



ARUN YOUTH AQUA CENTRE POLICY

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TITLE	APPROVED PERSONNEL	
ISSUE DATE	5 th JUNE 2012	Issue Number 10
APPROVED BY	R. Elliman	Chairman Management Committee
SIGNATURE		

1. PURPOSE

This Policy responds to the AYAC Health and Safety Policy to ensure that appropriately qualified and competent personnel are responsible for all the Centre's on water activities and that there is appropriate records of these qualifications being maintained.

2. SCOPE

The scope of this policy is as follows:-

All the Centre organised activities which take place on the water, including but not exclusive to:-

Activities for which an RYA Senior Instructor (Tidal) or a BCU Level 3 Coach (Sea) is responsible, the area is defined as: -

- i. The Sea area to the immediate south of the Centre compound comprising a normal sailing area encompassing to the East, off Pebble Beach Restaurant (Ferring), to the West, off Felpham Yacht Club and to the South, off the weather station.
- ii. The River Arun, harbour entrance and river to the first road bridge. Mewsbrook Lake adjacent to the Centre.

Activities for which a RYA Dinghy Instructor (aged 18+years) is responsible, the area is defined as: -

- i. Mewsbrook Lake adjacent to the Centre

Activities for which a BCU Level 2 Coach (Sea) is responsible, the area is defined as: -

- iii. The Sea area to the immediate south of the Centre compound comprising a normal canoeing area encompassing to the East, off Pebble Beach Restaurant (Ferring), to the West the first groyne to the east of Littlehampton Harbour entrance and to the south a transit off the two leading marks at Littlehampton harbour entrance.
- iv. The River Arun, above the first road bridge.
- v. Mewsbrook Lake adjacent to the Centre.

3. DEFINITIONS

As Appendix A of the Centre's Health and Safety Policy. POL. 01.

Principal: - The person recognised by the RYA as the Principal for the Centre's recognition as an RYA Training Centre.



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4. RESPONSIBILITIES

The Management Committee will ensure that adequate records are maintained of the qualifications of and appropriate inquiries made of the record of all personnel either as Senior Instructors, Instructors and Adult Helpers who are responsible for or assist at the Centre organised activities.

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5. POLICY


1. The Centre will operate within the guidance from the appropriate governing body for canoeing (BCU) and sailing (RYA).
2. The Management Committee will maintain and update a register of approved Instructor's as defined within the Health and Safety Policy who can be responsible for on water activities. This will be as Appendix I of this procedure.
3. No Centre based sailing activity will be permitted without the presence of the appropriately qualified Senior Instructor (Sea) or Dinghy Instructor (Mewsbrook Lake). BCU Level 2 (or above) Coach's will be primarily responsible for Canoeing activities within the guidance of BCU coaching recommendations.
4. The Instructor(s) will satisfy him/her self of the competency of all adult helpers and instructors who may from time to time assist in the Centre's on water activities. The Instructor(s) will advise the Management Committee to enable an accurate and timely register of Instructor's and Adult Helpers to be maintained as Appendix II.
5. The Management Committee will ensure that all personnel who assist the Centre whether on the water or not on a regular basis are required to conform to any checks on their suitability for contact with children and young people as defined by the Centre's Policy on Child Protection. Personnel who have been so confirmed as suitable are as Appendix II.
6. Due to the inherent dangers posed by operating the Centre's Safety Boats, a separate register of approved helms is as Appendix III. Approval of the competency of the helms will be joint responsibility of the Chief Powerboat Instructor and the Principal of the Centre.

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APPENDIX I

Approved Register of personnel to be responsible for AYAC on water activities

Name	DOB	RYA Membership No	Date next revalidation due	Qualifications	Date current 1 st Aid Qualification expires	Activity	CRB Check Y/N
Roger Elliman		64743	07/10/20 13/01/19	RYA Senior Instructor/Adv.I./Race I RYA Powerboat Instructor/SRC.	27/04/17	Sailing (Sea) Powerboat Ins./Tractor Op.	Y
Nick Elliman		64805	13/06/18 24/07/19	RYA Senior Instructor/Adv.I./Race I RYA Powerboat Instructor/VHF	27/04/17	Sailing (Sea) Powerboat Inst./Tractor Op.	Y.
Mike Davies		60274	26/04/14 28/04/17	RYA Senior Instructor RYA Safety Boat/SRC Powerboat Instructor	15/05/15	Sailing (Sea)/Tractor Op.	Y
Rachel Folley		92019337	18/04/19	RYA Senior Instructor RYA Safety Boat/VHF	1st Aid Trainer	Sailing (Sea) / Tractor Op.	Y
James Millett		921034369	30/06/19 29/04/15	RYA Senior Instructor RYA Safety Boat/SRC Powerboat Instructor	25/04/18	Sailing (Sea) Tractor Op.	Y
Rob Elliott		920425648	27/08/18	RYA Senior Instructor RYA Safety Boat/SRC/RYA Powerboat Instructor	20/04/16	Sailing (Sea) Powerboat Inst./Tractor Op	Y
Richard Renson		920099726	26/10/20 17/02/21	RYA Senior Instructor RYA Safety Boat/SRC/RYA Powerboat Instructor	26/04/17	Sailing (Sea) Powerboat Inst./Tractor Op	Y
David Holmes		920154003	27/08/18	DI/Safety Boat	13/05/19	Sailing (Mewsbrook Lake)/ Tractor Op.	Y
Dave Clevett		920435974	31/08/18	DI/Safety Boat	27/04/17	Sailing ((Mewsbrook Lake)/ Tractor Op.	Y
Amy Simpkins		920324065	17/04/15	DI/Safety Boat	14/04/15	Sailing ((Mewsbrook Lake)	N


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APPENDIX II

Register of Adult Helpers and Instructors

Name	DOB	RYA Membership No	Date next revalidation due	Qualifications	Date current 1 st Aid Qualification expires	Activity	CRB Check Y/N
Peggy Hughes				DI	20/04/16	Sailing	
Paul Harris			11/05/17	DI/Safety Boat	15/04/15	Sailing	Y
Katrina Holmes		920368042	16/04/16	DI	27/04/17	Sailing	Y
Abi Blondell		920472222	31/08/18	DI	21/04/16	Sailing	N*
Jack Gibbs		920561122	27/07/19	DI	18/10/17	Sailing	N*
Steve Pilkington			29/04/17	AI/RYA Power Boat Instructor	13/05/19	Sailing	N*
Pat Simpkins		920419230	29/04/17	RYA Power Boat Instructor	25/01/17	Sailing	N*
Luke Simpkins		920419232	31/08/18	DI	26/01/17	Sailing	N*
Elle Hunter				DI	13/05/19	Sailing	N*
Joe Ward				DI	18/10/17	Sailing	N*
Anne-Laure Villa		920524426	08/08/19	DI	08/08/17	Sailing	N*
Sarah Elliot			2018	AI/RYA PB Lvl 2	26/03/15	Sailing	N*
Max Clarke			2018	AI/RYA PB Lvl 2	13/05/19	Sailing	N*
Katrina Halsey				DI			

N* Ex Members well known to Centre


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APPENDIX III

Register of Approved Safety Boat Helms

Name	Qualifications	Date of Qualification	Date current 1 st Aid Qualification expires	Activity	Police Check Y/N
Roger Elliman	RYA Safety Boat/ PBI	see Appendix I	see Appendix I	All Water Activities	Y
Nick Elliman	RYA Safety Boat/ PBI	see Appendix I	See Appendix I	All Water Activities	Y
Simon Macintyre	RYA Safety Boat	2007	14/03/11	All Water Activities	Y
Nigel Kirby	RYA Safety Boat	2014	25/04/18	All Water Activities	Y
Mike Davies	RYA Safety Boat/ PBI	2012	See Appendix I	All Water Activities	Y
James Millett	RYA Safety Boat/ PBI	2012	See Appendix I	All Water Activities	Y
Heidi Clevett	RYA Safety Boat	2009	See Appendix II	All Water Activities	Y
Gareth Hughes	RYA Safety Boat	2014	15/04/15	All Water Activities	Y
Steve Pilkington	RYA Safety Boat/ PBI	See Appendix II	See Appendix II	All Water Activities	Y
Rob Elliott	RYA Safety Boat	2011	20/04/16	All Water Activities	Y
Pat Simpkins	RYA Safety Boat/PBI	See Appendix II	See Appendix II	All Water Activities	Y
Dave Clevett	RYA Safety Boat	2011	27/03/14	All Water Activities	Y
Peter Clevett	RYA Safety Boat	2011	27/03/14	All Water Activities	N*
David Holmes	RYA Safety Boat	2011	20/04/16	All Water Activities	Y
Amy Simpkins	RYA Safety Boat	2011	See Appendix II	All Water Activities	Y
Mike Wattam	RYA Safety Boat	2014		All Water Activities	Y
Eddie Kirkby-Bott	RYA Safety Boat	2014	24/07/17	All Water Activities	Y
Luke Simpkins	RYA Safety Boat	2014	See Appendix II	All Water Activities	Y
Abi Blondell	RYA Safety Boat	2014	See Appendix II	All Water Activities	N*

N* Ex Members well known to Centre

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