

**Irish Sailing Association**



Put your club logo and name here

Instructor Familiarisation Booklet







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**Club Introduction**

Enter details on this page about your club/centre e.g.

What courses are you accredited to run

Histonry of the club/centre

Types of craft sailed

Where further information can be founde e.g. Safety Statement, Children and Vulnerable People reporting procedures etc.







Insert names with the roles

**Who Are We?**





**Roles and Responsibilities**

***Centre Principal and Instructors***

The Centre Principal and Senior Instructor are responsible for safety in areas occupied by their staff and trainees. They are responsible for the full implementation of relevant and documented safety procedures and for the day to day implementation of the clubs Safety Policy, and compliance with safety rules and safe working practices.

In implementing the clubs Safety Policy it is the duty of the Centre Principal and Senior Instructor to encourage and assist the development of safety rules and to endeavour to ensure that established rules and safe working practices are always followed. The Centre Principal shall delegate responsibilities and ensure that Senior Instructors and Instructors receive the necessary information and training to enable them to discharge their safety related responsibilities. A record shall be kept by Centre Principals of all information and training provided.

It is the duty of Centre Principal, Senior Instructors and Instructors to ensure as far as is practicable that:

* Training course participants are familiar with emergency routines and means of escape in case of fire or other emergency evacuation.
* Employees authorised to use chemicals are trained in the handling and use of such material.
* Those authorised to use powered craft are appropriately trained and should have appropriate certification.
* Those authorised to use machinery and work equipment are appropriately trained.
* Work equipment is maintained in a safe condition as recommended by the manufacturer, with appropriate arrangements to ensure the safety of persons using such



equipment and of others who may be exposed to risk from such equipment.

* Hazards (such as damaged fittings, spillages or trip hazards) in the areas occupied by staff or Club members are eliminated as quickly as possible after they occur.
* All incidents, accidents and near misses are reported in writing using standard form or template document to the General Committee ensuring that any necessary follow up action is taken without delay.
* The Centre Principal and Senior Instructor shall be responsible for the proactive identification of hazards. The reviewed assessments of hazards identified during the course of regular safety inspections shall be notified to the Committee by the Centre Principal.
* In addition the Centre Principal shall undertake periodic “self-inspection” safety audits and shall ensure that Instructor training, in safety and use of protective equipment and gear, is carried out on an ongoing basis.

***Club Children’s Officer***

All ISA affiliated Organisations admitting children to their membership or activities must have a Children’s Officer. This person should be a member of or have access to, the Club Management Committee and should be introduced to the young people in an appropriate forum.

***Designated Liaison Person***

This is the person within the Club/Centre responsible for reporting suspected statutory abuse to the relevant authorities. They are usually the same person as the organisation leader. The Designated Officer should ensure that they are aware of the contact details for local Social Work departments and what constitutes statutory abuse.

Enter contact details here



**Contact Details**

***Club/Centre Committee***

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Phone No.** |
| Commodore |  |  |
| Centre Principal |  |  |
| Junior Organiser |  |  |
| Designated Liaison Person |  |  |
| Club Children’s Officer |  |  |
| Designated Liaison Person for Garda Vetting |  |  |

***Instructors***

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Phone No.** |
| Senior Instructor |  |  |
| Advanced Instructor (K&W) |  |  |
| Advanced Instructor (Adventure) |  |  |
| Dinghy Instructor |  |  |
| Dinghy Instructor |  |  |
| Assistant Instructor |  |  |
| Slip Master |  |  |
| Boatman/Workshop |  |  |



Enter emergency contact details here

**Emergency Action Plan**

**Useful emergency contact numbers:**

* Coastgurad/EMS – 112/999
* Local Garda Station -
* Local Lifeboat Station -

In the event of an emergency requiring all boats to come ashore:

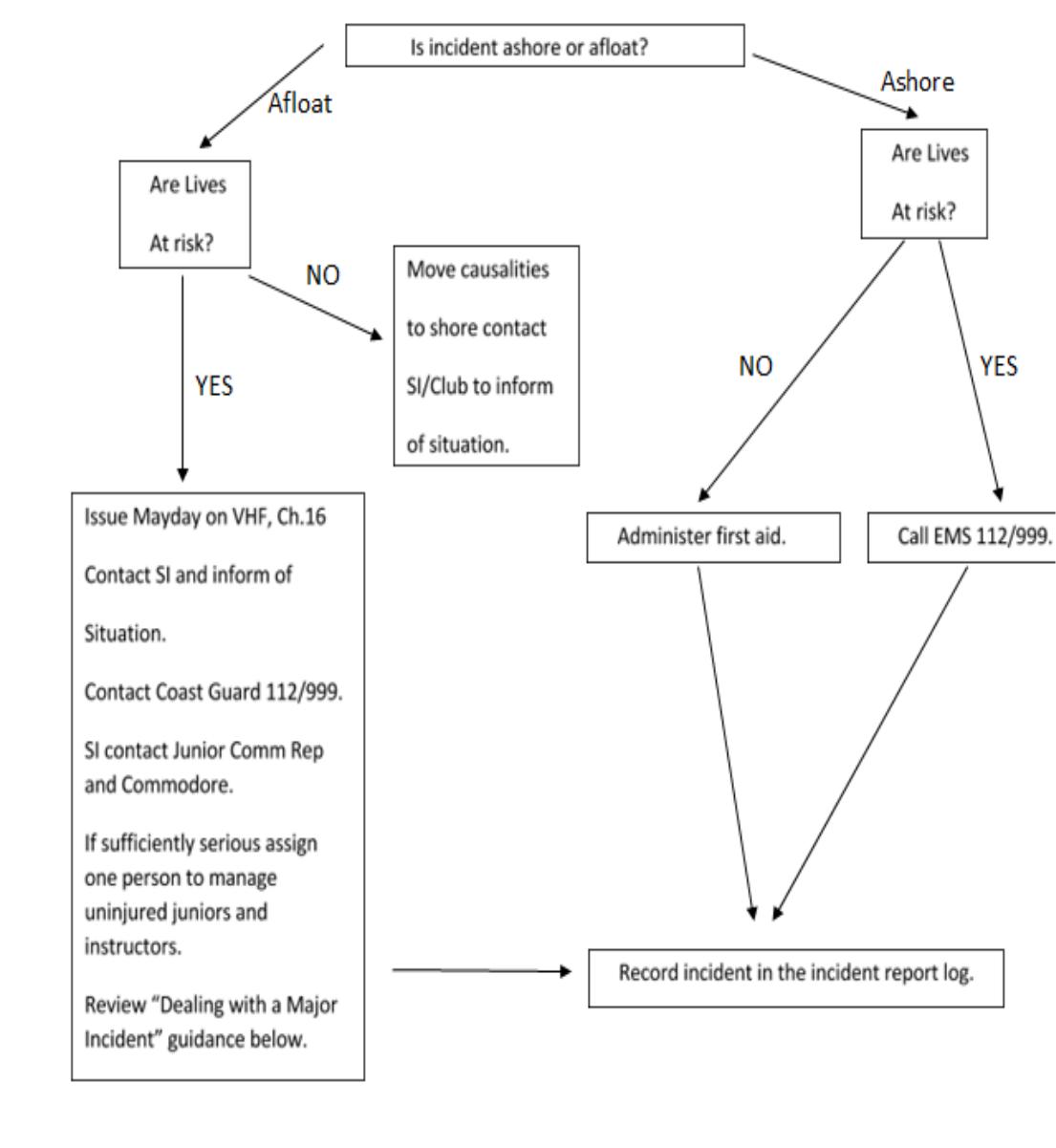
* Boats can be tied on to any available spare moorings.
* If too many boats are capsized, recover all persons leaving boats where they are.
* The first Instructor ashore stays on the slip to organize the recovery of the other fleets.
* The Shore Parent on duty organizes the sailors ashore. They should also ensure the safety of participants & Staff not immediately involved in the incident.
* Instructors and parents on duty should ensure that causalities are given appropriate care in timely & effective manner.
* Ensure causalities life is not at risk – provide life sustaining aid if required.
* Ensure no other causalities occur.
* Senior Instructor to decide if Coastguard should be called on VHF Channel 16 or if casualty should be brought ashore.
* First Aid treatment will be given to the Casualty and parents will then be contacted.
* If the Coastguard is called then the Senior Instructor is to communicate directly with the Coastguard on Channel 16 (or another designated channel)



Enter Club Working Channel here

**Emergency Action Plan**

**Club Working Channel: CH**



Enter details here for each section e.g. Changing Rooms, Communications etc.

**Standard Operating Procedures**

* **Changing Rooms**

|  |  |  |
| --- | --- | --- |
|  | To enter the junior changing rooms for whatever reason an |  |

instructor must follow the 2-adult policy. As such, the instructor should be of gender appropriate to that changing room and have another gender appropriate instructor with them.

At lunch time Instructors will monitor the changing rooms for 5 minutes at the beginning of lunch, after this all participants should have what they need and are not permitted back into the changing rooms until the end of lunch when the changing rooms will be supervised again. There will be periodic inspections by instructors during the lunch break to confirm that trainees are not loitering in the changing rooms.

* **Parent/Guardian communications**
* **Start and Finish times**
* **Instructor Paperwork**
* **Weather and tidal information**
* **Use of club safety boats**
* **Lunch**
* **Incident reporting**
* **Course participant attendance**
* **Out of bounds**
* **Operating areas**
* **Participants boats – insurance**
* **Sailing gear**
* **Rigging/Derigging**
* **Marina**
* **Storage sheds**

**Code of Conduct**

This sailing program is fully committed to safeguarding the well-being of all junior members. Every individual in the club should, at all times, show respect and understanding for the rights, safety and welfare of all involved.

Club?Centre activities involving persons under 18 should be conducted in a way that reflects the traditions and principles of the Centre, the *Irish Sailing Association (ISA)* and the guidelines in the ***Code of Ethics and Good Practice for Children’s Sport in Ireland.*** Copies of the Code of Ethics are available from the Child Liaison Officer, The Irish Sports Council or on-line @ [www.irishsportscouncil.ie](http://www.irishsportscouncil.ie)

### For Everyone:

No abusive language or behaviour. Always act courteously towards any of the following:

* Fellow trainees
* Instructors or other employees of the club
* Other sailors, spectators, club members and members of the public.

### For Parents:

* Support instructors and committee members in upholding good behaviour by all.
* Ensure Ch****ildren arrive punctually for sessions
* Ensure children have proper sailing gear and equipment
* Ensure that pick-up arrangements are clear.
* Impress upon children never to leave the club grounds without informing you so that you know their whereabouts.
* Inform the Senior Instructor if for any reason your child cannot attend or needs to leave early.

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### **Code of Conduct**

### For Trainees:

* Arrive on time.
* Co-operate with the instructors and parents on duty.
* No bad language.
* No bullying.
* Ensure everyone is *included* socially.
* Help with preparation for training/events.
* Leave the club and club equipment as good or better than you found it.
* Tidy-up after yourself.
* Make sure you have the correct gear.

### For Instructors:

* Respect the dignity, self-esteem and rights of all the children
* Ensure all children are involved in training and events
* Positive encouragement to all children.
* No smoking in or around club grounds.
* No drinking alcohol during or after the course on club grounds while students are around.
* Instructors are reminded that they must be in wet gear and ready to get into the water at any point. Flip flops are not appropriate footwear in RIBS and no footwear is not tolerated.
* Instructors are reminded not to wear inappropriate clothing during the sailing course hours.
* During the entirety of an instructor’s employment they are representing the Club/Centre. As such they are obliged to be a constant example to any student on the course whether during course hours or not. This includes their manners and behaviour in ****the vicinity of the club and its surrounds. This is extended to all hours of the day or night when they are in public view.



**Children and Vulnerable Persons**

Children have a lot to gain from Outdoor Education. Participation can provide an opportunity to learn new skills, explore new environments, gain confidence and most importantly, to have fun. The focus should be on the needs of the child rather than achieving success.

A child centred approach to outdoor education will result in continued participation, a positive public image for this Club/Centre and long term benefits in terms of a healthy and active population.

The full potential of these benefits can only be gained with a positive and progressive approach to the child’s involvement. This Club/Centre has a duty of care to safeguard all children and vulnerable persons who attend the Centre from harm. The Club/Centre will ensure the welfare and safety of all people involved in activities by adhering to the Good Practice and Child Protection Policy formulated for use at this Centre. Further details on policies and reporting procedures can be found …...

Enter details here for Club/Centre info e.g. details and locations of further information

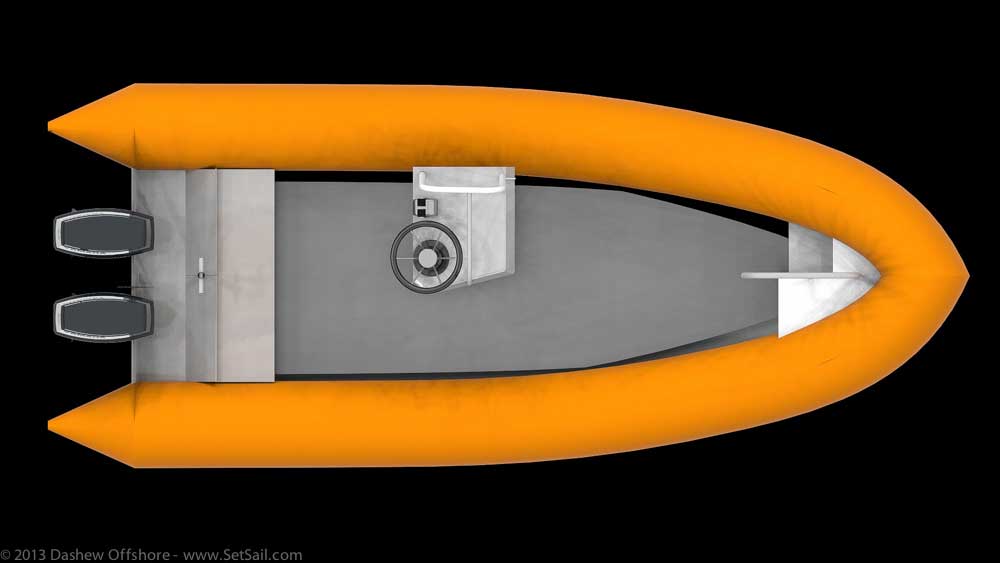


**Pow****erboat Checklist**

Bowline

Anchor secured

Anchor ready to be deployed

Alternative means of propulsion

Whistle

Flares/Day-glo flag

First aid kit

Spares/tools/bung

Knife

Kill chord

Battery box covered and secured

Bailer

Sponson pump

Fuel tank secured

Fuel line in good condition

Towing line 

Bridle (floating line)

Stern line

**Operational Area Map**



D

C

B

A

Put area map for your club/centre here with markers for danger zones, sailing areas etc.

Clubhouse

A: North Strand inner – Start Sailing

B: South Strand inner – Basic Skills

C: North Strand outer – Improving Skills

D: South Strand outer – Advanced Courses

Slip area

Limits of sailing area

