



Newbury District Swimming Club

(Affiliated to South East Region, ASA.)

Facility Induction Checklist

A facility induction for new volunteers will assist the club in ensuring that the safety and welfare of members is addressed. An induction checklist is an example of good practice in relation to health and safety.

NAME: _____

DATE STARTED: _____

- Job description/expectations
- Normal Operating Procedures and Emergency Action Plan (supplied by the facility provider)
- Introduction to Teaching and Coaching Staff
- Shown around the Facility
- Equipment Storage
- Relevant Telephone Numbers
- Incident Reporting
- Register of Swimmers
- Teacher / Coaches meeting
- Competition Calendar
- Club Handbook
- Committee Structure, roles and responsibilities
- Training Opportunities discussed

Training Needs: _____

Any other comments: _____

Signature of New Starter: _____

Signature of Head Coach: _____

Date: _____

Approved : 19/04/2010