

STANDARD OPERATING PROCEDURE


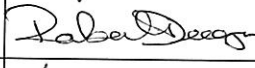

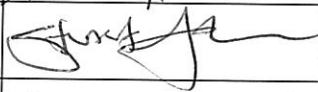
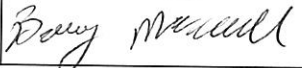
Waterford Harbour Sailing Club

SOP No: WHSC 006.02

SOP Title: Training Matrix

SOP Number WHSC 006.02

SOP Title Training Matrix

| | NAME | TITLE | SIGNATURE | DATE |
|------------|-----------------|-------------------|---|----------|
| Author | Deirdre Plant | Junior Organiser |  | 28/5/23 |
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| Authoriser | Barry McConnell | Commodore |  | 28/5/23 |

Effective Date:

28/05/23

Revision History**Revision 01**

- new

Revision 02

- Updated Document due to change of Committee Members

Reference Documentation

SOP WHSC 001 "Documents list and control process"
SOP WHSC 002 "Safety Statement and Operations Manual"
SOP JS 001 "Junior Sailing Procedure"

1. PURPOSE

The purpose of this SOP is to provide a matrix of procedures that all members and members with specific WHSC roles should be familiar with.

2. INTRODUCTION

This procedure is to be used as a guidance tool for all members and instructors to aid them in performing their roles to the best of their ability.

The matrix can also be used as confirmation of training on a procedure. The trainee will sign and date the relevant section as a record of completed training.

3. SCOPE

This SOP applies to all WHSC members, instructors, and staff.

4. RESPONSIBILITIES

4.1 Commodore

- To ensure that this training matrix is reviewed annually by each relevant role and is updated accordingly.

4.2 All Members / Trainees

- To use this matrix as a guide for training needs
- To sign and date each relevant section as a record of completed training as appropriate.
- To file the training record with the relevant person as required. (e.g., instructors records are filled with the JO).

5. SPECIFIC PROCEDURE

- See Appendix 1 – Training Matrix
- File completed matrices with relevant person if required for training confirmation.

6. FORMS / TEMPLATES TO BE USED

Appendix 1 – Training Matrix

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APPENDIX 1 – TRAINING MATRIX

| NAME: | | | | | | | | | | |
|---|-------------|-----------------------|------------------------|-----------------------|-------------|-----|--------------------------|-----------|--------------------------|--|
| Procedure Name & Number | All Members | Commodore & Committee | Safeguarding personnel | Safety Boat personnel | Instructors | J.O | Sailing Sec / Safety Off | Bar Staff | Shore Duty / Beachmaster | By signing and dating you state you have read and understood the related procedure |
| WHSC 001 - Documents list & Control Process | | | | | | | | | | |
| WHSC 002 - Safety Statement & Operations | | | | | | | | | | |
| WHSC 003 - Safety Boat Operations | | | | | | | | | | |
| WHSC 004 - Concussion Procedure | | | | | | | | | | |
| WHSC 005 - Child Safeguarding | | | | | | | | | | |
| WHSC 006 - Training Plan | | | | | | | | | | |
| Policy 001 - Boat Maintenance | | | | | | | | | | |
| Policy 002 - Club Dinghy Usage | | | | | | | | | | |
| Policy 003 - Child Protection | | | | | | | | | | |
| Policy 004 - Anti-bullying | | | | | | | | | | |
| Policy 005 - Members Code of Conduct | | | | | | | | | | |
| JS 001 - Junior Sailing Procedure | | | | | | | | | | |
| Child Safeguarding Course | | | | | | | | | | |
| Garda Vetting | | | | | | | | | | |

