



New Club Volunteer Checklist



Version Date: Jun 14		Reissue Date: Jun 15	
Owner(s):		Workforce Coordinator	
Approved By:		Management Committee	
Club Official Name:			
Please Complete And Return To Workforce Coordinator			
			Completed
<ul style="list-style-type: none"> • Club Membership, ASA Registration & DBS Details 			Y/N
<ul style="list-style-type: none"> • Job Description Issued & Signed (where applicable) 			Y/N
<ul style="list-style-type: none"> • Awareness Of Club Website & The Information It Contains Including: <ul style="list-style-type: none"> ○ Club Structure & Officials ○ Club Documents (including constitution) ○ Club Member Documents ○ Club Volunteer Documents ○ Awards & Trophies ○ News & Information 			Y/N
<ul style="list-style-type: none"> • Personal Copy Of Appropriate BDSC Documentation Downloaded From Club Website: <ul style="list-style-type: none"> ○ ASA Equality Policy ○ BDSC Safeguarding & Volunteer Policies ○ BDSC Codes Of Conducts - Club Official, & Teachers/Coaches ○ BDSC Normal Operating Procedures & Emergency Action Plan (NOPEAP) ○ BDSC NOPEAP Injury/Incident Reporting Form ○ BDSC Risk Assessments 			Y/N
<ul style="list-style-type: none"> • Confirmation Of Acceptance Of Code of Conducts & ASA Equality Policy 			Y/N
<ul style="list-style-type: none"> • Introduction To Immediate Club Colleagues & Awareness Of Appropriate Club Officials 			Y/N
<ul style="list-style-type: none"> • Essential Club Official Contact Details Provided 			Y/N
<ul style="list-style-type: none"> • Training Opportunities/Development Needs Discussed 			Y/N
<ul style="list-style-type: none"> • Club Role (e.g. Teacher/Coach/Admin) 			
<ul style="list-style-type: none"> • Highest ASA Qualification <ul style="list-style-type: none"> ○ Type, ○ Date ○ Certificate Number 			

