



# GIRTON SAILING CLUB

TRAINING OPERATING PROCEDURES  
2023

(Changes to 2022 marked in yellow)



## GENERAL

The procedures in this document are intended to create and maintain safe places in which to carry out the teaching and training of students by instructional staff in areas under its control, to protect the health of its visitors and to conduct its operations in such a way as to safeguard the general public.

The policy is implemented through the use of qualified instructors and assistant instructors operating to RYA guidelines and Centre practises and through the general attitude fostered by the Centre.

The people responsible for the safe running of every session are:-

- The Training Principal
- The Chief Instructors,
- The Instructors
- The Students

Their individual responsibilities are detailed later in this document.

### Access to Emergency Equipment

The clubhouse should be unlocked before going on the water.

The First Aid kit and a Defibrillator (which has pads for both Adult and Children) are situated through the front main door of the clubhouse and within the lobby together with a list of first-aiders.

The telephone is situated on the wall next to the bar and can be used for 999 calls only. It is advisable to have a mobile telephone available in case the club telephone is for any reason not working.

The address of the site is :-

**Girton Sailing Club  
Gainsborough Road  
Girton  
Newark  
Notts  
NG23 7HX  
National Grid Reference: SK823673**

**WHAT3WORDS [///diverting.broker.rating](#)  
The Phone number is: 01522 778405**

## ACCIDENTS-FIRST AID

All instructors have appropriate First Aid qualifications and a list of First Aiders is available in the club lobby entrance. The First Aid box and Defibrillator are situated in the main entrance of the main clubhouse where its location is clearly indicated

The First Aider who treats any casualty must fill in the Accident Book that is kept in the First Aid Box and ALL accidents and injuries must be reported to the Senior Instructor, Chief Instructor (or Deputy).

In the event of a serious accident, the Training Principal or the Instructor in charge of the session is responsible for contacting the next of kin. A registration list must be available during the training session.

## Group Supervision

All RYA Training activities should be supervised by a RYA Senior Instructor. This means any training session, or session of sailing instruction carried out under the auspices of the RYA.

Those participating in organised water activities must be supervised by appropriately qualified, i.e., a qualified RYA instructor and authorised persons.

Those on the shore must be supervised to prevent members endangering themselves or others.

## On Shore Activities

All persons are to be vigilant when in the area of parked cars and the driveway entry to the site. Also be aware and keep clear when the tractor is in use for launching the safety boat etc.. No running around the boat park.

Persons should not be around boats belonging to others unless invited and supervised.

## Weather

Should the person in charge of the activity or the assistants have any doubts about the ability of the participants in the prevailing weather conditions, then the activity should be postponed until conditions are suitable.

Special attention must be paid to the following conditions: Wind, Rain, Cold, Sun.

Participants are to be monitored throughout the activity and accompanied off the water if conditions deteriorate as appropriate.

## SAILING

There is a register for students to sign on each session.

Sailing Student Ratios:

Double handed 3:1

Single handed 6:1

Powerboat training ratio 3:1

(See separate coxswains' guide and power boating section)

For Basic Skills courses the ratios of Safety boats to Training boats are:-

Up to six boats - - - 1 Safety Boat

6-15 boats - - - - - 2 Safety Boats

15 + Boats - - - - - 3 Safety Boats

Safety boats will be operated by qualified drivers, minimum RYA PB Level 2 who will check the Safety Boat equipment before the start of the session. At least one safety boat must be on the water before any sailing activity commences, and until the last dinghy is off the water.

Safety boat coxswains are reminded to WEAR THE KILL CORD AT ALL TIMES INCLUDING WHEN STARTING THE ENGINE and refer to the coxswains guide for the refuelling procedure.

All taking part in an activity must wear a suitable buoyancy aid, (swimmers 50N, non-swimmers 100N and labelled EN 393) and instructors must ensure students are suitably clothed for the conditions including sun protection.

The sailing area will be defined before each on water session and all taking part will be instructed not to deviate from it without permission.

There will be three sound signals, either by whistle, horn or klaxon to end a session or if there is an emergency.

The instructor in charge of the session will be responsible for demonstrating this prior to commencement of the session, and all sailors will be briefed to return to the harbour or go to the nearest shore point if directed to do so. The instructor running the session will also communicate with the safety boat or boats by VHF radio to ensure all sailors are safely guided back to the harbour or shore. Strict radio protocol, in accordance with the coxswains' guide, must be observed to ensure, no misunderstandings and the safe end to the session.

The Chief/Senior Instructor (or deputy) in charge of an activity will authorise a session to begin only when confident that the activity can be safely accomplished, taking into account weather condition, the equipment being used and the students experience.

## INDIVIDUAL RESPONSIBILITIES (See

**Principal** - Overall and final responsibility rests with the Principal

Ref: RYA Instructor Code of Conduct for RYA Instructors, Coach Assessors, Trainers and Examiners in Appendix 1

### Senior/Chief Instructor

The safe and efficient running of all sailing courses.

A pre-season safety audit of the environment and equipment used by the centre.

Ensure that activities are suitable for the ability of the students and the weather conditions.

Ensure that all instructors, helpers and students know the location of the First Aid equipment. Make sure everyone knows the signal to abort an activity

Ensure all instructors and safety coxswains know the centre radio procedure and are equipped with whistles.

Agree whistle protocol in the event of radio failure as one long blast by whistle/horn/klaxon.

Brief instructors and support personnel before a teaching session and debrief them afterwards.

Ensure student/instructor ratio does not exceed the recommended level for the activity.

Clearly define the sailing area and ensure that all on the water are aware of the limits.

To be present during all instructional sessions (or, if cannot be present, to appoint a qualified deputy) Check that all equipment used during a session has been returned and safely stored.

Complete an end of session check list and report any damage or missing equipment in the maintenance log, and ensure the any urgent issues are reported.

## **Instructors.**

- Check the equipment used is safe for the activity and that all students are wearing correctly fitting buoyancy aids.
- Attend briefing and debriefing sessions with the Instructor in charge of the session.
- Make sure that any students on the water know the signal to end the session and return to shore.
- To hold a valid First Aid Certificate.
- To report and record all accidents in the Accident Book.
- To sign that they have read and understood this Operating Procedures document.

## **Students.**

- To act in a reasonable manner at all times during the course.
- To ensure that any medication, special needs and disabilities are noted on the enrolment form.
- To sign on for the session.
  - To wear a buoyancy aid at all times when on or near the water.
- Listen to and carefully follow all instructions given. If an instruction is unclear, ask for it to be repeated.
- Make sure that the sound signal is known to end the session.
  - Report any accidents to an instructor.

## **OTHER POINTS FOR ALL, INCLUDING STUDENTS TO OBSERVE**

### **Hygiene**

All persons should shower thoroughly after participating in water activities to reduce the risk of infection from: Weil's disease, Algal Scum, Bird Droppings etc.

Prior to going onto the water, participants should be briefed about Weil's Disease and advised to seal any open wounds

from the water with, for example, waterproof plasters or by wearing a dry suit. If they are allergic to plasters and no other suitable protection can be found, they should not be permitted on the water.

### **Hypothermia**

Any person suffering from the effects of cold should leave the water, shower and change into dry clothing, remaining in the shelter of the clubhouse until they have recovered from the effects of cold. (This condition can occur even in the height of summer).

### **COLD WATER SHOCK**

Discuss the dangers of cold water shock for anyone entering the water.

The general teaching points are:

- You will likely gasp for air, then breath rapidly.
- Can only hold breath for seconds so protect your airway from waves and spray.
- Your heart will be working harder, so don't try to swim, just relax!
- The effects will be at its worst in the first 30 seconds but will have gone within 3 minutes.

**AREAS OF RISK FOR SPECIFIC ATTENTION –  
ALSO SEE FULL CLUB RISK ASSESSMENTS ON THE NOTICE BOARD IN THE MAIN ENTRANCE AND  
IN THE RED RISK AND SAFETY FILE IN THE OUTER GALLEY.**

### **Pontoon**

The pontoon moves with the action of waves and the movement of persons walking about on it..

All persons on the pontoon must wear a Buoyancy Aid or Life Jacket.

People who are unsteady must be accompanied and if necessary, supported when on the pontoon.

The hoist when fitted, should only be used by authorised persons.

### **Boat Park**

Apart from the aspect of potential accidental damage to boats belonging to others, there is the risk of tripping over tie down lines. Also tyres, trailers, trolleys and other objects may be laid on the floor around the boat park.

### **Harbour**

The harbour area can flood in certain conditions. This results in the formation of an underwater shelf with a sudden drop. All persons on the concrete apron of the harbour must wear a Buoyancy Aid or Life Jacket and special care must be taken when wading in flooded areas. Persons should never be positioned between the boat and the harbour wall. People who are unsteady must be accompanied when on the harbour wall

## **Slipways**

Persons must not position themselves between the boat and the water, as for example, when trying to push a boat out of the water. There could be a risk of the boat rolling down the slipway causing them to be pushed into the water or pinned under the boat. Care should be taken whilst on the slipway in regard to the slippery conditions. Sufficient assistance must be sought to launch and remove a boat from the water, remembering that a boat containing water will be many times heavier than an empty one.

## **CLUBHOUSE**

### **Steps**

Care must be taken when emerging from the main door of the clubhouse as there are three steps leading down to the roadway and car park area.

### **Changing Rooms**

The changing room floors may become slippery when wet. The club's policy is that there is to be no running in the clubhouse.

### **Galley**

Due to food hygiene regulations and the risk of hot pans and liquid, the inner galley is out of bounds to unauthorised persons.

## **DETAILS FOR SPECIFIC ACTIVITIES**

### **SAILING**

#### **Safety Cover**

One or more Safety Boats, as circumstances require, must be on the water with suitably qualified crew monitoring the event when there are sailing activities.

#### **Risk of Head Injury from the Boom**

All persons are to be briefed about the risk prior to going sailing. On training courses, Helmets should be made available to students, 12 years and under, as some may wish to wear one.

Double handers: The helm must call the appropriate signal i.e. "Ready About" or "Standby to Gybe" to prepare others in the boat.

#### **Capsize**

Good sailing practice including the current RYA recommended capsize drill is to be followed, ensuring that all participants meet at the back of the boat prior to righting the boat. Lines and rigging in boats are to be stowed to reduce the risk of entrapment in the event of capsize.

#### **Collision**

Participants are to be advised to keep fingers or other body parts clear of the gunwhales of the boat. In the event of a collision with another boat or object, failure to do this could result in severe crushing or amputation.

#### **Man Overboard Drill**

Sailors can expect a rapid recovery of a person in the water by an experienced helm or safety boat crew. Great care must be taken to avoid colliding the rescuing craft and the person in the water should follow the instructions of the Safety Boat crew. Also see notes on Hypothermia above.

#### **Power Boat Wash**

Participants will be briefed on the need to look out for the wash made by a power boat and the affects of this on a sailing dinghy

#### **Entrapment**

**Sailors:** if a boat inverts and you end up inside the upturned boat it is essential to try to keep calm, remove any rigging tangled around the body or limbs. Take a breath and exit the boat - right the boat if possible.

To prevent boat inversion all dinghies single and double+ must have masthead floatation fitted to the main mast during training activities.

**Safety boat:** be vigilant at all times. Immediately account for all crew. If crew trapped right the boat as rapidly as possible. Safety crew should be ready to go in the water and assist sailors trapped under a boat. Check for any rigging tangled around the body or limbs. Check crew is able to continue or in need of rescue.

## **POWERBOAT (See full coxwains guide in \*Clubhouse entrance notice board and on website)**

### **General**

Only club authorised persons are allowed to drive the tractor, safetyboats, unless under instruction as part of a training activity. Even then unauthorised drivers must be under the supervision of a suitable responsible person. Killcords must be attached to the helm at all times to prevent personal injury by the propeller if thrown out of the boat and prevent further danger to others and when undergoing a MOB procedure.

Drivers must be aware of the danger their "wash" creates for sailing dinghies by making them pitch and roll.

# Safety Boat Check List

## Boat Check List

- Engine Oil
- Steering
- Buoyancy/Sponson Pressure
- Fuel (Correct type/Enough for task/journey)
- Painter/trailer winch
- Kill cords
- Battery
- Fire Extinguisher

## Boat Equipment Check List

- Spare Kill cord
- Alternative means of propulsion - Anchor and warp
- Throw line
- Knife
- First aid kit
- Space blankets
- Bailer
- Tow line
- Chart of the lake
- Fenders
- Ladder/Sirrup

### Refuelling

Check fuel and oil levels in powerboat tanks are adequate. When refuelling make sure the fuel is correct for the engine, there are no naked lights, clean up any spillage and secure the filler cap ensuring the breather is open. Always refuel on land or pontoon, i.e. remove tank from the boat if it is already on the water. All as per coxswains' guide. NB: The Highfield Rib has an integral fuel tank.

**RYA Instructor Code of Conduct for RYA Instructors, Coach Assessors, Trainers and Examiners**



**RYA Instructor Code of Conduct  
For RYA Instructors, Coach Assessors, Trainers and Examiners**

This document outlines the code of conduct under which all holders of RYA instructor qualifications and RYA training appointments (hereafter referred to as instructors) are required to comply. The code of conduct is intended to make clear to all participants, instructors and RYA appointment holders the high standards to which all are expected to conform. Instructors must:

- 1 If working with people under the age of 18 or adults at risk, read and understand the Safeguarding Children and/or Safeguarding Adults policies and guidelines as detailed on the RYA website at [www.rya.org.uk/go/safeguarding](http://www.rya.org.uk/go/safeguarding)
- 2 Respect the rights, dignity and worth of every person and treat everyone equally within the context of their boating activity.
- 3 Place the wellbeing and safety of the student above the development of performance or delivery of training.
- 4 Follow all guidelines laid down by the RYA with regards specific training or coaching programmes.
- 5 Not develop inappropriate relationships with students (especially children). Relationships must be based on mutual trust and respect and not exert undue influence to obtain personal benefit or reward.
- 6 Encourage and guide students to accept responsibility for their own behaviour and performance.
- 7 Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
- 8 At the outset, clarify with students (and where appropriate their parents or carers) exactly what is expected of them and what they are entitled to expect.
- 9 Always promote the positive aspects of the activity (eg courtesy to other water users).
- 10 Behave appropriately to ensure the safety of instructors and others under your direction.
- 11 Treat all RYA instructors, appointment holders and other stakeholders with respect.
- 12 Not do or neglect to do anything which may bring the RYA into disrepute.
- 13 Hold relevant up to date governing body qualifications as approved by the RYA.
- 14 Consistently display high standards of behaviour and appearance.
- 15 Act with integrity in all customer and business to business dealings pertaining to RYA training.
- 16 Not teach or purport to provide RYA courses or RYA certification outside of the framework of an RYA recognised training centre.
- 17 Notify the RYA immediately of any court imposed sanction that precludes the instructor from contact with specific user groups (for example children or adults at risk).
- 18 Notify RYA Training in the event of any health issues that may affect their ability to carry out their responsibilities.
- 19 Not carry out RYA training, examining or coaching activities whilst under the influence of alcohol or drugs.

Failure to adhere to the RYA Instructor Code of Conduct may result in the suspension or withdrawal of RYA qualifications or appointments.

May 2020

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- 2023

Name (Print)

Signed