

SAILING/TRAINING CHECKLIST

Session: _____ Date: _____ Time: _____

PRE SESSION			
Timing	#	Action	Check
	1	Reminder message sent to all participants:	Y / N
		(a) Confirm session times & arrival time prior to session	Y / N
		(b) Arrive prepared to sail (e.g. changed into sailing gear, etc.)	Y / N
		(c) Bring own personal equipment (e.g. water bottles, life jacket if possible, sailing clothes) - NO SHARING ALLOWED	Y / N
		(d) If showing any COVID-19 symptoms (fever, runny nose, cough) - DO NOT ATTEND and inform coach/ Instructor/ DSC Principal	Y / N
		(e) Wash hands before and after session	Y / N
		(f) Drive to session in own vehicle unless share house with other participants (e.g. no car-pooling)	Y / N
		(g) Parents to drop off and pick up children from outside the club if possible	Y / N
	2	Conduct an instructor/coach/official briefing to ensure all are of the same understanding on the COVID-19 restrictions and compliance requirements. Ensure instructors/coaches/officials are healthy and well informed of specific COVID-19 symptoms to look for.	Y / N
	3	Ensure all key sailing equipment has been cleaned after previous sessions	Y / N
START OF SESSION			
	4	Register participants in attendance to ensure participant numbers are within agreed limits and contact details are correct	Y / N
	5	Register parents / visitors with contact details, time in and out if staying to watch sailing	Y / N
	6	Check participant temperature (if applicable)	Y / N
	7	Reconfirm with participants they are COVID-19 symptom free	Y / N
	8	Remind participants:	Y / N
		(a) Agreed distancing rules	Y / N
		(b) NO SHARING of equipment (e.g. water bottles, doleys, life jackets, etc.)	Y / N
		(c) If they washed hands	Y / N
DURING SESSION			
	9	Maintain distancing rules	Y / N
	10	Monitor that participants are not sharing equipment (e.g. water bottles)	Y / N
	11	Sanitised any shared equipment at appropriate intervals	Y / N
	12	Remind participants to wash hands in session breaks and when leaving venue	Y / N
	13	Record time participants leave session	Y / N
	14	Ensure participants leave venue immediately (e.g. no post session 'socialising')	Y / N
POST SESSION			
	15	Conduct an instructor/coach/official de-brief to ensure all compliance requirements have been completed and if there are any issues or learnings that need to be applied to next session	Y / N
	16	Disinfect any shared equipment (e.g. boats, life jackets, training room, etc.)	Y / N
	17	Disinfect all instructor / coach / officials support equipment (e.g. boats, radios, tablets, etc.)	Y / N

Name: _____ Signature: _____