



# **Instructor & Coach Development Programme**

**Guidelines for setting up and running ISA Instructor & Coach  
Training Courses**

**25th July 2012**

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**|** Indicates changes from previous version

## ***Introduction***

Skilled, enthusiastic instructors are arguably the most important factor in the success of the ISA training schemes. It follows that the training of these instructors is of huge importance if we are to ensure that we continue to have sufficient qualified instructors to support the ISA training programmes as they are delivered in clubs and sailing centers around the country.

In recent years the ISA and its Instructor Trainers have put a huge amount of work into the development of all the various instructor training courses. However at the end of the day we need organisations to deliver these courses. It is vital that the quality of the courses run is maintained. The aim of these guidelines is to inform you how to set up and administer an ISA Instructor Training course and to provide the necessary guidelines to ensure that all ISA Instructors receive the appropriate training in the correct environment.

All ISA instructor training programmes are run by ISA Instructor Trainers. A list of these Trainers and their contact details is available on the ISA website and from the ISA office. The Trainers will be able to assist you in setting up your instructor training course and in answering any questions that you may have. Alternatively you can always call the ISA Office.

We look forward to working with you.

A handwritten signature in black ink that reads "Tony Wright". The signature is written in a cursive, slightly slanted style.

Tony Wright  
ISA Training Manager

## ***Who may run instructor and coach training courses?***

ISA Training Centres may run Instructor Training courses to up to the level for which they are recognised to run personal skills courses.

*For example;*

Your organisation may be recognised to run up to Improving Skills in the Small Boat Sailing Scheme. Since these courses are provided by ISA Sailing Instructor (Dinghy) you may run the ISA Sailing Instructor (Dinghy) Training Course.

Alternatively;

Your organisation may be recognised to run the Safety Boat Course in the ISA National Powerboat Training Scheme. Since these courses are run by Safety Boat Instructors you may run the ISA Safety Boat Instructor Course.

Clarification and advice on those courses you can run may be obtained from the ISA Office.

## ***Pre Course Administration***

### **Course approval**

Approval to run an Instructor / Coach Training must be obtained from the ISA at least one calendar month prior to the start of the course.

This is obtained by the Course Director using the ISA online booking course system. Instructions on how to do this are included at the end of this document.

When submitting applications all details must be completed including the names of all the Instructor Trainers who will be working on the instructor training course this includes the moderating trainer. A list of ISA Instructor Trainers with contact details is available on the ISA website and from the ISA Office.

Candidates attending courses that have not received prior approval from the ISA will not receive certification.

The Course Director will be notified by the ISA when the course has been approved or otherwise. This will be done within 5 working days.

### ***Senior Instructor Training Courses***

Organisations wishing to run a Senior Instructor Training Course must submit an application to the ISA before the end of August for the period 1st October of that year to 1st October the following year.

When approving Senior Instructor Training course the ISA seeks to ensure that all courses will fill and that access is spread through the year and across the country. This means that we do limit the number of courses programmed.

Senior Instructor courses are run by two trainers; the lead trainer will be recruited by the Training Centre and a second trainer will be appointed by the ISA, once course dates and venues have been approved.

## ***Pre Course Administration***

### **Course prerequisites**

All candidates attending Instructor training course are required to have various pre-requisites prior to attending the course. These are listed in the appropriate Instructor handbook.

It is the responsibility of the Course Director in consultation with the Course Trainer to ensure all candidates booked onto the course have the appropriate pre-requisites completed prior to the candidate attending the course.

Instructor Trainers should satisfy themselves that all candidates for a course have the required prerequisites prior to the Instructor training course. They should exclude candidates who do not meet the requirements.

In the event that an Instructor Trainer allows a participant onto a course without the prescribed pre-requisites then the following shall apply.

The Instructor Trainer assumes complete responsibility for ensuring that candidates complete all the required elements.

In the event that the candidate passes the training course but is missing pre-requisites their result shall be marked as "Deferred".

Any requirements not fulfilled, and notified to the ISA by the Instructor Trainer, within 6 months will result in the course result being recorded as "Did not complete". This means that candidate will have to complete another Instructor training course.

Candidates who;

- Have not passed the appropriate Instructor Pre-entry assessment. (Windsurf instructor candidates use the self-declaration).
- Do not hold the pre-requisite Instructor qualifications (applies for instructor endorsements / upgrades).
- Do not hold the required Powerboat qualifications.
- Are not the required age\*

Must not be allowed to participate on an instructor training course. In the event that they are, the ISA will record the course result as a "Fail".

If the candidate does not have a VHF Radio Certificate or Emergency Care Certificate they must be able to provide written evidence that they are

## ***Pre Course Administration***

booked onto such a course within 6 month of completion of the instructor training course.

\*Candidates for Dinghy Instructor Training courses who are not 17 years old may be allowed to participate where;

- Their 17<sup>th</sup> birthday falls within 6 months of the end of the Instructor training course and before 1<sup>st</sup> July.
- They provide a letter from the Commodore, Centre Principal or Junior Organiser from an ISA affiliated club or training centre supporting their participation while underage.

Should they pass the course the Instructor Trainer should mark the course result as a “Defer” and also clearly indicate on the course report form that the candidate has passed the course and why they have been deferred.

Candidates who do not meet these requirements should be encouraged to complete the Assistant Instructor Training course.

The Course Trainer must hold copies of all pre-requisite requirements for each candidate with their course report form for at least 1 year from the end of the training course. These may be subject to audit by the ISA.

The date of birth indicated on the VHF Radio certificate is sufficient evidence of age. Where a candidate is unable to present this certificate an alternative such as passport or birth certificate must be used.

In the event that any of these requirements are not fulfilled the ISA reserves the right to take disciplinary action against the Instructor Trainer up to and including the removal of their status as an ISA Instructor Trainer.

## **Results from Instructor Training Course.**

There are 3 possible results from an Instructor training course.

<b>Pass</b>	Candidate has satisfactorily completed all training and pre-requisite requirements and should have an Instructor certificate issued by the ISA.
<b>Defer</b>	When the candidate has; <ul style="list-style-type: none"><li>• Not completed the training satisfactorily but the Instructor Trainer feels that they may be able to rectify this by completing defined work or tasks subsequent to the training course<sup>1</sup>.</li></ul> or <ul style="list-style-type: none"><li>• The candidate is missing pre-requisite requirements<sup>2</sup>.</li></ul>
<b>Fail</b>	The candidate has not completed the training satisfactorily and cannot rectify this by work or tasks completed subsequent to the training course.
<b>Did not Complete</b>	The candidate did not complete the Instructor training course.

<sup>1</sup> It is not appropriate to have anyone other than an ISA Instructor Trainer sign off a candidate as competent. This means that if candidates are required to log teaching practice under a qualified Instructor, or any other activity or tasks, they must be seen and assessed by an Instructor trainer before being marked as passed.

<sup>2</sup> If a candidate is missing any pre-requisites the Instructor Trainer should;

- Mark the candidates course report as “Deferred” and in the “PIGs & other notes” box indicate that they have passed and which pre-requisites are missing, who they are to be shown to and by when and how
- Mark the Instructor Trainers report form as ”Deferred, missing prerequisites”.

## ***Post Course Administration***

### **Instructor / Coach Course Report Form**

At the end of the course the Course Trainer must complete an Instructor / Coach Course Report Form for each candidate. The Moderator and the candidate must sign this form.

1 copy of this form is retained by the Instructor / Coach candidate

1 copy of this form is retained by the Instructor Trainer / Coach Tutor

1 copy of this form is sent to the ISA immediately following the completion of the course. This must be done whether a candidate has passed, deferred, failed or has missing pre-requisites.

Where a candidate has been deferred the Course Trainer / Tutor must clearly explain what they wish the candidate to do to complete their training. When the candidate has completed all requirements the Course Trainer must e-mail ISA Training or confirm in writing that the candidate has completed all tasks and has now passed. A deferred candidate has only 6 months to complete the course requirements after which time the candidate must repeat the instructor course.

If a candidate is missing pre-requisite requirements the Course Trainer must clearly mark this on the Course Report Form. Once the candidate has produced the required course pre-requisites the Course Trainer must confirm this to ISA Training either by e-mail or in writing.

Where the candidate claims membership of the ISA either through direct membership or through membership of a category 1 club the Course Trainer must see a current membership card or other reasonable proof.

### **Trainers Course Report Form**

Following the course the Trainer / Tutor must complete a Trainers / Tutor Course Report Form and send it to the ISA.

***The Trainers Course Report Form and all Course Report Forms must be received by the ISA Office within 14 days of the end of the Instructor training course.***

## ***Moderating Trainers***

### **Role of Moderator / Support Trainer or Tutor**

The role of the Moderator / Support Trainer or Tutor on an ISA Instructor or Coach Training course is;

- To ensure a fair assessment of the candidates by providing the opportunity for a second opinion.
- To provide support to the Course Trainer in the provision of the course and the assessment of the candidates.
- To ensure that the course meets ISA standards as defined in these guidelines and elsewhere.
- To, upon request, report to the ISA on the conduct / performance of the Instructor Trainer / Tutor running the course.

### **Moderation**

Where required, it is the responsibility of the Course Trainer or Tutor to organise moderation of the training course. Details of the Moderating Trainer / Tutor must be submitted on the Course Approval Form.

The ISA may at its discretion require a Course Trainer / Tutor to use a moderator specified by the ISA.

The Moderator / Support Trainer or Tutor must attend the course for one complete training day. This should be conducted during the second half of the Instructor / Coach Training Course.

The Moderating / Support Trainer or Tutor should take a full part in assisting the Course Trainer / Tutor on training sessions during the day. However this should not prevent them from obtaining a balanced view of the course, it's leaders and participants.

At it's discretion, the ISA may require a Moderating / Support Trainer or Tutor to submit written report on a training course.

Where a Moderating Trainer or Tutor has reason to be concerned that a training course does not comply with requirements as laid down by the ISA they should immediately contact the ISA's Training Manager.

Where a Moderating / Support Trainer or Tutor requires a fee and or expenses to be paid this shall be agreed in advance with the Course Director.

## ***Ordering Packs***

The process and pricing structure for ordering instructor packs has now changed. Instructor packs for the basic instructor courses such as the Go! Windsurfing Instructor, Powerboat Instructor and the Sailing Instructor (Dinghy) has now been set at €10.00. This instructor pack includes:

- Waterproof folder.
- Syllabus.
- Instructor Workbook.
- Pre-course work book.
- Course Programme.
- Instructor Handbook.

Course directors should contact the ISA and order these packs in plenty of time to ensure candidates received their pre-course workbook.

Unused packs may be returned to the ISA within a month of the course finishing and those in saleable condition will be refunded.

## Small Boat Sailing Scheme

The Course Director and the Course Trainer must agree on what facilities / equipment are required and who is responsible for providing them when the course is being booked. However, as a guideline the following are required.

### Shorebased facilities

For course with up to 8 trainee Instructors

- 1 room capable of comfortably accommodating whole group.  
Equipped with
  - Chairs for all
  - Flip Chart & 2 pads of paper
  - White / Black board + pens & rubber.
  - Digital projector
  - Projector Screen
  - Video & TV (may be digital projector)
  - Room to be warm, well ventilated & well lit.
  - Walls suitable for hanging flipchart notes upon
- 1 room to be used as de-briefing room. Private from main room.
- Changing & showering facilities with hot water all day.
- Galley capable of providing tea & coffee for 9.
- Dinghy park / foreshore suitable for use as briefing area with rigged boats as appropriate to the course.
- Access to weather forecast information via fax or internet.

Yachtmaster Instructor (Shorebased) courses must have desks available suitable for use for chartwork.

Yachtmaster Instructor (Sail & Motor) and Inland Waterways Motor Boat Instructor courses may instead use facilities on board the cruising boats on which the course is being run, provided these are sufficient.

For courses with more than 8 participants, the following is required in addition to the above.

- 1 room capable of comfortably accommodating ½ of the group.  
Equipped with
  - Chairs for all
  - Flip Chart & 2 pads of paper
  - White / Black board + pens & rubber.
  - Over Head Projector + film & pens
  - Projector Screen
  - Room to be warm, well ventilated & well lit.

### Afloat

- **Sailing area** should be immediately adjacent to shorebased facility. The sailing area must be suitable for running all aspects of those courses appropriate to the Instructor course being run.
- **Equipment** see tables adjacent to course below.

# Small Boat Sailing Scheme

## Assistant Sailing Instructor

*Assists ISA Instructors in the delivery of courses within ISA Small Boat Sailing Scheme.*

Course run by	ISA Senior Instructor (Sailing)
Maximum SI to participant ratio	1:6
Minimum number of participants	None
Course Duration	14 hours or 2 days
Course provider must be recognised by ISA to run	SBSS Improving Skills

## Sailing Instructor (Dinghy)

*Runs Taste of Sailing, Start Sailing, Basic Skills & Improving Skills in sailing dinghies*

Course run by	ISA Instructor Trainer (Dinghy)
Maximum Trainer to participant ratio	1:8
Minimum number of participants	4
Course Duration	5 days 3 days for candidates with ISA Instructor qualification 2 days for candidates with Sailing Instructor qualification
Course provider must be recognised by ISA to run	SBSS Improving Skills in dinghies
Moderator required	On 5 day course

## Sailing Instructor (Keelboat)

*Delivers and assesses Taste of Sailing, Start Sailing, Basic Skills & Improving Skills in sailing keelboats*

Course run by	ISA Instructor Trainer (Keelboat)
Maximum Trainer to participant ratio	1:8
Minimum number of participants	4
Minimum Course Duration	5 days 3 days for candidates with ISA Instructor qualification 2 days for candidates with Sailing Instructor qualification
Course provider must be recognised by ISA to run	SBSS Improving Skills in keelboats
Moderator required	On 5 day course

## Sailing Instructor (Catamaran)

*Delivers and assesses Taste of Sailing, Start Sailing, Basic Skills & Improving Skills in sailing catamarans*

Course run by	ISA Instructor Trainer (Catamaran)
Maximum Trainer to participant ratio	1:8
Minimum number of participants	4
Minimum Course Duration	5 days 3 days for candidates with ISA Instructor qualification 2 days for candidates with Sailing Instructor qualification
Course provider must be recognised by ISA to run	SBSS Improving Skills in catamarans
Moderator required	On 5 day course

# Small Boat Sailing Scheme

## Adventure Sailing Instructor

<i>Delivers and assesses Adventure 1, Adventure 2 and Advanced Boat Handling courses</i>	
Course run by	ISA Instructor Trainer (Dinghy, Keelboat or Catamaran)
Maximum Trainer to participant ratio	1:8
Minimum number of participants	4
Minimum Course Duration	3 days <sup>1</sup>
Course provider must be recognised by ISA to run	SBSS Adventure 2 & Advanced Boat Handling
Moderator required	No

## Kites & Wires Instructor

<i>Delivers &amp; assesses Kites &amp; Wires 1, Kites &amp; Wires 2 and Advanced Boat Handling courses</i>	
Course run by	ISA Instructor Trainer (Sailing)
Maximum Trainer to participant ratio	1:8
Minimum number of participants	4
Course Duration	3 days <sup>1</sup>
Course provider must be recognised by ISA to run	SBSS Kites & Wires 2 and Advanced Boat Handling Skills in boat appropriate to course.
Moderator required	No

## Club Racing Instructor

<i>Delivers and assesses Go Racing 1 and Advanced Boat Handling</i>	
Course run by	ISA Instructor Trainer (Sailing) – Authorised to run CRI courses
Maximum Trainer to participant ratio	1:8
Minimum number of participants	4
Course Duration	5 days 3 days <sup>1</sup> for candidates with SBSS instructor qualification
Course provider must be recognised by ISA to run	SBSS Racing 1
Moderator required	On 5 day course

## Notes

- 1 Instructors wishing to gain either the Adventure Instructor or the Club Racing Instructor and the Kites & Wires Instructor may attend a combined training course run over 4 days.
- 2 Instructor successfully upgrading their qualification by completing either the Adventure, Kites & Wires or Club Racing Instructor training in a type of boat different to their base qualification will be awarded the Sailing Instructor qualification for the new type of boat.

# Small Boat Sailing Scheme

## Club Racing Coach (Sailing)

*Delivers and assesses Go Racing 2*

*Coaches sailors competing up to national championship level in Ireland and abroad*

Course run by	ISA Level 2 Coach Tutor
Maximum Trainer to participant ratio	1:8
Minimum number of participants	6
Course Duration	7 ( 2 + 5 ) days
Course provider must be recognised by ISA to run	SBSS Go Racing 2
Moderator required	Yes

## Senior Instructor (Sailing)

*To manage and organise sailing courses in the ISA SBSS including the supervision and development of Instructors*

Course run by	5 day course - 2 ISA Instructor Trainers (Sailing) 6 day course - 2 ISA Instructor Trainers (Sailing) 2 day course - 1 ISA Instructor Trainer (Sailing)
Maximum Trainer to participant ratio	1 : 8
Minimum number of participants	6
Course Duration	5 days 6 days for courses running with 2 different disciplines 2 days for candidates with Senior Instructor qualification in different discipline
Course provider must be recognised by ISA to run	SBSS Improving Skills
Moderator required	5 day course - Yes (2 trainers delivering course) 6 day course - Yes (2 trainers delivering course) 2 day course - No

## Small Boat Sailing Scheme

### Equipment requirements for ISA SBSS Instructor Training Courses

Equipment / students	Type of Instructor Course		
	Dinghy Instructor	Catamaran Instructor	Keelboat Instructor
<b>Single handed dinghies</b> <small>Pico, Topaz, Laser, Topper etc.</small>	6 boats for up to 16 trainees		
<b>Double handed dinghies</b> <small>Pico, Topaz, 420, Enterprise, Laser 2000 etc.</small>	3 boats for up to 16 trainees <sup>(1)</sup>		
<b>Multi handed dinghies</b> <small>Wayfarer, Squib, GP14 etc.</small>	2 boats for up to 16 trainees <sup>(1)</sup>		
<b>Keelboats</b>			1 boat for every 3 trainees
<b>Double handed catamarans</b> <small>Hobie 15 &amp; 16, Dart 16, Newbat 15 etc.</small>		1 boat for every 2 trainees	
<b>Safety Boats</b>	1 for up to up to 8 trainees      2 when over 8 trainees		
<b>Marks</b>	6 marks for up to 8 trainees, 9 marks when over 8 trainees		
<sup>(1)</sup> At least one boat to be reefable afloat & carry an anchor.			

# Small Boat Sailing Scheme

## Waterbased Facilities & Equipment required

Equipment / students	Type of Instructor Course			
	Adventure Instructor	Kites & Wires Instructor	Club Racing Instructor	Senior Instructor
<b>Single handed dinghies</b> <small>Pico, Topaz, Laser, Topper etc.</small>			1 boat space for every trainee. Can be single, double or multi handed keelboats or catamarans. At least 3 boats must be of the same type.	6 boats for up to 16 trainees
<b>Double handed dinghies</b> <small>Pico, Topaz, 420, Enterprise, Laser 2000 etc.</small>	1 boat space for every trainee. Can be double or multi handed dinghies, keelboats or catamarans. <sup>(1)</sup>	1 boat space for every trainee. Can be double or multi handed dinghies or catamarans. <sup>(2)</sup>		3 boats for up to 16 trainees <sup>(1)</sup>
<b>Multi handed dinghies</b> <small>Wayfarer, Squib, GP14 etc.</small>				2 boats for up to 16 trainees <sup>(1)</sup>
<b>Keelboats</b>				
<b>Double handed catamarans</b> <small>Hobie 15 &amp; 16, Dart 16, Newbat 15 etc.</small>				
<b>Safety Boats</b>	1 for up to up to 8 trainees 2 when over 8 trainees			
<b>Marks</b>	6 marks for up to 8 trainees, 9 marks when over 8 trainees			
<sup>(1)</sup> All boats be reefable afloat & carry an anchor. <sup>(2)</sup> All boats must have trapeze & spinnaker.				

# National Powerboat Training Scheme

## Powerboat Instructor

Leads sessions up to and including ISA National Powerboat Certificate	
Course run by	ISA Powerboat Instructor Trainer
Maximum Trainer to participant ratio	1:8
Minimum number of participants	4
Course Duration	4 days 2.5 days for candidates with ISA instructor qualification
Boats required per 8 candidates	1 boat with tiller controls 1 boat with console controls 1 planing boat
Course provider must be recognised by ISA to run	NPBTS Level 2
Moderator required	on 4 day course

## Safety Boat Instructor

Leads sessions on ISA Safety Boat Course	
Course run by	ISA Powerboat Instructor Trainer
Maximum Trainer to participant ratio	1:8
Minimum number of participants	4
Course Duration	2 days
Boats required per 8 candidates	1 single -handed or double handed dinghy 1 multi handed dinghy 1 Windsurf board & rig 1 Kayak or canoe plus paddle
Course provider must be recognised by ISA to run	NPBTS Safety Boat Course ISA SBSS Levels 1 – 3 in dinghies or sailing club with racing dinghy fleet.
Moderator required	No

## Recreational Powerboat Instructor

Leads sessions on Recreational Powerboat Course	
Course run by	ISA Powerboat Instructor Trainer
Maximum Trainer to participant ratio	1:8
Minimum number of participants	4
Course Duration	2 days
Boats required per 8 candidates	
Course provider must be recognised by ISA to run	NPBTS Recreational Powerboat Course
Moderator required	No

# National Powerboat Training Scheme

## Dive Boat Coxswain Instructor

Leads sessions on Dive Boat Coxswain Course	
Course run by	ISA Powerboat Instructor Trainer
Maximum Trainer to participant ratio	1:8
Minimum number of participants	4
Course Duration	2 days
Boats required per 8 candidates	
Course provider must be recognised by ISA to run	NPBTS Dive Boat Coxswain Course
Moderator required	No

## Advanced Powerboat Instructor

Leads sessions on Coastal Navigation for Small boats and Advanced Powerboat Course	
Course run by	ISA Powerboat Instructor Trainer
Maximum Trainer to participant ratio	1:8
Minimum number of participants	4
Course Duration	2 days
Boats required per 8 candidates	
Course provider must be recognised by ISA to run	NPBTS Advanced Powerboat Course
Moderator required	No

## Senior Instructor (Powerboat)

Supervises and manages all courses in NPBTS	
Course run by	2 ISA NPBTS Instructor Trainers
Maximum Trainer to participant ratio	1:8
Minimum number of participants	6
Course Duration	5 days
Course provider must be recognised by ISA to run	NPBTS Recreational Powerboat Training course
Moderator required	Yes (2 trainers working on course)

## Waterbased Facilities & Equipment Required

Power boat Instructor course must have available powerboats with both tiller and console controls.

All courses must have sufficient powerboats to allow everyone to be afloat with a maximum of 4 people in each powerboat.

Otherwise, requirements the same as those for relevant personal skills courses

# Go Windsurfing! Scheme

## Go Windsurfing! Instructor <sup>1</sup>

Leads sessions up to and including all Go4it! Modules	
Course run by	ISA Windsurf Instructor Trainer
Maximum Trainer to participant ratio	1:9
Minimum number of participants	4
Maximum number of participants	16
Course Duration	6 days 3 days for candidates with ISA instructor qualification
Course provider must be recognised by ISA to run	Go- Windsurfing Scheme – Go for it modules.
Moderator required	On 6 day course

## Go! with Style Windsurfing Instructor

Leads core sessions within Go! with Style Modules (Not jumps, Waveriding & Freestyle)	
Course run by	ISA Windsurf Instructor Trainer
Maximum Trainer to participant ratio	1:8
Minimum number of participants	6
Maximum number of participants	16
Course Duration	5 days
Course provider must be recognised by ISA to run	Go Windsurfing! - Style modules
Moderator required	No

## Go! with Style Wave Riding Instructor

Leads Waveriding modules	
Course run by	ISA Windsurf Instructor Trainer
Maximum Trainer to participant ratio	1:8
Minimum number of participants	1
Maximum number of participants	16
Course Duration	1 days
Course provider must be recognised by ISA to run	Go! With style - Wave riding modules
Moderator required	No

## Go! with Style - Jump Instructor

Leads Jump modules	
Course run by	ISA Windsurf Instructor Trainer
Maximum Trainer to participant ratio	1:8
Minimum number of participants	1
Maximum number of participants	16
Course Duration	1 days
Course provider must be recognised by ISA to run	Go! With style - Jump modules
Moderator required	No

## Go Windsurfing! Scheme

### Go! with Style - Freestyle Instructor

Leads Freestyle modules	
Course run by	ISA Windsurf Instructor Trainer
Maximum Trainer to participant ratio	1:8
Minimum number of participants	1
Maximum number of participants	16
Course Duration	1 days
Course provider must be recognised by ISA to run	Go! With style - Freestyle modules
Moderator required	No

### Senior Instructor (Windsurfing)

Supervises and manages all modules in Go! Windsurfing Programme	
Course run by	2 ISA Windsurf Instructor Trainers
Maximum Trainer to participant ratio	1:8
Minimum number of participants	6
Course Duration	5 days
Course provider must be recognised by ISA to run	Go4it! modules
Moderator required	Yes (2 trainers working on course)

### Waterbased Facilities & Equipment Required

Requirements the same as those for relevant personal skills courses

# ISA / IWAI Inland Waterways Motorboat Training Scheme

## Inland Waterways Motorboat Instructor

Leads sessions on all IWMBT courses	
Course run by	ISA Inland Waterways Motorboat Instructor Trainer
Maximum Trainer to participant ratio	1:6
Minimum number of participants	3
Maximum number of participants	12
Course Duration	4 days 2.5 days for candidates with ISA instructor qualification
Course provider must be recognised by ISA to run	Inland Waterways Motorboat Training Scheme
Moderator required	On 4 day course

## Senior Instructor (Inland Waterways Motorboat)

Supervises and manages all courses in IWMBTS	
Course run by	2 ISA IWMBTS Instructor Trainers
Maximum Trainer to participant ratio	1:8
Minimum number of participants	6
Course Duration	5 days
Course provider must be recognised by ISA to run	IWMBT courses
Moderator required	Yes (2 trainers working on course)

## Waterbased Facilities & Equipment Required

All courses must have sufficient motorboats to allow everyone to be afloat with a maximum of 4 people in each boat.

Accommodation to be provided on board motorboat so boats must be equipped accordingly.

Otherwise, requirements the same as those for relevant personal skills courses

# PWC Training Scheme

## PWC Instructor

Leads sessions on all ISA National PWC Certificate courses	
Course run by	ISA PWC Instructor Trainer
Maximum Trainer to participant ratio	1:8
Minimum number of participants	4
Maximum number of participants	16
Course Duration	5 days
Course provider must be recognised by ISA to run	IWMBT courses
Moderator required	Yes

## Senior Instructor (PWC)

Supervises and manages all courses in PWC Training Scheme	
Course run by	2 ISA PWC Instructor Trainers
Maximum Trainer to participant ratio	1:8
Minimum number of participants	6
Course Duration	5 days
Course provider must be recognised by ISA to run	IWMBT courses
Moderator required	Yes (2 trainers working on course)

## Waterbased Facilities & Equipment Required

All courses must have sufficient PWCs to allow everyone to be afloat with a maximum of 2 people on each ski.

The course must have available a powerboat equipped to ISA safety boat requirements.

Otherwise, requirements the same as those for relevant personal skills courses

# ISA National Cruising Scheme

## ISA Yachtmaster Instructor (Shorebased)

Leads sessions on all ISA Yachtmaster Coastal & Yachtmaster Offshore shorebased courses.	
Course run by	ISA Yachtmaster Instructor Trainer
Maximum Trainer to participant ratio	1:8
Minimum number of participants	3
Maximum number of participants	12
Course Duration	4 ½ days (2 + 2 ½ ) 2 ½ days for candidates with ISA instructor qualification
Course provider must be recognised by ISA to run	ISA Yachtmaster Shorebased Courses
Moderator required	During the 2 training period.

## ISA Yachtmaster Instructor (Shorebased - Ocean)

Leads sessions on all ISA Yachtmaster Coastal & Yachtmaster Offshore shorebased courses.	
Course run by	ISA Yachtmaster Instructor Trainer
Maximum Trainer to participant ratio	1:8
Minimum number of participants	3
Maximum number of participants	12
Course Duration	4 ½ days (2 + 2 ½ ) 2 ½ days for candidates with ISA instructor qualification
Course provider must be recognised by ISA to run	ISA Yachtmaster Shorebased Courses
Moderator required	During the 2 training period.

## ISA Yachtmaster Instructor (Sail)

Leads ISA Competent Crew, Day Skipper and Yachtmaster Coastal training courses on a sailing yacht with axillary engine.	
Course run by	ISA Yachtmaster Instructor Trainer (Sail)
Maximum Trainer to participant ratio	1:6
Minimum number of participants	3
Maximum number of participants	12
Course Duration	5 days
Course provider must be recognised by ISA to run	ISA Yachtmaster (Sail) training Courses
Moderator required	Yes

## ISA Yachtmaster Instructor (Motor)

Leads ISA Helmsman, Day Skipper and Yachtmaster Coastal training courses on a motor yacht / boat	
Course run by	ISA Yachtmaster Instructor Trainer (Motor)
Maximum Trainer to participant ratio	1:6
Minimum number of participants	3
Maximum number of participants	12
Course Duration	5 days

## ISA National Cruising Scheme

Course provider must be recognised by ISA to run	ISA Yachtmaster (Sail) training Courses
Moderator required	Yes

### ISA Yachtmaster Examiner (Sail)

Conducts ISA Yachtmaster Coastal & Yachtmaster Offshore Assessments on a sailing yacht with axillary engine.	
Course run by	ISA Yachtmaster Instructor Trainer (Sail)
Maximum Trainer to participant ratio	1:6
Minimum number of participants	3
Maximum number of participants	12
Course Duration	2 days
Course provider must be recognised by ISA to run	ISA Yachtmaster (Sail) training Courses
Moderator required	No

### ISA Yachtmaster Examiner (Motor)

Conducts ISA Yachtmaster Coastal & Yachtmaster Offshore assessments on a motor yacht / boat.	
Course run by	ISA Yachtmaster Instructor Trainer (Motor)
Maximum Trainer to participant ratio	1:5
Minimum number of participants	3
Maximum number of participants	12
Course Duration	2 days
Course provider must be recognised by ISA to run	ISA Yachtmaster (Motor) training Courses
Moderator required	No

## Waterbased Facilities & Equipment Required

For seabased course accommodation to be provided on board so boats must be equipped accordingly.

All seabased courses must have maximum 5 trainee instructors on board.

Otherwise, requirements the same as those for relevant personal skills courses

# Scheduling a Course Online

ISA Training Centres are now able to list / schedule all planned courses including instructor courses and these will automatically appear to clients searching for courses on [www.sailing.ie](http://www.sailing.ie).

This is a new facility being offered to ISA Training Centres and is intended to make it easier for potential clients to find the courses they want. This will also mean that all your clients will have a record of all their ISA qualifications in their "My ISA".

Access to the functions described in these instructions are restricted to:  
"Training Centre Manager and Centre Principals".

If you wish to have this role added to your profile or to the profile of others please contact:  
Alison Beirne on 01 271 0114 or [training@sailing.ie](mailto:training@sailing.ie).  
Please note that we do require written confirmation of the request from your Commodore, Centre Principal or organisations Chairman

## Navigate to Training Course Management page

### Step 1.

Log into the ISA website.



### Step 2.

Click on the My ISA icon at the top left of the page



# Scheduling a Course Online

## Step 3.

Click on the organisations toolbar.



## Step 4.

Click on the Training Centre Courses toolbar.



## Step 5.

You may see more than one organisation listed. Click on "Manage" for the organisation whose course you want to manage.

### Training Centre Management

OrganisationName	Address 1	Contact phones	EmailAddress	Manage
Nemo's Watersports	Sea Anemone Lane	Office phone:012 3456 789 Home phone:012 9876 443 Mobile phone:098 7654 321 Bookings phone:012 3456 789	tonyatnemowatersports@gmail.com	<a href="#">Manage</a>

## Step 6.

### Schedule a new course

Select the course type from the top table

SchemeName	SchemeCraftType	CourseName	CourseType	Bookings
Small Boat Sailing Scheme	Dinghy	Taste of Sailing	Personal Level	📅
Small Boat Sailing Scheme	Dinghy	Start Sailing	Personal Level	📅
Small Boat Sailing Scheme	Dinghy	Basic Skills	Personal Level	📅
Small Boat Sailing Scheme	Catamaran	Improving Skills	Personal Level	📅
Small Boat Sailing Scheme	Dinghy	Improving Skills	Personal Level	📅
National Powerboat Training Scheme	Powerboat	Introduction to Powerboating	Personal Level	📅
National Powerboat Training Scheme	Powerboat	National Powerboat Certificate	Personal Level	📅

# Scheduling a Course Online

Complete the details on the screen then click "Book a course".

You will now be able to see the new course;

- ⇒ In the table on your organisations "Manage courses page"
- ⇒ You will need to wait 2-3 working days for course approval from the ISA offices.

**Nemo's Watersports**

Scheme Name	Scheme Craft Type	Course Name	Course Type	Booking
Small Boat Calling Scheme	Dinghy	Tactics of Calling	Personal Level	✓
Small Boat Calling Scheme	Dinghy	Start Calling	Personal Level	✓
Small Boat Calling Scheme	Dinghy	Basic Skills	Personal Level	✓
Small Boat Calling Scheme	Catamaran	Improving Skills	Personal Level	✓
Small Boat Calling Scheme	Dinghy	Improving Skills	Personal Level	✓
National Powerboat Training Scheme	Powerboat	Introduction to Powerboating	Personal Level	✓
National Powerboat Training Scheme	Powerboat	National Powerboat Certificate	Personal Level	✓
Small Boat Calling Scheme	Dinghy	Dinghy Instructor	Not Defined yet	✓
Beregency Care Training Scheme	Beregency Care	AED Training Module	Personal Level	✓

For more details on courses, visit [here](#) please contact ISA Training.

Course ID	Course Name	Course Type	Course Date	Cost	Manage	
1012	Small Boat Calling Scheme	Dinghy	Tactics of Calling	20/03/2011	65.00	✎
1049	Small Boat Calling Scheme	Dinghy	Tactics of Calling	05/04/2011	600.00	✎
1003	Beregency Care Training Scheme	Beregency Care	AED Training Module	05/04/2011		✎

**View Course History**

ID	Name	View Details in ISA
0	Not known Not known	

If you have any questions at all please do not hesitate to contact the ISA Training Department 01-2710114.

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 3 Park Road  
 Dun Laoghaire  
 Co. Dublin  
 Ireland

Phone: 01 280 0239  
 Fax: 01 2807558  
 Email: [training@sailing.ie](mailto:training@sailing.ie)  
 Web: [www.sailing.ie](http://www.sailing.ie)

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