**Sample Form 3 <Insert school name/logo here>**

You may need to reduce the size of the name/logo you place here, click on the corner side of the box and drag in to fit.

Use the align left, centre or right tabs on the tool bars to move your name and logo.

# 3. EOTC Event Competency Requirements and Staffing

## Event:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Role  Names | Police Check? | First Aid? | Skill / Qualification / Experience | Induction and/or Training? |
| ***Person in Charge*** | ***Required*** | ***Required*** | ***Group Management*** | ***Yes – EOTC SMP*** |
| *Fred Smith (example)* | *✓* | *Exp 8/17* | *Teacher* | *Completed 12/02/17 Md* |
| ***Drivers*** | ***Required*** | ***Required*** | ***Group Management / Driving licence*** | ***Yes –Transport policy &***  ***procedures*** |
| *Fred Smith (example)* | *✓* | *Exp 8/17* | *License # B576839 Exp 3/20* | *Completed 12/02/17 Md* |
| *Maggie Brown (example)* | *✓* | *Exp 9/17* | *License # B839209 Exp 7/22* | *Completed 12/02/17 Md* |
| ***Overnight supervisor*** | ***Required*** | ***Prefer*** | ***Group Management*** | ***On the day*** |
| *Maggie Brown (example)* | *✓* | *Exp 9/17* | *Ex teacher, involved at surf club* | *Completed 3/03/17 Md* |
| ***Activity Leader –Rock climbing*** | ***Required*** | ***Required*** | ***Group Management*** | ***Yes – EOTC SMP, Activity specific training*** |
| *Jo Collins (example)* | *✓* | *Exp 4/18* | *NZOIA Rock 1 Exp 3/18* | *SMP Completed 12/02/17 Md*  *Rock completed 16/02/17 Bob* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Compiled by: Date: