



# Recognition Requirements

Providing details on;

- How to become an ISA Training Centre
- Those requirements that the ISA makes of ISA Training Centres
- ISA policies relating to training and coaching activities.

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## ISA Training Centre Logo



Colour Logo  
Vertical



Colour Logo  
Horizontal



Black and White logo  
Vertical



Black and White Logo  
Horizontal

Conditions on use of the ISA Training Centre Logo are included in section 1.5 in this document

Electronic copies of the logo in various formats and guidelines to designers on using the logo are available from the ISA Training Office upon request.

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## Introduction

ISA Training Centres are organisations that have, in partnership with the ISA, undertaken to provide quality tuition and training to national and international standards by running ISA certified training courses, using suitably-qualified staff, who follow the relevant national syllabus, use appropriate well-maintained equipment and have adequate safety support.

### How do your clients benefit?

- Participants on an ISA course will be taught using a step by step syllabus, used and approved throughout Ireland. This means they can become proficient at their chosen sport using defined stages which can be transferred to any ISA Training Centre around the country.
- The certificate your clients receive upon successful completion of their training course is the most widely recognised Irish certificate available, both nationally and internationally. ISA courses have formal recognition from the Irish Government.
- Participants on an ISA recognised course know that the centre has undertaken to maintain standards of equipment and facilities in line with those defined by the ISA. This covers aspects such as sailing and safety boats through to changing facilities and wetsuits. The ISA through its Inspectors continuously monitors its Training Centres to ensure that operating standards are being maintained.
- All instructors working on ISA approved courses have been trained by ISA appointed personnel according to a comprehensive ISA training programme. This means that the course participant should be receiving the best instruction possible using the most up to date methods.
- The ISA provides certification and supporting literature for all courses. These can be purchased from the ISA office by the centres and certificates must be issued to all successful participants by the centre.

### How do you benefit?

- Referrals from the ISA office, our website as well as ISA promotional materials and group marketing efforts provide many centres with their primary source of clients.
- In advertising you can use the ISA Training Centre logo, an internationally recognised mark of quality, to promote your recognised courses.
- Your clients may be familiar already with ISA courses and syllabi having already done courses with you, or elsewhere and now wish to move onto the next stage with you.
- Through the ISA you can access information and expertise on all aspects of your waterside operation.
- Using ISA Trained staff will improve safety standards, raise customer satisfaction and help reduce equipment damage & running costs.
- National Governing Body approval is a requirement for many customers particularly those from Education Authorities.
- The ISA provides logbooks, certification and support material for all its courses. These are available at discount from the ISA for you to retail to your clients.
- The ISA is currently the only organisation in Ireland providing a quality / safety assurance programme for activity centres.
- ISA accreditation can significantly reduce your insurance costs.
- ISA Training Centres have access to the “Instructor and Course provider” section of the ISA’s website, providing valuable support and information on the implementation of the ISA Training and Coaching programmes.



Tony Wright  
ISA Training Manager

## How do you set about becoming an ISA Training Centre?

<b>1</b>	<p>This booklet in conjunction with the ISA Centre Inspection Report Form sets out the requirements made of its Training Centres. You need to carefully read all of the relevant sections.</p> <p>It may look a little daunting but a lot of it is stating the obvious, and some parts are specific to recognition for certain activities only and so may not have any relevance to your organisation.</p>
<b>2</b>	<p>Having gone through this booklet you should have a good idea what we are looking for and what you would need to do to get there. If you have any questions do contact the ISA Training Office. At this stage it is sometimes helpful to arrange to visit your centre or meet elsewhere to discuss any issues further. It is worth remembering that through all the stages we are committed to helping centres meet the requirements with the minimum of expense and effort.</p>
<b>3</b>	<p>Once you are happy that you can meet the ISA requirements you should complete the form "<i>Application to become an ISA Training Centre</i>" and send this to the ISA along with the appropriate recognition fee.</p>
<b>4</b>	<p>We will then arrange for an ISA Inspector to come out and inspect your facility. This must be done while you are actually running a course of instruction.</p>
<b>5</b>	<p>On the successful completion of the inspection you will be awarded ISA recognition. Recognition is based on the calendar year and is continuous unless withdrawn by the ISA.</p>

A list of current recognition and inspection charges is available from the ISA Office and on the website. These are payable annually at the time of your centre inspection or upon invoice.

There are additional detailed leaflets and information available from the ISA office to assist you with specific problems. In particular our "*Policies & Procedures Manual*" will assist you in developing all of the required policies and procedures.

We also have an annual programme of training days for Centre Principals, Junior Organisers, Safety Officers etc. Details of these are available from the ISA Training Office and on the ISA calendar of events on the website.

Recognition will normally be refused to a centre applying under a name that is the same or likely to be confused with an existing ISA Training Centre, an ISA squad or a national performance squad or which gives a misleading impression of market or national status.

It is not normally the policy of the ISA to limit the number of Training Centres in an area but accreditation may be refused on the grounds that there are already sufficient centre to meet the need for courses in an area and where the accreditation of further centres would be likely to reduce numbers to unsustainable levels

ISA recognition covers only the standards of tuition and safety on ISA training and coaching activities. It does not cover the residential aspects of centres, nor other areas which may be subject to legislation. ISA Inspectors are not necessarily trained and/or qualified in matters such as food hygiene, fire safety, road transport, the EC travel package directive or Acts of the Oireachtas. In particular attention should be paid to the requirements of the Irish Passenger Boat Regulations.

# 1. Centre Recognition (all centres)

## 1.

### 1.1. Roles & Responsibilities

#### 1.1.1. The Centre Principal

Each ISA Training Centre must have a nominated "Centre Principal". This should be the person who has overall responsibility for the implementation of ISA accredited training and coaching activities within the organisation. When nominating the Centre Principal the following points should be noted.

The Centre Principal is responsible to the ISA for the conduct of ISA accredited activities within that organisation including the issuing of certificates on behalf of the ISA.

The Principal must clearly understand the requirements of the ISA as to the proper running of an ISA Training Centre as laid out in this document and elsewhere.

ISA accreditation is vested in the Centre Principal and will therefore automatically be revoked;

- Upon a change of Principal,
- Discontinuance of active involvement in the establishment by the principal,
- Sale of the establishment.

Where a Centre Principal is not an ISA qualified Senior Instructor, they must have attended an ISA Centre Principals Orientation Briefing or undertake to attend the next available briefing.

The Centre Principal is the primary contact for the ISA and will be the person with whom the ISA communicates. The Centre Principal may however inform the ISA of other people assuming those roles within the organisation defined below.

#### 1.1.2. Junior Organiser

ISA affiliated sailing clubs running ISA course for young sailors would usually have a Junior Organiser to administer this programme. Where the club run no other ISA Training courses the JO would also usually assume the role of Centre Principal.

#### 1.1.3. Adult Training Co-ordinator

ISA affiliated sailing clubs running ISA courses for adult sailors would usually have a Adult Training Co-ordinator to administer this programme.

#### 1.1.4. Powerboat Training Co-ordinator

ISA affiliated clubs running ISA Powerboat Training courses would usually have a Powerboat Training Co-ordinator to administer this programme.

#### 1.1.5. Coaching Co-ordinator

ISA affiliated clubs running coaching for competition sailors would usually have a Coaching Co-ordinator to administer this programme.

#### 1.1.6. Chief Instructor(s)

The Centre Principal must inform the ISA of the organisations Chief Instructor for each of the ISA Training schemes that they are recognised to run. These Instructors must be qualified as set out elsewhere in this document. Information on these Instructors would normally be provided to the ISA on the Centre Inspection Form, completed each new year. However if the Chief Instructor changes the ISA should be informed immediately.

#### 1.1.7. Children's Officer

All ISA Training Centres must have a Children's Officer as set out in section 2.6.1 of the Code of Ethics and Good Practice for Children's Sport in Ireland. Copies of the code are available from the ISA Office or Irish Sports Council.

# **1. Centre Recognition (all centres)**

## **1.2. Accounts and Recognition Fees**

### **1.2.1. Accounts**

ISA Training Centres may set up an account with the ISA to use when paying for ISA publications and services. Terms on these accounts are the usual one month. Failure to settle accounts may result in financial penalties and/or ISA accreditation being withdrawn from the centre.

### **1.2.2. Recognition Fees**

A schedule of current recognition fees is available from the ISA office and is posted on the ISA website. These are payable annually with invoices being issued to centres each new year.

New centres must pay the appropriate recognition fee on submission of their *Application to Become an ISA Training Centre*.

## **1.3. Inspections**

### **1.3.1. New Centres**

An inspection is carried out on all new Training Centres prior to ISA accreditation being issued.

### **1.3.2. Centres already holding ISA accreditation.**

ISA Training Centres are inspected regularly by an ISA appointed inspector. However, the ISA reserves the right to inspect a Training Centre at any time, with or without prior notice.

### **1.3.3. Changes to recognition status**

Further inspections may be required;

- before recognition for additional activities and/or higher levels of recognition are granted
- where there are substantial changes to a centre including equipment, facilities and staff
- when there is a change of Centre Principal.

### **1.3.4. Inspection Visits**

It is usual for visits to be made by prior arrangement as it is desirable to ensure that a course of instruction is underway at the time of inspection, particularly for a new centre. The Inspector will seek to ascertain that all courses are run in accordance with the guidelines set out in this document and in the relevant ISA publications associated with the training courses being run.

This visit is also an opportunity to identify in-service staff training requirements, staff development training needs, course and teaching developments and any other training matters.

Following the inspection a report is returned to the ISA by the inspector.

### **1.3.5. Referrals**

Should the Inspector make recommendations for immediate action by the Principal, the Inspector may make a second visit to confirm that all arrangements are now in place. A supplementary charge may be made for additional visits.

### **1.3.6. Inspection results**

The Inspector will, during the course of the inspection, make known to the Centre Principal or their representative the results of the inspection. They will be offered the opportunity to note their views on these on the conduct of the inspection and Inspector. Centres will be given a written copy of the inspection results.

# **1. Centre Recognition (all centres)**

## **1.3.7. Appealing inspection results**

A Centre Principal may appeal the findings of a Centre Inspection with the ISA Training Manager. The ISA reserves the right to charge a Training Centre for additional inspections made should the original inspection findings be upheld.

## **1.3.8. Publication of inspection results**

The ISA reserves the right to publish the results of an inspection. However, in doing so it will only identify those findings made known to the Centre Principal, or their representative, during the course of the inspection.

# 1. **Centre Recognition (all centres)**

## 1.4. **Procedures on the withdrawal of accreditation by the ISA.**

### 1.4.1. **Withdrawn of ISA accreditation**

A centre may have its accreditation withdrawn where;

- Minimum standards of tuition and safety are not being achieved.
- The rules or spirit of accreditation have been broken.
- The undertakings and conditions agreed to in the “*Application to become an ISA Training Centre*” have been broken.
- Failure to settle accounts in within agreed timescale.

The ISA will notify the Centre Principal of the Training Centre in writing that recognition has been withdrawn. The ISA will at the same time notify the Centre Principal of the appeals process.

Should ISA recognition be withdrawn from a centre the ISA may make such fact known through the national and yachting press and inform other interests as it sees fit.

### 1.4.2. **Appeals**

Should a centre wish to contest the withdrawal of recognition an appeal must, in the first instance, be made to the Chairman of the ISA Tribunal at The Irish Sailing Association office in Dun Laoghaire. Notice of an appeal should be lodged with the ISA not later than two weeks from the receipt of the letter confirming the suspension of recognition. Details of the tribunal process are available from the ISA office and are included below.

### 1.4.3. **Appeals procedure**

In the event of an ISA Training Centre having its recognition withdrawn by the Association the following procedures will apply should the Training Centre wish to appeal the decision.

If the Centre Principal wishes to appeal the decision they should lodge an appeal with the Chairman of the ISA Tribunal within 2 weeks (14 days) of their receiving written notification from the ISA that it has withdrawn recognition.

ISA recognition of the Training Centre will remain suspended throughout the proceedings.

The ISA Tribunal will convene to hear the appeal within 2 weeks (14 days) of receiving written notification of the appeal from the Centre Principal. The Training Centre may however request this period to be extended.

The Chairman of the Tribunal will set the date, venue and time that the appeal is to be heard. In order to facilitate the quick hearing of the appeal it may not necessarily be heard during normal working hours.

Correspondence for the Chairman of the ISA Tribunal should be marked as Private & Confidential and addressed to:

The Chairman of the ISA Tribunal,  
%o The Irish Sailing Association,  
3 Park Road,  
Dun Laoghaire,  
Co. Dublin.

# **1. Centre Recognition (all centres)**

## **1.5. ISA Training Centre Logo.**

The ISA Training Centre Logo is intended for use by ISA Training Centres as a widely recognised brand confirming their status as a provider of a quality training product.

The four different forms of the ISA Training Centre logo are printed on page 2 of this booklet. We strongly encourage the use of the brand by centres on promotional literature, websites and of course at your centre itself.

The logo is available to centres on a range of products supplied by us and is available in electronic form for you to use in your own publications. Details on these are available from the ISA Office.

In order to protect the brand there are a number of conditions for its use.

- 1.5.1. The Logo may only be used in the form, dimensions and colour indicated. The specifications for these are laid out in separate guidelines available from the ISA and as supplied with electronic versions of the logo.
- 1.5.2. The Logo may only be used by accredited ISA Training Centres and then only in association with ISA products or activities which they are accredited to provide.
- 1.5.3. The Logo may not be used by Instructors, ISA or otherwise, not acting under the specific authority of an ISA Training Centre.
- 1.5.4. With the exception of those arrangements set out above, the ISA logo may not be used in any form by anyone, including ISA Training Centres or instructors without specific prior written consent from the ISA. This includes embroidered clothing.

## 2. Centre Operating Requirements (all centres)

### 2.

#### 2.1. Administration

##### 2.1.1. Contact Details

Contact details for the organisation and personnel should be provided as detailed on the *ISA Centre Inspection Form*.

##### 2.1.2. Operating Areas

The location of all operating areas used must be given.

If a centre is operating at two or more geographically separate locations then a separate inspection form should be completed for each location (photocopies may be used). There may be an additional charge for inspections of facilities at separate locations.

##### 2.1.3. Booking Forms

The centre must have a booking or enrolment form. These should include information about any pre-course requirements, emergency contacts and a declaration of chronic health problems which may affect participation.

##### 2.1.4. Course Programmes

Sample course programmes for all ISA accredited courses offered by the centre must be available. These should show that:

- The shore-based and practical syllabus for relevant training schemes are adequately covered.
- Adequate time is allocated to the whole course and each element within it.

Particular attention should be paid to maximising the amount of time participants spend on the water.

##### 2.1.5. Tracker Sheets

A system to record participant's progress on a course must be in place. The ISA has Joe Soap sheets available for each of the training schemes for this purpose.

##### 2.1.6. Records

Details of all certificates issued by the centre must be kept. This must include participants name, address, certificate and endorsements issued, date issued and Instructors name.

#### 2.2. Insurance

The centre must provide to the ISA evidence of the following insurance cover;

- Employers Liability Insurance.
- Third Party Liability Insurance for a minimum of € 1,300,000 covering land and sea activities and specifically including instruction.
- Third Party Marine Liability Insurance for all Marine Craft used, including liability to passengers, with a limit of indemnity of not less than €1,300,000.

The required method of proof that the centre has the required insurance is a letter from your broker detailing the above, those activities covered and which states that the organisation does have the required cover. A sample layout of this letter may be found in Appendix 1.

#### 2.3. Instructional Staff.

2.3.1. It is the responsibility of the Principal to ensure that all instructing staff are appropriately qualified for the courses on which they are teaching and that teaching awards are valid and up-to-date.

2.3.2. The names and current qualifications of all instructing staff must be listed including seasonal, regular part-time and casual staff.

2.3.3. All instructional staff must have a valid first aid qualification and be briefed on the policies of that particular centre.

## **2. Centre Operating Requirements (all centres)**

- 2.3.4. It is recommended that the Principal hold a file containing copies of all relevant qualifications held by staff including instructor and first aid certificates.

## 2. Centre Operating Requirements (all centres)

### 2.4. Policies & Procedures

#### 2.4.1. Safety Statement.

The organisation must have a safety statement as set out under the terms of the Health and Safety At Work Act. Organisations are encouraged to include their clients / members as well as employees within the scope of the statement.

#### 2.4.2. Risk Assessment

2.4.2.1. The organisation must be able to produce written evidence that a structured assessment of risk has been undertaken.

2.4.2.2. This should be reviewed at least annually and whenever the organisation has changed or modified its activities, facilities or operating areas.

#### 2.4.3. Standard Operating Procedures

The organisation must have a written operating procedures (Standard Operating Procedures) in a form that must be available to, understood by and implemented by all members of staff. SOPs should detail, where appropriate;

- Procedures for the minimisation of risk
- Procedures required to ensure compliance with ISA guidelines
- Procedures to ensure effective, well run sessions

#### 2.4.4. Emergency action plan.

The organisation must have in place a plan to deal with emergencies or accidents occurring on or off the water. Staff must be aware of these arrangements.

#### 2.4.5. Maintenance programmes

The organisation must be able to provide evidence of a planned maintenance program with regard to all boating and safety equipment provided for use on ISA training activities. This should include procedures for identifying and preventing the use of equipment that is unfit for its function.

#### 2.4.6. Recruitment

The organisation must have in place policies and procedures for use when recruiting staff and volunteers who will be working within the Training Centre. Objectives should include;

- Verification of qualifications
- Requiring and following up references
- Assessment of suitability to work with children
- Pre-employment orientation / training

#### 2.4.7. Working with Children

The organisation must have in place;

- 2.4.7.1. A policy statement indicating the organisations commitment to good practice when working with children.
- 2.4.7.2. Specific policies and procedures designed to minimise the risk to children participating within the organisation.
- 2.4.7.3. Procedures to report suspected or actual, statutory abuse.

#### 2.4.8. Policy on participants ability to swim or degree of water confidence

The organisation must have in place a policy on, and associated procedures for the levels of water confidence and or swimming ability the organisation requires of participants. Guidelines are laid out in the ISA policy document reproduced in the ISA Policies & Guidelines section of this booklet.

## **2. Centre Operating Requirements (all centres)**

### **2.4.9. Recording Accidents & Incidents.**

- 2.4.9.1. The organisation must have a method of recording accidents and incidents. This would normally be in the form of an Accident and Incident book. The book should be bound to prevent pages being removed or lost.
- 2.4.9.2. These records should be reviewed regularly and action taken to prevent repetition of injuries.

### **2.4.10. Customer Feedback**

A system for receiving and reviewing customer feed-back and complaints should be in place.

## **2.5. ISA Publications**

- 2.5.1. Relevant ISA logbooks must be supplied to all participants.
- 2.5.2. Appropriate ISA certificates, signed by the Principal, must be awarded as soon as possible on successful completion of their training course.

## **2.6. ISA Recognition Certificate**

The centre must display its current ISA recognition certificate in a public place.

## **2.7. Advertising**

A centre's advertising, brochures, booking forms, joining instruction, etc., should be clear and accurate. They must not give any misrepresentation, either by implication or omission, that the facilities, services and courses offered, qualifications of staff or level of ISA recognition differ from those implicit in the recognition already granted.

In particular where a centre is accredited by the ISA to provide a particular activity and the centre is offering other similar but unaccredited activities, these should be separated and the difference made apparent in any advertising.

## **2.8. Operating areas**

- 2.8.1. Actual operating areas should be identified to the ISA. If a centre is operating at two or more geographically separate locations then a separate inspection form should be completed for each location (photocopies may be used). There may be an additional charge for inspections of facilities at separate locations.
- 2.8.2. Operating areas should be easily discernible and identifiable to course participants, with boundaries being clearly and easily recognisable. Instructing staff should be fully aware of and should observe designated operating areas. Participants undertaking sailing practice should be made aware of the operating areas which are supervised by safety craft.
- 2.8.3. A system for ensuring that staff and participants, including occasional, casual and part-time staff and users, are made aware of operating areas and local hazards should be included in the centre operating manual.
- 2.8.4. There must be immediate access to a telephone, for use in emergencies, at all times.

## 2. Centre Operating Requirements (all centres)

### 2.9. Launching & Recovery Areas

The launching and recovery area should be suitable for the levels of courses being taught, the types and numbers of craft being used and the prevailing weather pattern and local tidal effects, if applicable.

The launching area should have an area for storage for launching trolleys, trailers, etc., and the area immediately off the launching area should be reasonably free of underwater hazards.

For windsurfing courses where launching is carried out from a beach or bank, rather than a slipway, consideration should also be given to the gradient, materials and/or construction of the area.

### 2.10. Toilets, changing & shower facilities

- 2.10.1.1. Toilet facilities, with soap and water for washing hands, should be located within a reasonable walking distance from the operating area. Course members should not be expected to pay for the use of a public facility.
- 2.10.1.2. Where participants or staff are required to change out of their normal clothing, separate male and female changing rooms, with sufficient accommodation for the average number of course members, should be provided.  

When facilities for children are provided, changing rooms must be provided and they must be segregated into male / female, however the same facilities can be used by both adults and children.
- 2.10.1.3. Where clients are likely to get wet during the course of their activity, separate male and female hot showers should be available. These must be provided where the water is subject to blue/green algae or where participants may be at risk of contracting Weil's disease.
- 2.10.1.4. All facilities provided must be hygienic, tidy and well maintained.
- 2.10.1.5. Facilities suitable for use by disabled participants are not mandatory but must be available if courses are offered for disabled users.
- 2.10.1.6. Where the Go! Windsurfing programme is being offered at locations remote from the normal operating base, arrangements must be in place to offer toilets, changing and showering facilities to participants. However, it is recognised that it may not be possible to provide these adjacent to the sailing area. Participants on windsurfing courses who might normally be expected to change into and out of wetsuits at the sailing area should be warned of this in advance

### 2.11. Shore based teaching facilities.

Adequate dry areas must be provided to give shelter in bad weather and to enable a comfortable environment for shore-based teaching. These areas should be appropriately furnished and equipped for this purpose.

## 2. Centre Operating Requirements (all centres)

### 2.12. Visual Aids

Visual aids appropriate to the level and type of courses being offered must be provided. At the most basic levels it is suggested that a black/white board and /or flip charts are permanently available. Consideration should be given to the provision of visual aids that may be used outside and afloat.

### 2.13. First Aid

- 2.13.1. A suitably equipped first aid box should be located in an easily accessible and clearly marked position onshore. Contents should comply with relevant legislation.
- 2.13.2. A first aid kit should be carried in each safety boat.
- 2.13.3. Details on the minimum contents for First Aid kits are included in Appendix 2
- 2.13.4. Procedures should be in place to ensure that all first aid kits are regularly checked and re-stocked.
- 2.13.5. A list of first aiders should be displayed in a prominent position.

### 2.14. VHF Radios

- 2.14.1. Where the operating / teaching area is out of sight of the shore-base, VHF radios must be provided and carried within the group.
- 2.14.2. VHF radios, if available, should be used by qualified operators. Attention is drawn to the requirement under law to have marine VHF radios properly licensed.

### 2.15. Use of Powerboats in ISA Training Centres

#### **Manning of Powerboats**

- 2.15.1. All persons driving powerboats at an ISA Training Centre must hold their ISA National Powerboat Certificate or equivalent.
- 2.15.2. All persons providing safety boat cover at an ISA Training Centre must hold either an ISA Safety Boat Certificate, an ISA Small Boat Sailing Scheme Instructor Certificate or equivalent.

#### **General**

- 2.15.3. All powerboats and engines must be in good condition, well-maintained and regularly serviced.
- 2.15.4. Boats should be equipped appropriately for their intended operating area and role.
- 2.15.5. All boats / engines must be fitted with effective "kill-cords".
- 2.15.6. Kill-cords must be used by anyone operating a powerboat boat.
- 2.15.7. Engines and fuel tanks must have an efficient and secure method of attachment to the boat.
- 2.15.8. Where carried, batteries must be adequately secured to the boat, protected from flooding and have their terminals protected.
- 2.15.9. Boats should be kept tidy with suitable storage / stowage provided for all equipment carried

## 2. Centre Operating Requirements (all centres)

### 2.16. Safety Boats

- 2.16.1. Safety boats must be of a suitable type and adequately manned and equipped for the type of activity being overseen. The operating area, usual prevailing conditions and the distance from the operating area to the shore base must have been taken into account.
- 2.16.2. Sufficient safety boats must be available to provide dedicated cover for all dinghy sailing and /or windsurfing courses in progress at any one time. These safety boats must be afloat and ready for immediate use whenever a training course is afloat.
- 2.16.3. Safety boats providing cover for more than one session or course must be wholly independent of all courses. It is not acceptable to expect the Instructors teaching on one session to also provide safety cover for another session or for sailors not directly under their supervision.
- 2.16.4. All persons providing safety boat cover at an ISA Training Centre must hold the ISA Safety Boat certificate, ISA Small Boat Sailing Scheme Instructor Certificate or equivalent.
- 2.16.5. Ideally safety boats will be manned by more than one person, however where the conditions allow and the coxswain has sufficient experience a Senior Instructor may authorise a boat to provide cover with a crew of only one.
- 2.16.6. Required ratios for safety boat cover are detailed in this manual under the *Operating Requirements* section appropriate to each activity.
- 2.16.7. During any notified inspection any safety craft not involved in the sessions being run should be afloat and available for inspection by the ISA Inspector.

## 2. Centre Operating Requirements (all centres)

### Safety Boat Equipment.

2.16.8. The provision of equipment to be carried in the safety boat will depend on a number of factors including the operating area and type of boat being used. This should be identified in the centres policies & procedures by way of a *Safety Craft Check List*.

2.16.9. The following list of equipment is the *minimum* that must be carried in all safety boats and boats used as teaching platforms.

#### **Anchor**

An anchor of suitable size & type fitted with sufficient chain & line for the operating area. It must be stowed either in a locker or container sufficient to hold both the anchor and line. If a container is used it must be secured to the boat in a manner that will prevent it moving around the boat.

**First aid kit** must as a minimum contain the following items;

- Protective Gloves
- Large field or ambulance dressings\*
- Triangular bandages\*
- Crepe Bandages
- Plastic Bivvy Bag

For a full list of recommended first aid Kits & contents see Appendix 2

\* It is recommended that these be individually vacuum packed, Most good local supermarkets will oblige.

**Towing warps** including;

- 1 long floating warp for towing astern
- At least 2 other warps suitable for rigging an alongside tow.
- Method of attaching towing warps to transom. This system must allow for quick & easy release in an emergency.

#### **Distress signals**

Visual distress signal(s) appropriate to the operating area must be carried. These may be in the form of flares or a large "Day-glo" flag.

#### **Fuel**

All fuel must be contained in ready to use cans. These must be attached to the boat to prevent movement when under way.

**Alternative means of propulsion** appropriate to the boat and operating area.

The following items may also be required;

#### **VHF Radio**

Required where the safety boat is operating out of sight of the base.

**Engine** and ancillary equipment, where this is not normally carried on the boat (e.g. Keelboats providing their own safety cover)

## 2. Centre Operating Requirements (all centres)

### 2.17. Clothing

- 2.17.1. It should be made clear in the course joining instructions what the participant is expected to provide in terms of their own protective clothing, including footwear and personal buoyancy.
- 2.17.2. Centres other than sailing clubs are expected to provide appropriate protective clothing. Where this is the case;
  - sufficient numbers and range of sizes should be provided for these activities as appropriate.
  - All clothing must be clean and in good condition
  - An efficient system of rinsing and drying after use should be seen to be in operation.
- 2.17.3. Suitable footwear should be worn while afloat. However, the practice of wearing “old runners” is discouraged as participants rarely find this comfortable.
- 2.17.4. Where participants are expected to provide their own equipment, procedures must be in place to ensure that this equipment is suitable and adequate.

### 2.18. Personal Flotation Devices

- 2.18.1. Unless otherwise indicated in the course joining instructions, sufficient, appropriate, Personal Flotation Devices (PFDs) in an appropriate range of sizes must be available for all course members.
- 2.18.2. If PFDs are not provided by the centre, appropriate procedures must be in place to ensure that participants provide their own PFDs, that these are of an appropriate type and fit and they are fit for their intended use.
- 2.18.3. If courses are offered to non swimmers suitable lifejackets providing at least 150N of permanent buoyancy must be provided and their use required.
- 2.18.4. All PFDs used in an ISA Training Centre must conform to EU regulations and have the appropriate ISO or CE mark.
- 2.18.5. PFDs must be worn correctly by all course members and Instructors when afloat unless otherwise indicated in the relevant *Standard Operating Procedures* detailed in this booklet.
- 2.18.6. A system for identifying the age and fitness for use for each PFD, must be in place.

### 2.19. Equipment hire

The ISA encourages Training Centres to make boats, boards and equipment available for use outside of designated training courses, as a means of increasing access to the water for those who do not own their own boat / board.

- 2.19.1. When equipment is being made available for use on site, organisations must ensure that;
  - There are appropriate procedures in place to ensure that anyone hiring or using equipment has a level of competency appropriate to the equipment being used and expected conditions.
  - Safety cover is provided according to ISA guidelines.
  - There is a Senior Instructor on site when participants are afloat.
  - Appropriate procedures are in place to ensure that anyone using equipment has appropriate protective clothing prior to going afloat.

## **2. Centre Operating Requirements (all centres)**

2.19.2. When equipment is being hire for use offsite, there must be appropriate procedures in place to ensure that any one hiring equipment has a level of competency appropriate to the equipment being used.

### **2.20. Use of participants own boat**

Where participants are using their own boat(s) on a training course the following procedures must be in place;

2.20.1. Boats and equipment must conform to the relevant sections of these requirements. Procedures must be in place to inspect boats prior to use to ensure that this is the case.

2.20.2. Unless otherwise covered by the Centres own insurance, the Centre must have written confirmation from the owner that the boats carry Marine Liability Insurance for no less than with a limit of indemnity of not less than €1,300,000 and that this covers the boat while engaged in the training course.

2.20.3. Where it is expected that instructors or course participants other than the owner of the boat will be using or in charge of the boat at any time;  
- the owner must be made aware of this.  
- The owner must declare that the Marine Liability Insurance will remain in effect when the owner is not in charge of the boat.

2.20.4. Training Centres other than Sailing Clubs are unlikely to be accredited to run ISA Training courses solely on the basis of using participants own boats.

### **2.21. Centres Operating outside of Republic of Ireland.**

2.21.1. ISA Training Centres operating outside of the Republic of Ireland must ensure that they conform fully with all aspects of those regulations which apply within the jurisdiction they are operating in. ISA accreditation of Training Centres does not imply that this is the case. In addition the centre must comply in spirit with those regulations which apply to boating & marine activities run in Ireland.

2.21.2. Training Centres operating outside of island of Ireland may be subject to additional fees / charges. The process for determining these fees or charges will be agreed with the centre prior to accreditation. All fees are payable in Euro.

### 3. Small Boat Sailing Scheme

#### Operating requirements for centres.

#### 3.

##### 3.1. Sailing Boats

- 3.1.1. All sailing boats used must be in a sound, sea worthy condition and should be appropriate for levels of courses for which recognition is sought.
- 3.1.2. Hulls should be well maintained in a good state of repair, with all fittings in good working order.
- 3.1.3. Boats should be fitted with sufficient, appropriate buoyancy.
- The organisation should have in place procedures to ensure that buoyancy is sufficient and effective.
- Centre Inspectors may request that a boat's buoyancy be assessed by capsizing it for ten minutes on each side, with normal crew weight aboard, followed by examination of any integral tanks for ingress of water.
- 3.1.4. Standing and running rigging should be well-maintained and in a good state of repair. There should be no protruding strands in wire rigging and all shroud pins and split rings should be taped. All halyards should be of sufficient length and in good condition. Sheets should be of sufficient length and appropriate diameter and material.
- 3.1.5. All sailing dinghies and catamarans must have a suitable painter permanently rigged. This must be attached to a suitable strong point on the boat and be capable of being led from / through an appropriate fitting on the bow.
- 3.1.6. All sails, including heavy-weather sails, must be in good condition and in good state of repair. Where appropriate battens should be fitted and sails should be capable of being reefed afloat.

##### 3.2. Equipment

- 3.2.1. Trapeze harnesses should be provided for use on trapeze dinghies on *Improving Skills* and above and for catamarans at *Start Sailing* and above.
- 3.2.2. An adequate number of trolleys and / or trailers must be available where boats are to be launched or recovered during the course. These must be in good working order.

##### 3.3. Clothing

- 3.3.1. The centre must have in place a policy to ensure that participants wear clothing appropriate to their activity and the prevailing conditions.
- For sailing dinghies and catamarans this means either wet or dry suits.
  - For day boats and keelboats this means appropriate warm clothing and waterproofs.
- 3.3.2. Suitable secure footwear must be worn by sailors and Instructors. Not "flipflops".

##### 3.4. Personal Flotation Devices

Appropriate PFDs must be worn correctly by all course members, including Instructors, when afloat.

### 3. Small Boat Sailing Scheme

#### Operating requirements for centres.

##### 3.5. Instructional Staff

3.5.1. All courses must be supervised by an ISA Senior Instructor with either their dinghy, catamaran or keelboat instructor endorsement depending on the type of boat(s) being used. The SI must be present while participants are afloat.

3.5.2. Qualifications required by Instructors to run courses

SBSS Course	Instructor Qualification required
Taste of Sailing	Sailing Instructor (Dinghy)
Start Sailing	Sailing Instructor (Catamaran)
Basic Skills	Sailing Instructor (Keelboat)
Improving Skills	As appropriate.
Advanced Boat Handling	Dinghy, Keelboat or Catamaran Instructor as appropriate (pre 2009)
Kites & Wires 1	Kites & Wires Instructor Adventure Instructor Club Racing Instructor Advanced Instructor (pre 2009)
Kites & Wires 2	Kites & Wires Instructor Advanced Sailing Instructor (pre 2009)
Kites & Wires 2	Kites & Wires Instructor
Adventure 1	Adventure Sailing Instructor Advanced Sailing Instructor (pre 2009)
Adventure 2	Adventure Sailing Instructor
Go Racing 1	Club Racing Instructor Racing Instructor (pre 2009)
Go Racing 2	Club Racing Coach

Cara na Mara (All levels)	Sailing Instructor (Dinghy)  Dinghy, Keelboat or Catamaran Instructor as appropriate (pre 2009)  <i>Shore based sessions that do not include sailing / safety related outcomes may be run by anyone who has undertaken appropriate orientation training with the organisations Senior Instructor (Sailing).</i>
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### 3. Small Boat Sailing Scheme

#### Operating requirements for centres.

##### Sailing Course Assistants

At centres where Sailing Course Assistants are used, their training and assessment must be conducted in accordance with the syllabus given in the ISA Instructor Handbook. Certificates are available from the ISA Office and should be issued by the Centre Principal. This certificate is valid only for the centre at which it was issued.

Assistants may not be given charge of single-handed groups but may assist Instructors who are leading such groups. Sailing Course Assistants may teach up to and including Improving Skills course in crewed boats, under the supervision of a Senior Instructor.

Where Assistant Instructors are teaching in crewed boats, they may not form more than 50% of the training force.

##### Non ISA Instructors

Where a centre wishes to use Instructors who have qualifications other than ISA qualifications they should contact the ISA office

#### 3.6. Teaching Ratios

<b>Sailing Dinghies</b>	Single Handers (e.g. Topper, Laser)	Double Handers (e.g. 420, Pico)	Others (e.g. Wayfarer, G.P.14)
Taste of Sailing	1:6 in 6 boats (1:8 in 8 boats) <sup>1</sup>	1:6 in 3 boats (1:8 in 4 boats) <sup>1</sup>	1:3 in 1 boats (1:6 in 2 boats) <sup>1</sup>
Start Sailing			
Basic Skills			
Improving Skills	1:10 in 10 boats	1:12 in 6 boats	1:12 in 4 boats
Advanced Boat Handling	1:10 in 10 boats	1:12 in 6 boats	1:12 in 4 boats
Adventure 1 & 2			
Kites & Wires 1 & 2			
Go Racing 1 & 2			

<b>Sailing Keelboats</b>	Keelboats
Taste of Sailing	1:5 in 1 boat <sup>2</sup> (1:8 in 2 boats) <sup>1</sup>
Start Sailing	
Basic Skills	
Improving Skills	1:12 in 4 boats
Advanced Boat Handling	1:12 in 4 boats
Adventure 1 & 2	
Kites & Wires 1 & 2	
Go Racing 1 & 2	

### 3. Small Boat Sailing Scheme

#### Operating requirements for centres.

	Instructor ratios for Keelboats depend largely on the type of boat being used. The centre should declare what ratio it uses to the ISA and in its written Centre Operating Procedures. The ratios used should allow for all participants to maintain an active role on board and should not exceed 5 students per boat.
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Cara na Mara	Single Handers (e.g. Optimist, Topper)	Double Handers (e.g. Topaz, Pico)	Others (e.g. Wayfarer, G.P.14)
Otters	1:6 in 6 boats (1:8 in 8 boats) <sup>1</sup>	1:6 in 3 boats (1:8 in 4 boats) <sup>1</sup>	1:3 in 1 boats (1:6 in 2 boats) <sup>1</sup>
Seals			
Dolphins			
Orcas			
<i>Shore based sessions that do not include sailing / safety related outcomes may be run by anyone who has undertaken appropriate orientation training with the organisations Senior Instructor (Sailing).</i>			

<sup>1</sup> (Includes qualified Assistant Instructor)

<sup>2</sup> Depending on capacity of boat

*Note:-* The ratios set out above are the maximum permitted for use on courses at ISA recognised centres. However where and when operating conditions require they may well need to be reduced. This decision should be made by the Senior Instructor or Centre Principal in conjunction with the instructor running the session. In doing so they must have taken into account the abilities / capabilities of the participants, instructors and the equipment being used and the prevailing local conditions on any particular day.

In addition to the requirements for instructor ratios there are minimum requirements for safety boat cover as detailed below and in 3.8 of these notes.

The ISA reserves the right to specify the maximum ratios to be used by a centre if it feels that those being used by a centre are inappropriate. These may be different from those listed above.

#### 3.7. Boat spaces & occupancy

All participants booked onto ISA courses must have a place in a sailing boat.

Furthermore;

- The use of single-handed boats such as Toppers, Optimists and Lasers as double-handed boats is discouraged and only allowed where the sailors are small enough to comfortably sit side by side in the cockpit of the boat.
- The use of double-handed dinghies such as the Mirror, Topaz or Pico for more than two sailors is discouraged and only allowed where the sailors are small enough to comfortably sit side by side in the cockpit of the boat.
- When dinghies are used as double-handed boats, jibs should be used where conditions allow.

### 3. Small Boat Sailing Scheme

#### Operating requirements for centres.

##### 3.8. Safety Boat Cover

- 3.8.1. The maximum ratio of safety boats to sailing boats is 1 :10
- 3.8.2. Where a safety boat is providing cover for more than one course or type of activity the following conditions will apply;
- The safety boat must be operating independently from the courses or activity. In other words the safety boat driver cannot be instructing on any of the courses.
  - All the boats being covered must be sailing in a designated area and visible to the safety boat/s at all times.
- 3.8.3. On Go Racing 1 & 2 and on Adventure 1 & 2 the instructor may dispense with the safety boat, for all or part of a session. However conditions for doing so must be laid down in the organisations operating procedures. This criteria must include but may not necessarily be limited solely to;
- Requiring authorisation to be given by the Senior Instructor.
  - Detailing systems for ensuring the availability and methods for contacting support should it be required.
  - Detailing systems for ensuring adequate safety equipment and spares are carried on the session.
  - Detailing systems for ensuring that all participants and instructors carry / wear adequate personal equipment and clothing for the session.
  - Detailing systems for ensuring that all participants and instructors have adequate levels of skill and experience necessary for the session.
- Note that due to a potential increased risk of entrapment, motorised safety cover must be provided for sailing dinghies and catamarans being used on Kites & Wire courses.
- 3.8.4. The requirements for safety boat cover for keelboat fleets are the same as for dinghies. However, the safety cover may be provided by sailing boats engaged on the same course of instruction, provided that;
- There is an instructor (with keel boat endorsement) on board the boat classified as the safety boat
  - That the “safety boat” boat fulfils the ISA requirements for safety boats included in section 2.16 of these notes
  - The “safety boat” is fitted with an appropriate engine.

## **4. Go! Windsurfing Scheme Operating Requirements for Centres**

### **4.**

#### **4.1. Boards & Rigs**

- 4.1.1. Sufficient appropriate equipment must be available for all levels of courses being offered. Guidelines on the types of boards and rigs acceptable are published in the Go! Windsurfing Instructor Handbook.
- 4.1.2. Fin sizes should be appropriate to the board / rig combination and should suit the course being offered.
- 4.1.3. All boards must have an efficient non-slip surface.
- 4.1.4. Boards and rigs should be stored so that they are easily accessible to students. If storage is not easily accessible, then acceptable alternative arrangements must be made.
- 4.1.5. Boards must be in good condition. Particular attention should be paid to the mast track and foot pedal mechanism (if fitted), fin box, overall hull condition and weight.
- 4.1.6. All rigs must be in good condition.
- 4.1.7. Sails should be of a suitable design for the course being taught, be of sound construction and free of tears.
- 4.1.8. Booms should;
  - Be a suitable length for the sail
  - Have an efficient method of attachment to the mast (clamps preferred)
  - Be covered with a suitable well-maintained grip
  - Have harness lines fitted
  - Be of lightweight construction
- 4.1.9. Outhaul systems should have an efficient quick release for self-rescue.
- 4.1.10. Masts should be of a suitable length and material, water-tight, fitted with mast bungs and be well-maintained.
- 4.1.11. Mast feet must provide a reliable, secure fixing to the board. The universal joint must be sound.
- 4.1.12. All ropes / lines must be of suitable diameter and material and should be in good condition.
- 4.1.13. Uphaul ropes must be attached to the mastfoot.

#### **4.2. Equipment**

- 4.2.1. Where simulators are used they must be in good state of repair, stable, low, well-damped and safe to use. The board used on the simulator should be representative of the type used afloat and should have a good, non-slip surface.
- 4.2.2. Harnesses must be available for all participants and in a suitable range of sizes.

#### **4.3. Clothing**

The centre must have in place a policy to ensure that participants wear clothing appropriate to their activity and the prevailing conditions. For windsurfing this means wetsuits and booties

## 4. Go! Windsurfing Scheme Operating Requirements for Centres

### 4.4. Personal Flotation Devices

Appropriate PFDs must be worn correctly by all course participants until they can demonstrate that they can confidently waterstart on both tacks. After this the use of PFDs, while remaining strongly recommended, may become a matter of personal choice only where a centre chooses to allow this.

Children (under 18s) must wear PFDs while afloat on all windsurfing courses

PFDs must be worn by instructors on all Get Up and Go! And Go4it! Modules

PFDs used must conform to at least EN 393 (having at least 50N of buoyancy) as indicated by the appropriate CE mark. Harnesses are not an appropriate substitute unless they indicate that they conform to EN 393.

### 4.5. Instructional Staff

4.5.1. From 1/5/09 all courses must be supervised by an ISA Senior Instructor. This SI must be present at all times when participants are afloat.

4.5.2. From 1/5/10 all courses must be supervised by an ISA Senior Instructor (Windsurfing). This SI must be present at all times when participants are afloat.

4.5.3. Qualifications required by Instructors to run courses

Go! Windsurfing Modules		Instructor Qualification required
Get up & Go! Modules		Go! Windsurfing Instructor
Go4it! Modules		
Go! with Style;	Waterstart Coastal Windsurfing Planing Gybes Planing tacks Select an Area Boards & Rigs	Go! with Style Instructor
	Jumps	Go! with Style Jump Instructor
	Wave Riding	Go! with Style Wave Riding Instructor
	Freestyle	Go! with Style Freestyle Instructor

## 4. Go! Windsurfing Scheme Operating Requirements for Centres

### 4.6. Teaching Ratios

	Ratio of instructors to participants
Get Up & Go!	1 : 3
Go4it!	1 : 6
Go! with Style	1 : 8
<p><i>Note:-</i> The ratios set out above are the maximum permitted for use on courses at ISA recognised centres. However where and when operating conditions require they may well need to be reduced. This decision should be made by the Senior Instructor or Centre Principal in conjunction with the instructor running the session. In doing so they must have taken into account the abilities / capabilities of the participants, instructors and the equipment being used and the prevailing local conditions on any particular day.</p> <p>In addition to the requirements for instructor ratios there are minimum requirements for safety cover as detailed below and in 3.8 of these notes.</p> <p>The ISA reserves the right to specify the maximum ratios to be used by a centre if it feels that those being used by a centre are inappropriate. These may be different from those listed above.</p>	

### 4.7. Safety Cover

- 4.7.1. Arrangements to provide safety cover for all windsurfers afloat must be in place. These must reflect the operating area, operating conditions and competency / experience of the sailors.
- 4.7.2. An appropriate means of recalling sailors to the beach or launch area should be in place.
- 4.7.3. Where safety boats are used
- 4.7.3.1. The maximum ratio of safety boats to windsurfers is 1 :12
- 4.7.3.2. Where a safety boat is providing cover for more than one course or type of activity the following conditions will apply;
- The safety boat must be operating independently from the courses or activity. In other words the safety boat driver cannot be instructing on any of the courses.
  - All the sailors being covered must be sailing in a designated area and visible to the safety boat/s at all times.

## 5. National Powerboat Training Scheme Operating Requirements for Centres

### 5.

#### 5.1. Boats & equipment

- 5.1.1. Boats used for powerboat tuition must be of an appropriate type for;
  - Their intended operating area
  - Those ISA courses on offer
- 5.1.2. Ideally, planing and displacement as well as console and tiller controlled boats should be available.
- 5.1.3. Those boats used for powerboat tuition must be identified to the ISA by being included on the *ISA Centre Inspection Form*
- 5.1.4. All powerboats and engines must be in good condition, well-maintained and regularly serviced.
- 5.1.5. Boats should be equipped appropriately for their intended operating area and role.
- 5.1.6. All planing boats / engines must be fitted with effective engine “kill-cords”.
- 5.1.7. Kill-cords must be used by anyone operating a planing powerboat boat.
- 5.1.8. Engines and fuel tanks must have an efficient and secure method of attachment to the boat.
- 5.1.9. Where carried, batteries must be adequately secured to the boat, protected from flooding and have their terminals protected.
- 5.1.10. Boats should be kept tidy with suitable storage / stowage provided for all equipment carried.
- 5.1.11. The throttle and engine kill switch should be within easy reach of the Instructor while engine(s) are running

#### 5.2. Equipment

There must be a road trailer available and in good working order for use on launch and recovery. All trolleys and trailers used must be in good working order.

#### 5.3. Clothing

The centre must have in place a policy to ensure that participants wear clothing appropriate to their activity and the prevailing conditions. For powerboats this either;

- A wetsuit combined with an appropriate windproof outer layer,
- A drysuit or
- Appropriate warm clothing and waterproofs.

#### 5.4. Personal Flotation Devices

Appropriate PFDs aids must be worn correctly by all course members, including Instructors, when afloat.

On Advanced Powerboat courses these are full “lifejackets” with at least 150 Newtons of buoyancy fitted with a light of an approved type.

## 5. National Powerboat Training Scheme Operating Requirements for Centres

### 5.5. Instructional staff

5.5.1. All courses must be supervised by an ISA Senior Instructor (Powerboat). This SI must be present at all times when participants are afloat.

5.5.2. Qualifications required by Instructors to run courses

NPBTS Course	Instructor Qualification Required
Introduction to Powerboating	ISA Powerboat Instructor
National Powerboat Certificate	
Safety Boat Certificate	ISA Safety Boat Instructor
Dive boat Coxswain Certificate	ISA Dive Boat Instructor
Recreational Powerboat Certificate	ISA Recreational Powerboat Instructor
Advanced Powerboat Certificate	ISA Advanced Powerboat Instructor

### 5.6. Teaching ratios

Introduction to Powerboating	1 Instructor : 3 Participants (No more that 3 students per boat)
National Powerboat Certificate	
Safety Boat Certificate	Where only 1 boat is used 1 Instructor : 4 Participants, Otherwise 1 Instructor : 6 Participants in no more than 3 powerboats with no more that 3 students per boat
Recreational Powerboat Certificate	
Diveboat Coxswains Certificate	
Advanced Certificate	
<p><i>Note:-</i> The ratios set out above are the maximum permitted for use on courses at ISA recognised centres. However where and when operating conditions require they may well need to be reduced. This decision should be made by the Senior Instructor or Centre Principal in conjunction with the instructor running the session. In doing so they must have taken into account the abilities / capabilities of the participants, instructors and the equipment being used and the prevailing local conditions on any particular day.</p> <p>The ISA reserves the right to specify the maximum ratios to be used by a centre if it feels that those being used by a centre are inappropriate. These may be different from those listed above.</p>	

### 5.7. Safety Boat Courses

It is unlikely that centres which are not attached to dinghy sailing or windsurfing clubs or larger dinghy sailing and windsurfing training centres will be recognised to train and assess candidates for the Safety Boat Certificate.

5.7.1. Centres running Safety Boat courses must have available a suitable range of boats on which to practice. The minimum acceptable will be;

- 1 single-handed sailing dinghy
- 1 double or multi- handed sailing dinghy
- 1 modern windsurf board & rig
- 1 kayak with enclosed cockpit

## 5. National Powerboat Training Scheme Operating Requirements for Centres

### 5.8. Recreational Powerboat Courses

5.8.1. The following equipment must be available and in good working order

- Towed inflatable device (Banana, donut etc.)
- Floating towline for use with above
- Floating ski line with handle
- PFD(s) approved for use for waterskiing
- Fishing Rod(s)
- Boarding Ladder
- GPS
- Steering Compass
- Hand bearing Compass

5.8.2. The centre should be able to provide or demonstrate the following,

- A supply of suitable navigation equipment & aids and a method of weatherproofing these.
- A documented procedure for passage planning and written procedures to be followed in the event of a boat becoming overdue.

### 5.9. Diveboat Coxswains Course

It is unlikely that centres which are not attached to a diving club or school will be recognised to train and assess candidates for the Diveboat Coxswain Certificate.

5.9.1. Centres running Diveboat Coxswain training course must be able to provide;

- Suitable diveboat
- Fully equipped diver
- Surface marker buoys
- Shot line
- Decompression stops
- Oxygen administration kit (may be simulated if clearly marked as such)

### 5.10. Advanced Powerboat Courses.

5.10.1. The boat used must be a sea going planing boat, usually a R.I.B. provided with the following equipment:

- Compass (fitted with light)
- GPS
- Lights conforming to IRPCS
- VHF Radio
- Anchor of suitable size with sufficient chain & cable
- Towline
- Torch
- Basic tool Kit & appropriate spares
- Heaving line
- Paddles (Min. 2)
- Flares, 2 hand held red, 2 orange smoke, 2 parachute
- Sea Anchor / drogue
- Life jacket (150 Newton or greater) fitted with a light of approved type for each crew member

## 5. National Powerboat Training Scheme Operating Requirements for Centres

- 5.10.2. If the boat is to operate on its own, i.e. not in the immediate company of another boat engaged on the same course of instruction there is the requirement for the following.
- Either twin engines and the following;
    - If using a built in fuel tank, an alternative fuel supply for at least one of the engines.
    - If electric start then the engines must have individual batteries and/or a demonstrable method of manually starting the engines.
- Or
- To carry a spare engine of at least 1Hp per meter of boat length. This must have its own separate fuel supply and be stowed in a manner that will prevent damage to the boat and its occupants and will prevent the engine becoming inoperable if the boat is swamped.
- 5.10.3. In addition the centre should be able to provide or demonstrate the following,
- A supply of suitable navigation equipment & aids and a method of weatherproofing these.
  - A documented procedure for passage planning and written procedures to be followed in the event of a boat becoming overdue.

## 6. Inland Waterways Motorboat Training Scheme Operating Requirements for Centres

### 6.

#### 6.1. Administration

In addition to all other administration requirements set out in these notes Training Centres offering the Inland Waterways Motor Boat Training Scheme must have in place procedure to ensure that;

##### 6.1.1. Records

Details of participants and instructors, including names and emergency / next of kin contact details must be kept on board and with a responsible person ashore for use in an emergency.

##### 6.1.2. Embarkation briefing

The centre must have a standard safety briefing which must be provided to participants upon embarkation. This should include, but not necessarily limited to,

- Rules with regard to use of PFDs
- How to fit, use and stow PFDs
- Procedures to be used in the event of an onboard fire
- Procedures to be used when abandoning ship
- Location and function of emergency exits
- Procedures to be used to indicate distress

##### 6.1.3. The boats details must be registered with ISA Safetynet or The Irish Coast Guard's small vessel safety registration scheme

#### 6.2. Boats & equipment

Requirements for boats and equipment used on the Inland Waterways scheme are detailed in a separate publication available from the ISA Office.

#### 6.3. Clothing

The centre must have in place a policy to ensure that participants wear clothing appropriate to their activity and the prevailing conditions. For Inland Waterways Motor Boat Courses this is waterproofs and appropriate footwear.

#### 6.4. Personal Flotation Devices

Appropriate PFDs must be worn by all course members, including instructors, when on deck while underway.

## 6. Inland Waterways Motorboat Training Scheme Operating Requirements for Centres

### 6.5. Instructional staff

6.5.1. All courses must be supervised by an ISA Senior Instructor (IW Motorboat). This SI must be present at all times when participants are afloat.

6.5.2. All courses must be taught by an ISA Inland Waterways Motor Boat Instructor.

### 6.6. Teaching ratios

IWMTS Crews Certificate IWMTS Skippers Certificate	1 Instructor : 3 Participants on 1 boat
<i>Note:-</i> The ratios set out above are the maximum permitted for use on courses at ISA recognised centres. However where and when operating conditions require they may well need to be reduced. This decision should be made by the Senior Instructor or Centre Principal in conjunction with the instructor running the session. In doing so they must have taken into account the abilities / capabilities of the participants, instructors and the equipment being used and the prevailing local conditions on any particular day.	
The ISA reserves the right to specify the maximum ratios to be used by a centre if it feels that those being used by a centre are inappropriate. These may be different from those listed above.	

## 7. Personal Watercraft Training Scheme Operating Requirements for Centres

### 7.

#### 7.1. PWCs & equipment

##### 7.1.1. All PWCs used for tuition must;

- Be of an appropriate type for their intended operating area
- Be in good condition, well-maintained and regularly serviced.
- Be equipped appropriately for their intended operating area and role.

##### 7.1.2. All PWCs must be must be fitted with effective engine “kill-cords”. These must be used by anyone operating a PWC.

#### 7.2. Equipment

There must be sufficient, suitable trailers or trolleys to launch and recover PWCs. These must be suitable and in good working order

#### 7.3. Clothing

The centre must have in place a policy to ensure that participants wear clothing appropriate to their activity and the prevailing conditions For PWC this either;

- A wetsuit combined with an appropriate windproof outer layer or
- A drysuit.

#### 7.4. Personal Flotation Devices

Appropriate PFDs must be worn correctly by all course members, including instructors, when afloat. On PWC training courses PFDs used must be specifically designed for use by PWC users or water skiers.

#### 7.5. Instructional staff

##### 7.5.1. All courses must be supervised by an ISA Senior Instructor (PWC). This SI must be present at all times when participants are afloat.

##### 7.5.2. All courses must be taught by an ISA Personal Watercraft Instructor.

#### 7.6. Teaching ratios

PWC Certificate	1 Instructor : 6 Participants on no more than 3 PWCs with no more that 2 students per machine
<i>Note:-</i> The ratios set out above are the maximum permitted for use on courses at ISA recognised centres. However where and when operating conditions require they may well need to be reduced. This decision should be made by the Senior Instructor or Centre Principal in conjunction with the instructor running the session. In doing so they must have taken into account the abilities / capabilities of the participants, instructors and the equipment being used and the prevailing local conditions on any particular day.	
The ISA reserves the right to specify the maximum ratios to be used by a centre if it feels that those being used by a centre are inappropriate. These may be different from those listed above.	

## 7. Personal Watercraft Training Scheme Operating Requirements for Centres

### 7.7. Safety Cover

7.7.1. Where only one PWC is being used on a course another PWC or powerboat must be available to provide safety cover.

Where two or more PWCs are being used on the course they may provide safety cover for one another provided one machine is equipped according to the requirements for ISA Safety Boats detailed in section 2.16

7.7.2. The maximum ratio of Safety Boats to PWCs is 1:6

7.7.3. Where a safety boat is being used and it is providing cover for more than one course or type of activity the following conditions will apply;

- The safety boat must be operating independently from the courses or activity. In other words the safety boat driver cannot be instructing on any of the courses.
- All the boats being covered must be operating in a designated area and visible to the safety boat/s at all times.

## **8. National Cruising Scheme Operating Requirements for Sea Based Training Centres**

**8.**

### **8.1. Administration**

In addition to all other administration requirements set out in these notes Training Centres offering the Cruising Scheme must have in place procedure to ensure that;

#### **8.1.1. Records**

Details of participants and instructors, including names and emergency / next of kin contact details must be kept on board and with a responsible person ashore for use in an emergency.

#### **8.1.2. Embarkation briefing**

The centre must have a standard safety briefing which must be provided to participants upon embarkation. This should include, but not necessarily limited to,

- Rules with regard to use of PFDs and safety harnesses
- How to fit, use and stow PFDs and safety harnesses
- Procedures to be used in the event of an onboard fire
- Procedures to be used when abandoning ship
- Location and function of emergency exits.
- Procedures to be used to indicate distress

8.1.3. The boats details must be registered with ISA SafetyNet or The Irish Coast Guard's small vessel safety registration scheme

### **8.2. Boats & equipment**

Requirements for boats and equipment used on the Cruising Scheme are detailed in separate publication which is available from the ISA Office.

### **8.3. Clothing**

The centre must have in place a policy to ensure that participants wear clothing appropriate to their activity and the prevailing conditions. For cruising courses this is waterproofs and appropriate footwear.

### **8.4. Personal Flotation Devices**

Appropriate PFDs must be worn by all course members, including instructors, when on deck and underway. These must be at least 150N lifejackets and must be fitted with a light. It is strongly recommended that centres use PFDs that are also approved safety harnesses.

## 8. National Cruising Scheme

### Operating Requirements for Sea Based Training Centres

#### 8.5. Instructional staff

All courses must be supervised by an ISA Yachtmaster Instructor.

#### 8.6. Teaching ratios

Helmsman's Certificate	1 Instructor : 3 Participants on 1 boat
Competent Crew Day Skipper (Sail) Yachtmaster Coastal (Sail)	1 Instructor : 5 Participants on 1 boat
Day Skipper (Motor) Yachtmaster Coastal (Motor)	1 Instructor : 4 Participants on 1 boat
<i>Note:-</i> The ratios set out above are the maximum permitted for use on courses at ISA recognised centres. However where and when operating conditions require they may well need to be reduced. This decision should be made by the Senior Instructor or Centre Principal in conjunction with the instructor running the session. In doing so they must have taken into account the abilities / capabilities of the participants, instructors and the equipment being used and the prevailing local conditions on any particular day.	
The ISA reserves the right to specify the maximum ratios to be used by a centre if it feels that those being used by a centre are inappropriate. These may be different from those listed above.	

## **9. National Cruising Scheme Operating Requirements for Shore Based Training Centres**

9

### **9.1 Administration Requirements**

#### 9.1.1 Details of courses.

Where possible, Principals must notify the ISA of any course it intends running over the next 12 months before the end of June each year.

The ISA must be notified of all planned courses at least one month prior to the course starting.

#### 9.1.2 Records

Principals must keep records of the following:

- Names of all participants on courses.
- Names of all people receiving certification and level of certification.
- Details of all Instructors and venues used on each course.

These records must be available for inspection by the ISA.

#### 9.1.2 Reports

Course providers will be required to submit to the ISA the following details for each course;

- Number enrolled
- Numbers completing
- Number of certificates issued

These details must be submitted on the appropriate form upon completion of each course.

#### 9.1.2 Course Packs

Certificates will only be issued to centres using ISA packs.

Yachtmaster packs must be ordered at least one month before the course is due to start. Failure to do so may mean that the packs will not be available for the start of the course.

### **9.2 Facilities & equipment**

The venue in which the course is run must provide a comfortable and appropriate learning environment. In particular;

- It must be of an appropriate temperature
- It must be clean
- It must be suitably lit
- It must be of a suitable size for the number of course participants and should allow for the instructor to move freely between participants.
- Suitable tables / desks and chairs must be provided.
- It should be free from obvious distractions such as noise or people passing through the room.

### **9.3 Instructor Qualifications**

9.3.1 ISA Yachtmaster Coastal & Offshore Shorebased courses may be provided by;  
ISA Yachtmaster Instructor or ISA Yachtmaster Offshore Shorebased Instructor

9.3.2 ISA Yachtmaster Ocean Shorebased courses may be provided by;  
ISA Yachtmaster Ocean Shorebased Instructor

## **9. National Cruising Scheme**

### **Operating Requirements for Shore Based Training Centres**

9.3.3 Attendance at the annual ISA Shorebased Instructor Seminar is mandatory for all Shorebased Instructors.

## 10. ICC Test Centres

### Operating Requirements for Centres

#### 10.

##### 10.1 Recognition Criteria

Previously accredited ISA Training Centres may apply to the ISA to become accredited to run any of the ICC Direct Assessments. The type of craft they are permitted to run assessments in will be specified and will usually coincide with their existing recognition status.

##### 10.2 Instructors

10.2.1 Water based assessments may only be run by Instructors qualified to teach in the type of boat in which the assessment is being run. These are;

	Power	Sail	
Open powerboat	✓		Powerboat Instructor
Motor Cruiser (Coastal)	✓		Cruising Instructor (Motor)
Motor Cruiser (Inland)	✓		IWMB Instructor
Sailing Yacht (with ancillary engine)	✓	✓	Cruising Instructor (Sail)
Keelboat		✓	Keelboat Instructor
Sailing Dinghy		✓	Dinghy Instructor

10.2.2 Any ISA qualified Instructor may supervise and mark the ICC shorebased assessments.

10.2.3 The Centre Principal as well as the Instructor must sign off all completed assessments.

##### 10.3 Records

Records of all assessments run whether water based or shorebased must be kept for at least 5 years. These must be available for inspection by the ISA.

##### 10.4 Training

The ISA may require Centre Principals of accredited ICC Test Centres, or their representatives, to attend training and / or briefings prior to recognition and on other occasions. Notice of these will be provided in writing to the Centre Principal

##### 10.5 Fees

The ISA will charge a fee for recognition as an ISA ICC Test Centre.

##### 10.6 Withdrawal of recognition

Authorisation to run the ICC Direct Assessment may be withdrawn by the ISA's Director of Training where;

- It is brought to the attention of the ISA that the certificate is being brought into disrepute.
- ISA RTE status is withdrawn from the organisation for whatever reason.

The same protocols will be used as for the withdrawal of ISA recognition

# 11. Offshore Personal Survival Training Course. Operating Requirements for Centres

## 11

### 11.1 Instructional Staff

11.1.1 All courses must be lead by an ISA Offshore Survival Instructor  
Where necessary they may be assisted by MNTB Personal Survival Techniques Instructor(s)

### 11.2 Class Size & Teaching ratios

The maximum class size is 20. Minimum number for the class is six.  
Teaching ratios nor to exceed one instructor to eight participants

### 11.3 Facilities and equipment

11.3.1 A suitable classroom is required with desks or tables and chairs. It should be possible to move the furniture around so that a variety of room arrangements can be used. Ideally, extra rooms will be available for when the class is split into groups, since each group should have a separate space in which to work.

11.3.2 The main room should be provided with the following equipment:

- a whiteboard or blackboard
- a flip chart
- writing materials for trainees
- a reflective screen designed for use with the computer projector
- adequate electric sockets located so that the equipment can be positioned safely.

and either

- an overhead projector (OHP) for transparencies

or

- a computer projector & PC

A means of playing video and / or DVD as appropriate should be available. This may be a player compatible with the computer projector or a separate TV.

11.3.3 All group rooms should be provided with a table and chairs and some form of board and writing materials.

11.3.3.1 A video camera may be useful and should be compatible with the computer projector or alternatively must produce video tapes compatible with the video tape player.

11.3.3.2 A warm-water swimming pool with all appropriate safety equipment, personnel and facilities making it suitable for demonstration and training with lifejackets and liferafts. A wave-generator provides added realism.

11.3.3.3 A life raft must be available.

11.3.3.4 An 8 man raft is the maximum size permitted. The number of students must not exceed the capacity of the liferaft(s).

11.3.7 An outdoor location with appropriate safety equipment, personnel and facilities making it suitable for demonstration and training with pyrotechnics and fire extinguishers.

## 12. Emergency Care Training Programme. Operating Requirements for Centres

### 12

#### 12.1 Instructional Staff

Emergency Care	ISA Emergency Care Instructor
AED Training Module	
Emergency / AED revalidation module	
Offshore Emergency Care	ISA Offshore Emergency Care Instructor

#### 11 2 Class Size & Teaching ratios

Teaching ratios nor to exceed one instructor to 12 participants  
Minimum number for the class is four.

#### 11.1 Facilities and equipment

12.3.1 The venue in which the course is run must provide a comfortable and appropriate learning environment. In particular;

- It must be of an appropriate temperature
- It must be clean
- It must be suitably lit
- It must be of a suitable size for the number of course participants with sufficient space for practical sessions with room for the instructor to move freely between participants.
- Suitable tables / desks and chairs must be provided.
- It should be free from obvious distractions such as noise or people passing through the room.

12.2.2 The main room should be provided with the following AV equipment:

- a flip chart
- writing materials for trainees
- a reflective screen designed for use with the computer projector
- adequate electric sockets located so that the equipment can be positioned safely.
- a computer projector & PC
- A means of playing video and / or DVD as appropriate should be available. This may be a player compatible with the computer projector or a separate TV.

12.3.3 Prior to accreditation course providers must have;

- 1 CPR Manikin
- 3 separate First Aid Kits complying with ISA recommendations for Safety Boat, Training Centre / Club, Coastal Cruising Kits.

12.3.4 On each course the following equipment must be available for every 2 participants;

- 1 CPR Manikin per 2 course participants
- 1 Survival / bivi bag
- 5 triangular & 5 Roll bandages
- 2 Sam Splints

In addition there must be access to 1 AED training machine for every 6 participants.

12.3.4 The following consumable must be available in sufficient quantities for the course;

- Minikin wipes, CPR shields, spare lung sets, nitrile gloves

## **12. Emergency Care Training Programme. Operating Requirements for Centres**

- 12.4 There must be ready access to a suitable marine environment and or boats for use when running practical scenarios.
- 12.5 All participants must be provided with a copy of the appropriate ISA Training manual.
- 12.6 ISA Emergency Care Instructors must operate under the terms of reference agreed by the ISA with the “Academy of Emergency Care in Sport”.

# ISA Policies & Guidelines

## ISA policy on

### **Required levels of Water Confidence and Ability to Swim for ISA Affiliated Organisations Offering Training & Coaching.**

#### **Objective**

This document sets out recommended policies and procedures with regard to the level of water confidence and ability to swim required of participants on water sports activities at ISA affiliated organisations.

#### **ISA Statement**

The ISA strongly recommends that anyone participating in water-sports has a level of water confidence and ability to swim appropriate to the activity that they are participating in.

The ISA does recognise that the required level of water confidence and swimming abilities does vary according to;

1. The type of activity being undertaken,
2. The level and type of supervision being provided,  
and
3. The type of equipment available.

Accordingly, where a person is participating in a water sports activity within an ISA affiliated organisation the level of water confidence and swimming ability required of participants should be determined by that organisation according to these guidelines.

#### **Organisation's Policy Statement**

Each ISA affiliated organisation should have a policy document which lays out its own policy with regard to the level of water confidence / swimming ability required by participants on a particular activity. Typically this would be included as a section of the organisations safety statement and / or operations manual. All staff, instructors, coaches and supervisors working on or with participants on training courses within that organisation must be aware of this policy.

#### **Declaration of water confidence and swimming ability**

A declaration on swimming ability / water confidence should be included in the organisations booking and / or course enrolment forms.

#### **Water confidence**

Anyone participating in a water sports activity should have a degree of water confidence sufficient to prevent them panicking or becoming distressed should they enter the water through any eventuality while participating on that activity.

#### **Use of Personal Flotation Devices.**

The ISA requires that all participants on ISA accredited Training courses (with the exception of some advanced windsurfing courses) wear an appropriate Personal Flotation Device (PFD). The PFD should conform to the European Standard (EN number) appropriate to their activity and carry the appropriate CE mark.

# ISA Policies & Guidelines

## ISA policy on

### Required levels of Water Confidence and Ability to Swim for ISA Affiliated Organisations Offering Training & Coaching.

Continued.....

#### **Non-swimmers permitted on activities.**

Where declared non-swimmers are permitted to participate in activities the following conditions should apply;

1. Non-swimmers should be required to wear a Personal Flotation Device (PFD) that conforms to EN 396 or above providing at least 150N of **permanent** buoyancy while aboard open boats or when on deck on other craft.
2. Teaching ratios higher than 6 people to 1 instructor should not be used where there are one or more non-swimmers in the group.
3. The Instructor must inform the participant or their guardian that there is a possibility of them ending up in the water as result of the activity. This should be acknowledged in writing by the participant or their guardian and that they undertake the activity at their own risk.
4. Where appropriate, Instructors should consider spending some time getting a person accustomed to being in the water while wearing a PFD prior to the course / session.

# ISA Policies & Guidelines

## ISA Guidelines on

### Running Assessments of Water Confidence or Swimming Ability.

The following factors should be considered **only if** your organisation has a policy of assessing the participant's water confidence or ability to swim before they participate in any water-based activities.

#### Complacency

Care must be taken to ensure that requiring participants to undertake an assessment does not mean that what would normally be considered as good practice in running water-based activities is allowed to erode. Supervisors must not become complacent because they assume all participants are water confident or can swim because they have passed an assessment.

#### Format

The assessment needs to be managed extremely carefully in order to;

- Prevent accidents occurring during the assessment.
- Prevent the assessment scaring off potential participants who would ordinarily be able to pass the assessment.
- Ensure that the assessment provides an accurate indication of the required standard of swimming ability / water confidence.

Consideration should be given as to whether any assessment is conducted in open water or in a swimming pool.

#### ➤ **In all cases;**

- Participants should not be required to dive or jump into the water.
- During assessments safety cover must be provided by people who are qualified as either ISA instructors, swimming instructors or lifeguards.
- People providing safety cover must be prepared & dressed to enter the water.
- Reaching or throwing rescue equipment should be at hand & ready to use.
- Consideration should be taken of the number of participants in the water at any one time.
- Consideration should be taken of whether dry suits and PFDs should be used for the assessment.
- Candidates must be made aware that PFDs should ordinarily always be worn on or around the water.
- Carefully consider how and where safety cover should be provided.
- Consider what clothing participants should be wearing.
- It may be advisable to hold a practice and trial run to help improve the participant's confidence.
- Particular care must be taken when using powerboats to provide safety cover for swimmers.

#### ➤ **When conducted in open water.**

- Where possible assessments should be run off of a beach.
- Checks should always be made for local hazards (boat movements, jelly fish etc).
- Determine that water quality & temperature are suitable.
- Consider conducting the assessment over a short course (more of smaller laps).
- Consideration should be taken of whether wet / dry suits and PFDs should be used for the assessment.
- Candidates must be made aware that PFDs should always be worn on or around the water.

# Appendices

## Appendix 1

### Sample letter confirming insurance cover held.

Date

To whom it may concern,

For the purposes of ISA Training Centre Accreditation, I can confirm that

.....  
holds the following insurance cover with us, for the activities detailed below;

#### Period of cover

From ..... To.....

#### Cover held

- Employers Liability Insurance.
- Third Party Liability Insurance for a minimum of € 1,300,000 covering land and sea activities including instruction.
- Third Party Marine Liability Insurance for all marine craft listed below, including liability to passengers, with a limit of indemnity of not less than €1,300,000.

**Activities covered** (*List activities covered*)

**Craft Covered** (*List of craft covered*)

Full details and terms of the cover are included in the policy document held by the insured.

Yours sincerely

## Appendix 2

### Recommended Contents for First Aid Kits

Item	Centre / Club	Safety / Day boat	Cruising (Coastal)	Cruising (Offshore)
<b>Container / Packaging</b>				
Canoe bag		1		
Equipment roll		1		
Fold out valise	1		1	1
<b>Tools</b>				
First aid scissors	1	1	1	1
Procedures Kit	0	0	0	1
Thermometer	1	0	1	1
Head torch				
<b>Bandages / Dressings</b>				
No 8 medium dressing sterile unboxed	3	0	4	6
No 9 large dressing sterile unboxed	3	2	2	4
Eye pad dressing with bandage sterile	1	0	1	2
Finger dressing with adhesive fixing	1	0	1	2
Crepe crepe bandage BP 7.5cm x 4.5m	3	0	1	1
Crepe crepe bandage BP 10cm x 4.5m	3	1	1	1
Washproof plasters assorted box of 20	0	1	1	1
Calico Triangular bandage 90 x 127cm	6	6	6	6
Medi silk Tape 2.5cm x 4.5m	2	0	1	2
Electrical Insulating tape	1	1	1	1
Grip elasticated tubular bandage size D 1m	1	0	1	1
Grip elasticated tubular bandage size E 1m	1	0	1	1
Pad non adherent dressing pads 10cm x 10cm	6	1	6	10
Pad non adherent dressing pads 5cm x 5cm	6	1	6	10
Butterfly Closures	20	10	20	20
"Sam – Splint"	2	1	2	2
<b>Hygiene / Personal Protection</b>				
Wipe individual moist cleansing wipe	20	6	20	40
Eye wash pods 20ml	2	0	2	2
Gloves Nitrile	10	2	4	10
Shield mouth to mouth resuscitation device with valve	4	2	2	2
<b>Thermal Protection</b>				
Survival Bag	3	1	1	1
Foil blanket adult size	12	2	2	2
<b>Drugs / Applications</b>				
Instant Relief ice pack	2	0	1	1
Sea Sickness Tablets	0	0	50	100
Re-hydration sachets	0	0	6	20
Burn Gel	1	0	1	2

\* While we have used our experience and knowledge to include those items we think most appropriate for the applications described. It is important that you review the contents against your requirements and include any additional equipment that you consider necessary.

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