**Induction checklist – Game Day Volunteer**

**Why consider this?**

Volunteers are here to support your Club and those participating in your activities. Providing a game-day induction supports a volunteer by providing them the basic but consistent information they need to orient themselves to your Club environment.

Volunteers can contribute more and do that earlier when given helpful information. This checklist is a simple tool that can be developed for your Club’s competition environment, that can be provided quickly and easily to all new volunteers.

**How to use this tool**

To create a tool specific for use in your Club or Association, please insert the information in the **“Copy / Paste”** area below into a document that includes your Club or Association header and any other information believed relevant.

**Making information accessible and available in multiple languages**

Our community is diverse, encompassing multiple language and accessibility needs. We encourage ensuring your information can be available to people with visual disabilities as well as produced in languages relevant to your community, Club or Association.

The Victorian Government provides online resources to assist you with:

* [Language interpretation or translation](https://www.vic.gov.au/interpreters-and-translations)
* [Visual accessibility](https://www.vic.gov.au/make-content-accessible)

**More sport-specific tools about volunteering**

Sport Volunteering is a big topic with many areas where expertise is required. A range of sport-specific resources have been created to assist you in your strategies and practices around volunteers. This tool is one of many tools and factsheets available at [**Volunteering Victoria’s sport specific webpage**](https://www.volunteeringvictoria.org.au/sport-volunteering/). We encourage you to check out the full range of tools and use those which may support and apply to your club.

**Copy / Paste**

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| **Induction Checklist – Game-day volunteers**  This checklist allows us to welcome and orient a new volunteer to our Club. Giving them critical information to support them in their role as well as support them in their time in our Club.  Please tick off those items are relevant once completed. | |
| The new volunteer has been welcomed and introduced to a range of Club members |  |
| Facility / grounds check-in completed including: |  |
| * The location of toilets / change rooms |  |
| * Where to secure any valuables |  |
| * How to access water / tea / coffee and any food that is available |  |
| * Location of equipment and supplies needed for their role |  |
| * Location of access cards / keys |  |
| * Location of ice / other first aid equipment |  |
| * Location of shade and sunscreen protection |  |
| * Location of rest areas |  |
| * Their workspace |  |
| * Parking information |  |
| Procedures / information to provide include: |  |
| * Expense reimbursement process / forms |  |
| * Code of conduct expectations |  |
| Where to go for help or further questions. In person or by phone |  |
|  |  |
| Other |  |