

Induction Checklist

(Please delete which elements that are not appropriate. This is a volunteer document and is for sample purposes only)

NAME & ADDRESS OF CLUB _____

Name _____

Start Date _____

Volunteer Role _____

The induction is to help a volunteer settle in as soon as possible. Induction should commence on the first day of joining and be completed as soon as is practicable. Complete the form by entering the instructors/coaches initials and the date alongside each item as the information or documents are given to the volunteer. If the induction is carried out by one instructor/coach only and all on the same day, leave these columns blank and complete the signature section at the bottom of the form.

General Information

Explanation of Induction

Introduction to manager/coach/colleagues

Locker

Personal Details

Received & signed code of conducts

Agree to attend safeguarding training
or already completed

Have received volunteer Handbook

Hours of commitment

Health & Safety

Health & Safety Policy

Fire Procedures & Drills

First Aid/Accident procedures

Security Arrangements/locking the venue

Health & Safety and protective measures

Emergency Procedures

Health & Safety Training

Smoking Policy

Risk Assessments

General

Role and Organization

Club Structure and services

Training opportunities

Transport and Parking Arrangements

Canteen/Refreshment Facilities

Use of Club Facilities

Social and Recreational Facilities

Expenses

Allowances

Training opportunities

Insurance

Other Benefits

Rules and Discipline

Disciplinary, Grievance and Appeal
Procedures

Sickness/Illness

I will try to inform lead coach if I am unable to
Attend a coaching session or Competition

Holidays

I will try to inform lead coach well in advance if I am unable to attend a coaching session or Competition
due to holidays

Current Holiday Commitments

TOUR OF PREMISES

Show the location of cloakroom, exits and entrances, emergency and fire exits, fire alarm and first aid points, kitchen prohibited areas, hazards, notice boards and any areas to which the volunteer will need to go in the course of their role.

CONTACT NAMES

Manager/Senior Coach----- ☎ -----

Designated Safeguarding Officer ----- ☎ -----

First Aider ----- ☎ -----

Other Information ----- ☎ -----

Trial Period

Please indicate below any further reading/familiarisation identified for the probationary period e.g., specific policies and/or procedures.

Induction undertaken by: _____

Date of Completion: _____

I have received the above induction training:

Coach/volunteer: _____

Date of Completion: _____

PLEASE FORWARD A SIGNED COPY OF THIS DOCUMENT TO THE CLUB SECRETARY.