

Club Instructor Induction Checklist (employee)

Induction Requirement	Person(s) / Resources	Date	Completed
Qualifications Check			
<ul style="list-style-type: none">Working with Venerable Persons Check (mandatory) # when implemented by Tas Government March 2015Current Powerboat Licence (mandatory)Yachting Australia Power Boat Handling (required)MAST Endorsement (if applicable) if under 17 years an restricted licence heldYachting Australia Assistant Dinghy Instructor (mandatory)Current First Aid Qualification (required)Yachting Australia Dinghy Instructor (desirable)Yachting Australia Rescue Boat (desirable)			
<p><i>In the case where an individual is employed on the basis of their knowledge and experience, but Required and Desirable qualifications are not held, qualifications can be gained whilst working in the role.</i></p> <p><i>The pathway to gaining qualifications will be discussed and a plan will be developed to gain certification within an agreed time frame.</i></p>	Plan to Gain Certification (record details) – Ben Galbraith		
Administrative			
<ul style="list-style-type: none">Submitted Employee Personal Information FormCompleted and returned relevant paperwork for commencement of employment with SBSCProvided Bank Account Details for payment of wages to SBSC Treasurer (Claire Goodfellow)Briefed on club accounting and finance procedures (eg. approval to incur an expense and reimbursement arrangements)	Nick Connor / Claire Goodfellow		
<ul style="list-style-type: none">Provided with Position Description	Nick Connor / Claire Goodfellow		
<ul style="list-style-type: none">Issued a set club keys (if applicable)Provided with club alarm codeProvided with club WiFi pass code	Ben Galbraith		
	Hiliary Harris		
	Ben Galbraith		
	Ben Galbraith		
Induction Session			
<ul style="list-style-type: none">Discuss role objectives and requirements, mutual expectations, formal reporting arrangements, employee performance reviews, advice and support arrangements, formal grievance proceduresOutline coaching arrangements for: midweek coaching,Discuss key objectives for sailing seasonDiscuss club calendarCommunications - e-mail groups, Blinking Billy and website	Stuart Hamilton and Ben Galbraith		
<ul style="list-style-type: none">Emergency Contacts and Club Emergency Procedures, including Muster Locations in event of club evacuation	Stuart Hamilton and Ben Galbraith		

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<ul style="list-style-type: none"> Location and proper use of Fire Extinguishers, Radios, Safety Equipment, First Aid Kits, and club telephone Boat Checks and Refuelling procedures Boat launching and retrieval procedures Use of AV and PA systems Club opening and closing procedures, including alarm 			
Club Policies, Requirements, Procedures and Program Requirements			
<ul style="list-style-type: none"> Completed vehicle induction session for club tow vehicle (ESKY) and aware of club use policy and procedures (if hold motor vehicle full licence) Aware of responsibility to keep clear and tidy work place Aware of safe lifting techniques Aware of safe Fuel Handling Procedures and use of PPE Aware of acceptable use of Club WiFi network Aware of age appropriate exercise restrictions in relation to dry-land training Aware of club communication protocols in relation to speaking with the media Requirement to check with Hilary Harris any reported medical conditions or medications amongst your group Requirement to check with Hilary Harris any reported restrictions on taking of photography and video recordings for coaching and club promotional purposes Requirement to carry personal rescue knife, personal mobile radio and club radio and rescue kit whilst coaching Requirement to report equipment maintenance requirements and safety issues promptly When operating club coach boats, requirements to ensure proper use of Kill Chords, to Keep Proper Look-out and Stop the Engine when providing direct assistance a sailor who is in the water. Requirement to report accidents and incidents Discuss format of a <i>sailor progress report</i> and need to e-mail to participants at end of program 	Ben Galbraith		
Safety Information to Brief Participants			
<ul style="list-style-type: none"> Aware of responsibility to brief participants on following: <ul style="list-style-type: none"> On water rescue plan Environmental hazards (UV exposure, hypothermia, dehydration) Potential needle stick injuries in sand dunes Capsize recovery procedures and emergency hand signals Use main stairs to upstairs club rooms (not canteen stairs) Requirement to inform coaches if hurt or injured during sailing (ie hit on head by boom) Safe lifting procedures for loading sailing dinghies in/out of boat storage racks 	Ben Galbraith		

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Self Study Tasks			
<ul style="list-style-type: none">○ On Water Rescue Plan○ Club Risk Management Plan○ Refuelling Procedures○ Yachting Australia Safety Notices 1 & 2○ Familiar with SBSC website, and documents posted to web		Set of documents collated in folder located in Race Office. There after, current versions of relevant documents will be available on SBSC website, and requirement that coaches keep abreast of revised and new procedures as they are posted on the SBSC website.	

Declaration

The employee induction requirements, as outlined in this induction checklist, for position of Midweek Instructor have been satisfactorily completed.

Employee

Signature:

Date Signed:

Stuart Hamilton / Ben Galbraith – Midweek Coaching Subcommittee

Signature:

Date Signed: