

Volunteer Induction Checklist

The first priority when introducing a new volunteer to the club and their role is to give them an induction when they start. The aim of this is to ensure that the volunteer understands the way in which the club works, the place of their role within this, and that they have a full understanding of their role and responsibilities. Below are several ideas which can be used and adapted to most situations.

Overview

- Why volunteers are a vital part of the club
- What benefits they will gain from volunteering at the club
- Volunteer support available

The Club

- Club size, age-groups, events programme
- 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

Club Policies and Procedures

- Governing documents and club rules
- Codes of Conduct
- Health and Safety
- Insurance
- Safeguarding and Welfare (including DBS check if applicable)
- Diversity and Inclusion
- Confidentiality
- Expenses

Their Role

- 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?
- 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?