

1.0 OPERATION OF THE TRAINING CENTRE

1.1 Introduction

This operating procedures manual sets out information to ensure the smooth and efficient running of the RYA Training Centre function of Bassenthwaite Sailing Club.

Its contents should be read and understood by instructors, coaches and volunteers involved in running RYA Training at Bassenthwaite Sailing Club.

1.2 Safety

Responsibility for safety at Bassenthwaite Sailing Club rests with the council of the club and the club safety officer (Paul Clark). Persons responsible for the safe operation of the club's various activities are as follows:

Club Racing and Open Meetings – The Race Officer, Club Officials

RYA Training – Centre Principal/The Senior Instructor

Other Club Activities – The Activity Organiser

1.3 Operating Area

Bassenthwaite Sailing Club has use of the full length of Bassenthwaite Lake, with the exception of the No Boating Zones shown on the club notice board. All sailing club tuition will take place in the bay in front of the clubhouse unless otherwise stated by the Centre Principal. Any training scheduled to take place at the same time as club racing should be discussed with the Centre Principal and the Race Officer.

1.4 Hazards

The lake shore and lake bottom are littered with sharp objects and obstructions, therefore footwear should be worn at all times. All lake shores not associated with the club should be avoided. Buoyancy aids must be worn by any instructor or trainee when they are on the club jetty.

1.5 VHF Radio Communication

Bassenthwaite Sailing Club's radio licence allows it to use only Marina Band M1 and M2 for communication between boats and with the clubhouse. During training instructors should communicate using VHF radios, one per boat.

Radios are kept on the Committee room, on charge when not in use.

Radio users must keep messages brief and to the point. No swearing.

When racing is taking place, a VHS radio will be held on the start boat.

If a radio becomes faulty during a training session, the instructor shall inform the other instructors and decide on the safest option to replace it. This may require all trainees to return to shore.

2.0 RYA TRAINING

2.1 RYA Training Schemes

Bassenthwaite Sailing Club provides the following:

- Taster Sessions
- Youth Sailing Scheme Stages 1, 2, 3 & 4
- National Sailing Scheme (Adults) Levels 1, 2 & 3
- Seamanship Skills
- Sailing with Spinnakers
- Start Racing

The RYA courses follow the syllabus laid down by the RYA and trainees' progress recorded in their logbooks.

2.2 Taster Sessions

Taster sessions are not classified as training, but are part of an introduction to the club. Taster sessions may be facilitated by any club member deemed competent by the Centre Principal. It is important to avoid capsizes as the experience may deter potential members.

2.3 Training Safety Responsibilities

The Club Safety Officer (Paul Clark) is responsible for overall health and safety within the club. The Centre Principal is responsible for all RYA training. Individual RYA instructors are responsible for the safety of their students.

2.4 Supervision

The Centre Principal will normally be on site to supervise RYA training. In the absence of the Centre Principal, an RYA Senior Instructor will be nominated to supervise training. An onshore club member with VHF competence will also be observing the activities afloat when training is taking place.

2.5 Student:Instructor Ratios

Crewed dinghies and multihulls – 3:1 for beginners with instructor on board
Maximum 9:1 but no more than 6 boats per instructor

Single handed dinghies - 6:1 with 1 pupil per boat

2.6 Safety Log

The white board on the training container door will be completed prior to each training session afloat, stating name of instructor, number of students and boats. This will serve as a check that all are ashore safely at end of the session, when the board can be cleaned ready for the next session.

2.7 Buoyancy Aids

All instructors and students shall wear a buoyancy aid when on the club pontoon or when going afloat in sailing or power craft. Instructors shall carry a knife within their buoyancy aid when teaching.

Buoyancy aids in a variety of sizes will be available for the use of students on training courses. All buoyancy aids shall comply with EN393/ISO12402-5 (50 Newton Buoyancy/Level 50). Buoyancy aids shall be inspected annually and recorded by the centre principal, any found to be damaged will be rejected.

Instructors shall check that their students' buoyancy aids are fitted correctly and will not ride up prior to going afloat.

2.8 Helmets

Helmets shall be worn by all students under 16 years of age when training in single-handed dinghies.

Helmets are available for any student to use during training if they wish to do so. Helmets are to be inspected annually and a record kept. Any helmet malfunction or damage should be reported to the centre principal.

2.9 Lesson Plans and Handouts

Lesson plans should be discussed with the centre principal, including number/type of craft and sailing area to be used.

Handouts may be used but should not be photocopies of RYA material. Training materials are kept in the training container.

2.10 Training Boat Storage

Vision dinghies – Sails to be rolled and placed in boat, rudder detached and placed in boat. Boat cover secured and boat tied down.

Mirror dinghies – Sails to be rolled and placed in boat, rudder and daggerboard detached and placed in boat. Cover secured and boat tied down.

Tera dinghies – Sails to be wrapped around mast, secured and stored in training container. Rudder and daggerboard detached and placed in boat. Cover secured and boat tied down.

2.11 Logbooks and Certificates

Logbooks should be completed by the responsible instructor after each training stage and returned to the student. Certificates will be prepared by the centre principal upon satisfactory completion of the course.

2.12 Training Boat Maintenance

At the end of the sailing season, the centre principal will inspect all training boats and list all repairs and replacements needed. The necessary funding will be sought from the Club Council.

During the season, maintenance of the training boats is the responsibility of the centre principal. Breakages or damage should be recorded on the white board on the training container door.

Damaged boats should have a label (Boat under repair- Do Not Use) attached. This will be removed when the repair is complete.

2.13 Facilities

Separate male, female and accessible changing rooms with showers and toilets are provided within the clubhouse.

It is recommended that instructors avoid changing at the same time as students.

3.0 SAFETY BOAT TRAINING

3.1 Instructor

The powerboat instructor is Dave Nicholson, who is also the chief powerboat instructor.

3.2 Training

All powerboat training shall follow the RYA syllabus. The appropriate RYA logbooks and handbooks shall be used and completed by the chief powerboat instructor.

3.3 Training Ratios

3:1 for RYA Powerboat Level 1 & 2

6:1 for RYA Safety boat, using 2 boats

3.4 Launching and Recovery

Safety boats shall be launched from the slipway in front of the boathouse.

Whenever possible, the safety boats should be launched and recovered using the tractor. Anyone driving the tractor should have received training in its use.

If the tractor is unavailable, then the safety boats may be launched and recovered by a car with a tow bar, using a rope if necessary, or by hand.

3.5 Certificates and Log Entries

The chief powerboat instructor is authorised to make entries in logbooks and to issue RYA certificates.

3.6 Safety Boat Ratios

Any tuition at Bassenthwaite Sailing Club shall comply with the following MINIMUM safety boat requirements:

< 7 dinghies	1 safety boat
7 – 15 dinghies	2 safety boats
> 15 dinghies	3 or more safety boats (ratio of 6:1)

When two safety boats are in use, a third useable boat shall be moored to the jetty

4.0 SAFETY BOAT OPERATIONS

This is covered by the Bassenthwaite Sailing Club Health and Safety Handbook which is available on the club website and reproduced at the end of this document.

5.0 FIRST AID

Covered in the Health and Safety Handbook

6.0 HEALTH AND SAFETY

All club members and instructors have a responsibility to provide a safe environment for others. All instructors are responsible for putting the Health and Safety policies into practice.

Risk assessments for activities within the club and for sailing training are attached as Appendices C and D.

7.0 SAFEGUARDING AND CHILD PROTECTION POLICY

The Bassenthwaite Sailing Club Safeguarding and Child Protection Policy is available on the club website and reproduced at the end of this document.

The Club Welfare Officer is Pauline Nicholson.

8.0 EMERGENCY ACTION PLAN

This is covered in the Health and Safety Handbook

9.0 ADMINISTRATION

9.1 Insurance

Bassenthwaite Sailing Club has insurance cover that complies with RYA guidelines and covers training boats and Public Liability.

9.2 Training Booking

Prior to commencing training, all students should complete a booking form including information regarding any medical condition, contact details and an emergency contact information.

Information will be held in line with the club's Data Protection Policy, which is available on the club website.

9.3 Record Keeping

A copy of all instructors' qualifications is kept. All instructors shall undergo induction training on joining the training facility and sign to confirm that they have read the operating procedures manual.

An accident book is kept with the main First Aid kit and should be completed whenever the kit is used.

The Incident and Near-Miss Book is kept beneath the weather station at the end of the bar. Hazards on or off the water that could significantly injure someone should be reported to the Safety Officer or a Council member. Likewise, near-miss incidents (incidents that could have injured you or someone else) should also be reported to the Safety Officer or Council member. Incidents and near-misses should also be recorded in the Incident and Near-Miss Book.

Records of certificates awarded shall be kept, in line with the Data Protection Policy.

9.4 Feedback

Informal feedback is welcomed throughout the duration of all courses. Feedback questionnaires will be given to all students following course completion. Informal complaints may be given to the course instructor, should they be unable to satisfactorily resolve it, then the Centre Principal should be informed. Formal complaints may be made in writing to the Centre Principal who will inform the Club Council and either investigate the issue or ask for a nominated Council member to investigate. Formal complaints should be investigated expeditiously and a written response given to the complainant and to the Club Council.

9.5 Advertising and the RYA

The advertising literature, booking forms and joining instructions for RYA courses should be clear and accurate. They must not give any misrepresentation either by implication or omission that the facilities, services and courses offered, qualification of instructors or level of RYA recognition differ from those implicit in the recognition already granted. The centre must not use the RYA trademarks to advertise any activities other than the specific RYA training for which it is recognised. Any advertising material relating to RYA activities must comply with the British code of advertising and sales promotion.

The training function must not do, or omit to do, anything that will damage the reputation of the RYA, RYA Training or RYA qualification.

10.0 TELEPHONE NUMBERS

The club landline phone is in the clubhouse foyer. Calls to emergency numbers are free of charge.

Club number – 017687 76341

In an emergency, dial 999 and ask for the service you require when prompted (Fire, Police, Ambulance, Coastguard or Mountain Rescue).

MINOR INJURIES UNIT (24 hrs) - KESWICK HOSPITAL
01768 245678

ACCIDENT & EMERGENCY UNIT – WEST CUMBERLAND INFIRMARY,
WHITEHAVEN
01946 693181

CUMBERLAND INFIRMARY,
CARLISLE
01228 523444

11.0 PHOTO, FILM & VIDEO

Bassenthwaite Sailing Club invites members of the public, members of other sailing and sports clubs onto its premises. These people have the right to take photographs and videos.