**Volunteer Induction Checklist**

**Become the Best You Can Be –** we wish to provide the platform and environment for all members, players and volunteers to become the best they can be and contribute to the community.

|  |  |
| --- | --- |
| **Volunteer Name:** |  |
| **Role at Club:** |  |
| **Email Address:** |  | **Mobile #:** |  |
| **WWC Number or Volunteer / Police Clearance:** |  | **Coach Accred. #:** |  |
| **Induction Conducted by (Name):** |  | **Date:** |  |

**Introduction to the Club**

[ ]  Give the volunteer an overview of the club’s history, mission and current goals

[ ]  Give the volunteer an overview of the club, association, BWA structure and relationship

[ ]  Provide contact details of key volunteers in your club or association ie. committee contact list, coaches contact list etc.

[ ]  Provide details of club website, social media sites, relevant fixtures, newsletters etc.

[ ]  Provide copies or access to any policies, procedures or handbooks they need to be aware of (Child Safeguarding, Member Protection, code of conduct, coaching handbook, social media, grievance procedure, what to do in an emergency etc.)

[ ]  *Insert additional task here*

**Information about their role**

[ ]  Provide their Role Description and ensure they understand their role and responsibilities

[ ]  Arrange training where necessary for jobs they will be doing

[ ]  Arrange handover with previous person in role if required

[ ]  Assign them a buddy (if appropriate) to help them learn their role

[ ]  Introduce them to other volunteers or staff members they will be working with

[ ]  Announce the new volunteer with a thank you in the club newsletter, social media etc.

[ ]  Explain where to find volunteer resources and tools for their role ie. www.basketballwa.asn.au

[ ]  If applicable, inform them how to go about claiming expenses reimbursements

[ ]  *Insert additional task here*

**Facilities, equipment, resources**

[ ]  Organise any stationary or uniforms (name badges, shirts etc.)

[ ]  Organise office equipment or IT requirements (desk space, computer, club email account, WIFI access, passwords, PlayHQ access etc.)

[ ]  Show them around the facility/premises, pointing out any important areas (e.g. toilets or changing rooms, kitchen, emergency exits, first aid kits)

[ ]  Advise location of sporting equipment and storage/locking up procedures

[ ]  Provide contact details of key volunteers in your club or association ie. committee contact list, coaches contact list etc.

[ ]  Provide with keys to facilities etc if required in role

[ ]  *Insert additional task here*

**Follow up**

[ ]  Check if the volunteer has any questions

[ ]  Ask them for feedback or make sure they are aware of how to provide feedback

[ ]  *Insert additional task here*

**After the volunteer’s first month**

[ ]  Check if the volunteer is comfortable in the role

[ ]  Check whether they feel they need more training

[x]  *Insert additional task here*

**Comments / Notes:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_