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# BOWMOOR SAILING CLUB

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## **RYA RTC Operations Manual**



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## Revision History

Revision Number	Description	Issue Date
2.00	Initial Draft of new version	19/09/20
2.01	Updated with Equality Policy and per comments following Annual Inspection	30/03/21
2.02	Updated with draft procedures for RYA Windsurfing courses	21/07/21
2.03	Reviewed and updated following Annual Inspection	17/03/23

## 1 Overview

Bowmoor Sailing Club (**Club**) is a private sports (sailing) club, owned & managed by its members and is based at Coln Park Lake, near to Lechlade (**Site**). The Club is affiliated to the Royal Yachting Association (**RYA**) and is an RYA Recognised Training Centre (**RTC**).

The Training Section (**Section**) of the Club is responsible for delivering training courses, including (but not limited to), training for Dinghy Sailing, Powerboating and First Aid. Training is delivered to both Club and non-Club members, to all ages and abilities.

This document provides general guidance for all those providing training at the Club, including both RYA and Club courses. This includes Chief Sailing Instructor (**CSI**), Senior Instructors (**SI**), Dinghy Instructors (**DI**), Assistant Instructors (**AI**), Race Coaches (**RC**), Chief Windsurfing Instructor (**CWI**), Chief Powerboat Instructor (**CPBI**) and Powerboat Instructors (**PBI**). This document supplements the RYA guidelines and rules for management of training sessions and training centres—which all instructors must make themselves aware of.

All instructors (CSI, SI, DI, AI, RC, CWI, CPBI, PBI) are required to read these Operating Procedures and then to sign and return the simple declaration found at the end of this document every year. These declarations will be maintained in an area of the club website only accessible by the Training Principal and the Chief Instructors.

## 2 Club Contact Detail

Bowmoor Sailing Club  
Coln Park Lake,  
Fairford Road,  
Lechlade.  
GL7 3DT

Website <https://bowmoor.com/>

Email: [contact@bowmoor.com](mailto:contact@bowmoor.com)

(For location map click [here](#)

What3words: ///regulates.stems.date

## 3 Policy Statements

### 3.1 Safety & Duty of Care

It is the responsibility of the Club to ensure that, as far as is reasonably possible, all necessary measures are taken to ensure that all participants in Powerboat, Windsurfing and Dinghy Sail Training are in a safe environment for training activities. Ultimately this responsibility lies with the RYA Training Principal.

The Training Principal, all instructors and coaches involved in providing courses are reminded of their duty to take care of their own safety and that of the trainees working with them. Supervision of this is the responsibility of the Training Principal.

All members of the Training team should also refer to the Club Health & Safety Policy and Guidelines contained in the Club Operations Manual, the latest version of which may be found [here](#).

This document will be reviewed as required, but no less than once every year.

## **3.2 Equality**

The Club is committed to equality of opportunity and aims to ensure that all present and potential participants, members, instructors, coaches, competitors, officials, volunteers and employees are treated fairly and on an equal basis, irrespective of sex, age, disability, race, religion or belief, sexual orientation, pregnancy and maternity, marriage and civil partnership, gender reassignment or social status.

### **3.2.1 Objectives**

- To ensure boating is accessible and attractive to the widest audience.
- To ensure that the Club's services, including training schemes, are as accessible as possible, including to people with disabilities.
- To increase the diversity of our Instructors, Coaches and Race Officials
- To identify and promote more role models at all levels from under-represented groups, including women and girls, people with disabilities, people from BAME backgrounds and LGBT+ people.
- To attract new participants from under-represented groups through targeted initiatives.

### **3.2.2 Implementation**

- The Club has adopted a policy similar to that of the RYA, so as to offer an experience to participants that is friendly, welcoming and open to all.
- Appointments to voluntary or paid positions with the Club will be made on the basis of an individual's knowledge, skills and experience and the competences required for the role.
- The Club will tailor requirements in relation to Club training schemes which may inhibit the performance of candidates with special needs, provided that the standard, quality and integrity of schemes and assessments are not compromised.
- The Club will develop further policies for specific subject areas where appropriate (eg. instructing, race officials).
- The Club reserves the right to discipline any of its members, qualification holders, appointees, volunteers, or employees who practise any form of discrimination in breach of this policy, in line with the relevant articles, rules, codes of conduct and disciplinary procedures.
- The effectiveness of this policy will be monitored and evaluated on an ongoing basis by the Club Safeguarding and Equality Manager reporting to the Training Committee and the Executive Committee.



## **4 Roles and Responsibilities**

### **4.1 Roles**

As required by RYA regulations, there is a RYA Training Principal for the RTC who is also an Officer of the Club. The following roles report into the RYA Training Principal

- 1) Chief Sailing Instructor (CSI).
- 2) Chief Powerboat Instructor (CPBI)
- 3) Chief Windsurfing Instructor (CWI)
- 4) Chairperson of the Junior Section (Juniors) – sailing for children and youths aged between 7 and 18 years.
- 5) Safeguarding Officer.

Names and contact details are included in Appendix A – Training Section Contact Details and are also posted on the Section noticeboard in the clubhouse.

Recognition of the Club by the RYA as a site where training can take place is vested in the RYA Training Principal. This registration is subject to at least one scheduled RYA inspection each year and potentially one or more unannounced RYA inspections. This is the process by which the RYA ensures that their requirements and recommendations are being met.

### **4.2 Responsibilities**

In all cases when sail training is taking place at the Site, there will be a SI present at the Site who is responsible for the sail training activities on the Site for the duration. The role of the SI includes responsibility for safety of the training activities and the SI may at their sole discretion deviate from these instructions as they see fit.

When powerboat training is taking place at the Site, the CPBI will designate a Lead PBI to take overall charge of the powerboat training if the CPBI is not actively involved in delivering the training. The lead PBI has the responsibility for the safety of the training activities.

The responsibilities for Windsurfing training are covered in Appendix J WINDSURFING OPERATING PROCEDURES (DRAFT – TO BE REVIEWED)

For the sake of simplicity the senior instructor on the day for each discipline is referred to hereinafter as the SI.

The SI must sign in on the daily operations notice board (mounted in the Club Activity Shed adjacent to the Race Hut) stating the training activities they are responsible for and liaise with the Club Officer of the Day (OOD) and other groups operating at BSC on the day. Exceptionally, and only at the discretion of the RYA Training Principal, instructors may be responsible for delivering specific training sessions without that SI being on site.

There are occasions when visiting SIs, coaches etc. may be in charge for all or part of a session. This document will also be of use to such persons to provide information on how things are organized at BSC. The Standard Operating Procedures for SIs is laid out in Appendix F Senior Instructor SOP.

The Section is staffed entirely by volunteer Club members.

## **5 Staffing**

All courses, both RYA and Club, shall run with Student Instructor Ratios that are in line with RYA guidelines and all courses are run by appropriately qualified instructors.

Records of instructional staff qualifications and certificates will be held in the Section files by the Training Principal.

At the start of every training year (or if their details change) instructors are required to complete the Instructor Declaration Form (see Appendix L – Instructor Form) to ensure up to date medical and next of kin details are obtained.

The vast majority of the instructors are members of the club, many having learnt to sail at the club and then progressed up the training route from AI to SI. As such they are familiar with the club, its training fleet and the lake on which our training occurs.

### **5.1 Induction of a new Instructor**

The following procedures shall be followed for any new instructor or visiting instructor who is to conduct training at the Club under the auspices of its Training Section.

### **5.2 Instructor Certificates**

The instructor must present to the Training Principal for examination all certificates applicable for the courses that he or she will be teaching. The certificates presented must be originals and not copies. The Training Principal will take a copy of the presented certificates to keep in the Training Section files.

No instructor may teach a course until the applicable certificates have been examined.

### **5.3 RYA RTC Operations Manual**

The instructor must read the Club RYA RTC Operations Manual (this document) and complete the Instructor Declaration Form.

### **5.4 Tour of Club Facilities**

The instructor shall be given a tour of the Club/Training Section facilities by either the Training Principal, one of the Chief Instructors or (in the case of a visiting Instructor) the designated Club SI for the day.

### **5.5 Powerboats**

For any instructor who will be using Club powerboats, explain access to the powerboat shed, the fuel store and the launching and recovery process. Pay particular attention to the safety of swimmers, with the swimming flag and the yellow swimmer marks around the edge of the lake.



## 5.6 Layout of the lake

Explain the layout of the lake, permanent marks and depths to be aware of.

## 5.7 Check Ride

Any new Powerboat Instructor joining the Club shall take a check ride with the CPBI prior to their first course.

## 5.8 Shadowing and feedback

It is recommended that the applicable Chief Instructor observe a new instructor during their first course at the Club and provide any feedback necessary.

## 5.9 Dinghy Sailing courses

### 5.9.1 Student to Instructor Ratio

The following ratios apply for formal RYA courses. These ratios may be varied for club training activities such as the "Hour of Power" at the discretion of the Training Principal

Single handed 6:1

Double handed 3:1 for beginners with instructor on-board up to a maximum 9:1 (but no more than 6 boats per instructor eg. 3 students in 3x double-handed boats or 2 students in 4x double-handed boats)

## 5.10 Powerboat courses

### 5.10.1 Student to Instructor Ratio

Powerboat Level 1 & 2 3:1 with a maximum of 6 students

Safety Boat 6:1 in two boats

# 6 Safeguarding

No instructor on RTC-run courses shall teach U18's or vulnerable adults until they have been a Club member for at least 1 year unless supervised or are known personally by one of TP, CSI or CPBI.

Boats containing U18's /vulnerable adults shall not operate out of sight of other course boats. Instructors shall not instruct on an isolated 1: 1 ratio.

The Club has a Safeguarding Policy maintained by the Club Safeguarding Officer. All instructional staff are required to make themselves familiar with the Club Safeguarding Policy. All staff achieving RYA instructor qualifications after April 2015 are required by the RYA to pass the RYA Safe & Fun on-line course. Copies of the instructors' pass certificates will be held in the Section records by the Training Principal.

The Club Safeguarding Policies are available on the Club website and should be read and understood by all instructors and helpers who are in regular contact with children and vulnerable adults for instruction purposes whilst at the Club.

For the avoidance of doubt a person is considered to be a child whilst under the age of 18 years

The policies are found [here](#) and may be updated from time to time.

## **7 Students**

Students are required to apply for the course in advance via the Club online booking system (<https://bowmoor.com/training/whats-on-offer/>) which is used to ensure that instructor/student ratios can be managed. Initial health declarations, next of kin details and information on previous sailing experience of the Students is collected in this process.

The detail captured in the online booking should be checked with the student, (or their parent or guardian if appropriate) by the SI on the first day of a course and if necessary amended to ensure up to date medical and next of kin details are obtained. One week prior to the start of a course joining instructions and other useful information such as what to wear should be sent to the attendees.

Generic information to be briefed to all students at the start of a course is included on a briefing card, and should be read out prior to any course specific information (see Appendix E – Instructors Safety Briefing Card)

Feedback forms are to be provided to the students at the end of the course and completed forms should be returned to the TP by the SI.

## **8 Safety**

The Club RYA RTC Organisation has a responsibility to ensure so far as is reasonably practicable, the health and safety of students, instructors, helpers and other persons who may be affected by our activities. The Organisation will carry out suitable and sufficient risk assessments of the risks to health and safety of our on-the-water Training.

Classroom Training is covered by the Club's procedures applicable to the premises.

### **8.1 Risk Assessment**

Club Risk Assessments must be carried out and continually updated, helping to shape this operating procedure. A copy of the Club Risk Assessments can be found [here](#).

### **8.2 Major Incident Plan**

A laminated copy of the Major Incident Plan is fixed to the wall alongside the First Aid cupboard and AED in the Clubhouse. A copy is kept in the RYA RTC file.

For all serious incidents it is essential that the RYA is notified as per the Accident & Incident Reporting page of the RYA Safety Management Policy System section on the RYA Training Support site.

### 8.3 Communication policy

All instructors on the water are to carry a VHF radio for communication with the SI and any safety team that is present. The VHF Channel used by the Club is M2 see section 12.

Standard Hand Signals may be used for on water communication with students. If instructors intend to use them they should brief the meaning to students on shore.

#### STARTING



#### COMMUNICATING INSTRUCTIONS





## 8.4 Accidents

All accidents occurring during a Training Course, whether to pupils or boats, **MUST** be reported immediately to the SI in charge.

All injuries are to be entered in the ACCIDENT BOOK kept adjacent to the First Aid cupboard and AED.

If more than simple First Aid is required then take the injured person to Faringdon Health Centre for minor emergencies or **Great Western** Hospital for incidents requiring A&E.

### **Faringdon Health Centre**

Volunteer Way, Faringdon, SN7 7YU

01367 242388

Monday-Friday 8:00-18:30

### **Great Western Hospital**

Marlborough Rd, Swindon SN3 6BB

01793 604020

Open 24/7

## 8.5 Emergencies

In an emergency dial **999** for an ambulance. There is a landline telephone suitable for making emergency calls inside the James Room.

**You will need to give the following information when you call 999:**

The location (including post code) Bowmoor Sailing Club GL7 3DT. You may also include the what3words location (*regulates.stems.date*) for the club entrance

State exactly what has happened.

As soon as the call-centre know where you are, they will start arranging help.

You will also be asked to give some extra information, including:

The patient's age, gender and any medical history;

Whether the patient is awake/conscious, breathing and if there is any serious bleeding or chest pain; and

Details of the injury and how it happened.

**Remember to send someone to open the gate and wait at the end of the lane to direct emergency services to the club house.**

The SI in charge will have a 'Next of Kin' list and should endeavour to inform the next of kin as soon as possible in cases of an accident or emergency.

NOTE: The lake is in Gloucestershire but the nearest ambulance/hospital is Swindon, Wiltshire.

## 9 Operating Area

In the event that Club Racing is taking place on the day of training then the SI must liaise with the Officer of the Day (OOD) to establish clear operating areas for the training activities to ensure that there is no conflict with those racing. In addition if both sail and powerboat training is happening at the same time the senior instructors for each course must agree on the areas that they will use giving due regard for weather conditions, student ability and the needs of the course.

Instructors in charge of training groups are to brief their students of the following requirements and ensure these are implemented.

Vessels involved in training activities

- Will give way to and not impede dinghies that are involved in Club or Open event racing.
- Are to keep within their allocated areas for ease of control and safety reasons except when transiting to or from the shore.
- Observe the rights of power and sailing vessels as per COLREGS

See Appendix H – Map of Bowmoor Club Lake and Appendix I – Bowmoor Boat Park.

## 10 Courses/Training

The Club is recognised as a Training Centre by the RYA to provide instruction in the following

- a. Dinghy Courses
  - i. Dinghy Levels 1-3
  - ii. Dinghy Start Racing, Intermediate Racing, Advanced Racing

- iii. Dinghy Performance Sailing
- iv. Dinghy sailing with Spinnakers
- v. Youth Sailing Scheme Stages 1-4
- b. Powerboat Courses
  - i. Powerboat Level 2
  - ii. Safety Boat
- c. Shorebased Courses
  - i. RYA/MCA Maritime Radio Operators Certificate of Competence – GMDSS Short Range Certificate.
  - ii. First Aid
  - iii. Day Skipper
  - iv. Coastal Skipper/Yachtmaster

(list correct as of February 2023)

The Club also offers Club-based courses and informal coaching sessions.

All courses and coaching organised by the Club will follow the operating procedures detailed in this document, even if the course being run is not a RYA recognised course.

## **10.1 Training Course Restrictions**

### **10.1.1 Inland vs Coastal**

As the Club is lake based we can only offer inland sailing courses. There is no longer a distinction between lake and coastal for powerboat courses.

### **10.1.2 Mainsheet**

We train only using centre-mains. We can offer conversion for Club members if they subsequently purchase or use transom-sheeted boats.

### **10.1.3 Spinnakers**

We train using asymmetric gennakers as well as symmetric spinnakers. We only have a limited number of boats set up to run symmetric spinnakers, and their use will be at the SI's discretion.

### **10.1.4 Reefing**

Pupils are to be taught how to reef the specific boats in use for training and other methods of reefing (slab, roller etc.) are to be discussed and demonstrated where possible.



## **10.2 Training Course Paperwork**

### **10.2.1 Course Plans**

There are documented course plans for the Formal RYA Training conducted at the Club. These are available on the club website [here](#). Instructors should make themselves familiar with the contents for all of the courses that they teach.

### **10.2.2 Course Recording**

At the end of a course, complete the students logbooks . Consult the SI in charge if there are any matters to be clarified.

### **10.2.3 Course and Instructional Feedback**

Students will be given a feedback form at the end of the course to complete. Senior Instructors will provide feedback to instructors and assistant instructors as needed.

## **11 Boats and Equipment**

### **11.1 Storage**

All training equipment is stored in the training sheds. The SI in charge will provide access to guest instructors. Club members have access.

### **11.2 Dinghies**

See also Appendix B – Training Boats

Instructors are to check pupils' dinghies before they leave the shore: in particular for buoyancy, standing and running rigging.

### **11.3 Launching Trolleys**

Dinghy launching trolleys must not be left partially or fully submerged in the water creating a trip hazard to others or potential damage to boats

Launching trolleys are to be returned to berth after launching and whilst sailing. Sail bags to be left under boat covers.

### **11.4 Powerboats**

See also Appendix C – Powerboats

The use of Powerboats and Safety Boats shall be in accordance with the Club rules which define the qualification requirements for drivers.

At the time of writing (September 2020) Club Rules state that:

- a) Powerboat drivers must hold as a minimum a RYA Powerboat Level 2 (PBL2) qualification.
- b) Safety Boat drivers must additionally either hold a RYA Safety Boat qualification or have attended a Club Safety Boat course

For full details please refer to the current Club Rules, this document remains subservient to the Club Rules in force.

The Club Powerboats can be used by any suitably qualified Club member.

All Powerboats must have their Kill cords checked for correct operation prior to and during sessions

Any maintenance issues are to be reported to the SI in charge in the first instance who should then notify the CSI, CPBI or RYA Training Principal as soon as practically possible. A note of the problem and boat to be recorded on the whiteboard in the Powerboat shed.

#### **11.4.1 Powerboats used as Safety Boats**

A full list of required safety equipment to be carried on a Powerboat being used as a Safety Boat is included in the Club Rules. It is replicated here for convenience. For full details please refer to the current Club Rules, this document remains subservient to the Club Rules in force.

Any person driving a Powerboat as a Safety Boat must ensure that the following equipment is carried in the Boat at all times:

2x paddles(Highfield) 1x paddle (Dory/Humber/Zodiac/Jaffa/Whaly)

1 x Bailer

1x Safety crate, containing

- 1x towline

- 1x throwing line (in a bag, which may be secured to the helm backrest)

- 1x waterproof First Aid kit

- 1x sharp knife (preferably serrated)

- 1x fire extinguisher

- 1x spare killcord

1x VHF radio tuned to the agreed club frequency (usually this is channel M2; **note** that on the fixed VHF in the Large Zodiac this is channel P4)

#### **11.4.2 Powerboats used for instructional purposes**

Where a Powerboat is being used for instructional purposes and the driver does not meet the Safety Boat driver requirements, then a separate manned Safety Boat must be available at all times. All Powerboats being used for instructional purposes shall be equipped as a Safety Boat at all times.

## **12 VHF Radios**

The Club is licensed for and has 6x VHF Horizon HX300E hand held radios. They are stored in the Race Hut in a recharging station or connected with mini USB connectors, to which they should always be connected when not in use.

The channel is officially "M2" and Lo setting, which is a frequency reserved for yacht and dinghy club use and no other frequency should be used. Full operator instructions are posted on the Race Hut noticeboard.

Please make sure that all radios are switched off and are firmly inserted into their charging station or the charging leads firmly inserted at the end of the day.

If there are problems or missing VHF radios, these should be reported to the SI. It is then the responsibility of the SI to report these to the TP.

## **13 Student Safety**

### **13.1 Helmets**

The club offers the use of helmets to all students on RYA training courses. These are optional and can be used by pupils at their request. Parents of students under 18 can request that their child wears a helmet for training

Helmets such as those marketed as suitable for water sports such as kayaking (CE-marked) are to be used. The Club has a supply of suitable helmets.

Instructors shall check that students are suitably attired for the training, if helmets are used instructors shall check that they are correctly fitted.

### **13.2 Personal Flotation Devices**

In accordance with Club policy all persons, both instructors and students, must wear a suitable personal flotation device (PFD) when afloat or on the pontoon or jetty.

Instructors are responsible for checking that students in their care are using personal buoyancy aids which are approved (CE marked), of good serviceable condition and correctly fitted.

Buoyancy aids with crotch straps should be used for the smaller children especially if they are not confident swimmers.

Life jackets may be required for those of limited abilities. The Club has a range of buoyancy aids available for those undergoing training . The Club buoyancy aids will be checked and cleaned annually.

### **13.3 Trapeze Harnesses**

Instructors are responsible for checking that students in their care are using trapeze harnesses which are approved (CE marked), of good serviceable condition and correctly fitted.

Instructors shall check that students are familiar with the procedure to quickly remove the harness or, where fitted, to remove the quick release hooks system.

### **13.4 Cold Water Shock**

All instructors must include a briefing on the effect of cold water shock. Useful information on the effects of cold water shock and how to mitigate against it can be found on the RYA and RNLI websites listed below.

<https://www.rya.org.uk/knowledge-advice/safe-boating/look-after-yourself/Pages/cold-water-shock.aspx>

<https://rnli.org/safety/know-the-risks/cold-water-shock>

## 13.5 Capsize Drill

A Safety boat, double crewed, must stand by during capsize drill, both for safety and changing over of capsized boat crews.

## 13.6 Refreshments & Breaks

Breaks are to be taken as and when required by students and the instructor.

The Club has a self-service Galley available for use by students and instructors and a separate kitchen operated by a catering company.

A microwave is available in the Galley for heating your own snacks.

Meals are not provided unless otherwise advised. If catering has been organised for other Club activities, it may be possible to purchase hot & cold drinks, snacks and cakes. Please check with those on catering duty for details.

Do not enter the kitchen area. Please ask the catering staff to help you.

## 14 Clear-away at End of Day

### 14.1 Off the Water

All boats are to be off the water by 16:30 unless otherwise instructed by the SI. This is to allow time to de-rig and store equipment and for a de-brief session. The day's activities are not completed until the SI is satisfied that all equipment has been put away and stored correctly. Instructors and pupils are expected to help with equipment storage at the end of the day.

All the sailing dinghies and coaching/instructing powerboats being used for Club training must be on-shore before the final safety boat is put away in the Powerboat Shed. If other Club members are still sailing after this time then they must be briefed by the SI or delegated instructor that the safety boats being used for Training are being removed from the water and no longer providing safety cover.

### 14.2 Dinghy Storage

**Berths:** Return to correct berths or racks

**Sails:** All sails (and masts if appropriate) to be removed to the store.

**Drainage:** Open bailers and cockpit drainage bungs where fitted.

**Covers:** Fit covers correctly ensuring that rain water will not pool on the covers.

**Secure:** Tie down at shrouds and bow.

### 14.3 Powerboat Recovery & Storage

Students on powerboat training courses can and indeed should assist in the recovery and storage of the powerboats as this is an integral part of their training. At the end of training powerboats are to be recovered onto their launching trolleys with an instructor at the helm. Students on PBL1 & PBL2 courses are **not** to drive powerboats onto their launch trolley.

A full description on the actions required for recovering the powerboats is given in Appendix C

#### **14.4 Recording Problems Issues or Faults**

Any problems, issues, or faults encountered during a course with any of the dinghies, safety boats or other equipment must be reported to the SI in-charge so that the matter can be rectified in a timely manner. Please ensure you clearly identify which piece of equipment needs attention.

Any maintenance issues are to be reported to the SI in charge in the first instance who should then notify the CSI, CPBI or RYA Training Principal as soon as practically possible.

## **15 Appendix A – Training Section Contact Details**

### **RYA Training Principal**

Nigel Fletcher

Home: 01242 233584

Mobile: 07976 428631

Email: training@bowmoor.com

### **Chief Sailing Instructor**

Charlie Sansom

Mobile: 07476 323101

Email: sansomcharlie@googlemail.com

### **Chief Powerboat Instructor**

James Relph

Home: 01793 702064

Mobile: 07984415189

Email: jrelph@icloud.com

### **Chief Windsurfing Instructor**

TBD

Mobile:

Email:

### **Club Safeguarding Officer**

Karen Cooke

Home: xxx

Mobile: xxx

Email: kazendoc@gmail.com

### **Junior Section chairperson**

Sarah Davies

email: youth@bowmoor.com



## 16 Appendix B – Training Boats

The Training Section has the following dinghies used for training.

Youth Boats:

- 8 Hartley Alphas (Optibats)
- 8 RS Teras (Sport and Pro)
- 2 RS Fevas (Dacron and XL)

Adult Boats:

*Also used for youth training where appropriate*

- 12 RS Zests
- 2 RS Neos
- 2 Topper Argos
- 3 Laser Bahia

### 16.1 Storage

The Optibats are stored on racking at the entrance to the boat park next to the western end of the clubhouse. The rigs and foils for these boats are stored in the storage shed opposite the hulls.

All other training dinghies are to be found in the training boat park located next to the eastern end of the powerboat shed. The rigs for these dinghies are kept in the two leftmost storage lockers at the rear of the powerboat shed.

## 17 Appendix C – Powerboats

The Club has a total of 8 powerboats, which may be used for powerboat instruction or as safety or coaching boats.

- 4x RIBs – wheel steering
  - 1x Humber
  - 2x Zodiac
  - 1x Highfield
- 2x Dory – wheel steering
- 1x Whaly – wheel steering
- 1x Jaffa – tiller steering

### 17.1 Storage

The Jaffa is stored under the Race Hut. All other powerboats are stored in the Powerboat Shed.

### 17.2 Access

To gain access to the Jaffa, unlock the door using the key labeled **Race Hut** that hangs inside the clubhouse on a hook immediately to the left of the inner door.

To access the Powerboat Shed requires the two keys kept in the small key-safe. One key is for the pedestrian door to the shed, the other is for the locks that secure the roller doors to eye-bolts in the concrete base. Once the security locks have been removed, use a Club member key to unlock the padlocks on the chains used to raise and lower the roller doors.

### 17.3 Launch & Recovery

#### 17.3.1 Pre-launch check

Check the following equipment is on board

- Key and kill cord
- 2x paddles(Highfield) 1x paddle (Dory/Humber/Zodiac/Jaffa/Whaly)
- 1 x Bailer
- 1x Safety crate, containing
  - 1x towline
  - 1x throwing line (in a bag, which may be secured to the helm backrest)
  - 1x waterproof First Aid kit
  - 1x sharp knife (preferably serrated)

- 1x fire extinguisher
- 1x spare killcord
- 1x anchor and rode attached firmly to the boat
- 1x VHF radio tuned to the agreed club frequency (usually this is channel M2; **note** that on the fixed VHF in the Large Zodiac this is channel P4).
- Fuel in a secured container

Ensure all drainage plugs are in. Ensure that at the start of a session there is at least half a tank of fuel, the fuel line is secure and that the breather vent is open.

### 17.3.2 Launching

Tilt the outboard engine to the fully up position, using the power tilt switch, or manually if the boat is not equipped with a power tilt option. This will ensure the prop doesn't strike the slipway or ground in shallow water when launching.

Securely attach the winch rope to the launching trolley before pushing it into the water. Return the empty trolley to its storage position to keep the slipway clear.

### 17.3.3 Recovery

Before recovery from the water the outboard engine should be tilted up so as not to ground the prop.

Loaded launch trolleys should be recovered from the water using the electric winch and the rope provided. To use the winch, first you must remove the padlock from the isolator switch then turn it on. The key for this padlock is on a hook inside the Powerboat Shed next to the roller door. The winch is only to be operated by those with the proper training. When the boat is being hauled from the water using the winch all persons other than the winch operator should stand well clear.

### 17.3.4 Drainage

Before returning the powerboat to storage open the drain plugs to allow water to drain out. When in the shed tilt the outboard engine down to allow it to drain.

### 17.3.5 Fuel

With the exception of the Highfield RIB, which has an integral fuel tank and the Jaffa; disconnect the fuel line from the tank, remove the fuel tank from the boat and return the fuel tank to the fuel store, with the breather vent closed.

The Jaffa is designated as the Ready Use Safety Boat and the fuel tank should remain in the boat connected for use in an emergency. Do not leave this boat with insufficient fuel; if after use the fuel level is low the tank should be refilled from fuel in the Fuel Store. Decanting of fuel is only to be undertaken on the hardstanding by the Fuel Store.

### 17.3.6 Security

Turn off the winch using the isolator switch and secure it with the provided padlock. Replace the cover over the winch. Ensure that the key for the isolator padlock is returned to its hook inside the Powerboat Shed.

Lower all of the roller doors and secure their operating chains with the padlocks provided. Secure the roller doors to the eye-bolts in the floor using the security locks. Close and lock the pedestrian door to the Powerboat Shed and return the keys to the key-safe in the clubhouse.

Secure the Fuel Store with its padlock.

Close and lock the door to the Jaffa store under the Race Hut and return the key to its hook inside the clubhouse.

## 17.4 Kill cords

It is Club policy that the kill cord **MUST** be worn at all times when the engine is running. The helm should wear the kill cord around the thigh and not around the ankle, wrist or attached to their PFD. The helm should check that the kill cord is in a satisfactory condition and functions correctly whenever launching the boat or taking over an unattended boat during the day. Pulling the kill cord with the engine running should result in the engine immediately stopping. If this does not happen, turn off the engine and investigate the cause; if it cannot be rectified then the boat should be taken out of service and the fault reported to the SI.

## 17.5 Fuel

All of the Club powerboats use petrol fuelled 4-stroke outboards, do not use any other fuel.

### 17.5.1 Fuel Storage

With the exception of the Highfield RIB, which has an integral under floor fuel tank, all fuel is held in standard marine red plastic fuel tanks. The Jaffa, which is the Club Ready Use Safety Boat, should always have a fuel tank with it ready to go. The remainder of the powerboats will require a fuel tank to be fetched from the Fuel Store next to the Powerboat Shed.

### 17.5.2 Access to the Fuel Store

The Fuel Store should always be kept locked except when getting out or returning fuel tanks. The door is secured with a padlock, opened by a Club member's key.

### 17.5.3 Fuel Safety

When handling fuel ensure that there is no naked flame, persons smoking, using a mobile phone or VHF radio nearby. Fuel is only to be transferred between containers on the hardstanding next to the Fuel Store.

## **18 Appendix D Windsurf kit**

The club has

- 4 x Viper Training boards
- 1 x Startboard beginner board (used by the instructor)
- 1 x 3m rig
- 2 x 3.5m rig
- 2 x 4m rig
- 1 x 4.5m rig
- 1 x shoretraining rig

## 19 Appendix E – Instructors Safety Briefing Card

This safety briefing should be given by the SI to all students at the beginning of a course.

### Risks

**Drowning** – To reduce the risks of drowning, buoyancy aids **MUST** be worn at all times when on/in the water or on jetties and **MUST** fit properly. Keep a lookout within your group. All students, but particularly children **MUST** feel confident when in the water.

**Cold Water Shock** – Falling into cold water unexpectedly can cause an involuntary gasp for breath and a feeling of panic. Keep calm, relax and float on your back, take a breath. Assistance will come.

**Stones** – Leave them alone, don't throw them!

**Wet Floors** – The floors of the clubhouse are slippery when wet. No running around in the clubhouse as there is a risk of falling

**Helmets** – It is advisable for all juniors to wear helmets. If any student gets hit by the boom or bangs their head they should inform their instructor

**Hypothermia** – To reduce the likelihood of hypothermia, appropriate clothing must be worn for the prevailing weather conditions and water temperature. Young and elderly people do cool down quickly so watch for signs of this. Students feeling cold should report this to an instructor.

**Hyperthermia** – Be aware that wearing wetsuits and/or significant physical exertion on hot days can result in excessive high body temperature so watch for signs of this. Encourage students to keep hydrated during the day.

**Bumps & Bruises** – Keep control of the group and do not allow running on the jetties or near the slipways. These can be slippery so do brief the group.

**First Aid** – Show students the location of First Aid Equipment and ensure they know to report any injury or illness to an instructor.

**Powerboats** – If in a powerboat students should remain seated and holding on whilst the boat is in motion to ensure they do not fall overboard. Students should keep hands and feet etc. inside the powerboat especially when approaching the jetty or another boat. In the event of a fire aboard a powerboat students should follow the instructions of their instructor.

**Medical conditions** – Instructors should be aware of any medical conditions within their group. If a student starts to feel unwell they should report this to their instructor. If a member of your group starts having problems with an undeclared medical condition, inform the Senior Instructor immediately.

**Launching & Recovery** – Students should take care when launching and recovering sailing craft so as not to hit or be hit by another person.

### Actions

**Drowning** – Call Senior Instructor on radio and get your student to shore. Apply first aid and call 999 for assistance. Follow Club Emergency action Plan



**Hypothermia** – Get the student off the water and into a warm place, dried off and into warm clothing.

**Hyperthermia** – Get the student off the water to somewhere cool and give plenty of water. Get them changed out of their wetsuits into cooler clothing if appropriate. A cold shower can help reduce body temperature.

**Bumps & Bruises** - If minor then apply first aid, call 999 for more serious incidents. Inform the Senior Instructor and make an entry into the accident book

**Powerboat Fire** – In the event of a fire aboard a powerboat the instructor's primary responsibility is the safety of themselves and any students or passengers aboard the craft. They should follow the Emergency Action Plan (see Appendix K Powerboat Emergency Action Plan) a copy of which is on each powerboat.

**Medical Conditions** – If a student requires medicine that can be self-administered then that medicine must be kept by a volunteer, otherwise a helper, parent or guardian **MUST** be onsite to administer the medicine.

## **20 Appendix F Senior Instructor SOP**

### **20.1 Powerboats**

Ensure that you have the right number of powerboats prepared with the appropriate safety equipment. All powerboat drivers must have, as a minimum, a RYA Powerboat Level 2 qualification.

### **20.2 Weather**

Check the weather and make sure it is suitable for the planned session. Keep a look-out for any squalls developing. Make the decision to reef early or change the session to a land-based one. If on the water when the weather changes, direct students to return to shore as soon as possible.

### **20.3 Instructor Briefing**

Prior to the arrival of students:

- Detail off the DIs and AIs for each group and discuss their objectives for the day
- Designate training areas and training boats
- Check with the DIs on who is covering classroom briefings and knots. This is especially important if on water sessions are likely to be curtailed by weather conditions.
- Timings for the day. Avoid overly long sessions afloat.
- Cover any known medical conditions and safety issues such as who should be wearing a helmet.
- For youth training events, when the students arrive identify and introduce the parent or guardian to the appropriate instructor

### **20.4 Sailing Kit**

Check that students have appropriate clothing and a buoyancy aid before they go afloat.

### **20.5 Land Drills**

You should monitor the land drill demos to all groups to ensure that all DIs and AIs follow the RYA method.

### **20.6 Monitor Training Afloat**

As the SI you are responsible for what happens on the water during the course and that it is consistent with RYA training methods and standards. Provide general debrief points directly to the groups. If there are individual points pass them to the appropriate instructor. Mentor/coach the instructors to help them improve their skills.

### **20.7 Equipment Failure**

Things do break on boats. Fix what you can with the aid of your instructors during lunch or at the end of the day to ensure that there are sufficient boats available for the following day or the following course. All

failures especially those that you are unable to rectify should be reported to the Training Principal following a session. Do not use a boat if failure makes it unsafe to do so.

## **20.8 Other lake users**

Make sure you understand what area of the lake you are using with your group and where other groups are operating. If there is a race being held, make sure you know what the course being used is and brief your group accordingly. Avoid launching and landing at the same time as another training group.

## **20.9 End of Day**

Make sure all training equipment has been accounted for and put away correctly. Ensure all powerboats have been cleaned down and returned to storage. Make sure the instructors check the changing rooms and that students have tidied up after themselves and not left anything behind. Complete any maintenance tasks required for the following day. Debrief the instructors and set the scene for the following day. Nominate someone to lock up or do it yourself. Stand down the instructors.

## **20.10 End of Course**

Make sure the correct logbooks and certificates are completed and issued by the instructors. Corral the students to give them their books and certificates and tell them the importance of coming back to practice what they have learnt and the appropriate conditions in which to do so. Point out follow on sessions including youth events, race training and club racing. Ensure that all training equipment and facilities have been cleaned, stored and secured. Debrief the instructors, passing on any development tips and when all actions are complete stand the instructors down.

Send a short course report to the Training Principal and the Chief Instructor. This should include the number of logbooks and certificates issued (including where appropriate the certificate numbers to be registered with the RYA) and a list of defects still to be rectified.

## 21 Appendix G Instructor/Assistant Instructor SOP

### 21.1 Dress

Wear appropriate footwear for helping powerboats or demonstrating sailing. Flip-flops are not suitable. Your clothing should present a professional approach to the students you are teaching.

### 21.2 Preparation

You may be nominated to give a short shore-based presentation for your course. Make sure that you have done sufficient preparation to give an effective briefing.

### 21.3 Conduct of the course

The instructor is responsible to the SI for delivery of the course and must ensure that all the required elements are delivered to the correct standard. The SI will ensure that land drills are all conducted to a set standard. You may then reinforce these both ashore and afloat as needed to achieve the required outcome of the exercise. Plan sensibly so that absolute beginners are not sent afloat without the basic ability to tack and return to shore. Assign specific tasks to your AI. Plan when you intend to cover theory and knots across the length of the course and discuss these with your SI.

### 21.4 Powerboats

Assistant Instructors under the age of 16 are not permitted to drive club powerboats without adult supervision, even if they are in possession of a PB2 qualification. **Killcords must always be worn.**

### 21.5 Kitting students

Make sure the students have the right clothing and safety equipment for the prevailing conditions. If a parent has stipulated that their child must wear a safety helmet, make sure that they do. Make sure that buoyancy aids fit correctly and that crotch straps are used where fitted.

### 21.6 Rigging

Make sure that boats are rigged correctly and are fit to be used. If necessary, reef boats to suit the wind conditions and the skill of the helm.

### 21.7 Launch and Recovery

Make sure the students know that the majority of damage to boats occurs during launch and recovery. Plan how you will launch a stream of students, especially at the beginning of the course, to ensure safety cover on the water and assistance on the shore. This may mean you have to pick up your AI from the jetty after all the boats in your group have launched and drop them off again prior to your students returning ashore. Make sure that students know how to hold the boat in the water and are aware of the danger zone at the stern from booms flailing in the wind.

### 21.8 Damage to Boats

If at all possible fix the fault/damage. Make sure the SI knows of any fix that you have carried out and of any repair that is required.

## **21.9 Breaks and lunch**

Supervise young students during breaks. Make sure they eat at meal breaks and stay hydrated during the day. Ensure students clear up after themselves put and rubbish in the correct bin.

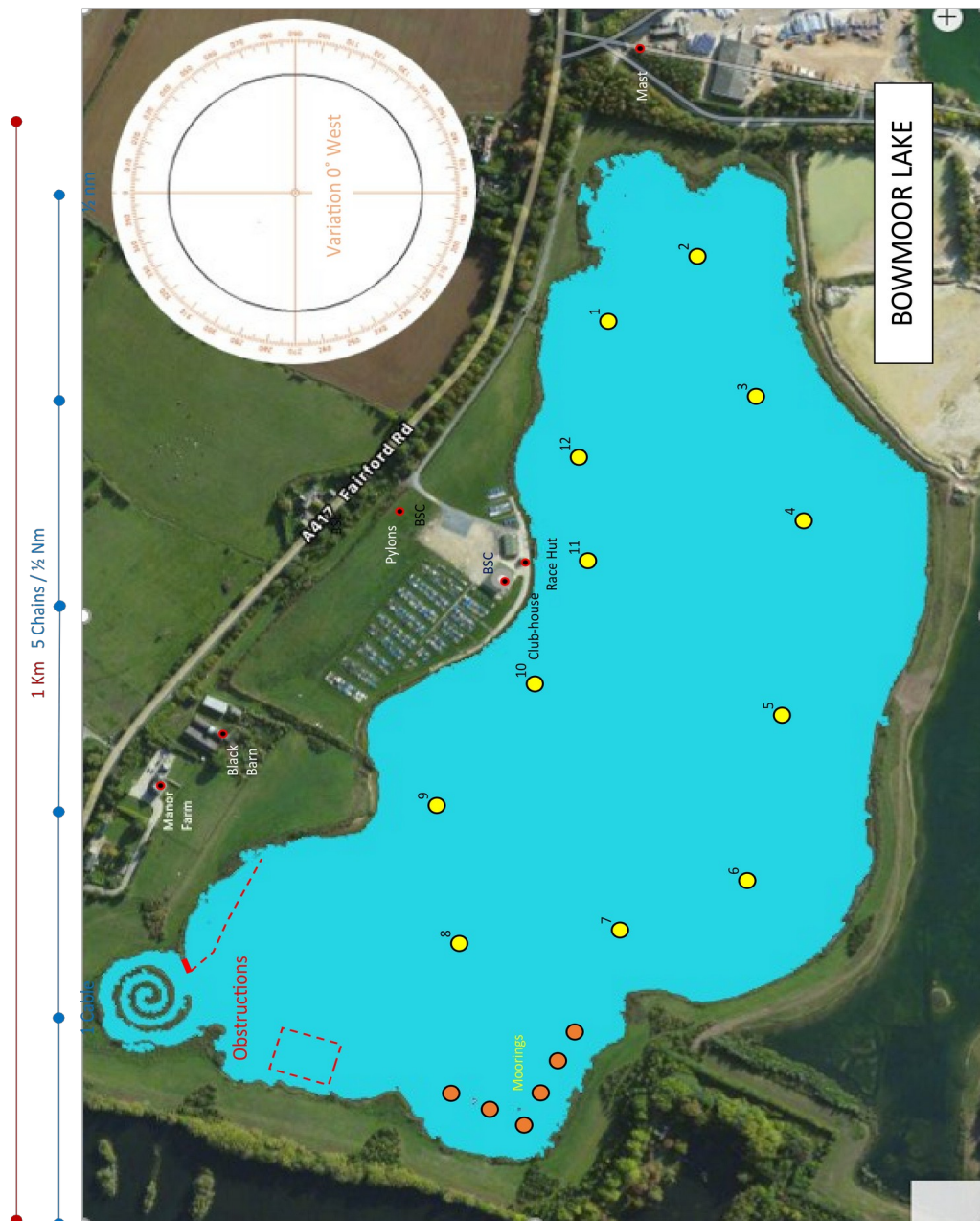
## **21.10 End of day/End of course**

Boats should be packed away and equipment stored as and where you would expect to find it. Powerboats should be cleaned and cleared of detritus, gear stored and fuel returned to the fuel store. All areas of the clubhouse should be left clean and tidy and cleared of excess water.

## **21.11 Log books and certificates**

Fill out logbooks and certificates, obtain signatures as required.

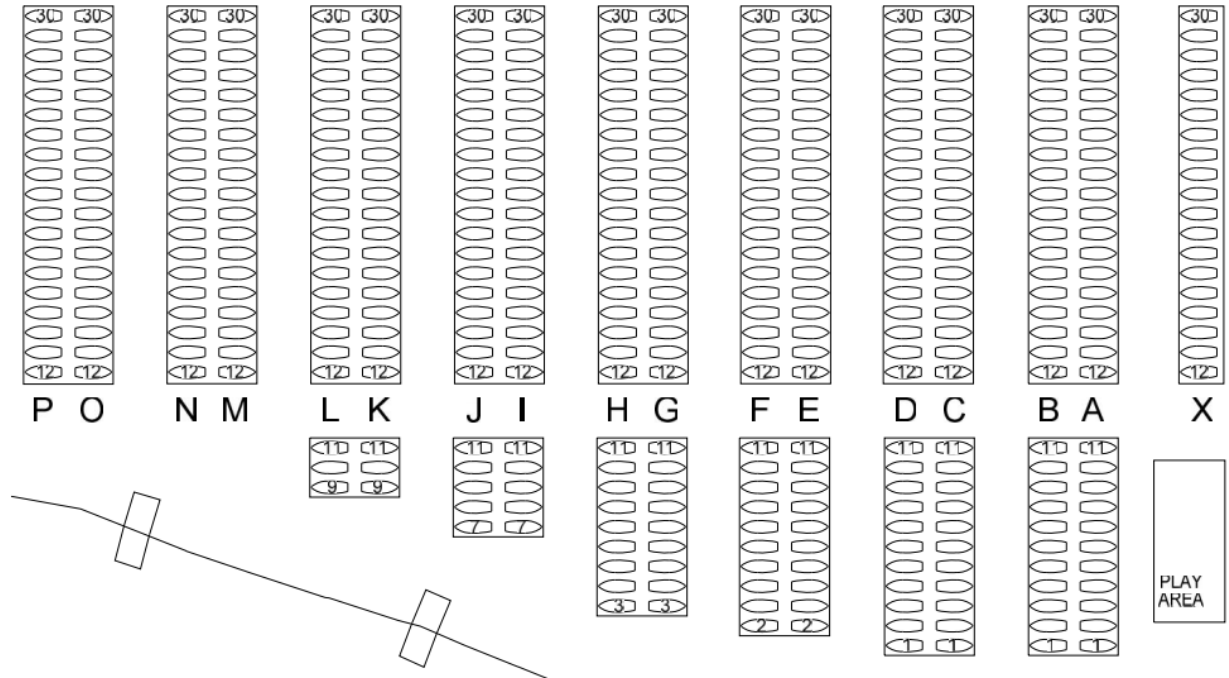
## 22 Appendix H – Map of Bowmoor Club Lake





## 23 Appendix I – Bowmoor Boat Park

*Bowmoor Boat Park*



## **24 Appendix J WINDSURFING OPERATING PROCEDURES (DRAFT – TO BE REVIEWED)**

### **24.1 Overview**

The aim of this Section is to cover the Operating Procedures for Start Windsurfing courses at Bowmoor SC.

The Training Principal is responsible for maintaining and updating the Bowmoor SC Operating Procedures supported by the Chief Windsurfing Instructor for this Section.

All instructors must declare that they have read and understood the Operating Procedures before conducting any training.

### **24.2 Roles and responsibilities**

The Training Principal has overall responsibility for maintaining the standards of all RYA courses and ensuring compliance with the requirements of the RYA.

The Chief Windsurfing Instructor undertakes to maintain standards of windsurfing training and ensure compliance with the clubs operating procedures.

A nominated instructor will lead the delivery of each windsurf training session and will authorise on-water training activities. Assisting instructors must follow any instructions given by the lead instructor.

### **24.3 Staffing of training courses**

Maximum instructor:student ratio for windsurf training at Bowmoor SC for Training Year 2021 is 1:4.

All instructors who have not worked at Bowmoor SC in the previous 12 months will be inducted by the Chief Windsurfing Instructor or a Senior instructor nominated by the Training Principal.

Copies of relevant RYA instructor qualifications must be supplied before conducting any training.

A copy of the Safeguarding Policy is held in the Clubhouse and detailed in the 'Important Documents' section of the Club website [here](#).

Teaching systems and procedures will be in accordance with that stipulated in the relevant RYA manual. Lesson plans for start windsurfing are shown here.

### **24.4 Students**

Joining instructions will be sent to all students detailing start/finish times, catering arrangements, recommendation of suitable clothing and any other information deemed appropriate.

Booking forms are to be completed via the Club website prior to the course, if under 18, a parent/guardian declaration must be completed.

A temporary file containing emergency contact and medical information of all students will be held by the course leader during the training. The instructor must delete the contact details at the end of the course.

Children under 15 must be accompanied by a responsible adult at all times.

A briefing will be held at the start of each session to include the plan, timings and objective for the session, a description of the sailing area, how to summon assistance and details of emergency procedures. The instructors and any helpers will also be identified and introduced to the students.

Before a practical session, students should be briefed to avoid any potential dangers, including but not limited to; trapping fingers and feet between mast and board, slipping on slipways, hitting head on the board or mast etc.

When ashore, rigged boards should be held appropriately and the instructor must demonstrate how to store equipment ashore for the safety of persons and equipment.

At the end of a practical session, students will de-rig and put away all equipment properly.

A debrief will be held to close each session.

Logbooks will be signed off by the instructor as training elements are completed. Certificates will be issued in the name of Bowmoor SC only when the required standards have been attained. Certificates may only be signed by the Chief Windsurfing Instructor or Training Principal.

## 24.5 Safety

Instructors must familiarise themselves with the risk assessments that are located on the Club website [here](#). They should continually monitor every session and curtail or amend the activity where necessary. Any updates to the risk assessments that are required should be notified to the Training Principal.

A major incident plan is included at Section 6 of the Club Operating Procedures.

A copy of the Health and Safety Policy is at Section 1 of the Club Operating Procedures.

Each safety boat must carry a VHF radio set to channel UK M2 or P4.

The main first aid kit is located in the main clubhouse by the entrance, with smaller packs in each safety boat.

All accidents and near misses must be recorded in the Club accident book located by the first aid box in the main Clubhouse and notified to the Training Principal and Commodore.

In the event of thunder/lightning, all on water activity will be suspended until the storm has passed. Instructors should be cognisant of the weather forecast before launching for any session.

An emergency landline telephone is located in the James Room. In practice most people ashore have a mobile phone.

## 24.6 Operating Area

Classroom and theory lessons may be taken in the Clubhouse, in the outdoor covered classroom or along the shoreline at the instructors discretion. Instructors should liaise with the Senior Instructor on the day to agree shore-based teaching spaces.

Practical training will take place in the normal sailing area on Bowmoor Sailing lake. The lake has a wide graduated beach area suitable for safe launching and landing. The front of the Clubhouse faces South-Westerly and thus the prevailing wind is on-shore making it ideal for windsurf instruction. Instructors

should be aware if there is a northerly breeze as beginners may find it difficult returning to the shore and likely to need instructor support to do so.

Instructors should check that all participants are suitably dressed for the conditions.

## **24.7 Training Courses**

All windsurf training leading to a RYA certificate and any beginners training will be run by a RYA Windsurfing Senior Instructor.

Course lesson plans are available on the Club Website [here](#).

## **24.8 Windsurfing Equipment**

All windsurfing equipment must be visually inspected by the course instructor prior to going afloat.

All defects and breakages should be notified to the Chief Windsurfing Instructor.

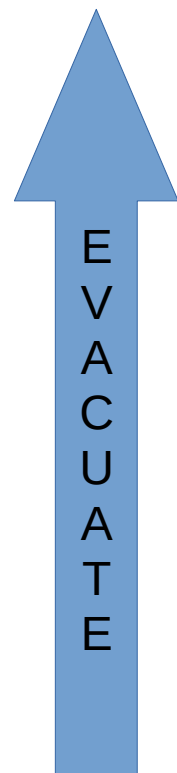
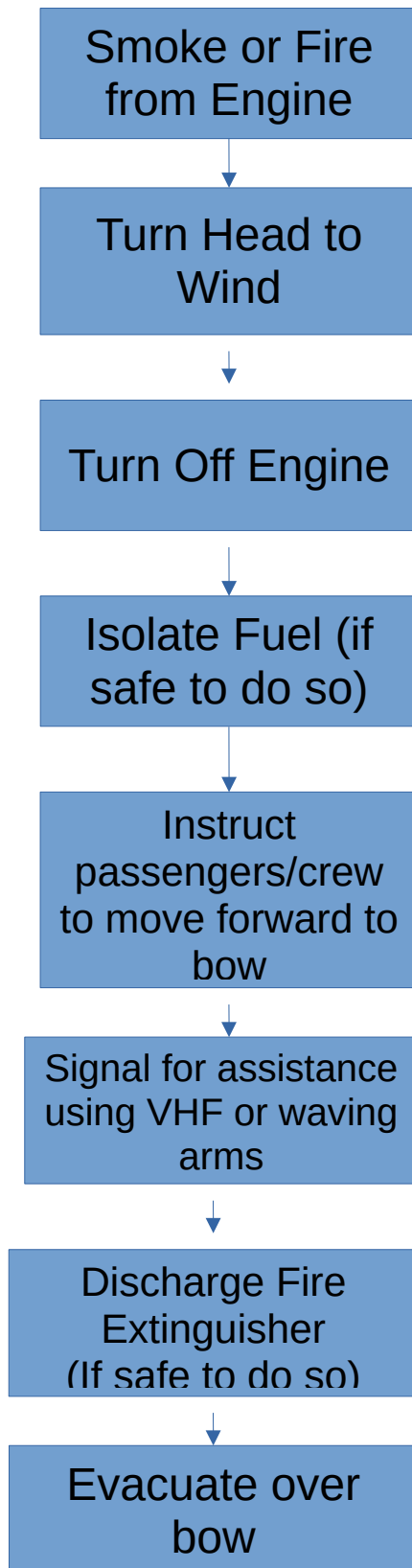
Watersports helmets are available to be used by all children on stage 1 courses, or as the instructor deems necessary.

## **24.9 Behaviour**

A copy of the Code of Conduct is held in the Training Centre Manual.

A copy of the Equality Policy is held in Section 3.2 of this document.

## 25 Appendix K Powerboat Emergency Action Plan



## 26 Appendix L – Instructor Form

# BOWMOOR SAILING CLUB

## RYA AND CLUB TRAINING INSTRUCTOR DECLARATION

*Please submit this form prior to the first day of instruction*

<b>YOUR DETAILS</b>			
Name:			
Telephone (home):			
Telephone (mobile):			
Email address (please print clearly):			
Date of Birth (if under 18):			
<b>EMERGENCY CONTACTS</b>			
<i>In the unlikely event of an accident or illness, we need to know whom we should contact. Please provide the name, address and telephone numbers of your emergency contact.</i>			
Name:			
Address:			
Telephone (home):			
Telephone (mobile):			
<b>RYA CERTIFICATES</b>			
<i>It is a requirement that your RYA certificates are up-to-date and relevant to the course being instructed. Please bring copies of your certificates with you unless you have provided copies in advance to the RYA Training Principal.</i>			
	<i>Tick if Applicable</i>	<i>Date of Issue</i>	<i>Date of expiry*</i>
RYA Advanced Dinghy Instructor			
RYA Senior Dinghy Instructor (SI)			
RYA Dinghy Instructor (DI)			
RYA Assistant Dinghy Instructor (AI)		RTC: Bowmoor SC	
RYA Race Coach			
RYA Racing Instructor			
RYA Windsurfing Instructor			
RYA Powerboat Instructor (PBI)			
RYA First Aid Instructor			

RYA Yachtmaster Instructor			
RYA SRC Assessor			
RYA First Aid			
First Aid other ( <i>please specify</i> )			
RYA PB2			
RYA Safety Boat			
BSC Safety Boat			
RYA Safe & Fun			
RYA Membership		<i>Membership number:</i> <i>valid until:</i>	

\* validity from date of issue: Instructor – 5 years, First Aid – 3 years

I \_\_\_\_\_ have read and understood the Bowmoor Sailing Club Training Centre Operating Procedures document for 202\_

I have made myself aware of the location and contents of the Club's incident manual, child and vulnerable adult safeguarding policy and emergency procedures document.

(stored on the rack next to the noticeboard in the Clubhouse or available on request).

The Training Section has been provided with copies of my certificates.

I feel that I need further training / development in:

\_\_\_\_\_ (signed)

\_\_\_\_\_ (Date)