

STANDARD OPERATING PROCEDURE

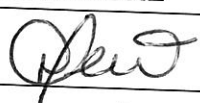
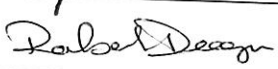
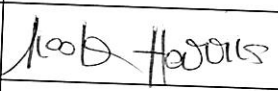
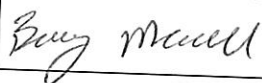
Waterford Harbour Sailing Club

SOP No: JS 001.03

SOP Title: Junior Sailing Procedure

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Effective Date:

28/05/23

Revision History

Revision 01

New document

Revision 02

- Updated document to include instructions for JO activities

Revision 03

- Updated document due to change of Committee Members

Reference Documentation

WHSC 001 "WHSC Documents List and Control Processes"

WHSC 002 "Safety Statement and Operations Manual"

WHSC 003 "Safety Boat Operations"

WHSC 005 "Child Safeguarding"

WHSC 006 "Training Matrix"

1. PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to describe the procedures to be followed by the Junior Organiser (JO) and instructors to ensure consistent work practices.

2. INTRODUCTION

The Junior Organiser/s organises sail training and other activities for junior members of WHSC, particularly Irish Sailing (IS) Courses. Demand has expanded these activities to include adult Irish Sailing Courses.

3. SCOPE

This SOP applies to the JO, Senior Instructor (SI), and all Instructor roles at WHSC.

4. RESPONSIBILITIES**4.1 Junior Organiser**

- Ensure all Irish Sailing Health and Safety Guidelines are followed
- Ensure all Instructors are trained in this procedure and as per **SOP WHSC 006 "Training Matrix"**.
- Appoint all Instructors to safety manage and execute IS courses.

4.2 Senior Instructor (SI)

- Ensure the safety of all participants
- Ensuring all equipment is safety and appropriate for use
- Reporting any issues / defects to the JO immediately
- Ensuring acceptable behaviour levels from all instructors and participants
- Generating weekly lesson plans for each course
- Provide instruction and guidance to instructors and assistance instructors
- Ensuring 'Checklick' is updated as appropriate
- Providing 'Pre-Assessment Instruction' to all assistant instructors

4.3 Instructors

- Issuing of boat rentals to participants and ensuring the safe condition of each
- Checking boat rentals at the end of each session for damage / issues and reporting to SI immediately
- Teach, encourage, and instruct participants in courses
- Ensuring the safety of all participants
- Ensuring the safe condition and use of equipment provided

- Reporting of any issues / defects / incidents / boat damage to the SI or JO immediately
- Maintaining acceptable levels of behaviour from oneself and participants
- Updating 'Checklick' as required

4.4 Assistance Instructors

- Ensuring the correct storage of rentals and other boats
- Assisting instructors, SI and JO in tasks as necessary.
- Maintaining acceptable levels of behaviour from oneself and participants

5. SPECIFIC PROCEDURE

5.1 Senior Instructor Duties

5.1.1 Beginning of Day

- Carry out site specific risk assessment prior to each water session. This will include the following checks:
 - Assessment of prevailing wind / sea / river and tidal states
 - Current weather forecast
 - Shipping movements
 - Familiar with local by-laws, regulations and notices to mariners
 - Aware of local dangers / features and obstructions
- Based on this, the SI may reduce areas of operation and / or the number of participants while maintaining IS guidelines on instructor / student ratios.
- Brief Instructors and assistant instructors of findings and operations as a result. Amend lesson plans as appropriate.
- Check in with Shore Parent and give instruction on daily process (e.g. VHF, emergency contact folder).

5.1.2 During the Day

- Oversee the safe operations from land or sea
- Carry a charged mobile phone at all times (on and off the water)
- Instruct as necessary

5.1.3 End of Day

- Debrief with instructors – check issues, incidents, boat damage for example
- Retrieve VHF and Emergency Contact folder from Shore Parent.
- Check if training plan is on schedule for the week
- Update 'Checklick' as required
- Debrief with JO

5.2 Instructors

5.2.1 Beginning of Day

- Perform VHF radio check and ensure fully charged
- Check first aid kits and Safety Boat equipment are present as per **SOP WHSC 003 “Safety Boat Operations”**
- Give guidance and instructions to assistant instructors

5.2.2 During the Day

- Assist in removal of boats from boat shed
- Assist in rigging / derigging of boats.
- Highlight to sailors the dangers of swinging booms and other hazards in the area (**ref. State 001 “Safety Statement and Operations Manual”, Appendix 2 Risk Assessment**). Ensure sailors do not leave fully rigged boats unattended.
- Check boats for safety equipment and sea worthiness prior to and post sailing
- Ensure sailors are properly attired for the conditions (e.g. foot wear, wetsuit, gloves, hats, suncream) and buoyancy aids.
- Encourage and instruct

5.2.3 End of Day

- Assist in storage of boats in boat shed.
- Provide constructive feedback / debrief to sailors and assistant instructors
- Update SI on any issues
- Complete Accident / Incident Reports (**ref. State 001 “Safety Statement and Operations Manual”, Appendix 5.**)
- Update 'Checklick' as required

5.3 Assistant Instructors

5.3.1 Beginning of Day

- Assist instructors with safety checks of equipment and safety boats
- Check weekly sailor list and associated rentals. Assign boats accordingly on **Appendix 1 “Club Boat Usage and Maintenance Log Junior Courses”**
- Check rentals for sea worthiness. Report any issues immediately

5.3.2 During the day

- Assist sailors in removal of boats from boat shed
- Assist in rigging / derigging and check for safety and sea worthiness
- Assist instructors

5.3.3 End of day

- Check rentals for any issues, update **Appendix 1** and report immediately if found.
- Assist in storage of boats in boat shed.

5.4 Junior Organiser

The role is varied, and the following is only used as guidance and may change as required:

Timeline	Task	Details
January	Recruitment Process	<ul style="list-style-type: none"> Place advertisement on Irish Sailing and club website Arrange interviews & perform Issue contracts Forward bank details to bookkeeper for payroll
February	Generate Course Schedule	<ul style="list-style-type: none"> Design summer course schedule Review costs; courses and rentals. Publish on club website
March	Bookings	<ul style="list-style-type: none"> Open bookings and log requests Use 'Checklist' to confirm certification and ability of sailor Check membership Allocate boat rentals and instructors to courses Liaise with Sailing Secretary / Boat Maintenance / Outdoor amenities Invoice members
May	Documentation Check	<ul style="list-style-type: none"> Ensure all applicants have returned all forms, e.g. booking form, emergency contact form, boat rental, etc. Generate Shore Duty Rosters Generate weekly sailor list for SI. Compile Emergency Contact Folder Ensure payments complete before start of course
May / June	Email participants	<ul style="list-style-type: none"> Email the coming week participants with information e.g. course times, Covid, Remind Code of Conduct to be completed and brought at start of course Issue Shore Duty Roster and responsibilities.
Jun / Jul / Aug	Course	<ul style="list-style-type: none"> Liaise with SI, Sailing Secretary, Boat Maintenance / Outdoor Amenities Support instructors, participants, and guardians
Sept - Dec	Documentation Housekeeping	<ul style="list-style-type: none"> At the end of the season, and in compliance with GDPR, destroy the following documents: <ol style="list-style-type: none"> Instructor contracts and certification Participants booking form, emergency contact form, boat rental form Review all SOPs and Policies for changes or continued compliance Organise handover to incoming JO as appropriate

6. FORMS/TEMPLATES TO BE USED

Appendix 1 – Club Boat Usage and Maintenance Log Junior Courses

Appendix 1

Club Boat Usage and Maintenance Log Junior Courses

Week Beginning _____

Boat #	Renter	Ass. Ins	Daily Report: indicate condition				
Oppy 1			Mon	Tue	Wed	Thur	Fri
	Comments:						
Oppy 2			Mon	Tue	Wed	Thur	Fri
	Comments:						
Oppy 3			Mon	Tue	Wed	Thur	Fri
	Comments:						
Oppy 4			Mon	Tue	Wed	Thur	Fri
	Comments:						
Oppy 5			Mon	Tue	Wed	Thur	Fri
	Comments:						
Oppy 6			Mon	Tue	Wed	Thur	Fri
	Comments:						
Oppy 7			Mon	Tue	Wed	Thur	Fri
	Comments:						
Oppy 8			Mon	Tue	Wed	Thur	Fri
	Comments:						
Oppy 9			Mon	Tue	Wed	Thur	Fri
	Comments:						
Oppy 10			Mon	Tue	Wed	Thur	Fri
	Comments:						
Oppy 11			Mon	Tue	Wed	Thur	Fri
	Comments:						
Oppy 12			Mon	Tue	Wed	Thur	Fri
	Comments:						
Oppy 13			Mon	Tue	Wed	Thur	Fri
	Comments:						
Oppy 14			Mon	Tue	Wed	Thur	Fri
	Comments:						

Appendix 1

Club Boat Usage and Maintenance Log Junior Courses

Week Beginning _____

Boat #	Renter	Ass. Ins	Daily Report: indicate condition				
Topper 1			Mon	Tue	Wed	Thur	Fri
	Comments:						
Topper 2			Mon	Tue	Wed	Thur	Fri
	Comments:						
Topper 3			Mon	Tue	Wed	Thur	Fri
	Comments:						
Laser 1			Mon	Tue	Wed	Thur	Fri
	Comments:						
Laser Two 1			Mon	Tue	Wed	Thur	Fri
	Comments:						
420 - 1			Mon	Tue	Wed	Thur	Fri
	Comments:						
420 - 2			Mon	Tue	Wed	Thur	Fri
	Comments:						
420 - 3			Mon	Tue	Wed	Thur	Fri
	Comments:						
Wayfarer 1			Mon	Tue	Wed	Thur	Fri
	Comments:						
Wayfarer 2			Mon	Tue	Wed	Thur	Fri
	Comments:						
Wayfarer 3			Mon	Tue	Wed	Thur	Fri
	Comments:						
Topaz 1			Mon	Tue	Wed	Thur	Fri
	Comments:						
Omega 1			Mon	Tue	Wed	Thur	Fri
	Comments:						

