



Shustoke Sailing Club

Recognised Training Centre

Standard Operating Procedures



As an RYA Recognised Training Centre, Shustoke Sailing Club runs dinghy sailing and powerboat courses in accordance with the RYA National Sailing, Youth & Powerboat Schemes.

1. Roles and Responsibilities

Overall and final responsibility for safety and standards of training rests with the Principal of the Recognised Training Centre. In matters of policy and resources the Principal works with the Commodore and the General Committee to ensure that the Club satisfies the requirements of the RYA and meets the conditions for continued recognition at the annual inspection of the Recognised Training Centre.

Dinghy sailing courses will be led by a Course Organiser who will either be a Senior Instructor (SI) or an experienced Dinghy Instructor (DI) working in close co-operation with the Principal or a nominated SI.

There must always be a duty SI present and responsible during taster sessions and training courses afloat.

On the day of a course the Course Organiser will ensure that proper resources (safety boat, training dinghies and instructors) are in place for the safe and effective operation of the course. It is the Course Organiser's responsibility, supported by the duty SI if appropriate, to make judgements about safety afloat, on pontoons and slipways in relation to weather conditions. This includes the decision to reef.

The Course Organiser will ensure that:

- A weather forecast for the day is available and made known to instructors and students
- Instructors and students are properly briefed on the day's activities
- Training boats are checked for safe and effective operation prior to launching
- Pontoon and slipway are cleaned, if necessary, to safeguard all users during the day
- A debrief session is held with instructors and students separately at the conclusion of the day's activities and the Daily Training Report form completed.

Under the supervision of the Course Organiser the DIs will teach according to the National Sailing and Youth Scheme and take responsibility for the immediate personal safety of their students afloat. Assistant Dinghy Instructors ADIs will always work under the direct supervision of a DI or SI.

The Chief Powerboat Instructor will work with the Powerboat Instructors (PBI) to ensure that powerboat training is carried out safely and in accordance with the National Powerboat Scheme.

The Course Organiser will ensure that accidents and near misses are logged on the Daily Training Report form, fully investigated and reported to the Principal.

Damage or problems with safety boats and training dinghies will be logged on the Daily Training Report form and reported to the Principal or appropriate boson if immediate action is needed.

2. Instructors

Dinghy and powerboat training is carried out by qualified instructors who must hold a valid SI, DI, ADI or PBI (i.e. less than 5 years old) certificate and a current First Aid certificate (i.e. less than 3 years old).

Copies of instructor certificates and next of kin contact details for instructors must be kept in the RYA File. A copy of next of kin contact details for instructors and students must be available on site to the course organiser during a course.

Instructors may be assisted by unqualified helpers who are competent and experienced. They will be deployed in roles appropriate to their skills and awareness. They will be supervised by an instructor or SI.

The Club provides insurance cover for instructors who are Club members. Instructors who are not members must be signed-in and be approved by the Principal in advance of the day when they might be contributing to a training course and recorded on the Daily Training Report form.

Instructors must be familiar with and follow the Club's *Child Protection Policy and Procedures* (see web site). All instructors who have a role which brings them into contact with young people will normally be long standing club members. Those who are instructing, coaching or supervising young people on a regular basis may also be referred to the Disclosure and Barring Service. Anyone who is not a long standing club member will have to hold a DBS certificate.

At least two adults must be present when activities are carried out in training rooms, storage and boat houses and other enclosed areas.

All young people under 16 must have a parent / guardian or other adult (nominated with written consent), on site at all times and who is responsible for their child at all times (and having particular attention to the use of the changing and boat storage areas)

Adult beginners will normally be taught in crewed boats initially with 2 students and 1 DI . Above Level 1 (Start Sailing) AIs may be used. When students are able to sail without the instructor aboard, each instructor shall be responsible for a maximum of 3 boats with 6 students.

Junior beginners will normally be taught in single-handed dinghies for which the maximum student to instructor ratio is 6:1.

Advanced modules including start racing will be taught by instructors holding an appropriate endorsement.

Powerboat Level 1 & 2 courses will be taught by qualified PBIs with maximum student to instructor ratio of 3:1. For the Safety Boat course the maximum ratio of students to PBIs is 6:1 and the instructors must hold an appropriate endorsement.

3. Students

Standard course application forms (see RYA File and web site) must be completed by prospective students prior to entry on the course for which they are applying. Completed forms together with payment will be submitted to the Principal in good time before a course so that an acceptance or rejection letter (or email if appropriate) can be issued before the course starts. An acceptance letter shall include joining instructions, clothing advice and other relevant information.

If the course is cancelled for any reason or the student is notified that places are not available, they shall be able to request a full refund, a partial refund covering the course fee paid or request that, with the training officers agreement, payment is retained against a future course.

With the exception of participants at open days or taster sessions, students on training courses must be members of Shustoke Sailing Club over the calendar period of the course and any subsequent follow up sessions.

Copies of the application forms including next-of-kin contact details and a health declaration will be held by the Course Organiser and should be readily available to be consulted at all times on course days.

Application forms and consent forms for under-18s must be signed by a parent/guardian.

Adult students will be asked to complete feedback forms at the conclusion of a course.

Original application forms , Daily Training Report forms, attendance records, records of certificates, and completed feedback forms shall be given to the principal at the conclusion of the course and kept in the RYA File. These files shall also include a record of who has passed each stage and at what level. (Note that there is no standard RYA form for the Youth certificates so an additional form may be required)

4. Safety

Instructors are expected to do all they can to avoid unnecessary risk to their students and themselves. Instructors must be familiar with the Club's *Health and Safety Policy* document and *Accident and Emergency Procedure*, these are on the club web site.

A safety briefing will be given at the start of the first day of all courses. For junior courses the parent or responsible adult must also be present. This briefing must be repeated later in the course if it is not being followed.

Buoyancy aids shall always be worn by instructors and students whilst they are afloat and on the pontoons.

Abandonment for all boats on the water is the responsibility of the Officer of the Day and is normally due to thunderstorms or strong winds that over whelm the safety crews. It shall be signalled by code flag N and repeated sounding of the horn till all boats are off the water. Instructors shall immediately support their students in returning to shore and assembling in the training room where the chief instructor shall carry out a head count.

Students on courses will not go afloat until a safety boat is on the water and in attendance to support the training session. Safety boats covering training activities will not be expected to deal with other sailors unless assistance is required as a matter of urgency which could not be dealt with by the OOD's safety boat team.

When students are afloat during National Sailing Scheme courses and taster sessions in crewed or single handed dinghies, the minimum safety boat requirement is:

- Up to 6 dinghies – 1 safety boat
- 7 to 15 dinghies – 2 safety boats
- More than 15 dinghies – 3 or more safety boats

In order to avoid inversion and possible entrapment double-handed Club training dinghies will always go afloat with mast head buoyancy.

Slipways and pontoons can be slippery. They should if necessary be cleaned before use. Students should be warned of the risk of slipping and other hazards.

At least 3 adults are needed to pull heavy sailing dinghies up steep slipways.

Students should be instructed that, in the event of capsize, they should remain in contact

with the capsized hull and not try to swim towards the shore or to a powerboat.

The First Aid box is located in the cupboard to the left of the galley entrance. Powerboats have small First Aid boxes under the driver's seat. The contents of each First Aid kit will be checked monthly. In view of the small size of the reservoir, it is recommended that in the event of an accident on the water, the injured person is returned to the pontoon as quickly as possible rather than starting any treatment in a rescue boat.

Any incidents that need First Aid should be recorded in the Accident Book which is kept next to the First Aid Box. Completed First Aid Sheets from the book should initially be filed in the Accident File next to the Accident book before being transferred to the Accident file in the locked chiller room of the bar.

Risk Assessments are reviewed annually and updated not less than on a three year basis. They are kept in the RYA File.

In the event of a serious accident the duty OD or SI will take charge and call the emergency services. The *Serious Incident Procedure* document is displayed on a Club notice board by the clubhouse entrance opposite the galley.

Fire Procedure instructions are displayed on a Club notice board by the clubhouse entrance opposite the galley.

5. Courses and Training at Shustoke

The Club is recognised by the RYA as a training centre to provide instruction for the following courses in the National Sailing & Powerboat Schemes:

- Dinghy Level 1 – Start Sailing
- Dinghy Level 2 – Basic Skills
- Dinghy Level 3 – Better Sailing
- Dinghy Start Racing
- Dinghy Seamanship Skills
- Dinghy Performance Sailing
- Dinghy Sailing with Spinnakers
- Youth Sailing Scheme – Start Sailing Stages 1 – 4
- Powerboat Levels 1 & 2
- Safety Boat Course

All RYA courses are run by appropriately qualified instructors as specified in the *National Sailing Scheme Instructor Handbook (G14)* and the *Powerboat Instructor Handbook (G19)*.

DIs may teach the following courses:

- National Sailing Scheme: Levels 1, 2, 3, Day Sailing and Seamanship Skills
- National Youth Scheme: Stages 1, 2, 3 & 4
- DIs who have a racing endorsement may teach the start racing course.
- DIs who are suitably experienced and approved by the Principal may teach the Sailing with Spinnakers course.
- DIs who have the Advanced Instructor endorsement may teach the Performance Sailing course.
- PBIs may teach Powerboat Levels 1 & 2.
- PBIs who hold a Safety Boat certificate may teach the Safety Boat course.

In addition to RYA courses the Club offers coaching to members who wish to improve their sailing and racing skills. Experienced Club helms are invited to lead full day or half day sessions with the support of a qualified DI or SI.

6. Training Fleet and Safety Boats

All of the boats in the Club's training fleet are maintained to a high standard to ensure that, when they are used by course participants, instructors and Club members, the experience is positive. After each teaching day, faults should be reported in the Daily Training Report form. The Course Organiser is then responsible for ensuring appropriate repairs or other actions as quickly as possible.

Powerboat fault recording sheets can be found in the OD office and maintenance logs in the Training Cupboard. Powerboat fault recording sheets should be consulted and used for reporting faults and missing equipment.

Powerboat fuel tanks must be removed from powerboats for refuelling which shall be carried out on shore, on a solid surface slightly remote from the metal fuel store using a funnel.

Safety boats should have the following equipment on board: reservoir map showing danger areas, Radio check list, paddle, anchor and warp, throw line/tow line, bailer, mooring lines, first aid kit, survival blanket, fire extinguisher, knife and bolt cutters, spare kill cord. In addition, a bridal shall be carried during PB training.

Missing items must be reported immediately to the SI who has responsibility for the relevant group(s) of students afloat.

There should be no protruding strands in the wire rigging of sailing dinghies. Shroud pins, shackles and split rings should be taped.

All training boats are set up for reefing. Boats should be reefed if there is any doubt regarding wind strength or strong gusts during the session. Instructors must be familiar with the different reefing systems which are in use in the training fleet.

Before launching, training boats should check that **bungs** are in place, **bailers** are closed and **buoyancy** tank covers are secure (**3 Bs**).

When training boats are moored on the pontoon the normal procedure is that mainsails should be lowered and jibs should be furled; centreboards should be raised.

From April to October for the adult fleet, sails will be left in boats, jibs lowered and laid along the side benching. The boom on the Comets should be turned so that the cover will not rest on the sail and main sails carefully rolled or flaked and in a dry position where possible. Rudders are stored in boats. Sails on 2000s are removed from the boom and rolled.

Bailers should be in the closed position before boats are brought ashore. They should be opened to allow drainage before covers are put on and properly secured. Some boats have wood spars to lift the boom and improve cover drainage. Cover securing straps should go round the hull only, not the trolley.

The spars should be removed from junior boats and carefully wrapped in the sail before being stowed.

Boats on launching trolleys must be securely tied down to ground anchors with the ropes provided.

Instructors and students are reminded that the training boats, spars, sails etc are an expensive investment by the club and should be treated as if they were their own boats.

All instructors should be familiar with these 'Operating Procedures' and the 'Child Protection Policy and Procedures'. The Serious Incident Procedure is next to the phone in the clubhouse.

In addition, the following documents may be found on the Shustoke SC Website:

- Health and Safety Policy
- Child Protection Good Practice Guide
- SSC RYA - Child Abuse
- SSC Code of Conduct