



Responsibilities & Procedure

This document describes and explains the responsibilities of the Club Trustees, Committee, the Senior Instructor and other on-the-water staff and volunteers.

Sailing Club Board of Trustees and Committee

Active Committee members must read & understand all written procedures.

The Committee must publicly back all written procedures.

Procedure must be annually reviewed and fall within RYA guidelines, any major changes must be made at Committee Meetings and be recorded and voted upon.

RYA Centre Principal

The centre principal is responsible for all RYA training that the club delivers. They must ensure all procedure documents are in line with RYA guidance and that the club is operating within these procedures.

The principal must ensure all teaching staff are appropriately qualified and have the support needed to confidently carry out their duties.

The Center principal reports directly to the club committee at recorded club committee meetings.

RYA Senior Instructor

The Senior Sailing Instructor has been qualified by the RYA to oversee all activities on the water and must ensure all procedures are maintained.

The Senior Instructor must be present while the club is delivering any RYA training course or using RYA Instructors in the capacity as an instructor.

The Senior Instructor may also oversee club activities that are not RYA courses when requested by the Committee.

The Senior Instructor reports directly to the RYA Centre Principal.

Decision Maker

The 'Decision Maker' is a nominated person by the club committee who is considered to be appropriately experienced to oversee non-instructional club sessions.

The Decision Maker must have the minimum of RYA Powerboat Level 2 and a valid First Aid Certificate and have some sailing experience with an understanding of safe sailing conditions.

The decision maker reports directly to the club committee at recorded club committee meetings.

Safety Boat Driver

All drivers of the club safety boats must hold a minimum of RYA Powerboat Level 2 and be approved by the Senior Instructor or club committee.

The role of a Lead Safety Boat Driver should be assigned by the Decision Maker or the Senior Instructor.

Rib Driver

To drive a club rib unsupervised, the driver must have completed RYA Powerboat Level 2, be over the age of 16 and approved by the Senior Instructor or club committee.

All Staff & Volunteers

All on-duty staff must have read and understood the Club policy documents listed below and be approved by the Senior Instructor and/or the Club's Trustees.

- Normal Operating Procedures
- Emergency Action Plan
- Risk Assessments
- Child Protection Policy
- Equality Policy
- Responsibilities and Procedures

RYA Sailing Tuition

All teaching sessions must be overseen by the Senior Instructor and instructional staff must be RYA Qualified.

Sailing Sessions

All sessions must be overseen by the Senior Instructor or the appointed Decision Maker.

Either the Senior Instructor or the Decision Maker must be in attendance.

All youth sessions must have an active Safety Boat.

Adult sessions must have a safety boat on standby ready to attend.

All on the water persons must sign in.

All procedures detailed in the listed Club Documents must be followed:

- Normal Operating Procedures
- Emergency Action Plan
- Risk Assessments
- Child Protection Policy
- Equality Policy
- Responsibilities and Procedures

Ages below 10 years

Young people below the age of 10 may attend any appropriate club session when directly supervised by an adult and approved by the Senior Instructor or Decision Maker.

Ages 10-16 years

The session must be attended by the Senior Instructor or appointed Decision Maker.

A session must, in the opinion of the Senior Instructor or appointed Decision Maker, have an appropriate number of volunteers to ensure it runs smoothly.

Youth sailors must be directly supervised on the water by a Safety Boat.

Adult Sessions (16+)

There must be a Safety Boat on standby with a nominated and qualified driver.