

VOLUNTEER INDUCTION CHECKLIST



Does the new volunteer have.....?

Position Details

- ☐ A position description.
- ☐ List of roles and responsibilities
- ☐ A list of tasks and responsibilities of their role, broken down into small, easy to understand tasks.
- ☐ Clear expectations of the committee in written form
- ☐ Calendar of important events/deadlines
- ☐ A knowledge of reporting dates and report format

Access Information

- ☐ Access and Information
- ☐ Access to reporting templates
- ☐ Access to previous records
- ☐ A document outlining club rules and regulations
- ☐ An understanding of the clubs legal policies and child safety policies
- ☐ A clear understanding of other committee members roles
- ☐ Passwords and login information for relevant online platforms (social media, play HQ, etc.)
- ☐ Passwords and logins to any other accounts relevant to their role (eg. banking)

Contact Details

- ☐ Contact information of the volunteer previously in the role
- ☐ Contact information of committee members
- ☐ An understanding of who is their first point of contact for support
- ☐ Contact details and introduction to a sub-committee, assistance or other volunteers who will assist with their role (if required)
- ☐ Contact details of relevant league, association or council employees/administrators, if required for their role
- ☐ An official introduction or announcement to parents, players, etc.

Keys and Equipment

- ☐ Keys to the club rooms or venue (if required)
- ☐ Keys to storerooms, canteens, merchandise, cash drawers (if required)
- ☐ Keys to any other vehicle, storage or equipment that may be required
- ☐ Any equipment or items required to perform their role

Training

- ☐ Hands on training and knowledge of technology and equipment used in their role (eg. eftpos, projectors, bar equipment)
- ☐ Opportunity to receive one on one training from the previous volunteer/committee member
- ☐ Opportunity to receive training from a current committee member
- ☐ Ongoing access to resources to train and upskill the volunteer
- ☐ Opportunity to ask questions receive clarification in a welcoming, low pressure environment