

## Instructor Records and Revalidations

### Instructor Records

- Keep Log book sheets in locker up to date. Renew log sheets at the beginning of each new season, and New Year, and/or as needed.
- Lead Instructors should be reminded to fill out all the required boxes in the Log Book correctly. (These questions are a NZSWWI requirement, in case of an accident)
- Revalidation Officer removes all sheets at the end of the season, counts and records all Instructors hours over the season. July –July.
- Inform Lead Instructor/School Co-ordinator/Instructors if they have not logged the required 12 hours over the past 12 months. Their options are:
  1. They may wish, or may have already retired, from Waterwise, in which case you can delete from your records and Log Book.
  2. If they intend to continue Waterwise next season, then they must prove to their co-ordinator, that they can achieve the necessary requirements. Refer them to: Policy to Maintain Active Instructors and the WW Instructors Personal Refresher Check List which can be found on the web site. Once they have completed the requirements they can continue as an instructor and start logging teaching hours.
  3. It should be noted that Instructor hours can only be entered in the Log Book if the Instructor has actively been involved with instructing the children. (E.g.; Crowd control on the beach does not count)
  4. Keep an up to date list of Current Active Instructors at the back of the Log Book, for easy clarification.

### Revalidations

- Revalidation Officer will send Lead Instructors/Coordinators/Instructors a list of Instructors July/August, who have expired, and need to be revalidated before the coming season.
- Revalidation Form will sent to instructors who qualify for revalidation. Forms are to be completed and returned to the Revalidation Officer. When all are completed copies are sent to NZSWWI, for the Revalidation.
- If they have not completed the required 12 hours, then Option 2 above applies. You may not send off their form until they have completed the necessary requirements.

### New Instructors

- When new Instructors pass the Instructors Exam, the Waterwise Examiner will inform you in writing. (The individual Instructor and NZSWWI will also be informed for their records) Only then can you issue them with a Devonport Waterwise cap and add their names to all your records and the Log Book. Instructors from other Waterwise centres will have to be clarified by either checking NZSWWI records, or enquiring at the centre they claimed to have come from. If they come from Lake Pupuke Waterwise, they have no beach/tides/waves knowledge, as they operate off a purpose built deck. They will need a couple of Narrow Neck sessions to orient, themselves to our conditions. Either way do not let them be alone in a patrol boat without an instructor with them, until you are happy with their ability.