



# Horizon Watersports

## RYA Instructor Training in Greece

Start your watersports career with Horizon Watersports. Enjoy Sailing, Windsurfing, Kayaking, Stand Up Paddle Boarding and Snorkelling in the crystal clear waters of the Ionian Sea, Greece. With no previous experience of watersports we can train you to become an instructor.

The only pre-requisites to joining one of our courses are a moderate swimming ability, an honest character and a passion to learn!







# Horizon Watersports


RYA Instructor Training in Greece




 Join our team of Trainee Watersports Instructors and enjoy life in the sun – living in Greece, working on a beach and learning new skills!

 All of our training takes place in Nidri, on the idyllic island of Lefkas, Greece. Lefkas is a small island with the perfect balance of culture and entertainment.



 Once your training is over you will have the qualifications and experience to seek work in the watersports industry all over the world!

 A career in the watersports industry is a great way to meet new people, see the world, experience new cultures and continually gain new skills.

 Horizon Watersports offers a range of instructor training courses at heavily subsidised prices.





# Horizon Watersports

Apprentice Training in Greece

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Contact: [info@horizonwatersports.co.uk](mailto:info@horizonwatersports.co.uk)

## 1. OVERVIEW:

This pre-course pack provides a wealth of information about what you can expect if you join a Horizon Watersports training course. Our aim is to enable people to pursue employment in watersports without facing huge financial barriers. Of course some costs are involved but, through continued fundraising, we are able to heavily subsidise all training courses. We also offer some placements for free. All of our training takes place in Greece. Horizon Watersports is a Royal Yachting Association (RYA) Training centre, which is the UK National Governing Body of sailing and windsurfing. This means that our standards of tuition and safety are always exceptionally high.

Our instructor training is designed to encourage young adults to seek new opportunities in life. Whilst all course prices are heavily subsidised and highly competitive, we do in fact offer FREE placements to disadvantaged 18 – 24 year olds who cannot afford the standard course price. We liaise with various welfare groups working with 18 – 24 year olds in order to invite suitable candidates to interview. Of these candidates, those that display a friendly and honest social etiquette, an eagerness to learn, a passion to find employment and an interest in the leisure industry will be selected for our FREE placements.

All of our instructor courses, whether free or paid, require no previous experience of sailing, windsurfing or overseas travel. However, a moderate swimming ability is essential. We provide flights, accommodation, training and RYA qualifications to all candidates. You will only need to budget for your own food and entertainment costs, everything else is paid for in your course fees. Accommodation is in the staff house in shared rooms. The staff house can be likened to a student house, it is not a hotel. All students must be capable of independent living.

After finishing training with us, students will have gained a long list of nationally recognised Watersports Qualifications. These qualifications, coupled with time overseas and some industry experience, can lead to employment in watersports centres all over the world. The HR team at Horizon Watersports actively help with this process and remain supportive to all our trainees throughout their careers. Horizon Watersports always reserves some staff vacancies in order to fill these positions with newly qualified instructors.

You may choose from the following course options:



### **2 Week Multi-Activity and Work Experience Course**



### **5 Week RYA Windsurf Instructor Course**

This information pack provides you with lots of useful sections to read through before booking and heading to Greece. It is important that you understand what the courses entail, so please read all the information and feel free to contact [caroline@horizonwatersports.co.uk](mailto:caroline@horizonwatersports.co.uk) if you have any questions.

Please also have a good look at our website. Training takes place 6 days a week, with one day off each week. Students also have various study periods throughout the course. On days off you may choose to stay at the beach and use the watersports equipment, or head off and explore the island. It's entirely up to you. Lefkas Island is beautiful and well worth exploring. The staff in resort will be able to recommend places to visit and can book cars, taxis or bicycles for you.

## 2. APPRENTICE COURSES

### ✓ **2 Week Multi Activity and Work Experience Course:**

This course caters for over 18's looking to seek new skills and new experiences in life. There are no pre-requisites to this course, other than a basic swimming ability, an eagerness to learn and an interest in a sporting lifestyle. During the 2 weeks of training, all students will have 1 day off a week and will receive RYA qualifications in Windsurfing, Dinghy Sailing and Power Boating. They will also learn how to kayak, paddle board and snorkel. In addition to gaining these skills and qualifications, all students will be inducted as staff members and trained in how to work in an overseas watersports centre. This training will include such things as the use of VHF radios, dealing with first aid incidents, customer care, health and safety issues, monitoring craft afloat, and policies for safeguarding children. Students on this 2 week course will gain an understanding through first hand experiences of what a career in watersports can offer. As their skills and confidence grow they will assist qualified instructors in teaching our guests to sail, windsurf, kayak and paddle board.

### ✓ **5 Week RYA Windsurf Instructor Course:**

This course is open to all over 18's and involves 4 weeks of skills training prior to a final instructor moderation week. No prior windsurf skills are required, but a commitment to learning is essential. During this 5 week training course students will have 1 day off a week. Training will include some home study. Our experienced trainers will ensure that the balance of on-land and on-water tuition is just right. They will make all learning an enjoyable and rewarding experience. Throughout the course, students will have the opportunity to work alongside qualified staff assisting with safety systems and teaching. At the end of this training course students will be RYA Qualified Windsurf Instructors.

### **2019 Dates:**

<b>5 Week RYA Windsurf Instructor Course</b>	19 <sup>th</sup> May – 22 <sup>nd</sup> June
<b>5 Week RYA Windsurf Instructor Course</b>	1 <sup>st</sup> September – 6 <sup>th</sup> October
<b>2 Week Multi-Activity and Work Experience Course</b>	26 <sup>th</sup> June – 10 <sup>th</sup> July
<b>2 Week Multi-Activity and Work Experience Course</b>	Bespoke dates possible, on request, for students happy to learn on one to one basis rather than on a group course.



### 3. PERSONAL DEVELOPMENT:

Living and working in a close-knit team brings both rewards and challenges. The positive way in which we encourage these challenges to be dealt with leads to individuals improving both their social awareness and their independence. At the end of their training, students will have the confidence to take on work place responsibilities and to manage their own work ethic to achieve results to be proud of. Their general confidence will grow as they learn all the skills associated with being responsible for a group's safety and skills development. Students will be part of a team, which succeeds due to each individual's positive influence on that team.

The use of Outdoor Education and Training is proven to be an excellent tool for personal development. Amongst other things, Outdoor Training teaches strong team-building skills, it encourages acceptance of responsibility and it intrinsically improves communication abilities. All of which are key life skills which can be transferred to many other work places.





#### 4. CAREER DEVELOPMENT:

The minimum course content for all students is listed below. The exact qualifications gained will depend on both previous experience and commitment to training. With a keen attitude and strong work ethic all of the below are highly achievable during training and are a great addition to any CV.

Qualifications & Skills	2 Week Multi-Activity & Work Experience	5 Week RYA Windsurf Instructor	5 Week RYA Dinghy Instructor
RYA Powerboat - Level 1	✓	✓	✓
RYA Powerboat - Level 2		✓	✓
First Aid Certificate	✓	✓	✓
RYA Dinghy Sailing - Level 1	✓		✓
RYA Dinghy Sailing - Level 2	✓		✓
RYA Dinghy Sailing - Level 3			✓
RYA Dinghy Sailing - Sailing With Spinnakers			✓
RYA Dinghy Sailing - Seamanship Skills			✓
RYA Windsurfing - Start	✓	✓	
RYA Windsurfing – Non-Planing Intermediate		✓	
RYA Windsurfing – Beach Start Clinic		✓	
RYA Windsurfing – Non Planing Gybe Clinic		✓	
Working with Children Module	✓	✓	✓
RYA Instructor Course		✓	✓
Understanding Safety Systems Module	✓	✓	✓
Professional Use of a VHF Radio	✓	✓	✓
Customer Care Skills	✓	✓	✓
Presentation and Public Speaking Skills	✓	✓	✓
Working as a Team	✓	✓	✓
Independent Living Skills	✓	✓	✓
Careers Advice and Support	✓	✓	✓

#### Can We Guarantee Instructor Qualifications?

Our 5 week training courses aim to get a 100% pass rate. We carefully structure and plan each step of the journey to suit every individual's learning style and progression rate. However, we of course cannot guarantee that every apprentice will pass their instructor course first time. This is not a problem as the RYA system is designed to pro-actively encourage trainee instructors who struggle during their first moderation week, to develop their skills and become fully qualified at a later date. This means that at the time of moderation the assessor will issue an RYA Action Plan. The Action Plan is given with specific goals for the apprentice to achieve in order to finalise their instructor qualification. The Action Plan is designed to help build confidence and skills, in order to regulate standards within the RYA system. Employees often still offer work placements to instructors with an action plan, and then assist the instructor in fulfilling their action plan. The action plan is created as a support for trainee instructors and should be viewed as an aid to development, not as a critique or a fail.

## 2 WEEK **MULTI ACTIVITY & WORK EXPERIENCE** COURSE - SAMPLE PROGRAM

	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Sat</b>
<b>Week One</b>	<ul style="list-style-type: none"> <li>Induction &amp; Site Tour</li> <li>Welcome Meal With Staff</li> </ul>	<ul style="list-style-type: none"> <li>RYA Start Windsurf Course</li> <li>Staff Induction &amp; Centre Pack Down</li> </ul>	<ul style="list-style-type: none"> <li>RYA Start Windsurf Course</li> <li>Home Work Read Beach Ops Manual</li> </ul>	<ul style="list-style-type: none"> <li>Customer Care and GIF Training</li> <li>Knowledge Review</li> </ul>	<ul style="list-style-type: none"> <li>RYA Level 1 Powerboat Course</li> </ul>	<ul style="list-style-type: none"> <li>Dealing With Casualties Afloat</li> <li>Introduction to Presentation Skills</li> </ul>	<b>Day Off</b>
<b>Week Two</b>	<ul style="list-style-type: none"> <li>RYA First Aid Course</li> <li>Home Study Time and Presentation Preparation</li> </ul>	<ul style="list-style-type: none"> <li>Paddle Board Introduction</li> <li>Presentation Practice 1</li> <li>Kayaking Introduction</li> </ul>	<ul style="list-style-type: none"> <li>RYA Level 1 Sailing Course</li> </ul>	<ul style="list-style-type: none"> <li>RYA Level 1 Sailing Course</li> </ul>	<ul style="list-style-type: none"> <li>RYA Level 2 Sailing Course</li> </ul>	<ul style="list-style-type: none"> <li>RYA Level 2 Sailing Course</li> </ul>	<b>Day Off</b>

NB. These training programmes are a guide only.



## 5 WEEK WINDSURF INSTRUCTOR COURSE - SAMPLE PROGRAM

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Week One</b>	<ul style="list-style-type: none"> <li>Induction &amp; Site Tour</li> <li>Welcome Meal With Staff</li> </ul>	<ul style="list-style-type: none"> <li>Team Building Games</li> <li>RYA Start Windsurf Course</li> </ul>	<ul style="list-style-type: none"> <li>RYA Start Windsurf Course</li> <li>Session Planning Practice</li> </ul>	<ul style="list-style-type: none"> <li>RYA Start Windsurf Games Practice</li> <li>Theory Quiz Home Study</li> </ul>	<ul style="list-style-type: none"> <li>Introduction to Racing</li> <li>Introduction To Presentations</li> </ul>	<ul style="list-style-type: none"> <li>Rigging, Sail &amp; Board Design</li> <li>Safety Systems and Radio Use</li> </ul>	<b>Day Off</b>
<b>Week Two</b>	<ul style="list-style-type: none"> <li>RYA First Aid Course</li> <li>Evening Beach BBQ</li> </ul>	<ul style="list-style-type: none"> <li>Presentation Practice 1</li> <li>RYA Intermediate NP Course</li> </ul>	<ul style="list-style-type: none"> <li>RYA Intermediate NP Course</li> <li>Theory Quiz 1</li> </ul>	<ul style="list-style-type: none"> <li>Work Experience Day</li> <li>Dealing With Casualties Afloat</li> </ul>	<ul style="list-style-type: none"> <li>RYA Powerboat Level 1 Course</li> <li>Lunch Powerboat Trip</li> </ul>	<ul style="list-style-type: none"> <li>Home Study Morning</li> <li>Non Planing Windsurf Practice</li> </ul>	<b>Day Off ISLAND TOUR</b>
<b>Week Three</b>	<ul style="list-style-type: none"> <li>RYA Non Planing Carve Gybe Clinic</li> <li>Theory Quiz 2</li> </ul>	<ul style="list-style-type: none"> <li>RYA Non Planing Carve Gybe Clinic</li> <li>Session Planning Practice</li> </ul>	<ul style="list-style-type: none"> <li>Presentation Practice 2</li> <li>Demo Standard Practice</li> </ul>	<ul style="list-style-type: none"> <li>Working With Children Module</li> <li>Group Control Practice</li> </ul>	<ul style="list-style-type: none"> <li>RYA Beach Start Clinic</li> <li>Powerboating Practice</li> </ul>	<ul style="list-style-type: none"> <li>Simulator Set Up &amp; Use</li> <li>How To Run A Windsurf Taster</li> </ul>	<b>Day Off</b>
<b>Week Four</b>	<ul style="list-style-type: none"> <li>Assisting Qualified Staff</li> <li>Theory Quiz 3</li> </ul>	<ul style="list-style-type: none"> <li>RYA Powerboat Level 2 Assessment</li> <li>Level 2 Powerboat Quiz</li> </ul>	<ul style="list-style-type: none"> <li>RYA Beach Start Practice</li> <li>Theory Quiz 4</li> </ul>	<ul style="list-style-type: none"> <li>Practice Teaching Sessions</li> <li>Presentation Practice 3</li> </ul>	<ul style="list-style-type: none"> <li>Mock Pre-entry Assessment</li> <li>Home Study</li> </ul>	<ul style="list-style-type: none"> <li>Windsurf Demo Practice</li> <li>End of Course Review</li> </ul>	<b>Day Off</b>
<b>Week Five</b>	<b>Instructor Moderation Week</b>						

NB. These training programmes are a guide only.

## 6. PRICES AND PAYMENT PLANS:

COURSE OPTIONS:	START DATES:	PRICE:	EARLY BIRD PRICE:
5 Week RYA Windsurf Instructor Course	19 <sup>th</sup> May	£1,999	£1,899
5 Week RYA Windusrf Instructor Course	1 <sup>st</sup> September	£1,999	£1,899
2 Week Multi-Activity and Work Experience	12 <sup>th</sup> June	£1,049	£949

### Early Bird Prices

These apply to all 2019 courses which are booked in 2018. This means the course deposit must be paid before 1<sup>st</sup> January 2019.

### Deposits required for ALL courses:

No bookings are confirmed until a deposit is received. **ALL COURSES** require a £550 non-refundable deposit. The full balance will then be due as per your chosen payment plan. The options for payment plans are detailed below.

If you are granted a free placement you must still pay a £550 deposit in order to secure your booking. This £550 deposit will be reimbursed gradually, week-by-week for 4 weeks of your course. Therefore, upon successful completion of your 4<sup>th</sup> week of training you will have received £400. We request that the remaining £150 is kept by Horizon Watersports as a contribution to your travel and course costs. However, we do recognise that this may not always be possible. This weekly payment of £100 will help you budget for living costs during the course. In the unlikely event that a student chooses to leave early they will forfeit both the remaining balance of their deposit and their travel back to the UK.

### Payment Plan Options:

If you are booking one of our subsidised courses at a price of £1,999 or £1,049 and cannot afford to pay the full amount at once, you may choose from the following payment plans:

**Option 1:** Pay your £550 deposit now to secure your booking. Then pay the final balance off within 1 month of your initial deposit payment.

**Option 2:** Pay your £550 deposit now to secure your booking. Then pay the remaining balance in 4 instalments. You may choose your own payment dates, but the final balance must be paid no later than 1 month before your course start date. This payment option will result in you paying a slightly higher price but will allow you time to source funds.

### Additional costs to consider:

Although all flights, travel, accommodation and training costs are covered by the above prices. You must also bear in mind the need to pay for the following:

#### 1) **RYA Membership**

If you are attending one of the 5 Week Instructor Courses you will need to become an RYA Member. You will find there are many benefits to joining the RYA, these are all detailed on their website. Annual membership ranges from between £25 and £45 depending on your age. To join call their Member Services team on 023 8060 4159 who will let you know which is the correct membership. When you call them please be sure to quote Horizon Watersports Joining Point code: **920568027**

## **2) RYA Safe and Fun Safeguarding Course**

If you are attending one of the 5 Week Instructor Courses you will need to do a short Safeguarding Course. This is a compulsory requirement for all RYA Instructors. It is an online course. The course takes approximately 3 hours and costs £15. You can google this course and buy it online.

## **3) Sailing Safety Knife**

All students on our 5 week courses are required to own their own safety knife. This is for use in emergency situations afloat. These situations are few and far between, but an RYA instructor must always be prepared. Please make sure the knife is serrated and has a blunt end. Please ask for guidance before spending money on a new knife, they will cost approximately £25 and are available to buy from Horizon Watersports.

## **4) RYA Instructor Manual**

All students on our 5 week courses are advised to buy an RYA Sailing or Windsurfing Instructor Manual. These will prove a useful reference tool throughout your training and future career. You can buy these from Horizon Watersports.

## **5) Holiday Travel Insurance**

You will need to source and pay for your own insurance. You will need to ensure it covers you for all watersports you intend to do. For your insurance, you have many options. One company to consider is MPI Brokers. The best way to ensure you get the correct policy cover is to call or email them, rather than try and select a policy online. If you call or email them, explain that you are doing a watersports course with Horizon Watersports in Greece. Tel: 01428 664265 Email: [info@mpibrokers.com](mailto:info@mpibrokers.com)

## **6) Living Costs**

All students need to ensure that they have some savings to spend on living costs when in Greece. The only costs to consider are food, drink and entertainment. We advise a minimum budget of £100 a week. However, with careful budgeting it is possible to live on less.

## **Questions**

If you have any questions about the above costs please contact us for more information and help. We can give you an idea of where to buy equipment and also clarify which costs are essential for your particular course.



## **7. HOW TO APPLY FOR GRANTS AND FUNDING**

You may not be aware that there a large number of organisations that offer financial assistance to a variety of causes. Regardless of your social circumstance or income, everyone is eligible to apply for grants from various charities and trusts.

Of course getting a grant does require some time and effort, you will have to search the internet and apply to a large number of organisations. You may receive several letters of decline before you receive just one offering to discuss your application further. It is important to remain positive and ensure that your passion and drive to join the watersports industry shines through with each individual application you make.

Your passion, desire and determination are key factors in catching the attention of a potential funder. Some organisations will ask you to visit them and carry out an interview (or perhaps a Skype interview). This is a positive step and gives you the chance to sell your personality and explain your personal reasons for doing the course. If you would like any help with interview preparation please feel free to ask.

Typically, grants for individuals can range from £50 - £2,000. It is usually best to state your overall target amount, and then to also state that you are looking for grants of any size (large or small) to help you reach your overall target. If you are also able to find employment to help fund some of your course fees, then do mention this as it shows that you are doing all you can to raise the necessary money.

### **Finding Suitable Organisations To Apply To:**

**STEP 1)** Type into your search engine key phrases such as:

[Vocational Training Grants](#)

[Funding for Personal Development](#)

[Grants for Women Seeking a Career](#)

[Grants for Outdoor Education Training](#)

**STEP 2)** You will find many useful websites such as these below:

[www.grantsforindividuals.org.uk](http://www.grantsforindividuals.org.uk)

[www.princes-trust.org.uk/need\\_help/grants.aspx](http://www.princes-trust.org.uk/need_help/grants.aspx)

[www.futuresforwomen.org.uk](http://www.futuresforwomen.org.uk)

**STEP 3)** Your local library is often overlooked these days, but it is a great source of information. The library clerks should be able to point you in the direction of a Local and/or National Guide listing.

[The Educational Grants Directory](#)

[The Grants Register](#)

[A Guide to Grants for Individuals in Need](#)

[The Youth Funding Guide](#)

[Directory of Grant Making Trusts](#)

**STEP 4)** Be prepared to commit time to this process. Apply to as many places as possible, by phone, letter or email. Remember you may have to work hard to receive a grant, but it really is possible to gain valuable financial assistance to help you apply for our watersports training courses.

Good luck, and remember, don't give up. Your next application could be the first of many successful ones. If you need any further help with this process, please ask.

## 8. SAMPLE LETTER FOR GRANT APPLICATIONS:

Dear (Recipient Name, or if unknown Sir/Madam)

I am writing with regard to a request for funding assistance. I researched your [company/trust](#) on line and discovered that my cause may be something that you are willing to offer help with. I would very much appreciate you taking the time to consider my situation.

I am trying to find donations of any size, large or small, in order to work towards my target of £0000. In addition to applying for funding grants I am also [working part time around my studies](#). If applicable add a [concise sentence outlining your personal circumstances that lead to a need for funding assistance](#).

I hope to raise £0000 in order to join the Horizon Watersports Instructor Training Scheme. Horizon Watersports provides Vocational Training for the outdoor industry. The Training Scheme offers a course for individuals with little or no watersports experience to gain a number of RYA Qualifications, including the opportunity to become fully qualified RYA Watersports Instructors. The RYA is the national governing body of watersports and as such with these qualifications I can then begin a career in watersports. I will learn all the skills associated with being responsible for students' safety and their skills development, such as powerboat driving, first aid, public speaking, presentation skills, safety systems and equipment maintenance.

I have a great interest in the outdoors and in the opportunities that such work can provide for me. The use of Outdoor Education, such as this, is proven to be an excellent tool for personal development. Amongst other things, Outdoor Training teaches strong team building skills, it encourages acceptance of responsibility and it intrinsically improves communication abilities. All of which are key life skills I look forward to embracing and putting into practice once qualified.

[Add a sentence or two about your personal desire to do this course. Make sure this is personal to you and shows your unique ambition to achieve. Consider - What experiences in life have led you to pursue watersports? What is your ultimate goal in the industry? What previous work have you done and why are you changing career? Why are you doing this now? Have you been abroad before? Have you lived away from home before?](#)

For further details please visit [www.horizonwatersports.co.uk](http://www.horizonwatersports.co.uk). If you require any further information please do not hesitate to contact me.

Thank you for your time.

[Signature](#)

[Print Name](#)

### Useful Phrases and 'Buzz' Words to Use In Applications:

- Horizon Watersports provides **Vocational Training** for the outdoor industry.
- The valuable instructor skills I can learn at Horizon Watersports are **directly transferable** to many other job roles in life, in particular within the formal education system.
- The use of Outdoor Education, such as this, is proven to be an excellent **tool for personal development**.
- Among other things Outdoor Training teaches strong **team building** skills, it encourages **acceptance of responsibility and it intrinsically improves communication abilities**. All of which are **key life skills**.

## 9. HOW TO APPLY FOR A FREE COURSE

Our free places are reserved for disadvantaged 18 – 24 year olds. To apply for one of these positions you must fulfil the criteria below. If you do fulfil this criteria, please email Horizon Watersports at [caroline@horizonwatersports.co.uk](mailto:caroline@horizonwatersports.co.uk) to arrange further discussion and if needed an interview.

Please note that you will be asked to provide an overview of the circumstances that you believe entitle you to a FREE placement. All applicants will also need to provide contact details for a character reference; such as an employer, school teacher or mentor. This reference will need to state that you are capable of living independently overseas, that you understand the course is a training course and not a holiday. It will also need to include a statement to show that you are aware that our staff team does not include any trained counsellors or other such professional care providers.

### **Compulsory requirements:**

- You must be between 18 & 24 years old
- You must be capable of independent living (overseas)
- You must have a clean DBS check (no criminal record)
- You must be able to travel abroad
- You must have a moderate swimming ability and confidence in deep water
- You must be polite and respectful to all members of society - showing no racial, cultural or any other prejudice

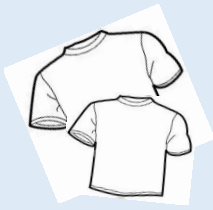
### **One or more of these statements must apply to you:**

- I am in need of a fresh start and in search of a new career path
- I have not been involved in higher education
- I have not followed my academic qualifications into a career
- I do not hold any vocational qualifications
- I have suffered a long term illness or injury at some stage in life
- I have faced long term un-employment (over 12 months)
- I have a lack of confidence and/or self esteem
- I could not afford a watersports training course without external financial assistance
- I have been cared for by the state during childhood
- I feel that my background and/or current circumstance entitle me to apply for a free placement
- I have already been working towards a career in watersports but need financial assistance





## 10. WHAT TO PACK



### CLOTHING

- A warm hoody or jumper
- A light waterproof
- A spray top for on water (useful but not essential)
- Swimwear
- Sun hat - compulsory
- T-shirts & Vest Tops that you are happy to use in the sea
- Quick Dry Shorts (board shorts) - please make sure these are well fitting and not inappropriately revealing
- Flip flops or Sandals
- Cheap Neoprene shoes or boots (available in resort)
- Trainers
- Tracksuit bottoms
- Other casual clothing for time off
- It is Greece, but be prepared for the occasional cool evening or rain shower



### INSTRUCTOR ESSENTIALS

- Whistle
- Notebook & Pens
- Waterproof Watch
- Sunglasses with UV protection
- Sailing Knife with serrated edge and folding blade



### OTHER USEFUL ITEMS

- Alarm Clock
- Phone Charger
- Beach Towel
- Bath Towel
- Camera
- Driving Licence
- Buoyancy Aid, if you own one
- 2 Passport Photos (for certificates you will gain on your course)

### MEDICAL SUPPLIES

Basic personal first aid supplies:

- Paracetamol
- Mosquito Repellent
- High Factor Sun Cream
- High Factor Lip Block
- If you are on medication ensure you have enough for the duration of your course



### ENTERTAINMENT

Being out in the sun all day can be tiring so you will certainly want to have some quiet nights in:

- Films
- Books
- Magazines
- Music



NB. You can get all toiletries, sun cream, pharmacy items and feminine hygiene products locally if you prefer not to carry them out. However, they are likely to be more expensive in Greece. Bedsheets are provided but towels are not provided. If you are staying with us during the cooler months of April or October it may be wise to bring warm pyjamas with you as the staff houses are not heated.

11. UNIFORM GUIDELINES

There is no set uniform however, we will ask you to always be clean, tidy and presentable, as you are representatives of our company. For example please ensure your clothes have no offence images or language on them. Typically, your daily beach wear will be a T-shirt, shorts, flipflops, suncream, sun hat. You will definitely need a sun hat or cap of some kind.

**Beach Shorts:**

We do not specify the exact brand or make of shorts to buy, however, these are the guidelines we ask you to follow when selecting shorts. Please note that shorts can range from £10 - £80. You do not need to buy expensive shorts as they will not stay new for long.

- We recommend ‘quick drying’ board shorts
- Colour selection is your choice - bear in mind you are working in an active, sandy environment and uniform must be clean
- No inappropriate images e.g. guns, aggressive language, illegal substances, alcohol, nudity
- Well fitting; no underwear on show
- Not too short or tight - remember you will be working in them all day, so they need to be comfy and not revealing

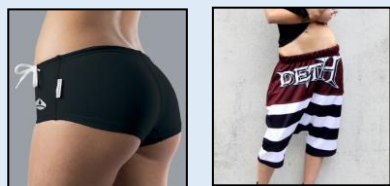
Appropriate Ladies Shorts



Appropriate Gents Shorts



Inappropriate Ladies Shorts



Inappropriate Gents Shorts



## **12. ESSENTIAL PRE-COURSE TRAINING & PAPERWORK**

Once you become a member of the Horizon Watersports Training Scheme you will need to complete the following bits of paperwork. They are not time consuming and you have until one month before the start of your course to complete them. If you need any help then please do not hesitate to contact us. On the Personal Details Form below there is an easy to follow tick list of all paperwork needed, so that you can be sure you have done all necessary tasks.

### **1) RYA MEMBERSHIP (only for those on 5 week instructor courses)**

In order to become an RYA Watersports Instructor you will need to join the RYA. This costs approximately £25 for under 25's and £45 for over 30's. You will receive a membership card and a membership number. You need this number in order to qualify as an RYA instructor. Here is the link to membership. Please contact [caroline@horizonwatersports.co.uk](mailto:caroline@horizonwatersports.co.uk) before you join to get your joining code.

### **2) SAFE & FUN SAFEGUARDING COURSE (only for those on 5 week instructor courses)**

It is now compulsory that all RYA Instructors hold a Safeguarding Certificate. This course can be taken online. It costs £15. You can buy this course pack online. Please try to take this course before you come to Greece, however if you would like help understanding the course then by all means wait until you are in Greece and we can assist you. Please also read the information below regarding our own Horizon Watersports Childcare policies.

### **3) MANUAL HANDLING**

Please read the manual handling advice below. The watersports environment is full of heavy and awkwardly shaped objects and every day you will need to lift heavy items. It is essential that you adopt safe lifting techniques or find solutions which minimise the need to lift, e.g. use trolleys. If you do not take care of yourself during training you may risk an injury that stops your watersports career before it has even started.

### **4) SAFETY IN THE SUN**

Please read the advice below about staying safe in the sun. This relates not only to skin care in the sun but also to general safety advice. In a hot, sunny, holiday resort it is easy to get complacent and forget common sense safety rules. Please do not put yourself at risk. Please be sure to maintain a mature attitude to your personal safety at all times.

### **5) PAPERWORK**

Please scan a copy of each of the items below to [Caroline@horizonwatersports.co.uk](mailto:Caroline@horizonwatersports.co.uk)

- The photograph page of your passport
- A copy of your EHIC Card (Google: European Health Insurance Card)
- Your travel insurance policy
- Any RYA qualifications you already hold
- Any first aid qualification you already hold
- Your completed 'Personal Details Form' (which is attached)
- Check all paperwork is completed using the easy to follow tick list on your 'Personal Details Form'



### **13. CHILD PROTECTION POLICY**

During your training you will be assisting with some of our youth groups. It is therefore essential that you understand our company's responsibilities for safeguarding children. 'Safeguarding' refers to our obligation to ensure that children are well looked after, in a fair and honest fashion. Safeguarding is commonly used as an alternative expression to 'child protection'. In our care, Children are classed as 18 years and under.

#### **The six main elements to our policy are:**

1. All fully employed staff are DBS checked. Trainees never work alone with children
2. Staff training raises awareness of child protection issues and equips staff with resources to help them in their job role
3. Procedures are outlined below for identifying and reporting cases, or suspected cases, of abuse
4. All children are treated fairly and with respect; there is never an excuse for prejudice
5. All children are provided with a safe and fun environment in which to relax and learn new skills
6. Staff must always understand that children portraying difficult behaviour may be experiencing problems that the staff are not aware of

#### **Reporting Cases:**

Staff suspecting abuse or childcare problems must ensure they record all facts that lead them to this line of thought. Ensure that only facts are recorded and not personal assumptions or opinions. All records are confidential and should be reported to the Centre Manager or Human Resources Manager. The case will then be passed on to a Child Protection Advisor. If you are unsure about reporting a case, it is always best to report it. Once you have reported the case all further decisions are taken out of your hands. Cases reported against a member of staff will be treated in the same way, and should be reported to the Centre Manager or the HR Manager. The case will then be passed on to a Child Protection Advisor.

➤ RECORD IT & REPORT IT – DO NOT JUDGE IT

#### **Our Key Childcare Rules:**

- Never be alone in an enclosed area with a child – wherever possible carry out activities in public places
- Try to avoid touching children e.g. holding hands, piggy backs
- Always encourage children to do things for themselves e.g. put suncream on, get dressed
- Encourage children to help each other e.g. hold each other's hands, or hold a buggy, or put suncream on each other
- Never kiss children
- Never carry children
- Never go into a child's bedroom/hotel room
- Never discuss things of an adult nature in earshot of children e.g. staff relations, sexual activity, alcohol
- Always report incidents to parents e.g. cuts, bumps, tears, moods etc
- Never leave children unsupervised once they have been signed into your care

**All trainees will receive training in addition to this information**

## 14. SAFETY IN THE SUN

It is very easy to become complacent about your own safety when living and working in a holiday destination and everything just seems perfect. We must urge you though to remember that not everyone overseas has good intentions. Please always exercise the same caution in Greece as you would do at home. Some basic reminders are:

- Do not hitch hike or accept lifts from strangers
- Do not walk home alone at night
- Do not take strangers home; you are putting yourself and your house mates at risk
- Do not carry large amounts of money on your person
- Do not leave your accommodation unlocked when you go out
- Make sure you have useful numbers stored in your phone: taxi, manager, ambulance, police

We do not wish to worry you - Greece is a wonderful country and we are sure you will have an amazing time with us. These are just simple common sense rules that everyone would adhere to in their own home, but a few careless people can seem to forget the basics when they are on their holidays.

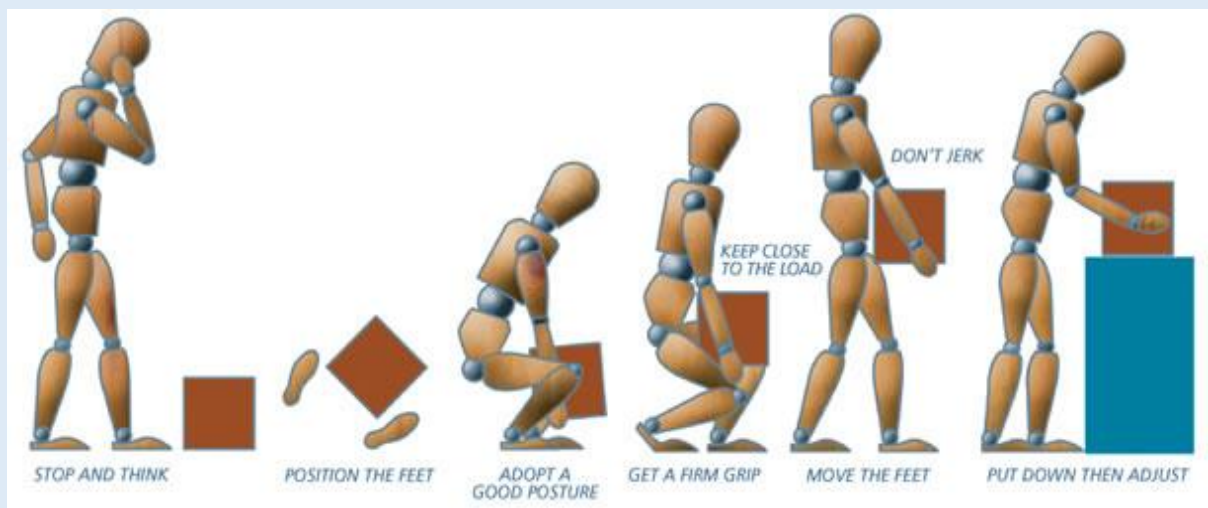
- 🌀 **BALCONIES:** • Do not climb or stand on balcony furniture. Keep all furniture away from the balcony wall/railings. • Never lean over, sit or climb on the balcony wall/railings. Do not try to climb up on to a balcony.
- 🌀 **SWIMMING POOLS:** • Every pool is different. Most hotels and apartments don't employ life guards so please be sensible. • Check where the deep and shallow ends are before use and follow the pool rules.
- 🌀 **PERSONAL SAFETY:** • At night avoid poorly lit areas. • If possible never walk home alone. • Be aware of what's going on around you and keep away from situations where you're uncomfortable. • If you're out as part of a group, look out for one another.
- 🌀 **ALCOHOL AND DRUGS:** • Alcohol can make you less alert and less in control, so take it easy. • Never accept drinks from strangers or from anyone you don't completely trust. • Try to keep your drink with you at all times. • Remember that overseas measures are a lot bigger than UK measures, so drink sensibly. Be aware of how much you've had to drink and remember alcohol is dehydrating, so drink plenty of water. • The use of recreational drugs is a huge risk - you do not know what you are taking and what the penalty is for illegal activity in your destination. Any use of illegal substances will result in you being asked to leave Horizon Watersports.
- 🌀 **WATER:** • Drink lots of water, this will keep your energy levels high and ensure you do not suffer from long days in the sun.
- 🌀 **YOUR INSURANCE:** • Before undertaking any activity while on holiday, ensure that you're adequately covered by the terms and conditions of your insurance policy.
- 🌀 **CARE IN THE SUN:** • Avoid sunbathing between 11am and 3pm. • Apply high factor sunscreen and re-apply frequently. • Remember, it's possible to burn in the shade, when it's cloudy and while swimming • At the first sign of burning get out of the sun immediately. • Always drink plenty of water.
- 🌀 **DRIVING OVERSEAS:** • Check the vehicle is roadworthy and familiarise yourself with all controls before use as they may differ to cars in the UK • Check that the car hire insurance cover provides adequate cover for the driver and all passengers. • Always wear a seat belt. • Familiarise yourself with local traffic laws. • Pay particular attention at junctions and roundabouts. • Always carry emergency/breakdown telephone numbers. • NEVER drink and drive.
- 🌀 **MOPEDS AND MOTORBIKES:** • We strongly advise that you do not hire mopeds or motorbikes. • *If* you do hire mopeds etc ALWAYS wear a helmet and long sleeves/trousers. *If* you do hire mopeds or motorbikes this will be heavily frowned upon by Horizon Watersports. Your safety is important to us and the local roads are notoriously hazardous for moped users.

## 15. MANUAL HANDLING ADVICE

Heavy manual labour, awkward postures, carrying, pushing, pulling and lifting are all evident in a watersports job role. Some basic advice on how to reduce the risk of injuries related to manual handling is shown below. Further information can be found on the internet. It is essential that you report any early symptoms of injury to the manager, so that arrangements can be made to try and ensure the problem does not escalate and so that medical attention can be sought.

- Whenever possible avoid manual handling
- You may be able to move the work task to the load rather than move the load
- Always think around a problem and try to use the least physical approach to moving an object
- Always ask for help: many hands make light work
- Always use a trolley when available
- Always lift with bent legs and a straight back - use your leg muscles to take the load rather than your weaker back muscles
- Try to avoid twisting at the waist when you are carrying an object
- Try to avoid carrying weight above head height
- Ensure that the load you are carrying is stable and centrally balanced
- Do not carry a load that you feel is too heavy for you

### **Correct Lifting Technique:**



As a member of the Horizon Watersports team you have a duty to:

- Follow appropriate systems of equipment handling, as explained during your training
- Make proper use of equipment provided for your safety
- Co-operate with the team on health and safety matters
- Inform the manager if you identify any hazardous handling activities
- Take care to ensure that the activities you carry out do not put others at risk



## 16. PERSONAL DETAILS FORM

Once you have paid a deposit you will need to complete this form. Please complete this form carefully - it is a check list for YOU to ensure all of your paper work is complete.

**FULL NAME**

(as on passport)

COURSE START DATE

END DATE

**CHECKLIST OF THINGS TO EMAIL TO  
HORIZON WATERSPORTS:**

**TICK**

COPY OF PASSPORT

COPY OF EHIC CARD

COPY OF TRAVEL INSURANCE

ANY RELEVANT QUALIFICATIONS

FUN & SAFE SAFEGUARDING CERTIFICATE

RYA MEMBERSHIP NUMBER

**CHECKLIST OF THINGS TO READ:**

**TICK**

I have read the company Child Protection Policy

I have read the Safety In The Sun Advice

I have read the Manual Handling Advice

**PERSONAL INFORMATION:**

Your mobile number:

Your email address:

Your RYA Membership No:

Medical information – allergies, illnesses &  
medication needs

Swimming ability (weak/good/strong):

Emergency contact number of someone at home

Name & relation of emergency contact

Please return this completed form and the paper work listed above at least 4 weeks prior to your departure. Please scan to: [admin@horizonwatersports.co.uk](mailto:admin@horizonwatersports.co.uk). For any further questions or assistance please contact us. Thank you for choosing Horizon Watersports, we look forward to meeting you in Greece.