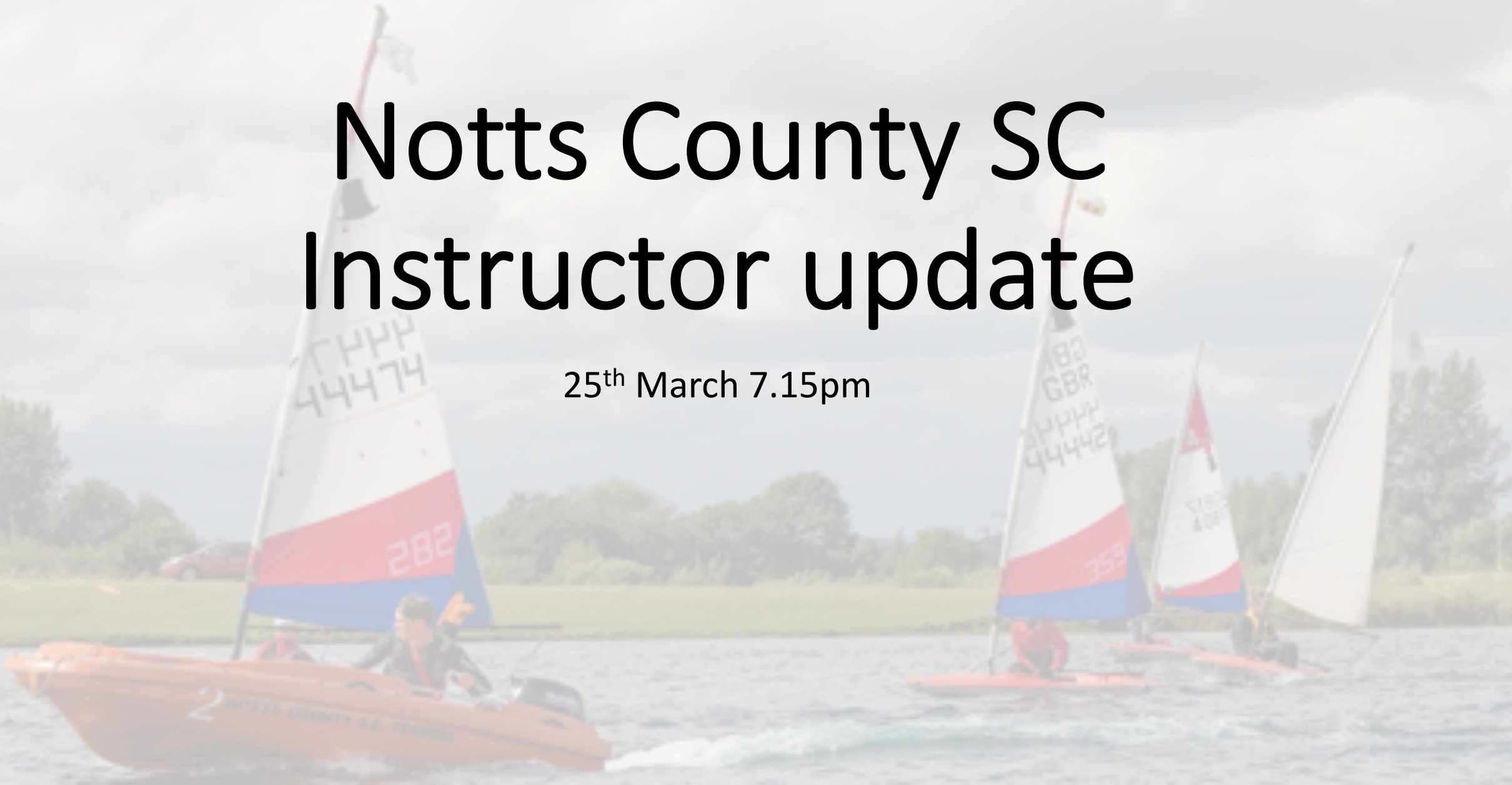


Notts County SC Instructor update

25th March 7.15pm



Thankyou

- Charles Ferrar – 8 years as principal and still volunteering
- Sarah Read – Training secretary since 2006 taking bookings, organising instructors, helping on courses – and still volunteering
- John Riddell – Chief Powerboat instructor for many years, including club courses, RYA courses and Honda RIB challenge
- Tim Cripps left the club recently and did a huge amount to set up the Training Centre as Chief Dinghy Instructor
- All of you for your help in making sure we have a vibrant and successful centre



Boats

- The 3 new Terras are here – please ask about rigging and use, 1 more on order, these will replace the Oppibats (white) which are at end of life so not useable on RYA courses
- A new Terra cage has been built please keep everything in order, ask Glyn if you are unsure
- A new Rigiflex is on order (due April) to replace the blue boat, if you need some practice /guidance on using Rigiflex please see Adrian or Tim MH
- Two new outboards for RIBs are on order (due April), Red has a new one (oil doesn't need topping up on the new engines)
- Green is being retubed



Congratulations over the last few years

Apologies if we have missed anyone

- SI – Glyn Ritchie, Stephanie Gunn
- DI – Adrian Jones, Isis Bemrose, Sophie Lanyon, Sarah Venning, Jo Ritchie
- Junior AI – Isabel Ritchie, Cillian Dyne, Madison Gregg, Ariadne Doel, Jess Penwick, Charles MH, Alison Ritchie
- PBI – Glyn Ritchie, Steve Pennington, Paul Reynolds, Ian Ward, Phil James, Anthony Quinn, Nick Noot-Davis, plus a course in April this year



RYA Dinghy Scheme

- Some updates, new G14 handbook reference copy available (it has been enlarged and has clearer illustration)
- Key points:
 - Foiling added
 - Asst instructor up to stage 3 or 4
 - 5 essentials updated and clearer teaching method diagrams
 - Safeguarding added



Fault reporting

- Please report Powerboat faults, like catching propellor immediately to bosun, if you catch the propellor stop using boat until inspected (gear boxes cost over £1500)
- It is essential that boats with issues are tagged with quarantine label allowing repair. Describe issue and tie to part/ boat, record issue on whiteboard in topper cage as well
- Thanks to Glyn and Saturday Club team who have / are doing a great job keeping club dinghies in good repair. We are always looking for volunteers to help with this.



SOP

- Available
- Please sign to say you have received it and please read; any questions please ask
- Whilst everything in there is good general practice you are responsible as trained instructors for putting the procedures into practice.



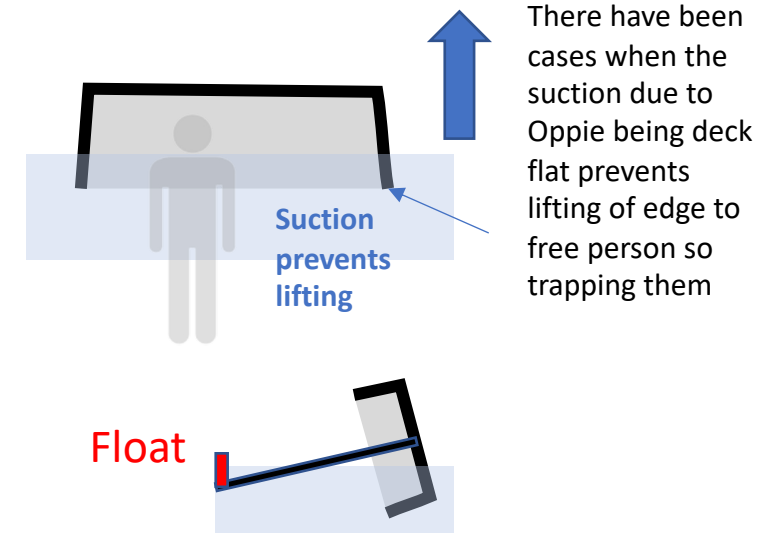
HANSA 303 - Sailability boats

- The HANSAs need rigging correctly, book through Sailability, the hoist and boat rigging is only used by trained people
- Sailability are happy to provide training
- There is a health and safety issue if the daggerboard is not fully down and pinned, inversion and entrapment and possible drowning could result if not done properly.



Helmets and Masthead floats

- Helmets are available in Buoyancy aid store, students should be made aware and given choice to use them.
- Masthead floats must be considered, and used as appropriate, we are investigating the best ones but on Stage 1 and 2 courses they are highly advisable, especially on Stratos.
- Oppies Upside down Oppies are a serious risk (due to suction) therefore if towing and water exercises (games) the mast should be in with a floatation device on top.



Incidents

- See Accident flow chart on key cupboard door
- Please ensure SIs or Instructors fill in the incident form:
 - All near misses – this should also include any potential insurance claims (ie damage to boats)
 - Any accidents involving use of first aid, calling of ambulance or admittance to hospital
 - Please see safety policy for details
- The stamped addressed envelopes should be used, don't just leave the forms out – the information should be treated as confidential medical information

ANNEX J: ACCIDENT / INCIDENT REPORTING FLOWCHART

```

graph TD
    A[Accident / Incident] --> B[Other (3)]
    A --> C[Violence (2)]
    A --> D[Accident (1)]
    A --> E[Near Miss]
    C --> F{Is Physical violence involved?}
    F -- YES --> G[Complete Accident Report BI 510 if a worker]
    F -- NO --> H[Contact Safety Officer (5)]
    G --> I{Is it Reportable under RIDDOR (4)?}
    I -- YES --> H
    I -- NO --> J[Complete Incident Report RIS 3]
    H --> J
    J --> K[Send completed forms to Safety Officer]
    
```

(1) Involving injuries to the body / mind
(2) See flow chart for violent incidents
(3) Criminal damage, graffiti, anti-social behaviour, vandalism, theft etc
(4) Death, Major injury, 3-Day injury, Dangerous Occurrence. (If in doubt, contact the Safety / Insurance Officer)
(5) Within 24 Hours AFARP. Send Incident report ASAP

**NOTTINGHAMSHIRE COUNTY SAILING CLUB
ACCIDENT REPORT FORM**
This form must be completed by an elected member of the Club NOT the injured person

Accident Date: _____ Accident Time: _____

Part A: INJURED PERSONS DETAILS

Part of Club: _____ Job Title (if applicable): _____
 Name: _____ Surname: _____ Forename(s): _____
 Address: _____
 Postcode: _____ Age / DOB: _____ Telephone: _____

Part B: ACCIDENT DETAILS (See Guidance Sheet)

Accident Location: _____ Accident Type: _____
 Injury Type: _____ Body Part(s): _____
 Work or other Activity: _____

If a fall of a person, material or tools state height of fall: _____
 Was any mechanical plant, material or vehicle involved? * Y N N/K
 If inflicted by the above state part / type causing injury: _____
 Was the mechanical plant, material or vehicle in motion? * Y N N/K
 Was the injured person involved (for the purposes of work)? * Y N N/K
 (a) To be done by / she was? * Y N N/K Normal hours of work: From _____ To: _____
 (b) To be doing what he / she was? * Y N N/K Hours actually worked: From _____ To: _____
 Was there a fatality? * Y N N/K Is it Reportable under RIDDOR? * Y N N/K

Give details of any witnesses and a brief account of the incident and its causes (use the reverse of this form if required)

Part C: FURTHER INFORMATION AND ACTION

Did the injured person: (a) Attend a doctor? * Y N N/K (c) Obtain treatment? * Y N N/K Name of Hospital: _____
 (b) Attend a hospital? * Y N N/K (d) Stay in hospital? * Y N N/K
 Action Taken by Investigating Person: (see the reverse of this form if required)

I have investigated this accident and in so far as possible I am reasonably satisfied that it occurred as stated.

Signature: _____ Name: _____
 Job Title: _____ (Block Capital) _____
 Date: _____

* Ticking and/or circle as required
 NCSC Accident CND Section 20 (APR11) Page 1 of 2

Coastal waters

- Dinghy and powerboat courses now need to include coastal water teaching
- If you need help, please ask. We can always lay on a short refresher course
- The RYA have a CPD hub you should be able to access with your instructors membership



Powerboats

- New MOBs in safety store
- Safety kit now in yellow drums (RIBs) or bags (Rigiflex)
- Mayday calls part of course – we have practice radios



MOB



Tow line in bag, first aid, kill cords, blankets etc all in yellow drum in each rib, rigiflex are in bags hanging with keys.

Resources in cupboard & cages

- We have secured certificates so only Chief Instructors and Principal will have access
- Other resources – in cupboard, updated instructor handbook (dinghy) windsurfing in summer
- Codes changed SIs and those that require them will be informed



Safeguarding

- All instructors have to sign the self declaration documents, copies have been sent to all instructors with the Safeguarding policy – copies here
- Please read the policy and understand it
- Also read and understand the RYA instructor Code of Conduct as an instructor (which has many key safeguarding issues) – see board here
- You will also be receiving a questionnaire soon to ascertain if you have read the document.
- This will also apply to Saturday Club and all who work with juniors or adults

13. ANNEX II: SELF DECLARATION FORM for WORK WITH ADULTS AT RISK

PRIVATE AND CONFIDENTIAL WHEN COMPLETED

SELF DECLARATION FORM – WORK WITH ADULTS AT RISK

NOTTINGHAMSHIRE COUNTY SAILING CLUB is committed to safeguarding adults at risk taking part in its activities from physical, sexual, psychological, emotional or financial harm or neglect. As part of our Safeguarding policy, we require applicants for posts involving contact with adults at risk to complete this self-declaration form.

If your role will involve regular or frequent contact with or responsibility for adults at risk you may also be required to provide a valid Enhanced Criminal Records Disclosure, with Barred List check if relevant. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

All information will be treated as confidential and managed in accordance with our Data Privacy Policy and current data protection legislation and guidance.

Name _____

Have you ever been known to any Adult Social Care Department as being an actual or potential risk to at risk?

If yes, please supply details: _____

Have you ever been the subject of any disciplinary investigation and/or sanction by any organisation / concerns about your behaviour towards adults at risk?

If yes, please supply details: _____

I declare that to the best of my knowledge the information provided is true and correct and I have not omitted any misleading statements or deliberate omission and/or the withdrawal of my appointment.

If required I agree to provide a valid Criminal Records Disclosure.

I agree to inform the organisation within 24 hours of any change in relation to concerns about my behaviour.

I understand that the information contained in this form, may be shared with other persons or organisations necessary to safeguard adults at risk.

Signed: _____

Note: If the applicant is aged under 18 this form should be completed by a parent or guardian.

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PRIVATE AND CONFIDENTIAL

RYA

RYA Instructor Code of Conduct
For RYA Instructors, Coach Assessors, Trainers and Examiners

This document outlines the code of conduct under which all holders of RYA instructor qualifications and RYA training appointments (hereafter referred to as instructors) are required to comply. The code of conduct is intended to make clear to all participants, instructors and RYA appointment holders the high standards to which all are expected to conform. Instructors must:

1. If working with people under the age of 18 or adults at risk, read and understand the Safeguarding Children and/or Safeguarding Adults policies and guidelines as detailed on the RYA website at www.rya.org.uk/go/safeguarding
2. Respect the rights, dignity and worth of every person and treat everyone equally within the context of their boating activity.
3. Place the wellbeing and safety of the student above the development of performance or delivery of training.
4. Follow all guidelines laid down by the RYA with regards specific training or coaching programmes.
5. Not develop inappropriate relationships with students (especially children). Relationships must be based on mutual trust and respect and not exert undue influence to obtain personal benefit or reward.
6. Encourage and guide students to accept responsibility for their own behaviour and performance.
7. Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
8. At the outset, clarify with students (and where appropriate their parents or carers) exactly what is expected of them and what they are entitled to expect.
9. Always promote the positive aspects of the activity (eg courtesy to other water users).
10. Behave appropriately to ensure the safety of instructors and others under your direction.
11. Treat all RYA instructors, appointment holders and other stakeholders with respect.
12. Not do or neglect to do anything which may bring the RYA into disrepute.
13. Hold relevant up to date governing body qualifications as approved by the RYA.
14. Consistently display high standards of behaviour and appearance.
15. Act with integrity in all customer and business to business dealings pertaining to RYA training.
16. Not teach or purport to provide RYA courses or RYA certification outside of the framework of an RYA recognised training centre.
17. Notify the RYA immediately of any court imposed sanction that precludes the instructor from contact with specific user groups (for example children or adults at risk).
18. Notify RYA Training in the event of any health issues that may affect their ability to carry out their responsibilities.
19. Not carry out RYA training, examining or coaching activities whilst under the influence of alcohol or drugs.

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

May 2020

Course Booking

- Thanks to Fiona Grayton our new Training Secretary has spent many days sorting SCM (Sailing Club Manager) to take bookings etc directly, and is starting to populate the calendar, this has taken many many hours to get working so we are late on bookings but have a waiting list.
- This should save time in future, allow us to know demand and course sizes along with print outs of information, and help ease auditing
- Booking is now through the calender, you link to course and then book.



Dates will be linked directly from new website



This is terms and conditions and info required which candidates fill in, all courses are being populated gradually but we need volunteer instructors to set numbers



Finally

- Thanks for coming
- We are looking to fill instructor places and you can volunteer on SCM in lieu of duties, but if you don't sign up and volunteer, you are likely to be allocated other duties. (An RYA training duty registers as a duty on the system) we also need copies of your certificate (phone shot is fine)
- Discover Sailing 21st May - volunteers
- We are looking for
 - Someone to administer Transitional coaching
 - First Aid instructors please see Viv
 - Volunteer coaches for YRS and transitional – we are laying on a Race Coach course which is full.
 - Group leads for Saturday Club speak to Ross or Glyn
 - Sailability volunteers

Sailing Club Manager (SCM) let us know if your qualifications and tags are incorrect

To volunteer for a instructor duty press **green button** (which will be there for your qualification)

Mon 11 Apr Adult / Junior / Advanced Dinghy training course (4 day)	Senior Dinghy Instructor	09:30 to 16:30	Ian Firth Pending
	Dinghy Instructor	09:30 to 16:30	Nick Ongles
	Dinghy Instructor	09:30 to 16:30	Alison Goodall
	Dinghy Instructor	09:30 to 16:30	John Talbot
	Dinghy Instructor	09:30 to 16:30	Stephen Lowe
	Dinghy Instructor	09:30 to 16:30	Volunteer
	Dinghy Instructor	09:30 to 16:30	Volunteer
	Dinghy Instructor	09:30 to 16:30	Volunteer
	Training Rib Driver	09:30 to 16:30	-
	Safety Crew	09:30 to 16:30	Philip North
	Dinghy Instructor	09:30 to 16:30	Volunteer

