



3rd Sudbury Scout Group - Power Boat Training Centre

BASIC OPERATING PROCEDURES

Introduction

This document provides the basis of the operating procedures required for the undertaking and management of RYA Powerboat Level 1 Courses. We will also cover theory for level 2.

For level 2 courses please see operating procedures for our secondary site based at Brightlingsea Sailing Club.

Detailed guidance on all topics is provided in the supplementary information which is available to all, and copies of which, are available on demand and kept on the premises of the Centre namely 3rd Sudbury Scout Headquarters, Quay Lane, Sudbury, Suffolk, CO10 2AN

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1) Background information.

Executive Committee of the 3rd Sudbury Scout Group

- a) The Executive Committee will appoint a Training Centre Principal, and or, Chief Power Boat Instructor (PBI). The roles of Principal and Chief Instructor may be combined when appropriate. The Principal or Chief Instructor will report to the GSL and the Executive Committee.
- b) *The Executive Committee, with the assistance of the Group Scout Leader and Principal, will review all procedures as required.*

2) Staff Qualifications

- a) All instructors will hold both the necessary RYA recognised and current certificates and Scout Association appointments. All training personnel will be briefed by the Principal/PBI at the beginning of each course. The briefing will cover the system of teaching to be employed, specific needs of individual students/Scouts, operating and safety procedures.
- b) Copies of all relevant certifications will be kept with the other documentation on the premises.
- c) Everyone to be issued with the Scouts Yellow Card

3) Insurance

All watercraft used for training is insured for third party liability to the minimum of £5,000,000.



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4) Daily Operation during Powerboat Courses at Sudbury

- a) The **Principal** has overall responsibility of the Running and ensuring safety standards are maintained, and will brief all instructors on procedures and equipment being used.
- b) The **Principal/PBI** will monitor the progress of individual students/scouts with their instructors.
 - The **Instructors** will be the responsible to ensure that Students/Scouts are receiving appropriate instruction.
- c) The **Instructors** are responsible for giving a safety Briefing to the Students/Scouts, and will ensure they are wearing clothing and personal buoyancy appropriate for the training being given.
- d) The **Instructor** is any person in charge of a group, or individual, and responsible for their supervision and safety during Water Activities. It is the responsibility of the instructor to ensure that these procedures are followed for all sessions for which they are in charge.
- e) The **Instructor** must ensure that the boat and all equipment being used, is checked and that it is fit for use. Any defaults must be reported to the Principal.
- f) **Helpers** may only act under guidance from RYA instructors.
- g) **Parents/guardians** of all members undertaking water activities must be reminded of their responsibility to:
 - Draw to the attention of instructors any and all factors that may effect the performance of a student whilst under training
 - Ensure that contact and medical information is available to instructors

5) Major incident plan

- See the poster



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ACTION TO BE TAKEN IN THE EVENT OF AN EMERGENCY.

CALL 999

All participants of the event must familiarise themselves with these instructions.

In an emergency render what first aid is feasible and summons help by the quickest possible means. When incidents occur on the water, it should be assessed whether the safest course of action is to evacuate the casualty to the operating base or a destination closer to meet with the emergency services. This should only be done when movement would aggravate injury, or reduce delays.

First Aid Kits are held: At the Scout Headquarters in the Kitchen, Leaders Room and Boathouse, there is also a first aid kit on board "Kingfisher"

First Aiders are: All Instructors and Scout leaders.

Telephones are available: With the Instructor or at the Scout HQ Kitchen.

The Location recognised by emergency services is **The Scout Headquarters in Quay Lane, Sudbury Suffolk CO10 2AN**



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6) Booking form

7) Feed back form



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8) Operating Areas (See Basic Map)

- Area A. Gas works cut – Granary Moorings
- Area B. Gas works cut- Sudbury Rowing Club house
- Area C Gas works cut entrance
- Area D Main River Up stream to Ballingdon Bridge
- Area E Ballingdon Bridge
- Area F Cornard sluice/weir & Lock
- Area G down stream Cornard/Henny Area H down stream Henny weir and pub

9) Resources

RYA Members Catalogue 2009-10

- Books: RYA Powerboat Instructor Hand book G19, RYA Power boat Log Book G20, RYA start Power boating G48, RYA Weather G5, RYA Navigation G6, RYA Knots, Reeds Almanac ZR16
- DVD's RYA Sports boats and Ribs DVD22
- RYA Certificates
- Hand-outs CG66
- Tidal Curve Chart
- Charts: Admiralty & Imray
- Old flare's
- Chart Plotters
- Dividers
- Ropes for Knot work.
- White Board, Pens etc
- Buoyage Board & flip cards



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10. Declaration

3rd Sudbury Scout Groups RYA Power boating Training Centre declaration

To be completed and signed by all instructors working at the Training Centre

Name: Rob Palmer.....

Qualifications: RYA Powerboat Instructor, RYA Safety Boat VHF Radio, First Aid at Work, RYA Advanced, RYA Day Skipper (Theory) and also hold RYA ICC.

I declare that I have read and understood the Operating Procedures Document, I Agree to abide by the policy in place at the 3rd Sudbury Scout Group/RYA Power boat Training Centres.

Guy Hume
3rd Sudbury Group Scout Leader

Signed Date

Mark Crossley
3rd Sudbury Group Chairman

Signed Date

Rob Palmer
RYA Powerboat Centre Principal

Signed Date