

### 3. Organisation

#### 3.1. Key Contacts

Rear Commodore Training	Sheena Barrow	07867 978770	sheenamargaretbarrow@gmail.com
Principal	Susannah Cooper	07788 765862	Susannah.cooper@outlook.com
Chief Instructor	Matt Riley	07713 938973	mattrileycoaching@gmail.com
Training Admin	Miranda Cook	07903 478908	mcook012001@gmail.com
Safeguarding Officer	Gus Nisbet	07799 672505	welfare@orfordsail.co.uk
Safeguarding Officer	Victoria Briggs	07484 844159	welfare@orfordsail.co.uk
Commodore	James Tomlinson	07770 930484	commodoreosc@gmail.com
Vice Commodore	Migs Howard	07785 954320	jonniemigs@btinternet.com
First Aid Supplies	Heather Patrick	07720 265427	Heather.patrick@btinternet.com
Club Dinghies	Hugh Kemp	07768 977845	hughkemp@hkap.co.uk
Safety Boats/Fuel	Migs Howard	07785 954320	jonniemigs@btinternet.com
Booking Enquiries	-	-	training@orfordsail.org.uk
Club Bridge	-	01394 450997	-

#### 3.2. Roles and Responsibilities

##### Rear Commodore Training

- Strategic oversight of the clubs training programme.
- Ensures alignment with club and RYA policies
- Liaises with principal CI and committee on training matters
- Supports training at a broader/higher club level
- Provides support and guidance to Principal and CI

##### Principal

- Responsible for all RYA training activities at the club
- Ensures compliance with RYA Recognition criteria
- Appoints and supports the Chief Instructor
- Signs off on safeguarding and risk assessments
- Oversees annual RYA inspection and documentation

## **Chief Instructor (CI)**

- Operational lead for all training
- Ensures RYA syllabi and safety standards are met
- Rotas staff onto training courses with the Training Administrator
- Oversees training risk management and safety cover
- Supports instructor development and mentoring

## **Training Administrator**

- Handles course bookings, payments, and participant communication
- Maintains records: qualifications, attendance, medical forms
- Issues certificates
- Prepares course materials (handouts, logbooks, registers)

## **Senior Instructor (SI)**

- Leads on-water delivery of RYA courses
- Supervises daily operations
- Conducts dynamic risk assessments for daily operations
- Makes go/no-go decisions within delegated limits
- Supports instructors and ensures quality of teaching

An SI must always be present during the provision of RYA courses. The SI must brief and prepare all DI, AI and Helpers before the start of the working day.

## **Lead Instructor**

Each course must have a designated Lead Instructor. They are assigned by the Chief Instructor based on course size, type, and instructor experience. The Lead Instructor is responsible for coordinating the course on the day.

- Acts as session coordinator, under SI oversight
- Supports less experienced DIs, AIs and Helpers
- Monitors group progress and adapts delivery accordingly
- Leads the instructor team of their course, ensuring all necessary equipment and resources are prepared
- Ensures that their group has been registered at the start and end of the day

The Lead Instructor is a flexible role and will change significantly depending on the course being taught (e.g. large group Stage 4 vs small private taster). For large courses, an SI or very experienced DI should be assigned as Lead Instructor.

### **Dinghy Instructor (DI)**

- Coordinates with the SI and Lead instructor
- Delivers RYA syllabus to their group
- Ensures student safety, progression and enjoyment
- Prepares and checks equipment ready for their session

The DI must ensure students are familiar with the aims of the course and are fully briefed before each exercise, including safety signals.

### **Assistant Instructor (AI)**

- Supports DI with session delivery
- Assists with demonstrations, rigging and coaching
- Sail with students under supervision
- Always under direct supervision of DI or SI
- Must not be left alone as sole staff member with a group

### **Volunteer Helper**

- Supports AI and DI team where needed
- Always supervised by DI or SI
- Must not be left alone as sole staff member with a group