



# New Starter Induction

NEW STARTER:

NAME OF POOL (S):

START DATE:

NAME AND POSITION OF PERSON (S) PROVIDING INDUCTION:

I can confirm that the following has been provided / carried out.

- Job Description
- Normal Operating Procedures and emergency Action Plan
- Introduction to Teaching, Coaching and Committee Staff
- Site visit(s)
- Equipment and Storage facilities
- ASA Code of Ethics (two copies – one signed and returned)
- Registers / Introduction to swimmers
- Contact telephone numbers of Team
- Incident reporting form
- Calendar for Teachers / Coaches meetings
- Club policies and procedures
- Committee structure, roles and responsibilities
- Training needs / opportunities

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Comments:

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Signature of New Starter: .....

Signature of Person Providing Induction: .....

Date: .....