

Club Member Induction Checklist

Club (workplace)		
Date		
Administration	New Member	Existing Member
1. Welcome/brief club history	☐	N/A
2. SLS organisational structure	☐	N/A
3. Member safety and Critical Incident Wellbeing Guide	☐	N/A
4. Membership fees	☐	☐
5. Parking and security procedures	☐	N/A
6. Club communication	☐	N/A
7. Code of conduct	☐	☐
8. Incident reporting procedures and Member Assistance Program	☐	☐
9. Relevant SLSA policies, e.g., child safe policy, uniform policy, member protection (see SLS Hub document library)	☐	☐
10. Relevant SLS state/territory, SLS branch and surf club policies	☐	☐
11. Member Protection Policy – including MPIO and Complaints Manager	☐	☐
12. Child Safe information and Working with Children Check (if relevant to the position)	☐	☐
Work, Health and Safety (WHS)		
1. Relevant WHS legislation, SLSA policies and guidelines (see self-audit checklist in SLS Hub document library)	☐	☐
2. Outline of WHS responsibilities of all members	☐	N/A
3. Outline of WHS responsibilities of club officers e.g., club safety officer	☐	N/A
4. Reporting of WHS issues – unsafe conditions, accidents, all types of incidents	☐	☐
5. Health and safety information at the club e.g., location of <i>SLSA Guidelines to Safer Surf Clubs</i> , knowledge of the SLSA <i>Safer Surf Clubs</i> online course, brochures and posters	☐	☐
6. Personal injury reporting and workers compensation	☐	☐
7. Emergencies and first aid equipment	☐	☐
8. Overview of common surf club hazards (see <i>SLSA Guidelines for Safer Surf Clubs</i>)	☐	☐
9. Orientation of surf club including safety signs and exits, emergency access for ambulance.	☐	☐
10. Personal protective equipment (PPE)	☐	☐
11. Emergency evacuation procedures	☐	☐
12. Fire safety training and location of fire extinguishers (see <i>SLSA Fire Extinguisher Selection Chart</i>)	☐	☐
Lifesaving/Operations		
1. SLSA guidelines, patrol applications	☐	☐
2. SLS state/territory standard operating procedures and manuals	☐	☐
3. Local operating procedures	☐	☐
Training	New Member	Existing Member
1. Access provided to training materials	☐	N/A
2. Awards and qualifications structure	☐	☐

3.	Allocation to a trainer and/or training group	☐	N/A
4.	Training facilities and resources explained	☐	N/A
5.	Access to SLS Hub and SLS eLearning online courses	☐	N/A

Surf Sports

1.	SLSA Surf Sports Manual (<i>see SLS Hub document library</i>)	☐	N/A
2.	Surf sport disciplines	☐	N/A
3.	Overview of roles e.g., competitor, coach, official,	☐	N/A
4.	Sports facilities and resources explained	☐	N/A
5.	Club sports structure	☐	N/A

Orientation to club

1.	First Aid room	☐	N/A
2.	Amenities, kitchen, bar	☐	N/A
3.	Gymnasium (<i>if applicable</i>)	☐	N/A
4.	Gear shed and location of equipment	☐	N/A
5.	Location of phone and emergency numbers	☐	☐
6.	Specific problem areas/issues relevant to club	☐	☐

Declaration by new/existing member being inducted

Name Phone

Email

By signing below, I certify that all the items noted above, including all policies and other rules, regulations and conditions in force in the club (workplace), have been explained to me by the club induction officer and that I understand the information given to me. I also hereby agree to abide by all club rules, regulations and instructions.

Signature Date

Parent/Guardian signature
(if under 18 years)

Club induction officer

Club Date

Name Phone

Email

Signature Date