**Volunteer Induction Checklist**

The priority when introducing a new volunteer to the club and their role is to give them a full induction when they start. This should ensure that the volunteer understands the way in which the club works. Creating a warm, welcoming and comprehensive induction can help support your volunteer for the future but also keep them engaged with the work and their tasks. The induction should be done with all volunteers whether they have a full role or are under taking small tasks.

 **The Club**

* Club vision, values and development plan
* Club size, age-groups, opening times, playing programme (sessions, competitions etc.)
* Club background, history and people
* Personal introductions
Dates of upcoming meetings or competition/social events
List of key contacts within the club and externally, if relevant
Club financial procedures, if relevant
* Tour: toilets, parking, equipment, buildings and facilities

 **Club Policies and Procedures**

* Governing documents and club rules
* Codes of Conduct
* Health and Safety (including fire evacuation and emergency procedures)
* Safeguarding and Welfare (including DBS check if applicable)
* Diversity and Inclusion
* Confidentiality Expenses

 **Their future as a volunteer**

* What do they hope to gain from their volunteering experience, i.e. what are their motivations?
* What will their volunteer role involve and what are their responsibilities?
* Time commitments and expectations
* What skills, experiences or qualifications do they have if this hasn’t been captured in the application process
* Would they be interested in additional training, development opportunities?
* Who is their main point of contact and who can they turn to for assistance and advise?
* What should they do if they have any questions or problems?

*This is an example checklist – please adapt this template to suit your club’s needs.*