RYA Thames Valley & London Regional Instructor Courses – Course Information

**RYA Senior Instructor (Dinghy): 4 days**

The course venue, dates, times and other general information are detailed on the booking confirmation email sent once a booking has been made via this link: [http://www.rya.org.uk/regions/thamesvalley/coursesconferences/Pages/RegionalInstructorCourses.aspx](http://www.rya.org.uk/regions/thamesvalley/coursesconferences/Pages/RegionalInstructorCourses.aspx)

CPD – continuing professional development - days are available in the region for those who need their personal skills refreshing and can be viewed via the link above.

**Aim of the course**

The aim of the course is to help candidates, as experienced instructors, to become competent to plan, organise and manage courses within the RYA National & Youth Sailing Schemes and, indeed, to see if they are ready to take on this role. This will involve sessions afloat as well as group discussions. The course will help candidates to understand the requirements of RYA Training Centre recognition and will highlight the need for the SI to be patient and resourceful as well as being able to confidently manage people and situations. The overall aim of the SI is to facilitate courses that are enjoyable, safe and informative.

**RYA Senior Instructor workbook**

The ‘RYA Senior Instructor Workbook’ must be completed electronically to the best of a candidate’s ability before the course and can be accessed here: [http://tinyurl.com/6wy6c6l](http://tinyurl.com/6wy6c6l)

When completed candidates can either:

i) print it and bring the hard copy to the course on the first day or
ii) email the completed document prior to the start of the course to – simon.winkley@rya.org.uk

The workbook is designed to be completed during the month before the course and should take 6-8 hours to complete. It will not be 100% marked but it will be looked at and will help the coaches to form an impression of ability. It will also help to gain an understanding of what it means to be a SI and will provide material for group discussions during the course.

**Sessions afloat**

- Each session afloat will be organised by a candidate ‘playing’ the role of the SI who will brief some of the other candidates ‘playing’ the role of instructors
- The session should be safe, well-managed and run as smoothly as possible - ending with the ‘instructors’ being debriefed
- The rest of the candidates will take-on the role of the ‘students’ participating in the session
- The ‘SI’ will be ultimately accountable for the performance of any their ‘DIs’ running sessions
- On completion of each session, the course Coach/Assessors will debrief the whole group
- All candidates should learn something from every session
- For further information on briefing and debriefing see RYA publication G14 (see below)

This course will typically be delivered in a range of centre-mainsheet, asymmetric spinnaker boats (to reflect the tendency for this type of boat to be used in a modern training situation).

**Group discussions**

Candidates are required to lead a 20-minute group discussion (as below, based on the number allocated on the email confirmation sent once booking has been made) and to be able to contribute towards discussions on the other topics. Please note that this in not a presentation. Rather, candidates should
research the subject and, within the group discussion, aim to bring out relevant points. They should steer the discussion to avoid unnecessary digression and deliver a brief summary at the end.

1. Risk management within RYA Training Centres and how risk assessments should guide the writing of standard operating procedures
2. Considerations regarding the safeguarding of children and vulnerable adults within clubs and centres
3. Considerations regarding the risk of entrapment, including prevention and dealing with entrapment. Include approaches to the use of masthead floatation devices
4. Why is it essential to have bespoke course programmes* in each RYA Training Centre for each course that the organisation is recognised to deliver? How can these be used effectively in changing conditions such as wind and tide? (*course programmes are designed to show which elements of a syllabus should be taught in which order in a particular centre and are not generic for all clubs/centres)
5. The benefits of teaching sailing using The Method
6. Managing complaints during or on completion of RYA courses
7. The RYA Assistant Instructor course and the role of the SI in delivering it
8. RYA Centre recognition – benefits and considerations
9. The role of the SI in actively maintaining standards of tuition
10. The safe and effective use of powerboats within dinghy training (including the latest RYA requirements for what to carry onboard – as per latest ‘RYA Recognition Guidance Notes’
11. Considerations regarding the selection of dinghies suitable for RYA training
12. The induction and continuing training of instructors/helpers, including how and why such training should be recorded

Overlapping in any significant way with the content of the other topics should be avoided.

Candidates should bring:
1. Whistle
2. Pencil and waterproof paper (RYA Wetnotes or similar) for on-water work plus shore-based writing materials
3. A watch
4. Any teaching/coaching models, tools or ideas that may prove useful
5. Safety knife - ideally small with a folding, round-tipped, locking blade

Candidates must bring the following original documentation:
1. RYA Dinghy Instructor certificate
2. RYA Safety Boat certificate (for Coastal SI candidates this should be coastally endorsed)
3. A current, recognised first aid certificate*
4. RYA Membership number (current RYA membership is required)
5. Current version of ‘RYA National Sailing Scheme Instructor Handbook: G14’ containing a RYA Principal’s written recommendation
6. Any old logbooks showing a candidate’s experience

* [http://www.rya.org.uk/coursestraining/resources/Pages/Firstaidandmedica.aspx](http://www.rya.org.uk/coursestraining/resources/Pages/Firstaidandmedica.aspx) contains two lists showing which certificates are and are not recognised. Any candidates who do not have a recognised certificate will not be able to qualify for this award until they can produce one.

Upon successful completion of the course a RYA Senior Instructor certificate will be sent showing any previous DI endorsements and will be valid for 5 years.
Recommended Reading
Recommended reading for the course is:

- The latest version of ‘G14: RYA National Sailing Scheme Instructor Handbook’ (especially all sections relative to the SI course)
- RYA Sailing Schemes, defined in the current versions of: ‘G4: RYA National Sailing Scheme’ and ‘G11: RYA Youth Sailing Scheme’
- Past and current RYA Wavelength magazines: [http://www.rya.org.uk/coursestraining/wavelength/Pages/archives.aspx](http://www.rya.org.uk/coursestraining/wavelength/Pages/archives.aspx)
- ‘RYA Recognition Guidance Notes’ – click through from this page: [http://www.rya.org.uk/coursestraining/trainingcentres/Pages/runningsailandmotorcruising.aspx](http://www.rya.org.uk/coursestraining/trainingcentres/Pages/runningsailandmotorcruising.aspx)

Assessment
The assessment on the course is continuous and will focus on a candidate’s:

- Ability to plan, organise and manage practical sessions afloat, aiming for:
  - clear brief, clear aims and objectives, identified sailing area, safety brief including signals
  - group involvement
  - facilitation of on-water coaching
  - good group control
  - achievement of objectives
  - clear, positive debrief to include ‘improvement points’
- Involvement in shore-based sessions and group discussions
- Personal sailing ability to the level of RYA Dinghy Instructor pre-assessment (coastal/inland, appropriate to the course location)
- Solid proficiency in land drills for centre main tacking and gybing, as per The Method, G14. Aft main may also be covered

A candidate’s attendance of the course will provide the Coach/Assessors with the information they need in order to decide whether or not to recommend them as a RYA Senior Instructor. As such, all elements of a candidate’s performance will be taken into consideration over the four days.

Medical
Prior to the start of the course RYA TV&L must be informed if a candidate is suffering from any physical or mental impairment which has an adverse effect on their ability to properly discharge their duty of care as an instructor. Please inform RYA TV&L if you have any reading or communication difficulties. Please ensure you are well-prepared for the course, especially in terms of your discussion and your personal sailing skills.

For questions regarding the course please contact:

Simon Winkley
RYA Thames Valley & London Sailing Development Officer
[Simon.Winkley@rya.org.uk](mailto:Simon.Winkley@rya.org.uk)