

Contents

1	Overview.....	3
2	Key Terms and Principles.....	3
3	Roles and Responsibilities	4
3.1	Training Committee.....	4
3.2	Training Principal	5
3.3	Chief Sailing Instructor (must be a Senior Instructor).....	6
3.4	Chief Powerboat Instructor (must be a Powerboat Instructor)	6
3.5	Chief Coach	6
3.6	Senior Instructors.....	7
3.7	Instructors	7
3.8	Race Coach	8
3.9	Group Leaders	8
3.10	Course Organisers.....	8
3.11	Equipment.....	8
3.12	Induction and Development of Instructors	8
4	Safety Procedures – General Principles.....	10
4.1	Shore Based Activities.....	10
4.2	Water Based Activities	10
5	Operating Procedures for Training or Coaching Sessions.....	13
5.1	Planning	13
5.2	When the Students Arrive - Briefing	13
5.3	During the Session.....	14
5.4	Closing the Session - Debriefing	14
5.5	Operating Area.....	14
5.6	Environmental factors.....	14
5.7	Equipment.....	14
5.8	Reporting Equipment Damage	15
6	Dinghy Sailing Tuition and Coaching	17
6.1	Staffing	17
6.2	Equipment.....	17
7	Operating Procedures Relating to Powerboating.....	19
7.1	Aim	19
7.2	Staffing	19
7.3	Equipment.....	19

8	Child Protection and Safeguarding.....	21
9	Infrastructure.....	21
9.1	Changing and Toilet Facilities.....	21
9.2	Disabilities and special needs.....	21
9.3	Dry teaching areas.....	21
10	Administration.....	21
10.1	Booking Forms.....	21
10.2	Health declaration.....	22
10.3	Monitoring bookings.....	22
10.4	Joining instructions.....	22
10.5	Cancellations.....	22
10.6	Retention of records.....	22
10.7	Personal Tuition.....	22
10.8	Finance.....	22
10.9	Certificates.....	23
11	Dealing with a complaint or difficult situation.....	24
	Appendix A Equipment Carried in Support Boats.....	25
	Appendix B Information to be given to students.....	25
	Appendix C Map of The Designated Sailing Area.....	27
	Appendix D Radio Procedures.....	28
	Revisions.....	29

1 Overview

This document is intended to provide guidance to all instructors, coaches and volunteers teaching or assisting at Weir Wood Sailing Club (the Recognised Training Centre (RTC)) including members of WWSC or visiting instructors with the RTC's key policies and operating procedures.

This is a working document; it will be reviewed at least annually and updated whenever required.

The RYA has numerous policies that reflect its values and standards. As a Recognised Training Centre, our policies reflect these values. In addition to these Operating Procedures, the main policies you should be aware of are:

- Weir Wood Sailing Club Rules and Bylaws
- Weir Wood Sailing Club Risk Assessment
- Weir Wood Sailing Club Safeguarding Policy
- Weir Wood Sailing Club Data Privacy Policy

These documents (along with the latest version of this document, can found on the club website online at <https://wwsc.org.uk/membership/club-documents>.

This document will be issued electronically to all instructors. Confirmation of receipt of email will be requested from all instructors.

2 Key Terms and Principles

The roles and responsibilities of RYA instructors and coaches for teaching dinghy sailing and powerboating are laid down in the relevant RYA handbooks. This document does not vary them, and they must be followed. However, some additional issues are specific to the RTC, and this document explains what they are. Additional information on operational and safety procedures that apply more widely at WWSC can be found in the current edition of WWSC's Byelaws.

The primary aim of all instructors or coaches working with the RTC must be to ensure their own safety and that of students and other staff. Secondary aims of those working within the RTC are for students and staff to enjoy and learn during sessions.

The care of equipment, such as boats, buoys, buoyancy aids, teaching aids and safety equipment is a priority for the centre. Equipment is expensive to replace, as the boat owners among us will know, and the costs of maintenance and repair are significant. All staff are expected to treat all equipment with respect, whether it is their own or belongs to WWSC, a student or another member of staff. All damage must be reported to the principal at the end of the session in which it occurs. All equipment must be stored correctly to ensure that it does not become damaged in storage.

The activities to which this document applies include all RYA courses, training that leads to the award of RYA certificates such as Sunday Youth, Getting Started, Optimists and Schools Sailing, and non-certificated training and coaching. Other activities not requiring a dedicated support boat, such as Class coaching sessions are not included, however the club expects the activity to comply with these operating procedures as far as possible.

The RTC is recognised by the RYA to deliver the following RYA courses.

Dinghy Sailing

- Dinghy Level 1 - Start Sailing
- Dinghy Level 2 - Basic Skills
- Dinghy Level 3 - Better Sailing
- Dinghy Start Racing
- Dinghy Seamanship Skills
- Dinghy Sailing with Spinnakers
- Youth Sailing Scheme - Start Sailing Stage 1
- Youth Sailing Scheme - Start Sailing Stage 2
- Youth Sailing Scheme - Start Sailing Stage 3
- Youth Sailing Scheme - Start Sailing Stage 4

Powerboating

- Powerboat Level 1 Course
- Powerboat Level 2 Course
- Safety Boat Course

Other courses

- RYA First Aid Course

3 Roles and Responsibilities

3.1 Training Committee

Has delegated authority from the Main Committee of WWSC to:

- Organise and run training and coaching activities.
- Appoint suitably qualified people to the key training roles show below.
- Assess and approved experienced people (who do not hold the required level of RYA qualification) to run non-RYA training activities.
- Ensure that all training documents are up-to-date and fit for purpose.
- Ensure that arrangements are in place for all boats and other equipment, e.g., buoyancy aids, are maintained to meet RYA standards.
- Agree and maintain a charging policy for all training activities which meets Main Committee requirements.

3.1.1 Membership:

- Principal
- Chief Sailing Instructor
- Chief Powerboat Instructor
- Chief Coach
- Group Leaders
- Other Senior Instructors (as appropriate).

Other members of the senior instructor team may be invited to attend meetings as required.

3.1.2 Delegated Responsibility

The Sailing Development Committee delegates responsibility for day-to-day sessions:

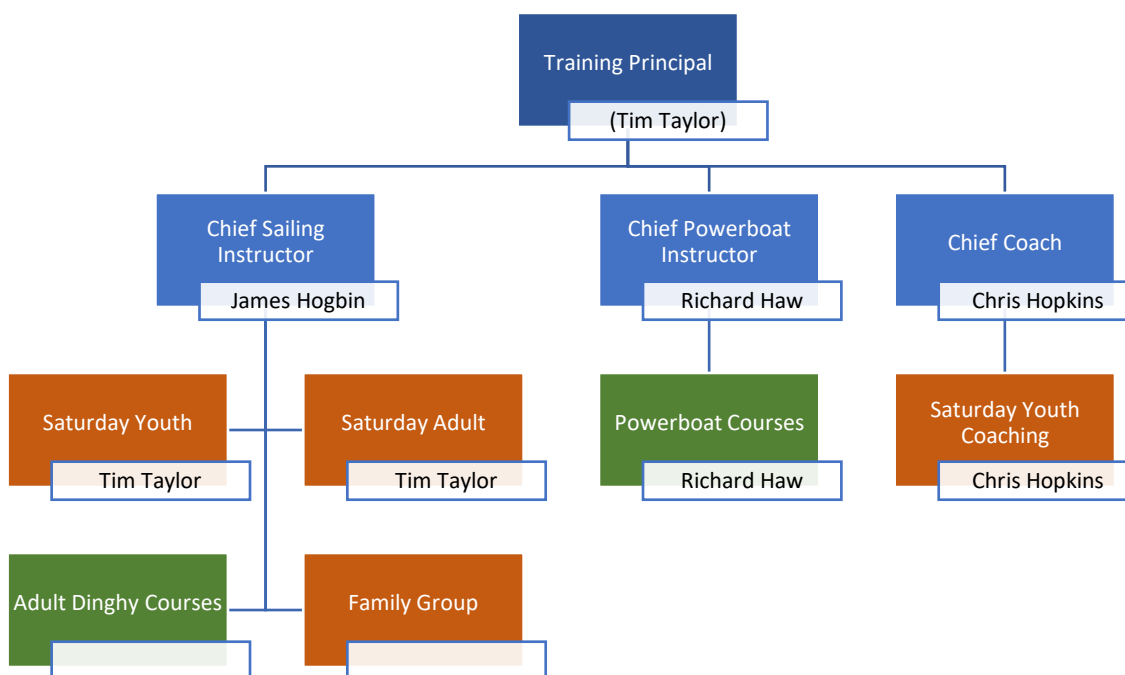
- For all RYA training courses, the responsibility to select appropriately trained and experienced instructors' rests with the Senior Instructor in charge of each course. If two courses are running at

the same time, this responsibility can be met for the second course by the instructor in charge of the that course.

- For all coaching, the responsibility to select appropriately trained and experienced instructors/coaches' rests with the Senior Instructor/Level 2 Race coach in charge.

Note 1: All other 'training' activities such as class coaching sessions are outside the scope of this scheme of delegation and are considered by the club to be inter-member activities and not training for the purposes of insurance.

Note 2: Since external coaches are not covered by the club's insurance, it is the responsibility of the person organising any such activity to ensure that the external coaches are suitably qualified, fully insured, and, where appropriate DBS checked.



3.2 Training Principal

- Maintain an overview of all RYA and non-RYA training and coaching activities.
- Maintain an overview of all boats and equipment relating to training activities.
- Manage the interface with the RYA, including inspections, reporting, book, and certificate purchase.
- Manage the key training documents – risk assessment, operating procedures, child protection policy, major incident policy, etc.
- Ensure all working instructors have signed for a copy of the Operating Procedures, and make any necessary checks (references, qualifications) on new adult instructors.
- Keep the instructor database up to date and remind instructors when they need to re-validate their instructor certificate or refresh their first aid qualification.
- Manage the Training pages on the Club's website.
- Represent Training at Main Committee meetings.

All instructors must maintain a system of participant records, registers, daily records and store all records in accordance with the club data protection policies.

3.3 Chief Sailing Instructor (must be a Senior Instructor)

- Ensure there is an adequate programme of adult and junior sailing courses in place.
- Ensure all RYA sailing training activities have a Senior Instructor (see 3.6 below) on site (not necessarily in charge of the course) and all coaching activities are overseen by either a Senior Instructor or a Level 2 (or above) Race Coach
- Ensure that all RYA sailing training is run to RYA standards.
- Monitor standards of non-RYA training and coaching in conjunction with the Chief Coach.
- Act as mentor to instructors running courses.
- Manage a system of instructor training and development.
- Ensure all courses have an administrator to process applications, deal with enquiries and liaise with the Treasurer over payments and expenses.
- Respond to phone and e-mail enquiries about sailing courses.
- Manage the club bosun to maintain the boats used for training.
- Resolve any complaints about sailing courses with the help of the principal or other sailing development committee members, as necessary.
- Maintain a system of booking forms and record-keeping and store all records in accordance with GDPR requirements.

3.4 Chief Powerboat Instructor (must be a Powerboat Instructor)

- Ensure an adequate programme of powerboat courses is in place.
- Ensure all powerboat courses are run to RYA standards.
- Act as mentor to instructors running courses.
- Manage a system of instructor training and development.
- Ensure all courses have an administrator to process applications, deal with enquiries and liaise with the Treasurer over payments and expenses.
- Respond to phone and e-mail enquiries about powerboat courses.
- Liaise with the club boatswain to ensure boats are maintained and available for courses.
- Resolve any complaints about powerboat courses with the help of the principal or other sailing development committee members as necessary.
- Maintain a system of booking forms and record-keeping and store all records in line with the club's data protection policy.

3.5 Chief Coach

- Ensure all coaching sessions are run to RYA standards and are suitably risk assessed for conditions and sailor ability.
- Ensure an adequate programme of coaching is in place.
- Act as mentor to coaches running sessions.
- Manage a system of coach training and development.
- Monitor standards of non-RYA training and coaching in conjunction with the Chief Sailing Instructor
- Ensure all courses have an administrator to process applications, deal with enquiries and liaise with the Treasurer over payments and expenses.
- Respond to phone and e-mail enquiries about coaching sessions.
- Liaise with the club boatswain to ensure boats are maintained and available for courses.
- Resolve any complaints about coaching sessions with the help of the principal or other sailing development committee members as necessary.
- Maintain a system of booking forms and record-keeping and store all records in line with the club's data protection policy.

3.6 Senior Instructors

- A “**Senior Instructor**” refers to either a Senior Dinghy Instructor, or a Powerboat Instructor, depending on the context. Each Senior Instructor operates under the day-to-day authority of the Chief Instructor(s) and may be responsible for running training activities. When multiple activities are running at the same time, the RYA Principal (if also a Senior Instructor) or the relevant Chief Instructor may nominate an appropriately experienced Dinghy Instructor to perform the role of a Senior Instructor for a training session or course.
- It is the RTC's policy that at least one Senior Instructor should be always on site whenever any training is being run by the RTC, unless the RYA Principal and Chief Instructor has accessed the risk and approved a session to run with no Senior Instructor on site.
- Every Senior Instructor is responsible to the RYA Principal and the Chief Dinghy Instructor for, amongst other things:
 - The proper planning and delivery of session, including ensuring that the relevant syllabus is delivered in full and to the appropriate standard and that any specific requirements of the students are met, where appropriate and feasible to do so.
 - Ensuring that all equipment is used in a safe and appropriate manner and is stored correctly and safely.
 - Briefing and debriefing, and actively supervising, all other staff working on their courses.
 - Ensuring that students' safety and behaviour is always maintained, including at lunch times (if unaccompanied) and that youth members are collected from and returned to their parents/guardians each day.

3.7 Instructors

- In this procedure, “**Instructor**” means any member of staff involved in the running and delivery of a course who is not a Senior Instructor.
- Every Instructor is responsible to the RYA Principal, the Chief Instructor(s), and the Senior Instructor with whom they are working for, amongst other things:
 - The tuition and supervision of training activities.
 - Ensuring that all procedures and house rules (including those set out in this document and those of the RYA) are complied with at all relevant times.
 - The students in their charge, including their behaviour and safety. In the case of unaccompanied minors, this includes lunchtimes and any times before and after sessions when they are not in the care of their parents/guardians/leaders/teachers.
 - Ensuring that **all** equipment is put away correctly. This includes making a **personal check** of equipment stores and boats after every course to ensure that equipment has been stored safely.
 - Informing the Senior Instructor immediately of any concerns in relation to, for instance safety issues.
 - Reporting all equipment damage/faults to the Senior Instructor and recording it accurately on a defects form.
 - Attending a staff briefing prior to the start of each day/session.
 - Ensuring that the clubs' facilities are left clean and tidy, clear of litter, with whiteboards cleaned etc, at the end of every session so that they can be used by the next course or group.

3.8 Race Coach

- Each Race Coach operates under the day-to-day authority of the Chief Coach and may be responsible for running training activities.
- It is the RTC's policy that at least one Race Coach should be always on site whenever any coaching is being run by the RTC, unless as a result of a specific risk assessment the RYA Principal or Chief Coach has approved a session to run with no Race Coach on site.
- Every Race Coach is responsible to the RYA Principal and the Chief Coach for, amongst other things:
 - The proper planning and delivery of session, including ensuring that the relevant syllabus is delivered in full and to the appropriate standard and that any specific requirements of the students are met, where appropriate and feasible to do so.
 - Ensuring that all equipment is used in a safe and appropriate manner and is stored correctly and safely.
 - Briefing and debriefing, and actively supervising, all other staff working on their courses.
 - Ensuring that students' safety and behaviour is always maintained, including at lunch times (if unaccompanied) and that youth members are collected from and returned to their parents/guardians each day.

3.9 Group Leaders

- Organises dates, members bookings, rotas of instructors, powerboat, communication with current and future group members.
- Work with the club's Safeguarding officer ensure that all adults comply with the Club's data protection policy and, as appropriate, have successfully completed DBS checks.
- Maintain a system of participant records, registers, daily records and store all records in line with the club's data protection policy.
- Maintain a register of students, instructors, and helpers on each session.
- Ensure that equipment is maintained, and repairs organised.
- Ensure correct support boat ratios are observed.

3.10 Course Organisers

- Organises dates, participant bookings, instructors, powerboats, communication with participants books and ensures certificates are issued.
- Work with the club's Safeguarding officer ensure that all adults comply with the Club's data protection policy and, as appropriate, have successfully completed DBS checks.
- Ensure that equipment is maintained, and repairs organised.
- Ensure correct supportsafety boat ratios are observed.

3.11 Equipment

All instructors and race coaches must carry:

- A knife, in a suitable holder, which has at least a partly serrated blade
- A whistle

Powerboat instructors must also carry:

A spare kill-cord.

3.12 Induction and Development of Instructors

Induction for instructors will be carried out by one of the Chief Instructors or the Chief Coach prior to starting teaching or coaching at Weir Wood Sailing Club.

All instructors will take part in the annual Continuing Professional Development (CPD) day. Instructors who do not attend CPD day will not be permitted to teach until they have met with one of the Chief Instructors or the Chief Coach.

4 Safety Procedures – General Principles

The Senior Instructor, Race Coach, and any Instructor in whose charge a student has been placed are primarily responsible for that student's safety. This applies whether they are on the water or on the land. In addition, all Senior Instructors and Instructors must take care to ensure their own safety and that of any other staff or students with whom they may come into contact or for whom they may have responsibility.

The general safety principle, which always applies without exception, is that **“at no time will property or possessions take precedence over people”**.

NB: For these safety procedures the term “instructor” is used to cover all dinghy and powerboat instructors and race coaches. If a particular instructor or coach is required for a procedure, their title will be explicitly mentioned.

4.1 Shore Based Activities

- As an instructor, you must not assume that your students can be left to do things that experienced sailors take for granted, such as collecting equipment, selecting, and checking appropriate buoyancy aids, launching a boat from its trailer, moving boats around the boat park and slipways, etc. The skills and knowledge that are second nature to you must be taught, and then tested to ensure that students have absorbed them, before students can be left to perform them; even then, you are always responsible for supervising your students and promoting their safety.
- Beginners must not collect boats from the boat park or return them without supervision until the operation has been practised under supervision enough times for you to have complete confidence that it will be done safely. The risks associated with runaway boats and poor handling are covered in the Weir Wood Sailing Club Risk Assessment.
- You must assess the physical ability of your students to perform manual handling tasks such as moving heavy boats around, hauling up and tensioning halyards etc, and take appropriate action to promote their safety.
- You must point out dangers such as flying halyards, flying sheets, flogging sails and booms, trapping fingers when removing rudders or releasing Highfield levers, etc, and ensure that your students pay attention to them. You must also point out hazards underfoot such as rolling shingle, mud, weed on the slipway, obstructions in the water, etc, and pay attention to your students' footwear with these hazards in mind. It is not acceptable for your students (or staff) to be bare-footed or to wear flip-flops when taking part in activities.
- You must always be aware of your students' welfare. Watch out for the signs of hypothermia. Remember that your students may not be as protected from the cold as you are. Watch out also for signs of illness – not all students provide us with a full medical history, so you may not have advance warning, particularly with young people. Older people may find the stresses of sailing greater than they expected and may be reluctant to let you know that they are finding it difficult to keep up.
- You must ensure that you have briefed your students on the hand signals that will be used during sessions i.e., home, follow me, come to me, abandon session.

4.2 Water Based Activities

4.2.1 Students

- All students who go out on the water must either be confident in water and/or able to swim a minimum of 25 metres while wearing clothing.

- **Buoyancy aids must be always worn** when near to or on the water, including when on pontoons. The instructor must ensure that buoyancy aids are fitted correctly and worn over all other clothing (including waterproofs); this enables you to make a final visual check of buoyancy aids immediately before your students go afloat, and when they are on the water. At least a T-shirt must be worn underneath a buoyancy aid, for sun protection.
- Helmets should be worn by all students on taking part in Stage 1 courses. Helmets will also be made available for any other student (regardless of experience) if they want them. In extreme weather conditions, e.g., high temperatures or high wind strengths, the Senior Instructor or the Chief Instructor(s) may, at their discretion, decide who must wear and who may remove helmets.
- Each instructor will be responsible for monitoring the number of users and vessels on the water in their session. The number of users and vessels to each instructor will be determined by the ratios laid out in the Instructor Handbook and by use of the coaching risk assessment.

4.2.2 Boats

- All teaching and coaching power boats will carry appropriate safety equipment:
 - Safety tub, which includes a first aid kit and knife.
 - At least one paddle
 - Throwing line
 - Anchor
 - A handheld VHF radio tuned to Channel 37
- “Kill cords” must always be used when driving powerboats and attached securely to the driver (around an upper leg or buoyancy aid straps, not looped around wrists). Powerboat Instructors must position themselves adjacent to the throttle so that they can step in and control the boat when required and should consider wearing a “kill cord” themselves, if appropriate.
- Teaching/coaching power boats must be in close attendance and be able to provide assistance as required. They will supervise all student sailing.
- Crewed dinghies will use masthead buoyancy.

Instructors will carry radios and know how to use them (See Appendix D). Instructors must always be contactable and able to contact the senior instructor and the Officer of the Day “OOD”.

4.2.3 Entrapments

The biggest risk to sailors’ results from the complete inversion of a boat with the sailor tangled or trapped underneath. The probability of an incident is unaffected by weather conditions but is related to the type of boat being sailed. The faster the speed of inversion, the higher the risk of entrapment.

Consideration should be given to the type of dinghy being used for sessions. Modern designs with self-draining cockpits such as the RS Feva or Laser 2000 will have, when inverted, a smaller air void.

To prevent entrapments, as far as is reasonably practicable, instructors using crewed dinghies must:

- Use masthead flotation.
- Keep control lines short and tidy with good elastic where required.
- Teach students to practise good housekeeping to keep boats tidy whilst sailing with halyards neatly stowed and sheets kept under control.

The best rescue method is to right the boat as quickly as possible.

The fastest and most reliable rescue technique for an entrapment which works on all boats is to have two heavy sailors aboard the inverted boat, pulling on the centre board to right the boat. This may also be achieved using a rib but may put the trapped sailor at risk from the propeller.

For smaller dinghies such as optimists, lifting the bow or stern of the dinghy onto the powerboat may create enough air and visibility to enable rescue of the trapped sailor. This should only be attempted

if you know which end of the dinghy the trapped sailor is, otherwise, you risk forcing them deeper into the water.

Instructors and safety boat crews are advised not to dive under the boat to attempt to free the casualty unless necessary. It is better to right the boat as quickly as possible.

4.2.4 First Aid

The main first aid kits are located.

- Downstairs in the main clubhouse
- Race Hut
- Garage in Oppy Bay
- All support boats.

In addition, first aid kits are held on the club support boats and within dedicated safety tubs carried on support boats during training courses.

First Aid on courses is the responsibility of the instructor working with the group. Additional support may be provided by other instructors on site.

In the event of a major incident, instructors should request that the Officer of the Day (OOD) contact the emergency services. Instructors should transport on-the-water casualties to the slipway in front of the clubhouse to ease access by the emergency services.

4.2.5 Accident/Incident Checklist

The priority is the safety of participants and instructors. The instructor in charge should ensure all sailors are able to safely return to land and are looked after whilst the casualty is being dealt with. If an accident occurs on the water, your prompt assistance is essential.

Assess Situation	Instructor should assess the severity of the incident and contact the OOD or instructor in charge to request help as required.
First Aid	If ambulance is required - inform the OOD (or instructor in charge) by radio and ask them to arrange for an ambulance. Apply emergency first aid as required. Recover casualty to shore
Emergency Contacts	Does the incident require participants emergency contact to be called? Ensure any bumps to the head are reported to parents
Secondary Contacts	Major incident Inform the RYA Principal

After the session, the Instructor and Instructor in Charge must ensure that.

- If the Officer of the Day (OOD) on duty, the incident is recorded in the OODs log.
- A record is made in the accident book (held in the training room).
- The Club Principal is informed about the incident and if the Safety tub was opened, or a first aid kits needs restocking.

4.2.6 Major Accident/Incidents

If there has been a fatality the police will contact the RTC (recognised training centre) and inform the next of kin. The name of the casualty must not be publicised until this has been done, even if the media appears to know who it is.

Instructor in Charge should

- Informed the Club Principal as soon as possible.
- Collect contact details of any competent witnesses and instructors are collected and passed to the Club Principal.
- Request those present not to talk to the media and if approach refer them to the RYA Principal at training@wwsc.org.uk.

The Club Principal should

- Liaise with the OOD regarding contacting the next of kin and dealing with any external bodies such as the RYA, emergency services, the media etc.
- Contact and take accounts from competent witnesses and instructors and they are requested to write down their own description of events as soon as possible.
- Informed the Club Committee that an incident has occurred and ensure that they should refer any enquiries to the RYA Principal.
- Verify that that the accident book and club logbook have been appropriately filled in.
- Ensure the Sailing Development Committee review the accidents and look at lessons learned and strategies to avoid further incidents.
- Handle any contact from the media using a concise, factual, written statement produced in consultation with the Club Secretary and the instructor in charge. The RYA training department (02380 627451) can assist with compiling a statement.

5 Operating Procedures for Training or Coaching Sessions

5.1 Planning

Before students arrive, instructors must:

- Ensure that a pre-briefing has been sent to students detailing clothing requirements and information such as provision of refreshments etc.
- Check with as appropriate the RYA Principal/Chief Instructors/Chief Coach or Group Leaders as to what other sessions are running and what other activities WWSC may be running that day, that equipment and facilities they want to use is available, when they can use the changing rooms, etc.
- Look at the prevailing and forecast weather conditions and discuss their session plans with the senior instructor or race coach.
- Obtain details of those attending, including numbers, medical detail, ages/abilities, prior experience. This will normally be collected via the club online booking system.
- Ensure that they know what the desired outcomes of the course are.
- Complete the Daily training activity schedule and/or session risk assessment and adjust the session plan as a result if required.
- Prepare all equipment, including powerboats.
- Obtain Radios from the Race Hut and carry out a radio check to ensure they may send and receive.
- Log the estimated rib running hours in the logbook located in the race hut.

5.2 When the Students Arrive - Briefing

- The Senior Instructor, Race Coach or Powerboat Instructor must introduce themselves and any Instructor(s) working with them, explain all relevant rules and procedures and where things that the students might need can be found, and give an overview of the course (See Appendix B).
- The course leader must check that they have emergency contact details for all students against the information collected via the club online booking system.
- The instructor must assess the students' likely ability (considering their age, attitude, fitness, etc.) and decide if any changes need to be made to the session plans. Then explain the plan for the day.

- The Instructor and any Instructor(s) working with them must ensure that the students wear appropriate clothing for the prevailing conditions. Buoyancy aids and shoes must always be worn.

5.3 During the Session

- Safety is always the overriding priority, both for the students, the staff and others using the water.
- A clear, comprehensive briefing must be given for each activity. This should usually be broken down into smaller parts that are relevant to each stage of it.
- Every effort must be made to include all students wherever possible. It is very easy for some students to sit back and not take the helm when there are two students in a boat, or for one student to dominate. Overcoming initial nervousness can be a big thing for some people, especially adults.
- Everybody must be clear about what they should and should not be doing at any moment.
- During the Senior Instructor's briefing potential hazards must be explained. These should include:
 - Trapping body parts, e.g., fingers, in ropes, winches etc.
 - Dropping equipment or personal belongings.
 - Manual handling.
 - Knocks from boom, etc.
 - The propeller and washHigh speed issues, the need for communication, secure handholds, and seating positions.

5.4 Closing the Session - Debriefing

- Focus on the positive; fewer positive areas should be seen as areas for improvement ("if you were to do that again what would you do differently?").
- Ensure that all your students leave in a positive frame of mind.
- Can you offer a final thought to "take away"?
- Ensure that any certificate or records are updated. Remember that the Level 2 Powerboat Certificate and the Start Powerboating book pack must be registered with the RYA online.

5.5 Operating Area

The specific area to be used for a course must be agreed before the course begins (see Appendix C)

The following restrictions will always apply:

- Keep all dinghies and powerboats at least 50m from the dam and from fisherman.
- The areas around the tower are out of bounds.

Operating areas should be considered as part of the session risk assessment and daily briefing sheet.

5.6 Environmental factors

This must be considered when planning a session afloat.

- Weather and water temperature
 - Prevailing conditions; and forecast conditions.
 - Is your activity realistic in the conditions?
- Does extra clothing, drinking water, sun cream, equipment or safety cover need to be provided?
- Does the session need to include time to come inside and get warm?
 - How can you minimise your impact on the environment, e.g., is your launching/landing site appropriate or will you damage plants or disturb animals or nesting birds?

5.7 Equipment

Training equipment is stored in two areas – the training store behind the race hut and the garage, shed and porta cabin in Oppy Bay.

Training Store contains:

- Sails – RS Quests, Laser 2000s
- Buoyancy bags
- Man-overboard dummy.
- Adult buoyancy aids
- Laser 4.7, Radial and Standard Sails
- Laser masts – radial and standard
- Laser foils
- Safety tubs

Oppy Bay contains:

- Optimist and Topaz WWS (Optibat) rigs and foils
- Pico foils/masts/booms/sails
Topper foils/masts/booms/sails
- RS Feva foils/booms/sails/mast head floats
Buoyancy aids
- Man-overboard dummy.

Both stores may contain other items of training equipment.

- Storage provided in both locations consists of purpose-built racks and shelving suitable labelled to support inspection and access. There is a place for everything, and everything should be in its place.
- Do not leave students to obtain equipment until you are sure that they know what they are doing and can collect the correct equipment safely.
- It is never acceptable to leave students to put equipment away unsupervised, and you must always check visually at the end of every day/session to ensure that all equipment has been put away correctly and safely. If not, put it away yourself; do not leave it for someone else to deal with.
- Buoyancy aids and other protective clothing must NEVER be left in boats; they must be returned to the store and hung on the racks.
- Boats must be returned to the boat park and tied down after use each day, unless the RYA Senior Instructor gives permission for them to be stored on a slipway overnight. This permission will only be given if the weather conditions permit.
- All powerboats must be returned to the Oppy Garage or the Rib Cages at the end of each day. They are not permitted to be left on moorings or slipways overnight.
- Picos, Lasers, Toppers and Optimists should be drained before being stored on trolleys provided, with bungs (if fitted) loosened
- Topper and Pico sails must be rolled up on the masts (Optimists around the boom) and placed in the appropriate rack. Booms must be tied up neatly and placed on the rack; rudders and dagger boards must be placed in the designated rack for each boat. During Summer months masts and sails can be left stepped in boats
- Feva, Quest, and Laser 2000 sails must be rolled and stored in the allocated rack. Booms must be tied up neatly along with rudders and dagger boards and stored in the boat.
Two dedicated fuel stores are provided that are adjacent to the main Rib storage areas. These are maintained by a dedicated team to ensure supplies are maintained and unused fuel is not allowed to deteriorate.

5.8 Reporting Equipment Damage

- Check before and after every course/session that the equipment you are using is free of defects. If not, report it **IMMEDIATELY** to training@wwsc.org.uk.



- Instructors must ensure that damage equipment is tagged with a “Awaiting Repair” tag. Supplies of these may be found in the Training Store and the Oppy Garage. These tags will be removed by the once the equipment has been repaired.

6 Dinghy Sailing Tuition and Coaching

Aim: to introduce and coach the sport of dinghy sailing to students. It must be safe and enjoyable and introduce students to new skills and experiences.

6.1 Staffing

The RTC is recognised by the RYA to run courses within the RYA's training schemes. The RYA has a system in place for training and assessing people to coach others, which the RTC follows. Staff will be considered to be competent when they have produced original and current coaching and first aid certificates and have satisfied the RYA Principal or the Chief Instructor(s) that they have a good understanding of all safety issues and can introduce and coach the activity to an acceptable level.

No sailing dinghy may go afloat with students onboard unless a supportsafety boat is afloat and ready to provide cover. WWSC's duty safety crew should not be relied upon to provide safety cover for courses while sailing dinghies are being launched or recovered.

6.1.1 Dinghy Sailing

Dinghy Sailing groups and courses can only take place when an appropriate Senior Instructor has oversight of the activity, unless because of a specific risk assessment the RYA Principal and Chief Instructor have approved a session to run with no Senior Instructor on site. Where the Senior Instructor is not working directly as part of the group and responsible for multiple sailing groups then each group must be managed by a Dinghy Instructor.

Activities and courses run by the RTC will comply with the ratios prescribed by the RYA, i.e., no more than:

- 6 students to 1 instructor in singlehanded dinghies (but only while the dinghies are being sailed singlehanded, otherwise they count as crewed dinghies).
- 3 students to 1 instructor in crewed dinghies if the instructor is providing tuition from within the dinghy: or
- 9 students in crewed dinghies to 1 instructor if the instructor is instructing from a powerboat (but in no more than 6 boats, e.g., 3 boats with 3 students in each boat or 4 boats with 2 students in each).

Ratios may be reduced when working with groups with special needs, based on advice received from the student's parent/guardian/carer/leader/teacher. The ratios must be agreed prior to the course commencing.

In addition, the ratio of supportsafety boats to dinghies should take into account the abilities of the sailors, the conditions, the type of activity and size of the sailing area.

If more than one Instructor/Senior Instructor is working on a course, each should be clear about their role is, e.g., who is in which supportsafety boat, who is coaching which part of the course etc.

6.1.2 Dinghy Coaching

Coaching may take place when there is a Level 2 Race Coach on site, without the need for a Senior Instructor.

During coaching sessions, the ratio of students to race coach may be considerably greater. Ratios should be considered on a session-by-session basis using the coaching risk assessment factoring in weather conditions, the age and experience of the sailors and the activities planned.

6.2 Equipment

Equipment must be prepared and checked before it is used to ensure that it is fit for use, especially hulls/boards, sails, mast, boom, rudder, dagger boards, tillers, battens, and sheets. Buoyancy bags should be checked for leaks and the potential to deflate during sessions.

Students should be shown where and how equipment is stored so that they can start to take responsibility for collecting, preparing, and returning it – this must always be supervised by an instructor.

Extra care must be taken when masts are taken from or returned to the rack to ensure that no one is injured. The masts are heavy, cumbersome and may be stored above head height. Remind students to check in front and behind them when manoeuvring.

Instructors must organise the students into teams to ensure that manual handling is conducted safely and must not just stand back and watch. There should be a minimum of two people when manoeuvring the crew boats, including at least one adult.

6.2.1 Care of boats during launching/recovery and break periods.

- Crewed dinghies must not be launched or recovered with the sails up or the rudder in place.
- Singlehanded dinghies must not be left unattended with the sails unfurled.
- Bows must be pointed into the wind and the boat must be moved out of the water to avoid damage by wave action.
- Crewed dinghies must be recovered onto their trolleys or moored to the pontoon. All equipment on board must be properly stowed so that it is unaffected by the wind.

6.2.2 Standards

- WWSC, the RTC and the RYA expect all courses to be run in a professional manner. Senior Instructors and Instructors must be well prepared and must not expose their students, themselves, or anyone else to unnecessary risk.
- The RTC follows the RYA guidance laid out in the Instructor Handbook and Race Coaching Handbook.
- All Instructors and Senior Instructors are responsible for keeping themselves “current” and aware of the requirements and syllabus for the RYA's training schemes.
- Instructors should:
 - ensure that what they expect to achieve from a session is realistic,
 - set achievable goals; and
 - if it is a group, clarify with its leaders/teachers what they want the group to achieve.
- Students pay to attend courses run by the RTC because they expect to receive a high standard of instruction. We must deliver what students are paying for.

7 Operating Procedures Relating to Powerboating

7.1 Aim

To introduce and coach students in the safe handling of powerboats and (Safety Boat Certificate only) their use as safety boats. It must be safe and enjoyable and introduce students to new skills and experiences.

7.2 Staffing

The RTC is recognised by the RYA to run the RYA's Level 1, Level 2, and Safety Boat courses. The RYA has a system in place for training and assessing people to coach others, which the RTC follows. Staff will be considered to be competent when they have produced original and current coaching and first aid certificates and have satisfied the Powerboating Chief Instructor that they have a good understanding of all safety issues and can introduce and coach the activity to an acceptable level.

Powerboating courses can only take place if a Powerboat Instructor is in direct control of the course. There are no exceptions to this rule.

Courses run by the RTC will comply with the ratios prescribed by the RYA, i.e., no more than:

- 3 students to 1 Powerboat Instructor on Level 1 and Level 2 courses; and
- 6 students to 1 Powerboat Instructor on Safety Boat courses.

If more than one Instructor/Senior Instructor is working on a course, each should be clear about their role is, e.g., who is in which powerboat, who is coaching which part of the course etc.

On Level 1 and Level 2 courses, no powerboat may go afloat with students onboard unless a Powerboat Instructor is also on board (or, at the end of a course to allow students to helm the powerboat without an instructor directly supervising from another powerboat). On Safety Boat courses, the Powerboat Instructor should consider carefully which powerboat to be in and ensure that all launching, and landing is carried out in a safe and controlled fashion.

Powerboats are not available for staff to use for their own purposes. Staff wishing to practice their powerboat handling skills should seek the express permission of the RYA Principal or a Chief Instructor before doing so, and this will generally not be given when courses are running.

7.3 Equipment

Equipment must be prepared and checked before it is used to ensure that it is fit for use, e.g.:

- Are the sponsons (tubes) inflated?
- Are the engines fuelled and do they start?
- Are anchors properly secured to the hull?
- Are painters short enough not to reach the propellers?
- Is appropriate safety equipment available etc?

Students should be shown where and how equipment is stored so that they can start to take responsibility for collecting, preparing, and returning it – this must always be supervised by a Powerboat Instructor.

Extra care must be taken when tilting/lifting engines. Powerboat Instructors must ensure that manual handling is conducted safely and must not just stand back and watch.

7.3.1 Care of powerboats during launching/recovery and break periods.

- All powerboats must be berthed on an appropriate jetty during breaks or left on a mooring and must be returned to the appropriate jetty at the end of the day. Generally, this will be the wooden jetty on the main slipway, and powerboats should generally be berthed on the

windward side of this jetty so as to leave the other side clear for sailing boats to launch and recover using the slipway.

- Powerboats should only be beached in an emergency or where required for the purposes of an appropriate activity. The exception is Oppy Bay where they may be beached on tires.
- When driving a powerboat, high speeds must only be used when absolutely necessary and with due regard to all other water users. The engine must be stopped whenever a powerboat is alongside a person in the water or in imminent danger of entering the water unless there is an exceptional operational need to keep it running.
- A kill cord **MUST** be worn appropriately by a powerboat helm whenever the engine is running.
- You must also set a good example by wearing sensible footwear, not flip-flops.
- At the end of each day all powerboats must be left with their engines in an upright position; their safety kits must be replenished if needed and radios and kill cords must be returned to the store in the Office.

7.3.2 Standards

- WWSC, the RTC and the RYA expect all courses to be run in a professional manner. Powerboat Instructors must be well prepared and must not expose their students, themselves, or anyone else to unnecessary risk.
- Students pay to attend courses run by the RTC because they expect to receive a high standard of instruction. We must deliver what students are paying for.

8 Child Protection and Safeguarding

Instructors should refer to the Weir Wood Sailing Club Safeguarding Policies:

- Safeguarding Policy
- Safeguarding at Club Organised Youth Activities
- Recruitment and training of adults working with children.
- What is Child Abuse?
- Handling concerns, reports, or allegations

These can all be found online at <https://wwsc.org.uk/membership/club-documents>.

9 Infrastructure

In addition to training vessels and/or equipment, RTCs should have a sound infrastructure supporting the delivery of training.

9.1 Changing and Toilet Facilities

Within the clubhouse are male and female changing rooms each with toilet and shower facilities. These facilities are cleaned weekly and the OOD ensures that any supplies are refreshed while the club is open.

No separate areas are provided for young members, however, policies and responsibilities for children have been set out as part of the club's safeguarding policy.

9.2 Disabilities and special needs

The club's changing, and training facilities are all provided on the ground floor and as such accessible to students with disabilities or special needs.

9.3 Dry teaching areas

A designated training room is provided on the ground floor as well as a secondary area on the first floor. Within Oppy Bay the garage and a porta cabin are available for training.

10 Administration

10.1 Booking Forms

Booking for club coaching and training events should be managed through the online club membership system WebCollect (<https://webcollect.org.uk/wwsc>). This provides the club with a mechanism that is more controlled and better aligned with its Data Protection policy.

The events should setup to cover the following items:

- Students/parents confirm they understand the pre-course certification or experience required.
- Dietary requirements of students if catering is provided.
- Student's designated emergency contact for the duration of the course
- Reference to the club data privacy policy.

Further advice should be sought from the students who make any declaration of health problems/medical conditions which may affect participation. The organiser should in consultation with either the training principal or the safeguarding officer review whether they can accommodate the special needs of that student.

On receipt of bookings, the event organiser must ensure that students are enrolled on the right event for their skills, experience, and aspirations.

10.2 Health declaration

Health declaration can form part of the event on the booking system or be a supplementary permission and consent form completed before the event. Such information must be securely stored and destroyed (in line with our data privacy policy) and only made available to the instructor(s) responsible for the student during their course.

The information sent out to students should stress that illness or medical conditions need not necessarily prevent the student from taking a full part in the course, but the principal or instructor must be aware of any potential problem. Students should be encouraged to seek medical advice if they are in any doubt about their ability to take part.

It is worth noting that a booking or health declaration collected months before a course may not be up to date when the student arrives for the course. Organiser/Instructors should verify the accuracy of the details prior to or when the student arrives at the course.

10.3 Monitoring bookings

The event organiser must ensure that students are enrolled on the right course for their experience. Organisers will be notified by email when a booking is made and should satisfy themselves that the student has the experience or skill to undertake safely. Instructors may also require information on their students' experience, aspirations, limitations, and medical fitness before the course starts to be able to make this assessment.

10.4 Joining instructions

Joining instructions must be sent to all students (this is typically done via the online club membership system). The joining instructions must include the time and place of meeting, contact details for late arrivals and provide information on the main items to bring, such as warm clothing, protective clothing, hats, gloves, sunblock, pencil/paper etc.

10.5 Cancellations

Cancellation arrangements should be fair, reasonable, and transparent to both the club and students. Where possible the club should offer an alternate session or refund any fees not already incurred.

10.6 Retention of records

The club will keep records of students and a copy of the bookings in line with its data protection policy.

10.7 Personal Tuition

Personal tuition can only be run when there is a Senior Instructor on site. All personal tuition must be arranged through the RYA Principal or the Chief Instructor.

Powerboats and dinghies will be allocated to each course by the Chief Instructors or Chief Coach and will be confirmed as part of the briefing for each session.

10.8 Finance

Our aim has been to keep things as simple as possible for everyone who pays in or spends club money.

Cost Centre	Code	Details
Youth Activities	5600	Instructor fees for youth activities
Youth Activities	5602	Instructor fees for school sessions
Adult Training Costs	5601	Instructor fees for adult activities
Powerboat Maintenance	7320	Maintenance costs for powerboats
Sailing Fleet Maintenance	7310	Maintenance costs for dinghies

10.8.1 Income

Any booking or course fees should be ideally collected via the online booking system. Where cash or other payments are collected, they should be paid into the club bank account at the earliest opportunity and the Treasurer informed of the amount and the appropriate cost centre allocation.

10.8.2 Expenditure

Expenditure should be approved by the designated budget holder prior to being incurred and should be claimed by sending a copy of any invoice or receipts and an expense form to the Treasurer.

10.8.3 Instructor Expenses

Instructors are entitled to claim expenses. This can be claimed by submitting an expense form and submitting it to the Treasurer.

Recognising that instructors are required to gain and maintain a level of qualification and RYA membership that varies with the level of qualification, we operate a graded expense scheme.

Senior Instructor	£40 per session
Instructor/Level 2 Coach	£30 per session
Assistant Instructor	£25 per session

In addition, for private lessons which are often outside the normal club operating hours or where the instructor uses their own boat, we operate a shared cost model, where expenses are related to the session costs.

10.9 Certificates

RYA certificates will be issued at the end of a course or on the completion of a youth stage if a student has satisfactorily completed the course to the appropriate standard. Senior Instructors must inform the RYA Principal or the Chief Instructor of their assessment decisions as soon as possible so that logbooks and certificates can be issued. It is a strict requirement of the RYA and of the RTC that **only the RYA Principal or the relevant Chief Instructor may sign RYA certificates.**

11 Dealing with a complaint or difficult situation

The training environment occasionally creates situations where, for whatever reason, we have not met someone's expectations. While we can usually sort things out quickly through discussion, very occasionally even that goes wrong. This section is designed to support and guide Instructors who find themselves in conflict with someone else. They may be a student, a parent or other relative of a student, another club member, or a visitor to the club.

- The first thing to remember is that you are not alone. If you're not the instructor in charge, then that's the first person to talk to. If you are the instructor in charge, you should talk to the Principal, Chief Sailing Instructor, or the Commodore as soon as possible and encourage the other person to do the same.
- Make sure you have contact details for the other person or people involved and pass them to the Principal, Chief Sailing Instructor or Commodore
- Write down what you think has happened and what was said as soon as you can.
- If there are any witnesses to what happened or what was said, ask them to write down what they saw or heard.
- It is important to keep the detail of any complaint confidential. Don't discuss it with anyone other than the people listed above, and never share anything that's been written down outside this small group.
- The Principal, Chief Sailing Instructor or Commodore will try to de-fuse the situation and work towards a resolution. They will need to be unbiased and open-minded about the situation, especially as they gather the written statements and talk to the people involved. Their focus will be on resolving the situation amicably if possible.
- If an amicable resolution is possible, the Principal, Chief Sailing Instructor or Commodore will try to bring that about.
- If not, their actions will be guided by what they feel is best for the club as a whole and they will generally work together to agree on the right action. In extreme cases, a complaint may be escalated to the club's main committee.
- All written statements, emails and notes of meetings or discussions must be passed to the principal, who will keep them secure.
- If required, the club will provide support for training personnel involved in a complaint and facilitate discussions between young instructors and their parents.

Appendix A Equipment Carried in Support Boats

- Paddles or oars (or alternate means of propulsion)
- Bucket or bailer
- Towline
- Throwline
- Small tool kit, including wire cutters.
- Survival bag or thermo-protective aid
- Waterproof first aid kit containing (minimum) gloves, resuscitation shield, 2 large wound dressings, 2 medium wound dressings and triangular bandages.
- Anchor and chain or warp
- Sharp knife, preferably serrated.
- Spare kill cord
- Fire extinguisher

Appendix B Information to be given to students.

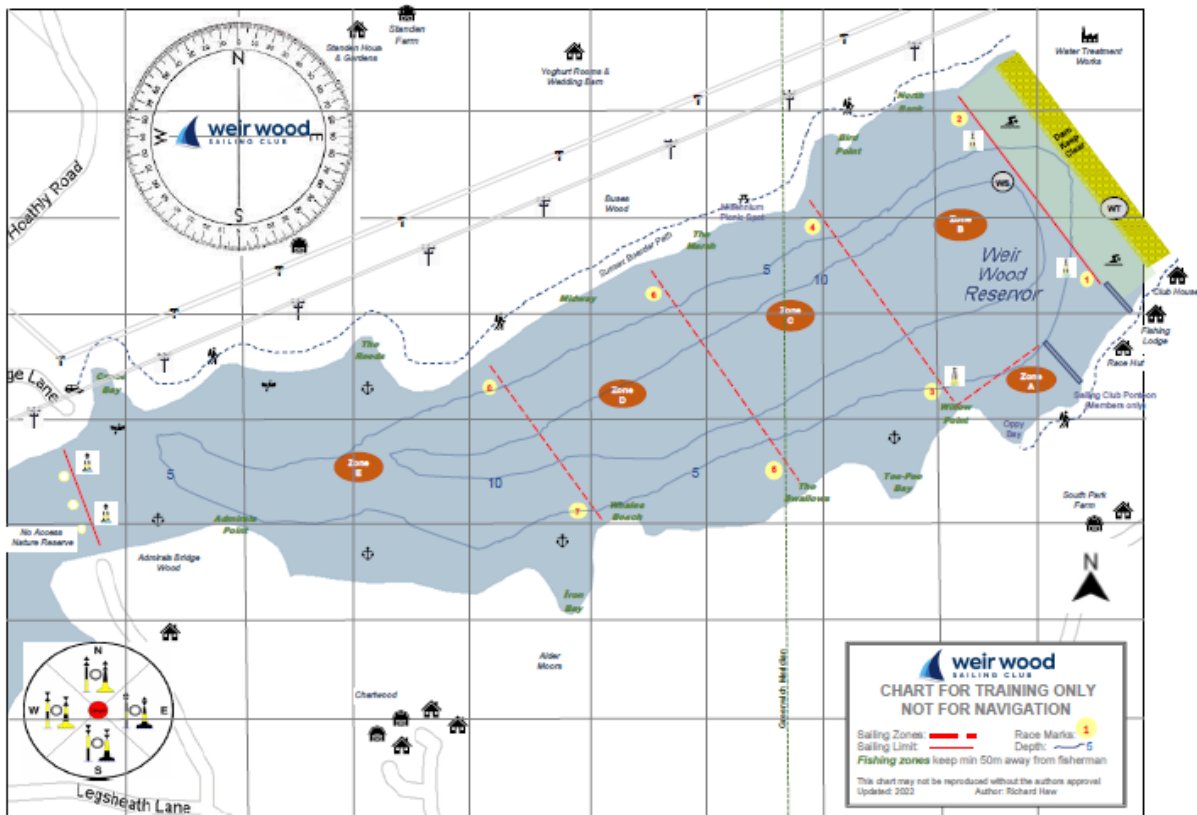
1. Welcome to WWSC and the RTC and introductions to key helpers.
2. Collect consent forms and any pre-course information (if not already done)
3. Explain emergency procedures, e.g., what to do in the case of a fire:
 - where the exits are
 - raise the alarm.
 - leave the building (no going back for valuables)
 - muster on the grass by the decking at the top of the apron at the western slipway
4. Valuables - Students should not leave any valuables in the changing rooms or in the training room. All valuables must be placed in lockers on the ground floor or given to a responsible adult (if appropriate). Students must be made aware that neither WWSC, the RTC nor the Senior Instructor or any Instructor working with them is responsible if things go missing. The clubhouse is not secure and other people may well be on site, including people who are visiting or not members of WWSC.
5. WWSC's key rules
 - Buoyancy aids must be worn at all relevant times.
 - No smoking in buildings or near boats or fuel.
 - Changing rooms must be always kept tidy.
 - Lunch time areas must be identified, and supervision must be maintained.
 - Explain the plan for the session.
 - Quickly tour the clubhouse, if appropriate
6. Risks

This checklist contains the items identified in the training risk assessment that we should consider briefing students on, as necessary, to reduce risk.

- Clubhouse and grounds
 - Fire procedure – leave the building immediately, do not collect personal belongings. Point out the fire exits and the assembly area (on the grass between the roadway and the reservoir, between the dam and the fishing lodge).
 - Slippery floors, especially the stairs when wet.
 - Showers – watch out for very hot water – most important for children.
 - Slippery slipways, especially at water's edge
 - Slipping and tripping in the dinghy park – mud, brambles, tie-downs, etc

- Launching, slipways and pontoon
 - Personal buoyancy to be always worn.
 - Risk from manhandling boats, slipping, being hit by spars, etc.
 - Tripping when moving empty trolleys.
 - Tripping over metal rings and ropes on pontoon
 - Injury from boats moored to pontoon.
 - Risk of injury from hinged parts of pontoon and catching fingers between pontoon and boats
 - Winch – keep well clear when in operation.
- On the water
 - Suitable clothing – Plenty of layers, hat, and gloves if it's cold. Sun cream and hat if it's hot. Tell an instructor if you're getting uncomfortable.
 - Personal buoyancy to be always worn.
 - All instructors are First Aid qualified. Small First Aid kits are carried on the support boats and there is a comprehensive one in the main clubroom
 - Risk of injury from the boom
 - Masthead buoyancy must be used on all dinghies except single handers
 - Avoid collisions – keep well clear of other boats and at least 50m from the shore
 - Demonstrate safety signals used by support boat – come to me (or follow me), go home, reduce sail.
 - Keep fingers and limbs away from between boats and between boat and pontoon.
- Powerboats (instructors only)
 - Use of kill cord – at all times – and check operation during the day.
 - Engine off near people in the water
 - Do not re-fuel if wearing a dry suit (static electricity hazard)
 - Powerboats are heavier than sailing dinghies, extra help may be needed to get boats out of the water.

Appendix C Map of The Designated Sailing Area



Note. no training should take place between marks 1 and 2 and the dam wall.

Appendix D Radio Procedures

The use of best practice procedures will enhance the clarity of our radio communications and give us all confidence that we are using the internationally recognised methodology. These procedures are taught in the VHF Short Range Certificate courses; getting it right gives us an air of professionalism. All Weir Wood Sailing Club communications are carried out on Channel 37.

Before transmitting, please listen to ensure that the channel is free.

- With WWSC's radios it is important that the Push-to-Talk button ("PTT") is pressed one second before speaking as there is a delay in the system.
- The handheld set or the microphone should be held in front of the face four inches or so from the mouth and a normal level speaking voice should be used. Do not shout or touch the lips with the microphone as this will distort the transmission.
- The PTT needs to be released immediately after speaking otherwise the radio will not switch to receive.
- You must ensure that the handheld set or the microphone is carried in a position that allows it to be audible to you in the prevailing weather conditions and that does not allow the PTT to be pressed inadvertently, as this will block the whole system.
- At the start of the session the OOD will expect to have a radio check call with all stations. This should be accomplished with calls to individual stations.

Initial contact

- Assuming that there is no other station transmitting, start the call.
- All messages start with the destination station callsign spoken TWICE followed by the sending station callsign TWICE then the word "OVER":

RIB 1.....RIB 1.... this is OOD.... OOD.... Over

- Wait for a response from the destination station.
- The called station should respond with the sending station callsign ONCE followed by their own callsign ONCE and then the word "OVER":

OOD.... this is RIB 1....Over.

Ongoing message

- The original sending station starts their message with the destination station's callsign, then their own callsign followed by the message and ending OVER:
- "RIB 1...this is OOD.... Please go to the pontoon and take crew to... (or whatever the message is)Over".

Confirmation and signing off.

- The destination station responds with confirmation of receipt and of its ability to comply and then signs off:

OOD... this is RIB 1 ...on my way (or whatever) OUTⁱ

- The sending station responds with confirmation that it has heard the response by signing off as well:

"RIB 1... This is OOD....OUT".

All stations call.

- Obviously, it is possible to call everyone at once, but be careful what you ask for because if you are expecting a reply, it might create a "pile up" of responses and none of them will be intelligible. Try to restrict these messages to an information broadcast and call the destination callsign THREE times, for example:

" ALL STATIONS.... ALL STATIONS ALL STATIONS this is OOD.....please be aware that the air ambulance will be landing on the western slipway in 15 minutes and all boats and people should be directed to stay clear.....OUT".

And finally

- Be aware that whatever you say is heard by EVERYONE.
 - There is no such thing as "OVER and OUT"; these two procedure words are contradictory.
 - Radios should not be used for long personal conversations. Someone may need to use the system for something important.

Revisions

Updates	Updated By	Issued
Major review and update	S Alderman	September 2018
Minor Updates	S Alderman	May 2019
Change of principal and minor updates to structure	T Taylor	July 2020
Post Covid update	T Taylor	March 2022
Annual Review and addition of Family Group	T Taylor	April 2023

ⁱ Technically this means that I do not expect a response.