



# VOLUNTEER COACH 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 Head Coach & Coaching Team					
	Introduce Club committee	Welcome pack				
	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	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	Identify suitable squad/sessions	Squad structure & Timetable				
	List of role specific requirements	Role descriptor				
	List of courses & workshops	Course list				
	Identify a suitable mentor					



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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	