

GROUP/COURSE FEEDBACK FORM

Course: Date:
Group: Instructors:
.....
Students:(Group Instructors only) Comments:(highlight any of note)

***** SAILING CLUB

INSTRUCTOR STANDING OPERATING PROCEDURES

Pre-Course Admin: Sat/Unsat Addl Comments:
Programming: Sat /Unsat Addl Comments:
Instructor Allocation: Sat/Unsat Addl Comments:
Students Selection: Sat /Unsat Addl Comments:
State of Dinghies: Sat/Unsat Addl Comments:
Safety Boats: Sat/Unsat Addl Comments:
Training Aids: Sat/Unsat Addl Comments:
Food (if provided): Sat/Unsat Addl Comments:
General Admin: Sat/Unsat Addl Comments:
Any other Key Points:

HANDOUT FOR ALL INSTRUCTORS

Date:

Name:

NOTES

1. **Instructor Requirements.** Before starting to instruct within the BSC each year, all instructors shall:

- a. Read the Club's Training Safety Policy Statement, the Child Protection Guidelines and these SOPs (signing the list held in the office that they have done so).
- b. Have had their Instructor Certificates and First Aid Certificate checked.

2. **Organisation.** **Principal**

Chief Instructor (Deputy Principal & Safety Officer)

Club Coach & Assistant Club Coach

Course Organiser(s)

Course Instructor(s)

Supporting Dinghy Instructors & Adult Assistant Instructors

Beachmaster(s) - Bosun/Boatman - Base Radio Operator – Duty Parents

3. **Responsibilities.**

Principal	- Overall organisation and safe management of the ***** as an RYA Training Centre.
Chief Instructor (Deputy Principal & Safety Officer)	- Deputise in Principal's absence. - Club Safety standards and advice. - Accident investigation. - Overall course co-ordination & training standards.
Club Coach ¹	- Assistant Chief Instructor - Instructor co-ordination and training. - Specialist Instruction. - Course Programming ² & Detailed co-ordination.
Course <u>Organiser</u>	- Course administration ³ . - Provision of adequate numbers of seaworthy dinghies. - Any non-syllabus activity (helped by Duty Instructor as necessary; to include any catering and social activity). - Follow-up liaison in the event of an accident.

¹ Will often be the course instructor.

² Finalised programmes are to be seen and endorsed by the Chief Instructor. Copies are to be held in the office.

³ A copy of the Course nominals (broken down by groups) is to be passed to the office.

(4) Instructors to obtain feed back from students (and parents if appropriate) and complete feedback sheets (on back page) within 24 hours of the course ending. Course Instructors to let the Chief Instructor/Club Coach have a consolidated feed back sheet within 48 hours of the course ending.

(5) A list of prize winners is to be passed to the Chief Instructor/Club Coach within 24 hours of the course finishing.

11. **Role of Adult Assistant Instructors.** A number of parents have now attended Assistant Instructors Courses and will be working in support of training - primarily ***** courses. The Course they attended concentrated on the basic skills required to be an instructor (i.e. the first few chapters of G14 (RYA Instructor Handbook & Logbook); it did not address individual sailing skills. Their remit is to help with the overall planning and group management (including liaising with parents and helping with un-cooperative students) and to help ensure that Cadets have the maximum amount of fun within a safe but challenging course or activity. It is very much a “partnership” arrangement with the qualified instructors. In part

12. **Child Protection.** The ***** Sailing Club is committed to providing a safe environment for children ⁴. Therefore, it is Club policy that:

- a. the child’s welfare is paramount;
- b. all children whatever their age, culture, social grouping, disability, gender, language, racial origin, religious belief and/or sexual identity, have the right to protection from abuse;
- c. all suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately.

13. **Offences under the Children’s Act.** The Club is required to vet all those who come into contact with "young persons"; to this end, by signing to confirm that these Operating Instructions have been read and understood, instructors are also confirming that they have never been involved in any police investigation against them into child abuse.

14. **Alcohol & Drugs.** Drinking “on duty” is not allowed. Excessive drinking over night is likely to affect your performance the following day and the Club’s safety policy which states that no one is allowed on the water under the influence of drink will be strictly administered. Anyone identified as being under the influence of banned substances will be immediately barred from instructing.

Course Instructor	<ul style="list-style-type: none"> - On & Off water Course activity (including outline programming). - Course standards (seamanship and general behaviour). - As necessary, discussing with students (or parents as appropriate) any shortfalls or problems. - Course Instructor co-ordination. - Nominating the Course Duty Instructor/Duty Group.
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Adult AIs (where appropriate in conjunction with the Lead Instructors) otherwise Lead Instructors	<ul style="list-style-type: none"> - Group Programming & Instructor Co-ordination. - Co-ordination of on and off water activity for the group. - Group standards (both seamanship and general behaviour). - Discussing with students (or parents as appropriate) their weak points particularly if not being awarded a certificate.
Instructors & Assistant Instructors	<ul style="list-style-type: none"> - On and off water activity (including safety as required). - Non-syllabus activity as required.
Bosun (if available)/Boatman	<ul style="list-style-type: none"> - maintenance of course boats - Course RIBs and support craft.
Beachmaster	<ul style="list-style-type: none"> - Safe control of the slipway and beach areas.
Base Radio Operator	<ul style="list-style-type: none"> - Manning the Base Radio (or suitable portable).
Duty Parents	<ul style="list-style-type: none"> - helping, particularly when children are brought back off the water tired or injured. Informing NOK if required.

4. **Daily Briefings.**

<i>Event</i>	<i>To Lead/to attend</i>	<i>Remarks</i>
<u>Chief Instructor’s Morning Brief</u> (normally ½ an hour before the scheduled start times).	Chief Instructor, all Instructors, Course Organisers, Beach-master & i/c Bosuns	Duty Instructor to brief on daily weather.
<u>Club Coach’s End of Day De-brief</u> (normally as soon as all instruction is finished).	Club Coach, Course & Adult Asst Instructors, Course Organisers & i/c Bosuns	Discuss any problem areas and changes to the following day’s programme.
<u>Adult AIs (where appropriate) Daily de-brief</u>	Adult AI, all “group” instructors.	as required but always prior to the Club Coach’s de-brief.

⁴ As defined in the Children Act 1989, anyone under the age of 18 years should be considered as a child for the purposes of this document.

5. **Duty Instructor**. A list of duty instructors covering the main activity weeks will be issued during the Instructor Training Days. Except for the first day, the roster will run from midday to midday. When more than one duty instructor is nominated they must liaise closely and agree who is to be responsible for:

At least 15 mins before the Chief Instructor's Brief

a. Writing up the weather on the Noticeboard and briefing it at the morning meeting.

Prior to any Groups going Afloat

b. Assisting prepare the radios for issue

c. Assisting the boatman/assistant boatman to re-fuel and check over the Safety Boats being used.

After Sailing

d. Ensuring all the Safety Boats are moored neatly and securely, safety packs are checked and stowed, and fuel bunker is locked up.

e. Ensuring all radios are returned and put on charge

f. Ensuring all course dinghies are put away tidily and in a seamanlike manner.

Lunchtime

g. Supervising lunch (during courses) and ensuring all rubbish is collected.

End of the Day

h. Ensuring all Course classrooms are tidy at the end of the day; and that the Changing Rooms are tidy - mopping out if required. The Course Organiser will advise on lost property.

i. Assisting the Course Organisers as required with any non-syllabus evening activity.

6. **Lifejackets/Buoyancy Aids and Kill Cords**. An approved buoyancy aid (CE Newton 50) **shall be worn by all instructors (and students) whenever afloat**. Buoyancy aids for all students shall be checked **daily** for suitability and fitting. **Kill Cords shall always be worn when helming a planing craft**.

7. **Safety Boat & Launch Checks**. The following checks are to be carried out before either safety boats or the Club Launches are taken out:

a. Safety Box complete and on board.

b. Engine secure (outboards only) and water cooling working.

c. State of the propellor (outboards only)

d. Sufficient fuel and fuel can secure.

e. Oil levels (as appropriate) are ok.

f. Paddles and anchor secure.

g. Sufficient tow lines available.

h. Radio operating.

i. Kill cord connected (outboards only).

On completion, the boats are to be moored up in a seamanlike manner, and all equipment neatly stowed. All rubbish is to be disposed of, and any damage reported to the Course Instructor (who will in turn inform the Chief Instructor/Safety Officer). Outboard fuel

tanks are to be locked up in the fuel bunker. **There is to be no smoking in boats at any time.**

8. **Radios**. Radios will be issued out (on signature) from the office. They are to be returned to the office and signed off on completion of the day's activity. In the event of radios being transferred between groups, the original signaturee remains responsible for ensuring that the radio is returned safely. A replacement charge will be raised if radios are lost or become waterlogged through negligence. Additionally:

a. Except in an emergency when contact cannot be made to another ***** callsign, **Ch M2** is to be used. Net discipline is to be maintained at all times.

b. Radios will normally be in a protective waterproof bag when issued. However, in the event of the waterproof bag getting punctured and water logged, remove the radio and store in a dry location. Disconnect the battery pack if the radio itself is wet.

9. **Standards of Instruction**. The highest standards of instruction and professionalism are expected at all times. In addition to always wearing the correct gear when afloat (buoyancy aid, shoes etc), the following guidelines are to be adhered to:

a. No Smoking in the presence of students.

b. No swearing in front of students.

c. No eating (includes gum) during instruction.

d. Remove any jewellery that might get caught.

e. Do not instruct wearing sunglasses (unless absolutely essential).

10. **Course Debriefs & Feedback**. The following routines are to be followed:

a. **End of Each Day**. Course Instructors to inform the Chief Instructor/Club Coach of the following:

(1) Any problems with dinghies, safety boats or administration.

(2) Any student problems (sailing difficulties, behaviour etc).

(3) Any instructor problems.

b. **Mid-Course**. Course Instructors to ensure that students needing to do better if they are to pass the course are made aware of their shortcomings by the end of the 3rd days instruction. In the case of Junior Cadets, parents must also to be informed of any serious concerns.

c. **End of Course**.

(1) Lead instructors to confirm Certificate requirements to the Course Instructor who is to provide a consolidated list to the Chief Instructor.

(2) Log Books to be signed off by Lead instructors and certificates stuck in.

(3) Lead instructors (or Course Instructor if appropriate) to inform students (or parents as appropriate) of reasons why it has been decided not to award a certificate.