

Girl Guides Australia  
Australian Learning and  
Qualification Program

# CONDUCT SAILING ACTIVITIES



GIRL GUIDES  
AUSTRALIA

## Conduct Sailing Activities

### Purpose:

This module allows you to conduct sailing activities for youth and adult participants according to *Guide Lines*. For large groups, you must have assistance from additional qualified sailors to maintain appropriate supervision ratio requirements. The holder may also assess youth members for Boating (Sailing) Achieve a Challenge Trefoil 1 and 2 activities.

### Before you begin:

- Be an adult member
- Hold a current Provide First Aid HLTAID003 or equivalent or higher

Note First Aid Certificate Details here	Date copy sent to your State Office.
Certificate:	

### Process:

A Leader / Manager wishing to complete a module should

- meet the entry competencies for the appropriate outdoor module in the Australian Learning and Qualification Program; and
- have one member of staff who holds the outdoor module applicable to the type of module being undertaken
- Follow relevant State procedures to link them with an Outdoor Skills Assessor (OSA)
- Contact the Outdoor Skills Assessor
- Print this booklet and complete the reading, training, activities and reflection exercises
- Relevant GGA Sailing Basic Skills Training should be undertaken prior to the assessment. The training may be a course run by the State Learning & Development and/ or Outdoor Activities Team. The Outdoor Skills Assessor will discuss with the applicant if RPL can be given for part or all of the training. In States where there is less demand the training may consist of individual mentoring.

The requirements are similar for each type of module, with only minor variations. The activities are based on the things you need to do for each skill, although they can be completed in the order that suits your needs.

### Assessment:

By an Outdoor Skills Assessor who holds the module: Instruct and Assess Sailing Skills or a person with an equivalent external qualification approved by the relevant State body.

Assessment will be conducted in light weather and/or sheltered waters.

This module can be completed in a small sailing craft and will be endorsed for the type of craft.

### RPL:

Adults who have completed Boating (Sailing) Achieve a Challenge Trefoil 3 within the last 3 years are exempt from all activities in the Basic Skills.

Adults who have completed the VET modules listed below are deemed to have equivalent qualifications but must show a log to demonstrate currency.

- SISOYSB403A Sail a small boat in moderate and variable conditions
- SISOYSB404A Instruct small boat yachting

Holders of current Australian Sailing Sailing Instructor or Senior Sailing Instructor for dinghy sailing qualification including their AS sailing log book to demonstrate currency.

The Outdoor Skills Assessor can give individual exemptions for the same activities completed in other boating modules.

## Basic Skills

The aim of this section is to help you learn the basic sailing skills.

<b>Girl Guide Training to complete:</b>	<b>Date Completed</b>	<b>Trainer's Signature</b>
GGA Sailing Basic Skills Training		

<b>Activities to complete:</b>		<b>OSA Signature &amp; Date</b>
1. Swim 50m and tread water for 3 mins in boating clothes, shoes and lifejacket.	<i>Demonstrate this to your Outdoor Skills Assessor.</i>	
2. Dress appropriately for a boating activity and explain the reason for each item.	<i>Note the weather conditions and the clothing worn:</i>	
3. Select, waterproof and stow personal equipment (first aid kit, repair kit, clothing), food and water. Explain why each item was selected as appropriate for the activity.	<i>List the equipment used in the boating activity:</i>	
4. Wear a lifejacket correctly.	<i>Demonstrate this to your Outdoor Skills Assessor and answer questions.</i>	
5. Demonstrate a simple rescue technique e.g. man overboard procedures, use of a throw-bag / rope / buoyant object or reach rescue with oar or paddle.	<i>Demonstrate this to your Outdoor Skills Assessor.</i>	
6. Respond to and use voice (hailing), hand signals and signal flags.	<i>Demonstrate this to your Outdoor Skills Assessor.</i>	

**Activities to complete: Basic Skills**

<p>7. Find the rules for safe boating in your State. (They will be on a Government website). Note the following:</p> <ul style="list-style-type: none"> <li>• Which side of the channel or waterway you should be on</li> <li>• If two vessels are on a collision course, who gives way and what both vessels do</li> <li>• How a navigable channel is marked</li> <li>• The meaning of navigation buoys, beacons and lights</li> </ul>	<p><i>Safe Boating notes:</i></p>	
<p>8. Demonstrate the following knots and explain their use in boating activities:</p> <ul style="list-style-type: none"> <li>• Reef Knot</li> <li>• Figure of Eight</li> <li>• Bowline</li> <li>• Round Turn &amp; Two Half Hitches</li> <li>• Sheet Bend</li> <li>• Clove Hitch</li> <li>• Fisherman's Knot</li> </ul>	<p><i>Demonstrate these to your Outdoor Skills Assessor.</i></p>	

Activities to complete: Basic Skills	OSA Signature & Date	
9. Explain common sailing terms and the names of different parts of the boat, sails and rigging.	<i>Discuss this with your OSA&gt;</i>	
10. Rig a sailboat and prepare for launching.	<i>Demonstrate this to your OSA.</i>	
11. Sail away from and return to a leeward and windward shore.	<i>Demonstrate this to your OSA.</i>	
12. Demonstrate basic skills: <ul style="list-style-type: none"> <li>• steering (tiller/rudder control)</li> <li>• balance and trim</li> <li>• centreboard</li> <li>• sail setting &amp; trim</li> <li>• reaching</li> <li>• running close hauled</li> <li>• tacking, going about</li> <li>• gybing</li> <li>• heave to</li> <li>• sailing a triangular course and return to shore</li> <li>• emergency stops</li> <li>• coming alongside other craft or the shore</li> </ul>	<i>Demonstrate this to your OSA.</i>	
13. Demonstrate controlled capsized procedures, right a capsized boat (with assistance) and recover crew.	<i>Demonstrate this to your OSA.</i>	
14. Prepare a boat for towing in the water and be towed.	<i>Demonstrate this to your OSA.</i>	
15. After the activity, recover, clean and stow boats and equipment.	<i>Demonstrate this to your OSA.</i>	
16. Record sailing activities in a log. <div style="border: 1px solid black; border-radius: 10px; padding: 5px; margin-top: 10px;">             Record             <ul style="list-style-type: none"> <li>• Sailing activities in the last 3 years</li> <li>• the GGA Sailing Skills Basic Training</li> </ul> </div> <p><i>Discuss the requirements for maintaining the log with your Outdoor Skills Assessor.</i></p>	<i>Attach a copy of your log.</i>	
17. Participate in at least two Sailing activities (totalling a minimum of 10 hours sailing). For each activity make your own record of weather conditions including wind strength, direction, tide changes etc. <div style="border: 1px solid black; border-radius: 10px; padding: 5px; margin-top: 10px;">             The 10 hours can include             <ul style="list-style-type: none"> <li>• sailing activities in the last 3 years</li> <li>• GGA Sailing Skills Basic Training</li> </ul> </div>	<i>Details of Activity 1:</i>  <i>Details of Activity 2:</i>  <i>Record all activities in your Sailing log.</i>	

## Conduct Sailing Activities

The aim of this section is to ensure you have the skills required to safely lead sailing activities for youth and adult participants. You must complete the Basic Skills section before beginning the activities in this section.

Reading to complete and discuss with Outdoors Skills Assessor:	Record date completed	OSA initial & date
GGA Leader's Handbook: Chapter 7, <i>Your role in safety and risk management.</i>		
Guide Lines: Activity Manual: Sailing <a href="https://www.guidelinesforgirlguides.org.au/activities_manual/activities/sailing/">https://www.guidelinesforgirlguides.org.au/activities_manual/activities/sailing/</a>		

Activities to complete: Plan a sailing activity		OSA Signature & Date
<p>1. Plan a sailing activity for a small group (appropriate to the size of the craft and the skills of the skipper and crew)</p> <p><i>With your Outdoor Skills Assessor, discuss:</i></p> <ul style="list-style-type: none"> <li>• Consultation with the participants</li> <li>• Your plans to minimise environmental impact</li> <li>• Contingency plans.</li> </ul>	<p><i>Attach a copy of the plan.</i></p> <p><i>Key points from the discussion:</i></p>	
<p>2. Select activity leaders and assign tasks and roles based on activity and risk assessment.</p> <p><i>Discuss supervision ratios and activity leaders' qualifications with your Outdoor Skills Assessor.</i></p>	<p><i>Notes from discussion:</i></p>	
<p>3. Book the venue / equipment and complete booking forms. Obtain permission for access if required.</p>	<p><i>Attach a copy of the form/s.</i></p>	

Activities to complete: Plan a sailing activity	OSA Signature & Date	
<p>4. Prepare a Girl Guides Australia Risk Assessment Plan (using ADM.56B). Forward this to the LIC of the activity.</p> <p><i>With your Outdoor Skills Assessor, discuss the inclusion of:</i></p> <ul style="list-style-type: none"> <li>• <i>Guide Lines requirements and safe boating rules</i></li> <li>• <i>Minimising environmental impact</i></li> <li>• <i>Hygiene / sanitation arrangements</i></li> <li>• <i>Weather and tides (including flood, cyclone, storm, extreme temperatures)</i></li> <li>• <i>Emergency plans</i></li> <li>• <i>Changing conditions – weather and water, location as you travel, group skills and dynamics</i></li> </ul>	<p><i>Attach a copy of the plan.</i></p>	
<p>5. If you are the LIC, obtain permission from your District Manager to conduct a sailing activity (using GGA forms). Include the risk assessment plan and the route plan if applicable.</p> <p>After DM/RM has signed the form, it must be submitted to the relevant Region or State authority according to State procedures.</p>	<p><i>Attach a copy of the forms.</i></p>	
<p>6. Prepare a newsletter or similar outlining activity details for the participants and their families including the GGA forms required.</p> <p><i>Show your Outdoor Skills Assessor how you have organised the returned forms.</i></p>	<p><i>Attach a copy of newsletter and forms.</i></p>	
<p>7. Confirm transport arrangements for participants and equipment.</p>	<p><i>Attach transport arrangements.</i></p>	
<p>8. Prepare a kit list for the participants.</p>	<p><i>Attach the kit list.</i></p>	
<p>9. Prepare the participants for the activity.</p> <p><i>With your Outdoor Skills Assessor, discuss the preparation activities including</i></p> <ul style="list-style-type: none"> <li>• <i>Personal safety equipment</i></li> <li>• <i>Clothing and shoes</i></li> <li>• <i>Food</i></li> <li>• <i>Water</i></li> <li>• <i>Personal first aid kit and other emergency requirements</i></li> </ul>	<p><i>Key points about your preparation with the participants:</i></p>	



<b>Activities to complete: Conduct a sailing activity</b>		<b>OSA Signature &amp; Date</b>
<p>1. For a sailing activity, check the weather forecast for the area, including forecast wind speed and direction. Discuss it with the instructor and make appropriate adjustments.</p> <p><i>Discuss the weather forecast should include wind direction, strength and environmental indicators, tides, identifying hazardous weather including storm clouds or strong winds and what precautions or actions to take.</i></p> <p><i>Adjustments could include personal protection eg sunscreen, spray jacket, changing the program / route etc.</i></p>	<p><i>Key points from the discussion:</i></p>	
<p>2. Select craft suitable for the activity, participants and conditions, check the craft is seaworthy and equipment is fitted, adjusted and working correctly.</p>	<p><i>Demonstrate this to your Outdoor Skills Assessor.</i></p>	
<p>3. Conduct a safety briefing including</p> <ul style="list-style-type: none"> <li>• Standard safety procedures including rules for the prevention of collisions</li> <li>• Group management strategies</li> <li>• Communication signals</li> <li>• Capsize procedures.</li> </ul>	<p><i>Note information included in the briefing:</i></p>	
<p>4. Use a navigation chart to determine your location and route appropriate to the activity and craft being used.</p>	<p><i>Demonstrate this to your Outdoor Skills Assessor during a sailing activity.</i></p>	
<p>5. With other activity leaders and / or instructors, conduct the activity.</p> <p><i>With your Outdoor Skills Assessor, discuss:</i></p> <ul style="list-style-type: none"> <li>• <i>Loading the boat</i></li> <li>• <i>Monitoring the participants and adapting the program to their needs</i></li> <li>• <i>Monitoring and maintaining physical welfare of the group</i></li> <li>• <i>Maintaining a positive social environment</i></li> <li>• <i>Implementing risk management strategies, monitoring the conditions throughout the activity and adapting as needed.</i></li> <li>• <i>Incorporating the recognition system into the activity</i></li> </ul>	<p><i>Key points from the discussion:</i></p>	



<b>Activities to complete: Conduct a sailing activity</b>		<b>OSA Signature &amp; Date</b>
<p>6. Manage a rescue, demonstrating rescue techniques as the rescuer. Give clear directions to person(s) involved in the rescue without further capsizes occurring.</p> <p><i>Discuss with your Outdoors Skills Assessor additional hazards associated with rescues in moving water.</i></p>	<p><i>Demonstrate this to your OSA.</i></p> <p><i>Notes from the discussion:</i></p>	
<p>7. If appropriate to the type of sailing boat, whilst under power tow another boat safely to shore. Give instructions to those being towed.</p>	<p><i>Demonstrate this to your OSA.</i></p>	
<p>8. Demonstrate two methods of securing the craft to bank, shore or trailer. This could include:</p> <ul style="list-style-type: none"> <li>• anchoring if appropriate</li> <li>• making fast to jetties, buoys or moorings</li> <li>• clove hitch</li> <li>• round turn and two half hitches</li> <li>• truckies' hitch</li> <li>• strap tie-downs</li> </ul>	<p><i>Demonstrate this to your OSA.</i></p>	

<b>Activities to complete: Evaluate and report on a sailing activity</b>		<b>OSA Signature &amp; Date</b>
<p>1. Evaluate the activity with the participants.</p> <p><i>Add personal evaluation notes to your program for future reference. Discuss with your Outdoors Skills Assessor.</i></p>	<p><i>Notes from evaluation with participants:</i></p>	
<p>2. Finalise the accounts and prepare a financial statement for the District Manager (or Region / State Manager).</p>	<p><i>Attach a copy of the financial statement.</i></p>	
<p>3. Prepare a Camp / Activity Report and any incident notification for the District Manager (or Region / State Manager).</p>	<p><i>Attach a copy of the Camp / Activity Report.</i></p>	
<p>4. Update your sailing log.</p> <p><i>Discuss the requirements with your Outdoor Skills Assessor.</i></p>	<p><i>Attach a copy of your updated log.</i></p>	

<b>Activities to complete: Evaluate and report on a sailing activity</b>		<b>OSA Signature &amp; Date</b>
5. Discuss with your Outdoor Skills Assessor: <ul style="list-style-type: none"> <li>• What was successful?</li> <li>• What you would do differently next time?</li> </ul>	<i>Key points from the discussion:</i>	

<b>Reflection on learning followed by discussion with Outdoor Skills Assessor:</b>	<b>Signature &amp; Date</b>
What have the participants gained from participating in the activities?	
	<i>Outdoor Skills Assessor</i>
What skills do you want to improve and how will you improve them?	
	<i>Outdoor Skills Assessor</i>

## Completion of the Module

Now that you have completed all the required reading, training, activities and reflection exercises, your Outdoor Skills Assessor will complete the attached form and sign it. You will also sign the form and then the Outdoor Skills Assessor will forward it to the State Office. In due course, you will receive a certificate.

You may now conduct sailing activities according to the supervision ratios stated in *Guide Lines* and the conditions of endorsement. For large groups, several members who hold this module will be required to meet supervision ratios.

The sailing activities will take place appropriate to weather conditions, craft and risk management.

This qualification passport could be used as evidence towards Outdoor Recreation Qualifications.

### Endorsement Procedure:

- **This module must be endorsed every 3 years.**
- **This module will be endorsed by Outdoor Skills Assessor who holds the module: Instruct and Assess Sailing Skills. The assessor will want to see:**
  - a current *Provide First Aid* certificate or equivalent or higher
  - a sailing log showing an average of twenty hours of sailing activities per year, totalling sixty hours over three years. This must include a minimum of ten hours actual sailing but can include up to ten hours of preparation and instruction time in each twelve-month period.
  - a risk assessment plan for a recent sailing activity
  - demonstration of current rescue skills.
- If the holder does not meet endorsement criteria, she cannot conduct sailing activities.
- For each successful endorsement, the Outdoor Skills Assessor will complete the *OUT 10a Completion of Sailing Module* form and forward to State Office.

### Outdoor Skills Assessors

An Outdoor Skills Assessor for this module will,

- Hold the outdoor module: Instruct and Assess Sailing Skills, for a minimum of 2 years or be a Australian Sailing Instructor (and be actively seeking to have the modules endorsed in line with this Outdoor Module).
- Have been in charge of / conducted a sailing activity at least 4 times (or equivalent).
- Hold a current Provide First Aid certificate or equivalent or higher
- Show their sailing log
- Be recommended by the Region Manager (or her nominee) to the State Outdoor Activities Manager, who will manage this appointment.

The Outdoor Skills Assessor can also assess youth members for Boating (Sailing) Achieve a Challenge Trefoil 3.

## Completion of Module: Conduct Sailing Activities

This form is for notifying State Office of the completion of the Module, subsequent endorsements after three years or for changing craft / conditions.

PERSONAL DETAILS		
Preferred Title:	Given Names:	Surname:
Previous surname (if ever appointed or warranted under that name):		
Address:  State:                      Postcode:		Email:
Phone (BH):    (    )	Mobile:    (    )	
Phone (AH):    (    )	Fax:    (    )	
Membership No:	Expiry:                      /                      / 20	

<b>MODULE ACHIEVED</b>	Conduct Sailing Activities
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CONFIRMATION	
I have completed the requirements for the module and have read and understood the endorsement conditions.	Signature:  Date:
As the Outdoor Skills Assessor, I am satisfied that all aspects of the Module have been completed.	Name:  Signature:  Date:

FOR OFFICE USE ONLY	
Date records updated:	Updated by:
Date certificate sent:	Sent to:
For endorsements – the original date of completion of the qualification should not be deleted from records, but the latest endorsement date updated.	
For endorsements – date acknowledgement email sent to module holder and DM:	