



<b>Name of Training Venue:</b>
<b>Name of Person in Charge:</b>
<b>Contact details (email / phone):</b>
<b>Website link:</b>

<b>Audit matrix - ISAF Approved Training Centres</b>	<b>Acceptable</b>	<b>Advisory</b>	<b>Actions</b>
<b>Training Venue Organisation and Management</b>			
1.1 How long has the Training Venue been in existence?			
1.2 What is the management structure?			
1.3 How is the Training Venue funded?			
1.4 How long has the present 'Lead Person' been in post?			
1.5 What is their job title?			
1.6 What are the criteria for selection or person specification?			
1.7 How long had the predecessor been in post?			
1.8 To whom does the 'Lead Person' report?			
1.9 How many people report to the 'Lead Person' and what are their roles and responsibilities?			
1.10 How are programme delivery staff recruited, contracted and supported?			
1.11 What are the processes for monitoring and evaluating the effectiveness of the Training Venue?			
1.12 What National legislation or regulations either influence or conflict with the operation of the Training Venue?			
<b>Programme Design</b>			
2.1 Who has overall responsibility for programme design?			
2.2 How are individual athletes' training needs analysed?			
2.3 What resources are available and included in training programmes?			
2.4 How are coaches and other technical staff recruited and monitored?			
2.5 How are coaches allocated to athletes?			
2.6 What provision is made for coach development?			
2.7 What measures are in place for the review and, if necessary, modification of programmes?			
<b>Programme Management</b>			
3.1 What measures are in place to monitor programme delivery?			
3.2 What resources are available to athletes and coaches?			
3.3 Powered coach boat operations.			
3.4 How well suited to the craft in use is the training area?			
3.5 How are programmes adjusted to reflect individual athlete's progress and overall competition targets?			
3.6 How are training records collated and maintained?			
3.7 What procedures are in place to guide athletes, coaches and other staff in the event of an unforeseen occurrence?			
3.8 How is the equipment maintained?			
<b>Programme Review and Development</b>			
4.1 What measures are in place for the review of training programmes?			
4.2 How does the Training Venue validate performance reviews?			
4.3 How has the training Venue used reviews to improve its own performance?			
<b>Miscellaneous</b>			
5.1 How does the Training Venue promote its activities?			
5.2 What level of logistic planning and support does the Training Venue offer to potential users?			
5.3 How does the Training Venue support the social and pastoral needs of athletes and coaches?			

Signature of Nominated Expert:

Name:

Date: