

Paphos International Sailing Club

Sailing Instructions



Youth Sail Training (YST) course Number 4 –

1. Introduction - Aims and Objectives

- a. The aim is for Paphos International Sailing Club (PISC) to provide sail training during the period 19th April to 14th June 2018 to a maximum of five students from TLC Private School (TLC) aged 14 and above who are in full time education.
- b. All sailing will take place at Agios Georgios (AG) as directed by the Coordinator(s).
- c. Sailing lectures will take place at TLC or AG.
- d. All students will be from TLC, as selected by the school authorities.

2. Responsibilities of PISC

- a. Provide suitably trained personnel to administer, supervise and instruct the YST.
- b. Provide Pico/Wayfarer dinghies as required.
- c. Maintain the dinghies in a seaworthy condition.
- d. Provide a safety boat as required.
- e. Provide training course material including Cyprus Sailing Federation (CySaF) Logbooks and CySaF certificates.
- f. Course discipline.

3. Responsibilities of TLC

- a. Select students qualified to attend YST, whose parents have completed satisfactorily all the required documentation.
- b. Pay the agreed individual course fee for all students.
- c. Pay the applicable PISC membership fee.
- d. Ensure the selected students are able to swim a minimum of 50 metres.
- e. Ensure the selected students English language understanding is equivalent to the International English Language Testing Standard (IELTS) 4.0 as a minimum.
- f. Provide suitable buoyancy aids, safety helmets, wet suits, wet boots, spray tops and any other safety equipment deemed necessary.
- g. Provide suitable and sufficient hand wipes for students each sailing day.
- h. Provide a suitable room for sailing lectures during periods of inclement weather.
- i. Ensure hot water is available in the showers, allocate a heated classroom and provide hot drinks for students to warm on return from sailing if required.
- j. Assign a teacher of TLC to accompany the students at all times. The teacher shall be First Aid trained and hold the appropriate clearances as required by the Education Authority.
- k. Ensure any child with special needs is accompanied at all times by the child's teacher even when sailing.
- l. Provide transport for the students between TLC and AG and return.

4. Notices to TLC Students

- a. All students must sign the course application form before participating in the course.
- b. This Sailing Instruction is to be read in conjunction with the PISC Club Rules that can be found on the PISC website www.pisc.com.cy. (Main page drop down menu titled 'How to Join').
- c. Incidents of individual students behaviour considered unacceptable to the course organisers or which may endanger course participants and instructors may result in suspension from the course. The decision of the course organiser is final and without recompense of any fees paid.
- d. Training will be each Thursday in term time only between 13:00 and 16:00 hours.
- e. All students are required to wear buoyancy aids, safety helmets and enclosed footwear at all times when sailing. The wearing of a wet suit, wet boots and spray top is optional unless directed by the coordinator. All such items must be approved by the Coordinator(s).
- f. Students without suitable and approved clothing will not be permitted to sail.
- g. No student may launch a dinghy without the express permission of the relevant instructor.
- h. Additional notices may be displayed on the PISC notice board located in the AG boat shed and at the TLC.
- i. A Welfare Officer will be available during all YST activities. A poster showing the Welfare Officer's photograph and contact details shall be displayed at AG.

5. Sail Instructors, Safety Boat Coxswains and Crew, Welfare Officers, School Staff, Helpers

- a. All Sail Instructors, Safety Boat (SB) Coxswains and nominated SB crew shall be suitably trained and qualified to a level deemed acceptable by the Training Officer.
- b. All Sail Instructors, Safety Boat Coxswains and nominated SB crew shall have a valid Clear Criminal Record Certificate (CCRC) and have completed a Self-Declaration form. Both documents shall be lodged with the PISC Welfare Officer.
- c. All Sail Instructors and Safety Boat Coxswains shall be in possession of a valid Emergency First Aid at Work (EFAW) or First Response certificate details of which are to be held by the First Aid Officer.
- d. All other nominated helpers shall complete a Self-Declaration form that will be lodged with the PISC Welfare Officer.
- e. The Welfare Officers (WO) shall be in possession of a valid CCRC and have completed a Self-Declaration form. Both documents shall be lodged in the WO club file.
- f. All members involved in the YST should acquaint themselves with the PISC Child Protection Policy shown at www.pisc.com.cy. (main page drop down menu 'About Us').
- g. Only those PISC members nominated at Annex A will be involved in the YST project. The list of nominated members may be changed at any time at the discretion of the coordinators. The involvement of other club members is discouraged to ensure that the PISC Child Protection Policy is not breached.
- h. There may however be instances when direct involvement by a person not nominated as part of the YST project is acceptable. These exceptions are:
 - i. Additional member(s) of PISC specifically requested by the Project Coordinators for a particular purpose. This will normally be a one off permission/request.

- ii. In the absence of any YST team in a Medical Emergency or immediate Safety concern.
- i. TLC staff listed at Annex A may also be present during training at AG.

6. Safety and Security

Health & Safety

- a. All participants will be briefed on Health and Safety Risks and will be required to comply with all Safety Instructions.
- b. All persons involved in YST shall cross over the monsoon drains that are adjacent on both sides of the road leading from the boat park to the beach kiosk by use of the bridges. Course instructors, helpers and students are not to step or jump across the open drains.
- c. All persons involved in YST shall wear personal flotation devices at all times whilst launching and recovering on the slipway and while afloat.
- d. All persons involved in YST shall wear enclosed footwear when in the boat park, on the slipway and whilst on the water.
- e. The quayside is out of bounds to students unless accompanied by an adult.
- f. The harbour wall and associated defensive rocks are out of bounds to students.
- g. Each boat shall be launched on instruction from the Beach Master.
- h. Students are to comply with instructions of the Beach Master.
- i. A student that wishes to retire from an on-water Training Session shall hail their instructor and/or the Safety Boat Coxswain and be escorted back to harbour.
- j. RCS is to allocate a Safety Boat for use solely by YST nominated members during on water training sessions.
- k. Access to the RIB shed and other designated areas is prohibited for all students unless escorted by one of the adults listed at Annex A.

First Aid

- l. All safety boats will carry First Aid Kits (FAK) and a thermal blanket.
- m. A FAK and Incident Book shall be located in Safety Koula RIB shed at AG.
- n. Details of any use of a FAK must be recorded in the Incident Book.
- o. First Aid of a minor nature shall be given at AG by a person/s who holds as a minimum a valid Emergency First Aid at Work (EFAW) or First Response qualification.
- p. If a student requires emergency first aid of a serious nature one of the RIB sheds will be used initially as a First Aid room and an assessment made regarding transfer to TLC medical room or hospital.
- q. At least one member of PISC who holds as a minimum the EFAW qualification shall be present each day that training occurs at AG.

Welfare

- r. A PISC Welfare Officer shall be present during each day of training at AG.
- s. A TLC teacher shall also be present during all training sessions.

Security

- t. Rear Commodore Sailing (RCS) is to inform the course coordinator of the combination to the padlocks on the RIB sheds to enable club assets to be secured following completion of training each day.
- u. There is no means of securing personal belongings or valuables at AG and PISC takes no responsibility for any loss or damage of such items as stated in the club rules.

7. Replacement of Equipment

- a. The cost to replace damaged or lost equipment will be charged to the person responsible for that loss or damage.

8. Changing Rooms, Showers and Toilet Facilities

- a. Students will use TLC Changing Rooms and Showers before sailing. The changing rooms are also available after sailing should a student need to use them.
- b. The one changing room at AG is spartan with no door but just a curtain, no water, shower or sink. If there is a need for a student to use this changing room they must first inform the duty Welfare Officer or the TLC teacher at AG who is to remain outside the changing room whilst the student uses it.
- c. One PISC club owned unisex toilet is located at AG behind the RIB Shed and near the beach kiosk.
- d. In the summer months, when the beach café is open, two further toilets provided by the café owners are also available.
- e. There is no hot water at AG to wash hands. TLC shall provide hand wipes each day.
- f. There is no shower at AG.

9. Refreshments

- a. Students may bring their own drinks and food. It must be noted that the limited time allocated each day to actual sail training means there will be no allotted time within the course programme for students to eat.
- b. When the beach kiosk at AG is open students may purchase drinks and snacks.

10. Registration

- a. All Students and their parents must have completed all the required documents and paid the appropriate fees before students can be allowed to sail.
- b. Each student must complete the daily sail register by 'signing out' before launching and only 'signing in' on return. The student is to quote the sail number or number shown on the bow and stern of the boat when signing out.

11. The Training Course

- a. The course will be taught in the English language.
- b. The course consists of classroom lectures, land demonstrations and practical sailing.
- c. The course fee includes a copy of the course syllabus and CySaF Personal Logbook.
- d. Students may be required to purchase separately from the course coordinator the RYA Publication G3 'Start Sailing'.
- e. Students are required to attend all components of the course and 'catch up' on any component missed.

12. Sailing Area

- a. The area bordering the mole at AG harbour, Yeronisos Island and the Avakas Gorge will be the extremes of the sailing area.
- b. Sail training will take place in a smaller designated area within that stated in para a.
- c. The demarcation of the sailing area will be stated in the daily sail brief and be influenced by weather conditions.

13. Areas that are Obstructions

- a. The sea area that encompasses 30 meters from the shoreline of Yeronisos Island is considered an obstruction. **Boats must not pass within that area.**

14. Training Course Completion

The course aims to teach a minimum of Level 1 of the CySaF Sail Training Scheme. However depending on an individual's ability and if time permits then a student who, in the opinion of the Instruction team, demonstrates competence and has acquired the correct level of knowledge required may be awarded either the Level 2 or 3 CySaF certificate.

15. Communication

- a. All communication between instructors and students will be either verbal, hand signals or whistle.
- b. Only the Safety Boat Crew, Instructors and Beachmaster are to use Radio communications.

16. Berthing of Dinghies

- a. After recovery each dinghy and trolley shall be washed down with fresh water.
- b. Dinghies are to be returned to their allocated places in the boat park.
- c. Each sail is to be returned to the Pico store but the mast, boom, daggerboard and rudder assembly is to remain in the cockpit of each boat.
- d. Boat covers are to be repositioned and boats individually secured down.

17. Insurance

- a. Each participating boat will carry third party indemnity insurance provided by PISC.
- b. Boats may be required to display advertising supplied by Sponsors on the hull or the transom.

18. Boat type and numbers to be used

- a. The pre-course orientation sail may be undertaken in PISC owned Wayfarer dinghies.
- b. The training course will use PISC owned Pico dinghies. Both sides of the bow and the transom of each Pico will be numbered from the series 1 to 5. The purpose of this is to easily identify a boat and the number may be used to communicate with the student helming a particular boat.

19. Rights to use Names and Likenesses

- a. By participating in the training, students and/or their parents/guardians automatically grant to the organizing authority the rights in perpetuity to make, use and show at their discretion any photo, audio and video recordings and other reproductions of them made at the venue or on the water, from the time of their arrival at the venue until their final departure, without compensation.

Annex A to Youth Sail Training Sailing Instruction

Names of PISC members nominated for involvement in the YST project.

Senior Instructors

Chas Kimber

Instructors

John Lay
Chris Cuthbert
Dave Brown (YST Coordinator)

Safety Boat Coxswains

Jim Ridgway
Dave Fraser
Peter Bagshaw
Tony Davenport

Safety Boat Crew

Lawrence Mantz
Jon Garrett

Welfare Officers

Chris Hall (retired nurse & Emergency First Aid at Work qualified)
Sharon Kimber (Emergency First Aid at Work qualified)
Rosemary Garrett (Midwife)
Barbara Jones (Emergency First Aid at Work qualified)

General helpers

Claire Lambert
Robin Marsh
Marisa Bebbington

The following persons from TLC may also be present during training

TLC Director	Chris Watts
TLC Principal	David Lewis
TLC Teachers	As designated by TLC