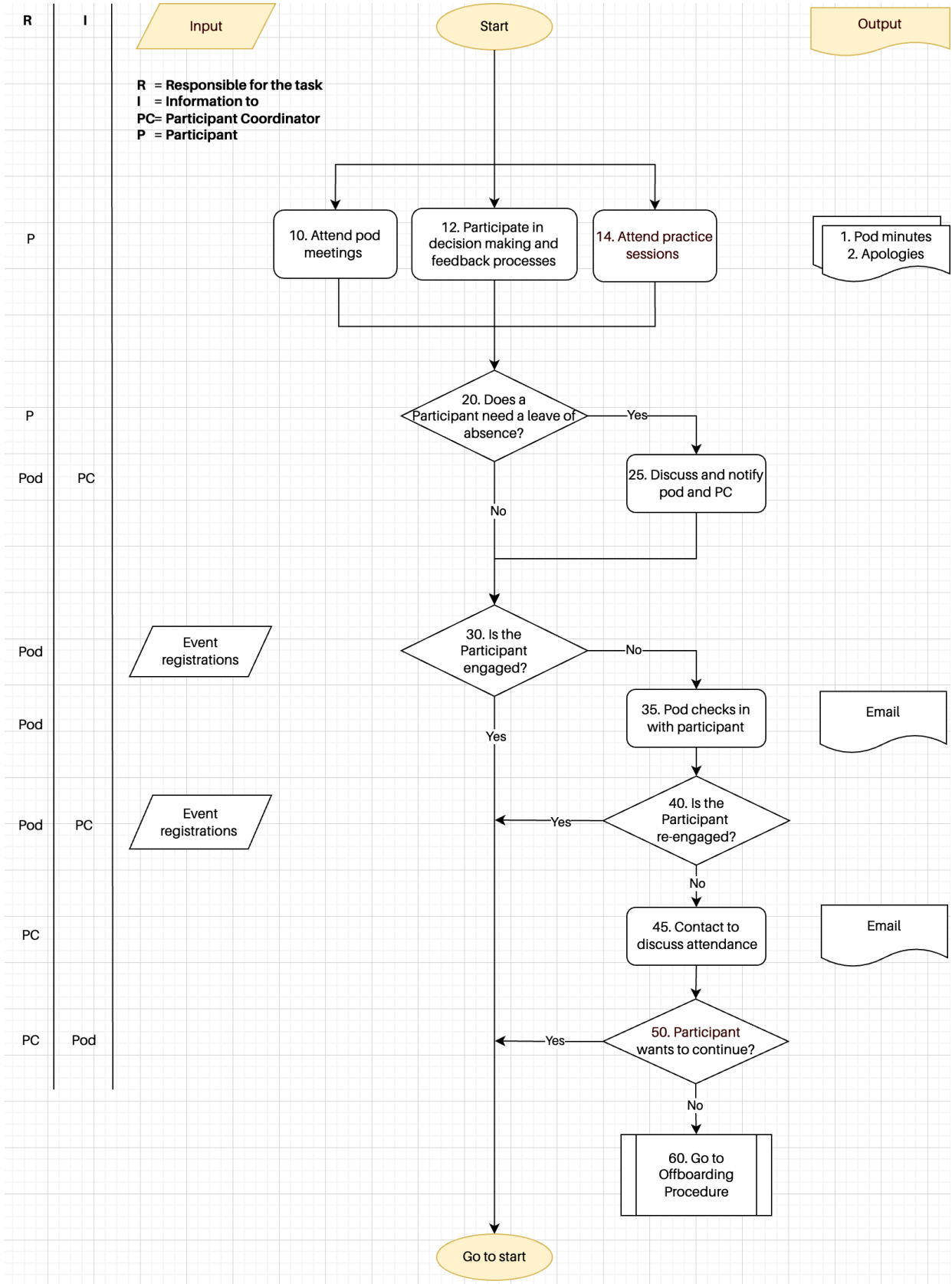
The onboarding support period ends automatically when the Prospective Participant signs the Participant Pledge, unless the OSP and the Participant agree to continue.

Box 120,125

The 6-month participation requirement to achieve full participant-ship is not inclusive of periods of absence.

Practice modules are ideally Communicator, Peacemaker, and AR Fundamentals, but any three will suffice. Does not include IPS

Participation Process Participating Procedure



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Further explanations to the Participating Procedure

Box 10

If unable to attend an Pod meeting, Participants send 'apologies'. Pod Meeting apologies must be given in advance, by email to the pod email list.

Box 20, 25

If a Participant needs to be absent for a short period, they must notify their pod and the Participant Coordinator. In the event the Participant requires a period of absence exceeding three months the participant will seek guidance from their Pod. Depending on the situation it may be appropriate to place the membership on hold, or alternatively, to resign and later rejoin when circumstances change.

The pod must record the intention and dates in their minutes, and notify the Participant Coordinator. Any roles the participant holds will need to be reassigned, or held by another pod member for the duration of the absence.

NB: The 6-month participation requirement to achieve full participant-ship is not inclusive of periods of absence. (See box 120 of Onboarding).

Box 30

Expectations for attendance of meetings and practice sessions:

1. Meeting apologies must be given in advance by email, to the pod email list for pod meetings.
2. Attendance means being present at 75% pod meetings (quarterly) and ensuring that participants avoid being absent from 3 consecutive meetings without a prior written leave of absence.
3. Attendance of at least one practice session per week.

Box 45

The Participant Coordinator contacts the Participants and Full Participants via email.

A guide below for the email (guide, edit to suit):

Dear [applicant's name],

I hope you're well. We noticed you didn't make it to our last three meetings. Your participation and input is valuable to all of us, and we would like to understand what is happening for you.

Would you be willing to share the challenges you've faced in attending the meetings? Your insights would help us improve and we would greatly appreciate it.

As a group we are committed to accommodating your needs and would love to have a conversation with you to explore how we can continue collaborating.

Please do respond to this email or give me a call, and I look forward to organizing a time for a more detailed discussion.

Thank you for your understanding.

Best regards,

[Your Name]

[Group Name/Position]

Within a week of sending the email, the Participant Coordinator will reach out to the Participant/Full Participant (Zoom, phone or in person) in a gentle and curious way to understand the reasons behind the absence. Express curiosity about the Participant's perspective and be open to discovering any valuable insights that could benefit the group.

Participation Process Offboarding Procedure

