Contents

Foreword – Why Sailing is such a great sport 3

Introduction 4

Who Organises Sailing in a Club 5

Key Roles 6-8
- Who helps make an active and growing Club
- What are the Roles of these Key People

Junior Section 9-10
- What makes a successful Junior Section
- Tips for the Junior Organiser
- ISA Courses and Instructor Training 11
- Recruiting the Team 12

How can the ISA help your Club 13
"WHY SAILING IS SUCH A GREAT SPORT"

- Active, outdoor, physical, healthy, relaxing
- Constantly challenging
- Set and maintain goals
- Make life long friends
- Builds on skills of teamwork and communication
- Accessible to all ages
- Includes people with all disabilities
- Fun and sociable

Annalise Murphy, Olympian
The ISA is committed to developing sailing for all ages and introducing newcomers to this fun and active sport. This Guide has been created to help sailing clubs run successful sailing activities for adults and juniors.

Both youth & adult sailors are crucial to the future health of our sport and we need to provide an environment where they can develop their skills and are then encouraged to use them to grow their passion for the sport.

Sailors who are made feel welcome and are frequently in their club, are more likely to develop friendships and a lifelong connection with their club.
Who Organises Sailing in a Club

Each club is uniquely different to the next

All of the roles (sometimes combined) are normally held by volunteers. ISA Certification is not a pre-requisite

Main Committee
made up of members of your club.

Junior Committee
made up of members interested in youth sailing.

Centre Principal
the ISA rep in charge of training.

Children’s Officer
oversees Child Protection Policy.

Junior Organiser
oversees junior sailing and liaises with the Club Development Officer to encourage integration of junior sailors.

Club Development Officer
organises adult sailing activities & liaises with Junior Organiser to transition young sailors to adult membership.

All Clubs have common needs – HOW

- do we keep junior sailors sailing outside summer courses?
- can we transition junior sailors into youth and adult sailors?
- how do we increase general sailing participation?
Key Roles

WHO HELPS MAKE AN ACTIVE & GROWING CLUB

- Centre Principal
- Club Development Officer
- Junior Organiser
- Children’s Officer

What are the roles of these Key people

CENTRE PRINCIPAL (more details here)

- Keeps up to date with ISA Policy
- Ensures safe running of programmes
- Disperses information to relevant members
- Can post information re courses/instructor jobs on ISA website
- Overall manager of club activities

CHILDREN’S OFFICER

- Establish contact with the ISA National Children’s Officer
- Encourage involvement of parents & guardians in club activities
- Influence policy & practice in club to prioritise children’s needs
- Promote awareness the ISA Code of Ethics & Good Practice for children’s activities
- Ensure children understand how to make concerns known
Key Roles cont’d

CLUB DEVELOPMENT OFFICER

- Promotes training schemes for both new and seasoned sailors of all ages
- Create active cruising and racing opportunities for members
- Represents club training at main club committee level
- Guides junior sailors to adult sailing activities
- Assists the integration of sailors from the junior programmes to the wider club activities

- co-ordinates skippers & potential crews
- Open sessions of fun sailing in dinghies
- Encourages members to volunteer for committee boat
- Involvement in Race Office & other shore based volunteer roles
- Social activities for sailors
- Welcome face for new members – link with fellow members
- Organises power boat courses for club rescue & mark laying
- Liaises with local business and community to promote sailing
- Aware of local marine tourism
- Use winter time opportunities to improve members skills for next season
### JUNIOR ORGANISER – THE ROLE

- Encourages sailing for all abilities among young members
- Encourages Family Use of the club
- Promotes 2 handed sailing to encourage sociability & fun
- Organises summer courses relevant to needs of sailors
- Recruits instructor team and develops their skill set
- Develop instructors from club sailors to give continuity
- Co-ordinates dinghy sailing/racing and inter club events
- Has overview of types of boats sailed in their club and develop specific class coaching for these
- Works with club Development Officer to transition youth sailors to general club sailing
- Communicates with sailors and parents to build enthusiasm
- Represents junior affairs at Main Committee level

### JUNIOR ORGANISER – THE ANNUAL PLANNER

<table>
<thead>
<tr>
<th>Month</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Advertise for Summer Instructors.</td>
</tr>
<tr>
<td>February</td>
<td>Interview Instructors. Check Certs in date. Send out contracts. Mid Term sailing clinics/ Instructor Training Courses</td>
</tr>
<tr>
<td>March</td>
<td>Promote Summer Courses. Update Application forms.</td>
</tr>
<tr>
<td>April</td>
<td>Easter club sailing to start season Instructor Training</td>
</tr>
<tr>
<td>May</td>
<td>Regional events start</td>
</tr>
<tr>
<td>June</td>
<td>Induction for Instructors. Summer courses start. Social events</td>
</tr>
<tr>
<td>July</td>
<td>Full Summer Courses Inter club racing</td>
</tr>
<tr>
<td>August</td>
<td>Preparation for Pre Entry Recommend Instructor upgrading to SI &amp; advanced endorsements</td>
</tr>
<tr>
<td>September</td>
<td>End of Season Regattas</td>
</tr>
<tr>
<td>October</td>
<td>Junior Dinner /Prizegiving Winter training</td>
</tr>
<tr>
<td>November</td>
<td>End of Year Review / Refresh Committee Plan for Senior Instructor for next season</td>
</tr>
<tr>
<td>December</td>
<td>Gain Committee support for following seasons plans</td>
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</tbody>
</table>
What makes for a successful Junior Section

- Focus on fun & lifelong skills
- Volunteers & support from club
- Predominance of Double-handed boats
- Continuity & Planning
- Develop Instructors Organically for club
- Support from ISA
- JO supported by main club Committee

Healthy & Successful Junior Section
General Tips for Junior Organisers

- Always encourage others to get involved as many hands make light work.

- Have a proper hand over when roles change as this gives better understanding of what is required and allows continuity. A shadowing period helps give newcomers confidence.

- Have an overall development plan for your junior section and get support of the Main club Committee to implement this. It also ensures the junior section is seen as an integral and important part of the club.

- Regular coaching combined with time on the water is the key for young sailors to improve their sailing.

- Clubs should work towards having a club coach who offers a structured programme.

- Time on the water may be during Family Sail days or racing on a different type of boat. All help to develop friendships and connectedness to ones club.

- How active are your juniors? If they are not getting involved try to find out why and offer activities that address this.

- Teenage social evenings help form good bonds.

- Remember all sports experience a drop off in participation at 18 and sailing is no exception. By carefully planning and identifying the needs of this age group you can minimise this. Family focused sports often do better at this stage as more inclusive so maybe that could be the solution.

Only take on as much as your location, facilities and fellow volunteers can handle professionally and safely.

Always plan ahead and be ready for the following season.
ISA Courses and Instructor Training

Sea Based Instructor Courses
- Cara na Mara
- Dinghy Sailing
- Keelboat Sailing
- Catamaran Sailing
- Sailing Yacht
- Motor Yacht
- Powerboat
- Windsurfing

All Linked to website

Shore Based Personal Courses
- Shore Based Navigation
- Sea Survival
- Marine Engines
- Radio Courses
- Disability Inclusion Training
- Safeguarding & Child Safety

All Linked to website

How to become a Sailing Instructor (more details here)

Minimum age of 17

ISA Powerboat Level 2 Certificate (+20hrs Logged)

Garda Vetting Clearance

Emergency Care Certificate

Instructor Pre-entry Assessment

DINGHY INSTRUCTOR 5 DAY COURSE

SENIOR INSTRUCTOR

Search for Courses on www.sailing.ie
Recruiting the Team

The size of the team will vary from club to club. The key is to have a team suited to the requirement of your club that has the training and experience to operate safely and effectively in the specific location. Each centre will require one or more ISA Instructors trained in a range of teaching and sailing skills.

When recruiting Instructors clubs should ensure that THEY:

- have suitable experience and qualifications for your courses
- understand to sailing area
- have experience of the range of boats sailed in the club
- understand how the Training Scheme is to be integrated into club activities
- provide details of their sailing experience and previous employment as an ISA Instructor

There are four levels of instructors:

- Assistant Instructor
- Instructor
- Advanced Instructor
- Senior Instructor

Each may be qualified in specific sailing or powerboat skills – Dinghy, Keelboat, Catamaran, Windsurfing or Powerboat

Programme to Develop Instructors for your Club

Clubs are encouraged to promote Instructor Training to sailors graduating through the club programmes and then recruiting these Instructors to fill vacancies in the club. This ensures continuity, an understanding of the club ethos and the organic development of instructors who are suited to the specific club environment.

- organise in-club training to facilitate pre requisites (powerboat, first aid, pre-entry)
- identify and incentivise candidates for instructor upgrades such as advanced and senior instructor
- co-ordinate instructor training with neighbouring clubs
How can the ISA help your Club

ISA Training Department  (www.sailing.ie/training)
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Western Region
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- Training & Certification ([link])
- Panel of Instructor Trainers ([link]) and Instructors ([link])
- Recruitment and Employment Files ([link])
- Sailfleet Dinghies for hire by Clubs ([link])
- ISA News ([link])
- ISA Library ([link])

- Junior Organiser’s Conference
- Voluntary Mentor Panel for Junior Organisers

Technical Manuals:
ISA Code of Ethics & Good Practice for Children’s Activities ([link])
Garda Vetting ([link])
Training Centre Inspection Checklist ([link])
Policy & Procedures Manual ([link])
CREDITS

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&

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