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1. Overview

The aim of CMYC as an RYA Recognised Training Centre (RTC) is to teach club members to learn to sail, develop their sailing skills and learn associated skills in a safe, friendly environment through RYA courses. These include the National and Youth Sailing Schemes, First Aid, Powerboat, Safety Boat, Navigation and Assistant Instructor courses which will be run as required. These courses provide a path for members to become instructors ensuring sufficient qualified support is available for any of the sailing courses we run. The formal RYA schemes are supplemented by informal training.

Instruction will be carried out by the club's RYA qualified instructors of the various disciplines and they may be helped by Assistant Instructors and suitably qualified powerboat personnel. Visiting RYA Instructors and Race Coaches may also run events such as Dinghy Instructor (DI) Courses and Topper Race coaching.

All sailing and powerboat training run by CMYC is subject to the procedures in this document and associated policies.

The training offered to staff is documented in the 'CMYC_RTC_Staff_Training' document, which can be viewed on the CMYC website, under Members Area -> Policies and Documents.

2. RYA Registered Operating Centre

Hedgecourt Lake is the registered site and clubhouse for CMYC. All RYA courses run by CMYC are held here. This site is operated under these Operating Procedures and associated CMYC policies.

3. Activities away from the Operating Centre

CMYC may run activities, which include tuition, away from the registered operating centre, but these shall not be part of any RYA course or result in an RYA certificate being issued, but shall be subject to these procedures and associated policies.

When visiting Cobnor Activity Centre, CMYC's Operating Procedures are to be used in conjunction with operational guidance and procedures of the Cobnor Activity Centre Trust (CACT), these are available for reference in the CACT instructor's room, the CMYC Senior Instructors attending should familiarise themselves with these documents on arrival at CAC.

4. Accidents/Incidents

4.1. Minor Accident

If an accident occurs, the RTC Principal or Senior Instructor (SI) in charge must be informed as soon as possible. Details must be entered in the Accident Book located inside the First Aid cabinet in the Club Room. The accident information sheet must be torn out and put in the box on the wall below this cabinet.

4.2. Major Accident/Incident (afloat)

Follow the Emergency Action Plan that is stored in the yellow Flambeau boxes along with first aid kits and fire extinguishers.

4.3. Major Accident/Incident (ashore)

If it is a Major Accident/Incident, follow the Major Incident Procedure which is displayed on the external noticeboard adjacent to the kitchen window and on the noticeboard inside the clubhouse..

Lists of First Aiders are displayed on the club notice board and by the First Aid cabinet.

The Post Code, the Grid Reference and What3words reference to enable the Emergency Services to find the Club are given in the Major Incident Procedure.

5. Safeguarding, Code of Conduct and Good Practice

Refer to the CMYC Safeguarding Policy, the CMYC Code of Conduct and the CMYC Good Practice for Instructors Coaches and Volunteers, these are available on the CMYC website, under Members Area -> Policies and Documents.

6. Safety and Hazards Ashore

6.1. Loft Store

There is a risk of injury through slipping or falling, therefore access to the loft area is only allowed by those authorised by the SI in charge. Most of the sailing equipment used in regular training is located in the shipping containers. Access to the loft should only be necessary for adult buoyancy aids, racing sails, reference materials, or tools and spares.

6.2. Galley

Children are not allowed in the galley; they must ask an instructor or adult helper to heat food in the microwave or make hot drinks.

6.3. Manual handling of dinghies

All boats should be lifted with great care.

General guideline:

Toppers should be lifted on and off storage racks by 2 adults or 4 children or 1 adult and 2 children.

Topper Multi stack trailer requires 2 adults and 1 other.

Other club dinghies – weight and size should be assessed before moving on and off of launching trolleys and loading trailers.

7. Safety Afloat

7.1. Daily Risk Assessment

The Senior Instructor in charge shall complete a 'Daily Risk Assessment' before going afloat on each day that training afloat is undertaken. A wallet stored in the cupboards in the main club room contains both blank and completed forms. The blank form may also be downloaded from the CMYC website, it can be found under Members Area -> Policies and Documents.

7.2. Buoyancy Aids

Before going afloat or stepping on to a jetty, Instructors must ensure that the trainees with them are wearing a suitable buoyancy aid over all other clothing and that it is fastened correctly.

7.3. Launching

Instructors must ensure that their boat or the boats they are responsible for do not set sail until a manned support boat is afloat with its engine running.

When dinghies have been launched using a trolley, Instructors must ensure that every trolley is stored away from the access to the launching ramps. Sails should be lowered or rolled inside boats for launching, unless the design of boat dictates the sail is raised prior to launching, in which case the boat should then be launched head to wind.

7.4. Radios

It is recommended that the four waterproof radios (not VHF) are used for communication between the Senior Instructor, other instructors and shore.

VHF radios are for coastal use.

7.5. Safety & First Aid Equipment

See 9.2 First Aid Kits, Fire Extinguishers & Rescue Knives

8. Practical Sessions Afloat

At the beginning of a sailing session, Instructors should make every effort to launch the boat(s) they are responsible for as quickly as possible. If a problem occurs which will cause a significant delay, the SI must be informed.

Before setting off, trainees should be reminded of the shallow, protected and fishing areas.

If a particular operating area of the lake has been designated by the SI, then Instructors should ensure their boat(s) stay within it during the sailing session. The areas will vary according to weather conditions, the course and the ability of the participants.

In certain circumstances a collecting area may be designated for boats to gather prior to proceeding to the sailing area.

9. Support Boats

9.1. Fuel

Before going afloat ensure that there is sufficient fuel for the session. If there is insufficient fuel exchange the tank for one in the fuel bunker. After replacing the tank in the boat, it must be strapped in place. Filling of tanks should not be undertaken, except in the designated area adjacent to the fuel storage bunker and by the Bosun or authorised person. **Fuel must NOT be allowed to enter the lake.**

9.2. First Aid Kits, Fire Extinguishers & Rescue Knives

Each support boat shall carry a small fire extinguisher suitable for use on fuel and electrical fires, a first aid kit, a rescue knife and spare kill cord. For the three smaller RIBs and two Rigiflex support boats these items are contained in the yellow Flambeau boxes. which remain in the RIBs or are stored with the engines for the Rigiflex support boats. For the two centre console RIBs the first aid kits are stored in the yellow cylindrical containers, the other items are stored in larger waterproof tubs, these containers are to remain in the RIBs.

The support boat helm is responsible for checking the contents.

The first aid kits are vacuum sealed to prevent mould, if any of the contents are used or the first aid kit opened, notify the RTC Principal. If necessary, an accident report sheet should be completed.

9.3. Support boat drivers

- a) **Drivers must have the kill-cord attached to them by looping it around either their knee or thigh and connecting it back on itself before starting the engine. No other means or point of attachment is permitted. It must remain attached all the time the engine is running. Its operation must be checked prior to leaving the shore for the first time.**
- b) If the driver needs to move away from the normal driving position the engine should be stopped. The position of attachment of the kill cord to the driver shall not be changed in order allow the driver a greater range of movement with the engine running.
- c) Drivers must be aware of the wash they are creating and, except in an emergency, must limit the amount when they are in the vicinity of sailing dinghies. This is particularly important when leaving or returning to a jetty especially if any dinghies are moored to the bank or jetties.
- d) When in close proximity to anyone in the water the engine must be stopped immediately and only restarted when there is no danger to persons in the water.
- e) After mooring a support boat, drivers must leave the kill-cord attached to the boat to ensure that it is available for immediate use.
- f) Any defects must be reported using the online form, which can be accessed using the QR codes that are displayed in the powerboat sheds and the equipment containers or there is a link on the CMYC website (www.cmyc.co.uk/members-area/policies-and-documents.htm) or email details to: powerboat.cmyc@gmail.com

10. Ratios

Instructing; safety cover; recreational sailing and 'Who does what'

10.1. Training activity supervision.

All training activities shall be supervised as follows:

Dinghy sailing: Dinghy Senior Instructor, or either a Windsurfing Senior Instructor or a Keelboat Senior Instructor with Dinghy Instructor qualification.

Power Boat Level 2: Powerboat Instructor

Safety Boat: Powerboat Instructor who holds a Safety Boat Certificate

Navigation Theory: Navigation Instructor.

10.2. Student to Instructor ratios

Crewed dinghies: 3:1 for beginners with instructor onboard.
Maximum 9:1 but not more than 6 boats per instructor, this also applies to Oppies with more than one child aboard.
(e.g. 3 Wayfarers - 3 students in each, or 4 Fevas - 2 students in each)

Single handed dinghies: 6:1 (applies only whilst boats are used as single-handers)

Instructors may be assisted by unqualified helpers who are competent and experienced, and will be supervised by an SI and deployed in roles appropriate to their skills and awareness.

Assistant Instructors count as qualified in ratios, but will work under the supervision of an Instructor or SI.

Power boats – Student instructor ratio:

Levels 1 and 2 - 3:1

All others - 6:1 (2 boats)

10.3. Support Boat ratio when tuition is provided

Dinghies (single handed or crewed)	up to 6 dinghies	1 support boat
	7 to 15 dinghies	2 support boats
	More than 15 dinghies	3 or more support boats

10.4. Support Boat ratio when no tuition is provided

Recreational sailing: which does not include any tuition but is part of a structured learning programme, a maximum of 12 dinghies to one support boat.

11. Students

- Adult students or the parents/guardians of students who are under 18 must provide consent, emergency contact details and a health declaration, this is part of the online booking process. If for any reason a student does not book online, then the appropriate Consent Form, available on the club website must be completed and handed to the organiser before the event. If a student has a medical condition that requires specific information to be available in an emergency, then they should complete the Medical Condition Advice Form, available on the club website, and hand it to the organiser before the event. Paper forms should be handed back to the student or parent at the end of the course. Any not collected should be destroyed.
- A paper document giving all participants' emergency contact details should be available to the event organiser and/or Senior Instructor, at each event.
- A record of all those afloat should be kept when training is in progress.
- An online training feedback form is used for all CMYC training, all students should be encouraged to complete the form. The feedback is monitored by the RTC principal.

12. Boats and Equipment:

12.1. Checks and equipment failure or damage

Instructors must thoroughly check the boat they are using prior to going afloat e.g. hull; buoyancy tanks; running and standing rigging; foils and sails.

Any defects must be reported using the online form, which can be accessed using the QR codes that are displayed in the powerboat sheds and the equipment containers or there is a link on the CMYC website (www.cmyc.co.uk/members-area/policies-and-documents.htm) or email the RTC Principal.

12.2. Paddles

Two-man dinghies should take a paddle on board when training

12.3. Reefing

If weather conditions demand, dinghies should reef or use smaller sails.

12.4. Masthead Floatation

As the lake is shallow the use of masthead floats is advised during **all** training to avoid mast breakage, the following gives examples of the capacity required:

- a) RS Quest, Laser 2000, Wanderer – use 40 litre masthead floatation.
- b) RS Feva, Miracle – use 9 litre, minimum, masthead floatation
- c) Toppers – use 4 litre empty plastic containers attached to the top of the mast.
- d) Oppies are not required to use masthead floats

13. Roles and Contact Details

All those listed below can be contacted via the Contacts page of the CMYC Handbook, those marked with an * can be contacted via the Contacts page on the CMYC website.

RYA Training Centre Principal – Jeff Smith 07881733229 *

Chief Dinghy Instructor – Amy Gibson

Chief Powerboat Instructor – Mike Smith

Chief Navigation Instructor – Richard Warnett

Club Welfare Officer – Maxine Townsend *

Powerboat maintenance – Stephen Bellamy