

# Sailing

Sport for all, Sport for life



## Small Boat Sailing Scheme

Seoltoireacht na mBád Beaga.

*Advanced Instructor Handbook*

2022

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# Introduction

This manual aims to provide instructors working with the Irish Sailing Small Boat Sailing Scheme with;

- Information on the Irish Sailing Small Boat Sailing Scheme and instructor qualifications and training programmes.
- An outline of the Irish Sailing Small Boat Sailing Scheme (SBSS) as presented in the Participants Logbook.
- A commentary on each aspect of the SBSS syllabus that will assist instructors in;
  - Identifying exactly what they should be teaching on a particular course.
  - The standards of competency and knowledge expected of sailors at a particular stage of the course.
  - Choosing appropriate teaching methods and exercises to use at each stage of a particular course.

The manual has been compiled and edited by;

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In doing so they were assisted by Irish Sailing SBSS Instructor Trainers;

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The manual will be updated and amended annually. Feedback from instructors on its content and format is welcome and should be sent to the Training Department in the Irish Sailing office.

Manuals must be provided to all participants on Sailing Instructor Training courses and current versions must be made available by Centre Principals to all other Sailing Instructors.

Copies of the manual are available from the Irish Sailing website library.

## **Warning**

The skills and competencies listed in this handbook and in the participant's Sailing Passport are not necessarily listed in the order that they should or are best taught. The only reason that they have been arranged as laid out is to make best use of the space available on the page!

Therefore, instructors should not use these publications as a course programme and must instead develop their own programme. While doing so;

- Do use the course programme sheet provided at the back of this handbook.
- Identify the best order in which to attempt skills;
  - Simple skills first.
  - More complex skills later.
- Try and cover as much theory out on the water rather than in the class room.
- Cover skills / knowledge only as they become relevant – eg cover a particular knot you need to use rather than doing a big session on knots / rope work.

## **Safe sailing**

Harry Hermon  
CEO Irish Sailing

Irish Sailing is national governing body for all forms of recreational and competitive activities involving sail and engine powered craft in Ireland.

## **Training**

Irish Sailing has a network of affiliated centres, schools and clubs who run a range of training courses in dinghies, keelboats, catamarans, windsurfing, cruisers, powerboats, personal watercrafts and inland waterways motorboats. Irish Sailing training schemes are a modern, structured and safe way of introducing people of all ages to their chosen sport. ISA Training Centres all use Irish Sailing trained & qualified instructors and are inspected annually and ensure that they conform to strict standards of safety and quality. The course providers are supported by full time professional staff who works with the course providers to assist and support them in running the training programmes.

## **Clubs / Development**

Irish Sailing also has a network of affiliated clubs. The majority of these clubs are Category 1 Clubs and are run under the Irish Sailing Affiliation Scheme. This means that all members of Irish Sailing affiliated Category 1 Clubs are members of Irish Sailing and are entitled to all the benefits associated with membership of the National Governing Body. Membership of Irish Sailing may also be applied for directly.

Category 1 Clubs have the full backing and support of Irish Sailing and have a full time Club Development Officer working with them. Their role is to assist with recruiting new members, development of facilities, improving communications, increasing safety awareness, help with legal and insurance matters and acting as a communication link between clubs and official bodies (Department of the Marine, Sports Council etc.),

## **Information / Advice**

All Irish Sailing members can receive help, information and advice from the Irish Sailing office, on any Irish Sailing related water sports. The staff are always helpful and will do their utmost to answer any questions or queries members may have. Representatives from Irish Sailing affiliated clubs and sailing schools can receive advice on grants and funding as well as legal, health and safety, and insurance matters. The Irish Sailing Training Briefing is an annual event organised by Irish Sailing where Centre Principals, Junior Organisers and Club Officials of Training Centres can meet to exchange ideas and discuss relevant issues.

## **Competition / Recreation**

All Irish Sailing members are entitled to race under the Racing Rules of Sailing. Irish Sailing members may also apply for an Echo and IRC Handicap, as well as Certificates of Identity and Sail Numbers for their boats. Irish Sailing also provides support for our international sailors.

## **Safety**

Irish Sailing takes a practical and pro-active approach to the promotion of safety in clubs, through a range of activities, initiatives and publications. We also liaise with and, if necessary, lobby the government to protect Irish sailors against restrictive legislation.

## **Promotion**

All Irish Sailing Affiliated Training Centres are listed on the Irish Sailing website and may have links to their own website.

## **International Affairs**

Irish Sailing represents the Irish boating community in national, government, and international organisations and committees – International Sailing Federation, European Boating Association, Olympic Council of Ireland, Federation of Irish Sports and the Irish Marine Safety Working Group.

## **Membership**

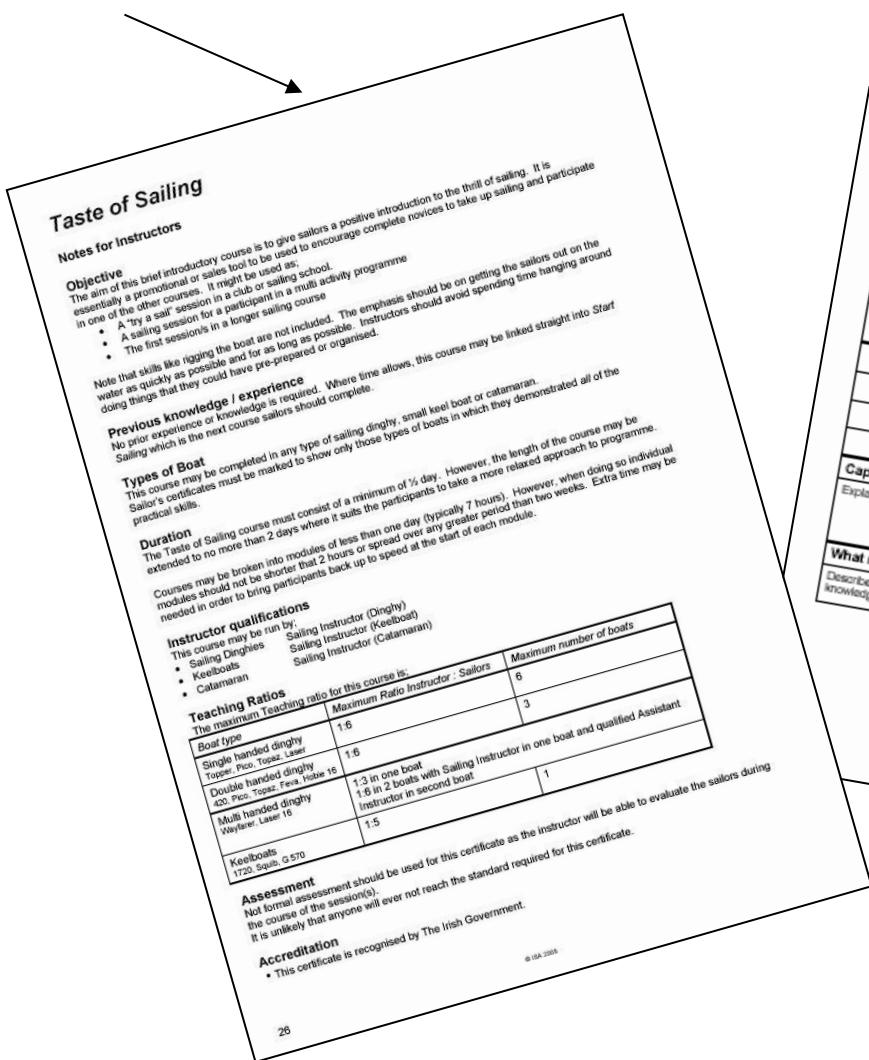
Membership of Irish Sailing is the very best way of supporting boating in Ireland. Firstly, it helps maintain our numbers and ensures we can continue to work for the benefit of the sport from a position of strength. Secondly, subscriptions go directly towards supporting our activities to promote and protect boating interests.

# How to use the rest of this manual

The rest of this manual will assist you in understanding what needs to be taught on each of the courses and modules within the Irish Sailing Small Boat Sailing Scheme.

Here is how it works...

On the first page of each level we have included important information that we think will help you understand, set up and run that course.



On the remaining pages we have laid out in a table.

The syllabus as set out in the SBSS logbook. This is the information that they will have on the course.

Additional information that will assist you as an instructor in understanding exactly what to teach and what the sailors need to be able to do.

Where there is nothing written it means we think that it cannot be made any clearer that what is included in the previous column.

Taste of Sailing	
Clothing & equipment	Describe why you should wear a Personal Flotation Device. They should be able to explain to you why personal buoyancy in worn when afloat. (Safety & legislation (P&Z))
Sailing techniques & manoeuvres	The sailor should be able to explain to you why personal buoyancy in worn when afloat. (Safety & legislation (P&Z)) Identify which direction the wind is blowing from. As both helm and as crew: <ul style="list-style-type: none"><li>Reach across the wind</li><li>Stop the boat</li><li>Turn the boat through the wind (Tack)</li><li>Help balance the boat</li><li>Raise and lower the dagger or centreboard and rudder</li></ul>
Capsize recovery	The sailor should be able to point out which way the wind is blowing over the sailing area. The sailor should be able to sail a reach, reach course and in doing so: <ul style="list-style-type: none"><li>The sailor should be able to steer the boat in a straight line between two marks.</li><li>If there is a tiller extension they should be able to steer the boat.</li><li>The sailor should be able to sheet the sail as appropriate for a reach.</li></ul>
What next...	Describe how to continue sailing and develop your sailing skills and knowledge. The sailor should be able to identify that during a capsize: <ul style="list-style-type: none"><li>They may always maintain contact with the boat.</li><li>Never swim alone.</li><li>How to minimise the risk of fall inversions.</li><li>They can breathe underwater an inverted boat.</li></ul> The next step for people completing this course is 'Start Sailing'. Sailors should be able to identify why they should do this course and where to find information on it and course providers.

# Advanced Boat Handling

## Objective

To develop advanced boat handling, tuning skills and to prepare sailors to sail flat out in strong winds. This is the ideal course for sailors who;

- Want to consolidate their boat handling skills before attempting or to compliment one of the other modules.
- Are not sure which of the other modules they would like to complete.
- Need to delay going onto a level 2 modules due to age, size, lack of suitable boat etc.

## Previous knowledge / experience

Sailors must have completed the *Improving Skills* course. Sailors must also have logged a minimum of 20 hours as helm subsequent to this and within the 6 months prior to the *Advanced Boat Handling* course. To facilitate sailors who may not have been sailing actively since the previous course it is suggested to organise refresher days prior to the course.

## Types of Boats

This course may be completed in any type of sailing dinghy, small keelboat or catamaran. However, sailors must have completed *Improving Skills*, or have proven equivalent experience, in a similar type of boat.

\*Sailor's certificates must be marked to show only those types of boat in which they demonstrated *all* of the practical skills.

## Duration

The *Advanced Boat Handling* course must consist of a minimum of 4 days. However, the length of the course may be extended where it suits the participants to take a more relaxed approach to programme. Where there are sailors on the course who have not been sailing regularly since completing their *Improving Skills* course you must allow additional time to revise these skills.

Courses may be broken into modules of less than one day (typically 7 hours). However, when doing so individual modules should not be shorter than 2 hours. When completing the course over longer durations it is essential to regularly record participants progress on their *Irish Sailing Passport* account on Checklick to ensure their development is accurately tracked. Extra time may be needed in order to bring participants back up to speed at the start of each short session.

## Instructor qualifications

This course may be run by;

- Club Racing Instructor
- Adventure Instructor
- Kites & Wires Instructor
- Advanced Sailing Instructor (Issued before 2009)

## Teaching Ratios

The maximum Teaching ratio for this course is;

Boat type	Maximum Ratio Instructor : Sailors	Maximum number of boats
Single handed dinghy Topper, Laser	1:10	10
Double handed dinghy 420, Feva, Hobie 16	1:12	6
Multi handed dinghy Wayfarer, Laser 16	1:12	4
Keelboats 1720, Squib, G 570	1:12	4

## Assessment

Assessment is continuous throughout the course.

Instructors may choose to use a formal practical assessment of boat handling skills and a short written paper or oral interview in assessing the sailors level of background knowledge. However, since it should be possible to evaluate the sailors skills and knowledge during the course of the session(s) the use of formal assessments at this level is discouraged.

## Accreditation

This certificate is recognised by The Irish Government.

# Advanced Boat Handling

<b>By the end of this course sailors will be able to do the following:</b>	<b>Notes for instructors:</b>
<b>Rigging</b>	
Rig any sailing boat.	From a trailer (step & set up mast etc). Do not include spinnaker & trapeze unless sailors have already covered Kites & Wires1.
<b>Tuning</b>	
Identify and demonstrate / describe the use of the following in order to optimise the boat / rig for a particular set of conditions; <ul style="list-style-type: none"> <li>• Mast Rake.</li> <li>• Rig tension.</li> <li>• Spreader length &amp; angle.</li> <li>• Mast ram / chocks.</li> </ul>	Sailors should be able to, for different wind conditions; <ul style="list-style-type: none"> <li>• Identify which of these controls are appropriate to the boat they are using and demonstrate their use.</li> <li>• Describe how to use these controls on any boat and be aware of different settings required.</li> </ul>
Use boat and rig controls to optimise the performance of the boat in a variety of conditions.	Sailors should be using all of the boats controls to make the appropriate adjustments in order to optimise the boats performance on all points of sailing.
<b>Boat Handling</b>	
Demonstrate all of the skills covered in the “Sailing Manoeuvres” section of the <i>Basic Skills</i> course in strong winds.	At this level the sailors should be expected to exercise good judgment and planning in order to carry out manoeuvres in a seamanlike manner.
Set up and control the boat while on a plane.	“The 5 Essentials”
Perform an effective roll tack in all wind strengths.	
Perform an effective roll gybe in all wind conditions	
Sail a tight circular course	
Follow the leader	Maintain a constant distance between you and the boat in front / behind
Sail effectively without a rudder.	Sailors should be; <ul style="list-style-type: none"> <li>• Setting boat up for conditions.</li> <li>• Sailing and controlling the boat on all points of sail without a rudder including tacking and gybing.</li> <li>• Competently sailing a triangular course in moderate conditions with a minimum of accidental tacks, gybes or rounding ups.</li> </ul> Instructors should be aware of, and plan for, issues with respect to group control and collision avoidance when running these sessions.
<b>Boat Speed</b>	
Demonstrate techniques for maximising speed in waves.	“The 5 essentials” with emphasis on initial boat set up, effect of boat trim, sheeting.

# **Advanced Boat Handling**

Demonstrate optimum course to steer and steering technique on all points of sailing.	
<b>By the end of this course sailors will be able to do the following:</b>	<b>Notes for instructors:</b>
<b>Sailing Knowledge</b>	
Describe how to optimise effectiveness of hull, spars and sails within class rules.	
Describe how sails interact and demonstrate techniques to maximise this effect.	How do the main & jib interact to increase lift? Slot effect. How trim & sheeting angles on one sail effects the other.
Demonstrate a range of activities designed to develop and practice specific aspects of boat handling & boat speed.	Sailors should be aware of a range of activities they might use to practice skills they have learnt. Sailing in company, pacing, etc.
<b>What next...</b>	
Describe how to continue sailing and develop your sailing skills and knowledge.	Where are the local clubs, what do they sail & how might the sailor get involved. Have a chat with them & find out what is the next course they might like to do. Ensure they know what to do prior to this course (sailing practice / log) and where they can do the course. They may well be looking at buying a boat...

# Start Racing

## Objective

To introduce sailors to sail boat racing and develop your skills and knowledge to a level where they can comfortably race at club and inter club level in Ireland.

Sailors completing this level should be able to compete in any club event, including the clubs normal adult racing events. It is important that young club sailors are exposed to more than racing within the confines the Junior section.

*Be aware of the logbook requirements from the start of the course. They may be achieved and signed off during the course. The interclub regatta and assisting the Race Officer may, In particular, take some planning.*

## Previous knowledge / experience

You will be expected to have completed or have experience equivalent to *Improving Skills*. Sailors must also have logged a minimum of 20 hours as helm subsequent to this and within the 6 months prior to the *Start Racing* course. To facilitate sailors who may not have been sailing actively since the previous course it is suggested to organise refresher days prior to the course.

## Types of Boats

This course may be completed in any type of sailing dinghy, small keelboat or catamaran raced at club level in Ireland.

Sailor's certificates must be marked to show only those types of boat in which they demonstrated *all* of the practical skills.

## Duration

The *Start Racing* course must consist of a minimum of 4 days. However, the length of the course may be extended where it suits the participants to take a more relaxed approach to programme. Where there are sailors on the course who have not been sailing regularly since completing their *Improving Skills* course you must allow additional time to revise these skills.

Courses may be broken into modules of less than one day (typically 7 hours). However, when doing so individual modules should not be shorter than 2 hours. When completing the course over longer durations it is essential to regularly record participants progress on their *Irish Sailing Passport* account on Checklick to ensure their development is accurately tracked. Extra time may be needed in order to bring participants back up to speed at the start of each short session.

## Instructor qualifications

This course may be run by;

- Club Racing Instructor
- Club Racing Coach

## Teaching Ratios

The maximum Teaching ratio for this course is;

Boat type	Maximum Ratio Instructor : Sailors	Maximum number of boats
Single handed dinghy Topper, Pico, Topaz, Laser	1:10	10
Double handed dinghy 420, Pico, Topaz, Feva, Hobie 16	1:12	6
Multi handed dinghy Wayfarer, Laser 16	1:12	4
Keelboats 1720, Squib, G 570	1:12	4

## Assessment

Assessment is continuous throughout the course.

Instructors may choose to use a formal practical assessment of boat handling skills and a short written paper or oral interview in assessing the sailors level of background knowledge. However, since it should be possible to evaluate the sailors skills and knowledge during the course of the session(s) the use of formal assessments at this level is discouraged.

## Accreditation

This certificate is recognised by The Irish Government.

# Start Racing

<b>By the end of this course sailors will be able to do the following:</b>	<b>Notes for instructors:</b>
<b>Regatta / Race Preparation</b>	
How to access Race information / Sailing Instructions	Sailors should be describe where to obtain the Notice of Race for a regatta. From a standard Notice of Race Sailors should be able to identify at least; <ul style="list-style-type: none"> <li>• Date of regatta.</li> <li>• Number of races.</li> <li>• How to enter the regatta, fees signing in etc.</li> <li>• Start times.</li> </ul>
<b>Boat Preparation, Care &amp; Maintenance</b>	
Prepare a boat for a race.	Sailors should be able to conduct a basic check on hull & rigging to ensure they are fit to race. Ensure that there are sufficient / appropriate levels of adjustability in the boats controls. (All the controls are fitted, rigged and work properly!).
<b>Personal Preparation</b>	
Describe the importance of diet, hydration, sleep and exercise in maintaining a healthy active lifestyle.	Sailors need to be able to describe; <ul style="list-style-type: none"> <li>• The food pyramid and the elements of a balanced diet.</li> <li>• How to remain properly hydrated before during and after training &amp; racing.</li> <li>• How cardiovascular fitness, strength and flexibility can affect performance and reduce risk of injury.</li> </ul>
Conduct a pre and post sailing warm up / cool down routine.	Before racing / Off the water – Light cardio warm up (jog, cycle etc.) & stretch. Before racing / On water – 10 minutes up wind, 10 minutes down wind etc.
<b>By the end of this course sailors will be able to do the following:</b>	<b>Notes for instructors:</b>
<b>Rules</b>	
Outline Part 1 and Part 2 (rules 10 – 14 & 18 only) of Racing Rules.	At this level sailors need a working knowledge of the following rules; <ul style="list-style-type: none"> <li>• Fundamental Rules 1 – 5.</li> <li>• When boats meet Rules 10, 14 and 18.</li> </ul>
<b>Tactics</b>	“Position relative to other boats”
At the start of a race;	
• Determine if there is any bias to the line.	Sailors should be able to use the following techniques; head to wind in centre of line, sail the line on both tacks.
• Be able to start at the right part of the line.	Line bias, Position relative to other boats, 1 <sup>st</sup> leg strategy
• Control boat speed and position relative to start line.	Timing runs, use of transits, crossing the line at speed
• Know when you're sailing in dirty air and what to do.	What is wind shadow? Where is it relative to other boats on different points of sailing? What effect does it have on my boat?

# Start Racing

<b>Strategies</b>	"Fastest route to next mark"
Apply key considerations to the course sailed; <ul style="list-style-type: none"> <li>• On first upwind leg.</li> <li>• On upwind leg.</li> <li>• Down wind leg.</li> <li>• Reaching legs.</li> </ul>	Sailors should be able to describe the effects wind, current, sea state may have on their progress and to begin to consider these when choosing their route to the next mark.
• Approaching and round marks.	Describe advantages of being on starboard tack approaching a mark.
• Approaching the finish.	Sailors should be able to describe how to identify the bias on the finish line (but at this level they may not be able to identify it when on the water).
<b>Techniques</b>	
Round a mark to best effect.	At this level simply wide in & close out will do....
Racing Tack	Tack effectively with regards to the conditions, position on the course, proximity to other boats
Upwind laylines	Laylines for the windward mark
Overtaking on reaches	Sail setting, Boat trim & Balance: Spotting gusts
Racing Gybe	Gybe effectively with regards to the conditions, position on the course, proximity to other boats
<b>Race Management</b>	
Describe common race courses.	Cover - Trapezoid, triangle, windward leeward.
Describe the flags and sounds used for a start sequence.	When practicing sailors / instructors should be using correct start sequences, flags and sound signals. Preparatory, warning, Individual recall, General recall, Postponement

<b>By the end of this course sailors will be able to do the following:</b>	<b>Notes for instructors:</b>
<b>Weather</b>	
Identify the implications of the forecast weather on the race course.	What effect may weather have on a race course; <ul style="list-style-type: none"> <li>• High wind, low wind, wind shifts, visibility, temperature, interaction of wind &amp; current on sea state.</li> </ul>
<b>Tides &amp; Currents</b>	
Describe where there are likely to be stronger and weaker currents on a race area and how these may change during the day.	Sailors must be able to; <ul style="list-style-type: none"> <li>• Identify what affects the rate of flow of currents and tides (State of tide, depth of water, bays, channels etc.).</li> </ul>
<b>Sports knowledge</b>	
Describe the classes of boats sailed in your area	Identify the factors someone might take into account when looking at which class might best suit them.

# **Start Racing**

Describe the club and class racing structure in Ireland.	What is a class association? What do they do? What is a club & what do they do? Identify what club & class racing is available to them.
<b>What next...</b>	
<b>Logbook requirements To Achieve Go Racing Certificate</b>	
As part of this training course all participants must do the following;	Sailors should record these in the appropriate section of their ISA logbook.
<ul style="list-style-type: none"><li>• Assist an Irish Sailing qualified Race Officer in running 2 club races.</li><li>• Log participation in a minimum of;<ul style="list-style-type: none"><li>○ 6 club races as helm.</li><li>○ 6 club races as crew.</li><li>○ 1 interclub regatta (minimum 3 races).</li></ul></li></ul>	You should log this in the committee boat. However experience in a mark boat will also be useful to you.
Where this is available, some Training Centres may require additional races to be logged at club or inter club level.	
Describe how to continue sailing and develop your sailing skills and knowledge.	What other modules would be good for them to complete. Club based, class specific coaching throughout the year. Regional class regattas. ISA regional training camp
Be aware of the different types of racing available	Fleet Racing – One design, handicap. Match Racing. Team Racing.
Where is your local club	What activities, how to get involved

# **Adventure Skills**

## **Objective**

To introduce sailors to the skills and knowledge they will need in order to undertake longer trips and to sail in stronger winds. As well as the skills and knowledge covered detailed in the syllabus the Adventure courses aim to develop and foster a sailor's sense of adventure and self reliance.

## **Previous knowledge / experience**

You will be expected to have completed or have experience equivalent to *Improving Skills*. Sailors must also have logged a minimum of 20 hours as helm subsequent to this and within the 6 months prior to the *Adventure Skills* course. To facilitate sailors who may not have been sailing actively since the previous course it is suggested to organise refresher days prior to the course.

## **Types of Boats**

This course may be completed in sailing dinghies, small keelboats or catamarans suitable for use on day trips.

*Although single handed sailing boats may be used as part of the fleet during the course, this course cannot be fully completed in single handed sailing boats.*

Sailor's certificates must be marked to show only those types of boat in which they demonstrated *all* of the practical skills.

## **Duration**

*Adventure 1* must consist of a minimum of 4 days. However, the length of the course may be extended where it suits the participants to take a more relaxed approach to programme. Where there are sailors on the course who have not been sailing regularly since completing their *Improving Skills* course you must allow additional time to revise these skills.

Courses may be broken into modules of less than one day (typically 7 hours). However, when doing so individual modules should not be shorter than 2 hours. When completing the course over longer durations it is essential to regularly record participants progress on their *Irish Sailing Passport* account on Checklick to ensure their development is accurately tracked. Extra time may be needed in order to bring participants back up to speed at the start of each short session.

## **Instructor qualifications**

This course may be run by;

- Adventure Sailing Instructors.
- Advanced Sailing Instructors (issued before 2009).

## **Teaching Ratios**

The maximum Teaching ratio for this course is;

<i>Boat type</i>	<i>Maximum Ratio Instructor : Sailors</i>	<i>Maximum number of boats</i>
Double handed dinghy 420, Pico, Topaz, Feva, Hobie 16	1:12	6
Multi handed dinghy Wayfarer, Laser 16	1:12	4
Keelboats 1720, Squib, G 570	1:12	4

## **Assessment**

Assessment is continuous throughout the course.

Instructors may choose to use a formal practical assessment of boat handling skills and a short written paper or oral interview in assessing the sailor's level of background knowledge. However, since it should be possible to evaluate the sailor's skills and knowledge during the course of the session(s) the use of formal assessments at this level is discouraged.

## **Accreditation**

This certificate is recognised by The Irish Government.

# Adventure Skills

<b>By the end of this course sailors will be able to do the following:</b>	<b>Notes for instructors:</b>
<b>Rigging &amp; preparation</b>	
Identify all of the parts of the boat.	
Rig any of the boats used on the course.	Be able to reef any of the boats used and set the correct sail plan for the conditions
Launch and recover boat to road trailer, and prepare for transportation	Identify a suitable trailer for the class of boat. Demonstrate correct lifting technique. Demonstrate the correct technique for tying a boat to a trailer safely. Checking & fitting lights.
<b>Ropework</b>	
Tie the following knots and describe when to use them; • Sheet bend. • Fisherman's bend. • Rolling Hitch	When teaching these knots / skills you must explain and demonstrate where they may be used and what their limitations are. Stuck? see <a href="http://www.animatedknots.com">www.animatedknots.com</a>
<b>Alternative propulsion</b>	
Paddle and row a boat over an extended course and come alongside.	Sailors must be able to paddle AND row boats effectively in a variety of conditions.
For large dinghies or keelboats: Use an outboard or engine to manoeuvre a boat while in displacement mode.	The sailors should be able to, for a small outboard (~ 5 Hp), fuel, secure to boat, start, stop, put into gear / neutral. The use engine to power the boat in a straight line, up to a mooring and alongside a pier / jetty.
<b>Sailing Techniques &amp; Manoeuvres</b>	
In moderate winds, sail on all points of sail while demonstrating consistent and appropriate use of "The 5 Essentials".	
Heave-to.	In single handers – Let the sail out and slowly point boat onto a close reach. As boat slows push tiller to boom. In double handers – Release main, back jib, tiller towards boom & pull centre board up a bit if needed.
Pick up a man overboard.	Approach & contact should be on a close reach, not head to wind. Boat should have little or no speed when contact made. Encourage "fill & spill" method to control approach speed. Sailors need to practice on both tacks – Remember to get them to tie up properly. Always use a weighted MOB dummy for realism – When working with more than one boat have a MOB dummy for each sailing boat to practice with.
Sail in company with other boats	Maintain a constant distance between you and the boat in front / behind
Tow a sailing boat	Demonstrate the ability to tow a boat with your sailing boat and be towed on all points of sail.
<b>Stopping</b>	
Come alongside a Pier or Harbour wall	Sailors must make a seamanship evaluation of the conditions and the area in order to come alongside safely in a variety of conditions. Plan, Approach, Manoeuvre, Escape

# Adventure Skills

Choose an anchorage and anchor your boat, recover the anchor and sail away.	This must be done in the boat the sailors are using for the course. Sailors should be able to choose an appropriate anchor for their boat, rig the anchor for use and secure it into the boat, choose an area to anchor & describe rationale used, set the anchor, decide if it is holding properly, recover and stow the anchor, sail off.
Land on and use an anchor to haul off a lee shore.	When running the practical session for this skill, and in order to avoid to sailors and boats, Instructors must exercise care in choosing conditions and a beach that are suitable. Not to be attempted in keelboats!
<b>Adverse circumstances</b>	
Reef while afloat on a mooring or while anchored.	Sailors should be able to demonstrate that they can reef the boats used while moored. They should also be able to describe how to reef using slab reefing and roll reefing techniques.
Reef while underway.	Sailors should be able to reef the boat while underway as well as identifying when it is appropriate to do so.
Sail without a rudder and a centre / dagger board.	<p>Sailors should be;</p> <ul style="list-style-type: none"> <li>• Setting boat up for conditions.</li> <li>• Sailing and controlling the boat on all points of sail without a rudder and (though not at the same time) without a centre / dagger board including tacking and gybing.</li> <li>• Competently sailing a triangular course in moderate conditions with no accidental tacks, gybes or rounding ups.</li> </ul> <p>Instructors should be aware of, and plan for, issues with respect to group control and collision avoidance when running these sessions.</p>
Identify what spares and tools to carry on board.	Sailors should be able to identify what basic spares and tools are necessary for the type of boat they are sailing, where to obtain them, how to care for them and how to safely use them.
Set your boat up to be towed or tow another boat	Sailors must be able to identify what strong points exist on sailing boats and how these may be used to attach a tow line to their boat. Set up a tow line and their boat in preparation for a tow. Pass the tow line to another boat. Steer the boat while towing or under tow.
<b>Weather</b>	
Identify the significance to sailors of common weather patterns illustrated on synoptic chart.	Sailors should be able to identify the following features from a synoptic chart and describe the conditions associated with those features and how these might effect on the water activities. Areas of high low pressure, cold, warm & occluded fronts.
Identify local effects on the prevailing weather conditions	Thermal, land features, advection and radiation fog
Interpret the current forecast and make sound decisions on planned activities in view of expected weather and sea conditions.	Instructors should facilitate a daily discussion about today's forecast and what implications it will have on the activities. Reviewing yesterday's forecast and what effect it had is also very useful. As the course progresses sailors, having seen the forecast, should be able to describe what they expect to see happen during the day. This can be used to identify if the forecast is working out as given or not.
<b>Navigation</b>	
Oriентate a chart or map using topographical features, navigation marks and / or a compass.	This means rotating the chart or map until north on the chart lines up with true north. This allows sailors to identify features that may be around them. Familiarise sailors with the more commonly found symbols in the area and in particular the IALA buoyage system.

# Adventure Skills

Estimate your position on the chart.	Using features and transits around them sailors should be able to identify their approximate position on a chart.
Identify your position using 3 point fix	
Give your position as a Latitude and Longitude	Sailors should be able to give their position or the position of a charted feature as a Lat & Long position
Identify features, including hazards, from a chart.	Land, water and intertidal areas. Depth. Bouyage. Land features – Aerials, chimneys, spires.
Measure distances from the chart.	Identify the relationship between the latitude scale and the distance in nautical miles on the chart
Use transits to hold a course.	Cover transits ahead and astern.
Use a handheld GPS	

<b>Navigation</b>	
Identify the principal day marks used in IALA A buoyage system and describe their significance.	Identify daytime features (not lights or sounds) Lateral marks, cardinals, Isolated danger, safe water, Special mark. Sailors should be able to describe what to do if they come across each of these.
Demonstrate the use of the following in navigating the boat by day;	
• Hand held GPS.	Use in identifying position, what a waymark is and how it may be used. Course steered.
• Steering Compass.	
• Hand bearing Compass.	Use to take fixes on individual features. Not triangulation.
<b>Passage Planning</b>	
Assist in developing a passage plan for a day trip you then undertake. Identify where to obtain the information needed to devise a passage plan.	Charts, Almanacs, Pilot books, Cruising guides, Websites.
Devise passage / pilotage plans for;	
• A coastal passage by day. • Entry into and departure from a harbour.	
<b>Passage making</b>	
Participate in a passage by day in waters with which you are familiar.	The sailors should assist in the setting up and implementation of this trip which must be conducted in the boats that the sailors have been using for the course. They do not lead it.
Participate in a passage by day in waters with which they are not familiar.	

# Adventure Skills

<b>Coastal Knowledge</b>	
Describe the effect tides can have on your sailing activities.	Explore the effect that both height of tide and tidal flow can have on activities.
Identify relevant tidal information on charts and in almanacs.	Sailors should be able to calculate the tide heights, direction and approximate rates of flow for their passage.
<b>By the end of this course sailors will be able to do the following:</b>	<b>Notes for instructors:</b>
<b>Application of “Rules of the Road”</b>	
Demonstrate the ability to apply the International Rules for the Prevention of Collision at Sea in all circumstances.	At this stage sailors should be familiar with rules governing all situations they are likely to encounter,
Use and understand manoeuvring (sound) signals.	Ahead / astern propulsion, turning to port / starboard, do not understand your intentions.

<b>Safety</b>	
Demonstrate how to communicate with other vessels.	When in distress & when manoeuvring.
Describe when and how to summon assistance.	Sailors should be able to describe how and when to use arm signals, VHF radio, flares, phone to summon assistance.
Identify what actions to be taken in Fog / reduced visibility.	Use of sound signals, listening for other vessels, awareness of other hazards, use of hand bearing or steering compass,
Be able to prepare your crew for a day trip – correct clothing, sun protection, adequate water and food etc.	
Demonstrate how to shelter on board your sailing boat while waiting for assistance.	Explore how you might improvise protection from wind, wet and sun from what is on the boat and identify what you might carry on the boat for use in these circumstances.
<b>Maintenance &amp; care</b>	
Demonstrate that you can care for your boat's hull, rigging, foils and sails, during and at the end of the season.	Sailors should be able to de-rig the boat and show that without assistance from the instructor they can; <ul style="list-style-type: none"> <li>• Care for sails by washing, drying, fold/rolling up and stowing in sail bags.</li> <li>• Care for hull by washing, bailing, drying, fitting covers.</li> <li>• Check for damage, tidy sheets &amp; lines &amp; secure equipment.</li> <li>• Describe how to store a boat between seasons (dry, away from weather, support for hull, bow up).</li> </ul>
Conduct running repairs on your sailing boat.	Replacing minor parts and making temporary repairs on hull and sails (with tape).
Identify what tools and spares you should have and demonstrate that you can care for and use them.	Sailors should be able to identify what basic spares and tools are necessary for the type of boat they are sailing, where to obtain them, how to care for them and how to safely use them.
<b>What next...</b>	

# **Adventure Skills**

Describe how to continue sailing and develop your sailing skills and knowledge.	The next course in the Small Boat Sailing Scheme is Adventure 2. However, if they have not already done so, sailors may find it useful to complete; <ul style="list-style-type: none"><li>• Advanced Boat Handling skills.</li><li>• Either the coastal Navigation for Small Boats or the Yachtmaster Coastal Shorebased courses.</li></ul> Ancillary courses that may be useful to a sailor at this stage include Emergency Care and VHF radio licence.
<b>Logbook requirements</b>  As part of this training course all participants must log 1 day sail to include a picnic lunch at a location other than home  An overnight camp / stay may be included as part of this course for organisations who wish to do so though it is not a requirement for certification	This trip is designed to allow the sailors to put into practice all of the skills that they have developed. As such they will assist their instructors in organising it.  The boats used must be the ones the sailors have been using on the course. Do not use yachts. Only use keelboats if the course has been run in these.  Ensure that all participants take an equal role in the planning and implementation of the trip.  Instructors obviously must make sure that their plan is safe and that there is an appropriate safety net in place when the trip is undertaken. This should be done as unobtrusively as possible in order to ensure sailors experience the feeling of being responsible for their own actions.  The overnight stay is intended to underline the sailor's independence and feeling of exposure or adventure. As such it is an important part of this course and should not be omitted. Ideally this will be a camp. However, where camping genuinely is not an option sailors may spend the night on a yacht or possibly a neighbouring club or scout den.

# Kites & Wires

## Objective

To introduce sailors to the thrills and spills of sailing with spinnakers and trapezes.

There isn't a whole lot of syllabus to this course as sailors need to spend the time practicing and getting truly comfortable with the spinnaker and trapeze.

Note that all boats used on this course must have either a spinnaker or trapeze and sailors must not be sailing boats that have neither. If separate boats are used for spinnaker & trapeze sailors must spend equal amounts of time in both and as both helm and crew.

## Previous knowledge / experience

You will be expected to have completed or have experience equivalent to *Improving Skills*. Sailors must also have logged a minimum of 20 hours as helm subsequent to this and within the 6 months prior to the *Kites & Wires* course. To facilitate sailors who may not have been sailing actively since the previous course it is suggested to organise refresher days prior to the course.

## Types of Boats

Dinghy and catamaran sailors must complete this course in boats equipped with spinnakers and trapezes. However, for this course boats may be fitted with either so long as there are sufficient of each type for the sailors to master and demonstrate competency within the timeframe allowed.

Keelboat sailors need only use spinnakers.

Sailor's certificates must be marked to show only those types of boat in which they demonstrated *all* of the practical skills.

## Duration

*Kites & Wires 1* must consist of a minimum of 4 days. However, the length of the course may be extended where it suits the participants to take a more relaxed approach to programme. Where there are sailors on the course who have not been sailing regularly since completing *Improving Skills* course you must allow additional time to revise these skills.

Courses may be broken into modules of less than one day (typically 7 hours). However, when doing so individual modules should not be shorter than 2 hours. When completing the course over longer durations it is essential to regularly record participants progress on their *Irish Sailing Passport* account on Checklick to ensure their development is accurately tracked. Extra time may be needed in order to bring participants back up to speed at the start of each short session.

## Instructor qualifications

This course may be run by;

- Dinghy or Catamaran Instructor (issued before September 2008).
- Kites & Wires Instructor.

## Teaching Ratios

The maximum Teaching ratio for this course is;

Boat type	Maximum Ratio Instructor : Sailors	Maximum number of boats
Double handed dinghy 420, Pico, Topaz, Feva, Hobie 16	1:12	6
Multi handed dinghy Wayfarer, Laser 16	1:12	4
Keelboats 1720, Squib, G 570	1:12	4

## Assessment

Assessment is continuous throughout the course.

Since it is possible and preferable to evaluate the sailor's skills and knowledge during the course of the session(s) no form of written assessment should be used.

## Accreditation

This certificate is recognised by The Irish Government.

# Kites & Wires

<b>By the end of this course sailors will be able to do the following:</b>	<b>Notes for instructors:</b>
<b>Rigging</b>	
Identify the parts of an asymmetric and conventional spinnaker.	
Rig the spinnakers on the boats used.	Wherever possible sailors should be introduced to both symmetrical and asymmetric Spinnakers Sailor can identify different parts of the spinnaker and it's control lines Sailor can demonstrate wind awareness whilst rigging the spinnaker Sailor demonstrates care for all of the equipment during the rigging process
Rig and check a trapeze wire.	Sailors should be able to identify all of the parts of a trapeze wire, rig it and describe what to check for. Attachment to mast, integrity of wire & fittings, adjuster mechanism, & loop.
Fit and adjust a trapeze harness.	
<b>Spinnaker</b>	
As both helm and crew, launch, fly, gybe and recover an asymmetric and or conventional spinnaker in light wind conditions.  *For symmetrical spinnakers windward and leeward hoists should be covered	It is important that everyone on board has equal opportunity to practice each role on board. Identify the Hoist / Drop zone for the type of spinnaker The sailor adopts a solid stance The sailor demonstrates a prompt hoist The sailor identifies problems in hoists and takes appropriate action to rectify the issue The sailor can demonstrate effective use of the sheet or guy to promptly set the kite
Use guy and sheet to position and fill spinnaker.	The sailor is aware of the active sheeting of a kite The sailor can identify when the kite is at its most optimal performance The sailor can identify when the kite is about to collapse and take appropriate action to rectify the issue
Gybe the spinnaker	The sailor can list a process to gybe the kite The sailor can effectively gybe a spinnaker with minimum loss of power in the sail The sailor can move from one side of the boat to the other as smoothly as possible
Demonstrate the appropriate course to steer when using spinnakers.	And the difference between angles used with asymmetric & conventional spinnakers.
Drop / retrieve the spinnaker  *For symmetrical spinnakers windward and leeward hoists should be covered	Maintain a solid stance Retrieve the sail with speed Tidy and stow all sheets and lines Move effectively to the correct side of the boat in preparation for a course change
<b>Trapeze</b>	
Adjust trapeze height to optimum from within the boat.	While getting to grips with trapezing sailors will find it easier if they keep the wire short. As they become more competent they may want to adjust it down but at this stage they would not be expected to do this while out on the wire.
Trapeze - Crewing role	Can list three different methods of going out on the wire Can demonstrate one of these Can hook in and move out on the wire smoothly Can communicate effectively with the helm Can adjust their height on the wire and explain the reasons why Can trim the boat while trapezing Can maintain control of the jib or spinnaker sheet while trapezing

Trapeze – Helms role	Can apply the correct mainsheet tension to enable the crew to trapeze Can steer smoothly and effectively while crew are trapezing Can communicate with the crew with respect to trapeze height, wind conditions, waves, boat trim and manoeuvres Can counter-balance the boat in event of a sudden heel to windward
<b>Equipment Care</b>	
Be able to care for all sails on the boat and effect a basic repair to the spinnaker	
Demonstrate a thorough check of trapezing equipment	
<b>Weather</b>	
Interpret the current forecast and make sound decisions on planned activities in view of expected weather and sea conditions.	Instructors should facilitate a daily discussion about today's forecast and what implications it will have on the activities. Reviewing yesterday's forecast and what effect it had is also very useful. As the course progresses sailors, having seen the forecast, should be able to describe what they expect to see happen during the day. This can be used to identify if the forecast is working out as given or not.
<b>Safety</b>	
Describe how to avoid becoming trapped during a capsize or inversion and what action to take should it occur.	Sailors should be aware that capsizes are likely to happen more quickly and that with the extra rigging around a spinnaker and trapeze they may be more likely to get trapped under an inverted boat. If this happens they should use the air pocket under the hull and take time to exit safely. Helm and crew should look out for each other and be prepared to provide assistance if required.
Recover a boat that has capsized with the spinnaker up.	At this level sailors may need some assistance to achieve this. Sailors should release spinnaker before righting the boat. In some asymmetric boats it may be easier to recover the kite completely before righting it. If doing this, and in order to prevent inversions, only do so when helm is at centreboard.
Recover a man overboard in moderate to strong winds.	Approach & contact should be on a close reach, not head to wind. Boat should have little or no speed when contact made. Encourage "fill & spill" method to control approach speed. Sailors need to practice on both tacks – Remember to get them to tie up properly. Always use a weighted MOB dummy for realism – When working with more than one boat have a MOB dummy for each sailing boat to practice with. To be accomplished by remaining crew without the assistance of the MOB i.e. double handers to be sailed by only one person.

# **Goal Setting**

Having the correct goal is crucial to a well structured session as everything else comes from that, teaching point, tasks, equipment etc. Try using the SMARTER model below to set good goals for your sessions.

**S**pecific, clearly identify what they will be able to do and to what standard

**M**easurable, what will show you and them that they are achieving the goal

**A**greed, is the participant ready for and comfortable with this goal

**R**ealistic, is there a good chance that the participant will be successful, does the goal fit with their progression

**T**ime, have you allocated / identified a timeframe for the participant to achieve the goal

**E**valuated, how will you evaluate the participants' success in achieving the goal

**R**ecorded, how will you record the participants' achievement / progress

# Planning a Session

- **The aim of the session**

Is this clear, focused and suitable for the participants level, location, weather etc

- **Teaching points**

The step by step, sequenced “how to” instructions for the skill

- **Suitable exercises or tasks**

What will the sailors actually do during the session to acquire the aim and does it keep everyone occupied?

- **Time (Whole session and sections)**

- **Necessary equipment**

Boats? Safetyboat? Marks? MOB dummy? Flags? Props? etc. etc

- **Sailing area**

Where is the most appropriate location to run the exercise in the given conditions?

- **Possible modifications to help students achieve goals or challenge them further**

- **Key points for de-brief**

Plan questions to help re-enforce the students learning

# Qualities of a good Briefing

- Aims
- Task(s)
- Rigging Instructions
- Define sailing area. Identify hazards. Communication signals.
- Entry exit emergency.

## De-briefing

- Be encouraging, highlight good points
- Identify faults and fix, Personal Improvement Goals.
- As soon as possible
- Use Questions
- Re-enforce key points

## During The Session

- Ensure your safety boat is running and close at hand
- Position yourself in the centre of the sailing area, in the best position to observe and coach
- Give individualised coaching
- Allow the students “space” to make mistakes
- Monitor groups progress
- Keep an eye on weather and any other safety issues “instructor eye”
- Act promptly to make any changes necessary
- Ensure all sailors are safely off the water

# Coaching Notes

## Delivering a Shore-based Session

In order to successfully deliver the shore-based elements of the syllabus good planning and preparation are essential. When planning the session there are two things you need to think about.

- **THE WHAT:** This is the information you intend to cover during the session
- **THE HOW:** This is the way you intend to deliver the session

### THE WHAT:

The most difficult part of a lot of shore-based sessions is deciding what information and how much information on the topic you can cover in the session.

Use the syllabus in the instructor manual to see what your students should know already and what the next thing they need to learn is. In words think very carefully about what they

**NEED TO KNOW** (give this most of the time)

And what would be

**NICE TO KNOW** (give this any remaining time)

Do your homework to make sure the information you are giving your students is correct and you fully understand it yourself. Trying to bluff your way through a session is a good way of losing your credibility with your students.

### THE HOW:

This is how you are going to get the information on the topic across to your students. Firstly to make the session easy to follow for your students it must have a nice clear structure, like everything else it should have

A Beginning or **INTRODUCTION**

A Middle or **DEVELOPMENT**

And an End or **SUMMARY**

You then need to decide how will get the information across to the students, remember these basic learning principals from your instructor course

1. **PEOPLE LEARN BEST BY DOING**, the more you can involve your students the more effective the learning will be. Use games, tasks, exercises questions etc. wherever possible to maximise your students involvement.
2. **PEOPLE REMEMBER THINGS BETTER WHEN THEY SEE THEM**, using clearly laid out and well prepared visual aids or models provides an effective record of what was covered during the session. There are a wide variety of visual aids available to choose from, whiteboards, flipchart, overheads, handouts, models etc. Think carefully about the pro's and con's of each before choosing which best suits your session.
3. **PEOPLE FORGET MOST OF WHAT THEY HEAR**, this means we need to think carefully about what we are going to say during the session. Use simple terms, speak clearly, maintain eye contact, use questions and always try to avoid describing something you could demonstrate or show using a visual aid.

### SUMMARY

- **The more you can involve your students the more they will enjoy it and therefore learn.**
- Remember to take time to plan your session properly thinking carefully about THE WHAT and THE HOW.
- There are no hard and fast rules about how long the session should be, think about who you are teaching, as a general rule children have shorter attention spans than adults. Some of the broader topics are far better covered by breaking them into a number of shorter sessions.

# Using Safety Boats

- The boat should be suited to the teaching environment
- The boat must be properly equipped and kept tidy
- Always observe safety procedures
  - **ALWAYS WEAR KILLCORD**
  - Be observant at all times
  - Sit down when driving
  - Turn engine **OFF** when working around people in the water
- Safety Boat should be an aid not a distraction
- Report any engine faults to the SI
- Keep speeds low around sailing Boats
- NEVER “Buzz” Sailors
- Sailing instructors should aim to upgrade to Safety Boat certificate

# What If?

When pushing your sailors to develop their skill levels in more challenging conditions, even with the best planning things will occasionally go wrong! If this happens it is important to stay calm and follow some simple steps in order prevent things getting worse and then sort things out as quickly as possible.

### **Prevention first, Risk Assess!**

- Check forecasts and local Conditions
- Familiarise yourself with the sailing area and any hazards
- Be realistic about your sailors capabilities
- Plan well, including alternative recovery locations
- Check equipment, safetyboat, sailing boats, clothing and personal equipment for you and them
- Be observant
- Act promptly, before things go too far

### **Sorting it out!**

- **Count heads**, correct number of heads visible per boat
- **Get help early**, other instructor, SI, rescue services if required
- **Prioritise and organise**, people before property, when the people are safe the boats can always be taken care of later
- **Act**, get going and start sorting things out
- **Keep observing**, the situation can change and so you have to keep monitoring and re-evaluating the priorities

## How to revalidate your Instructor Qualification

Your initial Irish Sailing instructor qualification is valid for a period of 3 years from the completion date of your instructor course. Following revalidation by one of the means outlined below your instructor qualification is then valid for a period of 5 years.

Irish Sailing CPD Revalidation Workshops are delivered by Irish Sailing Instructor Trainers and can be organised by any Irish Sailing Training Centre holding accreditation for the relevant scheme. The aim of the CPD workshop is to give Instructors the opportunity to practice their skills with coaching from peers and Trainers alike. These CPD Revalidation Workshops ensure that standards of instruction are maintained as well as providing an opportunity for Instructors to meet and share ideas.

**! Remember that even if in date, Irish Sailing Instructor qualifications are only valid when the holder also has a current Emergency Care certificate, current Safeguarding 1 certificate and current Irish Sailing Garda Vetting**

There are 2 ways in which an Irish Sailing Instructor can revalidate their qualification:

<b>1</b>	<p><b>Attend an Instructor CPD Workshop</b></p> <p>We have scheduled Instructor CPD Workshops in the main disciplines Sailing, Windsurfing, Powerboating and Emergency Care. The workshop will provide you with the opportunity to meet with other Instructors and refresh &amp; develop your Instructing skills. They comprise of;</p> <ul style="list-style-type: none"><li>• Briefing / update.</li><li>• Assessment of personal skills &amp; knowledge.</li><li>• Facilitated workshop on Instructor skills.</li></ul> <p><a href="http://www.sailing.ie">&gt;&gt; Training &amp; Certification &gt;&gt; Instructor and Training Centre resources (Instructor) &gt;&gt; ISA Instructor &amp; Coach Courses (Instructor Revalidation)</a></p>
<b>2</b>	<p><b>Upgrade your qualification.</b></p> <p>By upgrading your qualification to an additional Endorsement (Keelboat, Catamaran, Dinghy), Advanced Instructor or Senior Instructor qualification you will automatically revalidate your original instructor certificate as well as all other Instructor qualifications in this discipline. This option should also make you more attractive to employees as well as potentially increasing your earning capacity.</p> <p><a href="http://www.sailing.ie">&gt;&gt; Training &amp; Certification &gt;&gt; Instructor and Training Centre resources (Instructor) &gt;&gt; ISA Instructor &amp; Coach Courses (select discipline / boat type)</a></p>

### FAQs

#### 1. Do I still need to log hours?

In order to revalidate your Irish Sailing Instructor qualification you must show that you have been instructing regularly. This can be recorded using the Logbook on your *Irish Sailing Passport* account. The following criteria apply:

→ *Small Boat Sailing Scheme*

→ *Go! Windsurfing Scheme*

A minimum of 10 days in the last year or 20 days in the last 2 years.

→ *National Powerboat Training Scheme*,

→ *Inland Waterways Motorboat Training Scheme*

→ *PWC Training Scheme*;

→ *Basic Marine Engine Maintenance Scheme*

→ *Emergency Care Scheme*

A minimum of 6 days in the last year or 12 days in the last 2 years.

#### 2. What Counts as a "Day"?

All days counting towards revalidation should be full days worked on an Irish Sailing accredited course.

Where you have worked abroad and wish to include this as part of your logged time you must provide details of the nature of the activity and equivalence to Irish Sailing courses.

## How to revalidate your Instructor Qualification

### ***3. What else do I need?***

- A current Emergency Care Certificate  
Some other course are accepted – Contact Irish Sailing Training to check
- Current Safeguarding 1 Certificate
- Current Irish Sailing Garda Vetting
- Current Irish Sailing membership.  
Members of Category 1 clubs are members of Irish Sailing & so may use membership card.  
Otherwise you can renew using the button on the Instructor Revalidation webpage.  
[>> Training & Certification >> Safety >>Instructor and Training Centre resources \(Instructor\) >> ISA Instructor & Coach Courses \(Instructor Revalidation\)](http://www.sailing.ie)

### ***4. If I am qualified in a number of disciplines do I have to attend revalidation workshops in all of these?***

Yes, CPD Revalidation workshops are scheme specific, SBSS, Powerboat and Go Windsurfing, meaning you will need to attend a workshop for each scheme in which you hold an instructor qualification.

The CPD Revalidation workshop will update all levels of instructor qualification held in the scheme including Senior Instructor.

## **Procedure for an Instructor / Coach training candidate to appeal result of Instructor/ Coach training course or assessment.**

The candidate should in the first instance, raise their concern with the course Instructor Trainer at the earliest opportunity and in order to facilitate an amicable solution.

If the candidate feels that it is inappropriate to raise their concerns with the course Instructor Trainer or if the candidate has raised their concerns with the course Instructor Trainer and an amicable solution has not been reached then the candidate should appeal in writing to the Irish Sailing Training Development Officer within 20 working days of the assessment. This appeal should contain the following;

- Full details of the Training course / assessment including the names of the course Instructor Trainer, moderating / support Instructor Trainer, course venue, course / assessment dates.
- The nature and grounds of the appeal.
- Copies of any supporting documentation relating to the course / assessment – such as instructor course report form etc.

An investigation will follow which will normally be concluded within a period of 20 working days from receipt of the written appeal. If the investigation cannot be concluded within this period the candidate will be notified and reasons provided. Following the investigation, the candidate will be informed of the outcome which will be one of the following;

- The original course result / assessment result is confirmed.
- A recommendation that the candidate be re-assessed by either the same or another Instructor Trainer or Coach Tutor as appropriate.
- The original course result / assessment is overturned and the candidate may be issued with the appropriate certification.

If the candidate is still unhappy with the decision they may appeal the outcome to the Irish Sailing Tribunal.

outcome to the Irish Sailing Tribunal.



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