



Club Member Induction Checklist

Club (workplace)
Date

Administration	New Member	Existing Member
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 (see SLSNSW Critical Incidents)	<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 working with children check	<input type="checkbox"/>	<input type="checkbox"/>
10. Relevant SLSA policies, e.g., uniform policy, member protection, child safe	<input type="checkbox"/>	<input type="checkbox"/>
11. Complaints resolution procedures	<input type="checkbox"/>	<input type="checkbox"/>

Work, Health and Safety (WHS)	New Member	Existing Member
1. Health and safety information at the club	<input type="checkbox"/>	<input type="checkbox"/>

Lifesaving/Operations	New Member	Existing Member
1. SLSA guidelines	<input type="checkbox"/>	<input type="checkbox"/>
2. SLSNSW standard operating procedures	<input type="checkbox"/>	<input type="checkbox"/>
3. Local operating procedures	<input type="checkbox"/>	<input type="checkbox"/>

Training	New Member	Existing Member
1. Awards and qualifications structure	<input type="checkbox"/>	N/A
2. Allocation to a trainer and/or training group	<input type="checkbox"/>	<input type="checkbox"/>
3. Training facilities and resources explained	<input type="checkbox"/>	N/A
4. Access to SLSA Members Area/ SLSA online courses	<input type="checkbox"/>	N/A

Sports	New Member	Existing Member
1. <i>SLSA Surf Sports Manual</i> (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) Date

Club induction officer

Club Date

Name Phone

Email

Signature Date