

Instructor's Lesson 1 of 4 Daily Duties

Get Daily Weather/Wind Report Printout before Leaving Home

before class:

- 1. check location for hazards onsite – clean up if needed, make note**
- 2. check wind/weather/water onsite – make note**
- 3. have lesson plan for that lesson in hand, record any changes, adjustments at end of day.**
- 5. Get flags ready to set up. Green to go on water, yellow 15 min. warning, red, end of class to return to shore/ blow 3 sec foghorn**
- 6. track time, so students finish debriefing at end of class time and can leave if they need.**

At end of lesson:

- 1. fill in notes page for reporting on the day: report in attached format complete any incident forms**
- 2. make sure school trailer is locked up,**
- 3. hired instructor within 24 hours, will upload day's forms to FTP site**

If beach closed due to water, check with class if they want to still go out, go

over extra waiver, and have them read and sign it. (we still have to make waiver – it will be posted online as well) otherwise, simulator and on land lessons.

Each lesson will begin with checking off students from preregistration forms (they will bring in copy of confirmation) check if paid or not against membership. Help new students sign in on form on Computer.

Instructor will fill out: lesson #, date, and time

Students will fill out: Name, phone, membership#, emergency contact, emergency contact phone and medical info

Epipen___ inhaler_____ medicalert bracelet_____

Followed by does your sailing buddy know how to find above if needed? yes___ No _____

Instructor of day will complete daily log.

Will save it as month/ 2 digit day/name log.doc

(le. June, 02, ian, log.doc)