



Telford Sailing Club **Operating Procedures for** **Training**



Version 1.3.2: 30th June 2026.

Version Control

Version	Changes	Changes made by	Approved by / date
1.2	Updated Document Safety Management Policy added	Manuel Greenwood	19/08/2025
1.3	Right to cancel activity	Manuel Greenwood	07/03/2026
1.3.1	Powerboat 1 courses	Manuel Greenwood	30/06/2026
1.3.2	Kill cord, refueling	Manuel Greenwood	30/06/2026

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1. Introduction

The purpose of this manual is to provide operational procedures for all Training Activities undertaken at the club. These should be clearly laid out and understood by all those delivering tuition, or assisting with groups.

The training is primarily intended for Club Members and their families, prospective Club Members and also Club Members friends. It generally includes:

Dinghy Sailing

- RYA Youth Sailing Scheme
- RYA Level 1 Start Sailing
- RYA Level 2 Basic Skills
- RYA Level 3 Better Sailing
- RYA Start Racing
- Powerboat 1 Courses
- Powerboat 2 Courses
- Safety Boat Courses
- First Aid Courses

Training of members of the public under the age of 18, outside these events, may require a licence from the Adventure Activity Licensing Authority. In this event the Principal will use the RYA assessment guidelines for the proposed activity as the club does not hold an AALA licence but has a blanket licence under the RYA organisation.

In order to maintain a first class record of safe practice at this Club, and to uphold professional standards and requirements, there should be no deviation from the procedures laid down for operating each activity in this manual unless prior authorisation has been obtained from the Senior Instructor or Principal.

The Senior Instructor or Principal has the authority to cancel, postpone or modify any training activity if conditions or circumstances are considered unsafe.

Procedures are reviewed and updated in response to the identification of hazards and recommendations received from National Governing Bodies and Technical Advisors. Any updates to this manual will be posted on the training notice board in the clubhouse and any personal copies should be amended. The master copy will remain in the clubhouse at all times for consultation purposes. The manual is updated by the Principal.

CODE OF PRACTICE

Governing potentially hazardous activities and the MANAGEMENT OF RISK

A Code of Practice is intended to encourage the highest possible standards of Safety, Behaviour and Tuition, for both students and instructors.

The standards and responsibilities outlined are the way in which we operate. They are based on common sense and experience and should not be compromised in any way.

The operating guidelines have been developed from a combination of industry best practice, National Governing Body recommendations and local procedures based upon observation of systems and practices which are tried and tested and relate directly to the nature of training at this club. Guidelines should be read in conjunction with the risk assessments relating to specific activities, contained in Appendix A.

If Instructors are unsure in any way as to what is expected of them, they should consult with the Senior Instructor or Principal.

2. Reporting and Recording of Accidents

Everybody has a responsibility to report hazards. If you are aware of anything which is likely to harm someone it is your duty to inform the Senior Instructor on Site.

For any accident or injury involving a member of the Instructors team, or a group member, a full report must be completed in the Accident Book.

Accident Book - kept by the First Aid Kit in the clubhouse. The OD/ Senior Instructor on site should be informed of any incidents, as soon as practically possible.

Near Misses – any incident that could have caused injury must be recorded to enable measures to be considered to prevent a recurrence, which might have more serious consequences. These incidents should be recorded In the Accident Book.

3. General Guidelines

1. Training Activities and the use of equipment may only take place under the supervision of a suitably qualified Instructor.
2. If any Instructor sees lightning they should immediately inform the Senior Instructor who will take the appropriate action.
3. Everyone taking part in activities must wear appropriate clothing and safety equipment. While on and around the jetties and water's edge everyone must wear a buoyancy aid.
4. Appropriate footwear and clothing must be worn for all activities.
5. Access along walkways and jetties must not be compromised by the placing of equipment upon them.
6. There should be no running/horseplay on jetties, at the water's edge, or on watercraft.
7. Care and respect must be applied to other Club Members and their equipment.

8. Any injuries or damage to equipment must be reported to the Senior Instructor present, who will take appropriate action.
9. All equipment must be stored after use having been checked and cleaned if required.
10. Registers must be completed for all groups/individuals on site. Medical/special needs information should be retained on site during courses.
11. Instructors must familiarise themselves with the risk assessments, in addition they will need to continually monitor (risk assess) the session and if necessary, curtail or amend the activity.

4. Senior Instructor (Responsibilities)

The Senior Instructor is in overall charge of the training activity, on and around the water. At times of club sailing the OD is in overall charge of all aspects at the club and all activities should be discussed with him beforehand.

1. To avoid and sort out any conflicts of interest.
2. To be in charge of overall safety.
3. The Senior Instructor is responsible for on-the-day safety management and the supervision of all instructors
4. To ensure that standards of instruction by instructors is good.
5. To ensure that Instructor / Student ratios conform with RYA guidance. Eg: Crewed Dinghies: - 3:1 for beginners with instructor on board. Maximum 9:1 but not more than 6 boats per instructor eg: 3 Wayfarers with 3 students in each or 4 Picos with 2 students in each
6. To ensure that at the start of a training course a general briefing is given to all people involved (including students parents) This should include:
 - General welcome and introduction to the Club and the course being run.
 - Introduce the members of the instructing team, Child protection Matters, First Aid coordinator etc as appropriate
 - Brief description of the course objectives, timetable etc.
 - Health and Safety including fire procedure, exits, assembly points
 - Brief outline of the Student Expectations as appropriate to the group
7. To supervise putting away of equipment at the end of activities and to ensure that all facilities are properly closed and locked up.

8. Not to leave the site unless another Senior Instructor/ Club Officer takes over or the site is locked up.

5. Instructor (Responsibilities)

1. All Instructors, placed in charge of activities, should be qualified to the appropriate levels as required by the RYA.
2. Instructors will use the teaching systems and safety procedures of the RYA and will not adopt practices that are contrary to those advocated in training.
3. All Instructors are responsible for keeping abreast of changes and to undergo further training where necessary.
4. All Instructors will hold a current first aid certificate.
5. All Instructors will be aware of, and comply with the club Child Protection Policy.
6. Instructors will have the following responsibilities to the group:
 - To obtain full details of the group's requirements from the Senior Instructor, booking information and correspondence.
 - To plan a safe and suitable programme or activity, co-ordinating with other instructors and groups to avoid equipment conflicts and maintain correct instructor to pupil ratios and quality of provision.
 - Instructors will prepare in advance and be ready to teach from the notified start time.
 - Instructors will ensure that their activities meet the needs of the group and the overall timetable. Teaching must be an enjoyable safe and informative experience for the group. Students should be given appropriate levels of involvement in rigging and launching of boats. Beginners will need full explanation and help. Instructors should check that rigging has been done correctly. Students should be shown how to move boats and equipment safely.
 - Instructors should check that all participants are suitably dressed for the conditions remembering waterproofs, warmth, hats and footwear also sun cream if appropriate. All must wear suitable buoyancy aids and straps on these must be fastened securely.
7. Risk Management

Rather than be over prescriptive in the management of sessions, use of safety equipment, and clothing, the club encourages instructors to consider the activity, ability of their group, prevailing conditions and ensure they make decisions accordingly.

It may be necessary to make a risk assessment, based on known facts, on the day and to take risk management measures appropriate to level of risk specific to each session.

- Be aware of weather conditions and known risks
- Be aware of the abilities and needs of individuals

- Be prepared to adapt the programme and teaching style if circumstances dictate, or curtail the activity
- Be aware of the risk assessments and management procedures
- At all training times a safety boat must be launched and ready. Buddying is not an acceptable substitute
- Prior to starting, a safety briefing should be given to include:
 - o The plan for the session (appropriate to the RYA syllabus and students' ability)
 - o Sailing area
 - o Signals to be used
 - o Emergency plan
 - o Timing of session
 - o What to do in event of a capsize (this need is dictated by the students' ability)
- At the end of the session ensure that students are off water safely and de-rig and put away boats and equipment properly.

8. Use and storage of equipment

All Instructors will ensure that equipment is adequately checked out, returned and safely stored. If anything breaks or is damaged, inform the Senior Instructor. Note any defects.

If appropriate defective equipment should be withdrawn from use, large items should be clearly labelled to prohibit use.

9. Accidents/injury/ near misses

All accidents or near misses must be recorded in the Accident Book. The OD/ Senior Instructor must be informed of any accident.

10. All Instructors are required to familiarise themselves with the content of these Operating Procedures.

11. All instructors are responsible for following Safety Management policy and reporting any hazards or incidents immediately.

6. Students Conduct (Expectations)

All students:

1. Will be treated with respect, without prejudice or favour, in turn they should similarly respect other students
2. Must be valued and made to feel welcome

3. Should be briefed before activity commences
4. Should be willing to listen and learn
5. Should maintain good self control and behaviour
6. Should conform with club requirements to wear buoyancy aids whenever in the proximity of the water
7. Should help each other
8. Should care for equipment
9. Must not interfere with powerboats or rescue craft
10. Should wear appropriate clothing and footwear including helmets if required
11. Should not stray out of agreed boundaries
12. Should use sun screen cream if appropriate
13. All students should understand that the following could be dangerous and is not permitted at the Club:
 - Running around jetty areas
 - Pushing each other into the water
 - Splashing with paddles
 - Capsizing each other
 - Ramming other craft
 - Sailing too close to each other
 - The use of any activity equipment unsupervised

7. Training

1.0 Emergency Procedures

1.1 Introduction

- a) All Instructors will hold a valid RYA first aid certificate.
- b) First aid kits are located in powerboats, and the Clubhouse. Defibrillator will be in the Shelter or the Clubhouse.
- c) A charged mobile phone should be on site and ready to be used during all training sessions – dial 999
- d) Point of Contact on arrival of emergency services should be the Principal or Senior Instructor
- e) Location of the Club is:- Off Teece Drive, Priorslee. Telford TF2 9SQ
- f) Gate access:- Gate will be unlocked immediately after summoning Emergency Services

1.2 Serious Accident

- a) Manage the incident/Give First Aid. Ensure that no casualty is left alone
- b) Summon Emergency Services at Earliest Opportunity – Dial 999 Inform them of the location / nearest Postcode TF2 9SQ (Teece Drive) Send a member of the Club to open the access gate to the site. Inform Emergency Services of point of contact on their arrival
- c) Assist Emergency Services
- d) Ensure that relatives are informed by the most senior person available or by the emergency services. At junior courses, parents are in any case required to be present on site at all times or to have arranged another parent (not the instructor) to be in loco parentis
- e) As soon as possible make a written record of the incident and include names and addresses of witnesses, time and weather conditions
- f) Do not speak to the press
- g) No one should admit liability
- h) Notify Commodore, or other Committee member and Principal as soon as possible. See Handbook for contact details.

1.3 Minor Accident

- a) Give First Aid. If a casualty is brought from the water or is elsewhere on site, he should be escorted to the main clubhouse and not left until handed over to a competent person.
- b) If there is any thought that the injury might need to be seen in a casualty department, this should in every case be arranged.
- c) Make a note in the accident report form. It is kept with the first aid box in the clubhouse.

1.4 Near Miss

- a) Make a note in the accident report form. It is kept with the first aid box in the clubhouse.

2.0 Dinghy Sailing Training

2.1 Minimum Governing Body Award.

- a) The instructor must be qualified to a minimum defined in the RYA Guidance and under the supervision of a Senior Instructor.

2.2 Safety Craft – Minimum safety boat requirements for Training

Activity	Safety Boats
Dinghies (without engines)	Up to 6 craft:1 safety boat 7 to 15 craft:2 safety boats More than 15 craft:3 or more safety boats

- a) Safety craft must be suitable for all types of activity undertaken in the operating areas and prevailing conditions at the centre. The distance from the operating area to the shore base should also be taken into account. Safety craft must be properly equipped according to the training vessel checklist.
- b) All safety craft will be manned by properly trained crews capable of rendering first aid.
- c) Sufficient and appropriate safety boats must be available to provide separate cover for all sailing courses in progress at any one time. They should be afloat and ready for immediate use during activities and be driven by trained drivers.
- d) Instructors supervising basic skills courses from a safety boat should not normally provide safety cover for other groups.
- e) The mechanical failure of a safety boat should not compromise the safety of the overall operation.
- f) Safety boats must be fitted with killcords which are of the appropriate length, fully functional and used at all times when underway. A spare killcord should be carried for emergency use.

2.3 Teaching Ratios within the National Sailing Scheme / Youth Sailing Scheme at Telford SC

Crewed Dinghies	RYA Ratios - Max 3:1 for beginners with instructor on board
At Telford SC	Miracles 2:1 for beginners with instructor on board
Single Handed Dinghies	6:1 only when boats are used as single handers

2.4 Rigging and Operational Equipment.

- a) The club uses different types of boats for training. These may include Club boats, Club Members boats (by prior agreement), and boats that have been hired or borrowed. All boats must be insured to the minimum defined in the club handbook.
- b) The instructor must be familiar with the method of rigging for the boat type that he is instructing on.
- c) In the case of Junior Training the instructor should encourage the parents to become familiar with rigging the boat.
- d) Masthead floats should be used at all times

2.5 Student's Personal Equipment

- a) Flat shoes/trainers/boots. No loose clothing. Students should be warmly dressed appropriate to the conditions and activities.
- b) All forms of jewellery are to be removed. Long hair should be tied back out of the way. All phones and car keys are to be removed.
- c) Person buoyancy should comply with European Standards, should be of the correct size and be properly fitted. Everyone using jetties and boats should wear them.

- d) The instructor in charge of the sailing session will use discretion with regard to the use of helmets, if any student has their own and wishes to wear it as the club does not provide this resource.

2.6 Operational Procedures

- a) Sailing will not take place without adequate rescue cover
- b) The Senior Instructor may curtail sailing at their discretion.
- c) Some boats are stored some distance away from the slipways and help may be required to move them, no student is allowed to move heavy boats on their own.
- d) Young or inexperienced sailors should not put masts up without close and careful supervision.
- e) Students should be briefed about the dangers of getting fingers trapped between the boats and the pontoon.
- f) Students should be briefed on the correct way of getting into and out of boats.
i.e. over the side not the front or back.
- g) Intentional capsizing of sailing dinghies is to be discouraged, unless it forms part of supervised training.
- h) Intentional swimming from sailing craft is not allowed, unless agreed by the Senior Instructor.
- i) Inexperienced students should be briefed to avoid tying their boat up, or sailing, too close to other craft as there is a danger of their boom hitting someone in another boat.
- j) If the boats are going to be left un-attended for more than 10 minutes consideration should be given furling the sails.
- k) "During Wrekin College sailing sessions at Telford Sailing Club, the Senior Instructor will hold a list detailing the medical information held by the College for the students who are sailing. The information is confidential and will only be available to Edwin Roberts, RYA Senior Instructor, Cora Thust, RYA Dinghy Instructor, any other (Police checked) instructors helping the group, or Emergency Medical personnel in an emergency."

2.7 Ending Sessions.

- a) Once a session is completed all sails should be furled or folded with minimal creases in them.
- b) When packing away all pieces of equipment should be returned to their correct storage areas.
- c) Any damage to equipment is to be reported. The repairs affected as soon as possible.
- d) Any incidents, injuries or near misses that may have occurred during the session must be recorded in the accident book.

3.0 Powerboat Training

3.1 Minimum Governing Body Award.

- a) To teach power boating on Priorslee lake the instructor must hold an RYA powerboat instructor's certificate in addition to the power boating certificate which is relevant to the course on which they are teaching.

3.2 Operational Equipment

All operational powerboats will carry:

- Paddle
- Bucket or bailer
- Bridle secured to suitable strong points
- Towline in throw bag - (Keep in a throw bag so is not used for mooring to jetties and other general purposes).
- Anchor with chain attached and sufficient rope.
- Knife
- Tool Kit
- Container with:
 - Waterproof First aid kit containing (minimum) 2 large wound dressings, 2 medium wound dressings and triangular bandages.
 - Spare kill cord (plus additional kill cord for Powerboat 1 course)
 - Hand held radio (walkie talkie)
 - Mobile Phone

3.3 The powerboat operator should:

- Wear personal buoyancy.
- Should carry a knife.
- Always use a kill cord when the engine is running.

3.4 Student's Personal Equipment

- a) Flat shoes/trainers/boots. No loose clothing. Students should be warmly dressed in gear appropriate for the conditions and activities.
- b) All forms of jewellery are to be removed. Long hair should be tied back out of the way.
- c) Person buoyancy should comply with European Standards, should be of the correct size and be properly fitted. Everyone using jetties and boats should wear personal buoyancy.

3.5 Operational Procedures

- a) The powerboat or safety boat should always be driven to current RYA best practice.
- b) No one should remove any item of safety kit from the powerboat unless for use as intended, in the assistance of other water users.
- c) Any Deficiencies in safety gear should be reported to the bosun immediately.
- d) When on station at the jetties, during water activities the kill cord, and key, where appropriate, should be left in position on the boat. The engines should be switched off.
- e) Before the powerboat driver leaves the pontoon they should check that the kill cord works.
- f) During water activities any boats moored must have their engine down.

- g) If a sailing boat on the lake is using the trapeze one of the safety boats should carry a pair of bolt croppers. (Bolt croppers or wire cutters)
- h) The engine must always be turned off in close proximity to people in the water, or when in contact with other craft.
- i) Occupants of the powerboat should not stand up when the boat is in motion.
- j) Smoking is strictly forbidden in powerboats.
- k) Powerboats will not be used for joy riding.
- l) Powerboats must be kept clean, litter and ice-free.
- m) Re-Fuelling with regard to the TSC Policy on the storage and handling of Fuel.
- n) The maximum weight/number of passengers that a powerboat can carry must not be exceeded.
- o) When operating as a safety boat the powerboats should not carry unnecessary people, as it may reduce their effectiveness.

3.6 Ending Sessions

- a) When a powerboat has been finished with it should be left on the pontoon as detailed in 3.4.4
- b) At the end of the day all of the powerboats should be returned to the storage container and locked away safely.
- c) Any damage that has occurred to the safety boat or related equipment must be reported to the Senior Instructor before leaving the site.

4.0 First Aid Training

4.1 Minimum Governing Body Award.

- a) The instructor must be qualified to a minimum defined in the RYA Guidance.

4.2 Operational Equipment

- a) The Instructor will provide suitable equipment for use during sessions.

Note: For First Aid Courses the Instructor is the person in charge and will fulfil the role of the Senior Instructor.

5.0 Vessels Used for Training

5.1 Training Fleet

- a) Telford Sailing Club must provide a training Vessel or fleet appropriate courses for the recognition held.
- b) The TSC training fleet must be regularly inspected and maintained. They should present a good first impression. Varnish should not be flaking off, silicone sealants should not be mouldy, excessive corrosion should not be evident.

- c) RIBs must have fully inflated tubes and any seats must be secure, all instruments should be working.

13 Safety Management Policy

13.1 Health & Safety

- The Club operates under a documented Health & Safety Policy covering all training and water-based activities.
- Risk assessments for dinghy sailing, powerboating, and all training activities are reviewed annually and whenever there is a significant change in operations.
- Instructors must dynamically assess risks during each session and adapt activities to prevailing conditions.

These Operating Procedures should be read in conjunction with the Telford Sailing Club Training Risk Assessments and other relevant club safety policies.

13.2 Operating Procedures

- All training is delivered in accordance with RYA standards and the procedures in this manual.
- Training will not commence without appropriate rescue/safety boat cover.
- Instructor–student ratios will comply with RYA guidelines.
- A qualified Senior Instructor will be present and in overall charge of training sessions.

13.3 Safeguarding

- The Club follows the RYA Safeguarding and Child Protection Policy.
- All instructors and volunteers working with young people or vulnerable adults must be aware of and comply with this policy.
- Any safeguarding concerns must be reported immediately to the Club Welfare Officer or Principal.

13.4 Accidents & Incident Reporting

- All accidents, incidents, and near misses must be recorded in the Accident Book located in the clubhouse.
- Serious incidents must be reported to the RYA in accordance with current guidance.
- Incident reviews will be carried out by the Principal and/or Senior Instructor, with actions taken to prevent recurrence.

13.5 Responsibilities

- The Principal is responsible for ensuring compliance with this Safety Management Policy.
- The Senior Instructor is responsible for on-the-day safety management and the supervision of all instructors.
- All instructors, assistants, and volunteers are responsible for following this policy and reporting any hazards or incidents immediately.

13.6 Safety Policy – Acceptance

All Staff, Instructors & Members of TSC involved with the delivery of recognised RYA courses and training and activity of any kind provided by the Telford Sailing Club Training Centre should sign the acceptance document to say they have read and understood all applicable policy documents;

TSC Operating Procedures for Training (this document)

TSC Safeguarding Policy

TSC Equality Policy

TSC Health & Safety Policy

TSC Data Protection Policy

TSC Accident Reporting Policy

TSC Refueling Policy

TSC Use of Generator Policy

TSC Safety Boat Pre-launch Checks

Appendix A – Summary Risk Assessments (see TSC Training Risk Assessment document for full details)

14. ACTIVITY AND ENVIRONMENT : Dinghy Sailing Training on Telford Sailing Club

1. Significant Hazards and Identification of Risk: Those hazards which may result in serious harm or affect several people	2. Those who might be harmed: The persons who are at risk from the significant hazards identified	3. Control Measures: Controls, including relevant sources of guidance	4. Residual Risk Rating
All of the usual hazards which are associated with learning to sail a sailing dinghy on an inland lake.	Those being taught how to sail, & people who are using the lake.	The instructors delivering the sailing tuition must be qualified to the correct RYA standard. They should operate to the current best practice of the RYA and in accordance to the Telford Sailing Club RYA Training Establishment Operating Procedures	Low
All of the usual hazards associated in recreational sailing or racing.	Those involved in sailing or racing, those involved in supervising it, or using the lake.	Racing and sailing sessions during training to be run under the supervision of a Senior Instructor who has the RYA safety boat certificate, they should be run to current best practice as recommended by the RYA and in accordance to the Telford Sailing Club RYA Training Establishment Operating Procedures	Low
Sailor caught in rigging or any other part of the boat, and being held	Any sailor, crew or helm.	Safety boat to carry wire cutters when a sailing	Low

under water causing asphyxiation/drowning.		dinghy helm or crew are on the water.	
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15. ACTIVITY AND ENVIRONMENT : Powerboat Training on Telford Sailing Club

1. Significant Hazards and Identification of Risk: Those hazards which may result in serious harm or affect several people	2. Those who might be harmed: The persons who are at risk from the significant hazards identified	3. Control Measures: Controls, including relevant sources of guidance	4. Residual Risk Rating
All of the usual hazards involved in unqualified persons being taught how to drive a powerboat.	All persons in the boat, and all of those on the lake.	Any one teaching people how to drive a powerboat has to be qualified as a RYA powerboat instructor.	Low
All of the usual hazards involved in persons being taught how to drive a powerboat as a safety boat.	All persons in the boat, and all of those on the lake	Any one teaching people how to drive a powerboat as a safety boat has to be qualified as a RYA powerboat instructor, and hold a safety boat certificate.	Low
Driver is thrown out of the powerboat, the boat then turns and runs them over causing injury or death.	The person driving the powerboat.	Only powerboats with engines that have kill cords can be used. The driver should test the kill cord each time they use a powerboat before they leave the pontoon.	Low