



FCC – Course Checklist, Sign on Sheet & Completion Record

This form shall be completed by the coach running each course. Section 1 shall be completed at the start of the course, section 2 (at the end of the form) is used at each session for participants to sign on and coach to record equipment used, and section 3 shall be filled in on completion of the course.

The form is used to ensure that:

- A record of all participants has been made including CV forms where required
- A record of completion of the course is made
- Where appropriate, coach allowance can be paid

If insufficient space below, fill in additional details overleaf.

Hardcopy or scanned hardcopy shall be submitted to coaching coordinator (CC) for signoff and payment of coaching allowance.

Scanned copy shall then be returned to coach when payment is made and copy kept on file.

Section 1. Coach to Fill in at the start of the Course.	
Course title:	
Course outline reviewed:	
Dates planned:	
Lead Coach name: Other coaches names:	
All coaches WWC, FAC and accreditation is current and with CC ?	Yes/No
AC/CV forms all filled in for non-member participants & in CC tray.	Yes/No

Section 3. Coach to fill in at the completion of the Course.	
Signon and equipment record (section 2 of this form) completed for all sessions?	Yes/No
All participants have filled in a course review form or been provided with link to online form? Completed forms have been left in CC Tray.	Yes/No
Fill in damage forms if required and notify coaching coordinator at the time	Yes/No
Lead Coach summary of successes:	
Lead Coach summary of issues (also describe any damage here):	

Section 3. Coach to fill in at the completion of the Course.		
Recommended changes for next course?		
Out of pocket expenses? (eg fuel) – provide receipts.		
Coach names / dates of sessions for allowance (if interim claim has been made, just list additional sessions):	Names	Dates

Section 4. Approvals									
Lead Coach:	<p>I request that FCC make payment of the coaches' allowance per the FCC coaching policy. The information provided in this form is, to the best of my knowledge, complete and correct. Coach bank details, contact details and coach registration details as submitted to the Coaching Coordinator are all up to date</p> <p>Signed: _____ Date: _____</p>								
Coaching coordinator:	<p>Approved for allowance and out of pocket expenses payments:</p> <table> <tr> <td>Coach name:</td> <td>Amount:</td> </tr> <tr> <td>Coach name:</td> <td>Amount:</td> </tr> <tr> <td>Coach name:</td> <td>Amount:</td> </tr> <tr> <td>Coach name:</td> <td>Amount:</td> </tr> </table> <p>Signed: _____ Date: _____</p>	Coach name:	Amount:	Coach name:	Amount:	Coach name:	Amount:	Coach name:	Amount:
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Hon Treasurer:	<p>For professional coaches only: invoice received on (date):</p> <p>_____</p> <p>For all coaches: Coach payments made on Date:</p> <p>_____</p>								

After payment has been made, please email copy back to coaching coordinator for record and return of copy to coach.

Section 2. Participant sign on and Boat use record.						
Course Dates:						
Course Start Times:						
Participants/ Signon:	<i>Participants or parents please initial below when signing on each day.</i>					
1.						
2.						
3.						
4.						
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10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
Coaches/ Signon:	<i>Coaches please initial below when signing on each day.</i>					
1.						
2.						
3.						
4.						
Equipment Used (boat type/ number):	<i>Coach please record boat numbers used on each day. This record can be used in place of the "sign out" sheet downstairs..</i>					
Session 1						
Session 2						
Session 3						
Session 4						
Session 5						
Session 6						

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