

# RIVER STOUR TRUST TRAINING STRUCTURE

## OVERVIEW

Our boats are crewed by volunteers and we welcome people from all walks of life who feel they would like to help, either on the Lower River, where we run Stour Trusty II, or the Sudbury area where we currently run three boats, Rosette, Francis J and Elsie Mary.

The Government, through the Maritime and Coastguard Agency (MCA) decreed that anyone in charge of a boat carrying members of the public must be trained and certificated to an agreed standard. Following due diligence, the River Stour Trust adopted the Inland Waterway Association (IWA) certificate of boat management and all crew are trained and assessed to this standard.

Anyone putting themselves forward to crew our boats will undergo the full training course, which consists of basic boat handling and safe lock operation. Those who hold other boating qualifications are still required to go through the same training procedures which should present no problems to them.

Those who successfully reach the desired standard will be passed as crew and can help with our boating operations. After undergoing a period to consolidate their knowledge then willing crew can undertake training and assessment for becoming a skipper. Any one wishing more information are welcome to contact the office where they will be directed to someone who will be glad to explain how and why things are done.

### ***Definitions of words/abbreviations:***

<b>Volunteer</b>	Any person who contributes time to the boat operations
<b>Skipper</b>	Person recognised as being responsible for the vessel, crew and passengers <i>(RST trained and qualified to IWA CBM standard)</i>
<b>Crew</b>	Person responsible for the vessel, crew and passengers working under the guidance of the skipper <i>(RST trained and qualified as crew or skipper)</i>
<b>Helmsman</b>	The person who is steering the vessel
<b>RST</b>	River Stour Trust
<b>LEEAP</b>	Local Emergency Evacuation Access Point
<b>SBOC</b>	Sudbury Boat Operating Committee
<b>LRG</b>	Lower River Group

## CREW TRAINING

### ***Stage 1***

All volunteers to:

1. be a member of RST
2. submit a completed emergency contact form
3. submit a completed medical form (this form will determine, along with other factors, whether they are able to progress to Skipper Training)

### ***Stage 2***

1. to complete a Crew Training Course Delivered by RST Training Team
2. This training will concentrate on developing boating related skills, procedures, safety, passenger care and information
3. Crew member must meet an acceptable standard to be signed off by a trainer

NB: Additional responsibilities associated with being a skipper are undertaken by those progressing through Stages 3 and 4.

### **Stage 3**

1. Crew member to gather experience through working with other skippers on different boats and locations
2. Crew member must complete at least 20 trips with paying passengers, with at least 10 of these on the helm
3. Crew member to log this experience on a Personal Log of Experience (PLoE) form (Appendix V of Crew Training Manual)

NB: It is suggested and encouraged that all crew AND skippers keep an up-to-date log of their experience both during and after training

## **SKIPPER TRAINING**

### **Stage 4**

1. By the time a crew member attends skipper training they should be experienced in the operation of all boats and routes and be of a reasonably high skill level competent and confident in their abilities.
2. Skipper trainees to attend and pass a 1 day Skipper Training course and assessment

Before training can commence, skipper trainees must:

1. Provide a copy of their PLoE along with one skipper reference and one Boat Operations Manager reference as follows,  
These references to state:  
*"I [name of skipper] feel that [name of crew] is suitably experienced and ready to attend skipper training"*
  2. Provide a completed medical form which certifies them medically fit to be skipper
  3. Obtained a one day first responder (First Aid) certificate with hypothermia and drowning included in the syllabus
- Training is to be delivered over a one day period (50% on the water re-assessment and skills training and 50% covering the legal responsibilities and actions of a skipper).
  - The training will give particular emphasis on Risk Assessments, Incident and Accident reporting, the Boat Operation Manual and the role of Officer of the Day.

## **LOCAL KNOWLEDGE (LK) TRAINING**

### **LK1- Sudbury**

- Required by those wishing to crew at Sudbury
- Training to be delivered by SBOC Training Team
- 1 day duration (if not covered during training)
- ½ day (if covered during training)
- To include all landing stages, Great Cornard lock, shallow and weedy sections of river, other river users, LEEAOP sites.

### **LK2- Flatford/Dedham**

- Required by those wishing to crew on the lower river
- Training to be delivered by LRG training team
- 1 day duration (if not covered during training)
- To include operation of Flatford and Dedham locks, all accessible reaches of the river from Stratford St Mary to Cattawade, all landing stages, shallow and weedy sections of the river, LEEAP sites.