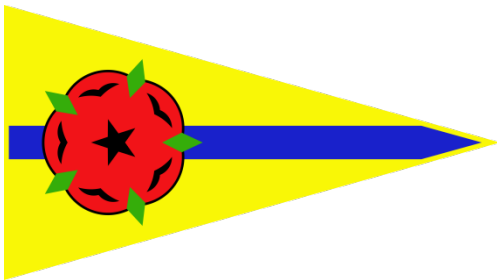


**OPERATING & SAFETY PROCEDURES**  
**Issue 3 - 2019**

**RIBBLE CRUISING CLUB**



I have read and understood the contents of this document. *(Please Sign and Date)*

R.Jarman.....

S.Begley.....

R.Elsdon.....

M.Knott.....

P.Pollock.....

D.Begley .....

L.Richardson .....

R. Blackburn .....

J.Scofield .....



## **RCC Operations and Safety Procedures Manual – 2019**

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## **1 INTRODUCTION**

This document sets out the safety procedures and general practice applicable when formal training occurs at RCC as a RYA Recognised Training Centre (RTC), but these practices are not necessarily incorporated into other club activities.

The aim of Ribble Cruising Club, acting as an RTC, is to provide training, to promote an interest in sailing and to enable members, new and old, to attain nationally recognised RYA qualifications.

The club and its Training Team is a small organisation of volunteers and as such we maintain close contact via communications over matters of safety. Being a tidal venue, training will take place as appropriate when tides permit, with such events published in the annual Handbook or, publicised beforehand.

Members of the Management ("Main") Committee, or the Training Principal (RYA Principal) of the RTC may be consulted on any aspect of safety, with printed information relating to safety available from the club.

Organised dinghy and powerboat training are considered to be fundamentally safe activities (although with predictable risks attached), enjoyed by many people. It is the intention of this policy to facilitate that enjoyment and restrictions will only be applied when necessary.

## **2 RESPONSIBILITIES**

### **2.1 Management Responsibility**

Responsibility for the management of safety within the club rests with the Main Committee of the club. The immediate responsibility for safety during training activities carried out under the auspices of the RTC rests with the Chief Instructor and Training Principal of RCC.

The members responsible for training and other roles under the auspices of the RTC are detailed in Appendix A along with those courses which are registered to be taught at RCC.

## **3 GENERAL ARRANGEMENTS**

### **3.1 First Aid Box**

The club maintains first aid boxes and an Automatic External Defibrillator (AED) in the Clubhouse. It is the responsibility of the Hon. Secretary to ensure these are adequately stocked.

### **3.2 Boats and Equipment**

RCC has several Club boats used for training. These will be maintained in good condition by the Club's Sailing Committee.

On occasion, use will be made of members' private craft. There will be an agreement drawn up between the Club and owner(s) agreeing parameters within which the private craft will be used.

Safety Boats will have the following equipment:-

- Radio
- Flares <sup>1</sup>
- Paddles
- Fog warning signal <sup>2</sup>
- First Aid Kit <sup>3</sup>
- Spare fuel can <sup>4</sup>
- Anchor and warp
- Knife
- Throwing line
- Towline
- Spare kill-cord
- Area Maps/Charts, tide tables and Contact Details <sup>5</sup>

### Variations relating to Training Area 3 – Fairhaven Lake

- <sup>1</sup> - Not required as Fairhaven Lake is inland, not coastal
- <sup>2</sup> - Not required as sailing will only take place during fog-free conditions
- <sup>3</sup> - Only basic wound dressings required as shore support is nearby and within radio range
- <sup>4</sup> - Not required as there is sufficient fuel in the boat(s) to suffice for longer than a complete session
- <sup>5</sup> - Only aboard craft used on the River

Any powerboat used as a Safety Boat **purely at Fairhaven Lake** will be equipped as indicated above.

Occasionally this will entail a “kit-bag”, containing all necessary equipment, being taken aboard.

This “kit-bag” will be retained in the boat shed when not in use.

All Sailing Dinghies used will be checked for completeness by the Instructor of the day, prior to use. Any issues must be corrected or an alternative boat used. Warning labels will be attached to boats not fit for purpose and reasons noted on the ‘Repairs’ whiteboard in the Garage in the Clubhouse.

### 3.3 Training Ratio – Dinghy - Training by RYA DIs

These ratios are to calculate **maximum** permitted numbers of both students and boats

- 3:1 Crewed dinghies (e.g. Magno, ‘2000’, Wayfarer) **beginners** with Instructor aboard
- 6:1 Single-handed dinghies (e.g. Topper/Pico - *but **only** whilst boats are used as single-handers*) if ‘doubled-up’ see below
- 9:1 Crewed dinghies – but **not more than 6 boats per Instructor** reaching that ratio (i.e. 4 - Toppers/Picos “2-up” plus 1 - solo; **or** 3 - ‘2000’s/Wayfarers, each “3–up”)

An additional three students may be taught by an Assistant Instructor (AI) when assisting the DI.

Clearly, the more craft being supervised the greater the challenge to maintain effective supervision over that part of the fleet.

Instructors are to apply tighter limits, both to sailing area(s) and to **control over all activities**.

### **3.4 Training Ratio – Powerboat Training**

Powerboat Levels 1 and 2 will be taught by RYA/PB Instructors (PBI), up to a ratio of 3:1. Safety Boat courses will be taught by RYA/PBI (+ Safety Boat endorsement), up to a maximum ratio of 6:1 (when using two boats).

### **3.5 Safety Briefings**

3.5.1 Instructors shall meet prior to the start of each session, when plans for the day will be agreed, based on prevailing conditions.

The Chief Instructor or the designated lead Instructor for the day will run the briefing.

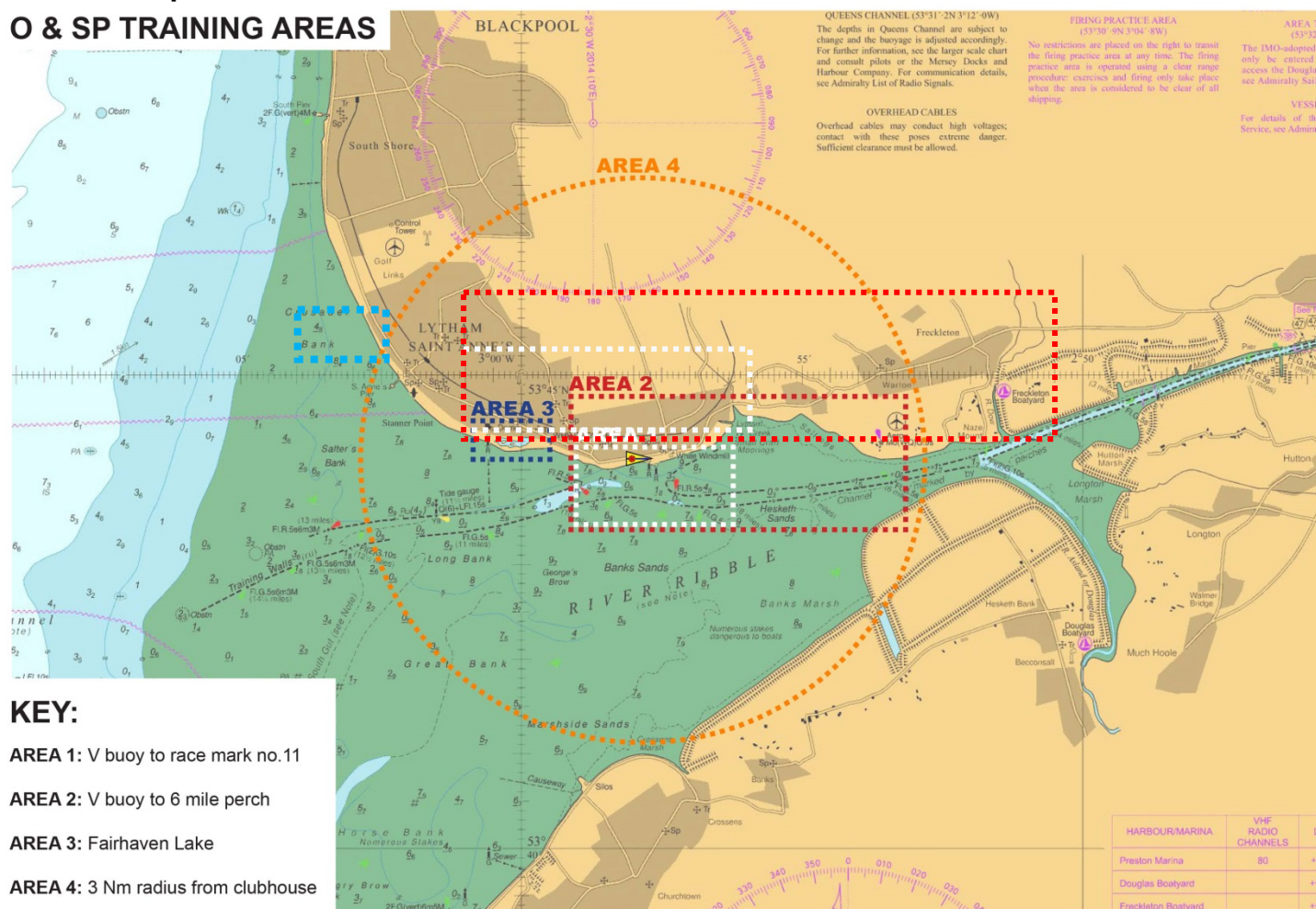
### **3.6 Consideration of available Safety Cover**

3.6.1 Powerboat courses will not run concurrently with other dinghy training or Club events that rely on Safety Boat cover, unless appropriate safety cover can be provided.

## 4 TRAINING AREAS

### 4.1 Area Map

#### O & SP TRAINING AREAS



DATE CREATED: 03.06.2018

**Training Area 1** – Defined in White within the club racing area between V buoy and race mark number 11 and in visual range of the club.

**Training Area 2** - Defined in Red between V buoy and the 6 mile perch (toward the River Douglas). At no time is training to take place more than three miles from the centre, the Club.

**Training Area 3** – Defined in blue as Fairhaven Lake (further information on Fairhaven in Appendices)

**Training Area 4** – Defined in orange as water within radius of 3 nautical miles from the Clubhouse.

#### 4.2 Use of Training Areas for all Dinghy, PB1&2 and Safety Boat courses

**Training Area 1** – Shall be used in wind speeds up to Beaufort Wind Force 5 (WF 5), based on the Instructor's assessment of the sea-state and level of course to be taught. **(NSS/YS; PB1)**

*The main channel should be avoided in wind against tide situations above WF 4. (NSS/YS, PB1)*

**Training Area 2** – Shall be used in wind speeds up to WF 5, based on the Instructor's assessment of the sea-state and the level of course being taught. **(NSS/YS; PB1/2)**

Use of Training Area 2 shall require prior agreement with the Chief Instructor or Principal. **(YS)**

A suitable fixed VHF must be in the Safety Boat (occasional additional handheld set for backup).

**Training Area 3** – Shall be used in wind speed up to WF 5, based on the Instructors' assessment of the conditions as deemed suitable for the course being taught. **(NSS/YS; PB1/2)**

Continued

**Training Area 4** – Shall be used as appropriate up to WF5 while good communications (Clubhouse) are possible (**PB1/2; Safety Boat course**)

Safety boats will be within radio contact with the shore.

#### **4.3 Masthead Flotation devices and Helmets for Junior sailors (not PB)**

It is the responsibility of the Instructor of any course to decide whether masthead flotation will be appropriate, based on wind strength, sea-state and experience/confidence of participants.

The decision made will be confirmed with the Chief Instructor.

Wind strength can be gauged from within the race-box using the weather station equipment, or using the Kaindl anemometer when away from the Clubhouse.

It will be the course Instructor's decision to suggest the use of a protective helmet at Fairhaven Lake, in particular, based on wind strength and age/experience/confidence of participants.

*When the following wind conditions are in force, it will be mandatory to consider the use of masthead flotation/use of a helmet.*

#### **Training Area 1 – Wind speed equal or exceeding WF 4.**

Factors guiding decisions will include the Instructor's assessment of the match of demands, content and skill-level of the topic being taught, against the experience/confidence of participants and the sea-state.

#### **Training Area 2 - Wind speed equal or exceeding WF 3.**

Factors guiding decisions will include the Instructor's assessment of the match of demands, content and skill-level of the topic being taught, against the experience/confidence of participants and the sea-state.

#### **Training Area 3 – Wind speed equal or exceeding WF 3.**

Factors guiding decisions will include the Instructor's assessment of the match of demands, content and skill-level of the topic being taught, against the experience/confidence of participants and the sea-state.

#### **Training Area 4 – Applicable to Powerboat training.**

The potential training area for Powerboat Training consists of an area enclosed by an arc at a maximum distance of three nautical miles from the Clubhouse. Instructor(s) will consider weather and other conditions in order to decide the appropriate distance from Clubhouse for manoeuvres.

#### **4.4 Monitoring craft on the water**

Each course Instructor will ensure that an accurate record is kept ashore of names of participants and which boats they are aboard.

This will take the form of a whiteboard showing these details.

A record of the crew in each boat will be made on the board, each time the boat leaves, then returns to the shore at the end of a training session.



## 5 INCIDENT AND EMERGENCY PLAN

A visual representation of the emergency plan shall be clearly displayed at shore training locations and available (in the Safety Kit) aboard each Safety Boat in all Training Areas.

A copy will be attached to the wall of the race box.

Refer to Appendix O for the emergency plan.

### 5.1 Definitions

A **Minor Incident** is defined as an incident or accident that can be managed within the level of skills and training of the RCC personnel present without the need for external emergency assistance.

A **Major Incident** is defined as any incident requiring the support and intervention of external emergency organisations e.g. Ambulance, Coastguard, etc.

***Any Minor Incident may develop into a Major Incident – extensive communication is essential.***

### 5.2 Incidents and what to do with a Near Miss

**An “Accident and Near Miss” book will be kept at the First Aid Point in the Clubhouse galley.**

*All accidents and ‘near misses’ should be recorded in this book.*

Serious accidents - those which require professional medical assistance - must be reported to the Principal and the Management Committee.

The purpose of recording near misses is to evaluate situations that could be expected to develop into incidents, thus incorporating ‘lessons learned’ to avoid repeating, wherever possible, similar situations.

When using Training Areas 1 and 2, the number of persons afloat (under tuition) in the care of one Safety Boat is to be carefully considered.

A limiting factor on numbers afloat may be imposed “on the day” so that, if necessary, all can be accommodated either in the Safety Boat, or transported aboard additional towed dinghy or dinghies.

The number permitted afloat at any time is liable to change from the above.

Factors affecting this will include prevailing conditions and levels of student competence.

Any changes to normal training ratios thus decided are to be determined and agreed with the Chief Instructor / Principal *prior to setting out*.

#### 5.2.1 Minor Incidents

In the event of a Minor Incident occurring in Training Areas 1 and 2 where **one Safety Boat** is present:-

- Training will cease immediately and all dinghies not involved will be directed to the closest safe place on the North Shore.  
First Aid or assistance can then be rendered as required.
- The Chief Instructor / Principal or next individual in the priority list (to be found on the emergency plan flow chart) should be informed at the earliest opportunity.
- The decision whether to re-commence training should be carefully considered.  
If it is decided that training should **not** re-commence all sailors should return together to base.
- **No person should be left afloat without safety cover outside normal operational range.**
- On return to base further assessment of appropriate secondary actions should be undertaken and a report completed in the accident book as soon as is practicable.

Recovery of equipment is not an immediate consideration.

Continued

In the event of a Minor Incident occurring in Training Areas 1 and 2 where **two Safety Boats** are present:-

- Training will cease immediately and one Safety Boat will provide safety cover for dinghies not involved.  
*From this point onwards, all helms to be given specific instructions regarding where they are to sail and to keep within easy range of that Safety Boat.*  
First Aid or assistance can then be rendered as required by the other Safety Boat.
- The Chief Instructor / Principal or nominated alternative individual (see flowchart) should be informed at the earliest opportunity.
- The decision to continue training should be considered carefully.  
If it is decided that training should **not** re-commence all sailors should return together to base.
- The Safety Boat should transfer injured persons to the Clubhouse/base in advance of the remaining party.
- On return to base further assessment of appropriate secondary actions should be undertaken and a report completed in the accident book as soon as is practicable.
- Recovery of equipment is not an immediate consideration.

In the event of a Minor Incident occurring in Training Area 3:-

- Training will cease immediately and all dinghies not involved will be directed to a safe part of the shore (away from the sloping concrete sides).  
Any casualties shall be taken to the shore and treated there.
- The Chief Instructor / Principal or nominated alternative contact (see flowchart) should be informed at the earliest opportunity.
- Further assessment of appropriate secondary actions should be undertaken and a report completed in the accident book as soon as is practicable.
- Recovery of equipment is not an immediate consideration.

### 5.2.2 Major Incident

In the event of a Major Incident occurring in Training Areas 1 and 2, ***under all circumstances:-***

- Training will cease immediately and all dinghies not involved will be directed to the closest point on the North Shore.
- A 'Pan-Pan' (No immediate danger to life) or 'Mayday' call should be made (channel 16), as appropriate (see laminated instructions aboard Safety Boats).
- First Aid or assistance can then be rendered as appropriate.
- The Chief Instructor / Principal or nominated alternative contact (see flowchart) should be informed at the earliest opportunity by local VHF channel.
- **No person should be left afloat, unattended by safety cover outside normal operational range.**
- Act upon guidance/instructions received as a result of the emergency call.
- Recovery of equipment is not an immediate consideration.

Continued

In the event of a Major Incident occurring in Training 3, under all circumstances:-

- Training will cease immediately and all dinghies not involved will be directed to the closest safe place on the shore.
- The emergency services shall be alerted by a '999' call. On making contact, the exact address of Fairhaven Lake (*available on laminated card with lanyard inside shed door*) to be given to ensure the emergency services are directed to the correct spot. (See Appendix K)
- Any casualties shall be returned to the shore and treated there.
- First Aid or assistance can then be rendered as required.
- The Chief Instructor / Principal or nominated alternative contact (see flowchart) should be informed at the earliest opportunity.

Once an incident is under control, the following steps should take place:

- Access to the club/shore area should be controlled to prevent bystanders intruding.
- No public statements should be made.
- A specified person should be appointed to record the incident in the accident book as soon as is practicable. This may require recording evidence from witnesses – as near the time of the event as possible.
- The Chief Instructor / Principal will then dictate what further steps should take place, including involving the RYA Training Department and the Management Committee of RCC.

### **5.3 Communication Methods**

**In Training Areas 1 and 2** *the order of use of communication equipment in an emergency is:-*

1. Fixed VHF
2. Mobile VHF
3. Landline from Clubhouse
4. Mobile Telephone (if available - and to be seen as a method of last resort)

**In Training Area 3** *the order of use of communication equipment in an emergency is:-*

1. Mobile VHF on local channel to communicate with the shore party.
2. Mobile Telephone by shore party – it is the Instructor's responsibility to ensure that a charged phone is available ashore for emergency use.

## **Appendices:**

Page 13:-	Appendix A	RCC Health and Safety Policy Strategy
Page 15:-	Appendix B	Responsible Persons (Training)
Page 16:	Appendix C	RYA Equality Policy
Page 17:-	Appendix D	Student Safety Briefing
Page 18:-	Appendix E	Instructor Briefing Checks and Induction process
Page 19:-	Appendix F	RCC Course Joining Material
Page 30:-	Appendix G	Course and Feedback forms
Page 34:-	Appendix H	Complaints Procedure
Page 36:	Appendix I	Training at Fairhaven Lake
Page 39:-	Appendix J	Powerboat Training
Page 43:-	Appendix K	First Aider List (Training Team)
Page 44:-	Appendix L	RCC Instructor Qualifications
Page 55:-	Appendix M	Use of the Compact Tractor
Page 56:-	Appendix N	Launching from the Jetty
Page 57:-	Appendix O	Incident Plan - Procedure flowchart

## **Appendix A – RCC Health and Safety Policy Strategy**

### **HEALTH and SAFETY POLICY STRATEGY**

1. General statement of safety policy.
2. Assessment of risks.
3. Accidents and Hazards. Recording and reporting.
4. Emergency procedures.
5. Instructor Training.
6. Equipment – Maintenance and Inspection.
7. Annual Review.

#### **1. RCC – HEALTH and SAFETY POLICY STRATEGY.**

- 1.1 The Safety of all members and persons visiting RCC is the highest priority. All Club members must at all times take appropriate action to ensure the safety of all persons on RCC property or areas used by RCC for sailing.
- 1.2 The RCC Main Committee has overall responsibility for Safety on RCC property, but may delegate individual areas of responsibility to “Nominated Persons or Office Holders”.  
An up-to-date list of same is to be displayed on the Club Notice Board.
- 1.3 Individual members have a particular responsibility for ensuring their own personal competence and safety in the conditions prevailing at the time. They should be aware of Club Rules regarding the right of the OOD to order “Abandon Racing”, or “All boats off the water”.
- 1.4 Nobody must interfere with or misuse any equipment or materials provided in the interests of members’ safety and welfare.
- 1.5 To ensure the safety of all persons on RCC property all members are requested to co-operate with this Policy and Club Rules.
- 1.6 All members should receive adequate information, instruction and training to enable them to avoid risks, and to contribute to their own and the safety of all visitors whilst on RCC property.  
Members should not use equipment or machinery unless they are familiar and competent with its operation. All faults should be reported to the listed Nominated Person.  
Repairs should not be attempted unless they are authorised.

#### **2. ASSESSMENT and CONTROL of HEALTH and SAFETY RISKS.**

The following points were considered when drawing up the Health and Safety Statement Policy and Club Rule

- 2.1 Overall safety for persons on club property and other areas used by RCC for sailing.
- 2.2 Members’ capabilities.
- 2.3 Weather conditions and the need to abandon racing/sailing.
- 2.4 Dangers of drowning and hypothermia.
- 2.5 Possession of adequate personal and boat buoyancy.
- 2.6 Availability of Safety Boat cover and equipment.
- 2.7 Availability of Trained Rescue Personnel.
- 2.8 Dangers of fire.
- 2.9 Responsibilities for individual areas and items of equipment.

#### **3. ACCIDENTS and RISKS TO SAFETY.**

- 3.1 Accidents  
All injuries must be recorded in the **Accident Book kept adjacent to the First Aid Box, in the galley area**
- 3.2 First Aid Boxes  
Located as follows
  - Galley area
  - Rescue Boat Containers.
  - Just inside clubhouse entrance lobby.
  - Within the storage box at Fairhaven Lake
- 3.3 First Aiders  
A current list of qualified First Aiders is kept with the Training Principal; with the first aid box in the galley; on the Training Notice Board.
- 3.4 The Training Principal must make regular checks of the Accident Book, so that the cause of any Accident can be investigated and steps taken if necessary to improve safety.
- 3.5 Risks to Safety  
On finding any Risk to Safety, members should submit a Hazard Report to the respective Nominated Person so that action can be taken to eliminate the Risk.

#### **4. EMERGENCY PROCEDURES.**

##### **4.1 RESCUE BOATS**

A fully equipped rescue boat is to be available at all times when organised sailing takes place.

To be double-crewed whenever possible.

Kill cords to be used at all times.

##### **4.2 KIT TO BE CARRIED**

Refer to Operating and Safety Procedures document for Safety Boat equipment list.

##### **4.3 FIRE/EXPLOSION**

In the event of a fire or explosion within the dinghy compound, all persons should evacuate the affected area and assemble in the adjacent RNLI car park.

The emergency services should be contacted by telephone stating:

**Location** – Ribble Cruising Club  
Central Beach Lytham

**The problem** - Expressed clearly and succinctly

Gate opened (if still locked) pending their arrival

Attempting to extinguish fires should only occur if this can be done without endangering oneself.

Fire exits from the clubhouse must be clearly marked and kept clear of obstruction at all times.

#### **5. INSTRUCTOR TRAINING.**

5.1 Training and ratios of Students to Instructors to comply with RYA guidelines for all RYA courses.

5.2 Refer to Operating and Safety Procedures document for additional RCC limitations that apply.

#### **6. EQUIPMENT.**

Nominated Persons/Office Holders are responsible for items listed below, and for ensuring that safety checks are carried out.

##### **Chairman Fabric Committee.**

Club buildings including outside walls and roof of race-box, changing rooms and safety boat garage. Electrical supply.

Water supply and drainage. Telephone

##### **Chairman Sailing Committee**

Dinghy compound, walls, railings and gates.

Jetty.

Race Marks

Rescue Boats, outboard engines, and their RYA listed equipment.

Fuel store and supplies for outboards

Club boats and their equipment.

##### **House Committee Chairman.**

Kitchen area and food cupboards.

Vacuum cleaner.

Fire extinguishers and fire blanket.

First Aid kit(s).

Frequency of inspection – As per check lists.

#### **7. ANNUAL REVIEW.**

7.1 The Health and Safety Policy and Club Rules shall be reviewed annually between October and December so that whenever possible, revised safety matters can be implemented prior to the start of the season and notification included at the AGM and published for members.

7.2 The RYA Training Centre Operating Manual must be similarly reviewed to be kept in line with current RYA guidelines and the Centre Inspection Report Form.

## **Appendix B - Identified Individual Training Responsibilities as at 2019**

Child Protection (RCC Welfare Officer)	Pauline Betts
The Principal, reporting to Main Committee	Robert Jarman
Chief Instructor, reporting to the Principal	Richard Elsdon

### **Practical Dinghy and Powerboat courses**

All Instructors are qualified to instruct National Sailing Scheme and Youth Sailing Scheme

Rob Jarman	Senior Instructor (Dinghy); Powerboat Instructor (PB1, 2 and SB)
Richard Elsdon	Senior Instructor (Dinghy); Powerboat Instructor (PB1, 2 and SB)
Peter Pollock	Senior Instructor (Dinghy); Powerboat Instructor (PB1, 2 and SB)
Simon Begley	Dinghy Instructor (all elements required to SI [Dinghy] completed bar SB)
Martin Knott	Advanced Dinghy Instructor
Dani Begley	Dinghy Instructor
Jake Begley	Dinghy Instructor
Lewis Richardson	Dinghy Instructor
Nick Elsdon	Dinghy Instructor

Additional Assistant Instructors (Dinghy) will be trained as required

Currently (2019 season) there are two working under the direction of the qualified Instructor team:

Richard Blackburn  
Jon Schofield

### **Shore-based theory courses:**

Andrew Smith	Yachtmaster/Coastal Skipper
	Day Skipper
	Competent Crew
	Essential Navigation and Seamanship

Additional Short Courses at RCC with RYA Recognition status - delivered by visiting Instructors

First Aid  
Diesel Engine

## **Appendix C – RYA Equality Policy**

RCC, as a Recognised Training Centre adheres to the RYA Equality Policy as set out below.

### **RYA EQUALITY POLICY**

#### **Objectives**

- To make boating an activity that is genuinely open to anyone 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 the RYA's services, including training schemes, are accessible to all, ...  
... including those who have been under-represented in the past.

#### **Policy Statement**

The Royal Yachting Association is committed to the principle of 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.

#### **Implementation**

- The RYA encourages its affiliated clubs and organisations and its recognised training centres to adopt a similar policy, so that they are seen as friendly, welcoming and open to all.
- Appointments to voluntary or paid positions with the RYA will be made on the basis of an individual's knowledge, skills and experience and the competences required for the role.
- The RYA will relax regulations in relation to RYA 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 RYA reserves the right to discipline any of its members or employees 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.

Approved by RYA Board  
28 June 2012



## **Appendix D – Student Safety Briefing**

The checklist below should be briefed, according to levels of competence and experience, prior to commencement of a course and/or commencement of on-water activities

### Tides – Ribble Estuary only

- Direction of tidal movement and timings
- Obstacles can present themselves faster than expected speed over ground (VMG)
- Care on the jetty
- Faster and slower-moving areas (e.g. Main channel)

### Conditions

- Pertinent weather information for the day
- Wind against tide/sea state
- Appropriate dress considerations (if necessary)

### Sailing Area

- Note sailing area
- Note any fixed obstacles in the area e.g. channel markers/moored craft

### In the event of emergency

- Refer to the operational procedure for the Safety Boat ratios
- Stay with a boat at all times

### Identify Fire Exits in shore-based settings

### Identify location of facilities

## **Appendix E – Instructor Briefing Checks**

Instructor(s) should meet and check the following requirements:-

Areas for training being provided that day

Specific Instructor roles for the day

Dynamic Risk assessment of:-

- Conditions and a current weather forecast
- Sailing area required
- Instruction personnel
- Trainees' Health or Specific Requirements

Boats to be used

### **Safety cover to be provided for that session**

Shore support for the day

Launch plan

Recovery plan

## **Instructor Induction**

When a new Instructor is introduced to Training at RCC, their Induction will be as follows:-

- a tour of the Clubhouse or Fairhaven Boat Shed pointing out Training boats and their uses
- a briefing on RCC Practice for taking boats from storage and preparing to launch
- a briefing on Communications; tidal constraints; leaving from and returning to the jetty (RCC)
- an appreciation of the focus for the day's training
- a clear explanation of the limits of the training area in use for the day
- a synopsis of the SOP, concentrating on immediately relevant sections

In addition, induction will incorporate a period of acclimatisation, to begin to appreciate the standards and expectations associated with RCC Instructors. This will be carried out by accompanying/supporting an experienced RCC Instructor in order to develop an appreciation and understanding of the RCC Training Team's culture and practice.

This will be under the supervision of the Chief Instructor/Principal.

**Appendix F - RCC Course Joining Material**

RCC welcome letter to course members Dinghy	Page 20
RCC welcome letter to course members Powerboat	Page 22
RCC practical sail-training terms Dinghy/Powerboat	Page 21
RCC membership information	Page 24
RCC – Frequently Asked Questions	Page 28



## Dinghy Training



Youth Scheme Stages 1 – 4

National Sailing Scheme Levels 1 – 3 and Endorsements

### **RIBBLE CRUISING CLUB**

The Promenade,  
Central Beach,  
Lytham  
FY8 5LD  
01253 739983

Thank you for joining practical sail-training at RCC.

Please read the notes below in preparation for training.

Our Clubhouse is near the white Windmill and alongside the RNLI Inshore Lifeboat station. Please note that parking outside the Clubhouse is on a 'Pay and Display' car park. Your Instructor may be able to advise where it is possible to park without incurring a fee, but on your initial visit to the Club, please pay (if payment is due) for at least the first two hours of the course.

Location details and a map can be found at [www.ribblecruisingclub.org.uk](http://www.ribblecruisingclub.org.uk)

Training takes place from our Clubhouse on the tidal estuary of the River Ribble, outside our base. This means that 'on-water activity' can only take place when tides are favourable. If possible, please take the opportunity to spot the differences when the tide is fully out.

Practical training based here will be run on weekends (usually Saturdays) with favourable tides – usually when High Water occurs roughly between 11:00am and 3pm - although occasionally, earlier starts and later finishes may be necessary. Participants in training will be given start and proposed finishing times although times may be decided 'on the day' depending on tides. The river is reached from the nearby jetty and boats are usually launched and recovered with the help of the compact RCC tractor.

Sufficient water for these operations can only be relied on during a limited window of time approximately 2 hours either side of High Water, while water covers the outermost part of the jetty.

This training is most likely to be suitable for more experienced sailors and *appropriate clothing is essential on the river.*

For most of the year this translates into - a wetsuit or drysuit with suitable head/footwear and gloves, according to conditions.

We do however also operate from our other nearby (within 2 miles from the Clubhouse) training site, namely Fairhaven Lake. The address for this site is:-

The Boat Shed,  
Fairhaven Lake,  
Inner Promenade, Ansdell                      FY8 1BD

This marine lake is unaffected by tides and Fairhaven training may commence at the Clubhouse where participants will see the building and dinghy tanks and other facilities available including changing rooms, toilets and social areas such as the galley and bar.

Continued

Participants on courses at Fairhaven will have access to the Disabled toilet (RADR key) behind the public toilets near the Lake café, but **there are no designated changing facilities**. The RADR key is kept hanging inside the boat shed.

Training occurs on Wednesday evenings starting after 6pm and boats may stay on the water until the light fails. Unless you are informed otherwise the official (final) time 'off the water' will be 9pm.

You will have been told when applying for this practical training, that **we require** you to join RCC in order to use Club boats and make use of all the facilities on offer at the Clubhouse when the premises are open. These times are indicated in the Club handbook.

Training is run by RCC Club volunteers who are in the main RYA Dinghy Instructors supported by Club Volunteers committed to delivering, or supporting, quality instruction and coaching.

Training is disrupted if any course has to wait for participants who are either late or will be missing a session. Therefore we ask that you let us know if you are going to be late, or, if you unexpectedly have to miss a part of the course on the day, by telephoning the number your Instructor will give you.

We advise you not to spend a lot of money on special clothing prior to the course. Comfortable, warm clothes (but *not* jeans), that you won't mind getting wet are fine. Temperature on the water is generally lower than on land, and may be chilly even in summer.

Here is a summary of personal items you should bring each day:

- Warm, comfortable clothes for sailing
- A complete change of clothes including underwear and shoes
- Towel and shower kit (should you wish to use the showers at the Clubhouse)
- Flexible soft- soled footwear such as trainers (these may get wet or muddy)
- Waterproof jacket and over-trousers – lightweight gear will do to start
- A packed meal for all-day training or an impromptu 'tea' before the evening session
- Your RYA log book (we can sell you a copy for £5 if needed)
- Notebook and pen or pencil
- Hat, sun protection and sunglasses (honestly - weather permitting!)

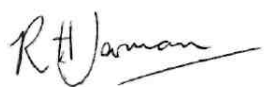
We can provide Buoyancy Aids, to be worn whenever you are afloat. If you have your own, you are welcome to use it, make sure it meets the current CE standard.

Theory topics are often held at 'odd times' through the session.

**If you need to eat during the day, please bring your own food and drink.**

We really look forward to welcoming you to RCC.

Your Instructor(s) will keep you informed of your progress throughout, and if you have any questions or concerns do please let us know at the time so we can respond.



Rob Jarman  
Training Principal – RCC



## Powerboat Training



PB Levels 1 and 2; Safety Boat Endorsement

### RIBBLE CRUISING CLUB

The Promenade,  
Central Beach,  
Lytham  
FY8 5LD  
01253 739983

Thank you for joining our practical Powerboat training at RCC.

Please read the notes below in preparation for training.

Our Clubhouse is near the white Windmill and alongside the RNLI inshore Lifeboat station. Please note that parking outside the Clubhouse is on a 'Pay and Display' car park. Your Instructor should be able to advise where it is possible to park without incurring a fee, but on your initial visit to the Club, please pay (if payment is due) for at least the first two hours of the course.

Location details and a map can be found at [www.ribboncruisingclub.org.uk](http://www.ribboncruisingclub.org.uk)

Training takes place from our Clubhouse on the tidal estuary of the River Ribble outside our base. This means that 'on-water activity' can only take place when tides are favourable. If possible, please take the opportunity to spot the differences when the tide is fully out.

Practical training based here will be run on days with favourable tides – usually when High Water occurs roughly between 11:00am and 3pm - although occasionally, earlier starts and later finishes may be necessary. Participants in training will be given start and proposed finishing times although times may vary 'on the day' depending on tides.

The river is reached from the nearby jetty and boats are usually launched and recovered with the help of the compact RCC tractor. Sufficient water for these operations can only be relied on during a limited window of time approximately 2 hours either side of High Water, while water covers the outermost part of the jetty.

This training is only feasible when participants are prepared for varying weather conditions ***appropriate clothing is essential on the river***. For most of the year this means - a wetsuit or drysuit (usually pricey) with head/footwear and gloves. Please note that the Club only provides use of Buoyancy Aids.

We also operate from our other nearby (within 2 miles from the Clubhouse) training site, namely Fairhaven Lake. The address for this site is:-

The Boat Shed,  
Fairhaven Lake,  
Inner Promenade, Ansdell                      FY8 1BD

Continued

This marine lake is unaffected by tides. Fairhaven training may commence at the Clubhouse where participants will be shown over the building and dinghy tanks, together with facilities available:- changing rooms, toilets and social areas such as the galley and bar.

Participants on courses at Fairhaven will have access to the Disabled toilet (RADR key) behind the public toilets near the Lake café, but **there are no designated changing facilities**. The RADR key is kept hanging inside the boat shed.

You will have been told when applying for this practical training, that **we require** you to join RCC in order to use Club boats and make use of all the facilities on offer at the Clubhouse when the premises are open. These times are indicated in the Club handbook.

Training is run by RCC Club volunteers who are RYA Powerboat Instructors, occasionally supported by Club Volunteers, all are committed to supporting, or offering quality instruction and coaching.

Training is disrupted if any course has to wait for participants who are either late or will be missing a session. Therefore we ask that you let us know if you are going to be late, or, if you unexpectedly have to miss a part of the course on the day, by telephoning the number your Instructor will give you.

If you need clothing for the river, a wetsuit costs a lot less than a dry suit. We advise you not to spend a lot of money prior to the course. Comfortable, warm clothes (but **not** jeans), that you won't mind getting wet are fine. Temperature on the water is generally lower than on land, and it can be chilly even in summer.

Here is a summary of personal items you should bring each day:

Warm, comfortable clothes

A complete change of clothes including underwear and shoes

Towel and shower kit (should you wish to use the showers at the Clubhouse)

Flexible soft- soled footwear such as trainers (these may get wet or muddy)

Waterproof jacket and over-trousers – lightweight gear will do, especially over a wetsuit

A packed meal for all-day training or an impromptu 'tea' before the evening session

Your RYA log book (we can sell you a copy for £5 if needed)

Notebook and pen or pencil

Hat (firmly attached), sun protection and sunglasses (weather permitting!)

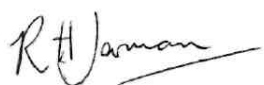
Although we provide Buoyancy Aids, to be worn whenever you are afloat, if you have your own, you are welcome to use it, but make sure it meets the current CE standard.

Theory topics are often held at 'odd times' through the session.

***If you need to eat during the day, please bring your own food and drink.***

We really look forward to welcoming you to RCC.

Your Instructor(s) will keep you informed of your progress throughout, and if you have any questions or concerns do please let us know at the time so we can respond.



Rob Jarman  
Training Principal – RCC



## **RCC Practical Sail-training and Powerboating Terms**

Throughout this document, RCC, the Club and the Training Centre shall all refer to Ribble Cruising Club.

### **Acknowledgement of Risk**

It must be recognised that sailing/powerboating are by their nature unpredictable sports and therefore involve an element of risk. By taking part in sail/powerboat-training with RCC you agree and acknowledge that:

- (i) You are aware of the inherent element of risk involved in the sport and you accept responsibility for exposing yourself to such inherent risk whilst taking part;
- (ii) You will comply at all times with the instructions of the Instructor particularly with regard to the handling of boats, the wearing of Buoyancy Aids and the wearing of suitable clothing for the conditions;
- (iii) You accept responsibility for any injury, damage or loss to the extent caused by your own negligence;
- (iv) You will not participate in the course whilst your ability to participate is impaired by alcohol, drugs or whilst you are otherwise unfit to participate.

### **Cancellation**

In the unlikely event that RCC cancels training for operational reasons, any payments for training will be refunded unless alternative dates offered to you by RCC are acceptable.

If a participant cancels a booking 4 weeks or more before the start date any payment will be returned with a deduction of £10.00 (a non-returnable deposit) to cover administration costs. Alternatively, a participant can request for a booking to be transferred to a later date at no extra cost. If a participant has to cancel a course within the four weeks prior to the start of the course RCC will endeavour to fill the place and offer a refund less the administration cost of £10.00 however, if RCC are not able to fill the cancelled place within seven days of the start date of the course then no refund can be offered. There is no entitlement to a refund once a course has commenced. Any requests for refunds must be in writing (or e-mail) to the Principal.

RCC monitors the weather conditions constantly throughout the day. Should weather conditions become unsuitable for some activities it may be necessary to alter the planned programme to remain safe and interesting. In such cases, we will sign-off as much of the course as possible in your logbook and will offer future dates for you to return to complete your course.

Any additional days thus incurred will be deemed as included within the original course fee that has been paid.

Continued



### **Misconduct**

Please be aware that the Chief Instructor of the day may exclude anyone from a particular session for reasons associated with their misconduct. Club Rule V applies at all times during the course and behaviour that is unworthy of a member of RCC or otherwise injurious to the interests of the Club can lead to summary eviction from the premises, as can be the case should anyone refuse to comply with these Registration Terms or behave in any way to cause damage or annoyance to other persons.

### **DATA Protection**

The information given by you on this form will be used by us to process your registration and for attending to you whilst you are at RCC.

### **Photography**

RCC may take photographs and video footage of those taking part in any RCC activity and may use and/or store this media for coaching and/or promotional purposes.

If you object to this use of those images please tick the appropriate box on the booking form.

### **Insurance**

Please be aware of the following:

“RYA Dinghy Instructors, RYA Senior Instructors, RYA Powerboat Instructors or RYA Coaches do not accept responsibility for any loss, damage or injury suffered by persons and/or their property arising out of or during the course of their activities whilst training and/or coaching and/or instructing unless such injury, loss or damage was caused by, or resulted from negligence or a deliberate act.”

### **Younger Attendees Undertaking Training**

It is **essential in all cases** that children under the age of 18 will be accompanied by a responsible adult – parent or otherwise – who will undertake to be satisfied that their safety and other needs are met during the training.

**Participants please note that RCC does not provide insurance cover for personal accident, nor for loss of, or damage to, personal property.**



## **RCC Membership**

Adults undertaking practical training at RCC will be either a full 'Family' or 'Ordinary' member.

RCC is a Private Members Club. One of the objects of the Club is 'to promote and facilitate the sport of yachting and associated water sports'. We aim to encourage the appreciation and enjoyment of sailing. To this end we have a small yet committed team of Dinghy Instructors who give up much of their time to assist adults and children alike to develop skills in sailing and to improve knowledge and understanding of the theory behind sailing. This is aided through developing knowledge and skills in aspects of sailing-related matters such as First Aid, Marine Radio, Navigation and Diesel Engine courses - open to all.

### **Sailing Sessions.**

Sail training sessions are run on designated Saturdays for sailors (normally RYA level 2 adults, Stages 3 and 4 Juniors) who wish to develop skills on tidal waters. These are run from the Clubhouse and to help participants reach those levels, non-tidal training is run at nearby Fairhaven Lake.

On weekends with suitable tides, there is a programme of races organised for a range of trophies - all are invited to attend and participate in either dinghies or cruisers. Details of these events and the river training opportunities are published annually in the Club handbook and on the website, ready for the start of the sailing season, which usually begins at or near the Easter weekend.

Races usually take place on Sundays as well as Bank Holiday weekends with suitable tides. Novices and those wishing to develop confidence and competence on the River are encouraged to arrange a crewing spot with an experienced helm, whether in a dinghy or a cruiser. The Clubhouse is open on Friday evenings from 8.30pm and this is a good time to make such crewing arrangements.

### **Membership and Emergency Contact Details**

Anyone attending a sailing session must be a member of RCC or invited by a member. Full details and Emergency Contact information must be recorded on their membership profile or recorded before taking to the water. Junior sailors taking part in sailing sessions must be accompanied by a responsible adult who will stay with them on the premises while with us at RCC.

### **Sailing**

The Club has a range of boats, all available for members to use - without cost while training. Responsibility for caring for these craft lies with the member and any damage must be reported via the whiteboard (in the garage) as well as to a senior member who will pass on to the relevant volunteer details of the damage and any repairs necessary. Any member responsible for damage to Club boats may be asked to contribute to the cost of repairs to the damage.

Any Club boat used must be cleaned and replaced in a good state of repair, ready to be used next time it is required. Any damage identified must be highlighted on the boat with one of the warning tags to alert potential users and the volunteer who will undertake the repair needed.

If you are compiling a record of personal sailing it is recommended that you bring and complete your RYA logbook for signing by an Instructor/owner/helm. It is up to you to rig 'your' own boat, or assist the helm with whom you are sailing. Boats can be towed to the end of the jetty in a state ready for launching to reduce congestion on the jetty for other boats.

Continued

The helm is responsible for ensuring that the Club boat you are in is complete and equipped to sail. Where there is a system to record your participation on the water – please use it!

It is the helm's responsibility to recover the boat at the end of sessions afloat, arrange for a tow to the dinghy tanks and to de-rig, clean and put it away, ready for the next sail.

Sails (and foils/masts/booms on smaller craft) to be stored in their correct places, in the garage. Apart from training sessions, coaching is not generally provided during sailing sessions and you will be expected to be fairly self-sufficient, although members are most likely to help if asked.

### **Powerboat courses**

Boats used to deliver PB courses are equipped to appropriate standards as set out by RYA Training from time-to-time. These craft may usually act as Safety Boats and this will be taken as their primary role.

### **Safety Cover**

Outside RCC events, individual members sailing private boats are responsible for their own safety afloat.

They are expected to gauge whether their skill and confidence are sufficient for existing conditions.

When racing - and on Saturday training sessions, there will always be at least one Safety Boat on the water and helms are expected to take notice of any instructions the Safety Boat crew may issue, for their continuing safety and well-being. It is rare that the helm of a private boat will be told to cease sailing but it can happen that helms are sometimes caught out and are not fully aware of matters relating to their own safety, particularly when cold and tired through repeated immersions.

Less experienced helms are sometimes insufficiently aware of the potential for hazardous conditions to develop (e.g. locally, wind over tide on an ebbing tide) to recognise the need to take avoiding actions in time. The Safety Boat crew's instructions must always be acted on and their instructions carried out without undue delay.

### **Going Home**

Before leaving the Club, boats and gear must be stowed correctly and left in a fit state for the next person to use. Any damage must be reported as above.

Make sure that others know that you are leaving.

**If there is a system in place to 'sign-off' please use it!**



## Frequently asked questions

### What sort of organisation is RCC?

It is a Private Members Club with assets owned by its members. The management of the Club is vested in a Main Committee consisting of Flag Officers, the Trustees, and Honorary posts of Secretary, Treasurer, Sailing Secretary, Social Secretary, Membership Secretary and Communications Secretary, the Chairpersons of all sub-committees, Training Principal, six members of the Club and the immediate Past Commodore.

The object of the Club is to promote and facilitate the sport of yachting and associated water activities and to provide social and other facilities for members.

### What does RCC offer?

RCC has a fleet of around 20 boats (including powerboats) for members to use. A handbook shows a programme of events from March to March, including planned sailing opportunities, training events and social activities - open to all members.

There is a small but growing group of members who sail dinghies from the Clubhouse and take part in training, recreational sailing and racing. Developing sailors are advised and coached by some of our experienced helms whose wide-ranging experience adds to the knowledge and skill levels of both young and not-so-young sailors.

Members have access to the Dock, a piece of RCC land alongside the 'Main Drain' at the edge of Lytham (about 2 miles from the Clubhouse) including a tidal creek that leads to the River Ribble. Private boats, including cruisers, fishing boats and other powerboats may be moored there, or stored on hard-standing and launched down our own slipway. We also have access to the Fylde Borough Council facility at Fairhaven Lake, where we rent space in the Boat House during the season (Easter to October) and much of our training takes place here, as well as from the Clubhouse.

Several members have boats moored away from the Club, both in the UK and abroad with many having taken part in extended journeys both in UK waters and abroad, as well as taking part in races, again, both in the UK and abroad.

### Why do I need to be a member?

RCC is not a commercial organisation, so all participants need to join as a member to enjoy the sailing facilities. Our members range from pre-teens (as part of a family group) to those who are in their eighties and above. In order to meet such a range of needs we offer a range of membership classes, although most popular are Ordinary (for individual adults) and Family (to include one or two adults with children up to age 18).

Annual membership is renewable at the start of the year and it is the voluntary nature of much of our work that enables us to maintain subscription fees at the lowest level in the North West of England.

### Those taking part in practical training need membership status

We are in the process of developing links with some of our local secondary schools and this is an area that we anticipate will prove very popular as development progresses.

### Why does RCC favour Family membership over membership for individual young people?

The nature of our activities requires an element of parental responsibility to ensure that young people can fully understand the need to take part in a safe and well-prepared way.

Continued

We can only accept children under the age of 16 sailing as long as a parent/guardian or other responsible adult is present.

**How do I apply for Membership?**

Your Instructor will assist you to complete an application form at the start of training.

**Am I insured?**

RCC carries insurance for the Club and its Officers and the boats and equipment are covered for loss or damage.

RCC does not (and cannot) provide insurance cover for personal accident and property, this must be taken out by the individual if required.

**Appendix G - Course and Feedback forms**

Example of a Course Booking Form Page 31

Example of a Course Feedback Form Page 33



## Ribble Cruising Club Dinghy Instructor Course

18<sup>th</sup> 19<sup>th</sup> 20<sup>th</sup> August 2017; 25<sup>th</sup> 26<sup>th</sup> 27<sup>th</sup> August 2017

Friday evenings 19:00 - 21:00

Weekends 09:00 – 18:00

RCC Clubhouse and Fairhaven Lake, Lytham

### Booking Form

Name \_\_\_\_\_

Tel. \_\_\_\_\_ e-mail: \_\_\_\_\_

Cost: £195

Cheques payable to *Ribble Cruising Club*.

### Health Declaration

*Please provide details of any medical conditions or anything else you believe may affect you during your time with us*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I declare that to the best of my knowledge, I am fit to participate in the course.  
Signature(s)

\_\_\_\_\_

*PTO - Continued*

**Notes:**

*Only basic refreshments will be available from the Clubhouse, coffee/tea on arrival.*

*Note that parking in the car park outside the RCC Clubhouse is Pay and Display.  
To avoid a ticket, please park in the off road section outside the RNLI boathouse and display the appropriate RCC insignia.*

*This will apply for Friday sessions and the whole of the second weekend.*

*Parking at Fairhaven Lake is on the road alongside the Lake and Park.*

*Facilities are highly limited at the Lake.*

*Refreshments may be purchased at the Lakeside Café, however you may wish to bring along your own.*

***Receipt retained by RCC (a copy can be supplied if required)***

---

Ribble Cruising Club. RYA Dinghy Instructor Course.

18<sup>th</sup> 19<sup>th</sup> 20<sup>th</sup> and 25<sup>th</sup> 26<sup>th</sup> 27<sup>th</sup> August 2017.

£\_\_\_\_\_ received from \_\_\_\_\_

I do not wish my image/footage to be retained or used by RCC for publicity purposes

☐

I do not wish my contact details to be used by RCC to inform me of any information on courses or other activities

☐

Signed \_\_\_\_\_







**Ribble Cruising Club**  
**RYA Dinghy Instructor Course**  
 18<sup>th</sup> 19<sup>th</sup> 20<sup>th</sup> and 25<sup>th</sup> 26<sup>th</sup> 27<sup>th</sup> August 2017  
**Course Feedback Form**



*We are always striving to improve the standards and relevance of the courses we offer.  
 To help in this, your immediate impression of this course will be most helpful.*

Name: \_\_\_\_\_ Tel. number. \_\_\_\_\_





<b>COURSE CONTENT</b>	n/a									
General content of course										
Relevance of material covered										
Amount of material covered										
Was the course in line with your expectations?										
Did you find the course informative?										
Was the assessment clearly defined and fair?										

What were the best parts of the course?





What subjects could be improved or covered in more detail?

What subjects could be left out or covered in less detail?





Other Comments

<b>COURSE PRESENTATION</b>	n/a									
Was the instructor positive and effective?										
Was the content presented in a well organised & clear way?										
Were questions answered to everyone's satisfaction?										
Were you kept fully informed throughout the course?										

Other Comments

<b>COURSE VENUE</b>	n/a									
Suitability of venue										

Other Comments

<b>GENERAL</b>	n/a									
Information received prior to course										
Administration of the course										
Was your personal preparation for the course adequate?										

Other Comments (please continue over the page if necessary)

## **Appendix H – Complaints Procedure**

The Training Team at RCC consists of a small group of volunteers who communicate well among themselves and are open to considering the opinions of others.

There is a strong spirit of collaboration and a sense of pride in achieving good results.

As such, at RCC it is always our expectation that any training/guidance/coaching undertaken by the Instructors will be of the highest quality and aimed at ensuring that participants not only learn to sail effectively but that they enjoy the process involved. In our experience, this has proved to be the case most of the time and we work to make it the norm.

There may be rare occasions when an individual Instructor cannot manage to create or develop a strong, productive relationship with a participant and it can lead to disappointment, frustration and a sense of failure developing - possibly to both parties. This cannot be a desirable state and if allowed to continue without addressing any underlying problem, will ultimately lead to dissatisfaction and demoralisation.

It is one of the responsibilities of the Chief Instructor to reduce or eliminate this as a potential outcome. To this end, it is essential that situations that appear likely to develop negatively (or have already done so) are faced and the start of a process initiated to stop a situation worsening.

### **Rationale behind the Process to deal effectively with a complaint**

At the earliest opportunity the Chief Instructor is to be informed that there appears to be a problem. This can be done by any of the parties involved, or, if the situation has become more widely identified, by anyone concerned.

**It will be preferable if the Instructor involved speaks at an early stage either to the Chief Instructor, or the Welfare Officer, having clearly identified what appears to be the concern.**

If it is the participant(s) expressing concern it will be desirable for them to speak to the Chief Instructor, or the Welfare Officer, *rather than to other participants*.

The Chief Instructor will ascertain views of the situation from all parties involved and to call on each party individually to identify the particular contentions/perceptions that are preventing a successful sailing experience taking place.

Following this it will be the responsibility of the Chief Instructor to make an intervention designed to reduce/remove the cause(s) of concern and to assist all parties to reach agreement on how the issues can be dealt with effectively.

Should this be successful, it will be incumbent on all to put aside earlier differences in order to successfully complete the learning process.

The Chief Instructor will report outcomes to the Principal who may choose to inform the Main Committee.

### **Participant has a concern/issue**

1. Cause for concern starts to develop or occurs.
2. Speak to an Instructor (yours, or one you feel a connection with) or the Chief Instructor.
3. Follow the advice given and see if this leads to an improvement or cessation of whatever caused the concern/issue.

Continued

4. If not, return to the RCC Instructor concerned and ask for a further consideration of what can be done to bring a successful conclusion to the concern/issue, or problem(s) arising.
5. If this fails to satisfy the student, the Chief Instructor will formally instigate an investigation, taking evidence from all parties concerned.
6. This is usually the point at which the student should be transferred to work with another Instructor, to avoid the situation worsening.
7. When satisfied that all reasonable efforts have been made to find a solution to the problem(s), the Chief Instructor will ascertain that the student is satisfied with the outcome.
8. Where this is not the case, the Chief Instructor will inform the Principal that further action will be needed.
9. The Principal will make a decision regarding what action will be taken to complete the complaint process.
10. In the event that the participant is advised to look for training elsewhere, the Main Committee will be informed and decide whether it is appropriate to refund any money that may have been paid in course and other fees paid to RCC.

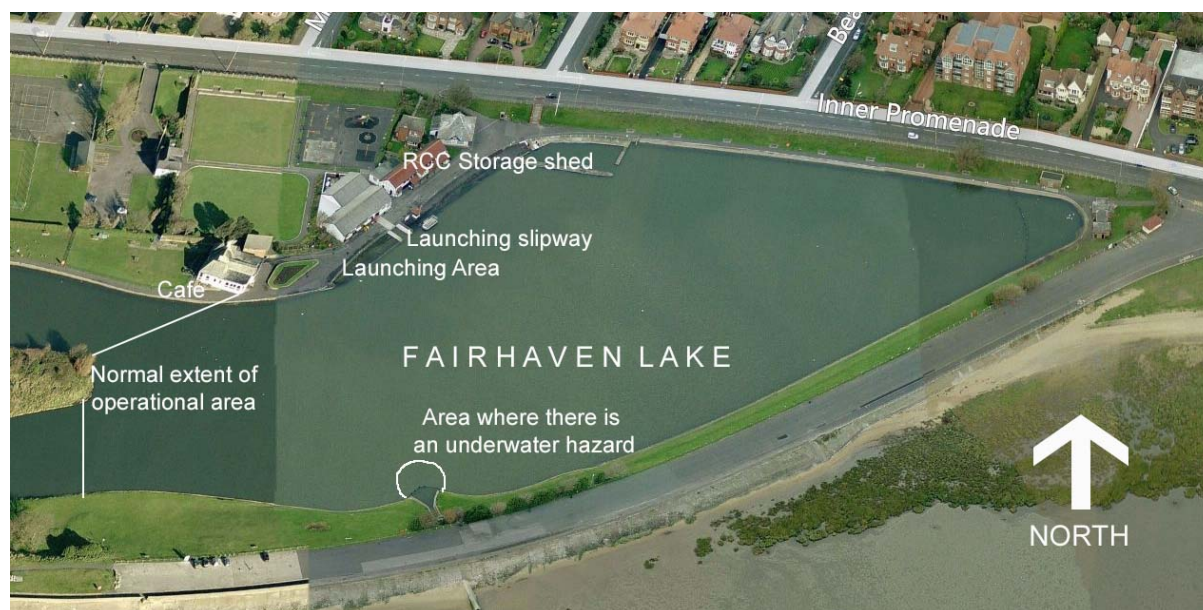
**Instructor has a concern/issue with a participant**

1. Cause for concern starts to develop or occurs.
2. In the first instance discuss the situation with the Chief Instructor.
3. Follow the advice given and see if this leads to an improvement or cessation of whatever caused the concern/issue.
4. If not, return to the Chief Instructor and ask for a further consideration of what could be done to attempt to bring a successful conclusion to the concern or issue, or any problem(s) arising.
5. If this fails to solve the problem, the Chief Instructor will formally instigate an investigation, taking evidence from all parties concerned. The Principal will be kept informed throughout.
6. This is usually the point at which the participant should be transferred to work with another Instructor, to avoid the situation worsening.
7. When satisfied that all avenues to find a solution to the problem(s) have been tried, the Chief Instructor will ascertain whether all parties are satisfied with the outcome.
8. Where this is not the case, the Chief Instructor will inform the Principal.
9. The Principal will decide what action will be taken to conclude the complaint process. This might involve deciding that the participant will be advised to look for training elsewhere. It might also lead to a consideration whether there has been a breach of RCC Rules on the part of the Instructor, in which case it may be appropriate to initiate disciplinary proceedings. The Main Committee will be informed of outcomes by the Principal.
10. The Main Committee will have responsibility to follow the agreed procedure, should they agree it is an appropriate course of action.
11. Alternatively they may decide to advise the Principal that an alternative course of action is appropriate. It will be the Principal's responsibility to follow this either to a successful solution, or to a more permanent outcome, whichever is more appropriate.

## Appendix I – Training at Fairhaven Lake

### Fairhaven Lake

Fairhaven Lake is a marine lake to be found a short distance (2 miles) westward from the RCC Clubhouse, set behind sea defences. Its main feature for sail training is the enclosed water with various sheds and venues along the northern shore. There are facilities for the public to go afloat, either on the large aluminium pleasure boat, or in the small powerboats and other craft for hire. Car parking is not permitted in the grounds and RCC staff and participants park on the road alongside the Lake. There are no restrictions to parking on this stretch of road and there is ample parking space.



There is no public telephone at Fairhaven Lake and the most reliable means to summon the emergency services is via a mobile telephone. ***It is essential that a charged mobile phone is available - on the shore - when sailing takes place.***

RCC rents space in the Boat House and many Club boats are kept there during the sailing season. A First Aid Point is to be found in the shed by the whiteboard near the entrance. All Instructors are qualified to render First Aid if needed.

We have access to the shed from approximately Easter weekend until towards the end of October when it reverts to a storage facility for mowing machines etc. There is a padlock to lock the shed and RCC has keys to fit.

By tradition and arrangement with other Lake users, RCC usually sails on Wednesday evenings from approximately 6:30pm until failing light brings on the need to vacate the water. Occasionally special arrangements with FBC may be made to sail at other times during the season.

Powerboat training (PB1/2) will be undertaken on the lake, giving prior warning and obtaining permission for specific dates from FBC, as above.

Continued

RCC - 2019  
(cont.)

As a marine lake there is no problem with Weill's disease, although occasionally the Lake will be closed to public access because of problems with water condition through algae contamination (as decided by FBC).

RCC boats need their masts lowered at the end of each session and to be re-rigged at the start of the next. On occasion, some of the boats will be brought from the Clubhouse before the session, or returned for weekend training/racing purposes at the end of the session.

All craft are launched and recovered from the lake either using the slipway or the launch area alongside the slipway. The slipway is necessary for larger craft, all other boats can be launched and recovered 'over the side' in the launch area.

There are rings along the edge to accept painters.

Care is needed to avoid damaging boats or causing harm when undertaking these manoeuvres.

RCC is currently in communication with Fylde Borough Council (FBC) to provide an area for changing, together with a toilet and emergency shower alongside this facility. There is access (via the RADR key) to the disabled access toilet during training sessions. RCC is in close contact with the FBC Sports Development Officer on all these matters.

The RCC Clubhouse is relatively close and at the start of a course participants can meet and change there before transferring to the Lake. There is an option for adults to change either in the public toilets or in the shed itself. This is unsuitable for children who usually change at home and are brought to the Lake by their parent(s).

Junior sailors (under the age of 16) are not permitted to sail without a parent - or other nominated and responsible adult (prepared to act *in loco parentis*), being present all the time they are at the Lake.

RCC staff cannot accept responsibility for the safety, behaviour and well-being of young sailors. They have responsibility for teaching, managing their learning and maintaining safe learning conditions for them on the water.

In the event of any unacceptable behaviour, individual(s) concerned may be required to leave the activity.

**Whenever training occurs at the Lake, participants will be advised on what equipment is available for use and what clothing is advisable.**

### **Accepted Practice/Procedure for sailing/training at Fairhaven**

1. Participants in training at the Lake may be asked to gather first at the Clubhouse to meet their Instructor, complete a viewing of the Clubhouse, dinghy parks and other features of the RCC base and then change into sailing gear. After a general briefing the Instructor and participants will transfer to the Lake, taking all personal belongings with them.
2. When participants are accustomed to sailing at the Lake, they may choose to arrange to change at their own convenience.
3. The Instructor will ensure that s/he has the key to the shed, a charged mobile phone and a charged handheld radio.
4. At the start of a course domestic arrangements (including the use of the toilet) will be made clear to participants together with other safety messages that relate specifically to the Lake.
5. Take boats to be used from the shed and rig them, avoiding inconvenience to members of the public.
6. Take the Safety Boat and other craft to the fenced-off launching area by the café and toilets, complete rigging and safely launch over the edge of the hard-standing or down the slipway.
7. The slipway can be used to launch larger dinghies and Safety Boats.
8. A Safety Boat will always be launched and operationally ready before any dinghy is permitted to leave the shore with participants aboard.
9. Extreme care to be taken near the damaged edge areas.
10. Many geese and ducks use the Lake and their faecal material will often be found - fouling the launch area in particular. Care must be taken to avoid transferring undue mess to participants' clothing or hands. Please note, the toilet has good hand-washing facilities.
11. ***The sloping concrete apron of the Lake is dangerous and poses a risk of slipping.***  
It is very slippery just beyond the water's edge and below the water line. In the event of an unplanned lee-shore landing or a capsize it is imperative that participants and others do their utmost to keep off the apron as there is a real risk of slipping with an associated high possibility of harm to persons and damage to boats.
12. The Instructor will explain the programme for the session, the sailing area in use and allocate crews to boats. It is the responsibility of the Instructor to ensure that participants follow the agreed procedure designed to monitor craft and persons afloat (i.e. complete the whiteboard in the shed etc.).
13. There will be space inside for on-shore tuition once boats are removed from the shed.
14. It is the duty of the Instructor to ensure that all boats and all participants return safely to the shore and are accounted for at the end of the on-water session.
15. When the session is finished, the Instructor will delegate participants to undertake tasks, to clear boats from the water and de-rig them.
16. There is access to a hosepipe stand (near the designated FBC fuel store behind the fencing).
17. Boats (and sails, following capsize) will be cleaned of mud etc. before returning them to the shed.
18. When the boats are in the shed, participants can return to the Clubhouse for a shower or be dismissed directly from the Lake with a recommendation to shower at home to reduce any possibility of ill-effects following contact with algae etc.
19. Finally the Instructor will ensure all RCC resources are safely put away and lock the shed.
20. Participants may meet at the Lake for further sessions of the course. In such cases it is their responsibility to arrive at the time the Instructor gives as s/he may be at the Clubhouse to enable participants who wish, to change before going to the Lake.

## Appendix J - Powerboat Training

This section covers the specific procedures relating to Powerboat instruction.

The courses provided by RCC are:-

RYA Powerboat Level 1 'Start Powerboating' - this will be held on Fairhaven Lake

Powerboat Level 2 'Powerboat Handling'

RYA Safety Boat course.

Also included are the procedures applying to Direct Assessment for RYA Powerboat Level 2 certification.

### Powerboat Risk Assessment

The specific risk assessments for these training activities are shown below.

Risk	Control Measure
Drowning after falling overboard	<ul style="list-style-type: none"> <li>• Participants wear a correctly fitted approved 50N buoyancy aid or a minimum 150N lifejacket at all times.</li> <li>• Buoyancy aids and/or life jackets are to be subject to a visual check by instructors.</li> <li>• When making way, participants are instructed to always hold on centrally.</li> <li>• Instructor ensures safe operating speed at all times.</li> <li>• When at planing speeds, powerboats are driven in a manner that will not result in 'hooking'.</li> <li>• Powerboats are subject to an annual maintenance schedule and visually checked before use.</li> <li>• Powerboats are suitably equipped for the activity.</li> <li>• Kill cords are used whenever the engine is running.</li> <li>• Powerboat recovery of man-overboard using current RYA guidance.</li> </ul>
Fire	Smoking is prohibited aboard, near the craft or the fuel store.
Physical injury resulting from equipment misuse, collisions, manual handling, slips or trips.	<ul style="list-style-type: none"> <li>• Instructor to check that participants are wearing appropriate clothing and footwear.</li> <li>• Powerboats are managed using these procedures to reduce the likelihood of the risk occurring.</li> <li>• Participants, volunteers and instructors are briefed on the safe ways to launch, recover and move powerboats around when ashore (if this activity is undertaken).</li> </ul> <p>Club safety boats and borrowed boats are fit for purpose and meet RYA guidelines for equipment carried.</p>

<b>Risk</b>	<b>Control Measure</b>
Cold water shock, hyperthermia, hypothermia and sunburn.	<ul style="list-style-type: none"> <li>• Instructors ensure participants are appropriately dressed for the weather conditions.</li> <li>• Activities are adapted, including the session length to the weather conditions and participants.</li> <li>• Participants are made aware of preventative actions they can take to mitigate the risk.</li> <li>• React quickly if someone falls into cold water.</li> </ul>
Water-related diseases	<ul style="list-style-type: none"> <li>• Instructors remind participants to suitably cover cuts, grazes and similar wounds.</li> <li>• Any wounds incurred during activities are treated and the participant or their parent advised of the risks.</li> <li>• All participants to be made aware of the risks associated with Weill's Disease</li> </ul>

### **Powerboat Instructor Qualifications and Student Ratios**

Powerboat training will be carried out with the following qualified staff:

<b>Activity</b>	<b>Supervised By</b>
RYA Powerboat Level 1	Powerboat Instructor (or more Advanced Powerboat Instructor)
RYA Powerboat Level 2	Powerboat Instructor (or more Advanced Powerboat Instructor)
RYA Safety Boat	Instructor (or more Advanced Powerboat Instructor) with Safety Boat endorsement

The following table shows the maximum ratios that apply. The daily risk assessment for each activity shall specifically consider the appropriate ratio for that day depending on the weather, conditions and the level of skills and experience of the course participants.

<b>Activity</b>	<b>Maximum Instructor/student Ratio</b>
RYA Powerboat Level 1	1:3
RYA Powerboat Level 2	1:3
Safety Boat	1:6 (when using two boats)



### Direct Assessment

Direct Assessment for Powerboat Level 2 may be considered for experienced skippers of power driven vessels who are able to provide evidence of their experience.

The assessment will follow the requirements laid down in in the RYA Powerboat Scheme publication G20.

Direct Assessment will usually be conducted on an instructor/candidate ratio of 1:1

### Direct Assessment (own boat)

In most cases Direct Assessment will take place using one of the Training Centre boats.

However, the Principal and Chief Powerboat Instructor may allow the candidate to use a boat they provide, but before doing so, the Principal and Chief Instructor must assure themselves that the vessel is suitable for the exercises to be undertaken, is in a safe condition and is properly equipped and insured for the purpose.

Powerboats will carry a minimum level of equipment during training, which must be in good condition/working-order.

Vessel	Standard Equipment
Safety Boats 1&2 Rigiflex 3.6m 'Jaffa'	First Aid Kit Bucket and/or Bailer (not Pastime) Two Paddles
Jeanneau Fisher - 'Pastime' (Base vessel on River)	Anchor and Warp Tow line Buoyant Throwing Line VHF Radio (DSC fixed unit) – (handheld for Jaffa) Sound Signalling Device (whistle) 2x Red + 2 x Orange Smoke Flares (not Jaffa) Knife Spare kill cord Fire extinguisher (not Jaffa) Tide tables (not Jaffa) Basic tool kit and spares  Additional for River work: Hand-bearing compass Chart GPS/Chart Plotter - 'Pastime'

### Powerboat Safety Checks

All engine and safety systems must be in full working condition.

The following should be checked before use:

- Outboard engines must be securely attached to the boat;
- Kill switches must be fully functional;
- Steering mechanisms should be free and easy to use;
- Hydraulic steering systems should be checked for leaks;
- Throttle and gear changing mechanisms must be positive and reliable;
- Outboard engines must not slip out of gear or start in gear;
- Outboard engines should be capable of being locked down and easily raised if required;
- Fuel tanks and batteries must be securely fastened to the boat;
- All other equipment should be suitably and securely stowed

Continued

Power craft will be driven in a careful and responsible manner paying due regard to passengers and other river users.

Consideration must be given to the danger of wash at all times and at whatever speed.

Instructors need to familiarise themselves with leaving and returning to the jetty as water is shallow there. Kill cords will be used at all times when underway.

Instructors and trainees must use a kill cord whilst operating a boat plus a spare must be readily available at all times.

### **Powerboat Personal Equipment**

All course participants shall wear a suitable and correctly fitted buoyancy aid that complies with EN ISO 12402-5 (50 Newton/Level 50), or a 150 Newton lifejacket minimum with an ISO or EN compliant light.

Participants shall also be responsible for their own clothing and footwear.

Instructors shall be responsible for undertaking a visible check of personal safety equipment and clothing to ensure it is appropriate for the conditions.

### **Conduct of the Powerboat Training Session**

The Powerboat Instructor is responsible for briefing course participants on any safety information for the day.

S/he is responsible for completing a daily risk assessment and the communication methods to be used.

### **Pattern of Instruction – Powerboat** (see Page 43 onwards)

Experience has shown that Powerboat Level 2 courses run at RCC work best over two weekends, on following Saturdays.

Day 1 is run on Fairhaven Lake, after an initial session at the Clubhouse.

Day 2 is run completely from RCC Clubhouse, on the River Ribble estuary.

## Powerboat Level 2 Training - Outline Programme

### Day 1 0900 - 1730

#### “Nursery site” - Fairhaven Lake

RCC accesses Fairhaven Lake where initial ‘on-water’ practical elements of the course take place. Most theory is reserved to Day 2, except where it is necessary to clarify matters in the early part of the course. As Day 2 practical elements are limited by available (tidal) water, theory sections are covered around water activities.

Clubhouse and Fairhaven Lake	Fairhaven Lake and Clubhouse
<p><b>Morning</b> Course Introduction - Students and Instructors personal kit and buoyancy aids</p> <p><b>Practical</b> Run preparatory checks on boats:-</p> <ul style="list-style-type: none"> <li>• ‘Bow-to-stern’ familiarisation</li> <li>• Safety equipment</li> <li>• Lines and fenders</li> <li>• Necessary knots and other ropework</li> <li>• Fuel tanks</li> <li>• Outboard engines (maintenance checks)</li> <li>• Sponson pressures</li> <li>• Prepare for transporting and launching – potential environmental risks/hazards</li> <li>• Pre-start (and stopping) engine checks – killcord</li> <li>• Safe loading limits</li> </ul> <p>Transfer to Fairhaven Lake for practical sessions</p>	<p><b>Afternoon</b> Low speed manoeuvres including:-</p> <ul style="list-style-type: none"> <li>• Leaving and coming alongside</li> <li>• Effect of wind on bow, holding off</li> <li>• Possible ill-effects of flooding ‘in astern’</li> <li>• Anchoring – laying and weighing - check for holding</li> <li>• Appropriate speed and care for other water users</li> <li>• Taking way off</li> <li>• Approaching mooring buoy</li> <li>• Connecting to buoy – use of boathook</li> <li>• Man overboard, various circumstances</li> <li>• Awareness of propeller and risks attached</li> <li>• Turning in confined area</li> <li>• Making fast</li> <li>• Recovering boat – preparing for transportation/storage</li> </ul> <p><b>Theory</b> Crew communication Angle of approach Taking way off Procedure when overshooting</p>

## Powerboat Level 2 Training – Outline Programme

### Day 2 0900 – 1730

#### RCC Clubhouse and Estuary

The maximum time available is spent on the water - tide permitting.

An important element of this is personal preparation, to cater for the demands of a range of conditions to be found during a possible four hours on the water.

Theory sessions occur around the activity necessary to prepare, launch and recover/store the powerboats used.

Refreshments are taken aboard 'Pastime' (RCC - Private powerboat), to make maximum use of time available on the river.

<p><b>Clubhouse and River Ribble Estuary</b>  <b>"Morning"</b> (tide dependent)</p> <p>Recap. of Day 1 with preparation for differences to be experienced on tidal water  Explanation of different ways to launch and recover on tidal water  Manoeuvres explained in greater detail – concentrating on tidal effect  'Leavings and landings' explained with tidal effects as experienced at RCC</p> <p><b>Launching</b>  Prepare for and practice as appropriate:-</p> <ul style="list-style-type: none"> <li>• Coming alongside 'Pastime' - wave effects</li> <li>• Springs</li> <li>• Holding off a buoy</li> <li>• Practice - MOB and picking up a buoy</li> <li>• Anchoring transit/scope/lay and retrieve</li> <li>• 'Circling a buoy' in tide</li> <li>• 'Escape planning'</li> <li>• Handling at planing speeds</li> </ul>	<p><b>Clubhouse and River Ribble Estuary</b>  <b>"Afternoon"</b> (tide dependent)</p> <p>Local byelaws and other regulations  Can apply IRPCS, as applicable at RCC and relevant to powerboat use in general, in company of, or near, other vessels  Hull designs with their advantages and disadvantages</p> <p>General chart features (symbols etc) and uses ashore and afloat  Use of chart plotter/chart and compass  Basic use of charts for planning  Pilotage/passage planning  Personal preparation and of powerboat for 'longer journeys'  Emergency procedures and practice</p> <p>Plenary and feedback session</p>
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**Appendix K – RCC Training First Aider List**



## **RCC First Aiders**

All of the following Instructors have a valid First Aid certificate

Trainees, please alert your Instructor if you need First Aid attention, so the incident can be recorded.

Rob Jarman

Dani Begley

Richard Elsdon

Nick Elsdon

Pete Pollock

Jake Begley

Simon Begley

Lewis Richardson

Martin Knott



**Appendix L – RCC Instructor Qualifications**

# **Coaching Certificates RCC Instructor Team**

## **May 2019**

**Rob Jarman**

Senior Instructor/Principal

**Richard Elsdon**

Senior Instructor/Chief Instructor

**Pete Pollock**

Senior Instructor

**Simon Begley**

Dinghy Instructor

**Martin Knott**

Advanced Dinghy Instructor

**Dani Begley**

Dinghy Instructor

**Nick Elsdon**

Dinghy Instructor

**Jake Begley**

Dinghy Instructor

**Lewis Richardson**

Dinghy Instructor

**Richard Blackburn**

Assistant Instructor

**Jon Schofield**

Assistant Instructor

## Robert Jarman



This is to certify that the holder has been examined to the standards laid down by the RYA and is qualified as a

### RYA Senior Dinghy Instructor

Mr R H Jarman  
42 Roseberry Avenue  
Cottam  
Preston  
PR4 0NF

RYA Ref No.: 000J30229

Date of Issue: 29/10/17

Valid for five years from date of issue

Signed:

on behalf of the RYA

Holder's Signature:

This certificate remains the property of the RYA and the RYA reserves the right

**RYA**

**SAFETY BOAT CERTIFICATE**

This is to certify that ROBERT JARMAN  
has successfully completed a Safety Boat course  
(~~INBOARD / COASTAL~~) to the Syllabus laid down by the RYA at:  
Liverpool Sailing Club  
RYA Training Centre

Course completed in PLANING / DISPLACEMENT craft  
Signed: Date: 5/8/2014  
Special endorsements:   
\* See over \* Date as applicable

**RYA**

**FIRST AID COURSE**

This is to certify that Robert Jarman  
has satisfactorily completed the RYA First Aid Course, covering resuscitation,  
control of bleeding, treatment of an unconscious casualty and the recognition  
and treatment of hypothermia. The Syllabus is based on recommendations from  
the Health and Safety Executive and the Maritime and Coastguard Agency.  
VALID FOR 3 YEARS FROM DATE OF ISSUE.

Signed: Date of Issue: 14/03/2017  
Assistance required to complete the course:  
RYA Training Centre Ribble Cruising Club  
Central Branch, Lytham FY8 5LD

Has received instruction  
on the use of Category C Medical Stores



This is to certify that the holder has been examined to the standards laid down by the RYA and is qualified as a

### RYA Powerboat Instructor

Mr R H Jarman  
42 Roseberry Avenue  
Cottam  
Preston  
PR4 0NF

RYA Ref No.: 000J30229

Date of Issue: 13/10/17

Valid for Five years from date of issue

Signed:

on behalf of the RYA

Holder's Signature:

See reverse for conditions of certification.

This certificate remains the property of the RYA and the RYA reserves the right to withdraw it and demand its return at any time if due cause is shown

### Endorsements

Qualified to Instruct Safety Boat Course

**RYA**

This is to certify that the holder has been examined to the standards laid down by the RYA and is qualified as a

**RYA Senior Dinghy Instructor**

Mr R Elsdon  
117 Pope Lane  
Penwortham  
Preston  
PR1 9DB

RYA Ref No.: 920035344  
Date of Issue: 10/04/16  
Valid for five years from date of issue

Signed: [Signature]  
on behalf of the RYA

Holder's Signature: [Signature]  
See reverse for conditions of certificate

This certificate remains the property of the RYA and the RYA reserves the right to withdraw it and demand its return at any time if due cause is shown

**RYA**

**FIRST AID COURSE**

This is to certify that Richard Elsdon  
has satisfactorily completed the RYA First Aid Course, covering resuscitation, control of bleeding, treatment of an unconscious casualty and the recognition and treatment of hypothermia. The syllabus is based on recommendations from the Health and Safety Executive and the Maritime and Coastguard Agency.  
VALID FOR 3 YEARS FROM DATE OF ISSUE

Signed: [Signature] Date of Issue: 11/05/17  
Assistance required to complete course: Ribble Cruising Club  
RYA Training Centre: Central Beach, Lytham FY8 5LJ  
Has received instruction on the use of Category C Medical Stores: [Signature]

**RYA**

This is to certify that the holder has been examined to the standards laid down by the RYA and is qualified as a

**RYA Powerboat Instructor**

Mr R Elsdon  
117 Pope Lane  
Penwortham  
Preston  
PR1 9DB

RYA Ref No.: 920035344  
Date of Issue: 13/10/17  
Valid for Five years from date of issue

Signed: [Signature]  
on behalf of the RYA

Holder's Signature: [Signature]  
See reverse for conditions of certification.

This certificate remains the property of the RYA and the RYA reserves the right to withdraw it and demand its return at any time if due cause is shown

**RYA**

**SAFETY BOAT CERTIFICATE**

This is to certify that Richard Elsdon  
has satisfactorily completed a Safety Boat course (Syllabus / EXISTENT) to the syllabus laid down by the RYA at:  
RYA Training Centre: [Signature]  
Course completed at: PLANNING / DISPLACEMENT - [Signature]  
Signed: [Signature] Date of Issue: [Signature]  
Special endorsement: [Signature]  
Valid for: [Signature]

**Endorsements**

Qualified to Instruct Safety Boat Course





This is to certify that the holder has been examined to the standards laid down by the RYA and is qualified as a

**RYA Senior Dinghy Instructor**

Mr P Pollock  
30 Ribble Avenue  
Freckleton  
Preston  
Lancashire PR4 1RX

RYA Ref No.: 920273970  
Date of Issue: 10/04/16  
Valid for five years from date of issue

Signed: *[Signature]*  
Holder's Signature: *[Signature]* on behalf of the RYA

Coastal

See reverse for conditions of certification.

This certificate remains the property of the RYA and the RYA reserves the right to withdraw it and demand its return at any time if due cause is shown

Endorsements



**SAFETY BOAT CERTIFICATE**

218002

This is to certify that *Peter Pollock*  
has successfully completed a Safety Boat course  
(~~INTERMEDIATE~~ / COASTAL\*) to the Syllabus laid down by the RYA at:  
*West Kirby*  
Training Centre  
Course completed in **PLANING / DISPLACEMENT** craft.

Signed: *[Signature]* Date: *30/10/16*  
Principal/Chief Instructor

Assistance required to complete the course ☐

\* Dates as applicable



Ofqual  
Regulating Learning



QA  
QUALITY ASSURANCE  
First Award

**Lolly Trad Ltd**  
Duxbury House, Little Carr Lane, Chorley, Lancashire, PR7 3JT  
01257 217770 / 07970 594029  
info@lollytrad.co.uk  
Registered Centre 904311

Certificate Number  
**1286873**

Qualification Number  
**6007866/2**


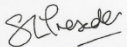
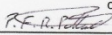
Date of achievement  
**15 January 2017**

This certificate is valid for 3 years

**ACTIVITY FIRST AID**  
(QCF)

has successfully completed assessment in the following subject  
**QA LEVEL 2 AWARD IN**  
**PETER POLLOCK**

**Peter Pollock (cont.)**

	
<small>This is to certify that the holder has been examined to the standards laid down by the RYA and is qualified as a</small>	<b>Endorsements</b>
<b>RYA Powerboat Instructor</b>	
	<small>Qualified to Instruct Safety Boat Course</small>
 <small>Mr P Pollock 30 Ribble Avenue Freckleton Preston Lancashire PR4 1RX</small>	
 <small>RYA Ref No.: 920273970 Date of Issue: 13/10/17 Valid for Five years from date of issue</small>	
<small>Signed: </small>	
<small>Holder's Signature:  on behalf of the RYA</small>	<small>See reverse for conditions of certification.</small>
<small>This certificate remains the property of the RYA and the RYA reserves the right to withdraw it and demand its return at any time if due cause is shown</small>	

**RVA**

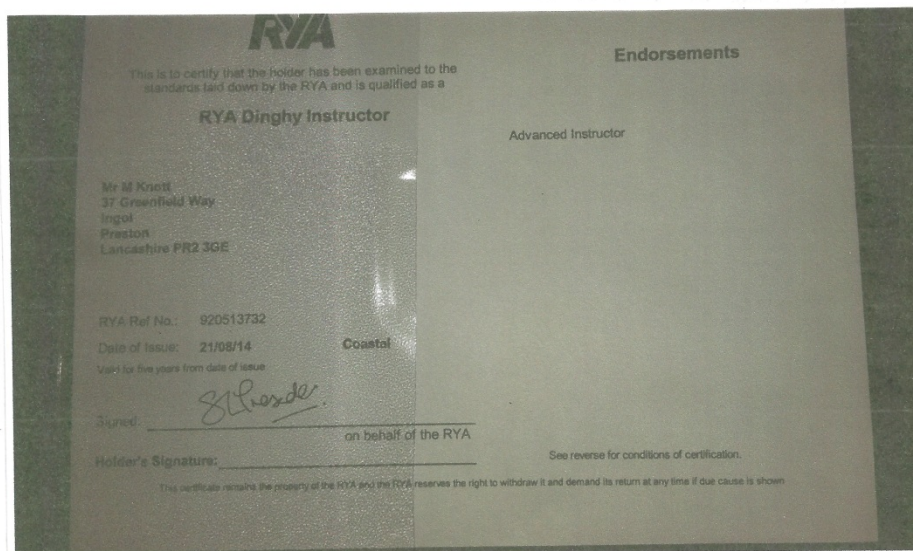
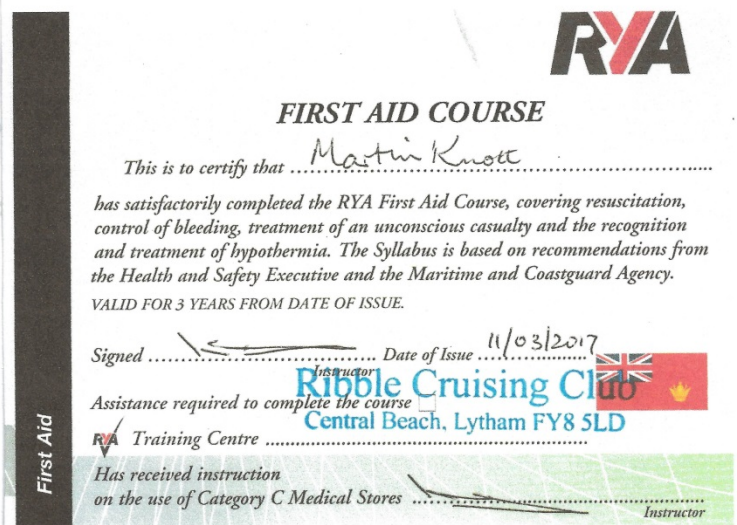
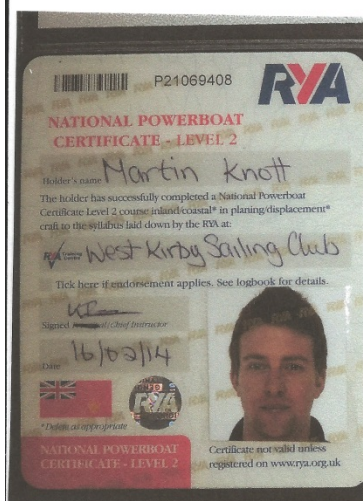
## Endorsements

## RYA Dinghy Instructor

See reverse for conditions of certification.

This certificate remains the property of the RYA and the RYA reserves the right to withdraw it and demand its return at any time if due cause is shown







**RYA**

This is to certify that the holder has been examined to the standards laid down by the RYA and is qualified as a

**RYA Dinghy Instructor**

RYA Director

Mr J Begley  
8 Dowbridge Way  
Kirkham  
Preston  
Lancashire PR4 2YP

RYA Ref No.: 920691809  
Date of Issue: 27/08/17  
Valid for five years from date of issue

Signed: *[Signature]*  
on behalf of the RYA

Holder's Signature: \_\_\_\_\_  
See reverse for conditions of certification.

This certificate remains the property of the RYA and the RYA reserves the right to withdraw it and demand its return at any time if due cause is shown

P21143065 **RYA**

**POWERBOAT LEVEL 2  
POWERBOAT HANDLING**

Holder's name: Jake Begley  
The holder has successfully completed a Powerboat Level 2 course inland/over in placing/displacement craft to the syllabus laid down by the RYA at:

☒ TATA Steel S.C  
☐ Assistance required to complete the course.

Signed from qualified instructor: *[Signature]*  
Date: 20/13/17

**POWERBOAT LEVEL 2  
POWERBOAT HANDLING**

**RYA**

**FIRST AID COURSE**

This is to certify that Jake Begley has satisfactorily completed the RYA First Aid Course, covering resuscitation, control of bleeding, treatment of an unconscious casualty and the recognition and treatment of hypothermia. The Syllabus is based on recommendations from the Health and Safety Executive and the Maritime and Coastguard Agency.

VALID FOR 3 YEARS FROM DATE OF ISSUE.

Signed: *[Signature]* Date of Issue: 15/5/2017  
Instructor

Assistance required to complete the course ☐

☒ Training Centre Colwyn Bay

Has received instruction on the use of Category C Medical Stores *[Signature]*  
Instructor

First Aid





This is to certify that the holder has been examined to the standards laid down by the RYA and is qualified as a

**RYA Dinghy Instructor**

**Endorsements**

Mr L Richardson  
21 Derby Road  
Ansdell  
Lytham Stannes  
Lancashire FY8 4BZ

RYA Ref No.: 920636193  
Date of Issue: 27/08/17  
Valid for five years from date of issue

Signed:  on behalf of the RYA

Holder's Signature:  See reverse for conditions of certification.

This certificate remains the property of the RYA and the RYA reserves the right to withdraw it and demand its return at any time if due cause is shown

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 P21120342 

**POWERBOAT CERTIFICATE  
LEVEL 2**

Holder's name: **LEWIS RICHARDSON**

The holder has successfully completed a Powerboat Level 2 course  
on the 14 FEB 2016 in planning and execution of craft to the syllabus laid down by the RYA at:

**BLACKPOOL & FEETWOOD YC**

☐ Assistance required to complete the course.

Signed:  J. L. Roder  
Date: 14 FEB 2016

\*Endorse at appropriate

**POWERBOAT CERTIFICATE  
LEVEL 2**

  
registered by the training centre

**LollyTrad Ltd**

**Lewis Richardson**  
Has successfully completed training in

**QA Level 2 Award in Emergency First Aid At Work (QCF)**

For the purposes of the Health and Safety (First Aid) Regulations 1981  
Valid from 17 October 2015, refresher training is recommended by the RYA as follows:

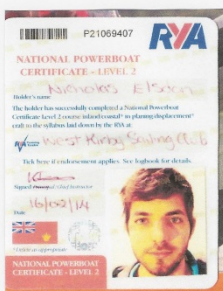
3 Hour Annual Update 1 - due October 2016  
3 Hour Annual Update 2 - due October 2017  
1 Day EFAW course - due before 17 October 2018

Centre contact details:  
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Quality Assurance

RCC - 2019

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## **Appendix M – Use of the Compact Tractors to transport boats**

### **The compact tractor**

Boats kept in the dinghy tanks can be towed using the compact tractor kept in the garage on charge, ready for use. The tractor is “taxed and insured” for use on the public highway and this means we can tow boats from the RCC site to and from the jetty. **All drivers need to be accredited by the Club before towing any boat.** When the tractor is left unattended, either in or out of the garage, the keys are kept under the driver’s seat, not in the ignition.

The tractor is set up with several towing attachments/devices and the driver must select the appropriate fitting for the trolley being towed.

### **Towing boats at the start of sailing**

At the start of the session boats will be transported from the dinghy tanks along the Promenade and down to the jetty, passing the Inshore Lifeboat Station.

When towing boats we are in close proximity to members of the public, who have access to all areas where boats are likely to be manoeuvred, once clear of the Clubhouse and tanks. All care must be taken to avoid causing possible injury or harm to them or their belongings as we tow boats either with, or without, the tractor. Potentially there are a great number of dogs and children using these areas, putting themselves at risk when they approach trolleys and boats.

As the jetty is restricted in width we aim to give way to others, or, to make sure that they are appropriately aware of the need to keep clear of our equipment and keeping clear. Boats are usually prepared for launching before reaching the jetty. They can be towed towards the end of the jetty above the high water-line prior to being launched over the side of the jetty. Once the tractor has delivered a trolley it will return to collect another boat for launching or be left at the RCC base.

Generally boats can be launched from approximately one-and-a-half to two hours before High Water.

### **Recovering boats at the end of sailing**

Dinghies need to be landed at or near the jetty while there is still enough water to access the jetty.

The Instructor in charge will indicate when boats need to be out the water and only after all dinghies are landed will the Safety Boat be taken off the water.

**For this reason it is important that helms respond without delay when told to return to base.**

Once landed at the jetty the boat’s trolley is collected either by a crewmember or with support from the shore party. Boats are moved to one of the passing places to ease passage for members of the public and make it easier for the tractor to collect them.

Boats are collected and towed back to base with the same degree of care as when taken to the water.

The Safety Boat will be the last to make the return journey. Once there, the boat is cleaned and returned to the garage before returning the tractor and putting it back on charge.

## **Appendix N – Launching from the Jetty**

A more detailed description of launching from the jetty can be found in the RCC Welcome Pack.

Prior to launching all sailing dinghies will be checked for completeness and seaworthiness by the course Instructor of the day. Any issues must be corrected prior to use or an alternative boat must be used.

***Only persons on the RCC 'approved driver list' are permitted to drive the launching tractor.***

The Promenade and jetty are public areas and caution must be exercised when moving boats in the vicinity of members of the public.

Launching:-

- **The Safety Boat should be launched first and made ready to operate, complete with crew.**
- **It is the responsibility of the crew to ensure that all essential items of equipment are aboard and that sufficient fuel is carried.**
- Usually, dinghies should be launched from the leeward side of the jetty, although in conditions of a light wind opposing a strong tide this may not be practical and an assessment will be made by the Instructor.
- The dinghy should be tied to the jetty using a round turn and half hitch (two half hitches if the boat appears likely to be in place any length of time) while the trolley is wheeled away.
- Ideally trolleys should be left at the top of the jetty, against the Lifeboat House wall. Trolleys must not obstruct access to the jetty, the Lifeboat House doors or the car park.
- When tides permit and the number of trolleys allows, they may be parked on one of the passing platforms on the jetty, above the point at which water will reach at High Water.
- When training, no dinghy involved will sail from the jetty until the Safety Boat is afloat, manned and operational.
- On departing from the jetty dinghies should sail clear of the end of the jetty (marked by a port channel marker basket) then lie-to whilst making final adjustments.

Returning Ashore:-

- Dinghies should lie-to close to the jetty and release rudder blade downhauls etc.
- Depending on conditions, the Instructor will decide whether dinghies sail directly to the jetty, or onto the adjacent grass to drop their sails, before being walked to the jetty.
- Dinghies should be tied to the jetty or held securely whilst launching trolleys are collected.
- **The Safety Boat will remain afloat and manned until all sailing dinghies are on the jetty**

## **Appendix O –Structure for Training - Dinghy**

### **Pattern of Instruction – Dinghies**

In the main there are differing programmes which can depend on which site is used.

#### **“Nursery site” - Fairhaven Lake**

This is the site offering most useful opportunities to instruct Junior/Youth sailors and except for any ‘special sessions’ that may be provided, these occur through the season on Wednesday evenings between 18:30 and 20:00 - although individual families can elect to remain until boats are taken ashore.

There are often additional members new to this group and not all children attend on a weekly basis. Experience has shown that on-the-water coaching leads to most effective learning – backed up by a sense of fun!

#### **Normal Wednesday Junior instruction**

Children arrive with at least one parent or adult, acting *in loco parentis* for the evening.

All involved in sailing will complete the whiteboard (name) to record their arrival.

**Names should be crossed through on leaving the site.** This is particularly important when individual children are taken home before the planned-for end of session.

They then prepare to sail (personal gear) and select a buoyancy aid, although individuals are encouraged to acquire their own.

Boats are rigged under supervision of Instructors and supporting parents.

Children assist where possible in this process, with due care to potential harm resulting from wind-affected booms etc.

Instructor(s) for the session are identified/confirmed - safety/escort boats specific to the group identified.

The group is briefed on any additional matters relating to safe sailing through the session (this includes the sailing area for the group; lee shores etc.) and any other practical arrangements to ensure smooth progress through the session.

Additional briefing will concentrate on the various aspects of training to form the nucleus of activities.

Specific instruction for elements of the session is given at the start and reinforced through the session. There is a planned cut-off by 20:00 to enable logbooks to be completed with feedback.

Children are encouraged to assist in de-rigging, although their personal well-being comes first.

Many will be wet and potentially cold by the end of the session, needing to be taken home to dry.

#### **Normal Wednesday Adult instruction**

Many of the boats used by adults need to be transported from RCC Clubhouse and rigged.

Students are involved in the rigging process and encouraged to team up with others rather than being selected for crews.

It is stressed that for adults the sail training arranged on Saturdays is the best opportunity to learn.

Other than that, the process of preparation, briefing and instruction follows the pattern set for the Juniors, although boats usually stay on the water until light begins to fail. Assistance is required to prepare craft for the journey back to the Clubhouse.

## **“Extension site” – River Ribble Estuary, RCC Clubhouse**

Over the years many have learned to sail at RCC. Among RCC members many learned by accompanying more experienced sailors to take part in racing, which was the main objective of dinghy sailing in the Club, while many others will have started (often as children) at Fairhaven Lake and progressed to river sailing. Older and more experienced younger trainees are encouraged to participate in the Saturday Training sessions offered on ‘tide-friendly’ weekends.

All adults and Junior/Youth sailors are encouraged to these sessions, but it is made clear that the change of scale between the lake and the river can be daunting to start with. Initially newcomers to river and tidal sailing are carefully observed and occasionally they will be offered a return to the shore if the experience proves discomforting or disconcerting. Our aim is always to encourage the experience to be developmental rather than off-putting. It is sometimes clear that personal clothing is inadequate and can lead to a wet and miserable session – conducive neither to learning nor enjoying the experience.

Participants are encouraged to take heed of any signs that their crew is struggling and to seek appropriate assistance or take the necessary action implied.

### **Additional Elements to Consider**

There is (at most) a window of 3 – 4 hours during which the tide provides sufficient water to sail. Boats are launched and retrieved from the jetty from there at the beginning and end of each session. The tidal stream flows from West to East and tides can reach up to 10 metres at the Equinoxes.

Participants enjoy the facilities at the Clubhouse and boats will be in the dinghy tanks, ready to prepare for the session, once any initial theory training has taken place. The Clubhouse is equipped to support theory training and this is fitted in around the tide, so that maximum time can be spent afloat. To support safety aspects of these sessions, whenever possible we make use of the race box on top of the Clubhouse, by keeping observation of activity afloat and in warning of the occasional abrupt change in weather that might be forecast or observed from this raised platform.

### **Pattern of the session**

1. Greeting and recording attendance
2. Explanation of plan for the session together with any variables that might occur
3. Aspects of theory related to practical part of session
4. Crewing boats – preparing boats and preparing individuals for the launch
5. Launching and gathering at the sailing area
6. Undertaking the manoeuvres described in part 3
7. Return to shore and recover boats
8. De-rig and prepare boats for storage
9. Plenary session and feedback

Clearly times cannot be applied, but sessions are planned to start around 09:00 and end when matters are concluded satisfactorily.

As with the Fairhaven sessions, much emphasis is placed on coaching afloat and correcting errors that can arise with the effects of tide and other features of this type of sailing.

**Appendix P – Emergency Procedure**

Emergency Procedure Flow Chart

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# EMERGENCY PLAN

Read carefully – follow closely

