



# Chipstead Sailing Club

## RYA Training Centre

# STANDARD OPERATING PROCEDURES

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# 1. HEALTH, SAFETY & SAFEGUARDING

It is the policy of Chipstead Sailing Club an RYA Recognised Training Centre (The Centre) to do all that is reasonably practicable to provide a safe teaching/learning environment for all students and instructors. Strict adherence to these Operating Procedures is key to successful implementation of this policy, and they must be followed by all The Centre instructors.

## 1. SAFEGUARDING (PROTECTION) POLICY AND CODE OF PRACTICE

It is the policy of The Centre to safeguard from harm children, young people, and vulnerable adults participating in Club activities. All instructors should be familiar with the Chipstead Sailing Club Safeguarding Policy and Code of Practice (which is circulated to training centre instructors and volunteers annually).

## 2. IMMEDIATE EMERGENCY PROCEDURES

In the event of any emergency involving instructors or students, the **Instructor-in-Charge** will take appropriate action to restore the situation and will immediately advise the Principal who will take responsibility for contacting the RYA. Further guidance and emergency contacts are provided in the **Emergency Action Plan** on the notice board in the Committee Room. Any contact with the press should be consistent with the guidelines in the **Major Incident** section of the **Emergency Action Plan**.

There is a Minor Injuries Unit at Sevenoaks Hospital. The address is Sevenoaks Hospital, Minor Injuries Unit, Hospital Road, Town Centre, Sevenoaks TN13 3PG. The phone number is 01732 470200.

The Nearest Accident and Emergency department is at Tunbridge Wells Hospital, Pembury, Tunbridge Wells, Kent, TN2 4QJ. The phone number is **01892 823535**

### Contacts:

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Sailing Course Admin and bookings	Polly Colesmith	<a href="mailto:sailtraining@chipsteadsc.org.uk">sailtraining@chipsteadsc.org.uk</a>
Powerboat Course Admin and bookings	Sean Chapman	<a href="mailto:pbtraining@chipsteadsc.org.uk">pbtraining@chipsteadsc.org.uk</a>

### 3. GENERAL SAFETY & SAFEGUARDING CONSIDERATIONS

1. All RYA training conducted at The Centre is undertaken within the Rules and Bylaws of Chipstead Sailing Club (CSC). Accordingly, all personnel participating must be members or temporary members of Chipstead Sailing Club. RYA instructors who may be engaged from time to time to deliver courses will be deemed to be temporary members of the Club for the duration of their engagement.
2. An **Instructor-in-Charge** will be responsible for each RYA training session at The Centre. The Instructor-in-Charge will be the most senior RTC instructor who is appropriately qualified to lead the session and who is on site for the whole of the session.
3. **All references to “instructor” in this document shall include instructors of all disciplines (i.e., dinghy, powerboat etc.) and all levels of seniority (i.e., Assistant Instructor, Dinghy Instructor, Powerboat Instructor, Senior Instructor, Advanced Instructor etc.).**
4. All instructions regarding safety related matters given by the Instructor-in-Charge are to be fully complied with, regardless of an individual’s position within the club, course, or activity. Individuals also have a personal responsibility towards their own safety whilst either ashore or afloat at CSC.
5. The **Principal** is responsible for all aspects of the safe and effective running of The Centre and their instructions are to be immediately complied with by all users of The Centre. In the absence of the Principal, the Chief Instructor or Instructor-in-Charge assumes responsibility for The Centre and all users take their lead from that person. This particularly applies to the initiation of the **Emergency Action Plan**.
6. In an emergency the safety of The Centre users and instructors is the primary concern – protection of equipment is secondary.
7. During a course, details of all students including Next of Kin details will be maintained by the Instructor-in-Charge. They will be kept in the Training Cabinet in the Committee Room These will be destroyed at the end of each year following the completion of the courses for GDPR purposes.
8. During training activities for Juniors, a parent or designated guardian must be always onsite. Instructors, parents, and club members must not allow themselves to be alone in the changing/toilet areas when children are present. Instructors are to use the disabled toilet/changing room. During Junior courses, Wealden Sailability clients should use the disabled toilet/changing room or must be accompanied by their carer when using the other changing/toilet facilities.
9. Personal Floatation Devices must be worn on the pontoons. The pontoons may be slippery due to wet or dirty surfaces – students should be warned of this hazard during briefings and told to act responsibly on the pontoons.

10. Certain areas, including the foreshore and grass bank/s near the clubhouse, may be slippery. Students and instructors should be warned of this hazard during briefings and encouraged **NOT** to run and to use the steps provided.

## 2. FIRST AID

### 1. FIRST AID POLICY STATEMENT & ACCIDENT PROCEDURE

There will be always adequate and well-maintained first aid provision for instructors and students while The Centre activities are running.

### 2. FIRST AIDERS

All Instructors-in-Charge, Senior Instructors, Dinghy Instructors and Powerboat Instructors must hold a valid First Aid certificate as required by the RYA.

Students are to be briefed on the location of the first aid equipment at the start of each course.

### 3. FIRST AID BOX

#### **Location:**

The main First Aid Box is on the door of the Committee Room.

There is also a First Aid Box in the Training Filling Cabinet in the Committee Room. The Instructor-in-Charge will hold the key and the cabinet will normally be locked during training.

An ice pack is in the freezing section of the fridge in the kitchen, with a sleeve available in the Training Cabinet within the Committee Room. A box of single-use Instant Ice Packs is in the Training Cabinet.

#### **Minimum contents:**

The First Aid Boxes should contain Triangular Bandages, Sterile Wound Dressing, Antiseptic Wipes, Disposable Plastic Gloves, and Blunt Scissors.

There are also first aid supplies contained in the Training Safety Boat Kits (red and white waterproof plastic containers) for use in powerboats during The Centre activities. These are kept in Training Shed No. 6 and must be in power boats during training activities. A kit should not be used if the seal is broken.

#### **Restocking of First Aid supplies:**

All instructors are to inform the Principal/Instructor-in-Charge of resources used and hence the need to replace. The first aid supplies are reviewed regularly.

### 4. A.E.D

#### **Location:**

The CSC defibrillator is in the clubhouse on the wall to the left of the female changing room.

There is a secondary defibrillator in the Mast Hut, located next to the Power Boat Shed.

**If asked to bring a defibrillator to the shore bring the entire bag and its contents.**

## 5. ACCIDENT / NEAR MISS PROCEDURE

An Accident / Near Miss will be dealt with by the instructor leading the group in which the incident occurs. This instructor will inform the Instructor-in-Charge as soon as is practicable. The Centre has both an Accident Book which is located on the Committee Room door and a Near Miss Book, which is located on top of the training cabinets in the Committee Room.

Details of any Accident will be recorded on an Accident Report Form from the CSC Accident Book that is located on the outside of the Committee Room door and posted in the Training Post Box in the Committee room. Completed forms will then be stored with the course records in the Training Cabinet.

Near misses will be recorded in the Near Miss Book, located on top of the Training Cabinet in the Committee Room.

If an ambulance is required, it will be called by the Instructor-in-Charge or by any person nominated by them. If transportation other than by ambulance is required, the Instructor-in-Charge will arrange for a member of The Centre or a parent to take the casualty to the local A&E unit. The Training Principal will be informed as soon as possible.

### 3. GENERAL PROCEDURES

1. All students are to complete The Centre's confidential medical information declaration form, which includes a medical questionnaire. This can also be done electronically when booking onto the course online, however the details given must be checked on registration at the start of the course. Any changes will require a new form to be completed. These forms will be in the Training Cabinet in the Committee Room until the end of The Centre activity and will subsequently be maintained in The Centre records until the end of the year, prior to being destroyed. The Instructor-in-Charge will inform instructors where there are students with medical conditions and ask students if they have appropriate medication with them or food e.g., diabetics.
2. All instructors must read this SOP document and sign a declaration to this effect prior to commencing instruction. All instructors must ensure their qualifications are in date and provide copies to the Training Principal prior to commencing instruction (qualifications to include instructor, powerboat, first aid, and safeguarding certificates, RYA membership number and Club membership number as appropriate).
3. If there is any doubt by a first aider about procedure in the event of an accident or illness, or if a head injury results in unconsciousness, a doctor or ambulance must be called immediately.
4. All instructors must complete a medical declaration and / contact form prior to commencing instruction. This sheet will be kept in the Training Cabinet in the Committee Room and will be available to the Principal / Instructor-in-Charge in the case of an incident. Instructors with medical conditions should ensure that they advise the Instructor-in-Charge of this before the commencement of The Centre activities. These forms will be maintained in The Centre records until the end of the year, prior to being destroyed.
5. All instructors must complete a safeguarding self-disclosure form, prior to commencing instruction. These forms will be maintained in The Centre records until the end of the year, prior to being destroyed.
6. All instructors over 16 years of age will be asked to complete a Disclosure and Barring Service (DBS) check. Instructors with a current DBS check certificate must have it inspected by the Principal or Safeguarding Officer prior to commencing instruction. **Instructors will not be able to teach without a DBS check.**
7. All instructors will comply with the RYA Instructor Code of Conduct (attached as **section 7**).
8. **Assistant Instructors will operate under the direct supervision of a Dingy Instructor or Senior Dinghy Instructor. Note that if an Assistant instructor is under 16 years of age and they are participating in a Training Centre activity they can be deemed to be under the guardianship of the Dinghy Instructor or Senior Dinghy Instructor. In this case the Senior Instructor or Dinghy Instructor should ask the parent or guardian to complete a Legal Guardian Nominee Form so that the Assistant Instructor's parent does not need to remain on site throughout the training activity.**

- Instructors will be monitored by the Instructor-in-Charge. Serious misconduct must be reported promptly to the Principal by the Instructor-in-Charge.

## 4. POWERBOATS, SHED AND ASSOCIATED SAFETY

1. All instructors are responsible for ensuring safe practice both within the Powerboat Shed and in handling equipment outside. Powerboats are heavy and cumbersome and require a minimum of two people to launch and recover. Any manual lifting of engines must be carried out by two people and must be over the minimum distance possible.
2. A strict non-smoking policy ban will be enforced within the Powerboat Shed, and in the proximity of the Fuel Store and all powerboats. Instructors will take all precautions against accidental ignition of petrol fumes when working in or near the fuel store and with the outboard motors. They must familiarise themselves with the location of the fire extinguishers. Fire extinguishers **must** be carried on Powerboats during all The Centre activities. These are fixed in all powerboats except for the two Dorys. Spare fire extinguishers are kept in the Training Cabinet in the Committee Room. Instructors should ensure that all necessary equipment is onboard prior to the activity commencing.
3. All instructors must take care when handling fuel, including discharging any personal static electricity prior to handling fuel. The transfer of fuel from storage cans to fuel tanks should be conducted by adult instructors (over 18 years), should be conducted at a safe distance from the Fuel Store, should involve only one storage can and one fuel tank being open at any single time, and should be conducted in the minimum time possible. Only one fuel storage can should be removed from the fuel storage locker at any time for fuel transfer and should be returned to the fuel storage as soon as possible thereafter. The lid of the Fuel Store should be always closed when not in use and/or unattended.
4. All the Powerboat safety craft must carry the following equipment:
  - a. Paddles.
  - b. Boat Hook.
  - c. Towline.
  - d. Kill Cord (plus a spare Kill Cord – located in Training Powerboat Kit for commando powerboats and in seat on RIB powerboats).
  - e. Anchor plus chain and warp, sufficient for safety craft and any towed craft.
  - f. Fire extinguisher.
  - g. Training Safety Boat Kit.
  - h. Radio.
  - i. Enough fuel for the session intended.
5. The powerboat helm is to carry out the following visual checks of the hull and equipment before launching the powerboat:
  - a. The bolts / chain securing the motor to the transom are fully tightened / attached.

- b. Bung is in place (commando powerboats).
  - c. Elephant trunk is raised (RIB powerboats).
  - d. Nothing fouling the outboard motor and propeller.
  - e. Nothing fouling inlet and outlet ports.
  - f. All lines and painters tidied and secure.
  - g. All equipment (see item 4, above) is correctly stowed and secure.
  - h. Kill Cord fitted and in good condition.
6. The powerboat helm is to carry out the following functional checks after launching the powerboat:
  - a. The motor tilts freely, and manual tilt is locked in the run position.
  - b. The steering wheel / tiller swivels the motor easily between port and starboard stops.
  - c. There are no obstructions resting on RIB control cables.
  - d. The gear shift / throttle lever is in neutral position. It should never be forced out of neutral when the engine is stopped.
  - e. The fuel tanks are strapped tightly into position and the fuel line connector is correctly attached.
  - f. Engine checks:
    - Cooling system working with water stream exiting the outlet port,
    - Conduct a Kill Cord function check after starting the engine.
7. The fuel tanks are to be stored in the Fuel Store overnight. Fuel tanks are to be refuelled in the designated area and not afloat or on the slipway.
8. All Instructors must be aware of how to safely operate the club's power winches. The Winch Operating Procedures are included in Section 9. If no winch is in service at any time, consideration must be given by the Instructor-In-Charge as to whether the activity can safely continue as recovery of powerboats without the winch is arduous and may require more personnel than are available.

## 5. WATERBORNE ACTIVITIES

### 1. GENERAL PROCEDURES

1. The Centre Principal and Chief Instructors are responsible for all waterborne activities. In the absence of The Centre Principal or Chief Instructor, the Instructor-in-Charge is in control of all waterborne activity.
2. In summer, instructors and students should be warned about the potential risk from adders on the foreshore, and not to touch or step on snakes.
3. No group or individual may go afloat without the permission of the Instructor-in-Charge. They should ensure that the Instructor-in-Charge is fully aware of their proposed activity and estimated duration.
4. Prior to commencing waterborne activities, the Instructor-in-Charge will ensure that appropriate communications have been established. Powerboats should each carry a radio and a shore base radio, or equivalent, should also be established. Radios should be tested before each session. Procedures for the operation of Radios are included in Section 10.
5. During any waterborne activity at least one Safety Boat will be afloat in the vicinity of the activity, crewed, and fully prepared for immediate use. A Safety Boat is a powerboat crewed by at least one instructor or other RYA Powerboat Level 2 (PB2) qualified person and used to provide supervision of, and safety cover for, waterborne activities.
6. All RYA maximum student to instructor ratios will be adhered to when undertaking The Centre activities:

Dinghy	Single handed	6 students to 1 instructor
	Double handed	3 students to 1 instructor if instructor aboard else 9 students to 1 instructor with a maximum of 6 dinghies
Powerboat (PB1 & PB2)		3 students to 1 instructor
Safetyboat		6 students to 1 instructor

- The minimum Safety Boat to dinghy ratios will be adhered to when undertaking Training Centre activities if these are not RYA courses. Except for the Saturday Junior Club who operate under their own rules.

Dinghy	up to 6 dinghies:	1 Safety Boat
	7 to 15 dinghies:	2 Safety Boats
Boats	more than 15 dinghies:	3 or more Safety

For recreational dinghy sailing and non RYA tuition that is part of a structured learning programme, each Safety Boat should provide cover for a maximum of 12 dinghies.

## 2. SWIMMING ABILITY & BUOYANCY AIDS

- All students attending waterborne activities should be confident in the water and able to swim with the assistance of a personal floatation device while wearing appropriate clothing. All instructors and students will wear personal buoyancy suitable to the weight of the person involved.
- All personnel going afloat in powerboats and dinghies will wear a personal floatation device providing a minimum of 50N buoyancy. For dinghies this will be a 50N Buoyancy Aid. For powerboat only activity either an automatic or manual 150N Life Jacket can be worn.
- All personal floatation devices will be worn on the **OUTSIDE** of all waterproofs. This always applies to students and instructors when afloat.
- The instructors will check that students' personal floatation devices meet the above requirements and are properly fitted (i.e., are 'tight' and will not 'ride up') prior to departing from the shore.
- If a personal floatation device has crutch or leg straps, then these must be used and fitted appropriately.

## 3. SAILING TUITION IN MEMBERS' OWN BOATS

At the time of instruction, the instructor should satisfy himself/herself that the craft to be used is of a seaworthy condition, has adequate buoyancy, and is suitable for the type of instruction to be given. If in any doubt a craft from The Centre fleet is to be substituted. It is recommended that anyone sailing with less experience than RYA NSS Level 1 RYA YSS Stage 2 should have a mast head float fitted for the duration of the instruction.

## 4. INDIVIDUAL SAILING TUITION

All individual tuition **MUST** be booked and paid for through The Centre – otherwise the activity would both be uninsured and require specific permission from the landlord. Bookings should be notified to the Sailing Course Administrator or Saturday Adult Club and all fees received should be given to the Sailing

Course Administrator or Saturday Adult Club who will record these and make payment to the instructor concerned, in lieu of expenses. The current fees are listed in The Centre Price List.

## 5. SAFETY & RESCUE CONSIDERATIONS

1. In all water emergencies the safety of personnel is paramount – craft and equipment can be recovered later.
2. Only PB2 qualified and experienced instructors will be allowed to drive powerboats in a safety/rescue role. The minimum age for instructors to drive powerboats is 16 years. Instructors under 16 years who are PB2 qualified must be accompanied by a PB2 qualified adult (over 18 years) present in the same craft and who will be considered responsible for the craft.
3. Only members of the CSC Rib Squad and instructors permitted under the CSC Rib Squad policy, which includes instructors and students on powerboat training courses organised by The Centre, will be allowed to drive the RIB powerboats.
4. In any rescue situation where a powered craft is used to recover personnel from the water, the engine of that craft will be turned off when in proximity of the personnel in the water.
5. **The KILL CORD will be attached around the thigh of a Powerboat driver whenever the engine is running.** Kill switches should be checked as functioning efficiently by any powerboat driver prior to any session afloat. Kill cords must be in good condition. Spare kill cords are in the Training Powerboat Pots or in the Training Cabinet. Damaged kill cords should be disposed of and reported to the Training Principal.
6. The **Training Powerboat Kits (consisting of first aid kit, safety knife, thermal blanket, and a spare Kill Cord)** must be collected from the Instructor-in-Charge and carried on-board all Powerboats Boats afloat during The Centre activities. The Training Powerboat Kits should not be used if there is no seal on the lid. They must be returned to the Instructor-in-Charge at the end of each session, reporting any use of the kit to the Instructor in charge.
7. The powerboat driver will ensure that low speed is maintained around pontoons and other watercraft. High speed is to be used only where necessary.
8. If there is a thunderstorm in very close proximity, with a high likelihood of lightning, the Instructor-in-Charge will clear the water and postpone activities until the thunderstorm has moved away.

## 6. PROCEDURES FOR DINGHY SAILING

1. Care should be taken when moving training boats on and off racks. Always consider whether it would be better to use two people. Small children are to be kept clear of racks during lifting.

2. An area of the lake sufficient for a group to operate safely must be agreed with the Instructor-in-Charge before launching. All instructors and students must be made aware of their area limits and any obstructions or hazards on or around the designated area.
3. Ratios: A single instructor in any of the powered boats will be responsible for the training and safety of a maximum of 6 dinghies.
4. For RYA NSS Level 1 and RYA YSS Stage 1 and 2 courses, all dinghies must be rigged with adequate masthead flotation in place to reduce the risk of inversion during capsizes. For Saturday Adult Club all dinghies must be rigged with adequate masthead flotation. Students should be briefed that in the event of a capsize, one of them should move to/stay by the centreboard and that during the 'scoop' recovery students should 'lie' in the water and not put their weight on the boat, to avoid pulling boats capsized to 90 degrees into the inverted position.
5. Dinghies may not launch until there is a safety craft afloat and ready for use. See **GENERAL PROCEDURES** section above.
6. Dinghies should not launch until instructors have checked that the boats are correctly rigged and prepared before going afloat or observe that students are carrying out such checks. Boom heights should be checked.
7. Where installed, the elastic centreboard retention straps on dinghies should be attached to the centreboard when it is lowered.
8. All students will be encouraged to sail safely and sensibly. Care of all The Centre equipment both on and off the water is of great importance.
9. **All novice students should be warned about keeping low in any dinghy to avoid being struck by the boom. This point must be emphasised regularly throughout any training programme. Land drills should reinforce the 'look at the boom' message during tacks and gybes.**
10. **All students should be regularly reminded that collisions between sailing dinghies are to be avoided as collisions can cause injuries (e.g., to hands on gunwales) or damage to boats. Students should be reminded to keep their hands inside the boat when coming alongside powerboats, other boats or pontoons. Students should also be made aware that booms may often extend beyond the actual side of a boat and hit other boats or their crew.**
11. All students should be reminded to stay inside boats whilst sailing, apart from during specific exercises (e.g., capsize).
12. When instructing Man Overboard (MOB) recoveries students and/or instructors are not to go into the water to act as "dummies" to be rescued. Only water carriers with sufficient weight of water for ballast should be used as "dummies" for recovery practice.
13. Defects to sailing dinghies must be reported to the Instructor-in-Charge, who will complete a post activity report for the Principal. The Instructor-in-Charge will enter the details of the defect in the Training Boat Defects Logbook which is located in the office on top of the training cabinet.

14. All students must provide their own adequate protective wear such as a wetsuit. Students will be advised in advance to wear the correct amount of warm clothing for the prevailing conditions of the day. Suitable footwear must be always worn when afloat and ashore – bare feet will not be allowed. In hot or sunny weather students should be reminded about sunscreen/hats. This is especially important for children and their guardians present.
15. Students will be made aware of the risks of recovery of dinghies on slippery slipways and banks and advised of appropriate manpower for pulling boats out of the water and the safe use of the power winch.

## 7. PROCEDURES FOR POWERBOAT TRAINING

### GENERAL

1. All powerboat courses run at The Centre are strictly in accordance with the current regulations and guidelines of the RYA course syllabus or training requirement for the relevant course.
2. During powerboat courses, when students are practising manoeuvres without an instructor in direct “on board” control, great care will be exercised in briefings to ensure that The Centre’s safety operations are adhered to.

### SAFETY

3. Bad weather. The high speeds of the powerboats, coupled with the risk of capsize, create the risk of exposure. In inclement weather, or when only a single powerboat is being used, crews and passengers are to wear protective clothing (over warm clothing) suitable for the prevailing conditions to enable them to swim to the bank without the risk of Hypothermia. Non-slip boots and a Personal Floatation Device are to always be worn.
4. The powerboats are fitted with a safety switch (**Kill Cord**) to ensure that the engine is stopped if the driver falls overboard, or the vessel capsizes. This is to be in place and ALWAYS attached to the driver (around the thigh) when the engine is running.
5. During any powerboat instruction all instructors are to carry radios. The procedures for the use of Radios are included in Section 10 below.
6. When teaching Man Over Board (MOB) recoveries students and/or instructors are not to go into the water to act a “dummies” to be rescued. Only water carriers with sufficient weight of water for ballast should be used as dummies for recovery practice.

## 6. SAFEGUARDING (CHILDREN AND VULNERABLE ADULTS) – GOOD PRACTICE GUIDE

### **The Essential points of Good Practice.**

This guide only covers the essential points of good practice when working with adults at risk and children and young people. You should also read the Chipstead Sailing Club's (CSC) Safeguarding Protection Policy and Code of Practice (which are circulated to training Centre Instructors and Volunteers annually) which are available for reference at all times.

- Avoid spending any significant time working with adults at risk or children in isolation and always try to work in an open environment in view of others.
- Do not take adults at risk or children alone in a car, however short the journey.
- Do not take children or adults at risk away from the CSC premises (which includes Chipstead Lake).
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge at CSC or the child's parents or the adult at risks carers.
- Design training programmes that are within the ability of the individual.
- If the adult at risk or child is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible.
- If you do have to help an adult at risk or child, make sure you are in full view of others, preferably another adult.
- Restrict communications with adults at risk or young people via mobile phone, email or social media to group communications about organisational matters. If it's essential to send an individual message, copy it to the child's parent or carer, or if these are not available, to the Training Principal ([training@chipsteadsc.org.uk](mailto:training@chipsteadsc.org.uk))
- Always communicate clearly in whatever way best suits the individual, and check their understanding and expectations.

### **You should never**

- Engage in rough, physical or sexually provocative games, including horseplay.
- Allow or engage in inappropriate touching of any form.
- Allow use of inappropriate language unchallenged, or use such language yourself when with children or adults at risk.
- Make sexually suggestive comments, in any circumstance.
- Fail to respond to an allegation made by an adult at risk or a child. You must always act.
- Do things of a personal nature that adults at risk or children can do for themselves.

It may sometimes be necessary to do things of a personal nature to help someone with a physical or learning disability or for children; particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the individual (where possible) and their parents, guardians and carers. In an emergency situation which requires this type of help, parents, guardians and carers should be fully informed. In such situations it is important to ensure that any adult present is sensitive to the individual and undertakes personal care tasks with the utmost discretion.

## 7. RYA INSTRUCTOR CODE OF CONDUCT

This document outlines the code of conduct to which all holders of RYA instructor qualifications and RYA training appointments (hereafter referred to as instructors) are required to comply.

The code of conduct is intended to make clear to all participants, instructors and RYA appointment holders, the high standards to which all are expected to conform.

Instructors must:

- Behave in a manner that is consistent with the values of the RYA, particularly with regards equality, diversity, inclusivity and sustainability.
- Respect the rights, dignity and worth of every person and treat everyone equally within the context of their boating activity.
- Place the wellbeing and safety of the student above the development of performance or delivery of training.
- Encourage and guide students to accept responsibility for their own behaviour and performance.
- Only develop relationships with students that are appropriate and legal, (especially those under 18) whether face to face or in a digital context. Relationships must be consensual, based on mutual trust and respect and must not exert undue influence to obtain personal benefit or reward.
- Ensure the activities they direct or advocate are student focused, and appropriate for the age, maturity, experience and ability of the individual. Always clarify with students (and where appropriate their parents or carers) exactly what is expected of them and what they are entitled to expect.
- Behave appropriately to ensure the safety of instructors, students and others under your direction.
- Treat all RYA instructors, appointment holders, staff and other stakeholders with respect.
- Act with integrity in all customer and business to business dealings pertaining to RYA training.
- Read, understand, and comply with the Safeguarding Children and Safeguarding Adults policies and guidelines as detailed on the RYA website at [rya.org.uk/safepof-guarding](http://rya.org.uk/safepof-guarding).
- Comply with the laws and regulations of the jurisdiction in which they are operating.
- Follow all RYA guidance and standards with regards specific training or coaching programmes.
- Not do or neglect to do anything which may bring the RYA into disrepute, including through the use of social media.
- Hold relevant, up to date governing body qualifications as approved by the RYA.
- Only teach or provide RYA courses or RYA certification within the framework of an RYA recognised training centre.
- Notify the RYA immediately of any court-imposed sanction that precludes the instructor from contact with specific user groups (for example children or adults at risk) and be aware that certain sanctions may result in the automatic withdrawal of your qualification.
- Notify RYA Training in the event of any health issues that may affect their ability to carry out their responsibilities, including the use of medication which may impact their role.
- Not carry out RYA training, examining or coaching activities whilst under the influence of alcohol or drugs.

Failure to adhere to the RYA Instructor Code of Conduct may result in the suspension or withdrawal of RYA qualifications or appointments.

## 8. EQUALITY AND DIVERSITY POLICY

### **Objectives**

- To ensure that membership of Chipstead Sailing Club is open to all, in accordance with its status as a Community Amateur Sports Club.
- To ensure all water and land activities at Chipstead Sailing Club are open to any member who wishes to take part.
- To provide the framework for everyone to enjoy the sport, in whatever capacity and to whatever level the individual desires.
- To ensure that all water and land activities at Chipstead Sailing Club, for associated groups, including training, are accessible to all.
- As a Royal Yachting Association (RYA) recognised training centre, to make training available to all and to support the RYA's objectives of training being safe, educational and fun.

### **Policy Statement**

Chipstead Sailing Club is committed to the principle of equality of opportunity and aims to ensure that all present and potential participants, members, instructors, coaches, and volunteers 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.

### **Implementation**

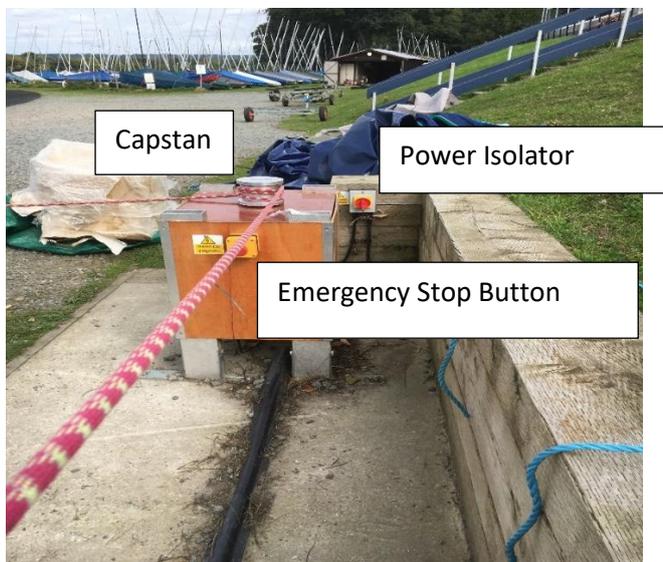
- Membership applications will be considered in a fair and inclusive manner.
- Appointments to positions within Chipstead Sailing Club will be made on the basis of an individual's knowledge, skills and experience and the competences required for the role.
- Chipstead Sailing Club will implement and work with the RYA in relation to best practice of Equality and Diversity in the delivering of RYA training schemes.
- Chipstead Sailing Club will not discriminate or otherwise inhibit the performance of any candidates with individual needs and strive to ensure that the standard, quality and integrity of schemes and assessments are not compromised.
- Chipstead Sailing Club reserves the right to discipline any of its members who practise any form of discrimination in breach of this policy.
- The effectiveness of this policy will be monitored and evaluated on an ongoing basis.
- Should there be any concerns regarding the application of this policy or an accusation of discrimination these should be made known to the Commodore at: [commodore@chipsteadsc.org.uk](mailto:commodore@chipsteadsc.org.uk) and the Safeguarding Officer at [safeguarding@chipsteadsc.org.uk](mailto:safeguarding@chipsteadsc.org.uk).

## 9. WINCH OPERATING PROCEDURE

The electric winches should only be operated by persons over the age of **16 years** and in accordance with the following general procedures.

The club has two electrically powered winches.

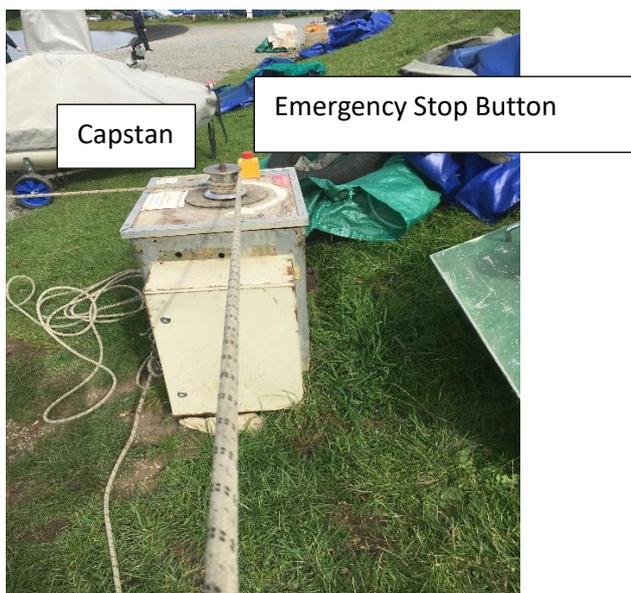
### Winch 1



Power is on when the power is on in the club house (orange light on in left hand corner by front door) and the power Isolator switch (by the winch) is in the upright or vertical position.

Please note that the capstan on this winch DOES NOT does not wind backwards (anti-clockwise) so it is necessary to slip the rope on the capstan when lowering a boat into the water.

### Winch 2



The Power is on when the power is on in the club house (orange light on in left hand corner by front door).

## **General Procedures for Winch Operation**

**DO NOT RUN BOTH OF THE WINCH MOTORS AT THE SAME TIME: THIS IS LIKELY TO BLOW THE FUSE IN THE CLUB HOUSE.**

Before using either of the Winches:

The winch should be uncovered, and the coverings left on the grass bank to the side of winch (out of the way).

The winch rope should be uncoiled and checked for visual damage. If there is damage replace the winch rope or use the other winch.

If there are twists in the rope the rope should be paid out fully in a straight line and untwisted.

Check that the loop in the end of the winch rope is made soundly with a bowline or figure of eight on the byte knot.

Test that the winch is powered up by depressing the foot switch.

The Emergency Stop Button should be tested before using the winch. Get another person to press the Emergency Stop Button while the winch is running. It should stop immediately. Afterward release the Emergency Stop Button and make sure the winch runs. If the winch does not stop do not use it!

### **Boat Launching Operations:**

The winch operator must stand within the cage and with his/her foot on the winch control footswitch.

The winch rope should be attached via its end loop to the trolley of the boat being winched (not the boat).

The winch rope should be wound round the capstan of the winch one full turn in a clockwise direction.

Spare rope should be left loosely coiled by the winch operator: Avoid getting it tangled around legs etc.

The winch operator should ensure that nobody is standing behind the boat being winched at any time during the winching operation.

The winch operator should keep the free end of the winch rope horizontal and feed it onto the capstan slowly until the boat is fully in the water and free of its trolley. The rope should be held with the hand positioned so that the fingers are downward, and thumbs are above the rope. **DO NOT COIL THE ROPE ROUND YOUR HANDS.**

### **Boat Retrieval Winching Operations:**

The winch operator must stand within the cage and with his/her foot on the winch control footswitch.

The winch rope should be attached via its end loop to the trolley of the boat being winched (not the boat).

The winch rope should be wound round the capstan of the winch three full turns in a clockwise direction.

Spare rope should be left loosely coiled by the winch operator: Avoid getting it tangled around legs etc.

The winch operator should ensure that nobody is standing behind the boat being winched at any time during the winching operation.

The winch operator should keep the free end of the winch rope horizontal and taught while depressing the winch foot switch and gradually ~~pulling~~ pulling the boat and trolley out of the water. The boat should be pulled up to near the winch on the horizontal ground. The rope should be held with the hand positioned so that the fingers are downward, and thumbs are above the rope. **DO NOT COIL THE ROPE ROUND YOUR HANDS.**

### After Using the Winches:

The winch should be covered, with the winch rope coiled on top of the winch and the appropriate cover put back over the winch and coiled rope.

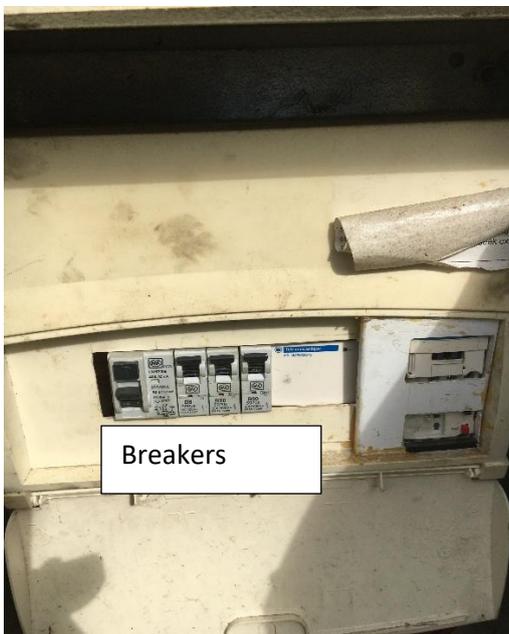
The power will be disconnected when the person locking up the club house has followed their normal locking up procedures (that do not form part of these S.O. Ps).

### Troubleshooting

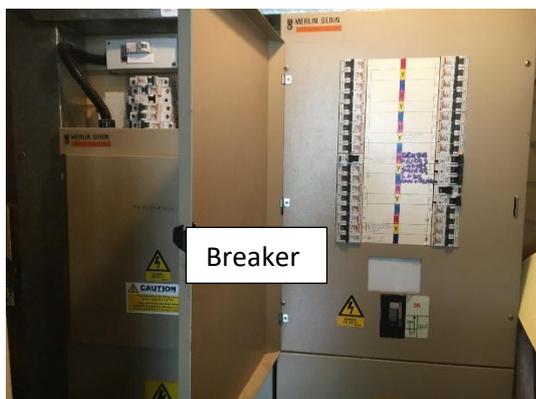
If Winch 1 does not work first, ensure that the power isolator switch is on (vertical).

If Winch 2 does not work obtain the key from the key box in the Committee Room and open the side door of the winch.

Check that all the breaker switches are on see picture below:



If neither of the winch's work, go to the electrical cabinet in the club house (between the ladies' and gentlemen's toilets and check that the breaker in the fuse box is on (see below).





## 10. RADIO OPERATING PROCEDURES

The following is a guide to basic radio operation at Chipstead Sailing Club.

Note that although the club uses VHF radios and though these are licenses by OFCOM they are not Marine Band VHF Radios and users do not have to hold a Marine Band VHF Radio license to use them.

### Entel VHF Radio Controls

#### CONTROLS & INDICATORS



1. On/Off button: press and hold to turn the radio on or off.
2. Volume control
3. Channel control
4. Push To Talk (PTT) button: press to speak and release to listen.
5. Dealer programmable button (ask your dealer for more information)
6. Dealer programmable Soft Key (long press only)
7. LED indicator

- Red steady - Transmitting
- Red flashing slowly - Battery needs recharging
- Green steady - Receiving
- Amber steady - Invalid signal being received
- Amber flashing rapidly - Scanning
- Amber pulsing - In standby mode
- 8. Keypad buttons
- 9. Microphone

### Switching On, Reception and Switching Off

1. To switch on, press and hold the on/off button (1) on the front of the radio.
2. When the radio has passed its diagnostic tests, it will emit a fanfare tone.
3. The radio will enter standby mode. This is indicated by the LED Amber flashing once every 5 seconds, signalling that the radio is ready for use.
4. Adjust the volume control to select the desired volume level.

5. Using the channel buttons, ensure you have the correct channel selected. (Normally "1").
6. When receiving a valid signal, the LED will illuminate steady green and audio will be emitted from the radio's speaker or audio accessory (if attached).
7. When finished using the radio, switch off by pressing and holding the on/off button (1) until the radio beeps and the LED/LCD is extinguished.
8. You can check that the radio is off by pressing one of the blue volume buttons. It should make no sound.
9. **MAKE SURE THE RADIO IS OFF BEFORE RETURNING IT TO THE CHARGING RACK**

### **Before Transmitting**

1. Before transmitting, listen to see that the channel is clear (no talking).
2. When receiving a signal, wait until the signal stops before transmitting. The radio cannot transmit and receive simultaneously.
3. Press the "Push To Talk" (PTT) button to begin your transmission. To confirm transmission the LED will illuminate red.
4. For best transmitted speech quality, you must talk directly into the radio's microphone at around 4cm between your mouth and the radio.
5. Wait a couple of seconds before starting to speak.
6. When the transmission is finished release the PTT button.

### **Transmitting**

This procedure should be performed each time you are issued with a radio to use for a session and after any power on/power off.

1. Perform steps 4, 5, and 6 from "Before Transmitting" above.
2. Say "**<Their Call Sign> this is <Your Call Sign> Radio Check Please Over**".
3. Release the talk button.
4. Wait for response. If no response after a minute repeat steps 1,2 and 3 again.
5. You will get the response "**<Your Call Sign> this is <Their Call Sign> Reading You Loud and Clear. Out**".

You now know that your radio is working and that others can hear you and speak to you.

### **Normal Conversation**

This procedure should be performed each time you wish to communicate with another party.

1. Say "**<Their Call Sign> this is <Your Call Sign> Over**".
2. Wait for response. If no response after a minute perform step 1 again.
3. You will get the response "**<Your Call Sign> this is <Their Call Sign> Go Ahead, Over**".
4. Say "**<Their Call Sign> this is <Your Call Sign> <Your Message>, Over**".
5. You will get the response "**<Your Call Sign> this is <Their Call Sign>, <Response to Your Message>, Over**".
6. Steps 4, and 5 can be repeated as many times as needed to complete your conversation.
7. When you are finished you close the conversation by saying "**<Their Call Sign> this is <Your Call Sign>, Out**".
8. To begin another conversation, start at step 1 again.

## Call Signs

The following are the Call Signs normally assigned to radios on a CSC training session. Do not use you own Surname or Christian name.

**RACE HUT** (the duty person(s) in the race hut).

**SHORE** (duty person on shore).

**COMMANDO <No.>** (any one of the crew of Commando <No.>).

**DORY <No.>** (any one of the crew of Dory <No.>).

**GREY RIB** (any one of the crew of the Ribcraft Rib).

**ORANGE RIB** (any one of the crew of the Humber Rib).