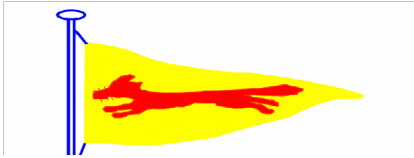


BASSENTHWAITE SAILING CLUB



Training Centre Operating Procedure

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Training Centre Operating Procedure BASS SC/TC2

Purpose and Scope

This document is for all persons engaged with Bassenthwaite Sailing Club Training Centre. It defines the policy and procedures for the Training Centre at Bassenthwaite Sailing Club and should be read in conjunction with the Health and Safety Handbook which lists the primary safety documents, Codes of Practice, procedures and equipment manuals produced or used by the Club.

History sheet

Rev	Date	Reason for revision	Revised by
A	01.06.2019	Re-written and existing documents rationalised.	A Woodyear
B	01.06.2024	Amendments to update in line with latest training standards.	K Andrew, N Garrison & A Woodyear
C	01.14.2026	Amendments and updates post RYA inspection '25	E Davenport, A Woodyer & Kevin Andrews

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1 Introduction

This operating procedure 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. Training is provided for club members & children of club members plus safety crew & is directed by the Centre Principal.

The roles and responsibilities of RYA instructors for teaching dinghy sailing & powerboats are laid down in the relevant RYA handbooks. This document does not vary them, and they must be followed.

2 Safety

The primary aim of all instructors must be to ensure their own safety and that of the trainees and other staff. Secondary aims is for the trainees and any other staff to enjoy and learn during the sessions.

Overall responsibility for safety at Bassenthwaite Sailing Club Training Centre rests with the Centre Principal & the Senior Instructors. The Centre Principal is responsible for all RYA training. Individual instructors are responsible for the safety of their students. All persons engaged with the centre are to be briefed on the relevant safety procedures & risk assessments with understanding checked prior to the course commencing. Additional safety support is available from the clubs Safety Officer & Safety Boat Officer.

The clubs Health and Safety Handbook should be read alongside this operating procedure, emergency & incident procedures are detailed in this handbook.

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 map in the club foyer. 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 will be agreed by the Centre Principal and the Race Officer, to ensure correct supervision & safety crew coverage is maintained.

For all delivery of powerboat training a National Park Form must be completed.

4 Hazards

The lake shore and lake bottom are littered with sharp objects and obstructions therefore footwear must be worn at all times. All lake shores not associated with the club should be avoided wherever possible.

It should not be assumed trainees have the same awareness onshore or afloat as club members, instructors need to ensure all trainees are briefed on all hazards before any session takes place.

Rigging/derigging & movement of a boat leads to a number of manual handling risks due to the size/shape/weight of any boat. An individual's capabilities need to be carefully assessed before any interaction with a dinghy or powerboat is undertaken.

Whilst on the water training activities will involve the trainees in various tasks that push their capabilities or involve unfamiliar actions, instructors should maintain vigilance for the trainee's safety & ensure the trainee is not unduly stressed or behaving erratically at any time. If the instructor or trainee has any concerns the session should be ended & the training plan reassessed.

Bassenthwaite Sailing Club is not the only user of the lake & care needs to be taken at all times to avoid any collisions with other users. Ensure every trainee is aware of the guidance on collision avoidance & do not assume other lake users are as aware of the hazard as yourselves.

5 VHF Radio Communications

Bassenthwaite Sailing Club's radio licence allows it to use only Marina Bands M1 and M2 for communication between boats and with the clubhouse. During training, all instructors should communicate using VHF radios when on the water, one per instructor. Radios are kept in the Committee room, on charge when not in use. Radio users must keep messages brief and concise. When race training is taking place, the Start Boat will also have a VHF radio. If a radio becomes faulty during a training session, the instructor in possession of the faulty radio will inform the other instructors and decide on the safest option for its replacement. This may require all trainees to return to shore.

6 RYA Training

Bassenthwaite Sailing Club provides the following:

Taster Sessions - Taster sessions are not classified as training, but are part of an introduction to the club organised by the Training Centre. These sessions may be facilitated by any club member deemed competent by the Centre Principal or Chief Instructor.

Dinghy Sailing

The aim of Sail Training and Coaching at Bassenthwaite Sailing Club is to teach students to sail to a standard whereby they can join in club racing, take part in Regional Competitions and with extra experience join in National Sailing events.

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- 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

Powerboating

The aim of providing powerboat courses at Bassenthwaite Sailing Club is to ensure that students can handle a range of different powered craft in a range of weather conditions to carry out a range of different manoeuvres in a safe manner. This knowledge is then applied to sail instruction, race management and the rescue of various water craft and their users.

- Powerboat Level 1 Course
- Powerboat Level 2 Course
- Safety Boat Course

7 Centre Principal/Instructor Responsibilities

The Centre Principal will be appointed by the club Commodore to manage the activities of the

Training Centre. All instructors will meet the necessary training qualifications defined by the RYA & a table will be maintained by the Centre Principal showing when qualifications attained & expiry dates.

Centre Principal

- Maintain an overview of all RYA and non-RYA training and coaching activities.
 - Maintain an overview of all boats and equipment relating to training activities.
 - Manage the interface with the RYA, including inspections, reporting, book, and certificate purchase.
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- Manage the key training documents – risk assessment, operating procedures, child protection policy, major incident policy, etc.
 - Ensure all working instructors have signed for a copy of the Operating Procedures, and make any necessary checks (references, qualifications) on new adult instructors.
 - Keep the instructor database up to date and remind instructors when they need to revalidate their instructor certificate or refresh their first aid qualification.

Senior Instructor (Dinghy or Powerboat)

- The tuition and supervision of training activities.
- Ensuring that all procedures and rules (including those set out in this document and those of the RYA) are complied with at all relevant times.
- The students in their charge, including their behaviour and safety. In the case of unaccompanied minors, this includes lunchtimes and any times before and after sessions when they are not in the care of their parents/guardians/leaders/teachers.
- Ensuring that **all** equipment is put away correctly. This includes making a **personal check** of equipment stores and boats after every course to ensure that equipment has been stored safely.
- Informing the Principal immediately of any concerns in relation to, for instance safety issues.
- Reporting all equipment damage/faults to the Principal, recording it accurately on a defects form & put in hand their replacement or repair.
- Attending a staff briefing prior to the start of each day/session.
- Ensuring that the clubs' facilities are left clean and tidy, clear of litter, with whiteboards cleaned etc, at the end of every session so that they can be used by the next course or group.

Instructor (Dinghy or Powerboat)

- As above plus work under the guidance of a senior instructor

8 Supervision

The Chief Instructor will normally be on site to supervise all RYA training. In the absence of the Chief Instructor, an RYA Senior Instructor will be nominated by the Centre Principal

to supervise training. Note for Power Boat courses a Senior Instructor does not to be present to supervise activity.

The clubs safeguarding policy & practises are applicable at all times & should be followed alongside this operating procedure.

9 Instructor : Trainee Ratios

Whenever possible training will be conducted on a 1:1 ratio of instructors to student. This gives the fastest and best assimilation of skills. When this is not possible as low a ratio will be preferred & take into account the student's ability/capability.

Maximum ratios are;

Crewed dinghies – 3:1 with instructor on board. Singlehanded dinghies – 6:1 with 1 pupil per boat.

Powerboats – 6:1 (across 2 power craft)

10 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 the end of the session, when the board can be cleaned ready for the next session.

Any damage to any equipment must be reported to the Principal by the end of the session in which it occurs. All equipment must be stored correctly to ensure that it does not become damaged in storage between sessions.

11 Buoyancy Aids

All instructors and students will wear a buoyancy aid when on the club pontoon, slipway or when going afloat in sailing or power craft. Instructors will 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 comply with EN393/ISO12402-5 (50 Newton Buoyancy/Level 50). Buoyancy aids will be inspected annually before any training begins and recorded by

the Centre Principal, any found to be damaged will be rejected. Any buoyancy aid older than 10 years is to be disposed of & replaced. Instructors will check that their students' buoyancy aids are fitted correctly prior to going afloat. All training dinghies will be fitted with masthead floats during training sessions unless the session involves capsized, rescue or race training.

12 Helmets

There is no defined standard for sailing safety helmets, the Centre Principal should ensure those used by the club are of the right design & capability for use when sailing (ie. designed & tested for watersports). Helmets will be worn by all students under 18 years of age when dinghy training. Helmets may be worn by other students if they wish or if deemed necessary by the Centre Principal or Senior Instructor. Helmets will be inspected annually and a record kept, any found to be damaged is to be disposed of & replaced. Any helmet malfunction or damage should be reported to the Centre Principal & the helmet disposed of. Any helmet older than 10 years is to be disposed of & replaced.

13 Lesson Plans, Books & Handouts

Prior to any training session the Senior Instructor & Centre Principal will have an agreed a lesson plan taking into skills to be learnt, account weather, trainees' abilities, number/type of craft required, sailing area to be used & other ongoing lake activities. The Lesson plan may need to be modified during the session as the situation changes. Handouts & books may be used but should not be photocopies of RYA material. Training materials are kept in the training container or Club House Committee Room.

It is helpful to the Principal and other Instructors to record what learning did occur during the session and its relevance to the RYA syllabus or to Racing at Bassenthwaite School. The Training Centre Logbook should be used for this. It should record attendance and progress and instructors names.

14 Training Boats

Bassenthwaite Sailing Club has the following boats available for dinghy training; Vision, Omega, Mirror, ILCA (International Laser Class association), Laser Pico and Feva. When not in use sails to be rolled and placed in boat, rudder (and centreboard) detached and placed in boat. Boat cover secured and boat tied down. For Tera dinghies -sails to be wrapped around masts, secured and stored in the training container. Rudders and centreboards to be detached and placed in boats. Covers secured. All dinghies to be parked in the compound closest to the small jetty or next to the Training Container when not in use.

Power boats available for training; Pioner 10, Pioner, Humber, and Orange One. When not in use the powerboats are to be left attached to a mooring, jetty or in the boathouse with keys & kill cords securely stored on their specific hooks in the boathouse or clubhouse key press.

Powerboats may be launched and recovered manually or using a tractor & when on moorings may be recovered using a rowing boat.

At least 2 powerboats should be available for any training session – Humber & Orange One. Whenever there are several groups doing training or boats are needed for race management there has to be negotiation between the various groups prior to any situation arising.

When instructing or coaching from a powerboat it is always preferable to have a dedicated powerboat driver with powerboat qualification. This helps with instruction and recovery of boats and students after a capsize. If a powerboat is also acting as the safety boat then it must carry all the equipment identified for the safety boat by the H&S handbook.

15 Logbooks & Certificates

Logbooks should be completed by the instructor after the successful achievement of each section of the training with feedback to the student and returned to them. Certificates will be prepared by the Centre Principal (or nominee) upon satisfactory completion of any course.

16 Training Boat Maintenance

At the end of the sailing season, the Centre Principal with the Senior Instructors will inspect all training boats and list all repairs and replacements needed. All repairs/replacements will be completed before training recommences.

During the season a regular inspection will be undertaken, any 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 for dinghies or boat house for powerboats. Damaged boats will have a label (Boat under repair – Do Not Use) attached. The label will be removed only when the repair is complete & the board updated.

17 First Aid Training – is not supplied by the sailing club but if required the Centre Principal can advise on a course that satisfies RYA standard.
