Contents

HISC TRAINING POLICY 2026

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1.0 About This Policy

It is HISC policy to support and facilitate opportunities for all Members, Visitors and Guests to get on the water, while always prioritising safety. We recognise that not all activities fit neatly within the scope of this policy.

In cases where there is uncertainty about whether an activity qualifies as "Training" under this policy, the coach or event organiser will be required to:

- Complete a registration form (Available from the HISC Office)
- Submit a Risk Assessment (Available on site from the Marine Office)
- Receive a Local Briefing before going afloat

Particular care and oversight will be given to any activity involving children under the age of 18.

HISC has an active training programme and operates as a recognised RYA Training Centre. HISC also facilitates member training sessions and hosts external organisations training from HISC. Adult training is the responsibility of the Sailing Committee and youth training the responsibility of the Youth Committee (as part of the overall sailing programme co-ordinated by the Sailing Committee). All training activity identified below will ultimately be approved for inclusion in the programme by one of these two committees. The General Manager is the RYA Centre Principal, and the Marine Manager is the Chief Instructor.

This policy works to the principle that Club members can utilise Club training resources at a much-reduced rate compared with non-members.

This Policy aims to inform all involved of –

- The training available at the Club.
- Who is eligible to join each training activity.
- The booking process and procedures.
- Prices for each different training activity.
- Who is responsible for the safety of those on each type of training.
- The Club Rule which applies to each training activity where non-members are included.

This Policy outlines specific safety requirements however there are specific Standard Operating Procedures which outline operating practises in further detail.

2.0 Training Available

2.1 HISC RYA Courses/ Recognised Training Centre Activity (RTC)

These are official RYA courses run by HISC and other training run by HISC Training Centre. *i.e RYA stage 1, Summer Training Camp, Youth Training Week, Improvers, 1:2:1 session.*

Event Organiser	Marine Manager
Responsibility for H&S	HISC
Who Can Participate	Members & non-members. Courses are only offered to non-members at off-peak times (see Section 10 for off-peak definition) and where there is spare capacity & as approved by GM.
Booking Process	Spaces on Courses are booked with the HISC Office
Club Rule relevant for non-member participation	Point 1.6 in The Schedule to the Rules concerning Membership – Temporary membership category.

2.2 Official Club Activity

These are sessions organised by the Club where no RYA certificate is awarded for participating in the session. E.g *Red Ribbon, wow, Sailing Saturdays, Thursday Club*

Event Organiser	HISC/Committee Representative
Responsibility for H&S	HISC

Who Can Participate	Members (non-members for Thursday Club only)
Booking Process	Spaces on Courses are booked with the HISC Office (Thursday Club has a separate system)
Club Rule relevant for non-member participation	Thursday Club arrangement has been officially approved and is documented separately.

2.3 External Training

This includes all RYA Squads and RTG's and Class Association Squads who visit HISC.

Event Organiser	External Organisation
Overall responsibility for H&S	HISC/Event Organiser
HISC Responsibility	• The Event Booking process • The Coach Registration process • The Risk Assessment process • The Local Update to coaches • Monitoring on the water sessions • Invoicing the Event Organiser
Event Organiser Responsibility	• Completing the booking with HISC • Collecting Medical Information • Managing participant bookings • Ensuring the Lead Coach & shore has a list of sailors for each session. • Contracting the Coach
Lead Coaches Responsibility	• To run their sessions safely and educationally • To comply with HISC Requirements
Who Can Participate	Members and Non-members
Booking Process	• Participants book with external organisation • HISC Invoices the external organisation
Fees	Full Price for Equipment & RIBS
HISC Safety Requirements	• All coaches are registered with HISC before the session • Risk Assessment completed before going afloat • List of sailors afloat to be submitted with the Risk Assessment before going afloat • 2 people in each RIB • The Lead Coach must attend the Local Update.
Club Rule relevant for non-member participation	Non-members attend as Guests under Rule 45.3

2.4 HISC Class Training

This includes HISC Winter Training or other Official Class Race Coaching. *E.g. RS Feva Winter Training, RS800 Class Training Day*

Event Organiser	Class Captain
Overall responsibility for H&S	HISC
HISC Responsibility	• The Event Booking process • The Coach Registration process • The Risk Assessment process • The Local Update to coaches • Monitoring on the water sessions • Paying the coaches (as per the booking form provided)
Event Organiser Responsibility	• Contracting the coach • Managing participant bookings • Completing the HISC Booking form • Ensure the Lead Coach & shore has a list of sailors for each session • Collecting Medical Information
Lead Coaches Responsibility	• To run their sessions safely and educationally • To comply with HISC Requirements.
Who Can Participate	Members
Booking Process	• Members book their spaces with the Class Captain • Members pay for spaces at the HISC Office
Fees	Members Discounted Price for RIBS
HISC Safety Requirements	• Class Captains submit the booking form to secure their session in the HISC Calendar & resources • All coaches are registered with HISC before the session • 2 people must be in each RIB • Coaches are required to complete a Risk Assessment before going afloat • List of sailors afloat to be submitted with the Risk Assessment • The Lead Coach must attend the Local Update.

2.5 HISC Open Training

This is a session involving HISC members and non-members. Members cannot host open training without involving the Club (Rule 45.3). Any marketing material for these activities which is aimed at non-members must be signed off by the General Manager. The Sailing Committee will not approve open training events happening on a regular basis; limits will be applied to ensure the Club status as a Member's Club is not undermined.

Event Organiser	Event Organiser/HISC
Overall Responsibility for H&S	HISC
HISC Responsibility	• The Event Booking process • The Coach Registration process • The Risk Assessment process • The Local Update to coaches • Monitoring on the water sessions • Invoicing the Event Organiser
Event Organiser Responsibility	• Contracting the coach • Paying the Coach • Completing an event budget • Managing participant bookings • Completing the HISC Booking form • Ensuring the Lead Coach & shore has a list of sailors for each session • Collecting Medical Information
Lead Coaches Responsibility	• To run their sessions safely and educationally. • To comply with HISC Requirements
Who Can Participate	Members and non-members
Booking Process	• Participants book directly with the Event Organiser. • HISC will invoice the Event Organiser.
Fees	• Full Price for Equipment & RIBS • Day Sailing Fee per person per day for non-member Guests
HISC Requirements from Event Organiser/Coach	• All coaches are registered with HISC before the session • Risk Assessment completed before going afloat • List of sailors afloat to be submitted with the Risk Assessment before going afloat • 2 people in each RIB • Contract the Coach • The Lead Coach must attend the Local Update
Club Rule relevant for non-member participation	Non-members attend as Guests under Rule 45.3

2.6 Member Commercial Private Training

This is private member to member training where the 'coach' is being paid for their services. This arrangement can only be made between HISC members. Club RIBs can be booked.

Event Organiser	Member
Overall Responsibility for H&S	HISC/Member
HISC Responsibility	• The Event Booking process

	• The Coach Registration process • The Risk Assessment process • The Local Update to coaches • Monitoring on the water sessions
Event Organiser Responsibility	• Contracting the coach • Paying the Coach • Managing participant bookings • Informing HISC of the session • Ensuring the Lead Coach & shore has a list of sailors for each session • Collecting Medical Information
Lead Coaches Responsibility	• To run their sessions safely and educationally • To comply with HISC Requirements
Who Can Participate	Members
Booking Process	• Participants book directly with the Event Organiser • HISC will invoice the Event Organiser if required for RIB Hire
Fees	Members Discounted Price for RIBS
HISC Requirements from Event Organiser/Coach	• HISC informed of the session • RIBS booked with HISC Office if required • All coaches are registered with HISC before the session • 2 people in each RIB (unless 1:2:1 session) • Coaches are required to complete a Risk Assessment before going afloat

2.7 Member non-commercial Private Training

This is where members are sailing together, and no money is exchanged. This is considered free sailing, and the Club is not involved. It can include a parent in a RIB supporting their children or friends.

3.0 Qualification Requirements Matrix

	One or the other of the below is required					All of the below are required			
	RYA Instructor	RYA Senior Instructor	RCL2	RCL3		First Aid	Safe and Fun	PB2	HISC RYA SOP
HISC RYA / RTC Activity	Yes	Yes				Yes	Yes	Yes	Yes
Official Club Activity	Yes	Yes				Yes	Yes	Yes	Yes

External Training	Yes – with lead coach/SI approval	Yes	Yes	Yes		Yes	Yes	Yes	Yes
HISC Class Training	Yes – with lead coach/SI approval	Yes	Yes	Yes		Yes	Yes	Yes	Yes
Open Training	Yes – with lead coach/SI approval	Yes	Yes	Yes		Yes	Yes	Yes	Yes
Member Commercial Private Training	Yes – with lead coach /SI approval	Yes	Yes	Yes		Yes	Yes	Yes	Yes
Member non-commercial Training	N/A	N/A	N/A	N/A		N/A	N/A	N/A	N/A

4.0 Dinghy Instructors

Dinghy Instructors are qualified to deliver instruction in line with the National Sailing Scheme. Dinghy Instructors may deliver coaching sessions under the guidance of a Lead Coach if they are deemed to have suitable experience. The Lead Coach shall be responsible for assessing that the Dinghy Instructor has the required experience. The Lead Coach will complete the Risk Assessment for the session run by the Dinghy Instructor. The Dinghy Instructor being used for a coaching session must be registered with the Club 7 days before the session.

5.0 Duty Senior Instructor (Duty SI)

It is the responsibility of the Duty SI to:

- Receive and sign-off Risk Assessments
- Provide the Local Update to Lead Coaches
- Supervise any RYA Activity/RTC Activity & Official Club Activity (unless this is delegated to another Senior Instructor)
- Monitor all other on the water training
- Complete the registration process for coaches
- Respond to issues as they develop
- Report issues to HISC Management.

6.0 Lead Coaches

It is the responsibility of the Lead Coach to:

- Complete a Risk Assessment before going afloat
- Ensure a list of sailors afloat has been submitted with their Risk Assessment
- Ensure the safety of their session on the water
- Comply with all HISC Requirements
- Approve Instructors to participate in coaching sessions.

- Comply with decisions made by the Duty SI, e.g. they cannot run a session which the Duty SI has called off.

7.0 Event Organisers

Event Organisers have a responsibility in the HISC Health and Safety Policy to organise their event ensuring the safety of any employees, volunteer or participants involved in their event and comply with this policy. This should be done in consultation with the Lead Coach and Duty SI. The Event Organiser cannot call on a session which the Duty SI has called off. The Event Organiser may be responsible for contracting & paying the coach depending on the type of activity they are organising. They shall be responsible for organising and managing participants if they are organising Class Training.

8.0 Members

Members' responsibility is to ensure they are complying with this policy and to help ensure all training & activity is conducted safely. Health and Safety is everyone's responsibility. If a member is organising a session, they become the Event Organiser.

9. Off-peak

Off-peak dates will be agreed each year by the General Manager and Sailing Committee.

The definition of off-peak is outside:

- August, May Half Term, Easter Weekend
- Whenever there is a major member or Club open event running, in the week or at a weekend.
- Pennant Weekends

9.0 Revision History

February 2024	Initial version of new policy following review of all HISC activity agreed at GC and SC.
February 2025	Review no changes
April 2025	Initial statement at the start of the policy added