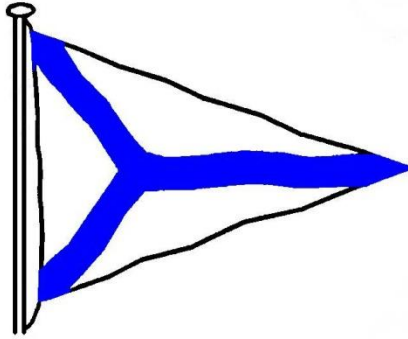


# **Avon Sailing Club**



## **Members Handbook and Guidelines**

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## **Introduction**

Welcome to the Avon Sailing Club (Yes we know it's on the river Severn). Please feel free to use the club at any time. Car parking is at the end of the gravel road by the trees (between the boat park and the camping site),

The club is very much run on a volunteer basis. After your first year, you will be expected to help run the club activities perhaps once or twice a year in roles such as helping to organizing the Sunday racing or helping out with the tea's.

Towards the end of each year a draft programme is issued for members to add their names for suitable dates

Below is an outline of the club policies

### **1.0 Safeguarding & Data Protection Policy**

Copies are available on request and are displayed in the clubhouse

#### **1.1 Health & Safety Policy**

This is displayed in the clubhouse along with risk assessments. Copies are available on request.

#### **1.2 Insurance**

The owner of a boat registered by the club must be covered by third party Insurance sufficient to meet liabilities up to at least £3,000,000 arising from each accident or incident involving that boat. Berths in the boat park are not currently allocated but taken on a first come basis, long standing members tend to have a regular berth, if in doubt speak to a committee member.

## **1.3 Decision to Sail / Race**

All helms are reminded that the decision to sail or race is solely theirs, and the club is not responsible for their individual safety. Weather conditions, sailing experience, physical ability and the health of the helm and all crew should be taken into account when making this decision. The presence of a safety boat on the water should not be relied upon for assistance.

Sundays are the most popular sailing days with organized races with time for lunch after the first race and tea and cake is available after the second race. Currently lunches are not provided at the club. Sunday is the day for organized racing, but don't let that put you off individual sailing or cruising on a Sunday. If you're a beginner you are just asked to avoid the start line and the racers will know and avoid any problems. Safety boats are also on the water on those Saturdays designated as training days and also during Avon Week.

Members can undertake free sailing at their own risk at any time.

## **1.4 Lifejackets / Buoyancy Aids**

All sailors are required to wear a lifejacket or buoyancy aid whilst racing.

All Juniors and non-swimmers **MUST** wear lifejackets or buoyancy aids when on or near the water or when on the pontoons. Safety helmets are encouraged particularly on windier days and a number of safety helmets are available to use.

Adults are advised to wear lifejackets or buoyancy aids at all times when on the water, and must do so if using a club boat.

## **1.5 Safety Boat Procedure**

Safety Boats should be crewed by two capable people wearing life jackets or buoyancy aids. The person on the helm is in charge of the safety boat and must wear the engine kill-cord at all times while on the water.

Safety Boat crews are required to refrain from consuming alcohol until after their duty has finished.

The boats are equipped with safety equipment located under the seating area.

After use the fuel tanks **MUST** be stored under the Race Control hut and the safety boat secured in its garage.

This equipment should be inspected before use and any damaged or missing items reported to a member of the Sailing Committee. When not in use, the safety boat should be moored near the OOD Hut, but not obstructing the starting line at the beginning of a race.

Depending on weather conditions it is recommended that the Safety Boat patrols the racing area.

When attending an individual in the water, the engine should be stopped (not just put into neutral).

## **1.6 Training**

A number of training days are organized each year. Some are aimed at absolute beginners others at improvers or teaching racing techniques. These are published on the annual race programme. Some will include safety boat training. We very much like as many members as possible to have a basic knowledge of operating the club's safety boats. If you can't make a training day ask one of the committee and you can be shown basic safety boat operation in half an hour or so.

## **1.7 Radios**

The club has a number of radios available to aid the communication between the OOD and the Safety Boats. These are stored in the Race control hut when in use and the Kitchen area for recharging.

Please ensure they are switched off and put back on charge at the end of the day's racing.

## **2 Duties**

The club likes to ensure that a number of members have attended first aid, safety boat training or food safety courses. These are organized by the committee from time to time. If interested please contact any member of the committee

### **2.1 Race Officers**

The authority of each Officer of the day (OOD) extends from one hour before the first race until the final race record is completed and all equipment has been returned to its storage locations. Having laid the buoys the OOD is asked to be at their station from 20 minutes before the time of the first start.

Assistant Officers of the Day (AOD) are required to assist the OOD with the management of the races, and act as helm and crew of the safety boat.

OOD's must be 18 years of age or over and AOD's 16 years of age or over, however younger members are encouraged to help as additional volunteer at the OOD discretion.

All of the equipment required for the management of the club's races is stored in the race control hut and additional equipment is located in the Kitchen area.

Competitors are reminded that Race Officers are volunteers and should be treated with respect.

### **2.2 Lunches & Teas**

Members are asked to bring their own lunches when at the club. The 'Galley' duty member is responsible for providing Afternoon Tea.

The Galley duty member and assistant serve and undertake any of the preparation as required.

The Afternoon Tea is usually served at 15:00; however this may vary for certain events. Alterations to this time are shown on the race programme, available on the web site or in the published Notice of Race.

### **3. Bar and BBQ Facilities**

#### **3.1 Bar**

The well-stocked bar provides much social enjoyment for all members and is an important source of income for the club and our bar prices are very reasonable. The bar is normally open lunch times and after racing on Sundays and for social functions.

The bar is staffed on a voluntary basis by elected members of the bar committee; often assisted by trained helpers. The aim is to always have someone available to open and run the bar.

Anyone willing to undertake bar training would be much appreciated

#### **3.2 BBQ**

BBQ facilities are provided for all members to use at any time, simply bring your own food and charcoal (where required). Please clear up afterwards.

During the summer months, Wednesday evening BBQ's can be popular

The club house may be booked for members' individual functions on a non-exclusive basis by arrangement with the general committee.

It is requested that members / visitors do not provide their own alcohol but purchase via the bar thus supporting the club as far as possible.

## **4 Site Information**

### **4.1 Smoking**

Smoking is not permitted in the club house, veranda nor within any of the club's buildings including the OD Hut, where gas & fuel are stored.

For clarity, Smoking is not permitted on the verandas and balcony

### **4.2 Dogs**

Members and visitors are asked to keep their dogs on a lead and under control whenever they are on the club's grounds. Dogs are not permitted in the club house.

### **4.3 Flooding**

Members are advised that the club site can flood at any time. It is possible to check the river level using the club's webcams. Contact existing members for details or by the viewing images taken during the day at [www.avonsailingclub.co.uk/autoimages](http://www.avonsailingclub.co.uk/autoimages) the page show the level of the river and the condition of the boat park. During periods of local heavy rain, the ditches can overflow and flood the lower parts of the lane to the club and the Dinghy Park before the river level rises significantly.

### **4.4 Caravans & Camping**

Members may site caravans or tents for occasional use only and must remove them after use to avoid long term damage to the grass. A small payment is required per night which can be put in the box to the right of the bar & entered in to the 'Camping' book.

Those members wishing to place a caravan for the season may do so subject to availability and application to the Membership Secretary for approval by the committee. An annual fee is payable once a pitch has been allocated, please be aware that there may be a waiting list as there is a limited number of pitches.

## 5 Information Sources

### 5.1 Newsletter

The club produces a newsletter at regular intervals throughout the year, please note that this is distributed by e-mail..

Please keep the newsletter editor informed of your activities, news, and reports. It is good ways of letting everybody know what has been happening at the club and what is planned for the rest of the season.

### 5.2 Website

The address of the club website is: [www.avonsailingclub.co.uk](http://www.avonsailingclub.co.uk)

The website contains a range of useful information about the club, its history and activities as well as advertising upcoming events.

### 5.3 Social Media

For those members that are more used to social networking, there is an Avon Sailing Club group on Facebook.

<https://www.facebook.com/groups/1402384043364411/>

this is a closed group but members may apply to join.

## 6 Boats & Mooring

### 6.1 Club Boats



At entirely their own risk, members may use any of the club's boats subject to availability and the conditions displayed on the club notice board and in the booking diary.

Lifejackets or buoyancy aids must be worn at all times when using club boats.

There is a fee of £3 payable per session; either morning, afternoon, or evening. This fee does not apply to juniors using the boats or members in their first year of club membership.

Members borrowing club boats are requested to make a note of any damaged or missing equipment in the booking diary and also to inform a committee member.

The unauthorised use of club boats is not permitted and no indemnity of any kind will be provided by the club's insurance policies. Members failing to observe the booking and payment conditions are therefore personally liable for any loss or damage resulting from their actions.

## **6.2 Craft**

All craft launched or navigated under the auspices of Avon Sailing Club must be registered with the club, and must be of a class or type approved by the General Committee. Examples of craft not acceptable are catamarans, motor launches and sailboards.

## **6.3 Pontoons /Mooring**

Members are not permitted to permanently moor on either pontoons/jetty immediately next to the slipway. This area is reserved for those wishing to take their boats straight off the water.

## **6.4 Boat Park**

Although there are no rules about boat parking spaces, there is a gentleman's agreement that you put your boat back in the place you had last year.

Some boats have been in the same place for many years. It is an accepted practice that if the place is taken it's marked with tyres, dog tags or rope to indicate such.

Boats are often away for some time during the holiday period or at open meetings.

If in doubt new members should contact the rear commodore site for advice.

### **6.5 Cruiser Moorings**

Members with existing cruiser moorings need not reapply each year.

Those members wishing to place a cruiser on a mooring for the season may do so subject to availability and application to the Membership Secretary for approval by the committee. An annual fee is payable once a mooring has been allocated, please be aware that there may be a waiting list as there is a limited number of moorings.

Maintenance and upkeep of the mooring staging is the responsibility of the cruiser owner.

## **7 Members & Guests**

### **7.1 Membership Renewals**

Membership renewals are sent out in early January for return by Mid-March.

### **7.2 Club Keys & Security**

Members may arrange to borrow a Club house Key by application to the Honorary Membership Secretary. The issued key is for the club house door; this also requires use of a combination lock, the number of which changes each year. Notification of the new code number is issued on receipt of the annual subscriptions

Any keys required to access other areas of the clubhouse, site, and its equipment are available when the clubhouse is in use.

Please feel free to ask if you are unsure about what needs to be done at the end of the day.

Please report any faults to a member of the General Committee as soon as possible so that they can be rectified swiftly.

### **7.3 Juniors**

Children under the age of 16 are to be under the care and supervision of a parent or nominated adult at all times.

### **7.4 Guests**

Member's guests, like other visitors, and the members that introduce them must comply with the visitor's regulations shown below and printed in the front of the visitors' book, which is kept in the clubhouse.

No member may introduce the same visitor more than 4 days in any year.

No associate member may introduce a guest.

Members of a recognised club are welcome.

All guests must be signed in, including for social events unless a Temporary Events Notice has been obtained.

## **8 Canal & River Trust (CLT)**

### **8.1 Licence**

All craft used on the River Severn are required to hold a valid licence, for small sailing craft this can be purchased via the Club's annual subscriptions This licence

is **NOT** available to cruisers as owners must purchase theirs separately from the CRT.

## **8.2 Right of way**

The River Severn is used by many leisure craft. Please could all members ensure that they keep clear of these craft at all times, but be aware that the less experienced motor boat helms may attempt to move out of the way of the sailors.

## **9. Security Cameras**

### **9.2 Purpose**

The cameras are for use by club members only for the safe keeping of their boats and for monitoring the river levels in the event of floods.

The camping areas of the club are not covered by the cameras to ensure privacy of members.

### **9.2 Security**

Access to the images taken by the cameras is controlled by verifying the members email address. These images are located on the web site and deleted after 3 days.

Sound recording and face recognition facility are disabled on ALL cameras

Where possible, public areas are avoided for motion detection and areas electronically masked off.

NO VIDEO RECORDINGS ARE STORED BY THE CLUB. MEMBERS ARE REQUESTED NOT TO RECORD ANY VIDEOS SEEN THROUGH ANY CAMERA AS THIS MAY BREAK DATA PROTECTION LAWS.

## **10. Code of Conduct**

Avon Sailing Club expects all members and their guests to show respect and understanding to each other, treat everyone equally and conduct themselves in a way that reflects the principles of the club.

Abusive, aggressive or discriminatory language or behaviour, or a lack of respect for other people and their property, will not be tolerated. Misconduct should be reported to the Committee and may lead to disciplinary action.

Avon Sailing Club implements the RYA Racing Charter and members will be expected to sail in compliance with it.

### **Club Members are expected to**

- Abide by the club's Rules.
- Follow the club's Members Handbook, safety, safeguarding and COVID-19 procedures.
- Treat members and visitors with respect and understanding, regardless of age, disability, gender identity, race, religion or belief, sex or sexual orientation.
- Avoid the use of language that others may find offensive, whether on club premises, at a club events, or when using the club's social media channels.
- Encourage all members to play as full a role in the club as they wish to and support them in developing their skills and experience.
- Recognise the contribution of coaches, instructors, officials and volunteers.
- Prioritise the safety and wellbeing of participants.
- Promote courtesy to other water users.
- Use established procedures where there is a genuine concern or dispute.

Club members can expect to:

- Feel welcome and valued.
- Be respected and treated fairly.
- Be listened to and kept informed.
- Be involved and contribute towards decisions within the club.