

# Wilsonian Sailing Club



## Operating procedure for Saturday Adult Rookies

### Scope

Saturday afternoon adult Rookies approximately 13:30 to 16:30 dates defined in the sailing programme.

Guidance for the purpose of providing informal training and coaching for beginners, or Rookies who are members of the Wilsonian Sailing Club.

### Responsibility for the activity

The above activities can only be provided with members of the Saturday Adult Rookies team who are either instructors, power boat qualified, experienced club members or parent assistants.

### Pre session Checks

- 1. Safety boats are checked at the beginning of the day before a session starts; there is a check list posted in each of the boat houses.**
- 2. Sailing dinghies will be checked at the beginning of the day before a session starts check:**
  - a) The majority of the sailors own their boats: it is their responsibility to maintain and insure them.
  - b) Members using club boats must follow the club instructions on the use and care of the boats. All boats must be put away and sails stowed correctly after use.
- 3. Instructor briefing to adult Rookies must take place at the beginning of the session:**
  - a) Outline the session plan and outcomes being aimed for.
  - b) Sailing area
  - c) Weather
- 4. Helper ratio**
  - a) Sailing group minimum of one Safety Boat with competent crew of two (SB trained coxswain and competent crew).
- 5. First Aid**
  - a) All safety boats carry 1<sup>st</sup> Aid Kits (minimum RYA recommended contents). Survival bags and space blankets.

- b) 1<sup>st</sup> aid kit behind the bar next to the till (1<sup>st</sup> response kit)
- c) 1<sup>st</sup> Aid kit by main entrance with defibrillator and resuscitation mask, including infant's size.
- d) Stretcher in committee room

## **6. Activity Group Leader**

The Adult Rookies are run by a core of experienced club members under the guidance of the nominated leader for the day.

## **7. Weather**

The weather conditions must be taken note of and activities must reflect the ability of the students on the water.

Heat / sun stroke may lead to dehydration students must be advised of this hazard.

- a) Protective clothing wearing hats.
- b) Use of sun screen
- c) Water intake (make sure water is available to students if required)
- d) Hypothermia, make sure students are suitably dressed for cold conditions.

## **8. Medical Information**

If a participant of the Adult Rookies has a medical condition that would affect any first aid treatment it is advisable that the Adult Rookies team are made aware of such a condition.

## **9. Water Confidence**

- a) All Adult Rookies will be fitted with buoyancy.
- b) If beginners assist in selecting a correct size buoyancy aid.

## **10. Adult Improver Briefing**

- a) Brief as per briefing sheet sailing.
- b) Sailing area for course.
- c) Time to be back to Wilsonian Sailing Club.
- d) Importance of signing on and off the water.
- e) Risk assessment for the activity.

## **11. Return to Shore**

- a) Make sure all Adult Rookies are accounted for (using the racing sign on and sign off sheets).
- b) Return boats to Wilsonian Sailing Club dinghy park.
- c) Clean all boats.

- d) Return all equipment to storage areas.
- e) Any defects log in the CDO (Chief Duty Officer) log and inform the Bosun.
- f) Wash the power boat engines as directed by Helm.
- g) Secure all safety boats.

## **12. In the Event of an Accident**

- a) Report any accident / incident to the Rookies team and include the Training Principal Chief Sailing Instructor and Commodore in any reports that have been made.
- b) Follow the health and safety policy.
- c) Document the accident in using the incident form and place in the letter box under the notice board at the entrance.
- d) Enter a full report in the CDO (Chief Duty Officer) book.
- e) Instigate the major incident policy if required.

### **Referred documents**

Health and Safety Policy / Child / Vulnerable Persons Policy / Briefing Saturday Skimmers SOP