



Castleconnell Boat Club Induction Checklist for Volunteers

Name _____ Start Date: _____

Role _____

The induction is to help new volunteers settle in as soon as possible. Induction should commence on the first day of joining and be completed as soon as is practicable.

Complete the form by entering the Castleconnell Boat Club Officer's initials and the date alongside each item as the information or documents are given to the new volunteer.

If induction is carried out by one Officer only and all on the same day, leave the sheet blank and complete the section at the end of the form.

General Information

Explanation of Induction

Introduction to Officers and Committee

Introduction to any staff/volunteers/mentors

Personal Details

Proof of ID checked (passport, driving license, birth certificate etc)

Agree to attend Safeguarding Awareness training

Safeguarding Awareness training completed Date: _____

Rules and Discipline

Codes of Conduct (to be signed)

Hours of commitment

Accurate hours agreed

Approximate if not known

Health & Safety

Castleconnell Boat Clubs Health & Safety and Safeguarding Statement

Risk Assessments existing knowledge

Risk Assessment Training required

Role and Organisation

Role description provided

Organisation Structure and services

Appraisal, Education

Training opportunities



Expenses

- Allowances
- Training opportunities
- Insurance
- Other Benefits

Sickness / Illness

Try to inform a Club Officer if unable to honour commitment

Holidays

- Known holiday commitments
- Volunteers – as much notice as possible

General

- Organisation contacts
- Contacts with other clubs/RI
- Policy when using facilities
- Transport arrangements
- Equipment availability

Trial Period / additional information

Default trial period of 3 months
Further reading/familiarisation identified for the probationary period e.g. specific policies and/or procedures.

CCBC Policies on www.castleconnellbc.ie

Induction arranged by: _____

I have received the above induction training.

Signed (volunteer): _____ **Date of Completion:** _____

PLEASE FORWARD THE ORIGINAL SIGNED COPY TO THE SECRETARY OF Castleconnell Boat Club.