

Tata Steel Sailing and Windsurfing Club Margam



Training Procedures, and Advice Folder



This version amended: July 2018

Next amendment due: 2019

Document updated by : Jeremy Martin

Training Procedures



1.1 Introduction

The club was awarded RYA Training Centre Status in January 2010.

These procedures are designed not to interfere with the details of tuition, nor to tell its instructors what to do, beyond an essential operating framework and emergency action procedures.

Training is provided to persons from the age of eight to adults of any age, but all must either be existing club members, or join as members when embarking on a course of training. The centre is able to offer training to persons with certain disabilities.

The club's priorities for sailing, windsurfing and training are aimed at providing an enjoyable experience for members, in as safe an environment as possible. Teamwork is essential to the safe and successful running of the training centre.

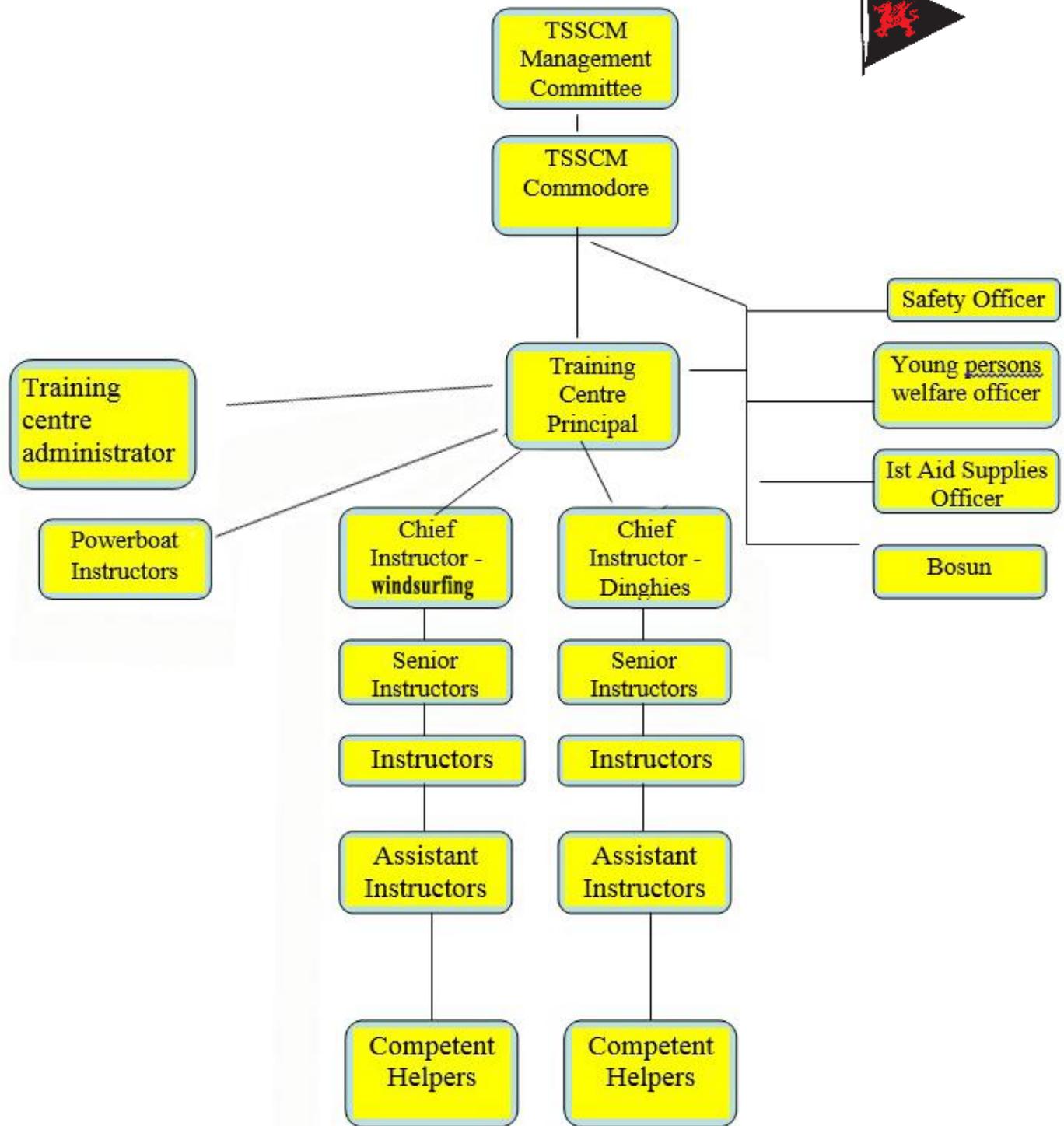
All training will take place under the umbrella of the Club's Procedures and Rules.

The training team comprises a relatively small number, and the views of the instructors in suggesting improvements and developments is encouraged. Please report your suggestions and any concerns to myself, the chief instructor dinghies, windsurfing instructors or to the Commodore.

A policy of briefing and de-briefing for instructors and students should be operated, and during these sessions all should air any challenges encountered, and any solutions offered. Similarly, errors should be openly discussed so that they can be guarded against in future, and where appropriate, working practices and procedures improved.

This procedures manual will be reviewed annually, with both inputs from the training team, and feedback from students.

1.2 Training - lines of responsibility



1.3 Description of roles

Principal

The Principal is responsible for all activities taking place at the training centre. He/she reports regularly to the Commodore and Management Committee of the club. The Principal may conduct training in subjects where appropriate qualifications are held. The Principal must be aware of what activities are taking place, organise a rota of senior instructors and responsibilities at any training session. The Principal liaises with the RYA and W.Y.A on training centre matters.

The Principal must always be notified of any training accidents or complaints

Chief Instructor Dinghies (CID)

The CID must be a senior instructor and is responsible to the principal. The CID is responsible for all dinghy training, and for the standard of dinghy tuition given. The CID may take part in the briefing and debriefing of personnel, and act as a Senior Instructor, dependant on personnel available for a training session. The CID must take charge where a major accident or injury occurs; the Senior Instructor on duty will deputise in the CID's absence.

Powerboat Instructor (PI)

PI's are responsible to the principal. The PI is responsible for all powerboat training, and the standard of powerboat tuition given. If PI's are absent no powerboat training can take place.

Senior Dinghy/ Windsurfing Instructor (SI)

SI's are responsible to the CID / Principal for the standard of tuition given. An SI **must** be in attendance at sessions when running more than one group of training dinghies.

A nominated SI will supervise all training for a particular session, both in the classroom and on the water. The CID and SI will agree on which of them or both will brief and debrief all instructors, assistant instructors, helpers and students on the day.

The SI is responsible for the safety of all instructors and students on the water, and will deputise where there is a major injury or accident, if the Principal / CID is not present.

Provided the SI is completely confident that standards of safety and tuition will be maintained on the day, they may occasionally delegate a single group of dinghies to a suitably trained and experienced instructor; this instructor must have been trained in the procedures at the centre and be competent to run the session

Dinghy / Windsurfing Instructor (DI)

DI's are responsible for the general tuition of the syllabus to their group at a high standard, per RYA Guidelines. DI's are responsible for their group's safety, and 1st aid treatment of injuries. DI's are also responsible for any Assistant Instructors (AI) and Helpers that are assigned to them. DI's will be briefed and debriefed by the CID / SI. The DI will brief and debrief the AI on the help and support needed in the training session.

Dinghy / Windsurfing Assistant Instructor (AI)

AI's will be competent sailors, and should both help maintain a high standard of tuition, and keep the session safe. They will assist in the teaching of trainees (up to level 2 and YSS stage 3), under the direct supervision of the SI, but not be involved with 1st aid. The role of the AI is seen as a step towards becoming an instructor.

Dinghy / Windsurfing Competent helpers (DCH)

DCH's will be competent dinghy sailors and powerboat operatives who can assist DI's and DAI's as directed. Activities will include manning slipways, shore based radios and the use of back up rescue craft

1.4 Instructor qualification

- 1.4.1 The Principal will ensure that training personnel hold the appropriate RYA qualifications for the courses they teach.
- 1.4.2 The Principal will check qualifications and arrange for a qualification register, which lists the training centre personnel, their qualifications, certificates, and expiry dates.

1.5 Safety

This is covered in the Clubs Procedures. For training, the training team have a duty of care for their trainees, whilst at the club.

1.7 Applications for Training

- 1.7.1 Applications for training will be made through the Membership Secretary. The request will then be passed to the Sailing or Windsurfing team for assessing the course required
- 1.7.2 The application form will include questions on age, physical fitness, medical disorders, and any disabilities. With safety in mind the form will be considered when judging the suitability of the applicant to the training course applied for. Children under 8 can be considered in special circumstances
- 1.7.3 The centre will consider applications from disabled persons for sailing or windsurfing. The Club will do its best to accommodate them, although the accommodation available, safety considerations, and lack of certain specialist trained personnel and equipment will preclude some applicants

1.8 Assessment of applicants vulnerability / suitability

- 1.8.1 The Principal or Chief Windsurfing Instructor, will communicate details of applicants with disabilities or medical disorders to the training team. This information will taken from the application form.
- 1.8.2 If the applicant is considered to be only marginally suitable for the course applied for, they should be invited to attend a meeting at the club to discuss their position; for young persons, the parent guardian must be involved.

- 1.8.3 Marginally suitable students may be offered a trial session to assess if they can be safely trained.
- 1.8.4 At the discretion of the instructor in charge, non-swimmers may take part provided the instructor is satisfied that they will co-operate if they become immersed. Higher Newton value buoyancy aids may be advised.
- 1.8.5 Applicants who are found to be unsuitable may be offered an alternative course, or an action plan to gain acceptance.
- 1.8.7 Instructors will be allocated to a group of students, and will be responsible for that groups safety while in the club
- 1.8.8 The Training Principal, Chief Instructor, or Senior Instructor will discuss cases where safety concerns are voiced for students already on a course. If no change in student behaviour can be agreed, the student will be asked to leave the course.

1.9 The training team

1.9.1 Personnel and qualifications

The Principal / Chief Instructor will ensure a list of training personnel is maintained; this gives details of all instructors, contact details, qualifications and 1st aid expiry dates. A copy of all instructor qualifications and subsequent changes and additions must be given to the Principal and this will be kept on the club's computerised record, available for inspection by the RYA.

1.9.2 Induction

The Principal will ensure an instructor induction programme is carried out. At the commencement of training, and at the start of the season, all members of the training team will be briefed on the centre's policies and procedures including the "Major Incident Procedure" – see the club's H&S Policy document Section 7. Instructor induction will ensure a consistent understanding of current procedures, systems, etc. The training team must receive instruction about the site, its facilities, teaching equipment, systems and hazards. This information will, in part, be based on the Club's Risk Registers, and H & S Policy & Procedures document.

1.9.3 Briefings and debriefings

The Principal, CID or SI will give a briefing to training personnel and students at the start of a training session. Similarly a debriefing will take place at the close of play. The briefings and debriefings, part of the learning process, are mainly for the benefit of instructors to provide feedback to the Principal and Senior Instructors to help improve operating procedures and how courses are structured.

At the commencement of training, students must receive instruction about the site, its facilities, systems and hazards.

visual aids, will be conducted by the Instructors prior to going on the water (see sections 16.18 and 16.19).

1.10 Feedback and Complaints

1.10.1 At the end of the training course students will be asked to complete a feedback questionnaire on their experiences. These will be retained in the training files and may be inspected by the RYA. They will be reviewed by the principal with the training team and should lead to improvements in the training experienced.

1.10.2 It is important that instructors remain polite and courteous at all times. If a complaint arises, please direct this to the senior member of the training team present, who will forward it to the Principal

1.11 Instructor changeovers

If at any point during a course instructors swap duty, it is important that liaison with the new instructor takes place so they are informed on exactly what's been covered already on the RYA syllabus.

1.12 Clothing & Equipment

1.12.1 Instructors are responsible for ensuring that they and their students are adequately dressed for activities on the water.

1.12.2 Buoyancy aids (personal flotation devices) kite marked to at least CE 50 Newton standard must be worn when on or near the water. These must be secured so that they will not ride up during immersion.

1.12.3 Wetsuit and wetsuit boots are recommended except for the warmer times in summer. A member of each powerboat crew must be prepared to enter the water to perform rescues, and be suitably dressed and equipped for the conditions.

1.13 Sailing Dinghies and Equipment

1.13.1 Instructors will be familiarised in rigging all of the centre's dinghies and sailboards and storing them properly at the end of the training session. Instructors will in turn teach this to students.

1.13.2 Sails should be neatly folded or rolled as appropriate and placed in their respective racks / bags after use. As part of the course, students should be taught to place equipment back where they found it, and in a tidy state; the storage areas must be kept shipshape at all times.

1.13.3 **Fault Reporting** – Instructors will log all damages to dinghies and sailboards, sails, equipment etc., on the whiteboard in the boatshed, and reported to the senior instructor, TP, and Bosun at the earliest opportunity. The Bosun will arrange for repairs and replacements.

1.13.4 The Bosun will check the buoyancy of the training dinghies at the start of the training season

1.14 Radios and communication on the water

1.14.1 The Power Boats are fitted with onboard radios.

1.14.2 In the event of an injury to anyone on the water, this must be communicated immediately by radio to the onshore instructor in charge.

1.14.3 If it is decided to recall all craft to shore, a continuous sound also signal will be made from the Rescue craft (O.O.D hut), communicated by radio, and the red flag raised.

1.15 The End of Sessions

The senior instructor will ensure that all the equipment is returned to the designated storage area and store correctly.

1.16 Logbooks and the Award of Certificates

1.16.1 New training Logbooks and Certificates are kept by the Principal / Chief Instructor.

1.16.3 Dinghy Instructors should make neat and accurate entries in logbooks for the students under their supervision. Logbooks are important to the student and are stored securely until handed over to the student upon completion of the course.

1.16.4. The students name should be on the front cover, and the logbook and certificate stamped (when issued).

1.16.5 Should DI's have any queries in completing entries in the logbook they should always discuss the matter with the Training Principal or the CID.

1.16.6 DI's must be aware that certificates cannot be issued unless signed by the Principal.

1.16.7 DI's should not feel under pressure to issue certificates. The student's ability is all that counts.

If a student's ability is not up to the standard where a lower certificate can be issued, an explanation must be given by the DI and the student should be given an action plan.

If a student is not happy with the decision, they should be referred to an SI in the first instance – the SI will discuss the matter with the Di and the Student to resolve the issue.

1.17 Qualifications for courses

<p>Minimum Qualification for Dinghy/ Windsurfing Chief Instructor and Senior Instructors</p>	<p>RYA Senior Instructor Safety boat certificate 1st aid certificate DBS check</p>
<p>Minimum qualification for Powerboat levels 1 and 2 Instructors</p>	<p>RYA Powerboat Instructor 1st aid certificate DBS check</p>
<p>Minimum qualification for Safety Boat Certificate course instructors</p>	<p>RYA Powerboat Instructor with SB and coastal endorsement 1st aid certificate DBS check</p>
<p>Minimum Qualification for Dinghy/ Windsurfing Instructors</p>	<p>RYA Instructor PB2 certificate 1st aid certificate DBS check</p>
<p>Minimum qualifications for Safety boat cover, but not course instruction</p>	<p>Skilled dinghy sailor, trained in the use of safety boats, preferably minimum of RYA PB2 certificate 1st aid certificate</p>
<p>Minimum Qualification for Assistant Instructors</p>	<p>An experienced sailor and familiar with the Club facilities DBS check</p>

1.18 Training Operating Procedures

1.18.1 Tuition Ratios (depends on conditions).

Crewed dinghies 3:1 with instructor on board. Max 9:1, but not more than 6 boats per instructor (e.g. 3 Wayfarers with 3 students in each, or 4 Topaz's with 2 students in each).

Single handers – 6:1 when boats have 1 student on board.

Windsurfers – 6:1 per Instructor.

1.18.2 Safety Boat Cover (driver must wear a kill cord when afloat, the onboard radio turned on and tested)

One safety boat per group, up to a maximum of twelve dinghies, plus a spare boat must be moored at the pontoon manned by a person, ready to provide cover and trained in the use of powerboats, preferably holding valid PB2 and 1st aid certificates.

Instructors supervising courses from a patrol boat (already hold at least a RYA PB2 and 1st aid certificate).

Safety boats should be used in the most appropriate way to facilitate effective learning and excellent safety cover. Best safety cover is provided with the boat fully operational and in reasonably close attendance.

In determining suitable safety boat cover the senior instructor should consider the wind strength and direction, the weather forecast, the number and ability of the students, and the objectives of the training exercise.

1.18.3 Restrictions on training areas afloat

Areas of the reservoir near electricity pylons should not be entered. Participants must be warned of the shallow bank protruding north from the Race Hut – see marker buoy. Leeward shores should be avoided, especially in heavy weather, and anglers fishing from banks or boats should be given adequate room.

When training and racing are conducted simultaneously, the Officer of the Day must be consulted on the area suitable for training.

1.18.5 Shore based teaching of students

A teaching session for students will be conducted by the instructors prior to going onto the water, including the targets for the session. A longer teaching session may be conducted if the weather prohibits sailing.

Health and Safety procedures must form part of the teaching session.

1.18.6 Training on the water

The senior instructor will decide if it is safe to sail, dependant on the weather conditions and forecast, safety cover, the experience

and age of students etc. Training cannot take place if the Red flag is flying from the flagpole.

The senior instructor will complete a record for the training to include the names of personnel on the water; this information will be recorded later in the trainee register.

Training will be per the relevant RYA syllabus, and may include reefing whilst on the water, and spinnaker and trapeze techniques, dependant on course type.

1.19 Powerboat Training Procedures - (Level 1/2 courses only)

1.19.1 Tuition Ratios

On the water instruction / assessment - three students per instructor (max)

1.19.2 Safety Boat Cover

All safety boats are fitted with radios, that must be turned on when on the water.

A spare safety boat must be moored at the pontoon manned by a person, trained in the use of powerboats, ready to provide cover in an emergency.

Instructors must hold a RYA powerboat instructor certificate.

1.19.3 Shore based teaching

A shore based teaching session for students will be conducted by the Instructor prior to going onto the water, to include an explanation about the powerboat's hull and inflation, engine, propeller, controls, equipment checklist, launching techniques, and kill cord use.

Training targets for the session will be stated. (see syllabus). A longer teaching session on boat behaviour under power, approaching a capsized dinghy etc., may be conducted in the unlikely event that weather conditions prohibit water based training.

Health and Safety procedures must form part of the teaching session.

1.19.4 Prior to launching

The Powerboat Instructor will complete the log for the day to include the weather forecast, names of personnel on the water, and number and type of safety boat, and the dinghies used in capsize and recovery training.

1.19.5 Launching, recovery and fuel handling

The instructor must ensure that sufficient personnel are involved in moving the craft dependant on type, and fitness and size of those involved

A kill cord must be worn by drivers, and if young persons are driving, a dual cord must be in use.

Participants should be seated and holding on at all times when moving.

The PBI must check the craft prior to launching – see checklist log for that craft.

The instructor must remove the fuel container to the fuel store at the end of the day