



10 Procedures and Information For The Delivery of Training Courses and Coaching Sessions

10.1	<ul style="list-style-type: none"> ○ All courses will be booked in advance and the administration completed in advance by the principle's team ○ Before a course takes place, the Senior Instructor will be provided with the following information and details by the Chief Instructor <ul style="list-style-type: none"> ○ The number and names of the persons on each course ○ The allocation of instructors, boats, classrooms, safety boats and sailing areas for each session ○ The medical and emergency contact details for each person attending ○ Any additional information such as times of food availability, other events taking place within the club and any outstanding monies for the course
10.2	<p><u>The Roles and Procedures Of The Senior Instructor:</u></p> <ul style="list-style-type: none"> ○ The Senior Instructor will be delegated with the overall responsibility of the course(s) outlined by the Chief Instructor and provided with the information detailed above ○ The Senior Instructor must provide a pre-session briefing to all instructors, safety boat helm(s) and club volunteers involved with the course(s). This briefing must outline the information detailed above. ○ The Senior Instructor must ensure that all courses are run in a safe, controlled and fun environment and that all RYA instructor standards are met and HSSC operations procedures are followed. ○ The Senior Instructor can also provide support, recommendations and advice to instructors, safety boat drivers and club volunteers when conducting a session(s). ○ The Senior Instructor is not required to go out on the water to monitor a session. However, they must remain onsite and be contactable at all times by the instructors, safety boat helm(s), club volunteers and students. ○ Wherever possible, the Senior Instructor should take an active role in the delivery of a session(s) and support the instructors when needed. ○ The Senior Instructor should monitor the timings, weather, tidal conditions of sessions and make decisions to: <ul style="list-style-type: none"> ○ End a session due to time constraints ○ Shorten / postpone / re-arrange a session due to the above ○ The Senior Instructor should ask questions and support instructors during breaks / intervals to ensure all instructors, safety boat helm(s) and club volunteers are supported ○ Provide an end of session / end of day de-briefing with all instructors, safety boat helm(s) and club volunteers to identify any issues or concerns and praise everyone. ○ The Senior Instructor is also responsible for ensuring that all boats, sails, kit and clothing are correctly pack away and secured at the end of the day.
10.3	<p><u>The Role & Procedures Of The Instructor:</u></p> <ul style="list-style-type: none"> ○ At the start of a course, the instructor(s) will be introduced to the Senior Instructor who will provide the pre-course briefing. This briefing will outline: <ul style="list-style-type: none"> ○ What sessions are taking place and who is delivering the sessions ○ The timings, boats allocated, sailing area for the sessions ○ Who the safety boat helm(s) are and what their call signs are ○ A list with the names of the students each instructor will be responsible for and any relevant medical information. ○ Any other additional information such as the availability of lunches, bar and other club activities. ○ The instructor must ensure that they are personally prepared for delivering their session. This includes: <ul style="list-style-type: none"> ○ Being dressed in the appropriate clothing for the session ○ Access to such items as sun cream, water, hats



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	<ul style="list-style-type: none"> ○ Class room resources are prepared (including pens, paper and props) ○ A plan for the delivery of the session, which can be discussed with the senior Instructor if necessary. ○ The instructor is responsible for the safety, wellbeing and overall enjoyment of their students at all times. They should make every effort to remember their student's names throughout the course / session. ○ The instructor is also responsible for delivering all RYA Training courses to the correct RYA Method and standards. A recommended course plan for each RYA course is available. ○ The instructors can feedback and request guidance, advice and tips from the Senior Instructor when conducting sessions. 														
<p>10.4</p>	<p><u>The Role & Procedure Of A Club Volunteer:</u></p> <ul style="list-style-type: none"> ○ A club volunteer can assist the Senior Instructor, Instructor and Safety Boat Helm(s) with setting up, launching, recovering and other tasks associated with a session. ○ A club volunteer who is not a qualified RYA Instructor or Assistant Instructor must not be responsible for the delivery of RYA Training courses or sessions. ○ A club volunteer who is an experienced helm / sailor may be responsible for a group taking part in a sailing activity outside of an RYA Training Course / session. ○ The club volunteer will be provided with a briefing from the Senior Instructor so they are aware of what activities are taking place. The volunteer will be allocated duties and responsibilities by the Senior Instructor / Instructor / Safety Boat Helm(s). 														
<p>10.5</p>	<p><u>The Role & Procedure Of The Safety Boat Helm(s):</u></p> <ul style="list-style-type: none"> ○ Section that details the procedure for setting up, launching and recovery of the RIBs / Safety Boat ○ The Safety Boat Helm(s) will be briefed by the Senior Instructor who is in overall responsible for the course(s) the following: <ul style="list-style-type: none"> ○ What courses are taking place and the timings ○ How many boats and persons are taking to the water ○ What the sailing area is ○ Call signs for all users on the water ○ The weather forecast and tidal forecast ○ Any further information such as forecasted shipping movements, lunch availability. ○ The safety boat helm(s) are responsible for the safety and wellbeing of themselves and of their crew(s). This includes ensuring that: <ul style="list-style-type: none"> ○ Everyone has the correct clothing for the weather conditions and length of time on the water ○ Spare clothing is available in the event of a helm / crew getting cold / wet ○ Sun cream, warm drinks, water are available. ○ One person in the safety boat is dressed and prepared to enter the water if the situation requires at all times ○ The safety boat helm(s) are responsible for the safe and seamanship like operation of the safety boat. ○ The safety boat helm(s) are responsible for the safe mooring of their boat whilst secured to a slipway, pontoon or mooring and must consider the raise / fall of the tide 														
<p>10.6</p>	<p><u>RYA Teaching Ratios & Who Can Teach What:</u></p> <ul style="list-style-type: none"> ○ The RYA has set prescribed teaching and safety ratios, which must be monitored by the Senior Instructor. Outlined below is the teaching ratios to be used at HSSC: <table border="1" data-bbox="183 1758 1508 1980"> <tr> <td data-bbox="183 1758 438 1803">RYA Level 1</td> <td data-bbox="438 1758 805 1803">1 instructor to 3 students in a double-handed boat</td> <td data-bbox="805 1758 1508 1803" rowspan="2">RYA Dinghy Instructor; RYA Assistant Instructor under the supervision of an Senior Instructor</td> </tr> <tr> <td data-bbox="183 1803 438 1848">RYA Stage 1, 2, 3, 4</td> <td data-bbox="438 1803 805 1848">1 instructor to 6 students in singled-handed boats</td> </tr> <tr> <td data-bbox="183 1848 438 1892">RYA Level 2</td> <td data-bbox="438 1848 805 1892">1 instructor to 3 students</td> <td data-bbox="805 1848 1508 1892">RYA Dinghy Instructor; RYA Assistant Instructor under the supervision of an Senior Instructor</td> </tr> <tr> <td data-bbox="183 1892 438 1937">RYA Level 3</td> <td data-bbox="438 1892 805 1937">1 instructor to 3 students</td> <td data-bbox="805 1892 1508 1937">RYA Dinghy Instructor</td> </tr> <tr> <td data-bbox="183 1937 438 1980">RYA Seamanship Skills</td> <td data-bbox="438 1937 805 1980">1 instructor to 6 students in three boats</td> <td data-bbox="805 1937 1508 1980">RYA Dinghy Instructor who is suitably experienced and approved by the Senior Instructor and / or holds an Advanced Instructors</td> </tr> </table>	RYA Level 1	1 instructor to 3 students in a double-handed boat	RYA Dinghy Instructor; RYA Assistant Instructor under the supervision of an Senior Instructor	RYA Stage 1, 2, 3, 4	1 instructor to 6 students in singled-handed boats	RYA Level 2	1 instructor to 3 students	RYA Dinghy Instructor; RYA Assistant Instructor under the supervision of an Senior Instructor	RYA Level 3	1 instructor to 3 students	RYA Dinghy Instructor	RYA Seamanship Skills	1 instructor to 6 students in three boats	RYA Dinghy Instructor who is suitably experienced and approved by the Senior Instructor and / or holds an Advanced Instructors
RYA Level 1	1 instructor to 3 students in a double-handed boat	RYA Dinghy Instructor; RYA Assistant Instructor under the supervision of an Senior Instructor													
RYA Stage 1, 2, 3, 4	1 instructor to 6 students in singled-handed boats														
RYA Level 2	1 instructor to 3 students	RYA Dinghy Instructor; RYA Assistant Instructor under the supervision of an Senior Instructor													
RYA Level 3	1 instructor to 3 students	RYA Dinghy Instructor													
RYA Seamanship Skills	1 instructor to 6 students in three boats	RYA Dinghy Instructor who is suitably experienced and approved by the Senior Instructor and / or holds an Advanced Instructors													





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	RYA Sailing With Spinnakers	1 instructor to 6 students in three boats	RYA Dinghy Instructor who is suitably experienced and approved by the Senior Instructor and / or holds an Advanced Instructors
	RYA Powerboat Level 2	1 instructor to 3 students in one powerboat	RYA Powerboat Instructor only
	RYA Safety Boat	1 instructor to 6 student in two powerboats	RYA Powerboat Instructor who has completed their PBI course as a qualified Safety Boat helm
	Safety Boats To Sailing Boats	1 safety boat to 6 sailing boats	RYA Safety Boat qualified helm and ideally RYA Powerboat Level 2 crew
10.7	<u>Use Of the Club House as Training Class Room:</u> <ul style="list-style-type: none"> ○ plastic chairs must be used in the training class rooms and not the fabric seats ○ All rubbish must be placed in bins and any spillages must be cleared away ○ Please stack all chairs after use and return all pens, paper and props 		
10.8	<u>Feedback Forms:</u> <ul style="list-style-type: none"> ○ Each student will be provided with a course feedback form and ask to complete the form after their course ○ Feedback forms will be processed by the Senior Instructor and Chief Instructor. Specific feedback and praise will be passed on to each instructor ○ Feedback forms will be reviewed by the Training Committee on a monthly basis 		
10.9	<u>End of Session / Day Debrief:</u> <ul style="list-style-type: none"> ○ At the end of the session / day, the Senior Instructor will ask all instructors for: <ul style="list-style-type: none"> ○ Feedback on how their course went ○ The performance of their students – including the issuing of certificates or action points ○ Any issues / concerns ○ Feedback will also be provided to each student from the Senior Instructor 		
10.10	<u>Issuing RYA Certificates:</u> <ul style="list-style-type: none"> ○ The Chief Instructor will prepare and issue instructors with course certificates once the instructor has provided feedback on their students. ○ Only the Chief Instructor and Principle can sign RYA certificates ○ RYA Logbooks and Handbooks are available to purchase from the club ○ RYA certificates are located in the “RYA Certificate” folder in the club office. The club office must remain locked at all times. ○ When issuing certificates, there is a log sheet for recording the name, date of course and certificate number. This must always be completed by the Chief Instructor / Principle. ○ The certificate number must also be recorded on the course booking form 		
11	Instructing Powerboat Courses With Under 16s		
11.1	<ul style="list-style-type: none"> ○ Powerboats must be fitted with a duel kill cord when instructing under 16 year olds. ○ The kill cord must be fitted as detailed below: <ul style="list-style-type: none"> ○ Remove the kill cord from the Morse control kill switch. ○ Pass the metal ring of one kill cord inside the plastic “fork” of the other – see picture 1: 		



	<div data-bbox="188 331 475 660"></div> <div data-bbox="496 331 1428 660"></div> <div data-bbox="188 696 1098 1019"></div> <ul style="list-style-type: none">○ Replace the fork of the two kill cords back into the Morse control kill switch – see picture 2○ Kill cords must be worn around the thigh of the student and instructors leg and pulled tight to prevent the cord from dropping to the floor○ Do not attached the two kill cords together using the metal rings – when one cord is pulled from the safety switch, the two cords must separate
10.2	<p>The Moorings:</p> <ul style="list-style-type: none">○ Do not drive at plaining speeds within the moorings and please be aware of yacht owners working on their boats when passing the moorings.○ Do not use private boats for exercises such as coming alongside
11.	<p>Defined Operating Areas:</p> <ul style="list-style-type: none">○ The defined operating area will be decided and briefed by the Senior Instructor, who will consider the following:<ul style="list-style-type: none">○ Course type and number of boats○ Course timings○ Tide and weather forecast○ Other sailing activities and events○ Local hazards (such as shipping and moored vessels)○ The defined operating area will be briefed to all instructors, safety boat helm(s) and club volunteers.○ The following areas are defined as:<ul style="list-style-type: none">○ Inner sailing area to be used for Stages 1-4○ Inner sailing area to be used for Level 1-2○ Outer sailing area for racing and powerboat level 1-2○ Danger area no go area when ranges are operating defined by red flags



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Recommended Course Plan For RYA Level 1 – Start Sailing

Day One – AM	Day One – PM
<p>Welcome and introductions (including fire procedure) Aim of the course, future sailing available at HSSC, identification of the next course and membership at HSSC Site tour to include:</p> <ul style="list-style-type: none"> • classroom(s) • changing rooms & showers • kit store, boat storage, • car park and fire assembly point <p>Personal kit and buoyancy (to include a demo on the correct fitting of a buoyancy aid and waterproof kit / wet suit) Introduction to the boats, location of the sails, rudders, dagger boards (if in single-handers) Boat rigging involving students at all times Reef if necessary Launching and getting underway Joy ride and familiarisation with instructor at the helm and students allocated tasks using a figure 8 course Controlling speed and stopping Wind awareness Students to take helm with instructor opposite student Returning to shore / mooring End of session debrief Lunch</p>	<p>Rope work: figure of eight, round turn and two-half hitches, securing a line to a cleat Tacking / going about land drill Rigging, launching and getting under way Sailing a figure of eight course and tacking demonstration / practice Controlling speed – lying to when swapping helms Upwind and cross wind sailing Landing and returning to shore / mooring Kit pack up and boat securing Personal kit pack up End of session debrief</p> <p><u>Homework:</u> It is recommended that students are asked to source a weather forecast for the following day (which can also include a tidal prediction)</p>
Day Two – AM	Day Two – PM
<p>Session plan for the day Rope Work recap Weather forecast and tidal prediction for the day Understanding of wheeling boats and trolleys around the boat park including the dangers of overhead power cables Tacking land drill refresher Introduction to gybing and land drill Boat rigging, launching and getting under way Tacking demonstration and practice session Downwind sailing and gybing demonstration and practice session Awareness of other water users and local hazards Returning to shore / picking up a mooring Securing the boat for lunch End of session debrief Lunch</p>	<p>Rules of the road: Power vs sail, port vs starboard, overtaking boat, windward boat, commercial river vessels Dry capsizing demonstration on land Boat rigging, launching and getting under way Practice sessions for all elements Landing and returning to shore / mooring Kit pack up and boat securing Personal kit pack up End of course debrief to include future sailing opportunities and the recommended next course.</p>



Recommended Course Plan For RYA Level 2 – Basic Skills

Day One – AM	Day One – PM
<p>Welcome and introductions (including fire procedure) Aim of the course, future sailing available at HSSC, identification of the next course and membership at HSSC Site tour to include:</p> <ul style="list-style-type: none"> • classroom(s) • changing rooms & showers • kit store, boat storage, • car park and fire assembly point <p>Personal kit and buoyancy (to include a demo on the correct fitting of a buoyancy aid and waterproof kit / wet suit) Introduction to the boats, location of the sails, rudders, dagger boards (if in single-handers) Launching trolleys and wheeling the trolley around the boat park and slipway On-land rigging demo <i>or on the water if using a moored Stratos Keel</i> to include reefing <i>Launching and getting underway</i> <i>Wind awareness and means of identification</i> <i>Speed control and stopping awareness</i> <i>Level 1 skills refresh including helming position and tacking procedure</i> Session de-brief</p>	<p>Rope Work – figure of eight, round turn and two-half hitches, securing a rope to a cleat, bowline, clove hitch and reef knot The five essentials and points of sail Helming position and tacking land drill <i>Launching and getting underway</i> <i>Demonstrate and use of the five essentials</i> <i>Speed control and stopping</i> <i>Getting out of irons</i> <i>Returning to shore or a mooring buoy</i> <i>Kit pack-up procedures and storage</i> <i>Session de-brief</i> Source of weather information and the relevance of information Tide times and sources of tidal prediction information End of day debrief</p> <p><u>Homework:</u> It is recommended that students are asked to source a weather forecast for the following day (which can also include a tidal prediction)</p>
Day Two – AM	Day Two - PM
<p>Session plan for the day Rope Work recap Weather forecast and tidal prediction for the day Launch and recovery from a lee and weathered shore Leaving and returning from the pontoon (if floating), mooring buoys and slipway Coming alongside a moored boat Man overboard recovery Awareness of other water users, to include:</p> <ul style="list-style-type: none"> • commercial shipping • yachts and power vessels • sailing in close company with other dinghy sailors <p>Identification of points of sail, the no-go-zone, tacking and gybing Tacking and Gybing land drill if required <i>Rigging, launching and getting underway</i> <i>Demonstration and practice of the above skills</i> Session de-briefing</p>	<p>Rules of the road, to include:</p> <ul style="list-style-type: none"> • port vs starboard • power vs sail • overtaking boat • windward boat • all vessels to maintain a good lookout at all times • avoid collisions at all times • local rules that apply to commercial shipping <p>Introduction to racing and starting procedures Capsize recovery to be performed on the water. Instructor must stress the importance of remaining with the boat and staying calm <i>Water-based sessions to be used to cover any outstanding sessions and / or recap and practice skills</i> Full pack-up procedure End of course debrief, to include:</p> <ul style="list-style-type: none"> • Skills covered and learnt • What can be done next within the club • The next course available and dates • Certificate issued <p>Feedback form to be issued</p>



Recommended Course Plan For RYA Sailing With Spinnakers

Day One – AM	Day One – PM
<p>Welcome and introductions (including fire procedure) Aim of the course, future sailing available at HSSC, identification of the next course and membership at HSSC Site tour to include:</p> <ul style="list-style-type: none"> • classroom(s) • changing rooms & showers • kit store, boat storage, • car park and fire assembly point <p>Personal kit and buoyancy (to include a demo on the correct fitting of a buoyancy aid and waterproof kit / wet suit) Introduction to the boats, location of the sails and rudders Introduction to spinnaker sail, sail cloth material, how to handle and store the sail, the fragile nature of the sail cloth and ways to prevent damage Spinnaker rigging and boat set up demonstration Hoisting and set demonstration – role of crew / helm Dropping and recovery demonstration – role of crew / helm Understands what to do with the spinnaker in the event of a capsize Launching and getting underway Level 2 shake-down / skills in a defined sailing area Spinnaker hoist, set and drop demo / exercises Landing and boat recovery End of session de-brief</p>	<p>Boat set up for the current conditions Demonstration of various hull shapes and designs within the boat park. Identification of the varying levels of performance and stability Spinnaker hoist, set, gybe and re-set land demonstration Launching and getting underway In a defined sailing area, exercises to allow students: Spinnaker hoist, set, gybe, re-set and drop Methods and techniques of improving gybing with the spinnaker Landing and boat recovery End of day debrief Weather forecast and tidal prediction fresher and homework exercise</p>
Day Two – AM	Day Two - PM
<p>Aims of the day and session plan An introduction to apparent wind and the best course to sail downwind Control line set-up for various wind conditions and points of sail. To include: kicker, outhaul, downhaul, shroud and forestay tension An introduction to racing and the best course for spinnakers On the water session to include spinnaker hoist, set, gybe and best use of apparent wind Landing and boat recovery End of session de-brief</p>	<p>Session to allow practice of spinnaker skills Session can also include the use of a race course to set a sailing area / racing techniques Landing and boat recovery Storage of spinnakers End of course de-brief</p>



Recommended Course Plan For RYA Seamanship Skills

Day One – AM	Day One – PM
<p>Welcome and introductions (including fire procedure) Aim of the course, future sailing available at HSSC, identification of the next course and membership at HSSC Site tour to include:</p> <ul style="list-style-type: none"> • classroom(s) • changing rooms & showers • kit store, boat storage, • car park and fire assembly point <p>Personal kit and buoyancy (to include a demo on the correct fitting of a buoyancy aid and waterproof kit / wet suit) Introduction to the boats, location of the sails and rudders Examples of different methods of leaving and returning to the slipway, pontoon and moorings Boat and personal preparation for the weather conditions Launching and getting underway Level 2 skills refresh and shakedown Exercise to demonstrate controlling speed, stopping (heave to) and use of the five essentials Picking up a mooring buoy exercise Exercise to demonstrate how to be towed by a powerboat Landing and boat recovery End of session debrief</p>	<p>Rope work: Figure of eight, clove hitch, reef knot, sheet bend, rolling hitch, round turn and two half-hitches, bowline, fisherman's bend, securing to a cleat Identification of the following terms: Windward, leeward, abeam, forward, aft, ahead, astern, to weather, downwind, amidships, quarter, pinching, sailing by the lee, luff, bear away, plaining, sternway, broaching Reefing exercise – both on land and afloat Seamanship elements to be cover on land and as an exercise afloat: Better use of the five essentials MOB recovery Sailing backwards Sailing without a centreboard / dagger board Landing and boat recovery Weather forecasting and tidal predictions (to include a homework exercise for the following day) End of day debrief</p>
Day Two – AM	Day Two - PM
<p>Aims of the day and session plan Sources of weather forecasts, weather patterns, Beaufort Wind Scale and local weather effects Tidal predictions and the rule of twelfths Tidal streams – local effects at HSSC Rope work refresher Seamanship elements to be covered on land and as an exercise afloat: Sailing without a rudder Anchoring Sailing with / against the tide Emergency procedures afloat Landing and boat recovery End of session debrief</p>	<p>Knowledge of International Regulations for the Prevent of Collisions at Sea (IRPCS). To be covered: Meeting other sailing vessels, meeting power vessels, crossing channels, vessels restricted, towing vessels and commercial shipping Basic chart work and symbols An understanding of a total inversion from capsized (a practical session can be performed if required) End of course debrief</p>



Recommended Course Plan For RYA Start Racing

Day One – AM	Day One – PM
<p>Welcome and introductions (including fire procedure) Aim of the course, future sailing available at HSSC, identification of the next course and membership at HSSC Site tour to include:</p> <ul style="list-style-type: none"> • classroom(s) • changing rooms & showers • kit store, boat storage, • car park and fire assembly point <p>Discuss the following:</p> <ul style="list-style-type: none"> • Insurance and measurements certificates required for racing at club and national level • Different types of racing boats and the classes raced at HSSC • Different types of racing: one design, handicapped and PY numbers • Provide examples of notice of racing <p>Boat tuning and set up for racing Personal kit preparation <i>Launching and getting underway</i> <i>Shakedown sail using a triangular course</i> <i>Five essentials refresher if needed</i> <i>Landing / returning to a mooring / pontoon / slipway</i> End of session debrief Lunch</p>	<p>Discuss the following:</p> <ul style="list-style-type: none"> ○ starting systems and procedure ○ Flags ○ Recalls ○ Shorten courses ○ Starting techniques and the use of transits <p><i>Launch and getting underway</i> <i>Starting exercises, to include:</i></p> <ul style="list-style-type: none"> ○ Use of transits ○ Choosing the right end of the line ○ Reaching across the line ○ Slowing and stopping ○ Finding clear wind ○ Crossing the line at go <p><i>Involve a practice race using a short course</i> <i>Landing / returning to shore</i> Boat pack up and kit storage End of day debriefing</p>
Day Two – AM	Day Two - PM
<p>Outline the aims of the day Discuss the following:</p> <ul style="list-style-type: none"> ○ Boat tuning ○ Best use of the five essentials ○ Clear air and gusts ○ Tidal flow with examples at HSSC ○ Headers and lifters ○ Mark rounding ○ Downwind sailing techniques <p><i>Launching and getting underway</i> <i>Demonstrate and practice the above with the use of short race courses</i> <i>Provide continual coaching</i> <i>Landing / returning to a mooring / pontoon / slipway</i> End of session debrief Lunch</p>	<p>If possible, view as many classes of dinghy in the boat park to identify various classes and designs <i>Set up a race course</i> <i>Practice starting procedures</i> <i>Mark rounding</i> <i>Complete a race course or try to involve club racing other racers to increase the numbers on the water</i> End of course debriefing Review upcoming race events at HSSC</p>



Recommended Course Plan For RYA Stage 1

Day One – AM	Day One – PM
<p>Welcome and introductions (including fire procedure) Aim of the course, future sailing available at HSSC, identification of the next course and membership at HSSC Site tour to include:</p> <ul style="list-style-type: none"> • classroom(s) • changing rooms & showers • kit store, boat storage, • car park and fire assembly point <p>Boat rigging and set up – involving the students Personal clothing and buoyancy <i>Launching and getting underway with the instructor in the boat</i> <i>Familiarisation:</i> <i>Identify where the clubhouse is</i> <i>Identify simple parts of the boat</i> <i>Students to be provide with crewing tasks</i> <i>Students to have a go at the helm with the instructor opposite</i> <i>Return to shore / mooring / pontoon</i> Short debrief Lunch / break</p>	<p>Rope work: figure of eight and cleat a halyard Identification of local hazards <i>Rigging and getting underway</i> <i>Using a triangular course, each student to experience the helm and identify the steering of the boat with the instructor opposite</i> <i>Student to steer the boat on a reaching course and try going about</i> <i>Introduce controlling speed and stopping</i> <i>Whilst on the water, identify various boat parts and names</i> <i>Return to shore and boat recover</i> Boat pack up procedure Personal clothing and buoyancy aid pack up procedure End of day short debrief</p>
Day Two – AM	Day Two - PM
<p>Rope work refresher Boat part and name identification Identify what to do in an emergency What to do in the event of a capsize Boat rigging and launching <i>Leaving the slipway and getting underway</i> <i>Paddling exercise</i> <i>Preparing for a tow and towing exercise</i> <i>Reach to reach sailing including tacking</i> Return to shore / mooring / pontoon Short debrief Lunch / break</p>	<p>Capsize drill on land and outline the importance of staying with the boat Simple land drill for tacking <i>Launching and getting underway</i> <i>Course refresher and short trip around the sailing area</i> <i>Return to shore and boat recover</i> Boat pack up procedure Personal clothing and buoyancy aid pack up procedure End of course short debrief Youth membership forms!</p>



Recommended Course Plan For RYA Stage 2

Day One – AM	Day One – PM
<p>Aim of the course, future sailing available at HSSC, identification of the next course and membership at HSSC Site tour to include:</p> <ul style="list-style-type: none"> • classroom(s) • changing rooms & showers • kit store, boat storage, • car park and fire assembly point <p>Boat rigging and set up – involving the students and identify boat parts and names Personal clothing and buoyancy Demonstration on moving a boat trolley around the boat park – including hazards such as overhead cables and other boats Wind awareness and putting the boat head to wind for rigging <i>Launching and getting underway with the instructor in the familiarisation – Stage 1 refresher</i> <i>Identify the wind direction</i> <i>Identify the location of the clubhouse and other landmarks</i> <i>Students to have a go at the helm with the instructor opposite</i> <i>Return to shore / mooring / pontoon</i> Short debrief Lunch / break</p>	<p>Rope work: Figure of eight, round turn and two half hitches, reef knot The five essentials Land drill for tacking Boat rigging <i>Getting underway and launching if there is an offshore wind</i> <i>Speed control exercises</i> <i>Demonstrate getting out of irons</i> <i>Tacking exercises from close reach to close reach</i> <i>Return to shore and boat recover</i> Boat pack up procedure Personal clothing and buoyancy aid pack up procedure End of day short debrief</p>
Day Two – AM	Day Two - PM
<p>Weather forecasts and tides – a short, simple introduction Methods of finding the wind direction Discuss rules of the road – ports vs starboard Gybing land drill Rigging and launching a single-handed dinghy <i>Getting underway from the slipway</i> <i>Sail a shallow triangular course</i> <i>Gybe practice</i> <i>Speed control</i> <i>Getting out of irons</i> <i>Returning to the slipway / pontoon / mooring</i> Short debrief Lunch / break</p>	<p>Land-based capsizes drill and how to be scooped during recovery Knowledge of sailing dangers such as moored barges and telling someone you have gone afloat. <i>Rigging, launching and getting underway</i> <i>Sailing on a triangular course using tacks and gybes</i> <i>Capsizes drill on the water and boat recovery</i> <i>Return to shore and boat recover</i> Boat pack up procedure Personal clothing and buoyancy aid pack up procedure End of day short debrief</p>



Recommended Course Plan For RYA Stage 3

Day One – AM	Day One – PM
<p>Aim of the course, future sailing available at HSSC, identification of the next course and membership at HSSC Site tour to include:</p> <ul style="list-style-type: none"> • classroom(s) • changing rooms & showers • kit store, boat storage, • car park and fire assembly point <p>Boat rigging and launching in an onshore wind <i>Launching and getting underway</i> <i>Stage 2 refresher / shake down sail</i> <i>Sailing using a shallow triangular course</i> <i>Return to shore / mooring / pontoon</i> Short debrief Lunch / break</p>	<p>Rope work: bowline, clove hitch and rolling hitch Discuss the five essentials and their use Upwind sailing Tacking land drill Points of sail identification <i>Launching and getting underway</i> <i>Sailing a triangular course demonstrating the five essentials</i> <i>Upwind sailing using a windward marker</i> <i>Returning to shore and boat recovery</i> Boat pack up procedure Personal clothing and buoyancy aid pack up procedure End of day short debrief</p>
Day Two – AM	Day Two - PM
<p>Weather forecasts and tides Basic aerodynamic theory – how a sail works Coming alongside a moored boat and the pontoon Rules of the road: port vs starboard, windward boat, overtaking boat Gybing land drill Reefing ashore <i>Launching and getting under way</i> <i>Sailing using a triangular course demonstrating tacking and gybing</i> <i>Picking up a mooring</i> <i>Returning to the slipway / pontoon / mooring</i> Short debrief Lunch / break</p>	<p>Full capsized recovery drill Introduction to racing Towing from a powerboat Man overboard procedure <i>Launching and getting underway</i> <i>Man overboard drills</i> <i>Simple race course using the triangular course to demonstrate the skills learnt over the course</i> <i>Capsized recovery drill, which can include an inversion in a single-handed dinghy</i> <i>Returning to shore and boat recovery</i> Boat pack up procedure Personal clothing and buoyancy aid pack up procedure End of day debrief</p>



Recommended Course Plan For RYA Stage 4

Day One – AM	Day One – PM
<p>Aim of the course, future sailing available at HSSC, identification of the next course and membership at HSSC Site tour to include:</p> <ul style="list-style-type: none"> • classroom(s) • changing rooms & showers • kit store, boat storage, • car park and fire assembly point <p>Boat rigging and launching in any wind direction Boat rigging and set up for any wind condition Reefing ashore <i>Launching and getting underway</i> <i>Shakedown sail using a triangular course</i> <i>Demonstration of the five essentials</i> <i>Picking up a mooring / return to the slipway / return to the pontoon</i> <i>Boat pack up and securing</i> End of session debrief Lunch / break</p>	<p>Rope work: bowline, clove hitch and rolling hitch, sheet bend and rolling hitch Reviewing the sailing skills required in Stage 3 and apply to a double-handed dinghy Tacking land drill <i>Launching and getting underway</i> <i>Sailing a triangular course demonstrating the five essentials</i> <i>Upwind sailing using a windward marker</i> <i>Returning to shore and boat recovery</i> Boat pack up procedure Personal clothing and buoyancy aid pack up procedure End of day short debrief</p>
Day Two – AM	Day Two - PM
<p>Weather forecasts and tides to include the Beaufort scale, tidal ebbs and floods, springs and neaps Basic aerodynamic theory – how a sail works Coming alongside a moored boat and the pontoon Rules of the road: port vs starboard, windward boat, overtaking boat Gybing land drill Man overboard procedure <i>Launching and getting under way</i> <i>Sailing using a triangular course demonstrating tacking and gybing</i> <i>Picking up a mooring</i> <i>Returning to the slipway / pontoon / mooring</i> Short debrief Lunch / break</p>	<p>Full capsizes recovery drill and a total inversion Introduction to racing Towing from a powerboat Man overboard procedure <i>Launching and getting underway</i> <i>Man overboard drills</i> <i>Race course using the triangular course to demonstrate the skills learnt over the course</i> <i>Capsizes recovery drill and full inversion</i> <i>Returning to shore and boat recovery</i> Boat pack up procedure Personal clothing and buoyancy aid pack up procedure End of day debrief</p>



Recommended Course Plan For RYA Powerboat Level 2

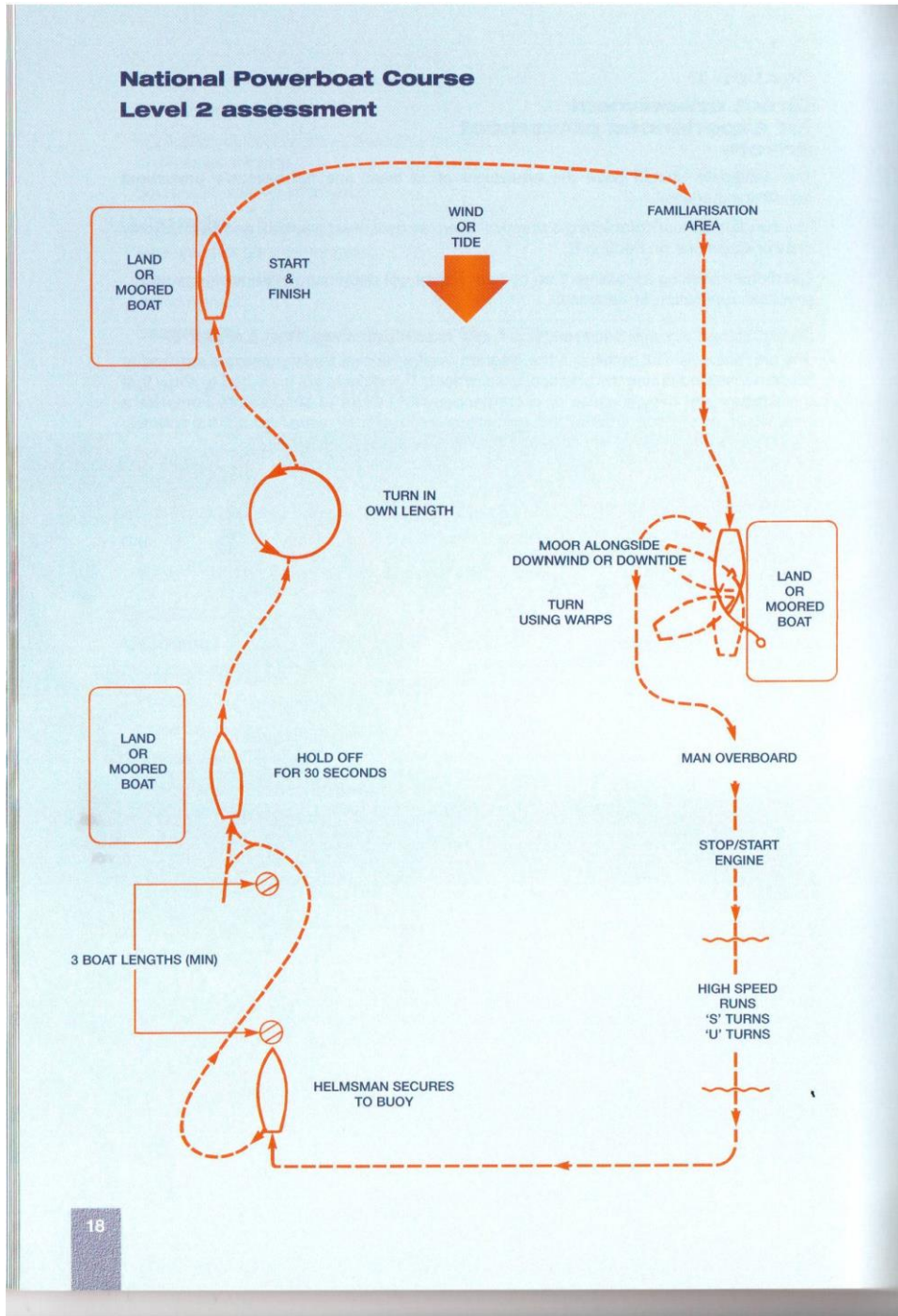
Day One – AM	Day One – PM
<p>Welcome and introductions (including fire procedure) Aim of the course, future sailing / powerboat available at HSSC, identification of the next course and membership at HSSC Site tour to include:</p> <ul style="list-style-type: none"> • classroom(s) • changing rooms & showers • kit store, boat storage, • car park and fire assembly point • Tea machine etc <p>Session on personal clothing and buoyancy. Pros and cons of life jackets vs buoyancy aid; waterproofs vs drysuit; sailing boots or waterproof boots Identify specific parts of the boat: Sponsons, control, ridge hull, inflatable sides, consol area, bung, drainage tubes, transom, engine power head, skeg, foot, gear box, propeller etc Identify trailer / winches, slipway management and associated dangers Safety equipment on the boat: lines, anchor, spare fuel, first aid kit, knife, emergency kit bag Use and fitting of the kill cord Boat loading and crew positing Boat launching demonstration and trailer storage Pre-start checks and engine starting procedure <i>Helming position and correct use of throttle and wheel</i> <i>Slow speed manoeuvres to include:</i></p> <ul style="list-style-type: none"> • <i>Forwards, neutral and reserves</i> • <i>Steering to port and starboard</i> • <i>Figure of eight exercise around mooring buoys</i> • <i>Use of reverse</i> • <i>Factors including wind, tide, crew positing</i> <p><i>Stopping exercise</i> <i>Turning in a confined space</i> <i>Holding off / tying to a mooring buoy</i> <i>Returning to shore / securing the boat for lunch</i> Session debrief and lunch</p>	<p>Rope work: figure of eight, reef knot, sheet bend, round turn two half hitches, bowline, clove hitch, rolling hitch Weather forecasting and its effects on water Tidal flow and forecasting and its effects on the water Man overboard emergency procedure <i>Getting underway from lunch time mooring</i> <i>AM skills refresh</i> <i>Coming alongside a pontoon and / or moored boat with an understanding of wind / tide</i> <i>Use of springs / warps / lines</i> <i>Man overboard procedure</i> Knowledge of different types of crafts, hull designs and engines Basic engine checks and maintenance Re-fuelling procedure Boat recovery and use of winches on the trailer Engine flush through and pack up Boat storage</p>
Day Two – AM	Day Two - PM
<p>Rope work refresher Weather forecasting and tides – to include the rule of 12th Chart work and buoyage systems including the use of GPS Types of anchors and effective anchoring Awareness of other water users Communication methods to include distress signals IRPCS <i>Launching and getting underway</i> <i>Slow speed manoeuvres demonstration refresher and practice</i> <i>Anchoring exercise</i> <i>Man overboard exercises</i> <i>Securing the boat for lunch</i> End of session debrief Lunch</p>	<p>Towering methods and procedures Emergency action and methods to prevent sinking Dealing with disabled crafts <i>Towing and being towed – astern tow and alongside tow</i> <i>High speed manoeuvres</i> <i>Practice sessions</i> <i>End of course practical assessment</i> <i>Boat recovery and landing</i> <i>Use of trailer, winches and moving trailer on the slipway</i> Boat and engine pack up procedure End of course debrief Individual student debrief</p>



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Recommended Course Plan For RYA Safety Boat Course

Day One – AM	Day One – PM
<p>Welcome and introductions (including fire procedure) Aim of the course, future sailing / powerboat available at HSSC, identification of the next course and membership at HSSC Site tour to include:</p> <ul style="list-style-type: none"> • classroom(s) • changing rooms & showers • kit store, boat storage, • car park and fire assembly point • Tea machine etc <p>Session on personal clothing and buoyancy. Pros and cons of life jackets vs buoyancy aid; waterproofs vs drysuit; sailing boots or waterproof boots Boat checks – to include safety kit Identification of sailing areas and relationships with Senior Instructors Boat launching including use of trailers, winches and use of the slipway <i>Launching and getting underway</i> <i>Powerboat Level 2 Skills practice / assessment session</i> <i>Exercises to include: standing off another craft, coming alongside whilst underway</i> <i>Mark laying and recovery – to include weighing the line</i> <i>Returning and securing to the slipway, mooring or pontoon</i> <i>Securing the boat</i> End of session debrief Lunch</p>	<p>Rope work – to include useful knots that can be used for various situations VHF operations and methods of communication Discussion for the following exercises:</p> <ul style="list-style-type: none"> ○ Methods for recovering persons from the water and techniques for heavy casualties ○ Dealing with entrapments ○ Righting procedures for single-handed dinghies ○ Dangers of lee-shores and local hazards (such as the sailing in close proximity to moored barges and vessels) <p><i>Practical on the water exercises for the:</i></p> <ul style="list-style-type: none"> ○ <i>Approach of a capsized and inverted single-handed dinghy</i> ○ <i>Recovery of persons from the water</i> ○ <i>Methods of righting a capsized and inverted single-handed dinghy</i> ○ <i>Methods of securing and towing a disabled single-handed dinghy</i> <p><i>Boat recovery and landing to include returning and securing to the trailer</i> Boat pack up procedure to include engine flushing, re-fuelling and wash down This session may also involve an introduction to the club blue tractor End of day debrief</p>
Day Two – AM	Day Two - PM
<p>Outline aims of the day Discussion of the following:</p> <ul style="list-style-type: none"> ○ First aid ○ Limitations of various safety boat craft – RIB vs Dory / inboards vs outboards ○ Local byelaws and regulations on the river ○ Methods for the righting of capsized and inverted double-handed dinghies ○ Dealing with entrapments ○ Assisting and recovery of high performance dinghies and cats <p><i>Practical on the water exercises for the:</i></p> <ul style="list-style-type: none"> ○ <i>Approach of a capsized and inverted double-handed dinghy</i> ○ <i>Recovery of persons from the water</i> ○ <i>Methods of righting a capsized and inverted double-handed dinghy</i> ○ <i>Methods of securing and towing a disabled double-handed dinghy to include where possible high performance boats and cats</i> <p><i>Returning and securing to the slipway, mooring or pontoon</i> End of session debrief</p>	<p>Discussion and use of video coaching for the:</p> <ul style="list-style-type: none"> ○ Recovery of kite surfers, rowing boats and personal watercraft ○ Multiple tows <p>Discussion for the recovery of canoes, kayaks and windsurfers <i>Practical session on the recovery and rescue of a kayak and windsurfer (available from the club)</i> <i>Additional practice sessions if required</i> <i>Boat recovery and landing to include returning and securing to the trailer</i> Boat pack up procedure to include engine flushing, re-fuelling and wash down This session may also involve an introduction to the club blue tractor End of course debrief Individual student debrief</p>