



Volunteers Signature Sheet

Position to be held :(Shadow Teacher/Teacher/Team Manager/Helper etc)

Name of volunteer

Step 1 - Are you a current Member of Swindon Dolphin ASC ? If not, then need to complete Swindon Dolphin ASC Membership Form.

Step 2 - Are you registered with the ASA? If Yes, then add your Registration Number in section (b) below, if not, then need to complete an ASA Registration Form.

Step 3 - Where applicable, completed Swindon Dolphin ASC Membership Form, ASA Registration Form and SDF012 should be given to the Volunteer Coordinator who will distribute to the Membership Secretary and/or Registration Secretary as appropriate. – **complete sections (a) and (b) below.**

Step 4 - Do you require an ASA CRB check for the role / job being applied for ? If you need an ASA CRB check and currently do not have one, then complete a CRB Form and purple Self Declaration Form. Contact Welfare Officer for more information via email: welfare@swindondolphin.co.uk – **complete section (c) below**

Step 5 The Welfare Officer verifies the CRB and Self Declaration Forms and sends them to the ASA. Once the Welfare Officer has sent the forms, the volunteers CRB Status on their Membership record will be updated to “In Progress”.

SDF012 New Volunteers Tracking Form should be signed and sent back to the Volunteer Coordinator for filing. The volunteer can commence their duties from this point. **complete section (d) below**

Step 6 SDF013 - Polo Shirt Order Form to be completed by the Volunteer Coordinator and the volunteer. Once complete, this should be given to the person distributing the Swindon Dolphin ASC Polo Shirts.

Forms completed and handed to Club Officers (for sections which are not applicable – just mark N/A):

- (a) Swindon Dolphin ASC Membership Form completed

	Membership Secretary Signature	Date
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- (b) ASA Registration Form completed

	Registration No (if known)	Registration Secretary Signature	Date
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- (c) CRB Form and Self Declaration Forms completed

	Welfare Officer Signature	Date
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- (d) Paperwork completed and new person (named above)
is now able to be pool side.

	Volunteer Coordinator Signature	Date
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- (e) SDF013 Polo Shirt Order Form completed ?

	Volunteer Coordinator Signature	Date
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