Fishing Clinic Instructor Policy

1. Purpose

This policy outlines the responsibilities, expectations, and procedures for instructors involved in fishing clinics across Western Australia. Fishing clinics are designed to promote responsible recreational fishing, community engagement, environmental stewardship, and skill development.

2. Scope

This policy applies to all individuals who are instructors for fishing clinics delivered by or in partnership with Recfishwest, including those held in coastal, riverine, and freshwater locations across Western Australia.

3. Objectives

- Promote safe and sustainable fishing practices.
- Ensure a consistent and professional experience for clinic participants.
- Provide clear guidance for instructor roles and responsibilities.

4. Instructors Eligibility

Instructors must:

- Be aged 18 or older (or 15+ with parental consent and appropriate supervision).
- Complete an Instructors Registration Form and ATO Statement by Supplier.
- Have basic knowledge of fishing techniques and WA fishing regulations.
- Attend an Instructors induction session.
- Be First Aid certified (including an in-date CPR component)
- Hold a current Working with Children Card (WWCC)
- Be willing to obtain a Police Clearance
- Is willing to complete the Safeguarding Children Program

5. Roles and Responsibilities

Instructors may be asked to:

- To conduct fishing clinics for metropolitan schools, community centres and in regional areas for both children and adults.
- Assist with clinic setup and pack-down.
- Supervise and instruct participants in casting, baiting, and fish handling.
- Demonstrate sustainable fishing practices, including catch care and release.
- Monitor safety and report incidents to clinic coordinators.
- Promote marine conservation and responsible fishing behaviour.
- Promote the importance of sustainability of natural resources
- Promote good health and environmental practices within the fishing community
- Promote the enjoyment of the recreational fishing experience and good fishing practices
- To promote the SunSmart messages and increase awareness and understanding of sun protection.

6. Training and Supervision

Instructors will receive:

- Induction training covering safety, child protection and fishing regulations.
- Ongoing support from experienced staff or senior Instructors.
- Access to educational materials and updates from Recfishwest and DPIRD.

7. Code of Conduct

Instructors are expected to:

- Act respectfully and professionally.
- Prioritise participant safety and well-being.
- Follow instructions from clinic coordinators.
- Adhere to all local fishing laws and environmental guidelines.
- Report misconduct, hazards, or concerns promptly.

8. Insurance and Liability

Approved Instructors are covered by Recfishwest's insurance policy during clinic activities. Instructors must not engage in activities outside the scope of their assigned duties.

9. Recognition and Feedback

Instructors will be:

- Recognised for their contributions through certificates or public acknowledgement
- Invited to provide feedback on clinics and Instructor experience.
- Offered opportunities for further involvement and training.

10. Payments to Instructors

A payment to an instructor is not assessable income will have many of the following characteristics:

- The payment is to meet incurred or anticipated expenses.
- The payment has no connection to instructors' income-producing activities or services.
- The payment is not received as remuneration or as a consequence of employment.
- The payment is not relied upon or expected by the instructor for day to day living.
- The payment is not legally required or expected.
- There is no obligation on the part of your organisation to make the payment.
- The payment is a token amount compared to the services provided or expenses incurred by the instructor. Whether the payment is token depends on the full facts surrounding the payment and instructors' circumstances.

https://www.ato.gov.au/businesses-and-organisations/not-for-profit-organisations/your-organisation/your-obligations-to-volunteers-employees-and-contractors/not-for-profit-volunteers/paying-volunteers.

10. Review and Amendments

This policy will be reviewed annually or when significant changes occur in legislation or program delivery.