



Members Handbook

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Reviewed March 2017

Amended October 2017 Changed title to Children and Adults at Risk Protection Policy

Reviewed March 2018. Title changed to Members Handbook. New - Serious incident/accident policy, Behaviour policy, Ethos of Integration, Weta Sailing policy

Next Review March 2019

Introduction

Sailing is no different to many other outdoor adventurous activities in that it involves taking some risks i.e. it is not risk free. Mariners of Bewl (MoB) has produced this Members Handbook which outlines our operating procedures and includes the policies which state how we approach all aspects of safety.

We ask all members to read these so that everyone is aware of their responsibilities towards their own, and other member's safety. By knowing and understanding the content of the Handbook we can all promote safety awareness and do all that is reasonable to help reduce any risk to members and guests to an acceptable level.

If you think that anything significant is missing from the Handbook please speak to the Chairman or Secretary.

Acceptance of Risk & Acknowledgement

Participating in sailing activities requires an acceptance of risk. You should understand and accept that there are inherent risks both when rigging, launching, sailing and recovering dinghies to those who participate in the activity.

The MoB Committee takes all reasonable steps to minimise the risks and ensure the safety of all members when sailing.

MoB follows a set of operating procedures which are designed to minimise risk, but members and any of their guests are advised that it is not possible to control all factors, especially those dependent on nature.

In joining MoB as a member or when sailing with MoB as a guest you are acknowledging and accepting these risks.

Completion and return of the Annual Membership Form constitutes your acceptance to abide by this policy and to follow the procedures and rules outlined within the handbook. This includes following the guidance as laid down in our "Children and Adults at Risk Protection Policy" (see page 8)

Risk Management

Equipment

The Sailing Co-ordinator will be responsible for ensuring that the fleet of dinghies are kept in a good and safe working order.

Boat defects which are identified by any member/user must be reported to the Officer of the Day (OOD) or Sailing Co-ordinator and recorded in the Sailing Logbook.

Any dinghies that are not seaworthy to be noted in the logbook and clearly marked - **OUT OF SERVICE.**

The Safety Boat loaned to MoB by Bewl Water must be checked by the MoB Senior Instructor (SI) before any sailing activity commences.

These checks will include ensuring the boat has an undamaged kill cord in position, that the vessel has enough fuel and has a paddle on board.

All other essential safety equipment is provided by MoB and is part of our Safety Boat kit which is stored in MoB Headquarters.

The Safety Boat helm is responsible for ensuring that MoBs Safety Boat kit is complete (see checklist in waterproof container) and is on board the safety boat at all times when dinghies are afloat.

Radios must be checked that they are in full working order and on the same frequency. A handset must be carried by the MoB SI and the OOD. The SI is responsible for deciding who should carry the third handset. This is normally the safety boat helm.

OODs to check the location of the First Aid kit/box before sailing activities commence. This should be easily accessible to all during sailing sessions i.e. not locked inside MoB HQ.

Pre session

All members to read the MoB "Safety Rules" (see page 5). All guests must remain in the company of a member and before going afloat must complete and sign our Temporary Membership Form.

An RYA Senior Instructor (S.I) with current qualifications will take note of the weather and assess sailing conditions, obtain members preferences and requirements and note members sailing competence. Based on this information the SI will confirm the dinghies that can be used, the amount of sail to be carried and will define the sailing area.

The S.I will be responsible for ensuring that any craft going afloat are correctly rigged.

Sailing sessions

All members sailing must adhere to MoBs “Safety Rules” (see page 5)

The rules include the requirement for any member or guest to wear a correctly fitted buoyancy aid or lifejacket before they step on a pontoon or on board any dinghy or safety boat. Every member is responsible for ensuring this safety rule is followed.

Serious Incidents and Accidents

A serious incident or accident includes;

- An accident resulting in the emergency services being called.
- The conduct or behaviour of a member or guest causing concern or harming or upsetting others.
- In the opinion of SI, OOD or Helm, an individual is placing themselves or others at risk of harm.

If any member, prospective or temporary members or guest is involved in any incident or accident this must be recorded in the incident book which is located in MoB HQ.

All sections of the form must be completed including names of witnesses.

The Chairman or Club Secretary must be notified immediately.

Emergency assistance

If additional help/ support is required at any time (includes summoning of emergency services), Bewl Water can be contacted by going to the Fishing Office or speaking to any of the Rangers or phoning 01892 890000 or their emergency line on 01892 890486.

If any of the Emergency Services are required phone 999 and inform Bewl Water staff immediately. They will assist by ensuring that on arrival at the site the emergency services are escorted straight to the casualty

Safety Rules

The following must be adhered to at all times in order to follow best practice and operate safely and in accordance with the rules and requirements laid down by Bewl Water (Landlords/Owners), and the Royal Yachting Association.(National Governing Body.)

- A Senior Instructor (R.Y.A.) and a MoB member (normally our Officer of the Day) to be on site and overseeing/managing all activities.
- The MoB Logbook must be checked (normally by the RYA Senior Instructor) for any defect reports prior to any dinghies being declared available to sail.
- A safety boat is afloat and operational and manned by a qualified helm (min RYA Powerboat Level 2) and crew. The helm should have knowledge of any disabilities of those afloat.
- Radios must be carried by the RYA Senior Instructor and the OOD. A third radio is available and should be carried by whoever the S.I advises. .
- Members and guests must wear a properly fitted buoyancy aid or life jacket on the outside of any other clothing before stepping on a pontoon or going afloat in a dinghy or safety boat
- Members and guests must comply with instructions from the RYA Senior Instructor, or RYA Instructor or safety boat helm.
- Members and guests must remain within the sailing area designated by the RYA Senior Instructor. If no area is stated, it is your responsibility, before going afloat, to ask the Senior Instructor where you can sail. Sailing outside a designated area can jeopardise your own and others safety.
- Members and guests who may suffer from a medical condition, must either carry any relevant and important information about their condition in a format which makes it easily accessible to any professional to medical staff involved in dealing with a serious incident/accident, or to leave this confidential information in a sealed envelope with the OOD.
- Members and guests under 18 years old must be supervised by an adult parent/guardian who remains on site during each MoB sailing session. MoB members can not act 'in loco parentis'.
- The number of people on board any dinghy used by MoB must not exceed the manufacturers recommendations. Prevailing conditions may dictate that numbers on board a dinghy are less than the stated maximum.
- In strong wind conditions the RYA Senior Instructor may limit the number of dinghies afloat at any one time. This decision must not be challenged.

- Dinghies carrying new or novice members or guests must be helmed by a member who is known to be competent in handling that vessel in the given conditions.
- Safety boats must not be used to take members on joy rides.
- The MoB Log book must be completed at the end of each session with any boat defects and repairs logged/check last weeks' log before setting out.

Ethos of Integration

As a member of Mariners of Bewl we hope that you will be supporting our ethos of integration where we recognise that all members are unique but equal, and that through our activities everybody, including yourself, will be contributing, participating, learning new skills, enjoying new and maybe challenging experiences and having fun.

As an organisation we do not have carers or volunteers and so we all just do as much as we are able in order to fulfil our aim of enjoying time afloat.

If you are new to supporting people with disabilities, you may find it helpful to bear in mind some of these tips

- Do not underestimate the intelligence or ability of the person you are talking to.
- Do not assume that all participants require assistance. Ask if they need a hand, or wait to be asked.
- When assisting someone, ask them how best to do this. They are the best person to know how they need to be assisted.
- Always address the participant, not the personal assistant/parent/guardian they are with.
- Be aware of personal needs and preferred ways of communicating and working and respect their requirements.
- Try and work around an issue, rather than avoiding it, so that everyone can be included in activities
- Don't interrupt, correct, speak for the person or be tempted to finish sentences off for them.
- A wheelchair should be viewed as part of the user's body space. Keep an appropriate distance and never use the chair as something to lean on.
- It is perfectly acceptable to offer to help guide the wheelchair or negotiate obstacles such as doors. But only push someone's chair if they have said that it is OK for you to do so.
- Only assist with moving and handling tasks where you are clear on how to do it safely

[Many thanks to 'Back Up' for the guidance on supporting people with disabilities]

Policies

Children and Adults at Risk Protection Policy

Policy Statement

MoB is committed to protecting children and adults at risk from harm.

MoB Children and Adults at Risk Protection Policy and Good Practice Guidelines are there to be acted upon to protect all members.

MoB is committed to reviewing its policy and good practice guide at regular intervals.

New members will be informed of, and directed to our Child and Adults at Risk Protection Policy/good practice guide. Members will be expected to read the policy and follow the advice given in the following Good Practice Guide.

Good Practice Guidance

Promoting good practice can reduce the possibility of potentially abusive situations and help to protect members. The following are examples of care which should be followed in a MoB environment.

- Always be publicly open when with children and vulnerable adults. Avoid situations where you are unobserved with Child/Adult at risk.
- If any form of physical/manual support is required, there should always be at least 2 members present. Care is needed, as it is difficult maintaining hand positions when assisting in and out of boats, or assisting with clothing/buoyancy equipment.
- Do not spend time alone with children and adults at risk.
- Do not allow or engage in any form of inappropriate touching
- Do not allow anyone to use inappropriate language
- Do not make sexually suggestive comments to a child/adult at risk, even in fun.
- Do not allow allegations made by a child/adults at risk to go unchallenged, unrecorded or not acted upon.
- Do not do things of a personal nature for children/adults at risk that they can do for themselves.

Good Practice Guidance - Responding to Suspicions or Allegations

It is not the responsibility of MoB members to decide whether or not child/vulnerable adult abuse is taking place. However there is a responsibility to protect children/vulnerable adults in order that the appropriate agencies can make inquiries and take appropriate action.

Where uncertainty arises about whether a concern warrants reporting, Social Services should be consulted for advice.

The Social Services Department has a statutory duty under “The Children Act 1989 and Care Act 2014 to ensure the welfare of a children/adults at risk. When a child protection referral is made, their staff have a legal duty to investigate. Enquiries may be carried out jointly with the police.

Any suspicions or allegations should be reported to a MoB committee member. That committee member will liaise with one other committee member, notes will be taken detailing the suspicions or allegations and they will report the suspicions or allegations to a higher authority (Social Services Department, or Police).

Any MoB committee members approached will treat the matter with the utmost of confidence.

Information passed on to Social Services or the Police must be as helpful and detailed as possible, including:

- The nature of the allegation
- Description of any visible bruising or injuries
- The child/adult at risk own account, if given, of what happened.

Reporting the matter to the police or Social Services should not be delayed by attempts to obtain more information.

Wherever possible, referrals telephoned to the police or Social Services should be confirmed in writing within 24 hours. A record should be made of the name and designation of the person to whom the concerns were passed, together with the time and date of any call. Where Social Services does not accept a referral, but concerns remain, these should nevertheless be put in writing and recorded in the same way.

Serious Incident and Accident Policy

Policy Statement

As with any outdoor and adventurous activities there is the possibility of members and/or guests being involved in incidents or accidents.

This policy does not address the 'every day' incident or accident e.g. a slip, a trip, a graze or small cut all of which may require some basic First Aid which can be administered by members or qualified First Aiders on site but does focus on what is normally referred to as a serious incident or accident.

In order to ensure that we reduce the risk of members and guests being involved in a serious incident or accident, all members and guests must read and follow the guidance outlined below.

Definition

A serious incident or accident includes;

- An accident resulting in the emergency services being called.
- The conduct or behaviour of a member or guest causing concern or harming or upsetting others.
- In the opinion of SI, OOD or Helm, an individual is placing themselves or others at risk of harm.

Good Practice Guidance

Prior to any activity taking place members, prospective or temporary members and guests will be made aware of MoBs aims (and limitations)

Adult carers will be advised that the activity of dinghy sailing is considered to be a hazardous* activity and therefore going afloat in a dinghy can not be guaranteed and will depend on weather conditions, and the experience and ability of others going afloat.

All prospective or temporary members and guests will complete a Temporary Membership form.

During the activity all members and guests will;

- wear a correctly fitted buoyancy aid or lifejacket
- be asked to follow any instruction given by the SI, OOD or helm of the boat that they are on.

If any member, prospective or temporary members or guest is involved in any incident or accident this must be recorded in the incident book which is located in MoB HQ. All sections of the form must be completed including names of witnesses.

The Chairman or Club Secretary must be notified immediately.

Behaviour Policy

Policy Statement

Challenging behaviour can be defined as behaviour of such intensity, frequency or duration that the physical safety of the person concerned or other people is at serious risk.

We recognise that what is unacceptable and challenging behaviour to one person is not necessarily unacceptable and challenging to another. However any behaviour that causes concern, hurts or upsets us must be addressed immediately with the aim of finding a way to support the person involved so that they can continue to participate in and enjoy the activity alongside other members.

Under our legal responsibilities and Duty of Care, Mariners of Bewl have a responsibility to ensure the safety of others whilst they are participating in any of our sailing activities.

Good Practice Guidance

Members and/or guests are responsible for supporting us in doing this by following any advice or guidance given by the OOD or RYA Senior Instructor which will reduce any risks to anybody involved in our activities.

Members of Mariners of Bewl must not get involved in any direct physical interventions. This is the responsibility of a parent, guardian or carer of the person who has presented the signs of challenging behaviour.

Any challenging behaviour likely to place MoB members or guests at risk should be reported immediately to the Officer of the Day (OOD), who in turn will implement the procedures as outlined in our Serious Incident and Accident Policy.

Equal Opportunities Policy

Policy Statement

Mariners of Bewl is committed to;

Equality of opportunity for its members through the provision of a good and harmonious environment in which all members are treated with respect

Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation.

Fulfilling all legal obligations under the equality legislation.

Taking appropriate affirmative or positive action, where appropriate.

Good Practice Guidance

Mariners of Bewl aims to ensure that no member or applicant for membership is discriminated against, harassed or victimised on grounds of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependents
- Religious belief or political opinion
- Race (including colour, nationality, ethnic or national origins)
- Disability
- Age
- Sexual Orientation

The only exception to the above would be where legal or membership restrictions prevent adherence to the Policy, e.g. DBS checks.

Records will be kept as necessary to ensure that the policy is effectively monitored and maintained.

The Committee will bring to the attention of all members and applicants the provisions in this Policy.

It is the responsibility of all members to ensure that this policy is effective. The Chair and the Committee are responsible for monitoring the effective implementation of the policy.

Our membership requirements will not differentiate between people, directly or indirectly, on grounds that constitute discrimination.

Anyone involved in membership selection must work within the requirements of this policy.

All members will adhere to this policy and failure to do so may be cause for disciplinary action, which could lead to withdrawal of membership.

Any member or aspiring member who considers that he or she is suffering from unequal treatment on any grounds should in the first instance report this to the Chair or Vice Chair.

Definition of Terms

Direct discrimination means treating a person, on the above grounds, less favourable than others are or would be treated in the same circumstances.

Indirect discrimination means applying a requirement or condition which, whether intentional or not, has an adverse effect on one particular group.

Harassment is any behaviour deliberate or otherwise, which is unwanted, unwelcome, found to be offensive, objectionable, upsetting or embarrassing to the recipient, and which might threaten or create a stressful or intimidating environment.

Victimisation is treating a person less favourably than others because they have exercised their right under this policy.

DATA PRIVACY POLICY

1. **Policy Statement**

- 1.1 This policy explains when and why we collect personal information about our members and instructors, how we use it and how we keep it secure and your rights in relation to it.
- 1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
- 1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website for any amendments (but amendments will not be made retrospectively).
- 1.4 We will always comply with the General Data Protection Regulation (**GDPR**) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

2. **What information we collect and why.**

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, e-mail address(es).	<p>Managing the Member's membership of the Club. Managing the OOD and S.I duty roster.</p> <p>Communicating with members and potential members e.g. promotional material, fundraising news and requests and the occasional Member Newsletters.</p>	<p>Performing the Club's contract with the Member.</p> <p>For the purposes of our legitimate interests in operating the Club.</p> <p>We will seek the Member's consent on their membership application form and each membership renewal form.</p> <p>The Member may withdraw their consent at any time by contacting us by e-mail or letter to tell us that they no longer wish their details to appear in the Membership list</p>
Emergency contact details	Contacting next of kin in the event of emergency	Protecting the Member's vital interests and those of their dependants
Date of birth / age related information	Managing membership categories which are age related	Performing the Club's contract with the Member

Gender	Provision of adequate facilities for members.	For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities (including changing rooms and toilets) for each gender.
	Reporting information to the RYA.	For the purposes of the legitimate interests of the RYA to maintain diversity data required by Sports Councils.
Medical conditions and or disability	To provide safety boat crew with essential information that they may need to assist members and guests if they need rescuing from capsized craft.	For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable safety cover and meet our obligations under Health and Safety law.

Photos and videos of members and their boats	For adding interest to internal Club communications e.g. Newsletters and for putting on the Club's website and social media pages and using in press releases.	Consent. We will seek the Member's consent as part of their membership application and each membership renewal. Members will be advised (see Members Handbook) that they may withdraw their consent at any time by contacting us by e-mail or letter.
Instructor's name, address, email addresses, phone numbers and relevant qualifications and/or experience	Managing instruction at the club.	For the purposes of our legitimate interests in ensuring that we can contact those offering instruction and provide details of instructors to members.
Bank account details of the member or other person making payment to the Club	Managing the Member's and their dependants' membership of the Club, the provision of services and events.	Performing the Club's contract with the Member

3. How we protect your personal data

- 3.1 We will not transfer your personal data to any third party without your consent.
- 3.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

- 3.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 3.4 If at any stage in the future we set up a facility to make on line payments e.g. membership fees we will use a recognised online secure payment system.
- 3.5 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.
4. **Who else has access to the information you provide us?**
- 4.1 We will never sell your personal data. We will not share your personal data with any third parties except where required to do so by law.
5. **How long do we keep your information?**
- 5.1 We will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. defence of legal claims.
- 5.2 We securely destroy all financial information once we have used it and no longer need it.
6. **Your rights**
- 6.1 You have rights under the GDPR:
- (a) to access your personal data
 - (b) to be provided with information about how your personal data is processed
 - (c) to have your personal data corrected
 - (d) to have your personal data erased in certain circumstances
 - (e) to object to or restrict how your personal data is processed
 - (f) to have your personal data transferred to yourself or to another business in certain circumstances.
- 6.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to our Chairman or Secretary via the 'Contact Us' tab on our website. <http://www.mariners-of-bewl.org.uk/contact-us.html>

March 2018
Review date:
Review date:

Weta Sailing Policy

Sailing the Weta single handed using a centre seat has been deemed by Weta Marine, the designers and boat builders, as being unsafe.

Weta owners and users have been informed by Weta Marine that they “do not support single handed centreline racing in a Weta”. This decision is based on the fact that the trimaran inverts quickly if capsized, and dinghies involved in racing cannot expect to receive outside assistance from a safety boat within 30 seconds.

However, Weta Marine have also stated that they “continue to support RECREATIONAL use of a centreline in sheltered conditions where there is a qualified instructor(s) on board to give disabled people a sailing experience.”

Mariners of Bewl acknowledges Weta Marine decision but we cannot differentiate between the safety issues when the boat is being raced or being sailed as a recreational activity and therefore our policy applies to any time when a member of Mariners of Bewl wishes to sail the Weta.

Our policy is based on the fact that we are a dinghy sailing organisation with competent (trained and experienced) and qualified RYA Senior Instructors overseeing and managing the safety of all members when afloat.

The content of this policy is in addition to our sailing rules and regulations as stated in the MoB Members Handbook.

- The Weta can only be sailed when a qualified RYA Senior Instructor has undertaken a risk assessment which takes into consideration the weather conditions, the level of experience and sailing ability of the helm (and crew), the number of people wishing to sail on the boat and the level of safety boat cover which will be available when the Weta is afloat.
- Sailing single handed. If the wind is above F3/15 mph the centreline seat must not be used.
- The RYA Senior Instructor must ensure that the competent helm and any crew understand what could happen when a Weta capsizes and check that they know how to respond. The crew must also know how to assist the helm with the recovery of the boat.

This policy will be introduced when we recommence sailing in April 2018.

*Richard Hayden. Sailing Co ordinator. RYA Senior Instructor : Richard Goring. RYA Senior Instructor Charlie Howden. RYA Dinghy Instructor : Tim Scott. Experienced Weta centreline seat sailor.
Date: February 2018*