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PAPERWORK

a sample list.....

Accident reports

Attendance forms

Boat use contracts

Boat Maintenance logs

Budget

Bylaws

Certificates

CIT job descriptions

Code of conduct

Curriculum

Database

Discipline policy

Emergency procedures

Equipment assignment

Evaluation forms/ surveys

Federal & State Forms (W4, I9, etc.)

Field trip forms

First aid reports

Goals & objectives

Insurance coverage info
Instructor Contracts
Instructor Job Descriptions
Lesson plans
Liability forms
Marketing brochures
Mission statement
Medical forms & release
Minutes of meetings
Parent Handbook
Parent of the day
Policies
Progression of skills charts
Protest forms
Regatta guidelines
Registration forms
Regatta scores
Risk assessment forms
Safety boat logs
Swim test forms
Trophy recipients