***CLUB NAME***

*INSERT CLUB LOGO HERE*

**VOLUNTEER INDUCTION CHECKLIST**

|  |  |
| --- | --- |
| **Volunteer Name:** |  |
| **Inducted by:** |  |
| **Induction Date:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **General** | **Yes** | **No** | **N/A** |
| Overview of the club’s missions and values |  |  |  |
| Overview of club offerings and programs |  |  |  |
| Overview of club committee charter |  |  |  |
| **Facilities** | **Yes** | **No** | **N/A** |
| First Aid equipment location |  |  |  |
| Fire exist location and procedure explained |  |  |  |
| Amenity’s location |  |  |  |
| Security alarms / key locations |  |  |  |
| Opening and closing procedure |  |  |  |
| **Policies and Procedures** | **Yes** | **No** | **N/A** |
| Overview of club policies and procedures |  |  |  |
| Insurance |  |  |  |
| Reimbursement |  |  |  |
| Privacy and confidentiality |  |  |  |
| Working with Children policy |  |  |  |
| Cash-handling policy |  |  |  |
| **WHS** | **Yes** | **No** | **N/A** |
| WHS rights and responsibilities |  |  |  |
| Reporting of risks |  |  |  |
| Manual handling |  |  |  |
| Evacuation procedure |  |  |  |
| **Introductions** | **Yes** | **No** | **N/A** |
| Club president |  |  |  |
| Head coach |  |  |  |
| Age group coaches |  |  |  |
| Club committee members |  |  |  |
| **Role Specific** | **Yes** | **No** | **N/A** |
| Explained role and responsibility |  |  |  |
| Supplied work instructions/procedures |  |  |  |
| Explained technologies/systems |  |  |  |
| Conducted “on the job” training |  |  |  |