



Plockton Small Boat Sailing Club

RYA Training Centre

Operating & Safety Management Procedures

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1. INTRODUCTION

Document Aims

Plockton Small Boat Sailing Club (PSBSC) is an RYA Recognised Training Centres (RTCs) and, as such, is required to operate in accordance with the RYA Guidance Notes for training centres. This document is intended to outline how PSBSC Training operates in accordance with these guidelines, providing workable and safe framework under which instructors can operate.

This document is focussed on the activities of RYA instructors during RYA training courses. PSBSC documents are available (and available to view of the PSBSC website www.plockton-sailing.com) which cover overall club policy, Standard Operating Procedures (including for the safety boat) emergency procedures, risk assessment for club activities (including racing) and child welfare policies. All PSBSC instructors should be fully familiar with, not only this document, but also:

- PSBSC Operating Policy
- PSBSC Standard Operating Procedures

PSBSC Training Objectives

The objectives of the PSBSC RYA Training Centre are to:

- Provide instruction to PSBSC members in the sport of sailing and associated activities. And encourage and facilitate members' on-going development in the sport.
- Cater for people of all faiths, genders, sexual identity, abilities and ages (minimum ages apply for some courses).
- Ensuring that the inherent risks which are part of the sport of sailing are appropriately minimised.
- Provide appropriate equipment in working order.
- Provide training by qualified and experienced personnel able to fulfil their safety responsibilities.
- And to do so in a fun and engaging manner.

2. ROLES & RESPONSIBILITIES

A number of individuals play an important role in the running of the PSBSC RYA Training Centre. All individuals undertake their role in a voluntary capacity. In addition, some of the PSBSC club sub-committees play an important role in the provision of equipment and facilities which support the delivery of training. These are detailed below.

Role	Name ¹	Responsibility
Training Principle	Tristan Southall	<ul style="list-style-type: none"> • Overall responsibility for delivery of RYA training courses in accordance with the PSBSC Training objectives. • Maintenance of PSBSC status as an RYA Training Centre. • Training Safety standards and advice. • Course Programming • Instructor co-ordination & support • Accident investigation.
Child Welfare Officer	Fiona Mackenzie	<ul style="list-style-type: none"> • Designated person with responsibility for implementing PSBSC safeguarding and child protection policy. • Ensure PSBSC has up to date procedures, that relevant staff and/or volunteers are aware of and follow good practice • Be first point of contact for any concerns, seeking advice and support from the RYA as necessary. • Administer bookings for courses
Senior Instructors (SI) (Dinghy)	Tristan Southall Alexander Mackenzie (Malcolm Mackenzie)	<ul style="list-style-type: none"> • Delivery of RYA sailing courses plus oversight of training courses and support for DIs and AIs. • A Duty SI will be nominated for each course to take responsibility for the delivery of the course plan.
Dinghy Instructors (DI)	Gus Loudon Iain Bullivant	<ul style="list-style-type: none"> • Delivery of RYA sailing courses plus oversight of AIs.
Power Boat Instructors	Fionnlagh Byrne (John Leiper)	<ul style="list-style-type: none"> • Delivery of RYA powerboat courses
Assistant Instructors (AI) (Dinghy)	Terry Kitching Numerous	<ul style="list-style-type: none"> • Supporting SIs and DIs in the delivery of RYA sailing courses.
Shore Duty	Numerous – typically parents of those on course.	<ul style="list-style-type: none"> • Maintaining shore support (and radio contact) during training courses • General assistance with dinghies and students. • Liaising with other parents

¹ See Appendix 2 for individual instructor qualifications & certificate renewal dates.

		<ul style="list-style-type: none"> • Contacting Emergency Services in the event of a serious incident or injury.
PSBSC Safety Boat Sub-committee	(Convenor)	Maintenance of PSBSC Safety Boats and on-board equipment
PSBSC Property sub-committee	(Convenor)	Boat shed maintenance – including provision of First Aid equipment / accident book.

The RYA Training Principle is a volunteer position appointed by the Annual General Meeting of the Plockton Small Boat Sailing Club - an RYA affiliated club. All facilities and equipment (including the boatshed, safety boat and sailing dinghies) are owned by PSBSC.

Qualifications.

All courses will be delivered by RYA qualified instructors. Prior to undertaking any instruction or assuming responsibility for the safety of students, RYA Instructors Certificates are to have been checked by the Training Principal to ensure that they are in-date and supported by a valid First Aid Certificate. Details shall be held by the Principal.

In addition, all Instructors must (on an annual basis) read:

- the Club’s Training Operating & Safety Management Procedures (i.e. this document)
- the Child Welfare Policy & Guidelines, contained in the PSBSC Operating Policy²
- The Safety Boat Guidelines and Emergency Procedures detailed in the PSBSC Standard Operating Procedures³

Assistant Instructors

Qualified RYA instructors may be assisted by Assistant Instructors (AIs). Assistant Instructor Training is centre-specific, meaning that courses can be tailored to the requirements of the PSBSC Training Centre. Training will be given to suitable candidates so that they can become Assistant Instructors in accordance with the first few chapters of G14 (RYA Instructor Handbook & Logbook).

Their remit is to help with the course management and to help ensure that students have the maximum amount of fun within a safe but challenging course or activity. AIs will at all times work under the supervision of an SI.

Instructor Health Declaration

RYA instructors must declare any medical condition which might affect their ability to deliver training courses.

² <http://www.plockton-sailing.com/index.asp?pageid=328619>

³ <http://www.plockton-sailing.com/index.asp?pageid=328619>

3. RYA COURSES

Range of Courses

The range of courses offered by the PSBSC training centre is set by the RYA recognition and reflects the capacity within the Training Centre in terms of equipment and craft available, qualifications of instructors, facilities and operating area. The PSBSC Training Centre currently have the qualified instructors and equipment to enable us to offers the following courses:

Dinghy:

- RYA National Sailing Scheme Levels 1,2,3
- RYA National Sailing Skills Seamanship Skills, Sailing with Spinnakers
- RYA National Sailing Scheme Start Racing
- RYA Youth Sailing Scheme Stage 1,2,3,4
- RYA Youth Sailing with Spinnakers
- RYA Youth Start Racing

Power Boat:

- RYA Power Boat Level 1 & 2

Other:

In addition to RYA approved courses which we are able to run ourselves, the Training Centre may also coordinate other courses making use of the centres facilities and equipment, but drawing on outside expertise. This could include:

- First Aid courses
- RYA instructor courses

Finally, the Training Centre may also run additional courses which are not part of the RYA scheme, but may be locally relevant, such are courses tailored to the local needs of the sailing club.

Ratios

The following Student: Instructor ratios are set out in the RYA instructor handbook and will be adhered to in the delivery of RYA training courses:

Crewed Dinghies (Beginners)	3:1 (with instructor on board)
Crewed Dinghies	Maximum 9:1 but not more than 6 boats per instructor
Single handed dinghies:	6:1 (applies only whilst boats are used as single handers).
Power Boat	3:1

For dinghy & powerboat courses up to 50% of helpers assisting an instructor may be unqualified, but must be experienced and competent.

Operating Area.

The Operating area for training is Plockton Harbour west of a line from Ruda Mor to Duncraig Castle. This area is to be used unless otherwise agreed with the Principal for specific reasons such as navigation and cruising training and practice. Any excursion outside the operating area must be covered by a specific Risk Assessment.

4. STUDENTS

Sailing is a potentially hazardous activity and the sea is a potentially hostile environment. PSBSC will communicate this core fact to students (and parents of junior sailors) in advance of any course to ensure that students accept that there is an element of risk involved. However, every effort will be made and every reasonable precaution taken in order to minimise these inherent risks and ensure the safety of those attending courses, thus enabling PSBSC to offer training opportunities to as wide a range of students as possible.

Course application forms require parents or guardians to accept full responsibility for their child/ward during the course.

Minimum Age

Sailing is a sport that, in the right environment, with the right support, can be very successfully learned at a young age. However, in our experience, given the climate and waters in which we operate, seeking to put very young students through pre-arranged sailing courses (when the weather may not be ideal) can be counter-productive. Whilst we fully support parents seeking to teach their children to sail at a younger age, PSBSC RYA courses will only be available for those of age 9 and above. Indeed, we note that children who begin a little later still, have often achieved more rapid progression through the stages and become highly proficient sailors.

Student Health Declaration

Students should confirm, in the booking form, any health issues which may be relevant. This should include any medical conditions or medicines. If there is doubt as to someone's fitness to take part, medical advice should be sought.

Swimming

It is recommended that all those participating in the sport of sailing should be able to swim. PSBSC requires that all students on courses are confident in open water and able to swim at least 50 metres in sea water. However, equally important is a degree of water confidence – in particular in cold sea water. All course entrants (or parents / guardians of juniors) must confirm that they are able to meet the minimum requirements for swimming.

Assessment of Student Vulnerability

Course organisers must take every precaution to ensure that students have not been allocated to courses (or levels on courses) which they do not have the experience or skill to undertake in safety. In the event of any uncertainty, the issue shall be discussed with the Principal for a final decision.

Safeguarding Children and vulnerable adults

The Plockton Small Boat Sailing Club is committed to providing a safe environment for children and vulnerable adults. All children and vulnerable adults, whatever their age, culture, social grouping, disability, gender, language, racial origin, religious belief and/or sexual identity, have the right to protection from abuse.

PSBSC Operating Policies (which apply across the club – not just for training) set out the policies to safeguard children and vulnerable adults. These will be adhered to at all times in the delivery of RYA training courses. These include definitions of abuse and bullying, how to spot signs of such and actions to take. The PSBSC Operating Policy is also printed out and available for review on the Boatshed notice board.

In addition, and as required by the RYA⁴, PSBSC has a nominated Child Welfare Officer; Fiona Mackenzie. Any concerns or suspicions should be raised with the Child Welfare Officer and will be taken seriously and responded to swiftly and appropriately: fionalilianmackenzie@gmail.com

The Club is required to vet all those who come into contact with "young persons"; all instructors are required to have complied with the latest policies of Disclosure Scotland, prior to carrying out any instructions. This will be verified by the Child Welfare Officer. Additionally, by signing to confirm that these Operating Instructions have been read and understood, instructors are also confirming that they have never been involved in any police investigation against them into child abuse.

Any parents or adult volunteers who are covering shore duties during RYA training courses will also be required to sign a voluntary disclosure prior to performing any voluntary duties with children and vulnerable adults.

⁴ Further details on the RYA website: <http://www.rya.org.uk/about-us/rya-policies/safeguarding/Pages/hub.aspx> or <http://www.ryascotland.org.uk/elearning/Pages/SafeguardingProtectingVulnerableGroups.aspx>

5. SAFETY MANAGEMENT

Risk Assessment

The following risk assessment table highlights the risks identified in the delivery of the RYA training courses are sets out the mitigation steps which will be taken to reduce the identified risk to an acceptable level.

Activity / Incident	Probability	Severity	Mitigations
Drowning from capsize or man overboard	Low	High	<ul style="list-style-type: none"> • Min 50 Newton buoyancy aids to be worn at all times when on the water. • Wet or dry suits to be worn for all courses • Safety Boat cover provided at all times
Hypothermia from immersion or exposure	Medium	High	<ul style="list-style-type: none"> • Wet or dry suits to be worn for all courses • windproof top over a wetsuit to be used • Change of dry clothing mandatory • Controlled immersion situations • Regular checks of student's condition
Injuries from booms, ropes etc.	Medium	Medium	<ul style="list-style-type: none"> • Hazards emphasised during training • Land Drills for Tacking and Gybing • First Aid Box in Clubhouse • First Aid Box in Safety Boat • All sharp fittings taped
Capsize due to gusts	High	Low	<ul style="list-style-type: none"> • Boats to be reefed for lighter/ less experienced crews • Training to highlight appropriate helm response in event of gust, and how to spot gusts before they arrive.
Entrapment in capsized boat	Low	High	<ul style="list-style-type: none"> • Boats with high internal volume fitted with masthead floats • Safety boat carries sharp serrated knife • No 'harness type' buoyancy aids used – where hook increases likelihood of entrapment. • Dangers emphasised in training
Injuries during launching / recovery	Low	Medium	<ul style="list-style-type: none"> • Ramp to beach • Instruction on boat handling

			<ul style="list-style-type: none"> Promoting teamwork to ensure always adequate numbers.
Slipping on piers and steps	Medium	Medium	<ul style="list-style-type: none"> Instruction to beware Suitable footwear mandatory Slipway checked for seaweed etc, by Instructor, before use
Dispersal of dinghy fleet	Medium	Medium	<ul style="list-style-type: none"> Instructor training Restricted sailing area used Pre-agreed use of signals for communication
Sudden storms or deteriorating weather	Medium	High	<ul style="list-style-type: none"> Recognised signals to come off the water Forecast checked daily Safety Boat in radio contact with Boatshed
Contact with outboard props	Medium	High	<ul style="list-style-type: none"> Instruction to keep clear Clear guidance on engine off in close contact situations (see safety boat SOPs) Only trained skippers on safety boats
Operation of safety craft	Low	High	<ul style="list-style-type: none"> Skilled, experienced & qualified skippers Manning minimum of two persons Buoyancy Aids mandatory Equipment and engine regularly serviced Kill cord use mandatory
Fire ashore or afloat	Low	High	<ul style="list-style-type: none"> Ashore: Fire extinguishers and blanket in boatshed. Assembly point at front of building. To be covered in safety briefing for all courses Afloat: extinguisher in container.
Lifting or manoeuvring heavy weights	Medium	Medium	<ul style="list-style-type: none"> Instruction on boat handling Teamwork emphasised in training Min four persons pushing rescue boat
Injury to general public while handling spars	Medium	Medium	<ul style="list-style-type: none"> Masts to be carried between 2 people Highlight hazard during training
Injury from moving vehicles in car park	Low	High	<ul style="list-style-type: none"> Danger to be highlighted in course briefing

			<ul style="list-style-type: none"> Students to be supervised when leaving and returning to boatshed
Working at height (up masts)	Low	High	<ul style="list-style-type: none"> No mast work necessary Boats to be turned on their sides should masthead maintenance be necessary
Under water obstructions	Low	Medium	<ul style="list-style-type: none"> Instruction on areas to avoid Chart of hazards on the Boat shed wall – to be highlighted in training. Beware of loose ropes around buoys
Overhead cables	Low	High	<ul style="list-style-type: none"> Warning notice in boatshed giving location of cables at Green Shed, Cooper St, and Harbour Street No routine tasks should cause boats to pass underneath cables.
Chemical hazards	Low	High	<ul style="list-style-type: none"> Warning notice in boatshed
Flammable liquids	Medium	High	<ul style="list-style-type: none"> Petrol to be stored in dedicated store outside boatshed Fuel to decanted and handled only by trained Instructors

Dynamic Risk assessments

When courses are being run, the decision as to whether to go ahead with on-water activities - taking into account the actual and forecast weather conditions and the experience of those involved (both instructors and students) - rests with the Course instructor in consultation with the duty Senior Instructor.

On Water Safety

The following key mitigations highlighted in the risk assessment above are outlined in more detail here:

- Personal Buoyancy. All members of the crew of a dinghy shall wear CE Approved buoyancy aids (minimum 50 Newtons) when afloat (this includes those under 18 using the pontoons). This is extended to all students, instructors and water-borne helpers on course.
- Personal buoyancy shall be checked by instructors at the beginning of each on-water session to ensure it is in a satisfactory condition and is fitted correctly. PSBSC have a supply of appropriate buoyancy aids, in a range of sizes should any student not have a suitable buoyancy aid.
- Clothing. Adequate clothing for the prevailing (and forecast) conditions shall always be worn. Even in summer, a windproof top over a wet suit should be used. Wet suits, dry suits or steamers should be worn by all members of dinghy courses.

- Medical. All course application forms include a medical section; course instructors must be aware of any medical conditions that could affect the students in their care and appropriate action if required.
- Alcohol & Drugs. No one is to be on the water under the influence of alcohol or banned substances.

Sailing Dinghy Safety

- All dinghies to be appropriately maintained and checked prior to courses.
- Masthead Flotation. Dinghies with significant internal cockpit volume and risk of entrapment following capsize shall be fitted with masthead flotation during all training. (This excludes Toppers)
- Safety Helmets. The wearing of Safety helmets is not mandatory; but, if a student on a course wishes to wear one, it must be of an approved type and correctly fitted. Training will pay particular attention to the dangers of uncontrolled gybes and how to avoid them.

LOCAL HAZARDS

These must all be covered in safety briefings for all new sailors' courses

- Yachts at anchor and anchoring
- Small islands
- Submerged rocks & shallow areas (defined in the plan)
- Harbour traffic esp. Seal trip boat
- Submerged buoys and ropes

Communications

VHF radio communications will be maintained between the boat shed shore duty, on the water instructor and duty SI at all times during courses. Each Safety Boat shall have a VHF radio; in the event of this not being achievable due to unserviceability, then there must be one radio per two craft and a means of attracting attention agreed by the Instructors/ Safety Boat drivers involved.

VHF Radios will normally be operated on Channel 74 for communication between Safety Boats and Boatshed. Callsigns for the stations are:

- PSBSC RIB: "Sheepdog"
- Plockton Harbour Pioner Workboat: "Workhorse"
- Shore Base: "Boatshed"
- PSBSC Start Line: "Tulloch Ard"

Powerboat Safety

Safety boats will be used for all training courses with a ratio of Safety Boats to dinghies will always be 1:6 or lower. Safety boats will be skippered by those holding a Level 2 Powerboat Certificate in support of training. Typically, in a training course these will be instructors, but may be other suitably qualified helpers if the overall student: instructor ratios are met.

Full details about the PSBSC safety boats and Standard Operating Procedures (SOPs) covering their appropriate use are set out in the PSBSC Standard Operating Procedures: <http://www.plockton-sailing.com/index.asp?pageid=328619> . All PSBSC Instructors should review these club Standard Operating Procedures.

The skipper of the safety boat shall at all times use a “kill cord” (4-5 ft long) The RYA recommends that the kill cord be attached around your leg where it should not foul the steering or gear controls. The condition of the kill cord should be checked at the start for signs of wear and replaced if necessary.

The following guidelines are taken from the RYA website to minimise the risk of propeller strikes:

- Keep a proper look out at all times
- Check the area around the engine for hazards before starting the engine
- **Stop the engine** when there is a risk of a person in the water coming into contact with the propeller
- **Stop the engine** when trying to communicate with sailing crews
- Warn passengers and crew of the hazard associated with falling in, in particular prop strike.
- Ensure passengers and crew are aware of the need to maintain good handholds whilst under way.
- Communicate changes in direction or speed to passengers and warn passengers when approaching wash or areas of rough water
- When operating at speed, ensure passengers are not positioned or seated in the bow where they can be easily thrown out of the boat if it stops suddenly
- Operate at a speed appropriate to the conditions

Emergency Packs.

Club Safety Boats shall all have an emergency pack which shall include flares (2 red pinpoint & 2 orange smoke), First Aid kit, knife (with serrated blade), pliers, racing chart, whistle and a polythene survival bag. They shall also have a paddle, a bucket, an anchor and 25m of warp.

Emergency Recall. If it is necessary for all boats to return to the Club, a series of short blasts will be made by Course Instructors blowing their whistles and pointing in the direction to be sailed. If there is a fire ashore which requires the boat shed to be vacated, all groups on the water are to go to the closest beach and await further instructions.

Accidents

In the event of an accident the most senior person in attendance must make a decision on the most appropriate action to be taken.

FIRST AID BOXES	In the boatshed and on the rescue boat
NEAREST PUBLIC PHONE	At Mackenzie’s craft shop adjacent to the boatshed
FIRST AIDERS	All Instructors are qualified first aiders. In addition, a list of trained first aiders is on the boatshed notice board
EMERGENCY PROCEDURES	PSBSC emergency procedures are posted in the boatshed and should be used as appropriate
ACCIDENT BOOK	In the boatshed. To be filled in by course instructor as soon as possible after the accident has been dealt with.
NEXT OF KIN	Next of kin to be informed as soon as possible. Details on course booking form.
NEAR MISSES	Serious incidents and near misses must also be recorded in the Accident Book

6. INSTRUCTOR GUIDELINES

Overall Approach

The highest standards of instruction and professionalism (albeit in a voluntary environment) are expected at all times. Instructors should be dressed to enter the water to rescue students or recover boats at all times when afloat (wetsuit, buoyancy aid (CE Newton 50), shoes etc.). The RYA National Sailing Scheme Instructor Handbook details numerous examples of best practice, and practices to avoid and instructors should follow these recommendations. In addition there are particular guidelines within the child welfare policy which are also relevant to instructors and should be adhered to. The following are some general guidelines whilst teaching:

- No Smoking in the presence of students.
- No swearing in front of students.
- No eating (includes gum) during instruction.
- Remove any jewellery that might get caught.
- Do not instruct wearing sunglasses (unless absolutely essential).

Drinking of alcoholic drinks “on duty” is not allowed. Excessive drinking the night before teaching is likely to affect your performance the following day and the Centre’s safety policy which states that no one is allowed on the water under the influence of drink will be strictly administered. Anyone identified as being under the influence of banned substances will be immediately barred from instructing.

Safeguarding Children

PSBSC Operating Policies detail the full range of information in relation to child welfare and all instructors must be fully aware of these policies⁵. The following guidelines are re-printed here as they are particularly relevant for instructors – but this only covers the essential points of good practice when working with children and young people.

- 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

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

⁵ <http://www.plockton-sailing.com/index.asp?pageid=328619>

- Do things of a personal nature that children can do for themselves.

Preparations prior to a course

The nominated instructor / senior instructor should devise a plan for the delivery of training well in advance of the course. In the days running up to the course instructors should review the weather forecast. If there is a possibility of cancelling the course, then every effort should be made to communicate with students booked on the course so they are aware of this possibility. The final decision on whether a course should proceed will be with the Training Principle, or duty SI.

Prior to the course that instructors should check that all facilities and equipment that will be needed are available and well maintained.

Dinghy Check List.

- Hull to be in good condition with all fittings in working condition
- Foils and fittings in good working condition.
- Standing and running rigging to be in good state. No protruding strands of wire allowed.
- All rigging pins and split rings to be taped.
- Painters, suitable for towing, to be fitted to all boats.
- Buoyancy tanks are empty of water (NB. boats should be capable of capsize for 10 minutes on each side with not more than 1 gallon of water leaking into the buoyancy tanks.)

Safety Boat Checks.

Refer to PSBSC Standard Operating Procedures for details of all pre-departure checks. However, of key importance prior to a RYA training course is that there is:

- Sufficient fuel
- Safety bag complete and on board (as per SOPs)
- Pre-departure checks (as per SOPs) plus radio check.

On completion, the boats are to be moored up in a seamanlike manner, and all equipment neatly stowed. All rubbish is to be disposed of, and any damage reported to the Principal.

Mid-course

Course Instructors to ensure that students needing to do better if they are to pass the course are made aware of their shortcomings 2/3 of the way through the course. In the case of Juniors, parents must also to be informed of any serious concerns.

Upon Completion

Facilities & Equipment

- Ensuring all the Safety Boats are moored neatly and securely, logbooks are completed, boat bags are checked and stowed, and fuel bunker is secured.
- Ensuring all radios are returned and put on charge
- Ensuring all course dinghies are put away tidily and in a seamanlike manner.
- Ensuring all Course classrooms are tidy; and that the Changing Rooms are tidy - mopping out if required.
- Locking buildings as appropriate.

Certificates & Debrief

- Course Instructors to confirm Certificate requirements to the Principal
- Log Books to be signed off by Course instructors and certificates issued.
- Course Instructor to inform students (or parents as appropriate) of reasons why it has been decided not to award a certificate.
- Instructors to obtain feedback from students (and parents if appropriate) and complete feedback sheets (on back page) within 24 hours of the course ending.
- Duty SI to provide a debrief with DIs and AIs following course.
- Course Instructors to let the Principal have a consolidated feedback sheet within 48 hours of the course ending.

APPENDIX 1: COURSE FORMS

In the following pages, the standard templates for the forms used in PSBSC training are set out:

PSBSC - Training Course – Feedback Form

Course:

Dates:

Instructors:.....

Please give your views (✓) on what you thought about the following:

	Score					Comments	
	⊗	1	2	3	4		5
Booking & Pre-Course admin & Communications							
Course programme							
Instructors							
Helpers							
State of Dinghies							
Safety Boats							
Training Aids							
Lunch and snack arrangements							

Any other comments or suggestions:

Name (Optional):

Date:

PSBSC Training Course – Information Sheet

COURSE AIM & CONTENT

To learn dinghy sailing skills leading towards the award of a certificate from the sport's national body, the Royal Yachting Association (RYA). All courses are based on the RYA syllabus, which is laid out in the Logbook.

ELIGIBILITY

Courses are open to PSBSC Club members only. However, membership may be purchased when booking.

INSTRUCTION

Training will be delivered by PSBSC members who are RYA qualified instructors and other experienced PSBSC members under the supervision of the duty Senior Instructor. Offers of shore assistance from volunteers would be much appreciated especially for the transporting of the toppers before and after practical instruction.

WEATHER

Courses may need to be cancelled in event of very windy weather. Every effort will be made to take a decision the evening before a course is due to commence and to widely communicate this decision. If a course is cancelled all booking fees will be refunded. However, it may be possible to run some shore based aspects of the course and reschedule a time for more on-the-water sessions, however this will depend on instructor availability.

CRAFT

The club owns six Toppers, 4 RS Fevas and 1 RS Vision. Other dinghies are made available by club members. Numbers are therefore limited by the number of boats available and student to instructor ratios stipulated by the RYA. Participants are encouraged to use their own dinghies if suitable.

SAFETY

Sailing is a potentially hazardous activity and the sea is a potentially hostile environment. Sailing is therefore an activity that carries an element of risk and by signing up for a course participants acknowledge and accept this risk. Every effort will be made and every reasonable precaution taken in order to minimise these inherent risks and seek to ensure the safety of those attending courses.

All participants on the course should be able to swim 50 metres in sea water wearing personal buoyancy and must be confident in the water. Everyone who goes afloat must wear personal buoyancy and should if possible provide his/her own. For dinghy sailing a waistcoat type buoyancy aid is the most appropriate type and participants will only be allowed to take part if the Instructor is satisfied that suitable buoyancy is being worn.

CLOTHING

Even in summer, going into the water can be very, very cold. Everyone should be warmly dressed and protected with: (i) a wetsuit or drysuit; (2) a thermal under-layer; (3) a windproof top outer layer; (4) a woolly hat; (5) wetsuit boots (ideally) or old trainers and (6) (ideally) wetsuit gloves. A complete change of clothing and a towel should be brought each day.

FOOD

No food is provided, although hot drinks and biscuits may be available. All students should bring a large pack lunch for each day.

PSBSC TRAINING APPLICATION /CONSENT FORM

Course		Date	
Name			
Name of Parent / Guardian:			
Address			
Phone Number			
Date of Birth			
Emergency contact	Name	Phone Number	
e-mail			
Previous sailing experience:			

DECLARATION AND CONSENT

- I consent to the personal data provided above to be kept on record for training administration purposes and to allow PSBSC to contact me about club activities.
- I have read the information concerning the course and I understand the nature of the activities to be undertaken and accept the inherent risks involved.
- I consider myself/my child* fit to take part.
- I do not/my child does not* suffer from any debilitating medical condition which would prevent full participation in the course.
- I/he/she can swim 50 metres in seawater wearing personal buoyancy.
- I am/my child is* required to take medication during the course

If yes please give details _____

Signature _____ Date _____

PSBSC Membership paid Course Entry Fee Paid

Cost of course: Junior: £35 course fee + member + logbook. Adult: £60 course + membership + logbook.

Booking Forms should be returned to fionalilianmackenzie@gmail.com or brought along to the Safety Boat Shed. Participants must also become members of the PSBSC if they have not already joined.

Junior Consent Form

- Parent / guardian: Please complete a separate form for **each** junior (under 18) member - PSBSC will not accept juniors at Club activities without this information.

Junior member's name	
Date of birth	
Address, including postcode	
Telephone	
Email	
Allergies / relevant medical information	
Parent / Guardian name	
Name and telephone number of person to be contacted in an emergency:	
Doctor's name and telephone number	

Please read the following statements and delete any with which you do not agree. Please contact PSBSC to discuss any issues of concern.

- I consent to the personal data provided above to be kept on record for training administration purposes and to allow PSBSC to contact me about club activities (all medical details will be deleted / destroyed at the end of each sailing season).
- In an emergency I consent to medical treatment being given to my child
- I consent to sun cream / sticking plasters being offered to my child
- I consent to the use of photographic images of my child in relation to PSBSC activities for publicity, recording or archive purposes.

NB: PSBSC is only able to provide rescue facilities during the hours of club sailing, racing and training. Outwith these hours, parents and guardians have sole responsibility for their children and wards. Even during Club sailing, racing and training the Club cannot accept responsibility for children or any other persons, not engaged in these activities.

Parent/guardian signature Date

Training Payment Summary

The form below should be filled in by an instructor or administrator during registration at the start of a new course. This should be passed to the PSBSC treasurer, along with any cheques or cash received as soon as possible after the course.

Name	PSBSC Membership				Course Fee (Inc. Logbook)				Money Owed
	Pre-paid		Paid on day		Pre-paid		Paid on day		
	BACS	Other	Cash	Chq	BACS	Other	Cash	Chq	

	Membership Payments	Training Payment	Total Payment
BACS			
Cash			
Cheque			
Total			

APPENDIX 2: INSTRUCTOR QUALIFICATIONS & RENEWAL DATE

Name	1st Aid	RYA DI	RYA SI - Dinghy	Powerboat Instructor
Iain Bullivant	21/11/21	04/07/19		
Fionnlagh Byrne				15/06/19
Gus Loudon	03/03/2021	11/05/2022		
Alexander Mackenzie	03/03/2021		17/03/2022	
Tristan Southall	03/03/2021		14/10/2019	
Not scheduled to teach in 2018				
Malcolm Mackenzie				
Peter McAlister	Expired			
Terry Kitching	Expired	11/05/2022		
John Leiper	Expired		29/04/2018	15/06/2019

APPENDIX 3: INSTRUCTOR CONFIRMATION OF REVIEW

All Instructors must read and review PSBSC's 'RYA Training Centre Operating & Safety Management Procedures', prior to the commencement of each season of sailing. This should be confirmed by a signature below:

Name	Sign	Date
Iain Bullivant		
Fionnlagh Byrne		
Gus Loudon		
Alexander Mackenzie		
Tristan Southall		