

WW JOB DESCRIPTIONS

KEY HOLDERS (could also be co-ordinator/lead instructor)

Look after the keys, know your school's code and security password, should you need it. Dis-arm and arm for your school's sessions. make sure all doors are locked when the class is on the beach. Make sure the keys are on the beach with a responsible person, usually the teacher during the session, for quick access.

SCHOOL CO-ORDINATORS

Have a record of your school's instructors, phone numbers for easy contact. Organize the help for each session, instructors and parent help. Session Leader will need this information before the session to decide on activities.

Find out all you need to know regarding the children's health, eg; asthma, allergies, etc. where will these medicines be during the session?

Can they swim?

Speak English well enough to understand instructions afloat?

Any other issues that may affect their WW session that the instructors need to know about?

Session Leader will need to know all this as well.

Do you have a current First Aid Certificate holder in the session other than the teacher?

Club hall hire, hopefully you will have been given warning that the hall has been hired out, but you may not know until you get there that there is an event taking place in the hall.

You need to know whether they have hired just the hall, not the cement roads or the grass round the back of the club.

If it is a funeral, they may need vehicle access, and may park cars in front of the club only. Obviously, if a service is in progress. it would be more respectful to flush the motors in front of the toilets. The hose fits there. Usually you will be able to ask someone exactly what time the service is, as we (WW) will be just outside. They have chosen the club knowing there may be sailing activities around them. Don't let the children sit on the club steps. It is possible also to wash opits on their rugs towards the toilets instead of in front of the club.

If it is a film crew, we won't always know when they will be there. but you may need to nicely ask them to move their trucks out of your way. So you have clear access to the middle ramp, road, and all cement. Tell them you will be using hoses here. so they can expect to get wet if they stay. They are usually quite obliging, they also know it is an active yacht club and may be in the way.

TEACHER

Responsible for organising the children's transport, to and from WW.

On arrival, discuss with the session leader and instructors, the session plan for today, are you happy with this?

No child is allowed to go on the water in a WW session unless the teacher is present. No child is allowed across the white line without an buoyancy aid on.

Have the First Aid box in the Red Box beside you on the beach, with any medication needed, a mobile phone in a plastic bag, drinks, sunscreen etc., and locker/training room KEYS, everyone needs to know that you have the keys.

Make sure the children have been briefed to use the public toilets in pairs, and tell you when they leave the group, and when they get back. Have a parent check the changing rooms before the children change.

Keep an eye on the children on the beach, keeping them under control and out of the water, monitor their time on the water, to make sure they are all having a go equally.

SESSION LEADER

This can be one, two or more people.

It is your job to check the weather possibilities for the session, combined with all your given information, number of children, instructors, and parent helpers, you can make a decision as to the activity for the session.

Discuss the plan with the teacher, instructors and parent helpers, work out how many patrol boats/ opti ratios, make sure everyone is happy and all know their jobs, it is preferable to do this before the children arrive.

It is also your job to fill out the Log Book at the end of the session. Please remember if any equipment is damaged/failed you must follow the steps listed on the Maintenance Policy in the Log Book.

Instructors must do 12 hours annually, July to July, to keep current. Please keep an eye on your instructors hours and warn them if they are not on schedule to maintain their qualification.

INSTRUCTORS

It is all of you that make the sessions work. The Session Leader, Teacher and Co- Ordinator cannot run a session without you. The more the merrier!

Arrive early and ready if you can, be involved with the first brief. Say if you are happy, say if you're not happy. Your Session Leader needs all the support you can give. You learn something new every session you help.

Instructors are responsible for the WW equipment, please take care of it, remember to note any damages on the white board and contact the school responsible for repairing it. Please leave equipment in the lockers as you would expect to find them. Make sure in your session planning you have left enough time to do this. If you are a morning session with another school following you at 12, liaise with them regarding what equipment they want left out or put away.

PARENT HELP

You are also very important in the running of a Session. Arrive in plenty of time to hear the first brief. No experience is needed. You may be needed in a patrol boat as crew, the WW instructor will be skipper, you will be given clear instructions as to what is required of you on the water. It is up to you to say if you are not happy with this.

Be prepared to get wet and dress accordingly. Buoyancy vests will be provided, and there is a limited selection of wet suit shorts for your use. Shoes to protect your feet in the water/beach are a good idea.

You may be needed to help on the shore, and everyone has to help with the equipment, both getting set up, washing and putting away at the end of the session.

ENJOY YOU WATERWISE SESSION WITH THE CHILDREN