



## **DELL QUAY SAILING CLUB**

Dell Quay, Chichester, West Sussex, PO20 7EE

### **DQSC RYA Recognised Training Centre (RTC) Purpose and Policy**

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#### **Other Relevant Documentation**

DQSC RTC Operating Procedure

#### **External References**

DQSC Health and Safety Policy (See DQSC Website)

DQSC Risk Management and Risk Register (See DQSC Website)

DQSC Incident Policy (See DQSC Website)

Safety on the Water Policy (See DQSC Website)

DQSC Safeguarding Policy (See DQSC Website)



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Approved by/date: General Committee/September 2020

Next Review: Annually Due January 2021

### **DQSC RYA Recognised Training Centre (RTC) Purpose and Policy**

#### **1. Introduction and Purpose of the Training Centre**

a) **Purpose.** DQSC Ltd (DQSC) is affiliated with the Royal Yachting Association (RYA) and recognises that having RYA recognised training will enhance the safety and capabilities of its members as well as acting as a membership recruitment enabler. To further this within the club, DQSC provides facilities for an RYA Recognised Training Centre (referred to now as the DQSC RTC) which delivers RYA recognised practical powerboat and dinghy sailing courses as well as, for example: RYA theory (Day Skipper), VHF Radio or First Aid and other courses to club members only. From time to time the club may offer other afloat training/courses or shore-based courses to members.

#### **b) DQSC RTC Management.**

- 1) The DQSC RTC is managed and administered in accordance with DQSC policies and procedures by the Training Centre Principal.
- 2) The Operating Procedures for the DQSC RTC are shown at Annex A and its Appendices.
- 3) In accordance with RYA Policy the DQSC RTC is audited annually by RYA inspection.

#### **c) DQSC RTC Structure within DQSC Committees.**

- 1) The DQSC RTC Principal is accountable to the Commodore DQSC via the Rear Commodore Sailing.
- 2) The Training Centre Principal is accountable to the Sailing Committee for the planning of appropriate courses to meet the DQSC prescribed level of qualification for the use of power boats as Patrol/Safety Boats and the coordination of other training activities.
- 3) The Principal of the DQSC RTC sits on the Sailing Committee.

#### **2. Roles and Responsibilities**

##### **a) DQSC Ethos.**



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- i) DQSC is a volunteer run organisation and it should be noted that the club has policies (see DQSC Ops Manual Administration) relating to remuneration.
- ii) When/If DQSC sponsors members to become instructors, on completion of the course(s), a return of service to DQSC is required as follows:

### (1) **Assistant Instructors/Dinghy Instructors (AI/DI).**

(a) AI/DI being trained by DQSC is required to give a minimum of 2+ years of service to DQSC to include 3 Junior weeks. Where the AI/DI would normally be eligible for duties during this period, they will be waived.

(b) On completion of the minimum 2 years' return of service requirement if the AI/DI is eligible for duties, instructing counts as a DQSC duty at the rate one course day equals one duty i.e. a two day course equals two duties. No other duties will be required; however, the instructor is free to do additional duties or instructing, but they won't be paid.

(c) Mature DI/SIs joining DQSC and or those already holding their DI qualification: Instructing counts as a DQSC duty at the rate one course day equals one duty i.e. a two day course equals two duties. No other duties will be required; however, the instructor is free to do additional duties or instructing, but they won't be paid.

### (2) **Powerboat Instructors (PI)**

(a) PI being trained by DQSC is required to give a minimum of 3 years of service to include at least 6 full weekend courses throughout that period. During this 3 year period, no additional duties will be required.

(b) After the 3 years' service, instructing counts as a DQSC duty (if appropriate) at the rate one course day equals one duty i.e. a two day course equals two duties. No other duties will be required; however the instructor is free to do additional duties or instructing, but they won't be paid.

(c) **PI's joining DQSC and or those already holding their PI qualification:** Instructing counts as a DQSC duty (if appropriate) at the rate one course day equals one duty i.e. a two day course equals two duties. No other duties will be required; however, the instructor is free to do additional duties or instructing, but they won't be paid.

- iii) The role of Instructor counts towards the DQSC required minimum of two duties per year.



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b) **DQSC Responsibilities.** The following table briefly outlines the major responsibilities for the named roles.

Role	Responsibilities
Chief Instructor (Sailing)	<ul style="list-style-type: none"> <li>• Deputise in Principal's absence</li> <li>• Assist the Principal in the management, mentoring and supervision of less experienced Sailing Instructors.</li> <li>• The Chief Instructor Sailing is responsible to the Principal, mirroring the Principals responsibilities and delivers the training to the standards required.</li> </ul>
Chief Instructor (Power)	<ul style="list-style-type: none"> <li>• Assist the Principal in the management, mentoring and supervision of less experienced Powerboat Instructors.</li> <li>• Deputise in Principal's absence</li> <li>• The Chief Instructor Power is responsible to the Principal, mirroring the Principals responsibilities and delivers the training to the standards required.</li> </ul>
Senior Instructors	<ul style="list-style-type: none"> <li>• Deliver an advanced instruction programme to participants.</li> <li>• Produce a course plan accommodating all participant abilities.</li> <li>• Ensure safety guidance is followed and implemented.</li> <li>• Responsible for groups on and off the water.</li> <li>• Overseeing the safety of groups on and off the water.</li> </ul>
Instructors & Assistant Instructors	<ul style="list-style-type: none"> <li>• Delivering RYA training material under the supervision of a senior instructor.</li> <li>• On and off water activity (including safety).</li> <li>• Non-syllabus activity as required.</li> <li>• Ensuring a safe environment is maintained at all times, on and off the water.</li> </ul>
DQSC RTC Students	<ul style="list-style-type: none"> <li>• Be ready to undertake the course they have booked ie suitable clothing and equipment.</li> <li>• Contributing to their own safety on and off the water.</li> </ul>
Senior Instructor in charge.	As per the Duty Officer Pack includes but is not limited to:



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	<ul style="list-style-type: none"><li>• Daily Fire Escape Checks</li><li>• Weekly Fire Alarm Check</li><li>• Buildings security at end of day</li><li>• Coordinator for Fire response</li><li>• Coordinator for Emergency Responses.</li><li>• Other responsibilities as detailed in the DQSC Duty office pack.</li><li>• Ensuring all the equipment is stowed neatly and securely, safety equipment is checked and stowed, fuel returned to store and locked up.</li></ul>
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- c) **DQSC Legal and Duty Officer Requirements.** If the DQSC RTC is the only DQSC Activity Taking Place (ie no Duty Officer detailed in Dutyman) the Senior Instructor in charge is to conduct the legally required daily and weekly checks as well as other checks (ie ensuring the club buildings are secured, lights turned out and dinghy park locked etc) as required by the Duty Officer's file. Should there be an emergency that requires coordination with outside agencies the Senior Instructor in charge is to assume the Coordination Role in accordance with the Duty Officers file and appropriate policies. This doesn't make the Senior Instructor in charge the Duty Officer for the DQSC however, it does ensure that the functions of the Duty Officer are carried out.

### 3. Junior Training

- c) **Purpose.** To provide a structured approach to Junior Training at DQSC.
- d) **Junior Training Organisation.**
- 1) There is a Junior Lead who sits on the Sailing Committee and is responsible for planning Junior Events and Training Sessions.
  - 2) Junior Training at DQSC will be conducted under the RYA Training Centre Operating Procedures and to facilitate this there are specific DQSC Junior Conduct and Booking requirements.