



LEIGH & LOWTON SAILING CLUB
(RYA Training Centre)

**GREEN LANE
(off SANDY LANE)
LOWTON
WARRINGTON
WA3 1BQ**

DINGHY & POWERBOAT TRAINING

OPERATING PROCEDURES MANUAL

Change Control – Summary Table

Date of Change	Changed By	Summary
November 2016	Dave Eccles	Navigation aids added & general review
December 2016	Dave Eccles	Advanced training policy statement added
May 2017	Dave Eccles	Location of defibrillator
November 2017	Dave Eccles	Complaints process added
January 2018	Dave Eccles	1 st Mark Laser Contract Added

<https://drive.google.com/drive/folders/>



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Last Updated December 2016

Training Policy Statement Including Advanced Sessions and External Hosting

Leigh and Lowton Sailing Club is a recognised training centre who are authorised by the RYA to provide instruction for the following:

Dinghy Courses

- Dinghy Level 1 - Start Sailing
- Dinghy Level 2 – Basic Skills
- Dinghy Level 3 – Better Sailing
- Dinghy Start 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 Racing

Powerboat Courses

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

Theory Courses

First Aid Course – Classroom

Assistant Instructors

All formal RYA syllabus Training should be undertaken in accordance with RYA guidelines.

Instructor qualification, ratios and safety boat ratios are clearly defined in RYA documentation and will always be adhered to.

This obviously fully complies with our insurers' stipulation that.....

"If you are providing sail training activities or are a multi-activity commercial centre, it is a Condition Precedent to our liability that you will follow and comply with all guidelines and recommendations issued or promulgated by the RYA or recognised governing body of the activities undertaken."

However the RYA do not have formal guidelines and recommendations covering the other training activities that take place so we need to draw up our own. The RYA do recognise and use some 'practices' in organising their own training activities which we can assume result in safe and effective sessions and which form the basis of our policy.

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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;

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(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.

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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
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Date last amended: October 2012

Notes for Instructors & others involved in teaching

- 1) Know where the fire exits are and that they are unobstructed.
- 2) Know where the first-aid kits are stored and the location of the telephone.
- 3) Advise the students where the club's changing rooms, toilet and washing facilities are, and inform them of the items in 1) & 2) above.
- 4) 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.
- 5) Ensure that pupils have properly fitting buoyancy-aids
- 6) Ensure that pupils are suitably clothed for the conditions
- 7) Ensure that the safety-boat is afloat
- 8) Ensure that you know of any pupil's medical condition which requires special awareness
- 9) 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
- 10) Ensure that novices are kept clear of swinging booms or loose rope-ends

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- 11) 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

- 12) 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.

Date last amended: January 2010

Notes for Instructors & others involved in teaching (continued)

- 13) 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 Officer or the Bo'sun.

- 14) 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

- 15) 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 and Level 2 6:1 (2 boats) for other courses

- 16) 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.

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Date last amended: April 2011

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.

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- 6) Issue of RYA log-books and hand-books with brief explanation of the syllabus.

Date last amended: Oct 1999

Level 1 Syllabus (National Sailing Scheme)

Level 1 Practical

Rigging

Has wind awareness.
Knowledge of spars and rigging
Parts of a sail
Sail controls & foils

Ropework

Can tie a figure of eight knot
Round turn & two half hitches
Secure a rope to a cleat

Sailing techniques and manoeuvres

Has wind awareness
Has a practical understanding of the following manoeuvres:
Reaching – sailing across the wind
Stopping – lying-to
Controlling speed
Tacking – turning the front of the boat through the wind
Getting out of irons
Sailing upwind
Sailing downwind
Gybing – turning the back of the boat through the wind

Launching and recovery

Can secure a boat on trolley
Understands the principles of:
Wheeling a trolley clear of other boats and overhead cables
Launching and leaving the shore
Coming ashore and recovery of boat
Wind awareness ashore

Level 1 Theory

Sailing theory and background

Has awareness of other water users
Has basic knowledge of rules of road:-

- (i) power versus sail
- (ii) port versus starboard
- (iii) overtaking boat
- (iv) windward boat

Clothing and Equipment

Knows importance of personal buoyancy

Meteorology

Has awareness of onshore and offshore winds
Knows sources of weather information & relevance of information

Capsize recovery

Understands basic theory (dry land or waist deep water capsize) and importance of staying with boat

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Date last amended: Oct 2012

Level 2 Syllabus (National Sailing Scheme)

Level 2 Practical

Rigging

Understands how to rig according to weather conditions
Able to reef ashore

Ropework

Can tie a bowline, clove hitch, reef

knot

Sailing techniques and manoeuvres

Has basic practical understanding of the following:

The Five Essentials – sail setting, balance, trim, course made good and centreboard

And can sail around a short course using all points of sailing and crewing skills

Leaving and returning to a beach, jetty or mooring

Coming alongside a moored boat

Knows basic rules of the road: power/sail, port/starboard, windward boat, overtaking boat

Aware of lee shore dangers

Sailing in close company with others

Man overboard recovery

Launching and recovery

Has knowledge of boat storage ashore, launching and recovery

Able to paddle a sailing dinghy and/or row a boat around a short course, come alongside and make fast. Can launch and recover a boat

Capsize recovery

Can right a capsized boat using one method of righting and has knowledge of at least one other method

Racing

Understands the course and starting procedure (May be covered as onshore teaching)

Level 2 Theory

Sailing Theory and Background

Has knowledge of:

Points of sailing and “No Go Zone”

How a sail works and sailing boat moves – basic theory

Sea sailing – Local knowledge /advice

Tide tables, tidal sequence of springs and neaps, ebb and flow

The effect of wind direction and tidal flow on sailing conditions

Speed over the ground with/against tidal flow

Estuaries and harbour mouths – conditions and hazards

Informing someone ashore/Dangers of sailing alone

Inland sailing – basic advice including local bylaws, permits, overhead power lines, locks and weirs

Advice for independent sailing – self reliance

The dangers of Hypothermia and the importance of first aid training, particularly cardio pulmonary resuscitation

Meteorology

Knows sources of relevant weather, inshore forecasts, when to reef

Understands Beaufort Wind Scale

Clothing and equipment

Knows importance of personal safety, clothing and buoyancy, boat buoyancy and basic equipment depending on the type of boat (may include anchor, paddle, bucket, bilge pump)

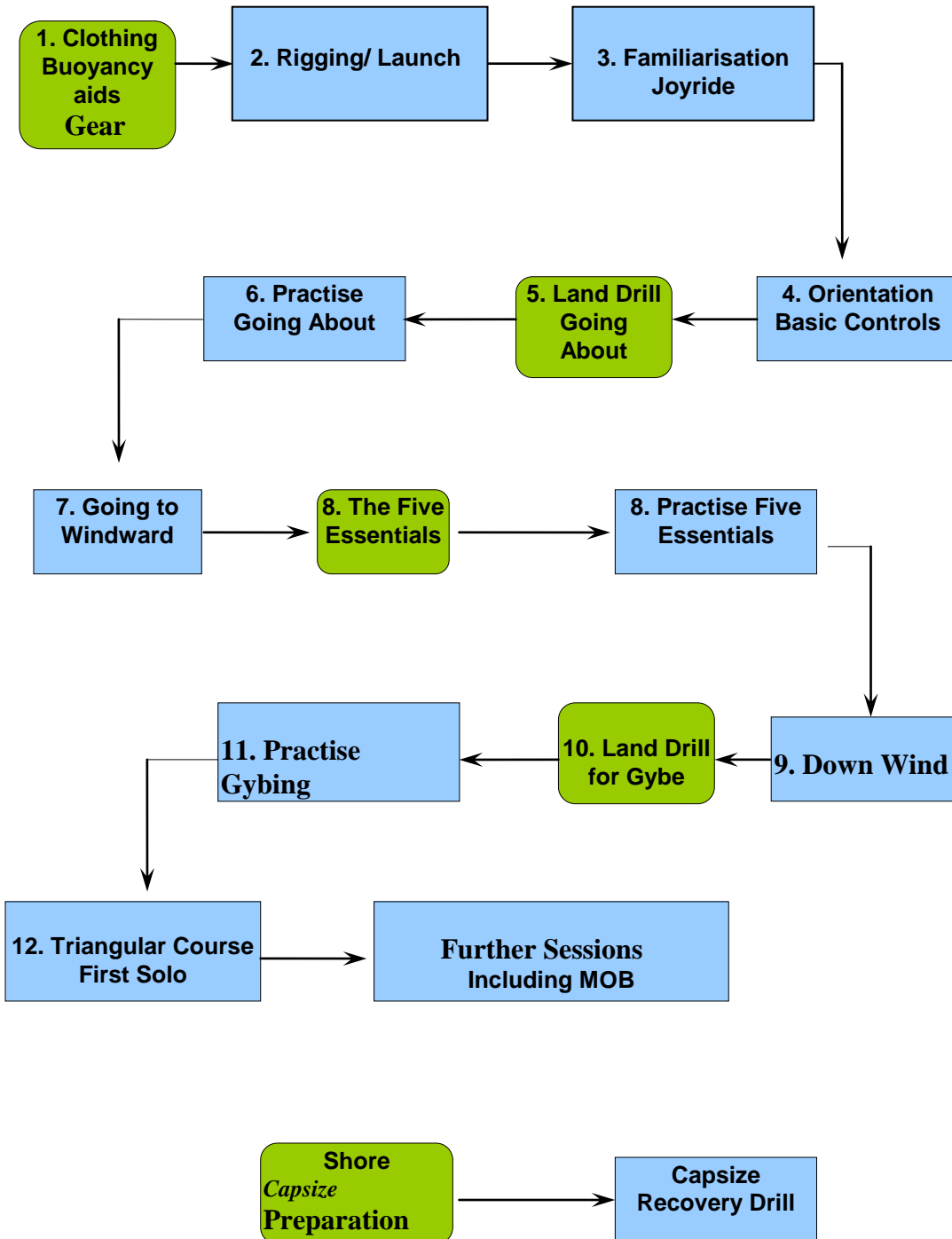
Emergency equipment and precautions

Knows importance of first aid kit and flares including stowage. Visual methods of attracting attention, action to help those in distress

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Date last amended: Oct 2012

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= Session ashore



= Session afloat

Date last amended: Oct 2012

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Typical Course Plan (Dinghy Level 1 & Level 2)

<u>Practical</u>	<u>Theory</u>
<p><u>1st Friday evening</u> Rig boat with explanations (GP 14) Figure of eight knot Wind awareness Joy-ride (conditions permitting)</p>	<p><u>1st Friday evening</u> Clothing, personal buoyancy, boat buoyancy, capsizing – stay with boat</p>
<p><u>1st Saturday</u> Launching & recovery Joy ride & orientation Beam reach – going about (tacking) Heaving-to Up wind sailing</p>	<p><u>1st Saturday</u> Tacking (dry land drill) Points of sailing No Go Zone Meteorology (Onshore & Offshore winds) Weather forecasts</p>
<p><u>2nd Friday evening</u> Dry land capsizing demonstration</p>	<p><u>2nd Friday</u> How a sail works 5 Essentials Rules of the road Racing- clubs & classes Racing – course and starting procedure</p>
<p><u>2nd Saturday</u> Reefing 5 Essentials in practice Downwind sailing Training run Gybing Capsizing (in GP 14)</p>	<p><u>2nd Saturday</u> Gybing (dry land drill) Sea sailing and tides Wind against tide Estuaries and harbour mouths Anchoring Inland sailing – bylaws, overhead power lines</p>
<p><u>3rd Friday</u> Knots – round turn & two half hitches, clove hitch, reef knot, bowline, secure rope to a cleat Wind direction – test paper</p>	<p><u>3rd Friday</u> Hypothermia First Aid MOB</p>
<p><u>3rd Saturday</u> Solo for 2-handed boats Follow my leader (speed control) Triangular course Coming alongside (boat or buoy) MOB</p>	<p><u>3rd Saturday</u> Review syllabus to clarify any queries At end of course mark up logbooks and issue certificates Issue customer feedback forms</p>

Date last amended: Oct 2012

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Typical Course Plan (Powerboat Level 2)

Practical Day 1

Launching and recovery

Knowledge of:

Use of trailer or launching trolley
Consideration of launching and sea conditions, including hazards and obstructions
Numbers of persons required to launch/recover
Construction, width and condition of slipway
Steep/ slippery slipways, beach launching, lee shores
Care of trailer bearings, hitch, lashings, ties, lights, winch
Trailer parking

Can:

Prepare the boat, lines, fenders, safety equipment, fuel tanks and lines
Stow and secure gear on board

Boat handling

Knowledge of:

Loading: effect on handling and performance, effect on balance and trim, CE Plate and manufacturer's recommendation
Displacement boats: handling ahead and astern, carrying way

Understands:

Crew members: minimum number in high speed craft, keeping a look-out
The importance of boat control in waves and adequate seating to minimise the possibility of back injury
Awareness of other water users, including effect of wash
Steering, controls, effect of current or tidal stream
High speed manoeuvring: planing, trim tabs and power trim
Planing boats: propeller angle and immersion, shallow drive, high/ low speed handling, tiller/ console steering

Can:

Carry out pre-start checks, engine starting and stopping
Demonstrate the use of appropriate length of kill cord at all times
Carry out low speed manoeuvres including turning in a confined area, effect of wind on bow and holding off.
Demonstrate an awareness of the danger of flooding when going astern
Carry out high speed manoeuvres including S-turns and U-turns

Theory Day 1

Knowledge of:

Types of craft:
advantages and disadvantages of different hull forms with respect to sea keeping ability

Engines and drives:
advantages and disadvantages of outboard, inboard and outdrive units, single and twin screws, choice and use of fuels

Siting of fuel tanks, fuel lines, batteries, wiring, fire extinguishers

Routine engine maintenance checks, basic fault diagnosis

Close down procedure

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Typical Course Plan (Powerboat Level 2) *continued*

Practical Day 2

Securing to a buoy

Understands:

- Preparation of mooring warp
- Use of boat hook
- Method of approach
- Crew communication
- Making fast
- Procedure when overshooting

Can:

- Approach and secure to a buoy.

Anchoring

Understands:

- Method of approach in various conditions
- Taking way off
- Crew communication
- Check holding
- Depth of water, holding ground, scope required

Leaving and coming alongside

Understands:

- Preparation and use of painter, lines and fenders, attachment to boat, stowage under way
- Speed and angle of approach
- Wind effect
- Method of approach in tidal stream or current

Can:

- Use springs
- Leave – ahead or astern

Man overboard

Knowledge of:

- Recovery of man overboard

Can:

- Take immediate action
- Observe the man overboard
- Carry out the correct return with awareness of propeller
- Approach and recover the man in the water

Theory Day 2

Knowledge of:

- Advice to inland drivers about coastal waters
- Use and limitations of GPS
- Application of local byelaws, especially around commercial shipping
- Sources of weather information

Understands:

- Awareness of other water users
- Communication with other craft – hand and sound signals
- Disabled craft
- Emergency action, preventing sinking
- Adrift – alternative means of propulsion
- Towing and being towed
- Fire precautions and fire fighting
- Distress signals and the Mayday call

Can:

- Apply IRPCS, principally rules 5,7,8,9,12-19

Date last amended: Dec 2012

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End of Course Checklist

End of Course De-Briefing

- 1) Signing-off log-books.
- 2) Issue of certificates, (or verbal assurance that certificates will be issued by post).
- 3) 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).
- 4) Advise students to allow time to build up experience, and to periodically re-read the Beginners Handbook.
- 5) Students shouldn't hesitate to ask for advice from the instructors in future.
- 6) 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.

Date last amended: Apr 2001

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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 satisfactory, 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 1/3 below

1. Course overall:

Were you

(a) Satisfied?

(b) Neutral?

(c) Dissatisfied?

2. Activities afloat:

Were you

(a) Satisfied?

(b) Neutral?

(c) Dissatisfied?

3. Onshore teaching:

Were you

(a) Satisfied?

(b) Neutral?

(c) Dissatisfied?

4. Comments and criticisms:

Please write below: -

Date last amended: Apr 2001

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Safety Boats

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 Coxswains

- 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) Coxswains and passengers 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 capsizes, 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 can avoid duplicated effort.
- 6) The safety-boat's presence near to a capsized dinghy can provide all the re-assurance 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.

Date last amended: Oct 2012

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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):

Date: Circumstances: Action (if any):

Date: Circumstances: Action (if any):

Date last amended: Oct 2012

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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.

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Date last amended: May 2003

Child and Vulnerable Adult Protection

All Instructors should complete the RYA 'Safeguarding Course' Compulsary for those qualified after 2105

- 1) The club has now issued a revised formal **Policy Statement on Child Protection** together with a **Code of Practice and Procedures**. This document is retained in the "Office" area of the club-house and should be read by all involved in the club's training activities.
- 2) The attached handout (page 18) outlines good practice and the reporting procedures are outlined on the following RYA flowcharts (pages 19 and 20).
- 3) The Club's Management Committee is responsible for monitoring the implementation of the Child Protection Policy. To ensure on-going compliance with legislation, the Management Committee will seek advice, from time to time, from the RYA and Club members who are serving police officers or teachers.
- 4) Suspected incidents of abuse which may be occurring outside the Club but are noticed whilst a child is at the Club will be reported to the Child Protection Officer of Wigan Council. Incidents affecting a Club training officer or volunteer will be reported to the RYA Child Protection Co-ordinator.

The Club's Welfare Officer is Dave Eccles,
tel: 07748118872, e-mail: [Dave Eccles](mailto:dave.eccles@rya.org.uk)

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

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Date last amended: April 2011

Child Protection Handout

All Instructors should complete the RYA 'Safeguarding Course' Compulsary for those qualified after 2015

Handout for all Instructors, Coaches and Volunteers

Good Practice Guide 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
- 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

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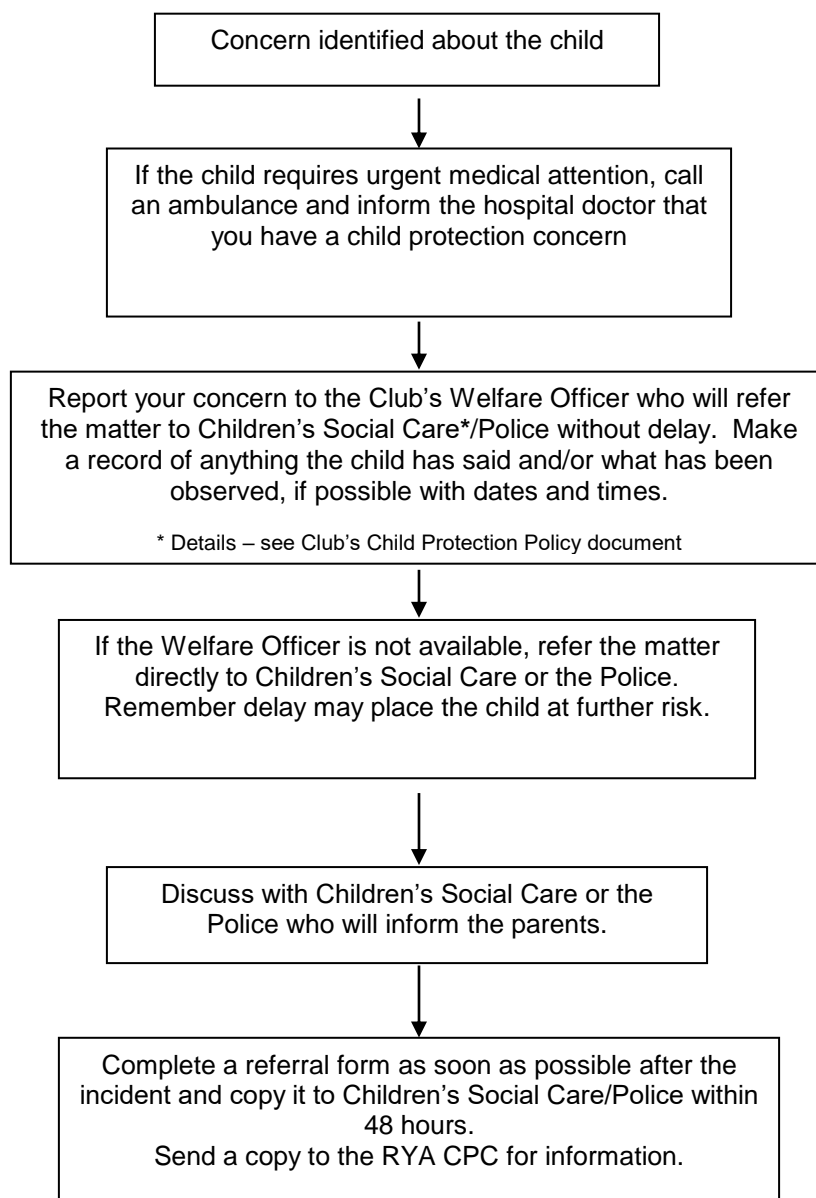
understanding and consent of the child (where possible) and their parents/carers. In an emergency situation, which requires this type of help, parents should be fully informed. In such situations, it is important to ensure that any adult present is sensitive to the child and undertake personal care tasks with the utmost discretion.

Date last amended: January 2010

Child Protection Flowchart

All Instructors should complete the RYA 'Safeguarding Course' Compulsary for those qualified after 2015

RYA Flowchart 1 – What to do if you are worried that a child is being abused outside the sport's environment (but the concern is identified through the child's involvement in the sport)



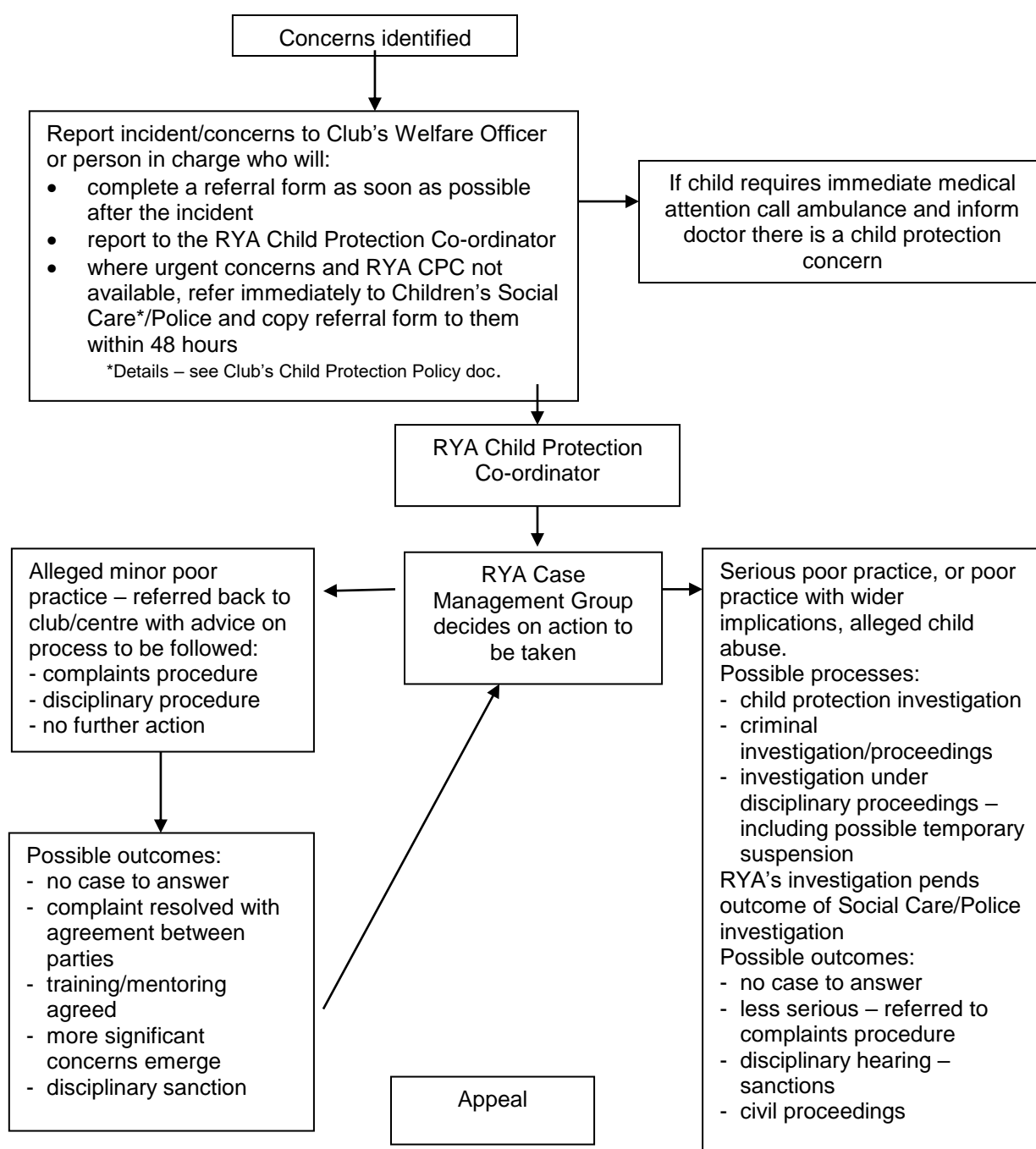
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If you are uncertain what to do at any stage, contact the RYA's Child Protection Co-ordinator on 023 8060 4104 or the NSPCC free 24 hour helpline 0808 800 5000.

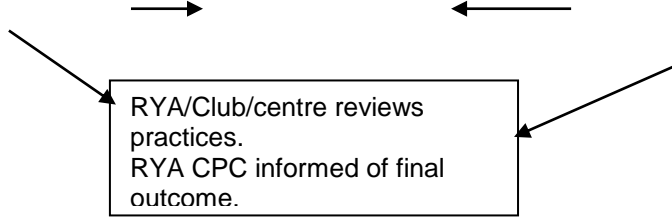
Date last amended: January 2010

Child Protection

RYA Flowchart 2 – What to do if you are concerned about the behaviour of any Club member, volunteer, staff, coach or official working for the RYA or an RYA affiliated/recognised organisation



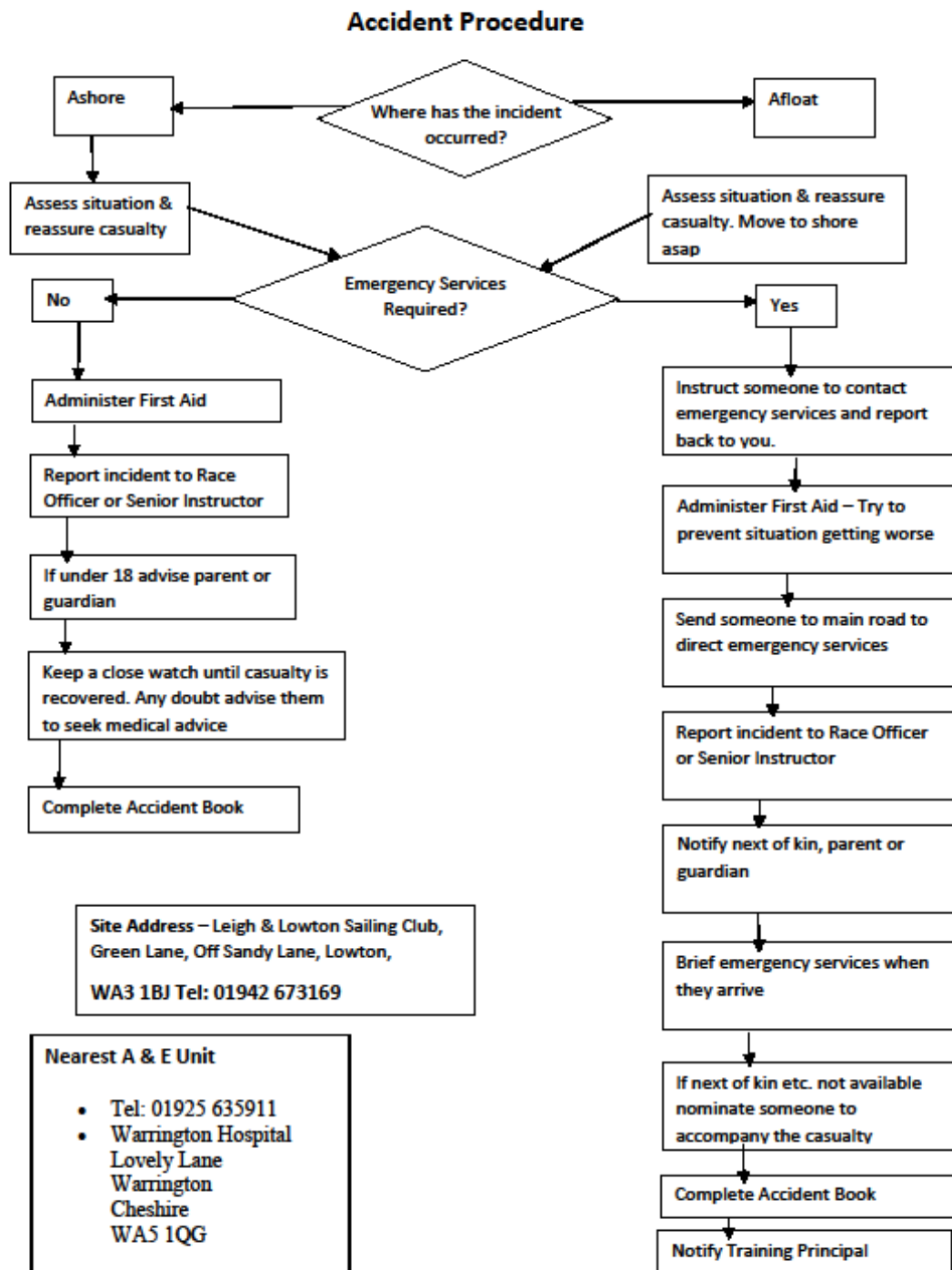
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Medical Incident Flowchart

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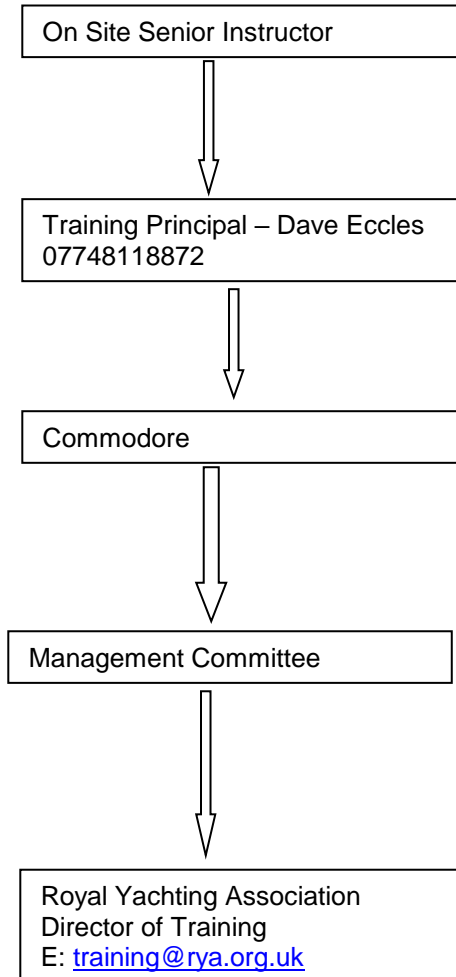


LLSC Training Policy Statement Version 1 December 2016

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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

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Appendix A - Contract With 1st mark

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.