



LDSD

Operations Manual

Notice

This document supersedes sections one (1) through seven (7) of the Lincoln and District Sailing Association Bye-Laws issued 2 April 1981.

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1. Introduction

All our staff are volunteers, to whom the LDSA is very grateful and without whom it would cease to function. We hope that this manual will be helpful to newcomers and old-timers alike.

2. General

2.1. Administration Reviewed 02/25

- 2.1.1. Prior to acceptance onto a course all students should complete an LDSA course booking form and medical declaration.
- 2.1.2. Prior to working at LDSA, all staff should have:
 - 2.1.2.1. Provided any important medical information and contact details and, if asked by the Principal, copies of qualifications.
 - 2.1.2.2. Read and understood the LDSA Child Protection Policy (CPP) and signed to confirm this.
 - 2.1.2.3. Read and understood this manual (including the centre Emergency Action Plan (EAP) and Appendix 4) and signed to confirm this.

2.2. Officer of the Day (OOD) Amended 02/25

- 2.2.1. The OOD will normally be the resident SI/Chief Instructor. However, in his or her absence or in other circumstances deemed necessary the OOD shall be appointed and authorised by the by the LDSA's committee. He/She/They will be responsible for the running of the centre during his/her/their period of duty and the conduct and safety of all concerned. The OOD's decision regarding suitability of conditions is final.
- 2.2.2. For dinghy sailing activities, the OOD should be an RYA Senior Dinghy Instructor (SI) or, in exceptional cases, an experienced dinghy instructor approved by the principal and committee.
- 2.2.3. For powerboat tuition, the OOD should be a suitably experienced RYA Powerboat Instructor (PBI).
- 2.2.4. In the event of there being sailing activities and powerboat tuition, or multiple sailing groups running simultaneously, the OOD should be an SI.

2.3. Duties of the OOD Amended 02/25

- 2.3.1. Making arrangements for safety cover (where applicable).
- 2.3.2. Making arrangements for the allocation of boats and equipment.
- 2.3.3. Making arrangements for operating areas.
- 2.3.4. Ensuring that all relevant parties are contactable by radio. This must include shore, safety boats and the lead instructor for a group. Where possible all instructors should carry a radio when instructing.
- 2.3.5. Ensuring that all activities conform to the rules of the centre and all relevant NGB guidelines.

- 2.3.6. Ensuring that they coordinate activities with other water users.
- 2.3.7. Ensuring boats and equipment are left secure and tidy.
- 2.3.8. Ensuring that any damage is reported at the end of each session
- 2.3.9. Other duties as required by the EAP.

2.4. Safety

Reviewed 02/25

- 2.4.1. All participants and instructors must wear a buoyancy aid complying with standards EN 393/ISO 12402-5 (or EC 50N) at all times unless inside or ashore, away from the water's edge. Lifejackets may be used as an alternative if appropriate. (Appendix 1)
- 2.4.2. All craft should remain in their designated operating area unless specific instructions are given to the contrary by the OOD.
- 2.4.3. For school sessions, all participants should have provided written parental evidence to their school of their ability to swim a minimum distance of 30m in light clothing, if this has not been witnessed by sailing staff.
- 2.4.4. The status board is available for use on any occasion but should be completed by or for any OOD who is unfamiliar with the sailing groups he/she/they are supervising.
- 2.4.5. The LDSA logbook should be filled in by the OOD or by a school's teacher in charge of sailing after every session afloat.
- 2.4.6. For all sessions, visual and audible return to base signals should be established and agreed for use in the event of a communications failure.
- 2.4.7. Instructors should carry a sharp, serrated knife and a whistle at all times.

2.5. Safety Cover

Reviewed 02/25

- 2.5.1. Rescue craft should be manned and available for immediate response whenever dinghy sailing activities are in progress.
- 2.5.2. Staff operating safety boats should be qualified to a level appropriate for the activity they are supervising. (Appendix 2).
- 2.5.3. At least one safety boat should always carry a suitable crew member during sailing sessions.
- 2.5.4. Safety boats should carry the equipment listed in Appendix 3.
- 2.5.5. Safety boats should always be in contact with the OOD and the lead instructor of the group for which they are providing cover.
- 2.5.6. If multiple safety boats are afloat, they too should be in contact with each other.

2.6. Repairs and Maintenance

Amended 02/25

- 2.6.1. Every effort should be made to minimise possible damage:
- 2.6.2. Boats should be carried or moved, rudderless and with lowered or rolled sails, using the trolleys provided.
- 2.6.3. Entering the cockpit when a boat is on its trolley should be avoided.
- 2.6.4. All boats should be properly secured when left ashore.

- 2.6.5. Any deficiencies or damage etc. can be added to the status board but must be entered in the LDSA logbook together with a note of any repairs carried out and any materials used.

2.7. Fuel Reviewed 02/25

- 2.7.1. Petrol/fuel should only be stored in approved containers marked PETROLEUM SPIRIT HIGHLY FLAMMABLE.
- 2.7.2. Containers of petrol/fuel should be stored in the locker in the store or in the designated area on the island.
- 2.7.3. Empty containers should also be stored inside the locker when possible.
- 2.7.4. Fuel tank filling should only take place on the paved area outside the store. Smoking is strictly prohibited in this area.
- 2.7.5. Fire fighting equipment should be available for immediate use during refuelling.

2.8. Powerboats Reviewed 02/25

- 2.8.1. The powerboats are left moored on the island.
- 2.8.2. For safety reasons, during sailing sessions, staff should be accompanied when collecting/returning powerboats and should carry a radio to facilitate communication with the shore.
- 2.8.3. Fuel tanks are left attached to the powerboat. Staff should ensure that the pressure equalising valve, situated in the centre of the filler cap is opened before operations and closed when the session is over.
- 2.8.4. The kill cord must be worn by the helm at all times when in charge of the boat, irrespective of whether the motor is not running or not.
- 2.8.5. A spare kill cord should be attached to the fuel tank prior to the start of operations.
- 2.8.6. The powerboats should be left, tied at both front and back, with their motors tilted up out of the water.
- 2.8.7. When returning powerboats, both kill cords and the Ignition key should be returned to the fuel store.
- 2.8.8. Standing up whilst powerboats are under way should be avoided at all times.

2.9. Wayfarers Amended 02/25

- 2.9.1. When not in use, the Wayfarers are kept on trolleys on the beach.
- 2.9.2. All sails and steering gear are kept in the boats under the cover.
- 2.9.3. The boats should be left tipped upwards with the aft bungs removed, padlocked round the mast and trolley wheels chocked.
- 2.9.4. Wayfarers should be launched backwards and unrigged with the jib up but flapping. Once launched it should be turned into the wind, sails raised and rudder attached.

2.10. Duo, Laser Amended 02/25

- 2.10.1. When not in use, these boats are kept on trolleys in the boat park. (Appendix 4)
- 2.10.2. All sails, steering gear and booms are kept in the boats under the cover.

2.10.3. The boats should be left tipped upwards with the aft bungs removed. To prevent damage they should be left tied down.

2.10.4. The Duo and Laser should be launched backwards and unrigged, then turned into wind, sails raised and rudder attached.

2.11. Toppers

Amended 02/25

2.11.1. When not in use, the Toppers are kept on trolleys in the boat park with their bungs removed.

2.11.2. During the main season, masts with rolled sails are left on the boat; all other gear is kept in the store.

2.11.3. Over winter, Toppers are turned upside down and all gear is kept in the store.

2.11.4. Toppers should be launched backwards and unrigged with sails furled or flapping, then turned into wind, sails attached and rudder attached.

2.12. Picos

Amended 02/25

2.12.1. When not in use, the Picos are kept on trolleys parked in the boat park.

2.12.2. During the main season, masts with rolled sails are left on the boats; all other gear is kept in the store.

2.12.3. Over winter, boats are turned upside down and all gear is kept in the store.

2.12.4. Picos should be launched backwards and unrigged with sails furled or flapping, then turned into wind, sails attached and rudder attached.

2.13. The D of E Access Dinghies

Amended 02/25

2.13.1. These dinghies are available for use by HSC, LDSA and Sailability.

2.13.2. When not in use, these Access Dinghies are kept on trolleys at the side of the Sailability garage.

2.13.3. All kit is labelled and stored in the Sailability garage – the key is in the key safe situated in the foyer of the clubhouse.

2.13.4. The dinghies must have sufficient depth of water before the rudder and dagger board are lowered.

2.13.5. The dinghies must only be rigged when launched

2.13.6. Because some of this equipment is very heavy and the rigging and controls are different from a normal dinghy, please do not use them before you have had some experience with them.

2.13.7. Over winter, boats are stored in the Sailability garage.

3 Operating Areas

Reviewed 02/25

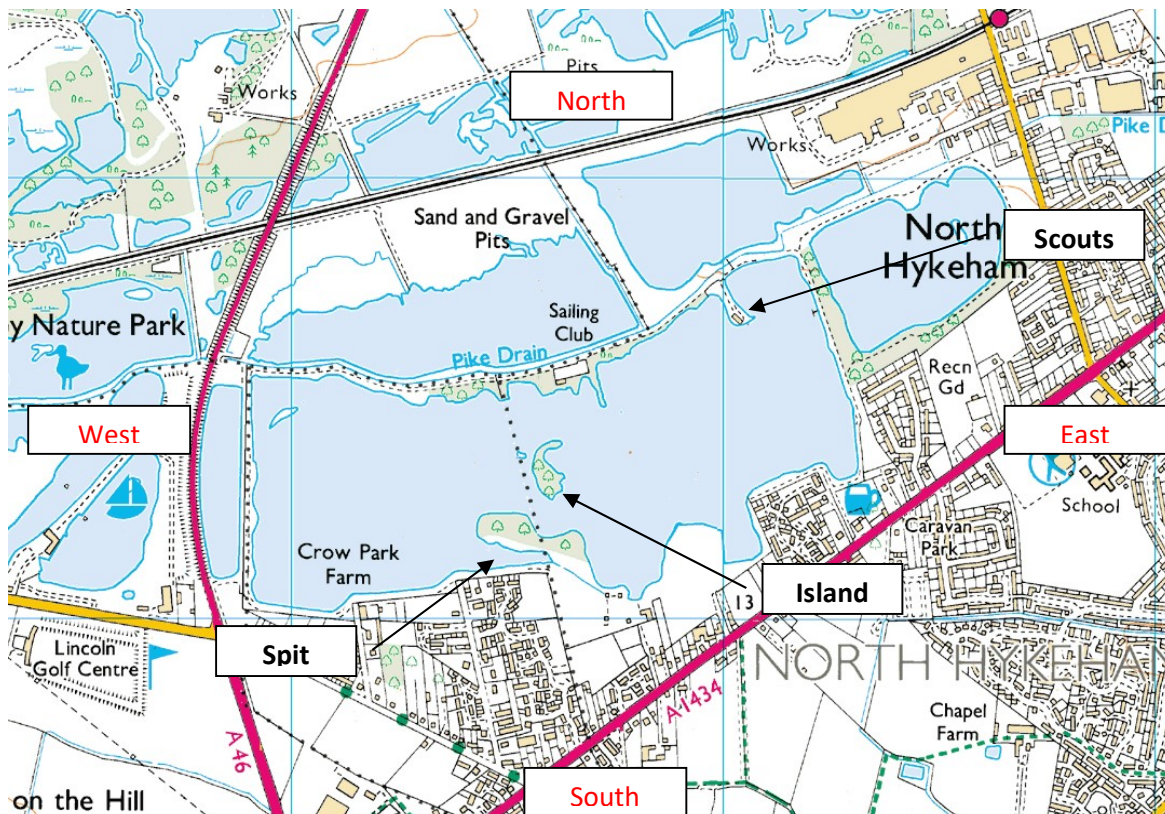


Figure 3.1 – Operating Areas

3.1 General

Reviewed 02/25

- 3.1.1 The operating areas are defined as shown in Fig. 3.1 above.
- 3.1.2 The four buoys 10m in front of the clubhouse mark a rocky ridge beneath shallow water. Be aware that the buoys may not always be present.
- 3.1.3 The island is out of bounds to all students unless accompanied by staff.
- 3.1.4 All users should keep well clear of banks and take care not to interfere with any fishing equipment.

3.2 Eastern area – Scouts' End

Reviewed 02/25

- 3.2.1 The east contains a scouts' sailing centre; keep clear of their operations.

3.3 Western area – Bypass end

Reviewed 02/25

- 3.3.1 The spit shown in Fig 3.1 is formed by outfall from the gravel workings on the South bank. As it extends outwards below water level, all users should be aware there is a risk of grounding.

4 – Accidents and Incidents

4.1 Emergency Action Plan (EAP)

Reviewed 02/25

- 4.1.1 In the event of an incident requiring the long-term attention of a safety boat or an emergency in which there is a threat to health, the EAP should be implemented.
- 4.1.2 The usual way of implementing the EAP will be by radio. The following call should

be given. This call takes precedence over any other radio traffic.

RESCUE, RESCUE, RESCUE

Situation

Number & condition of any casualties

Location

Any back up required.

Any other information

Over

- 4.1.3 The OOD will reply with either “message received” or “message not understood” and assume coordination of the emergency response.
- 4.1.4 Four (4) long audible blasts (e.g. whistle/horn) from afloat or ashore requires all sailing craft to return immediately to the base. If there has been no successful radio contact, this signal will cause the implementation of the EAP.
- 4.1.5 If deemed necessary, the OOD will arrange a suitable shore party to meet any incoming casualties and to provide first aid if required.
- 4.1.6 Should external assistance be required, the OOD will contact the emergency services and nominate a member of staff to clear emergency access and meet them. (Appendix 4)
- 4.1.7 The OOD or a member of the school’s staff will inform the casualty’s emergency contact. If an ambulance is required, this should be postponed pending liaison with the ambulance crew.
- 4.1.8 The EAP should be reviewed annually at the AGM and after every incident requiring its implementation.

4.2 Recording Information

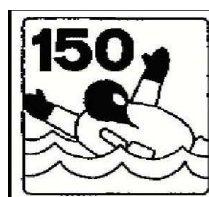
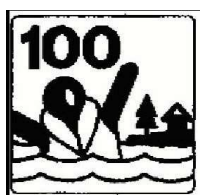
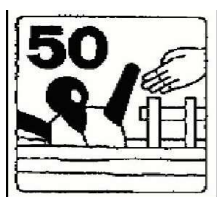
Reviewed 02/25

- 4.2.1 Accident - An incident where someone is injured.
- 4.2.2 Incident - A dangerous or potentially dangerous occurrence where no-one is injured.
- 4.2.3 A record should be made of any accident in the LDSA accident book, which is kept in the wooden cupboard.
- 4.2.4 Accidents should also be reported using the accident report form which should be signed by the OOD and submitted to the LDSA Principal. Very minor accidents do not warrant the completion of an accident report form.
- 4.2.5 For school sessions, accidents should also be reported in accordance with individual schools’ policies.
- 4.2.6 Incidents should be reported using the incident report form, which should also be submitted to the LDSA Principal.

5 Appendixes

5.1 Appendix 1 - Standards for personal buoyancy

Reviewed 02/25



- 5.1.1 Level 50 - This level is intended for use by competent swimmers who are near to bank/shore or who have help and a means of rescue close at hand. Level 50 garments have minimal bulk but are of limited use in rough water and cannot be expected to keep the user safe for a long period of time. They do not have sufficient buoyancy to protect people who are unable to help themselves. Standards Applicable: EN 392 or ISO 12402 – 5
- 5.1.2 Level 100 - This level is intended for those who may have to wait for rescue but are likely to do so in sheltered water. It should not be used in rough conditions. Standards Applicable: EN 395 or ISO 12402 – 4
- 5.1.3 Level 150 - This level is intended for general offshore and rough weather use where a high standard of performance is required. It will turn an unconscious person into a safe position and requires no subsequent action by the user to maintain this position. Standards Applicable: EN 396 or ISO 12402 – 3
- 5.1.4 Level 275 - This level is intended primarily for offshore use and by people who are carrying significant weights and thus require additional buoyancy. It is also of value to those who are wearing clothing which traps air and which may adversely affect the self-righting capacity of the lifejacket. It is designed to ensure that the user is floating in the correct position with their mouth and nose clear of the surface. Standards Applicable: EN 399 or ISO 12402 – 2

5.2 Appendix 2 – Safety cover manning

Reviewed 02/25

Qualification	Can provide cover for:	Yes/No
Senior Instructor	Dinghies	Yes
	Windsurfers	Yes
	Powerboats	Yes
RYA Safety Boat Certificate Holder	Dinghies	Yes
	Windsurfers	Yes
	Powerboats	Yes
Dinghy Instructor	Dinghies	Yes
	Windsurfers	No
	Powerboats	No
Windsurfing Instructor	Dinghies	No
	Windsurfers	Yes
	Powerboats	No
Powerboat Instructor	Dinghies	No
	Windsurfers	No

	Powerboats	Yes
RYA Level 2 Powerboat	Dinghies	No
Certificate Holder	Windsurfers	No
	Powerboats	No

5.2.1 Those holding only an RYA Level 2 National Powerboat Certificate (and no instructional qualifications) are not qualified to provide safety cover for training activities at RYA Training Centres unless specific in-house training has been provided. This training must be provided by a qualified instructor and logged. The recipient should sign the log to confirm that the training has taken place.

5.2.2 To provide cover for all disciplines at a multi-activity centre, a safety boat helm must hold an RYA Safety Boat Certificate.

5.3 Appendix 3 – Safety boat equipment

Updated 02/25

5.3.1 Safety boats should carry:

- Radio.
- Spare kill cord.
- Emergency first aid kit (contents below).
- Sharp, serrated knife.
- Throwbag or heaving line.
- Hand bailer
- 2 Long towlines
- 2 paddles
- Boathook
- Anchor & Warp
- Fire Extinguisher

5.3.2 Emergency First Aid Kit should contain...

- Pair of examination gloves
- Resuscitation Shield/Pocket Mask
- Survival Blanket
- Antiseptic wipes
- Small Plasters
- 10 x 10cm dressing pad
- Triangular Bandage

5.3.3 The above should be considered as a minimal list for the crew/OOD to add to at their discretion taking into account the conditions, operating area and activity being supervised.

5.4 Appendix 4 – Site Plan & Emergency Access

Reviewed 02/25



- 5.4.1 Nominated Person – The member of centre staff nominated to clear the chosen Emergency Access Route (EAR) and meet the emergency services. Duties of the Nominated Person ensure easiest possible access to any casualties. Travel to centre access road entrance on the A1434 (Newark Road) to open the top bar on the main gate and meet the emergency services. Direct/escort emergency services to the centre, using the most appropriate EAR.

5.5 Appendix 5 – Supervision & Teaching Ratios

Reviewed 02/25

5.5.1 Teaching Ratios

Type of craft	Student : Instructor ratio
Crewed Dinghies	Beginners with instructor onboard – 3:1 All others – 9:1 (6 boats per instructor max) e.g. 3 Wayfarers 3 students in each or 4 Toppers with 2 students in each.
Solo dinghies	6:1 (only when boats are used solo)
Powerboats Level 1/Level 2	3:1 Other Courses – 6:1 (2 boats)

- 5.5.2 Instructors may be assisted by unqualified helpers who are competent and experienced. They should be supervised by an instructor or SI and deployed in roles appropriate to their skills and awareness.

5.5.3 An assistant instructor counts as qualified in the ratios but should work under the direction or supervision of an instructor or SI.

5.5.4 Safety Boat Ratios

Number of Dinghies	Number of Safety Boats
Up to 6	1
7 – 12	2
More than 12	3

5.5.5 For recreational sailing which does not include any tuition, each safety boat may provide cover for up to 12 dinghies.

5.6 Appendix 6 – New Instructor Induction Checklist

Revised 02/25

5.6.1 All instructors new to LDSA will be briefed by the Chief Instructor or Principal before commencing instructional tasks.

5.6.2 All Instructors will be asked to read the following centre documentation and sign as having done so. There is a requirement that this be repeated annually.

- LDSA Operations Manual
- LDSA Child Protection Policy
- LDSA Health and Safety Policy.
- LDSA Risk Assessment
- LDSA Equality Policy

5.6.3 Before instructing on a particular course, instructors should familiarise themselves with the relevant schedule. These may include:

- Basic Skills Level 1 - 2 day schedule
- Basic Skills Level 2 - 4 day schedule
- YSS Stage 1-4 schedule
- PB2 Schedule

5.7 Appendix 7 – Session Safety Briefing Checklist

Revised 02/25

5.7.1 Before commencing each instructional session on the water, a safety brief should be given to students which includes the following.

- Buoyancy aid check.
- Correct clothing check.
- Evaluation of Wind direction and strength
- Safe Sailing area to include current fishing activities.
- Hand/Whistle Signals

- Any temporary and specific hazards present

5.8 Appendix 8 – Complaints policy and procedure

Issued 02/25

5.8.1 A paragraph outlining the LDSA's complaints policy and procedure has been added to the joining instructions.

LDSA strives to make the learning experience enjoyable, safe and provides the highest standard of training. If you have a complaint about any aspect of the course, please speak to your instructor at the earliest opportunity. He/she will try to resolve it with you, or if appropriate, will inform the senior instructor. You may also speak directly with the senior instructor and he/she will try to resolve your complaint with you.

If you are not satisfied, please email the Training Principal at principal@lds.org.uk

The principal will respond to you in writing and aim to resolve your complaint.

If your complaint cannot be resolved, you may take your complaint to the LDSA's Management Committee.

5.8.2 Should any member of the LDSA staff receive a complaint then in the first instance resolution should be sought with the complainant. If this is unsuccessful then the complaint should be escalated through the chain of command.

5.8.3 The duty SI must be notified of all complaints.

6

Amendments to this document

Issued 02/25

6.1 This document is reviewed every year. Amendments by year are detailed below

2012 Document re-issued in new format

2013 None

2014 Update of section 2.8 Storage of powerboats
Update of section 3 Operating Area – Cessation of model boat club operations

2015 None

2016 None

2017 None

2018 None

2019 Update of section 2.7 – Fuel storage and refueling areas

2020 Update of Appendix 3 – Safety boat equipment

- 2021 Revision of section 4.2 Recording Information
Revision of Appendix 3 – Safety boat equipment
- 2022 – Addition of Appendix 6 - New Instructor Check List
Addition of Appendix 7 – Session safety Briefing Check list
Addition of Appendix 8 - Complaints policy and procedure
- 2023 Addition of Appendix 8 - Complaints policy and procedure
Introduction of document amendments list.
- 2024 Reviewed. No changes
- 2025 Update of section 2.2 to include pronouns
Update of section 2.5 to include completion of logbook and status board.
Update of section 2.6 to include moving boats with rudders unattached and status board use.
Update of sections 2.9 through 2.13 to clarify launching procedures.
Removal of section 3.4 and reference to model boat club.