New Assistant Introduction Sheet

Welcome the person. Explain the actual duty.

An introduction communicates a confirmed role; it does not complete approval or create credentials and authority.

Example: after approval, the lead introduces an assistant's assigned station role and names the lead as the route for schedule decisions.

01 Confirm the arrangement

Finish actual program approval first.

Role approval confirmed by

Onboarding still pending

Permitted responsibilities

Responsibilities not authorized

02 Prepare accurate wording

Use verified relevant information.

Name to introduce

Actual assigned duty

Verified background, if relevant

Claim to omit or verify

New Assistant Introduction Sheet / Review & follow-through

03 Explain communication

Use the program's approved route.

Ordinary question route

Decision kept with lead coach

Permitted communication channel

Question forwarding arrangement

04 Review the first session

Correct role confusion through the lead.

Role actually performed

Confusion reported

Clarification to communicate

Lead coach's current confirmation