



LEIGH & LOWTON SAILING CLUB
(RYA Training Centre)
GREEN LANE
(off SANDY LANE)
LOWTON
WARRINGTON
WA3 1BQ

OPERATING PROCEDURES MANUAL

Change Control – Summary Table

| Date of Change | Changed By | Summary |
|-------------------|--------------------|--|
| 31/01/2019 | Dave Eccles | Complete review & reorganise. No material changes to content |
| <u>15/01/2021</u> | <u>Dave Eccles</u> | <u>Section H added – instructor induction and professional development</u> |
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Essential Reading

Leigh and Lowton Sailing Club is a recognised training centre who are authorised by the RYA to deliver the following courses by appropriately qualified instructors (see RYA G14?)

Dinghy Courses

- Dinghy Level 1 - Start Sailing
- Dinghy Level 2 – Basic Skills
- Dinghy Level 3 – Better Sailing
- Dinghy Start, Intermediate and Advanced Racing
- Dinghy Seamanship Skills
- Dinghy Sailing with Spinnakers
- Youth Sailing Scheme – Start Sailing Stage 1
- Youth Sailing Scheme – Start Sailing Stage 2
- Youth Sailing Scheme – Start Sailing Stage 3
- Youth Sailing Scheme – Start Sailing Stage 4
- Youth Sailing Scheme – Start, Intermediate and Advanced Racing

Powerboat Courses

- Level 1 Start Powerboating
- Level 2 Powerboat Handling
- Safety Boat course

The syllabus for all these course is shown in the current RYA log books

Key points for all courses

- Know where the fire exits are and that they are unobstructed.
- Know where the first-aid kits are stored and the location of the telephone.
- Advise the students where the club's changing rooms, toilet and washing facilities are.
- If there are any other hazards e.g. Blue/green Algae; Weils Disease, tie-down stakes, draw the attention of the pupils to the dangers.
- Use extreme caution when launching or recovering safety boats. Risks are
 - trip hazard from the winch rope
 - nobody should position themselves behind the boat
- Ensure that pupils have properly fitting buoyancy-aids (and helmets if used)
- Ensure that pupils are suitably clothed for the conditions
- Ensure that the safety-boat is afloat
- Ensure that you know of any pupil's medical condition which requires special awareness
- Ensure that all pupils and instructors are aware of the designated sailing area and understand visual or sound signals necessary to re-call or control the group
- Ensure that novices are kept clear of swinging booms or loose rope-ends

- Ensure that pupils avoid unnecessary lifting of heavy weights, by keeping trolley tyres inflated and explaining about floating boats on and off the trolley with enough hands for hauling out
- Remember to keep each session short. Beginners often feel under some tension and short sessions help to relax. They also may wish to use the toilet or have some liquid intake.
- Ensure that the training dinghies and powerboats are in seaworthy condition. Any defects which can be immediately rectified should receive attention. Anything more serious should be reported to the Training Principal or Bosun.

Teaching Ratios

For basic skills courses the ratio of dinghies (single-handed or crewed) to safety-boats should not exceed:-

| | | |
|-----------------------|---|------------------------|
| up to 6 dinghies | : | 1 safety-boat |
| 7 to 15 dinghies | : | 2 safety-boats |
| more than 15 dinghies | : | 3 or more safety-boats |

Student/ Instructor ratios should be observed as follows: -

Crewed dinghies 3:1 for beginners with instructor aboard
Maximum 9:1 but not more than 6 boats per instructor (e.g. 3 Wayfarers with 3 students in each, or 4 Picos with 2 students in each).

Single-handed dinghies 6:1 (applies only whilst the boats are used as single-handers).

Powerboats 3:1 for Level 1 and Level 2
 6:1 (2 boats) for other courses

Accidents

In addition to the Accident Book which is kept in the "Office" area of the Club-house and which should be used to record personal injuries which require first-aid or other medical treatment, there is an Incident Log kept with the Accident Book to record significant incidents both on and off the water. The intention is that such incidents can be reviewed, analysed, and where possible, to prevent similar incidents recurring.

Safety, Coach and Patrol Boats

Any powerboat driven by a person under the age of 16 must have a responsible adult on board at all times. This person must be 18 years of age or above. This is in accordance with RYA regulations which state that anyone under the age of 16 and holding a Powerboat Level 2 age endorsed certificate must be supervised when driving.

Check-list

Before launching ensure that the boat is equipped with the following:-

- 1) Drainage bung and 'kill-cord'
- 2) Anchor/ warp and chain
- 3) Throwing line and towing warps
- 4) Survival/ exposure bag
- 5) First-aid kit
- 6) Baler
- 7) Alternative method of propulsion (oars/paddle)
- 8) Sharp knife
- 9) Fire extinguisher (know how to operate)
- 10) Full fuel tank secured to boat
- 11) Radio or visual means of communication

Notes to Powerboat Users

- 1) When using the outboard-engined boats, the engine 'kill-cord' must be used.
- 2) When coming alongside a casualty in the water with the intention of bringing them into the safety-boat, the engine should be switched off.
- 3) All occupants must wear life-jackets or buoyancy aids.
- 4) Coxswains should discourage any occupants of the safety-boats (especially the outboard powered craft) from standing up whilst the craft is in motion or about to move off.
- 5) In the event of a dinghy capsize; the coxswain's priority is to be given to the welfare of the crew rather than the dinghy. In the event of several capsize, priority is to be given to those crews in personal distress. It may be necessary to leave a capsized boat with a safe crew, to check other boats to establish the condition of their crews.
Where more than one safety-boat is in use, effective use of the radios will avoid duplicated effort.
- 6) The safety-boat's presence near to a capsized dinghy can provide all the reassurance necessary. The coxswain should look for the first signs of fatigue or hypothermia, and take command of the rescue at that point for the self-protection of the crew in distress.

Section A – Notes applicable to all courses

Introductory Briefing Notes

- 1) Welcome to new members
- 2) Introduce Instructors and identify pupils by name.
- 3) Emergencies
 - (a) location of telephones and adjacent 'Emergency Procedures' notice.
 - (b) location of First-aid boxes
 - (c) location of Fire extinguishers and Fire Exits
- 4) Hazards
 - (a) "Tie-down" stakes for boats in the dinghy park - avoid walking between parked boats - safer to use concrete runways.
 - (b) Swinging booms.
 - (c) Loose rope-ends.
 - (d) Man-handling dinghies on launching trolleys.
 - (e) Blue-green algae.
 - (f) Weil's disease.
- 5) Personal welfare
 - (a) Buoyancy-aids to be worn on the water - or on the jetties!
 - (b) Be suitably attired for wet and cold conditions - bring towel and change of clothing - including footwear.
 - (c) Location of showers and toilet facilities.
 - (d) Money and valuables - security.
- 6) Issue of RYA log-books and hand-books with brief explanation of the syllabus.

End of Course Checklist

- Signing-off log-books.
- Issue of certificates, (or verbal assurance that certificates will be issued by post).
- Perspective on progress from beginning of course to present stage (e.g. from possibly never having previously been in a boat, to sailing under their own control).
- Advise students to allow time to build up experience, and to periodically re-read the Beginners Handbook.
- Students shouldn't hesitate to ask for advice from the instructors in future.
- Explain availability of future opportunities e.g. "Improver sessions"
- Customer feedback. Issue "Feedback Questionnaires" which are anonymous, and ask students to give honest opinion of the course, with any criticisms or suggestions for improvement.

End of Course - Customer Feedback

Our instructors are all volunteers giving of their time and experience, hopefully to enhance your enjoyment of our sport.

We are working to the syllabus laid down by the Royal Yachting Association, but your honest comments or criticisms will help us to improve, where necessary, on the tuition or presentation of the various aspects of the course. For example, you may consider the course as a whole to be fair, but feel that a particular topic could have been presented more clearly or at greater length.

Your identity will remain anonymous.

Please tick appropriate response against Questions 1 to 3 below

1. Course overall:

- (a) Poor
- (b) Fair
- (c) Good
- (d) Very Good
- (e) Excellent

2. Activities afloat:

- (a) Poor
- (b) Fair
- (c) Good
- (d) Very Good
- (e) Excellent

3. Onshore teaching:

- (a) Poor
- (b) Fair
- (c) Good
- (d) Very Good
- (e) Excellent

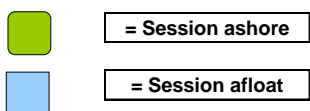
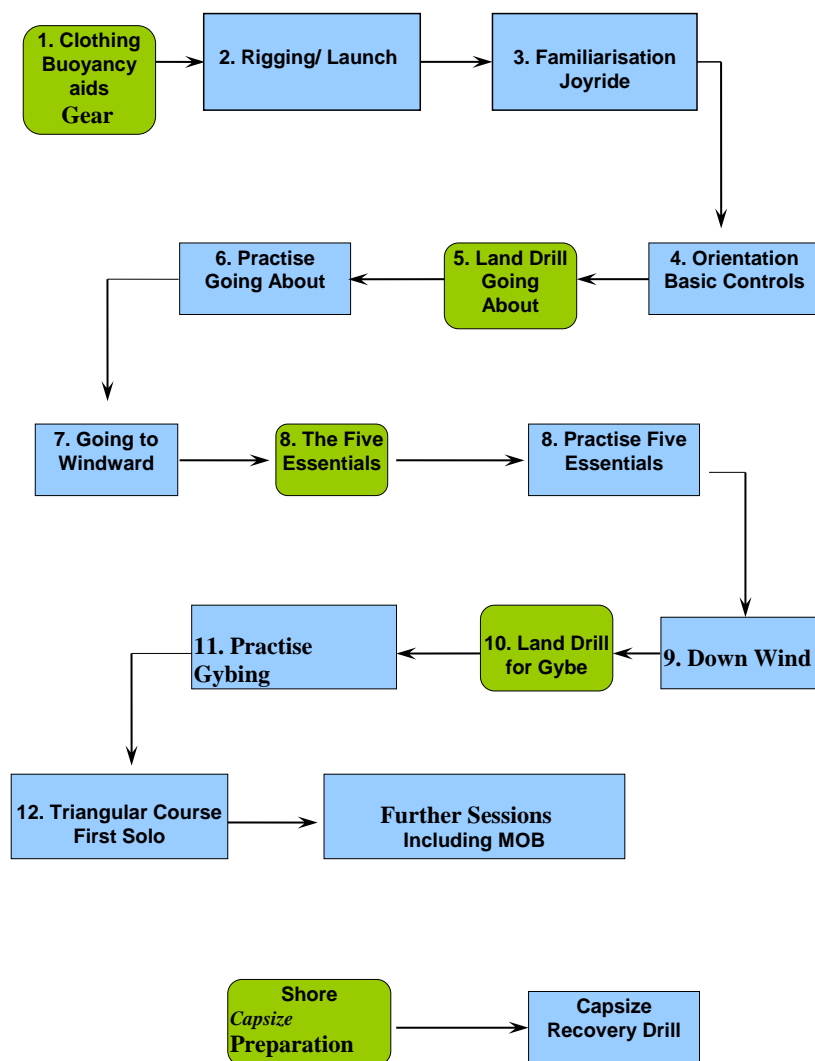
4. Comments and criticisms:

Please write below: -

Section B – RYA Method and Training Plans

Each certificated course has a training plan which should be available to you prior to commencement of the course. If you have not got this please speak to the Chief Instructor Power or Dinghy.

RYA Training Method for basic courses



Section C Third Party Hosted Courses

Training Activities Outside the Remit of those undertaken by the Recognised Training Centre

Organising Authority Definition: Club, Class Association, Other Group or Individual who apply to run training or coaching Hosted by LLSC

It is the responsibility of the **Organising Authority** to:

- Provide proof that they hold suitable Public Liability Insurance cover prior to sessions taking place at the Club
- Ensure that only people who are qualified formally or by relevant experience are used to run this training.
- The lead coach and coaches of each group of sailors must hold a minimum qualification of RYA Powerboat Level 2 or have a nominated driver with them at all times who is so qualified.
- Warrant that each participating boat will be insured with valid third-party liability insurance with a minimum cover of at least £3,000,000.
- Organisers and coaches must satisfy themselves that any equipment or services provided by Leigh & Lowton Sailing Club are appropriate for the intended purpose.
- Organisers should be aware of the location of first aid equipment and the clubs emergency procedures (see last page of this document)
- Organisers should carry out their own risk assessment and make participants aware of the following risk statement from the club

Sailing is by its nature an unpredictable sport and therefore inherently involves an element of risk. By taking part in the event, each participant agrees and acknowledges that:

- (a) They are aware of the inherent element of risk involved in the sport and accept responsibility for the exposure of themselves, their crew and their boat to such inherent risk whilst taking part in the event;
- (b) They are responsible for the safety of themselves, their crew, their boat and their other property whether afloat or ashore;
- (c) They accept responsibility for any injury, damage or loss to the extent caused by their own actions or omissions;
- (d) Their boat is in good order, equipped to sail in the event and they are fit to participate;
- (e) The provision of a race management team, coaches, patrol boats and other officials and volunteers by the event organiser does not relieve them of their own responsibilities;
- (f) The provision of patrol boat cover is limited to such assistance, particularly in extreme weather conditions, as can be practically provided in the circumstances

- Any advertising or promotional material must state the nature of the training, the organising authority and the qualification or broad experience of the coaches to be used e.g. coaches will not necessarily hold formal RYA qualification but have experience of sailing this class at a highly competitive level.

- You consent to your names and photographic images being published in club and other publications including the Internet in relation to club news. You also consent to photographic and video images being displayed at the club and/or used for training purposes. Leigh and Lowton Sailing Club are hereby granted full use of these images.

Note: Visiting coaches or instructors are temporary members of Leigh & Lowton Sailing Club for the duration of the event.

Guidance where LLSC are the organising authority

General guidance for Organising Authorities must be followed (note that the club public liability insurance is appropriate and covers point 1 of the guidance)

In addition

- Note that we have a strong duty of care for both sailors and coaches who are under the age of 18
- Where a sailor is under the age of 18 a parent or someone who is acting in loco parentis should be on site whilst the session is taking place
- In order to maximise the opportunity for effective coaching in a safe environment the following ratios should be adhered to

Race Training type activities

| Type of craft | Student: instructor ratio |
|------------------------|---------------------------|
| Crewed dinghies | 12:1 (6 boats) |
| Single handed dinghies | 10:1 (10 boats) |

Safety Boat Ratios (includes coach boat)

| | |
|----------|---|
| Dinghies | Up to 6 – 1 safety boat 7 to 15 - 2 safety boats Over 15 – 3 or more safety boats |
|----------|---|

Section D Health & Safety - Emergency Procedures

- 1) Dial 999 to call emergency services.
- 2) The club's telephone number is 01942 673 169
- 3) You are at Leigh & Lowton Sailing Club, which is located at: -
Green Lane, off Sandy Lane, Lowton, WA3 1BQ.
- 4) There are Hospitals with Accident & Emergency facilities at Warrington and Wigan.
- 5) There are First-Aid kits situated as follows:-
 - (a) In the entrance lobby inside the club-house main doorway.
 - (b) In the boathouse.
 - (c) In the training building.
 - (d) In each of the safety boats.
- 6) A Defibrillator is located in the entrance lobby inside the club-house main doorway.
- 7) A list of trained First Aiders is posted adjacent to the First-Aid kits within the above buildings.
- 8) There are exposure bags in each safety boat.
- 9) Accidents requiring medical treatment should be reported to Training Principal, Flag Officer or member of the Club Executive Committee and should be recorded in the Accident Book kept in the "Office" area of the club-house.

Incident Log (Specimen)

Potentially serious incidents or near-miss incidents should be recorded in this log. The objective being for the circumstances to be analysed to see if such incidents can be avoided in future or to ensure that appropriate emergency procedures are in place.

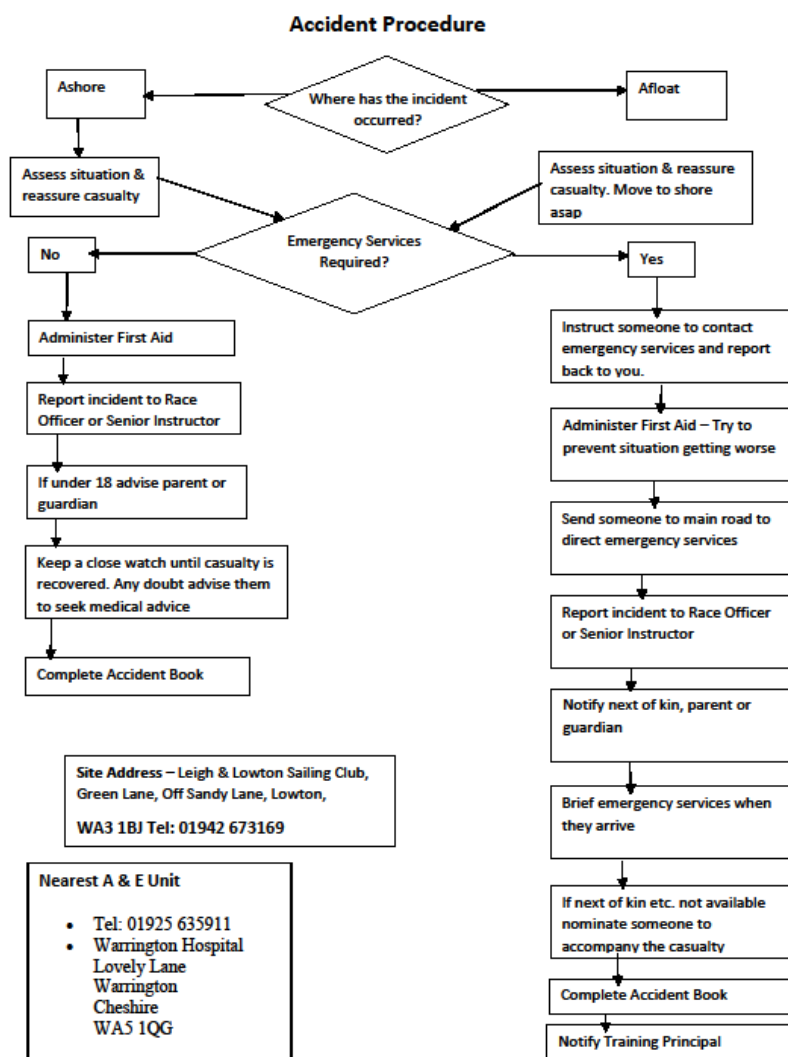
(N.B. Accidents resulting in injury requiring first-aid or professional medical treatment should be recorded in the Accident Book which is kept in the "Office" area of the main club-house.)

Date:

Circumstances:

Action (if any):

Medical Incident Flowchart

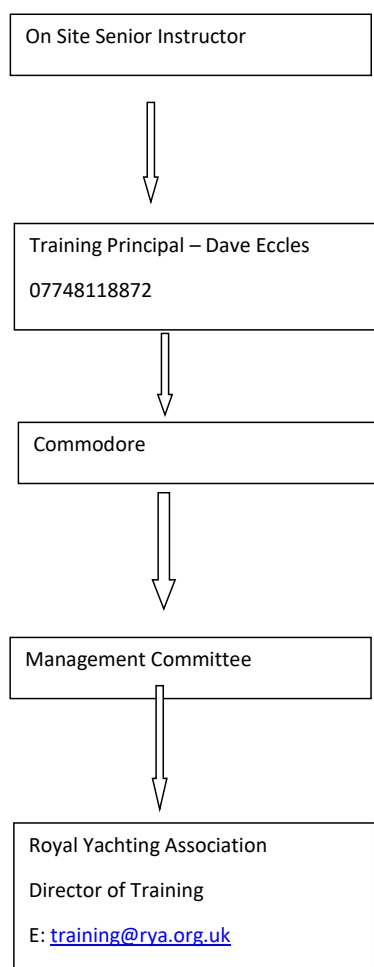


LLSC Training Policy Statement Version 1 December 2016

Section E Complaints Procedure

We take complaints about our training methods, instructors or levels of service very seriously. If you are not satisfied, please follow the process for raising a formal complaint.

In the first instance any issues should be discussed with the course Instructor or Coach. If the matter is not resolved the following escalation path can be followed (Either verbally or in writing)



Do please let us know of any problems at the earliest opportunity as we will always be keen to resolve any issues

Section F Safeguarding – Key points

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

- Avoid spending any significant time working with children in isolation, instructors changing separately to pupils if possible
- Do not take children alone in a car, however short the journey
- Do not take children to your home as part of the club's activity
- Where any of these are unavoidable, ensure 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

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 undertake personal care tasks with the utmost discretion.

Contacts

The Club's Welfare Officer is John Peckham,
tel: 07802782847, e-mail: John@jpeckham.biz

RYA designated person

The RYA's Child Protection Co-ordinator is Jackie Reid, HR and Administration Manager,
Tel: 023 8060 4104, e-mail: jackie.reid@rya.org.uk.

If Jackie Reid is unavailable and the matter is urgent, contact Jackie Bennetts, RYA Volunteer Development Officer, tel: 023 8060 4199, e-mail: jackie.bennetts@rya.org.uk.

Wigan Council, Children and Young Peoples' Services

(Wigan Children in Need Duty Team)

Tel: 01942 828300

Website: www.wigan.gov.uk

Childline: 0800 1111

NSPCC: 0808 800 5000

Section G Health & Safety Policy – Key Points

Safety Policy Statement

The objective of the Management Committee of the Club is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide such information, training and supervision, as they need for the purpose. We also accept our responsibilities for the health and safety of club members and other people who may be affected by our activities.

All employees have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others. They should also bring to the attention of the Management Committee any suspected hazards that they consider are not covered by Club safety procedures.

It is important to be aware that this is a members' club with a management committee elected annually by the members. It follows therefore, that each member has a duty and responsibility to ensure that their own actions do not constitute a danger to themselves or others, and to bring to the attention of the Management Committee (or their nominees) any hazards or risks which could adversely affect health or safety, to ensure that the above objective can be achieved and maintained.

The Management Committee nominates the undernoted officers of the Club as having the authority to take appropriate steps to rectify any problems which are brought to their notice.

| | |
|---|--------------------|
| All buildings (including the clubhouse interior), and the grounds | Facilities Manager |
|---|--------------------|

| | |
|------------------------------------|-------|
| Boathouse interior Safety Craft | Bosun |
|------------------------------------|-------|

| | |
|---|------------------|
| Training building interior: Training Craft Training activities 'Sailability' Craft | Training Officer |
|---|------------------|

| | |
|--|-----------------|
| Sailing Activities: (other than Training) | Sailing Manager |
|--|-----------------|

Where the Management Committee considers that certain activities require specific guide-lines, these are appended.

Appropriate Risk Assessments will be undertaken following the guidance produced from time to time by the Health & Safety Executive, the Royal Yachting Association, or any other competent authority, and these will be reviewed periodically.

The club will maintain an Accident Book. This is located on the wall behind and adjacent to the reception desk in the main clubroom.

Dealing with the Aftermath of a Major Incident

(Guidance from RYA)

- 1) Obtain statements from competent witnesses.
- 2) Flag officers (and where the incident involves any teaching or coaching – the Training Officer), should interview witnesses and others involved somewhere away from the press to obtain as full a picture as possible.
- 3) A written initial statement should be prepared which can be given to the press if required, e.g.
“Leigh & Lowton Sailing Club regrets to announce the death of a club member who was injured in a boating accident.

The incident occurred on (date) at Pennington Flash, Lowton near Leigh, Greater Manchester.

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

- 4) Don't hold a press conference, but do decide who will speak to the press.
- 5) Try to prevent other well meaning but ill-informed club members from making public comments.
- 6) Try to keep a record of who has been spoken to, or who has contacted the club etc.
- 7) If the incident involves the club as an RYA Training Centre, inform RYA Training (023 8060 4180) who can assist with compiling our statement to the press. (RYA address: - RYA House, Ensign Way, Hamble, Southampton SO31 4YA).
- 8) If there has been a fatality, the police will be involved and they will inform the next of kin. Do not publicise the name of the casualty until you know that this has been done, even if the press appear to know who it is.

Section H - Instructor induction and professional development

New Instructors

Should spend time with the Chief Instructor who will

- ✓ Emphasise that we encourage constructive criticism and new ideas from all our instructors
- ✓ Show them around the club and explain the use and availability of the training kit, safety equipment etc (*)
- ✓ Indicate the location of the operating procedures, health & safety policy and safeguarding procedures and explain the importance of them reading these documents (*)
- ✓ Ensure they are aware of and can access the instructors on-line resources.
- ✓ Arrange for them to send electronic copies of their qualifications to the training principal
- ✓ Arrange for them to assist on their first course, mentored by an existing experienced instructor

(*) Not necessary if they have previously been an assistant instructor at the club

Existing Instructors

In order to maintain enthusiasm and currency in teaching techniques existing instructors should be encouraged to engage in as much continuing professional development as possible. This will include but is not limited to –

- ✓ Personal sailing in a variety of craft
- ✓ Teaching experience in a range of activities and age ranges
- ✓ RYA instructor training days and experience days
- ✓ Further professional qualifications
- ✓ Assisting with class specific or RYA squad training on a voluntary basis.

All volunteers are encouraged to bring new ideas for courses or teaching techniques to the table for discussion

Miscellaneous Documents

Terms of agreement for
Leigh and Lowton Sailing Club to have free use lasers owned by Mark Hardy

Mark Hardy agrees that Leigh and Lowton sailing club can have free use of 4 lasers and equipment as listed in the inventory below subject to the following conditions.

Termination of this agreement is subject to the club being given 3 months notice at the end of any given season.

All maintenance to be carried out by the club.
All insurance for the boats to be covered by the club insurance.
The club is responsible for safe storage of the boats.

Upon termination of this agreement, the club is to hand the boats back in a condition which is comparable to when the boats were first loaned subject to expected cosmetic wear and tear.

Signed  6/1/18

For Leigh and Lowton Sailing Club

Signed  5/1/18

Mark Hardy.

Inventory of boats and equipment as owned by Mark Hardy

4x Laser dinghies including (Trolley, Laser hull, cover, upper mast, boom, dagger board, rudder, tiller with extension, mainsheet, outhaul, downhaul and kicker controls.)

2x Laser standard lower masts.