



# ISAF Recognized Training - Accreditation Report

## Turkish Sailing Federation National Training Programme

### **INTRODUCTION**

Following an application from the Turkish Sailing Federation (Turkiye Yelken Federasyonu) (TYF) for recognition of their Turkish National Sail Training Programme (Turkiye Ulusal Yelken Egitim Programi) (TUYEP) an audit was carried out from 29 to 31 October 2014.

The audit visit included a review of the TYF organisational structure, the role and influence of the Training Programme Manager and the management of the TUYEP Training Programme at the TYF headquarters in Istanbul followed by visits to seven locations at which the TUYEP has been adopted and is in use.

The locations visited were, between them, active in all of the disciplines currently qualifying for ISAF Recognised Training status.

There was a high level of consistency evident throughout the audit. This was both in the context of acceptance of and compliance with the TUYEP and an optimistic ambition to increase the level of participation in sailing through structured training.

It is worthy of note that a significant majority of organisations delivering training are termed "Club" and operate as not for profit organisations for business reasons. This is a legitimate commercial practice with any profitable activity being handled by a company that is linked to the Club through registration.

### **SUSTAINABILITY**

#### **National Training Programme Organisation and Management**

The TYF was formed in 1957. In accordance with Turkish Regulations set out by the Ministry of Sports and Youth, the Secretary General is a Government Official usually appointed by the Government. Although that person may not have a sailing background, they are part of the communication between the TYF and the Government. The Secretary General is a member of the board of directors and approves and oversees financial activities within the Federation. In accordance with national practice, as a sports federation, the TYF management composition and organisation has to be notified to the Sports Ministry.

The President of the TYF and board of directors are elected by the general assembly made up of all affiliated clubs delegates. The affiliated Clubs, of which there are over one hundred and fifty, are allocated a number of votes dependent upon their level of activity in different racing classes. Elections take place every four years after the Olympics, with the elected Members then serving for the full intervening period. Ten per cent of the Board is required to be female. A 'reserve' Board is also elected in order to ensure continuity in the event of any Board Member being unable to fulfil their commitment for the normal full term. The full Board usually meet at least once every month or more frequently if seen necessary.

The National Training Manager is Deniz Karamanoglu, who has a formal job description and has been in post for just under a year. Her predecessor had been in post for three years. Deniz is a full member of, and therefore reports directly to, the Management Board.

All Turkish organisations that provide an element of training are required to have their training programmes approved by the Education Ministry. In her role as the National Training Manager, Deniz has a dual responsibility for both ensuring compliance with the TUYEP at point of delivery and advising the TYF Management Board with regard to any proposals for change required to reflect effective practice as determined through experience. The programme is therefore subject to constant monitoring and review.

The activities of the TYF are principally funded by a government grant through the Sports Ministry. The size of the grant is primarily dependent upon the level of national activity and the performance of athletes at international competition. Additional income is obtained through training courses and licensing or sought from corporate sponsors for both the growth of the Federation and specific events. Whilst the opinion was expressed that the current level of funding is inadequate to match the TYF's aspirations, there was a good level of confidence that this had the potential to be negotiated and increased.

## **Summary**

The TYF is a well-established organisation with a very credible history. Although some of regulations set are outside the direct control of the elected representatives of the sailing community, these are discharged by Government policies. The commitment to training and particularly youth development demonstrated by the TYF, and supported by the Government, should contribute to the continuing growth of sailing in Turkey.

## **SAFETY**

### **Safety Arrangements and Regulatory Compliance**

There are a number of statutory regulations with which the TYF are required to comply. None of these present a problem and generally serve to reduce the onus upon the TYF in a number of important areas. In those situations where there is a perceived difference between the Regulations and the operational requirement, the shortfall is invariably in the former and is addressed by additional specific training provided by TYF programmes.

An example of such a difference is with regard to powerboat operations. Anyone who is in charge of a Turkish craft afloat is required to hold an Amateur Seaman's Licence issued by the Department of Transport. The Licence is obtained by way of an on-line training package followed by a multi-choice electronic test. The TYF has to provide further practical training in order to ensure that the use of powered craft as safety boats, coaching platforms or by race officials for sailing activities is carried out safely.

There is currently a national backlog of people seeking to obtain Amateur Seaman's Licences. Consequently the TYF is attempting to negotiate permission to deliver a suitable course that would satisfy the operational requirements whilst complying with the principles of the statutory course. The TYF specifies the minimum size of RIBs for use as safety boats and the scale of equipment that they are required to carry. When the scale of equipment exceeds that specified by the Regulations, the extra equipment is considered to be appropriate to the specific purpose. The national Regulations do not specify minimum craft size for particular roles.

Anyone working with young people or vulnerable adults is required to have a criminal record check obtained from the Department of Justice. Similarly, anyone working in a position where they are responsible for the well being of others is required to hold a First Aid certificate issued by the Department of Health following a course lasting no less than sixteen hours. Whilst both of these are considered essential by the TYF, the content of the First Aid syllabus is not entirely suitable and there are plans to develop an eight hour course specific to the sailing environment.

## **Summary**

Overall, the TYF is aware of all of the statutory regulations and the way in which they support delivery of sailing in both participation and performance domains. They are also aware of any shortfall and their responsibility to provide additional training where necessary. Safe practices are included in both coach training programmes and Club inspections.

## **EFFECTIVENESS**

### **Content**

The TYF has a well-structured web site through which anyone who is interested in learning more about sailing in Turkey can find all of the necessary information. Under the “Corporate” tab there is a listing of a hundred and sixty eight Clubs together with their contact information. In practice, it is believed that around sixty Clubs are currently active. Under the “Training” tab there is comprehensive information regarding the various courses and their content.

Log Books for both participants and instructors are available to those Clubs that have been inspected and approved by the TYF for delivery of the TUYEP. The Log Books contain the syllabus, record of training and a completion certificate for each of the levels in each scheme. The information is well laid out and provides the user with logical and progressive personal targets.

TUYEP schemes are in place for Dinghy, Windsurfer, Kite Boarding and Yachting. All of the schemes are based on three levels except Yachting in which there is an additional fourth level. The levels and associated competence are as follows –

Participant in Dinghy, Windsurfer and Kite Boarding:

- Level One (D1, RS1 and KB1)

Principles of the discipline. Able to sail a triangular course under supervision and with some guidance in moderate wind strength.

- Level Two (D2, RS2 and KB2)

Performing the discipline. Able to sail a triangular course without supervision in up to fifteen knots of wind but may need some guidance with regard to deciding whether or not the conditions are suitable.

- Level Three (D3, RS3, and KB3)

Advanced in the discipline. Fully competent and able to make all their own decisions with regard to sailing in that discipline.

Participant in Yachting:

- Level One (YY1)

Fundamentals of yachting. Able to contribute to the sailing of a yacht as a competent crew member.

- Level Two (YY2)

Journeying in a yacht. Able to take charge of a sailing yacht in daylight, in familiar waters and winds up to Force six.

- Level Three (YY3)

High level yacht sailing. Able to take charge of a sailing yacht in all conditions day and night.

- Level Four (YY4)

Yacht racing.

Records of training completed by participants are maintained centrally by the TYF. Each personal Log Book is allocated a unique number at the time of issue by the Club and the details are submitted to the TYF headquarters. Subsequent course completion at each level is signed for in the Log Book and, again, the details are submitted to the TYF headquarters. Levels of participation can therefore be determined from the records.

As the Log Books have only recently come into full use, there are very limited historical records. However, the system that is now in place will allow statistical information to be gathered for future use.

A high level of confidence was expressed in all of the Clubs visited that participant training records evidenced in their Log Books would be transferrable and accepted by any other Club.

There is a strong emphasis on competitive sailing in Turkey. Every participant in any sport has to be in possession of a competitor's licence issued by the sports Federation registered under the Ministry of Sport. There are a number of publicised events that serve as opportunities for talented sailors to be identified and subsequently selected for Performance coaching. It is also possible for Clubs that identify particularly talented sailors to bring them to the attention of the Performance coaches.

## **Delivery**

Courses are delivered by qualified instructors. There are four levels of instructor qualification and a clear definition of what each level is allowed to teach. The levels, associated competence and instructional limits are as follows –

- Level One

Assistant Instructor. Minimum sixteen years of age. Can assist a qualified Instructor in course delivery.

Must have –

No disciplinary punishments from racing, of more than six months duration, in the previous three years.

No criminal record.

- Level Two (D4, RS4, KB4 and YY5)

Instructor. Minimum eighteen years of age. Can teach Levels One and Two.

Must have –

No disciplinary punishments from racing, of more than six months duration, in the previous three years.

No criminal record.

Amateur Seaman's Licence.

First Aid certificate.

Successful completion of Instructor's course.

In addition, a YY5 with a Race qualification can teach Yachting Level Four.

- Level Three (D5, RS5, KB5 and YY6)

Senior Instructor. Minimum twenty years of age. Can teach Levels One, Two and Three.

Must have –

Two years experience as an Instructor.

Successful completion of Senior Instructor's course.

- Level Four (D6, RS6, KB6 and YY7)

Chief Instructor. Minimum twenty five years of age. Can teach all Levels and Instructors.

Must have –

Three years' experience as a Senior Instructor.

Successfully completed a Chief Instructor course.

The instructional qualifications and the linked Performance Coaching qualifications follow the Turkish National Coaching framework and are approved by the Ministry of Education. They are also closely aligned with the ISAF Coaching Framework. In their current form they are well suited to the TUYEP.

Individual instructor's qualifications are held in their log books. An additional plastic card is issued along with their certificates.

All of the Clubs that were visited during the audit were using good quality craft and equipment. Most of them had renewal policies in place to ensure that course participants are presented with high quality equipment. Of particular note was one of the windsurfing and both of the kiteboarding Clubs who replace all of their equipment every year.

The dinghies in most common use are the Optimist, in various forms, and the Laser. For Performance sailing 420, 470 and Finn dinghies are also used. The National Training Manager is aware that it is quite a big step up from the Optimist to the Laser for young participants and that there is an absence of an entry level youth double handed dinghy. This shortfall is under review as it is considered to be a potential factor affecting the retention of young people in the sport.

### **Maintaining Performance Standards**

All of the training centres receive a mandatory annual inspection from the Ministry of Tourism, which assesses several factors but does not include a technical review of the sailing activities. The TYF is working with the Ministry to combine their resources. A form of self-assessment has been used historically but is slowly being replaced by a formal inspection by TYF representatives. A pilot group of five centres was used to 'test' the inspection process, which is now being actively promoted.

Although there were no examples of suspension of accreditation of either Clubs or individual instructors, the TYF approach was described in some detail. In summary, if the need arose, then the process would be based on a review of all evidence including the Club or individual's account. Following a decision to suspend, there would be a right to appeal.

The TYF produces a very high quality quarterly magazine that has a wide circulation within the tourism sector. Although not designed as such, this provides a useful method of updating Instructors and Clubs about any relevant changes or noteworthy events.

Alternative methods of disseminating important updates to instructors include the use of e-mail and social media.

During the audit visit, active training was seen in all except one location. The standard of delivery and awareness of the Club principals was very good and consistent with the content of the TUYEP schemes. A high degree of enthusiasm combined with an acute awareness of the responsibility for professional delivery was consistently in evidence.

### **Summary**

Although they have only been in place for a relatively short period of time, the TYF TUYEP schemes are well designed and fit for purpose. As more Clubs both adopt the TUYEP schemes and join the full TYF training accreditation scheme, the quality of sailing and transferability of participant and instructor qualifications in Turkey should be enhanced significantly.

A great deal of work has been undertaken in the last three years to create an effective training programme. Much credit is attributable to both the current National Training Manager and her predecessor. As the Management Board is routinely re-elected every four years, it is to be hoped that the excellent work that has been done in creating the TUYEP is not at risk.

### **RECOMMENDATION**

It is recommended that the National Training Programme of the Turkish Sailing Federation be granted full accreditation as ISAF Recognised Training.

In order to protect the high quality of the TUYEP programme, it is recommended that the schemes are scheduled for routine review, which should be recorded in such a manner that they remain an essential part of the work of the TYF.

In anticipation of the level of participation increasing, the question of suitable craft that will support retention of young people in the sport should be an important topic of discussion for the TYF Management Board.

### **ACKNOWLEDGEMENTS**

The support, organisation and accommodating hospitality of Deniz Karamanoglu both before and throughout the audit was exemplary. Her enthusiasm for the development of both the National Training Programme and the growth of sailing in all disciplines in Turkey was indicative of her suitability for the role of custodian of that responsibility.

During the visit to the headquarters in Istanbul, the attendance of, and contribution from, the Vice-President, Naci Kuris, was both much appreciated and very helpful. Similarly, the time given and information provided by the Centre Recognition Officer, Ayda Unver, and the National Sports Director, Mahmut Saral, was invaluable in allowing a broad understanding to be gained of the environment in which the training programme has evolved and will continue to develop.

The staff at all of the Clubs and training facilities that were visited were extremely enthusiastic and accommodating in their invariably generous hospitality. Listed in the order in which they were visited –

Marmara Sailing Club (Dinghy)  
Sports Director – Ufuk Gurun  
Head Coach – Adriana Karamanlieva Kaya

Hedef Yelken Kulubu (Yachting)  
Director – Yigit Eroglu

A.R.M Urla Yelken Kulubu (Dinghy and Windsurfer)  
Head Coach and Trainer – Gurbuz Arikan  
Principle – Aysun Atay Arikan

Bu Bi Surf Okulu (Windsurfer)  
Owner and Principal – Burak Dalgic  
RS5 Instructor Trainer - Korhan Baran

Global Sailing Academy (Yacht and Dinghy)  
General Co-ordinator – Gamze Varoglu  
Centre Principal – Derin Karamanoglu

Marti Marina Sailing Club (Dinghy)  
Head Coach – Feridun Catikkas

Kite Academy (Kite Board)  
Owner and Head Coach – Sedat Celenk

Gokova Kite Maximum (Kite Board)  
Owner and Head Coach – Ozgur Ceylan

Andy Jeffrey  
ISAF Nominated Expert  
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