



SALTERNS SAILING CLUB

ORGANISATION & MANAGEMENT DOCUMENT
2020

APPROVED AT THE 9 MARCH 2020 MANAGEMENT COMMITTEE MEETING

SALTERNS SAILING CLUB

"A club run by children for children"

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SECTION 1 – PURPOSE AND INTRODUCTION

Purpose of document

- 1.1 This document sets out how the main activities of the Salterns Sailing Club are organised.
- 1.2 For completeness, it also covers the following policies required under the Club’s constitution dated 2 December 2018 and relevant Byelaws:
 - a. the Disciplinary Policy (see paragraph 3.17 of the constitution)
 - b. the Safeguarding and Child Protection Policy (paragraph 4.20)
 - c. the Health and Safety and Environmental Protection Policies (paragraph 4.21)
 - d. the Data Privacy Statement (paragraph 3.34), and
 - e. the “method statement” referred to in Byelaw 11(c).
- 1.3 This document is also intended to demonstrate how compliance with paragraph 2.20 of the lease dated 12 May 2014 is to be achieved and incorporates the “Method Statement” and “Child Welfare Policy” referred to in that paragraph.

Purpose of the Club

- 1.4 The purposes for which the Club is formed are to encourage and organise sailing, and such social and other facilities for Members as may be from time to time determined, for children under 16 years of age, and to give them experience in the organisation and administration of a sailing club.
- 1.5 Those young members with sufficient aptitude will be encouraged to gain RYA qualifications and take part in formal sailing events and racing.

Club site

- 1.6 The eight acre pond at which the Club is based is approximately 1.5m deep at its deepest point and is landlocked on all sides. It provides an ideal site to achieve the Club’s aims in a properly organised and supervised environment.

Sailing activities

- 1.7 Club sailing can be divided into three distinct types of sailing activities, namely:
 - a. *Formal (including RYA) training*, which for the purpose of this document includes Moppy Camps, Mini Courses, and assistant instructor training sessions,
 - b. *Organised Club events*, including Affiliate Sailing, Moth and Tera Racing, Children in Need, Halloween/Bonfire night, the Over the Wall event and Bronze Fleet, and
 - c. *Other Club Sailing*, which may include
 - Weekend afternoon Club sailing, and
 - Free Sailing.

These are summarised in the table below along with the person responsible for the application of the Health and Safety policies set out in appendix 1 of this document during each such event. The rest of this document should be interpreted accordingly.

	Formal Training (including RYA training)	Organised Club Events	Other Club Sailing
Events covered	Moppy Camp Instructor training Mini Courses	Affiliate Sailing Moth and Tera Racing Children in Need Halloween/Bonfire night Over the Wall Bronze Fleet	Weekend Club Sailing Free Sailing
Responsible person	Senior Instructor in charge	Officer of the Day	Parent

Organisation

- 1.8 The Management Committee shall appoint in writing a person to undertake the role of **RYA Principal** as defined by the RYA from time to time. The appointment, and the terms of the appointment, will be subject to the approval of the Trustees.
- 1.9 The **RYA Principal** undertakes to maintain standards of RYA recognition and
- a. will give a personal undertaking to ensure compliance by the Club with the Recognition Guidance Notes and the relevant vessel checklists, training scheme logbooks and handbooks
 - b. holds overall responsibility for compliance with these Recognition Guidance Notes
 - c. along with the Club, must be fully aware of their responsibilities under any statutory or common law duty of care owed to trainees
 - d. has sought professional advice to assure themselves that they hold adequate insurance cover and comply with the RYA's public liability insurance requirements.
 - e. is expected to ensure all activities at the centre are conducted within the spirit of recognition and the Code of Conduct, using suitably qualified or experienced staff.
- 1.10 The Management Committee shall appoint in writing a person to undertake the role of **Chief Instructor** as defined by the RYA from time to time. The appointment, and the terms of the appointment, will be subject to the approval of the Trustees.
- 1.11 The **Chief Instructor** will be responsible for the running of formal RYA training activities, including Moppy Camps and related RYA training. The Chief Instructor undertakes to maintain standards of RYA recognition. In particular the Chief Instructor:
- a. has day-to-day responsibility for the standards of training, equipment maintenance and wellbeing of the students and instructors.
 - b. has responsibility for staff training, selection, mentoring and compliance with the Code of Conduct.
 - c. must ensure that instructors are suitably experienced and competent for the particular role they are being asked to fulfil.
 - d. must be readily available to deal with issues relating to course delivery, particularly issues arising from instructors and students.
 - e. must be sufficiently engaged with the day-to-day operation of the centre to enable adequate oversight of all processes relating to course booking and delivery.
- 1.12 Other Club Sailing will be under the general direction of the **Sailing Officer**. The Sailing Officer is elected each year by the membership and is a member of the Management Committee. He or she shall
- a. be responsible for coordinating the appointment by the Management Committee of the RYA Principal and Chief Instructor,
 - b. be responsible for promoting the training of suitably qualified instructors,
 - c. must ensure this document (that incorporates a method statement for running the Club's sailing activities, and a code of practice for review by the RYA) is maintained and seek approval of this document by the Management Committee and the Trustees annually.

Administrative matters

- 1.13 The Club Secretariat will ensure that all correspondence and advice affecting sailing activities is passed to the Sailing Officer and, where relevant, the RYA Principal, Chief Instructor and/or the Officer of the Day that may be affected.

Auditing Club Sailing

- 1.14 External Audits of the Club, as a Recognised Training Centre, will be carried out by the RYA as it requires.
- 1.15 Internal Audits of Club Sailing activities will be arranged by the President at least once a year to ensure that the requirements set out in this document are being carried out.

Review of this Document

- 1.16 The Sailing Officer will maintain this document, ensure that it is reviewed by the RYA Principal and Chief Instructor formally by April each year and seek approval of this document by the Management Committee and the Trustees annually.

SECTION 2 – FORMAL (INCLUDING RYA) TRAINING

- 2.1 This section describes the organisation and management of formal (including RYA) training, including Moppy Camp, Mini Courses, and assistant instructor training.
- 2.2 The Moppy Camp Weekends and assistant instructor training sessions are, typically, the only time when the club acts formally as a recognised RYA Training Centre although the club may, from time to time, run those RYA courses for which it is recognised to offer under its RYA recognition.
- 2.3 The organisation of each Moppy Camp and instructor training session, as well as the Mini Courses and any other RYA courses, should follow the guidelines and advice on running RYA Training Centres.

Moppy Camps

- 2.4 Normally, each of the two Moppy Camps will be conducted during a weekend on Saturday and Sunday, as specified in the Club's programme, between approximately 09.00 and 17.30 each day.
- 2.5 Moppy Camps provide a fixed length course, allowing candidates to work towards "Pennants" which may be awarded to recognise the achievements of those participating in Moppy Camps. The Pennant Scheme aims to help members from about the age of 7 to learn seamanship in an organised and supervised environment. The syllabus for each Pennant is set out in Appendix 6. The syllabus for some Pennants overlaps with and incorporates the syllabus for one of the Stages 1 to 4 of the RYA's Youth Sailing Scheme and, where such courses are delivered in accordance with the RYA's Recognition Guidance Notes, candidates may be awarded the relevant RYA certificate where they meet the relevant requirements and successfully complete the course.
- 2.6 Those members with sufficient aptitude will be encouraged to gain further RYA qualifications.
- 2.7 Attendance at a Moppy Camp does not automatically mean that the Pennant being undertaken will be awarded. The Chief Instructor, or Senior Instructor in charge, will have, at all times, the right to say whether a young member has reached the sufficient standard to pass each award at a Moppy Camp.

Organisation

- 2.8 The Management Committee will appoint a Moppy Camp coordinator to assist the Chief Instructor co-ordinate each Moppy Camp.
- 2.9 The Chief Instructor will also 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.
- 2.10 The Chief Instructor will appoint a "Pennant Leader" for each Pennant being undertaken and will allocate a number of helpers to work with the Pennant Leader throughout the event depending on the numbers in the group. The Pennant Leaders will be responsible for their group at all times during the Moppy Camps and will keep the Chief Instructor (or Senior Instructor) fully informed of any accidents or incidents occurring during the event or any disputes / discipline problems that may occur.
- 2.11 The RYA Principal will review the Risk Assessment and Health and Safety Policy set out in the appendices to this document annually at the start of the sailing season each year (and in doing so will consult with the Chief Instructor) and make his/her recommendations to the Management Committee.

Resources

- 2.12 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:

- a. The Club on specified weekends.
- b. Club boats as agreed with the Bosun and the facilities to enable members to qualify to RYA standards in their operation.
- c. Winter maintenance time and facilities.
- d. 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.
- e. 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.
- f. Club rowing boats as agreed with the Bosun.
- g. Changing facilities for use by the Junior Members and Instructors.
- h. Social facilities to support the needs of the programme.
- i. Secretarial facilities to support the needs of the programme.

2.13 The Management Committee will support the following classes of boat for the purposes of Moppy Camps:

- a. International Optimist
- b. RS Tera
- c. Lymington River Scow
- d. British Moth

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

Other formal training – including mini courses and instructor training.

2.15 Other formal training will be organised consistently with that described above for Moppy Camps, but with adjustments appropriate only to the likely smaller scale of the event.

Supervision

2.16 All training sessions must be supervised by an RYA Senior Dinghy Instructor or Coach/Assessor approved by the Chief Instructor.

2.17 Each member, or, if the member is under age 18, the parent or guardian of that member, wishing to participate in the training should confirm their consent in the form currently approved by the Club and substantially in the form recommended by the RYA and agreed by the Club insurers before the member may take part in any training.

2.18 At the beginning of each training session a roll call / registration will be taken and the following information taken.

- a. The name of the Member
- b. The Pennant in which they are participating
- c. A contact number that can be used throughout the event in case of Emergency
- d. 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.

2.19 The Pennant Leaders will be responsible for calling their groups together at regular intervals throughout the training and checking that all juniors allocated to their groups are present and suitably clothed for the activities, wearing a Personal Flotation Device conforming to ISO 12024 and with a minimum buoyancy of 50N at all times.

2.20 The number of 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.

2.21 Parents should attend the Senior Instructor's briefing at the start of each day at which they will be informed of the time to collect their children. Each participating child should be signed out by their parent at the specified time at the end of each day unless (if the child is aged 14 or over on the first day of the camp) they have confirmed that the child may sign themselves out before leaving the site.

Eligibility

- 2.22 Any Junior between the ages of 7 (younger at the Chief Instructor's discretion and when accompanied by a parent or guardian) and 16 who is a member of the club and who can swim 25m unaided.

Helpers

- 2.23 All adult helpers should complete a Personal Details Form and a Child Protection Declaration. If the helper is under age 18, the parent or guardian of that helper should confirm their consent in the form currently approved by the Club and substantially in the form recommended by the RYA and agreed by the Club insurers before the helper may participate in the event.
- 2.24 The Club should maintain a database of all helpers with their relevant qualifications and revalidation dates if applicable.
- 2.25 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.
- 2.26 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.

SECTION 3 – ORGANISED CLUB EVENTS AND OTHER CLUB SAILING

- 3.1 This section describes the organisation and management of organised club events and other club sailing not already covered by Section 2.
- 3.2 It is a requirement that a parent or guardian of the child using the facility should confirm their consent in the form currently approved by the Club and agreed by the Club insurers before the child may participate in organised club events or free sailing.
- 3.3 Participants should be able to swim 10 metres unaided and a Personal Flotation Device conforming to ISO 12024 and with a minimum buoyancy of 50Ns should be worn at all times by children and parents whilst on or in the water. Where conditions allow, a less confident swimmer may, wearing a personal flotation device appropriate to their swimming ability, sail when accompanied by an adult, either in the boat with the sailor or in the water adjacent to their boat.

BRONZE FLEET

- 3.4 The Bronze Fleet will be organised to provide sail and race training, formal racing and the social events that are normally associated with such events for child and full members between the ages of 6 and 15 and sailing in International Optimist dinghies.

Organisation

- 3.5 The Head of Bronze Fleet is to draft a programme annually to be approved by the Management Committee before the start of the season and which may be amended subject to approval by the Management Committee.
- 3.6 All members of the Bronze Fleet are to be encouraged to be members of the Optimist Association.

Resources

- 3.7 The Club will endeavour to provide sufficient resources to allow the operation of the Bronze 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.
- 3.8 The Club will also make available the following:
- a. The use of Club boats as agreed with the Bosun.
 - b. A dinghy storage area in the vicinity of the Club for storing International Optimists.
 - c. Changing facilities for use by the Junior Members.
 - d. Such social and secretarial facilities as are required to run the Bronze / Optimist Fleet.

Supervision

- 3.9 Bronze Fleet sessions are to be supervised by an Officer of the Day (OOD). He/she is solely responsible during each such event for the application of the Health and Safety and Environmental Protection Policy, Safeguarding and Child Protection Policy and Guidelines for OODs laid down in the Appendices to, and Section 5 of, this document.
- 3.10 Notwithstanding this, each member should be supervised at all times by a parent or guardian (or someone appointed in loco parentis by the parent or guardian) who is capable of offering assistance to the member should they require it, or in the event of an injury or accident.

TERA FLEET

- 3.11 The Tera Fleet will be organised to provide sail and race training, formal racing and the social events that are normally associated with such events for child and full members between the ages of 6 and 15 and sailing in RS Tera Sport dinghies.

Organisation

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

Resources

- 3.13 The Club will endeavour to provide sufficient resources to allow the operation of the Tera 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.
- 3.14 The Club will also make available the following:
- a. The use of Club boats as agreed with the Bosun.
 - b. Changing facilities for use by the Junior Members.
 - c. Such social and secretarial facilities as are required to run the Tera Fleet.

Supervision

- 3.15 Tera Fleet sessions are to be supervised by an Officer of the Day (OOD). He/she is solely responsible during each such event for the application of the Health and Safety and Environmental Protection Policy, Safeguarding and Child Protection Policy and Guidelines for OODs laid down in the Appendices to, and Section 5 of, this document.
- 3.16 Notwithstanding this, each member should be supervised at all times by a parent or guardian (or someone appointed in loco parentis by the parent or guardian) who is capable of offering assistance to the member should they require it, or in the event of an injury or accident.

ORGANISED CLUB SAILING EVENTS (AS PER PROGRAMME)

- 3.17 The Club organises a number of organised sailing events as specified in the club programme.
- 3.18 These sessions may take place with club boats or privately owned craft.

Organisation

- 3.19 With the support of the Sailing Officer, the Junior Committee is to draft a programme annually to be approved by the Management Committee before the start of the season. This programme may be amended, subject to approval by the Management Committee.
- 3.20 All members of the club are to be encouraged to participate in these events subject to competence.

Resources

- 3.21 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:
- a. The use of Club boats.
 - b. A dinghy storage area in the vicinity of the Club for storing privately owned vessels.
 - c. Changing facilities for use by children.
 - d. Such social and secretarial facilities as are required to run the Club sailing / organised events.

Supervision

- 3.22 All organised sailing events are to be supervised by an Officer of the Day (OOD). He/she is solely responsible during each such event for the application of the Health and Safety and Environmental Protection Policy, Safeguarding and Child Protection Policy and Guidelines for OODs laid down in the Appendices to, and Section 5 of, this document.
- 3.23 Notwithstanding this, each member should be supervised at all times by a parent or guardian (or someone appointed in loco parentis by the parent or guardian) who is capable of offering assistance to the member should they require it, or in the event of an injury or accident.

INFORMAL CLUB SAILING AND FREE SAILING

- 3.24 The Club organises informal sailing sessions for Club members each weekend throughout the season or as specified in the club programme. These sessions, which are normally on a Saturday or Sunday, are to provide sailing experience, informal racing and the social events that normally are associated with such events.
- 3.25 These sessions may take place with club boats or privately owned craft.
- 3.26 The use of the club for free sailing is also encouraged at any time between dawn and dusk during the season (which is as determined by the Management Committee but in any case shall not fall outside of the period 15 March to 7 December each year), including during the week and at the weekend, except at times when an event requires the exclusive use of the Club's facilities. (The main regular event when free sailing is not permitted is at the times when a Moppy Camp is taking place.)
- 3.27 For the avoidance of doubt, free sailing is permitted by members when an Affiliate group is using the Club's facilities and in those circumstances, the arrangements in this section apply to the free sailing, whereas the arrangements in the next section apply to the Affiliate group activities.

Organisation

- 3.28 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.
- 3.29 The club equipment is available for use by each member.
- 3.30 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.

Resources

- 3.31 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 club boats at times of high demand.
- 3.32 Free sailing activities take place subject to all members having due regard for and exercising normal safety practices.
- 3.33 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.
- 3.34 The Club will also make available the following:
- a. The use of boats.
 - b. A dinghy storage area in the vicinity of the Club for storing privately owned dinghies.
 - c. Changing facilities for use by children.
 - d. Such voluntary or professional facilities to maintain the club boats.

Supervision

- 3.35 It is the sole responsibility of the parent or guardian of each member wishing to use the club facilities or boats (or someone appointed in loco parentis by the parent or guardian) to:
- a. remain in attendance at all times, supervise the activities and behaviour of that member on the club premises and, at all times when boats are on the water, ensure that either a safety boat is in attendance and/or adults are available and prepared to enter the water to assist if required
 - b. encourage the member to carry out appropriate checks (or he or she should carry out those checks themselves) to make sure that the vessel is safe to use in the conditions and to assess the extent to which there are any parts missing, or the vessel incorrectly rigged, so as to affect the safety of the vessel, and not to use the vessel if any defects are found
 - c. report any defects to the Bosun
 - d. encourage members to comply with the club's Byelaws and policies
 - e. encourage all parents / guardians /helpers and juniors to wear a Personal Flotation Device conforming to ISO 12024 and with a minimum buoyancy of 50N (or a more appropriate personal flotation device as required) when on the water
 - f. put away any club property and /or vessels in a clean and secure way
 - g. not allow members to damage the environment around the club in any way
 - h. not allow members to land on the islands within the lake
 - i. not allow club boats to be overloaded above the recommended crew for each vessel.

UN-PROGRAMMED SAILING SESSIONS (OTHER THAN FREE SAILING)

- 3.36 Un-programmed sailing sessions for Members using Club resources will be allowed as long as the following procedures and policies are followed.
- a. An approved OOD agrees to be responsible for the application of the Health and Safety and Environmental Protection Policy, Safeguarding and Child Protection Policy and Guidelines for OODs laid down in the Appendices to, and Section 5, of this document.
 - b. The Officer of the Day agrees that the requested Club resources are available.
 - c. Each member should be supervised at all times by a parent or guardian (or someone appointed in loco parentis by the parent or guardian) who is capable of offering assistance to the member should they require it, or in the event of an injury or accident.

The Sailing Officer 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 Management Committee any perceived misuse.

SECTION 4 – AFFILIATE GROUPS

- 4.1 The Club's constitution allows the Management Committee to admit and remove affiliate groups from time to time. This section sets out guidance for the organisation and management of activities by Affiliate groups for Affiliate Members.
- 4.2 Affiliate Members (ie participating members of the Affiliate Group) are members of the Salterns Sailing Club. This means that each such person will be subject to the rules regulations and constitution of the Club.
- 4.3 The Club's facilities are available to the Affiliate Members from April to October, as specified by the Management Committee.
- 4.4 Each Affiliate Member may use the facilities of the Club during specified times and these will be reviewed annually. If required, these times may be varied or shared, as directed by the Management Committee.
- 4.5 Each Affiliate Member does not have exclusive use of the facilities during its specified times but must share the facilities with other members (including non-Affiliate Members) of the Club.
- 4.6 It is a requirement that a parent or guardian of the child using the facility should confirm their consent in the form currently approved by the Club and agreed by the Club insurers before the child may participate in the event.
- 4.7 For Affiliate Members, the Management Committee has set the maximum age for helming to be 10, measured as at the 31 August prior to the previous AGM (ie up to and including school year 6). All Club rules and Byelaws also apply to Affiliate Members. Parents of Affiliate Members are not allowed to sail on the water by themselves.
- 4.8 Each Affiliate Member may have use of the "starfish", Scows and all but two of the Plastic Optimists which are to remain ashore for non-Affiliate Member use. Please note the fibreglass optimists, RS Teras and the moths are not available for use by Affiliate Members.
- 4.9 Affiliate Members may however provide their own paddle boards, Moths, RS Teras or GRP Optimists. The use by Affiliate Members of other types of sailing dinghies will not be permitted on the pond and the use of outboard motors is prohibited. If a vessel owned by an Affiliate Member (ie one not owned by the Club) is used, the parent or guardian of the Affiliate Member should confirm that the boat has:
 - a. Adequate third party insurance which will be maintained whilst the boat is in use or stored on the Club premises, and
 - b. Has been adequately maintained for the purpose for (and location in) which it is to be used.
- 4.10 The OOD (see section 5) should ensure that, at all times when boats are on the water, either a safety boat is in attendance and/or adults are available and prepared to enter the water to assist if required.
- 4.11 Participants should be able to swim 10 metres unaided and buoyancy aids should be worn at all times by children and parents whilst on or in the water. Where conditions allow, a less confident swimmer may, wearing a personal flotation device appropriate to their swimming ability, sail when accompanied by an adult, either in the boat with the sailor or in the water adjacent to their boat.
- 4.12 At the commencement of each session a person must be delegated to be OOD (Officer of the Day) and sign the duty book along with the date and a register of children participating.
- 4.13 There will be an annual fee for each Affiliate Member which will set by the Management Committee.
- 4.14 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. All heaters and lights should be switched off before leaving and locking the club.

- 4.15 All Affiliate Group sailing sessions are to be supervised by an Officer of the Day (OOD). He/she is solely responsible during each such session for the application of the Health and Safety and Environmental Protection Policy, Safeguarding and Child Protection Policy and Guidelines for OODs laid down in the Appendices to, and Section 5 of, this document.
- 4.16 Notwithstanding this, each member should be supervised at all times by a parent or guardian (or someone appointed in loco parentis by the parent or guardian) who is capable of offering assistance to the member should they require it, or in the event of an injury or accident.

SECTION 5 – GUIDELINES AND TRAINING FOR OFFICERS OF THE DAY

Officers of the Day

- 5.1 The Officer of the Day (OOD) is the designated club member/ committee member / instructor / chief instructor who is solely responsible during each relevant session for the application of the Health and Safety and Environmental Protection Policy, Safeguarding and Child Protection Policy and Guidelines for OODs laid down in the Appendices to, and this Section 5 of, this document.
- 5.2 This does not override the general requirement, outside of formal training sailing sessions, that each member should be supervised at all times by a parent or guardian (or someone appointed in loco parentis by the parent or guardian) who is capable of offering assistance to the member should they require it, or in the event of an injury or accident.
- 5.3 The training and appointment of OODs is the responsibility of a person approved by the Management Committee which, for the 2020 season shall be the Affiliate Liaison Officer or such other person as shall be approved by the Management Committee for a particular training session).
- 5.4 The Sailing Officer shall maintain a list of approved OODs who are the only people entitled to act as OOD at an Affiliate Member sailing session and at non formal sailing sessions that require OOD involvement.

Guidelines for Officers of the Day

- 5.5 This Section sets out guidelines for individuals acting as Officers of the Day at Club or Affiliate Group events.
- 5.6 In discharging their responsibilities 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.
- 5.7 Only an OOD who has attended an OOD training session is entitled to act as an OOD at a sailing session.
- 5.8 The OOD should arrive sufficiently early to check on the weather and weather forecast, find out which boats have been allocated to the session and to plan the session.
- 5.9 The OOD should brief the helpers and the participants before they go on the water, giving details as to the sailing area, type of session and abandon procedure.
- 5.10 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 participants to sail. That is his decision, which is final.
- 5.11 The OOD should ensure that all sailors (and their parents or guardians) are members or, if temporary members, that the parents/guardians of the guest child/ren have confirmed their consent in the form currently approved by the Club and agreed by the Club insurers before the child may participate in the event and have completed an entry in the Guest Book and paid a fee for each child going on the water.
- 5.12 At the end of the training session the OOD should ensure all boats are put away and record any damage to the boats in the register provided in order that repairs can be carried out.

5.13 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.

5.14 Duties include

- a. Signing the Duty Register
- b. Maintaining a register of those participating and ensuring the relevant consents have been given
- c. Briefing and monitoring all helpers
- d. Encouraging compliance with the Health and Safety and Environmental Protection Policy, Safeguarding and Child Protection Policy and Guidelines for OODs laid down in the Appendices to, and this Section 5 of, this document.
- e. Encouraging compliance with the Club's constitution and Byelaws, particularly Byelaws 13 to 26.
- f. Advising helpers and participants of signals and abandonment procedures
- g. Arranging a continuous watch on the sailing activities while the event is proceeding
- h. Making sure the boats being used are rigged correctly
- i. Encouraging all participants to wear suitable a Personal Flotation Device conforming to ISO 12024 and with a minimum buoyancy of 50N (or a more appropriate personal flotation device as required) and clothing
- j. Assessing the impact and suitability of the weather conditions on those wishing to participate
- k. Making sure that rescue procedures are known by all present.

SECTION 6 – MISCELLANEOUS

Insurance

- 6.1 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.
- 6.2 The Club is to insure all the Club owned boats against third party claims.
- 6.3 The owners of all privately owned boats brought to the Club should confirm that the boat has:
 - a. Adequate third party insurance which will be maintained whilst the boat is in use or stored on the Club premises, and
 - b. Has been adequately maintained for the purpose for (and location in) which it is to be used.

Financial Control

- 6.4 Club events and Moppy Camps will run its accounts inside the Salterns Sailing Club accounts. All donations to and payments in respect of sailing activities should go via the Club accounts.
- 6.5 The Moppy Camp Coordinator 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.
- 6.6 All payments by the Club will be authorised in accordance with the Club's constitution.

Use of Club Facilities by Non-Members

- 6.7 A non-Member who assists during an organised Club event is admitted as a Temporary Member for the duration of the event.
- 6.8 A non-Member who is a grandparent or sibling of a Full Member or Child Member, and who assists that Full Member or Child Member whilst using the Club, is admitted as a Temporary Member for the period of the provision of that assistance.
- 6.9 Other non-members, such as the parent or guardian of visiting juniors or those acting in loco parentis for members or visiting juniors, shall be admitted as Temporary Members whilst supervising the members or visiting juniors. They are required to sign the Guest Book.

APPENDIX 1: HEALTH AND SAFETY AND ENVIRONMENTAL PROTECTION POLICY

This section of the document sets out the Club's Health and Safety and Environmental Protection Policy.

NOTE: This Safety Policy covers only those matters under the direct remit and control of those responsible for safety at a sailing session. Accordingly, the risk groups covered are only those actually taking part in the session. Spectators (adults or children), other Club Members and their families or guests or casual visitors are not considered in this Safety Policy.

Responsibilities

1. Under the Club's constitution, the Management Committee shall be responsible for maintaining adequate Health and Safety and Environmental Protection policies in respect of the Club's activities and shall put in place procedures to ensure all proper supervision over Club Members and their guests.
2. This policy sets out how the supervision will be achieved.
3. Overall and final responsibility for safety rests with the Management Committee of the Salterns Sailing Club.
4. The Chief Instructor will be responsible for all training and safety at each Moppy Camp and instructor training sessions, as well as the Mini Courses and any other formal RYA training.
5. The Chief Instructor is responsible for preparing and reviewing a risk assessment for those events, assisting the Management Committee in drafting this safety policy and ensuring all the helpers are aware of the safety policy.
6. The Chief Instructor shall ensure that all sessions covered by Section 2 of this document (Moppy Camp and instructor training sessions, and Mini Courses) are run by a suitably qualified Instructor or Coach.
7. The Chief Instructor, and, where relevant, such suitably qualified Instructors or Coaches, should have regard to the Health and Safety and Environmental Protection Policy, Safeguarding and Child Protection Policy and Guidelines for OODs laid down in this document and its appendices, and shall ensure that adult helpers are made aware of and respect the guidelines laid down in Section 5.
8. Other organised club sailing events (including Affiliate Club sailing, but excluding Moppy Camp and instructor training sessions, Mini Courses and other formal RYA training) are to be supervised by an Officer of the Day (OOD). He/she is responsible during each relevant session for the application of the Health and Safety and Environmental Protection Policy, Safeguarding and Child Protection Policy and Guidelines for OODs laid down in the Appendices to, and Section 5 of, this document.
9. The Management Committee will appoint the Chief Instructor, RYA Principal or suitable alternative to provide a briefing session for those that will act as Officers of the Day, both for Club events and those involved in Affiliate Group events and will maintain a register of those who have attended such training. For the 2020 season the Management Committee have nominated the Affiliate Group Liaison Officer, or such other person as shall be approved by the Management Committee for a particular training session, to carry out these briefing sessions.
10. The OOD should follow this Health and Safety and Environmental Protection Policy, Safeguarding and Child Protection Policy and Guidelines for OODs laid down in this document and its appendices, and shall ensure that adult helpers follow the guidelines laid down in Appendix 5, if appropriate.

11. Notwithstanding this, for all non-formal training each member should be supervised at all times by a parent or guardian (or someone appointed in loco parentis by the parent or guardian) who is capable of offering assistance to the member should they require it, or in the event of an injury or accident. The parent or guardian (or someone appointed in loco parentis) is responsible for safety during free sailing and normal club sailing sessions.

Safety objectives

12. 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.
13. 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.

Accidents

14. There is a first aid kit in the Club House.
15. All the qualified RYA Instructors and Coaches are trained first aiders.
16. The President is responsible for ensuring that the first aid kits are checked and replenished as necessary.
17. 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 during Moppy Camp or other RYA training events. The OOD is to be informed of all accidents during other organised Club events.
18. The Chief Instructor, or Senior Instructor in charge, (at an RYA Training event) or the OOD (at other organised Club events) shall ensure that the next-of-kin are contacted in the event of a serious accident.
19. In the event of any personal injuries, the person in charge of the session is to be informed 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 has set, out on an emergency card that is located in the Club house and on its external door, its Accident and Emergency procedures.
20. In the event of any emergency, action should be taken in accordance with the Club's Instructions for accidents and emergencies as set out on that card and/or as required by law.

Registration

21. All members 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 Pennant Leader for the period of the Moppy Camp.
22. No Junior member may participate in the Moppy Camp, instructor training sessions, Mini Courses or other formal RYA training until his/her parent/guardian has confirmed their consent in the form determined by the Club and approved by the Club's insurers.
23. The Pennant Leaders responsible for the session may not leave the Club until all members have been accounted for.

Safety policy

24. If a programmed training session is to go ahead, a suitably experienced person shall be in attendance.

25. 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 or her decision, which is final.
26. The OOD should ensure that, at all times when boats are on the water, either a safety boat is in attendance and/or adults are available and prepared to enter the water to assist if required.
27. The sailing area and or number of boats on the water should be limited so that it is reasonable to expect that an adult helper can reach a capsized boat within 3 minutes.
28. All personnel should wear a correctly fastened personal floatation device at all times.
29. All participants should be suitably dressed for the activity they intend to take part in, with long hair tied up.

Sailing Areas

30. For normal sailing events, the Sailing Areas is the Salterns Eight Acre Pond.
31. For Moppy Camps, the Salterns Sailing Club pond shall be divided into five sailing areas. These are:
 - a. In front of the Club. (Yellow Pennant)
 - b. Water immediately west of Jetty (Orange Pennant).
 - c. Water to South of Club beyond Yellow Pennant (Red Pennant).
 - d. Water to the south of Long Island (Blue Pennant)
 - e. Water to the west of the lake (Green Pennant)The sailing areas are identified on the site map.
32. 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 and the weather forecast.

Abandonment

33. The abandon signal - multiple short blasts on a whistle or horn - 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 / Chief Instructor that they are safe.

Environmental Protection Policy

34. Salterns Sailing Club is committed to minimising the impact of its activities on the environment. This Policy Statement sets out how we will work towards achieving our environmental objectives.
35. We will meet the environmental legislation that relates to the operation of the clubhouse and boat park, and where possible identify opportunities to adopt best practice over and above the minimum legislative requirements.
36. We will minimise the use of electricity in all of our activities. For example; turning off lights, replacing old light bulbs with energy efficient models.
37. We will minimise the use of water in all of our activities. For example; fitting hoses with automatic trigger nozzles and turning off taps when not in use.
38. We will minimise the creation of waste. For example; we will only print and photocopy if absolutely essential and then print double-sided.
39. Where possible, we will use email rather than printed materials to communicate and promote our activities.

40. We will recycle as much waste as possible by providing adequate clearly labelled bins and increasing our waste and recycling bins and/or collections during busy events.
41. We will provide suitable containers for the disposal of hazardous waste streams.
42. We will endeavour to take a sustainable approach to running events.
43. We will promote relevant local environmental information to our members such as the location of voluntary no anchor zones, sensitive habitats/species.
44. We will publicise our environmental commitment and promote sustainability amongst our members and visitors on our website and club notice boards.
45. We will take the environmental credentials of our suppliers into account when procuring new products. By doing so we wish to encourage other organisations to integrate sustainability into their operations.
46. We will respect the status of the Club's location as a Site of Special Scientific Interest and being situated in the National Park.
47. We will encourage our members and visitors to avoid depositing waste material in to the pond and the surrounding areas, and will aim to reduce reliance on plastic products in organising the Club's activities.
48. We will measure our progress and review this policy on an annual basis.

APPENDIX 2: SAFEGUARDING AND CHILD PROTECTION POLICY

This section of the document sets out the Club's Safeguarding and Child Protection policy.

1. Salterns Sailing Club is committed to safeguarding, from physical, sexual or emotional harm, neglect or bullying, children taking part in its activities. We recognise that the safety, welfare and needs of the child are paramount and that all children, irrespective of age, disability, race, religion or belief, sex, sexual or gender identity or social status, have a right to protection from discrimination and abuse.
2. For the purposes of this policy anyone under the age of 18 should be considered as a child. All members of the Club should be aware of the policy.

Club Welfare Officers

3. The Club Welfare Officers for 2020 are:
 - Paula Tait
 - David West
4. The Club Welfare Officers will be responsible for:
 - Ensuring that the Management Committee maintain an up-to-date Safeguarding and Child Protection Policy and procedures, compatible with the RYA's.
 - Ensuring that relevant staff and/or volunteers are aware of and follow the procedures
 - Advising the Management Committee on safeguarding and child protection issues.
 - Maintaining contact details for local Children's Services and Police.
 - Be the first point of contact for any concerns or allegations, from children or adults, ensuring that confidentiality is maintained in all cases.
 - Decide on the appropriate action to be taken, in line with the organisation's procedures and in conjunction with the relevant person in charge of the session.
 - Keep the RYA informed as necessary.
 - Reviewing this policy, in the context of the Club's anticipated activities and how they will be organised and managed, annually, and recommending changes to the Management Committee.

Staff and Volunteers

5. All Club staff and volunteers whose role brings them into regular contact with young people will be asked to provide a self-declaration.

Good Practice

6. All members of the Club should follow the good practice guidelines set out on the next page, and agree to abide by the Club's Code of Conduct and the RYA Racing Charter contained in the Racing Rules of Sailing. Those working or volunteering with young people should be aware of the guidance on recognising abuse.
7. Adults are requested not to enter the showers and changing rooms at times when children are changing before or after junior/youth training or racing. If this is unavoidable it is advised that they are accompanied by another adult.
8. The Club will seek written consent from parents/carers before taking photos or video of a child at an event or training session or publishing such images. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. If the Club publishes images of children, no identifying information other than names will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the Club Welfare Officer.

Concerns

9. Anyone who is concerned about a young member's or participant's welfare, either outside the sport or within the Club, should inform the Club Welfare Officer immediately, in strict confidence. The Club Welfare Officer will follow the procedures below.
10. Any member of the Club failing to comply with the Safeguarding policy or any relevant Codes of Conduct may be subject to disciplinary action under the Club's Constitution.
11. For guidance in respect of Safeguarding refer to RYA Safeguarding and Child Protection Policy and Guidelines on the following link:

<https://www.rya.org.uk/about-us/rya-policies/safeguarding/Pages/CP-policy-guidelines.aspx>

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

- Avoid spending any significant time working with children in isolation
- Do not take children alone in a car, however short the journey
- Do not take children to your home as part of your organisation's activity
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the organisation or the child's parents
- Design training programmes that are within the ability of the individual child
- If a child is having difficulty with a wetsuit or a Personal Flotation Device, ask them to ask a friend to help if at all possible
- If you do have to help a child, make sure you are in full view of others, preferably another adult
- Restrict communications with young people via mobile phone, e-mail or social media to group communications about organisational matters. If it's essential to send an individual message, copy it to the child's parent or carer.

You should never:

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

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

It is the policy of Salterns Sailing Club that all participants, coaches, instructors, officials, parents and volunteers show respect and understanding for each other, treat everyone equally within the context of the sport and conduct themselves in a way that reflects the principles of the club/class. The aim is for all participants to enjoy their sport and to improve performance.

Abusive language, swearing, intimidation, aggressive behaviour or lack of respect for others and their property will not be tolerated and may lead to disciplinary action.

Participants

- Listen to and accept what you are asked to do to improve your performance and keep you safe
- Respect other participants, coaches, instructors, officials and volunteers
- Abide by the rules and play fairly
- Do your best at all times
- Never bully others either in person, by phone, by text or online
- Take care of all property belonging to other participants, the club/class or its members

Parents

- Support your child's involvement and help them enjoy their sport
- Help your child to recognise good performance, not just results
- Never force your child to take part in sport
- Never punish or belittle a child for losing or making mistakes
- Encourage and guide your child to accept responsibility for their own conduct and performance
- Respect and support the coach
- Accept officials' judgements and recognise good performance by all participants
- Use established procedures where there is a genuine concern or dispute
- Inform the club or event organisers of relevant medical information
- Ensure that your child wears suitable clothing and has appropriate food and drink
- Provide contact details and be available when required
- Take responsibility for your child's safety and conduct in and around the clubhouse/event venue

Coaches, Instructors, Officials and Volunteers

- Consider the welfare and safety of participants before the development of performance
- Encourage participants to value their performance and not just results
- Promote fair play and never condone cheating
- Ensure that all activities are appropriate to the age, ability and experience of those taking part
- Build relationships based on mutual trust and respect
- Work in an open environment
- Avoid unnecessary physical contact with young people
- Be an excellent role model and display consistently high standards of behaviour and appearance
- Do not drink alcohol or smoke when working directly with young people
- Communicate clearly with parents and participants
- Be aware of any relevant medical information
- Follow RYA and club/class guidelines and policies
- Holders of RYA Instructor and Coach qualifications must also comply with the RYA Code of Ethics and Conduct
- Holders of RYA Race Official appointments must also comply with the RYA Race Officials Code of Conduct.

If you are concerned that someone is not following the Code of Conduct, you should inform one of the Club Welfare Officers or the person in charge of the activity.

APPENDIX 3: DISCIPLINARY POLICY

This section of the document sets out the Club's Disciplinary Policy.

Summary of requirements of Constitution

1. Any breach of Rule 3.16 or any conduct which, in the opinion of the Management Committee, is either unworthy of a Member or otherwise injurious to the interests of the Club, shall render a Member liable to disciplinary action by the Management Committee, which may include suspension for a specified period of time or expulsion. This power shall be exercised by the Management Committee (or any sub-committee to whom the Management Committee has delegated this power) in accordance with this Disciplinary Policy.
2. This policy shall reflect the provisions of the Safeguarding and Child Protection Policy, shall require those exercising the power and the Member concerned to be treated with respect and without bias, and shall satisfy the rules of natural justice.
3. Before taking such disciplinary action against a Member, the Management Committee shall call upon such Member for a written explanation of the member's conduct and shall give the Member full opportunity of making an explanation to the Management Committee, or of resigning.
4. A Resolution to apply any sanction shall be carried by a two thirds majority vote by those members of the Management Committee present and voting on the Resolution.
5. The Member may appeal against any sanction in writing to the Trustees within 14 days of the date on which the Management Committee's decision was communicated to the Member. The decision of the Trustees is final and shall be communicated to the Member in writing within 7 days of the Trustees' decision at which point that decision will take effect.
6. Upon suspension or expulsion the Member or former Member shall not be entitled to have any part of the annual membership fee refunded and must return any Club or external body's trophy or trophies held forthwith.
7. Upon expulsion of a Member, the Management Committee may dispose of the former Member's boat and/or trailer in accordance with Rule 8.3.
8. The Trustees shall be required to consider the appeals of any Member or prospective Member against which the Management Committee or the membership have resolved to apply sanctions. The Trustee may adjudicate on the matter themselves or appoint a panel of not less than 3 Adult Members to consider the appeal. This adjudication shall be made in accordance with this Disciplinary Policy.

Fairness and consistency

9. It is recognised and accepted that every member, including those exercising disciplinary powers and the Member concerned,
 - shall be treated with respect and without bias, and
 - Has the right to expect fair and consistent treatment
 - Has the right to adequate notice from the Club
 - Has the right to appeal against the Management (or sub) Committee's judgement in all disciplinary matters.
 - Has the right to representation.
10. This policy requires that the disciplinary process shall
 - reflect the provisions of the Safeguarding and Child Protection Policy,
 - shall require those exercising the power and the Member concerned to be treated with respect and without bias, and

- shall satisfy the rules of natural justice.
11. No member will be expelled for the first breach of Club's rules except in cases of "gross misconduct". However all disciplinary actions taken by the Club will be duly recorded and placed on file for reference at a future date.

A club run by children, for children

12. Reflecting the nature of the Club, the following arrangements shall apply when exercising the disciplinary powers under the Club's constitution.
- Safeguarding and Child Welfare issues must not be addressed using this procedure but should in the first instance be reported to one of the Club Welfare Officers.
 - It is recognised that in many cases, minor disciplinary matters involving children will not require the initiation of a lengthy formal process which could itself be intimidating to the child or children involved. Minor issues may, as long as they do not prejudice any child protection issues, be addressed by raising the issue with the Chief Instructor or Officer of the Day in relation to the event in which the behaviour occurred, and for them in turn to discuss the matter with the relevant parent or guardian. This should be the first response to minor conduct issues, but the Chief Instructor or Officer of the Day should also report the issue to the Club Secretary for onward referral to the Management Committee so that they may consider the extent to which the more formal process is required. Any such report should be in writing and should include the names of any witnesses to the incident(s).
 - Junior Flag Officers should not be present at Management Committee meetings in which disciplinary cases are discussed.
 - Disciplinary matters will not be delegated to the Junior Committee.

Offences Leading to Disciplinary Action

13. The under noted actions by members may be interpreted by the Executive Committee to fall within this Code. However the lists are not to be considered as fully inclusive or covering all possible offences.
14. "Misconduct" is the carrying out of an offence considered to be of a minor nature (unless frequently repeated) and the person(s) involved shall be given a formal verbal warning, the likely consequences of further incidents will be explained to him/her, and the persons will be asked for full and appropriate corrective action. Examples of offences that may be considered misconduct include: --
- Discourteous, crude or offensive behaviour at regattas, training session or organised Club event.
 - Conduct of an unsafe nature
 - Offensive disregard for equipment or property
 - Refusal to carry out reasonable instructions issued by event officials or organisers
 - Any other actions of similar gravity to the above, at the discretion of the Management Committee.
15. Repetition of the above offences or failure to comply with any demands made in writing by the Management Committee may result in further action by the Management Committee involving a disciplinary hearing.
16. "Serious Misconduct" is the carrying out of an offence of such gravity that in the opinion of the Elected Officers it warrants a disciplinary hearing. Examples of offences, which may be considered as serious misconduct include: -
- Damage or injury
 - Failure to follow the laid down guidelines
 - Misconduct offences above if specially grave or repeated
 - Deliberate or consistent breaches of club rules
 - Any attempt to achieve gains or advantage over others by unfair or unscrupulous means
 - Theft or misappropriation
 - Use of threatening or abusive behaviour
 - Participating in the sport whilst under the influence of drugs or alcohol
 - Malicious interference with equipment or property
 - Disregard for one's own or other people's safety
 - Any other action, which in the opinion of the Club Officers may bring the sport or Club into disrepute, or which left unpunished, may result in the detriment of the Club or its members.

17. "Gross Misconduct" is action of such seriousness that the Elected Officers will require the immediate expulsion of the offender from the association. The Management Committee may by means of an executive decision summarily expel such an offender without invoking a disciplinary hearing. The expelled member will have the right to a disciplinary hearing as soon as this can be arranged but will remain expelled until and unless such a hearing overturns the executive decision. Examples of gross misconduct are:-
- Physical violence of assault towards other persons at a Club event or related activity, including serious threatening, intimidating or forceful behaviour
 - Reckless disregard of safety and basic safety rules
 - Being convicted of criminal offences involving physical violence or abuse
 - Other acts that are considered to be of an extremely serious nature perpetrated against the Club, its members or any other party.
 - Child Protection – if the matter relates to a child protection issue follow the child protection procedures for dealing with a complaint then follow disciplinary procedure after the outcome has been reached. If in doubt contact the local social services duty team for advice on how to deal with the complaint and the offender.

Disciplinary Procedure

18. On receipt of a written complaint from a member, another team within the sport, the governing body, the regatta organisers or any other party the Management Committee, with advice from a Legal Advisor should they so wish, will decide whether the complaint falls within the scope of this disciplinary code. If in their opinion it does, then the Management Committee will decide as to the type of offence as per (section 1) above.
19. If the offence is considered to be one of simple misconduct, the Management Committee will ask the Club Secretary to write to the offender with a formal written warning including the demand for an apology or other corrective action the Management Committee may deem appropriate. The Management Committee will also attempt to obtain approval for their action from the complainant.
20. A disciplinary file will be opened by the Management Committee in which will be placed copies and records of the original complaint, together with the written warning and any other correspondence.
21. The action outlined above will normally finalise the process unless any of the parties involved object strongly to the Management Committee decision in which case they may appeal directly to the Trustees for a final decision.
22. Should the complaint be considered by the Trustees as one of serious misconduct, then the following procedure will be implemented: -
- The Management Committee will appoint an Investigating Officer who will research evidence presented and, if possible, will obtain further written evidence, witness statements, etc.
 - If necessary the Investigating Officer will consult all relevant witnesses for supportive evidence.
 - Advise complainant that if a disciplinary hearing is called, then the complainant and all relevant witnesses will be obliged to attend and give evidence. (Non attendance at a hearing will only be allowed in extenuating circumstances, i.e. Ill-health, threat of violence or intimidation etc). In such circumstances/instances a sworn declaration must be submitted to the Management Committee.
 - Contact the member subject of the complaint to advise of the official complaint and request the member to submit a written statement of events.
 - In cases of disputes of a personal nature, the Management Committee will attempt to resolve the situation amicably and to the mutual satisfaction of the parties concerned.
 - If settlement cannot be agreed between the parties, or if the offence merits it, then a disciplinary hearing will be arranged as soon as possible.
 - Contact the Club's Legal Advisor if required and supply copies of all evidence.
 - Notify all parties as to the hearing date and ensure the parties have all relevant copies of paperwork in good time prior to the hearing, copies to be sent by 1st class recorded delivery

Disciplinary Hearing

23. The Club's Secretary shall take charge of the hearing and all questions will be addressed through the Secretary.

24. A disciplinary committee will be appointed which will consist of: -
 - the Club President, and .
 - two members of the Executive Committee.
25. The club will appoint a case presenter, who will normally be the Investigating Officer
26. All witnesses are to be interviewed and all written evidence to be reviewed at the hearing.
27. No witnesses or statements can be introduced at the hearing without prior notice and copies of all written evidence produced for consideration prior to the hearing, to be available in advance to the parties.
28. The Disciplinary Committee may adjourn the hearing to allow further evidence to be referred to if the disciplinary committee considers it fair to do so.
29. After the Disciplinary Committee has reached a decision, the subject of the complaint to be notified in writing of such decision and informed of any penalties within 7 days of the decision being reached, penalties will be effective from the date of the decision.

Penalties

30. Following the hearing, the Disciplinary Committee will apply such penalties as the Disciplinary Committee consider appropriate, including temporary or permanent expulsion of the offender from the Club, such penalties will have immediate effect, notwithstanding the possibility of an appeal. Offences of cheating or being under the influence of alcohol or drugs during a club training session event or regatta or those involving threats of physical violence, will carry automatic expulsion from the Club and will preclude the offender from taking part in any Club organised activity in an official capacity. The Club will in all cases comply with the requirements of the Governing body and Club child protection policies including immediate notification of the police where required.

Appeals

31. If an appeal of the decision or penalty is to be made then written notice of appeal by way of 1st class recorded delivery to the Trustees, c/o Club Secretary, must be given by the offender, within 14 days of the date on which the Management Committee's decision was communicated to the Member. No appeal will be valid or considered after that period has elapsed. It will not be sufficient to state "I wish to appeal", the offender must give full written grounds for the appeal, stating exactly what is being appealed against and the reasons for this. An appeal together with full and recorded argument may be considered relative to: -
 - the decision, or
 - the penalty.
32. An appeal hearing will be convened as soon as practicable by the Trustees, or by the persons appointed by them to consider the appeal, such persons not being those who took part in the first hearing, and who will elect their own Chairperson (who will have the casting vote).
33. New evidence cannot be presented at the appeal hearing. Those considering the appeal shall have power to amend or revoke any decision made at the previous disciplinary hearing.
34. The decision of the Trustees or those appointed by them to consider the appeal is final and binding on the parties and not subject to further appeal.

APPENDIX 4: DATA PRIVACY STATEMENT

This section of the document sets out the Club's Data Privacy Statement

About this Statement

1. This statement explains when and why we collect personal information about our members and instructors, how we use it and how we keep it secure and your rights in relation to it.
2. We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
3. We reserve the right to amend this Data Privacy Policy from time to time and will publish any amended policy to the membership on our website or on our Club noticeboard (but amendments will not be made retrospectively).
4. We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the "controller" of all personal data we hold about you.

Who are we?

5. We are the Salterns Sailing Club. We can be contacted at Salterns Sailing Club, Maiden Lane Lymington, Hampshire.

What information we collect and why

TYPE OF INFORMATION	PURPOSE
<i>Member's name, address, telephone numbers, e-mail address</i>	Managing the Member's membership of the Club. Managing the duty roster. The club will seek consent in the renewal/application form before sharing this information with club members or in the case of phone numbers printing in the club yearbook.
<i>The names and ages of the Member's dependants.</i>	Managing the Member's and their dependants' membership of the Club.
<i>Emergency contact details.</i>	Contacting next of kin in the event of emergency.
<i>Date of birth / age related information.</i>	Managing membership categories which are age related.

<i>Gender.</i>	Provision of adequate facilities for members. For the purposes of Reporting gender data to the RYA and sports councils.
<i>The Member's name, boat name and sail number</i>	Managing race entries and race results. Supplying race results to local and national media. The management and allocation of berths within the club compound.
<i>Photos and videos of members and their boats</i>	Putting on the Club's website and social media pages and using in press releases. The Club will seek written consent from parents/carers before taking photos or video of a child at an event or training session or publishing such images. If the Club publishes images of children, no identifying information other than names will be included.
<i>Instructor's name, address, email addresses, phone numbers and relevant qualifications and/or experience.</i>	Managing instructors and parents or guardians at the club. So that we can contact those offering instruction and provide details of instructors to members.
<i>Name, e-mail address and telephone number of each Club Officer</i>	Information published on Club's website, in Club's newsletter and other publications, in the Club's marketing materials and made available to the RYA, in each case as a point of contact at the Club
<i>Name, e-mail address and telephone number of each Club committee member</i>	Information published on Club's website
<i>Employees and representatives of suppliers to the Club</i>	Entering into and managing arrangements with suppliers
<i>Bank account details of the member or other person making payment to the Club</i>	Managing the Member's and their dependants' membership of the Club, the provision of services and events.
<i>The Member's name and e-mail address, whilst a current member of the Club</i>	Passing to the RYA for the RYA to conduct surveys of Members of the Club. See paragraph [] below.

How we protect your personal data

6. In order to manage your membership of the Club and communicate with you, it may sometimes be necessary for us to transfer your personal data outside the European Union. However we will only do so in accordance with the GDPR. That is most likely to involve either approval by the EU Commission that the country to which your data is being transferred provides adequate protection for personal data or on the basis of standard clauses, required by the EU, with the organisation to which we are transferring your data.
7. We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.
8. Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

9. For any payments which we take from you online we will use a recognised online secure payment system.
10. We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

Who else has access to the information you provide us?

11. We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where we are required to do so by law or as set out in the table above or in paragraphs 5.2 and 5.3 below.
12. We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters and send you mailings). We do this for the purpose of our legitimate interests in operating the Club and for performing our contract with you. However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes. It is possible that third parties may themselves engage others (sub-processors) to process your data. Where this is the case third parties will be required to have contractual arrangements with their sub-processor(s) that ensure your information is kept secure and not used for their own purposes.
13. We may also pass your personal data to the RYA for the purposes of carrying out surveys when it is in the legitimate interest of the club and the RYA to do so. The RYA may use third parties to carry out the surveys but disclose only the personal data that is necessary for the third party to do so and will have a contract in place that require the third party to keep your information secure and not to use it for their own purposes.

How long do we keep your information?

14. We will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as it is in the Clubs' legitimate interest to do so or for as long as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment, exercise or defence of legal claims.
15. We securely destroy all financial information once we have used it and no longer need it.

Your rights explained

16. It is important that you understand what rights you have in respect of the Personal Data and Special Category Personal Data that we hold about you. To let us know that you wish us to exercise any of your rights outlined above please contact our Membership Secretary, Sarah Robinson, who acts as our Data Protection Manager.

(a) The right to be informed (knowing how we will use your data).

You have the right to be told how we will use your Personal Data – which is set out in This Notice.

(b) The right of access (being provided with copies of your data).

You have the right to ask us to provide you with a copy of your Personal Data. We will supply any information you ask for as soon as possible but may take up to 1 month once we are satisfied as to your identity. We will not charge you for this. This is called a data subject access request.

(c) The right to rectification (changing incorrect information we hold).

If you believe our records are inaccurate you have the right to ask for those records concerning you to be updated. Contact details for any requests can be found above.

(d) The right to be forgotten (erasure) (requesting deletion of your Personal Data).

In some cases, you have the right to be forgotten (i.e. to have your Personal Data deleted from our database).

(e) The right to restrict processing (limiting how we use your data).

In certain situations you have the right to ask for processing of your Personal Data to be restricted because there is some disagreement about its accuracy or legitimate usage.

(f) The right to data portability (moving your data in a useable format).

You have the right to request the Personal Data you provided to us, in a structured, commonly used and machine-readable format and/or transmit that data to a third party - in certain situations.

(g) The right to object (when we must stop processing your data).

You have the right to object to us processing data purely for our legitimate interests. If you make such a request, we must stop processing your Personal Data unless: we can demonstrate compelling legitimate grounds for the processing, which override your interests, rights and freedoms; or the processing is for the establishment, exercise or defence of legal claims.

(h) The right not to be subject to automated decision making including profiling (making a decision solely by automated means without any human involvement).

The right not to be subject to a decision based solely on automated processing (including profiling) that produces legal effects concerning you or similarly significantly affects you. Salterns Sailing Club does not undertake automated decision making or profiling.

17. You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113.

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

18. For further information on each of those rights, including the circumstances in which they apply, please see the Guidance from the UK Information Commissioner's Office (ICO) on individuals' rights under the General Data Protection Regulation.

APPENDIX 5: GUIDELINES FOR HELPERS AT MOPPY CAMP

This appendix provides guidelines for helpers at Moppy Camp.

1. The Club requires all helpers at a Moppy Camp to be approved by the current Chief Instructor and a list of all those approved will be held by the Moppy Camp co-ordinator.
2. Helpers should be prepared to enter the water immediately if necessary.
3. All participants in the water should wear a Personal Floatation Device (PFD) to at least 50 Newton standard at all times. In certain situations the OOD may decide that the PFD should be to the 150 Newton standard. All Personal Flotation Devices should be correctly fastened. Personal Flotation Devices conforming to ISO 12024 and with a minimum buoyancy of 50N are generally preferred to life jackets, but the PFD should be appropriate to the participant's swimming ability.
4. The Pennant Leaders should attend the Chief Instructor's briefing so that he/she knows what is planned for the session. Pennant Leaders should also hold a briefing for those helpers that are to help with their group.
5. Helpers should be briefed on the relevant Safeguarding and Child Protection policies as well as Health and Safety and Environmental matters.
6. 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. Any defects in the boat or its equipment should be reported in the log provided.

APPENDIX 6: PENNANT SYLLABI

This section of the document sets out the syllabus for each Pennant.

The Pennants are expected to be taken in the following order, from beginner, becoming more proficient:

Yellow – Orange – Red – Blue – Green (as crew) – Green (as helm)

Yellow, Orange and Red Pennants are taken in club training optimists. Yellow Pennant is for near beginners (who would normally be in Year 2 or above) who learn about the boats and how they tack. Orange Pennant is the next level up, in which the sailors learn to gybe. Red Pennant is about sailing well around a triangular course.

Blue pennant is for those keen to race and who should have done Bronze Fleet for at least one season. Each year, the club will run on Moppy Camp when those taking Blue Pennant need to use their own (or a borrowed) GRP optimist, and one where club Teras will be used.

The pinnacle at Salterns is Green Pennant which is undertaken in Moths. The Jump to Green is quite marked and often not undertaken until a sailor is at least 11 or 12 years old (year 8) and has completed a season of moth racing at Salterns or equivalent. Green Pennant is expected to be completed over two seasons, the first as “crew” and the second as “helm”. The full Green Pennant, may be awarded to successful candidates regardless of whether the candidate is entered as crew or helm, but it would be unusual for it to be awarded on the first attempt at Green Pennant (ie when normally entered as crew).

The syllabus for each of Yellow, Red, Green (as crew) or Green (as helm) Pennant incorporates the syllabus for RYA Youth Stage 1, 2, 3 and 4 respectively. Candidates for these Pennants will be awarded the appropriate RYA certificate where they cover the RYA syllabus and meet the relevant criteria set by the RYA. (Green Pennant candidates may be awarded one or other (not both in the same weekend) of Stage 3 and Stage 4, depending on their Moppy Camp progression and attainment, and their entry application.)

The sailing pennant system may change from time to time and the latest system will be displayed in the clubhouse.

The full details of the current requirements for each Pennant are as follows.

YELLOW PENNANT

(incorporating RYA Stage 1)

1. HAS KNOWLEDGE OF

- a) Wind direction

2. UNDERSTANDS

- a) The effects of basic boat controls
- b) Basic principles of stopping, controlling speed and getting out of irons
- c) How to prepare for a tow
- d) What action to take to help those in distress
- e) Importance of staying with a capsized boat
- f) Local Hazards
- g) Personal safety and knows what to wear for sailing (including head and footwear)

3. CAN TIE

- a) A figure of eight knot, and
- b) Cleat a halyard

4. CAN

- a) Put on personal buoyancy correctly
- b) Assist with rigging a boat
- c) Name the basic parts of a boat (ie hull, mast, rudder, tiller, centreboard/daggerboard, sheets etc)
- d) Launch a dinghy and get under way with instruction
- e) Assist with the recovery and stowage of dinghy and gear
- f) Call for assistance
- g) Can paddle or row (with sprit, paddle or oars)
- h) Be a responsive crew under instruction (not single handers)
- i) Steer when sailing and when being towed
- j) Do a tacking land drill
- k) Steer a straight course when sailing
- l) Steer on a reach and go about (reach to reach)
- m) Be confident in water wearing personal buoyancy
- n) Secure boat to trolley

ORANGE PENNANT

1. HAS KNOWLEDGE OF

- a. The principles of the 5 essentials
- b. All points of sail
- c. Onshore and offshore winds

2. UNDERSTANDS

- a. How to choose the correct size buoyancy aid
- b. What is meant by the no go zone, close reach, beam reach, broad reach and lying to
- c. Several ways of finding the wind direction
- d. What is meant by upwind sailing
- e. What is meant by windward, leeward and gybing

3. CAN TIE

- a. A figure of eight knot,
- b. A round turn and two half hitches, and
- c. Cleat a Halyard

4. CAN

- a. Name the basic parts of the boat
- b. Rig a single hander
- c. Do a tacking land drill
- d. Steer reach to reach and tack with good basic technique
- e. Get out of irons
- f. Control speed with the mainsheet
- g. Stop by lying to
- h. Sail a shallow triangle, beam reach, close reach and broad reach (gybing optional)
- i. Go about, sailing close reach to close reach
- j. Right a capsized single hander
- k. Return to the pontoon safely
- l. Secure a boat to the pontoon

RED PENNANT

(incorporating RYA Stage 2)

1. HAS KNOWLEDGE OF

- a. Spars and Rigging
- b. Parts of the sail
- c. Sail controls and foils
- d. Offshore and onshore winds
- e. Telling someone ashore
- f. The dangers of manmade hazards, e.g. overhead power lines, weirs
- g. Port/starboard rule

2. UNDERSTANDS

- a. The principles of returning to a beach or pontoon in an offshore wind
- b. What to wear
- c. How to manoeuvre a boat and trolley, clear of other boats and overhead cables, etc
- d. Several ways of finding the wind direction
- e. The principles of the 5 essentials: Balance, Daggerboard, Course, Sail, Trim
- f. The no go zone, close reach, beam reach, broad reach and lying to
- g. What is meant by upwind sailing
- h. What is meant by windward, leeward and gybing
- i. How to prepare for a multiple tow

3. CAN TIE

- a. A reef knot, and
- b. A round turn and two half hitches

4. CAN

- a. Choose and correctly adjust a personal buoyancy aid
- b. Launch and recover a small dinghy in an offshore wind
- c. Put a boat head to wind for rigging
- d. Rig a dinghy
- e. Control speed, stop by lying to and get out of irons
- f. Sail a shallow triangle, beam reach, close reach, and broad reach (gybing optional for RYA Stage 2 but required for Red Pennant), across the wind and under supervision
- g. Go about, sailing close reach to close reach
- h. Tack upwind, sail close haul to close haul checking the luff
- i. Sail downwind and gybe in light winds
- j. Pick up a multiple tow
- k. Can do a gybing land drill
- l. Be scooped in during a capsize recovery in a crewed dinghy (not single handers)
- m. Right a dinghy
- n. Crew a boat effectively (not single handers)

BLUE PENNANT

1. HAS KNOWLEDGE OF

- a. Basic racing, the course and starting procedures

2. UNDERSTANDS

- a. The basic terminology used afloat
- b. All points of sail and the no go zone
- c. How a sail works, basic aerodynamic theory
- d. The Beaufort wind scale
- e. The importance of clear communication afloat
- f. Basic rules – port/starboard, windward boat and overtaking boat
- g. The importance of personal safety equipment

3. CAN TIE

- a. Figure of eight Cleat a Halyard
- b. Reef Knot Bowline
- c. Round turn and two half hitches

4. CAN

- a. Rig, launch and recover in an offshore wind
- b. Sail on all points of sailing on a triangular course
- c. Demonstrate good use of the 5 Essentials (Trim, Daggerboard, Course, Sail, Balance)
- d. Do a gybing land drill using the tiller extension
- e. Sail an upwind downwind course:
- f. On the downwind leg gybing from training run to training run
- g. Get out of irons
- h. Stop a boat by lying to
- i. Demonstrate good speed control
- j. Sail backwards away from a pontoon in an offshore wind
- k. Prepare for and take up a two from a power craft
- l. Right a capsized dinghy efficiently, bail out and sail on
- m. Store a dinghy ashore

GREEN PENNANT (to pass as crew)

(incorporating RYA Stage 3)

1. KNOWS

- a. About spring and neap tides
- b. Where to find tidal information
- c. How to obtain and interpret a weather forecast
- d. The basic rules of the road – port/starboard, windward boat and overtaking boat

2. UNDERSTANDS

- a. The basic terminology used afloat (windward, leeward, bear away, luff up)
- b. All points of sailing, including the no go zone
- c. How a sail works, basic aerodynamics
- d. The importance of personal safety equipment and telling someone ashore
- e. The importance of basic safety equipment eg anchor, paddle, bailer
- f. The importance of boat buoyancy
- g. The Beaufort wind scale
- h. When to reef
- i. How to read a tide table
- j. Lee shore dangers & sailing in close company with other water users
- k. Advice to inland sailors for coastal sailing
- l. The dangers of hypothermia and the importance of first aid training
- m. The course and starting procedures for racing
- n. The importance of clear communication aboard
- o. How to recover a man overboard

3. CAN TIE

- a. A bowline,
- b. A clove hitch, and
- c. A rolling hitch

4. CAN

- a. Reef a dinghy ashore according to weather conditions
- b. Rig, launch and recover in an onshore wind
- c. Sail backwards from a pontoon in an offshore wind
- d. Demonstrate
 - The 5 essentials (sail setting, balance, trim, course made good, and centreboard/daggerboard)
 - Sailing on all points of sail on a triangular course
 - Tacking upwind, sail close haul to close haul checking the luff
 - Sailing downwind and gybe from a training run
 - Coming alongside a moored boat
 - Prepare for a tow from power craft
 - Pick up a mooring
- e. Pick up a multiple tow
- f. Do a gybing land drill
- g. Be scooped in during a capsize recover in a crewed dinghy
- h. Righting a small capsized dinghy as helm or crew
- i. Store a dinghy ashore

GREEN PENNANT (to pass as helm)

(incorporating RYA Stage 4)

In addition to the syllabus for Green Pennant (crew):

1. HAS KNOWLEDGE OF

- a. International Regulations for the Prevention of Collisions at Sea.
- b. Beaufort Scale
- c. Synoptic charts
- d. Tidal ebb and flow
- e. Spring and neap tides
- f. How to recover from total inversion
- g. IALA buoyage
- h. How to use tide tables
- i. How to find the direction of tidal streams

2. CAN TIE

- a. Figure of eight
- b. Round turn and two half hitches
- c. Reef knot
- d. Sheet bend

3. CAN

- a. Apply the IRPCS afloat
- b. Set up a boat according to weather conditions using sail and rig controls
- c. Demonstrate
 - Communicating effectively as helm and crew
 - Effective use of the 5 essentials by helm and crew afloat, including use of tell-tails
 - Recovering a man overboard
 - Returning to a beach jetty or mooring safely in any wind condition.

A successful Green Pennant (helm) candidate will also be able to demonstrate to the Pennant Leader the degree of responsibility, safety and courtesy appropriate to skippering crewed and single handed dinghies. Their ability to communicate appropriately with others will be taken in to account in this assessment.

APPENDIX 7: RISK ASSESSMENTS FOR GENERAL SAILING ACTIVITIES, INCLUDING MOPPY CAMPS

This section sets out the risk assessments for general sailing activities, including Moppy Camps. The assessments cover only those matters for which the Chief Instructor, or Officer of the Day as appropriate, are responsible. Accordingly, the risk groups covered are only those actually taking part in the Moppy Camp or relevant organised sailing activity. Spectators (adults or children), other Club members and their families or guests or casual visitors are not considered in this risk assessment.

The following risks have been identified. For each risk type, the severity of the risk, the risk groups affected, the control measures and any further actions planned are set out on the following pages.

1. *Drowning*
2. *Hypothermia*
3. *Injuries*
4. *Tripping up*
5. *Fire*
6. *Underwater Obstructions*
7. *Operation of Row Boat*
8. *Medical Ailments*
9. *Multiple Capsize Situation*
10. *Relay Races*
11. *Lunchtime Breaks*
12. *Supply of food /Evening BBQ,s*
13. *Setting Up / Clearing away*
14. *Car Park*
15. *Dinghy*
16. *Slipways & Jetties*
17. *Child Abuse*

DROWNING	
<i>HAZARD RATING</i>	Severity of Hazard: HIGH Assessment of Likelihood of occurrence: LOW Resultant Risk Category: LOW
<i>Hazard</i>	Instructors and Juniors may drown if trapped under a capsized dinghy, especially if they are unconscious when they enter the water.
<i>Risk Groups</i>	Instructors Helpers Junior Sailors
<i>Control Measures</i>	<p>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.</p> <p>A support boat or Adult in the water should assess any capsized within three minutes.</p> <p>All juniors must register in to Moppy Camp and assigned to a group before being allowed on the water.</p> <p>No running or pushing allowed on the pontoon or jetty area at any time.</p> <p>All participants with long hair should have it tied up before going on the water.</p> <p>All key personnel are adequately trained for the role that they perform.</p> <p>Moppy Camp always operates inside the guidelines laid down by the Club in its Junior Sailing Policy Document.</p> <p>No boat should sail on the lake without an adult present.</p>
<i>Further Action Planned</i>	<p>Annual review of Risk Assessment and Safety Policies.</p> <p>Annual safety briefing for all involved.</p> <p>Annual training courses to maintain and improve Instructors & Helpers competence.</p>

CLINICAL HYPOTHERMIA	
<i>HAZARD RATING</i>	Severity of Hazard: MEDIUM Assessment of Likelihood of occurrence: LOW Resultant Risk Category: LOW
<i>Hazard</i>	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.
<i>Risk Groups</i>	Instructors Helpers Junior Sailors
<i>Control Measures</i>	<p>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.</p> <p>Parents/Guardians sign to confirm that Juniors will attend suitably dressed.</p> <p>No boats should go outside the designated sailing areas.</p> <p>When participants start to feel cold or display signs of disorientation or fatigue they must return to the pontoon.</p> <p>Support boat personnel are trained to watch participants for signs of hypothermia.</p> <p>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.</p> <p>Suspected sufferers are taken to the Club house where they are passively rewarmed and monitored.</p> <p>The parent or guardian is informed if there is a serious problem.</p> <p>All key personnel are adequately trained for the role that they perform.</p> <p>Moppy Camp always operates inside the guidelines laid down by the Club in its Junior Sailing Policy Document.</p>
<i>Further Action Planned</i>	<p>Annual review of Risk Assessment and Safety Policies.</p> <p>Annual safety briefing for all involved.</p> <p>Annual training courses to maintain and improve Instructors' & Helpers' competence.</p>

INJURIES	
<i>HAZARD RATING</i>	Severity of Hazard: MEDIUM Assessment of Likelihood of occurrence: LOW Resultant Risk Category: LOW
<i>Hazard</i>	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.
<i>Risk Groups</i>	Instructors Helpers Junior Sailors
<i>Control Measures</i>	<p>All equipment must be properly designed, maintained and regularly inspected to reduce the chance of unforeseen breakages and injury by damaged equipment.</p> <p>No children are allowed on the Club pontoons unless part of the club.</p> <p>Spectators are required to watch from the pontoon / Jetty area.</p> <p>A support boat / Adult in the Water should assess any capsize within three minutes.</p> <p>An accident book is maintained by the Club inside the first aid cupboard.</p> <p>No running or pushing allowed on the pontoon jetty area at any time.</p> <p>All participants are carefully monitored to ensure they don't take unnecessary risks and are attempting tasks within their ability.</p> <p>All key personnel are adequately trained for the role that they perform.</p> <p>Moppy Camp always operates inside the guidelines laid down by the Club in its Junior Sailing Policy Document.</p> <p>No boat should sail outside the designated sailing areas.</p> <p>All instructors are to be familiar with the Club's Instructions for Dealing With Accidents and Emergencies, copies of which are set out on the Emergency Cards held in the Clubhouse.</p> <p>Instructors, Helpers and children are warned of the hazards of embarking/disembarking, gybing, etc.</p>
<i>Further Action Planned</i>	<p>Annual training courses to maintain and improve Instructors and Helpers competence.</p> <p>Club's Instructions for Dealing with Accidents and Emergencies, Emergencies, copies of which are set out on the Emergency Cards held in the Clubhouse, reviewed annually by the Management Committee.</p> <p>Annual review of Risk Assessment and Safety Policies by the Management</p>

	<p>Committee</p> <p>Annual safety briefing for all involved.</p> <p>Accident record of head injuries from booms to be kept under review and if necessary appropriate action be taken.</p>
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TRIPPING UP	
<i>HAZARD RATING</i>	Severity of Hazard: MEDIUM Assessment of Likelihood of occurrence: LOW Resultant Risk Category: LOW
<i>Hazard</i>	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.
<i>Risk Groups</i>	Instructors Helpers Junior Sailors
<i>Control Measures</i>	All pontoons are properly designed, maintained and regularly inspected to reduce the chance of accidents. An accident book is maintained by the First Aid Cupboard within the Clubhouse. No running or pushing allowed on the pontoon, slipways, Jetty, walkways or car parks at any time.
<i>Further Action Planned</i>	Annual review of Risk Assessment and Safety Policies. Annual safety briefing for all involved. Annual training courses to maintain and improve Instructors and Helpers competence.

FIRE	
<i>HAZARD RATING</i>	Severity of Hazard: MEDIUM Assessment of Likelihood of occurrence: LOW Resultant Risk Category: LOW
<i>Hazard</i>	Instructors, Helpers and Juniors may be injured by fire either in the clubhouse, car park, on the pontoons or jetty, on a boat.
<i>Risk Groups</i>	Instructors Helpers Junior Sailors
<i>Control Measures</i>	Club fire precautions and extinguishers provided to fire officer's requirements. No solvents may be used or kept on the pontoon during Moppy Camps. No children are allowed on the Club pontoons unless part of the Moppy Camp. No smoking is allowed in the Clubhouse, pontoons or in the boats. An accident book is maintained in the First Aid Cupboard. All key personnel are adequately trained for the role that they perform. Moppy Camp always operates inside the guidelines laid down by the Club in this document.
<i>Further Action Planned</i>	Annual review of Risk Assessment and Safety Policies. Annual safety briefing for all involved. Annual training courses to maintain and improve Instructors and Helpers competence.

OPERATION OF ROW BOAT	
<i>HAZARD RATING</i>	Severity of Hazard: MEDIUM Assessment of Likelihood of occurrence: LOW Resultant Risk Category: LOW
<i>Hazard</i>	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.
<i>Risk Groups</i>	Instructors Helpers Junior Sailors Safety craft crews
<i>Control Measures</i>	<p>All equipment must be properly designed, maintained and regularly inspected to reduce the chance of unforeseen breakages and injury by damaged equipment.</p> <p>An accident book is maintained in the First aid cupboard within the Club house</p> <p>All participants are carefully monitored to ensure they don't take unnecessary risks and are attempting tasks that they should be capable of achieving.</p> <p>All key personnel are adequately trained for the role that they perform.</p> <p>Moppy Camps always operates inside the guidelines laid down by the Club in this document.</p> <p>No boat should sail outside the designated sailing areas.</p>
<i>Further Action Planned</i>	<p>Annual review of Risk Assessment and Safety Policies.</p> <p>Annual safety briefing for all involved.</p> <p>Annual training courses to maintain and improve Instructors and Helpers competence.</p>

MEDICAL AILMENTS	
<i>HAZARD RATING</i>	Severity of Hazard: MEDIUM Assessment of Likelihood of occurrence: LOW Resultant Risk Category: LOW
<i>Hazard</i>	Instructors, Helpers and Juniors may be injured because of a previous medical problem in a participant.
<i>Risk Groups</i>	Instructors Helpers Junior Sailors
<i>Control Measures</i>	<p>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.</p> <p>Medical advice should be sought as to the suitability of suffers of unknown or uncommon medical problems being involved in the activity.</p> <p>An accident book is maintained in the First aid cupboard within the club house.</p> <p>All parents/guardians must confirm their consent annually and before the beginning of each Moppy Camp certifying that they have disclosed any medical problem that might affect the junior.</p> <p>Participants with known conditions are carefully monitored to ensure that any problems are quickly recognised and the appropriate action taken.</p> <p>All key personnel are adequately trained for the role that they perform.</p> <p>Moppy Camps always operates inside the guidelines laid down by the Club in this document.</p> <p>No boat should sail outside the designated sailing areas.</p>
<i>Further Action Planned</i>	Annual review of Risk Assessment and Safety Policies. Annual safety briefing for all involved. Annual training courses to maintain and improve Instructors and Helpers competence.

MULTIPLE CAPSIZE SITUATIONS	
<i>HAZARD RATING</i>	Severity of Hazard: MEDIUM Assessment of Likelihood of occurrence: LOW Resultant Risk Category: LOW
<i>Hazard</i>	Due to wind, action of another user or inexperience, a number of boats engaged on Moppy Camp or other organised club activity might capsize at the same time.
<i>Risk Groups</i>	Junior Sailors. People in the water.
<i>Control Measures</i>	<p>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.</p> <p>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.</p> <p>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.</p>
<i>Further Action Planned</i>	<p>Annual review of Risk Assessment and Safety Policies.</p> <p>Annual safety briefing for all involved.</p> <p>Annual training courses to maintain and improve Instructors and Helpers competence.</p>

RELAY RACES – SAILING ACTIVITIES	
<i>HAZARD RATING</i>	Severity of Hazard: MEDIUM Assessment of Likelihood of occurrence: LOW Resultant Risk Category: LOW
<i>Hazard</i>	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.
<i>Risk Groups</i>	Instructors Helpers Junior Sailors.
<i>Control Measures</i>	<p>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</p> <p>All instructors should explain the basis rules of the road or of the activity before asking the juniors to undertake the required exercise.</p> <p>The numbers of Juniors on each boat should be monitored by the adult / Instructor organising the activity.</p> <p>Helpers should report to the Senior Instructor the identity of any craft apparently being handled dangerously.</p> <p>All participants are carefully monitored to ensure they don't take unnecessary risks and are attempting tasks within their capability.</p> <p>All key personnel are adequately trained for the role that they perform.</p> <p>Moppy Camps always operates inside the guidelines laid down by the Club in this document.</p> <p>No boat should sail outside the designated sailing areas.</p>
<i>Further Action Planned</i>	Annual review of Risk Assessment and Safety Policies. Annual safety briefing for all involved. Annual training courses to maintain and improve Instructors and Helpers competence.

LUNCHTIME BREAKS	
<i>HAZARD RATING</i>	Severity of Hazard: HIGH Assessment of Likelihood of occurrence: LOW Resultant Risk Category: LOW
<i>Hazard</i>	Instructors, Helpers and Juniors may be injured or Juniors may leave lunch area unaccompanied during the lunchtime break.
<i>Risk Groups</i>	Instructors Helpers Parents / Guardians Friends Relatives of participants Junior Sailors
<i>Control Measures</i>	<p>Adequate supervision of all groups to be undertaken during the lunchtime breaks.</p> <p>A roll call must be taken by each group leader before each lunchtime session and the juniors be briefed as to:</p> <ul style="list-style-type: none"> • who will be in charge during the break, and • where they can and cannot go. <p>If any junior will be leaving the club area, with whom and at what time they will be returning.</p> <p>An accident book is maintained in first aid cupboard within the club house.</p> <p>Helpers should report to the Senior Instructor the identity of any junior misbehaving or Junior missing.</p> <p>All participants are carefully monitored to ensure they don't take unnecessary risks and are attempting tasks within their capability.</p> <p>All key personnel are adequately trained for the role that they perform.</p> <p>Moppy Camp always operates inside the guidelines laid down by the Club in this document.</p>
<i>Further Action Planned</i>	Annual review of Risk Assessment and Safety Policies. Annual safety briefing for all involved. Annual training courses to maintain and improve Instructors and Helpers competence.

SUPPLY OF FOOD /EVENING BARBEQUES	
<i>HAZARD RATING</i>	Severity of Hazard: MEDIUM Assessment of Likelihood of occurrence: LOW Resultant Risk Category: LOW
<i>Hazard</i>	Instructors, Helpers and Juniors may be injured or made ill whilst attending the Moppy Camp by food produced for consumption at the organised Barbeque / Evening Event.
<i>Risk Groups</i>	Instructors Helpers Parents / Guardians Friends or relatives of participants Junior Sailors
<i>Control Measures</i>	<p>A specific area will be designated as a Barbeque area whilst the Barbeques are lit or cooling down, an adult will be in attendance and will be in charge of the Barbeque whilst it is lit or cooling down.</p> <p>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 an adult.</p> <p>The food produced will be produced and dispensed in accordance with the Food Hygiene policy of the club.</p> <p>If gas or solid fuel 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. Solid fuel Barbeques shall not be used on the pontoons.</p> <p>An accident book is maintained in the First aid Cupboard within the Clubhouse.</p> <p>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 manner.</p> <p>All participants are carefully monitored to ensure they don't take unnecessary risks and are attempting tasks within their capability.</p> <p>All key personnel are adequately trained for the role that they perform.</p> <p>Moppy Camp always operates inside the guidelines laid down by the Club in this document.</p>
<i>Further Action Planned</i>	Annual review of Risk Assessment and Safety Policies. Annual safety briefing for all involved. Annual training courses to maintain and improve Instructors and Helpers

	competence.
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SETTING UP AND CLEARING AWAY	
<i>HAZARD RATING</i>	Severity of Hazard: MEDIUM Assessment of Likelihood of occurrence: LOW Resultant Risk Category: LOW
<i>Hazard</i>	Instructors, Helpers and Juniors may be injured whilst the boats are prepared or whilst being put away after use.
<i>Risk Groups</i>	Instructors Helpers Parents / Guardians Friends or relatives of participants Junior Sailors
<i>Control Measures</i>	<p>Great care should be taken at all times when Rigging or de-rigging a dinghy.</p> <p>Vessels should be placed head to wind before raising or lowering sails.</p> <p>No vessel should be put into service unless all its equipment is in serviceable working order.</p> <p>All breakages or parts missing to be reported to the Bosun and that vessel will be taken out of Commission until it is repaired.</p> <p>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.</p> <p>All launching trolleys to be returned to a kennel or placed in a safe area when not in use.</p> <p>All Vessels to be washed down prior to being stowed away.</p> <p>Any maintenance work should be carried out ashore by a person competent of effecting the repair or maintenance work.</p> <p>No one should stand between the vessel and the water whilst the vessel is being launched or recovered.</p> <p>An accident book is maintained in the First Aid Cupboard within the Clubhouse.</p> <p>Helpers should report to the Senior Instructor the identity of any craft apparently being handled dangerously ashore or afloat.</p> <p>All participants are carefully monitored to ensure they don't take unnecessary risks and are attempting tasks within their capability.</p>

	<p>All key personnel are adequately trained for the role that they perform and that they can instruct others.</p> <p>Moppy Camps always operates inside the guidelines laid down by the Club in this document.</p>
<i>Further Action Planned</i>	<p>Annual review of Risk Assessment and Safety Policies.</p> <p>Annual safety briefing for all involved.</p> <p>Annual training courses to maintain and improve Instructors and Helpers competence.</p>

CAR PARK	
<i>HAZARD RATING</i>	Severity of Hazard: HIGH Assessment of Likelihood of occurrence: LOW Resultant Risk Category: LOW
<i>Hazard</i>	Instructors, Helpers and Juniors may be injured whilst in the Car park area.
<i>Risk Groups</i>	Instructors Helpers Parents / Guardians Friends or relatives of participants Junior Sailors
<i>Control Measures</i>	<p>Adults should take great care when using the car park to make sure that they do not injure any person in the area – special vigilance should be taken for Juniors in the Area at all times.</p> <p>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.</p> <p>Vehicles should be left locked in order that Children cannot hide in vehicles on the club premises.</p> <p>An accident book is maintained in the First Aid Cupboard within the Clubhouse.</p> <p>Helpers should report to the Senior Instructor the identity of any vehicle apparently being handled dangerously.</p> <p>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</p>
<i>Further Action Planned</i>	Annual review of Risk Assessment and Safety Policies. Annual safety briefing for all involved. Annual training courses to maintain and improve Instructors and Helpers competence.

DINGHY PARK	
<i>HAZARD RATING</i>	Severity of Hazard: HIGH Assessment of Likelihood of occurrence: LOW Resultant Risk Category: LOW
<i>Hazard</i>	Instructors, Helpers and Juniors may be injured whilst in the Dinghy park area.
<i>Risk Groups</i>	Instructors Helpers Parents / Guardians Friends or relatives of participants Junior Sailors
<i>Control Measures</i>	<p>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.</p> <p>Juniors should not be allowed to go on top of the corrugated iron kennel roofs at any time.</p> <p>During Moppy Camps the number of vessels at the club site should be monitored and left in a safe and secure manner.</p> <p>All vessels should be returned to their correct storage position when not being used, with their covers being put on and their equipment stowed in the correct positions.</p> <p>The Chief Instructor can remove any vessel that he considers to have been left in an unsafe manner.</p> <p>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.</p> <p>An accident book is maintained in the First Aid Cupboard within the Clubhouse.</p> <p>Helpers should report to the Senior Instructor the identity of any vessel apparently being handled dangerously.</p>
<i>Further Action Planned</i>	Annual review of Risk Assessment and Safety Policies. Annual safety briefing for all involved. Annual training courses to maintain and improve Instructors and Helpers competence.

SLIPWAYS AND JETTIES	
<i>HAZARD RATING</i>	Severity of Hazard: MEDIUM Assessment of Likelihood of occurrence: LOW Resultant Risk Category: LOW
<i>Hazard</i>	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.
<i>Risk Groups</i>	Instructors Helpers Parents / Guardians Friends or relatives of participants Junior Sailors
<i>Control Measures</i>	<p>Great care should be taken at all times when using the slipways and Jetties at the Club.</p> <p>Slipways should be inspected to make sure they are free from weed or obstruction.</p> <p>Care should be taken to wear adequate protection for feet and suitable shoes to avoid slipping when wet.</p> <p>No pushing in or running to be allowed in the slipway or jetty area</p> <p>Adult should be prepared to assist younger members as needed when launching or recovering a craft.</p> <p>All slipways and jetties to be kept clear when not in use.</p> <p>All launching trolleys to be returned to a kennel or placed in a safe area when not in use.</p> <p>Any maintenance work should be carried out ashore by a person competent of effecting the repair or maintenance work.</p> <p>No Instructor, junior or helper should stand between the vessel and the water whilst the vessel is being launched or recovered</p> <p>An accident book is maintained in the First Aid Cupboard within the Clubhouse.</p> <p>Helpers should report to the Senior Instructor the identity of any craft apparently being handled dangerously ashore or afloat.</p> <p>All participants are carefully monitored to ensure they don't take unnecessary risks and are attempting tasks within their capability.</p> <p>All key personnel are adequately trained for the role that they perform and that they can instruct others.</p>

	Moppy Camps always operates inside the guidelines laid down by the Club in this document.
<i>Further Action Planned</i>	Annual review of Risk Assessment and Safety Policies. Annual safety briefing for all involved. Annual training courses to maintain and improve Instructors and Helpers competence.

CHILD ABUSE	
<i>HAZARD RATING</i>	Severity of Hazard: HIGH Assessment of Likelihood of occurrence: LOW Resultant Risk Category: LOW
<i>Hazard</i>	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.
<i>Risk Groups</i>	Children Coaches Helpers
<i>Control Measures</i>	<p>The Senior Instructor in charge should not appoint anyone to act “in loco parentis” for a child.</p> <p>The Chief Instructor / Club President as appropriate should take up 2 references for any adult helper who will have more than very occasional contact with the children. 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.</p> <p>The Senior instructor should ensure that there is someone trained in child protection available during sessions involving children.</p> <p>The Senior Instructor in charge should endeavour to ensure that adult helpers do not engage in inappropriate behaviour with the children.</p> <p>All key personnel should be adequately trained for the role that they perform.</p>
<i>Further Action Planned</i>	Annual review of Risk Assessment and Safety Policies. Annual Child Protection briefing for all involved. Ask Parents of Children for permission to publish photos with the name of their child.

APPENDIX 8: RISK ASSESSMENTS FOR OVER THE WALL

This section sets out the additional risk assessments that are applicable for the Over the Wall event.

NOTE: This risk assessment covers only those matters under the direct remit and the control of the ODD for the Over the Wall Event. These risk assessments are in addition to the sailing activities and risk assessments covered under Appendix 7.

The risk assessments are, essentially, for information only as, in practice, it would be customary for the over the wall event to be run in conjunction with one of the Lymington Clubs. The Salterns OOD would be responsible for the event up until launch on the seaward side of the sea wall, and from landing there on the return journey. The portion of the event that takes place on the Solent and on Lymington River will be carried out in accordance with the procedures of the Lymington Club involved.

This is likely to require parental consents for both the Salterns and as a Member or Temporary Member of the relevant Lymington Club. The announcements to participants in relation to this event should make clear what the arrangements are and the content of these announcements in so far as they relate to the Lymington Club should be agreed with that participating club.

OPERATION OF SAFETY CRAFT	
<i>HAZARD RATING</i>	Severity of Hazard: HIGH Assessment of Likelihood of occurrence: LOW Resultant Risk Category: LOW
<i>Hazard</i>	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.
<i>Risk Groups</i>	Instructors Helpers Junior Sailors Safety Craft Crews
<i>Control Measures</i>	All equipment must be properly designed, maintained and regularly inspected to reduce the chance of unforeseen breakages and injury by damaged equipment. All support boat drivers shall have been adequately trained. Support boat engines should be stopped when a person is in the water beside the support boat, especially if abaft the console. All planing craft must have a kill cord which must be used at all times. An accident book is maintained. All safety boats should have a minimum crew of two at all times.

	<p>All participants are carefully monitored to ensure they don't take unnecessary risks and are attempting tasks that they should be capable of achieving.</p> <p>All key personnel are adequately trained for the role that they perform.</p> <p>No boat should sail outside the designated sailing areas.</p> <p>All Safety Boats should be equipped with a VHF radio.</p> <p>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).</p>
<p><i>Further Action Planned</i></p>	<p>Annual review of Risk Assessment and Safety Policies.</p> <p>Annual safety briefing for all involved.</p> <p>Annual training courses to maintain and improve Instructors and Helpers competence.</p>

THE FERRY	
<i>HAZARD RATING</i>	Severity of Hazard: HIGH Assessment of Likelihood of occurrence: LOW Resultant Risk Category: LOW
<i>Hazard</i>	Instructors, Helpers and Juniors may be injured by their boat being hit by the ferry or its wash.
<i>Risk Groups</i>	Instructors Helpers Junior Sailors Safety Craft Crews
<i>Control Measures</i>	All participants are warned to keep well clear of the ferry. 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. There must always be at least two planing support boats available. All key personnel are adequately trained for the role that they perform. No boat should sail outside the designated sailing areas. Liaison is maintained with Wightlink.
<i>Further Action Planned</i>	Annual training courses to maintain and improve Instructors and Helpers competence. Annual review of Risk Assessment, including liaison with Wightlink, and Safety Policies. Annual safety briefing for all involved.

PASSING VESSELS	
<i>HAZARD RATING</i>	Severity of Hazard: MEDIUM Assessment of Likelihood of occurrence: LOW Resultant Risk Category: LOW
<i>Hazard</i>	Instructors, Helpers and Juniors may be injured by their boat being hit by the passing vessel or its wash.
<i>Risk Groups</i>	Instructors Helpers Junior Sailors Safety Craft Crews
<i>Control Measures</i>	<p>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.</p> <p>A support boat must assess any capsize within three minutes.</p> <p>An accident book is maintained.</p> <p>Helpers should report to the OOD the identity of any craft apparently being handled dangerously.</p> <p>All participants are carefully monitored to ensure they don't take unnecessary risks and are attempting tasks within their capability.</p> <p>All key personnel are adequately trained for the role that they perform.</p> <p>No boat should sail outside the designated sailing areas.</p>
<i>Further Action Planned</i>	<p>Annual training courses to maintain and improve Instructors and Helpers competence.</p> <p>Annual review of Risk Assessment and Safety Policies.</p> <p>Annual safety briefing for all involved.</p>

MULTIPLE CAPSIZE SITUATIONS	
<i>HAZARD RATING</i>	Severity of Hazard: MEDIUM Assessment of Likelihood of occurrence: LOW Resultant Risk Category: LOW
<i>Hazard</i>	Due to wind, action of another river user or inexperience a number of boats engaged on Junior Sailing might capsize at the same time.
<i>Risk Groups</i>	Instructors Junior Sailors
<i>Control Measures</i>	<p>A support boat should assess each capsize within 3 minutes to ensure that no one is trapped under an upturned boat.</p> <p>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.</p> <p>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.</p>
<i>Further Action Planned</i>	<p>Annual review of Risk Assessment and Safety Policies.</p> <p>Annual safety briefing for all involved.</p> <p>Annual training courses to maintain and improve Instructors and Helpers competence.</p>

USE OF PUBLIC SLIPWAY	
<i>HAZARD RATING</i>	Severity of Hazard: MEDIUM Assessment of Likelihood of occurrence: LOW Resultant Risk Category: LOW
<i>Hazard</i>	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.
<i>Risk Groups</i>	Children Helpers Bystanders Other River Users
<i>Control Measures</i>	All persons using the slipway and their parents should be briefed on the risks involved. A Slipway Marshall shall be appointed if necessary. All key personnel should be adequately trained for the role that they perform.
<i>Further Action Planned</i>	Annual review of Risk Assessment and Safety Policies. Annual review of powerboat training.

APPENDIX 9: RISK ASSESSMENTS FOR CHILDREN IN NEED

This section sets out the additional risk assessments that are applicable for the Children in Need 24 hour sail.

NOTE: The assessments cover only those matters for which the Officer of the Day is responsible. Accordingly, the risk groups covered are only those actually taking part in the Children in Need 24 hour sail event. Spectators (adults or children), other Club members and their families or guests or casual visitors are not considered in this risk assessment. This Risk assessment is in addition to the Sailing Activities Risk Assessments covered in Appendix 7.

NIGHT-TIME SAILING	
<i>HAZARD RATING</i>	Severity of Hazard: MEDIUM Assessment of Likelihood of occurrence: LOW Resultant Risk Category: LOW
<i>Hazard</i>	Darkness preventing sailors distress from being observed.
<i>Risk Groups</i>	Junior Sailors
<i>Control Measures</i>	Restrict Sailing to the area in front of the club house. Floodlighting to illuminate the sailing area. 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. Safety Officer on duty, with adult support observing the sailors at all times.
<i>Further Action Planned</i>	Annual review of Risk Assessment and Safety Policies. Safety Officer rota established and briefing for all involved. Annual training courses to maintain and improve adult awareness and competence.

TIREDNESS	
<i>HAZARD RATING</i>	Severity of Hazard: HIGH Assessment of Likelihood of occurrence: LOW Resultant Risk Category: LOW
<i>Hazard</i>	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 capsize. Adult supervisors reduce observational abilities.
<i>Risk Groups</i>	Adult Supervisors Junior Sailors
<i>Control Measures</i>	Junior sailors work a rota giving frequent rest periods for food and drink. Junior sailors are allocated a significant rest period for sleep. Adult supervisors work a rota allowing a significant rest period for sleep. No boat should go outside the designated sailing area. Hot food and drink available at all times..
<i>Further Action Planned</i>	Annual review of Risk Assessment and Safety Policies. Safety Officer rota established and briefing for all involved. Annual training courses to maintain and improve adult awareness and competence.

OFF-DUTY SAILORS AT THE CLUB	
<i>HAZARD RATING</i>	Severity of Hazard: MEDIUM Assessment of Likelihood of occurrence: LOW Resultant Risk Category: LOW
<i>Hazard</i>	Safety of off-duty children during the night-time.
<i>Risk Groups</i>	Junior Sailors
<i>Control Measures</i>	All Junior Sailors register as they arrive for the night-time sailing. Children are handed over to parent/guardian at the end of their sailing rota. If children are sleeping at the club, permission must be given by parent/guardian. Whereabouts of off-duty sailors remaining at the club must be notified to the Safety officer and recorded. Adult patrol of the club area during the night.
<i>Further Action Planned</i>	Annual review of Risk Assessment and Safety Policies. Safety Officer rota established and briefing for all involved.

INCLEMENT WEATHER	
<i>HAZARD RATING</i>	Severity of Hazard: HIGH Assessment of Likelihood of occurrence: LOW Resultant Risk Category: LOW
<i>Hazard</i>	Thunder, Lightning – risk of lightning strike. Strong winds – risk of sailors being overpowered whilst sailing.
<i>Risk Groups</i>	Adult Supervisors Junior Sailors
<i>Control Measures</i>	<p>Should the presence of lightning be detected, the safety officer will recall the sailors and allow the 'sail' to continue in rowing boats. Should the lightning be deemed too close for rowing boats, sailing will be temporarily replaced by a shore activity.</p> <p>Sailors will reduce from Moths with full sails to small sails to Optimists to reefed Optimists as the conditions dictate.</p> <p>The decision of the Safety Officer on duty is final.</p>
<i>Further Action Planned</i>	<p>Annual review of Risk Assessment and Safety Policies.</p> <p>Safety Officer rota established and briefing for all involved.</p> <p>Annual training courses to maintain and improve adult awareness and competence.</p>

APPENDIX 10: TEMPLATE CONSENT, REFERENCE AND MEDICAL FORMS FOR 2020

This section includes:

1. *MOPPY CAMPS (AND OTHER FORMAL TRAINING) 2020 – PARENTAL CONSENT, MEDICAL & RISK ASSESMENT FORM*
2. *MOPPY CAMP - ADULT HELPER MEDICAL FORM 2020*
3. *SELF-DECLARATION FORM AND REFERENCES FOR ROLES INVOLVING CONTACT WITH CHILDREN 2020*
4. *MEMBERSHIP (INCLUDING AFFILIATE GROUPS) - PARENTAL CONSENT & RISK ASSESMENT FORM 2020*

SALTERNS SAILING CLUB

MOPPY CAMPS (AND OTHER FORMAL TRAINING) 2020 – PARENTAL CONSENT, MEDICAL & RISK ASSESMENT
FORM

(Please complete using block CAPITALS – each child needs a separate form)

Child's name _____ Date of Birth: _____

Child's Address _____

_____ Postcode _____ Email _____

Parent or Guardian with legal responsibility for child:

Name _____ Relationship: _____

Contact telephone numbers: Home _____ Mobile _____

Alternative contact in the event of an emergency:

Name _____ Relationship: _____

Contact telephone numbers: Home _____ Mobile _____

It is your responsibility to make known any disability/medical condition that may affect your child during the activity, and any medication that they may require. This information will be shared with those responsible for supervising the activity and may be shared with members of the medical profession.

<i>Medical Part 1</i>		
Does the named person suffer from or have any medical condition that the Club needs to be made aware of?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the named person currently taking any medication?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has your child ever suffered from any of the following conditions: Asthma/bronchitis, heart condition, fits, fainting or blackouts, severe headaches, diabetes?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your child currently suffering/recovering from any injuries which may affect their sailing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your child vegetarian?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your child have any food allergies or dietary requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your child have a disability, learning difficulty or medical condition which may affect their learning (ability to participate in practical or theoretical sessions)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

<i>Medical Part 2</i>		
If yes to Part 1– provide details here including any specific medical advice to be followed in an emergency:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
When did your child last have a tetanus vaccination?:	Year	

Risk Statement

It must be recognised that sailing is by its nature an unpredictable sport and therefore inherently involves an element of risk. By taking part in the sessions you agree and acknowledge that:

- (i) You and your child are aware of the inherent element of risk involved in the sport and you accept responsibility exposing yourself to such inherent risk whilst taking part in the session;
- (ii) You and your child will comply at all times with the instructions of the Senior Instructor, Pennant Leader and / or other instructors, particularly with regard to handling of boats, wearing of a Personal Flotation Devices and the wearing of suitable clothing for the conditions;
- (iii) You and your child accept responsibility for any injury, damage or loss to the extent caused by your own negligence;
- (iv) You and / or your child will not participate in the session whilst your ability to skipper or crew a dinghy is impaired by alcohol, drugs or whilst otherwise unfit to participate;
- (v) The provision safety cover is limited to such assistance, as can be practically provided in the circumstances;
- (vi) You and your child are aware of any specific risks drawn to your attention by the Senior Instructor, Pennant Leader and / or other instructors;
- (vii) You and your child understand that the Club provides rescue facilities, supervision and control only during Moppy Camp weekends, Mini Courses or Assistant Instructor or other RYA Courses between the hours as publicised.
- (viii) I accept responsibility for the seaworthiness of his / her/ their boats and for the insurance against third party claims to a minimum sum of at least £1,000,000.

Cancellation

You understand that the Club may cancel or postpone the session at any stage in the event of bad weather, equipment failure or otherwise.

Misconduct

You understand that the Club may exclude anyone from a particular session and evict anyone from the premises.

Declaration of parent or person with legal responsibility

I the parent/guardian of hereby acknowledge that I have read the attached conditions of participation and that I fully understand them. I have explained them to my child, who understands and agrees to abide by them.

Medical consent

I declare that I have disclosed any medical problems that might possibly affect the named child during the course of Club activities. I consent to any emergency medical treatment necessary during the course of Salterns Sailing Club Moppy Camp (or other formal training) activities and consent to medical information provided in relation to the above named child being shared with members of the medical profession.

I give permission to the organisers of activities to administer any relevant treatment or medication during the event to the above-named participant when or if necessary.

In an emergency situation I authorise the organisers to take my child to hospital and give my full permission for any treatment required to be carried out in accordance with the hospital's diagnosis. I understand that I shall be notified, as soon as possible, of the hospital visit and any treatment given by the hospital.

Consent for use of images

I understand and agree that my child may be photographed or filmed by the Club or its agents and grant to the organisers without payment the right in perpetuity to make, use and show any motion pictures, still pictures and live, taped or filmed television of or relating to the event.

Miscellaneous

I have read and understood the Term and Conditions of the event as published to participants or on the Club's website.

I agree to notify the organisation of any relevant changes in my child's circumstances.

I confirm that my child is not under a court order.

I declare that the above named can swim 25m unaided.

I undertake to ensure that he/ she will attend the Salterns Club sailing activities suitably clothed, with long hair tied back.

I undertake to attend the Senior Instructor's briefing at the start of each day or session, and either	
i. I will collect and sign out my children at the specified time at the end of each day or session, or	Collect <input type="checkbox"/>
ii. I confirm that the above named child is aged 14 or over on the first day of the camp and I confirm that he or she may sign themselves out before leaving the site.	Self sign out <input type="checkbox"/>

Signed _____ Date _____

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. 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.

SALTERNS SAILING CLUB
MOPPY CAMP - ADULT HELPER MEDICAL FORM 2020

Name _____

Address _____

_____ Postcode _____

Contact numbers: primary _____ other _____

Name of participating child(ren) _____

Next of Kin details: (adult helper not child)

Name _____

Address _____

_____ Postcode _____

Contact numbers: home _____ mobile _____

work _____ email _____

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

I confirm that I am aware of/have read the contents of the Health and Safety and Environmental Policy.

Health/Medical declaration (important in case first aid required) and consent

It is your responsibility to make known any disability/medical condition that may affect you during the activity, and any medication that you may require. This information will be shared with those responsible for supervising the activity and may be shared with members of the medical profession.

Please give details of known health problems, significant medications or allergies. If none, write "Nil".

I declare that I have disclosed any medical problems that might possibly affect me during the course of Club activities. I consent to any emergency medical treatment necessary during the course of Salterns Sailing Club Moppy Camp (or other formal training) activities and consent to medical information provided above being shared with members of the medical profession.

I give permission to the Moppy Camp organisers to administer any relevant treatment or medication when or if necessary during the event.

In an emergency situation I authorise the organisers to take me to hospital and give my full permission for any treatment required to be carried out in accordance with the hospital's diagnosis.

Signed _____ Date _____

SALTERNS SAILING CLUB
SELF-DECLARATION FORM AND REFERENCES FOR ROLES INVOLVING
CONTACT WITH CHILDREN 2020 - PRIVATE AND CONFIDENTIAL

Salterns Sailing Club is committed to safeguarding children from physical, sexual and emotional harm. As part of our Safeguarding policy, we require staff, employees, volunteers and parent helpers undertaking roles involving prolonged contact with children to complete this self-declaration form and provide two references. All information will be treated as confidential and managed in accordance with our Data Privacy Policy and current data protection legislation and guidance.

Name

AddressPostcode

1. Have you ever been known to any Children's Services Department as being an actual or potential risk to children?
YES / NO If yes, please supply details:

2. Have you ever been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?
YES / NO If yes, please supply details:

Declaration: I declare that to the best of my knowledge the information given above is correct and understand that any misleading statements or deliberate omission may be sufficient grounds for disciplinary action. I confirm that I have read and understood the Club's Safeguarding and Child Protection Policy and agree to abide by that policy. I consent to the Club undertaking police and/or social security checks on me. I understand that the information contained in this form, or supplied by third parties, and the results of these checks may be shared with other persons or organisations in circumstances where this is considered necessary to safeguard children.

Signed: Date:

Reference 1: I have known the above named person foryears. I certify that I know of no reason why they should not work with children.

Name Telephone number

AddressPostcode

Signed: Position:Date:

Reference 2: I have known the above named person foryears. I certify that I know of no reason why they should not work with children.

Name Telephone number

AddressPostcode

Signed: Position:Date:

SALTERNS SAILING CLUB

MEMBERSHIP (INCLUDING AFFILIATE GROUPS) - PARENTAL CONSENT & RISK ASSESMENT FORM 2020

(Please complete using block CAPITALS – each child needs a separate form)

Child's name _____ Date of Birth: _____

Child's Address _____

_____ Postcode _____

Parent or Guardian with legal responsibility for child:

Name _____ Relationship: _____

Contact telephone numbers: _____

Alternative contact in the event of an emergency:

Name _____ Relationship: _____

Contact telephone numbers: _____

Risk Statement

It must be recognised that sailing is by its nature an unpredictable sport and therefore inherently involves an element of risk. By taking part in the sessions you agree and acknowledge that:

- (ix) You and your child are aware of the inherent element of risk involved in the sport and you accept responsibility exposing yourself to such inherent risk whilst taking part in the session;
- (x) You and your child will comply at all times with the instructions of the OOD and / or instructors, particularly with regard to handling of boats, wearing of Personal Flotation Devices and the wearing of suitable clothing for the conditions;
- (xi) You and your child accept responsibility for any injury, damage or loss to the extent caused by your own negligence;
- (xii) You and your child will not participate in the session whilst your ability to skipper or crew a dinghy is impaired by alcohol, drugs or whilst otherwise unfit to participate;
- (xiii) The provision safety cover is limited to such assistance, as can be practically provided in the circumstances;
- (xiv) You and your child are aware of any specific risks drawn to your attention by the coach / OOD / instructor;
- (xv) You and your child understand that the Club provides rescue facilities, supervision and control only during Moppy Camp weekends, Mini Courses, Assistant Instructor Courses or other RYA courses between the hours as publicised.
- (xvi) I accept responsibility for the seaworthiness of his / her/ their boats and for the insurance against third party claims to a minimum sum of at least £1,000,000.

Cancellation

You understand that the Club may cancel or postpone any session at any stage in the event of bad weather, equipment failure or otherwise.

Misconduct

You understand that the Club may exclude anyone from a particular session and evict anyone from the premises.

Consent for use of images

I understand and agree that my child may be photographed or filmed by the Club or its agents and grant to the organisers without payment the right in perpetuity to make, use and show any motion pictures, still pictures and live, taped or filmed television of or relating to the event.

Declaration of parent or person with legal responsibility

I the parent/guardian of hereby acknowledge the relevant Club rules and policies as published on the club's website and that I fully understand them. I have explained them to my child, who understands and agrees to abide by them.

I confirm that the above named will be supervised in accordance with the Club's policies in force from time to time, and that the level of supervision and personal flotation worn will have regard to their sailing and swimming ability. I undertake to ensure that he/ she will attend the Salterns Club sailing activities suitably clothed, with long hair tied back.

Signed _____ Date _____

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. 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.

