



HISC RYA
TRAINING-
STANDARD
OPPERATIONAL
PROCEDURES

01/03/2024

2024

Outline responsibilities and gives clear, formal guidance for the delivery of any RYA Dinghy Sailing, Windsurfing, Winging or Powerboat training at Hayling Island Sailing Club.

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Reviewed by
Henrey Message

1 General

1.1 Aim

1.1.1 Aim

The aim of these SOPs is to outline responsibilities and gives clear, formal guidance for the delivery of any RYA Dinghy Sailing, Windsurfing, Winging or Powerboat training at Hayling Island Sailing Club.

1.1.2 We Provide

High quality, safe, enjoyable instruction and coaching to all course participants to increase their enjoyment and commitment to watersports.

1.1.3 How to use this document

- Everyone involved in the delivery of watersports when undertaking an RYA recognised courses at HISC should read the relevant parts of this document. Everyone should read sections 1-5 and then read the activity(s) relevant to delivery.
- For reasons of safety and legal accountability, strict requirements to describe the way activities are conducted are detailed in this document. This is to protect you and club members from accident or injury.
- General employment policies can be found in the HISC Crew Handbook. Please contact your line manager to get these.

1.2 Staff, Volunteers and Mentees

1.2.1 Personal Conduct and Responsibility of all Instructors/Coaches

It is expected that all instructors and coaches will always conduct themselves in an appropriate manner. All instructors/coaches by the nature of our operation have a duty of care to all other water users. It is important that you provide a positive image and always display a positive attitude to leave customers and club members with a positive impression of the club.

- It is essential that you are punctual.
- Your appearance and manner will make a strong impression on pupils and club members. It is essential you are approachable, personable, and well-motivated.
- Language. Foul/bad or inappropriate language will not be tolerated at any time.
- Customer courtesy. Do not leave your pupil wandering around, offer to assist them. If it is an enquiry you cannot deal with, ask them to wait whilst you go for assistance.
- It is the responsibility of all instructors make sure that any club facilities and the beach used by a course are retained in a clean and tidy manner.
- Complaints. If a club member or client makes a complaint to you, ask them politely to wait whilst you contact the Marine Manger or the General Manager.
- Any use of the first aid kits must be suitably logged and reported.
- Mobile phones are not to be used during work time.
- Alcohol is not to be drunk while on duty and, instructors/coaches must be sober at work.

1.3 Communications

1.3.1 Key Staff Contact Information

Centre Principal - Club General Manager

Henry Message

Office Phone 02392463768 Extension 207

Email general.manager@hisc.co.uk

Chief Instructor - Marine Manager

Sonnie Emeney Office

Phone 02392463768 Extension 205

Email marinemanager@hisc.co.uk

1.3.2 Communication Afloat

1.3.2.1 VHF

HISC Operates on VHF Radio Channel 37a.

When transmitting from a VHF ensure that your mic is clear from water, the antenna is facing upwards, you are facing away from the wind, and you speak slowly and clearly.

- There's a base radio monitored between the hours of 09:00-17:00. Call Signs-HAYLING CLUB
- When in use the HISC Race Box can be reached on Call Sign-RACEBOX
- You can reach the Marine Department during working hours. Call Sign MARINE DEPARTMENT
- Any of the Marine Department staff can be reached individually by call sign "Marine" followed by their name. E.g. "Marine Martyn" is Martyn's call sign.
- Call signs for Instructor should be agreed before going a float. Call signs shouldn't be names alone. A good example could be "HISC Melvin" or the name of the boat you are in.
- We are fortunate to have Hayling Rescue operating on sight and could also be called on 37a Call Sign-HAYLING RESCUE

Other useful local VHF Channels and Call Signs

- Chi Harbour Patrol VHF 14, Call Sign Harbour Patrol
- Coastguard VHF 16, Call Sign Solent Coast Guard

1.3.2.2 Mobile Phones

VHF range is limited, and some people take mobile phones a float. The following numbers could be useful.

- HISC Club 023932463768
- Coastguard 999
- UK Coastguard 0344 3820722
- Police/Ambulance 101 or 999 for an emergency

1.3.3 Local Update for Instructors/Coaches

At the start of the day the Duty SI will run a briefing for all coaches/ instructors. The time for this will be 08:00 am. It is vital that all staff attend this briefing.

This briefing will include.

- Fire Actions
- Onsite and on water activity for the day.
- Classroom and resources allocations
- On water local hazards
- Weather and tides for the day.
- Risk assessment explanation.
- Last recovery time.
- Emergency Action Plan.
- First Aid and Incident reporting.
- Any outstanding qualifications.
- SOP signing.

1.3.4 Site Briefings for Students

As some people attending your training could be non or temporary members, at the start of each course Instructors are responsible for covering the following housekeeping points with their students:

- If the FIRE ALARM sounds students are to head directly to the flagpole.
- Check students have completed their health and safety paperwork and made you aware of any medical information that might be relevant.

Each day Instructors/coaches should give their groups a basic safety briefing. The following points should be included as a minimum.

- The days expected weather, tides and sea conditions.
- Where the group will be sailing.
- Any specific safety points.
- The on and off the water plan for the day.
- The expectations for the day.

1.3.5 Session Plans

Each session should be planned and agreed by the Duty SI this plan should include.

- List of Participant
- Type of Boats
- Safety Cover
- Area of Operation
- Activity
- Key Teaching Points
- Emergency Action Plan

1.4 Going afloat.

1.4.1 Session Equipment

1.4.1.1 Club Equipment

Any club equipment hired will be set-up by the Marine Department. Anything hired will require the filling out of a hire agreement. Please refrain from changing the rigging of the HISC Hire fleet.

1.4.1.2 Safety Craft

Safety craft are allocated by the Duty SI and signed out from the Marine Office. They we need to be set up and checked by the instructor/coach before requesting a launch by the Marine Dept.

On the return the instructor/coach is expected to put the boat to bed, removing all equipment, rubbish, and fuel.

1.4.1.2.1 Fuel up

The fuelling up of boat will be done by the Marine Department staff.

1.4.1.3 Private Equipment

1.4.1.3.1 Private Craft (Dinghies, Windsurfers and Wingers)

People doing training will often use their own craft, the instructor/coach should check these craft are suitable before launching.

1.4.1.3.2 Private powerboats

Private boats used as coaching boats will have to be suitable for rescuing the craft, they within the environment they are being used in.

They also should be equipment fill in a RIB Declaration form prior to the session, available at HISC Reception.

1.4.1.4 Launch and recovery of a private RIB

To get your boat launched or recovered you will have to

1. Pay at reception or have an annual launch pass.
2. Call the Marine Department.
3. Be ready in the boat.
4. Observe the hand signals from the person driving the plate machinery.
5. Start or stop your engine when secured.
6. When recovering, remain in the boat until the boat has come to a stop.

1.4.1.5 Training Marks

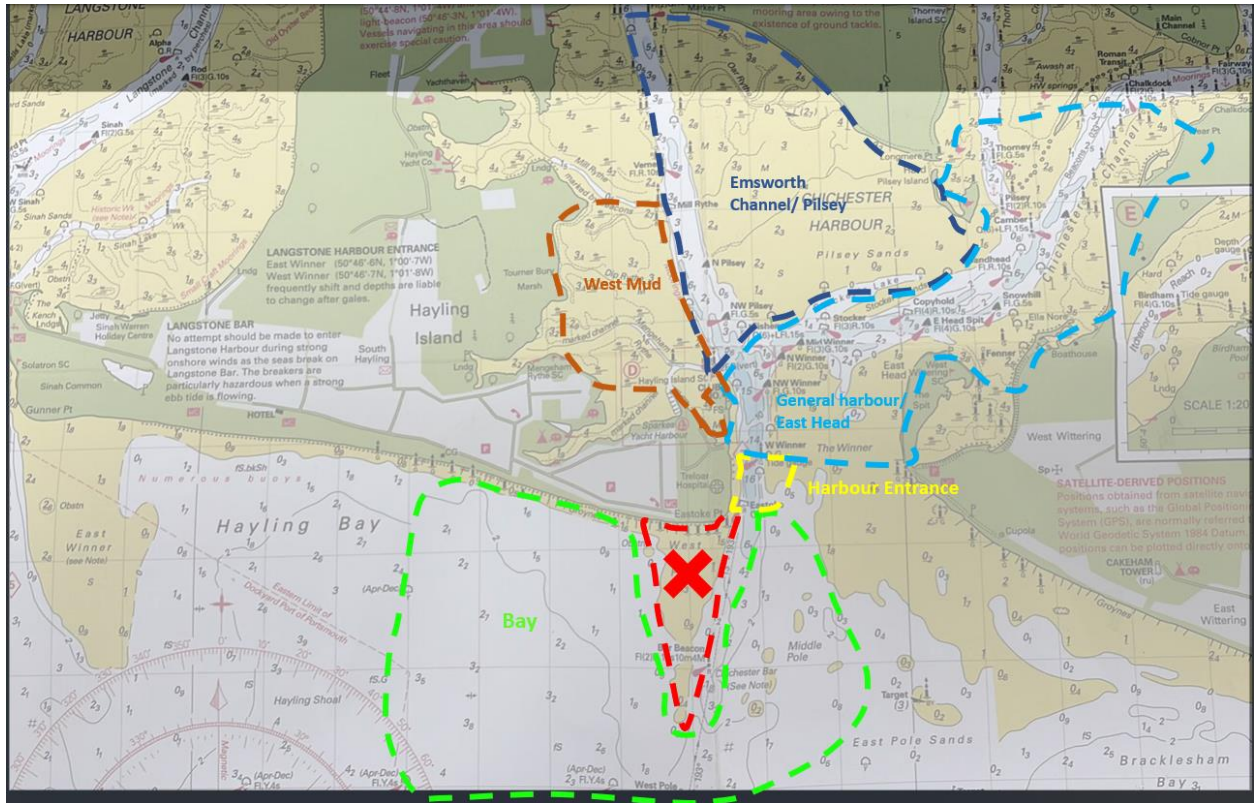
HISC have several training marks that can be used. These are first com first served for everyone. please be conservative.

When you using, please double check that the anchors are connected to the floats before you put them in the water

2 Areas of Operation

2.1 Afloat areas

Here the operational areas of HISC.



2.1.1 “West Mud”

2.1.1.1 West Mud, Back Beach and the Lagoon.



2.1.1.1.1 West Mud

West Mud is a high water only area that is right next to the club. Its often used by Youth Racing and is sheltered from the strongest tide. The main hazards are running around and being busy.

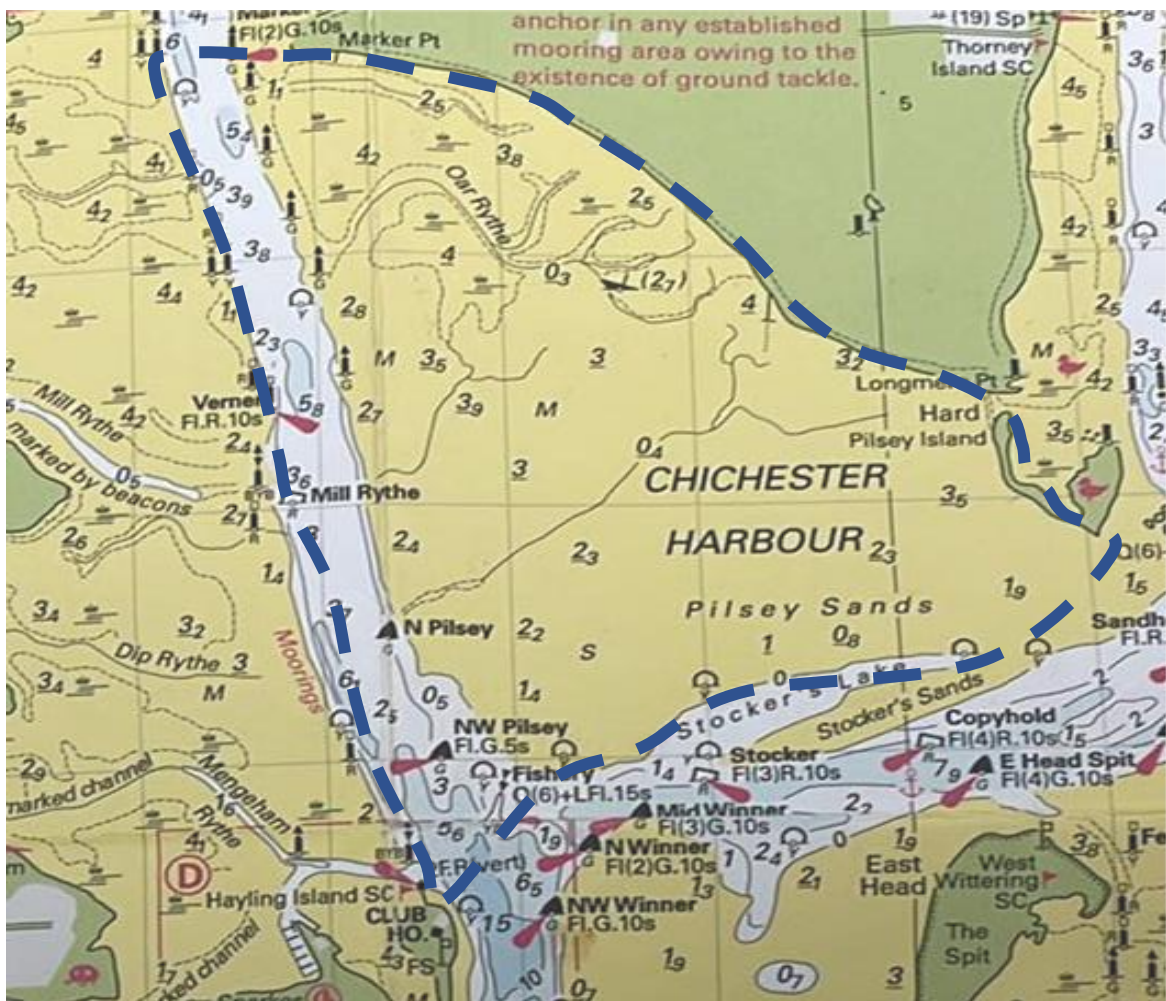
2.1.1.1.2 Back Beach

This is the area to the north side of the club, This area is used to launch/ recover through. It is the access and egress to Sparks mariner for yachts and powerboats so can be busy. It also has mooring close to the beach. In hours 3-4 of tide currents can be strong. Often there are a lot of families that congregate on the beach and swim in the shallows in the area. This can be a great place to teach the basics of sailing, especially for sessions “on a rope” and at low tide from bank to bank.

2.1.1.1.3 Lagoon

Only available for 2 hours either side of HW the lagoon in the main location for teaching Windsurfing/Wingsurfing and SUP. It’s also a great place for teaching young sailors for the first time. There are plenty of water at HW for small dinghies. Be aware of the shallow waters.

2.1.2 Emsworth Channel, Pilsey



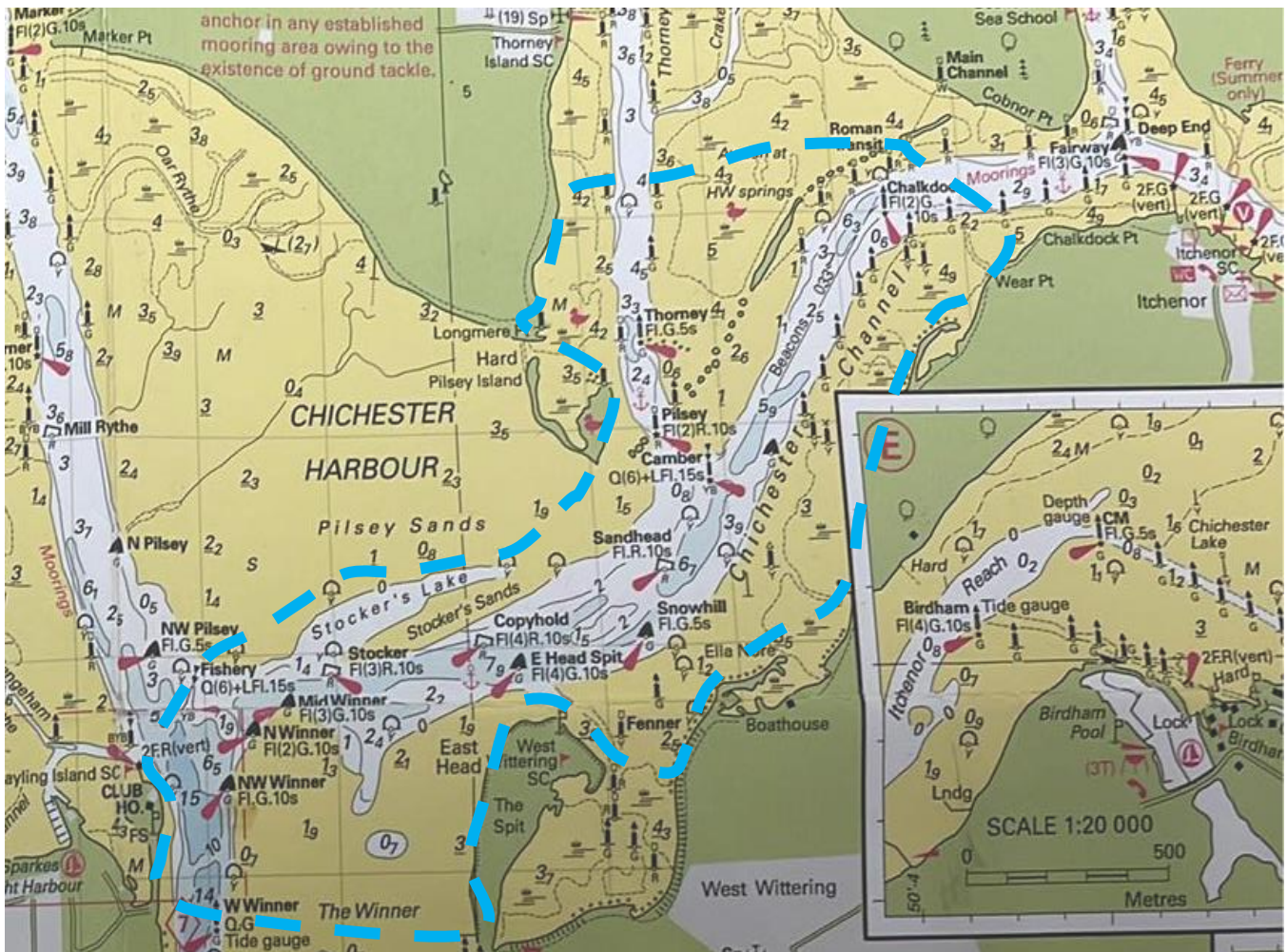
2.1.2.1 Emsworth Channel

Channel of the harbour leading up to Emsworth. Deep water with strong tides. Due to being a channel, it also carries a share of the harbour traffic.

2.1.2.2 Pilsea Sands

Large expanse of water off the shore of Thorney Island. High and dray at LW but deep enough at HW for most boats. It's a good place to run a session that would be out of the main flow of tide.

2.1.3 General Harbour/East Head



2.1.3.1 General Harbour

This area is at the top on the harbour entrance in channel and down towards East Head. This area is located next to the Winner Bank and is vulnerable to high levels of traffic and strong tides.

2.1.3.2 The Trough

The Trough is the area to the east of the winner back and west of East Head. This is a channel that would be slightly more sheltered from the strongest tide than the harbour entrance. You can access this at LW.

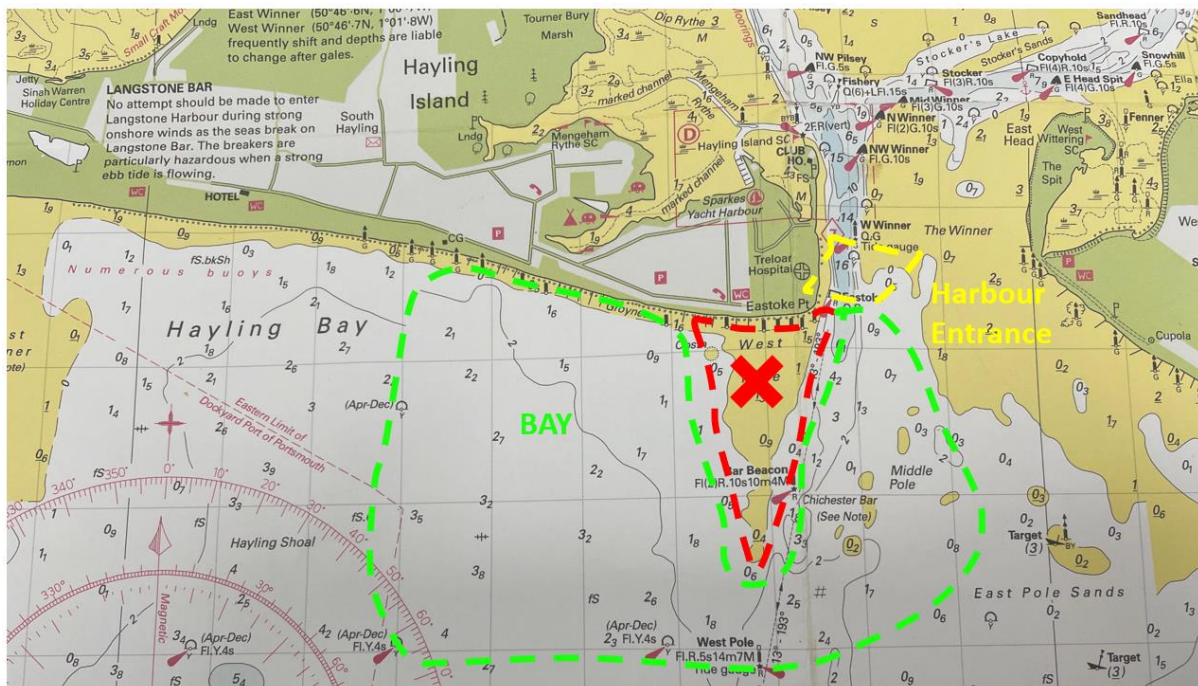
2.1.3.3 East Head

East head is the area just off East Head beach. This is a shallow expanse of water that is sheltered from the tide. It is also a busy anchorage in the summer months.

2.1.3.4 Ichnor Channel

Ichnor Channel is the channel heading up toward Ichnor. This could be a strong tide and bust with shipping.

2.1.4 Harbour Entrance & Hayling Bay



2.1.4.1 Harbour Entrance

The Harbour Entrance is the area just on the entrance that is within line of sight to the racebox. This area can be very tidal on day with large ranges. Also, it's the only entrance to the harbour so can be busy with harbour traffic. That along with being open to swell make this a place for use when the conditions are good or by experienced sailors.

2.1.4.2 Hayling Bay

The Hayling Bay is the area off Hayling seafront. This area is world rebound for its amazing sailing conditions. This is open to large breaking swell make this a place for use when the condition are good or by experienced sailors. Be aware of Chi Bar that can be very treacherous.

3 Accident Procedures

All Instructors are qualified in First Aid and will have access to suitable provision to deal with minor first aid incidents.

The General Manager has overall responsibility for all First Aid equipment, and will ensure the content first aid 'kits' are reviewed regularly.

- If a member of staff uses a significant proportion of any of the land based first aid kits that usage must be reported immediately.
- If a member of staff opens and uses a boat first aid kit this must be reported immediately and the contents of the kit replaced immediately.

First aid kits are available in:

- The Marine Shed office
- The Club reception
- In the yellow or orange safety boxes carried in HISC safety boats

Whenever a casualty has been treated using HISC first aid equipment, the incident must be recorded on an Accident form located in the Club Reception.

When First Aid has been given to a casualty under the age of 18 we will contact the parents as soon as possible so that further action can be taken if they feel that is needed. Adults are given the same advice, i.e. seek a second opinion if in doubt about the injury or if it doesn't heal as expected.

Telephones are available in the Club; reception, bar and office. The nearest hospital with an Accident and Emergency department is: Queen Alexandra Hospital in Cosham (Telephone 023 9228 6000) approx. 30 minutes from the club, directions are posted in the Club Reception.

The nearest walk in centre is: St Mary's Portsmouth (0333 2001822) approx. 30 minutes from HISC directions are posted in the Club Reception.

3.1 Definition of an Incident

There are only two types of incidents - Major and Minor

3.1.1 Definition of a Minor Incident

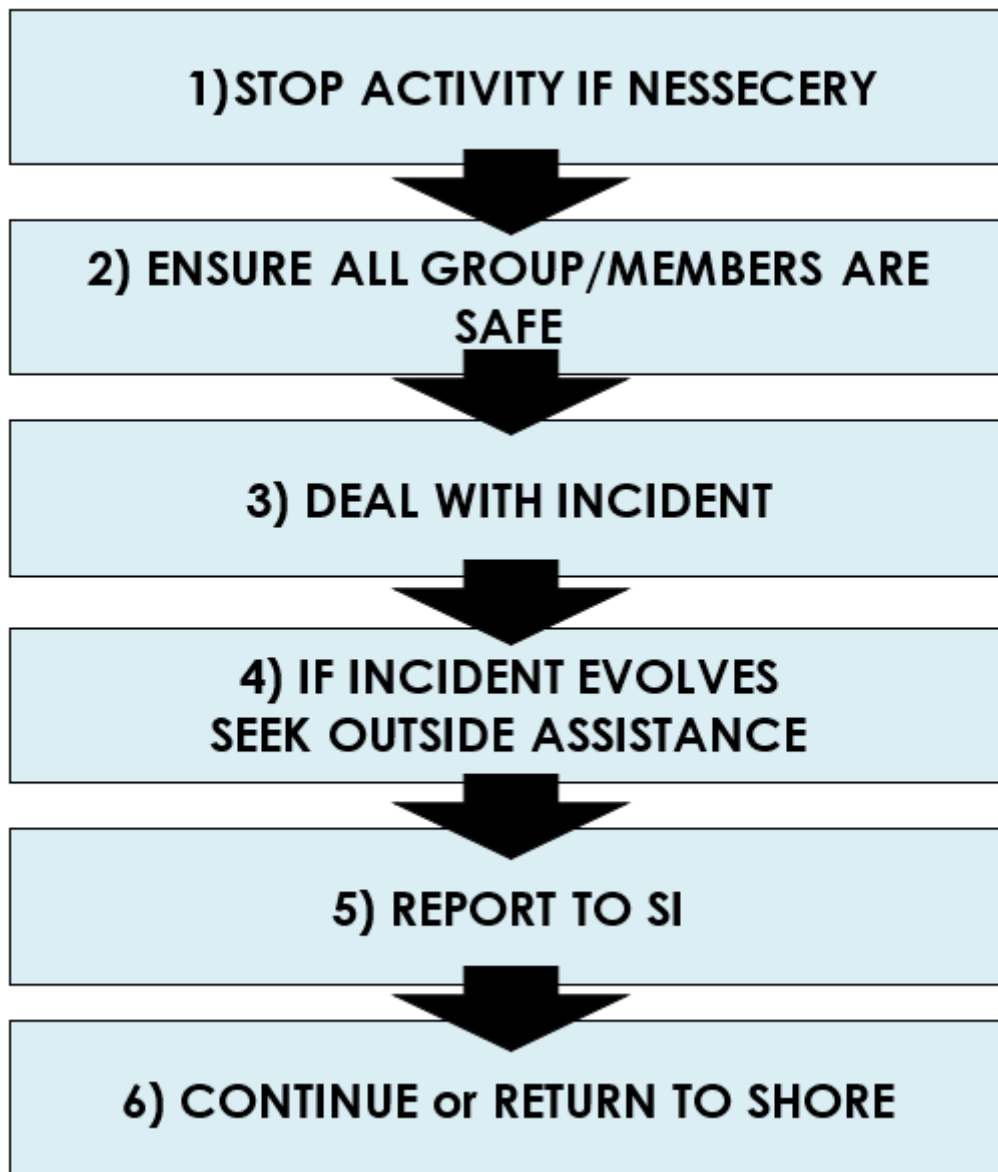
Any incident that can be dealt with to the complete satisfaction of the casualty and the member of staff through the use of a standard first aid kit.

3.1.2 Definition of a Major Incident

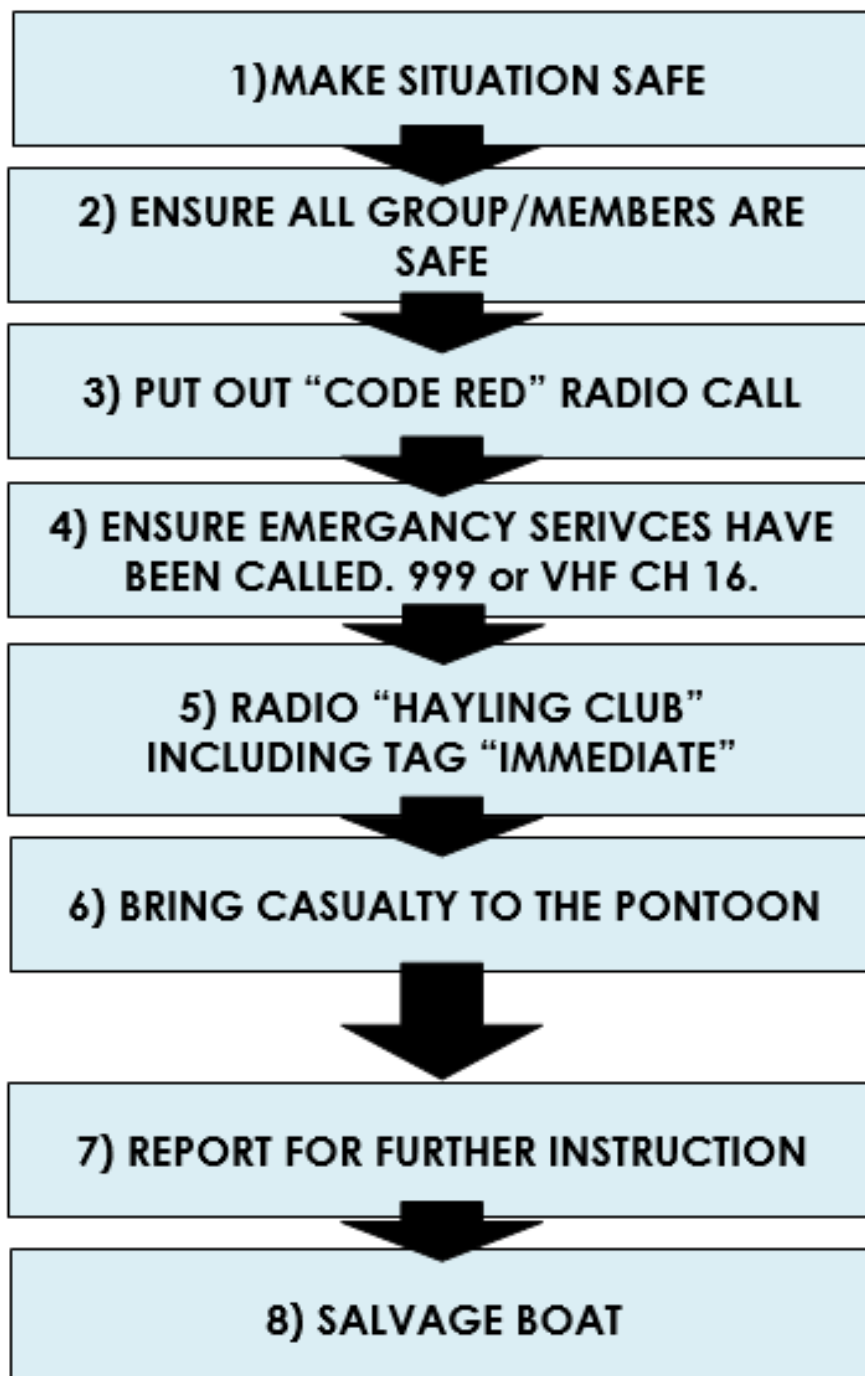
Any incident that cannot be dealt with through the use of a first aid kit and required the attendance of any of the emergency services - Coastguard, Lifeboat, Fire, Police or Ambulance.

3.2 Accident procedures flow diagrams

3.2.1 Minor Incident Checklist



3.2.2 Major Incident Checklist (Emergency Action Plan)



3.3 Accident/Incident, near miss reporting

3.3.1 Reporting a minor Accident/Incident/Near Miss

It's important that these are reported so we can develop our procedures to protect people in the future.

Please report all Accident/Incidents or Near Miss to the Duty SI as well as filling out the relevant paperwork. This can be found behind reception. Please fill this out in good time with the casualty there to fill in details on the report.

Once filled out, leave on the Marine Managers Desk.

3.3.2 Reporting a Major Incident

If an incident is a major incident with the casualty suffering a reportable injury and being taken directly to hospital for treatment it must be reported in accordance with RIDDOR 95. The General Manager will do this.

4 Safeguarding and Child Protection Policy

To view the Safeguarding and Child Protection Policy please [click here](#).

5 Equality, Inclusion and Diversity Policy

To view The Equality, Inclusion and Diversity Policy please [click here](#).

6 Dinghy Sailing

6.1 Introduction

Sailing activities come with inherent dangers and all students should be made aware of these dangers at appropriate points of their experience. These procedures and guidelines do not negate those risks but highlight the minimum standards for Hayling Island Sailing Clubs staff/volunteers on running safe sailing activities for HISC users.

This section must be used in conjunction with all relevant Operating Procedures and risk assessments.

These SOP are a guide and should be followed in so far as is reasonably practicable. If any Instructor/coach must alter their activity in such a way that it contravenes these SOP's due to safety, they should update the Duty SI as soon as possible, who will then take the appropriate action.

6.2 Dinghy Equipment/Storage

6.2.1 Dinghy Equipment

6.2.1.1 *Our Equipment*

- We have the following dinghies owned by the club for the use in training.

<u>Craft</u>	<u>Amount</u>	<u>Rigging guide (Online only)</u>
RS Venture	6	RS Venture
2000 Class	3	2000 Class
RS Feva	6	RS Feva
RS Zest	4	RS Zest
ILCA (Laser)	4	ILCA (Laser)
Opi	2	Opi

6.2.1.2 *Members Equipment*

- Participants can use their own craft as long as the instructor deems it seaworthy, there is a memorandum of understanding between the club and the owner, and the relevant insurance is in place.

6.2.2 Maintenance Schedule

Type of Inspection	Frequency
Every use visual check	To be carried out before and after the daily activity by the Instructors/Students
End of activity visual check	To be carried out at the end of a course, activity or regatta.
6 Monthly Inspection (Recorded in the inspection book)	A thorough recorded check of all dinghies and associated ancillaries. This should ensure the Dinghies are compliant with the RYA Guidelines (Guidelines in the Inspection book)

6.2.3 Fault Reporting

- When finding a fault that can't be fixed immediately and PROPERLY it should be reported to the Duty SI at the earliest convenience. Faults should also be recorded in the faults book. Informing the Duty SI alone is not satisfactory.
- If there's a fault means that the equipment is unusable the equipment should be clearly marked with mine tape and removed for service to prevent it being mistakenly used in session.

6.3 Area Matrix

Here is an overview of the areas that dinghy sailing operates and who can operate where. For a more detailed view into these areas please read Section 2 of the Operation Procedures "Areas".

Instructor Qualification	Operating Area
Dinghy Instructor/Assistant Instructor (Working with a DI), Race Coach Level 1	All Areas within the harbour. Not including the Harbour Entrance. Approval from the Duty SI is needed for all sessions.
Senior/Advanced/Foiling/Multihull/Race Instructors. Race Coach L2/3.	All Areas in the Harbour and in the Bay. Approval from the Duty SI is needed for all sessions.

6.4 Qualification Remits/Supervision

HISC Dinghy Sailing Qualification/supervision/Activity Matrix

Qualification	Supervision	Activity
Assistant Instructor (AI)	Direct by a Dinghy Instructor or Senior Instructor	Taster Session NSS Level 1-2 YSS Stage 1-3
Dinghy Instructor (DI)	Senior Instructor must be on site.	As above plus NSS Level 3, Day Sailing, Seamanship, (Sailing with Spinnakers Approval by Chief Dinghy Instructor)
<i>Advanced Dinghy Instructor (ADI)</i>	Senior Instructor on site	As Above (ex keelboats and multi-hulls unless qualified) Performance sailing, Sailing with Spinnakers.
Race Endorsed Instructor (DI+RCL1)	Senior Instructor on site	NSS 1-3 YSS 1-4 Day Sailing, Seamanship, Start Racing,. (Sailing with Spinnakers Approval by Chief Dinghy Instructor)
Foiling Instructor (DI+F)	Senior Instructor on site	NSS 1-3 YSS 1-4 Day Sailing, Seamanship, First Flight (Sailing with Spinnakers Approval by Chief Dinghy Instructor)
Senior Instructor (SI)	No supervision but shore support needed.	NSS 1-3 YSS 1-4 Day Sailing, Seamanship,(Sailing with Spinnakers Approval by Chief Dinghy Instructor)
Race Coach Level 2 (RCL2)	Senior Instructor on site	Start Racing, Club Racing, Regional Racing.
Race Coach Level 3 (RCL3)	Senior Instructor on site	Start Racing, Club Racing, Regional Racing, Championship Racing.
National Sailing Scheme Trainer	No supervision but shore support needed.	All of the NSS and YSS Including the Modules. Dinghy Instructor Courses Senior Instructor Courses (Foiling endorsement required)

6.5 Ratios

HISC Dinghy Sailing Ratios

Qualification	Single Handed	Double Handed (Instructor in Dinghy with student)	Double Handed
Assistant Instructor (AI)*	6:1	3:1	6:1 (No more than 3 boats)
Dinghy Instructor (DI) Senior Instructor (SI)	6:1	3:1	9:1 (No more than 6 boats)
Foiling Instructor (DI+Foil)	4:1	N/A	4:1 (No more than 2 boats)
Race Coach Level 2	8:1	N/A	12:1 (No more than 6 boats)
Race Coach Level 3	8:1	N/A	12:1 (No more than 6 boats)
RYA National Sailing Scheme Trainer	6:1	3:1	9:1 (No more than 6 boats)

*Must be working with a DI and under Supervision of an SI

6.6 Condition and Limitations

- Not to deliver outside of these Operational Areas Matrix shown previously.
- Not to deliver outside ratios or remits shown previously.
- No operating in twilight or darkness.
- When training Mast Head Flootation should always be used, exceptions can be made for experienced helms at the lead coach/instructor desertion.
- The recommended wind speed for dinghy sailing tuition is a Force 4 or below, if higher, dependant on ability, session should take place in an area of shelter and at the lead instructors' discretion.
- On the sight of lightning sailors under instruction or coaching should be briefed to stop activity for a minimum period of 20mins, the instructor/coach should give direction to either;
 - Return to HISC
 - Head for the closest safe landing point, make safe boats and move away from the sailing craft.
 - Capsize in the shallows
 - Capsize with the mast down and Instructor gather students in the safety craft*

6.7 Coaching Boat

Training and Coaching is something that has been advertised as such. This is inclusive of phrases like "hints'n'tips" or "guidance". Money doesn't necessarily have to change hands for a session to fall into this category.

The powered crafts used in these sessions are classed as "coaching boats".

6.7.1 Qualification

To drive a powered craft when training or coaching at HISC, you must have a qualified powerboat driver. The minimum qualification to drive a powerboat in this setting is an RYA Powerboat Level 2.

During a session, the lead instructor or coach will be at the helm of the powerboat. This can be delegated to another person or assistant should the lead instructor/coach be confident in their ability in the conditions and that they are qualified.

6.7.2 Crewing Requirements

At HISC there are occasions where we have learnt that the following occasions must have a helm and a crew on board:

- Winter Training
- Open Training
- Class Training
- External Training Groups
- Large Training/Coaching Weeks
- Private Training

The requirement for having a crew for these can be overruled by the Duty SI or with prior agreement of HISC management.

As part of the risk assessment and pre-session communication with the Duty SI, if conditions are harsh and the Duty SI feels that session safety is compromised, the Duty SI can ask for an additional powered craft in any training or coaching activity.

There should be no more than 2 people per coach/instructor boat, one helm and one crew. Passengers shouldn't be on the boat as standards. If a session needs to carry more, this must be approved by the Duty SI.

No pets, or other animals should be taken onboard an operational Coach/Instructors boats.

6.7.3 Coach Boat Ratios

The ratios for this are applicable to boats, the craft, and the instructors/coaches. E.g you can't have 2 instructors in 1 powered craft with 12 boats.

- Instructors Double handed 1:9 people (Max 6 boats)
- Instructors Single handed 1:6
- Coaches Double handed 1:12 people (Max 6 boats)
- Coaches Single handed 1:8

Note that you can only operate with a coach's ratio when you are a coach delivering at a coaching level.

6.8 Instructor/Coach Equipment

6.8.1 Instructor/Coaches equipment must include:

- Appropriate clothes to enter the water (If included in ratios).
- VHF Radio.
- Watch.
- Safety Knife.
- Whistle.
- Basic repair means.

6.9 Instructor/Coach and Staff Responsibilities

Overall responsibility for all courses on the water rest with the Chief Instructor. Day-to-day operation can be delegated to the Duty SI when the CI is away.

6.9.1 Before a session:

6.9.1.1 Office Team

- Administrate all bookings and pre course communication.
- Ensure everyone has paid before attendance.

6.9.1.2 Chief Instructor

- Plan, set-up the training calendar including all courses
- Ensure staff are inducted to the appropriate level.
- Deploy staff ensuring they are within ratio and qualified to deliver what they are delivering.
- Check the weather forecast and cancel or make amendments to the courses as required.
- Provided information to the office team so they can perform their roles.
- Keep a good stock of publications and certification.

6.9.1.3 Duty SI

- Check the weather forecast.
- Lead the Instructor/Coaches local update 08:00.
- Ensure the resources need for the day are available and ready. E.G Boats fuelled, and Training Rooms open.
- Check all the Instructors plans, Risk assessments and apply any additional control measures.
- Update the sign in/out board.
- Ensure all coaches and instructors have signed the SOP and Qualification Declaration.

6.9.1.4 Coach/Instructor

- Ensure that your qualifications are all in date and relevant to the activity.
- Check the medical form of your group.
- Identify any weak swimmers.
- Complete a welcome brief.
- Plan your Session and Communicate the Plan with the Duty SI
- Check your session equipment is signed out, ready, serviceable and safe. E.g Boats, Marks, Fuel.
- Complete a Risk Assessment.
- Complete a Safety briefing that covers;

-Weather, Tides and its effects on the sailing area

-Operating area.

- Signals/communication to and from the safety boat.
- Activity including key teaching points.
- Towing (If appropriate)
- Basic capsized process (Practical floating demonstration must be done for Single handed sailors if they haven't seen it before)
- Action to be taken in the event of an emergency.
- Safety boat to be floating before any sailing craft.
 - Ensure that everyone is appropriately dressed for the conditions. Footwear must be worn and personal flotation must be fitted correctly.
 - Complete a radio check VHF 37A

6.9.1.5 *Assistant Instructor/Helper*

- Help where required.

6.9.2 During a session

6.9.2.1 *Duty SI*

6.9.2.2 *Chief Instructor/Duty SI*

- Will undertake a regular visual look out of the sailing area.
- Be on hand to deal with any issue that may occur.
- Ensure that the sign out board and risk assessments are being filled out.
- Warn beach users operating around the usual launching area of the possibility of novice sailors and thank them for staying clear.
- Monitor and oversee training to ensure it is compliant with RYA and HISC Operational Standards.
- Make the call to abandon training should conditions deteriorate.

6.9.2.3 *Coach/ Instructor*

- Deliver the session as agreed with the Duty SI.
- No dinghies may launch until a safety craft is in attendance or available for immediate use.
- In the event of a capsized, a safety boat will attend as a matter of urgency, particularly until it can be ascertained that all crew are accounted for and safe. Instructors must be aware of the hazards associated with dinghies inverting, particularly the risk of entrapment of the crew.
- All novice students must be warned about keeping low in a dinghy to avoid being struck by the boom. **This point must be emphasised regularly throughout any training programme.** All students must be made aware of the risk of fingers etc being trapped between two boats, especially in crowded situations such as the slipway. Instructors/coaches must be vigilant for this situation.
- All students must have the **fact constantly reinforced** that, collisions between sailing dinghies are potentially very dangerous to both the occupants and the dinghies. Whilst some collisions are unavoidable – many are caused by wilful disobedience or are encouraged by overcrowded sailing areas. Staff must ensure adequate areas for group sailing.
- Any changes to the operation area should be communicated with the Duty SI

6.9.2.4 *Assistant Instructor*

- Help where required.
- Drive a Powerboat (If you hold relevant qualifications).

6.9.3 After a session

6.9.3.1 *Duty SI*

- Ensure that persons are all off the water before close down.
- Any developmental points should be communicated.

- Ensure all incidents, accidents or near misses are reported.
- Ensure any faults are rectified or reported appropriately.
- Make available, sign and log any certification needed.
- Ensure all activity equipment and facility is closed down and equipment is put away correctly.

6.9.3.2 *Coach/Instructor*

- All equipment is to be washed, checked and stored appropriately.
- Defects to HISC sailing dinghies or equipment must be reported to the Marine Department.
- Any incidents, accidents or near misses should be reported to the Duty SI and the relevant paperwork filled out.
- Ensure a De-brief has taken place and students understand what the next steps are.

6.9.3.3 *Assistant Instructor*

- Help where required.

6.9.3.4 *Office Team*

- Handle any post course communications.
- Chase any Invoices outstanding.

6.10 Area Recommendations

Mengham channel (Low Tide)

Good for beginner because you can stand on the beach and send them in and forth. There is less tide, and it is an enclosed area. Footwear is vital for walking in the muddy shoreline.

West Mud (High Water)

Close to the main beach, this shallow water over west mud avoids the main tidal flow. Multiple groups can sail at once in this big space. Suitable in all wind directions.

Pilsea

Assessable at all tides, it's a large area that's close to two channels for people to learn about tide. This area is deep enough for bigger boats to be able to sail that wouldn't fit on west over west mud.

6.11 Course Plans

Course plans are available via the hyper links below or ask the Duty SI for a hard copy.

6.11.1 National Sailing Scheme

6.11.1.1 *Adult*

- [RYA Start Sailing \(Level 1\) \(Dinghy\)](#)
- [RYA Basic Skills \(Level 2\) \(Dinghy\)](#)
- [RYA Better Sailing \(Level 3\) \(Dinghy\)](#)
- [RYA Seamanship Skills \(Dinghy\)](#)
- [RYA Day Sailing \(Dinghy\)](#)
- [RYA Sailing With Spinnakers \(Dinghy\)](#)
- [RYA Performance Sailing \(Dinghy\)](#)
- [RYA Dinghy Foil First Flight](#)
- [RYA Dinghy Foil Sustained Flight](#)

6.11.1.2 Youth

- RYA Stage 1 Dinghy Sailing
- RYA Stage 2 Dinghy Sailing
- RYA Stage 3 Dinghy Sailing
- RYA Stage 4 Dinghy Sailing
- [RYA Seamanship Skills \(Dinghy\)](#)
- [RYA Day Sailing \(Dinghy\)](#)
- [RYA Sailing With Spinnakers \(Dinghy\)](#)
- [RYA Performance Sailing \(Dinghy\)](#)
- [RYA Dinghy Foil First Flight](#)
- [RYA Dinghy Foil Sustained Flight](#)

6.11.2 Other

- Taster Session

7 Windsurfing

7.1 Introduction

Sailing activities come with inherent dangers and all students should be made aware of these dangers at appropriate points of their experience. These procedures and guidelines do not negate those risks but highlight the minimum standards for Hayling Island Sailing Clubs staff/volunteers on running safe sailing activities for HISC users.

This section must be used in conjunction with all relevant Operating Procedures and risk assessments.

These SOP are a guide and should be followed in so far as is reasonably practicable. If any Instructor/coach has to alter their activity in such a way that it contravenes these SOP's due to safety, they should update the Duty SI as soon as possible, who will then take the appropriate action.

7.2 Windsurf Equipment/Storage

7.2.1 Windsurf Equipment

7.2.1.1 We have the following equipment owned by the club for the use in training.

Craft	Amount
Starboard Rio Various sizes	6
Other Beginner Windsurf boards	3
Dacron Sails 2.5-4.5m	8

7.2.1.2 Members Equipment

- Participants can use their own craft as long as the instructor deems it seaworthy, there is a memorandum of understanding between the club and the owner, and the relevant insurance is in place.

7.2.2 Storage

Boards and sails should be checked before every session, cleaned and left as it was found. All Windsurf Equipment is found in the Marine Shed on racks.

7.2.3 Maintenance Schedule

Type of Inspection	Frequency
Every use visual check	To be carried out before and after the daily activity by the Instructors/Students
End of activity visual check	To be carried out at the end of a course, activity or regatta.
6 Monthly Inspection (Recorded in the inspection book)	A thorough recorded check of all dinghies, windsurf kit and associated ancillaries. This should ensure the equipment is compliant with the RYA Guidelines (Guidelines in the Inspection book)

7.2.4 Fault Reporting

- When finding a fault that can't be fixed immediately and PROPERLY it should be reported to the Duty SI at the earliest convenience. Faults should also be recorded in the faults book.

- If there's a fault means that the equipment is unusable the equipment should be clearly marked with mine tape and removed for service to prevent it being mistakenly used in session.

7.3 Area Matrix

Here is an overview of the areas where Windsurfing operates and who can operate where. For a more detailed view into these areas please read Section 2 of the Operation Procedures "Areas".

Instructor Qualification	Operating Area
Start Windsurf Instructor/Assistant Instructor (Working with a WI). Race Coach Level 1	West mud (this includes Mengham channel and the lagoon)
Senior/Intermediate/Advanced/Foiling /. Race Coach L2/3.	All areas but check with the Duty SI first and notify of any changes in area.

7.4 Qualification Remits/Supervision

HISC Windsurfing Sailing Qualification/supervision/Activity Matrix

Qualification	Supervision	Activity
Assistant Windsurfing Instructor	Directly working with a Windsurfing Instructor with supervision of a Senior Instructor	Assist with Taster Sessions Assist with Start Windsurfing Assist with YSS Stage 1-2
Start Windsurfing Instructor (WI)	Duty Senior Instructor must be on site.	Taster Session Start Windsurfing YSS Stage 1-2
Intermediate Instructor (Non-Planning)	Duty Senior Instructor must be on site.	Start Windsurfing Intermediate Non-Planning Stages 1-3.
Intermediate Instructor (Planing)	Duty Senior Instructor must be on site.	Start Windsurfing Intermediate Planning Stages 1-4
Advanced Instructor	Duty Senior Instructor must be on site.	Start Windsurfing Intermediate Planning Advanced Windsurfing Stages 1-4
Windsurf Senior Instructor (WSI)	No supervision but shore support needed.	Start Windsurfing YSS Stage 1-2
RYA Start Trainer	Duty Senior Instructor must be on site.	Start Windsurfing and Senior Instructor courses
RYA Intermediate Trainer	Duty Senior Instructor must be on site.	Start, Intermediate and Senior Instructor courses
RYA Advanced Trainer	No supervision but shore support needed.	Start, Intermediate, Advanced and Senior Instructor courses

7.5 Ratios

Windsurfing Instruction is 6:1.

Race Coaching Qualified or experienced* students is 8:1.

Instructor Training 6:1.

7.6 Condition and Limitations

- Not to deliver outside of these Operational Areas Matrix shown previously.
- Not to deliver outside ratios or remits shown previously.
- No operating in twilight or darkness.
- The recommended wind speed for tuition is a Force 4 or below, if higher, dependant on ability, session should take place in an area of shelter and at the lead instructors' discretion.
- On the sight of lightning sailors under instruction or coaching should be briefed to stop activity for a minimum period of 20mins, the instructor/coach should give direction to either;
 - Return to HISC
 - Head for the closest safe landing point, make safe boats and move away from the sailing craft.
 - Capsize in the shallows
 - Capsize with the mast down and Instructor gather students in the safety craft*
- When training up to and including intermediate non planning, a BA must be worn, any level above this, a harness may be worn as an alternative. The safety boat operator should have a BA on at all times.

7.7 Coaching Boat

Training and Coaching is something that has been advertised as such. This is inclusive of phrases like "hints'n'tips" or "guidance". Money doesn't necessarily have to change hands for a session to fall into this category.

The powered crafts used in these sessions are classed as "coaching boats".

7.7.1 Qualification

To drive a powered craft when training or coaching at HISC, you must have a qualified powerboat driver. The minimum qualification to drive a powerboat in this setting is an RYA Powerboat Level 2.

During a session, the lead instructor or coach will be at the helm of the powerboat. This can be delegated to another person or assistant should the lead instructor/coach be confident in their ability in the conditions and that they are qualified.

7.7.2 Crewing Requirements

At HISC there are occasions where we have learnt that the following occasions must have a helm and a crew on board:

- Winter Training
- Open Training
- Class Training
- External Training Groups
- Large Training/Coaching Weeks

- Private Training

The requirement for having a crew for these can be overruled by the Duty SI or with prior agreement of HISC management.

As part of the risk assessment and pre-session communication with the Duty SI, if conditions are harsh and the Duty SI feels that session safety is compromised, the Duty SI can ask for an additional powered craft in any training or coaching activity.

There should be no more than 2 people per coach/instructor boat, one helm and one crew. Passengers shouldn't be on the boat as standards. If a session needs to carry more, this must be approved by the Duty SI.

No pets, or other animals should be taken onboard an operational Coach/Instructors boats.

7.7.3 Coach Boat Ratios

The ratios for this are applicable to boards, the craft, and the instructors/coaches. E.g you can't have 2 instructors in 1 powered craft with 12 boards.

- Instructor: Student 1:6 people (Fins)
- Instructor: Student 1:4 people (Foils)
- Coaches: Student 1:8 people

Note that you can only operate with a coaches ratio when you are a coach delivering at a coaching level.

7.8 Instructor Equipment

7.8.1 **Instructor Equipment must include:**

- Appropriate clothes to enter the water and remain submerged for a period of time (If included in safety ratios)
- VHF Radio
- Watch
- Safety Knife
- Whistle
- Basic repair means e.g., 1 metre of 4mm rope.

7.9 Instructor/Staff Responsibilities

Overall responsibility for all courses on the water rest with the Chief Instructor. Day-to-day operation can be delegated to the Duty SI when the CI is away.

7.9.1 **Before a session:**

7.9.1.1 *Office Team*

- Administrate all bookings and pre course communication.
- Ensure everyone has paid before attendance.

7.9.1.2 *Chief Instructor*

- Plan and set-up the training calendar including all courses.
- Ensure staff are inducted to the appropriate level.
- Deploy staff ensuring they are within ratio and qualified to deliver what they are delivering.
- Check the weather forecast and cancel/make amendments to the courses as required.
- Provided information to the office team so they can perform their roles.
- Keep a good stock of publications and certification.

7.9.1.3 *Duty SI*

- Check the weather forecast.
- Lead Instructor/Coaches local update @ 08:00.
- Ensure the resources need for the day are available and ready. E.G Boats fuelled, and Training Rooms open.
- Check all the Instructors plans, Risk assessments and apply any additional control measures.
- Update the sign in/out board.
- Ensure all coaches and instructors have signed the SOP and Qualification Declaration.

7.9.1.4 *Coach/Instructor*

- Ensure that your qualifications are all in date and relevant to the activity.
- Check the medical form of your group.
- Identify any weak swimmers.
- Complete a welcome brief.
- Plan your Session and Communicate the Plan with the Duty SI
- Check your session equipment is signed out, ready, serviceable and safe. E.g Boats, Marks, Fuel.
- Complete a Risk Assessment.
- Complete a Safety briefing that covers;

-Weather, Tides and its effects on the sailing area

-Operating area.

-Signals/communication to and from the safety boat.

-Activity including key teaching points.

-Towing (If appropriate)

-Basic capsized process (Practical floating demonstration must be done for Single handed sailors if they haven't seen it before)

-Action to be taken in the event of an emergency.

-Safety boat to be floating before any sailing craft.

- Ensure that everyone is appropriately dressed for the conditions. Footwear must be worn and personal flotation must be fitted correctly.

Complete a radio check VHF 37A

7.9.1.5 *Assistant Instructor/Helper*

- Provide assistance where required.

7.9.2 *During a session*

7.9.2.1 *Chief Instructor/Duty SI*

- Will undertake a regular visual look out of the sailing area.
- Be on hand to deal with any issue that may occur.
- Monitor and oversee training to ensure it is compliant with HISC Operational Standards.
- Make the call to abandon training should conditions deteriorate.

7.9.2.2 *Coach/ Instructor*

- Deliver the session as agreed with the Duty SI.
- Safety craft is in attendance or available for immediate use for all Windsurf courses.
- A safety boat will attend when people fall off of the boards until it can be ascertained that all participants are accounted for and safe. Instructors must be aware of the hazards associated with booms, masts and particularly the risk of entrapment under the sail.

- All students must have the fact **constantly reinforced** that, collisions between boards are potentially very dangerous to both the occupants and the equipment. Whilst some collisions are unavoidable – many are caused by wilful disobedience or are encouraged by overcrowded sailing areas. Staff must ensure adequate areas for group sailing.
- Any changes to the operation area should be communicated with the Duty SI

7.9.2.3 *Assistant Instructor*

- Help where required.
- Drive a Powerboat (If you hold relevant qualifications).

7.9.3 **After a session**

7.9.3.1 *Duty SI*

- Ensure that groups are all off the water before close down.
- Any developmental points should be communicated.
- Ensure all incidents, accidents or near misses are reported.
- Ensure any faults are rectified or reported appropriately.
- Ensure all activity equipment and facility is closed and equipment is put away correctly.

7.9.3.2 *Coach/Instructor*

- All equipment is to be washed, checked and stored appropriately.
- Defects to HISC sailing dinghies or equipment must be reported to the Marine Department.
- Any incidents, accidents or near misses should be reported to the Duty SI and the relevant paperwork filled out.
- Ensure a De-brief has taken place and students understand what the next steps are.

7.9.3.3 *Assistant Instructor*

- Help where required.

7.9.3.4 *Office Team*

- Handle any post course communications.
- Chase any Invoices outstanding.

7.10 **Area Recommendations**

- *Lagoon (High Water Only)*

The lagoon is a perfect place to teach Start windsurfing. This sheltered area is close to the simulator and super safe and good for group control.

- *Mengham channel (Low Tide)*

Good for beginners because you can stand on the beach and send them back and forth without the student sailing far. There is less tide and it is an enclosed area. Footwear is vital for walking on the muddy shoreline.

- *West Mud (High Water)*

Close to the main beach, the shallow water over west mud avoids the main tidal flow. Multiple groups can sail at once in this big space. Suitable in all wind directions.

7.11 Course Plans

Course plans are available via the hyper links below or ask the Duty SI for a hard copy.

7.11.1 National Sailing Scheme

7.11.1.1 *Adult*

RYA Start Windsurfing

RYA Intermediate Non-Plaining

RYA Intermediate Plaining

RYA Beach Start Clinic

RYA Non-Plaining Carve-Gybe Clinic

7.11.1.2 *Youth*

RYA Stage 1 Windsurfing

RYA Stage 2 Windsurfing

RYA Stage 3 Windsurfing

RYA Stage 4 Windsurfing

7.11.2 Other

Taster Session

8 Powerboating

8.1 Introduction

Powerboating comes with inherent dangers and all students should be made aware of these dangers at appropriate points of their experience, especially in regard to keeping an all-around lookout, safe distance and safe speed is to be maintained. These procedures and guidelines do not negate those risks but highlight the minimum standards for HISC staff to run safe powerboating activities.

This document must be used in conjunction with the General Standing Operating Procedures (SOPs) and relevant risk assessment.

These SOPs are a guide and should be followed as far as is reasonably practicable. If any instructor has to alter their activity in such a way that it contravenes these SOPs due to safety, they should update the Chief Instructor or Duty SI as soon as possible so that appropriate action can be taken.

Each powerboating session must be overseen by the appropriately qualified Chief Instructor. In the absence of the chief instructor, it must be approved by the DUTY SI who holds the relevant powerboating qualifications.

The Governing body for powerboating is the Royal Yachting Association (RYA), all powerboat training will be conducted under and follow the guidelines laid down by the RYA. Information and resources can be found at www.rya.org.uk

8.2 Powerboat Equipment/Storage

Type and name	Quantity	Max Capacity
XS Rib 6.4m (Sword, Apollo, Artemis)	3	12
XS Rib 5.4m (Lark, Barjo, Dido, Warrior, Victory, Lark, Hornet, Jaffa, Anabel)	8	7
Rigiflex (Baker 1, Egret, Avocet)	3	6
Pilothouse (Jay)	1	5
Larger Committee Boats (Lady G and Juno)	2	12

8.2.1 Equipment on board permanently

The following safety equipment will be always carried as a minimum on centre powerboats when undertaking any on water activity:

- Paddles or Oars
- 15m tow lines x 2.
- Appropriate anchor, warp and chain.
- Sponson pump (inflatable boats only).
- Manual Bailer
- Safety pack (boat specific - see paragraph below)
- Bridle
- Fire extinguisher

8.2.2 Safety Boxes

- Flare Pack (2 x Red Handheld Flare ,2 x Orange Smoke)

- Spare Kill Cord. (Inside Flare pack)
- Fog Horn. (Inside Flare pack)
- Emergency Action Plan / Code red card.
- Basic chart of Operational Area
- Tide Table.
- First Aid Kit.
- Thermal Protective Aid.
- Waterproof Torch.
- Pocket Face mask

8.2.3 Storage

All Powerboats are stored on specialist launching trollies on the north beachfront.

Keys and Safety Kit can be sign out in the Marine Shed.

After each day, the equipment must be returned.

8.3 Maintenance Schedule/Faults

8.3.1 Maintenance Schedule

Type of Inspection	Frequency
Every use visual check	To be carried out before and after the daily activity by the Instructors/Students
End of activity visual check	To be carried out at the end of a course, activity or regatta.
6 Monthly Inspection (Recorded in the inspection books)	A thorough recorded check of all Powerboating equipment and associated ancillaries. This should ensure the powerboats are serviceable or appropriately stored/ accounted for.

8.3.2 Dealing with Faults

When finding a fault that can't be fixed immediately and PROPERLY it should be reported to the CI or Duty SI at the earliest convenience. Faults should also be recorded in the Marine Department faults book. Informing the CI/Duty SI alone is not satisfactory.

If there's a fault that means that the equipment is unusable the equipment should be clearly marked and removed for service to prevent it being mistakenly used in session.

8.4 Area Matrix

Here's an overview of the areas that Powerboating operates and a matrix to show who can operate where. For a more detailed view into these areas please read the Chapter2 of the Operation Procedures.

Instructor Qualification	Operating Area
Powerboat Instructor (PBI)	All areas and within the 3 mile limit.
Advanced Instructor (APBI)	All areas and within the 3 mile limit.
Powerboat trainer	All areas and within the 3 mile limit.

8.5 Qualification Remits/Supervision

Qualification	Supervision/Restriction	Activity
RYA Level 2 (with instructor qualifications)	Senior Instructor on site	Relevant activities
RYA Powerboat Instructor (RYA Safety Boat)	No supervision but Duty SI on site and shore support needed	RYA Powerboat Level 2 (RYA Safety Boat)
RYA Powerboat Trainer	No supervision but Duty SI on site and shore support needed	RYA Powerboat Level 2 RYA Intermediate RYA Advanced RYA Safety Boat RYA Powerboat Instructor RYA Advanced PBI

8.6 Ratios

Powerboat level 1 and 2 courses 3:1

Powerboat Safety boat courses 6:1 (2 Boats)

Powerboat Instructor Courses minimum 2:1(1 Boat), Max 6:1 (2 Boats)

8.7 Condition and Limitations

- Not to deliver outside of the Operational Areas or ratio.
- Keep to the speed limit at all times.
- There is no maximum mean wind speed for Powerboating tuition but no Powerboating in a sea state of more than 1.2m or on the CI or Duty SI's discretion.
- Students who are 16 years old or less must not be in sole charge of a powerboat. The instructor must be on board the vessel at all times.
- Planning speed can be achieved within the harbour with prior permission for the Chichester harbour master. This will be in the measured mile and you must display "S" and "M" flags. Permission takes 2 days.
- Area outside the harbour shouldn't be used if the tidal reading is below 2m.
- RYA SafeTrax is recommended when exiting the harbour.

8.8 Instructor Equipment

- VHF Radio
- Knife
- Whistle
- Emergency Contact Information
- Basic repair means.

8.9 Instructor/Staff Responsibilities

Overall responsibility for all courses on the water rest with the Chief Instructor. Day-to-day operation can be delegated to the Duty SI when the CI is away.

8.9.1 Before a session:

8.9.1.1 Chief Instructor

- Plan and set-up the training calendar including all courses.
- Ensure staff are inducted to the appropriate level.
- Deploy staff ensuring they are within ratio and qualified to deliver what they are delivering.
- Check the weather forecast and cancel/make amendments to the courses as required.
- Provided information to the office team so they can perform their roles.
- Keep a good stock of publications and certification.

8.9.1.2 Office Team

- Administrate all course bookings and pre course communication.
- Ensure everyone has paid before attendance of the course.
- Ensure medical forms are completed and any relevant medical information is highlighted to the Duty SI.

8.9.1.3 Duty SI

- Check the weather forecast and cancel/make amendments to the courses as required.
- Ensure the resources needed for the day are available. E.G Boats fuelled, and Training Rooms open.
- Run the Instructor Brief.
- Check the Instructors plans.
- Check the risk assessment.

8.9.1.4 Coach/Instructor

- Ensure that your qualifications are all in date and relevant to the activity.
- Plan your Session and Communicate the Plan with the DUTY SI
- Check your session equipment is signed out, ready, serviceable and safe. E.g., Boats, MOB, Fuel.
- Complete a Risk Assessment.
- Check the medical form of your group.
- Identify any weak swimmers.
- Complete a welcome brief.
- Complete a Safety briefing that covers:

- Weather, Tides and its effects on the sailing area
- Operating area.
- Signals/communication to and from the safety boat.
- Activity including key teaching points.
- Towing (If appropriate)

-Basic capsizing process (Practical floating demonstration must be done for Single handed sailors if they haven't seen it before)

-Action to be taken in the event of an emergency.

-Safety boat to be floating before any sailing craft.

- Ensure that everyone is appropriately dressed for the conditions. Footwear must be worn and personal flotation must be fitted correctly.
- Complete a radio check VHF 37A.
- Sign out on the sign out board.

8.9.1.5 *Assistant Instructor/Helper*

- Provide assistance where required.

8.9.2 **During a session**

8.9.2.1 *Chief Instructor/Duty SI*

- Will undertake a regular visual look out of the sailing area.
- Be on hand to deal with any issue that may occur.
- Ensure that the sign out board and risk assessments are filled out.
- Warn beach users operating around the usual launching area of the possibility of novice drivers and thank them for staying clear.
- Monitor and oversee training to ensure it is compliant with RYA and HISC Operational Standards.
- Make the call to abandon training should conditions deteriorate.

8.9.2.2 *Coach/Instructor*

- Any changes to the operation area should be communicated with the Duty SI
- Group control should be maintained by the instructor at all times.
- All students must have the fact **constantly reinforced** that collisions between boats are potentially very dangerous to both the occupants and the equipment. Everyone should keep all round look out at all times.

8.9.2.3 *Assistant Instructor*

- Provide assistance where required.

8.9.3 **After a session**

8.9.3.1 *Chief Instructor/ Duty SI*

- Ensure that persons are all off the water before close down.
- Any developmental points should be communicated.
- Ensure all incidents, accidents or near misses are reported.
- Ensure any faults are rectified or reported appropriately.
- Make available, sign and log any certification needed.
- Ensure all activity equipment and facility is closed down and equipment is put away correctly.

8.9.3.2 *Coach/Instructor*

- All equipment is to be washed, checked and stored appropriately.
- Defects to equipment must be reported to CI and written in the faults book/Job card raised. Informing verbally alone is not acceptable.
- Any incidents, accidents or near misses should be reported to the Duty SI and the relevant paperwork filled out.
- Ensure a De Brief has taken place and students understand what the next steps are.

8.9.3.3 *Assistant Instructor*

- Provide assistance where required.

8.9.3.4 *Office Team*

- Handle any post course communication and gather feedback.

8.10 Area Recommendations

- *HISC Moorings*

The moorings local to HISC are a great place to teach picking up a mooring. These moorings will be used by the membership after the course. They are big yellow moorings with a swivel shackle for attachment. We can use any mooring that is free, but you can only leave a boat on the Visitors mooring.

- *HISC Pontoon*

HISC have our own pontoon that is great to teach coming alongside manoeuvres with, this often will be used by members after the course. This is exposed to high winds from the north and only accessible 2 hours either side of HW. There is a strong eddy close to the pontoon. It can also be busy in the summer months.

- *Sparkes Marina*

Sparkes is our local marina and with prior permission we can use it for close quarter manoeuvring. You can call sparkes via the phone or on VHF channel 80.

- *Itchenor Pontoon*

Itchenor pontoons are right up the far end of our operational areas, that are in a deep water channel so they are always accessible by water. It's a great place to stop for lunch with "The Ship" pub. Just make sure that you ask the harbour master to leave the boat alongside. Be aware this can't be pre booked and can experience strong tides.

- *Itchenor Reach "Measured Half Mile"*

The measured half mile down Itchenor reach is a section of Itchenor channel that we can apply to be able to use to travel up to 25knots. This allows us to teach planing speed within the harbour. This is a great alternative when the winds are strong and the chop outside the harbour is rough.

8.11 Course Plans

Course plans for the following courses are available on request.

RYA Powerboat Level 1

RYA Powerboat Level 2- Direct Assessment

RYA Powerboat Level 2

RYA Safety Boat

9 Wingsurf/Foiling

9.1 Introduction

Wing Surf/Foiling activities come with inherent dangers and all students should be made aware of these dangers at appropriate points of their experience. These procedures and guidelines do not negate those risks but highlight the minimum standards for Hayling Island Sailing Club (HISC) staff on running safe sailing activities for HISC users.

These SOP's are a guide and should be followed so far as is reasonably practicable. If any Instructor must alter their activity in such a way that it contravenes these SOP's due to safety, they should update the CI or Duty SI as soon as possible, who will then take the appropriate action.

9.2 Fault Reporting

Dealing with a fault

When finding a fault that can't be fixed immediately and PROPERLY it should be reported to the Chief instructor of Duty SI at the earliest convenience. Faults should also be recorded in the centre's faults book. Informing the chief instructor/ Duty SI alone is not satisfactory.

If there's a fault that means that the equipment is unusable the equipment should be clearly marked and removed from service to prevent it being mistakenly used in session.

9.3 Area Matrix

Here's an overview of the areas that Wing Surf/Foil operates and a matrix to show who can operate where. For a more detailed view into these areas please read the Chapter2 of the Operation Procedures.

Instructor Qualification	Operating Area
Wing Surf Instructor	West mud (this includes Mengham channel and the lagoon)
Wing Foil Instructor	All areas. Let the Duty SI know and update them of any changes to the area.

9.4 Qualification Remits/Supervision

Qualification	Supervision	Activity
RYA Wing Surf Instructor	Supervision of an RYA SI unless you are an SI then no supervision, but shore support is needed	Any non-foiling sailing activity, depending on relevant experience and appropriate supervision. The Lead Coach is responsible for assessing if someone has the correct level of experience.
RYA Wing Surf/Foil Instructor	Supervision of an RYA SI unless you are an SI then no supervision, but Army Shore needed	Any non-foiling sailing activity, depending on relevant experience and appropriate supervision. The Lead Coach is responsible for assessing if someone has the correct level of experience.
BKSA/RYA Wing Foil Trainer/Coach	No supervision but Shore Support needed	Any non-foiling sailing activity, depending on relevant experience and appropriate supervision. The Lead Coach is responsible for assessing if someone has the correct level of experience.

9.5 Ratios

Wing Surf Session is 4:1.

Wing Foiling Session is 4:1 (With 2 Foils to 4 Students)

Instructor Training 8:1

9.6 Condition and Limitations

- Not to deliver outside of these Operational Areas Matrix shown previously.
- Not to deliver outside ratios or remits shown previously.
- No operating in twilight or darkness.
- The recommended wind speed for Wing Surf/Foil sailing tuition is Between 8-35knots, if questionable, session should take place at the Lead Instructors discretion.
- On the sight of lightning in the local area, sailors under instruction or coaching should be briefed to stop activity for a minimum period of 20mins since the last strike, the instructor/coach should give direction to either:
 - Return to HISC
 - Head for the closest safe landing point, make safe boats/boards and move away from the sailing craft.
 - Capsize in the shallows.
 - Capsize with the mast down and Instructor gather students in the safety craft*
- When training Wing Surf a BA must be worn
- When training WingFoil a 50N rated personal flotation and a helmet must be worn.

9.7 Coaching Boat

Training and Coaching is something that has been advertised as such. This is inclusive of phrases like “hints’n’tips” or “guidance”. Money doesn’t necessarily have to change hands for a session to fall into this category.

The powered crafts used in these sessions are classed as “coaching boats”.

9.7.1 Qualification

To drive a powered craft when training or coaching at HISC, you must have a qualified powerboat driver. The minimum qualification to drive a powerboat in this setting is an RYA Powerboat Level 2.

During a session, the lead instructor or coach will be at the helm of the powerboat. This can be delegated to another person or assistant should the lead instructor/coach be confident in their ability in the conditions and that they are qualified.

9.7.2 Crewing Requirements

At HISC there are occasions where we have learnt that the following occasions must have a helm and a crew on board:

- Winter Training
- Open Training
- Class Training
- External Training Groups
- Large Training/Coaching Weeks
- Private Training

The requirement for having a crew for these can be overruled by the Duty SI or with prior agreement of HISC management.

As part of the risk assessment and pre-session communication with the Duty SI, if conditions are harsh and the Duty SI feels that session safety is compromised, the Duty SI can ask for an additional powered craft in any training or coaching activity.

There should be no more than 2 people per coach/instructor boat, one helm and one crew. Passengers shouldn’t be on the boat as standards. If a session needs to carry more, this must be approved by the Duty SI.

No pets, or other animals should be taken onboard an operational Coach/Instructors boats.

9.7.3 Coach Boat Ratios

The ratios for this are applicable to boards, the craft, and the instructors/coaches. E.g you can’t have 2 instructors in 1 powered craft with 12 boards.

- Instructor: Student 1:6 people (Fins)
- Instructor: Student 1:4 people (Foils)

Note that you can only operate with a coaches ratio when you are a coach delivering at a coaching level.

9.8 Instructor Equipment

- VHF Radio
- Knife
- Whistle
- Emergency Contact Information
- Basic repair means.

9.9 Instructor Responsibilities

Overall responsibility for all courses on the water rest with the Chief Instructor. Day-to-day operation can be delegated to the Duty SI when the CI is away.

9.9.1 Before a session:

9.9.1.1 Office Team

- Administrate all bookings and pre course communication.
- Ensure everyone has paid before attendance.

9.9.1.2 Event organiser

- Recruit coaches and instructors and agree rates of pay.
- Ensure that a list of coaches and instructors has been given to the office team to check qualifications and send SOPs out.
- Ensure that the training is financially viable.
- Act as point of contact for the HISC Office team.

9.9.1.3 Duty SI

- Check the weather forecast.
- Lead Instructor/Coaches local update @ 09:15.
- Ensure the resources need for the day are available and ready. E.G Boats fuelled, and Training Rooms open.
- Check all the Instructors plans, Risk assessments and apply any additional control measures.
- Update the sign in/out board.
- Ensure all coaches and instructors have signed the SOP and Qualification Declaration.

9.9.1.4 Coach/Instructor

- Ensure that your qualifications are all in date and relevant to the activity.
- Check the medical form of your group.
- Identify any weak swimmers.
- Complete a welcome brief.
- Plan your Session and Communicate the Plan with the Duty SI
- Check your session equipment is signed out, ready, serviceable and safe. E.g Boats, Marks, Fuel.
- Complete a Risk Assessment.
- Complete a Safety briefing that covers;

-Weather, Tides and its effects on the sailing area

-Operating area.

-Signals/communication to and from the safety boat.

-Activity including key teaching points.

-Towing (If appropriate)

-Basic capsize process (Practical floating demonstration must be done for Single handed sailors if they haven't seen it before)

-Action to be taken in the event of an emergency.
-Safety boat to be floating before any sailing craft.

- Ensure that everyone is appropriately dressed for the conditions. Footwear must be worn and personal flotation must be fitted correctly.

Complete a radio check VHF 37A

9.9.1.5 *Assistant Instructor/Helper*

- Provide assistance where required.

9.9.2 During a session

9.9.2.1 *Duty SI*

- Will undertake a regular visual look out of the sailing area.
- Be on hand to deal with any issue that may occur.
- Monitor and oversee training to ensure it is compliant with HISC Operational Standards.
- Make the call to abandon training should conditions deteriorate.

9.9.2.2 *Coach/ Instructor*

- Deliver the session as agreed with the Duty SI.
- Safety craft is in attendance or available for immediate use for all Windsurf courses.
- A safety boat will attend when people fall off of the boards until it can be ascertained that all participants are accounted for and safe. Instructors must be aware of the hazards associated with booms, masts and particularly the risk of entrapment under the sail.
- All students must have the fact **constantly reinforced** that, collisions between boards are potentially very dangerous to both the occupants and the equipment. Whilst some collisions are unavoidable – many are caused by wilful disobedience or are encouraged by overcrowded sailing areas. Staff must ensure adequate areas for group sailing.
- Any changes to the operation area should be communicated with the Duty SI

9.9.2.3 *Assistant Instructor*

- Help where required.
- Drive a Powerboat (If you hold relevant qualifications).

9.9.3 After a session

9.9.3.1 *Duty SI*

- Ensure that groups are all off the water before close down.
- Any developmental points should be communicated.
- Ensure all incidents, accidents or near misses are reported.
- Ensure any faults are rectified or reported appropriately.
- Ensure all activity equipment and facility is closed and equipment is put away correctly.

9.9.3.2 *Coach/ Instructor*

- All equipment is to be washed, checked and stored appropriately.
- Defects to HISC sailing dinghies or equipment must be reported to the Marine Department.
- Any incidents, accidents or near misses should be reported to the Duty SI and the relevant paperwork filled out.
- Ensure a De-brief has taken place and students understand what the next steps are.

9.9.3.3 *Assistant Instructor*

- Help where required.

9.9.3.4 *Office Team*

- Handle any post course communications.
- Chase any Invoices outstanding.

10 SUP

10.1 Introduction

Watersports activities come with inherent dangers and all students should be made aware of these dangers at appropriate points of their experience. These procedures and guidelines do not negate those risks but highlight the minimum standards for Hayling Island Sailing Club (HISC) staff and volunteers on running safe sailing activities for HISC users.

This document must be used in conjunction with the General Standing Operating Procedures and relevant risk assessment.

These SOP are a guide and should be followed in so far as is reasonably practicable. If any Instructor has to alter their activity in such a way that it contravenes these SOP's due to safety, they should update the Chief Instructor or Duty SI as soon as possible, who will then take the appropriate action.

10.2 SUP Equipment/Storage

Stand up paddleboard Equipment list.

Equipment list

Current as of

Boat	Quantity

Equipment Storage

Stand Up Paddleboards and paddle are stored in the Marine Shed, locked on a trailer. The code for the trailer is available from the Thursday Club Senior Instructors.

10.3 Maintenance Schedule

Type of Inspection	Frequency
Every use visual check	To be carried out before and after the daily activity by the Instructors/Students
End of activity visual check	To be carried out at the end of a course, activity or regatta.
6 Monthly Inspection (Recorded in the inspection book)	A thorough recorded check of all boards and associated ancillaries.

Dealing with a fault

When finding a fault that can't be fixed immediately and PROPERLY it should be reported to the CI or Principal at the earliest convenience. Faults should also be recorded in the centre's faults book. Informing the CI/Principal alone is not satisfactory.

If there is a fault that means that the equipment is unusable, the equipment should be clearly marked and removed for service to prevent it being used in a session.

10.4 Area Matrix

Area matrix

Here's an overview of the operational areas and who can operate where.

Instructor Qualification	Operating Area
HISC SUP Leader	20M from the shoreline of the Back Beach and anywhere In the Lagoon.
BSUPA Level 1	50M from the Hayling spit and anywhere In the Lagoon.
BSUPA Level 2 coach with Tour	150M from the Shore line.



10.5 Qualification Remits/Supervision

Qualification	Supervision	Activity
HISC SUP Leader	RYA SI Directly involved; Powerboat ready to go	Taster Session, Water confidence building.
BSUPA Level 1	BSUPA Level 2/Duty SI	Taster Session Ready To Ride
BSUPA Level 2 Tour	Duty SI	Taster Session Ready To Ride Ready to Tour
BSUPA Level 2 Surf	Duty SI	Taster Session Ready To Ride Ready to Surf
BSUPA Level 2 Race	Duty SI	Taster Session Ready To Ride Ready to Race

10.6 Ratios

HISC SUP Leader- 6:1

BSUPA Level 1- 6:1.

BSUPA Level 2 Race - 6:1

BSUPA Level 2 Tour - 6:1 (10:1 if you have a CI approved competent SUP)

BSUPA Level 2 Surf - 4:1 craft

10.7 Condition and Limitations

- Not to deliver outside of the Operational Areas or ratios.
- No operating in twilight or darkness
- The Maximum wind speed for SUP tuition is a Force 4 or on the CI/ Duty SI's discretion.
- Tidal flow of 2 knots is the maximum that should be considered.
- Minimum water depth of waist depth
- Chop no more than ankle height.
- Water temp of 10+

10.8 Instructor Equipment

- VHF Radio
- Knife
- Whistle
- Emergency Contact Information
- SUP Safety Bag to carry or in Powerboat.
 - Spare leash

- First aid kit
- Tow line
- Emergency Action Plan
- 3 part paddle (On tour)
- Rations (On tour)
- Chart/Map (On tour)

10.9 Instructor Responsibilities

Overall responsibility for all courses on the water rest with the Chief Instructor. Day-to-day operation can be delegated to the Duty SI when the CI is away. Thursday Club also have a delegated “Chief Instructor” that would be responsible for the Thursday Club Activities although they should follow the guidance in these SOPs.

10.9.1 Before a session:

10.9.1.1 Chief Instructor

- Plan and set-up the training calendar including all courses.
- Ensure staff are inducted to the appropriate level.
- Deploy staff ensuring they are within ratio and qualified to deliver what they are delivering.
- Check the weather forecast and cancel/make amendments to the courses as required.
- Provided information to the office team so they can perform their roles.
- Liaise with the Marine Manager.

10.9.1.2 Office Team (Not Relevant for Thursday Club)

- Administrate all course bookings and pre course communication.
- Ensure everyone has paid before attendance of the course.
- Ensure medical forms are completed and any relevant medical information is highlighted to the Duty SI.

10.9.1.3 Duty SI

- Check the weather forecast and cancel/make amendments to the courses as required.
- Ensure the resources needed for the day are available. E.G Boats fuelled, and Training Rooms open.
- Run the Instructor Brief.
- Check risk assessment.
- Check the Instructors plans.

10.9.1.4 Coach/Instructor

- Ensure that your qualifications are all in date and relevant to the activity.
- Plan your Session and Communicate the Plan with the DUTY SI
- Check your session equipment is signed out, ready, serviceable and safe. E.g Boards, paddles.
- Complete a Risk Assessment.
- Check the medical form of your group.
- Identify any weak swimmers.
- Complete a welcome brief.
- Complete a Safety briefing that covers:
 - Weather, Tides and its effects on the sailing area
 - Operating area.
 - Signals/communication to and from the safety boat.

- Activity including key teaching points.
 - Towing (If appropriate)
 - Basic recovery techniques. A practical demonstration should be shown to paddlers that haven't seen it before.
 - Action to be taken in the event of an emergency.
 - Safety boat to be floating before any sailing craft.
- Ensure that everyone is appropriately dressed for the conditions. Footwear must be worn and personal flotation must be fitted correctly.
 - Complete a radio check VHF 37A.
 - Sign out on the sign out board.

10.9.1.5 Assistant Instructor/Helper

- Provide assistance where required.

10.9.2 During a session

10.9.2.1 Chief Instructor/Duty SI

- Will undertake a regular visual look out of the sailing area.
- Be on hand to deal with any issue that may occur.
- Ensure that the sign out board and risk assessments are filled out.
- Monitor and oversee training to ensure it is compliant with RYA and HISC Operational Standards.
- Make the call to abandon training should conditions deteriorate.

10.9.2.2 Coach/Instructor

- Safety craft is in attendance of SUP sessions.
- The instructor should maintain group control at all times.
- All students must have the fact **constantly reinforced** that, collisions between boards are potentially very dangerous to both the occupants and the equipment. Whilst some collisions are unavoidable – many are caused by wilful disobedience or are encouraged by overcrowded sailing areas. Staff must ensure adequate areas for group sailing.
- Any changes to the operation area should be communicated with the Duty SI

10.9.2.3 Assistant Instructor

- Provide assistance where required.

10.9.3 After a session

10.9.3.1 Chief Instructor/ Duty SI

- Ensure that persons are all off the water before close down.
- Any developmental points should be communicated.
- Ensure all incidents, accidents or near misses are reported.
- Ensure any faults are rectified or reported appropriately.
- Make available, sign and log any certification needed.
- Ensure all activity equipment and facility is closed down and equipment is put away correctly.

10.9.3.2 Coach/Instructor

- All equipment is to be washed, checked and stored appropriately.
- Defects to equipment must be reported to the CI or Duty SI and written in the faults book/Job card raised. Informing verbally alone is not acceptable.

- Any incidents, accidents or near misses should be reported to the CI/ Duty SI and the relevant paperwork filled out.
- Ensure a De Brief has taken place and students understand what the next steps are.

10.9.3.3 Assistant Instructor

- Provide assistance where required.

10.9.3.4 Office Team (Not applicable for Thursday Club)

- Handle any post course communication and gather feedback.

11 HISC Hire Fleet

11.1 Introduction

Hayling Island Sailing Club (HISC) offer a hire option for club members and people undertaking training at HISC. Members will often find this a more viable option for them as opposed to owning and transporting their own boat.

11.2 Equipment/Storage

All of our training fleet is available to hire of a first come first served basis. The equipment available is listed below:

RS Ventures * 6

RS Fevas *6

RS Zests *4

ILCA/Lasers *4

RS Tera *12

Topper*1

Opi *2

Wayfarer *1

Windsurfing rigs and boards *8

All dinghies are stored outside in the hire area, and all windsurfers are stored in the marine shed.

11.3 HISC Hire Agreement

Before hiring any equipment from HISC we must hold a hire agreement form. On this form members will declare that they are “competent”.

Competent means they can;

- Sailing away and return to a beach in any wind direction.
- Sail upwind and downwind
- Tack and Gybe
- Recover from a capsize and inversion.

11.4 Areas

Hire boat are only permitted to sail in line of site of HISC these areas are;

West Mud, General Harbour and Emsworth Channel.

To see these detailed please read Chapters 2 On Water Areas.

HISC Hire boats are NOT permitted to sail outside of the harbour unless they are part of a regatta or race.

11.5 Condition and Limitations

- All sailors must have filled out a HISC Hire agreement.
- All sailors must be a "Competent"
- No boats will leave the beach if the mean wind speed is over 20knots.
- If the conditions are deemed bad enough for the red flag to be raised. Sailors should return as soon as they can.
- On the sight of lightning sailors should be briefed to stop activity for a minimum period of 20mins, the instructor/coach should give direction to either;
 - Return to HISC
 - Head for the closest safe landing point, make safe boats and move away from the sailing craft.
 - Capsize in the shallows

11.5.1 Flag Pole

The Flagpole is visible by everyone out on the water and is a way to communicate to people sailing hire equipment.

If the Green Flag is Up- all is good and hire is open.

If the Red flag is up hire is closing soon or closed and you should return to shore immediately.

If the Black flag is up conditions mean that hire is closed, if you are float come ashore immediately.

11.6 Beach Crew/Staff Responsibilities

Overall responsibility for all hire on the water rest with the Chief Instructor. Day-to-day operation can be delegated to the Duty SI when the CI is away.

11.6.1 Before a session:

11.6.1.1 Chief Instructor

- Ensure staff are inducted to the appropriate level.
- Deploy staff ensuring they are trained to deliver what they are delivering.
- Check the weather forecast and cancel/make amendments to the day as required.
- Provided information to the office team so they can perform their roles.

11.6.1.2 Office Team

- Administrate all course bookings and pre communication.
- Ensure everyone that has prebooked, has paid.
- Ensure medical forms are completed and any relevant medical information is highlighted to the Duty SI.

11.6.1.3 Duty SI

- Check the weather forecast and cancel/make amendments to the courses as required.
- Ensure the resources needed for the day are available. E.G Boats fuelled, and Training Rooms open.
- Run the Instructor Brief.
- Check the Instructors plans.

11.6.1.4 Beach Crew

- Take payments.
- Check equipment is signed out, ready, serviceable and safe. E.g., Boats, MOB, Fuel.

- Check the Hire Agreement is complete.
- Complete a Hire Brief
- Complete a Safety briefing that covers:
 - Weather, Tides and its effects on the sailing area
 - Operating area.
 - Signals/communication to and from the shore (flags)
 - Action to be taken in the event of an emergency.
 - Ensure that everyone is appropriately dressed for the conditions. Footwear must be worn and personal flotation must be fitted correctly.
- Sign out on the sign out board.

11.6.2 During a session

11.6.2.1 Chief Instructor/Duty SI

- Will undertake a regular visual look out of the sailing area.
- Be on hand to deal with any issue that may occur.
- Ensure that the sign out board and risk assessments are filled out.
- Make the call to abandon training should conditions deteriorate.

11.6.2.2 Beach Crew

- Monitor boats afloat and inform if any issue arise.
- Monitor wind reading and raise appropriate flags.
- Deal with any fleet issues.

11.6.3 After a session

11.6.3.1 Chief Instructor/ Duty SI

- Ensure that persons are all off the water before close down.
- Ensure all incidents, accidents or near misses are reported.
- Ensure any faults are rectified or reported appropriately.
- Ensure all activity equipment and facility is closed down and equipment is put away correctly.

11.6.3.2 Beach Crew

- All equipment is to be washed, checked and stored appropriately.
- Defects to equipment must be reported to CI and written in the faults book/Job card raised. Informing verbally alone is not acceptable.
- Any incidents, accidents or near misses should be reported to the Duty SI and the relevant paperwork filled out.
- Ensure that persons are all off the water before close down.
- Put away all activity equipment and facility is closed down correctly.
- Cash up.

11.6.3.3 Office Team

- Handle any post course communication and gather feedback.

12 Inductions

We try and give everyone the best induction we can. With the volume and the nature of work carried out at HISC it's not always possible to get an in-depth induction with everyone. This table shows the minimum level of induction that we require. When a full induction isn't possible, Instructors/Coaches should work with someone that has experienced working at HISC before.

Role	Site Tour or Members Briefing	General Site Induction	Activity Specific Induction	Marine Induction	Fire Marshal Training	Duty SI Induction	Agreed Plan with Duty SI	Work with Someone Experienced at HISC
Duty SI	X	X	X	X	X	X		
HISC Staff Instructor/Coach	X	X	X	X			X	
Freelance Instructor/Coach	X						X	X
Marine Team	X	X		X				
Helper	X							X

Inductions are delivered by members of the Marine Department team.