

Marconi Sailing Club

RYA Training Centre Operating Procedures Manual

V2

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Revision Record

Each revision should be incorporated into this manual upon receipt and recorded below.

Revision No.	Revision Date	Date Entered	Incorporated by (Initials)
2	13/1/15	13/1/15	RBC
3	27/1/16	27/1/16	RBC
4	27/1/17	27/1/17	RBC
5	07/02/18	07/02/18	RBC
6	27/04/19	27/04/19	RBC
7	04/05/19	04/05/19	RBC
8	31/01/20	31/01/20	RBC
9	31/01/21	31/01/21	GJ
10	21/01/22	21/01/22	GJ
11	21/01/23	21/01/23	GJ
12	24/02/24	24/02/24	GJ

Distribution List

- | | | | |
|---|------------------------------|---|------------------|
| 1 | Training Principal | - | Gary Jackson |
| 2 | Chief Instructor - Powerboat | - | Dan Bard |
| 3 | Chief Instructor – Dinghy | | Jen Castle |
| 4 | Senior Dinghy Instructor | | Rhiannon Clayton |
| 5 | Dinghy Instructors | | |
| 6 | Clubhouse | - | Upper saloon |

1.0 Introduction

This manual provides information on the running of RYA Training Activities at Marconi Sailing Club.

It should be read and signed by all instructors and volunteers involved in running RYA Training activities at the Club.

1.1 Key Club Officers

Commodore	Richard Collis
Welfare Officers	Liz Kirby, Tony Ferguson, Sandra Clayton
RYA Training Principal	Gary Jackson
RYA Chief Instructor - Powerboat	Dan Bard
RYA Chief Instructor – Dinghy	Jen Castle
RYA Senior Dinghy Instructor	Rhiannon Clayton

2.0 Equality Policy

Marconi Sailing Club are committed to encourage equality and inclusion within our club and RYA Training Centre

Please refer to Appendix A.1, Marconi Sailing Club Equality Policy MSCP 25

3.0 Operations Afloat

3.1 Safety, Area & Communications

3.1.1 Person with Overall Responsibility for Safety

The persons with overall responsibility for safety are the Senior Instructors.

3.1.2 Operating Area

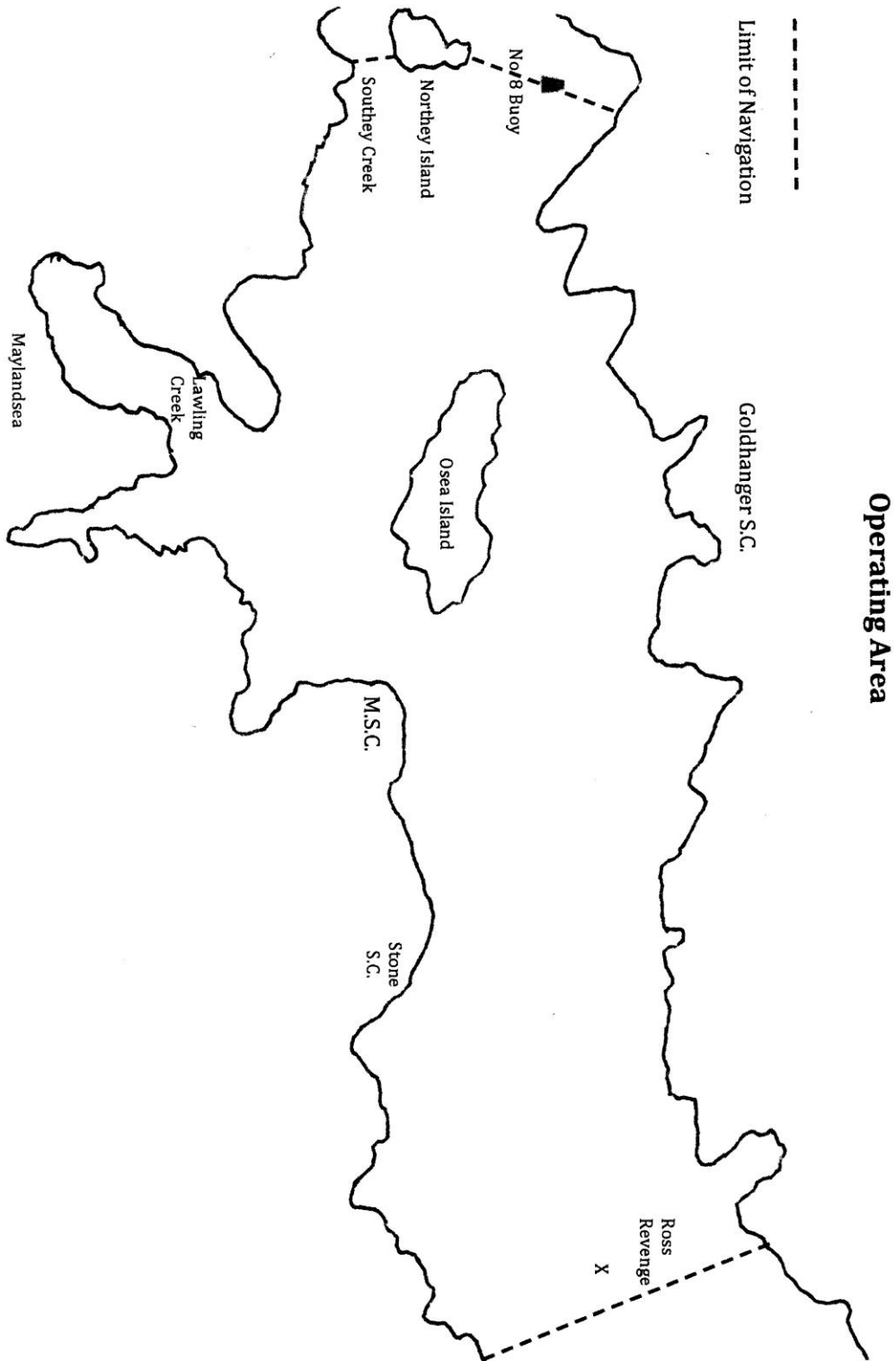
The operating area is the River Blackwater within a distance of three miles from the club. The limits are, to the west, the number 8 port hand buoy to the north of Northey Island and Southey Creek to the south of Northey Island. Lawling Creek as far as Maylandsea and Goldhanger. To the East the limit is hard to define by landmarks so is defined by a line between 51 43 45N, 0 52 62 E on the south bank of the river and 53 44 70N, 0 51 80E on the north bank. For some time the Ross Revenge (Radio Caroline) has been moored just within those limits and for practical purposes can be taken as the easternmost limit from the club.

Operating area has been extended to four miles for Powerboat Training to enable Navigation and Pontoon Berthing training within Bradwell and Maldon marinas provided that good visibility and weather conditions are observed.

When deciding where to operate, the following should be considered:

- Weather conditions and forecast.
- Other club activities (for example, racing) taking place.
- Abilities of trainees.
- Other activities on the river.
- Tides

The Senior Instructor will write the names of Instructors and Trainees who are on the water on the notice board situated on the dinghy park side of the clubhouse.



3.1.3 Extended Operating Area for Powerboat Training Only

The following extended operating area for powerboat training has been submitted and approved by the RYA.

Definition of extended operating area for Powerboat Training:

The extended Operating area is the River Blackwater within a distance of 4.0 NM to the East and 5.0 NM to the West measured from the club launching area.

The Limits are to the west, the Fullbridge bridge, Maldon.

To the east the limit is the Bradwell Power Station outfall Baffle.

To the west the limit is defined by a line between :-

51 44 05N, 0 40 40E on the north bank and 51 44 06N, 0 40 40E on the south bank.

To the east the limit is defined by a line between :-

51 45 12N, 0 52 24E on the north bank and 51 44 38N, 0 63 40E on the south bank.

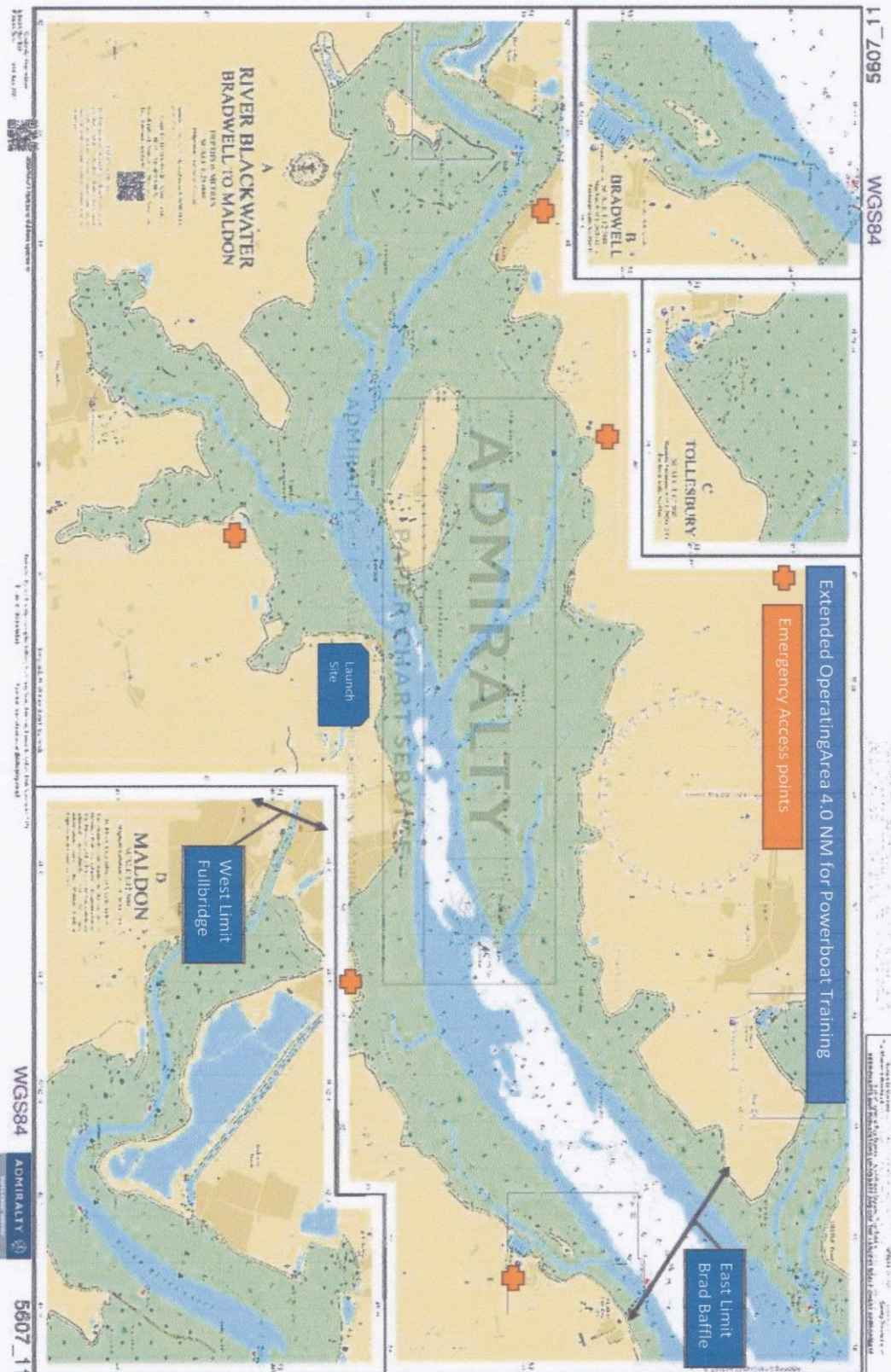
When operating in the extended area :

Powerboat Instructor will tell shore-based personnel of expected time of return and will notify them upon return to shore.

Powerboat Instructor will take an additional handheld VHF radio

Check that sufficient fuel is onboard before going afloat.

Powerboat Extended Operating Area



3.1.4 Radio Communication

When activities are taking place on the river, instructors on RIBs should have VHF radios for communication between themselves and the Senior Instructor or the shore.

At those times when a Club appointed Officer of the Day is on duty, they will monitor the radio communications.

Safety boats are equipped with VHF radios. Where an inboard radio is unavailable a hand-held radio should be used and is available from the club house.

The club's operating frequency is P4 (which may appear on some VHF radio displays as M2).

4.2 RYA Training Activities

4.2.1 Training Supervision

Definition of RYA Training Activities.

RYA powerboat and dinghy training is carried out by RYA Instructors to students who have enrolled on an RYA course.

The appropriate guidance, syllabus and techniques as detailed in the relevant RYA logbooks and handbooks will be used.

Instructor Ratios and Safety Boats

Type of Craft	Student: Instructor Ratio and Safety Boats
Powerboats	Levels 1, 2 - 3:1
Dinghies	Levels 1, 2, 3 – 3:1 for beginners with instructor on board. Maximum 9:1 but no more than 6 boats per instructor. Safety Boat - Up to 6 dinghies – 1 safety boat 7 to 15 dinghies – 2 safety boats More than 15 dinghies – 3 or more safety boats

Powerboats must be launched/recovered on the east or west of the hard using an electric winch at all times. At the end of the course, feedback forms (see Appendices for a sample) should be distributed to the participants and given to the Senior Instructor for retention and feedback to the Training Principal as appropriate.

Only RYA training standard dinghies will be used and they must be launched from a suitable place on the hard under the supervision of a Dinghy Instructor.

Safety boats must be afloat and ready to carry out their duties before dinghies are launched.

4.2.2 Compliance with River Blackwater Regulations

All boats should be driven with regard to the River Blackwater regulations – in particular:

The 8 knot speed limit.

Keeping wash and disturbance to other river users to a minimum.

4.3 Operations Review

At the end of each season, there should be a meeting between the Principal and the Chief Instructors, to review the season and plan for the future.

The Centre Operations Manual will be reviewed every year.

5.0 Operations Ashore

The base for indoor training sessions is the Training & Function Room next to the Mamgu Bar. Other areas of the club may be used as appropriate.

6.0 First Aid

A list of qualified first aiders is posted next to the First Aid Station in the lobby entrance to the Mamgu Bar. A defibrillator is also located there. A First Aid Room is situated at the western end of the clubhouse on the ground floor and contains further supplies, a sink with running water and a bed.

First aid packs are carried in safety boats and the first points of contact for first aid are Instructors and Senior Instructors.

7.0 Health and Safety

The Club has a published Safety Statement MSCP 00 (see Appendix A.2) and codes of practice for the safe operation of activities. (See other appendices) These can be found in the upper saloon near the kitchen area and online in the club website, members' area. All Instructors and volunteers are to ensure that they are familiar with this policy. A Risk Assessment for RYA training has been carried out (see section 10.0).

7.1 Reporting a Dangerous Occurrence (Accident or Near Miss)

Please refer to Appendix A.4 Dangerous Occurrence (Accident or Near Miss)
MSCP 17

8.0 Safeguarding Children & Young People and Adults at Risk

8.1 Introduction

Marconi Sailing Club is a family club and the safety of its child members is a primary concern of the club, which seeks to ensure their safety by requiring that they are supervised by their parents at all times, whether ashore or afloat.

8.2 Club Welfare Officers

Please refer to Appendix A.3 Marconi Sailing Club Safeguarding Policy MSCP 16

8.3 Club Safeguarding Policy

Please refer to Appendix A.3 Marconi Sailing Club Safeguarding Policy MSCP 16

Marconi Sailing Club has a Safeguarding & Welfare Sub-Committee lead by the MSC Chief Welfare Officer.

8.4 First Aid and Emergency Medical Treatment

The Junior Declaration, which all parents should sign, gives permission for club volunteers to administer first aid to a child, and to take the child to hospital in the event of an emergency. The declaration must be taken to the hospital so that hospital staff are aware that you can give

consent for hospital treatment.

9.0 Emergency Incident Plan

Please refer to Appendix A.5 Marconi Sailing Club Emergency Action Plan MSCP 22

10.0 Risk Assessment

This section contains a risk assessment carried out for RYA Training at Marconi Sailing Club

Marconi Sailing Club RYA Training Centre Risk Assessment

ACTIVITY	SIGNIFICANT HAZARDS	RISK CONTROL MEASURES
Classroom Based Training.	Fire in the clubhouse. Slips, trips and falls.	Students briefed on evacuation procedure at the start of the course. Mats provided to dry footwear in entrance foyer. Students made aware in initial safety briefing that the floors are often wet when the club is in use.
Movement of RIB and trailer from storage container to the hard.	Manual handling hazard. Loads are heavy and can cause significant back/arm/leg injury. Entrapment and entanglement of body extremities with wheels and boat sides. Entrapment of bodies against container and sea wall. Slips, trips and falls. Crush injuries.	Manual handling techniques should be used. Assistance should be sought if items are too heavy to lift safely. When moving the RIB (mounted on a trailer) into and out of the storage containers, great care should be exercised. Persons should not stand beside the trailer when in the container or when it is passing through the gap in the sea wall. Young persons are not to be involved in the operation unless they are students. More than one person should be used to move the RIB. Movements should be co-ordinated by the Instructor. The hard should be checked to ensure that it is clear of hazards. All persons involved should wear suitable footwear. All persons should stand clear of the gate in the sea wall when passing through with a boat.
Launching / Recovery of RIB	RIB running out of control when launching down the hard.	RIB to be launched/recovered by using the electric winch. Only trained competent persons or those under instruction are to use the winch. Personnel advised not to place themselves between the RIB and the water, whilst the RIB is being launched or recovered.

<p>Launching / Recovery of RIB</p>	<p>Collision with other boats, trailers, people. Falls from boats whilst on the hard.</p>	<p>Hard to be checked to ensure safe passage for the RIB. Persons in close proximity to be warned. Crew should be warned of the rough and slippery nature of the hard. Crew should not enter the RIB until just before it enters the water. Crew should leave the RIB before it is pulled up the hard. Crew told to hold on firmly.</p>
<p>Launching and recovery of dinghies</p>	<p>Slips, trips and falls.</p>	<p>Course members will be warned of the rough and slippery nature of the hard and told not to run. Course members will be told to stay away from RIBS and other launch and recovery operations, typically at the east end of the hard. Dinghies will be launched under the supervision of Instructors. Course members and helpers catching boats approaching the shore should do so with care to avoid becoming trapped between the boat and the shore and should turn the boat into the wind.</p>
<p>Use of Pontoon</p>	<p>Slips, trips, falls when walking along the pontoon or transferring in/out of a RIB.</p>	<p>No running rule is to be enforced. Buoyancy aids are to be worn. RIB to be boarded by stepping into it when adjacent to the pontoon and left the same way. No jumping between RIB and pontoon or pontoon and RIB.</p>
<p>Transfers to powerboat from either shore or another boat</p>	<p>Slips, trips, falls. Immersion in water, drowning.</p>	<p>Students to be warned that the hard can be slippery and to take care, no running. Students shown the safest ways to board the RIB. When transferring to/from another boat, students told to step across when boats are beside each other, no jumping. Appropriate buoyancy aids to be worn. Appropriate footwear to be worn. Students advised to move one at a time.</p>

<p>Power Boat Training Incidents</p>	<p>Students fall overboard from RIB.</p> <p>RIB overturns.</p> <p>RIB runs aground</p> <p>Accidental injury</p>	<p>Students told to hold on centrally.</p> <p>Instructor ensures that RIB is driven safely with regard to existing weather conditions. Kill cords to be worn by driver. Safety briefing before launching. Safety check of RIB before launching. Instructor to carry hand held radio in addition to boat radio.</p> <p>Instructor takes account of shallow areas of water according to the state of the tide.</p> <p>Kill cords to be worn by driver. Driver not to make unexpected sudden turns.</p>
<p>Power Boat /Dinghy Training Incidents</p>	<p>Medical emergency</p> <p>Collision with other river users</p>	<p>Instructor aware of and takes account of pre-existing medical conditions before the start of the course, see application forms. RIB and Safety Boats carry First Aid Kits. VHF radios to call for assistance. Club First Aid facilities available.</p> <p>Good lookout kept by all members of crew. International Regulations for Preventing Collisions at Sea followed.</p>
<p>Sailing Incidents</p>	<p>Capsize Entrapment Drowning</p>	<p>Sailing to be undertaken with regard to weather conditions, age and experience of students. Dinghies reefed and set up according to weather conditions under guidance of Instructor. Students briefed on what to do in the case of capsize and entrapment. Instructors to carry a safety knife. Safety knives to be carried on support boats. Buoyancy aids to be worn.</p>

Sailing Incidents (Cont.)	Boom hitting head Finger trapping	Sheets and lines to be kept tidy. Support boats to be used in accordance with RYA ratios – see 2.2.1. Students to be warned about booms hitting heads. Instructors to be aware of the possibility of accidental gybes. Students advised to keep their hands, arms and legs within the boat when in close proximity to other boats.
Health, safety and welfare of students	Weather / Tidal conditions unsuitable Hypothermia Heatstroke	Instructor assesses suitability of weather / tidal conditions for effective training. Training may be restricted to certain areas of the river. Sessions may be adapted according to the welfare needs of the students i.e. shortened, cancelled or abandoned Students advised on suitable clothing in pre-course briefing materials. Wetsuits / drysuits to be worn between the end of October and the end of May as per Dinghy Code of Practice MSCP02 Instructor aware of the early warning signs of hypothermia. RIB equipped with Thermal Protective Aid. Students advised to wear sunblock. Students advised to take a plastic bottle of water with them. Students advised to wear a hat.
Training of young persons	Inappropriate behaviour toward young persons	All instructors and supervisors are to read the club Child Protection Code of Practice (MSCP16). Training of young person's is to be undertaken in accordance with the MSCP16.
Powerboat System Failure	Engine failure Radio Failure	Boat should be checked for safety and equipment before launching. Boats maintained to a high standard. Boat equipped with toolkit for outboard motor. Boat equipped with paddles. Boat equipped with radio to summon assistance. Instructor carries second radio.

	Petrol Fire	Boat carries fire extinguisher Instructor carries hand held radio to summon assistance.
Dinghy failure	Breakage of parts of the boat e.g. mast, tiller, ropes etc.	Boats checked before launching. Boats maintained to a high standard. Safety boat support to carry out repairs / recover dinghy.

Appendix A Codes of Practice

A.1 Equality Policy

Equality Policy

Objectives

- To make sailing and paddle sports activities that are genuinely open to anyone who wishes to take part.
- To take reasonable steps to ensure that Marconi Sailing Club's services, including training, are accessible to all.

Policy Statement

Marconi Sailing Club is committed to the principle of equality of opportunity and aims to ensure that all present and potential participants, members, instructors, coaches, competitors, officials and volunteers are treated fairly and on an equal basis, irrespective of sex, age, disability, race, religion or belief, sexual orientation, pregnancy and maternity, marriage and civil partnership, gender reassignment, or social status.

Implementation

- Appointments to voluntary positions with Marconi Sailing Club will be made on the basis of an individual's knowledge, skills and experience and the competences required for the role.
- Marconi Sailing Club will adhere to the RYA equality policy, which says that the RYA will relax regulations in RYA training schemes, which may inhibit the performance of candidates with special needs, provided that the standard, quality and integrity of schemes and assessments are not compromised.
- Marconi Sailing Club reserves the right to discipline any of its members or employees who practise any form of discrimination in breach of this policy.
- The effectiveness of this policy will be monitored and evaluated on an ongoing basis.

Reviewed on 25th January 2023 by the MSC Training Centre Principal

To be reviewed after 4 years. Next review due in January 2027

A.2 Safety Statement

Statement

It is the policy of Marconi Sailing Club Ltd. "The Club" to promote high standards of safety and health at the Stansgate Site and consideration for the environment throughout its operations. In implementing this policy, the Club recognises that its operation's affect its members, employees, visitors and others in the community.

The Club believes every member and employee can and should make a contribution to the successful implementation of this policy.

Standards

The Club will comply with all aspects of the Health & Safety at Work Act etc.1974 and all applicable legislation.

Take all reasonably practicable steps to eliminate and minimise injury, damage and loss.

Ensure continual improvement and, so far as reasonably practicable, prevention of pollution.

Establish measures and management plans to support the policy.

Management

The Club Board of Directors has ultimate responsibility for safety matters within the Club and is committed to this policy and will make appropriate provision and resources for its compliance.

The Health and Safety Committee is responsible for the development and implementation of this policy, obtaining specialist advice when needed and ensuring, where appropriate, annual reporting, monitoring and periodic review including:

- Hazard identification and risk assessment of site activities, ensuring that the necessary risk control measures are in place
- The maintenance of effective management arrangements and record-keeping, including such activities as are required to ensure that contractors on site follow proper safety procedures.
- The reporting and investigation of occupational ill health, accidents, incidents and dangerous occurrences and the prompt recommendation of corrective actions arising from investigations.
- The maintenance of effective fire precaution and other safety procedures, in liaison with the Clubhouse Manager.
- Regular review of Safety performance

The Safety Officer shall ensure notification of this policy to employees, visitors, contractors and others is readily accessible.

The Health and Safety sub Committee comprises of: -

- Minimum one Board member (Chairperson)
- Safety Officer
- Co-opted members as required

Personal Responsibility

All members, employees and visitors have a personal responsibility to preserve and enhance Safety and in particular to:

- Observe safe working practices and encourage their observance by others.
- Consider the impact of Safety on their activities whether in respect of people, facilities or the environment
- Always comply with published MSC Codes of Practice
- Draw matters of concern to the attention of the Safety Officer or a Club Officer.

Reviewed on 23rd January 2024 by the H & S Committee

To be reviewed after 4 years Next review due January 2028

A.3 Safeguarding Policy

SAFEGUARDING POLICY

Policy Statement

It is the policy of Marconi Sailing Club to safeguard children and young people taking part in boating from physical, sexual or emotional harm. The Club will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in Club activities do so in a safe environment. We recognise that the safety and welfare of the child is paramount and that all children, irrespective of sex, age, disability, race, religion or belief, sexual identity or social status, have a right to protection from abuse.

For the purposes of this policy anyone under the age of 18 should be considered as a child. All members of the Club should be aware of the policy.

Club Welfare Officer

The Club Welfare Officer is:

Liz Kirby 07554 885317 lizjac1@hotmail.co.uk

Deputy welfare officer:

Tony Ferguson 07590 322964 tony1ferguson@btinternet.com

Sandra Clayton 07709 055124 sandravclayton@btinternet.com

Volunteers

The Club Welfare Officers and those regularly instructing, coaching or supervising young people will also be asked to apply for an Enhanced Criminal Records Disclosure, with Barred List check if appropriate.

Good Practice

All members of the Club should follow the good practice guidelines attached (see-appendix A) and agree to abide by the Club Code of Conduct (see appendix B) and the RYA Racing Charter contained in the Racing Rules of Sailing. Those working or volunteering with young people should be aware of the guidance on recognising abuse (see appendix C).

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 Welfare Officer.

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 attached procedures (see Flowcharts 1 and 2).

Any member of the Club failing to comply with the Safeguarding policy and any relevant Codes of Conduct may be subject to disciplinary action.

Appendix A

Instructors, Coaches and Volunteers – Good Practice Guide

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 available for reference at all times.

- Avoid spending any significant time working with children in isolation
- Do not take children alone in a car, however short the journey
- Do not take children to your home as part of your organisation's activity
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the organisation or the child's parents
- Design training programmes that are within the ability of the individual child
- If a child is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible
- If you do have to help a child, make sure you are in full view of others, preferably another adult

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.

Appendix B – Code of Conduct

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

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

Participants - young sailors, windsurfers 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
- Do your best at all times
- Never bully others either in person, by phone, by text or online
- Take care of all property belonging to other participants, the club/class or its members

Parents

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

Coaches, Instructors, Officials and Volunteers

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

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

Appendix C – What is child abuse?

(Based on the statutory guidance 'Working Together to Safeguard Children' 2015)

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:

- by hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating
- giving children alcohol or inappropriate drugs
- 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.

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 '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
- 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.

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

Sexual abuse. 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 (e.g. 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
- grooming a child in preparation for abuse (including via the internet)
- sport situations which involve physical contact (e.g. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power over young people.

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
- 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
- neglect in a sailing 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.

Bullying (including 'cyber bullying' by text, e-mail, social media etc) may be seen as deliberately hurtful behaviour, usually repeated or sustained over a period of time, where it is

difficult for those being bullied to defend themselves. The bully may often be 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, physically small, having a disability or belonging to a different race, faith or culture.

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

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:

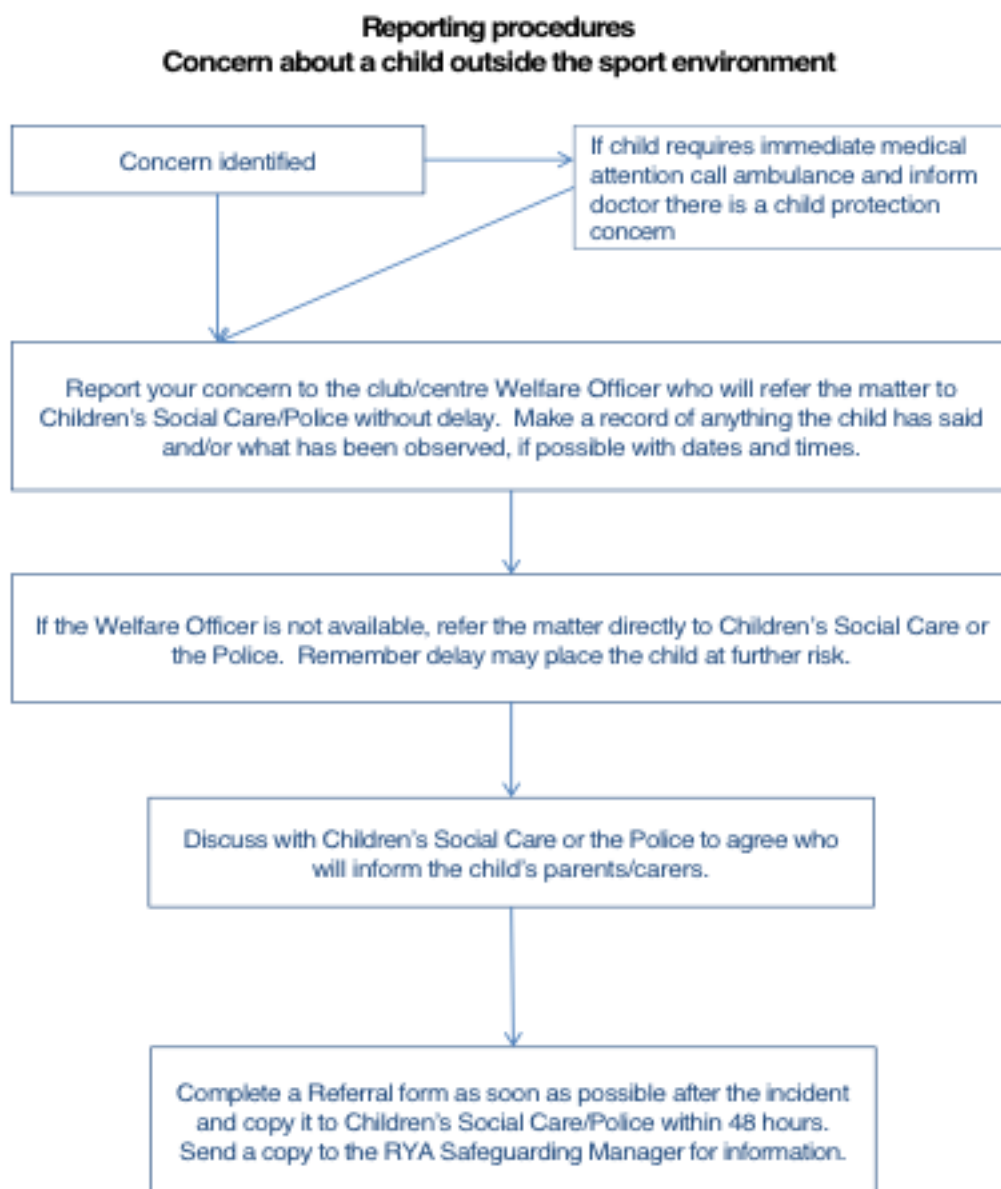
- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- sexually explicit language or actions
- a sudden change in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- the child describes what appears to be an abusive act involving him/her
- a change observed over a long period of time (e.g. 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.

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.

If you are concerned

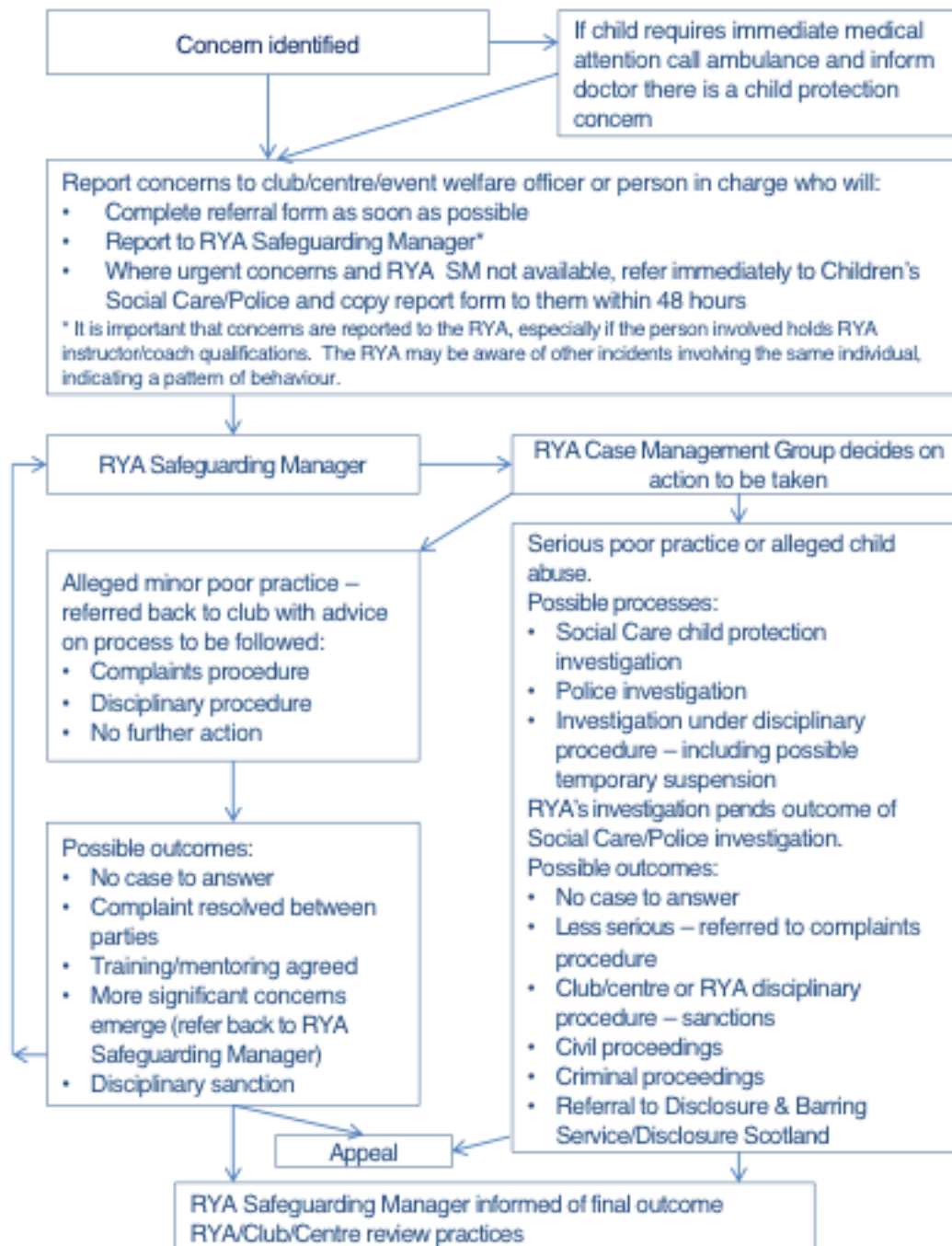
If there are concerns about sexual abuse or violence in the home, talking to the parents or carers might put the child at greater risk. If you cannot talk to the parents/carers, consult your organisation's designated Child Protection/Welfare Officer or the person in charge. It is this person's responsibility 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.

Flowchart 1



Flowchart 2

Reporting procedures Concern about the behaviour of someone at a club/centre



Appendix D – 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 organisation's child protection/welfare officer or person in charge (if different from above)	
Contact telephone number and e-mail address	

Document reviewed on 22nd March 2022 by the MSC Welfare Officer
 To be reviewed after 4 years. Next review due in March 2026

A.4 Reporting A Dangerous Occurrence (Accident or Near Miss)

Definitions:

Dangerous Occurrence. An unexpected event occurring during normal activity that falls under the following headings.

Accident. An unplanned event which causes injury to persons, damage to property or a contribution of both

Near Miss. An event not causing harm, but has the potential to cause material damage, injury or ill health

Procedure:

Accident/Near miss reporting forms (see Appendix A) are kept in the Clubhouse, along with a copy of this code of practice.

In the event of a dangerous occurrence the Part A of the reporting form should be completed. This allows the occurrence to be investigated and any necessary changes made to codes of practice, instructions or equipment. If possible, identify any witnesses to the occurrence to help the Health and Safety committee during their review.

Completed forms should be sent to the Safety Officer:
Dave Matthews, 112 Writtle Road, Chelmsford, CM1 3BT

Alternatively, the completed forms may be photographed or scanned and emailed to:

incident@marconi-sc.org.uk

Any Dangerous Occurrence will be reviewed by the Health and Safety Committee at the following committee meeting. The Committee will decide upon any additional actions to be taken and will complete Part B of the form and disseminate any requirements or follow-up actions that are required.

The person submitting Part A of the form will be kept informed of progress by the H & S Committee.

Reviewed on 24th October 2022 by the H & S committee

To be reviewed after 4 years. Next review due October 2026

Appendix A

Accident/Near miss Report form. Report No:

Part A: Tick applicable box for either reporting an Accident or Near Miss	
<input type="checkbox"/> Accident: An unplanned event which causes injury to persons, damage to property or a contribution of both	<input type="checkbox"/> Near miss: An event not causing harm, but has the potential to cause material damage, injury or ill health
Injured Party Details	
Name:	
Address:	
Club Member <input type="checkbox"/> Member of the public <input type="checkbox"/>	
Location, time and date of occurrence	
Location:	
Date:	Time:
Details of Occurrence	
Details of any injury and treatment provided (if applicable)	
Witnesses	
Name:	Name:
Address:	Address:
Person completing the report	
Name:	
Address:	

Part B: Health and Safety Committee review	
Details of any actions planned or taken to prevent re-occurrence	
Is there a risk assessment that covers this occurrence? (Yes/No):	Reference
number?	
Were codes of practice followed? (Yes/No):	
Review date:	
Signature of Health and Safety Officer:	

A.5 Emergency Action Plan

Contents

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2. Responsibilities

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- 7.1 Dealing with Relatives or Aggrieved Parties
- 7.2 Fatalities
- 7.3 Dealing with the Press
- 7.4 Information
- 7.5 Notifications
- 7.6 Closure

Appendix A Emergency Incident Log

Appendix B Emergency Response Card

1. Introduction

These guidance notes indicate the types of incidents and emergencies which may occur ashore or on the water and what action should be taken.

To avoid or at least reduce the number of incidents and emergencies members are urged to familiarise themselves with the various user instructions, codes of practice and risk assessments which are freely available in the Marconi Sailing Club document library. Hard copies are held in the clubhouse files and soft copies in the Document Library in the members section of the MSC website.

It is appreciated that illness is unpredictable. Also there have, in the past, been instances of injured or ill people being landed at Stansgate because of the road access.

Plant room: Reference is made in this document to items kept in the plant room. Access to the plant room is restricted. The following people have access to the plant room:

Board members

Clubhouse Manager

OODs

Clubhouse Cleaner

Master key in keysafe in Utility Room (contact a Board member or Clubhouse Manager for access to the keysafe)

2. Responsibilities

2.1 The MSC Board

Details of the Board members are contained in the yearbook and on the clubhouse notice boards.

2.2 Child Protection

The MSC child protection policy is contained in document MSCP16. Concerns regarding child welfare or contact from the police or other authorities about child welfare should be addressed to one of the club's Welfare Officers whose names and contact details are listed on Page 1 of the yearbook and on the clubhouse notice board. If necessary the Welfare Officers can seek guidance and support from the RYA Safeguarding Manager (023 8060 4104).

2.3 Overall responsibility for site

OOD (on days when OODs are on duty)

(All members have continuous access to the site and clubhouse and there will not necessarily be a member of the MSC Board or Management Committee present when no formal club events are taking place.)

2.4 RYA Training Centre activities

Training Centre Principal and Instructors

2.5 Sail Training Days & Cadet Week

Sail Training Day organiser

Cadet Week organisers

2.6 Club racing

Race Officer

2.7 Members sailing (not part of organised events)

Each member is responsible for his/her decision to go sailing.

3. Shore Based Incidents

3.1 General

Members are free to access the site and clubhouse at any time and therefore it is not possible to keep a record of who is on site. If a member is likely to be on site alone they are strongly advised to let someone know where they are, what they plan to do and when they expect to return.

Members are expected to ensure the well-being of their guests who may be unfamiliar with sailing club sites and potential hazards.

3.2 Utilities

In case of emergency the services to the clubhouse can be shut off as follows:

Calor gas valve: The master shut-off valve is situated on the outside western wall of the clubhouse near the utility room. For Calor gas emergencies call 0345 7 444999

Electricity: The main switch is situated inside DISTRIBUTION BOARD N° 1 which is located in the plant room. No key is required to open the distribution board. For electricity supply emergencies call 0800 783 8838.

Water main: The main shut-off valve for the clubhouse water supply is situated in the far corner of the plant room to the right of the boiler. For water supply emergencies call 0345 782 0999.

3.3 Fire

If the clubhouse fire alarm sounds the clubhouse should be vacated without delaying to collect property. The assembly point is by the north entrance of the catamaran field (the entrance nearest the clubhouse). As there is no way of knowing who is in the clubhouse at any given time, it will not be possible to take a formal roll call. Members need to be aware of their family and guests and raise the alarm if they suspect that anyone is left in the clubhouse.

People should only return to the clubhouse when authorised by the Fire & Rescue Service or if the alarm has been **proved** to be false and the fire alarm has been cancelled.

3.4 Flood

There is a flood action plan (MSCP19) in the clubhouse files and on the MSC website.

3.5 Accidents or illness on site

The initial response of anyone observing an accident or illness on site should be to protect the casualty from further harm. The alarm should be raised to summon help either via the OOD (if an OOD is on duty) or via any other person in the vicinity.

4. Incidents on the Water

4.1 RYA Training Centre activities

Where training afloat only involves the instructor and up to three trainees the names of those afloat will be given to a responsible person ashore (e.g. the OOD) and recorded on the notice board. The instructor will report to the responsible person when all their people are back ashore and remove the names from the notice board. Where a larger number of trainees take part in Training Centre activities afloat they will carry a numbered tally band and their names and tally band numbers will be recorded before they go afloat. Should there be a serious incident or deterioration in the sailing conditions requiring trainees to be sent ashore they will be accounted for by replacing their tally bands on the board. Any missing tally bands will be investigated.

4.2 Sail Training Days & Cadet Week

A numbered tally band system will also be operated for Sail Training Days and Cadet Week. Names and tally band numbers will be recorded before people go afloat. Should there be a serious incident or

deterioration in the sailing conditions requiring trainees to be sent ashore they will be accounted for by replacing their tally bands on the board. Any missing tally bands will be investigated.

4.3 Club racing

Competitors register for club races by signing on. If a major incident or deterioration in conditions result in a race being cancelled, the signing on/signing off sheets will be used to account for all competitors.

4.4 Members sailing (not part of organised events)

One of the attractions of sailing from a club like MSC is that members have the freedom to sail whenever they choose to do so. However this means that no record is kept of when they go out and when they return. All members are encouraged to let somebody ashore (possibly a relative or friend) know that they are going sailing and when they intend to return.

In the case of dinghies and catamarans there will be some evidence of people still being afloat by the presence of launching trolleys on the hard. In the case of cruising members and sailboarders there is unlikely to be such evidence. Sailboarders are encouraged to sail in company.

5. Summoning Assistance

5.1 Minor injuries

MSC has a number of members who are doctors, nurses, paramedics and qualified first aiders. A list of first aiders (MSCP55) is available by the payphone (Mamgu Bar lobby), in the clubhouse files (upstairs lounge) and in the Document Library in the members section of the MSC website.

If an injury occurs one of these people can be called upon for assistance. If necessary a call may be put out on the public address system requesting assistance.

The public address system is located in the plant room and full instructions for its use are provided next to it.

5.2 Local Medical Services

Urgent medical help or advice 24/7 for none life threatening situations:
Call NHS 111 (dial 111)

Doctor: William Fisher Medical Centre, 19 High Street, Southminster, CM0 7AY 01621 772360

Emergency and out of hours dental treatment:
The Sharrow Dental Surgery, Moulsham Street, Chelmsford, CM2 0JG
08448 750039

Dentist: Serenity Dental Practice, 2 Station Road, Burnham on Crouch, CM0 8BG
01621 783065

Pharmacy: Southminster Pharmacy, 15 High Street, Southminster, CM0 7AA
01621 772392

Note: There are other GP surgeries, dentists and pharmacies in the area. It is advisable to telephone before visiting to determine availability and costs, if any, of required medical service.

5.3 Nearest A&E (Broomfield Hospital)

The following information is displayed next to the payphone in the clubhouse.

NEAREST ACCIDENT & EMERGENCY DEPT:

BROOMFIELD HOSPITAL

**COURT ROAD
CHELMSFORD
CM1 5ET**

Directions: Turn right at bottom of Stansgate Road and follow signs through Steeple, Mayland, Latchingdon, Cold Norton, Cock Clarks and Danbury. Go through Danbury on A414 towards Chelmsford. Turn right onto A12 (towards Colchester). Leave A12 at next exit and follow A & E signs to Broomfield Hospital.

Note: The journey to Broomfield Hospital is approximately 25 miles. For serious illness or injury call 999 ask for Ambulance and seek advice on best way to get medical assistance.

5.4 Ambulance (999)

If the injury or illness warrants an ambulance (or if there is any doubt) call 999 and ask for the ambulance service. The Ambulance Control Desk will decide on the appropriate response based on the information given.

Road Ambulance: Ensure that the gate is open. Send somebody to the junction of Bradwell Road and Stansgate Road to direct the ambulance.

Air Ambulance: Because of the distances involved and the description of the injury or illness given to the ambulance control centre the air ambulance may be sent.

Preparations should be made to enable the air ambulance to land. The air ambulance can land on the hard if all obstructions (dinghies, trolleys, cars, people, etc.) are removed. Alternatively there may be room in the cat field if there is no camping. If there is no space available on MSC land the air ambulance may land on the field to the west of the club site.

CAUTION: There is risk of serious injury or death from rotating blades. **DO NOT** approach a helicopter unless clear instructions are received from the helicopter crew to do so. All 'spectators' must be kept well back.

Confirm with ambulance or air ambulance crews which hospital the injured or sick person will be taken to.

5.5 HMCg (999 from land, Channel 16 from afloat)

If at any time situations develop on the water or there is a serious injury which cannot reasonably be handled by the MSC support boats a call should be made to the Coastguard on 999 (from land) or VHF Channel 16 (from afloat) explaining the situation and requesting immediate assistance. It is better to call the Coastguard sooner rather than later. The Coastguard is able to call on the rescue services who will be able to provide support and medical assistance as required.

5.6 Fire & Rescue (999)

If there is a fire in the clubhouse or on the site call 999 and ask for Fire & Rescue. The clubhouse fire alarm system does not automatically call the Fire Brigade.

Fire & Rescue should also be summoned if, for example, someone was trapped by falling material and needed to be released before receiving medical attention.

6. MAJOR INCIDENT PROCEDURES

6.1 Emergency Incident Log

A template for an Emergency Incident Log may be found as Appendix A of this document. This log may be used to keep a running record of the incident and action(s) taken. The record should include who you have spoken to, who has contacted you and what was said. It will serve to keep track of events as they happen and also help with any questions which may arise after the incident (see Section 7).

The Incident Log should be retained for future reference.

Spare copies of the Emergency Incident Log are also kept with the other club documentation (accident book and dangerous occurrences forms) in the upstairs lounge.

6.2 Incident Co-ordinator

An Incident Co-ordinator will have overall control and responsibility and will co-opt other members as necessary to deal with the incident such as securing the incident area, rendering first aid, preventing further injury or damage, taking appropriate photographs, preparing plans of the incident, gathering the names of those involved and taking witness statements.

The Incident Co-ordinator will be the most suitable person on site at the time of the incident.

The Incident Co-ordinator will ensure that a Flag Officer, Centre Principal or Chief Instructor is informed of the incident as soon as possible. The RYA Communications team should be contacted for advice and assistance, particularly where there is media interest. (See Section 7.3 for contact numbers.)

6.3 Incident Control Room

Where possible ensure that an incident control room is set up on a suitable part of the site where there are functioning mobile and landline telephones, radio communications, and (if possible) access to the internet and email.

The western end of the upstairs lounge may be best for this. The landline telephone in the corner can be used with the override key (available from the key cabinet in the plant room) and mobile phone coverage is better upstairs. Internet and email connectivity may not be available. It should be noted that the fixed VHF radio in the upstairs lounge only operates on Channel M2.

In the case of a serious incident it may be necessary to clear the upstairs lounge of all but essential personnel to prevent distractions.

6.4 In the Immediate Aftermath

- Get a statement from competent witnesses as well as recording their names and contact details
- Remove the key witnesses to a place you can talk to them away from onlookers; again the upstairs lounge, emptied of non-essential personnel, may be suitable for this.
- Explain that statements are being taken to obtain an accurate account of the incident, as these may be required for insurance, or other purposes
- Notes need to be taken and agreed by the witness

6.5 Securing Evidence

- Photograph the incident location, boats, equipment etc.
- Keep and secure any relevant equipment e.g. clothing, buoyancy aids, lifejackets, logbooks etc. which may be needed for a subsequent investigation.
- Secure any boats and equipment

6.6 Role of Emergency Services

In the event of Emergency Services becoming involved, they will take control of the incident response and be responsible for situations relevant to them e.g. Police (fatalities, abduction of and search for lost children), Coastguard (marine rescue), Fire and Rescue Service (fire/rescue incidents), and Ambulance (casualty treatment).

In the event of a major multiagency incident, a Lead Agency will be appointed, usually the Police, to ensure a coordinated response.

6.7 Site Organisation

- If necessary restrict entrance or exit to and from the site by closing the gate and positioning a club member to act as gate keeper. However as a public footpath runs through the site it would be difficult to prevent pedestrian access.
- Identify and arrange a separate gathering area for relatives of any injured persons. The training room off the Mamgu Bar might be suitable. If possible arrange for a supply of hot/cold drinks.
- Keep media away from the gathering area for relatives
- If possible, have a separate briefing area for the media where they can be addressed by the club or training centre representative. This would have to be judged on the day.

7. Dealing with the aftermath of an incident (advice from the RYA)

7.1 Dealing with Relatives or Aggrieved Parties

It is important to be sympathetic when dealing with relatives and aggrieved parties, without admitting liability. Remain calm and say that every effort is being made to get to the bottom of the incident and that the appropriate authorities, with whom you are co-operating, are investigating the incident.

7.2 Fatalities

If there has been a fatality the Police will inform the next of kin, similarly with injured people when a criminal offence or traffic collision occurs. Do not publicise the name/s of the casualty/casualties until you know this has been formally carried out by the Police, even if the press appear to know who it is.

7.3 Dealing with the Press

If contacted by the press or other media representative, the initial response is to acknowledge that an incident has occurred and that the club or centre will issue a press statement as soon as possible.

Direct statements and interviews are to be avoided unless authorised. Remember any interview you give may well be seen or heard by those involved and next of kin. If it becomes necessary to give an interview, unless confident in being able to cope with unexpected questions, it is better to prepare and read a statement; for example:

*Marconi Sailing Club/Training Centre regret to announce the death of a member (what, when, where). We extend our deepest sympathies to the relatives and friends of (named individual *). We will publish a full statement as soon as the facts are known (give yourself time to collate the information). In the meantime we would like to thank the emergency services during this time.*

*** Do not publicise the name/s of the casualty/casualties until you know this has been formally carried out by the Police, even if the press appear to know who it is.**

If the incident is attracting attention from the national media, call the RYA Communications Team (Office Hours: 023 8060 4209, Out of Hours: 07789 556080 or 07900 570530) for advice.

- Do not hold a press conference
- Decide who will speak to the press
- Do not allow well-meaning but ill-informed members to make public comments
- Try to keep a record of who you have spoken to, who has contacted you etc.
(*The Emergency Incident Log may be used to record information. See Appendix A.*)

7.4 Information

Consideration should be given to having the following facts available. Their value will become evident in the event of a serious incident or accident:

- Up-to-date training registers, members register and event entry lists
- Details of the event, training course, sailing/operating area and timings including any restrictions
- Details of the key contacts, senior staff, race officers and volunteers, including the validity of their qualifications
- Medical consent forms (where appropriate)
- Details of staff, equipment, safety boats, committee boats involved in the event
- Conditions at the time of the incident
- A record of important contact information, including emergency services and hospitals (see Section 5)

7.5 Notifications

Consider who must be notified in accordance with the requirements of your location.

In the UK:

- If it is water-based incident, you must inform the Marine Accident Investigation Branch (MAIB) within 24 hours for a coded vessel. Telephone 023 8023 2527. (*Seek prior advice from the RYA.*) This is voluntary for a non-coded vessel.
- If it involves work-related fatal or major injury you must inform the Health and Safety Executive. Telephone the Incident Contact Centre on 0345 300 9923 or out of office hours 0151 922 9235. (*Speak to a member of the board before contacting the HSE.*)

7.6 Closure

- The primary phase of the incident is closed when any injured parties have been moved from the location and all property damage has been secured so that it no longer presents a danger to club members or the public.
- A meeting should be held with all those involved in the handling of the incident and any experts who may be required (legal, insurance, structural etc.).
- This meeting should finalise all records of the event and determine any follow up action that may be required.
- A record should be made of lessons learnt and a plan developed for implementing ways to improve procedures and the major incident response system.

8. Emergency Contact Details (summary)

8.1 RYA Contacts

Office hours (Monday to Friday 09:00 to 17:00)	
Training	023 8060 4181
Racing	023 8060 4161
Cruising	023 8060 4233
Club event	023 8060 4193
Safeguarding children or vulnerable adults	023 8060 4104
Out of hours	
Communications team	07789 556080 or 07900 570530

8.2 Other key contacts

Emergency (police, fire & rescue, ambulance or coastguard)	999 (Coastguard VHF Ch.16 if afloat)
Police (non-emergency)	101
Environment Agency	0800 807060
Health & Safety Executive	0345 300 9923 (office hours) 0151 922 9235 (out of hours)
Marine Accident Investigation Branch	023 8023 2527
Electricity (emergency)	0800 31 63 105
Water	0345 7 145 145
Calor gas (emergency)	0345 7 444999

END OF DOCUMENT

Reviewed on 31st January 2024 by the Company Secretary

To be reviewed after 4 years. Next review due January 2028

Appendix A. Emergency Incident Log follows on Pages 11 & 12

Appendix B. Emergency Response Card follows on Page 13

Appendix A

Emergency Incident Log

Date

Time

Nature of Incident
.....
.....

Casualty Name

Age

Log started by: (Name)

Time	Issue/Action/Decision	Responsible Person	Status

--	--	--	--

Appendix B

Emergency Response Card

Location: Marconi Sailing Club
Stansgate Abbey Farm
Stansgate Road
Steeple
CM0 7NU

Emergency or Life Threatening Injury – Key Steps

1. Render assistance

2. Call for Help & Emergency Medical Attention:

Call for First Aider

Call 999* (state Police, Ambulance, Fire & Rescue or Coastguard)

Call VHF Channel 16 for Coastguard (if afloat)

Send someone to direct emergency services

(Ideally to junction of Bradwell Road & Stansgate Road. Ensure gate is open.)

Transfer injured person(s) to care of Emergency Services

Inform key people as appropriate

(Members of the Board, Training Centre Principal, Instructors)

Complete an Incident Report

* Be prepared to tell Emergency Call Centre:

Who you are (name and call back number)

Current location (of injured person)

Description of boats (if calling for help to a water borne incident)

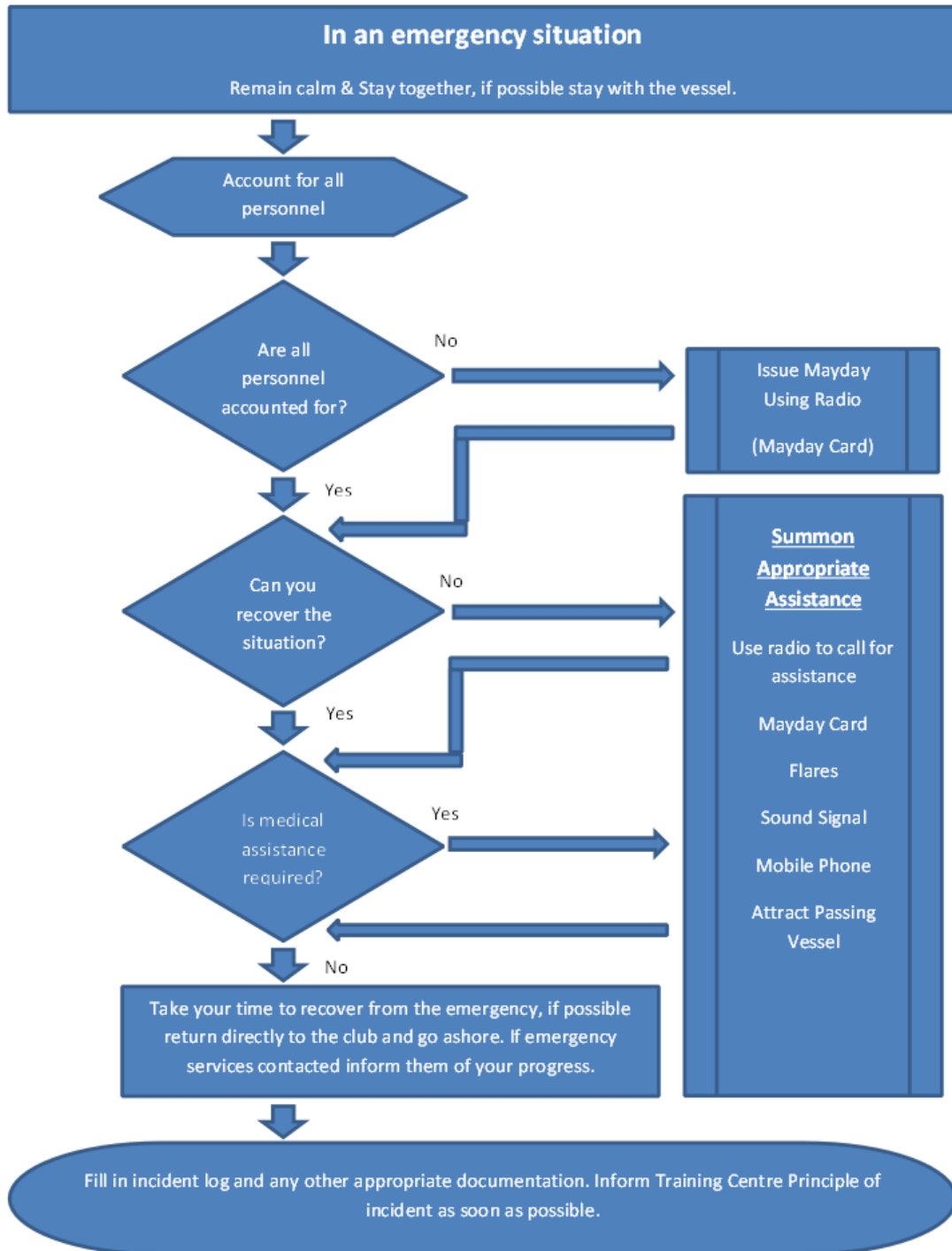
Where you proposed to bring injured person(s) ashore

(Usually Stansgate, CM0 7NU but may depend on location of boat)

Age/gender/number (of injured people)

Type of injury/situation

Emergency Action Flowchart



A.6 RIB Operating Instructions

Safety First!

- **Always wear the kill cord.**
- **If the driver leaves the controls for any reason, to change drivers or assist the crew for example, turn off the engine.**
- **Don't drive any faster than you need to.**
- **Always keep the driving position between people in the water and the propeller, if you can't do this then turn off the engine.**

1 THE MARCONI RIBS

Marconi Sailing Club currently operates four RIBs as Safety Boats to support club activities. These boats should only be used to support club activities as any other use may invalidate the club's insurance cover.

These boats are:

Marconi Greygoose
Marconi RIB
Marconi Cat RIB
Marconi Trainer

To ensure the safe use with maximum availability and minimum maintenance and repair costs, operators are asked to read and observe the following procedure.

Please report any faults or breakages to the RIB Bosun and the RIB Coordinator. (See current MSC Yearbook or listing in the clubhouse for contact details.)

2 AUTHORISED USERS

Club RIBS should only be driven by authorised members, the master document holding the list of authorised members is the club database. A physical copy can be found in the clubhouse; however, this is not updated as frequently.

The minimum age for support boat drivers is 18 years and for crews is 16 years. Under suitably qualified instruction and supervision individuals not on the authorised list or under 18 will be permitted to drive the RIBs. Exemptions are made for RYA courses and other relevant activities.

A driver should be qualified to RYA PB2 level or have relevant support boat experience (at the discretion of the RIB Co-ordinator and Sailing Sub-committee).

3 PREPARING FOR YOUR SAFETY BOAT DUTY

3.1 Safety

If you did not notice the safety first guidance at the top of this document please make yourself familiar with it now.

Due to the presence of fuel there is to be **No Smoking** in or around the boat storage container or in the vicinity of the fuel bunker or on a RIB at any time.

Both members of the crew should be prepared to enter the water to render assistance if necessary and should therefore be dressed appropriately. This includes wearing an appropriate buoyancy aid and not a life jacket.

It is recommended that safety boat crews carry a sharp preferably serrated knife with a blunt tip on their person.

Safety boat crews are often the first out on the water and the last off. Sitting on a RIB does not keep you as warm as actively sailing a dinghy. It is therefore strongly recommended that dry-suits or wetsuits with water-proofs be worn. Note also that sunglasses are perfect for keeping rain out of your eyes whilst driving a RIB.

In general, crew of at least two is required to operate a safety boat effectively. You may need three to launch and recover the boat in certain weather conditions and on the larger two RIBs in some conditions a 3rd member of crew can be useful.

The safe and sensible use of these high-speed craft must be maintained at all times and it is of paramount importance that the kill cord is worn at all times whilst the engine is running.

3.1 Preparing to Launch

Note: if you are launching at a time when the sea wall gates would normally be closed, ensure they are closed upon your return.

The boat storage containers and the fuel bunker will usually have already been unlocked by the OOD. If you need access when an OOD is not on duty, a Flag Officer, Race Officer or your Fleet Captain will be able to give advice regarding the procedure for this.

In case of emergency, a key cabinet stored in the left disabled toilet contains a key for Container 2 and the fuel container. The code for this is communicated to support boat drivers on their addition to the list or is available on request from the RIB Co-ordinator.

The fuel tank should be collected from fuel bunker, ensuring that the fuel tank is at least three quarters full. If it is required to refill the fuel tanks, be aware of who and what is around you and have your back to the wind. The RIBs all require the same fuel - Unleaded (95RON).

The fuel tank should be stowed in the appropriate place and secured with the straps. All four Marconi RIBs have the same fuel line connectors so that all of the fuel tanks can be used on any of the boats, although as the tanks are different sizes and shapes some fit more appropriately onto some boats than others. Please refer to the labelling on the tank for an indication of which tank fits best in each RIB.

The fuel line should be connected between the tank and the engine and the compression bulb used to remove any airlocks in the fuel line by gently squeezing until firm.

Perform the following checks on the status of the RIBs and equipment:

- Check that the buoyancy tubes are adequately inflated, **DO NOT OVER INFLATE WHEN COLD!** As soon as the RIB is removed from the container and warms up, the air in the tubes will expand. If the tubes require inflation a foot pump can be found either on the RIB or stored within the Boat Shed.
- Check the overall condition of the tubes and fibreglass.
- Check the tyres on the trailer are fully inflated
- Check that the “kill cord” is in the boat.
- Locate first-aid box, warps and other safety tools in the stowage space under the seat or stored in the lockers aboard the boat.
- Check that you have an anchor, chain and warp on board. Ensure that this is tied onto a secure point on the craft.
- Check all of the bungs are firmly in place.
- Ensure fast drain tube (elephant’s trunk) is cleaned up.

Switch on the electrical isolator. These can be found in different places on each boat:

On Marconi Greygoose it is located behind the side hatch in front of console.

On Marconi RIB it is located behind the front hatch in front of the console.

On Marconi Cat RIB it is located inside the hatch cover on the console port side.

On Marconi Trainer it is located under the seat.

Fully raise the engine. Pull the RIB round to the top of the hard and park it across the slope, you may need some help to do this.

Check all of the bungs are firmly in place.

Ensure fast drain tube (elephant’s trunk) is cleaned up.

Prior to launching turn the radio on and tune to channel P4/M2 and **perform a radio check prior to leaving the hard.** If the radio does not work take a handheld radio afloat with you. These are available from the plant room which the OOD or any flag officer has access to.

The total capacity of the RIB (both crews, passengers and any equipment) should never exceed the amount stated on the CE plate found at the rear of the craft.

If you are not sure about something, ensure you gain the information you need prior to launching the RIB.

4 LAUNCHING & RECOVERY

Note: The winch strap must remain clipped on to the bow until the RIB is floating in order to avoid the RIB slipping off trolley and becoming damaged by hitting the hard.

Due to their weight and for safety, a RIB must be lowered down the hard and hauled up using one of the electric winches. The winch should be operated in accordance with MSCP75 – Winch Handling Guide.

Before moving a RIB up or down the hard, use the trim control switch on the side of the engine to fully raise the engine and use the painter as an additional safety line to hold the bow of the boat on to the trailer.

With the RIB attached to the winch and with someone tailing the line at the winch to ensure a steady descent - Push the RIB on its trolley down the hard at a sensible pace and into the water until it floats clear.

The crew should pull the trolley up the hard utilising the winch - well clear of the water and out of the way of dinghies / cruisers or other hard users.

The crew should hold the RIB in deep water while the helm lowers the engine sufficiently to immerse the engine water intakes, using the trim control on the side of throttle lever.

THE FOLLOWING SEQUENCE IS IMPORTANT

- 1) The helm should then sit at the console and place the kill cord around their leg.
- 2) Check that kill cord clip is attached to the 'stop' button on the main control box.
- 3) Ensure the throttle lever is in neutral.
- 4) If required for cold weather starting, open the fast idle control (lever below the throttle).
- 5) To start the engine – turn the key and hold for maximum of 5 seconds (when the engine starts release the key). If engine does not start release key and wait 10 seconds before trying again.
- 6) Once the engine has started check that cooling water is issuing from the tell-tale under the rear starboard side of the engine and that overheat and oil pressure lights are not showing.

Note: The oil light may flash - this indicates that an engine service is due, the RIB is safe to use unless the light is steady.

- 7) Close the fast idle control, if used. Allow the engine to warm at idling speed for at least 3 minutes (failure to do this can shorten engine life).

Once the above sequence is complete, RIB can then depart. The helm should check there are no boats or people behind the RIB. The crew should then enter the boat and the helm may slowly reverse the RIB into clear water.

Once in deep water, the engine should be lowered fully using the trim control switch.

Take great care when operating in shallow water. If the propeller comes into contact with any solid object this can cause damage not only to the propeller but also to the gearbox which may result in the boat being out of service for some time.

5 OPERATING THE RIB

5.1 Speed limits

The speed within the moorings should be kept as low as possible and no more than 4 knots. (walking pace)

It is better to stay outside of the moorings unless it becomes necessary to enter them.

Unexpected wash can cause accidents to people aboard or travelling to moored vessels.

There is an 8-knot speed limit in force in certain areas of the river, usually designated by yellow buoys showing an 8 Knot restriction; there should be no reason to exceed these limits.

Drivers should ensure that crew & passengers are ready for sudden acceleration or deceleration, the need for which should be minimised by proper observation and planning actions in advance followed by gentle use of the boat's controls.

Excessive speed, even in clear water should also be avoided as it is usually unnecessary. It is also a waste of fuel. The crew should keep a good look out and advise the helm of any nearby craft / objects - as well as to spot any incidents which require attention.

5.2 Attending Dinghies

When attending a dinghy or any other vessel, always ask the helm what sort of help or assistance they would like. They will usually prefer for you to stand by and observe whilst they recover from a situation on their own. This is also most often the safest approach.

Be aware of any lines or sails which are in the water and ensure that the engine is kept well clear. This avoids both damage to the sails and the RIB engines.

Upon approaching a dinghy that appears to be in need of assistance, if you cannot see the helm or all of the crew, locating them and establishing their welfare must be your primary concern. Remember they may be in the water and a rapid approach may lessen your chances of locating them or avoiding hitting them with the RIB.

Extreme care is needed when approaching people in the water. Consider throwing a rope but be aware of the need to recover the rope before it finds its way into the propeller. The engine should be turned off when working with people in the water and close to the RIB unless conditions dictate that a dangerous loss of control would result.

The first duty of support boats is to ensure the safety of people, protecting and recovering property is secondary. However, except in an emergency, do not leave unattended boats drifting. This can create hazards to other vessels as well as leading to doubt about the safety of crews,

possibly resulting in the coast guard being called, which we should seek to avoid. If it is necessary to leave a craft unattended, attach a “Crew Recovered” marker to the stern of the craft in a space visible to other craft. These are found in one of the cabinets on the RIB and additional spares are in the back of the RIB containers.

When towing dinghies ensure that the dinghy crew understands what is required. Be aware that they may be cold and tired and they may not be able to hear what you are saying over the noise of flapping sails.

If towing foiling, keeled dinghies, skiffs or windsurfers, consult with the crew of the craft or experienced RIB helms prior to recovery as incorrect technique may cause significant damage to the craft.

The first two actions once you are safely alongside and have established that a tow is being requested are to raise the centreboard/remove the dagger board and to lower or furl the sails.

If towing alongside, the rudder should also be raised. This is usually the easiest way to tow a dinghy over a short distance and is the only practical way to tow some high-performance dinghies, which can be inherently unstable.

If towing astern of the RIB, the helm of the dinghy should move aft and steer at the point where the tow rope is connected to the RIB.

When towing, tow lines should be attached to hard-points of the RIB, either a samson pole, a metal towing eyelet or the rear towing bridle. This does not include the backrests of the seats.

Consider asking the crew of crewed dinghies to come aboard the RIB.

5.3 Race Buoys

There may be a few occasions when it is necessary to launch and recover racing buoys.

The amount of buoys allowed on a RIB at any one time should be kept to a level that both:

- The total weight of persons, buoys and other equipment aboard the RIB should not exceed that stated on the CE plate (found on the inner face of the transom below the engine). If the weight of one buoy is not known, make the equivalence of one buoy to one person.
- There should be a clear passage to move around the main RIB console.

To recover the mark, the crew and helm should work together to keep the mooring chain free of the tube as the weight is pulled up as this could cause serious damage.

5.4 Breaks

If the RIB is brought ashore at lunchtime ensure the engine is fully lifted using the trim control switch, then recover using the trolley. Pull the RIB clear of the water level - but place where it could be quickly launched again if required - and lower engine. Raise the engine prior to launching.

At high tide the RIB can be rafted up along the inside of the pontoon hammerhead. Make sure there is sufficient water depth for the length of stay.

Turn off the radio.

Check fuel levels are sufficient for the afternoon race.

5.5 Recovering the RIB

Lower the launching trolley down to the water's edge using the winch.

Raise the engine to the fully lifted position using the trim control switch.

Submerge the trolley sufficiently that you can pull the RIB onto it without causing any damage.

Using the strap and winch place the boat correctly on the launching trolley and ensure it is balanced.

Do not over tighten strap as U bolt could be damaged. Use the painter as extra security before hauling the boat up the hard.

Release hull buoyancy drain plugs and un-bleat fast drain tube.

Turn off radio.

Using the winch, haul the RIB up the hard. A winch operator should be at the top of the hard to operate the winch whilst one or two people are with the RIB to steer as required. Once at the top of the hard, unhook the winch line and push the RIB to the fresh water supply position.

Ensure the winch line is properly stowed and the cover is placed back over the winch.

Lower RIB engine fully using the trim control switch and circulate fresh water through the engine using muffs and hose or the fresh water tub, running the engine for 2 minutes.

Wash the boat, engine and trolley thoroughly in fresh water including all the controls and radio.

Raise the engine to the fully lifted position using the trim control switch.

Push the RIB round to the support boat containers and push into the appropriate container (you may need to recruit some additional volunteers to assist with this).

PLEASE NOTE: The Trainer RIB needs to be accessible at all times. Please ensure it is the last boat to be loaded into Container 2 and is parked nearest the container door.

Once the RIB is in the support boat container.

Lower engine fully (A 4-stroke engine MUST NOT BE LEFT TILTED UP for long periods as oil gets into the cylinders)

Switch off electrical isolator behind hatch in front control panel. (Note: Battery charging is not required.)

Ensure the kill cord is back in the boat and not around the helms leg.

Leave all hatches, stowage areas and seats open to allow air to circulate to prevent corrosion.

Remove the fuel can and replace in the fuel bunker. Check fuel line is raised off the floor out of the way of water or dirt.

Close and lock the storage container or inform the OOD you have finished.

Report any problems immediately to the RIB Bosun and the RIB Coordinator (see current MSC yearbook) as quickly as possible and, if possible, in person.

Note: Club members should not attempt repairs or problem rectification themselves, but prompt reporting of all issues to the RIB Bosun is essential.

END OF DOCUMENT

Reviewed on 26th July 2023 by representatives of the Sailing Sub

To be reviewed after 2 years. Next review due July 2025

A.7 Code of Practice for Dinghy, Catamaran and Windsurfer Owners

1 General

1.1 This code of practice has been produced to provide Club members who sail monohull or multihull dinghies and windsurfers with helpful information & guidance. The Code of Practice is intended to help keep members, their families, guests and property safe by the implementation of safe practices and make the Club an enjoyable place to sail from for all members.

2 Personal Safety – All Members

2.1 Members, their families and guests are responsible for their own personal safety and the Club cannot be held responsible for the actions of an individual. Advice given by any official of the Club is of an advisory nature only.

2.2 Parents and guardians are warned that the Club is only able to provide support facilities for Club organised activities. Parents and guardians have sole responsibility for their children and wards at all times and must appreciate that the Club cannot be expected to exercise supervision or control.

2.3 Club support boats have a prime responsibility to assist in protection of human life. The support boat helms are in charge of support operations and sailors are asked to assist the support boat crews by following their instructions completely. Members' equipment will only be recovered if doing so will not, in the opinion of the support boat helm, jeopardise either the life or health of crews.

2.4 All dinghies used from the Club shall be fitted with buoyancy to Class rules, or as the Committee may require.

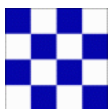
2.5 It is strongly recommended that members and their guests wear personal buoyancy when sailing. A wetsuit is not considered to be adequate personal buoyancy. The wearing of this buoyancy shall be the personal decision of the individual, except when taking part in Club racing or any other club organised activity, when wearing personal buoyancy is compulsory. Members and their guests are additionally advised to wear Wet/Dry suits between the end of October and end of May whilst sailing.

2.6 It is recommended that all sailors should carry on their person an easily accessible sailing knife which has a sharp, serrated, locking blade with a blunt tip and a shackle key.

2.7 It is also recommended that when you go afloat, you advise someone where you intend to sail and what time you intend to return so they are able to alert emergency services should you not return as planned.

2.8 If you are sailing alone (which is not recommended) it would be strongly suggested that a VHF radio is carried on your person, and not stored in the boat, a mobile phone is stored in the boat and that hand-held flares are carried.

2.9 Flag N (blue and white check) flown from the clubhouse mast-head will provide the following information to members. This flag indicates the following:



'All club racing abandoned. We advise NO SAILING AT ALL.'
NO SUPPORT BOAT COVER will be available

3 Club Dinghies

- 3.1 The club is able to loan its members a number of Club-owned dinghies free of charge.
- 3.2 These dinghies are for use at the club and are not to be taken off site without the express permission of the club.
- 3.3 Members must use the Club Boat Booking System at <https://clubboats.marconi-sc.org.uk/> to book a Club Dinghy. A separate login is required to access the system. Email clubboats@marconi-sc.org.uk to be added to the System. Members are encouraged to read the [Important Info Page](#) on the Club Boat System prior to booking a Club Boat.
- 3.4 All Breakages and missing items must be reported via the Club Boat Booking System.
- 3.5 Anyone using Club Boats shall wear personal buoyancy at all times, and between the end of October and end of May shall wear Wet/Dry suit whilst sailing.
- 3.6 Club dinghies may only be used when one or more of the club's support boats are appropriately manned and on station. Additionally, in the case of two-handed dinghies:
 - It is advised that helms have a VHF radio carried on their person (not just stored in the boat)

4 Use of Hard – All Members

- 4.1 Access to the hard is through the gap in the sea wall and a 3.6 metre (12 ft) strip from this gap to the low water mark should be kept free of parked dinghies and launching trolleys at all times. Additionally, the gravel area between the pontoon and the hard should have an unencumbered path from the top of the hard to water line to facilitate the launching and recovery of dinghies & tenders.
- 4.2 Occasionally restrictions may be placed on the use of the hard or specific areas of the hard, for instance whilst the winches are in use or during Cadet Week. These restrictions are put in place to protect members from exceptional hazards or from placing themselves in harm's way.
- 4.3 When cruisers are being launched or recovered on a Sunday or at any time when Club dinghy racing is scheduled in the yearbook, a member of the cruiser fleet will act as Beach Master who will oversee activities on the hard. Members must comply with the Beach Masters' instructions at all times. The east side of the hard MUST NOT be used by sailing dinghies when cruisers are being launched or recovered or when mooring activities are taking place.
- 4.4 It is important to be particularly aware of cruisers being launched or recovered when approaching the hard to land because of:
 - The risk of a serious accident should the cruiser be lowered onto a boat and crew.
 - The risk of striking a partially submerged cruiser trailer and resultant injury to crew or damage to sailing dinghy. The support frames of the cruiser trailer will be visible above the surface of the water to provide warning of the trailer being partially submerged.
 - The risk from steel wire ropes when winches or tractors are in use. Anyone who is not directly involved with the launching or recovery of cruisers should stay well clear of the operation.
- 4.5 At times when, due to high tide, space is restricted on the hard, early finishers of races should take their craft into the dinghy/cat parks. Space must be left to allow cruiser tenders and windsurfers to use the beach areas either side of the hard and to exit the hard safely.
- 4.6 In accordance with Club rules, motor vehicles are only permitted on the hard in very limited circumstances. Members must not use their car or other motor vehicle to launch or recover their vessel.
- 4.7 The electric winches are available to members for launching and recovery of dinghies. The winches must be operated in accordance with its specific code of practice (MSCP75). As with all winches, members should keep well clear of the electric winch and rope when in operation.

- 4.8 During Cadet Week, a member will act as Beach Master and oversee activities on the hard. Members must comply with the Beach Masters' instructions at all times. When powerboats are being launched that side of the hard MUST NOT be used by sailing dinghies or at any other time at the request of the beach master.
- 4.9 At ANY time when ANY boat is being launched or recovered using a winch, that side of the hard below the boat being launched or recovered MUST be avoided in case the boat becomes detached from the winch.
- 4.10 The beach at the western end of the hard is often used by swimmers in the summer months. It is the responsibility of all watercraft users to keep an eye out for swimmers and ensure avoidance.
- 4.11 Swimmers should ensure that they are not swimming in front of the hard during sailing periods (racing, training, launching etc) to ensure both their safety and the safety of sailors.

5 Storage of Dinghies and Catamarans - General

- 5.1 No boats may be brought to the Club before registration and payment of the appropriate fees, unless specific permission is granted by the Club Secretary. All trailers and launching trolleys must be clearly marked with owner's name, boat number, and telephone number. Boats should also carry some means of identification, e.g. boat number.
- 5.2 Boats must display the appropriate fee stickers supplied by the Club.
- 5.3 Boats which are not clearly marked and show signs of neglect and could cause damage to other members' boats may be moved by representatives of the Club to an area away from other members' boats.
- 5.4 In accordance with Club rules, any boats or equipment abandoned at the Club may be sold by the Club in accordance with the procedure laid down in the Club handbook.
- 5.5 Dinghies should not be left in or obstruct the windsurfer rigging area. Space needs to be left summer and winter for windsurfer parking and rigging.

6 Dinghy Park (Monohulls)

- 6.1 Boat spaces are allocated by the Club rather than the previous first come, first served system. Members shall only keep their boats in the numbered space(s) allocated to them. Where a member has two or more spaces allocated to them by virtue of the fact that they have two or more boats, each boat must be kept in its respectively allocated space. Boat spaces will be displayed in the clubhouse and recorded on the club membership database.
- 6.2 If a member wishes to bring a new boat to the club, they should contact the Dinghy Park Co-ordinator to be allocated a space and ensure any fees are paid to the club accordingly. If a member removes a boat from the club, they should also advise the Dinghy Park Co-ordinator so the space can be made available for another dinghy. The Dinghy Park Co-ordinator will update the Dinghy Park plan accordingly.
- 6.3 Boats in the dinghy park must have their masts raised; masts must not be left on the deck. Boats must be tied down to the cables and chains provided. If in doubt contact the Dinghy Park Coordinator.
- 6.4 Members shall keep their allocated boat space tidy and the grass cut. Motor vehicles must not be brought into the boat parking area. Road trailers must be stored in the trailer parking area, fitted with a locking device to prevent theft, and marked in accordance with Section 5.1. To minimise the space occupied by road trailers, combination road trailers should be stored under dinghies where practicable. Other dinghy road trailers should be stored in the designated parking area.
- 6.5 All dinghies must be securely tied down to the wire cable. Fixings shall be able to withstand all possible wind conditions to prevent the dinghy from falling onto other boats. It is the Club member's own responsibility to ensure the tie down attachments are adequate. It may also be necessary to ensure that the fronts of trolleys are secured if raised. Dinghies, trolleys and sails should not be left between parking lines obstructing access to the dinghy park for other members. The size of the park does not allow for storage of boxes, sailboards, canoes, road trailers and so on.

- 6.6 The Club reserves the right to secure a vessel in order to prevent damage to itself or other boats.
- 6.7 Members who remove their dinghy from the club for the whole of the winter period (1st December through to 1st March) may apply for a rebate of a portion of their annual boat fee. Members who remove their boat(s) for the winter may apply to the Honorary Treasurer accordingly, after the 1st December. Checks will be made that the dinghy has been removed for the full winter period. If a dinghy is present at any time between 1st December and 1st March, it will not be eligible for a refund. Owners must ensure that boats are tied down sufficiently securely to withstand winter gales. This may include the lowering of masts or addition of supplementary tie downs.

7 Catamaran Park

- 7.1 Each catamaran will be allocated a parking space by the Cat Park Co-ordinator. Members shall keep their allocated boat parking space tidy and grass cut. Motor vehicles must not be brought into the boat parking area. Road trailers must be stored in the trailer parking area and fitted with a locking device to reduce the risk of theft, and marked in accordance with Section 5.1.
- 7.2 Members shall park their boats in the allocated space and write their name, boat details and contact details on the allocation sheets on the Club Notice Board. These details must be updated as appropriate.
- 7.3 All catamarans must be securely tied down. Fixings shall be able to withstand all possible wind conditions to prevent the catamaran from falling onto other boats. It is the Club member's own responsibility to ensure the anchor attachments are adequate. Experience from the 1987 hurricane and more recent storms has shown that anchors and tie-downs must be able to withstand forces estimated at 1 Ton. The Club reserves the right to secure vessels in order to prevent damage to itself or other boats. It is recommended that Duckbill ground anchors or similar are used to secure catamarans. These are available for purchase from the Catamaran Park Co-ordinator.
- 7.4 Duckbill ground anchors purchased pre-2005 have approximately a 5-to-7-year life expectancy. Those purchased during or after 2005 have an average 40-year life expectancy. It is the member's responsibility to ensure that the ground anchor in use remains fit for purpose.
- 7.5 All Catamarans stored at the Club during the winter months must have their masts lowered and be made secure from the 1st November until the start of the following sailing season. Catamaran's that are regularly used during the winter months must be securely stowed and have their masts lowered in advance of forecast poor weather conditions.
- 7.6 Members who remove their cat from the club for the whole of the winter period (1st December through to 1st March) may apply for a rebate of a portion of their annual boat fee. Members who remove their boat(s) for the winter may apply to the Honorary Treasurer accordingly, after the 1st December. Checks will be made that the cat has been removed for the full winter period. If a cat is present at any time between 1st December and 1st March, it will not be eligible for a refund.

8 Windsurfers

- 8.1 The Blackwater Estuary immediately accessible from the Club has strong tides and, in some conditions, severe wind shadows, it is strongly recommended that new members or those windsurfing for the first time at the club seek advice on the prevailing conditions from experienced members before sailing. Contact via the windsurf representative or the Marconi Windsurfing & SUP Facebook page.
- 8.2 Windsurfers should be rigged in the area west of the dinghy park. (Note: Work is carried out across the site during the winter and early spring seasons. Care should be exercised when going to and from the rigging area.) Members should park their cars in the windsurfer car park after driving through the dinghy car park. To avoid unnecessary damage to the turfed dinghy car park, windsurfers may use the 'grasscrete' area to the east of the clubhouse for parking and rigging between 30 November and the first dinghy racing Sunday in March. Be

aware of the disabled bays in that area which must be kept clear at all times. Access to the water is directly over the sea wall.

8.3 The Coastguard recommend that they are contacted (ring 999) if a rescue is instigated by Club members so that they are prepared to help if necessary. When the Coastguard has been alerted to an incident, members must inform the Coastguard of the outcome. If sailors are rescued but equipment is not recovered, then the Coastguard must be informed so that fruitless searches for people are not made.

8.4 The Coastguard make the following safety recommendations to windsurfers:

- Carry a 'day glo' distress flag or pocket flare;
- Carry spare rope (4m) for being towed if necessary;
- Know the maritime distress signal – raising and lowering both arms at your sides – to attract attention if in difficulty;
- Do not leave your board if in difficulty, as they aid buoyancy and make sailors more visible in the water.

9 Speed Limit – All Members

9.1 An 8 knot speed limit exists along the full length of the southern shore of the river. Members are reminded to be particularly cautious when leaving or approaching the hard where swimmers are liable to be in the water and to exercise caution when in the vicinity of moored boats.

9.2 Anybody sailing within the cruiser moorings should exercise extreme caution, particularly with regard to laden tenders manoeuvring around such boats.

10 Collisions – All Members

10.1 For Club purposes, any collision between boats/windsurfers embarking from the Club must be reported to the OOD so that a record can be made in the OOD log. If a collision takes place when there is no OOD on duty the helmsperson must make a log entry themselves (OOD log to be found in The Galley), contact an officer of the Club and provide the name or sail number of any boat with which they collide and brief details of damage.

10.2 Any collision with an unmanned club boat – e.g. a moored cruiser, must be reported by the helm to the owner of the vessel within 24 hours of the incident and reported to the OOD or, if no OOD is on duty, to an officer of the Club as set out above. The appropriate Fleet Captain will be able to provide the helmsperson with contact details of the owner of the affected vessel.

10.3 In the event of a collision where all the vessels are racing from the Club, the appropriate penalties and actions shall be taken in accordance with the Sailing Instructions and RYA Racing Rules of Sailing. If damage is sustained to any vessel, the helm must ensure that it is reported to the OOD to be recorded in the OOD log.

10.4 While racing, any vessel in collision with a moored cruiser shall retire. In the event of a helm not voluntarily retiring and being subject to a protest, he/she will be disqualified.

11 Use of the pontoon – All Members

11.1 The pontoon is for the use of all members of the club for dry access to boats, launch and recovery of dinghies/tenders, access to water supply for cruisers and access to the scrubbing posts.

11.2 Dinghies/tenders may be secured along the eastern and western sides of the pontoon. Support boats should tie up on the inside of the hammerhead if possible.

11.3 The hammerhead is reserved for deeper draft boats and support boats; the helm must remain available to move their vessel whilst on the hammerhead. Maximum unattended stay for other craft is 10 minutes.

11.4 Dinghy trolleys must not be left on the pontoon.

11.5 No unaccompanied children (under 16) are allowed on the pontoon. Children must wear personal buoyancy while using the pontoon. The club would advise the wearing of personal buoyancy whilst on the pontoon.

11.6 In the interests of safety there must be no fishing or crabbing and no swimming or diving off the pontoon. The tide can run strongly under the pontoon and around the hammerhead.

12 Insurance

12.1 All boats brought to or sailed from the club shall be adequately insured by the owner against third party risks. The current recommended minimum is £5,000,000.

12.2 All vehicles, trailers and other forms of transport brought onto the club premises shall be adequately insured.

Reviewed on 20/02/2024 by the Sailing Subcommittee

Next review due in January 2025

APPENDIX B FORMS

B.1 Sailing Instructor/Senior Instructor Marconi Sailing Club Application Form

Confidential

PERSONAL DETAILS

Title: Surname: Other names

Other name previously known by, including maiden name where appropriate:

Age: Date of birth: Place of birth:

ADDRESS

Current address (including Post Code)

Former address (if moved within the past three years)

TELEPHONE, FAX & EMAIL

Home: Mobile: email

OCCUPATION

Current occupation:

Name of organization:

Address:

Start date: Finish date: (if applicable)

Previous occupation:

Name of organization:

Address:

Start date: Finish date:

Previous experience of working with children, either in a voluntary or professional capacity:

EDUCATION & TRAINING

OTHER RELEVANT INFORMATION

Recreational interests, hobbies, voluntary or community work.

REFERENCES

Please give names and addresses of two people to whom application for references may be made. References from relatives will not be accepted. At least one should be from a previous employer and one should have first-hand experience of you working with children.

Declaration

Data Protection Act: In order to recruit to this post Marconi Sailing Club will (within the terms of the Data Protection Act 1998) process personal information given in connection with this application. Information relating to the successful applicant will form part of personnel records. No other use will be made of information about applicants.

Consent: I consent to the processing of personal information in the way described.

Declaration: I declare that to the best of my knowledge the information given on this form is correct and understand that misleading statements or deliberate omission may be sufficient grounds for cancelling any appointment arising from this application.

Signed:

Date:

B.2 Standard Reference Letter Template

PRIVATE & CONFIDENTIAL

Address line 1
Address line 2
Address line 3
Address line 4
Postcode
31th January 2023

Dear

has applied for the position of RYA Chief Instructor with Marconi Sailing Club and has given your name as a referee. The role of the Chief Instructor is to take individuals or groups through an RYA accredited course and to supervise instructors and volunteers.

I should be grateful if you would confirm how long you have known Mr. XXXX and in what capacity. It would also be helpful if you could give your opinion of the applicant's ability, personality, health record and the suitability for the post for which he has applied, together with any other general information that you feel is relevant to this application. A form is enclosed to make this request easier.

The post may involve access to children and as an organisation committed to the welfare and the protection of children, I should be grateful if you would also complete the section of the document relating to child protection issues.

As most RYA training centres are commercial organisations the form is geared towards their needs as an employer so I would ask you to complete the form to the best of your knowledge.

Your comments will of course be treated in the strictest confidence and an early reply would be greatly appreciated. A pre-paid envelope is enclosed for your convenience.

I am grateful for your assistance in this matter and look forward to hearing from you.

Yours sincerely

Gary Jackson

RYA Training Principal

B.3 Marconi Sailing Club Reference Form

Mr.

How long have you known the above named person?

..... years

In what capacity do you know the above named applicant?

.....
.....
.....

It would be helpful if you would indicate your opinion of the suitability of the applicant for this post

.....
.....
.....
.....

Along with your opinion of the following, in relation to the post:

Ability:

.....
.....
.....

Personality:

.....
.....

Health record:

.....
.....

Reference - Child Protection Policy

This post may involve substantial access to children. As an organisation committed to the welfare and protection of children, we would be grateful if you would indicate below whether or not you have any reason at all to be concerned about the applicant being in contact with children or young people.

Please circle the appropriate answer.

YES*

NO

Signed:

Name: (please print)

Address:

*If you have answered "yes" you will be contacted in confidence.

B. 4 Marconi Sailing Club self-declaration Form

Title:

Surname:

First Names:

Date of Birth:

Gender:

Have you ever been convicted of any criminal offence?

YES/NO If yes, please supply details.

Note: You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 you should declare all convictions including “spent” convictions.

Are you a person known to any Social Services department as being an actual or potential risk to children?

YES/NO If yes, please supply details:

Have you had any disciplinary sanction relating to child abuse?

YES/NO If yes, please supply details:

Important:

I understand that I may be asked to apply to the Disclosure and Barring Service. I understand that the information contained in this form and in the Disclosure received by the RYA may be disclosed, where strictly necessary, to regulatory bodies and/or third parties who have an interest in child protection issues.

Signed by the above named person.

.....

Date

B.5 Instructor Acceptance Form

This form should be completed by all RYA Instructors prior to involvement with activities at Marconi Sailing Club.

Name.....

Relevant qualifications (with dates)

.....
.....
.....

First Aid expiry date

I am familiar with the contents of the Club’s Operations Manual MSCP601, with particular reference to the following sections:

- Equality Policy MSCP 25
- Operations Afloat MSCP 601
- RYA Training Activities MSCP 601
- Club Safety Statement MSCP 00
- Child Protection MSCP 16
- Accident / Near Miss Reporting MSCP 17
- Incident Plan MSCP 22

Signed

Print name.....

Date

B.6 Session Planner

Senior Instructor	
Additional instructors / volunteers	
Date	
Activity	
Participant forms filled in?	
Session start and finish times	
Shore Contact	
Location of Activity	
Group	
Equipment used	
Time of high tide	
Weather forecast.	
Senior Instructor's signature	

B.7 Training Booking Forms

B.7.1 Training Booking Form – Powerboat

Course Dates:

Please complete Pages 1 and 2 and return them to the Training Centre Principal. Complete page 3, Contact Details and Medical Information, and bring it with you on the day of the course.

Purpose Statement:

The following information will be used to organize Powerboat courses for Marconi Sailing Club R.Y.A. Training Centre only. It will be stored by the Training Centre Principal and shared with the Powerboat Instructor.

On successful completion of your Powerboat 2 course your name, contact details, date of birth, certificate number and date of issue will be shared with the RYA through a secure web portal on www.rya.org.uk. The data will be stored on the RYA's central database. This information allows the RYA to record your qualification, to update any records they may hold for you, and to verify or replace your certificate if required. For further information on how the RYA will deal with your data, please see the RYA's Privacy Policy at www.rya.org.uk/go/privacy.

Name:.....

Date of birth: Age:

Address:

.....Postcode.....

Email

Telephone numbers:.....

Course Suitability

The Level 2 course is an introduction to power boating. ^[SEP]The minimum age for the course is 12 years old and you do not have to do Level 1 first. No previous knowledge or experience is required.

The aim of the Level 2 course is to teach boat handling and seamanship in power boats, and the course is a good route for anyone requiring a power boat ICC (International Certificate of Competence) up to 10 metres.

Passing this course is a pre-requisite for anyone wishing to take an RYA safety boat course.

- For this course you will need:

RYA Powerboat Scheme Syllabus & Logbook (RYA code G20)(Provided on course)

- RYA Start Power boating (RYA code G48)(Provided on course)
- Passport Photograph
- Notebook and pen
- Buoyancy aid/Life Jacket (Buoyancy aid recommended)
- Suitable wet gear

A detailed course programme will accompany this form.

Special Consideration

Do you have any reason why you may require special consideration to complete the course? e.g. Disability or a medical condition.

If so, please outline below.

Cancellation

In the event of the course being cancelled the Centre Principal or Senior Instructor will inform you as soon as possible. It must be remembered that boating is a weather dependant activity and forecasts are not always accurate. It may be that the course is cancelled after arrival at the club and assessment of the conditions.

If the course is cancelled then it will either be re-arranged or your course fee will be refunded.

If you need cancel your place on the course then please give as much notice as possible so that your place may be offered to someone else. Last minute cancellations may result in the loss of your course fee.

I attach a cheque for £ made payable to Marconi Sailing Club

I have paid the course fee of £ by BACs

Please delete the option above, which does not apply.

I consent to having any photos in which I appear published on social media, the club's website or any other digital or print media.

I confirm that I am fit to take part in the course *(If in doubt you should seek medical advice.)* and that I understand the booking arrangements, including cancellation.

Signed: Date:.....

Print Name

RYA/NSSA Instructors, NSSA Sailing Masters, RYA Senior Instructors or RYA Coaches do not accept responsibility for any loss, damage or injury suffered by persons and/or their property arising out of or during the course of their activities whilst training and/or coaching and/or instructing unless such injury, loss or damage was caused by, or resulted from negligence or deliberate act.

B.7.1 Training Booking Form – Powerboat

Contact Details and Medical Information

Please bring this form with you on the day of the course.

Emergency contact numbers:

Home:

Mobile:

Contact name & relationship:

Medical Information

Please indicate below if you have any medical conditions.

I consent to my medical information being shared with the course instructors and, in an emergency, medical practitioners. I also consent to my emergency contacts being contacted.

Signed: Date:

Please bring this form with you on the day of the course

B.7.2 Training Booking Form – Dinghy Level 1

Course Dates:

Please complete Pages 1 and 2 and return them to the Training Centre Principal. Complete page 3, Contact Details and Medical Information, and bring it with you on the day of the course.

Purpose Statement:

The following information will be used to organize Dinghy Level 1 courses for Marconi Sailing Club R.Y.A. Training Centre only. It will be stored by the Training Centre Principal and shared with the Course Instructors.

On successful completion of your Dinghy Level 1 course your name, certificate number and date of issue will be stored for up to seven years. This information allows us to verify or replace your certificate if required.

Name:

Date of birth: Age:

Address:

..... Postcode.....

Email.....

Telephone numbers

Course Suitability

The Level 1 course is an introduction to dinghy sailing.

No previous knowledge or experience is required.

The aim of the Level 1 course is to gain the skills and confidence to sail in all directions relative to the wind and to have an awareness of launching and recovering a dinghy, all in light winds and under supervision.

For this course you will need:

- ⊕ RYA National Sailing Scheme Syllabus & Logbook (RYA code G4)(Provided on course)
- ⊕ RYA Start Sailing – Beginners Handbook (RYA code G3)(Provided on course)
- ⊕ Buoyancy aid
- ⊕ Suitable wet gear!

A detailed course programme will accompany this form.

Special Consideration

Do you have any reason why you may require special consideration to complete the course? e.g. Disability or a medical condition.
If so, please outline below.

Cancellation

In the event of the course being cancelled the Centre Principal or Senior Instructor will inform you as soon as possible. It must be remembered that sailing is a weather dependant activity and forecasts are not always accurate. It may be that the course is cancelled after arrival at the club and assessment of the conditions.
If the course is cancelled then it will either be re-arranged or your course fee will be refunded.
If you need cancel your place on the course then please give as much notice as possible so that your place may be offered to someone else. Last minute cancellations my result in the loss of your course fee.

I attach a cheque for £ made payable to Marconi Sailing Club

I have paid the course fee of £ by BACs

Please delete the option above, which does not apply.

I consent to having any photos in which I appear published on social media, the club's website or any other digital or print media.

I confirm that I am fit to take part in the course *(If in doubt you should seek medical advice.)* and that I understand the booking arrangements, including cancellation.

Signed: Date:.....

Print Name

RYA/NSSA Instructors, NSSA Sailing Masters, RYA Senior Instructors or RYA Coaches do not accept responsibility for any loss, damage or injury suffered by persons and/or their property arising out of or during the course of their activities whilst training and/or coaching and/or instructing unless such injury, loss or damage was caused by, or resulted from negligence or deliberate act.

B.7.2 Training Booking Form – Dinghy Level 1

Contact Details and Medical Information

Please bring this form with you on the day of the course.

Emergency contact numbers:

Home:

Mobile:

Contact name & relationship:

Medical Information

Please indicate below if you have any medical conditions.

I consent to my medical information being shared with the course instructors and, in an emergency, medical practitioners. I also consent to my emergency contacts being contacted.

Signed: Date:

Please bring this form with you on the day of the course.

B.7.3 Training Booking Form – Dinghy Level 2

Course Dates:

Please complete Pages 1 and 2 and return them to the Training Centre Principal. Complete page 3, Contact Details and Medical Information, and bring it with you on the day of the course.

Purpose Statement:

The following information will be used to organize Dinghy Level 2 courses for Marconi Sailing Club R.Y.A. Training Centre only. It will be stored by the Training Centre Principal and shared with the Course Instructors.

On successful completion of your Dinghy Level 2 course your name, certificate number and date of issue will be stored for up to seven years. This information allows us to verify or replace your certificate if required.

Name:

Date of birth: Age:

Address:

..... Postcode.....

Email.....

Telephone numbers

Course Suitability

Previous experience: Dinghy Level 1 Course or equivalent experience.

The Level 2 course sets out the foundations of sailing for you. By the end of it you'll be a competent light wind sailor.

The aim of the Level 2 course is to reinforce the skills gained on a Level 1 course and to enable you to sail and make decisions in good conditions, independently.

The course will cover- Rigging, launching, sailing in all directions. Capsize recovery and essential safety knowledge.

For this course you will need:

- ⊕ RYA National Sailing Scheme Syllabus & Logbook (RYA code G4)(Provided on course)
- ⊕ RYA Start Sailing – Beginners Handbook (RYA code G3)(Provided on course)
- ⊕ Buoyancy aid
- ⊕ Suitable wet gear!

A detailed course programme will accompany this form.

Special Consideration

Do you have any reason why you may require special consideration to complete the course? e.g. Disability or a medical condition.

If so, please outline below.

Cancellation

In the event of the course being cancelled the Centre Principal or Senior Instructor will inform you as soon as possible. It must be remembered that sailing is a weather dependant activity and forecasts are not always accurate. It may be that the course is cancelled after arrival at the club and assessment of the conditions.

If the course is cancelled then it will either be re-arranged or your course fee will be refunded.

If you need cancel your place on the course then please give as much notice as possible so that your place may be offered to someone else. Last minute cancellations may result in the loss of your course fee.

I attach a cheque for £ made payable to Marconi Sailing Club

I have paid the course fee of £ by BACs

Please delete the option above, which does not apply.

I consent to having any photos in which I appear published on social media, the club's website or any other digital or print media.

I confirm that I am fit to take part in the course *(If in doubt you should seek medical advice.)* and that I understand the booking arrangements, including cancellation.

Signed: Date:.....

Print Name

RYA/NSSA Instructors, NSSA Sailing Masters, RYA Senior Instructors or RYA Coaches do not accept responsibility for any loss, damage or injury suffered by persons and/or their property arising out of or during the course of their activities whilst training and/or coaching and/or instructing unless such injury, loss or damage was caused by, or resulted from negligence or deliberate act.

B.7.3 Training Booking Form - Medical Declaration Form

Contact Details and Medical Information

Please bring this form with you on the day of the course.

Emergency contact numbers:

Home:

Mobile:

Contact name & relationship:

Medical Information

Please indicate below if you have any medical conditions.

I consent to my medical information being shared with the course instructors and, in an emergency, medical practitioners. I also consent to my emergency contacts being contacted.

Signed: Date:

Please bring this form with you on the day of the course.

B.7.3.4 Training Booking Form – Medical Declaration Form Under 18

Medical Consent for participants under 18 years.

I, the parent / guardian * of:

give permission to the instructors and volunteers participating in activities at Marconi Sailing Club to administer any relevant treatment or medication to the named participant, when/if necessary. I shall inform the organisers of events of any known conditions and medication requirements. In addition, if the case arises, I authorise the instructors or volunteers to take my son/daughter to hospital and give 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.

Parent / Carer’s consent

Signature

Date

Name (please print)

Relationship to participant

* please indicate

B.8 Course Feedback Form

Course	
--------	--

Name (Optional):		Date:	
------------------	--	-------	--

We continually seek to improve the courses that we offer and your impression of our course is most helpful in achieving the continual improvement we seek. Simply tick the face that most accurately represents how you feel about each aspect.

General content of the course



Did you find the course informative



Relevance of the material covered



Amount of material covered



Was the instructor positive and effective?



Was the content presented in a clear and organised way?



Were questions answered to everyone's satisfaction?



Was the course in-line with your expectations?



What were the best parts of the course?

What could be improved?

Thank you!

Concerns and Complaints

Any concerns that you may have about your training should be taken up with the Chief instructor or Training Centre Principal in the first instance. If they are not able to satisfy your concerns and you wish to make a complaint then this must be submitted in writing to:

RYA Training Principal
1 Long Meadow Drive
Wickford
Essex
SS11 8AY

An acknowledgement that the complaint has been received will be sent within three working days and a full investigation carried out as soon as possible.

If you are still unhappy with the result of your complaint you can appeal to the Commodore of the club.

Reviewed on 24th February 2024 by the Training Centre Principal

Next review due January 2025 then annually in January of each year

End Of Document