



East Lancashire Sailing Club
Members' Handbook
2018 -2019



Version: 1.2

TABLE OF CONTENTS

1	Document Version Control.....	3
2	Safety Policy Statement	3
3	The Reservoir.....	4
4	Types of Membership.....	5
5	Membership Fees.....	6
6	Junior Members Boat Loan Scheme.....	6
7	ELSC Boat Loans and Donations	7
8	Club Duties	7
9	Safeguarding Procedures	9
10	Accident & Near Miss Procedure	9
11	Club Contacts	10
12	Data Protection	10
	Appendix A: ELSC Risk Assessment & Control Measures.....	11
	Appendix B: Safeguarding - Child Protection Policy & Procedures.....	12
	Appendix C: Child Protection: Members' Handout	13
	Appendix D: Incident & Emergency Action Plan.....	14
	Appendix E: Child Protection – Self-Declaration Form	15
	Appendix F: Boats used & Problems or Damage Log.....	16
	Appendix G: Powerboat Checklist.....	17

1 DOCUMENT VERSION CONTROL

DATE	VERSION	NAME	REASON FOR CHANGE
08/01/2017	0.1 Draft	Michael Ryding	Document creation and draft for initial review
27/01/2017	0.2 Draft	Michael Ryding	Actions from RYA Inspection
12/02/2017	1.0	Michael Ryding	Safeguarding changes
13/05/2017	1.1	Michael Ryding	Typos. and minor corrections
12/02/2018	1.2	Michael Ryding	New Power Boat Checklist - Appendix G, Updates to: Committee Members list, Child Protection Handout - Appendix C, Child Protection Self Declaration- Appendix E

2 SAFETY POLICY STATEMENT

The East Lancashire Sailing Club (ELSC) is affiliated to the Royal Yachting Association (RYA) and is also a Recognised Training Centre (RTC) which is regularly inspected by the RYA. Our Club's Commodore holds the role of Principle in the RTC and so is responsible for carrying out a formal risk assessment.

In the main the risks affecting the RTC also impact ELSC club members. The risk assessment for the RTC has been modified to be more relevant to club members (Appendix A) and describes the hazards found, the levels of risk associated with the hazard and sensible control measures to reduce the likelihood and impact of those hazards. It is important that all members read the risk assessment and understand how the implementation of the control measures will create a safer environment for sailing and racing at the club.

Compared to other sports sailing is a relatively safe sport with commonsense and care. We all have a responsibility to ensure it stays that way. However, you personally, have the final say in whether you venture out onto the water and if in doubt about your abilities in the prevailing conditions then stay on dry land.

The club insists on the following safety points:

- All craft must be suitably insured as required by the Club Rules and Byelaws.
- All members sailing on the reservoir must wear buoyancy aids when sailing.
- Junior members are required to wear buoyancy aids whilst sailing and near the water's edge.
- Boats must be well maintained with particular attention to the boats system of buoyancy (inbuilt tanks or buoyancy bags).
- Members choosing to sail when there are no safety boats in operation must take into consideration the weather conditions and evaluate their abilities to handle an emergency situation without support.

3 THE RESERVOIR

Rishton Reservoir,
Blackburn Road,
Rishton,
BB1 4ET.

3.1 WATER LEVELS

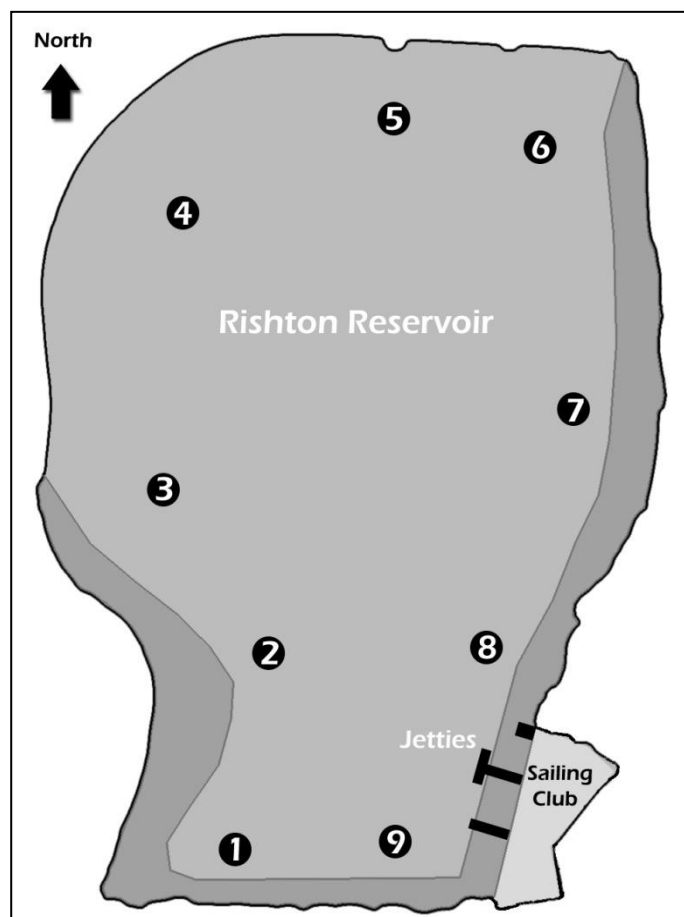
The reservoir is a top-up supply for the Leeds Liverpool canal and at times water levels can slowly reduce leaving shallow areas around some of the reservoir fringes. These shallows are shown as shaded areas in the diagram on the right.

3.2 WIND SPEED AND DIRECTION

The topography around the reservoir affects the wind flow. East winds tend to generate rotor from bank-side trees and dead patches nearer the bank.

Additionally, when the wind is blowing along a line between bouy 3 and 6, in either direction, it tends to be accelerated resulting in two distinctly different wind patterns north and south of the line.

The water level and the impact of wind direction and strength are important considerations for race course setting and general sailing. It is important to be aware that an area of safe water last week may now be too shallow to sail in and a previously sheltered part of the reservoir can become choppy and gusty as the wind direction changes.



4 TYPES OF MEMBERSHIP

All members must agree to have read and abide by the Club Rules and Policies and have appropriate insurance when sailing at the club. Copies of the Club Rules are available on the website.

4.1 ADULT MEMBERSHIP

For one adult who would like to take part in club sailing and other club activities

4.2 DUO MEMBERSHIP

For two adults living at the same address who would like to take part in club sailing and other club activities

4.3 FAMILY MEMBERSHIP

For families consisting of up to two parents and their children. Family members are defined as parents with their children who are under 21 on 1st January.

4.4 JUNIOR MEMBERSHIP

Junior membership is for sailing members who are up to the age of 18 on the 1st January who are not already part of a family membership. A parent or guardian must always be present when a junior member is at the club. A parent or guardian must sign the membership application for a junior member. Junior members can use the Optimist and Topper fleets, free of charge, for the first 12 months of their membership

4.5 STUDENT MEMBERSHIP

Membership for those under 21 on the 1st January and runs for 10 weeks starting 1st July and includes the use of club boats during this period.

4.6 SOCIAL MEMBERSHIP

For those who don't want to sail but would still like to take part in other club activities

4.7 TEMPORARY MEMBERSHIP

Membership for a day for both Juniors and Adults. This fee includes the use of the club house facilities, slipways, jetties and parking space for your launch trolley and trailer.

4.8 GROUP MEMBER

Available for groups such as: Schools, Scouts, Sea Cadets, Youth Forums, Businesses etc. The details of this type of membership vary according to the size and needs of the group.

5 MEMBERSHIP FEES

Membership Fees 2017-2018		
	<i>Full Rate</i>	<i>Half Rate - from 1st September</i>
Adult member*	£85	£40
Duo member*	£105	£50
Family membership*	£125	£60
Junior member	£30	£15
Social member	£25	
Student membership	£50	
Temporary Day member	Adult £10 Junior £5	
Additional Fees		
Dinghy park berth	£85 (Boat and launch trolley)	
Additional dinghy park berth	£30 (Boat and launch trolley)	
Road trailer storage	£25	

Note

Fees are payable annually, normally at the end of February.

* Adult, Duo & Family Membership are reduced by £20 when paid at the AGM.

6 JUNIOR MEMBERS BOAT LOAN SCHEME

With the aim of accelerating the learning of Junior members the Optimist and Topper fleets are available for use, free of charge, for the first 12 months of a junior's membership. This has to come with some conditions to be fair and safe to others.

- Junior sailing is restricted to days when the safety boat is manned and on the water.
- The safety boat operator can cancel sailing if conditions or behaviours are unsafe.
- Juniors must be observed by a parent at all times.
- Juniors must wear a buoyancy aid when sailing or near the water's edge.
- Boats are only available on a first come first served basis.
- Juniors and parents must learn how to rig and launch the boat.
- Juniors and parents must put the boat away tidily and report any damage (Appendix F).
- Juniors and parents should try to understand weather forecasts in relation to their sailing.

Although ELSC offer free use of junior boats, it is expected that parents obtain buoyancy aids or lifejackets, helmets and warm clothing for such activities. They will be a better fit and more personal than the clubs generic training equipment.

The Boat Loan Scheme for Junior members is a great way to gain valuable experience and confidence during the early days. After 12 months club boats may continued to be loaned on a day rate basis although in our experience juniors often wish to buy a boat and these early boats can often be bought second hand for a low price which can be a much more cost effective course of action.

7 ELSC BOAT LOANS AND DONATIONS

The club has a number of different types of boats available for use by suitably trained or experienced club members. This is an excellent way of trying different boats before you decide which sort of boat to purchase.

The boats available include; Optimist, Toppers, Lasers, Wayfarers, Hartley 12.2 and a Catamaran. The boats all need to be maintained and so the club asks for a maintenance donation of £10 per session.

If you'd like to use one of the loan boats, speak to a committee member who will help you arrange it. Once finished be sure to put the boat away tidily and report any damage (Appendix F).

8 CLUB DUTIES

8.1 OVERVIEW

Our club, like all other clubs, only exists for its members. The club is its members and the members collectively are the club.

It's important that all club members carry out club duties to ensure we keep our running costs down, our fees down and that no set of individuals have the burden of the full work load. Play to your strengths and find things that you are already good at or be a willing set of hands for less skilled tasks.

All members should attend the maintenance days that the club has across the year. They are generally on Saturdays and only last for a morning. We cut grass, weed and tidy up the dinghy park. Sometimes we need to repair slipways, fences, paint walls... The list goes on but shared between all of us they become easily achieved and a pleasure to accomplish.

There are other well defined committee roles in the club for example 'Treasurer', 'Publicity Officer' etc. but it is not possible nor expected that every club member go as far as joining the committee. However, you may have specific strengths that would make carrying out these roles easier for you than others. If this was the case then making it known to the committee would be an excellent contribution.

Outside committee roles there are event roles, such as 'Safety Boat operator' and 'Officer of the Day' for race days. If you sail then you should take steps to understand these roles and seek out members who already fill these roles and learn from them. After your first year in the club you will be assigned Race Day duties so it's always good to get ahead of the curve.

Other than race days there are other events, such as the RYA Push the Boat Out Day, or the Junior Sailing on Fridays in the Summer. Both require cakes and drinks to be made and for people on the ground, talking to visitors, explaining what we do, helping with rigging, making sure all goes well.

Key point - Above all else do something to support the club it only exists because we all want it to.

8.2 RACE DAY DUTY - SAFETY BOAT OPERATOR

- must be familiar with identified risks and control measures (Appendix A)
- must be experienced to an equivalent level as RYA Powerboat Level 2
- must be confident to operate in the prevailing conditions and ask for support if needed
- must wear a kill cord at all times while the safety boat is in operation
- must ensure that no more than 12 dinghies require safety cover
- must be aware of the Powerboat checklist (Appendix G)
- should be familiar with the ELSC Racing Instructions available on the website
- could hold a RYA Safety Boat Certificate
- could hold a First Aid Certificate
- could carry a safety knife
- could carry one other crew member in the safety boat if appropriate
- is responsible for reporting defective/missing safety equipment
- is responsible for cooperating with the Officer of the Day
- is responsible for fuelling the safety boat, if required, before use
- should, at the end of the session, switch any radios off and return to the charging station
- should return the safety boat to berth, remove loose items and replace the weather cover

8.3 RACE DAY DUTY - OFFICER OF THE DAY (OD)

- should be familiar with the ELSC Racing Instructions available on the website
- should be familiar with the sound signals for the start of races
- should have created a course for the race taking into consideration the prevailing weather and reservoir conditions
- should communicate with the Safety Boat Operator to enhance the safety of the competitors
- should maintain accurate timed records of the race
- should calculate the finishing positions of the race using handicap where required
- should publish the race results
- should understand the protest procedures and handle protests with care

9 SAFEGUARDING PROCEDURES

In this handbook 'Child' includes people under the age of 18 and vulnerable adults. As an example a vulnerable adult could be described as an adult with learning disabilities or someone who relies on others to provide personal care.

ELSC Sailing Club will...

- protect Club Members by giving them some practical, common sense guidelines to avoid placing themselves in situations where they are open to allegations which could seriously damage their lives and careers
- safeguard children and vulnerable adults, both on and off the water
- assure parents that their children are as safe at ELSC as they are when taking part in any other sport or leisure activity
- raise awareness amongst all of our Club Members so that they know what to do if they are concerned about a child
- carry out checks such as are proportionate to a members voluntary role and the level of risk involved and in line with relevant statutory requirements

Appendix B holds the ELSC Safeguarding and Child Protection Policy.

Appendix C holds the Members Handout on Child Protection.

Appendix E holds the Child Protection – Self Disclosure Form

10 ACCIDENT & NEAR MISS PROCEDURE

An Accident is an injury that requires medical treatment and although not every minor cut and graze needs reporting it is important to record more serious incidents so we can take action to avoid them in the future.

A Near Miss is an incident that could have caused injury although on this occasion it did not. Reporting Near Misses is in many ways more important than accident reporting, as with this information we can take action to correct the situation **before** anyone is injured in the future.

The information gathered by Accidents and Near Miss reporting is fundamental to safety at the club.

If an Accident or a Near Miss occurs then it must be recorded in the Accident or Near Miss book which are kept in the Foyer with the first aid box. After an entry has been made the Commodore should be informed at the earliest opportunity.

In Appendix D (Incident and Emergency Action Plan) there is a flow chart that illustrates the process to follow when an Accident or Near Miss occurs together with the actions required for more serious incidents.

The ELSC House Captain reviews the accident book and the Near Miss book frequently and ensures any necessary actions are taken to reduce the risk or recurrence.

11 CLUB CONTACTS

This section details the current roles inside the club and the names of the people who fill them. If you have any questions about the club or the areas one of these club members covers you can either contact them at the club, and have a chat there or you can use the email address shown below and the mail will be passed onto them.

2018 - 2019 Committee Members

Role	Name
Commodore	Robin Tomlinson
Sailing Captains	Kevin Richardson
	Diane Richardson
Club Secretary	Robin Tomlinson
Membership Secretary	Andrew Sharpley
Berthing Secretary	Andrew Sharpley
Treasurer	Cathy Garrett
Website / Gybe Mark	Vacant
Maintenance Officer	Dave Anderson
Quartermaster	Bernard Donnelly
House Captains	Sheila Tomlinson
	Julie Sharpley
Safety Boat Officer	Robin Tomlinson
Committee Members	Michelle Welch
	Geoff Peake
	Gill Ferris

Note

All committee members can be contacted via the ELSC email address info@sail-elsc.co.uk

12 DATA PROTECTION

All information about members is held in compliance with the General Data Protection Regulations 2018 and our Data Protection Policy can be found on the club's website.

APPENDIX A: ELSC RISK ASSESSMENT & CONTROL MEASURES

Hazard	Control Measure	Impact	Likelihood
Injuries from swinging booms	<ul style="list-style-type: none"> Members should keep low below the boom Members rig head to wind and are aware of Highfield levers Members use clear communication for tacks and gybes First aid kit available 	High	Medium
Cold from immersion or exposure	<ul style="list-style-type: none"> Members wear appropriate clothing Wetsuits recommended for colder periods Members watch crew for signs of hypothermia Warm showers are available in the Clubhouse 	High	Low
Drowning – from falling off jetty or overboard	<ul style="list-style-type: none"> Members advised on jetty safety Buoyancy aids are worn RYA safety boat ratios observed and safety boats attend capsizes Safety boats and buoyancy aids checked regularly 	High	Low
Medical Conditions	<ul style="list-style-type: none"> Members with medical conditions should advise others of their conditions and what to do in an emergency Club location and Postcode (for emergency assistance) are displayed 	High	Low
Child abused during training	<ul style="list-style-type: none"> Members are advised of precautions Club Child Protection Policy implemented Self disclosure (Appendix E) of all involved with junior training 	High	Low
Entrapment after capsize	<ul style="list-style-type: none"> Safety boat attend capsizes Safety boat operators are Level 2 qualified Safety boat operators are advised to carry a knife Uprighted craft are righted as soon as possible 	Medium	Low
Safety boats and propellers	<ul style="list-style-type: none"> Safety boat operators are level 2 qualified Kill cords are worn during operations Engine turned off near people in the water 	Medium	Low
Fire	<ul style="list-style-type: none"> Members are briefed on actions and assembly points in case of fire Fire exits are marked and buildings are designated 'no smoking' Fuel store is external to main building 	Medium	Low
Collision with other craft	<ul style="list-style-type: none"> Members are advised to keep a safe distance from other craft (when appropriate) Safety boat operators attend collisions when appropriate 	Low	Low
Slips and trips on pontoons and slipways	<ul style="list-style-type: none"> Buoyancy aids are worn Members are advised to take care of slippery surfaces and swaying jetties Non-slip surface is in-place on jetty high activity areas 	Low	Low
Dispersal of Fleet	<ul style="list-style-type: none"> Reservoir is small and by its nature land locked RYA safety boat ratios maintained Recall signal defined and known to all 	Low	Low

APPENDIX B: SAFEGUARDING - CHILD PROTECTION POLICY & PROCEDURES

POLICY STATEMENT

For the purposes of this policy anyone under the age of 18 or vulnerable adults should be considered as a child. All children have a legal right to protection and their welfare will be prioritized at ELSC. All Club members, volunteers and those involved in the Recognised Training Centre (RTC) should be aware of this policy.

CLUB CHILD PROTECTION OFFICER

The Club Child Protection Officer is Robin Tomlinson on 01254 249324 robintomlinson@btinternet.com

CLUB MEMBERS / VOLUNTEERS PROCEDURE

All Club Members that have roles that bring them into contact with young people will be asked to provide references or to complete a self-disclosure form (Appendix E) which will be held as a record in ELSC files. Our Data Protection Policy is available on the club's website].

GOOD PRACTICE PROCEDURE

All should follow the good practice guidelines described in Appendix G "Child Protection: Instructors & Volunteers Handout". Those working with young people should be aware of how to recognize abuse - the appropriate area of the RYA website offers information on this if unsure. <http://www.rya.org.uk/about-us/rya-policies/safeguarding/Pages/hub.aspx>

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

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

Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the Club Child Protection Officer.

CONCERNS PROCEDURE

Anyone who is concerned about a child's welfare, or is informed of a child's concerns, should contact the Club Child Protection Officer immediately, in strict confidence. The Club Child Protection Officer will follow appropriate RYA procedures from that point.

REVIEW PROCEDURE

Safeguarding will be a standing item for ELSC Committee Meetings and any incidents or changes in national policy will be discussed and the outcomes used to review this policy. Any member of the Club failing to comply with the Child Protection Policy will no longer be allowed to work with children and their membership of the Club may be withdrawn after consideration by the ELSC Committee.

APPENDIX C: CHILD PROTECTION: MEMBERS' HANDOUT

This handout only covers the essential points of good practice when working with children and young people. If you would like to know more you could also ask to read the Child Protection Policy and Procedures available in the Clubs Recognised Training Centre (RTC) Operating Manual

- Avoid spending any significant time 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 the club's activity
- Do not accept social media invites from a child using your personal social media accounts.
- Do not directly communicate with a child using your personal email or social media.

Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the organisation and/or the child's parents.

- If a child is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible or make sure you are in full view of others, preferably another adult

You should never:

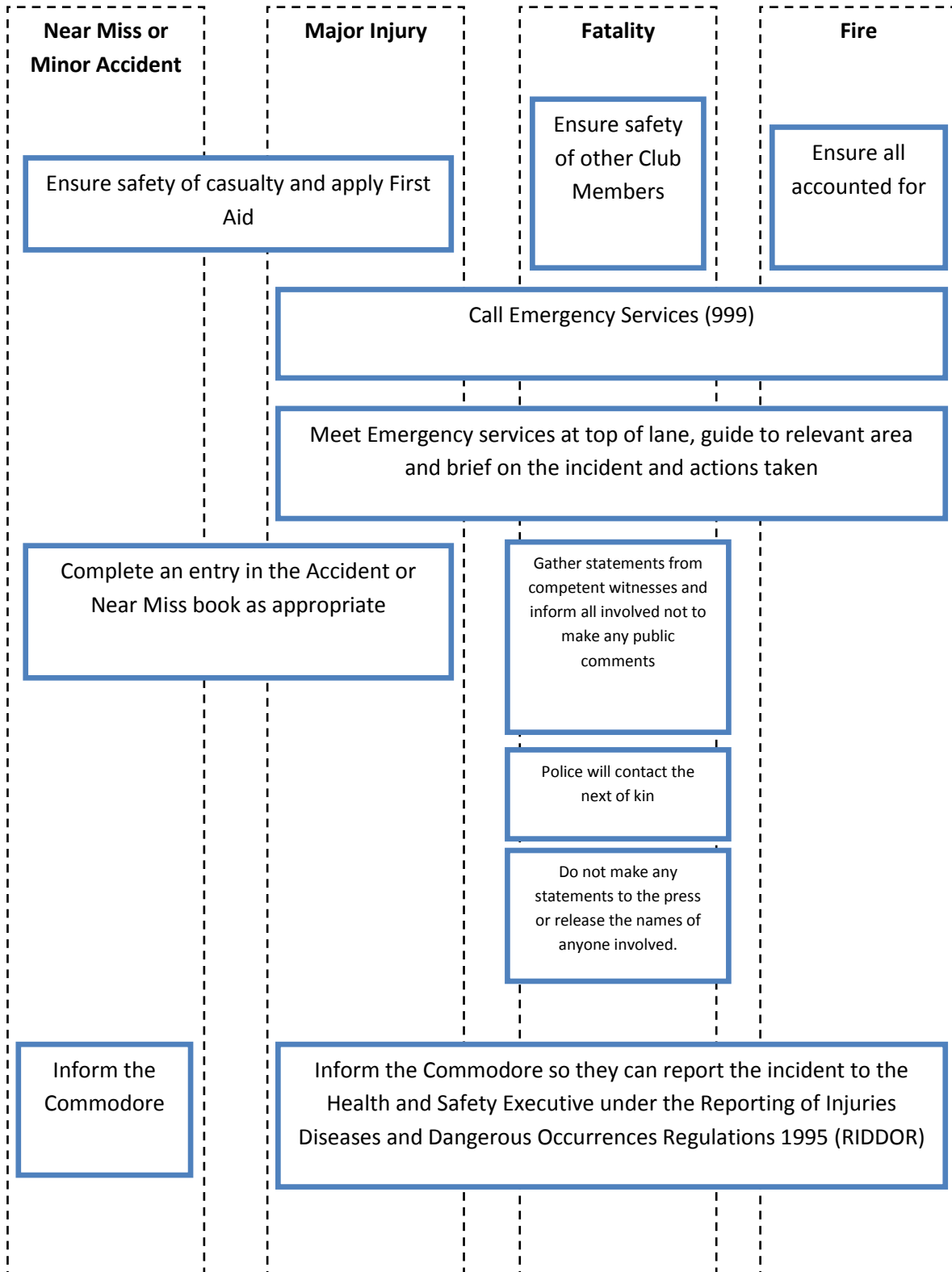
- engage in rough, physical or sexually provocative games
- allow or engage in inappropriate touching of any form
- allow children to use inappropriate language unchallenged, or use such language yourself when with children
- make sexually suggestive comments to a child, even in fun
- fail to respond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

It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the child (where possible) and their parents/carers.

In an emergency situation which requires this type of help, parents should be fully informed. In such situations it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.

If a child raises their concerns about another child, volunteer or anyone else at ELSC, once the concern is understood your first point of contact should be the Child Protection Officer.

APPENDIX D: INCIDENT & EMERGENCY ACTION PLAN





APPENDIX E: CHILD PROTECTION – SELF-DECLARATION FORM

Private and Confidential

East Lancashire Sailing Club is committed to safeguarding children from physical, sexual and emotional harm. As part of our Child Protection policy, we require anyone involved with children to complete this self-declaration form.

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 (Scotland: to be a member of the Protecting Vulnerable Groups Scheme). 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 Protection Policy and current data protection legislation and guidance.

1. **Have you ever been known to any Children Services Department as being an actual or potential risk to children?** YES NO

If yes, please supply details.

2. **Have you ever been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?** YES NO

If yes, please supply details.

Declaration: I declare that to the best of my knowledge the information given above is correct and understand that any misleading statements or deliberate omission may be sufficient grounds for disciplinary action and/or the withdrawal of my appointment. If required I agree to provide a valid Criminal Records Disclosure (Scotland: PVG Scheme Membership certificate). 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. 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.

Signed: Date:

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

1. Parent/Guardian: Date:

APPENDIX G: POWERBOAT CHECKLIST

Are you using a Powerboat?

Make sure you have all of these items onboard:

- Kill cord (which must be worn)
- Spare kill cord
- Oars or Paddles
- Anchor
- First aid kit
- Fire extinguisher
- Throw line
- Tow line
- Bailer
- Bridle
- Safety knife
- Adjustable spanner
- *VHF radio for communication with the Session Leader*
(The radios will be used at the discretion of Session Leader taking weather, number of boats, ability levels etc. into account)

