



Training Guide for Clubs

Increasing sailing participation



Centre Principal

Insert Name [Graham Coplestone](#)

Club Development Officer

Insert Name [Graham Coplestone](#)

Junior Organiser

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Insert club Logo

ISA



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Foreword

“WHY SAILING IS SUCH A GREAT SPORT”



- Active, outdoor, physical, healthy, relaxing
- Constantly challenging
- Set and maintain goals
- Make life long friends
- Builds on skills of teamwork and communication
- Accessible to all ages
- Includes people with all disabilities
- Fun and sociable

Annalise Murphy, Olympian

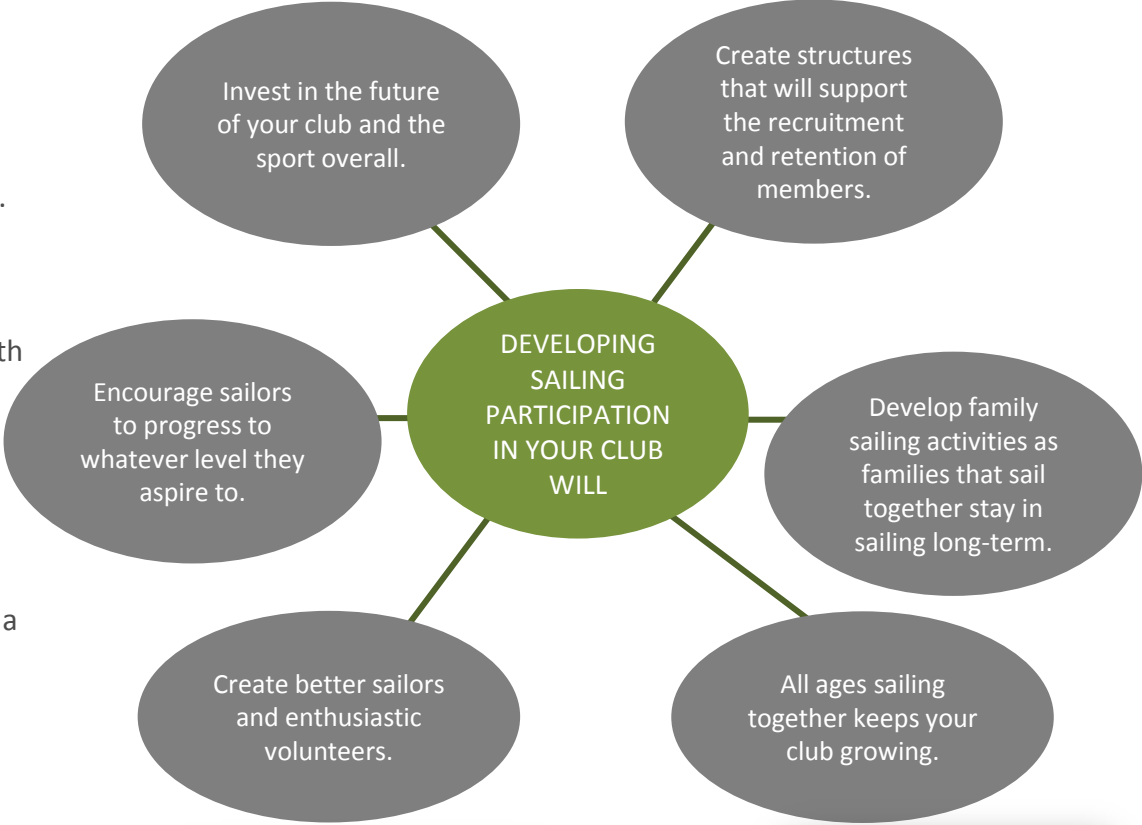


Introduction

The ISA is committed to developing sailing for all ages and introducing newcomers to this fun and active sport. This Guide has been created to help sailing clubs run successful sailing activities for adults and juniors.

Both youth & adult sailors are crucial to the future health of our sport and we need to provide an environment where they can develop their skills and are then encouraged to use them to grow their passion for the sport.

Sailors who are made feel welcome and are frequently in their club, are more likely to develop friendships and a lifelong connection with their club.





Who Organises Sailing in a Club

Each club is uniquely different to the next

All of the roles (sometimes combined) are normally held by volunteers. *ISA Certification is not a pre-requisite*



All Clubs have common needs – HOW

- do we keep junior sailors sailing outside summer courses?
- can we transition junior sailors into youth and adult sailors?
- how do we increase general sailing participation?



Key Roles

WHO HELPS MAKE AN ACTIVE & GROWING CLUB

- Centre Principal
- Club Development Officer
- Junior Organiser
- Children's Officer

What are the roles of these Key people

CENTRE PRINCIPAL ([more details here](#))

- Keeps up to date with ISA Policy
- Ensures safe running of programmes
- Disperses information to relevant members
- Can post information re courses/instructor jobs on ISA website
- Overall manager of club activities



GO TO PERSON!

CHILDREN'S OFFICER

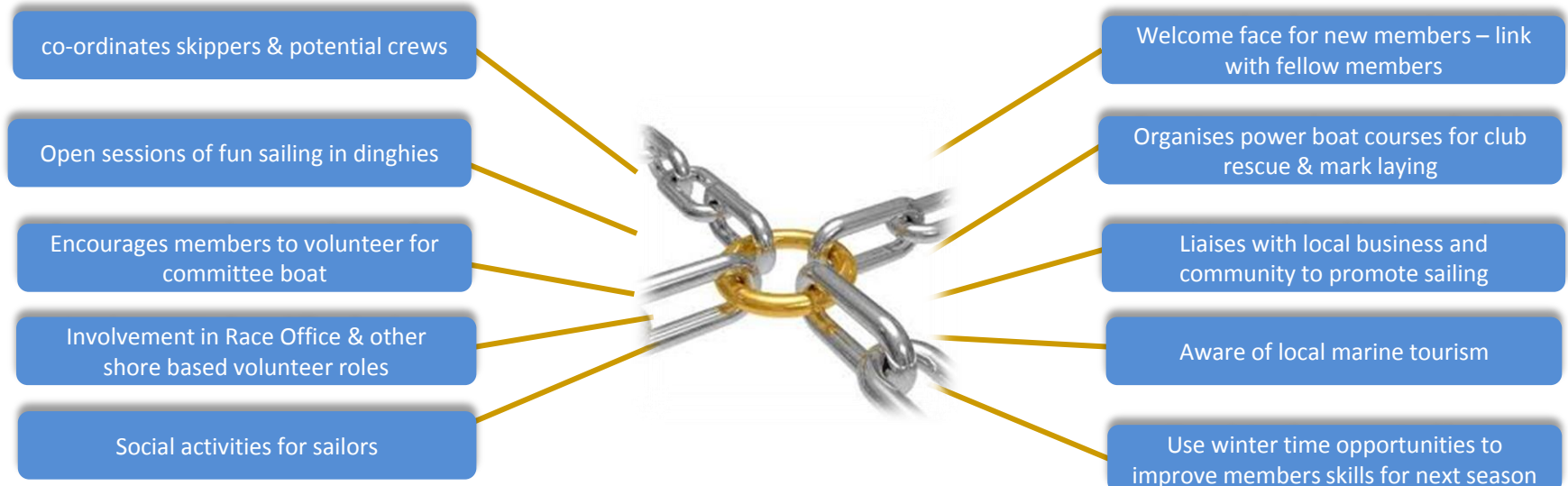
- Establish contact with the ISA National Children's Officer
- Encourage involvement of parents & guardians in club activities
- Influence policy & practice in club to prioritise children's needs
- Promote awareness the ISA Code of Ethics & Good Practice for children's activities
- Ensure children understand how to make concerns known



Key Roles cont'd

CLUB DEVELOPMENT OFFICER

- Promotes training schemes for both new and seasoned sailors of all ages
- Create active cruising and racing opportunities for members
- Represents club training at main club committee level
- Guides junior sailors to adult sailing activities
- Assists the integration of sailors from the junior programmes to the wider club activities





Club Junior Organiser

JUNIOR ORGANISER – THE ROLE

- Encourages sailing for all abilities among young members
- Encourages Family Use of the club
- Promotes 2 handed sailing to encourage sociability & fun
- Organises summer courses relevant to needs of sailors
- Recruits instructor team and develops their skill set
- Develop instructors from club sailors to give continuity
- Co-ordinates dinghy sailing/racing and inter club events
- Has overview of types of boats sailed in their club and develop specific class coaching for these
- Works with club Development Officer to transition youth sailors to general club sailing
- Communicates with sailors and parents to build enthusiasm
- Represents junior affairs at Main Committee level



JUNIOR ORGANISER – THE ANNUAL PLANNER

January	Advertise for Summer Instructors.
February	Interview Instructors. Check Certs in date. Send out contracts. Mid Term sailing clinics/ Instructor Training Courses
March	Promote Summer Courses. Update Application forms.
April	Easter club sailing to start season Instructor Training
May	Regional events start
June	Induction for Instructors. Summer courses start. Social events
July	Full Summer Courses Inter club racing
August	Preparation for Pre Entry Recommend Instructor upgrading to SI & advanced endorsements
September	End of Season Regattas
October	Junior Dinner /Prizegiving Winter training
November	End of Year Review / Refresh Committee Plan for Senior Instructor for next season
December	Gain Committee support for following seasons plans



What makes for a successful Junior Section



General Tips for Junior Organisers

Only take on as much as your location, facilities and fellow volunteers can handle professionally and safely.

- Always encourage others to get involved as many hands make light work.
- Have a proper hand over when roles change as this gives better understanding of what is required and allows continuity. A shadowing period helps give newcomers confidence.
- Have an overall development plan for your junior section and get support of the Main club Committee to implement this. It also ensures the junior section is seen as an integral and important part of the club.
- Regular coaching combined with time on the water is the key for young sailors to improve their sailing.
- Clubs should work towards having a club coach who offers a structured programme.
- Time on the water may be during Family Sail days or racing on a different type of boat. All help to develop friendships and connectedness to ones club.
- How active are your juniors? If they are not getting involved try to find out why and offer activities that address this.
- Teenage social evenings help form good bonds.
- Remember all sports experience a drop off in participation at 18 and sailing is no exception. By carefully planning and identifying the needs of this age group you can minimise this. Family focused sports often do better at this stage as more inclusive so maybe that could be the solution.

Always plan ahead and be ready for the following season.



ISA Courses and Instructor Training

Sea Based Instructor Courses

- [Cara na Mara](#)
- [Dinghy Sailing](#)
- [Keelboat Sailing](#)
- [Catamaran Sailing](#)
- [Sailing Yacht](#)
- [Motor Yacht](#)
- [Powerboat](#)
- [Windsurfing](#)

All Linked
to website

Shore Based Personal Courses

- [Shore Based Navigation](#)
- [Sea Survival](#)
- [Marine Engines](#)
- [Radio Courses](#)
- [Disability Inclusion Training](#)
- [Safeguarding & Child Safety](#)

All Linked
to website

Search for Courses on www.sailing.ie



How to become a Sailing Instructor [\(more details here\)](#)

Minimum age of 17

[ISA Powerboat Level 2 Certificate \(+20hrs Logged\)](#)

[Garda Vetting Clearance](#)

[Emergency Care Certificate](#)

[Instructor Pre-entry Assessment](#)

[DINGHY INSTRUCTOR 5 DAY COURSE](#)

[SENIOR INSTRUCTOR](#)

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Recruiting the Team



The size of the team will vary from club to club. The key is to have a team suited to the requirement of your club that has the training and experience to operate safely and effectively in the specific location. Each centre will require one or more ISA Instructors trained in a range of teaching and sailing skills.

**THERE ARE FOUR LEVELS OF INSTRUCTORS :
ASSISANT INSTRUCTOR - INSTRUCTOR - ADVANCED INSTRUCTOR – SENIOR INSTRUCTOR**

Each may be qualified in specific sailing or powerboat skills – Dinghy, Keelboat, Catamaran, Windsurfing or Powerboat

When recruiting Instructors clubs should ensure that THEY:

- have suitable experience and qualifications for your courses
- understand to sailing area
- have experience of the range of boats sailed in the club
- understand how the Training Scheme is to be integrated into club activities
- provide details of their sailing experience and previous employment as an ISA Instructor

PROGRAMME TO DEVELOP INSTRUCTORS FOR YOUR CLUB

Clubs are encouraged to promote Instructor Training to sailors graduating through the club programmes and then recruiting these Instructors to fill vacancies in the club. This ensures continuity, an understanding of the club ethos and the organic development of instructors who are suited to the specific club environment.

- organise in-club training to facilitate pre requisites (powerboat, first aid, pre-entry)
- identify and incentivise candidates for instructor upgrades such as advanced and senior instructor
- co-ordinate instructor training with neighbouring clubs



How can the ISA help your Club

ISA Training Department (www.sailing.ie/training)

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ISA Regional Development Officer

Western Region

Ciarán Murphy

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- Training & Certification ([link](#))
- Panel of Instructor Trainers ([link](#)) and Instructors ([link](#))
- Recruitment and Employment Files ([Link](#))
- Sailfleet Dinghies for hire by Clubs ([link](#))
- ISA News ([link](#))
- ISA Library ([link](#))

- Junior Organiser's Conference
- Voluntary Mentor Panel for Junior Organisers

Technical Manuals:

ISA Code of Ethics & Good Practice for Children's Activities ([link](#))

Garda Vetting ([link](#))

Training Centre Inspection Checklist ([link](#))

Policy & Procedures Manual ([link](#))



CREDITS

Special thanks to

Helen Cooney , National Yacht Club

&

Alistair Rumball , Irish National Sailing and Powerboat School