Donaghadee SC Operating Procedures - Appendices

20 Shore Street
Donaghadee
BT21 0DG

Version Control

Date	Amendments	Who
Jan 2025	Document creation	SFH
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Contents

Appendix A - **EMERGENCY RESPONSE CARD 2025**

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

Emergency or Life Threatening Injury – Key Steps

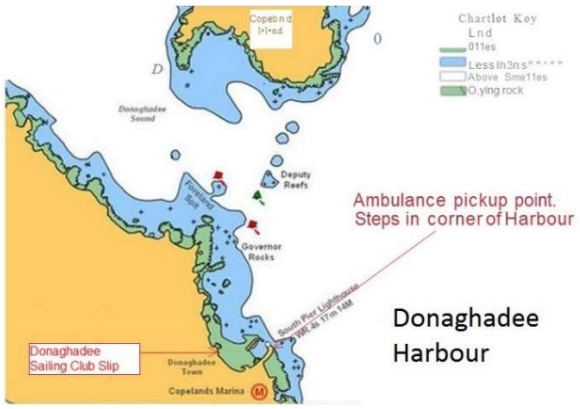
1. Render assistance
2. **Make contact** with volunteers, coaches, instructors or course staff for assistance
3. **Call for Help** & Emergency Medical Attention:
    a. Coastguard: VHF#16
    b. 999 if you have a mobile
4. Bring casualty to steps in Harbour
5. Monitor and administer first aid AED located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



Contact Numbers

Commodore	Ross Bennett	07428662578
Honorary Secretary	Mark Gough	07776163795
Honorary Sailing Sec	Susie Harris	07930490694
RTC Principal	Lawrence Baalham	07974699524
Safeguarding Officers	Michelle Clarke	07153 285539
	Heather McNeely	02891 889015

Appendix B - 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)
- Righting line (Not Rigiflex)
- Throw line
- Knife
- Torch
- Whistle
- Efficient fog signal (Not Rigiflex)
- Tool kit
- Starting cord
- Compass, fixed or handheld (Not Rigiflex)
- 2 orange smoke flares** (Not Rigiflex)
- 2 pinpoint red or 2 day / night (Not Rigiflex)
- Radio emergency procedure card
- Laminated operating area and chart
- Tide Tables
- Equipment check list

Appendix C - Emergency Telephone Numbers

This list is to be updated on an annual basis

Police / Fire		999 or 101
RNLI / Coastguard		999 or 028 9146 3933
Ulster hospital		028 9048 4511
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	Ross Bennett	07428662578
Hon Secretary	Mark Gough	07428662578
RTC Principle	Lawrence Baalham	07974699524
Safeguarding Officers	Michelle Clarke	07153 285539
	Heather McNeely	02891 889015
RYA NI (Office Newtownards)		028 9182 7154
RYA Communications Incident Team		07789 556080

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	Contact No
Training	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.

Appendix D – Current Role Holders

The following list is of roles that are mentioned within the Standard Operating Procedures. This list will be updated on an annual basis.

Role	Name	Phone
Flag Officers:		
Commodore	Ross Bennett	07428 662578
RTC Principle/Chief Instructor	Lawrence Baalham	07974 699524
Vice Commodore		
Rear Commodore	Steve Dickson	07599 454065
Hon Secretary	Mark Gough	07428 662578
Hon Treasurer	George Aitken	07780 904056
Hon Sailing Secretary	Susie Harris	07930 490694
Social Secretary	Nigel McNeely	07870 564327
Other Roles:		
Safeguarding Lead	Michelle Clarke	07153 285539
	Heather McNeely	02891 889015
Safety Officer	Stuart Ogg	07714 262223
Fire Safety Officer	Ian Danklefesen	07766 135762
Boatswain	James Ogg	07730 006149
	Kevin Harris	07984 544811
Senior Instructor	Jennifer Bryce	07904 014141
Dive Lead	Noel Thompson	07531 662451
Bright Nights Lead	Michelle Clarke	07153 285539
WoW-We Lead	Vivika Timmer	07814 197055
Junior Commodore	Grace Clarke	
Bar Convenor	Paul Wright	07546 291750
Maintenance Convenor	Noel Johnston	02891 888132

Appendix E - Fire Evacuation Procedure

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.

Appendix F - Risk Assessment

RYA **Daily risk assessment**	Event	Course	Date

Activity Leader (RO, OOD, SI etc.)		Number of safety boats		Number of participants	
Number of craft		Number of additional RIBs		Shore contact & tel	
Start time		Finish time		VHF channel	
Tide time		Forecast obtained		Day light hours	

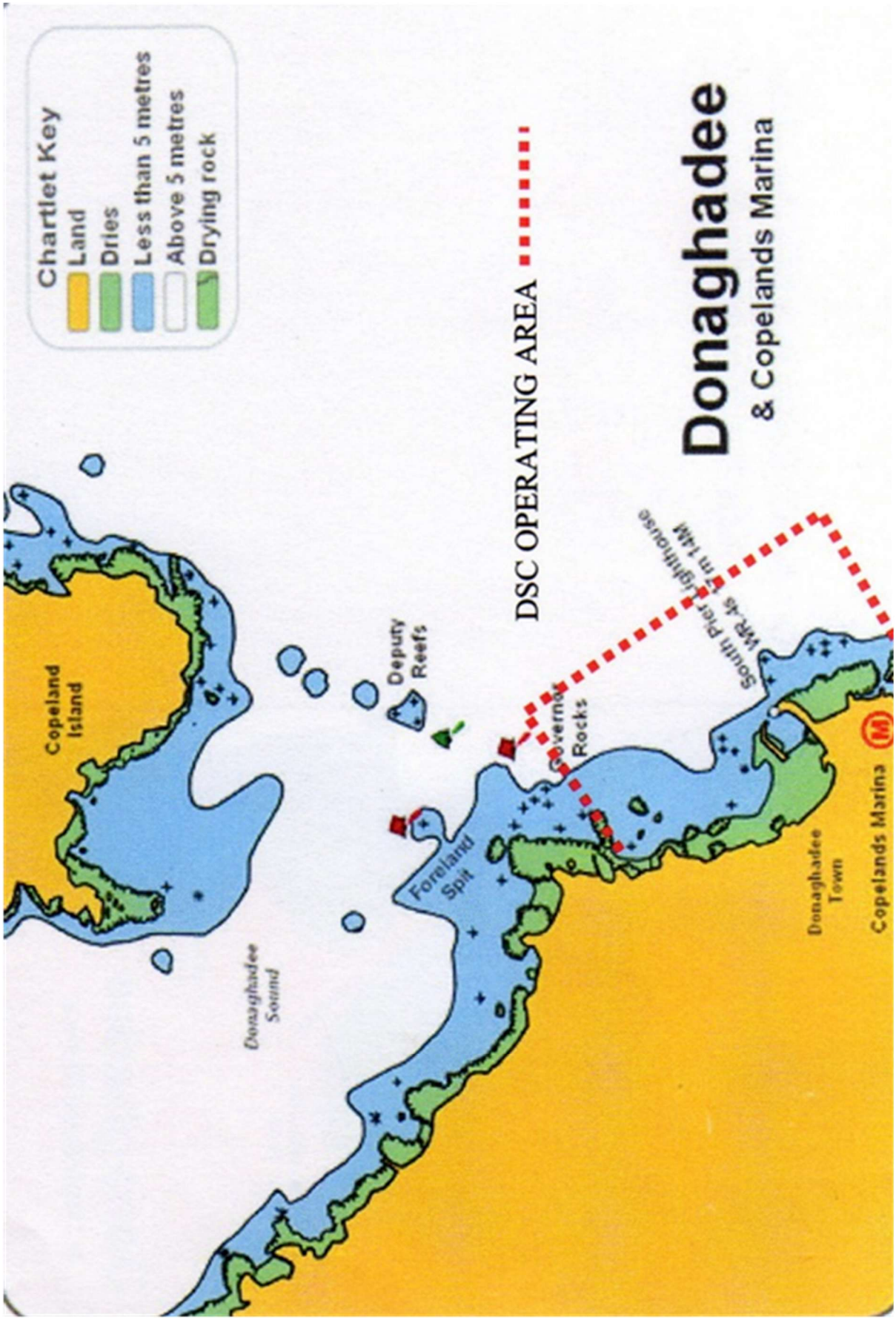
Description	**1 – Low risk**	**2 – Medium risk**	**3 – High risk**	**4 – Very high risk**	**Score**
Wind strength	0 – 10 knots	10 – 15 knots	15 – 20 knots	20+ knots	
Wind direction	Onshore	On / Cross shore	Off / Cross shore	Offshore	
Dist. to sailing area	½ mile	½ - 1 mile	1 – 2 miles	2+ miles	
Air temp (inc. wind chill)	15+°C	10 - 15°C	5 - 10°C	<5°C	
Sailing standard (lowest)	Good sailor (adult)	Good sailor (under 18)	Intermediate sailor	Beginner sailor	
Total sailing time	0 – 1 hours	1 – 3 hours	3 – 4 hours	4+ hours	
Safety boat : dinghy (ratio)	<1:6	1:12	1:15	>1:15	
Subtotal					

	Description	Score
Are there any other factors not previously identified that are: • medium risk (2) • high risk (3) • very high risk (4) (E.g., tide strength, water hazards, visibility, sea state, medical conditions) - If so please state and score: Do any of these factors make it unsafe to go on the water? If a HIGH or VERY HIGH risk is identified, please state what precautions have been taken to reduce the overall risk (Redo assessment to amend TOTAL Score):		
	Sub total **Total**	

Low risk (<11)	**Medium risk (12 – 18)**	**High risk (19 – 25)**	**Very high risk (>26)**

Signed		Print name		Role	

Appendix G - Operating Area Chart



Appendix H – Checklist for Participant Briefing

Event: _____ Date: _____

Event Lead: _____

Describe operating area/course to be sailed	
Personal equipment – well-fitting buoyancy aid, optional helmet	
Traffic hazards and crossing the road	
Slipway hazards - weed, slipping hazard	
Hazards afloat – rocks, pot buoys	
Launching and recovery teamwork	
Communications, not leaving the group without permission	
Following instructions, both on and off the water	
Do not put yourself or others in danger	
Report 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	

Appendix I – Shore Based Event Fire Checklist

EVENT: _____ **DATE:** _____

Are the double doors to the main room/bar area unlocked and "free from fixings" by withdrawing the top and bottom bolts of the fixed leaf?

- Is the fire door situated at the top of the rear staircase unlocked?
- Have you inspected the Clubhouse to ensure that all the emergency evacuation routes and disability refuges are free from obstruction and that emergency exit doors are functioning properly.
- Have you checked that all relevant emergency exit signs are illuminated?
- Are all fire extinguishers in the main room/bar area and the adjacent areas in the correct locations and readily accessible?
- Are the manual fire alarm points in the main room/bar area and adjacent areas accessible and fit for purpose?
- Have you checked the indicator lights (green) on emergency secondary light fittings in the main room/bar area and adjacent emergency exit routes plus external dispersal lights, to ensure readiness?
- Have you briefed those organising and attending the event of the evacuation procedures in the event of a fire or other evacuation, the location of the Assembly Point and the method of calling the NIF&RS.
- Have you arranged with any musician/ DJ or entertainer to make an amplified announcement about fire procedures and evacuation routes at the beginning of the event?

If you are unable to complete any of these tasks contact the Fire Safety Officer (Ian Dancklefsen 07766 135762) immediately or any member of the General Committee for guidance.

Signed: _____

Appendix J - Forms & Joining Instructions

Booking Forms

Examples of booking forms in use include training course booking, Bright Nights, WoW-We and social events.

Joining Instructions

Course joining instructions can be found online at Training Course Essential Information - Donaghadee Sailing Club.

Course Feedback & Complaints Form

These can be found online at Training Feedback

Fuel Storage Form

Below is the layout of the form in use

Date	**Boat**	**Qty**	**Responsible adult issuing Fuel**	**Any Issues?**
Example 30/10/21	*DSC Redbay 1*	*40 litres*	*SD*	*n/a*

APPLICATION FOR USE OF A CLUB BOAT

This is for the use of any club boat with the exception of the Race Toppers.

(For Club activities or external events)

Name: .....

Address.....Postcode:……

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

Qualifications or Experience:
…….....

Please circle category of use:-

(A) Club Activity *(£300 donation per season)*

Start date……..... Boat type……

***(B)* Open / Championship Event** *(£35 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: ……

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

Race Topper Rental Agreement & Equipment List

TERMS OF LOAN: USE OF CLUB RACE TOPPERS FOR CLUB RACING AND EVENTS

- *This document is to control and ensure the safe use of Donaghadee Sailing Club owned boats by Club Members.*
- In the following document, the term *user* refers to the approved sailor or in the case of a junior under 18 years of age their parent or guardian.
- **CLUB RACE TOPPERS** can be used in the following circumstances and subject to the accompanying conditions:

1.0 USE OF RACE TOPPERS IN OPEN OR CHAMPIONSHIP EVENTS

1.1 There are 8 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, and have demonstrated competency to the Chief Instructor or a Flag Officer.

1.2 Boats can be available for an *extended period of 6 months, from 1st April to 30th September, at a donation of £300 in advance. *(An extension of these dates may be considered by the Sailing Committee upon request.)*

1.3 Boats are also available day rate of a donation of £35 for each scheduled racing day. with donation in advance. Or £45 for a two day event weekend.

1.4

Topper Donation Fee Summary	
1st April – 30th September *	£300
1 day event	£35
2 day event	£45

1.5 They can be sailed by the user for club racing, regattas, regional and national events, as well as Topper Class training.

1.6 They shall not be used for any other club activities without the express permission of the Chief Instructor, Flag Officer or the Sailing Committee.

1.7 * Boats on loan for extended periods will be available to one specific/named club member and will be kept in the dinghy park. Only the agreed named member is permitted to sail these boats. Dinghy park fees will be covered by the club.

1.8 Insurance costs will be covered by the club.

1.9 The user is responsible for transporting the boat and equipment to and from any event.

1.10 The user should satisfy themselves that the boat is complete, undamaged and adequately prepared for any event.

1.11 An inventory checklist will be issued upon take-up of the boat and her equipment. It is the users responsibility to ensure all items on this check list have been handed over upon receipt of the boat and her equipment.

1.12 It is the users responsibility to ensure all items on this check list have been handed over upon return of the boat and her equipment.

1.13 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.

1.14 The boat shall be returned to the boat park immediately after any event, with all equipment washed, all sails rolled and equipment stowed in a neat and tidy manner.

1.15 The user shall report any damage or missing equipment and help the club maintain our boats in a safe condition for the next user.

1.16 Donations received for the use of club boats will be used for the maintenance of the club boats.

APPLICATION FOR USE OF A CLUB RACE TOPPER

(For Club activities or external events)

Sailors Name: .....

Parent/Guardians name .....

Address.....Postcode:……

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

Qualifications or Experience:
…….....

Circle as appropriate:

(A) Short Term Loan *(£35 donation per race day or £45 for 2 day event)*

Event: .....Dates……..……

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

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

Hull number: ..... Sail Number: ……

(B) Extended Loan. *(Available for 6 months at a donation of £300)*

Start date…….. Period 6 months max (limited to 1st April – 30th Sept)

Total Donation Due: £ ……

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

Print name: .....

Signed: .....
(Parental signature required if user is under 18 years)

Date:…….

For Official Use (for External Event)	
HANDOVER Donation paid? YES/ NO Handover Date: Checklist completed:	RETURN: Return inspection checklist completed? YES / NO Inspected by: Date:

Signed:	Loss or damage noted:	

Appendix K – Bright Nights (RYA Onboard)

Policy For Parents

Copies of this policy document should be made available to all parents of participants In the Bright Nights sessions:

1. The RYA OnBoard /Junior Friday Sailing programme is aimed at providing young people 8 to 17 years of age with an opportunity to sample sailing and begin their personal sailing development journey.
2. DSC is an affiliated RYA OnBoard club.
3. In the interests of Health & Safety and to meet our obligation under the Child Protection (Northern Ireland) Order 1995, we ask that the registration application form be completed and signed by a Parent/Guardian in person or digitally online for all participants.
4. Participation in Junior Friday Sailing will be subject to registration details having been provided and either Family or Junior membership of DSC either approved or pending.
5. All participation in OnBoard / BNS scheme at DSC must be pre-Booked on the DSC website.
6. Once a participant attends their first session, they may attend for the following consecutive week (at no charge), after which they are required to inform DSC that they no longer wish to attend and cancel their membership, otherwise membership process will begin and payment etc scheduled as per current membership requirements.
7. 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.**
8. **All participants should assemble in the courtyard at their predetermined / booked time allocation, they will register / sign in, receive required loan of safety equipment, prior to being escorted by a responsible person to the slipway. Please respect social distancing I courtyard. Participants should purchase a mandatory 'snnod' style face covering to be worn as required, and in event of being placed onto safety boat.**
9. All participants will receive a wrist band prior to going afloat and return it again, after sailing. This constitutes our tally system for people afloat. Each session should have a discrete colour, and each participant assigned a unique number, this should tally against those participants on the water and be handed back / checked off the list on return to slipway coordinator, handover to responsible person back to clubhouse.
10. As there are limitations on the number of juniors that can be accommodated on the water at any one time, it may be necessary to split the session into two or more groups. Typically 18.30, 19.30, & 20.30. Each session should have a maximum determined value based on current Covid restrictions and guidelines in place, and safety resource in place to observe rya training ratios.
11. 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 their experience.
12. Each session will be supervised by a Senior Instructor or suitably experienced Club Member appointed by the GC to coordinate the event.
13. 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.

14. The Senior Instructor or suitably experienced Club Member, 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.
15. We ask that participants are encouraged to help with rigging boats and returning them to the dinghy park and storing the gear in the appropriate locations.
16. 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.
17. Once participants complete their sailing session including crossing the roadway, responsibility for their supervision and safety passes from the Club to the responsible parent/guardian, and within the Club house.
18. Parents and Guardians should be mindful of the club's child protection policy and therefore should not enter the junior changing rooms without complying with the guidelines.
19. Photographs may be taken during the session. These may be used for publicity and PR purposes including the use of social media. **Parents should have granted permission in the registration process and have advised us if you wish to opt out – please ensure this is respected.**

Code of Conduct for Juniors

Copies of this document should be made available to all juniors, including those participating in Bright Nights

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……..……

Appendix L - Instructor Code of Conduct & Forms

RYA Instructor Code of Conduct

The original can be found online on the RYA website for all who are members of the RYA:

For RYA Instructors, Trainers, and Examiners
The RYA values and respects the very talented people that make up our training network, and views them as important ambassadors of the RYA's brand and values. This document outlines the code of conduct to 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. Instructors must:
1 Behave in a manner that is consistent with the values of the RYA, particularly with regards equality, diversity, inclusivity and sustainability.
2 Respect the rights, dignity and worth of every person and treat everyone equally within the context of their boating activity.
3 Place the wellbeing and safety of the student above the development of performance or delivery of training.
4 Encourage and guide students to accept responsibility for their own behaviour and performance.
5 Only develop relationships with students that are appropriate and legal, (especially those under 18) whether face to face or in a digital context. Relationships must be consensual, based on mutual trust and respect and must not exert undue influence to obtain personal benefit or reward.
6 Ensure the activities they direct or advocate are student focused, and appropriate for the age, maturity, experience and ability of the individual. Always clarify with students (and where appropriate their parents or carers) exactly what is expected of them and what they are entitled to expect.
7 Behave appropriately to ensure the safety of instructors, students and others under your direction.
8 Treat all RYA instructors, appointment holders, staff and other stakeholders with respect.
9 Act with integrity in all customer and business to business dealings pertaining to RYA training.
10 Read, understand, and comply with the Safeguarding Children and Safeguarding Adults policies and guidelines as detailed on the RYA website at www.rya.org.uk/safeguarding.
11 Comply with the laws and regulations of the jurisdiction in which they are operating.
12 Follow all RYA guidance and standards with regards specific training or coaching programmes.
13 Not do or neglect to do anything which may bring the RYA into disrepute, including through the use of social media.
14 Hold relevant, up to date governing body qualifications as approved by the RYA.
15 Only teach or provide RYA courses or RYA certification within the framework of an RYA recognised training centre.
16 Notify the RYA immediately of any court-imposed sanction that precludes the instructor from contact with specific user groups (for example children or adults at risk) and be aware that certain sanctions may result in the automatic withdrawal of your qualification.
17 Notify RYA Training in the event of any health issues that may affect their ability to carry out their responsibilities, including the use of medication which may impact their role.
18 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.
Revised February 2023

Instructor Form – Agree to H&S policy & has read SOP

Where is this form?

Wording: have read and agree to H&S policy and have read the SOP
Instructor Name
Instructor Role: SI/DI/AI
Date