

Try Learn Explore Operator Induction Checklist

This checklist is for a club/paddling provider to ensure that they are fully prepared to deliver the Try Learn Explore. It must be ticked off, and documentation reviewed, by Canoe Racing NZ as part of the accreditation process.

Club/Paddling Provider: _____

Item	Achieved/ Understood	Date	Notes
Delivering Try Learn Explore			
Operator understands the objectives of the Try Learn Explore programme			
Operator understands the purpose of each stage of the Try, Learn, Explore program and is able to ensure that participant's learning is directed consistently with that purpose;			
Operator understands the scope of Try Learn Explore, including the appropriate environment and conditions to deliver			
Operator can ensure that participants receive appropriate instruction in the knowledge and skills required for each program.			
Operator understands their responsibilities and requirements to operate the programme			
Operator has appropriate equipment (craft, paddles and personal flotation devices) for intended participants of their TLE programme, and has an equipment maintenance plan to ensure equipment is fit for use.			
Safety Management			
Operator understands safety management is their responsibility. Safety must be of the required standard and safety of participants, coaches, and bystanders throughout is of primary concern.			
<ul style="list-style-type: none"> Operator has Try Learn Explore Safety Management Plan (SMS) that ensure 			

all TLE activities comply with current health and safety legislation			
<ul style="list-style-type: none"> • Full Risk Assessment and Management (RAMS) for Try Learn Explore have been carried out and are up to date on all locations used 			
<ul style="list-style-type: none"> • Standard Operating Procedures are documented and in place 			
<ul style="list-style-type: none"> • A full Emergency Action Plan and procedures are in place for all locations used. 			
<ul style="list-style-type: none"> • Child Protection Policy 			
<ul style="list-style-type: none"> • Drugs and Alcohol policy for all staff members and contractors. 			
Operator has and understands how/when to use the following:			
<ul style="list-style-type: none"> • Participant consent form, collecting medical information and emergency contact 			
<ul style="list-style-type: none"> • Participant register (with medical information and emergency contacts) 			
<ul style="list-style-type: none"> • Pre-session checklist 			
<ul style="list-style-type: none"> • Standard session briefing 			
<ul style="list-style-type: none"> • Session report from 			
<ul style="list-style-type: none"> • Incident report from 			
<ul style="list-style-type: none"> • Equipment Issue report form 			
Operator understands that H&S documentation are live documents, and should be reviewed regularly (annually or biannually) to ensure they are up to date and relevant.			
Coaching and Instruction			
Operator understands appropriate coach/participant ratios for Try, Learn and Explore programmes			

Operator understands all TLE sessions must be led by a TLE certified Coach (recognised by CRNZ)			
Operator understands that coaches/volunteers delivering/assisting with TLE must have completed the following: <ul style="list-style-type: none"> • Current Police Check clearance • Sport NZ Child Protection e-learning • Coach Code of Conduct/Ethics 			
Operator understands the need for and has the required Coach equipment: <ul style="list-style-type: none"> • PFDs for coaches • Tow belt(s) • Radios (or alternate form of communication) • First Aid Kit • Whistles <p><i>Note: CRNZ will provide a safety kit to clubs with these items (not incl. whistles), when TLE accreditation is earned.)</i></p>			
Reporting			
Operator understands they must report TLE participant numbers to CRNZ using the Participant Reporting Form (annually or biannually by agreement)			
Operator understands that they have to advise CRNZ in the event of any "Notifiable event" (as defined in the Health & Safety at Work Act 2015)			

I confirm that I have discussed all of the above and reviewed all documentation with (club/paddling provider) _____

Signed by CRNZ _____

Date:



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