

WALDRINGFIELD SAILING CLUB SAILING SCHOOL

OPERATING MANUAL & PROCEDURES

a) Background

- Waldringfield Sailing Club (WSC) is an RYA accredited sailing school Waldringfield Sailing Club Sailing School (WSCSS) which offers sailing and power boat courses for both adults and young persons. These courses are available to WSC members.
- All students of the Waldringfield Sailing Club Sailing School (WSCSS) are temporary members of the sailing club and are covered by the club insurance policies.
- It is the club's policy that all Instructors have an appropriate current first aid certificate.
- WSCSS is an integral part of Waldringfield Sailing Club (WSC) and as such has the right to access all club owned equipment.
- This operating manual will be reviewed annually by the Principal.

b) Policies

The following club policies have been adopted as the core policies of WSC

- WSCSS Safeguarding Children Policy and guidance notes
- WSCSS Safety Manual
- WSCSS Risk assessment
- WSCSS Training Check List

c) Conduct of Session

- On all WSCSS course days the RYA Senior Instructor (SI)/Chief Instructor (CI) is responsible for supervising the activities. Ratios will be in accordance with RYA Guidelines
- The Principal or Senior Instructor (SI) will obtain a current weather and sea area forecast, this will form part of the daily sailing risk assessment.
- The Principal or SI will check the tides for the day.
- All students are checked in as being present on site.

- Any participating children have appropriate consent forms and a responsible adult available during the course.
- The designated safety officer is satisfied that appropriate safety boats are available, properly equipped and sufficiently crewed.
- The training craft are available and appropriately equipped for the conditions
- A daily supplementary risk assessment is carried out using the standard form.
- The Principal/CI/ SI will make the final decision to go afloat.
- At breaks when students come ashore a register check will be carried out.
- At the end of each day the Principal/CI/SI will sign off all craft and students as being ashore and the centre closed down. Any defects with craft should be reported to the appropriate club and school officers.

d) Briefings

A briefing and de-briefing to instructing staff will be held at the start and end of each course session by the principal or SI. The following points should be included in all briefings:

- The role of instructors in an emergency
- How to initiate the emergency procedure on the water (appendix 2)
- Itinerary for the session/day
- Staff, craft and safety dispositions
- Students – number per instructor
- Boats – defect reporting, cleaning after use, putting away
- Safety cover
- Specific health issues listed by students and any specific arrangements
- Daily operating area
- Any major H & S issues or craft defects
- Weather Forecast and any important weather information
- Tide times and any new navigational hazards
- Any changes to daily routine or notices
- Safeguarding

The Principal//CI/SI or both will welcome students and carry out a briefing to include:

- Welcome and Staff introductions
- How the session/day will run
- The importance of responsible behaviour and listening to instructions and staying together within the defined sailing area

- Break times and refreshments
- Changing room codes and/ valuables
- Significant safety hazards : Fire, Stairs and landings, slippery surface on launch ramps, flapping sails and sheets
- Safelv Moving & Handling dinghies ashore
- Being aware of the boom when tacking & gybing i.e. avoiding head injuries
- U.V. dangers from sun and the need for high factor sun cream
- Appropriate clothing and footwear for the activity and weather
- Open cuts, grazes or wounds should be covered to protect from water borne diseases.
- Buoyancy Aids (CE or Kitemarked) that are of appropriate size, good condition and correctly adjusted and fitted
- Communication methods in an emergency including whistles, calls and hand signals as appropriate

At the end of the session/day a de-brief will be carried out by the SI/CI and Dinghy Instructors (DI) for all students which will include:

- Feedback on the session/day
- Summary of learning
- Timings and any change to instructions for next session/day

This will be followed by a de-brief by the CI/SI of the instructing staff to include:

- Issues, accidents, or problems that occurred during the session/day
- Any student behavioural issues
- Defects on craft
- Observations on the conduct of the day (what went well? – Even better if?)
- Dispositions and objectives for next session/day
- Any notices or changes to routine

e) Daily Checks to be carried out

Before any session /course starts the following checks must be carried out by the appropriate person (Principal, SI, CI or DI) :

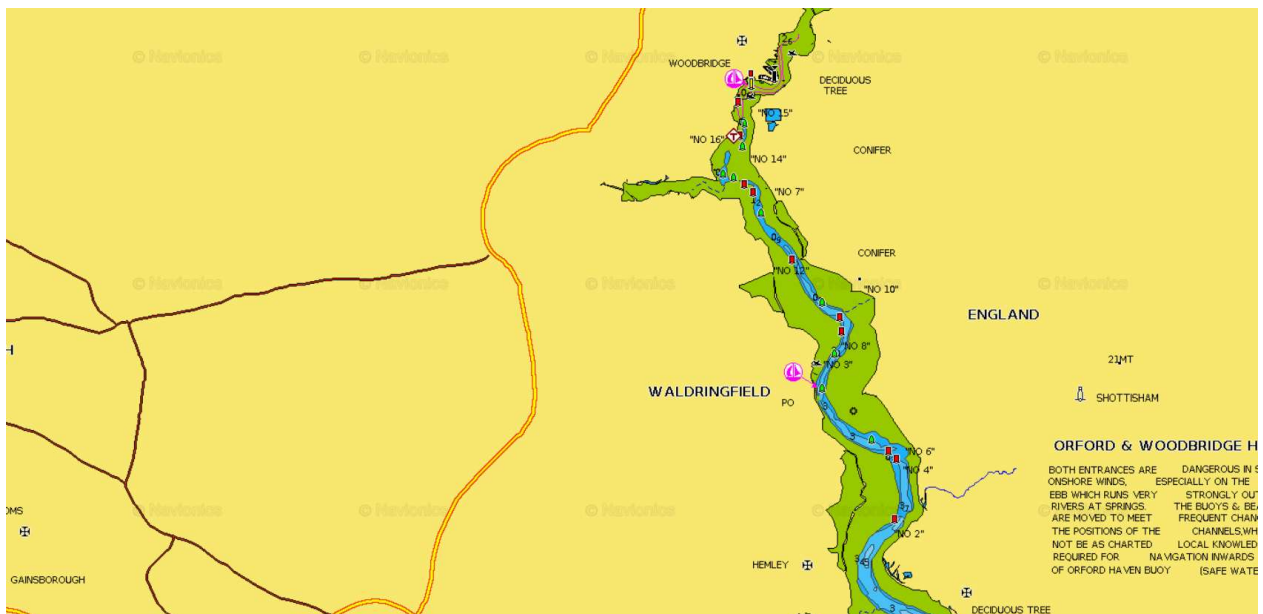
- All safety craft are available, appropriate gear aboard, and sufficiently crewed. (P or SI or CI)

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- All craft to be used have appropriate equipment aboard and are fit for purpose, and appropriate for the size of the participants appropriately rigged for the intended activity and weather conditions. (DI or CI)
- All students are appropriately dressed including shoes, have sun cream on if necessary and are wearing buoyancy aids properly secured. (DI or CI)

f) Operating Area

WSCSS operates within a 3 mile limit of Waldringfield as shown in the chart



Sail training should take place no further than 3 miles from the training centre. This would be between Woodbridge and Kirton Creek, the area shown above. Practically, sailing courses should take place within an area bounded by Port Buoys 2 and 10. This shore activities take place either in the WSC Clubhouse and its environment, in the riverside dinghy park and slipways or at low tide on the beach.

For the purposes of PB2 high speed running the RYA have approved an extension of the training area to be no further than the slipway at Felixstowe Ferry. See extension to operating area in Appendix 2.

g) Students

Application forms record information including any relevant health issues and other personal matters that staff need to be aware of for the training session.

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Health declarations are completed by adults, for juniors, parental consent and health declarations are completed by parents or guardians.

Contact details for responsible adults are kept on file and are available to supervising staff on site.

Trainees are not allowed on the water before receipt of the above documentation.

At the end of the day, we expect youngsters to be collected by an their adult

h) Induction of new staff

Before working for WSCSC staff will be given access to the Operating Procedure and the relevant policies listed at b), instructors guide, and will be required to sign that they have read and understood them.

New staff will be shown the location of the safety equipment, first aid, and emergency equipment. They will also be given the opportunity to familiarise themselves with the safety boats and the boats to be used in the training, and, if necessary the sailing areas, facilities and hazards specific to the Club.

i) General conduct of courses and staff

All staff and volunteers have a responsibility for the safety of those they supervise on training courses and for their own safety and that of their colleagues. In particular

- Be familiar with and follow the Operating Procedures for the activities that you lead or instruct
- Report any safety concerns

All students shall be treated with respect and dignity throughout the course. Instructors should notify the club Welfare Officer or Principal if they witness any racist, sexist or bullying language from students and it is for the Principal (or CI/SI in their absence) to address this in an appropriate manner

WSCSS expects all of its staff to be punctual, appropriately dressed and to behave in a professional manner at all timeAppendix 1

Principal

Waldringfield Sailing Club Sailing School

July 2024

Appendix 1 Typical Course Plans

Teaching Stage 1 and 2 Level 1 – Start Sailing

Two Days (16 hours)

Single or Double Handers

Session	Activity	Timing	Instructor/notes
Day 1	Theory	Mins	
Ropework	Can tie the following knots <ul style="list-style-type: none"> ● Figure of eight ● Round turn and two half hitches ● Secure a rope to a cleat 	20	<i>Subject to weather</i>
	Intro and Safety Brief	30	
Sailing Theory and Background	<ul style="list-style-type: none"> ● Awareness of other Water users ● Basic Rules of Road 	60	
Clothing and Equipment	<ul style="list-style-type: none"> ● Knows importance of personal buoyancy ● Knowledge of different types of sailing clothing. 	30	
	● Rigging (reefing)	30	<i>Knowledge of spars, controls parts of boat wind awareness</i>
	● Tacking land drill	60	<i>As above</i>
	Practical		

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Launching and Recovery	<ul style="list-style-type: none"> ● Can secure a boat on a trolley ● Wheeling a trolley clear of other boats and overhead obstructions (tree's/cables) ● Slipway Awareness ● Launching and leaving the shore ● Coming ashore and recovery of boat. ● Wind awareness ashore 	60	
Sailing Techniques and Manoeuvres	<ul style="list-style-type: none"> ● Has wind awareness <p>Has a practical understanding of the following manoeuvres</p> <ul style="list-style-type: none"> ● Reaching – sailing across wind ● Stopping – lying to ● Controlling speed ● Tacking – turning the front of the boat through the wind ● Getting out of irons ● Sailing upwind ● Sailing downwind ● Gybing – turning the back of the boat through the wind 	20 120 30 10 180	<i>Practical over two days – subject to weather and progress</i>
Day 2	<ul style="list-style-type: none"> ● Turning towards & away from wind 	60	
	<ul style="list-style-type: none"> ● Rules of road - Triangular course 	60	
Meteorology	<ul style="list-style-type: none"> ● Has awareness of onshore 	30	

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	<p>and offshore winds</p> <ul style="list-style-type: none"> Knows source of weather information and relevance 		
Capsize Recovery	<ul style="list-style-type: none"> Understands basic theory (dry land or waist deep water capsize) Understands importance of staying with boat. 	60	<i>Explain Cold Water Shock</i>
Finish	Changing, De-brief, Present Certificates etc.	60	

Teaching Stage 3 Level 2 – Basic Skills

Two Days – (16 hours)

Single or Double Handers

Session	Activity	Timing	Instructor/notes
Day 1	Practical	Mins	
Rigging	<ul style="list-style-type: none"> Understands rigging for weather conditions Able to reef ashore 	30	
Rope work	<p>Can tie the following knots</p> <ul style="list-style-type: none"> Bowline Clove hitch Reef knot 	30	<i>Introduce subject to weather</i>
Sailing	Has basic understanding of the	560	<i>Tailor to audience –</i>

<p>Techniques and Manoeuvres</p>	<p>following:</p> <ul style="list-style-type: none"> ● The five essentials <ul style="list-style-type: none"> ● Sail setting ● Balance ● Trim ● Course made good ● Centreboard ● Can sail around a short course using all points of sail and crewing skills ● Leaving and returning to a beach ● Coming alongside a moored boat ● Knows basic rules of the road: <ul style="list-style-type: none"> ● Power/sail ● Port/starboard ● Windward boat ● Overtaking boat ● Aware of lee shore dangers ● Sailing in close company of other boats ● Man overboard recovery 		<p><i>single/double handers</i></p>
<p>Launching and Recovery</p>	<ul style="list-style-type: none"> ● Has knowledge of boat storage ashore, launching and recovery ● Can launch and recover a boat 	<p>60</p>	
<p>Capsize drill</p>	<ul style="list-style-type: none"> ● Can right a capsized boat using one method of right and has knowledge of at least one other 	<p>60</p>	

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	method. (Scoop/dry)		
Racing	<ul style="list-style-type: none"> Understands the course and starting procedure 	60	
Sailing background - theory	<p>Has knowledge of:</p> <ul style="list-style-type: none"> Points of sailing and 'no go zone' How sail works and sailing boat moves Sea sailing – local knowledge and advice Tide tables, tidal sequence, springs and neaps, ebbs and flows. Rule of 12ths The effect of wind direction and tidal flow on sailing conditions Estuaries and moorings – conditions and hazards Informing someone ashore/dangers of sailing alone Dangers of hypothermia, cold water shock and importance of first aid training 	30	<i>Tailor to audience – single/double handers</i>
Meteorology	<ul style="list-style-type: none"> Knows where to source relevant weather information, inshore forecasts, when to reef Understands Beaufort Wind Scale 	20	
Clothing and equipment	<ul style="list-style-type: none"> Knows importance of personal safety, clothing and buoyancy, boat buoyancy and basic equipment depending on type of boat (may include anchor, paddle, bucket, bilge pump) 	20	
Emergency Equipment and Precautions	<ul style="list-style-type: none"> Knows importance of first aid kit and flares including stowage Visual methods of attracting attention Action to help those in distress 	20	
Close	Changing, De-brief, Present Certificates etc.	60	

Double Hander

Sailing Seamanship Skills (16 hours)

Session	Activity	Timing	Instructor/notes
	Practical Skills		
Sailing techniques and manoeuvres			
Day 1	<p>Is able to:</p> <ul style="list-style-type: none"> ● Heave to ● Reef afloat ● Recover MOB (Cold water shock) ● Be towed ● Anchor ● Sail Backwards ● Sailing without centreboard ● Sailing without rudder ● Sail in adverse circumstances ● Knows how to prepare road trailer and secure ashore 	500	
Ropework	<ul style="list-style-type: none"> ● Can tie fisherman's bend and sheet bend ● Can do heat sealing and 	30	

	wipping		
Sailing Background	<p>Understands terminology:</p> <ul style="list-style-type: none"> ● Windward ● Leeward ● Abeam ● Forward ● Aft ● Ahead ● Astern ● To weather ● Downwind ● Amidships ● Quarter ● Pinching ● Sailing by the lee ● Luff ● Bear away ● Planing ● Broaching <p>Understands and can apply the following International Regulations for the Prevention of Collisions and Sea (IRPCS)</p> <ul style="list-style-type: none"> ● Meeting other sailing vessels ● Meeting other power- 	60	

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	<p>driven vessels</p> <ul style="list-style-type: none"> ● Following or crossing a narrow channel ● Action by stand on vessel 		
Capsize Recovery	<ul style="list-style-type: none"> ● Knows how to recover from total inversion ● Cold water Shock 	15	
Meteorology	<ul style="list-style-type: none"> ● Knows sources on weather patterns for the day 	15	
Coastal Option	<ul style="list-style-type: none"> ● Capable of practical application of skills in coastal waters ● Can use local tide tables ● Understands rule of twelfths and is aware of tidal streams ● Has a basic understanding of charts and symbols 	60	
Course closure	<ul style="list-style-type: none"> ● Changing, De-brief, Present Certificates etc. 	60	

Sailing With Spinnakers

Session	Activity	Timing	Instructor/notes
	<p>Practical Rigging Can rig boats including spinnakars and trapeze where fitted</p>		
	<p>Launching and Recovery Sailing Techniques and Manoeuvres Sail as crew or helm using equipment to advantage Perform spinnaker: Hoist Gybe Drop as crew or helm Understands and can sail best course down wind</p>		
	<p>Sailing Background Racing Has knowledge of courses for type of boat</p>		
	<ul style="list-style-type: none"> • Sailing Theory & Background Understands the concept of apparent wind. Understands the effect of hull shapes on performance Sources of information and understands rig set up for different conditions 		
	<ul style="list-style-type: none"> • Capsize recovery Perform capsize recovery with spinnaker Knows how to recover from inversion. 		

Power Boat 2 typical lesson plan

Powerboat Level 2 course programme Day 1

Note That when speed limit is in place between May and September the centre has been granted an extension to its operating area to enable access to the de-restricted speed area near Green Point. See appendix 2.

Session	Activity	Timing	Instructor/notes
0830 – 0930 Class room Tea/coffee	<ul style="list-style-type: none"> • Introduction, paperwork, books • Weather forecast • Dress for getting afloat 	10 10 10	
0930 – 10.00	<ul style="list-style-type: none"> • Preparation of the boat • Routine maintenance • Prestart checks and controls • Kill cord • Leaving a mooring – spring/options 	5 5 5 5 10	
10.00 – 14.00	<ul style="list-style-type: none"> • Practice use of controls & familiarisation • Forwards & reverse, use of controls, forward figure of 8 • Pivot point position (forwards - astern) • Effects of wind & current • Holding station (forwards, astern) • Picking up a buoy and securing • Figure of 8 (astern) • MOB • anchoring • Turn in own length • Mooring & securing put boat away 		
14.00 – 14.30	<ul style="list-style-type: none"> • Lunch (knots) 		
14.30 – 16	<ul style="list-style-type: none"> • tides & effects (ppt) • chartwork lat/long, position, compass, GPS. • Chart types, symbols • Passage planning • Boat hull types (planing/displacement) 	10 20 20 20 10 10	

	<ul style="list-style-type: none"> • Engine layout & drives • Cold water Shock 	15	
16.30 - 17.00	<ul style="list-style-type: none"> • Debrief & questions • Task – students to produce weather forecasts for Friday 		

Powerboat Level 2 course programme day 2

Session	Activity	Timing	Instructor/notes
0830 – 0930 Class room Tea/coffee	<ul style="list-style-type: none"> • briefing • Students produce Weather forecast • Hooking (ppt) 	10 20 20	
0930 – 10.00	<ul style="list-style-type: none"> • Preparation of the boat • Prestart checks and controls • Displacement & RIB 	5 5 20	
10.00 – 14.00	<ul style="list-style-type: none"> • Planing speed helmimg Recap & practice <ul style="list-style-type: none"> • Forwards & reverse, use of controls, forward figure of 8 • (Helm displacement boat various exercises) • Effects of wind & current • Holding station (forwards, astern) • Picking up a buoy and securing • Figure of 8 (astern) • MOB • anchoring • Turn in own length • Towing (if time permits) • Mooring & securing put boat away 		
14.00 – 14.30	<ul style="list-style-type: none"> • Lunch (knots) 		
14.30 – 16.30	<ul style="list-style-type: none"> • use of radio, distress signals, Mayday • IRPCS, SOLAS • Towing theory • Launch & recovery (video) • Byelaws, local regs, registration • Course review • Recap & questions 	20 20 10 20 15 10 15	
16.30 -17.00	<ul style="list-style-type: none"> • Debriefing • depart 		

Safety Boat typical lesson plan

Safety Boat course programme Day 1

Day, Date – High Water ?? (contents varied to suit high water times)

Session	Activity	Timing	Instructor/notes
0830 – 0930 Class room Tea/coffee	<ul style="list-style-type: none"> • Introduction, paperwork, books • Weather forecast • Dress for getting afloat • Safety, responsibilities • Cold Water Shock 	5 5 10 10 15	
0930 – 10.00	<ul style="list-style-type: none"> • Intro to Dinghy rescue techniques 	30	
10.00 – 14.00	<ul style="list-style-type: none"> • Preparation of the boat, Prestart checks and controls • Boat Handling, Positioning, standing off • Mark laying, • Man over board • Dinghy Rescue/recovery: Single & double hander recovery, semi & fully inverted 		
14.00 – 14.30	<ul style="list-style-type: none"> • Lunch 		
14.30 – 16.30	<ul style="list-style-type: none"> • Recovering personnel, heavy casualties • entrapments • righting a multihull • Lee shore • Race management 	10 10 5 20 10	
16.30 - 17.00	<ul style="list-style-type: none"> • Debrief & questions • 		

Safety Boat course programme Day 2

Day, Date – High Water ?? (contents varied to suit high water times)

Session	Activity	Timing	Instructor/notes
0830 – 0900 Class room Tea/coffee	<ul style="list-style-type: none"> • briefing • questions 	15 15	
0900 – 09.30	<ul style="list-style-type: none"> • Intro to Dinghy rescue techniques & towing • Recovery of boards 	20 10	
10.00 – 14.00	<ul style="list-style-type: none"> • Recap dinghy rescue techniques • Towing, alongside and astern • Multiple tows • Lee shore recovery 		
14.00 – 14.30	<ul style="list-style-type: none"> • Lunch (knots) 		
14.30 – 16.30	<ul style="list-style-type: none"> • use of radio, distress signals, Mayday • hull & drive types • rescue of swimmers, sculling boats, PWC • canoe, kayak, windsurfer rescue • refuelling hazards • local rules, local knowledge • questions 	20 20 10 20 15 10 15	
16.30 -17.00	<ul style="list-style-type: none"> • Debriefing • depart 		

Appendix 2

INCIDENT PROCEDURE

In a Major Incident, instructors should immediately alert the Duty Safety Officer, who will take control and initiate the Emergency Procedure.

- The duty safety officer will contact Beach
- Appoint a reliable person familiar with radio operation to be in charge of radio communication with the shore.
- Make telephone calls as instructed by the Safety Officer to the relevant emergency services whose numbers are printed below, informing them of the nature of the emergency, the nature of assistance required and the location where assistance is required.
- NOTE: outgoing telephone in Crow's Nest cupboard to right of door from stairs.
- NOTE: code for Maybush defibrillator is displayed by balcony door.
- Inform one of the Flag Officers who will make every effort to reach the club as soon as possible. The term "Flag Officers" covers the President, Commodore, Vice-Commodore, Rear-Commodore, Club Captain.

TELEPHONE NUMBERS

Police 999

Ambulance 999

Coastguard/RNLI Channel 16 or 999

President 01394 271900 / 07798 925405 (William Sudell)

Commodore 07771 733049 (James Skelorn)

Vice Commodore 07979 318942 (John Ogden)

Rear Commodore 07749 735741 (Trish Sudell)

Club Captain 07846 898713 (Steve Cooney)

Harbourmaster 07925 081062_

Once a Flag Officer is on site, he/she will take over responsibility and will inform the Duty Safety Officer (probably afloat) that he/she is in charge. The Flag Officer will check with the OOD / Beachmaster what actions have been taken.

It may be necessary for safety boats to land casualties at the boatyard jetty. In this case, the OOD / Beachmaster must instruct someone to guide an ambulance to the jetty. The gate to the jetty is kept locked, but the OOD / Beachmaster shall ensure that the gate leading to the jetty is open.

NOTE: The key code is in a sealed envelope on the notice board in the Crows Nest.

If the *Jahan* is moored on the jetty and cannot be easily moved, then the casualty should be brought ashore as close to the Maybush as possible, using discretion with regard to the mud.

Appendix 3

Extension to Training Operating Area

Waldringfield Sailing club is located on the river Deben Estuary in Suffolk. Access to training craft is located near the slipway at 52°.3'N.1°19E. Between the months of May and September the centre's training area is subject to an 8 knot speed restriction. Therefore, the high speed running content of the PB2 syllabus can not be undertaken during this period.

The estuary is categorised as C tidal rivers and estuaries where the significant height could not be expected to exceed 1.2 metres at any time.

The estuary does have a non restricted area who's furthest distance is approximately 4.6 nautical miles distant at 51°.59N.1°22E from the centre (shown between the lines). The extension would only be required for the high speed running section of the course during the months May to September.

In addition the extension to the training area would enhance the centres ability to demonstrate navigation techniques as well as compliance with local regulations.

Risk assessment

There is little additional risk associated with this request. Instructors will ensure that students are suitably dressed, and protected against UV exposure. Students would be encouraged to take food and drink. The centre will ensure that when using the extension that two boats minimum are used so that back up is available. In an emergency the extended area is in close proximity to quays at Ramsholt 52°.1N.1°21E and Felixstowe Ferry 51°N.1°E. There is a pontoon with no road access within the area.

Contact details for Felixstowe Ferry Harbourmaster Harbour Masters: 'Odd Times' on VHF CH8, John White 07803 476621, John Barber 07780 735604.

