



## **DELL QUAY SAILING CLUB**

Dell Quay, Chichester, West Sussex, PO20 7EE

Approved by/date: General Committee/September 2020

Next Review: Annually Due January 2021

### **DQSC RYA Recognised Training Centre (RTC) Principal - Role Description**

#### **Accountable To**

- The Membership of Dell Quay Sailing Club (DQSC).
- The Rear Commodore (Sailing)
- The Sailing Committee
- RYA

#### **Role Overview**

- Organisation and management of DQSC TC to meet the standards and requirements of an RYA Recognised Training Centre.

#### **Scope**

- On behalf of the Sailing Committee act as the point of contact for the planning and provision of RYA approved training.
- Agree with the Rear Commodore Sailing and with other committees (Sailing, Cruiser and House) any specific requirements for the DQSC RTC to achieve during the year (for example the number of Safety Boat Helms to be qualified to meet the needs of DQSC policies for crewing Safety/Patrol boats) and other RYA training courses required.
- The planned course dates should be discussed with the other committees prior to inclusion in the DQSC Calendar so that conflicts with other DQSC Activity can be resolved.
- Plan appropriate numbers of/types of instructors.
- When the dates for the courses have been finalised, arrange for all RYA courses to be advertised on the training pages of the club website.
- Communication.
  - Communicates to the DQSC Membership directly with regard to RTC requirements.
  - Communicates with all Committees as required
  - Communicates with the harbour authorities as required.
- To coordinate the requirements of and numbers (instructors and students) for courses.
- To manage the costings of the RYA Training Courses gaining Sailing Committee then General Committee approval.
- Training Course Fees should be increased in accordance with the General Committee membership fee increase recommendations.
- Conduct Risk Assessments and briefings as required to conduct the RTC training.;

#### **Accountability and Responsibilities**

- Organisation and management of DQSC RTC to meet the requirements of an RYA Recognised Training Centre.
- Management and supervision of all RYA recognised training courses run by the DQSC RTC.



## **DELL QUAY SAILING CLUB**

Dell Quay, Chichester, West Sussex, PO20 7EE

- The RTC Principal is responsible and retains overall responsibility for the following in relation to the delivery of RYA training only:
- In conjunction with the General Committee Accident investigation during any RTC course.
- Overall sailing course co-ordination & training standards.
- Group Programming & Instructor Co-ordination.
- Co-ordination of on and off water activity for the group.
- Group standards (both seamanship and general behaviour).
- Discussing with students (or parents as appropriate) their areas for development and subsequent action plans particularly if not being awarded a certificate.

### **Qualifications/Experience**

- Ideally – have experience as a RYA Senior Instructor or have managed a RYA Training Centre as the Principal.
- Be qualified as RYA Senior Power Boat and Sailing Instructor

### **Deputies**

The named, in the DQSC RTC Operations Manual, Chief Instructor Powerboat and Chief Instructor Sailing may deputise for the Training Centre Principal.