



Coach/Volunteer Induction Checklist

Name:		Start Date:	
Job Title:		Responsible to:	

This form should be completed following Induction. To acknowledge that you have received and understood the relevant information, please sign and date this sheet and return to the Youth Section Club Manager.

Points to be covered	Action Required	By Whom	Timescale
Welcome	Introduction to Squad, Coaching team, work area	Club Manager	On arrival
Tour of buildings & facilities	Toilets, access, changing rooms, parking, storage, layout, etc.	Club Manager/Academy Development Manager	Day 1
Kit & Equipment	Storage, availability, movement etc.	Club Manager	Day 1
Documentation			
Volunteer Application Form	Complete Form	Club Manager	Day 1



CRBS Disclosure Scotland Process	Complete Forms (Club & National Association) and submit to CRBS/National Association	Child Protection Officer	Day 1
SFA Coaching Brochure & Enrolment Forms	Issue and enrol in appropriate courses	Club Manager	Week 1-4
Sports Injuries First Aid Course Enrolment	Issue and enrol in appropriate courses	Club Manager	Week 1-4
Sports Coach UK Course Enrolment	Issue and enrol in appropriate courses	Club Manager	Weeks 1-4
Job Description	Issue and confirm understanding	Club Manager	Day 1
Club Handbook	Issue and confirm understanding	Club Manager	Weeks 1-4
Clothing (for Coaches)	Cost and issue of tracksuit etc.	Club Manager	Weeks 3-6
Set Up Personal Electronic File (including photograph)	Complete	Club Manager/Webmaster	Weeks 1-4
Set Up Website Login and email account	Complete	Webmaster	Weeks 1-4
Club Information			
Club Structure	Issue	Club Manager	Day 1
Club & its affiliations	Issue	Club Manager	Day 1



Youth Section Structure	Issue	Club Manager	Day 1
Youth Section Management Committee	Issue	Club Manager	Day 1
History & Overview of Club	Issue	Club Manager	Day 1
Youth Section			
Aims, philosophy and ethos	Issue and confirm understanding	Club Manager	Weeks 1-4
Constitution	Issue and confirm understanding	Club Manager	Weeks 1-4
Codes of Conduct	Issue and confirm understanding	Club Manager	Weeks 1-4
Child Protection Policy & Procedures	Issue and confirm understanding	Club Manager	Weeks 1-4
Health & Safety	Issue and confirm understanding	Club Manager	Weeks 1-4
Training Equipment Procedure	Issue and confirm understanding	Club Manager	Weeks 1-4
Kit Procedure	Issue and confirm understanding	Club Manager	Weeks 1-4
Goal Post Safety Code	Issue and confirm understanding	Club Manager	Weeks 1-4
Insurance	Issue and confirm understanding	Club Manager	Weeks 1-4



Sundry Policies and Procedures	Issue and confirm understanding	Club Manager	Weeks 1-4
Child Development & Player Pathway	Issue and confirm understanding	Club Manager	Weeks 1-4
Coaching Philosophy & Session Programmes	Issue and confirm understanding	Club Manager	Weeks 1-4

I confirm that I have received and understand all of the above information.			
Signed (Inductee):		Date:	
I confirm that I have explained all of the above details to the inductee and ensured that they have understood them.			
Signed (Inductor):		Date:	