



MONKSTOWN BAY SAILING **CLUB**

Instructor Familiarisation Booklet

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Club Introduction

MBSC run a sailing course each year, over a three week period in July. The course caters for sailors ranging in age from seven to eighteen and provides a variety of ISA Certified Levels to suit particular ages and sailing ability.

The levels are as follows:

- **Cara Na Mara:** This programme is aimed at the 7-10 year olds. It provides a child centered approach to introducing children to sailing and the marine environment. It is run under the supervision and leadership of ISA instructors and all children will receive ISA certification upon completion of the course.
- **Level 1: Start sailing.** Beginners level. Sailors with no sailing experience.
- **Level 2: Basic skills.** Sailors become more competent at basic sailing manoeuvres.
- **Level 3: Improving skills.** Sailors focus on rigging, capsizing recovery, sailing knowledge, boat handling, coastal knowledge and weather.
- **Level 4 – Racing:** Sailors specialise in racing preparation and techniques. Modules include, Kites & Wires, Advanced Boat Handling, Go Racing 1.

The instructing team is highly motivated and talented and ensures safety, learning and fun for every sailor at all times. Mornings are full of energy, with everyone arriving at the club for 9:30 and hopefully down the slip and onto the water shortly after, led by the enthusiastic team of instructors. Lunch time is a great highlight, with a well deserved break and a catch up with everyone. Back out on the water for the afternoon for another session full of fun and learning.

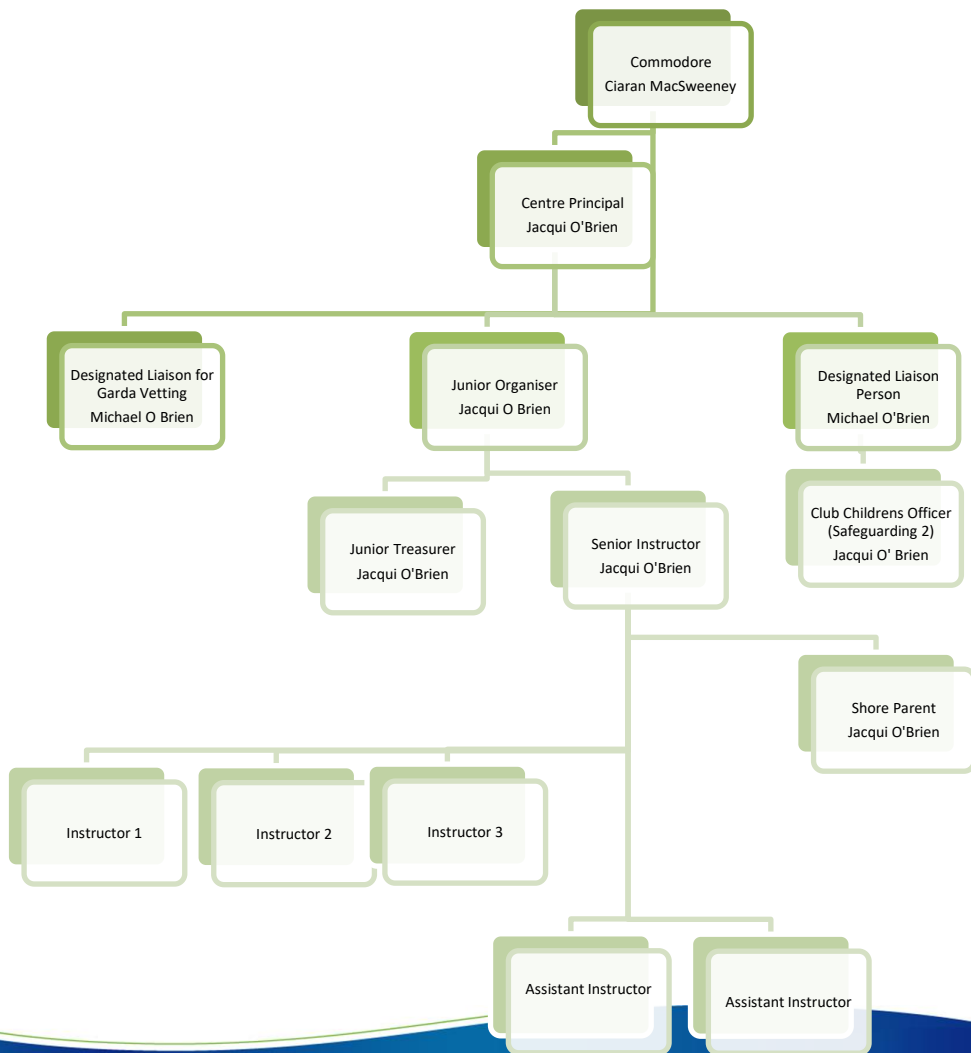
Friday's are jam packed with 'Junior Champs' (involving every member of the course racing together for fantastic prizes).

The sailing course have a day out (trip away) and is yet another fun and exciting adventure.

Overall the course is a fantastic experience for every participant, developing and improving sailing and social skills while making new friends and having fun along the way. There is no better way to spend three weeks on the water!

Details of the course can be found on mbsc.ie

Who Are We?



Roles and Responsibilities

Centre Principal and Instructors

The Centre Principal and Senior Instructor are responsible for safety in areas occupied by their staff and trainees. They are responsible for the full implementation of relevant and documented safety procedures and for the day to day implementation of the clubs Safety Policy, and compliance with safety rules and safe working practices.

In implementing the clubs Safety Policy it is the duty of the Centre Principal and Senior Instructor to encourage and assist the development of safety rules and to endeavour to ensure that established rules and safe working practices are always followed. The Centre Principal shall delegate responsibilities and ensure that Senior Instructors and Instructors receive the necessary information and training to enable them to discharge their safety related responsibilities. A record shall be kept by Centre Principals of all information and training provided.

It is the duty of Centre Principal, Senior Instructors and Instructors to ensure as far as is practicable that:

- Training course participants are familiar with emergency routines and means of escape in case of fire or other emergency evacuation.
- Employees authorised to use chemicals are trained in the handling and use of such material.
- Those authorised to use powered craft are appropriately trained and should have appropriate certification.
- Those authorised to use machinery and work equipment are appropriately trained.

- Work equipment is maintained in a safe condition as recommended by the manufacturer, with appropriate arrangements to ensure the safety of persons using such equipment and of others who may be exposed to risk from such equipment.
- Hazards (such as damaged fittings, spillages or trip hazards) in the areas occupied by staff or Club members are eliminated as quickly as possible after they occur.
- All incidents, accidents and near misses are reported in writing using standard form or template document to the General Committee ensuring that any necessary follow up action is taken without delay.
- The Centre Principal and Senior Instructor shall be responsible for the proactive identification of hazards. The reviewed assessments of hazards identified during the course of regular safety inspections shall be notified to the Committee by the Centre Principal.
- In addition the Centre Principal shall undertake periodic “self-inspection” safety audits and shall ensure that Instructor training, in safety and use of protective equipment and gear, is carried out on an ongoing basis.

Club Children's Officer

All ISA affiliated Organisations admitting children to their membership or activities must have a Children's Officer. This person should be a member of or have access to, the Club Management Committee and should be introduced to the young people in an appropriate forum.

Designated Liaison Person

This is the person within the Club/Centre responsible for reporting suspected statutory abuse to the relevant authorities. They are usually the same person as the organisation leader. The Designated Officer should ensure that they are aware of the contact details for local Social Work departments and what constitutes statutory abuse.

Contact Details

Club/Centre Committee

Role	Name	Phone No.
Commodore	Ciaran MacSweeney	0872820765
Centre Principal	Jacqui O'Brien	0858431998
Junior Organiser	Jacqui O'Brien	0858431998
Designated Liaison Person	Michael O'Brien	0872924551
Club Children's Officer	Jacqui O'Brien	0858431998
Designated Liaison Person for Garda Vetting	Michael O'Brien	0872924551

Instructors

Role	Name	Phone No.
Senior Instructor	Jacqui O'Brien	0858431998
Advanced Instructor	Ronan O Driscoll	
Dinghy Instructor		
Dinghy Instructor		
Assistant Instructor		
Slip Master	Sandy Rimmington	0879034687
Boatman/Workshop	Sandy Rimmington	0879034687

Emergency Action Plan

Useful emergency contact numbers:

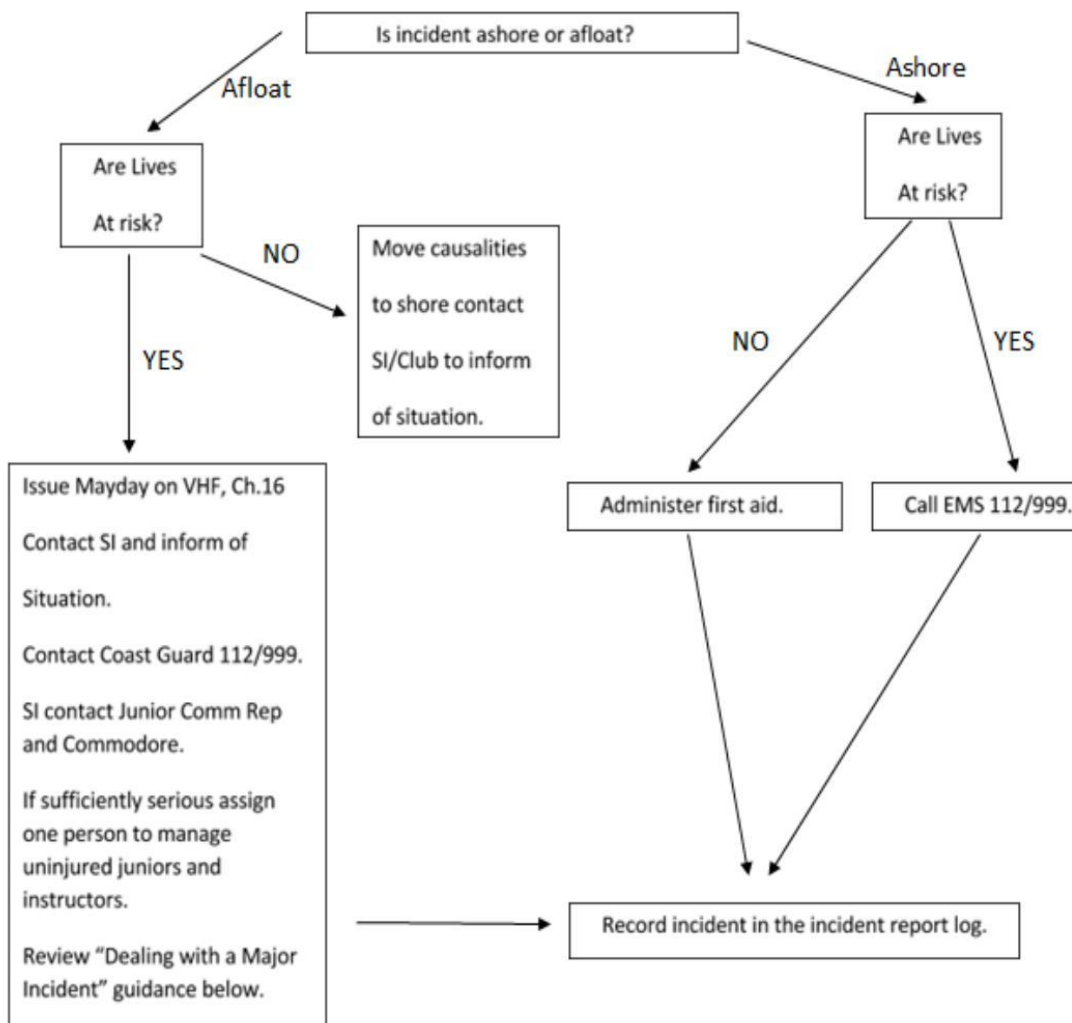
- Coastguard/EMS – 112/999
- Local Garda Station – 0214841001
- Local Doctor – 021 4863208
- Hospital - Cork University - 021 4546400
- Port Opps.- 0214811380
- R.N.L.I. – 0214831999

In the event of an emergency requiring all boats to come ashore:

- Boats can be tied on to any available spare moorings.
- If too many boats are capsized, recover all persons leaving boats where they are.
- The first Instructor ashore stays on the slip to organize the recovery of the other fleets.
- The Shore Parent on duty organizes the sailors ashore. They should also ensure the safety of participants & Staff not immediately involved in the incident.
- Instructors and parents on duty should ensure that casualties are given appropriate care in timely & effective manner.
- Ensure casualties life is not at risk – provide life sustaining aid if required.
- Ensure no other casualties occur.
- Senior Instructor to decide if Coastguard should be called on VHF Channel 16 or if casualty should be brought ashore.
- First Aid treatment will be given to the Casualty and parents will then be contacted.
- If the Coastguard is called then the Senior Instructor is to communicate directly with the Coastguard on Channel 16 (or another designated channel)

Emergency Action Plan

Club Working Channel: CH 8



Standard Operating Procedures

Parent/Guardian communications - any communication with parents/guardians must be done so through the parent on shore duty or the SI.

Morning Briefings -

- Briefings will begin at 9am (8.30 first morning) and all instructors and assistant instructors must be present
- It is intended that as the course progresses less time will be needed for morning briefings and the starting time can be pushed back to 9.15
- Instructors must be previously aware of the weather and tidal conditions for the day. Also the SI must be aware of shipping traffic and times (Port of Cork)
- Instructors must present previously prepared session planners. Session planners should be to the standard of the accompanying sample session planner, including all the headings:
 - Level
 - Instructor's name
 - Date
 - Number of Trainees
 - Start and Finish Time
 - Low and High Tide
 - Topic
 - Aims
 - Teaching Points
 - Equipment needed
 - Sailing Area
 - Sketches Appropriate

- What went well?
 - What went wrong?
 - How it can be improved?
- Instructors will keep a copy of their session planners and fill out the self-assessment sections in advance of the evening's debriefings.
 - Briefing will finish in time to take responsibility of the trainees at 9.30am

Launching -

- From 9.30am Instructors will help the trainees to rig their boats, ensuring that the boats are rigged correctly and are seaworthy, with paddle, bailer and bungs. This should be teaching time and not an excuse for trainees to get their boats rigged for them.
- Ideally, Instructors will be changed and ready to give a briefing and get on the water by 10.00am.
- Instructors must provide appropriate briefing to trainees at the start of the session or prior to launch including:
 - Clear outline and explanation of topics to be covered during the session
 - Recap of whistle or hand signals to be used in session
 - Launching procedures
 - Where their designated sailing area is and to travel there together and to leave their area unless told so
 - Daily reminders, sunscreen, proper sailing gear
- Instructors are responsible for taking daily role calls at the start of each day and after lunchtime. If there is anyone missing the SI must be informed and their parents contacted.
- Instructors will take head counts of trainees before and after launching, repeatedly during sessions and again after recovery.
- The number of trainees and the number of boats per level must be given to the SI before launching.

- Level 1 and 2 will use the slip to the right/marina side to launch, while level 3 and 4 will use the slip to the left (by hut) unless otherwise stated at morning briefing.
- Levels launching times will be staggered subject to morning briefing.
- From each level an instructor must be assigned to check the rigging of each boat at the top of the slip before they launch.
- No boat should launch that is not rigged correctly as it will lead to gear failure and could cost valuable session time dealing with it on the water.
- Instructors should assign one of the instructors from the level to bring a rescue boat around, in order to save time.
- All trainees should be launching by 10am and the last trainee should be launching no later than 10.30am

Clothing and Equipment –

- Instructors must be prepared to enter the water immediately and at any time and must be dressed appropriately for the conditions.
- Wear appropriate Personal Flotation Device.
- Must ensure that each course participant is wearing a buoyancy aid and is appropriately dressed for the conditions.

Lunches

- Supervision of the trainees will be provided by the Instructors during lunch time.

Lunch in Club:

Trainees will eat with instructors preferably in or around the centre. The instructors will be working with a rota so that at least 4 of the instructors are present at any time during lunch. This will allow instructors time away from trainees for up to half an hour should they need it.

Cleaning of the centre – it is the responsibility of the instructors to ensure trainees adequately clean up the facilities after use.

- A specific level will be assigned to clean up each day.
 - Monday – level 1
 - Tuesday – level 2
 - Wednesday – level 3
 - Thursday – level 4
- Trainees are not to swim during lunch time
- Trainees are not permitted to leave the premises or go down the marina during lunchtime

- **Changing Rooms**

To enter the junior changing rooms for whatever reason an Instructor must follow the 2-adult policy. As such, the instructor should be of gender appropriate to that changing room and have another gender appropriate instructor with them.

At lunch time Instructors will monitor the changing rooms for 5 minutes at the beginning of lunch, after this all participants should have what they need and are not permitted back into the changing rooms until the end of lunch when the changing rooms will be supervised again. There will be periodic inspections by instructors during the lunch break to confirm that trainees are not loitering in the changing rooms.

VHF's

- Any handheld VHF's used must be signed in and out in the logbook
- Handhelds are found in the office and must be returned to charge overnight.
- For the course, channel 69 will be used unless otherwise stated.
- Dependency on VHF's should be reduced through use of whistle or sound signals, or hand signals and proper preparation and organisation before going out on the water.
- Proper call signs for the boats must be used, not the names of instructors.
- Cursing, misuse or unnecessary use of VHF's is against the law.
- Please be careful of what is said over the airwaves as the trainees and any member of the public can hear. This is particularly important in the case of an emergency, as we do not want to cause panic or unnecessary alarm.

Instructor Paperwork – all instructors will use session planners.

Instructors must bring their session planners with self-assessment section completed.

Weather and tidal information – can be viewed on the blackboard by the hut.

Use of club safety boats – Anyone using a rib or boat must sign in and out in the logbook before launching and after recovery.

- Boats should have an anchor, paddle, first aid kit, towing warp, distress signals, fuel (attached securely) and a VHF.
- Boats should only be driven by persons holding appropriate certifications and never by trainees, regardless of their certification.

- Petrol must be checked before and after each session. If a tank is low inform the SI ASAP
- Any damage or faults must be reported to the senior instructor at the end of the day so that they can be fixed quickly.

NOT ALLOWED

- Drive byes
- Engine lifts
- Breaking the limit for the river (6 knots)
- Driving excessively fast near trainees or other boats.

Towing - when towing a number of boats, painters should be looped in a daisy chain system, where one painter is tied to the next; this means there is a lot less pressure on the hull of each boat.

- Towlines should be attached to the bridle at the stern of each boat and not the A-frame or a seat, as they will be damaged.
- The bridle should be secured with a bowline on one end and a round turn and two half hitches at the other, this allows the bridle to be released under pressure.
- The number of boats towed in a single line from the stern should be limited to six, two more boats can be towed alongside the boat if they are kept well forward of the propeller (for steerage).
- When towing, not every rescue boat should be engaged to towing, as some should be free to attend to incidents if they occur. This may involve communication with other levels and pooling of resources

Incident reporting - First Aid

First Aid shall be administrated in accordance with the *emergency action plan* provided.

- First Aid kits are supplied for each rescue boat and will be signed in and out in the logbook which can be found in the hut.
- If a First Aid kit is used then an accident/incident report form will be filled out and the SI informed.
- First Aid kits should be checked regularly by the users and the SI and replenished every time they are used.

Emergency Action Plan

- The steps set out in the emergency action plan must be followed.
- It is intended that there will be a safety boat independent of all the levels.
- In the event of an incident or accident, inform the SI immediately, do not rush to shore leaving a level without adequate rescue cover. The extra safety boat is there to be used either as replacement rescue cover or to take a casualty/incident to shore.
- In the case of mass incidents or casualties:
 - Follow the emergency action plan
 - Contact SI immediately
 - Keep groups together
 - Do not get caught up in towing small numbers of boats
 - Secure boats to moorings or a mothership
 - Ensure that a number of safety boats are left free to attend to incidents

Remember that a life is more important than a boat.

- **Course participant attendance** – roll calls must be taken each morning at the briefing and again after lunch before going back on the water. If anyone is absent please report to the SI.

- **Daily Debriefings** - Responsibility for the trainees will cease at 16:30 everyday. At this time senior instructor, instructors and assistant instructors will gather to discuss the day.
 - Discussions should be constructive inclusive and a learning process, looking specifically at what went well during the day, what went wrong, and what steps can be taken to improve.
 - It is intended that debriefings finish no later than 17:30.
- **Marina** – the marina is only used by the instructors and no trainees are allowed on the marina unless accompanied by an instructor.
- **Storage sheds** – are to be kept tidy at all times

Code of Conduct

This sailing program is fully committed to safeguarding the well-being of all junior members. Every individual in the club should, at all times, show respect and understanding for the rights, safety and welfare of all involved.

M.B.S.C.'s activities involving persons under 18 should be conducted in a way that reflects the traditions and principles of the Centre, the *Irish Sailing Association (ISA)* and the guidelines in the ***Code of Ethics and Good Practice for Children's Sport in Ireland***. Copies of the Code of Ethics are available from the Child Liaison Officer, The Irish Sports Council or on-line @ www.irishsportscouncil.ie

For Everyone:

No abusive language or behaviour. Always act courteously towards any of the following:

- Fellow trainees
- Instructors or other employees of the club
- Other sailors, spectators, club members and members of the public.

For Parents:

- Support instructors and committee members in upholding good behaviour by all.
- Ensure Children arrive punctually for sessions
- Ensure children have proper sailing gear and equipment
- Ensure that pick-up arrangements are clear.
- Impress upon children never to leave the club grounds without informing you so that you know their whereabouts.
- Inform the Senior Instructor if for any reason your child cannot attend or needs to leave early.

Code of Conduct

For Trainees:

- Arrive on time.
- Co-operate with the instructors and parents on duty.
- No bad language.
- No bullying.
- Ensure everyone is included socially.
- Help with preparation for training/events.
- Leave the club and club equipment as good or better than you found it.
- Tidy-up after yourself.
- Make sure you have the correct gear.

For Instructors:

- Respect the dignity, self-esteem and rights of all the children
- Ensure all children are involved in training and events
- Positive encouragement to all children.
- No smoking in or around club grounds.
- No drinking alcohol during or after the course on club grounds while students are around.
- Instructors are reminded that they must be in wet gear and ready to get into the water at any point. Flip flops are not appropriate footwear in RIBS and no footwear is not tolerated.
- Instructors are reminded not to wear inappropriate clothing during the sailing course hours.
- During the entirety of an instructor's employment they are representing the Club. As such they are obliged to be a constant example to any student on the course whether during course hours or not. This includes their manners and behaviour in the vicinity of the club and its surrounds. This is extended to all hours of the day or night when they are in public view.

Children and Vulnerable Persons

Children have a lot to gain from Outdoor Education. Participation can provide an opportunity to learn new skills, explore new environments, gain confidence and most importantly, to have fun. The focus should be on the needs of the child rather than achieving success.

A child centred approach to outdoor education will result in continued participation, a positive public image for this Club and long term benefits in terms of a healthy and active population.

The full potential of these benefits can only be gained with a positive and progressive approach to the child's involvement. This Club has a duty of care to safeguard all children and vulnerable persons who attend the Centre from harm. The Club will ensure the welfare and safety of all people involved in activities by adhering to the Good Practice and Child Protection Policy formulated for use at this Club. Further details on policies and reporting procedures can be found on our notice board, website or by contacting our Junior Organiser.

Powerboat Checklist

- Bowline
- Anchor secured
- Anchor ready to be deployed
- Alternative means of propulsion
- Whistle
- Flares/Day-glo flag
- First aid kit
- Spares/tools/bung
- Knife
- Kill chord
- Battery box covered and secured
- Bailer
- Sponson pump
- Fuel tank secured
- Fuel line in good condition
- Towing line
- Bridle (floating line)
- Stern line

