



Welcome to the Lyme Regis Sea School

New Instructor Pack

Thank you for your interest in joining the LRSS team. We are a charity based in Lyme Regis, with the aim of delivering high quality, RYA-recognised dinghy and powerboat training to young people and adults. This new-starter pack aims to introduce you to the basics of how we operate, and your role within the organisation. It is not a substitute for staff training or reading the full centre paperwork.

Next steps to take are on the final page of this document.

Key Contacts:

Joshua Bolton joshboltonlrss@gmail.com

Centre Principal

Operational management, administration, safeguarding and welfare.

Ollie Tucker ollielrss@outlook.com

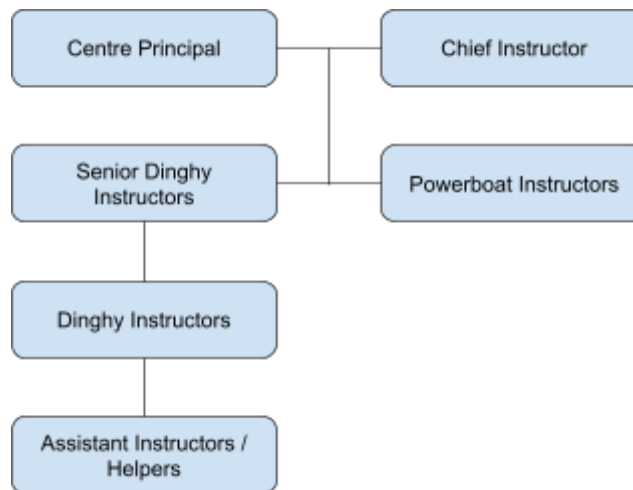
Chief Instructor

Operational management, staff bookings and administration.

Roles within the organisation

Our organisation works efficiently because we have a hierarchy, based on experience and qualification. Each level in the LRSS hierarchy reports to the level above, and all activities are supervised by a Senior Instructor, who takes guidance from the Centre Principal or Chief Instructor.

All new instructors (without formal qualifications) begin their time with us as a 'helper'.



Structure of the sailing season

LRSS operates seasonally, with an intensive program of week courses beginning in early-July. We may choose to run other sessions, such as evening sailing or open days at other times of year. The full seasonal program is made alongside the Lyme Regis Sailing Club, to ensure there are minimal scheduling clashes, and once this is finalised, will be released to LRSS staff members. A general structure of the season is as follows:

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|-------------------------|---|
| April (Easter Holidays) | <ul style="list-style-type: none">- Staff training (full day)- April open day- Staff social event |
| June | <ul style="list-style-type: none">- Staff training (role-specific, half days) |
| July | <ul style="list-style-type: none">- Instructor courses- Staff training (half or full days)- Main season commences |
| August | <ul style="list-style-type: none">- Main season continues- End of season party |
| December | <ul style="list-style-type: none">- Christmas party |

Staff training

All staff are expected to attend training relevant to their role. It is a requirement that you are fully inducted to the centre prior to your first day of work, and we need to keep files recording your attendance. Staff training dates will be emailed to staff as early as possible, alongside information about what to bring with you (we don't always go on the water).

Staff record-keeping

We need to keep an up-to-date record of your qualifications and certificates. If you have formal qualifications, you must submit them via the link (see useful links section) at the earliest possible opportunity. This applies to DBS certificates as well as instructor qualifications.

Staff rota

We begin work on a staff rota around Easter time, and request that staff give us their availability at this point. Once the deadline for submitting availability has passed, we will make a staff rota, dividing work up as fairly as possible. Once you are on this rota, you are expected to work. If you find you cannot work for any reason, you are expected to find a suitable replacement for your course or session.

The rota is a working document and may be updated past April. If we have a session requiring extra staff, we will send out a general call for extra hands (so don't worry if you joined the team after April).

Working your first day at LRSS

Each day at LRSS runs from 9am to 5pm. Evening sessions run from 4:30pm until 8:15pm. You are expected to be on time: consistent lateness will be recorded in your instructor file. Each day or session begins with an instructor briefing, which is crucial in ensuring we can operate efficiently. The day of work does not finish until all boats are packed down and the Senior Instructor in charge is satisfied with the state of the centre. Leaving work early is not acceptable, unless in exceptional circumstances.

Clothing and dress

You will be issued with a red LRSS polo shirt on your first day of work, and it will be taken back in at the end of your course or session. Additionally, we make a staff clothing order at the start of each season, where you may order subsidised hoodies, jackets and other LRSS-branded clothing items. Unfortunately, if you miss this order, you will have to wait until next season to get extra clothing.

Most instructors do not come to work in a wetsuit or otherwise water-ready, but wait to get changed after the morning briefing. This is completely up to you as an instructor. Regardless

of whether you arrive changed, or change later, you are expected to have appropriate clothing to go afloat, in any weather condition. You are permitted to wear your own buoyancy aid, as long as it meets the CE standard.

Customer service

Every participant in an LRSS course (even if you know them outside of the organisation) is seen as a customer, and must be treated as such. We pride ourselves on our professionalism and enthusiasm, and expect you to uphold the same values at all times.

Safeguarding and professional responsibilities

We have a duty to safeguard all of our staff and participants. You will receive safeguarding training as part of your ongoing training at LRSS, and must not hesitate to report any safeguarding concerns you have to the welfare officer, whether they concern a staff member or a student. We also have a responsibility to keep everyone safe. If you notice anything that does not look or feel safe, do not hesitate to report it to a more senior member of staff.

All staff members over-16 must have a valid DBS check. We carry these out yearly, free of charge. Details will be sent to applicable instructors by mid-May at the latest - please get in touch if you think you have been forgotten.

Staff social opportunities

We believe that LRSS has one of the best social lives of any RYA Training Centre. We hold a staff social every Tuesday evening, and every member of staff (whether they are working or not) is invited to come down. Themes and food details will be released a few days before the event. Additionally we have an Easter social, an end-of-season social, and a Christmas Party. Everyone is warmly invited to attend, but be warned - we take the themes very seriously!

If you are under-18, we ask that you are picked up at, or before, 9pm. Over-18 staff members are permitted to drink alcohol from the LRSC bar at socials.

Continued professional development

LRSS has a highly-regarded staff training program, which is one of the most comprehensive in UK RYA Training Centres. Very few other centres invest as much into their staff as we do. As a rough guide, we look to qualify six dinghy instructors and three senior instructors each season. We have more eligible candidates than places each year, so staff need to prove their capabilities while working to give themselves the best chance at getting a place on a course. If you don't get selected for a course the first year you are eligible, don't worry. There will be opportunities in the future, and you are also welcomed to self-fund.

Next steps after reading this document

Thank you for reading the New Starter Pack. Please follow the next steps to get yourself fully onboard with us:

1. Fill out the Instructor Details Form (link below)
2. Submit copies of relevant qualifications through the Personal Details form (link below)
3. Let **Ollie** know if you will require a DBS check (if you will be over-16 at any point during the season)
4. Check the Instructor Calendar (link below) for training dates and upcoming events.
5. Watch your email inbox - we send out updates and new events regularly!

Useful Links

Many of our useful links are held in the instructor resources area of the website.

Instructor Resources Area (password: Gybe1)	https://lrss.uk/elementor-11678/
LRSS Centre Paperwork	https://drive.google.com/drive/u/1/folders/1ECZUqEn4J8YIPIC1Tii3UI2Yzq6lggcW
LRSS Instructor Calendar	https://lrss.uk/resources/instructor-calendar/
Instructor Personal Details Form	https://forms.gle/ivy7CKb5RAphjMzJA
Instructor Qualifications Form	https://forms.gle/kkN5ZZdZUhrExeVy9