



FOYNES YACHT CLUB

SAILING ACADEMY RECRUITMENT POLICY

Foynes Yacht Club currently employs Instructors for very short periods of three to six weeks in the June to July months typically. The school does not have profit or turnover as its primary objective. At present its primary objective is to provide accredited sailing and powerboat training to a relatively small number of students with the objective of attracting potential members to the club, particularly younger members. Irish Sailing Instructors are temporarily employed for the training sessions organised. It is impractical therefore to have a full recruitment process in place. This is in agreement with The Irish Sailing Policies and Procedures manual. There is however some core procedures followed in relation to recruitment and they are as follows:

1. All Instructors will have filled out an application form whereby the qualifications and experience of the Instructor is detailed.
2. All Instructors will have filled out a Garda Check Application and these will have been fully processed or awaiting their return from An Garda Siochana.
3. All Instructors will work under the direct supervision of Club Flag Officers or the Club Senior Instructor.
4. Instructors are never asked to undertake tasks for which they have not had training.
5. All Instructors are given Pre-Employment/Orientation training by the Senior Instructor which covers:
 - The overall goals of the Foynes Yacht Club Sailing Academy.
 - The tasks which will be expected to be completed by the Instructors.

- The procedural duties and responsibilities of the Instructors.
- The safety statement, risk assessment and SOPs.
- Best practice guidelines for working with children.
- Other policies of the Club.
- Familiarisation with the club facilities and equipment.
- Familiarisation with the sailing waters around Foynes Yacht Club.

If, in the future, the scope of the training activities in Foynes Yacht Club were to expand in scope and timing and this would require more Instructors to be employed over longer periods, then a more comprehensive recruitment policy will be put in place.