

SECTION 9

LSC TRAINING CENTRE - INSTRUCTOR BRIEFING (INSTRUCTORS)

Purpose

1. Please be reassured, we are all volunteers operating in a private members club and all of the participants in our sailing and racing programmes are volunteers. Additionally parents have given their consent to their student's participation. Consequently as individuals you are not responsible for mishaps or accidents. However the club is a registered training centre and has a responsibility in giving proper consideration to the safety and welfare of our members. This briefing and these notes are part of that process.

Briefing

2. We recognise that sailing is a potentially hazardous activity. With this in mind, we must all put the highest emphasis on safety.

3. If acting as an instructor please arrive for the session in time to check in with the Senior Instructor (SI) in charge.

4. Familiarise yourself with the Training Centre Operations Manual.

5. **Ensure** all students in your boat are properly dressed and have buoyancy aids that fit properly.

6. Record which boat you are using on the board.

7. **Stay within the designated training area**, do not sail off by yourself, stay with other boats and safety boats.

8. In the event of a capsize, **count heads**. Concentrate on keeping all the students in contact with the boat before attempting to right the boat. Be aware of the possibility of an **inversion/entrapment**. Use masthead flotation as recommended in Standard Operating Procedures manual.

9. If asked to take charge of a boat or group of students and you consider the prevailing conditions represent a potential hazard discuss this with the instructor in charge. If you feel you have been asked to do something that you are not confident or comfortable in undertaking **it's ok to say no**, you are a volunteer.

10. Be guided by the students. If an individual student or a group becomes cold, frightened or conditions become too challenging, report to the nearest safety boat, transfer the student to the safety boat or bring them in.

11. In the event of a student being injured try to make contact with the nearest safety boat, if this is not possible return to LSC.

12. If a student is lost overboard and you are unable to retrieve them make contact with a safety boat, if possible designate the other students to keep an eye on those in the water.

13. In a rescue situation, the safety boat helm is in charge.

14. Encourage the students to help you rig the boat and pull it to the water.

15. Share the helm and sheets, encourage all to have a go.

16. When you return to shore keep the students with you to help de-rig the boat and give a quick de-brief to your session.

17. If you have any concerns about any of the students on or off the water report it to the SI in charge.

18. Log off the training board, report any faults or defects on the board or to SI.

Child Protection Policy

19. The club has a child protection policy with a designated Child Protection Officer. If anyone has any concerns or worries about safety on or off the water please feel free to speak to these people or the SI in charge.

20. Please remember to check that all kit has been collected from the changing rooms after each session.