

NORFOLK BROADS YACHT CLUB
The Avenue, Wroxham, Norwich, Norfolk. NR12 8TS

Telephone: 01603 782808
Fax: 01603 782362
Email: secretary@nbyc.co.uk



NORFOLK BROADS YACHT CLUB

Code of Practice & Procedures



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CODE OF PRACTICE

- All sailing and powerboat tuition that is based at Norfolk Broads Yacht Club (NBYC) must be under the auspices of an RYA Training Centre
- When the organising group is an RYA Training Centre they are required to provide documentary evidence of this together with a copy of its own Code of Practice.
- If the organising group is not an RYA Training Centre they will be deemed to come within the auspices of the NBYC Sailing School and the NBYC Code of Practice shall apply.
- All RYA Training Centres are required to conform to the “Requirements for RYA Training Centres as laid down in the RYA publication Dinghy Coaching Handbook (G14/03). See page 6
- Notwithstanding the overall responsibilities of the Management Committee under the NBYC constitution, the Training Committee shall be responsible for all matters of training of sailing and powerboats.
- The Training Committee shall be a Sub-Committee of the Management Committee.

Responsibilities of the Training Committee: –

- Plan and manage the annual Easter Holiday Sailing Course.
- Plan and manage other sailing and powerboat courses.
- Liase with schools and other groups that use NBYC facilities for this type of training.
- Ensure that all records and documentation necessary for RYA validation as an RYA Training Centre are maintained.
- Liase with the Racing Committee to ensure that Junior sailing events and Regattas are included in the sailing programme.
- Prepare written Risk Assessments for training activities and make recommendations to the Management Committee.
- Prepare and issue such guidance notes as are deemed to be necessary to ensure compliance with current RYA recommendations for RYA Training Centres management and operation.

APPENDIX 1

THE ROLES AND RESPONSIBILITIES

The roles and responsibilities of the Principal, Chief Instructor, Senior Instructors, Instructors, and Assistant Instructors within the RYA Training Centre will be as defined and limited by the RYA Dinghy Coaching Booklet G14/03.

REQUIREMENTS FOR RYA TRAINING CENTRES

Only recognised establishments can issue RYA certificates. These establishments fall into three main categories: -

- **Sailing centres open to the public;**
- **Sailing clubs which provide tuition for their members and prospective members;**
- **Organisations such as local education authorities, Scouts and HM Services who are restricted to teaching their own groups or members.**
- RYA recognition is vested in the Principal and implies that certificated courses are run and that the remainder are closely associated with the aims of the National Sailing Scheme.
- The Principal is responsible for issuing RYA certificates and ensuring that the requirements of RYA recognition are maintained at all times.

Briefly, the criteria for dinghy and keelboat sailing centres are as follows:

Each centre will be inspected annually to ascertain that:-

1. The Principal or Chief Instructor holds a valid RYA Senior or Keelboat Instructor certificate, as appropriate.
2. The instructors hold the appropriate valid RYA instructor certificates.
3. The student to instructor ratios do not exceed those laid down in the syllabus for each level of course, i.e.: -

TYPE OF CRAFT	STUDENT TO INSTRUCTOR RATIO
Crewed Dinghies	3:1
Single handed dinghies	6:1 (applies only whilst the boats are used as single handers)
Keelboats (without accommodation)	Max 4 students per boat (1 instructor must be responsible for no more than 9 students)

4. The establishment's teaching syllabus meets the requirements of RYA certificate courses;
5. The onshore teaching facilities are adequate for the proposed operation.
6. Boats provided for tuition are suitable, seaworthy and in good repair.
7. Safety boats satisfy all the requirements for the operating area and are properly equipped to carry out the combined duties of teaching platform and rescue boat.
8. All students and instructors will be in possession of personal buoyancy appropriate to the sailing area and type of boat in which they are receiving instruction, and will be required to wear this equipment on occasions when prevailing conditions make its use necessary.
9. The Principal understands the requirements of the RYA as to the proper running of a recognised teaching establishment.

10. The Principal understands their responsibilities for training their staff in teaching techniques, powerboat handling and house rules relating to health and safety issues.
11. All activities will be covered by adequate public liability insurance (at least £2,000,000).
12. RYA logbooks will be available to all students and RYA certificates will be issued to all those who successfully complete the course.

	YOUNG SAILORS SCHEME	NATIONAL SAILING SCHEME 2002 (dinghies)	NATIONAL SAILING SCHEME 2002 (keelboats)
Dinghy Instructor	Start sailing 1, 2 & 3 Advanced Red & White in Dinghies	Start Sailing Level 1 Basic Skills Level 2 Seamanship Skills Sailing with Spinnakers*	
Keelboat Instructor	Start sailing 1, 2 & 3 Advanced Red & White in Keelboats		Start Sailing Level 1 Basic Skills Level 2 Seamanship Skills Sailing with Spinnakers*
Club Racing Coach	Racing Red & White	Start Racing	Start Racing (if also a keelboat instructor)
Advanced Instructor	Advanced Blue	As per instructor plus Sailing with Spinnakers Performance Sailing	Sailing with Spinnakers (if also a keelboat instructor) Performance Sailing (if also a keelboat instructor)
Class Racing Coach	Racing Blue	Start Racing	

- Instructor who is experienced with spinnakers and approved by the Principal/Chief Instructor.

Acknowledgements: The information from this document is largely taken from the RYA Dinghy Instructors Handbook (G14/03)