

# SAIL HYSTS Operating Procedures 2025

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## **1 Introduction**

SAIL HYSTS is a charity run by volunteers. The aim of SAIL HYSTS is to provide the opportunity for young people to take part in sailing to advance their personal development.

SAIL HYSTS is a Royal Yachting Association (RYA) Recognised Training Centre (RTC) with the principal objective of helping young people from the age of 8 years old to achieve their potential through the provision of sailing opportunities and qualifications as a challenging activity.

SAIL HYSTS sailing sessions are run as mixed ability groups where the young people taking part will be at different stages of advance through the RYA Youth Sailing Scheme – Start Sailing syllabus. SAIL HYSTS provides the opportunity for young people up to the age of 18 to achieve Stages 1 through 4 of the RYA Youth Sailing Scheme – Start Sailing syllabus. For each session the SI may sign off individual topics that have been achieved in whichever stage is being completed by each young person. The Principal will keep a record of these achievements to inform the structuring of future sessions to facilitate further advancement for each young person.

The SAIL HYSTS Principal is ultimately responsible for ensuring compliance with these Operating Procedures and that SAIL HYSTS Policies and Procedures are followed during sailing sessions.

SAIL HYSTS will always put the care and safety of young people as our priority.

## **2 Operating Document Set**

The SAIL HYSTS Operating document set consists of the following:

- Sail HYSTS Operating Procedures, including Appendixes (This document)
- Sail HYSTS Health and Safety Policy
- Sail HYSTS Sailing Guidelines
- Sail HYSTS Values
- Sail HYSTS Safeguarding Policy
- Sail HYSTS Equality Policy
- Sail HYSTS Emergency Procedures
- Sail HYSTS Discipline and Grievance Policy
- Sail HYSTS Data Protection Policy
- Sail HYSTS Conflicts of Interests Policy – Trustees Only
- Sail HYSTS Financial Control Policy – Trustees Only

All these documents must be read, understood and abided by as appropriate to each operational role.

These documents will be reviewed annually by the Management Committee and updated as and when necessary.

## **3 Safety First**

The Principal will appoint an RYA qualified Senior Instructor for each sailing session who will be responsible to the Principal for the safe conduct of all activities afloat. All volunteers over age 16 having any contact with children must hold a valid Enhanced Disclosure and Barring Service (DBS) certificate prior to performing any volunteering activity.

Protection of children, young people and vulnerable adults – The SAIL HYSTS Safeguarding Policy is based on the RYA's Safeguarding and Child Protection Policies, updated yearly, and adapted by SAIL HYSTS to reflect its role as an accredited supplier of training.

For SAIL HYSTS to deliver a sailing session there are four requirements: a sufficiently sized group of young people; an appropriately qualified set of SAIL HYSTS staff and volunteers; appropriate weather conditions, and a fleet of seaworthy boats. These four requirements are delivered by three office holders of the SAIL HYSTS Management Committee; the Principal, the Sailing Program Co-ordinator, and the Bosun.

To provide a consistent experience for the young people taking part in SAIL HYSTS sessions supervised by different RYA Senior Instructors SAIL HYSTS sessions will have the following routine. The first event will always be the Pre-Session Briefing that will be attended by all supervising staff and volunteers involved in the session. The participating young people will then be briefed. The remainder of the session will consist of periods of activity ashore and afloat timed to make best use of the water available and with consideration for the physical ability of the young people. Depending on timing, the fleet may return to the Langstone Quay or Northney shore around mid-session for refreshment and a period of rest.

There will always be one Safety Boat afloat and crewed prior to launching of dinghies and until all have dinghy crews been landed ashore. A list of all persons afloat (souls afloat) together with the contact details for their next of kin will be maintained and held by a nominated shore based contact.

#### **4 Instructor Qualifications**

All Sail HYSTS Instructors report directly to the Principal and Chief Instructor.

All Sail HYSTS sailing activity must be supervised by a Senior Instructor (SI) who holds a current RYA Senior Dinghy Instructor qualification.

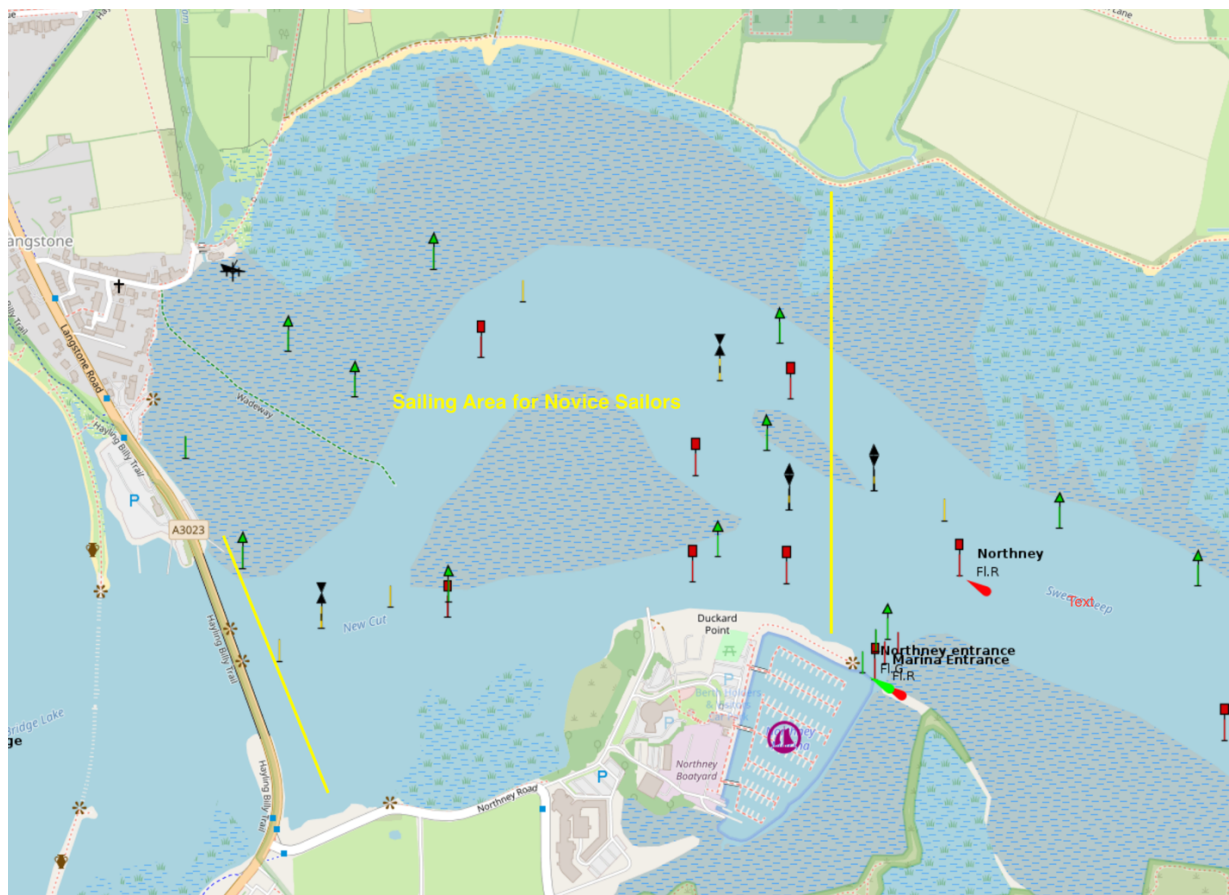
When the SI is the only RYA qualified Instructor the SI may supervise a maximum of NINE young people in SIX dinghies when operating from one Safety Boat.

If more than NINE young people are to be in dinghies additional supervision of age 18 or over is required either holding RYA Dinghy Instructor or RYA Assistant Instructor qualifications but never exceeding the ratio of a maximum of NINE persons to one qualified RYA Instructor.

If more than SIX dinghies are to be used a second Safety Boat with qualified crew will be launched.

All sailors over the age of 14 years, who possess the appropriate skills (at least RYA Youth Sailing Scheme – Start Sailing Stage 4), are encouraged to gain their RYA Assistant Instructor award as soon as possible. Once achieved, they will be able to assist with teaching younger sailors and, when they reach the age of 18 years, they may operate as a fully qualified RYA Instructor.

## 5 SAIL HYSTS Operating Area



SAIL HYSTS operates from the North Western reaches of Chichester Harbour sailing from a base located on Langstone Quay. The SAIL HYSTS operating area is bounded to the North by the Hampshire and West Sussex coast, to the West by Langstone Bridge, to the South by the Northwest Winner Starboard mark (adjacent to Hayling Island Sailing Club), and to the East by Dell Quay sailing Club.

The SAIL HYSTS operating area for novice sailors and those up to RYA Onboard Stage 2 is in the area bounded by yellow lines shown in the chart above.

The waters that SAIL HYSTS generally sail in are tidal drying at approximately half tide; each tide offers a maximum of six hours usable water and sessions are arranged around the tide.

## **6 Sailing Session Prerequisites**

The Principal is responsible for booking the RYA Senior Instructor, Assistant Instructors (as necessary), Safety / Support boat crew members, and a Shore Based Contact well in advance of each session. The Principal is responsible for ensuring those fulfilling roles meet the prerequisites listed below.

### **6.1 Instructors**

The RYA Senior Instructor must:

- meet all RYA requirements;
- have checked that all who go afloat are appropriately dressed, with an emphasis on footwear, and are wearing a correctly adjusted CE personal buoyancy aid that has a minimum category of 50 Newton;
- hold a valid First Aid Certificate covering basic first aid, treatment of drowning, hypothermia, and expired air resuscitation;
- have read and understood the SAIL HYSTS Safeguarding Policy;
- hold a current Enhanced Disclosure and Barring Service (DBS) certificate;
- have had written references taken up;
- have been inducted into the SAIL HYSTS Operational Procedures; and
- have a good local knowledge of the water and tidal conditions in Chichester Harbour and the hazards associated with the Hayling Island bridge.

RYA Assistant Instructors must:

- meet all RYA requirements;
- have read and understood the SAIL HYSTS Safeguarding Policy;
- hold a current Enhanced Disclosure and Barring Service (DBS) certificate. if over the age of 16;
- have been inducted into the SAIL HYSTS Operational Procedures; and
- have a good local knowledge of the water and tidal conditions in Chichester Harbour and the hazards associated with the Hayling Island bridge.

### **6.2 Safety / Support Boat Crew**

Safety / Support boat helms and assistants must:

- be over 18 years of age and meet the qualification requirements set out in the Sail HYSTS – Sailing Guidelines Policy;
- have read and understood the SAIL HYSTS Safeguarding Policy;
- hold a current Enhanced Disclosure and Barring Service (DBS) certificate;
- have been inducted into the SAIL HYSTS Operational Procedures; and
- have a good local knowledge of the water and tidal conditions in Chichester Harbour and the hazards associated with the Hayling Island bridge.

### **6.3 Shore Base Contact**

The Shore Based Contact must:

- have read and understood the SAIL HYSTS Safeguarding Policy;
- hold a current Enhanced Disclosure and Barring Service (DBS) certificate;
- have been inducted into the SAIL HYSTS Operational Procedures; and
- carry the SAIL HYSTS operational mobile 'phone (Number: 07396 566915) at all times.

### **6.4 The Sailing Program Co-ordinator:**

The Sailing Program Co-ordinator is responsible for booking a sufficient group of young people for a sailing session in accordance with the Sail HYSTS – Sailing Guidelines Policy.

The aim should be for the list of young person's attending to be complete and closed one clear day before the sailing session i.e., when sailing on the Saturday the list should be closed the evening of the Thursday before. The list of names of those attending, and where the young person is unknown to SAIL HYSTS their sailing ability, must be forwarded to the Principal when the list is closed i.e., the evening of the Thursday.

For each young person the following will be required:

- a signed Consent to participate if under 18;
- contact details of an adult responsible for the young person;
- a signed confirmation of confidence in the water in a buoyancy aid;
- a completed medical disclosure form (see guidance below);
- where the young person has not sailed with SAIL HYSTS before a statement of sailing ability, certificates held, etc; and
- payment of any SAIL HYSTS fees (unless agreed to be waived on hardship grounds by the Principal).

Guidance on extent of medical disclosure – this should be sufficient to enable SAIL HYSTS to monitor the self-administration of any prescribed medication; should include any relevant medical history (e.g., epilepsy, allergies); and any information it is desired is passed to any emergency professional medics called to attend. This information must be in the hands of the SI who will share it with those who need to know.

### **6.5 The Bosun**

The Bosun is responsible for providing serviceable sailing dinghies and motor craft fully provisioned as necessary.

The aim should be for a list of craft not in service (if applicable) to be sent to the Principal available one clear day before the sailing session i.e., when sailing on the Saturday the list should be available the evening of the Thursday before. When any issues become apparent that may prevent the availability of either safety/support boat the Principal must be advised as soon as possible.

The Bosun is responsible for arranging the top up of the Safety / Support boat fuel tanks and that all Safety / Support boat equipment as detailed in the 'RYA Training Checklist – Powerboat' (excluding those items required for intermediate and advanced power boat courses) is available in the boat locker boxes.

Notes: The 'RYA Training Checklist – Powerboat' is contained in the RYA Recognition Guidance Notes.

Only Safety / Support boat drivers and Sail HYSTS officers are to transfer fuel from a fuel stowage container to a boat's fuel tank. No young people are to be in the compound during this procedure.

## 6.6 Communication

- Walkie Talkie radios will be used by Safety / Support boat crews to communicate with each other and the Shore Based contact. The Channel number to be decided on the day;
- Marine Band VHF radios must be carried by Safety / Support boat crews with Channel 14 (Chichester Harbour Control) being monitored. Channel 16 to be used in an emergency. Except in an emergency, Marine Band VHF radios must not be used by crew unless they hold a Short Range Certificate (SRC);
- Radio checks are to be completed prior to any dinghies being launched;
- A mobile 'phone with suitable waterproof protection must be carried in addition to radios for day trips; and
- A mobile 'phone is to be carried by the Shore Based Contact.

## 6.7 Emergencies

All emergencies are to be managed using the Sail HYSTS Emergency Procedures.

## 7 Program of Sailing Session Events

### 7.1 During The 24 Hours Previous To the Sailing Session

The Principal and SI will work together to plan the session based on:

- the tide;
- the predictions of the weather conditions;
- the experience and needs of the young people expected to attend;
- the experience of any Assistant Instructors likely to be attending;
- the boats available; and
- the Safety / Support boat crew booked.

This session may include periods of shore based theoretical and/or practical training around the Shore Base, periods of sailing; and a break should be scheduled about halfway through the session for rest and refreshment. The break may be taken at the Shore Base, though may be taken elsewhere (e.g., Northney Shore) provided adequate facilities are available.

### 7.2 30 Minutes before Published Session Start Time

Principal opens the Pre-Session Briefing, which must also be attended by the SI, Safety/Support boat crews, Assistant Instructors and the Shore based Contact.

### 7.3 Pre-Session Conference Agenda

- **Action:** Principal opening welcome.
- **Environment:** Weather and tides during the session.
- **Action:** Principal confirms the resourcing for the session and any particular requirements for the day.



- **Action:** Principal briefs SI and volunteers on the young people sailing, their ability and any medical issues information is shared with the appropriate instructional staff.
- **Action:** Principal ensures that an Afloat List of all persons going afloat has been made and is correct. The Afloat List is to record the names of all those going afloat with emergency contact details and medical info for each person listed. Two copies are to be made; one copy to be taken afloat by the SI and the second copy kept by the Shore Based Contact.
- **Action:** Principle ensures that lines of communication are available from the Safety/Support boats with the Shore Based Contact.
- **Action:** SI briefs the plan for the session. This to include:
  - Decisions as to which dinghies should be used and arrangement of crews within dinghies and that the dinghy helms are competent.
  - Sailing areas clearly defined, including all relevant safety advice.
  - Briefing of Safety / Support boat crew.
- **Action:** Sailing Programme Co-ordinator on arrival of young person:
  - Check membership/consent form is in place
  - Check emergency contact details held are correct
  - Check medical forms are in place and up to date
  - Check young person has: appropriate footwear; warm clothing; sun cream (if appropriate); lunch and drink. Supervises fitting bump hats, suitable clothing and correctly fitted buoyancy aids which must be worn at all times when in proximity to the water.
  - Collect session fee donations
  - Provides a form with all names, contact details for Principal and SI.

#### 7.4 At Published Session Start Time

SI takes responsibility for the young people and briefs them on the session and safety including transit to and from the boat compound. **Appendix A refers.**

#### 7.5 During The Session

This section is arranged on an activity basis rather than a time order basis; though time and/or tide will have an influence of scheduling the Rest period and activity of recovering the dinghies and Safety/Support boats. The SI will be responsible for all safety matters during the session and for the safe conduct of all activities afloat. The SI is expected to brief, lead, supervise and control all evolutions and exercises.

In case of weather increasing to or exceeding the Sail HYSTS – Sailing Guidelines Policy limits during the sailing session, the SI will work with the Principal to determine the continuation of the sailing session.

Activity of Walking the Young People around the Area of Langstone Quay and the Embankment of Langstone Bridge

In The Ship Inn car park, Langstone Quay there is a danger to pedestrians posed by moving vehicles. Vehicles heading south and then turning left into the car park present a particular hazard because they are effectively 'blind' at that turning point. Vehicles heading north tend to zoom into the car park some cutting across south bound traffic on the road, and then braking heavily. The surface of the car park is loose in patches and uneven.

To ensure the safety of all participants, particularly young people crossing the car park the following instructions apply:

- Young people are to be moved as a group with the SI leading and one adult on the westerly side of the group and one as the rear guard;
- The SI is to nominate the two adults required;
- All the adults in charge of moving the group are to wear yellow vests; and
- If an individual young person needs access to the Shore Base or other facilities at any time they must be escorted across the car park by an adult.

The caulking between the concrete blocks that form the surface of the bridge embankment is particularly raised and does present a trip hazard.

The seaweed, algae, and mud (also known as 'the green stuff') covers lower slopes of the bridge embankment and slipways and presents a particular hazard in that these surfaces both slope and are very slippery. Moving on to these sloping slippery surfaces should be avoided without very good reason. Clearly these sloping slippery surfaces must be traversed (when exposed by the tide) during launching and recovery, and to access the boats, etc. Extreme care must be exercised during these activities. The evolutions of launching and recovering (and hauling ashore) craft should be planned such that nobody is put in a position of restraining or hauling on the craft while they are standing on the sloping slippery surface. If necessary, a suitable rope must be rigged to allow those restraining and hauling to do so while remaining well clear of the green stuff. Sufficient bodies must be committed to restraining or hauling on the rope to ensure this task is completed in a safe effective manner.

No dinghies are to be launched until at least one Safety boat is in the water adjacent to the launch site. The Safety / Support boat and crews must be ready to go, though the Safety / Support boats may be drawn up on the water's edge while the crews assist with launching dinghies. Young people must not board any sailing dinghy afloat until at least one Safety boat is afloat, crewed, engine running, and the crew has indicated they are ready.

## **7.6 Moving the Dinghies Out Of the Compound and Rigging**

The SAIL HYSTS dinghy compound is on the embankment of Langstone Bridge and is built on a shallow slope that is sufficient to cause un-chocked trolleys and anything on them to roll presenting a hazard of squashing. In the compound all trolleys must be chocked, and no chocks are to be removed until everybody around is aware. While on the embankment all trolleys must be secured against rolling down hill either by chocking, securing with a line to the mooring rings provided or by the trolleys being turned across the slope.

The SI will determine if dinghies are to be towed from the foreshore to clear water (to avoid difficulty clearing the bridge, shoals or anchored leisure craft) or, if the sailors are competent, to sail off. If sailing off, one Safety / Support boat will maintain watch by the bridge.

## **7.7 Rest Period at Mid-Session**

This will generally be at roughly high water. The boats will either be tied to a mooring buoy or taken to shore (Langstone Quay or otherwise) as determined by the SI. If moored on a buoy, the Safety / Support boats will ferry sailors from the moored dinghies to the shore and back.

## **7.8 Recovering the Dinghies**

The dinghies in the sailing group should be at the water's edge by the boat compound at the time agreed by the SI and Principal (generally no later than two hours (depending on the tide) after high water) or at least 60 minutes before published session end time where this is earlier.

- **Action:** SI brief on how the recovery is to be done. Sails should be lowered while the dinghies are still afloat where possible; where this is not possible this should be left until the dinghies have been hauled up, turned head to wind and secured against rolling. The dinghies must be hauled up clear of the green stuff and secured against rolling. The Safety / Support boat crews will help with the hauling up as necessary. Dinghies must be recovered to the compound prior to hauling out of the Safety / Support boats.
- **Action:** SI organises and leads the hauling up into the compound of the dinghies ensuring the trolleys are secured against rolling back before those holding the dinghies release their hold.
- **Action:** SI is to ensure, where possible, no restraining or hauling is done by anybody standing on the green stuff. This is to be avoided by using a rope.

### **7.9 Launching and Recovering of the Safety / Support Boats**

This activity is to be conducted in accordance with **Appendix B**.

### **7.10 Preparing For the End of the Session**

Sufficient time must be allowed for the young people to dry and change clothing ready to leave.

### **7.11 Prior to the Departure of the Young People**

- **Action:** SI debrief any individuals as necessary.
- **Action:** SI debrief the group of young people and sign off any logbooks and issue certificates if appropriate.
- **Action:** SI to dismiss the group of young people to the care of their parents/guardians.
- **Action:** Principal to congratulate the young sailors, thank the volunteers and SI, then the principal will release the young sailors to their responsible adults and stand down the volunteers.

## **8 Management Committee Supplementary Rules**

Appendix C sets out the Sail HYSTS Management Committee supplementary rules which include qualifications of Management Committee members and details of committee meetings.