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**Commodore:** William Anderson

## Donaghadee Sailing Club

## Operating Procedures Manual 2018 12/03/19

## The following manual has been prepared to enable Donaghadee Sailing Club to maintain its statutory duties under the Health and Safety legislation and maintain its status as an RYA Recognised Training Centre (RTC)

## It contains all operating policies and procedures relating to on the water sailing and training activity for Donaghadee Sailing Club.

## It is the responsibility of every sailing club and RTC to provide a safe framework of operation, which includes provision to deal with all eventualities, both on and off the water.

## It is also in our interest to train and develop existing members to the relevant standards in order to strengthen the Clubs existing programmes of sailing and powerboat training.

## This document is reviewed annually and re-approved by the General Committee of Donaghadee Sailing Club.

## Commodore: Brian Gilchrist Date........12th May 2019

## RTC Principal: Steve Dickson Date.........12th May 2019

## The Master Copy of this document containing the signatures above, is held in the Clubhouse Office at 20 Shore Street, Donaghadee BT21 0LG

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## Section 1 – Health & Safety

**Policy Statement**

The Health and Safety at Work (Northern Ireland) Order 1978 imposes statutory duties and to enable these statutory duties to be carried out, it is the policy of this Club so far as is reasonably practicable, to ensure that responsibilities for Health and Safety are properly assigned, accepted and fulfilled at all levels within the Club’s organisation and that all practicable steps are taken to safeguard the health, safety and welfare of all visitors to the premises under our control.

## It shall be the duty of every Club Member to take responsibility for their own health and safety and not put themselves or any others in danger by their actions or omissions; and to familiarise themselves with and uphold the Health and Safety and Operating policy of the Club.

## It shall be a requirement of any training volunteer or coach to take responsibility for their own health and safety and not put themselves or any others in danger by their actions or omissions; and to familiarise themselves with, and uphold, the Health and Safety and Operating Policy of Donaghadee Sailing Club and to sign the appropriate form as acknowledgement that they understand the document. (2/01/11)

## 

## RIDDOR Reporting (27/1/14)

## In addition to ensuring that accidents are recorded, *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)* requires that serious accidents must be reported to the Health and Safety Executive (NI) 83 Ladas Drive Belfast BT6 9FR. Tel: 028 9024 3249.

## The following types are of accident are reportable:

## Fatalities, major injuries like broken bones

## Injuries preventing a member of staff from doing their usual job for more than 3 days

## Injuries to members of the public resulting in removal to hospital

## Dangerous occurrences

## Accident reporting forms are stored with the Accident Book in the Club Office

## Fire Evacuation Plan

## The risk of fire is always present and the equipment will only detect a fire and sound the alarm. Therefore you, as a Club Member, should be familiar with what to do in the event of fire or on hearing the fire alarm sound. Frequently, there are visitors in the Clubhouse so it is vital that Club members act promptly when evacuation is required and ensure that visitors are escorted to the Assembly Point.

## Familiarise yourself *(*and your family/guests) with emergency evacuation routes and the location of fire alarm points. The main routes from the first floor of the Clubhouse are through the front and back doors. If in doubt, ask.

## IF FIRE BREAKS OUT…..

## If you see or detect a fire – don’t hesitate shout fire, fire and raise the alarm at the nearest fire alarm point.

## On hearing the fire alarm, evacuate the building immediately by the nearest emergency exit, helping others where necessary.

## WALK – DON’T RUN, DO NOT USE THE PASSENGER LIFT. Don’t wait to collect your belongings!

## A key for the rear gate lock is in the break glass box at the rear emergency exit door.

## Once outside call the Fire Brigade on 999.

## Walk quickly away from the Clubhouse to the ASSEMBLY POINT, which is the CAR PARK adjacent to ANCHOR WATCH in Moat Entry, and await instructions. Advise others if it is essential that you depart from the Assembly Point before a roll call is made.

## Always remember, safety first - get out – stay out – and call the Fire Brigade out. Don’t use the firefighting equipment unless as an aid to escape.

## The Clubhouse is fitted with fire alarm and emergency lighting systems that are tested regularly and professionally maintained by contract. Emergency evacuations routes are designated and marked by illuminated signs and fire alarm buttons are located throughout the Clubhouse. Instructions for silencing and resetting the fire alarms are located at the Fire Alarm panel by the front entrance.

## Section 2 – Emergency Action Plan 3/03/17

## Introduction

## These procedures are designed to be followed in the event of a serious accident or incident. For example:

## An accident leading to a fatality, serious or multiple fractures, amputation or other serious injury leading to hospitalisation

## Major damage to vessels afloat or property ashore

## Loss of contact with group or individual, overdue groups or individuals

## Other circumstances in which a group or individual might be at serious risk of harm

## Life threatening illness of an individual or group

## Any situation in which the press or media are or may be involved with reference to the above

## Responsibility of the Group / Event Leader

## Assess the situation

## Protect the group from further injury, danger or harm

## Give first aid or other aid as appropriate

## Contact the Club Principal and other General Committee Members

## Contact emergency services via phone or VHF radio (Channel 16) to report the situation. They will need the following information:

## Your name and/or vessel name

## Radio call sign or mobile phone number

## Location of the incident

## Nature of the incident

## Names of individuals involved

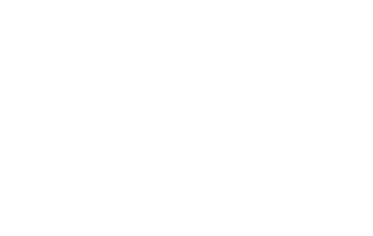
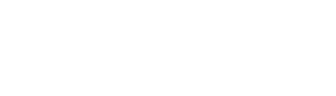
## Condition of those involved and their location

## Assistance required

# EMERGENCY CHECKLIST

|  |  |
| --- | --- |
| PROTECT  LIVES | * When advised of an emergency situation, act as quickly, calmly and as effectively as possible * Provide emergency first aid * Protect individuals from further harm * Secure the scene of the incident and ensure the safety and physical/emotional wellbeing of those involved * If lives are at risk or there is serious injury, contact emergency services * Isolate the cause of the incident (e.g. turn off electricity, isolate gas) * Evacuate the premises as necessary * Clear the water of boats as necessary, while you deal with the incident * Return casualty(s) to the steps in the harbor and await assistance . |
| TAKE CONTROL | * A Committee Member Principal or Chief instructor will act as the incident co-ordinator and will second others depending on the nature of the incident. * If there is a fatality, the prime responsibility for notification of next of kin lies with the Police, similarly with injured people when a criminal offence or traffic collision occurs * Maintain a record of key information, actions and communication with the media using an incident log sheet * Retain all equipment such as boats, lifejackets, safety equipment etc. involved in the incident in an unaltered condition so that an investigation can take place * Protect and ensure the welfare of all those involved and any witnesses |
| INFORM AGENCIES | * Make sure you have the following information: what the problem is, your location, how many are involved, when it happened. The Emergency Response Card may be useful * Liaise with the local Police to ensure that parents and relatives of any injured persons are contacted quickly in order to precede the press or social media * Notify the relevant RYA Senior Manager and if there is press interest, the Communications Team (see page 10) * Determine if you need to contact other agencies? Police, Local Authority, Harbour Master, environment agency, electricity, water or gas suppliers? * If the incident involved a work-related fatal or major injury, you must inform the Health and Safety Executive |

|  |  |
| --- | --- |
| MEDIA RESPONSE | * Do not proactively approach the media. If the media take interest, appoint one person to deal with them; this person will be designated as the **only** person to make any public statements to the media * Don’t allow well-meaning but ill-informed staff, volunteers etc. to make public comments. * Contact the RYA Communications Team for assistance and guidance with handling the media * Make sure that your key facts are up-to-date and ready to hand * Manage any media that are on site – if necessary provide a room or area away from the witnesses, victim’s relatives and other participants * Do not publicise or confirm the name of any casualties until the Police have confirmed that the next of kin has been informed, even if the press appear to know who it is * Do not get drawn into speculating about causes, blame or possible outcomes * If necessary the RYA Communications Team can arrange interviews or a local press briefing; larger incidents may require a formal press conference * Remember – declining an interview or saying “no comment” will almost certainly look like you have something to hide. It is far better to give a factual response such as “It would be inappropriate to comment further until we’ve had the opportunity to consider all the factors contributing to this incident.” * Remember, if you do not provide comment when asked to do so the media will speculate! * Never lie to the media about something you know to be factually correct * Be accurate in what you say and respect the families of those involved. Remember that rumour spreads quickly! * “Pity, Praise and Promise” is a tactic that can be used even when little is known about the crisis. You should express sympathy for those caught up in the incident; praise those who are helping in the recovery – they may be your staff or the emergency services; and finally promise to get to the bottom of the problem, to participate in any investigation and use your best efforts to put systems in place to minimise the of risk of it happening again |
| POST  INCIDENT | * Keep the incident log safe for future reference as required * Complete the Accident or Near Miss form accordingly * Arrange a debrief of all staff and identify any additional staff welfare needs (e.g. counselling) or rewards * Use information gained from the debrief to review and update your Emergency Action Plan * After the incident, review and critique your safety procedures and equipment |



## Emergency Services

## In the event of Emergency Services becoming involved in an incident, they will take over control and be responsible for situations relevant to them (for example, Police for abduction of and search for lost children, Coastguard for marine rescue).

## Fatality

## If there is a fatality, the prime responsibility for notification of next of kin lies with the police, as it does with informing next of kin for injured people when a criminal offence or traffic accident occurs. Otherwise the responsibility for notification of next of kin lies with Donaghadee Sailing Club. The Police may assist.

## RIDDOR Reporting (27/1/14)

## In addition to ensuring that accidents are recorded, *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)* requires that serious accidents must be reported to the Health and Safety Executive (NI) 83 Ladas Drive Belfast BT6 9FR. Tel: 028 9024 3249.

## The following types are of accident are reportable:

## Fatalities, major injuries like broken bones

## Injuries preventing a member of staff from doing their usual job for more than 3 days

## Injuries to members of the public resulting in removal to hospital

## Dangerous occurrences (20/1/14)

## Accident reporting forms and incident log sheets are stored with the Accident Book in the Club Office

## Emergency Telephone Numbers (12/03/19)

## Police / Fire 999 or 101

## Coastguard 999 or 028 9146 3933

Ulster hospital- 028 9048 4511

## Ards Hospital 028 9181 2661

## Donaghadee Harbour Master 028 9188 2377

## Donaghadee Sailing Club 028 9188 4270

## Donaghadee Health Centre 028 9188 2176

## Health and Safety Executive 028 9024 3249.

## Commodore 07912562392

Honorary Secretary 07980210612

Honorary Sailing Sec 07541769058

## RYA Club Principal 07599454065

## Designated Child Protection Officers (14/03/13)

Heather Burrows 07718 462818

David McGaughey 07738 674796

**RYA EMERGENCY CONTACT DETAILS**

**During office hours** (generally Monday to Friday 09:00 to 17:00 UK local time)

In the event of a major incident, contact the relevant RYA department as soon as possible.

|  |  |
| --- | --- |
| Nature of incident  Training | Contact No.  023 8060 4181 |
| Racing | 023 8060 4160 |
| Powerboat Racing | 023 8060 4238 |
| Cruising | 023 8060 4230 |
| Club event | 023 8060 4193 |
| Sailability | 023 8060 4246 |
| Safeguarding children or vulnerable adults | 023 8060 4104 |
| **Out of office hours** |  |
| Incident line | 07789 556080 |

By calling this line you can receive out of hours support and advice on dealing with the immediate issues and communicating with the media. The nature of the incident will be assessed and, if necessary, an RYA manager with relevant expertise will be asked to contact you to offer more specific advice.

## EMERGENCY RESPONSE CARD

**Donaghadee Sailing Club, 20 Shore Street Donaghadee BT21 0DG. 028 9188 4270**

## Emergency or Life Threatening Injury – Key Steps

### Render assistance

1. **Make contact** with volunteers, coaches, instructors or course staff for assistance
2. **Call for Help & Emergency Medical Attention**:
   * **Coastguard:** VHF#16
   * **999 if you have a mobile**
3. **Bring casualty to steps in Harbour**
4. **Monitor and administer first aid** *AED located in Meadow Bank Club and Sailing Club*
5. **Send someone** to meet/direct Emergency Services
6. **Transfer** injured to care of Emergency Team
7. **Inform** key people (Commodore, Centre Principal or Chief Instructor and if necessary the RYA Communications Team as soon as possible).

### Complete an incident report

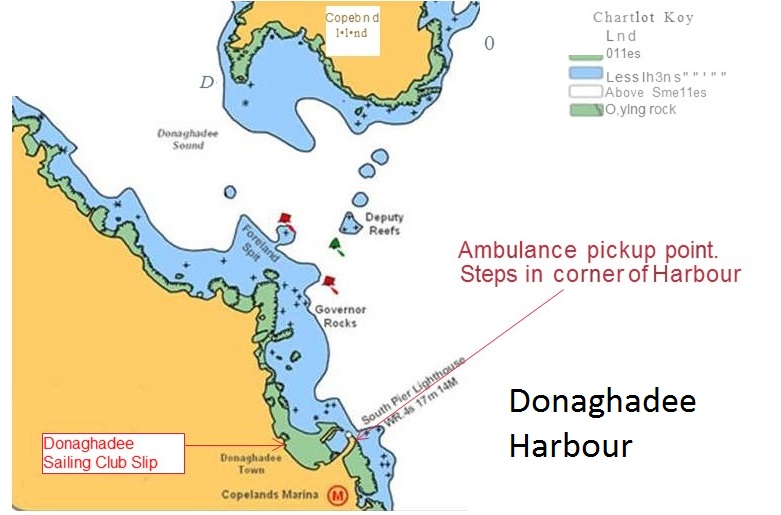
**Be prepared to tell 999:/ Coastguard the following information:-**

**Who you are, your name and call back number**

* **Current location** of injured person
* **Description of boats** (if requesting on-water help)
* **Where you plan to bring injured person ashore, see pick up locations below**
* **Age/gender/number** of injured people

### Type of injury/situation

**Emergency Response Pick-Up Locations – steps in corner of harbour**



**Contact Numbers**

## Commodore 07912562392

**Honorary Secretary 07980210612**

**Honorary Sailing Sec 07541769058**

## RYA Club Principal 07599454065

# EMERGENCY INCIDENT LOG

## INCIDENT

**DATE**

**DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Issue/Action/Decision** | **Responsible Person** | **Status** |
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## Section 3 – Operating Procedures

## Responsibility for Sailing Safety

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| Position | Responsibility for Safety |
| All Club Members | Be familiar with the H&S policy and act responsibly at all timesTake appropriate action if unsafe action is witnessedReport unsafe actions to the General Committee |
| General Committee | Overall responsibility for all safety mattersEnsuring that all necessary training is provided |
| Club RTC Principal | Training and vetting all instructorsMaintaining H&S and operating policyRTC inspectionAuthorise and oversee all trainingUpkeep of all training dinghies and equipmentReview of accidents and near misses |
| Safety Officer | Upkeep of all safety boats and associated equipmentPurchase and control of fuelAll moorings and racing marks |
| Vice Commodore | Review and maintenance of all risk assessments |
| All Instructors | Fully understand the H&S and operating policyObserve all safety requirements, training ratios etc.Understand the conditions and capability of the students |
| Safety Boat Crews | Have appropriate qualification for the situationReceive appropriate refresher training as requiredRespond immediately to any situation that may arise. |

## Accidents (See also Section 1 - Health and Safety)

## First aid equipment is located in the Clubhouse in the Galley, the junior training room, beside the stairs in the foyer and in the rescue boats. (2/01/11)

## There is a list of trained first aiders in the first aid boxes.

## Deficiencies in first aid boxes should be notified to a committee member.

## All accidents and near misses (any incident that could have resulted in an accident) should be recorded in the accident book located in the first aid boxes in the galley and beside the stairs. (5/02/12) (14/03/13)

## The RTC Principal or in his absence, any committee member, should be notified of any accidents or incidents as soon as is practical.

## An Emergency Action Plan is contained in this document.

## A review will be conducted at least annually of all accident and incidents and lessons learned recorded with actions taken to avoid reoccurrence. (29/01/13)

## Assessment of Boat User’s Vulnerability.

## It is essential that boat users are not allocated to training courses or attempt to sail in conditions for which they do not have the necessary skills or experience to undertake in safety.

## In the case of an adult, the decision to sail ultimately lies with the individual. In the case of a junior (under 18) the ultimate decision is that of the Course Instructor / Leader, Race Officer or Safety Officer as appropriate. (14/03/13)

## Inexperienced sailors shall not take to the water in Club owned boats without the presence of a dedicated safety boat (not those providing safety for any racing or training that may be taking place). (29/01/13)

## While a boat owner has the right to sail at any time, it’s their responsibility to be adequately equipped and familiarise themselves with the local area, tide, current, weather and sea conditions before setting to sea. (29/01/13)

## Masthead Float and Entrapment (24/4/14)

## Using masthead floats (MHFs) significantly reduces the risk of inversion and entrapment, enhancing the safety of sailors and reducing fatigue.

## Club Members and other persons sailing their own boats, are not required to use a MHF but they may choose to do so and shall purchase their own.

## All Club double-handers shall be sailed with a 40 litre MHF

## Safety Boat Procedures

## Minimum Qualifications required by Safety Boat helm:

## Club Racing and Friday Club Nights Powerboat level 2 + first aid cert.

## Training Courses Powerboat level 2 + first aid cert.

## Recreational Sailing Powerboat level 2 + first aid cert. (29/1/13)

## Regattas and Open events Safety Boat + first aid cert.

## 

## Safety Boat Operating Requirements

## Two safety boats shall be on the water at all times (15/01/17)

## Safety boats must have a coxswain with the qualifications set out above and another competent person over 16 years of age. Combined, they must be capable of pulling an average adult from the water.

* A spare radio should be carried by one boat fort use in the event of a failure (1/05/18)

## Be aware of the weather forecast.

## Kill cords to be used at all times and their operation checked each time boats are deployed (02/01/11)

## Make sure fuel tanks are adequately filled and are securely stowed.

## Personal buoyancy to be worn at all times.

## Crews should check correct operation of the radio.

## Safety boat(s) must be afloat and present themselves at the slipway before any dinghies are launched.

## Notify Race Officer of deteriorating conditions, or boats in difficulty.

## Safety boats shall remain on the water until all boats have returned to shore. Verify with the Race Officer that all boats completed the course.

## In the event of a capsize, the safety boat should stand off and verify that the crew members are OK.

## The Safety Officer must be notified of any defects with the safety boats.

## In the event of adverse weather conditions, the safety boat crews will liaise with the Race Officer who will make any decision regarding cancelling or curtailing activities on the water.

## Safety boat crews should obtain all necessary equipment as per the safety boat equipment check list (see later). List is also included in the safety boat barrel and any shortages should report to the Safety Officer any missing items.

## Safety Boat Refuelling

## On returning to shore, empty fuel tanks should be returned to the fuel bunker and refuelling must take place adjacent to the fuel bunker located in the dinghy park. (29/01/13)

## Fuel Handling Procedure (14/03/13)

## For safety reasons, at the end of the day, boat crews shall remove the fuel tanks from all boats that are not on moorings, along with any empty tanks and place them in the fuel bunker. Under no circumstances shall tanks be filled when on board a boat.

## Fuel shall only be dispensed by an adult who has received the appropriate training.

## Only the Safety Officer or nominated deputy shall collect fuel from the Service Station. Fuel shall be carried in the cans provided or the plastic boat fuel tanks

## Only use standard Unleaded Petrol in all the engines owned by the Club. Two stroke engines require the addition of oil (see below for details).

## Keys for the fuel bunker are held by the Safety Officer, RYA Club Principal, in the Battery bag and on the dinghy park key ring in the office.

## Ensure that the access to the fire extinguisher is kept clear at all times.

## Place the tanks on the ground in a safe and well ventilated area before refilling. This means outside, away from the public, club members, and ignition sources.

## Avoid spills by using a funnel (which is fitted with a filter gauze) to fill the tank up to the safe fill level mark only (90% of container capacity) as fuel expands with temperatures rises.

## After refilling, install and tighten the fuel cap securely, turn the vent knob to the closed position.

## Record amount of fuel consumed in the fuel log book. (Note each metal can contains 20 litres of fuel).

## Ensure fuel bunker is securely locked.

## Safety Boat Equipment Checklist

## Each safety boat should carry the following equipment. It is the responsibility of the safety boat coxswain to ensure all equipment is present and correct and that the barrels and flare boxes and paddles are returned to storage after use.

## The Club Safety Officer must immediately be notified of any missing items.

## 

## Each Safety boat shall have:

## Two Paddles

## Anchor chain and warp

## Fuel tank(s) c/w fuel,

## Towing bridle

## Fixed or hand held VHF radio

## Fire extinguisher

## Bucket or bailer

## A Safety Barrel containing:

## Spare Key (Redbays only)

## Spare kill cord

## First aid kit

## Thermal protection aid

## Tow lines, (1 for Rigiflex) (14/03/13)

## Righting line (Not Rigiflex)

## Throw line

## Knife

## Torch

## Whistle

## Efficient fog signal (Not Rigiflex)

## Tool kit

## Starting cord

## Compass, fixed or hand held (Not Rigiflex)

## 2 orange smoke flares\*\* (Not Rigiflex)

## 2 pinpoint red or 2 day / night (Not Rigiflex)

## Radio emergency procedure card (29/01/13)

## Laminated operating area and chart

## Tide Tables

## Equipment check list

## Operating Area for Racing and Training

## 

## *Training Procedures*

## Qualifications Required to Lead a Training Course

## Dinghy courses: Senior Instructor + valid first aid cert.

## Powerboat Course: Powerboat instructor + valid first aid cert.

## Rescue coxswain: Level 2 + valid first aid cert.

## Student / instructor Ratios (as per RYA Training Centre guidelines)

## Crewed dinghies: A ration of 3:1 for beginners with instructor on board to a maximum ratio of 9:1, but not more than 6 boats per instructor (e.g. three GP14s with 3 students in each, or 4 Picos with 2 students in each).

## Single-handed dinghies: A ratio of 6:1 (applies whilst boats are used as single handers)

## Instructors may be assisted by unqualified helpers who are competent, but they do not count towards the teaching ratio. (29/01/13)

## As assistant instructor counts as a qualified helper in the ratio up to L2 or Stage 3, but must work under the supervision of a qualified Instructor or SI. (2/05/18

## Responsibilities of the Course Instructor/Leader

## 

## That all local hazards, on and off the water, are made known to all course participants and personnel. Special care should be taken with participants crossing the road. See operating area chart.

## Provision of all personnel, first aid kits, equipment and materials required for the course.

## Give a briefing using the safety check list (see below) (27/1/14)

## Ensure that safety craft are afloat and ready for use before any students take to the water

## Ensure access is available to the telephone, in case of emergencies.

## Ensure all course participants have completed a course application/ consent form.

## Maintenance of club security at all times including that of the dinghy park.

## Due care and attention to be paid to club equipment and premises.

## Clearly define the limits of the sailing area to be used during the course and advise all course participants and personnel.

## Complete all necessary paperwork including the Event logging form and Instructor payment authorisation and pass to the Club Principal. (29/01/13)

## Issue all course certificates and complete qualifications database. (5/02/12)

* Recording of any accidents or incidents ( 15/01/17)

## Course Participants - Safety Briefing Check List (30/12/14)

## Before any training course commences, the instructor in charge will hold a briefing with all course participants and other instructors.

## It is good practice to repeat the briefing each day, based on any issues from the previous days of the course.

## The briefing check list will include the following:

## The operating area

## Personal equipment

## Traffic hazards and crossing the road.

## Hazards

## Slipway, weed, slipping hazard

## Rocks

## Launching and recovery teamwork

## Communications, not leaving the group without permission

## Following instructions, both on and off the water

## Putting yourself or others in danger

## Reporting any injuries

## Dealing with capsize situations

## A rescue boat will stand off ready to assist

## Deteriorating weather

## Signal made to go ashore

## If in difficulty people first, then boats

## In the event of an emergency

## Club action plan implemented

## The SI will take charge of the situation

## Principal or deputy to be informed of situation

## Instructors will be delegated roles

## Numbers to be verified and the group to stay together

## RYA Instructor Code of Conduct (17/01/15)

## This document outlines the code of conduct under which all holders of RYA instructor qualifications and RYA training appointments (hereafter referred to as instructors) are required to comply. The code of conduct is intended to make clear to all participants, instructors and RYA appointment holders the high standards to which all are expected to conform.

## All Instructors must:

## If working with people under the age of 18, read and understand the Child Protection Policy as detailed in the Club Policy Manual

## Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.

## Place the wellbeing and safety of the student above the development of performance or delivery of training.

## They should follow all guidelines laid down by the RYA with regards specific training or coaching programmes.

## Hold appropriate insurance cover either individually or through the training centre in which they are working.

## Not develop inappropriate working relationships with students (especially children). Relationships must be based on mutual trust and respect and not exert undue influence to obtain personal benefit or reward.

## Encourage and guide students to accept responsibility for their own behavior and performance.

## Hold relevant up to date governing body qualifications as approved by the RYA.

## Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.

## At the outset, clarify with students (and where appropriate their parents) exactly what is expected of them and what they are entitled to expect.

## Always promote the positive aspects of the sport (e.g. courtesy to other water users).

## Consistently display high standards of behaviour and appearance.

## Not do or neglect to do anything that may bring the RYA into disrepute.

## Act with integrity in all customer and business-to-business dealings pertaining to RYA training.

## Not teach or purport to provide RYA courses or RYA certification outside of the framework of an RYA recognized training centre

## Notify the RYA immediately of any court imposed sanction that precludes the instructor from contact with specific user groups (for example children and vulnerable adults).

## Not carry out RYA training, examining or coaching activities whilst under the influence of alcohol or drugs.

## Failure to adhere to the RYA Instructor Code of Conduct may result in the suspension or withdrawal of RYA qualifications or appointments.

## Risks /Hazards/ Dangers (30/12/14)

|  |  |  |
| --- | --- | --- |
| Anaphylactic shock Asthma attack Back pain Bleeding BruisingBroken teeth Concussion DehydrationDrowning | EntrapmentFracturesFallsHead injuriesHeadachesHeart attacksHeat exhaustionHyperventilationHypothermia | Jelly fish stingsLacerationsNosebleedRope burnsSea sicknessShockSprainsSunburn |

|  |  |  |
| --- | --- | --- |
| PeopleHealth concernsLifting boatsBoats collidingUnexpected gybesHorse playNot following rulesCrossing road incorrectlyCaught by ropesNot attaining basic skills before progressingInadequate briefingInadequate control by instructorSlipping on slipwayEntering water without permission | EquipmentLoose pins on mast staysUntaped mast pinsLow boomsPoor maintenanceRudders not securedCentre board elastic dosedMissing safety equipmentMissing first aidUnsuitable clothing for hot / cold conditionsNo hat / sun screenBoats too heavy for resources to manage | EnvironmentTripping hazardsSharp objects in storage parkTraining ratios not exceededCautious of sea state and wind conditionsLong sessions afloatJellyfishWeed on slipwayLaunching and recovering in wavesRock hazards, visible and hiddenBoat congestion on slipwaySeeking help to put up and take down mastsBoats pointing into wind for riggingSlippery changing room floors |

**Risk Analysis**

## Causal Factors

## Training Course Feedback and Complaints Procedure (12/03/19)

## Donaghadee Sailing Club is committed to providing a high-quality service to all our clients. We would like to have your opinions on your experience with us and when something goes wrong, we need you to tell us about it. This will help us to continuously improve our standards.

## On the completion of all courses, participants will be given and encouraged to complete a “Course Feedback Form” which is available on the training section of the Club website or is available from the instructor at the end of the course. These will be reviewed by the Training Centre Principal, as soon as possible after the course. Any forms that merit further discussion, the RYA Club Principal will contact the participant and resolve the concern. If resolution cannot be agreed, the participant will be encouraged to submit his / her concern in writing to the Honorary Secretary. Course feedback forms will be analysed at regular intervals.

## If you have a complaint, please submit your concerns in writing to the Honorary Secretary. We will send you a letter acknowledging receipt of your complaint within five days of receiving it, enclosing a copy of this procedure. We will then investigate your complaint. This will normally involve passing your complaint to our Training Centre Principal, who will review the complaint and speak to any relevant parties that were involved

## We will then invite you to a meeting to discuss and hopefully resolve your complaint. We will do this within 14 days of sending you the acknowledgement letter. If necessary the Training Centre Principal will take the matter to the Club’s General Committee for guidance / agreement on actions to be taken.

## Within 30 days of the meeting, we will write to you to confirm what action will be taken. At this stage, if you are still not satisfied, you may request a review by writing to the General Committee for further actions to resolve your complaint.

## We will write to you within 14 days of receiving your request for a review, confirming our final position on your complaint and explaining our reasons.

## If you are still not satisfied, you may report the issue to the Royal Yachting Association (RYA).

## Club Racing Procedures

## A rota exists for the Race Officer for Club racing on Wednesday and Sunday, which will be started from the Battery on the south pier.

## The procedures for running a Club race are contained in the Battery Equipment Bag, obtained from the Club office.

## Cancellation or Curtailment of Sailing - Race Officer in consultation with the safety boat crew(s) will make the decision to cancel or curtail racing.

## Safety Boat Cover (29/01/13)

## The Honorary Sailing Secretary is responsible for ensuring adequate rescue cover is available and produces a rota of safety boat crews.

## In the event of insufficient or no crews being available, senior club members may be asked to man safety boats, subject to correct qualifications.

## Safety boats shall be on the water before any boats are launched and until all boats are safely ashore.

## Under no circumstances should a sailing activity take place unless two safety boats are on the water (15/01/17)

## For sessions designated as social / recreational / disability sailing, safety boat(s) must be in attendance

## Any other use of Club boats and Club sailing must be agreed by the RYA Club Principal in advance.

## Personal Safety (29/01/13)

## All personally owned boats used in club activities must be adequately insured and have 3rd party insurance liability (15/01/17)

## Buoyancy aids complying with EN393/ISO 12402-5 (50 Newton or higher) must be worn by everyone afloat.

## It is the boat owner’s responsibility to ensure their craft is sea worthy.

## No boats shall enter the water until the safety boat is visible from the slipway.

## Any non-swimmers must notify the safety boat crew before taking to the water.

## While the decision to sail remains solely the responsibility of the individual sailor, junior or inexperienced sailors should seek the advice of experienced sailors regarding conditions, rigging and reefing (see assessment of Boat Users Vulnerability).

## All boats should return to shore immediately racing has finished, or as directed by the safety boat crew

## All sailors must be aware of the risks and hazards associated with sailing area, the launching and retrieval of boats at the slipway, as well as those associated with the busy main road between the club and the slipway.

## Section 4 – Miscellaneous Procedures

## Operation of Dinghy Park (27/1/14)

## This policy is to clarify the storage of boats in the Club dinghy park. Storage periods are defined as:

## Winter: 1st Nov – 30th April

## Summer: 1st May – 31st Oct

## Payments are for the 6 month period and pro-rata payments do not apply.

## Anyone wishing to store a boat shall complete the storage application form

## The appropriate fee will be payable in the month prior to the above dates.

## Anyone overstaying their period will be liable for cost of the next storage period.

* The Club reserves the right to dispose of boats as per RYA recommended procedures where non-payment of storage fees is outstanding.

## All boats shall be identified with an ID sticker provided by the Club. This sticker will clearly indicate the period, sail number and a unique ID number.

## All boats shall have third party liability insurance provided by the owner.

## All boats are stored at the owner’s liability and the Club accepts no responsibility for loss or damage.

## Boat owners shall keep the park clean at all times and remove any debris.

**DSC Application for Dinghy Park Storage**

Name................................................................Date.....................................................

Address..........................................................................................................................

Email............................................................. Tel.......................................................... \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Storage period Circle Winter / Summer / Both

What do you want to store Circle

| **Storage Type** | **Fee (per 6 months)** |
| --- | --- |
| Boats/Trailers up to 14ft | £35 |
| Boats/Trailers up to 21ft | £45 |
| Boats/Trailers over 21ft and Catamarans | £55 |
| Canoes or Windsurfers | £15 |

**Please note** that trailers without boats will be charged at the same rates as above.

Boat Type............................... Length.................... Sail number .......................................

Canoe type.............................. Colour..........................

Trailer type (if separate)..................................................................................................................

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following policy has been agreed by the General Committee:

* Storage periods are: **Winter:** 1st Nov – 30th April **Summer:** 1st May – 31st Oct
* Storage is available throughout the year and is divided into two periods:- Anyone wishing to store a boat shall complete the storage application form
* The appropriate fee will be payable in the month prior to the above dates.
* Anyone overstaying their period will be liable for cost of the next storage period.
* The Club reserves the right to dispose of boats as per RYA recommended procedures where non-payment of storage fees is outstanding.
* All boats shall be identified with an ID sticker provided by the Club. This sticker will clearly indicate the period, sail number and a unique ID number.
* All boats are stored at the owner’s liability and the Club accepts no responsibility for loss or damage.
* Boat owners shall keep the park clean at all times and remove any debris.

I accept and agree to abide by the above policy

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Use of Club Boats for Club Racing and Events** 12/03/19

*This procedure is to control and ensure the safe use of Club owned boats by* ***Club Members.*** *The Club is very fortunate to have available 5 GP14, 6 Picos, 6 Toppers, 4 Race Toppers, 2 Lasers, 2 Laser Stratos Keels*

**Use in Club Activities**

Club boats **(with the exception of the *4 Race Toppers****)* can be used in the following circumstances and subject to the accompanying conditions:

**(1) For Club racing on Wednesday evening and Sunday afternoon**

* Anyone using a Club boat must firstly satisfy the Club of their ability to sail safely before going afloat. You must complete an application annually (on first occasion only) for use of Club boats prior to use. By completing this form you are also acknowledging that you will be liable for any damage or loss while using the Club Boat. The user will be required to pay any insurance excess.
* A list of all Club members who have completed an application form for use of a Club Boat, which has been approved by the RYA Sailing Principal, will be displayed on the Club Notice Board.
* All Club GP14s must be sailed with an inflated mast head float at all times.
* The boat number and users identity will be evident from the race record sheet. Club Boats are available on a first come basis.
* Boat shall be returned to the boat park immediately after use, with all equipment washed, all sails folded and equipment stowed in a neat and tidy manner

**(2) For all training events**

* Under the supervision of an RYA Senior instructor

**(3) For social sailing**

* For sessions designated as social / recreational / disability sailing, safety boat(s) shall be in attendance with a qualified helm with first aid and an appropriate crew over the age of 16 years.

**(4) Friday Club Nights for Juniors**

* Picos, Toppers shall be helmed by juniors with minimum of RYA Stage 4
* Senior instructor or suitable experienced adult must be in attendance
* Safety boat(s) to be in attendance
* Any other use of Club Boats must be agreed by the RYA Club Sailing Principal in advance.
* GP14s and stratos can be helmed by an SI / DI / or competent adult.

**Use of Club Boats in Open or Championship Events**

*The following two section apply to all age groups. Under 18s will require signature of parent on the application form*

1. There are 4 GP14s available to attend GP14 events, regattas and other events.
2. The donation will be £25 for each scheduled sailing day of the event, payable in advance.
3. Boat measurement certificates are available if required for the event
4. A two boat road trailer is available to transport to events

**Use of Race Toppers in Open or Championship events**

1. There are 3 Race Toppers available to promote junior racing and attend Topper class events. They will be offered to juniors who have gained their stage 4 and start racing qualifications. Each boat will be available to one member and will be kept in the dinghy park. Dinghy park fees and insurance costs will be covered by the club.
2. Boats can be available for an extended period of 6 or 12 months at a donation of £30 per month in advance.
3. Boats could be available at a donation of £25 for each schedules sailing day.  
   with donation in advance.
4. They can be used by the user for Club racing, regattas, regional and national events, as well as Topper Class training.
5. They shall not be used for any other Club activities without the express permission of the Training Principal.
6. A 4 boat trailer is available for a group to attend an event.

**General conditions associated with the above two sections**

1. Use will require the completion of an application form accepting these conditions
2. Use will only be permitted by the Club to a competent helm
3. The user is responsible for transporting the boat and equipment to and from the event. A lighting board is not supplied
4. The user should satisfy themselves that the boat is complete, undamaged and adequately prepared for the event.
5. Boats are insured by the Club.
6. The user is responsible for the repair of any damage or loss of equipment that does not result in an insurance claim. In the event of a claim they will be liable for any claim excess. All repairs must be to the satisfaction of the Club.
7. The boat shall be returned to the boat park immediately after the event, with all equipment washed, all sails folded and equipment stowed in a neat and tidy manner

**Club Members shall report any damage or missing equipment and help us maintain our boats in a safe condition for the next user.**

**Donations received for the use of Club boats will be used for the maintenance of the boats**

***A notice will be displayed in the dinghy park indicating the user is deemed to agree to the conditions contained in the of a hire agreement that is displayed on the notice board.***

**APPLICATION FOR USE OF A CLUB BOAT**

**(For Club activities or external events)**

Name: ..........................................................................

Address..........................................................................Postcode:……………………

Email: ..................................................................... Phone: .......................................

Qualifications or Experience:

……………………………………………………………………………….........................

Please circle category of use:-

1. **Club Activity**

Start date……................... Boat type…………………

1. **Open / Championship Event** *(£25 donation per race day)*

Event: .................................................................Dates……………..…………

No. of scheduled racing days: ............ Pick up date: ...................... Return date…………………..

Other Club Equipment being taken: (if none state ‘None’)…………………………...

………………………………………………………………………………………………  
  
Boat type: ...................................... Boat Number: …………………

**(C) Topper extended use**. *(Available for 6 or 12 months at a donation of £30 per month)*

Start date……………………………….. Period 6 months / 12 months (circle)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Payment Due**: £ …………………

I agree to the terms and conditions of use set out in the Use of Club Boats document and acknowledge that I am liable for any damage or loss caused while using the boat.

**Signed:** ................................................................

(Parental signature required if user is under 18 years)

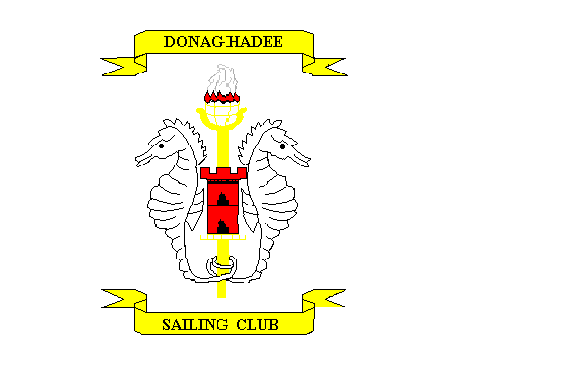
**For Official Use (for External Event)**

Return inspection completed? YES / NO

Number of days use: ............................... Loss or damage noted:

Fee paid? YES/ NO

## Section 5 – Forms



Page 1

**Donaghadee Sailing Club**

**YOUTH Course / Event Application Form 2019**

Course / Event Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Course Date: \_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is applicant a Club member **- Yes / No**

Name of Parent /Guardian (if under 18) / Next of Kin: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicants Contact No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Present qualifications\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When did you last sail or take a course\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is applicant confident in the water - **Yes / No**

*In the event of an emergency please contact:*

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If course not booked and paid online, then cheques made payable to Donaghadee Sailing Club for £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Forms to - Training - Donaghadee Sailing Club, 20 Shore Street, D’Dee BT21 ODG

**In the interests of planning, applications forms and payments, must be received no later than 7 days preceding the course.**

I understand and agree with the training session booking and conditions (separate sheet)

Signature of participant.

(Or parent / guardian if under 18) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We will email you confirming the course joining information If for some reason you do not hear from us or require any further information, then contact us via the email below.

**For further information visit** [**www.donaghadeesc.co.uk**](http://www.donaghadeesc.co.uk)

**Email** [**training@donaghadeesc.co.uk**](mailto:training@donaghadeesc.co.uk) **or call James on 07730006149**

**or Heather on**  **07718462818**

*Club Use Only*

Payment received CASH / CHEQUE / £ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Confirmation email YES/NO DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Page 2**

**Medical information**. It is your responsibility to make known any disability / medical condition that may affect your child during the activity, and any medication that they may require. This information will be shared with those responsible for supervising the activity.

Is your child currently taking any medication? If so what:-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has your child ever suffered from any of the following condition:-

Asthma/bronchitis, heart condition, fits, fainting or blackouts, severe headaches, diabetes (Circle)

Does your child have a disability, learning difficulty or other medical condition which

may affect their learning (ability to participate in practical or theoretical sessions)? YES / NO

If yes what condition;-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child have any food allergies - YES / NO If yes give details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
  
Is your child vegetarian? - YES / NO

**Declaration of parent or person with legal responsibility**

I the parent/guardian of …………………………… hereby acknowledge that I have read the attached conditions of participation and that I fully understand them. I have explained them to my child, who understands and agrees to abide by them.

I give permission to the organisers of activities during the period ...................................... (dates of event) to supervise the administration of medication or provide treatment to the above-named participant when or if necessary.

In an emergency situation I authorise the organisers to have my child taken to hospital and give my full permission for any treatment required to be carried out in accordance with the hospital’s diagnosis. I understand that I shall be notified, as soon as possible, of the hospital visit and any treatment given by the hospital.

I agree to notify the Club of any relevant changes in my child’s circumstances.

I confirm that my child is not under a court order.

**Data Protection**

The Club has a data protection policy which is available on the Club website [www.donaghadeesc.co.uk](http://www.donaghadeesc.co.uk)

The Club may wish to share data with the RYA in Northern Ireland, Sport NI (*and their auditors ICONI and Knight, Kavanagh & Page)*

**If you consent to your data being shared in this way, please tick here.**

The Club may take photographs or videos of activities and publish them on our website or social media to promote the Club

**If you consent to your data being shared in this way, please tick here.**

Signed: (participant)……………………………………………………………….

Signed: (parent/guardian)…………………………………………………………

Name: (please print) …………………………………..................Date: ………………………

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**JUNIOR MEMBERS**

**BEHAVIOUR CODE**

**All Junior Members will:**

* Listen and respond appropriately to the group leaders.
* Be well mannered and behave in a way, which promotes enjoyment for everyone
* Not use inappropriate language and refrain from swearing
* Never bully others either in person, by phone, by text or online
* Treat all other members of the group with respect, including those whose views may differ from their own.
* Be responsible for their own belongings and respectful towards the property of others
* Wear protective clothing including head gear that is provided.
* Assist with keeping the Club tidy by placing all rubbish in the bins provided and hanging wet gear on the rail provided.

**Any Junior Member who does not adhere to this code of conduct will be required to leave the club and Parent will be informed.**

***I agree and understand the Behaviour Code for Junior Members***

***Signature ……………………………………………….. Date ………………….***

***Parent/Guardian’s signature…………..……………………………………….Date……..……………***

Page 4

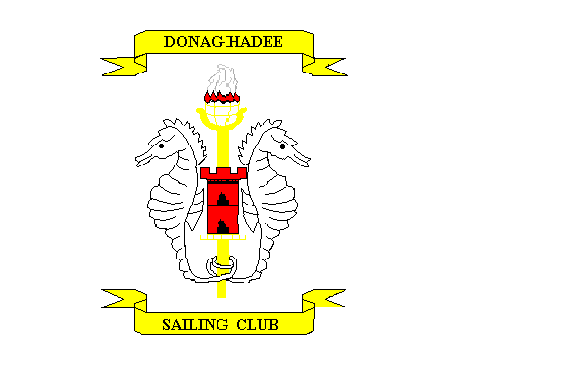
**Sailing Course/ Event - Terms & Conditions 2018**

1. To register for a course simply complete the online application form and payment.
2. An application form is also available on the Clubs website and should be posted along with your full payment to – Donaghadee Sailing Club, 20 Shore Street Donaghadee BT21 0DG.
3. In the interests of planning, applications forms and payments, must be received no later than 7 days preceding the course.
4. We will email you confirming the course joining information.. If for some reason you do not hear from us or require any further information, then please email [training@donaghadeesc.co.uk](mailto:training@donaghadeesc.co.uk)
5. Please note that all courses require a minimum number of participants for them to run. In this unlikely event, we will provide a refund or offer an alternative suitable date. Refunds are not available under any other circumstances.
6. For under 18s a parent or guardian needs to complete a Medical Consent Form and Junior Member Behaviour Code form on the first morning of the course or event.
7. All children must be accompanied by a parent or guardian at the beginning and end of the session. Parents or guardians must also be contactable (for example by mobile phone) for the duration of the session.
8. Neither DSC nor any of its instructors or agents shall be liable in any way whatsoever in respect of loss or damage to property.
9. DSC must be informed, at the time of booking, of any medical condition affecting the participant, or of any medication taken by the participant that could affect their taking part in the above sailing session, e.g. asthma, epilepsy, heart conditions. DSC reserves the right to refuse any booking on medical grounds.
10. All bookings are accepted on the understanding that any instructions or directions given by any member of the center’s staff are to be observed. Participants are asked to respect the equipment provided; compensation will be sought from anyone deliberately causing damage to equipment.
11. DSC reserves the right at all times to refuse or restrict the use of facilities. The right is also reserved to evict anyone who refuses to comply with the conditions as stipulated, or who behaves inappropriately or, in any way, causes damage or annoyance to any other persons.
12. Participants will be given a safety briefing by the instructor, which must be followed on or off the water:-
13. If any injuries are sustained or damage to valuables occurs, participants are to notify the center’s staff immediately.
14. Participants will be regarded as temporary Club members for the duration of the course.
15. The Club has a data protection policy which is available on the Club website [www.donaghadeesc.co.uk](http://www.donaghadeesc.co.uk)

The Club may wish to share data with the RYA and RYA Northern Ireland, Sport NI (and their auditors ICONI and Knight, Kavanagh & Page)

1. The Club may take photographs or videos of activities and publish them on our website or social media to promote the Club. Please advise us if you wish to opt out.

Page 1

****ADULT Course / Event Application Form 2019**

Course / Event Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Course Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Post Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicants Contact No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Emergency contact::-* Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club member **- Yes / No** Is applicant confident in the water - **Yes / No**

Present qualifications\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Medical Information****.* Any medical condition or disability. **Yes / No** *(if Yes please give details)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If course not booked and paid online at Club Website, then cheques made payable to Donaghadee Sailing Club for £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Forms to - Training - Donaghadee Sailing Club, 20 Shore Street, D’Dee BT21 ODG

**Data Protection**

The Club has a data protection policy which is available on the Club website [www.donaghadeesc.co.uk](http://www.donaghadeesc.co.uk)

The Club may wish to share data with the RYA in Northern Ireland, Sport NI (*and their auditors ICONI and Knight, Kavanagh & Page)*

**If you consent to your data being shared in this way, please tick here.**

The Club may take photographs or videos of activities and publish them on our website or social media to promote the Club

**If you consent to your data being shared in this way, please tick here.**

We will email you confirming the course joining information. If for some reason you do not hear from us then please email [training@donaghadeesc.co.uk](mailto:training@donaghadeesc.co.uk) and we will deal with query.

I understand and agree with the terms and conditions (separate sheet) and agree to abide by them.

Signature of participant.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For further information visit** [**www.donaghadeesc.co.uk**](http://www.donaghadeesc.co.uk)

**Email** [**training@donaghadeesc.co.uk**](mailto:training@donaghadeesc.co.uk) **or call James on 07730006149**

**or Heather on**  **07718462818**

*Club Use Only*

Payment received CASH / CHEQUE / £ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Confirmation email YES/NO DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Page 2

**Sailing Course/ Event - Terms & Conditions 2018**

1. To register for a course simply complete the online application form and payment.
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3. In the interests of planning, applications forms and payments, must be received no later than 7 days preceding the course.
4. We will email you confirming the course joining information... If for some reason you do not hear from us or require any further information, then please email [training@donaghadeesc.co.uk](mailto:training@donaghadeesc.co.uk)
5. Please note that all courses require a minimum number of participants for them to run. In this unlikely event, we will provide a refund or offer an alternative suitable date. Refunds are not available under any other circumstances.
6. For under 18s a parent or guardian needs to complete a Medical Consent Form and Junior Member Behaviour Code form on the first morning of the course or event.
7. All children must be accompanied by a parent or guardian at the beginning and end of the session. Parents or guardians must also be contactable (for example by mobile phone) for the duration of the session.
8. Neither DSC nor any of its instructors or agents shall be liable in any way whatsoever in respect of loss or damage to property.
9. DSC must be informed, at the time of booking, of any medical condition affecting the participant, or of any medication taken by the participant that could affect their taking part in the above sailing session, e.g. asthma, epilepsy, heart conditions. DSC reserves the right to refuse any booking on medical grounds.
10. All bookings are accepted on the understanding that any instructions or directions given by any member of the center’s staff are to be observed. Participants are asked to respect the equipment provided; compensation will be sought from anyone deliberately causing damage to equipment.
11. DSC reserves the right at all times to refuse or restrict the use of facilities. The right is also reserved to evict anyone who refuses to comply with the conditions as stipulated, or who behaves inappropriately or, in any way, causes damage or annoyance to any other persons.
12. Participants will be given a safety briefing by the instructor, which must be followed on or off the water:-
13. If any injuries are sustained or damage to valuables occurs, participants are to notify the center’s staff immediately.
14. Participants will be regarded as temporary Club members for the duration of the course.
15. The Club has a data protection policy which is available on the Club website [www.donaghadeesc.co.uk](http://www.donaghadeesc.co.uk)

The Club may wish to share data with the RYA and RYA Northern Ireland, Sport NI (and their auditors ICONI and Knight, Kavanagh & Page)

1. The Club may take photographs or videos of activities and publish them on our website or social media to promote the Club. Please advise us if you wish to opt out.

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# Donaghadee Sailing Club

**Bright Night Sailing Application Form**

Participant’s Name: Address:

Postcode: Date of birth:

Name of Parent /Guardian :

Contact No. Email Address

Present qualifications RYA Level: None 1 2 3 4 >4

Is applicant a Club member **- Yes / No I**s applicant confident in the water - **Yes / No**

*Any medical Condition or disability? Yes / No (If Yes please give details)*

*Conditions (To be read in conjunction with Bright Night Sailing Policy)*

1. *All participants must be members of the club.*
2. *Rescue cover is only available during the hours of the session, outside this time parents and guardians have sole responsibility for their children and wards.*
3. *Watersports are inherently hazardous by nature, all participants must comply with safety requirements.*
4. *Changing and shower facilities are available as well as BBQ after sailing, subject to weather conditions.*
5. *The club will not accept any liability for any damage or loss of property belonging to participants.*
6. *If you have any concerns regarding this please speak to a member of the Friday Night Team.*

## Data Protection

The Club has a data protection policy which is available on the Club website [www.donaghadeesc.co.uk](http://www.donaghadeesc.co.uk/)

The Club may wish to share data with the RYA Northern Ireland and also Sport NI (and their auditors ICONI and Knight, Kavanagh & Page) for monitoring and evaluation purposes in connection with the Active Clubs Programme which supports the Bright Nights Sailing Programme.

## If you consent to your data being shared in this way, please tick here.

The Club may arrange for photographs or videos to be taken at the BNS Programme and published on the Club website or social media channels to promote the Club. This imagery may also be used by the RYA and RYANI in connection with the promotion of its activities

## If you consent to your image being shared in this way, please tick here.

I agree with and understand the information contained in this application form and have received, read and accept the Bright Nights Sailing Policy document and Junior Members Behaviour Code

Signed: (parent/guardian)…………………………………………………………

Name: (please print) …………………………………..........Date: ………………………. I am Willing to help with BBQ Gather/Tidy Equipment Rescue

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**JUNIOR MEMBERS BEHAVIOUR CODE**

**All Junior Members will:**

* Listen and respond appropriately to the group leaders.
* Be well mannered and behave in a way, which promotes enjoyment for everyone
* Not use inappropriate language and refrain from swearing
* Never bully others either in person, by phone, by text or online
* Treat all other members of the group with respect, including those whose views may differ from their own.
* Be responsible for their own belongings and respectful towards the property of others
* Wear protective clothing including head gear that is provided.
* Assist with keeping the Club tidy by placing all rubbish in the bins provided and hanging wet gear on the rail provided.

**Any Junior Member who does not adhere to this code of conduct will be required to leave the club and Parent will be informed.**

***I agree and understand the Behaviour Code for Junior Members***

***Signature ……………………………………………….. Date ………………….***

***Parent/Guardian’s signature…………..……………………………………….Date……..……………***

Bright Nights Sailing Policy

1. The Junior Friday Sailing programme are aimed at juniors 8 to 17 years of age
2. In the interests of Health & Safety and to meet our obligation under the Child Protection (Northern Ireland) Order 1995, we ask that the application form be completed and signed by a Parent/Guardian for all participants.
3. All participants are required to be club members, provide their own buoyancy aid and wetsuit etc. Buoyancy aids may be borrowed for the first 2 weeks.
4. In the interests of safety**, we require a parent / guardian to be present at all times while the session is in progress**. We welcome you to relax in the Club and remain in reach in the event of any issue arising. Children who are left unaccompanied will not be permitted to participate in the session or will be removed from the water if the parent/guardian leaves. Should you require to leave the area, you must delegate to another responsible adult and inform the club member running the evening. **Your co-operation is essential as this policy will be strictly enforced.**
5. All participants must receive a wrist band before sailing and return it again after. This is a critical part of our safety procedures to ensure all participants are accounted for.
6. The numbers in each session are limited, each participant will be assigned to a session – either 7pm. or 8pm, and will be in that session for the season.
7. When a participant will be absent from a session it would be preferable that organisers be informed at least 1 week in advance, preferably via email at [brightnights@donaghadeesc.co.uk](mailto:brightnights@donaghadeesc.co.uk), or at registration in a previous week.
8. It is strongly recommended that participants of the second session refrain from swimming or getting wet before heading out sailing as this will result in the participant getting prematurely cold and spoiling the experience.
9. Each session will be supervised by a Senior Instructor, in the event no SI is available the session may be cancelled.
10. The sailing area is to be restricted to the area bounded by a line from mark 1 to the outer end of the north pier and the shore or as directed by the safety boat crews.
11. The Senior Instructor, has the responsibility to cancel or curtail sailing on the grounds of insufficient rescue cover or organising personnel, low demand, strong winds or poor sea or visibility conditions. **Updates may be posted on the Club’s Facebook pages**, from 17:00hrs regarding likelihood of session taking place. Please monitor same for information.
12. We ask that participants are encouraged to help return boats to the dinghy park and storing the gear in the appropriate locations.
13. While Junior Friday Sailing is about having fun, safety is paramount and all participants must obey any instruction given by the safety crews or organising personnel.
14. Once participants complete their sailing session, responsibility for their supervision and safety passes from the Club to the responsible parent/guardian, including within the Club house.
15. Photographs may be taken during the session. These may be used for publicity and PR purposes including the use of social media. **Please advise us if you wish to opt out.**
16. Participation in Junior Friday Sailing will be a great lead into summer sailing courses.

*DSC* CourseEvaluation Form 2/4/17

Donaghadee Sailing Club has a policy of continuous improvement and monitoring of its courses. Having completed the course, we would ask you to take a few minutes and complete the following questionnaire.

*Name...........................................................................Member?.......................*

*Relation to participant, if completing for a junior.................................................*

*Course type; circle Junior 1/2+ Junior 3/4 Junior racing*

*Adult 1/2 Adult 3/4 Adult racing*

*PB L2 Safety Boat*

*Other*

*Date of course: -…………………………*

*Where did you hear about the course?- (circle one)*

*Paper Website Within Club Friend Word of mouth*

*Please rate the following, where 1 is poor 3 average and 5 is excellent.*

* *Course administration* 1 2 3 4 5
* *Availability of information* 1 2 3 4 5
* *Standard of instruction* 1 2 3 4 5
* *Standard of supplied equipment* 1 2 3 4 5
* *Level of supervision* 1 2 3 4 5
* *Facilities provided* 1 2 3 4 5
* *Cleanliness of changing rooms* 1 2 3 4 5

*Other comments or improvement suggestions: -*

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1. The policies and procedures for on the water sailing and training activity were formed into this separate document in February 2016. A separate document containing all policies for Donaghadee Sailing Club is also available. [↑](#footnote-ref-1)