

# Yachting New Zealand



## National Training Programme Accreditation

### *Preamble*

This report is written following the inspection carried out in New Zealand from 27 October to 1<sup>st</sup> November 2013, where Yachting New Zealand headquarters in Auckland have been visited, as well as various Yacht Clubs located in Auckland, Orakei and Wellington.

I would like to sincerely thank:

- David Abercrombie, YNZ CEO, Stuart Thomas, Education and Training Manager, and Kristine Lederis, YNZ Disabled Sailing Coordinator;
- Steve Burrett, Commodore, Royal New Zealand Yacht Squadron;
- Simon Probert, Programme Manager, and Robert Hielkema, Head Coach, Wakatere Boating Club, Narrow Neck Beach, Auckland;
- Fendall Halliburton, Programme Manager, Royal Akarana Yacht Club, Orakei, Auckland;
- Matt Wood, Academy Director, and Ryan Leatham, Coach, Royal Port Nicholson Yacht Club & Wellington Ocean Sports Centre, Wellington;
- Paul Vautier; Rear Commodore, Evans Bay Yacht and Motor Boat Club, Wellington;

for their dedicated time and care, making the task smooth and easy, as well I would like to thank YNZ President Rodger Kerr-Newell and whole staff for the warm welcome received in New Zealand.

I would then like to address special thanks to Andrew Clouston, YNZ Participation and Development Manager, for providing me with all needed support all along my visit in New Zealand.



*From left to right: David Abercrombie, Kristine Lederis, Andrew Clouston, Dianne Logan, Jodie Bakewell-White*

## **1. National Programme Management Structure**

### **1.1 The National Training Manager (NTM):**



Andrew Clouston is working full time in Auckland headquarters as YNZ Participation and Development Manager.

His sailing pathway goes through Youth Classes, Laser, club Match Racing, and professional Match Race sailor in Grade 1 and 2 events, as well practising a lot of coaching in parallel.

In 2006, coming back to New Zealand after an Optimist coaching campaign in America, Andrew used to be one of the five YNZ Regional Support Officers on which YNZ NTP is relied on, prior to get his Participation and Development Manager Position.

No doubt he is fully conversant with all relevant parts of the YNZ National Training Programme, and he fully understands the implementation and control of items identified in the accreditation process. He is currently applying for ISAF Nominated Expert designation.

### **1.2 Programme Management Structure**

The management structure put in place by YNZ does fit with the size of its Development Programme, Andrew Clouston being seconded by Stuart Thomas, Education and Training Manager, Kristine Lederis, Disabled Sailing Coordinator, and by five Regional Support Officers, being noticed YNZ is about to recruit a Coach Development Manager in order to complete the National Training management team.

*See appendix document: "National Training Organisational Overview".*

### **1.3 Systems, data and Records**

Andrew Clouston reports twice a year to the Board on the progress made in implementing YNZ New Strategic Plan, and adequate records are kept of decisions regarding the management of the Participation and Development Programme.

Reference materials related to safety, security and health provided by YNZ are complying with the country law and the local regulations, and are used as appropriate by the affiliated clubs.

Full up to date records are kept at YNZ headquarters of both appointed Coaches and Accredited Learn to Sail Clubs, as well there is a system for recording and reviewing serious incidents protocol.

Related to numbers, it is to notice 95% of Yacht Clubs established in New Zealand are duly registered YNZ members (116 in total), and that almost all of them are involved into Participation and Development programmes.

## **2. MNA Accredited Training Centres**

### **2.1 Conditions for Accreditation**

Conditions of accreditation put in force by YNZ are clear and appropriate, and it is just to suggest for YNZ to publish these guidelines on their website, permitting self assessment for clubs willing to join the Participation and Development programme, similar to the pages already published related to safety.

Clubs are required to have written operating procedures, according to NZL regulations, and inspections effectively support centres in achieving these standards.

Clubs are physically visited on a yearly basis by the five Regional Support Officers put in place by YNZ, this being largely used as an opportunity to share good practices.

In the case of centres not up to the required standard (which did not occurred until now), then a process aiming to help the failing club to recover proper methods and status would be implemented

As mentioned above, an emergency blueprint action plan for the management of serious incident is made available through YNZ website, possibly customisable by any affiliated club, and downloadable at:[http://www.yachtingnz.org.nz/sites/yachtingnz/files/CLUB\\_Club%20Safety%20Responsibilities%20Guide.doc](http://www.yachtingnz.org.nz/sites/yachtingnz/files/CLUB_Club%20Safety%20Responsibilities%20Guide.doc)

## 2.2 Administration

According to New Zealand Law and Regulations, Clubs are required to carry appropriate insurance, and to check clients for relevant medical conditions which might put them at risk.

They are also required to check and record staff qualifications, to take up references for key instructors, and to ensure that instructors have read operating procedures.

Centres are also required to keep documentation accurate, and all visited centres do publish printed brochures, as well they publish properly updated websites. See for example <http://www.rnzys.org.nz/>, <http://www.wakatere.org.nz/>, <http://rayc.co.nz/>, <http://www.ebymbc.org.nz/>, or <http://www.rpnyc.org.nz/>

## 2.3 Boats Used

Equipment used in YNZ affiliated clubs is appropriate, coming in a variety of pathways through classes from local practice to international and Olympic competition, various Junior Classes, including Optimist dinghy and Bic Techno 293, being used for Club and Regional Programmes, International Youth Classes (420, Laser, 29er, SL 16, RSX) being then used for Regional Development squads, Zone Development Clinics, or YNZ Youth Squad.

Keelboat clubs use fit for purpose boats, including Elliott 6 and 7, Match Racing being pushed forward in order to allow 18 to 25 year old sailors to keep on sailing during their university courses.

All visited clubs presented useable and appropriately maintained boats, most of these clubs having facilities for repair and maintenance.

## 2.4 Equipment and Facilities

All visited centres presented sufficient Personal Flotation devices in good condition, and in a variety of appropriate sizes, as well appropriate personal protective clothing were made available, when not the private property of the sailors.

All affiliated clubs are required to have toilets, appropriate changing and washing facilities, as well they are required to have safe systems for handling and storing fuel, and to store chemicals and secure workshops appropriately.

## 2.5 Tuition System



YNZ requires for a suitably qualified person to supervise quality and safety of tuition, and Coaching Assistants are duly supervised by senior Coaches, according to YNZ coaching framework.

Student/coach ratios recommended by YNZ are applied and maintained, and course programmes delivered by all visited clubs clearly referred to YNZ Learn to Sail syllabus, all participants getting personal log books in

order to keep record of their acquired skill levels.

*Picture above: Wakatere Boating Club Optimist Squad. Young coach standing far right is Isaac Mc Hardie, current ISAF Youth World Champion in SL 16 series...*



## 2.6 Safety Operations

YNZ is publishing a very comprehensive manual, "Club safety Responsibilities Guide", attached as an appendix, likely to facilitate clubs task in building their Risk Management Plans, including templates for both dinghy and Keelboat sailing, as well as manning and equipment level for club patrol craft.

## 2.7 Child Protection

Affiliate clubs are required to fulfil child protection procedures as per Vetting service run by NZL Police force, recommended by YNZ to clubs, and used by YNZ for their own coaches, this being completed by YNZ Ethical guidelines for sailors, coaches, parents and volunteers.

## 2.8 Centre / Club audit System

As mentioned above in 2.1, there is an adequate system for auditing centres, relied on NZCT Regional Support Officers, all adequately qualified, accreditation granted being revalidated every year, and an effective follow up from findings of audit visits being lead by these officers, the National Training Manager being duly informed of audit reports.

## 3. Safety Guidelines and Procedures

Operating procedures are fit for purpose and understood by Club staffs, and result in clear working methods and good risk management.

Clubs shall have a "safety supervisor" responsible for the day to day maintenance and supervision of safety at all times, as well an incident response plan, and are prepared and ready to implement procedures in an emergency.

Coaches are trained to adapt their plans according to conditions afloat or ashore, as well to deliver sensible training in a variety of conditions.

First aid staff or medical services are available at all times in New Zealand.

Eventually, there is a procedure to update safety procedures in accordance with incident outcomes.

## 4. Coaches

YNZ pay due attention to coach qualification and revalidation, and there is an active programme of coach training with clear standards for qualification and responsibility at each level, precisely defining who teaches whom and who teaches what.

See appendix document "Get into Coaching".



Andrew Clouston monitors the standard of coach training, and YNZ Coach Development Manager does visit Regional Support Officers at least once a year, YNZ qualified Coaches being re-evaluated every 4 years. See requalification form at:

<http://www.yachtingnz.org.nz/sites/yachtingnz/files/Coach%20Revalidation%20form%202013.doc>

Safety in coaching is considered as a core issue by YNZ, and coach boat role in delivering support is covered adequately, all coaches being adequately trained for driving such safety boats.

Dedicated coaching manuals related to both technique and communication are made available by YNZ in order to make coaches able to deliver proper training, as well to communicate effectively with all participants.

Records kept at YNZ headquarters do permit to assess there are there sufficient qualified coaches available to deliver YNZ NTP, and



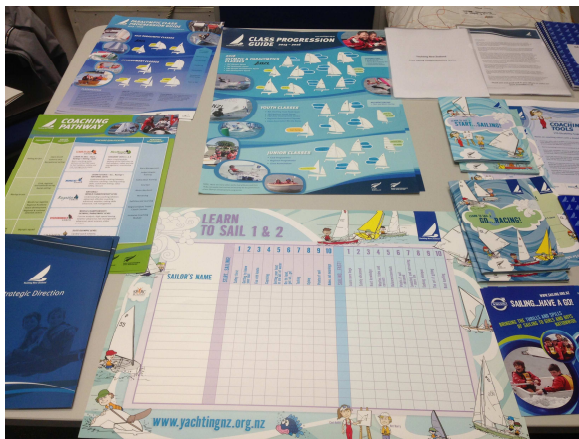
## 5. The National Syllabus

YNZ built up National Syllabuses for both dinghy and keelboat training, based on three course level, appropriate to the boats used: Start Sailing (level 1), Sailing Fast (level 2), and Go Racing (level 3) for dinghies, and Introduction to keelboat (level 1), Basic skills (level 2), and Overnight Skipper (level 3) for keelboats.

These syllabuses are simple, clear, easy to understand, and capable of delivery at all YNZ recognized Training Centres. Achievement standards are clearly set out, skills being broken down into sensible stages within each level, following a logical progression, and the syllabuses clearly aim to deliver competent, confident, and independent sailors at a definable Level.

As mentioned above, appropriate training reference materials, including detailed coaching manuals (dinghy & Keelboat), are readily available by YNZ (See: <http://www.yachtingnz.org.nz/clubs/club-resources/inclusion-resources>) and are completed by inclusion resources, like the LTS Disability supplement provided to coaches.

## 6. Participant Standards Achieved



Logbooks and certificates are made available for Learn to Sail Dinghy and Keelboat levels 1 to 3, as well as posters allow visualising skill progression for trainees, inviting kids to invest in their own pathway, proper and fair means being used to evaluate everyone's progression.

## 7. Communication

It is to notice the quality of YNZ website, <http://www.yachtingnz.org.nz/>, whose content, easily accessible, is likely to cover any aspect of the NTP or to answer any question.

Further to this, a Coaching Update newsletter is published through webmail every two month, as well an annual meeting is organised every year to the benefit of the twelve YNZ Facilitators who are in charge of training YNZ coaches, the expenses being covered by YNZ.

It is then to notice YNZ does manage an annual Development Seminar, alternatively held in North and South Islands, in order to maintain a close liaison with all accredited clubs, permitting both to get feedback and to deliver up to date information.

## 8. Conclusion

### Yachting New Zealand National Training Programme strengths:

It is first to notice the clear strategy of YNZ, aiming to make sailing truly accessible to anyone, through well established Learn to Sail Programmes for both kids and adults, as well through the highly interesting and successful project "Have a Go", run in close conjunction with Teachers and Clubs, aiming to introduce sailing to pupils all over New Zealand, and making more than 3.500 students able to get the taste of sailing every year, all these programmes being build up in a "Lifetime Sport" perspective.

Picture right: "Sailing... Have a Go" instructors: Reuben Corbett, Paul Moriarty and Jordan Stock.



See appendix document "Sailing... Have a Go" Season Summary", and look at <http://www.yachtingnz.org.nz/learn-to-sail/volvo-sailing-have-a-go>



It is then to notice the close relationship established by YNZ towards their affiliated clubs, YNZ CEO as well YNZ Participation and Development Manager dedicating a large part of their time to visit those, and, as per all NTP programmes already granted ISAF Recognised Training status, the quality process put in force by YNZ is clearly perceived as a bonus by all clubs visited, and it is there to stress the key role held by Andrew Clouston being obviously and unanimously perceived by all interviewed people as a facilitator and as a supporter in the day to day relationship between clubs and YNZ.

### **Suggested paths:**

It would be interesting for YNZ to investigate possible creation of “passports” as record of personal sailing achievements, to allow transportability through various equipment and boats used, and then encourage further participation and retention to the sport of sailing, whatever way people may will (racing, cruising, coaching, judging, race officing,...)

It is then to encourage YNZ to complete their LTSP for Windsurf, currently under well advanced construction with similar quality level compare to their Dinghy and Keelboat programmes, in order to be granted ISAF Recognised Training for this activity too.

### **Recommendation:**

Following the inspection visit made in New Zealand from 27 to 31 November 2013, and based on all relevant information given there, it is clear that YNZ National Training Programme fully complies with all requirements published by ISAF.

I would then strongly suggest for YNZ National Training Programme to be granted ISAF Recognised Training Accreditation.

In Rennes, on 1<sup>st</sup> November 2013.

Olivier BOVYN  
ISAF Training Inspector

### Appendix documents:

- YNZ National Training Organisational Overview
- YNZ Learn to Sail Programme Overview
- YNZ Club Safety Responsibilities Guide
- Sailing... Have a Go Programme 2012-2013 season summary