



TRAINING

Policy & Code of Practice

This policy and code of practice covers all training activities at TSSC, whether formal or informal, on or off the water.

Policy

TSSC wishes to promote all water sports activities permitted by its lease with Yorkshire Water, and to encourage safe progress for all participants.

TSSC is an RYA Recognised Training Centre, and will work to maintain this status, ensuring high standards of training for all course participants. It follows that all official courses will be run under RYA guidelines.

TSSC will ensure that all RYA qualified training staff have passed through, and cleared, an enhanced CRB check, or are undergoing that process.

Aims

- To promote enthusiasm for watersports
- To provide courses for all club members appropriate to their needs
- To introduce prospective members to watersports in a safe environment, and in accordance with club rules (It should be noted that non-members can only attend 3 days of training annually, as TSSC is not licensed under the Adventure Activities Regulations, 1996)
- To increase active club membership
- To promote awareness of safety in watersports
- To provide courses to enable club members to meet their membership obligations competently and safely - eg. safety boat and race officer training
- To promote RYA membership and accreditation.

Code of Practice

The following code of practice covers three types of training activity, identified and defined separately as:

1. Official Training Courses.

These are run at the discretion of a Principal of an RYA recognised teaching establishment, staffed by RYA qualified instructors of TSSC or affiliated members, and must comply with RYA guidelines. They are the only courses where RYA certification/accreditation can be gained. They will normally form part of the published sailing programme agreed by the Management Committee.

2. Unofficial Training.

Offered by instructors and others on an informal basis to introduce people to watersports, or to help members improve their skills.

3. Outside Courses.

Run by organisations other than TSSC and affiliates by special permission of TSSC management committee and Yorkshire Water.

1. Official Training Courses.

As defined above, these courses must comply with RYA rulings and guidelines, and it is clear from these guidelines that the Principal of the recognized teaching establishment carries the ultimate responsibility for them. The reputation of TSSC is also at stake. Therefore, in addition - or supplementary to RYA guidelines, the following regulations must be observed.

1.1 Proposal to run a course.

Any suitably qualified Instructor who wishes to run an official training course must submit a proposal form to the appropriate Principal not less than one calendar month before commencement of the course. Such a course may not be advertised without approval, unless it forms part of the published training programme agreed by the Training and Sailing sub-committees.

Details submitted will include dates of course, nature and level of course, named responsible staff, named safety boat helm and crew.

1.2 Application forms.

All course participants must fill in a TSSC/CGSC course application form, which will include medical information. These forms should be kept on site for the duration of the course.

There will be 2 forms, one for juniors, another for adults.

The status of the applicant will be clear - member/non-member.

All applicants, if non-members, will be supplied with a simplified copy of Club Rules, and must agree to abide by them.

For junior applicants, instructors must agree to explain such Rules on induction in terms which may be understood.

1.3 Fees.

Course fees will be set by the Principal in consultation with the course leader and Training sub-committee, in accordance with policy agreed by Management Committee.

All moneys are payable to TSSC/CGSC only, and not to any individual.

The set fee will cover all aspects of the course, including hire of equipment and instructor expenses. An additional fee may be levied on non-members.

A full account of course finances must be submitted to the Treasurer within a month of the end of the course

1.4 Safety.

The safety of all course participants is of paramount importance.

Clear advice must be given on suitable clothing/buoyancy aids.

An appropriate level of support boat cover must be provided; never less than one; and the helm must not also be acting officially as an instructor.

The course leader must constantly check that the weather/water conditions are

reasonable for the experience of the course participants, and the level of safety cover available, before and during the course.

1.5 Statement of Training Course Details.

A statement of training course details will be posted on the Training notice board for the duration of the course. This will state the nature and level of the course, and the names of the course leader and safety boat helm(s).

Course participants will also be listed, with details of their membership status, and ,if under 18, their age and the name of the adult responsible for them on site. (See 1.6)

This statement is open to scrutiny by and Principal or member of TSSC committee, and any irregularities or breaking of club rules may result in cancellation of the course.

The statement will also inform club members as to the nature and extent of the training activity.

1.6 Children.

All instructors must be aware of Child Protection Policy & Guidelines, and operate good practice in the care of children. Other adults acting as course personnel may be required to fill in a disclosure form.

A parent or guardian's signed consent is needed on the application form. A parent or nominated adult acting "in loco parentis" must be present on site, and able to supervise / help with showers/changing. This person should not be one of the training staff, except where this would naturally be the case e.g. an Instructor's own friends and family.

Any adult agreeing to act "in loco parentis" should consider how they would act in an emergency situation: agreeing to act on behalf of several families should be avoided.

Where there is a mixed group of trainees male and female staff must be present at all times during a course, and must have agreed to accept responsibility.

Such a staff member need not be an instructor, or acting as an instructor, but must be a competent person, appointed by the course leader.

No junior trainees may be left on site without supervision, whether on or off the water.

It should be made clear that they can tell the course leaders or the safety boat helm about anything that troubles them on the course, without emphasizing this to the extent that children feel that they *ought* to have problems.

1.7 Accreditation/Certification

The level of award to any candidate following an official training course will be judged by a Principal, in consultation with the course leader/other qualified personnel.

Individual assessment for RYA certification WITHOUT having completed an official training course is only available through a Principal.

2. Unofficial Training.

It is within the spirit of a sailing club that members should seek help and advice from other more experienced/skilled members, and this support should be encouraged. It has, indeed, been encouraged by the provision of "Improver's Afternoons" within the sailing programme, and by the practice sessions often included in the Regatta

Racing programme. Such “training”, however, does raise issues of responsibility and liability, and therefore requires clarification.

2.1 Responsibility/liability.

It must be made clear to any “trainee” under this definition that they are **not** taking part in an Official Training Course, and that therefore the training activity is **not** the responsibility of any Principal of an RYA recognised establishment.

NO advertisement can be made (except as part of the club’s published programme)

NO application forms can be issued.

NO RYA certification can be offered.

Any qualified instructor must be especially careful to define their role, because, as TSSC cannot be held responsible for unofficial training, an instructor could be held to be personally liable for any claims.

2.2 Fees.

It is against the terms of TSSC’s lease from Yorkshire Water that club premises should be used for “business” purposes.

The demand/acceptance of a fee for unofficial training implies responsibility, and therefore TSSC warns any individual who demands/accepts such a fee that their liability is personal, and will not be accepted by TSSC. In general, course fees should not be charged, but in exceptional circumstances out of pocket expenses may be mutually agreed.

The committee reserves the right to question any member who charges a fee as to its justification and purpose. If there is any question of “business” activity, membership may be cancelled.

2.3 Non-members

Any unofficial training offered to non-members must result in entries in the visitor’s book.

Restrictions on the duration of such training must be advised to the individuals concerned.

Responsibility/liability of trainers is stated in 2.1 above.

2.4 Improver’s Afternoons & Regatta Sail Training

These were provided at the request of trainees on the Introduction to Sailing Course, and at the request of the sailing sub-committee. They do not offer “training” in any formal sense; simply an opportunity for members to practice their skills when no racing is taking place, but safety boat cover is provided. The safety boat helm should be an experienced sailor, who can offer support, but need not be a qualified instructor.

These sessions do NOT operate under the direction of a Principal of an RYA recognized establishment, and NO certification is available.

Members sail, albeit with support, at their own risk.

3. Outside Courses.

These are of diverse nature, from training organisations wanting to run official courses using TSSC water and shore facilities, to youth groups or schools wanting a short taster session. Guidelines must be flexible to allow for this diversity, but TSSC must also be assured that such “courses” are run safely and with regard to Club rules and restrictions under the lease agreement with Yorkshire Water. Copies of these documents are available at the Club.

3.1 Proposal to run a course.

Any organisation or individual who wishes to run/sponsor such a course must submit their request, in writing, to the Club secretary, for consideration by the management committee.

If the request appears to be reasonable, a proposal form should be issued, as in 1.1 above. Information thus supplied will inform the committee in deciding agreement and setting fees if applicable. Safety must be a prime consideration.

A Club officer must be appointed to act as co-ordinator on behalf of the committee.

3.2 Course applicants.

The co-ordinator must be satisfied that all course participants will be supplied with a simplified copy of Club rules, and will agree to abide by them.

A standard letter of welcome which also delineates the Club's responsibilities will be sent to the course leader for duplication and distribution to all applicants.

3.3 Fees

Due to the diverse nature of the courses, fees may vary considerably, and need to take into account the nature of the application.

Fees should be set by the management committee at a reasonable level which should at all times cover likely costs, and may well contribute to Club funds.

Factors to be taken into account:-

The Club facilities to be used - which, and for how long?

Costs to the Club (eg. gas, electricity)

The nature of the course -short taster session/official training

Nature of participants - children/fee-paying adults

Nature of organisation -commercial/professional/charitable

3.4 Safety

The conditions laid down in 1.4 apply.

The co-ordinator must be satisfied that the course leader is a responsible adult, properly qualified & showing understanding of safety issues.

Assurance must be sought on the following points:

-that a safety briefing will be given at the start of the course,

-that the safety boat personnel are competent, over 18, and with the helm holding a minimum RYA level 1 powerboat qualification.

K. Anstay

Ratified by Committee 2 May 2013