



Facility Induction Checklist

Document No 045 Rev 2

A facility induction for new volunteers will assist the club in ensuring that the safety and welfare of members is addressed. An induction checklist is an example of good practice in relation to health and safety.

NAME: _____

DATE STARTED: _____

Item	Tick when completed
Job description/expectations	
Normal Operating Procedures and Emergency Action Plan (Club Specific based on the facility provider's version)	
Introduction to Teaching and Coaching Staff	
Shown around the Facility	
Equipment Storage	
Relevant Telephone Numbers	
Incident Reporting	
Register of Swimmers	
Teacher / Coaches meeting	
Competition Calendar	
Club Handbook	
Committee Structure, roles and responsibilities	
Training Opportunities discussed	

Training Needs: _____

Any other comments: _____

Signature of New Starter: _____

Signature of Head Coach: _____ **Date:** _____