

WWYSA NEW INSTRUCTOR AND VOLUNTEER INDUCTION CHECKLIST

The induction for new Instructors and volunteers will use the following checklist:

Volunteer Name Date

CHECKPOINTS:	OK?
QUALIFICATIONS: Copies of required and relevant qualifications to be presented before the first session. For instructors/senior instructors this must include valid certificate of instruction (validity 5 years from date of issue), Powerboat Level 2 (instructors) or Safety Boat (Senior Instructors) qualifications, a valid RYA-approved first-aid certificate (validity 3 years from date of issue)	
OPERATIONS MANUAL: Read and understood WWYSA Operations Manual Version 1.6?	
SITE ORIENTATION: Site orientation to include fire assembly point and fire bell, changing rooms, buoyancy aids & helmets (helmets to be mandatory for all sailors up to Youth Stage 1), sail locker, safety boats, electric motor charging points, winch, areas where buoyancy aids must be worn.	
SIGN-IN / OUT: Sailors must sign-in and (parents must) sign-out at the beginning & end of sessions for safety reasons.	
USE OF OUTBOARDS: Demonstrate use of electric outboard motors and how these are charged.	
EMERGENCIES: Emergency plan – if boats are on the water, they should moor up on the island rather than returning to shore (Ops Manual Annex D).	
FIRE: The fire alarm is located on the outside of the sail locker and is a rotating bell operated by hand. In the event of discovering a fire, the person discovering it must shout "FIRE" and sound the audible alarm bell. The full procedures for discovering a fire are detailed in the Ops Manual page 13, section 5.	
SAFEGUARDING: Safeguarding including point of contact – refer to Ops manual Annex E.	

LAUNCHING & RECOVERY: Launching – sails to be raised once boats have been launched and are secured alongside concrete hard.	
RADIOS: Radios are stored in their chargers in the boiler room – SI's have keys for this. A 2-way radio MUST be carried onboard each safety boat and a nominated person should be on shore at all times and carry the shore radio and have a charged mobile phone.	
BRIEFING: Session briefing to include sailing area, times, signals as well as teaching plans.	
RATIOS: Instructor to student ratios and number of safety boats required for the number of boats on the water.	
CAPSIZES: Capsizes – what action to take. Detailed in Ops Manual page 8, section 3. In brief a safety boat must attend all capsizes irrespective of the ability of the crew to right the boat unaided. A head count must be taken to ensure all are accounted for.	
NO SMOKING RULE: There is no smoking or e-cigarettes anywhere on site.	
FISHERMEN: Please advise in the session briefing that sailors should keep well clear of any fishermen on the banks. If there are any issues with fishermen being abusive or any other complaints, please report this to the commodore via commodore@wwysa.org.uk stating the time, date and nature of the incident.	
MAINTENANCE & REPORTING DAMAGE: A damage reporting list is kept in the foyer of the clubhouse. Please complete any damage reports or maintenance requirements on this list and also to the bosun via text (07968 334762), phone call or email (bosun@wwysa.org.uk)	
CONTACT PHONE NUMBERS: A list of contact phone numbers is displayed on the board in the sail locker, on the club notice board and in the Ops Manual.	
Any other questions?	

Signed by volunteer/instructor..... Date.....

Signed by Chief Instructor or nominee..... Date.....