

Operations Manual



SPINNAKER CLUB

Mission Statement

Spinnaker Club prides itself on providing professional and expert instruction for sailors of all levels of ability in a safe but fun environment under the guidance of experienced and enthusiastic instructors. The club operates to the highest possible standards and expects all of its instructors and representatives to uphold and surpass this expectation at all times.



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1 GENERAL OPERATIONS

1.1 Overview

Spinnaker Sailing Club is an RYA Affiliated Club based on Blashford Lake, Ringwood. It is managed by a committee of the members with a small full-time staff and a pool of contracted instructors available to support activities. This Operations Manual is a guide to how the activities at Spinnaker Sailing Club is run safely in line with National Governing Body guidelines, Health and Safety Legislation and accepted industry best practice.

1.2 Club Management Structure

Below is a brief overview of the Club Management Structure. The Main Committee oversees all aspects of the Club's operations and activities, with the Sailing Committee having the lead on the delivery and planning of sailing. The Training Wing of Spinnaker Sailing Club plans, administers and delivers the training activities of the Club, whilst supporting wider Club activities.

Main Committee:

Hywel Morris	- Commodore/Health and Safety
Tom Clay	- Rear Commodore Sailing
Andrew Donald	- Rear Commodore House
Roy Price	- Treasurer
Dick Meredith	
Les Radford	
Graham Stones	
Simon Walworth	

Sailing Committee:

Tom Clay	- Rear Commodore Sailing
Les Radford	- Sailing Secretary
John Driscoll	- Results Co-Ordinator
Paul Gray	
Nick Robinson	- Solo Class Captain
Jae Jones	- Handicap Class Captain
Keith McQuillan	- Laser Class Captain
Rowena Staples	- Youth Representative
John Miller	

Training Wing:

John Clarke	- RYA Principal
James Osborne	- Chief Instructor/Boatswain
Genevieve Reynolds	- Club Administrator

Welfare Officer:

Ellie Assinder

1.3 Clubhouse

Within the club house are the changing rooms/toilets, galley, communal area and club office. Access to the galley is restricted as per the Club Rules when the catering team are using it. Access to the office is for those on club business, it should not be used as a communal area.

The main communal area of the club house is a shared space that can be used by all members and affiliated groups during activities. As far as possible training courses will avoid using it as a briefing area to avoid disturbing other members or those not on their course.

Outside the clubhouse is a covered area with picnic benches, again available for the use of all.

1.4 Race Hut

Club racing is run from the Race Hut, and this is also where the Powerboat Packs are stored. In adverse weather conditions, where there is no afloat activity it can also be used as a small classroom.

1.5 Workshop

Access to the workshop is restricted to Spinnaker Sailing Club staff and committee members.

1.6 Training Rooms

There is a training room within the sheds. It is large, with electricity and whiteboards. This is the main indoor teaching area for the training centre. It can also be used as a workspace for the repair of the Club's GRP boats.

1.7 Powerboat Operations

The powerboats at Spinnaker Sailing Club are intended to enable the club and training centre's activities. They are not available for private members use.

Except for those under training, see section 2.6, the minimum qualification to drive a powerboat is RYA Powerboat Level 2. All those involved in the delivery of training or who are providing safety boat cover for the club's racing activities are encouraged to obtain their RYA Safety Boat certificate.

Kill chords are provided for all powerboats and must be worn at all times whilst the engine is running for the safety of all.

The main fuel store is located next to the powerboat pontoon, with the key kept in the race hut cupboard. Should fuel need replenishing the Chief Instructor/Boatswain should be informed so arrangements can be made. The decanting of fuel between boat tanks is strongly discouraged to prevent spillage. When it is necessary to decant fuel this must be done to ensure no environmental contamination takes place. Decanting fuel is to take place well away from the waters edge, on flat level ground, with a spill kit ready and available.

The powerboats are kept afloat, locked to the pontoon. The keys for these locks, along with engine start keys and kill chords are stored with the boat safety packs in the Race Hut. Before taking a powerboat the helm/instructor must sign for it in the Powerboat Usage Log, they must also sign at the end of afloat activities.

All powerboats with the exception of the Race Start Boat can be used as safety boats and must always be equipped as below:

- Safety Pack incl. spare kill chord, knife, survival bag, basic first aid kit, EAP and contact list.
- Fire extinguisher
- Anchor
- Paddle
- Throw Line
- Tow Rope/Spare Warp

It is the responsibility of all instructors and powerboat crew to carry a personal whistle and suitable rescue knife.

1.8 Defect Reporting

Users of all craft should report defects as soon as possible. There is a defect folder in the reception of the club house next to the Club Boat Hiring Folder. Unless defects are reported they cannot be repaired.

1.9 Safety Afloat - General

At all times when afloat either a Buoyancy Aid or Lifejacket must be worn. In addition to this all children must wear a buoyancy aid whilst on the slipways, lake edge or pontoons.

During all organised activities there is a requirement for safety cover to be afloat. For the majority of activities this will be using a powercraft, however, for some of the Training Centre Activities within section 2 safety cover may be delivered from a kayak.

When functioning as a safetyboat the priority is the safety of people, not of equipment. If necessary equipment should be left afloat whilst sailors are cared for and transferred to shore. When in close proximity to people in the water engines should be switched off.

1.10 Emergency Procedures

For minor injuries or near misses the Club's Incident and Near Miss Form must be completed. These can be found outside the Office.

On discovering a fire the alarm should be raised by shouting "FIRE". The first priority should be to evacuate the building and muster at the Fire Assembly Point, and conduct a head count. The Fire Brigade should be called by mobile phone, and no one is to re-enter the building until told it is safe to do so. If no Club Officers are present they should be informed as soon as possible, but this is not the priority.

In the event of a major incident involving loss of life, serious injury or substantial damage to property or the environment the guidance of the Major Incident Pack should be followed. The Major Incident Pack is located in the Race Hut.

1.11 Safeguarding

Spinnaker Sailing Club has a legal and moral duty to ensure the protection of all children and vulnerable adults who make use of the club. The club's "Safeguarding Policy and Procedures Document" is the statement of what the policy is and how it is implemented at Spinnaker Sailing Club. All employees, volunteers and visiting coaches/instructors should familiarise themselves with this document.

1.12 Operating Areas

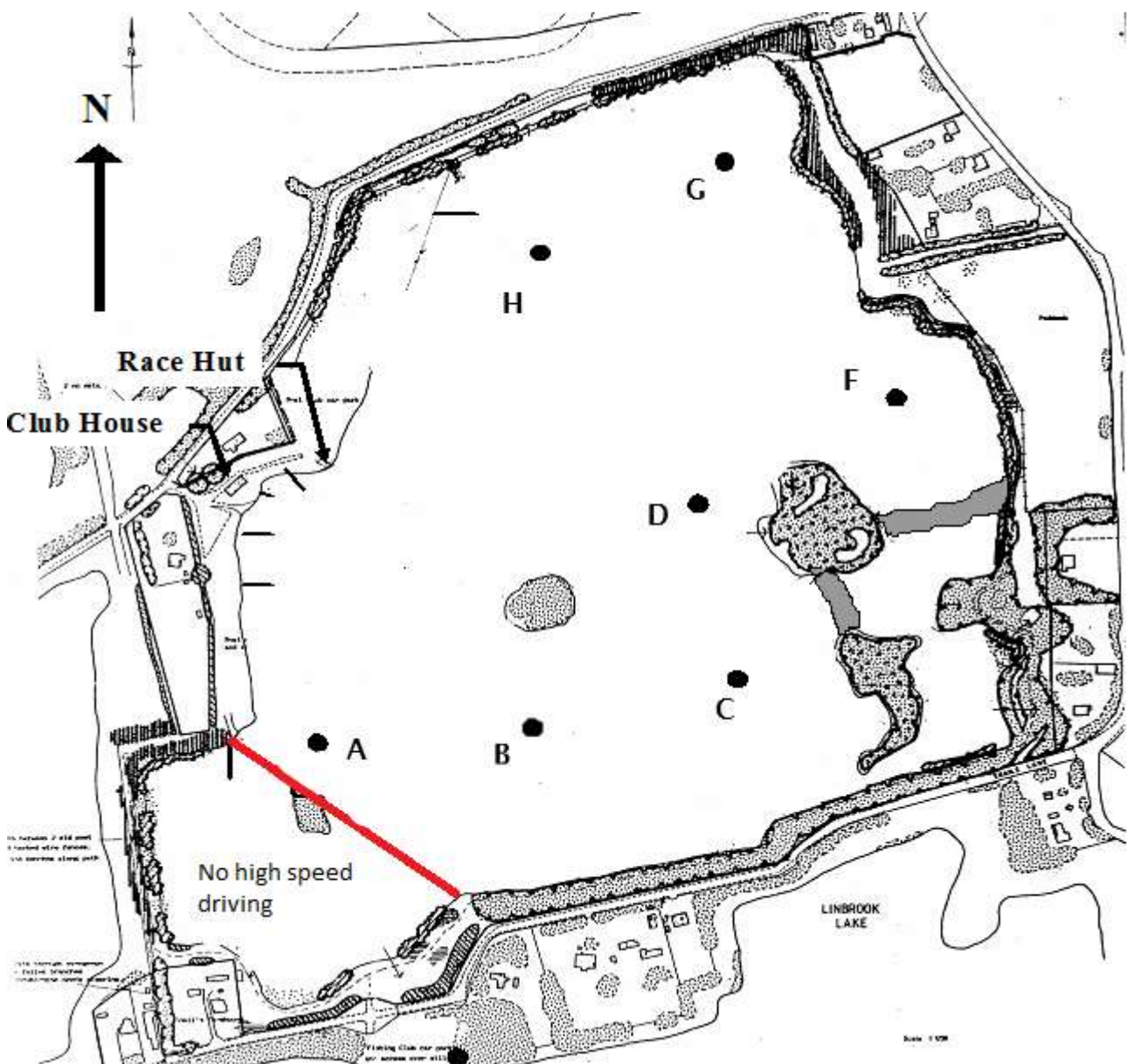
Sailing can take place on all of the lake, but there is no landing permitted on any of the shores other than the area fronted by the Club and dinghy parks; that is from the South slipway to the North corner of the boat parks.

The lake does usually enjoy deep water close in to the banks but obviously care must be taken if you are close to the foreshore or islands and are unfamiliar with the lake.

Bear in mind that we share the lake with anglers, who can fish from the other shores well out into the lake, so please be aware of their presence and try not to interfere with their lines.

The yellow buoys on the lake are not to be moved under any circumstances.

The white buoys are used for training and racing purposes and can be moved. When moving these buoys please lift the anchor/weight out of the water rather than dragging along the lakebed which dislodges weed.



2 TRAINING CENTRE ACTIVITIES

2.1 Overview

Spinnaker Club is RYA Training Centre that offers dinghy sailing, powerboat and theory courses from the RYA training schemes as well as paddle sports and teambuilding activities to schools and groups. The aim of the training section is to allow beginners to get on the water in a safe controlled environment and for those with more experience to further their skills under the guidance of qualified, experienced and enthusiastic instructors.

The club is recognised to deliver the following RYA courses –

Dinghy Level 1 – Start Sailing	Junior Stages 1 – 4
Dinghy Level 2 – Basic Skills	Powerboat Level 1
Dinghy Level 3 – Better Sailing	Powerboat Level 2
Seamanship Skills	Safety boat
Sailing with Spinnakers	Start Racing
Performance Sailing	
Day skipper, Coastal Skipper/Yacht master and First Aid theory courses	

These courses can be for groups or private individuals by prior arrangement.

In order to meet insurance and NGB requirements training can only be given to people who are either full or training members of the club or part of an affiliated group or school.

2.2 Duty Senior Instructor

During all Spinnaker Sailing Club training activities there will be a nominated Duty Senior Instructor who is appropriately qualified to supervise the activities taking place. Normally this will be the Chief Instructor, however a suitable individual will be nominated in their absence.

The Duty Senior Instructor has the final say on whether activities may proceed as planned, need adjusting to suit the prevailing weather conditions or ability of the group, or need to be suspended/stopped to ensure the safety of all involved.

2.3 Instructor Conduct

All instructors who deliver training through Spinnaker Sailing Club are expected to conduct themselves in an appropriate manner at all times.

Whilst on duty instructors are to act in a professional manner at all times and abide by the requirements of this manual and any other direction they are given. When on duty and ashore instructors are to wear a Spinnaker Sailing Club Polo shirt to identify themselves to their students, other members and the public. Whilst afloat instructors are expected to be appropriately clothed dependent on the activity and the prevailing weather. At all times when afloat instructors must be prepared to enter the water, and should be appropriately clothed to this end.

It is recognised that many instructors employed by Spinnaker Sailing Club are also members of the Club and take part in racing and other activities in their own time. Whilst on Club premises off duty instructors must be mindful that they will still be seen as representatives of the club by their students, and parents of students and should therefore act accordingly so as not to bring themselves or the Club into disrepute.

2.4 Staff Induction, Training and Monitoring

All instructors engaged to provide instruction or training as part of the Training section of Spinnaker Sailing Club will be provided with an induction and training. This training will cover how the general principles of how Spinnaker Sailing Club operates, as in Section 1 of this manual, and the specifics for the activities they will deliver, as in Section 2 of this manual. The initial induction and training will be provided by either the Training Centre Principal or Chief Instructor.

All instructors are encouraged to pursue their personal development. This may take the form of assisting more experienced instructors/coaches, obtaining further National Governing Body Qualifications or attending further non-certificated training.

At the start of each sailing season a Spinnaker Sailing Club will run a training day for all instructors to update them on changes for the season ahead and ensure their current competency.

Throughout the sailing season sessions will be observed by the Chief Instructor, or another Senior Instructor to enable feedback to instructors. This feedback is intended to provide support to instructors and enable their development.

2.5 Safety Afloat

Whilst sessions are afloat there will be safety boats afloat as dictated in the activity specific sections of this document. It is not normally appropriate for a safety boat to be covering multiple groups or sessions, however, this may be relaxed by the Duty Senior Instructor.

Safety boats will communicate via VHF radio, and there will also be a VHF ashore. Should there be no one appropriate ashore to hold the VHF radio then the Duty Senior Instructor must carry a mobile phone afloat to summon assistance if required.

All individuals must wear an appropriate buoyancy aid or lifejacket as detailed in 1.9.

The launch and recovery by children of any craft being used in a training activity must be supervised by either an instructor or a competent adult helper. All individuals involved in launch and recovery are to be made aware of the risks of the slipways/banks and given a manual handling brief.

One of the key principles to the delivery of a safe session is its prior planning and preparation. Instructors should ensure that they arrive in adequate time before a session begins to plan, prepare and check that the session is safe to proceed including that:

- All paperwork is received and medical forms have been checked
- All equipment is safe and ready to use
- The instructor is aware of other activities on site
- The instructor is ready to greet students as they arrive

Prior to going afloat all individuals must be briefed appropriately for the activity including aims, operating areas and safety considerations. Within the Instructor Resources File are guides for briefing different activities on offer.

A course register must be completed for every group going afloat. Once completed these are to be placed in the holder in the office along with the group medical forms. This will allow the Duty Senior Instructor to know who is potentially afloat at any time.

In any session where a member is using their own personal equipment including buoyancy aid and boat the instructor is to ensure the equipment is suitable, fitted correctly and seaworthy before going afloat.

2.6 Dinghy Sailing

Alongside a programme of RYA Training Courses Spinnaker Sailing Club also hosts a range of non-certificated training and activities including Social Sailing, Ladies Sailing and Spinnaker Youth Training. Private Tuition is also available to members of the Club and bespoke training can be organised for member/affiliated groups.

All tuition is delivered by qualified RYA Instructors or Coaches as appropriate to the course and subject being delivered.

All ratios specified by the RYA are to be adhered to, for RYA Training Courses and Beginner to Improver Groups this is:

Single Handed Sailing	1 instructor to 6 students
Crewed Dinghies	1 instructor to 9 students in no more than 6 boats
Instructor onboard	1 instructor to 3 students in 1 dinghy

It should be noted that these ratios are the maximum permissible, and it may be necessary to reduce them given a student's abilities, the weather or other considerations.

Social Sailing is a supported, recreational activity at Spinnaker Sailing Club. The ratio for this session to operate is 1 Safety Boat for every 12 Dinghies afloat.

Race Training, delivered by an RYA Race Coach Level 2 or 3 to a group of racers holding at least RYA NSS Level 2 or an equivalent ability may coach up to 12 sailors if the sailor's ability and the prevailing weather conditions permit. This is a maximum ratio, and may need to be reduced if sailor's ability or the weather dictate so.

Capsizing is an inherent risk of dinghy sailing and there is always the potential for a craft to invert. All students are to be briefed of what to do in the event of a capsize and the risk of inversion prior to going afloat for the first time. To reduce the risk of inversion all double handed dinghies used for training will be fitted with a mast head float, this includes member's own boats.

All students are to be made aware of the risk of head injuries, particularly from the boom. Students should be encouraged to report head injuries so they can be recorded and monitored. There are helmets available and these should be offered to all students. It should be noted that whilst helmets will prevent visible injuries to the head, they do not completely remove the risk of concussion.

2.7 Powerboating

Powerboat Training at Spinnaker Sailing Club is available to enable the training and development of members and associates to provide safety cover for activities and to progress towards RYA Dinghy Instructor or higher.

During the delivery of RYA Powerboat Training the focus should be on slow speed boat handling and skills, not planning work. When the planning section of the course is delivered speed should be kept to the minimum required for efficient planning, and conducted away from other groups using the lake.

Only an RYA Powerboat Instructor or higher may supervise unqualified helms.

The ratios for Powerboat Tuition are:

Powerboat Level 2	1 Instructor to 3 students on 1 boat
Safety Boat	1 Instructor to 6 students using 2 boats

2.8 Paddlesports

For the purposes of this manual Paddlesports is kayaking, canoeing and stand up paddleboarding. Tuition is to be carried out either by an appropriately qualified and experienced British Canoeing Instructor/Coach or an RYA Instructor who has been locally trained and assessed to deliver that session.

The ratio for all paddlesport activity is 1 instructor to 8 students.

There must be a provision for safety cover to be provided afloat, this may be from either a sit on top kayak, stand up paddle board or a powerboat, at a ratio of 1 safety craft to 8 paddle craft.

All paddlesports sessions delivered by locally trained staff are restricted to no more than 50 metres from the bank in line with the British Canoeing definition of Very Sheltered Water. Instructors holding British Canoeing qualifications may operate as their award permits.

2.9 Raft Building

Raft building may be delivered by any National Governing Body qualified instructor who has been locally trained to deliver the session. An outline of the training provided is in the Staff Record Folder. This training may be delivered as a stand-alone session or, by assisting a trained instructor in the delivery of a session to a group.

Before a raft is launched the instructor must check it is safe to be used. The likely failure of a raft should not automatically mean it cannot go afloat. All students must be briefed on the risk of entanglement and crush injuries in the event of a raft failing.

Safety cover should be primarily provided from a sit on top kayak, but a power boat must be rigged, in case it is required. Powerboat drivers must be aware of the risk of people being in the water and the high likelihood of ropes trailing.

The instructor ratio for raft building is 1 instructor to 8 students afloat. More students may be involved in the construction, but should remain ashore when the raft is in use.

3 CLUB ACTIVITIES

3.1 Overview

The sailing committee of Spinnaker Sailing Club organises a programme of racing and other events through the year. In addition to the club racing programme various Open Events are run throughout the year, with a number of class associations also booking the club to deliver their own training and events.

3.2 Use of Club Dinghies, Kayaks and Paddleboards

The dinghies owned by the club are primarily for the use of the Training Centre's Activities, who have first priority on all Club Boats and Boards. Should they be available, members are able to hire Club equipment. The rules for doing this and the procedure are laid out in the Club Boats Hire folder, located in the foyer of the Clubhouse. When members are hiring Club Boats and Boards they are required to use their own Buoyancy Aid.

3.3 Club Racing

Club racing primarily takes place on Wednesday Evenings and Sunday Afternoons, and training is planned to avoid taking place at these times. Club Racing is organised and managed by the Sailing Committee, with the annual programme of racing available to view on the Club Website.

As a general rule Club Racing is enabled by the Club's Members performing Duties.

The Club's Standard Sailing Instructions are available on the website and apply to all Club Racing unless a specific set of Event Specific Sailing Instructions are published.

All sailors racing are required to "sign on" with the Race Officer using the forms available in the Race Hut, this is to ensure the safety of all participants. Safety boat cover is organised in line with the weather conditions, current RYA guidance and Section 1.9 of this manual.

3.4 External Events

When a group hires the facilities of the Club, such as a Class Association they are to follow the requirements of this Operations Manual. Where this Manual differs from their usual operating requirements the more stringent requirements shall be followed.

All Coaches, Instructors and other staff of an external organisation must submit their qualifications to the Club for recording prior to the event. A briefing will be given by the Chief Instructor or Committee Member to external groups before their activities may commence. This briefing will be recorded so regular visitors do not require multiple briefings.

3.5 Affiliated Groups Using Own Craft

There are a number of groups such as New Forest and District Sailability, Salisbury Sea Cadets and Sandleheath Sea Scouts. These groups deliver their own training activities using their own equipment and instructors, with Spinnaker Sailing Club providing only access to the lake and shoreside facilities. These groups operating their own equipment with their own instructors are responsible for ensuring the safe conduct of training afloat in line with RYA guidance, their own organisations policies and their insurance requirements.

These groups will provide Spinnaker Sailing Club with copies of their Risk Assessments, Safe Operating Procedures and staff qualifications. Spinnaker Sailing Club will provide support in the writing of these documents where requested to enable safe activities to take place.

The Chief Instructor and Committee of Spinnaker Sailing Club reserve the right to end the activities of any group using Spinnaker Sailing Club in an unsafe or negligent way.

3.6 Affiliate Groups Using Spinnaker SC Craft

A number of local organisations such as Schools and Universities are Affiliated Groups, who deliver their activities using a mixture of their own craft and Spinnaker Sailing Club's. These groups are to follow the requirements of this Operations Manual at all times. The Chief Instructor and Committee reserve the right to end the activities of any group using Spinnaker Sailing Club craft in an unsafe or negligent way.

The instructors and coaches of these groups must have their qualifications recorded and receive an induction brief from the Chief Instructor. These instructors and coaches are not considered Staff of Spinnaker Sailing Club, but the club retains functional authority over how the activities are delivered.