

OPERATING MANUAL



Bowmoor Sailing Club

website: www.bowmoor.co.uk



**Volvo RYA
Champion Club**



BOWMOOR SAILING CLUB

OPERATING MANUAL

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Important Notice:

Members, Visitors, Contractors and Franchise Holders are required to read Sections 1 and 2 of this Operating Manual, Risk Assessments and any other section which covers activities that they or children that they are responsible for are involved.

Bowmoor Sailing Club website:

www.bowmoor.co.uk

SECTION 1

HEALTH AND SAFETY POLICY and GUIDELINES

1. **BOWMOOR SAILING CLUB** always gives high priority to the maintenance of standards of Health and Safety to its members and visitors. **BOWMOOR SAILING CLUB** will comply with, as far as is reasonably practicable, the requirements of the Health and Safety at Work Act 1974 and the safety guidelines of the Royal Yachting Association (RYA). All members of the Club, Visitors and Contractors must assist in achieving this aim.
2. **Each INDIVIDUAL is responsible for their own Health and Safety while at the Club. In addition each individual:**
 - a) Will take reasonable care for the Health and Safety of him/herself and of other persons who may be affected by his or her acts or omissions.
 - b) Will comply with the requirements of this Manual and co-operate with Club Officers or any person, as far as is necessary, to enable them to comply with any safety duty or requirement.
 - c) Will not intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety or Welfare.
 - d) Shall ensure that all vehicles, vessels and craft belonging to them, or used by them at the Club, are maintained in a serviceable condition and insured to cover third party liability while at the Club.
 - e) Contractor and Franchise Holder is responsible for ensuring compliance with such statutory acts that apply to them.
3. The responsibility for producing the Health and Safety Policy at BOWMOOR SAILING CLUB rests with the Commodore and the Club Directors. It is a fundamental principle of the Club's Policy that individuals in charge of events, training or work are responsible for ensuring that, as far as is reasonably practicable, safe methods and environmental conditions exist in their area of responsibility, along the guidelines produced by the Club and the RYA.
4. The Act does not require that all hazardous activities be stopped, but that reasonably practicable precautions be taken to minimise risk, as far as reasonably practical, to safeguard the Health and Safety of those engaged in them, and ensure that others are not put at risk by these activities.
5. All individuals are required to report to a Club Officer/Club Directors, any incident, practice or occurrence at the Club, that is a potential Health and Safety hazard. Additionally BOWMOOR SAILING CLUB MEMBERS holding Director and Committee posts shall assist by assessing potential hazards, and taking all reasonable practical steps to reduce the hazard. They are to alert members/visitors of the existence of the hazard(s) and report the problem(s), depending on the specialised nature of the hazard, either to a Club Director or in urgent cases direct to the Commodore.

THE COMMODORE
BOWMOOR SAILING CLUB
.....

Signed

Date

SECTION 2

SAILING INSTRUCTIONS - GENERAL

2.1 RESPONSIBILITIES - BUDDY SAILING/ASSISTANCE

Persons are reminded of the dangers of going afloat alone. Whilst it is not compulsory before going afloat they should consider if:

- a) Another craft is available on the water to give assistance as necessary, or
- b) Suitable assistance is available onshore to raise the alarm or provide assistance as necessary, or
- c) They should take a "waterproofed" mobile phone.

Members/visitors are reminded that they go afloat entirely at their own risk. The safety of a vessel/craft and its entire management including insurance shall be the sole and inescapable responsibility of the owner/user of the vessel/craft, who must ensure that the yacht/craft and crew are adequate to face the conditions that may arise in its use. BSC, its Officers, or Members shall not be responsible for any loss, damage, death, or personal injury howsoever caused to the owner/user, his skipper or crew, as a result of their using the vessel/craft at BSC.

2.2 YOUNG PERSONS SAILING (17 yrs and under)

Notwithstanding the requirements of the "BUDDY SAILING RULE", Parents and Guardians responsible for young persons, shall ensure that the young person(s) is not permitted to sail unaccompanied on the club's water unless:

- a) The young person is qualified to at least RYA National Dinghy Certificate Level 2, RYA Youth Sailors Scheme Stage 3, I.O.C.A. Stage 3, NSSA Gold or,
- b) They are taking part in a BSC organised Racing or Training event, and the Parent/Guardians are completely satisfied with the rescue facilities provided by the Club during those events or,
- c) They are under the immediate supervision of a parent, guardian, or suitably qualified person, and an escort craft is immediately available.

2.3 BUOYANCY AIDS

Each individual is responsible for ensuring that:

- a) An adequate waistcoat/collar type buoyancy aid or life jacket is worn and fastened up at all times when afloat or on the jetties and pontoons.
- b) They are aware that wet/dry suits do not constitute "adequate personal buoyancy".

2.4 PROTECTIVE CLOTHING

Each individual is responsible for ensuring that:

- a) Appropriate clothing is worn, suited to the activity undertaken, while afloat.
- b) Wet or dry suits that cover the trunk and legs from the neck to the calves shall be worn at all times during the period 1st November until 31st March inclusive.
- c) Wellington Boots. "gardening type" Wellington Boots are not to be worn while afloat or on the jetty.

2.5 BOAT BUOYANCY

Each individual is to ensure that each craft, for which he/she is responsible, has its designed buoyancy maintained in a satisfactory working order.

2.6 COMPULSORY THIRD PARTY INSURANCE

All members and visitors using their vehicles, vessels and craft on club premises, water, moorings, or participating in any activity at the club, shall insure their legal liability in respect of any claim arising from that use is covered for not less than £2, 000,000. Within the Club boundaries, vehicles may only be driven by persons who are both licensed and insured to do so.

2.7 MOTORISED CRAFT

No motorised vessel/craft, other than Club owned motorised craft shall be used at BSC, without the permission of the Commodore, or a BSC Committee Member. Motorised vessels/craft used for safety or training shall conform to the requirements of this Manual. Smoking is not permitted in or around any motorised craft /vessel.

2.8 POWER BOAT/ SAFETY BOAT - GENERAL

General definitions: The term power boat refers to any motorised craft. Safety Craft are primarily intended to provide safety cover, powerboats are for training/escort /and general support duties. During organised Club events, the individual in charge of the event will normally be the person with responsibility for providing overall safety cover. During racing this will be the Officer of the Day (OOD), during Training or Club events this will be the Senior Instructor/Coach/Trainer or Event Organiser.

The level of safety boat cover will be decided by the individual in charge, using reasoned judgment, according to the number of boats on the water, the prevailing weather conditions, and the guidelines set out below. The following safety boat ratios must apply to sail training for wind speeds of up to Force 4.

SAIL TRAINING

For RYA Start Sailing courses and any other tuition	
to 6 dinghies	1 safety boat
7 to 15 dinghies	2 safety boats
More than 15 dinghies	3 safety boats

Following a BSC risk assessment, for experienced sailors undergoing Race Training or advanced sailing tuition, the safety cover is modified as shown below. Above force 4, for all tuition, the person in charge should make a reasoned judgement and adjust safety cover accordingly.

ADVANCED SAILING TUITION AND RACE TRAINING

The person in charge should make a reasoned judgement bearing in mind the competence of the sailors and the weather conditions and adjust safety cover accordingly.

POWER BOAT TRAINING

For RYA Power Boat Courses	
Levels 1 & 2 Course	Ratio of 3 students to 1 Instructor
Safety Boat Course	Ratio of 6 students to 1 Instructor (2 boats)

2.9 POWERBOAT/SAFETY BOATS - OPERATION

General: Safety Boats are to be operated along the guidelines of the RYA recommendations and for general club duties there should be a minimum crew of two if at all possible.

Additionally the following rules are to be strictly enforced at BSC:

- a) Skills/Operators Age: Unless under training, Safety/Power boat drivers are to be competent in the use of the Power Boat and be a minimum of 16 years of age.
- b) Qualified Operators under 18 years of age are not allowed to use the Power boats unless they have been assessed by a suitably qualified member of the Bowmoor TC Training Staff and have an annotation that they are competent in their Power Boat Log Book. If the Operator was trained at BSC, this is an acceptable annotation. Additionally see para "2.9 C".
- c) Qualified Operators under the age of 16 may not use powered craft unless under the direct supervision of a competent adult familiar with the operation of the power boat.
- d) Equipment to be carried in power boats: paddle or oars, bucket or bailer, towing bridle and towing line, waterproof first aid kit, anchor and warp, kill cord, knife, secured fuel tanks, throwing line and fire extinguisher.
- e) Kill Cords: All craft powered by outboard engines shall at all times, where practical, be fitted with a kill-cord. The kill cord shall be connected and attached to the driver when the outboard engine is in use, unless the craft is secured stern and/or bow to a jetty or similar object.

2.10 SAFETY BOATS - USAGE - BOWMOOR SAILING CLUB

General. Powerboats/Safety boats are located inside a lockup.

Use of the boats can be made by contacting a member of the BSC Committee. Fuel is maintained in a purpose built brick lockup adjacent the boat lockup. Smoking is prohibited in and around the power boats, boat lockup & petrol store. Power boat petrol tanks are only to be replenished using the guidelines set out in the appropriate BSC Risk Assessment contained at Section 9 of this Manual.

- a) Organised Events. The use of BSC safety boats will be as decided by the OOD, Senior Instructor/ Coach/ Trainer or event organiser in accordance with the guidelines of this Manual.
- b) Emergency Use. For emergency use, a powerboat should be available at all times under the Race Start Hut. Access can be gained to the boat (s) using the standard BSC members' club access key. The powerboat engine has a fuel tank, which should contain fuel. Additional fuel is available in the "Fuel Store", using BSC members' key. The correct grade of fuel must be used when replenishing powerboat engine fuel tanks.

2.11 SAFETY BOATS - USAGE - SEA USAGE

None of the Bowmoor boats are registered for use on the sea. However, Bowmoor Belle may be used as a support boat providing that it complies with the appropriate rules of the event, with the IOCA requirements being the minimum requirements. See Annex A IOCA Rib Safety Policy.

2.12 ACCIDENTS/ TELEPHONE, FIRST AID KIT AND FIRE APPLIANCES

All Members and Visitors to the Club should familiarise themselves with the location of the Safety Boats, First Aid Kits, and Fire Appliances. A list of BSC "First Aiders", and accident book is adjacent to the First Aid Kit, which is positioned adjacent the rear entry door. In the event of a significant accident or incident, the accident record sheet must be completed, and the Club Secretary informed. A landline suitable for making emergency calls is located behind the pedestrian door to the boat store. Note: Club Secretaries details are in Annex C to, Section 7.

2.13 RISK ASSESSMENTS

Risk Assessments have been carried out to identify possible risk areas and those who may be affected. Where reasonably practical, procedures have been put into place to reduce those risks to a reasonable level.

2.14 NEW MEMBERS/VISITORS

The BSC Health and Safety Policy and Operating Manual will be drawn to individual's attention as follows:-

- a) New Members. The attention of BSC members will be drawn to the existence and location of a copy of the BSC constitution, BSC Health & Safety, Operating Manual and Risk Assessments through the Club newsletter. New members will be asked to read these publications, and directed to contact a Club Officer if any aspect is not fully understood.
- b) Members Guests. Club Members are responsible for bringing to their guest's attention the location and requirements of the BSC Health and Safety Policy.
- c) Visitors. The BSC Health and Safety Policy and Operating Manual is located near the entrance in the foyer of the main BSC entrance. Information relating to the existence and location of the Operating Manual will be included on the front of the Visitors Book and welcome letter.

2.15 PERSONS REQUIRED TO SIGN FOR HAVING READ THE BSC OPERATING MANUAL

In order to ensure that persons responsible for organising events are aware of the Operating Manuals contents, personnel holding the following positions are required to sign for having read the contents of the Bowmoor Operating Manual and Risk Assessments.

- Directors, Executive and Sailing Committee members
- Event Organisers, (BSC and sea venues, Training and Support activities)
- Instructors, Trainers, Coaches and assistants
- Class Fleet Captains
- Group Leaders (Scouts etc)

2.16 RADIOS

PMR 446 radios are available.

The radios are available for Open Meetings, and other events.

Annex A: IOCA Rib Safety Policy

This document outlines the IOCA RIB Safety guidelines for all racing and training events in the

UK and outlines the minimum equipment standards to be found on the RIBs. It sets the standards for RIB helmets to follow.

1. RIB speed:
 - a) All RIB helmets are to maintain a slow and controlled speed when in proximity to the sailors. There is a maximum speed limit of 15 knot for RIBs (with minimal wash) when within 50m of an Optimist, unless dealing with an incident.
 - b) Kill cords should be worn at all times by the RIB helm.
2. Carrying of passengers:
 - a) Where a RIB is required to carry sailors as passengers (for example to ferry sailors ashore to use the toilet) care needs to be shown when they cannot occupy a seat and have to sit on the tubes or stand. In addition when passengers are on board the RIB needs to be kept below planing speed so as to minimise the risk of injury.
3. Helm Age, Qualification and Experience:
 - a) No one is to helm a RIB if under 16 years of age, unless specifically approved by the event / training organiser (Safety control or Lead Coach) and under the direct supervision of an Adult (deemed as a person aged 18 years or over) who takes responsibility for the RIB.
 - b) All RIB helmets must have a minimum qualification of RYA Powerboat level 2.
 - c) Two responsible persons (PB2 qualified or an adult) are to be in each RIB while afloat, unless specifically approved by the event / training organiser (Safety control or Lead Coach).
 - e) It is recommended that newly qualified RIB helmets are supervised by a qualified experienced RIB helm while they build up experience.
4. Coach RIBs at IOCA Racing Events
 - a) No Coach RIBs are to be inside the course, unless specifically requested by Safety Control.
 - b) The coach RIBs are to move around course in an anticlockwise manner, staying at least 100m from any legitimate place a sailor may sail such as windward marks etc.
 - c) May only contact sailors in holding area, downwind of start
5. Coach RIBs at IOCA Training Events / IOCA Team Events
 - a) RIBs at Training or Team events may be un-crewed at the discretion of the Head Coach. However where the actual or forecast weather is adverse it is IOCA policy that an additional person should be on the RIB to assist in the event of any sailor getting into difficulty.
 - b) The Coach will work very close to the sailors when training. When at an event as part of an IOCA team the coaches will comply with Para 4 or as directed by the event officials.
6. Night use
 - a) No RIBs will be used at Night use unless approved by Safety Control or Lead coach and covered in their risk assessment. b) If use of a RIB during night is authorised, the RIB must comply with the International Regulations for the Prevention of Collisions at Sea. In essence this means navigation lights (which need checked prior to use). Additionally it is good practice to have a search light or torch. All of this in addition to the normal safety kit as outlined below.
7. Risk assessments
 - a) RIB safety should be completed as part of the Risk Assessment process for all IOCA arranged Races and Training events b) The RIB safety risk assessment

should take into consideration the condition, safety equipment (see 9 below), and crewing of the RIBs in relation to the prevailing operating area, conditions and level of safety cover.

8. Communications:
 - a) All RIBs to carry a VHF radio with at least one crew member qualified in its use.
 - b) At least one RIB in the fleet is to have a fixed VHF unit if fleet plans to go 3 miles or more off shore. In this case it is also preferable to also carry a backup portable VHF.
 - c) All RIBs are to carry 2 means of communication. In normal circumstances this will be a VHF set and a Mobile phone.
9. Safety Equipment
 - a) All occupants of the RIB must wear suitable personal buoyancy at all times whilst afloat. One member of the crew should be prepared to enter the water if necessary. All ribs should have as a minimum the following equipment:
 1. A VHF radio capable of lasting for eight hours
 2. A whistle or fog horn
 3. An appropriate first aid kit
 4. A sharp and easily accessible knife
 5. Some form of safety blanket (plastic or tin foil)
 6. A large bucket or bailer
 7. A compass (if at sea)
 8. A mobile phone (suitably charged for the expected time on water plus 25%)
 9. An anchor and sufficient warp for the depth of water
 10. Spare kill-cord
 11. Adequate fuel (for the expected time on water plus 25%)
 12. A Paddle
 13. Red and white tape for fastening to the pintle of an abandoned boat
 - c) Where RIBs are chartered, the organization supplying the RIBs should be made aware of the IOCA standard equipment list outlined above.
 - d) RIB owners / operators are required to sign a declaration confirming that they have the equipment when entering their RIB for the event. Non-compliance will be noted and failure to acquire the necessary equipment may result in the RIB not being used and the normal RIB fee being withheld.
 - e) If the fleet plans to sail more than 3 miles off shore, pyrotechnic flares should be carried - 2 orange and 2 red.

SECTION 3

RYA/TC – SAIL TRAINING

PROCEDURES AND GUIDELINES FOR BASIC TRAINING

3.1 DINGHY SAIL TRAINING AT BSC

Dinghy Sail Training at BSC shall follow the general guidelines as set out in the BSC Operating Manual and recommended by the Royal Yachting Association.

The facilities and equipment on site allow us to train people with minor disabilities.

3.2 DINGHIES USED DURING TRAINING

For the RYA Level 1 and 2 courses, RYA Youth course to Stage 3, the dinghies used will normally be provided by BSC, or on loan. The BSC dinghies will normally be inspected annually by the RYA and BSC Training Team. The Course Leader must inspect all dinghies prior to each course. It is however the responsibility of the instructor(s) in each dinghy or group of dinghies to verify that the dinghy(s) for which he/she are responsible for that day are serviceable. The dinghy(s) must be rigged correctly for the conditions of the day and the experience of the student(s) to be instructed. Mast head floatation must be used at all times during training. The lake is generally not deep enough for inversions and the use of floatation will reduce the chance if inversion even further. Optimists can invert but chance of this happening is reduced by the use of mast head floatation. All instructors must be aware of current RYA advice on inversion recovery should this happen during training.

For other RYA sailing courses it would be expected that students may provide their own dinghies. The Course Leader, prior to commencement of the course, will check these dinghies for suitability. Responsibility for the safety, insurance and daily serviceability of a student's dinghy rests with the individual student providing that dinghy.

3.3 SAFETY BOATS USE DURING SAIL and POWER BOAT TRAINING

Guidelines for safety boat cover for RYA courses and tuition are detailed in Section 3 of this Manual. Each safety boat will be managed by a driver who holds, as a minimum, the RYA Powerboat Level 2, but preferably a RYA Safety Boat qualification. When Instructors are driving safety boats and teaching at the same time and there is more than one safety boat in operation on the water then the minimum crew per safety boat can be reduced to one. The safety boat driver may be assisted by an able bodied person of suitable physical size and ability for the task. It is recommended that safety boat staffing is limited to a maximum of two assistants and a driver when providing safety cover. The safety/power boat driver is responsible for assessing the serviceability of the boats, each day prior to any training dinghies going on the water.

The equipment on board must be checked for serviceability and suitability for the task.

At all times during engine operation, the kill cord must be attached to the driver, unless the boat is secured to the jetty at stern and/or bow.

3.4 SAFETY BOATS – EQUIPMENT TO BE CARRIED (at Bowmoor SC)

PADDLE OR OARS	BUCKET OR BAILER
TOWING BRIDLE	TOW LINE
WATER PROOFED FIRST AID KIT (2 Large/ 2 Medium/ 1 Tri-angular Bandages)	ANCHOR AND WARP
KILL CORD	KNIFE
SECURING SYSTEM FOR FUEL TANKS	
THROWING LINE	FIRE EXTINGUISHER

3.5 SAFETY BOATS - SEA OPERATION

Bowmoor Sailing Club is authorised to undertake Power Boat training **ONLY** at Bowmoor Sailing Club. Special Rules apply to training away from the Club and this may require an inspection of the site to be used, even if that site is already an RYA TC Power Boat Centre. No formal RYA training is to be undertaken at sea using BSC power boats.

3.6 LIFE JACKETS /BUOYANCY AIDS FOR USE DURING TRAINING

- a) All persons shall wear personal flotation aids when they are afloat in a sailing dinghy, watercraft, rescue boat, pontoons or on the jetty. As a general guide, personal flotation aids should provide sufficient buoyancy to safeguard the individual. It is recommended that persons attending a sailing course, according to their swimming ability, or water awareness or physical *ability* adopt the guidelines given below.
 - i. Basic Students, comfortable in water: CE 50 Newton Buoyancy Aid.
- b) BSC owned life jackets/buoyancy aids are to be:
 - i. Individually marked with a unique identity number.
 - ii. Checked for serviceability by a delegated person annually and the results recorded.
 - iii. Checked for serviceability by the Course Leader, or a delegated Instructor, before each course.
 - iv. Checked for serviceability, and fastened secured by the student, each time they are worn.

3.7 SIGNALS

The use of visual and audible signals will be given in a briefing prior to the start of a training course. Wherever possible please use the standard signals as shown in section 9.

3.8 INSTRUCTOR/COACH & POWER BOAT OPERATORS QUALIFICATIONS

The course organiser will ensure that:

- a) Sufficient qualified Instructors, Coaches, Assistant Instructors, and Safely Boat operators are available, commensurate with the size, and scope of the activity.
- b) The qualification of all staff responsible for the safety of students has been checked, and where applicable their qualifications, including First Aid certificates are valid.
- c) Training staff will ensure that there is a mobile phone available for use in emergencies.
- d) The yearly instructor training has been completed.

3.9 GENERAL

During formal training courses, the course manager is responsible for ensuring that a weather forecast has been obtained, equipment in-use is checked for serviceability before use, and unserviceable equipment is identified and segregated until it is fit for use.

3.10 GENERAL

During formal training courses, the Instructors, Coaches, Assistant Instructors, and Safely Boat operators should carry a knife suitable for marine use.

SECTION 4

OPTIMIST - SAIL TRAINING

PROCEDURES AND GUIDELINES FOR BASIC TRAINING

4.1 OPTIMIST DINGHY RACING AND SAIL TRAINING AT BSC

Optimist Dinghy Racing and Sail Training at BSC shall follow the general guidelines as set out in the BSC Operating Manual, and the relevant sections of the IOCA(UK) website.

4.2 BSC OPTIMIST FLOTILLA TRAINING AND RACING INDEMNITY FORM

All parents of children taking part in Training and Racing are required to sign the indemnity form and hand it to the training session leader or race officer BEFORE their child/children commence training or racing. See copy attached.

4.3 VISITORS/NON-MEMBERS

Visitors/non-members will be permitted to take part in organised training events if the indemnity form is signed and given to the organiser before the event commences. Visitors racing will be subject to the normal Bowmoor Sailing Instructions and conditions regarding safety and Third Party Insurance (see Sections 2 and 3).

4.4 SAFETY BOAT USE DURING TRAINING

Guidelines for safety boat cover for RYA courses and any other tuition are detailed in Section 3 and 4 of this manual.

4.5 SWIMMING ABILITY

All children before commencing training should be comfortable in the water.

4.6 SIGNALS

Hand and audible signals will be briefed prior to any series of training courses. They will normally use the standard Bowmoor signals (see section 9).

Optimist Flotilla Leader

John Banbrook

john.banbrook@gmail.com

01367 244722

BOWMOOR SAILING CLUB

OPTIMIST INDEMNITY FORM

Optimist Training and Racing is undertaken in accordance with the following conditions:

1. Sailing is to be bound by the IYRU Rules, RYA Prescriptions, Class Rules and any Sailing Instructions issued by Bowmoor Sailing Club (BSC)
2. BSC, Instructors, Trainers, Organisers and helpers do not accept responsibility for any loss, damage or injury suffered by participants and/or their property arising out of, or during the course of their activities whilst instructing or arranging sailing events.
3. BSC is only able to provide normal rescue facilities and in the event of adverse conditions, parents and guardians must decide whether their child is sufficiently competent to participate on each occasion and ensure that their craft is seaworthy and has adequate safety equipment. Parents and guardians have sole responsibility for their children or wards.
4. All boats shall be covered by a "Valid Third Party Insurance" in accordance with Bowmoor Sailing Club Rules.
5. Photographs or video may be taken from time to time for the purposes of training and or publicity.
6. The acceptance of these conditions covers all the years that their child is participating in the racing *and* training with the Optimist Fleet unless the Flotilla Leader is advised in writing to the contrary.
7. I have read and understood the above conditions and confirm that I wish my
8. child/children/ward to participate in Optimist Training and Racing at Bowmoor Sailing Club.

Name of Child/Children. _____

Signed Parent/Guardian. _____

Date. _____

SECTION 5

SAFETY BOAT PROCEDURES

RISKS

- Drowning** buoyancy aids **MUST** be worn at all times and **MUST** fit properly. If you see someone on the water without a buoyancy aid, inform them it is a club rule that they **MUST** wear one.
- Hypothermia** proper clothing must be worn for the prevailing weather conditions. Young people do cool down quickly so stay alert.
- Safety Boats** -all power boat drivers must be trained before being allowed to do safety boat duties. Two people per safety boat is the ideal number. It is not permitted to give children joyrides on the safety boat while safety cover is required.
- Weather** check the weather and make sure you are prepared.
- Injury** keep the propeller away from people and property. Kill cords must be worn at all times.
- Slips** the slipways can easily get coated with algae which makes them very slippery. When you are not required in the rescue boat please brush the algae off the slipways.

Actions

- Injury/Hypothermia** get the person to the shore ASAP. **Follow Major Accident procedure.**
- Safety Boats** **MUST** have sufficient fuel in a secured tank, drain plugs in and water being pumped out of the engine. Equipment to be carried: Paddle or oars, Bucket or bailer, Towing bridle and towing line, Waterproof first aid kit, Anchor and warp, Kill cord, Knife, secured Ladder for the dories.
- General care to those on the water (people over property)** You **MUST** station the safety boat in the most appropriate position for the conditions and if that may mean that the safety boat is permanently on the water then ensure it is done. You must make sure that you can attend a capsize as soon as possible. Radios are provided so use them to aid communications between the start hut and the safety boat. If there is more than one capsize at the same time check that the person you are attending does not need help before going on to the next capsize. If they do need help then get them in the safety boat and attend the next capsize, do not spend time righting a boat when there are other people in the water. If you attend a capsize and you are not satisfied that the person in the water can help themselves then **YOU ARE IN CONTROL** of the situation and should take the appropriate action. **ALWAYS people over property.**
- Technique** always approach an incident by driving into the wind. When you make contact with a person switch off the engine. If the person is conscious use the ladder, if not then two people may well be needed to get them on board. To right a capsized boat, consult with the helm and secure a rope to the front of the boat and gently pull the front off forwards and sideways into the wind.

SECTION 6

GENERAL POLICY, REFERENCES & CONTACT DETAILS

Annex B: General Policy Guidance Notes & References

GENERAL POLICY GUIDANCE NOTES:

There should be displayed prominently in the clubhouse near to the entrance of the clubhouse, as follows:

- The BSC Operating Manual and Risk Assessments
- Emergency Services Telephone information
- Other important local contacts
- Notes on the exact location of the clubhouse, with directions next to the telephone.
- A policy notice outlining Bowmoor Sailing Club's commitment to Child Protection

Safety and first aid equipment should be readily available in the Club House to include: -

- Fire extinguishers as necessary.
- First aid kits (equipped to Health and Safety Executive recommendations and regularly checked).
- Life rings, buoys or rescue lines near slipways and jetties where necessary.

Individuals should be aware of their responsibilities in respect of the serving and handling of food and drink. Premises must be in a safe and sanitary condition. A safe system of work shall be provided for members, and persons working within the club, supported by regular maintenance ashore or afloat as necessary. Additional guidelines covering general matters are dealt with more fully in "Around the Red Tape", a handbook of law and administration for yacht club secretaries published by the RYA.

Where the Club provides plant or equipment for use by the members including cranes, winches, safety boats, workshop equipment etc, formal arrangements should be in place for regular maintenance. The maintenance should ensure, that where practical, the equipment remains in good safe working order and that any reported breakdowns or defects are promptly rectified.

CLUB POLICY - GENERAL ASPECTS:

SUBJECT: POLICY	MAINTENANCE PERIOD	PERSON RESPONSIBLE
The Club Policy for fire safety matters is to carry out checks.	Monthly & Annually	BSC Caretaker or Professional Inspection.
The Club Policy for recording accidents/Incidents is to complete an entry into the accident book and is to be completed by the individual identifying the problem.	Regularly reviewed and each significant accident or incident investigated	Secretary to note and bring to the Commodores attention.
The Club Policy for Safety inspections is carry out checks.	6 monthly	H & S person
Evacuation Considerations: Evacuation procedures - ensure that fire exits are marked, unlocked and free from obstruction during occupation of the building.	Daily	Door markings - Caretaker
First Aid Kits: Ensure that First Aid Kits are available and regularly replenished. The name and contact of person responsible for replenishment of the first aid kit is to be displayed at the location of first aid box	Monthly	Caretaker or delegated person
The Club policy for the safety checking of electrical installations and equipment is:-	Every 5 years	Competent Electrician
The club policy for the maintenance and use of plant, strimmer/grass cutter etc. General maintenance & safety checks	Pre Use - Regular check	Operator Ground maintenance person
Outboard Engine Maintenance etc.	Pre Use – On Defect	BSC delegated person/ Professional operator
Safety Boat maintenance.	Pre Use - Monthly	Operator/BSC delegated person

BIBLIOGRAPHY - RECOMMENDATIONS FOR FURTHER READING

RYA PUBLICATIONS	
G4	Dinghy Logbook - detailed syllabus
G11	Youth Sailors Logbook
G14	Dinghy Instructors Handbook
G16	Safety Boat Handbook
G19	Power-boating Handbook
G20	Power-boating Logbook
W1	Junior Windsurfing Logbook
YR9	Racing Yacht Safety including Offshore Racing Council Regulations

OTHER PUBLICATIONS

- Guidance- to the: Licensing Authority on the Adventure Activities Licensing Regulations 1996 (HSE Books L77).
- Safety in Outdoor Education - Department of Education and Science (HMSO. ISBN O 11 270690 8).
- Guidance Notes for the Inspection of RYA Training Centres (available for loan through Training Principal).
- Categorisation of Water -Merchant Shipping: Notice MSN 1791 (M).
- Nominated Departure Point (NDP) - Code of Practice.

Annex C: BSC Director & Committee Member Details

<p>* Hon President Don Cannon dcannon@talktalk.net 01672 870614</p>	<p>*Commodore Doug Roberts douglassericroberts@tiscali.co.uk 01793 765074</p>	<p>*Vice Commodore Mike Otlet motlet@renardeau.fsnet.co.uk 01285 656630</p>
<p>Rear Commodore Rick Plummer rick.plummer@btinternet.com 01367 252418</p>	<p>Secretary Geoff Silcock silcock.geoff@blueyonder.co.uk 01242 513240</p>	<p>* Treasurer Adrian Waghorn lechladox@btinternet.com 01367 253397</p>
<p>*Membership Secretary Graham Royle graham.royle@virgin.net 01993 851582</p>	<p>Bosun Andy Sharp a.sharp2@sky.com 07400 695223</p>	<p>Sailing Secretary James Relph jrelph@executivewealthmanagement.co.uk 01793 978184</p>
<p>Youth Development Manager John Banbrook john.banbrook@gmail.com 01367 244722</p>	<p>Dinghy Park Manage Carl Oberman carloberman123@btinternet.com 01367 820230</p>	<p>Optimist Flotilla Leader John Banbrook john.banbrook@gmail.com 01367 244722</p>
<p>Social Emily Milne emily.milne@hotmail.com 01793 725512</p>	<p>Training Principal Steve Harvey steve.harveysailing@gmail.com 01793 726284</p>	<p>Power Boat Manager Pete Bingham petebingham@btinternet.com 07884 007202</p>
<p>Publicity Margaret Hing mzh@stickonsigns.co.uk 01367 252418</p>	<p>Secretary Geoff Silcock silcock.geoff@blueyonder.co.uk 01242 513240</p>	<p>Trophy Manager Pete Bingham petebingham@btinternet.com 07884 007202</p>

* Denotes Bowmoor Sailing Club Director

SECTION 7

DEALING WITH A MAJOR INCIDENT

The OOD / Senior Instructor should take charge of the incident.

Get the patient ashore ASAP

Delegate someone to phone for an ambulance, Bowmoor Sailing Club Coln Park Lake, Lake 125, Fairford Road, Lechlade, GL7 3DT. Send someone to the road to meet the ambulance. A landline phone is situated behind the pedestrian access door to the boat store.

Get a First Aider to attend. List on First Aid box.

Hypothermia Take person to club house. Can use shower to warm them up. Take clothes off, dry, put dry clothes on. Use thermal blanket in First Aid Box.

Unconscious but breathing Put in recovery position and clear airways.

Not Breathing Put patient on their back, clear airway and start resuscitation. Blow for 2 seconds wait 4 seconds. Repeat. Check pulse.

No Pulse Start CPR. 15 compressions in 7.5 seconds followed by 2 breaths. Check pulse and breathing every minute. If weather suitable this can be done on the jetty. If not, take the patient to the Boat Store. A stretcher is located underneath race hut.

Bleeding Apply pressure to wound to stop bleeding and apply a bandage. Raise injury above the heart.

Contact relative. Telephone numbers with Stan and on duty list.

Once First Aid has been given.

- Get a statement from competent witnesses;
- Remove the instructor and key witnesses from the centre to somewhere you can talk to them away from the press;
- Contact a member of the committee. See Operations Manual.
- Produce a written statement for the press, such as:

"Bowmoor Sailing Club regrets to announce the death of a sailor who collapse while sailing. Date.. Our deepest sympathy to the relatives etc. A full statement will be issued at 2pm tomorrow" (give yourself time to collate the information).

- don't hold a press conference, but decide who will speak to the press;
- don't allow well-meaning but ill-informed staff to make public comments;
- try to keep a record of whom you have spoken to, who has contacted you etc;
- inform RYA Training (023 8060 4180) who can assist with compiling your statement to the press;
- if the rescue services have been involved the press will probably have obtained some information from them;
- if there has been a fatality, the police will inform the next of kin. Do not publicise the name of the casualty until you know this has been done even if the press appear to know who it is;
- keep any relevant equipment such as lifejackets, logbooks etc

When dealing with any major incident, it helps if:

- our paperwork is up to date with information such as contact numbers for the next of kin;
- boats and instructors comply with our own safety policy and the RYA's conditions of recognition.

SECTION 8

BSC CHILD PROTECTION POLICY STATEMENT

As defined in the Children Act 1989, for the purposes of this policy anyone under the age of 18 should be considered as a child. The policy also applies to vulnerable adults.

It is the policy of Bowmoor SC to safeguard children and young people taking part in boating from physical, sexual or emotional harm. Bowmoor SC will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in Bowmoor SC activities do so in a safe environment. We recognise that the safety and welfare of the child is paramount and that all children, whatever their age, gender, disability, culture, ethnic origin, colour, religion or belief, social status or sexual identity, have a right to protection from abuse.

Bowmoor SC actively seeks to:

- Create a safe and welcoming environment, both on and off the water, where children can have fun and develop their skills and confidence.
- Recognise that safeguarding children is the responsibility of everyone, not just those who work with children.
- Ensure that Bowmoor SC -organised training and events are run to the highest possible safety standards.
- Be prepared to review its ways of working to incorporate best practice.

We will:

- Treat all children with respect and celebrate their achievements.
- Carefully recruit and select all employees, contractors and volunteers.
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse.

This policy relates to all members, employees, contractors and volunteers who work with children or vulnerable adults in the course of their Bowmoor SC duties. It will be kept under periodic review. All relevant concerns, allegations, complaints and their outcome should be notified to Bowmoor SC Child Protection Co-ordinator.

Child Protection Co-ordinator

Duties

- Maintaining an up to date policy and procedures, compatible with the RYA's.
- Ensuring that relevant staff and/or volunteers are aware of and follow the procedures.
- Advising the management committee on child protection issues.
- Maintaining contact details for local Children's Social Care Services and Police

If there is a concern the Child Protection Officer will

- Be the first point of contact for any concerns or allegations, from children or adults, ensuring that confidentiality is maintained in all cases.
- Decide on the appropriate action to be taken, in line with the organisation's procedures and in conjunction with the person in charge (Commodore, Principal etc).
- Keep the RYA informed as necessary

Instructors

All new Instructors will be assessed for any problems through the use of the application form and a self disclosure form.

Good Practice

All members of the Club should follow the good practice guidelines. Those working with young people should be aware of the guidance on recognising abuse.

Adults are requested not to enter the showers and changing rooms at times when children are changing before or after junior/youth training or racing. If this is unavoidable it is advised that they are accompanied by another adult.

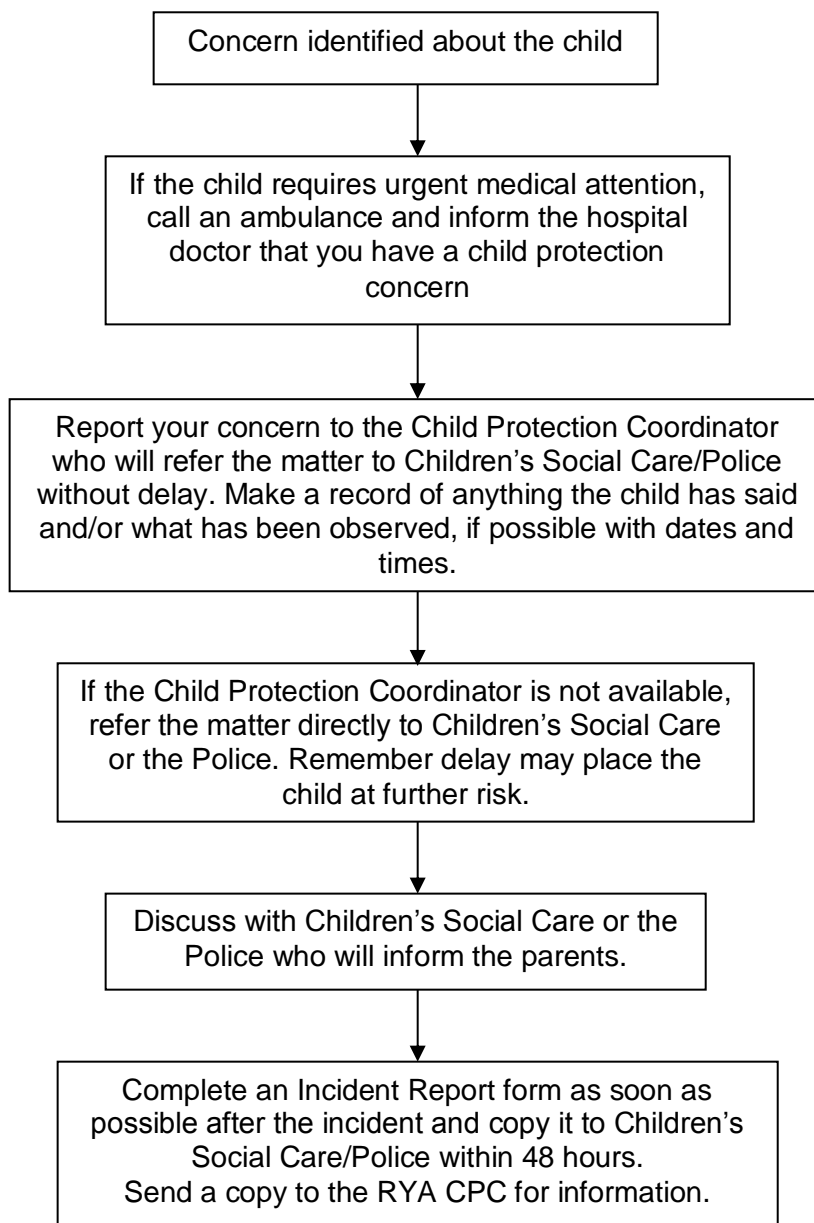
The Club will seek written consent from the child and their parents/carers before taking photos or video at an event or training session or publishing such images. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. If the Club publishes images of children, no identifying information other than names will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the Child Protection Coordinator.

Concerns

Anyone who is concerned about a young member's welfare, either outside the sport or within the Club, should inform the Child Protection Coordinator immediately, in strict confidence. The Child Protection Coordinator will follow the attached procedures.

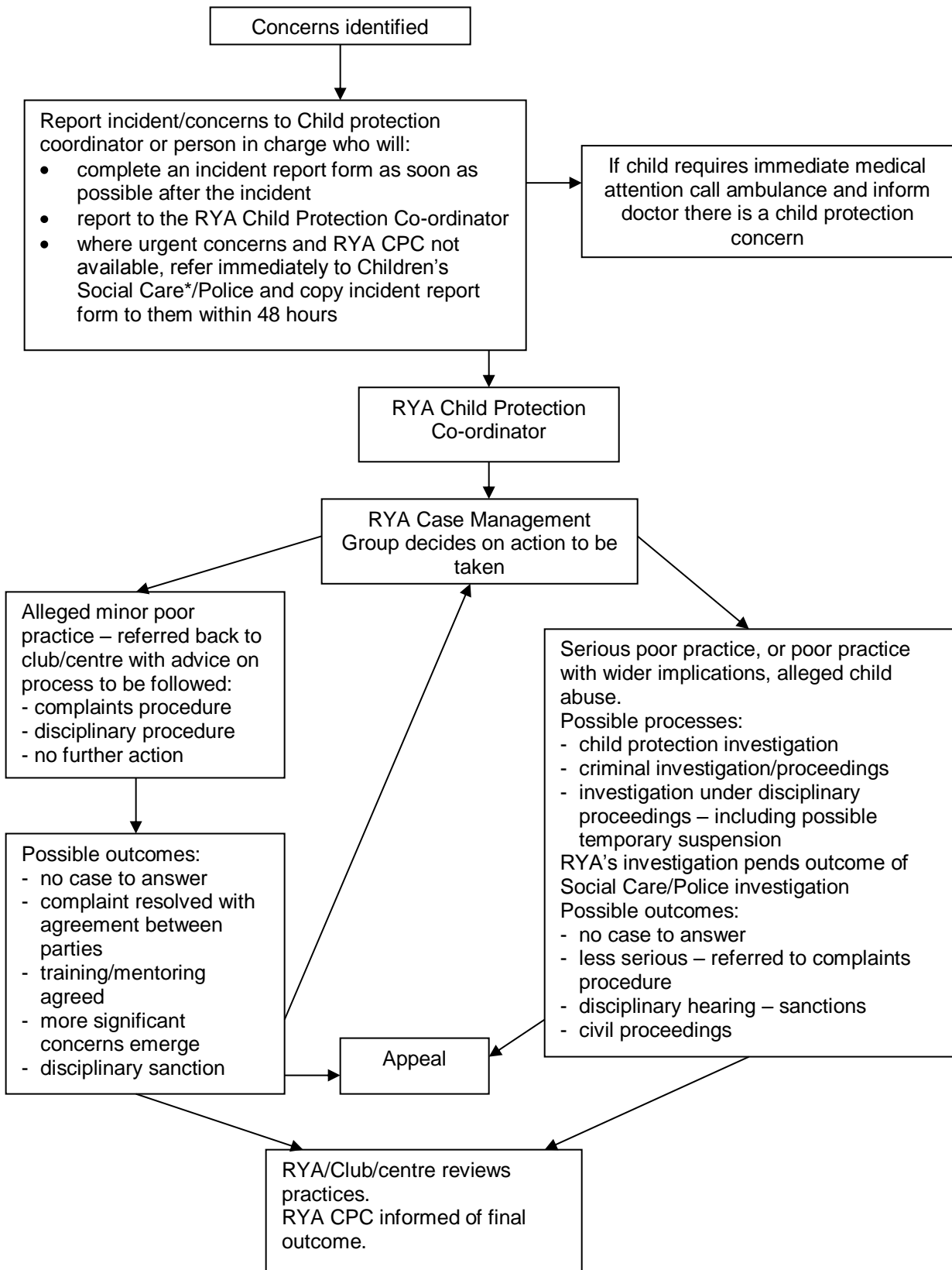
Any member of the Club failing to comply with the Child Protection policy may be subject to disciplinary action.

What to do if you are worried that a child is being abused outside the sport's environment (but the concern is identified through the child's involvement in the sport)



If you are uncertain what to do at any stage, contact the RYA's Child Protection Co-ordinator on 023 8060 4104 or the NSPCC free 24 hour helpline 0808 800 5000.

What to do if you are concerned about the behaviour of any member, volunteer, staff, coach or official working for the RYA or an RYA affiliated/recognised organisation



Handling the media

If there is an incident at Bowmoor which attracts media interest, or if you are contacted by the media with an allegation concerning one of your members or employees, do not give any response until you have had an opportunity to check the facts and seek advice. You may wish to contact the RYA's Communications department on 023 8060 4215 for professional advice on handling the media.

Handout for Instructors, Coaches and Volunteers – Good Practice Guide

This guide only covers the essential points of good practice when working with children and young people. You should also read the organisation's Child Protection Policy and Procedures which are available for reference at all times.

- avoid spending any significant time working with children in isolation
- do not take children alone in a car, however short the journey
- do not take children to your home as part of your organisation's activity
- where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the organisation or the child's parents
- design training programmes that are within the ability of the individual child

You should never:

- engage in rough, physical or sexually provocative games
- allow or engage in inappropriate touching of any form
- allow children to use inappropriate language unchallenged, or use such language yourself when with children
- make sexually suggestive comments to a child, even in fun
- fail to respond to an allegation made by a child; always act
- do things of a personal nature that children can do for themselves.

It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the child (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents should be fully informed. In such situations it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.

Recognising Abuse

What is child abuse?

Child abuse is a term used to describe ways in which children are harmed, usually by adults and often by people they know and trust. It refers to damage done to a child's physical or mental health. Child abuse can take many forms:

Physical abuse where adults or other children:

- physically hurt or injure children (eg. by hitting, shaking, squeezing, biting or burning)
- give children alcohol, inappropriate drugs or poison
- attempt to suffocate or drown children
- in sport situations, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body.

Neglect includes situations in which adults:

- fail to meet a child's basic physical needs (eg. for food, water, warm clothing, essential medication)
- consistently leave children alone and unsupervised
- fail or refuse to give children love, affection or attention
- neglect in a sailing situation might also occur if an instructor or coach fails to ensure that children are safe, or exposes them to undue cold or risk of injury.

Sexual abuse. Boys and girls are sexually abused when adults (of the same or opposite sex) or other young people use them to meet their own sexual needs. This could include:

- full sexual intercourse, masturbation, oral sex, fondling
- showing children pornographic books, photographs or videos, or taking pictures for pornographic purposes
- sport situations which involve physical contact (eg. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power over young people.

Emotional abuse can occur in a number of ways. For example, where:

- there is persistent lack of love or affection
- there is constant overprotection which prevents children from socialising
- children are frequently shouted at or taunted
- there is neglect, physical or sexual abuse
- emotional abuse in sport might also include situations where parents or coaches subject children to constant criticism, bullying or pressure to perform at a level that the child cannot realistically be expected to achieve.

Bullying may be seen as deliberately hurtful behaviour, usually repeated or sustained over a period of time, where it is difficult for those being bullied to defend themselves. The bully may often be another young person. Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture.

Recognising Abuse

It is not always easy, even for the most experienced carers, to spot when a child has been abused. However, some of the more typical symptoms which should trigger your suspicions would include:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- sexually explicit language or actions
- a sudden change in behaviour (eg. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- the child describes what appears to be an abusive act involving him/her
- a change observed over a long period of time (eg. the child losing weight or becoming increasingly dirty or unkempt)
- a general distrust and avoidance of adults, especially those with whom a close relationship would be expected
- an unexpected reaction to normal physical contact
- difficulty in making friends or abnormal restrictions on socialising with others.

It is important to note that a child could be displaying some or all of these signs, or behaving in a way which is worrying, without this necessarily meaning that the child is being abused. Similarly, there may not be any signs, but you may just feel that something is wrong. If you have noticed a change in the child's behaviour, first talk to the parents or carers. It may be that something has happened, such as a bereavement, which has caused the child to be unhappy.

If you are concerned

If there are concerns about sexual abuse or violence in the home, talking to the parents or carers might put the child at greater risk. If you cannot talk to the parents/carers, consult the Bowmoor Child Protection Coordinator or the person in charge. It is this person's responsibility to make the decision to contact Children's Social Care Services or the Police. It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act on your concerns.

SECTION 9

PROTECTION OF VULNERABLE/PROTECTED ADULTS

This policy applies to anyone aged 18 or over who has a physical or learning disability or mental illness which causes them to be dependent on others for physical care and assistance and/or who may have difficulty communicating their needs and wishes.

It is the policy of Bowmoor SC to safeguard vulnerable adults taking part in boating from physical, sexual or emotional harm. Bowmoor SC will take all reasonable steps to ensure that, through appropriate procedures and training, vulnerable adults participating in Bowmoor SC activities do so in a safe environment. Everyone, whatever their age, gender, disability, culture, ethnic origin, colour, religion or belief, social status or sexual identity, has a right to protection from abuse.

The Bowmoor SC actively seeks to:

- Create a safe and welcoming environment, both on and off the water, where participants can have fun and develop their skills and confidence.
- Recognise that safeguarding vulnerable adults is the responsibility of everyone, not just those who work directly with them.
- Ensure that Bowmoor SC-organised training and events are run to the highest possible safety standards.
- Be prepared to review its ways of working to incorporate best practice.

We will:

- Treat all participants with respect and celebrate their achievements.
- Carefully recruit and select all employees, contractors and volunteers.
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual abuse.

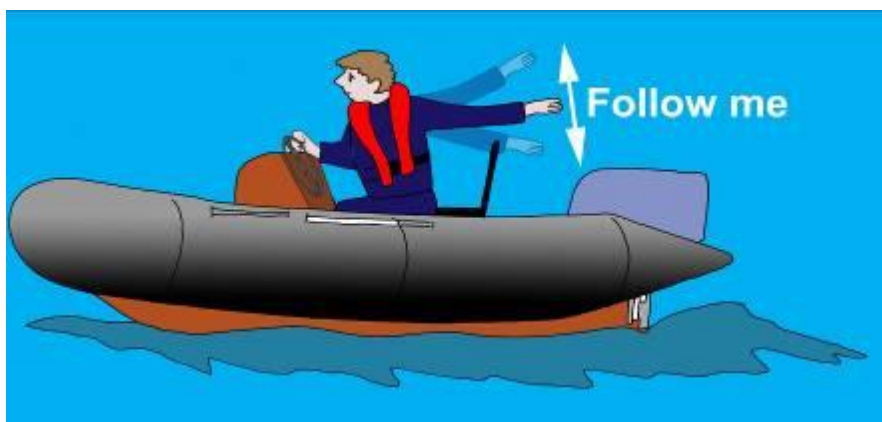
This policy relates to all employees, contractors and volunteers who work with vulnerable adults in the course of their RYA duties. It will be kept under periodic review. All relevant concerns, allegations, complaints and their outcome should be notified to the Bowmoor SC Child Protection Officer.

SECTION 10 STANDARD HAND SIGNALS

STARTING



COMMUNICATING INSTRUCTIONS



SECTION 11 WI-FI POLICY

Only registered users may use the Bowmoor Wi-fi connection.

I will not download any copy write material which has not been paid for, pornographic material or any illegal content.

I accept that I am responsible for the actions of anyone that I supply with the password.

Name.....

Signature.....

Date.....

Email address.....

Telephone number.....