

Guernsey Yacht Club (GYC) Junior Section Operations Manual

Mission:

- Deliver the opportunity to learn to sail from a young age in a safe, fun and friendly environment.
- Help sailors to develop their sailing skills so that they can progress to training on the sea and start to participate in simple, coached racing.
- Continue this development so that sailors are of a level of ability whereby they are sufficiently competent to participate in racing events and qualify for entry into the Royal Yachting Association (RYA) squad training programme should they choose to do so.
- Provide some variety of sailing events/training including developing basic power boating skills.
- Provide parents/guardians with the tools to assist their children and to help the junior section in its mission.
- Provide opportunities for young sailors to develop their coaching skills.
- Help young sailors to develop into responsible adult sailors who participate in and contribute to the GYC's broader activities.
- Develop our relationship with other junior sailing communities.
- Engage parents/guardians to support the junior section in its mission.

The Junior Section of GYC wishes to ensure that these objectives are delivered in a safe and well-managed environment.

This Operations Manual provides the key information for all volunteers working on any of the activities undertaken by the Junior Section of GYC.

NOTE 1st MAY 2023 : The GYC is currently suspended from recognition as an RYA Training Centre (RTC) although with new personnel in place we are working to get this back on track as soon as possible. The GYC is still RYA affiliated. Until recognition is re-achieved, the training offered will be club training with a similar syllabus rather than RYA training. We will still use RYA Instructors in recommended ratios where we have before.

Some of the wording further down this page and in places through this document is therefore “pending”. Upon successful inspection and recognition this document will be updated accordingly.

This Operations Manual provides information on the running of RYA Training Activities, and Coaching Activities in the Junior Section of GYC. This Manual does not replace GYC Rules. The GYC is an RYA Recognised Training Centre (RTC) for various dinghy and powerboat courses. Certified courses are listed on framed certificates hanging in the GYC.

As an RTC, GYC is part of the RYA and can fully utilise all available RYA services and advice from employment law to planning and safeguarding of children. RYA recognition means that GYC members know that the centre has passed the high standards of the annual inspection, including safety checks.

This Manual has been designed to give clear procedures for the arrangement and delivery of RTC Training, and GYC Coaching, at GYC. These are:-

- RYA training programmes that are organised by the Principal, for adults and children, and members alike;
- Coaching programmes that are agreed with the Principal.

It should be used as a reference source and focuses on organisation, risk management, safety and emergency procedures and explains how the risks are to be managed.

The instructors / helpers declaration, appendix S, must be signed and returned to the Principal, by all those involved in the delivery of RTC Training, and GYC Coaching, at GYC. This manual will be electronically distributed.

A hard copy will be available for those interested, at the GYC.

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1. POLICY STATEMENTS:

1a. General Health and Safety Policy Statement

We, the Junior sail, race coaching & racing section of the GYC, recognise our responsibility for the health, safety and welfare of all those involved in sail training, race coaching and racing activities. We also accept responsibility for the health and safety of other people who may be involved with, or affected by, our activities. This responsibility will form an integral part of our activities.

Our policy is to provide and maintain for all the participants, instructors and helpers:-

- Safe and healthy conditions.
- Equipment which is safe, well maintained and without risks to health.
- Safe access to and from our operating areas.
- Such information, instruction, training and supervision as is necessary to ensure the health and safety of all during participation with our training and racing activities.

All participants, instructors and helpers have a responsibility to take reasonable care for their own health and safety and that of other persons who may be affected by their actions. Participants have a duty to co-operate with their instructors and to comply with safety procedures outlined in this manual.

Health and Safety is our first priority for all involved with sail training, race coaching and racing at GYC. We aim to comply fully with both the spirit and the letter of relevant legislation, including the Health & Safety at Work (General) (Guernsey) Ordinance 1987 including all amendments. We do this by following best practice in managing the risks to be as low as reasonably practicable.

Health and Safety Policy Statement

Members should be reminded by instructors before sail training, race coaching and racing sessions that sailing and all activities on water are always potentially hazardous. Instructors and volunteer helpers have an obligation to act at all times in a manner that will not endanger themselves, GYC members, the general public or the rescue services that may be called to assist.

Close attention should be paid to all safety warnings and instructions given by instructors and officers of the GYC. The GYC may not be liable for injuries caused through negligent action.

Participants are to take primary responsibility for their own safety and the safety of those around them. If they are in any doubt about the safety of any activity in which they are taking part, students should immediately seek guidance from their instructor, the Senior Instructor or the Principal.

1b. Risk Assessments

The Principal/Chief Instructor will conduct an annual review of the risks associated with sail training, race coaching and racing. Reassessment should take place under the following circumstances:

- A change in legislation.
- A change in control measures.
- Any significant change in sailing instruction techniques, safety boat procedures, new equipment and technology, etc.
- Whenever the original assessment is no longer valid or could be improved.
- Should an accident or incident occur.

A Site Specific Risk Assessment can be found in appendix A;

An On the Day of Sailing Risk Assessment should be completed prior to sailing taking place (see appendix B)

1c. Safeguarding of children

Policy Statement

It is the policy of the GYC to guard and protect all children and vulnerable people involved in any activity with the GYC. For the purposes of this policy anyone under the age of 18 should be considered as a child. All instructors and helpers should be aware of the policy.

Safeguarding Officer (SO)

The GYC SO is: Sarah-Jane McGrath

e-mail: safeguarding@gyc.org.gg

Alternatively, reports can be made to the Rear Commodore Junior Sail or the GYC Commodore.

Volunteers

GYC may require volunteers and instructors to be DBS checked. This will be administered by the SO (data protection applies) and a list of checked persons will be retained by the GYC.

Good Practice

All members of the GYC should follow the **Safeguarding of children Good Practice Guide** (see appendix C). Adults are requested not to enter the showers and changing rooms at times when children are changing. If this is unavoidable it is advised that they are accompanied by another adult.

The GYC is required to seek written consent from the child and their parents/guardians before taking photos or video or publishing such images. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. If the GYC publishes images of children, no identifying information other than names will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the SO, the Rear Commodore Junior Sail or the GYC Commodore.

Communications

Communications regarding sailors under the age of 18 are conducted through their parents / carers.

Communications to qualified instructors, age 14+ and under 18 remain by default via the parent / carer.

In some cases the parents may prefer or agree that contact be made directly with the young instructor as they gain independence, or for practical reasons. In this case, a designated adult coordinator, or if necessary a lead instructor, may communicate directly to a young instructor.

Guidelines for such communications are :

- A parent/carer should be copied in on every communication sent.
- Emails should be sent using a GYC email address if possible.
- Communications must relate only to organisational matters, not for social or personal contact; and must avoid using over-familiar language.
- Under 18's must **not** be included on any Whatsapp groups or similar, nor messaged via social media.

Concerns

Anyone who is concerned about a young member's welfare, either outside the sport or within the GYC, should inform the SO immediately, in strict confidence. If this is not possible then the Rear Commodore Junior Sail or the GYC Commodore should be informed.

Any member of the GYC failing to comply with the Safeguarding of children policy may be subject to disciplinary action.

1d. GYC Equality policy



GUERNSEY YACHT CLUB LBG

EQUALITY POLICY

Objectives

- To make boating in all its forms an activity that is genuinely open to anyone who wishes to take part.
- To provide the framework for everyone to enjoy the sport, in whatever capacity and to whatever level the individual desires.
- To ensure that our programmes and activities are accessible to all, including those who have been under-represented in the past.

Policy Statement

Guernsey Yacht Club is committed to the principle of equality of opportunity and aims to ensure that all present and potential participants, members, instructors, coaches, competitors, officials, volunteers and employees are treated fairly and on an equal basis, irrespective of sex, age, disability, race, religion or belief, sexual orientation, pregnancy and maternity, marriage and civil partnership, gender reassignment.

Implementation

- The GYC will offer an experience to participants that is friendly, welcoming and open to all.
- Appointments to voluntary or paid positions within the GYC will be made on the basis of an individual's skills and experience and the competencies required for the role.
- The GYC will work to ensure all our activities are accessible to people from all communities. In particular the GYC will relax regulations in relation to RYA Training schemes and GYC coaching which may inhibit the performance of candidates with special needs, provided that the standard, quality and integrity of the schemes assessments are not compromised.
- The GYC will provide the necessary education and training so that all members are aware of this policy and our commitment to equality.
- The GYC reserves the right to discipline any of its members or employees who practise any form of discrimination in breach of this policy.

2. ORGANISATION OF JUNIOR SECTION GYC

Committee

Rear Commodore Junior Sailing (also sits on the main board of GYC)	Mike Chapple (RCL2)
Principal of RTC	Elaine Mahy (SI, PBI)
Chief Instructor	John Robilliard (SI, PBI)
Juniors' Coordinators	Rebecca Sheldon and Victoria Harvey
Pirates' Coordinator	Elaine Mahy (SI, PBI)
Juniors' Treasurer	Alistair Boyle
Safeguarding Officer	Sarah-Jane McGrath
Committee Members	Ben Remfrey
	Bert Pereira
	Charles Wharrie
	Kirstie Trudgeon

The GYC also has a team of the following instructors and coaches available to assist with sail training, race training and racing:-

Senior Instructors (SI)

Racing Coaches Level 2 (RCL2)

Dinghy Instructors (DI)

Assistant Instructors (AI)

Powerboat Instructors (PBI)

Only instructors who are authorised and whose qualifications are held on record by the GYC may carry out RYA Training under the RTC.

RYA Training Courses run through RTC status will be approved by the Principal or Chief Instructor. Specifically, individual instructors are not permitted to arrange RTC training with students/helpers without prior approval from the Principal or Chief Instructor. The Chief Instructor is responsible for allocating the delivery of training to suitably qualified instructors. Certificates, issued by this RTC on completion of RYA training, shall be signed and issued only by the Principal or Chief Instructor on sight of relevant (instructor) signed up RYA logbooks evidencing the training given.

All instructors, coaches and volunteers involved in RYA Training Activities at GYC must read and sign this Manual and Risk Assessment to confirm that they have read and agree to the terms and procedures set out in this Operations Manual. An Instructor, coach or volunteer will not be permitted to be involved in RYA Training Activities unless they have signed the said documents.

The matrix, attached as appendix D, details who may run what in relation to RYA Training and GYC Coaching. The purpose of the matrix is to help organisers find the qualifications needed to run various training, recreational and racing activities.

The requirements indicated are those for an RYA RTC. All RYA training is to be supervised by an appropriately qualified SI, although the actual training might be under the immediate control of a DI. This includes RYA training taking place on the Model Yacht Pond. All RYA training will meet the training ratios specified in RYA Instructor handbook G14.

If the activity being carried out is GYC race coaching, where the participants will be experienced (they are able, for example, to sail a triangular course in a force 3), then the SI requirement can be relaxed and a RCL2 can run the coaching group.

If a privately owned dinghy is taken out by the owners with no GYC owned safety cover then this is not a matter for GYC and it is up to the parents to ensure that this is a safe activity.

The matrix is only meant to act as a guide based on the notes above, and should be interpreted in relation to the context and conditions at the time of training. If any doubt seek the advice of the SI or Rear Commodore Junior Sailing. The Matrix of Responsibility is in appendix D

3. PRACTICAL ORGANISATION OF SESSIONS

3a. Beginner (Pirates) Training Sessions:

Training generally starts after Easter each year, through to the end of June, resuming after the school holidays in September until October half term. Students will be enrolled on the course in advance with any sailor specific health information collected, highlighted and logged. In addition, helpers and instructors will be allocated roles in advance to ensure that the required safety ratios are adhered to. Sailors will be split by ability/experience into Bronze, Silver and Gold groups.

Pirates training will take place on Saturday mornings 8am to noon on the Model Yacht Pond. Exact timings are subject to change and will be confirmed at registration.

At the start of each session a sailor sign in sheet will be completed.

3b. GYC sail training, race coaching and racing sessions:

There are a number of different training sessions available for sailors generally taking place on a weekday evening, Saturday or Sunday. During the winter, and in the run up to away events, ad hoc race coaching may take place.

Students will be enrolled to take part in GYC sail training, race coaching and racing in advance with any sailor specific health information collected, highlighted and logged. In addition, helpers and instructors will be allocated roles in advance to ensure that the required safety ratios are adhered to. On the day registration (see appendix Q) will take place prior to the initial briefing by the SI, Officer Of the Day (OOD) or lead DI for the specific activity.

3c. Powerboat training:

Coaching sessions take place on an ad hoc basis.

Students will be enrolled on the course in advance with any sailor specific health information collected, highlighted and logged. In addition, helpers and instructors will be allocated roles in advance to ensure that the required safety ratios are adhered to. On the day registration (see appendix Q) will take place prior to the initial briefing by Powerboat instructor.

3d. Cancellation procedure

A sailor may cancel their booking prior to the commencement of a course or arranged training, and will normally receive a full refund of any fee already paid for that course or training.

If the training has already commenced then any refund or partial refund will be at the discretion of the GYC.

Should the GYC need to cancel a course, fees paid will be refunded, and/or alternative dates offered.

Should a course be significantly cut short due to weather or any other circumstance, and if GYC cannot provide alternative dates to complete the course, a partial refund of fees paid may be made.

4. SAFETY

4a. Safety/Coach Boats

All powerboats present a drowning and injury hazard from propellers. Buoyancy aids/lifejackets must be worn at all times by all occupants. The driver is to wear a kill cord fitted to the engine's cut-out switch.

The GYC Junior policy on use of Powerboats and Safety boats must be adhered to at all times (see appendix J and K) on the use of club RIBs and bombards. When students are in any powerboat, they must be briefed by the driver on the particular hazards applicable to that boat. They must be made aware that hands must be kept inside the vessel when coming alongside the slipway and other boats, especially in windy weather and choppy conditions. Students (and adults) should never be allowed to dangle their legs over the side of a powerboat underway.

Only qualified powerboat drivers with RYA PB2 minimum are permitted to drive and refuel the fuel tanks.

4b. Sailing

The risk of injury resulting from the many hazards associated with sailing are reduced by tried and trusted methods such as swimming proficiency, the use of buoyancy aids, wearing appropriate clothing (wetsuit/dry suit), qualified instructors, and the attendance of well-equipped safety boats.

All privately owned boats must be in a seaworthy condition any boat found to be in an unfit condition will not be allowed to launch.

All those sailing on the sea must wear a wetsuit or a dry suit as appropriate for the time of year and the prevailing weather conditions. If the clothing worn is unsuitable to protect the child from the effects of immersion in cold water, the instructor supervising the child will not allow them to sail.

4c. Capsize Drill

Capsize drill involving new students must not take place between 1st November and 1st May.
Consideration to be given if a capsize drill is to be carried out between 1st November and 1st May.

A dedicated safety boat and crew must be in attendance. Any craft used for capsize drill will ideally be tethered to the safety boat, particularly when students are inexperienced. Under no circumstances shall capsize drill be undertaken without approval of the SI, DI or RCL2 in charge.

During a capsize drill on the Model Yacht Pond the instructor or nominated helper is to supervise the drill whilst standing next to the capsized boat in the Pond.

4d. Protective Clothing and Buoyancy Aids

Whilst an RYA training session is in progress, students, instructors and volunteers must wear buoyancy aids whilst on the slipway, in the safety boats, in the Model Yacht Pond, and when sailing. Instructors should be aware that they set an example to students and volunteers in this regard.

Those students and volunteers who supply their own protective clothing and buoyancy aids should ensure that their buoyancy aids are of BS EN 393:50N standard as a minimum. It is the responsibility of individuals to ensure that their buoyancy aid is maintained and in good working order. For RYA training, instructors should check the suitability for purpose and the correct fit of buoyancy aids worn by students in their care.

4e. Decision to Sail

For any RYA training session, the decision to sail rests with the nominated SI. In consultation with others, they will decide if RYA training on the water will take place and any decision they make will stand. Factors to be taken into account include: wind speed, water temperature, visibility, availability of instructors (and suitability of students for the planned session) and the availability of safety crew & equipment, including fuel provision. The safety aspects of launching and recovery on the slipways should also be fully considered all as noted in the on the day Risk Assessment (see appendix B).

Use the On the Day of Sailing Risk Assessment as a reference (appendix B)

4f. Briefings

At the start of each RYA sail training, race coaching or racing session the SI/DI/RCL2 in charge will ensure that an on the day registration sheet is completed to confirm on the day helpers and participants' details (see appendix Q). The SI/DI/RCL2 in charge will brief instructors and helpers on weather and any important announcements for the day. This is to include a briefing for safety boat crews.

The SI/DI/RCL2 will then brief students on weather conditions, sailing areas (see appendix P showing our normal sailing areas) and the overall plan for the session's sailing. Students then split into their assigned groups, where appropriate. A tally system will be used for all Junior racing sessions on the sea and Optimist/Opie training where there are more than 6 boats.

4g. End of Session Routine / Debriefings (appendix H)

All sessions should be concluded with a debrief for students by their session instructors, who should sign up any logbook, points of focus or suggested practice for improvement.

The SI/DI/RCL2 in charge then debriefs session volunteers and instructors bringing together any issues/learning points of the session. This could be an informal contact with all involved.

Any health and safety matters should also be passed on to the SI/DI/RCL2 in charge.

Student responsibility:

The return and stowage of boats and equipment are an important part of an RYA training session and are some of the tasks students must complete as part of their instruction. Students are responsible for helping with the return of boats and gear to the place from which they were taken at the start of the session. Instructors should supervise this, being mindful of the specific hazards outlined in the appropriate risk assessments.

Overall responsibility:

The SI/DI/RCL2 in charge, assisted by all helpers, should ensure the GYC equipment and facilities are left in good order, and report any gear problems etc.

This document is written with the SI being the lead person, this can be substituted with RCL2 or OOD where they are the lead person of an activity

Refer to appendix E - Training session timeline and duties or appendix F - Guidelines for running and supervising Junior racing.

Incidents/Accidents:

Any incidents or accidents must be detailed in the accident book (hook inside junior cupboard). The following must be informed as soon as possible:- Rear Commodore Junior Sailing, Principal and Chief Instructor.

APPENDIX A – SITE SPECIFIC RISK ASSESSMENT

Hazard	Who is at Risk	Control of Risk
Road Traffic in the vicinity when sailing Oppies on the Model Yacht Pond	All participants especially younger ones of Oppie/Optimist age.	All groups to be supervised by instructors and parents when sailing on the Pond. An adult or instructor to be stationed at the cross-over point from Pond to dinghy park. Move large yellow warning cans to narrow the gap and encourage traffic to slow down. All participants are briefed on use in the Pond
Road Traffic in the vicinity when moving dinghies to the slipway.	All participants	An adult or instructor to be in the vicinity when dinghies are being taken along the road to the slipway All participants are briefed prior to moving boats
Swimming and jumping off slipway as boats are launched or recovered	Swimmers from safety boat propellers	Swimming and jumping off slipway as boats are launched or recovered is forbidden
Launching and recovery of dinghies particularly when there are strong winds and/or a swell on the slipway	Participants, instructors and slipway helpers	Participants must follow launching and recovery instructions People must not stand between the boat and the wall. Instructors are to assist where required
Head injuries caused by the boom when sailing or rigging.	Participants and instructors	Participants to be made aware of the danger verbally Any injuries are to be recorded in the accident book held in the junior cupboard Parents are to be informed of head injuries
Capsize of boats and immersion in cold water	All participants.	Training given in capsize recovery. Suitable clothing is checked by instructors prior to launching Instructors check buoyancy aids are fitted correctly. Instructors & safety crew are vigilant on the water. The Operating Manual is followed by Instructors and sailors
Participants' dinghies carried out of sailing area by wind and tide.	All participants	Adequate and vigilant safety boats in the area. Participants made aware of the sailing area boundaries. Operating Manual is followed by safety crews

Hazard	Who is at Risk	Control of Risk
Risk of impeding the passage of large commercial vessels when leaving the harbour	All participants leaving and re-entering the harbour.	Obey the signal station red light. Dinghies to cross the harbour entrance in groups under the control of a safety boat who will have been in contact with Guernsey VTS (channel 12) Safety crews and sailors comply with the Operating Manual at all times
Injury to participants by propellers on safety boats.	Participants in the water	Instruction given to safety boat users. Kill cords must be worn at all times. Great care to be taken with outboards when in proximity to people in the water
Entrapment when capsized	Dinghy crews	All safety boat crews will comply with the Operating Manual and will be aware of the risk and how to deal with it.
Dinghies leaving and returning in the Harbour mouth	Dinghy crews	Safety boats to get permission from Guernsey VTS (Channel 12) and to shepherd the dinghies in a group. No junior dinghy to enter or leave the Harbour unsupervised. Safety and sailors must comply with the Operating Manual
Launching RIBs / Recovering RIBs	All users	When moving ashore – manual handling in line with best practice Traffic control Control behind RIB Control on slipway Refuelling issues Checking safety packs
On water controls	All participants	Instructor briefing prior to launch Sessions conducted in safe areas Risk assessment conducted by SI Suitable safety cover in place

APPENDIX B – RISK ASSESSMENT FOR ALL SAILING TEACHING ACTIVITIES**To be carried out by the Senior Instructor prior to going afloat**

Guernsey Yacht Club Junior Risk Assessment

DATE:

FOR ALL RYA TRAINING AND GYC COACHING SESSIONS ON THE SEA

Type of dinghy:

Number of dinghies in each class:

Wind strength and direction:

Name of RYA SI /Race Coach:

RYA training or GYC coaching session?:

RISK VALUE >>>	1	2	3	4	RISK LEVEL
WIND STRENGTH	0 – 8 KNOTS	9 – 14 KNOTS	15 – 22 KNOTS	23 – 30 KNOTS	HIGH RISK IS 32 - 24
RISK LEVEL	LOW RISK	LOW / MEDIUM RISK	MEDIUM / HIGH RISK	HIGH RISK	
NOTES / COMMENTS					
WIND DIRECTION	ANY WEST	S OR N	NE - E	SE	
RISK LEVEL	LOW RISK	LOW / MEDIUM RISK	MEDIUM / HIGH RISK	HIGH RISK	
NOTES / COMMENTS	CONSIDER LAUNCHING AREA, TIDE DIRECTION AND WIND DIRECTION				
TIDE	NEAP SLACK	NEAP FLOOD	SPRING SLACK	SPRING FLOOD	
RISK LEVEL	LOW RISK	LOW / MEDIUM RISK	MEDIUM / HIGH RISK	HIGH RISK	
NOTES / COMMENTS	CONSIDER HAVELET IF STRONG TIDE.				MEDIUM RISK IS 23 - 17
SWELL	NONE	SLIGHT 1- 2 FT	MODERATE 2 – 3FT	HEAVY 3+FT	
RISK LEVEL	LOW RISK	LOW / MEDIUM RISK	MEDIUM / HIGH RISK	HIGH RISK	
NOTES / COMMENTS					
AIR TEMP	25 – 20 DEGREES	19 – 15 DEGREES	14 – 10 DEGREES	9 AND BELOW	LOW RISK IS 16 AND BELOW
RISK LEVEL	LOW RISK	LOW / MEDIUM RISK	MEDIUM / HIGH RISK	HIGH RISK	
NOTES / COMMENTS	CONSIDER WIND CHILL FACTOR				
SAILING AREA	HAVELET	HAVELET OUTER	BELLE GREVE	LITTLE RUSSEL	
RISK LEVEL	LOW RISK	LOW / MEDIUM RISK	MEDIUM / HIGH RISK	HIGH RISK	
NOTES / COMMENTS	HARBOUR LAUNCH RISK LEVEL 3+ NOTIFY GUERNSEY VTS CHANNEL 12 TO ENTER/EXIT HARBOUR.				

STANDARD OF SAILOR	STAGE 4+	STAGE 3 - 4	STAGE 3	BUCANNEERS / BEGINNERS	
RISK LEVEL	LOW RISK	LOW / MEDIUM RISK	MEDIUM / HIGH RISK	HIGH RISK	
NOTES / COMMENTS					
SAILING TIME	1 HOUR AND BELOW	UP TO 2 HOURS	UP TO 3 HOURS	4+ HOURS	
RISK LEVEL	LOW RISK	LOW / MEDIUM RISK	MEDIUM / HIGH RISK	HIGH RISK	
NOTES / COMMENTS					
TOTAL RISK VALUE>>>>>>					
FOR RYA TRAINING THERE MUST BE SUFFICIENT SAFETY BOATS AND SUITABLY QUALIFIED SAFETY BOAT DRIVERS TO ENSURE A 1:6 RATIO FOR OPTIMISTS / OPPIES AND LASERS; 1:9 STUDENTS FOR DOUBLE HANDERS; 2 PERSONS TO EACH SAFETY BOAT. CONSIDERATION TO BE GIVEN FOR AN EXTRA SAFETY BOAT WHEN TRAINING MULTIPLE FLEETS. THERE MUST BE SUFFICIENT SHORE CREW SUPPORT TO ENABLE SAFE LAUNCH AND RECOVERY					
NOTES ON HIGH RISK MANAGEMENT: ANY MEDIUM TO HIGH RISK AREAS IDENTIFIED WILL NEED TO BE SUPPORTED BY EVIDENCE THAT THE RISK IS BEING SUITABLY MANAGED. I HAVE READ AND AGREED TO ABIDE BY THE GYC OPERATING PROCEDURES AND ANY RELEVANT RYA GUIDANCE. RISK ASSESSMENT SIGNED BY SI :					OVERALL RISK LEVEL IS:
GYC COACHING					
FOR GYC COACHING THERE MUST BE SUFFICIENT SAFETY BOATS AND SUFFICIENT AND SUITABLY QUALIFIED SAFETY BOAT DRIVERS TO ENSURE RATIOS ARE ACCEPTABLE FOR THE ACTIVITY AND ABILITY LEVEL OF THE SAILORS THERE MUST BE SUFFICIENT SHORE CREW SUPPORT TO ENABLE SAFE LAUNCH AND RECOVERY. REFER TO GYC OPERATING PROCEDURES FOR FURTHER GUIDANCE.					
RISK VALUE >>>	1	2	3	4	RISK LEVEL
SAFETY COVER GYC COACHING FLEET ONLY	1 RIB:6 BOATS OR LESS	2 RIBS:12 BOATS	2 RIBS:18 BOATS	1 RIB:9 BOATS	
RISK LEVEL	LOW RISK	LOW / MEDIUM RISK	MEDIUM / HIGH RISK	HIGH RISK	
NOTES / COMMENTS					
NOTES ON HIGH RISK MANAGEMENT: ANY MEDIUM TO HIGH RISK AREAS IDENTIFIED WILL NEED TO BE SUPPORTED BY EVIDENCE THAT THE RISK IS BEING SUITABLY MANAGED. I HAVE READ AND AGREED TO ABIDE BY THE GYC OPERATING PROCEDURES AND ANY RELEVANT RYA GUIDANCE. RISK ASSESSMENT SIGNED BY RACING COACH:					

Once completed risk assessment to be filed in the risk assessment file, held in the junior cupboard.

GUERNSEY YACHT CLUB JUNIOR SECTION POND RISK ASSESSMENT

DATE:

NUMBER OF BOATS:

WIND STRENGTH AND DIRECTION:

NAME OF RYA SI:

RISK VALUE >>>	1	2	4	8	RISK LEVEL
WIND STRENGTH	0 – 8 KNOTS	9 – 14 KNOTS	15 – 22 KNOTS	23 – 30 KNOTS	HIGH RISK IS 22-15
RISK LEVEL	LOW RISK	LOW / MEDIUM RISK	MEDIUM / HIGH RISK	HIGH RISK	
NOTES / COMMENTS					
RISK VALUE >>>	1	2	3	4	
AIR TEMP	25 – 20 DEGREES	19 – 15 DEGREES	14 – 10 DEGREES	9 AND BELOW	MEDIUM RISK IS 14- 10
RISK LEVEL	LOW RISK	LOW / MEDIUM RISK	MEDIUM / HIGH RISK	HIGH RISK	
NOTES / COMMENTS	CONSIDER WIND CHILL FACTOR				
STANDARD OF SAILOR	GOLD +	SILVER	BRONZE/ BEGINNERS	-	
RISK LEVEL	LOW RISK	LOW / MEDIUM RISK	MEDIUM / HIGH RISK	HIGH RISK	LOW RISK IS 9 AND BELOW
NOTES / COMMENTS					
SAILING TIME PER GROUP	UNDER 1 HOUR	UP TO 1 HOUR 30 MINS	UP TO 2 HOURS	2+ HOURS	
RISK LEVEL	LOW RISK	LOW / MEDIUM RISK	MEDIUM / HIGH RISK	HIGH RISK	
NOTES / COMMENTS					
SUPPORT RATIO	2 : 6 SAILORS	3 :12 SAILORS	1 - 6 SAILORS	-	OVERALL RISK LEVEL IS:
RISK LEVEL	LOW RISK	LOW / MEDIUM RISK	MEDIUM / HIGH RISK	HIGH RISK	
NOTES / COMMENTS					
TOTAL RISK VALUE>>>>>>					
WHEN MULTIPLE GROUPS ARE SAILING SEPARATE SESSIONS COMPLETE RISK ASSESSMENT BASED ON LEAST EXPERIENCE GROUP. IF SAILING CONDITIONS CHANGE BETWEEN GROUPS, REVIEW AGAINST THE COMPLETED RISK ASSESSMENT. THERE MUST BE SUFFICIENT AND SUITABLY QUALIFIED RYA INSTRUCTORS IN WADERS TO ENSURE A 1:6 RATIO FOR OPIES ON THE POND AS A MINIMUM.					
NOTES ON HIGH RISK MANAGEMENT: ANY MEDIUM TO HIGH RISK AREAS IDENTIFIED WILL NEED TO BE SUPPORTED BY EVIDENCE THAT THE RISK IS BEING SUITABLY MANAGED. I HAVE READ AND AGREED TO ABIDE BY THE GYC OPERATING PROCEDURES AND ANY RELEVANT RYA GUIDANCE. RISK ASSESSMENT SIGNED BY SI :					

Once completed risk assessment to be filed in the risk assessment file, held in the junior cupboard.

APPENDIX C – GOOD PRACTICE GUIDE TO SAFEGUARDING OF CHILDREN

This guide only covers the essential points of good practice when working with children and young or vulnerable people. You should also read the GYC's Safeguarding of Children Policy (1c) which is available for reference at all times and is included in this manual.

- Avoid spending any significant time working with children or vulnerable people in isolation.
- Do not take children alone in a car, however short the journey. If this is unavoidable, for example in an emergency, they should always sit in the back.
- Do not take children or vulnerable people to your home as part of the GYC's activity.
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge at the GYC or the child's parents.
- Design training programmes that are within the ability of the individual child.
- If a child is having difficulty with a wetsuit, dry suit or buoyancy aid; ask them to ask a friend to help if at all possible. If a child is upset and needs comforting, ask another child to provide the physical contact. Any contact made by an adult for this reason should be restricted to a gentle hand placed on the shoulder only.
- If you do have to help a child, make sure you are in full view of others, preferably another adult. Brief him or her prior to making any physical contact whatsoever, and give an opportunity to decline help.

You should never:

- engage in rough, physical or sexually provocative games.
- allow or engage in inappropriate touching of any form.
- allow children to use inappropriate language unchallenged, or use such language yourself when with children or vulnerable people.
- make sexually suggestive comments to a child, even in fun.
- fail to respond to an allegation made by a child; always act.
- do things of a personal nature that children can do for themselves.

It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the child (where possible) and their parents/guardians. In an emergency situation which requires this type of help, parents should be fully informed. In such situations it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.

It is imperative that if you should become aware of any information concerning child protection, that you immediately inform our Safeguarding Officer -
Sarah-Jane McGrath
Email: safeguarding@gyc.org.gg

APPENDIX D – MATRIX OF RESPONSIBILITY - MINIMUM REQUIREMENTS

	RYA Training (Model Yacht Pond)	RYA training (On sea)	GYC Race Training ^{1.} (On sea)	GYC Junior Racing (On Sea)	GYC Free or Leisure Sail ^{2.} (On Sea)
Senior Instructor	✓	✓	✓ or RCL2	✓ or RCL2	✓ or ⁵
Dinghy Instructor	✗	✗	✗	✗	✓ or ⁵
Racing Coach Level 2	✗	✗	✓	✓	✓ or ⁵
Powerboat Level 2 Qualification ^{3.}	✗	✓	✓	✓	✓
OOD ^{4.}	✗	✗	✗	✓	✗
Slipway Person	✗	✓	Optional for double handed	Optional for double handed	✓
Sign on/off or register sailors	✓	✓	✓	✓	✓
Risk Assessment	✓	✓	✓	✓	✓
Rib/instructor ratios (Single handed Dinghies)	1:6	1:6	1:9	1:9	1:6
Rib/Instructor ratios (Double Handed Dinghies)	N/A	1:4 Boats	1:4 Boats	1:9 Boats	1:4 Boats
Radio/rib safety pack	✗	✓	✓	✓	✓

1. Race training: All sailors to be at RYA Stage 3
2. Leisure Sail: Senior Instructor required when activity involves a sail away. All Leisure and Free sails require permission from Principal, Chief Instructor or Rear Commodore Juniors who will assess and advise on any additional requirements based on the activity, experience and number of sailors.
3. Powerboat Level 2: refer to Powerboat flow chart in Appendix K for information on age & equipment restrictions.
4. OOD may be a competent person able to run a race when club racing.
5. Exact requirements on instructor to be discussed and agreed with Principal or Rear Commodore Junior Sailing or Chief Instructor.

APPENDIX E - SESSION TIMELINE AND DUTIES

The following timeline and duties are guidelines designed to cover both RYA Training and GYC Coaching. Not all of the points will be relevant to each type of session. **The SI must be sure that the present weather conditions, sea conditions and those forecast are suitable for the level of expertise of the group. If there is any doubt then the group should not go afloat.** Use the ‘On the Day of Sailing Risk Assessment’ sheets (see appendix B).

Before Session	- Duty rota for each group is issued to SI. - SI to check duty rota.			
Instructor & Safety Team Briefing. 15 minutes before Sailor Safety Briefing	Senior Instructor: - Completes Risk Assessment. - Informs Safety Boat & Shore Crew on decision to sail. - Prepares register - Collect stage assessment files. - Check all Instructors and helpers are present. - Check ratios.	Safety Boat Leader & Crew: - Prepare all safety boats required with safety pack, fuel, throw and tow rope. - Liaise with instructor for any additional equipment such as marks or M.O.B. dummy.	Shore Crew Leader & Shore team: - Collect waders, tally board and emergency procedures file. - Ensure refreshments are organised for the sailors return.	
Sailors’ Safety Briefing	Senior Instructor: Conduct Safety Briefing in accordance with Appendix R.		Group Instructors: Attend Sailors’ Briefing	
Launch preparation	Senior Instructor: - Check medical information from registration and inform respective instructor. - Review and agree training focus for each group	Safety Boat & Shore Crew Leader: - Prepare, check and launch safety boats. - Ensure Tally band box is at top of slipway - Carry out radio checks.	Group Instructors: - Check all sailors boats are rigged correctly. - Check sailors are dressed appropriately. - Ensure any training resources requested are present.	Sailors: - Boats rigged and ready - Boats and sailors assembled in respective groups. - Collect tally band
Training Briefing	Senior Instructor: - Monitor standard of teaching. - Check sailors’ boats.	Shore Crew Leader: - Ensure slipway helpers are prepared and wearing waders or appropriately dressed. - Ensure slipway helpers are wearing buoyancy aids.	Group Instructors: Carry out briefing of key points for the days training exercise. MAX 10 MINUTES.	

Launch	Senior Instructor: • Give clearance to launch once appropriate safety boat/s are fully operational	Shore Crew Leader: • Ensure groups launch in agreed order. • Ensure sailors have tally band. • Recover trolleys and store neatly so as to not block the slipway.	Group Instructors: • Ensure that your safety boat/s are crewed and ready. • Ensure sailors have tally band. • Launch in agreed order.	
Sail training management	Senior Instructor: • Monitor training. • Monitor radio • Watch weather conditions. • Assist when required.	Shore Crew Leader: • Monitor radio	Group Instructors: • Inform shore and SI of any sailors who wish to retire.	
Return	Senior Instructor: • Agree order of groups returning. • Inform Shore Crew Leader. Group Instructors: • Agree with your group a location for debrief. If there are a number of groups do not use the slipway.	Safety Boat Leader: • Once all sailors are off the water recover safety boats	Shore Crew Leader: • Liaise with SI and Group Instructors for order of sailors' return. • Prepare trolleys for returning boats. • Ensure refreshments are ready for all sailors and helpers	Sailors: • Help recover your boat. • Go to your debrief location immediately.
Clear up	Senior Instructor: • Check that all equipment has been returned and all stores are locked. • Note any faults or breakages in equipment and report	Safety Boat Leader: • Ensure all safety boats are recovered, and de-rigged. Report any issues with equipment to SI.	Shore Crew Leader: • Ensure all waders are hung up in store. • Return Tally Band box & emergency procedures file to Junior cupboard.	Group Instructors: • Complete assessment cards for the day. • Report back to SI.

APPENDIX F – GUIDELINES FOR RUNNING AND SUPERVISING JUNIOR RACING

The aim of the Junior Race committee is to run safe and imaginative races suitable for the level of expertise of the participants. Much of the information in this section mirrors that required for running RYA Training and GYC Coaching sessions.

Before Session	• Duty rota for racing is issued to OOD • Officer of the day (OOD) to check duty rota		
OOD & Safety Team Briefing, 15 minutes before Sailor Safety Briefing	OOD: • Completes Risk Assessment • Informs Safety Boat & Shore Crew on decision to sail • Prepares register • Agrees course and location	Safety Boat Leader & Crew: • Prepare all safety boats required with safety pack, fuel, throw and tow rope. • Liaise with OOD on course and number of marks required	Shore Crew Leader & Shore team: • Collect waders, tally board and emergency procedures file. • Ensure refreshments are organised for the sailors return.
Sailors' Safety Briefing (45 minutes before advertised first race time)	OOD: • Conduct Safety Briefing in accordance with Appendix R		
Race Team preparation (On Shore)	OOD: • Check medical information from registration • Pick up race officer kit and flags • Check pens and watches before going afloat	Safety Boat & Shore Crew Leader: • Prepare, check and launch safety boats and committee boat • Ensure Tally band box is at top of slipway • Carry out radio checks	
Race Team preparation (On Water)	OOD: • Motor to agreed race area. • Liaise with mark layout boat to set race course	Mark Layout boat/Safety boat: • One safety boat with all race marks to motor to agreed race area to help OOD	
Competitors Launch preparation	Safety Boat Leader/drivers: • Safety boats to be fully crewed and on standby for competitors launch. • Inform and agree launch with Guernsey VTS if launching from the harbour.	Shore Crew Leader: • Ensure slipway helpers are prepared and wearing waders or appropriately dressed • Ensure slipway helpers are wearing buoyancy aids	Sailors: • Boats rigged and ready • Collect Tally Band
Launch		Safety Boat Leader: • Inform Shore Crew Leader that all safety boats are fully operational and ready for sailors' launching. • Inform OOD that sailors have launched • Escort sailors to race area	Shore Crew Leader: • Check sailors have tally band. • Check sailors are fully prepared • Inform sailors that they can launch.

Race Management	OOD: • Check with Shore that all sailors have launched and confirm number of boats. • Monitor radio and inform safety boats prior to entering into a start sequence. • Monitor wind direction and conditions	Safety Boat Leader: • Agree stationing for each safety boat if more than one (usually at each mark) • Monitor radio • Ensure any capsize is promptly attended.	Shore Crew Leader: • Monitor radio
Retired Sailors	OOD: • Note sail number	Safety Boat Leader: • Inform OOD of any retired sailors • Escort retired sailor back to shore when convenient depending on reason for retirement. • Inform Shore Crew Leader of sail number	Shore Crew Leader: • Locate and get trolley ready for recovery • Help retrieve retired sailors • Return Tally Band • Ensure sailor is well, assign responsible adult to monitor, help and call parents if required.
Return	OOD: • Inform Safety Boat Leader when in final race. • Inform mark laying boat when they can pick up the race marks	Safety Boat Leader: • Allocate one safety boat to retrieve marks • Check with Guernsey VTS if entering harbour • Remaining safety boats to escort sailors to muster area outside harbour or slipway	Shore Crew Leader: • Spot sail numbers and prepare trolleys • Recover boats • Remind sailors to check in their Tally Band • Check Tally Bands are returned
Clear up	OOD: • Collate results and pass to nominated person to calculate results If possible photograph or scan results • Protests; deal firmly fairly and sympathetically with any protests. Review whether protest committee is required. If a committee is required inform Junior committee so that a date and time can be arranged. • Return race office kit & flags • Check all equipment is returned. • Report any faults or missing equipment to Chief Instructor, Principal or Rear Commodore Juniors	Safety Boat Leader: • Once all sailors are accounted for recover and put away safety boats. • All marks to be returned to store with help from shore crew. • Check with safety boat drivers for any problems encountered and report to OOD	Shore Crew Leader: • Help Safety boat Leader with clear up and packing away of equipment

Helping competitors

The racing rules do not allow competitors to receive outside assistance unless they retire from the race. This means that after the start of a race you cannot tell a competitor which way to go or help him to right his boat unless he retires. This rule is relaxed in the case of novice racers who can be ‘encouraged’ Find out from the OOD which participants these are.

Emergencies – See Emergency Action Plan – appendix M

APPENDIX G – BRIEFING PLAN

DATE:

SESSION LENGTH:

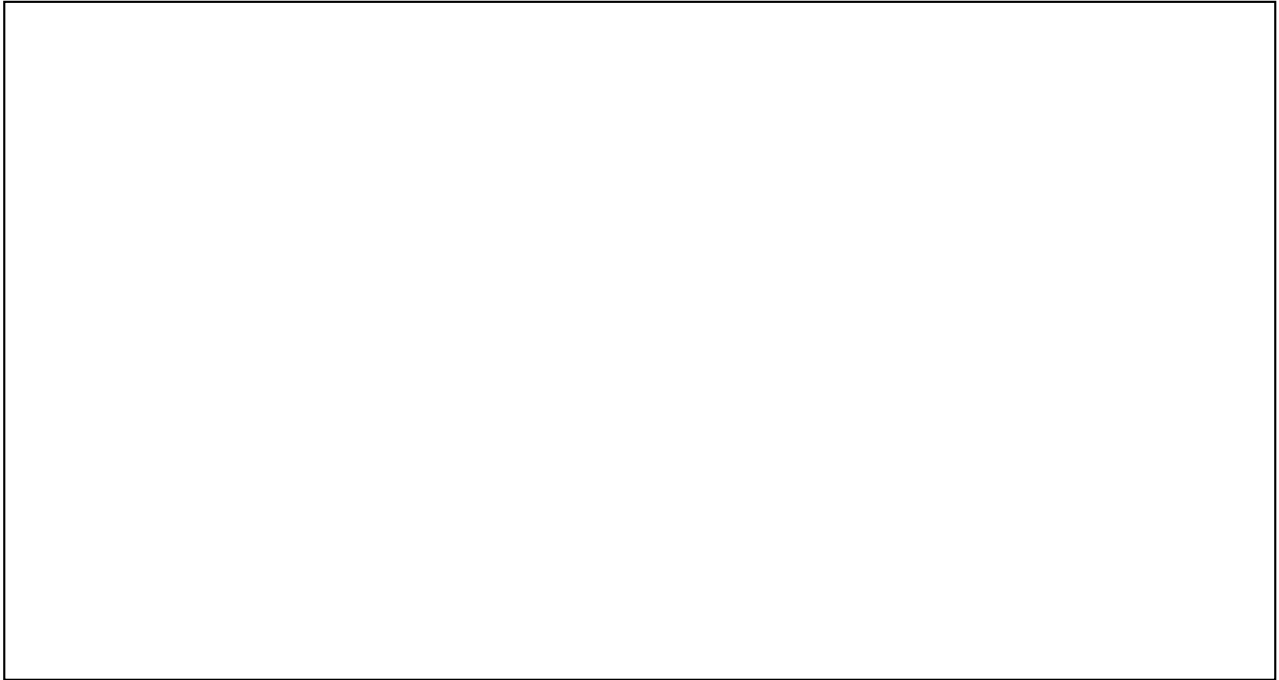
NO. OF STUDENTS:

RYA LEVEL:

DINGHIES TO BE USED:

NO. OF SAFETY BOATS:

THE SESSION FOCUS IS:



Instructor and student briefing to always include the following:

- Weather Forecast:
- High tide time, and height:
- Sailing area:
- Key Teaching Points (We Are Learning To [WALT]) – no more than 3 is best!:
- Success Criteria (What I'm Looking For [WILF]) – no more than 3 is best!:
- Signals, communication (safety):
- Suncream
- RIB/Bombard driver
- End of session debrief – what to cover (WALT, WILF, next steps):

APPENDIX H - SI EVALUATION OF SESSION

SI Feedback from the sailing on (insert date here):

SI in charge today was:

ORGANISATION

Notes:

Actions on organisation:

SAFETY BOATS

Notes:

Actions on safety boats:

Maintenance: (please record which boat and exactly what needs fixing)

Ribcraft –

Humber (Black Rib) –

Ribbit –

Bombards –

GST Bombards –

SLIPWAY

Notes:

Actions on slipway:

TEACHING GROUPS

Notes:

Actions on teaching groups:

Once completed email to Rear Commodore Junior Sailing, Principal, and Chief Instructor

INCIDENTS

Any incidents/accidents to report?

Complete the accident book, inform Rear Commodore Junior Sailing, Principal and Chief Instructor.

APPENDIX I - GUIDANCE FOR THOSE ON SLIPWAY DUTY

The aim is to get all the boats launched as safely and efficiently as possible, the trolleys are stored on their sides so they are not blocking the slipway and will be correctly placed for the tides.

Warning: you will get wet at least up to your thighs and in rough weather completely soaked!

There are several pairs of waders of differing sizes for your use in the store next to the Guernsey Sailing Trust. In rough weather you will need a waterproof top.

You will be wearing a buoyancy aid or manual inflated life-jacket.

You will have a VHF radio on Channel P4 (see appendix L on the use of VHF radios) so that the safety boats and SI can converse with you.

The safety team will inform you of dinghies coming in early or when the bulk of the dinghies are coming in.

You will need to have trolleys ready for the returning dinghies, and ensure they are brought onto the slipway safely and efficiently.

In rough conditions only one dinghy at a time should approach the slipway.

Inform the SI or lead instructor if the slipway you plan to recover boats from is looking too rough for retrieval and discuss other options such as :

- Returning to the other slipway (in which case you will probably have to take all the trolleys around to the other slipway!)

Helpers should be a receiving party for each dinghy:

- The mainsheet should be unclipped from the boom as soon as possible (Optimist only)
- Remove dagger board and lift or remove rudder / tiller
- Put dinghy on launching trolley and, with the sailor, help pull out of the water until it is clear
- Try to ensure that boats are launched and recovered facing into the wind

Once all the dinghies are ashore, assist with recovering safety boats and stowing away all gear.

When the slipway is clear, assist with de-rigging dinghies and returning all equipment to its correct place.

Notes and Warnings:

Havelet Slipway is now repaired and back in action, and will frequently be used to launch boats for junior activities.

Alternatively depending on conditions and planned sailing area, the SI or lead instructor may launch boats from the slipway in the harbour known as the **Lifeboat Slipway**.

Havelet Slipway may become rough with a southerly, south easterly or easterly wind and at high tide.

The Lifeboat Slip in the harbour may become rough particularly when there is a north easterly or easterly wind and at high tide.

- In rough weather, the water on the slipway can be rough with a large surge which can knock people off their feet or crush them between dinghies and the wall. Keep an eye on this and get young sailors out of the water as soon as possible.
- For higher performance boats the instructor should follow RYA training for landing when there is an onshore wind, such as dropping mainsails on double handed boats.
- Be aware that the slipway can be slippery and uneven, and care should be exercised.

APPENDIX J – USE OF CLUB RIBS AND BOMBARDS ("Powerboats") IN SUPPORT OF ANY JUNIOR SAILORS (UNDER 18 YEARS)

Every time a powerboat is taken out on the water for organised junior training, a risk assessment form must be completed and either filed in the GYC junior cupboard or posted through the GYC office door prior to launch. **ALL CONDITIONS OF THE POWERBOAT FLOW CHART IN APPENDIX K MUST BE FOLLOWED.**

Please ensure that club ribs/bombards are returned to where you found them and that all safety packs, fire extinguishers, anchors and lines are removed and returned to the store unless otherwise instructed. Any breakages/issues should be reported to the Chief Instructor and emailed to rcjuniorsailing@gyc.org.gg.

Organised GYC activities under a Senior Instructor – two persons to be in the powerboat. A helm and a crew. The helm must be a GYC member and follow the Powerboat flow chart in Appendix K and the crew must be competent to assist sailors in the water. The crew can be an adult or Junior minimum of 14 years old. Where more than one safety boat is present the second safety boat may be manned by one person with the agreement of the lead instructor/Senior Instructor.

Private Tuition – The helm must be a GYC member and follow the Powerboat flow chart in Appendix K, the crew must be competent to assist sailors in the water. If no other organised sailing activities are being run under a Senior Instructor at the same time, then the helm or crew must be a Senior Instructor or Racing Level 2 coach. The helm must first ask permission and discuss their plans with the Chief Instructor, Rear Commodore Junior Sail or the Principal. Permission will be given based on the experience of the sailors under instruction and the weather forecast.

Leisure sailing – A powerboat is able to be used to support leisure sailing. Two persons to be in the powerboat, a helm and a crew. The helm must be a GYC member and follow the Powerboat flow chart in Appendix K, the crew must be competent to assist sailors in the water. The helm **MUST** first ask permission and discuss their plans with the Chief Instructor, Rear Commodore Junior Sail or the Principal. Permission will be given based on the experience of the sailors, the competence and experience of the Powerboat helm and the weather forecast.

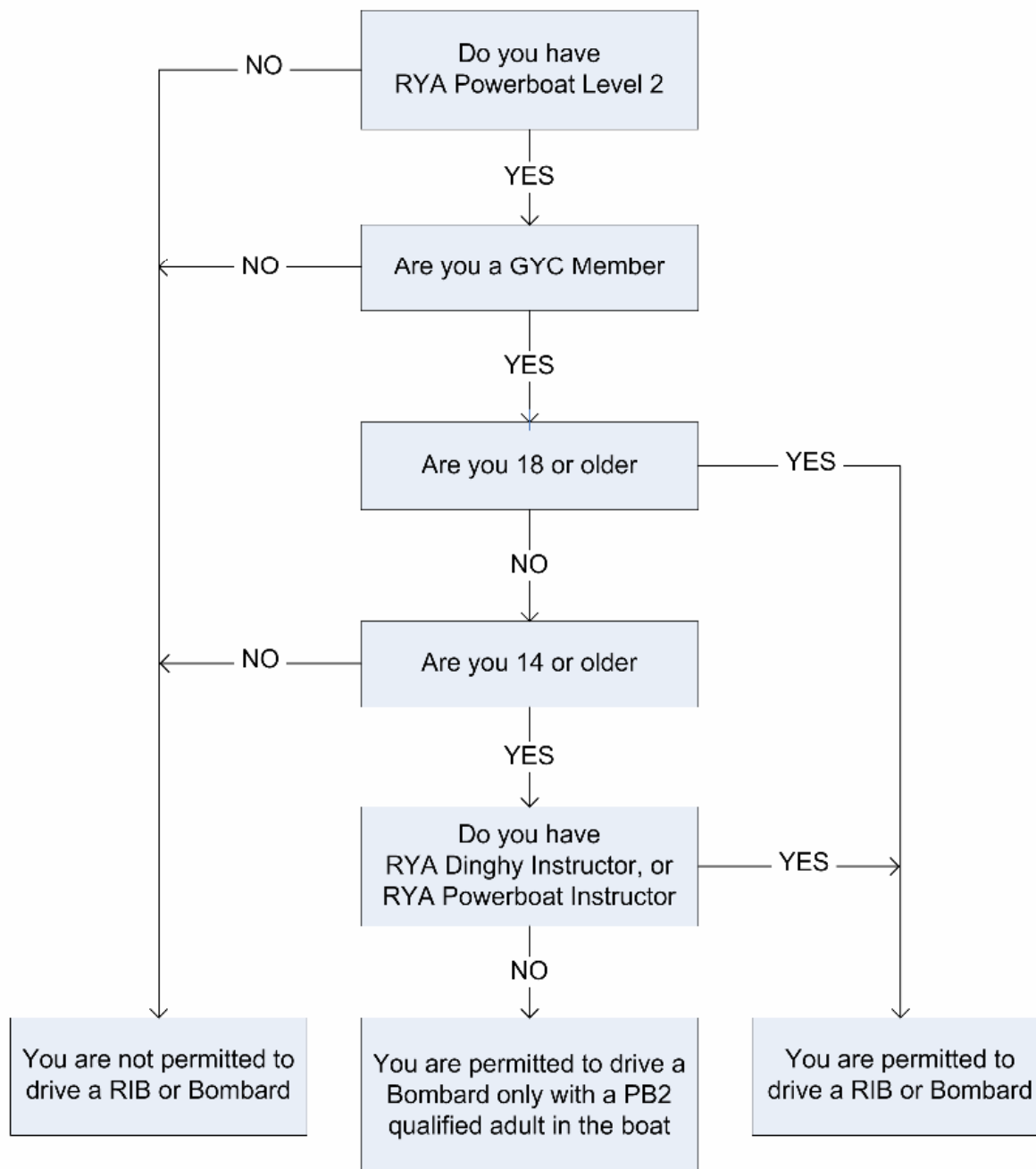
RYA Powerboat Training e.g. RYA PB2 and RYA Safety Boat - A helm, without RYA PB2, is permitted to drive a Powerboat for the duration of a training course with an instructor holding an appropriate RYA Power Boat Instructor qualification. A helm under instruction must be a GYC member.

Other activities eg refuelling, laying marks – a helm with RYA PB2 can operate without a crew, all other elements of the Powerboat flow chart in Appendix K must be followed. The helm must receive approval from the SI or RYA Powerboat Instructor overseeing the events on that day. Approval will be given on a case by case basis depending on the helm's experience and the weather conditions.

APPENDIX K – SAFETY BOAT OPERATING PROCEDURES

The person in charge of a safety boat must be thoroughly familiar with its operation and hold at least a Power Boat Level 2 certificate and be familiar with the tiller controls of the Bombard. See flow chart below for further guidance on permitted drivers and powerboats.

Powerboat Helming Policy for Junior Sail Training / Coaching



Regardless of flowchart, all under 18 helpers are required to ask permission from the Senior Instructor on duty on that day.

For normal operations there should be two people in the boat with one person dressed so that they can enter the water in an emergency.

The speed limit in any bay is 6 knots and should be adhered to at all times unless there is an emergency.

Before Launching

1. Ensure that you are fully briefed on your role by the SI or your DI. Check that you know the sailing area for each group. Know which group you are covering, and the task you are doing.
2. Ensure that you know & understand the Emergency Action Plan (appendix M). A copy should be attached to the outside of each of the safety packs.
3. Ensure you are wearing a lifejacket or buoyancy aid, that you are carrying a knife and that you are dressed for the conditions (ideally take some spare clothing, sunscreen and drinks with you).
4. Collect & check radio works. Check channel to be used. No unnecessary radio chatter. Safety boat driver to use the radio as detailed in **appendix L - Use of VHF radio**
5. Ensure boat is seaworthy & equipped with full kit as per the RYA Powerboat check list which includes:-
 - Safety packs (two yellow tubs, one square one round) with kill cord attached
 - Throw rope (length of rope with monkey's fist knot, or throw bag)
 - Tow-rope
 - Two Oars
 - Anchor and line for the boat (should already be on the boat)
 - Bailer
 - Fuel (check the level and that you have the right can for your boat)
 - Fender
 - VHF Radio (instructors will normally carry these)
6. Safety boat not seaworthy or missing item/s? Report to SI.
7. Ensure bungs (attached to strings on transom of Bombards) are installed where present
8. Visually check the engine.
9. After launching and starting the engine, check that exhaust cooling water is being ejected from the engine. Ensure that there is no-one in the water near the engine when the engine is running.
10. Check that the engine stops when the kill cord is removed from the engine cut-off switch.
11. Ensure that the trolley is stowed neatly.

THE DRIVER IS TO WEAR A KILLCORD FITTED TO THE ENGINE'S CUT-OUT SWITCH AT ALL TIMES

Dinghies may launch only when there is one safety boat (minimum) on the water, and are told they can do so by the SI/DI/RCL2 or OOD in charge.

Operations from/to the Lifeboat (Harbour) Slipway

Good communication with the Harbour Authorities using Ch12 on the VHF radios is imperative when the dinghies are being launched from the Lifeboat (Harbour) slipway. Ideally, Guernsey VTS should be informed prior to launch and, during the launching process, the dinghies should be corralled in Cow Bay (in the vicinity of the Local Layby pontoon) to avoid them interfering with other harbour users, notably commercial traffic.

Prior to departing through the pierheads the nominated safety boat (nominated by the SI during the pre-briefing) must call Guernsey VTS on Ch12 to inform them of the intention to leave the harbour and to confirm that the dinghies will not be interfering with the passage of commercial traffic. At the end of the session, and prior to permitting the dinghies to re-enter the harbour a similar call must be made to Guernsey VTS

On the water

Stay within your sailing area unless instructed to do otherwise by the SI, your DI or the OOD. When escorting the dinghies to and from the sailing area, position yourself where you can best see all the dinghies for which you are responsible whilst ensuring that they remain well clear of hazards.

Safety of students & yourself first.

- Observe & communicate.
- Be aware of dangers and hazards eg fishing lines, underwater rocks, buoys, etc.
- Manoeuvre your boat by the RYA method at all times.
- Drive safely & carefully. Keep your speed to the minimum required for your situation.
- Students in training may not yet know rules of the road, so be aware in how you drive.
- When swapping helm/crew, stop the engine if feasible, otherwise ensure the engine is in neutral during the change.
- No students in safety boats unless effecting rescue, transporting students to boat/shore or have the prior permission of the SI or OOD. Passengers must be briefed:
 - On the particular hazards applicable to that boat.
 - On the importance of keeping their hands inside the vessel when coming alongside the slipway and other boats, especially in windy weather and choppy conditions.
 - Not to dangle their legs over the side of a powerboat underway.

Landings at the shore to be controlled at all times.

Return to shore as soon as directed to do so or at the specified time. Do so when safe.

All the dinghies must be ashore before the last safety boat leaves the water.

Capsizes

- Inform the SI/your DI/the OOD that you are dealing with a capsize.
- Attend all capsizes as quickly as possible—count heads and keep the safety boat's engine away from anyone in the water as you manoeuvre towards the casualty. If at all possible the engine should be stopped when in an area where there are people in the water.
- In case of multiple capsize, safety boat crews should assess the situation and attend in priority order.
- If an inversion seems to be occurring, if safe to approach, apply weight to the centreboard to prevent this.
- If you are approaching an inverted boat and all of the crew are not accounted for, then the immediate priority is to return the boat from the inverted to a straightforward capsize position as quickly as possible (which may involve the safety boat crew adding their weight to the centre board).
- **In the case of a capsize entrapment**
 - **If you suspect that someone is trapped inside the hull RIGHT THE BOAT. In extreme cases it might be necessary to enter the water.**
 - **If needed cut any rigging etc that may be entangled around the casualty, and follow the Emergency Action Plan (EAP, appendix M)**
 - **If in any doubt, radio for help, either from another safety boat or from the shore.**

Return to shore / recovery

- Return to shore when directed to do so. One safety boat will remain on the water until all dinghies have been recovered on the slipway.
- Only approach shore when the slipway is sufficiently clear to ensure a safe approach.
- Ensure you have sufficient helpers to get the boat up the slipway. No students behind the boat on the slipway. Care – it can be slippery!
- Clean the boat, check boat for seaworthiness.
- Report any repairs required to SI. Effect repairs if possible.
- Put all equipment away in correct place.
- Check petrol level & inform SI if refilling is necessary.
- Boat returned to space.
- Attend SI & instructors debrief.
- Report any safety incidents not covered in SI debrief.
- Check all areas are clean & tidied.

See also Emergency Action Plan – appendix M

APPENDIX L – USE OF THE VHF RADIO

1. Sign out sheet

All of the GYC radios are numbered. Ensure that you sign in and out the radio allocated to you. Sign out sheets are below.

2. Set-up

- Select Channel P4 (Junior events tend to use P4 (M2) so that we do not clash with the Castle start for yacht races which uses Channel 37, also known as M1)
- Make sure the volume is turned up.
- In most cases the 1 Watt or 'low' transmitting power will be sufficient and will save on battery power.
- Select dual watch (radio listens to selected channel – usually P4 – as well as Ch16 – the distress/urgency and calling channel). Alternatively, use the TAG facility and TAG useful channels (e.g. Ch37/M1, ChP4/M2, Ch12, Ch16) to scan through them all.

3. Voice Procedure

- Remember that the order is the **Station you are calling first followed by your Identification.**
- When you press the transmit button wait a second or two before speaking otherwise the first few words of your call are missed.
- Hold the set a few inches away from your mouth.
 - (i) At the end of your message say “OVER” to invite a reply.
 - (ii) To finish a conversation say “OUT”
 - (iii) Remember that anyone listening on channel P4 can hear your conversation
 - (iv) Chit-chat, swearing and other unnecessary talk is forbidden by the licensing authority.

If you wish to call the Harbour Signal Station for permission for the fleet to leave or regain the Harbour:

- Select Channel 12. (If there is a keylock displayed then it will need to be turned off in order to change channels). The voice procedure is:
 - “GUERNSEY VTS, (THIS IS) GUERNSEY YACHT CLUB”
- They will reply:
 - “GUERNSEY YACHT CLUB, GUERNSEY VTS”
- You reply:
 - “GUERNSEY VTS, GUERNSEY YACHT CLUB and then give your message

Remember to go back to channel P4 (M2) at the end of the conversation.

Radio sign out and back sheet

DATE _____

Radio no	Name	Sign out	Sign back
1			
2			
3			
4			
5			
6			
7			

APPENDIX M -EMERGENCY ACTION PLAN

In an emergency use the checklist below. Local and GYC contact details are on page 3, and RYA contacts on page 6. This document is to be kept in the Emergency Action Plan Folder as well as within GYC Operations Manual.

PROTECT LIVES	Provide emergency first aid if necessary
	Protect individuals from further harm
	Secure the scene of the incident and ensure the safety and physical/emotional wellbeing of those involved
	If lives are at risk contact emergency services
	Isolate the cause of the incident
	Clear the water of boats as necessary, while you deal with the incident
	Evacuate the premises as necessary
TAKE CONTROL	The Senior Instructor in charge on the day will take immediate charge of the situation and inform the appropriate emergency services as necessary
	The Senior Instructor may then delegate an appropriate member to act as Incident Coordinator until the emergency services arrive
	Allocate a room as the Incident Control Room e.g. Club room or Commodores Room.
	When advised of an emergency situation, act as quickly, calmly and as effectively as possible
	If there is a fatality, prime responsibility for notification of next of kin lies with the Police, similarly with injured people when a criminal offence or traffic collision occurs
	Maintain a record of key information and actions using an Incident Log Sheet (copies located in Emergency Action Plan Folder)
	Retain all equipment such as boats, lifejackets, safety equipment etc. involved in the incident in an unaltered condition so that an investigation can take place
INFORM AGENCIES	Protect and ensure the welfare of all those involved and any witnesses
	Contact emergency services if not already done
	Make sure you have the following information: • What the problem is • Your location • How many are involved • When it happened
	Notify Rear Commodore Junior Sailing and GYC RYA Principal
	Liaise with the local Police to ensure that parents and relatives of any injured persons are contacted quickly in order to precede the press or social media
	Notify the relevant RYA Senior Manager and Communications Team

	Do you need to contact other agencies? Harbours/Harbour Master, Electricity? If it is a water-based incident, it is recommended that you inform the Marine Accident Investigation Branch (MAIB) at the earliest opportunity. It is not a legal requirement. If the incident involved a work related fatal or major injury, you must inform the Health & Safety Executive
MEDIA RESPONSE	Appoint one person to deal with the media; this person will be designated as the only person to make any public statements to the media Manage any media that are onsite - if relevant provide a room or area away from the witnesses, victim's relatives and other participants Contact the RYA Communications Team for assistance and guidance with handling the media Only reveal names of any victims/casualties once advised by Police that it is alright to do so. Families do not want to hear of an incident through the press or social media Do not get drawn into speculating about causes, blame or possible outcomes If necessary the RYA Communications Team can arrange interviews or a local press briefing; larger incidents may require a formal press conference Remember - declining an interview or saying "no comment" will almost certainly look like you have something to hide. It is far better to give a factual response such as "It would be inappropriate to comment further until we've had the opportunity to consider all the factors contributing to this incident." Never lie to the media about something you know to be true "Pity, Praise and Promise" is a tactic that can be used even when little is known about the crisis. You should express sympathy for those caught up in the incident; praise those who are helping in the recovery; and finally promise to get to the bottom of the problem, to participate in any investigation and use your best efforts to put systems in place to minimise the risk of it happening again
POST INCIDENT	Pass your Incident Log Sheet to the Rear Commodore Junior Sailing or GYC RYA Principal Complete the accident or near miss form accordingly Arrange a debrief of all staff and identify any additional welfare needs (e.g. counselling or rewards) Use information gained from the debrief to review and update the Emergency Action Plan.

Emergency Contact Details:

Name	Contact Number	Comments
Guernsey Yacht Club Castle Emplacement St Peter Port Guernsey GY1 1AU	Office No. 01481 725342	
Emergency Services	112/999	
Princess Elizabeth Hospital Le Vauquiedor, St Andrews GY4 6UU	01481 220000	
First Aiders		Current list is located next to the first aid kit by the changing rooms
Rear Commodore Juniors (Mike Chapple)	07781 163311 (m)	email: rcjuniorsailing@gyc.org.gg
GYC RYA Principal (Elaine Mahy)	07781 440100 (m)	email: ryaprincipal@gyc.org.gg
Health & Safety Executive PO Box 459 Raymond Falla House Longue Rue St Martins GY1 6AF	01481 234567	
MAIB (Marine Accident Investigation Branch)	023 8023 2527	
Harbours St Julian's Emplacement St Peter Port GY1 3DL	Harbour Master 01481 720229 Port Control (24hr.) 01481 720481	Guernsey VTS can also be contacted on VHF Channel 12
Coastguard	01481 720672	VHF Channel 16 (emergency)

MAJOR INCIDENT PROCEDURES

Major Incident

A major incident is an event where there is a loss of life, a serious injury, or there is substantial damage to property and/or the environment.

Incident Co-ordinator

An incident Co-ordinator will have overall control and responsibility, and will co-opt other members as necessary to deal with the incident such as securing the incident area, rendering first aid, preventing further injury or damage and taking appropriate photographs. The Incident Co-ordinator will ensure that a Flag Officer, such as Rear Commodore Junior Sailing, Centre Principal (GYC RYA Principal) or Chief Instructor is informed of the incident as soon as possible.

Incident Control Room

Where possible ensure that an incident control room is set up on a suitable part of the site (e.g. Commodore's Room) where there are functioning mobile and landline telephones, radio communications, and access to internet and email available.

In the Immediate Aftermath

- Get a statement from competent witnesses as well as recording their names and contact details
- Remove the key witnesses to a place you can talk to them away from onlookers
- Explain that statements are being taken to obtain an accurate account of the incident, as these may be required for insurance, or other purposes
- Notes need to be taken and agreed by the witness

Securing Evidence

- Photograph the incident location, boats, equipment etc.
- Keep and secure any relevant equipment e.g. clothing, buoyancy aids, lifejackets, logbooks etc.
- Secure any boats and equipment

Emergency Services

In the event of Emergency Services becoming involved, they will take control of the incident response and be responsible for situations relevant to them e.g. Police (fatalities, abduction of and search for lost children), Coastguard (marine rescue), Fire and Rescue Service (fire/rescue incidents), and Ambulance (casualty treatment). In the event of a major multi-agency incident, a lead Agency will be appointed, usually the Police, to ensure a coordinated response.

Site Organisation

- If necessary restrict entrance or exit to and from the site by positioning a member of staff to act as gate keeper, but make sure access is maintained for the emergency services.
- Identify a separate gathering area for relatives of any injured persons
- Arrange for a supply of hot/cold drinks and or food
- Keep media away from gathering area for relatives
- If possible, have a separate briefing area for the media where they can be addressed by the club or other representative.

Dealing with Relatives or Aggrieved Parties

It is important to be sympathetic with these people, without admitting liability. Remain calm and say that every effort is being made to mitigate the effects and that the appropriate authorities, with whom you are co-operating, are investigating the incident.

Fatalities

If there has been a fatality **the Police will inform the next of kin**, similarly with injured people when a criminal offence or traffic collision occurs. **DO NOT** publicise the name/s of the casualty/casualties until you know this has been formally carried out by the Police, even if the press appear to know who it is.

Dealing with the Press

If contacted by the press or other media representative, the initial response is to acknowledge that an incident has occurred and that the club will issue a press statement as soon as possible. Direct statements and interviews are to be avoided unless authorised.

The nominated person may produce a written statement that you can give to the press, e.g. "The Guernsey Yacht Club regret to announce the death of a member who fell overboard....

When

Where

We extend our deepest sympathy to the relatives.

A full statement will be issued at XXX

(Give yourself time to collate the information)

If it becomes necessary to give an interview, unless confident in being able to cope with unexpected questions, it is better to read from a prepared statement. If the incident is attracting attention from the national media, call the RYA Communications Team for advice.

- Don't hold a press conference
- Decide who will speak to the press
- Do not allow well-meaning but ill-informed members to make public comments
- Try to keep a record of whom you have spoken to, who has contacted you etc.

Notifications

Consider who must be notified.

- If it is a water-based incident, you must inform the Marine Accident Investigation Branch (MAIB) within 24 hours.
- If it involves work-related fatal or major injury you must inform the Health & Safety Executive.

Closure

- The primary phase of the incident is closed when any injured parties have been moved from the location and all property damage has been secured so that it no longer presents a danger to club members or the public.
- A meeting should be held with all those involved in the handling of the incident and any experts who may be required (legal, insurance, structural etc.)
- This meeting should finalise all records of the event and determine any follow up action that may be required.
- A record should be made of lessons learnt and a plan developed for implementing ways to improve procedures and the major incident response system.

EMERGENCY RESPONSE CARD

Guernsey Yacht Club, Castle Emplacement, St Peter Port Guernsey.
Tel: 01481 725342

Emergency or Life Threatening Injury - Key Steps

1. **Render assistance**
2. **Make contact** with volunteers, coaches, instructors or staff for assistance
3. **Call for Help & Emergency Medical Attention**
 - **112 / 999**
 - **Harbour Master:** VHF#16, Tel: 01481 720229
 - **Guernsey VTS:** VHF#12
 - **Coastguard:** VHF#16
 - **On shore helpers:** VHF#P4
4. **Monitor and administer first aid:** Nearest AED - Guernsey Yacht Club or Bathing Pools.
5. **Send someone** to meet/direct Emergency Services
6. **Transfer** injured to care of Emergency Team
7. **Inform** key people (Rear Commodore Junior Sailing, GYC RYA Principal or Chief Instructor and if necessary the RYA Communications Team as soon as possible).
8. **Complete an incident report**
9. **Be prepared to tell 999:**
 - **Who you are, your name and call back number**
 - **Current location of injured person**
 - **Description of boats (if requesting on-water help)**
 - **Where you plan to bring injured person ashore (see pick up locations below, if using main harbour liaise with Harbour Master VHF#12.)**
 - **Age/gender/number of injured people**
 - **Type of injury/situation**

EMERGENCY RADIO PROCEDURES

Set the radio channel to 16 high power

- **Press microphone and speak your Distress or Urgency message slowly and clear**

MAYDAY, MAYDAY, MAYDAY

THIS IS..... (name of vessel 3 times)

MAYDAY..... (name of vessel, call sign & MMSI number spoken once)

MY POSITION IS..... (latitude & longitude, or true bearing From a known position)

– IF YOU DON'T KNOW, DON'T GUESS – GIVE YOUR LAST KNOWN POSITION

I AM.....(sinking, on fire, etc) **I REQUIRE IMMEDIATE ASSISTANCE**

I HAVE..... (number of persons onboard and any other relevant information such as availability of liferaft)

Intentions (e.g. abandoning to liferaft with hand held radio)

OVER – THIS MEANS “REPLY TO ME”

RELEASE THE TRANSMIT BUTTON

KEEP LISTENING ON CHANNEL 16 FOR INSTRUCTION

Emergency Response Pick up Locations:



Name	Description
1	Havelet Slipway, Castle Emplacement.
2	Lifeboat Slipway, Castle Emplacement.
3	Ro-Ro Ramps, St Peter Port Harbour.
4	Cruise Liner Pontoon, Albert Pier.

Emergency Numbers	Organisation Numbers
Guernsey VTS: VHF#12,	Guernsey Yacht Club: 01481 725342
Coastguard: VHF#16	Rear Commodore Juniors: 07781 163311
Emergency Services: 999	GYC RYA Principal: 07781 440100
Harbour Master: 01481 720229	Chief Instructor: 07911 737070

EMERGENCY INCIDENT LOG (To be passed to GYC RYA Principal on completion.)

INCIDENT:

DATE:

DETAILS:

[illegible]

To be read and understood by all those who take groups afloat for RYA training or coaching purposes.

For all incidents on the water alert the safety boat crew.

For an accident on the water:

- Safety Boat crew effect immediate First Aid.
- Safety Boat driver to use the radio to inform shore helpers and SI.
- Safety boats to oversee/effect return of patient to slipway, and the safety of the other dinghies on the sea.
- When the patient is ashore, care of the patient is to be delegated to the shore-crew member so that the safety boat can return to look after the dinghy fleet.
- Two first aid boxes are available in the GYC; one in the disabled persons toilet and the other by the GYC cupboard. The box by the GYC cupboard and contains a Vентаid (to assist with resuscitation) and an emergency space blanket. The safety boat safety packs also contain Vентаids, survival blankets and a variety of first aid equipment.
- If you feel that the situation requires immediate or further assistance call Guernsey Coastguard on Ch20 or Ch16.
- Shore-crew member to call 999 and give location, service required, type of injury, gender & age of casualty. If calling from the water agree a slipway meeting point with the emergency service.
- Delegate volunteer to go with patient to hospital.
- SI to inform parents.
- SI to inform the Principal immediately, and after the event, in writing.
- SI to inform GYC Rear Commodore Junior Sailing immediately, and after the event, in writing.
- SI to complete accident book which is held in the junior cupboard.
- GYC Rear Commodore Junior Sailing to follow up patient's progress.
- Meeting to be held with all parties involved in the handling of the incident, together with the SI and GYC Rear Commodore Junior sailing as well as any experts who may be required (legal, insurance, structural etc.) This meeting should finalise all records of the event and determine any follow up action that may be required. A record should be made of lessons learnt and a plan developed for implementing ways to improve procedures. The RYA should be informed.

Do not talk to the media or allow other participants to do so.

If an emergency arises on the water (e.g. sudden weather change):

- Safety Boat driver to use the radio to inform shore and SI.
- If the SI feels incident warrants further action:
- **Emergency signal is 6 long blasts on a whistle and should be used to alert all sailors**
- Sailors should either group near safety boats or, if in close proximity and safe to do so, return to slipway.
- Safety boat crews to engender calm amongst sailors to ensure safe return to shore without capsize.
- SI or safety boat leader to radio to onshore helpers to be ready.

All boats must return to shore, all helpers & students to GYC Club room. Check tally board to see that all sailors have returned and are accounted for.

APPENDIX N – POWERBOATS

When afloat the Powerboats must contain the equipment as per the RYA Training Checklist: powerboat . This list is contained within the RYA Recognition Guidance Notes or as a standalone document on the RYA website.

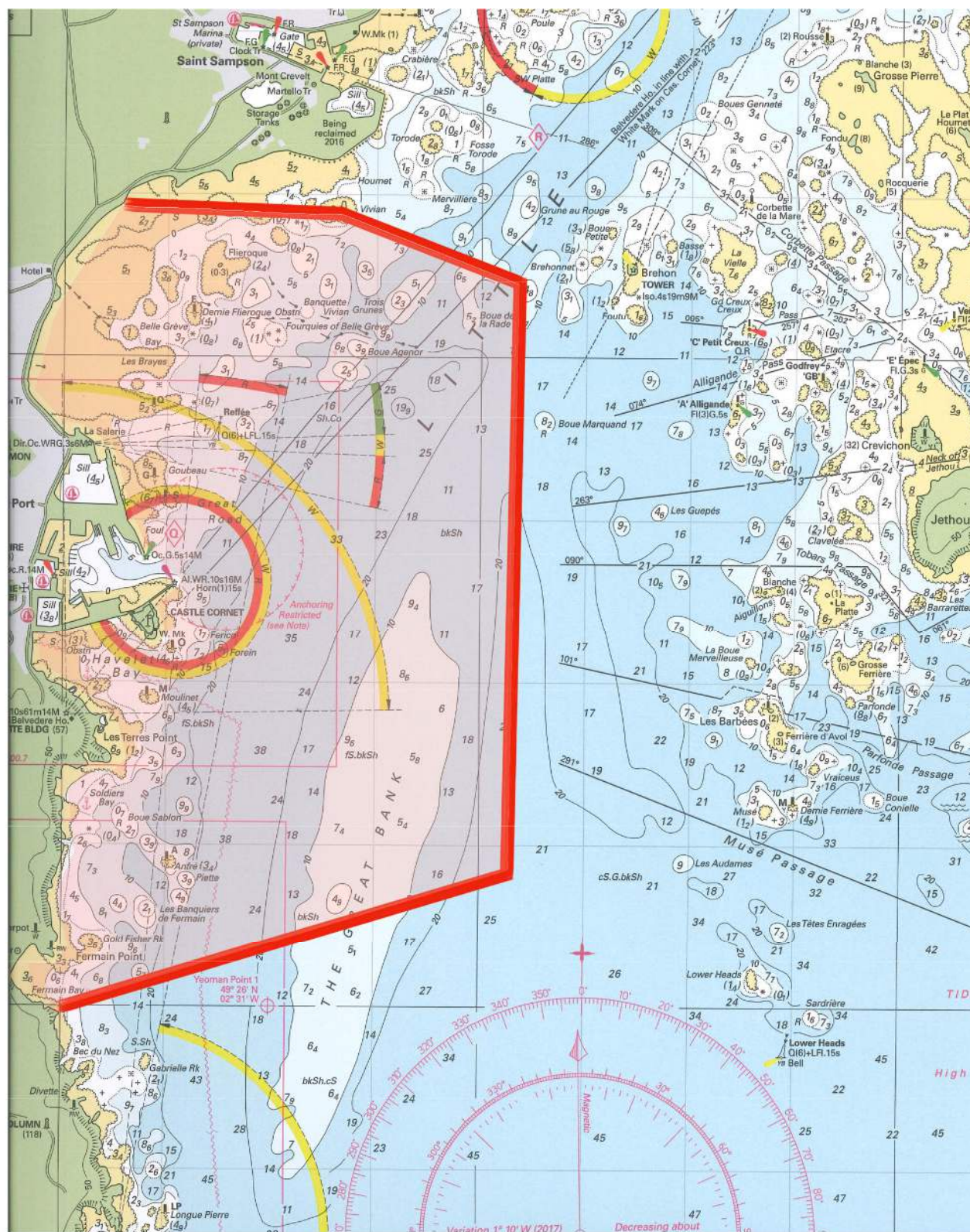
Safety packs - BREAK PACK SEAL ONLY IF CONTENTS ARE REQUIRED

Inform SI after session if pack is opened

APPENDIX O - COURSE CONSENT & MEDICAL FORM, AND FEEDBACK FORM

Latest versions can be found on GYC junior pages of the GYC website.

APPENDIX P – NORMAL SAILING AREAS



APPENDIX Q - ON THE DAY SIGN IN SHEET FOR HELPERS AND SAILORS

Helpers – please let the SI on duty know of any medical issues.

Date

Name	Sign in	Sign out	Emergency contact number

Please ensure the sign in sheet is returned to the file at the end of the session.

APPENDIX R – SAFETY BRIEFING CHECKLIST

1. Welcome		2. Outline Plan		3. Boat allocation and Primary roles	
a. Thanks		a. Launch time		a. Rota	
b. Leader's role		b. Sailing area(s)		b. Kit for RIBS	
c. Rota – Check all present		c. Course if relevant		c. First Aid kits	
d. Reminder of who is with who and what boats		d. Launching area – Harbour and Havelet		d. Colour coded flags for RIBs	
e. Other officials – SI/OOD		e. Number of sailors and boat types/classes		e. Launch and recovery	
				f. Mark laying if relevant	
				g. Mother ship if relevant	

4. Weather/sea Forecast		5. Radios and Channel		6. Launch of sailors	
a. Wind		a. Usually GYC uses P4/M2 or Ch37		a. Order if known	
b. Any rain/fog or other conditions expected		b. Harbours Ch12		b. Group sizes, especially if escorting from harbour	
c. Sea state		c. Communication protocols		c. Shipping/Harbour movements	
d. Tides – Low and High times		d. Care re clarity when windy		d. Exit from Harbour cleared on Ch12 by Safety Leader	
e. Tides – Spring or Neap		e. Special radio comms in Emergency			

7. Capsize management reminder		8. Retiring sailors		10. Return	
a. Eyes ALL AROUND, count sails		a. Ferry to shore when possible		a. Towing	
b. Immediate visual then vocal check of sailor		b. Mothership?		b. Re entering harbour - clear on channel 12	
c. Help if necessary, especially younger sailors				c. Warn shore crew in advance	
d. Care with engine, kill if possible		9. Emergency procedure reminder		d. Radio sail numbers if possible	
e. If sailor not visible, ALWAYS RIGHT BOAT		a. Remind everyone - laminate/ops manual		e. One at a time to slipway	
f. Call for assistance					
g. Optimists easiest to empty on front of RIB				11. Stand down at end of day	
				a. Last to recover	

APPENDIX S – INSTRUCTOR / HELPER DECLARATION

It is important that the instructions and advice in the Operations Manual are adhered to for the protection of our young sailors, the GYC and yourself.

Please complete the declaration below, or complete the signature sheet on the following page.

I have read, understand and will comply with the GYC Operating Manual, 2023 Edition V1.

NAME:

SIGNATURE

DATE:

Please return to the Principal together with copies of any relevant qualifications paperwork.

SIGNATURE LIST INSTRUCTOR / HELPER DECLARATION

It is important that the instructions and advice in the Operations Manual are adhered to for the protection of our young sailors, the GYC and yourself.

Please sign this printed signature sheet which is available to sign in the Junior Cupboard together with a printed copy of this Operations Manual.

I have read, understand and will comply with the GYC Operating Manual, 2023 Edition V1.

Name / Role	Qualifications	Date	Signature
John Robilliard Chief Instructor	SI, PBI		
Elaine Mahy Principal	SI, PBI		
Mike Chapple RC Junior Sailing	RCL2		

Please return to the Principal copies of any relevant qualifications paperwork.