



Altona Yacht Club

Instructor Procedures

Last Reviewed and Updated – November 2023

1. BEFORE THE SESSION

- Arrive by 8:00, preferably in uniform
- Check the weather forecast
- Instructors should arrive with session plans ready
- Put out sign on sheets for all groups
- Help prepare safety boats
- Rig Optimists for Tackers

1.1. Briefing

- Instructors for each group should run a daily briefing by 8:20, covering at least:
 - Weather forecast
 - Safety considerations
 - Session plan including explaining any drills/games
 - Task allocation

1.2. Preparing Safety Boats

- Complete the safety check list for each boat
- Check RIBs are properly inflated (pumps are on the work bench in the shed)
- Check fuel, inform Rescue Boat Captain if level is low
- Carry spare water & sunscreen for participants
- Once launched, warm up the engine

1.3. Participants

- At the start of every course, brief participants in accordance with Club requirements
- Participants must sign on before the session
- Ensure participants are wearing appropriate clothing and equipment, including:
 - A correctly fitted PFD
 - Sun protection
 - Footwear
 - Warm or cool clothing, as appropriate
- Bring water bottles out in the training boats or schedule drinks breaks

2. SESSION SETUP

- Before heading out on your safety boat, check:
 - Engine is running well
 - VHF (either fixed or handheld) is tuned on channel 77 – **must do a radio check**
 - You have all marks and other equipment you'll need
- Set up your training area before any participants leave the beach
 - Assistant Instructor can lay marks etc. while the Instructor delivers onshore training

3. RIGGING

3.1. Pacers (Start Sailing 1 & 2)

- Rig Pacers on the lawn in front of the Clubhouse
- Allocate two participants and one assistant per Pacer
- Ensure rigging is always supervised
- Instructor or assistant should check:
 - Stays are appropriately tightened

- Venturis closed
- Bailer is present
- Bungs in
- Rudder up

3.2. Optimists (Tackers)

- Rig Optimists on the lawn nearest the car park
- Rigging is usually completed before the session by the instructors
- Check each boat has:
 - Bungs in
 - Bailer

4. LEAVING THE BEACH

- At least one instructor/assistant must supervise each group while launching
- A safety boat must be on the water before students launch, with others ready to go
- Trolleys should be left on the grass or the beach (above the high tide line)
- Beware of Wise's Reef and the rock breakwater

5. RETRIEVAL AND PACK-UP

- Retrieval should be supervised, especially in the first few sessions
- **Report any damage to the DSC Principal, or using the web form (via QR code)**

5.1. Optimists

- Rigs are to be placed in the sail room and then tied securely with the rope provided
- Mainsheets are to be clipped to the mast
- Boats, fittings and masts washed, plus sails if necessary
- **Boats must be sponged dry before being stored**
- Boats are stored in the racked trolley these trolleys are moved into the boat shed
- Report any damage

5.2. Pacers

- One participant stays with the boat while the other gets the trolley
- Close venturi, lift rudder, lift and tie off centreboard
- Participants are to unrig and pack away boats, with supervision
- Boats, fittings and masts washed, plus sails if necessary
- Jibs furled and dropped
- Mains rolled up
- Masts are to be placed in the racks nearest to the work bench
- **Boats must be sponged dry and tank covers removed before being stored**
- Report any damage

5.3. Rescue Fleet

- Wash down all safety boats
- Flush engines with earmuffs or freshwater tanks
- Remove bungs
- Remove all rubbish and personal items
- Turn off radios and electronics
- All ribs and rescue boats are to be stored inside the boat shed

- Report any damage
- Return handheld radios to the charging docks inside the bar

6. AFTER THE SESSION

- Make sure participants have signed off
- Wash PFDs if necessary, then hang on the rack
- Leave the Club building & area clean and tidy
- Complete any necessary paperwork, including:
 - Session summary sheet
 - Damage report
 - Incident report

7. SAFETY INFORMATION

- First Aid kits can be found in each rescue boat and next to the sign on bench
- Fire hose is on the inside of the boat shed

8. CONTACTS

- DSC Coordinator training@altonayachtclub.org.au