

**[ROWING IRELAND/NAME OF 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 Rowing Ireland/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 & 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

Rowing Ireland Safety Code

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 honor 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.

RI Code of Good Governance
RI Policy Manual

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 [ROWING IRELAND/.....CLUB].