



Crawley Mariners Yacht Club

RYA Recognised Training Centre Staff Training



All CMYC RYA Recognised Training Centre (RTC) Staff are volunteers, this document outlines the training available to these staff. Induction for new staff will cover an explanation of their role, equipment storage, and safety information appropriate to their level.

Helpers and aspiring Assistant Instructors:

Those intending to become instructors usually start out as helpers, this may be as a powerboat driver for an instructor running a group or as an assistant with rigging, preparation and clearing away or as a general helper in accompanying an instructor in a powerboat. These helpers will be guided in the operation of the training centre and they will observe the instruction. Those wishing to progress may then undertake the more formal Assistant Instructor training, which is run on an as needed basis. Helpers may be teenagers or adults.

Aspiring Dinghy Instructors:

Those wishing to become Dinghy Instructors (DI) will typically either work with an instructor training a group of juniors or work with a group of instructors training adults. They will be expected to attend briefings and theory sessions, which will start to build their knowledge of course content and training techniques. Specific training sessions will be offered prior to a DI course. CMYC run a discretionary bursary scheme that may assist with the cost of the DI course.

Qualified Dinghy Instructors:

Further training of DIs is mostly on the job. At CMYC means that there are usually several instructors at any one training event, this means that knowledge can be shared without having specific training sessions. Instructors are encouraged to attend events such as the RYAs Instructor Training days and to use resources such as OnBoard. Many of our young instructors also work for commercial centres, which broadens the knowledge base. CMYC also runs residential weekends at Cobnor Activity Centre, this gives our instructors the opportunity to provide informal training in a tidal environment in different dinghies under the supervision of an appropriately experienced Senior Instructor.

Powerboat Instructors:

Helpers who have attained their RYA Powerboat Level 2 and wish to become Powerboat Instructors are encouraged to help at our training events, often being a powerboat helm for an instructor running a Topper group, this rapidly develops powerboat handling skills. CMYC run coastal cruises and may provide powerboat support at the NSSA regatta, these are ideal opportunities to develop skills and broaden experience, in partnership with a powerboat helm experienced in these different conditions.

First Aid:

CMYC organises a RYA First Aid course each year to allow Instructors to maintain the validity of their certification at a favourable price.

Aspiring Senior Instructors:

Any Dinghy Instructor wishing to become a Senior Instructor will be given specific support prior to the course. The CMYC bursary scheme is also available to assist those wishing to become Senior Instructors.

Administrative Roles:

Those in administrative roles are encouraged to attend the RYA Affiliated Clubs Conferences in order to understand the opportunities open to the RTC and Club as a whole.

Training log:

The RTC principal will maintain a log of training undertaken by each instructor.



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Staff training checklist

	Documentation	
1	Instructor & First Aid Certificates	
2	Operating Procedures	
3	Major Incident Procedure	
4	Complaints Policy	
5	Policies and Documents on the club website	
6	Instructor Expectations document	

	Equipment	
1	Powerboat storage, correct positions & trolleys	
2	Powerboat equipment, first aid, emergency action plan etc..	
3	Powerboat starting	
4	Powerboat fuel store & tank vents	
5	Dinghy locations	
6	Dinghy equipment storage - containers	
7	Dinghy equipment storage - loft	
8	Club buoyancy aids and clothing	
9	Instructor resources box	
10	Radios	
11	Projector & club laptop	

	Other	
1	First Aid box & First Aider lists	
2	Instructor Emergency Contacts & Medical Information	
3	Defect log	
4	Locks & codes (include patio doors)	
5	Open Water Swimming (no sailing)	
6	No go areas, fishing, nature	