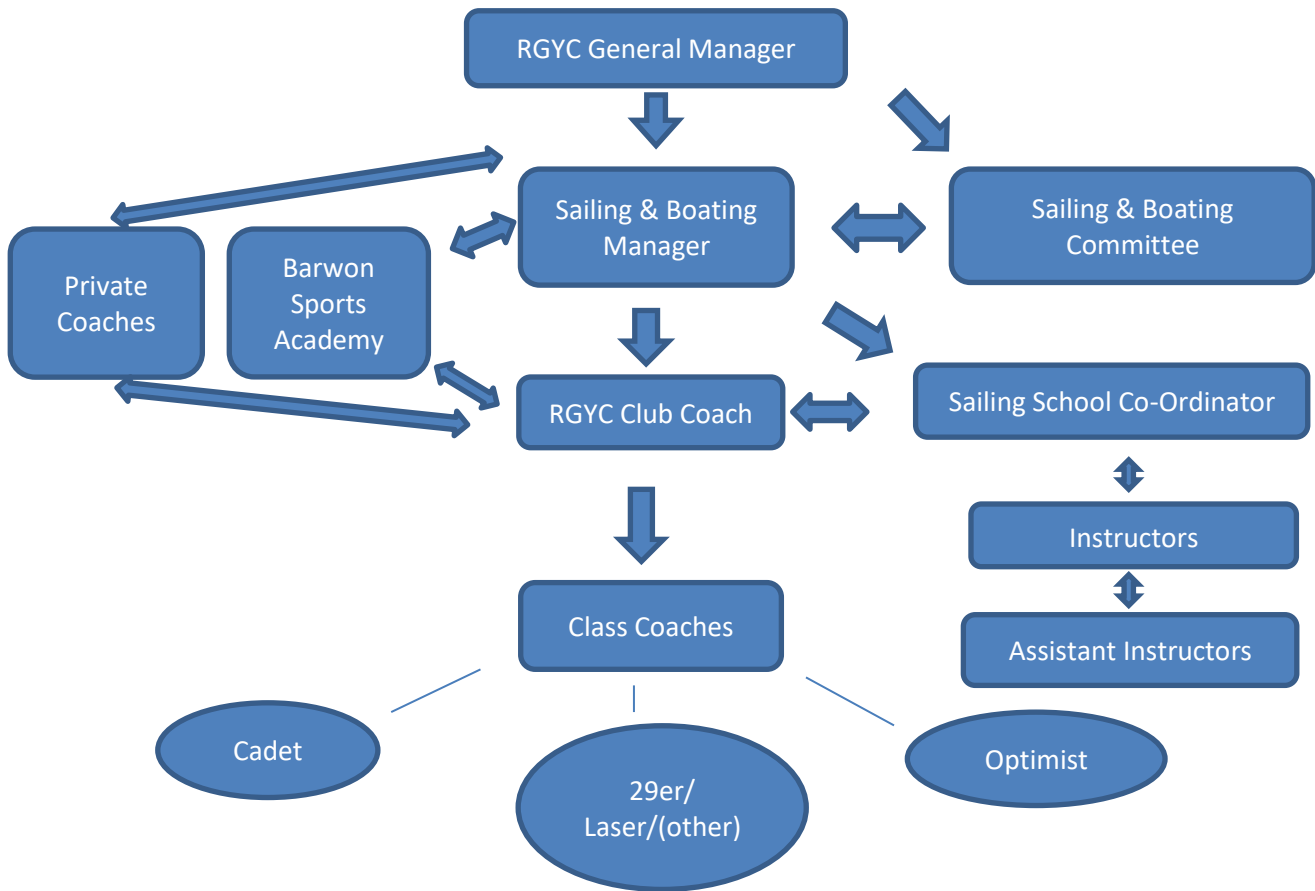




## RGYC Coaching & Training Policy

<b>Policy Number</b>	16	<b>Version</b>	7
<b>Drafted by</b>	P. Alexander, C. Manton, M. Williams, T. Bull, B. Case	<b>Approved by Board on</b>	27/08/2018
<b>Responsible person</b>	Sailing & Boating Committee Sailing Manager	<b>Scheduled review date</b>	May 2019

### RGYC Coaching & Training Structure



## Outline:

**While operating from the Royal Geelong Yacht Club (RGYC), all parties shall act under these terms and conditions.**

## Definitions:

**Coaching** is defined as teaching and training one (or more) athletes.

**Coaching activities** at RGYC are where more than 3 boats are being instructed, outside of the Australian Sailing defined Discover Sailing programs.

### 1. Club Expectations:

- 1.1 Instruction is to be by an accredited coach, with current Australian Sailing (AS) 'Sailing Coach' Certifications.
- 1.2 Unqualified coaches working toward accreditation can run coaching activities, under the mentorship of a qualified coach, providing all other certifications are valid, and a qualified coach is on the water.
- 1.3 All class coaches will be nominated by the RGYC Head Coach and ratified by the RGYC Sailing & Boating Manager in conjunction with the RGYC General Manager.
- 1.4 Prior approval to run a coaching program must be obtained from the RGYC Sailing & Boating Manager. This will not be granted without a coaching program outline. Please contact the Sailing Manager on 03 5229 3705 or 0437 689 928.

### 2. Common Operating Guidelines for Sailing Coaches

- 2.1 Sailing coaches operating from RGYC shall hold the following certifications
  - i. Current Australian Sailing 'Sailing Coach' Certificate;
  - ii. Safety Boat Handling;
  - iii. First Aid (level 2);
  - iv. AS Silver Card holder;
  - v. A current Working with Children Card.
- 2.2 All RGYC Coach and support power-boats are to have propeller guards fitted. For visiting vessels, it is highly recommended that propeller guards be fitted.
- 2.3 The course will have a fee agreement in place.
- 2.4 A risk assessment matrix is completed prior to an on-water session. This risk assessment matrix ([Appendix E](#)) can be left as a hard copy in the boat storage area, or emailed to [sailadmin@rgyc.com.au](mailto:sailadmin@rgyc.com.au).
- 2.5 Coaches are to abide by the AS training boat to safety boat ratio guidelines as listed in [Appendix A](#).
- 2.6 Coaches are to abide by weather condition guide lines, as set out in [Appendix B](#).
- 2.7 Operators of any additional safety boats shall possess a current AS Powerboat Handling accreditation under the direction of the Coach.
- 2.8 Coaches shall consider skills of the participants in relation to the activities undertaken and the prevailing and forecast weather conditions.
- 2.9 Coaches shall care for the Club's assets, and follow the guidelines set out in [Appendix D](#).
- 2.10 Notification of on water activities are to be written on the white board located on the OTB storage shed with the following details: Names of coaches, participants, emergency contact number and estimated return time.
- 2.11 It is expected that the Club be reimbursed approximately \$5 per boat to be coached per session. This cost may be recouped through an additional fee per person per session. For volunteer run programs, an application for this fee to be paid on behalf of athletes may be made to the OTB Working Group or RGYC Sailing Manager.

### **3. Use of Club Resources – Commercial**

- 3.1 Prior agreement through Memorandum of Understanding is required from both external and RGYC coaches. This will outline the resources to be used and terms and conditions for their use. These resources may include safety boats, launch and retrieval, clubroom and change room facilities, supply of fuel and fees payable.

### **4. Use of Club Resources – Voluntary**

- 4.1 Members operating on a voluntary basis shall be an accredited AS coach.
- 4.2 Unqualified coaches working toward accreditation can conduct coaching activities, under the mentorship of a qualified coach, providing all other required certifications are valid, and the mentoring coach is on the water.
- 4.3 RGYC offers training opportunities for members to create a pathway for coaching, as defined by Australian Sailing, to instructing and coaching at the Club. Please contact the RGYC office if you are interested in coaching or instructing for further information, on 5229 3705.

### **5. Private Resources – Commercial**

- 5.1 Prior agreement through a Memorandum of Understanding is required from both external and RGYC coaches. This will outline the resources to be provided, and terms and conditions for their use. These resources may include launch and retrieval, clubroom and change room facilities, supply of fuel and fees payable.
- 5.2 It is highly recommended that visiting coach and support boats be fitted with propeller guards to reduce the risk of an injury when recovering people from the water.

### **6. Private Resources – Voluntary**

- 6.1 Members providing coaching programs from private vessels on a voluntary basis are to be a qualified Sailing Coach or working with a qualified Sailing Coach who is on site, as a mentor. Members can provide on water support to family and friends in the knowledge that this **not** conducted as an official RGYC coaching program and falls outside of the Club's ability to quantify skills and certifications for the provider and assistance such as Insurance cover, Working with Children checks, and licenced vessel operation.
- 6.2 RGYC offers training opportunities for members to create a pathway for coaching, as defined by Australian Sailing, to instructing and coaching at the Club. Please contact the RGYC office if you are interested in coaching or instructing for further information, on 5229 3705.
- 6.3 Members wishing to launch private boats from the hardstand area must obtain approval from the Marina Staff, and additionally hold liability insurance to \$10 million. RGYC By – Laws Sections 3 and 4 apply.

### **7. Unsupervised Training Sessions.**

- 7.1 Guidelines for training sessions that will have no on water support are listed in [Appendix C](#).
- 7.2 It is the responsibility of sailors and their guardians to take the weather conditions, and the skills of the sailor into consideration prior to leaving the beach.

## Appendix A:

### Australian Sailing Recommended Training Boat to Safety Boat Ratios

<u>Coaching type &amp; wind speed</u>	<u>Maximum Vessel to Safety Boat Ratios</u>	<u>Maximum Participant to Instructor Ratios</u>	<u>Comments</u>
Single handed or Crewed dinghy 0-22 knots	$1 \Rightarrow 10: 1$ 10-20: 2	20:1	Participants may be on a safety boat during a session
Single handed or Crewed dinghy 22-25 knots	6:1 7-14 : 2 15+: 3	18:1	
Single handed or Crewed dinghy 25-30 knots	$0 \Rightarrow 3:1$ $4 \Rightarrow 7 : 2$ $8 \Rightarrow 10: 3$	10:1	

## Appendix B:

### Weather Consideration

All on water sessions shall take into account:

- 1.1 Weather warnings – No boats shall leave the beach with a gale warning (or higher) issued for Port Phillip. [The Bureau of Meteorology](#) (BOM) defines the coastal warning system as follows (source BOM website bom.gov.au). As Corio Bay weather varies slightly from the wider Port Phillip, there will be instances when it is suitable to be on the water with a strong Wind Warning issued for Port Phillip. In this instance, please refer to 1.2 (below)

Wind Warning	Wind Range*
Strong Wind	26-33 knots
Gale	34-47 knots
Storm Force	48-63 knots
Hurricane Force	64 knots or higher

(\*wind speeds are based on 10-minute averages)

- 1.2 Sailing in a Strong wind Warning – Shall be in accordance with class wind limitations (most classes- 25knots). In the event of high performance coaching (representational or similar) training can be done to an extra 5 knots above class limitations with the following provisos.
  - 1.2.1 When coaching is conducted when a strong wind warning has been issued, the ratio of vessels training to support boats is 3-1 ([as per appendix A](#));
  - 1.2.2 each support boat operator must have completed the Australian Sailing Rescue Boat course and have Level 2 First Aid accreditation.
- 1.3 Water Temperature – The Lower Limit is 10 degrees C.
- 1.4 Air Temperature – The Lower Limit is 10 degrees C and the upper limit is 40 degrees C inclusive. No Sailing outside of these limits.

In conditions close to these limits boats on-water time is limited to 90 minutes per session, with 60 minutes ashore between sessions.
- 1.5 Sea State – When the wind is from the North-West to North-East quadrant, consideration needs to be given to a large and irregular sea state, which can form due to wave refraction off the seawall.
- 1.6 Westerly frontal weather patterns. Consideration needs to be given to strong westerly winds, which come off the Corio Bay western shore in gusty and often unpredictable wind patterns.
- 1.7 Visibility – Boats shall not leave the beach if visibility is below 200m.

## Appendix C:

### Off the Beach (OTB) – Junior Sailing with No On-Water Support.



1. At all times, when sailing from the Club, all skippers are expected to post a notification on the white board located on the OTB storage shed with the following details:
  - Who is on the water (boat name, skipper, crew), their expected return time; and emergency contact details.
2. When sailing from the Club without rescue craft, all skippers should additionally advise:
  - A parent, family member or RGYC staff member the area where they will be sailing and the expected time of return.
3. On returning to shore, sailors shall promptly register their return on the white board, and advise the relevant person.
4. Boats shall not leave the beach:
  - i. Before official sunrise, and shall return before official sunset;
  - ii. With a strong wind warning (or higher) in place;
  - iii. If the ten-minute time weighted wind speed average is in excess of 25 knots, as per weather station at Hopetoun #10 (as provided on rgyc.com.au).
5. Optimist, Cadet, Bic and other Junior Class Sailors shall remain within the zone south of the yellow line as per the diagram above.

**Failure to comply with any of the above rules may result in a disciplinary hearing as per Division 2 of the RGYC Rules, OR RRS Fundamental Rule 2 (Fair Sailing) and Rule7 (Disciplinary Code), or RRS rule69 (Misconduct).**

## Appendix D:

### PATROL/RESCUE BOATS GUIDELINES FOR USE

Rescue / Patrol boats shall only be operated by **AUTHORISED PERSONNEL** who hold:

- **Current Victorian Boat Operators Licence and**
- **AS Power Boat Handling certificate or higher (e.g. Coxswains)**

**THE ENGINE KILL SWITCH LANYARDS MUST BE WORN AT ALL TIMES WHILE MOTOR IS RUNNING**

**ALCOHOL is NOT permitted on Rescue Boats.**

**All aboard MUST wear an approved PFD 1 at ALL times**

#### ***When boats are being taken for use:***

- 1) The **Safety Boat Register** must be completed noting **operator and crew** names – pens and clipboards with running sheets for each boat are on the wall to the right of the roller door of the boat storage area.
- 2) Check off **ALL** items on the **SAFETY EQUIPMENT LIST**. (stored with safety equipment) If faulty or damaged equipment is discovered, boats are **NOT** to leave the hardstand until the deficiency is corrected.
- 3) Check **ALL bungs** are screwed into transom (**do not** over tighten).
- 4) If two stroke motor, check **engine oil mix tank** by removing engine cowling, if less than **half full** top up tank from the oil can at front of boat shed. Do not fill above the breather on right hand side of tank.
- 5) Check that boat has **FULL fuel** tanks (Dave Wane has only one tank). Marina staff will be able to fill tanks if required. Boats with internal tanks to be refuelled after their third use. Please check each boat's log sheets, located on the safety boat storage shed wall.
- 6) Turn on **power supply switch** (situated near battery on starboard side near the stern).
- 7) Switch on the **radio – channel 16, 71 or 73**, check which other programs are operating at the club and which radio channel they can be contacted on).
- 8) Take **plastic bag** for rubbish. (supply hanging with 'Boat Register' boards).
- 9) When using **hardstand crane** please leave crane arm parallel to jetty decking and the hook fully retrieved. Place slings in crate provided and leave by crane.
- 10) Remove **trailers** from crane area and place them neatly in the vicinity of the ramps, or back in the boat shed.
- 11) When motoring in the vicinity of the marina and through the moorings area the maximum **speed limit of 5 knots (walking pace) must** be adhered to.

#### ***When the boats are returned to the storage area:***

- 1) Wash down boats (Bravo motor to be flushed – ears under seat, other motors have internal flush systems).
- 2) Remove any portable fuel tanks and place them at the roller door for refilling.
- 3) Remove **ALL** rubbish and leave boats in a tidy manner with towline ropes stowed and any unnecessary knots in them untied.
- 4) Remove **ALL** bungs from the transom and place in stern of boat.
- 5) Turn off power supply and radio.
- 6) Lift front of trailer onto milk crate or wind jockey wheel up high to allow hull to drain and replace covers.
- 7) Lubricate steering shaft (lubricant spray container on shelf with the plastic bags) and leave motors completely down and turned fully to port
- 8) Complete Safety Boat log details, especially the comments section, noting any maintenance, repairs and or replacement of safety equipment that is required.
- 9) Pull the roller door shut and lock up the training rooms.



## Appendix E:

### Risk Assessment Template

- [Training & Event Risk Assessment \(Version7\)](#)

## Appendix F:

### Related Documents

- [RGYC Rules](#)
- [RGYC Child Safe Policy](#)
- [Race Management Guideline \(to be finalised\)](#)
- [Board Sponsorship of Members Program](#)
- [RGYC by-Laws](#)
- [RGYC member Protection Policy](#)

## Appendix G:

### Revision Record

Initial Draft	Date 2015
Review P.A. T. B & R H	Dec 2017
Reviewed SGN	May 2018
Reviewed and updated M Williams, P Alexander, T Bull, C Manton, G Sinclair, B Case	8/6/2018, 22/6/2018
C. Williams	29/6/18
M Williams	15/8/18
Final version approved by RGYC Board	27/08/18