



Northern Ireland Council
Promoting and Protecting Sailing and Boating

**Guidance Pack for
Coach Assessors, Trainers,
Instructors & RTC Principals
in Northern Ireland**

August 2004

**House of Sport
Upper Malone Road
Belfast
BT9 5LA**

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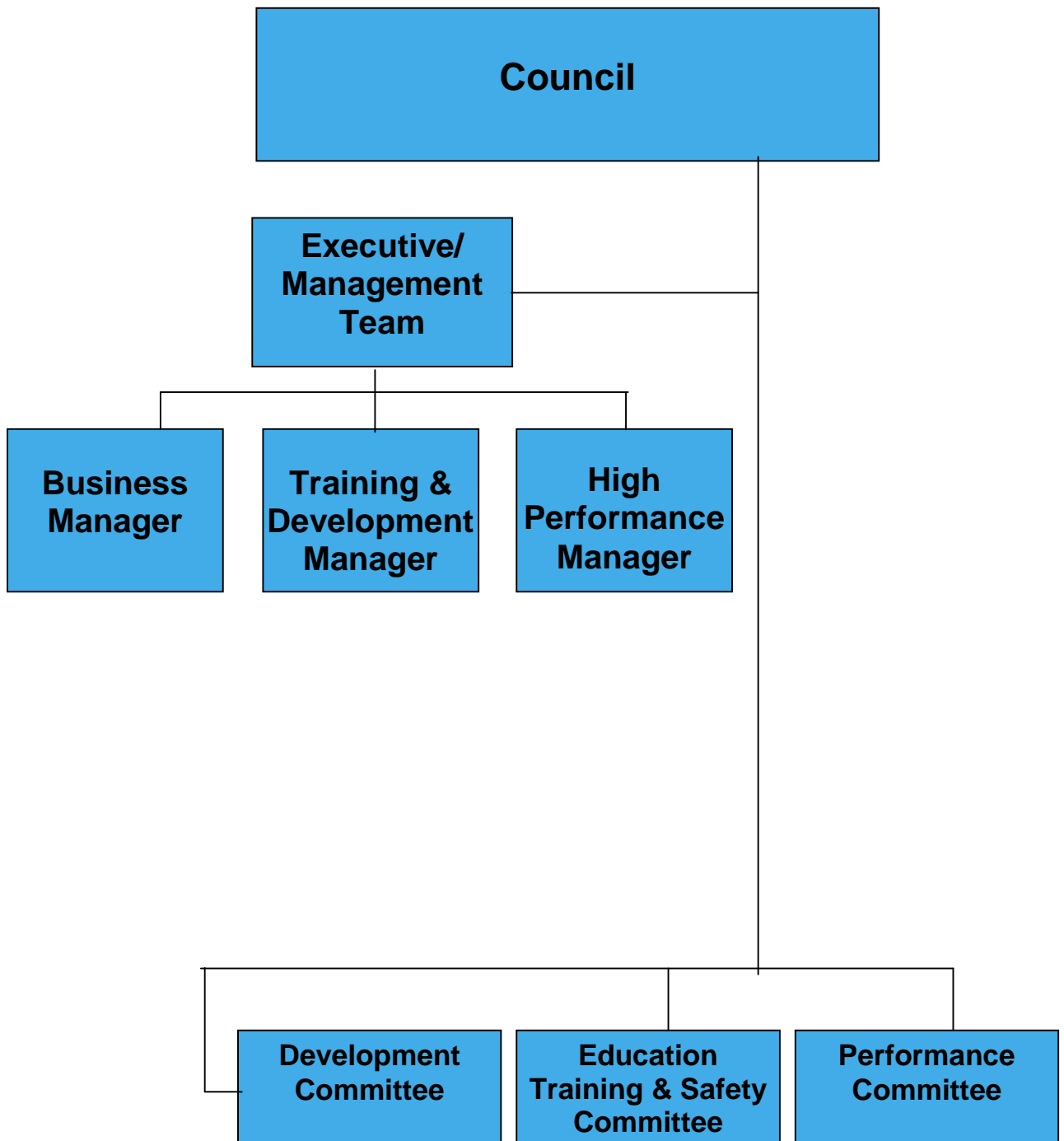
**Website
WWW.RYANI.ORG.UK**

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August 2004

RYANI : Structure



RYANI

TRAINING STRATEGY

1. RYANI through its Training and Accreditation Committee will assess training needs and public interest in training opportunities annually.
2. The Committee will, on the basis of 1 above, draw up a Training Plan to meet the assessed need.
3. The Plan will be circulated to all clubs and Recognised Teaching Centres (RTCs) with an invitation to them to consider providing one or more of the required elements of the plan in accordance with RY A standards. The NI Training and Development Manager will be responsible for co-ordination and for seeking agreement on timing with individual clubs and RTCs.
4. In exceptional circumstances, such as when a need cannot be met by a club or RTC, the RYANI may itself commission a unit of training.
5. RYANI may, in order to help achieve the targets contained in its annual business plan and subject to the availability of funds, offer
 - § bursaries to individuals to assist them to undertake specific training, and/or
 - § grants to affiliated clubs to assist them provide specific training.
6. Information on the availability of bursaries and grants and the criteria to be applied in making the awards will be posted on the RY ANI website.

Approved by RY A Northern Ireland Council June 2003.

RYA NORTHERN IRELAND

Education, Training and Safety Committee

Membership

Chair – appointed by Council

1 or 2 Council members (depending on whether the Chair is a member of Council)

2 representatives elected by the Champion Clubs

2 representatives elected by the non-Champion Clubs

1 representative co-opted from the commercial RTCs

In attendance

Training & Development Manager

Windsurfing Co-ordinator

Race Management Co-ordinator

Terms of Reference

- 1 Assess training needs
- 2 Formulate and promote an annual training plan by type of training, number of places and location as appropriate
- 3 Publicise agreed plan and invite club and commercial RTCs to provide the various elements
- 4 Target bursary funds to key areas
- 5 Monitor outcomes
- 6 Disseminate advice and information on education training and safety
- 7 Organise at least one Training Forum per year
- 8 Support the Training and Development Manager in his role.

RYA NORTHERN IRELAND

RTC INSPECTION PROCEDURE as of April 2004

1. RYANI Training & Development Manager (Eamon Masterson) to meet inspectors and agree the timetable of annual inspections
2. Inspectors to contact their allocated RTCs to arrange dates and times
3. Inspection takes place
4. Completed documents forwarded to E.Masterson at RYANI by inspector
5. Outcome of inspection recorded on file
6. Documents forwarded to RYA HQ
7. RYA HQ issues certification to RTC
8. In the event of any issues arising from an inspection, they will be dealt with by the Training & Development Manager in consultation with HQ Training Division

Current Inspectors in Northern Ireland

Lindsay Buckley
Paul Prentice
Kevin Balmer
Kelly Rushton

RYA Northern Ireland

PROCEDURE FOR SUBMITTING CANDIDATES FOR RYA INSTRUCTOR QUALIFICATIONS AS OF APRIL 2004

- Candidates must complete all the required elements (within one year)

Dinghy Instructor

Dinghy level 2
Powerboat level 2
First aid certificate
RYA Membership

Powerboat Instructor

Powerboat level 2
First aid certificate
RYA Membership

Personal Watercraft Instructor

PWC Licence
First Aid Certificate
RYA Membership

Windsurfing Instructor

Windsurfing (level as appropriate)
Powerboat level 2
First Aid Certificate
RYA Membership

- All sections of the record card must be completed including;
RYA Membership number
National Insurance number
Two signed photographs should accompany the card
- The coach assessor or RTC Principal must sign off the record card
- Candidates must fully complete the PECS (Pre Employment Consultancy Service) application form
- The PECS form must be countersigned by the coach assessor or RTC Principal confirming that they have satisfied themselves as to proof of identity. This can be done by requiring candidates to produce on arrival for the course a current passport, driving licence, the long form of their birth certificate or other official identification documentation
- The completed card, PECS form and the two photos should be forwarded to RYA NI at the House of Sport, Upper Malone Road, Belfast, marked confidential.

- We will then initiate the PECS check. Please note that this may take up to 8 weeks to be completed. Once the authorities have issued clearance to us, we will forward the documentation to RYA HQ for the qualification to be issued
- Please note that we are unable to process an application unless it is fully complete. If information is missing it will be returned to you to be rectified
- RYA Training Division will issue the qualification directly to the candidate

RYA Training Course Application

RYA Training Course Application

PLEASE WRITE CLEARLY USING BLOCK CAPITALS

I wish to apply for a _____ INSTRUCTOR course to be held on _____ at _____

Fore name/s:	
Surname:	

Current Address:	

Previous address if living at current address less than 5 years

County:		Post Code:	
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Home tele:		Work tele:	
Mobile:		Email:	

Date of Birth		Place of Birth	
National Insurance Number		Sailing Club	

All applicants – First Aid Certificate – date obtained

Dinghy Instructor – Power Level 2 – date obtained

Senior Instructor – Power Safety Boat – date obtained

Powerboat Instructor – Power Level 2 – date obtained

Advanced Powerboat Instructor – Advanced Power – date obtained

Personal Watercraft Instructor – Personal Watercraft licence – date obtained

Windsurfing Instructor – level as appropriate – date obtained

All applicants – RYA Personal Membership Number

WHICH LOGBOOK DO YOU HAVE? _____

Give a brief sailing history ie qualifications held, courses, events, and or any competitions attended. Please list in the space below or use separate sheet.

Do you agree to abide by the guidelines contained in the Code of Ethics and Good Practice for Children's Sport?

Yes No

Do you agree to abide by the rules of the Governing Body?

Yes No

Have you completed Child Protection Awareness Training?

Yes No

If yes, who was it organised by and when approximately

Have you ever been asked to leave a sporting organisation in the past?
(if you have answered yes we will contact you in confidence)

Yes No

Referee:

Please supply the names of two responsible people whom we can contact and who from personal knowledge are willing to endorse your application. If you have had a previous involvement in a sports club one of these names should be that of an administrator / leader in your last club / place of involvement.

Referees – Names / Addresses / Telephone No / Designation

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For the purposes of your application for Instructor _____ it is our policy to ask for a check to be carried out by the Department of Health, Social Services & Personal Safety Pre-Employment Consultancy Service. The purpose of the check is to make sure that people are not appointed who might be a risk to vulnerable people.

The check will tell us whether you have a criminal record, or whether the DHSS&PS holds any other information about you which might have a bearing on your suitability. Any information which we receive will be treated confidentially, and will be discussed with you before we make a final decision. After that decision is made the information will be destroyed.

You **must** tell us now if you have a case pending or if you have ever been convicted of a criminal offence, or cautioned by the police, or bound over. You **must** include all offences, even minor matters such as motoring offences, and 'spent' conviction, that is, things which happened a long time ago. If you leave anything out it may affect your application. The disclosure of a criminal record or other information will not debar you from registration / appointment unless RYA NIC considers that the conviction renders you unsuitable. In making this decision the RYA NIC will consider the nature of the offence, how long ago it was committed and what age you were at the time and other factors which may be relevant.

Please complete below to give us this information and return it with your application

Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or are you at present the subject of criminal investigations?

Yes No

If so, please state below the nature and date(s) of the offence(s)

Please note you are advised that under the provisions of the Rehabilitation of Offenders (Exceptions) Order (N.I.) 1979 as amended by the Rehabilitation of Offenders (Exceptions) (Amendment) Order (NI) 1987 you should declare all convictions including 'spent' convictions.

I understand that a Pre-Employment Consultancy Service check must be carried out before my application for registration/certification can be confirmed. This has been explained to me and I am aware that spent convictions may be disclosed. I declare that the information I have given is accurate and I consent to the check being made.

Please sign the declaration below.

Signed: _____ Date: _____

I am satisfied that the above candidate is the person who he claims to be by carrying out the identity check ticked below.

(i) Long form Birth Certificate	<input type="checkbox"/>
(ii) Driving Licence	<input type="checkbox"/>
(iii) Passport	<input type="checkbox"/>
(iv) Warrant Card	<input type="checkbox"/>

Signed Coach Assessor/Trainer/RTC Principal _____ Date _____

RYA PECS Application
For Yacht Club Volunteers

RYA PECS Application for Yacht Club Volunteer

PLEASE WRITE CLEARLY USING BLOCK CAPITALS

Fore name/s:	
Surname:	

Current Address:	

Previous address if living at current address less than 5 years

County:		Post Code:	
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Home tele:		Work tele:	
Mobile:		Email:	

Date of Birth		Place of Birth	
National Insurance Number		Sailing Club	

Do you agree to abide by the guidelines contained in the Code of Ethics and Good Practice for Children's Sport?

Yes No

Do you agree to abide by the rules of the Governing Body?

Yes No

Have you completed Child Protection Awareness Training?

Yes No

If yes, who was it organised by and when approximately

Have you ever been asked to leave a sporting organisation in the past?

(if you have answered yes we will contact you in confidence)

Yes No

Referee:

Please supply the names of two responsible people whom we can contact and who from personal knowledge are willing to endorse your application. If you have had a previous involvement in a sports club one of these names should be that of an administrator / leader in your last club / place of involvement.

Referees – Names / Addresses / Telephone No / Designation

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The check will tell us whether you have a criminal record, or whether the DHSS&PS holds any other information about you which might have a bearing on your suitability. Any information which we receive will be treated confidentially, and will be discussed with you before we make a final decision. After that decision is made the information will be destroyed.

You **must** tell us now if you have a case pending or if you have ever been convicted of a criminal offence, or cautioned by the police, or bound over. You **must** include all offences, even minor matters such as motoring offences, and 'spent' conviction, that is, things which happened a long time ago. If you leave anything out it may affect your application. The disclosure of a criminal record or other information will not debar you from registration / appointment unless RYA NIC considers that the conviction renders you unsuitable. In making this decision the RYA NIC will consider the nature of the offence, how long ago it was committed and what age you were at the time and other factors which may be relevant.

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Please sign the declaration below.

Signed: _____ Date: _____

I am satisfied that the above candidate is the person who he claims to be by carrying out the identity check ticked below.

(i) Long form Birth Certificate
(ii) Driving License
(iii) Passport
(iv) Warrant Card

Signed Club Commodore _____ Date _____

RYANI CONTACT INFORMATION.

RYANI

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OFFICE HOLDERS 2004.

Chair Douglas D Smyth.
Vice Chair Maeve Bell.
Hon Secretary Harold C Boyle.
Treasurer Alan Walker.
Chair, Education, Training and Safety Committee – Terry Jarvis.
Chair, High Performance Committee – Curly Morris.

STAFF

Lisa Waugh
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