

Dereham & District Amateur Swimming Club  
www.derehamotters.org.uk

Affiliated to the ASA East Region



## Facility Induction Checklist

NAME: \_\_\_\_\_

DATE STARTED: \_\_\_\_\_

- Job description/expectations
- Normal Operating Procedures and Emergency Action Plan (supplied by the facility provider)
- Introduction to Teaching and Coaching Staff
- Shown around the Facility
- Equipment Storage
- Relevant Telephone Numbers
- Incident Reporting
- Register of Swimmers
- Teacher / Coaches meeting
- Competition Calendar
- Committee Structure, roles and responsibilities
- Training Opportunities discussed

Training Needs: \_\_\_\_\_

Any other comments: \_\_\_\_\_

Signature of New Starter: \_\_\_\_\_

Signature of Head Coach: \_\_\_\_\_

Date: \_\_\_\_\_