

RYA RECOGNISED TEACHING ESTABLISHMENT

OPERATING MANUAL January 2020

General Reference Copy

All instructors must be fully conversant with the document. Please sign the form kept in the Galley to confirm that you have received and read the Operating Manual prior to instructing on courses.

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INTRODUCTION / TEACHING AREAS

Clowbridge Reservoir, completed in 1866, has been home to Rossendale Valley Sailing Club since 1965. The aim of the club is to promote sailing, windsurfing and allied non-powered watersports, and to encourage interested people of all abilities to develop the skills of sailing through the provision of training and coaching. The reservoir covers some 90 acres, and at almost 1000 ft above sea level is one of the highest sailing clubs in the UK. This altitude together with our location gives us a reputation as a windy venue. In truth it means that we can sail on most days of the year.

Being a reservoir lined with stone, safety is our prime concern therefore care must be taken when launching and recovering boats and boards. Care must also be taken when using or making-fast to the floating pontoon. Buoyancy aids must be worn at all times on the pontoon.

Gates to the site and slipway are locked at night and when not in use.

The clubhouse is used on most days of the week. It was designed all on one level which offers access for the disabled. It has male, female and disabled changing with hot showers. The galley serves hot and cold food and drinks on Saturdays and Sundays and also Wednesday evenings from April to September. A microwave is available at all times. The clubhouse has a classroom, first aid kits and telephone, and lockable stowage for all relevant safety items. Clubhouse keys are provided for members.

The reservoir has excellent water quality. There are no areas of the reservoir we cannot use, but obviously, instructional groups keep clear of anglers & other water users.

Bay A (see map) the shallowest part of the reservoir and the most sheltered is ideal for teaching children in certain wind directions.

Bay B (see map) this bay is a good alternative for children when Bay A becomes unsuitable.

Teaching will not take place in the working area of the foreshore around the Slipway, the Pontoon & general launching/landing area when other waterborne activity is in progress.

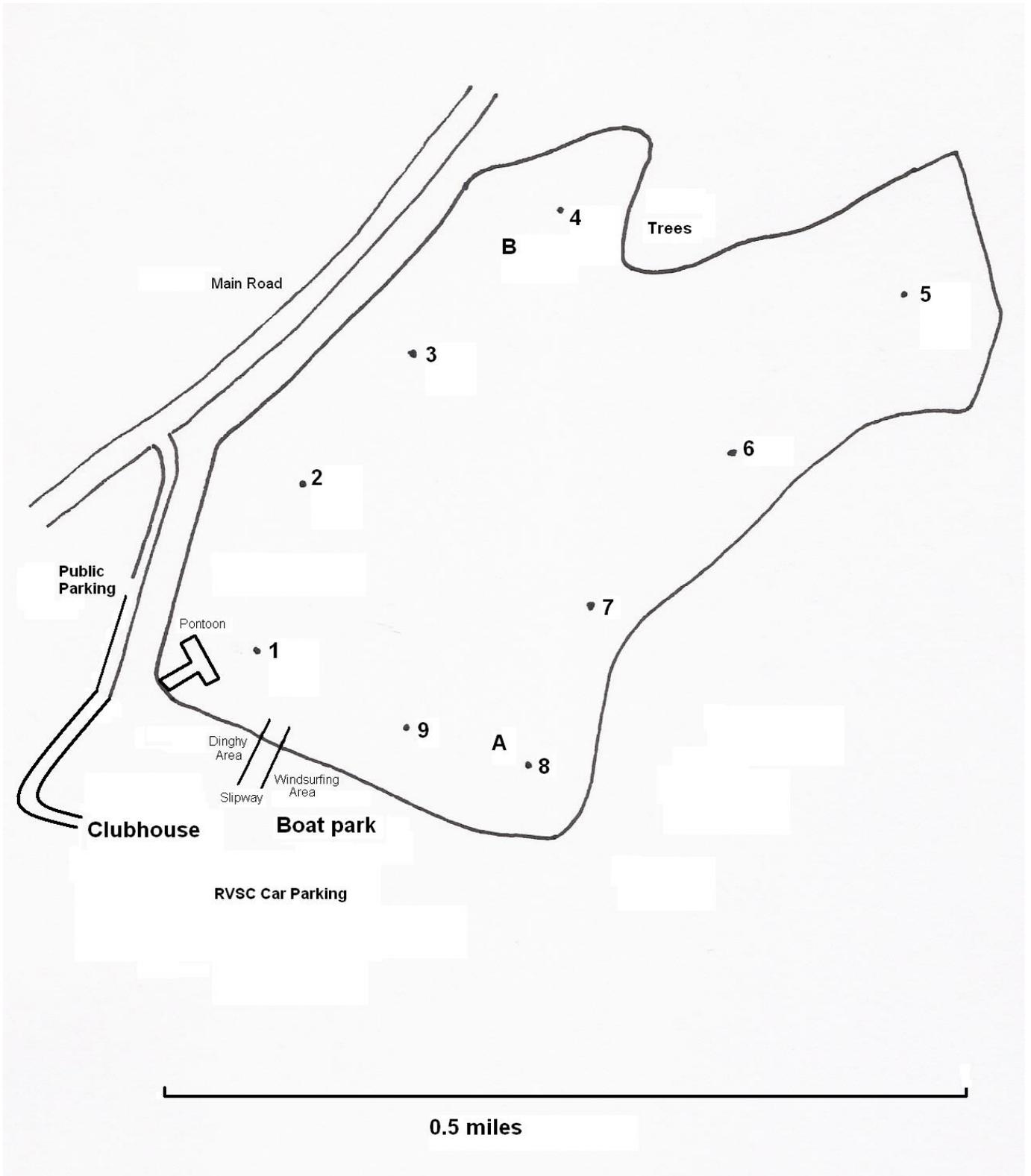
INSTRUCTORS

All RVSC instructors are RYA Qualified and operate and teach in accordance with the structure and guidelines of the RYA.

All instructors must carry a penknife or multi tool with a serrated blade

All instructors must carry a whistle for attracting attention

CLOWBRIDGE RESERVOIR MAP



OPERATING PROCEDURES

Rosendale Valley Sailing Club operates as an RYA Recognised Teaching Establishment and as such will use methods and procedures outlined in the handbook RYA "Dinghy Coaching" G 14 "Windsurfing" G 47 and Powerboat Instructor Handbook G19.

ENROLMENT

- A member wishing to undertake a course ("student") will be asked to complete a booking form (a sample is enclosed in this manual).
- Enrolment is online via web collect
- The completion of an enrolment form ensures we have the name and address, a statement of water confidence, a medical declaration and an emergency contact and telephone number.
- The student will be required to provide suitable footwear and a towel. The student may wear their own wetsuit or dry suit (see below).
- The pupil will be given details of course start time and duration.
- On arrival it is the instructors' responsibility to ensure the students are suitably dressed for the activity. Wetsuit/drysuit of the correct size appropriate to the prevailing conditions shall be worn. A buoyancy aid of the correct size and to current standards must be worn when on or near the water.

EQUIPMENT

- Suitable dinghies / boards will be selected for use, having considered the actual and forecast weather conditions; also the build, weight and experience of the students.
- RVSC currently has a fleet comprising 3 Wayfarer dinghies, 4 Toppers, 4 Oppis, 3 RS Qubas, 3 Adult Starboards plus rigs, 2 Junior Starboards, 2 All-round Fanatic, 3 Mistral (All round/Equipe/Ent), 1 Bic Techno boards plus 12 rigs ranging from 1.5m² to 5.9m² rigs. The fleet will be maintained on a continual basis, reviewed and augmented as necessary.
- "Own boat / board" tuition may be carried out using a boat / board in good condition and suitable for the level of course, provided that relevant insurance requirements are met.
- Instructional boats are secured to their berths / boards are locked in the container on the car park. Only members nominated by the principal will be allowed to issue boats / boards and equipment.
- Windsurfing Simulator to be used under the supervision of an experienced person. When the simulator is not in use it must be locked.

TEACHING NOTES

- Prior to any waterborne instruction a safety boat will be prepared, launched and tested (see “Safety boat” section of this manual).
- The teaching methods will follow closely those outlined in coaching handbook G 14, G 47 and G19.
- Teaching sessions will be preceded by a safety and familiarization briefing, where the safety policy (enclosed) and reservoir hazards will be explained.
- During a teaching session the students’ well-being and comfort will be assessed, and time allowed for breaks and refreshments.
- Land drills and theory sessions will form an integral part of any teaching session.
- Logbooks and handbooks will be available to all students.
- The student will be made aware of further coaching available, e.g., race training and one-to-one sessions.

CONTINUAL IMPROVEMENT

- Feedback and course development – at the end of each session the debriefing will include time to assess the “enjoyment factor”, to see what we can improve.
- Regular meetings will be held to discuss problems, ideas and lesson plans etc.

POWERBOATS

Powerboats will be prepared prior to any waterborne session and can be operated by persons holding a powerboat Level 2 certificate or better.

SAFETY BOATS

Safety Boats will be prepared prior to any waterborne session and must be operated by persons holding a safety boat certificate (or equivalent). However when used as Safety Cover during RYA courses “Policy Statement No. 7 in this documents applies.

Will be used to the standard guidelines set out in RYA G16 “Safety Boat Handbook

BOATS AVAILABLE:

JEANNEAU 'NEW-MATIC' 400. YAMAHA 25HP FOUR-STROKE ENGINE.

Fuel; unleaded petrol.

Equipped with:

- Kill-cord and spare.
- First-aid kit.
- Anchor and warp.

- Heaving line.
- Boat hook.
- Towlines
- Oars or paddles.
- Knife and multi-tool.
- Bailer

CARIBE 4.2. RIB. MERCURY 40HP FOUR-STROKE ENGINE.

Fuel: unleaded petrol.

Equipped with:

- Kill-cord and spare.
- First-aid kit.
- Anchor and warp
- Heaving line
- Three towlines, two with carbine hooks.
- Paddles.
- Boat hook.
- Knife and multi-tool.
- Bailer.

NOTES

A checklist is posted in the launch store and details included in this manual.

Refueling instructions are posted in the bunker and details included in this manual.

Radios for boat-boat/boat-shore communication are kept in the classroom / Galley. However, members must be trained in their operation before use.

Safety boats will be prepared with all equipment considered necessary to run the session. The engine will be started and a short test run will be carried out to determine that the boat is operating properly.

Any faults or damage must be reported to the Bosun as soon as possible and recorded in the faults/damage log located in the Galley. "Do not use labels" should be attached to the faulty equipment in a prominent place. The Boson will arrange rectification/repair and inform the Principal. If it is likely that the boat will not be back in commission before the next session commences, the Principal will liaise with the instructors to arrange a substitute boat or postpone the session.

At the end of a session fuel will be locked in the bunker and the boat checked. It will be left ready for immediate use.

SAFETY POLICY STATEMENT

1. RVSC is an RYA recognised teaching establishment and as such will follow guidelines and recommendations by the RYA regarding instructor qualifications, student ratios, equipment, safety standards, child protection etc. The Principal will ensure all those involved are aware of these guidelines through this operating manual.
2. The Principal or his appointed deputy has overall responsibility for all teaching activities at the Centre. Instructors may be nominated for specific areas of responsibility. (e.g. safety inspections, investigating accidents, boat maintenance etc.)
3. All courses of instruction will commence with a full safety briefing outlining the sailing areas, emergency signals, recall signals and with attention to the actual & forecast weather conditions.
4. Accidents will be fully investigated and recorded in the accident book located at the first aid station in the clubhouse.
5. First aid kits will be checked and replenished by a nominated person. A list of first aiders can be found at the first aid station together with the first aid kit. There is a second first aid kit in the hallway. The safety boats are also equipped with first aid kits.
6. A safety boat will always be on the water when teaching is taking place, the maximum ratio is six boats / boards per safety boat.
7. Safety boats will be normally operated by members with Safety Boat certificates, However, for RYA courses the following procedures apply:

QUALIFICATIONS	WHILST TEACHING CAN I...?	YES/NO
Dinghy Instructor with Level 2 Powerboat certificate	Provide safety cover for dinghies?	Yes
	Provide safety cover for windsurfers?	No
Windsurfing Instructor with Level 2 Powerboat certificate	Provide safety cover for dinghies?	No
	Provide safety cover for windsurfers?	Yes
Powerboat Instructor with Level 2 Powerboat certificate	Provide safety cover for dinghies?	No
	Provide safety cover for windsurfers?	No

8. Safety boats are to be fully prepared and tested before a teaching session. All necessary equipment will be checked aboard including- fuel, anchor & warp, bailer, first aid kit, pump (RIB), towing warps, oars, engine.
9. Buoyancy aids/Lifejackets complying with the CE 50 Newton standard (or better) must be worn by all afloat or on the pontoon. Non-swimmers will require special supervision.
10. Instructors must familiarise themselves with the student details from the enrolment form, (medical conditions, water confidence & experience, next of kin).

EMERGENCY ACTION PLAN

EMERGENCY ON THE WATER.

Should an emergency occur on the water a recall signal will sound and the group under tuition will leave the water and assemble at the club house. This will have been explained to the groups/students at the pre-session briefing.

If the emergency is an injury the instructor will pass on the injured person to a qualified first aider as soon as possible and resume responsibility of their group. If the instructor administers first aid they will appoint someone else to look after their group.

Any treatment given will be recorded in the accident book and the injured person will be advised to see a doctor. Any person losing consciousness or receiving a knock to the head will be sent to hospital.

The accident book is located at the first aid station. Completed pages and old books are filed in the galley.

Should the emergency be a non-accident emergency, e.g., safety boat broken down and drifting, the instructor's first responsibility is to the students and they may assist only after ensuring the safety of the group.

Should a thunderstorm occur the reservoir is to be cleared asap. All to assemble in the club house.

EMERGENCY ACTION PLAN.

Sound signals:

- 2 blasts on the horn or whistle – Sail to the shore to a point arranged by the instructor.
- 3 blasts on the horn or whistle – Sail or paddle back to the slipway, moor the boat safely and assemble in the club house.

If the emergency is due to deteriorating weather conditions the safety of the students comes first. Equipment can be picked up later.

Should the emergency occur on land e.g. Fire. Students and instructors will assemble on the car park by the containers and be counted.

All instructors will know the positions of the fire extinguishers, but evacuation of personnel takes priority.

Emergency procedure notices are prominently displayed in the clubhouse. Students will be given copies as part of the initial briefing.

In the event of an ambulance being required a council member will call 999

APPENDIX I - ENROLMENT FORM

Please complete and return with payment to the club.

Name _____

Address _____

_____ Post Code _____

Telephone Number Daytime _____

Evening/ Mobile _____

Age if under 18 _____

You must advise on this form of any illness or medical disability. If you, or any member of your group, suffer from asthma, diabetes, epilepsy, giddy spells, angina, or other heart conditions, you should check with your doctor prior to enrolment.

Health Declaration (if none write NONE).

Contact in case of emergency

Name _____

Daytime telephone number _____

Next of Kin (if different from above):

Name _____ Daytime Telephone Number _____

Please give details of any previous waterborne activities & certificates held (if none write NONE).

I wish to enroll on: Course details

Start Date _____ Activity _____

I enclose £ _____

(please make cheques payable to Rossendale Valley Sailing Club)

I accept the terms and conditions contained on this enrolment form.

Print Name _____ Signed:

(Parent or guardian if under 18 years of age)

Date _____

TERMS AND CONDITIONS

1. ENROLMENT

- 1.1. Enrolment must be by this application form and be accompanied by full payment not less than two weeks before the start date.
- 1.2. Enrolment form must be fully completed.

2. CANCELLATIONS By Student:

- 2.1. All cancellations must be in writing.
- 2.2. If you cancel 1 week or less before the start of your course, 50% of the course fee will be retained.
- 2.3. Enrolments are non-transferable.
- 2.4. Every attempt will be made to ensure your course actually runs. However, Rossendale Valley Sailing Club reserves the right to cancel any course if the numbers on the course fall below a workable minimum. In that event every effort will be made to contact you as early as possible.
- 2.5. You may then choose either a full refund, or an alternative RVSC course.
- 2.6. Rossendale Valley Sailing Club liability does not extend beyond 2.5 above.
- 2.7. Rossendale Valley Sailing Club reserves the right to cancel or amend any activity if necessary to ensure the safety of participants.

3. INSURANCE AND RISK

- 3.1. Rossendale Valley Sailing Club carries the mandatory insurance cover relating to third parties.
- 3.2. Rossendale Valley Sailing Club takes safety seriously and has an excellent safety record. Nevertheless, students must accept the inherent risks in adventure activities. You participate at your own risk. You are strongly recommended to take out your own insurance cover for personal accident and for your belongings.

4. GENERAL

- 4.1. You must be willing to comply with all safety regulations.
- 4.2. You will need to bring the items described on your course joining instructions.
- 4.3. Age restrictions may apply to some activities.
- 4.4. For waterborne activities, you should be confident in water & physically able to take part in the activity.
- 4.5. Photographs of the activity may be used for promotional and instructional purposes, having first obtained the student's consent. No photographs depicting children will be taken or used without the consent of the parent and child concerned.

APPENDIX II - PARENTAL RESPONSIBILITY AND CLUB LIABILITY

Although clubs have a duty of care to their members, and particularly to young people who cannot take full responsibility for their own safety, parents must be responsible for their children's welfare and behaviour, or designate another adult to take that responsibility,

Where a youth requires assistance with getting changed, it is the designate adult responsibility not the instructor/helper.

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 always available for reference .

- 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 organization'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 organization or the child's parents
- Design training programmes that are within the ability of the individual child

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 III – RISK ASSESSMENT

ROSSENDALE VALLEY SAILING CLUB RYA RECOGNISED TRAINING ESTABLISHMENT RISK ASSESSMENT FOR:

CLOWBRIDGE RESERVOIR

MANCHESTER ROAD

BURNLEY

BB11 5PF

HAZARD	WHO MIGHT BE HARMED?	RISK CONTROL	FURTHER ACTION
Club House.			
Fire	Anyone	Fire extinguishers, fire exits, briefing of members, fire drills.	Regular testing of alarms, notices displaying escape routes.
Slipping on wet floor and decking	Anyone	Briefing members	Warning notices Augment surfaces to reduce slipping hazards.

Scalding - Hot Showers	Anyone	Briefing members	Controlling water temperature with thermostat.
Galley	Unauthorised users,	Authorised personnel only.	None.
Outside Area in General			
Icy paths and slipways.	Anyone	Salt in clubhouse for scattering.	None
Slipway: Pebbles around the water line	Anyone, especially when launching or recovering boats.	Briefing members. Sweeping areas before use.	Warning notices needed?
Moving Vehicles.	Anyone, but especially children.	Club members requested to drive at minimum speed.	Speed limit signs needed?
Support Boat and Fuel Store			
Heavy engines, if removed for Maintenance.	Support boat Drivers/Instructors.	Only accessed by qualified people for maintenance.	Multi – handed lifting & use of sack truck.
Heavy launching trolleys or trailers.	All involved	Briefing and training of all users on lifting and handling techniques.	Move with tractor.
Heavy lid on fuel store.	Support boat Drivers/Instructors.	Briefing and notice to remind all users to keep it locked.	None

Oil spillage	Support boat drivers	Use gloves. Only small quantities (50ml) measured out.	Cloths to clean up. Detergent spray. Car park is bunded area.
Petrol spillage.	Support boat Drivers/Instructors.	Refueling to be confined to bunker area. Petrol kept in 5 litre containers.	Car park is bunded area. Put up Flammable Liquid and No Smoking signs
Fuel; fire risk.	Static electricity hazard when filling with drysuit on.	Filling only by suitably trained personnel.	Refueling routines to be included as part of power boat training.
Fuel Containers; heavy objects to lift.	Council members, Support boat Drivers/Instructors.	No one to carry tanks unaided.	Use sack truck.
Dinghy Park and Rigging Area.			
Slipping, tripping hazards.	Anyone	Briefing members.	Notices in club house.
Being hit by spars climbing in or out of boats.	Anyone	Check surrounding area when hoisting sails. Check footing.	Rig on foreshore whenever possible. Make adjustments when afloat.
Windsurfing Simulator.			
Tripping hazards	Unauthorised users	Authorised personnel only	Lock when not in use
Launching Areas and Pontoon.			
When manhandling boats - slipping causing back injuries,	Sailors and spectators.	Briefing and advice.	None.

being hit by spars when rigging in progress; boats blowing off trailers.			
Trolley storage when on water, tripping hazard when pulling trolley.	Sailors and spectators	Briefing and advice.	None
Pontoon, tripping and slipping hazards.	Anyone	Briefing and advice	Correct footwear.
Pontoon; falling into water.	Any user of the pontoon.	Buoyancy aids must be worn on pontoon. General organisation.	Notice on pontoon reminding of buoyancy aid rule.
Falling when stepping into or climbing out of boats.	Any sailor.	Crew steady boat, climb down or up, don't jump. Safety before dignity.	Hand in and out when required.
Boats moored on pontoon capsizing onto people especially if rigged.	Any user of the pontoon.	Briefing and advice.	Stand clear of edge, unless boarding or disembarking.
Catching fingers/limbs between boats and pontoon.	Sailors	Briefing and advice	None.
Tripping hazard of ropes on pontoon and bird faeces	Any user of pontoon	Briefing and advice.	Wash down pontoon if necessary.
Tractor and mower.			

Tractor and mower.	Users and anyone passing by or nearby when in use. Instructors, students and third parties.	Use by trained and authorised personnel only.	Training included in Powerboat courses.
Sailing.			
Head injury from boom or falling over.	Sailors.	Correct rigging of boats for boom clearance. Briefing and advice.	Report problems with Boats or boards used for training to Principal and Bosun
Drowning from entering water - however caused.	Anyone.	Buoyancy aids must be donned before going afloat or on the Pontoon.	Draw member's attention to club rules, bye-laws and H&S policy.
Drowning from capsize inversion during training.	Inexperienced sailors/ beginners	Use of masthead buoyancy at top of mast to slow down inversion, when used with students. Briefing of support boat crews, instructors and students.	Review choice of boats and monitor conditions.
Entanglement after capsize.	Anyone	Briefing of support boat crews, Instructors and students. Appropriate training for powerboat crews. Carry suitable knife on each power boat.	Right boat to bring crew members to the surface prior to disentanglement.
Cold, including cold water shock and hyperthermia.	Any sailor.	Courses timed to avoid the coldest time of the year. Students briefed on appropriate clothing & checked by instructors during training. Vulnerable students identified.	Health declaration.

Sun- overheating and sunburn.	Anyone, but especially children and fair-skinned adults.	Students and members briefed with regard to use of sun block, Sun hats and drinking plenty of fluid. Adequate breaks for refreshment.	Briefing of students re forecast conditions.
Contaminated water Blue-green algae.	All sailors.	Water uses warned of risk. Swimming, other than capsizes, not permitted. Warning notices provided by water authority.	None.
Collisions craft to craft.	Sailors, power boat crews.	Training and briefing.	None.
Power Boats			
As for sailing plus engine and propeller.	Instructors, students, people in the water.	All crews briefed on use of kill cords & switching off engine near people in water. Qualified PB drivers only	None
Falling out especially during fast or sudden manoeuvres.	Instructors, students, Support boat drivers.	Risks emphasized during PB training. Correct use of kill cords, driver to check Kill cord works. Driver to warn Crew before fast manoeuvres.	Appropriate seating of crew and others. Handrails and grablines fitted to boats.
Manual Handling.	Club members.	Briefing crew, crew to request assistance as necessary.	Use tractor whenever possible.

APPENDIX IV - FIRE DRILL

Personal safety. Do not put yourself at risk.

Evacuate the building.

Meet in designated area to assess the clubhouse is empty (In front of small container.)

Assess the situation quickly and safely.

Summon appropriate help.

Use Fire extinguishers if appropriate.

Don't return to the clubhouse until advised it is safe.

LOCATION OF FIRE EXTINGUISHERS

Front door	Water
Class room	Carbon Dioxide
Launch store	Carbon Dioxide
Beside disabled changing	Water
Galley	Powder

Record details of Fire

Site of the Fire
Type of Fire
Names and addresses of people in clubhouse at time of Fire
Names and addresses of casualties

EMERGENCY NUMBER AND CLUB DETAILS.

Ambulance, Fire Brigade, Police – 999

Club Details

Tel: 01282 421 674

Rossendale Valley Sailing Club

Clowbridge Reservoir

Manchester Road

Dunnockshaw

Burnley

BB11 5PF

APPENDIX V - RVSC POWERBOAT/FUELLING CHECK LIST CARIBE.

1. Painter: Secured, knot-free, undamaged, stowed on locker lid.
2. Anchor rode: attached by a carbine hook in locker.
3. For'd locker: Anchor, stowed on top of chain, on top of warp; all clear to run. Inflation pump. Fender/float.
4. Boathook and paddles secured to sponsons, port and starboard.
5. Seat Locker: Box with spare kill cord, knife and multi-tool. First Aid drum, bailer.
6. Console Rail: Spare kill cord on rail near throttle control. Heaving line hitched to port, extra tow line hitched to starboard.
7. Wheel: check for easy lock to lock operation while watching outboard movement.
8. Gear/Throttle control: Check for smooth movement and positive locking in neutral position. Check warm-up speed lever movement. Check ignition key undamaged. Kill Cord on switch.
9. Console: Check secure connection to deck (shake).
10. Check control cables for damage, kinks etc.
11. Outboard Steering Connections: Check all bolts secure, no excess grease, free movement of tiller-link and all joints.
12. Tank: Check by shaking. Top-up if less than quarter-full (instructions in bunker). Lashing secure, cap secure, vent open.
13. Hose: Correctly fitted both ends, undamaged, leak free.
14. Bung: Pushed in, flipped up, lanyard secured.
15. Towing harness: Secured both ends.
16. Engine: Check connections as '10' above. Hood secured, bolts tight, Leg controls and hydraulics sound, leg undamaged.
17. Propeller: Located on splines (waggle), hub-nut secure and tab-washer in place. Blades true and sound.

NB: Warm –up engine while alongside pontoon.

Please read before refuelling

Four Stroke Refuelling (Mercury)

1. Keep all ignition sources away from fuel bunker
2. Do not refuel if wearing a dry suit
3. Open one fuel can at a time
4. Refuel and close one tank (if refuelling both boats) before refuelling the next

All cans contain neat petrol unless marked otherwise

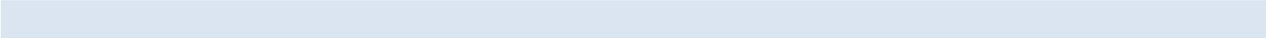
- A. Vent and uncap tank first. Place yellow filter funnel in tank neck.
- B. Uncap can and fit pouring spout. Pour slowly to avoid splashing.
- C. Loosely cap can and recap tank. Do not over-tighten.
- D. Wipe cans and tanks and place empty cans in the bottom of the fuel bunker.
- E. Close and lock fuel bunker.

NOTE 1: Do not "top up" the tank if half-full or more. Visual check; gauges are only a rough guide. NOTE 1a: When dry, tanks take 10 litres (two cans) to fill to effective maximum.

NOTE 2: Do not attempt to fill the tanks completely; there should be an air space above the fuel

NOTE 3: Please let the Bosun know when one full can remains.

If you are in any doubt what to do - please ask.



APPENDIX VI - RVSC POWERBOAT/FUELLING CHECK LIST JEANNEAU.

1. Painter: Secured, knot-free, undamaged, stowed on locker lid.
2. Anchor rode: attached by a smaller line and carbine hook through locker drain hole.
3. For'd locker: Anchor, stowed to port, on top of chain, on top of warp; all clear to run. Fender/float in aft well.
4. Port Locker: Box with spare kill cord, knife and multi-tool.
5. Starboard locker: First Aid kit.
6. Port & Starboard rails: Towrope to port, Heaving-line to starboard, coiled and clear, slip-hitched to rails.
7. Oars and Boathook: secured by port & starboard grablines.
8. Tank: Check by gauge and shaking. Top-up if less than quarter-full (instructions in bunker). Lashing secure, cap secure, vent open.
9. Hose: Correctly fitted both ends, undamaged, leak free.
10. Kill-cord: Attached to engine and sound.
11. Bung: Pushed in, flipped up, lanyard secured.
12. Towing harness: Secured both ends.
13. Engine: Hood secured, bolts and clamps tight, Gear and throttle movement sound, Leg controls sound, leg undamaged.
14. Propeller: Located on splines (waggle), hub-nut secure and pinned. Blades true and sound.

NB: Warm up engine while alongside pontoon.

Please read before refuelling

Four Stroke Refuelling (Yamaha)

1. Keep all ignition sources away from fuel bunker
2. Do not refuel if wearing a dry suit
3. Open one fuel can at a time
4. Refuel and close one tank (if refuelling both boats) before refuelling the next

All cans contain neat petrol unless marked otherwise

- A. Vent and uncap tank first. Place yellow filter funnel in tank neck.
- B. Uncap can and fit pouring spout. Pour slowly to avoid splashing.
- C. Loosely cap can and recap tank. Do not over-tighten.
- D. Wipe cans and tanks and place empty cans in the bottom of the fuel bunker.
- E. Close and lock fuel bunker

NOTE 1: Do not "top up" the tank if half-full or more. Visual check; gauges are only a rough guide. NNOTE 1a: When dry, tanks take 10 litres (two cans) to fill to effective maximum.

NOTE 2: Do not attempt to fill the tanks completely; there should be an air space above the fuel

NOTE 3: Please let the Bosun know when one full can remains

If you are in any doubt what to do - please ask

APPENDIX VII - RVSC HEALTH AND SAFETY POLICY - MAY 2010

INTRODUCTION

This Health and Safety Policy has been prepared with reference to the Sports Council Guidance Notes No 371. It assumes that the requirements of the Health and Safety at Work Act do not apply.

RVSC is primarily a sailing club whose principal objective is to promote and encourage the sport of sailing and racing. Taking part in water sports can be a hazardous activity and does carry risk. Responsibility for that risk must rest with each member and members are reminded of the following notice that appears on the membership form and each race sheet.

"I / We are fully aware of the risks of injury whilst participating in sailing and other water sports. I / We accept full responsibility for the safety and insurance of myself/ourselves and my/our crew and craft.

Recreational Sailing

It is not possible for the club to assume responsibility for the safety of members who take part in recreational sailing, as the club is a voluntary organisation and has no control over when and where a member may choose to sail.

Members are strongly recommended to consider carefully the weather and water conditions and their own experience and competence before going out to sail.

Members are also recommended to give details to someone of when and how long they intend to sail.

A club patrol boat will only be on the water when club racing is taking place, but then its primary role will be to monitor craft taking part in a race. If a patrol boat observes any vessel or person(s) in difficulties whether racing or otherwise, it will use all reasonable endeavours to either render assistance or call upon a third party to provide such assistance.

Any club member observing any craft or person(s) in difficulty should either call the Emergency Services for assistance or seek the help of other craft.

Any club adult full member is authorised, if they deem it appropriate and believe themselves to have suitable competence and experience, to launch a club patrol boat to seek to render assistance to a craft or persons in peril. It should always be remembered that the priority is to be the saving of lives before saving a craft.

Racing

When participating in club racing it is the responsibility of each participant to comply with the club rules and bye-laws which include obligations relating to the carrying of safety equipment.

Racing may take place without a patrol boat. Where this is the case it remains the responsibility of each person racing to consider carefully the weather and water conditions and their own experience and competence before entering the race.

It shall be the sole responsibility of each sailor to decide whether or not to start or to continue to race.

Where it is decided by consensus that a patrol boat should be launched such boat shall be launched and manned by a full adult member of the club who believes themselves to have suitable competence and experience to do so. Although a patrol boat will endeavour to render assistance to any craft taking part in club racing whilst a race is in progress, no guarantee can be given that a patrol boat will be certain to give such assistance.

Responsibilities

Commodore

To ensure a safety policy is agreed by General Committee

General Committee

To ensure a safety Policy is implemented within the funding and resources of the Club

Race Officer

To advise and co-ordinate Race Competitors on aspects of the club Safety Policy.

Race Competitors

To comply with Club rules and bye-laws with respect to Health and Safety, and the requirements of the Health and Safety Policy.

To assess their ability to sail with regard to the prevailing and forecast weather conditions, and their own experience and competence.

Bosun

To ensure club Safety Equipment is maintained.

APPENDIX VIII - RVSC CHILD PROTECTION POLICY

As defined in the Children Act 1989, for the purposes of this policy anyone under the age of 18 should be considered as a child. The policy also applies to vulnerable adults.

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

The RVSC actively seeks to:

- Create a safe and welcoming environment, both on and off the water, where children can have fun and develop their skills and confidence.
- Support and encourage recognised training centres, affiliated clubs and class associations to implement similar policies.
- Recognise that safeguarding children is the responsibility of everyone, not just those who work with children.
- Ensure that RVSC-organised training and events are run to the highest possible safety standards.
- Be prepared to review its ways of working to incorporate best practice.
- We will:
- Treat all children with respect and celebrate their achievements.
- Carefully recruit and select all employees, contractors and volunteers.
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse.
- This policy relates to all employees, contractors and volunteers who work with children or vulnerable adults in the course of their RVSC duties. It will be kept under periodic review. All relevant concerns, allegations, complaints and their outcome should be notified to the RVSC Child Protection Co-ordinator.

PARENTAL RESPONSIBILITY AND CLUB LIABILITY

Although clubs have a duty of care to their members, and particularly to young people who cannot take full responsibility for their own safety, parents must be responsible for their children's welfare and behavior, or designate another adult to take that responsibility,

FIRST AID AND MEDICAL TREATMENT

First aid is part of your normal duty of care. Obtain consent if medication or medical treatment is required

PHOTOGRAPHY

Publishing articles and photos in club newsletters, websites, local newspapers etc is an excellent way of recognising young people's achievements and of promoting your organisation and the sport as a whole. However it is important to minimise the risk of anyone using images of children in an inappropriate way. Digital technology makes it easy to take, store, send, manipulate and publish images.

There are two key principles to bear in mind:

Before taking photos or video, obtain written consent from the child and their parents/carers for their images to be taken and used

When publishing images, make sure they are appropriate and that you do not include any information that might enable someone to contact the child

HANDLING CONCERNS, REPORTS OR ALLEGATIONS

Handling an allegation from a child

Always:

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

Never:

- rush into actions that may be inappropriate
- make promises you cannot keep (e.g. You won't tell anyone)
- ask more questions than are necessary for you to be sure that you need to act
- take sole responsibility – consult someone else (ideally the designated Child Protection/Welfare Officer or the person in charge or someone you can trust) so that you can begin to protect the child and gain support for yourself.

You may be upset about what the child has said or you may worry about the consequences of your actions. Sometimes people worry about children being removed from their families as a result of abuse, but in reality this rarely happens. However, one thing is certain – you cannot ignore it.

RECORDING AND HANDLING INFORMATION

If you suspect that a child may have been the subject of any form of physical, emotional or sexual abuse or neglect, the allegation must be referred as soon as possible to Social Services or the Police who have trained experts to handle such cases. Do not start asking questions which may jeopardise any formal investigation. Listen to and keep a record of anything the child tells you or that you have observed and pass the information on to the statutory authorities (Incident Report Form).

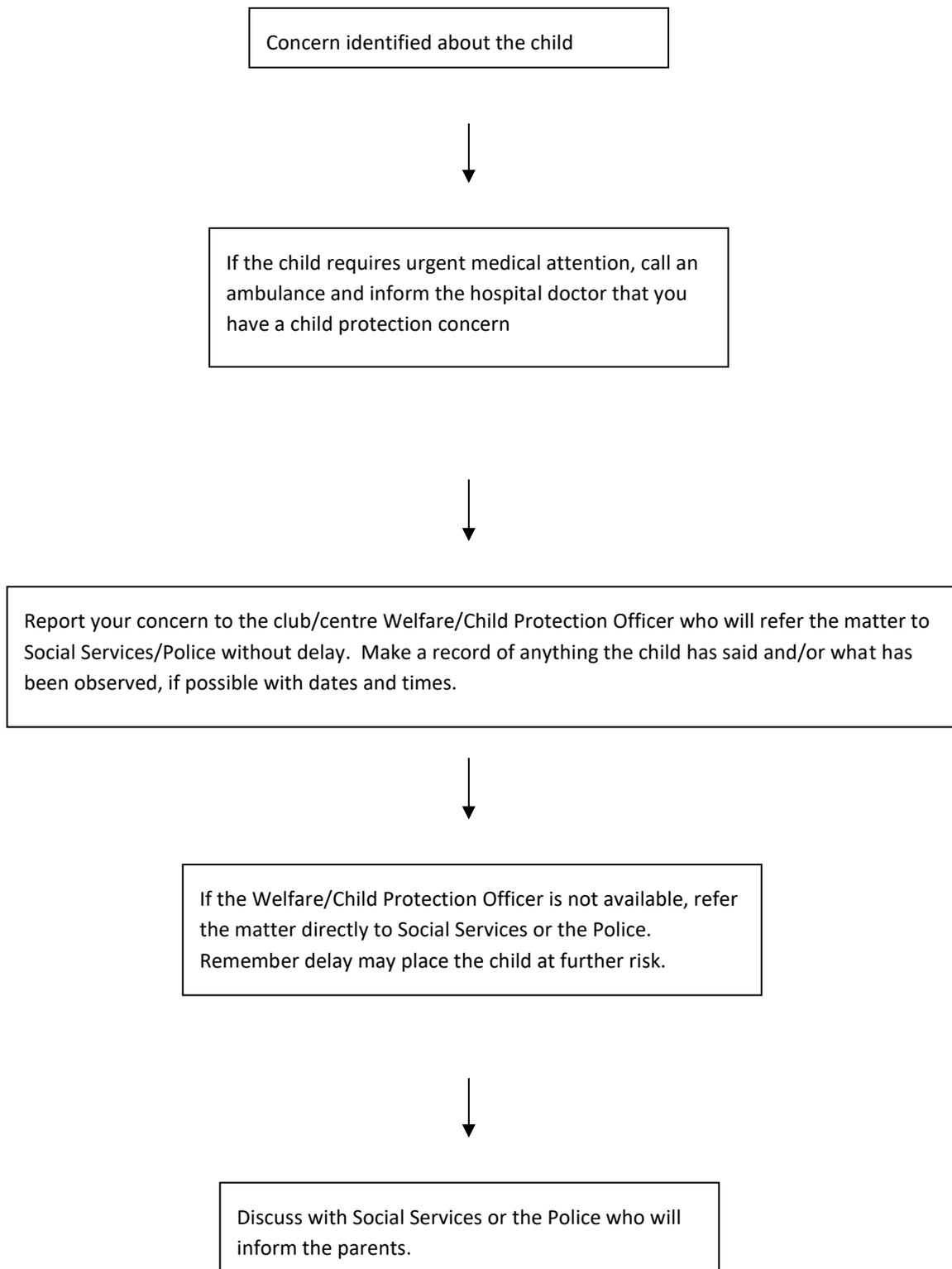
All information must be treated as confidential, stored securely and only shared with those who need to know. If the allegation or suspicion concerns someone within your club or centre, only the child's parents/carers, the person in charge of the organization (unless they are the subject of the allegation), the relevant authorities and the RYA Child Protection Co-ordinator should be informed. If the alleged abuse took place outside the sport, the Police

[https://d.docs.live.net/3ce2faff8243d01d/RVSC Treasurer/2020 Documents/RVSC 2020 RTC Operating Manual General Ref.docx](https://d.docs.live.net/3ce2faff8243d01d/RVSC%20Treasurer/2020%20Documents/RVSC%202020%20RTC%20Operating%20Manual%20General%20Ref.docx)

or Social Services will decide who else needs to be informed, including the child's parents/carers. It should not be discussed by anyone within the organization other than the person who received or initiated the allegation and, if different, the person in charge.

PROCEDURES

FLOWCHART 1 – WHAT TO DO IF YOU ARE WORRIED THAT A CHILD IS BEING ABUSED OUTSIDE THE SPORT’S ENVIRONMENT (BUT THE CONCERN IS IDENTIFIED THROUGH THE CHILD’S INVOLVEMENT IN THE SPORT)

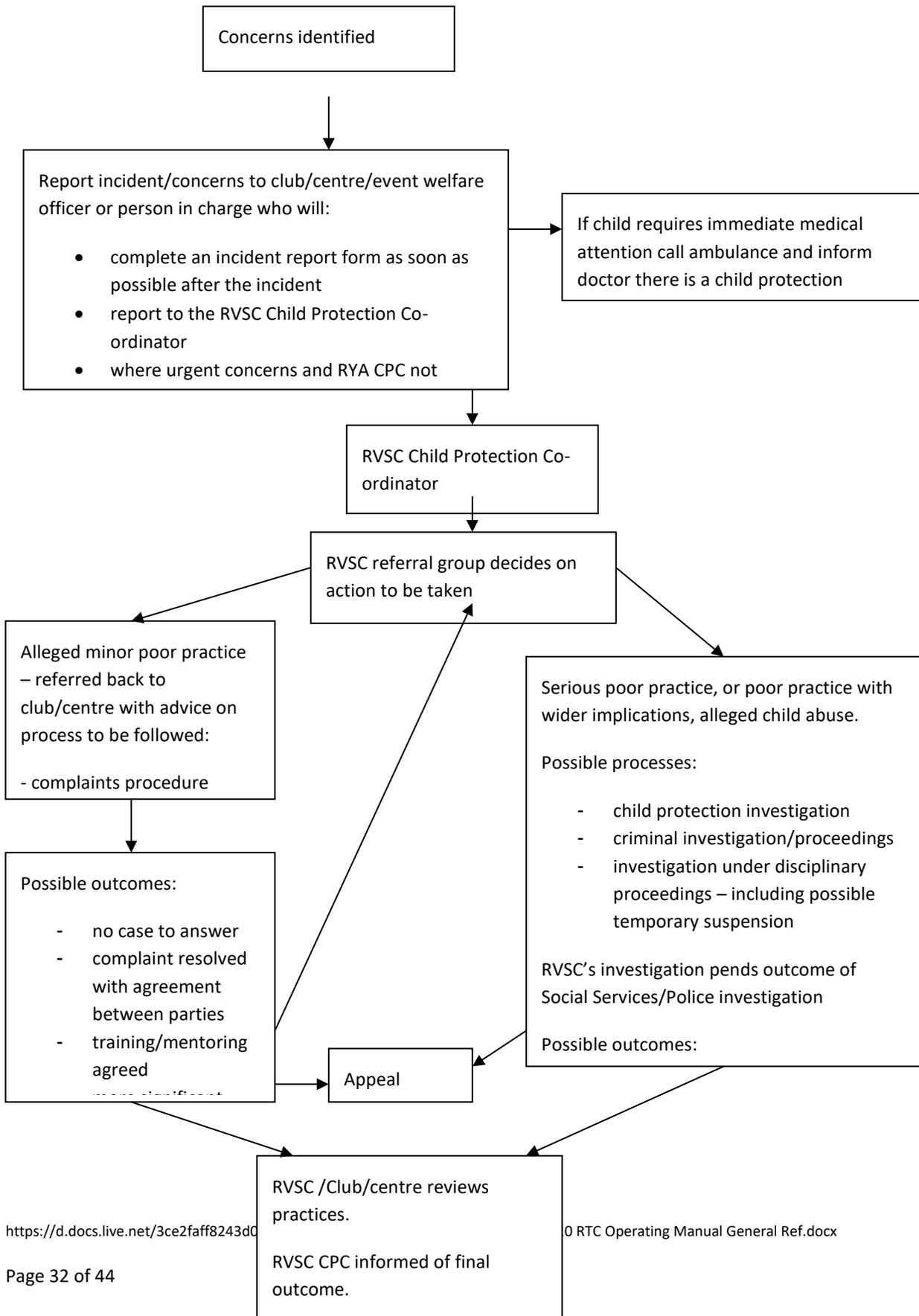




Complete an Incident Report form as soon as possible after the incident and copy it to Social Services/Police within 48 hours.

If you are uncertain what to do at any stage, contact the RYA's Child Protection Co-ordinator on 023 8060 4104 or the NSPCC free 24 hour helpline 0808 800 5000.

FLOWCHART 2 – WHAT TO DO IF YOU ARE CONCERNED ABOUT THE BEHAVIOUR OF ANY MEMBER, VOLUNTEER, STAFF, COACH OR OFFICIAL WORKING FOR THE RYA OR AN RYA AFFILIATED/RECOGNISED ORGANIZATION



HANDLING THE MEDIA

If there is an incident at your premises which attracts media interest, or if you are contacted by the media with an allegation concerning one of your members or employees, do not give any response until you have had an opportunity to check the facts and seek advice. You may wish to contact the RYA's Communications department on 023 8060 4215 for professional advice on handling the media.

Useful Contacts**Royal Yachting Association Child Protection Co-ordinator**

Jackie Reid, Personnel and Administration Manager

RYA House, Ensign Way

Hamble

Southampton

SO31 4YA

Tel: 023 8060 4104

Fax: 023 8060 4298

E-mail: jackie.reid@rya.org.uk

Website: www.rya.org.uk

Child Protection in Sport Unit (CPSU)

England

NSPCC

Tel: 0116 234 7278/7217

Fax: 0116 234 0464

E-mail: cpsu@nspcc.org.uk

Website: www.thecpsu.org.uk

Social Services

Your local phone book will list numbers for the Social Services Department of your County Council or unitary local authority, generally with separate numbers for Children's Services and for the Emergency Duty Team (out of hours service).

NSPCC Helpline

0808 800 5000

Childline

0800 1111

Website: www.childline.org.uk

sportscoach UK – provide child protection training

Tel: 0113 274 4802

Website: www.sportscoachuk.org

SELF-DISCLOSURE FORM

Self-disclosure form for applicants for posts involving contact with children and/or vulnerable adults

Rosendale Valley Sailing Club is committed to safeguarding children from physical, sexual and emotional harm. As part of our Child Protection policy, we require applicants for posts involving contact with children to complete this self-disclosure form. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

Name

1. Have you ever been convicted of any criminal offences? YES NO

If yes, please supply details of any criminal convictions.

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, cautions, warnings and reprimands.

2. 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.

3. Have you ever had any disciplinary sanction relating to child abuse? YES NO

If yes, please supply details.

Declaration I declare that to the best of my knowledge the information given above is correct and understand that any misleading statements or deliberate omission may be sufficient grounds for cancelling my appointment. I understand that I may be asked to apply for a Criminal Records Disclosure and consent to do so if required. I understand that the information contained in this form and in the Disclosure may be disclosed, where strictly necessary, to regulatory bodies and/or third parties who have an interest in child protection issues.

SIGNED: DATE:

APPENDIX IX - HANDOUT FOR 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 organization'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 organization'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 organization or the child's parents
- Design training programmes that are within the ability of the individual child

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 X - PHOTOGRAPHY CONSENT FORM

Consent form for the use of photography or video

Rosendale Valley Sailing Club recognises the need to ensure the safety and welfare of children and young people taking part in boating.

In accordance with our child protection policy we will not arrange for photographs, video or other images or young people to be taken without the consent of the parents/carers and children.

Rosendale Valley Sailing Club will follow the guidance for the use of images, a copy of which is available from

(name)

Rosendale Valley Sailing Club will take all steps to ensure that images are used solely for the purposes for which they are intended. If you become aware that images are being used inappropriately you should inform

(name/position) immediately.

Consent

I (name of parent/carer)

consent to Rosendale Valley Sailing Club

photographing or videoing (child's name)

Signed: Date:

I (child's name)

consent to Rosendale Valley Sailing Club photographing or videoing my involvement in sailing/windsurfing/powerboating.

APPENDIX XI - INCIDENT REPORT 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	
Nature of incident, complaint or allegation (continue on separate page if necessary)	
Action taken (continue on separate page if necessary)	
If Police or Social Services contacted, name, position and telephone number of person handling case	

Name, organization and position of person completing form	
Contact telephone number	
Signature of person completing form	
Date and time form completed	
Name and position of organization's child protection/welfare officer or person in charge (if different from above)	
Contact telephone number	

This form should be copied, marked 'Private and Confidential', to the RYA Child Protection

Co-ordinator and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident

Signed: Date:

APPENDIX XII - FAULTY EQUIPMENT LOG.

Damaged/Faulty equipment must be labelled to prevent further use until the problem is rectified. Please inform the Boson as soon as possible when a problem arises and complete the details of the problem on the form below. The Boson should inform the Principle if the problem cannot be resolved promptly.

Date	Problem	Resolved

1. INTRODUCTION

1.1 It is the Policy of the RYA to safeguard children taking part in boating from physical, sexual and emotional harm. The RYA considers bullying of any kind unacceptable within youth race training and racing activities under its direct remit and control. A child is defined as being any person under the age of 18.

1.2 This document sets out what the RYA means by bullying, how you can recognise it and what to do about it if you think it might be happening.

2. OBJECTIVES

2.1 The objective of this Policy is to prevent bullying occurring, but if it does, to provide a mechanism where it can be quickly brought to the attention of nominated individuals who can investigate the situation and work with both the victim and the bully in order to resolve the problem.

3. WHAT IS BULLYING

3.1 Bullying is the use of aggression with the intention of hurting another person.

The three key bullying behaviours are:

3.1.1 It does not just happen once; it is on-going over time.

3.1.2 It is deliberate and intentional- it is not accidentally hurting someone.

3.1.3 It is unfair/there is an unequal power balance (imbalance of power). The person/people doing the bullying is/are stronger, or there are more of them or they have 'influence' (higher status or power).

3.2 Bullying can be:

- Emotional being unfriendly, excluding, tormenting (e.g. hiding possessions gear or equipment, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focussing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing.

3.3 Why is it important to Respond to Bullying?

3.3.1 Bullying hurts and no one deserves to be a victim of bullying. Everybody has the right to be treated with respect.

3.3.2 Bullying is often a call for help by the person showing bullying behaviours. They need help both to learn different ways of behaving and to understand the reason that it is unacceptable. It is often

symptomatic of other issues which they may need help with. Therefore promptly informing an appropriate person about these behaviours helps everyone.

4. SIGNS AND SYMPTOMS OF BULLYING

4.1 A child's behaviour may be indicative that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- Is frightened of being left alone with other children.
- Changes their usual routine.
- Suddenly doesn't wish to attend training or events.
- Becomes withdrawn, anxious or lacking in confidence.
- Starts stammering.
- Has cuts or bruises that cannot adequately be explained.
- Attempts or threatens suicide.
- Attempts or threatens to run away.
- Cries themselves to sleep or has nightmares.
- Feels ill in the mornings.
- Begins to perform poorly without good reason.
- Comes home with clothes torn or belongings damaged.
- Has possessions suddenly start go missing.
- Asks for money or starts stealing money (e.g. to give to the bully)
- Continually loses' money.
- Become aggressive, disruptive or unreasonable.
- Is bullying other children or siblings.
- Stops eating.
- Is frightened to say what is wrong.
- Gives improbable excuses or reasons for any of the above.

4.2 These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

5. PROCEDURES

5.1 If anyone, either sailor or adult, suspects that bullying is taking place it is expected of them that they inform an appropriate person. This can be a House Parent, Coach, RYA Manager, the relevant class Child Protection Officer or the RYA Child Protection Co-ordinator.

5.2 This person will then follow the procedure laid down in the RYA Child Protection Policy and Guidelines.

5.3 Informing an appropriate person that you suspect bullying when you have genuine grounds will not result in disciplinary action against you and the bully will not be informed of your identity without your consent.

5.4 Being found to know of bullying without reporting it is a disciplinary offence.

6. OUTCOMES

- 6.1 All interviews will be conducted under Best Practice Guidelines, which includes all children being accompanied by a parent or responsible adult.
- 6.2 The child who is bullying will be asked to explain his or her behaviour and consider the consequences of it both to themselves and others. They may be asked to genuinely apologise. If possible the children will be reconciled.
- 6.3 It may be recommended that the child seek the help of Professional Health Counsellors to deal with their behaviour.
- 6.4 If incidents take place at sailing events hearings under Rule 2 or Rule 69 may take place.
- 6.5 Depending on the severity of the case suspension or exclusion of the bully(ies), from events and/or squads, might be necessary.
- 6.6 After the incident or incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.
- 6.7 All incidents will be reported to the RYA Child Protection Co-ordinator and kept on record to monitor any future reports.

PREVENTION

- 7.1 This Policy has been adopted by RYA Youth Steering Group and is available to all as a reference via the website. The RYA will run a session on the effects and consequences of bullying and how to prevent them at one of the first of any new squad's training camps. This will include a session for parents where possible.
- 7.2 The Anti-Bullying Policy will be addressed in the Sailor Supervision Guidelines and the squad paperwork and training provided for house parents.
- 7.3 The effects and consequences of bullying and how to prevent them will be added to Coach training and CPD.

MONITORING AND REVIEW

- 8.1 The Policy will be monitored by the RYA Junior and Youth Racing Managers and the RYA Child Protection Co-ordinator.
- 8.2 The Policy will be reviewed annually by the Chairman of YSG in consultation with the RYA Child Protection Co-ordinator and appropriate RYA Youth Managers.