



Guide to Junior Club Development



RYA Guide to Junior Club Development

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1. Introduction

The future of British sailing depends on the existence of great clubs. The future of those great clubs depends on thriving junior and youth sections, delivered by committed and motivated volunteers.

This manual is designed to help clubs inspire young members to reach their full potential in a safe, enjoyable and well managed environment.

The RYA has a number of junior programmes and initiatives which aim to enable more children to try sailing, progress and become regular participants. Programmes include the Volvo RYA Champion Club, RYA Youth Sailing Scheme, RYA OnBoard, RYA Team 15 and RYA Youth and Junior Squad programmes.

The RYA's OnBoard initiative aims to support clubs with the aim of teaching more children how to sail or windsurf. The RYA Youth Sailing Schemes are well established training programmes, organised and run at clubs that are Recognised Training Centres providing safe enjoyable progression into sailing from beginner through to advanced racing. The Volvo RYA Champion Club scheme provides resources and recognition for clubs wanting to develop and maintain junior and youth racing, providing a progression for both young people wanting to stay in the sport and for clubs wanting to encourage and retain their younger members.

Along with support from your RYA High Performance Manager and Regional Development Officer, this manual will highlight what is involved in creating quality junior and youth sections – from planning and practicalities to maintaining momentum and looking towards future developments. The details can then be customised to meet the specific needs and aims of your own club.



Benefits to the club

Young members and their families are vital to a club's survival and development. They can be encouraged and developed through quality junior sailing sections offering both sporting and social opportunities. Facilitation of this activity can give existing members the opportunity to take on new challenges, roles and responsibilities, and give families the chance to spend time on and off the water together. It all makes for a vibrant and happy membership, and a viable and successful club.

Benefits to young people and their families

Sailing for recreation or competition can be fun, stimulating and rewarding. The appeal sailing with friends of chasing a friend's craft across the water and trying to overtake them is one that few adults and even fewer children can resist once the basics are mastered.

In addition to developing their sailing and windsurfing through a junior club, the club provides a safe environment in which they can make friends, have fun and accept new challenges and fulfil their potential:

- developing health and fitness
- increasing co-ordination
- building self confidence and self image
- developing communication skills
- encouraging co-operation and team building
- teaching them to cope with success and failure
- providing a chance for parents and children to enjoy recreational time together
- developing independence and life skills

GBR's Olympic dominance in the sport is a great motivator for young sailors and windsurfers to take part in racing – and clubs can create great competitive environments which will attract, nurture and retain young people by:

- developing a range of competition formats to make racing enjoyable for everyone
- introducing youngsters to competition through games rather than rigid courses and rules
- encouraging youngsters and families to take part by linking training/competitions with social events
- making races easy to enter and ensuring they are well publicised
- giving novices the chance to sail with experienced and supportive helms or crews to make entry into racing a gentler and less confusing experience
- providing a learning curve.

The challenge for a club is to identify, encourage and train enthusiastic and capable volunteers, instructors, coaches and officials, who can run a good junior section that will help young people and their families achieve all these benefits.

Why do young people play sport?

Research shows that they take part in sport for fun. They join clubs to be with friends, improve their skills, experience the excitement of competition, become part of a team and receive encouragement and recognition from family and friends.

Taking part is often more important than the outcome

Young people pressured into a sport are unlikely to gain as much satisfaction from the experience, are less likely to succeed and more likely to quit. Negative sporting experience can affect their self-image / confidence and turn them off for life.

Sailing and windsurfing should be promoted as enjoyable, fun activities that help young people develop their knowledge, skills and experience while making new friends.

What makes a good junior sailing club?

The club needs progressive coaching, a friendly environment and good social activities for sailors, parents and volunteers. A quality junior club needs:

- a nominated adult to act as the junior club co-ordinator or training centre principle
- trained and experienced people to organise and administer the club
- trained/experienced sailing coaches and instructors
- parental involvement (even if they are unfamiliar with the sport)
- the involvement of young people in running the club so they make a real contribution and have a sense of ownership
- the support of club members
- links with their RYA Regional Development Officer for help and support with training programmes
- links with their RYA High Performance Manager to ensure talented sailors can progress
- links with other local sailing clubs, schools, youth clubs and RYA centres
- a calendar of events which doesn't clash with regional and national championships - a full list is available from the relevant class association websites.

Writing a club development plan

A club development plan will help you to decide how many young people you can involve, the opportunities the club can offer, how many coaches/ instructors are needed and the costs. The first step is to assess the present situation at your club and determine what can be built on, or what needs changing.

The plan should reflect the strengths and weaknesses, opportunities and potential threats that might affect the junior club's development. It should be the agreed and accepted document that everyone uses to manage the development of the junior club. It should also be a flexible document that can be amended and updated as the junior section develops and targets are achieved, and it should be part of the club's overall development plan. Progress should be reviewed annually.

Who should be involved?

Everyone who will be involved in carrying out the plan should contribute to its establishment and agree the content:

- **Club committee** - If the junior section is to succeed, the main club committee needs to be involved at every stage. They need to be part of the decision to introduce a junior section, agree what it can offer and be involved in deciding the philosophy under which it will operate.
- **Working group** - This is needed to develop the action plan and ensure the junior section is an integral part of the club's overall development. It should represent all sections of the club – coaches/instructors, juniors, parents and committee members – and provide regular updates to the main committee. All club members should feel they own the plan and that it's a blueprint for the club's future.
- **Junior club committee** - In time, a junior club committee may be advantageous to manage and assess the junior club's activities.

Details of how to write an action plan for your club or its junior section are included in the RYA publication **Guide to Club Development**, under **Section 2, Planning for the Future**.

Recognised Training Centre

RYA Training helps clubs to develop their youth sailing to encourage newcomers and ensure they receive the best possible introduction to the sport of sailing. Experienced and trained instructors using tried and tested teaching methods means that parents and children can recognise the RYA Training tick mark as an assurance of both safety and the quality of teaching and learning. RYA training programmes are only run at Recognised Training Centres by suitably qualified staff or volunteers, following the relevant national syllabus using appropriate, well maintained equipment and with suitable safety support staff always available.



OnBoard

OnBoard is the RYA school links programme that aims to introduce more than 500,000 children to sailing in the UK over ten years, and keep 10% as regular participants. OnBoard is delivered through OnBoard Development Officers, who work closely with RYA Regional Development Officers and aim to:

- provide opportunities for RYA Training Centre clubs to adopt local schools or youth organisations
- help them run 'first experience' sessions and integrate the children into the club
- increase the number of young people sailing and windsurfing regularly

The ultimate aim should be to become a Volvo RYA Champion Club. Clubs which are 'almost there' can achieve this in a few months, others just starting out may need a number of years. Your High Performance Manager will be able to advise on the process of becoming a Volvo RYA Champion Club.



Benefits of being a Volvo RYA Champion Club

The Volvo RYA Champion Club programme aims to help clubs to be successful by assisting them to establish or enhance their junior race training programmes – encouraging young sailors and windsurfers at grassroots level to train and compete and give them the skills to enjoy a lifetime within the sport.



A Volvo RYA Champion Club is one that is continually introducing young people into racing, and developing their enthusiasm and talent, to support their ongoing development within the RYA Junior and Youth sailing programme and help them gain places in RYA squads. Volvo RYA Champion Clubs enjoy a series of benefits, including advice and support from their local RYA High Performance Manager on:

- Recruiting and retaining young sailors and helping them to achieve success
- Recruiting, training and contracting coaches
- Providing a safe training and racing environment
- Increasing the level of parental volunteer support

- Making best use of Class Open Training programmes and competition circuits
- Promoting activities and securing additional funding

Also, the RYA via your local High Performance Manager provides access to:

- the accreditation and branding of an RYA 'Centre of Excellence' – Volvo RYA Champion Clubs receive a plaque, flag and official branding rights
- a part time RYA Class Coach to deliver free coaching days at your club
- Access to best practice workshops at RYA Club Coaching Conferences
- Expert advice in compiling a club development plan to meet your objectives
- Training of club volunteers to gain their RYA Club Racing Coach qualification
- Trade prices on selected Musto sailing kit for club coaches
- Zone newsletters detailing latest developments and forthcoming events

Becoming a Volvo RYA Champion Club is not dependent on the size of club or number of boats – the emphasis is on the quality of the race training and support delivered. For more details ask your local High Performance Manager for the Volvo RYA Champion Club booklet or visit www.rya.org.uk/vcc.



2. Volunteer Recruiting and Training – winning from the beginning

Motivated and enthusiastic volunteers play a crucial role in developing and maintaining thriving and successful clubs. The RYA is committed to supporting clubs, associations and centres in providing good quality opportunities for volunteers.

Take a look at www.ryavolunteering.org.uk for more information and resources.

Recruiting the right people can make a huge difference, and facilitating club members to take RYA courses to become instructors or coaches can be a valuable way of maintaining the momentum and enthusiasm of those vital to running your junior section. You need to consider recruiting instructors and coaches, and encouraging club members with the right aptitude and skills to train for these positions themselves.

Volunteers taking on other roles in your junior section are also vital – whether it be help with management and organisation, catering or boat maintenance, or promoting its activities to a wider audience to help boost and retain membership.

To create a Club Volunteer Development Plan, see the RYA Guide to Club Development, Section 3, Volunteers –The Key to Club Success or go to <http://www.rya.org.uk/infoadvice/clubsclass/volunteers/volunteerresources/Pages/default.aspx>



Finding volunteers



A good place to start is with the parents of new junior club members. Let them know there are a number of ways they can participate in the club's activities. The 'Can't Sail, Won't Sail, Volunteer' leaflet is a resource that your club can use to attract potential volunteers.

It is vital a prospective volunteer understands what is expected of them both in terms of time and responsibility to ensure junior clubs offer a safe and effective environment. A clear role/task description and open recruitment policy will encourage new faces into volunteer roles and increase the likelihood of finding the right people.

All volunteer vacancies should be advertised within the club so everyone feels they have a chance to be involved.

Pairing a new volunteer with one who has been involved for a while is a good way for people to settle into their role and 'learn the ropes'.

Juniors should also play a vital role in decision making and volunteering by being given positions of responsibility, for example helping younger sailors through a buddy scheme or undertaking a course to become an assistant instructor.



Retaining Volunteers

Make volunteering a successful and rewarding pursuit and there will be a ready supply of eager replacements. You might want to try:

Induction: Explain the club structure, aims and objectives; explain the job description and the importance of the role so they feel a valued part of the team; introduce fellow volunteers; explain relevant procedures such as child protection and on-the-water safety.

Feedback: Volunteers need honest and constructive feedback on their role, and the chance to express themselves about what help they need and how they feel their role could be improved.

Promoting team spirit: Juniors will aspire to represent their club or team at regional, national and international level. Volunteers will also want to be involved as a member of the team. Combine social and junior activities, and consider having team kit such as a cap, T-shirt or sweatshirt.

Valuing the volunteer's time: Volunteers will quickly be de-motivated if their time isn't spent wisely: make sure meetings are well managed and don't drag on; involve volunteers in any development plans; have someone to oversee volunteer work to deal with any issues.

Recognising good work: The volunteer's main reward may be watching their child enjoy a good sailing programme, but a simple thank you from the club will go a long way. For example: a thank you at prize givings and other events; a thank you letter from the committee and children; informal certificates of appreciation; acknowledging outstanding efforts in newspaper press releases and on club notice boards; nominations for local or national awards; promotion to a more responsible role within the club; a club T-shirt or sweat shirt; the opportunity to undertake further training; or a social or on-the-water event to say thank you!

RYA Resources to help your club support volunteers

The RYA Volunteer Grants Programme aims to help clubs to support their volunteers, by providing financial assistance to clubs in order to recruit, recognise train and develop the key individuals that make Volvo Champion Club and OnBoard activity a reality, by giving their time, experience and skills for the benefit of our sport.

For information on the grant programme and to download the Guidance notes and Application forms go to <http://www.rya.org.uk/programmes/volvoryachampionclubs/Pages/clubandcoachfunding.aspx>

For any other questions regarding volunteering please contact :

RYA Volunteering – 0845 365 0406

e-mail: volunteering@rya.org.uk

web: www.ryavolunteering.org.uk

Training courses and support for volunteers

- **RYA courses and conferences:** Including instructor training, coaching, powerboat, VHF and first aid courses, 'Safeguarding and Protecting Children' courses and, Volvo Champion Club / Sailsmart conferences.
- **'runningsports':** Visit the website www.runningsports.org for details on the resources and training available, top tips, best practice guides, and volunteer case studies.
- **sports coach UK:** . Aims to develop coaching and coaches, from volunteer helpers upwards. Factsheets, resources and courses available. Visit www.sportscoachuk.org
- **Volunteering England:** has a wealth of information on their website at www.volunteering.org.uk

RYA Dinghy Instructor Qualifications

Dinghy Instructor Handbook and Logbook, G14, is the essential guide to instructing sailing. It contains everything you need to know about the scheme and becoming an instructor.

Details about instructor courses are also available at www.rya.org.uk/workingwithus. The pathway for those looking to progress as an instructor is as follows:

RYA Assistant Instructor: Works under the supervision of an RYA Senior Instructor. Candidates are assessed on their practical teaching ability with beginners.

RYA Instructor: 5-day course enabling the teaching of sailing to adults and children, both beginners and improvers, working under the supervision of an RYA Senior Instructor. Minimum age 16. Must hold Level 2 Powerboat and First Aid certificates.

RYA Instructor Endorsements

- **Racing Endorsement** – 2 day endorsement course for teaching the basics of racing to novice sailors.
- **Advanced Endorsement** - 2 day course covering the teaching of boat handling, use of spinnakers, the five essentials and powerboat driving.
- **Coastal Endorsement** – 2 day course for instructors who completed their initial training inland but who want to instruct at a coastal establishment

RYA Senior Instructor: Qualified to organise and control group sailing tuition and supervise and assist instructors. 40 hour course, minimum age 18, must hold RYA Safety Boat and First Aid certificates. Candidates must demonstrate competence in personal sailing ability, centre administration, course preparation, delivery and management, customer liaison.



Dinghy Coaching Qualifications

A coach needs knowledge about the sport and the skills and experience to help sailors achieve their goals. These are the people who can motivate youngsters, encourage new members and raise the quantity and quality of the racing within a club.



When looking to recruit or train a coach, look for:

- Enthusiasm - coaches need to not just teach, but also inspire the sailors they work with
- People skills – and the ability to communicate in a comprehensible and exciting way
- Fun fun fun! - if kids don't enjoy the training they will vote with their absence
- Racing skills and knowledge, including some open/nationals experience
- Coaching experience, including via assisting other coaches
- The right person for the job - Many clubs, eager to kick-start training, have members with the time, enthusiasm and organisational abilities to run race training but lacking the personal skills to coach. They have a vital contribution to make in supporting those with the technical knowledge and sailing skills to run training sessions. Their biggest asset is the ability to organise people, get on and do things, and bring in expert coaches or speakers.

Successful coaching course candidates are those suitable to run safe, effective and active training within the club while motivating and developing the talent of sailors learning to race.

RYA coaching courses provide practical examples of coaching techniques and the chance to practise those skills on the water with real exercises and students. The courses provide the tools to coach effectively and safely as well as to encourage participants to look at their own sailing in a different light.

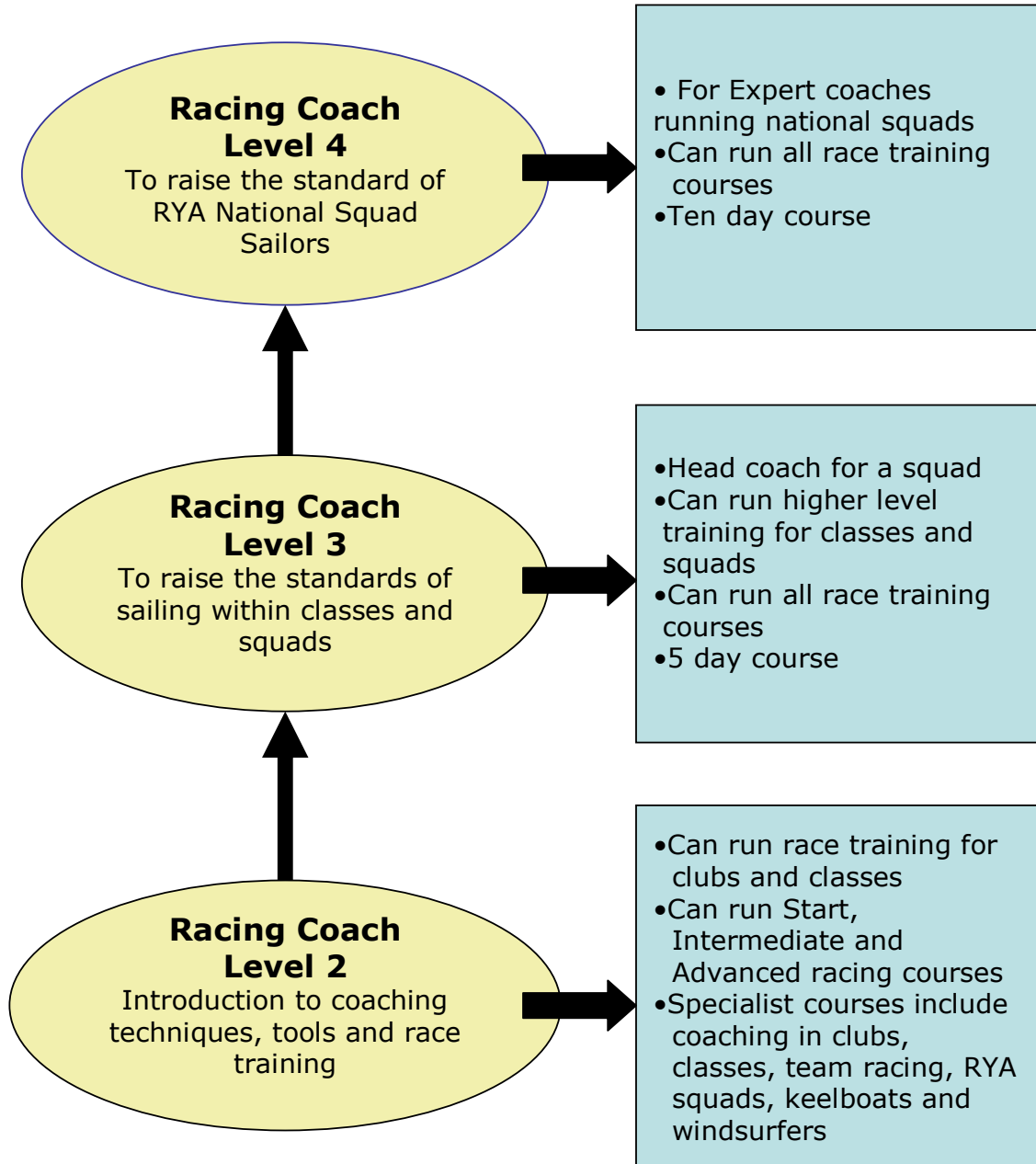
On a practical basis the courses provide successful participants with:

- a recognised qualification allowing them to run safe race training
- the right to award race certificates to students
- access to the RYA coaching schemes and education programme/conferences to improve their sailing knowledge with tuition from the country's top coaches and sport scientists

The most popular RYA coaching course is the RYA Club Racing Coach course (CRC). This is a 2 day course (often run over a weekend), which aims to provide candidates with the skills to safely run a briefing, on-the-water exercise, and a de-brief. This course can be set up at your club – speak to your High Performance Manager for more details.

The following diagram illustrates the Coaching pathway. For further information or details of how to apply, contact your High Performance Manager or the RYA Coaching Development Team

RYA Race Coaching Schemes



Windsurfing Instructor Qualifications

Whether you are new to teaching windsurfing or an old-hand, there are always ways to improve your skills and develop your coaching. The table below explains the progression through the RYA's windsurfing instructor/coaching scheme:

The pathway

Instructor qualifications needed for progression along the instructor, chief instructor and trainer route:

Trainer pathway	Instructor pathway	Principal/Chief Instructor
	Start Instructor	
	Intermediate (NP) Instructor	Senior Instructor
Start Trainer	Intermediate (P) Instructor	
Intermediate Trainer	Advanced Instructor	
Advanced Trainer	Advanced Plus Instructor	

Instructor pre-requisites

All RYA Windsurfing Instructor qualifications require a valid first aid certificate and a minimum of Powerboat Level 2, in addition to the following:

Instructor Level		Length of Course	Prerequisites
Start		5 days	Intermediate non-planing windsurfing certificate
Intermediate	Non planing	3 days	Start Windsurfing Instructor, Intermediate planing certificate, 50 hours logged as a Start Windsurfing Instructor
	Planing	An additional day (4 days in total)	Start Windsurfing/ Intermediate non-planing, Advanced Windsurfing certificate, 50 hours logged as a Start Windsurfing Instructor or Intermediate Non Planing Instructor
Advanced		5 days	Intermediate planing instructor, Advanced Plus certificate, Evidence of 100 hours logged as a Intermediate planing Instructor
Senior Instructor		2 days	Minimum of one full season or two part time seasons as an Intermediate non planing Windsurfing Instructor, RYA Safety Boat certificate. This course is organised by your RDO
Trainer	Pre selection	2 days	Intermediate Instructor, Minimum of three years instructional experience at varying levels, recommendation from your Regional Development Officer
	Course	5 days	

Further details on each instructor qualification and course dates and locations, can be found here:

<http://www.rya.org.uk/coursestraining/coachestrainersinstructors/instructors/Pages/windsurfinginstructors.aspx>

Windsurfing Coaching Qualifications

T15 Coaching

The T15 Coach qualification is an endorsement on existing RYA Windsurfing Instructor qualifications, and as such candidates will already hold a valid first aid certificate and a minimum of Powerboat Level 2.

Details of the T15 Coach qualifications are as follows:

T15 Coach Level	Length of Course	Prerequisites
T15 Coach-Red	2 days	Start Windsurfing Instructor
T15 Coach-Freestyle	2 days	Start Windsurfing Instructor

All T15 Coach courses are coordinated centrally by the Sports development Department. Interested instructors should contact team15@rya.org.uk Further details on course dates and locations, can be found on the RYA Website: www.rya.org.uk/WorkingWithUs or on the T15 website www.team15.org.uk/news

Windsurf club racing coach

Individuals who do not hold an RYA Windsurfing Instructor qualification but who have good racing knowledge and experience should look to take the Club Racing Coach Award.



Coaching Development

SailSmart - The SailSmart roadshows are locally-run one day events where you can pick up the latest information and best practice on coaching methods delivered by some of the UK's top national coaches. The road shows give you a great chance to work and talk with fellow coaches, which is where most people find the best ideas.

Top Mark – This is all about promoting great coaching specific to your class. It offers sailors and coaches access a free day of coaching from a top level RYA performance coach. It allows coaches to revalidate and develop, exposes coaches and sailors to great coaching, provides a reward for volunteer coaches, and helps classes develop coaching teams.

Power Boating

If you are involved with small powerboats at whatever level (especially in the instruction and safety of juniors), becoming more proficient means becoming safer; that means being more relaxed and having more fun. Children aged between 8 and 11 are able to take the Level 1 course, and once they are 12 they can take the Level 2 course. Their certificates will be endorsed to show that they must use boats only under the supervision of a responsible adult.

The RYA National Powerboat Scheme

Level 1: A one-day basic introduction to powerboating including launch and recovery from a trailer, everyday boat handling and the use of safety equipment. This course would normally be integrated into the Level 2 course

Level 2: A two-day course providing the skills and background knowledge needed to drive a powerboat. It is the basis of the International Certificate of Competence. It includes close quarters handling, high speed manoeuvres, man overboard recovery and collision regulations. The course can be taken inland or on the coast and the certificate is endorsed accordingly.

Safety Boat Course: A two-day course providing the skills required when acting as an escort craft, safety boat or coach boat for a fleet of dinghies, windsurfers or canoes, and for racing or training activities. Prior to the course you will need to hold the RYA Level 2 Powerboat certificate.

To find your nearest RYA Recognised Training Centres for these courses visit

<http://www.rya.org.uk/coursestraining/courses/powerboat/Pages/default.aspx>

RYA First Aid Course

In a medical emergency a little first aid knowledge and immediate action can save lives. This is a one day course designed for small boat users which includes first aid and resuscitation techniques for sailors and includes the treatment of hypothermia. To find your nearest training centre for this course visit

<http://www.rya.org.uk/coursestraining/courses/specialist/Pages/Firstaid.aspx>

VHF Course

This Marine Radio Short Range Certificate authorises the holder to operate a VHF radio fitted with Digital Selective Calling. It includes routine, distress, urgency and safety procedures. It is a one day course including an exam. For your nearest training centre for this course see the RYA website

<http://www.rya.org.uk/coursestraining/courses/specialist/Pages/SRC.aspx>

3. Junior and Youth Classes

There are a number of RYA Recognised Junior and Youth Classes to consider when developing race training for the younger members of your sailing club. For juniors, these are the Optimist, Topper, Mirror, Cadet, RS Feva, Laser 4.7, Hobie Dagoon and BIC Techno 293 windsurfer. These provide an excellent foundation for sailors subsequently moving into RYA Recognised Youth Classes, which are the Laser Radial and Standard, 420, 29er, Hobie 16 and RSX Windsurfer.

An annually published guide – RYA Junior and Youth Racing – provides full details about all of the RYA’s squad programmes, junior and youth pathways, recognised classes and contacts. To request a copy visit: www.rya.org.uk/youth/youthsailracingprogrammes/aboutyouthsail



Creating a fleet

With vision and commitment it is possible to build up club fleets of RYA-recognised junior and youth boats which will attract youngsters into the sport, provide great training and racing, and help to generate and maintain their enthusiasm.

Emsworth Sailing Club

Emsworth SC has two plastic Optimists for RYA junior training which are available for hire at a nominal fee to families who do not currently own a boat. This enables them to take part and also lessens pressure on dinghy space, as it reduces the number of boats stored by 'new to sailing' families who would otherwise buy an Optimist which may subsequently be little-used. About four years ago the club also invested in a small fleet of three RS Fevas, which were then made available to members for a small fee to stimulate two-handed junior sailing. This was extremely successful and now – having sold the club-owned boats – Emsworth SC has a fleet of 30+ RS Fevas. At one Feva nationals, 13 boats were from Emsworth and almost 30 boats had an Emsworth sailor on board!

Cardiff Bay Yacht Club

Cardiff Bay YC has succeeded in building up an enviable Oppie fleet. Alongside parental support, it seeks instructors and coaches from among the club's best sailors and aims to improve standards not just at club level but also across the wider area. It has resulted in 95 per cent of all South Wales Oppie sailors training and racing at CBYC and allowed the fleet to grow from nothing four years ago to 35 racing regularly on Wednesday evenings. The club buys six new high spec Oppies each year which are available for rent or lease/buy, which in turn allows starter children easy access to good second hand boats. Another key factor in the club's success is its commitment to coaching and coach development – its best coaches attend events nationally to gain experience of best practice. The club also tries to have a presence at major events to support both sailors and parents, and targets a low key event at the end of each summer for its first year sailors to attend along with all of its coaches, ensuring a memorable weekend for all.

Emsworth Slipper Sailing Club

Emsworth Slipper SC has developed its own fleet of junior and youth boats over the years and now owns 9 Rooster Training Oppies, 4 Toppers and 2 RS Fevas. These are used for training and when not in use sailors can request free access to the boats via a club website booking form. The scheme enables a wide variety of sailors to test/try/sail/gain experience. Continual use by any one individual is restricted and sailors are encouraged to subsequently buy their own boats. The cost of maintaining the fleet is minimal and supported by a variety of funding and sponsorship, including Lottery grants, donations from Round Table and club members, and RYA supported discounts. There is a 3 year replacement programme and ex-club boats are sold to members or the general public. The club works with local boat manufacturers and suppliers to gain the best prices and in return includes advertising for them in club publicity or hosts talks and presentations highlighting their equipment and expertise.

Budworth Sailing Club

Family members are recruited by offering very cheap and low commitment access via a series of 10 sessions, £5 for each, with boats provided. New boats are used each year and the previous season's boats are sold at a discount to club members or to the new converts. Volunteers at the club are allocated tasks so everyone is on a rota with roles such as helping to rig or launch safety boats. This system has increased the club Topper fleet from 3 to 26 in two seasons!

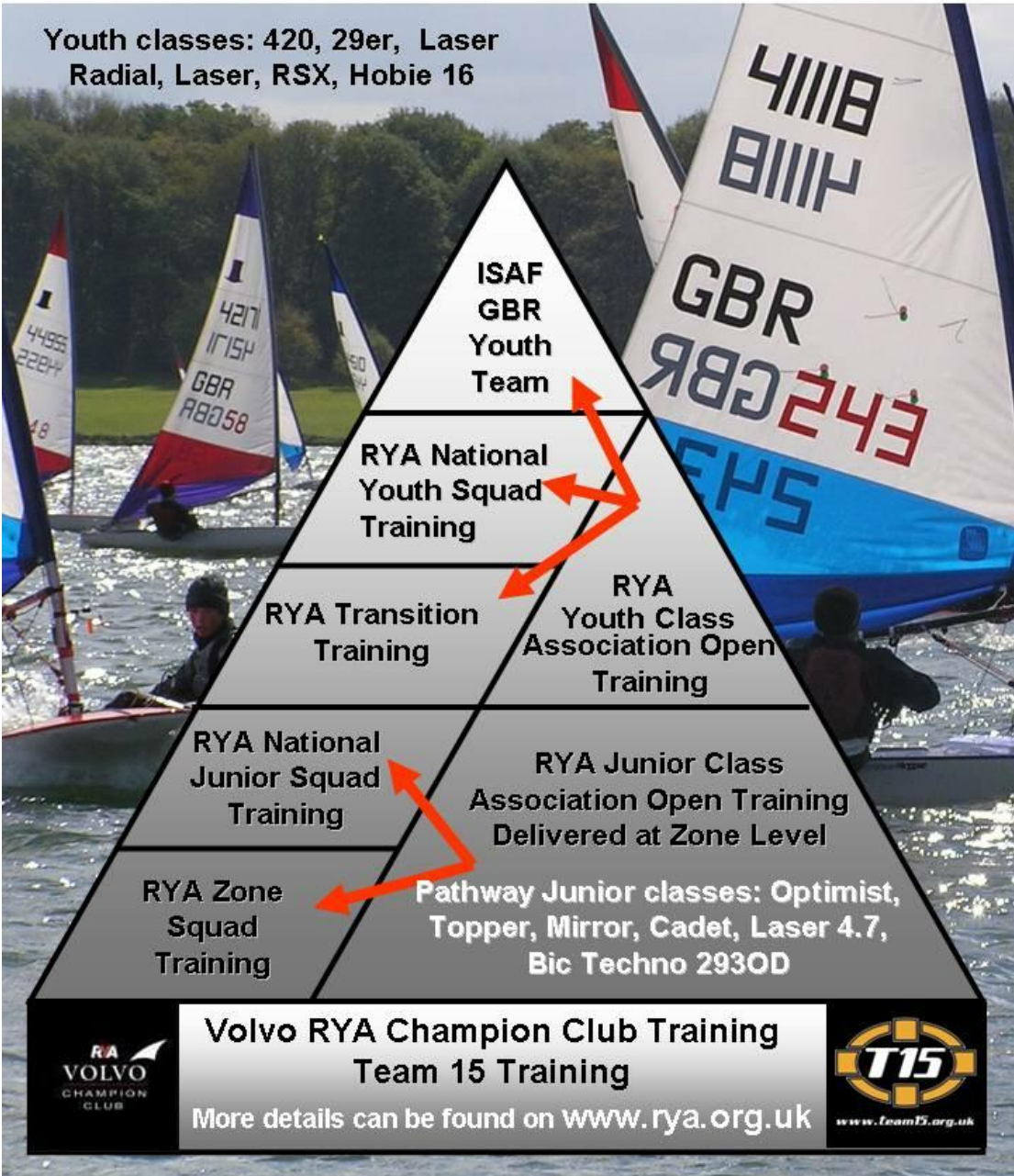
Royal Lymington Yacht Club

Royal Lymington YC owns a fleet of various boats including 24 polythene Oppies, 1 International Optimist, 1 Laser 1 and 2 Cadets, having raised funds via articles in club newsletters and magazines; direct approaches to local businesses; and applications for grant support to councils and other funding bodies. It has found little problem raising funding for boats provided there is:

- A structured plan for their use and maintenance, agreed by the club's management committee.
- A detailed package available to reward members for their support. Eg publicity, plaques, VIP status at key events, privileges for them and their children such as free entry to events, use of facilities, avoiding waiting lists etc.
- A publicity plan for commercial sponsorship.

The club aims to provide dinghies for its Community Sailing Project for young people and so that keen children can use feeder class boats for a short period to help get them started in a supported club fleet. A club member is made responsible for the up-keep and allocation of each club boat. Boats are usually loaned to a prospective fleet sailor for 3 – 5 weeks to allow them to decide if they wish to buy a boat, and the club charges £10-20 a session. Maintenance is funded by the relevant section raising an annual retainer for the dinghy, usually by running training sessions and open events, but occasionally through raffles and social events.

THE RYA JUNIOR and YOUTH PATHWAY



4. Creating Inspired Junior and Youth Racing

With the support of members and parents it is possible to create inspired junior and youth training and racing which will provide positive foundations for the future of both your own sailing club and the sport. The following case studies provide an insight into different methods of promoting racing for younger members. For further information or assistance, contact your local High Performance Manager.

Emsworth Slipper Sailing Club

With its “cradle to grave” ethos, Emsworth Slipper SC has developed a successful formula for securing a vibrant sailing club both now and for the future. As a Volvo RYA Champion club and recognised training centre, it aims to run as many courses as possible, accessible to as many members as possible, and sees junior and youth sailors as the lifeblood of the club. It is a self-help club, where many parents and youth volunteers help with training, become instructors, and generally assist. Its work includes:

- a 9-month race training programme which includes a junior club, Friday night and Sunday morning Oppies, Sunday sailing for Progressive Oppies, Toppers and Fevas, and a Wednesday night youth club for those aged 11+.
- an annual junior and youth regatta, plus an annual Junior Camp
- various other training sessions and courses for all ages and abilities from beginners to racing, instructor and powerboat courses
- involvement of parents at all stages - all training is volunteer run - and involvement of young sailors in the running of the club
- a year round social programme - including climbing, archery and table tennis - to keep camaraderie going when sailing is not possible
- Making funds available for juniors and youth activities, events and specific items – these have included a pool table and a table tennis table.

It all adds up to a continuous stream of members passing through various levels of learning and in turn being able to pass on that knowledge to others. Evidence for this successful formula can be seen in the club’s considerable number of junior and youth sailors in RYA squads, and a membership which boasts a high ratio of National, European, World and Olympic Champions. Emsworth Slipper SC Junior Coordinator David Valentine has a clear message: “It is enthusiasm, involvement and resources which drive the club and the Juniors/Youths forward. Ignore them at your peril!”

Emsworth Sailing Club

Bridging the gap between training and racing for new sailors has seen the club introduce organised winter coaching in the form of the ‘Emsworth Squad’. This caters for sailors who are already in the RYA’s Zone/Intermediate/National squads, plus sailors who have come in the top 12 in either of the club’s summer race weeks. It provides fill-in coaching for established RYA squad members and gives other young sailors a taste of race coaching and an idea of the skill levels which can be achieved. It has proved useful for RYA squad members and encouraged other young sailors into racing. The club uses Optimists

and RS Fevas – both RYA recognised classes – and has found that the major factor in moving from training to racing, as with nearly all areas of its junior sailing, is identifying parents who are keen to help and encourage their children. Emsworth SC also pays for external RYA Dinghy Instructors to run its junior training and sees children progress from Beginner and Intermediate racing to Advanced groups.

Royal Lymington Yacht Club

Royal Lymington YC is an RYA Training Centre and runs a Community Sailing Project whereby any child aged 8–18 can turn up on a Wednesday afternoon from mid April to the end of September. The club usually caters for 160 children a week and was charging £1 a session to cover tea and doughnuts! Children work through 4 levels, the top one enabling them to club race. Children who stay on are trained to drive powerboats and become RYA Instructors and all participants are given information on how to join in the club's other activities, including its Youth Regatta, Racing Sections, Club Racing and Sea Scouts. The club also runs race training for Optimists, Cadets, Fevas, Lasers, 29ers and 420s - a member agrees to run a section and draws up a training programme using club and outside coaches and a support rota of parents and members. Parents pay towards the cost of external coaches and there is training for those who want to learn about support boat driving, safety, session management, coaching and instructing.



Create your own inspired junior training!

It can be seen from the case studies how some clubs have successfully created popular junior race programmes. Using a variety of techniques they have created vibrant and active junior sections and enhanced their membership. While not all of the different approaches will be applicable to your own club, there are a few common themes linking the development of successful clubs, for example:

- Regular, organised and qualified volunteers
- Training which is engaging, fun and challenging
- Groups organised by ability
- Coach/sailor and parent briefings
- Novice starts and racing

If you can combine all of these attributes within your own junior training programme, you can't go far wrong!

Resources for running your own junior and youth racing

The RYA has a number of resources available to clubs wanting to develop their junior and youth sessions. These include the G14 Dinghy Coaching Handbook & Logbook, a Race Training Exercises Booklet, and the RYA Coaching Handbook. Other resources are also available on the coaches section of the RYA website: www.rya.org.uk/WorkingWithUs/coaches/racingcoaches/Resources

RYA Race Training Scheme

The RYA's racing courses now consist of:

- Start Racing – introducing novice sailors to racing
- Intermediate Racing – developing racing skills and knowledge for club racing
- Advanced Racing – developing skills and knowledge for racing at open meetings.

Full details are available by visiting:

<http://www.rya.org.uk/coursestraining/coachestrainersinstructors/racecoaches/Pages/Racingsyllabuses.aspx>

Volvo RYA Champion Club TV

For the latest video based race training from the RYA check out: www.ryachampionclubtv.co.uk



5. Promoting your club

The RYA Guide to Club Development publication offers guidance on issues to consider when attracting new members and retaining existing ones, including ensuring that first impressions are good and considering incentives, advertising and open days. Good communication therefore - internally with club members and externally with the wider community - is also vital to ensure youngsters and their parents are aware of the activities and opportunities on offer.

Press releases

Local newspapers and radio stations are always looking for stories. Press releases are a great way to get free publicity for your junior section. To ensure your press release gets used, ensure you include all the information a journalist might need:

- What is happening?
- Where?
- When?
- Who is organising the event and who is taking part?
- Why is the event taking place?

Include a quote, for example from a junior club coach. Always use first and surnames and their 'job' title. Keep your press release concise - no more than one page / 500 words. If you have a picture to illustrate the story, send that in with the release. Include a daytime contact name and number in case a journalist wants further information.

Press release material could include open days, big events hosted by the club, young members gaining a place in a national squad or winning at a regatta, fundraising events or guest speakers. With press releases concerning children, try to include ages, their home village or town, and the name of their school. Local press love local details. Seek parental consent to ensure guardians are happy with the content of any press release.

Build up a list of media contacts and their email addresses – for newspapers, radio and TV stations. Most journalists prefer to receive press releases via email with pictures as jpeg attachments as these are easier to process. If your press release is promoting a forthcoming event, put a note at the bottom inviting a photographer or reporter to come along, so it can be put in the newsdesk diary. If no-one attends, take a good picture of on the day and send it in with a follow-up press release highlighting what happened.

Find a club member to take on the post of Public Relations Officer and be the main point of contact to help to develop a good relationship with local newsdesks.

Internal Communication

Good internal communication is vital to ensuring your junior and youth section thrives and receives support from the wider membership of your sailing club. It can raise awareness about junior and youth activities, and help to recognise the achievements of young sailors, volunteers, instructors and coaches, so the whole sailing club can share pride in their successes. Internal communication can also be used to make both club and RYA information more easily accessible. Options include letters or bulletins sent out by post, notice boards, newsletters, websites, surveys and opportunities for feedback.

Sponsorship



Many companies make donations to community organisations. It is important to look for mutual benefits. A company will wish to see that money is used effectively and that their profile is raised as a result of the sponsorship. If you are a Volvo RYA Champion Club, building on a relationship with your local Volvo dealer is a good place to start.

Case Study – Mumbles Yacht Club & FRF Volvo, Swansea, South Wales

Mumbles Yacht Club and the FRF Volvo dealership in Swansea have seen great benefits from working in partnership. FRF Volvo regularly visit the club to support events and make presentations. The club holds an annual FRF Cup event where youth sailors compete alongside adults in yachts, and speakers have included yachtswoman Lisa McDonald, Team Volvo for Life member. FRF Volvo have in turn sold cars to club members and organised test drives. The sailing club has arranged publicity for FRF in local papers, organised for Volvo banners on the club house roof, and a Volvo display in the clubhouse to keep members up to date with latest offers.

If you are already a Volvo RYA Champion Club ... other ideas include:

- Why not give your local dealer access to your database and ask them to provide value to members through product offers or access to prizes?
- Promote your club in their showroom to drive interest in membership.
- Offer advertising space in your club newsletter, magazine or on the noticeboard. In return the dealership might cover mailing costs, provide prizes or financial support for club activities, or fund a talk by a Team Volvo for Life sailor.
- Volvo always has exciting new products to launch. Could your dealership give members a sneak preview at a launch event in their showroom or at your club?

6. Safety

For a junior sailing club to be fun and effective it also needs to be safe. It is strongly recommended that every junior sailing club have a safety policy which should be developed from a completed risk assessment. The club must ensure it is not subjecting juniors, coaches and volunteers to unacceptable risk. The simple aim is to make sure that no one gets hurt.

Safety must always come first, above any other consideration

Risk Assessment

This is a careful examination of the factors in a particular club environment that are potentially harmful to juniors. From this it is possible to assess whether sufficient precautions have been taken or whether more should be done to prevent harm.

The important things that you need to decide are whether a hazard is significant, and whether you have it covered by satisfactory precautions so that the risk is small. Don't be over complicated. In most clubs the hazards will be obvious to an experienced sailor, and checking them is common sense, but necessary.

You will already have assessed some of them - for example, you know that the most obvious hazard is drowning, so you will have worked out a policy on the use of safety harnesses, lifejackets or buoyancy aids, and safety boat cover. If so, you can consider them 'checked,' and write that down if you are making a written assessment. For other hazards, you probably already know whether you have equipment that could cause harm, or if there is an awkward slip way or pontoon where someone could be hurt. If so, check that you have taken what reasonable precautions you can to avoid injury.

Top Tips for Risk Assessments:

- What accidents are likely? How can I prevent or minimise them?
- Always ask, What if.....?
- Make it part of your daily routine
- Write it down when you can
- Have I got enough resources and helpers?

Thoughts and questions to ask if it's too windy:

- What are my/their/ the boats limits?
- What is the worst that could happen? Where would the boats end up if they capsize and drift?
- Can I get hold of more rescue boats?
- Can I vary the course to minimise capsizing/damage?
- Can I take them out in smaller groups?
- Send out an experienced sailor to test the conditions
- Where is the most sheltered place to sail?
- What is emergency procedure/communication (check before going afloat).
- What is my non sailing alternative? Shore drills, lessons, etc (Plan B).

Standard risk assessment form for training

1. Hazard	2. Who is at Risk	3. Likelihood	4. Severity	5. Risk Factor (3x 4)	6. Controls
Examples: Drowning, Cold: immersion or exposure, Injuries: booms, ropes etc, Slipping/tripping on slipways or pontoons, Work at height, (up masts), Overhead cables, Chemicals used in workshops or for cleaning, Dispersal of dinghy or windsurf fleets, Stranding, Fire – afloat and ashore, Winches and winch wires on slipways, Vehicles, Contaminated water (blue/green algae, Weils Disease), Underwater obstructions, Operation of safety craft, Use of tools, Lifting heavy objects, Medical ailments.	Sailors, Coaches, Safety boat crews, Parents, Public & visitors, Club Staff, Volunteers.				Have you already taken precautions against the risks from the hazards you listed? Do the precautions: <ul style="list-style-type: none"> • Meet the standards set by a legal requirement? • Comply with recognised industry standard? • Represent good practice? • Reduce risk as far as is reasonably practicable? If so then the risks are adequately controlled, but you need to indicate the precautions you have in place. You may refer to procedures, manuals, company rules etc giving this information.

Junior club safety policy

It is advisable for every junior club to have a safety policy. Safety rules are not set in stone since junior clubs operate in a wide range of different conditions, with different hazards and different levels of risk. It is advisable that the safety person/committee responsible for junior sailing safety carry out their own risk assessment (unless an overall Club Safety Policy covers junior sailing activities) to ensure they are not subjecting juniors, coaches and volunteer helpers to unacceptable risk.

The production of the Safety Policy should follow as a natural extension from the risk assessment. The essence of the safety policy is that it should be yours. You cannot simply find a set of rules and just copy them out, because responsibility for safety in your club rests with the safety person/committee not with a remote national organisation.

Your Safety Policy Statement will have to be understood and applied by your coaches/volunteer helpers. You should therefore aim to keep it as short as possible, or nobody will read it. As a guide two pages should be more than adequate.

Junior Club Safety Policy Statements

Responsibilities

List those responsible for safety.

1. Overall responsibility for safety should rest with the junior/club committee.
2. A Safety Officer will be appointed for each junior sailing session who will have responsibility for safety during the period that the session is run.
3. Individuals may be nominated for specific areas of responsibility. For instance, maintaining safety boats and replenishing first aid boxes.
4. It should be stressed that all those involved in the organisation of junior activities will co-operate and work together to achieve a safe sailing environment.

Accidents

1. Everyone must know where the first aid equipment is kept.
2. A list of trained first aiders would be helpful.
3. There should be a procedure for reporting and recording accidents (accident book).
4. There should be a routine for contacting parents/guardians in case of a serious incident.

Sailing Safety – dinghies, windsurfers and powerboats

All water users should comply with RYA safety guidelines. This includes suitable buoyancy for all when afloat - CE 50 Newton buoyancy aids, or for non-swimmers CE150 Newton lifejackets. A kill cord should be fitted and used.

Child protection

Good practice protects everyone – children, volunteers and staff. RYA Recognised Training Centres are required to have a formal child protection policy which is checked as part of their annual inspection. If your club is not a TC but provides training or activities for young people, it is strongly recommended that you adopt your own **policy** and some straightforward **procedures** to put it into practice.

Why do we need a child protection policy?

- to protect children, both on and off the water
- to assure parents that their children are as safe at your organisation as they are when taking part in any other sport or leisure activity
- to raise awareness amongst all of your members, volunteers or employees so that they know what to do if they are concerned about a child, whether the concern relates to the child's welfare at your site or outside the sport
- to protect coaches, instructors, officials or volunteer helpers by giving them some practical, common sense guidelines to avoid placing themselves in situations where they are open to allegations which could seriously damage their lives and careers
- to protect the organisation, by showing that you have taken 'all reasonable steps' to provide a safe environment.

For the purposes of a child protection policy, as defined in the Children Act 1989, anyone under the age of 18 should be considered as a child, and may also apply to vulnerable adults such as those with learning difficulties.

Putting the policy into practice

It is recommended that a designated individual has specific responsibility for implementing your policy, and acts as the point of contact to receive RYA information and advice. In a Training Centre this might be the principal or a senior member of staff. In a club it might be a volunteer, ideally someone with relevant knowledge and experience, who is perceived as being approachable and having a child-focused approach. They don't need to be an expert – that is the role of Social Services and the Police. You could use the term 'Child Protection Officer' or 'Club Welfare Officer'.

Produce a simple code of practice and procedures covering:

- the safe recruitment of staff or volunteers who will be in contact with children
- good practice guidelines to ensure the safety and welfare of children at all times whilst at your site, both on and off the water
- handling concerns, reports or allegations

To help you draw up your policy and procedures, the RYA publishes its Child Protection Policy and Guidelines, which can be downloaded from

<http://www.rya.org.uk/infoadvice/childprotection/Pages/CPPolicy.aspx> . Clubs can obtain templates for risk assessments and safety policies by contacting their High Performance Manager.

7. Funding

Sailing is funded primarily by the individuals involved, sailing clubs which raise money through their membership, and the Royal Yachting Association.

To raise additional funds for your junior and youth section, apart from any fees charged to those participating, there are a number of avenues which an organised volunteer force might consider.

A guide to sources of funding can be found in the RYA Guide to Club Development publication, Section 13.



8. RYA Contacts

RYA High Performance Managers

The RYA High Performance Managers are primarily responsible for developing talented junior sailors through:

- Delivering the RYA Volvo Champion Club Programme with the aim of increasing the number of clubs introducing young people into racing and supporting their ongoing development within the RYA Junior and Youth Sailing Programme.
- Assisting the Junior Class Association Regional Representatives to establish a comprehensive winter and spring open race training programme.
- Delivering the RYA Zone/ Home Country Championships to support the identification and selection of talented junior sailors.
- Organising the local RYA Zone/ Home Country Squad Programme to support the identification and nurturing of talented junior sailors.
- Acting as the first point of call for expert advice and guidance to clubs, sailors, parents, coaches and clubs.

North and West Zones:

Chris Blackburn Mobile: 07909 994637 Email: chris.blackburn@rya.org.uk

East and South East Zones:

Paul Wren Mobile: 07909 994642 Email: paul.wren@rya.org.uk

South and South West Zones:

Chris Atherton Mobile: 07909 994641 Email: chris.atherton@rya.org.uk

Wales:

Iwan Basten Mobile: 07814 649574 Email: iwan.basten@welshsailing.org

Scotland:

Nick Scott Mobile: 07786 333541 Email: nick.scott@ryascotland.org.uk

Northern Ireland:

Richard Honeyford Mobile: 07795 466624 Email: richard.honeyford@rya.org.uk

RYA Regional Development Officers

Regional Development Officers work to develop regular participation in sailing and windsurfing through OnBoard, and to further improve standards of safety, training and volunteer management at RYA affiliated clubs and recognised training centres.

North West Sally Kilpatrick
Telephone 07747 534527
Email sally.kilpatrick@rya.org.uk

Thames Valley & London Guy Malpas
Telephone 07799 714779
Email guy.malpas@rya.org.uk

South West Tony Wood
Telephone 07876 330374
Email rdo.ssw@rya.org.uk

South & South East Andy Hooper
Telephone 07748 806733
Email andy.hooper@rya.org.uk

East & West Midlands Gareth Brookes
Telephone 07876 330136
Email gareth.brookes@rya.org.uk

East Robbie Bell
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Email robbie.bell@rya.org.uk

North East & Yorks Suzie Blair
Telephone 07771 642399
Email suzie.blair@rya.org.uk

Wales (North) Ruth Iliffe
Telephone 07824 990696
Email ruth.iliffe@welshsailing.org

Wales (S & W) Ben Smith
Telephone 07824 990694
Email ben.smith@welshsailing.org

Scotland Jane Campbell Morrison
07770 604234
jane@ryascotland.org.uk

RYA Sailability

RYA Sailability is the UK Development Charity for disabled sailing. Sailability advises and helps sailing clubs meet disabled sailors' needs.

Tel: 02380 627 400

Website: www.rya.org.uk

e-mail: info@ryasailability.org

Welsh Yachting Association

Tel: 01248 670738

Website: www.welshsailing.org

RYA Scotland

Tel: 0131 317 7388

Website: www.ryascotland.org.uk

RYA Northern Ireland

Tel: 02890 383812

Website: www.ryani.org.uk



9. Further Information

Local Councils

Councils often employ an officer with responsibility for sports development and creating opportunities for young people to become involved in sport. They may be able to offer your club advice on funding, grants and action plans.

Sport England

Sport England has a range of useful information including publications, audio tape and CDs on sports development, volunteers, Running Sport (support and training with running your club), young people.

Website: www.sportengland.org

sports coach UK

sports coach UK (formerly the National Coaching Foundation) aims to develop coaching and coaches within the UK, from the volunteer helper to the national team coach. The regional offices organise and run one day workshops for coaches throughout the UK.

Website: www.sportscoachuk.org

Coaching Wales

Coaching Wales provides information and resources to help those wanting to find out more about coaching or seeking to develop their existing skills.

Website: www.coachingwales.com/english/index.asp

Nationals Schools Sailing Association

Tony March

Secretary Mrs Huckles

01767 627370

Website: www.nssa.org.uk