



COMMITTEE MEMBER INDUCTION CHECKLIST CLUB POLICY DOCUMENT

Section	What needs Done	Supporting documents	Who leads	Date to be completed	Completed Status	Comments
Welcome	Tour of Facilities					
	Introduce Executive Committee	Welcome pack				
	Introduce Club committee	Welcome pack				
	Meet Coaching Team					
	Membership processed					
Wellbeing	Meet Club WPO		WPO			
	Code of Conduct	Code of Conduct	WPO			
	PVG (If required)	PVG form	WPO			
	Self-declaration (If required)	Self-declaration form	WPO			
	Wellbeing Policy Documents	Wellbeing Policy Documents	WPO			
	Child Wellbeing & protection in Sport	CWPS Course list (If required)	WPO			
Governance	Information on the club (Aims & Values)	Welcome pack				
	Committee structure	Welcome pack				
	Details of the role	Role descriptor				
	Committee meetings	Previous minutes and constitution				
	Code of ethics	Code of ethics				
	Equality policy	Equality policy				
Health & Safety	Club Health & Safety procedures	Health & Safety pack				
	Relevant risk assessments	Risk Assessments				
Role specific	List of role specific requirements	Role descriptor				
	Previous information	Handover notes, Records, templates etc				
	List of relevant courses & workshops	Course list				



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Access the relevant software packages					
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Signatures

I confirm that I have received and understand all of the above information	Signature (Inductee)		Date	
I confirm that I have explained all of the above details to the inductee and ensured that they have understood them	Signature (Inductor)		Date	