



Brixham Junior Sailing Club

Training Manual

Reviewed By: BJSC Directors/Trustees/Committee
Reviewed: February 2021
Next Review Date: February 2022



Brixham Junior Sailing Club

Training Manual

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1. CONTACTS

2020 BJSC Committee & Trustee Structure

EXECUTIVE COMMITTEE - All CIO Trustees and Company Directors

NEIL PEARCE: Principal. Dinghy Instructor (Trustee & Company director)
07925213352 / Email: neilpearce@brixhamJSC.co.uk

ROSS BROWN: Chief Instructor. Senior Dinghy Instructor (Trustee & Company director)
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TRACY HILL: Child Protection Officer. (Trustee & Company director)
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JORDAN FRENCH: Dinghy Instructor. (Trustee & Company director)
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SOPHIE HOLLYOAK: (Trustee & Company director)
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OLI CHAPLIN: (Trustee & Company director)
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PAULA FRENCH: (Trustee & Company director)
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2. COURSES

All the courses offered by the club will follow the guidelines as laid down by the Royal Yachting Association the (National Governing Body)

2 (a) NATIONAL SAILING SCHEME RYA Publication G4

Level 1 Start Sailing

Introduction to the sport - Covering the basic and practical elements required to get afloat under supervision.

Level 2 Basic Skills

The foundation of the sport - To sail the dinghy, after tuition without additional input from the instructor.

Level 3 Better Sailing

Practice and improve skills introduced at Level 1 & 2 - To be able to sail confidently independently in a light to moderate breeze.

Seamanship Skills

Sailing consistently, independently in moderate wind conditions. How to handle the boat in all circumstances and solve problems afloat.

Day Sailing

Passage planning and decision making for small boat cruising.

Sailing with Spinnakers

Everything you need to know to sail modern three sail boats.

Start Racing

The start line for enjoying club racing, all you need to know to get round the course.

2 (b) YOUTH SAILING SCHEME RYA Publication G11

Stage 1

Basic understanding of how a boat sails, with some experience of steering and handling the boat.

Stage 2

Develop a range of sailing skills and background knowledge and be well on the way to being a confident small boat sailor.

Stage 3

Rig and launch a boat and be able to sail in any direction. This course is equivalent to Level 2 in the National Sailing Scheme.

Stage 4

Gain the skills to sail a double handed boat as crew or helm, solve a variety of problems afloat.



2 (c) NATIONAL POWERBOAT SCHEME

RYA G48 (RYA Start Powerboating). G103 (RYA Safety Boat Handbook for Safety Boat).

Level 1

Provides a practical introduction to boat handling and safety in powerboats. This course can be tailored for children from the age of 8.

Level 2

Provides the skills and background knowledge needed by the competent powerboat driver and is the basis for the International Certificate of Competence. Minimum age 12.

Safety Boat

Provides the skills required when acting as an escort craft, safety boat or coach boat for a fleet of dinghies, windsurfers or canoes.

2(d) FIRST AID COURSE (External instructor)

Current Edition St John/St Andrew's/Red Cross First Aid Manual

Covering first aid, resuscitation, control of bleeding, treatment of an unconscious casualty and the recognition and treatment of hypothermia

3. OPERATING AREAS

Boats will be launched from the Oxen Cove slipway. Launching will not commence until the safety boat(s) have communicated with the Beach master/CI/SI that it is on station for the launch. The instructors will co-ordinate launching and recovery with other users of the slipway and with the safety boats if dinghies are to be towed in or out of the harbour.

4. GENERAL

Activities will take place in Torbay mainly in the southern part near Brixham harbour

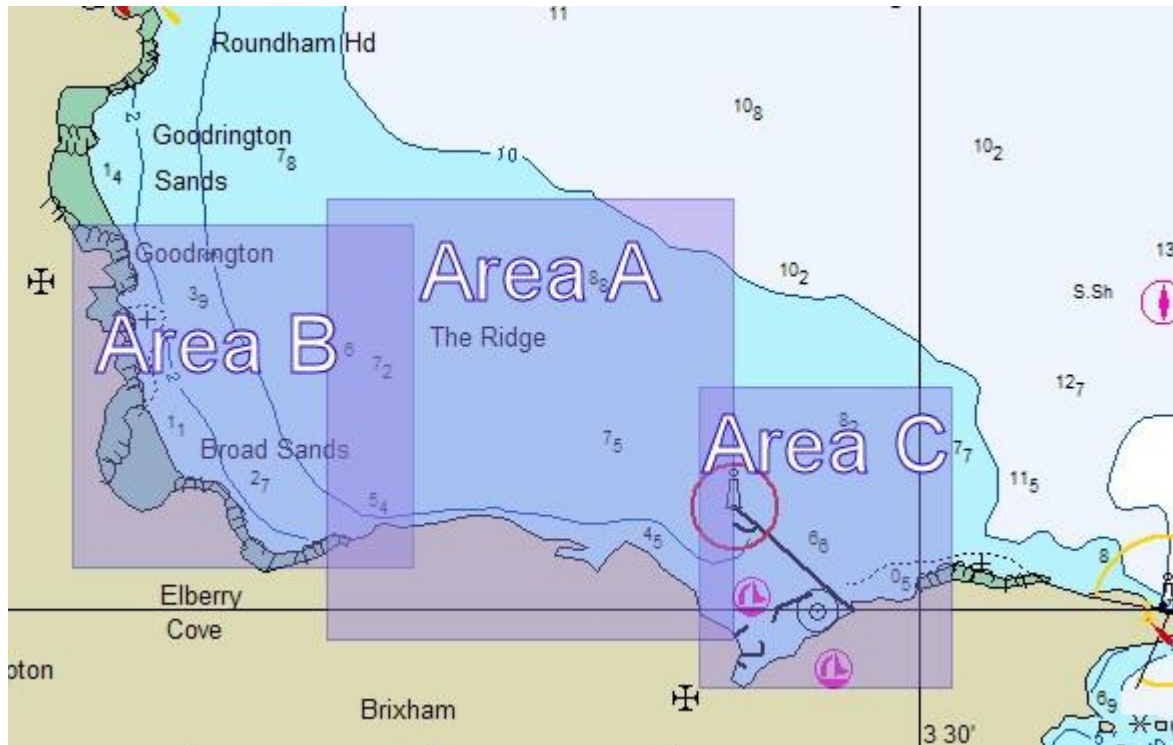
Sailing area and known hazards.

The speed restriction in Brixham Harbour is 5 knots. Jetties moored and mobile craft should be avoided by keeping a safety distance. Responsible club staff must always be aware that the fishing boats and commercial craft may not be able to keep clear of smaller craft. The club encourages all members to exercise the common courtesy of keeping clear of fishing lines.

The sailing areas to be used during training sessions are shown on the chart. The area to be used will be directed by Principal/CI/SI at the pre session briefing. There are designated power boat/water ski lanes along the quarries and in Elberry Cove in summer.

Operating Areas Chart key

4.2 THE SOUTHERN PART OF TORBAY



Area A. “The Flags”. From the end of the breakwater a square approximately 1½ mile sides to the north-west. In the centre of the area are a red and a green flag. Churston Cove is to the west. Most training will take place within this area.

Area B. “Broadsands”. Approximately 1 square mile off Broadsands beach.

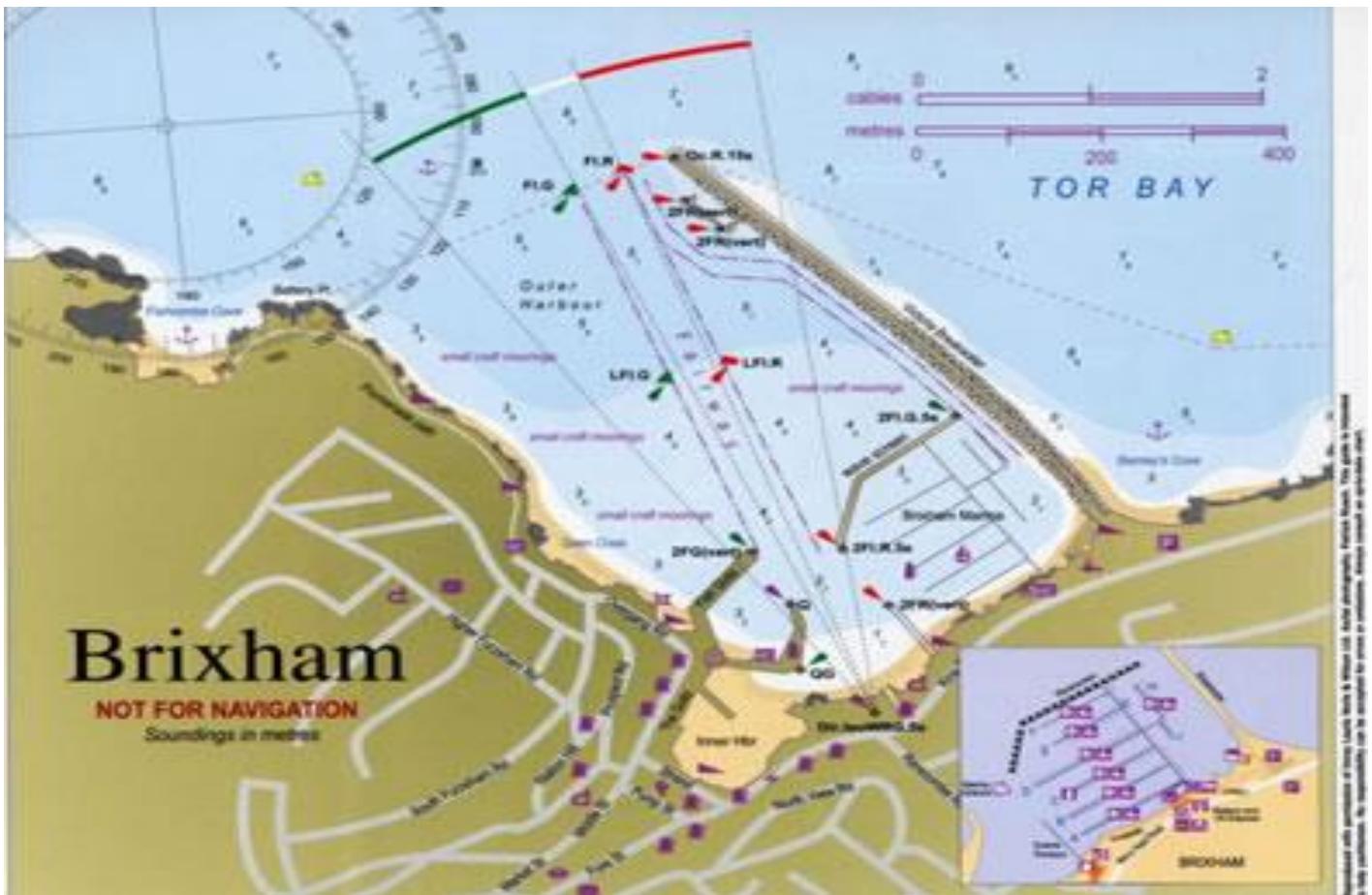
Area C. “Breakwater beach”. Approximately 1 square mile off Breakwater beach.

Sailing dinghies are always escorted to and from the sailing areas (both ways) by safety boat/s.

3.3 BRIXHAM HARBOUR

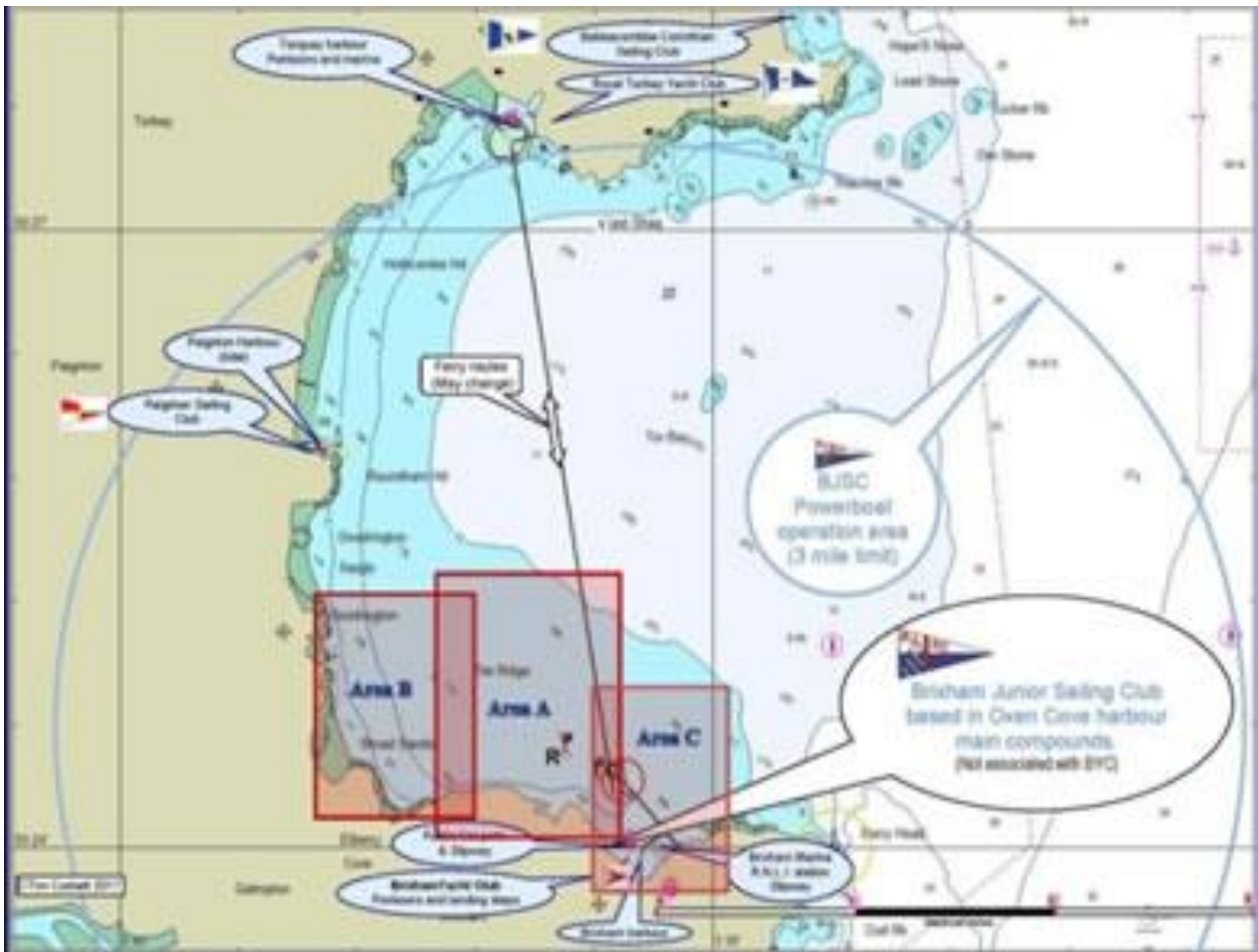
All local Bylaws for both Brixham Harbour and local Torbay by laws will be adhered to.

In the event of poor weather an alternative sheltered sailing area may be selected by the Principal, CI or SI.



Launching, for all dinghies and powerboats (ribs) will take place at the Oxen Cove public slipway. Other users of the slipway should be treated with common courtesy.

3.4 POWERBOATING



Powerboating courses will take place both inside the Brixham Harbour and across Torbay, within the three-mile limit (indicated by the blue arc/line on the above map).

All sailing and powerboating will be dictated by the prevailing conditions and will be decided by the Principal, CI or SI. The decision will be made after taking into account tide times, springs or neaps, wind force, flood state, weather forecast and the ability of the weakest member of the group.

The Principal, CI or SI, will fully brief the Instructors of the sailing area; the Instructors will in turn brief their group.



4. TUITION

4.1 GENERAL

Tuition will be provided to the standards required by the RYA and to the syllabus contained in the relevant booklets. All Instructors engaged on RYA certificated courses will hold the appropriate RYA qualifications and endorsements.

It is the responsibility of the Principal to ensure the safety of the students and instructors at all times. For dinghy and powerboat courses, helpers assisting an Instructor may be unqualified, but must be experienced and competent. As part of the staff training programme all assistants should be encouraged to gain RYA instructor qualifications. For Assistant Instructors (AIs) and Dinghy Instructors (Dis) aged under 18, parental consent forms will be obtained.

All volunteers and Instructors will be Disclosure and Barring Service (DBS) checked. It is the responsibility of the Child Protection Officer to check DBS disclosures and obtain self-disclosure forms for all instructors.

4.2 INSTRUCTORS

All instructors and assistant instructors will hold recognised and current RYA certificates. Copies of instructor's certificates will be held on file by the Principal, including renewal dates.

All training personnel will be briefed by the CI/SI at the beginning of each course. The briefing will cover the system of teaching to be employed, specific needs of individual students, operating and safety procedures. Prior to the start of each training session the CI/SI will brief the training team, giving particular emphasis to weather, tide, training area, courses, potential hazards, communication signals and the aim of the training exercise. The Safety Boat Operators (SBOs) will be briefed to maintain safety boat cover. Each session will commence with a briefing provided by DIs/AIs for students, including the above information and how to use any unfamiliar equipment. Each session will conclude with a debriefing by AIs/DIs to recap on student learning.

The Principal/CI/SI will monitor the progress of individual students with their instructors. It will be the responsibility of the Principal/CI/SI to ensure that students are receiving appropriate instruction and that instructors are competent to meet the needs of their students.

Throughout the training the Principal/CI/SI will observe teaching and offer advice, guidance and direction as required.

Table 4.2

Who Teaches What Powerboating?

Instructor	Course	Description
Powerboat Instructor	Level 1	Introduction to Powerboating
Powerboat Instructor	Level 2	National Powerboat Certificate
Powerboat Instructor (With Safety Boat Certificate)	Safety boat	Skills needed to operate a safety boat

Who Teaches What Sailing?

Instructor / Coach	Youth Sailing Scheme Course	National Sailing Scheme
Dinghy Instructor*	Stages 1, 2, 3,4	Basic Skills
	Seamanship Skills	Start Sailing
	Day Sailing**	Better Sailing
	Sailing with Spinnakers***	Seamanship Skills
		Day Sailing**
		Sailing with Spinnakers***
	Start Racing**	Start Racing**

* Supervised by Senior Dinghy Instructor.

** See Individual Instructor endorsements.

*** An Instructor who is experienced with spinnakers and approved by the Principal/Chief Instructor

4.3 VOLUNTEER HELPERS

All occasional helpers and shore-based volunteers will be inducted in the operating and safety procedures of the centre.

4.4 STUDENTS AND INSTRUCTOR RATIOS

Type of Craft	Student: Instructor ratio	Example
Crewed Dinghies	3:1 for beginners with Instructor on board	(e.g. 3 Wayfarers with 3 students in each need 3 instructors)
Double handed dinghies	Maximum 9:1 but no more than 6 boats per instructor	(e.g. 4 Picos with 2 students in each)
Single Handed Dinghies	6:1	(applies only whilst boats are used as single-handers)
Powerboat	3:1	(for level 1 and 2)
Safety Boat	6:1	(in 2 boats)

4.5 SUPERVISION

All activities must be supervised at all times by a person holding an appropriate and valid minimum RYA qualification. Sailing must be supervised by an SI and Powerboat session by a powerboat Instructor (the SI or Principal may elect a competent Instructor to supervise if they will be off site for a short period).



4.6 DECISION TO SAIL

The decision to sail and/or any restrictions or specific directions will be the responsibility of the CI/SI and the Principal. These decisions will be made in consultation with the instructors.

5. SAFETY

5.1 GENERAL

Sufficient safety boats must be available to provide separate cover for all training in progress at any one time. The safety boats must be manned and equipped for the type of activity being overseen, the training area and prevailing conditions, taking into account the distance of the training area to the shore. At least one person on board must have a PB2 certificate and if under 18 must be accompanied by an adult.

All instructors and helpers shall be made aware and brief all students of the first aid and emergency procedures.

Refuelling should only be carried out by people nominated by the sailing committee or Principal/CI/SI. All refuelling of safety boats will only be handled by the designated BJSC member. All precautions should be taken to prevent the risk of fire and fuel spillage. No fuel to be kept on site other than in the rib fuel tanks. Refuelling will take place using official "jerry cans" brought to the site at the start of the session.

5.2 SAFETY BOAT REQUIREMENTS

- Kill cords will be worn at all times
- Each training group will be assigned a safety boat/s to the ratio given in Paragraph 4.4. Safety boats will be allocated at the beginning of the session by CI/SI.
- All safety boats will be equipped with a VHF radio and a handset and will be expected to remain with their designated group unless authorised by the CI/SI or if required to attend an immediate emergency.
- Radio checks will be performed at the start of each training session.
- In the event of VHF failure, the instructor must use the VHF radio and inform the other ribs of the situation.
- All safety boats and equipment - shall be checked by the user before and after use, any problems shall be reported to the SI/CI or Principal and noted on the damage/fault board in the registration shed. There is a laminated check list within each safety box.

Rib crew are responsible for preparing the boat, putting the safety box on board and ensuring there is sufficient fuel for the session. At the end of each session crews are responsible for replacing the boat covers, isolating the battery and returning the safety box and keys to the "shed" after use.

5.3 RYA DINGHY SAFETY BOAT RATIO

Dinghies (single handed or crewed)

Up to 6 dinghies – 1 safety boat

7 to 15 dinghies – 2 safety boats

More than 15 dinghies – 3 or more safety boats



5.4 PERSONAL SAFETY AND CLOTHING

All instructors, helpers and students must wear buoyancy aids while on or near the water. Students must supply their own protective clothing and buoyancy aids. Buoyancy aids must be a minimum of 50 Newton's. Before going on or near the water Instructors will be responsible for checking student's buoyancy aids and protective clothing.

5.5 FIRST AID

All Chief, Senior and Dinghy Instructors and rib crews along with most volunteers are first aid qualified and are to be made aware of the location of the First Aid boxes.

Location: First Aid Kits

- All safety boats.
- First Aid point, container
- Registration shed in marked drawer

Reporting:

Any accident requiring treatment needs to be reported either by an entry in the Accident Book (located in the registration shed) or by informing the Principal who will then complete the paperwork.

ACCIDENT PROCEDURE:

Should a student, instructor or helper sustain an injury requiring emergency first aid whilst onshore a first aider should be summoned immediately, and the Principal, CI, SI or Child Protection Officer should be advised. The casualty should be taken (if safe to do so) to the registration shed and their parents informed. In more serious cases the emergency services must be advised.

For emergencies afloat the following procedure will be followed:

- Attract attention of Safety boat.
- Instructor and/or safety boat crew provide emergency first aid.
- Evacuate the casualty in a safety boat to shore if required.
- Advise the SI/CI or Principal
- If the injury is serious the SI/CI or Principal will summon an ambulance by a 999 call or arrange transport to the local Hospital Casualty Department
- Complete incident report.

Instructor/safety boat crew must advise Principal, CI/SI of details of any incident. Principal, CI/SI will record the incident in the Accident/Incident book. Reporting to the next of kin will be made by Principal or CI.

5.6 ENTRAPMENT

If a student becomes trapped under an inverted boat, the boat should be righted as quickly as possible.



5.7 MAJOR INCIDENT PROCEDURE

Definition:

A situation where there is the potential for significant or life-threatening injury to occur e.g. child knocked unconscious by boom, person run over by power craft, severe unexpected weather causing multiple repeated capsizes. These situations are likely to require the full attention of the safety craft and personnel designated to that group and may well require additional resource.

Action:

On identifying a major incident, it should be immediately brought to the attention of the lead instructor or safety boat driver for that group (if they are not already aware).

Having made a rapid initial assessment, the lead instructor or safety boat driver will then declare a major incident by:

- Making radio communication with the shore coordinator who will contact the emergency services if required.
- 4 long blasts of > 3 secs on the whistle or horn
- Then concentrating on taking whatever action is necessary to remedy the situation.
- On hearing the major incident signal all sailors in that group should congregate with their escort boat with the aim of being accompanied ashore. The escort vessel should identify itself with the appropriate signal (arms forming roof sign over head).
- On hearing the major incident signal the other groups should immediately stop sail training activities and start making arrangements to return to shore. In most instances this will involve sailing back to the Oxen Cove slipway.
- Under some circumstances however it may involve beaching at the nearest convenient point or sailing into the inner harbour.
- In the event of a situation affecting all groups simultaneously then rescue boats and escort craft will remain with their respective groups.
- If deemed safe to do so, the shore coordinator, CI or the Principal may request the escort or rescue boat from another group to go and assist at the incident. Similarly, the shore coordinator, CI or Principal will summon any of the emergency services that are deemed necessary.
- On hearing or been informed of the major incident by the shore coordinator, CI or the Principal, those in charge of the sailing groups (DI/AIs) will return them to shore and hand the children over to the care of shore helpers and a register taken. The DI & AIs then report to the Chief Instructor or shore coordinator in order to be deployed as required. As the boats are recovered the children should report to the shore coordinator to be de-registered and may be asked to remain in the main compound. If necessary, parents will be contacted to collect the children. All must be signed out before being allowed to leave. No further on water activity should take place until sufficient rescue boat capacity is again available
- Complete an incident report in the Accident/Incident book.

5.8 PROTOCOL FOR THE TREATMENT OF SUSPECTED HYPOTHERMIA

Introduction

All dinghy sailors can suffer from the cold in 2 ways.

1. Immersion in water after capsizes or man overboard resulting in rapid cooling of the body.



2. A gradual cooling and loss of energy from the body due to prolonged physical exercise. This, coupled with the effect of wind, rain and water, accelerates the heat loss from the body to a point where body heat output is overtaken, hence cooling begins. All instructors and safety boat crew need to be aware that students may suffer from the cold.

Prevention

1. Hypothermia due to immersion should be minimised by having suitable safety boats which in the event of prolonged immersion would retrieve students from the water.
2. Hypothermia due to exposure and possibly linked with exhaustion should be minimised by ensuring that all sailors are in a normal state of health and not suffering from any debilitating illness.
3. Ensure that all sailors are adequately fed and where appropriate ensure an adequate supply of food and hot drinks.
4. It is essential that adequate clothing is worn, with spare clothing available at all times. Most important are good-quality water/wind proof outer garments and hats if appropriate, as these will inhibit heat loss from the body. Instructors will ensure that all sailors and safety boat crews are suitably dressed for the prevailing conditions.

Actions to be taken if hypothermia is suspected

1. Remove the student from the water as soon as possible.
 2. Handle the student with care with movements kept to a minimum.
 3. Treatment should start immediately after clearing the water:
 - Make sure that a wind/waterproof environment is provided so that the student is not allowed to chill further.
 - Wrap the student in dry clothing (appropriate blankets are available in all first aid kits available in all safety boats and the shed) and do not remove wet clothing.
 - Keep the head slightly down.
 - Transfer the student to the BJSC shed or clubroom (heating switched on).
 4. Contact the shore coordinator who will take the following action:
 - Contact one of the First Aiders / Medical support persons and arrange to meet the student ashore.
 - The First Aider to remain with the student at all times.
 - Contact the parent/guardian of the student to collect the student from the clubroom.
- In the event that the parent/guardian is not available; if severe hypothermia is suspected, contact emergency services as below.



5. Seek medical assistance.
 - Ambulance 999 (if required).
 - The student's usual GP if known.
 - NHS 111 (the replacement of NHS Direct)
 - Or via transfer to Torbay Hospital if appropriate.
6. Complete incident report in the Accident/Incident book

5.3 DEALING WITH THE AFTERMATH OF A MAJOR INCIDENT

Guidelines following the event of serious injury or fatality.

Our priority is to ensure the safety of the participants, instructors and helpers of the course.

Contact the RYA Principle/Chief Instructor/Senior Instructors and police immediately.

Police/SI to phone parents, next of kin or home contact. An Instructor (and medical assistance as necessary) must stay with casualty until parents/next of kin arrive. The police will inform the next of kin if there has been a fatality.

- The press will need to be dealt with. Do not publicise the name of the casualty.
- Do not hold a press conference. Produce a written statement that we can give to the press.

*E.G. '*** regret to announce the death of a crew member who fell overboard at night from a training yacht. When. Where. Our deepest sympathy to the relatives etc. A full statement will be issued at 2pm tomorrow.' (To give ourselves time to collect information).*

- Decide who will speak to the press. Only the SI/CI or Principal should deal with news media, if you are forced to make a statement, this should be limited to a straightforward confirmation that there has been an incident and a press statement will be made later by the Principal or Commodore.
- Do not allow well-meaning but ill-informed staff to make public comments.

Report and record

Official reporting of the incident to RYA/MAIB

- In the event of a serious accident (loss of life, the prospect of loss of life or paralysis), notify the RYA on 023 8060 4181.
- If required send a report to the MAIB (Marine Accident Investigation Branch), inform them by telephone 023 80 39 5500 (www.miab.gov.uk – for details)
- Record all relevant details in the Accident/Incident Book, including names of witnesses. Including who you have spoken to, who has contacted you etc.
- Remove the instructor and key witnesses from the immediate area, to a place where you can talk to them away from the press.
- Get statements from any competent witnesses.
- Keep any relevant equipment. E.G. life jackets, logbooks etc.



6. FACILITIES (2020)

6.1.1 CRAFT

Craft used for teaching.

Sailing dinghies				
Class or Type	No	Rig or Engine	Year Built	Max Students
Laser Pico	10	Standard	2008/9	2
RS Feva XL	7	XL Inc. Spinnaker	2008/9	2
Wayfarer	6	Standard (3 with Spinnaker)	Various	3
Safety boats (all with full safety equipment)				
Blue rib XL	1	4.2m 25hp Suzuki (Engine 2017)	2017	3
Grey rib	1	4.5m 30hp Tohatsu (Engine 2015)	Unknown	3
Orange rib	1	5.5m 60hp Yamaha (Engine?)	Unknown	3
Pilot 4 (Private)	1	40hp Honda (Engine 2011)	2011	4

Other craft may be used but only after inspection by the Principal, Chief Instructor or Senior Instructor to check that they are in a seaworthy condition and insured.

6.2 GENERAL

The facilities and craft are to be maintained by the appropriate BJSC personnel and volunteers supported by the committee, but all BJSC members will ensure that the facilities are kept in good and tidy condition.

- Toilet and shower facilities will be available for BJSC club members at BYC.
- All students will be offered hot drinks at the end of the session.
- Fresh water will be available in the shed and at the taps outside the compound.

The principal, CI/SI (and the registrar) will have a mobile phone available. (No phone line at the club house). Nearest Landline to be used in an emergency is at BYC.

Any deficiencies or breakages should be reported to the SI/CI or Principal and noted in the damage/fault log, for the attention of the club Bosun or relevant committee member.

Changing facilities

All students are asked to arrive changed, but if required BYC shower facilities may be used for appropriate separate changing, under the supervision of the shore coordinator, CI or Principal. (Access monitored)

The BYC Club House maybe used during foul weather, for tuition.

Various safety equipment is available in the container and shed.



7. RISK ASSESSMENT

7.1 NOTE

This risk assessment covers only those under the direct remit and control of training sessions and occasional events at weekends. Spectators, volunteers and (adults or children), other club members and their families or guests or casual visitors are included in this assessment.

This risk assessment assesses the risks involved with managing the sessions that can be controlled by the Chief Instructor and the Safety boat officer; and it seeks to put in place control measures to reduce the risk to the lowest practicable level. However, the seaworthiness of each boat and crew and the decision to launch, race or continue to race is the sole responsibility of the Principal or chief instructor in consultation with the safety boat officer.

Risk is by definition a combination of the likelihood of an incident occurring and the severity of harm that can result. This combination can be given as a risk level determined as shown below.

The overall guiding principal is that events should be organised to reduce risk to as low as reasonably practical (ALARP). It is important that the judgment of risk is an objective one and the size and financial position of the BJSC is immaterial to making it. The degree of risk in a particular activity or environment can, however, be balanced on the following terms against time, trouble, cost and physical difficulty of taking measures to avoid risk. If these are so disproportionate to the risk that it would be unreasonable to incur them then the BJSC is not obliged to do so (Maritime Port Safety Code: 2.1.12)

Note that some risks are generic to sailing and racing, some are due to local factors and some, such as sea state, current and weather, are dynamic and therefore risk assessment will continually change and the control measures implemented will need to be continually reviewed to maintain the risk level.

This safety policy and risk assessment document is reviewed annually or after any incident on or off the water. Each section is amended accordingly.

All adult instructors and volunteers are given an annual safety briefing.

All participants are briefed before every session with relevant information.

Annual training courses are provided as required to maintain and improve staff competence.

PHONE CONTACT NUMBERS

Brixham Harbour Office 01803 853321 (Office hours only)

Solent Coastguard 01803 882704

Neil Pearce (Principal) 07796 541681

Ross Brown (Chief Instructor) 07587 702353



Solent coastguard have been informed of our regular evenings training.

Assessment prepared by		Neil Pearce	
Date prepared		20 th April 2020	
Event		Sail training	
Date of Event:		April to September 2020	
Organising Authority	Brixham Junior Sailing Club	Event Web Site:	www.brixhamJSC.co.uk
Principal	Neil Pearce (DI)	Event Email:	neilpearce@brixhamJSC.co.uk
Chief instructor	Ross Brown (SI) - 07587 702353		
Safety boat officer	Neil Pearce (DI) - 07925 213352		
Operating Period	1st April to September 30 th 2020	Number of Boats	Approx. 6 Fevas, 10 Picos, 6 Wayfarers plus private craft
Operating Area	Southern Torbay	Authorities Informed	Brixham (Solent) Coastguard & Brixham Harbour Master
VHF Channels	16 EMERGENCY M2 primary or 37 72 back up	Alternative Communication mobile phones	BJSC issued handheld VHF radio sets. Fixed VHF sets in all safety boats
Event Headquarters	Oxen Cove harbour compound, Brixham, TQ5 8AY	Junior / Youth / Adult Competitors	Mixed
Event Safety Officer	Neil Pearce (DI)	Beginner / Intermediate	Mixed
SO Mobile no	07539 376831	Number or support boats (total)	Three plus
Number of dedicated Mother Boats			
None but one support boat may be used as Mother Boat in an emergency			
High & Low Water Brixham	variable as events take place every Tuesday and Wednesday evenings		

Brixham Junior Sailing Club is a recognised RYA training centre, mainly for children between 8 and 18 years. In addition, some adults receive formal training.

The regular events take place on Tuesday and Wednesday evenings from 1700 to 2100 hrs. every week throughout the designated period. Some events take place on designated full days and are advertised in advanced on our web site.

Brixham Harbour is a working port accommodating a large fishing fleet and several other commercial vessels. Routes out of the harbour are generally well known by the Club, the Beach Master and all instructors and Safety Officer.

On the water

Ferries operates in the summer between Brixham and Torquay. All personnel are briefed and warned.



Trawlers tend to head from the harbour towards Berry Head and ferries cross the Bay from North to South and vice versa, leaving plenty of room to operate a safe and event area. These are designated in the training manual.