



# PRINCIPALS' PACK

**Information and guidance for Principals of  
RYA Dinghy, Power and Windsurfing Training Centres**

January 2008

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This pack has been produced to help you through the administrative aspects of running RYA training schemes at a Training Centre. It includes details on how to apply for recognition and meet the RYA's requirements, along with information on matters such as child protection, licensing for the adventure activities' regulations and health and safety issues.

*Information is also available on the RYA website ([www.rya.org.uk](http://www.rya.org.uk)) under 'Training' and 'Centre Setup'*

**This pack consists of 5 sections:**

- |                                   |   |
|-----------------------------------|---|
| 1. Applying for recognition       | What does recognition mean to you?<br>How to apply for RYA Recognition<br>Publicity/Marketing<br>Resources: List of Regional Coaches & Liaison Officers<br>Application for Recognition<br>Centre Inspection Report  |
| 2. Running Courses                | Getting Qualified<br>RYA National Sailing Scheme<br>RYA Windsurfing<br>RYA Powerboat and Personal Watercraft Schemes<br>Instructor Information<br>Resources: Publications<br>Videos<br>Account Holders Price List<br>Windsurfing Account Holders Price List |
| 3. Adventure Activities Licensing | Do you need a license?<br>General Information Notes   |
| 4. Health and Safety              | Operating Procedure<br>Booking forms<br>Accident reporting<br>Safety Policy   |
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## WHAT DOES RYA RECOGNITION MEAN TO YOU?

### What is the RYA?

The RYA is the United Kingdom national governing body for all forms of sailing and windsurfing activity, motor cruising, sports boats and powerboat racing. As such, we are responsible for the development of sailing, powerboating and windsurfing in all its recreational and competitive forms.

### What does the RYA do?

- Protects the right and freedoms of its members, both individuals and organisations
- Represents their interests and those of the wide yachting public to international, national and local organisations and government
- Provides advice, services and information
- Encourages participation
- Raises standards of proficiency and safety
- Establishes and administers training programmes
- Promotes and publicises all aspects of both sports for the greater enjoyment of its members and all participants

### RYA Training Centres

- As a recognised centre, you become part of the RYA and can fully utilise all of these services
- RYA recognition means that your centre has passed the high standards of the annual inspection, including safety checks. RYA Inspectors are trained to look for ways to add value to your centre. You are then approved to offer tuition by utilising the RYA National Training Schemes, which are widely regarded as the world leaders.
- By offering RYA national training schemes you can provide RYA certificates and publications for whatever level of course(s) you are recognised to teach.
- You gain access to fully qualified RYA instructors and trainers and can communicate via the sailing or windsurfing instructor newsletters or instructor section of the website
- The fact that you are an RYA Training Centre can help the process of gaining accreditation from the Adventure Activities Licensing Authority.
- At windsurfing centres, you have the opportunity to trade deals for school equipment i.e. RYA teaching sails for youth and junior windsurfing
- Clubs that are active RYA Training Centres have a higher priority if applying for Sports Lottery grants.
- The RYA organises a conference every other year to offer principals an opportunity to keep abreast of current issues and discuss developments.
- Have the potential to be able to attract newcomers to the sport and therefore new members.
- All this and the full support of the RYA – just pick up the phone.

## HOW TO APPLY FOR RYA RECOGNITION

Please refer to the 'Guidance Notes' for details of the requirements for recognition. When you are ready to make your application, follow the procedure shown below:

Principal or Chief Instructor holds appropriate RYA qualifications.  
See "Getting Qualified" and the Guidance Notes for further information.



Complete the Application for Recognition and Account Application form and send to RYA HQ with the fee - current fees can be found in the Guidance Notes or contact the RYA office. Overseas centres will pay the fee plus inspection costs (travel, accommodation and subsistence).  
See the Guidance Notes for full details.



The RYA will send you a letter to confirm your Training Centre application.  
They will also send a copy of your application for recognition to your Regional Coach or Liaison Officer, who you will then need to contact for details of your nominated RYA Inspector and to arrange a date for inspection.



Your RYA inspector will need to see some training in action.  
This training could be, for example, an introductory session for some volunteers or in-house training for staff.  
The Inspector will be looking for good standards of tuition, safety and supervision.  
A sample centre inspection form is enclosed in this pack.



Upon satisfactory completion of an inspection the report will be sent to RYA HQ with a recommendation to grant recognition that will then be confirmed to the Principal.  
The RYA will then send you an RYA Training Centre Certificate and account number to enable you to purchase publications and certificates.

If you need further advice on applying for recognition, contact either the Training Department at the RYA Office, or your Regional Coach, Development or Liaison Officer.

Once you have been allocated an Inspector, they will also be able to offer advice prior to their visit and inspection.

## PUBLICITY/MARKETING

### RYA Logo



Once your centre is recognised by the RYA you are entitled to use our Training Centre logo on materials publicising your courses. If you are a Sailing Club please make sure that your committee know how the RYA logo can be used to the club's advantage. However, you need to be careful to avoid implying recognition of courses or activities that are not associated with the RYA. If in doubt, we are happy to check your advertising before it goes to print in order to avoid potentially expensive mistakes. A bromide sheet or CD with the RYA Training Centre official logo is available from RYA Marketing on 0845 345 0400.

### Centre Brochures

The RYA receives thousands of enquiries from people wanting to learn or improve their sailing, windsurfing and powerboating and as such, we produce recognised centre brochures. The information included in the brochures includes details of the centre i.e. name, address, water base location, facilities etc.

Keep an eye open for the booking form, which will be posted to every recognised club and centre.

### Web Site

[www.ryatraining.org](http://www.ryatraining.org)



Information featured includes RYA training centres, course information, careers advice etc. If you find that your organisation does not appear in the Training Centres section of the website please contact us at HQ.

### Membership/Joining Points

For current RYA membership prices, please visit the main RYA website – [www.rya.org.uk](http://www.rya.org.uk).

By signing on to the Joining Point scheme, you will receive a commission for every full price adult and junior member recruited and for every full price family membership sold (commission is paid in full quarterly). If you would like to receive information on becoming a Joining Point contact RYA Marketing on 0845 345 0400.

### RYA Magazine

The RYA produces a quarterly members' magazine. If you have any exciting events going on or any newsworthy items to include, please contact RYA Windsurfing for Windsurfing news or the RYA Magazine Editor on 0845 345 0400. Alternatively, if you would like to advertise your centre in it, please contact Mongoose Media on 0207 3060300.

### Our commitment to you

RYA Training continually strive to provide a professional and friendly service and as part of this commitment, continual communication with all our centres, instructors and regional personnel are the key to our success.

**REGIONAL CONTACTS****Regional Development Officers****Dinghy , Powerboat & Windsurfing****SOUTH & SOUTH EAST** (Hants, IOW, Kent, Sussex, SE London outside M25)

**Andy Hooper:** Tel: 07748 806733  
Email: andy.hooper@rya.org.uk

**SOUTH WEST** (Avon, Cornwall, Devon, Dorset, Glos, Somerset, Wilts)

**Graham Manchester:** Tel: 07876 330374  
Fax: 01395 260452  
Email: graham.manchester@rya.org.uk

**THAMES VALLEY & LONDON** (Berks, Bucks, Oxfordshire, Surrey, London Inside M25)

**Guy Malpas:** Tel: 07799 714779  
Email: guy.malpas@rya.org.uk

**NORTH EAST DEVELOPMENT OFFICER** (Cleveland, Durham, Northumberland, Tyne & Wear, Yorkshire & Humberside)

**Suzie Blair:** [Tel:07771 642933](tel:07771642933)  
Email: [suzie.blair@rya.org.uk](mailto:suzie.blair@rya.org.uk)

**NORTH WEST DEVELOPMENT OFFICER** (Cheshire, Cumbria, Isle of Man, Lancs, Merseyside, Greater Manchester)

**Sally Kilpatrick:** [Tel:07747 534527](tel:07747534527)  
Email: sally.kilpatrick@rya.org.uk

**MIDLANDS DEVELOPMENT OFFICER**(Derbyshire, Leicestershire, Lincs, Northants, Notts, Hereford & Worcester, Shropshire, Staffs, Warwickshire, West Mids)

**Gareth Brookes::** Tel: 07876 330136  
Email: Gareth.brookes@rya.org.uk

**EASTERN DEVELOPMENT OFFICER** (Beds, Cambs, Essex, Herts, Suffolk, Norfolk, E.London outside M25)

**George Rice:** Tel: 07747 563298  
Email: george.rice@rya.org.uk

**NORTHERN IRELAND**

**Eamon Masterson:** RYA Northern Ireland, House of Sport, Upper Malone Road, Belfast BT9 5LA  
Tel: 028 9038 3812  
Email: admin@ryani.org.uk

**SCOTLAND**

**Jane Scott:** RYA Scotland, Caledonia House, Edinburgh EH12 9DG  
Tel: 0131 317 7388  
Email: jane@ryascotland.org.uk

**WALES**

**Tim Hall:** WYA 8 Lllys Mor, Plas Menai, Caernarfon, Gwynedd L55 1UE  
Tel: 01248 670738  
**Director of Sailing** Email: admin@welshsailing.org





**CHANNEL ISLANDS**

**John Elliott:** Tel: 01481 710877  
Email: [elliott@cwgsy.net](mailto:elliott@cwgsy.net)

**SEA CADETS**

**Tye Shuttleworth:** [ryato@seacadetsafloat.org.uk](mailto:ryato@seacadetsafloat.org.uk)

**ARMY SAILING ASSOCIATION COACH**

**Clive Grant:** Tel: 023 8045 7242  
Email: [asacoach@btconnect.co.uk](mailto:asacoach@btconnect.co.uk)

**ROYAL NAVY COACH**

**Grahame Forshaw:** Tel: 023 9272 5913  
Email: [grahameforshaw@hotmail.com](mailto:grahameforshaw@hotmail.com)

**RAF SAILING ASSOCIATION COACH**

**Laurie Dengate:** Email: [laurie.dengate@talktalk.com](mailto:laurie.dengate@talktalk.com)

**OVERSEAS**

Please contact the RYA office  
Tel: 0845 345 0400 Email: [training@rya.org.uk](mailto:training@rya.org.uk)



## GETTING QUALIFIED

This information covers three of the RYA Training Schemes:

RYA National Sailing Scheme and Youth Sailing Scheme	Dinghies, small keelboats and multihulls
RYA Powerboat Scheme	RIBs and sportsboats plus personal watercraft
RYA Windsurfing Scheme	

Information on the RYA Cruising Schemes (Motor and Sail) can be found on the RYA website.

### RYA Youth Sailing Scheme

Stages 1 to 4	Easy steps to teach you to sail.
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Young people may then move on to take advanced modules from the National Sailing Scheme.

### RYA National Sailing Scheme

All courses can be completed in dinghies, multihulls or keelboats.

Title	Description
Start Sailing (Level 1)	An introduction to the sport, covering the minimum knowledge required to get afloat under supervision.
Basic Skills (Level 2)	Becoming a competent sailor in light winds.

After completion of Basic Skills, students may go on to develop their sailing by taking one of the advanced courses below:

Seamanship Skills	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.
Performance Sailing	Improve your boat handling and confidence in performance boats.

As part of recognition you must have an RYA Senior Instructor. Senior Instructors are experienced instructors trained to manage all group sailing within the RYA National & Youth Sailing Schemes. Under him/her should be RYA Dinghy Instructor(s) or Assistant Instructors to meet the student:instructor ratios set out in the Guidance Notes. Note that a Senior Instructor may be assisted by 50% experienced but unqualified sailors.

The Dinghy Coaching Handbook and Logbook, G14, is the essential guide to instructing sailing. It contains everything you need to know about the scheme and becoming an instructor.

**Who Teaches What?**

Instructor / Coach	Youth Sailing Scheme <sup>†</sup>	National Sailing Scheme <sup>†</sup>
Dinghy Instructor	Stages 1, 2, 3 & 4	Start Sailing, Basic Skills, Seamanship Skills, Day Sailing, Sailing with Spinnakers*
Racing Instructor	Stages 1, 2, 3 & 4	Start Sailing, Basic Skills, 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, Performance Sailing
Club Racing Coach		Start Racing (at an RYA Training Centre)
Class Racing Coach		Start Racing (at an RYA Training Centre)

Note: all training at an RYA Training Centre must be supervised by an RYA Senior Instructor

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

<sup>†</sup>To teach in multihulls and/or keelboats, a dinghy instructor must hold the relevant multihull and/or keelboat endorsement

**Who Trains the Instructors / Coaches?**

Instructor courses and endorsements are taught and moderated (when applicable) by RYA Coach Assessors.

Club Racing Coaches are trained by a Club Racing Coach Tutor. For further details of the Club Racing Coach qualification, please contact the RYA Racing department on 0845 345 0382.

**Getting qualified**

Below is a brief summary of the steps you would need to take.

**I want to be an RYA Instructor (Dinghy, Multihull or Keelboat)**

16	Minimum age
↓	
Level 2	RYA Powerboat Certificate
↓	
First Aid	HSE approved course, min. 6 hr, including hypothermia & CPR
↓	
Pre-entry	Sailing assessment
↓	
Course	Attend a five day instructor training course run by an RYA Coach with continuous assessment and moderation by another Coach/Assessor.

Contact RYA HQ or your Regional Coach for a list of Instructor Courses. This information is also available on the Training section of the website.

**I want to be an RYA Senior Instructor**

18	Minimum age
↓	
RYA Instructor	2 years intermittent / 1 year full time experience
↓	
Safety Boat	RYA Powerboat Certificate
↓	
First Aid	HSE approved course, min. 6 hr, including hypothermia & CPR
↓	
Recommendation	From Principal of an RYA Training Centre
↓	
Course	Attend a minimum 4 day/2 weekend Senior Instructor training course run by two or more RYA Coach/Assessors, preceded by completion of a pre-course workbook. Continuous assessment and moderation throughout the course.

Contact RYA HQ or your Regional Coach for a list of Senior Instructor Courses. This information is also available on the Training section of the website.

These can sound like onerous processes to embark on. However, an experienced sailor shouldn't find the sailing tasks difficult. Learning how to teach complete beginners to sail is in itself a great opportunity to reflect and improve your own sailing techniques. Once your centre is recognised, you may run an Assistant Instructor course so you have qualified helpers.

**I want to be an RYA Assistant Instructor**

Sailing standard	Pass one National Sailing Scheme advanced module
↓	
Recommendation	From Principal of an RYA Training Centre
↓	
Do a course	Two day course at centre run by Senior Instructor

**Funding for Club Development**

Clubs and centres may be able to secure funding from a range of government initiatives. For information, contact the Training Development Officer on 023 8060 4189.

## RYA Windsurfing Scheme

As part of RYA windsurfing recognition there must be a minimum of a Senior Instructor on site when any RYA windsurfing tuition takes place. For further information please see 'Guidance Notes for Inspection of RYA Training Centres

Once your centre is recognised, you may run an Assistant Instructor course so you have qualified assistance.

### I want to be an Assistant Instructor

- Intermediate non planing certificate
- Recommendation from the centre principal
- Attend a course run at the centre over two days by Senior Instructor

### I want to be a RYA Windsurfing Instructor

#### Start Windsurfing Instructor

- Minimum age 16
- Intermediate non-planing windsurfing personal certificate
- RYA Powerboat Certificate Level 2
- First aid certificate (either the RYA's First Aid Certificate, or one recognised by the Health and Safety Executive, covering the treatment of hypothermia and a minimum of six hours course length)
- Attend a 5 day Start Windsurfing course

#### Intermediate Non Planing/ Planing Instructor

- Start windsurfing Instructor
- Minimum age 16
- Intermediate planing/ Advanced windsurfing personal certificate
- RYA Powerboat Certificate Level 2
- First Aid qualification
- Evidence of 50 hours logged as Start Windsurfing Instructor
- Attend a 5 day Intermediate Instructor course

#### Advanced/ Advanced Plus Instructor

- Intermediate planing instructor
- Minimum age 18
- Advanced windsurfing certificate (To also include additional clinics)
- RYA Powerboat Level 2 certificate
- First Aid qualification
- Evidence of 100 hours logged as Intermediate planing windsurfing instructor
- Attend a 5 day Advanced Instructor course

#### Senior Instructor

This qualification is necessary to become a Centre Principal or Windsurfing Chief Instructor. The course is usually combined with the Intermediate Instructor course.

- Intermediate non-planing instructor
- Minimum age 18
- Intermediate planing certificate
- RYA Safety Boat certificate
- First Aid qualification
- Evidence of one full season or 2 half seasons at an RYA Training Centre
- Attend a Windsurfing Senior Instructor course

A full list of RYA Training Centres offering RYA First Aid courses and Powerboat Courses can be found on the website ([www.rya.org.uk](http://www.rya.org.uk))

**RYA Youth Windsurfing Scheme**

Level	Title	Description
	An introduction to windsurfing	A brief taster of windsurfing for beginners
1	Starting Point	An introduction to windsurfing. Gets you out and enjoying the sport – turning, steering
2	Movin' on up	Improves your general sailing, looking at stance, the harness and speeding up your turns.
3	The Buzz Factor	Stronger wind sailing – The footstraps, getting onto the plane - making windsurfing even more exciting.
	Red racing	An introduction to racing
	White racing	This will improve your racing skills further gearing you up for both regional and national racing
	Blue racing	This is the next step in your racing career; working hard for a place in your national squad or representing your country at international events

**RYA National Windsurfing Scheme**

Title	Description
Introduction to Windsurfing	A brief taster of windsurfing for beginners
Start Windsurfing	A first introduction to the sport. Teaches you the basics, so you are up and sailing around.
Intermediate (Non planing) Windsurfing	The first introduction of the unique Fastfwd student instructor coaching system. Get to grips with the harness, beachstarting and more dynamic and transferable transitions.
Intermediate (Planing) Windsurfing	Getting going and blasting control in the footstraps, use of the harness and tacking and gybing all performed in stronger winds.
Advanced Windsurfing	Carve gybing, water starts and blasting control in varying conditions.
Advanced (Plus) windsurfing	Lower volume boards, carving skills and an introduction to bump and jump all taught in a clinic approach.

**Who teaches which course?**

For instructor:pupil ratios consult the guidance notes and the windsurfing assistant/instructor Logbook.

Instructor / Coach	Youth Windsurfing Scheme	National Windsurfing Scheme
Start windsurfing Instructor	Level 1 'Starting Point'	Introduction to windsurfing Start windsurfing Course
Intermediate Non planing windsurfing Instructor	Level 2 'Movin'on up' plus above	Intermediate non planing course plus above
Intermediate Planing windsurfing instructor	Level 3 'The buzz factor' plus above	Intermediate planing course plus above
Advanced Instructor	All the Above	Advanced course plus above
Advanced plus instructor	All the above	Advanced course plus all clinic and all of the above
Team 15 Coach - Red	Youth Racing Red at a T15 club	-
Team 15 Coach - White	Youth Racing White at a T15 club	-

**RYA Powerboat Scheme**

Level	Title	Description	Taught by
1	Introduction to Powerboating	A practical introduction to powerboating.	RYA Powerboat Instructor
2	National Powerboat Certificate	Provides the skills and background knowledge needed by the competent powerboat driver and is the basis of the International Certificate of Competence.	RYA Powerboat Instructor
	Intermediate Powerboat Course	Covers practical use of pilotage and passage planning by day on coastal waters, using both traditional and electronic navigational techniques	RYA Advanced Powerboat Instructor
	Advanced Powerboat Course	Provides the skills and background knowledge needed by powerboat drivers operating in coastal waters, in more demanding conditions.	RYA Advanced Powerboat Instructor
	Safety Boat Course	Provides the skills required when acting as an escort craft, safety boat or coach boat for a fleet of dinghies, windsurfers or canoes, for racing or training activities.	RYA Powerboat Instructor who also holds the Safety Boat Certificate

As part of recognition for powerboating you must have an RYA Powerboat Instructor as the Principal or Chief Instructor. Working under him/her should be RYA Powerboat Instructor(s) to meet the student:instructor ratios set out in the Guidance Notes.

The Powerboating Instructors Handbook, G19, is the essential guide to instructing powerboating. It contains everything you need to know about the scheme and becoming an instructor.

Below is a brief summary of the steps you would need to take.

**I want to be an RYA Powerboat Instructor**

16	Minimum age
↓	
Experience	Powerboating for 5 years intermittent or 1 year full time logged in a range of types and sizes of boats
↓	
Level 2	National Powerboat Certificate
↓	
First Aid	HSE approved course, min. 6 hr, covering hypothermia
↓	
Do a course	Attend a three day instructor training course run by an RYA Powerboat Trainer, with moderation by an independent Trainer

Contact RYA HQ or your Regional Coach for a list of Instructor Courses. Information is also available on the Training section of the website.

## RYA Personal Watercraft Scheme

As part of recognition for personal watercraft you must have an RYA Personal Watercraft Instructor as the Principal or Chief Instructor. Working under him/her should be other RYA Personal Watercraft Instructor(s) to meet the student:instructor ratios set out in the Guidance Notes.

The Personal Watercraft Practical Course Notes (PWPCN) is a useful reference book for you and your students.

Below is a brief resume of the steps you would need to take.

### I want to be an RYA Personal Watercraft Instructor

16	Minimum age
↓	
Experience	At least 2 year's experience of driving personal watercraft
↓	
RYA Personal Watercraft Proficiency Certificate	
↓	
First Aid	HSE approved course, min. 6 hr, covering hypothermia
↓	
Do a course	Attend a three day instructor training course run by an RYA Personal Watercraft Trainer, with moderation by an independent Trainer. This course can be reduce to one day for existing RYA Powerboat Instructors.

Contact RYA HQ or your Regional Coach for a list of Instructor Courses. Information is also available on the Training section of the website.

## **INSTRUCTOR INFORMATION**

### **Instructor Newsletters**

The RYA Instructor Newsletter, *Wavelength*, is produced twice a year, usually in May and November, and distributed to sailing, powerboating, personal watercraft and windsurfing instructors. It is circulated to around 20,000 instructors and is an excellent forum for airing views, catching up on developments and recruiting staff – RYA Training Centres can use the publication to advertise situations vacant free of charge.

The *Wavelength* mailing will also contain updates of what is happening in your region, such as Instructor conferences and training opportunities.

### **Instructor Conferences**

Information regarding Dinghy and Powerboat Instructor conferences is automatically sent out to instructors in all regions. They are run regionally on an annual basis, usually at the beginning of each season. The format has proved successful with a bias towards instructor development and motivation rather than a 'jumping through hoops' process.

Windsurfing Instructor conference information is automatically sent out to all instructors in all regions. They are run on an annual basis, usually at the beginning of each season. The conferences give instructors an opportunity to share ideas with other instructors, trainers and RYA staff, as well as try some of the latest kit and do a first aid course. Instructors can also attend a conference to revalidate, although the revalidation process is usually that of a paperwork process. If you would like further information on revalidation, please contact RYA Windsurfing on 0845 345 0402.

### **RYA Principals' Conferences**

Dinghy and powerboat principals' conferences are usually organised biennially. It is your chance to have direct input into what happens at the RYA and in the watersports world. You will automatically be sent information on these events, which are held in the Autumn.

Windsurfing principals' conferences are held on an annual basis. The windsurfing conference is run in conjunction with the windsurfing trainers' conference, which also provides the ideal forum for your input on the training side of windsurfing.

## PUBLICATIONS

Once recognised, clubs and centres are entitled to hold an RYA credit account and take advantage of discounts on certificates and publications. If you have completed the account application form, you will be notified of your account number when your recognition is confirmed.

You should keep a stock of certificates and the relevant accompanying publications at your centre. Each student should be issued with a logbook or course book, preferably included as part of the course fee. Upon successful completion of the course they must be issued with the appropriate RYA certificate. No record of course completion certificates is held at RYA HQ so please ensure that you keep a record of the students to whom you have issued certificates.

## VIDEOS & DVDS

The RYA has an excellent range of videos, which support the schemes offering great value to customers. The current range of videos is as follows:

### Windsurfing

- **Turn for the Better Programme 1 V4** - High-level windsurfing skills including: Rigging & tuning; stance and early planing; pointing; spin out prevention; beach handling; water starting techniques and the equipment jungle.
- **Turn for the Better Programme 2 V5** - High level windsurfing skills including: Carve, duck and slam gybes; helicopter, nose sink and carving tacks; posing manoeuvres; jumping and cutting edge equipment.
- **Turn for the Better Box Set V6**- Includes Programme 1 W45A and Programme 2 W47A.
- **Windsurfing the Sport** - This is still available and presents a nice balanced view of our sport to the viewer. Many centres have used it successfully for enticing schools and companies to try windsurfing, so next time you are targeting this type of customer, how about sending a copy?
- **Get the Kids on Board V24** - Guiding helpers through the five modules of the Level 1 Junior Scheme.
- **The Winning Streak V25** - For competition training.
- **Showin' Off Programme 1 V8** –Freestyle sailing ethos, equipment needed and essential skills.
- **Showin' Off Programme 2 V9** - Freestyle action continued including freestyle tacks and aerial tricks.
- **Showin' Off Box Set V10** - Programme 1 and 2 as above.
- **'S Go Wave Sailing' V7** - Ready to make the transition from inland to sailing in waves? Here's how.
- **Serious About Waves 1 V20**
- **Serious About Waves 2 V26**
- **Serious About Waves 1 & 2 V27** – Many programmes show you the best jumping and ripping up the monstrous waves of Hawaii but none have actually shown you HOW to do it. Now Peter Hart and Nik Baker take you through every aspect of advanced wave sailing.

### Dinghy Sailing

- **Start Sailing (Video V28, DVD is DVD11)** – Hosted by Olympic Gold Medallist Shirley Robertson, Start Sailing follows six students through Levels 1 and 2 of the RYA National sailing Scheme, and covers the basics of dinghy sailing.
- **Better Sailing – Spinnakers, Racing and Performance Sailing (V29 and DVD10)** – With commentary by Shirley Robertson and instruction from top coach Rob Andrews, Better Sailing follows two inexperienced sailors in Laser 2000s into the fast and exhilarating world of performance dinghies.



### Personal Watercraft

- **Using Your Personal Watercraft** – PWC's are fun and safe but getting it right needs more than just wishful thinking and the right gear. Recommended by the RLNI and all major PWC importers.

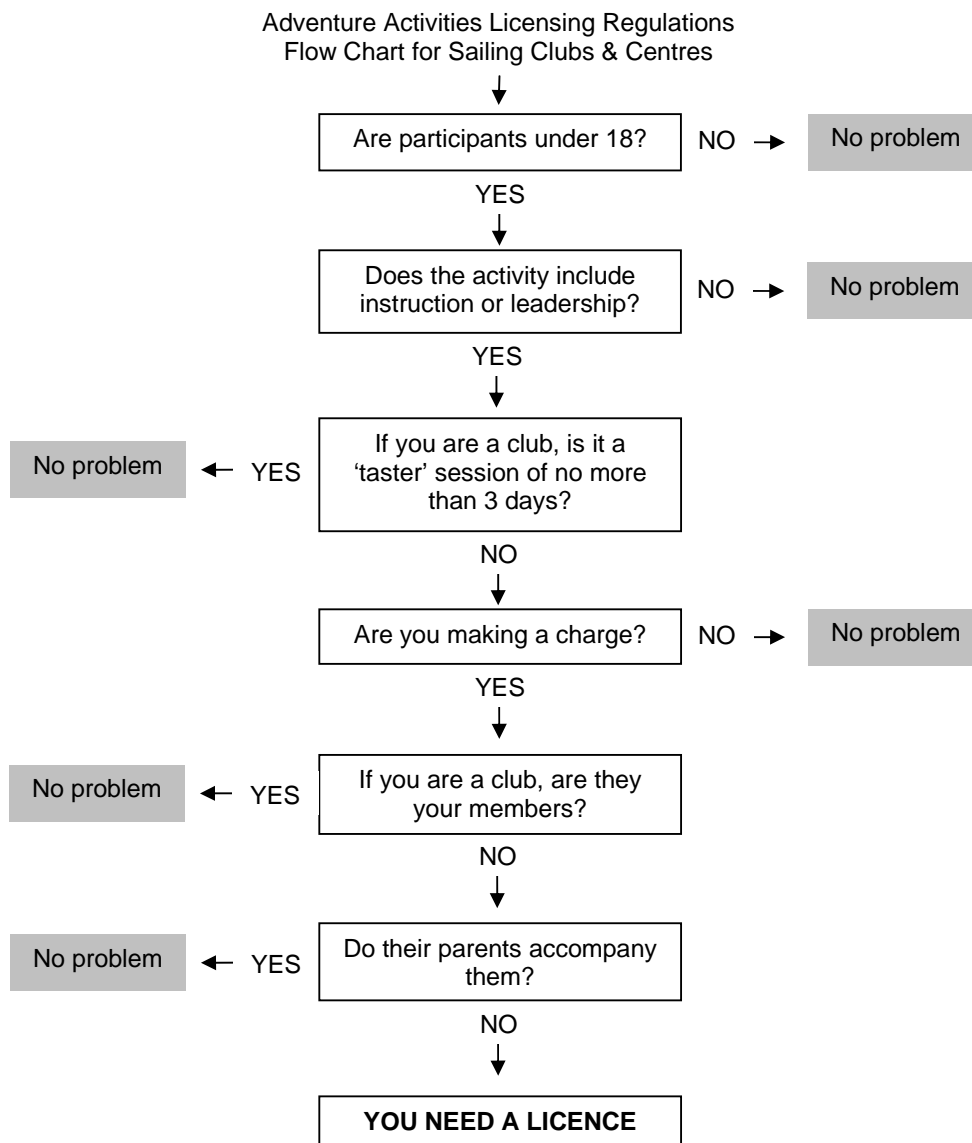


## ADVENTURE ACTIVITIES LICENSING

In 1996 it became a legal requirement under The Activity Centres (Young Persons' Safety) Act 1995 for providers of certain adventure activities to undergo inspection of their safety management systems and become licensed by the Adventure Activities Licensing Authority (AALA). This licensing scheme only applies to those who offer activities to young people under the age of 18 years and who operate these activities in a commercial manner.

We have produced a flow chart to help you decide whether you need to apply for a license in order to offer training courses in dinghy sailing or windsurfing (the licensing system does not apply to powerboat training courses). Please note, this flow chart is only a guideline – it is your responsibility, not the RYA's, to decide whether you need to be licensed.

### DO YOU NEED A LICENCE?



The above flowchart will give you an indication only. Within the regulations there are definitions given as to what is intended by 'members' and 'taster sessions', etc. To get more detailed advice about your particular circumstances you would be advised to contact the AALA. Some General Information Notes on the regulations, along with contact details of the AALA can be found on the following pages.



## HEALTH AND SAFETY

### Operating Procedures

The best way to run tuition afloat is to have a sensible, experienced person in charge. This is the whole point of instructor training. A trained instructor or senior instructor will adapt to changes in conditions and maintain control of their fleet of boats.

It is a requirement of RYA recognition that you write an operating procedures document.

Your operating procedures should not be a lengthy document. It should be readable and easily understood by your staff. In most cases, just a few sheets of paper will do, rather than an entire forest!

Your centre operating procedures should cover the day to day running of your centre including the chain of command, safety and first aid provision, along with details of who records the daily weather forecast, checks for boat damage etc. Again this does not need to be a lengthy document. A new instructor coming to work at your centre for the week must be able to follow it. It should therefore be simple and clear, laying down the basic procedures which make the centre work properly afloat.

### Public Liability Cover

A TC should ensure it arranges public liability cover with a limit of indemnity between £2 to 5 million. This will provide protection against legal liability for third party property damage or bodily injury to third parties, arising out of your training activities. If you employ another Coach, even if it is on a casual basis, you have a statutory obligation to take out Employers Liability cover.

It is important from the outset to ensure that:

- You insure through a Broker that understands marine insurance and that cover is arranged under a policy that takes into account your marine activities
- You disclose all of your business activities to the insurer and to particularly specify that tuition is provided.

### Booking Forms

In case of emergencies, your booking form should include a next of kin contact number and address.

All centres are strongly recommended to include a health declaration in their booking forms. The Principal must pass on such information to the individual instructor responsible for the student. One possible format for the declaration is given below:

<p>Details of any medical treatment being received (if none, write none): _____</p> <p>_____</p> <p>_____</p> <p>I declare that to the best of my knowledge, I am not suffering from epilepsy, disability, giddy spells, asthma, diabetes, angina or other heart condition, and I am fit to participate in the course.</p> <p>Signature _____ Date _____</p>
--

The information sent out to students should stress that illnesses or medical conditions need not necessarily prevent the student from taking a full part in the course, but the Principal or instructor must be aware of any potential problems. If a student is in any doubt about his fitness to take part in a practical course, his GP should be able to advise.

## **Accident Reporting**

All centres should use an accident book to record any incidents requiring first aid treatment. If you are an employer, self-employed or in control of a work premises, you are required by law to report certain accidents or illnesses to the Environmental Health Department of your local authority. The regulations are referred to as RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) and the HSE has published guidance available.

Guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.  
Guidance on Regulations L73 1999 **ISBN 0 7176 2431 5**

RIDDOR explained. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.  
1995 HSE31 (rev1) 1999 Free leaflet. Also available in priced packs of 10. **ISBN 0 7176 2441 2**

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## **Child Protection**

A guidance booklet complete with templates on how to write your own policy and procedures is now available; making the job as easy as possible for you. This can be downloaded from the website under 'Expert Advice', or please call 0845 345 0400.

A Child Protection Policy should be in place at all RYA Training Centres dealing with under 18s.

## **SAFETY POLICY AT AN RYA TRAINING CENTRE**

### **Introduction**

The RYA does not have safety rules set in tablets of stone for the very good reason that TCs operate in a wide range of different conditions, with different hazards and levels of risk. The Principal must therefore carry out his own assessment to make sure that he is not subjecting instructors, staff or pupils to unacceptable risks.

The production of the operating procedures document (or safety policy statement) should follow as a natural extension from the risk assessment. If you have five or more employees, the law requires that you should produce a Safety Policy Statement and the HSE produce a pro-forma 'Guide to Preparing a Safety Policy Statement for a Small Business'. This is primarily aimed at offices and small factories and gives little help with the risks of running a training centre. The information can also be accessed on the HSE website: [www.hse.gov.uk](http://www.hse.gov.uk)

The essence of your Policy Statement is that it should be yours. You cannot simply find a set of national rules and copy them out because responsibility for safety in your school rests with you, not with a remote national organisation.

The attached list of headings and notes should be a helpful guide to preparing your Safety Policy Statement. Not every heading will apply to each school and the list cannot possibly include every local hazard that you may have identified in your risk assessment.

Your Safety Policy Statement will have to be understood and applied by your staff and instructors. You should therefore aim to keep it as short as possible, or nobody will read it. As a guide, four pages should be adequate for most schools. Larger schools that operate a wider variety of different types of boats might need more.

### **Responsibilities**

List those with responsibilities for safety:

1. Overall and final responsibility must rest with the owner of the centre.
2. A deputy, to act on the Principal's behalf if he is absent from the centre, should be nominated.
3. Supervisors may also be nominated for specific areas of responsibility. For instance, a nominated Yachtmaster Instructor for cruising courses, a Senior Instructor for dinghy courses, and a Level 2 Windsurfing Instructor for windsurfing courses etc. Those with specific responsibilities should also be nominated. For instance, carrying out safety inspections, investigating accidents, monitoring maintenance of boats.
4. It should be stressed that all staff and instructors have a responsibility to co-operate with supervisors and managers to achieve a safe teaching environment.

### **Accidents**

1. Everyone must know where first aid equipment is kept.
2. There should be a list of trained first aiders available.
3. Someone should be nominated to check and replenish first aid boxes.
4. There should be a procedure, understood by all staff and instructors, for reporting and recording accidents (accident book).
5. There should be a routine established for contacting next of kin in the event of a serious accident.

**Sailing safety - dinghies**

There should be a policy on the number of safety boats required when dinghies are sailing. Generally, there should be at least one safety boat for each group and each safety boat should provide cover for no more than 12 dinghies.

There should be a policy on the wearing of lifejackets/buoyancy aids. Generally, everyone afloat should wear buoyancy aids complying with the CE 50 Newton standard. Non-swimmers are particularly at risk and they will require special supervision.

**Sailing safety – windsurfing**

There should be a policy on the number of safety boats required when windsurfers are on the water. Generally, there should be at least one safety boat for each group and each safety boat should provide cover for no more than 12 windsurfers. In very confined waters, a canoe or a board with paddles may be more appropriate than a motor boat as a safety craft.

**Boating safety – powerboats**

Students should wear CE 50 Newton buoyancy aids at all times when afloat. Non-swimmers should wear CE 150 Newton lifejackets. All people taking part in the Advanced Powerboat course must wear a 150 Newton lifejacket with a DoT approved light. In all planing powerboats a kill cord should be fitted and worn.

**Boating safety - all dinghies, windsurfers and powerboats**

The sailing or operating areas should be clearly defined and known to all afloat.

There should be a simple signal for boats to return to the base, which is known by all afloat.

There should be a person nominated to authorize on the water activities, taking into account the actual and forecast weather conditions for the planned duration of the session. This person should be a Senior Instructor, Windsurfing Level 2 Instructor or Powerboat Instructor.

**Instruction personnel - qualifications and training**

The qualifications of all instructional personnel with responsibility for the safety of students should be checked by inspecting certificates to ensure that they are the appropriate level, that they are in date and that a valid first aid certificate supports them. All details should be recorded in personnel files.

(note: provided that schools follow RYA requirements on levels of instructor qualifications for the conduct of courses, there should always be adequate qualified persons available to supervise the safety of students.)

National qualifications are necessarily of a general nature. There should also be procedures in place for site-specific training and for training on the specific operating procedures of the school.

**Assessment of student vulnerability**

There should be a procedure for verifying that students have not been allocated to courses that they do not have the experience or skill to undertake in safety.

## ADDITIONAL ENCLOSURES

### DEALING WITH A MAJOR INCIDENT

#### Advice to Principals of RYA Training Centres

These notes give guidelines in the aftermath of a major accident.

- Your first priority is, of course, the safety of participants and instructors, but once ashore you are going to have to deal with the authorities and the press.
- Get a statement from competent witnesses
- Remove the instructor and key witnesses from the school to a place you can talk to them away from the press.
- Produce a written statement that you can give to the press.  
E.g. " \*\*\*\* sea school 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 (give yourself time to collate the information).
- Don't hold a press conference
- Decide who will speak to the press
- Don't allow well meaning but ill informed staff to make public comments.
- Try to keep a record of whom you have spoken to, who has contacted you etc.
- Inform RYA Training (023 8060 4181) who can assist with compiling your statement to the press.
- If the rescue services have been involved the press will have probably obtained some information from them.
- If there has been a fatality the police will contact the Training Centre and inform the next of kin. Do not publicise the name of the casualty until you know this has been done, even if the press appear to know who it is.
- If your boat has a code of practice certificate you must inform the Marine Accident Investigation Branch (MAIB) within 24 hours. You can do this by phone 023 8023 2527. They will inform you within 28 days whether they intend to investigate.
- Keep any relevant equipment e.g. Lifejackets, logbooks etc
- If required send a report to the MAIB (refer to booklet G27).
- Major accidents at RYA Training Centres are very rare but if you are ever unfortunate enough to be involved in one, it helps if:
  - your paperwork is up to date e.g. you have a contact number for the next of kin
  - your boats and instructors comply with your own safety policy and the RYA conditions of recognition.