



RYA Affiliated Centre

Operational Procedures

Whenever a cadet session is taking place the operating procedures detailed below **must** be followed at all times.

All Sailing and Powerboat instruction will follow the "Guidance Notes for RYA Centres in the UK" (latest issue 24/01/2018) (see separate operating procedures for PB tuition).

Emergency contact details and medical information will be collected from all participants before any activity is commenced. This information will be available to the lead instructor for that activity.

Before commencing an activity, the Lead Instructor/SI must have obtained an appropriate weather forecast and assessed whether it is safe to proceed with the planned activity.

Numbers of cadets going afloat will be detailed on the Tally Board that will remain in the clubhouse whilst the group are afloat.

All Centre boats will be checked before launching to ensure they are in a seaworthy condition. Where "own boats" are used these must meet the same standard of seaworthiness. Masthead buoyancy should be used on all cadet boats without built-in buoyancy. Students should be instructed to ensure that all sheets are stowed tidily whilst sailing.

All activity will take place within Tollesbury Creek and the Blackwater Estuary. The Blackwater Estuary is Category D water. The Centre does not at present offer tuition for the activities of Keelboats, Windsurfing or Personal Watercraft.

Supervision

All training activities will be supervised as follows:

Activity	Supervised by
Dinghy sailing	Dinghy Senior Instructor

Safety Boat Cover

Safety boats will be manned by at least one experienced helm (ideally RYA qualified safety boat or PB2). All training activities will operate with the following ratios as a minimum:

Activity	Safety Boats	
Dinghies (single handed or crewed)	Up to 6 dinghies	1 safety boat
	7 to 15 dinghies	2 safety boats
	More than 15 dinghies	3 or more safety boats

Tuition

Cadet sailing sessions will be led by an RYA Senior Instructor and supported by a team of experienced dinghy sailors/instructors.

All training activities will operate with the following ratios as a minimum:

Type of craft	Student: Instructor ratio
Crewed dinghies	3:1 for beginners with instructor onboard Maximum 9:1 but not more than 6 boats per instructor
Single handed dinghies	6:1 (applies only whilst boats are used as single-handers)
Powerboats	3:1 for levels 1 and 2

Health and Safety

All participants must be checked to ensure suitable clothing is worn for the activity.

All participants must wear a buoyancy aid of minimum 50 Newton standard and be in good condition.

In hot weather participants should be encouraged to apply sun cream and supplies of water must be available.

All participants must collect their designated tally (numbered elastic band) from the board before leaving the club boatyard and place it on their wrist.

Students must be supervised whilst moving around the boat yard due to the nature of physical risks present in this environment. Parents/carers are responsible for ensuring safe supervision of their children at all times when in the boat yard and walking dinghies to the hard for launching.

Parents not going afloat must ensure that they or a named representative is present on the club premises while a child is launched and while they are afloat. They may go away from the club provided that they remain within 10 minutes of it and carry a mobile phone.

On return to the club the cadet must immediately place their tally back on the board, and check with their instructor that the activity is finished before being released to a parent.

Launching

Before going afloat groups should be briefed regarding the activity to be undertaken.

Where children are involved in an activity there must be adult supervision between the club boatyard and the Hard. A constant lookout must be maintained for vehicles using the road.

No dinghy must launch until a safety boat is in attendance off the Hard.

Capsize and Inversion

The safety craft should respond to an unintentional capsize immediately and reassure the crew. The safety boat shall stay on station and be ready to aid with the recovery of the craft. If the coxswain of the safety boat deems it necessary they should lift the crew of the capsized boat into the safety boat and take them ashore, marking the capsized vessel appropriately. The senior instructor should then be notified of their actions.

Should a craft invert, the crew or safety boat crew should under no circumstances stay under, swim under or return under an inverted hull. The quickest way to free anyone trapped is to right the dinghy, so the hull should be brought into the 90 degree capsized position (eg. using leverage on the centerboard or stern quarter) where an acceptable method of recovery should be initiated.

Students shall be taught the appropriate capsise drills as recommended by the RYA.

Safety Boats

Safety boats will be manned by at least one experienced helm (ideally RYA qualified safety boat or PB2).

Kill cords **must** be worn at all times when the engine is running.

Those in charge of a safety boat should check each boat contains the following kit as a minimum:

- Paddle or oars
- Bucket or bailer
- Bridle secured to suitable strong points
- Towline
- Spare starting cord and minimal tool kit Survival bag or thermal protective aid
Waterproof first aid kit
- Anchor for safety boat and any towed craft
- Chain and warp as appropriate
- Distress flares
- Sharp knife, preferably serrated
- Spare kill cord
- Safety boats must not stand down until all sailing craft have been recovered to the Hard.

Accidents and/or Incidents

All accidents to any participant must be recorded in the accident report book located in the Galley.

Any problems or faults with club dinghies or powerboats must be noted in the maintenance logbook located in the boat store

Should a major incident or emergency occur, either afloat or on shore, the first priority is to ensure the safety of all participants and instructors.

Should the incident or emergency involve dealing with the Emergency Services (Police, Coastguard, Ambulance, Fire) ensure everyone obeys and acts on instructions issued by relevant authority.

See the separate procedure notes for dealing with the aftermath of a serious incident or emergency.

Near Misses

All events that could have caused accident or injury must be recorded on the separate sheet in the accident report book located in the Galley. Such incidents should be notified to the Principal for review and lessons learned for appropriate action to avoid reoccurrence.

Insurance Cover

Members using their own or hired boats do so entirely at their own risk and must demonstrate that they have public liability insurance cover.