



Lancing Sailing Club

Standard Operating Procedure Training



1. Document history

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1.0	15.03.2013	Document creation	Isabelle Jackson
2.0	20.02.2014	Addition of section "Ad hoc Training"	Isabelle Jackson
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3. Overview

Lancing Sailing Club is situated on the south-east coast of England, in West Sussex. The club has direct access to the beach. The club is open from the end of March to the end of December, with racing and training on Sundays and Bank Holidays, Wednesday Evening racing from May to September and social events throughout the year.

The club hosts at least two open meetings every year, supported by the class associations and part of the region traveller challenge (Topper and Laser).

Lancing Sailing Club is currently a RYA Volvo Champion Club. It organises several RYA-endorsed training days every year.

All sailing activities take place off the beach and strict guidelines on judging weather conditions are applied. The aim is to deliver quality, safe sailing for all in an open sea environment. Training is largely provided by club members voluntarily.

4. Structure and Content

In 2013, training will take place on Sundays at low tide during racing hours. The Sailing Calendar, sent to all members with the yearly membership card in March (also available on the Lancing Sailing Club website) provides specific dates.

Training is offered to all current club members.

The overall training course aims are:

- Improve beginners’ confidence on the water
- Improve boat-handling from RYA Level 1 & 2 standard
- Learn to deal with the local conditions
- Encourage and developing participation in club racing
- Develop youth participation and encourage young sailors to take part in open meetings

4.1. Roles and Responsibilities

4.1.1. Overall

The overall responsibility for training is shared between main committee members, in particular the Commodore and Sailing Secretary. Assessment of the conditions on the day resides with the instructor, Race Officer of the day and experienced sailors. No decision should be taken without consulting other members.



4.1.2. Course content of the day

The instructor for the day will be responsible for delivering the course planned in advance, answer learners' questions and ensure their safety. After discussion with other sailors, the instructor is free to modify the structure of the day according to weather conditions.

4.1.3. Safety boats

Lancing Sailing Club owns three safety boats, 2 four-stroke engines RIBs and 1 2-stroke engine RIB.

In a typical racing day, the four-stroke engines operate on a rotation, with one boat on the water and one boat ready to be used on the beach.

On training days, the instructor and a helm will use the second four-stroke engine boat.

The third rescue boat, with the 2-stroke engine, is used as back-up in case of engine failure on any of the other boats. It is also used during exceptionally busy days, open meetings or Have-a-Go days.

The boats are serviced by a local firm, Aquatec. The responsibility of overseeing the maintenance of the boats lies with the Safety Boat officer.

4.2. Course plan

4.2.1. Selecting an instructor

Lancing Sailing Club organises Buddy Days, aimed at beginners and intermediate members. Volunteers to be an instructor for the day are selected by the sailing secretary and the sailing committee among club members.

Selection criteria are:

- RYA Dinghy Instructors
- RYA Race coaches (levels 2&3)
- experienced sailors

4.2.2. Content of the training day

The instructor of the day will be given the Buddy Day guidelines some time before the training day. He/she will be issued with the list of participants as soon as their names are known.

The instructor will be expected to pitch activities during the training day according to participants' needs, skills as well as weather conditions.

The overall contents of the Buddy Days will seek to improve sailing and racing skills for all members wanting to participate. Beginner/junior members will be accompanied by an adult.

4.2.3. Child welfare policy

The Club maintains a Child Welfare Policy. The Child Welfare Officer is available at the club and the Child Welfare Officer's contact details (including photo) is displayed in the clubhouse.



The Child Welfare Policy is also published on the Lancing Sailing Club website (Home>Policies).

5. The course

5.1. Course preliminaries

5.1.1. Advertising and communication

Buddy Days are advertised on the Lancing Sailing Club calendar, sent to all club members with their membership card for the year. The calendar is also available in the clubhouse and on the Lancing Sailing Club website.

Word-of-mouth is the most efficient form of advertising, as potential participants can be approached during sailing days.

Closer to a session date, the sailing secretary will send an email to all members, reminding them to sign on (free of charge). The email will be issued from the address lancingscnews@gmail.com

Within two days before the date of a given session, the sailing secretary will confirm – or cancel – the session, depending on the weather conditions.

5.1.2. Course planning

The needs of members wanting to join the session will be established by email then relayed to the instructor for the day, prior to the training session. The instructor will aim at answering members' wishes while respecting the RYA course guidelines, within the limits of the local conditions.

5.2. On the day, before the course

5.2.1. Boat checks

Lancing Sailing Club uses a mixture of club-owned and privately owned craft for training. All boats will be checked before going afloat.

5.2.2. Privately owned boats

All craft kept and sailed at Lancing Sailing Club must be insured, in compliance with the club rules. Safety and sea-worthiness of privately owned boats is the responsibility of the owner.

5.2.3. Club-owned boats

Boat	Location	Boat equipment
RS Feva "GEORGI"	Annexe compound	Annexe hut, locker and shelf
RS Feva "ARCHIE"	Annexe compound	Annexe hut, locker and shelf
Topper 19176	Annexe compound, on rack upside down (light blue deck)	Annexe hut, locker and mast rack
Laser X	Annexe compound	Annexe hut, locker and shelf 3 rigs available



All sails are kept in the annexe hut, on a dedicated shelf. Rudders, tillers and centreboards are stored in a locker situated in the annexe hut.

The Topper mast and sail, as well as the Topper boom and mainsheet, is stored in the Topper masts rack.

All club-owned boat equipment is marked with a stroke of green paint.

The key for the locker is kept in the canteen and should only be delivered by a committee member (sailing or main).

A booking system located in the club foyer is normally in operation for all club-owned boats. On Buddy Days and training days, all club-owned boats are earmarked for the training session unless decided otherwise by the group responsible on the day.

The use of all club-owned boats in training sessions will comply to the Terms & Conditions for club boats, as highlighted in the policy.

5.2. On the day, during the course

5.2.1. Student Briefing

The instructor will welcome the learners and brief them on:

- Risk assessment, highlighting the conditions of the day. The risk assessment for the day is displayed on a white board located at the foot of the stairs, written by the Race team and recorded in the Safety Log.
- Emergency action plan, including location of First Aid boxes and list of members qualified as First Aiders.
- Course content and approximate duration of the session.

5.2.2. Equipment

Prior to going afloat, the instructor will ensure that all participants are wearing buoyancy aids, in accordance with the club rules, and are suitably clothed for the conditions of the day. If necessary, spare wetsuits, buoyancy aids and spraytops are available in the annexe hut.

The instructor and the safety boat helm will have a VHF radio on board and maintain contact with the race box while on the water.

5.2.3. On the water

The course will always take place in sight of the club. On racing days, racing and training activities will be kept separate in the interest of both parties.

On occasions, training is provided during racing (with the sailing instructions modify to allow coaching while racing). In this case, the instructor will make sure coaching does not impede other competitors' progress.



The instructor and the safety boat helm will remain in contact with the race box and other safety boat operators from Lancing SC, via VHF radio. In case of emergency, the club policy is to bring the casualty back to the beach as soon as possible.

5.3. On the day, after the course

All club-owned boats must be washed with fresh water (including hull, blocks, trolley and sails if wet) before returning to the compound. All equipment must be replaced in the allocated space.

Any problem with a boat should be reported on the booking form in the “Comments / Damage” column.

The instructor and learners will meet for a debriefing. Following the session, the instructor will make sure the Race Officer has recorded the session in the Safety Log.

The instructor will record learners’ progress and improvement targets in the Training Diary. This folder is kept in the race box and must be completed after each training section. Blank sheets can be printed from the document on the website

http://lancingsc.org.uk/downloads/resources/LSC_trainingTemplate.pdf

6. Ad hoc training

“Ad hoc” training describes the informal training given by instructors or experienced sailors during the course of a normal racing day.

6.1. Advertising and communication

Ad hoc training only takes place when the weather and tide conditions are suitable for the skills of the learners. The session will be advertised on the day, on the black board outside the main door and by word-of-mouth.

6.2. Training delivery

6.2.1. Coaching in sailing

Ad hoc training consists of a short session on the water. Learners use their own boats or the club-owned boats. The instructor will focus on one or two key points to practice with a couple of learners.

6.2.1. Coaching in safety boats

Ad hoc training is also provided for safety boat handling. An experienced helm can coach a learner in correct procedures in launching the RIB, driving at slow and high speeds, laying a course, dropping and collecting marks, approaching and helping a capsized dinghy, etc.



6.2.1. Coaching in race box

An experienced race officer can guide a less experienced member through the procedures of race management at Lancing Sailing Club, whether the member is on duty (assistant RO) or not. The number of participants is left to the discretion of the Race Officer in charge.

6.3. Training recording

The instructor will record learners' progress and improvement targets in the Training Diary. This folder is kept in the race box and must be completed after each training section. Blank sheets can be printed from the document on the website

http://lancingclub.org.uk/downloads/resources/LSC_trainingTemplate.pdf

7. Resources

7.1. Policies

All procedures undertaken at Lancing Sailing Club are documented in the policies. All policies are published on the Lancing Sailing Club website (Home>Policies), including the club rules.

Sailing instructions and guidelines for each racing series are also available on the website (Sailing>Racing or Sailing>Handbook).

7.2. Forms

All blank forms used to record club race results, open meeting documentation, training, risk assessment sheets as well as miscellaneous files are published on the Lancing sailing Club website (Sailing>Resources).