

## **Instructor's Guidelines**

1. Instructors should arrive at least 15 minutes before the start time for the course.
2. Liaise with other instructors over the use of resources and agree a training area (see **Annex E** for areas) with the Senior Instructor.
3. All courses are to be briefed at the start of the first day of a course (see **Annex B**). This will be carried out by the Senior Instructor.
4. On students' arrival, check medical/next of kin forms have been signed and if under 18, parental consent forms are signed. No form, no training. Students under eighteen years of age are not to be permitted to leave the site unless with pre-arranged parental permission.
5. The Senior Instructor is responsible for all aspects of training, preparation, coaching, group management, de-briefing and final clearing of the area on completion.
6. **First Aid:**
  - a. First aid kits are located in the Club House, the Start Hut and in each safety boat.
  - b. All instructors must hold an in-date first aid certificate, a copy of which must be given to the Training Principal.
  - c. All injuries are to be noted in the accident book, kept behind the bar in the Club House. A T.M.S.C. accident form must be completed and given to the Training Principal. If the injury to a minor is serious enough to prevent further participation on a course, the parent/guardian on the NoK form must be notified immediately.
7. Before going afloat, Flag is to be notified of training taking place, operating areas and the numbers of boats and students taking part.
8. For students 8-14 years old, powerboat training must include a second kill cord, which is to be attached to the on-board instructor.
9. Instructor:student ratios as given in the SOPs are to be strictly adhered to:  
  
Beginners:     max of 3 with instructor on board.  
  
Dinghies and multihulls:     max of 1:9 in no more than 6 boats.  
  
Single handers:     max of 1:6 assuming 1 student per boat.

10. All equipment has a designated storage area and it is the responsibility of the instructors to ensure students return that equipment to its correct place. Any defects are to be reported to the Senior Instructor for the course. All equipment should be rinsed with fresh water at the end of the day's training.
11. Safety boats are parked in their berth in the Yacht Harbour. Engines are to be rained and turned to hide steering rod within its sheath. Batteries are to be isolated and console covers put in place. Keys, kill cords and flare/first aid boxes are to be returned to the Start Hut. The Engine use log in the Start Hut is to be completed.
12. Access to the Start Hut is controlled by a digital door lock. The current number is held by the Training Principal and the Sailing Secretaries. The yellow buoy on the hook in the hut has the keys for the boat shed, the garages and the fuel locker. Keys for the safety boats plus kill cords are in the safe on the inside north wall of the hut below the table. Combination can be obtained from the same sources as the hut combination. Flare/first aid boxes are stored in the hut also. There are two fixed VHF radios in the hut.
13. Fuel storage is situated alongside the wall at the north end of the dinghy park. Keys are kept in the Start Hut. All fuel is unleaded petrol as there is no requirement for pre-mixed fuel. There is no smoking within 5 metres of the storage or at any time whilst re-fuelling boats.
14. There are 4 VHF hand-held radios kept on chargers in T.M.S.C. office. They are fitted with lanyards which are to be used as the radios do not float. On completion of training, they are to be returned to their chargers which operate on time switches.
15. T.M.S.C has a child protection policy in line with RYA recommendations. The nominated child protection officer is Phillippa Smerdon, telephone number