



## Facility Induction Checklist

*A facility induction for new volunteers assists Evesham SC in ensuring that the safety and welfare of members is addressed*

**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:** \_\_\_\_\_