

# Club Member Induction Checklist

Club (workplace)		
Date		
<b>Administration</b>	<b>New Member</b>	<b>Existing Member</b>
1. Welcome/brief club history	<input type="checkbox"/>	N/A
2. SLS organisational structure	<input type="checkbox"/>	N/A
3. Member safety and critical incident information brochure (see SLSA Members Area)	<input type="checkbox"/>	N/A
4. Membership fees	<input type="checkbox"/>	<input type="checkbox"/>
5. Parking and security procedures	<input type="checkbox"/>	N/A
6. Club communication	<input type="checkbox"/>	N/A
7. Code of conduct	<input type="checkbox"/>	<input type="checkbox"/>
8. Incident reporting procedures	<input type="checkbox"/>	N/A
9. Relevant SLSA policies, e.g., child safe policy, uniform policy, member protection (see SLSA Members Area)	<input type="checkbox"/>	<input type="checkbox"/>
10. Relevant SLS state/territory, SLS branch and surf club policies	<input type="checkbox"/>	<input type="checkbox"/>
11. Grievance policy and procedures – including MPIO and Complaints Manager	<input type="checkbox"/>	<input type="checkbox"/>
1. Working with Children Check (if relevant to the position)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Work, Health and Safety (WHS)</b>		
1. Relevant WHS legislation, SLSA policies and guidelines (see self-audit checklist in SLSA Members Area)	<input type="checkbox"/>	<input type="checkbox"/>
2. Outline of WHS responsibilities of all members	<input type="checkbox"/>	N/A
3. Outline of WHS responsibilities of club officers, e.g., club safety officer	<input type="checkbox"/>	N/A
4. Reporting of WHS issues – unsafe conditions, accidents, all types of incidents	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>
6. Personal injury reporting and workers compensation	<input type="checkbox"/>	<input type="checkbox"/>
7. Emergencies and first aid equipment	<input type="checkbox"/>	<input type="checkbox"/>
8. Overview of common surf club hazards (see <i>SLSA Guidelines for Safer Surf Clubs</i> )	<input type="checkbox"/>	<input type="checkbox"/>
9. Orientation of surf club including safety signs and exits, emergency access for ambulance.	<input type="checkbox"/>	<input type="checkbox"/>
10. Personal protective equipment (PPE)	<input type="checkbox"/>	<input type="checkbox"/>
11. Emergency evacuation procedures	<input type="checkbox"/>	<input type="checkbox"/>
12. Fire safety training and location of fire extinguishers (see <i>SLSA Fire Extinguisher Selection Chart</i> )	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifesaving/Operations</b>		
1. SLSA guidelines	<input type="checkbox"/>	<input type="checkbox"/>
2. SLS state/territory standard operating procedures	<input type="checkbox"/>	<input type="checkbox"/>
3. Local operating procedures	<input type="checkbox"/>	<input type="checkbox"/>
<b>Training</b>		
1. Training manual issued	<input type="checkbox"/>	N/A
2. Awards and qualifications structure	<input type="checkbox"/>	<input type="checkbox"/>



3.	Allocation to a trainer and/or training group	<input type="checkbox"/>	N/A
4.	Training facilities and resources explained	<input type="checkbox"/>	N/A
5.	Access to SLSA Members Area/ SLSA online courses	<input type="checkbox"/>	N/A

#### Sports

1.	SLSA Surf Sports Manual (see SLSA Members Area)	<input type="checkbox"/>	N/A
2.	Surf sport disciplines	<input type="checkbox"/>	N/A
3.	Roles, e.g., competitor, coach, official,	<input type="checkbox"/>	N/A
4.	Sports facilities and resources explained	<input type="checkbox"/>	N/A
5.	Club sports structure	<input type="checkbox"/>	N/A

#### Orientation to club

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

#### 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