***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  |  |  |  |