**Orientation Checklist for New Members**

This checklist ensures that new members are warmly welcomed, well-informed, and set up for success in their journey with your Surf Life Saving Queensland (SLSQ) club. Use this as a guide to create a comprehensive and organized orientation process for all new members.

**Pre-Orientation**

1. **Confirm Membership Registration**
	* Ensure membership forms and fees are completed and processed.
	* Verify that the new member has access to any required portals or systems (e.g., SLSQ Member Area, SLSQ Education Hub).
2. **Prepare Welcome Materials**
	* Assemble a welcome pack, including:
		+ Club handbook or information guide.
		+ SLSQ code of conduct and policies.
		+ Training schedules and upcoming events.
	* Prepare a personalised welcome letter or email.
3. **Assign a Point of Contact**
	* Designate a mentor, buddy, or team leader to assist the new member during their first few weeks.

**Orientation Day Checklist**

1. **Welcome and Introduction**
	* Greet the new member upon arrival and provide a tour of the club facilities.
	* Introduce them to key people, including:
		+ Club president or leadership team.
		+ Trainers and mentors.
		+ Other new members and peers.
2. **Provide an Overview of the Club**
	* Share the club's mission, values, and history.
	* Explain the club’s structure and roles, including committees and leadership teams.
	* Discuss the importance of SLSQ in the broader community.
3. **Discuss Roles and Expectations**
	* Outline their role as a member and opportunities for participation.
	* Explain club policies, procedures, and safety protocols.
	* Highlight the importance of communication and teamwork.
4. **Training and Development**
	* Provide information on required training and path wayse.g., Bronze Medallion, First Aid).
	* Share details about training schedules, locations, and resources.
5. **Engagement and Involvement**
	* Highlight upcoming club events, social activities, and community initiatives.
	* Discuss volunteer opportunities within the club.

**Post-Orientation Follow-Up**

1. **Check-In with the New Member**
	* Schedule a follow-up conversation 2–4 weeks after orientation to address questions and gather feedback.
2. **Provide Ongoing Support**
	* Ensure the new member feels supported by their mentor or buddy.
	* Keep them updated on new opportunities, events, and training.
3. **Monitor Progress**
	* Track the member's engagement and ensure they are completing necessary training or certifications.

This checklist can be adapted to suit the specific needs of your club, ensuring all new members receive a consistent and positive introduction to their lifesaving journey.