

TRAINING OPERATING PROCEDURES

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1. Instructors Signing Sheet

All Instructors are required to read this Standard Operating Procedure (SOP) which is also maintained on the club website. <http://chelmarshsailing.org.uk/> The Principal will confirm adherence annually.

The SOP is reviewed and adopted by the committee annually.

Notes:

Buoyancy Aid is used for the avoidance of doubt the term Buoyancy Aid includes Life Jacket for powerboat Operations.

SI/Coach is used this includes Powerboat Instructors for powerboat operations

Apr 2021	Update instructor lists, changes to child protection section, removal of feedback form – R Woods
Jul 2021	Added new Assistant Instructors and Instructor – R Woods
Oct 2021	Added Hartley 12 Training boats, removed GP14 used for land drills (sold) -R Woods
Jul 2021	Added new Assistant Instructors and Instructor – R Woods
Dec 2021	Update of staff, added RS Q'BA training boat – R Woods
May 2022	Update to remove Covid policy addition amend Instructor list
May 2023	Change of Instructors and Club equipment
June 2023	Amends after RYA Inspection include lesson plans, Instructors, Amend nomenclature
Sept 2023	Updated Instructor lists, removal Xenon Training boats- D Partridge.

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June 2025	Change Commodore Change of Principal of training Change designated child protection officer Add more assistant instructor (Dinghy & Keel) Amend where are three Jaffa safety boats are kept Amend location of man over board equipment Recording in/out on white board during sailing course Amends after RYA inspection include SI briefing (Appendix 5) on sailing areas to avoid, instructions on weather warning and thunderstorms, use of helmet for prevention of head injury (Use of helmets – learning to sail carries the risk of strikes to the head by the boom. Use of helmets is not mandatory, but the club has a supply which can be used if students require. SI to review pros and cons of helmets) Amend Appendix 7 on lesson plan
July 2026	Para 4.0 PB2 courses and age, RYA allows 12-15 (proviso) Para 6.1 Sails for GP14, Fevas & Hartleys now in sail loft Para 6.2 Ignition key for consol jaffa in the safe Para 6.4 Navigational tool and compass location Para 7.1 Safety brief now includes PB2 instructors Para 7.2 Inclusion of safety and PB2 course and risk to life for people in water (Volunteers or otherwise) Para 9.1 and 9.2 Appendix 7 amended

2. Roles and Responsibilities

Principal of Training	Nilesh Parekh	
Designated Child Protection Officer	James Cotton	
Chief Instructors	Richard Woods (Sailing)	Richard Woods (PBt)
Dinghy Senior Instructors (SI)	David Partridge	Richard Woods
Dinghy Instructors (DI)	John Struebig Adrian Speke David Bibby Maria Roche James Nicholls	David Partridge Nilesh Parekh Stephen Woodhouse Will Ranson David Ellis
Powerboat Instructors (PI)	Paul Jones James Sutherland Richard Woods	
Assistant Instructors (AI) <i>Appointed by the Principal of Training and must only provide tuition under the guidance / supervision of a senior instructor</i>	Ashley Walker Aimee Evans Keith Clayton (Keel)	
Bosun	David Snell	
RYA Shore Based Instructor (First Aid)	Mark Symonds	

A qualified Senior Instructor runs our RYA adult sailing courses level 1 & 2, assisted by qualified Dinghy Instructors. One dinghy instructor may run a singlehanded course for 6 students. Only one group allowed, two groups require a SI.

Powerboat courses are run by qualified Powerboat Instructors.

Instructors working with children are familiar with our child protection policy, DBS checked and follow the RYA Instructor Code of Conduct (appendix 4a). They should also be familiar with the Good Practice Guide for Instructors, Coaches and Volunteers (appendix 4b). Assistant Instructors work under supervision of a senior instructor and count in instructor ratios.

Continuing Education and Development is part of our culture and all Instructors receive informal feedback and are offered formal Continuing Professional Development (CPD).

Chelmarsh Sailing Club is able to deliver the following RYA Training Courses:

RYA Adult National Sailing Scheme:

- Levels 1, 2 and 3

- Seamanship Skills

- Sailing with Spinnakers

- Start Racing (instructors with racing endorsement only)

RYA Youth Sailing Scheme:

- Stages 1, 2, 3 and 4

RYA Powerboat Scheme:

- Level 1 and 2

- Safety Boat Course (instructors with safety boat endorsement only)

RYA National Sailing Scheme in Keel Boats

RYA First Aid

3. Student to Instructor Ratios

The RYA sets minimum student to instructor ratios for all instructed sessions in sailing dinghies and powerboat handling. These ratios are observed in order to maintain a safe learning environment for students.

Sailing Adults

Single handers	6 students to 1 instructor
Double handers	Up to 3 students to one instructor (for beginners where the instructor is on board) this may be increased to 9:1 in a maximum of 6 boats depending on the skill attained and the course being taught

Sailing Youth (under 16)	1 instructor per 4 boats where there are 2 children per dinghy 1 instructor per 6 boats where there is 1 child in each dinghy
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All Dinghy Instructors must be supervised by a Senior Instructor if delivering RYA National Sailing Scheme Courses.

Powerboats	3 students to 1 instructor for Level 1 & 2 Powerboat courses 6 students to 1 instructor for Safety Boat Course (2 boats max)
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Minimum ratio for safety boat cover to number of dinghies sailing:

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

Ratios may need to be altered to cater for student and instructor competencies, weather, etc and are at the discretion of the SI, but must not exceed the ratios given above.

The SI leading the course(s) will brief all instructors/assistant instructors before the students arrive ensuring they know their roles and responsibilities.

4. Students

All students complete booking forms prior to RYA courses commencing, normally via WebCollect.

All students should be club members for the duration of the course.

Under 18s will have a booking form completed by a parent/guardian.

Emergency contact and medical information to be available to the SI and instructors.

Students (parents for children's courses) will receive joining instructions prior to the course to include any Health & Safety issues, appropriate clothing and buoyancy, aims and objectives.

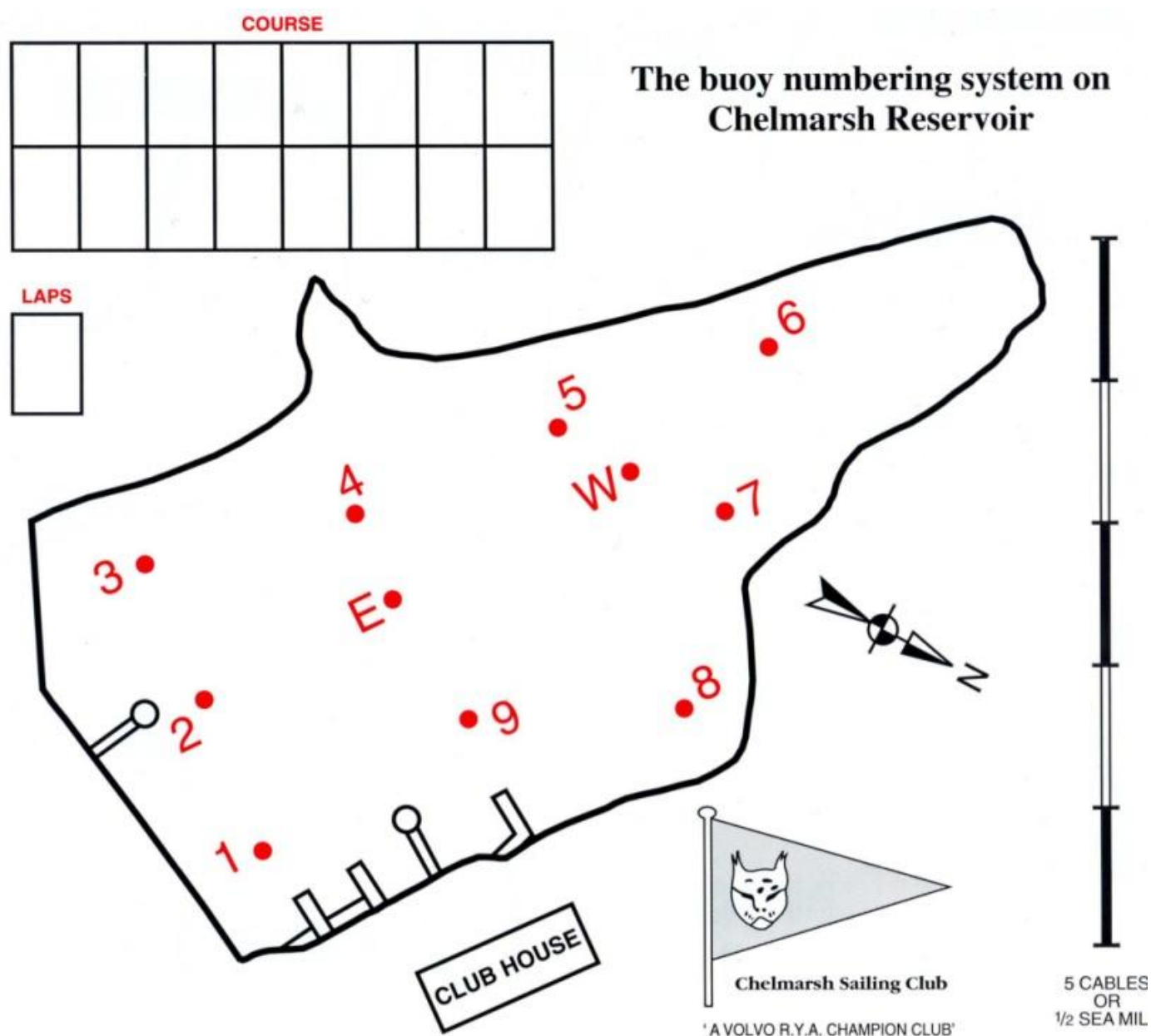
Students will be kept informed of progress throughout the course.

Powerboat courses can be delivered to students 12-15 years of age but their licence is then endorsed that they can only use powerboat under the supervision of a responsible adult till they are 18.

Students will be requested to complete a feedback form upon completion of a course and encouraged to provide feedback to improve the standard of training delivered by the club. An example of feedback form is in Appendix 6.

5. Operating Areas

The club is permitted access to the entire area of the Chelmarsh Reservoir for sailing purposes (except for the areas directly beneath the bridges to the inlet and outlet towers). The SI running the course may decide to limit the Operating Areas that is available for teaching purposes. If (s)he wishes to do so (s)he must inform the instructors accordingly.



6. Boats and Equipment

6.1 Dinghies

The following dinghies are owned by the club and are available for dinghy instruction. When the boats are not been used for teaching, they are able to be hired by recent students:

- 2 x Pico Spars, sails, foils and ropes stored in the containers
- 2 x Feva Sails in sail loft
- 2 x GP14 with reefing points. Equipment stored in boats/ sails in sail loft
- 6 x Hartley12 Equipment stored in boats/sails stored in sail loft
- 6 x Hartley10 Equipment stored in boats/ sails stored in sail loft

6.2 Powerboats

- 2 x 'Jaffa' Rigiflex Safety boats (Orange), with outboard engines and tiller steering. These boats is stored in the shipping containers adjacent to the eastern slipway access point. Keys for the containers are kept in the clubhouse.

NB Kill cords and a spare kill cord are kept on the boats

- 1 x 'Jaffa' Rigiflex Safety boats (Orange), with outboard engines and centre console wheel steering. This boat is stored in the garage. Ignition key for consol Jaffa is kept in safe.

NB Kill cord is kept on the boat, ignition key stored in clubhouse safe

- Fuel tanks for all club powerboats are stored in a locked metal fuel bunker by clubhouse steps. Smoking/naked flames are not permitted in area of fuel storage (carpark is designated smoking area). The keys to gain access to the store are kept in the club house.

6.3 Keelboat Leisure 17

- This boat is privately owned but the owner has entered into agreement with the club to allow its use for training and he is also an AI for Keelboat courses

6.4 General Boats & Equipment

- Safety boats should be launched and made ready for use before training boats are on the water.
- Safety boats, dinghies and boats used by students must be checked by instructors before going afloat.
- All dinghies must use mast head floatation on beginners' courses, these are stored in containers, bosun's store and training room. Use extra buoyancy when reefing.
- Any issue with any craft must be reported to the SI and written in the defects log book.
- Defect log book is kept in the signing on desk by the car park entrance door.
- Equipment for man over board training is tyre tied to a fender stored in ship containers
- All race buoys on the reservoir can be used for training but should not be moved.
- Additional buoys are available in containers and bosun's store and weights (chains and mud anchors) by pontoon steps.
- Navigational tools, sighting compass and boat compass for PB2 course are in top drawer of filing cabinet in training room, instructors to provide personal electronic navigation tools.

7. Safety

7.1 General

- Health and Safety Policy is attached to this document – Appendix 1
- Risk assessments have been carried out and are found in this document – Appendix 3.
- Any persons who are on the water or any of the pontoons, walkways, jetties or slipways are required to wear a properly fitted and fastened buoyancy aid providing a minimum standard of 50N buoyancy for adults or appropriate for age/weight for children. Club have a selection of buoyancy aids in the training room which are available for use of students whilst under instruction.
- SI, DI or Coach shall give a safety briefing, prior to the commencement of any training courses including PB2, to instructors and students, an example of areas to be covered is attached to this document – Appendix 5

7.2 Use of powerboat for safety cover/Learn to sail, PB2 and Safety boat courses (where there may be people in water (voluntary or otherwise) -

All persons involved in providing safety cover from powerboats must remember that they have the potential to cause death or serious injury.

- All power boat drivers must be on the club list of authorised power boat operators, hold a RYA level 2 powerboat certificate or be under the direct instruction of a power boat instructor.
- All powerboats have kill-cords which must be checked prior to sessions – these MUST be worn around the operator's leg in accordance with RYA guidelines at all times when the engine is running.
- Recovering people from water – always switch off engine when in close company to someone in the water.
- Safety boat crew must wear buoyancy aids and be wearing suitable clothing to enter the water if necessary.
- Entrapment – if entrapment is suspected right the boat ASAP – usually the dagger board will provide the best means of achieving this. You may need two people to do this.
- All instructors/ helpers with children must be familiar with the child protection policy of the club and the Code of Practice. A copy is included in this document.
- Instructors must be familiar with Emergency Action Plan, a copy of which is included in this document. A copy of the Emergency Action Plan is displayed downstairs by the training room.

8. Communications

Short range VHF radios are available for use and are kept in the galley.

Instructors should ensure that they are set to the same channel before issue, and operators are aware of their operation and the channel in use. Do a radio check before launching. All instructors are required to carry a whistle with them whilst they are on the water. This may be used to attract the attention in the case of an emergency. It may also be used as an efficient fog warning signal.

9. Training Operating Procedures

Chelmarsh Sailing Club undertakes to provide a safe environment for all those undertaking training at the centre and for those who are involved in the delivery of that training. It is therefore essential that everyone involved in the delivery of training understands the roles and responsibilities of each member of the team before, during and after any training takes place.

9.1 Before/During

- SI/Coach checks weather forecast.
- Front and back doors are unlocked (these are fire exits).
- SI/Coach checks condition of pontoons/slip-way and may delegate need for brushing/ washing down.
- SI/Coach supervises preparation of classroom and teaching resources.
- SI/Coach delegates preparation of safety craft/manning with instructors.
- Safety Boats to carry kill cord & spare, boat hook, first aid kit, knife, paddle, bailer/bucket, towing warp, throw line, fire extinguisher, tool kit, map of sailing area, anchor and buoyancy float.
- SI/Coach to brief instructors and students on no smoking areas-fuel store, boats, pontoons, clubhouse, etc. Smoking area to north of clubhouse (in the car park) – for example see Appendix 5
- SI/Coach to issue VHF radios to safety boat team and at least one instructor per course if multiple courses are being run and one retained for SI/Coach
- SI briefs instructors on roles/activities for day, course syllabus to cover, prior student progress, etc
- SI/Coach/Instructor briefs students on the days training programme.
- SI/Coach allocates students to boats and instructors ensuring that the RYA ratios are met.
- SI/Coach Keep a "out and in" record of candidates afloat – This is to be displayed on a white board kept at exit door nearest to the reservoir.
- Instructors check the students for suitable clothing and buoyancy aids.
- Students wear their buoyancy aids on the outside of all other garments.
- Instructors check the boats for buoyancy and correct rigging.
- SI/Coach decides when to reef sails or delegates decision to individual instructors.
- Instructors supervise the students allocated to them and are responsible for their wellbeing.
- SI/Coach designates the area of sailing.
- SI/Coach demonstrates the communication signals "Come to me" and "Return to shore."
- Throughout the training the SI/DI will monitor the number of boats / users that are on the water.
- The key for the padlocks on the fuel bunker is kept on the general key bunch in the foyer of the club

Cont...

- Check the fuel tank contains sufficient fuel for the day's duty.
- Fuel tanks are always refilled next to the fuel bunker and never nearer than 20m from the reservoir, no smoking or sources of ignition allowed near to fuel store or during refuelling.
- A First Aid box for safety boat is collected from the cupboard in the lobby.
- The fuel tank is secured to the safety craft. A throw line should be available in the Safety Boat.
- The engine is turned off when near to personnel in the water.
- Priority is given to rescuing people and not their boats.
- Personnel not wearing a wet suit/dry suit who are wet are taken ashore as soon as possible • Anyone injured is taken ashore and the injury reported immediately to the
- SI/Coach/Person in charge who takes action. The safety craft returns to duty. There is a large sack next to the phone that contains dry blankets for use with casualties that may be suffering from hypothermia etc.
- The safety craft is not to be driven close to the edge of the reservoir, use a throw line to retrieve boats near a lee-shore.
- Details of emergency telephone numbers, map co-ordinates & post code are to be found next to the phone in the foyer.

9.2 After

- Return the fuel tanks to the fuel bunker
- Put away safety boats and lock containers. Committee boat to be left on pontoon, bow to reservoir with engine in raised position and covers fitted, key stored in clubhouse foyer desk.
- Secure the padlocks on the fuel bunker
- Return the First Aid box to the cupboard in the lobby.
- Check correct stowage/put away of all sailing dinghies
- VHF radios returned to galley
- Report any defects in the Technical Defects Book.

10. Reporting of Near Misses, Incidents and Accidents

Details of all accidents that occur on site **must** be recorded in the club's Accident Book. The Accident Book is kept in the chest of drawers in the foyer at the club. The Principal of Training should review the book periodically and take appropriate action so as to prevent the repetition of accidents occurring in the training environment.

Details of recommendations/remedial action taken to prevent similar accidents occurring in the future will be recorded in the appropriate places in the Accident Book/Operating Procedures amended.

A record of near misses and incidents must also be made, reporting sheets for this purpose are kept with the Accident Book.

11. Emergency Club Procedures



12. Dealing with a major incident

First priority is for the safety of participants and instructors. Then, get a statement from competent witnesses.

Remove the instructor and key witnesses from the training area to a place you can talk to them away from the press.

Produce a written statement that you can give to the press.

E.g.

Chelmarsh Sailing Club regret to announce the death of a person following a dinghy sail training event

When

Where

Our deepest sympathy to the relatives etc. A full statement will be issued at 2pm tomorrow (give yourself time to collate the information).

Do not hold a press conference.

Decide who will speak to the press.

Don't allow well-meaning but ill-informed staff to make public comments.

Do not make any comment around liability or cause as this may prejudice effective investigation after the incident.

Try to keep a record of whom you have spoken to, who has contacted you etc.

Inform RYA Training (023 8060 4181) who can assist with compiling your statement to the press.

If the rescue services have been involved the press will have probably obtained some information from them.

If there has been a fatality the police will contact the Training Centre and inform the next of kin. Do not publicise the name of the casualty until you know this has been done, even if the press appear to know who it is.

Keep any relevant equipment e.g. buoyancy aids, logbooks etc.

13. Complaints Procedure

Often complaints are of a relatively minor nature, and are capable of being dealt with promptly and without the need to formally record matters. This course of informal resolution is appropriate only if it satisfies the concerns of the complainant, and it is apparent that no further action is required.

Where a complaint is not suitable for resolution as described above, or where the complainant requires further action is necessary, or that the matter should be documented. They should be advised to submit their complaint in writing, either by letter or e-mail, to the Principal of Training, or other senior officer of the club.

On receipt of a complaint, it must be acknowledged by return or if this is not possible, then as soon as is practicable. They should be advised as to who is investigating the matter and provided with a time frame within which they should expect a response.

The investigation should be conducted promptly and an objective response is to be provided, offering an adequate explanation and appropriate compensation if this is appropriate.

Appendix 1: Health & Safety Policy Statement

Chelmarsh Sailing Club (the Club) attaches great importance to the health and safety of its members, visitors and to protecting the environment. The organisation aims to ensure that all activities carried out, or undertaken by its members in relation to the club, are managed in such a manner to avoid, control or reduce to an acceptable level all foreseeable risks to the health & safety of any person(s) who may be affected by such activities and to protect the local environment.

We will adopt and implement procedures that are compatible with and recognise the duties imposed by the relevant statutory documents relating to health, safety and environment.

The Club will pay particular attention to the provision of:

- Risk Assessment for all activities carried out by us, where we believe this is appropriate.
- Procedures for activities at the club to promote safe and enjoyable watersports.
- A healthy working environment.
- Safe, suitable and where possible sustainable resources and equipment.
- Sufficient training for instructors and members to enable them to comply with health, safety and environmental procedures.
- Actively promote and develop the culture of continuous safety improvement at the Club, through the reporting and investigation of "near misses" and incident/accidents.

Club members and visitors undertake:

- To take reasonable care to avoid acts or omissions that may adversely affect the health & safety of themselves and others.
- To co-operate fully with anyone responsible for carrying out health & safety checks.
- To not intentionally or recklessly interfere with, or misuse, any resource or equipment.
- To observe at all times health, safety and environmental procedures.
- To make their own assessment of prevailing conditions on land and water and take prudent precautions to ensure their own safety and that of those around them.

Responsibilities

Health and Safety is everybody's responsibility. It is the responsibility of the Commodore through the Club General Committee to ensure that the Health, Safety and Environmental policy is implemented.

It is the responsibility of the Club Health and Safety Officer to ensure that the appropriate risk assessments are undertaken and reviewed.

It is the responsibility of the General Committee to approve policies, procedures and operating instructions and promote their use.

Commodore: David Thursfield

Health and Safety Officer: David Bibby

Appendix 2: Training Section Equality Policy

Objectives

To make sail and powerboat training an activity that is genuinely open to anyone who wishes to take part.

To provide the framework for everyone to enjoy the sport, in whatever capacity and to whatever level the individual desires, subject to courses offered.

Policy Statement

The training section is committed to the principle of equality of opportunity and aims to ensure that all present and potential participants, members, instructors, coaches, and volunteers are treated fairly and on an equal basis, irrespective of sex, age, disability, race, religion or belief, sexual orientation, pregnancy and maternity, marriage and civil partnership, gender reassignment or social status.

Implementation

The training section must be seen as friendly, welcoming and open to all. We may in certain circumstances have to use a common sense and practical approach with persons of a young age regarding suitability for a powerboat or sailing course. Likewise, all participants must provide a declaration of fitness. They should be able amongst other tasks to assist in pulling a light dinghy and be capable of moving across a dinghy in a safe and able manner. We reserve the right to discipline instructors and others who practice any form of discrimination in breach of this policy.

Appendix 3: Risk Assessments

See club Risk Assessments which include training and can be found on Club Website

<http://chelmarshsailing.org.uk/downloads.html>

Appendix 4a: RYA Instructor Code of Conduct

Revised Feb 2014

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:

- If working with people under the age of 18, read and understand the Child Protection Policy as detailed on the RYA website at www.rya.org.uk
- Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- Place the wellbeing and safety of the student above the development of performance or delivery of training.
- They should follow all guidelines laid down by the RYA with regards specific training or coaching programmes.
- Hold appropriate insurance cover either individually or through the training centre in which they are working.
- Not develop inappropriate working 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.
- Encourage and guide students to accept responsibility for their own behaviour and performance.
- Hold relevant up to date governing body qualifications as approved by the RYA.
- Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
- At the outset, clarify with students (and where appropriate their parents) exactly what is expected of them and what they are entitled to expect.
- Always promote the positive aspects of the sport (e.g. courtesy to other water users).
- Consistently display high standards of behaviour and appearance.
- Not do or neglect to do anything which may bring the RYA into disrepute.
- Act with integrity in all customer and business to business dealings pertaining to RYA training.
- Not teach or purport to provide RYA courses or RYA certification outside of the framework of an RYA recognised training centre
- Notify the RYA immediately of any court-imposed sanction that precludes the instructor from contact with specific user groups (for example children and vulnerable adults).
- 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.

Appendix 4b: Good Practice Guide

Revised Dec 2016

For Instructors, Coaches and Volunteers

This guide only covers the essential points of good practice when working with children and young people. You should also read the organisation's Child Protection Policy and Procedures which are available for reference at all times.

- Avoid spending any significant time working with children in isolation
- Do not take children alone in a car, however short the journey
- Do not take children to your home as part of your organisation's activity
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the organisation or the child's parents
- Design training programmes that are within the ability of the individual child
- If a child is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible
- If you do have to help a child, make sure you are in full view of others, preferably another adult
- Restrict communications with young people via mobile phone, e-mail or social media to group communications about organisational matters. If it's essential to send an individual message, copy it to the child's parent or carer.

You should never:

- engage in rough, physical or sexually provocative games
- allow or engage in inappropriate touching of any form
- allow children to use inappropriate language unchallenged, or use such language yourself when with children
- make sexually suggestive comments to a child, even in fun
- fail to respond to an allegation made by a child; always act
- do things of a personal nature that children can do for themselves.

It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the child (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents should be fully informed. In such situations it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.

Appendix 5: Senior Instructor/Powerboat Instructor Course

Briefing Checklist

- Welcome to Chelmarsh Sailing Club
- Introduction of self (time at club, experience, etc)
- Housekeeping
 - Toilets and changing rooms
 - Galley – drinks are complimentary on course (tea, coffee, squash), snacks/fizzy drinks to purchase
 - Bar area – no wet clothes
 - Training room – course base, locked when on water
- Safety Rules
 - Buoyancy Aids must be worn on pontoons and on water, instructors to check fitting and buoyancy (must be minimum 50 Newton's for adults, children to suit weight/size)
 - Slipways, algae make them very slippery, take care when using, especially just below water
 - Are you able to swim? (any weak swimmers need to be watched carefully on water)
 - Safety/rescue cover – no sailing if rescue boat not manned on water
 - Sailing area(s) – will be set by instructor, stick within it for safety of self and rest of group, note must keep clear of intake and outlet towers due to strong currents
 - Signals - demonstrate
 - Whistle, hands on head – return to “home” usually pontoon
 - Whistle, one hand on head, other hand point – one boat only, come to instructor/prepare for instructor to come alongside
 - Weather precautions
 - Sun cream – risk of burning due to water reflection
 - Speak to instructor if too hot, or too cold (e.g. after getting wet)
 - Plenty to drink – risk of dehydration
 - Thunderstorm, all to leave water until storm passes, instructor to brief on procedure (eg “return to home” as above or “leave water flag”)
 - Leave valuables ashore e.g. phones/keys/jewellery, lockers in lobby
 - Use of helmet for prevention of head injury– learning to sail carries the risk of strikes to the head by the boom. Use of helmets is not mandatory. but the club has a supply which can be used if students require. SI to review pros and cons of helmets
 - Breaks will be scheduled in course, but speak to instructor if additional break required, do not go off without letting instructor know where you are going!
 - Smoking – any smokers? No smoking allowed near fuel store or anywhere fuelling is taking place. Car park area is designated smoking area.
 - All dinghies on beginner's courses to be fitted with masthead buoyancy. Extra buoyancy to be used when reefing on slab reefed boats eg GP14s, not required on Hartleys or Picos.
- Ask questions? - The only daft question is the one not asked....
- ENJOY YOURSELVES - It is a learning experience but meant to be enjoyable; any concerns speak to your instructor or to me.

Appendix 6: Chelmarsh Sailing Club Feedback Form

Please score from 1 to 5. One is very poor, three is average and five is excellent. Feel free to add comments positive or negative after your score or continue overleaf. If you score 1 or 2 then please comment further.

Course/ Date: _____

Name (optional): _____

Joining Instructions: score **1 2 3 4 5**
Comments:

Quality of equipment: score **1 2 3 4 5:**
Comments:

Quality of instruction: score **1 2 3 4 5:**
Comments:

Facilities: score **1 2 3 4 5:**
Comments:

What can we improve on?

Appendix 7: Chelmarsh Sailing Club Lesson Plans

Lesson Plans will be lead by SI of the day and communicated with DI at briefing.
DI can design a lesson plan and implement under direct or indirect supervision of SI.

Following examples are available from principal of training or chief instructor.

[../Course planning templates for all courses/Junior Stage 1 course plan.docx](#)

[../Course planning templates for all courses/Junior Stage 2 course plan.docx](#)

[../Course planning templates for all courses/Adult Level 1 Start Sailing.doc](#)

[../Course planning templates for all courses/Adult Level 2 Sail Plan - Single Hander.docx](#)