



Instructor Familiarisation Booklet Bray Sailing Club 2018



Volvo Irish Sailing East Region Training Centre of the Year 2017

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Club Introduction

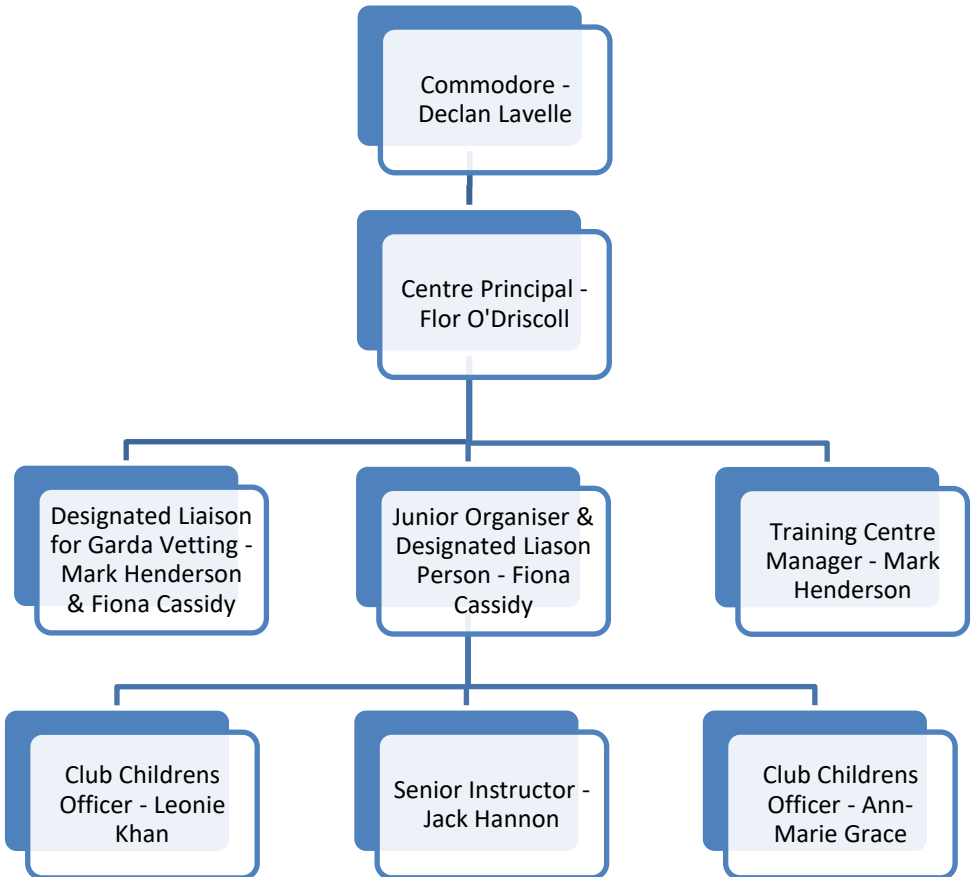
Bray is a picturesque and easily accessible traditional seaside resort a few miles South of Dublin. Bray Sailing Club overlooks the harbour, which is at the north end of the promenade. This year, BSC is celebrating its 60th anniversary. We cater for both cruisers and dinghies, with a full program of racing, cruising and an active sea school providing training courses for adults and juniors.

Bray Sea School is the training division of Bray Sailing Club and is a Recognised Training Centre of Irish Sailing. Last year, Bray Sailing Club was recognised as Volvo Irish Sailing East Region Training Centre of the Year – a title we are very honoured and proud to hold. We operate the Irish Sailing Small Boat Sailing Scheme and also the Irish Sailing National Powerboat Scheme.

This year, we will run courses for the majority of Irish Sailing levels for ten weeks, between June and August. We focus on offering expert instruction and a high ratio of instructors to trainees, but most importantly, we guarantee great fun in a safe and welcoming environment!



Who Are We?



Roles and Responsibilities

Centre Principal and Instructors

Bray Sailing Club's Training Committee is made up of the Sea School Principal, Training Centre Manager, Junior Organiser, Adult Organiser, Senior Instructor and the two Club Children's Officers. This committee is responsible for safety in areas occupied by their staff and trainees. They are responsible for the full implementation of relevant and documented safety procedures and for the day to day implementation of the clubs Safety Policy, and compliance with safety rules and safe working practices.

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

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

- Training course participants are familiar with emergency routines and means of escape in case of fire or other emergency evacuation.
- Employees authorised to use chemicals are trained in the handling and use of such material.
- Those authorised to use powered craft are appropriately trained and should have appropriate certification.

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

Club Children’s Officer

All Irish Sailing affiliated organisations admitting children to their membership or activities must have a Children’s Officer. This person should be a member of or have access to, the Club Management

Committee and should be introduced to the young people in an appropriate forum.

This is the person within the Club/Centre responsible for reporting suspected statutory abuse to the relevant authorities. They are usually the same person as the organisation leader. The Designated Officer should ensure that they are aware of the contact details for local Social Work departments and what constitutes statutory abuse. Bray Sailing Club has two Club Children's Officers' – Leonie Khan and Ann-Marie Grace.

Contact Details

Club/Centre Committee

Role	Name	Phone No.
Commodore	Declan Lavelle	087 678 4751
Centre Principal	Flor O'Driscoll	087 255 9075
Junior Organiser	Fiona Cassidy	085 179 0844
Training Centre Manager	Mark Henderson	087 241 5531
Club Children's Officer	Leonie Khan	087 606 3288
Club Children's Officer	Ann-Marie Grace	087 677 4869
Designated Liaison Person for Garda Vetting	Mark Henderson & Fiona Cassidy	087 241 5531

Instructors

Role	Name	Phone No.
Senior Instructor	Jack Hannon	087 264 1370
Advanced Instructor	Alex Connolly	087 061 4157
Advanced Instructor	Sean Hayes	083 053 8219

Emergency Action Plan

Useful emergency contact numbers:

- Coast guard/EMS – 112/999
- Local Garda Station - (01) 666 5300
- Local Lifeboat Station – (01) 280 2667

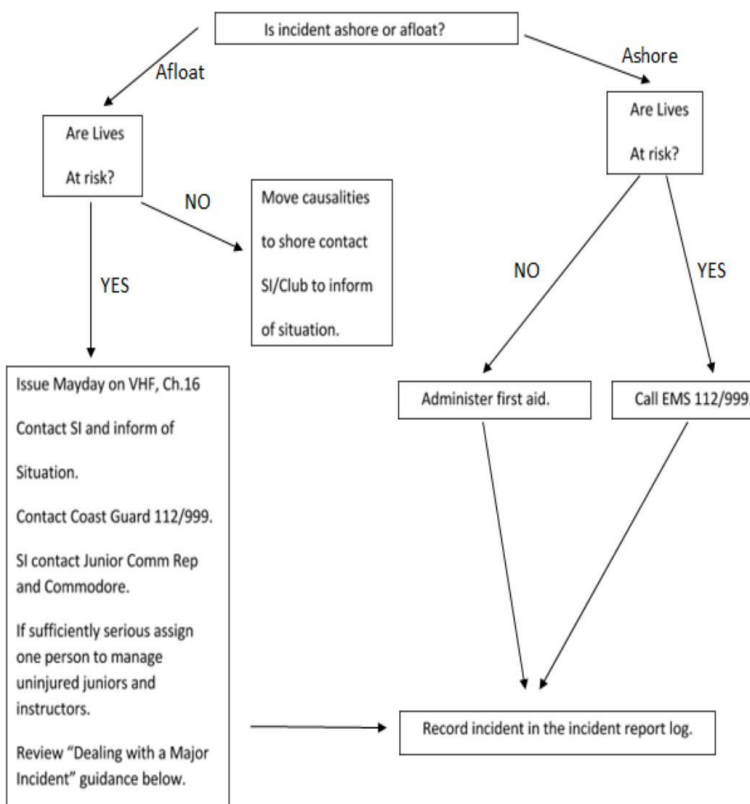
Safety and welfare of members and participants is the number one priority. Should an incident occur while the training course is taking place, the Senior Instructor is the person who should take command. At all times, the Commodore should be informed if an incident occurs.

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

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

- First Aid treatment will be given to the casualty and parents will then be contacted.
- If the Coastguard is called, the Senior Instructor is to communicate directly with the Coastguard on Channel 16 (or another designated channel)

Club Working Channel: CH 11



Standard Operating Procedures

Changing Rooms

To enter the junior changing rooms for whatever reason, an Instructor must follow the 2-adult policy. As such, the Instructor should be of gender appropriate to that changing room and have another gender appropriate Instructor with them. At lunch time, Instructors will monitor the changing rooms for 5 minutes at the beginning of lunch, after this all participants should have what they need and are not permitted back into the changing rooms until the end of lunch when the changing rooms will be supervised again. There will be periodic inspections by Instructors during the lunch break to confirm that trainees are not loitering in the changing rooms.

Parent/Guardian Communications

Communicating for operational reasons is done via club email. This email will be written by the Senior Instructor, the Junior Organiser, the Training Centre Manager or the Centre Principal.

Start & Finish Times

Normal working hours will be from 0900 to 1700hrs Monday to Friday, with a one-hour lunch break. However, there will be many occasions when Instructors will be required to vary working hours to suit particular courses, events, and tidal situations. The Senior Instructor will endeavour to give you as much as notice as possible of any changes in your working hours. Should working hours change in such a way that an Instructor works more than the normal hours in a week, that Instructor will be given time off in lieu either before or after they work the extra hours.

Instructor Paperwork

All Instructors must hold appropriate Irish Sailing qualifications or equivalent and will abide by limitations of their qualification. All Instructors will complete and sign this familiarisation booklet prior to working, in compliance with the Child Protection Policy. There will be at least one Senior Instructor on site during all formal training activities. The Senior Instructor has overall responsibility for the session, with particular regard to safe operating.

Weather and Tidal Information

All Instructors will be responsible for knowing the weather and tidal information on any given day. As Bray is a tidal harbour, it is vital that Instructors are familiar with the tides, so they can plan to get the most out of their sessions. Met Eireann sea area forecasts must always be reviewed. The weather will be discussed every morning at the Instructor briefing.

Use of Club Safety Boats

Safety boats are to be manned at all times whilst trainees are on the water, by a person who holds an Irish Sailing Level 2 Powerboat certificate or equivalent. Where possible, two persons should be on the safety boat. The driver must always wear a kill cord whilst the engine is running. Where possible, the engine should be stopped when the safety boat makes contact with a person in the water. Safety boat drivers and crew are responsible for carrying out an equipment and safety check before launching, any defects should be reported to the Senior Instructor immediately. Safety boat drivers and crews must sign their boat out before launching and sign it back in once they return ashore. No smoking in the safety boats or around fuel. Fuel tanks are to be secured to the rescue boat whilst afloat and are to be brought ashore and returned to fuel store after the session. Any damage sustained during the session should

be reported to the Senior Instructor and recorded in the boat log after the session.

New Pontoon

The new pontoon that has been installed on the north pier cannot be used for tying off boats. This pontoon can only be used for drop-off and collection, boat fuelling and access for participants in certain circumstances, as advised by the Senior Instructor.

Lunch

Every Instructor will receive one hour for lunch each day. Hours for lunch may vary depending on tidal situations.

Kitchen Facilities

The use of kitchen facilities by Instructors during Junior Training is prohibited. If Instructors need anything from the kitchen they may as the Shore Parent on duty. Instructors must be polite and courteous of the Shore Parent on duty. If the kitchen and its facilities is used by an Instructor, before or after Junior Training hours, it must be left in the same, if not better, condition than it was found. Any issues with the tidiness of kitchen facilities during the summer will result in the use of kitchen facilities being withdrawn.

Incident Reporting

Should an accident occur, any Bray Sailing Club member with First Aid qualifications can decide that the injured party needs medical attention and will call for the appropriate assistance without delay. Should an accident occur on the water any qualified person can repatriate the casualty to shore and seek any necessary assistance without delay. The Senior Instructor should be informed as soon as possible. The parent or guardian is to be informed of the nature of the incident, any action taken

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and any follow up that might be necessary. Any accident/injury/near miss must be recorded on an incident report form, located in the office. Incident report forms are to be completed by the Instructor and handed to the Senior Instructor. Anyone who suffers a head injury or knock to the head must be recorded on the incident report form.

Course Participant Attendance

Attendance must be recorded twice a day by each Instructor for their respective levels. The first attendance should be recorded in the morning and the second after lunch. The attendance should then be reported back to the Senior Instructor.

Out of Bounds

The loft above the changing rooms, the cruising store and adjacent club areas are out of bounds to all trainees. Trainees must not leave Bray Sailing Club premises without permission from parents and instructors unless supervised.

Sailing Areas

Training sessions should take place within the area inshore of the line between the Shanganagh mark and Bray Head mark. Prior permission to operate outside this area must be sought from the Senior Instructor. Due consideration for other water users should be given at all times.

Trainees Boats – Insurance

Trainees on Junior Training Courses are welcome to use their own boats at their own risk. The accidental damage of boats will be at their own loss. If a trainee has a double-handed boat, the Instructor has permission to allocate an appropriate crew to that boat.

It is the Instructor's responsibility to ensure that all boats are fit for use. An inspection on all boats, club and participant's, should be carried out at the beginning of every course to ensure they are water worthy.

Sailing Gear

All Instructors must provide their own sailing gear. In addition to wetsuit, booties and buoyancy aid, ALL instructors must have their own knife, whistle and watch with them at all times while working.

Trainees must have appropriate sailing gear for the session. Instructors should implement a "buddy system" with trainees to ensure that all PFDs are fully functional and fit the trainee in question correctly. Each trainee will be paired up with another trainee to inspect each other's PFD. This will also educate trainees on the importance of PFDs and ensure they are worn correctly. Appropriate footwear should be worn by both Instructors and trainees at all times.

Rigging/Derigging

It is the Instructors' responsibility to ensure that all club boats are rigged, de-rigged and stowed neatly in the dinghy pen after their level have used them. All equipment must be returned to the Pico Shed and stored neatly in their correct place. Any items lost or broken must be reported to the Senior Instructor.

Harbour

While driving rescue boats in the harbour, all Instructors must adhere to the 5 knots speed limit imposed. As a good habit, all engines should be raised to shallow drive whilst driving in the harbour, regardless of tide. Should an Instructor encounter a person in the water whilst driving, they should turn off their engine, where possible.

If water-based activities are taking place in the harbour, it is the Instructor's responsibility to ensure that there is adequate depth of water in the harbour for such activities.

Mobile Phones

Juniors are not permitted to use/have their mobile phones during Junior Training hours and Instructors should lead by example by abiding by the same rules. Only if permitted by the Senior Instructor should an Instructor use their mobile phone for anything during Junior Training hours.

Storage Sheds

The Pico Shed is located in the courtyard of the sailing club and contains all of the equipment for the club boats. Each Instructor is responsible for the tidiness of the Pico Shed and ensuring that their level leaves all of their boat equipment back where it belongs.

Equipment

All craft used for training and safety purposes must comply with the Irish Sailing and EC minimum standards for their designated purpose. Buoyancy aids must meet the minimum EC safe standards, when worn, they must be fitted properly. Safety boats will be those craft designated as such by Bray Sailing Club. Any damage to craft or equipment must be reported to the Senior Instructor immediately after the session and recorded in the boat log.

Shore Parent

There will be at least one person assigned to Shore Parent duty whilst Junior Training is taking place. The Shore Parent will be the point of contact ashore and responsible for the care of any trainees brought ashore for whatever reason during a training session.

Safe Handling and Lifting

Dinghies ashore should be lifted/carried by a minimum of two persons. All Instructors must teach trainees the correct way of lifting a trailer and implement it whilst on the course.

Water Sessions

All persons on the beach/slipway/harbour area must wear properly fitted personal buoyancy aids at all times. The Instructor must ensure that all trainees wear appropriate clothing for the nature and duration of sessions. Properly fitted personal buoyancy aids must be worn at all times by all persons afloat. Trainees must not be allowed to launch until there is a safety boat operational on the water. Inexperienced sailors must not be on the slipway or around the harbour unsupervised.

VHF Radios

All Instructors must have a VHF Radio whilst afloat. Channel 11 will be used for communication between safety boats and the shore. Correct VHF procedure must be followed at all times, as Channel 11 is a working channel.

Security

All members and Instructors must be conscious of the need to be vigilant of strangers on the club's premises. It is their responsibility to approach the stranger and ask them politely who or what they are looking for on the premises. Gates should be kept closed and locked when not in use to prevent trespassing.

Safety Boat Launch/Retrieval

Safety boat launch and retrieval must be completed in safe and controlled manor. Each person involved in the launch/retrieval shall be given a job by the most senior person there. There must be at least one senior club

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member involved in the launch or retrieval of a safety boat - this can be the Senior Instructor. All other helpers must follow guidance of the senior individual. One person must stand back warning pedestrians to keep clear while the boat is being launched/recovered. One person will be tasked with driving the safety boat away from the trailer or onto the trailer. Upon retrieval, only when the safety boat is correctly positioned on the trailer and approved by the most senior member, should any winching or pulling of the boat take place. When winching, it is of paramount importance to keep clear of the winch and ensure that it is being used correctly under no stress. A long, high vis, rope will be used to pull the boat and trailer ashore, while one person stands back warning pedestrians to keep clear. Trailers must be kept in the dinghy pen/club courtyard once the launch/retrieval is complete.

Adverse Circumstances

Something that requires immediate attention and is not covered under the general SOPs.

Changing Rooms

As stated above, should an Instructor be required to enter the changing rooms for any reason, a two-Instructor policy must be adapted. An Instructor is not permitted to enter the changing rooms on their own, except in very extreme circumstances. Should these circumstances arise, the Instructor should keep the changing room door open at all times and verbally communicate everything they are doing, to both the person in the changing room and any passers-by.

Engine difficulty

Should a safety boat encounter engine difficulty while out on the water and the engine cannot start, the driver must drop the anchor of the boat to prevent it from drifting. The Senior Instructor should be notified of the

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issue. The priority is to ensure that the Instructor's level is safe and not without rescue cover. The situation will be assessed by the Senior Instructor on what action should be taken from there. Martin D'Arcy or Tom McDonald should be notified of the incident.

Medical Emergency

First Aid should be applied by a qualified first aider. Emergency services should be called if required. The parent/guardian should be notified of the issue. The Children's Liaison officer should be notified, along with the Junior Organiser. An incident report form should be filled out.

Antisocial behaviour on the pier

Should an Instructor notice any anti-social gathering or behaviour on the pier, the Senior Instructor must be notified. The Senior Instructor will then notify the local Garda Station, who will dispatch officers as soon as possible. Instructors must not engage with those on the pier.

Head Injury

In the event of an impact to the head of a trainee, they should be withdrawn from the sailing activity immediately. The Instructor may assess the situation on the water, always erring on the side of caution. The incident must be written up on an incident report form. The parent must be notified before the trainee leaves the premises using the Head Injury Notification Form available from the Senior Instructor.

Code of Conduct

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

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

This code has been developed in order to ensure that parents, trainees and Instructors (including Assistant Instructors) attending activities and using the facilities in Bray Sailing Club understand the behaviour that is expected of them.

For Parents:

1. Parents must volunteer for at least one day of Shore Parent Duty.
2. Support Instructors and committee members in upholding good behaviour by all.
3. Ensure children arrive punctually for sessions.
4. Ensure children have proper sailing gear and equipment.
5. Ensure that pick-up arrangements are clear.
6. Impress upon children never to leave the club grounds without informing you so that you know their whereabouts.
7. Inform the Senior Instructor if for any reason your child cannot attend or needs to leave early or arrive late.

8. I will respect my child's fellow participants, leaders (e.g. Instructors, officials, judges) and parents including those against which my child is competing.
9. I will respect my child's Instructor(s) and support their efforts.
10. I will never demonstrate threatening or abusive behaviour or use bad language.

Note: Parents and guardians are informed that the club only provides rescue facilities and adult supervision of their children during the hours of club-organised events such as training courses, Pico Club, and racing. Outside these hours, parents and guardians have sole responsibility for their children and wards and must appreciate that the club cannot accept responsibility for children or any other persons not engaged in club-organised events.

For Trainees:

1. Cooperate with and treat Instructors, other organisers and parents on duty with respect.
2. Respect your fellow trainees, even when things go wrong.
3. Arrive on time.
4. Help with preparation for training/events.
5. Leave the club and club equipment as good or better than you found it.
6. Tidy-up after yourself.
7. Make sure you have the correct gear.
8. Respect all Bray Sailing Club property and the property of others as well as taking care of our own.
9. No bullying of any kind and report any such behaviour if you are

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- aware of it. Make sure that everyone (instructors and children) are included socially.
10. No bad language.
 11. Do not bring or have any substance or material that may pose harm to any member of the club.
 12. No videoing or recording of anyone at BSC without the approval of the Senior Instructor.
 13. Never keep secrets, tell lies about people or spread rumours.
 14. Talk to one of the Children's' Officers if you have any problems.

For Instructors:

1. Be positive during sessions, praise and reward good behaviour.
2. Treat the children, young people, parents and other Instructors and organisers with respect.
3. Ensure that all children present are involved in the activities.
4. Respect all Bray Sailing Club property and the property of others as well as taking care of our own.
5. No bullying of any kind and report any such behaviour if you are aware of it. Make sure that everyone (Instructors and children) is included socially.
6. No bad language.
7. Involve parents and other Instructors where possible and inform SI when problems arise.
8. Record and report any incident and the resulting outcome that may occur while you are training.
9. Adhere to the Social Media point sheet for Instructors.
10. Prepare and plan for your training sessions, arrive on time and depart at the appropriate time.

11. Do not bring or have any substance or material that may pose harm to any member of the group, the group leaders or the club. There is no smoking on club grounds.
12. No drinking alcohol during or after the course on club grounds while students are around.
13. No videoing or recording of anyone at BSC without the approval of the Senior Instructor.
14. Do not spend excessive amounts of time with an individual student, avoid individual lessons, do not take children out of the club grounds on your own.

Children and Vulnerable Persons

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

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

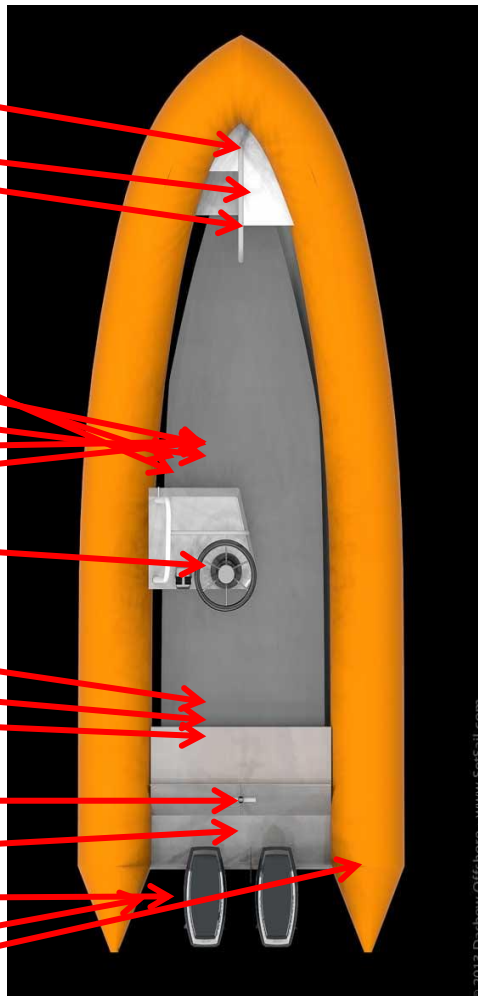
The full potential of these benefits can only be gained with a positive and progressive approach to the child's involvement. Bray Sailing Club has a duty of care to safeguard all children and vulnerable persons who attend the Centre from harm. Bray Sailing Club will ensure the welfare and safety of all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

If you have any further questions, please do not hesitate to contact anyone on the list below.

Role	Name	Phone No.
Club Children's Officer	Leonie Khan	087 606 3288
Club Children's Officer	Anne-Marie Grace	087 677 4869
Irish Sailing Children's Officer	Ciaran Murphy	087 880 0744

Safety Boat Checklist

- Bowline
- Anchor secured
- Anchor ready to be deployed
- Alternative means of propulsion
- Whistle
- Flares/Day-glo flag
- First aid kit
- Spares/tools/bung
- Knife
- Kill chord
- Battery box covered and secured
- Bailer
- Sponson pump
- Fuel tank secured
- Fuel line in good condition
- Towing line
- Bridle (floating line)
- Stern line



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Operational Area Map



 Clubhouse

Area 1 – Harbour

Area 2 – North of Harbour

Area 3 – South of Harbour

 Beach/slip area