

Induction Checklist

Formal inductions should take place as soon as possible. They let new coaches know more about their roles and responsibilities and where they fit within the organisational structure, and they give employers the chance to introduce any required paperwork and reporting mechanisms.

Areas to cover include:

- Q&A of the Role
- Tour of facilities
- Demonstration on the use and storage of equipment
- How and where to store registers of attendance
- How to fill in incident/accident report forms
- Overview of codes of conduct
 - Parents
 - Players
 - Coaches
- Clarification on when to use parental consent forms
- What medical information may be required for your activity
- What are the club fire and evacuation procedures
- Establish date for child protection training if appropriate
- Provide template documents for all of the above plus
 - Club constitution
 - Codes of Conduct
 - Policies and procedures
 - Risk assessment form
 - Any other relevant information

A formal record of the induction process should be completed and signed by the coach and the person conducting the induction to ensure that both parties are happy with the areas covered and the level of detail provided.