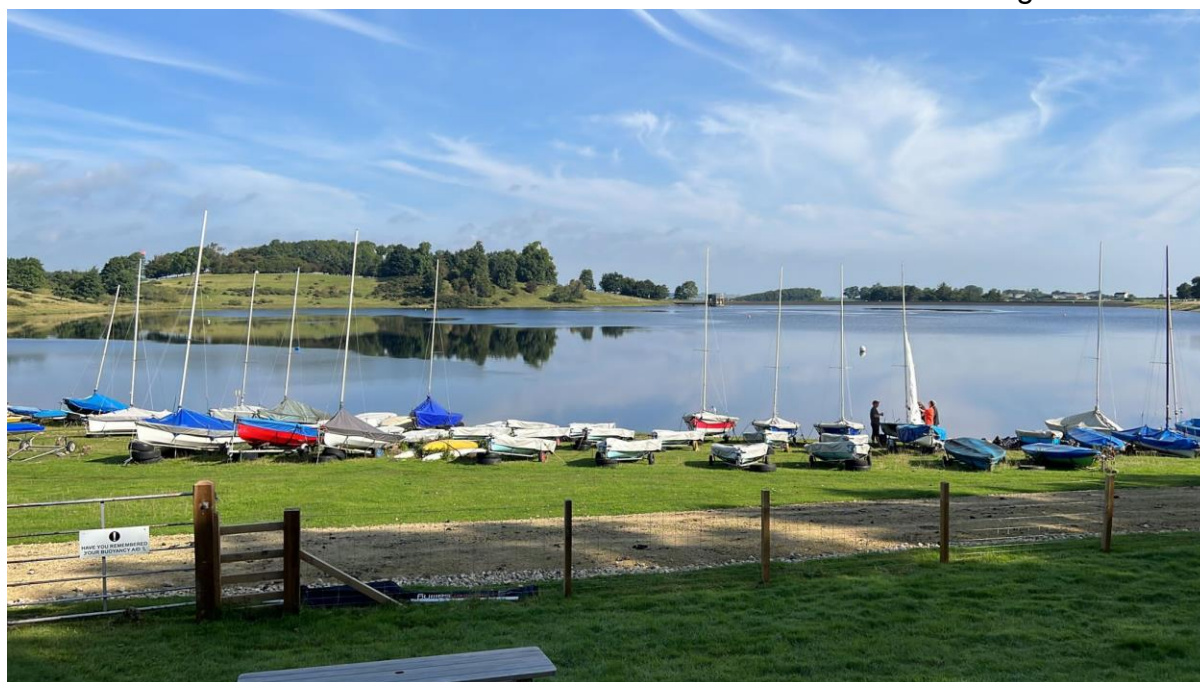


THORNTON STEWARD SAILING CLUB HANDBOOK 2023

EDITOR P H Gamlen
01/10/2023



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95 **1. INTRODUCTION****1.1. WELCOME**

100 Whether you are a new, or long-established member we hope you will find this handbook helpful in describing the rights and responsibilities of membership, and the facilities and help available to you.

105 We are a small, family sailing club, offering a variety of activities for dinghy and board sailors, Stand Up Paddleboarding (SUP), Canoeing, Kayaking and Model Boats, with fun and social events for all.

110 The Club has no employees. No-one is paid to be a cook, instructor, groundsman, builder, mechanic, etc; all these jobs are done by us, the members. This may be an old-fashioned idea, but it has worked since the Club was formed in 1973, and we believe that it can continue to succeed in the future, if people believe in co-operation and teamwork.

115 The aim of this full handbook is to pull together all current documentation regarding Thornton Steward Sailing Club, and put it on our website, so that any member can be fully informed about the Club's history, rules, procedures, events, activities, and policies. We would like all members to find joining in the Club's activities easier, more enjoyable, and safer.

There are two parts to the Handbook; Chapters 1-4 are TSSC Management and Policies, and Chapters 5 -10 cover all operational aspects of Water Based Activities

120 Sailing is FUN. Please enjoy your time at TSSC, and please do your bit to ensure that others enjoy their time too.

125

1.2. HISTORY OF THORNTON STEWARD SAILING CLUB

130 In the autumn of 1973 meetings were held at Bedale and Richmond under the auspices of what was then the Northallerton and Dales Water Board with the object of providing recreational facilities at the reservoir being built between Bedale and Leyburn.

135 Karl Stephenson became the first chairman (Commodore) with a committee of enthusiastic if somewhat inexperienced sailors.

140 During the next five years sailing did not actually begin on the reservoir, and members trailed their boats up to Semerwater for a sail on Sundays. While construction work on the reservoir went slowly on, negotiations with the authority (from 1974 the Yorkshire Water Authority) were conducted at an equally slow pace. Meanwhile, some members were taking woodwork evening classes and building their own Mirror dinghies from kits. A Mirror dinghy was even built as a prize for a raffle.

145 At last, in July 1978, halfway through the season, sailing was allowed to commence.

A 28-foot residential caravan, donated by a member, was placed in position near the quarry to serve as a club house. It contained a small lounge with seating for about 12, and gents and ladies changing rooms. It had to be painted the British Standard drab green to merge with its surroundings. A small patio of paving slabs was placed in front of the caravan.

150 The Club was officially opened in September 1978 by Sir Timothy Kitson, MP for Richmondshire.

155 The next season class racing began for GPs, Mirrors and Enterprises.

In the early 1980s, Catterick Garrison Sailing Club became Group members of TSSC and this began a fruitful relationship which has developed over the years to the mutual benefit of both clubs.

160 A Clubhouse was built professionally and finished with volunteer labour. Several years later, in 1991, it was extended by members with professional guidance and help. The original caravan was used as a storeroom (now replaced by the Robinson Building). Also, in 1991 a 30-year lease was negotiated with the YWA.

165 During the following decade showers were built in both changing areas; the kitchen was refurbished with new facilities added; furniture was replaced; the entrance porch tiled, and the floor refinished with much woodwork being repaired and repainted.

170 In 1995 the Club became an RYA recognised teaching establishment. This has been maintained to the present day, although the name has changed to "RYA Training Centre" (RTC). We have a number of instructors in both dinghy sailing and powerboating. Courses for adults & children are provided as part of the Club's sailing programme.

During the sailing season 2000 the older Club boats, donated by past members, were

175 partially replaced by three new Toppers and a new polypropylene Oppie. We also acquired two Bosuns and a Mirror.

Headline developments since 2000:

180 2006 The Clubhouse was once again refurbished.

2008 Major groundworks were undertaken on paths and defence against rabbit damage. A new storage building – named the “Robinson Building” in memory of a previous Commodore & instructor, John Robinson, was erected, and the old caravan was removed.

185 In 2010 a grant from Sport England was used to provide two new Wanderers, with asymmetric spinnakers, added to the fleet in 2011. The Bosuns were then sold.

190 2015 – 16 Double glazing was installed throughout the Clubhouse, together with other refurbishments.

2018 Another grant from Sport England was used to purchase four Fusion dinghies.

195 2019 TSSC signed up to the RYA “On Board” scheme. The Club went fully electronic for accounts and payments, membership, bookings, and newsletter.

2020 – mid 2021 Planning Consent was granted for a major infrastructure project. The Club was closed because of the COVID 19 pandemic.

200 2021 A formal partnership agreement was instituted between CGSC and TSSC. A path was built from the Robinson building to the Boat Park to make it easier to move outboard engines on their trollies. A public access Defibrillator was added to the Clubhouse.

205 2022 New furniture for the Clubhouse and new audio-visual equipment for training. A new 30-year lease was signed. The Annual inspection of the fire extinguishers and fire equipment transferred to TSSC and was carried out by NYFPC Ltd, Northallerton. A monthly cleaner was brought in for the Summer season.

210 2023 The ceiling was replaced in the Ladies changing room following a leak from the water system during the winter. A new road was built for vehicle access to the Clubhouse and the boat park. New stock fencing and gates were installed around the extended footprint of the Clubhouse compound agreed in the new lease with YW. Responsibility for the Yorkshire Water toilet block transferred to TSSC in mid-year and these were converted to a single toilet and additional changing spaces. The new ponton dock was commissioned. Divers from 215 the Army inspected all buoys and their anchorages. Replacement buoys were purchased, new anchor weights commissioned, and a staggered programme of replacement begun. Buoys were laid in the South East corner specifically for RC Model yacht racing. The Beyond Nature Management Plan was agreed and signed with Yorkshire Water. The Buildings Electrics had the required 5-year inspection and were certified.

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1.3. THE LEASE WITH YORKSHIRE WATER

Lease renewed July 2022 for a further 30 years

Lease is registered with the Land Registry

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For a copy of the lease contact the Club Secretary

2. THORNTON STEWARD SAILING CLUB LTD

230 2.1. RULES

2.1.1. NAME

235 The name of the Club shall be the THORNTON STEWARD SAILING CLUB LIMITED.

2.1.2. OBJECTS

240 The objective for which the Club is formed shall be the encouragement and promotion of amateur sailing.

2.1.3. MEMBERSHIP

245 1. All persons of either sex, whether the owners of a yacht or dinghy, or not, shall be eligible to be members of the Club.

Members shall be either:

250 **Full Members.** Individual membership, 18 years or over on 1st January of the sailing season. Such membership carries the right to act as an Officer of the Club, and to vote at the AGM such membership also carries the responsibility to carry out duties to the Club as set by the Management Committee.

255 **Family Members.** Co-habiting adults together with any of their children under 18 years on 1st January of the sailing season. (Any other family configuration must be agreed by the Management Committee). Such membership carries the right for either or both adults to act as an Officer of the Club and the membership shall have one vote at the AGM. Such
260 membership also carries the responsibility to carry out duties to the Club as set by the Management Committee.

265 **Junior Members.** Children below age 18 on 1st January of the sailing season whose parent/carer is prepared to be present at all times that such a junior is on Club premises or whose parent/carer has nominated an adult member as being in "loco parentis" on the application form held by the Membership Secretary or has given written permission for an adult member to act in "loco parentis" for a specific event/occasion. The membership confers the right for the parent/carer to have access to shore facilities.

270

Cadet Members. Young persons aged 18 to maximum of 22 years on 1st March January of the sailing season who are not in full time employment. (Proof of such status may be required). Such membership carries the right to act as an Officer of the Club and to vote at the AGM. Such membership also carries the responsibility to carry out duties to the Club as set by the Management Committee.

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Social Members. Persons aged 18 years or over on 1st March January of the sailing season who wish to limit their rights and responsibilities within the Club. Such members may not vote at the AGM. They will be informed of all Club events and may carry out duties if they wish to do so but may only use the water under the same terms as Guests – see 5 below. Social members are entitled to participate in racing and may win events and any relevant trophy. However, their results are discounted for the purpose of awarding points for races. Qualified Instructors who wish to transfer to a social membership may act as an Instructor at the request of the Principal without prejudice to their right to use the water under the same terms as a Guest.

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Honorary Members. Members elected as Honorary Members by the Club in Annual General Meeting on the recommendation of the Management Committee.

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Temporary Members. Persons who pay a fee (as authorised by the Committee) to participate in an event/occasion authorised by the Club. Temporary membership shall cease at the end of such an event/occasion.

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Affiliated Members.) Affiliated group membership is open to organisations that wish to use the water for the benefit of persons who do not own their own equipment but ONLY use equipment provided by the Group or Club. All such equipment must be clearly identifiable and registered with the Membership Secretary. Any such group must have a named representative who is prepared to accept responsibility for the activities of the group. Any member of such a group who wishes to use personally owned craft (including boards and rigs) will be expected to take out membership as detailed in sections a) to d). If it can be shown that such a member has been a group member for more than 2 seasons the joining fee may be reduced to one half.

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Individuals admitted under all classes of membership shall observe and be subject to these Rules and the Clubs Bye-laws as if they were Full Members. Junior, Social, Affiliated and Temporary Members shall not be entitled to receive notice of or vote in, a General Meeting of the Club.

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1. A candidate for membership shall complete on-line an application form setting out his/her name and address and any other particulars the Committee shall require. The Membership Secretary may accept the candidate as a Member on the agreement of six Committee Members.

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2. Any member desirous of resigning from the Club shall notify the Secretary of the Club in writing of their intentions and upon receipt by the Secretary of such notice, the rights of such a person, as a member of the Club shall cease.

3. If any member shall refuse or neglect to comply with these Rules or the Bye-laws of the Club, or shall be guilty of misconduct or omission in the opinion of the Committee, likely to be injurious to the Club, such a member shall be liable to expulsion by a resolution of the Committee, provided that at least one week before the meeting at which such resolution is passed, a notice shall have been dispatched to the member at the address shown in the register of members, stating the nature of the resolution and the time and place at which it will be considered and intimating that the member may attend and, before such resolution is passed, give orally or in writing such explanation as the member may think fit. The Committee may if they think fit, and so specify in the notice, debar a member liable to expulsion from using Club premises pending consideration of such resolution. A member expelled under this rule shall forfeit all rights in and claims upon the Club and its property. The vote on a resolution for expulsion shall be by ballot and the resolution shall only be carried if not less than two thirds of the members of the Committee vote in favour of the resolution.

4. A member of the Club shall also cease to be a member on their resignation, bankruptcy or death.

5. No person who has been expelled from membership shall be re-elected or admitted to the Club as a guest without the sanction of the members of the Club in General Meeting.

1.1.1. ENTRANCE FEE, SUBSCRIPTION AND PAYMENT OF DUES

6. There shall be an entrance fee of such sum as the Committee may from time to time prescribe. There shall be no entrance fee for Junior and Cadet.

7. All members shall pay an annual subscription of such sum or sums as the Committee may from time to time prescribe which shall become due in advance of election and on the 1st day of January in each year.

8. Any member whose dues and subscriptions are unpaid on the 1st day of April in any year shall be deemed to have resigned. Any member will not be entitled to sail or use the club facilities without a valid membership and such annual dues and subscriptions shall be deemed to cover the period from 1st January to 31st December in each year.

9. No member shall in any year be entitled to exercise any rights or privileges of membership until their entrance fee and subscriptions for that year have been paid.

10. A member elected after the 1st day of October in any year, who shall have paid their subscription for that year, shall not be required to pay any subscription for the following year.

11. Boat owners may pay a boat-parking fee to reserve a parking berth each year.

12. LATE RENEWALS: Members who fail to renew by the specified date may be charged a re-joining fee.

13. All persons present on the club premises are required to sign in. All craft on the water must be identifiable either by class sail number or by club allocated sail number as prescribed by the Membership Secretary. Any unidentifiable craft can be asked to leave the water by any member.

1.1.2. GUESTS

14. Any member may introduce as their guest any person providing that the member enters their own name and the name of their guest in the book kept for such purposes, and at no time leaves the Club premises while the said guest is thereon. Members shall be held responsible for ensuring that the behaviour of their guests is acceptable to other members and for their compliance with the Rules and Byelaws of the Club and shall pay all moneys due to the Club in respect of any such guest. No member may introduce more than two adult guests in any one day, and the same guest may not be introduced on more than four occasions in any one year, irrespective of who introduces them.

15. Guests shall have the same rights as Social Members in relation to racing and can enter and win races and any relevant trophy. However, their results are discounted for the purposes of awarding points for races.

1.1.3. GENERAL MEETINGS

16. An Annual General Meeting shall be held every calendar year and at no more than 15 months following the previous one. Any members wishing to insert business into the AGM agenda must give the Secretary notice at least 6 weeks before the date of the AGM.

17. No business (except the passing of accounts, receiving reports, the election of officers, members of the committee, the appointment of the Accountant and any business that the Committee may order to be inserted in the notice convening the meeting) shall be discussed at such meeting.

18. One-tenth (and no less) of the total number of full members may join together to serve a notice of requisitioning and Extra-ordinary General Meeting, such notice to be delivered to the Secretary of the Club stating the objects of the

meeting.

410 19. The Secretary shall, at least 30 days before the date of the Annual General Meeting, or 14 days before the date of any other General Meeting, post and deliver to each full member notice thereof and of the business to be brought forward thereat.

415 20. Full and one Family Member are entitled to vote at General Meetings.

21. The Commodore if present shall preside as Chairperson at every General Meeting of the Club or in their absence the Senior Flag Officer or failing them a Senior Member of the Committee present.

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22. The procedures for election, proxy voting for business at General and Committee meetings is defined in the Articles of Association.

1.1.4. OFFICERS

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23. The Officers shall be elected at the Annual General Meeting. (Rear Commodores (as required – retiring Commodore could be a consideration), Commodore, Vice-Commodore, Secretary, Treasurer and Sailing Secretary). The retiring Officers shall be eligible for re-election but should consider retiring from that position after 3 consecutive years if at any Annual General Meeting any other member stands validly nominated to that position.

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24. No candidate for any office (other than the retiring officers) shall be proposed unless the name of such candidate and their proposer shall have been sent to the Secretary 14 clear days before the Annual General Meeting, together with a signed statement of their willingness to stand for election.

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1.1.5. COMMITTEE

25. Up to a maximum of 15 members, the Committee shall consist of the Officers and 6 full members of the Club, elected by the Club at the Annual General Meeting. The number required for a quorum shall be 4 except in the case of meetings dealing with business under Rule 3.4 when not less than two-thirds of the Committee shall form a quorum.

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26. Meetings may be convened by any member of the Committee.

27. Candidates for election to the Committee shall be those members of the retiring Committee who shall offer themselves for re-election, a member recommended by the Committee and such other full members of the Club whose nominations, duly proposed and seconded by full members of the Club in writing, and accompanied by a signed statement of willingness to stand for

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election, shall have been sent to the Secretary not less than 14 days before the Annual General Meeting.

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28. A full list of candidates shall be e-mailed to all members at least 7 days before the date of the Annual General Meeting.

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29. If a casual vacancy occurs by death or resignation, the Committee may fill the vacancy by co-opting a full member to serve until the conclusion of the next Annual General Meeting. In the case of co-opted members offering themselves for re-election, nomination by a proposer and seconder shall be required but no statement of willingness to serve will be necessary.

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30. If the number of candidates duly proposed and seconded exceeds the number of vacancies to be filled, the election shall be by ballot. If the number of votes cast for any two or more candidates shall be equal, the person presiding at the meeting shall exercise a second or casting vote.

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31. The retiring Committee members shall be eligible for re-election but should consider retiring from that position after 3 consecutive years if at any Annual General Meeting any other member stands validly nominated to that position

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32. Subject to the provisions of Rule 4, hereof any full member may be nominated for election to the Committee in accordance with this rule.

1.1.6. SUB COMMITTEES

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33. The Committee may appoint such Sub-Committees, as it thinks fit, provided that there shall be not less than one Committee Member on each Sub Committee who shall be Chairperson.

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34. The Sub Committees shall keep proper minutes of their proceedings (if required by the Committee) and these shall be submitted to the Committee at its meeting next following the meeting of the said Sub Committee.

1.1.7. MANAGEMENT

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35. The Management of the Club shall be solely in the hands of the Committee and in accordance with the Club Rules.

36. The Committee shall make such Byelaws as it thinks fit as to the Management of the Club premises.

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37. The Committee may meet together for the dispatch of business, adjourn or otherwise regulate their meetings as they think fit, the quorum necessary for the transaction of business being in accordance with these Rules. Questions

arising at any meeting shall be decided by a majority of votes and in the case of an equality of votes, the Chairperson shall have a second or casting vote.

38. It shall be the responsibility of the Committee to cause to be kept proper books of account that shall give a true and fair view of the state of affairs of the Club, and to explain its transactions.

1.1.8. ACCOUNTS

39. A copy of the Accounts for the recently completed year shall be made available to members at least 7 days immediately prior to the Annual General Meeting. The Accounts will be prepared by the Treasurer on behalf of the Committee and reviewed by either a) one or more members of the Club who are not on the Committee at the time, or b) an external Accountant. The choice of the appropriate reviewer is to be approved by the Committee at the AGM. In the event of the member or Accountant appointed being unwilling or unable to act, the Committee shall appoint a substitute.

1.1.9. NEW RULES

40. Notice of any alteration or addition to these Rules, intended to be proposed by a Full Member of the Club, shall be given in writing to the Secretary at least 6 weeks before the date of the Annual General Meeting and full particulars of any such proposed alterations or additions shall be sent out in the Notice convening the Meeting. Members shall be given adequate advance notice of the Annual General Meeting to enable this timetable to be followed.

1.1.10. TEMPORARY FEES (EVENTS)

41. If the Committee agrees to the use of the Club premises for training, racing or other contests in sailing boats, they shall fix such fees for temporary membership for the persons concerned with such events as they see fit.

42. The Secretary or any person, who has received the authority of two members of the Committee, may expel temporarily or permanently any person who has the right to temporary use of the Club.

1.1.11. EQUIPMENT (FORMER MEMBERS)

43. If a boat or any gear belonging to a person who has ceased to be a member is not removed from the Club within 30 days of notice from the Secretary requiring such removal, such former member shall be liable to the Club to payment for storage as determined by the Committee and the Club shall be entitled to a lien for such storage charge, or for any other sum due to the Club, on any such boat or gear. Unless a boat or gear is removed within 12 months of such notice, the Committee may in its

absolute discretion dispose of such boat or gear in any manner it thinks fit, without accounting to the owner.

545 **1.1.12. STORAGE OF BOATS**

44. Any member wishing to keep a boat in the Boat Park shall apply to the Membership Secretary for consent, giving such details as may be required.

550 45. When a boat is jointly owned, it shall be deemed to be kept at the Club by one of its joint owners only, who shall be so nominated in the application for consent.

555 46. The membership Secretary who shall maintain a register, a copy of which shall be displayed in the Club premises, shall allocate a boat berth.

560 47. A member ceasing to keep a boat at the Club, or exchanging one boat for another, shall inform the Membership Secretary, and the register shall be amended accordingly.

48. The Committee has the right to refuse a berth in the Boat Park.

1.1.13. ROYAL YACHTING ASSOCIATION

565 49. The Committee shall take such action as may be required so that the Club shall be a recognised Member Club of the Royal Yachting Association.

1.1.14. CHANGE OF ADDRESS

570 50. Every member shall keep the Membership Secretary informed in writing of any changes in their names and addresses for entry in the Register of Members and any notice required by these Rules to be sent or given to any member or former member, shall be deemed to have been duly given or sent by ordinary prepaid post to the last address appearing in the Register of Members.

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1.1.15. LIABILITY

580 51. Members of the Club, their guests and visitors, may use the Club premises and any other facilities of the Club, entirely at their own risk and impliedly accept that:

a. The Club will not accept any liability for any damage to or loss of property belonging to members, their guests or visitors to the Club.

585 b. The Club will not accept any liability for personal injury arising out of the use of Club premises, and any other facilities of the Club, or out of participation in

any race organised by the Club, whether sustained by members, their guests or visitors, or caused by the said members, guests or visitors, whether or not such damage or injury could have been attributed to or was occasioned by the neglect, default or negligence of any of the Officers, Committee or Servants of the Club.

c. Before inviting any guests or visitors onto the premises or to participate in events organised by the Club, members will draw their attention to this Rule.

d. No member of the Club under 18 years of age is permitted to sail at Thornton Steward Reservoir unless accompanied by their parent or guardian or by an adult (in loco parentis) nominated by their parent or guardian whose name has been registered with the Membership Secretary.

53. All members, including parents and guardians, are warned that the Club is only able to provide Support Boat Cover during the hours notified in the Sailing Programme. Outside these hours, parents and guardians have sole responsibility for their children and wards and must appreciate that the Club cannot be expected to exercise supervision for children or any other persons not engaged in racing. All members should note that neither the Club nor any of its members can accept any liability arising from non-provision of support boat cover on any particular occasion.

1.1.16. INSURANCE

52. All boats shall be insured against third party claims in such sums as the Committee may from time to time prescribe and all members owning or using a boat/board at the Club shall sign a declaration in such terms as the Committee may from time to time prescribe in respect of each boat/board to be used at the Club before the boat/board is used in that calendar year.

1.1.17. ARTICLES OF ASSOCIATION

53. All members of the Club shall abide by and conform with the Articles of Association of Thornton Steward Sailing Club Limited and with the Agreement with Yorkshire Water Services Limited copies of which shall be kept by the Secretary and may be inspected on reasonable notice.

1.1.18. DISSOLUTION

54. Every member of the Club undertakes to contribute to the assets of the Club in the event of it being wound up during the time they are a Member, or within one year afterwards, for the payment of the debts and liabilities of the Club contracted before the time at which they cease to be a Member, and of the costs, charges and expenses of winding up the same, and for the rights of the contributories amongst themselves, such amount as may be required not exceeding £5.00.

1.1.19. INTERPRETATION

635 55. The decision of the Committee upon any question of the interpretation of these Rules, or upon any matter affecting the Club not provided for by these Rules, shall be final and binding upon Members, provided always that any such interpretation or decision shall be in accordance with the Articles of Association of the Club.

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NOTE: THESE RULES ARE CURRENTLY IN THE PROCESS OF BEING REVIEWED AND UPDATED
15 AUG 2023

2.2. ARTICLES OF ASSOCIATION

645

Available from the Club Secretary

NOTE: THESE ARTICLES ARE CURRENTLY IN THE PROCESS OF BEING REVIEWED AND
UPDATED 15 AUG 2023

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2.3. COMMITTEE MEMBERS OUTLINE ROLES & RESPONSIBILITIES

2.3.1. The Committee.

660 The Committee meets around every four to six weeks throughout the year. An agenda is prepared which includes some standard items; minutes of last meeting, matters arising, safety and safeguarding, accounts, report from the Sailing Planning Group. To this will be added any current activities in progress and any longer-term, strategic matters

2.3.2. Membership.

665 The Committee will be drawn from full members of the club who will hold the following roles. Individuals can hold more than one appointment.

Commodore

Vice Commodore

Secretary

670 Treasurer

Sailing Secretary

Membership Secretary

RYA Principal

Safety

675 Welfare Officer

CGSC Representative

+ 4 other full members.

680 2.3.3. Responsibilities of the Committee members

Commodore

- 685 • To assume responsibility for and direct the general management of the club
- To advise other officers and determine action to be taken on matters requiring urgent attention

Vice Commodore

- 690 • To deputise for the Commodore when necessary

Treasurer

- To assume overall management of all club monies and bank accounts
- Monitor both income and expenditure and keep general committee informed of the implications of such
- 695 • Liaise with the Accountant regarding the annual review of the accounts
- To report on the financial state of the Club at the AGM
- To regularly report to the committee on the financial position
- To keep under review all matters pertaining to the club insurance

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- To receive and account for monies paid for services and goods
- To give notice in respect of the non-payment of fees.
- Maintain a record of all the Club Assets.

Secretary

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- To organise and keep minutes of General Committee meetings, AGM and EGMs.
- To maintain and keep safely the club's records and documents.
- To keep a record of matters pertaining to club rules and constitution.
- To receive and deal with official correspondence.
- Booking the hire of the venue for the AGM, end of August for following January, if required.

710

- Communicate with members as appropriate.
- Renewing camping authorisation from Yorkshire Water annually.
- Rewriting and fully recording any changes made to the Rules or Articles of Association.

715

Sailing Secretary

- The sailing secretary is responsible for all aspect of sailing and racing at the club, working through a sub-Committee known as the Sailing Planning Group (SPG)
- Maintaining the events calendar.
- Maintaining the Sailing Instructions.

720

Membership Secretary

- To receive and account for fees paid by the members
- To receive and report on applications for membership of the club
- To devise and provide the necessary administration in respect of new membership and renewals and issuing of access keys/passcodes.
- To keep, maintain and provide adequate records of club membership
- To maintain and provide adequate records of boat ownership
- To advise new members of club rules, programme, and events
- To organise and maintain a berthing plan

730

RYA Principal

- To administer the RYA Affiliation requirements
- To oversee the training activities of the club

735

Safety Officer

- Safety is the responsibility of all Members. The Safety Officer acts as a focal point on behalf of all Members.
- Undertakes annual Health & Safety Survey of the premises
- Undertakes Risk Assessments of the Club's activities
- Writes and updates the Club's Policy Statements and Procedures for Executive Committee approval.

740

Welfare Officer

- 745
- Role under development

Sub-Committee: The Sailing Planning Group

Aim

- 750 The group is a focal point for the coordination of all water-based activities and the ongoing review and updating of procedures affecting those activities.

Responsibility

The group has:

- 755 Executive authority to create and manage an annual programme of water-based activities including safety boat cover. Water based activities to include but not be exclusive to cruising (sailing, paddle boarding, canoeing and RC model yachts), racing, and sail training.

The group will monitor the effectiveness of the relevant standard operating procedures required by the TSSC Committee and the RYA relating to those water-based activities. Where matters are identified that compromise safety on the water the group can authorise immediate change or cessation.

- 760 The requirement to actively consider proposals to develop the water-based activities. This would be in conjunction in an overarching policy by the TSSC Committee to maintain interest from the existing membership in Club activities and to encourage greater participation.

- 765 The requirement to supervise the maintenance of Club craft/trolleys, their associated stores and Club safety equipment.

Composition

- 770 The group would, as appropriate, involve the: TSSC Sailing Secretary (Chair), TSSC Principal (Deputy Chair), the TSSC Committee member for Safety and Safeguarding, the Chief Instructors of TSSC and CGSC, a representative of the TSSC racing community, the TSSC Bosun, a representative of the non-sailing water based activities, and if required a Sailing Development member.

Matters for Consideration by the Planning Group

TSSC Annual Programme of events for all activities

- 775
- Racing calendar and race officers.
 - Rostering of Safety Boat crews.
 - TSSC and CGSC RTC training.

Other water-based activities.

Maintaining the TSSC Training Procedures for all activities involving the RTCs (TSSC and CGSC) as laid down in RYA Training Guidance Notes

- 780 Composition of the training fleets.
- Provision of training outside of the RTCs
- TSSC safety boat crews.
- Briefing race officers.
- Improving sailing skills and shore side assistance to novices through the 'Happy Helper'
- 785 Creation of new policies/procedures as required.
- Selection and preparation of potential Dinghy/ Powerboat Instructors.
- Emergency/Accident procedures and reporting.
- Maintenance/rationalisation of common procedures across all disciplines
- Assistance with the preparation and running of Open Days.
- 790 Updating sailing information to go on the TSSC Website.
- Other matters as required by the TSSC Committee.

795

2.4. THORNTON STEWARD SAILING CLUB ASSET REGISTER

Section 11 - Boats

Asset	Quantity	SaiNo/Ident ification	Boat No	Additional Information	Insured Value
Jeannu Rigiflex 300	1	300	Blue		£1,575
Jeannu Rigiflex 360	1	360			£2,000
Jeannu Rigiflex 370	1	370			£2,400
Honda 10hp OMB	1				£2,035
Honda 20hp OBM Long Shaft	1				£3,400
Suzuki 6hp	1				£1,125
Powerboat Launching Trolleys (Rigiflex)	2				£750
Powerboat Launching Trolleys	1				£150
Powerboat Engine Trolleys	4				£500
Oppy Dinghy	1			4	£400
Optimist Dinghies (I.E.P)	1			5	£400
Optimist Dinghies (I.E.P)	1			6	£400
Topper 43497 inc cover and trolley	1			7	£600
Topper 43502 inc cover and trolley	1			8	£600
Topper 43503 inc cover and trolley	1			9	£600
Topper (incl cover and launch trolley)	1			10	£300
Wanderer incl cover and trolley	1	1663		1	£6,500
Wanderer incl cover and trolley	1	1664		2	£6,500
Wanderer incl cover and trolley	1	806		3	£1,000

Asset	Quantity	SailNo/Iden tification	Boat No	Additional Information	Insured Value
Laser 1 dinghy inc cover and trolley	1	Green Hull	15	XD Rig	£900
Laser 2 dinghy inc cover and trolley	1	Blue Hull	17	XD Rig	£900
Laser 3 dinghy inc cover and trolley	1	White Hull	16		£700
Fusion dinghies incl trollies and covers	4		11-14		£11,500
Shark SUP 10'2 inc all kit					£525
Shark SUP 10'6 inc all kit					£525
Shark SUP 10'6 inc all kt					£525
					£46,810

Section 5 Specified Items

Asset	Quantity	SailNo/Iden tification		Additional Information	Insured Value
VHF Radios	2	iCom IC F29SR2	inc receive/transmit extension lead		£400
Mountfield SP53 Elite Lawnmower	1				£389
					£789



3. PARTNERSHIP ARRANGEMENT BETWEEN TSSC & CGSC

3.1. BACKGROUND.

Thornton Steward Sailing Club (TSSC) is a Limited Company, run by volunteers. It is based at Thornton Steward Reservoir and leases access to the club site and the reservoir from Yorkshire Water. The lease carries with it certain restrictions which are currently included in the TSSC Rules and Operational Procedures. TSSC has its own fleet of sailing dinghies and safety boats which are available for use by members of TSSC for both recreational and sail training.

Catterick Garrison Sailing Club (CGSC) provides dinghy sailing facilities for personnel based within Catterick Garrison and is run by volunteers. To provide this facility CGSC has group membership of TSSC. This allows paid up members of CGSC full access to TSSC facilities. CGSC is supported by non-Public Funds under the sponsorship of the Army Sports Control Board, it is not funded by the MOD. To access TSSC facilities membership of CGSC can only be granted to serving and retired personnel, their families, and members of the MOD employed civilian personnel from the Garrison. CGSC maintains its own fleet of sailing dinghies.

3.2. RYA TRAINING CENTRE STATUS.

TSSC is affiliated to the Royal Yachting Association (RYA) and is a Recognised Training Centre (RTC). This status allows it to run certain specified RYA certificated dinghy and powerboat courses for adults and young people. It is inspected annually by the RYA Regional Coach.

CGSC is an RYA RTC and as such runs certain specified RYA certificated dinghy sailing and powerboat courses for adults and young people. CGSC is Affiliated to the RYA via the Army Sailing Association (Centre Number ASA 116) and is inspected annually by the Army RYA Regional Coach.

3.3. FACILITIES

The two organisations use the same waters, shore facilities, share instructors where required, and on occasions have use of one another's dinghy fleet and safety boats for training.

Interchange of Expertise

If either club is unable to find from within its membership the appropriate qualified instructors to manage and execute RYA training then the partnership allows for members of either club to be trained according to the RYA Guidelines by the other

clubs qualified instructors. This situation has arisen whilst the CGSC Certification was in abeyance for 6 years from 2008 to 2014.

It is therefore of mutual benefit to all parties to enter into a partnership arrangement. There is excellent trust and cooperation between the parties and the arrangements in place works effectively for all parties. They have been cited by the ASA as an example of best practice in cooperation between a civilian and military sailing club and in the use of mutual resources.

PARTNERSHIP AGREEMENT BETWEEN THORNTON STEWARD SAILING CLUB AND CATTERICK GARRSION SAILING CLUB

Objective. This agreement is made for the mutual benefit of all parties and is undertaken as a shared commitment to promote sailing for the benefit of all and the exclusion of none. This document simply seeks to verify and record these arrangements in order to consolidate, preserve and develop them, as appropriate, for the future.

Use of TSSC Facilities. TSSC provides CGSC with group membership of the Club. This allows CGSC members access to all the facilities at TSSC.

Members of CGSC are to comply with the rules of membership for TSSC members. This has relevance to security of the premises, behaviour, water safety and TSSC duties.

Unit membership of CGSC allows unit personnel to sail at TSSC on weekdays and family membership of CGSC allows for sailing on all 7 days.

CGSC by virtue of membership of TSSC and paying an annual fee has several berths so a fleet of training dinghies can be kept at the Club. This includes storage of foils and spars, sails, buoyancy aids and wetsuits in a storage area within the Robinson Building.

The dinghy berths allocated to CGSC are only to be utilized by CGSC dinghies.

Members of CGSC with their own dinghies who wish to sail at the reservoir must become members of TSSC and pay for a berth.

Cooperation between CGSC and TSSC For the agreement to be effective a good working relationship is to be maintained between the Committees and Training Staff of both Clubs:

- CGSC are to be represented on the TSSC Committee by a member of the CGSC Committee, normally the Chief Instructor (CI).
- CGSC will run its own programmes of courses. The programming of the courses will be coordinated by the CI CGSC and the TSSC Sailing Secretary through the Sailing Planning Group. These courses will be included in the TSSC Sailing Programme.
- CGSC courses for service personnel will be run on weekdays. If these courses conflict with declared camping events for Club members arrangements will be made to mitigate disturbance to those camping.

- Courses run by CGSC will be run under their management, they will be responsible for the organizing of risk assessments, safety cover and staff ratios in accordance with the RYA Guidance Notes (RGNs) for Training and TSSC Operation Procedures.
- 895 • CGSC will aim to provide courses in the summer holidays and at half terms for young people from both clubs. The courses will be dependent on instructor availability from both clubs. The courses will be run to the conditions of the RYA Youth Scheme. The young person's attending must be members of either Club as individual Junior members or as part of a Family membership.
- 900 • For the duration of the course the training staff will be in Local Parentis of those under 18 years of age. Parents will be made fully aware of the arrangement as part of the registration process for the course.
- 905 • CGSC and TSSC RTCs will be inspected annually by an RYA Centre Inspector to ensure each RTC is complying with the RYA RGNs. In this way both Clubs have confidence their members are protected during training events.

Loaning of Craft and/or Equipment To utilize the assets of each Club to gain the maximum benefit for training the mutual use of each club's training fleet is to be encouraged under the following terms:

- 910 • The training craft of TSSC and CGSC (craft includes ancillary equipment unless specified otherwise) may only be used for training purposes at no cost to either Party. The training craft are those listed on the respective RTCs Annual Inspection report.
- 915 • Arrangements for the loan of equipment will be the responsibility of the CI s of CGSC and TSSC. The Senior Instructor or Race Coach running the session is responsible for ensuring all equipment is used appropriately and returned and stowed correctly after use. Any damage to the craft must be reported to either of the CIs as appropriate.
- 920 • CGSC craft cannot be used by TSSC members for general or recreational use. CGSC members can use TSSC club dinghies but are expected to pay the appropriate payment towards the upkeep of the TSSC Club fleet, and comply with TSSC regime on the use of these craft.
- 925 • CGSC has full use of the TSSC safety craft when running courses
- CGSC will pay for fuel used on course for unit personnel.
- In circumstances where boats are loaned between the two parties the following is agreed:
 - 930 ○ The parties agree to use the boats and or equipment with reasonable skill and care
 - Any minor damage occurring during the use of loaned craft/ equipment due to the Party's negligence and/or misuse will be repaired and/or replaced by the Party responsible for the damage. So long as equipment

has been loaned under the correct procedures more serious damage (should it occur) will be covered by:

- In the event the craft /equipment is insured; by the insurance of the Party to who the equipment /craft belongs
- In the event the equipment is not insured; by the Party who caused the damage, or in the case of reasonable wear and tear, the Party to whom the craft belongs.
- The borrowing Party will be responsible for inspecting/checking the condition of the craft before use, and reporting any damage that has occurred immediately after use to the lending Party
- In each case, a specific named and suitable qualified person will be responsible for the loaned equipment

3.4. INSURANCE.

- Each Party as an RYA RTC, has specific requirements for insurance during the running of such courses as listed on the RTC's Certificate of Registration. These insurances are to be kept always current.
- Each Party shall ensure that it maintains adequate public liability insurance (of at least £5 million) to cover its liabilities under the above clause.

3.5. GENERAL

- This partnership agreement will be reviewed in December each year and any amendments made as appropriate. Such amendments will be agreed between the Parties and recorded in writing and attached to this agreement.
- Either party has the right to suggest amendments to the agreement at any time throughout the year. These would be considered by the TSSC Committee meetings in consultation with the CGSC representative. Such amendments will be agreed between the Parties and recorded in writing and attached this agreement.
- Both Parties have the right to withdraw partially or wholly from the agreement at any time but would need to give reasonable notice (3 months) and honour any current commitments (planned/ published courses).

Partnership Agreement

On behalf of Thornton Steward Sailing Club, I agree to the above partnership arrangements.

Signed _____

975 Name _____

Appointment _____ Date _____

980 On behalf of Catterick Garrison Sailing Club, I agree to the above partnership arrangements.

Signed _____

985 Name _____

Appointment _____ Date _____

(Contact Club Secretary for access to the current signed copy of this Agreement)

990

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4. MANAGEMENT AND POLICIES

995 4.1. HEALTH AND SAFETY POLICY AND RULES

4.1.1. Principles

1000 Thornton Steward Sailing Club (TSSC) is committed to providing a safe environment for all persons on and around the club premises or who are using the reservoir for water-based activities.

In support of this aim the following rules will apply; -

- 1005
 - A member of the Committee shall be appointed to take overall responsibility for all health and safety matters and shall be known as the Safety Officer.
 - Risk Assessments will be completed by the Safety Officer assisted by others with the relevant technical experience for the clubhouse, surrounding areas, equipment, and all water-based activities.
- 1010
 - Risk assessments which form part of this policy shall be reviewed on a regular basis or if there is a significant change in circumstances.
 - Advice, guidance, and training in any aspect of health and safety relevant to the club will be delivered as may be required.
- 1015
 - Safety considerations will be a primary consideration in the selection, design and operation and maintenance of all club equipment.
 - Action plans will be implemented where any improvements have been identified and these are to be regularly reviewed and signed off by the Committee.

1020 In support of these principles; -

- The Committee will continually review, develop, and implement safe procedures and practices.
 - Encourage members to raise problems with the Committee and where appropriate propose suitable safety measures.
- 1025
 - Health and safety are everyone's responsibility and it is the responsibility of the Committee, members and visitors to keep themselves and others safe at all times and not to participate in any actions which could cause harm or injury.
- 1030
 - The Health and Safety policy will be reviewed as required to take account any guidance of good practice from the RYA.

4.1.2. Safety Ashore

1035 The following rules and procedures apply to all Members and visitors who are attending the club or using its facilities whilst ashore.

Onshore Risk Assessments can be found in Appendix 4.6.1

1040 **4.1.3. General Public**

1045 TSSC has a duty of care to the general public. The compound, boat park and water are currently under a lease from Yorkshire Water Services and are considered as private property for use by TSSC and its member associations and access by the general public is allowed under normal circumstances. The Club hosts a defibrillator on the outside of the Clubhouse as a public asset.

1050 Signs at various points around the water indicate public access pathways as appropriate. It is appreciated that members of the public will gain access to the Club areas and under such circumstances will be advised for their safety to remain in the designated areas.

4.1.4. Visitor and Guests

1055 All visitors and guests will fill in the visitor's book with the required information. They should confirm that they have read and understood the Club's safety procedures and are aware of the potential hazards. (There is a laminated sheet with the book with key rules and information on it)

1060 **4.1.5. Gas and Electrical Installations and Equipment**

All gas and electrical installations shall be inspected by a fully qualified and industry body registered engineer at the frequency set out in the legislation applicable at the time.

1065 All inspection reports should be reviewed by the club House Bosun and actioned as appropriate.

A report should be submitted to the Committee advising of the completion of all items or with recommendations for non-critical items

1070

4.1.6. General Site Safety – to prevent spread of fire

1075 The whole of the TSSC Clubhouse, associated buildings and area within the perimeter fencing is a non-smoking area.

Storage of combustible materials shall be sited, where possible, outside the main clubhouse property as far away as possible.

1080 Grass and undergrowth shall be maintained at an appropriate level within the compound.

Fire points, fire appliances and fire notices will be located and clearly marked in all the buildings and will be subject to regular checks by the House Bosun and will be subject to an annual maintenance check by a suitably qualified specialist.

1085 Access to the compound and buildings shall be always kept clear.

In the event of a fire the following procedure should be followed;

- 1090
- Shout fire and raise the alarm
 - Fire extinguishers should only be used to extinguish a small fire or to assist egress from the building, ensuring that it is correct for use.
 - Evacuate the building by the nearest available exits.
 - Assemble all persons at the Evacuation Point which is the TSSC Car Park
 - Then last person out should close all external doors having made sure that the building is empty.
- 1095
- Call the fire brigade on 999
 - Under no circumstances should anyone re-enter the building until instructed by the emergency services

1100 **4.1.7. General Site Safety – to prevent spread of fire - Highly Flammable Liquids and Dangerous Solutions**

All highly flammable substances must be stored in a container specifically designed for that substance

1105 All containers must be clearly marked and securely stored under lock and key in the designated fuel store.

‘No Smoking’ notices must be provided

1110 Under no circumstances should highly flammable substances be kept in the clubhouse or equipment store.

In the event of a fire the following procedure should be followed;

- 1115
- Shout fire and raise the alarm
 - Under no circumstances should any attempt be made to fight the fire.
 - Evacuate the area and all buildings or personnel to the designated Fire Assembly Point.
- 1120
- Call the fire brigade on 999

4.1.8. Gas Appliances

All gas cylinders should be located external to the building

1125

All cylinders should be stored in a well-ventilated storage area under lock and key

Clear and bold instructions must be posted by cookers and heaters so that any unfamiliar user can fully and safely understand how to operate the appliance correctly.

1130

Adequate firefighting equipment such as a powder extinguisher and fire blanket must be located adjacent to the cooker.

Gas should be isolated at the mains valve at the end of each day.

1135

4.1.9. First Aid

A first aid box is located within the main clubhouse foyer.

1140

An accident book is located adjacent to the first aid box and should be completed for all accidents

The safety officer is responsible for regular inspections of the first aid box to ensure that it is in date and restocked as required.

1145

Call 999 and request an ambulance and advise of the type of injury.

4.1.10. Incident Procedures

1150

Refer to Emergency Action Plan

4.1.11. Safety on The Water

1155

Adequate personnel buoyancy aids must be worn by all members, visitors, and guests when on the water.

“Adequate personal buoyancy” means:

- a buoyancy aid complying with one of the following British Standards:
 - BS EN 393, British Marine Industries Federation Standard for Personal Buoyancy, Ship and Boatbuilders Federation Standard for Personal Buoyancy Aids
 - A CE marked buoyancy aid of at least 50 Newtons, for use by swimmers on sheltered waters with help at hand,
- A lifejacket complying with BS EN 395 or BS EN 396 or BS 3595:1981 specification worn and used in accordance with the recommendations,
- A CE marked lifejacket of at least 100 Newtons, for use on sheltered waters by non-swimmers.

1160

1165

1170

All children under the age of 16 should wear buoyancy aids when near the water's edge

Safety boats will be rostered to be on the water on Sunday between 11.00 and 17.00, and on designated course and racing days.

1175

When safety boat cover is not available, then it is the sole responsibility of the helm to sail within their abilities.

1180

In the event of capsize, it is the duty of all members sailing at the time to go to offer immediate assistance, if required, until the arrival of the rescue boat.

The general recall for all boats in the event of serious weather conditions or other emergency will be two long blasts on the air horn and all boats should make their way to shore at the closest point where a safe landing can be made.

1185

Masthead flotation is to be always used when using any doublehanded boat owned by TSSC or CGSC for training purposes.

4.1.12. Reservoir Status

1190

Thornton Steward Reservoir is considered by Yorkshire Water to be a Red Risk Reservoir. The water stored in the Reservoir, after passing through the Treatment Plant, is fed directly into the mains supply. The water inlet and outlet systems to the reservoir are automatic and will respond to demand. There is no warning signal when they start to operate. Any interruption to that supply either through contamination or damage to the outlet system by Club members could lead to the TSSC lease being revoked.

1195

- All vessels and their associated equipment, brought in from another venue, are to be thoroughly washed down at the bio security point behind the changing annex (aka West Wing) before being used in the Reservoir.

1200

- At low water levels club members should stay away from the outlet tower/ #4 Buoy (point J on the Reservoir Plan). There is a particular risk from the suction at the base of the tower to people in the water. Users of SUPs and those organising training must be conscious of this and Race Officers should consider not using # 4 Buoy if it is a Gybe mark and there is a risk of capsize.

1205

- Similarly, the area adjacent to the inlet (Point I) should be always avoided, it can run at full flow with no notice. At full flow the amount of water is substantial and can cause confusion to the unwary.

1210

4.1.13. Safety Boats

1215 All safety boat helms should be qualified where possible to PB Level 2 or to have undertaken the TSSC/CGSC safety boat familiarisation training.

Each rescue boat will be equipped as per the RYA Safety Boat Equipment List as set out in WBA Powerboats Appendix 9.6.1

1220 When rostered, the safety boat should be on the water with the helm and crew suitably dressed. The crew should be aware that they may need to enter the water to assist a rescue.

1225 A kill cord MUST be fitted to the engine and secured to the driver whenever the engine is running. Notice/Labels must be affixed to the boat (clearly visible) warning drivers that they must always wear kill-cords when operating the safety boat.

1230 The Safety boat should only ever be driven at high speeds when essential e.g., for safety/ rescue purposes and/or training in the high-speed sections of the RYA Powerboat Course syllabus. The safety boats should be used for safety/ teaching/ purposes only, not for joy riding.

The safety boat will be on the water for the sole purpose of;-

- 1235
- Recovery of capsized dinghy sailors, canoeists, and windsurfers
 - Recovery of capsized equipment.
 - The safety boat can be used for laying racing marks BUT it is not to be used as a committee boat during club racing.

1240 The blue Rigiflex is primarily a boat for the use of Instructors. It is not a safety boat. Those trained in its use can assist people in the water.

Care and maintenance of the Safety Boats and engines is the responsibility of the TSSC Bosuns.

1245 Fuel tanks are to be filled at the Petrol Store adjacent to the Robinson Building.

4.1.14. Entrapment

1250 Entrapment under a dinghy is a risk and is more prevalent with the modern dinghy designs. The best way to avoid this happening is using mast head flotation to prevent the risk of inversion.

The current RYA recommendations are as follows; -

- 1255
- Dinghy sailors should always consider going straight to the centre board to prevent inversion and then allow time and opportunity for any entrapment to be resolved by those involved or by safety boat crews.

- 1260
- Safety boat crews should practice how to deal with inversions and the recovery of casualties into safety boats, also consider how best crews would perform CPR in the restricted confines of their safety boats.
- 1265
- All dinghy sailors should be encouraged to use centre board elastic tie backs or tie downs as a means of preventing CB retraction during inversions. For any form of training 'tie backs' will be used.

4.1.15. Blue/Green Algae

1270

From time to time, in certain conditions, the reservoir can be affected by outbreaks of Blue/Green Algae. Yorkshire Water have located signs around the reservoir advising of the risks. In the event of Blue-Green Algae occurring, then the areas should be avoided by all water users.

1275

Warning notices issued by Yorkshire will be clearly displayed in the clubhouse.

In extreme conditions, the reservoir may have to be closed until conditions improve.

1280

4.2. INCIDENT PROCEDURES AND EMERGENCY ACTION PLANNING.

General.

1285 Thornton Steward SC consider that any incident, regardless of the severity, affecting the physical wellbeing of an individual or individuals, whether on the Club premises or on the Reservoir and its environs is a matter of concern and should be treated as an emergency. Speedy and appropriate reaction to the event is essential to ensure all persons affected are kept safe and given the best possible care. It is not possible to cover every eventuality

1290 that might occur so the following sets out guidance on the steps that should be considered and or taken to deal with an emergency.

4.2.1. Types of Incidents.

1295 Planning and reactions must consider events that can take place ashore or afloat and the severity of the event e.g.

Ashore.

- Fire in the club buildings,
- Gas leak,
- 1300 • Electrocutation.
- Contamination of the reservoir.
- Physical injury to a club member or a member of the general public. If TSSC is open the public may look to the club for assistance.

Afloat.

- Person missing or entrapment under a dinghy.
- Unresponsive or Unconscious person in a dinghy or in the water.
- Physical Injury including hypothermia.
- 1310 • Mass capsizes of dinghies caused by sudden gusts, or wind shifts. This is of particular concern with young people on courses.

4.2.2. Severity of the Incident.

1315 Incidents can be divided 3 main categories.

Minor

This can be dealt with by the resources on site.

Any injuries may require medical attention but not hospitalisation

1320

Major.

The likelihood of this occurring is extremely remote however it is important to maintain an effective response by following best practise and recognising our responsibilities.

- 1325
- Any injury to a Club member requiring treatment in hospital.
 - Circumstances where a Club member has been put at serious risk
 - Any incident requiring the assistance of the emergency services
 - Any incident in which the press or media are, or may become, interested.

- 1330 **Disaster.**
- An incident in which a club member is seriously injured or killed.
 - The reaction will involve the Police and Emergency services and will attract media attention.
 - The incident will almost certainly temporarily close the Club/ Reservoir until investigations into the cause are completed.
- 1335

4.2.3. Who does What?

Minor Incident.

- 1340
- Individual Club members are to deal with the situation.
 - Existing equipment on site to be used following the approved usage instructions i.e. Fire extinguishers, VHF Radios, first aid kit.
 - The Club Safety Officer or Secretary are to be informed.
- 1345
- Accident Book is to be completed.

Major Incident/ Disaster.

- 1350
- If the incident takes place during Training or Racing the Lead Instructor or Officer of the Day is expected to deal with the immediate situation.
 - During Cruising the Safety Boat Helm or Club members are to deal with the immediate situation.
 - Action Cards giving guidance on dealing with the Incident are attached at Appendix 4.6.3.
- 1355
- The Commodore of TSSC and Commodore of CGSC, if a member of CGSC is involved, or their Club Secretaries must be informed as soon as is practicable.
 - The initial reaction to an incident can be considered to be complete when a casualty is evacuated from the site or the Police assume control of the situation.

1360

Media Contact.

- 1365
- A Major Incident involving the Emergency Services will attract Media attention. Both TSSC, and CGSC Committees, if involved, must be prepared to take the lead in dealing with the media as it will not be possible for the Incident Controller at the Reservoir to control the situation. See Action Card 5

4.2.4. Emergency Action Plan - Action Cards.

The following cards form the Appendix to this chapter are replicated in the Club Emergency Box in the Porch and in the Safety Boat Yellow Bins.

1370

Card 1 - Initial reactions, incident control

Card 2 - Contact details and Follow Up

Card 3 - Plan of the Reservoir

1375

Card 4 - Flow charts for Incident Control and Safety Boat

Card 5 - Dealing with the media.

4.3. EQUALITY, EQUAL OPPORTUNITIES AND DIVERSITY POLICY

Thornton Steward Sailing Club is committed to encouraging equality, diversity, and inclusion in all its activities. The Club aims to ensure that all members, visitors, clients, and suppliers are treated fairly and on an equal basis.

4.3.1. Code of Conduct

It is the policy of Thornton Steward 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. 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.

4.3.1.1. Participants - young sailors, windsurfers, paddlers and powerboaters

- 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
- Always do your best
- 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

4.3.1.2. 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

4.3.1.3. Coaches, Instructors, Officials and Volunteers

1425

- 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

1430

- 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

1435

- Avoid unnecessary physical contact with young people
- Be an excellent role model and display consistently high standards of behaviour and appearance

1440

- 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 Conduct
- Holders of RYA Race Official appointments must also comply with the RYA Race Officials Code of Conduct.

1445

If you are concerned that someone is not following the Code of Conduct, you should inform the Club Welfare Officer (welfare@thornton-steward-sailingclub.co.uk) or the person in charge of the activity.

1450

April 2023

Approved by TSSC Committee 11/4/2023

1455 4.4. WHISTLE BLOWING POLICY

This policy applies to anyone with an association to the club and includes members, sailors, instructors, and parents/guardians if a person is aged under 18.

1460 Anyone not covered by this policy, who feels they have a legitimate complaint or concern about the conduct of a person or persons acting for the club, should refer to the club Complaints Procedure.

1465 This policy sets out the procedure that a whistle-blower should follow to raise concerns (or 'blow the whistle') if they believe that there is serious malpractice within any part of the club. The policy takes into account the provisions of the Public Interest Disclosure Act 1998 which protects 'whistle-blowers' from detrimental treatment, such as victimisation or dismissal, if they raise concerns.

1470 The club reserves the right to amend the policy and procedure as necessary to meet any change in requirements or legislation.

4.4.1. Policy

1475 The club is committed to achieving and maintaining the highest possible standards in all its working practices. To achieve this aim, it encourages anyone with genuine concerns about suspected malpractice, illegal acts, or failures to comply with recognised codes or standards and to report their concerns, without fear of reprisals or victimisation.

1480 The club will not tolerate harassment or victimisation of a genuine whistle-blower (Including informal pressures). Such conduct will be treated as gross misconduct which, if proven, may (depending on the circumstances) result in the termination of membership or removal from a course.

1485 A report or disclosure must not be made for purposes of personal gain. Concerns must be raised without malice and in good faith, and the individual must reasonably believe that the information disclosed, and any allegations contained in it, are substantially true. Malicious allegations will be also regarded as a serious disciplinary offence.

1490 4.4.2. Scope

1495 Whistle-blowing means a disclosure of information made by an individual to the club or an external person or body, where that individual reasonably believes that one or more of the following matters is happening now, took place in the past or is likely to happen in the future:

- A criminal offence
- Failure to comply with legal obligations
- Failure to comply with the policies of the club
- Including those relating to:

- 1500
- Equality,
 - Safeguarding Children,
 - Safeguarding Adults at Risk,
 - Safety
 - Management and Anti-Doping
- 1505
- Financial or non-financial maladministration or malpractice or impropriety or fraud
 - Professional malpractice
 - A risk to the health or safety of an individual
 - Environmental damage
 - A miscarriage of justice
- 1510
- Improper conduct or unethical behaviour
 - Code of Ethics and Conduct
 - Attempts to suppress or conceal any information relating to any of the above.

4.4.3. Confidentiality

- 1515
- In view of the protection afforded to a whistle-blower, it is preferable that the individual puts his/her name to any disclosure. The identity of the whistle-blower will be kept confidential, if so requested, for as long as possible provided this is compatible with a proper investigation. Anonymous complaints are not covered by
- 1520
- this policy but may be reported, investigated, or acted upon as the person receiving the complaint sees fit.

4.4.4. Procedure

- 1525
- You have the right to be accompanied by another member, sailor or volunteer, if you wish, at any stage of the procedure.

- 1530
- Concerns should be raised in the first instance to
 Kay Marriott – Safeguarding Officer
 Tel: 01748 825767 or 07930 340649
 Email: kaymarriott1@gmail.com
 or
 Phil Gamlen – Chairman / Commodore
 Email: philgamlen@gmail.com

- 1535
- An initial investigation will be conducted within 10 working days of receiving the initial complaint, either by the person receiving the complaint or by another individual authorised by them ('the Investigating Officer').
- 1540
- The Investigating Officer will then decide, based on the information provided or the findings of the initial investigation:
- Whether there is enough evidence for there to be a case to answer.

- Whether the matter should be dealt with under this Whistle Blowing procedure, or under a different club procedure, in which case the person making the disclosure will be advised as to the appropriate steps to take.
- Whether a full investigation should be conducted and what form it should take: an internal investigation, referral to the external auditors, or an independent enquiry. Some matters, following investigation, will need to be referred to the relevant outside body, eg. the Police, Social Care Services (for safeguarding concerns), a funding body such as UK Sport or Sport England, UK Anti-Doping.
- Depending on the circumstances the person(s) against whom allegations have been made may have their membership suspended during the investigation.

If the person to whom the disclosure is made decides not to proceed with a full investigation, the reasons for that decision will be explained as fully as possible to the individual who raised the concern. It is then open to that individual to make the disclosure again to another of the persons specified above.

4.4.5. Investigation

If it is decided that there is a case to answer, any investigation will be conducted by the Investigating Officer as sensitively and speedily as possible. The individual making the disclosure will be informed of what action is to be taken. The person or persons against whom a disclosure is made will be told of it, and of the evidence supporting it, at an early stage and will be allowed to respond. A written record will be kept of each stage of the procedure.

Should an investigation or referral lead to the conclusion that there has been a breach of club discipline, the individual or individuals responsible will, in addition to any civil or criminal proceedings, be subject to the relevant club disciplinary Procedure. The nature of any disciplinary action taken will remain confidential.

4.4.6. Reporting of outcomes

Feedback about the outcome will be given within 5 working days of the completion of the investigation by the person deciding on the issues. This record should be signed by the Investigating Officer and the person who made the disclosure, and dated. Where appropriate the formal record need not identify the person making the disclosure, but in such a case that person will be required to sign a separate document confirming that the complaint has been investigated. In all cases a report of the outcome will be made to the club committee, who will refer the report on appropriately if they judge it necessary.

4.4.7. Advice for a whistle-blower raising a concern

The club acknowledges the difficult choice an individual may have to make in raising a concern. The following advice is recommended if you wish to make a disclosure:

- Make any objections promptly to avoid any misinterpretation of the motives for doing so
- Focus on the issues and proceed in a tactful manner to avoid unnecessary personal antagonism
- Be accurate in your claims and keep formal records of relevant events.
- You may also wish to seek independent advice. If, having exhausted the above procedure, you are not satisfied with the club's response and reasonably believe that the information disclosed is substantially true, you are free to take the matter further by raising it with external bodies such as: The RYA, a legal adviser, the Police, a relevant funding body.

4.4.8. Complaints of retaliation

The club accepts that it has an obligation to protect whistle-blowers who make a disclosure without malice and in good faith, from reprisal or victimisation as a result of the complaint.

If, however, you feel that you have suffered adverse treatment as a result of making a disclosure, you should submit a formal complaint under the relevant club Grievance or Complaints Procedure.

If it is determined that a whistle-blower has suffered adverse treatment, harassment, or victimisation as a result of his or her disclosure, action will normally be taken against the perpetrator in accordance with the relevant club Disciplinary Procedure.

4.5. SAFEGUARDING

4.5.1. CHILD SAFEGUARDING POLICY

4.5.1.1. Policy Statement

1615 Thornton Steward Sailing Club is committed to safeguarding children taking part in its activities from physical, sexual, or emotional harm, neglect or bullying. We recognise that the safety, welfare and needs of the child are paramount and that any child, irrespective of age, disability, race, religion or belief, sex, sexual or gender identity or social status, has a right to protection from discrimination and abuse.

1620 Thornton Steward Sailing Club takes all reasonable steps to ensure that, through safe recruitment, appropriate operating procedures, and training, it offers a safe and fun environment to children taking part in its events and activities.

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.

1625 4.5.1.2. Club Welfare Officer

The Club Welfare Officer is: Kay Marriott

Phone 01748 825767

Mobile 07930 340649

Email welfare@thornton-steward-sailingclub.co.uk

1630

4.5.1.3. Staff and Volunteers

1635 The Club Welfare Officer, those regularly instructing, coaching, or supervising young people and any others who are eligible will be required to apply for an Enhanced Criminal Records Disclosure, with Barred List check if appropriate, as detailed in the Club's policy on Disclosure and Barring Service (DBS) checks. Other volunteers who are not eligible for a DBS check will be asked to complete a self-declaration form disclosing whether they have ever been known to any Children's Services Department as being an actual or potential risk to children and whether they have ever been the subject of any disciplinary investigation and/or sanction by any organisation due to concern about their behaviour towards children.

1640

4.5.1.4. Good Practice

1645 All members of the Club should follow the club procedures and good practice guidelines and agree to abide by the Club Code of Conduct and, where relevant, 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.

1650 Adults are requested not to enter the showers and changing rooms at times when children are changing. If this is unavoidable it is advised that they are accompanied by another adult.

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.

4.5.1.5. Concerns

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 club procedures.

Any member of the Club failing to comply with the Safeguarding policy, procedures or any relevant Codes of Conduct may be subject to disciplinary action under the relevant club rules at the time.

April 2023

Approved by TSSC Committee 11/4/2023

4.5.2. CHILD WELFARE / SAFEGUARDING PROCEDURES

4.5.2.1. Recruitment

All Club members, volunteers and those in paid positions whether employed or self-employed,

(a) whose role brings them into regular contact with young people including teaching, training, supervising, instructing, or caring for children or

(b) is a position of trust or authority over children's welfare or

(c) are responsible for the administration of the Club's social media groups or other relevant activity

are required to apply for an Enhanced Criminal Records Disclosure which will disclose 'spent' as well as 'unspent' convictions.

In addition, a Barred List check will be undertaken if appropriate – i.e. the person will be undertaking 'regulated activity' with children. Regulated activity is defined under the Safeguarding Vulnerable Groups Act 2006, essentially providing physical assistance to a child who needs it by reason of age, illness or disability and is given in connection with eating or drinking (including the administration of parenteral nutrition) or toileting (including in relation to the process of menstruation), washing or bathing, or dressing.

For further information please see the club's Policy on Disclosure and Barring Service (DBS) Checks.

Volunteers who are not eligible for a DBS check will be asked to complete a self-declaration form stating whether they have ever been known to Children's Services Departments as being an actual or potential risk to children and whether they have ever

been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about their behaviour towards children.

- 1700 Those responsible for organising training or other events which do or may involve children must inform the Club's Welfare Officer in advance of those members involved – whether instructing or otherwise – to ensure that these provisions are complied with.

4.5.2.2. Training

- 1705
- The RYA online safeguarding awareness course 'Safe + Fun' is a mandatory requirement for those intending to qualify as RYA Instructors, Senior Instructors or Racing Coaches prior to their Instructor or Coach course.
 - Thornton Steward Sailing Club requires anyone whose role brings them into regular contact with young people including teaching, training, supervising, instructing, or caring for children or is a position of trust or authority over children's welfare to undertake safeguarding training provided in-house every 3 years.
- 1710

4.5.2.3. Reporting Procedures

- 1715
- Any concern, complaint or allegation concerning a child must be acted upon – it can never be ignored.
 - Any concern, complaint or allegation concerning a child must be reported in accordance with the flow charts below. Unless the child requires immediate medical attention, any concern must be reported to the club Welfare Officer as a matter of urgency. Their details are on posters in the clubhouse and in the Club Safeguarding policy. If the club Welfare Officer is not available contact the RYA's Safeguarding and Equality Manager on 023 8060 4104 or the NSPCC 24-hour helpline 0808 800 5000.
- 1720
- The Welfare Officer will make necessary and appropriate enquiries to establish:
 - What happened?
 - When did it happen?
 - Where did it happen?
- 1725
- The Welfare Officer will complete the Safeguarding and Child Protection Referral Form and make any necessary referral.

4.5.2.4. Handling an allegation from a child

- 1730 Children may confide in adults they trust, in a place where they feel at ease. If a child makes a disclosure you need to listen and keep a record of anything the child says or which you have observed. Communicate this information together with the child's details to the club Welfare Officer as soon as possible.

- 1735 Once a concern has been notified to the Welfare Officer s/he takes ownership of it and decides on the appropriate course of action. The Welfare Officer will complete the Safeguarding and Child Protection Referral Form.

4.5.2.5. If an allegation is made to you:

1740 ALWAYS:

- stay calm – ensure that the child is safe and feels safe

- show and tell the child that you are taking what he/she says seriously
- reassure the child and stress that he/she is not to blame
- be careful about physical contact, it may not be what the child wants
- 1745 • be honest, explain that you will have to tell someone else to help stop the alleged abuse
- make a record of what the child has said as soon as possible after the event, using the child's own words
- follow the club's child protection procedures.

1750

NEVER:

- rush into actions that may be inappropriate
- make promises you cannot keep (e.g. you won't tell anyone)
- ask leading questions (see below)
- 1755 • take sole responsibility – consult someone else (ideally the club Welfare Officer or the person in charge or someone you can trust) so that you can begin to protect the child and gain support for yourself.

1760 A leading question is where you suggest an answer or provide options that only need a 'yes' or 'no' answer, instead of allowing the child to explain things in their own words. An example would be asking 'did X hit you?' instead of 'how did you get that bruise?'. Leading questions may jeopardise any formal investigation. Use open questions such as 'what happened next?'. Only ask questions to confirm that you need to refer the matter to the Club Welfare Officer.

1765

4.5.2.6. Confidentiality

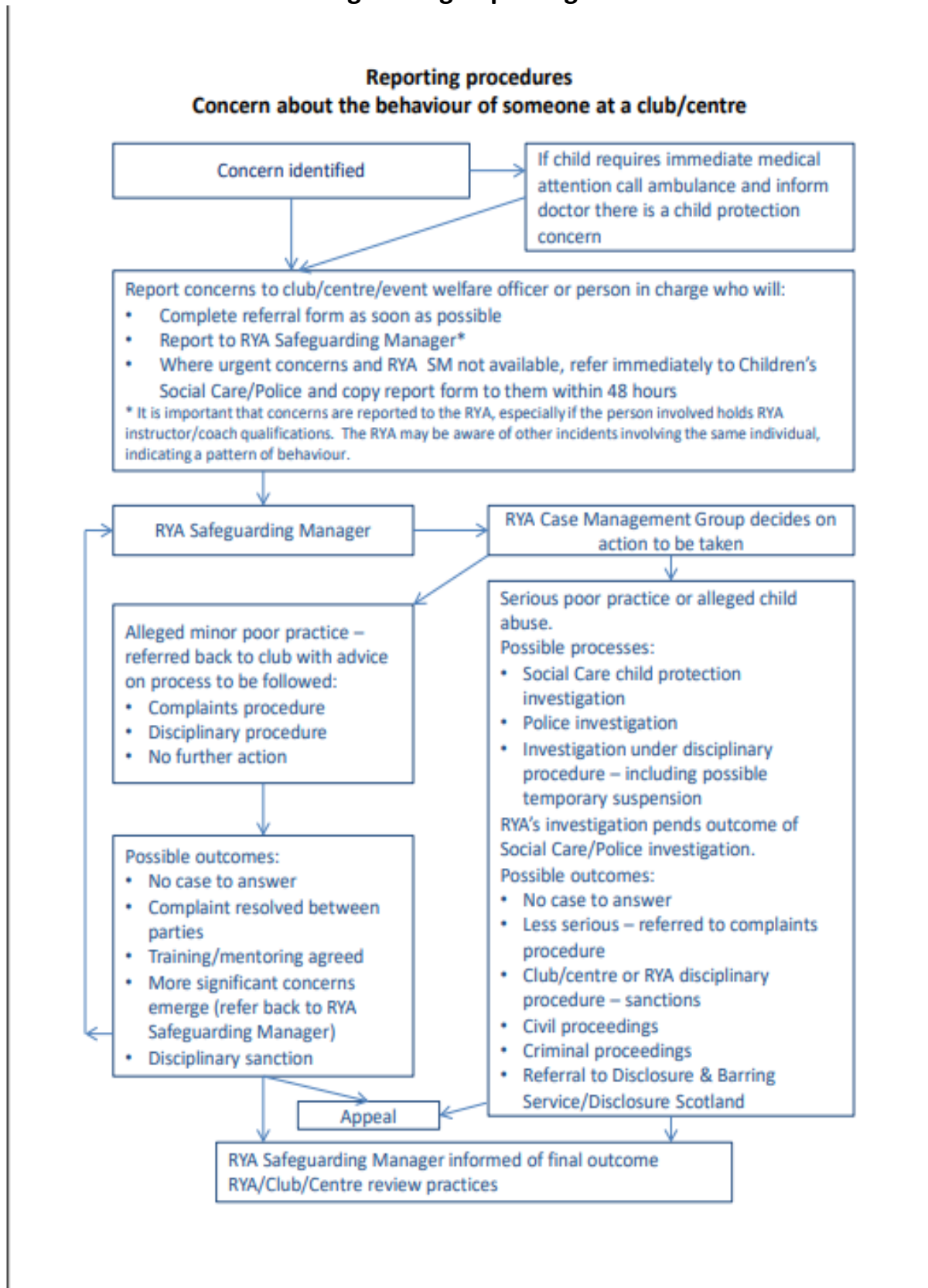
1770 All information will be treated as confidential and only shared with those who need to know. If the allegation or suspicion concerns someone within the club only the child's parents/carers, the club's Welfare Officer, the Commodore (unless any of them are the subject of the allegation), the relevant authorities and the RYA Safeguarding and Equality Manager will be informed. If the alleged abuse took place outside the sport, the Police or Children's Social Care will decide who else needs to be informed, including the child's parents/carers. It should not be discussed by anyone within the organisation

1775 other than the person who received or initiated the allegation and, if different, the person in charge.

May 2023 Approved by TSSC Committee 25/5/2023
Thornton Steward Sailing Club

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Child Safeguarding Reporting Procedure

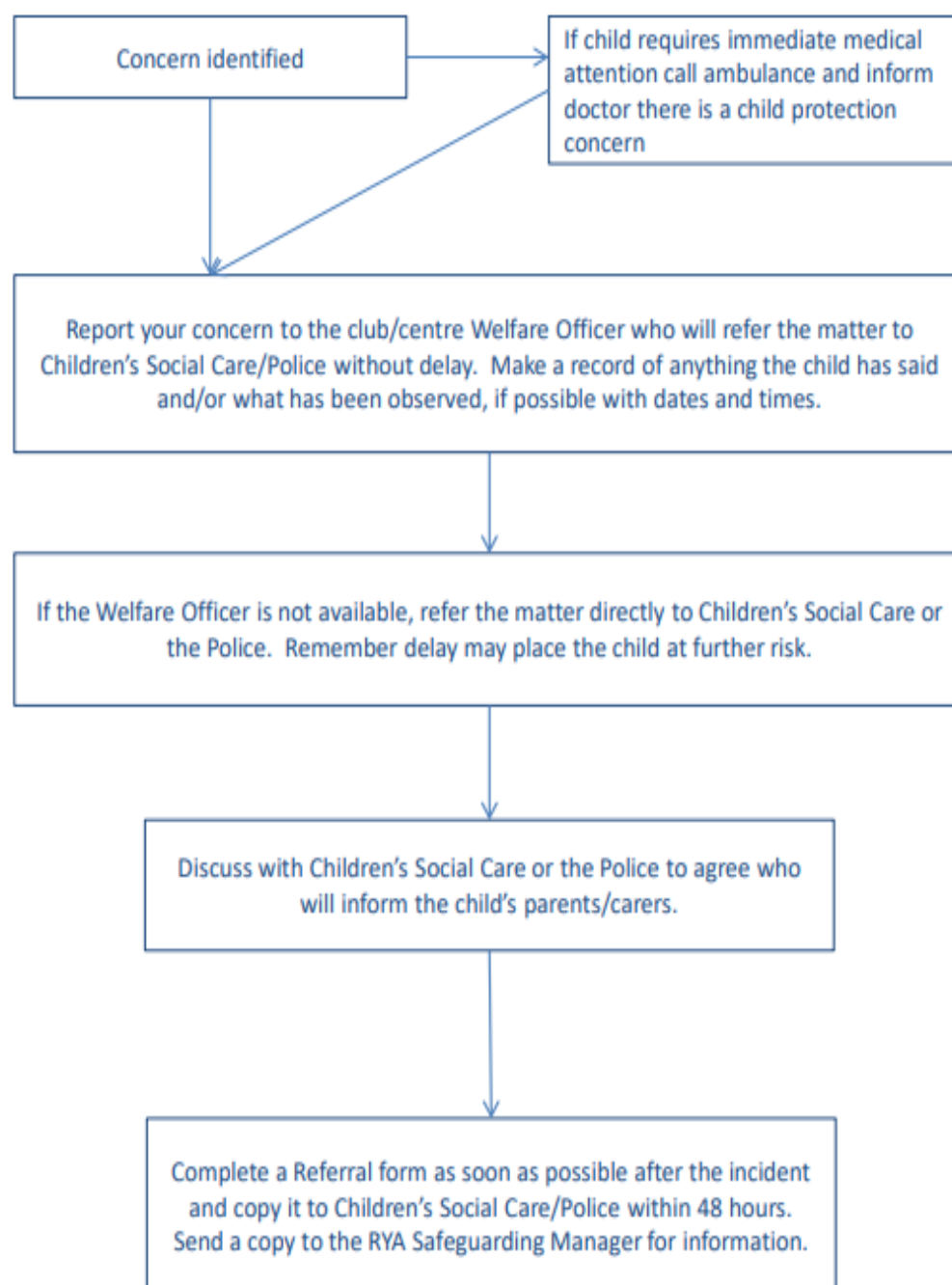


Continued

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.....continued

Reporting procedures
Concern about a child outside the sport environment



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4.5.3. GOOD PRACTICE GUIDE FOR INSTRUCTORS, MEMBERS & VOLUNTEERS

This guide only covers the essential points of good practice when working with children and young people. You should also read the organisation's Child Protection Policy and Procedures, which are always available for reference, and be familiar with the guidance on recognising abuse.

You should always:

- 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 buoyancy aid, ask them to ask a friend to help if 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 is essential to send an individual message contact the child's parent or carer in the first instance and copy any individual messages 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 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.

4.5.3.1. Additional vulnerability

Some children may be more vulnerable to abuse or find it more difficult to express their concerns. For example:

- a disabled child who relies on a carer to help them get changed may worry that they won't be able to sail any more if they report the carer
- a deaf child may not be able to express themselves or speak confidentially if they need an interpreter
- a child who has experienced racism may find it difficult to trust an adult from a different ethnic background
- children with low self-esteem or mental health problems can be more vulnerable to bullying or abuse, as can gay, lesbian, bisexual or transgender young people, or any child who has a characteristic that marks them out in others' eyes as 'different'.

4.5.3.2. Grooming

Grooming is when someone develops a relationship with a child over a period to gain their trust for the purposes of sexual abuse or exploitation. Children and young people can be groomed online or face-to-face, by a stranger or by someone they know - for example a family member, friend or professional. For more information on possible signs of grooming, see <https://www.nspcc.org.uk/keeping-children-safe/child-abuse-and-%20neglect/grooming/> Sometimes the perpetrator grooms the entire family, building a relationship with the child's parents/carers so that they are allowed more access to the child than would normally be the case.

Similar behaviour could be used to radicalise young people and recruit them to a religious or political cause. This is unlikely to happen in a sailing club setting, but under the government's 'Prevent' strategy teachers and others working with young people receive training on recognising the warning signs.

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4.5.4. GUIDANCE ON RECOGNISING ABUSE

(Based on the statutory guidance 'Working Together to Safeguard Children' 2018)

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (including via the internet). They may be abused by an adult or adults, or another child or children.

Physical abuse may involve adults or other children inflicting physical harm:

- hitting, shaking, throwing, poisoning, burning, or scalding, drowning or suffocating
- giving children alcohol or inappropriate drugs
- a parent or carer fabricating the symptoms of, or deliberately inducing, illness in a child

- in sport situations, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body.
-
- 1885 • Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve:
 - conveying to a child that they are worthless, unloved, or inadequate
 - not giving the child opportunities to express their views, deliberately silencing them or
 - 1890 • 'making fun' of what they say or how they communicate
 - imposing expectations which are beyond the child's age or developmental capability
 - overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction
 - allowing a child to see or hear the ill-treatment of another person
 - 1895 • serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger
 - the exploitation or corruption of children
 - emotional abuse in sport might also include situations where parents or coaches subject children to constant criticism, bullying or pressure to perform at a level that the child cannot realistically be expected to achieve.
 - 1900

Some level of emotional abuse is involved in all types of maltreatment of a child.

- Sexual abuse** involves an individual (male or female, or another child) forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, to gratify their own sexual needs. The activities may involve:
- physical contact (eg. kissing, touching, masturbation, rape or oral sex)
 - involving children in looking at, or in the production of, sexual images
 - encouraging children to behave in sexually inappropriate ways or watch sexual activities
 - 1910 • grooming a child in preparation for abuse (including via the internet)
 - sport situations which involve physical contact (eg. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power and position of trust over young people.

1915 **Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve a parent or carer failing to:

- provide adequate food, clothing, and shelter
- 1920 • protect a child from physical and emotional harm or danger
- ensure adequate supervision
- ensure access to appropriate medical care or treatment
- respond to a child's basic emotional needs
- 1925 • neglect in a sport situation might occur if an instructor or coach fails to ensure that children are safe, or exposes them to undue cold or risk of injury.

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity in exchange for something the victim needs and wants (e.g. attention, money or material possessions, alcohol, or drugs), and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation can also occur online without involving physical contact.

Extremism goes beyond terrorism and includes people who target the vulnerable - including the young - by seeking to: sow division between communities based on race, faith, or denomination; justify discrimination e.g. towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

4.5.4.1. Bullying

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

Bullying can include:

- physical pushing, kicking, hitting, pinching etc
- name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation, or the continual ignoring of individuals
- posting of derogatory or abusive comments, videos, or images on social network sites
- racial taunts, graffiti, gestures, sectarianism
- sexual comments, suggestions, or behaviour
- unwanted physical contact.

The acronym **STOP** – Several Times On Purpose - can help you to identify bullying behaviour.

4.5.4.2. Recognising Abuse

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

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- sexually explicit language or actions
- a sudden change in behaviour (eg. becoming very quiet, withdrawn or displaying sudden

- outbursts of temper)
- the child describes what appears to be an abusive act involving him/her
- a change observed over a long period of time (eg. the child losing weight or becoming increasingly dirty or unkempt)
- a general distrust and avoidance of adults, especially those with whom a close relationship would be expected
- an unexpected reaction to normal physical contact
- difficulty in making friends or abnormal restrictions on socialising with others.

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

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4.5.4.3. If you are concerned

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If there are concerns about sexual abuse or violence in the home, talking to the parents or carers might put the child at greater risk. If you cannot talk to the parents/carers, consult the club's Welfare Officer (welfare@thornton-steward-sailingclub.co.uk) or the person in charge. It is this person's responsibility to make the decision to contact Children's Social Care Services or the Police. It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act on your concerns.

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April 2023

Approved by TSSC Committee 11/4/2023

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4.5.5. SAFEGUARDING AND CHILD PROTECTION REFERRAL FORM

Date and time of incident	
Name and position of person about whom report, complaint or allegation is made	
Name and age of child involved	
Name of club or organisation (if relevant)	
Nature of incident, complaint, or allegation (continue on separate page if necessary.)	
Action taken by organisation (continue on separate page if necessary)	
If Police or Children's Social Care Services contacted, name, position, and telephone number of person handling case	
Name, organisation, and position of person completing form	
Contact telephone number and e-mail address	
Signature of person completing form	
Date and time form completed	
Name and position of club's Welfare Officer or person in charge (if different from above)	
Contact telephone number and e-mail address	

This form should be copied, marked 'Private and Confidential', to the RYA Safeguarding and Equality Manager, Jackie Reid, RYA House, Ensign Way, Hamble, Southampton, SO31 4YA, e-mail safeguarding@rya.org.uk and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.

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2010 **4.5.6. SELF-DECLARATION FORM FOR ROLES INVOLVING CONTACT WITH**
CHILDREN. PRIVATE AND CONFIDENTIAL

2015 Thornton Steward Sailing Club is committed to safeguarding children from physical, sexual, and emotional harm. As part of our Safeguarding policy, we require applicants for posts involving contact with children to complete this self-declaration form.

2020 If your role will involve regular or frequent contact with or responsibility for children you may also be required to provide a valid Enhanced Criminal Records Disclosure, with Barred List check if relevant. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

All information will be treated as confidential and managed in accordance with our Data Privacy Policy and current data protection legislation and guidance.

2025 **Name**

2030 **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.

2035 **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.

2040 **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 and/or the withdrawal of my appointment.

2045 If required I agree to provide a valid Criminal Records Disclosure

I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.

2050 I understand that the information contained in this form and in the Disclosure, or supplied by third parties, may be shared with other persons or organisations in circumstances where this is considered necessary to safeguard children.

2055 Signed: Date:

Please return this form, marked 'Confidential' to: Kay Marriott TSSC Welfare Officer, 2 Dresser Close, Richmond, DL10 4UD welfare@thornton-steward-sailingclub.co.uk

2060 *Note: if the applicant is aged under 18, this form should be counter-signed by a parent or guardian*

Approved by TSSC Committee 11/4/2023

2065 **4.5.7. THORNTON STEWARD SAILING CLUB REFERENCE REQUEST - CONFIDENTIAL**

(Name)..... has expressed an

interest in working with Thornton Steward Sailing Club in the role of

....., and has given your name as a referee.

This role involves substantial access to children. As an organisation committed to the protection and welfare of children, we are anxious to know if there are any reasons to be concerned about this applicant being in regular contact with children or young people.

If you agree to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance and will only be shared with the person conducting the assessment of the applicant's suitability, should they be offered the role. We would appreciate you being candid, open, and honest in your evaluation of this person.

1. How long have you known this person?
2. In what capacity?
3. What attributes does this person have which would make them suitable for this role?

.....

4. Please rate this person on the following (please tick one box for each question)

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Motivation of others					
Commitment					
Energy					
Trustworthiness					
Reliability					

5. Do you have any reason at all to be concerned about this applicant being in regular contact with children or young people? YES / NO

If you answer 'Yes' we will contact you in confidence.

Name: (please print) Tel.No

Signed: Date:

Please return this form, marked 'Confidential' to: Kay Marriott TSSC Welfare Officer, 2 Dresser Close, Richmond, DL10 4UD welfare@thornton-steward-sailingclub.co.uk

Note: A reference is personal data and the subject is entitled to request a copy from the recipient.

2105 4.5.8. Policy on Disclosure and Barring Service (DBS) Checks

The Disclosure & Barring Service (DBS) is an agency of the Home Office responsible for maintaining the lists of people barred from working either with children or vulnerable adults (the 'Barred Lists'), making barring decisions and issuing Criminal Records Disclosures.

2110 There is no statutory requirement for voluntary organisations such as Thornton Steward Sailing Club to ask staff or volunteers to apply for Disclosures however it has become accepted good practice.

2115 Thornton Steward Sailing Club recognises that a DBS check is part of a safe recruitment process and requires those who are eligible to undertake the relevant level of check as detailed below.

2120 Thornton Steward Sailing Club's Welfare Officer will be registered with the RYA as a Business Unit Admin to access the RYA's online DBS application system and to access the Employment Check website to complete the ID verification section of DBS applications for staff or volunteers.

There are 4 levels of disclosure - Basic, Standard, Enhanced and Enhanced with Barred list check. The relevant levels of check for the activity undertaken by Thornton Steward Sailing Club are:

- 2125 • Basic DBS check – only discloses unspent convictions. Anyone can apply for this level of check. It is not sufficient for anyone having regular responsibility for children or vulnerable adults but may be required for a role which is not eligible for an Enhanced Disclosure – e.g. handling money.
- 2130 • Enhanced DBS check – checks the Police National Computer (PNC) for spent & unspent convictions, cautions, reprimands and warnings and other information deemed relevant to the individual's position at the discretion of the Chief Police Officers. This level of check will be required where the individual's role involves close and regular contact with a vulnerable group but does not fall within the definition of 'Regulated Activity' (defined below), for example because it is supervised or they do not do it frequently enough.
- 2135 • Enhanced DBS check with Barred List check – additionally checks that the individual has not been barred from working with children, vulnerable adults, or both. This can only be requested if the role involves 'Regulated Activity'.

'Regulated Activity' with children and young people aged under 18 years is defined as:

- 2140 • Unsupervised activities: teach, train, instruct, care for or supervise children or provide advice/guidance on well-being if done 'frequently' or 'intensively' – this means at least once a week or 3 times in a 30-day period (or overnight).
- 2145 • Day to day management or supervision of individuals carrying out work which would be Regulated Activity if unsupervised.

'Supervised' is defined as:

- 2150 • There must be supervision by a person who is in Regulated Activity and has been checked.
- The supervision must be regular and day to day; and
- (The supervision must be 'reasonable in all the circumstances to ensure the protection of children'. Relevant factors will include the number of workers being

supervised, the physical environment, the ages of the children, the ratio of adults to children, and additional vulnerabilities the children may have.

- 2155 There is no regulated activity with adults so an Enhanced DBS check with Barred List cannot be submitted for anyone only working with adults, in this situation an Enhanced DBS check is required.
- 2160 The Welfare Officer will liaise with the Senior Instructors for Thornton Steward Sailing Club and Catterick Garrison Sailing Club to establish the activities undertaken by the Clubs' instructors and relevant others.
The Welfare Officer will undertake an Enhanced check with Barred List check, as will those involved in the administration & management of the Club's social media.
The Welfare Officer will advise relevant individuals of the requirements and process to submit their DBS check.
- 2165 All information obtained as a result of DBS checks will be held in accordance with Thornton Steward Sailing Club's Policy statement on the secure handling, use, storage, retention & disposal of DBS Disclosure certificates and certificate information.
- 2170 April 2023
Approved by TSSC Committee 11/4/2023

4.5.9. POLICY STATEMENT ON THE SECURE HANDLING, USE, STORAGE, RETENTION & DISPOSAL OF DBS DISCLOSURE CERTIFICATES AND CERTIFICATE INFORMATION

- 2175 **4.5.9.1. General Principles**
As an organisation using the Disclosure and Barring (DBS) checking service to help assess the suitability of applicants for positions of trust, Thornton Steward Sailing Club complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the
- 2180 General Data Protection Regulations (GDPR), the Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention, and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.
- 2185 **4.5.9.2. Storage and Access**
Certificate information is kept securely, in lockable storage containers or on a password protected computer with access strictly controlled and limited to those who are entitled to see it as part of their duties.
- 2190 **4.5.9.3. Handling**
In accordance with Section 124 Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates, or certificate information have been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.
- 2195

4.5.9.4. Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

2200 **4.5.9.5. Retention**

Once a recruitment or other relevant decision has been made, we do not keep certificate information for longer than is necessary. This retention will allow for the consideration and resolution of any disputes or complaints or be for the purpose of completing safeguarding audits. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

2205 **4.5.9.6. Disposal**

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, for example by shredding, pulping, or burning, or securely deleted from a computer system. Whilst awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificate and the details of the recruitment decision taken.

April 2023

Approved by TSSC Committee 11/4/2023

2220 **4.5.10. Policy statement on the Recruitment of Ex-Offenders**

As an organisation using criminal record checks processed through the Disclosure and Barring Service (DBS) to assess applicant's availability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order, Thornton Steward Sailing Club complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly.

Thornton Steward Sailing Club makes this policy on the recruitment of ex-offenders available to all DBS applicants at the outset of the recruitment process. Every subject of a criminal record check submitted to the DBS is made aware of the existence of the Code of Practice and a copy is made available on request.

An application for a criminal record check is only submitted to the DBS after a through risk assessment has indicated that it is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

Thornton Steward Sailing Club aims to ensure that all present and potential participants, members, volunteers, and staff are treated fairly and on an equal basis irrespective of their sex, age, disability, race, religion or belief, sexual orientation, pregnancy and maternity, marriage and civil partnership, gender reassignment, social status, or background.

Thornton Steward Sailing Club actively promotes equality of opportunity for all with the right mix of talent, skills and potential, welcomes applications for a wide range of candidates and selects all candidates based on their skills, qualifications, and experience. Thornton Steward Sailing Club undertakes not to discriminate unfairly against any subject of a criminal record check based on a conviction or other information revealed.

2245 Thornton Steward Sailing Club can only ask an individual to provide details of convictions and cautions that Thornton Steward Sailing Club is legally entitled to know about. Where a DBS certificate at either Standard or Enhanced level can be legally requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations (as amended) Thornton Steward Sailing Club can only ask an individual about convictions and cautions that are not protected and will be disclosed on the DBS certificate.

2250 Thornton Steward Sailing Club ensures that all those who are involved in the recruitment process have received appropriate guidance and training on the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974 and are aware that they can seek guidance from the RYA if required.

2255 Thornton Steward Sailing Club ensures that an open and measured discussion takes place with the individual seeking the position about the offence or any other matter that might be relevant, including any matter revealed on a DBS certificate, before withdrawing a conditional offer of employment. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

2260

April 2023

Approved by TSSC Committee 11/4/2023

4.5.11. ONLINE / SOCIAL MEDIA POLICY

2265

This policy provides guidance on how Thornton Steward Sailing Club (TSSC) uses the internet and social media, and the procedures for doing so. It also outlines how we expect adult and child members of TSSC to behave online.

2270

4.5.11.1. Aims

The aims of our online safety policy are:

- to protect all children involved with TSSC and who make use of technology (such as mobiles phones and the internet)
- to provide members with policy and procedure information regarding online safety and inform them how to respond to incidents
- to ensure TSSC is operating in line with our values and within the law regarding how we behave online.

2275

4.5.11.2. Understanding the online world

2280 As part of using the internet and social media, TSSC will:

- assess and manage the safety aspects – including what is acceptable and unacceptable behaviour for adult members and children when using websites, social media including Facebook, TikTok, Instagram, Twitter or Snapchat, apps and video conferencing platforms including Zoom or Skype
- be aware of how adult and child members in TSSC and other children who engage in activities at TSSC will use social media
- ensure that we adhere to relevant legislation and good practice guidelines when using social media or video conferencing platforms.

2285

2290 4.5.11.3. Managing our online presence

TSSC's online presence through our website or social media platforms will adhere to the following guidelines:

- all social media accounts will be password-protected, and at least 2 members of staff will have access to each account and password
- 2295 • all social media accounts will be monitored by at least two designated members approved by the committee in order to provide transparency
- the designated members managing our online presence will seek advice from the Club Welfare Officer to advise on safeguarding requirements
- 2300 • designated members will remove inappropriate posts by adult or child members, explaining why, and informing anyone who may be affected (as well as the parents of any children involved) and the Club's Welfare Officer
- identifying details such as a child's full name, home address, school name or telephone number will not be posted on any social media platform
- 2305 • parents will be asked to give their approval for us to communicate with their children through social media, via video conferencing platforms or by any other means of communication
- parents will need to give permission for photographs or videos of their child to be posted on the Club website or social media as part of the membership application/renewal forms
- 2310 • video conferencing sessions will be password protected in order to maintain children's privacy and prevent exposure to inappropriate or harmful content by third parties.

4.5.11.4. What we expect of our members

- 2315 • all members – adult & child - should be aware of this policy and behave in accordance with it
- members should seek the advice of the Club Welfare Officer if they have any concerns about the use of the internet or social media
- members should not communicate with children via personal accounts
- 2320 • emails or messages should maintain the Club's tone and be written in a professional manner, e.g. in the same way you would communicate with fellow professionals, avoiding kisses (X's) or using slang or inappropriate language or inappropriate emojis
- any concerns reported through social media should be dealt with in the same way as a face-to-face disclosure, according to TSSC reporting procedures
- 2325 • at least one parent/person acting in loco parentis must be present during the delivery of any activities via video conferencing platforms to children at home
- staff and children must not engage in 'sexting' or send pictures to anyone that are obscene.

4.5.11.5. Using mobile phones or other digital technology to communicate

When using mobile phones (or other devices) to communicate by voice, video or text (including texting, email and instant messaging such as WhatsApp or Facebook Messenger), members will adhere to the following to ensure children's safety:

- 2330 • adult members will avoid having children's personal mobile numbers and will instead seek contact through a parent
- 2335 • texts, emails, or messages will be used for communicating information – such as reminding children or young people about upcoming events, which kit to bring or practice timings – and not to engage in conversation

- if a child misinterprets such communication and tries to engage an adult member in conversation, the adult will take the following steps:
 - end the conversation or stop replying
 - suggest discussing the subject further at the next practice or event
 - inform the Club's Welfare Officer in the interest of transparency
 - if concerned about the child, provide contact details for the Club's Welfare Officer or appropriate agencies, and report any concerns using the Club's reporting procedures.

4.5.11.6. Guidance for use of Club WhatsApp Group

- Behaviour in the group reflects the Club's reputation and it is everyone's responsibility to uphold this.
- The content of everything posted in the Group must be appropriate for all who may read or access it and must not be upsetting or offensive to anyone.
- The content should be limited to sailing and club business – e.g. saying if you will be at the club on a certain day, information about the weather, sailing events.
- For children (those under 18 years of age) to be members of the Group their parent/guardian must give written consent to the Club Welfare Officer.
- No adult member should communicate online outside the Group with any child member
- Any photographs posted in the Group should be general – e.g. showing activities on the water- and should not feature any child/ren in such a way that they can be identified unless the photographs are posted by the child's parent or other person who hold Parental Responsibility for the child.

4.5.11.7. Further information for parents about keeping children safe online

NSPCC

The NSPCC's guidance for parents on online <https://www.nspcc.org.uk/keeping-children-safe/online-safety/?domain=nspcc.org.uk/>

Child Exploitation and Online Protection Centre (CEOP) Child Exploitation and Online Protection Demand's website <https://www.ceop.police.uk/Safety-Centre/>

The UK Safer Internet Centre

Safer Internet Centre's advice for parents and children <https://saferinternet.org.uk/>

May 2023

Approved by Thornton Steward Sailing Club Committee 25/5/2023

4.5.12. PHOTOGRAPHY

The Club will seek general written consent from members via the annual membership application form, before taking photos or video, and 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.

2385

Any member may request the removal of images from the Club's archive or promotional materials; any such request to be actioned as soon as possible by the newsletter editors, webmaster, or any member of the committee.

2390

4.5.13. BOOKING AND PARENTAL CONSENT FORM

2395 EVENT DETAILS

Event name	
Venue	
Date	
Event Coordinator	
Event details	

PARTICIPANT CONTACT DETAILS

Name	
Address	
Contact no.	
Email address:	
<p>If you are under 18 your Guardian must complete and sign the Parental/Guardian Agreement Form at page []</p>	

2400

ABOUT YOU

Do you have any previous boating experience or qualifications? If yes, please give brief details.	
Can you swim 25 metres?	
In the interests of your safety do you have any medical conditions or physical or mental impairments that the organiser needs to be aware of that may affect your ability to take part in the Event?	<p>Yes/ No</p> <p>If you answer yes please provide further details in the Medical Information and Impairments section of this form at page [].</p>
Telephone number of emergency contact	

2405

4.5.13.1. BOOKING TERMS

1. RISK STATEMENT

- 2410 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 Event, you agree and acknowledge that:
- (i) You 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 Event;
 - 2415 (ii) You will always comply with the instructions of the Event Coordinator particularly about handling of boats, wearing of buoyancy aids and the wearing of suitable clothing for the conditions;
 - (iii) You accept responsibility for any injury, damage or loss to the extent caused by your own negligence;
 - 2420 (iv) You will not participate in the Event if your ability to participate is impaired by alcohol, drugs or if you are otherwise unfit to participate;
 - (v) You will inform the Event Coordinator if there have been any changes to the information provided on this form at the time of the Event.
 - (vi) The provision of patrol boat cover is limited to such assistance as can be practically provided in the circumstances;
 - 2425 (vii) You are aware of any specific risks drawn to your attention by the Event Coordinator.

2. CANCELLATION

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

2430

3. MISCONDUCT

You understand that the Event Co-ordinator may exclude anyone from a particular session and evict anyone from the premises who refuses to comply with these Booking Terms or who misconducts themselves in any way or who causes damage or annoyance to other persons.

2435

4. DATA PROTECTION

The Organiser has a Data Privacy Policy which can be found at Section 4.7 of the club handbook Your data will be stored and used in accordance with that policy.

- 2440 The information you provide in this form will be used to facilitate your participation in the Event and to contact you. The Organiser would also like to include your contact details on a mailing list in order to make you aware of membership opportunities and future events.

If you would like to be included on this mailing list please tick here

2445

If you wish to withdraw your agreement at any time, please contact [XXXXX]

5. USE OF YOUR IMAGE

The Organiser may arrange for images or videos to be taken at the Event and published on the Event or Organiser's website or social media channels to promote the Event or Organiser.

2450

If you agree to images of you being used for this purpose, please tick here.

☐

If you are taking part in the Event as a family, your family members, aged 18 and over, should indicate their agreement to the use of their image separately below.

2455 Parental agreement for images of participants aged under 18 is included in the Parental/Guardian Agreement Form.

Family member

2460 Family member

Family member

2465 If you later wish to withdraw your agreement, please contact [XXXX]. Please be aware that if you later decide to withdraw your agreement it will not be possible to remove your image from any printed material in circulation, or until the next edition or print of the item containing your image is released.

2470 By agreeing to your images being used, you agree to assign any copyright or any other right of ownership of these images to the Organiser.

AGREEMENT

2475 I confirm that I have read and fully understand the above Booking Terms and agree to comply with them.

Signed.....(The Participant) Date.....

2480

4.5.13.2. PARENTAL/GUARDIAN AGREEMENT

(To be completed if the participant is aged under 18)

Name of participant	
Name of parent/guardian completing this form	
Relationship to participant	
Contact number during Event	

2485 *Optional clause to be used where Event organisers require a responsible adult to remain on site during the Event*

Supervision

I will be responsible for my child throughout the Event. I will be available at the Event venue ☐

2490 OR

I appoint the person named below, who has agreed to act in loco parentis. He/she will be responsible for my dependant throughout the event. He/she will be available at the Event venue.

2495

Name of person appointed in loco parentis.....

Mobile number.....

2500 *Optional Medical consent if parent/guardian is not on site*

Medical treatment

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

2505 In an emergency 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. ☐

2510 Use of your child's image

The Organiser may arrange for images or videos to be taken at the Event and published on the Event or Organiser's website or social media channels to promote the Event or Organiser.

If you agree to the use of images of your child being used for this purpose, please tick here. ☐

2515

If you later wish to withdraw your agreement, please contact [XXXX]. Please be aware that if you later decide to withdraw your agreement it will not be possible to remove your child's image from any printed material in circulation, or until the next edition or print of the item containing your child's image is released.

2520

By agreeing to images being used, you agree to assign any copyright or any other right of ownership of these images to the Organiser

PARENTAL/GUARDIAN AGREEMENT (if under 18)

2525

I agree that may take part in the Event. I confirm that I have read through the above conditions with him/her and that she/he understands and agrees with them. I also confirm that he/she

takes part in the Event with my full agreement that that the particulars given above are correct and complete in all respects.

2530

Signed.....Parent/Guardian.....

Date.....

2535

MEDICAL INFORMATION AND IMPAIRMENTS

(For full guidance on collecting personal medical information, in relation to compliance with the General Data Protection Regulations, please see the RYA's **Race, Training and Event Management booklet**)

If you declared that you have a medical condition or physical or mental impairment that the organiser needs to be aware of because it may affect your ability to take part in the Event, please provide details below.

2540

SPECIAL CATEGORY DATA

2545

I confirm that I have given the Organiser the medical information listed on this page (if any) for the purposes of my participation in the Event. I understand that this information will only be used for that purpose and will be retained for as long as necessary to comply with the Organiser's legal obligations.

2550

I agree/ I do not agree (Please circle)

Approved by TSSC Committee 11/4/2023

2555 4.6. GENERAL DATA PROTECTION REGULATIONS COMPLIANCE

4.6.1. WEBSITE PRIVACY POLICY

2560 This website is operated by THORNTON STEWARD SAILING CLUB LTD. The privacy of our users is extremely important to us and therefore we encourage all users to read this policy very carefully because it contains important information regarding:

- Who we are;
- How and why we collect, store, use and share personal information;
- Your rights in relation to your personal information; and
- 2565 • How to contact us, and supervisory authorities if you have a complaint.

4.6.2. Who we are.

2570 THORNTON STEWARD SAILING CLUB LTD ('we' or 'us') (Also trading as TSSC) collect, use and are responsible for storing certain personal information about you. When we do so, we are regulated under the General Data Protection Regulation which applies across the European Union (including the United Kingdom) and we are responsible as a controller of that personal information for the purposes of those laws

2575 4.6.3. The personal information we collect and use.

Personal information you provide about third parties.

2580 If you give us information about another person, you confirm that the other person has appointed you to act on their behalf and agreed that you:

- shall consent on their behalf to the processing of their personal data
- shall receive any data protection notices on their behalf; and
- shall consent on their behalf to the transfer of their personal data abroad.

2585 Monitoring and recording communications.

We may monitor communications such as emails and telephone calls for the following purposes:

- To record membership details
- 2590 • Consent to use images taken on site
- To carry out safety boat duties as required by club rules
- To agree to the club's terms of membership

4.6.4. Cookies and similar technologies

2595

A cookie is a small text file which is placed onto your computer or electronic device when you access our website. Similar technologies include web beacons, action tags, local shared objects ('flash cookies') and single-pixel GIFs. Such technologies can be used to track users' actions and activities, and to store information about them. The membership portal (our 3rd party membership system provider and the Bookwhen booking system) will collect cookies. It should be noted that in some cases these cookies or similar technologies may be owned and controlled by third parties who will also collect personal information about you.

The following examples illustrate how we may use cookies to monitor and/or collect the following information:

- Name and e mail addresses are used to check against membership records

This information helps us to build a profile of our users. Some of this information may be aggregated or statistical, which means that we will not be able to identify you individually. On the first occasion that you use our site we will ask whether you consent to our use of cookies. If you do not, cookies will not be used. Thereafter you can opt-out of using cookies at any time or you can set your browser not to accept cookies and the websites below tell you how to remove cookies from your browser, however some of our website functions may not function as a result.

For further information on cookies generally visit: www.aboutcookies.org or www.allaboutcookies.org.

4.6.5. How we use your personal information

We collect information about our users for the following purposes:

- Who your information may be shared with
 - We may share your information with law enforcement agencies in connection with any investigation to help prevent unlawful activity.
 - We will not share your personal information with any other 3rd parties.
- Required personal information
 - No personal information has to be provided by you to us at any time.

How long your personal information will be kept.

We will hold your personal information for the following periods:

- Membership records are kept for a period of 6 months after the expiry date of membership in the event a member does not renew their membership.
- These records may be used in statistical analysis, aggregated but not personally identified, for example to use in RYA annual RTC inspections. These periods are no longer than necessary in each case.

4.6.6. Reasons we can collect and use your personal information

We rely on the following as the lawful basis on which we collect and use your personal information:

- consent;
- legitimate interests; The legitimate interests relied upon are as follows.

- 2645 ○ We are required to keep membership records, attendance records in the event of a medical emergency and for safety/risk assessment uses:

4.6.7. Keeping your information secure

- 2650 We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it.

- 2655 Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

- 2660 We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

- 2665 Indeed, while we will use all reasonable efforts to secure your personal data, in using the site you acknowledge that the use of the internet is not entirely secure and for this reason we cannot guarantee the security or integrity of any personal data that are transferred from you or to you via the internet.

If you have a particular concern about your information, please contact us using the details below.

4.6.8. Transfers of your information out of the EEA

- 2670 We will not transfer your personal information outside of the EEA at any time.

4.6.9. Children and the validity of consent

- 2675 Where we obtain consent from any user, we will take reasonable steps to ascertain whether the user is over 13 years of age and whether the child is sufficiently informed to give valid consent. If the user is not, parental consent will be required to provide consent for the processing of any personal information.

2680 4.6.10. What rights do you have?

Under the General Data Protection Regulation (GDPR) you have a number of important rights free of charge. In summary, those include rights to:

- 2685
- fair processing of information and transparency over how we use your personal information
 - access to your personal information and to certain other supplementary information that this Privacy Notice is already designed to address
 - require us to correct any mistakes in your information which we hold
 - require the erasure of personal information concerning you in certain situations
- 2690
- receive the personal information concerning you which you have provided to us, in a structured, commonly used, and machine-readable format and have the right to transmit those data to a third party in certain situations
 - object at any time to processing of personal information concerning you for direct marketing
- 2695
- object at any time to processing of personal information concerning you for direct marketing
 - object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you
 - object in certain other situations to our continued processing of your personal information otherwise
 - restrict our processing of your personal information in certain circumstances
 - claim compensation for damages caused by our breach of any data protection laws

2705

For further information on each of those rights, including the circumstances in which they apply, see the Guidance from the UK Information Commissioner's Office (ICO) on individual's rights under the General Data Protection Regulations <http://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-GDPR/individual-rights/>

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If you would like to exercise any of these rights, please:

- email, call or write to us
- let us have enough information to identify you
- let us have proof of your identity (a copy of your driving license, passport, or a recent credit card/utility bill)
- let us know the information to which your request relates

2715

From time to time, we may also have other methods to unsubscribe (opt-out) from any direct marketing including for example, unsubscribe buttons or web links. If such are offered, please note that there may be some period after selecting to unsubscribe in which marketing may still be received while your request is being processed.

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4.6.11. Changes to the privacy policy

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This privacy policy was updated and published on 1st January 2021
We may change this privacy policy from time to time. You should check this policy occasionally to ensure you are aware of the most recent version that will apply each time you access this website. We will also attempt to notify users of any changes by:

2730

A notice of update will be e mailed to all members and posted to the downloads area of this website

4.6.12. Contacting us:

2735

If you have any questions about this policy or the information we hold about you, please contact us by

By e-mail - membership@thornton-steward-sailingclub.co.uk

By Post –

C/o The Membership secretary

6 Lumley Lane

2740

Kirkby Fleetham,

Northallerton

North Yorkshire

DL7 0SJ

Or by Telephone 01609 748989 evenings only. For daytime contact 07773386208

2745

We can also be contacted through a WhatsApp chat box on the 'join u' page of the club website

4.7. ENVIRONMENTAL POLICY

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UNDER DEVELOPMENT

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4.8. APPENDICES

4.8.1	Risk Assessment Register - Ashore
4.8.2	Risk Assessment Register - Afloat
4.8.3	Response to an Incident – TSSC CARD 1
4.8.4	Response to an Incident – TSSC CARD 2
4.8.5	Emergency Accident Procedures
	Follow Up Actions
	Emergency Incident Log
	Decision Flow Chart – Immediate Reaction to an Incident Seen or Reported
	Thornton Steward Sailing Club – Map

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Risk Assessment Register

RISK MATRIX & RATING					
POTENTIAL OUTCOME			LIKELIHOOD		
Catastrophic	Fatal injury/permanent disability		Highly	More likely to occur	
Major	RIDDOR reportable Specified Injury/ Disease/Dangerous Occurrence		Likely		
Moderate	RIDDOR reportable over 7 day injury		Possible		
Minor	Minor injury (requiring first aid)		Unlikely		
Insignificant	Minor injury		Remote		
POTENTIAL OUTCOME					
Catastrophic					
Major					
Moderate					
Minor					
Insignificant					
	Remote	Unlikely	Possible	Likely	Highly Likely
LIKELIHOOD					
Risk rating		Action			
	HIGH	Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)			
	MEDIUM	Review/add controls (as far as reasonably practicable) & monitor			
	LOW	Monitor control measures			

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4.8.1. Risk Assessment Register – ASHORE

RISK ASSESSMENT DETAILS	
Issue	<i>TSSC Operations</i>
Specifics	<i>Shore-based activities</i>
Title of risk assessment	<i>Thornton Steward Sailing Club - Ashore</i>
Location of activity	<i>Thornton Steward Sailing Reservoir</i>
Risk assessment log ref	<i>04 OCT 23</i>
Other risk assessments cross-referenced	<i>None.</i>
Date of assessment	<i>23/05/20</i>
Name of person carrying out assessment	<i>Phil Gamlen, Commodore</i>
Person carrying out assessment's signature	
Name of people consulted on activity	<i>TSSC Committee and Bosuns</i>
Commodores signature	Date

Hazard and related activity	Persons at risk	Existing control measures <i>Eg instructions, training, authorised user, competent person, PPE – give specific references</i>	Risk rating after existing control measures <i>Potential Outcome x Likelihood = Risk (eg Minor x Unlikely = Low)</i>		
			Potential Outcome	Likelihood	Risk
Slips, Trips and Falls In Clubhouse, Robinson Building, Boat Park, and Slipway	General Public, Members, Visitors, Guests, and Course Participants	All groups to be advised of the potential risks. Warning signs to be placed in wet areas (e.g. changing rooms). All pedestrian access ways to be kept clear of equipment. Boat trailers to be left clear of slipway.	MINOR	POSSIBLE	LOW
Fire Clubhouse and Robinson Building	General Public, Members, Visitors, Guests, and Course Participants	Ensure actions to be taken in event of fire are clearly displayed. All visitors and guests to be properly briefed. No flammable liquids to be kept in main buildings.	MAJOR	REMOTE	MEDIUM
Manual Handling Robinson Building, Compound and Boat Park	Members, Guests and Visitors, and Course Participants	All to be made aware of the risk. Where practicable equipment to be stored so as not to require awkward handling. Young people to be fully supervised and assisted where required	MINOR	UNLIKELY	LOW
Burning, Electrical Shock and Scalding Clubhouse, kitchen area.	Members, Guests, Visitors and Course Participants	All to be briefed on potential hazards. Warning signs placed as necessary. Children to be always supervised	MOD	UNLIKELY	MEDIUM
Flammable liquids and risk of fire or explosion. Fuel store	General Public, Members, Visitors, Guests, and Course Participants	Fuel store to be kept always locked. All refuelling of tanks to be done externally to the clubhouse. Strictly no smoking. All users to be trained by Bosuns.	MAJOR	UNLIKELY	MEDIUM
Medical Ailments All Areas	General Public, Members, Visitors, Guests, and Course Participants	Responsibility of individuals to make medical ailments known. All course participants to complete declaration form.	MINOR	UNLIKELY	LOW

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4.8.2. Risk Assessment Register – AFLOAT

RISK ASSESSMENT DETAILS	
Issue	<i>TSSC Operations</i>
Specifics	<i>Water-based activities</i>
Title of risk assessment	<i>Thornton Steward Sailing Club - Afloat</i>
Location of activity	<i>Thornton Steward Sailing Reservoir</i>
Risk assessment log ref	<i>04 OCT 23</i>
Other risk assessments cross-referenced	<i>None.</i>
Date of assessment	<i>23/05/20</i>
Name of person carrying out assessment	<i>Phi Gamlen, Commodore</i>
Person carrying out assessment's signature	
Name of people consulted on activity	<i>TSSC Committee and Sailing Planning Group members.</i>
Commodores signature	Date

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Hazard and related activity	Persons at risk	Existing control measures <i>Eg instructions, training, authorised user, competent person, PPE – give specific references</i>	Risk rating after existing control measures <i>Potential Outcome x Likelihood = Risk (eg Minor x Unlikely = Low)</i>		
			Potential Outcome	Likelihood	Risk
Drowning from capsize or falling overboard	Instructors, Students and Members, guests, and visitors	Buoyancy aids must be always worn. Safety boat with competent helm and crew will be on the water during rostered times and during all water-based instruction.	CAT	REMOTE	MEDIUM
Entrapment during capsize or inversion	Instructors, Students, especially Children, and Members	Students to be briefed on risks and advised about air pockets under the boat. Brief not to cling to boat thereby pulling it over. Safety boat crew to be fully briefed and do an immediate headcount on first attendance at capsize, if any doubts on headcount lift the bow of the dinghy immediately. Always during training double handed dinghies and Fusion dinghies when reefed are to have masthead flotation fitted. Mast head buoyancy to be fitted to all boats when doing capsize drill.	MAJOR	UNLIKELY	MEDIUM
Head Injuries from contact with boat e.g Booms	Instructors, Students, especially Children and Members, Guests, and visitors	Brief all students of the risks. Safety helmets are available for those who require them, having been briefed on the risk.	MOD	POSSIBLE	MEDIUM
Collisions between boats, fixed objects and jetty or water towers	Instructors, Students, especially children and Members	All to be briefed on potential hazards. Instructors to brief participants to keep hands inside boat when coming alongside pontoon or another boat. Sailing areas to be defined.	MINOR	LIKELY	LOW
Contaminated water – Blue/Green algae and Weil's disease	Instructors, Students, especially Children and Members	Check with YW for status. Brief all of the potential risk. Capsize drills to take place away from shoreline. All open wounds to be covered with waterproof dressings. Showers available. No swimming	MINOR	REMOTE	LOW
Exposed and submerged rocks pose a potential danger to individuals and craft	Instructors, Students and Members	Brief all of the risks using reservoir map which clearly defines sailing areas and dangers.	MINOR	REMOTE	LOW
Cold shock caused by immersion in water	Instructors, Students, especially children and Members	Brief all of risk. Ensure correct clothing worn to suit the conditions. Stay calm and don't panic	MOD	POSSIBLE	MEDIUM

Fire afloat in Safety Boat engine	Instructors, Students and Members	Do not remove engine cover. Disconnect fuel line. Use fire extinguisher in safety tub. Head into wind and beach the safety boat. If necessary, abandon boat.	MOD	UNLIKELY	MEDIUM
Safety Boat pontoon is likely to become slippery when wet and is unstable to walk on. Launching ramp may be slippery when wet or covered with geese droppings	Instructors, Students and Members	Inspect condition before use. Brief every one of the potential risks. Buoyancy aids to be always worn. No running.	MINOR	POSSIBLE	LOW
Risk of injury when launching and recovering Safety Boats and attaching outboard engines.	Instructors and Members	Brief all on the correct manual handling procedures and follow the defined method of launch and recovery. Minimum of two people required at all time.	MOD	POSSIBLE	MEDIUM
Equipment/Persons being drawn into the Reservoir outflow (point J).	Instructors, Race Officers, Members	At low water avoid the area adjacent to the Outlet Tower	MAJOR	REMOTE	MEDIUM
Risk of capsize or unexpected immersion from intake (point I) starting	Instructors, Members	All users are to be aware that the intake starts unexpectedly with considerable force and can catch the unwary and cause capsize.	MINOR	REMOTE	LOW

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4.8.3. Response to an Incident - TSSC CARD 1**Initial Reaction**

2800

What has happened, who saw it, who reported the event, how serious?
Incident Controller (IC) takes control of the event and confirms facts.
Contact the Emergency Services with outline details, further details can be sent later.

Incident Afloat

2805

Safety Boat reacts to an incident, carry out a head count for the crews of the dinghies involved, report facts to the IC.
Safety Boat provides emergency first aid if required including starting CPR on board the Safety Boat.
Casualties should be brought ashore as quickly as possible.
Clear the water of boats while the incident is dealt with. Those crews can help ashore.

2810

Incident Ashore

2815

Protect self and individuals from further harm.
Isolate the cause of the incident (e.g. turn off electricity, isolate gas, stop a fuel spillage).
Evacuate the Clubhouse/Robinson Building to the TSSC Car park, as necessary.
Secure the scene of the incident and ensure the safety and physical/emotional wellbeing of those involved.

2820

Administer First Aid

Incident Control**Incident Controller**

2825

During Training the Lead instructor acts as the Incident Controller.
During Racing the Race Officer/Officer of the Day (RO/OOD) assumes this responsibility.
During Cruising, Club members must step forward and take control. A VHF radio is available in the Clubhouse when the Safety Boat is deployed for shore to boat contact.
Operating Instructions are with the onshore radio.

2830

Safety Boat

2835

Before going afloat, the Safety Boat personnel are to ensure they are briefed on that day's activities (Training /Racing) and make themselves aware of who is using the water (Cruising).

The Safety Boat personnel's priority is to assure themselves no one is trapped underwater.

2840

Is a second Safety Boat required to deal with the incident or to act as a ferry to the shore?
Rescuing crews takes priority over securing craft.

Emergency Services.

2845 Once the basic facts are established, the Incident Controller must contact the appropriate Emergency Service through 999. The operator will want to know:

- 2850
 - **What** happened,
 - **Where** is the incident,
 - **Who/How Many** people are involved,
 - **When** did it happen,
 - **What assistance** is required
 - **The Incident Controllers contact number**

2855 Assistance

Incident Controller to seek assistance of other Club members/parents. Tasks that need to be actioned/considered:

- 2860
 - Open the main Reservoir gate and wait for Emergency Services.
 - Help with First Aid, including CPR if necessary. A defibrillator is located on the northwest corner of the Clubhouse
 - Keep people away from casualties on shore and any material involved in the incident – crowd control! Those involved should be kept in the Training Room or the Robinson Building and visitors discouraged.
- 2865
 - A dedicated record keeper should be appointed.
 - Contact the Commodore/Principal of TSSC and CGSC if a service person is involved.
- 2870
 - Those not directly involved but on site, particularly young people, are to be reassured.
 - Consider restricting access to the TSSC Compound Gates.
 - Identify someone to deal with unexpected visitors and the Media

Incident Rendezvous (RV).

- 2875
 - The Rendezvous for the Emergency Services is at the Main Gate to the Reservoir, various options for describing the location of TSSC main gate are on the Plan.
- 2880
 - If an Air Ambulance is tasked Two areas have been identified, shown on the TSSC Plan. Fluorescent HLS Indicator panels are in the Emergency Box.

Hypothermia

2885 Casualties to be transferred to a warm room divested of wet clothing and wrapped in warm blankets towels or coats; head and torso first.

Evacuation of TSSC.

- 2890 If the premises must be evacuated, the evacuation point is the TSSC Members car park.
If not possible, then the YW car park.

Records & Evidence

- 2895 Record all Actions and Timings on the log, record sheets are in Appendix 4.6.3, copies are in the Emergency Box.

It may be necessary to keep any boat 'as is' in the event of a Police investigation.

Photographs to be taken as early as possible as a visual record.

- 2900 Incident Controller to ask witnesses to record their version of events without consultation with others, if possible. Arrange witness support and ask them to remain for police enquiries if necessary.

2905

4.8.4. Emergency Accident Procedures - Contacts CARD 2

Initial Reaction	ROLE	NAME	LANDLINE	MOBILE
Emergency Services			999	112
TSSC .	Principal (if unavailable)	Phil Gamlen	01609 780539	07802 204145
	Chief Instructor	Rob Wyatt	01677 450628	07816 515830
	Secretary	Merrin Froggett	01748 517199	07954 397470
CGSC	Principal	Benjamin Salt	01748 451036	07800 741345
	Chief Instructor	John Knopp	01677 470204	07415 688420
	Secretary	Anselm Allen	01748 542335	0757 256923
	HQ 4 Brigade	Duty Officer		07768792695
Yorkshire Water	This is the Customer contact line. Stress the emergency situation and ask for a "hot transfer" to the Duty Manager. This will mean that the call is correctly logged and also that they can take the appropriate actions.		0345 1 24 24 24	

2910

Follow On	ROLE	NAME	LANDLINE	MOBILE
Royal Yachting Association (RYA)	Training Department (Training Incident)		023 80604181	
	RYA Regional Development Manager (NE)	Adam McGovern		07771 642933
	Army Regional Coach for CGSC.	Darren Kirkham		07966 544277
Electricity	Northern Powergrid (24 hr)		0800 375 675	
Other Reservoir Users				
Felling Fly Fishing Club Bailiff	Walter Trewitt		01677 460260	07724 050224
Tennant Farmer	Mr Granville			07749 043111

4.8.5. Emergency Accident Procedures -Follow up Actions

2915 Liaise with the local Police to ensure that parents and relatives of any injured persons are contacted quickly in order to precede the press or social media

The Media.

2920

Depending on the severity of the incident

2925 • The Principal should appoint one person to deal with the media; this person will be designated as the **only** person to make any public statements to the media and is to be the contact with the RYA Communications Team. The RYA will assist and give guidance with handling the media.

• Manage any media that are onsite – if relevant provide a room or area away from the witnesses, victim's relatives, and other participants

2930 • Only reveal names of any victims/casualties once advised by the Police that it is alright to do so. Families do not want to hear of an incident through the press or social media.

• Do not get drawn into speculating about causes, blame or possible outcomes.

• If necessary, the RYA Communications Team can arrange interviews or a local press briefing; larger incidents may require a formal press conference

2935 • Remember that declining an interview or saying "no comment" will almost certainly look like you have something to hide. It is far better to give a factual response such as "It would be inappropriate to comment further until we've had the opportunity to consider all the factors contributing to this incident."

• Never lie to the media about something you know to be true.

2940 • "Pity, Praise and Promise" is a tactic that can be used even when little is known about the crisis. You should express sympathy for those caught up in the incident; praise those who are helping in the recovery – they may be your staff or the emergency services; and finally promise to get to the bottom of the problem, to participate in any investigation and use your best efforts to put systems in place to minimise the of risk of it happening again

2945

POST INCIDENT

2950

All Incident Log Sheets and Photos are to be passed to the Principal or Club Secretary
Complete the TSSC Accident Book accordingly.

The TSSC/CGSC Welfare Officer is to arrange a debrief of all staff and identify any additional staff welfare needs (e.g. counselling) or rewards.

2955 The Sail Planning Group is to consider all the information pertinent to the incident including debriefing witnesses (where available) with a view to recommending if changes to TSSC Operating Procedures are required.

EMERGENCY INCIDENT LOG

2960

INCIDENT DATE _____

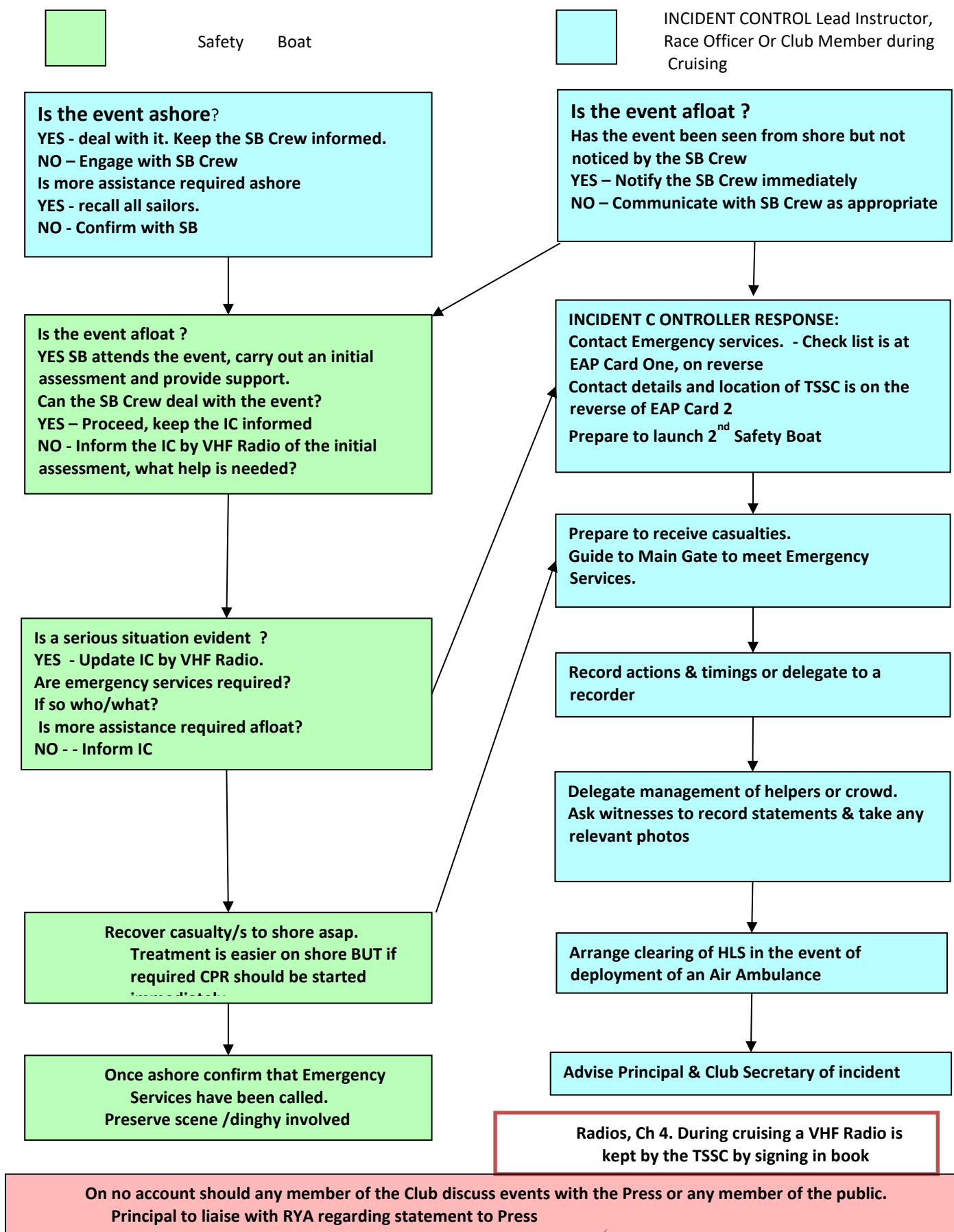
DETAILS

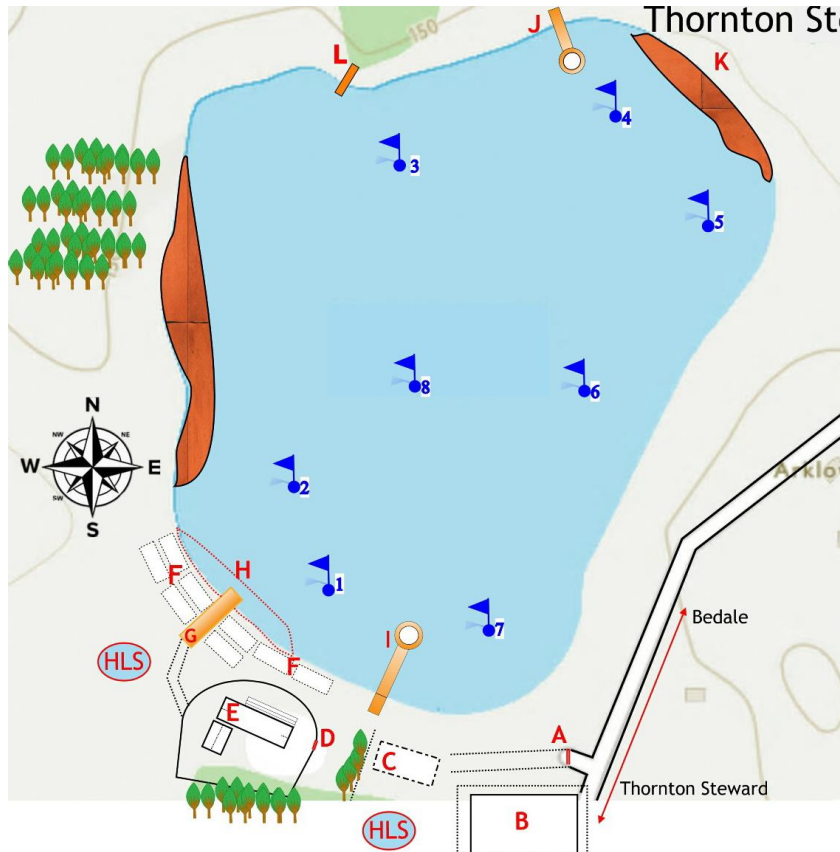
2965

2970

[illegible]

Incident Seen or Reported - Immediate Reactions





Key
A - Vehicle Gate
B - Public Parking
C - Members Car Parking & Evacuation Assembly Point
D - Club Compound Gate
E - Clubhouse
F - Boat Berths
G - Launching Ramp
H - Launching area
I - Pier 1
J - Pier 2
K - Dam Wall
L - Outfall Pipe
Racing Marks 1-8
NAVIGATION - VEHICLE GATE (A)
Postcode HG4 4BQ
Lat/Long N54.2853 / W1.7216
What 3 Words strongman.shed.logs
OS Grid Ref SE 18208770

Additional resources can be found at rya.org.uk/about-us/policies/safety-management/reporting

5. POLICY AND GENERAL INSTRUCTIONS

5.1. POLICY.

2985 TSSC will promote all water sports activities permitted by its lease with Yorkshire Water and deliver safe engagement for all participants.

2990 Throughout Sections 5 to 11 of this Handbook it is to be assumed that where TSSC is referred to all members of CGSC are included in that requirement/instruction. Where members of CGSC are required to differ from that policy it will be clearly stated.

5.2. AIMS.

- 2995
 - To promote enthusiasm for, and safe practice in water sports for all members.
 - To increase active club membership by introducing prospective members to water sports in a safe environment, in accordance with the Club rules.
 - To provide courses for all club members appropriate to their needs, to increase their skills and enjoyment of water sports and to enable members to meet their membership obligations competently and safely e.g., Safety Boat and Race Officer training.
- 3000
 - To promote RYA membership and the gaining of RYA qualifications from beginner to instructor.

5.3. TYPES OF ACTIVITIES.

3005 TSSC enables two categories of water-based activities for members:

- 3010
 - Club organized activities, in particular Racing and Training;
 - Activities under the personal direction of individual crews, referred to as Cruising.

Racing and Training is covered in detail in sections 7 and 8, and Cruising in section 6.

5.3.1. All users of the reservoir.

3015 These are procedures and practices that all users are required to follow if everyone is to make the most of the club facilities and stay safe:

5.3.2. Timings.

3020 Sailing is permitted dawn to dusk, seven days a week. Safety Boat cover is provided by

TSSC at selected times, typically on Wednesday evenings (1800 -2100) and Saturdays and Sundays (1100-1700).

3025 **5.3.3. Personal Safety**

Before using the reservoir and club facilities, members must carefully consider their own safety.

3030 **Buoyancy aids must always be worn by ALL users when on the water. Young people (12 and under) and non-swimmers must wear a buoyancy aid or lifejacket when at or near the water's edge.**

3035 Questions a member should ask themselves to determine whether it is appropriate for them to sail, paddle etc before taking to the water might include some or all of the following:

- How competent am I to handle the current and forecast weather conditions?
- What is my health status?
- 3040 • Am I appropriately dressed for the activity? Water users are strongly recommended to wear a wetsuit or drysuit at any time of year, but particularly from October to April inclusive when wind chill and low water temperatures can quickly lead to hypothermia.
- Is it safe to sail on my own with no one else on site?
- 3045 • Is the craft seaworthy and do I know how it operates?
- Will I need help launching and recovering the craft (especially if the water level is below the slipway)?

3050 During periods of formal training instructors will have considered many of these questions. The Answers will determine how the training will proceed, if at all. The instructors do not however have knowledge of an individuals personal or private fears. The ultimate decision to take to the water must lie with the Individual.

3055 Protective helmets are available and will be offered to all trainees and are strongly recommended for trainees aged 16 years or younger. Practice suggests that beginners really ought to wear helmets: intermediates should, and the expert can make their own minds.

3060 **5.3.4. Young Persons.**

Young persons under 18 years of age may sail at Thornton Steward Sailing Club provided:

- They are attending either RYA Training or some form of Progression Training in which case a Registration and Medical Consent Form signed by their parent/guardian is to held by the Lead Instructor. For the duration of the course.
- 3065 • If Cruising then a parent/guardian, or full club member who has agreed to act in

loco parentis must be on site supervising the child.

5.3.5. Insurance.

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All craft belonging to members of TSSC and CGSC must carry third party liability insurance of at least £5,000,000.

5.3.6. Berths.

3075

These are available to all who have paid their annual membership and berth fee for the relevant membership year Jan - Dec.

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- Certain berths are pre allocated for the TSSC and CGSC training fleets.
- The berthing plan is held in the club house and on the club website. A berth number will be allocated by the Membership Secretary when a new member joins. The Bosuns can assist in confirming berth availability. Please ensure the basic details of your craft, once berthed are on the plan, and insurance policy details are logged on your membermojo records.

3085

- Access to the Berths is on foot only. Cars with road trailers can use the track across the clubhouse front to bring in and remove boats from the boat park area, but should not leave the track itself.

3090

- It is strongly recommended that boats are locked down to strong points on the ground and tied down at 3 points. There is unrestricted access to the Reservoir and craft have been stolen from the club. In strong winds lighter craft will move on their trailers unless secured. This precaution is as much to protect your boat as the one next door.

5.3.7. Launching and Recovery.

3095

Launching and recovery of craft is only to be undertaken from the launching area which is the shore area adjacent to the centre of the dinghy park. Except in an emergency, water users must avoid landing anywhere else along the shoreline. The remaining perimeter of the Reservoir is rocky, dangerous, and used by Felling Fly Fishing club. An aerial photo of the Reservoir in the Club House displays the environs of the water, the launching areas, and the danger areas.

3100

5.3.8. Fishermen.

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TSSC shares access to the water with Felling Fly Fishing Club. To maintain cordial relations with FFFC members all water users should stay at least 25 m away from any fisherman. In the event of an incident with fishermen details of the incident must be noted in the Day Book (see below) in the Club House.

5.3.9. Rules of the road.

3110

All water users should act in a courteous manner and keep clear of other craft. It would be much appreciated if cruising craft make every attempt to keep clear of those racing, but are not obliged to do so. Basic rules in open water:

3115

- Port tack gives way to starboard tack.
- Windward boat keeps clear of leeward boat.
- A craft astern of another keeps clear of the one in front when on the same tack.
- Power gives way to sail (genuine emergencies might preclude this).
- Give room to those under instruction.
- When approaching the landing area give way to craft leaving the beach. This is not a Rule of the Road but common courtesy.

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5.3.10. Signing In.

3125

As a requirement of the lease agreement with Yorkshire Water, the Club's records, and your own safety, all members are to sign in when they come to the Club. The signing in book is kept on the Kitchen work top. This applies to members of CGSC who should put CGSC against their name.

5.3.11. Visitors.

3130

Visitors to the club should be signed in by the Club member hosting them. A book for signing in visitors is kept adjacent to the Member's Signing-In Book.

5.3.12. Day Book.

3135

A day book is to be kept in the Robinson Building specifically to record matters important for the running of Water based Activities of the club. Matters to be noted include:

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- Names of the Safety Boat Crew and the hours run on the Outboard Motor that day.
- Use of club boats and any damage incurred should be noted.
- Incidents of note e.g., events involving the general public, fishermen etc.
- Training events, to include names of Instructors, number of students, Risk Assessment, activity, weather.

3145

5.4. ACTION IN AN EMERGENCY.

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Emergencies at the Reservoir are most likely to involve individual/s in distress on or near the water, possibly suffering from an injury, cold water shock or the early onset of hypothermia. Situations can occur onshore are likely to involve more than just local

185

First Aid. This may include members of the general public visiting the Reservoir. In the latter instance we cannot “do nothing” and ignore a request for assistance.

5.4.1. Emergency Action Plan.

3155

TSSC has an Emergency Action Plan (EAP) in place which is on display in the Club Porch and in all the Powerboats. The EAP includes details about:

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- Emergency Service contact numbers
- The location of the Reservoir to help Emergency services
- Who in TSSC is to be contacted in the event of a serious accident.
- Who in TSSC is responsible for all communications with external parties e.g., Media, RYA etc.

5.4.2. Responsibility for Incident Control

3165

When Training and or racing or both is taking place, then either the Lead Instructor (normally an RYA Senior Instructor) or the Race Officer of the Day will take control of the situation.

During Cruising all members on site must react and work together to follow the EAP.

3170

5.4.3. Radio Communications.

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The Safety Boat crew will carry a VHF radio for ship to shore communication with either the Lead Instructor, the Racing OOD or Club members during Cruising. This will improve response times as the Safety Boat crew could be unsighted to a problem on the water. Additional VHF radios are available in the Robinson Building for instructors and members to maintain contact with the Crew and alert them quickly to a problem. Instructions on how to use the radios are kept beside their charging stations in the club room.

3180

5.4.4. Masthead Flotation, Inversion and Entrapment.

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In most cases, masthead flotation will prevent a double handed dinghy from inverting. This considerably reduces the risk of entrapment of crew members under an upturned hull.

3190

- During Cruising the TSSC Wanderers must be fitted with the approved masthead flotation panels. The CGSC Laser 2000 and Stratos will be fitted with masthead flotation bags.
- All Fusion dinghies have a limited flotation capability built into the top of the mast; it will delay but not stop inversion. If the Fusion is heavily reefed it is more likely to invert
- During Training all dinghies from both Clubs will use masthead flotation.
- During racing the decision to use masthead flotation lies with the helmsman.

3195

Helmsmen are to be particularly aware of the risks if they are carrying novice or young crews.

3200

- All dinghy training courses are to specifically focus in the first day of training on capsize drills and the issues associated with cold water shock, inversion, and entrapment.
- All safety boat training will practice and reinforce how to deal with inversions and the recovery of casualties into safety boats. In addition to this communicate how an upturned hull is to be righted.
- All dinghies are to fitted with some form of restraint on the centre board or daggerboard as a means of preventing retraction or loss during a capsize and making recovery more difficult.

3205

- Supervisors of events i.e. taster/open days are to be particularly aware of deteriorating weather conditions and the additional risks associated with inexperienced crews and capsizes.

3210

5.5. CLUB EQUIPMENT.

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For Club members without their own craft access to club dinghies and equipment is critical. All members using Club equipment have a responsibility to look after it so that it remains in good working order. It is formally inspected twice a year by the Bosuns, before the season starts and at the end of the season, under the auspices of the Chief Instructor. During the season prompt reporting of faults on the notice board and in the Day Book is critical to ensure the Club equipment is available to all.

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5.5.1. Equipment Management.

If you are unsure how a piece of club equipment works, please ask for assistance from someone who does.

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If it is damaged/broken whilst being used, or you find it has been damaged, is it possible to repair it on the spot? If not, please report the facts in the Day Book in the Club house. The Bosuns will check the Day Book and affect repairs BUT they must know about the problem first

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If the damage affects the craft's buoyancy or its ability to sail, or it is a piece of personal buoyancy equipment DO NOT USE IT. In addition to the Day Book entry please put a message on the noticeboard in the Porch so others are aware that it is not usable. Contacting the Bosuns or Sailing Secretary in good time about the damage would be most appreciated.

3235

Maintenance of equipment costs money. To some extent the daily usage charge, taken on-line at the point of booking a Club Boat, covers these costs.

The specific care and maintenance of craft used for training is supervised jointly by the Principal TSSC and CI CGSC for their specific fleets.

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5.5.2. Bosuns.

The Bosuns for both TSSC and CGSC are volunteers. They aim to maintain the respective clubs' sailing equipment in good working order i.e. dinghies and powerboats, SUPs, buoyancy aids and ancillary equipment.

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They will respond to issues with the equipment listed in the Day Book or from matters reported to them, and rectify problems as soon as possible

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They will direct/carry out a twice-yearly inspection of all TSSC club water-based equipment for general serviceability and manufacturer's conformity. A condition report from these inspections is to be produced and held by the Principals of TSSC and CGSC for review as part of their respective annual Regional Training Centre (RTC) Inspection. A sample inspection report form is shown in the Appendix 5.6

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The dinghies belonging to Carmel College will be included within the inspection and maintenance routine. Any funds required for repair/maintenance are to be cleared with the Headteacher of Carmel College. They do not form part of the TSSC training Fleet. The inspections are to be undertaken prior to the start of the new season and shortly before the end of the current sailing season. The dates will be promulgated in the Sailing Programme.

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The Bosuns for TSSC and CGSC will maintain their own defects book. The Defect Books are to reflect all work undertaken on water-based equipment, including when reported, action and costs incurred.

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Equipment found to be unusable is to be referred to the respective Committees for disposal instructions.

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The Bosuns will carry out specific inspections of the SB Out Board Motors (OBMs) as per the manufacturers' schedules and make arrangements to have the OBMs serviced by an approved contractor.

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The Bosun of CGSC is to mirror this action for the CGSC fleet, those Inspection reports are to held by the CI CGSC.

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The Chief Instructor of TSSC can authorise minor expenditure on maintenance of TSSC equipment up to a maximum set by the TSSC Committee. Expenditure on work in excess of the limit is to be cleared with the TSSC Sail Planning Group. CGSC have their own arrangements.



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5.6. APPENDIX – EQUIPMENT INSPECTION REPORTS

5.6.1	TSSC INSPECTION REPORTS (BIENNIAL)
	TSSC Dinghies, Windsurfers, SUPs
	TSSC Safety Boats
	TSSC Miscellaneous
5.6.2	CGSC INSPECTION REPORTS (BIENNIAL)
	CGSC Dinghies
	CGSC Miscellaneous

5.6.1. TSSC EQUIPMENT INSPECTION REPORT (BIENNIAL)

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Equipment schedules. All craft (dinghies windsurfer, powerboats) have associated equipment the details of which for each craft are held by the Club Bosuns.

TSSC Dinghies, Windsurfers and SUPs

Class/Type	Sail/ Hull Ser No	TSSC HULL #	Date and Signature				Repairs Required
			Pre-Season Inspection	In service Y/N	End Season Inspection	In service	
FUSION Pro	433	11					
FUSION Pro	431	12					
FUSION Pro	434	13					
FUSION Pro	432	14					
FUSION Carmel (Note 1)		?					
FUSION Carmel		?					
Topper	43497	7					
Topper	43502	8					
Topper	11842	9					
Topper	45303	10					
OPI Red		4					
OPI Blue		5					
OPI Yellow		6					
Mirror		48					
Wanderer Purple	1644	2					
Wanderer Blue	1663	1					

185

Wanderer Beige (Gifted)	807	3					
Laser 1 (Gifted)		15					
Laser 1 (Gifted)		16					
Laser 1 (Gifted)		17					
Windsurfer							
Windsurfer SUP SUP SUP							

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Note 1. Carmel College Fusions to be included within TSSC inspection regime.
Maintenance costs to be paid by Carmel after consultation/approval of costs.

3300

TSSC Safety Boats

Item	Serial #	Annual Hours run	Total Hours	Date and Signatures			
				Pre-Season Inspection	In Service Y/N	End Season Inspection	In Service
Rigiflex 3.7 m							
Honda 20 HP							
Rigiflex 3.6 m							
Honda 10 HP							
Rigiflex 3 m							
Suzuki 5HP							
Safety Tub 1							
Safety Tub 2							
Safety Tub 3							

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TSSC Miscellaneous Equipment

Item Checked	Number	Inspection Method	Date/Sign Pre Season	Date/Sign End season	Comments
Buoyancy Aids		Visual/ Float Test			
Wetsuits					
Waterproofs		Visual			
Safety Helmets		Visual			
ICOM VHF Radio					

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ICOM VHF Radio					
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5.6.2. CGSC EQUIPMENT INSPECTION REPORT (BIENNIAL)

Equipment schedules. All craft (dinghies) have associated equipment the details of which for each craft are held by the Club Bosuns.

CGSC Dinghies

Class/Type	Sail/ Hull Ser No	CGSC HULL #	Date and Signature				Repairs Required
			Pre Season Inspection	In service Y/N	End Season Inspection	In service	
FUSION Pro		21					
FUSION Pro		22					
FUSION Pro		23					
FUSION Pro		24					
FUSION Pro		25					
FUSION Pro		26					
FUSION Pro Gen		27					
FUSION Pro Gen		28					
Laser Stratos							
Laser 2000	2915						
Laser 2000	23056						
Laser 2000	23057						
Opi							

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CGSC Miscellaneous Equipment

Item Checked	Number	Inspection Method	Date/Sign Pre Season	Date/Sign End season	Comments
Buoyancy Aids		Visual/ Float Test			
Wetsuits					
Waterproofs		Visual			
Safety Helmets		Visual			
ICOM VHF Radio					620197274 - 3
ICOM VHF Radio					620197273 - 6
ICOM VHF Radio					620197275 - 0

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6. NON-SAILING DINGHY WATER BASED ACTIVITIES

In terms of this Handbook this section is intended to cover manually paddled craft, e.g. canoes, kayaks and Stand Up Paddleboards (SUP), and model boats.

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As with all craft on the water, these activities are bound by the Policy and General Instructions detailed in Section 5 of this Handbook. This section will reprise and expand elements particularly pertinent for non-sailing boat activities, by way of a reminder.

3330

These activities are a new venture for TSSC and the Club is still learning how best to meet the needs of practitioners, and how best to help them develop their sports at the reservoir. The Club is investigating appropriate training resources for paddle craft, and has purchased three Club SUPs.

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6.1. GENERAL

Use of the reservoir is permitted during all daylight hours throughout the year.

3340

All craft must be adequately insured and have passed any necessary buoyancy test before using the water.

Recreational swimming is expressly forbidden by the Club Lease from Yorkshire Water, but unintentional swimming as a result of a mishap or capsize is accepted as a sporting hazard

3345

For identification purposes each paddled craft should display a number or insignia which is a unique identifier within TSSC

3350

Young persons, under 18 years, of age may go on the water at Thornton Steward after their parent or guardian has made a signed statement that they have seen and understood the Club's rule 17 on liability. In addition, the parents/guardian must be on site supervising the child, or a full club member has agreed to act in loco parentis on the site.

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6.2. SAFETY MATTERS

Adequate personal buoyancy must be always worn when on the water or jetty. Young people (12 and under) and non-swimmers are required to wear them when close to the water's edge.

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Everyone intending to go on the water must sign in legibly in the book provided in the Clubhouse before going out.

3365

When a red flag is flown, all craft must return to shore as quickly as is safely possible. The red flag will be hoisted, with a sound signal, when the general wind speed is Force 6 or above. People who wish to be on the water in these conditions must then consult with the safety boat crew as to whether this is possible.

3370

Launching and recovery of all craft must only be from the "Launching Area", similarly for the picking up or dropping off.

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Landing on other parts of the shore line is strongly discouraged as the shoreline is very rocky under the water and hazardous to try and walk on. The Dam at the North end of the reservoir is sheer into the water and should not be approached.

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For model boats the bay areas around Buoy 3 and Buoy 7 are more sheltered, and are reasonable for launching and recovery. At present TSSC is prepared to authorise model boats to use this area, subject to meeting the requirements discussed below.

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Yorkshire Water remind TSSC on a regular basis, that swimming as a recreational activity is not permitted in the Reservoir at any time. This applies to all water users. Yorkshire Water are also concerned that water in the area close to the Inlet Point L, and Point J, the outlet tower (see Plan in the Clubhouse), is kept out of bounds. The flows into the reservoir can start without warning and the flow can be substantial and cause a large disturbance there. Consequently, the Area around Buoy 4 at the outlet tower is out of bounds for SUP users, as is the area around the Inlet point

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6.3. SAFETY BOAT

The powerboats are only used for safety purposes, they are not recreational vessels.

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When the safety boat is rostered the driver and crew are expected to have the safety boat ready for use at the following times:

Wednesday 6.00 pm - 9.00 pm.

Saturday 11.00 a.m. - 5.00 p.m.

Sunday 11.00 a.m. - 5.00 p.m.

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Other times will be as decided by the Sailing Planning Group or Main Committee. Outside these hours manning is by private arrangement between members

The Club's powerboats are available to be used for safety boat purposes by members who have completed the Club training in their use. When used a safety boat must be adequately manned and with all items of equipment on board.

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When on the water please keep clear of the safety boat both on the water, and at its jetty, as it is essential that boat and crew have room to operate in safety and at speed if necessary.

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If when you are on the water you are practising a manoeuvre(s), or having a go at pushing the envelope of your ability, then it is advisable to let the Safety Boat crew know about this so that they can keep particular eye out for you and your craft.

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Safety Boat crew will recover errant model boats if there are no pressing rescue issues to do with individuals or larger craft at the time. If model boat sailors do need to go on the water to recover a model boat, then they must observe all the Rules and Regulations relating to the safety of themselves and the craft they are using.

6.4. INTERACTION WITH OTHER USERS OF THE RESERVOIR.

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Any craft on the water should act in a courteous manner and endeavour to keep clear of racing dinghies whenever possible. Locations to avoid when racing is taking place are the start and finish lines, and the buoys that are marking the course for the day.

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If Training is taking place, then again it is best to keep well clear as the novices may be less in control than the Racers !

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Please do not approach closer than 25 metres to a fisherman on the shore.

Please do not cause alarm or disturbance to the wildlife. There can be significant flocks of birds on the water at any time in the year.

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Yorkshire Water do not at present permit the flying of drones or other airborne models around the reservoir.

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Only model boats using means of propulsion based on wind or battery powered electric motors are permitted. The Club co-exists with anglers, and walkers using the Reservoir so activity noise levels and respecting each other's space are important issues. Hence the TSSC reserves the right to constrain the use of model boats of excessive speed, size or noise should there be complaints from other users of the reservoir.

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6.5. HELP AND SUPPORT

It is an aim of the Club that it exists to enable its members to participate in and enjoy water sports. An associated value is that Members will help each other to do this.

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There is a defined 'Happy Helper' system with experienced members identified as sources of practical advice and help, and there should be no hesitation in seeking their assistance if required. Above and beyond that everybody will turn a hand to help, be it with launching or recovery, advising on a 'knotty' rope/rigging problem, dealing with tricky wind conditions, or whatever. Just ask !

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7. RACING

7.1. GENERAL

3460 Sailing will be under the burgee of TSSC.

Racing will be conducted in accordance with the World Sailing Racing Rules of Sailing (WS-RRS), the RYA, Class Rules, and any local rules applicable. WS-RRS Appendix B Windsurfing competition rules will apply to windsurfers.

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For General Sailing Instructions see Section 6. Policy and General Instructions
Racing is only permitted when the safety boat is manned.

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On a given day if the Race Officer thinks there is too much wind for reasonably safe sailing they will postpone or cancel the race and indicate this on the course board. It is the Race Officer who makes the final decision and will consult with the support boat operators and the helms and crews expecting to race.

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All crews must sign on the race sheet for each race. All relevant columns to be completed fully and legibly. There is no requirement to sign off at the finish off a race. All boats racing should display letters/numbers on the sail, which are unique in TSSC, for identification purpose

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For each race the display board on the Clubhouse wall will show:

- Race title and type of start;
- Time of start;
- Course to be sailed with starting and finishing lines, and any gates;
- Number of laps to be sailed;
- Any other instructions.

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7.2. RACE ORGANISATION AND RULES

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7.2.1. Race Formats for Events


Evening Handicap Series	A single race of around 45 minutes
Race Day Series	Race Days are an opportunity to experiment with different formats e.g. short course (10 to 15 mins), long course (45 mins) and of various combinations thereof.
Regattas	Variable formats combining recreational events as well as formal racing. Generally agreed occasion by occasion
Class Championships, Bart's Bash	A number of races, each of around 45 minutes
Commodore's Cup	At the discretion of the Commodore

7.2.2. Handicap and Championship races

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Starting

Depending on the format of the race there are two possible countdown sequences. It is the responsibility of the Racers to be clear which is in force at the time.

5-4-1	3-1	
-5 min. Warning signal	-3 min. Warning signal	1 flag + sound signal
-4 min. Preparatory signal	-2 min. Preparatory signal	2nd flag  + sound signal
-1 min. One-minute	-1 min. One-minute	2nd flag lowered + sound signal
0 min. Start	0 min. Start	Remaining flag lowered + long sound signal

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N.B.:

It is the hoisting and lowering of the flag, not the sound signal, which is the official signal to start.

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Finishing

As each craft crosses the finishing line it will be given a sound signal and its elapsed time recorded. This will be corrected for handicap to give the finishing order.

7.2.3. Pursuit races

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Starting

Signals will initially be as for handicap races with 5-4-1-Start Gun for the slowest class. Each class of boat then starts at a designated time interval after the slowest class starts, calculated according to its RYA PY handicap. These times will be shown

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on the display board for the race to the start. Pursuit races have a staggered start time for individual classes determined by their PY that theoretically results in all craft finishing at the same time, assuming they are all sailed well and efficiently.

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E.g. Say the slowest boat is a Mirror (P.Y. 1382) sailing the course in 53 minutes
The corrected time = $(53 \times 1000)/1382 = 38.35$ mins

All craft, therefore, should have the same corrected time if everyone is to finish at the same time

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A Miracle P.Y. (1173) with a corrected time of 38.35 minutes must sail the course in an elapsed time of $(38.35 \times 1173)/1000 = 44.98$ mins

The Miracle must start later than the Mirror by $53.00 - 44.98 = 8$ mins (rounded)

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See Appendix 7.3.4 for a tabulation of the start times for most of the dinghies sailed at TSSC. (For current PY numbers see <https://www.rya.org.uk/racing/Pages/portsmouthyardstick.aspx>)

If any Optimists wish to race, they go 11 minutes before the main fleet start.

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Use a "3 batten" sequence to start these sailors.

-3 minutes	Hold up 3 battens and make a sound signal
-2 minutes	Hold up only 2 battens and make a sound signal
-1 minute	Hold up only 1 batten and make a sound signal
Optimists Start	Drop batten and make a sound signal

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Pursuit races - Finishing

45 minutes after the Starting Signal one long sound signal is given. All boats finish immediately on the sounding of the Finish signal. The final positions are the "on-the-water" order of boats.

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7.2.4. Recalls


Individual Recall at the start

There shall be no official signal for an individual recall of a specific craft. To assist competitors a second sound signal will be made immediately after the start, and the offending craft hailed where possible. A craft on or over the line at the start and not


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returning properly, viz, around the outer buoys at the ends of the line, shall be disqualified

3555 **General Recall at the start**

The "First Substitute"  flag will be displayed and two sound signals made after the start. New warning and preparatory signals will be made for the restart.

3560 **7.2.5. Shortening Course**

Flag "S"  will be displayed with five consecutive sound signals just before the leading craft reaches the penultimate mark on the shortened course. The leading craft will be finished next time it crosses the finishing line. All craft will be finished the next time they cross the finish line and results calculated using average lap time.


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7.2.6. Time Limit

Any craft which does not finish within 20 minutes of the first craft will be scored as retired. The expiry of this time limit will be indicated by 5 sound signals.

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7.2.7. Cancellation and Abandonment of races

All races may be cancelled or abandoned by displaying flag "N"  and making 3 sound signals.

3575 **7.2.8. Penalties for Infringements**

For touching any Mark of the Course, the dinghy must do a 360-degree turn.
For infringing the rights of other competitors, the dinghy must do a 720-degree turn i.e. two 360-degree turns.

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When doing penalty turns a dinghy must keep well out of the way of other competitors to avoid a further infringement

7.2.9. Fishermen

3585 As the water is shared with fishermen and craft are required to keep clear of them (no closer than 25 metres), they and their tackle will be considered an obstruction to sea room and should be treated accordingly.

3590 **7.2.10. Protests**

Notice of intention to protest must be given to the Race Officer within 30 minutes of the last craft finishing. Protest will be heard by the Protest Committee, if possible on the same day. RYA procedures being applied.

3595 **7.3. CALCULATION OF RESULTS****7.3.1. Individual Races**

The Low Point System will be used. Each craft which finishes a race shall score points as follows:

1st place	1
2nd place	2
3rd place	3
and so on	

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3605		
	Craft which start, but do not finish,	Are given points equal to the number of craft starting + 1.
	Disqualified craft	Are given points equal to the number of craft starting + 1.
	Premature starters who did not restart correctly	Are disqualified.
	Members on duty who are missing a race from a series they are competing in	Will score points which are the average of the races they have sailed in that series. (They must have sailed 2 or more races in a series).

7.3.2. Event Series

In all series the helm with the lowest points scored wins. The number of races to count will be half of those held and completed, fractions being rounded up to the next whole number. It is the helm who scores points, regardless of the craft sailed.

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7.4. THE RYA PORTSMOUTH HANDICAP SYSTEM IN OPERATION**7.4.1. Calculation of Corrected Times**

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Every class of dinghy has a handicap number, its Portsmouth Yardstick (PY), that is a measure of the performance of a boat of that class when sailed around a course of all points of sailing with a steady wind. The PY is effectively a measure of the time it takes that boat to sail round such a course. A large PY means the boat takes a long time, and a small PY means the boat takes a short time around that course.

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The handicap adjusted time is calculated by dividing the actual elapsed time by the PY number for that class. To avoid messing about with decimal points the par is set at 1000 (rather than 1.000) and class PY numbers vary from around 800 to 1400 (rather than 0.800 to 1.400).

On the day a Race Officer will have recorded the actual times to finish the race for each competitor.

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They will take an elapsed time (i.e. correcting the actual time if a competitor sailed fewer laps than the first finisher), M minutes and S seconds, and first will convert that into a time T solely in seconds.

$T \text{ (in seconds)} = (M \times 60) + S$

The PY correction is then applied

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$TC \text{ (corrected in seconds)} = (T/PY) \times 1000$

The order of TC for the competitors will thus give the handicap adjusted finishing order for the race.

For more details of how to do this for an actual race see section 7.5.4.

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7.5. APPENDICES

7.5.1	TROPHIES
	Racing
	Nominated
7.5.2	CRITERIA FOR QUALIFICATION AND A SHORT HISTORY OF THE TROPHIES
7.5.3	RACE OFFICE - GUIDANCE AND NOTES
7.5.4	GUIDE TO CALCULATION RESULTS
7.5.5	PORTSMOUTH YARDSTICK AND PURSUIT RACE NUMBERS

7.5.1. TROPHIES

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RACING

Crookston Sunset Goblet	Early Sunset Handicap Series
Crookston Summer Goblet	Late Sunset Handicap Series
Sunset Handicap Plaque	Overall Sunset Handicap Series
Commodore's Cup	One day of social events
Morgan Cup	One day series
Veterans Cup	Over 45 - based on series
Ladies Rosebowl	Awarded to most successful lady helm or crew
Martin Burgess Trophy	Laser Club Championship One Day Series
Anderson Trophy	Most successful Miracle
Regatta Sailing	Monthly Series
Regatta Sailing Enthusiast's Cup	Most enthusiastic participant in Regatta Sailing
Tortoise Trophy	Total points x number of races sailed

NOMINATED TROPHIES

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Torpedo Trophy	Most spectacular event (e.g. capsize, landing, etc.)
Judith's Cup	Helmsman or crew who has made the most improvement over the season
Brian Hall Trophy	Awarded by the Training Team to encourage youngsters
Endeavour Cup	Best newcomer to racing
Kay Cup	Kay Anstay to nominate
Sir Timothy Kitson Trophy	Services to the Club

7.5.2. Criteria for Qualification and a short history

3655 7.5.2.1. Awards for race series

Commodore's cup: A special day with 2 or 3 races for Dinghies and SUPs. Includes Junior and Youth Sections. A Junior is under 15 years old on 1st February of that year and a Youth is under the age of 18 years old on 1st of February of that year

3660 **Regatta races:** Races held on Regatta Sailing days, usually a Sunday. Usually 2 races a day, but may be less or more depending on the day's programme. A result is calculated for a winner for the series on the day. Additionally, an overall winner for the complete series is calculated using the results from all the races that have been held. To do this: count the number of races qualifying that the craft competed in over the series; divide this number by 2, rounding any fraction up to the next number, e.g. 4 races - 2 to count, 7 races - 4 to count.

3670 **Sunset series:** Handicap races held on Wednesday evenings in the Summer. There is an Early Series and a Late Series. In addition, there is an overall Sunset Series calculated over the combined Early and Late Series.

7.5.2.2. Awards for winning races

3675 **Regatta Sailing:** Overall Season winner. In a season the total number of actual races which occurred (the number of races can vary event to event, so some may have one race, some two or three, etc) are totalled. The number of races is halved and the number of qualifying races is this number, rounded up if necessary.

3680 *Plaque, carved by Ken Anderson after Derek Hughes promoted the return of Sunday racing
Presented at the Prizegiving.*

Regatta Sailing Trophies, presented at the end of the day of a one-day series, held each month.

3685 *A base with an engraved whisky glass was the first iteration, then an unengraved whisky glass, then in 2019 a wineglass was presented instead of a whisky glass. Originally the bases were turned and made by Ken Anderson, in recent years they have been bought from a trophy shop. Bases have a plaque giving the month and year of the trophy. Unused bases can be returned to the engraver and a new plaque for the coming season can be substituted for the unused one.*

3690 *Trophies are now sourced by the Sailing Secretary
Presented on the day of the competition.*

3695 **Commodore's Cup,** A long-standing trophy always used for the winner of the Commodore's Cup one day series.

*Original presenter and date of presentation not known.
Presented at the Prizegiving.*

- 3700 **Junior Commodore's Cup.** The highest placed Junior competing in the Commodore's Cup one day series.
*Original presenter and date of presentation not known.
Location of this cup is not now known
Presented at the Prizegiving.*

- 3705 **Crookston Sunset Goblet.**
*A long-standing trophy presented by Mr and Mrs Crookston, founder members of the Club.
Presented at the Prizegiving as the Early Sunset Handicap*

- 3710 **Crookston Summer Goblet.**
*A long-standing trophy presented by Mr and Mrs Crookston, founder members of the Club
Presented at the Prizegiving as the Late Sunset Handicap*

- 3715 **Sunset Handicap.**
The total number of races sailed in the Early and Late Sunset series. The number of races is halved and the number of qualifying races is this number, rounded up if necessary (See calculating Handicap Series results).
3720 *Plaque carved by Ken Anderson
Presented at the Prizegiving as the Overall Sunset Handicap*

- 3725 **Martin Burgess Trophy.**
*Acquired subsequent to Martin's death when the trophy was spotted in a trophy shop.
Presented at the Prizegiving for Laser Championship*

- 3730 **Anderson Trophy,** Most successful Miracle Bowl turned and carved by Ken Anderson
Presented at the Prizegiving.

7.5.2.3. Awards based on the season's overall racing results

- 3735 Usually, the number of points accrued over the season, divided by the number of races competed in.
Lowest points wins the award. May also be a Committee nomination.

Ladies Rose Bowl. Most successful lady.
A long-standing trophy, presenter not known

3740 *Presented at the Prizegiving.*

Veteran's Cup. Most successful aged over 55 years
*A long-standing trophy, presenter not known
Presented at the Prizegiving.*

3745 **Regatta Sailing Enthusiast** – Intended to encourage those who do not necessarily win, but keep turning out and racing in the Regatta Sailing events. Goes to the sailor who has competed in the most Regatta Days in a season, but has not won a Regatta in that season.

3750 *(Morgan Cup: A long standing cup originally used for one of the racing series. Presenter and date of presentation not known. Repurposed for the Bosun's Challenge and then with the rise of Regatta Sailing it has been used as the Regatta Sailing Enthusiast Trophy.)
Presented at the Prizegiving*

3755 **Tortoise**, a long-standing trophy to encourage those who race, but don't usually win, but still keep turning out. original presenter and date of presentation not known. The number of races sailed is multiplied by total number of points they have accrued over the season; highest number of points wins.

3760 *Origin unknown
Presented at the Prizegiving.*

7.5.2.4. Nominated awards

3765 **Judith's Cup.** Most improved sailor. Can be a beginner or someone experienced who has progressed particularly well. Generally awarded to one person, but there have been joint winners. Committee generally ask Malcolm and Janet if they have any suggestions.
Presented by Malcolm and Janet Cummins in memory of their daughter.

3770 *Presented at the Prizegiving.*

Brian Hall Trophy. A long-standing cup originally used for the Frostbite racing series. Repurposed to encourage youngsters and awarded by the training Team.
Presenter and date of presentation not known.

3775 *Presented at the Prizegiving.*

Endeavour Cup. Best newcomer to racing
*Presented by Gillan Gibson to encourage those new to racing. Originally used for Endeavour racing series, now re-purposed and awarded by the TSSC Committee.
Presented at the Prizegiving.*

3780

Torpedo Trophy. Awarded to the person the committee consider has had the most spectacular/memorable event/events in the season.

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Currently the Fishes. The original trophy was lost many years ago. This trophy 'surfaced' a couple of seasons ago. Presented at the Prizegiving.

3790

Kay Cup, presented to be given away at the "Go for Gold" day in the year preceding the 2016 Olympics. Bad weather meant the event was not run as planned and the trophy not awarded. Subsequently the Committee has asked Kay Anstay for nominations. Presented at the Prizegiving.

3795

Sir Timothy Kitson Trophy. Presented by the Committee for Services to the Club. Usually to a non-committee member who has quietly worked in the background and made a positive contribution to the Club and its running.
Presented by Sir Timothy Kitson, MP, who was MP at the time the original clubhouse was opened and who carried out the opening ceremony. Presented at the Prizegiving.

3800

7.5.2.5. 'Dormant' trophies

Bosun's whistles, presented by Ken Anderson as perpetual trophy for Bosun Challenge racing which occurred for a few years.

3805

Hi Po, a long-standing trophy, presenter not known. Used for Autumn and Spring Pursuit series when they were held many years ago. Has been used as the Torpedo Trophy. A peculiar trophy it is apparently good for flower arrangements!

7.5.3. RACE OFFICER GUIDANCE AND NOTES

3810

Advance Preparation.

When acting as Race Officer make sure you know the following:

3815

- The race(s) set down in the programme for the day;
- The full extent of the duties involved;
- The relevance of any sailing notices displayed on the Official Notice-board in the Clubhouse;
- The basic rules of racing. (See also T.S.S.C. Sailing Instructions).

3820

Preparation on the Day

Arrive at the reservoir at least 45 minutes before the start of the first race.

Collect the following equipment:

3825

- The course board. Display on front of Clubhouse.
- The race entry sheets and pen/pencil. Clip a race sheet made out for each race onto race clipboard and place in a prominent position. Racers should enter

their full name, plus craft type and number (this record is required to work out the series results);

- 3830
 - The racing flags as required - see below, and the mounting rods if required;
 - The warning hooter or horn - see it works;
 - The Clubhouse stopwatch or equivalent - check it works;
 - Seat, or something suitable, to sit on if you are running the race from the shore
 - Appropriate clothing and buoyancy aid if you are starting the race on the water.
- 3835
 - Warm clothes and flask, especially in cold weather;

To race or not to race?

- 3840 About 30 minutes before the start inspect the reservoir to ensure all the marks are in the correct positions. Check the wind strength and direction before deciding what course to set. **IF YOU THINK THERE IS TOO MUCH WIND FOR SAFE SAILING YOU SHOULD POSTPONE OR CANCEL THE RACE AND INDICATE THIS ON THE COURSE BOARD.** It is the Race Officer who makes the final decision with due regard to the liabilities that might ensue. In reaching this decision you should consult the support
- 3845 boat operators and the helms and crews expecting to race. Bear in mind, however, that sailing in moderately strong winds is a part of the sport.

Set a course.

- 3850 If you are uncertain how to set a course, ask one of the racers to help, or do it for you, and mark it up on the course board. This is normally hooked on the side of the Clubhouse. Ideally starts will begin with a beat to windward with the Race Officer positioned on the shore, or with someone on a power boat to watch the line for premature starters. If it is difficult to arrange a start with the fixed buoys consider
- 3855 laying a temporary buoy or using the safety boat to mark the end of a line from Buoy 8. Wherever possible the windward buoy should be rounded to port.

NOTE: RESTRICTED AREA – Buoy 4 should not be used as a course marker when the water levels are very low in the reservoir, due to the vortex at the water exit from the reservoir.

3860

Decide on the number of laps.

- 3865 Races should generally last a minimum of 40 minutes for the faster craft. You should decide on the number of laps to be stipulated on the course board depending on the wind strength and the length of the course. If in doubt indicate more than you expect as you can always shorten the race.

Set a start time.

3870

Make this at least 25 minutes away to give everyone decent time to finish rigging and get on the water. The starting line should be set up at least about 15 minutes before the start of the race.

3875 **Go to the start line**

With race sheet on clipboard, pen/pencil, stopwatch, horn, flags and mounting rods.

3880 **5 minutes before the start**

Hoist 1st flag, blow the horn/hooter once and start the stopwatch (an assistant is very useful here). (N.B. It is the hoisting of the flag, not the sound signal, which is the official signal).

3885 **4 minutes before the start**

Hoist the 2nd flag and blow the horn/hooter once. Timing between the 4 minute and start is very important and must be accurate.

3890 **1 minute before the start**

Drop the 2nd flag and blow the horn/hooter with one long sound.

3895 **At start time**


Drop the remaining flag and blow the horn/hooter once for a longer time. No one should be over the start line. If one or two people are over blow the horn once and hail any craft that were over. It is their responsibility to turn back, around the buoys at the ends of the line and re-cross the start line. If a premature starter does not restart correctly make a note on the race sheet "P M S" as this will affect the race result.

3900 If a lot of craft are over the start line blow the horn twice for a "general recall" and do the whole start from minus 5 minutes all over again.

3905 **During the race**

Mark off each lap a competitor completes with the time on the stop watch, identifying them by sail number. An assistant will be a great help here if the racing is close and boats overlap.

3910 **Shortening Course.**

To reduce the number of laps sailed, e.g. on a light wind day, blow the horn five times, and hoist the white flag with a blue middle, Flag "S"  , just before the

3915 leading craft reaches the penultimate mark (last mark before the finishing mark) then finish them as they cross the finishing line and record the time as shown on the stopwatch. Finish each subsequent craft as they cross the finishing line and record the time.

3920 **Finishing.**

3925 Races are finished when craft have completed the specified number of laps, unless the course has been shortened. When a craft has done the required number of laps blow the horn as the first bit of the craft, in its normal position, crosses the finishing line and write the time down on the sheet as minutes and seconds recorded on the stopwatch. If there are any craft which have been lapped, finish them the next time they pass the finish line after the lead craft, taking particular care when recording the time.

3930 **Results.**

After the race calculate the results - if you do not know how to do this ask for help.

Tidying Up.

3935 After completing the racing, please return all equipment to its correct place in a tidy manner. Please report any missing or faulty equipment to the Sailing Secretary. Please assist other officers on duty and sailors to tidy and clean the clubhouse. An early arrival on these days to assist with opening up will also be very useful.

3940

7.5.4. GUIDE TO CALCULATING RESULTS

3945

HANDICAP RACE

Individuals may have their own ways of recording and calculating results. The method presented here has been well tested over time.

3950

Find the Portsmouth Yardstick (P.Y.) number for each craft (see the table on the noticeboard in the Clubhouse) and enter it in the "P.Y./min." column.

3955

For each craft take the time in the "Finish" column (i.e the time recorded on the stopwatch), and if the start sequence is included in this time, subtract 5 or 3 minutes as appropriate.

3960

If a competitor did not complete the full number of laps then calculate their average lap time (viz divide their time by the number of laps completed) and then calculate their adjusted time (multiply their average lap time by the full number of laps required)

Enter this new time in the column headed "Elapsed".

3965

For each craft take the time in the "Elapsed" column and:

- Multiply the minutes by 60 to convert them to seconds, then add the remaining seconds
- Multiply the resulting figure by 1000
- Divide the resulting figure by the P.Y. number. This is the corrected time which should be entered in the column headed "Corrected"

3970

Look down the list of results of corrected times for the fleet and find the craft with the smallest number of seconds, (i.e. the fastest craft); this will be first and scores 1 point. Find the next lowest number, this will be 2nd and score 2 points. The next lowest will be 3rd and score 3 points, and so on.

3975

Craft which retire are given points equal to the number of craft starting + 1.
Disqualified craft are given points equal to the number of craft starting + 1.
Premature starters who did not restart are disqualified.

3980

Enter the results on the Series Record Sheet on the notice board.

SERIES RESULTS

3985

Ensure all race results have been correctly filled in on the Series Sheet. Take particular care where several competitors have the same, or similar, names.

A helm who sails different classes of craft will have a separate entry for each class of craft sailed. The overall series result is calculated using results regardless of class sailed.

3990

Count the number of races qualifying craft competed in over the series. Divide this number by 2, rounding any fraction up to the next number, e.g. 4 races - 2 to count, 7 races - 4 to count.

3995

Take the number of races to count for a particular series and for each craft find their best (i.e. lowest number of points) results. Add together the points scored for these races, e.g. 2 + 2 + 4 = 8 to give a crafts points for that series.

Look down the list giving a craft's points for a series and find the craft with the lowest score; this will be first. Find the next lowest number, this will be second. The next lowest will be third and so on.

4000

TIEBREAKER for three or more races: In the event of two, or more, craft having the same number of points:

1st Look at the discarded race result(s) and find the lowest one for each craft.

4005

The craft with the lowest score wins. If there is still a tie

2nd Look at the remaining discarded race result(s) and find the lowest one for each craft. The craft with the lowest score wins. If there is still a tie

3rd Find the last race in which the two craft raced together. Whichever craft achieved the lowest score wins. If there is still a tie

4010

4th Declare joint winners

If one craft has a discard and the other does not the one with a discard wins.

TIEBREAKER if only 2 races sailed: In the event of two, or more, craft having the same number of points:

4015

1st Total the corrected scores. Whichever craft has the smallest total of times wins. If there is still a tie:

2nd Declare joint winners

4020

Except for Judith's Cup, to qualify for a "given" trophy a minimum of 5 races must be sailed over the season. The result will be calculated by adding together the total number of points gained in the season and dividing by the number of races entered, the person with the lowest number of points winning.

7.5.5. PORTSMOUTH YARDSTICK AND PURSUIT RACE NUMBERS

4025

Current PY numbers and how to calculate Pursuit race start times can be found here
<https://www.rya.org.uk/racing/technical/handicap-systems/portsmouth-yardstick>

8. TRAINING

4030

8.1. CODE OF PRACTICE.

4035

TSSC and CGSC are RYA Approved Training Centres (RTC) in their own right. They will aim to maintain this status, ensuring high standards of training for all course participants. It follows that all RYA courses will be run in accordance with the RYA Recognition Guidance Notes. Where the training is not part of a formal RYA course the standards set by the Guidance notes are to be followed to ensure that recipients receive the best, accurate and most up to date advice and guidance.

4040

8.2. MANAGEMENT OF TRAINING.

An RYA RTC must have a Principal and a Chief instructor for each of the activities being undertaken at the Centre.

4045

Principal.

Is responsible for the management of the Centre. The Principal does not need to be a qualified instructor, but in such situations a Chief Instructor must be appointed for each discipline. One Chief Instructor can cover multiple disciplines if appropriately qualified.

4050

Chief Instructor (CI).

The CI undertakes to maintain standards of RYA recognition. The CI has day-to-day responsibility for the standards of training, equipment maintenance, and wellbeing of the students and instructors.

4055

TSSC/CGSC.

Each Club has its own Principal and Chief Instructors. Those individuals can only hold that appointment in one RTC, they can however assist each other as managers or instructors. Depending on the major water-based activity of a Club, in both cases sailing, the CI for that activity is referred to as Centre CI. This is the situation with both TSSC and CGSC.

4060

8.3. TYPES OF TRAINING.

4065

8.3.1. Recognised RYA Courses.

These courses are listed on the RTC Recognition Certificates for both Clubs which are displayed in the Training Room. These are the planned RYA Certifying courses to be

run at Thornton Steward, and will always follow the RYA Training Guidance notes.
4070 Planned training events, by either TSSC or CGSC, will be programmed as part of the annual TSSC Sailing Programme. Candidates for direct assessment for RYA certification can be catered for outside of the Sailing Programme by the respective Chief Instructors.

8.3.2. Sponsorship of RYA courses.

4075 **TSSC Sponsored**
Junior Club, Adult (Dinghy and Powerboat) Courses, and instruction given to schools Viz. Aysgarth School and Carmel College.

4080 **CGSC Sponsored.**
Youth Courses in the school holidays. Adult courses (Dinghy and Powerboat) for members of CGSC as demand dictates. instruction for local CCFs, Cadets, Service Schools, and Service rehabilitation. Apart from Youth Course in the holidays CGSC will concentrate on weekday courses.

4085

8.3.3. Course Programme.

The standard syllabus and programme for each course is available in the TSSC/CGSC Courses File in the Club Room and on the website. Link

8.3.4. RYA Certificates.

4090 On successful completion of the training through a course the appropriate RYA Certificate will be awarded, signed by the either the Principal or Chief Instructor of whichever RTC is sponsoring the course.

8.3.5. Direct Assessment.

4095 It is also possible for individuals already with the relevant skills to be directly assessed for a particular RYA qualification without a course. The assessment requirements are in the RYA publications, and the assessment will only be carried out by the appropriate Chief Instructor or a nominated Dinghy SI or PBI.

4100

8.3.6. Progression Training.

This training is offered to members of TSSC/CGSC as a means of improving their sailing abilities, it will follow the spirit of the RYA training schemes.

4105 Volunteer.

Shore based assistance (Happy Helper) at weekends; by competent sailors.

Kick Start.

Race training advice on improving techniques; in sessions prior to Club Racing.

4110

Safety Boat Crew.

A single day, familiarisation course to give all safety boat crews a basic understanding of handling the equipment, and their responsibilities whilst they are on duty. This is the minimum requirement for all members. It is TSSC's intention that all safety boat helms will have further training to improve boat handling skills to qualify them RYA Powerboat Level 2.

4115

Open Days/Taster Sessions.

An opportunity for members of the public who are not members of TSSC, who are interested in sailing, to have an on-the water sailing experience with qualified helmsmen.

4120

TSSC/CGSC Local Awards.

A certificate will be available as an attendance record for some of the progression training.

4125

8.3.7. Continued Personal Development (CPD).

Either TSSC or CGSC will organize this training, for already qualified or potential instructors. This will include the running of qualifying assessments at the Reservoir for potential Dinghy and Powerboat Instructors. All members of TSSC and CGSC will be encouraged to obtain Instructor qualifications.

4130

8.3.8. TSSC Sailing Programme.

Training for individuals, either Adult or Junior, including those sponsored by CGSC, will be programmed as part of the annual TSSC Diary of events:

4135

Major events will be agreed by the Sail Planning Group (SPG) by the end of January each season. Training of individuals/small groups in one-off events may be undertaken with the agreement of the appropriate Chief Instructor.

4140

Each period of training will have a nominated Lead Instructor, normally a Dinghy SI or PBI. That person will be responsible for planning and coordinating all aspects of the training. In Appendix 8.7.1 is a guide to some of the main areas to be considered in the planning process. It is not a definitive list.

4145

Only members of TSSC/CGSC are permitted to manage or partake in the training. Exceptions to this will be made for Chief instructor approved taster/ introduction to sailing events.

4150 CGSC will periodically plan and run courses for groups of service personnel. They will be programmed as part of the Diary of Events. They will be accessible to members of TSSC on a fill up basis.

4155 An outside organisation, who, as members of TSSC, have their own RYA qualified (in date) Instructors, may apply to run their own courses at TSSC. They are to formally apply to the SPG for clearance to run a training period at TSSC at least 4 weeks in advance of the training start date. The training is not to be advertised before permission is given. Their application is to follow the Proposal Details in the Planning guide at Appendix 8.7.1 to this Chapter.

4160

8.4. BOOKING A PLACE ON A TSSC OR CGSC SPONSORED COURSE

8.4.1. General.

4165 Booking a place on a course will be completed on-line through the TSSC Website using Part 1 of Appendix 8.7.2. On the first day of the course a Registration Form, Part 2 of Appendix 8.7.2, will be required by the lead instructor.

8.4.2. Booking Form – Appendix 8.7.2, Part 1.

We will need to know the following:

- 4170
- Who the course is for, and which course would you like to attend?
 - Confirm your membership details, in particular your contact details are correct.
 - Submitting the booking form will automatically confirm your application for a place on the course.
- 4175
- As part of making the Booking you will be asked to pay for the course. Details of the costs will be on the Booking page of the Club website.
 - Booking terms for the course and the details of the consents required are listed in Appendix 8.7.3 to this Chapter and on the Club website at <http://pub28.bravenet.com/passwd/show.php> (you will need to be logged on as a member to access this page)
- 4180

8.4.3. Course confirmation.

4185 Approximately 2 weeks before the course start date you will be contacted by the course lead instructor to confirm you still require a place on the course. Dependant on Instructor availability a reserve list for that course may be required. Places will initially be based on the order of initial booking. At this point you will be asked if you wish to be on a reserve list, if necessary?

8.4.4. Registration Form – Appendix 8.7.2 Part 2

- 4190 This will be held by the Lead Instructor for access to the student's emergency contact and medical details.
- The complete form, both Part 1 and 2, can be printed from the Website. It is to be brought to the first day of the course and will be held by the Lead Instructor for the duration of the course. These forms will be returned to the student/parent at the end of the course, or be destroyed by the Lead Instructor at the end of the course.
 - For all participants, including young people, Part 2 of the registration form will confirm a number of actions by signature, either of the parent of the child or the individual: the participants or parent/guardians' consent in case of first aid being required; the loco parentis arrangements, and permission for children to be photographed for specified purposes.
- 4195
- 4200

8.4.5. Course Information.

- 4205 Information on course administration and advice on what to wear is available at Appendix 8.7.4 to this chapter and on the website <http://pub28.bravenet.com/passwd/show.php> (you will need to be logged on as a member to access this page), and is standard for all courses. Should circumstances change participants will be informed. The information is aimed primarily at novice sailors and parents of children new to sailing, and for the TSSC/CGSC Centres. The syllabus and
- 4210 a generic programme for each or each course is available on the website and in the Course Folder in the Club Room.

8.5. COURSE MANAGEMENT

8.5.1. Briefing/Instruction

- 4215 At the start of all periods of training, all participants are to be briefed about sailing at TSSC.
- 4220 The emphasis is to be placed on being safe, having fun and learning on or near the water. Some of the briefing might need to be repeated on subsequent days. Points to be considered on a Course Briefing for trainees are at Appendix 8.7.5 to this Chapter
- 4225 Lead Instructors are to ensure that the instruction on all RYA Courses follows the latest syllabus, programme, and teaching method for that course. The instruction is only to be carried out by current RYA Instructors who may be helped by Assistant Instructors or other volunteers. All course syllabus and programmes are in the Courses Folder in the Club Room and on the website at Link.
- 4230 A Lead Instructor, normally an RYA Senior Instructor, is to be on site if more than one group of students is under instruction. An exception to this allows for an Instructor to

operate alone, with the correct safety boat staff, if only one group is under instruction. The SI is however to be present at the beginning of each day's training to ensure that a risk assessment is made, and that the Instructor concerned understands their limits.

4235 **8.5.2. Check of Equipment.**

The Lead Instructor, or a person nominated by them, is to check that all equipment for that day's training is appropriate, serviceable and ready for use. This is to include:

- Dinghies – sails; foils; launching trailers; internal/masthead buoyancy if fitted, and centre board/dagger board restraints in working order.
- 4240 • Powerboats (in conjunction with safety boat crew) – Outboard Engines (OBMs); fuel, and on-board equipment.
- Ancillary equipment- radios; buoys and anchors; training aids, and First Aid Kit.

4245 **8.5.3. Launching.**

Before courses take to the water the Lead Instructor must ensure that the following checks/actions have been undertaken:

- A Risk assessment based on the weather conditions for that day. The risk factors notified are to be noted in the Day Book.
- 4250 • The Event Board details are completed, and it is on display on the outside of the Clubhouse. Details on the Event board to include:
 - Date/timings
 - Lead instructor and number of staff
 - 4255 ○ Safety boats- how many, and the radio channel being used
 - Number of students
 - Number and type of dinghies
- All dinghies checked and ready to launch; students and instructors briefed on what is to be learnt and how taught; safety signals; the sailing area, and the
- 4260 timings. The safety boat crew(s) deployed as required and ready to cover the safety of the session.
- Once the checks are satisfactorily completed the Lead Instructor can allow launching to proceed.

4265

8.5.4. Recovery.

The Lead Instructor is to ensure at the conclusion of a training session afloat:

- That everyone is ashore, accounted for and the safety boat stood down.
- 4270 • TSSC and CGSC single handed dinghies may be temporarily placed on tyres on the foreshore whilst a trailer is collected. With double handed dinghies the

crew is to keep the craft afloat while the trailer is collected. The only safe place for the dinghy is on a trailer, no matter how short a break from sailing.

- Sails are to be furled (Fusions), or lowered (e.g. Wanderers, Laser 2K)
- A debrief takes place to capture the learning and any safety issues from the training.
- At the end of the day all the equipment used is correctly stowed away and the boats cleaned and secured on the boat park.
- Any damage noted. Either repair at the time, or report in the Day Book.
- Day Book completed.

8.5.5. Training records.

A record is to be maintained of all participants attending RYA certified courses and for some Progression training (e.g. Basic Safety Boat). This record is to be held by the CI TSSC and CI CGSC for their respective clubs. The record must show:

- The course and the date of training,
- Experience and any qualification before and after the training, including the qualification achieved.
- Any Injuries to participants, and any incidents affecting training.
- See section 4.7.5 about GDPR obligations

8.5.6. Shore helpers and Young Persons.

During courses involving young people a parent or nominated adult should be present on site, and may asked to assist with the shore-sided supervision. How is this assistance organized?

- That person must be clearly briefed by the Lead Instructor on what is expected of them, and the course attendees must be aware of their role.
- This person is in addition to the training team.
- Any adult in this role should be briefed beforehand and make themselves familiar with the Safeguarding Policy (Code of Conduct and Best Practice) of the TSSC Handbook. A person volunteering to be a shore helper for an extended period of time will be asked to complete a Safeguarding Self Declaration Form.
- Where there is a mixed gender group of trainees, female staff or helpers must be present at all times during a course.
- No junior trainees may be left on site without supervision, whether on or off the water.

8.5.7. Wearing of Helmets.

Under the normal sailing conditions at the Reservoir there is a low risk of head injury. There is no compulsion for dinghy sailors to wear helmets. Helmets are available for any member of TSSC/CGSC if they require them. Youth sailors,

particularly beginners will be encouraged to wear them. Further guidance is available.

4315 <https://www.rya.org.uk/knowledge-advice/safe-boating/look-after-yourself/Pages/sailing-helmets.aspx>

8.5.8. Masthead Flotation, Inversion and Entrapment.

4320 Inversion happens when a dinghy capsizes and turns upside down. Entrapment happens when a member of the crew of a capsized dinghy is trapped under the inverted hull. In extreme circumstances the crew may be caught underwater and unable to breath. The risk of entrapment is higher with dinghies that have trapeze systems, or are multi crewed with young or experienced sailors.

4325 The Event:

- Most dinghies will invert unless crews are quick to carry out the correct righting drills.
- In single handed dinghies entrapment is unlikely as crews are normally thrown clear in a capsize.
- 4330 • Crewed dinghies (Wanderer, Laser 2000, Laser Stratos) because of their design and size are more prone to create circumstances where crews can become entrapped. The Fusions will invert if heavily reefed but entrapment is unlikely.

4335 Training

- All members are to be aware of the risks of inversion and entrapment, and how to prevent it occurring by moving soon as is possible to hold the centreboard when the capsized boat is still on its side. This will normally prevent the dinghy Inverting and allow time to the crew to right the capsize
- 4340 or get assistance from a safety boat.
- All dinghies used for training must have a working system for holding the centreboard or dagger board in place so it cannot accidentally retract or even drop out in a capsize inversion.
- On the first day of training all dinghy courses are to specifically focus on
- 4345 capsize drills and the issues associated with cold water shock, inversion, and entrapment.
- Safety boat training should practice how to deal with inversions and the recovery of casualties into safety boats, also consider how best crews would perform CPR in the restricted confines of their safety boats.

4350

8.5.9. Accidents.

All accidents must be recorded in the accident book kept with the First Aid Box located in the entrance foyer of the clubhouse.

4355 The procedure for notifying the emergency services is displayed in the entrance foyer of the clubhouse and is part of the Emergency Action Plan.

4360 A First Aid Kit is kept in the clubhouse and in each safety boat. Maintenance of the First Aid Kits is the responsibility of the Bosuns.

A nominated First Aider will take charge of incidents requiring medical attention. The nominated First Aider will be recorded in the Course Registration Book.

8.6. INSTRUCTORS

4365

8.6.1. Qualifications

It is the responsibility of the Principals of TSSC and CGSC to ensure that their respective training staff possess the required competence according to RYA Guidance Notes in order to perform their duties in a satisfactory manner. This includes RYA qualified Instructors and locally endorsed Assistant Instructors.

4370

8.6.2. Induction Training.

It is the responsibility of the Principals TSSC and CGSC to ensure that all new Instructional staff are given an Instructor Induction brief. Guidance on what should be included in the brief is at Appendix 8.7.7 to this Chapter. The date of the Training is to be noted in the Instructor record held by CI TSSC

4375

8.6.3. Annual Declaration

Instructors and Assistant Instructors from both TSSC and CGSC will sign an annual declaration (Appendix 8.7.8) before the start of the season. Once completed this will be held by the CI TSSC in the Instructor Record. Each Instructor will declare that they:

4380

4385

- Fully understand the procedures laid down in The TSSC Handbook and will always adhere to them with particular attention to Risk, the Emergency Action Plan (EAP), all aspects of Water Based Activities, and the RYA Instructor's Code of Conduct (Appendix 8.7.9).
- They are physically and mentally capable to act as an Instructor.
- They agree to the completed form being held by the CI TSSC as part of the Instructor Record.

4390

8.6.4. Instructor Record

CI TSSC, with assistance from CI CGSC, will maintain a single record of all instructors from TSSC and CGSC with their relevant qualifications, certification dates, induction training ,and annual declarations in the Instructor Record.

4395 **8.6.5. Minimum Instructor Qualifications, Instructor/Student and Safety Boat Ratios.**

These ratios are laid down in Appendix 8.7.10 and are to be complied with. They specify a maximum. Consideration must be given to reducing the student numbers on the water if there is insufficient instructor support, or deteriorating weather conditions are forecast.

4400

8.6.6. Safe Working Conditions.

The safety of all students (regardless of age and experience) and of all staff is in the hands of the Instructors. They are to act accordingly, and work within their own technical ability and experience. If at any point they feel that they:

4405

- Are being asked to use equipment they have not been trained for, OR
 - Are feeling threatened by the operating conditions or have duties imposed upon them, OR
 - Are putting themselves in a situation where their personal safety and that of students and that of their colleagues is jeopardized.
- 4410

They are not to proceed with the training session, and must report their concerns to the Lead Instructor.

The Lead Instructor is to take action to rectify the situation or to suspend training. In the latter case the matter must be reported to the Principal and CI of the RTC responsible for the event.

4415

8.7. APPENDICES

4420

8.7.1	Planning Guide for Courses and Course Application
8.7.2	TSSC/CGSC Course Booking and Registration
8.7.3	Booking Terms and registration Information
8.7.4	TSSC/CGSC Joining Instructions – example Youth Course
8.7.5	TSSC Course Briefing Checklist
8.7.6	TSSC Course Feedback and Complaints Form
8.7.7	TSSC Instructor Induction
8.7.8	TSSC/CGSC Instructor Annual Declaration
8.7.9	RYA Code of Conduct for RYA Instructors, Coach Assessors, Trainers, and Examiners
8.7.10	Instructor Qualifications; Ratio of Instructors to Students, and the Safety Boat requirements

8.7.1. PLANNING GUIDE FOR COURSES AND COURSE APPLICATION

Course Planning

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8.7.1.1. General.

All training will follow the RYA Guidance Notes for training, and the agreed standard programmes at the Courses handbook.

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8.7.1.2. Approval.

The Sail Planning Group (SPG) will authorize and manage all training to be run as part of the TSSC Diary of Events.

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Organizations that are members of TSSC who wish to run their own training must submit the details of the proposed training to the SPG no later than 4 weeks in advance of the start date. The training should not be advertised until SPG approval has been given to proceed.

8.7.1.3. Proposal Details.

In planning any training, the following must be considered:

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- What the training is to achieve - the overall time frame, timings, dates.
- Who is involved in running the training - the lead instructor, the instructor/student ratio, the instructors, safety boat cover, shore helpers.
- Equipment – which dinghies, powerboats, appropriate buoyancy aids, helmets, training aids, etc?

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- Administration - Who is the Course Coordinator and the Lead Instructor
- Applications received by date; special equipment; who issues the Joining Instruction (hard copy or on the website) Examples of Joining Instruction for both Youth and Adult courses are at Appendix 8.7.4. Liaison with the webmaster for advertising the correct information.

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- RYA Certificated Training – who is the issuing RTC for the certificates?
- Finance - Cost of course and training to individuals; costs to TSSC/CGSC (fuel, utilities etc), payment of course fees (only to TSSC or CGSC not a private individual), Instructor's expenses?

4455

- Cancellation plan? Who makes the decision, when and how is it promulgated?
- GDPR and Registration and Medical Consent form security.
- Safeguarding and Welfare of young people and vulnerable adults.

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8.7.2 TSSC/CGSC COURSE BOOKING AND REGISTRATION

BOOKING - Part 1

Title of Course	
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STUDENT DETAILS:

First Name		Surname/Family Name	
------------	--	---------------------	--

Date of Birth	DD/MM/YYYY	Gender		Age	
---------------	------------	--------	--	-----	--

CONTACT DETAILS: (please include all codes)

Home Address		Emergency Contact (include all codes)	
		Name	
		Daytime No	
		Evening No	
Post Code		Mobile No	
Telephone		Relationship	
Personal/Parent/Guardian e-mail		E-mail Address	
Other relevant details		Other relevant details	

SAILING QUALIFICATIONS/ EXPERIENCE:

Please detail any Sailing qualifications and/or experience, provide approx date and level achieved if possible.

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REGISTRATION AND CONSENT - PART 2**MEDICAL/WELFARE INFORMATION :**

<p>If you or the person who the course is for has any medical/behavioural issues or allergies, please give details below. Please note: We aim <u>not</u> to exclude anyone because of their condition/s. You may be contacted by the Club to discuss this further.</p>	
<p>Please provide as much detail as possible eg Asthma / Diabetes etc</p>	
<p>Doctor's Name / Address /Tel</p>	

PARTICIPANT/PARENT/GUARDIAN - Giving consent.

Date of Consent	DD/MM/YYYY
Status: Participant / Parent / Guardian	<div></div>
Name of person in Loco Parentis	
<p>TSSC/CGSC require any under 18 year old to have a responsible adult present on site while they are attending a course. This can be their parent/guardian or another person nominated by the parent/guardian e.g. the parent of another child on the course who will be staying on site. If the named adult/guardian on the booking form will not be present during the course please provide the name of an alternative adult who will act as the "in loco parentis"</p>	
I agree to Photo & Video Consent	<input type="checkbox"/>
I agree to Medical Treatment Consent	<input type="checkbox"/>
<p>Signed: If submitting this form by e mail, please sign and print a hard copy to hand to the course instructor prior to the start of your course.</p>	
Print Name	
Relationship (if participant is under 13)	

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8.7.3. BOOKING TERMS AND REGISTRATION INFORMATION

Part One

4480 8.7.3.1. Booking 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 this training event, you agree and acknowledge that:

- 4485 • You are aware of the inherent hazards involved in the sport and you accept responsibility exposing yourself to such inherent risk whilst taking part in the training event;
- You will always comply with the instructions of the Lead Instructor particularly about handling of boats, wearing of buoyancy aids and the wearing of suitable clothing for the conditions;
- 4490 • You accept responsibility for any injury, damage or loss to the extent caused by your own negligence;
- Please do not take part in the training if your ability to participate is impaired by alcohol, or drugs, or if you are otherwise unfit to participate;
- 4495 • You will need to inform the Lead Instructor if there have been any changes to information on the registration form since the time of the booking;
- We will provide appropriate safety boat cover but it is limited to such assistance as can be practically provided in the circumstances by competent trained crews.

4500 8.7.3.2. Cancellation.

You understand that the Event Co-ordinator may cancel or postpone the Event at any stage in the event of bad weather, equipment failure, or otherwise good reason. Any monies paid on making the booking will be returned.

If you need to cancel a place booked;

- 4505 • at least 7 days before the course any monies paid will be refunded.
- less than 7 days before the start of the course the club will only repay 85% of the course fee.

8.7.3.3. Misconduct.

4510 You understand that the Event Co-ordinator may exclude anyone from a session who refuses to comply with these Booking Terms or who misconducts themselves in any way or who causes damage or a risk to other persons. If appropriate the Event Co-ordinator may evict that person from the premises

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Part Two

8.7.3.4. Registration Information.

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In addition to providing the Lead Instructor with all participants emergency contacts it will confirm by signature parental consent for first aid if required, in loco parentis arrangements, permission for children to be photographed for specified purposes.

8.7.3.5. Medical /Welfare.

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Examples of the medical conditions that it is advised the Lead Instructor should be made aware of are:

Asthma or Bronchitis	Any allergies or historical reaction to medication?
Heart Condition	Do staff need to supervise the taking of medication?
Epilepsy, seizures, convulsions or petit mal	Any recent illness / accident / injury or broken limb?
Diabetes	Any condition affecting behaviour?
Haemophilia	Able to swim?
Travel sickness	Confidence in the water
Any specific disability?	

8.7.3.6. DATA Consent.

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- I consent to TSSC/CGSC processing my / my child's data under the Data Protection Act 2018 and allow TSSC/CGSC to provide Sailing and Training Services.
- I understand that the information may be used to provide me/my child with medical services when necessary and it may be shared with medical professionals.
- I understand that my/my child's information may be shared with statutory agencies such as social services or the police for the purposes of safeguarding and for detecting, preventing, or deterring a crime.

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8.7.3.7. Photo/Video Consent.

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We may wish to take photographs or video of activities that involve the named person. The images may be used for displays or publicity purposes by TSSC/CGSC or appropriate partner organisations. Photographs or filming will only take place with the permission of the Instructor/Club Official in charge and under appropriate supervision. When filming or photography is carried out by the news media, students will only be named if there is a particular reason to do so (e.g. they have won a prize), and home addresses will not be given out. Images that might cause embarrassment or distress will not be used. You can ask to see images of you/your child held by TSSC or CGSC. You may withdraw your consent at any time. Please note

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that we are not responsible for images captured by participants or others on their own devices.

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8.7.3.8. Giving Consent.

By signing this section of the Registration Form

- You will be agreeing to the named person taking part in TSSC/CGSC activities.
- You will be acknowledging the need to inform the Instructor/Club Official of any significant changes to the information supplied at the time of registration.
- You agree that you have received full information about the itinerary and programme
- You understand nature of the activity, and agree to the participant engaging in all the activities described, which include activities in or near water.
- Existing medical conditions must be disclosed on the Registration Form. The instructor and administrative officer shall treat the information with strict confidentiality.

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Failure to disclose medical conditions absolves TSSC of any personal or corporate liability.

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8.7.4. TSSC/CGSC JOINING INSTRUCTION – EXAMPLE YOUTH COURSE

8.7.4.1. INTRODUCTION.

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Welcome to the Catterick Garrison Sailing Club Youth Courses for 2021. Your child/children are already booked on to one of the courses but to confirm, the courses will run on Monday, Wednesday, Thursday, and Friday of the following weeks:

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- **Dates.** 25 – 30 Jul, 9-13 Aug and 26 to 30 Aug.
- **Timings.** The course will start at 10.00 each day. The club will be open and staff will be on site from 0930 onwards. We will aim to be sailing until at least 16.00 dependent on wind and weather conditions, with a short 30 min break for lunch. Allowing for a late finish and packing up at the end of day, pick up by parents will not be before 1630.
- **Level of Experience.** The first two courses are aimed at those who have not sailed before or have limited sailing experience. The latter at those with some experience and possibly a Royal Yachting Association (RYA) Youth Sailing Qualification.

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8.7.4.2. THE COURSES.

All the Instruction on the course will be taught by RYA qualified Instructors and Assistant Instructors following the syllabus and techniques laid down by the RYA Scheme. The participants will receive a log book, a theory hand book and applicable certificates. More information on the Course syllabus can be found on the TSSC Website.

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- **Beginners.** Our intention is to get the young people sailing independently and safely, as soon as possible to. We know that everyone is different and they will learn at different speeds, but they will all achieve either RYA Youth Stage 1 or 2
- **Experienced.** All students should qualify to RYA Youth Stage 3 within 2 seasons. Whilst aiming for Youth Stage 4, the top Youth level, it should be noticed that the level of expertise expected is based on experience and confidence which come from sailing regularly. It is a consequence of more than just attending courses on an annual basis.
- **Progression.** Dinghy sailing at this stage is primarily a practical skill, the standards are easily understood, and must be achieved to progress. Simply attending a course does not assume progression to the next level, students must demonstrate that they can fulfil the standard set by the RYA.

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8.7.4.3. WEATHER.

4635 We are subject to vagaries of the weather. Unless we say the night before 'tomorrow is cancelled', assume the course goes ahead and turn up as planned, we will try and achieve something. If the weather may change during the day (from flat calm to raging gale or vice versa), then we might call a halt after lunch. If that is a possibility then you will be been warned when you drop off. To date we have not had to, but there must come a first time.

8.7.4.4. CATERING.

4640 A packed lunch will be required. There is a small kitchen at the Club, hot drinks can be made, food microwaved and there is fridge for cold storage. We will provide milk for hot drinks. Thornton Steward Sailing Club has a small tuck shop for choc bars, biscuits and crisps. All very reasonably priced.

8.7.4.5. SHORE SIDE HELPERS

4645 Whilst instructors will always supervise the children appropriately on the water, the youngsters will occasionally need shore breaks during instruction. The assistance of parents who are available to help shore side would be greatly appreciated. Please could volunteers email/phone the Lead Instructor when they would be available. A morning or afternoon
4650 commitment should be sufficient.

8.7.4.6. REGISTRATION FORM

If you have not already downloaded this form, please complete it, and bring it with you on the first day of the course.

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8.7.4.7. RYA GUIDELINES FOR TRAINING AND RYA PUBLICATIONS.

All the Instruction on the course will be taught by RYA qualified Instructors and Assistant Instructors following the syllabus and techniques laid down by the Royal Yachting Association Guidelines for Training.

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For RYA qualifying courses participants will receive a log book, theory hand book and applicable certificates these are included in the cost of the course.

8.7.4.8. CLOTHING AND EQUIPMENT TOP TIPS.

4665 We hope the weather will be kind to us, no rain, just enough wind and not very sunny. Reality could be different, so after several years' experience some thoughts on clothing.

- Everyone will get wet. We practice capsizing on the first day of all beginner courses. It is guaranteed that accidental and, in some cases, deliberate capsizes will happen during the course. If it is warm this is no problem. If it is
4670 cold or windy then youngsters get cold quickly.

- 4675

 - We have a selection of wetsuits and spray tops available; if children have their own, please bring them. Waterproof padded jackets are not recommended for sailing, if they get wet then they can reduce buoyancy. Buoyancy aids will be provided.
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 - We do not have wetsuit with feet. If you do not have wetsuit with feet, and the vast majority of beginners do not, then old trainers that can get wet are ideal. Flip flops or backless crocs are not an option as they get caught in ropes, lead to stubbed toes, get stuck in the mud, get lost in capsize or tempt children into being barefoot on the foreshore. The foreshore is an unpleasant combination of mud, gravel, rough concrete, and possibly fish hooks – not pleasant to walk on.
 - We have found that old socks act as a good barrier between the sand and bare skin once feet are wet.
 - A tee shirt and swimmers are all that is needed under a wetsuit.
- 4685

 - If it is really warm then almost certainly they will want to be in shorts and tee shirts. On the other hand, if it is chilly a fleece or similar, to put on over lunchtime, or at the end of the day.
 - If we are really lucky - sun hats and sunblock, if not - woolly hats!
- 4690

 - For those that need to wear glasses some form of strap to secure them to clothing.
 - Lastly – if it goes on the water, it will almost certainly get wet, so a set of dry clothes to go home in!

8.7.4.9. WEARING OF HELMETS.

- 4695 We do not insist that helmets are worn when sailing dinghies. They are available and if parents wish then young people can be fitted with one.

8.7.4.10. CONTACT

- 4700 If you have, any questions or concerns not answered here or wish to find out more about the activities at the reservoir, please do not hesitate to ask staff available or call any of the following:
- The Lead Instructor for the course
 - Chief Instructor TSSC
 - Chief Instructor CGSC
- 4705

4710 8.7.5. TSSC COURSE BRIEFING CHECKLIST

The briefing is to be tailored to the group to be trained, be they young or old, or whether it is the first day of a course or part of a recurring package. If it is the first day of a youth course, we invite the parents to sit in on the initial briefing.

4715 Welcome and Introduction. Staff, students.

Housekeeping.

- Layout of the clubhouse, toilets and changing facilities.
- 4720 • Kitchen and catering, tuck shop.

Health and Safety, and Key Risks (based on the site assessment for that day)

- Fire procedures, no smoking.
- First Aid.
- 4725 • Emergency Procedures.
- Robinson Building- storage of kit, adults to handle masts for youths.

Water Safety

- Buoyancy Aids to be worn near or at the water's edge.
- 4730 • Footwear, 'grasscrete', rocks, (no flip flops and crocs)
- Weather and appropriate clothing.
- Wearing of helmets, parents to confirm yes or no.
- No swimming or going in the water unless told to!

4735 Why are we here?

- Expectations and what we hope to achieve during course/session.
- Has everyone got a copy of the programme? Timings (programme and daily).
- The RYA scheme, handbooks, logbooks, certificates.

4740 Curtailment plan, if the weather changes; night before, or on the day.

Question & Answers and collect booking and registration forms (medical and emergency contacts)

4745 Emphasize aim is to be Safe, have Fun, and Learn

Instructor allocation, tour the Site in instructional groups.

4750 Subsequent Days

- Debrief on previous day, brief on current day (any changes?)
- Weather

8.7.6. TSSC COURSE FEEDBACK AND COMPLAINT FORM

4755

We hope you have enjoyed your course at this centre. To assist us in our efforts to ensure our visitors have an enjoyable and informative time with us we would appreciate it if you could complete this questionnaire.

4760

Please tick the appropriate box

1. Which course did you attend? Junior ☐ Adult ☐ Powerboat ☐

Course content

4765

2. General content of the course? Please mark out of 10 (0 bad - 10 brilliant!)

Excellent	:	
Good	:	
Satisfactory	:	<input type="checkbox"/>
Poor	:	<input type="checkbox"/>

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3. Did you have enough pre course information Yes ? No ?

4. Were you told enough about the course when you arrived? YES ☐ NO ☐

4775

3. Did you understand how you would be assessed? YES ☐ NO ☐

4. What part of the course do you feel needed more attention or explanation?

4780

.....

4785

5. What did you enjoy most on the course?

.....

4790

6. Were your questions answered clearly and to your satisfaction? YES ☐ NO ☐

4795 7. Instructors performance

- Excellent ☐
 Good ☐
 Satisfactory ☐
 Poor ☐

4800

Venue

8. Was the equipment is good repair? YES ☐ NO ☐

4805 9. Do you think there was the right balance between on water activities and classroom activities?

- Yes ☐
 Too much class work ☐
 Too much water work ☐

4810

10. Were the changing facilities adequate?

- Good ☐
 Average ☐
 Poor ☐

4815

Finally,

11. Do you intend to continue sailing?

- 4820 As a sailing member her or elsewhere? ☐
 Through your centre/club if possible? ☐
 Occasionally through special events? ☐
 Take a further course to improve your skills? ☐
 Not continue? ☐

4825

Please use the space below to add any constructive comments that you feel would help us to improve the courses that we offer. If you feel you would like to put your name on this form, then please do so it will be treated with the strictest confidence. If you wish to make a specific complaint about any aspect of the course or the instruction you have received you have attended then you should contact the RYA Principal on 01609 780539

4830

Name:

Date:

For TSSC courses please return to: bob.wyatt123@gmail.com or by post to 8 Greenacres, Hunton,
Bedale, DL8 1QZ

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For CGSC courses to John Knopp: snapeknopps@outlook.com or by post to Lyme Brook , Snape,
Bedale DL8 2TR

8.7.7. TSSC - INSTRUCTOR INDUCTION

- | | | |
|----|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Qualifications | <p>Appropriate and in date, to be noted in Instructor Record</p> <p>Fully conversant with RYA Guidance notes as appropriate to specialisation.</p> <p>Understands the requirements of the RYA Code of Conduct for Instructors (Appendix 8.6.8)</p> <p>Completed RYA Safe and Fun on line course and be DBS in place</p> |
| 2. | Handbook | <p>Has read and is aware of all aspects of the TSSC Handbook, with particular regard to the points below</p> <p>TSSC Club Rules.</p> <p>TSSC Policies – Risk, Emergency Action Plan, Safeguarding.</p> <p>Water Based Activities – All chapters.</p> |
| 2 | Club House and Compound | <p>Security of the site, buildings, dinghies, Outboard Engines and key controls. Last man out – lock up!</p> <p>H&S, Fire Risk, Fuel, Gas.</p> <p>Cleanliness of changing rooms/kitchen.</p> <p>Use of training room</p> <p>Tuck Shop</p> |
| 3. | Robinson Building | <p>Layout of Boat Stores, overhead racks & children</p> <p>Club equipment, buoyancy aids, helmets.</p> <p>Bosuns' responsibilities</p> <p>Maintenance of Equipment, reporting defects and damage</p> |
| 4. | Operations | <p>Conduct of dinghy and powerboat training</p> <p>Events Board</p> <p>VHF radios, safety, and coaching</p> <p>Day Book completion</p> <p>Powerboats and Outboard Engines, stability of trailers.</p> |
| 5 | Reservoir | <p>Environmental sensitivity of Yorkshire Water supply</p> <p>Foreshore hazards</p> <p>Relations with Felling Fly Fishing Club</p> <p>Public Access</p> |

4840

Recording of the Induction

On completion of the Instructor Induction both the SI responsible for giving the brief and the new instructor/s are to sign and date below. An entry is also to be placed in the Day Book recording the briefing and signed by all concerned. The completed form is to be given to the Principal TSSC for the Instructor Record.

4845

Senior Instructor:

Date

Instructor

8.7.8. TSSC/CGSC - INSTRUCTOR'S ANNUAL DECLARATION

4850 I have read and understood my responsibilities as detailed in the TSSC Handbook for the management and running of training events at Thornton Steward Sailing Club.

On assuming my responsibilities as an RYA Instructor at TSSC/CGSC I have received an Induction Brief (details at Appendix 8.7.7)

4855 I declare that I am not suffering from any physical or mental impairment which has an adverse effect on my ability to properly discharge my duty of care as an instructor. I undertake to inform the Principal if this changes and agree to submit to a medical examination if requested by the RYA.

4860 I understand and agree with the RYA Instructor's Code of Conduct at Appendix 8.7.9 and I will comply with its terms.

4865 I confirm that I agree to the TSSC Principal holding the following personal data to meet RYA Centre Inspection Requirements and for contact purposes

Name

Address

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Telephone Number

email address

Date of Birth

RYA Membership Number

4875 Copies of training certificates (if not already held by CI TSSC)

Name *[Insert name in block capitals]*

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Signature

Date *[Insert date]*

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8.7.9. RYA INSTRUCTOR CODE OF CONDUCT FOR RYA INSTRUCTORS, COACH ASSESSORS, TRAINERS, AND EXAMINERS

- 4890 This document outlines the code of conduct under which all holders of RYA instructor qualifications and RYA training appointments (hereafter referred to as instructors) are required to comply. The code of conduct is intended to make clear to all participants, instructors, and RYA appointment holders the high standards to which all are expected to conform. Instructors must:
- 4895
 - If working with people under the age of 18, read and understand the Child Protection Policy as detailed on the RYA website at www.rya.org.uk and the TSSC Safeguarding Policy.
 - Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
 - 4900
 - Place the wellbeing and safety of the student above the development of performance or delivery of training.
 - They should follow all guidelines laid down by the RYA with regards specific training or coaching programmes.
 - 4905
 - Not develop inappropriate working relationships with students (especially children). Relationships must be based on mutual trust and respect and not exert undue influence to obtain personal benefit or reward.
 - Encourage and guide students to accept responsibility for their own behaviour and performance.
 - Hold relevant up to date governing body qualifications as approved by the RYA.
 - 4910
 - Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience, and ability of the individual.
 - At the outset, clarify with students (and where appropriate their parents) exactly what is expected of them and what they are entitled to expect.
 - 4915
 - Always promote the positive aspects of the sport (eg courtesy to other water users).
 - Consistently display high standards of behaviour and appearance.
 - Not do or neglect to do anything which may bring the RYA into disrepute.
 - Act with integrity in all customer and business to business dealings pertaining to RYA training.
 - 4920
 - Not teach or purport to provide RYA courses or RYA certification outside of the framework of an RYA recognised training centre
 - Notify the RYA immediately of any court-imposed sanction that precludes the instructor from contact with specific user groups (for example children and vulnerable adults).
 - 4925
 - Not carry out RYA training, examining or coaching activities whilst under the influence of alcohol or drugs.

Failure to adhere to the RYA Instructor Code of Conduct may result in the suspension or withdrawal of RYA qualifications or appointments.

4930 February 2023 (revised at TSSC SEP 2023)

8.7.10. INSTRUCTOR QUALIFICATIONS, RATIOS OF INSTRUCTORS TO STUDENTS, AND THE SAFETY BOAT REQUIREMENTS

8.7.10.1. Minimum Instructor qualifications.

4935 The following table details the minimum instructor qualifications required for each level of course, working with supervision as shown above and subject to recognition being held for the course and type of craft.

Course	Minimum Instructor Qualification
Youth Sailing Scheme Stages 1 to 4 Sailing Scheme Levels 1 to 3 Seamanship Skills Day Sailing	Dinghy/Multihull/Keelboat instructor as appropriate for the type of craft
Sailing with Spinnakers	Advanced Instructor, or Dinghy/Multihull/Keelboat instructor as appropriate for the type of craft who is suitably experienced and approved by the Principal or Chief Instructor
Start Racing	Racing Instructor who is also a Dinghy/Multihull/Keelboat instructor as appropriate for the type of craft

Instructor / Student Ratios for Dinghies

Crewed dinghies	<ul style="list-style-type: none"> • 3:1 for beginners with instructor on board. • Maximum 9:1 but not more than 6 boats per instructor (eg. 3 Wanderers or Laser Stratos with three students in each. • Or five FUSIONS with two students in 4 dinghies
Single handed dinghies	<ul style="list-style-type: none"> • 6:1 (applies only whilst the boats are used as single handers)
Keelboats	

- 4:1 (instructor on board). One instructor must be responsible for no more than nine students (eg. three boats with three students in each)

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Assistant instructors:

An RYA Assistant Instructor counts as qualified in the ratios for courses up to and including Level 2 and Stage 3, but must work under the direction and direct supervision of an instructor or SI.

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Unqualified helpers:

Instructors may be assisted by unqualified helpers who are competent and experienced. They must be supervised by an instructor or Senior Instructor and be deployed in roles appropriate to their skills and awareness, but will not count towards the teaching ratios.

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Taster Session/Open Days

During first experience or to introduce the basic skills of sailing or windsurfing, the following should be noted:

- Where conditions allow, and for such sessions only, it may be appropriate for the CI or Senior Instructor to permit the centre to operate at a student to instructor ratio greater than that specified above, providing the boats are not overloaded and considering the type of boat, the conditions, the sailing area, and the safety cover. The exact ratio is at the discretion of the Principal TSSC or CI CGSC with due consideration to RYA guidelines. They should be aware that increasing ratios for all such sessions might not be appropriate
- If boards or boats are shared between two students, any students not directly involved in the activity should be supervised ashore.
- Safety boat ratios for such sessions are not altered, as laid down in the Recognition Guidance Notes.

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Safety Boat

4975 Any tuition at a Recognised Training Centre should comply with the following minimum safety boat requirements:

Activity	Safety Boat
Dinghies, multihulls, and keelboats* (without engines)	<ul style="list-style-type: none"> Up to 6 craft: 1 safety boat 7 to 12 craft: 2 safety boats More than 15 craft: 3 or more safety boats <p>* The safety boat must be capable of carrying the full crew of one keelboat and be capable of towing the fleet it is providing cover for.</p>
Keelboats unable to recover from swamping	<ul style="list-style-type: none"> A dedicated safety boat must be provided which can carry the entire crew of the keelboat.
Windsurfing	<ul style="list-style-type: none"> Up to 12 boards: 1 safety boat Up to 3 PWs: 1 safety craft
Personal watercraft	<ul style="list-style-type: none"> A PW should not go afloat alone. Another PW or safety boat must be available in case of problems

4980 Safety craft must be suitable for all types of activity undertaken in the operating areas and prevailing conditions at the centre. The distance from the operating area to the shore base should also be considered. Safety craft must be properly equipped according to the training vessel checklist.

All safety craft will be crewed by properly trained persons capable of rendering first aid.

4985 Sufficient and appropriate safety boats must be available to provide separate cover for all sailing, windsurfing and personal watercraft courses in progress at any one time. They should be afloat and ready for immediate use during activities and be driven by trained competent drivers.

Instructors supervising basic skills courses from a safety boat should not normally provide safety cover for other groups.

4990 The mechanical failure of a safety boat should not compromise the safety of the overall operation.

Instructor / Student Ratios for Powerboat Training

Activity	Ratio
PWB Level 1 and 2	3:1 (2:1 is ideal) per boat
Safety Boat	6:1 for a maximum of 2 boats (NB 1 instructor only)

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9. POWERBOATS

9.1. INTRODUCTION.

5000 “The objective for which the Club is formed shall be the encouragement and promotion of amateur sailing.” (Club Rules).
The powerboats at TSSC, therefore exist to support the sport of sailing.
Powerboating as a sport cannot take place at TSSC and would contravene the terms of our Lease Agreement with Yorkshire Water.

5005
In order to handle the powerboats safely and effectively, club members need to be trained in their use, and will need to practice and update their skills. At no time are the powerboats to be used for recreational purposes i.e. ‘joyriding’. The latter could lead to complaints against TSSC from fishermen and consequently sour relations
5010 with YW under the terms of the lease.

9.2. POLICY.

Powerboats when in use will be classed as either safety boats or instructional boats. Regardless of how they are used the boats are to carry all their standard equipment; their crews are to be properly trained; fully understand how to carry out their duties, and be able to deal with emergency situations.

5020 **9.2.1. Safety Boats.**
On those days appointed in the TSSC Diary of Events, normally a Wednesday evening, and all day on Sundays a Safety Boat will be rostered to support any sailing activities. Under most circumstances it will have a two-person crew. Details of how the safety boat is to be crewed, trained, operated, and equipped follows in this Chapter.

5025 **9.2.2. Safety and Instructional Boats.**
On those days (Wed/Sunday) when both recreational sailing and sail training is taking place then a minimum of 2 powerboats are required, one to cover recreational sailing and one for sail training.

5030 TSSC has available 3 powerboats for safety and instruction:
• Rigiflex 3.6 m (Orange), Rigiflex 3.4 m (Orange) and a Rigiflex 3m (Blue).
• The Blue Boat is for use by Instructors. It is crewed by one person. It is only to be driven by those trained by the Bosuns.
• The Orange Boats are primarily for Safety. TSSC 2 with a 10HP engine is the
5035 vessel of choice for Safety Boat Duty and is to be used when crews are rostered for duty on Wednesdays and at weekends.

- Instructional boat. It is normal for the Instructor responsible for that session to be the driver, and cover the safety of those under training. There may or may not be another crew in the boat.

9.2.3. Competent Helm.

In the RYA Guidance notes for the use powerboats as safety boats the helm should hold a Powerboat Level 2 certificate. While moving toward this standard, the TSSC Committee accepts due to the restricted waters of the Thornton Steward Reservoir that a helm can be considered competent if they have completed TSSC Basic Safety Boat Training (Familiarisation Course). A competent helm must be over 18.

9.2.4. Commitment.

On joining TSSC/CGSC new members commit to take part in the crewing of the Safety Boat rota. It is essential for their individual safety and the safety of the others they are protecting that they commit to having the basic level of training as a competent helm.

9.3. POWERBOAT COMPETENCE.

9.3.1. RYA Powerboat Level 1 and Level 2.

TSSC and CGSC can offer both courses. Level 1 provides an introductory level of knowledge on helming a powerboat. Level 2 is the 'Driving Licence'. It is an internationally accepted standard as a Competent Helm of a powered vessel up to 10m in length.

9.3.2. First Aid

Formal RYA First Aid instruction is available with emphasis on cold water shock. Details of these RYA courses are at this link and at Appendix 9.6.4.

9.3.3. Basic Safety Boat Training.

Both Clubs offer introduction to Powerboats training for all new members and those with no prior experience of powerboats. It is a single day familiarisation, Basic Safety Boat Crews course, equivalent to RYA Level 1 with emphasis on sailing at TSSC and is available at no cost. This training is specific to Thornton Steward. Details of this local training are at the Club Website and at Appendix 9.6.4.

9.3.4. Juniors.

Junior members of any age may be allowed in a powerboat providing that the helm has at MINIMUM the TSSC Basic Safety Boat qualification and is accompanied by an

adult crew member. The following restrictions apply to juniors wishing to be trained to drive a powerboat.

- Junior members aged 12 and above may only be trained by a Powerboat Instructor, and a twin kill-cord must be used.
- A junior member holding a Powerboat Level 2 qualification must have an adult member acting as crew.
- Junior members do not helm a powerboat operating as a safety boat

9.3.5. Record of Qualifications.

The CI Powerboats of TSSC and CGSC are to maintain a combined record of all those who have been trained to RYA Level 1 or 2 or Safety Boat or received TSSC Basic Safety Boat Training.

9.3.6. Continuation Practice.

Having been given and practiced the basic skills of helming the powerboats during basic training it is to everyone's advantage if when on safety boat duty they take time practice those skills both practically on the water, and by reviewing the contents of the RYA Powerboat and Safety Boat Handbooks in the Clubhouse.

9.3.7. OBM Operating Instructions.

Detailed instructions on how to operate the Outboard Motors (OBMs) are in the Robinson Building adjacent to the engines.

All club members undertaking Powerboat training will be trained in the use of the OBMs.

The instructions in the Robinson Building are there as a reminder for the occasional user. They are there to complement training not to replace it.

9.3.8. Draining OBMs of Fuel

To prolong the life of the OBMs and to reduce maintenance issues the carburettor of each OBM needs to be drained of fuel if they are to be unused for more than two weekends. This is a task that will be undertaken by the Bosuns or Instructor running training.

9.4. SAFETY BOAT DUTY.

9.4.1. Crew Rota.

5115 The TSSC Safety Boat Rota is to cover normal sailing i.e. Club Racing/Cruising and will be managed by the Sailing Secretary. It will include all members of TSSC. Safety Boat crewing for Training will be managed separately by the Lead Instructor. Members of CGSC are expected to crew the Safety Boat during periods when CGSC are running courses listed in the Sailing Programme

5120 The safety boats are crewed by members on a voluntary basis as part of their membership commitment. Booking of a duty is done on-line. The system has a record of a member's level of competence and will only permit an appropriate booking e.g. Helm or Crew. New members are allocated a Club account with their membership confirmation.

5125 **9.4.2. Unexpected Non-Availability.**

If a member needs to change their duty date, it is their responsibility to arrange a suitable replacement. This can be done via the website or in exceptional circumstances by contacting the Sailing Secretary. Helms can only swap with other qualified helms.

5130

9.4.3. Rostered Hours.

In normal circumstances the safety boat is rostered with a helm and crew at the following times to support Club members. Crews should be on site 30 mins before this time so safety cover is in place to start at these timings.

- 5135
- Wednesday 1800 hrs – 2100 hrs
 - Sunday 1100 hrs – 1700 hrs

Outside these hours manning is by private arrangement between members.

5140 A safety boat will always be available for use at members' discretion. When used the boat must have its full equipment on board, have a helm and crew, who must each be 18 years of age or over.

5145 When rostered, and when sailors wish to use the water, or if a group of sailors have agreed that a safety boat is needed, it should be launched, equipped, and ready for immediate use.

9.4.4. Crew Conduct

When acting as the safety boat,

- 5150
- The helm and crew must be appropriately dressed for the weather and the crew ready to enter the water to aid those in need.

- Breaks for sustenance and comfort should be taken in conjunction/consideration with those sailing so safety cover is immediately available for those on the water.

5155

9.5. CONDUCT OF SAFETY BOAT DUTY.

5160

The primary duty of the safety boat is to be ready to assist sailors and paddlers in difficulty or distress at any time during the period of the duty. The main responsibility of that duty will fall to the Safety Boat Crew, however, Club members on shore can assist by taking note of incidents on the water unseen by the Safety Boat and alerting them by any means possible viz. VHF radio, voice, whistle, or the race horn.

5165

9.5.1. Equipment Checks.

5170

On commencing safety boat duty or for instructional purposes the crew are to check that the allocated powerboat is fit for purpose and fully equipped. They are not to assume that all was left well after its last use. The stores required are listed in the Aide Memoire at Appendix 9.6.1. This list is also displayed in the Robinson Building adjacent to the Outboard Engines (OBMs).

9.5.2. Control/Briefing.

5175

When in support of a specific activity the crew must receive a briefing from the Race Officer, Lead Instructor or Event Organiser on what is required of them. Subjects to be considered for the brief are at Appendix 9.6.2 to this chapter.

5180

Racing. The Safety Boat can act as start/finish platform but must lay a buoy at the outer end of the line so they can respond immediately to any craft needing assistance. They are not a committee boat and are not to act as Race Officials.

VHF Radio. The safety boat crew must always have an active VHF radio on Ch 4 with them. During non-directed recreational sailing (Cruising) a person on shore can then alert the safety boat to an incident.

5185

9.5.3. Crew Readiness.

5190

When members are in their craft on the water the safety boat must be on the water, engine warmed up, equipment on board and crew dressed appropriately. On purely recreational days this can be interpreted to mean that the safety boat is ready for use, its bows are ashore on a tyre and the crew are ready to launch at the first sign of an incident occurring. This situation should only be considered when known competent sailors are afloat.

9.5.4. Priorities.

The Safety Boat crew must balance the risk to their own safety and that of a person/s in distress. Some guidance on how to deal with incidents is at Appendix 9.6.3. In simple terms:-

- People in the water in distress are the priority, but that is moderated by a consideration of the physical safety of the safety boat and its crew.
- People in or on a dinghy in distress should be considered next.
- The distressed craft can wait.

9.5.5. Deteriorating Weather Conditions.

When a red flag is flown, all craft must return to shore as quickly as is safely possible. The red flag will be hoisted, with a sound signal, when the general wind speed is Force 6 or above. Craft who wish to stay on the water in these conditions must then consult with the support boat crew and any member of the Committee readily available as to whether this is possible.

The helm of the Safety Boat has the authority to make a judgement on an unsafe sailing situation; for example, too many craft on the water for one Safety Boat, or adverse weather conditions. He/she has the authority to require all craft to leave the water until agreement on a safe resolution can be obtained.

The helm of the support boat also has the authority to decide when to bring someone out of and off the water if they are cold or tired. Their craft can be dealt with later.

9.6. APPENDICES

9.6.1	Aide memoire for Power Boat Equipment checklist; Launching; Starting; Recovery and Close Down Procedures
9.6.2	Briefing for Safety Boat Crews
9.6.3	Reaction to Incidents
9.6.4	Training Progression and Syllabus
9.6.5	Training Checklist

5220

9.6.1. AIDE MEMOIRE FOR POWERBOAT EQUIPMENT CHECK LIST, LAUNCHING, STARTING, RECOVERY AND CLOSE DOWN PROCEDURES.

Safety Boat Equipment Checklist

Check lists for all safety boat equipment are on display in the Robinson Building. The RYA Training Checklist for Powerboats is at Appendix 9.6.5

A. ROBINSON BUILDING

Ladder	Keep in quick release bag until used.
2 x Paddles	
Boat Hook	
Tow rope with carabiner	
Throw Line bag	Is the bag correctly packed?
Safety Container	First Aid kit, Fire extinguisher, survival blanket Sharp knife, tool kit, whistle, spare Kill Cord. Emergency Action Plan Cards
VHF radio	Check it is charged, switched on to Channel 4
Outboard Engine	Kill cord attached.
Fuel Tank and fuel line	Tank at least half full.

B. ON THE BEACH

Anchor and mud weight	Check both ends of the anchor warp are connected
Baler	
Head rope attached to the bow	Unlock the boat tie down, key on the Kill Cord. Kill Cord back on the ignition cut off
Bungs	Fit and secure - 1 bung in the side tank fitted externally 1 bung fitted internally at the base of the transom
Trailer	Are tyres fully inflated?
Engine	Fit the engine centrally on the transom, (2 person lift) secure lock down bolts fully, attach OBM safety cord to transom and fit the towing bridle.

Fuel Tank

Final check - is there fuel in the tank? Secure the fuel tank in the boat with the rope tie down, connect the fuel pipe to the engine, make sure the filler cap is on. Trailer

5225 **NB ** Refuelling is to be carried out at the fuel store, NOT at the water's edge.**

9.6.1.1. Launching

Launch boat with at least two people to control the weight. Keep clear of wheels, no-one at the stern, beware slip hazard and keep the trailer on the concrete ramp.

5230

Once afloat, move the powerboat to the East side (car park side) of the launching ramp, or to the pontoon, so the slipway is clear for others to use. Crew to put the trailer back in the parking bay.

5235 Crew take control of the boat, make sure it is in plenty of water so the engine can be lowered. Helm gets in and lowers the engine (pull up the black plastic handle to the left and below the engine housing), confirm engine has locked in position.

9.6.1.2. Starting

5240

Helm unscrews vent valve on the fuel tank, then pump the black ball in the fuel line (pressure should build up indicating fuel is at the carburettor)

5245

KILL CORD attached to the helm's leg below the knee that is nearest to the engine when sat down in helming position.

5250

Ensure that Neutral Gear is engaged (otherwise the start recoil pull cord will not operate) and apply choke appropriate to the weather. Even in warm weather some choke will be required on the first start of the day.

5255

If the engine fires and runs immediately **CHECK THAT THE WATER PUMP OUTLET (TELL-TALE) IS RUNNING**. This indicates that the water pump is working, it takes a few seconds for the tell-tale to appear. If it doesn't run – **STOP**, something is wrong and the OBM needs attention.

5260

Having confirmed the water pump is working properly, begin to ease the choke in slowly until the engine is running OK. When it is ticking over steadily push the choke

all the way in. This should take about a minute to a minute and a half in cold weather. It is not necessary to rev the engine hard to warm it up.

5265 If the engine is reluctant to fire, try once more with the choke out, if not successful, put the choke in and try again. Once the engine is ticking over and before leaving the beach confirm the **KILL CORD** works correctly by disconnecting the **KILL CORD**. Reconnect **KILL CORD** restart the engine. The crew pushes off, remembering to get in! You are ready for duty.

5270

9.6.1.3. Recovery

5275 At the end of the duty (you can finish up to 30 minutes early if it is obvious no one else wishes to sail) or when Race Officer or Lead Instructor confirms that the session has finished, recovery can start. Significant for the recovery of powerboats (see below) if necessary, lift the engine to half lock, ensuring the tell-tale is still working. It does not take long to run dry and stop of its own accord.

5280 Once the Engine has stopped then lift it fully, and leave the **KILL CORD** with the OBM. The helm exits the boat, and now one person holds the boat and one gets the trailer.

5285 It is best to have at least 4 people to recover the powerboat, particularly if the water is low. Shout 'Safety Boat' and folk will appear to help. Make sure the boat is square on the trailer and as far forwards on the trailer as it can go. Undo the drain plugs to drain water. **PLEASE NOTE** if water comes out of the side tanks this must be reported in the Day Book. Take care when pulling up the slipway, as this will be very wet after other boats have used it.

5290 Return the boat to its berth. Unload engine, remove fuel tank and kit for Robinson Building.

5295 Leave both the internal and external bungs out of the boat. Stores left in the boat are stowed away and powerboat tie down secured.

Robinson Building; Engine locked down, boat stores stowed, fuel tank to fuel store (top it up to at least half full), all keys on key rack.

5300 Put the safety boat radio and shore station radio on charge (switch them off first!) whilst you change, **DON'T** forget to turn the chargers off at the mains before you finally leave the Club.

5305 Complete the **DAY BOOK**, day/date, crew's names, actual hours run, any problems with either the boat or engine or the duty. Is more fuel required?

9.6.1.4. OBM Fuel Run Dry

5310

Running the OBM dry of fuel is to be carried out by those Instructors and Safety Helms who have been specifically trained on the procedure or the Bosuns. If for any reason it is not carried out then a note to that effect must be put in the Day Book in the Robinson Bldg.

9.6.2. BRIEFING FOR SAFETY BOAT CREWS

9.6.2.1. General.

5315

All safety boat crews, being sailors themselves, should be aware of the weather forecast for their day on duty and if the weather is forecast to deteriorate.

9.6.2.2. Recreational Water-sports.

5320

There is no formal briefing for safety boat crews on normal sailing days other than awareness of who is sailing and prevailing weather.

5325

- Take note of the number of craft on the water.
- Is everyone wearing a buoyancy aid? Club rules require they do.
- Do you know the competence level of those individuals on the water ?
- Are there young children on the water, in dinghies or on SUPs/Canoes ?
- In the event of an incident, the helm of the Safety Boat assumes the responsibilities of the Incident Controller. Action Plans on dealing with Incidents are in each of the safety boat yellow bins and on the Notice Board in the Clubhouse Entrance Foyer

5330

9.6.2.3. Racing.

The crew must ensure they have been briefed by the Race Officer/Instructor and understand what is planned:

5335

- Weather – if marginal conditions will racing take place?
- Course to be sailed, are special marks required for start and finish, their location, who decides on siting?
- The Safety Boat can act as start/finish platform but if needed should lay a buoy at the outer end of the line so they can respond immediately to any craft needing assistance. The crew are not to act as Race Officials.

5340

- How many craft on the water and what type?
- VHF frequency if not Channel 4?
- Position of safety boat, if a strong wind should it be near the sailing gybe mark?
- Recall, racing cancelled signal?

5345

9.6.2.4. Training.

The crew must understand if they are solely to cover training, or is there mixed training and recreational sailing. This is obviously dependent on the number of safety boats on the water that day.

5350

- Weather, if it deteriorates will sailing stop, what are the signals ?
- Radio channel, active call signs.
- Course briefing
- Skills being taught in the session
- Sailing areas

5355

- How many craft, number of people on the water?
- Known medical conditions – see Course Registration Form
- Planned sailing times and breaks
- Safety Boat to be always on the water until last craft comes off the water.

5360

9.6.3. REACTION TO INCIDENTS

9.6.3.1. Powerboat Capacity

5365 Persons on board should normally only be the helm and crew. Could additionally include; persons being rescued; persons undergoing safety boat training; exceptionally the race officer for starting and finishing races. There should always be the initial capacity to pick up rescued persons.

9.6.3.2. Initial Reaction

5370 How many craft are in distress? A rapid triage of who needs immediate help should be done by a high-speed circuit of the casualties. Speed may also be required to approach the vicinity of an incident.

5375 At the vicinity of incident is approached slow down/stop. Do not make final approach at too high a speed. Do not rely on reverse gear to slow/stop, safety boat.

5380 As a first step carry out a head count, you should know from your briefing how many heads to expect. This is critical particularly if e.g. a dinghy has inverted and someone is underneath or otherwise incapacitated.

Circle/stand off the craft and talk to crew, ask if assistance is needed, (Racing craft can be disqualified for receiving assistance). Often standing off nearby and being available/giving moral support is all that is needed.

9.6.3.3. Closer Inspection.

5385 Assess the situation. If a dinghy keep clear of ropes, sails, etc. Ideally get hold of the end of the mast. This will stop the dinghy inverting and it helps to control a capsized dinghy

5390 Bow first approaches usually keep the engine away from an incident. Keeping the driver between the incident and the engine is a good rule of thumb.

5395 Engage neutral if there is any danger of the propeller fouling a line or injuring a person in the water. Remember the propeller will still be turning as it takes time to slow down.

SAFETY FIRST – Once a person is in contact with the safety boat the engine should be switched off.

5400 Often, if the crew of the distressed craft are in the water, they are picked up first then the distressed craft is dealt with. If necessary, take the people ashore before dealing with the distressed craft.

9.6.3.4. Lee Shore - To leave the Engine running or not?

5405 Working in a lee shore situation is one of the few occasions where the engine can be left running. (R.Y.A. Safety Boat Handbook, p34).

5410 Due to its small size T.S.S.C. may frequently have, or can quickly develop, a potentially troubling lee shore. This is a particular hazard in a strong or gusting SW or W wind blowing on to the dam wall at the north. This is a very steep shore with no footing along the dam.

5415 If possible, take early action by advising to keep people further upwind or if necessary, offering to tow dinghies upwind away from the dam wall and in difficult weather south of the line from # 6 to # 3 buoy.

5420 The dam wall is steep to so the safety boat can get close enough to shout at those ashore on the dam or with minimal effort pass tow lines, use the throw bag, or float a line down attached to a small buoy.

9.6.3.5. Keep the Engine running;

It is very important to keep the boat head to wind by good handling and sensible use of engine power.

5425 Turning side to the wind makes handling a lot harder and can quickly lead to having the stern to the wind. This is not to stop the helm having the stern to the wind in some circumstances, but great care must be taken to ensure waves cannot break over the stern swam the boat or stop the engine.

5430 A stopped engine may not restart. If necessary, the anchor should be deployed promptly, and well to windward. allowing the safety boat to pay off from the anchor sternwards towards the incident.

9.6.3.6. The R.Y.A. Safety Boat Handbook

5435 The handbook outlines methods of dealing with different situations, of particular interest are:

- Sections on righting capsized dinghies (p6, p14)
- Recovering people from the water (p8)
- Lee shore rescues (34)
- 5440 • Windsurfing rescues (p36)
- Towing (p48)
- A CD which demonstrates these methods is available for loan from the Sailing Secretary. Copies are also issued to those participating in a R.Y.A. Safety Boat Course and are available to buy from the R.Y.A.

5445

9.6.3.7. Exposure/hypothermia

The person in charge of the safety boat has the authority to decide when to bring someone out of the water if they are likely to be suffering.

5450

9.6.4. TRAINING PROGRESSION AND SYLLABUS**9.6.4.1. TSSC Powerboat Training Progression**Basic Safety Boat Crew – 1 Day

5455

- Minimum requirement for all safety boat crews
- Cost - fuel, and purchase of G48 (Start Powerboating)
- TSSC Certificate awarded.
- Possible course content, see below.

5460

RYA PB Level 2 – Desirable minimum for all those rostered as Safety Boat Helms - 2 days

5465

- No prior knowledge
- Cost - cost plus RYA Publications G20 Logbook (includes certificate) and G48
- To be fully conversant with specific routines/risks at Thornton Steward.

OR

1 Day Progression course

5470

- Second full day of training, mainly concentrating on boat handling and rescue techniques.
- Already has TSSC Certificate, plus in season experience.
- Cost - Fuel and RYA G20

5475

OR

Direct Assessment – 1 day

5480

- Individual has sufficient prior knowledge and experience to be directly assessed.
- Cost - Fuel for 1 day + G20 and G48.

Existing Holder of PB2- New member – ½ Day

5485

- To be fully conversant with specific routines and risks at Thornton Steward.

RYA Safety Boat – 2 Days

- Experienced holder of PB2
- Costs - Fuel and purchase of G16
- Aspiration of Safety Boat Helms

5490

PB Coastal - 1Day

- Voluntary for experience or recommended if applying for ICC Coastal.
- Cost of RIB Hire

5495

9.6.4.2. SyllabusRYA Powerboat Level 1 &2 Courses – Syllabus

5500

Level 1 - 1 day. Course Content

Preparation of boat and crew, boat handling, picking up and securing to a mooring buoy, leaving and coming alongside, being towed.

5505

Ability after the Course:- Able to drive under supervision

Level 2- 2 Days (1 day if already in possession of Level 1). Course Content

5510

Launching and recovery, boat handling, securing to a buoy, anchoring, leaving and coming alongside, man overboard

Ability after the Course:- Self-sufficient powerboater in the right conditions, aware of own limitations and those of craft.

5515

TSSC - Basic Safety Boat Operator 1 Day - Course Content

Crew:- Personal clothing, duties of safety boat crew, understanding of hypothermia

5520

OBM:- Carriage and fitting to boat, use of the Kill Cord, refuelling, draining down after use

5525

Boat Handling:- Slow speed manoeuvring forward and reverse (i.e. figure of 8, turn in own length, coming alongside); planning; approach and secure to a buoy (man overboard); towing a dinghy (astern or alongside).

Equipment:- Ships stores; tie two knots (round turn, sheet bend), throw a rescue line, use a VHF radio

5530

Ability After the Course:- A competent member of a safety boat crew

- Can safely drive and manage the powerboat

- Understands hazards pertaining to Thornton Steward Reservoir including lee shore, dam wall, rocks, cold water shock

9.6.5. TRAINING CHECKLIST



RYA Training Checklist: Powerboat Ref: TCP

All vessels used for RYA Training must comply with these requirements plus the equipment requirements or Code of Practice of their flag state and/or country of operation.

RTC name	Thornton Steward Sailing Club		
Name of boat	TSSC 1 and 2	Inspection date	
Boat type	Jeannu Rigiflex	No. of persons	
Inspection place	Equipment Carried	Inspector's name	

References in the left hand column refer to the Notes section of this form or to the RYA Recognition Guidance Notes

Ref	Item	Check
EQUIPMENT		
Y	A Paddles or oars (or alternate means of propulsion)	
Y	B Bucket or bailer	
Y	C Towline	
Y	D Throwline	
Y	E Tool kit	
	F Survival bag or TPA (thermo protective aid)	
Y	G Waterproof first aid kit containing (minimum) 2 large wound dressings, 2 medium wound dressings and triangular bandages	
TCP4	H Anchor and chain or warp	
N/A	I Distress flares (2 orange smoke and 2 pinpoint red, or 2 day/night flares) (coastal RTCs)	
Y	J Sharp knife, preferably serrated	
Y	K Spare kill cord (except heavy displacement craft)	
Y	L 1 Fire extinguisher 5A/34B serviced annually, in line with manufacturers' recommendations, discharge test @ 5yr	
N/A +	M VHF fixed or handheld	
N/A +	N Radio emergency procedure card	
N/A +	O Radar reflector must be carried on vessels fitted with an A-frame	
+	P Efficient fog sound signal	
Y	Q Laminated charts, (in date) or map of operating area (inland)	
	R Tide tables (coastal)	
POWERBOAT LEVEL 2 COURSES		
Y	S Compass, fixed or handheld	
Y	T Chartplotter or GPS, fixed or handheld	
SAFETY BOAT COURSES		
Y	U Bridle secured to suitable strong points	

Ref	Item	Check
Y	V Sufficient modern dinghies and windsurfers available for use	
INTERMEDIATE AND ADVANCED COURSES		
N/A	W Fixed steering compass	
N/A	X chartplotter or GPS – fixed	
N/A	Y VHF – fixed and handheld	
N/A	Z Fixed echo sounder	
N/A	AA Torch	
N/A	AB Navigation lights	
INSTRUCTOR POSITION		
TCP6	A unobstructed access to throttle and kill cord (PB1+2 only) for instructor	
Y	B secure helm position	
	C secure position for instructor and crew	
	D hand holds for all participants	
ENGINES AND SAFETY SYSTEMS		
Y	A Engines serviced regularly and in good order	
Y	B Outboards securely mounted	
Y	C Throttle/gear changing mechanisms positive and reliable	
Y	D Outboard engines must not slip out of gear or start in gear*	
Y	E Outboard engines must be capable of being locked down and raised	
Y	F Fuel tanks must be securely fastened to boat	
N/A	G Spare petrol containers clearly marked and readily jettisoned	
ENGINE COMPARTMENT (if inboard – if petrol, consult RYA Training)		
	A Fuel cut off outside engine space	
	B Sea cocks functioning	
	C Seacocks piping fire resistant	
	D Soft wood bungs for seacocks	
	E Oil drip tray or containment	
	F Bilge alarm fitted	

Ref	Item	Check
✓	B All equipment suitably secured/stowed	
✓	C Steering mechanism free, easy to use	
N/A	D Hydraulic steering checked for leaks	
TRAILER/LAUNCH TROLLEYS		
✓	A Serviceable condition	
N/A	B Winch strap fully operational	

*Engines which, by design, may start in gear must be clearly labeled to state this.

+Whether these items are carried at an inland centre must be adequately addressed in the Centre Operation Manual. (see 2.7.6)

Shaded area is additional equipment required for Advanced and Tender Operator powerboats operating in all areas and Intermediate Powerboats operating outside MCA Category 6 Waters or outside the UK

Ref	Item	Check
SAFETY EQUIPMENT		
	A 2 pin point red flares	
	B Thermo Protective Aid (TPA) for each person	
	C Searchlight with Morse capability	
	E 1 fire extinguisher 5A/34B	
	F Engine space extinguisher (inboards)	
	G Servicing annually /discharge test @ 5yrs	
	H First Aid Kit (Cat C) see MSN 1768	
	I First aid manual	
	J Liferaft <ul style="list-style-type: none"> Capacity - sufficient? SOLAS B or approved ISAF part II or ISO 9650 Part 1 - In date? SOLAS "B" Grab bag 	
	K Liferaft Stowage <ul style="list-style-type: none"> Stowed on deck (GRP only) Hydrostatic release if on deck - in date Valise - dedicated locker accessible to the deck annual service required 	
TCP1	L Man Overboard Equipment <ul style="list-style-type: none"> 1 Lifebelt with vessels Name Drogue on belt Light on belt Buoyant line(s) 18m min Means of re-boarding vessel 	
TCP4	M Bower + kedge anchor (visual check) <ul style="list-style-type: none"> Weight Chain size Warp size At least 10 meters of chain 	
	N Towing warp. Kedge warp can be used as towing line	

Ref	Item	Check
MEANS OF DRAINAGE		
	A Method of self-draining whilst moving ahead	
	B 2 buckets with lanyards	
HATCHES		
	A Non skid	
	B Sufficient locking devices	
	C Weathertight	
LOCKERS		
	A Positive catches	
	B Personal gear stowage	
	C Emergency steering (paddle)	
INSTRUMENTATION AND PUBLICATIONS		
	A Compass light	
	B Radio emergency procedure card	
	C Hand bearing compass	
	D Up to date deviation card	
	E Log	
	F Almanac or sailing directions	
TCP2	G Training manual	
TCP3	H Maintenance manual	
	I SOLAS No. 1 x 1 or No 2 x 2 Cards	