

APPENDIX 2- TRAINING VENUE OPERATING PROCEDURES

Note 1: Good operating procedures should record normal operating routines in simple language and never set an aspirational standard, which cannot be met. Long operating procedures tend to be ignored. Operating procedures should not interfere with the details of tuition or tell Coaches what to do once afloat beyond an essential operating framework and emergency actions: the outdoor environment is constantly changing and instructors should be trained to decide the detail for themselves.

Note 2: This is an illustrative example for an operating procedure for training in a hypothetical tidal harbour area at a medium sized Venue. IT IS FOR GUIDANCE ONLY. Each individual Training Venue Operating procedures document should be drafted to conform to the operation that it relates to. e.g. a beach master is only normally required with large or multiple groups afloat.

Note 3: Where multihull training is undertaken, the recommendations contained in Appendix 2B that follows in this section of the document, should also be considered and added to the Training Venue Operating Procedures document as appropriate.

Note 4: Where Windsurf training is undertaken, the recommendations contained in Appendix 2C that follows in this section of the document should also be considered and added to the Training Venue Operating Procedures document as appropriate.

Note 5: Where Kiteboard training is undertaken, the recommendations contained in Appendix 2D that follows in this section of the document should also be considered and added to the Training Venue Operating Procedures document as appropriate.

APPENDIX 2.A - Training Venue Operating Procedures for Dinghies

Aim:

To promote enjoyment, competence, safety awareness and development of skill in dinghy sailing.

Training Venue statement on managing safety:

All training activities will be undertaken only after suitable standards are put in place to reduce the risks to acceptable levels (e.g. trained Coaches running training in seaworthy boats with appropriate safety cover)

The Training Venue will organize training according to the local guidance notes for activities in this location. These operating procedures are detailed below.

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General Safety Information:

IF DEALING WITH A SERIOUS ACCIDENT, SEE SECTION ON ACCIDENTS AND INJURIES. THE MAIN FIRST AID KIT IS SITUATED (*insert location*). ALL COACHES WORKING AT (*insert Training Venue name*) HAVE RELEVANT FIRST AID TRAINING.

General:

- Before a participant takes part in any training activities, a registration form must have been completed. This is done on his or her behalf by a parent or guardian if the participant is under 18.
- All Coaches responsible for a group must sign out on each activity before they go afloat and then sign in once they have completed their session.
- All participants must wear appropriate footwear and clothing i.e. wetsuit and wind-proof outer clothing, an effective personal flotation device i.e buoyancy aide, correctly fastened at all times, a hat and sailing gloves.
- Students may not go on the water until given permission by their *Coach* or the specified duty '*Beach Master*.'

Roles and Responsibilities:

The Training Venue Manager is overall responsible for the effective and safe delivery of water based training activity, who delegates day-to-day responsibility as follows:

Position	Name
Chief Senior Coach	S.Wilson
Lead Dinghy Coach	T.Percy

The Venue holds an insurance policy that indemnifies members of the Coaching team from public liability claims arising from training at the Venue and requires all boat owners to have third party legal liability insurance cover to a minimum limit of (*insert amount required in your country*).

Training Venue Manger:

- The Training Venue Manger (TVM) is in overall charge of training activities and is ultimately responsible to the MNA for ensuring that all groups afloat are properly managed and led by appropriately qualified / certified staff. Activities afloat are delegated to the Chief Senior Coach who will supervise the day-to-day training programmes.
- The Training Venue Manger will manage the administration, finance, coach qualification / Certification and training, maintenance, and purchasing activities in support of training activities.
- It is the responsibility of the *Training Venue Manager* to maintain up-to-date records of Coach qualifications / Certification and to arrange updates as necessary.

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Chief Senior Coach:

- The Chief Senior Coach (CSC) has overall responsibility for the session and should manage all activities that take place during the training sessions in accordance with Venue guidelines.
- The CSC should brief each coach before daily training sessions to discuss lesson plans, weather conditions and other safety considerations.
- The CSC may postpone training because of adverse weather conditions or lack of safety cover available.
- The CSC must check that all persons, craft and equipment are accounted for at the end of each session.

Coaches:

- Coaches must be familiar with the procedures detailed in this document.
- Coaches should discuss their plans for sessions with the CSC. Coaches intending to take their group outside the normal working area (*see chart / map of areas on page x*) must seek permission to do so prior to the session. The duty CSC and 'Beach Master' must be told where the group is going and when they intend to return.
- Coaches should check for any existing medical conditions that their participants may have, as indicated on the individual registration forms. If appropriate, they should consult the participant or their parent/s to seek further clarification on any medical condition.
- *Coaches* should brief the helms of their allotted Coach boat(s) and volunteer helpers as to what preparations are necessary for the sessions and what assistance is required.
- *Coaches* should check that sailing boats are rigged properly before going on the water
- *Coaches* should ensure that their group's Coach boat is ready and standing by before requesting the 'Beach Master' to allow their group to launch.
- *Coaches* should watch out for any student becoming too cold, unwell or distressed and should arrange for them to be taken ashore by additional safety cover, if this can be arranged.
- *Coaches* should report any loss and/or damage to boats and other equipment to the CSC.

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- *Coaches* should notify the *CSC* or *Training Venue Manger* as far as possible in advance if they will be unavailable for a training session.

Beach Master:

- It is the responsibility of the '*Beach Master*' to ensure that no boats being sailed by a course participant be launched until cleared by the duty *CSC* and until the *Coach* boat for their group is standing by.
- The '*Beach Master*' should carry out radio checks with all active *Coach* boats and must remain in radio contact at all times while on duty.
- The '*Beach Master*' or an appointed helper must ensure that all boats and participants have returned to the shore at the end of each session

Safety Cover:

Each group under tuition will have its own allocated *Coach* boat or *Coach* boats, which will go afloat before the group and ashore after. The following working ratios will be adhered to as a minimum:

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 boats

When providing recreational sailing sessions, which does not include any formal tuition, at least one *Coach* boat must be allocated to each group, with each *Coach* boat providing cover for no more than 15 dinghies.

Coach boats shall be driven only by persons holding a recognised certification / Qualification or having received relevant training by the *Training Venue* .

Coach boats should normally be manned by at least two persons.

All *Coach* boat crews must wear appropriately fitted buoyancy aids or similar acceptable personal flotation devices. Either the *Coach* boat helm or crew must be able to enter the water if required and so both crew and helm should not wear gas inflatable lifejackets as these are not suitable for use in offering assistance to sailors in need of help.

Safety boats must be equipped with:

- (i) First aid kit in line with local / national requirements.
- (ii) Marine Radio (VHF) / 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

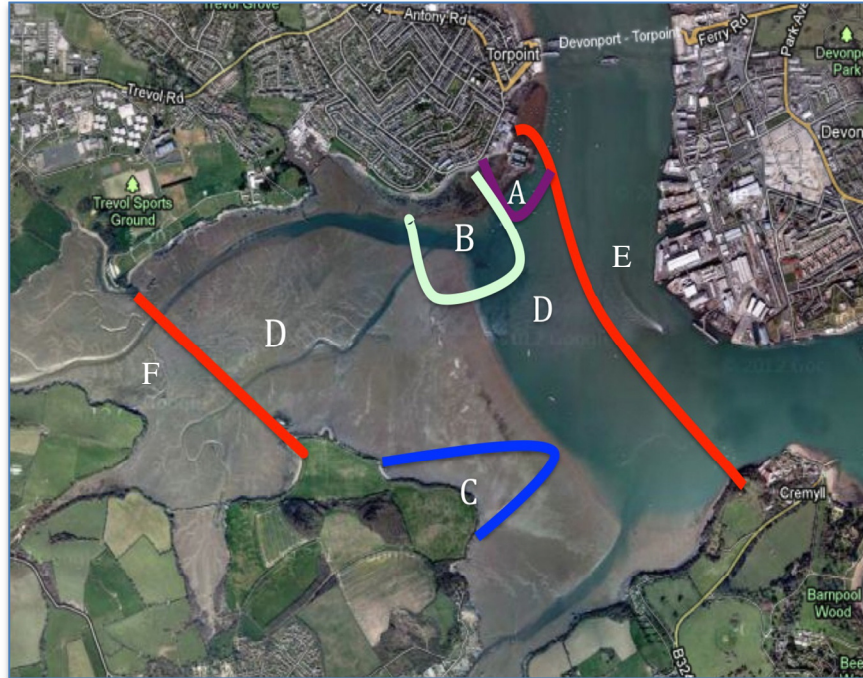
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- (xi) Floating throw line
 - (xii) Air pump
 - (xiii) Selection of spares for training boats (rope, shackles, split rings etc.)
 - (xiv) Suitable tools (shackle key, tape, pliers etc.)
 - (xv) Adequate fuel
 - (xvi) Training marks / buoys for course laying
 - (xvii) Rescue knife (with a blunt end)
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- It is the responsibility of the Coach boat helm to check before setting off that the Coach boat has the correct equipment and sufficient fuel and that everything is in working order. In particular the radio should be checked by communicating with the '*Beach Master*' and *CSC*.
 - Appropriate safety cover must be maintained from start of session until all boats have been safely returned to shore.
 - If weather conditions become extreme the priority is to bring people to safety, leaving boats unattended if necessary. Where possible abandoned boats should be marked with an easily identifiable marker to indicate that the entire crew has been removed from the boat.
 - Boats that are unable to continue because of gear failure or injury / illness to the crew may be towed back to shore. If necessary, boats may once again be left floating (with coloured ties attached) to await recovery later.
 - Coach boats should provide safety surveillance and support for all those afloat, listening for calls for assistance on VHF channel (*insert local VHF channel used vessels*) and watching their area or fleet. They will check that any incident is being dealt with and call for assistance if an incident or collection of incidents is beyond their capability.
 - Breakages and missing equipment must be notified to the *CSC* as soon as possible.

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Working Areas:

The 'Participation' and 'Performance' groups afloat operate within the outlined areas shown on the local map / chart (example below).



The following areas are NOT to be used for any training:

- Area E - The main navigational channel.*
- Area F - The nature reserve.*

These areas may be entered only if deemed necessary by the group *Instructor* for reasons relating to the urgent safety of his / her group.

Sailing Tuition:

- Each group afloat will be under the supervision of a Coach. There may be unqualified helpers assisting a Coach who should be experienced and competent as assessed by the CSC.

The following training-related ratios are to be adhered to:

Crewed dinghies

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

Maximum of 8 students : 1 coach but not more than 4 boats per *Coach* if the coach is not on board i.e 4 boats with 2 students on each.

One-Person dinghies

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

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Communication Afloat:

Communication for management of training sessions afloat will be VHF Radio Channel (*insert channel used*). All Coach boats will be equipped with a fixed or hand held VHF handsets capable of at least channel (*insert local channel*) and CH16. Shore radio will be with the 'Beach Master'. VHF Channels and key telephone numbers are as follows:

All Coaches, 'Beach Master', Training Venue office	Channel (<i>insert channel</i>)
Coastguard	Channel (<i>insert VHF channel and telephone number</i>)

Safeguarding Standards:

The Training Venue adopts the best practice guidance as required by national policy and respects and recognises Safeguarding Standards outlined by UNICEF.

Incidents / Accidents and Injuries:

What to do in the event of a minor accident?

- The injured person should be brought ashore and first aid administered if required.
- The main First Aid kit is kept in the (*insert location*) and Coach boats carry smaller first aid kits.
- The Chief Senior Coach, *Training Venue Manager* and 'Beach Master' hold a full list of people at the venue who have had First Aid training. This list is also displayed in the Training Venue operations manual along with the names and groups of all students and contact numbers for their parents.
- The Chief Senior Coach or *Training Venue Manager* must be informed about any incident or accident, however minor it seems, and details must be entered in the report book kept in the (*insert location*) as soon as possible by the person who dealt with the event.
- Any emergency incidents should take precedence over other communications and activities.
- Any serious incident or developing safety problem is to be promptly reported to the CSC and 'Beach Master'.
- The CSC will assess the situation and if necessary call for outside assistance.

What to do in the event of a serious Incident?

- **Remain calm.**
- If a person is injured on the water and an ambulance is required, the *Coach* boat driver should radio ashore and ask the 'Beach Master' to call the emergency services (*insert number*). Another *Coach* boat should be called if the 'Beach Master' cannot be raised.

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- The '*Beach Master*' or person delegated to call the ambulance should give details of the injury if known and tell the ambulance how to get to (*insert name of Training Venue*) The '*Beach Master*' should inform the duty CSC once the ambulance has been called.
- If the participant is a child the CSC should then attempt to contact the participants parents or next of kin.
- The injured person should be brought ashore by Coach boat if possible for speed.
- The *Coach* should stay on the water with the rest of the group unless they judge that the seriousness of the injury requires him/her to accompany the injured person ashore in the Coach boat. In this case, the *Coach* must leave the group under supervision and with adequate safety cover.
- Medical attention must be sought for any person who has been submerged in the water for any length of time, no matter how short.
- If the injured person is taken to hospital, a parent or adult known to that person should accompany him.
- Everyone should be aware that the *Coach*, the first aider and the other members of the group may be suffering from shock and may also require attention.
- All serious accidents must be reported in full. The *Training Venue Manager* or CSC should prepare the appropriate forms to be completed by the *Coaches*, members of the group and other witnesses, before they leave the Venue.
- Following a serious incident, it may be wise to abandon all remaining training .
- Any media communication should be channelled through one, designated, senior person of the venue in possession of all the known facts and after due consideration.

What to do if a person is missing?

- Determine where and when person last seen. Obtain description of clothing.
- Write down any information that may be useful to the authorities
- Inform the CSC and agree plan of action. Inform parents or next of kin and *Training Venue Manager* as soon as practical.
- CSC to call (*insert name of any relevant national body*) the coastguard and police if a person is not accounted for.