

## Volunteer Induction Checklist

Items	Completed	When
<b>The Rugby Football League</b>		
Where it is based	<input type="checkbox"/>	----
The Structure (refer to handbook)	<input type="checkbox"/>	----
Who's who	<input type="checkbox"/>	----
<b>Your Club</b>		
Where it is based	<input type="checkbox"/>	----
What sections it has	<input type="checkbox"/>	----
How they fit together	<input type="checkbox"/>	----
Which league(s)	<input type="checkbox"/>	----
Who's who – introduce them to everyone	<input type="checkbox"/>	----
Contact list of key contacts	<input type="checkbox"/>	----
Dates of meetings they need to attend and social events	<input type="checkbox"/>	----
Where everything is within the club (i.e. first aid kit, stationery, toilets etc)	<input type="checkbox"/>	----
Any Service Area, RFL contacts (if relevant)	<input type="checkbox"/>	----
External club contacts i.e. sponsors, caterers etc (if relevant)	<input type="checkbox"/>	----
Club financial procedures (if relevant to the role)	<input type="checkbox"/>	----
<b>Policies and procedures</b>		
The Volunteer Charter and Code of Conduct	<input type="checkbox"/>	----
Child Protection	<input type="checkbox"/>	----
Health and Safety	<input type="checkbox"/>	----
Volunteer Policy/Guidelines	<input type="checkbox"/>	----
Fire instructions	<input type="checkbox"/>	----
Confidentiality	<input type="checkbox"/>	----
Claiming expenses	<input type="checkbox"/>	----
<b>The role</b>		
What they will be doing	<input type="checkbox"/>	----
Who their contact is (include support meetings, mentor, supervision)	<input type="checkbox"/>	----
Their responsibilities, including days, hours etc	<input type="checkbox"/>	----
How their work will be measured (include trial period)	<input type="checkbox"/>	----
Qualifications needed (if relevant to post i.e. coaching, match officials)	<input type="checkbox"/>	----
<b>What to do regarding.....</b>		
Grievances and problems	<input type="checkbox"/>	----
Witnessing poor practice or misconduct	<input type="checkbox"/>	----
<b>Induction for:</b>		
<b>Completed by:</b>	<b>Date:</b>	