

	Helensburgh Sailing Club		
	STANDARD OPERATING PROCEDURE		
TRAINING			
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## **1. PREAMBLE**

These Operating Procedures have been produced to ensure good practice within the Training Section of Helensburgh Sailing Club.

All SI and DI involved with the delivery of training will be issued with a copy of these Operating Procedures. No new instructional staff will be permitted to take a training role in HSC until they have read these Operating Procedures.

Dinghy Assistant Instructors are to be briefed on these Operating Procedures at the start of the season and as part of DAI training.

The Principal is to brief PBI on the relevant sections at the start of a PB or SB course.

Some procedures in these Operating Procedures will differ from those in the Helensburgh Sailing Club Operating Procedures. Training procedures are to be applied during formal RYA RTC activities. HSC procedures are to apply at all other times.

Susan Miskelly  
Rear Commodore (Training) Principal HSC

## 2. TRAINING ADMINISTRATION

**Take Note: - No one apart from the Principal or duty SI is to authorise the launching of any boats. The Principal or duty SI must be present when any training is taking place!**

### 2.1. Documentation:

All instructional staff (not Assistant Instructors) must be in possession of:

- RYA G03 - Start Sailing Beginners Handbook
- RYA G04 – National Sailing Scheme Logbook
- RYA G11 - Youth Sailing Scheme Syllabus & logbook
- RYA G14 – National Sailing Scheme Instructor Handbook

These books should be available for reference at all times when instructing

### 2.2. Administration:

Ensure you arrive at the club at least 30 minutes before instruction starts. This will allow time for: -

- The Principal or duty SI to brief you on the session's activities and allocate safety boats to groups. The briefing will allocate Assistant Instructors to groups.
- The Principal or duty SI to nominate one instructor to meet parents at the door to ensure children are signed in at the start and out at the end of the session.
- You to get changed before the children and parents arrive. This is important as it is one of the safeguards in the Child Protection Guidelines.
- The nominated instructor is to be at the door 15 minutes before the session commences to meet parents as they arrive and ensure children are signed into the club.
- All other instructors are to prepare safety boats and equipment. Assistant Instructors should be directed to start untying the boats.
- The Principal or duty SI are to complete the Training Risk Assessment form. On completion, this is to be left in the office.

### 2.3. Instruction:

- Know what you have been told to teach. Refer to your RYA literature if necessary.
- Brief your students on the aim of the session. Ensure they understand.
- Ensure your students are correctly dressed.
- Stick to the RYA syllabus - do not teach anything that is not in the RYA literature.
- Do not teach a subject that is not part of the relevant RYA Stage that you are teaching.
- Do not talk about 'horror stories'.
- Use land drills when appropriate.
- When teaching theory lessons ensure you use teaching aids to suit the subject.
- No boats are to be launched until the Principal or duty SI have given approval.
- Use Assistant Instructors to help teach manoeuvres - put them in the student's boat until you are happy that the student has mastered the task.
- Do not move onto the next task until you are sure your students have mastered the task in hand.

- Parents are not instructors. Should any parent interrupt instruction ask them politely to move out of earshot of the students and request they do not interrupt. If necessary request the Principal or duty SI to intervene on your behalf.
- Always report any injury either to a student or instructor to the Principal or duty SI.

### 2.4. Safety Boat Use:

- All safety boats used for training are to be driven by a Dinghy Instructor
- Assistant Instructors are not permitted to drive even if they hold the L2 Powerboat Certificate.
- **The boat driver is to wear the engine kill cord connected to the engine ignition system at all times.**
- Boat drivers are to be seated on the driver's seat. There is never a need to drive standing up or sitting on the side tubes.
- The maximum crew number in a safety boat is not to exceed 3 persons, this includes the driver. If there are excess Assistant Instructors not actively assisting they are to be put ashore.
- Safety boat crews are to be dressed to enter the water.
- The boats are not be driven at high speed in the mooring area or in the vicinity of students in dinghies.

### 2.5. Communications:

- Ensure your VHF Radio is working and on the correct channel before going afloat
- After use VHF's are to be rinsed off, dried and put back in the charging unit.

### 2.6. After Sailing:

- Ensure all boats are put away and tied down.
- All equipment is put away neatly in the sail shed.
- Ensure any breakages or loss of equipment are reported to the Principal or duty SI.
- Carry out a student debrief of the session's activities.
- The nominated instructor is to ensure all children are signed out when their parent/guardian collects them.
- Ensure the clubhouse is left clean and tidy with the floor mopped if necessary.
- The Principal or duty SI is to debrief all instructional staff.

### 2.7. General Points:

- Do not arrive at the club and immediately sit down drinking/chatting in the lounge/kitchen or office.
- Do not use the office for any reason. The office is out of bounds except for the Principal or duty SI.
- Remember - At all times the safety of the student is paramount.

## **3. GOOD PRACTICE GUIDELINES FOR CHILD PROTECTION**

### 3.1. CULTURE

It is important to HSC to maintain a culture in which children can learn to sail safely, knowing that they will be treated fairly and with respect, without fear of bullying or intimidation. Parents and children should be able to raise concerns knowing that they will be taken seriously and the matter handled sensitively. For this purpose a child refers to anyone under the age of 18. The following also

applies to under 18 Instructors and assistant Instructors

### 3.2. MINIMISING RISK

Good practice protects everyone - children and instructors.

- Avoid spending time working with children in isolation.
- Be alert to bullying. Teasing is rarely fun for everyone.
- Arrange to work in groups or observed whenever possible.
- Encourage children to help each other with wetsuits/buoyancy aids etc rather than helping them yourself.
- If you do have to help a child, make sure you are in full view of others - preferably an adult.
- Do not take children in a car.
- Do not take children to your home.
- Should a child's parents/guardian be late collecting their child do not offer to take them home. Always wait until the parent arrives.

### 3.3. NEVER

- Engage in rough, physical or sexually provocative games.
- Allow, or engage in inappropriate touching.
- Use or allow inappropriate language.
- Make suggestive comments to a child.
- Fail to respond to an allegation by a child - always act.
- Do things of a personal nature that children can do themselves.

### 3.4. CHANGING ROOMS

- Preferably stay away from changing rooms while children are in them.
- Do not enter changing room unless you are accompanied by another adult preferably of the appropriate gender.
- Be aware that bullying can become an issue in changing rooms.

### 3.5. FIRST AID

- First Aid is part of normal duty of care. Obtain consent from the child and only examine in the presence of another adult preferably of the child's gender.
- Always check the Medical Consent form before administering First Aid.
- Always inform the child's parent of any treatment given.

### 3.6. CONCERNS

Anyone who is concerned about a child's welfare during activities at HSC should firstly ensure the child is safe then inform either the Principal or duty Senior Instructor immediately. They will, in turn inform the HSC Welfare officer listed in HSC P-02

(Please also refer to the 'HSC Safeguarding Children Policy – HSC P-02)

**4. TRAINING/COACHING RISK ASSESSMENT**

	<b>Risk To Be Assessed</b>	<b>Comments</b>	<b>OK To Sail ?</b>
1	Wind strength & direction (Current & forecast)		
2	Sea state (Current & forecast)		
3	Visibility (Current & forecast)		
4	Tide times (HW & LW)		
5	Start & finish times		
6	Number of boats		
7	Number of students going afloat		
8	Number of Instructors going afloat		
9	Number of safety boats and crew numbers		
10	Adult Shore support		
11	Are radio comms available afloat & ashore		

I conclude that the risks involved in training today are low and that the planned activity can proceed\*.

Signed ..... Date .....

Print Name .....

\* **Only the HSC Principal or the duty Senior Instructor is empowered to authorise students to go afloat.**

## 5. ON THE WATER EMERGENCY PLAN

5.1. See document HSCOP-02 ~ HSC Emergency Plan

## 6. SAILING AREA

The sailing area is bounded by the Southern breakwater at Rhu Marina to the North West and Cairndhu Buoy to the South East and extends to Rosneath Bay to the South West.

## 7. OUT OF TRAINING AREA SAILING

### 7.1. GENERAL

7.1.1. Sail training outside of the recognised training area will be regarded as an exception rather than general practice.

7.1.2. Only the Principal can authorize sail training outside of the recognised training area

7.1.3. Limits of sailing are:

- Ardmore Point to the South East of HSC.
- Red Can Buoy 'Kil 2' off Kilcreggan .
- Carban Point just South of HNB Clyde

See attached Chart at Annex A – limits of area shown by blue 'dash' lines

### 7.2. Rhu Narrows and channel closure



Note: Channel closure signals are displayed at Rhu Hangers and on the Rosneath Lattice Mast. 1 red light over 2 green lights meaning "Rhu Restricted Channel"

When this signal is displayed boats **are not** permitted to sail through Rhu narrows until the lights are off. If necessary, the Principal will contact the Duty Controller for HMNB Clyde for approximate timing of expected movement.

**Duty Controller - Tel No: 01436674321 Ext 3206**

7.3. Only those holding RYA S3 or S4 and higher are permitted to sail to the above points. However, this rule may be relaxed to include those holding S2 if they are accompanied by a DI or AI.

7.4. The Principal or the SI nominated by him to take charge of the group is to ensure that weather conditions are suitable. Wind strengths should not exceed F3 (7 -10 knots). Tidal flow should also be taken into account especially if going through Rhu Narrows as the tidal flow can reach 3 knots on spring tides.

7.5. Note: The standard pre sailing Risk Assessment is to be carried out by the Principal or nominated SI.

**Note: In addition, a time that the fleet is to have returned to HSC is to be annotated on the Risk Assessment.**

7.6. The Principal or nominated SI is to ensure that sailors and safety boat crews are fully briefed on what action should be taken in the event of an emergency.

- 7.7. The maximum number of dinghies is not to exceed 4 double handers or 6 single handers.
- 7.8. Two safety boats are to accompany the sailing dinghies. This can be either 2 RIBs or one RIB and an Avon or the Champ. One boat is to be positioned to the windward side of the fleet the other behind the fleet.
- 7.9. Both safety boats are to be in VHF contact with each other and with the Clubhouse. If sailing to into the Gareloch the VHF signal will be lost when to the north of Rhu Marina. In this case another instructor with VHF radio is to be at Rhu Narrows Spit to act as a radio relay. If sailing South the VHF signal will be blocked by Kidston Park. In this case another instructor with VHF radio is to be on Helensburgh Pier to act as a radio relay.
- 7.10. Ensure before departure that all radios are operating on the correct Channel.
- 7.11. Safety boat crews are to be briefed as to their specific roles in the event of a dinghy capsize.
- 7.12. Dinghy sailors are to be briefed on the importance of staying as a group and procedure if one dinghy capsizes.

## **8. EMERGENCY PROCEDURES**

- 8.1. The fleet is to sail as a group. If the fleet starts to separate one safety boat is to go to the front dinghy and have them to heave to until the remainder have caught up.
- 8.2. In the event of a dinghy capsizing the rest of the fleet is to heave to controlled by one safety boat while the other assists with the recovery of the capsized one.
- 8.3. Note: It is important that the safety boat crews are briefed as to who does what before leaving HSC.
- 8.4. In the event of any other emergency e.g., first aid assistance required, boats are to be beached with all other sailors ashore and one safety boat anchored off while the casualty is taken back to HSC for treatment. Only when this safety boat has returned are dinghies to be re-launched and either continue to their destination or return to HSC.
- 8.5. If the situation is serious the Emergency Action Plan is to be operated. The radio relays are to ensure all information/action taken is passed to the Clubhouse.





## 9. ENTRAPMENT

- 9.1. Entrapment is when a person is trapped underneath an inverted sailing dinghy.
- 9.2. Recorded incidents of entrapment show that incidents were spread fairly evenly across recreational sailing, racing and coaching/training. A very wide range of boats were involved (1)
- 9.3. Entrapment is a rare occurrence but safety boat crews must be aware of the possibility and be prepared to act accordingly. There are many reasons why entrapment occurs but the three most common are:
  - Getting caught in a trapeze wire or equipment
  - Getting caught in halyards etc
  - Caught on other fittings or equipment
- 9.4. Prevention: Good training can greatly reduce the risk of entrapment. Quick release trapeze hooks *i.e.*, those that will release under load should only be used. Any older ones fitted to club owned trapeze harness' are to be replaced. The importance of keeping cockpits tidy is to be stressed during training sessions. Where fitted, halyard bags are to be used. Students should be made aware if they are sailing boats that invert quickly, e.g., Wayfarer SD, RS Feva, Sport 14. Masthead floats should be used where possible.
- 9.5. Capsize Recovery Training Sessions
  - During capsize recovery training sessions those boats with a tendency to invert quickly are to have the mast heads fitted with some form of buoyancy assistance, eg a fender or small buoy tied to the top of the mast.
  - Once the capsize recovery has been mastered the buoyancy assistance at the mast head is to be removed and the capsize recovery done again. If necessary two instructors should demonstrate the recovery first.

### 9.6. Emergency Procedure:

Should an entrapment occur it is essential that the safety boat crew provide assistance.

- a) Speed is essential
  - b) Speak to the person trapped underneath to ascertain the problem and always make him/her aware of what you are going to do to get them out
  - c) One crew member should go into the water and pull the centre board out to its full extent. He should try to avoid climbing on the hull as his weight will sink the boat further reducing the airspace underneath the upturned hull. He should also try to get hold of one of the jib sheets and throw it over the hull
  - d) The safety boat should then be positioned at the bow and attempts made to 'walk' the dinghy onto its side using the forestay or jib luff. The crewman in the water can assist by using the jib sheet and his weight.
  - e) Once the dinghy is on its side the trapped person is to be recovered
  - f) First aid should be administered if necessary. If the casualty is not fully conscious or has swallowed seawater medical assistance is to be sought and the casualty taken to Rhu Marina
- If this recovery does not work it may be necessary to tow the dinghy onto its side using the safety boat. However, this should be a last resort especially if the trapped person is not conscious as this could result in the trapped person receiving further injury.

(1) source: RYA Research into Dinghy Entrapments dated March 2005

## 10. USE OF CLUB SAFETY BOATS FOR TRAINING

### See procedure HSCOP-01 ~ HSC RIBs - Club Activities

#### In addition

##### 10.1. Prior to Going Afloat: Check over assigned safety boat: -

- Boat is drained of water.
  - Bungs fitted
  - Drain trunk secured
  - Painters fitted
  - Tubes fully inflated
  - Anchor, chain and warp stowed
  - At least one paddle stowed
  - Safety kit\*
  - Fire Extinguisher\*\*
  - VHF Radio
  - Towline
  - Fit fuel tank and prime fuel line (Fuel tank must be secured in boat)
- 
- \*Safety kit, which is kept in a clearly marked red drybag, is to be taken from the store cupboard in the clubhouse and put on each safety boat. Any items lost/broken or used during the session are to be notified to the PI or SI at the end of the session and the bag returned to the cupboard (and left open to ensure dampness doesn't build up).
  - \*\* A fire extinguisher should be collected from the clubhouse before the session and mounted on its bracket in the RIB. It must be removed from the RIB and stored in the clubhouse again at the end of the session

All persons in the safety boat are to be dressed to go into the water and wearing buoyancy aids.

##### 10.2. Launching: -

- Float the boat off the trailer
- Lower engine leg so that cavitation plate is below water level
- Ensure ignition key and kill cord are fitted and start the engine
- If engine is the 2 stroke Yamaha use engine choke to start if engine is cold.
- Check for cooling water coming out of engine.
- Progressively lower engine leg as water depth increases.

##### 10.3. After Launching: -

- Carry out radio check with shore and other safety boats.

##### 10.4. During Use: -

- Always wear the kill cord.
- Use slow speed in the mooring area.
- Use slow speed amongst the training fleet.
- Always drive sitting on the seat. Never drive standing up or sitting on the side tubes

- Assistant Instructors are not to drive safety boats during training, even if PB2 qualified
- At least one safety boat is to be on the water until all training boats are ashore and the Principal or Duty SI have stood the safety fleet down.

#### 10.5. After Use:-

- All safety boats are to be removed from the water unless the Principal or Duty SI direct otherwise.
- Safety boats left afloat are to be tied off to a mooring buoy or the Champ using a double painter.
- Safety boats left afloat are to have the fuel tank, ignition key and kill chord taken ashore. The engine is to be raised and the mechanical tilt lock engaged. The drain trunk is to be raised into the 'closed' position. All rubbish is to be taken ashore.

#### 10.6. Boats Ashore: -

- Safety boats put ashore are to have the engines flushed with fresh water for 'at least' 3 minutes.
- All water removed from the boats.
- Fuel tanks, ignition keys and kill cord are to be removed and put away.
- Engine legs are to be left 'down'. This allows water to drain.

#### 10.7. Fault Reporting:

Any faults are to be made known to the Principal or Duty SI.

## 11. USE OF VHF RADIOS

**See procedure HSCOP-05 ~ HSC VHF Procedure**