



# GRSA

## Training Center

# STANDARD OPERATING PROCEDURES

### Introduction:

**GRSA** (Greek Sailing Academy) is an organization dedicated to offer Sailing Tuition Services in accordance with **RYA** (Royal Yachting Association) guidelines and standards.

### Training Center Goals and Purpose:

- Foster a love of sailing in a safe, supportive and challenging environment that is accessible to all.
- Offer high quality Sailing courses, teach Seamanship and safety on board.
- Offer training and RYA qualifications, in order to encourage Sailing Session onboarding and RYA membership.
- Offer training for people with specific needs making reasonable adjustments as required.
- Improve standards of sailing and provide a pathway to high levels of performance through RYA courses.
- Provide training necessary for the development of instructors so that the above will be achieved.
- Ensure all RYA accredited training activities are run in a safe manner with appropriately qualified and experienced personnel in place.

### Roles and Responsibilities:

- The recognition of the Training Centre is vested in the Principal.
- The standard of tuition and the safety of all students are the responsibility of the Principal.
- The responsibility for the delivery of RYA accredited courses and line management of instructors lies with the Chief Instructor.
- The direct supervision of students and equipment falls to the Chief Instructor or Instructor leading each course.
- The collection of all data of students and respective forms is the responsibility of secretary with the supervision of the Principal.
- The RYA is responsible as a governing body for informing the Principal of any advances or changes in practice relating to the activities undertaken at the establishment.



### **Principal**

- RYA Centre Training Committee chair.
- Management and overall responsibility for the club's training activities.
- Responsible for risk assessments
- The prime interface role with the RYA regarding relevant certifications and operational activity.
- Responsible for relevant content of the training center database system (with Secretary)
- Signing certificates in absence of CI

### **Chief Instructor (CI)**

- Training and professional development of senior/instructors in collaboration with RYA coach / trainer.
- Informing the training section of changes in RYA or maritime safety specification.
- Organization of appropriate student to instructor/safety ratio for RYA courses.
- Ensuring that course delivery follows the specification outlined in the RYA instructor's handbook.
- Signing of relevant RYA certificates.
- Checking qualifications.

### **Technical Officer (TO)**

- Close collaboration with (CI) to maintain a daily inspection of boat(s) condition and take actions to rectify any defects of GRSA training fleet.
- With the direct supervision and inspection from the Principal or the (CI) to ensure that all Safety Policies onboard are in-effect.
- Reporting any problems or potential hazards to the (CI) and Secretary.

### **Instructor (I)**

- Ensuring that course delivery follows the specification outlined in the RYA instructor's handbook.
- Reporting any problems or potential hazards to the (CI) and Secretary

### **Secretary**

- Collect student data and maintain records or all handed Training Center forms, including Risk Assessment forms and problem or potential hazard reports. To share all necessary information that derives from the collected data with Principal and (CI) respectively.

### **Accounting (CFO)**

- In charge of tuition fee collection, training center expenses and treasury.



### **Organizational Structure of the Training Center:**

The Training Center has ensured that all necessary technologies (Microsoft infra, teams, chats, forms) will be available to the whole organization for internal information sharing. The principal and the (CI) will enforce weekly meeting briefings to ensure all policies and procedures are implemented.

Principal and (CI) have responsibility for:

- Policy on RYA Training matters
- The Annual Plan of RYA Training activities
- Updating procedures, plans and implementing RYA policies as appropriate.
- Producing lesson plans of the courses taught
- Arranging instructors and technical support.
- Preparing equipment for the courses.
- Signing up course.

### **Finance:**

Training Section Finance information is available on request from the center treasurer. Any requests for equipment etc, to be through the Principal and (CI) and will be discussed at regular or emergency briefings as required.

### **Training Course Session booking and enrollment process:**

Available Training Courses and descriptions can be found at the Center's website (<https://grsa.club>). The secretary is responsible for collecting student candidate forms, for sharing this info with Principal and CI for evaluation and update Training Course Calendar as necessary.

The booking procedure consists of 2 parts. Data collection of candidates including age, emergency contacts and medical information according to RYA health and safety policy. Once data is collected and evaluated, communication is established with the candidate by the center and a proforma invoice is sent to complete the final step of training enrollment.

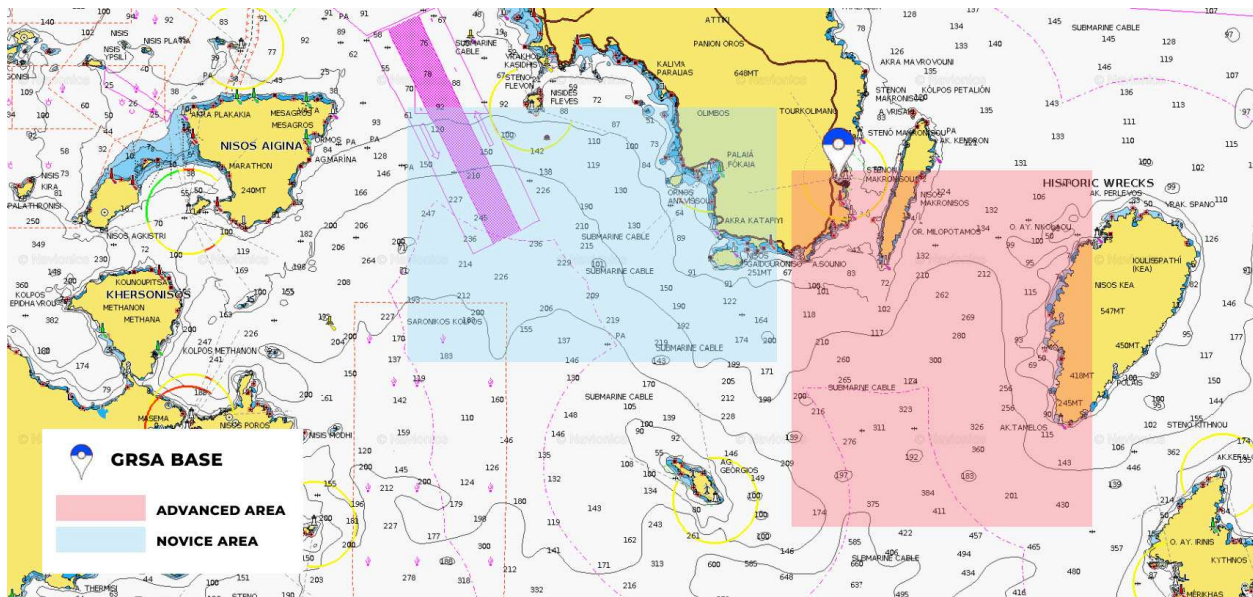
Upon confirmation of the enrollment each candidate will receive clear instructions on how to proceed to training area and meeting point at Center base. Necessary information regarding his session will be shared electronically and will be informed for necessary pre-session briefing at base offices.

## OPERATING PROCEDURES

### Training and Sailing Area:

Based on Risk Assessment and weather conditions, the following area will be used for training sessions.

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### SOP 1 - General Instructor responsibility and water safety

1. CI must assess conditions and weather forecast and discuss with instructors recording any deviations from the SOP or course plan.
2. RYA instructors are responsible for students. RYA teaching principles and syllabus should be used, including student / instructor ratios. Instructors shall be trained in accordance with RYA requirements and have appropriate in date certification, along with undertaking relevant updates.
3. Consider moving rig components, ropes & sheets, and mitigate risks from them. Consider possible trapping participants' hands, feet etc onboard.
4. All should comply with Center rules, instructions and policies.
5. Conditions: Instructors must recognize the risk caused by prevailing weather conditions and mitigate the risk as far as reasonable by using appropriate equipment and teaching methods.
6. Clothing: The CI must ensure all participants and instructors have correctly fitting buoyancy aids. Advise participants before the course about suitable gear, check clothing is appropriate to the syllabus being delivered, including footwear. Candidates in unsuitable clothing should not be allowed onboard.

7. Any injuries or near misses must be assessed and treated in line with current RYA and Center protocols.
8. Ensure breakages are reported to CI and Technical Officer and ‘quarantine’ labels are tied to damaged equipment.
9. Any participant with additional needs should be risk assessed and appropriate techniques used regarding tuition, communication, assistance and adaptation.

**SOP 2 – Risk Assessment & Hazard identification:**

CI and Instructors are obliged to fill in the following form before every training session. Secretary must collect form and forward to all involved parties.

All students must be notified of the points below at a standard pre-session briefing at the base offices of the center.



**Hazard identification & risk assessment**

|                         |  |                    |  |                     |  |
|-------------------------|--|--------------------|--|---------------------|--|
| Organisation Name       |  |                    |  |                     |  |
| Scope of assessment     |  |                    |  |                     |  |
| Assessment conducted by |  | Date of assessment |  | Date of next review |  |

| Activity/Task                 | What are the hazards?          | Who might be harmed and how? | What are you already doing to control the risks?  | What further action do you need to take control of the risks?                           | Who needs to carry out the action?                 | When is the action needed by? |
|-------------------------------|--------------------------------|------------------------------|---|---|--|-------------------------------|
| <i>Ramp, Jetty or pontoon</i> | <i>Slipping on wet surface</i> | <i>All users.</i>            | <i>Jetty surface checked prior to activity. Surface jetwashed monthly on a written schedule. All sailors and staff briefed prior to using the slipway or Jetty.</i> | <i>Wet or cold weather may affect so needs monitoring. Senior Instructor to monitor</i> | <i>Chief instructor/ Senior Instructor (CI/SI)</i> | <i>30/10/...</i>              |
|                               |                                |                              |   |   |  |                               |
|                               |                                |                              |   |   |  |                               |

**SOP 3 – BASE**



**GR SAILING ACADEMY**  
**Marina Facilities**



|   |   |
|---|---|
| Electricity and water pillar/berth            | Chandlery Store   |
| Refueling station                             | Restaurant - cafe / bar                                     |
| Disposal points for oil & biological waste    | ATM for cash with drawsals                                  |
| Certified hazardous waste collection          | 24/7 Toilet/Shower facilities (disabled individual adaptab) |
| Crane (travel lift)                           | 24/7 Token-use laundry and dryers                           |
| Car parking                                   | First aid facilities  |
| 24/7 surveillance by private security company | Luggage trolleys  |
| Controlled entrance by Access Control System  | Free marina Wi-Fi internet                                  |
| Mini Market                                   | Car & Moped Rental office                                   |



-  GR ACADEMY YACHTS
-  Fuel Station
-  Toilets / Showers
-  GRSA Offices

**Useful Information**

|  |         |
|--|---------|
| Distance from Lavrio city center           | 2,5 km  |
| Distance from Athens International Airport | 38 km   |
| Distance from Athens city center           | 67,5 km |

**Olympic Marine**  
77th km of Athens-Sounio Road,  
GR 19500 Lavrio, Attica, Greece  
37.419 N - 24.03 3 E  
VHF Channel 9 - call before approaching

**Principal**  
**C. TSAFAROGLU**  
**+306941588542**

**Chief Instructor**  
**STEFAN NICKOL**  
**+49 172 8113332**

GRSA offices are located inside Olympic Marina premises at Lavrio Greece.

Offices space is used for student briefings, shelter and theoretical courses when necessary.

An informative brochure is sent to all students upon course enrolment confirmation, with a comprehensive marina layout and facilities available to all candidates.

Only hot and cold drinks are available at base. Students will be required to bring their own beverages and food. Marina maintains a minimarket shop and a restaurant.

During student arrival pre-session briefing takes place and documents with centers safeguarding and safety policy are shared and explained.

See SOP 5 and SOP 6 for more information.

**SOP 4 - First Aid**

1. Near misses and accidents to be reported on forms in accordance with Center’s safety policy.
2. First Aid cover must be present in line with current Club and RYA policy.
3. All use of First Aid equipment must be recorded on an incident form and such use reported to the person responsible for restocking of single use equipment.
4. CI to communicate any relevant medical information as appropriate to safety cover and the relevant instructor(s).

**SOP 5 – Safeguarding**

See GRSA Safeguarding policy ANNEX A



**SOP 6 – Health and Safety**

See GRSA Health and Safety policy ANNEX B

**SOP 7 - On shore instruction**

1. When instructing onshore the instructor should take appropriate actions including positioning of participants and use of equipment to minimize hazards.
2. On First Aid courses, one CPR manakin should be used per person. Which should be cleaned and “lungs” replaced as necessary.

**SOP 8 - Sailing Tuition**

1. The RYA method should be used for all RYA courses, ask the CI if you need help. See SOP1.
2. Areas of sailing should be decided by the CI and instructors before starting a training session taking under consideration Hazard identification & risk assessment reports (see SOP 2) and communicated to all students.
3. GRSA Offices will be operating as support center during any sailing course. GSM and VHF (where applicable) methods must be checked and maintained with training boat. 1 Person must always be on premises to respond on calls and support training boats as necessary.

| <b>RYA TRAINING ACTIVITY</b> | <b>STUDENT TO INSTRUCTOR RATIO</b> |
|------------------------------|------------------------------------|
| Competent Crew               | 5:1                                |
| Day Skipper                  | 5:1                                |
| Coastal Skipper              | 5:1                                |
| Coastal Yachtmaster          | 5:1                                |
| Yachtmaster offshore         | 4:1                                |