



Assistant Instructor – SYLLABUS

CySaF has created a National Training Program (NTP) based on the World Sailing Coaching Framework. The NTP Coaching Framework is divided into two main categories: Participation and Performance. The Participation category primarily concentrates on the 'Learn to Sail' programs whilst the Performance category primarily covers the National and International racing programs.

There are four levels within the Participation category, these are: Assistant Instructor (AI); Instructor (I); Senior Instructor (SI); Instructor Developer (ID). Progress through the various levels depends on continuous personal development and proven ability. To ensure an all-round knowledge and experience is gained there are minimum time limits before progress between each level can be achieved and these are:

Instructor to Senior Instructor is a minimum of 2 years subject to the minimum age criteria detailed in the NTP Coaching Framework.

Senior Instructor to Instructor Developer is a minimum of 4 years subject to the minimum age criteria detailed in the NTP Coaching Framework.

Persons interested in becoming an Assistant Instructor (AI) must first be a competent and confident basic level sailor and have been actively involved in club sailing programs. However it is not expected that a potential AI will have any experience in instructing therefore a member selected by the club as a potential AI will be able to provide practical assistance only under the supervision of the club Instructors. The AI assists in creating a suitable and appropriate learning environment.

As a pre-requisite to undertaking the AI syllabus it is expected that a prospective AI will have completed all the tasks listed in the CySaF Personal Logbook and that each task has been signed off by the Instructor. In addition a proven record of sailing must be evidenced by completing the pages within the Personal Logbook to record all sailing times and occasions. At the discretion of the Senior Instructor a sailor with known experience can undertake a Direct Assessment and if successful details must be recorded in the Personal Logbook and signed by the Instructor.

Training will be by completing a course of 8 hours duration and such training will be primarily afloat covering teaching points from each part of the syllabus. Prospective AI's will be expected to have knowledge of and be able to practically demonstrate all the topics listed in the syllabus detailed in the following pages. On completion of the training a prospective AI will be assessed on their ability to teach adult and youth beginners effectively at the Basic level, under the supervision of the Instructors.

Providing all the criteria are met an AI certificate will be awarded and is valid for 4 (four) years from the date of issue.

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National Training Program Manager



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MAIN TOPIC	SUBJECT	EXPECTED LEVEL OF KNOWLEDGE
General knowledge of the club organization and facilities	Club organization Health & Safety Club facilities First Aid Kit (FAK) Telephone Briefing room Equipment room	Have an awareness of the Club Committee members, Sailing & Powerboat Instructors and key personnel Have an awareness of the safe operating procedures and club H&S policy Good knowledge of all the club facilities Know the location of the nearest FAK Know the location of nearest telephone in event of an emergency Know the location of the briefing rooms and the teaching aids located within each room Know where the buoyancy aids and boat equipment is stored
Standard Operating Procedures	Club SOP's	Know and understand the club standard SOP's
Safety	Signals Distress	Know and demonstrate the hand signals used to communicate on the water Know visual methods of attracting attention on the water Know the action to take for those in distress
VHF Radio	Operating	Have a basic knowledge of how to operate fixed and mobile VHF radios
Coach boat – Under 18 years of age	Crew	Be able to help prepare a RIB or coach boat
Sailing area	Limits Hazards	Know the extent of the designated sailing area Be aware of and know the local hazards within the designated sailing area
Sailing Rules	Basic rules of the road	Know and explain the Port & Starboard, Overtaking, Same tack, Power versus Sail, Windward boat rules
Racing Rules of Sailing	World Sailing rules	Have a basic understanding of the World Sailing racing rules of sailing
Clothing	Buoyancy Aid (BA)	Know importance of personal buoyancy and the difference between a BA and Life Jacket Wear BA at all times when on the water
Weather & tides	Forecast interpretation Charts Tides	Know how to obtain and interpret a weather forecast for the proposed sailing area Know and understand the Beaufort Wind Scale and associated wind speed knots Know the difference between on-shore and off-shore winds Can interpret a chart for the local sailing area Understand the basic principle and effect of tides



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MAIN TOPIC	SUBJECT	EXPECTED LEVEL OF KNOWLEDGE
Sailing theory and background	Points of Sailing & No Go Zone Sails and movement 5 Fundamentals of sailing	Know and be able to explain the main points of sailing including the 'No Go Zone' and sailing circle Know and explain the basic theory of how a sail works and how a boat moves Know and explain the 5 Fundamentals of sailing
<p>The following Topics are generic and can be applied to single or two person boats. It is accepted that a prospective AI will apply only those Topics appropriate to the specific class of boat normally used. Inclusion of additional topics for multi-hull is at the discretion of individual clubs.</p>		
Boat equipment	Location	Know the location of and have access to club boats sails, rudder and associated equipment
Boat preparation	Hull	Demonstrate how to prepare the hull by closing buoyancy chamber hatch covers, inserting bungs and closing the self-bailers
Rigging	Sequence of rigging	Know and demonstrate the correct sequence and method of rigging a boat Explain the importance at each step of the process Explain why the mainsail is not hoisted or attached to the boom until close to or on the water depending on where launching and type of dinghy being used Explain importance of 'head to wind'
	Rig set up	Know how to use the rig set up and sail controls appropriate to weather conditions and sea states
De-rigging	Sequence of de-rigging	Know and demonstrate the correct sequence of de-rigging a boat. Explain the reasons for following the sequence to ensure nothing is missed and reduce the risk of injury or damage
Launching	Hazards on land and water. Two person boat Single handler boat	Know why care is required when maneuvering on shore and to be aware of potential hazards such as overhead cables, ramps, ditches, rocks and other water users Know and explain the tasks of the helm and crew to ensure a safe launch Be able to 'launch' safely
Capsize recovery	Capsize	Explain the procedure for two person boat. If scoop method then explain position of crew prior to righting Emphasize the need for safety at all times, remain with the dinghy, communicate with each other, be aware of inversion dangers



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Recovery	Demonstrate correct procedure Two person boat Single handler boat	Be able to explain and demonstrate the importance of de-rigging as appropriate taking into consideration wind awareness ashore to make the recovery safe and for checking the boat is seated correctly on the trolley and secured using the painter Know and explain the tasks of the helm and crew to ensure a safe recovery Be able to 'catch' and assist with the recovery of a single handed boat
Paddling	Paddles	For boats that normally carry paddles be able to demonstrate use of the paddles in situations such as lack of wind or loss of sails due to rig failure
Reefing	Know a method	Know how and when to reef Demonstrate a reefing method emphasizing the importance of ensuring the boom remains level
Tacking (going about) - Land drills	Centre mainsheet	If applicable in your club demonstrate the safe method as used by club instructors and coaches for tacking a center mainsheet rigged boat
Practice tacking afloat	Transom or Centre rigged	If applicable in your club demonstrate the previously learnt method in the land drills Start on a beam reach sailing a figure of eight course between two buoys Explain the 'No Go Zone'
Gybing - Land drills	Centre mainsheet	If applicable in your club demonstrate the safe method as used by club instructors and coaches for gybing a center mainsheet rigged boat
Practice gybing afloat	Transom or Centre rigged	Sail to windward mark and make a number of gybes by zig-zag down to leeward mark
Capsize recovery – shore brief	Appropriate to type of boat	Give a shore brief to explain the procedure for a partial and total inversion recovery Understand the principles of a dry capsize recovery and how to avoid capsize inversion
Capsize recovery – partial capsize on the water	Appropriate to type of boat	Demonstrate a safe method of recovery and have knowledge of at least one other method for the type of boats used in the club
Capsize recovery – total inversion on the water	Appropriate to type of boat	Demonstrate a safe method of recovery
Lying-to	Correct position.	Demonstrate the procedure and the purpose Know the difference between this and Hove-to
Hove-to (stopped)	Correct position	Demonstrate the procedure and the purpose for this convenient 'resting' position



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The Five Fundamentals	Applies to all types of boats 1. Sail 2. Centerboard or Dagger board 3. Trim 4. Balance 5. Course sailed	Know the importance of the 5 Fundamentals and how to demonstrate them Know the effect of each sail and correct position for point of sail Know the correct position for the point of sail Know the importance of crew position/s both fore and aft depending on the point of sail Know the effect on the boat if it is not balanced Know how to choose and steer an efficient course to reach the objective
'In irons'	When directly head to wind	Demonstrate how to recognize 'in irons' and the method to get 'out of irons'. Push/Push, Pull/Pull
Coming alongside a moored boat	Approach and departure	Know and demonstrate how to approach safely remaining under control at all times whilst also having an escape route Know how to depart safely
Towing	Being towed by a power vessel	Know and demonstrate how to prepare the boat for towing and the correct position of the crew Know how and where to tie the tow rope
Returning to shore	Boat and crew preparation	Know and demonstrate the actions to take for a safe approach and landing
Lee shores	Awareness of the dangers	Know and demonstrate how to prepare for approach and be able to adjust speed making sensible decisions in good time to avoid placing the boat or persons in danger
Knots	Figure of Eight Bowline Round turn & two half hitches Reef knot Clove hitch Using a cleat	Demonstrate and explain purpose and where normally used Demonstrate and explain main use Demonstrate and explain when this knot is normally used Demonstrate and explain the purpose of this knot Demonstrate and explain when this knot is normally used Demonstrate and explain how a rope is correctly secured to a cleat