



# Goring Thames Sailing Club

## **STANDARD OPERATING PROCEDURES**

March 2021

## CONTENTS

- 1. Club Introduction and Objectives**
- 2. Health, Safety & Environment**
  - 2.1. Policy statement
  - 2.2. Fire
  - 2.3. Emergency Procedures and accident reporting
  - 2.4. First Aid
  - 2.5. Manual Handling
  - 2.6. Environmental considerations
  - 2.7. Hazards
- 3. Club General Operating arrangements**
  - 3.1. General Rules & Byelaws
  - 3.2. Security
  - 3.3. Responsibilities
  - 3.4. Equipment
    - 3.4.1. Sailing Boats
    - 3.4.2. SUPs and Sit-on kayaks
    - 3.4.3. Safety Boats and Fuel storage
    - 3.4.4. Clothing
  - 3.5. Maintenance and breakage reporting
  - 3.6. Club Housekeeping
  - 3.7. VHF, Radios and mobile phones
- 4. RYA Training Centre Operations**
  - 4.1. Operating area
  - 4.2. Ratios
  - 4.3. Briefing & Induction
- 5. Club Training events**
  - 5.1. General arrangements
  - 5.2. Saturday sailing
  - 5.3. Junior Youth Club
  - 5.4. Water-sports activity weeks
- 6. Club Racing events**
  - 6.1. Officer of the Day Manual and Sailing Instructions
- 7. Child Protection Policy**

Appendices

## 1 CLUB INTRODUCTION AND OBJECTIVES

### INTRODUCTION

Goring Thames Sailing Club is a volunteer run club situated on the bank of the River Thames.

### OBJECTIVE

The objective of the club is stated in the club General Rules Document

#### Rule 2

*The object of the club is to provide facilities for and promote participation of the whole community in the sport of Sailing and Dinghy racing on the Thames in the Cleeve Reach and adjacent reaches and the provision of sailing and social facilities for its members.*

### INCLUSIVITY

#### Rule 6 c)

*Membership of the club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs, or of age, sex or disability except as a necessary consequence of the requirements of Sailing as a particular sport.*

### RYA TRAINING CENTRE OBJECTIVE

GTSC has attained RYA training centre status in order to be able to promote the sport of sailing, and to attract and retain members through the provision of formal Dinghy training courses and Power Boat courses.

## 2. HEALTH, SAFETY AND ENVIRONMENT

### 2.1 POLICY STATEMENT

The Club and its officers including those undertaking any official duty have a duty of care to members and other people on the premises while participating in formal club activities. Nevertheless, it is neither practical nor desirable to police the premises at all times and for all actions by those present. All members including temporary members are required to comply with Club byelaws and exercise common sense while on the premises.

### 2.2 FIRE

#### IN THE EVENT OF A FIRE

- Clear the area – send everyone to the muster point at top of the drive.
- Call the Fire Brigade 999
- If safe to do so use fire extinguisher

In case of fire and emergency evacuation all persons shall assemble at the top of the drive keeping access to the premises clear for emergency vehicles and shall be accounted for by the person in charge. All activity on the water shall cease until the situation has been brought under control. Boats should moor on the opposite bank to stay safe and away from the situation.

Arrangements are made to monitor regularly the condition of all fire prevention equipment, including fire extinguishers and smoke detectors.

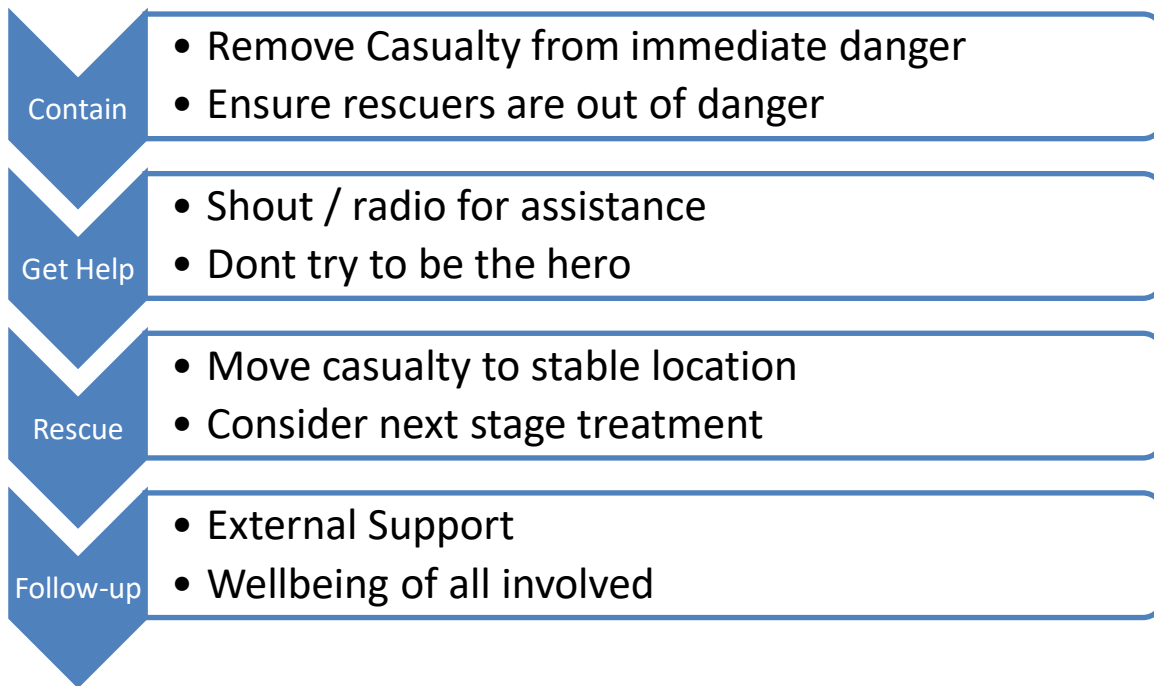
### 2.3 EMERGENCY PROCEDURES & ACCIDENT REPORTING

#### 2.3.1 EMERGENCY PROCEDURE

If an incident or accident occurs at the sailing club, stay calm and follow the guidance notes below.

**IF IN DOUBT, DO NOT HESITATE TO CALL: 999 FOR THE EMERGENCY SERVICES.**

## EMERGENCY PROCEDURE (Display on notice board by phone)



### 2.3.2 EMERGENCY TELEPHONE

The emergency telephone is in the club house below the notice board. **Dial 999.**

Tell the supervisor:

The reason for the emergency call

Your name

That you are calling from: **Goring Thames Sailing Club, The Bridleway, Cleeve, Goring on Thames, Reading, RG8 0HS.**

The club is signposted off from the B4009 between Goring and South Stoke.

Telephone number you are calling from. **GTSC: 01491 873253**

Do not replace the receiver until they have hung up. Try and keep the telephone manned in case the emergency services call back.

**AIR AMBULANCE** if required quote:

Grid Reference: **SU 602 826**

If Longitude & Latitude required: (Latitude = 51.5372, Longitude = -1.1346)

Lat = 51 degrees, 32.2 minutes North

Long = 1 degrees, 8.1 minutes West)

Post code: **RG8 0HS**

**DIRECT IT TO THE FIELD OPPOSITE FOR IT TO LAND.**

### 2.3.3 FOLLOW UP AND ACCIDENT REPORTING

All accidents, injuries and near misses must be recorded in the Accident Book, kept in the kitchen area. Where a hospital visit is involved, RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) may apply. A follow-up report must be submitted by the Commodore or Principal as soon as reasonably possible, so please contact on:

Commodore - Simon Lidbetter 07976 604792

Training Principal - Mark Foster 07785 292137

Leave a message with contact number if you can't get through.

The Principal is responsible for administering the accident and reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences. In his / her absence, the person in charge on the day e.g., OOD or committee member/ senior club members, Senior Instructor, shall follow the Emergency Procedures detailed in this document and a copy of which is on the main notice board and shall notify the Principal at the earliest opportunity. The Accident Book is to be found in the kitchen and must be filled in as soon as possible after any incident. Where hospital treatment is required a follow-up report must be submitted to the Principal by the Senior Instructor or person in Charge as soon as reasonably possible, and the RIDDOR form (found at the back of the accident book) completed.

### 2.3.4 MAJOR INCIDENT AND FATALITY PROCEDURE

In the extremely rare incidence that a case of a fatality has occurred, please notify the local police at:

Number **101 (non-emergency) 999 emergency**

Collect next of kin details if possible. This information should be provided to the Police only.

It is imperative that nothing involved in the accident, whether or not you believe it to be important, be removed from the Club.

Immediately contact the Commodore and/or Sailing Principal.

If you cannot make contact in person, leave a message on the answering machine and explain what happened to whom, where, when, and what has happened since. Give a telephone number where you can be contacted.

The following advice on dealing with a major incident is provided by the RYA.

*It is every principal's nightmare to experience a major incident at their centre. Thankfully this is very rare at RYA centres, but if you are ever unfortunate enough to be involved in one you need to know how to handle the unfolding events.*

- *Your first priority is, of course, the safety of participants and instructors. However, once ashore you need a strategy to deal with the authorities and the press.*
- *Get a statement from competent witnesses.*
- *Remove the instructor and key witnesses from the centre to somewhere you can talk to them away from the press.*
- *Produce a written statement for the press, such as:  
" \*\* sailing school regrets to announce the death of crew member who fell overboard at night from a training yacht. When and where. Our deepest sympathy to the relatives etc. A full statement will be issued at 2pm tomorrow" (give yourself time to collate the information).*
- *Don't hold a press conference but decide who will speak to the press.*
- *Don't allow well-meaning but ill-informed staff to make public comments.*
- *Try to keep a record of whom you have spoken to, who has contacted you etc.*
- *Inform RYA Training (023 8060 4180) who can assist with compiling your statement to the press.*
- *If the rescue services have been involved the press will have probably obtained some information from them.*
- *If there has been a fatality the police will contact the centre and inform the next of kin. Do not publicise the name of the casualty until you know this has been done, even if the press appears to know who it is.*
- *If your boat has a code of practice certificate you must inform the Marine Accident Investigation Branch (MAIB) within 24 hours. You can do this by phoning 023 8039 5500. They will inform you within 28 days whether they intend to investigate.*
- *Keep any relevant equipment such as lifejackets, logbooks etc.*
- *If required, send a report to the MAIB (refer to booklet G27).*
- *When dealing with any major incident, it helps if:*

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

## 2.4 FIRST AID AND MEDICAL EMERGENCY

### 2.4.1 FIRST AID

The first aid box is kept on top of the cupboard above the hand-washing sink in the kitchen. If you use any of the contents from the First Aid Kit, it is essential that you complete the accident book beside it, even if you just used one plaster.

In an emergency use the telephone situated in the club house under the main notice board. All Instructors (but not necessarily Assistant Instructors and helpers) are qualified first aiders.

Each safety boat carries limited first aid equipment complying with the RYA requirements.

#### DEFIBRILATOR

A defibrillator machine is available at the club located in the lobby of the changing room building (Hornby Building). This is accessible for club and members use only, and not intended to be available for general public access.

Instructions for use are provided with the machine.

### 2.4.2 MEDICAL ASSISTANCE

If medical assistance is required, then call the emergency services using 999.

The nearest Health Centre is:

**Goring and Woodcote Health Centres at:**

Red Cross Road, Goring and Wayside Green, Woodcote, RG8 0PR

Tel: 01491 680686

**Local Minor Injuries Units:**

Outpatients Department

Townlands Hospital

York Road

Henley on Thames

RG9 2EB



Tel: 01865 903755

West Berkshire Community Hospital  
Benham Hill  
Thatcham  
BERKS, RG18 3AS  
Check for opening hours.  
Tel: 01635 273509 or 01635 273300

**Accident & Emergency** the nearest A&E unit is:  
Royal Berkshire Hospital  
London Road  
Reading  
BERKSHIRE, RG1 5AN Tel: 0118 322 5111

## 2.5 MANUAL HANDLING

This is a short summary on manual handling and the procedures to be taken whilst lifting or manoeuvring. This is an outline on what GTSC has provided to ensure no harm or injuries occur whilst manual handling. Everyone is encouraged to follow these guidelines to ensure the safety of themselves.

Where and what the move involves (the job)?

twisting your body	positioning the load accurately
Stooping	a risk of the load moving suddenly
reaching upwards	frequent or prolonged physical effort
lifting or lowering	few or not enough rest or recovery time
carrying over a distance	may involve working to a job speed rather than your own speed
pushing or pulling the load	moving over slippery or uneven ground

This could all lead to physical bodily harm and may result in time off work to recover. You should not be forced into a job if you believe it may cause you damage.

Things to consider before undertaking a job:

- Is it a team effort?
- Is there a correct way to stand?
- Do you need protective clothing?
- The working environment
- The physical ability of you or the team involved in the job.

Specific lifting and manoeuvring at GTSC:

Dinghies	Anchors
Furled sails	Rescue packs
Masts	Rescue boats
Fuel tanks	Engines
Jerry cans	Office administration
Items associated with social events	Maintenance activities

Assessing what you are standing on is very important. Many injuries occur when lifting and handling through slipping, tripping or unstable ground. Sensible shoes should be worn at all times, no bare feet or sandals.

What GTSC has provided or promotes to carry out safe manual handling:

- Provided trailers for dinghy and rescue boats.
- Encouraging members to lift in twos for heavy items such items like sails, masts, fuel tanks, etc.
- The handling of engines should only be done by those experienced at doing so.
- The areas around the slipways are regularly cleaned to help prevent injury.
- The necessary considerations for launching and recovery of craft, recovery of a M.O.B. and anchor are taught on the various RYA courses organized at GTSC.

If you feel an injury has occurred from a job then stop, rest and seek medical attention.



## 2.6 ENVIRONMENTAL CONSIDERATIONS

### 2.6.1 PROTECTION FROM POLLUTION

The main hazard to pollution of the land or the river is from oil and fuel for the club safety boats. Follow the safety boat and fuel storage guidance later in this manual. In the event of a spill use the spill kit is located in the garage.

### 2.6.2 SUNBURN

With the reported reductions in the ozone layer over Europe in recent years, it is vital that all exposed areas of skin are protected from the increase in ultraviolet light. It is often forgotten that the sunlight is reflected from the water surface, increasing the burning effect. Sun protection creams should be used, especially by younger pupils, or those with fair colouring.

### 2.6.3 BLUE-GREEN ALGAE

Blue-green algae are natural inhabitants of many inland waters, estuaries and the sea. They have been natural features for many years and are likely to remain so. It is possible to see some species when they are concentrated into clumps in the water. In fresh waters they are sometimes seen floating on the surface, attached to rocks and other surfaces at the bottom of shallow areas, and along the edges of lakes and rivers. When the numbers of blue-green algae become excessive, they can clump together to form blooms or scum. These are particularly evident during periods of calm weather with sustained sunshine.

For reasons, which are not yet understood, bloom and scum forming blue-green algae in freshwaters and seawater are capable of producing toxins. They are not always toxic, and it is not possible from the appearance to tell whether or not a bloom or scum is harmful. However, the toxins have been known to cause rashes and illness when swallowed. Caution is therefore advised. In case of contact with the scum, a person should wash in clean water at an external tap before entering any building, and all clothing should be washed and dried thoroughly before reuse.

### 2.6.4 WEIL'S DISEASE (LEPTOSPIROSIS)

Inland waters are susceptible to Weil's Disease. As risk is greatest at the water's edge, shoes shall be worn at all times. You should shower as soon as possible following capsized recovery drill or accidental capsized in a dinghy. The disease has flu-like symptoms and medical treatment is vital, in case of illness inform your doctor, with reference to the Leptospirosis Unit at the County Hospital, Hereford, (which is the only such unit in the country) if there is the slightest doubt.

## 2.7 HAZARDS

### 2.7.1 TRIP HAZARDS

There are changes of level, steps and boating equipment laying around the club grounds. Care should be taken moving around the club, and running is to be deterred.

### 2.7.2 HEAD BUMPS

Low height areas to be careful of are – under the garage door if not fully opened, doorway to sail loft, moving around in sail loft.

### 2.7.3 SLIPWAYS

The slipways can be extremely slippery at times and care should be taken when using them, buoyancy aids and suitable footwear (non-slip) must be worn when launching boats.

Before using check that the slipways are in a suitable and safe condition, i.e., clean and not too slippery. If they are not in a suitable condition for use, they should be cleaned. This can be achieved by sweeping it with the stiff yard broom found in the garage. Start by standing on the dry surface and gradually sweeping down the slipway in the water, taking care to avoid standing on the areas not already cleaned.

### 2.7.4 BIRD DROPPINGS

The slipways and water frontages are often covered in bird faeces, which carry many bacteria as well as being slippery. Therefore, these should be cleaned, as far as is practical, prior to use. This can be carried out using the spade stored in the garage. Hand washing is recommended after activity, and especially before lunch break on a course or activity day.

### 2.7.5 RIVER CONDITIONS

In general, the river is a very safe place to sail, however, consideration should be given to the stream conditions at all times. No sailing should take place when the stream is strong, and/. or the environment agency red boards are in place.

Care should be taken when the yellow boards are on display. Sailing is allowed when the stream is decreasing but recreational sailors are advised not to sail unless there is a safety boat present. When the stream is increasing it is generally not considered safe especially for junior or inexperienced sailors.

### 2.7.6 WEATHER CONDITIONS

Consideration should be taken of the weather conditions before sailing. If storms develop then sailing should be abandoned. Storms are dangerous because of rapid and sometimes violent changes in the wind directions and speed and the risk of lightning striking a mast. In case of a lightning storm approaching or occurring whilst on the water, sailors are to abandon their sessions immediately, the following action shall be taken:

- All vessels to head for the nearest riverbank; secure all dinghies, sails down, and move away from the dinghies.

If not able to head for nearest bank, then

- Capsize all the dinghies and use the safety boat to taxi sailors to the club taking care not to overload the safety boat.

If a storm is forecast, the officer of the day should ensure that all sailors know and understand signals to communicate when it is necessary return back to shore.

If possible, to prevent damage, equipment should be de-rigged and stored away before storm arrives to help prevent damage. If unable to de-rig, capsize the dinghy and tie the painter to the bank to minimize the risk of damage.

Once the storm has passed a clean-up operation may be needed to retrieve any dinghies swept away or left out.

#### 2.7.7 OTHER VESSELS

We share the river with other pleasure craft including paddlers, rowers and power boats.

Other craft users must give way to boats under sail, however some factors must be considered: -

Some hired pleasure power boat drivers are inexperienced and may have only been driving for a couple of hours from Benson mariner.

A number of power vessels may approach together when they exit Cleeve lock downriver.

Canal boats have limited manoeuvrability.

Rowers may not have seen you as they face backwards.

Safety Boat drivers should monitor other river users and consider piloting other craft through the sailing fleet.

#### 2.7.8 INVERSION AND ENTRAPMENT

Sailing in general is a very safe sport and particularly on the river where winds are not usually strong and dry land close at hand. Nevertheless, drowning remains a danger and one of its key causes is when people become trapped underwater following a capsize resulting in inversion. RYA research shows that the circumstances leading to entrapment are many and varied and that no single act or policy can effectively prevent it, so our policy needs to be quite general.

Our policy is based on two tiers:

- Minimising the chances of entrapment happening.
- Responding effectively to minimise the consequences if it does.

#### Minimising the Chances of Entrapment Happening

At GTSC we only use mast head flotation on the Oppies because the river is not sufficiently deep to invert most dinghies.

However, all sailors should be aware of the risk of masts getting stuck in the mud and being damaged or inverting sufficiently to trap or cause those in them to struggle.

Encourage good control line husbandry for example making use of the bag at the bottom of the mast (Visions) or pouch in the sail (to tidy stray lines)

Effective response should inversion happen.

Safety Boat crews should right the craft as quickly as possible.

Knife and tools are provided in safety boats to enable cutting of cordage and rigging in the event of entanglement.

## 3 CLUB GENERAL OPERATING ARRANGEMENTS

### 3.1 GENERAL RULES & BYELAWS

The club general rules and byelaws provide the arrangement for governance and membership rules. These documents can be found on the club website.

### 3.2 SECURITY

Entry to the gate and club house is by combination lock and the numbers are changed periodically.

If you are not a member and are likely to need access when the premises are not attended, please contact the Commodore or a committee member for the codes.

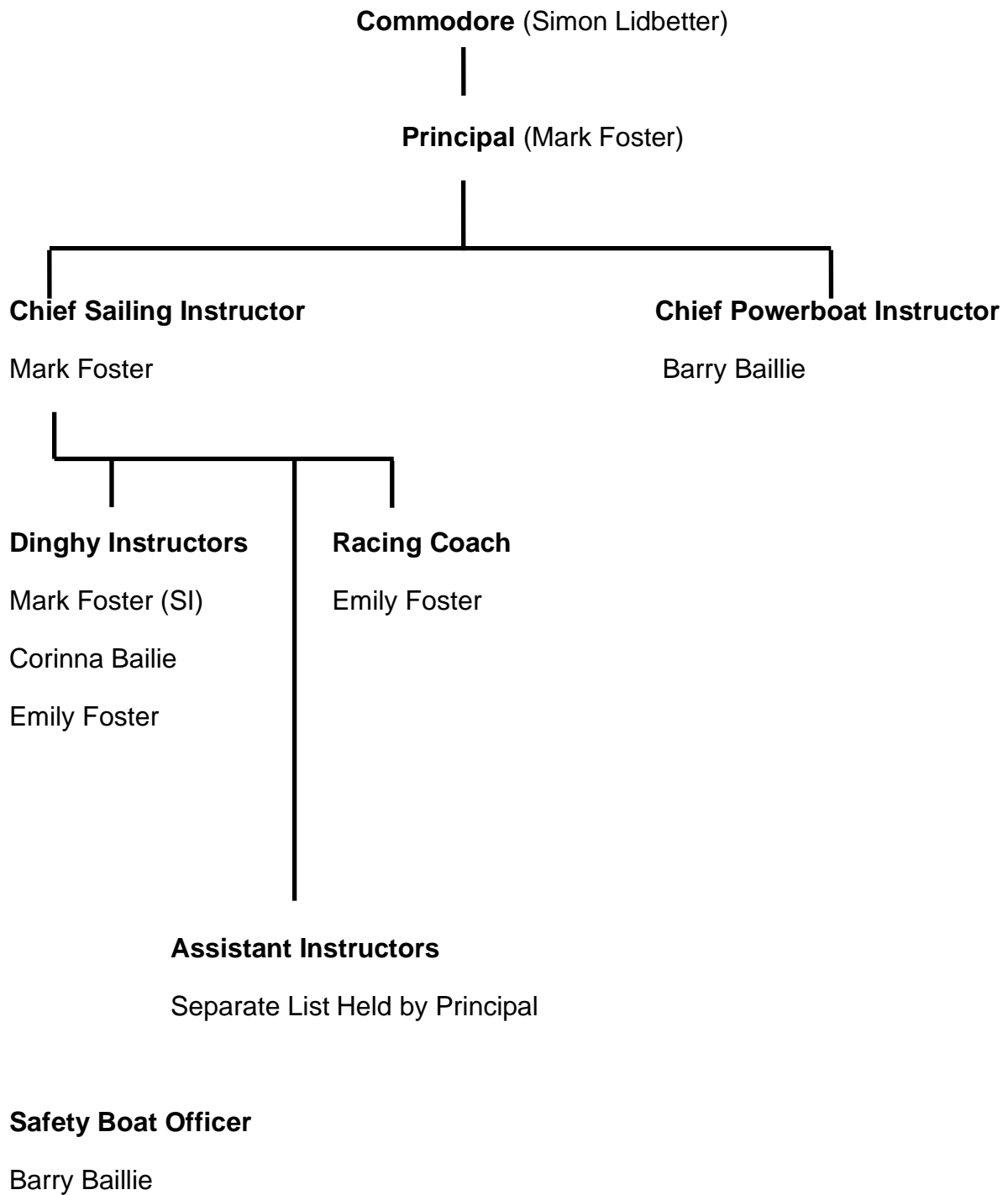
After opening the gate, scramble the lock and leave the lock on the gate/door. For security reasons we ask you **not** to give these numbers to other people.

Keys to the Hornby building, the sail loft, OOD Hut and Garage are hanging on a hook just inside the door of the clubhouse, or in the key safe outside the Hornby door.

**If you are the last to leave it is your responsibility to make sure that the building and grounds are secure. Please check that all the buildings are locked, lights and heaters turned off, taps, dishwasher, water heaters and cooker are switched off and fridge doors and windows shut, even if you have not used these personally. Please lock the Club gate after you.**



### 3.3 RESPONSIBILITIES



### 3.4 EQUIPMENT

#### 3.4.1 SAILING BOATS

The club owns a range of sailing boats which are free for members to use: -

**4 Oppies**, Sails and Foils stored in sail loft.

**4 Toppers**, Sails are rolled on mast and stored in sail loft harness loops, Foils stored on shelves in loft.

**4 Picos**, Sails rolled on mast and stored in tubes at back of Hornby building, Foils left in the boat.

**3 Fevas**, Sails stored in bags on shelves in loft, Foils left in boat.

**3 Visions**, Sails stored in bags on shelves in loft, Foils left in boat.

**2 Comets**, Sails are rolled on mast and stored in sail loft harness loops, Foils left in boat.

**1 Laser**, there are Full, Radial and 4.7 sails and spars kept in loft, Foils in boat.

#### 3.4.2 SUPs AND SIT-ON KAYAKS

The club owns the following paddle craft, which are free for members use: -

**4 Sit-on Kayaks** which are stored on the racking. They are secured with combination locks, and the code is the same as the club gate code.

**4 Junior 8ft, and 4 Adult 10ft Stand-up paddleboards.** They are stored in the garage.

Paddles are stored in the Garage.

#### 3.4.3 SAFETY BOATS AND FUEL STORAGE

The power craft owned by GTSC must only be operated by a person holding Powerboat Level 2 or higher qualification and be aged 16 or older.

This section applies to all power boats whether or not owned by the Club when being used in support of training, racing or other formal activities as defined in the Club calendar. Any Club owned safety boats are insured by the Club full time, but members operating other power boats in support of formal club activities are also covered for the duration of the activity and a reasonable period before and after. Refer to insurance schedule for specifics.

When boats are borrowed for club activities a Committee member or Principal will email the boat owner confirming club insurance covers the use, and that only PB2 drivers or above will operate the craft.

### POWER BOATS

The club owns 3 powered craft: -

**Dory** with 25HP Mercury fixed engine and centre console steering – this is kept on launch trolley in the Garage.

**Rigiflex Jaffa** with 10HP outboard. Kept on trailer outside, with cover. Engine detached and stored on trolley in the garage.

**Honwave rib** with 15 Hp outboard. Rib stored in sail loft until required. Outboard stored on trolley in Garage.

## HANDLING OF FUEL

- Care should be taken whilst handling fuel to avoid spillage and contact with skin, eyes and clothing.
- Decant in the open air in the designated area – outside garage on a level paved area.
- Beware fire hazard when working with fuel.
- No smoking or naked lights in the vicinity (this includes on-board the safety boats)
- No radios or mobile phones in the vicinity
- No refuelling to take place on or near the watercourse.
- No refuelling to take place anywhere except in the designated area.
- Use the funnel at all times whilst refuelling.
- Safety Boat must be chocked.
- Never completely fill a fuel tank approximately 3/4 is enough.
- If clothing is splashed with fuel change it immediately
- Fuel tank vents should be left open when safety boat in use.
- All fuel tanks to be refuelled at the end of the day.
- Principal or Safety Officer to be notified if the fuel cans are running low.
- If spillage occurs apply sand or use spill kit and notify Principal or Safety Officer.
- Fuel cans to be stored in Fuel store red box by OOD hut.

## PERSONAL HYGIENE/SAFETY WHEN DEALING WITH FUEL

- Petrol vapour can cause irritation of the eyes, nose and throat. Decant in the open air in designated area.
- Use gloves whilst decanting.
- Wash hands immediately after handling fuel
- If clothing is splashed with fuel change it immediately

- Care to be taken when opening can to avoid fuel spurting into face – point cap away from self and place a cloth over the cap prior to opening. Open slowly to avoid spillage.
- Be careful of lifting full petrol cans into boats and adopt good manual handling procedures.

## POWER BOAT OPERATING REQUIREMENTS

- Environment Agency regulations require that all powerboats operating on the Thames are adequately insured, which is covered by Club insurance.
- Power boats require a River license to operate on the Thames, renewable annually and purchased by the club.
- To get an outboard repaired in an emergency contact the Safety Boat Officer or if not available a member of the committee.
- Equipment to be carried is as specified by RYA Training Checklist Powerboat TCP
  - Spare Killcord, Paddle, Bucket or Bailer, Towline, Throw line, Multitool with knife, space blanket, First Aid kit (2 large, 2 medium wound dressings & triangular bandage), anchor, fire extinguisher, whistle for fog signal.
  - Radio Procedure card to be carried in Safety boat – See appendix.
  - Picture showing operating area.
  - Fixed and handheld compass available in the training cupboard for use on PB2 course.

### **If you remove any of this equipment from a boat replace it.**

- **All** safety boats are to be helmed by appropriately qualified coxswains holding RYA Level 2 power boat certificate, over 16 years of age. Power boats may be used in support of Club activities and in these cases Power Boat Level 2 holders under the age of 16 may drive them under the supervision of qualified adults, **who must be in the boat with the junior PB2 driver**, so long as the sailing area is quiet, and the power boat is not required for safety duties at the time. In addition, power boats may be used as a training aid on powerboat courses; on these occasions, younger and unqualified students may drive the boat under instruction, but not while it is required to perform safety duties. All drivers under the age of 12 must be accompanied in the boat by a qualified driver and both driver and supervisor wearing independent kill cords.
- When being used for an RYA course, Safety boat(s) shall be fuelled checked and ready for use, and afloat, before any dinghies are sailed. **Kill-cords must be worn whenever operating any powerboat from the Club with an outboard engine.** **The kill cord is to be worn around the leg.** It is to be worn at all times whilst the engine is running. For junior powerboat training a second kill cord is required, one for the instructor and the other for the student.

Failure to comply will result in immediate removal from the approved drivers list.

### 3.4.4 CLOTHING

#### WETSUITS

There are a very limited number of wet suits stored on the 'sale' rail, kept in the club house. These are available to be borrowed or purchased for an appropriate donation. The club does not provide wetsuits for training or club organised events.

#### BUOYANCE AIDS AND LIFEJACKETS

Buoyancy Aids should be worn at all times when on the water. The club provides buoyancy aids which can be borrowed; these are stored on rails in the clubhouse or changing rooms and should be returned back to the rail at the end of each session., There is a small selection of life jackets stored in the male/disabled toilet in the clubhouse which should be used by non-swimmers.

#### HELMETS

These are stored by the main doors out to the waterside in the club house or in changing rooms. In line with RYA policy, use of helmets is entirely at the discretion of members or those responsible for juniors.

The Senior Instructor in charge of any RYA course shall consider recommending use of helmets, especially on first day of beginner course or on stronger wind days.

### 3.5 MAINTENANCE AND BREAKAGE REPORTING

It is important that all equipment is replaced neatly and in the correct place after use. Dinghy and powerboat spares are kept in the garage.

Any damage to club boats should be recorded in the Boat Repair Book.

Any damage to buildings, fixtures or fittings should be recorded in the Maintenance Book.

Both books are found in the rack in the club house by the Commodore's commemorative board

## 3.6 CLUB FACILITIES

### 3.6.1 CHANGING ROOMS

All changes of clothing, bags and personal possessions should be left in the changing rooms of the club.

Please ensure all members are aware of the hazards in the changing rooms. These include wet floors and checking shower temperatures to ensure that they do not scald.

All members are responsible for ensuring the changing rooms are kept clean and tidy. Junior members should only use the club facilities under the supervision of a responsible adult, it is the duty of the responsible adult to ensure that any junior members use the club facilities in a responsible manner and keep the changing rooms clean and tidy.

### 3.6.2 CLUB HOUSE

The main club house should not be used as a changing room; the carpeted area in the clubhouse must be treated as a dry area, and wet sailors should keep to the non-carpeted areas.

Although the club house is cleaned weekly during the season, all members should help to keep the premises clean and reasonably tidy. If you see that the floor is wet, please mop it up as **wet floors** can be dangerous.

### 3.6.3 BAR

Keys to the bar are held by committee members who will unlock the bar during opening hours. The bar operates on an honour basis, help yourself and ring up amounts on the till.

Please wash up any glasses after you have finished with them and put away bottles in the recycling bin behind the Bar. If you buy a drink for a non-member, please fill in the guest book.

Members are welcome to bring their own alcohol for consumption on site other than at fundraising social events when the bar will be staffed.

Please note: Children under the age of 18 are not allowed behind the bar at any time.

### 3.6.4 KITCHEN AND TEA BAR

Tea, coffee, squash, snacks and chocolate biscuits are available from the kitchen. Ice creams and ice lollies are in the kitchen freezer with prices marked on the door or notice board. Please pay into the Tea bar tin.

Cutlery and crockery are available in the kitchen for use by members. Please wash up and put away any items used before leaving and wipe down the work surfaces. If you wish to store food or drink in the fridge or freezer, please put any opened packets in sealed containers or bags and take left-over food away with you. Please label all food left in the fridge with your name and a date. Do not put non-food items in the fridge.

We have a commercial dish washer - put it on or empty it when necessary following the instructions on the wall above it. It is a commercial dishwasher, not a domestic one, and the water must be drained after the final load.

**Please follow the pack down instructions at the end of each day's use.**

If you cook food at the Club for anybody other than yourself or family, please read and complete the white health and safety folder relating to food hygiene. This is a Health and Safety Requirement.

Make sure the fridge and freezer doors are securely shut after use.

### 3.6.5 RUBBISH

There are green recycling boxes for cardboard, paper, tins and plastic in the kitchen and behind the bar.

There are bins for glass behind the bar.

Non-recyclable waste such as food, cling film, crisp packets should be placed in the enclosed bins. Extra black sacks are kept in the cupboard in the disabled toilet.

All rubbish should be emptied into the wheelie bins which are stored at the bottom of the driveway. Rubbish should be placed in the appropriate bin (General Waste, Recycling Bin or Glass bin) at the end of the day or when the bins are full.

#### **Please note**

The rubbish collection days are prominently displayed in the kitchen, please ensure that Wheelie bins are placed at the top of the drive in time for collection.

### 3.6.6 OTHER HOUSEKEEPING

LOST PROPERTY should be placed in the large stainless-steel bins in the disabled toilet in the clubhouse and not left in the changing rooms.

DOGS are allowed if under control and on the strict understanding that any mess is cleared up.

### NEIGHBOURS

**Please be considerate to our neighbours at all times.** We have received complaints from our neighbours about the noise. Please try to monitor the noise level, especially of our junior members. If you drive down, please park in the club. If the Club parking area is full, park at an angle on the verge immediately above the gate. **Do not park on our neighbours' verges.**

A curfew has been set at 9pm Sunday to Thursday and 10pm Friday to Saturday. After this time any activity should move into the club house and noise should be minimal. Please be particularly considerate when leaving the site.

VISITORS - to sign the visitor book which is kept in the club house.

TEMPORARY MEMBERSHIP forms must be completed before going on the water to comply with insurance requirements. Students enrolled on courses are automatically members.

### 3.7 VHF, OTHER RADIOS AND MOBILE PHONES

#### 3.7.1 VHF

The club has VHF radios for use during formal RYA training. There is a base unit in the OOD hut, and handheld units on charge.

Senior Instructors and Dinghy Instructors must carry a radio when afloat or on shore duty during RYA courses.

#### 3.7.2 OTHER RADIOS

The club also has walkie talkie type radios which are preferred for club and racing activity. They are on charge in the OOD hut, or behind the bar.

#### 3.7.3 COMMUNICATIONS

If on RYA courses or club training activity the course goes on a sail away, then a mobile phone in a waterproof case must be taken. The VHF radios have limited range, and therefore alternative emergency communication may be needed by phone.

#### 3.7.4 WIFI

Wi-Fi is available in the club house and the Code is available from a committee member.



## 4 RYA TRAINING CENTRE OPERATIONS

### 4.1 OPERATING AREA

In general, we sail immediately in front of the club house, but members or race organisers may choose to sail up towards Moulsoford when wind conditions dictate or to avoid other club activities. The sailing area is illustrated on the map hanging in the club house above the bar. Please ask a regular club sailor or GTSC Instructor to point out landmarks if you are unsure. In general, the water is deep enough to sail quite close into the bank, but there are shallow patches close to the Nature Reserve.

It is common to do a sail away at the end of courses up to the Moulsoford Marina, where you can buy ice-cream and confectionary. (It is closed Fridays). There is no toilet at the Marina, so advise students to go before departure.

See Chart of Operating area in Appendix.

### 4.2 SAFETY BOAT RATIOS

For all organised RYA training Safety boats shall be checked, fuelled and ready for use before the dinghies are launched.

A kill cord must be worn around the leg whenever operating a powerboat with an outboard engine and particular care must be taken with propellers in the vicinity of any person or property.

For RYA courses, single-handed and crewed dinghies the ratios are:

up to 6 dinghies	1 safety boat
7 to 15 dinghies	2 safety boats
more than 15 dinghies	3 safety boats

### 4.3 INSTRUCTOR RATIOS

All activities require an appropriate senior Instructor to be on duty and on site at all times with suitably qualified/experienced instructors/assistant instructors for the activity.

The club follows RYA recommended instructor to student ratios for teaching RYA courses: -

<b>Sailing</b>	
Beginners with instructor on board	3:1
Crewed dinghies	9:1
Single handed dinghies	6:1
Single handed dinghies being used as double handed boats	8:1 students (maximum 4 Pico/Topper)
Mixed crewed and single-handed boats	9:1 students (maximum 6 boats)
<b>Powerboat Courses</b>	
Levels 1 & 2	3:1
Safety Boat	6:1 (2 boats)

#### 4.4 BRIEFING AND INDUCTION

##### 4.4.1 New Instructor Induction and Briefing

All instructors, whether club members or contract will be inducted into the site and trained to run courses in this specific environment. This is to ensure the courses follow the same format so that we are consistent in our tuition, and our standards of Health & Safety are met. Staff will be issued with this Operations manual that details the induction training they will receive and information on the day-to-day operation of the centre that is relevant to instructors.

All Instructors will be required to sign a copy of this document. This records the training that they have received and serves as written proof that each staff member has read and agreed to abide by the Rules, Byelaws and Procedures.

Instructors will provide original copies of their instructor qualifications which will be copied and held on file.

##### **Induction Process:**

Read and sign operating procedures yearly – this may be homework!
Show original copies of staff qualifications, hand over photocopies of all qualifications
Complete Temporary membership form, if not club member
Tour of site with a club member with reference to the operating procedures.
Club buildings facilities and access arrangements
Sailing Equipment locations and sail and foil locations
Power boat locations, fuel storage and familiarisation
Other equipment – buoys, kayaks, SUPs, paddles

Share security access codes where needed
--

Wi-Fi code
------------

#### 4.4.2 START OF THE DAY AND SAFETY BRIEFING

##### **Start of the day: -**

Senior Instructor leads briefing for Instructors.
---

- |  |
|--|
| <ul style="list-style-type: none"><li>- Courses be run, and session plan.</li><li>- Number of Students, any health or support issues</li><li>- Course list and emergency contacts available on the bar</li><li>- Weather and conditions review and plan.</li><li>- Boat allocation</li></ul> |
|--|

Prepare safety boats and launch
---------------------------------

Complete radio checks. Take mobile phone if on a Sail away.
---

Open up changing rooms and sail loft
--------------------------------------

Welcome Students
------------------

##### **Suggested Safety Briefing to use at start of a course or session: -**

**SAFETY BRIEFING: -**

**On Shore: -**

- Slip hazards – algae on the slip ways, wet concrete areas: - NO RUNNING
- Goose poo – very slippery!
- Trip hazards: - trailers and launch trolleys: - PUT BACK IN BOAT PARK BAYS
- Trip hazard on the 2 slip ways where drop down.
- LOW Doorway in sail loft – watch your head.

**On the Water: -**

- Club rule wear buoyancy aids at all times afloat
- Watch out for the BOOM – it can hit your head unexpectedly.
- Overhead trees near the bank – look up at your mast.
- Shallows near the bank – keep at least 1 boat length clear. If you ground lift your dagger board and tiller
- Other boats – watch out for the large river cruisers and canal boats as they are not very manoeuvrable.
- Other boats – rowers: - they don't look where they are going.
- If you capsize or fall out – stay with the boat: - don't swim to shore.
- Down river – keep well clear of weir and the lock.
- Upriver – Moultsford bridge – you won't fit your mast under it (unless you are in an Oppi)

**Environmental: -**

- Goose poo: -wash your hands especially before lunch.
- Weils disease, is present in rivers, so be careful of open wounds and wash/shower

**4.4.3 End of day tasks**

Debrief with other instructors, giving personal feedback, student progress, arrangements for following day, etc.
Stowing equipment from the rescue and coaching craft
Safety boats put away - Dory in Garage, Outboard engines on trolleys in garage.
Ensure that the changing rooms are left in an acceptable condition and locked
Ensure that the garage is left tidy and locked
Ensure that the kitchen is left in a clean and tidy state – including the fridge and bin and that the dishwasher has completed its end of day routine. Empty bins if needed.
Ensure that all boats are on correct trolleys and in correct bays, with covers on where appropriate. Vision - sails rolled in bags in sail loft, foils in boat. Feva – sails rolled and in bags in loft, foils in boat.

<p>Picos – roll sail on mast and store in tubes behind Hornby, foils in boat</p> <p>Toppers – roll sail on mast, store in slings in loft, foils on shelf in loft</p> <p>Oppies – sails and foils on shelves in loft, boats left upside down on rack.</p> <p>Comets – sails rolled on mast and stored in slings in loft, foils in boat.</p> <p>Laser – sails rolled in loft, foils and spares left in boat (spare spars in loft)</p>
<p>Put away any other equipment such as paddleboards (in garage), Kayaks (on rack and locked), paddles in garage.</p>
<p>Goose netting fitted to slipways</p>
<p>Buoyancy aids, life jackets, wetsuits and helmets cleaned, dried and stored</p>
<p>Faults reported and recorded in Boat repair/maintenance book</p>
<p>Lights off</p>
<p>All buildings locked</p>
<p>Main Gate locked</p>

## 5 CLUB TRAINING EVENTS

### 5.1 GENERAL ARRANGEMENTS

GTSC organises club events which are not RYA training courses. General recommendations made by the RYA are used as guidance for running these events, however certain arrangements are set out below.

### 5.2 SATURDAY SAILING

Saturday sailing sessions are free sail sessions where safety boat cover is provided.

A RYA Senior Instructor is allocated to run the session and provide Safety boat cover.

The morning session is a Children's Water based activity club.

Children must be accompanied by a shore based responsible adult.

Safety Boat cover ratio for these sessions is as per RYA RGN C4.1: -

*If a centre is providing recreational dinghy sailing or windsurfing which does not include any tuition, but which is part of a structured learning programme, each safety boat should provide cover for a **maximum of 12 dinghies** or windsurfers.*

Other factors should be taken into account when assessing if additional safety boats should be deployed, including weather and wind conditions, River flow conditions, and general competence of the sailors.

Additional on-water support to the Senior Instructor is provided by Assistant Instructors, PB2 qualified safety boat drivers and experienced sailors.

The RYA instructor to student ratio is used as a guide for ratios during this session, however help from Power boat drivers and experienced sailors may also be taken into consideration by the Senior Instructor in assessing appropriate ratio, considering that this is not a formal tuition session.

### 5.3 JUNIOR YOUTH CLUB

Junior youth club takes place usually on a Friday evening and is aimed at Youth sailors aged 11 to 16.

It is a Recreational sailing event with a structured learning theme.

The session is run by a RYA Senior Instructor.

The senior instructor can be helped by Assistant Instructors, Dinghy Instructors, Power Boat drivers and experienced sailors.

Each safety boat should provide cover for a maximum of 12 dinghies.

### 5.4 WATER-SPORTS ACTIVITY WEEKS

Water-sports activity weeks are Junior activity weeks, including sailing, paddleboarding, kayaking and raft building.

These are run as a formal course and follow the RYA guidance on safety boat ratios and instructor/student ratios.

These are run by a RYA Senior Instructor with support from RYA Dinghy instructors and RYA Assistant Instructors.

### 5.5 COMMUNITY EVENTS

GTSC hosts local community groups, such as Scouts and Guides to come and experience sailing and Water-sport activities.

These are run by Experienced club members who understand the requirement of Officer of The Day duties.

The Safety boat(s) are manned by qualified PB2 drivers.  
Each safety boat should provide cover for a maximum of 12 dinghies.  
Sailing Boats are helmed by experienced club members.

## 6 CLUB RACING EVENTS

The **Officer of the Day Manual**, and the **GTSC Sailing Instructions** give details of how racing is organised and managed at the Club. Refer to these separate documents which can be found on the website.

## 7 CHILD PROTECTION

It is the policy of GTSC to safeguard the welfare of all members by protecting them from physical, sexual, and emotional harm.

A code of good practice for adults working with young people is laid out in GTSC's Protection Policies and Procedures, which you should refer to for all other information. If in any doubt speak to the nominated Child Protection Officer.

**Please refer to GTSC Child Protection Policy.**

## Appendix – OPERATING AREA

