



Department of
Education

APPENDIX O: SAILING AND SAIL BOARDING

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SAILING AND SAIL BOARDING

This document contains specific requirements related to sailing and sail boarding activities and must be read in conjunction with *Appendix A: The General Requirements in the Recreation and Outdoor Education Activities for Public Schools Procedures.*

1. BACKGROUND

Sailing, sail boarding and wind surfing activities are conducted by schools in a variety of locations, ranging from potentially high-risk areas such as the ocean, to lower risk areas such as lakes, rivers and other inland water bodies.

DEFINITIONS

ASSISTANT SUPERVISOR

Assists the qualified supervisor and/or teacher-in-charge. May or may not have relevant qualification or experience.

CALM WATER

A still or slow moving water environment with no to low swell. These areas may include; a sheltered or protected coastal area or river, dam, waterhole or inland water body.

FIXED LOCATION

Within 1000 metres of the initial launching point

NON-FIXED LOCATION

Any area beyond 1000 metres from the initial launching point.

OPEN WATER

An uncontrolled and/ or unprotected water environment that may be fast flowing or turbulent, such as a surf beach, flowing river or waterway, tidal coastal water, or areas affected by swell and/or strong currents.

QUALIFIED SUPERVISOR

Has the required qualifications, skill, experience and technical knowledge to instruct the activity.

REMOTE OR ISOLATED AREAS

Includes any location where medical emergency assistance is more than one hour away by road and/or air.

SAILING

A voyage or excursion in a vessel propelled by sails.

SAIL BOARDING

Sailing or standing up on a sailboard that is equipped with a mast, sail, and wishbone boom.

TEACHER-IN-CHARGE

The member of the teaching staff who is authorised by the Department of Education to manage a school activity.

2. ENVIRONMENT

The suitability of the location is determined after considering each student's capacity, skills and experience, the planned activities, and the supervision required.

When assessing the suitability of a location, access to resources, services and facilities also need to be considered (e.g. toilets, water, external communication and assistance).

Students must only be exposed to environments or locations that have been assessed and deemed appropriate by the Department teacher-in-charge for the students' capacity, skills and experience.

Each aquatic environment is unique, and open water environments can be more hazardous than closed water environments.

Strong winds can differ from location to location (e.g. calm versus open water and/or sailing on smooth or partially smooth water environments). Activities must not occur:

- if strong wind or gale warnings are current or forecast; and/or
- if the activity is more than 5000 metres from a safe landing point.

The weather forecast must be checked before and also regularly throughout the activity, as it may be necessary to cancel, modify or relocate the activity at any time. If weather conditions deteriorate and become unfavourable, all participants must return to shore immediately.

If activities are in ocean or estuarine environments, checks must be made directly prior to the activity regarding shark sightings or alerts in the area of use. In the event of a shark sighting the activity may need to be postponed or modified. Prior to conducting the activity, the Department teacher-in-charge should access information regarding weather, coastal conditions and shark activity. Information is available from:

- [SharkSmart](#) website;
- [Surf Life Saving WA](#) (SLSWA) website; or
- SLSWA [Twitter feed](#).

Up-to-date information regarding current shark sightings can be accessed from the following apps:

- [Beachsafe](#)
- [SharkSmart WA](#)

The activity must be cancelled immediately if a shark warning alert is sounded or becomes current.

Consideration must be given to wind eddies, rocks, shallows and other navigational hazards.

Guidance

The qualified supervisor is to have first-hand knowledge of the venue. Refer to Appendix A: The General Requirements in the Recreation and Outdoor Education Activities for Public Schools Procedures for further guidance.

Selected areas are defined by on shore marker buoys, flags, natural features or other nominated craft.

Supervisors should recognise that each water based environment is unique and that some water environments are more hazardous than other water environments. The effects of current, wind,

waves, tide and land formations are less predictable, more difficult to control, and should be continuously monitored.

If the sailing activity is not being conducted by an Australian Sailing Discover Sailing Centre, the teacher-in-charge should check with Department of Transport Marine and/or the local council, to determine whether there are any restrictions on the use of the selected location for sailing activities.

For more information regarding weather see:

- Bureau of Meteorology;
- Weatherzone;
- Seabreeze; and
- Swellnet.

3. CAPACITY OF STUDENTS

Prior to commencing any sailing activity, the Department teacher-in-charge must confirm that each student has the capacity and required swimming and water safety skills to participate safely.

Specific strategies and support must be put in place for those students who cannot swim and for students from cultural backgrounds where there may have been limited exposure to water based activities. Alternative, modified or adjusted activities should be provided for students who have a limited capacity to participate.

Learn-to-Sail courses are suitable for students in Year 4 and above.

Sailing and sailboarding activities, which require a higher degree of maturity and physical development, are more appropriate for students in Years 6 and higher.

Before starting a sailing or sailboarding activity, the Department teacher-in-charge must confirm that each student has the required swimming and water safety skills.

Students with an impairment may participate in sailing and sailboarding activities provided adequate safety and control measures are implemented. Specific consideration is given to:

- the type and level of disability;
- on-water supervision levels;
- suitable flotation devices, if required;
- curriculum adjustments so that the student can access the curriculum activity on the same basis as their peers;
- availability and suitability of the craft; and
- on-shore assistance and supervision.

Any additional skills required by students with an impairment to safely participate in all proposed activities are determined prior to the sailing or sail boarding activity, particularly if an expedition is involved.

Students who have a medical condition that may impact on their safety must be cleared by a medical practitioner before they can participate.

A re-assessment of students' capacity is undertaken if any circumstances surrounding the activity change. This includes any change in the condition of the aquatic environment, their medical fitness, or their capacity to undertake the activity.

Before participating in sailing activities, students should be able to demonstrate swimming proficiency.

Prior to engaging in sailing activities, students should be able to:

- *swim 200 metres in less than seven (7) minutes; and*
- *support themselves in water for a minimum of fifteen (15) minutes without the aid of a flotation device;*
- *carry out capsize drills and procedures; and*
- *use their life jacket with proficiency.*

If a student's capacity has been compromised due to injury or illness, they may require re-assessment prior to re-engaging with sailing.

Guidance

The Department's Swimming and Water Safety Continuum and the Safety Survival Sequence (refer to Swimming and Water Safety Activities document) within the Swimming Instructors Handbook and Guidelines and Royal Life Saving Swim and Survive Instructor Assessment Guide are useful resources for gauging students' swimming and water safety skills. They are only indicative of student skills at the time of assessment and their use does not guarantee students' safety, nor reduce a teacher's duty of care responsibilities.

4. STUDENT HEALTH CARE

Refer to *Appendix A: General Requirements in the Recreation and Outdoor Education Activities for Public Schools Procedures* for further requirements.

5. ACTIVITIES

Activities conducted in aquatic environments require a high degree of risk analysis and management. The full range of proposed activities is assessed before final decisions are made about activities and areas to be used.

Wind speed should be monitored. Beginners must not sail in an offshore wind that is over five (5) knots.

Sailing activities must not occur more than 5000 metres (5 km) from a safe landing point.

To clarify information about an extended coastal voyage such as a sea trek, contact Department of Transport Marine.

6. EQUIPMENT

Prior to the activity, students are provided with an equipment list that includes details about:

- footwear suitable (usually enclosed) for use in aquatic environments; and
- protective clothing or equipment appropriate to the potential weather conditions (e.g. a wide brimmed hat, waterproof jacket, sun protection, broad spectrum, water resistant sunscreen applied as per manufacturer's instructions, insect repellent, sunglasses etc.).

The equipment to be used must be checked to confirm that it is appropriate to the activity, safe and in working order.

Appropriate first aid equipment must be readily accessible. The first aid kit must include items appropriate for the activity, environment, size and needs of the group, and duration of the activity.

A qualified supervisor must confirm correct rigging before any sailing craft is allowed on the water.

Sailing craft must not carry more participants than the design recommendation.

Sailing craft must:

- be of a suitable design and construction for the environmental conditions;
- be appropriate for the students' capacity and experience;
- be constructed or fitted to be buoyant when swamped; and
- have a mainsail that is capable of being lowered easily by hand when the sailing craft is in an upright or a capsize position.

Lifejackets

Each participant must wear a lifejacket at all times when on or near water. Lifejackets approved for general use must bear the relevant Standard or stamp (currently AS 4758 or ISO 12402) as follows:

- within calm and protected waters: Level 50 (or higher); and
- in open and unprotected waters: Level 100 (or higher).

For further information about lifejackets, refer to Department of Transport Marine.

Whistles must be attached to lifejackets.

Inflatable lifejackets must be maintained and serviced regularly in accordance with the manufacturer's advice.

Emergency equipment must be readily accessible and wherever practical, should be waterproofed.

If towing a sail craft, tow ropes can be used. In some instances, it may be necessary to secure the tow rope to the base of the mast (by looping it around several times), or the mast tabernacle (the fitting the mast is fixed to), as these would better accommodate the pressure of towing.

Gloves of an appropriate size should be worn for protection when pulling ropes.

Mobile phones must be available for use in an emergency situation (with allowance made for the fact that they do not operate in all localities). Where there is no mobile phone coverage, radios should be used. A satellite phone is an alternative option.

For sail boat activities the Department teacher-in-charge must confirm that students know how to operate and that the boat carries the following items:

- bilge pump/bailer;
- fire extinguisher (if the vessel can be powered by a motor); and
- level 100 (or higher) life jacket.

In open waters:

- anchor and line; and
- two red and two orange flares (in date).

In addition to the above, for all sail boating activities in open water that go beyond two kilometres from a safe landing point, the teacher-in-charge must confirm that students know how to operate and that each boat is carrying:

- a distress Beacon (EPIRB) registered with AMSA;
- two parachute flares (in date); and
- a marine radio (the radio can be 27MHz, VHF or MF/HF).

In open waters it is recommended a Personal Location Beacon (PLB) is attached to the person on the craft in case they become separated from the vessel.

Guidance

Sailing need not be restricted to dinghy classes; activities may also include fixed-keel yachts and catamarans.

All equipment should be secured or stowed in the craft.

In areas where strong winds are likely to affect the program, a smaller set of sails should be available. Alternatively, it should be possible to reef larger sails, or to drop one set of sails to depower the vessel.

Sailing craft should be fitted with sturdy tow rings and, other than those that have an enclosed self-draining hull, should carry an adequate bailer.

The centreboard should be sufficiently robust to resist distortion when supporting the weight of at least one crew member during the act of up righting a craft after capsizing.

Centreboards should be secured to the hull so that they remain in the centreboard case when the hull is inverted.

Rudders should be secured to the hull.

Students should be made aware that the care and maintenance of equipment is an integral part of sailing.

Clothing that provides protection against prevailing weather conditions should be worn (a hat, shirt, etc.).

A broad spectrum, water resistant sunscreen should be applied as per manufacturer's recommendation.

Drinking water should be available at all times.

Safety or support power craft

A powered safety or support craft must be available for instruction and supervision at all sailing and sailboarding activities. The craft must comply with Department of Transport *Marine: Recreational Boating* or *Marine Safety (Domestic Commercial Vessel) National Law Act 2012* requirements.

A safety tether lanyard must be worn by the power boat driver at all times.

7. THE SUPERVISORY TEAM

Refer to *Appendix A: General Requirements in the Recreation and Outdoor Education Activities for Public Schools Procedures* for further requirements.

8. EXTERNAL PROVIDERS

Refer to *Appendix A: General Requirements in the Recreation and Outdoor Education Activities for Public Schools Procedures* for further requirements.

9. MINIMUM QUALIFICATIONS AND COMPETENCIES

The Department teacher-in-charge must confirm that the supervisory team members possess skills in power boating, and have the appropriate experience, knowledge and skills to identify and manage potential risks at any stage during sailing and sail boarding activities. This includes proficiency in rescue techniques appropriate to the type of craft being used and the water environment.

Refer to *Appendix A: General Requirements in the Recreation and Outdoor Education Activities for Public Schools Procedures* for mandated:

- first aid qualifications; and
- evidence requirements for all qualifications of competencies.

Minimum qualifications and/or formal training requirements:

The qualified supervisor must hold a current, activity-specific qualification and/or have attained current, activity-specific competencies through a recognised tertiary institution or Registered Training Organisation (RTO) including:

Activity	Qualified supervisor requirements (at least ONE)
<i>Dinghy Sailing</i>	<ul style="list-style-type: none"> • Australian Sailing <i>Dinghy Instructor</i> certificate; or • Australian Sailing <i>Dinghy Racing Instructor</i> certificate; or • Relevant units in <i>Dinghy Sailing</i> completed as a part of a <i>Certificate III</i> (or higher) in Outdoor Recreation; or • an equivalent qualification, as recognised by the Director General.

Sail boarding or wind surfing	<ul style="list-style-type: none"> • Australian Sailing <i>Windsurfing Instructor</i> certificate; or • Australian Sailing <i>Windsurfer Racing Instructor</i> certificate; or • <i>Windsurfing Senior Instructor</i> certificate; or • Relevant units in <i>Sail Boarding or Wind Surfing</i> completed as a part of a <i>Certificate III</i> (or higher) in Outdoor Recreation; or • an equivalent qualification, as recognised by the Director General.
Keelboat	<ul style="list-style-type: none"> • Australian Sailing <i>Keelboat Instructor</i> certificate; or • Australian Sailing <i>Keelboat Racing Instructor</i> certificate; or • Relevant units in <i>Keelboating</i> completed as a part of a <i>Certificate III</i> (or higher) in Outdoor Recreation; or • an equivalent qualification, as recognised by the Director General.

Safety or support powerboat

The supervisor in control of the safety or support craft must:

- hold a *Recreational Skipper's Ticket* (RST);
- demonstrate skills in handling the craft being used; and
- have recent logged experience in performing a rescue and retrieving and towing a sail craft; and
- have at least one of the following:
 - be a qualified and experienced *Safety Boat Operator*;
 - hold an Australian Sailing (AS) *Power Boat Handling certificate* (PBH);
 - hold a *Surf Life Saving Australia Inshore Rescue Boat Driver* award;
 - hold a *Rescue Water Craft Operator* award; or
 - hold a relevant commercial ticket.

The Department teacher-in-charge must be satisfied that the supervisor in control of the support or safety power boat has recent logged experience in effecting a rescue.

Skills and experience

The Department teacher-in-charge must confirm that the supervisory team:

- has experience in the activity at the level being offered to students;
- has the relevant qualifications;
- has current First Aid and CPR qualifications; and
- understands the emergency responses and supervision responsibilities.

It is recommended that qualified supervisors and assistant supervisors maintain evidence of their currency and experience through the use of a logbook, or similar.

Guidance

Teachers attending an organised course with a school group should:

- *have previously attended an in-service or professional learning course on sailing;*
- *be qualified to an Australian Sailing (AS) Dinghy, Windsurfing or Keelboat Instructor level; or*
- *hold a relevant AS Assistant Dinghy, Assistant Windsurfing or Assistant Keelboat Instructor qualification.*

10. MINIMUM LEVELS OF SUPERVISION

Supervisory requirements must take into consideration the:

- age, experience and capacity of each student;
- students' medical conditions or disabilities;
- supervisors' competence and experience;
- competence of supervisors at the venue;
- type of activity to be undertaken;
- nature of the environment (closed or open water location, weather etc.); and
- location of the activity.

The level of risk in aquatic environments is dynamic and must be constantly monitored. The appropriate number of supervisors directly monitoring students in the water must be maintained at all times.

The total number of sail boards must not exceed twelve (12) per qualified supervisor.

The total number of all other sail craft must not exceed six (6) per qualified supervisor.

The following sailing to rescue craft supervision requirements apply:

- sailing craft - a minimum of one rescue craft to six (6) sailing craft;
- sailboards - a minimum of one rescue craft to twelve (12) sailboards.

Safety or support power craft

A powered safety or support craft must be available for instruction and supervision at all sailing and sailboarding activities. The craft must comply with the requirements of Department of Transport Marine.

For all sailing and sail boarding activities there must be:

- a rescue boat accompanying participants; and
- a maximum 24 participants per group.

Different levels of supervision are required when conducting swimming and water safety programs in calm and open water environments.

A second supervisor is not required for calm water - fixed locations, provided that there are clear systems in place so that supervisors can quickly summon assistance if required.

Students must be within the qualified supervisors line of sight at all times. If the activity goes outside of line of sight, a second supervisor is required to maintain adequate supervision.

SAILING AND SAIL BOARDING

This activity is not recommended for students in Kindergarten to Year 3.

CALM WATER FIXED LOCATION

Year 4 - 6

There must be two supervisors at all times:

- one qualified supervisor for every 24 students or part thereof;
- one supervisor for every 12 students or part thereof (including the qualified supervisor).

Year 7 - 12

Recommended two supervisors at all times:

- one qualified supervisor for every 24 students or part thereof;
- one supervisor for every 24 students or part thereof (including the qualified supervisor).

SAILING AND SAIL BOARDING
CALM WATER NON-FIXED LOCATION
Year 4 - 6

There must be two supervisors at all times:

- one qualified supervisor for every 18 students or part thereof; and
- one supervisor for every 12 students or part thereof (including the qualified supervisor).

Year 7 - 12

There must be two supervisors at all times:

- one qualified supervisor for every 18 students or part thereof.

OPEN WATER

Year 7 - 12

There must be two supervisors at all times:

- two qualified supervisors for every 18 students or part thereof.

The table below illustrates the supervision requirements for common group sizes. Groups may be larger than those indicated here but must remain within the prescribed supervision ratios and any limits set out earlier in this document.

<i>Activity</i>	<i>Year level</i>	<i>Environment</i>	<i>Number of students</i>	<i>Qualified Supervisor</i>	<i>Experienced assistant supervisor</i>	<i>Total supervisory team</i>
Sailing and Sail Boarding	K - 3	All aquatic environments	This activity is not recommended for K - 3.			
	4 - 6	Calm Water: fixed location	1 - 24	1	1	2
			25 - 36	2	1	3
		Calm Water: non-fixed locations	1 - 18	1	1	2
			19 - 24	2	0	2
	Open Water	Not recommended				
	7 - 12	Calm Water: fixed location	1 - 24	1	0	1
			1 - 18	1	1	2
		Calm Water: non-fixed locations	19 - 36	2	0	2
			1 - 18	2	0	2
Open Water	19 - 36	4	0	4		

11. SUPERVISION STRATEGIES

Supervision strategies must be confirmed by the Department teacher-in-charge to ensure the safety and wellbeing of students is maintained at all times. Supervision strategies must:

- confirm that the safety and well-being of students is maintained at all times;
- reflect risks associated with proximity to water;
- address circumstances when students are not in clear view of the supervisors; and
- include students who are not actively participating in the activity.

A powered safety or support craft must be available for instruction and group control on the water.

Rules are established to confirm that all students remain in close proximity to the supervisor while sailing.

Guidance

Buddy practices are established so that students can monitor and check the safety and wellbeing of their partner or a buddy craft.

During poor weather conditions, all members of the group remain in close proximity.

Consideration is given to positioning, scanning and safety checks (see Swimming and Water-Based Activities).

Supervisors should arrange pre-determined stops en route, so that students can be provided with feedback.

Safety or support craft

Supervisors must exercise particular caution when students are entering, boarding or near the propellers of a vessel. Propeller guards are recommended.

Propeller aware strategies must be used whenever a person is in the water.

12. IDENTIFICATION OF PARTICIPANTS AND CRAFT

A suitable system of identifying participating students is determined after assessing the environment, the capacity of the student cohort, the type of activities that will be undertaken, and the number of participating students.

Guidance

Systems may include:

- *confining students to designated areas not being utilised by other schools or the public;*
- *the wearing of rash vests, standardised high-visibility lycra vests or shirts, "life saver" or swimming caps, or neoprene armbands; and*
- *school uniform.*

Yachts and sailboards (or their sails) should be clearly marked and easily identifiable.

13. COMMUNICATION STRATEGY

Refer to *Appendix A: General Requirements in the Recreation and Outdoor Education Activities for Public Schools Procedures* for further requirements.

14. RISK MANAGEMENT PLAN

Refer to *Appendix A: General Requirements in the Recreation and Outdoor Education Activities for Public Schools Procedures* for further requirements.

15. EMERGENCY RESPONSE PLAN

Refer to *Appendix A: General Requirements in the Recreation and Outdoor Education Activities for Public Schools Procedures* for further requirements.

16. BRIEFING STUDENTS AND SUPERVISORS

The Department teacher-in-charge must confirm that all participants are briefed about:

- the educational purpose and the cooperative nature of the activity;
- the activity itinerary;
- required skills appropriate to the activity;
- participants' roles and responsibilities, including standards of acceptable behaviour and activity rules;
- the role and location of supervisors;
- the system for identifying students and supervisors;
- food and water requirements;
- procedures that will be followed if members of the party are overdue, or become lost or separated from the group;
- potential hazards and safety procedures appropriate to the activity and venue;
- buddy practices and lost buddy procedures;
- areas demarcated and identified specifically for student groups;
- conditions associated with hypothermia, sunburn and dehydration;
- communication strategies that will be used throughout the activity, including a signal to gain the attention of the whole group; and a signal to be used if assistance is required;
- "righting" drill procedures, including the importance of staying with the craft;
- emergency and evacuation procedures, signals and location of emergency equipment;
- appropriate clothing for the activity and weather conditions, including thermal and sun protection;
- minimal impact principles for that location (see *Leave No Trace* principles);
- aspects of the environment and expected weather conditions;
- how to identify currents, tides, reefs and other potential hazards of the venue, including safe entry and exit points; and
- the route to be followed including pre-determined stops and/or meeting points along the way (if applicable).

Special briefing sessions must be arranged for students who were absent from preparatory briefings.

17. INFORMED CONSENT

Refer to *Appendix A: General Requirements in the Recreation and Outdoor Education Activities for Public Schools Procedures* for further requirements.