



New Volunteer Facility Induction Checklist

NAME: _____

DATE STARTED: _____

- Job description/expectations
- Normal Operating Procedures and Emergency Action Plan (supplied by the facility provider)
- 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: _____