



Chorley Marlins ASC - Facility Induction Checklist

NAME: _____ DATE STARTED: _____

- Job description/expectations
- Copy of Chorley Marlins Emergency Procedures
- Location of NOP and EAP (supplied by the facility provider)
- Introduction to staff and walk around the Facility
- ASA Equity policy read and signed
- Important Telephone Numbers
- Incident Reporting procedure
- Location of Registers / Emergency contacts details
- Teacher / Coaches meeting schedule
- Competition Calendar
- Club Handbook
- Club Committee Structure, roles and responsibilities
- Training Opportunities discussed

Training Needs: _____

Any other comments: _____

Signature of New Starter: _____ Date: _____

Signature of Head Coach: _____ Date: _____