

# Salterns Sailing Club

Maiden Lane Lymington

ORGANISATION & MANAGEMENT  
OF  
CLUB JUNIOR SAILING  
ASSOCIATED GROUPS  
MOPPY CAMPS  
&  
CHILDREN IN NEED

## 2015



# SALTERNS SAILING CLUB

## Organisation and Management of Club Junior Sailing

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## 1. Introduction

- 1.1. The Club was set up to encourage sailing amongst the Young in an environment that was devoted to this activity. The eight acre pond is approximately 150 cm deep at its deepest point and is landlocked on all sides and provides an ideal site for this activity.

## 2. Aim

- 2.1. The aim of Club is to provide facilities and encouragement to young people up to the age of 16 to learn how to sail in a properly organised and supervised environment. Those young members with sufficient aptitude will be encouraged to gain RYA qualifications and take part in formal sailing events and racing.

## 3. Organisation

- 3.1. Club sailing can be divided into four types of sailing activities, namely:
  - 3.1.1. Moppy Camps.
  - 3.1.2. The Bronze / Optimist Fleet
  - 3.1.3. Sunday afternoon club sailing and organised events.
  - 3.1.4. Free Sailing.
- 3.2. Club Sailing will be under the general direction of the Vice- Commodore (Sailing) who is appointed by the Members at the AGM except for the Moppy Camps which will be run and by the Chief Instructor. Both appointees report to the Management Committee at the pre-arranged meetings.
- 3.3. The Management Committee will establish and support a Sailing / Moppy Camp Committee to assist the Vice Commodore (Sailing) and co-ordinate the various divisions. The membership of the committee will be as laid down in this policy document with additional members co-opted on by the Vice Commodore (Sailing). Meetings will be convened by the Vice Commodore (Sailing) or The Chief Instructor as necessary and he/she will chair the committee meetings.
- 3.4. The Management Committee shall appoint a member to be the Chief Instructor who is to organise the activities to meet the standards required by the RYA for an RYA Training Centre.
- 3.5. The Club Secretariat should ensure that all correspondence and advice affecting Club Sailing is passed to the Vice Commodore Sailing and /or the Chief Instructor who should pass the information to any relevant Duty Committee Member that is may be affected.

## 4. Moppy Camps

Normally training for children will be conducted during two weekends on Saturday and Sunday as specified in the programme normally May and July between approximately 09.00 and 17.30 each day. The Moppy Camp Weekends and assistant instructor training weekends are the only time when the club acts formally as a recognised RYA Training Centre. It should follow the guidelines and advice on running RYA Training Centres. Moppy Camps do provide a fixed length course hopefully leading to a set qualification depending on the pennant being undertaken and the ability of the child to complete the tasks set, and also taking young members from about the age of 7 and helping them learn seamanship in an organised and supervised environment. The training will follow the RYA syllabi and those Juniors with sufficient aptitude will be encouraged to gain RYA qualifications. The attendance of a Moppy Camp does not automatically mean that the pennant being undertaken will be awarded, The Chief instructor will have at all times the right to say whether a young member has reached the sufficient standard to pass the award.

### 4.1. Organisation

The Chief Instructor will be responsible for all training and Safety.

- 4.1.1. The Chief Instructor will appoint a Recorder to manage the Moppy Camp organisation. The recorder is to ensure that the appropriate registers and records are completed as required by this policy statement.
- 4.1.2. The Chief Instructor will appoint a "Pennant Group Leader" for each Pennant being undertaken and will allocate a number of helpers to work with the Group Leader throughout the event depending on the numbers in the group. The Group Leaders will be responsible for their group at all times during the Moppy Camps and will keep the Chief instructor fully informed of any accidents or incidents occurring during the event or any disputes / discipline problems that may occur.

4.1.3 The Principal of the RYA Training Centre will review the Risk Assessment (Annex D) and Safety Policy (Annex E) annually by 1 April each year and make his/her recommendations to the Management Committee.

#### 4.2. Resources

The Club will provide the resources necessary for sufficient of its members to qualify as RYA Coaches, Senior Instructors, Instructors and Assistant Instructors and to maintain the status of an RYA Training Centre. The Club will also make available the following:

4.2.1. The Club on specified weekends.

4.2.2. Club boats as agreed with the Bosun and the facilities to enable members to qualify to RYA standards in their operation..

4.2.3. Winter maintenance time and facilities.

4.2.4. Dinghy Park storage space for dinghies owned individually by members and used by the Club, such dinghies to be of a class adopted by the Club.

4.2.5. Sufficient sailing dinghies of the adopted classes to provide the backbone of the boats required for the training programme and the funds required to maintain them.

4.2.6. Club rowing boats as agreed with the Bosun.

4.2.7. Changing facilities for use by the Juniors Members.

4.2.8. Social facilities to support the needs of the programme.

4.2.9. Secretarial facilities to support the needs of the programme.

4.2.10. The Sailing Committee will support the following classes of boat for the purposes of Moppy Camps:

International Optimist  
Lymington River Scow

International Cadet  
British Moth

RS Tera

This list may from time to time be reviewed and amended by the Sailing Committee.

#### 4.3. Supervision

All training sessions must be supervised by an RYA Senior Dinghy Instructor or Coach/Assessor approved by the Principal of the RYA Training Centre.

4.3.1. The parent or guardian of any junior member wishing to participate in the Moppy Camp should sign a Club disclaimer in the form currently approved by the Club in the form recommended by the RYA and agreed by the Club insurers before the junior member may take part in any training.

4.3.2. At the beginning of each Moppy Camp a roll call / registration will be taken and the following information taken

4.3.2.1. The name of the Young Member

4.3.2.2. The Pennant in which they are participating

4.3.2.3. A contact Number that can be used throughout the event in case of Emergency

4.3.2.4. Any medical condition / disability or medication that the Chief Instructor may need to take into account in the event of accident or the ability to take part in certain parts of the activities.

- 4.3.3. The Group Leaders will be responsible for calling their groups together at regular intervals throughout the Moppy Camp and checking that all juniors allocated to their groups are present and suitably clothed for the activities, wearing a buoyancy aid at all times.
- 4.3.4. The number of Juniors members participating in training on the water under the programme may not exceed six times the number of Instructors/helpers involved with the training session.
- 4.3.5. All instructors and helpers are to report their arrival at and departure from The Moppy Camp to the Chief Instructor so that an accurate record can be kept of the training session.

#### 4.4. Eligibility

Any Junior between the ages of 7 (younger at The chief instructors discretion and accompanied by a parent or guardian) and 16 who is a member of the club

#### 4.5. Helpers

- 4.5.1. All helpers should complete a Personal Details Form and a Child Protection Declaration.
- 4.5.2. The Club should maintain a database of all Helpers with their relevant qualifications and revalidation dates if applicable.
- 4.5.3. All new helpers should be issued a briefing pack and go through an induction procedure to ensure that they are trained for any tasks they are asked to perform.

### 5. The Bronze / Optimist Fleet

The Bronze / Optimist Fleet will be organised to provide sail and race training, formal racing and the social events that normally are associated with such events for juniors between the ages of 7 and 15 and sailing in International Optimist dinghies. Events may be organised at other venues in order to give Juniors members experience of sailing elsewhere (This will normally be in association with the Royal Lympington Yacht Club).

#### 5.1. Organisation

The Head of Bronze Fleet is to draft a programme annually to be approved by the Sailing Committee before the start of the season and which may be amended subject to approval by the Sailing Committee.

- 5.1.1. All members of the Optimist Fleet are to be encouraged to be members of the Optimist Association.
- 5.1.2. The parent or guardian of boat owners should sign a consent form confirming that the boat has:
  - 5.1.2.1. Adequate Third party insurance which will be maintained whilst the boat is in use or stored on the Club premises
  - 5.1.2.2. Has a current buoyancy certificate
  - 5.1.2.3. Has a valid measurement certificate if it is to take part in formal racing.
- 5.1.3. The parent or guardian of any junior member wishing to participate in the Optimist Flotilla activities should sign a disclaimer annually in the form currently approved by the Club before the junior member may take part.

#### 5.2. Resources

The Club will endeavour to provide sufficient resources to allow the operation of the Bronze / Optimist Fleet as a recognised Bronze / Optimist Fleet with due regard to normal safety practices. If sufficient resources are not available for a particular session to operate normal safety practices then that session should be scaled down to ensure that it does. The Club will also make available the following:

- 5.2.1. The use of Club boats as agreed with the Bosun.
- 5.2.2. A dinghy storage area in the vicinity of the Club for storing International Optimists.
- 5.2.3. Changing facilities for use by the Juniors Members.
- 5.2.4. Such social and secretarial facilities as are required to run the Bronze / Optimist Fleet.

### 5.3. Supervision

All organised sailing events are to be supervised by a Officer of the Day (OOD). He/she is solely responsible for all safety matters.

5.3.1. The OOD should to follow the Guidelines for OODs laid down in Annex B and the Safety Policy laid down in Annex C of this document.

## 6. Club Sailing / Organised Events ( As per programme)

The Club organises sailing for members of the club or any families each weekend throughout the season as specified in the club programme these sessions are normally on a Sunday to provide sailing experience, informal racing and the social events that normally are associated with such events for juniors up to the age of 16 and sailing in club Boats or privately owned craft. Events may be organised at other venues in order to give Juniors experience of sailing elsewhere.

### 6.1. Organisation

The management committee is to draft a programme annually to be approved by the Sailing Committee before the start of the season and which may be amended subject to approval by the Sailing Committee.

6.1.1. All members of the members of the club are to be encouraged to participate in these events subject to age and competence.

6.1.2. If a privately owned boat is used the parent or guardian of boat owners should sign a consent form annually confirming that the boat has

6.1.2.1. Adequate Third party insurance which will be maintained whilst the boat is in use or stored on the Club premises.

6.1.2.2. Has a current buoyancy certificate if specific class

6.1.2.3. Has a valid measurement certificate if it is to take part in formal racing.

6.1.2.4. The parent or guardian of any junior wishing to participate in the club events activities should sign a disclaimer annually in the form currently approved by the Club before the junior may take part as either helm or crew.

### 6.2. Resources

The Club will endeavour to provide sufficient resources to allow the operation of Club Sailing / Organised events with due regard to normal safety practices. If sufficient resources are not available for a particular session to operate normal safety practices then that session should be scaled down to ensure that it does. The Club will also make available the following:

6.2.1. The use of Club boats.

6.2.2. A dinghy storage area in the vicinity of the Club for storing privately owned vessels.

6.2.3. Changing facilities for use by the Juniors.

6.2.4. Such social and secretarial facilities as are required to run the Club sailing / organised events.

### 6.3. Supervision

All organised sailing events are to be supervised by an OOD. He/she is solely responsible for the running of the event and safety matters.

6.3.1. The OOD should follow the Guidelines for OODs laid down in Annex B and the Safety Policy laid down in Annex C of this document.

## 7. Free Sailing

The use of the club for free sailing is encouraged at any time during the week or weekend that other parties are not booked into use the club facilities (At these times all members should allow programmed events preference over the equipment being used and space on the lake area being used).

## 7.1. Organisation

Each Member has the opportunity to purchase a key from the treasurer and may have free access to the club and may use the lake during daylight hours only.

7.2 The club equipment is available for use by each member

7.3 The Moth dinghies should only be used by Juniors who hold a Blue or Green Pennant.

7.4 If a privately owned vessel is used

7.4.1 The parent or guardian of boat owners should sign a consent form confirming that the boat has:

7.4.1.1 Adequate Third party insurance which will be maintained whilst the boat is in use or stored on the Club premises

7.4.1.2 Has a current buoyancy certificate if specific class

7.4.1.3 Has a valid measurement certificate if it is to take part in formal racing.

7.5 The adult should check each vessel to make sure that the vessel is safe to use and that there are no parts missing or rigged incorrectly. If a vessel is incomplete or damaged this should be reported to the Bosun.

7.6 The Juniors should be supervised by an adult, at all times, who is capable of offering assistance to the junior members should they require it, or in the event of an injury or accident.

7.7 All boats equipment should be returned to its correct storage position in tidy and clean order.

7.8 The clubhouse should be left secure and locked at the end of any free sailing session with lights and heaters turned off - the boats should also be locked away.

## 7.2. Resources

The Club will endeavour to provide club boats in a serviceable condition for use by club members as and when required. The numbers of vessels available for use will depend on how many of the club craft are being used by other events or other members. The club cannot guarantee that there will be a boat available for every member who requires one. Members should allow other members to share in the use of the boats at times of high demand.

Free sailing activities take place subject to all members having due regard for and exercising normal safety practices. If sufficient resources are not available for a particular session to operate within normal safety practices then that session should be scaled down to ensure that it does. The Club will also make available the following:

7.2.1. The use of boats.

7.2.2. A dinghy storage area in the vicinity of the Club for storing privately owned dinghies.

7.2.3. Changing facilities for use by the Juniors.

7.2.4. Such voluntary or professional facilities to maintain the club boats.

## 7.3. Supervision

It is the sole responsibility of the parent or guardian of any junior wishing to use the club facilities or boats to :

7.3.1. Remain in attendance at all times and supervise the activities and behaviour of any Juniors on the club premises

7.3.2. inspect the Club boats for any defects prior to use and not to use the vessel if any defects are found

7.3.3. to report any defects to the Bosun.

7.3.4. to ensure that all Adults and Juniors comply with the club safety policy

7.3.5. to ensure that all parents / guardians /helpers and juniors wear buoyancy aids when on the water or on the pontoon and jetty areas

7.3.6. to put away any club property and /or vessels in clean and secure way

7.3.7. not to allow Juniors to damage the environment around the club in any way

7.3.8. not to allow Juniors to land on the islands within the lake

7.3.9. not to allow club boats to be overloaded above the recommended crew for each vessel

7.3.10. to make sure the club is left fully closed and locked and tidy at the end of each session

## 8. Guidance notes for Group Associate Members

8.1 PARTICIPATING GROUPS ETC: See addendum list and Members' Handbook



- 8.2 Each child will be an associate member of the Salterns Sailing Club . This means that each child will be subject to the rules regulations and constitution of the club.
- 8.3 These facilities are available to the associate members from April to October , but excluding the School holiday month of August.
- 8.4 Each associate member may use the facilities of the club one evening a week and will be reviewed annually . If required, these days may be varied or shared , subject to agreement of the SCC Committee.
- 8.5 Each associate member does not have exclusive use of the facilities on its designated evening but must share the facilities with any private members of the club . See further notes
- 8.6 Associate members will be covered by the clubs insurance policy. It is also a requirement that a parent of the child using the facility sign a parental disclaimer form prior to sailing, which indemnifies the club, its officers, members and assistance against all actions, claims or demands which may arise.
- 8.7 The club constitution sets the minimum age for helming of 6 and maximum age of 16 for children using the clubs facilities and each child must be able to swim a minimum of 10 metres. Parents are not allowed to sail on the water by themselves
- 8.8 Each associate Member may have use of the “starfish”, Scows and all but two of the Plastic Optimists which are to remain ashore for private members use. Please note the fibreglass optimists, RS Teras and the moths are for private members only. Associate members may however provide their own Moths, RS Teras or GRP Optimists. No other types of sailing dinghies will be permitted on the pond and the use of outboard motors is prohibited.
- 8.9 Every child on the water must be watched at all times and at least one parent must have some sailing experience.
- 8.10 During all sailing activities there must be at least one appropriate rowing boat on the water.
- 8.11 Buoyancy aids are to worn at all times by children and parents whilst on or near the water.
- 8.12 At the commencement of each session a person must be delegated to be OOD ( Duty Parent in charge ) and sign the duty parent book with the date and number of children participating (OOD See Below )
- 8.13 There will be an annual fee for each associate group member which will set by the Management Committee.
- 8.14 The club is to be locked and left in a tidy condition at the end of each session and the boats and equipment are to be locked away in the correct places.
- 8.15 All sailing should be conducted in accordance with Safety Policy contained in Annex C

## 9 Officers of the Day

The OOD is the designated club member/ committee member / instructor / chief instructor responsible for the sailing session and the safety of his/her fleet whilst the session is in progress.

- 9.1 The training and appointment of OODs is the responsibility of the Chief Instructor & Club President.
- 9.2 The Secretary / Sailing secretary maintain a list of approved OODs who are the only people entitled to supervise a Junior Sailing training session.

## 10 Un-programmed Sailing Sessions (other than Free Sailing)

Un-programmed sailing sessions for Junior Sailors using Club resources will be allowed as long as the following procedure is followed.

- 10.1 An approved OOD agrees to be responsible for the sailing session.
- 10.2 The Club Safety Policy is followed.
- 10.3 The Club Duty Officer agrees that the requested Club resources are available.
- 10.4 That the management committee shall regularly review these Session Records to ensure that Club Resources are being used appropriately for the benefit of members and it shall bring to the attention of the Rear-Commodore (Sailing) any perceived misuse.

## 11 Insurance

The Club is to insure all those assisting in the training programme against claims of negligence by anyone who is injured or whose property is damaged as a result of the training programme.

- 11.1 The Club is to insure all the Club owned boats against third party claims.

11.2 The owners of all privately owned boats should sign a disclaimer annually confirming that their boat is comprehensively insured for use in the training programme and that such insurance includes adequate third party insurance and will be maintained whilst the boat is in use or on the Club premises.

## 12 Financial Control

Club events and Moppy Camps will run its accounts inside the Salterns Sailing Club accounts. All donations to and payments by Junior Sailing should go via the Club accounts.

12.1 The Moppy Camp Committee will help prepare a budget annually for the Management Committee and give a short report on the financial situation at each meeting of the committee.

12.2 All payments by the Club will be authorised by the Club treasurer &/or the Club President.

## 13 Use of Club Facilities by Non-Members

13.1 Non-members who are registered helpers shall be admitted as Temporary Members whilst they are involved in an organised activities.

13.2 Non-members who are involved in supporting other organised Junior Sailing activities shall be admitted as Temporary Members for the period of the organised Junior activity.

13.3 Other non-members, such as the parent or guardian of visiting juniors, may be admitted as guests by the OOD of the Session. They are required to sign the Guest Book.

## 14 Auditing Junior Sailing

14.1 External Audits of The Recognised Training Centre (RTC) will be carried out by the RYA as required by those organisations.

14.2 Internal Audits of Junior Sailing activities should be arranged by the Secretary at least once a year to ensure that the requirements of the Club Safety Policy (Annex C), the Moppy Camp Risk Assessment (Annex D) and the Moppy Camp Safety Policy (Annex E) and this document are being carried out.

## 15 Review of this Document

This document will be kept under review and formally reviewed by April each year by the Chief Instructor, Club president & the sailing Committee with the revised document being submitted to Management Committee for amendment if necessary and approval.

## Guidelines for Adult Helpers

1. The Club requires all to be approved by the current Chief instructor and a list of all those approved will be held by the secretary.
2. Adult helpers should be prepared to enter the water immediately if necessary.
3. All participants in the water should wear personal floatation devices (PFD) to at least the 50 Newton standard at all times. In certain situations the OOD may decide that the PFD should be to the 150 Newton standard and should be correctly fastened. Buoyancy aids are preferred to life jackets.
4. All Helms, Pennant Leaders and Helpers should check that the boat allocated to them is in working order and that it has all the recommended equipment for the planned task.
5. The Pennant Leaders and Helpers should attend the briefing so that he/she knows what is planned for the session.
6. The loading of Club boats should not exceed the safe load displayed on each, except in emergency.
7. All Pennant Leaders, Helpers and Helms should report any defects in the boat or its equipment in the log provided and inform the Bosun or OOD.

## Guidelines for (OOD) Officers of the Day

1. The OOD is responsible for the sailing session and the safety of his fleet whilst the session is in progress. In discharging this responsibility the OOD will have absolute authority to employ all the resources made available to him as he/she thinks fit, and to direct the work of all those assisting. Only an OOD who has attended an OOD training session is entitled to supervise a sailing session.
2. The OOD should arrive sufficiently early to check on the weather and weather forecast, find out what boats have been allocated to the session and plan the session.
3. The OOD should brief the adult helpers and the Juniors before they go on the water giving details as to the sailing area, type of session and abandon procedure.
4. The decision on whether to sail or not to sail, or to stop sailing lies with the OOD and is to be made in the light of all the relevant factors including the present weather, the forecast weather, the experience of the sailors, the number of supervisors and their experience and the location of the intended programme. It may be that the OOD decides to sail, but doesn't allow certain boats and Juniors to take part. That is his decision, which is final.
5. The OOD should ensure that all sailors are members or if temporary members that the parents/guardians of the guest child/ren have read and agreed to the Disclaimer and Basic Rules, have completed an entry in the Guest Book and paid a fee for each child going on the water.
6. At the end of the training session the OOD should put away all boats and record any damage to the boats and inform the Bosun in order that repairs can be carried out.
7. If the OOD has to leave the session he/she shall ask another member who is an approved OOD to act in his place and assume his responsibilities. If there is no-one available then he/she shall abandon the sailing session.

### Duties include

- Signing the Duty Register
- That all helpers are briefed and monitored – Signals and abandonment procedures – Somebody should be watching the sailing at all times
- Making sure the boats being used are rigged correctly
- Making sure that suitable buoyancy aids and clothing are being worn
- That the weather conditions are suitable for all on the water
- Making sure that rescue procedures are known by all and are practised on a regular basis

## Safety Policy

### DEFINITIONS

“OOD” means the Chief Instructor, Duty Committee Member or Member In charge of a Session

Junior means Club Member or temporary member or guest under the age of 16 using the club facilities

### SAFETY POLICY

1. The objective is to achieve a high standard of safety without unduly constraining the process of learning. Where these aims conflict, the needs of safety will take precedence.
2. The safety of participating Juniors will be the responsibility of the person in charge of the session from the time the Junior sailors go on the water until the time that all the Juniors have been accounted for at the end of the session. In discharging this responsibility the person in charge will have absolute authority to employ all the resources available to him as he/she thinks fit, and to direct the work of all those assisting.
3. The decision on whether to sail or not to sail, or to stop sailing lies with the OOD and is to be made in the light of all the relevant factors including the present weather, the forecast weather, the experience of the sailors, the number of supervisors and their experience and the sailing area. It may be that the OOD decides to sail, but doesn't allow certain boats and Juniors to take part. That is his decision, which is final.
4. The OOD shall follow the guidelines laid down in Annex B of this document and shall ensure that adult helpers follow the guidelines laid down in Annex A if required.
5. In the event of any emergency action should be taken in accordance with the Club's Instructions for Dealing with Accidents and Emergencies.
6. No Junior may participate in the programme until his/her parent or guardian has signed an indemnity certificate in the form determined by the Club. New Disclaimers are to be completed each year.
7. All participating Juniors should wear buoyancy aids to at least the 50 Newton standard at all times when on the Club pontoon or afloat. Such aids should be correctly fastened. Instructors and all other support personnel should also wear personal floatation devices (PFDs) correctly fastened when on the water, whether in a dinghy or a support boat or in the water with dry suit or waders.
8. All participants should be suitably dressed for the activity they intend to take part in, with long hair tied up.
9. Helms are responsible for ensuring that all dinghies carry at least one paddle and a bailing device (if appropriate where appropriate boats are used away from the lake.)
10. Wet/dry suits may be made mandatory in the cooler months, or at other times at the discretion of the OOD.
11. At least one suitably equipped row boat in the charge of suitably trained operators must be available at all times when organised sailing on the water is in progress.
12. If a programmed training session is to go ahead, a suitably experienced person shall be in attendance.
13. There should be sufficient cover to ensure that an adult in the water can reach a capsized boat within 3 minutes.

## 14. ACCIDENTS

- 14.1. There is a first aid kit in the cupboard in the Clubhouse.
- 14.2. All the qualified RYA Instructors and the Club Racing Coaches are trained first aiders.
- 14.3. The President / Rear Commodore House is responsible for ensuring that the first aid kits are checked and replenished as necessary.
- 14.4. In the event of any personal injuries, the person in charge of the session is to be informed and he/she is to ensure that the injury is properly examined by a qualified first-aider and, if necessary, the injured person taken to Casualty. he/she should make a note of all injuries on the Incident report at the end of the session. The Club's Accident and Emergency procedures are to be followed, and appropriate reports rendered where required by law or the Club's instructions.

## 15. SAILING AREAS

- 15.1.1. The Salterns Eight Acre Pond and Oxey Lake

## 16. ABANDON PROCEDURE

- 16.1.1. The following abandon signal may be used and when heard all boats must cease any racing or training and proceed in a safe manner to the shore and inform the OOD that they are safe:
- 16.1.2. Multiple short blasts on a whistle or horn.

SALTERNS SAILING CLUB  
SAILING ACTIVITIES &  
MOPPY CAMP  
Risk Assessment

*NOTE: This risk assessment covers only those matters under the direct remit and control of the Chief instructor as organiser of the Sailing activities & Moppy Camps. Accordingly, the risk groups covered are only those actually taking part in The Moppy Camps. Spectators (adults or children), other Club members and their families or guests or casual visitors are not considered in this risk assessment.*

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## DROWNING

Hazard Rating : High

### 1. Hazard

Instructors and Juniors may drown if trapped under a capsized dinghy or the pontoon, especially if they are unconscious when they enter the water.

### 2. Risk Groups

Instructors  
Helpers  
Junior Sailors

### 3. Control Measures

- 3.1 All participants, whether junior or adult are required to wear a personal floatation device (PFD) complying to the CE 50 Newton standard at all times when on the pontoon, jetty or afloat.
- 3.2 A support boat or Adult in the water should assess any capsized within three minutes.
- 3.4 All juniors must register in to Moppy Camp and assigned to a group before being allowed on the water.
- 3.5 No running or pushing allowed on the pontoon or jetty area at any time.
- 3.6 All participants with long hair should have it tied up before going on the water.
- 3.7 All key personnel are adequately trained for the role that they perform.
- 3.8 Moppy Camp always operates inside the guidelines laid down by the Club in its Junior Sailing Policy Document.
- 3.9 No boat should sail on the lake without an adult present.

### 4. Further Action Planned

- 4.1 Annual review of Risk Assessment and Safety Policies.
- 4.2 Annual safety briefing for all involved.
- 4.3 Annual training courses to maintain and improve Instructors & Helpers competence.

## CLINICAL HYPOTHERMIA

Hazard Rating : Medium

### 1. Hazard

Participants may get clinical hypothermia from wind chill especially if they have got wet first, particularly if inadequately dressed or if in the water for an extended period following a capsized.

### 2. Risk Groups

Instructors  
Junior Sailors  
Volunteer Helpers

### 3. Control Measures

3.1 All participants, whether junior or adult, must wear suitable clothing at all times when on the pontoons, jetties or afloat. All participants advised by notice in the joining instructions of suitable clothing. Parents/Guardians sign to confirm that Juniors will attend suitably dressed.

3.2 No boats should go outside the designated sailing areas.

3.3 When participants start to feel cold or display signs of disorientation or fatigue they must return to the pontoon.

3.4 Support boat personnel are trained to watch participants for signs of hypothermia.

3.5 All juniors must register in to Moppy Camp and be allocated to a group and group leader before being allowed on the Water, pontoon or jetty area. All must be accounted for before the Senior Instructor can leave.

3.6 Suspected sufferers are taken to the Club house where they are passively rewarmed and monitored.

The parent or guardian is informed if there is a serious problem.

3.7 All key personnel are adequately trained for the role that they perform.

3.8 Moppy Camp always operates inside the guidelines laid down by the Club in its Junior Sailing Policy Document.

### 4. Further Action Planned

4.1 Annual review of Risk Assessment and Safety Policies.

4.2 Annual safety briefing for all involved.

4.3 Annual training courses to maintain and improve Instructors and Helpers competence.

## INJURIES

Hazard Rating : Medium

### 1. Hazard

Instructors, Helpers and Juniors may be injured embarking or disembarking, by a boom: eg when gybing, or by equipment breakage or by being hit by another boat.

### 2. Risk Groups

Instructors  
Volunteer Helpers  
Junior Sailors

### 3. Control Measures

- 3.1 All equipment must be properly designed, maintained and regularly inspected to reduce the chance of unforeseen breakages and injury by damaged equipment.
- 3.2 No children are allowed on the Club pontoons unless part of the club.
- 3.3 Spectators are required to watch from the pontoon / Jetty area.
- 3.4 A support boat / Adult in the Water should assess any capsize within three minutes.
- 3.5 An accident book is maintained by the Club inside the first aid cupboard.
- 3.6 No running or pushing allowed on the pontoon jetty area at any time.
- 3.7 All participants are carefully monitored to ensure they don't take unnecessary risks and are attempting tasks within their ability.
- 3.8 All key personnel are adequately trained for the role that they perform.
- 3.9 Moppy Camp always operates inside the guidelines laid down by the Club in its Junior Sailing Policy Document.
- 3.10 No boat should sail outside the designated sailing areas.
- 3.10 All instructors are to be familiar with the Club's Instructions for Dealing With Accidents and Emergencies. Copies are held in the Clubhouse.
- 3.11 Instructors, Helpers and children are warned of the hazards of embarking/disembarking, gybing, etc.

### 4. Further Action Planned

- 4.1 Annual training courses to maintain and improve Instructors and Helpers competence.
- 4.2 Club's Instructions for Dealing with Accidents and Emergencies reviewed annually (Secretary).
- 4.3 Annual review of Risk Assessment and Safety Policies.
- 4.4 Annual safety briefing for all involved.
- 4.5 Accident record of head injuries from booms to be kept under review and if necessary appropriate action be taken.

## TRIPPING UP

Hazard Rating : Medium

### 1. Hazard

Instructors, Helpers and Juniors may be injured by or after tripping up on the pontoon, slipways jetty, walk-ways around the club or car park areas.

### 2. Risk Groups

Instructors  
Helpers  
Junior Sailors

### 3. Control Measures

- 3.1 All pontoons are properly designed, maintained and regularly inspected to reduce the chance of accidents..
- 3.2 An accident book is maintained by the First Aid Cupboard within the Clubhouse.
- 3.3 No running or pushing allowed on the pontoon, slipways , Jetty, walkways or Car parks at any time.

### 4. Further Action Planned

- 4.1 Annual review of Risk Assessment and Safety Policies.
- 4.2 Annual safety briefing for all involved.
- 4.3 Annual training courses to maintain and improve Instructors and Helpers competence.

## FIRE

Hazard Rating : Low

### 1. Hazard

Instructors, Helpers and Juniors may be injured by fire either in the clubhouse, car park, on the pontoons or jetty, on a boat.

### 2. Risk Groups

Instructors  
Helpers  
Junior Sailors

### 3. Control Measures

- 3.1 Club fire precautions and extinguishers provided to fire officer's requirements.
- 3.2 No solvents may be used or kept on the pontoon during Moppy Camps.
- 3.3 No children are allowed on the Club pontoons unless part of the Moppy Camp.
- 3.4 No smoking is allowed in the Clubhouse, pontoons or in the boats.
- 3.5 An accident book is maintained in the First Aid Cupboard.
- 3.6 All key personnel are adequately trained for the role that they perform.
- 3.7 Moppy Camp always operates inside the guidelines laid down by the Club in its Junior Sailing Policy Document.
- 3.10 No boat should sail outside the designated sailing areas.

### 4. Further Action Planned

- 4.1 Annual review of Risk Assessment and Safety Policies.
- 4.2 Annual safety briefing for all involved.
- 4.3 Annual training courses to maintain and improve Instructors and Helpers competence.

## UNDERWATER OBSTRUCTIONS

Hazard Rating : Low

### 1. Hazard

Instructors, Helpers and Juniors may be injured by hitting an underwater obstruction either when in a boat or when jumping off the pontoon or into the water.

### 2. Risk Groups

Instructors  
Junior Sailors  
Volunteer Helpers

### 3. Control Measures

- 3.1 The sailing areas must be carefully designated so as to reduce the number of underwater obstructions to a minimum.
- 3.2 All participants must be briefed as to the designated sailing areas.
- 3.3 Any obstruction should be noted and participants briefed.
- 3.4 No jumping off the pontoons without supervision is allowed.
- 3.5 An accident book is maintained in the First Aid cupboard within the clubhouse.
- 3.6 No running or pushing allowed on the pontoon jetty or club walkways at any time.
- 3.7 All participants are carefully monitored to ensure they don't take unnecessary risks.
- 3.8 All key personnel are adequately trained for the role that they perform.
- 3.9 Moppy Camp always operates inside the guidelines laid down by the Club in its Junior Sailing Policy Document.
- 3.10 No boat should sail outside the designated sailing areas.

### 4. Further Action Planned

- 4.1 Annual review of Risk Assessment and Safety Policies.
- 4.2 Annual safety briefing for all involved.
- 4.3 Annual training courses to maintain and improve Instructors and Helpers competence.

## OPERATION OF ROW BOAT

Hazard Rating : Low

### 1. Hazard

Instructors, Helpers and Juniors may be injured either by the boat itself or its oars . The boat may suffer accident resulting in the crew or those supported by the boat being put at risk.

### 2. Risk Groups

Instructors  
Helpers  
Junior Sailors  
Safety Craft Crews

### 3. Control Measures

- 3.1 All equipment must be properly designed, maintained and regularly inspected to reduce the chance of unforeseen breakages and injury by damaged equipment.
- 3.2 All support boat operators shall have been adequately trained.
- 3.3 An accident book is maintained in the First aid cupboard within the Club house
- 3.4 All participants are carefully monitored to ensure they don't take unnecessary risks and are attempting tasks that they should be capable of achieving.
- 3.5 All key personnel are adequately trained for the role that they perform.
- 3.6 Moppy Camps always operates inside the guidelines laid down by the Club in its Junior Sailing Policy Document.
- 3.7 No boat should sail outside the designated sailing areas.

### 4. Further Action Planned

- 4.1 Annual review of Risk Assessment and Safety Policies.
- 4.2 Annual safety briefing for all involved.
- 4.3 Annual training courses to maintain and improve Instructors and Helpers competence.



## MEDICAL AILMENTS

Hazard Rating : Medium

### 1. Hazard

Instructors, Helpers and Juniors may be injured because of a previous medical problem in a participant.

### 2. Risk Groups

Instructors  
Helpers  
Junior Sailors

### 3. Control Measures

- 3.1 Parents are advised in the programme literature to inform the Chief instructor of all relevant medical problems in a junior. Helpers are advised to notify the Chief Instructor of any medical or physical conditions which may have an effect on the safety of participants during the Moppy Camp.
- 3.2 Medical advice should be sought as to the suitability of suffers of unknown or uncommon medical problems being involved in the scheme.
- 3.5 An accident book is maintained in the First aid cupboard within the club house.
- 3.6 All parents/guardians must sign a disclaimer annually and before the beginning of each Moppy Camp certifying that they have disclosed any medical problem that might affect the junior.
- 3.7 Participants with known conditions are carefully monitored to ensure that any problems are quickly recognised and the appropriate action taken.
- 3.8 All key personnel are adequately trained for the role that they perform.
- 3.9 Moppy Camps always operates inside the guidelines laid down by the Club in its Junior Sailing Policy Document.
- 3.10 No boat should sail outside the designated sailing areas.

### 4. Further Action Planned

- 4.1 Annual review of Risk Assessment and Safety Policies.
- 4.2 Annual safety briefing for all involved.
- 4.3 Annual training courses to maintain and improve Instructors and Helpers competence.

## MULTIPLE CAPSIZE SITUATIONS

Hazard Rating : Low

### 1. Hazard

Due to wind, action of another user or inexperience a number of boats engaged on Moppy Camp might capsize at the same time.

### 2. Risk Groups

People in the water  
Junior Sailors

### Control Measures

A row boat / Adult In the water should assess each capsize within 3 minutes to ensure that no one is trapped under an upturned boat.

If conditions are such that the support boat personnel or the Senior Instructor feel that there is a risk of injury to people in the water, the personnel will be recovered and the boats abandoned.

If the Senior instructor in charge decides that resources are inadequate he should consider signalling “**Abandon**” and calling for any available assistance from the Parents or other Club Members.

### Further Action Planned

- 4.1 Annual review of Risk Assessment and Safety Policies.
- 4.2 Annual safety briefing for all involved.
- 4.3 Annual training courses to maintain and improve Instructors and Helpers competence.

## Relay Races – Sailing Activities

Hazard Rating : High

### 1. Hazard

Instructors, Helpers and Juniors may be injured by any part of their boat, being hit by or colliding with another boat or its equipment, buoy, adult in the water or pontoon.

### 2. Risk Groups

Instructors  
Helpers  
Junior Sailors

### 3. Control Measures

- 3.1 All instructors and parental helpers must be aware of the possibility of collision with another boat, pontoon, jetty, buoy or adult in the water and brief the junior sailors to be careful whilst sailing on the lake with other craft – keeping fingers and parts of the body within in the boats
- 3.2 All instructors should explain the basis rules of the road or of the activity before asking The juniors to undertake the required.
- 3.3 The numbers of Juniors on each boat should be monitored by the adult / Instructor organising the activity
- 3.4 Helpers should report to the Senior Instructor the identity of any craft apparently being handled dangerously.
- 3.7 All participants are carefully monitored to ensure they don't take unnecessary risks and are attempting tasks within their capability.
- 3.8 All key personnel are adequately trained for the role that they perform.
- 3.9 Moppy Camps always operates inside the guidelines laid down by the Club in its Junior Sailing Policy Document.
- 3.10 No boat should sail outside the designated sailing areas.

### 4. Further Action Planned

- 4.1 Annual training courses to maintain and improve Instructors and Helpers competence.
- 4.2 Annual review of Risk Assessment and Safety Policies.
- 4.3 Annual safety briefing for all involved.

## LUNCH TIME BREAKS

Hazard Rating : High

### 1. Hazard

Instructors, Helpers and Juniors may be injured or Juniors may leave lunch area unaccompanied during the lunchtime break.

### 2. Risk Groups

Instructors  
Helpers  
Parents / Guardians  
Friends Relatives of Participants  
Junior Sailors

### 3. Control Measures

- 3.1 Adequate supervision of all groups to be undertaken during the lunchtime breaks.
- 3.2 A roll call must be taken by each group leader before each lunchtime session and the juniors be briefed as to:
  - 3.2.1 who will be in charge during the break
  - 3.2.2 where they can and cannot go
  - 3.2.3 If any junior will be leaving the club area, with whom and at what time they will be return.
- 3.3 An accident book is maintained in first aid cupboard within the club house.
- 3.4 Helpers should report to the Senior Instructor the identity of any junior misbehaving or Junior missing.
- 3.7 All participants are carefully monitored to ensure they don't take unnecessary risks and are attempting tasks within their capability.
- 3.8 All key personnel are adequately trained for the role that they perform.
- 3.9 Moppy Camp always operates inside the guidelines laid down by the Club in its Junior Sailing Policy Document.

### 4. Further Action Planned

- 4.1 Annual training courses to maintain and improve Instructors and Helpers competence.
- 4.2 Annual review of Risk Assessment and Safety Policies.
- 4.3 Annual safety briefing for all involved.

## Supply of Food / Evening Barbeques.

Hazard Rating : Medium

### 1. Hazard

Instructors, Helpers and Juniors may be injured or made ill whilst attending the Moppy camp by Food produced or at the organised Barbeque / Evening Event..

### 2. Risk Groups

Instructors  
Helpers  
Parents / Guardians  
Friends Relatives of Participants  
Junior Sailors

### 3. Control Measures

- 3.1 A specific Area will be designated as a Barbeque area whilst the Barbeques are lit or cooling down.
- 3.3 An adult will be in attendance and in charge of the Barbeque whilst it is lit or cooling down
- 3.4 Juniors under the age of 12 will not be permitted to cook or use the barbeque for any Purpose and those juniors over 12 will only be permitted to do so under supervision by and adult.
- 3.5 The food produced will be produced and dispensed in accordance with the Food hygiene policy of the club
- 3.6 If gas Barbeques are to be used no gas bottles are to be taken into the clubhouse and the Barbeque is only to be used outside in a well ventilated area or used on the pontoons
- 3.7 An accident book is maintained in the First aid Cupboard within the Clubhouse.
- 3.8 Helpers should report to the Senior Instructor or the Adult in charge of the activity the identity of any Junior misbehaving or acting in a dangerous manor.
- 3.9 All participants are carefully monitored to ensure they don't take unnecessary risks and are attempting tasks within their capability.
- 3.10 All key personnel are adequately trained for the role that they perform.
- 3.11 Moppy Camp always operates inside the guidelines laid down by the Club in its Junior Sailing Policy Document.

### 4. Further Action Planned

- 4.1 Annual training courses to maintain and improve Instructors and Helpers competence.
- 4.2 Annual review of Risk Assessment and Safety Policies.
- 4.3 Annual safety briefing for all involved.

## Setting Up & Clearing Away

Hazard Rating : Medium

### 1. Hazard

Instructors, Helpers and Juniors may be injured whilst the boats are prepared for or whilst being put away after use.

### 2. Risk Groups

Instructors  
Helpers  
Parents / Guardians  
Friends / Relatives of Participants  
Junior Sailors

### 3. Control Measures

- 3.1 Great care should be taken at all times when Rigging or de-rigging a dinghy.
- 3.2 Vessels should be placed head to wind before raising or lowering sails
- 3.3 No vessel should be put into service unless all its equipment is in serviceable working order.
- 3.4 All breakages or parts missing to be reported to the Bosun and that vessel will be taken out of Commission until it is repaired.
- 3.5 An Adult should be in attendance at the rigging or de-rigging of vessels if the Junior is under the age of 12 or not experienced in rigging craft.
- 3.6 All launching trolleys to be returned to a kennel or placed in a safe area when not in use.
- 3.7 All Vessels to be washed down prior to be stowed away.
- 3.8 Any maintenance work should be carried out ashore by a person competent of effecting the repair or maintenance work
- 3.9 No one should stand between the vessel and the water whilst the vessel is being launched or recovered
- 3.10 An accident book is maintained in the First aid Cupboard within the Clubhouse.
- 3.11 Helpers should report to the Senior Instructor the identity of any craft apparently being handled dangerously ashore or afloat.
- 3.12 All participants are carefully monitored to ensure they don't take unnecessary risks and are attempting tasks within their capability.
- 3.13 All key personnel are adequately trained for the role that they perform and that they can instruct others.
- 3.14 Moppy Camps always operates inside the guidelines laid down by the Club in its Junior Sailing Policy Document.
- 3.15 No boat should sail outside the designated sailing areas.

### 4. Further Action Planned

- 4.1 Annual training courses to maintain and improve Instructors and Helpers competence.
- 4.2 Annual review of Risk Assessment and Safety Policies.
- 4.3 Annual safety briefing for all involved.

## Car Park

Hazard Rating : High

### 1. Hazard

Instructors, Helpers and Juniors may be injured whilst in the Car park area.

### 2. Risk Groups

Instructors

Helpers

Parents / Guardians

Friends Relatives of Participants

Junior Sailors

### 3. Control Measures

- 3.1 Adults should take great care when using the car park to make sure that do not injure any person in the area – special vigilance should be taken for Juniors in the Area at all times.
- 3.2 Juniors should not be allowed to go into the car park areas except when accompanied by and adult to arrive or leave the club or to get some item from a motor vehicle.
- 3.3 During Moppy Camps the number of vehicles at the club site should be monitored to make sure that access is maintained at all times for emergency services or for vehicles to be able leave freely if required.
- 3.4 Vehicles should be left locked in order that Children cannot hide in vehicles on the club premises.
- 3.5 An accident book is maintained in the First aid Cupboard within the Clubhouse.
- 3.6 Helpers should report to the Senior Instructor the identity of any vehicle apparently being handled dangerously.
- 3.7 Car Parking should be arranged for participating members away from the club site on Moppy camp weekends with only authorised vehicles using the club Car park during the event

### 4. Further Action Planned

- 4.1 Annual training courses to maintain and improve Instructors and Helpers competence.
- 4.2 Annual review of Risk Assessment and Safety Policies.
- 4.3 Annual safety briefing for all involved.

## Dinghy Park

Hazard Rating : High

### 1. Hazard

Instructors, Helpers and Juniors may be injured whilst in the Dinghy park area.

### 2. Risk Groups

Instructors

Helpers

Parents / Guardians

Friends Relatives of Participants

Junior Sailors

### 3. Control Measures

- 3.1 Adults should take great care when using the Dinghy park to make sure that do not injure any person in the area – special vigilance should be taken for Juniors in the Area at all times.
- 3.2 Juniors should not be allowed to go on top of the corrugated iron kennel roofs at any time
- 3.3 During Moppy Camps the number of vessels at the club site should be monitored and left in a safe and secure manor
- 3.4 A vessels should be returned to there correct storage position when not being used. With their covers being put on and their equipment stowed in the correct positions.
- 3.5 The Chief Instructor can remove an vessel that he considers to have been left in an unsafe manor
- 3.6 Juniors under the age of 12 should be accompanied by an adult whilst in the dinghy park whilst vessels are being rigged or de rigged or being moved about.
- 3.7 An accident book is maintained in the First aid Cupboard within the Clubhouse.
- 3.8 Helpers should report to the Senior Instructor the identity of any vessel apparently being handled dangerously.

### 4. Further Action Planned

- 4.1 Annual training courses to maintain and improve Instructors and Helpers competence.
- 4.2 Annual review of Risk Assessment and Safety Policies.
- 4.3 Annual safety briefing for all involved.



## Slipways & Jetties

Hazard Rating : Medium

### 1. Hazard

Instructors, Helpers and Juniors may be injured Whilst using the Slipways and jetties whilst the boats are prepared for, mooring up, or whilst being put away after use.

### 2. Risk Groups

Instructors  
Helpers  
Parents / Guardians  
Friends Relatives of Participants  
Junior Sailors

### 3. Control Measures

- 3.1 Great care should be taken at all times when using the slipways and Jetties at the Club.
- 3.2 Slipways should be inspected to make sure they are free from weed or obstruction.
- 3.3 Care should be taken to wear adequate protection for feet and suitable shoes to avoid slipping when wet.
- 3.3 No pushing in or running to be allowed in the slipway or jetty area
- 3.4 An Adult should be in attendance at the launching or recovery of a craft if the junior is under the age of 12 or not experienced in launching or recovering the craft.
- 3.5 All slipways and jetties to be kept clear when not in use.
- 3.6 All launching trolleys to be returned to a kennel or placed in a safe area when not in use.
- 3.7 Any maintenance work should be carried out ashore by a person competent of effecting the repair or maintenance work .
- 3.9 No Instructor, junior or helper should stand between the vessel and the water whilst the vessel is being launched or recovered
- 3.10 An accident book is maintained in the First aid Cupboard within the Clubhouse.
- 3.11 Helpers should report to the Senior Instructor the identity of any craft apparently being handled dangerously ashore or afloat.
- 3.12 All participants are carefully monitored to ensure they don't take unnecessary risks and are attempting tasks within their capability.
- 3.13 All key personnel are adequately trained for the role that they perform and that they can instruct others.
- 3.9 Moppy Camps always operates inside the guidelines laid down by the Club in its Junior Sailing Policy Document.
- 3.10 No boat should sail outside the designated sailing areas.

### 4. Further Action Planned

- 4.1 Annual training courses to maintain and improve Instructors and Helpers competence.
- 4.2 Annual review of Risk Assessment and Safety Policies.
- 4.3 Annual safety briefing for all involved.

## Child Abuse

Hazard Rating : High

### 1. Hazard

A child is considered to be abused if he or she is treated in a way that is unacceptable in a given culture at a given time. Adults may be incorrectly accused of abuse by a child.

### 2. Risk Groups

Children

Coaches

Helpers

### 3. Control Measures

- 3.1 The Senior Instructor in charge should not appoint anyone to act “in loco parentis” for a child.
- 3.2 The Chief Instructor / Club President should take up 2 references for any adult helper who will have more than very occasional contact with the children.
- 3.3 The Senior Instructor in charge should endeavour to ensure that no adult helper spends excessive time alone with a child they are not related to or acting “in loco parentis” for.
- 3.4 The Senior instructor should ensure that there is someone trained in child protection available during sessions involving children.
- 3.5 The Senior Instructor in charge should endeavour to ensure that adult helpers do not engage in inappropriate behaviour with the children.
- 3.6 All key personnel should be adequately trained for the role that they perform.

### 4. Further Action Planned

- 4.1 Annual review of Risk Assessment and Safety Policies.
- 4.2 Annual Child Protection briefing for all involved.
- 4.3 Ask Parents of Children for permission to publish photos with the name of their child.

# SALTERNS SAILING CLUB

## SAILING ACTIVITIES & MOPPY CAMP

### Safety Policy

NOTE: This Safety Policy covers only those matters under the direct remit and control of the Chief instructor. Accordingly, the risk groups covered are only those actually taking part in The Moppy Camps. Spectators (adults or children), other Club members and their families or guests or casual visitors are not considered in this Safety Policy.

## 1. RESPONSIBILITIES

Overall and final responsibility for safety rests with the General Committee of the Salterns sailing Club.

- 1.1 The General Committee shall from time to time appoint a suitably qualified person as Chief Instructor and the Trustees ask the RYA to appoint a Principal of the R.Y.A. Training Centre.
- 1.2 The Chief Instructor is responsible for preparing and reviewing a risk assessment of Moppy Camp, drafting this safety policy and ensuring all the helpers are aware of the safety policy.
- 1.3 The Chief Instructor shall ensure that all teaching sessions are run by a suitably qualified Instructor or Coach.

## 2. ACCIDENTS

- 2.1 There is a first aid kit in the Club House.
- 2.2 All the qualified RYA Instructors and Coaches are trained first aiders.
- 2.3 The President is responsible for ensuring that the first aid kits are checked and replenished as necessary.
- 2.4 An accident book is maintained by the Club. All accidents are to be logged in the accident book. The Chief Instructor is to be informed of all accidents.
- 2.5 All juniors taking part in Moppy Camp must register with the Adult in charge of registration before joining the programme session that day. The Junior will be allocated to a group and a group leader for the period of the Moppy Camp.
- 2.6 No junior may participate in the Moppy Camp until his/her parent/guardian has signed an indemnity certificate in the form determined by the Club.
- 2.7 The group leaders responsible for the session may not leave the Club until all Juniors have been accounted for.
- 2.8 The group leader / Chief instructor in charge of a session shall ensure that the next-of-kin are contacted in the event of a serious accident.

## 3. SAFETY

- 3.1 At least one row boat each in the charge of suitably trained operators must be available at all times when training on the water is in progress.
- 3.2 Adults in dry suits or waders will be in the water when sessions are in progress.
- 3.3 There should be sufficient Adults in Waders / Dry suits available to ensure that a capsized boat can be reached within 3 minutes and there should be at least one adult available for each six dinghies afloat..
- 3.4 All personnel, whether in dinghies, on the pontoons or in row boats, should wear a personal flotation device (PDF) complying with the CE 50 Newton standard at all times.
- 3.5 Each student should have his/her sailing assessed before being allowed to go out in a dinghy alone.
- 3.6 All participants should be suitably dressed for the activity they intend to take part in, with long hair tied up.

## 4. SAILING AREAS

- 4.1 The Salterns Sailing Club Waters shall be divided into five sailing areas. These are:
  - 4.1.1 In front of the Club. (Yellow Pennant)
  - 4.1.2 Water immediately west of Jetty (Orange Pennant).
  - 4.1.3 Water to South of Club beyond Yellow Pennant (Red Pennant).
  - 4.1.4 West south of Long Island (Blue Pennant)
  - 4.1.5 Water to West of Lake ( Green Pennant)
- 4.2 The sailing areas are identified on the site map.

- 4.3 All instructors and adults shall be briefed on these sailing areas. The person in charge of each session shall decide which areas to use and brief the Instructors and support staff accordingly, taking into account such things as the present weather, the weather forecast and the tide.

## 5. ABANDON PROCEDURE

- 5.1 The following abandon signal may be used and when heard all boats must proceed in a safe manner to the shore and inform the Club OOD / Chief Instructor that they are safe:
  - 5.1.1 Multiple short blasts on a whistle or horn.

## Disciplinary Procedure

1. **Disciplinary Procedure**  
The following disciplinary procedure is to be followed in the case of behaviour by any participant associated with an organised Junior Sailing Event which, in the opinion of the committee, either did not follow the Policies in Annex's A, B, C to this document, the Child Protection Policy or was unbecoming of a member or was injurious to the character or interests of the Club or might bring the Club into disrepute.
2. The Adult/Committee Member in charge is to complete a written report including the names of any witnesses to the incident(s) and submit it to the Club President and the Chief Instructor.
  - 2.1. The Club President, Vice President and the Chief Instructor shall, decide what action to take in accordance with this Procedure and annotate the Incident Report, which shall then be held by the Secretary.
  - 2.2. If they consider that it is not necessary to resort to the formal warning procedure they will discuss the matter with the person(s) concerned. The discussion will in so far as is possible be in private and the person(s) concerned will be informed that no formal disciplinary action is being taken.
  - 2.3. If they consider that it is necessary to invoke the formal warning procedure they will, subject to 2.4 below, inform the person(s) concerned that they will pass all the details to Club President who may then authorise the following procedures and in the meantime Adult/Committee Member in charge may suspend their right to take part in Organised Sailing Activities:
    - 2.3.1. In the case of minor incidents the person(s) involved shall be given a formal verbal warning. He/she will be advised that the warning constitutes the first formal stage of the disciplinary procedure and that a note will be placed on his/her personal file for two years. The nature of the incident and the likely consequences of further incidents will be explained to him/her.
    - 2.3.2. In the case of serious incidents or a repetition of earlier minor incidents the person(s) concerned will be given a written warning setting out the precise nature of the incident the likely consequences of further incidents and specifying the behaviour required.
    - 2.3.3. In the case of a further repetition of earlier incidents the person(s) concerned will be given a final written warning setting out the precise nature of the incident containing a statement that any recurrence may lead to suspension and specifying if appropriate the behaviour required and over what period. At that time the file will be passed to the Club President.
    - 2.3.4. In the case of gross misconduct or if all previous stages of the warning procedure have been exhausted the person(s) concerned will normally be referred to the Club President with a recommendation for suspension. In all cases before any disciplinary action including warnings is taken the person(s) concerned will be interviewed by the Club President and the Chief Instructor and will be informed of the allegations made against him/her. The person(s) concerned will be given the opportunity to state his/her case and at the interview may be accompanied by a person of his/her choice. If the complaint is upheld the person(s) concerned will be informed of the disciplinary action to be taken, the stage in the disciplinary procedure to be adopted depending on the seriousness of the incident; and the right to appeal.
  - 2.6. If the person(s) concerned is dissatisfied with the outcome of any stage of the above procedure he/she may appeal either verbally or in writing within five days to the Club President or Chief Instructor as appropriate.

3. The following are non exhaustive examples of the sort of incidents which if committed will normally lead to formal disciplinary action being taken.
  - 3.1. Minor Incidents (oral warning); negligence resulting in minor damage to or loss of other people's property; failure to comply with the instructions of the Adult/Committee Member in charge.
  - 3.2. Serious Incidents (written warning) negligence resulting in minor loss, damage or injury; failure to comply with a specific instruction; failure to follow the laid down guidelines and Child Protection Policy; irresponsibility in relation to others involved in organised Sailing Sessions; being under the influence of drink or drugs during organised sailing sessions.
  - 3.3. Gross Misconduct; negligence resulting in serious loss, damage or injury; assault or attempted assault; theft; malicious damage to property; wilful disregard of duties or instructions given by the Adult/Committee Member in charge ; deliberate and serious breach of the Data Protection Act; the use for personal ends of confidential information obtained in the course of Sailing Activities; falsification of records or conduct violating common decency. In serious cases suspension will be without notice.

## SALTERNS SAILING CLUB Child Protection Policy

It is the policy of the Salterns sailing club to safeguard its members from physical, sexual and emotional harm whilst participating in Club activities.

The Club takes all reasonable steps to ensure that, through relevant procedures and training, children, young people and adults taking part in Club activities do so in a safe environment

We recognise that the safety and welfare of the child is paramount.

The Salterns sailing club actively seeks to:

- Shoulder its responsibilities in caring for children and young people and those who work with them.
- Be committed to good practice in work with children and young people.
- Recognise that safeguarding the young is the responsibility of everyone, not just those who work with children and young people.
- Be prepared to review its ways of work to incorporate best practice.

We Will:

- ✓ Treat all children with respect and celebrate their achievements
- ✓ Carefully recruit and select all adults whether paid or voluntary
- ✓ Respond to all concerns and allegations appropriately
- ✓ Appoint at least 2 Child Protection Officers

The Child Protection Officers are:

David Simpson  
Kristy Powell  
Gina Bassett

When there are concerns about the welfare of any child/young person *all adults* in our organisation are expected to share those concerns with one of the named child Protection Officers.

The Child Protection Officers (CPOs) are responsible for:

- Monitoring and recording concerns.
- Making referrals to social services without delay
- Liaison with other agencies
- Arranging training for all staff and appropriate volunteers

Confidentiality:

In cases of disclosure of abuse by either children or parents, we are obliged to share the information with one of the named Child Protection Officers, who may have to refer our concerns to social services.

Staff/volunteer allegations:

Concerns about the behaviour of adults in the organisation will be referred without delay to one of the named Child Protection Officers, who will contact social services or the police as appropriate.

The following leaflets are available from the CPOs:

- Safe from Harm – Good Practice for Adults
- What is Child Abuse
- How do you recognise if a Child is being abused
- We will review this policy annually.



# SALTERNS SAILING CLUB

## How would you recognise if a child is being abused?

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

- *Unexplained bruising or injuries*
- *sexually explicit language or actions*
- *a sudden change in behaviour*
- *something a child has said*
- *a change observed over a long period of time (e.g. the child losing weight or becoming increasingly dirty or unkempt)*
- *a general distrust and avoidance of adults, especially with whom a close relationship would be expected*
- *an unreasonable reaction to normal physical contact*
- *difficulty in making friends or abnormal restrictions on socialising with others.*

*However, it is important to note that a child could be displaying some of all of these signs, or behaving in a way which is worrying - this does not necessarily mean the child is being abused. Similarly, there may not be any signs, you may just feel something is wrong.*

*If you are worried, it is NOT your responsibility to decide if it is abuse BUT it is your responsibility to act on your concerns and do something about it.*

## **SALTERNS SAILING CLUB**

### **Management of Child Protection**

**Overall responsibility:** Overall responsibility for Child Protection policy and practices within the Club is the responsibility of the Management Committee. Day to day responsibility lies with the Club President.

To this end the following attached documents are approved and adopted:

- Salterns Sailing Club Child Protection Policy
- Safe from Harm – Good Practice for Adults
- Child Protection References Form

The designated Child Protection Officers are:

In respect of Volunteers and visiting officials and instructors: David Simpson - Chief Instructor

In respect of Club Members or when no organised activity is in progress: David Simpson / Gina Bassett /  
Kristy Powell- Club Presidents

**Dissemination:** The Club President is responsible for ensuring dissemination of the policy and practice documents to Duty Committee Members and helpers at all levels. The Secretary is responsible for dissemination of the documents amongst the General Membership.

**Notices:** The Secretary is to ensure that notices are displayed in suitable locations, advising the names of the Child Protection Officers, and their contact numbers, together with the number for Childline.

**Recruitment and Training:**

**Volunteers:** The Club President, the Chief Instructor or Duty Committee Member is responsible for supervising the recruitment of helpers (usually parents) in support of Sailing activities or Moppy Camps, and the completion of Child Protection reference forms. Day to day management will be by Duty Committee Members who will liaise with the Principal of the RTE). The Principal of the RTE is responsible for the training of volunteers

**Investigation:** Investigation of any allegation or suspicion of child abuse is to be investigated in accordance with annex B or C of the current RYA Child Protection Guidelines as appropriate (attached to this document).

**Reporting:** The Club reporting chain in the case of an allegation is to be through the Club President/or Chief Instructor. However, reporting to Social Services or the Police is not to be delayed because neither is available. In the absence of both, the next senior Club official and the next most senior member of staff are to act in the best interests of the child/children concerned. In the case of an allegation against a member of staff, he or she is to be relieved of duty and suspended on full pay pending investigation in accordance with the grievance procedure. Pending police or social services investigation does not preclude action under the Club's disciplinary procedure. However, where a police investigation is under way the Secretary is to discuss the matter with the police officer in charge if the Club intends to take disciplinary action.

**Review:** The Secretary is to ensure that the Child Protection Policy is reviewed annually before 1 April and approved for the ensuing year by the General Committee.

Martin Gorman  
Club President

David Simpson  
Chief Instructor

# SALTERNS SAILING CLUB

## Child Protection References

Surname ..... Christian Name .....

Address .....

Tel No 1) ..... M: ..... Postcode .....

Are you a person known to any Social Services department as being an actual or potential risk to children? YES / NO (if yes please supply details)

Have you had any disciplinary sanction relating to child abuse? YES / NO (if yes please supply details)

### Important:

**I have read and understand the rules applying to the Club's Child Protection Policy and agree to abide by these. I hereby consent to the Club undertaking police and/or social security checks against me. I understand that the information contained in this form, the results of these checks and information supplied by third parties, will be included on the RYA Child Protection List and may be passed on to organisations who have an interest in child protection issues.**

Signed ..... Date .....

### Reference One

I have known the above named person for ..... years. I certify that I know of no reason why they should not work with children.

Name ..... Position .....

Address .....

..... Postcode .....

Tel No .....

Signature ..... Date .....

### Reference Two

I have known the above named person for ..... years. I certify that I know of no reason why they should not work with children.

Name ..... Position .....

Address .....

..... Postcode .....

Tel No .....

Signature ..... Date .....

# SALTERNS SAILING CLUB

## Safe From Harm

### Good Practice for Adults

It is the policy of the Salterns Sailing Club to safeguard its members from physical, sexual and emotional harm while participating in Club activities.

The Club takes all reasonable steps to ensure that, through relevant procedures and training, children, young people and adults taking part in Club activities do so in a safe environment.

As an Adult within the Salterns Sailing Club, it is expected that you should always:

- Respect everyone as an individual.
- Provide a good example of acceptable behaviour.
- Respect everyone's right to personal privacy.
- Be available as a listening ear and, if necessary, refer for more appropriate help.
- Be sensitive to other people's likes and dislikes.
- Try to ensure that your actions cannot be misunderstood or cause offence and are acceptable within a relationship of trust.
- Show understanding when dealing with sensitive issues.
- Plan to have more than one adult present during activities.
- Uphold the Club's Safe From Harm: Code of Practice.
- Remember that you are accountable to the Sailors, their parents/carers and the Salterns Sailing Club.

You should never:

- Permit abusive behaviour, e.g. bullying, ridiculing or taunting.
- Have inappropriate physical or verbal contact with others.
- Jump to conclusions or make assumptions about others without checking facts.
- Encourage inappropriate attention-seeking behaviour such as 'crushes'.
- Show favouritism to anyone
- Make suggestive remarks or actions, even in jest.
- Deliberately place yourself or others in a compromising situation.
- Believe 'it could never happen to me'.

If you suspect a child is being abused physically, sexually or emotionally:

- Keep calm. Do not be shocked. Try to act normally.
- Do not investigate – do not question.
- Do not challenge parents/carers about your concerns.
- Tell your named Child Protection Officer about your concerns.
- Record all details which support your suspicions. Sign, date and keep these.
- Agree with your Child Protection Officer and any other person who has been designated for this role, what action, if any, should be taken.

*Never agree to keep a secret. You must inform others.*

If a child talks to you about abuse by someone else, either connected to the Club or elsewhere, listen carefully to what the child tells you, without commenting on the truth or otherwise of what is said, and:

- Offer immediate support, understanding and reassurance, explaining that you cannot keep it a secret. Tell them ‘I will listen to what you say and then tell someone who can help you. You were right to tell me about it’.
- Tell your Child Protection Officer your concerns.
- Record all details which support your suspicions. Sign, date and keep these.
- If the situation merits immediate action then contact either the police or social services/social work department.
- Inform your Child Protection Officer of the action you have taken.

If there is an allegation or suspicion of abuse by someone involved in the Salterns Sailing Club, including yourself:

- Inform your Child Protection Officer of your concerns.
- Record all details as you know them. Sign, date and keep these.

*You must refer. You must not investigate.*

# SALTERNS SAILING CLUB

## Children in Need

### 24 Hour Sail

### Risk Assessment

*NOTE: This risk assessment covers only those matters under the direct remit and control of the Chief instructor (or his designated deputy) or Committee Member as organisers of the Children in Need 24 hour Sail. This Risk assessment is in addition to the Sailing Activities Risk Assessment covered in Annex D.*

Contents:

1.	Night-time Sailing-----	3
2.	Tiredness -----	4
3.	Hypothermia -----	5
4.	Off-duty Sailors at the club -----	6
5.	Inclement Weather -----	7

## Night-Time Sailing

Hazard Rating : Medium

### 1. Hazard

Darkness preventing sailors distress from being observed.

### 2. Risk Groups

Junior Sailors

### 3. Control Measures

- 3.1 Restrict Sailing to the area in front of the club house.
- 3.4 Floodlighting to illuminate the sailing area.
- 3.5 Ability level of those sailors taking part over night restricted to those awarded their Green Pennants or those sailing on the river of equivalent standard with confirmation from the Lymington Flotilla Leader.
- 3.4 Safety Officer on duty, with adult support observing the sailors at all times.

### 4. Further Action Planned

- 4.4 Annual review of Risk Assessment and Safety Policies.
- 4.5 Safety Officer rota established and briefing for all involved.
- 4.6 Annual training courses to maintain and improve adult awareness and competence.



## Tiredness

Hazard Rating : High

### 1. Hazard

Juniors may become too tired to assess their physical ability to sail or onset of hypothermia. Juniors more likely to make mistakes while sailing, leading to capsizes. Adult supervisors reduce observational abilities.

### 2. Risk Groups

Adult Supervisors

Junior Sailors

### 3. Control Measures

- 3.1 Junior sailors work a rota giving frequent rest periods for food and drink.
- 3.2 Junior sailors are allocated a significant rest period for sleep.
- 3.3 Adult supervisors work a rota allowing a significant rest period for sleep.
- 3.4 No boat should go outside the designated sailing area.
- 3.5 Hot food and drink available at all times.

### 4. Further Action Planned

- 4.1 Annual review of Risk Assessment and Safety Policies.
- 4.2 Safety Officer rota established and briefing for all involved.
- 4.3 Annual training courses to maintain and improve adult awareness and competence.

## Hypothermia

Hazard Rating : High

### 1. Hazard

Junior Sailors and Adult Supervisors becoming dangerously cold during the night.

### 2. Risk Groups

Adult Supervisors

Junior Sailors

Off-duty Junior Sailors

### 3. Control Measures

- 3.1 All participants, whether junior or adult, must wear suitable clothing at all times when on the jetty or afloat. Juniors should wear dry-suits during the hours of darkness.
- 3.2 No boats should go outside the designated sailing areas.
- 3.3 Adult supervisors are trained to watch participants for signs of hypothermia..
- 3.4 Suspected sufferers are taken to the Club house where they are passively rewarmed and

monitored.

The parent or guardian is informed if there is a serious problem.

- 3.5 All key personnel are adequately trained for the role that they perform
- 3.6 Qualified First Aiders are on site at all times.

### 4. Further Action Planned

- 4.4 Annual review of Risk Assessment and Safety Policies.
- 4.5 Safety Officer rota established and briefing for all involved.
- 4.6 Annual training courses to maintain and improve adult awareness and competence.

## Off-duty Sailors at the Club

Hazard Rating : Medium

### 1. Hazard

Safety of off-duty children during the night-time.

### 2. Risk Groups

Junior Sailors

### 3. Control Measures

- 3.1 All Junior Sailors register as they arrive for the night-time sailing.
- 3.2 Children are handed over to parent/guardian at the end of their sailing rota.
- 3.3 If children are sleeping at the club, permission must be given by parent/guardian.
- 3.4 Whereabouts of off-duty sailors remaining at the club must be notified to the Safety officer and recorded.
- 3.5 Adult patrol of the club area during the night.

### 4. Further Action Planned

- 4.1 Annual review of Risk Assessment and Safety Policies.
- 4.2 Safety Officer rota established and briefing for all involved..

## Inclement Weather

Hazard Rating : High

### 1. Hazard

Thunder, Lightening – risk of lightening strike. Strong winds – risk of sailors being overpowered whilst sailing.

### 2. Risk Groups

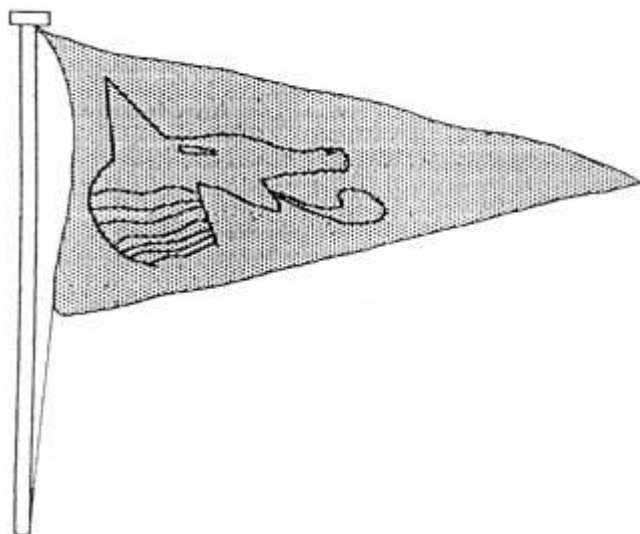
Junior sailors

### 3. Control Measures

- 3.1 Should the presence of lightening be detected, the safety officer will recall the sailors and allow the ‘sail’ to continue in rowing boats. Should the lightening be deemed too close for rowing boats, sailing will be temporarily replaced by a shore activity.
- 3.2 Sailors will reduce from Moths with full sails to small sails to Optimists to reefed Optimists as the conditions dictate.
- 3.3 The decision of the Safety Officer on duty is final.

### 4. Further Action Planned

- 4.1 Annual review of Risk Assessment and Safety Policies.
- 4.2 Safety Officer rota established and briefing for all involved.
- 4.3 Annual training courses to maintain and improve adult awareness and competence.



# SALTERNS SAILING CLUB

## Over the Wall Event

### Risk Assessment

*NOTE: This risk assessment covers only those matters under the direct remit and the control of the Chief Instructor (or his designated deputy / ODD) / or Committee Member as organisers of the Over the Wall Event. These risk assessments are in addition to the sailing activities and risk assessments covered under Annex D of the Organisation and Management Document and should be read in conjunction with the O&M manual.*

## DINGHY CAPSIZE/ENTRAPMENT

### 1. Hazard

Capsize of dinghy resulting in an inversion with the crew becoming trapped under the boat or in the rigging.

### 2. Risk Groups

Junior Sailors

Helpers

Instructors

### 3. Control Measures

- 3.1. All participants, whether junior or adult, are required to wear a personal floatation device (PFD) complying with the CE 50 newton standard at all times when in the dinghy.
- 3.2. Safety officers should be aware of dinghy classes and types of rigging associated with any specific dinghy, including use of trapeze harnesses.
- 3.3. Support boat crews should be suitably trained and qualified and all key personnel are able to perform the role they are given.
- 3.4. Tactical positioning of support boats should be considered to ensure an incident can be reached in reasonable time.
- 3.5. Support boat ratio numbers are such that provide sufficient support cover with due consideration of dinghy classes racing.
- 3.6. The support boats are suitably equipped to enable the port boat crew to be able to carry out their role.

### 4. Further Action Planned

- 4.1. Annual review of Risk Assessment and Safety Policies.
- 4.2. Annual safety briefing for all involved.
- 4.3. Event safety briefing to highlight dinghy classes on the water.
- 4.4. Annual training courses to maintain and improve instructors and helpers competence.

### 5. Risk Quantification

- |   |      |
|---|------|
| 5.1. Severity of Hazard:                    | HIGH |
| 5.2. Assessment of Likelihood of occurrence | LOW  |
| 5.3. Resultant Risk Category:               | LOW  |

## DROWNING

### 1. Hazard

Instructors and Juniors may drown if trapped under a capsized dinghy or the pontoon, especially if they are unconscious when they enter the water.

### 2. Risk Groups

Instructors

Helpers

Junior Sailors

### 3. Control Measures

- 3.1 All participants, whether junior or adult are required to wear a personal floatation device (PFD) complying to the CE 50 newton standard at all times when on the pontoons or afloat. Self Inflating buoyance aids should not be worn unless they have a hydrostatic pressure trigger and may only be worn by those crewing support boats.
- 3.2 A support boat should assess any capsizes within three minutes.
- 3.3 All juniors must book in to the event and be number tallied before being allowed on the water.
- 3.4 No running, playing or pushing allowed on the pontoon at any time.
- 3.5 All participants with long hair should have it tied up before going on the water.
- 3.6 All key personnel are adequately trained for the role that they perform.
- 3.7 No boat should sail outside the designated sailing areas.
- 3.8 Flotation Devices should be attached to the masts of boats under the instructions of the SI in charge when deemed necessary.

### 4. Further Action Planned

- 4.1 Annual review of Risk Assessment and Safety Policies.
- 4.2 Annual safety briefing for all involved.
- 4.3 Annual training courses to maintain and improve Instructors & Helpers competence.

### 5. Risk Quantification

- 5.1 Severity of Hazard: HIGH
- 5.2 Assessment of Likelihood of occurrence LOW
- 5.3 Resultant Risk Category: LOW

## CLINICAL HYPOTHERMIA

### 1. Hazard

Participants may get clinical hypothermia from wind chill especially if they have got wet first, particularly if inadequately dressed or if in the water for an extended period following a capsized.

### 2. Risk Groups

Instructors

Junior Sailors

### 3. Control Measures

- 3.1. All participants, whether junior or adult, must wear suitable clothing at all times when on the pontoons or afloat. All participants advised by notice in the Slipway lounge of suitable clothing. Parents/Guardians sign to confirm that Juniors will attend suitably dressed.
- 3.2. No boats should go outside the designated sailing areas.
- 3.3. Support boat personnel are trained to watch participants for signs of hypothermia.
- 3.4. All key personnel are adequately trained for the role that they perform.

### 4. Further Action Planned

- 4.1. Annual review of Risk Assessment and Safety Policies.
- 4.2. Annual safety briefing for all involved.
- 4.3. Annual training courses to maintain and improve Instructors and Helpers competence.

### 5. Risk Quantification

- 5.1. Severity of Hazard: MEDIUM
- 5.2. Assessment of Likelihood of occurrence: LOW
- 5.3. Resultant Risk Category: LOW



## INJURIES

### 1. Hazard

Instructors, Helpers and Juniors may be injured embarking or disembarking, by a boom: eg when gybing, or by equipment breakage or by being hit by another boat.

### 2. Risk Groups

Instructors

Helpers

Junior Sailors

### 3. Control Measures

- 3.1. All equipment must be properly designed, maintained and regularly inspected to reduce the chance of unforeseen breakages and injury by damaged equipment.
- 3.2. A support boat should assess any capsize within three minutes.
- 3.3. An accident book is maintained.
- 3.4. No running or pushing allowed on the pontoon at any time.
- 3.5. All participants are carefully monitored to ensure they don't take unnecessary risks and are attempting tasks within their ability.
- 3.6. All key personnel are adequately trained for the role that they perform.
- 3.7. No boat should sail outside the designated sailing areas.
- 3.8. All instructors are to be familiar with the Club's Instructions for Dealing With Accidents and Emergencies.
- 3.9. Instructors, Helpers and children are warned of the hazards of embarking/disembarking, gybing, etc.

### 4. Further Action Planned

- 4.1. Annual training courses to maintain and improve Instructors and Helpers competence.
- 4.2. Club's Instructions for Dealing with Accidents and Emergencies reviewed annually (Secretary).
- 4.3. Annual review of Risk Assessment and Safety Policies.
- 4.4. Annual safety briefing for all involved.
- 4.5. Accident record of head injuries from booms to be kept under review and if necessary action will be taken by padding booms or providing crash hats.

### 5. Risk Quantification

- |  |        |
|--|--------|
| 5.1. Severity of Hazard:                     | MEDIUM |
| 5.2. Assessment of Likelihood of occurrence: | LOW    |
| 5.3. Resultant Risk Category:                | LOW    |

Revised: 21 March 2015

## FIRE

### 1. Hazard

Instructors, Helpers and Juniors may be injured by fire either on the pontoons or on a boat.

### 2. Risk Groups

Instructors

Helpers

Junior Sailors

### 3. Control Measures

3.1. Club fire precautions and extinguishers provided to fire officer's requirements.

3.2. No solvents may be used or kept on the pontoon.

3.3. No smoking is allowed on the pontoons or in the boats.

3.4. An accident book is maintained.

3.5. No more fuel for support boats is carried than is necessary.

3.6. Support boats are not to be refuelled on the water.

3.7. All key personnel are adequately trained for the role that they perform.

3.8. No boat should sail outside the designated sailing areas.

### 4. Further Action Planned

4.1. Annual review of Risk Assessment and Safety Policies.

4.2. Annual safety briefing for all involved.

4.3. Annual training courses to maintain and improve Instructors and Helpers competence.

### 5. Risk Quantification

5.1. Severity of Hazard: MEDIUM

5.2. Assessment of Likelihood of occurrence: LOW

5.3. Resultant Risk Category: LOW

## OPERATION OF SAFETY CRAFT

### 1. Hazard

Instructors, Helpers and Juniors may be injured either by the boat itself or by its propeller. The boat may suffer mechanical breakdown or an accident resulting in the crew or those supported by the boat being put at risk.

### 2. Risk Groups

Instructors

Helpers

Junior Sailors

Safety Craft Crews

### 3. Control Measures

- 3.1. All equipment must be properly designed, maintained and regularly inspected to reduce the chance of unforeseen breakages and injury by damaged equipment.
- 3.2. All support boat drivers shall have been adequately trained.
- 3.3. Support boat engines should be stopped when a person is in the water beside the support boat, especially if abaft the console.
- 3.4. All planing craft must have a kill cord which must be used at all times.
- 3.5. An accident book is maintained.
- 3.6. All safety boats should have a minimum crew of two at all times.
- 3.7. All participants are carefully monitored to ensure they don't take unnecessary risks and are attempting tasks that they should be capable of achieving.
- 3.8. All key personnel are adequately trained for the role that they perform.
- 3.9. No boat should sail outside the designated sailing areas.
- 3.10. All Safety Boats should be equipped with a VHF radio.
- 3.11. All Safety Boats should carry the following equipment: paddles or oars, bucket or bailer, throw line, towline, minimal tool kit, spare kill cord, survival bag or thermal protective aid, 2 medium wound dressings, watertight first aid kit containing 2 large wound dressing and triangular bandages, anchor, chain and warp and either 2 orange smoke and 2 pinpoint red or 2 day/night distress flares and a sharp knife, preferably serrated, 1 fire extinguisher, radio emergency procedure card, radar reflector is there is a flame, efficient fog sound signal, laminated chart in date, tide tables, compass (fixed or handheld).

### 4. Further Action Planned

- 4.1. Annual review of Risk Assessment and Safety Policies.
- 4.2. Annual safety briefing for all involved.
- 4.3. Annual training courses to maintain and improve Instructors and Helpers competence.

### 5. Risk Quantification

- 5.1. Severity of Hazard: HIGH
- 5.2. Assessment of Likelihood of occurrence: LOW
- 5.3 Resultant Risk Category: LOW

Revised: 21 March 2015

## THE FERRY

### 1. Hazard

Instructors, Helpers and Juniors may be injured by their boat being hit by the ferry or its wash.

### 2. Risk Groups

Instructors

Helpers

Junior Sailors

### 3. Control Measures

- 3.1. All participants are warned to keep well clear of the ferry.
- 3.2. The ferry is monitored and when it starts moving the support boats inform all participants and then sweep in front of it removing any boat stuck in its path.
- 3.3. There must always be at least two planing support boats available.
- 3.4. All key personnel are adequately trained for the role that they perform.
- 3.5. No boat should sail outside the designated sailing areas.
- 3.6. Liaison is maintained with Wightlink.

### 4. Further Action Planned

- 4.1 Annual training courses to maintain and improve Instructors and Helpers competence.
- 4.2 Annual review of Risk Assessment, including liaison with Wightlink, and Safety Policies.
- 4.3 Annual safety briefing for all involved.

### 5. Risk Quantification

- |     |   |      |
|-----|---|------|
| 5.1 | Severity of Hazard:                     | HIGH |
| 5.2 | Assessment of Likelihood of occurrence: | LOW  |
| 5.3 | Resultant Risk Category:                | LOW  |

## PASSING VESSELS

### 1. Hazard

Instructors, Helpers and Juniors may be injured by their boat being hit by the passing vessel or its wash.

### 2. Risk Groups

Instructors

Helpers

Junior Sailors

### 3. Control Measures

- 3.1. Support boats must be aware of other river users and try to shepherd sailing boats away from their path, having regard to the international regulations for the prevention of collisions at sea.
- 3.2. A support boat must assess any capsizes within three minutes.
- 3.3. An accident book is maintained.
- 3.4. Helpers should report to the OOD the identity of any craft apparently being handled dangerously.
- 3.5. All participants are carefully monitored to ensure they don't take unnecessary risks and are attempting tasks within their capability.
- 3.6. All key personnel are adequately trained for the role that they perform.
- 3.7. No boat should sail outside the designated sailing areas.

### 4. Further Action Planned

- 4.1. Annual training courses to maintain and improve Instructors and Helpers competence.
- 4.2. Annual review of Risk Assessment and Safety Policies.
- 4.3. Annual safety briefing for all involved.

### 5. Risk Quantification

- 5.1. Severity of Hazard: MEDIUM
- 5.2. Assessment of Likelihood of occurrence: LOW
- 5.3. Resultant Risk Category: LOW

## MULTIPLE CAPSIZE SITUATIONS

### 1. Hazard

Due to wind, action of another river user or inexperience a number of boats engaged on Junior Sailing might capsize at the same time.

### 2. Risk Groups

Instructors

Junior Sailors

### 3. Control Measures

- 3.1. A support boat should assess each capsize within 3 minutes to ensure that no one is trapped under an upturned boat.
- 3.2. If conditions are such that the support boat personnel or the OOD feel that there is a risk of injury to people in the water, the personnel will be recovered and the boats abandoned. If conditions permit, the abandoned boats should be marked by tying a piece of spinnaker tape to the pintles.
- 3.3. If the OOD in charge decides that support boats resources are inadequate he should consider signalling “Abandon” and calling for assistance from the boatmen and external agencies such as the RNLI.

### 4. Further Action Planned

- 4.1. Annual review of Risk Assessment and Safety Policies.
- 4.2. Annual safety briefing for all involved.
- 4.3. Annual training courses to maintain and improve Instructors and Helpers competence.

### 5. Risk Quantification

- 5.1. Severity of Hazard: MEDIUM
- 5.2. Assessment of Likelihood of occurrence: LOW
- 5.3. Resultant Risk Category: LOW

## USE OF PUBLIC SLIPWAY

### 1. Hazard

Injury by boat and/or trailer, particularly when towed by a car and especially when connected to the car by a rope.

Injury by a dinghy, especially if a person has slipped on the wet surface.

Injury from a boom, sail or mast of a boat caught by a gust of wind.

### 2. Risk Groups

Children

Helpers

Bystanders

Other River Users

### 3. Control Measures

3.1. All persons using the slipway and their parents should be briefed on the risks involved.

3.2. A Slipway Marshall shall be appointed if necessary.

3.3. All key personnel should be adequately trained for the role that they perform.

### 4. Further Action Planned

4.1. Annual review of Risk Assessment and Safety Policies.

4.2. Annual review of powerboat training.

### 5. Risk Quantification

5.1. Severity of Hazard: MEDIUM

5.2. Assessment of Likelihood of occurrence: LOW

5.3. Resultant Risk Category: LOW

SALTERNS SAILING CLUB – PARENTAL DISCLAIMER (2013)

In consideration of your accepting (Name of Child/Children)

Of (Address) -

at my request as a member of the Salterns Sailing Club, I agree that I will not for myself or for the above named hold the Club, its officers, members or assistants liable for any injury or damage or loss suffered by the above named while engaged in Club activities either on the Club premises or elsewhere, or activities for which the Club is or maybe responsible and I will indemnify the Club, its officers members and assistants against all actions, claims or demands which might arise. RYA Instructors, RYA Senior Instructors or RYA Coaches do not accept responsibility for any loss, damage or injury suffered by persons and/or their property arising out of or during the course of their activities whilst training and/or coaching and/or instructing unless such injury loss or damage was caused by, or resulted from negligence or deliberate act.

I accept responsibility for his/her/their conduct whilst participating in club activities and in/around the Club premises. I understand that sailing, in common with all water sports, has its attendant risks. I further understand that the Club is only able to provide rescue facilities during the hours of organised Club activities and that, outside these hours, the Club cannot be expected to exercise supervision or control.

I undertake to ensure that he/she/they will attend the Salterns Sailing Club suitably clothed and provided with suitable buoyancy. I accept responsibility for the seaworthiness of his/her/their boats and for their insurance against third party claims to the sum of at least £1,000,000.

I understand that the decision to allow the above named to participate in any activity at the Club is my sole responsibility. I declare that the above named can swim 10 metres unaided. I declare that I have disclosed in writing any medical problems that might possibly affect the above named during the course of Club activities. I consent to any emergency medical treatment necessary during the course of the organised Club activities.

I also understand that if, at any time, any boat park fees payable to the Club by any member or former member shall be three months or more in arrears:

- the Committee shall be entitled to move the boat to any other part of the Club premises or elsewhere without being liable for any loss of or damage to the boat howsoever caused.
- the Committee shall be entitled upon giving one month's notice in writing to the member or former member, at his last known address shown in the register of members, to sell the boat and to deduct any monies due to the Club (whether by way of arrears of subscription or mooring/storage fees or otherwise) from the net proceeds of the sale before accounting for the balance, if any, to the member or former member.
- alternatively any boat which in the opinion of the Committee cannot be sold may, upon such notice as aforesaid, be disposed of in any manner the Committee may think fit and the expenses recovered from the member or former member.

Further, the Club shall, at all times, have a lien over members' or former members' boats parked on the Club premises in respect of all monies due to the Club, whether in respect of arrears in boat park fees or subscriptions or otherwise.

Signed \_\_\_\_\_ Relationship or Capacity \_\_\_\_\_

Full Name \_\_\_\_\_ Address \_\_\_\_\_

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Data Protection Act: The Club holds personal data on computer and in paper form. This information is held for purposes of compliance with the law, defence of any legal proceedings, management of the Club's administration, including the collection of subscriptions, event planning, mailing of information to Members and qualifications. Home telephone numbers will be printed in the Club programme. By paying your subscription and commencing or continuing your membership you are deemed to consent to the information that you supply being held on computer and used for the aforementioned purposes. We will keep safe the information which you supply and prevent unauthorised disclosure.

Revised: 21 March 2015



SALTERNS SAILING CLUB  
Adult Helpers Form 2013

Name: .....

Address: .....

.....

Tel: Home: ..... Mobile: .....

Name/s of participating children: .....

Next of Kin details:

Name: .....

Address: .....

..... Postcode: .....

Tel: Home: ..... Mobile: .....

Work: ..... Email: .....

Health/Medical Declaration (important in case first aid required)

Please give details of known health problems, significant medication. If none, write "Nil"

.....

.....

.....

If you are not a member of Salterns Sailing Club, upon signing this form you will be a temporary member for the Moppy Camp you are attending and will abide by all Club rules.

I confirm that I am aware of/have read the contents of the Club Sailing Safety Policy

Signed: ..... Date: .....

# SALTERNS SAILING CLUB

## Child Protection References

Surname ..... Christian Name .....

Address .....

Tel No 1) ..... M: ..... Postcode .....

Are you a person known to any Social Services department as being an actual or potential risk to children?  
YES / NO (if yes please supply details)

Have you had any disciplinary sanction relating to child abuse? YES / NO (if yes please supply details)

### Important:

**I have read and understand the rules applying to the Club's Child Protection Policy and agree to abide by these. I hereby consent to the Club undertaking police and/or social security checks against me. I understand that the information contained in this form, the results of these checks and information supplied by third parties, will be included on the RYA Child Protection List and may be passed on to organisations who have an interest in child protection issues.**

Signed ..... Date .....

### Reference One

I have known the above named person for ..... years. I certify that I know of no reason why they should not work with children.

Name ..... Position .....

Address .....

..... Postcode .....

Tel No .....

Signature ..... Date .....

### Reference Two

I have known the above named person for ..... years. I certify that I know of no reason why they should not work with children.

Name ..... Position .....

Address .....

..... Postcode .....

Tel No .....

Signature ..... Date .....

# Salterns Sailing Club

## PARENTAL DISCLAIMER FOR TEMPORARY GUESTS

Please read carefully and sign the guest book to agree to the conditions listed below.

In consideration of you accepting my child/ren at my request as temporary members of Salterns Sailing Club for the day, I agree that I will not for myself or for my child/ren hold the Club, its officers, members or assistants liable for any injury or damage or loss suffered by my child/ren while engaged in club activities at the club premises or elsewhere.

I will indemnify the Club, its officers, members and assistants against all actions, claims, or demands or injury suffered by persons and/or their property arising out of or during the course of their activities whilst training and/or coaching and/or instructing unless such injury, loss or damage was caused by, or resulted from negligence or deliberate act.

**I accept responsibility for my child/ren's** conduct whilst participating in Club activities and in/around the Club premises. I understand that sailing, in common with all other water sports, has its attendant risks. I further understand that the Club is only able to provide rescue facilities during the hours of organized Club activities and that, outside these hours, the Club cannot be expected to exercise supervision or control.

I undertake to ensure that my child/ren will attend the Club suitably clothed and provided with suitable buoyancy. I accept responsibility for the seaworthiness of their boats and for their insurance against third party claims to be at least £1,000,000.

I understand that the decision to allow my child/ren to participate in any activity as temporary members at the Club is my sole responsibility. I declare that my child/ren is aged 4 or over and can swim at least 10 metres unaided.

I declare that I will make known any medical conditions that my child/ren may have that will impact on their participation to the committee parent on duty or to the member who has invited my child/ren to participate in **the Club's activities as temporary member.**

I will respect and undertake to ensure **that my child/ren abide by the Club's** rules at all times.



# Salterns Sailing Club

# Guest Book

Guests are always welcome. Only full members can bring guests. Please bring only one guest family per member. Guests can also be signed in by a Duty Parent during organised sailing sessions.

A parent or guardian of any guest child (Temporary Members) must complete an entry in this book and pay £3 per child.

**Please do NOT remove any pages from this file.**



## Salterns Sailing Club

# Signing in Guests

The parent or guardian of the guest complete an entry for each guest child who would like go sail.

The parent or guardian should read the Parental Disclaimer and Basic Rules

then sign their entry to say they agree.

The member or Duty Parent signing the guests in should add their name.

Each guest child can visit 3 times in one calendar year.

Temporary Member fees of £3 per child (to cover insurance) to be put into blue tin in the desk drawer.

Please ask the Duty Committee Member if you have any queries.

Disclaimer and Basic Rules are on the laminated sheets in this file.

## PARENT SIGNATURE FORM FOR TEMPORARY GUESTS

2013 Day/Month	Name of Guest Child	AGE Of Guest Child	1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> visit as a guest	Home Address of Guest Child	Signature of Parent or Guardian confirming Disclaimer and Basic Rules will be abided by	£3.00 Fee paid and put into blue tin	Name of Member or Duty Parent signing guests in
Eg 9 Apr	OLIVER BROWN	8	1 <sup>st</sup>	The Barn, Norleywood, So41	R T Brown	Yes	M GORMAN

# Salterns Sailing Club

## BASIC RULES

Please refer to Membership Handbook for all rules and guidelines

All adults and children on or in the water should wear a buoyancy aid.

Children aged 14 and under must be properly supervised by their parents or designated adult at all times.

A junior must be aged 6 or older to helm.  
A junior must be aged 4 or older to crew a boat.

At busy times, please share the boats. Return to the pontoon every 20 minutes to check if anyone else would like a sail.

No adults to sail without a child and only in a scow.  
Adults cannot sail the optimists, teras or moths.

Only members with **RED** pennant or equivalent to sail Teras.  
Only one child per Tera.

Only members with **BLUE** pennant or equivalent to sail Moths.  
Only one or two children per Moth.

Do not climb on the roofs of the boat kennels.

Do not crash or capsize the boats deliberately.

Do not land on the islands – it upsets the wildlife.

Cars must be parked in designated areas.  
Do not obstruct the road to Salterns Cottage.

Boats should be washed before stowing.  
Please put boats back in the correct kennels.

Guests can visit Salterns up to 3 times in one year  
Guest must sign into the Guest Book and pay their fees.

Report all damage to a committee parent or log in the Damage Book

No dogs are permitted on the pondside of the clubhouse or inside. Members are asked not to bring dogs to the club.

No sailing is allowed during the winter (after the AGM in December or before the First Session in Spring)

This is a SSSI – be kind to the wildlife, do not pollute the water and help keep the club tidy.

Rubbish is not collected by the council – please take with you.

**It is every member's responsibility to know the rules and abide by them.**

# SALTERNS SAILING CLUB

## SAILING PENNANT SYSTEM

2013

Sailing Pennants will be presented during Moppy Camp weekends. Should sailors not quite meet the criteria or complete the sailing test to the satisfaction of the Pennant Leader and it is recommended they progress with further sailing practice and a further test following a Moppy Camp to achieve their Red, Blue or Green Pennant, the following will prevail:

- 1 Sailors can nominate themselves for Pennant afternoons if it has been suggested by the Pennant Leader following a Moppy Camp.
- 2 Pennants will be for sailors looking to achieve Red, Blue or Green. There will be no pennant system for Yellow or Orange.
- 3 During the sailing season, dates would be offered by the Committee Members/Assessors listed below for sailing tests to take place.
- 4 To enable sailors to attend a sailing test and to be eligible, they must comply with the following Pennant rules.
  - a) Each sailor must make up and keep his/her own log book to record dates and times of actual sailing at Salterns and sailing conditions.
  - b) After each sailing time, the book must be signed by the Duty Committee Member/Duty Officer, who will verbally check what sailing they have completed and for how long and log the weather conditions. No retrospective entries/signatures or signatures by others will be permitted.
  - c) The maximum qualifying time is 2 hours in any one day. The minimum overall qualifying time is 20 hours' sailing. Moppy Camp does not qualify for sailing hours. All other organised sailing events at Salterns will qualify.
  - d) Qualifying sailors can turn up on any Sunday afternoon to build up their qualifying hours, however there will be no instruction on these days.



- e) To be offered a Pennant, the sailing test must be passed on two separate days, with two different Committee Members/Assessors. The test, sailing conditions and qualifying standard will be advised by the Committee Members/Assessors at that time. Log books will be signed to certify achievement or that more sailing time is required.
- f) The sailing tests will be demonstrate a good standard of sailing ability and seamanship and should be carried out in the following boats:
- Red Pennant - Club Optimist
  - Blue Pennant - Private Optimist
  - Green Pennant - Club British Moth

This system will be reviewed after 12 months.

	INDIVIDUAL ITEMS	SAILING TEST
RED PENNANT	All Committee members	Andrew Eady Nick Eales Mark Fowle Martin Gorman David Smethurst
BLUE PENNANT	Andrew Eady Nick Eales Mark Fowle Martin Gorman David Smethurst	Andrew Eady Nick Eales Mark Fowle Martin Gorman David Smethurst
GREEN PENNANT	Steve Boyd John Claridge Tom Dudley Edward Harrison David Simpson Hannah Snellgrove	Steve Boyd John Claridge Tom Dudley Edward Harrison David Simpson Hannah Snellgrove

# Yellow Pennant (RYA Stage 1)

Has knowledge of  
Wind direction

Understands

Effects of the boat controls

Basic principles of stopping controlling speed and getting out of irons

How to prepare for a tow

What action to take to help those in distress

Importance of staying with a capsized boat

Local hazards

Can Tie

Figure of eight

Cleat a halyard

Can

Put on personal buoyancy correctly

Understands personal safety and what to wear for sailing, including head and footwear

Assist with rigging a boat

Name the basic parts of the boat

Launch a single hander and get under way with instruction

Secure a boat to a trolley

Assist with recovery and stowage of dinghy and gear

Call for assistance

Can paddle or row

a. Paddle around a course

b. Paddle and use a daggerboard

c. Paddle and use daggerboard and rudder

Can be a responsive crew under instruction

Steer when being towed.

Do a tacking land drill

Steer a straight course when sailing

Steer reach to reach and go about

Is confident in water wearing personal buoyancy

# Orange Pennant

Has knowledge of

The principles of the 5 essentials

All points of sail

Onshore and offshore winds

Understands

How to choose the correct size buoyancy aid

What is meant by the no go zone, close reach, beam reach, broad reach and lying to

Several ways of finding the wind direction

What is meant by upwind sailing

What is meant by windward, leeward, and gybing

Can Tie

Figure of eight

Cleat a halyard

Round turn and two half hitches

Can

Name the basic parts of the boat

Rig a single hander

Do a tacking land drill

Steer reach to reach and tack with good basic technique

Get out of irons

Control speed with the mainsheet

Stop by lying to

Sail a shallow triangle, beam reach, close reach, broad reach, (gybing optional)

Go about, sailing close reach to close reach

Right a capsized single hander

Return to the pontoon safely

Secure a boat to a pontoon

# Red Pennant (RYA 2)

Knowledge of  
Spars and rigging  
Parts of the sail  
Sail controls and foils  
Onshore and offshore winds  
Telling someone ashore  
The dangers of manmade hazards  
Has knowledge of port / starboard rule.

## Understands

Returning to a beach or pontoon in an offshore wind  
What to wear  
How to manoeuvre a boat on a trolley, clear of other boats  
The potential dangers of overhead cables etc.  
Several ways of finding the wind direction  
The principles of the 5 essentials  
What is meant by the no go zone, close reach, beam reach, broad reach and lying to  
What is meant by upwind sailing  
What is meant by windward, leeward, and gybing  
Returning to a beach or pontoon in an offshore wind an onshore wind  
How to prepare for a multiple tow  
The 5 essentials

## Can Tie

Tie: Round turn and two half hitches  
Reef Knot

## Can

Choose and correctly adjust a personal buoyancy aid  
Launch and recover a small dinghy in an offshore wind.  
Put a single hander head to wind and rig  
Control speed, stop by lying to and get out of irons  
Sail a shallow triangle, beam reach, close reach, broad reach, (gybing optional)  
Go about, sailing close reach to close reach

Tack upwind Sail close haul to close haul checking the luff

Sail downwind and Gybe in light winds

Pick up a multiple tow

Can do a gybing land drill

Capsize recovery

Be scooped in during a capsize recovery in a crewed dinghy

Right a single hander

# Blue Pennant

## Knowledge of

Basic racing, the course and starting procedures.

## Understands

The basic terminology used afloat

All points of sail and the no go zone

How a sail works, basic aerodynamic theory

The Beaufort wind scale

The importance of clear communication afloat

Basic rules - port /starboard, windward boat and overtaking boat

The importance of personal safety equipment

## Can Tie

Round turn and two half hitches Reef knot Bowline

## Can

Can identify the kite mark / CE label

Rig, launch and recover in an offshore wind

Sail on all points of sailing on a triangular course.

Demonstrate good use of the 5 essentials

Do a gybing land drill using the tiller extension

Sail an upwind downwind course. – On the downwind leg gybing from training run to training run

Get out of irons

Stop a boat by lying to

Demonstrate good speed control.

Sail backwards away from a pontoon in an offshore wind.

Prepare for and take up a tow from a power craft

Right a capsized dinghy efficiently bail out and sail on.

Store a dinghy ashore

# Green Pennant (RYA Stage 3)

Knowledge of

Spring and neap tides

Where to find out tidal information

Understands

The basic terminology used afloat

All points of sail and the no go zone

How a sail works, basic aerodynamic theory

The importance of personal safety equipment

Basic safety equipment e.g. anchor paddle bailer

Boat buoyancy

The Beaufort wind scale

When to reef

How to read a tide table

Telling someone ashore

Lee shore dangers and sailing in close company with other water users

Advice to give to inland sailors for coastal sailing

The dangers of hypothermia and the importance of first aid training

The course and starting procedures for racing

The importance of clear communication afloat

How to recover a man overboard

Can Tie

Bowline Clove Hitch Rolling Hitch

Can

Obtain and interpret a weather forecast

Reef a dinghy ashore according to weather conditions.

Rig, launch and recover in an offshore wind

Sail backwards from a pontoon in an offshore wind.  
Demonstrate the 5 essentials whilst sailing on all points of sail.  
Tack upwind – effective upwind sailing and tacking technique  
Gybing from training run to training run  
Apply basic IRPCS (international regulations for prevention of collisions at sea.)  
Right a capsized dinghy as helm and crew  
Bail and sail effectively after a capsize  
Come alongside a moored boat  
Pick up a mooring  
Prepare for and take up a tow from a power craft  
Store a dinghy ashore