

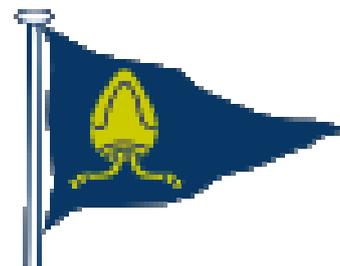
BHYC

RYA Recognised

Training Centre

Operating

Procedures



Version 11.0 March 2021
Principle of Sailing: Duncan Bates



BHYC RTC Operating Procedures



Bembridge Harbour

All Harbour training must take place under the rules and regulations of Bembridge Harbour Improvements Company (BHIC) Bylaws.

Related documents:

All instructors are expected to comply with the relevant club policies outlined below. The standard operating procedures below are written to cover training aspects not covered by any existing guidance.

Document	Location
Health and safety policy	BHYC website (Secretariat > Documents)
Safeguarding Policy (Children)	BHYC website (Secretariat > Documents)
Safeguarding Policy (Adults at Risk)	BHYC website (Secretariat > Documents)
Equality Policy	BHYC website (Secretariat > Documents)
Safety Policy	BHYC website (Secretariat > Documents)
Emergency Action Plan	BHYC website (Secretariat > Documents)
Bembridge Harbour Plan	BHYC website (Secretariat > Documents)

What constitutes training?

RYA recognition means that all RYA courses must be run by recognised training centres (RTCs) using suitably qualified staff following the relevant syllabi, using appropriate well-maintained equipment and with suitable safety support, as defined by the RYA in these Recognition Guidance Notes (RGNs), the logbooks and instructor handbooks.

An RTC is expected to comply with the requirements at all times when conducting training in the disciplines for which the centre is recognised, regardless of whether RYA certificated courses are being run at the time.

Training excludes casual instruction by affiliated club members to friends etc. These should not be advertised as RYA instruction regardless of whether those offering casual instruction are RYA instructors.

Between the definition of RYA courses, and casual instruction to friends, lies the area of race coaching, and particularly Youth Race Coaching. These are generally structured sessions organised by an Event Organiser, aimed at more competent sailors, and often delivered by a Racing Instructor, Race Coach Level 2 or RCL3. A separate section has been included in these Operating Procedures to cover this area of Race Coaching.



Courses Brading Haven Yacht Club runs

Dinghy Level 1 – Start Sailing	Youth Sailing Scheme – Start Sailing Stage 1
Dinghy Level 2 – Basic Skills	Youth Sailing Scheme – Start Sailing Stage 2
Dinghy Level 3 – Better Sailing	Youth Sailing Scheme – Start Sailing Stage 3
Dinghy – Day Sailing	Youth Sailing Scheme – Start Sailing Stage 4
Dinghy – Spinnakers	Powerboat Courses
Dinghy – Performance Sailing	Powerboat Level 1 – Start Powerboating
Dinghy – Seamanship	Powerboat Level 2 – Powerboat Handling
Dinghy – Start Racing	Safety Boat
Dinghy – Intermediate Racing	Theory Courses
Dinghy – Advanced Racing	Essential navigation and Seamanship

Staffing:

Every sail training session must be in sight of a Senior Instructor

Instructors must hold the relevant qualifications for the courses they are teaching (See RYA Instructor handbook G4). Dinghy instructors teaching on courses that require prior approval of their experience by the principal and chief instructor must have done so in good time for the course.

It is the responsibility of Chief Instructor to ensure all Instructors have in date qualifications prior to instructing on a course. This includes current instructor qualification (valid for 5 years) and first aid certificate (typically valid for 3 years). It is recommended a Instructor should consult with the principal if they are undertaking a first aid course other than the RYA course. There is no longer an RYA list of approved courses and each must be judged on its syllabus and learning outcomes.



Course Organisation:

The Training team inclusive of duty SI are responsible for ensuring that pre-course information is disseminated and, on the day, that participation forms and health declarations are completed and locked in the office.

Participation forms should gain consent around the use of photography equipment and video cameras for coaching, if either are to be used.

Adequate publications including logbooks and certificates should be in stock prior to the course. Wherever possible the principal will order sufficient publications for the courses advertised for that year.

Maintenance of the equipment, including sailing dinghies is the responsibility of the Boatman, however should always be checked by Instructor prior to the course.

Instructors are responsible for checking the weather forecast prior to the course and discussing with the senior instructor, during the daily briefing, the most appropriate location.

Cancellation/ postponement: In the case of course cancellation due to inclement weather, the training team will liaise with the participants by app, giving as much notice as possible.

Session preparation:

Each instructor should familiarise themselves with the BHYC course programmes and appropriate RYA syllabi for their RYA course prior to the first day.

The senior instructor will:

- Liaise with the race officer of the day to organise an appropriate sail training area.
- Brief the instructors to include course outline, weather briefing, and overview of participants with any health concerns, other sessions and sailing areas. The signals to be used on the day by all groups must be set.
- Provide an introduction to the course participants including risks posed by weather (e.g. heat stroke/ hypothermia), hazards.

The instructors:

- Brief the course participants for each session including:
 - Session aims considering SMART goals
 - Key coaching points as outlined in the instructor's handbook G4 and the advanced sailing handbook
 - Session logistics i.e., timing, equipment, sailing area and signals

Equipment:

A selection of buoyancy aids is provided across a range of sizes but often participants bring their own. The senior instructor is responsible for assessing the suitability of participants own buoyancy aids for CE mark, adequate buoyancy (50N or more) and signs of wear and tear.

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Any faulty equipment must be repaired immediately prior to continued use. If it cannot be repaired at the time it should be labelled as out of action and reported to the senior instructor immediately who will notify the club boatman by writing the damage on the whiteboard located in the boat and shed.

Damaged sailing dinghies must not be used until all components are in satisfactory working order.

Mast head floats will be used routinely on all 420, RS Feva, RS Tera, Wayfarer participating in RYA courses. This may be waived for those participating in any RACING module at the discretion of the senior instructor.

Sailing dinghies not directly owned by BHYC (e.g. boats owned privately by members or a third party organisation) must have a corresponding contract completed and forwarded to the centre principal prior to these craft being used in training.

On the water sessions:

On the water instruction should be conducted in the priority, 1) SAFE, 2) FUN, 3) EDUCATIONAL. The senior instructor has the final decision on all aspects of conducting instruction on the water.

The instructor in charge of each session is responsible for counting participants on and off the water.

The Instructor must ensure that in the event their group leaves or enters the Harbour under sail (as agreed with Chief Instructor/ Duty SI) they are fully briefed and kept to the passage shown in **appendix 4**.

The senior instructor must be contactable by the duty officer and race team by VHF radio throughout the session on channel P4, Call sign "Senior Instructor".

Where instructors are teaching/coaching from a Safety Boat they will be in communication with the senior instructor using the Safety Boat VHF. Call sign tailored to reference allocated Safety Boat ie "Lobster", "Sceptre", "Mitre" etc.

See the club's Emergency Action Plan for guidance on serious incidents

Accidents and near misses should be reported in the accident book which is kept in the Jubilee Training room. All accidents and injuries should be reported to the chief instructor/ RYA principal as soon as practicable and in any case within 24 hours.

Entrapment:

The training department use boats with a large natural air gap when inverted in normal circumstances, we also have some masthead floats to fit to member's modern high-performance dinghies when being used for training.

We supply harnesses with quick release hooks for learning trapeze work during training.

When Rescuing a Trapped Sailor: If someone is actually under water there is very little time for rescue, with or without a safety boat. A wide range of approaches and boats were tried by the RYA over several sessions in several locations. The RYA discovered the fastest reliable rescue technique, which worked for all boats, was found to be two heavy sailors aboard the inverted boat, pulling on the centreboard. Nearly all boats could be righted consistently inside thirty-five seconds in a range of conditions.



Safety boats:

The minimum age for helming a Safety Boat is **16 years** unless accompanied by a Powerboat Instructor.

Staff training - all Instructors are made aware of the Club's Health and Safety Policy statement during staff training and are instructed to conform to its requirements, so far as is reasonably practicable.

The Instructor: student ratios recommended by the RYA are to be adhered to at all times.

Crewed Dinghies : 3 : 1 for beginners with Instructor onboard.

9 : 1 in max of 4 boats (i.e. 3 Vision's x 3 students in each, or 4 Pico's x 2 students in each)

Single-handed dinghies: 6 : 1

Powerboats: Safetyboat – 3 : 1 (2 boats) All other levels – 3 : 1

All Courses are to be supported by correctly equipped Safety Boats, which will be appropriately staffed by qualified people.

The Powerboat: boat ratios recommended by the RYA are to be adhered to at all times.

Dinghies (single-handed or crewed) : Up to 6 Dinghies 1 safety boat

7 to 15 Dinghies 2 safety boats

More than 15 Dinghies 3 safety boats

For recreational sailing (not including tuition) each safety boat should provide cover for a maximum of 12 dinghies.

For all Sailors under your care (under tuition, Racing or free sailing) head counts must be conducted, at least, every 10 minutes.

When private lessons are being conducted individual Instructors are to ensure that the Club Safety Boats are aware of the areas in which private lessons will be conducted.

Each training course must have allocated safety boats in addition to safety boats allocated for racing events. This is to ensure there is sufficient cover for training and general club sailing/racing. Cross cover should be avoided.

Instructors must ensure that safety boat ratios are adhered to when launching boats. Safety cover must be in place before any boats are launched.

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It is the responsibility of the Instructor to ensure that the allocated safety boat is adequately equipped to the standards set out in the RYA training centre guidance notes. As a minimum the daily checks should include:

- Paddle
- Tubes adequately inflated
- Anchor attached
- 2 towlines
- Throwline on console packed correctly
- Kill cord undamaged
- Sharp, serrated knife
- Fire extinguisher 5a/34b
- VHF
- Radio emergency card
- Radar reflector on A-frame vessels
- Bridle secured to strong points
- BDH items are in date and functional
- Adequately fuelled
- Painter

BDH (Minimum requirement)	
§	Tool kit
§	Survival bag or TPA
§	Waterproof first aid (2 large & 2 medium wound dressings, triangular bandages)
§	Kill cord
§	Laminated chart of sail areas (in date)
§	Flares (2 orange smoke & 2 pinpoint red)
§	Fog horn

Operating Areas:

This chart shows the usual operating areas for Brading Haven Yacht Club.





Youth Race Coaching Specifics

Staffing:

Every race coaching session must be supervised by an event organiser onsite who should be a member of the club.

The Lead Coach should be a RYA Race Coach Level 2 or RCL3 unless prior approval has been given by the Event Organiser, in which case a qualified Dinghy Instructor (ideally with Race Instructor endorsement) may take on the role. Dinghy Instructors may support a Coach in the delivery of a race coaching session. If the Lead Coach is Under 18 they must be overseen by a RCL2 or SI who is Over 18.

It is the responsibility of the Chief Instructor to ensure all instructors/coaches have in date qualifications prior to a race training session. This includes current instructor/coach qualification (valid for 5 years) and first aid certificate (typically valid for 3 years).

Race Session Organisation:

The Training team inclusive of SI are responsible for ensuring that pre-course information is disseminated and, on the day, that participation forms and health declarations are completed and locked in the office.

Participation forms should gain consent around the use of photography equipment and video cameras for coaching.

The Instructor/coach is responsible for checking the weather forecast prior to the course and discussing with the lead coach/SI, during the daily briefing, an appropriate location.

Cancellation/ postponement: In the case of course cancellation due to inclement weather, the event organiser will liaise with the participants by phone or email, giving as much notice as possible.

Session preparation:

The lead coach is responsible for planning the days race training session following guidance from the event organiser.

The event organiser and lead coach will:

- Liaise with the race officer to organise an appropriate race training area.
- Complete the daily sheet
- Brief the coaches/instructors to include session outline, weather briefing, and overview of participants with any health concerns, other sessions and sailing areas. The signals to be used on the day by all groups must be set.



- Provide an introduction to the course participants including risks posed by weather (e.g. heat stroke/ hypothermia), hazards.

The Coaches:

- Brief the course participants for each session including:
 - Session aims considering SMART goals
 - Key coaching points
 - Session logistics i.e., timing, equipment, sailing area and signals

Safety boats:

The suggested safety boat ratios for Youth Race Coaching at BHYC are provided below. Note that these are suggested ratios and the Lead Coach/SI need to consider the boats involved, the skill levels and experience of all sailors, and the likely wind and weather conditions.

As an example, Lasers generally need lower ratios than Optimist, less experienced sailors require lower ratios than squad level sailors. So, a newcomers coaching event for Lasers will likely have a much lower ratio than suggested below, whereas a Optimist session for squad level sailors may have higher ratio than suggested, despite the sessions potentially involving the same group of sailors in the same conditions.

- 1 safety boat for up to 4 double-handed dinghies, or 6 single-handed dinghies
- 2 safety boats for up to 8 double-handed dinghies, or 12 single-handed dinghies
- 3 safety boats or more for over 12 double handed dinghies, or over 18 single handed dinghies

Each race training group must have allocated safety boats in addition to safety boats allocated to racing events. This is to ensure there is sufficient cover for coaching and general club sailing/racing. Cross cover should be avoided.

It is a requirement for every coach to have a crew on board to assist with any difficult situations that may arise during training, unless permission to coach without a crew onboard the safety boat has been given by both the Lead Coach and Event Organiser.

Coaches must ensure that safety boat ratios are adhered to when launching boats. Safety boats must be in place before any boats are launched.

British Stand Up Paddle Boarding Course & Activity Sessions for groups

BHYC paddle boards can be used to provide BSUPA courses and in conjunction with BHYC RYA courses providing the correct BSUPA ratios are adhered to.

Operating conditions

Paddle boards may be used in a calm sea state in a sheltered area with a wind speed no more than 10 knots (Force 3).

Bembridge Harbour Channel should be avoided and particular care must be taken when working with an Offshore breeze.



Following methods of operation will apply: -

Students

1. All students will have completed a relevant booking and medical form before commencement on a stand up paddle boarding course.
2. All students will have been sent a kit requirements list before commencement on the course.
3. All students will at all time whilst afloat wear an approved and tested flotation aid supplied or checked by an Instructor.
4. All students whilst on SUP session will wear appropriate footwear.
5. All students will at all times undertake to follow the requirements of the Instructor.

Instructors

It is the responsibility of Chief Instructor to ensure all Instructors have in date qualifications prior to instructing on a course. This includes current BSUPA instructor qualification (valid for 3 years) and first aid certificate (typically valid for 3 years). It is recommended a Instructor should consult with the principal if they are undertaking a first aid course other than the RYA course. There is no longer an RYA list of approved courses and each must be judged on its syllabus and learning outcomes.

1. All instructors for BSUPA Courses and taster sessions will be to the standards recognised by the BSUPA at the time that the course is run. The minimum requirements for instructors on site will be a BSUPA level 1 Instructor – Ready to ride.

All instructors will be responsible for making themselves aware of any medical issues concerning their students.

2. All instructors will be responsible, in the first instance in conjunction with the Chief Instructor/duty SI, making a dynamic risk assessment for the conditions for paddle boarding. If any instructor has doubt of the student's ability to cope an alternative activity or other method of teaching must be adopted.
3. All instructors are responsible to brief the students in the appropriate method for kit care.
4. All instructors will be aware and trained in the methods of: -Towing a board, recovery from a board and board recovery using a powerboat, and should as a minimum hold the RYA Powerboat level 2.
5. All instructors will make sure at all times; the students are supervised.
6. No instructor will allow any student to go on activity unless footwear is worn.
7. The instructor has the role to designate the boarding area in conjunction with the Chief Instructor/duty SI.
8. The instructor, whilst students are afloat will maintain and carry the issued Safety kit in dry bag.
9. If games are played due consideration must be made concerning injuries when boards are in close proximity with one another.
10. All clients, where activities deem, will wear helmets as directed by the Instructor.

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All Instructors of the centre are responsible to the Health & Safety Officer for the safety of stand up paddle boarding activities.

Safety Boats

There must be a safety boat rigged in the location of the training area. This can be alongside a pontoon or anchored in the training area.

If the Instructor needs to relocate their session this must be communicated with the Chief Instructor/Duty SI and the Safety Boat must escort the group to their new location.

There must be a minimum of 1 Safety Boat to 12 paddle boards

Storage and use of Petrol:

The refueling of BHYC power vessels is strictly duty of the Boatman only.

Petrol and Diesel stored in a locked, Fuel Bunker, located behind the Bosun's shed.

Storage of Hazardous Substances

All cleaning materials, glues and boat repair materials must be stored in locked cupboards and only used on the instructions of and under the supervision of an Instructor.



APPENDIX 1: New Instructor induction:

A comprehensive induction process is needed for all new instructors who are able to contribute to the training agenda at BHYC in order that:

1. High standards of safety are upheld
2. The quality of instruction remains high
3. The instructor feels supported in working in a new environment
4. The instructor is familiar with local procedures, equipment, course plans and the emergency action plan

The induction for new instructions should utilise the following checklist:

- 1) Copies of instructing qualifications and up to date first aid cert must be e-mailed to the chief Instructor before starting (send to zwirdnam.sailing@outlook.com) --
- 2) Encourage new instructor to read the training operating procedures and course plans from the training section of the website or alternatively they can be directed to printed copies in the club. To include: --
 - Training operating procedures
 - Health and safety policy
 - Safeguarding policy
 - Equality policy
 - Emergency action plan
- 3) The new instructor must e-mail the principal acknowledging acceptance of these documents prior to starting. --
- 4) On the first day of instructing the new instructor should be given a site and equipment briefing by the SI of the day, alternatively this could be done by the officer of the day. --
- 5) The SI should work closely with the new instructor during the first course wherever possible --
- 6) The SI, new instructor and principal should discuss developmental needs with the instructor and facilitate continuing development --



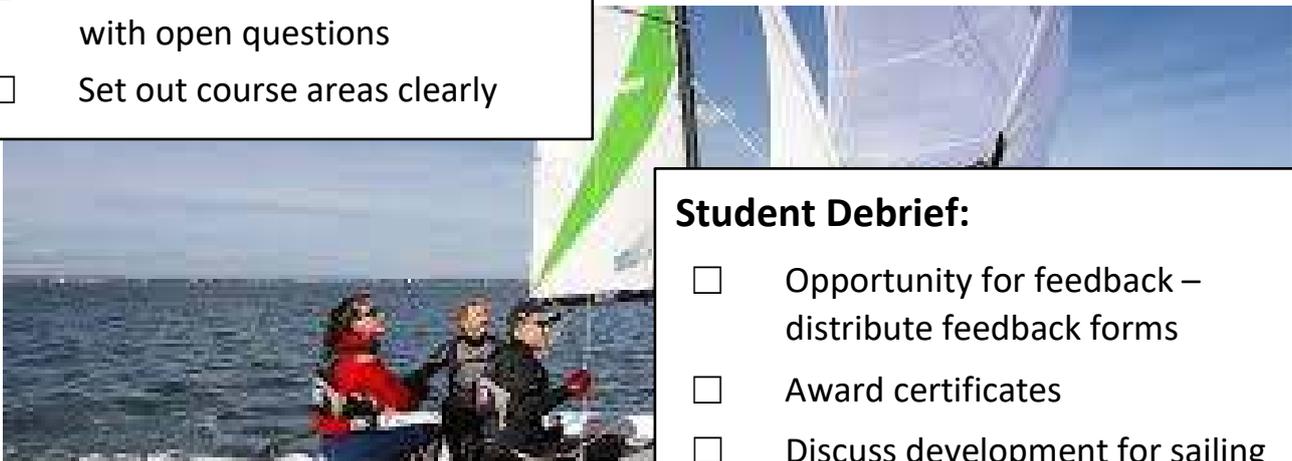
APPENDIX 2: Senior Instructor Course Briefing Checklist

Tips for briefing instructors:

- Set aims for the session with instructors
- Explore how instructors will conduct the session
- Review specific coaching points to ensure instructor knowledge
- Aim for an instructor led brief with open questions
- Set out course areas clearly

Senior instructor daily duties:

- Liaise with duty officer
- Check communications (radios)
- Complete daily risk assessment and file in training filing cabinet
- Check weather



Student Welcome:

- Welcome to the centre
- Facilities (toilets, changing areas, catering)
- Any hazards e.g. jetty, slipway, powerboats, flapping sails
- Structure of the course
- Contact for assistance during the course
- Ensure health declaration and participant form received for entire group
- Introduce instructors

Student Debrief:

- Opportunity for feedback – distribute feedback forms
- Award certificates
- Discuss development for sailing following course

Course review:

- Discussion with instructors: what worked, what would you change?
- Ensure any accidents are recorded in the accident book. Report breakages or issues to the relevant club member

PLAN IT, DO IT, REVIEW IT, CHANGE IT



APPENDIX 2A: Event Organiser Checklist for Youth Race Coaching

Event Organiser daily duties:

- Ensure everyone has signed up on WebCollect for the coaching session
- Check for medical conditions and sailing experience of all sailors participating
- Agree lunch break timing and confirm with galley
- Manage RIB crew rosta for the day
- Ensure a beachmaster with radio is assigned from parent helpers

Event Organiser with Lead Coach daily duties:

- Together review the days plan and session attendees
- Liaise with Chief Instructor/ race officer on sailing area and safety coverage
- Check communications (radios) and assign call signs
- Complete daily risk assessment and file in training filing cabinet
- Check weather

Sailor Debrief:

- Opportunity for feedback
- Discuss next session /event

- Thank Coaches
- Introduce coaches

Sailor Welcome:

- Welcome to the club
- Facilities (toilets, changing areas, catering)
- Any hazards e.g. jetty, slipway, powerboats, flapping sails
- Structure of the session
- Contact for assistance during the session

BHYC RTC Operating Procedures

APPENDIX 2A



Course review:

- Discussion with coaches: what worked, what would you change?
- Ensure any accidents are recorded in the accident book. Report breakages or issues to the relevant club member

PLAN IT, DO IT, REVIEW IT, CHANGE IT

BHYC RTC Operating Procedures

APPENDIX 2A



APPENDIX 3: Contract for training using privately owned equipment

I, _____ [Name of owner] authorise Brading Haven Yacht Club to use my boat for the purposes of tuition under the supervision of the senior instructor.

Make and model	
Boat number:	

This boat has a current insurance certificate (tick):

In the case of any queries I can be contacted at:

Address	
Telephone	
Signature of owner	
Print name	
Date	

Please direct any queries to:

Duncan Bates
RYA Training Centre Principal
batesmarine@aol.com
Brading Haven Yacht Club

BHYC RTC Operating Procedures

APPENDIX 4



Entrance/Exit for Bembridge Harbour any dinghies under sail when training.

Please see Sailing Instructions for racing specifics.

