

INDUCTION TO THE SEACLIFF RECREATION CENTRE

To welcome prospective coaches, leaders, committee members or assistants to the Seacliff Recreation Centre and ensure they are familiar and comfortable with our venue the following induction process should be undertaken by a senior member of the Member Group. Tick the boxes as the induction proceeds, both to sign and date when completed and place in the SCRA Treasurer Mail Box for retention on our records.

INDUCTION PROCESS	TICK	
Identify Board of Management contact details (in kitchen) and their responsibilities		
Identify Member Groups, their specific sport and contact details (in kitchen)		
Identify Emergency Contact List details (in kitchen and on Notice Board)		
Explain where store room roller door keys are kept (kitchen) and why they must be locked		
Explain where sliding door key to Mezzanine Hall is kept (kitchen)		
Explain Main Entrance security (door must remain locked if no person in attendance at front desk)		
Indicate location of switches for lights, fans and air conditioning, including their operation		
Indicate location of male and female toilets and Parents Room		
Explain use of fridge, microwave and pie warmer in kitchen		
Identify telephone in kitchen for SCRA use - no international calls		
Explain use of Gymnastic "sprung floor" (no shoes with heels) and Judo mats(bare feet only)		
Explain use of Calendar (in kitchen) to record any "out of normal training hours use of centre"		
Use "Maintenance Record Book" in Mail Box to notify Facility Officer of any maintenance requirements		
Contact with contractors (Cleaner or Gardener) must be through Vice President		
Honorarium recipients - complete Statement of Supplier - Tax Dept requirement		
Paid Employees – complete Tax File Declaration, Superannuation Standard Form & Member Group Contract.		
Explain SCRA alarm system – alarm code for key holders only		
HEALTH AND SAFETY		
Explain location of First Aid kits - each Member Group is responsible for maintaining its own kit		
Identify location of Fire Extinguishers (1 in each hall, foyer & hose reel in Hocking Hall)		
Show location of Emergency Exits and explain Emergency procedures		
Explain safety hazards, rules and equipment		
Explain safety policies		
Explain location of fire bell in SCRA foyer		
CONSTITUTION/RULES/POLICIES		
Explain the SCRA Constitution		
Explain the SCRA Child Safe Policy (criminal history report must be sighted by a SCRA Child Safe Officer)		
Show them the SCRA Code of Conduct		
Explain all available www.seacliffrec.org.au		
Membership Declaration Form to be completed by all Member Group coaches, committee members, paid staff and volunteers		
Volunteer Membership Form to be completed by all volunteers		
NAME	SIGNATURE	DATE
Person conducting induction		
Person being inducted		