

# WINDSURFING OPERATING PROCEDURES – RTC WISH SC

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## Document Change log:

Joe H 2/4/24 -for comment/discussion V1.0 draft status.

5/4/23 Simon H, Steven B approved (Senior and Chief Windsurfing Instructors) V1.0 (minor changes)

7/4/24 Advise input requested from Derek L

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## Overview (Windsurfing)

The aim of this Section is to cover the Operating Procedures for Start Windsurfing courses at Wigan and St Helens SC.

The Training Principal is responsible for maintaining and updating the Wigan and St Helens SC Operating Procedures supported by the Chief Windsurfing Instructor for this Section.

All instructors must declare that they have read and understood the Operating Procedures before conducting any training. (See online declaration)

## Associated Documents

These operating procedures should be read in conjunction with other related documents within the centre's full Operating Procedures.

## Roles and responsibilities (Windsurfing)

The Training Principal has overall responsibility for maintaining the standards of all RYA courses and ensuring compliance with the requirements of the RYA.

The Chief Windsurfing Instructor undertakes to maintain standards of windsurfing training and ensure compliance with the clubs operating procedures.

A nominated instructor (decided before the session) will lead the delivery of each windsurf training session and will authorise on-water training activities. Assisting instructors must follow any instructions given by the lead instructor.

## Staffing Ratios of training courses (Windsurfing)

Maximum instructor/student ratio for windsurf training at Wigan and St Helens SC is 1:6 for RYA Approved Courses.

For Fun "casual" sessions with no formal instruction (for participants with minimum start windsurfing) - 1:12 boards – 1 safety boat

## Staffing Issues (Windsurfing)

All instructional staff must hold current certificates and hold an award appropriate to the teaching being undertaken. These could include:

- RYA Senior Instructor Windsurfing
- RYA Start/Intermediate/Advanced Instructor Windsurfing
- RYA Assistant Instructors Windsurfing Award

Unqualified helpers may be used to assist with unskilled tasks once appropriately inducted.

New instructors/helpers/AIs will be inducted by the Chief Windsurfing Instructor, or an instructor nominated by the Training Principal.

Copies of relevant RYA instructor qualifications must be supplied before conducting any training. [P014](#) (restricted Access)

## **Lesson Plans (Windsurfing)**

Teaching systems and procedures will be in accordance with that stipulated in the relevant RYA manual. Lesson plans for start windsurfing are included in the Club's operating procedures separately.

## **Student Issues (Windsurfing)**

Joining instructions will be sent to all students detailing start/finish times, catering arrangements, recommendation of suitable clothing and any other information deemed appropriate.

Booking forms are to be completed via the Club website/Member mojo or on paper prior to the course, if under 18, a parent/guardian declaration must be completed.

A temporary file containing emergency contact and medical information of all students will be held by the course leader during the training. These will be held in accordance with the club's GDPR compliant Policy.

A briefing will be held at the start of each session to include the plan, timings and objective for the session, a description of the sailing area, how to summon assistance and details of emergency procedures. The instructors and any helpers will also be identified and introduced to the students.

Before a practical session, students should be briefed to avoid any potential dangers, including but not limited to; trapping fingers and feet between mast and board, slipping on slipways, hitting head on the board or mast etc.

When ashore, rigged boards should be held appropriately and the instructor must demonstrate how to store equipment ashore for the safety of persons and equipment.

At the end of a practical session, students will de-rig and put away all equipment properly when instructed.

A debrief will be held to close each session.

Instructors should check that all participants are suitably dressed for the conditions and that buoyancy aids are worn in accordance with the Club's Policy

## **Certificates (Windsurfing)**

Logbooks can be signed off by the instructor as training elements are completed. Certificates will be issued in the name of Wigan and St Helens SC only when the required standards have been attained. Certificates may only be signed by the Chief Windsurfing Instructor or Training Principal.

Action plans can be discussed if someone does not meet the required standards during the course time.

## **Safety and emergencies (Windsurfing)**

Instructors must familiarise themselves with the risk assessments that are located on the Club website in the Training Centre Section. They should continually monitor every session and curtail or amend the activity where necessary. Any updates to the risk assessments that are required should be notified to the Training Principal.

Each safety boat must carry appropriate equipment.

The main first aid kit is located in the main clubhouse by the entrance, with smaller packs in each safety boat.

Defibrillator is located in the main clubhouse corridor (as you walk in, straight in front of you)

All accidents and near misses must be recorded in the Club accident book located by the first aid box in the main Clubhouse and notified to the Training Principal and Commodore.

In the event of thunder/lightning, all on water activity will be suspended until the storm has passed. Instructors should be cognisant of the weather forecast before launching for any session.

An emergency plan folder is kept near to the defibrillator

A mobile phone should be available to contact the emergency services if required.

## Operating Areas (Windsurfing)

**Classroom and theory lessons** may be taken in the Clubhouse, training room, on the patio or other suitable place on the site at the instructor's discretion. Instructors should liaise with the Senior Instructor on the day to agree shore-based teaching spaces to avoid clashes with other groups/club activities.

**Simulator sessions** can take place on any suitable area on the club grounds. The ideal location will be the grass in front of the flagpole. If necessary, too windy/gusty the simulator could be moved to a sheltered area (perhaps the grassy part of the car park). If wind is too strong the instructor should consider abandoning the simulator session.

**Practical training** will take place in the normal sailing area (all of the lake except within 5m of the bank and 25m from reedbeds) usually each group will try to stay in a contained (Fixed race buoys can be used to set areas) area. This can be managed by use of powerboat to retrieve students or by teaching self-rescue techniques. The lake has a complicated shoreline with the large slipway and stony beach in front of the clubhouse being best place to launch/recover in most conditions.

The front of the Clubhouse faces east meaning an offshore /cross shore breeze is most likely with the prevailing wind from the South /Southwest/West. This may make it difficult to run windsurf instruction from the bank as beginners may find it difficult returning to the shore and likely to need support to do so.

The shallows area gives another option. The shallows are between number 5 and the south bank. Water is about knee deep at its shallowest point although water level in the lake may vary considerably throughout wet/dry periods.

**Use of boathouse for storing equipment** – students should only enter the areas of the boathouse that they need to for the course/ sessions they are attending. See risk assessment for use of boathouse.

## Windsurfing Equipment (Windsurfing)

All windsurfing equipment must be visually inspected by the course instructor prior to going afloat.

All defects and breakages should be notified to the Chief Windsurfing Instructor and recorded in the club's repair book.

Helmets are available as the instructor deems necessary.