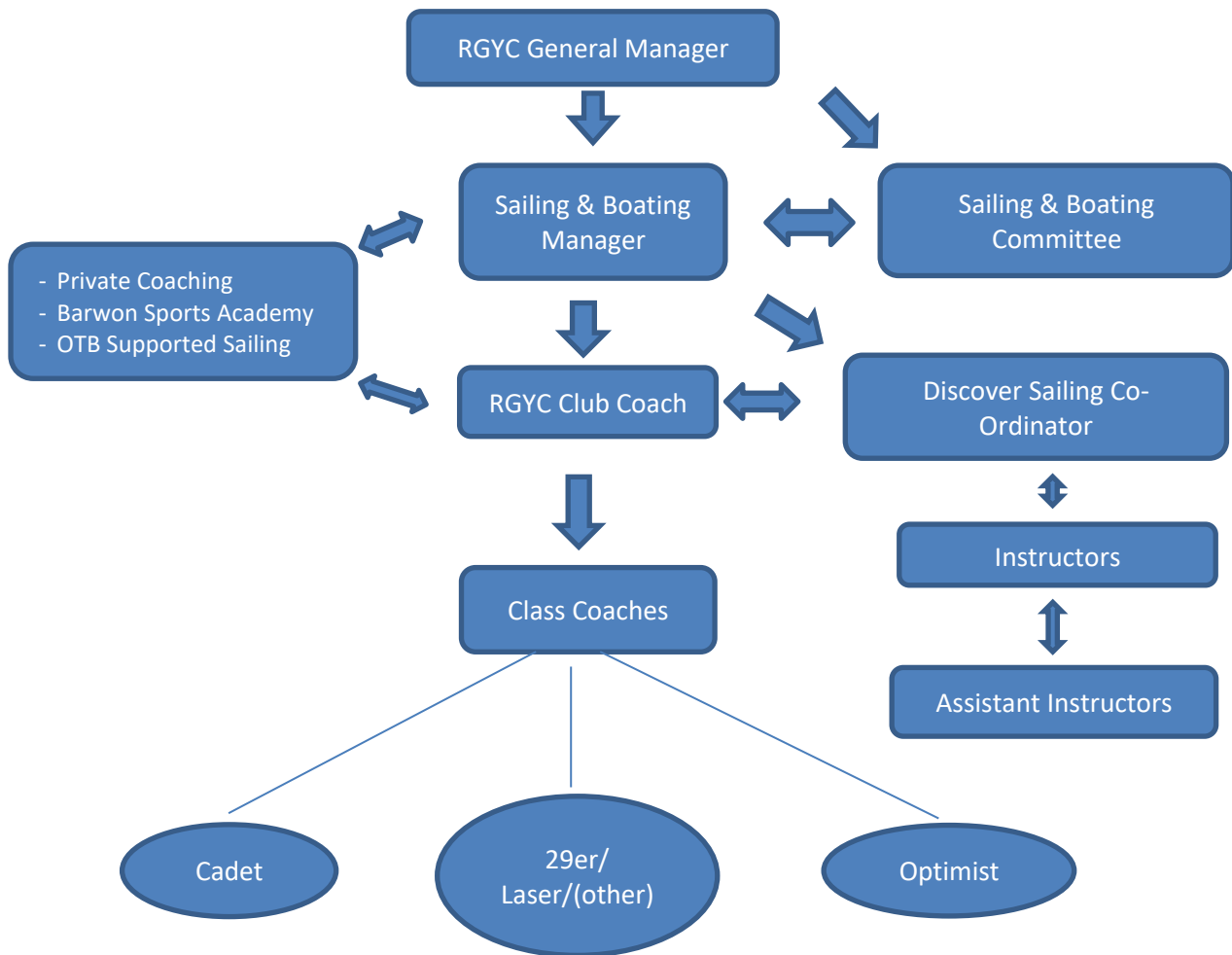




## RGYC Coaching & Training Policy

<b>Policy Number</b>	16	<b>Version</b>	11
<b>Drafted by</b>	Drew Malcolm	<b>Adopted by Board on</b>	29/05/2023
<b>Responsible person</b>	Sailing & Boating Committee Sailing Manager	<b>Scheduled review date</b>	June 2024

## RGYC Coaching & Training Structure



## Outline:

**While operating from the Royal Geelong Yacht Club (RGYC), all parties shall act under these terms and conditions.**

## Definitions:

**Coaching** is defined as teaching and training one (or more) athletes.

**Coaching activities** at RGYC are where more than 3 boats are being coached, outside of the Australian Sailing defined Discover Sailing programs.

**Supported Sailing** is defined as one or more sailors that are training in the absence of a coach but with the support of a safety boat.

## 1. Club Expectations:

- 1.1 Coaching is to be by an accredited coach, with current Australian Sailing (AS) 'Sailing Coach' Certifications.
- 1.2 Instructors with a current AS Foundation Coach qualification, working toward Sailing Coach accreditation, can run coaching activities under the mentorship of a qualified coach, providing all other certifications are valid, and a qualified coach is on the water.
- 1.3 All class coaches will be nominated by the RGYC Head Coach in consultation with Class representatives or the Sailing & Boating Committee and ratified by the RGYC Sailing & Boating Manager.
- 1.4 Prior approval to run a coaching program must be obtained from the RGYC Sailing & Boating Manager. Proposed coaching programs must have a coaching program outline supplied prior to the program commencing.
- 1.5 Supported Sailing safety boat drivers must:
  - Have an AS Powerboat Handling Certificate
  - Be endorsed by the Sailing & Boating Committee
  - Have a crew member on board
  - Comply with all Club and statutory powerboat safety requirements.
  - Have a valid Working With Children Check (WWCC) if participants are under 18 years of age.

It is strongly recommended that the driver also has an AS Safety Boat Operators Certificate and a current HLTAID011 Provide First Aid Certificate.
- 1.6 Requests for Supported Sailing Programs are to be submitted to the Sailing and Boating Manager or the Head Coach.

## 2. Common Operating Guidelines for Sailing Coaches

- 2.1 Sailing coaches operating from RGYC shall hold the following;
  - i. Current AS Sailing Coach Certificate
  - ii. AS Safety Boat Handling Certificate
  - iii. Current HLTAID011 Provide First Aid Certificate
  - iv. AS Number
  - v. A current Working With Children Check
- 2.2 All RGYC Coach and support powerboats are to have propeller guards fitted. For visiting vessels it is highly recommended that propeller guards be fitted.
- 2.3 The course will have a fee agreement in place.
- 2.4 A risk assessment matrix is completed prior to an on-water session. This risk assessment matrix in Appendix E can be left as a hard copy at Club reception or emailed to the Sailing & Boating Manager.

- 2.5 Coaches are to abide by the AS Recommended Training Boat to Safety Boat Ratios as listed in Appendix A:
- 2.6 Coaches are to abide by weather condition guidelines, as set out in Appendix B:
- 2.7 Operators of any additional safety boats shall possess a current AS Powerboat Handling accreditation under the direction of the Coach.
- 2.8 Coaches shall consider skills of the participants in relation to the activities undertaken and the prevailing and forecast weather conditions.
- 2.9 Coaches shall care for the Club's assets, and follow the guidelines set out in Appendix D:
- 2.10 Notification of on water activities are to be written on the sign-on sheet in the Sailing Academy container with the following details: Names of coaches, participants, emergency contact number and estimated return time.
- 2.11 It is expected that the Club be reimbursed approximately \$5 per boat to be coached per session. This cost may be recouped through an additional fee per person per session. For volunteer run programs, an application for this fee to be paid on behalf of athletes may be made to the OTB Working Group or RGYC Sailing & Boating Manager.

### **3. Use of Club Resources – Commercial**

- 3.1 Prior agreement through Memorandum of Understanding is required from both external and RGYC coaches. This will outline the resources to be used and terms and conditions for their use. These resources may include safety boats, launch and retrieval, clubroom and change room facilities, supply of fuel and fees payable.

### **4. Use of Club Resources – Voluntary**

- 4.1 Members operating on a voluntary basis shall be an accredited AS Coach or meet the necessary requirements as listed for the Supported Sailing boat operator.
- 4.2 Instructors with a current AS Foundation Coach qualification, working toward Sailing Coach accreditation, can conduct coaching activities, under the mentorship of a qualified coach, providing all other required certifications are valid, and the mentoring coach is on the water.
- 4.3 RGYC offers training opportunities for members to create a pathway for coaching, as defined by Australian Sailing, to instructing and coaching at the Club. Please contact the RGYC Sailing Office if you are interested in coaching or instructing.

### **5. Private Resources – Commercial**

- 5.1 Prior agreement through a Memorandum of Understanding is required from both external and RGYC coaches. This will outline the resources to be provided, and terms and conditions for their use. These resources may include launch and retrieval, clubroom and change room facilities, supply of fuel and fees payable.
- 5.2 It is highly recommended that visiting coach and support boats be fitted with propeller guards to reduce the risk of an injury when recovering people from the water.

### **6. Private Resources – Voluntary**

- 6.1 Members providing coaching programs from private vessels on a voluntary basis are to be a qualified Sailing Coach or working with a qualified Sailing Coach who is on site, as a mentor. Members can provide on water support to family and friends in the knowledge that this **not** conducted as an official RGYC coaching program and falls outside of the Club's ability to quantify skills and certifications for the provider and assistance such as insurance cover, Working with Children checks, and licenced vessel operation.
- 6.2 RGYC offers training opportunities for members to create a pathway for coaching, as defined by Australian Sailing, to instructing and coaching at the Club. Please contact the RGYC Sailing Office if you are interested in coaching or instructing.

- 6.3 Members wishing to launch private boats from the hardstand area must obtain approval from the Marina Staff, and additionally hold liability insurance to \$10 million. RGYC By – Laws Sections 3 and 4 apply.

## **7. Unsupervised Training Sessions.**

- 7.1 Guidelines for training sessions that will have no on water support are listed in Appendix C
- 7.2 It is the responsibility of sailors and their guardians to take the weather conditions and the skills of the sailor into consideration prior to leaving the beach.

## **8. Coaching Session Booking Process**

- 8.1 After confirmation of session from the RGYC Head Coach or Sailing & Boating Manager, the coach or session coordinator is to email the Sailing & Boating Manager with the following details of the session;
- Date, start time & finish time
  - Class name and information
  - Coach's name
  - Session cost per boat
- 8.2 The Sailing & Boating Manager will set up a Training page on Rev Sport for the session and email the booking page link to the session coach and or session coordinator
- 8.3 It is the responsibility of the coach and/or session coordinator to distribute this link to possible participants and ensuring that payments are made through the RevSport link. Cash payments for sessions are not accepted.
- 8.4 Coaches are required to mark attendance via the RevSport portal. Access will be given to the Coach for each session.
- 8.5 After the session has concluded, the coach or session coordinator will then lodge an invoice to the Club for the coaching fee. This will be the session cost per boat less \$5 per boat multiplied by the number of boats that participated in the session. Ie: if the session cost was \$25 per boat and 4 boats participated, the invoice amount would be for \$80.
- 8.6 The RGYC accounts department will then process the invoice with the funds netted off against the revenue from RevSport for that session. The \$5 per boat per session is retained by the Club to cover fuel and operating costs associated with the use of the rib(s).
- 8.7 The Club's Sailing & Boating Manager can be contacted on;
- P: 03 5229 3705
  - M: 0439 275 294
  - E: drewm@rgyc.com.au

## Appendix A:

### Australian Sailing Recommended Training Boat to Safety Boat Ratios

<u>Coaching type &amp; wind speed</u>	<u>Maximum Vessel to Safety Boat Ratios</u>	<u>Maximum Participant to Instructor Ratios</u>	<u>Comments</u>
Single handed or Crewed dinghy 0-22 knots	$\underline{1}=>10: 1$ 10-20: 2	20:1	Participants may be on a safety boat during a session
Single handed or Crewed dinghy 22-25 knots	6:1 7-14: 2 15+: 3	18:1	
Single handed or Crewed dinghy 25-30 knots	0=>3:1 4=>7 : 2 8=>10: 3	10:1	

## Appendix B:

### Weather Considerations

All on water sessions shall consider:

- 1.1 Weather warnings – No boats shall leave the beach with a gale warning (or higher) issued for Port Phillip. [The Bureau of Meteorology](http://www.bom.gov.au) (BOM) defines the coastal warning system as follows (source BOM website bom.gov.au). As Corio Bay weather varies slightly from the wider Port Phillip, there will be instances when it is suitable to be on the water with a Strong Wind warning issued for Port Phillip. In this instance, please refer to 1.2 (below)

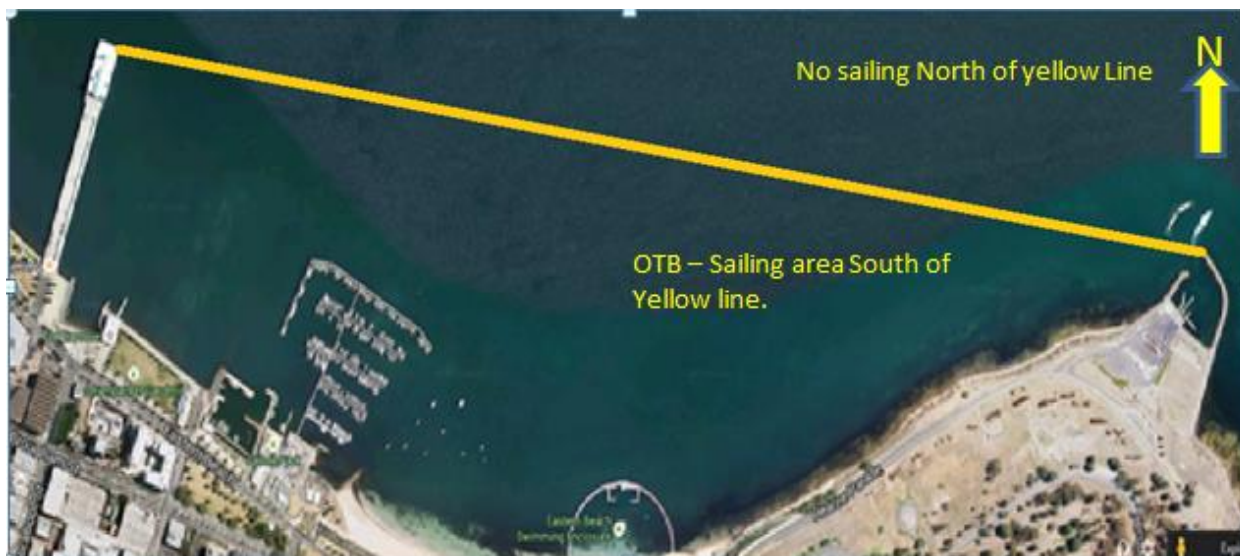
Wind Warning	Wind Range*
Strong Wind	26-33 knots
Gale	34-47 knots
Storm Force	48-63 knots
Hurricane Force	64 knots or higher

(\*wind speeds are based on 10-minute averages)

- 1.2 If the ten-minute time weighted wind speed average is more than 25 knots, as per weather station at Hopetoun #10 (as provided on rgyc.com.au), only coaching activities in accordance with this policy shall be conducted.
- 1.3 Sailing in a Strong Wind warning shall be in accordance with class limits. In the event of high-performance coaching (representational or similar) training can be done to an extra 5 knots above class limitations with the following provisos.
- 1.3.1 When coaching is conducted when a strong wind warning has been issued, the ratio of vessels training to support boats is 3-1 ([as per appendix A](#));
- 1.3.2 Each support boat operator must hold a valid Australian Sailing Safety Boat Operator qualification and hold a current HLTAID011 Provide First Aid certificate..
- 1.4 Water Temperature – The Lower Limit is 10 degrees C.
- 1.5 Air Temperature – The Lower Limit is 10 degrees C and the upper limit is 40 degrees C inclusive. No Sailing outside of these limits.
- In conditions close to these limits boats on-water time is limited to 90 minutes per session, with 60 minutes ashore between sessions.
- 1.6 Sea State: When the wind is from the North-West to North-East quadrant, consideration needs to be given to a large and irregular sea state, which can form due to wave refraction off the seawall.
- 1.7 Westerly frontal weather patterns: Consideration needs to be given to strong westerly winds, which come off the Corio Bay western shore in gusty and often unpredictable wind patterns.
- 1.8 Visibility: Boats shall not leave the beach if visibility is below 200m.
- 1.9 At all other times, boats shall not be sailed outside of their class wind limits.

## Appendix C:

### Off the Beach (OTB) – Junior Sailing with No On-Water Support.



1. At all times, when sailing from the Club, all skippers are expected to post a notification on the sign-on sheet in the Sailing Academy container with the following details:
  - Date, departure time, who is on the water (boat name, class, sail number, name of all crew), their expected return time; and emergency contact details.
  - In addition to signing on, sailors should raise the Red 'B' flag on the OTB flagpole prior to launching.
2. When sailing from the Club without rescue craft, all skippers should additionally advise:
  - A parent, family member or RGYC staff member the area where they will be sailing and the expected time of return.
3. On returning to shore, sailors shall promptly register their return on the white board, lower the red 'B' flag and advise the relevant person.
4. Boats shall not leave the beach:
  - i. Before official sunrise and shall return before official sunset.
  - ii. With a strong wind warning (or higher) in place.
  - iii. If the ten-minute time weighted wind speed average is more than 25 knots, as per weather station at Hopetoun #10 (as provided on [rgyc.com.au](http://rgyc.com.au)).
5. Optimist, Cadet, Open Skiff and other Junior Class Sailors shall remain within the zone south of the yellow line as per the diagram above.

**Failure to comply with any of the above rules may result in a disciplinary hearing as per Division 2 of the RGYC Rules, OR RRS Fundamental Rule 2 (Fair Sailing) and Rule 7 (Disciplinary Code), or RRS Rule 69 (Misconduct).**



## Appendix D:

### Safety Boat Operating Guidelines

Safety boats shall only be operated by **AUTHORISED PERSONNEL** who hold:

- Current Victorian Boat Operators Licence and
- AS Power Boat Handling certificate

**THE ENGINE KILL SWITCH LANYARDS MUST BE WORN AT ALL TIMES WHILE MOTOR IS RUNNING**

**ALCOHOL is NOT permitted on Rescue Boats.**

**All aboard MUST wear an approved PFD 1 at all times.**

#### ***When boats are being taken for use:***

- 1) The **Safety Boat Register (located in Sailing Office)** must be completed noting **operator and crew** names –.
- 2) Check off **ALL** items in the boat's Safety Grab Bag.
- 3) Check ALL **bungs** are screwed into transom (**do not** over tighten).
- 4) Check that boat has **sufficient fuel**. Marina and Sailing Office staff will be able to fill tanks if required.
- 5) Turn on **power supply switch**.
- 6) Switch on the **radio – channel 16, 71 or 73**, check which other programs are operating at the club and which radio channel they can be contacted on).
- 7) Secure and remove all rubbish.
- 8) When motoring in the vicinity of the marina and through the moorings area the maximum **speed limit of 5 knots** with no wash must be adhered to.

#### ***When the boats are returned to the floating dock***

- 1) Approach the dock extremely slowly, allowing boat to gently touch the floating dock.
- 2) Once boat is lined up to the dock, drive the boat up onto the dock to its correct position.
- 3) Under no circumstances should the dock be approached at speed and the boat driven up onto the dock without first coming to a halt. This is to avoid damaging the dock sections with the pad eye on the front of each boat and to minimise the impact to the dock's frame and pylons.
- 4) Wash down boats and equipment.
- 5) Remove ALL rubbish and leave boats in a tidy manner with towline ropes stowed and any unnecessary knots in them untied.
- 6) Turn off power supply and radio.
- 7) Advise Sailing & Boating Manager via email of any repairs or equipment replacement that is required.



## Appendix E:

### Risk Assessment Template

- [Training & Event Risk Assessment \(Version7\)](#)

## Appendix F:

### Related Documents

- [RGYC Rules](#)
- [RGYC Child Safe Policy](#)
- [Race Management Guideline](#)
- [Board Sponsorship of Members Program](#)
- [RGYC by-Laws](#)
- [RGYC Member Protection Policy](#)

## Appendix G:

### Revision Record

Initial Draft	2015	
Review P.A. T. B & R H	Dec 2017	
Reviewed SGN	May 2018	
Reviewed and updated M Williams, P Alexander, T Bull, C Manton, G Sinclair, B Case	8/6/2018, 22/6/2018	
C. Williams	29/6/18	
M Williams	15/8/18	
Reviewed and updated P Buchholz, T Bull, S Gillam, P Francis, J Farnell, P Kirman	12/8/22	
P Buchholz	29/6/2022	
P Kirman	15/8/2022	
D Malcolm, P Buchholz	15/11/2022	Addition of unsupported sign on, off and flag system
D Malcolm	24/04/2023	Update to several sections. Addition of Foundation Coach qualification.