



## Member Induction Checklist

- ✓ Please print clearly.
- ✓ New and Existing Members must complete this Form

<b>Administration</b>		<b>New</b>	<b>Existing</b>
1	Welcome / Brief Club History	<input type="checkbox"/>	
2	SLSA Organisational Structure (see over)	<input type="checkbox"/>	
3	New Member Information Booklet Issued (if available)	<input type="checkbox"/>	
4	Membership Fees and Insurance Form	<input type="checkbox"/>	<input type="checkbox"/>
5	Parking and Security Procedures	<input type="checkbox"/>	
6	Club Communication System	<input type="checkbox"/>	
7	Code of Conduct – Public Relations	<input type="checkbox"/>	<input type="checkbox"/>
8	Working with Children Check	<input type="checkbox"/>	<input type="checkbox"/>
9	SLSA Policies e.g. Health and Safety, Rehabilitation and Return to Duty	<input type="checkbox"/>	<input type="checkbox"/>
10	Relevant State/Branch/Surf Club Policies	<input type="checkbox"/>	<input type="checkbox"/>
11	Incident Reporting Procedures	<input type="checkbox"/>	<input type="checkbox"/>
12	Grievance Procedures	<input type="checkbox"/>	<input type="checkbox"/>
13	Personal Injury Reporting System	<input type="checkbox"/>	<input type="checkbox"/>
14	Workers Compensation Information	<input type="checkbox"/>	<input type="checkbox"/>
15	Return to Surf Duties Procedure and Form	<input type="checkbox"/>	<input type="checkbox"/>
<b>Training</b>		<b>New</b>	<b>Existing</b>
1	Training Manual Issued	<input type="checkbox"/>	
2	Awards and Qualifications Structure	<input type="checkbox"/>	
3	Allocation to a Trainer and/or Training Group	<input type="checkbox"/>	
4	Training facilities and resources explained	<input type="checkbox"/>	
5	Emergency Evacuation Procedures	<input type="checkbox"/>	<input type="checkbox"/>
6	Fire safety training and location of fire extinguishers	<input type="checkbox"/>	<input type="checkbox"/>
7	Manual Handling Training	<input type="checkbox"/>	<input type="checkbox"/>
8	Personal Protective Equipment	<input type="checkbox"/>	<input type="checkbox"/>
<b>Orientation to Club House</b>		<b>New</b>	<b>Existing</b>
1	First Aid Room	<input type="checkbox"/>	
2	Amenities, Kitchen, Bar	<input type="checkbox"/>	
3	Gymnasium orientation	<input type="checkbox"/>	
4	Gear Shed and location of equipment	<input type="checkbox"/>	
5	Location of phone and emergency numbers	<input type="checkbox"/>	<input type="checkbox"/>
6	Emergency access requirements for ambulance, etc	<input type="checkbox"/>	<input type="checkbox"/>
7	Specific problem areas/issues relevant to Club	<input type="checkbox"/>	<input type="checkbox"/>

### Declaration

I certify that all the items noted above, including all policies and other rules, regulations and conditions in force in the Club, have been explained to me by \_\_\_\_\_ of the Club and that I understand the information given to me. I also hereby agree to abide by all Club rules, regulations and instructions.

Name (Please Print)	<i>Member being inducted or Parent/Guardian (if under 18)</i>	<i>Signed</i>	<i>Date</i>
Name (Please Print)	<i>Induction Officer</i>	<i>Signed</i>	<i>Date</i>