

WYSA
Operating Procedures

SAILING
May 2022

Ratio (Racing and Seamanship Training)

Single handed 1:12 sailors

Double handed pico 1:12 sailors

Double handed bahia/vision. 1:9 sailors

Minimum Governing Body Awards

Sailing tuition must be carried out by a RYA Sailing Instructor, who has a RYA safetyboat certificate or Aztec safetyboat sign off, under the supervision of a WYSA Senior Instructor. There must be enough safetyboats on the water, ready to drive, to stay within the teaching ratios.

Equipment Required by WYSA Instructors

- Appropriate clothing to keep the instructor operating safely considering the weather conditions.
- Footwear must not be flip flops or bare feet.
- Buoyancy aid conforming to ISO 12402-5.
- Radio.
- First Aid Kit – to be obtained from Aztec Duty Officer.
- Safetyboat.

Equipment required by WYSA Sailors

- Appropriate clothing to keep the sailor operating safely considering the weather conditions.
- Footwear must not be flip flops or bare feet.
- Correctly fitted buoyancy aid conforming to ISO 12402-5 regulation - if the participant has a medical condition that could cause them to become unconscious during the activity, they should wear a life jacket conforming to ISO 12402-4.

Before the Session Starts

Sailing should not take place if it is not possible to see the far side of the lake due to fog.

Powerboats need to be on the water:

- Check that they have the correct equipment (see Powerboat Operating Procedures).
- Check that the bungs are fitted.
- Check that they run and they have a cooling water jet.
- Check that the kill cord stops the engine when it is removed.

Pontoons used by WYSA should be cleaned of all faeces.

Discuss with other Instructors who is going to operate where and put marker buoys put in place.

All equipment to be used must be checked for its integrity and correct fitment.

A register of sailors taking part in the session should be taken at the beginning of the session by the WYSA Volunteer Admin and the register pinned onto the WYSA noticeboard in the classroom booked for the session. The register will be used in the event of an emergency.

Rigging Briefing

- Discuss aims of the session, how it will run and how the group members should conduct themselves.
- In addition to your normal rigging briefing include the dangers of slippery banks and slipways.

Rigging Local Considerations

Toppers

- Toppers should be rigged on the boat park with sails furled around the mast, rudders attached and all rigging checked.
- Toppers should not be left on the road through the boat park towards the bottom of the lake.
- Toppers should not be taken to the beach until instructed by the instructor.

Picos

- Take the trolleys of the hooks and organise the boats so that they will not roll away and sailors can safely walk all the way around them.
- Masts must be carried by two people one at each end.

- Masts must be put up by the instructor if the sailors are young and inexperienced.
- If the sails are going to be rigged ashore warn sailors about booms flapping about.

Bahias

- Take the trolleys off the hooks and organise the boats so that they will not roll away and group members can safely walk all the way around them.
- Make sure that each boat has a mast head float.
- Make sure that the rudders are attached before the boats are launched.
- Consider if the reefing lines need to be rigged.

Visions

- Make sure that each boat has a mast head float.

Launching and Pontoon Brief Local Considerations

- Sailors should be briefed about the slippery slipway and supervised while launching.
- Boats tied to the pontoon out of booms reach of each other.
- Sailors should be briefed about the dangers of getting fingers trapped between the boat and pontoon.
- Sailors should be briefed on the correct way of getting into and out of boats ie over the side not the front or back.
- Sailors should be briefed not to obstruct pontoons or leave equipment inappropriately in the way.
- Make sure that the bow bumpers on the bahias and visions are deployed and secured at the correct height.

Water Briefing

- Aims of the session.
- Coaching points.
- Plan for the session.
- Your signals.

During the Session

Dynamic risk assesses the weather conditions making sure that the group members are coping with them in terms of:

- Safety.
- Clothing.
- Enjoyment.
- Learning.

Intentional capsizing of boats is to be discouraged, unless it forms part of supervised training.

Intentional swimming from boats is not allowed unless it forms part of supervised training.

If boats are being left unattended for more than ten minutes, then the sails should be furled.

Ending the Session

The groups should receive a debrief which should revisit the objectives discussed at the beginning of the session and the experiences that group have had during the session, and if the group is going to take part in a further session, what that session will contain.

Ensure that all equipment is correctly put away.

Parents and guardians collect their youngsters once boats have been derigged and secured in the boat park.

If there has been any equipment damage this should be reported to the WYSA Senior Instructor, who will record the information on the day's register sheet. If equipment damage has occurred to Aztec equipment, the WYSA Senior Instructor should report the information to the Aztec Duty Manager, if present. If the Aztec Duty Manager is not present the information should be emailed to Aztec Operations Manager.

If there have been any accidents, incidents or near misses, they should be reported as outlined as in the Emergency Procedures.