



Llandegfedd Sailing Club

Standard Operating Procedures Updated May 2019

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0.1 Version History

| VERSION | DESCRIPTION | AUTHOR | DATE |
|-----------|--|---------------------------|--------------|
| 2013 | Club Approved and RYA inspected RTC Standard Operating Procedures | Alan Bolton | 2013 |
| 2015_V1 | Updates with new RYA guidance | Sarah Green | Jan 2015 |
| 2015_V2-3 | Updates after reviews | Sarah Green | Jan 2015 |
| 2015_V4-5 | Incorporating EAP | Andy Howard | Feb 2015 |
| 2015_V6 | After review and incorporating Child Protection | Andy Howard | Feb 2015 |
| 2015_V7 | Reworked Management sections and intro | Sarah Green | Feb 2015 |
| 2015_V8 | Reworked Appendices | Andy Howard | March 2015 |
| 2015_V9 | Reviewed, Updated, collated | Sarah Green/AJH | 22 May 2015 |
| 2015_V10 | Typos corrected | Andy Howard | 31 May 2015 |
| 2015_V11 | RYA course outlines appendix added | Andy Howard | 5 June 2015 |
| 2015_V12 | RYA appendix updated, signatures added | Andy Howard | 19 June 2015 |
| 2016-V20 | Chief Instructor responsibilities clarified. Appendices updated to 2016 versions. DCWW Phone numbers updated. | Andy Howard | April 2016 |
| 2016-V21 | Minor corrections made. Course outlines added for L3, Seamanship and Spinnakers. Instructors' signatures were in App15, removed. | Andy Howard | April 2016 |
| 2016 V22 | Course outlines added for Junior Stages 2 and 3 | Andy Howard | May 2016 |
| 2017 V23 | Annual review and update, Radio procedure updated and new hazard added | Andy Howard | June 2017 |
| 2019 V24 | List of Instructors updated, Advanced course & Junior Stage 4 outlines added and updated. Training Room details updated | Sarah Green & Andy Howard | May 2019 |
| 2019 V25 | Wet room substituted for Training room as it is general purpose. Racing Course outlines added | Andy Howard | June 2019 |

0.2 Approvers

| NAME | ROLE | DATE |
|---------------|-----------|------------|
| Dave Green | Commodore | April 2013 |
| Neil Sharratt | Commodore | May 2015 |
| Sarah Green | Principal | June 2016 |
| | | |

1. FOREWORD

Llandegfedd Sailing Club is a volunteer run organisation that provides a number of typical inland sailing club activities

- Dinghy Racing
- Dinghy Training
- Dinghy Coaching
- Powerboat Training
- Social activities

Llandegfedd Sailing Club is keen to support training and coaching as a vital part of its activities. LLSC has been an RYA accredited Training Centre for many years. Our Recognition number is T4588. All staff including the Principal are volunteers. The Principal is elected by the membership.

Training is for members only. The purpose of training is to

- TA1 To improve the standard of sailing and racing within the club
- TA2 To secure the future of the club by attracting new adult and junior members- Junior Beginners, Parents sailing with Juniors, Junior Race Coaching
- TA3 To get more members racing and to strengthen the Club racing fleets - Laser Coaching, Asymmetric Training
- TA4 To provide the stepping stones for entry to the regional and national squads- Junior Race Coaching/ Junior Race Support Officer
- TA5 To get more people sailing more often.
- TA6 To increase the skills and qualifications of those delivering training - Encourage and subsidize members to attend courses and gain RYA Qualifications as SI, PB2I, DI, RI, FA, PB2's, RO.

The key watch words for the training centre are

SAFETY, RESPECT, GOOD TEACHING, CHALLENGE, FUN.

2. INTRODUCTION

These Standard Operating Procedures are designed to ensure that all instructors, assistant instructors and Club members are conversant with the Club's operating and safety policies when involved with the training activities of the Club. The Principal, Chief Instructor, Senior Instructors will review this document annually *or at any time due to any exceptional requirement* and post any revisions in section 0.1 and via the Membership email.

Before commencing any training activity on behalf of the Club, all instructors should be fully familiar with and able to implement the relevant safety guidelines within this document and those as laid down by the RYA as appropriate.

2.1 Non LLSC RTC sailing activities

These standard Operating Procedures only cover the training and coaching activities. It should be noted that club members may sail at any time when DCWW make the reservoir open to visitors, which is currently from 0900 to 5pm, 7 days per week and until 8pm on Wednesdays and Thursdays, in summer. At times when the sailing club is not active, with an LLSC Safety Boat on the water, sailing is fully covered by DCWW rules and safety facilities.

2.2 Disability sailing

Although Llandegfedd Sailing Club has no specially adapted boats for the disabled, we are able to accommodate some disabilities but this is subject to assessment of the capacity of the individual to safely participate in the courses and the courses chosen to be suitable for the individual. Llandegfedd Watersports has some Sailability boats and lifting equipment and a pontoon.

2.3 Llandegfedd SC boat fleet

The Club has a small fleet of dinghies and powerboats suitable for junior, youth and adult tuition. At times, club members' boats are also used if suitable. Before use these boats will be checked to ensure that they meet the RYA RTC standards and are seaworthy and safe.

3. MANAGEMENT AND OPERATION OF THE RTC

3.1 Training and Awards

The Training Centre offers training and awards as below:

3.1.1 Sailing

- RYA Dinghy Level 1, Start Sailing
- RYA Dinghy Level 2, Basic Skills
- RYA Dinghy Level 3, Better Sailing, Seamanship skills, Start Racing, and Sailing with Spinnakers.
- RYA Youth Stage 1,2,3,4.
- Race Coaching

3.1.2 Power boat

- RYA Powerboat Level 1 and
- RYA Powerboat 2 (including PB2 Assessments)
- Safety Boat

3.2 Qualifications

Llandegfedd Sailing Club is committed to providing high quality training. All staff, instructors and assistant instructors must be suitably qualified. A list of RYA qualified Instructors and Coaches is contained in APPENDIX 15

3.3 Roles and Responsibilities

3.3.1 The Principal

The Principal is in charge of the Training Centre. Overall and final responsibility for safety and standards of training rests with the Principal. In matters of policy and resources the Principal works with the Commodore and the General Committee to ensure that the club satisfies the requirements of the RYA and in the annual inspection to maintain RTC recognition.

- The Principal with the approval of the General Committee may appoint other Senior Instructors or another Senior Instructor to be Chief Instructor.
- The Principal will ensure that time is set aside for their briefing, familiarisation with the SOPs and any revisions that become necessary.
- The Principal may, with the approval of the General Committee, appoint suitably qualified Instructors and Assistant Instructors.
- The Principal will ensure that suitably qualified instructors and other staff are available for the courses.

- The Principal will inform the Child Protection Officer of the Instructors, AIs, volunteers so that they can be familiarised with the Clubs Child Protection Policy, the Guide to Good Practice, and sign a self declaration form or apply for a DBC.
- The Principal will ensure that new instructors, AIs and volunteers are familiar with the site specific operating procedures by providing the documents for reading and if required being available to discuss. New instructors, AIs and volunteers may be required to shadow the SI, I, AIs or other experienced volunteers. If they do so they will be counted in the ratios as AIs or volunteers respectively.
- The Principal will update the training of the returning instructors, AIs, volunteers at Training Committee Meetings or at other times as necessary.
- The Principal, or if one is appointed the Chief Instructor has the day to day responsibility for the running of the courses, standards of training, equipment maintenance and well being of the instructors, students and volunteers.
- The Principal will appoint an SI to be in charge of each dinghy sailing course.
- The Power Boat courses will be led by a Power boat Instructor appointed by the Principal.

3.3.2 Chief Instructor

The Chief Instructor (if a separate person is appointed) will have the day to day responsibility for;

- the running of the courses
- standards of training
- equipment maintenance
- well-being of the instructors, students and volunteers
- issuing and signing RYA certificates in the discipline in which they have qualifications.

3.3.3 Senior Instructors

A Senior Instructor will be present at all training events and will be accountable for their safe conduct and successful outcome. (Occasionally an instructor whom the Principal is satisfied has sufficient competence may be appointed to run a single session.)

The Power Boat Courses will be led by a Power Boat Instructor.

3.3.3.1 Safety

The over-riding responsibility of the SI and other training staff is the safety of the trainees and of themselves and other users of the reservoir.

If the conditions encountered, the composition of the group or the equipment available give sufficient cause for concern that the safety of the group cannot be assured, for the planned activities then alternative activities probably in the Wet Room should be undertaken. However if the site becomes unsafe all activities should be postponed and rearranged.

No personnel or trainees shall be under the influence of alcohol, drugs or medication that affects their physical abilities or judgement.

Instructors / trainees shall inform the Principal/SI if they are unwell / become unwell so they cannot complete a session.

No smoking is allowed at the Training Centre.

DCWW rules prohibit swimming in the reservoir.

RYA Ratios for safety boats are;

- 1-6 dinghies 1 safety boat
- 7-15 dinghies 2 safety boats
- For further information see APPENDIX 16 and the RYA Training website

3.3.3.2 Instructor Ratio

The SI will ensure that there are sufficient instructors, AIs, volunteers to carry out the training sessions. RYA Ratios for sailing tuition are;

Dinghy sailing

- Level 1 Double-handed 1:3 (I/AI : trainees)
- Level ½ Single-handed 1:6 (However juniors may need 1:3 or lower depending on confidence and conditions)
- Level 2 Double-handed 1:3 (Until the trainees are confident sailing without an instructor aboard)
- Level 2 Double-handed 1:6 (Once trainees confident sailing without an instructor aboard)

For further information see APPENDIX 16 and the RYA Training website

3.3.3.3 The weather

The SI will:

Be responsible for deciding if conditions for the planned activities are suitable for the trainee group taking into account their level of experience, instructors and equipment available.

Ensure that Instructors and trainees are suitably clothed. Special consideration shall be given to clothing in cold weather when the water temperature is below 12°C and to clothing and sun protection in hot weather. Wet suits, dry suits, or other modern specialist dinghy clothing may be needed.

Make contingency plans in the event that the planned activities cannot take place e.g. insufficient wind or too much.

3.3.3.4 Equipment

The SI will ensure:

- That all safety equipment is checked and conforms to the standards required of the RYA, and that power boats are available in sufficient numbers to meet the standard ratios advised by the RYA and are manned by suitably qualified drivers.
- That the following items are carried by Instructors on each session, should include:
 - Serrated bladed knife
 - Whistle
 - Length of cordage/tape
- That the sailing craft to be used for training are in good condition and are available in sufficient numbers to match the number of trainees.
- That the radios are in good working order.

3.3.3.5 Local Conditions

The SI will be responsible for liaising with the DCWW, staff advising of planned training sessions and ensuring that there is co-operation with other users and other activities on the water particularly fishing competitions. The SI will also ensure that activities will take place within the Sailing Area and that instructors are briefed on this.

3.4 Specific Responsibilities in Summary

Specific responsibilities of the **Senior Instructor** include:

- Working within the site specific DCWW rules, LLSC Health & Safety policy, LLSC Child Protection Policy, the RYA Instructor Code of Conduct and these SOPS. Therefore SIs shall sign to confirm that they have read and understood the documents and can conform to their requirements.
- Allocation of boats and equipment

- Selecting sailing / operating areas
- Briefing staff
- Monitoring activities, staff and trainees - safety, wellbeing and progress
- Safety cover
- Notifying Rangers (where appropriate)
- Debriefing staff
- Risk Assessment
- Equipment returned / Maintained
- Ensuring that all containers, cupboards and Key Safes are locked at the end of sessions
- General administration in conjunction with the Principal/Training Co-ordinator

Specific responsibilities for **Instructors** include:

- To work within the site specific DCWW rules, the club's Health & Safety Policy and Child Protection Policy, these SOPS and the RYA Instructor Code of Conduct. Therefore Instructors and AIs shall sign to confirm that they have read and understood the documents and can conform to their requirements.
- Attend site of activity in sufficient time to prepare for the sessions.
- Attend Staff briefing
- Wear appropriate clothing for the planned activity
- Carry out allocated duties in a professional manner
- Check that participants are correctly dressed for the activity and are wearing appropriate safety equipment correctly
- Supervise participants in correct safety, handling, launching and recovery procedures and at all times encourage a sense of responsibility to others and in the use of the Sailing Club's equipment.
- If asked to work directly with SI, other Instructors, AIs, volunteers, will work as a team, to deliver the planned activity.
- If given own group, prepare a suitable session plan bearing in mind the age and experience.
- To constantly monitor the well being of the trainees and if necessary stop or adapt sessions so that trainees are challenged and responsive but not unduly stressed or exhausted.

Specific responsibilities for **volunteers**

- Attend site of activity at agreed time
- Attend staff briefing
- Wear appropriate clothing for the planned activity
- Carry out agreed duties in a responsible manner
- To follow the instructions and guidance of the SI and Instructors
- To seek further guidance from the SI/I if uncertain of how to carry out any task allocated

A code of conduct for Instructors, Parents and Participants may be found at APPENDIX 6 and the RYA code for Instructors at APPENDIX 7

3.5 Areas of Operation

Llandegfedd reservoir is designated as a 'Site of Special Scientific Interest' with particular reference to its large and varied population of waterfowl. All staff and trainees must respect the well-being of the wild-life when on the shore and on the water.

The Reservoir area is owned by Dwr Cymru/Welsh Water, and is now open to the general public. The Sailing Club cannot therefore accept any liability for items lost or stolen.

3.5.1 Sailing Area

The sailing area is shown as the shaded area of the map APPENDIX 9. Only in extenuating circumstances should boats sail in the prohibited areas e.g. kit failure, personal injury. DCWW rules state;

- No sailing is permitted within 200yards of the dam wall (south of the rescue boat mooring).
- The filtration tower is included in the prohibited area.
- In addition, that sailing boats keep clear of boats engaged in fishing by a minimum of 30 yards and by 50 yards from bank fishing areas to avoid casting lines and disturbance.
- No sailing in Doctor's Bay, Sor Bay, Green Pool, the Inlet or Bill Smith's Bay.
- No landing, except in emergencies, anywhere other than the bay in front of the Watersports Centre.
- The Hazards are;
 - Dam wall
 - Filtration Tower
 - The large water mixer west of Buoys #1 and A
 - Fish Farm
 - Trees and bushes around the edge of the reservoir
 - Rangers pontoons and aquadocs
 - Pontoon in front of Watersports Centre
 - Shallow spit on edge of bay (when water level is low)
 - Unexpected deep water to sides of some slipways (when water is low)
 - Moorings/Racing Marks
 - Fishing boats and lines
 - Bank fishing lines may extend 50 yards.
 - Occasional algal blooms - DCWW to monitor and inform LLSC if necessary of the hazards
 - Bird Faeces from swans and geese making the launching ramps slippery

3.5.2 Waterfront / Slipway / Beach / Boat Park areas

It is a requirement that safe practices are observed on the slipways and that the roadway leading to the slipways is not blocked by boats being rigged for sailing. This area often has members of the general public who will be unaware of the hazards of rigged dinghies

SI/Instructors will manage the boats on the slipway/rigging area and berthing areas and instruct trainees in safe practices and to ensure that the instructions are followed.

Trainees should be warned of the deep water next to some of the slipways when the water level has dropped a few meters.

3.5.3 Watersports Centre

Changing Rooms / Toilets

Facilities are provided by Welsh Water. It is the responsibility of everyone using the facilities to behave sensibly in the changing rooms taking into account the well-being and safety of other users. Parents are responsible for the behaviour and supervision of their children in the changing rooms/toilets.

Instructors and volunteers are asked to try not to use the changing rooms at the same time as Juniors and especially if there are no other adults there. Note however, that LLSC has no control over access to members of the public or other Watersports users in the changing rooms.

No mobile phones or other electronic devices are to be used in the changing rooms or toilets.

This area is shared with other users and may be accessible by the public. No valuables should be left in the changing rooms (unless in secure lockers)

Upstairs Room

This is a shared room and there could be other users or indeed other organisation's courses present. This area should be used only after checking with the Principal or SI. This area is shared with other users and may be accessible by the public. No valuables should be left in the Wet Rooms.

Galley and Galley Cupboard

LLSC has a cupboard with tea, coffee and mugs. Keys are held in the Key Safe.

Wet Room (formerly the Garage)

This contains sailing equipment, Key safe, Radio cupboard. This now has some tables and chairs. There is also tea and coffee facilities, and a micro wave, fridge and a heater. Care needs to be taken to ensure the sailing equipment is safely stored.

Marks

Red training marks, anchors and warps should be stored neatly when not in use in the cupboard on the Rangers Pontoon.

3.5.4 Container/Boat Barn

The boat barn is yet to be built. Until then, LLSC still has to operate out of a pair of containers on the "middle level" road behind the Watersports Centre. Trainees should not enter these unless specifically requested to by SI or Instructors. If any of the patrol boats is parked in a container, special care to keep people clear should be taken when inserting or removing the RIB from the container, and when towing, launching or recovering.

3.5.5 Dinghy Park storage

A small locked cupboard is located in the dinghy park. It contains helmets and equipment to rig the Toppers. This should be locked at the end of all training sessions and the keys returned to the Key Safe. Store the Laser foil bags and 2000 rudders in the Wet Room (formerly the garage).

3.6 Participant Clothing

Personal protective clothing, which is appropriate to the activity, should always be worn.

Advice is given on the Club Website and on the Course information provided, and by Instructors. Instructors shall not allow anyone whom they consider not wearing the appropriate clothing to take part in any activity.

Instructors shall monitor the well being of trainees and shall modify or stop activities if participants clothing becomes inadequate.

Additional clothing or safety equipment to cope with sudden changes in the weather or conditions should always be carried.

3.6.1 Personal Buoyancy

A minimum of 50 Newton's or equivalent must worn at all times when on the water. Buoyancy Aids are made available to all trainees, and it is the responsibility of the instructors to choose suitable buoyancy aids and to ensure a correct fit for the trainees. Instructors should check that buoyancy aids are being worn correctly before trainees go on the water.

3.6.2 Footwear

Dinghy boots are not mandatory, but trainees are advised to wear suitable soft footwear e.g. trainers to afford good grip and to avoid boat damage.

3.6.3 Helmets

All children below 14 years of age are required to wear helmets whilst they are beginners. Above 14, it is up to the individual to choose whether or not to use a helmet.

3.6.4 Cold and Hot Weather Clothing

Special consideration shall be given to clothing in cold weather when the water temperature is below 12 C and to clothing and sun protection in hot weather. Wet suits, dry suits, or other modern specialist dinghy clothing may be needed. Long trousers and long sleeved shirts, sun screen, sunhats, and sunglasses may be needed in hot weather.

A wetsuit or dry-suit must be worn when the water temperature is below 12° C

Wet suits are not available within the Club, but can be hired from Llandegfedd Watersports.

Dry suits are not available within the Club, but any trainee in possession of same will be advised of the suitability/need of wearing it.

3.7 Maintenance of Equipment

All equipment including dinghies and powerboats is checked on a regular basis and before use on each session. It is the responsibility of all instructors to report any defective/damaged equipment in the repair book. The SI/Bosun will arrange/ undertake repairs at the earliest opportunity, in the meantime a “do not use / Unserviceable” sign should be put on the defective equipment and if possible removed to a storage area until repaired. Defective equipment must not be used.

3.8 UHF Radios

A 2 way radio must be employed when afloat. Channel 3 is used to communicate with the Club's other radios. The club has 4 handheld VHF radios, which should be put in aqua pacs when used afloat. The OD hut and committee boat now have fixed UHF Radios. See the Radio Procedures in APPENDIX 2.

DCWW and Llandegfedd Watersports have monitoring stations which can hear all transmissions. Llandegfedd Watersports uses Channel 2 when afloat.

It is the SI's responsibility to see that the equipment is available and serviceable for Training Sessions.

It is the instructor's responsibility to ensure all the necessary equipment is carried and used before any session commences. In sessions, mobile phones may be used if the radios are not working or stop working when on the water.

The Radio Operating Procedure is in APPENDIX 2

4. WORKING WITH YOUNG PEOPLE UNDER 18

Safety, respect, good teaching, challenge and fun should be the key watch words. If these things are present it is highly likely that every session protects the welfare of children, parents, instructors and volunteers and allows all to participate in our sport.

In line with RYA policy to make sure that best practice is followed Llandegfedd Sailing Club has a Child Protection Policy, a Child Protection Officer (CPO) and procedures to further ensure the welfare of children and vulnerable adults. See APPENDIX 3

All staff shall familiarise themselves with LLSC Child Protection Policy and follow the Good Practice Guide.

All staff over 18 shall sign a self declaration form and if requested by the Principal or the CPO complete a Disclosure and Barring Application.

Juniors under 13 must be signed in and out for each session, by their parents, who must leave an emergency number and stay on site during all activities. Parents are also responsible for supervising their children in the changing rooms.

Juniors 13-16 must sign in and out for each session, and must leave an emergency number. Parents may go off site but must collect their children on time.

Juniors 16-18 may sign themselves in and out each session provided their parents/guardians have previously given permission for them to attend on the application form. They must give an emergency number for their parents/guardian.

Special care must be taken at all times to ensure that the sessions and tasks are suitable for their age, abilities and experience.

Appropriate supervision, guidance, motivation and praise must be given to ensure that Juniors are 'on task' and work positively to improve skills and carry out necessary tasks.

5. FIRST AID AND ACCIDENT PROCEDURES

5.1 First Aid

- All instructors must hold a current first aid certificate
- A list of the First Aiders and DCWW Rangers Contact is on the club notice board outside the Watersports Office for reference in an emergency
- All instructors when working from a safety boat are responsible for ensuring that a First Aid kit is available on the boat.
- All instructors and safety crews must be aware of the dangers of contracting disease from spilt bodily fluids, especially Hepatitis and HIV. Staff should where possible wear protection (such as gloves) against bodily fluids.
- First Aid kits are available at
 - Each LLSC Safety Boat
 - In the cupboard in the Wet Room
 - In the Llandegfedd Watersports reception
 - In the Visitors Centre – ask the Rangers (who also have a defibrillator)

5.2 Fire in Watersports Centre

The SI/I will be responsible for ensuring the compliance of all involved in training follow the procedures required by DCWW. In addition the SI/I will use the signing in sheet to ensure that all juniors are accounted for

5.3 Accident Procedures

As soon as any incident accident or injury is notified to an instructor, the instructor shall take action to **STOP** the incident, **PREVENT** the injury becoming worse and to **AID** the recovery of any casualty.

The incident should be assessed and dealt with according to the severity of it

- Minor Incident
- More Serious Incident that can be handled easily
- An Major Emergency that imposes a risk to the health or safety of an individual

5.3.1 Minor Incident

The Instructor shall, if the incident is sufficiently minor, deal with it himself immediately without assistance, while still looking after the safety of the group.

After immediate First Aid, the casualty may resume activity if fit, or be evacuated to the shore and supervised.

Parents should be informed and advised of nature of incident and injury immediately / or at the end of the session. Juniors may be handed over to their parents if present on site, who will sign them out. Parents of 13-16s and 16-18s who are off site may be contacted using their emergency number and may collect their children early and sign them out.

5.3.2 More Serious Incident

The Instructor/safety crew/volunteer shall summon assistance of another safety crew/Instructor or SI and if they can deal with it immediately without further assistance while looking after the safety of the rest of the group/groups they should do so. The other members of the group shall be assured that all is being done for the casualty.

The Instructor/safety crew/volunteer shall summon assistance from other safety boats or DCWW if required.

After immediate First Aid, the casualty should be evacuated to the shore and supervised.

Parents should be informed and advised of nature of incident and injury immediately/or at the end of the session. Juniors may be handed over to their parents if present on site, who will sign them out. Parents of 13-16's and 16-18s who are offsite may be contacted using their emergency number and may collect their children early and sign them out.

5.3.3 Major Emergency

If the incident is more serious the Instructors / Senior Instructor should go to the Emergency Action Plan. See APPENDIX 1

5.3.4 All Accidents or Incidents

All incidents, accidents and emergencies are to be logged in the Club Accident Book. Any NEAR MISSES i.e. any incident that causes concern because it could result in injury if it happened again should be reported to the SI in the debrief and discussed. The SI will then enter the event into the Club Near Miss Book. If the instructor is unable to discuss the matter with the SI he should enter the event into the Near Miss Book and then as soon as practical inform the SI. The Accident and Near Miss Book are located in the Wet Room.

5.4 Emergency Action Plan

See APPENDIX 1

6. POWERBOAT USE

All powerboat drivers must be qualified to powerboat level 2. All powerboats must be used with kill-cords, which are attached to the driver and kill switch.

6.1 Petrol

Petrol for the safety boats is stored in the DCWW Petrol Store by the main gate. Care is to be taken when fuelling boats to avoid spillages. An appropriate funnel should be used. A spillage kit is kept within the Wet Room.

6.2 Mandatory User Checks

- Check the internal or external tanks to ensure adequate fuel for the sessions is available
- Check fuel lines for leaks and damage
- Check the external fuel tank is tied in (if used)
- Check propeller for security and damage
- Check all controls are working satisfactorily
- Check hull and for damage
- Check rib sponsons are correctly inflated (pump is available in garage)
- Check that the safety pack is taken afloat.

- Check the bungs are present and secure
- Check that warps, anchor, paddle, and tow-lines are present.

6.3 Launching and recovery of Powerboats

The SI will supervise the launching/recovery of the safety boats or appoint an Instructor / Assistant Instructor / experienced volunteer / club member to do so.

The following extra precautions should be taken with trainees present.

- Extra vigilance to see the slips and roadways are clear before moving the boats.
- Extra vigilance to see that no people are behind the Power Boat as it goes down the slips.
- Extra care to see that adequate manpower is used and that the team understands and follows the directions of the person in charge.
- Ideally any small, young juniors will be in a briefing or debriefing away from the slips and roadways.
- Buoyancy aids to be worn before going on to the pontoon to work on or launch power boats from the aquadocs.
- Juniors should not be on board during launch or the drive on to the aquadocs without good reason.

6.4 Engine starting

- Ensure there is adequate depth of water to lower the engine before starting.
- Insert the kill-cord and switch to "on".
- Check the engine is in neutral.
- Start engine using key or pull cord, adjusting choke and fast idle settings if appropriate.
- Look for the water expulsion 'tell-tale' from the engine. If no tell tale after a few seconds or if it is weak stop the engine and do not use until serviced or repaired.
- If the engine jumps into gear upon starting do not use until serviced or repaired

6.5 Driving the powerboats

- Keeping a good lookout is key for safety.
- Hazards should be given a wide berth.
- **Kill cords are to be used at all times when the engine is running.**
- No joy rides to be given.
- Passengers may be taken for specific training purposes e.g. transferring between dinghies, to view demos.
- If passengers are taken, full instructions as to seating and holding on and warnings of changes in direction shall be given.
- Care must be taken not to compromise safety if the powerboat is being used to give safety cover.
- **Drivers must be constantly aware of the potential of injuries that the propeller can cause to people in the water and people that fall overboard from powerboats.**
- **Engines are to be stopped immediately anyone falls overboard or if anyone is in the water in the near vicinity of the powerboat or when attempting to pick up persons in the water.**
- Speed should always be appropriate. High speed and waves can cause back injuries.
- Care must be taken to limit damage and disturbance by wash in enclosed areas. No planing is allowed in the confines of the bay.
- Ensure wake is at minimum while passing moored boats, sailing boats, pontoons and fishermen.
- Every driver has a responsibility to avoid damage to propellers, engines and boats wherever possible.

6.6 Safety Boat Emergency Kit

Safety boats must carry emergency kit appropriate to the RYA requirements:

- Paddle
- Bucket/bailer
- Bridle
- Towline
- Throwline
- Minimal toolkit
- Thermal protective aid
- First Aid kit
- Anchor and warp
- Sharp knife.
- Radio
- Whistle
- "Crew Safe" tape
- Spare Kill Cord

The Safety Boats should also have the following information cards:

- Map of Sailing Area and Hazards
- How to use the Radios/contact the Rangers
- Safety Boat Emergency Action Procedure
- Equipment check list
- Notice to use the Kill Cords

7. COURSE MANAGEMENT: DINGHY TRAINING

Advice on the content and coverage of the courses is advertised via the Llandegfedd Sailing Club Web site at www.llandegfedd.org.uk. See the Training section

7.1 Recruitment and Administration

The Principal is responsible for taking bookings for the training courses, and will discuss by email/phone with potential trainees (or their parents if they are juniors) to give them the course information and to check on their health and previous experience before accepting their applications. All applicants must be members of the club and have paid the appropriate membership fee. (The Principal may appoint a Training Co-ordinator to manage recruitment.)

The Child Protection Officer is responsible for the Child Protection Policy advising training staff and parents of junior trainees of their responsibilities.

The club membership forms, course application forms and medical forms/health declaration forms, course information, course outlines, location map, (APPENDIX 9) and feedback forms (See APPENDIX 12) are available on the clubs website www.llandegfedd.org.uk as is the email principal@llandegfedd.org.uk and training@llandegfedd.org.uk. There is complaints procedure and a complaint form on the club web site under "Training". See APPENDIX 13

Trainees will have to fill in

- A Club Application form (if not already a member)
- A Course Application and Medical Disclosure Form including an acceptance of the risks. See APPENDIX 10 or APPENDIX 11 (This may be done on WebCollect)

During the course, the Principal will ensure that adequate records are kept:

- A register will be kept of attendance on the course, and the success or otherwise
- Records will be retained and certificates will be recorded in accordance with RYA prescriptions.

7.1.1 Taster Sessions open to the public

At the discretion of the Club, in conjunction with the Principal, the processes for “Taster Sessions” may be relaxed. However, members of the public undertaking these sessions should provide their name and be given a Risk Statement and opportunity to advise of any medical conditions that could be relevant.

7.2 Induction

All trainees are expected to attend an initial induction session that outlines the basic local rules, familiarisation of the club and its facilities/equipment, safety requirements and the format of the training course. Each participant is issued with the appropriate RYA publication. The course will follow the RYA syllabus and format although the order of tuition may vary at the discretion of the SI depending on weather conditions.

7.3 General Principles

The decision to carry out an activity rests with the Senior Instructor. It is the responsibility of the SI on site to decide upon a suitable location for an activity taking into account other water users. See APPENDIX 8

7.4 Before Going Afloat

The SI and Instructors will set a logical sailing area for the prevailing weather, and taking into consideration other water based activities on the day e.g. fishing competitions. The evacuation of sailors to safety without compromising the safety of other participants must be thought through.

The SI should ensure the following:

- Instructors/AIs/volunteers should be briefed before the trainees arrive.
- Communication systems are set up and tested
- All staff and participants are adequately dressed, including personal protective clothing.
- All staff and participants are wearing a suitable and correctly fitted buoyancy aid.
- Trainees have been briefed
- The safety boat must be afloat before allowing sailors to launch.

7.5 Instructors, Assistant Instructors, Volunteers Briefing

The SI will cover

- Weather forecast
- Trainees expected number age experience
- Session aim/objective
- Allocation of Instructors/AI/Volunteers duties/Trainees/Boats
- Timings
- Signals/Radios – See APPENDIX 2
- Safety Cover
- Area of Operation/hazards/precautions
- The management of the headcount / number of boats.

7.6 Arrival / Signing on

The SI / I shall meet trainees upon their arrival. The parents of juniors shall supervise their children changing if required and then sign them in. Adults and Youths aged 13 - 18 shall sign themselves in giving an emergency contact number. The trainees will be gathered together or supervised in tasks to make ready for activities.

7.6.1 Trainees' Briefing

The trainees should be briefed before going afloat or before starting a land-based session as follows

- Aims and objectives given
- How to do it, explanation /demo
- Where to sail
- Stay with the group
- Tell the safety boat/instructor if want to go ashore.
- Signals to be used See APPENDIX 2
- What to do in an emergency, e.g. hove to, stay with the boat
- Wind direction strength and weather
- Hazards identified and precautions taken
- Clothing, rigging, launching, gathering instructions
- Timing and return to shore, beaching instructions.

7.7 Rigging

Each dinghy should be given a thorough check by the coach or instructor to ensure that it is suitably and safely rigged before going afloat. **Don't forget the bungs!!!!** Beginners should be supervised and instructed in techniques to avoid personal injury.

7.8 Launching

Boats may only be launched and brought ashore at the slipways near the dinghy park and Watersports Centre. No boats should be launched until the safety boat is on the water and the SI/Instructor gives permission. Instructors are to check each trainee is suitably dressed, wearing a suitable buoyancy aid which is correctly fastened. Instructors are to check each boat and supervise launching. Instructors to train trainees in teamwork and buddy system to ensure safe and seamanlike launching and to ensure trolleys are parked safely on the shore and not left in the water.

7.9 Head Count/Number of Boats Launched.

The SI shall be responsible for managing a head count and recording. He may delegate to an/each instructor or the safety boat crew the Sign-In sheet and the responsibility of recording the head count once afloat.

7.10 Afloat

In addition to the briefing, the following items should be considered when supervising the participants afloat.

- The effectiveness of the communication system
- The weather situation
- The objectives of the session
- Instructions, discussions and feedback should be given by use of signals and going along side hove-to boats to talk to trainees.
- When concentrating on an individual, be aware of what is happening around you.
- The head count should be checked regularly.
- Be aware of, and prepared to respond to, participants on the edge of the sailing area.
- Make the best use of time, don't allow participants to become over exerted and be aware of the effects of cold or bad weather. A short, focussed, positive session is far more effective than a long, arduous struggle.
- Dynamic risk assessment actioned, i.e. wind rising consider reefing or going to shore.

7.10.1 Signals afloat

- Raising and lowering of one/both arms = I need assistance.
- One raised arm (by dinghy sailor) = I have a question / I want to tell you something.
- 1 whistle and point at one dinghy = stop what you are doing and stop the boat
- 1 whistle and beckon at one dinghy = stop what you are doing and come to me / follow me

- 2 whistles and hands to head= everyone stop what you are doing and come to me / follow me
- 3 whistles and point to shore = everyone go home

7.11 Powerboat Operation

The powerboat is used for:

- Provision of safety cover
- Group control
- Teaching platform
- Communication to participants
- Rescue of all waterborne craft once the safety of all sailors is assured

7.12 Penelope (committee boat)

Penelope may be used by an Instructor as any of

- a committee boat
- a teaching platform
- an observation platform
- an emergency place of safety.
- Special Care needs to be taken if trainees are to transfer to Penelope. It is unlikely that trainees will have sufficient skill to come alongside safely themselves. However transferring from PB to Penelope for rest, treatment, recovery or teaching may be considered.

7.13 Beaching and derigging, berthing

- Before beaching the group should be gathered and instructions for beaching given.
- If possible an Instructor should go ahead and be ready to receive the boats and to supervise the depowering, trolleying up of boats and hauling up the slipways.
- Instruction in the correct techniques and management of the equipment is needed.
- Boats should be secured, access left clear, all equipment stowed properly.
- Any damage should be noted in the appropriate book.

7.14 Debriefing of Trainees

- Trainees to be debriefed by their instructor on the session- recognition of progress and feedback for improvement given. Objectives set for the next session.
- Debrief on final session trainees to be congratulated on their achievements, log books signed and recommendations for certification given to the Principal. Trainees with sections of the course not signed off shall be offered further training

7.15 Signing off

Parents should collect their children and sign them off after the debriefing.

Ideally changing can wait until after the debriefing. Parents are responsible for supervising the changing of their children.

7.16 Staff debriefing

The SI is to lead any final putting away of kit/safety boats

- SI and Instructors to de-brief on the management/ success/problems of the session, and objectives set for the next session(s).
- Accidents/ Near Misses to be discussed and recorded in the Accident and Near Miss Books.
- Damage to be reported, marked "Do Not Use / Unserviceable" and recorded in the Maintenance and Repair Book. Damaged items to be removed from use. Final site inspection and locking up

7.17 Final site inspection and locking up

There should be a final site check to see that all is as it should be.

8. COURSE MANAGEMENT: POWERBOAT TRAINING

Advice on the content and coverage of the courses is advertised via the Llandegfedd Sailing Club Web site at www.llandegfedd.org.uk. See the Training section

8.1 Recruitment and Administration

The Principal/ Training Co-ordinator is responsible for taking bookings for the training courses, and will liaise with the Power Boat Instructor on the capacity depending on boat availability.

Records will be kept of all trainees, including

- A Club Application form (if not already a member) and sign acceptance of risks
- A Course Application Form
- A Medical Disclosure Form
- A register will be kept of attendance on the course, and the success or otherwise
- Records will be retained and certificates will be recorded in accordance with RYA prescriptions.

8.2 Induction

All trainees are expected to attend an initial induction session that outlines the basic local rules, familiarisation of the club and its facilities/equipment, safety requirements and the format of the training course. Each participant is issued with a copy of RYA publications Start Power Boating. The course will follow the RYA syllabus although the order of tuition may vary at the discretion of the SI depending on weather conditions.

The following safety procedures should be read by all trainers instructing power-boating, staff should use dynamic risk assessment as the session commences and be aware of hazards as they affect their remit as a power-boating instructor.

8.3 Safe Use of Powerboats

- The instructor leading the session must ensure safe lifting practices with engines and equipment.
- A Buddy system should be used for launching the boats.
- Correct use of equipment and stowage of boats equipment when afloat and ashore.

8.4 General Principles

The decision to carry out an activity or not is the responsibility of the Powerboat Instructor (unless the Principal is present). It is the responsibility of the PBI on site to decide on suitable locations for activities to take place taking into account other water users.

It is the responsibility of the PBI to ensure that the dates, times and operational area has been agreed with DCWW and they will inform other users to avoid the area.

The PBI shall be prepared to assist other users of the reservoir if required whilst ensuring the safety of his own group. This will be in accordance with the Emergency Action Plan. (APPENDIX 1)

8.5 Before Going Afloat

The PBI should ensure the following:

- All staff and participants are adequately dressed, including personal protective clothing.
- All staff and participants are wearing a suitable and correctly fitted buoyancy aid.
- The operational area is large enough to avoid congestion and collisions.
- He is aware of the hazards and ensures precautions.

- He has a radio to contact DCWW and other water users as required.
- He has carried out the Mandatory User Checks for each boat on the course.
- He has ensured the Power Boats have the necessary safety equipment aboard.
- He has set up 2 kill cords for the boat if trainees are under 16 and for PB1 and 2.
- He has briefed the trainees as below and **checked their understanding** by asking open questions e.g. What/Where/How
- He has a register of participants with their next of kin left on shore. (See APPENDIX 14, 0)

8.6 Briefing for trainees

The Instructor should ensure that Trainees have been briefed on the following

- Aims and objectives
- Signals and the importance of communication to manage the group and to give effective tuition.
- Operational area depth / shallows, hazards identified and precautions to be taken.
- The importance of keeping a good look out.
- The importance of appropriate speed
- The use of the kill cord and the potential damage / injury caused by propeller.
- The correct safety kit to be carried.
- The importance of the Mandatory User Checks
- The proper seating positions and holding on. Warning of starting off, changes of direction.
- Dangerous practices e.g. sitting on / in the bow, dangling arms in water.
- Use of buddy system/teams when lifting and carrying the equipment launching and beaching.
- Care of spare equipment so it is not left as a hazard to other users / members of the public especially the safe location of trolleys.
- Engine lowering/lifting, locking specific to each PB (if trainees operating PB by self)
- Engine starting / restarting procedures
- Signs that engine should not be used/stopped.
- Action on running aground/ in case imminent of collision
- What to do in an emergency.
- The operation of the radios if possible.

8.7 While afloat

- The PBI shall keep a good look out for other craft entering the operating area. And encourage the trainees to assist.
- The PBI shall ensure appropriate speeds and safe operating procedures are conformed to.
- If other craft enter the operating area he shall modify or stop activities until safe to resume.
- The PBI shall operate a dynamic risk assessment e.g. “the weather is worsening this exercise is no longer safe. Therefore I will change activity or go to shore if necessary”.
- The PBI shall monitor the well being of the trainees and if necessary change activity/go to shore.
- The PBI will use the 2nd kill cord to prevent accidents as necessary.
- The PBI will provide feedback to the trainees.

8.7.1 Signals afloat

- Raising and lowering of one / both arms = I need assistance.
- One raised arm (by trainee) = I have a question / I want to tell you something.
- SI/I or Safety Boat crew: 1 whistle and point at one boat = stop what you are doing and stop the boat
- 1 whistle and beckon at one boat = stop what you are doing and come to me/follow me
- 2 whistles and hands to head = everyone stop what you are doing and come to me/follow me
- 3 whistles and point to shore = everyone go home

8.8 End of Session

On coming ashore:

- Boats and equipment should be put away
- Kill Cords and Ignition keys should be locked away in the Key Safe.
- Access left clear.
- Buoyancy Aids and helmets put away

8.9 Debriefing of the trainees

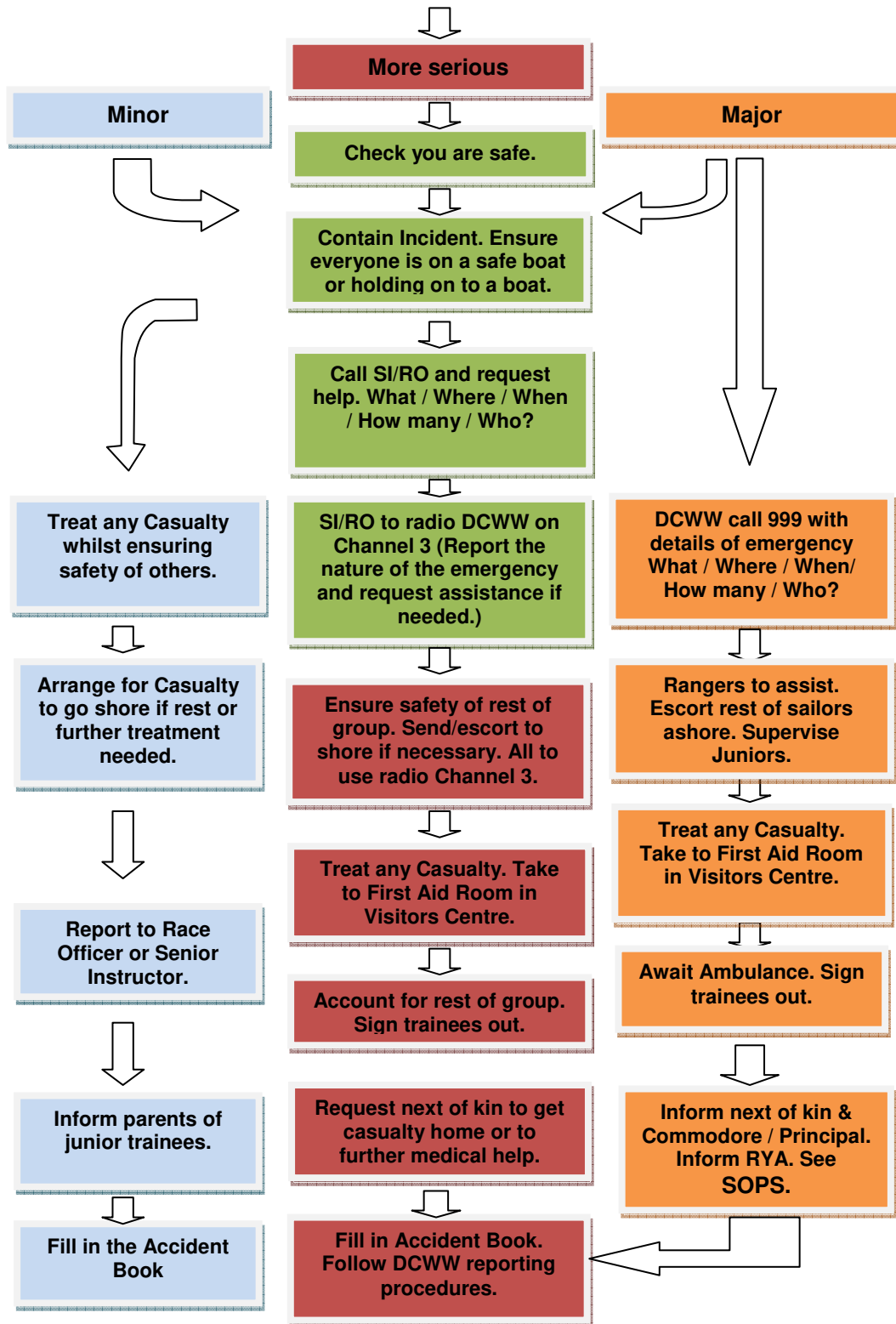
The session and the progress should be discussed and plans made for the next session. After the final session log books should be signed and recommendation for the issue of licences and their online registration made to the Principal. The trainees must provide a passport photo. Trainees with sections not signed off shall be offered further training.

8.10 Final site inspection and locking up

There should be a final site check to see that all is as it should be.

APPENDIX 1. Emergency Action Plan

Emergency Action Plan



Phone Numbers

Watersports Centre; 01633 373408

Visitor Centre Rangers; 01633 373401

1 Emergency Action Plan

1.1 Background

DCWW are in charge of all safety at Llandegfedd Reservoir. LLSC responsibility is for club members whilst training, coaching and racing is under way under Club control and at other times when a LLSC Safety Boat is on the water. It is the responsibility of all site users to support each other and the team that is directing the incident.

Any member on shore outside the times of club events should, upon seeing a boat or persons on the water in distress, alert DCWW Rangers of the location and nature of the problem, by any means possible. The Rangers Office telephone number is 01633 373 401 or Llandegfedd Watersports Office 01633 373408. Or go to in person at their offices.

1.2 Alerting

When no LLSC activity is under way and no LLSC safety boats are on the water, all incidents should be brought to the attention of DCWW rangers as above.

When LLSC is active, club members should bring the incident to the attention of the Instructors, Coach, Race officer or DCWW whichever is most appropriate to bring the incident to a satisfactory conclusion.

Any club member on the water should upon seeing a boat or persons on the water in distress should alert DCWW or Instructor /coach /RO as above or by using a whistle, raising a paddle to attract attention, raising and lowering of arms, shouting, to attract the attention of safety boats patrolling, or fishing boats. Additionally they should stand by to offer any immediate assistance possible and to assist DCWW Rangers as required.

1.3 Actions and responsibilities

1.4 Instructors, Coaches,

Upon being informed of an incident the Instructors or coaches shall make a judgement as to whether the incident is minor and can be dealt with by the club safety crew or other nearby safety crew without compromising the safety of the rest of the training class or whether DCWW should be informed for further assistance. In case of doubt, contact DCWW immediately by mobile phone or Radio, giving as much information as he knows about the location & nature of the incident, those involved and the time that it started. Request emergency services if the incident is urgent and a threat to health. The Instructors shall then stand by to offer any assistance required by DCWW e.g. abandon the class and send all other boats to the shore.

The Instructors and coaches should co-ordinate the management of the incident with the Safety Boat unless DCWW take over control. It is advised that all LLSC radio users are instructed to remain on Channel 3 to hear all communications about the Emergency and be in communication with the Rangers. Our Channel 1 does not work fully with the Ranger's radios.

1.5 Race officers

The Race Officer's responsibility is as for Instructors, and coaches, but with the added responsibility of ensuring that the racing fleet is safe. He may chose to continue racing, if adequate safety cover is in place, or shorten course to give a controlled end to racing, or abandon racing altogether and send boats ashore.

1.6 Safety Boat crew

The prime task of the Safety Boat is to deal with the incident on the water and preserve life and health of those involved. Upon seeing or being informed of an incident the Safety Boat crew shall attend as quickly as is safe to do so and should Communicate with Instructors /Race Officers /DCWW unless completely sure that it is minor and that the sailors are not injured. If there is doubt as to the sailors ability to continue or if in doubt of their ability to manage the

incident without compromising safety of the rest of the fleet the safety boat crew should raise the alarm with DCWW by radio or telephone or through the RO. He should give as much information as he can about the location, nature of incident, those involved and the time that it started.

The Safety Boat crew will endeavour to stop the injury/ incident from becoming more serious and enable recovery to start by

- a) ensuring the casualty has an airway; which may mean releasing from entrapment by righting boat as quickly as possible or cutting clothing, sheets or halyards to free person. N.B. Cutting the rig away is not recommended as it will probably sink and may take the entrapped person with it.
- b) by considering if the crew should/ can be helped into the safety boat or should/can be immobilised and left in situ.
- c) administer First Aid mouth to mouth /chest compressions, stop serious bleeding if required.
- d) evacuate casualty to shore) or await emergency services (Visitor Centre pontoon if an Ambulance is required) or DCWW assistance. Once ashore, handover to DCWW if possible or to a Shore Party arranged by the RO.

1.7 Other sailors

Other sailors should stand by to support the incident team as required. This may be providing additional personnel to enter the water to assist in recovery of a casualty, providing first aid or relaying messages between parties.

1.8 DCWW Rangers

DCWW Rangers have their own emergency plan which will be put into action when the need arises. DCWW Rangers will alert the Emergency Services if necessary. DCWW to assist and get further help from other groups or individuals at site. At any time DCWW may take charge of managing the incident but until they do the Safety Boat crew and Instructors/ RO will proceed as described.

1.9 The Shore Party,

If present, a separate Shore Party will perform the following actions, otherwise the Instructors/Race Officers and Safety Boat crew will;

- administer any further first aid e.g. keep warm, treat for shock and if necessary keep in contact with Emergency Services and follow their directions.
- await emergency services, take casualty to hospital or doctors, send casualty to hospital or doctors, advise casualty to seek medical treatment or a check-up. A responsible adult should accompany any under 18 or vulnerable adult or injured person to hospital and remain there while treatment is given or until parents or next of kin arrives.
- keep crowds away, take those involved but not injured to the club room and request others to leave. Note it is important to offer support to anyone involved in an incident that has resulted in serious injury.
- inform police in case of fatality, otherwise inform next of kin
- inform the Commodore or other member of committee.
- make no comment to media or persons not involved.
- The RO/ Safety Boat Crew will enter the incident in the accident book if the casualty does not need further medical attention or complete a major incident log. The Commodore or member of the Committee will make a report major incident RYA who will provide advice and guidance, 24 hour access throughout the year.
- The Commodore /Vice Commodore / Principal will offer support to members involved and will try to maintain proper confidentiality by asking all involved to only speak to the official

bodies e.g. DCWW, Police, RYA, RIDDOR and not to discuss the situation openly or make comments to the press.

- The attached document provides RYA contact numbers for different categories of Incidents and Accidents. If possible, check on the RYA website for up to date information.

1.10 The location of the Reservoir

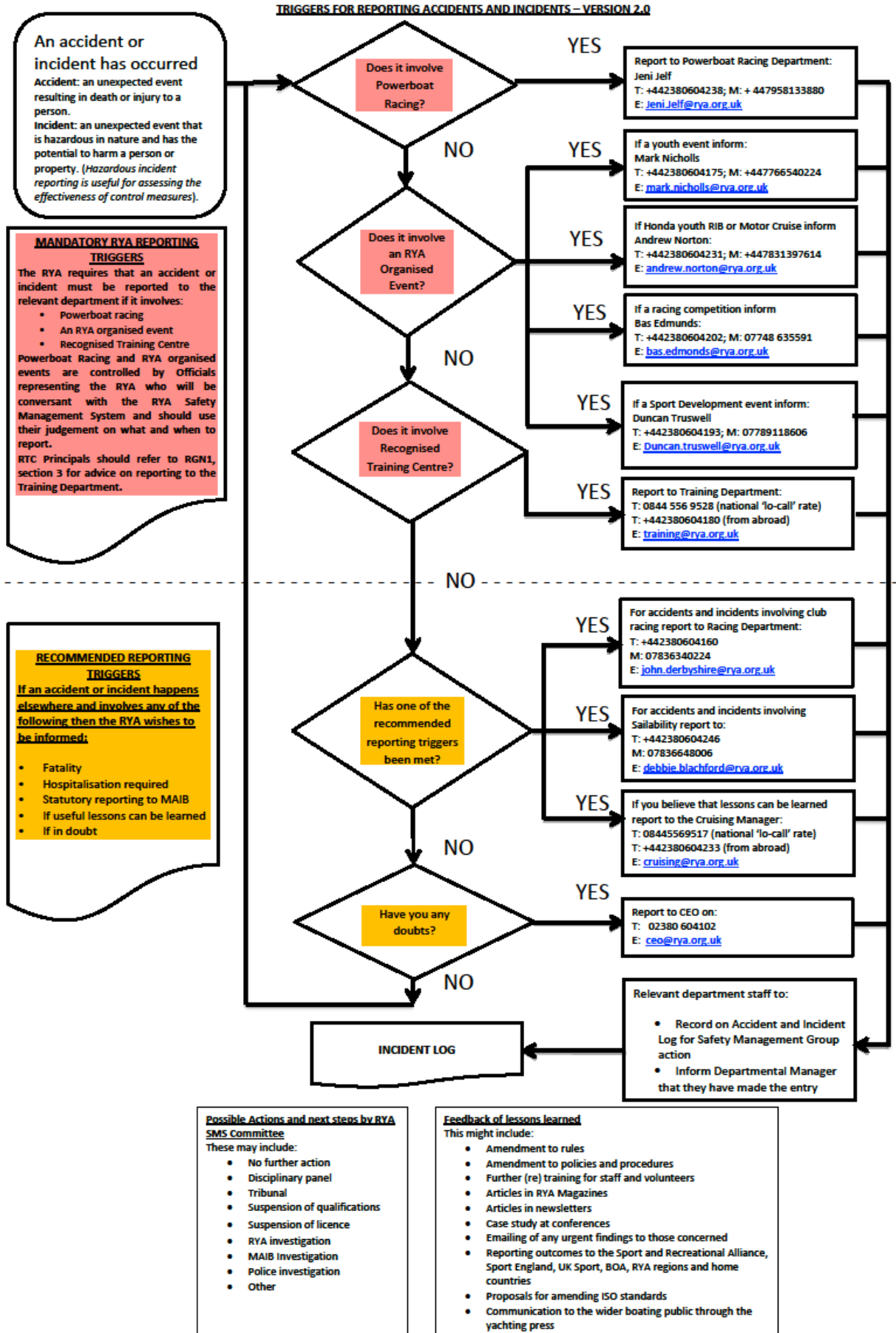
Llandegfedd Reservoir, Sluvad Road, New Inn, Pontypool. NP04 0TA

The Visitor Centre Rangers Contact Phone Number is 01633 373 401

The exact location on the reservoir may be given in relation to the position of the permanent racing marks. E.g. "200 yards from D"

The LLSC radio channel for communication with the Rangers remains number THREE - 3

The nearest Accident and Emergency is the Royal Gwent Hospital, Newport
or Neville Hall Abergavenny



APPENDIX 2. UHF Radio Operating Procedure

1. Press ON/OFF POWER BUTTON

The radio will “beep”, the LED will briefly go yellow.



2. To turn off press and hold the ON/OFF button. The radio will “beep” and LED will go off.

3. Press up/down buttons on the front right to increase/decrease volume.

Note the radio beeps to confirm the button has been pressed.



4. Rotate the channel control (on the top) to select the desired channel (Channel 3)



Channel control

5. Press the Push to talk (PTT) button (black left side) to speak. Release when finished / want to listen.

6. **Speak slowly and clearly** 25-50mm from the microphone.

LED indicator on the top of the radio

RED steady= transmitting GREEN steady= receiving

RED Flashing slowly = **battery needs recharging and a “beep-beep” every 20 secs**

Before going on the water put radios in an aqua pac so they can float.

Check all radios being used are working. Make a radio check to the Rangers.

The Sailing Club is on **Channel 3** unless instructed to change. **Channel 1** is now private for the Rangers. Most of our radios cannot send/receive it.

Use Channel 3 to contact the **Visitors Centre or Watersports Centre** for routine calls/radio checks. They have base stations which can hear all calls. If they are speaking on another channel they may not answer until it is finished. If there is no response **try again**.

Channel 3 Call Signs OD, Big Rib, Little Rib, Jeaneau, Tornado Rib, Visitor Centre, Watersports Centre

Use Channel 2 to call up **Watersports Safety Boats**.

Channel 4 to contact Sea Cadets. **Channel 5** for Scouts.

Call Procedures

Start calls with < Your call sign> calling <call sign you wish to call>E.g. **“RO calling Big Rib”**

Called party should respond “Go ahead<call sign>”E.g. **“Go ahead RO”**

Conversation can go ahead as normal.

Use “.... **OVER**” to end your remark and **“OUT”** to terminate the call.

RADIO MALFUNCTION

RO/SI/Coach/Safety Boat Crew set up mobile communication/traditional signals e.g. whistle, hand signals, paddles asap.

If the RO/SI/Coach/Safety Boat Crew is not satisfied that safety cover is adequate sailing should be abandoned.

After Use Radios should be returned to the Radio Box in the garage after use.

In an emergency stay on Channel 3.

Call **“Urgent Assistance Required”** to Safety Boats/OD/SI.

Call “**Emergency, Emergency, Emergency**” on **Channel 3** for Rangers or Watersports assistance or if 999 needed.

RADIO EMERGENCY PROCEDURES/EMERGENCY ACTION PLAN

Ensure you are safe, contain incident, ensure others are safe.

Get help: Radio or telephone and ask the SI or RO to coordinate action

In an emergency stay on Channel 3.

Call “**Urgent Assistance Required**” to Safety Boats/OD/SI.

Call “**Emergency, Emergency, Emergency**” on **Channel 3** for Rangers or Watersports assistance or if 999 needed.

| | |
|----------------------|---------------------------|
| (Channel 3 | Rangers by Radio) |
| 01633 373 401 | Rangers by Phone |
| 999 | Emergency Services |

Administer First Aid and / or immediate evacuation.

Casualty to be taken to Rangers pontoon/First Aid Room in Visitors Centre.

A defibrillator is available in the visitors centre.

All other sailors to go to shore /assist as necessary.

For Trainees arrange escort to shore and

for Juniors, supervision in Watersports Centre, hand over to parents a.s.a.p.

Afterwards – Contact the Commodore, OD/Training Principal or whoever is most in charge as there could be paperwork and reporting to be done with the RYA. Do not respond to requests for information from the Press or put any detail on social media.

NB. Only if you have the new silver radios; You can change to Channel 1 & use the Extra Side Button to set off an emergency alarm in the Visitors Centre. Use this for 999 emergencies. But remember to change back to Channel 3 for club radios.

Note – the Radio Procedures from the Committee Boat and OD hut are very similar. The fixed radios are powered up once the isolating switch is turned.

Phone Numbers

Rangers: 01633 373 401

Watersports Centre: 01633 373408

Your Location;

**Llandegfedd Reservoir,
Sluvad Lane, New Inn,
Pontypool
NP4 0TA**

APPENDIX 3. Emergency Action Plan for SI / Coach / OD

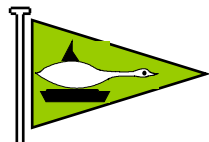
This Radio Emergency Procedures / Emergency Action Plan is for use by the OD in OD Hut or Penelope or an SI or Coach

NB The Rangers can hear all radio transmissions.

1. If you see an incident co-ordinate action unless Rangers take charge.
2. Call safety boat "**Urgent Assistance Required**" or if Rangers or 999 needed "**Emergency, Emergency, Emergency**". Give details as known, direct to incident.
3. Direct other safety boats to standby.
4. **Direct Safety boat crew to give First Aid / evacuate to Rangers pontoon if possible.**
5. Direct other safety boats to assist as necessary or escort other boats to shore.
6. Arrange supervision of any Juniors in the Watersports Centre if possible.
7. Arrange someone to meet emergency services to give info about casualty and incident if needed.
8. Go to Watersports Centre when everyone ashore.
9. Support those involved but not injured and ask people to avoid using social media etc.
10. Inform Commodore / President / Principal / Chief Instructor/Race Coach.
11. Fill in the accident book at a suitable time.

Phone Numbers**Rangers: 01633 373401****Watersports Centre: 01633 373408****Watersports Centre Office: 01633 373412****Your Location****Llandegfedd Reservoir,****Sluvad Lane, New Inn,****Pontypool****NP4 0TA**

APPENDIX 4. Child Protection Policy



Llandegfedd Sailing Club Child Protection Policy Statement

Llandegfedd Sailing club is committed to creating and maintaining the safest possible environment for children and young people and vulnerable adults. This policy incorporates guidance from Child Safe in Sport Wales and Royal Yachting Association Child Protection Policies.

We recognise that the child's and vulnerable adult welfare is paramount

Anyone under the age of 18 years will be considered as a child for the purposes of this document, as defined in the Children Act 1989, this also applies to vulnerable adults.

We recognise that all children whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity, have the right to freedom from abuse.

We will create a safe and welcoming environment, both on and off the water, where children can have fun and develop their skills and confidence.

We recognise that safeguarding children is the responsibility of everyone, not just those who work with children.

We will treat all children with respect and celebrate their achievements.

Carefully recruit and select all Instructors, coaches and volunteers.

Respond swiftly and appropriately to all complaints and concerns.

We ensure that all volunteers acting for the club are aware of this policy, the associated code of practice, guidelines and procedures and that they accept responsibility for protecting children in their care.

We will provide parents and children with the opportunity to voice any concerns they may have.

We have a Child Protection Officer who has specific responsibility for child protection and acts as the main point of contact for parents, children and outside agencies.

We will ensure that access to confidential information is restricted to the Child Protection Officer, Club Commodore and those with a need to know and the appropriate external authorities.

We will maintain a code of practice covering

- (i) recruitment of staff and volunteers who will be in contact with children
- (ii) guidelines to prevent the abuse of children in our charge
- (iii) procedures if allegations or suspicions are reported

We will review the effectiveness of our Child Protection Policy and activities annually.

David Green

Commodore

January 2015

Child Protection Officer

APPENDIX 5. Health and Safety Policy**LLANDEGFEDD SAILING CLUB
HEALTH AND SAFETY POLICY & GUIDANCE**

Llandegfedd Sailing Club promotes the safe enjoyment of sailing.

Each club sailor has a duty of care for his or her own safety and is solely responsible for taking the decision whether or not to sail by taking due consideration of the prevailing and forecast weather conditions, the water temperature, any advice obtained and his or her own abilities and experience. Each club sailor should ensure that they are adequately dressed. Where the sailor is a child the decision is the responsibility of the parent or guardian.

All club sailors must fully comply with safety rules of the water laid down by Welsh Water and are expected to go the aid of any sailor in difficulties where it is safe to do so.

Boats should be maintained in good order with adequate buoyancy.

Welsh Water provide rescue facilities and Llandegfedd Sailing Club provide supplementary rescue facilities during races and organised training sessions, but it is up to the individual to ascertain what cover is available at a given time. Remember even when rescue cover is available the rescue crew may not see you in difficulties or may be attending to another incident so you may not get assistance. All power boat drivers must have an RYA Power Boat 2 certificate and use a kill cord.

If you get in trouble stay with the boat and summon assistance by arm waving or shouting.

The club meets the standards of an RYA registered training establishment and encourages members to go forward for training. The Club has a Child Protection Policy

- All club sailors sail at their own risk and are responsible for raising the alarm with the club Safety Boats or DCWW Rangers if they see anyone in distress on the reservoir or shore.
- First Aid Kits are available at the Rangers Desk, in the Watersports Centre, and in the Power Boats.
- An Accident Book and Near Miss book are In the Watersports Centre Wet Room by the Radio Cupboard. Members should enter all accidents / near misses in them.
- There is a telephone at the Rangers Office Tel 01633 373 401.
- All DCWW Rangers and a list of club members who have First Aid Certificates is on the cupboard door in the Wet Room. These people can assist with First Aid if you need help.

APPENDIX 6. Code of conduct for Participants, Instructors, Parents**Code of Conduct for participants, coaches, instructors, officials, parents and volunteers**

It is the policy of Llandegfedd Sailing Club that all participants, coaches, instructors, officials, parents and volunteers show respect and understanding for each other, treat everyone equally within the context of the sport and conduct themselves in a way that reflects the principles of the club/class. The aim is for all participants to enjoy their sport and to improve performance.

Abusive language, swearing, intimidation, aggressive behaviour or lack of respect for others and their property will not be tolerated and may lead to disciplinary action.

Participants - young sailors, windsurfers and powerboaters

- Listen to and accept what you are asked to do to improve your performance and keep you safe
- Respect other participants, coaches, instructors, officials and volunteers
- Abide by the rules and play fairly
- Do your best at all times
- Never bully others either in person, by phone, by text or online
- Take care of all property belonging to other participants, the club/class or its members

Parents

- Support your child's involvement and help them enjoy their sport
- Help your child to recognise good performance, not just results
- Never force your child to take part in sport
- Never punish or belittle a child for losing or making mistakes
- Encourage and guide your child to accept responsibility for their own conduct and performance
- Respect and support the coach
- Accept officials' judgements and recognise good performance by all participants
- Use established procedures where there is a genuine concern or dispute
- Inform the club or event organisers of relevant medical information
- Ensure that your child wears suitable clothing and has appropriate food and drink
- Provide contact details and be available when required
- Take responsibility for your child's safety and conduct in and around the clubhouse/event venue

Coaches, Instructors, Officials and Volunteers

- Consider the welfare and safety of participants before the development of performance
- Encourage participants to value their performance and not just results
- Promote fair play and never condone cheating
- Ensure that all activities are appropriate to the age, ability and experience of those taking part
- Build relationships based on mutual trust and respect
- Work in an open environment
- Avoid unnecessary physical contact with young people
- Be an excellent role model and display consistently high standards of behaviour and appearance
- Do not drink alcohol or smoke when working directly with young people
- Communicate clearly with parents and participants
- Be aware of any relevant medical information
- Follow RYA and club/class guidelines and policies
- Holders of RYA Instructor and Coach qualifications must also comply with the RYA Code of Conduct
- Holders of RYA Race Official appointments must also comply with the RYA Race Officials Code of Conduct.

If you are concerned that someone is not following the Code of Conduct, you should inform the commodore@llandegfedd.org.uk or cpo@llandegfedd.org.uk or the person in charge of the activity.

APPENDIX 7. RYA Instructor Code of Conduct**RYA Instructor Code of Conduct for RYA Instructors, Coach Assessors, Trainers and Examiners**

This document outlines the code of conduct under which all holders of RYA instructor qualifications and RYA training appointments (hereafter referred to as instructors) are required to comply. The code of conduct is intended to make clear to all participants, instructors and RYA appointment holders the high standards to which all are expected to conform. Instructors must:

- If working with people under the age of 18, read and understand the Child Protection Policy as detailed on the RYA website at www.rya.org.uk
- Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- Place the wellbeing and safety of the student above the development of performance or delivery of training.
- They should follow all guidelines laid down by the RYA with regards specific training or coaching programmes.
- Hold appropriate insurance cover either individually or through the training centre in which they are working.
- Not develop inappropriate working relationships with students (especially children). Relationships must be based on mutual trust and respect and not exert undue influence to obtain personal benefit or reward.
- Encourage and guide students to accept responsibility for their own behaviour and performance.
- Hold relevant up to date governing body qualifications as approved by the RYA.
- Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
- At the outset, clarify with students (and where appropriate their parents) exactly what is expected of them and what they are entitled to expect.
- Always promote the positive aspects of the sport (e.g. courtesy to other water users).
- Consistently display high standards of behaviour and appearance.
- Not do or neglect to do anything which may bring the RYA into disrepute.
- Act with integrity in all customer and business to business dealings pertaining to RYA training.
- Not teach or purport to provide RYA courses or RYA certification outside of the framework of an RYA recognised training centre
- Notify the RYA immediately of any court imposed sanction that precludes the instructor from contact with specific user groups (for example children and vulnerable adults).
- Not carry out RYA training, examining or coaching activities whilst under the influence of alcohol or drugs.

Failure to adhere to the RYA Instructor Code of Conduct may result in the suspension or withdrawal of RYA qualifications or appointments.

February 2014

APPENDIX 8. Daily Risk Assessment Register

Llandegfedd Sailing Club RTC Activity Risk Assessment Daily Sheet

| | | | | | |
|------------------------------------|----------|---|----------|----------------------------------|----------|
| Activity / Squad | | Lead Instructor/Coach/Race Officer | | Date | |
| | | | | | |
| Training Group | | Safety Cover Ratio | | Wind Conditions | |
| Oppie Beginners | 4 | 1:6 (or under) | 1 | Between 0 and 5 knots | 0 |
| Topper Beginners | 5 | 1:10 | 2 | Between 0 and 10 knots | 1 |
| 2 handed beginners | 3 | Free sailing with Safety cover | 3 | Between 0 and 15 knots | 2 |
| Beginners with Instructors in boat | 1 | DCWW Cover only | 4 | Between 0 and 20 knots | 3 |
| Junior Coaching | 3 | | | Between 0 and 25 knots | 4 |
| Youth Coaching | 3 | | | Low Visibility 20m | 8 |
| Adult Coaching | 2 | | | Low visibility 100m | 4 |
| Low stability (29er etc) | 4 | | | | |
| Experienced Adults | 1 | | | | |
| | | | | | |
| Enter Groups Risk Number | | Enter Safety Cover Risk Number | | Enter Weather Risk Number | |
| | | | | | |
| Total Risk | | Coach Signature | | | |
| | | | | | |

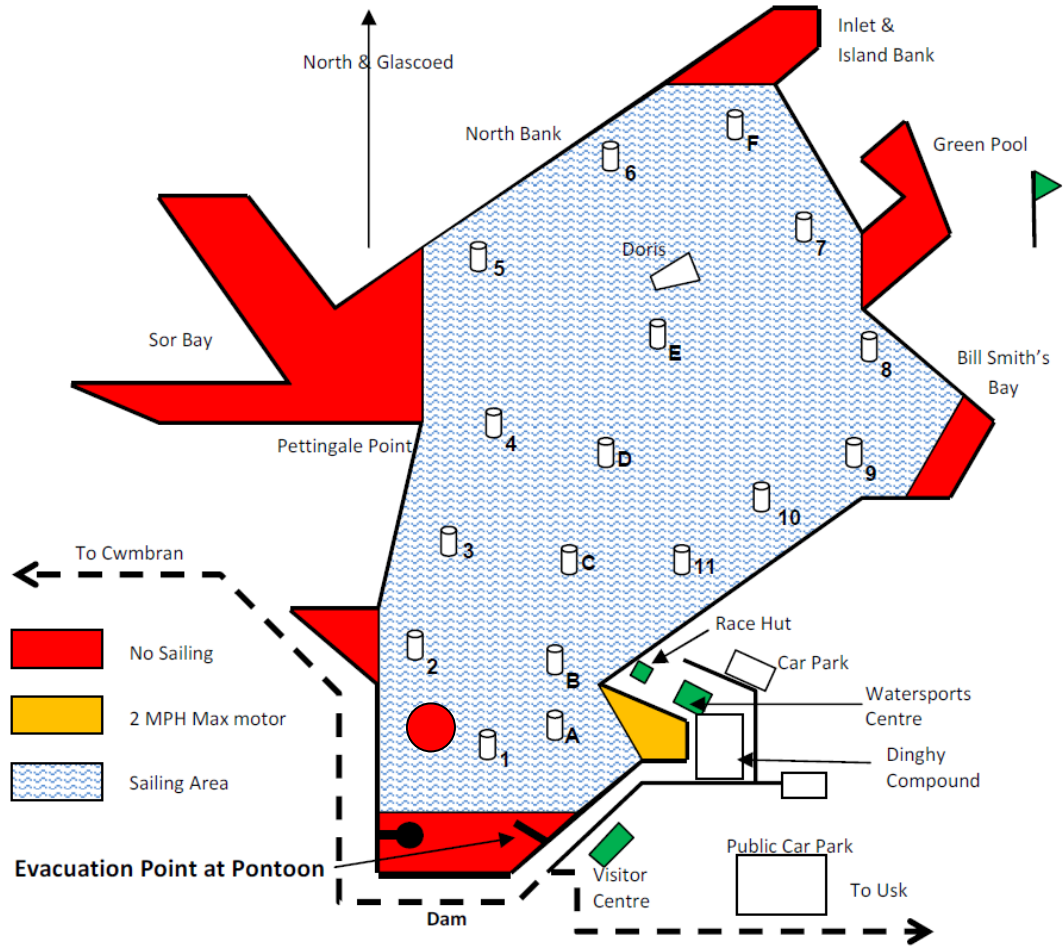
Any Total of 9 or under is manageable on the water

Any Activity scoring over 9 is un-manageable and no activity should take place on the water

Llandegfedd Sailing Club RTC Instructor and Coaching Safety Checklist

| Training Date | | | AM | PM | Phone numbers | Radio |
|--------------------------------|-----|----|------------------------|----|---------------------------------|-----------------|
| Activity | | | Number of Boats afloat | | Water sports Centre | <i>Find out</i> |
| i/c | | | | | Parents | |
| Assistants | | | | | Rangers | <i>Find Out</i> |
| Things to take afloat (circle) | | | Who Has them? | | In the event of an Emergency | |
| Knife | Yes | No | | | Consent forms are located | |
| Whistle | Yes | No | | | Medical forms are located | |
| Radio | Yes | No | | | Person to take over on shore is | |
| Mobile Phone | Yes | No | | | | |
| Medical info summary | Yes | No | | | | |
| Emergency contact sheet | Yes | No | | | | |
| First Aid Kit | Yes | No | | | | |
| Survival Blanket | Yes | No | | | | |
| Risk Assessment key points | | | Risk Control | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

APPENDIX 9. Map of Operating Area and Hazards



APPENDIX 10. Adult course Application form

(Originals of these forms are On Line)

Llandegfedd Sailing Club

RYA Training Course Adult Booking Form

Course Levels 1 & 2; Level 3 Better Sailing; Seamanship Skills; Start Racing; Sailing with Spinnakers

| | | |
|--|---|------|
| Dates | | |
| Times | | |
| Fee | | PAID |
| Your Name | | |
| Your Address | | |
| Including Postcode | | |
| Your Telephone number | Mobile | |
| Your Email Address | | |
| Previous Experience | | |
| Why do you want to take this course? Please circle one or more of these, or provide your own reasons | <ul style="list-style-type: none"> ▪ I want to experience sailing. ▪ I want to go sailing on my holidays. ▪ I want to start sailing regularly. ▪ I want to sail at the club. ▪ I want to buy my own boat. ▪ I want to learn to race | |

Each person taking part in this course must be a club member. If you are not a member, you must fill in a membership form and pay the fee before your application can be accepted. Each person must also fill in a Health Declaration and Medical Form.

Sailing is a physical activity and involves (low) risks of injury or drowning. All trainees must be water confident. All trainees must wear buoyancy aids (provided) and suitable clothing. You will get wet and you may get cold because part of the course involves capsizing a boat. Sailing is a weather dependent sport so if conditions are unsuitable it may be necessary to postpone and rearrange sessions. We will endeavour to do so at times suitable to the group. There is a Feedback Form at the end of the course. Any problems or complaints should be raised with your instructors initially, or if necessary with the Senior Instructor. We hope you will enjoy your course and continue sailing. Good luck.

DISCLAIMER

RYA Instructors, RYA Senior Instructors, RYA Coaches do not accept responsibility for any loss, damage or injury suffered by persons/and or their property arising out of or during the course of their activities whilst training and/or coaching and/or instructing unless such injury loss or damage was caused by, or resulted from negligence or deliberate act.

I enclose a cheque for £_____ and understand that no part of the fee is returnable if I cancel and the course places aren't filled. I have read the course information sheet and the Terms and Conditions.

Signed

Dated

Llandegfedd Sailing Club

RYA Training Course Adult Medical Form

Illness or medical condition need not necessarily prevent you from taking part in the course but the Principal or Instructor must be aware of any potential problem. If you are in any doubt about your fitness to take part, please consult your doctor. The data collected below will be treated as confidential and only used in your benefit.

| | |
|--|--|
| Your Name | |
| Your Address | |
| Inc Postcode | |
| Your Telephone number | Mobile |
| Next of kin | |
| Emergency Contact Number | |
| Do you have any of the following medical conditions? If so, please provide any details that <i>that the instructors need to know</i> | Allergies, asthma, skin problem, heart problems, hearing problems, restricted use of a limb. |
| Please give details of any other conditions or circumstances affecting you <i>that the instructors need to know</i> | |
| Please give details of any medicines or appliances that you will carry with you e.g. asthma pump | |

Health Declaration

I am aware that sailing is a physical activity and can be strenuous. Participants are likely to get cold and will get wet and will go in the water. I declare that to the best of my knowledge I am not suffering from any health condition that causes me to be unfit for sailing, and that I am fit to participate in the course.

In an emergency situation I give permission to the organisers to administer any First Aid treatment or medication, to take me to hospital/send for the emergency services and give my full permission for any treatment required to be carried out in accordance with the medical staff diagnosis.



Signed

Dated



APPENDIX 11. Junior Course Application Form

(Original of this form is On Line)

Llandegfedd Sailing Club

Junior Training Application / Medical Form

Training Course Dates _____

Participant's details

| | |
|------------------------------------|---------------------|
| First name | Surname/family name |
| Home Address Including Postcode | |
| Date of birth | Age |

Parent/guardian/person with legal responsibility

| | |
|----------------------------------|---------------------|
| First name | Surname/family name |
| Relationship to child | |
| Home Number | |
| Mobile No./Emergency Contact No. | |
| Email Address | |

Alternative Emergency Contact:

| | |
|--------------------------------|---------------------|
| First name | Surname/family name |
| Relationship to child | |
| Contact number during sessions | |

Disclaimer RYA Instructors, RYA Senior Instructors, RYA Coaches do not accept responsibility for any loss, damage or injury suffered by persons/and or their property arising out of or during the course of their activities whilst training and/or coaching and/or instructing unless such injury loss or damage was caused by, or resulted from negligence or deliberate act.

Medical consent

I give permission to the organisers of activities during the coaching course to administer any relevant treatment or medication to the above-named participant when or if necessary.

In an emergency situation I authorise the organisers to take my child to hospital and give my full permission for any treatment required to be carried out in accordance with the hospital's diagnosis. I understand that I shall be notified, as soon as possible, of the hospital visit and any treatment given by the hospital.

Consent for use of images

I grant to the organisers without payment the right in perpetuity to make, use and show any motion pictures, still pictures and live, taped or filmed television of or relating to the event, according to the Club's Photography and Video Policy.

Declaration of parent or person with legal responsibility

I the parent/guardian of hereby acknowledge that I have read the conditions of participation and that I fully understand and will abide by them. I have explained them to my child, who understands and agrees to abide by them. I agree to notify the organisation of any relevant changes in my child's circumstances. I confirm that my child is not under a court order.

| | |
|---------------------------|-------|
| Signed: (parent/guardian) | Date: |
| Signed: (participant) | |

Page 1 of 2

Medical information. It is your responsibility to make known any disability/medical condition that may affect your child during the activity, and any medication that they may require. This information will be shared with those responsible for supervising the activity.

Participant's details

| | |
|-----------------------------------|-----------------------------------|
| First name | Surname/family name |
| Emergency Contact number & name 1 | Emergency Contact number & name 2 |

Has your child ever suffered from any of the following conditions :
 Asthma/bronchitis, heart condition, fits, fainting or blackouts, severe headaches, diabetes? YES / NO

If YES please provide details, including any specific medical advice to be followed in an emergency:

Is your child currently taking any medication? YES / NO

If YES please specify:

When did your child last have a tetanus vaccination? Year:

Is your child currently suffering/recovering from any injuries which may affect their sailing? YES / NO

If YES please provide details:

Is your child vegetarian? YES / NO

Does your child have any food allergies? YES / NO

If YES please provide details:

Does your child have a disability, learning difficulty or medical condition which may affect their learning (ability to participate in practical or theoretical sessions)? YES / NO




If YES please provide details:

APPENDIX 12. Course Feedback Form

Llandegfedd Sailing Club

RYA Course Feedback Form

Llandegfedd Sailing Club wishes to continuously improve the Training Courses and make the learning experiences fun and safe. Please can you help us by providing some feedback?

| | |
|--|---|
| Course date | |
| Course name | |
| Instructors names | |
| Have you enjoyed the course? (tick/ring one) |    |
| Why? / Why not? | |
| How would you rate the course? | Excellent / Good / Satisfactory / Poor |
| What were the best things about the course? | |
| | |
| | |
| | |
| What would you like to change or do differently? | |
| | |
| Three words to describe your instructor | |
| | |
| What next? Please tick one of the following: | |
| <ul style="list-style-type: none"> • No more sailing for me. • I'll do some more sailing sometime • I'd like to talk about doing some more sailing. Have a look at the course overview and Schedule on the Club's website, and talk to your Instructors • Please provide a name and contact number/email address on this page and we will follow up these discussions. | |
| Other comments | |

APPENDIX 13. Complaints Form

Llandegfedd Sailing Club

RYA Course Complaints Procedure and Form

Llandegfedd Sailing Club's Training Centre is committed to giving a high standard of safety, care and training.

If you have a problem or complaint about any aspect of the course you should speak to your instructor as soon as possible and he/she will try to resolve it with you or if he /she feels it is appropriate will inform the Senior Instructor.

You may also speak directly to the Senior Instructor after the session. He/she will try to resolve it with you.

If you are not satisfied you may ask for a complaints form (this form) which should be returned to the Principal.

The Principal will then make a written reply to you and make efforts to resolve your complaint. If your complaint cannot be resolved the Principal will explain why. You may then take the matter to the General Committee of LSC. The decision of the General Committee is final.

| | |
|---|--|
| Name of Trainee | |
| Course date | |
| Course name | |
| Instructors | |
| Reason for complaint | |
| | |
| | |
| Who did you speak to initially? | |
| When did you first complain? | |
| How did they try to resolve it? | |
| | |
| Have you spoken to the Senior Instructor? | |
| How did they try to resolve it? | |
| | |
| | |
| How do you think your complaint should be resolved? | |
| | |
| | |
| Signed & Dated | |

APPENDIX 14. Daily Trainee Register

| <u>Llandegfedd SC Beginner Training Sign-On / Off Sheet</u> | | | | |
|---|------------------|-----------|------------|------|
| Date: | | | | |
| Name | Emergency Number | Signed IN | Signed OUT | PAID |
| | | | | |
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APPENDIX 15. LLSC Instructors and Assistants

| Name | Qualification |
|---------------------|---------------------------|
| Sarah Green | RDI, PB2, SI |
| Andy Howard | Advanced RDI, SI, RC2, SB |
| Colin Walsh | RDI, SI |
| Bill Jackson | RC,3 |
| Owen Harris | L2, RDI |
| Guy Boswell | PB2, AI |
| Merrick Stanley | RDI |
| Dave Brannigan | PBI |
| Simon Stanley | RDI |
| Myles Jackson | RDI |
| Chris Carrel | PBI |
| Gareth Williams | PBI |
| Joanne Harris | AI |
| Andrea Neve | AI |
| Chris Smith | AI |
| Tom Eyre | AI |
| Maddie Stanley | AI |
| Jago Strong-Wright | RDI |
| Matt Cooper | RDI, PBI |
| Eabha Strong-Wright | RDI |
| Jeff Titmus | RDI |

APPENDIX 16. Supervision Ratios as of 2016

The RYA recommends ratios of trainers/trainees to ensure adequate safety cover and to ensure adequate coaching contact. The number of students to coaches or instructors will depend on factors such as:

- Ability of group - higher level performers can be expected to assume a higher level of responsibility for their own actions
- Prevailing conditions - very light winds / very strong winds
- Location of activity - shallow enclosed pond / open sea

It is the responsibility of the SI to ensure a realistic ratio is adopted, in some cases this may be different to the standard RYA guidelines below. At no time will the ratio of trainers be lower than the recommendations

2 Sailing

| | | | |
|---|---------------|------|-------------------|
| Level 1 | Double-handed | 1:3 | (staff: students) |
| | Single-handed | 1:6 | |
| Level 2 | Double-handed | 1:3 | |
| (Until the sailor is confident sailing without the instructor on board) | | | |
| Level 2 | Double-handed | 1:6 | |
| (Once the sailor is confident sailing without the instructor on board) | | | |
| All sailing above Level 2 | | 1:10 | |
| Youth Beginners | | 1:6 | |

(May be 1:3 or even 1:1 depending on the confidence of the young sailor)

3 Safety Boats

| | |
|------------------|----------------|
| Up to 6 dinghies | 1 safety boat |
| 7 – 15 dinghies | 2 safety boats |

In addition to Llandegfedd Sailing Club’s Safety Boats, cover is also provided by the Welsh Water Rangers.

APPENDIX 17. RYA Dinghy Sailing Course Outlines**Adults Level 1**

Session 1 Site induction. Clothing, Buoyancy Aids, Gear, Rig, Controls, Capsize procedures. Launch, Familiarisation Sail. Wind Awareness, Recovery. Putting gear away.

Session 2 Meteorology. Knots, Land Drill for Tacking. Tacking reach to reach. Sail Setting. Stopping. Controlling power. No Go Zone. Getting out of irons.

Session 3 The five essentials. Rules of the Road. Launching and Beaching practice. Going to windward and return downwind. Capsize drill in shallow water.

Session 4 Land Drill for Gybe. Gybing and sailing downwind and return. Triangular Course and first solo sail.

Theory

- Has awareness of other users
- Rules of the road; Port and Starboard, windward boat, overtaking boat
- Clothing – knows importance of personal buoyancy
- Meteorology – weather information and relevance of the information
- Capsize, recovery, understands importance of staying with the boat, and how to recover from a capsize
- Knots; figure of eight, round turn and two half hitches, secure a rope to a cleat.

Adults Level 2

Session 5 Sailing Theory and background. Emergency equipment and precautions. Reefing ashore. Further launching and beaching practice including paddling off. Sailing a triangular course. Applying the rules of the road

Session 6 Further knots. The five essentials and practice. Coming alongside a mooring or pontoon. Man overboard recovery.

Session 7 Revision and Practice. Capsize procedure and drill on the water

Session 8 The start sequence for races. The course. Watching a race start and finish. Take part in a race.

Theory

- Can rig a boat according to conditions, and can reef a sail ashore
- Has basic understanding of the five essentials,
- Understands how to sail around a course using all points of sailing and work with a crew
- Can leave and return to a beach or jetty, can come along side another boat safely.
- Is aware of lee shore dangers, sailing in close company with others and Man overboard recovery

Knots; can tie a bowline, clove hitch and reef knot.

Juniors Stage 1

The order and content of each session will be modified to take account of wind and weather, and the progress of trainees.

Session 1 Site induction. Putting on personal buoyancy and helmets, wearing the right gear. Familiarisation sail with Instructor or experienced junior to include as many as possible of the following; getting in and out of boats, paddling, using the controls for steering, pulling in and letting out sails. Assisting with rigging, launch and recovery and putting gear away.

Session 2 How to call for assistance and signals. Rigging Practice. Tying figure of 8 knot. Wind awareness, No Go Zone, Sailing with partner/Instructor. Helping a look out and avoiding collisions. Assisting with trolleys and launching.

Session 3 Sailing and tacking reach to reach. Launching and beaching practice. Sailing with Instructor or partner. Being Towed.

Session 4 Capsize drill. Entering the water wearing buoyancy aid. Staying with the boat holding main sheet etc and using centreboard to right boat and getting in from the water

Session 5 Sailing and tacking fetch to fetch. No Go Zone and getting out of irons. Follow my leader. Solo Sailing might be possible.

Session 6 Land drill for Gybing. Downwind sailing. Offshore and onshore winds. Launching and beaching with partner.

Session 7 The five essentials. Land drill for Gybing and sailing a triangular course using the five essentials.

Session 8 More efficient upwind sailing. No Go Zone. Getting out of irons. Going alongside the safety boat. Rules of the Road; Port and Starboard, Windward Leeward.

Session 9 More practice on the triangular course

Session 10 Revision, Long Sail.

Course Outline Junior Improvers. Stage 2

The order and content of each session will be modified as necessary to take account of the wind, weather and progress of the trainees.

Session 1 Site induction. Revision of general procedures and safety. Boat buoyancy and bungs. Wearing BA's and helmets. Demonstration of launching, sailing, Tacking and return to shore. Land drills for sheeting and tacking. Wind awareness. Safe position. Short sail. Putting away.

Session 2 Rigging practice. Groups line boats up head to wind. Land drills tacking practice and sail setting. Sailing across the wind and tacking. Follow my leader and sail setting to control speed.

Session 3 Balance and sheeting. Use of centre board. Use of toe straps. Port and starboard. Launching and beaching practice working in pairs and as a group.

Session 4 Capsize theory. Reefing. No go zone. Getting out of irons. Capsize practice. (Can be used when strong wind.)

Session 5 Land drill for gybing. Gybing and downwind sailing. Prepare and take tow.

Session 6 Points of sailing. Triangular course. Sail setting and changing course.

Session 7 Boat control. Follow my leader. Circling. Picking up floating objects. Stopping alongside buoys. Swimming boats.

Session 8 The 5 essentials and sailing a better triangular course.

Session 9 Revision of skills and signing of log books.

Session 10 Simple races with simple start.

Theory.

- Figure of 8, cleat a halyard or secure a painter. Round turn and 2 half hitches. Reef knot.
- The 5 essentials.
- Understands No go zone, windward, leeward.
- Port Starboard rule.
- Spars and rigging. Parts of sail. Sail controls and foils.
- Off shore and on shore winds. How to find wind direction. Launching/beaching off shore winds.
- Telling someone ashore and general safety at res. Some man-made dangers and natural hazards.
- Can choose and correctly adjust a BA. And understands what to wear.

Junior Training Stage3

The order and content of each session will be modified as necessary to take account of the wind, weather and progress of the trainees.

Session 1 Site induction. Revision of safety wearing of Bas, weather, sailing area and general procedures for rigging, launching, beaching putting away. Land drill for sheeting and tacking and safe position/Basic hove to. Short sail up and down wind.

Session 2 Wind awareness, getting out of irons, sail setting, centreboard, balance and sheeting. Port and Starboard rule. Testing to find close hauled and use of tell tales. Better upwind and downwind sailing. Tacking on whistle. Speed control.

Session 3 Reefing theory and practice. Launching and beaching practice. Capsize drill capsizes practice.

Session 4 Land drill for gybing. Gybing and downwind sailing. Prepare and accept tow. Sailing a triangular course.

Session 5 Wind awareness. Windward leeward rule. More gybing practice. Triangular course.

Session 6 Upwind sailing using Port and Starboard and ways of keeping clear. Boat control Slowing down, speeding up. Picking up floating objects and coming alongside buoys. Swimming boats.

Session 7 Triangular course with 5 essentials. MOB. Coming alongside power boat or other boats.

Session 8 Use of the kicking strap and down haul. Simple starts and simple races. Port / Starboard windward/leeward.

Session 9 Use of outhaul. And better mark roundings. Simple starts and simple races.

Session 10 Revision and signing of logbooks.

Theory

- Knots Figure of 8, round turn and 2 half hitches, reef knot, bowline, clove hitch, rolling hitch.
- How a sail works. Parts of sail. Parts of boat.
- Basic terminology afloat, windward, leeward, bear away, luff up.
- Understands need for clear communication.
- Understands lee shore dangers and dangers when sailing in close company with other water users.
- Understands advice for inland sailors coastal sailing.
- Knows the importance of safety and telling someone ashore.
- Understands dangers of hypothermia and the use of the correct clothing for protection.
- Knows how to obtain weather forecast. Understands Beaufort scale. Knows when to reef.
- Understands the importance of personal safety equipment, boat buoyancy and basic safety equipment e.g. anchor paddle bailer.

Juniors Stage 4

Double handed boats

Session 1

Site induction. Knots, rigging and setup. Theory; launch and recovery in all wind directions, working together as crew/helm jobs and 5 essentials, tacking/gybing and communications.

Session 2.

On the water practice launching, finding basic hove to, reaching hardening up/bearing away, tacking, beating, sailing down wind and gybing, triangular course landing and recovery.

Session 3,

Theory-Beaufort Scale, synoptic charts, IRPCs, reefing, capsize recovery and taking down mainsail, preparing for tow and on shore recovery.

Session 4

Setting up dinghy according to weather conditions .Better tacking and gybing sailing up and down the river using IRPCs, capsize, take up tow and on shore recovery.

Session 5

Tidal flow, Springs and Neaps, how to use tide tables, how to find direction of tidal streams local knowledge and tidal stream atlases, basic IALA buoyage.

Session 6

Picking up a mooring, MOB, coming alongside a moored boat, or jetty.

Adults and Juniors - Level 3; Better Sailing

| Topic | Delivery |
|--|--------------------------------|
| <ul style="list-style-type: none"> • Rig Boats including a spinnaker | Shore based |
| <ul style="list-style-type: none"> • Reefing | Shore based |
| <ul style="list-style-type: none"> • Work with a crew in 2 man boats • Tack and gybe safely keeping boat speed | On Water session |
| <ul style="list-style-type: none"> • Man over Board • Anchoring | On Water session |
| <ul style="list-style-type: none"> • Use the Sail controls for all conditions | Shore based + practice |
| <ul style="list-style-type: none"> • Five Essentials | Shore based |
| <ul style="list-style-type: none"> • Use weather forecasts and interpretations | Shore based |
| <ul style="list-style-type: none"> • Tides (theoretical at Llandegfedd!) | Shore based |
| <ul style="list-style-type: none"> • Introduction to Spinnakers, rig., hoist and drop • Hiking and trapezing | On Water session |
| <ul style="list-style-type: none"> • Choose a course and use wind shifts • Simple Race | Shore based + On Water session |

Advanced; Seamanship

| Topic | Delivery |
|--|------------------------|
| <ul style="list-style-type: none"> • Ropework | Shore based |
| <ul style="list-style-type: none"> • Heave to, Man over board, pick up a mooring • Anchoring, multiple techniques | On Water session |
| <ul style="list-style-type: none"> • Windward and leeward launch and recovery • Reef Afloat | Shore based + practice |
| <ul style="list-style-type: none"> • Sail backwards • Be towed by a powerboat | On Water session |
| <ul style="list-style-type: none"> • Rudderless sailing and with no centreboard | On Water session |
| <ul style="list-style-type: none"> • Discussion on towing a boat on public roads • Terminology and IRPCS | Shore based |
| <ul style="list-style-type: none"> • Meteorology • Tides, theory of 1/12ths, currents (theoretical at Llandegfedd) | Shore based |
| <ul style="list-style-type: none"> • Capsize recovery from total inversion | On Water session |

Advanced; Sailing with Spinnakers

| Topic | Delivery |
|---|------------------------|
| <ul style="list-style-type: none"> • Rig a boat with all three sails • Launch and recover advanced boats with racks/no transom etc. | Shore based |
| <ul style="list-style-type: none"> • Sail as a helm or crew • Hoist/Gybe/Drop as crew or helm | On Water session |
| <ul style="list-style-type: none"> • Choose best course downwind | On Water session |
| <ul style="list-style-type: none"> • Racing, different courses for types of boat • Understands apparent wind • Hull shapes | Shore based |
| <ul style="list-style-type: none"> • Racing | On Water session |
| <ul style="list-style-type: none"> • Rig set-up for different conditions. | Shore based + practice |
| <ul style="list-style-type: none"> • Capsize with a spinnaker; • Recovery from total inversion, theory | On Water session |

Advanced; Performance Sailing

- Effectively, the skills required to race a boat and get the best performance out of it.

| Topic | Delivery |
|--|------------------------|
| <ul style="list-style-type: none"> • Set up a high performance boat including a trapeze and spinnaker | Shore based |
| <ul style="list-style-type: none"> • Sail controls • Geographic effects on the wind and water • Wind shifts and gusts | Shore based + practice |
| <ul style="list-style-type: none"> • Roll tacking and roll gybing • Planing | On Water session |
| <ul style="list-style-type: none"> • Hull shapes • Meteorology | Shore based |
| <ul style="list-style-type: none"> • Sail efficiently on all points of sailing. | On Water sessions |

Racing; Start Racing

| Topic | Delivery |
|--|--------------------------------|
| <ul style="list-style-type: none"> Rules; RRS Part 2, section a. P/S, Windward/Leeward, Tacking and simplified Mark Rounding Starts, 5,4,1,Go Five Essentials | Shore based |
| <ul style="list-style-type: none"> Boat Set up for the conditions. Practice starts, Mark Rounding using 5E | Practical and On Water session |
| <ul style="list-style-type: none"> Food as Fuel, Hydration Weather, Gusts, Shifts, Clean Air, | Shore based |
| <ul style="list-style-type: none"> Starts, Short Courses, using windshifts Adjusting sails and controls at marks | On Water session |
| <ul style="list-style-type: none"> Laylines, Effect of shifts Class Tuning Guides, basic tuning | Shore based |
| <ul style="list-style-type: none"> More starts, Longer races | On Water session |
| <ul style="list-style-type: none"> Boat-on-boat situations, cover, crossing Club Racing Teamwork in 2 handers Weather forecasts, Transits | Shore based |
| <ul style="list-style-type: none"> 20 minute races, working on controls and handling. | On Water session |
| The Sailor should also have taken part in some club races. | |

Racing; Intermediate Racing

| Topic | Delivery |
|--|------------------|
| <ul style="list-style-type: none"> Racing Rules, Part 1 section A, Definitions. Line Bias at starts and finishes | Shore based |
| <ul style="list-style-type: none"> Practice starts, biases and restrictive “start box” to limit distances | On Water session |
| <ul style="list-style-type: none"> Sail Shapes, Power up, power down, Controls Better Mark Rounding | Shore based |
| <ul style="list-style-type: none"> Starts and short multi-mark races Using Controls efficiently, in wide, out close | On Water session |
| <ul style="list-style-type: none"> Tuning guide to set up a boat properly for the conditions. Check lines, rigging, hull and spars.. | Shore based |
| <ul style="list-style-type: none"> Racing; covering, lee bow, clean air Mark rounding with Zone rules. | On Water session |
| <ul style="list-style-type: none"> Teamwork, how it changes around the course? Rudderless discussion Gusts and starts Fitness | Shore based |
| <ul style="list-style-type: none"> Roll Tacking, Roll gybing, stopping, accelerating, hovering on starts. | On Water session |
| The sailor should also have taken part in a number of club races, and be ready for “Open Meetings”. Club “sprint racing” days will be excellent practice. | |

Racing; Advanced Racing

| Topic | Delivery |
|--|------------------|
| <ul style="list-style-type: none"> • Goal Setting, race and season aims • Boat setup, checking and preparation | Shore based |
| <ul style="list-style-type: none"> • Boat Handling, steering with sails, balance and doing fast, controlled penalties. Roll Tacks and Gybes | On Water session |
| <ul style="list-style-type: none"> • Teamwork review, Race analysis, Goals and communication, reactions to adversity | Shore based |
| <ul style="list-style-type: none"> • Starts and holding lanes up wind. • Boat-on-Fleet tactics, • Attacking and Controlling | On Water session |
| <ul style="list-style-type: none"> • Rules, RRS Part 2, RYA Racing Charter, Pre-start Rules, Penalties • Optimising boat within Rules, tuning guides and foil finish | Shore based |
| <ul style="list-style-type: none"> • Starting Practice, Protecting Gap to Leeward, holding on the line and use of Transits • Practice Recalls, Individual, General, Flag I | On Water session |
| <ul style="list-style-type: none"> • Sail Controls, Changing Gear, creating personal tuning guide, • Post Race Analysis sheet | Shore based |
| <ul style="list-style-type: none"> • Boat-on-Group tactics, • Overtaking and defending, covering • Approach to Marks | On Water session |
| <p>The Sailor should also be sailing regularly in Club Races and in Open Meetings.</p> | |

APPENDIX 18. Links to LLSC and other website sites

The following links take you to the Club Web Site which contains a raft of useful data. This is likely to be updated at a reasonable rate. Please also refer to the RYA’s own web site, this contains the standard data on training courses, and if there is a conflict, will over ride the information in the local LLSC site unless referring to local conditions.

| Topic | Reference |
|-------------------------------------|--|
| Main club web site | http://www.llandegfedd.org.uk/index.asp |
| Overview of training at Llandegfedd | http://www.llandegfedd.org.uk/training/training.htm |
| Overview of the club | http://www.llandegfedd.org.uk/club/club.htm |
| How to join the club | http://www.llandegfedd.org.uk/club/membership.htm |
| Training Course Schedules | http://www.llandegfedd.org.uk/training/schedule.htm |
| Training Course forms | (under the training section) |
| LLSC Committees and contacts | http://www.llandegfedd.org.uk/club/committee_main.htm |
| SOPS original Document | http://www.llandegfedd.org.uk/training/downloads.htm (at the foot of the page) |

RYA website data

| Topic | Reference |
|----------------------------|---|
| Main RYA web site | http://www.rya.org.uk |
| RYA Instructor’s resources | http://www.rya.org.uk/coursestraining/resources/Pages/default.aspx |
| Course Syllabus dinghies | http://www.rya.org.uk/coursestraining/courses/dinghymultikeel/Pages/default.aspx |
| Course Syllabus Powerboats | http://www.rya.org.uk/coursestraining/courses/powerboat/Pages/default.aspx |

APPENDIX 19. Acronyms

| | |
|----------|---|
| AI | Assistant Instructor |
| COSHH | Control of Substances Hazardous to Health |
| CPO | Child Protection Officer |
| CPP | Child Protection Policy |
| | |
| DCWW | Dwr Cymru Welsh Water |
| DI | Dinghy Instructor |
| Penelope | Committee Boat moored in reservoir |
| EAP | Emergency Action Plan |
| | |
| FA | First Aid |
| | |
| LLSC | Llandegfedd Sailing Club |
| LLWS | Llandegfedd Water Sports (DCWW's commercial RTC) |
| | |
| P | Principal |
| PB | Powerboat |
| PB2 | Powerboat 2 |
| PBI | Powerboat Instructor |
| PPC | Personal Protective Clothing |
| Quals | Qualifications |
| RI | Racing Instructor |
| RO | Race Officer |
| RTC | Royal Yachting Association Recognised Training Centre |
| RYA | Royal Yachting Association |
| | |
| SI | Senior Instructor |
| SOPs | Standard Operating Procedures |
| SSSI | Site of Special Scientific Interest |
| | |
| TA | Training Aim |
| TC | Training Centre |
| | |