



## Volunteer Induction Checklist

The purpose of this induction checklist is to help new volunteers feel welcome and comfortable at your club and allow them to understand exactly what they can expect from you and what your club expects of them.

Volunteer name:

Volunteer role:

Induction completed by:

Date:

Induction checklist	Y	N	N/A
<b>Introduction</b>			
Volunteer welcomed and introduced to key members at the club: <ul style="list-style-type: none"> <li>- Explain who's who, club committee, coaches, players, volunteers</li> <li>- Volunteer given a list of key contacts</li> </ul>			
About the club: The volunteer is given further information about the club which may include: <ul style="list-style-type: none"> <li>- Club history, club values, size of club</li> <li>- Active competitions, age groups, competition structures</li> </ul>			
Volunteer role is explained: <ul style="list-style-type: none"> <li>- What are the responsibilities of the volunteer role?</li> <li>- What time commitment is expected?</li> <li>- What do they hope to get out of volunteering?</li> <li>- Where can they go to for support? Will the volunteer be paired with a mentor/buddy to help them settle in</li> </ul>			
<b>Facilities</b>			
Volunteer is given tour of club facilities and all relevant work areas: <ul style="list-style-type: none"> <li>- Parking</li> <li>- Toilets and showers</li> <li>- Where keys are kept and how to open/lock up</li> <li>- Where valuables can be secured</li> <li>- Equipment storage</li> </ul>			
Spend extra time showing specific work area: <ul style="list-style-type: none"> <li>- For example: If they will be volunteering as team manager, give more detail on equipment storage, pitch layout, changing rooms</li> </ul>			
<b>Health and safety</b>			
Relevant club code of conduct is explained and signed (this is to protect both the club and the volunteer)			
Club safeguarding policy is explained: <ul style="list-style-type: none"> <li>- Check if volunteer has DBS check. If not, organise for volunteer to complete free RFL DBS check</li> <li>- Check if volunteer has completed safeguarding and protecting children training. If not, organise for volunteer to complete this</li> </ul>			
Evacuation procedures are explained, and evacuation points are shown			
Let volunteer know how they can safely report an issue			

Note: This is a generic template, please edit to suit your club's values and policies