

STANDARDS AND PROCEDURES

DEPARTMENT: ACTIVITIES **JOB CATEGORY:** BEACH ATTENDANT

HEAD: **G. M. APPROVAL:** **DATE:**

TASK: TEACHING A SAILBOARD LESSON

STANDARD:

PROCEDURE:

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TASK: TEACHING A HOBIE CAT SAILING LESSON

STANDARD: ALL EMPLOYEES SHOULD BE ABLE TO SAIL AND GIVE BASIC HOBIE
SAILING INSTRUCTION

PROCEDURE:

Whenever an instructor teaches a sailing lesson on the Hobie Cat, he / she should follow these guidelines so that each instructor is giving out the same information. The demonstration Hobie should be rigged and ready in front of the group or individual, and any other equipment needed should be at the ready. LIFEJACKETS SHOULD BE OFFERED.

Introduction

1. Introduce yourself to the group or individual and get names, and an indication of how much sailing they have done before. Explain that this will be a basic lesson aimed at teaching the basics and getting them going as quickly as possible. Explain that it will be a 3 part lesson.
 - a) Dry land drill.
 - b) Accompanied stage with instructor.
 - c) Solo sail – if they choose to do it.

Dry land drill

1. Explain the basic parts of the boat – the names of the two sails – the four controls of the boat
Tiller, Daggerboard, Main sheet, Jib sheets.
2. Show the positions of the helmsman and crew and what controls they have to take care of.

PROCEDURES : (continued)

3. Show the procedure for turning , (Taking only), to being with.
 - a) notify crew
 - b) push tiller away.
 - c) watch, and wait for boom,
 - d) cross as boom crosses,
 - e) face forward,
 - f) centralise tiller.

The crew would cross to middle and wait for the manouvre to be completed.

1. The points of sailing would be explained, as would head to wind and how to get out of it. The sail angles would also be covered.

Accompanied stage with instructor :

2. Repeat all the stages taught in two ways :
 - a) firstly with the instructor demonstrating,
 - b) then with guest trying.

In the event of a large group, this stage would involve taking guests out in pairs for 15 minutes accompanied instruction.

Solo Sail

1. Before this stage the instructor would calmly mention what to do in the event of a capsize.

This stage would only be attempted if the guest is comfortable, the instructor is convinced he / she is ready, and the weather is suitable.

The instructor would explain the limits to stay within and would assist with the launch and recovery. If possible only let the guests sail on reaches.

The instructor would watch the solo sailors for the duration of the sail. Safety is vital.

Conclusion

2. To conclude, the instructor will get the group together for a summary of all things covered.

PROCEDURES : (continued)

During general use of Hobies – a half hour limit may have to be imposed so as to enable all guests to use the equipment. This would be subject to need.

Setting up + Packing away the Hobies

9. a) The hull must be stored above the wall with all sails stored and locked away.
c) All attachments must be taken off.

To rig the Hobie

- a) Turn the hull into the wind.
- b) Attach sail to boom and enter all battens.
- c) Attach haliard.
- d) Haul up sail ensuring mainsheet is out.
- e) Ensure haliard is pulled Taut ; if using a jib, it is vital to ensure that the luff is Taut.

This procedure will be demonstrated.

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TASK: CARRYING OUT THE SAILBOARD FREESTYLE DEMONSTRATION

STANDARD: EMPLOYEES SHOULD BE ABLE TO DO THE DEMONSTRATION OR EXPLAIN WHILE ANOTHER PERSON DOES IT. THE SEQUENCE OF EVENTS MUST BE LEARNED.

PROCEDURE:

The demonstration is in three parts :

1. Introduction.
2. Demonstration.
3. Conclusion.

Before the event the equipment to be set out is as follows :

One sailboard rigged and lying on the beach.

One blackboard , with clearly visible order of events. (learn thoroughly by the two participating beach attendants).

One megaphone if necessary , Chalk, One regatta buoy.

Introduction

1. Both beach attendants address the viewing group and introduce themselves. One will then explain the order of events to be shown, using the blackboard programme. The hazards of the tricks will be pointed out, along with the shallowness of the water – this will set a lighthearted tone in case some tricks fail. It will also be pointed out that each trick will come in the same direction from the regatta buoy.

PROCEDURES : (continued)

Tricks to be shown and their order are : -

- Head dip
- Sitting , kneeling , splits
- Sailing inside the boom
- Sailing backwards
- Back to the sail
- Sailing end up
- Duck tack
- Carve jib
- Rail riding – forward and backwards

Demonstration

2. The demonstration attendant will then sail out to the position of the regatta buoy. As he comes up to the buoy on the first run the land based attendant will introduce the head dip and guests will see it carried out. As the demonstrator returns to the buoy the instructor will explain the next trick, and again introduce it as the demonstrator comes up to the buoy. Each trick will be done in the same direction.

The rail – riding will be the climax and should receive a big build up in the way of introduction.

Conclusion

3. As the demonstrator returns , a round of applause should be encouraged and a concluding sentence or two should be made.

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TASK: TAKING A WATER – POLO ACTIVITY

STANDARD: ALL STAFF MUST BE ABLE TO SWIM AND BE ABLE TO TAKE
COMMAND OF A WATER – POLO ACTIVITY

PROCEDURE:

The water polo activity will be held in the main pool and could be a children's or adults event.

These steps should be followed :

1. Ensure that all equipment is set up beforehand, and that everything needed is ready at the poolside. Equipment needed includes ; ball, goals, water polo caps, ski belts, blackboard chalk, whistle and a safety pole.
2. Ensure that all guests at the poolside know that the event is about to take place and how long it will take Encourage participation.
3. When guests are gathered, explain the rules :
 - a) Safety at all times - if tired drop out, no ducking etc.
 - b) No holding the ball when moving. You must swim while pushing it.
 - c) After each goal the ball comes back to the referee.
 - d) Score will be kept on the blackboard. Explain length of game or score to be reached.
1. Give out swim caps and pick teams. This can be done any way, for example by countries, by sex, by age or at random. Anyone requiring ski belt for buoyancy will be given one.
2. Begin the match – referee constantly and watch each player to ensure the game is safe; keep a constant score displayed.

PROCEDURES : (continued)

3. When the match is over (this could be at any time decided by the referee depending on tiredness of participants, target score reached, or any other reason) all equipment should be returned to the store.

Make sure there is a clear beginning and a clear end to the activity.

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