

Club tools & resources

The club manual and online learning
opportunities

The Club Manual



CLUBS ▾ LEARN TO SAIL ▾ RECREATIONAL ▾ RACING ▾ NZL SAILING ▾



> **Club manual**

> Find a club

> Regional associations

> Class associations

> Regional Development Managers

> Clean Club Programme

> Embark - online learning

> YNZ member card and app

> Offers for clubs

> Aon club insurance

> MOSS exemption

> Become an Authorised Club Purchaser

> Women and girls in sailing

> Inclusive Sailing

clubs affiliated to Yachting New Zealand to provide

resources, ideas and guidance for running great

agic purpose is to deliver high-quality experiences and equal opportunities

d backgrounds that foster a lifelong passion for sailing, boating and the

Resources

Sport NZ #ITSMYMOVE

Steering the Course Female Sailing Events 2022

Women and girls strategy

Women in Sailing NZ

If there is information you want to keep this a relevant, up-to-date, living resource.

1 Club and Commodores Conference webinars and presentations

- 1.1 [2021 webinar notes](#)
- 1.2 [2020 Club Conference](#)
- 1.3 [Previous Commodore Conference Notes](#)

2 Resources for Clubs

- 2.1 [Committees, Roles and Running Meetings](#)
- 2.2 [Policies and templates for clubs](#)
- 2.3 [Embark - YNZ Online Learning Platform](#)
- 2.4 [Aktive Website Resource Hub](#)
- 2.5 [YNZ Ethical Guidelines for Sailors, Coaches and Parents & Volunteers](#)
- 2.6 [Sport New Zealand Clubkit](#)
- 2.7 [Know your Regional Sports Trust](#)
- 2.8 [Sport New Zealand - Sport Compass](#)
- 2.9 [Offers and discounts for club members](#)
- 2.10 [Offers and discounts for clubs](#)
- 2.11 [Information for clubs on the NZ Police Vetting Service](#)
- 2.12 [Funding for Clubs](#)
- 2.13 [Sponsorship](#)

3 Club Risk Management

- 3.1 [YNZ Rescue Boat Safety System \(MOSS\)](#)
- 3.2 [RIB Safety Card](#)
- 3.3 [MOSS exemption flow chart](#)
- 3.4 [Information on PFD's \(Lifejackets\)](#)
- 3.5 [YNZ Club Risk Management Self Check](#)
- 3.6 [YNZ Club Risk Management Guide](#)
- 3.7 [YNZ Template Risk Management Plan](#)
- 3.8 [Risk Management Planning Process Example](#)
- 3.9 [YNZ Risk Log and Action Plan \(A reporting requirement for PCBU's under the HSWA 2016\)](#)
- 3.10 [Good Practice Idea: Vessel Survey Plan \(Template\)](#)
- 3.11 [Maritime New Zealand Incident Reporting](#)

4 Race officiating and running events

- 4.1 [Race official and event resources](#)
- 4.2 [Running National Events](#)
- 4.3 [Coastal and Offshore race risk management and safety plans](#)
- 4.4 [Online Events Calendar](#)
- 4.5 [Submit your event to the online calendar](#)
- 4.6 [What are Race Officers, Judges and Umpires and how to become one](#)
- 4.7 [Race official training](#)
- 4.8 [Search for a Race Official](#)
- 4.9 [Race Signals](#)
- 4.10 [Conditions for running Charity Regattas](#)
- 4.11 [Blank Protest Form](#)
- 4.12 [Match Racing draw template](#)
- 4.13 [Teams Racing draw template](#)
- 4.14 [Teams Racing guidelines](#)

5 YNZ Sailing Programmes

- 5.1 [Learn to sail](#)
- 5.2 [Volvo Sailing... Have a Go! \(for schools\)](#)
- 5.3 [Waterwise \(for schools\)](#)
- 5.4 [NCEA \(NZQA\) Level 2 \(for schools\)](#)
- 5.5 [Learn to Sail - Parent induction module](#)
- 5.6 [NZL Youth Sailing Booklet](#)
- 5.7 [YNZ Performance Pathway](#)
- 5.8 [YNZ Olympic Class Pathway Guide](#)
- 5.9 [Sailing Games Book](#)
- 5.10 [World Sailing Recognized Training](#)
- 5.11 [Order YNZ publications and resources](#)

6 Inclusive Sailing

- 6.1 [General information and contact details \(including a calendar of events\)](#)
- 6.2 [Club Inclusion Kit](#)
- 6.3 [FAQ's for sailors and volunteers](#)
- 6.4 [Sailability and Blind Sailing](#)
- 6.5 [Rigging Guides \(Downloadable rigging guides\)](#)
- 6.6 [Para Sailing](#)
- 6.7 [Resources for officials running inclusive racing](#)
- 6.8 [Handicapping Yardstick](#)
- 6.9 [ACC guidelines - selecting and fitting slings in a safe manner](#)
- 6.10 [Information on safety recovery systems](#)
- 6.11 [Information on choosing the right lifejacket / personal flotation device for sailors with a disability](#)
- 6.12 [Information on servicing lifejackets / personal floatation devices](#)
- 6.13 [US Sailing Adaptive Sailing Resource Manual](#)
- 6.14 [Halberg No Exceptions Training \(NET\)](#)

7 Coaching

- 7.1 [YNZ Coaching Pathway](#)
- 7.2 [Revalidate your qualification](#)
- 7.3 [Coaching Resources](#)
- 7.4 [Search for a Coach](#)
- 7.5 [Coaching Tools: Coaching visually impaired sailors](#)
- 7.6 [Coaching Tools: Inclusive Coaching](#)
- 7.7 [YNZ Learn to Sail - Inclusive Supplement](#)

8 Handicaps and Ratings

- 8.1 [Handicap and Rating Information](#)
- 8.2 [PHRF](#)
- 8.3 [Handicap tables](#)
- 8.4 [Minutes and Seconds conversion table](#)

9 Advocacy

- 9.1 [YNZ's Role](#)
- 9.2 [Clubs making submissions](#)
- 9.3 [Funding \(ELA\)](#)
- 9.4 [Submissions made by YNZ](#)

10 Communication and Media

- 10.1 [Submit your news to YNZ to go in Briefings](#)
- 10.2 [Sign up for Briefings on the News page](#)
- 10.3 [YNZ Media Policy](#)
- 10.4 [Media Assistance Pack](#)

11 Good practice ideas for clubs

- 11.1 [Good Ideas in brief - Ideas from various yacht clubs](#)
- 11.2 [Women on Water](#)
- 11.3 [Wellington Yachting Association Strategic Plan](#)
- 11.4 [French Bay Yacht Club](#)
- 11.5 [NZ International Optimist Dinghy Association Nationals Preparation Document](#)
- 11.6 [Richmond Yacht Club's Victoria Friday Night Special](#)
- 11.7 [Whangarei Cruising Club's committee roles breakdown](#)
- 11.8 [Sailability Taranaki and Waitara Boating Club](#)

12 About YNZ

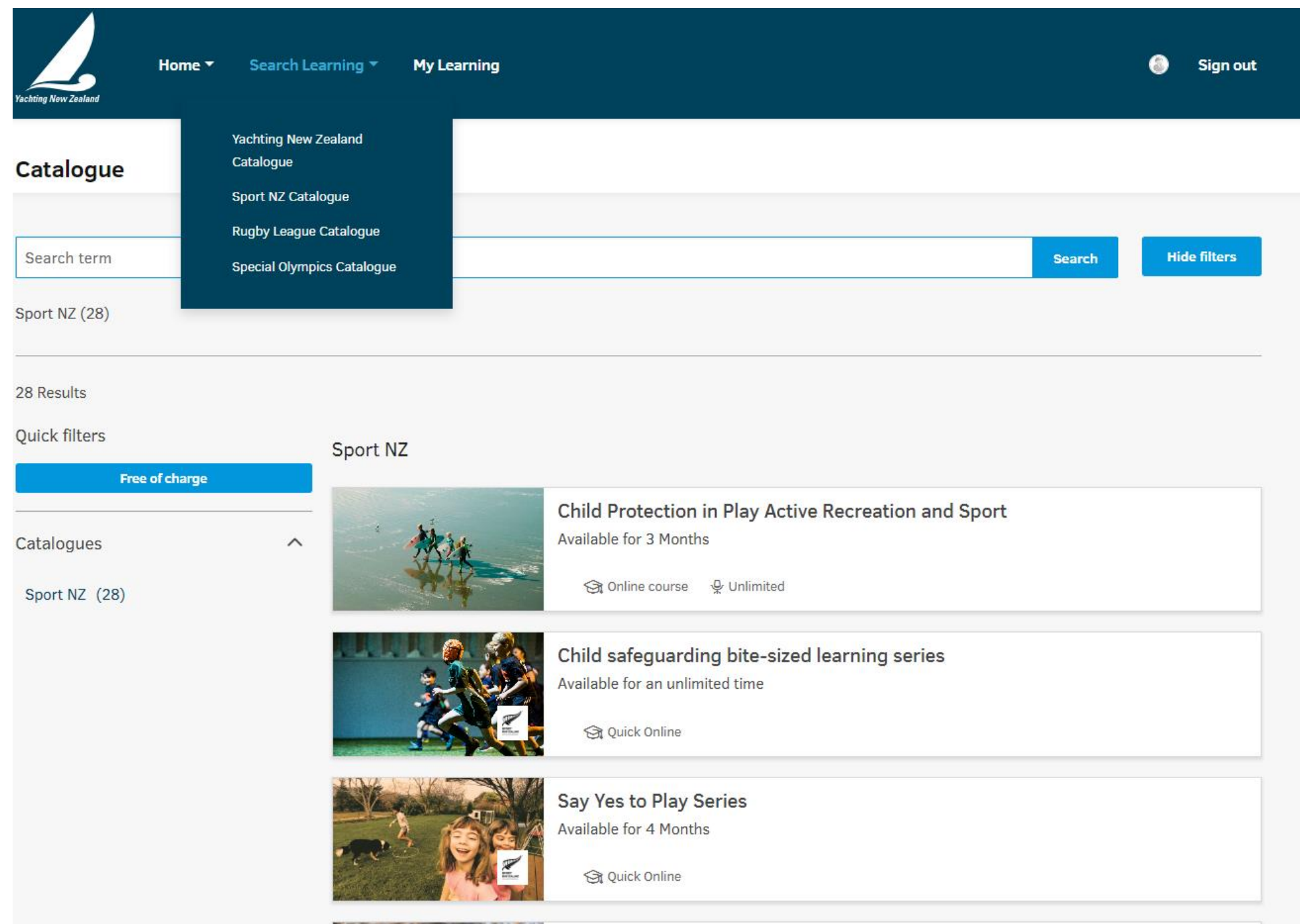
- 12.1 [What Yachting New Zealand does](#)
- 12.2 [YNZ Strategic Direction 2018-2021](#)
- 12.3 [YNZ Staff and their roles](#)
- 12.4 [NZCT Regional Support Officer programme](#)
- 12.5 [Information on the 'Per Club Member' Affiliation Levy System](#)

Online Learning - Sport Tutor

- Why are we changing?
- How it works
- What will we do with it?
- What would you like to see on it?

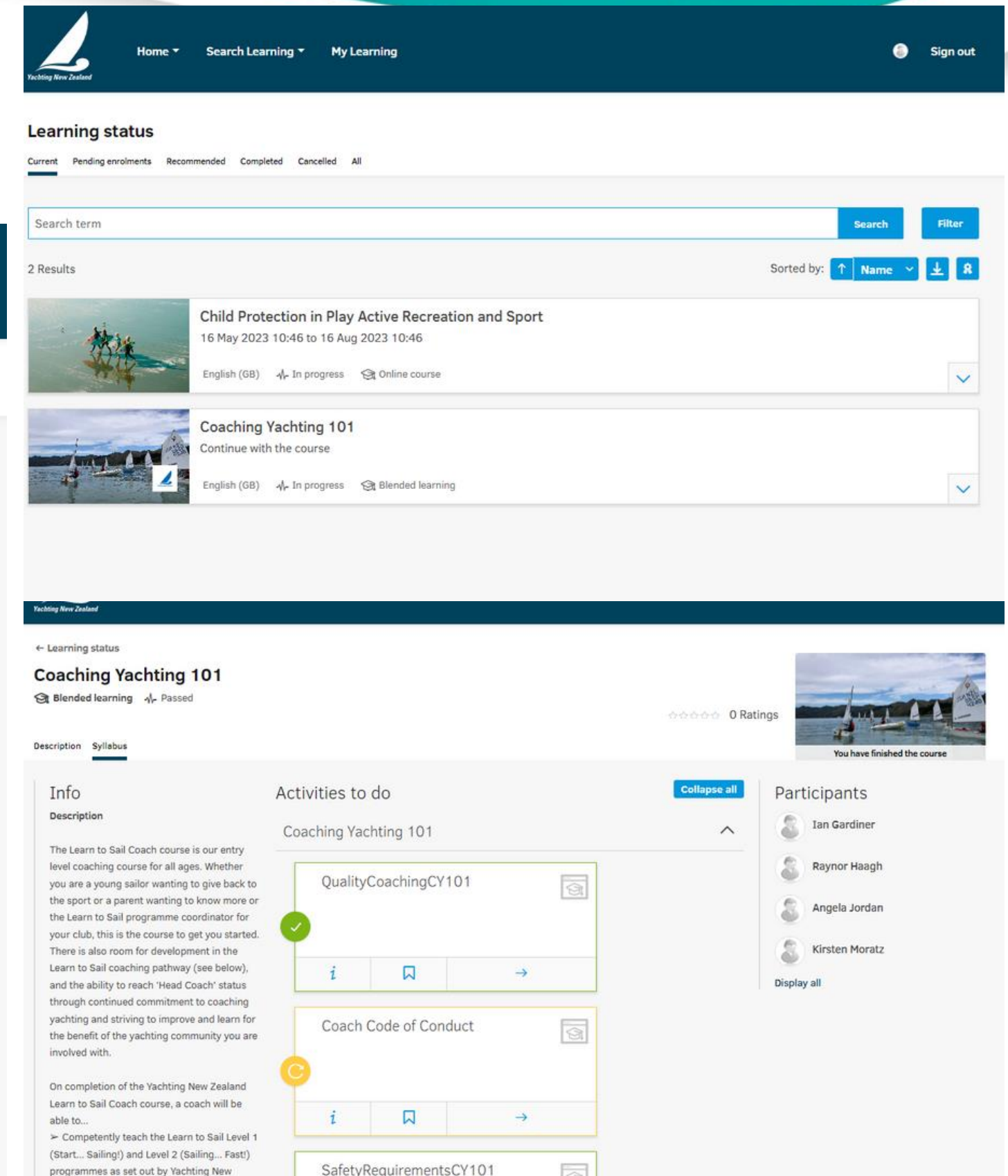


1. Why are we changing?



The screenshot shows the 'Catalogue' page of the Yachting New Zealand website. At the top, there is a navigation bar with 'Home', 'Search Learning', and 'My Learning' options, along with a 'Sign out' button. A search bar is present with a 'Search' button and a 'Hide filters' button. A dropdown menu is open under 'Search Learning', listing 'Yachting New Zealand Catalogue', 'Sport NZ Catalogue', 'Rugby League Catalogue', and 'Special Olympics Catalogue'. Below the search bar, there are sections for 'Sport NZ (28)', '28 Results', and 'Quick filters'. A 'Free of charge' filter is selected. The main content area displays three course cards:

- Child Protection in Play Active Recreation and Sport**: Available for 3 Months, Online course, Unlimited.
- Child safeguarding bite-sized learning series**: Available for an unlimited time, Quick Online.
- Say Yes to Play Series**: Available for 4 Months, Quick Online.

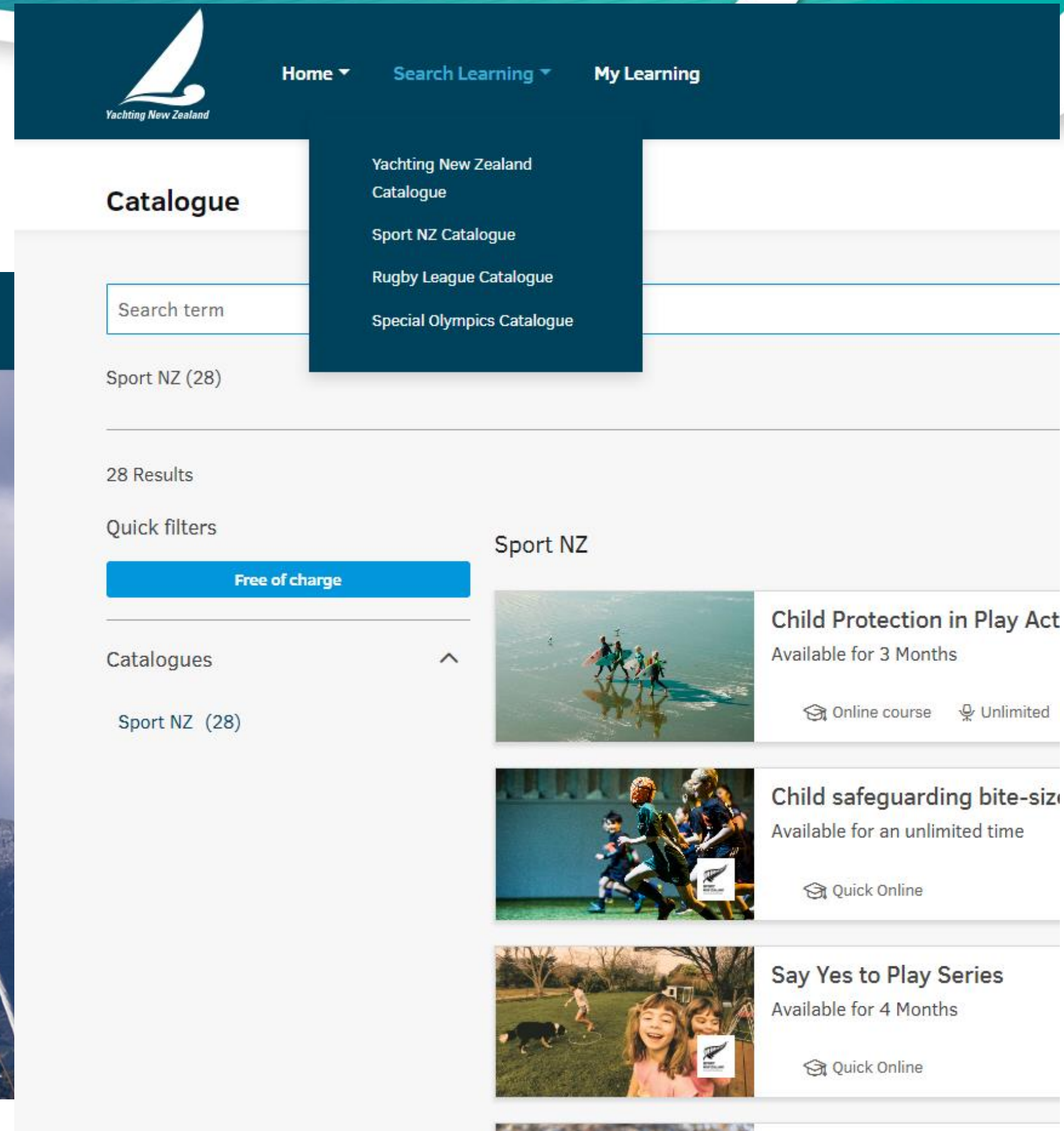
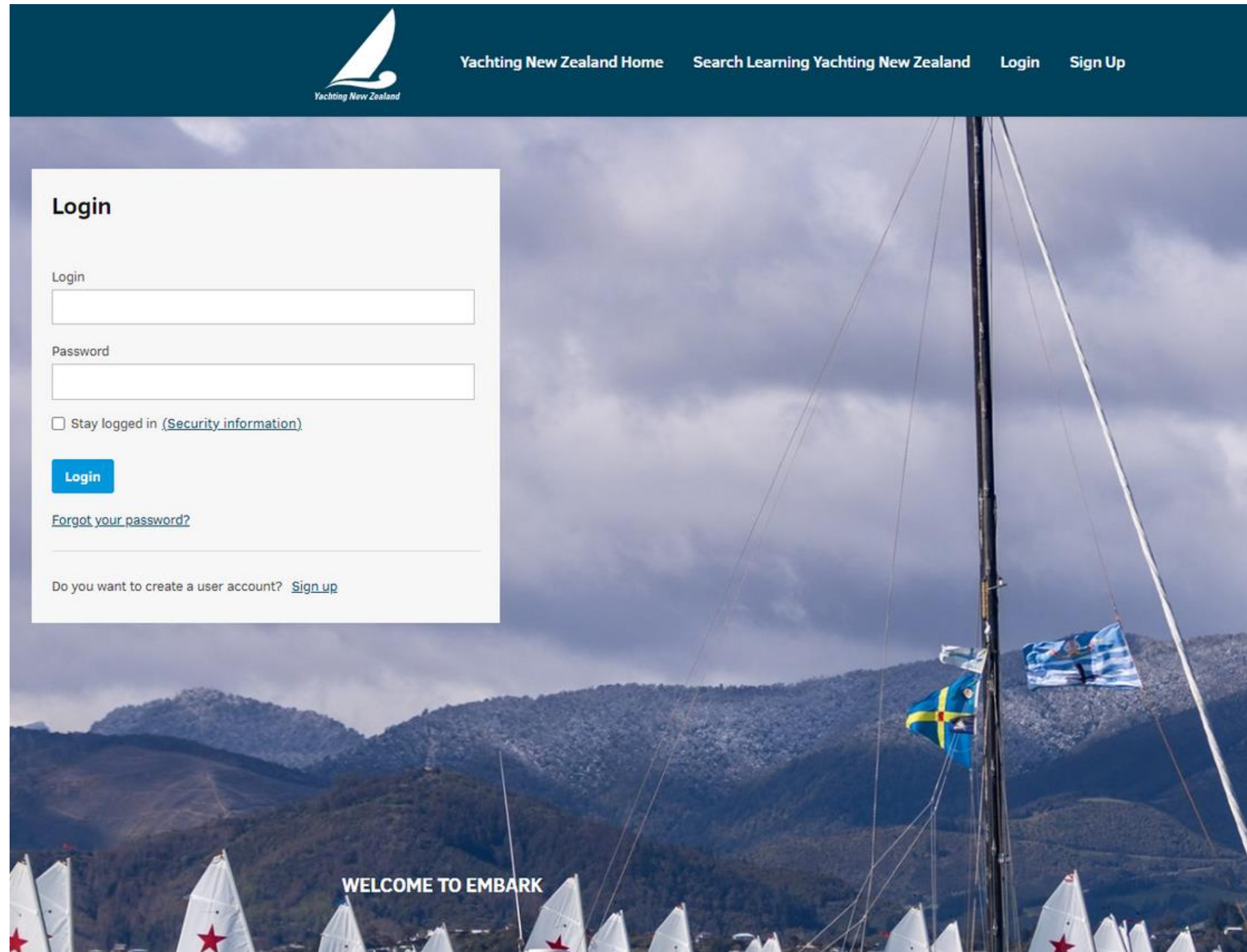


The screenshot shows the 'Learning status' page of the Yachting New Zealand website. At the top, there is a navigation bar with 'Home', 'Search Learning', and 'My Learning' options, along with a 'Sign out' button. The page title is 'Learning status'. Below the title, there are tabs for 'Current', 'Pending enrolments', 'Recommended', 'Completed', and 'Cancelled'. A search bar is present with a 'Search' button and a 'Filter' button. Below the search bar, there are two results:

- Child Protection in Play Active Recreation and Sport**: 16 May 2023 10:46 to 16 Aug 2023 10:46, English (GB), In progress, Online course.
- Coaching Yachting 101**: Continue with the course, English (GB), In progress, Blended learning.

Below the results, there is a section for 'Coaching Yachting 101' with a 'Blended learning' icon and a 'Passed' status. There are also 'Description' and 'Syllabus' tabs. The 'Description' tab is selected, showing a detailed description of the course. To the right, there is a 'Participants' section with a list of names: Ian Gardiner, Raynor Haagh, Angela Jordan, and Kirsten Moratz. A 'Display all' button is also present.

2. How it works



3. What will we do with it?



Welcome to Embark

Embark is Yachting New Zealand's online learning platform.

Embark provides greater access to opportunities for you to learn and develop your skills as a coach, race official or club volunteer. With Embark, you can now learn at a time and place that suits you, at a pace that meets your increasingly busy life.

Embark is designed to build the capability of club members, volunteers, sailors, coaches and race officials with ease.

Click on the image below to open the Portal for your area of interest.



Coaching Portal



Race Officials Portal

Current courses

Following is a list of your most urgent courses.



YNZ Coach Course Catalogue



Race Coach

Available for an unlimited time

Blended learning 175.00 NZD



Coaching Yachting 101

Available for an unlimited time

Blended learning



Learn to Sail (Dinghy) Coaching Course - Evans Bay Yacht Club - 19-

19 Aug 2023 08:00 to 20 Aug 2023 08:00

Workshop 13 available places 155.00 NZD



Learn to Sail (Dinghy) Coaching Course - Wanaka - Nov 3-5, 2023

3 Nov 2023 08:00 to 5 Nov 2023 08:00

Workshop 14 available places 155.00 NZD



Learn to Sail (Dinghy) Coaching Course - New Plymouth - 5-6 August

5 Aug 2023 08:00 to 6 Aug 2023 08:00


Workshop 14 available places 155.00 NZD



Vital Rules of Sailing

Available for 24 Months

Online course Unlimited

A photograph of two people in a white inflatable boat on a body of water. The person on the left is wearing a dark jacket and a hood, with their arms raised in a wave. The person on the right is wearing a yellow life vest and a green hood. The boat has a logo that says "OPTIWORLD SNZ" and a large number "2" on its side. The background is a blurred forest of trees.

**What would YOU like to see on
the online learning platform?**