



Instructor – SYLLABUS

CySaF has created a National Training Program (NTP) based on the World Sailing Coaching Framework. The NTP Coaching Framework is divided into two main categories: Participation and Performance. The Participation category primarily concentrates on the 'Learn to Sail' programs whilst the Performance category primarily covers the National and International racing programs.

There are four levels within the Participation category, these are: Assistant Instructor (AI); Instructor (I); Senior Instructor (SI); Instructor Developer (ID). Progress through the various levels depends on continuous personal development and proven ability. To ensure an all-round knowledge and experience is gained there are minimum time limits before progress between each level can be achieved and these are:

Instructor to Senior Instructor is a minimum of 2 years subject to the minimum age criteria detailed in the NTP Coaching Framework.

Senior Instructor to Instructor Developer is a minimum of 4 years subject to the minimum age criteria detailed in the NTP Coaching Framework.

The Instructor's syllabus is a detailed process of teaching competent sailors to effectively teach and guide the learning process of people who have never sailed before bringing to a level of competent sailor. All training that the instructor performs will be in line with the CYSAF national training scheme. The Instructor must first be a competent sailor and have been directly involved in club sailing programs. The Instructor must be able to prepare, deliver and review training sessions within the NTP Learn to Sail and be capable of delivering all aspects without direct supervision.

To gain the award prospective Instructors will be expected to have knowledge of and be able to practically demonstrate all the topics listed in the syllabus detailed in the following pages. The Instructor course is 40 hours or 5 days duration overseen by an Instructor Developer.

The Instructor award is nationally recognized and the holder can deliver training at all national clubs as long as a Senior instructor is present. The Instructor award is valid for 4 (four) years from the date of issue after which a renewal will be required.

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National Training Program Manager



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MAIN TOPIC	SUBJECT	EXPECTED LEVEL OF KNOWLEDGE
Pre-Assessment	Prior to commencing the Instructor course	The following tasks are to be undertaken in a sailing boat in the presence of an Instructor Developer (ID) to assess the suitability of a prospective Instructor to proceed onto the CySaF Instructor course or the World Sailing Technical Course for Coaches Level 1. The ID will look for students' preparation and execution of each task, his teamwork skills and his consideration of others. In terms of sailing skills the ID will be observing the correct use of the 5 Fundamentals at all times and on all points of sail as well as the students competence and confidence throughout. If a candidate successfully completes the pre-assessment the Instructor course must be undertaken within 12 months of this assessment.
Sail around a triangular course	Sailing	Using all the boats controls and equipment to best advantage whilst ensuring the 5 Fundamentals are used appropriately
Tight circular course	Around a stationary boat	With no more than three boat lengths distance from the moored boat sail around the moored boat using only one tack and one gybe
Follow my leader	Follow in line	Adjust speed to keep the same distance from the boat ahead
Rudderless sailing	On any point of sail	To the distant observer it must appear as though the boat is under normal control
Lee shore landing and departure	Procedures	Know how to prepare for approach and be able to adjust speed making sensible decisions in good time to avoid placing the boat or persons in danger Know the correct departure procedure
Coming alongside a moored boat	Approach and departure	Know and be able to approach safely remaining under control at all times whilst also having an escape route Know how to depart safely
Recover a capsized dinghy and sail away	Partial capsize	To be achieved without any outside assistance When upright sail away until the boat is dry
Sailing without a centreboard	Around a triangular course	Using the remaining boat controls to best advantage.
In addition to successful completion of the pre-assessment the following are pre-requisites that must be held before a student can undertake the Instructor course		



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First Aid	To be able to administer First Aid	Must hold a valid First Aid certificate, with additional water sport modules to include secondary drowning, hypothermia & hyperthermia, issued from a nationally recognized organization
Powerboat coxswain	Teaching from a coach boat	<p>Must hold a valid HSSVOL license unless over the age of 70.</p> <p>Must have successfully completed a CySaF Safety Boat Course, the syllabus of which includes: CHECK Safety boat preparation, launch, slow slalom turns, 180 degree turn on pivot point in confined space, Man Overboard (MOB) recovery procedures, recovery of a capsized dinghy (mast lift), holding off against a fixed buoy, pick up a mooring, Safety boat recovery and shutdown</p> <p>Know how to tow a dinghy alongside and astern</p>
VHF	Normal use	<p>Know how to use VHF fixed or mobile radio.</p> <p>Hold the CySaF's VHF Attendance Course Certificate</p>



INSTRUCTOR COURSE SYLLABUS		
MAIN TOPIC	SUBJECT	EXPECTED LEVEL OF KNOWLEDGE
Teaching methods – what to be aware of	<p>Adults</p> <p>Children</p>	<p>Approach to teaching adults varies in many ways to teaching children and Instructors must be able to adapt. Adult traits are: Normally do not need to repeat the purpose of a task and will practice/perform better without too much supervision Must ensure they understand purpose and aim of each session Have more life experiences that can often help to understand new learning Do not want to appear unknowledgeable or failing to understand and may become frustrated if they are</p> <p>Children traits are: Must be interested rather than forced, need to be kept occupied to learn Do not prolong tasks, minimum time only and vary regularly Give reasons for each session They want to know 'what', 'where' and 'when' rather than why If this experience is new they have no pre-conceived idea, they learn quicker if session is interesting and fun</p>
Rigging a two person dinghy	Correct sequence	<p>Sequence: Approach, check tires and security of wheels on trolley, remove cover, turn boat to face into wind, check all boat fittings are secure (pins, clips etc), fit bungs, close buoyancy hatches & self-bailers, ensure a bailer is within the boat if required Fit, raise and tension jib (furl if possible), place battens in mainsail pockets, fit mainsail, connect outhaul, connect halyard to mainsail head (do not raise until ready to launch), check spinnaker/gennaker is connected correctly by hoist and drop on land. When mainsail is raised, connect kicker & cunningham and fit rudder assembly</p>
Rigging a one person dinghy	Correct sequence	<p>Sequence: Approach, check tires on trolley, remove cover, check all boat fittings are secure (pins, clips etc), turn boat to face into wind, fit bungs, close buoyancy hatches & self-bailers, ensure a bailer is in the boat if required Place battens in mainsail pockets, fit mainsail to mast, raise and locate in mast step Furl if necessary Connect outhaul, connect kicker & cunningham and fit rudder assembly</p>



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Land drills - Tacking	Tacking a center mainsheet controlled boat	Break each step of the procedure down as follows: Demonstrate the CySaF recommended procedure breaking each part of the procedure down into small steps as follows: 1: Demonstrate at normal speed without words. 2: Demonstrate slowly with words explaining each step. 3: Demonstrate at normal speed with words.
Land drills - Gybing	Gybing a center mainsheet controlled boat	Break each step of the procedure down as follows: Demonstrate the CySaF recommended procedure breaking each part of the procedure down into small steps as follows: 1: Demonstrate at normal speed without words. 2: Demonstrate slowly with words explaining each step. 3: Demonstrate at normal speed with words
Capsize recovery	Capsize	Explain the procedure for two person boat, if scoop method, then explain position of crew prior to righting Emphasize the need for safety at all times, remain with the dinghy, communicate with each other, be aware of inversion dangers If single handler explain the procedure Demonstrate using a dinghy on shore explaining each step of the procedure
Organize an on-water training session		Demonstrate style, structure and content of briefing to a group Demonstrate ability to control on water group activities paying particular care to safety and that the briefed aim is achieved Debrief the session after completion
Organize a land based training session		Demonstrate style, structure and content of briefing to a group Consideration should be given to the briefing location and appropriateness, training aids required, using natural surroundings if possible and practicable Ensure safety is an integral part of the session



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<p>10 Minute presentation</p>	<p>One of the subjects listed below: Clothing, Safety and Equipment Weather Tides Lee shore MOB Coming Alongside 5 Fundamentals Rules of the Road Points of Sailing Hypothermia & Hyperthermia</p>	<p>Other subjects may be introduced by the Instructors therefore students must ensure they have a good understanding of theory associated with sailing and teaching at this level Use of training aids such as flipchart, computer, projector, whiteboard and visual aids is encouraged Recommended clothing and protection for different weather conditions, difference between a Life Jacket and a Buoyancy Aid and basic safety equipment to be carried. Basic understanding of weather patterns, methods of obtaining forecasts and understanding of Beaufort wind scales Tidal range between high and low water. Direction and speed of tidal stream around Cyprus Dangers and procedures for landing and departure The correct procedure for Man Overboard and how to teach it The correct procedure for Coming Alongside a moored or free floating boat Brief description of each essential Basic rules for safe sailing (Opposite Tack, Same Tack, Overtaking, Power v Sail, Avoiding Collisions) All points of sailing and the No-Go Zone, Sailing Circle Signs, Symptoms and Treatment</p>
<p>World Sailing (ISAF) Racing Rules of Sailing</p>	<p>Racing Rules of Sailing</p>	<p>Have a basic understanding of the World Sailing racing rules of sailing, especially those in Part 2</p>
<p>International Regulations for Preventing Collisions at Sea (IRPCS)</p>	<p>The applicability of the IRPCS</p>	<p>Be aware and have an understanding of the IRPCS (commonly known as Collision Regulations) sections relating to sailing vessels</p>