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| Team before match |  |
| CITY OF SWAN SPORTS CLUBSVolunteer Induction Checklist |

# VOLUNTEER INDUCTION CHECKLIST

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| Position Details  |
|  | A position description |
|  | List of roles and responsibilities |
|  | A list of tasks and responsibilities of their role, broken down into small, easy to understand tasks |
|  | Clear expectations of the committee in written form |
|  | Calendar of important events/deadlines |
|  | A knowledge of reporting dates and report format |

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| Access Information |
|  | Access and information |
|  | Access to reporting templates |
|  | Access to previous records |
|  | A document outlining club rules and regulations |
|  | An understanding of the clubs legal policies and child safety policies |
|  | A clear understanding of other committee members roles |
|  | Passwords and login information for relevant online platforms (social media, play HQ, etc.) |
|  | Passwords and logins to any other accounts relevant to their role (eg. banking). |