



Wilsonian Sailing Club

Operating Procedure External Instructor Induction

Name of instructor / coach	
Qualifications	
Address	
Telephone	
Date/s of instruction / coaching	
Course or Coaching session type	
Emergency contact details	
Medical conditions, dietary requirements or special requirements	

	Instructor / Coach sig	WSC Chief Instructor / TP Sig
Car parking		
Changing and toilet facilities / Lockers		
Fire, First Aid policy and facilities		
Site familiarisation / Equipment location / Teaching Facilities		
Safe Guarding Policy / Code of Conduct		
Location of operating procedures / risk assessments		
Incident procedure / contingency / Emergency Services Call Out		
Operating area		
Briefing procedures		
WSC Officers / Instructors onsite		

All WSC validated external RYA qualified instructors teaching at Wilsonian Sailing Club Recognised Training Centre must complete this induction prior to commencing training or coaching and read

appropriate operating procedures as required by the chief instructor or training principal and sign to certify they have read and understood these documents.

On completion of the induction and sign off by the chief instructor or training principal the external instruction will be a temporary member of Wilsonian Sailing Club for the duration of the training or coaching being delivered covering the stated dates above.