

# Volunteer Induction Checklist

(This is for sample purposes only)

## Name & Address of Club

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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

### Health & Safety

Health & Safety Policy   
Fire Procedures & Drills   
First Aid/Accident Procedures   
Security Arrangements/locking venue   
Health & Safety/Protective measures   
Emergency Procedures   
Health & Safety Training   
Smoking Policy   
Risk Assessments

Hours of Commitment \_\_\_\_\_

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### Role of Organisation

Club Structure and Services   
Use of Club Facilities   
Training Opportunities   
Transport and Parking Arrangements

### General

Canteen/Refreshment Facilities   
Social and Recreational Facilities

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**Expenses**

- Allowances
- Training Opportunities
- Insurance
- Other Benefits

**Rules & Discipline**

- Disciplinary, Grievance and Appeal Procedures

**Sickness/Illness**

- I will try to inform the coach if I am unable to attend a coaching session or competition

**Holidays**

- I will try to inform the 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 \_\_\_\_\_ Tel. \_\_\_\_\_

Designated Safeguarding Officer \_\_\_\_\_ Tel. \_\_\_\_\_

First-Aider \_\_\_\_\_ Tel. \_\_\_\_\_

Other Information \_\_\_\_\_

**Trial Period**

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

Induction carried out by: \_\_\_\_\_

Date of completion \_\_\_\_\_

I have received the above Induction Training:

Volunteer \_\_\_\_\_

Date of completion \_\_\_\_\_

**Please forward a signed copy of this document to the Club Secretary**

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