



Operations Manual 2014



Dinghy, Powerboat and Safety Boat Instruction



OPERATIONS MANUAL

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1. COURSES

1.1 GENERAL

The following courses will be offered by Stoke Gabriel Boating Association and will follow the guidelines and syllabus laid down in the relevant RYA publication.

1.2 NATIONAL SAILING SCHEME

RYA Publication G4

Level 1 Start Sailing

An introduction to the sport. Covering the basic and practical elements required to get afloat under supervision.

Level 2 Basic Skills

The foundation of the sport. To sail the dinghy, after tuition without additional input from the instructor.

Level 3 Better Sailing

Practice and improve skills introduced at Level 1 & 2. To be able to sail confidently independently in a light – moderate breeze

Seamanship Skills

Sailing consistently, independently in moderate wind conditions.. How to handle the boat in all circumstances and solve problems afloat.

Day Sailing

Passage planning and decision making for small boat cruising.

Sailing with Spinnakers

Everything you need to know to sail modern three sail boats.

Start Racing

The start line for enjoying club racing, all you need to know to get round the course.

1.3 YOUTH SAILING SCHEME

RYA Publication G11

Stage 1

A basic understanding of how a boat sails, with some experience of steering and handling the boat.

Stage 2

Develop a range of sailing skills and background knowledge and be well on the way to being a confident small boat sailor.

Stage 3

Rig and launch a boat and be able to sail in any direction. This course is equivalent to Level 2 in the National sailing Scheme.

Stage 4

Gain the skills to sail a double handed boat as crew or helm, solve a variety of problems afloat.

1.4 NATIONAL POWERBOAT SCHEME

RYA G48 (2009) (RYA Start Powerboating).
G103 (2010) (RYA Safety Boat Handbook for Safety Boat).

Level 1

Provides a practical introduction to boat handling and safety in powerboats.
This course can be tailored for children from the age of 8.

Level 2

Provides the skills and background knowledge needed by the competent powerboat driver and is the basis for the International Certificate of Competence. Minimum age 12.

Safety Boat

Provides the skills required when acting as an escort craft, safety boat or coach boat for a fleet of dinghies, windsurfers or canoes.

1.5 FIRST AID COURSE

Current Edition St John/St Andrew's/red Cross First Aid Manual

Covering first aid, resuscitation, control of bleeding, treatment of an unconscious casualty and the recognition and treatment of hypothermia

2. OPERATING AREA

2.1 GENERAL

Activities will take place on the River Dart and in Start Bay (the sea).

2.2 THE RIVER

Launching, for powerboats, from the Pontoon in Mill Creek, or the slipway on the north shore of the creek. Only small powerboats with shallow draught can be launched from the foreshore at Mill Point.

Launching dinghies, from the foreshore at Mill Point, the temporary pontoon at Mill Point and the foreshore at, Sandridge Point.

Courses will be conducted on The River Dart, between Stoke Point (up river, on the NE bank), across the river to, Kirkham Copse (up river on the SW bank) and down river to Gurrow Point (on the south bank) and across the river to East Wood (on the north bank).

Powerboating will take place on the River Dart and at sea, in Start Bay.

The sailing area will be dictated by the prevailing conditions and will be decided by the Principal, Chief Instructor (CI) or Senior Instructor (SI). The decision will be made after taking into account the current, tidal direction, tide times, springs or neaps, wind force, flood state, weather forecast and the ability of the weakest member of the group.

The Principal, CI or SI, will fully brief the Instructors of the sailing area; the Instructors will in turn brief their group.

All local Bylaws for The River Dart set out by Dart Harbour and Navigation Authority Act 1975 should be adhered to.

Hazards

- See map 2300.9 WGS 84 (in appendix 3)
- The river is influenced tremendously by the state of the tide.
- Main channel. Larger vessels, especially ferries, need to be given plenty of room.
- Other River craft and users.
- Mill Creek, marker buoys, show the entrance to the creek, a good local knowledge is essential to know where the main channel runs.

2.3 THE SEA

Powerboating and Day sailing courses will take place on the River Dart, (course area described above) the area maybe extended down river and out to sea, in Start Bay. No further than 3 miles from the safe water mark.

Hazards: see Map 2300.9 WGS 84 (in appendix 3)

3. TUITION

3.1 GENERAL

Tuition will be provided to the standards required by the RYA and to the syllabus contained in the relevant booklets. All Instructors engaged on RYA certificated courses will hold the appropriate RYA qualifications and endorsements.

It is the responsibility of the Principal to ensure the safety of the students and instructors at all times. For dinghy and powerboat courses, helpers assisting an Instructor may be unqualified, but must be experienced and competent. As part of the staff training programme all assistants should be encouraged to gain RYA instructor qualifications.

A structure of ongoing training, which may include matters such as health and safety, child protection and operating procedures will be conducted on a regular basis.

Senior Instructors should be Criminal Records Bureau (CRB) checked. All instructors to sign a self-disclosure form (annually). It is the responsibility of the Principal to check CRB disclosures and obtain self-disclosure forms for all instructors.

3.2 INSTRUCTORS

All instructors and assistant instructors will hold recognised and current RYA certificates. Copies of instructor's certificates will be held on file by the Principal, including renewal dates.

All training personnel will be briefed by the CI/SI at the beginning of each course. The briefing will cover the system of teaching to be employed, specific needs of individual students, operating and safety procedures. Prior to the start of each training session the CI/SI will brief the training team, giving particular emphasis to wind and tide conditions.

Table 3.2.1
Who Teaches What Powerboating?

Instructor	Powerboat Course	Description
Powerboat Instructor	Level 1	Introduction to Powerboating
Powerboat Instructor	Level 2	National Powerboat Certificate
Powerboat Instructor With Safety Boat Certificate	Safety Boat	Skills needed to act as a coach or safety boat

Table 3.2.2
Who Teaches what Sailing?

Instructor / Coach	Youth Sailing Scheme	National Sailing Scheme
Dinghy Instructor	Stages 1, 2, 3 & 4	Start Sailing/Basic Skills/Better Sailing Seamanship Skills/ Day Sailing**/ Sailing with Spinnakers***
Racing Instructor	Stages 1, 2, 3 & 4	Start Sailing/Basic Skills/Better sailing/Seamanship Skills/Day Sailing**/ Sailing with Spinnakers***/Start Racing
Advanced Instructor	Stages 1, 2, 3 & 4	Start Sailing/ Basic Skills/Seamanship Skills/Day Sailing**/ Sailing with Spinnakers***.
Club Racing Coach		Start Racing (at an RYA Training Centre)

* Supervised by Senior Dinghy Instructor.

** See Individual Instructor endorsements.

*** An Instructor who is experienced with spinnakers and approved by the Principal/Chief Instructor

3.3 VOLUNTEER HELPERS

All occasional helpers and shore-based volunteers will be inducted in the operating and safety procedures of the centre.

3.4 STUDENT: INSTRUCTOR RATIOS

Table 3.4.3
Student: Instructor Ratio

Type of Craft	Student: Instructor ratio
Crewed Dinghies	3:1 for beginners with Instructor onboard Maximum 9:1, but no more than 6 boats per instructor (e.g. 3 Wayfarers with 3 students in each or 4 Picos with 2 students in each)
Single Handed Dinghies	6:1 (applies only whilst boats are used as single-handers)
Powerboat	3:1 level 1 and 2
Safety Boat	6:1 (2 boats)
First Aid	12:1 (Resuscitation Manikin 4:1)

3.5 SUPERVISION

All activities must be supervised at all times by a person holding an appropriate and valid minimum RYA qualification. Sailing must be supervised by an SI and Powerboat session by a powerboat Instructor (the SI or Principal may elect a competent Instructor to supervise if they will be off site for a short period).

3.6 DECISION TO SAIL

The decision to sail and/or any restrictions or specific directions will be the responsibility of the CI/SI and Principal. These decisions will be made in consultation with the instructors.

4. SAFETY

4.1 GENERAL

Sufficient safety boats must be available to provide separate cover for all courses in progress at any one time.

The safety boats must be manned and equipped for the type of activity being overseen, the operating area and prevailing conditions, taking into account the distance of the operating area to the shore.

All instructors and helpers shall be made aware and brief all students of the first aid and emergency procedures.

Re-fueling should only be carried out by people nominated by the sailing committee or Principal/CI/SI. All precautions should be taken to prevent the risk of fire and fuel spillage.

4.2 SAFETY BOAT REQUIREMENTS

- Kill cords will be worn at all times, craft being used for 8-12 year olds shall have an additional kill cord attached to the Instructor.
- Each training group will be assigned a safety boat/s to the ratio given in Paragraph 4.3. Safety boats will be allocated at the beginning of the session by CI/SI.
- Safety boats on the sea will be equipped with VHF radio and will be expected to remain with their designated group unless authorised by the CI/SI or if required to attend an immediate emergency.
- In the event of VHF failure, the instructor must quickly obtain a replacement by informing the SI/CI as soon as possible by mobile phone, word of mouth or other means.
- All safety boats and equipment - shall be checked by the user before and after use, any problems shall be reported to the SI/CI or Principal and noted on the damage/fault log board in the club house. – laminated check list within each safety box – See Appendix 4

Table 4.2
RYA Dinghy: Safety Boat Ratio

Activity	Dinghy: Safety Boat Ratio
Dinghies (single handed or crewed)	Up to 6 dinghies – 1 safety boat 7 to 15 dinghies – 2 safety boats More than 15 dinghies – 3 or more safety boats

4.3 PERSONAL SAFETY AND CLOTHING

All instructors, helpers and Students must wear buoyancy aids while on or near the water. Students may supply their own Protective clothing and Buoyancy aids. Buoyancy aids must be a minimum of 50 Newton's. Before going on or near the water Instructors will be responsible for checking students Buoyancy aids and protective clothing.

Helmets – All junior sailing students must wear helmets, suitable helmets will be provided.

4.4 MAST HEAD FLOATATION

All dinghies have inflated masthead floatation system attached to masthead during the Junior Sailing Course.

4.4 FIRST AID

First Aiders

All Chief, Senior and Dinghy Instructors are first aid qualified and are to be made aware of the location of the First Aid boxes.

Medical support during Junior Sailing Course 2014: Dr Sam Marney. Dr Manny Austin.

Location: First Aid Kits

- All safety boats.
- The Store in the Club house.
- The Boathouse at Mill Point.
- The Boathouse at Sandridge Point (During the Junior Sailing Course)

Reporting:

Any accident requiring treatment needs to be reported either by an entry in the reporting book (located in the training dinghy store) or by informing the Principal who will then complete the paperwork.

Accident Procedure:

Should a student, instructor or helper sustain an injury requiring emergency first aid whilst onshore a first aider should be summoned immediately, and the Principal, CI or SI should be advised. The casualty should be taken (if safe to do so) to the boathouse at Mill Point or Sandridge Point (during Junior Sailing Course) or clubhouse on the quay.

All Senior Dinghy and Dinghy instructors are first aiders.

For emergencies afloat the following procedure will be followed:

- Attract attention of Safety boat.
- Instructor and/or safety boat crew provide emergency first aid.
- Evacuate the casualty in safety boat to shore if required.
- Advise the SI/CI or Principal
- If the injury is serious the SI/CI or Principal will summon an ambulance by a **999** call or arrange transport to the local Hospital Casualty Department
- Complete incident report – See Appendix 1

Instructor/safety boat crew must advise Principal, CI/SI of details of any incident. Principal, CI/SI will record the incident in the Accident/Incident book. Reporting to the next of kin will be made by Principal or CI.

4.6 ENTRAPMENT

If a student becomes trapped under an inverted boat, the boat should be righted as quickly as possible. Do not be tempted to dive in to release.

4.7 MAJOR INCIDENT PROCEDURE

Definition:

A situation where there is the potential for significant or life threatening injury to occur e.g. child knocked unconscious by boom, person run over by powercraft, severe unexpected weather causing multiple repeated

capsizes. These situations are likely to require the full attention of the safety craft and personnel designated to that group and may well require additional resource.

Action:

On identifying a major incident it should be immediately brought to the attention of the lead instructor or rescue boat driver for that group (if they are not already aware).

- Having made a rapid initial assessment the lead instructor or safety boat driver will then declare a major incident by:
 1. Making radio communication with the shore coordinator
 2. 4 long blasts of > 3 secs on the air horn
 3. Then concentrating on taking whatever action is necessary to remedy the situation.
- On hearing the major incident signal all sailors in that group should congregate with their escort boat with the aim of being accompanied ashore. The escort vessel should identify itself with the appropriate signal (arms forming roof sign over head).
- On hearing the major incident signal the other groups should immediately stop sail training activities and start making arrangements to return to shore. In most instances this will involve sailing back to Mill Point/Sandridge Point. Under some circumstances however it may involve beaching at the nearest convenient point.
- If deemed safe to do so the shore coordinator may request the escort or rescue boat from another group to go and assist at the incident. Similarly the shore coordinator will summon any of the emergency services that are deemed necessary.
- In the event of a situation affecting all groups simultaneously then rescue boats and escort craft will remain with their respective groups.
- On hearing or been informed by the shore coordinator of the major incident those in charge of the sailing groups (DI/Als) will return them to shore and hand the children over to the care of shore helpers and a register taken. The DI & Als then report to the shore coordinator in order to be deployed as required. The children at Mill Point may be held in the dinghy park (preferably away from the foreshore) or taken to the clubhouse. Children and supervisors at Sandridge Point will not move to Stoke Gabriel until sufficient rescue boat capacity is again available. If necessary parents will be contacted to collect the children. All must be signed out.

Novice Groups:

By virtue of the nature of the sailing activity this is a very unlikely occurrence. However if declared for the Novice group then the other groups should stop sail training activity. The rescue and escort boats will remain with their respective groups unless requested to return and assist by the shore co-ordinator.

4.8 PROTOCOL FOR THE TREATMENT OF SUSPECTED HYPOTHERMIA

Introduction

All dinghy sailors can suffer from the cold in 2 ways

1. Immersion in water after capsizes or man overboard resulting in rapid cooling of the body.
2. A gradual cooling and loss of energy from the body due to prolonged physical exercise. This, coupled with the effect of wind, rain and water, accelerates the heat loss from the body to a point where body heat output is overtaken, hence cooling begins. All instructors and safety boat crew need to be aware that students may suffer from the cold.

Prevention

1. Hypothermia due to immersion should be minimised by having suitable safety boats which in the event of prolonged immersion would retrieve students from the water.
2. Hypothermia due to exposure and possibly linked with exhaustion should be minimised by ensuring that all sailors are in a normal state of health and not suffering from any debilitating illness.
3. Ensure that all sailors are adequately fed and where appropriate ensure an adequate supply of food and hot drinks.
4. It is essential that adequate clothing is worn, with spare clothing available at all times. Most important are good-quality water/wind proof outer garments and hats if appropriate as these will inhibit heat loss from the body.

Actions to be taken if hypothermia is suspected

1. Remove the student from the water as soon as possible.
2. Handle the student with care with movements kept to a minimum.
3. Treatment should start immediately after clearing the water:
 - Make sure that a wind/water proof environment is provided so that the student is not allowed to chill further.
 - Wrap the student in dry clothing (appropriate blankets are available in all first aid kits available in all safety boats and the boat store) and do not remove wet clothing.
 - Keep the head slightly down.
 - Transfer the student to the Stoke Gabriel pontoon.
4. Contact the course coordinator who will take the following action:
 - Contact one of the First Aiders / Medical support persons and arrange to meet the student at the end of the Stoke Gabriel pontoon.
 - Contact the parent/guardian of the student to collect the student from the Stoke Gabriel pontoon.
 - In the event that the parent/guardian is not available immediately arrange for transfer of the student to a designated house until the parent guardian can arrive.
5. The First Aider will remain with the student at all times.
6. Seek medical assistance
 - Ambulance 999 (if required).
 - The students usual GP if known.
 - NHS 111 (the replacement of NHS Direct)
 - Or via transfer to Torbay Hospital if appropriate.
7. Complete incident report – See Appendix 1

4.9 DEALING WITH THE AFTERMATH OF A MAJOR INCIDENT

Guidelines following the event of serious injury or fatality.

- Our priority is to ensure the safety of the participants, instructors and helpers of the course.
- Contact the RYA Principle/Chief Instructor/Senior Instructors and police immediately.

- Police/SI to phone parents, next of kin or home contact. An Instructor (and medical assistance as necessary) must stay with casualty until parents/next of kin arrive. The police will inform the next of kin if there has been a fatality.

The press

- The press will need to be dealt with. Do not publicise the name of the casualty until you know that the next of kin has been informed.
- Don't hold a press conference. Produce a written statement that we can give to the press.
E.G. '*** regret to announce the death of a crew member who fell overboard at night from a training yacht. When. Where. Our deepest sympathy to the relatives etc. A full statement will be issued at 2pm tomorrow.' (To give ourselves time to collect information).
- Decide who will speak to the press. Only the SI/CI or Principal should deal with news media, if you are forced to make a statement, this should be limited to a straightforward confirmation that there has been an incident and a press statement will be made later by the Principal or Commodore.
- Don't allow well meaning but ill informed staff to make public comments.

Official reporting of the incident to RYA/MAIB

- In the event of a serious accident (loss of life, the prospect of loss of life or paralysis), notify the RYA on 023 8060 4181.
- Record all relevant details in the Accident/Incident Book, including names of witnesses. Including who you have spoken to, who has contacted you etc.
- Remove the instructor and key witnesses away from the sailing school, to a place you can talk to them away from the press.
- Get a statement from competent witnesses
- Keep any relevant equipment. E.G. life jackets, logbooks etc
- If required send a report to the MAIB (Marine Accident Investigation Branch), inform them by telephone 023 80 395500 (www.miab.gov.uk – for details)

5. FACILITIES

5.1 GENERAL

The Facilities and craft are to be maintained by the appropriate SGBA committees, but all SGBA members will ensure that the facilities are kept in good and tidy condition.

Any deficiencies or breakages should be reported to the SI/CI or Principal and noted in the damage/fault log, for the attention of the club Bosun or relevant committee member.

- **Toilets**, located at the club house. A temporary hired loo, at Mill Point and a porta-loo at Sandridge point for the Junior Sailing Course.
- **No Shower** or changing facilities are provided, all instructors and students should come changed (appropriate kit list provided).
- **Phone** CI/SI (and the Junior Sailing Course Co-ordinator) will have a mobile phone available. (No phone line at the club house). Nearest Landline to be used in an emergency is at The River Shack Cafe, at the Mill Pool.
- A galley can be used, at the clubhouse, during power and safety boat training, but shall be supervised by a nominated person while open.
- All students will be asked to bring appropriate food and drink daily.
- **Fresh water** will be available at Mill Point and Sandridge Point.

- The Club House and Scout Hut (by prior arrangement) maybe used during foul weather, for tuition.
- **Powerboat Fuel** is stored offsite. The fuel will be handled by the designated SGBA member.
- **Pressure Hose**; is available in the clubhouse store and Annexe.
- **Safety equipment** is stored in the annexe.

5.2 CRAFT

Craft used for teaching

Table 5.2.1

Class or Type	Number	Rig or Engine	Year Built	Max Students per
Pico	6	Standard	2008/9	2
Topper	7	Standard	Various	2
Bug	6	Standard/Race	2008/9	2
Laser	1	Standard/Radial	?	1
Wanderer	2	Standard	?	3
RS Feva	3	XL Inc. Spinnaker	2010	2
Fox 440 powerboat	2	20hp Yamaha outboard	2013	3

Other craft can be use but only after inspection by the Chief Instructor or Senior Instructor to check that they are in a sea worthy condition and insured.

6. RISK ASSESSMENT

6.1 HAZARDS

Risk Assessments for training activities

Table 6.1.1

Risk	Probability	Severity	Total	Control Measures
Weather/Condition change	3	2	6	Check forecast. Brief all instructors. Constant watch. Send Students ashore sooner than later. Staff training
Safety Boat failure	1	5	5	All safety boats to carry VHF. Inform other safety boats. Launch replacement. Send students ashore. Staff training.
Drowning Capsize /Person overboard	2	5	10	Safety brief. Safety equipment onboard safety boats. Buoyancy aids checked before launching. Safety boat on station. Constant watch. Staff training. Mast head floatation on Laser Bug Fleet
Injury, cuts, abrasions, rope burns, knocks to body or head	3	4	12	Safety brief. Constant watch. Check and administer first aid. Staff training. Helmets provided and fitted for all novices.

Collisions	2	3	6	Safety brief, e.g. keep hands inside boat and look where you are going. Brief on tides. Staff training.
Falling from walls/slipway	2	5	10	Safety brief. Constant watch. Staff training.
Launch/recovery injury	2	2	4	Safety brief. Constant watch. Staff training.
Broken glass	3	3	9	Safety brief. Shoes to be worn at all times. Constant watch. Staff training.

6.2 CONTAMINATED WATER

Blue/green algae – the toxicity of toxic algae is so low humans are unaffected by direct contact with water. (Shell fish are the problem). The water in the River Dart is not clean. It is estimated that between 500000 to 750000 people per annum use the river trip boats and none of the boats have holding tanks. The children are advised of this risk.

6.3 MILL POINT

- **Falling Rocks (Quarry).** Annually the looser rocks were pulled from the quarry wall.
- **Dinghy Park Dinghy + Canoe racks.** Out of bounds- by students unless supervised
- **"Neil's Steps".** Children will only be using the steps when supervised during any of the SGBA courses.
- **Trees.** No Children to be climb trees during the Junior Sailing Course
Trees inspected and limbs/tree removed if required along foreshore and quarry – May 2013
- **Slipway.** Children will be advised to keep clear of the slipway and its winch. Cleaned annually to maintain and reduce slip hazard.

6.4 INSTRUCTORS

Instructors who are unfamiliar with the operation area will work with experienced members/ Instructors who have a good knowledge of the sailing area and an opportunity to sail prior to the course with an experienced member.

7. HEALTH AND SAFETY

7.1 GENERAL

All Club members, instructors and students should be briefed on the club's Health and Safety Policy and the fact that it is based on the risk assessment of club activities referred to in paragraph 6.

The SGBA's Health & Safety Policy is in Appendix 3.

7.2 EQUIPMENT

All equipment Boats / Dinghies are inspected/serviced annually – once complete and fit for purpose - date & signed recorded completed.

All boats/Dinghies/Equipment (Safety) – all checked prior to launching on day of instruction

All loss or damage to equipment – reported to club Bosun – Tom Morris Tel: 07799 403788 and boat removed or marked as unfit for use.

7.3 HEALTH AND SAFETY DURING THE JUNIOR SAILING COURSE

The SGBA has designated committee member Sue Mortimer to co-ordinator the Junior Sailing Course with member Isabel Hallam. Any junior sailing organised by the course is closely supervised and takes place only when conditions are suitable.

The river can present hazards for the less experienced or those less familiar with tides. The sailing area is relatively free of commercial shipping. A passenger ferry is in operation from Dartmouth to Totnes. The operators are notified of the Junior Sailing Course.

The River is well served with maritime rescue facilities, with the Coastguard at Brixham (also co-ordinating the local maritime rescue) and RNLI inshore rescue, located at Dartmouth and offshore rescue centre, located at Brixham. Air sea Rescue cover from RAF Chivenor, North Devon, approximately 15 minutes flying time to Dartmouth. We are also covered by the Devon Air Ambulance.

ALL CONTACTED VIA A 999 CALL, ASK FOR COASTGUARD.

Grid Ref. Sandridge Point: SX 859559

Grid Ref. Mill Point: SX 847567

Postcode of the SGBA Club House: TQ9 6RD

8. CHILD PROTECTION

8.1 GENERAL

SGBA operates a safeguarding / child protection policy. All instructors and voluntary helpers will be made aware of the policy. No voluntary helpers will be engaged in training activity unless they are club members or have been checked by the Principal, CI/SI.

8.2 CHILD PROTECTION POLICY

Stoke Gabriel Boating Association is committed to providing a safe environment for children and young people. A copy of the Child Protection Policy is in Appendix 2a.

- The Child's welfare is paramount
- All children whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity, have the right to protection from abuse.
- All suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately.
- As defined in the Children Act 1989, anyone under the age of 18 years should be considered as a child for the purpose of this document.
- The Welfare Officer will take specific responsibility for child protection and act as the main point of contact for parents, children and outside agencies.

- The club will review the effectiveness of their child protection policy and activities annually.
- The Welfare Officer is Isabel Hallam (JSC Co-ordinator). She can be contacted on 01803 782924 or 07855 498750.

8.3 A CODE OF PRACTICE & PROCEDURES

The level of risk associated with the SGBA Junior Sail Training course must be considered as low as:

- The course is largely run by parents who are well known to the parents of the children been taught
- Parents of the participating children are often present during the course
- Non-parent volunteers assisting on the course are also well known to the instructors and parents
- The nature of the course means that at no time is an adult working unsupervised with the children

However it is only right that parents should be reassured that the club has considered this risk no matter how small. Also those involved in the running of the course need to be aware of how to keep this risk to a minimum and provided with guidance on how to proceed if they do suspect abuse.

8.4 GOOD PRACTICE GUIDE

- Do not spend excessive amounts of time alone with children away from others
- Do not take children alone in a car on journeys, however short
- Do not take children to your home
- Where any of these are unavoidable, ensure they only occur with the full knowledge and consent of someone in charge in the organisation or the child's parents
- Design training programmes that are within the ability of the individual child.
- Do not photograph or video children, or publish their pictures, without the knowledge and consent of their parents. Be sensitive to the risk, although it is probably slight in our sport, that images could be misused by a third party.
- Do not publish information, in print or on a website, that might enable someone to contact the child.

You should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- Allow or engage in inappropriate touching of any form
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Let allegations a child makes go unchallenged or unrecorded; always act
- Do things of a personal nature that children can do for themselves.

However, it may be sometimes necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of parents. In an emergency situation, which requires this type of help, parents should be fully informed. In such situations, it is important to ensure that all staff are sensitive to the child and undertake personal care tasks with the utmost discretion.

For more details see Appendix 2b.

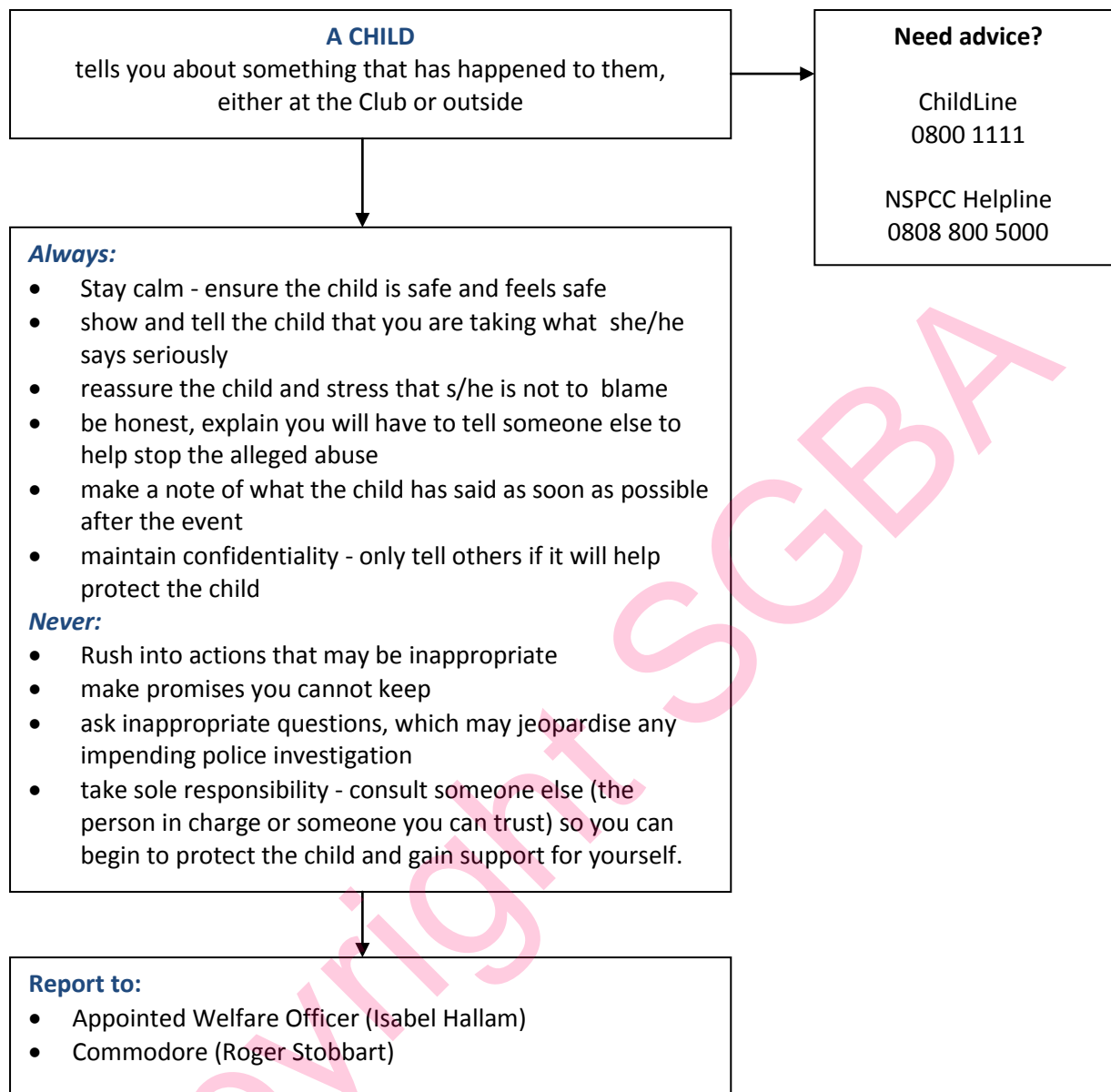
Important

All instructors and volunteers should read the organisation's comprehensive policy and have access to it at all times.

Reporting procedure

Table 8.4.1

For Instructors, staff & volunteers (for more information see Appendix 2d)



9. BOOKING AND FEEDBACK

9.1 GENERAL

A Booking/Consent form shall be filled out by all students and if under 18 years of age the consent signed by their Parent/Guardian.

All students will be asked to fill in a feedback form, the form is voluntary and allows SGBA to monitor and improve training.

9.2 BOOKING/CONSENT

I would like my child / wardto take part in the SGBA Junior Sailing Course.

I confirm that my child / ward:

- a) Is a confident swimmer and can swim at least 50 yards without a buoyancy aid.
- b) Is to the best of my knowledge, fit to take part in the course. Details of medication being taken (If none, write none)
Illness or medical conditions need not necessarily prevent the student from taking a full part in the course, but the Principal and Instructors must be aware of any potential problems.
- c) Will wear a buoyancy (to at least BS EN 393: 50N), appropriate footwear and suitable clothing such as waterproofs and a wetsuit.

I understand that whilst all reasonable care will be taken by the instructors, safety boat crews and other persons involved in the Course, there remains an element of risk in sailing and water related activities. I therefore accept the limitations of the SGBA's liability for sailing activities and that it cannot accept responsibility for any loss, damage or injury suffered by persons and/or their property arising out of or during the course of their activities whilst training and / or coaching and / or instructing unless such injury, loss or damage was caused by, or resulted from, negligence or deliberate act.

I understand that SGBA's supervisory responsibility for my child / ward commences when my child / ward signs the attendance register at the beginning of a training session and ceases when my child / ward signs the attendance register at the end of the training session. Supervision outside these times cannot be undertaken.

Name of Parent / Guardian:(Block capitals):

Address:

.....

..... Postcode.....

Home telephone number:

Emergency Contact Numbers:
(Please print clearly)

Signed: (Parent / Guardian)

9.3 FEEDBACK

All courses have request feedback from participants. (See Appendix 5)

Junior Sailing course – holds a debrief (following the course) organised for all the instructors and the principal to attend.

10. COMPLAINTS PROCEDURE

All complaints to be acknowledge by the Principal/Chief Instructor, at the earliest possible time by the complainants preferred method of correspondence, usually by letter or email. Stating that the complaint will be investigated at when they should expect to receive a response.

(c) Copyright SGBA



Appendix 1

Incident Report

Date: _____ Name/Names: _____

Any Injury: _____

First Aid received: _____

Equipment Involved: _____

Location: _____

Any Witnesses: (Including contact details) _____

Description of Incident: _____

Relevant people Informed

Parents Yes/No

RYA Principal Yes/No

Chief Instructor Yes/No

SGBA Bosun Yes/No

RYA Yes/No

SGBA Commodore Yes/No

Senior Instructor Yes/No

SGBA Welfare Officer Yes/No

Debrief Yes/No

Name of person
completing form: _____

Date (If not today) ____/____/____

Date ____/____/____

Appendix 3

SGBA Health & Safety Policy (April 2013)

GENERAL

This document constitutes the Association's statement of general policy with respect to the health and safety of members and the public engaged in organised events or using the premises land and facilities of the club.

This document should be read in conjunction with the specific safety procedures and policies for the various activities of the club and with the current development plan for the club which sets out the scope of current activities and the planned continuing improvement of Health and Safety procedures.

The policy will be formally reviewed annually by the executive committee of the association and may also be updated at other times. The various manuals or rules prepared by officers of the association should also be reviewed annually by the committee. The committee may engage the services of a professional health & safety advisor to assist in the development of this policy.

The policy and associated safety documents as appropriate will be copied to all event organisers and committee members. Its existence will be brought to the attention of association members and it will be made available.

In particular the Associations aims in respect of Health & Safety policy are to:

- Maintain premises boats and equipment in a safe condition.
- Provide adequate welfare facilities for members.
- Ensure the safe use, handling and storage of hazardous materials or equipment.
- Establish, document and maintain safety procedures for club organised events and the use of boats, equipment and premises.
- Give such information and training as is reasonably necessary to officers, event organisers and members to enable them to engage in the organised activities of the club and the use of its facilities and equipment independently as safely as possible.
- Consult with members to ensure that the safety procedures are appropriate and achievable.
- Ensure that the public are not exposed to hazards arising from any of the association's activities, equipment and premises.
- Ensure that occasional contractors or self-employed persons working on behalf of the club are competent to carry out their work with regard to health and safety issues and are provided with relevant information which may affect their own safety in carrying out the works.
- Regularly check that these aims are met.

ORGANISATION AND ARRANGEMENTS

The Association exists to promote boating from the village on the river Dart. To this end it provides and maintains facilities, premises and boats for the use of members, runs organised activities for members and occasionally for village residents and also offers training in various boating related areas through RYA recognised schemes. The association leases its main clubhouse and equipment store but owns the Mill point boat store and related land. A Trust holds the Mill Point land on behalf of the association.

The Committee

The committee takes collective responsibility for the establishment and maintenance of this health and safety policy and associated procedures and rules on behalf of the association. The committee is responsible for approving procedures for the safe running of events. The committee will define what criteria will be used to judge whether a member is qualified to be an OOD.

Members with health and safety roles:

Commodore:	As chair of the committee ensures that its responsibilities in respect of this policy are adequately considered.
Premises Officer:	Has responsibility for establishing and disseminating rules for the safe use of the leased clubhouse and equipment stores and for organising the safe maintenance of these premises.
Dinghy Park Officer:	Has responsibility for the dinghy park areas on foreshore and quarry and in conjunction with the commodore (also a trustee in respect of the land owned by the association) for organising the safe maintenance of these areas.
Sailing Secretary:	The Sailing Secretary will appoint OODs for Club Sailing Days. For other events, the event organiser will appoint or be the OOD. The Sailing Secretary will encourage feedback from OODs to help modify and improve procedures where necessary.
Quartermaster:	Is responsible for the safe provision and maintenance of the club motor boats.
Officers of the Day (OOD):	The officer of the day (OOD) is responsible for ensuring that the event is run according to the agreed procedures.
Event organisers:	Will have read and understood the safety procedures, which have been established for the type of event being organised. In addition they will assess particular risks associated with occasional events with the assistance of whichever officers of the association are most appropriate.
RYA Training Principal:	Will manage (for SGBA training purposes) <i>Guidance Notes for Training Centres Publication Ref. RGN2-UK</i> <ul style="list-style-type: none">• Finance• Administration• Staff recruitment• Equipment repairs and replacement• Building maintenance• Domestic and teaching staff• Purchasing
Chief Instructor:	Will manage (for SGBA training purposes) <i>Guidance Notes for Training Centres Publication Ref. RGN2-UK</i> <ul style="list-style-type: none">• Manage the staffing of all disciplines• Co-ordinate all activities• Co-ordinate the work of the senior staff• Report to the Principal on the work of the centre• Carry out risk assessments• Monitor standards• Work, in consultation, on all programmes

- Senior Instructors:** Will adhere to the standards and procedures laid out in RYA Dinghy Coaching Handbook, G14, RYA Sailing Scheme G4 and Youth Scheme G11.
- Powerboat Instructors:** Will follow the, RYA Powerboat Instructors Handbook , G19.
- Safety Boat Instructors:** Will follow the RYA Safety Boat Handbook, G16, for standards and procedures.
- Members:** The involvement of members in contributing to the safety procedures of the association is essential to ensure their relevance and effectiveness and each officer responsible for preparing rules, strategies or manuals is expected to consult with those involved. Members engaging in organised activities are expected to follow the safety procedures and to assist the event organiser with the safe conduct of the activities. Members are expected to take final responsibility for their own safety and that of their children, both during organised activities and when using club facilities and boats independently.
- Contractors, sub-contractors, self –employed people:** Must conduct their activities in accordance with the requirements of current health and safety legislation.

List of safety manuals, rules and guidance.

- Operations Manual:** Covers safety procedures for the clubs RYA recognised training activities.
- Water-based events guide:** Covers safety procedures for regular club sailing sessions and occasional group expeditions afloat.
- Clubhouse rules:** Are posted around the premises as appropriate.

Appendix 3a

SGBA Child Protection Policy and Procedures (April 2013)

Policy Statement

It is the policy of the Stoke Gabriel Boating Association (SGBA) to safeguard children and young people taking part in boating from physical, sexual or emotional harm. The SGBA will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in SGBA activities do so in a safe environment. We recognise that the safety and welfare of the child is paramount and that all children, whatever their age, gender, disability, culture, ethnic origin, colour, religion or belief, social status or sexual identity, have a right to protection from abuse.

For the purposes of this policy anyone under the age of 18 should be considered as a child. All members of the SGBA should be aware of the policy.

SGBA Junior Sailing Course Welfare Officer

The Welfare Officer is Isabel Hallam. Telephone: 01803 782924/07855 498750. Email: issyhallam@gmail.com

Enhanced Criminal Records Disclosure

The Club Welfare Officer and Junior Sailing Course Senior Instructors will also be asked to apply for an Enhanced Criminal Records Disclosure from the Disclosure & Barring Service (formally known as Criminal Records Bureau, CRB). If they hold an Enhanced Criminal Records Disclosure for working with children from another organisation which is less than three years old, the SGBA will accept this Disclosure in lieu of applying for a new one specifically for the SGBA.

Volunteers

All Junior Sailing Course instructors will be asked to complete a Self Disclosure Form (Appendix 2e).

Good Practice

All members of the SGBA should follow the good practice guidelines attached (see Appendix 2b). Those working with young people should be aware of the guidance on recognising abuse (see Appendix 2c) and report it (see Appendix 2d).

Adults are requested not to enter the showers and changing rooms at times when children are changing before or after junior/youth training or racing. If this is unavoidable it is advised that they are accompanied by another adult.

The SGBA will seek written consent from the child and their parents/carers before taking photos or video at an event or training session or publishing such images. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. If the Club publishes images of children, no identifying information other than names will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the SGBA Welfare Officer.

Concerns

Anyone who is concerned about a young member's welfare, either outside the sport or within the SGBA, should inform the SGBA Welfare Officer immediately, in strict confidence. The SGBA Welfare Officer will follow the attached procedures (see Appendix 2d)

Any member of the SGBA failing to comply with the Child Protection policy and any relevant Codes of Conduct may be subject to disciplinary.

Appendix 3b

Good Safeguarding Practice Guide - A Handout for Instructors and Volunteers

This guide only covers the essential points of good safeguarding practice when working with children and young people. You should also read the organisation's Child Protection Policy and Procedures which are available for reference at all times.

- Avoid spending any significant time working with children in isolation
- Do not take children alone in a car, however short the journey
- Do not take children to your home as part of your organisation's activity
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the organisation or the child's parents
- Design training programmes that are within the ability of the individual child
- If a child is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible
- If you do have to help a child, make sure you are in full view of others, preferably another adult

You should never:

- engage in rough, physical or sexually provocative games
- allow or engage in inappropriate touching of any form
- allow children to use inappropriate language unchallenged, or use such language yourself when with children
- make sexually suggestive comments to a child, even in fun
- fail to respond to an allegation made by a child; always act
- do things of a personal nature that children can do for themselves.

It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the child (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents should be fully informed. In such situations it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.

Appendix 3c

Recognising Abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

Physical abuse may involve adults or other children causing physical harm:

- by hitting, shaking, squeezing, biting or burning
- giving children alcohol, inappropriate drugs or poison
- attempting to suffocate or drown children
- in sport situations, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter
- protect a child from physical and emotional harm or danger
- ensure adequate supervision
- ensure access to appropriate medical care or treatment
- respond to a child's basic emotional needs
- neglect in a sailing situation might occur if an instructor or coach fails to ensure that children are safe, or exposes them to undue cold or risk of injury.

Sexual abuse. Sexual abuse involves an individual forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, to meet their own sexual needs. The activities may involve:

- physical contact (eg. full sexual intercourse, masturbation, oral sex, fondling)
- showing children pornographic books, photographs, videos or online images
- taking pictures of children for pornographic purposes
- encouraging children to behave in sexually inappropriate ways
- sport situations which involve physical contact (eg. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power over young people.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve:

- conveying to children that they are worthless, unloved or inadequate
- not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- imposing expectations which are beyond the child's age or developmental capability
- overprotection and limitation of exploration and learning
- preventing the child from participating in normal social interaction
- serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger
- the exploitation or corruption of children
- emotional abuse in sport might also include situations where parents or coaches subject children to constant criticism, bullying or pressure to perform at a level that the child cannot realistically be expected to achieve.

Some level of emotional abuse is involved in all types of maltreatment of a child.

Bullying (including cyberbullying) may be seen as deliberately hurtful behaviour, usually repeated or sustained over a period of time, where it is difficult for those being bullied to defend themselves. The bully may often be another young person. Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture.

Recognising Abuse

It is not always easy, even for the most experienced carers, to spot when a child has been abused. However, some of the more typical symptoms which should trigger your suspicions would include:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- sexually explicit language or actions
- a sudden change in behaviour (eg. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- the child describes what appears to be an abusive act involving him/her
- a change observed over a long period of time (eg. the child losing weight or becoming increasingly dirty or unkempt)
- a general distrust and avoidance of adults, especially those with whom a close relationship would be expected
- an unexpected reaction to normal physical contact
- difficulty in making friends or abnormal restrictions on socialising with others.

It is important to note that a child could be displaying some or all of these signs, or behaving in a way which is worrying, without this necessarily meaning that the child is being abused. Similarly, there may not be any signs, but you may just feel that something is wrong. If you have noticed a change in the child's behaviour, first talk to the parents or carers. It may be that something has happened, such as a bereavement, which has caused the child to be unhappy.

If you are concerned

If there are concerns about sexual abuse or violence in the home, talking to the parents or carers might put the child at greater risk. If you cannot talk to the parents/carers, consult the SGBA's designated Welfare Officer or Commodore. It is this person's responsibility to make the decision to contact Children's Social Care Services or the Police. It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act on your concerns.

(Based on the statutory guidance 'Working Together to Safeguard Children' March 2010)

Appendix 3d

Handling concerns, reports or allegations

This section is primarily for the SGBA's designated Welfare Officer, but everyone should be aware of the procedures to follow if there are concerns (see flowcharts below).

A complaint, concern or allegation may come from a number of sources: the child, their parents, someone else within your organisation. It may involve the behaviour of one of your volunteers or employees, or something that has happened to the child outside the sport, perhaps at home or at school. Children may confide in adults they trust, in a place where they feel at ease.

An allegation may range from mild verbal bullying to physical or sexual abuse. If you are concerned that a child may be being abused, it is NOT your responsibility to investigate further BUT it is your responsibility to act on your concerns and report them to the appropriate statutory authorities. For guidance on recognising abuse, see Appendix.

Handling an allegation from a child

Always:

- stay calm – ensure that the child is safe and feels safe
- show and tell the child that you are taking what he/she says seriously
- reassure that child and stress that he/she is not to blame
- be careful about physical contact, it may not be what the child wants
- be honest, explain that you will have to tell someone else to help stop the alleged abuse
- make a record of what the child has said as soon as possible after the event
- follow your organisation's child protection procedures.

Never:

- rush into actions that may be inappropriate
- make promises you cannot keep (eg. you won't tell anyone)
- ask more questions than are necessary for you to be sure that you need to act
- take sole responsibility – consult someone else (ideally the designated Child Protection/Welfare Officer or the person in charge or someone you can trust) so that you can begin to protect the child and gain support for yourself.

You may be upset about what the child has said or you may worry about the consequences of your actions. Sometimes people worry about children being removed from their families as a result of abuse, but in reality this rarely happens. However, one thing is certain – you cannot ignore it.

Recording and handling information

If you suspect that a child may have been the subject of any form of physical, emotional or sexual abuse or neglect, the allegation must be referred as soon as possible to Children's Social Care or the Police who have trained experts to handle such cases. Do not start asking questions which may jeopardise any formal investigation. Listen to and keep a record of anything the child tells you or that you have observed and pass the information on to the statutory authorities (Referral Form available as part of the RYA Safeguarding and Child Protection Policy and Guidelines).

All information must be treated as confidential and only shared with those who need to know. If the allegation or suspicion concerns someone within your club or centre, only the child's parents/carers, the person in charge of the

organisation (unless they are the subject of the allegation), the relevant authorities and the RYA Child Protection Co-ordinator should be informed. If the alleged abuse took place outside the sport, the Police or Children's Social Care will decide who else needs to be informed, including the child's parents/carers. It should not be discussed by anyone within the organisation other than the person who received or initiated the allegation and, if different, the person in charge.

Confidential information must be stored securely. It is recommended that it should be retained for at least 3 years and destroyed by secure means, eg. by shredding or burning.

Procedures (Revised Feb 13)

It is essential to have clear and agreed procedures to follow. These include:

- procedures to be followed by anyone concerned about a child's welfare, either outside the sport or within your organisation (*see flowcharts below*)
- a disciplinary procedure (which may be included in a staff handbook or contract, depending on the nature of the organisation) setting out the process to be followed if an allegation or complaint is made about an employee
- a procedure for handling a complaint about a member – see clause 18 of the RYA's Model Constitution at www.rya.org.uk under Information and Advice, Clubs and Associations, Constitution, and the information sheet on the Expulsion of Members under Clubs and Associations, Members.

Statutory Authorities (Added Jan 12)

If the SGBA is contacted by the Police or Children's Services concerning information received or a complaint made by or about a member, volunteer or employee, you are advised to contact the RYA Child Protection Co-ordinator as soon as possible for guidance and support. Co-operate fully with official requests for factual information, but do not express any personal opinions on the person's conduct. See also 'Handling the media' below.

Reference to the Disclosure and Barring Service (Revised Feb 13)

The Disclosure and Barring Service (DBS) maintains the lists of people barred from working with children or with vulnerable adults in England and Wales and in Northern Ireland. If your organisation permanently dismisses or removes someone from regulated activity/work, or would have dismissed them if they had not resigned, because they have harmed a child or vulnerable adult or placed them at risk of harm, you have a duty to refer them to the DBS or Disclosure Scotland, as appropriate. *It is a criminal offence not to make such a referral.* For guidance on the grounds and process for making a referral, see the relevant website (see Section 7 Useful Contacts) or contact the RYA Child Protection Co-ordinator.

Handling the media (Revised Dec 05)

If there is an incident at your premises which attracts media interest, or if you are contacted by the media with an allegation concerning one of your members or employees, do not give any response until you have had an opportunity to check the facts and seek advice. You may wish to contact the RYA's Communications department on 023 8060 4215 for professional advice on handling the media.

Appendix 3e

Self Disclosure Form

Self-disclosure form for applicants for posts involving contact with children and/or vulnerable adult.

Stoke Gabriel Boating Association is committed to safeguarding children from physical, sexual and emotional harm. As part of our Child Protection policy, we require applicants for volunteer Instructors involving contact with children to complete this self-disclosure form. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

Name

1. Have you ever been convicted of any criminal offences? YES ☐ NO ☐

If yes, please supply details of any criminal convictions.

Note: You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 you should declare all convictions including 'spent' convictions, cautions, warnings and reprimands.

2. Are you a person known to any Children and Families Social Care Department as being an actual or potential risk to children? YES ☐ NO ☐

If yes, please supply details.

3. Have you ever had any disciplinary sanction relating to child abuse? YES ☐ NO ☐

If yes, please supply details.

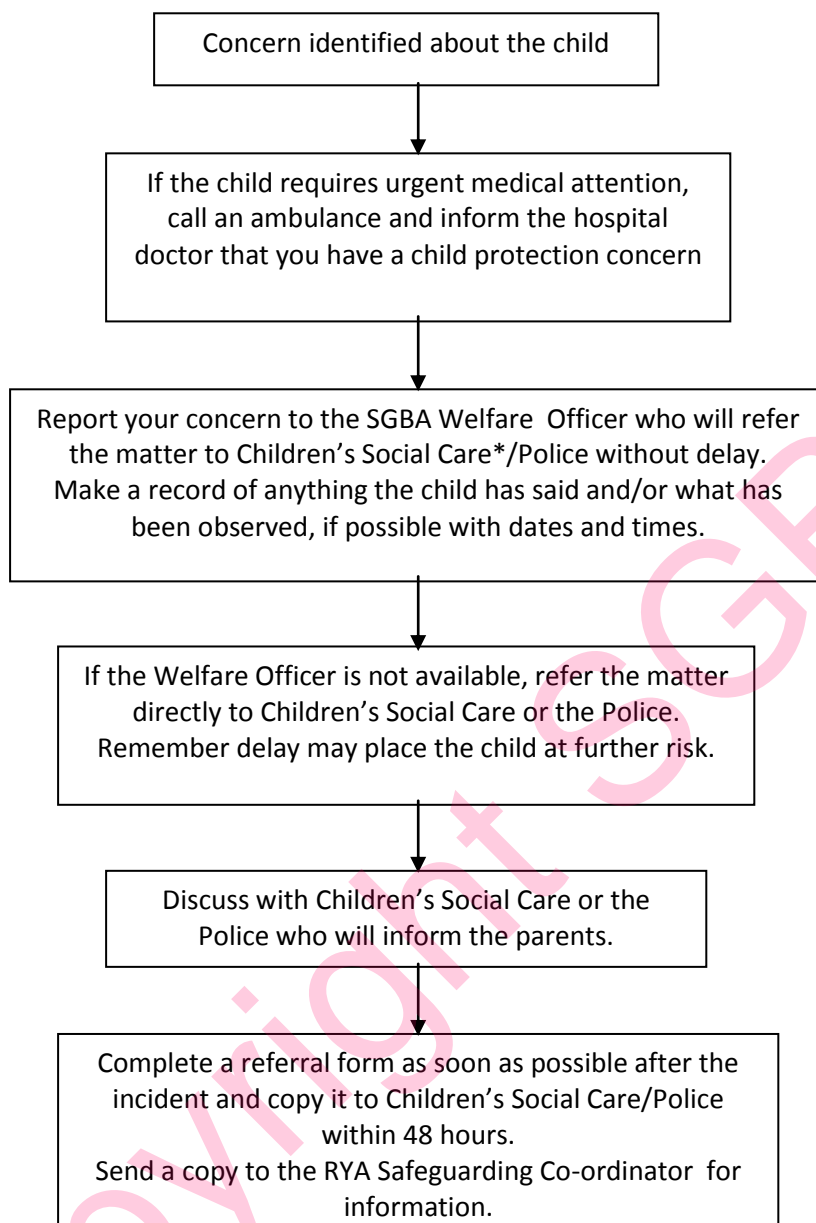
Declaration I declare that to the best of my knowledge the information given above is correct and understand that any misleading statements or deliberate omission may be sufficient grounds for cancelling my appointment. I understand that I may be asked to apply for a Criminal Records Disclosure and consent to do so if required. I understand that the information contained in this form and in the Disclosure may be disclosed, where strictly necessary, to regulatory bodies and/or third parties who have an interest in child protection issues.

Signed: Date:

Note: if the applicant is aged under 18, this form should be counter-signed by a parent or guardian

Flowchart 1

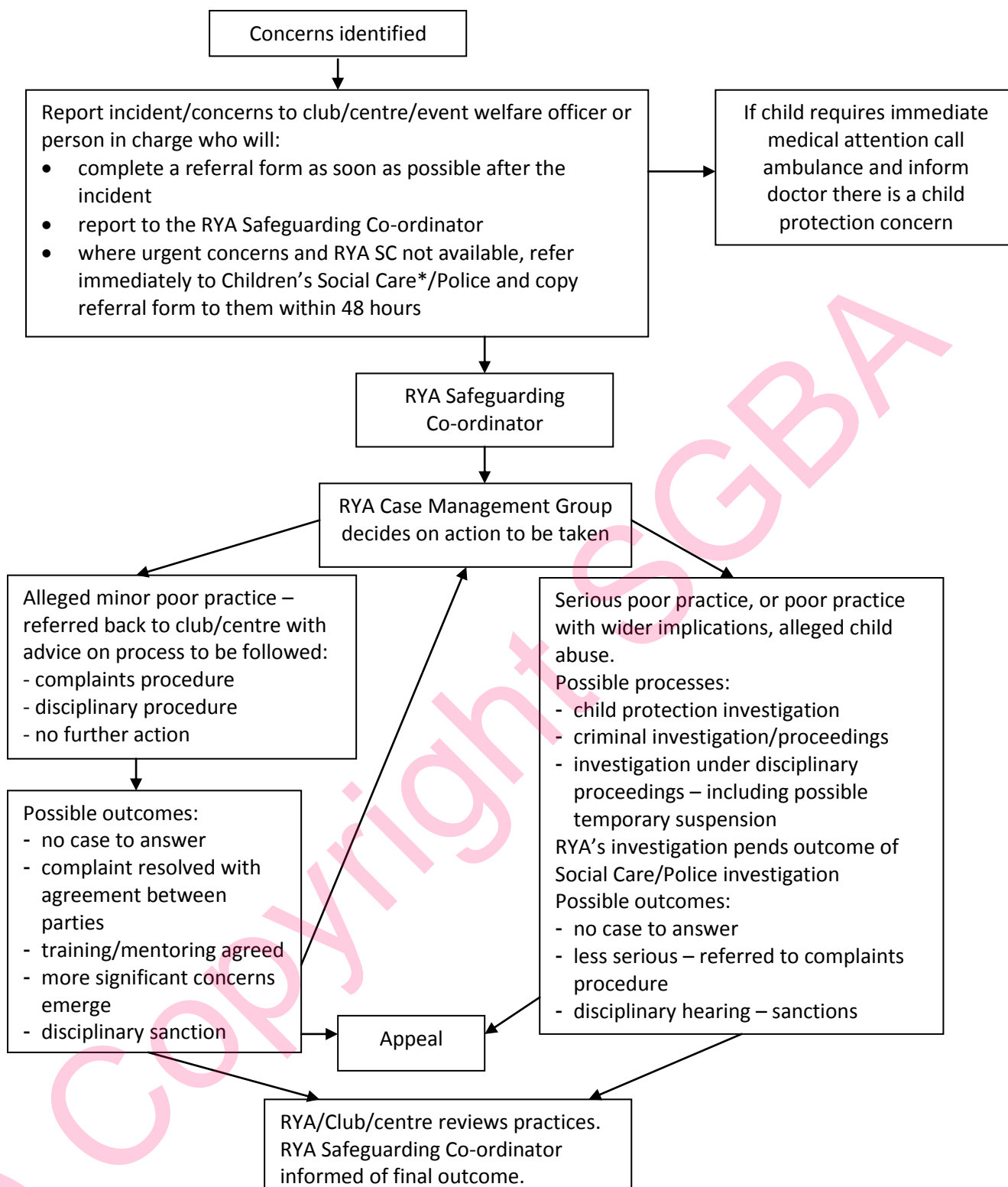
What to do if you are worried that a child is being abused outside the sport's environment (but the concern is identified through the child's involvement in the sport)

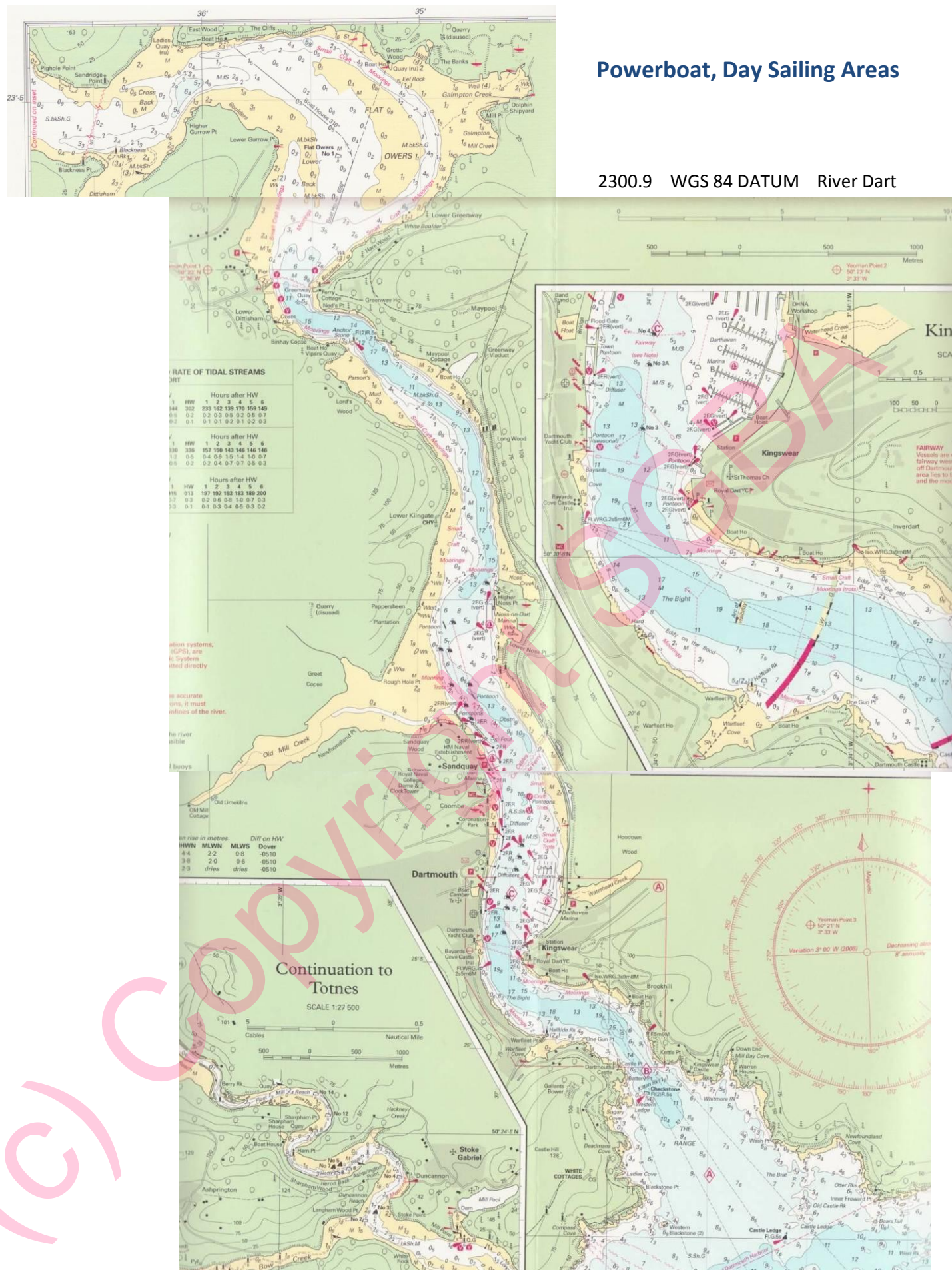


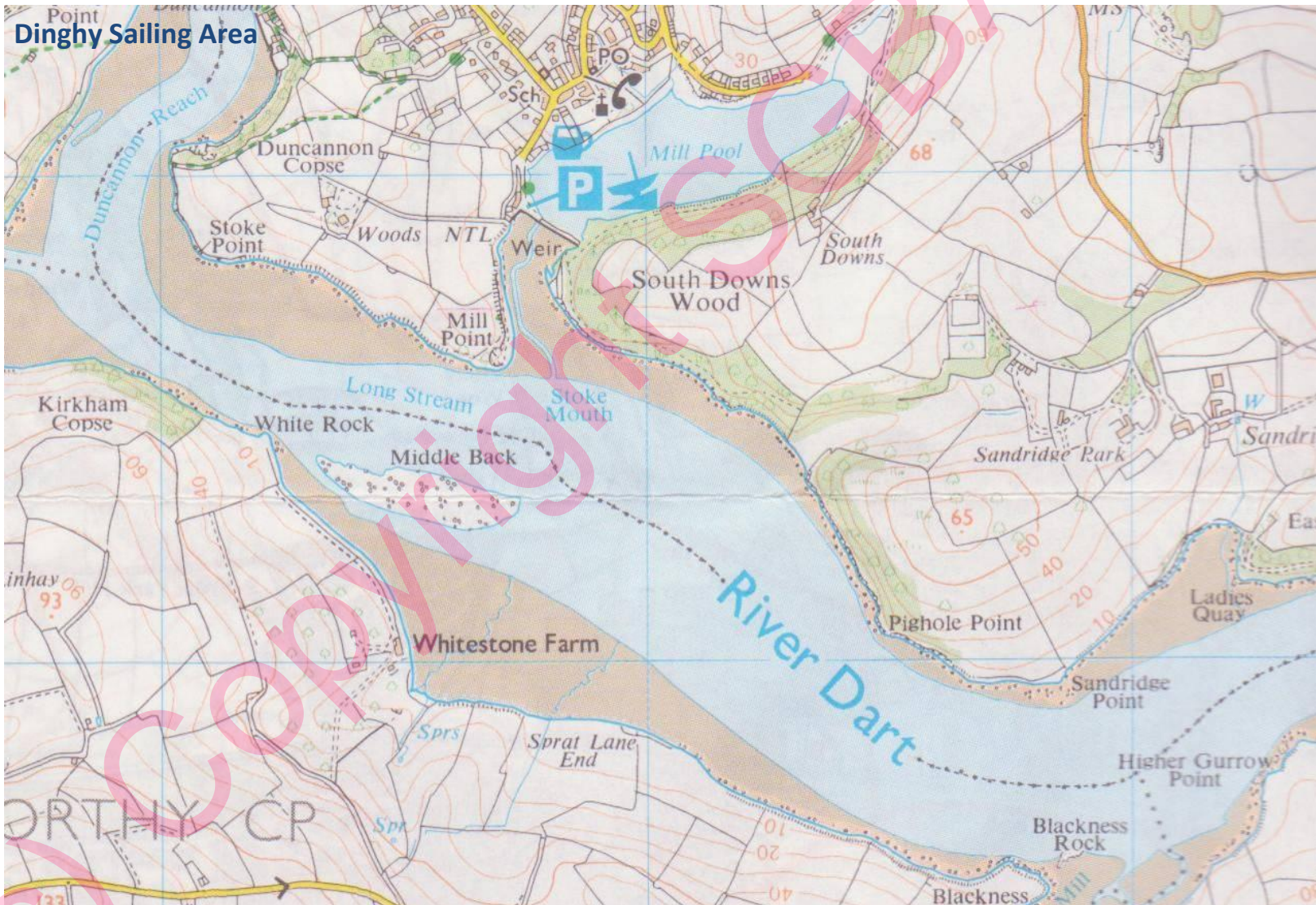
If you are uncertain what to do at any stage, contact the RYA's Child Protection Co-ordinator on 023 8060 4104 or the NSPCC free 24 hour helpline 0808 800 5000.

Flowchart 2

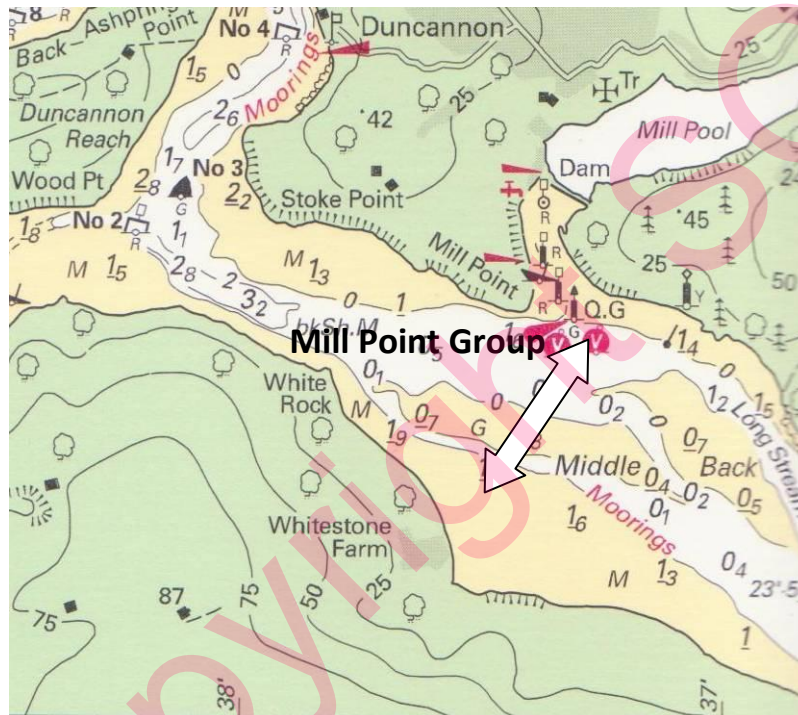
What to do if you are concerned about the behaviour of any member, volunteer, staff, coach or official working for the RYA or an RYA affiliated/recognised organisation



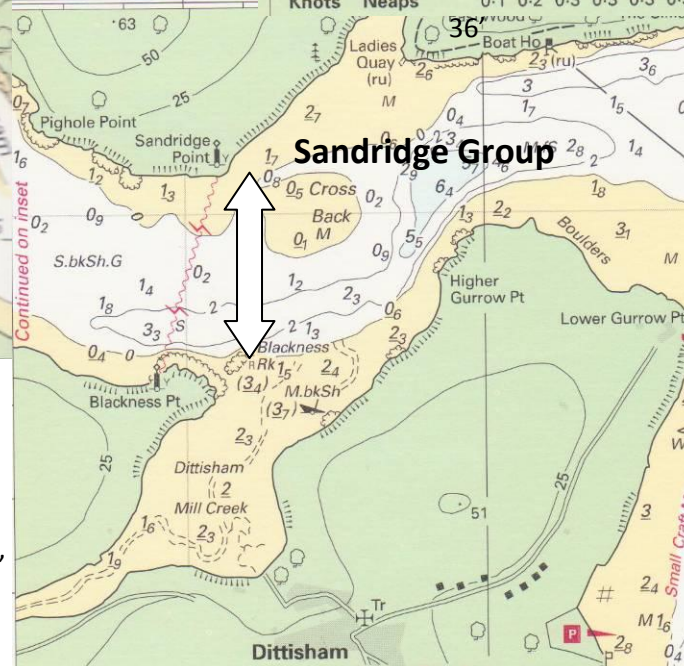




Junior Sailing Course Area



23'.5



23'

APPROXIMATE DIRECTION AND RATE OF TIDAL STREAMS Based upon High Water at DEVONPORT

<div><div>A</div></div>	50°20'·20N 3°33'·49W	Hours before HW							Hours after HW					
		6	5	4	3	2	1	HW	1	2	3	4	5	6
Direction°		175	319	353	003	357	344	302	233	162	139	170	159	149
Rate in Springs		0.4	0.2	0.3	0.4	0.5	0.5	0.2	0.2	0.3	0.5	0.2	0.5	0.7
Knots Neaps		0.2	0.1	0.1	0.2	0.2	0.2	0.1	0.1	0.1	0.2	0.1	0.2	0.3

<div><div>B</div></div>	50°20'·53N 3°33'·81W	Hours before HW							Hours after HW					
		6	5	4	3	2	1	HW	1	2	3	4	5	6
Direction°		144	319	321	322	326	330	336	157	150	143	146	146	146
Rate in Springs		0.6	0.8	1.0	1.1	1.2	1.2	0.5	0.4	0.9	1.5	1.4	1.0	0.7
Knots Neaps		0.3	0.4	0.5	0.5	0.6	0.5	0.2	0.2	0.4	0.7	0.7	0.5	0.3

<div><div>C</div></div>	50°21'·09N 3°34'·49W	Hours before HW						Hours after HW						
		6	5	4	3	2	1	HW	1	2	3	4	5	6
Direction°		207	008	006	011	013	015	013	197	192	193	183	189	200
Rate in Springs		0.2	0.5	0.7	0.7	0.7	0.7	0.3	0.2	0.6	0.8	1.0	0.7	0.3
Knots Neaps		0.1	0.2	0.3	0.3	0.3	0.3	0.1	0.1	0.3	0.4	0.5	0.3	0.2

23'.5

2300.9 WGS 84 DATUM

Appendix 5 - Safety Boat check lists

Power Boat Check List

- Engine serviced annually
- Outboard mounted securely
- Throttle changing positive/reliable
- Engine cannot slip out of or start in gear
- Can be raised and lowered
- Steering mechanism free, easy to use
- No leaks in hydraulic steering
- Fuel tanks securely fastened to boat.
- Battery secure and ventilated
- Kill switch fully functioning – kill cord in good condition
- All equipment secured and stowed
- Hull – No cracks or damage
- Handholds for passengers secure

Safety Equipment

1. Paddles or oars
2. Bailer or Bucket
3. Towline minimum 6m
4. Throwline
5. Tool kit
6. Survival Bag
7. Waterproof first aid kit
8. Anchor and chain or warp
9. Distress flares (2 orange smoke 2 pinpoint red or 2 day/night flares)
10. Sharp knife –serrated (preferably)
11. Spare kill cord – good condition
12. Fire extinguisher 5a/34B(serviced annually)
13. VHF hand held or fixed
14. Radio emergency procedure card
15. Radar reflector - If vehicle has A frame
16. Efficient fog horn (with pump to recharge)
17. Charts – Laminated (in date)
18. Tide tables -local



Appendix 6 - Feedback Forms



SGBA Powerboat Training Feedback Form






Course Attended: Powerboat 2 Safety Boat Please delete as appropriate

Date: _____

Instructor/s : _____

Please tick the box that best fits how you feel about each question.

Question				Comments
Did you enjoy the course?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did you get all that you expected from the course?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Was the length of the course about right?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Were facilities good?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Were Instructors helpful?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Were Instructors knowledgeable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Would you come on another course?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Any other comments?

Thank you for taking part in SGBA training and for filling in this form; we hope to see you again.



SGBA Dinghy Sailing Training Feedback Form



Course Attended:
Please delete as appropriate




Youth Sailing Scheme
(Junior Sailing Course)

National Sailing Scheme
(Adult sailing courses)

Date:

Instructor/s :

Please tick the box that best fits how you feel about each question.

Question				Comments
Did you enjoy the course?				
Did you get all that you expected from the course?				
Was the length of the course about right?				
Were facilities good?				
Were Instructors helpful?				
Were Instructors knowledgeable?				
Would you come on another course?				

Any other comments?

Thank you for taking part in SGBA training and for filling in this form; we hope to see you again.