

Recognition Requirements

Providing details on;

- How to become an Irish Sailing Training Centre
- Those requirements that the Irish Sailing makes of Irish Sailing Training Centres
- Irish Sailing policies relating to training and coaching activities.

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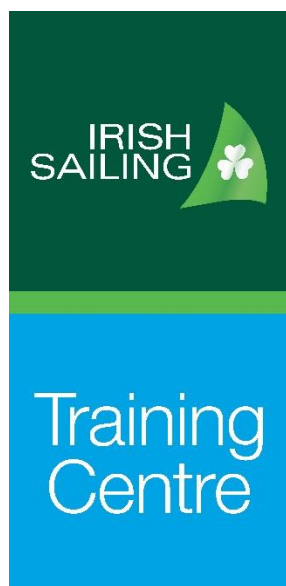
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Changes Indicated by



Irish Sailing Training Centre Logo



Colour Logo
Vertical



Colour Logo
Horizontal

Conditions on use of the Irish Sailing Training Centre Logo are included in section 1.5 in this document

Electronic copies of the logo in various formats and guidelines to designers on using the logo are available from the Irish Sailing Training Office upon request.

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Introduction

Irish Sailing Training Centres are organisations that have, in partnership with the Irish Sailing, undertaken to provide quality tuition and training to national and international standards by running Irish Sailing certified training courses, using suitably-qualified staff, who follow the relevant national syllabus, use appropriate well-maintained equipment and have adequate safety support.

How do your clients benefit?

- Participants on an Irish Sailing course will be taught using a step by step syllabus, used and approved throughout Ireland. This means they can become proficient at their chosen sport using defined stages which can be transferred to any Irish Sailing Training Centre around the country.
- The certificate your clients receive upon successful completion of their training course is the most widely recognised Irish certificate available, both nationally and internationally. Irish Sailing courses have formal recognition from the Irish Government.
- Participants on an Irish Sailing recognised course know that the centre has undertaken to maintain standards of equipment and facilities in line with those defined by the Irish Sailing. This covers aspects such as sailing and safety boats through to changing facilities and wetsuits. The Irish Sailing through its Inspectors continuously monitors its Training Centres to ensure that operating standards are being maintained.
- All instructors working on Irish Sailing approved courses have been trained by Irish Sailing appointed personnel according to a comprehensive Irish Sailing training programme. This means that the course participant should be receiving the best instruction possible using the most up to date methods.
- The Irish Sailing provides certification and supporting literature for all courses. These can be purchased from the Irish Sailing office by the centres and certificates must be issued to all successful participants by the centre.

How do you benefit?

- Referrals from the Irish Sailing office, our website as well as Irish Sailing promotional materials and group marketing efforts provide many centres with their primary source of clients.
- In advertising you can use the Irish Sailing Training Centre logo, an internationally recognised mark of quality, to promote your recognised courses.
- Your clients may be familiar already with Irish Sailing courses and syllabi having already done courses with you, or elsewhere and now wish to move onto the next stage with you.
- Through the Irish Sailing you can access information and expertise on all aspects of your waterside operation.
- Using Irish Sailing Trained staff will improve safety standards, raise customer satisfaction and help reduce equipment damage & running costs.
- National Governing Body approval is a requirement for many customers particularly those from Education Authorities.
- Irish Sailing provides online certification and logbooks, as well as support material for all its courses. These are available at discount from Irish Sailing for you to retail to your clients.
- The Irish Sailing is currently the only organisation in Ireland providing a quality / safety assurance programme for activity centres.
- Irish Sailing accreditation can significantly reduce your insurance costs.
- Irish Sailing Training Centres have access to the “Instructor and Course provider” section of the Irish Sailing website, providing valuable support and information on the implementation of the Irish Sailing Training and Coaching programmes.

Harry Hermon
CEO

How do you set about becoming an Irish Sailing Training Centre?

1	<p>This booklet in conjunction with the Irish Sailing Centre Inspection Report Form sets out the requirements made of its Training Centres. You need to carefully read all of the relevant sections.</p> <p>It may look a little daunting but a lot of it is stating the obvious, and some parts are specific to recognition for certain activities only and so may not have any relevance to your organisation.</p>
2	<p>Having gone through this booklet you should have a good idea what we are looking for and what you would need to do to get there. If you have any questions do contact the Irish Sailing Training Office.</p> <p>At this stage it is sometimes helpful to arrange to visit your centre or meet elsewhere to discuss any issues further. It is worth remembering that through all the stages we are committed to helping centres meet the requirements with the minimum of expense and effort.</p>
3	<p>Once you are happy that you can meet the Irish Sailing requirements you should complete the form "<i>Application to become an Irish Sailing Training Centre</i>" and send this to the Irish Sailing along with the appropriate recognition fee.</p>
4	<p>We will then arrange for an Irish Sailing Inspector to come out and inspect your facility. This must be done while you are actually running a course of instruction.</p>
5	<p>On the successful completion of the inspection you will be awarded Irish Sailing recognition.</p> <p>Recognition is based on the calendar year and is continuous unless withdrawn by the Irish Sailing.</p>

A list of current recognition fees is available from the Irish Sailing Office and on the website. These are payable annually at the time of your centre inspection or upon invoice.

There are additional detailed leaflets and information available from the Irish Sailing office to assist you with specific problems. In particular our "*Policies & Procedures Manual*" will assist you in developing all of the required policies and procedures.

We also have an annual programme of training days for Centre Principals, Junior Organisers, Safety Officers etc. Details of these are available from the Irish Sailing Training Office and on the Irish Sailing calendar of events on the website.

Recognition will normally be refused to a centre applying under a name that is the same or likely to be confused with an existing Irish Sailing Training Centre, an Irish Sailing squad or a national performance squad or which gives a misleading impression of market or national status.

It is not normally the policy of the Irish Sailing to limit the number of Training Centres in an area but accreditation may be refused on the grounds that there are already sufficient centres to meet the need for courses in an area and where the accreditation of further centres would be likely to reduce numbers to unsustainable levels

Irish Sailing recognition covers only the standards of tuition and safety on Irish Sailing training and coaching activities. It does not cover the residential aspects of centres, nor other areas which may be subject to legislation. Irish Sailing Inspectors are not necessarily trained and/or qualified in matters such as food hygiene, fire safety, road transport, the EC travel package directive or Acts of the Oireachtas. In particular, attention should be paid to the requirements of the Irish Passenger Boat Regulations.

1. **Centre Recognition (all centres)**

1.1. **Roles & Responsibilities**

1.1.1. **The Centre Principal**

Each Irish Sailing Training Centre must have a nominated “Centre Principal”. This should be the person who has overall responsibility for the implementation of Irish Sailing accredited training and coaching activities within the organisation. When nominating the Centre Principal the following points should be noted.

The Centre Principal is responsible to Irish Sailing for the conduct of Irish Sailing accredited activities within that organisation including the issuing of certificates on behalf of Irish Sailing.

The Principal must clearly understand the requirements of Irish Sailing as to the proper running of an Irish Sailing Training Centre as laid out in this document and elsewhere.

Irish Sailing accreditation is vested in the Centre Principal and will therefore automatically be revoked;

- Upon a change of Principal,
- Discontinuance of active involvement in the establishment by the principal,
- Sale of the establishment.

Where a Centre Principal is not an Irish Sailing qualified Senior Instructor, they must have attended an Irish Sailing Centre Principals Orientation Briefing or undertake to attend the next available briefing.

The Centre Principal is the primary contact for Irish Sailing and will be the person with whom Irish Sailing communicates. The Centre Principal may however inform Irish Sailing of other people assuming those roles within the organisation defined below.

1.1.2. **Junior Organiser**

Irish Sailing affiliated sailing clubs running Irish Sailing course for young sailors would usually have a Junior Organiser to administer this programme. Where the club run no other Irish Sailing Training courses the JO would also usually assume the role of Centre Principal.

1.1.3. **Senior Instructor(s)**

The Centre Principal must inform Irish Sailing of the organisations Senior Instructor for each of the Irish Sailing Training schemes that they are recognised to run. These Instructors must be qualified as set out elsewhere in this document. Information on these Instructors would normally be provided to the Irish Sailing on the Centre Inspection Form, completed each new year. However, if the Senior Instructor changes Irish Sailing should be informed immediately.

1. **Centre Recognition (all centres)**

1.1.4. **Safeguarding Statement**

All Irish Sailing Training Centres dealing with children on a regular basis must have a one-page Safeguarding Statement on display in a public place.

1.1.5. **Safeguarding Audit**

All Irish Sailing Training Centres are required to keep a Safeguarding Audit in which the organisation identifies the processes and procedures which they will implement in order to be compliant as per their Safeguarding Statement.

1.1.6. **Club Children's Officer (CCO)**

All Irish Sailing Training Centres must have a Club Children's Officer.

A person appointed to the Club Children's Officer position in a club must have completed Safeguarding 1 (Child Welfare & Protection Basic Awareness workshop) and should complete the NEW Club Children's Officer 3-hour workshop. This course will help the Club Children's Officer to carry out the function of their role in the club and support the implementation of best practice in the club. Participants will also receive a Club Children's Officer Action Planning document as part of the training.

Copies of the code are available from the Irish Sailing Office or Irish Sports Council.

Club Children's Officers should be child centred in focus and have as the primary aim the establishment of a child centred ethos within the club. S/he is the link between the children and the adults in the club. S/he also takes responsibility for monitoring and reporting to the Club Management Committee on how club policy impacts on young people and Sports Leaders.

1.1.7. **Designated Liaison Person (DLP)**

A person appointed to the Designated Liaison Person position in a club must have completed the Child Welfare & Protection Basic Awareness Course and should complete the NEW Designated Liaison Person 3 hour workshop. A club may appoint the same person to both the CCO and DLP positions however best practice advises that they are kept as separate roles.

Every club/organisation should designate a person to be responsible for dealing with any concerns about the protection of children. The Designated Liaison Person is responsible for reporting allegations or suspicions of child abuse to TULSA Child and Family Agency or Social Services (NI) and/or An Garda Síochán / PSNI. It is recommended that this person is a senior club person. However, if there is difficulty identifying a separate individual to take this role, the Club Children's Officer can be appointed as Designated Liaison Person once the club/organisation is clear about the responsibilities of each role. The organisation's child protection policy and procedures should include the name and contact details of the Designated Liaison Person and the responsibilities attached to the role

1.1.8. **Garda Vetting Designated Person**

To authenticate the documentation received and verify that the forms presented belong to the person applying for Garda Vetting. There is no training required for this role.

1. Centre Recognition (all centres)

1.2. Accounts and Recognition Fees

1.2.1. Accounts

Irish Sailing Training Centres may set up an account with Irish Sailing to use when paying for Irish Sailing publications and services. Terms on these accounts are the usual one month. Failure to settle accounts may result in financial penalties and/or Irish Sailing accreditation being withdrawn from the centre.

1.2.2. Recognition Fees

A schedule of current recognition fees is available from the Irish Sailing office and is posted on the Irish Sailing website. These are payable annually with invoices being issued to centres each new year.

New centres must pay the appropriate recognition fee on submission of their *Application to Become an Irish Sailing Training Centre*.

1. Centre Recognition (all centres)

1.3. Inspections

1.3.1. New Centres

An inspection is carried out on all new Training Centres prior to Irish Sailing accreditation being issued.

1.3.2. Centres Already Holding Irish Sailing Accreditation.

Irish Sailing Training Centres are inspected regularly by an Irish Sailing appointed inspector. However, Irish Sailing reserves the right to inspect a Training Centre at any time, with or without prior notice.

1.3.3. Changes to Recognition Status

Further inspections may be required;

- before recognition for additional activities and/or higher levels of recognition are granted
- where there are substantial changes to a centre including equipment, facilities and staff
- when there is a change of Centre Principal.

1.3.4. Inspection Visits

It is usual for visits to be made by prior arrangement as it is desirable to ensure that a course of instruction is underway at the time of inspection, particularly for a new centre. The Inspector will seek to ascertain that all courses are run in accordance with the guidelines set out in this document and in the relevant Irish Sailing publications associated with the training courses being run.

This visit is also an opportunity to identify in-service staff training requirements, staff development training needs, course and teaching developments and any other training matters. Following the inspection, a report is returned to the Irish Sailing by the inspector.

1.3.5. Referrals

Should the Inspector make recommendations for immediate action by the Principal, the Inspector may make a second visit to confirm that all arrangements are now in place. A supplementary charge may be made for additional visits.

1.3.6. Inspection Results

The Inspector will, during the course of the inspection, make known to the Centre Principal or their representative the results of the inspection. They will be offered the opportunity to note their views on these on the conduct of the inspection and Inspector. Centres will be given a written copy of the inspection results.

1.3.7. Appealing Inspection Results

A Centre Principal may appeal the findings of a Centre Inspection with the Irish Sailing Training Development Officer. Irish Sailing reserves the right to charge a Training Centre for additional inspections made should the original inspection findings be upheld.

1. ***Centre Recognition (all centres)***

1.3.8. **Publication of Inspection Results**

Irish Sailing reserves the right to publish the results of an inspection. However, in doing so it will only identify those findings made known to the Centre Principal, or their representative, during the course of the inspection.

1. **Centre Recognition (all centres)**

1.4. **Procedures on the Withdrawal of Accreditation by the Irish Sailing**

1.4.1. **Withdrawal of Irish Sailing Accreditation**

A centre may have accreditation withdrawn where;

- Minimum standards of tuition and safety are not being achieved.
- The rules or spirit of accreditation have been broken.
- The undertakings and conditions agreed to in the “*Application to become an Irish Sailing Training Centre*” have been broken.
- Failure to settle accounts in within agreed timescale.

Irish Sailing will notify the Centre Principal of the Training Centre in writing that recognition has been withdrawn. Irish Sailing will at the same time notify the Centre Principal of the appeals process.

Should Irish Sailing recognition be withdrawn from a centre Irish Sailing may make such fact known through the national and yachting press and inform other interests as it sees fit.

1.4.2. **Appeals**

Should a centre wish to contest the withdrawal of recognition an appeal must, in the first instance, be made to the Chairman of the Irish Sailing Tribunal at The Irish Sailing office in Dun Laoghaire. Notice of an appeal should be lodged with Irish Sailing not later than two weeks from the receipt of the letter confirming the suspension of recognition. Details of the tribunal process are available from the Irish Sailing office and are included below.

1.4.3. **Appeals Procedure**

In the event of an Irish Sailing Training Centre having its recognition withdrawn by the Association the following procedures will apply should the Training Centre wish to appeal the decision.

If the Centre Principal wishes to appeal the decision they should lodge an appeal with the Chairman of the Irish Sailing Tribunal within 2 weeks (14 days) of their receiving written notification from the Irish Sailing that it has withdrawn recognition.

Irish Sailing recognition of the Training Centre will remain suspended throughout the proceedings.

The Irish Sailing Tribunal will convene to hear the appeal within 2 weeks (14 days) of receiving written notification of the appeal from the Centre Principal. The Training Centre may however request this period to be extended.

The Chairman of the Tribunal will set the date, venue and time that the appeal is to be heard. In order to facilitate the quick hearing of the appeal it may not necessarily be heard during normal working hours.

Correspondence for the Chairman of the Irish Sailing Tribunal should be marked as Private & Confidential and addressed to:

The Chairman of the Irish Sailing Tribunal,
c/o Irish Sailing,
3 Park Road,
Dun Laoghaire,
Co. Dublin.

1. **Centre Recognition (all centres)**

1.5. **Upon Discontinuation or Withdrawal of Irish Sailing Accreditation**

Once Irish Sailing Training Centre accreditation is suspended or withdrawn from an organisation;

- 1.5.1 The organisation must cease to run Irish Sailing accredited training courses or issue Irish Sailing certificates with immediate effect.

Note that Irish Sailing will not accept or honour certificates issued by your organisation after accreditation has been withdrawn, and will withhold these certificates if they are presented to us.

- 1.5.2 You may no longer advertise, or otherwise imply, that your organisation is an Irish Sailing Training Centre or that you are able to run or certify Irish Sailing training courses.

You must remove the Irish Sailing Training Centre logo and other references to Irish Sailing Training Centre accreditation from all stationary, literature, websites, etc. within 24 hours.

- 1.5.3 You must return to Irish Sailing publications, documentation and branding only provided to Irish Sailing Training Centres including unused certificates. Where these are in usable condition Irish Sailing may at its discretion refund the cost of these materials.

- 1.5.4 Irish Sailing will, with immediate effect, remove all permissions to access and edit your organisation profile on the Irish Sailing website / database including your ability to add, populate or certify training courses.

If you have participants on the online system who have completed courses and have yet to be certified; you need to indicate this to us as you will no longer be able to complete their certification.

We will, upon request, provide a list of contact details and courses completed for those people who have attended courses with your organisation.

- 1.5.5 Unless otherwise affiliated to Irish Sailing, we will remove your organisations profile from the Irish Sailing website. If you are otherwise affiliated, we will remove those elements relating to the promoting and running of Irish Sailing training courses.

1. **Centre Recognition (all centres)**

1.6. **Irish Sailing Training Centre Logo**

The Irish Sailing Training Centre Logo is intended for use by Irish Sailing Training Centres as a widely recognised brand confirming their status as a provider of a quality training product.

The four different forms of the Irish Sailing Training Centre logo are printed on page 2 of this booklet. We strongly encourage the use of the brand by centres on promotional literature, websites and of course at your centre itself.

The logo is available to centres on a range of products supplied by us and is available in electronic form for you to use in your own publications. Details on these are available from the Irish Sailing Office.

In order to protect the brand there are a number of conditions for its use.

- 1.6.1. The Logo may only be used in the form, dimensions and colour indicated. The specifications for these are laid out in separate guidelines available from the Irish Sailing and as supplied with electronic versions of the logo.
- 1.6.2. The Logo may only be used by accredited Irish Sailing Training Centres and then only in association with Irish Sailing products or activities which they are accredited to provide.
- 1.6.3. The Logo may not be used by Instructors, Irish Sailing or otherwise, not acting under the specific authority of an Irish Sailing Training Centre.
- 1.6.4. With the exception of those arrangements set out above, the Irish Sailing logo may not be used in any form by anyone, including Irish Sailing Training Centres or instructors without specific prior written consent from Irish Sailing. This includes embroidered clothing.

1.7. **Irish Sailing Recognition Certificate**

The centre must display its current Irish Sailing recognition certificate in a public place.

1.8. **Advertising**

A centre's advertising, brochures, booking forms, joining instruction, etc., should be clear and accurate. They must not give any misrepresentation, either by implication or omission that the facilities, services and courses offered, qualifications of staff or level of Irish Sailing recognition differ from those implicit in the recognition already granted.

In particular where a centre is accredited by the Irish Sailing to provide a particular activity and the centre is offering other similar but unaccredited activities, these should be separated and the difference made apparent in any advertising.

1. Centre Recognition (all centres)

1.9. Irish Sailing Schemes

Application must be made to Irish Sailing for your centre to be accredited to run any of the following courses within the required scheme meeting the required criteria laid out in this document. Please note your Centre will be Inspected on each of your centre's accredited courses. Each of the Advanced Courses will require individual application and accreditation.

Certificates will not be issued for courses your centres is not accredited to run.

Small Boat Sailing Scheme	
Basic Courses	Advanced Courses
Cara na Mara	Advanced Boat Handling
Taste of Sailing	Kites and Wires
Start Sailing	Adventure Skills
Basic Skills	Go Racing
Improving Skills	

Go! Windsurfing Scheme	
Basic Courses	Advanced Courses
Get Up & Go!	Go! With Style
Go4It!	

National Powerboat Training Scheme	
Basic Courses	Advanced Courses
Introduction to Powerboat	Safety Boat Certificate
National Powerboat Certificate	Intermediate Powerboat Certificate
	Advanced Powerboat Certificate
	Dive Boat Coxswain's Certificate

Inland Waterways Motorbat Training Scheme	
Basic Courses	Advanced Courses
Crew's Certificate	Skipper's Certificate

1. **Centre Recognition (all centres)**

Personal Watercraft Training Scheme
Basic Course
National Personal Watercraft Certificate

Shore-Based Courses
Coastal Navigation For Small Boats
Basic Marine Engine Maintenance

National Cruising Scheme	
Sailing Courses	Motor Courses
Competant Crew	Helmsman (Practical Motor)
Day Skipper (Sail)	Day Skipper (Practical Motor)
Yachtmaster Coastal (Sail)	Yachtmaster Coastal (Motor)

ICC Test Centre
ICC Assessment (Sail)
ICC Assessment (Motor)
ICC Assessment (Inland)
ICC Assessmdent (Coastal)

IRISH SAILING / World Sailing Offshore Personal Safety Course
IRISH SAILING / Worls Sailing Offshore Personal Safety Course

1. **Centre Recognition (all centres)**

1.10. **Irish Sailing Senior Instructors**

To be accredited to run most of the Irish Sailing Schemes you must have an Irish Sailing Senior Instructor on site throughout the duration of the course.

An Irish Sailing Senior Instructor is an experienced Instructor who has been trained to take on the task of leading a team of Irish Sailing Instructors in the safe and effective delivery of Irish Sailing accredited training courses within an Irish Sailing Training Centre. In doing so they will act as:

Leader, Mentor, Manager, Technical Expert, and Instructor.

1.11. **Non Irish Sailing Qualified Instructors – Reference Appendix 2**

Instructors with bona fide instructional qualifications from organisations other than Irish Sailing are authorised to work on Irish Sailing courses under the following conditions:

- All Irish Sailing courses must be directly supervised by an Irish Sailing Senior Instructor, no other senior instructor qualifications are valid for this purpose.
- A minimum of 50% of the active instructional staff must be Irish Sailing qualified instructors i.e. those working at any particular time rather than those listed as part of the centres recognition requirements.
- The Irish Sailing office must be informed in writing in advance of all non- Irish Sailing qualified Instructors working on Irish Sailing courses.
- The centre must document their procedure for the induction of non- Irish Sailing qualified instructors.
- Non- Irish Sailing qualified instructors may only instruct Irish Sailing courses for which their equivalent Irish Sailing certification would qualify them. It is the responsibility of the centre and instructor to provide the evidence of this.

2. Centre Operating Requirements (all centres)

2.1 Administration

2.1.1 Contact Details

Contact details for the organisation and personnel should be provided as detailed on the *Irish Sailing Centre Inspection Form*.

2.1.2 Booking Forms

The centre must have a booking or enrolment form. These should include information about any pre-course requirements, emergency contacts and a declaration of chronic health problems which may affect participation.

2.1.3 Course Programmes

Sample course programmes for all Irish Sailing accredited courses offered by the centre must be available. These should show that:

- The shore-based and practical syllabus for relevant training schemes are adequately covered.
- Adequate time is allocated to the whole course and each element within it. Particular attention should be paid to maximising the amount of time participants spend on the water.

2.1.4 Joe Soap Sheets

A system to record participant's progress on a course must be in place. Irish Sailing has Joe Soap sheets available for each of the training schemes for this purpose.

2.1.5 Irish Sailing Passport

All course participants must be registered on the Checklick, Irish Sailing Passport online log book.

2.1.6 Records

Details of all certificates issued by the centre must be kept. This must include participants name, address, certificate and endorsements issued, date issued and Instructors name.

2.1.7 Previous Mandatory Inspection Items

Have these been completed from previous years.

2. Centre Operating Requirements (all centres)

2.2 Insurance

The centre must provide to Irish Sailing evidence of the following insurance cover;

- Employers Liability Insurance.
- Third Party Liability Insurance for a minimum of € 1,300,000 covering land and sea activities and specifically including instruction.
- Third Party Marine Liability Insurance for all Marine Craft used, including liability to passengers, with a limit of indemnity of not less than €1,300,000.

The required method of proof that the centre has the required insurance is a letter from your broker detailing the above, those activities covered and which states that the organisation does have the required cover.

A sample layout of this letter may be found in Appendix 1.

2.3. Instructional Staff

2.3.1 It is the responsibility of the Centre Principal to ensure that all instructing staff are appropriately qualified for the courses on which they are teaching and that teaching awards, First Aid, Safeguarding 1 Certificate and Garda Vetting are valid and up-to-date.

Where non-Irish Sailing qualified instructors are used that they meet the criteria outlined in the non-Irish Sailing qualified instructor policy document in appendix 2

2.3.2 All instructor staff must be briefed on the policies of that particular centre.

2.3.3 All instructional staff must have a valid first aid qualification. It is recommended that the Principal hold a file containing copies of all relevant qualifications held by staff including instructor and first aid certificates

2.3.4 The names and current qualifications of all instructing staff must be listed including seasonal, regular part-time and casual staff.

2. Centre Operating Requirements (all centres)

2.4. Policies & Procedures

2.4.1 Safety Statement

The organisation must have a safety statement as set out under the terms of the Health and Safety At Work Act. Organisations are encouraged to include their clients / members as well as employees within the scope of the statement.

2.4.2 Risk Assessment

- The organisation must be able to produce written evidence that a structured assessment of risk has been undertaken.
- This should be reviewed at least annually and whenever the organisation has changed or modified its activities, facilities or operating areas.

2.4.3 Standard Operating Procedures

The organisation must have a written operating procedures (Standard Operating Procedures) in a form that must be available to, understood by and implemented by all members of staff. SOPs should detail, where appropriate;

- Procedures for the minimisation of risk
- Procedures required to ensure compliance with Irish Sailing guideline
- Procedures to ensure effective, well run sessions

2.4.4 Emergency Action Plan

The organisation must have in place a plan to deal with emergencies or accidents occurring on or off the water. Staff must be aware of these arrangements.

2.4.5 Maintenance Programmes

The organisation must be able to provide evidence of a planned maintenance program with regard to all boating and safety equipment provided for use on Irish Sailing training activities. This should include procedures for identifying and preventing the use of equipment that is unfit for its function.

Are there appropriate procedures in place to identify equipment that is unfit for use.

2.4.6 Recruitment

The organisation must have in place policies and procedures for use when recruiting staff and volunteers who will be working within the Training Centre. Objectives should include;

- Verification of qualifications
- Requiring and following up references
- Assessment of suitability to work with children
- Pre-employment orientation / training

2. Centre Operating Requirements (all centres)

2.4.7 Working with Children

The organisation must have in place;

- 2.4.7.1. A policy statement indicating the organisation commitment to good practice when working with children and vulnerable people.
- 2.4.7.2. Specific policies and procedures designed to minimise the risk to children participating within the organisation.
- 2.4.7.3. Procedures to report suspected or actual, statutory abuse.
- 2.4.7.4. Have your Centres personnel attend Safeguarding Courses.

2.4.8 Policy on Participant's Ability to Swim or Degree of Water Confidence

The organisation must have in place a policy on, and associated procedures for the levels of water confidence and or swimming ability the organisation requires of participants. Guidelines are laid out in the Irish Sailing policy document reproduced in the Irish Sailing Policies & Guidelines section of this booklet.

2.4.9 Recording Accidents & Incidents

- 2.4.9.1. The organisation must have a method of recording accidents and incidents. This would normally be in the form of an Accident and Incident book. The book should be bound to prevent pages being removed or lost.
- 2.4.9.2. These records should be reviewed regularly and action taken to prevent repetition of injuries.

2.4.10 Customer Feedback

A system for receiving and reviewing customer feed-back and complaints should be in place.

2.4.11 Concussion Policy

See Appendix No. 3.

2.5 Irish Sailing Publications & Irish Sailing Passport

- 2.5.1 Irish Sailing Passport to be provided to all course participants on SBSS, Irish Sailing / World Sailing Offshore Safety Course and relevant Irish Sailing logbooks must be supplied to all participants on all other Irish Sailing Courses.
- 2.5.2 Appropriate Irish Sailing certificates, either paper or online, signed by the Principal, should be awarded as soon as possible on successful completion of their Irish Sailing training course.

2. Centre Operating Requirements (all centres)

2.6 Operating Areas

- 2.6.1 Actual operating areas should be identified to the Irish Sailing. If a centre is operating at two or more geographically separate locations then a separate inspection form should be completed for each location (photocopies may be used). There may be an additional charge for inspections of facilities at separate locations.
- 2.6.2 Operating areas should be easily discernible and identifiable to course participants and Irish Sailing Instructors including occasional, casual and part-time staff and users, with boundaries being clearly and easily recognisable. Instructing staff should be fully aware of and should observe designated operating areas. Participants undertaking sailing practice should be made aware of the operating areas which are supervised by safety craft.

There must be immediate access to a telephone, for use in emergencies, at all times.

2.7 Launching & Recovery Areas

The launching and recovery area should be suitable for the levels of courses being taught, the types and numbers of craft being used and the prevailing weather pattern and local tidal effects, if applicable.

The launching area should have an area for storage for launching trolleys, trailers, etc., and the area immediately off the launching area should be reasonably free of underwater hazards.

For windsurfing courses where launching is carried out from a beach or bank, rather than a slipway, consideration should also be given to the gradient, materials and/or construction of the area.

2. Centre Operating Requirements (all centres)

2.8 Toilets, Changing & Shower Facilities

2.8.1 Toilet facilities, with soap and water for washing hands, should be located within a reasonable walking distance from the operating area. Course members should not be expected to pay for the use of a public facility.

2.8.2 Where participants or staff are required to change out of their normal clothing, separate male and female changing rooms, with sufficient accommodation for the average number of course members, should be provided.

When facilities for children are provided, changing rooms must be provided and they must be segregated into male / female, however the same facilities can be used by both adults and children.

2.8.3 Where clients are likely to get wet during the course of their activity, separate male and female hot showers should be available. These must be provided where the water is subject to blue/green algae or where participants may be at risk of contracting Weil's disease.

2.8.4 All facilities provided must be hygienic, tidy and well maintained. Accessible facilities suitable for use by participants with special needs are not mandatory but must be available if courses are promoted to participants with special needs.

2.8.5 Where the Go! Windsurfing programme is being offered at locations remote from the normal operating base, arrangements must be in place to offer toilets, changing and showering facilities to participants. However, it is recognised that it may not be possible to provide these adjacent to the sailing area. Participants on windsurfing courses who might normally be expected to change into and out of wetsuits at the sailing area should be warned of this in advance

2.9 Shore Based Teaching Facilities

Adequate dry areas must be provided to give shelter in bad weather and to enable a comfortable environment for shore-based teaching. These areas should be appropriately furnished and equipped for this purpose

2.10 Visual Aids

Visual aids appropriate to the level and type of courses being offered must be provided. At the most basic levels it is suggested that a black/white board and /or flip charts are permanently available. Consideration should be given to the provision of visual aids that may be used outside and afloat.

2. Centre Operating Requirements (all centres)

2.11 **First Aid**

- 2.11.1 A suitably equipped first aid box should be located in an easily accessible and clearly marked position onshore. Contents should comply with relevant legislation. Details on the minimum contents for First Aid kits are included in Appendix 4
- 2.11.2 A first aid kit should be carried in each safety boat.
- 2.11.3 Procedures should be in place to ensure that all first aid kits are regularly checked and re-stocked.
- 2.11.4 It is recommended that a list of first aiders should be displayed in a prominent position.

2.12 **VHF Radios**

- 2.12.1 Where the operating / teaching area is out of sight of the shore-base, VHF radios should be provided and carried within the group.
- 2.12.2 VHF radios, if available, should be used by qualified operators. Attention is drawn to the requirement under law to have marine VHF radios properly licensed.

2. Centre Operating Requirements (all centres)

2.13 Use of Powerboats in Irish Siling Training Centres

Manning of Powerboats

- 2.13.1 All persons driving powerboats at an Irish Sailing Training Centre must hold their Irish Sailing National Powerboat Certificate or equivalent.
- 2.13.2 All persons providing safety boat cover at an Irish Sailing Training Centre must hold either an Irish Sailing Safety Boat Certificate, an Irish Sailing Small Boat Sailing Scheme Instructor Certificate or equivalent.

General

- 2.13.3 All powerboats and engines must be in good condition, well-maintained and regularly serviced.
- 2.13.4 Boats should be equipped appropriately for their intended operating area and role.
Appendix 5
- 2.13.5 All boats / engines must be fitted with effective “kill-cords”.
- 2.13.6 Kill-cords must be used by anyone operating a powerboat boat.
- 2.13.7 Engines and fuel tanks must have an efficient and secure method of attachment to the boat.
- 2.13.8 Where carried, batteries must be adequately secured to the boat, protected from flooding and have their terminals protected.
- 2.13.9 Boats should be kept tidy with suitable storage / stowage provided for all equipment carried

2. Centre Operating Requirements (all centres)

2.14 Safety Boats

- 2.14.1 Safety boats must be of a suitable type and adequately manned and equipped for the type of activity being overseen. The operating area, usual prevailing conditions and the distance from the operating area to the shore base must have been taken into account.
- 2.14.2 Sufficient safety boats must be available to provide dedicated cover for all dinghy sailing and /or windsurfing courses in progress at any one time. These safety boats must be afloat and ready for immediate use whenever a training course is afloat.
- 2.14.3 Safety boats providing cover for more than one session or course must be wholly independent of all courses. It is not acceptable to expect the Instructors teaching on one session to also provide safety cover for another session or for sailors not directly under their supervision.
- 2.14.4 All persons providing safety boat cover at an Irish Sailing Training Centre must hold the Irish Sailing Safety Boat certificate, Irish Sailing Small Boat Sailing Scheme Instructor Certificate or equivalent.
- 2.14.5 Ideally safety boats will be manned by more than one person, however where the conditions allow and the coxswain has sufficient experience a Senior Instructor may authorise a boat to provide cover with a crew of only one.
- 2.14.6 Required ratios for safety boat cover are detailed in this manual under the *Operating Requirements* section appropriate to each activity.
- 2.14.7 During any notified inspection any safety craft not involved in the sessions being run should be afloat and available for inspection by the Irish Sailing Inspector.

2. Centre Operating Requirements (all centres)

Safety Boat Equipment

2.14.8 The provision of equipment to be carried in the safety boat will depend on a number of factors including the operating area and type of boat being used. This should be identified in the centres policies & procedures by way of a *Safety Craft Check List*.

2.14.9 The following list of equipment is the *minimum* that must be carried in all safety boats and boats used as teaching platforms.

Anchor

An anchor of suitable size & type fitted with sufficient chain & line for the operating area. It must be stowed either in a locker or container sufficient to hold both the anchor and line. If a container is used it must be secured to the boat in a manner that will prevent it moving around the boat.

First aid kit must as a minimum contain the following items;

- Protective Gloves
- Large field or ambulance dressings*
- Triangular bandages*
- Crepe Bandages
- Plastic Bivvy Bag

For a full list of recommended first aid Kits & contents see Appendix 4

* It is recommended that these be individually vacuum packed, Most good local supermarkets will oblige.

Towing warps including;

- 1 long floating warp for towing astern
- At least 2 other warps suitable for rigging an alongside tow.
- Method of attaching towing warps to transom. This system must allow for quick & easy release in an emergency.

Distress signals

Visual distress signal(s) appropriate to the operating area must be carried. These may be in the form of flares or a large "Day-glo" flag.

Fuel

All fuel must be contained in ready to use cans. These must be attached to the boat to prevent movement when under way.

Alternative means of propulsion appropriate to the boat and operating area.

The following items may also be required;

VHF Radio

Required where the safety boat is operating out of sight of the base.

Engine and ancillary equipment, where this is not normally carried on the boat (e.g. Keelboats providing their own safety cover)

Check list available in Appendix 5

2. Centre Operating Requirements (all centres)

2.15 Clothing

- 2.15.1 It should be made clear in the course joining instructions what the participant is expected to provide in terms of their own protective clothing, including footwear and personal buoyancy.
- 2.15.2 Centres other than sailing clubs are expected to provide appropriate protective clothing.
- Where this is the case;
- Sufficient numbers and range of sizes should be provided for these activities as appropriate.
 - All clothing must be clean and in good condition
- 2.15.3 An efficient system of rinsing and drying after use should be seen to be in operation.
- 2.15.4 Suitable footwear should be worn while afloat. However, the practice of wearing “old runners” is discouraged as participants rarely find this comfortable.
- 2.15.5 Where participants are expected to provide their own equipment, procedures must be in place to ensure that this equipment is suitable and adequate.

2.16 Personal Flotation Devices

- 2.16.1 PFDs must be worn correctly by all course members and Instructors when afloat unless otherwise indicated in the relevant *Standard Operating Procedures* detailed in this booklet.
- 2.16.2 Unless otherwise indicated in the course joining instructions, sufficient, appropriate, Personal Flotation Devices (PFDs) in an appropriate range of sizes must be available for all course members.
- 2.16.3 If PFDs are not provided by the centre, appropriate procedures must be in place to ensure that participants provide their own PFDs, that these are of an appropriate type and fit and they are fit for their intended use.
- 2.16.4 If courses are offered to non-swimmers, suitable PFDs providing at least 150N of permanent buoyancy must be provided and their use required.
- 2.16.5 All PFDs used in an Irish Sailing Training Centre must conform to EU regulations and have the appropriate ISO or CE mark.
- 2.16.6 A system for identifying the age and fitness for use for each PFD, must be in place.

2. Centre Operating Requirements (all centres)

2.17 Equipment Hire

The Irish Sailing encourages Training Centres to make boats, boards and equipment available for use outside of designated training courses, as a means of increasing access to the water for those who do not own their own boat / board.

2.17.1 When equipment is being made available for use on site, organisations must ensure that;

- There are appropriate procedures in place to ensure that anyone hiring or using equipment has a level of competency appropriate to the equipment being used and expected conditions.
- Safety cover is provided according to Irish Sailing guidelines.
- There is a Senior Instructor on site when participants are afloat.
- Appropriate procedures are in place to ensure that anyone using equipment has appropriate protective clothing prior to going afloat.

2.17.2 When equipment is being hired for use offsite, there must be appropriate procedures in place to ensure that any one hiring equipment has a level of competency appropriate to the equipment being used.

2.18 Use of Participants Own Boat

Where participants are using their own boat(s) on a training course the following procedures must be in place;

2.18.1 Boats and equipment must conform to the relevant sections of these requirements. Procedures must be in place to inspect boats prior to use to ensure that this is the case.

2.18.2 Unless otherwise covered by the Centres own insurance, the Centre must have written confirmation from the owner that the boats carry Marine Liability Insurance for no less than with a limit of indemnity of not less than €1,300,000 and that this covers the boat while engaged in the training course.

2.18.3 Where it is expected that instructors or course participants other than the owner of the boat will be using or in charge of the boat at any time;

- The owner must be made aware of this.
- The owner must declare that the Marine Liability Insurance will remain in effect when the owner is not in charge of the boat.

2.18.4 Training Centres other than Sailing Clubs are unlikely to be accredited to run IRISH SAILING Training courses solely on the basis of using participants own boats.

2. Centre Operating Requirements (all centres)

2.19 Centres Operating Outside of Republic of Ireland.

- 2.19.1 Irish Sailing Training Centres operating outside of the Republic of Ireland must ensure that they conform fully with all aspects of those regulations which apply within the jurisdiction they are operating in. Irish Sailing accreditation of Training Centres does not imply that this is the case. In addition, the centre must comply in spirit with those regulations which apply to boating & marine activities run in Ireland.
- 2.19.2 Training Centres operating outside of island of Ireland may be subject to addition fees / changes. The process for determining these fees or charges will be agreed with the centre prior to accreditation. All fees are payable in Euro.

3. Small Boat Sailing Scheme

Operating requirements for centres

3.1 Sailing Boats

3.1.1 All sailing boats used must be in a sound, sea worthy condition and should be appropriate for levels of courses for which recognition is sought.

3.1.2 Hulls should be well maintained in a good state of repair, with all fittings in good working order

3.1.3 Boats should be fitted with sufficient, appropriate buoyancy.

The organisation should have in place procedures to ensure that buoyancy is sufficient and effective.

Centre Inspectors may request that a boat's buoyancy be assessed by capsizing it for ten minutes on each side, with normal crew weight aboard, followed by examination of any integral tanks for ingress of water.

3.1.4 Standing and running rigging should be well-maintained and in a good state of repair. There should be no protruding strands in wire rigging and all shroud pins and split rings should be taped. All halyards should be of sufficient length and in good condition. Sheets should be of sufficient length and appropriate diameter and material.

3.1.5 All sailing dinghies and catamarans must have a suitable painter permanently rigged. This must be attached to a suitable strong point on the boat and be capable of being led from / through an appropriate fitting on the bow.

3.1.6 All sails, including heavy-weather sails, must be in good condition and in good state of repair. Where appropriate battens should be fitted and sails should be capable of being reefed afloat.

3.1.7 Trapeze harnesses should be provided for use on trapeze dinghies on *Improving Skills* and above and for catamarans at *Start Sailing* and above

3.2 Equipment

3.2.1 An adequate number of trolleys and / or trailers must be available where boats are to be launched or recovered during the course. These must be in good working order.

3.3 Clothing

3.3.1 The centre must have in place a policy to ensure that participants wear clothing appropriate to their activity and the prevailing conditions.

- For sailing dinghies and catamarans this means either wet or dry suits.
- For day boats and keelboats this means appropriate warm clothing and waterproofs.

3.3.2 Suitable secure footwear must be worn by sailors and Instructors. Not "flipflops".

3.4 Personal Flotation Devices

3.4.1 Appropriate PFDs must be worn correctly by all course members, including Instructors, when afloat.

3. Small Boat Sailing Scheme

Operating requirements for centres

3.5 Instructional Staff

3.5.1 All courses must be supervised by an Irish Sailing Senior Instructor with either their dinghy, catamaran or keelboat instructor endorsement depending on the type of boat(s) being used. The SI must be present while participants are afloat.

3.5.2 Qualifications required by Instructors to run courses

SBSS Course	Instructor Qualification required
Taste of Sailing	Sailing Instructor (Dinghy) Sailing Instructor (Catamaran) Sailing Instructor (Keelboat) As appropriate.
Start Sailing	
Basic Skills	
Improving Skills	
Advanced Boat Handling	SBSS Advanced Instructor
Kites & Wires	SBSS Advanced Instructor
Adventure Skills	SBSS Advanced Instructor
Start Racing	SBSS Advanced Instructor
Cara na Mara (All levels)	Sailing Instructor (Dinghy) Dinghy, Keelboat or Catamaran Instructor as appropriate (pre 2009) <i>Shore based sessions that do not include sailing / safety related outcomes may be run by anyone who has undertaken appropriate orientation training with the organisations Senior Instructor (Sailing).</i>

3.5.3 Sailing Course Assistants

At centres where Sailing Course Assistants are used, their training and assessment must be conducted in accordance with the syllabus given in the Irish Sailing Instructor Handbook. Certificates are available from the Irish Sailing Office and should be issued by the Centre Principal. This certificate is valid only for the centre at which it was issued.

Assistants may not be given charge of single-handed groups but may assist Instructors who are leading such groups. Sailing Course Assistants may teach up to and including Improving Skills course in crewed boats, under the supervision of a Senior Instructor.

Where Assistant Instructors are teaching in crewed boats, they may not form more than 50% of the training force.

3. Small Boat Sailing Scheme

Operating requirements for centres

3.6 Teaching Ratios

Sailing Dinghies	Single Handers	Double Handers	Others
	(e.g. Topper, Laser)	(e.g. 420, Pico)	(e.g. Wayfarer, G.P.14)
Taste of Sailing	1:6 in 6 boats (1:8 in 8 boats) ¹	1:6 in 3 boats (1:8 in 4 boats) ¹	1:3 in 1 boats (1:6 in 2 boats) ¹
Start Sailing			
Basic Skills			
Improving Skills	1:10 in 10 boats	1:12 in 6 boats	1:12 in 4 boats
Advanced Boat Handling	1:10 in 10 boats	1:12 in 6 boats	1:12 in 4 boats
Adventure Skills			
Kites & Wires			
Start Racing			

Sailing Keelboats	Keelboats
Taste of Sailing	1:5 in 1 boat ² (1:8 in 2 boats) ¹
Start Sailing	
Basic Skills	
Improving Skills	1:12 in 4 boats
Advanced Boat Handling	1:12 in 4 boats
Adventure Skills	
Kites & Wires	
Start Racing	
	Instructor ratios for Keelboats depend largely on the type of boat being used. The centre should declare what ratio it uses to the Irish Sailing and in its written Centre Operating Procedures. The ratios used should allow for all participants to maintain an active role on board and should not exceed 5 students per boat.

3. Small Boat Sailing Scheme Operating requirements for centres

Cara na Mara	Single Handers (e.g. Optimist, Topper)	Double Handers (e.g. Topaz, Pico)	Others (e.g. Wayfarer, G.P.14)
Otters	1:6 in 6 boats (1:8 in 8 boats) ¹	1:6 in 3 boats (1:8 in 4 boats) ¹	1:3 in 1 boats (1:6 in 2 boats) ¹
Seals			
Dolphins			
Orcas			
<i>Shore based sessions that do not include sailing / safety related outcomes may be run by anyone who has undertaken appropriate orientation training with the organisations Senior Instructor (Sailing).</i>			

¹ (Includes qualified Assistant Instructor)

² Depending on capacity of boat

Note:- The ratios set out above are the maximum permitted for use on courses at Irish Siling recognised centres. However, where and when operating conditions require, they may well need to be reduced. This decision should be made by the Senior Instructor or Centre Principal in conjunction with the instructor running the session. In doing so they must have taken into account the abilities / capabilities of the participants, instructors and the equipment being used and the prevailing local conditions on any particular day.

In addition to the requirements for instructor ratios there are minimum requirements for safety boat cover as detailed below and in 3.8 of these notes.

The Irish Siling reserves the right to specify the maximum ratios to be used by a centre if it feels that those being used by a centre are inappropriate. These may be different from those listed above.

3.7 Boat Spaces & Occupancy

All participants booked onto Irish Sailing courses must have a place in a sailing boat.

Furthermore;

- The use of single-handed boats such as Toppers, Optimists and Lasers as double-handed boats is discouraged and only allowed where the sailors are small enough to comfortably sit side by side in the cockpit of the boat.
- The use of double-handed dinghies such as the Mirror, Topaz or Pico for more than two sailors is discouraged and only allowed where the sailors are small enough to comfortably sit side by side in the cockpit of the boat.
- When dinghies are used as double-handed boats, jibs should be used where conditions allow.

3. Small Boat Sailing Scheme

Operating requirements for centres

3.8 Safety Boat Cover

3.8.1 The maximum ratio of safety boats to sailing boats is 1 :10

3.8.2 Where a safety boat is providing cover for more than one course or type of activity the following conditions will apply;

- The safety boat must be operating independently from the courses or activity. In other words, the safety boat driver cannot be instructing on any of the courses.
- All the boats being covered must be sailing in a designated area and visible to the safety boat/s at all times.

3.8.3 On Start Racing and on Adventure Skills the instructor may dispense with the safety boat, for all or part of a session. However, conditions for doing so must be laid down in the organisations operating procedures. These criteria must include but may not necessarily be limited solely to;

- Requiring authorisation to be given by the Senior Instructor.
- Detailing systems for ensuring the availability and methods for contacting support should it be required.
- Detailing systems for ensuring adequate safety equipment and spares are carried on the session.
- Detailing systems for ensuring that all participants and instructors carry / wear adequate personal equipment and clothing for the session.
- Detailing systems for ensuring that all participants and instructors have adequate levels of skill and experience necessary for the session.

Note that due to a potential increased risk of entrapment, motorised safety cover must be provided for sailing dinghies and catamarans being used on Kites & Wire courses.

3.8.4 The requirements for safety boat cover for keelboat fleets are the same as for dinghies. However, the safety cover may be provided by sailing boats engaged on the same course of instruction, provided that;

There is an instructor (with keel boat endorsement) on board the boat classified as the safety boat

- That the “safety boat” boat fulfils the Irish Sailing requirements for safety boats included in section 2.14 of these notes.
- The “safety boat” is fitted with an appropriate engine.

4. Go! Windsurfing Scheme

Operating Requirements for Centres

4.1 Boards & Rigs

- 4.1.1 Sufficient appropriate equipment must be available for all levels of courses being offered. Guidelines on the types of boards and rigs acceptable are published in the Go! Windsurfing Instructor Handbook.
- 4.1.2 Fin sizes should be appropriate to the board / rig combination and should suit the course being offered.
- 4.1.3 All boards must have an efficient non-slip surface.
- 4.1.4 Boards and rigs should be stored so that they are easily accessible to students. If storage is not easily accessible, then acceptable alternative arrangements must be made.
- 4.1.5 Boards must be in good condition. Particular attention should be paid to the mast track and foot pedal mechanism (if fitted), fin box, overall hull condition and weight.
- 4.1.6 All rigs must be in good condition.
- 4.1.7 Sails should be of a suitable design for the course being taught, be of sound construction and free of tears.
- 4.1.8 Booms should;
- Be a suitable length for the sail
- Have an efficient method of attachment to the mast (clamps preferred)
 - Be covered with a suitable well-maintained grip
 - Have harness lines fitted
 - Be of lightweight construction
- 4.1.9 Outhaul systems should have an efficient quick release for self-rescue.
- 4.1.10 Masts should be of a suitable length and material, water-tight, fitted with mast bungs and be well-maintained.
- 4.1.11 Mast feet must provide a reliable, secure fixing to the board. The universal joint must be sound.
- 4.1.12 All ropes / lines must be of suitable diameter and material and should be in good condition.
- 4.1.13 Up haul ropes must be attached to the mast foot

4.2 Equipment

- 4.2.1 Where simulators are used, they must be in good state of repair, stable, low, well-damped and safe to use. The board used on the simulator should be representative of the type used afloat and should have a good, non-slip surface.
- 4.2.2 Harnesses must be available for all participants and in a suitable range of sizes.

4. Go! Windsurfing Scheme Operating Requirements for Centres

4.3 Clothing

The centre must have in place a policy to ensure that participants wear clothing appropriate to their activity and the prevailing conditions. For windsurfing this means wetsuits and bootees

4.4 Personal Flotation Devices

Appropriate PFDs must be worn correctly by all course participants until they can demonstrate that they can confidently waterstart on both tacks. After this the use of PFDs, while remaining strongly recommended, may become a matter of personal choice only where a centre chooses to allow this. This must be reflected in the centres operating procedures.

Children (under 18s) must wear PFDs while afloat on all windsurfing courses

PFDs must be worn by instructors on all Get Up and Go! And Go4it! Modules

PFDs used must conform to at least EN 393 (having at least 50N of buoyancy) as indicated by the appropriate CE mark. Harnesses are not an appropriate substitute unless they indicate that they conform to EN 393.

4.5 Instructional Staff

4.5.1 All courses must be supervised by an Irish Sailing Senior Instructor (Windsurfing). This SI must be present at all times when participants are afloat.

4.5.2 Qualifications required by Instructors to run courses

Go! Windsurfing Modules		Instructor Qualification required
Get up & Go! Modules		Go! Windsurfing Instructor
Go4it! Modules		
Go! with Style;	Waterstart Coastal Windsurfing Planing Gybes Planing tacks Select an Area Boards & Rigs	Go! with Style Instructor
	Jumps	Go! with Style Jump Instructor
	Wave Riding	Go! with Style Wave Riding Instructor
	Freestyle	Go! with Style Freestyle Instructor

4. Go! Windsurfing Scheme Operating Requirements for Centres

4.6 Teaching Ratios

	Ratio of instructors to participants
Get Up & Go!	1 : 4
Go4it!	1 : 6
Go! with Style	1 : 8
<p><i>Note:-</i> The ratios set out above are the maximum permitted for use on courses at Irish Siling recognised centres. However, where and when operating conditions require they may well need to be reduced. This decision should be made by the Senior Instructor or Centre Principal in conjunction with the instructor running the session. In doing so they must have taken into account the abilities / capabilities of the participants, instructors and the equipment being used and the prevailing local conditions on any particular day.</p> <p>In addition to the requirements for instructor ratios there are minimum requirements for safety cover as detailed below and in 3.8 of these notes.</p> <p>Irish Siling reserves the right to specify the maximum ratios to be used by a centre if it feels that those being used by a centre are inappropriate. These may be different from those listed above.</p>	

4.7 Safety Cover

- 4.7.1 Arrangements to provide safety cover for all windsurfers afloat must be in place. These must reflect the operating area, operating conditions and competency / experience of the sailors.
- 4.7.2 An appropriate means of recalling sailors to the beach or launch area should be in place.
- 4.7.3 Where safety boats are used
- 4.7.3.1. The maximum ratio of safety boats to windsurfers is 1 :12
- 4.7.3.2. Where a safety boat is providing cover for more than one course or type of activity the following conditions will apply;
- The safety boat must be operating independently from the courses or activity. In other words the safety boat driver cannot be instructing on any of the courses.
 - All the sailors being covered must be sailing in a designated area and visible to the safety boat/s at all times.

5. National Powerboat Training Scheme Operating Requirements for Centres

5.1.4 Boats & Equipment

Boats used for powerboat tuition must be of an appropriate type for;

- Their intended operating area;
- Those Irish Sailing courses on offer.

5.1.5 Ideally, planing and displacement as well as console and tiller-controlled boats should be available.

5.1.6 All powerboats and engines must be in good condition, well-maintained and regularly serviced.

5.1.7 Boats should be equipped appropriately for their intended operating area and role.

5.1.8 All planing boats / engines must be fitted with effective engine "kill-cords".

5.1.9 Kill-cords must be used by anyone operating a planing powerboat boat.

5.1.10 Engines and fuel tanks must have an efficient and secure method of attachment to the boat.

5.1.11 Where carried, batteries must be adequately secured to the boat, protected from flooding and have their terminals protected.

5.1.12 Boats should be kept tidy with suitable storage / stowage provided for all equipment carried.

5.1.13 The throttle and engine kill switch should be within easy reach of the Instructor while engine(s) are running

5.2 Equipment

There must be a road trailer available and in good working order for use on launch and recovery. All trolleys and trailers used must be in good working order.

5.3 Clothing

The centre must have in place a policy to ensure that participants wear clothing appropriate to their activity and the prevailing conditions. For powerboats this either;

- A wetsuit combined with an appropriate windproof outer layer,
A drysuit or
Appropriate warm clothing and waterproofs.

5.4 Personal Flotation Devices

Appropriate PFDs aids must be worn correctly by all course members, including Instructors, when afloat.

On Advanced Powerboat courses these are full "lifejackets" with at least 150 Newtons of buoyancy fitted with a light of an approved type.

5. National Powerboat Training Scheme Operating Requirements for Centres

5.5 Instructional Staff

5.5.1 All courses must be supervised by an Irish Sailing Senior Instructor (Powerboat). This SI must be present at all times when participants are afloat.

5.5.2 Qualifications required by Instructors to run courses

NPBTS Course	Instructor Qualification Required
Introduction to Powerboating	Irish Sailing Powerboat Instructor
National Powerboat Certificate	
Safety Boat Certificate	Irish Sailing Safety Boat Instructor
Dive boat Coxswain Certificate	Irish Sailing Dive Boat Instructor
Recreational Powerboat Certificate	Irish Sailing Recreational Powerboat Instructor
Advanced Powerboat Certificate	Irish Sailing Advanced Powerboat Instructor

5.6 Teaching ratios

Introduction to Powerboating	1 Instructor : 3 Participants
National Powerboat Certificate	(No more than 3 students per boat)
Safety Boat Certificate	Where only 1 boat is used
Recreational Powerboat Certificate	1 Instructor : 4 Participants
Diveboat Coxswains Certificate	Otherwise
Advanced Certificate	1 Instructor : 6 Participants in no more than 3 powerboats with no more than 3 students per boat
<p><i>Note:-</i></p> <p>The ratios set out above are the maximum permitted for use on courses at Irish Sailing recognised centres. However, where and when operating conditions require, they may well need to be reduced. This decision should be made by the Senior Instructor or Centre Principal in conjunction with the instructor running the session. In doing so they must have taken into account the abilities / capabilities of the participants, instructors and the equipment being used and the prevailing local conditions on any particular day.</p> <p>The Irish Sailing reserves the right to specify the maximum ratios to be used by a centre if it feels that those being used by a centre are inappropriate. These may be different from those listed above.</p>	

5. National Powerboat Training Scheme Operating Requirements for Centres

5.7 Safety Boat Courses

It is unlikely that centres which are not attached to dinghy sailing or windsurfing clubs or larger dinghy sailing and windsurfing training centres will be recognised to train and assess candidates for the Safety Boat Certificate.

5.7.1 Centres running Safety Boat courses must have available a suitable range of boats on which to practice. The minimum acceptable will be;

- 1 single-handed sailing dinghy
- 1 double or multi- handed sailing dinghy
- 1 modern windsurf board & rig
- 1 kayak with enclosed cockpit

5.8 Intermediate Powerboat Course

5.8.1 The following equipment must be available and in good working order

- Boarding Ladder
- GPS
- Steering Compass
- Hand bearing Compass

5.8.2 The centre should be able to provide or demonstrate the following,

- A supply of suitable navigation equipment & aids and a method of weatherproofing these
- A documented procedure for passage planning and written procedures to be followed in the event of a boat becoming overdue.

5.9 Diveboat Coxswains Course

It is unlikely that centres which are not attached to a diving club or school will be recognised to train and assess candidates for the Diveboat Coxswain Certificate.

Centres running Diveboat Coxswain training course must be able to provide;

- Suitable diveboat
- Fully equipped diver
- Surface marker buoys
- Shot line
- Decompression stops
- Oxygen administration kit (may be simulated if clearly marked as such)

5.10 Advanced Powerboat Courses

5.10.1 The boat used must be a sea going planing boat, usually a R.I.B. provided with the following equipment:

- Compass (fitted with light)
- GPS
- Lights conforming to IRPCS
- VHF Radio
- Anchor of suitable size with sufficient chain & cable
- Towline

5. National Powerboat Training Scheme Operating Requirements for Centres

- Torch
- Basic tool Kit & appropriate spares
- Heaving line
- Paddles (Min. 2)
- Flares, 2 hand held red, 2 orange smoke, 2 parachute
- Sea Anchor / drogue
- Life jacket (150 Newton or greater) fitted with a light of approved type for each crew member

5.10.2 If the boat is to operate on its own, i.e. not in the immediate company of another boat engaged on the same course of instruction there is the requirement for the following.

- Either twin engines and the following;
 - If using a built in fuel tank, an alternative fuel supply for at least one of the engines.
 - If electric start then the engines must have individual batteries and/or a demonstrable method of manually starting the engines.

Or

- To carry a spare engine of at least 1Hp per meter of boat length. This must have its own separate fuel supply and be stowed in a manner that will prevent damage to the boat and its occupants and will prevent the engine becoming inoperable if the boat is swamped.

5.10.3 In addition the centre should be able to provide or demonstrate the following,

- A supply of suitable navigation equipment & aids and a method of weatherproofing these
- A documented procedure for passage planning and written procedures to be followed in the event of a boat becoming overdue.

6. Inland Waterways Motorboat Training Scheme Operating Requirements for Centres

6.1. Administration

In addition to all other administration requirements set out in these notes Training Centres offering the Inland Waterways Motor Boat Training Scheme must have in place procedure to ensure that;

6.1.1 Records

Details of participants and instructors, including names and emergency / next of kin contact details must be kept on board and with a responsible person ashore for use in an emergency.

6.1.2 Embarkation briefing

The centre must have a standard safety briefing which must be provided to participants upon embarkation. This should include, but not necessarily limited to,

- Rules with regard to use of PFDs
- How to fit, use and stow PFDs
- Procedures to be used in the event of an on board fire
- Procedures to be used when abandoning ship
- Location and function of emergency exits
- Procedures to be used to indicate distress

6.1.3 The boats details must be registered with Irish Sailing SafeTrx or The Irish Coast Guard's small vessel safety registration scheme

6.2 Boats & equipment

Requirements for boats and equipment used on the Inland Waterways scheme are detailed in a separate publication available from the Irish Sailing Office.

6.3 Clothing

The centre must have in place a policy to ensure that participants wear clothing appropriate to their activity and the prevailing conditions. For Inland Waterways Motor Boat Courses this is waterproofs and appropriate footwear.

6.4 Personal Flotation Devices

Appropriate PFDs must be worn by all course members, including instructors, when on deck while underway.

6. Inland Waterways Motorboat Training Scheme Operating Requirements for Centres

6.5 Instructional Staff

6.5.1 All courses must be supervised by an Irish Sailing Senior Instructor (IW Motorboat). This SI must be present at all times when participants are afloat.

6.5.2 All courses must be taught by an Irish Sailing Inland Waterways Motor Boat Instructor.

6.6 Teaching Ratios

IWMTS Crews Certificate IWMTS Skippers Certificate	1 Instructor : 3 Participants on 1 boat
<i>Note:-</i> The ratios set out above are the maximum permitted for use on courses at Irish Sailing recognised centres. However where and when operating conditions require they may well need to be reduced. This decision should be made by the Senior Instructor or Centre Principal in conjunction with the instructor running the session. In doing so they must have taken into account the abilities / capabilities of the participants, instructors and the equipment being used and the prevailing local conditions on any particular day.	
Irish Sailing reserves the right to specify the maximum ratios to be used by a centre if it feels that those being used by a centre are inappropriate. These may be different from those listed above.	

7. Personal Watercraft Training Scheme (Jet Ski) Operating Requirements for Centres

7.1. PWCs

7.1.1. All PWCs used for tuition must;

- Be of an appropriate type for their intended operating area
- Be in good condition, well-maintained and regularly serviced.
- Be equipped appropriately for their intended operating area and role.

7.1.2. All PWCs must be must be fitted with effective engine “kill-cords”. These must be used by anyone operating a PWC.

7.2. Equipment

There must be sufficient, suitable trailers or trolleys to launch and recover PWCs. These must be suitable and in good working order.

7.3. Clothing

The centre must have in place a policy to ensure that participants wear clothing appropriate to their activity and the prevailing conditions For PWC this either;

- A wetsuit combined with an appropriate windproof outer layer or
- A drysuit.

7.4. Personal Flotation Devices

Appropriate PFDs must be worn correctly by all course members, including instructors, when afloat. On PWC training courses PFDs used must be specifically designed for use by PWC users or water skiers.

7.5. Instructional Staff

7.5.1. All courses must be supervised by an Irish Sailing Senior Instructor (PWC). This SI must be present at all times when participants are afloat.

7.5.2. All courses must be taught by an Irish Sailing Personal Watercraft Instructor.

7. Personal Watercraft Training Scheme (Jet Ski) Operating Requirements for Centres

7.6. Teaching Ratios

PWC Certificate	1 Instructor : 6 Participants on no more than 3 PWCs with no more than 2 students per machine
<i>Note:-</i> The ratios set out above are the maximum permitted for use on courses at Irish Sailing recognised centres. However where and when operating conditions require they may well need to be reduced. This decision should be made by the Senior Instructor or Centre Principal in conjunction with the instructor running the session. In doing so they must have taken into account the abilities / capabilities of the participants, instructors and the equipment being used and the prevailing local conditions on any particular day.	
Irish Sailing reserves the right to specify the maximum ratios to be used by a centre if it feels that those being used by a centre are inappropriate. These may be different from those listed above.	

7.7. Safety Cover

7.7.1. Where only one PWC is being used on a course another PWC or powerboat must be available to provide safety cover.

Where two or more PWCs are being used on the course they may provide safety cover for one another provided one machine is equipped according to the requirements for Irish Sailing Safety Boats detailed in section 2.14

7.7.2. The maximum ratio of Safety Boats to PWCs is 1:6

7.7.3. Where a safety boat is being used and it is providing cover for more than one course or type of activity the following conditions will apply;

- The safety boat must be operating independently from the courses or activity. In other words the safety boat driver cannot be instructing on any of the courses.
- All the boats being covered must be operating in a designated area and visible to the safety boat/s at all times.

8. National Cruising Scheme Operating Requirements for Sea Based Training Centres

8.1. Administration

In addition to all other administration requirements set out in these notes Training Centres offering the Cruising Scheme must have in place procedure to ensure that;

8.1.1. Records

Details of participants and instructors, including names and emergency / next of kin contact details must be kept on board and with a responsible person ashore for use in an emergency.

8.1.2. Embarkation briefing

The centre must have a standard safety briefing which must be provided to participants upon embarkation. This should include, but not necessarily limited to,

- Rules with regard to use of PFDs and safety harnesses
- How to fit, use and stow PFDs and safety harnesses
- Procedures to be used in the event of an on-board fire
- Procedures to be used when abandoning ship
- Location and function of emergency exits.
- Procedures to be used to indicate distress

8.1.3. The boats details must be registered with Irish Sailing SafeTrx or The Irish Coast Guard's small vessel safety registration scheme

8.2. Boats & Equipment

Requirements for boats and equipment used on the Cruising Scheme are detailed in separate publication which is available from the Irish Sailing Office.

8.3. Clothing

The centre must have in place a policy to ensure that participants wear clothing appropriate to their activity and the prevailing conditions. For cruising courses this is waterproofs and appropriate footwear.

8.4. Personal Flotation Devices

Appropriate PFDs must be worn by all course members, including instructors, when on deck and underway. These must be at least 150N lifejackets and must be fitted with a light. It is strongly recommended that centres use PFDs that are also approved safety harnesses.

8. National Cruising Scheme Operating Requirements for Sea Based Training Centres

8.5. Instructional Staff

All courses must be supervised by an Irish Sailing Yachtmaster Instructor.

8.6. Teaching Ratios

Helmsman's Certificate	1 Instructor : 3 Participants on 1 boat
Competent Crew Day Skipper (Sail) Yachtmaster Coastal (Sail)	1 Instructor : 5 Participants on 1 boat
Day Skipper (Motor) Yachtmaster Coastal (Motor)	1 Instructor : 4 Participants on 1 boat
<i>Note:-</i> The ratios set out above are the maximum permitted for use on courses at Irish Sailing recognised centres. However where and when operating conditions require they may well need to be reduced. This decision should be made by the Senior Instructor or Centre Principal in conjunction with the instructor running the session. In doing so they must have taken into account the abilities / capabilities of the participants, instructors and the equipment being used and the prevailing local conditions on any particular day.	
Irish Sailing reserves the right to specify the maximum ratios to be used by a centre if it feels that those being used by a centre are inappropriate. These may be different from those listed above.	

9. ICC Test Centres Operating Requirements for Centres

9.1 Recognition Criteria

Previously accredited Irish Sailing Training Centres may apply to the Irish Sailing to become accredited to run any of the ICC Direct Assessments. The type of craft they are permitted to run assessments in will be specified and will usually coincide with their existing recognition status.

9.2 Instructors

9.2.1 Water based assessments may only be run by valid Irish Sailing Instructors qualified to teach in the type of boat in which the assessment is being run. These are;

	Power	Sail	
Open powerboat	✓		Powerboat Instructor
Motor Cruiser (Coastal)	✓		Cruising Instructor (Motor)
Motor Cruiser (Inland)	✓		IWMB Instructor
Sailing Yacht (with ancillary engine)	✓	✓	Cruising Instructor (Sail)
Keelboat		✓	Keelboat Instructor
Sailing Dinghy		✓	Dinghy Instructor

9.2.2 Any Irish Sailing qualified Instructor may supervise and mark the ICC shore-based assessments.

9.2.3 The Centre Principal as well as the Instructor must sign off all completed assessments.

9.3. Records

Records of all assessments run whether water based or shore-based must be kept for at least 5 years. These must be available for inspection by the Irish Sailing.

9.4 Training

The Irish Sailing may require Centre Principals of accredited ICC Test Centres, or their representatives, to attend training and / or briefings prior to recognition and on other occasions. Notice of these will be provided in writing to the Centre Principal.

9. ICC Test Centres

Operating Requirements for Centres

9.5 Withdrawal of recognition

Authorisation to run the ICC Direct Assessment may be withdrawn by the Irish Sailing CEO where;

- It is brought to the attention of Irish Sailing that the certificate is being brought into disrepute.
- Irish Sailing Training Centre status is withdrawn from the organisation for whatever reason.

The same protocols will be used as for the withdrawal of Irish Sailing recognition

10. Irish Sailing / World Sailing Offshore Personal Safety Course

Operating Requirements for Centres

10.1 Instructional Staff

10.1.1 All courses must be led by an Irish Sailing Offshore Personal Safety Instructor Where necessary they may be assisted by MNTB Personal Survival Techniques Instructor(s)

10.2. Class Size & Teaching Ratios

The maximum class size is 20. Minimum number for the class is six. Teaching ratios nor to exceed one instructor to eight participants

10.3. Facilities and Equipment – Reference World Sailing Offshore Special Regulations Appendix G. *(Available in the Library on Irish Sailing Website: <https://www.sailing.ie/training/library/centre-club/>)*

10.3.1 A suitable classroom is required with desks or tables and chairs. It should be possible to move the furniture around so that a variety of room arrangements can be used. Ideally, extra rooms will be available for when the class is split into groups, since each group should have a separate space in which to work.

10.3.2 The main room should be provided with the following equipment.

- a whiteboard or blackboard
- a flip chart
- writing materials for trainees
- a reflective screen designed for use with the computer projector
- adequate electric sockets located so that the equipment can be positioned safely.

and either

- an overhead projector (OHP) for transparencies

or

- a computer projector & PC

A means of playing video and / or DVD as appropriate should be available. This may be a player compatible with the computer projector or a separate TV.

10.3.3 All group rooms should be provided with a table and chairs and some form of board and writing materials.

10.3.4 A video camera may be useful and should be compatible with the computer projector or alternatively must produce video tapes compatible with the video tape player.

10.3.5 A warm-water swimming pool with all appropriate safety equipment, personnel and facilities making it suitable for demonstration and training with lifejackets and liferafts. A wave-generator provides added realism.

10.3.6 A life raft must be available.

10. Irish Sailing / World Sailing Offshore Personal Safety Course

Operating Requirements for Centres

- 10.3.7 An 8 man raft is the maximum size permitted. The number of students must not exceed the capacity of the liferaft(s).

- 10.3.8 An outdoor location with appropriate safety equipment, personnel and facilities making it suitable for demonstration and training with pyrotechnics and fire extinguishers.

11. Basic Marine Engine Course

Operating Requirements for Centres

11.1 Instructional Staff

All courses must be led by an Irish Sailing qualified Basic Marine Engine Instructor

11.2 Class Sizes & Teaching Ratios

The maximum ration of participants to instructor is 6 : 1 with a maximum class size of 12 where there are suitable facilities and equipment to accommodate this.

11.3 Facilities & Equipment

11.3.1 Use a classroom and / or workshop that is well lit, warm and of an appropriate size to accommodate the group, equipment and AV aids..

11.3.2 Have available ;

- An inboard engine,
- An outboard engine
- A diesel engine
- A 4 stroke petrol engine or a 2 stroke petrol engine
- A normally aspirated petrol engine.

If any of these are fitted to boats they must be adjacent to the classroom / workshop being used.

11.3.3 Have available appropriate personal protective equipment for use by all participants including overalls, gloves, safety glasses / goggles and ear defenders

11.3.4 Have access to hand washing facilities with hot water and detergents suitable for removing petrochemicals and oils.

11.4 Risk Assessment & Operating Procedures

Have carried out a risk assessment and have in place standard operating procedures that must include measures to protect participants from;

- exhaust gasses,
- hot surfaces,
- fluids that are hot and or under high pressure,
- rotating & moving parts including flywheels, belts & pulleys,
- fire
- injuries caused by electrical voltages / currents

Irish Sailing Policies & Guidelines

Irish Sailing policy on: Required levels of Water Confidence and Ability to Swim for Irish Sailing Affiliated Organisations Offering Training & Coaching.

Objective

This document sets out recommended policies and procedures with regard to the level of water confidence and ability to swim required of participants on water sports activities at Irish Sailing affiliated organisations.

Irish Sailing Statement

Irish Sailing strongly recommends that anyone participating in water-sports has a level of water confidence and ability to swim appropriate to the activity that they are participating in.

Irish Sailing does recognise that the required level of water confidence and swimming abilities does vary according to;

1. The type of activity being undertaken,
2. The level and type of supervision being provided,
and
3. The type of equipment available.

Accordingly, where a person is participating in a water sports activity within an Irish Sailing affiliated organisation the level of water confidence and swimming ability required of participants should be determined by that organisation according to these guidelines.

Organisation's Policy Statement

Each Irish Sailing affiliated organisation should have a policy document which lays out its own policy with regard to the level of water confidence / swimming ability required by participants on a particular activity. Typically this would be included as a section of the organisations safety statement and / or operations manual. All staff, instructors, coaches and supervisors working on or with participants on training courses within that organisation must be aware of this policy.

Declaration of water confidence and swimming ability

A declaration on swimming ability / water confidence should be included in the organisations booking and / or course enrolment forms.

Irish Sailing Policies & Guidelines

Water confidence

Anyone participating in a water sports activity should have a degree of water confidence sufficient to prevent them panicking or becoming distressed should they enter the water through any eventuality while participating on that activity.

Use of Personal Flotation Devices.

Irish Sailing requires that all participants on Irish Sailing accredited Training courses (with the exception of some advanced windsurfing courses) wear an appropriate Personal Flotation Device (PFD). The PFD should conform to the European Standard (EN number) appropriate to their activity and carry the appropriate CE mark.

Non-swimmers permitted on activities.

Where declared non-swimmers are permitted to participate in activities the following conditions should apply;

1. Non-swimmers should be required to wear a Personal Flotation Device (PFD) that conforms to EN 396 or above providing at least 150N of **permanent** buoyancy while aboard open boats or when on deck on other craft.
2. Teaching ratios higher than 6 people to 1 instructor should not be used where there are one or more non-swimmers in the group.
3. The Instructor must inform the participant or their guardian that there is a possibility of them ending up in the water as result of the activity. This should be acknowledged in writing by the participant or their guardian and that they undertake the activity at their own risk.
4. Where appropriate, Instructors should consider spending some time getting a person accustomed to being in the water while wearing a PFD prior to the course / session.

Irish Sailing Policies & Guidelines

Irish Sailing Guidelines on: **Running Assessments of Water Confidence or Swimming Ability.**

The following factors should be considered **only if** your organisation has a policy of assessing the participant's water confidence or ability to swim before they participate in any water-based activities.

Complacency

Care must be taken to ensure that requiring participants to undertake an assessment does not mean that what would normally be considered as good practice in running water-based activities is allowed to erode. Supervisors must not become complacent because they assume all participants are water confident or can swim because they have passed an assessment.

Format

The assessment needs to be managed extremely carefully in order to;

- Prevent accidents occurring during the assessment.
- Prevent the assessment scaring off potential participants who would ordinarily be able to pass the assessment.
- Ensure that the assessment provides an accurate indication of the required standard of swimming ability / water confidence.

Consideration should be given as to whether any assessment is conducted in open water or in a swimming pool.

➤ **In all cases;**

- Participants should not be required to dive or jump into the water.
- During assessments safety cover must be provided by people who are qualified as either Irish Sailing instructors, swimming instructors or lifeguards.
- People providing safety cover must be prepared & dressed to enter the water.
- Reaching or throwing rescue equipment should be at hand & ready to use.
- Consideration should be taken of the number of participants in the water at any one time.
- Consideration should be taken of whether dry suits and PFDs should be used for the assessment.
- Candidates must be made aware that PFDs should ordinarily always be worn on or around the water.

Irish Sailing Policies & Guidelines

- Carefully consider how and where safety cover should be provided.
- Consider what clothing participants should be wearing.
- It may be advisable to hold a practice and trial run to help improve the participant's confidence.
- Particular care must be taken when using powerboats to provide safety cover for swimmers.

➤ **When conducted in open water.**

- Where possible assessments should be run off of a beach.
- Checks should always be made for local hazards (boat movements, jelly fish etc.).
- Determine that water quality & temperature are suitable.
- Consider conducting the assessment over a short course (more of smaller laps).
- Consideration should be taken of whether wet / dry suits and PFDs should be used for the assessment.
- Candidates must be made aware that PFDs should always be worn on or around the water.

Irish Sailing Policies & Guidelines

Irish Sailing policy on: Sustainability in Irish Sailing Training Centres

Environmental sustainability of sailing and your training centre / club

There are many ways we can all help to “Turn the Tide on Plastic” and it is important to create an environmental sustainability policy within your centre / club. The first step is to have a “Sustainability Officer / ECO Officer or Leader” to help piece the requirements together and help guide your organisation to implementing steps that reduce your impact on the environment you enjoy.

Here are a few recommended and **achievable** steps you can implement within your centre or club. Followed by some points for you to consider in the very structure and organisation of your training.

Irish Sailing are working with World Sailing in conjunction of their Sustainability Agenda 2030, so we will have more support and advice coming through this page <https://www.sailing.ie/Our-Environment>.

Recommendations for Environmental Sustainability in your Club or Centre

1. ECO OFFICER / GREEN TEAM ... Give the role to a prominent and influential member and create a team
2. WASTE ... Provide clearly labelled set of waste recycling bins.
3. WATER ... Label drinking water taps for refillable bottles.
4. REDUCE OR REMOVE SINGLE USE PLASTIC ... decide on your policy for single use plastic drinks containers and announce it.
5. REDUCE ... Consider the amount of waste that ends up in the ecosystem following the event when giving out branded goody-bags (even the stickers for boats for example).
6. BIO PRODUCTS – Consider the cleaning products used on boat wash down.
7. SPILL KITS – have spill kits, for absorbing any oil / fuel spills, on hand at place of refuel and on board engine propelled boats.
8. REUSE – Encourage sharing and passing on of equipment and clothing.
9. SHARE .. your environmental message and guidelines.

Considerations for Environmental Sustainability in your Club or Centre

1. Source of food and drinks you supply
2. Education and Legacy – include education on our environment within your training.
3. Energy Efficiency – auto lights, low wattage bulbs, do the lights really need to be on at all
4. Transportation Options – e.g. encouraging car pooling
5. Collaboration and Sharing – boat & equipment share, linking up with other centres or clubs
6. Signage & Clothing Materials – choosing natural fibres, long life materials
7. Accommodation sharing
8. Carbon footprint payback



Appendices

Appendix 1: Sample letter confirming insurance cover held.

Date

To whom it may concern,

For the purposes of Irish Siling Training Centre Accreditation, I can confirm that

.....
holds the following insurance cover with us, for the activities detailed below;

Period of cover

From To.....

Cover held

- Employers Liability Insurance.
- Third Party Liability Insurance for a minimum of € 1,300,000 covering land and sea activities including instruction.
- Third Party Marine Liability Insurance for all marine craft listed below, including liability to passengers, with a limit of indemnity of not less than €1,300,000.

Activities covered (*List activities covered*)

Craft Covered (*List of craft covered*)

Full details and terms of the cover are included in the policy document held by the insured.

Yours sincerely

Appendices

Appendix 2

IRISH SAILING policy regarding the use of non- Irish Siling qualified Instructors on Irish Siling courses

This policy is to encourage instructors from other governing bodies to bring a mix of ideas and experience to share with Irish Siling organisations as well as widening the pool of available instructors.

It is Irish Siling policy to allow non- Irish Siling qualified instructors with bona fide qualifications from other national governing bodies such as but not limited to the RYA or FFV to instruct on Irish Siling courses when the following conditions are met:

- All Irish Siling courses must be directly supervised by an Irish Siling Senior Instructor, no other senior instructor qualifications are valid for this purpose.
- A minimum of 50% of the active instructional staff must be Irish Siling qualified instructors i.e. those working at any particular time rather than those listed as part of the centres recognition requirements.
- The Irish Siling office must be informed in writing (email) in advance of all non-Irish Siling qualified Instructors working on Irish Siling courses.
- Irish Siling centres must document their procedure for the induction of non-Irish Siling qualified instructors.
- Non- Irish Siling qualified instructors may only instruct Irish Siling courses for which their equivalent Irish Siling certification would qualify them. It is the responsibility of the centre and instructor to provide the evidence of this.
- In the case where the qualification / issuing body is not familiar to the Irish Siling it is the responsibility of the instructor / organisation to provide evidence of the suitability of the qualification.
- For non- Irish Siling qualified instructors to achieve Irish Siling certification they must undertake either an Irish Siling instructor endorsement course or an Irish Siling instructor CPD re-validation.
- Candidates must have Irish Siling instructor certification in order to qualify for Irish Siling Senior Instructor Training.

Appendices

Appendix 3

CONCUSSION PROTOCOL

What is concussion?

Concussion is a brain injury and can be caused by a direct or indirect blow to the sailor's head or body. Concussion typically results in an immediate onset of short-lived signs and symptoms. Most concussions occur without a loss of consciousness. However, in some cases, the signs and symptoms of concussion may evolve over a number of minutes or hours.

- Concussion must be taken very seriously.
- Any sailor with a suspected concussion **MUST** be removed immediately from the session.
- The sailor should be medically assessed.
- They **MUST** not be left alone.

What causes concussion?

Concussions can be caused by a direct blow to the head or body that can occur when the sailor is hit by the boom or in the case of high performance sailing when the body or head collide with any part of the boat.

Immediately following a suspected concussion the brain is susceptible to further significant damage in the event of another impact, therefore the sailor **MUST** be immediately removed from the water.

What are the visible signs of suspected concussion? Presence of any one or more of the following signs & symptoms may suggest a concussion:

- Confusion
- Amnesia/short term memory loss concerning what just happened
- Blurred vision
- Dazed or blank look
- Dizziness
- Clutching head
- Pressure in head
- Headache
- Emotional/Sadness
- Irritability
- Suspected or confirmed loss of consciousness
- Loss of responsiveness
- Poor balance in the boat/ falling over
- Nausea/vomiting
- Tiredness/low energy
- Drowsiness
- Stating they "Don't feel right"

Appendices

Questions to ask

1. "What venue are we at today?" or "Where are we now?"
2. "Approximately what time of day is it?"
3. "How did you get to here today?"
4. "What was your last competition?"
5. "What were you doing this time last week?"

RECOGNISE AND REMOVE

What must happen the sailor after they have a suspected concussion?

- The sailor must be IMMEDIATELY REMOVED from the activity and must not return.
- The sailor must not be left alone.
- The sailor must always be in the care of a responsible adult who is informed of the sailor's suspected concussion.
- The sailor must not drive a vehicle.
- The sailor should be medically assessed as soon as possible.

Considerations when running sessions. 'Adult On Call'.

In order to implement correct procedure the centre/club must have a system in place to ensure the safety of a sailor with suspected concussion.

- The centre/club must have the contact number of an assigned emergency contact.
- The centre/club should have the medical consent forms of all sailors involved.
- When a sailor has suspected concussion the centre/club contacts the Sailor's emergency contact and arranges to meet them at a designated rendezvous point on shore.
- The centre/club should make arrangements for the sailor to receive further medical attention, if required.
- Always remembering to never leave the sailor alone.
- The sailor must not return to the session, and specifically must not return to sailing on the same day of a suspected concussion.

In all cases of suspected concussion it is recommended that the sailor is referred to a medical or healthcare professional for diagnosis and advice, even if the symptoms resolve.

ONGOING MANAGEMENT OF A CONCUSSION OR SUSPECTED CONCUSSION

REST THE BODY, REST THE BRAIN

Rest is the cornerstone of concussion treatment. This involves

1. resting the body, 'physical rest'
2. Resting the brain, 'cognitive rest'

Avoidance of:

- Physical activities such as running, cycling, swimming, some work activities etc.
- Cognitive activities, such as school work, homework, reading, television, video games etc.
- Students with a diagnosis of concussion may need allowance for impaired cognition during recovery, such as additional time for classwork, homework and exams

Appendices

Anyone with a concussion or suspected concussion should not:

- be left alone in the first 24 hours
- consume alcohol in the first 24 hours, and thereafter should avoid alcohol until free of all concussion symptoms
- drive a motor vehicle and should not return to driving until provided with medical or healthcare professional clearance or, if no medical or healthcare professional advice is available, should not drive until free of all concussion symptoms

Most concussions resolve within 7-10 days, but it is advised that anybody who has had a suspected concussion is reviewed and assessed prior to returning to sailing, by a medical professional who has experience in dealing with concussion.

Appendices

Appendix 4

Recommended Contents for First Aid Kits

Item	Centre / Club	Safety / Day boat	Cruising (Coastal)	Cruising (Offshore)
Container / Packaging				
Canoe bag		1		
Equipment roll		1		
Fold out valise	1		1	1
Tools				
First aid scissors	1	1	1	1
Procedures Kit	0	0	0	1
Thermometer	1	0	1	1
Head torch				
Bandages / Dressings				
No 8 medium dressing sterile unboxed	3	0	4	6
No 9 large dressing sterile unboxed	3	2	2	4
Eye pad dressing with bandage sterile	1	0	1	2
Finger dressing with adhesive fixing	1	0	1	2
Crepe bandage BP 7.5cm x 4.5m	3	0	1	1
Crepe bandage BP 10cm x 4.5m	3	1	1	1
Washproof plasters assorted box of 20	0	1	1	1
Calico Triangular bandage 90 x 127cm	6	6	6	6
Medi silk Tape 2.5cm x 4.5m	2	0	1	2
Electrical Insulating tape	1	1	1	1
Grip elasticated tubular bandage size D 1m	1	0	1	1
Grip elasticated tubular bandage size E 1m	1	0	1	1
Pad non adherent dressing pads 10cm x 10cm	6	1	6	10
Pad non adherent dressing pads 5cm x 5cm	6	1	6	10
Butterfly Closures	20	10	20	20
"Sam – Splint"	2	1	2	2
Hygiene / Personal Protection				
Wipe individual moist cleansing wipe	20	6	20	40
Eye wash pods 20ml	2	0	2	2
Gloves Nitrile	10	2	4	10
Shield mouth to mouth resuscitation device with valve	4	2	2	2
Thermal Protection				
Survival Bag	3	1	1	1
Foil blanket adult size	12	2	2	2
Drugs / Applications				
Instant Relief ice pack	2	0	1	1
Sea Sickness Tablets	0	0	50	100
Re-hydration sachets	0	0	6	20
Burn Gel	1	0	1	2
* While we have used our experience and knowledge to include those items we think most appropriate for the applications described. It is important that you review the contents against your requirements and include any additional equipment that you consider necessary.				

Appendices

Appendix 5 : Safety Craft Checklist 2.16.9 (red denotes recommended extra items)

	Craft name									
General requirements:										
Bowline (should not reach engine)										
Anchor secured (if in container, also secured)										
Anchor ready for deployment (uncoiled, anchor first to deploy)										
Towing warp/sternline (long, floating, for astern)										
2 additional warps (suitable for alongside tow)										
Kill chord worn & working?										
Steering free?										
Throttle free?										
First aid kit (min. gloves, large field dressing, triangular & crepe bandages, plastic bag)										
Spares/tools/bung										
Alternative means of propulsion										
Flares/Day-glow flag										
Battery box covered? Secured?										
Fuel line clear and in good condition										
Fuel tank secured										
Bridle (floating line or with a float)										
Clean and tidy?										
General condition: sponsons, seating, deck, hatches, lockers										
Knife										
Whistle										
Means of bailing										
Sponson pump										
Spare kill chord										
Fire extinguisher										
VHF (mandatory when operating out of sight of the base)										
Safety Boat Course										
Single handed dinghy, double/multi-handed dinghy, modern windsurf board & rig, kayak with enclosed cockpit										

Appendices

Advanced Powerboat Course										
Compass (light), GPS, IRPCS lights, torch, tools and spares, heaving line, paddles(min 2), flares (2 hand held red, 2 orange smoke, 2 parachute), sea anchor/drogue, 150N lifejacket with light for each member, vhf										
Dive Boat Coxswain Course										
Diveboat, fully equipped diver, surface marker buoys, shot line, decompression stops, oxygen admin kit										
Recreational Powerboat Course										
Towed inflatable device, floating towline, floating ski-line with handle, appropriate PFD's, fishing rod, boarding ladder, GPS, steering compass, hand bearing compass										

