***NOTE: This template has been provided as a guide only. Please edit as necessary to reflect the requirements of your Club. Please delete this message prior to using this document.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Volunteer Name:** |  | | |
| **Role at Club:** |  | | |
| **Email Address:** |  | **Mobile #:** |  |
| **WWC Number or Volunteer / Police Clearance:** |  | **Official’s Licence #:** |  |
| **Induction Conducted by (Name):** |  | **Date:** |  |

**Introduction to the Club**

Give the volunteer an overview of the club’s history, mission and current goals

Give the volunteer an overview of the club, association, State Association structure and relationship

Provide contact details of key volunteers in your club or association ie. committee contact list, Officials contact list etc.

Provide details of club website, social media sites, relevant fixtures, newsletters etc.

Provide copies or access to any policies, procedures or handbooks they need to be aware of (Child Safeguarding, code of conduct, coaching handbook, social media, grievance procedure, what to do in an emergency etc.)

*Insert additional task here*

**Information about their role**

Provide their Role Description and ensure they understand their role and responsibilities

Arrange training where necessary for jobs they will be doing

Arrange handover with previous person in role if required

Assign them a buddy (if appropriate) to help them learn their role

Introduce them to other volunteers or staff members they will be working with

Announce the new volunteer with a thank you in the club newsletter, social media etc.

Explain where to find volunteer resources and tools for their role ie. KA Club Tool Kit at [www.karting.net.au](http://www.karting.net.au)

If applicable, inform them how to go about claiming expenses reimbursements

*Insert additional task here*

**Facilities, equipment, resources**

Organise any stationary or uniforms (name badges, shirts etc.)

Organise office equipment or IT requirements (desk space, computer, club email account, WIFI access, passwords, KOMP access etc.)

Show them around the facility/premises, pointing out any important areas (e.g. toilets or changing rooms, kitchen, emergency exits, first aid kits)

Advise location of sporting equipment and storage/locking up procedures

Provide contact details of key volunteers in your club or association ie. committee contact list, coaches contact list etc.

Provide with keys to facilities, grounds etc if required in role

*Insert additional task here*

**Follow up**

Check if the volunteer has any questions

Ask them for feedback or make sure they are aware of how to provide feedback

*Insert additional task here*

**After the volunteer’s first month**

Check if the volunteer is comfortable in the role

Check whether they feel they need more training

*Insert additional task here*

**Comments / Notes:**

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