



Volunteer & Staff Induction

Before a volunteer or staff member can assist with club duties they must be inducted. Induction includes some basic training to introduce club procedure, this includes having read the club operating procedures.

Full Name	
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The full name of the person being inducted.

Date	
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The date the new volunteer or staff member has completed the induction.

Trainer	
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The full name of the person who supervised the induction.

Having read and understood the club procedures is an important step in becoming an active volunteer or staff member at the club. Our procedure documents have been carefully written to ensure we operate in a safe and approved manner.

All club documents can be found in the desk drawer at the boathouse or downloaded from the club website at the following address.

www.skyesailingclub.com/docs

Once you have read and understood the following list of documents, please tick them, and then sign.

Signing is a commitment that you both understand the procedures and will do your very best to operate within the approved procedures.

- Responsibilities & Procedure
- Standard Operating Procedures
- Emergency Action Plan
- Health & Safety Policy
- Equality Policy
- Child Protection Policy

During the induction some basic onshore training will be provided. This will include the following.

- Location of the first aid kit
- Safe handling of the dinghies while on the launching trolley
- Minimum clothing requirement for sailing (full wetsuit & buoyancy aid)
- Monitoring and recording of sailors on the water
- Basic VHF use
- How to get help (999)

Signature & Date	
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The signature of the person completing the induction.