

**ISAF NATIONAL
TRAINING PROGRAMME (NTP)
GUIDELINES:
DINGHY, MULTIHULL, WINDSURFING
& KITEBOARDING**



Version 3 (19.09.2014)

ISAF National Training Programme (NTP) guidelines DINGHY, MULTIHULL, WINDSURFING AND KITEBOARDING

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INTRODUCTION

The ISAF National Training Programme (NTP) guidelines present a generic approach to a national training programme.

These guidelines are specifically designed for learning to sail in dinghies, multihulls, windsurfers and kiteboards.

It is not *one size fits all* solution but does attempt to include current known best practice as a solid foundation upon which to plan an NTP, with all programmes being broadly similar for all disciplines.

Although many of the core coaching elements for each discipline will be similar, the 'method' of delivering the technical content will differ.

No account has been taken of differing laws and regulations that may apply to sport-specific training in any given country. ISAF Member National Authorities (MNAs) developing a National Training Programme will need to consider national / local laws, regulations and practices relating to the delivery of sporting activity and take these into account. Professional advice may need to be sought in this regard.

All parts of the ISAF NTP guidelines assume that training will be provided at all levels of the MNA specific National Training Programme by nationally accredited Training Venues with nationally certified / qualified coaches, following the fundamental best practice guidelines set out in this document. This is particularly important with regard to safety management, operating procedures and participant Safeguarding Standards.

Where appropriate, reference is made to relevant ISAF Training Resources that may be helpful in understanding parts of the ISAF NTP guidelines in greater detail. A full list of these can be found via the ISAF website www.sailing.org/training/resources

These guidelines will require revision and updating. It is important to ensure use of the latest version of the ISAF NTP guidelines. A version number is displayed on the front cover, alongside a date.

Any country not currently delivering a National Training Programme for sailing and wishing to develop such a programme, should consider carefully how to set up and manage this at a national level. Well managed NTPs and *Training Venues* can be financially sustainable but to do so they need to be participant focussed and provide a 'fit for purpose', high quality programme. This is not hard but it does require a degree of expertise, good management and a robust strategic development plan.

Established and successful NTP's all have one thing in common; professional management. In the ISAF NTP guidelines we refer to this person as **The National Programme Manager**.

SECTION 1 – DEVELOPING NATIONALLY ACCREDITED TRAINING VENUES

INTRODUCTION

To enable the training experience at all levels to be delivered in a **'fit for purpose', structured environment** that follows a best practice model it is recommended that accredited *Training Venues* are established. This will result in a training programme that is **undertaken by nationally qualified / certified** coaches following **a national syllabus** using **equipment** that is appropriate for the age and experience level of sailors and with suitable safety management protocols in place.

The national training programme will also provide the following benefits:

- Training 'Brand' that is easy to understand with core values
- Nationally recognized coaching standards
- Participant quality assurance standards
- A network of training venues all delivering sail training to the same standards and using the same method / system.

CONDITIONS FOR ACCREDITATION

To develop a system of accredited NTP Training Venues, the MNA should look to audit against a set of clearly defined conditions.

A process that covers the initial accreditation audit, maintenance of standards and on going support is strongly recommended.

The conditions set by the MNA should attempt to represent the minimum levels that must be achieved and maintained. Accredited *Training Venues* should aspire to exceed the minimum standards established.

The fundamental condition for accreditation should relate to active, trained and qualified / certified Coaches delivering the training and associated personnel who meet the requirements of the NTP guidelines. The management of a Training Venue may rely upon the permanent involvement of a person who is responsible for all aspects of the *Training Venue's* operations and for the conduct of the Coaches. This person is referred to in this document as the *'Venue Manager'*.

NTP – CATEGORIES OF ACCREDITATION

The *Training Venue* accreditation should be specific to generic types of sailing equipment e.g.

- Dinghy
- Multihull
- Windsurfer
- Kiteboard
- Keel Boat
- Yacht
- Power Boat

The following sections and sub sections set out the recommended conditions that should be considered for accreditation of NTP Training Venues.

NTP Training Venue - ADMINISTRATION

A organised and well-administered NTP will help ensure the effective running of training venues and will help to protect the *Training Venue*, its staff and its users. Training Venues should ensure that their administration is conducted as efficiently as possible. Documentation should be brief, clear and representative of what actually happens in practice at the venue.

Records of all participants attending training courses should be kept. It is advised that a daily log should be prepared and maintained for Coaches and associated personnel highlighting their responsibilities / duties for each day. Including a weather forecast and tide times for the day and any other relevant local information. This information can be kept on record.

The Training Manager should give a daily briefing to all the Coaches present on that day which includes all matters likely to affect the operation of the Training Venue on that day. In the Managers absence a suitable person, identified as being competent to take over the role, can give the briefing.

INSURANCE

There must be adequate and valid insurance covering all of the training activities. The *Venue Manager* should be required to sign a self-declaration, stating that the Training Venue is fully aware of their responsibilities and that they have sought professional advice to assure themselves that they hold adequate insurance cover. MNAs should seek national representation in order to define the exact requirements for their country.

PARTICIPANT REGISTRATION FORMS

These should include information about any pre-course requirements and emergency contacts for participants. If the *Training Venue* has checked and is aware that a participant has a medical condition that may put them at risk, they should seek further advice from the participant or the family member responsible for them.

COACH QUALIFICATIONS

The *Training Venue* should keep a up to date record of the qualifications and certification of all *Coaches* associated with training activity at the Venue. There should be an established system for checking validity of Coaches qualifications and for obtaining personal references.

CHILD SAFEGUARDING POLICY

Training Venues working with children or young people under 18 should have a *Child Safeguarding Policy* and any other nationally / locally relevant procedures in place. References should be obtained for key *Coaches* and *all those associated personnel* working with children at the *Training Venue*.

ACCIDENT / INCIDENT RECORDS / CONTROL MEASURES

An Accident / Incident log should be used as a written record. This should be reviewed regularly by the 'Venue Manager and action taken to learn from them. In the case of a major incident, appropriate action should be taken to inform any relevant national agencies (e.g. Police, Coast Guard or relevant authority) required by law.

TRAINING OF COACHES / PERSONNEL

The *Training Venue* should have a written procedure for all new *Coaches and associated personnel*. The procedure should include all matters relating to the *Training Venue* operation. All *Coaches* and associated personnel should undergo training in the day-to-day operations of the *Training Venue* and a record kept that that they have attended these sessions. Coaches should receive a copy of the current Operating Procedures for their reference.

It is advised that Training Venues facilitate regular updates for all Coaches and associated personnel in order to promote best practice.

FEEDBACK

A system for receiving, recording and reviewing participant feedback is a helpful resource to manage / maintain quality.

TRAINING VENUE INFORMATION

The advertising /promotion materials (brochures, flyers, radio / TV) booking forms / joining instructions, Internet based information (Website, Social media platforms) for the Training Venue, should be clear and accurate.

The venue should not misrepresent either by implication or omission that the facilities, services and training courses offered, qualifications of *Coaches* or level of National / International accreditation differ from those listed in the accreditation granted to the *Training Venue*.

PARTICIPANT EQUIPMENT AND FACILITIES

CLOTHING AND EQUIPMENT

Good participant equipment can make all the difference to the quality and safety of the experience.

Buoyancy aids and/or lifejackets should fit each participant securely (see manufacturer fitting guidelines) and be appropriate for the age / size of the participant. . Crotch straps should be used if supplied.

A system for washing equipment in fresh water after use should be in place.

All participants under instruction and Coaches must wear a buoyancy aid that complies with relevant international standards. Lifejackets may be used as an alternative if appropriate and will also need to be checked for relevant international standards.

It should be ensured that Helmets, when required for use (see discipline specific ISAF NTP guidelines), are available in a range of sizes to comfortably fit all participants.

All safety / technical equipment for use by participants should be inspected regularly to ensure that it is in good condition and suitable for use.

If training courses are held in venues where the water / air temperature and weather conditions are such that participant discomfort is a risk, it is advisable for participants to wear suitable clothing to minimise this discomfort. Any wetsuits / Drysuits, Water / Wind proof clothing provided by the *Training Venue* should be in good condition with an efficient system for cleansing and drying after use. This may simply be using disinfectant added to fresh water to rinse clothing after use..

FACILITIES

It is advisable that separate male and female changing rooms or a culturally acceptable system of separating mixed sex groups whilst changing. should be provided with sufficient space for the average number of participants. Toilets, with hand washing facilities, should be located within a reasonable distance.

Separate male and female showers should be available. Showers must be provided and the water free of water borne diseases or infections.

TRAINING ROOMS / SHORESIDE AREAS

Dry areas should be provided to give shelter in bad weather and to enable a comfortable environment for shore-based teaching. If possible, these areas should be appropriately furnished and equipped for this purpose with recommended teaching aides being a magnetic whiteboard, digital projector, chairs and tables and Coaching Aides appropriate for the course / level being delivered.

FUEL

The *Training Venue* should store any Coach Boat fuel with regard to the safety of *Coaches*, participants and the general public. *Coaches* who handle fuel should be trained in terms of controlling spillage and minimising fire risk.

MAINTENANCE AREAS

Maintenance areas should be clean and tidy with no unnecessary hazards. They should be clearly marked as 'no go' areas for participants or unauthorised personnel.

The *Training Venue* should ensure that all personnel are trained in the use of any hazardous substances that are in these areas and that the hazardous substances are stored appropriately, in a secure locker if required..

TUITION SYSTEM

The *Venue Manager* is the person with overall responsibility for the safety and quality of all tuition at the *Training Venue*. The *Manager* is expected to ensure that these standards are implemented and monitored so that they comply with the national training programme guidelines for the relevant Member National Authority. If the *Manager* is not on site during training activities they may nominate an alternate person to be in charge in their absence. This person must be a qualified / Certified *Coach* with the experience and knowledge to ensure that all safety procedures are followed and the *Coaches* are teaching to the required standards on a day-to-day basis. If no suitable person is available to deputise for the *Manager* then training activities should not be delivered during their absence.

Good tuition requires that Coaching is delivered using appropriate equipment with suitable participant: *Coach* ratios. A flexible Coaching environment ensures that this 'best practice' can be delivered in a variety of conditions (See S.E.L.L in the ISAF Coaching Fundamentals Training Resource available from the ISAF website www.sailing.org/training/resources).

COACHES

Suitably qualified, certified and experienced *Coaches* are at the core of an accreditation system. They are the people who manage and deliver the training experience and who ensure that the training environment is 'fit for purpose'.

In this ISAF NTP Guideline document there are 5 levels of nationally qualified / certified *Coach*:

- *Coaching Assistant*
- *Coach*
- *Senior Coach / Advanced Coach*
- *Coach Developer*
- *Senior Coach Developer*

All training activities should be run and supervised by a person holding the appropriate and valid qualification / certification. Section 3 indicates who teaches what and who should be supervising the day-to-day activity at the Training Venue.

PARTICIPANT / COACH RATIO

These are minimum recommendations for sheltered water, for activity delivered in no greater than what can be clearly defined as a moderate wind speed. The ratios should be observed for all training courses, at all levels and at all times in relation to the discipline and type of equipment being taught: Ratios for the number of coaches to each participant should be increased according to the prevailing conditions during training to ensure that at all times sufficient attention can be given to student safety. The ratios recommended assume that in addition to coaches there will be a safety / coach boat(s) with appropriately trained crew(s) in accordance with the MNA NTP recommendations.

The Coaching Assistant counts as qualified in the NTP ratios, but should only work under the direction or supervision of a *Coach*. *Unqualified volunteers who are assessed to be competent and have experience at the Training Venue may assist coaches*. The unqualified volunteers should be supervised by a *Coach* and only used in roles appropriate to their skills and experience. Unqualified volunteers do not count in the Participant / *Coach* ratios.

- **Crewed dinghies**

3:1 for beginners with a Coaching Assistant / *Coach* on board.

Maximum of 9:1 but not more than 6 boats per Coaching Assistant / *Coach* (e.g. 3 dinghies with 3 participants in each, or 4 dinghies with 2 participants in each)

- **One-Person dinghies**

6:1 (applies only whilst the boats are used with one-person)

- **Multihull participant : Coach ratios with Coach on board.**

3:1 for beginners with a Coaching Assistant / *Coach* on board.

Maximum of 6:1 but not more than 3 Multihulls per *Coach* if not on board.

with a maximum of participants to 1 *Coach* but not more than 3 Multihulls per *Coach Boat*.

- **Windsurfing Student : Coach Ratios**

Maximum 6 participants to 1 Coaching Assistant / *Coach*.

Depending on the type of environment and the availability of a *Coach Boat* the participants can be taught from another board or from the beach.

- **Kiteboarding**

Maximum of 4:1 (Rider: *Coach*) with two kites in use at any one time.

This ratio is dependent on the type of environment and the availability of a *Coach Boat*. The *Coach* can teach from the beach and/or from a *Coach Boat*.

FIRST EXPERIENCE SESSIONS

A training venue that offers 'First Experience' sessions designed to provide a short introduction or to demonstrate the basic skills of sailing (e.g. taster sessions or part of multi-activity training courses) should ensure that the Coach Boat ratios for such sessions are observed.

COURSE PROGRAMMES

The programmes taught at the *Training Venue* should demonstrate that the background theory and practical syllabus for every 'level' for which National accreditation is granted is adequately covered.

PERSONAL LOGBOOKS

These types of resources should if possible be supplied to all participants on ALL courses and a range of supporting training resources such as Coaching Handbooks and Posters are desirable as reference material. ISAF produces a range of specific Training Resources, which are available from the Training and Development Department as an amendable 'MNA Licence' version, upon request. Email training@isaf.com or order via the ISAF Website www.sailing.org/training/resources

NTP TRAINING COURSES - DELIVERY (DINGHY / MULTIHULL)

First Experience (Taster session)

Youth sailing syllabus:

- Beginner - My Introduction to Sailing
- Basic - Building my knowledge
- Intermediate - Getting to know my boat

Adult sailing syllabus:

- Beginner – Getting Afloat
- Basic – Mastering basic skills
- Intermediate – Developing intermediate skills

Optional Modules– available after intermediate level courses:

- Using a spinnaker
- Improving Boat Handling
- Cruising
- Basic introduction to racing

It is expected that a Coaching Assistant and Coach will be able to deliver the beginner, basic and intermediate Youth and Adult training courses, supervised at all times by an appointed Coach with appropriate experience or Senior Coach.

A coach can deliver the Boat Handling and Cruising optional modules.

An Advanced Coach can deliver the beginner, basic and intermediate Youth and Adult training courses as well as the Improving Boat Handling, Cruising optional modules, Using a spinnaker and Basic introduction to racing modules.

SAFEGUARDING

It is widely recognized that organizations working with children should take basic steps to ensure that the young people in their care are safe from harm. These steps are usually summarised in a *Child Safeguarding Policy*.

The subject of Child Safeguarding is not covered in detail in this document, but ISAF recommends the National Training Programme adopt procedures linked to the UNICEF Safeguarding Standards, a guideline document of which can be obtained by MNAs from the ISAF Training and Development Department training@isaf.com

AUDITING SYSTEM – NTP TRAINING VENUES

An audit process for Accredited *Training Venues* will be a determining factor in the continuing quality of the coaching, safety standards and the sustainability of a national training program (NTP). The initial challenge of obtaining accreditation for your venues is to have a clearly defined minimum standard. To maintain that standard venues will rely on some form of audit. A full annual audit to the standard required for accreditation is desirable but may be impractical if resources are limited.

The best method for an audit is little and often, random visits and random items chosen from a master list. A good '*Inspector*' will quickly see if things are wrong and will look further and probably check everything. A well run *Training Venue* will be identifiable from the outcomes of the initial visit. However a complete annual audit of each venue should be a requirement of any well managed NTP.

The National Programme Manager or a experienced Senior Coach would undertake Training Venue audits. In a less developed NTP an independent ISAF Nominated Expert with relevant experience and could also be used to help.

The most important role of an '*Inspector*' is not to fill in forms and find fault but to work as a 'Mentor' to help a *Venue Manager* solve problems in a positive way, creating a 'no blame' culture within the NTP and its accredited venues. '*Inspectors*' should be encouraged to pay particular attention to all levels of *Coach* training and discipline specific qualifications / certifications.

WITHDRAWAL OF ACCREDITATION OR COACH QUALIFICATION / CERTIFICATION

A *Training Venue* or individual coach wishing to appeal against a decision to withdraw venue accreditation or Coach qualifications should be permitted to bring their objection to the MNA.

Recognition of a *Training Venue* should be the responsibility of the *Venue Manager*.

Remember, the safety of all personnel and participants, as well as the standard of coaching, should be the responsibility of the *Venue Manager*.

SECTION 2 – TRAINING VENUE SAFETY GUIDELINES AND OPERATING PROCEDURES

INTRODUCTION

There subjective question of how 'safe' does a Training Programme need to be and what 'reasonable' local standards are will always be raised.

Much of the NTP good or 'best practice' systems rely on the training, quality and experience of the coaches and so the MNA audit of a training venue should focus on this during the accreditation process.

SAFETY EQUIPMENT

Training Venues should not compromise on safety equipment – it must be available in the right place at the right time, properly serviced and ready to use and those that will use it must not only know but demonstrate practical understanding of what it does, how it works and be competent in its use.

MAINTENANCE

The people who see and use most of the training equipment every day are the Coaches. In addition to daily checks Training Venues should have a procedure for the management of routine maintenance to look for signs of wear and malfunction and to record this for immediate action.

A system should be in place to isolate and remove from use equipment that is not fit for service. It is not acceptable to continue to run courses with substandard equipment.

SUITABILITY FOR INTENDED USE

Use of equipment for the purpose for which it was designed and intended is compulsory.

Ensure that the right sizes of clothing are available for all participants (i.e. buoyancy aides and waterproof clothing).

KNOWLEDGE AND SKILL OF COACHES

The fundamental resource for a safe training environment is the knowledge and skill of the coach/es. If the training standards for coaches are properly managed and maintained and only appropriately qualified coaches are responsible for delivering training at each level then the inherent risk of the activities can be better managed.

A Coach education system should be adopted which includes regular updating and further training for coaches. This will ensure that best practice is continually developed.

RISK AWARENESS AND MANAGEMENT

In the practical environment, training will use the skill of those in charge to protect those being trained. All involved in the delivery of a National Training Programme should be aware of the risks and manage them.

Risk management is not a constant and will vary according to the location, local circumstances at the time of the training, and the weather. Against all of these factors, each person undergoing training will have different physical limitations, ability and confidence levels.

A generic risk assessment proforma has been created for your use and is included in appendix 2-F

OPERATING PROCEDURES

The *Training Venue* documentation should attempt to record the actual procedures that take place. The emphasis should be on what is done to make *Coaches* and participants as safe as possible, and not on recording every detail.

STANDARD OPERATING PROCEDURES

After identifying the risks and all other relevant circumstances that effect the operation of the *Training Venue* the *Venue Manager* should produce a written operating procedures document which is available for reference at all times. The purpose of this document is to inform *Coaches* how the *Training Venue* works and their role in this. This should cover basic operations including who is in charge at any given time. If there are national laws that relate to health and safety then these must be reflected in the operating procedures (it is advised to seek professional help in creating the documents that relate to this area).

The operating procedure document should include the steps to be taken in the event of a major incident/serious accident at the *Training Venue* (an emergency action plan). This would normally include administering first aid, calling emergency services and recording any relevant information. *Coaches* must be trained to understand the standard operating procedures of the *Training Venue*. All '*operating areas*' for training should be clearly designated and described and action should be taken to minimize any risk from local hazards. *Coaches* should be aware of designated *operating areas*.

Training Venues operating in coastal areas may be required to comply with local / national maritime regulations that relate to sailing or the use of powered vessels at sea. These should be part of the standard operating procedure manual and appropriate local / national advice should be used in developing these guidelines.

LOCAL OPERATING REQUIREMENTS

Training Venues should take account of all relevant local requirements, considering any and all regulations and other factors that apply to its specific location, including these in its specific operating procedures. Many busy waterways now have management plans to avoid conflicting interests. Find out if there are such an organizations in your area and if there is, consult with them prior to amending your own procedures..

LAUNCHING AND RECOVERY AREA

These areas should be suitable for the types of equipment, levels of course being taught, , prevailing weather conditions and any other manual handling considerations that may make the launching and recovery of practical equipment difficult for *Coaches*, volunteers and participants.

OPERATIONS LOG

The *Training Venue* should be using a system that enables them to record and monitor the number of boats and users that are on the water during training such as a simple 'tally' system with wristbands or tags for participants and/or boats.

EQUIPMENT MAINTENANCE

There should be a system to ensure boats and other equipment are maintained in good condition and that faulty equipment is immediately repaired or removed from the operating fleet until effective repairs have been completed. Below is an example of items from which routine checks could be created:

DINGHY FLEET CHECKLIST

- (a) A *Training Venue* should have access to sufficient boats in order to teach all courses for which it is accredited. (See ratios acceptable numbers of participants per boat). These boats should be equipped so that it is possible to teach all of the relevant syllabus according to the conditions.
- (b) The boats must be maintained in good condition. The following areas should be considered:
 - (i) Hulls should be well maintained in a good state of repair, watertight and with all fittings and toe straps in good working order.
 - (ii) Running rigging should be well maintained and in a good condition. All halyards / sheets should be of sufficient length.
 - (iii) Standing rigging should be well maintained and in a condition. There should be no protruding strands in wire and all shroud pins and split rings should be taped.
 - (iv) Rudder, centreboard or dagger board should be in good condition;
 - (v) Sails should be in a good condition and capable of being set and trimmed correctly, with any overly stretched and worn sails replaced / repaired regularly..
- (c) Consideration should be given as to how to move equipment as safely as possible onshore. Launching trolleys, if used, should work well. .

Note – For Multihull, Windsurfing and Kiteboarding specific items that should also be considered see Appendix 2.

SAILORS WITH A DISABILITY

If courses are offered for participants with a disability, suitable facilities should be made available through a simple process of consultation with these participants. It is recommended that further information be referenced from the International Association for Disabled Sailing (IFDS) and particularly the IFDS Disabled Sailing Manual www.sailing.org/disabled

COACH BOATS

Powered Coach Boats must be available to provide separate cover for all training in progress at any one time. They should be handled by suitably trained and/or qualified drivers and be afloat and ready for immediate use during all water-based activities. The mechanical failure of a Coach Boat should not compromise the safety of the overall delivery of practical 'water-based' training at the venue.

1. COACH BOAT CHECKLIST

- (a) **Equipment (stowed securely on board)**
 - (i) First aid kit in line with local / national requirements.
 - (ii) Marine Radio (VHF) as well as a Mobile phone
 - (iii) Whistle
 - (iv) Flares (suitable for category of local operating areas)
 - (v) Plastic survival bag
 - (vi) Anchor with holding power to secure both Coach /Safety boat and all training boats.
 - (vii) Paddles / oars or alternative propulsion in case of engine failure.
 - (viii) Means of bailing water (Manual / Electric bilge pump, bailer or bucket)
 - (ix) Spare kill cord / engine cut off switch
 - (x) Towline
 - (xi) Floating throw line

- (xii) Air pump
- (xiii) Selection of spares for training boats (rope, shackles, split rings etc.)
- (xiv) Suitable tools (shackle key, tape, pliers etc.)
- (xv) Adequate fuel
- (xvi) Training marks / buoys for course laying
- (xvii) Rescue knife (blunt end)

COACH BOAT RATIOS

Tuition at a *Training Venue* should aim to comply with the following minimum Coach Boat requirements:

- **Dinghies** (one person or crewed)
 - Up to 6 dinghies: 1 Coach Boat
 - 7 to 15 dinghies: 2 Coach Boats
 - More than 15 dinghies: 3 or more Coach Boats

- **Multihulls**

The number of Coach Boats required will depend on the type and number of boats, the number of participants on each boat, weather conditions, operating location, size of course and level of tuition. The minimum suggested ratios are as follows:

- 1) Up to 3 Multihulls: 1 Coach Boat
- 2) 4 to 6 Multihulls: 2 Coach boats
- 3) 7 or more Multihulls: 3 or more Coach Boats (Ratio of 3:1)

- **Windsurfing**

The number of Coach Boats required will depend on the type and number of windsurfers, the number of participants on each board, weather conditions, operating area, size of course and level of coaching.

The minimum suggested ratios are as follows:

Up to 12 Windsurfers: 1 Coach Boat (Coaches involved in training basic skills courses should have their own designated Coach Boat and would not normally provide cover for other more advanced groups).

- **Kiteboarding**

Level 1-2 riders e.g. Shallow water / enclosed lagoon – Adequate safety provision available in accordance with Standard Operating Procedures and local area Risk Assessment, with Coach Boat being launched and ready for immediate use whenever Kite coaching sessions are being taught. Deep water: 2 to Riders to 1 Coach Boat. In this instance the Coach Boat is always acting as safety cover within the ratio stated.

Level 3 riders: 6 riders to 1 Coach Boat

Full details can be found in the ISAF / IKA Kiteboard Coaching Framework.

ENGINE KILL CORDS / ENGINE CUT OFF SWITCH

Powered vessels with outboard engines being used as a Coach Boat must be fitted with an effective, fully functional kill cord / Engine Cut Off switch.

It is a recommendation for all training venues to provide a secondary Kill cord / Engine cut off switch available for Coaches to re-start engine if the other is lost overboard.

The Kill Cord / Engine Cut Off Switch must be worn, securely attached to the driver and in a position that will not enable the device to come loose and detach. For most types of boat it is advised that the device is fitted on the upper leg, above the knee and pulled tight prior to engaging the engine in gear.

VHF / DSC RADIOS

The use of VHF / DSC radios, if available, should be by trained operators. Where the *operating area* is out of sight of the shore-base, VHF/ DSC radios or other reliable means of rapid communication must be provided. Dealing with communication failure should also be taken into account in the operating procedures document. ISAF Connect to Sailing partner Icom specialises in the provision of marine VHF's and can be contacted via the www.sailing.org/training/connecttosailing/partners page.

FIRST AID

The first aid kit(s) should be located in an easily accessible and clearly marked location. The contents should be regularly checked and re-stocked. A first aid kit should normally be carried in each Coach Boat. A list of trained first-aiders should be displayed in a prominent position.

TELEPHONE

It is essential that there is easy access at all times to a telephone for use in emergencies. This may include mobile communications if afloat but care should be taken to check the range of signal and should not be relied upon as a primary means of contacting the emergency services.

INCIDENTS / ACCIDENTS AND FIRST AID TRAINING

Incidents / Accidents will happen and a *Training Venue* must be prepared to deal with them. It is essential that *Coaches* have basic first aid training from a recognized national / international agency such as the Red Cross and that in particular, they are trained in basic pulmonary resuscitation procedures.

- (i) Everyone should know where the First Aid equipment is located;
- (ii) There should be a list available of first aid trained personnel at the Venue;
- (iii) Someone should be nominated to regularly check and replenish first aid boxes;
- (iv) There should be a procedure understood by all for reporting and recording incidents / accidents;
- (v) There should be an established routine for contacting next of kin in the event of a serious accident (see Major Incident Action Plan)

MAJOR INCIDENT ACTION PLAN

ADVICE TO MANAGERS OF TRAINING VENUES

These notes give guidelines in the event of a major accident:

- (a) Your first priority is the safety of participants, Coaches and other personnel, but once onshore you are going to have to deal with the authorities and the press.
- (b) Inform your *National Training Manager* who can assist with compiling your statement to the press.
- (c) Get a statement from witnesses.
- (d) Remove the *Coach* and witnesses to a place you can talk to them privately.
- (e) Produce a written statement that you can give to the press, if one is needed..

We regret to announce the [death of / injury to] a participant in an unfortunate incident whilst undertaking the following activity [list the activity].

What happened?

When?

Where?

(Brief details only)

Our [deepest sympathy / best wishes] go/es out to the relatives etc.

A full statement will be issued in due course (give yourself time to collate the information).

- (f) Don't hold a press conference.
- (g) Decide who will speak to the press (one person only).
- (h) Don't allow well meaning but ill informed staff to make public comments.
- (i) Try to keep a record of whom you have spoken to, who has contacted you etc.
- (j) If the rescue services have been involved the press will have probably obtained some information from them.
- (k) If there has been a fatality it is likely that the police or relevant authority will contact the *Training Venue* and inform the next of kin. Do not publicise the name of the casualty until you know this has been done, even if the press appear to know who it is.
- (l) If there is national code of practice regulations attached to the boat involved you must inform the relevant authorities, usually within a set time limit.
- (m) Keep any relevant equipment involved in the incident that you may later require for evidence e.g. Lifejacket, helmet etc.
- (n) If required under local and National laws or regulations send a report to relevant authorities.
- (o) Major accidents at *Training Venues* are very rare but it helps if:
 - (i) Your paperwork is up to date e.g. you have a contact number for the next of kin;
 - (ii) Your equipment and *Coaches* comply with your own safety policy and the conditions of Accreditation.

DUTY OF CARE

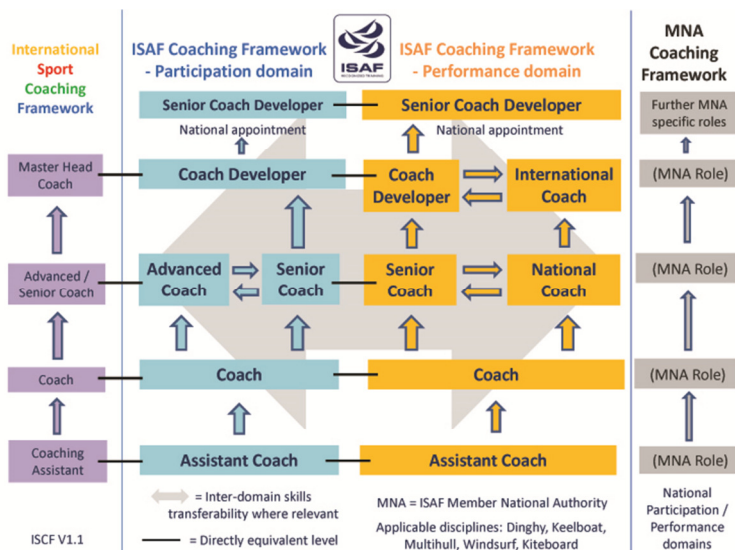
Coaches will usually teach inexperienced sailors, who may not make sound assessments of risks. It is strongly advised that your *Training Venues* include a health declaration in their activity registration forms, so that they are aware of any additional risk to participants on a particular day. The person in charge of bookings / registration should pass on such information to the Coach/es responsible for the activity.

If there is serious doubt as to someone's health or fitness to the level required to take part, medical advice may be sought in advance. Coaches must themselves declare to the *Venue Manager* any medical condition, which is likely to affect their ability to carry out their role.

SECTION 3 – National Coaching Framework

INTRODUCTION – ISAF COACHING FRAMEWORK

The ISAF Coaching Framework aims to provide all ISAF Member National Authorities (MNAs) a common ground for developing and evaluating coaching qualifications, encouraging coach education and training, working across international boundaries and establishing ethical guidelines and models for standards of international best practice.



For the benefit of clarity, the generic use of 'Coach', 'coaching' or 'coaches' in this document is aligned with language adopted by those involved in the creation of the International Sport Coaching Framework (see ISCF background section below).

ISAF recognize that National Federations (MNAs) may wish to apply their own national terminology for the titles of the roles defined in the ISAF Coaching Framework (i.e. Instructor or Trainer). The focus with this framework is on the competencies of each role and not their title, which can be amended to suit each member as they see fit for purpose.

'Coaching is a process of guided improvement and development within participants and athletes in a single sport, at identifiable stages'

Set out below is a brief description for each coaching role within the ISAF Coaching Framework

Coaching Assistant

Main Role: Assist more qualified coaches, delivering aspects of coaching sessions, normally under supervision.

Coaching Experience: This coach has little or no experience in coaching sailors at this level.

Position within NTP: Reports to the rest of the coaches in the structure but directly to the supervising coach.

Responsibility: This coach has limited responsibility in the coaching process.

Entry requirements;

- **Age:** 16 years
- **Sailing Skill Level:** Basic Skill Level
- **Coach Boat experience:** As required by national guidelines
- **1st Aid:** As required by national guidelines
- **VHF:** As required by national guidelines

Coach

Main Role: Prepare for, deliver, and review coaching sessions. Plan, lead, and evaluate coaching sessions within NTP to intermediate level. Is capable of delivering independent sessions.

Coaching Experience: This coach has a relative limited experience in coaching sailing.

Position within NTP: This coach directs assistant coaches and reports to the senior coach or coach developer.

Responsibility: This coach has independent responsibility in the coaching process.

Entry requirements

- **Age:** **18 years**
- **Sailing Skill Level:** Intermediate skill level. Able to pass a personal Sailing Assessment
- **Coach Boat experience:** **As required by national guidelines & recommended in the NTP guide**
- **1st Aid:** **As required by national guidelines & recommended in the NTP guide**
- **VHF:** **As required by national guidelines & recommended in the NTP guide**

Advanced Coach

Main Role: Prepare for, deliver, and review coaching sessions. Plan, lead, and evaluate coaching sessions with in NTP to advanced level. Is capable of delivering independent sessions.

Coaching Experience: This coach has experience in coaching intermediate sailing.

Position within NTP: This coach directs assistant coaches and reports to the senior coach or coach developer.

Responsibility: This coach has independent responsibility in the coaching process. Is responsible for ensuring personal practical skill and theory knowledge maintains at the required level.

Entry requirements

- **Age:** **18 years**
- **Sailing Skill Level:** This coach has independent responsibility in the coaching process. Is responsible for ensuring personal practical skill and theory knowledge maintains at the required level.
- **Coach Boat experience:** **As required by national guidelines & recommended in the NTP guide**
- **1st Aid:** **As required by national guidelines & recommended in the NTP guide**
- **VHF:** **As required by national guidelines & recommended in the NTP guide**

Senior Coach

Main Role: Plan, implement, analyse and revise annual coaching programmes

Coaching Experience: Has a considerable experience in coaching sailing as a coach.

Position within NTP: This coach manages all coaches, and reports to the coach developer

Responsibility: This coach has full or managerial responsibility in the coaching process.

Entry requirements

- **Age:** 18 years
- **Sailing Skill Level:** This coach has full or managerial responsibility in the coaching process.
- **Coach Boat experience:** As required by national guidelines & recommended in the NTP guide
- **1st Aid:** As required by national guidelines & recommended in the NTP guide
- **VHF:** As required by national guidelines & recommended in the NTP guide

Coach Developer

Main Role: Model best coaching practice. Mediate non-formal learning situations through prescribed coach development programmes with some customisation to cater for needs of sailing coaches and the locations and situations in which they operate. Mediate non-formal learning situations (egg supported workplace practice, rudimentary mentoring). Implement unmediated and internal learning opportunities. Support coach through co-delivery and feedback.

Coaching Experience: This coach has expert experience in coaching and managing.

Position within NTP: This coach trains and develops all coaches and reports to the National Programme Training Manager.

Responsibility: This coach has full or total responsibility in the coaching process.

Entry requirements

- **Age:** 21 years
- **Sailing Skill Level:** Intermediate skill level. Able to pass a personal sailing assessment.
- **Coach Boat experience:** Competent. As required by national guidelines. Able to provide training.
- **1st Aid:** As required by national guidelines & recommended in the NTP guide
- **VHF:** As required by national guidelines & recommended in the NTP guide

Further 'levels' of Coach can be found in the latest version of the ISAF Coaching Framework, available via the website www.sailing.org/training

COACH BOAT TRAINING

An essential and integral part of delivering training courses and teaching afloat is appropriate use of a Coach Boat. Just knowing how to start a powerboat is not enough. All *Coaches* should be trained in the use of Coach Boats and particularly in techniques for providing assistance (i.e. rescue) to a capsized boat... There is also a need to know the techniques to be used to effectively coach participants in a variety of different boats.

An NTP will need to deliver appropriate Coach Boat training as part of all *Coach* development courses and provide national / international qualifications / certification to those that successfully meet the required standards..

COACH DEVELOPMENT

- (a) The '*National Training Programme Manager*' will not necessarily be a suitably experienced Coach Developer and therefore the Long Term Coach Development (LTCD) programme for their NTP will need to be delivered by other, suitably experienced, nationally appointed Coach Developers.
- (b) A *Coaching Assistant* can be trained by a *Senior Coach*
- (c) A *Coach, Advanced Coach and Senior Coach* are trained by a *Coach Developer / Senior Coach Developer*.

SECTION 4 COACH EDUCATION PROGRAMMES

ISAF Technical Courses	L1 – Coach / Assistant Coach (Participation) L2 – Senior Coach (Participation) L3 - Advanced Coach (Participation) / Coach (Performance)
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Outlines of the syllabus for the above courses can be found in Appendix 4.

SECTION 5 COMMUNICATIONS

To maintain a sustainable NTP it is very important for the MNA to maintain effective communication with all stakeholders. Relevant resources should be developed to allow simple communications with;

- Training Venues,
- Venue Managers
- Coaches
- Participants
- Clubs
- Sports Agencies
- NOC
- Funding Organisations
- ISAF

WEBSITE

The MNA website should have profiles of all Accredited *Training Venues* and contact details. There should also be an overview of the National Training Programme and if possible, people profiles and current training stories and achievements. Consider providing a youth focussed section on the website which includes information which will appeal to this age group.

COACH NEWSLETTER

This is the key tool to keep your Coaches informed and involved. It would ideally be published quarterly and would contain updates, news and articles on training and other relevant material. To encourage maximum access to this resource it should be published on the website and emailed to Coaches and Venue Managers.

PRACTICAL WORKSHOPS, SEMINARS AND/OR CONFERENCES

Gathering your NTP training team together to discuss matters of common interest and to deliver core messages can be hugely beneficial and creates the opportunity for presentations from experts and updates in training information. It allows Coaches to share experiences, and demonstrate best practices and the opportunity to socialise, and meet with trade suppliers and test new equipment.

PARTICIPANT DATA AND FOLLOW UP

A National training programme that issues training certificates and qualifications should consider conscientious and effective procedures for managing the collection of data this data. In some countries where the qualifications may be used as part of a licence training programme, this will be mandatory.

Whether or not a legal requirement, the ability to communicate with your participants will be a major asset in developing the growth and maintaining the sustainability for the National Training Programme.

Pro-actively reviewing and collecting feedback from Participants, Coaches and Training Venues will encourage the effective evolution of your National Training Programme. This will allow the NTP to continually meet the requirements of the participants learning sail and the Coaches delivering the tuition.