



VOLUNTEER INDUCTION CHECKLIST

Volunteer's Name

South Australian Judo Academy

Incorporation Number A39882

ABN 69 925 848 759

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Volunteer Induction Checklist



This checklist supports new Volunteer Induction / Orientation to be thorough and consistent regardless of who conducts it. NB that volunteers will have different learning needs so that Induction may need to be conducted across a number of initial visits.

Once a Volunteer Role has Been Established

The nominated volunteer should use this checklist as a guide and record of what the Induction has incorporated

Volunteer Name: _____	
Induction Commenced: ___/___/___	Induction Complete: ___/___/___
Induction Conducted By: _____	Signed: _____

1. The new volunteer has been shown around the facility:
Introduced to committee members and other people around the club []

2. The new volunteer is shown around the facility []

The amenities []
Where to secure valuables []
Where equipment and supplies are kept []
Shown where first aid equipment, ice etc are located []

3. The volunteer has had the role, purpose and values of the club explained and has been provided with relevant fixtures, newsletter, details of website []

4. The volunteer also needs to be shown:
Specific work space, areas e.g. []
About parking []
Where the Health & Safety Board is located []

5. The volunteer running the induction explains the following procedures and provides a Volunteer Handbook with information for further reference.
Confidentiality, how volunteer privacy is maintained []
Grievance procedures []
Evacuation procedures []
Given a run-down of club contacts and what various people do []



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6. The new volunteer has had the club expectations explained and what they should be able to expect from others in the club

Gone through Codes of Conduct []
Taken through the Volunteer Handbook []

7. Another member or volunteer is assigned as a Mentor or Buddy to show the new volunteer the specific tasks outlined in the Role Description []

8. The new Volunteer has filled in a Registration Form and provided emergency contact details []

9. A date has been catch up and see how everything is going []

10. The new volunteer is set to go! []

Thank you again for joining our valuable team of volunteers!



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2013 Australian Rep Brazil World Games Aug 2013