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## POLICIES AND PROCEDURES

Title: **Sail Training Policy** Version: **3**  
Adopted at Meeting:  
Date: **20 November 2010**

### 1. Policy

Blairgowrie Yacht Squadron (BYS) is primarily a family based yacht club. Our Sail Training Program is offered to both member and non-member adults and children 8 years of age and over. Minimum age must be attained by the commencement of the BYS Sailing Season (Opening Day), or otherwise, at the discretion of the Training & Development (T&D) Committee.

The Program's principal objective is to provide training in the basic skills of sailing in a safe and enjoyable environment. The Sail Training Program also offers advanced training for racing skills.

### 2. Management and Administration

A General Committee member is responsible for the T&D Committee to direct the Sail Training Program.

The Sail Training Program will be managed and administered by the T&D Committee.

The General Committee member, whose portfolio responsibility is training and development, is chairman of the T&D Committee and will appoint members to the T&D Committee, as soon as possible after the BYS Annual General Meeting.

Appointments to the T&D Committee will be effective for a minimum of one season and subject to review by the General Committee at any time.

### 3. Sail Training Coordinator

The T&D Committee and its Chairman are responsible for rostering a Sail Training (ST) Coordinator for each junior training session and for coordinating coaches, instructors and other volunteers.

### 4. Duties of Sail Training Coordinator

On each Sail Training day:

1. Arrive at Club between 8-8.15am for 9.30am start
2. Open up Club, including deactivating alarms
3. Turn on coffee machine
4. Hang out "ST Coordinator of the Day" sign
5. Get teardrop flags out to designate rigging areas
6. Make sure RIBS are moored at low landing and colour flag and Club burgee are hoisted
7. Has final say on "sail / no sail" for the colour groups taking into account BOM forecast
8. Carry hand held VHF radio

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9. Carry personal mobile phone
  10. Ensure Sign on / off sheets in place
  11. Be familiar with First Aid cupboard
  12. Not to be on water or coaching
  13. Carry list of important emergency phone numbers on phone:
  14. Must be available in and around Club
  15. Check in with radio room / start box / Bar
  16. Ensure someone is rostered to do camera / video recording
  17. Windy day program – make sure laptop is available for TV screens
  18. Check and replenish if necessary, ST promotional material in upstairs lounge
  19. Be aware of kids with medical conditions
  20. Ensure all coaches are First Aid competent and WWCC registered
  21. Responsible for public announcements

## **5. Coaches and Instructors**

The T&D Committee will invite suitably experienced and / or qualified volunteer members to participate in the Sail Training Program as coaches, instructors or assistant instructors and make a recommendation for approval by the General Committee. Additional external or professional coaching or other appropriate specialist resources may also be engaged if required, subject to the approval of the General Committee.

Any such voluntary or professional appointments will be subject to review at any time.

The T&D Committee will also encourage BYS members to undertake appropriate training and may recommend to the General Committee that such members be reimbursed for the cost of approved training courses if the new skill acquisition can be deemed to be of material use to the Club. The percentage of reimbursement will be determined by the General Committee.

## **6. Risk Management and Safety**

The safety of all volunteers and participants is paramount and risk management procedures will apply to the Sail Training Program.

If an Officer of the Day is on duty at any time during Sail Training, the Officer of the Day will have the ultimate authority, inclusive of Sail Training activities.

## **7. Program Syllabus and Format**

The T&D Committee will, in consultation with coaches, instructors and other suitably experienced persons, prepare a syllabus which will provide a uniform teaching guide, conforming to Yachting Australia standards, where practicable.

The syllabus will be prepared specifically for BYS needs and will be subject to annual review.

## **8. Streaming**

As some participants will adapt and acquire skills at different rates than others, streaming will allow for rapid advancement, or longer training at a particular level, based on the assessment and recommendation of the coaches or other instructors.

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## **9. Classes**

Preferred classes are Minnows, Sabres, Lasers, Optimist Trainers, International Optimists, RS Fevas, Pacers and Tasars. Other classes may be accommodated with the approval of the T&D Committee.

## **10. Club Owned yachts**

Use of any club owned boats outside of sail training activities will incur a user-fee which will provide a contingency fund to cover on-going repairs & maintenance.

## **11. Program Timetable**

Prior to the finalisation of the Boating and Social Program the T&D Committee will determine the dates and times of the Sail Training Program for the ensuing season.

## **12. Sail Training Fees**

Fees payable by participants will be determined by the T&D Committee and will be reviewed annually.

## **13. Uniforms**

Rash vests, Polo tops, T-shirts or caps will be provided to all participants. The exact item may vary from season to season.

## **14. Working with Children**

All sail training official and club coaches will be expected to provide their Working with Children licence.

## **15. Governance**

The T&D Committee will be responsible for all aspects of the Sail Training Program. Our family atmosphere, harmony and enjoyment are paramount. All participants, including coaches, instructors, T&D Committee members and parents will be required to abide by the BYS Sail Training Policy and the BYS Sailing Code of Conduct.