

ROLE DESCRIPTIONS – JUNIOR SAILING COURSES (JSC)

Coordinator (& Assistant) and Shore Monitor (& Assistant), key role, attracts priority booking.

See [JSC Procedure document](#) and OOD Guidance.

Junior Safeguarding Assistant

A young DI (Qualified Dinghy Instructor), AI (Assistant Instructor) or Helper over 18 years old but under 25 years old who can act as a link between youngsters and the SGBA's Safeguarding Officer. (Needs to be DBS (Disclosure and Barring Service) Checked and undertake the RYA Safe & Fun Course if not already done so as required part of DI training).

Senior Instructor SI, key role, attracts priority booking.

An RYA qualified Senior Instructor with valid certification. Responsible for the overall format, and organisation of tuition. Designs the course and adapts to suit the weather conditions and abilities of the students. Ensures that all aspects of the RYA (Royal Yachting Association) Youth Training Scheme are covered and the students are able to perform each element before receiving certificates.

Approves tuition groups, selects boat types for each group, assigns DI and AI for each group and approves selection of "Junior Helpers Afloat".

Dinghy Instructor DI

An RYA qualified Dinghy Instructor with valid certification. Responsible for teaching a group of students (maximum of 6) on each element of a Stage of the RYA Youth Training Scheme as instructed by the SI. Signs off logbooks when each element has been completed satisfactorily.

Assistant Instructor AI

Works with a DI to ensure that all members of the group understand and follow instructions given. May be asked to demonstrate or assist students with all aspects of sailing, particularly those needing additional help.

Junior Helper Afloat:

Junior Helpers Afloat on Junior Sailing Courses. Applicants MUST have completed RYA Stage 4 and be able to act as a role model for the children under instruction. They will be asked to help demonstrate sailing techniques and help other children requiring assistance in a dinghy during the course. They may also be asked to help with rigging, launching and recovery. They will need good wetsuits, outer wind proof layers to ensure they stay warm throughout the sessions. Should be working towards gaining an Assistant Instructor Certificate which requires attendance at a separate AI training day.

Beachmasters (1 or 2)

A competent sailor who understands handling sailing dinghies near to shore. Will help with rigging, launching, embarking, returning to shore, recovery and derigging. Must be prepared to get wet and react quickly to assist students.

Parent Helpers Ashore (1 per group)

Provide assistance in rigging, launching and recovery. Assist with looking after any children brought ashore for a rest, refreshment, or other assistance at the direction of the OOD.

Three helpers to be tasked with providing cake / biscuit refreshments each day.

Safety Boat Helm (1 per group + 1 spare)

Must be at least PB2 qualified and approved by SI or Principal. Should have knowledge and skills for “man overboard” recovery, righting capsized dinghies, towing and ability to manoeuvre alongside a dinghy under instruction.

Ideally will attend a refresher / familiarisation day prior to the event.

(One safety boat will act as back-up in case of mechanical breakdown or additional emergency cover if one boat becomes separated / involved with a complex rescue. It will also be used as a ferry between the main SGBA “beach” (foreshore) and the LW Pontoon).

Safety Boat Crew (1 per group and 1 spare)

Assists Safety Boat Helm in the Safety Boat, acts as an additional pair of eyes to keep track of all dinghies in the group, lifts people from the water if necessary and assists in the righting of capsized dinghies and preparing for towing, if necessary.

First Aiders

Will usually have other roles on Junior Sailing Course but should be identified to assist in Emergencies. Valid (in date) RYA First Aid Certificate or other First Aid Certificate recognise for Workplace Health & Safety (such as STCW). Note all RYA SI and DI are required to hold valid Certificates. At least one First Aider to be available at Mill Point at all times during the Course.

Cleaning Supervision

Although SGBA employs a cleaner for routine weekly cleaning of the clubhouse, inevitably there is a good deal more usage during a JS Course than at other times, so the changing rooms, showers, toilets, disabled shower/WC, Hallway/Kitchenette (and if necessary, clubroom) require additional cleaning each day. This role is for someone to ensure that daily cleaning is carried out, enlisting help of other parents if it is particularly onerous. This role does not require someone to be present for the whole session, and should be carried out 30 minutes after people have left. Therefore, it may be suited to someone with other childcare commitments who cannot attend for a whole session. The cleaning duty counts as a whole session for volunteering purposes.

Providers of Safety Boats, key role, attracts priority booking.

As SGBA only has 3 boats suitable for safety / rescue duties we have to borrow boats to act in this role whenever we have more than 3 groups of students (maximum 6 students in each group). SGBA provides fuel and insurance cover plus additional safety equipment, if necessary. The owners of the boats warrant that their craft are seaworthy, maintained and fit for purpose. The Principal or Chief Instructor approves each craft used in this role which must have capacity for at least four adults, are suitable for recovery of people from the water (low freeboard and no sharp sides or obstructions to recovery), and are capable of towing at least three dinghies.

SGBA has drawn up a legal agreement for the loan of craft which must be signed for each borrowed craft by the owner and Principal and another Trustee.

BBQ Organiser & Assistants

The Principal and Coordinator may decide that it is appropriate to hold a social event, such as a BBQ on one of the course days, after the formal training has finished. A BBQ organiser and assistant will be required to organise this either on a bring your own food and drink basis or organise the provision of food, as well as fuel for the BBQs. Two separate BBQs for meat / veg should be offered.

BBQs must be sited at least 10m from the Club House and away from boats.

The BBQ must be completed and the site cleared by sunset to comply with the planning conditions.

NOTE ON DATA PROTECTION

SGBA collects personal data such as names, addresses, emails, phone numbers and medical details in case of emergency or for vital information to be given to Instructors. If provided to you then these details should not be disclosed to any other party except for the necessity of medical emergency.