



SOP's Clyde Windsurfing Club

Useful Contacts

Chair/Principal

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Siobhan McManus - 07869 492505 - skmcmanus77@btinternet.com

Castle Semple Visitor Centre, Lochlip Rd,
Lochwinnoch
PA12 4EA
Tel: 01505 842 882

Robin Nicol

CLYDE WINDSURFING CLUB

Health & Safety Declaration

This is a general declaration of the obligations of Clyde Windsurfing Club under the Health and Safety Act.

Clyde Windsurfing Club utilises Castle Semple Loch, situated in a site with facilities including storage containers and use of Castle Semple visitors centre

The Main Activities are: - Windsurfing, Powerboating

Clyde Windsurfing Club is committed to operating in a safe and efficient manner for the benefit of its members. **Clyde Windsurfing Club** is a recognised RYA Training Centre and operates within the guidelines of the National Governing Bodies. Inspections are carried out annually.

Clyde Windsurfing Club maintains the recommended level of 'Public Liability Insurance' and 'Employers Insurance'.

Table of Contents

Health & Safety Declaration.....	1
1. Health & Safety.....	3
Section 1A – Health & Safety - Responsibilities.....	3
Section 1B – Health & Safety – Manual Handling.....	3
Section 1C – Health & Safety – Control of hazards products	4
Section 1E – Health & Safety – On The Water.....	4
IDENTIFICATION OF HAZARD.....	4
RISK CONTROL	4
2. General	5
Section 2A – Access	5
Section 2B - General on water operating rules and procedure:.....	5
Section 2C - Initial Jobs when Opening Club & House Keeping.....	5
3. Training & Support Craft	6
Section 3A - Operating as an RYA Training Centre	6
Section 3B - Support Craft	7
4. Other	8
 Roles and Responsibilities.....	8
Principle.....	8
Chief Instructor.....	8
Instructor/ coaches	8
 Administration	9
Pre course Chief Instructor.....	9
Pre Course Students	9
Pre course - instructors	10
 Safety Management.....	12
Monitoring activity afloat.....	12
 Safety Boats afloat.....	12
Boat Equipment Checklist	13
 Communication Afloat	14
 EAP – Emergency Action Plan.....	15
Accident Procedure	15
 Normal Operating Areas	17
 Windsurfing courses	19
Start Windsurfing - Course outline	22
Intermediate Non Planing Windsurfing - Course outline	25
Intermediate Non Planing Windsurfing - Course outline	27
 Powerboat courses	30
 Induction	32
 Accidents and reports	33
 Club welfare Policy.....	33

1. Health & Safety

Section 1A – Health & Safety - Responsibilities

1. Overall responsibility for Health and Safety: Director/Principal: Andrew Galloway
In the absence of the principal: Robin Nicol

2. Responsibility for carrying out the companies Health and Safety Policy is:
Instruction team Chair – Committee – All

3. The following supervisors are responsible for specific safety areas:
Building and Storage Areas: Ferenc Szincsak
All Equipment: Committee
Windsurfing: Chief Windsurfing Instructor
Powerboating: Chief Powerboating Instructor

4. All instructors and members have the responsibility to co-operate with committee to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

5. Whenever a member notices a Health and Safety problem, which they are not able to correct they must inform the committee.
Andrew Galloway
Robin Nicol
Marcello Dominguez
Martin Kerr

6. Safety training, inspections and maintenance monitoring is the responsibility of:
Andrew Galloway/Robin Nicol

- Nominated First Aiders: All Instructors
- Responsibility for First Aid Boxes: Principal/Chief Instructor
- Responsibility for reporting accidents: Principal/Chief Instructor
- Accident record book is located: SOP Box

Section 1B – Health & Safety – Manual Handling

1. General

- All heavy and awkward items of equipment should be lifted and carried with care, with particular attention given to windsurfing, canoe, and powerboat equipment.
- Instructors should make all their students aware of the correct way of lifting and carrying equipment, especially lifting down teaching boards from racks

2. Windsurfing

- All boards and rigs should be carried as recommended in the RYA handbook.
- School boards should, where possible, be carried by 2 people or using a wheeled carrier
- Those under 16 years of age should always carry windsurf boards in pairs.

3. Safety Boats/Powerboats

- Wherever possible all safety boats should be moved on trailers.

- 2 people are required to launch or pull safety boats up the slip way for storage unless a winch system is used.

Section 1C – Health & Safety – Control of hazards products

1. Petrol

- Petrol should only be handled by nominated staff i.e. PB2 or Safety Boat qualified personnel
- Petrol containers and oil must be kept in the locked container.
- All paints and repair materials must be stored off site
- **No Fuelling on-site**

Section 1E – Health & Safety – On The Water

Asses Risks and take appropriate precautions

IDENTIFICATION OF HAZARD	RISK CONTROL
<p>1. General Water Users</p> <p>Water Environment - Drowning</p> <p>Immersion injuries</p> <p>Shore line hazards</p> <p>Collisions</p>	<p>All students, children under 17, and safety boat crew must wear suitable personal buoyancy at all times when on the water</p> <p>Students are briefed about suitable clothing for the conditions, and a qualified instructor is always present during RYA sessions</p> <p>All water users are made aware of the dangers of</p> <ul style="list-style-type: none"> • jumping into the shallow areas. • potentially slippery launching area <p>All water users are expected to be able to abide by the “basic rules of the road”. Students under tuition are allocated a suitable operating area until they receive tuition regarding rules of the road</p>
<p>2. Windsurfing</p> <p>Manual Handling - Moving equipment</p> <p>Entrapment</p>	<p>Beginners to always have two people to carry boards to the rigging area</p> <p>When not in use equipment to be suitably secured for the wind conditions</p> <p>Students to be made aware of the dangers of entrapment (by harnesses, sails etc)</p>
<p>3. Powerboating - Equipment – Propeller, moving parts</p> <p>Manual Handling</p>	<p>Boat drivers ALWAYS WEAR A KILLCORD.</p> <p>Students on p.b. training courses are briefed and taught how to operate a power driven craft safely.</p> <p>Safety boat drivers hold a minimum of the National Powerboat level 2 Certificate.</p> <p>Safety boat drivers and powerboat students are made aware of the local hazards and inducted into Clyde Windsurfing Club Launch and recovery method. Students are taught to launch safely as per course syllabus.</p>

There is a plan of the Loch displayed just inside the clubhouse container, with hazards pictorially noted. All new users of the lake are directed to this and reminded of the hazards

2.General

Section 2A – Access

Club Members

Castle Semple Loch is open to members of the public every day from dawn until dusk, members wishing to launch in non-club activity time do so at their own risk. Support craft are NOT launched to cover members windsurfing outside of club times unless pre-arranged with the principal and chief instructor.

Section 2B - General on water operating rules and procedure:

- Operating areas will be clearly defined to all those going afloat.
- All club members who are using the site outside of Club activity should carry third party insurance with a minimum of £2,000,000 public liability

Section 2C - Initial Jobs when Opening Club & House Keeping

Applies to Senior Instructor/committee, and defines his/her responsibilities.

Unlock the gate - number 1981

- Open the club containers
- Open appropriate containers
 - A. For all sails and level 1 windsurfing booms
 - B. Support craft engines and fuel
 - C. Wet suits, buoyancy aids, harnesses boots and children's suits and rigs.
- Prepare PB as required by circumstances. At least one must be on the water and manned for all Club and Team15 activities (One per 12 children is required). An additional craft is required if additional training is scheduled.
 1. Launching of Support Craft.
 2. Check Fuel (between $\frac{3}{4}$ and full) (refer to handling Petrol in Health and Safety)
 3. Ensure additional equipment is securely stowed in craft.
 - ✓ Paddle
 - ✓ First Aid Kit (stored in wetsuit container)
 - ✓ Spare Kill Cord
 - ✓ Anchor
 - ✓ Throw line & Tow line
 - ✓ Marker ribbons (if required)
 - ✓ Knife
 - ✓ Loch Map
 4. Manually push rescue boats to launch area
 5. Once craft is launched secure to the jetty
 6. Start engine, check cooling water is flowing freely from telltale
 7. After a minute stop engine using the kill cord to ensure it works, if the kill cord fails to stop engine the craft is deemed unsafe and shall not be used.
- **House keeping**

All floors and passages must be kept free and clear at all times.

Maintenance Checks

<u>Item</u>	<u>Frequency</u>
Wetsuits, buoyancy aids, harnesses	Annually at start of season, and on each use a cursory inspection is made
Fire Extinguishers	
Boards for damage and non-slip	
Sails	
Booms	
Simulators	
Rescue Boat Service	
Rescue Boat Checks	
First Aid Kit and Accident Book	Monthly

3.Training & Support Craft

Section 3A - Operating as an RYA Training Centre

When teaching any RYA course, Team 15 Session the RYA guidelines will be adhered to.

Instructors

All sessions will be led by a suitably qualified Instructor as per RYA guidance notes. The SI and instructors will consider the aims and objectives of the session, the prevailing conditions and the ability of the group to ensure that appropriate instruction is delivered in a safe manner.

All instructors must hold a valid Power Boat level 2 and First Aid Certificate

All instructors and volunteers must hold a valid PVG for Clyde Windsurfing Club.

Only appropriately qualified Instructors may be included in the ratios for any session, in the case of Assistant Instructor this is a person who has completed the necessary training under the supervision of the Chief instructor and has been signed off by a Senior Instructor.

Equipment

A Visual check of all equipment should be made by the instructor(s) before every session to ensure that equipment is fit for purpose. Any equipment not fit for purpose will not be used and will be taken out of service. Any defects that are discovered during a session must be fixed at the end of session if possible or entered into the defects book so the Principal can arrange for repairs to be made. It is the Principal/Chief Instructors responsibility to ensure routine maintenance is done

Participants

It is compulsory for students to wear suitable footwear

Buoyancy aids must be worn under the instruction during RYA Start Windsurfing courses and by all children under 17 when afloat. Their use should be strongly recommended to all course members on other courses. The instructor may insist on their use, but on RYA Intermediate courses and above a suitable harness may substitute at the instructors discretion

All students will be suitably briefed by the instructor prior to going afloat. This briefing will include the aims and objectives of the session as well as any Basic Health and Safety information such as manual handling tips and local hazards. (as highlighted in the risk assessments, see appendix?)

The following information must be obtained (by completing supplied booking form) from all course members (or parents where course members are under 18) and held at the Club and/or passed to the Senior Instructor as appropriate:

- Any medical conditions which might be prejudicial to safety (e.g. epilepsy, asthma, diabetes), or other information of which a medical practitioner should be aware in an emergency.
- Level of swimming ability
- Contact details of whom to contact in case of emergency must be obtained for all course members.

Section 3B - Support Craft

- All Drivers must be qualified to RYA Power Boat L2 and have received Club based windsurfer rescue instruction from a safety boat qualified SI.
- A correctly fitting Buoyancy Aid must be worn when acting as driver or crew in the support craft.
- It is the responsibility of the Support Craft driver to make sure they have a correctly fitting buoyancy aid ready for use in the support craft.
- Engine kill cord must be attached round the leg of the driver when the engine is running.
- The engine must be switched off, when in close proximity to persons in the water.
- In situations where a person may be removed from a board and returned to the shore without their craft then a marker ribbon must be attached to the craft to indicate to other support craft that the incident has been dealt with. These circumstances will be decided by the SI supervising the activity.

4. Other

Roles and Responsibilities

Principle

It is the role of the principle to ensure the safety management system for all of the Clyde Windsurfing Club RTC activity. The principle will co-ordinate with the clubs committee on all activity and vision of the training centre.

Chief Instructor

It is the responsibility of the chief instructor to oversee all activity at Clyde windsurfing club. They will implement the safety management system and manage all instructors and coaches. The chief instructor will be onsite when tuition is taken place. From time to time they will have the authority to delegate their duties to an experienced senior instructor.

Instructor/ coaches

All instructors will follow the standard operating procedures and have a duty of care for all members on their course. They will run training to the highest ability and ensure all students gets a FUN, SAFE and EDUCATIONAL session.

Administration

Pre course Chief Instructor

The chief instructor will ensure all consent/ medical forms are completed pre course and all instructors have all the resources they need to run their course safely.

The chief instructor will ensure all instructors have received a safety brief before going afloat. This will include:

1. Weather
2. Instructor allocation
3. Safety boat allocation
4. Hazards on the loch if necessary
5. Student allocation
6. Medical details
7. Any other task needed to run the centre smoothly

Pre Course Students

All members participating in a RYA training courses will book and pay online, ensure all forms completed and have a good level of fitness which allows them to participate in the full course.

All members should meet the chief instructor or senior instructor on arrival and inform them if they have any medical conditions that will not allow them to join on the course.

Link to website sign up page

<http://www.clydewindsurfing.co.uk/learn/>

Forms users fill in

Participation Form – Clyde Windsurfing Club

Event Name	Start Date	End Date	
Participant Details			
Name	Emergency Contact Details		
Address	First Contact Day Tel No. Eve Tel No. Mobile No. Relationship		
Postcode	Second Contact Day Tel No. Eve Tel No. Relationship		
Tel No.			
Email			
Gender			
Date of Birth (if under 18yrs old)			
About the Participant			
Can you swim? (yes/no)			
Do you have any previous boating experience or qualifications? (If yes, explain briefly)			
If you are under 18, please give the name of a parent or guardian who will be in attendance			
Medical Information			
Would you be considered to have a disability? (If yes, please provide details)			
Please circle "Y" or "N" to tell us if you have any of the conditions listed below:			
<input type="checkbox"/> Asthma <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Epilepsy <input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Diabetes <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Pregnancy <input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Heart Condition <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Dizziness/Fainting <input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Mobility Problems <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Infectious Diseases <input type="checkbox"/> Y <input type="checkbox"/> N
Do you have any other medical conditions or physical or mental impairments that may affect your ability to take part in this event? (If yes, please provide details)			
Do you have any allergies? (If yes, please list these)			
Details of current medical treatment and/or medication			
Are you allergic to any medication? (If yes, please provide details)			
Is there any other medical information that we may need to know? (If yes, please provide details)			

*****Please read the booking terms & sign the consent form on the next page*****

Page 1 of 2

v4.00 (revised April 2016)

Participation Form – Clyde Windsurfing Club

Booking Terms	
RISK STATEMENT	
<p>It must be recognised that sailing is by its nature an unpredictable sport and therefore inherently involves an element of risk. By taking part in the Event, you agree and acknowledge that:</p> <ul style="list-style-type: none"> (i) You are aware of the inherent element of risk involved in the sport of windsurfing and you accept responsibility for exposing yourself to such inherent risk whilst taking part in the Event; (ii) You will comply at all times with the instructions of the Event Organiser and/or safety boat skipper particularly with regard to safety briefings and instructions for the movement, anchoring, recovery of equipment, using the equipment, boarding and leaving the safety boat, wearing of buoyancy aids, lifejackets and the wearing of suitable clothing in particular footwear for the conditions; (iii) You accept responsibility for any injury, damage or loss to the extent caused by your own negligence; (iv) You will not participate in the Event whilst your ability to take part is impaired by alcohol, drugs or whilst otherwise unfit to participate; (v) The provision of supervision by the Event Organiser is limited to such assistance as can be practically provided in the circumstances; 	
CANCELLATION	
<p>You understand that the Event Organiser may cancel or postpone the Event at any stage in the event of bad weather, equipment failure or otherwise.</p>	
MISCONDUCT	
<p>You understand that the Event Organiser or the skipper of the safety boat may ask anyone who refuses to comply with these Booking Terms or who misconducts themselves in any way or who causes damage or annoyance to other persons to leave the event at a suitable opportunity.</p>	
DATA PROTECTION	
<p>The information given by you on this form will be used by us to process your attendance at the Event. We shall also include your name and address on our mailing list. If you do not want to receive our newsletters and details of our promotions please tick here. □</p>	
PHOTOGRAPHY	
<p>We may take photographs and video footage of the Event for use by us in connection with the promotion of us and our activities.</p>	
<p>If you object to the use of these images please tick here. □</p>	
PARTICIPANT CONSENT	
<p>I confirm that I have read and fully understand the above Booking Terms and agree to comply with them.</p>	
Signed:	Date:
PARENTAL/GUARDIAN CONSENT (required for participants under 18yrs)	
<p>I agree that the named participant may take part in the Event. I confirm that I have read through the above conditions with him/her and that she/he understands and agrees with them.</p>	
<p>I also confirm that he/she takes part in the Event with my full agreement and that the particulars given above are correct and complete in all respects.</p>	
Signed:	Date:

***** Please return the completed form to the Event Organiser *****

Page 2 of 2

v4.00 (revised April 2016)

Pre course - instructors

All instructors will need to ensure they have been fully inducted to the training centre and have read and signed the operating procedures before running any course.

Instructors need to evidence the follow:

1. Instructor certificate
2. Powerboat certificate
3. First aid certificate
4. Safe and fun????
5. PVG

The centre will keep records of what each instructors are qualified to teach and when they expire.

On arrival to the training centre

All instructors will assist in the setup of the centre and check all safety systems are in place (i.e. powerboats, Suitable personal equipment, suitable equipment for the clients, be prepared for the weather, Have a session plan)

Each instructor will give their students a safety brief and it must include the following:

1. Aim of the session
2. Equipment being used
3. Weather
4. Operating area.

5. Safety signals

Safety Management

Monitoring activity afloat

All activity will be supervised by a senior instructor.

It is the responsibility of all instructor to use the afloat monitoring board located near the launching areas. You must sign in and out when you go afloat.

(PHOTO OF BOARD NEAR WATER)

Safety Boats afloat

All activity will be supported by a safety boat.



All activity will be supervised on the following ratios

Start and Intermediate courses 6:1 (boards: safety boat) for start and intermediate courses

Monday evenings 12:1 (boards: safety boat) for Team 15 Club activity

Boat Equipment Checklist

Ref	Item	Check
EQUIPMENT		
	A Paddles or oars (or alternate means of propulsion)	
	B Bucket or bailer	
	C Towline	
	D Throwline	
	E Tool kit	
	F Survival bag or TPA (thermo protective aid)	
	G Waterproof first aid kit containing (minimum) 2 large wound dressings, 2 medium wound dressings and triangular bandages	
TCP4	H Anchor and chain or warp	
	I Distress flares (2 orange smoke and 2 pinpoint red, or 2 day/night flares) (coastal RTCs)	
	J Sharp knife, preferably serrated	
	K Spare kill cord (except heavy displacement craft)	
	L 1 Fire extinguisher 5A/34B serviced annually, in line with manufacturers' recommendations, discharge test @ 5yr	
+	M VHF fixed or handheld	
+	N Radio emergency procedure card	
+	O Radar reflector must be carried on vessels fitted with an A-frame	
+	P Efficient fog sound signal	
	Q Laminated charts, (in date) or map of operating area (inland)	
	R Tide tables (coastal)	
POWERBOAT LEVEL 2 COURSES		
	S Compass (coastal), fixed or handheld	
	T Chartplotter or GPS, fixed or handheld	
SAFETY BOAT COURSES		
	U Bridle secured to suitable strong points	

Communication Afloat

Communication whilst afloat with shore during tuition will be done via three methods depending upon distance from shore and weather conditions.

Whistle



– All Instructor will carry a whistle to attract attention from the shore.

Shouting



– When working close to the shore, the use of voice will be effective

Radios



– Use of Club radios is essential. These will be used by 2 instructors running activity. When larger groups are used the additional radios will be used. (Club has 6 radios)

EAP – Emergency Action Plan

Accident Procedure

Accident occurs



Instructor/Senior Instructor make assessment



Safety boat despatched to incident if necessary



Attend to casualty



Detailed information taken



Location / Incident / Casualty Info. All information and communication logged with times.



Senior Instructor decides where best to coordinate response to incident.



Emergency services called as required



Delegate tasks to anyone available – communication / clients / medical forms / other courses of action



Assess risks, prioritise action, continue to evaluate situation, take appropriate action

Evacuate casualty if necessary



Stand down operation – collect and collate all information from instruction team, witnesses

In the event of a major incident or injury:

1. Secure the casualty and ensure that they are protected from further danger.
2. Secure the group and make sure that:
 - a. Everyone is together
 - b. Understands what is happening
 - c. The importance of getting the injured party to shore.
3. Get Casualty to the shore at the Jetties, slipway or car park (1, 2 & 3 on the map).
4. Call or ask a member of the group to call 999 and ask for ambulance to this address:

Castle Semple Visitor Centre

Lochlip Rd,
Lochwinnoch
PA12 4EA

Tel: 01505 842 882

Instruct them to give details of the injury

5. Administer first aid.

There is a First Aid kit attached to the Instructors SUP Board.

6. Perform a head count to ensure that the entire group are safely ashore.



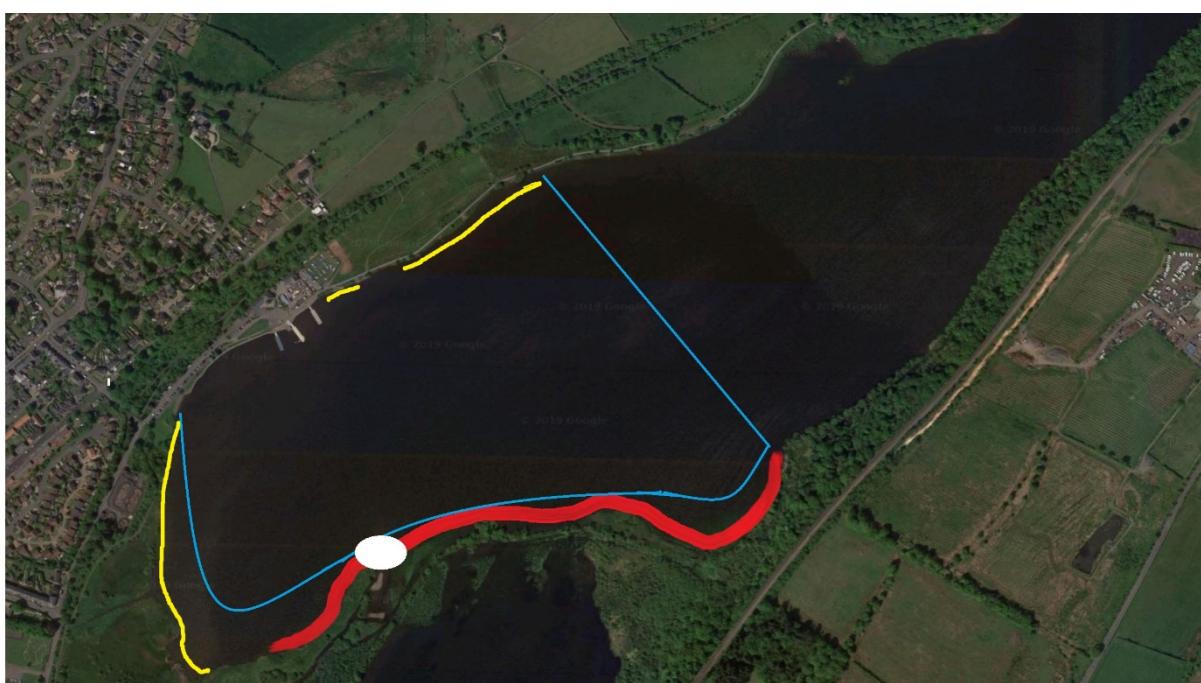
1. Jetties

- 2. Slipway**
- 3. Car Park**
- 4. Shallow water**
- 5. River Calder**
- 6. Todd's Seat**
- 7. Blackditch Bay**

Normal Operating Areas

Our normal Windsurfing operating area on the loch is identified as the area marked inside of the blue lines from the shore line. No Tuition will take place outside of this area.

Powerboat tuition can use the full loch however caution must be taken when approaching the sides due to shallow water and hidden trees.



Hazards in the windsurfing operating area include

- Other water users operating in our normal area (Rowers, Sailing and Kayaking)



- Hidden rocks underwater Identified as Yellow area on Map
- Hidden tree roots on south side of Loch Identified as Red area map

- River Mouth (Calder) white spot

Identify hazards and take photos and add them here

Windsurfing courses

Windsurfing Checklist

All windsurfing equipment must be kept in a suitable state for teaching, all instructors using the equipment should check suitability in accordance with the checklist below.



RYA Training Checklist: Windsurfing Ref: TCW

All vessels used for RYA Training must comply with these requirements plus the equipment requirements of the country of operation.		
RTC name		
Inspection date		
Inspector's name		
References in the left hand column refer to the Notes section of this form or to the RYA Recognition Guidance Notes		
Ref	Item	Check
BOARDS		
A	Suitable equipment to teach all courses requested	
B	Complete set of equipment for each student	
C	Junior boards, junior rigs in a variety of sizes, suitable fins, rigging sticks	
BOARDS IN GOOD CONDITION		
A	Hulls in good working order and condition, free from punctures, delamination and waterlogging	
B	Effective and securely fixed deck plate	
C	Safe surface	
D	Safe facility to enable towing	
E	Daggerboard (if fitted) correctly adjusted, secure in up/down positions, free to move in between, free from sharp edges	
F	Fins, appropriate to board, courses, prevailing conditions, free from sharp edges	
STORAGE		
A	Safe, secure and easily accessible	
RIGS IN GOOD CONDITION		
A	Sails presentable, free from holes and tears, suitable for levels being taught	
B	Mast suitable length, bend characteristic and angle correct, sail watertight	
C	Mast bases operate correctly	
D	Boom:	
	• secure clamp, doesn't slip but easily adjusted to height of user	
	• correct length for sail	
	• grip surface in good condition	
UPHAUL		
TCW1	A Uphaul* fitted to all rigs	
DOWNHAUL / OUTHAUL ROPES		
A	Unfrayed	
B	Suitable diameter for fittings used	
BOARD AND RIG JOINT (UJ)		
A	Free from wear	
B	Quick release should be capable of being performed by student whilst afloat	
Ref	Item	Check
SIMULATOR (basic)		
A	Stable, low, well damped	
B	Board representative of type used afloat	
	• Positioned so students will not injure themselves or others should they fall off	
RECOGNITION ABOVE START WINDSURFING		
A	Harness lines on boom in sound condition	
B	Range of harnesses in suitable sizes	
RECOGNITION FOR INT AND ADV STATIC SIMULATOR FOR TEACHING THE COACHING FORMULA, HARNESS AND FOOTSTRAPS:		
A	Board representative of type used afloat:	
	• Positioned securely	
B	Developing understanding of all of the wind:	
	• Safe and in good condition	
	• Adjustable for difference wind strengths / student size	
C	Positioned so students will not injure themselves or others should they fall off	
WINDSUPS		
TCW2	<ul style="list-style-type: none"> Central fins or equivalent No more than 50% of course fleet to be WindSUPs 	
FOILING		
TCW1	Appropriate boards	
	Appropriate foil mast lengths and wing sizes	
	Securely and appropriately fitted	
	Foils well maintained	
BOARDS		
	Appropriate boards, inc: volume, width for foils and sail sizes being used	
RIGS		
	Appropriate range of sail sizes	

Notes:

Boards should be clean and well maintained. All equipment should be fully operational.

Uphauls

TCW1 Uphauls on beginner rigs should be thick rope with elastic return, attached about 1/3 from the bottom. Elasticated cords may be used for more advanced rigs

TCW2 Use of WindSUPs it to be approved by RYA Training. All boards must have central fins or equivalent.

Storage

Windsurfing kit will be stored as per pictures, it is the instructors' responsibility to check all equipment is returned to its designated area.

Boards

Start boards (Beginner) to be kept on the racks at the front of the compound with UJs and Dagger boards in situ. Boards are to be tied down by the instructor.

Instructors to control moving of boards (Adults to move boards from racks to ground for children)

Insert picture

Intermediate boards to be stored in the area allocated to the right hand side within the sail shed, standing in size order, secured via bungee strap as shown

Insert picture

Techno boards to be stored in sail shed in area allocated on the left hand side of sail shed. Dagger boards to be left in the boards, UJs to be stored in UJ box.

Windsurfing rigs

Windsurf rigs to be stored in the sail shed, all rigs have an allocated hanging space. Instructors to coordinate storage with users.

Booms are to be removed and hung with the correct sail as per pictures.

Junior rigs are to be hung with booms attached in the allocated space

Insert pictures

Wetsuit and Buoyancy Aid

All wetsuits and B'aids are stored in the wetsuit container. Instructors are to oversee hanging after every session in size order as per picture.

Insert picture

Harness used to be hung on appropriate rack

Insert picture

Equipment transport

All equipment movement is to be overseen by the instructor. The board trolleys are to be used move them to the launching area.

Insert Picture

Boards can be moved by no less than two adults at a time due to weight and size.

Insert picture

Sails are to be transported under direction by the instructor.

Insert picture

Rigi Flex boat to be stored in compound care should be taken upon manual handling no fewer than two adults to move boat from compound to slipway.

Start Windsurfing - Course outline

The course will be run in line with RYA teaching methods and safety guidelines.

Start Windsurfing Teaching and Assessment Checklist

This checklist is based upon the assessment criteria identified in the National Windsurfing Scheme Syllabus and Logbook. Instructors will base decisions on when each element should be covered and how long to devote to it according to circumstances including weather conditions and the ability of individual students.

INITIAL BRIEFING

- Welcome and discussion about students' background, aspirations and any concerns
- Intro to RYA scheme and coaching model and how it is implemented at Brogborough Lake
- Intro to RYA Start Windsurfing – Aims and Objectives
- Intro to the Club, lake, facilities

PRACTICAL

Launching, Starting and Landing

Has practical understanding of:

- Carrying and launching board and rig
- Getting on the board, using uphaul for balance
- Lifting the rig out of the water, establishing the secure position
- Upwind rig recovery
- Lowering the rig, coming ashore and positioning equipment safely

Sailing Techniques, Stance and Manoeuvres

Has practical understanding of the following manoeuvres:

Static steering: progressing onto turning through 180 degrees; either nose or tail through the wind

- The sailing position and sailing across the wind
- Controlling power in the rig
- Stopping
- Steering on the move
- Sailing upwind
- Tacking on the move to change direction
- Sailing downwind
- Gybing on the move to change direction

Can:

- Make progression upwind and downwind understanding when to tack and gybe

SAILING BACKGROUND

Rigging

- Understands basic rigging; de-rigging and storage requirements

- Has knowledge of the names and the uses of the main components of the board and rig

Rescue Techniques and Safety

Understands the basic principles of:

- The seven common senses
- The rules of the road - power gives way to sail, port versus starboard, overtaking vessel, windward vessel and vessels constricted by draught
- Methods of self rescue; their uses and limitations
- Attracting attention

Sailing Conditions

Has basic knowledge of:

- The effects of onshore, cross-shore and offshore winds on a sailing area
- Weather: sources; interpretation; effect on sailing area
- Tide: sources; interpretation; effect on sailing area
- Personal limitations
- The Beaufort Scale
- Choosing a sailing venue - safe areas

Sailing Theory

Has basic understanding of:

- The main points of sailing
- The 'no go zone' and its effect on the means of sailing upwind
- The relationship between the Centre of Effort and the Centre of Lateral Resistance
- Terms: Windward/Leeward, Upwind/Downwind, Port/Starboard

Equipment

Has knowledge and knows the importance of:

- The range of suitable clothing and accessories
- Newcomers' boards and rigs - size and suitability
- Equipment - purchase, transport, storage and maintenance
- Insurance - awareness of

CONCLUSION

- Feedback on achievement and performance
- Progression opportunities incl Intermediate Windsurfing
- Different types of club membership including Silver/Gold Scheme

Intermediate Non Planing Windsurfing - Course outline

Intermediate Non Planing Windsurfing Teaching and Assessment Checklist

This checklist is based upon the assessment criteria identified in the National Windsurfing Scheme Syllabus and Logbook. Instructors will base decisions on when each element should be covered and how long to devote to it according to circumstances including weather conditions and the ability of individual students.

INITIAL BRIEFING

- Welcome and discussion about students' background, aspirations and any concerns
- Intro to RYA scheme and coaching model and how it is implemented at Brogborough Lake
- Intro to RYA Intermediate Windsurfing Non Planing – Aims and Objectives
- Intro to the Club, lake, facilities

Launching, Starting and Landing

Can:

- Carry and launch the board and rig together
- Use improved uphauling
- Stop under control
- Return to shore safely
- Remove from the water and leave the board and rig together securely on the shore
-

Sailing Techniques, Stance and Manoeuvres

Within this section the student should build a basic practical knowledge and apply the Fastfwd Formula to enhance their sailing ('Vision, Trim, Balance, Power and Stance');

Has practical understanding of the following:

- Improved stance on all points of sailing
- Gust control
- Maintaining sailing line
- Improved steering using body weight and the rig
- Sail adjustment on all points of sailing
- Intro to the harness and basic harness technique

Can:

- Sail with competence on all points of sail; with and without the daggerboard (understanding uses and limitations)
- Tack - better use of the rig and weight control

SAILING BACKGROUND

Rigging

Has an understanding of:

- Choosing and rigging a sail suitable for the prevailing conditions

- Basic sail tuning
- Parts of a sail
- Rescue Techniques and Safety

Has an understanding of:

- Towing: by another board; safety boat; their uses and limitations

Has an understanding of:

- The Importance of self help and self rescue
- Safety equipment and essential spares
- Awareness of other water users

Sailing Conditions

Has basic understanding of:

- Sea state in relation to the wind and tide
- Spotting deteriorating weather from visual sky signs
- Tides; Springs and Neaps; tidal streams, strength and visual signs
- Choosing a safe sailing location
- Wind awareness

Sailing Theory

Has an understanding of:

- Sail safe
- The daggerboard and its effect; sailing with/without; all points of sailing
- Centre of Effort and Centre of Lateral Resistance and their effect
- How a sail works

Equipment

Understands the importance of:

- Board types; uses and limitations
- The relationship between board volume and body weight
- Suitable clothing; accessories and seasonal suitability
- Equipment: purchase, transport, storage and maintenance

Conclusion Other Aspects and Options

- Feedback on achievement and performance
- Windsurfing competition and differing disciplines
- Freestyle
- Other aspects - Intermediate Planing Course
- RYA Windsurfing Instructor/AI Courses

Intermediate Non Planing Windsurfing - Course outline

Intermediate Planing Windsurfing Teaching and Assessment Checklist

This checklist is based upon the assessment criteria identified in the National Windsurfing Scheme Syllabus and Logbook. Instructors will base decisions on when each element should be covered and how long to devote to it according to circumstances including weather conditions and the ability of individual students.

INITIAL BRIEFING

- Welcome and discussion about students' background, aspirations and any concerns
- Intro to RYA scheme and coaching model and how it is implemented at Brogborough Lake
- Intro to RYA Intermediate Windsurfing Non Planing – Aims and Objectives
- Intro to the Club, lake, facilities

Launching, Starting and Landing

Can:

- Carry and launch the board and rig together
- Use improved uphauling in planing conditions
- Stop under control
- Land and come ashore under control

Sailing Techniques, Stance and Manoeuvres

Within this section the student should have built a basic practical understanding and be able to apply the Fastfwd Formula ('Vision, Trim, Balance, Power and Stance') to:

- Effectively use the board and sail to encourage planing
- Improve harness technique and line adjustment for the conditions
- Refine stance: for the conditions; on all points of sail
- Coping with gusts and lulls
- Make use of footstraps
- Maintain position in relation to the wind
- Apply basic foot and toe pressure
- Improve steering
- Improve tacking - maintaining speed and flowing movements, and tacking in stronger winds

Has an understanding of:

- Daggerboard use: sailing without; on all points of sailing

SAILING BACKGROUND

Rigging

Can:

- Rig and derig.
- Tune equipment suitable to conditions
- Correctly adjust footstraps

- Tie a bowline and a round turn and two half hitches

Rescue Techniques and Safety

Has an understanding of:

- Towing another board and sailor; tow lines and methods of attachments
- Actions to be taken in potential emergency situations
- Alternative methods of self-rescue

Sailing Conditions

Has an understanding of:

Predicting changes in wind direction during a low pressure system

- Wind and weather associated with a high pressure system
- Means of recognising dangerous tidal areas
- Choosing a safe sailing venue; weather forecast and tidal information

Sailing Theory

Understands basic theory on:

- Apparent wind and its effect on the sail as speed changes
- Sailing upwind without a daggerboard
- How a sail works

Conclusion Other Aspects and Options

- Feedback on achievement and performance
- Windsurfing competition and differing disciplines
- Freestyle
- Other aspects - Workshops
- RYA Windsurfing Instructor/AI Courses

Instructor will decide on launching location and coordinate group

Areas - Car park walkway

- Launching beach

Safety/ Teaching boat

The Rigi flex will be used as per the ratios detailed in Safety Boat Afloat. Instructor to launch boat and mount engine with assistance from Senior Instructor onsite.

All safety equipment must be put in the boat before the start of the session.

Insert pictures of launching procedure and equipment to be included.

Fueling

All fuelling will done off site prior to session.

Fuel tanks will be stored with the engines in the SUP Container.

Insert Picture

Killcord must be worn at all times by the designated driver of the boat.

Driving standards should be maintained as per level 2 standard.

Any faults or missing equipment must be reported immediately to the Senior Instructor on site and reported to the chief Instructor

Robin Nicol 07967731096

Powerboat courses

Powerboat Checklist

All PB equipment must be kept in a suitable state for teaching, all instructors using the equipment should check suitability in accordance with the checklist below. The boat must have these items before commencement of a course.



RYA Training Checklist: Powerboat Ref: TCP

All vessels used for RYA Training must comply with these requirements plus the equipment requirements or Code of Practice of their flag state and/or country of operation.

RTC name	Inspection date
Name of boat	No. of persons
Boat type	Inspector's name
Inspection place	

References in the left hand column refer to the Notes section of this form or to the RYA Recognition Guidance Notes

Ref	Item	Check
EQUIPMENT		
	A Paddles or oars (or alternate means of propulsion)	
	B Bucket or bailer	
	C Towline	
	D Throwline	
	E Tool kit	
	F Survival bag or TPA (thermo protective aid)	
	G Water proof first aid kit containing (minimum) 2 large wound dressings, 2 medium wound dressings and triangular bandages	
TCP4	H Anchor and chain or warp	
	I Distress flares (2 orange smoke, 2 pinpoint red, or 2 day/night flares) (coastal RTCs)	
	J Sharp knife, preferably serrated	
	K Safety cord (except heavy displacement craft)	
	L 1 Fire extinguisher 5A/3B serviced annually, in line with manufacturers' recommendations, discharge test @ 5yr	
	+ M VHF fixed or handheld	
	+ N Radio emergency procedure card	
	+ O Radar reflector must be carried on vessels fitted with an A-frame	
	+ P Efficient fog sound signal	
	Q Laminated charts, (in date) or map of operating area (inland)	
	R Tide tables (coastal)	
POWERBOAT LEVEL 2 COURSES		
	S Compass (coastal), fixed or handheld	
	T Chartplotter or GPS, fixed or handheld	
SAFETY BOAT COURSES		
	U Bridle secured to suitable strong points	

Ref	Item	Check
	B All equipment suitably secured/stored	
	C Steering mechanism free, easy to use	
	D Hydraulic steering checked for leaks	
	TRAILER/LAUNCH TROLLEYS	
	A Serviceable condition	
	B Winch strap fully operational	

*Engines which, by design, may start in gear must be clearly labeled to state this.
+Whether these items are carried at an inland centre must be adequately addressed in the Centre Operation Manual. (see 2.7.8)

Shaded area is additional equipment required for Advanced powerboats operating in all areas and Intermediate Powerboats operating outside of Category 6 or outside the UK

Ref	Item	Check
	SAFETY EQUIPMENT	
	A 2 pin point red flares	
	B Thermo Protective Aid (TPA) for each person	
	C Searchlight with Morse capability	
	E 1 fire extinguisher 5A/3B	
	F Engine space extinguisher (inboards)	
	G Servicing annually/discharge test @ 5yrs	
	H First Aid Kit (Cat C) see MSN 1768	
	I First aid manual	
	J Liferaft	
	• Capacity - sufficient?	
	• SOLAS B or approved ISAF part II or ISO 8690 Part 1 - in date?	
	K Liferaft Stowage	
	• Stowed on deck (GRP only)	
	• Auto static release if on deck - in date	
	• Value - dedicated locker accessible to the deck annual service required	
TCP1	L Manouvering Equipment	
	• 1 lifebelt with vessels Name	
	• Drogue on belt	
	• Light on belt	
	• Buoyant line(s) 18m min	
	E Oil drip tray or containment	
	F Bilge alarm fitted	
	BATTERIES AND ELECTRICS	
	A Batteries secure & ventilated	
	SAFETY SYSTEMS	
	A Kill switches fully functioning	
	• Kill cords used at all times	
	• Effective kill cord for student and instructor if teaching 8-11 year olds	
TCP4	M Bowser + kedge anchor (visual check)	
	• Weight	
	• Chain size	
	• Warp size	
	• At least 10 meters of chain	
	N Towing warp. Kedge warp can be used as towing line	

Storage

Rigi Flex shall be kept in the compound in the allocated space.

Insert picture

Engine storage and fuel

Engine and Fuel will be kept in the locked SUP Container

Refuelling will happen off site at fuel station - No refuelling onsite

Insert Picture of engines in container

Launching and recovery of Power Boat

Rigi Flex boat is to be stored in compound and will need moved to the slipway, care should be taken upon manual handling, no fewer than two adults to move boat from compound to slipway.

Course participants to assist with launching and recovery via direction from the Power Boat instructor

Maintenance

All Powerboats to be cleaned of any rubbish at the end of the session.

All safety equipment must be put in the boat before the start of the session.

Power Boat Chief Instructor to check oil levels and overall capability of engine.

Insert pictures of launching procedure and equipment to be included.

Killcord must be worn at all times by the designated driver of the boat.

Driving standards should be maintained as per level 2 standard.

Any faults or missing equipment must be reported immediately to the Senior Instructor on site and reported to the chief Instructor

Robin Nicol 07967731096

Top tips

- Always raise front of Boat in storage and remove bung as per picture.
- Transport trolley always works best pulling rather than pushing.

This course programme is designed to outline the structure of an RYA Level 2 course. This outline is very much a guideline and may not be followed exactly due to weather conditions and student ability. It will be the instructors' decision to alter the course programme, but all areas will be covered.

SUBJECT	TIME	DESCRIPTION
Course Start	9000	Complete booking forms. Tea & Coffee?
Introductions / Facilities	1015	Introduce yourselves, emergency procedures for fire and medical emergencies. Location of toilets, smoking areas etc.
Theory Session	1030	Discussion topics: Personal Equipment & Boat Equipment.
Practical Session	1115	Boat familiarisation. Complete basic manoeuvres.
Lunch	1230	Break for lunch – approximately 45 mins.
Theory Session	1315	Buoyage system, understanding nautical charts. Summoning assistance.

Practical Session	1430	Picking up a mooring buoy, holding station, pontoon parking.
Theory Session	1530	Collision Regulations
End of Day 1	1630	Discuss tomorrows day.
Start of Day 2	1000	Tea & Coffee.
Recap	1015	Recap on yesterday.
Theory Session	1030	Meteorology, Predicting Tides, How to anchor, Man Over Board.
Practical Session	1130	Anchoring, Man Over Board, practice on any areas that need improving.
Lunch	1300	Break for lunch – approximately 45 mins.
Knowledge Check	1345	Review Level 2 Knowledge with an instructor led quiz.
Practical Assessment	1415	Complete the RYA Level 2 Assessment.
Course Debrief	1600	Debriefs
Certification	1615	Ensure booking forms are completed correctly, and you have given your instructor a passport sized photo. Your certificate will be issued to you in the post.
Feedback Forms	1645	We would be grateful if you could fill out a course feedback form. Please identify any areas for improvement.
That's the end of the course.	1700	Course completed.

Remember, you can always ask your instructor about topics that are not within the course program. Your instructor will do his/her upmost to ensure that you get the correct answer.

Induction

See appropriate form attached - **Instructor induction checklist**

Accidents and reports

All incidents must be recorded in the book provided (see picture) which is situated in the operating procedures box, contained within the wetsuit container.

Details should include

- Date
- Time
- Who you are and role
- Description of event
- Actions taken

Notification to chief instructor and Principal of incident should be ASAP by contacting them below

Principal - Andrew Galloway – 07767454252

Chief instructor – robin Nicol – 07967731096

Add photo of location of forms

Club welfare Policy

See appropriate documents attached - **Welfare policy documents**