Ards Rugby Football Club – Volunteer Induction Checklist

The aim of this list is to ensure the volunteer understands their role, the contribution they will make to the Club's goals and how to fulfil their duties safely and effectively.

What	Who	When & Where	How
About the Club • Aims, philosophy and ethos of the Club • Importance of volunteers • Structure and Committees • Activities and programmes • About participants • Volunteer Policy	All new coaches and volunteers	Induction evening or 1-2-1 tour Club House	Verbal Volunteer Policy
The Building • Layout, toilets, parking, fire exit/procedures, etc. • Facilities for volunteers • Health and safety rules • Safeguarding	All new coaches and volunteers	Induction evening or 1-2-1 tour Club House	Walk through
The Role • Outline of coach/volunteer role, days / hours, etc. • Line management and key relationships • Codes of practice • Code of ethics • Confidentiality • Access NI checks • Potential problems and how to deal with them, e.g. Accident & Incident reporting • Systems for reporting • Practical help and suggestions	All new coaches and volunteers	Induction evening or 1-2-1 tour Club House	Verbal Role descriptions Relevant policies
The Support System • Supervision, support and key contacts • Role specific training (if applicable) • Resources, facilities, equipment • Expenses • Complaints • Safeguarding procedure (and attending training within 6 months of taking up the role if applicable) • Insurance cover for volunteers	All new coaches and volunteers	Induction evening or 1-2-1 tour Club House	Verbal Relevant documentation

Volunteer:

I confirm that I have completed all items in the induction checklist and where indicated understand the policies and procedures.

Print Name: _____

Signature: _____

Date: _____

Volunteer Supervisor:

I confirm that all items in the induction checklist, including policies and procedures have been explained.

Print Name: _____

Signature: _____

Date: _____