



BOWMOOR SAILING CLUB

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
2.04	Updated to include Bowmoor	3/02/24

Revision Number	Description	Issue Date
	coaching procedures.	
2.05	Updated for 2025 including section on DBS checks and updated SOP for SI and DI	03/06/25

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, and coaching 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.

Courses are training events which operate under RYA guidelines delivered by RYA qualified instructors available to members and non-members, under the guidance of a RYA Senior Instructor.

Coaching is a training event run by the Club for the benefit of members only under the guidance of a Duty Officer.

This document provides general guidance for all those providing training at the Club, including both RYA courses and Club coaching. This includes Chief Sailing Instructor (**CSI**), Senior Instructors (**SI**), Duty Officer (**DO**), 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, DO, 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

(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 or Coaching 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 (e.g. 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
- 6) Training Administrator – persons holding this role assist the Training Principal in the management of courses and the instructor cadre

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 sailing Courses are 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 Courses are 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 Courses are covered in Appendix J Windsurfing Operating Procedures (Pending RYA Windsurfing SI)

Responsibilities exclude casual instruction by club members to friends etc. These are not to be advertised as RYA instruction regardless of whether those offering casual instruction are RYA instructors.

Casual instruction may include activities such as Otters, Sprints, Ladies who Launch, Social sailing and Cruising section. These informal activities fall outside the scope of this document.

Club Coaching such as member Coaching, and particularly youth race Coaching, are generally structured training sessions organised by a Duty Officer, aimed at more competent sailors, and often delivered by a Racing Instructor, Race Coach Level 2 or 3, or other qualified instructors, approved by the Training Principal or Chief Sailing Instructor.

For the sake of simplicity, the senior instructor (or Duty Officer) 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 the Club 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 organised at the Club. 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 RYA Courses shall run with Student Instructor Ratios that are in line with RYA guidelines and all Courses are run by appropriately qualified instructors.

Club coaching (Race Coaching or Member Coaching) will respect RYA ratio's but can replace the Senior Instructor with an appointed Duty Officer with relevant experience (Senior Instructor, Dinghy Instructor, Race Coach, or someone appointed by the Training Principal or Chief Instructor).

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 Code of Conduct

The club expects all instructors and trainers to adhere to the RYA Instructor Code of Conduct as defined on the RYA website [here](#).

5.2 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.

5.3 Instructor Certificates

The instructor must present to the Training Principal for examination all certificates applicable for the Courses or Coaching 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 or Coach until the applicable certificates have been examined.

5.4 RYA RTC Operations Manual

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

5.5 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.

5.6 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.

5.7 Layout of the lake

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

5.8 Check Ride

Any new Powerboat Instructor joining the Club shall take a check ride with the CPBI prior to their first Course, or Coaching session.

5.9 Shadowing and feedback

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

5.10 Dinghy Sailing courses

5.10.1 Student to Instructor Ratio

The following ratios apply for formal RYA Courses. These ratios may be varied for club Coaching activities such as the Hour of Power, Winter Squads, Member Coaching or other Club organised coaching sessions at the discretion of the Training Principal, or Chief Instructor.

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 e.g. 3 students in 3x double-handed boats or 2 students in 4x double-handed boats)

For Race Coach Level 2+ there is no student to instructor ratio as the students are expected to be proficient with a focus on development of Intermediate and Advanced Racing skills.

5.11 Powerboat courses

5.11.1 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 shall teach U18's or vulnerable adults until the Instructor has 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 (this does not apply to powerboat instructors). 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.

6.1 DBS Checks

All SIs and adult instructors (both club and visiting) should hold a current DBS (Disclosure and Barring Service certificate). The club Safeguarding Officer is responsible for facilitating instructors who do not already hold a current DBS certificate in obtaining DBS certification via the RYA.

7 Students

Students are required to apply for the Training 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 Training 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 will be automatically sent to the students at the end of the Course and completed forms will be returned to the TP.

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 Club will carry out suitable and sufficient 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's 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 on the [website](#).

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 [here](#).

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.

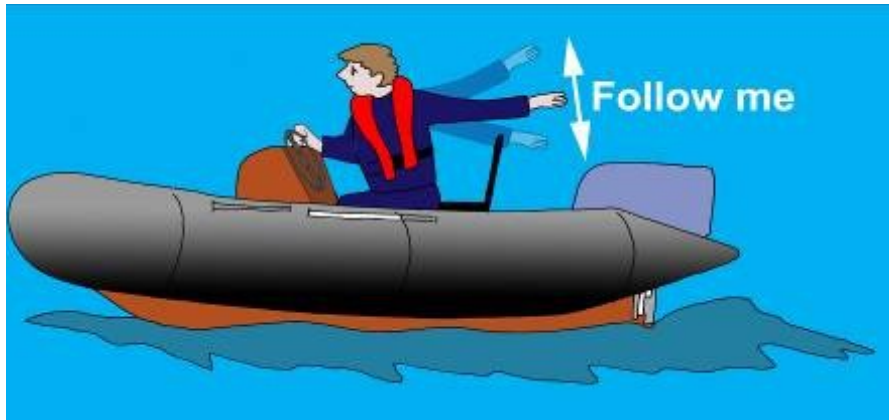
Standard Hand Signals may be used for on water communication with students. If instructors intend to use them, they should brief the meaning to students on shore.

STARTING



COMMUNICATING INSTRUCTIONS





8.4 Accidents

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

All injuries are to be entered in the ACCIDENT BOOK kept adjacent to the First Aid cupboard and AED. Completed Accident/Incident Forms are to be removed from the Accident Book and placed in the box provided. These forms shall be reviewed regularly and appropriate actions taken.

If more than simple First Aid is required, then take the injured person to **Cirencester Hospital** for minor injuries or **Great Western Hospital** for incidents requiring A&E.

Cirencester Hospital

Tetbury Road, Cirencester GL7 1UY
///combining.suspend.adventure

0300 421 6200

Open 8:00-19:30

Great Western Hospital

Marlborough Rd, Swindon SN3 6BB
///monday.wedge.vibrate

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 behind the rightmost whiteboard.

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, or Coaching session must agree on the areas that they will use giving due regard for weather conditions, student ability and the needs of the Course or Coaching session.

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 Training Boat Park.

10 Courses/Coaching

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 May 2025)

The Club also offers Club-based Coaching.

All Coaching organised by the Club will follow the operating procedures detailed in this document, even if the training being run is not a RYA recognised Course.

Club Coaching (Race Coaching or Member Coaching) will respect RYA training ratios, but the Club reserves the flexibility to adjust ratios where sailors have suitable experience. In addition the Club can replace the Senior Instructor with an appointed Duty Officer with relevant experience (Senior Instructor, Dinghy Instructor, Race Coach, or someone approved by the Training Principal or Chief Instructor) as having suitable experience.

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 sent an online 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 (June 2025) 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 Coaching session.

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 Dry Bag, 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 spare killcord

1x fire extinguisher

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 8 x Standard Horizon HX300E handheld 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. If necessary due to the amount of traffic instructors may use channel M with the agreement of the SI and as appropriate the OOD. 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.

It is part of the SI's responsibilities to assess whether the conditions are such that students should wear helmets to mitigate against head injuries.

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

The Club Training Fleet does not include any boats rigged for trapeze. In the event that own boat coaching is being provided 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 member's kitchen available for use by students and instructors. A microwave is available in the member's kitchen for heating your own snacks. Hot water is available all day for hot drinks.

Meals are not provided unless otherwise advised.

A separate Galley operated by an external catering company (weekends only).

When the Galley is open it is possible to purchase hot & cold drinks, hot and cold food, snacks and cakes. Members and visitors are not to enter the Galley.

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 onshore 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 rainwater will not pool on the covers.

Secure: Tie down at shrouds and bow.

14.3 Powerboat Recovery & Storage

Powerboat training students 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 training 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 Bosun, CSI, CPBI or Training Principal as soon as practically possible.

15 Appendix A – Training Section Contact Details

RYA Training Principal

Nigel Fletcher

Mobile: 07976 428631

Email: training@bowmoor.com

Chief Sailing Instructor

Tom Whittingham

Mobile: 07564 939256

Email: tom.whittingham@rocketmail.com

Chief Powerboat Instructor

Stef Bogdiukiewicz

Mobile: 07770 440459

Email: stefbog57@gmail.com

Chief Windsurfing Instructor

TBD

Mobile:

Email:

Club Safeguarding Officer

Karen Cooke

Mobile: 07870 557856

Email: kazendoc@gmail.com

Junior Section chairperson

Graham Fletcher (pro tem)

Email: youth@bowmoor.com

Bosun

Owen Griffiths

Email: bosun@bowmoor.com

Training Administration Team

Karen English & Sally Heathcote

Email: trainingadmin@bowmoor.com

16 Appendix B – Training Boats

The Training Section has the following dinghies used for training.

Youth Boats:

- 14 Optibats
- 8 RS Teras (Sport and Pro)
- 2 RS Fevas (Dacron and XL)
- 3 Toppers

Adult Boats:

Also used for youth training where appropriate

- 12 RS Zests
- 3 RS Neos
- 5 Topper Argos

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 labelled **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 three keys kept in the small key-safe. One key is for the pedestrian door to the shed, one is for the locks that secure the roller doors to eye-bolts in the concrete base and the third is for the padlocks on the chains and the fuel store. 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 Dry Bag, 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 spare killcord
- 1x fire extinguisher
- 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 turn on the isolator switch inside the powerboat shed. 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. In hot weather it is advised to leave the breather vent on the tanks open whilst in the fuel store to ensure that the tanks don't expand. If this is the case close the breather valve whilst moving the tank to the boat.

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

After use turn off the winch using the isolator switch and replace the cover over the winch.

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 Training.

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 Risk Assessment

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.

Complete the Daily Risk Assessment Form and ensure that it is emailed to the CSI & TP.

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 or the Bosun 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 racecourse 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 Sailing 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.

20.11 Bowmoor Course Report

Date:

Number of Students:

Certificates Awarded:

Incidents: [Detail anything that effected course delivery or safety/injuries]

Training boat status: (Detail what repairs were carried out and what could not be fixed)

Course Conduct: Provide a short narrative on student progress and anything that may affect future training or course participation, and DI/AI feedback)(

21 Appendix G Instructor/Assistant Instructor SOP

21.1 Dress

Wear appropriate footwear for helming 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 bins.

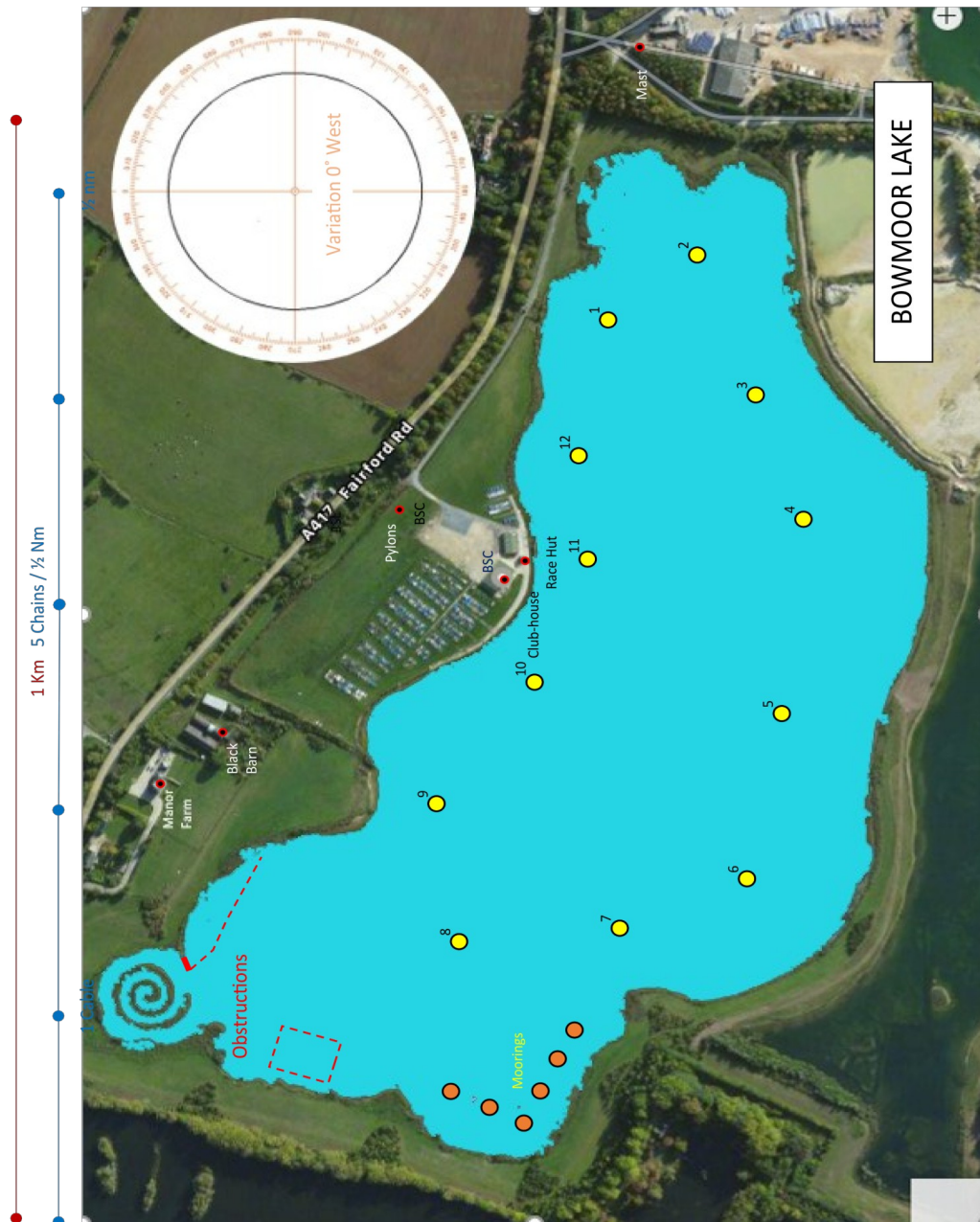
21.10 End of day/End of course

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.

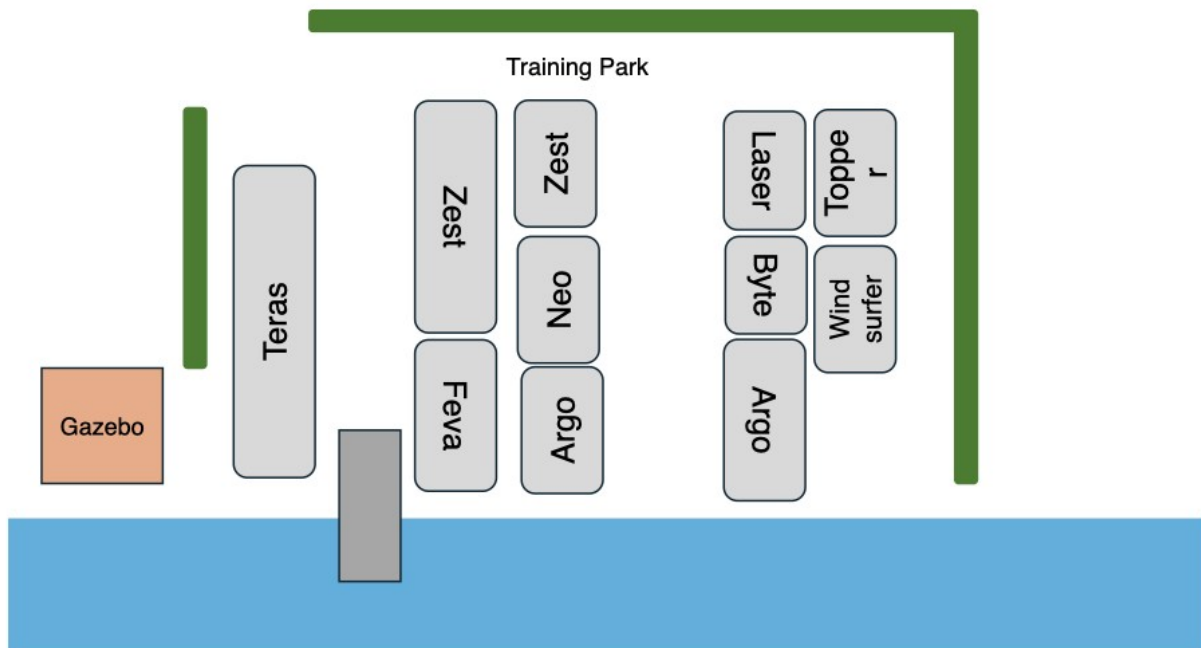
21.11 Log books and certificates

Fill out logbooks and certificates, obtain signatures as required.

22 Appendix H – Map of Bowmoor Club Lake



23 Appendix I – Bowmoor Training Boat Park



24 Appendix J Windsurfing Operating Procedures (Pending RYA Windsurfing SI)

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 2025 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](#).

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 instructor's 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 onshore 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](#).

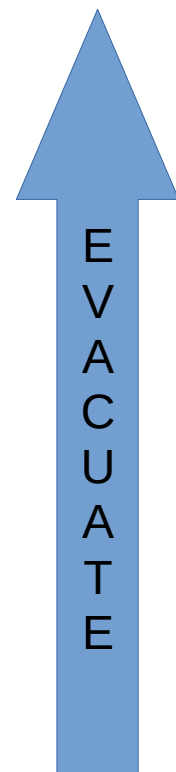
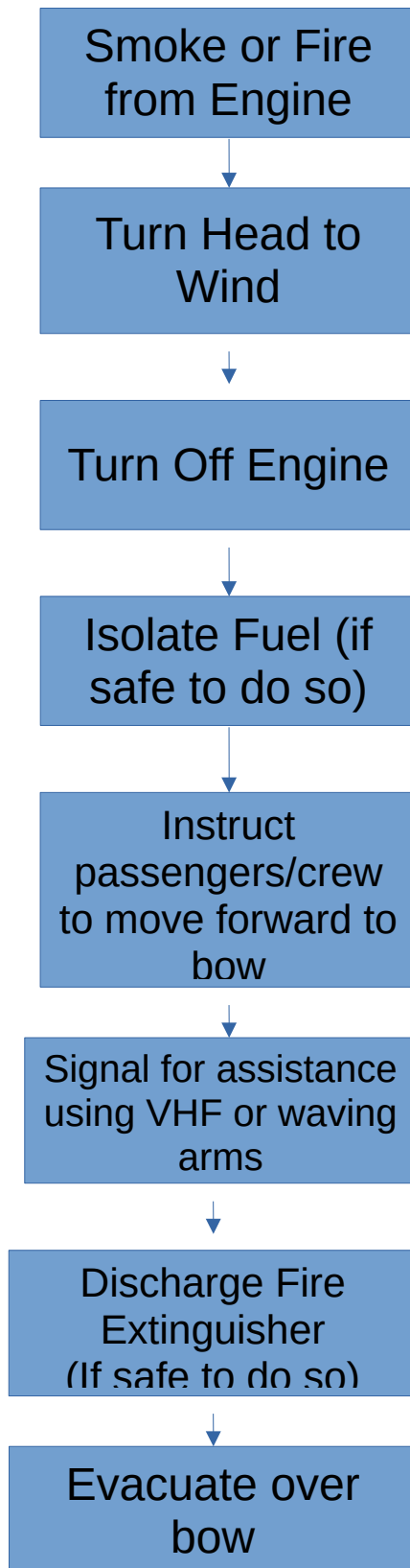
24.8 Windsurfing Equipment

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.

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

YOUR DETAILS			
Name:			
Telephone (home):			
Telephone (mobile):			
Email address (please print clearly):			
Date of Birth (if under 18):			
EMERGENCY CONTACTS			
<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):			
RYA CERTIFICATES			
<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)