

Green Wyvern Manual

Operating procedures for Green Wyvern Yachting Club Skippers, First Mates, Mates, Senior Instructors, Instructors and Assistant Instructors, June 2024 (Rev.13)

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Introduction

The tradition of the Green Wyvern Yachting Club (GWYC) is for the development of personal and sailing skills, in a friendly and supportive atmosphere. Long may that continue. Within those activities, the primary responsibility of the 'senior ranks' within the GWYC is to ensure the safety of the novice or less experienced sailors entrusted to their care.

Working within that tradition, these operating procedures are designed to ensure common standards and practices for all GWYC organised activities, particularly those with a training component. Any centre recognised by the RYA is required to comply with the standards set out in the RYA guidance notes at all times when running training, regardless of whether RYA certificated courses are being run on a particular day or not. Thus RYA principles apply during **any** organised GWYC Cruise where members - full or associate - are being trained or introduced to sailing. We must also remember that we are offering national qualifications: GWYC 'graduates' may rely on those qualifications elsewhere, inland or even at sea, perhaps to take command of a very different sort of yacht.

Training excludes casual instruction by club members to friends, purely social cruising activities and events such as Boat Owners Family and Friends events or commemorative cruises. However, as an RYA recognised centre which conducts additional activities which fall outside the remit of RYA recognition, we must exercise all reasonable care and skill and conduct those activities in accordance with best practice and established national guidelines. When racing, the primary responsibility for the safety of yacht and crew (and the decision to sail or not sail) rests with an individual boat's skipper.

The RYA requires that all GWYC personnel, be they voluntary helpers or club officials, who are involved in the delivery or supervision of a training activity must sign a document to confirm that they have read and understood the club's safety policy, which is included in this booklet. Instructors, Assistant Instructors, Skippers and Mates will be required to sign such a document at the start of any such activity which includes a training element. From time to time, the Club will organise training sessions in the operation of these procedures.

The responsibility for safety during Club activities lies with the Chief Instructor, and it is therefore the Chief Instructor's responsibility to draw up and promulgate these operating procedures. As the GWYC is a certified RYA Training Centre, the post of Chief Instructor must be held by an individual who is qualified as an RYA Senior Instructor. In drawing up this document, I have drawn heavily on the previous work by Pip Thomson, the first Centre Principal (for which he is due much thanks), the RYA guidelines and their 2016 revisions, the customs and traditions of the GWYC as enshrined in the Club Rules, the Code of Conduct (included herein), and Club myth and folklore.

Mark Wells Chief Instructor, July 2014

Mark Wells did a very thorough job in drawing up these procedures and we should all be grateful for the effort that he put in. It now falls to me to maintain them to the very high standards that he has set. However, the basic tenet of them remains and we disregard them at our peril.

Simon Miles Chief Instructor, July 2015 and 2018

We have continued to maintain very high standards within our club as a result of the diligence of all of our members with positions of responsibility on club cruises. The GWYC continues to progress and develop and this Manual for 2022 has been modified and updated accordingly. If you are cruising with the GWYC during this and future years, please take time to read these procedures before your cruise and ensure that they are implemented during your cruise in order to maintain the very high standards that we have set.

Jonathan Winterton Chief Instructor June 2016/17 19/24

Green Wyvern Yachting Club – Operating Manual

Operating Procedures and Water Safety Management for Club Cruises

The principal activity of the GWYC is the organisation of holiday cruises, within which instruction in sailing and 'Broadsmanship' are offered. As an RYA Sailing Centre, we are able to offer instruction to RYA standard on a number of courses under the National Sailing Scheme. Student sailors who reach the required standard may be awarded RYA Certificates under the scheme.

Because cruising is so central to GWYC activity, most RYA training will take place within the context of a club cruise. Student sailors will have their experience and training activities marked in their RYA logbooks as they achieve the required level of skill or understanding in each area. There is no requirement or guarantee that a week's cruising shall result in the award of an RYA certificate at any level. Students advance at their own speed, and some cruises may not – by the nature of their route or the conditions at the time – be able to cover all the various requirements of a complete level under the National Sailing Scheme.

Broadly though, RYA levels may be roughly aligned to traditional GWYC ranks. Beginners should be able to go away from their first week's cruise having worked towards/achieving an RYA level one qualification. Those invited to become members (after two week's cruising) should be working towards/achieving RYA level two. It would be appropriate for Crew members to be completing the level two qualification. Senior Crew should be capable of passing Level 3. Bosuns should be working towards/achieving Seamanship. Mates should be working towards/achieving Day Sailing Courses. First Mates should be trained as Assistant Instructors, and Skippers should hold an RYA Instructor qualification.

For legal reasons, RYA Training is offered only to GWYC members. Probationers sailing their first (or second) Club Cruises are granted "Temporary Associate Membership", pending any decision of the club to invite them to become full members.

For a GWYC cruise to succeed, it is important that you and your crew enjoy yourselves. There is no need for young sailors to feel pressured to gain RYA qualifications within a pre-set timescale. However, recent experience has shown that it is very easy to offer RYA instruction within the framework of a traditional club cruise. Indeed, offering RYA activities as part of a cruise creates additional opportunities and enjoyable challenges for novice and expert alike. Working through aspects of the theoretical syllabus during an evening can offer a cheerful alternative to discussion of the state of the economy or Norwich City's chances of staying in the Premier League. Very often, different young people and club members will be undergoing training at different levels within the framework of a single club week. This is normal at most RYA Training Centres. As a Skipper / Instructor, you should work through a student's RYA log-book, introducing new skills at the appropriate level. For instance, a student working at the relatively advanced Seamanship level should be trained to take the helm during an MOB exercise. A student training at lower levels – levels one or two – can gain the RYA's required "understanding" of the principles of an MOB situation by assisting in that exercise, perhaps by recovering the MOB (aka: a fender) once the yacht is in position.

Exercises may be selected from the individual course syllabuses specified by the RYA, as appropriate for the needs of the students aboard each yacht. Between exercises, yachts may choose to raft up (itself, an important practical activity) for joint briefings or de-briefings as a way of saving time. When conducting training in the course of a cruise, you should work through the students' RYA log books, ticking off the required activities as they are covered (all the syllabuses are repeated in the following pages). Log books will be signed off by a Senior Instructor/Cruise Commodore, or the Chief Instructor. Notwithstanding the need for us to work to national standards, as qualified instructors, you must use your experience to ensure that the requirements of the syllabus are applied in a way appropriate to the yachts we sail and the waters on which we sail them, at the same time explaining any local variations from the norm to your students.

When offering RYA training within a Club Cruise, the Cruise Commodore/Chief or Senior Instructor in charge should plan for one day to be spent on an open stretch of water – preferably a Broad, such as Oulton or Barton. Morning and afternoon sessions afloat will allow time for the formal RYA exercises which cannot be carried out in the course of a Day Sail, or on a narrow river.

The club is also able to offer specific short courses for students who wish to obtain a particular RYA qualification. The detailed GWYC course programmes in Section 2 are indicative of the structure of these specific courses, developed for each level. On a club cruise, and with a crew of mixed abilities and experience, you are likely to want to dip in and out of them, choosing and adapting relevant exercises. How this is done should be discussed with the Cruise Commodore / Chief Instructor on a daily basis, so that he or she can accommodate them in the Risk Assessment for the day.

(Spring 2022, Reviewed Spring 2024)

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Club Cruises – Good Practice

Some elements of good practice are set out in the GWYC rules. Others are taken or adapted from RYA guidelines.

- Every formal GWYC Cruise week will have a Commodore of the Week and a Chief or Senior Instructor present: this may be the same person, although whenever possible, the two roles should be undertaken by different individuals. The Commodore and the Chief/Senior Instructor will liaise on Child Protection and Training Issues and plan when, where and which training activities shall take place during the week.
- A GWYC cruise may be seen as a series of “Day Sails”, as recognised by the RYA. The practices stipulated by the RYA for a Day Sail should be adopted where appropriate. (see the Day Sailing syllabus for details). Each Day Sail shall be preceded by a Skippers’/Instructors meeting and safety briefing.
- As we are cruising keelboats, it is not necessary to have a “safety boat” in attendance at all times. However, when conducting training exercises on open water (e.g. MOB, Heaving To, Sailing Backwards etc.) it is good practice for there always to be more than one boat present, and at least one of the boats shall have an engine ready for use.
- As stipulated elsewhere, lifejackets shall be worn by all personnel at all times when carrying out deck activities (including erecting or striking awnings and rigging or preparing for sail) or under way.
- It is good practice for the fleet to remain in visual contact with each other so far as possible when cruising. If a boat has a temporarily unreliable engine, a “buddy system” shall be operated with at least one other yacht .
- **New RYA Guidance requires yachts to sail within three miles of the club house. As a Broadland cruising club with no club house, we suggest that the SI’s yacht be regarded as a floating ‘club house’ and that yachts, who are already requested to sail ‘in close company’ should sail within three miles of that yacht. In order to facilitate this, the Cruise Commodore and SI should nominate departure times for a.m. and p.m. sailing sessions, helping boats to sail as a group wherever possible.**

Skippers shall carry mobile phones and numbers shall be exchanged before setting sail. Skippers must ensure phone batteries are kept charged throughout a cruise week – most pubs are happy to let you plug-in a phone charger.

- It is good practice for slower boats to set off first. Faster boats should loop back from time to time to prevent them getting too far ahead (this may not be advisable in narrow waterways, such as the River Ant).
- Great care should be taken not to follow too close on a yacht about to pass through a swing bridge (or other restriction). As a general principle the first yacht to arrive at the bridge should be allowed to pass through first.
- Shooting bridges under way is valuable skill to teach, and one which draws upon a number of other related skills. However, it is a practice not without additional risk and it is good practice to ensure that bridges are shot only when a boat is adequately crewed, with a sufficient complement of experienced sailors aboard, and when conditions are appropriate, bearing in mind wind, tide and traffic.
- It is good practice (recognised in the Club rules) when not racing and when running or reaching, for an overtaking yacht to have the right to pass to windward. When tacking, the overtaken yacht shall make it as easy as possible for the overtaking yacht to pass and draw clear ahead.
- It is the tradition of the Green Wyvern to make way under sail whenever possible and to avoid the use of engines. This is a laudable ambition, but one which must never be allowed to become an excuse for bravado or poor seamanship. Engines can be a vital piece of safety equipment. All of the yachts we use are fitted with or carry engines. It is a requirement of RYA training that instruction is given in how to use them. All crew, including First and Second Timers should be given instruction from the start of the week in the operation, fuelling and use of the engine on the yacht they are sailing.
- Boats with outboard engines should have them mounted and ready for use at all times when sailing.
- The Cruise Commodore, the Chief Instructor or Senior Instructor, present may decide, on the basis of a risk assessment for a particular activity or route, that it is appropriate for engines to be used in a particular situation.
- Individual Skippers and First Mates also may decide to use the engine in a particular situation if they regard it as the safe and sensible action to take.
- If any yacht does not have an operative engine, planning shall be made for the adoption of a ‘buddy system’ and/or the giving and acceptance of a tow
- Engines should be given a test run every day and all members of the crew should be given instruction in their use.

(Section amended, Spring 2024)

Club Ranks

To facilitate recognised training, it is helpful to match club ranks to RYA qualifications and skill sets. Fortuitously, progress through the RYA National Sailing Scheme is very similar to advancement through the club system. The RYA Seamanship certificate recognises the individual as a proficient sailor and hence matches the post of Bosun; the RYA Day Sailing certificate recognises the skills of passage planning, assessing risks and dangers etc., the requirements, in fact, of a “Flag”. The Instructor Qualifications recognise the necessary training role and the ability to pass on skills. The RYA has granted us permission to offer the Day Sailing Qualification for inland sailing on tidal waters (in special

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recognition of the special challenges of sailing on The Broads. We are also able to adjust the syllabus of various certificates to meet our particular circumstances. So, for example, we do not teach reefing under way, but we do teach the lowering and raising of masts underway. Members should be under no pressure to advance rapidly. The higher ranks, particularly depend on experience developed over time. There should be no expectation of weekly advancement.

Stage 1: To ensure that a club member becomes a competent sailor, well versed in all required sailing skills and able to take charge of most deck activities. This is recognised by attainment of the post of Bosun.

Stage 2: To enable suitably competent and mature members to advance to overall command of a boat. As in the past, this is ultimately recognised by the award of a flag, becoming a skipper, having worked through the senior posts of Mate and First Mate.

Club Rank	RYA Level to Progress	Description	GWYC Requirements
First Time Associate Member	RYA Level 1	Beginner	Can make Tea.
Second Timer Associate Member	RYA Level 2	Beginner	Can make lunches.
Crew(Member)	RYA Level 2	Basic Sailing Skills	Boat Hygiene, Simple meals Proficient quanting.
Senior Crew	RYA Level 3	More advanced sailing skills	Can prepare meals Proficient mast operation.
Bosun	RYA Seamanship	Capable of all deck duties	Can prepare meals. Proficient rigging and reefing. Sailing in all conditions.
Mate	RYA Day Sailing	Assuming a decision making role	responsible for provisioning. able to assign tasks.
First Mate	RYA Assistant Instructor	Able to take command	Passage planning. Responsible Adult. First Aider.
Skipper	RYA Instructor	In ultimate command.	(Revised Spring 2024)

Appointment of Instructors & Instructor/Student Ratios

GWYC Instructors and Senior Instructors (SIs) are club skippers or first mates who have undergone RYA Keelboat Instructor Training. They also all have many years' experience of sailing traditional River Cruiser Class yachts - Broads cabin yachts - and have the necessary experience and additional GWYC training to understand and manage the systems installed or used on such craft. That includes dealing with fuel and engines, cookers and gas, and sea-toilets (Broads Yachts do not have holding tanks). The GWYC does not appoint Instructors or SIs from outside the club and who have not had the benefit of this extra training and experience. Instructors may be assisted by helpers who do not hold an RYA qualification but who are competent and experienced. In compliance with RYA guidelines, such Assistants shall be supervised by an Instructor or SI and shall be deployed in roles appropriate to their level of skill, experience and awareness.

For the purpose of Green Wyvern activities, all members who have achieved the club rank of First Mate or Skipper, but who are not additionally qualified as RYA Instructors or SIs, are recognised as competent Assistant Instructors. For the purpose of checking Instructor/Student ratios during training activities, an Assistant Instructor may be counted as a qualified person, although at all times he or she shall be under the direction or supervision of an Instructor or SI. In the delivery of all courses, at all levels, the ratio of students to instructors at all times shall be no more than 5:1 when the instructor is onboard. If the instructor is not on board during an exercise (for example, instruction in race starts), one instructor may supervise up to nine students (i.e. three boats with three students aboard each boat).

(Spring 2012 – Reviewed 2024)

Cruise Commodore's Guidance and Check List

Before the Cruise: (These first two items will usually be put in place by the Sailing Secretary)

- Collate and check emergency contact information, details of special dietary requirements and medical needs for all students and crew under 18.
- Pass relevant dietary information to Mates in advance to ensure proper provisioning.
- Consider tides, routes, locations and training activities for the week. When planning, remember that each day's sailing is not a race: nor are there awards for covering the most distance. Very long distances and long sailing days may not be appropriate for younger people.

As people arrive on the first day of the cruise:

- Take responsibility, with the SI, for the RYA Box.
- Discuss your plans for the week with the Chief/Senior Instructor. Agree where and when specific training will take place: you may well decide to spend at least one day of the week training on a stretch of open water.
- Check lifejackets and allocate GWYC Lifejackets
- Please give out the Skippers' Packs as skippers arrive as these have the boat check lists in them.
- Inspect your boat, and ensure other skippers have inspected theirs as detailed in Skipper's Checklist.
- Check that each boat has a GWYC dry bag containing First Aid Kit, throw line and knife.
- Try to hold your initial meeting with Skippers, First Mates and Mates on the Saturday evening at the start of the week before any sailing takes place. (Ensure that there are two Responsible Adults in place to look after the crews.)
- Discuss any Child and Vulnerable Persons Safeguarding issues with the Chief/Senior Instructor. Ensure you are both happy with accommodation and sleeping arrangements.
- Unless it is absolutely essential (e.g. failure of someone to arrive due to illness), please do not rearrange the crews of any of the yachts.
- Do not accept any last minute booking or requests to sail, even for a day or so, without consulting the Sailing Secretary, who will consider the existing crew and Issues such as DBS checks with the Commodore of the Week, before making any such decision, but be aware that the cruise planning will have taken all matters in to account beforehand.

At the Initial Meeting:

- All Skippers and First Mates should sign the record to say that they have read The Operating Procedures.
- **Skippers should encourage their mate and crew to read the Crew Sailing Handbook.**
- For each day of a club cruise, it is club policy to appoint two adults who will assume the role of "Responsible Adult" each day. It is the Commodore's responsibility to ensure this policy is followed and to determine the rota.
- If Skippers report any deficiencies from their yachts, endeavour to rectify them and also record them in The Red Book.
- Ask Skippers and First Mates to ensure that all crew are familiar with the following at the start of the Cruise
 - a. use and storage of their own personal life jacket
 - b. Location and use of all safety and life-saving equipment e.g. First Aid box, Throw line, Fire blanket and extinguishers.
- Ensure that all adults on the cruise have read and are familiar with our GWYC Safeguarding Policy.
 - a. The Rules for accommodation must be strictly adhered to.
 - b. Adults are advised, for their own protection, not to place themselves in situations where they are alone with a child.
 - c. When on board, in none sailing situations, e.g. preparing your evening meal or tidying up afterwards, try to operate as a 'whole crew'.

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- Skippers, First Mates and Mates mobile phones to be kept on or available at all times.
- Remind skippers and First Mates that any visitors to the cruise, who join in the evening, in a 'social capacity' should depart at the end of the evening and not return to the boats.
- Remind Skippers and First Mates to lower their Burgees at the end of the day.

Every Day:

- **New RYA Guidance requires yachts to sail within three miles of the club house. As a cruising club with no club house, we suggest that the Senior Instructor's yacht be regarded as a floating 'club house' and that yachts, who are already requested to sail 'in close company' should try to sail within three miles of the Commodore's yacht.**
- **Check weather forecast. Brief Skippers on route, risks and location and nature of destination and moorings. (This briefing – apart from immediate weather report – may be held the evening before). Remind the nominated "Responsible Adults" for the day of their duties. The Commodore of the Week and Senior Instructor should discuss weather conditions to ensure safe sailing and any necessary precautions, e.g. reefing. The SI's decision on whether or not to sail is final.**
- Consider route and assess any special risks associated with it (bridges, tides, traffic etc).
- Be aware of strengths/weaknesses of Skippers and Crews: define route and goals with these in mind.
- Be prepared to set off last from each mooring, checking if others need help.
- Watch out for personality clashes, extreme differences or unhappy youngsters. Be prepared to have a quiet word or to re-allocate berths if necessary.
- Depending on the season, be aware of the signs, symptoms and treatment for both Hypothermia and Sunstroke (they can occur on the same day!) Young children, when wet, can quickly display symptoms of Hypothermia even in midsummer.

At End of Week:

- Ensure all boats are cleaned to Club standards.
- Convene Skipper's Meeting. Record all boat reports, expenses, damage, repairs, replacements as well as information relating to crews and club promotions.
- Remember to complete the Accident Report at the back of the Red Book. If there have not been any accidents, please record that, with the date and a signature.
- Record the award of RYA training certificates and levels. Ensure certificates are signed off.
- Make sure essential repairs are carried out.
- Return all Commodore and Senior Instructor of the Week Packs and Skipper's Packs to the RYA Box.
- Issue Feedback/Evaluation Forms and collect when completed and place in RYA Box.

Overnight Moorings during the Cruise

If you intend to visit the following locations, it is advisable, especially during peak times, to book moorings in advance, giving twenty four hours notice if possible.

Beccles Yacht Station 01502 712 225

Burgh St Peter, (Waveney River Centre) 01502 677 343

Great Yarmouth Yacht Station 01493 842 794 or 07766 398 238

Hunter's Yard, Ludham 01692 678 263

Oulton Broad – WOBYC - see current green book – Flag Officers and Secretaries section

Oulton Broad Yacht Station 01502 574 946

Navigating Upton Dyke – For safety reasons, please do not use mainsails. Use jib, quant or engine only.

(Revised Section, Spring 2024)

Skipper's Check List

This checklist is for you. It is to help you fulfil your responsibility for the boat, the crew and their safety. Club Rules expect this as a MINIMUM. Enjoy your holiday.

PRE-CRUISE CHECKS - *can be done while waiting for crew to arrive.*

Please look over the boat critically. Report all deficiencies to the Commodore, to be recorded in the Red Book before the cruise starts.

- a) **Is the rigging tight?** - includes bobstay and bowsprit whiskers - adjust as necessary.
- b) Is there any obvious hull, awning or deck **damage**?
- c) Inspect **mooring lines**; find and inspect **rond anchors, mudweight & line, fenders, quants, water containers.**
- d) Check there are enough **cutlery, crockery and utensils.**
- e) Does the boat need **pumping**? How is it done?
- f) Make sure you know where the **gas and electric cut-offs** are.
- g) **Lifejackets** - inspect for number and condition. Before sailing you will need to allocate one to each crew member. Make sure they FIT the wearer. They must not slip off if the wearer raises his/her arms. Too tight a jacket is uncomfortable, and might not give enough buoyancy. You must be prepared to swap jackets with other boats.
- h) **The Engine.** Consult the boat manual regarding operation of the engine and daily checks
- i) **CO Alarm.** All GWYC should be fitted with a CO alarm in all accommodation. Locate Alarm/s and test. **(Spring 2024)**

The Commodore of the Week, Chief or Senior Instructor in charge will supply you with information as follows:

- a) Any special medical conditions/dietary needs of the crew.
- b) List of mobile phone numbers of other skippers and mates for emergency use. He/she will also have emergency contact numbers for parents, child protection authorities, salvage etc.

DURING CRUISE

- a) Remember that your first priority is safety: primarily for the crew in your care, and secondly for the yacht itself. The severity, and risk factor, of almost any potential incident will be reduced very considerably if the unlucky victim is wearing a life jacket at the time. You must set a good example by your own behaviour.
- b) It is your responsibility to know where your individual crew members are at all times. Ensure you know where younger crew members are in the evenings. Notice if any crew appear unhappy or disgruntled.

Day One:

- a) Issue life jackets: ensure they are worn.
- b) Check condition of sails, blocks, halyards, sheets etc.
- c) Check condition of rigging (this should be done every day).

Rest of the Week:

- a) Any boat breakages/damage should be repaired or replaced as possible.
- b) Fraying ropes should be whipped, spliced or sealed.
- c) Most privately-owned boats carry a tool kit, whipping twine: some have paint, varnish and spare rope.

END OF CRUISE

Please carry out all the pre-cruise checks again.

- a) Make sure the cutlery, cups, plates, utensils, cooker, cooker surround, lockers and cabin floor are CLEAN.
- b) Lift all floorboards and remove all waste, fluff, leaves and stray cutlery.
- c) Pump the bilges.
- d) Make sure adequate drinking water is left.
- e) Return borrowed equipment to other boats, (e.g. life jackets).
- f) Air bunks and life jackets if the weather is suitable.
- g) Wash p-bucket/toilet as appropriate.

Again, report all deficiencies to the Commodore of the Week, for recording in the Red Book.

(Revised Section, July 2015, Reviewed Spring 2024)

General Risk Assessment

Note: The following assessment covers the general principles of offering training to young people and others aboard Broads yachts. Cruise Commodores and / or the Chief or Senior Instructor present should assess, on a daily basis, the particular risks to be encountered in any course, activity or cruise, bearing in mind actual weather and tidal conditions.

The operating area of the Green Wyvern Yachting Club for Club Cruises shall be the Tidal Rivers and Broads of Norfolk and Suffolk, above Haven Bridge on the River Yare. Specific operating areas for other training activities shall be designated as appropriate by the Chief Instructor, Commodore of the Week, Senior Instructor or Instructor in charge of the activity.

The GWYC sails traditional Broads River Cruisers. These yachts are designed specifically for the Norfolk and Suffolk Broads and rivers. They are shallow draft vessels with flat bottoms and a fin keel, usually with a separate rudder, which may or may not be balanced. The mast is mounted in a tabernacle and has a lead weight on its foot to act as counterbalance to the weight of the mast and rigging. The mast arrangement allows the mast to be lowered to enable the yacht to pass under low bridges.

Some yachts are fitted with inboard engines, others generally carry outboard engines. To enable them to be moved without sail, the yachts are equipped with quants. A quant is similar to a punting pole but has a round bot at its head and a hook on the foot. The bot enables the user to push the quant with his or her shoulder whilst walking down the side deck of the yacht. The hook at the foot can be used to keep the quant against a post or other solid object and reduces the depth the quant will sink into mud when being strongly pushed. To move a yacht forwards with a quant, the quant will walk forward up the side deck carrying the quant. The quant will then raise the quant vertically and throw it downwards into the water with the foot about 30 cm from the side of the yacht. Once the quant has sunk into the mud the quant will push the yacht forward without moving until he comes to the bot. The quant will then turn to face the rear of the yacht and push the yacht by walking to the stern whilst pushing hard against the bot with his shoulder. When the quant reaches the stern of the yacht he or she will pull the quant, with a twist, out of the mud and return with it to the place on the deck where the quant was originally thrown down into the water to repeat the same procedure.

During Green Wyvern training or a cruise a crew of 3, 4 or 5 individuals will be sailing each yacht. The crew will normally consist of people with a variety of skills and knowledge of sailing. There will always be a suitably qualified RYA Instructor or Assistant Instructor in charge but the majority of the rest of the crew may be beginners. Usually there is at least one other member of the crew besides the person in charge who has some experience and knowledge of sailing Broads yachts.

The hazards are somewhat different from dinghy sailing or sea sailing. There is no possibility of a capsize and waves are comparatively rare, however there are strong tides, narrow rivers, bridges and a large number of other vessels using the same river or broad. As the crew will live aboard the yachts there are cooking facilities that will also pose dangers.

All members of the crew will be expected to take part in the sailing of a yacht. The beginners will be encouraged to take part from the start but will always be given instruction on how to perform any task they are given. They will also be instructed in basic precautions covering their personal safety and the need for adequate clothing and footwear. On first arrival on a yacht or for a course they will be instructed on how to get on and off a vessel safely and the necessity for using lifejackets or buoyancy aids. Gradually over the time of a cruise they will learn how to move around a yacht once it is sailing and how to look after their safety when on a foredeck. They will also become acquainted with the skills necessary to sail a yacht and over time become competent in helming, handling sails, quanting, raising and lowering sails, use of fenders and mooring lines.

Everyone on a small yacht is to some degree at risk. Those most at risk are those with no prior experience of being on a yacht. In the Green Wyvern there is always a suitably qualified adult in charge to skipper each yacht. Except in very exceptional circumstances the Skipper will be assisted by a Mate who will take charge of provisioning the yacht and act as second in command in sailing. The Mate will have had several weeks experience of sailing and will be able to help the Skipper instruct and look after the other crew members. The use of two people with experience on the yacht will aid in ensuring that both the foredeck and the well area of the yacht can be supervised at all times.

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All Green Wyvern yachts carry first aid kits at all times and Skippers are expected to have current first aid certificates. Detailed assessment of likely hazards on the boat and precautions to be taken are:

Hazard	Precaution
Slipping or tripping on jetties and quays.	Adequate footwear to be worn. Instruction on not running and jumping and to be aware the water makes surfaces slippery.
Slipping or tripping when joining or leaving a vessel.	Proper instruction and use of adequate footwear.
Slipping or tripping when handling mooring lines.	Instruction on not to attempt to jump large gaps and never to get feet or any part of the body between a yacht and a quay. Use of adequate footwear.
Drowning	Buoyancy aids or lifejackets to be worn at all times when sailing, casting off or mooring the vessel or during other deck activities. Instruction on extra care being necessary in areas where there are strong tides. Everyone to be made aware that they are safer in the well area of the yacht than out on the deck or foredeck.
Crushing injuries between yacht and bank, other yachts or solid objects.	Instruction on the dangers having a part of ones anatomy between a moving yacht and another yacht or anything solid. Instruction that it is not possible to stop a moving yacht by pushing on anything it is likely to hit.
Slipping or tripping on deck of vessel.	Suitable footwear to be worn. Instruction on moving carefully, using hand holds and always ensuring lines are always coiled and where appropriate attached to belaying cleats. Instruction on care to be taken in stowing of quants.
Losing one's balance when attaching or detaching fenders.	Instruction on not rushing and always having one hand ready to hang on with at all times. Suitable footwear and proper instruction on the use of a quant. The first attempt at quanting should be in calm conditions and under careful supervision.
Slipping or tripping or losing balance on foredeck.	Adequate footwear and proper instruction on how and what to hang on to.
Hoisting and lowering sails.	Requires adequate instruction. Beginners should not be involved except when being instructed and supervised by a more experienced person.
Danger of being knocked overboard from flogging sails.	Ensure that people are aware of the power in a flogging sail and the need to handle it with caution.
Danger of being hit by a block or shackle.	Instruction that shackles or blocks on the end of ropes attached to flogging sail can cause severe injury.
Danger of being hit by the boom	Proper instruction and warning of when this danger is possible.
Possible injuries from use winches and ropes.	Proper instruction on the use of winches and the danger of catching hands in both winches and blocks.
Lowering and raising the mast: danger of strain, trapped fingers or rapidly descending spar.	Requires adequate instruction and beginners should only be involved on the foredeck when under supervision.
Shooting Bridges - additional risk factors from raising or lowering mast underway or in cross winds	Only to be attempted with adequate complement of experienced crew. Should not be attempted in particularly adverse conditions (e.g. strong crosswind).
Passing under bridges.	Instruction on the dangers of being caught between part of the boat and the bridge and of being hit by such things as bolts hanging down.
Passing through swing bridges or other areas of restricted passage.	If there is the possibility of a wind shadow and / or adverse tidal conditions, engines shall be mounted and ready for use.
Danger of infection from contact with water, especially in case of immersion. (Weil's Disease)	Provision of washing facilities aboard yachts, availability of bacterial hand wash. All crew to wash and make complete change of clothing after falling in or other contact with river water
Fire.	Instruction on the position and operation of fire blankets and fire extinguishers. Instruction in safe use of gas appliances (thermal cut-outs), storage of gas cylinders and of petrol.
Galley activities – danger of cuts, burns, scalds.	Young or inexperienced crew not to prepare food or hot drinks without instruction and or supervision.
Food Poisoning. <i>(See food hygiene risk assessment for more details)</i>	All crew, young and old, are expected to contribute to food preparation: some of the younger participants will need instruction and monitoring on food hygiene. All yachts shall carry anti-bacterial hand cleanser, and it should be automatic to use this before handling any food – especially after coming into contact with river water.

Additional risk assessments for powerboats or when using engines, receiving or offering tows

Hazard	Precaution
Launching and recovery of powerboats.	Instruction in the handling of trolleys and trailers prior to launch or recovery. Launching and recovery to be supervised.
Slipping or tripping when joining or leaving a powerboat.	Instruction on lack of stability of powerboats in comparison to river cruisers.
Slipping or tripping with handling lines.	Instruction on never to jump onto a powerboat.
Capsizing a powerboat.	Instruction on stability of powerboats. All driving of a powerboat to be supervised and instruction given on potential dangers when making high speed turns.
Entrapped fingers when towing.	Instruction on danger of handling tow lines and knives to be carried on powerboats.
Danger to swimmers or someone falling overboard.	Instruction on maintaining a good look out at all times and to hold on to grab handles. The engine to be stopped when in close proximity to a person in the water. KILL CHORDS (when fitted) to be worn at all times so the engine may be instantly stopped.
Recovery of swimmers or someone falling overboard.	Instruction in safe recovery that minimises risk of back injury.
Engine failure.	Regular testing of engines and maintenance of engines. Paddles to be carried on all occasions.
Fire	Instruction on proper fuel handling. Fire. extinguishers to be carried on every occasion.
Injuries and accidents	First aid kits to be carried on powerboats on ALL occasions.

(Section reviewed 2024).

Food Hygiene Risk Assessment

Hazard	Control Measure	Responsible
Food Storage		
Bacterial Growth	Maintain food storage temperatures as low as possible, using cool bags / ice blocks especially for meat.	Mate
Cross Contamination	Separate food groups: Raw meat, cooked meat, salad, dairy, vegetables, dry goods.	Mate All Crew
Physical Contamination / foreign bodies	Clean Lockers, storage boxes, containers. Keep all foods covered / sealed.	Mate All Crew
Food Preparation		
Bacterial cross contamination; Limited galley equipment	Wash hands and/or use anti-bacterial hand wipe when you begin, between food groups and after performing any bodily function. Clean preparation surfaces. Prepare food in order – e.g. salad before raw meat. Clean chopping board / knife with Dettol between food groups. Don't re-use tasting spoon without washing. Cover cuts.	Mate All Crew
Physical contamination	Tie back long hair. Wear clean clothes.	Mate All Crew
Bacterial contamination	Cook all food thoroughly (inc. Eggs). Don't use outdated food or which shows signs of leakage / spillage.	Mate All Crew
Housekeeping		
Bacterial contamination	Use Dettol/antibacterial wipes on food preparation surfaces, Use different cleaning cloths for food prep surfaces, toilets, decks. Wash up in hot water, using detergent. Drain and use residual heat of washing up water to dry dishes before resorting to tea towel. Use a new tea towel every day, and store the new/clean ones away from the dirty / wet ones.	Mate All Crew

(Section reviewed 2024)

Guidance on Major Incident Procedures and Crisis Communications for RYA Affiliated Clubs and Recognised Training Centres

Definition of a Major Incident

A Major Incident is an event where there is loss of life, a serious injury, or there is substantial damage to property and/or the environment. The following are examples of serious incidents or accidents:

- . An incident leading to a fatality, serious or multiple fractures, amputation or other serious injury leading to hospitalisation
- . Any situation that presents a serious risk to RYA reputation/brand.
- . 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 adverse situation in which the media are or may be involved.

In the event of any major incident, your immediate priority is the safety of the participants, volunteers and instructors involved. Once you have dealt with those involved, it is likely that you are going to have to deal with the authorities and the media. You should immediately contact the emergency services as appropriate.

Incidents may sometimes occur when those involved do not consider the circumstances to be serious. However, to the inexperienced observer or as a result of statements or information released by the Emergency Services, a perception of seriousness may be created. In the event that the Emergency Services become involved or the incident attracts media attention, it is good practice to be trained/prepared to deal with an incident under the media spotlight.

Green Wyvern Yachting Club Emergency Action Plan for Use on Club Cruises

The Green Wyvern Yachting Club Emergency Action Plan is based on RYA guidance for Recognised Training Centres (updated June 2016.) The procedures are designed to help you in the event of a serious accident or incident or a child/vulnerable adult safeguarding issue.

What to do in the event of a major incident

The details should be reported as soon as possible to the Club Commodore who is also the Child Protection Officer and /or to the Cruise Commodore / Chief Instructor or Senior Instructor present or the Welfare Officer.

The Club Commodore (or a single individual designated by the Commodore) shall

1. Take charge and determine all the actions to be taken.
2. Decide the priority which is, of course, the safety of participants and instructors or yacht skippers.
3. Attend to any injuries and contact Emergency services (999) as necessary.
4. Inform RYA Training (Office hours Monday – Friday 9.00 – 17.00 - 023 8060 4181, or for out of office hours the Incident Line 07789 556 080). By calling these lines, you can receive support and advice on dealing with the immediate issues and dealing with the media. The nature of the incident will be assessed and if necessary an RYA manager with relevant expertise will contact you to offer more specific advice. If the rescue services have been involved the press will have probably obtained some information from them.

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5. Inform the Health and Safety Executive 0345 300 9923 in the case of major and fatal injuries only.
6. Inform RYA Safeguarding Co-ordinator, 023 8060 4104 for Safeguarding Issues for a child or vulnerable adult.
7. Send a report to the MAIB (Marine Accident Investigation Branch) on 023 8023 2527. If a boat has a code of practice certificate the MAIB must be informed within 24 hours if required.
8. Deal with the authorities and the press.
9. Get a statement from a competent witnesses.
10. Remove the instructor or skipper and key witnesses from the yacht to a place you can talk to them away from the press.
11. Produce a short written statement that you can give to the press. e.g. *The Green Wyvern Yachting Club regret to announce the death of a member who fell overboard from a yacht near on Our deepest sympathy to the relatives ...etc. A full statement will be issued at 2pm tomorrow. (giving yourself time to collate the information and collect your thoughts)*
12. Not hold a press conference until receiving advice from the RYA.
13. Not allow any club members to make public comments.
14. Try to keep a record of whom you have spoken to and who has been contacted.
15. Keep any relevant equipment e.g. lifejackets, logbooks etc.

If there has been a fatality the police will contact the Club Commodore and will inform the next of kin. Do not publicise the name of the casualty until you know this has been done, even if the press seem to know who it is.

Major accidents at RYA Training Centres are very rare but if you are unfortunate enough to be involved in one it helps if your paper work is up to date (e.g. have a contact number for the next of kin) and the boats, skippers and instructors comply with your own safety policy and the RYA conditions of recognition.

(Section 2016 Reviewed 2024)

Major Incident Procedures

Green Wyvern Yachting Club Emergency Response Information for the Incident Co-ordinator

Appoint an Incident Co-ordinator to take overall control and responsibility and to co-opt other members as necessary to deal with the incident such as securing the incident area and equipment, rendering first aid, preventing further injury or damage and taking appropriate photographs, preparing plans of the incident, gathering the names of those involved and taking witness statements.

The Incident Co-ordinator will ensure that a Flag Officer, Centre Principal or Chief Instructor is informed of the incident as soon as possible. The RYA Communications team should be contacted for advice and assistance, particularly where there is media interest. If in any doubt call the RYA Communications Team.

Appoint a small incident management committee, with outside advisors if required to deal with the incident in the days to come. The committee may well have to deal with the media, rumour and speculation, parents, relatives, emergency authorities and club members.

Incident Control Room/ Space

Where possible ensure that an incident control room is set up on a suitable part of the site where there are functioning mobile and landline telephones, radio communications if necessary, and access to the internet and email. Keep a log book and a record of whom you have spoken to, who has contacted you and what was said.

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In the Immediate Aftermath

- . Get a statement from competent witnesses as well as recording their names and contact details
- . Remove the key witnesses to a place you can talk to them away from onlookers
- . Explain that statements are being taken to obtain an accurate account of the incident, as these may be required for insurance, or other purposes
- . Notes need to be taken and agreed by the witness

Securing Evidence

- . Photograph the incident location, boats, equipment etc.
- . Keep and secure any relevant equipment e.g. clothing, buoyancy aids, lifejackets, logbooks etc.
- . Secure any boats and equipment

Emergency Services

In the event of Emergency Services becoming involved, they will take control of the incident response and be responsible for situations relevant to them e.g. Police (fatalities, abduction of and search for lost children), Coastguard (marine rescue), Fire and Rescue Service (fire/rescue incidents), and Ambulance (casualty treatment). In the event of a major multi-agency incident, a Lead Agency will be appointed, usually the Police, to ensure a coordinated response.

Site organisation

- . If necessary, control access to and from the site to those with a legitimate reason for being there
- . Identify a separate gathering area for relatives of any injured persons
- . Arrange for a supply of hot/cold drinks and or food
- . Keep media away from gathering area for relatives
- . If possible, have a separate briefing area for the media where they can be addressed by the club or training centre representative; be courteous and ensure they also have a supply of hot/cold drinks and or food.

Safeguarding and welfare

The RYA's policies and guidelines for safeguarding children and vulnerable adults should be adapted to suit the requirements of your training centre, club or class association. If your club or centre is contacted by the Police or Children's Services concerning information received or a complaint made by or about a member, volunteer or employee, you are advised to contact the RYA Safeguarding Manager as soon as possible for further guidance and support.

Dealing with Relatives or Aggrieved Parties

It is important to be sympathetic with relatives and aggrieved parties, without admitting liability. Remain calm and say that every effort is being made to get to the bottom of the incident and that the appropriate authorities, with whom you are co-operating, are investigating the incident.

Fatalities

If there has been a fatality the police will inform the next of kin, similarly with injured people when a criminal offence or traffic collision occurs. Do not publicise the name/s of the casualty/casualties until you know this has been formally carried out by the Police, even if the press appear to know who it is.

Dealing with the Press

If contacted by the press or other media representative, the initial response is to acknowledge that an incident has occurred and that the club will issue a press statement as soon as possible once it knows the facts.

Direct statements and interviews are to be avoided unless authorised. Remember any interview you give may well be seen or heard by those involved and next of kin. If it becomes necessary to give an interview, unless confident in being able to cope with unexpected questions, it is better to prepare and read a statement:

e.g. "The GWYC Training Centre regret to announce the death of a member (What, When, Where). We extend our deepest sympathy to the relatives and friends of (named individual). We will publish a full statement as

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soon as the facts are known (give yourself time to collate the information). In the meantime we would like to thank the emergency services during this difficult time.”

If the incident is attracting attention from the national media, call the RYA Communications Team for advice.

Information

You should consider always having the following facts available. Their value will become evident in the event of a serious incident or accident:

- . Up-to-date training registers, members register and event entry lists
- . Details of the event, training course, sailing/operating area and timings including any restrictions
- . Details of the key contacts, senior staff, race officers, and volunteers, including the validity of their qualifications
- . Medical consent forms (where appropriate)
- . Details of staff, equipment, safety boats, committee boats involved in an event
- . Safety equipment worn and equipment being used
- . Conditions at the time of the incident
- . A record of important contact information, including emergency services and hospitals

Notifications

Consider who must be notified in accordance with the requirements of your location. In the UK:

- . If it is water-based incident, you must inform the Marine Accident Investigation Branch within 24 hours
- . If it involves work-related fatal or major injury you must inform the Health and Safety Executive

Closure

- . The primary phase of the incident is closed when any injured parties have been moved from the location and all property damage has been secured so that it no longer presents a danger to club members or the public
- . A meeting should be held with all those involved in the handling of the incident and any experts who may be required (legal, insurance, structural etc.)
- . This meeting should finalise all records of the event and determine any follow up action that may be required
- . A record should be made of lessons learnt and a plan developed for implementing ways to improve procedures and the major incident response system

PROTECT LIVES

TAKE CONTROL

INFORM AGENCIES

EMERGENCY CHECKLIST

- . 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)
- . Clear the water of boats as necessary, while you deal with the incident
- . Evacuate the premises as necessary
- . The Officer of the day (OOD) or, if operating as a Training Centre, Principal / Chief Instructor, will take immediate charge of the situation until an incident co-ordinator is appointed
- . Appoint a small management committee, with outside advisors to support the incident co-ordinator if required – dependant on the severity 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

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- . Make sure you have the following information: what the problem is, your location, how many are involved, when it happened. The Emergency Response Card below 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.
- . Determine if you need to contact other agencies? Police, Local Authority, Harbour Master, environment agency, electricity, water or gas suppliers?
- . In the UK, if it is a water-based incident on a coded vessel, you are legally required to inform the Marine Accident Investigation Branch (MAIB) at the earliest opportunity. For non-coded boats this is recommended but is not a legal requirement.
- . If the incident involved a work-related fatal or major injury, you must inform the Health and Safety Executive

MEDIA RESPONSE POST INCIDENT

- . 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 NOK 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
- . 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 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 023 8060 4181

Safeguarding children or vulnerable adults 023 8060 4104

Out of office hours Incident line 07789 556080

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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.

Local key contacts

Emergency services 999

Police (non-emergency) 101

Environment Agency (hotline) 0800 807060

Health and Safety Executive Reporting fatal and major injuries only - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm). 24/7 Duty Officer - 0151 922 9235

Marine Accident Investigation Branch (MAIB) 023 8023 2527

Network Rail (emergency) 0845 711 4141

Useful and Emergency Contacts

IN CASE OF EMERGENCY, CONTACT FIRE SERVICE, POLICE, AMBULANCE OR COASTGUARD ON 999

Andy Garnham (Principal Club Commodore/Child Protection Officer)

Mobile: 07879 684 576, Home: 01216 848 814

Jonathan Winterton (Chief Instructor) Mobile: 07888 182 871

Mike Burwood (Secretary) Mobile: 07930 233 527

Rosemary Winterton (Welfare Officer) Mobile: 07742 961 447

Ambulance Control Norwich – Tel: 01603 422743

If any medical assistance is needed, telephone Ambulance Control who will give advice on contacting the nearest doctor.

Breydon Bridge Breydon Water, Gt Yarmouth – Tel: 01493 651275

Broads Authority Head Office – Tel: 01603 610734

Broads Radio Control – Tel: 01692 678459 (Normal hours 09.00–18.00 - 17.00 in Winter)

Use this new number for reporting hazards such as boats speeding, accidents, obstructions, debris in the water, oil spills, or to seek navigation help and advice. BA have a standby callout provision via the Coastguard for emergencies and oil pollution incidents.

Carrow Bridge Norwich – Tel: 01603 756056

Useful and Emergency Contacts – continued

Dental Emergency – Tel: 01603 419800 (17.00 Friday to 08.00 Monday)

Diving Services – Maffett Cruisers, Loddon – Tel: 01508 520344

Environment Agency – Tel: 0870 506506

Health Information NHS Direct – Tel: 0845 46 47 (24hr coverage)

Marine Call – Tel: 09068 505200

Moorings available at Yacht Stations and selected boat yards

Beccles Yacht Station – Tel: 01502 712225

Hunters Yard Ludham – Tel 01692 678 263

Norwich Yacht Station – Tel: 01603 622024

Oulton Broad Yacht Station – Tel: 01502 574946

Gt Yarmouth Yacht Station – Tel: 01493 842794

Police – BroadsBeat Tel: 0845 456 4567; Norfolk Tel: 01953 424242; Suffolk Tel: 01473 613500

Royal Yachting Association, RYA House, Ensign Way, Hamble, Hants, SO31 4YA. Tel: 023 8060 4100

RSPB – Tel: 01603 661662

RSPCA – Tel: 0300 1234 999

Salvage

Bridgecraft, Acle – Tel: 01493 750378

Maffett Cruisers, Loddon – Tel: 01508 520344

Suffolk Police – Tel: 01473 613500

Tow Boat Services

Bridgecraft, Acle – Tel: 01493 750378

Ludham Bridge Boatyard – Tel: 01692 631011 or 07886 030699

Maffett Cruisers, Loddon – Tel: 01508 520344 (Diving Services also available)

Martham Boat Building and Development Co. Ltd – Tel: 01493 740249

Royall & Son, Wroxham – Tel: 01603 782743

Weather Forecast: Met Office Weather Call for Norfolk and Suffolk – Tel: 09068 232778.

(Section Revised 2024)

EMERGENCY INCIDENT LOG

INCIDENT	
DATE	
DETAILS	
Time	
Issue, Action, Decision	
Responsible	
Person	
Status	

The Role of "The Responsible Adult"

It is club policy that during a formal cruise, two senior members of the club will be designed "Responsible Adults" at all times. These responsibilities will be allocated on a rota basis. It is the particular responsibility of a designated 'Responsible Adult' to ensure that the Safeguarding Policy is followed. This is set out on Pages 53-59.

The appointment of two Responsible Adults ensures that, after sailing, there will always be one senior person supervising activities at the moorings (while there are young people there) and another supervising young people elsewhere - be that playing a game or visiting a cafe or other establishment. It also ensures that there is always one person supervising the main group of young people should the second 'Responsible Adult' adult need to deal with an emergency or , as happened recently, accompany a young person to hospital in an ambulance.

It will usually be sensible to ensure that all those participating in a cruise stay together, as a group, whenever possible. A 'Responsible Adult' shall be on duty during skippers' meetings, and shall stay with the young people while those meetings take place. It goes without saying that a currently designated 'Responsible Adult' should not consume alcohol. The appointment of 'Responsible Adults' does not infer that other members of the club are to act irresponsibly. Skippers remain responsible for their crews at all times. **(Summer 2022, reviewed Spring 2024)**

Feedback and Complaints

- The Club is required to have a formal procedure for the handling of feedback and complaints. Feedback forms are completed by all participants at the end of each week.
- Skippers shall ensure that their crews understand that the first port of call for reporting of any complaint or concern (or helpful suggestion) is to the skipper of their boat.
- Crews shall be informed that, if for and any reason, the individual feels unable to speak to the skipper about the concern or complaint, their next port of call is to the cruise Commodore of the week. Failing that, they should speak to the Chief or Senior Instructor overseeing that week's activities.
- The person who receives the complaint shall inform the Cruise Commodore or Chief Instructor at the first opportunity. If appropriate, complaints/concerns shall be discussed and recorded during the skippers' meeting at the end of the week.
- If the complaint is of a confidential nature, the person who receives the complaint shall pass it on to the Training Centre Principal (the Club Commodore) or the Club Chief Instructor. **(Reviewed Section, June 2024)**

Part 2 - RYA Short Course Syllabi & GWYC Programmes

The following section includes the RYA Syllabus for each level and course offered by the Club. Each syllabus is followed by a specimen GWYC programme for a short course intended to teach to that syllabus. The RYA syllabi are currently common for both dinghy and keelboat courses, with options for specific disciplines. Some sections will therefore not be appropriate to GWYC courses and have been removed.

Equally, the RYA offers options for inland or coastal versions of most courses. In selection from these syllabi for GWYC courses, we must interpret them for Broads conditions, while supplying sufficient context to allow students to understand how sailing different boats in different condition may vary the instruction they have been given.

Where appropriate, the GWYC programmes give an indication of how specific exercises may be operated and special equipment or other requirements or variations. As explained elsewhere, activities from these short course may be selected and used (where appropriate) with mixed ability groups during Club Cruises, ideally on open water.

RYA Keelboat Level 1 Course - Start Sailing

This course provides a short introduction to sailing for novices. By the end of the course, participants will have a basic understanding of boat handling techniques and background knowledge. It is recommended that all participants consolidate this short introduction with the Basic Skills Level 2 Course.

Section A Practical

Rigging: Has wind awareness. Knowledge of spars and rigging, parts of the sail, sail controls and foils.

Ropework: Can tie a figure of eight knot, round turn and two half hitches and secure a rope to a cleat.

Sailing techniques and manoeuvres:

Has wind awareness

Has a practical awareness of the following manoeuvres:

Reaching – sailing across the wind

Stopping – lying-to

Controlling speed

Tacking – turning the front of the boat through the wind

Getting out of irons

Sailing upwind

Sailing downwind

Gybing – turning the back of the boat through the wind.

Wind awareness ashore.

Section B Sailing Theory

Theory & Background:

Has awareness of other water users.

Has basic knowledge of rules of road – power versus sail, port versus starboard, overtaking boat, windward boat.

Clothing and equipment:

Knows importance of personal buoyancy.

Meteorology:

Has awareness of onshore and offshore winds.

Knows sources of weather information.

Keelboat sailors

Man overboard recovery:

Understands action to be taken to recover a man overboard.

Emergency equipment and precautions:

Awareness of potential hazards of fuel and gas.

Has knowledge of stowage and use of fire extinguishers.

Experienced sailor's direct assessment

The candidate will satisfactorily complete all of section A and shall, afloat and ashore, satisfactorily answer questions on Section B.

Keel Boat Level 1 – Typical GWYC Programme

The Green Wyvern Yachting Club is in the enviable position that most participants will be well known to the instructors as they will probably have sailed with the instructors on one or more cruises. Not only will the participants be known to the instructors they are likely to have experience of sailing river cruisers. As the students are unlikely to be complete beginners there is more opportunity to include activities that as well as being demanding at the level of the students can also be fun if sensibly chosen by the instructors.

Most of the course will take place on a yacht on the water.

Every participant will be expected to have experience of the following manoeuvres and actions:

Knows when the yacht should be sailing upwind, sailing downwind, is reaching, tacking and gybing

Knows how to get a yacht out of irons.

Has practical understanding of sail setting, balance, trim and course made good

Has practical experience of raising and lowering sails.

Has practical experience of reefing.

Has practical experience leaving a mooring and returning to a mooring.

Has practical experience of tacking and gibing.

Has practical experience of man overboard recovery.

The participant is likely to have met all of these activities during a cruise. If, however, any of them are new to the participant it is important that the action is both explained and demonstrated before they are asked to carry it out. It may be that the instructor feels confident of the ability of the participant from their experience of sailing with them on several occasions. It is important that the instructor should verify that the participant can actually perform the expected task before signing of the skill.

There are a number of activities that can easily be set up that beginners with basic knowledge will enjoy, gain experience and build up confidence. Setting out two buoys provides a course in which the participant can practice a variety of skills (a buoy can easily be improvised with fender attached by a line to some form of weight to hold it in position). If the line between the two buoys is perpendicular to the wind then sailing a figure of eight course through the gap where the outer turns are upwind will practice tacking in confined space in total safety. Likewise sailing the figure eights so that the outer turns are downwind will practice gibing.

When the buoys are set up in line with the wind rounding them will involve tacking between them in one direction and running in the other direction. When the buoys are at an acute angle to the wind, reaching can be included in the practice. With three buoys more complicated routes can be set out. These activities can often be carried out on broads. On some broads the fixed racing buoys can be utilised.

On days where rain or high wind interrupts a cruise a session on teaching knot work can be a welcome alternative to sailing. Such a session is the best way of teaching knots and checking that the participants know the knots and their purposes. The knots that are needed are the bowline, reef knot, clove hitch and rolling hitch. A selection of ropes should be available for practicing the knots.

A teaching session is also required to bring about awareness of the basic rules for avoiding collision; power versus sail, port versus starboard, windward boat and overtaking boat.

Another teaching session should be devoted to sailing theory on how a sail works. Simple demonstrations of the effect of wind speed on pressure help the student to understand what is happening. For example blowing down on paper held below the mouth causing the paper to lift.

Such a session should also discuss tides, tide tables, springs and neaps. The effect of tides and currents on speed over the ground.

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A further teaching session is required on meteorology to make the participant aware of sources of information and the Beaufort scale and its use. This session could also spend time on the importance of choosing appropriate clothing and footwear for sailing.

The previous paragraphs show that if the level 2 course is to be included in a cruise then there will need to be some sessions where the yachts are not travelling any great distance but spend their time afloat practicing activities on an available wide stretch of water. They also show that teaching sessions will need to be organized for some of the evenings during the cruise.

It is possible that a Level 1 course could be run over a weekend. However its likely use within the GWYC would be a weekend that would consolidate and refine the skills acquired by members of the club during two or three weeks of cruising. The following description of a program allows for participants who are complete beginners but this is unlikely in practice. A potential program is:

Day 1

10:00 Initial session

This should start with familiarisation with the boats. The participants should be fitted out with appropriate lifejackets for their size. The position of the fire extinguishers and first aid kits should be shown. The position of the gas cylinder closing valve and its use should be demonstrated and Gas safety precautions described. The participants should help in removing awnings and sail covers and be shown the halyards and how to cleat a halyard down. General safety on a boat should be discussed.

Check clothing and footwear. Make sure the participant can put on a buoyancy aid or lifejacket suitable for their size and weight. Emphasise the importance of wearing the lifejacket or buoyancy aid at all times afloat.

Once the basic familiarisation is over the boat should set sail and give the participants their initial experience of being in a yacht under sail. It is important at this stage to proceed slowly and calmly to show the participants that the boat is totally under the control of the instructor and there is nothing to fear. A short sail should take place in which the participants will discover there is nothing to fear and the yacht is clearly under control at all times.

12:00 Lunch

1:00 Briefing for afternoon session

1:30 Second session on the water

The participants should all play a part in raising the sails and in leaving the mooring. As soon as possible the participants should be allowed to take the helm under supervision so the participants can gain the experience of being in control of the boat. Often beginners make mistakes when they first hold a tiller but their confidence can be built up if they are helped and not criticised.

Whilst one participant is gaining familiarity with steering the other participants should be given the roles of holding onto jib sheets and the mainsheet. This way they become aware that they are taking part in the sailing and are being trusted to perform a role. Building confidence at this early stage is the most important thing. Minor errors are of no consequence and should be ignored. Like the first session this is a joy ride but the participants are all playing their part in sailing the boat

3:00 De-briefing

3:30 Tea break and briefing for the third session on the water

4:00 Third session on the water

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This session will involve more teaching. The students will be given tasks to complete in which steering a particular course is the first thing to master. Slowing the yacht down and getting going again by simply letting the sheets out and pulling them in again should be demonstrated and practiced. Following that tacking up a reach or across a broad. Several different reaches or directions on a broad should be chosen to accustom the participant to both even tacks and alternate long and short tacks. Initially the participant should experience simply handling the tiller, but once confidence has been gained should be encouraged to hold the main sheet as well as the tiller. Whilst one participant is learning to handle the tiller the others will be involved in handling the sails.

5:30 De-briefing

There will be a lot of learning to discuss and consolidate in this de-briefing

6:15 Evening meal

7:30 Theory session

Any important issues that have come up during the sailing sessions. Instruction on parts of a boat and spars and rigging. Practice of knots, in particular, figure of eight, round turn and two half hitches and securing to a cleat. Sources of meteorological information. An introduction to tides.

Day 2

9:30 Briefing for fourth session on the water

10:00 Fourth session on the water

Initially this session will start with a recap of the manoeuvres learnt on the first day. This can be followed up by a demonstration of getting out of irons. The main purpose of this session is to experience reaching and running. In the first instance this will not involve gybing. The participants should participate in the correct handling of the sheets to ensure both the foresail and mainsheet are set correctly for the direction of sail. If the participants are very familiar with running and reaching then they could be introduced to gibing. The importance of taking controlled gybes and putting this into practice will form an important part of such a practical session. The session should finish with the man overboard procedure being demonstrated by the instructor.

12:00 De-briefing

12:30 Lunch

1:00 Briefing for final session on the water

1:30 Fifth session on the water

If reefing has not been forced on the course by weather conditions the boat will be reefed with everyone taking part. If the reefs are not necessary they will be taken out. The students should practice bringing the boat to a stop alongside a buoy. This should be followed up by practice of man overboard. Any of the earlier activities that need to be re-visited.

3:30 Final de-briefing and issue of certificates.

The above timetable should be regarded as a suggestion rather than something to be followed precisely. Weather conditions and the skills and needs of those taking part should be taken into account of by the Instructors and the timetable should be adjusted by them accordingly.

Each yacht involved in a course will be manned by an Instructor or Assistant Instructor. The number of Assistant Instructors will always be less than the number of Instructors and Senior Instructors involved. The maximum ratio of students to instructor will be 3:1, though the RYA does allow a ratio of 5:1 on boats with accommodation.

RYA Keelboat Level 2 Course - Basic Skills

On completion of this course, the successful sailor will be safety conscious, have a basic knowledge of sailing and be capable of sailing without an instructor on board in light winds. It will be assumed that every student starting this course has already mastered the practical skills and absorbed the background knowledge required for Start Sailing Level 1. Both courses can be combined.

In dinghies and multihulls, capsize recovery will be conducted in a controlled manner, one boat at a time, with suitable rescue boat in attendance. The students' knowledge and ability will be assessed on a continuous basis, though an oral interview or short written paper may be used as the basis for theory assessment if required. Students will be kept informed of their individual progress throughout the course.

Section A: Practical

Rigging Understands how to rig according to weather conditions.

Ropework Can tie a bowline, clove hitch, reef knot and rolling hitch.

Sailing techniques and manoeuvres

Has practical understanding of the following:

The Five Essentials – sail setting, balance, trim, course made good and centreboard*. (not in Keelboats).

Leaving and returning to a beach, jetty or mooring.

Coming alongside a moored boat.

Knows basic rules of the road: power/sail, port/starboard, windward boat, overtaking boat.

Aware of lee shore dangers, sailing in close company with others and man overboard recovery.

Has practical experience of one method of righting a boat and knowledge of at least one method. (Will be treated theoretically on GWYC course.)

Racing Understands the course and starting procedure. (May be covered by onshore teaching.)

Keelboat Sailors only Rigging and can reef afloat.

Ropework

Can use winches.

Use of engine (if fitted)

Has knowledge of engine checks, starting, stopping and running procedures.

Able to come alongside and pick up a mooring.

Section B: Sailing Background

Sailing theory and background

Has knowledge of:

Points of sailing and no go zone.

How a sail works – basic aerodynamic theory.

Tide tables, tidal sequence of springs and neaps, ebb and flow.

The effect of wind direction and tidal flow on sailing conditions.

Speed over ground with and against tidal flow.

Estuaries and harbour mouths – conditions and hazards.

Inland sailing – basic advice including local bylaws, permits, overhead power lines, locks and weirs.

The dangers of hypothermia and the importance of first aid training, particularly cardio pulmonary resuscitation.

Meteorology

Knows sources of weather and shipping forecasts.

Understands Beaufort wind scale.

Clothing and equipment

Knows importance of personal safety, clothing and buoyancy, boat buoyancy and basic equipment depending on type of boat (may include anchor, paddle, bucket, bilge pump).

Emergency equipment and precautions

Knows importance of first aid kit and flares including stowage. Visual methods of attracting attention, action to help those in distress.

Section C : Coastal (optional) Not GWYC

The candidate must produce logged experience of at least one full season's sailing experience. He will satisfactorily complete all of section A and while afloat and ashore, satisfactorily answer questions on Section B. The GWYC does not do Section C.

Keelboat Level 2 - Typical GWYC Programme

As with Level 1 Courses, most students will already have familiarity with the boats and their tutors. Most of the course will take place on a yacht on the water.

Every participant will be expected to have experience of the following manoeuvres and actions:

Knows when the yacht should be sailing upwind, sailing downwind, is reaching, tacking and gybing

Knows how to get a yacht out of irons.

Has practical understanding of sail setting, balance, trim and course made good

Has practical experience of raising and lowering sails.

Has practical experience of reefing.

Has practical experience leaving a mooring and returning to a mooring.

Knows when to tack and gybe and can both tack and gybe.

Has practical experience of man overboard recovery.

The participant is likely to have met all of these activities during a cruise. If, however, any of them are new to the participant it is important that the action is both explained and demonstrated before they are asked to carry it out. It may be that the instructor feels confident of the ability of the participant from their experience of sailing with them on several occasions. It is important that the instructor should verify that the participant can actually perform the expected task before signing of the skill.

There are a number of activities that can easily be set up that beginners with basic knowledge will enjoy, gain experience and build up confidence.

Setting out two buoys provides a course in which the participant can practice a variety of skills (a buoy can easily be improvised with fender attached by a line to some form of weight to hold it in position). If the line between the two buoys is perpendicular to the wind then sailing a figure of eight course through the gap where the outer turns are upwind will practice tacking in confined space in total safety. Likewise sailing the figure eights so that the outer turns are downwind will practice gibing. When the buoys are set up in line with the wind rounding them will involve tacking between them in one direction and running in the other direction. When the buoys are at an acute angle to the wind, reaching can be included in the practice.

With three buoys more complicated routes can be set out. These activities can often be carried out on broads. On some broads the fixed racing buoys can be utilised.

On days where rain or high wind interrupts a cruise a session on teaching knot work can be a welcome alternative to sailing. Such a session is the best way of teaching knots and checking that the participants know the knots and their purposes. The knots that are needed are the bowline, reef knot, clove hitch and rolling hitch. A selection of ropes should be available for practicing the knots.

A teaching session is also required to bring about awareness of the basic rules for avoiding collision; power versus sail, port versus starboard, windward boat and overtaking boat. Another teaching session should be devoted to sailing theory on how a sail works. Simple demonstrations of the effect of wind speed on pressure help the student to understand what is happening. For example blowing down on paper held below the mouth causing the paper to lift. Such a session should also discuss tides, tide tables, springs and neaps. The effect of tides and currents on speed over the ground.

A further teaching session is required on meteorology to make the participant aware of sources of information and the Beaufort scale and its use. This session could also spend time on the importance of choosing appropriate clothing and footwear for sailing.

The previous paragraphs show that if the level 2 course is to be included in a cruise then there will need to be some sessions where the yachts are not travelling any great distance but spend their time afloat practicing

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activities on an available wide stretch of water. They also show that teaching sessions will need to be organized for some of the evenings during the cruise.

It is possible that a Level 2 course could be run over a weekend. However its likely use within the GWYC would be a weekend that would consolidate and refine the skills acquired by members of the club during two or three weeks of cruising. The following description of a program allows for participants who are complete beginners but this is unlikely in practice. A potential program is:

Day 1

10:00 Initial session

This should start with familiarisation with the boats. The participants should be fitted out with appropriate lifejackets for their size. The position of the fire extinguishers and first aid kits should be shown. The position of the gas cylinder closing valve and its use should be demonstrated and Gas safety precautions described. The participants should help in removing awnings and sail covers and be shown the halyards and how to cleat a halyard down. General safety on a boat should be discussed. Check clothing and footwear. Once the basic familiarisation is over the boat should set sail. As the participants should have completed a level 1 course they should actively take part in raising the sails and letting off mooring lines.

In many ways this initial session will be a joy ride. However all participants should take the tiller and should demonstrate how much of level 1 that they remember. To achieve this simple courses will be set that will involve sailing close to the wind, reaching, taking and gybing.

Correct use of a winch should be demonstrated. Practice will be achieved by ensuring each participant is involved in handling the jib sheets.

The instructor should assess the needs of the students so that any deficiencies can be remedied.

12:00 Lunch

1:00 Briefing for afternoon session

1:30 Second session on the water

The participants should all play a part in raising the sails and in leaving the mooring.

As soon as possible the participants should be allowed to take the helm under supervision so the participants can gain the experience of being in control of the boat. Any skills of individual participants that need further practice should be helped.

A particular skill that will be emphasised is slowing and stopping the yacht. Once this is mastered then bringing the boat to a stop alongside a buoy should be practiced.

A purpose of this session is to prepare the students for leaving and mooring on a bank or jetty.

3:00 De-briefing

3:30 Tea break and briefing for the third session on the water

4:00 Third session on the water

This session will involve more teaching. The students will be given tasks to complete in which steering a particular course is the first thing to master. Slowing the yacht down and getting going again by simply letting the sheets out and pulling them in again should be demonstrated and practiced. Following that tacking by sailing a figure of eight course will complete this session.

While one participant is learning to handle the tiller the others will be involved in handling the sails.

Bringing the boat stationary alongside a buoy should be practiced.

If there is time some man overboard procedures can be included.

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5:30 De-briefing

There will be a lot of learning to discuss and consolidate in this de-briefing

6:15 Evening meal

7:30 Theory session

Any important issues that have come up during the sailing sessions.

The theory of how a sail works.

A reminder of basic rules for avoiding collision. For sailing boats port and starboard, windward boat and overtaking boat.

Practice of knots. The knots that should be included are the clove hitch, bowline, reef and rolling hitch.

Discuss the problems of sailing in close company with others.

Introduce the course and start of a race.

Day 2

9:30 Briefing for fourth session on the water

10:00 Fourth session on the water

The main purpose of this session will be to practice leaving a bank or jetty. After a demonstration and explanation from the instructor the participants will take charge of getting the boat away from its mooring. The instructor is likely to make the moorings but can introduce some of the participants to making a mooring as well as leaving a mooring. To conclude the session the boat should be reefed, unless it was necessary to start the session by putting a reef in.

12:00 De-briefing

12:30 Lunch

1:00 Briefing for final session on the water

1:30 Fifth session on the water

The main purpose of this session is to practice bringing the boat alongside a jetty, bank or onto a buoy. The students should already be able to stop alongside a buoy but a quick recap can be used to ensure they have fully mastered this procedure. Following this making a simple mooring on a bank or jetty should be demonstrated and then practised by the participants. Finally any of the earlier activities that need to be revisited can be returned to.

3:30 Final de-briefing and issue of certificates.

The above timetable should be regarded as a suggestion rather than something to be followed precisely.

Weather conditions and the skills and needs of those taking part should be taken into account of by the Instructors and the timetable should be adjusted by them accordingly.

Each yacht involved in a course will be manned by an Instructor or Assistant Instructor.

The number of Assistant Instructors will always be less than the number of Instructors and Senior Instructors involved.

The maximum ratio of students to instructor will be 3:1, though the RYA does allow a ratio of 5:1 on boats with accommodation.

RYA Keelboat Level 3 Course - Better Sailing

This improver course seeks to bridge the gap between Start Sailing L1, Basic Skills L2 and the five Advanced Modules and is intended to make the transition easier for those sailors wishing to progress further through the scheme, allowing them opportunity to practice and consolidate their techniques and also have a taster of what some of the advanced modules have to offer. This would help build confidence, support progression and enable a greater chance of success and achievement of the advanced module outcomes. Where practical, students should be afforded the opportunity to sail different boats during the course. The time on the water should be maximised.

Section A: Practical

Rigging

Understands how to use rig set up and sail controls to prepare the boat according to different weather conditions and sea states.

Can check a spinnaker is rigged correctly (if fitted).

Can leave and return to a beach, jetty or mooring, including windward and leeward shore.

Revision of Sailing Techniques and Manoeuvres

Practice and apply the following:

Correct sail trim for different points of sailing

Using crew weight to influence correct trim and balance the boat

Choosing the best route to sail depending on conditions

Development of Sailing Techniques and Manoeuvres

More efficient sailing

Use of tell tales

Taster Sailing Techniques and Manoeuvres (Examples)

Can recover a man overboard

Understands typical club racing courses

Understands simple starting and finishing procedures

Can start and finish a simple race

Understands the “simplified ISAF racing rules”

Section B: Sailing Background

Sailing theory and background

Understands points of sailing and No Go zone.

Knows and can apply the following Rules for the Prevention of Collision at Sea (IRPS):

Meeting other sailing vessels

Meeting power driven vessels

Following or crossing narrow channels

Action of stand-on vessel

Navigation

Can use local tide tables

Tidal heights – can read an internet tidal curve prediction

Understands the effect of tide and wind direction on sailing conditions

Meteorology

Understands the Beaufort Wind Scale

Knows sources of information on weather for the day

Has an awareness of changing weather conditions

NB For taster section, you may wish to develop a menu of choices from which a certain number of options are selected, i.e. choose five topics from ten available.

Keelboat Level 3 – Better Sailing, Typical GWYC Programme

Every participant will be expected to carry out the following manoeuvres:

- Leaving and returning to a bank
- Bring a yacht to a stop under sail and in suitable conditions heave to
- Recover a man overboard
- Manoeuvre the yacht without using the tiller
- Reef and de-reef a boat
- Practice racing starts
- Take part in a race

Where a participant has not witnessed any one of these procedures prior to the course a demonstration by the Instructor or someone who possesses the skill should take place prior to asking the participant to practice the skill.

A sensible start for these activities is to practice slowing down a yacht under sail. In normal cruising this is often not carried out and so participants will not have much experience of doing this. The participant should practice slowing a yacht down by simply freeing the sheets and see that by subsequently pulling in the sheets the yacht will pick up speed again without any deviation of direction or control. By practicing this first and gaining skill in this activity the participants will build confidence in approaching many other activities like making a mooring and man overboard.

Sailing a boat without using a tiller is a demanding task with river cruisers and is best practiced in fairly open stretches of water. Before attempting an activity the techniques that can be used should be practiced separately. First get the students to balance the boat by adjusting jib sheet and mainsheet to cause the boat to continue on a straight course. Then demonstrate that sheeting in the mainsail will cause a boat to turn up into the wind and that letting the mainsheet out or sheeting in the jib will cause the boat to turn off the wind. Heeling the boat to leeward will also cause the boat to luff up into the wind. This together with letting the jib sheet off will cause the boat to tack. Heeling the boat to windward will cause the boat to bear away from the wind and together with letting the mainsheet right out will cause the boat to gibe. A fun thing to do that the students should enjoy is to sail right round a buoy in one direction and then sail back round again in the other direction. A similar activity is to sail a figure of eight course around two buoys.

On completion of sessions afloat a debriefing should take place. The theory behind the manoeuvres in the sailing session should be a part of the de-briefing. For example this can include discussion of different methods of man overboard and getting a man overboard back on board and alternative, also the theory behind sailing without a tiller. In the evening a classroom session will take place. The teaching facilities are limited but improvised flip charts can be used for drawing diagrams.

The terms listed in the syllabus should be tested, by simple questions but questions like “Tell me a sensible sentence that includes ‘upwind’ and ‘luff?’” are found to be much more fun by the students. Different sources of meteorological information should be discussed. The students should be asked to list as many sources of weather information that they can think of. Local wind effects like sea breezes and the conditions in which they are likely to occur should be discussed. The Beaufort scale and its use in making decisions should be included.

It is important to teach selected parts of the regulations for the prevention of collision, and the (usually very similar) Broads Authority navigation bye laws. These can be demonstrated on flip charts with different situations that cover all the selected rules. In this course they should be related to a simplified version of the ISAF rules of racing. The rule of twelfths and its relevance on the broads for tide strength and height will add local relevance.

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Weather permitting a potential timetable is:

Day 1

10:00 Initial session on the water

This should include slowing a yacht down and stopping a yacht and heaving to. A discussion of man overboard techniques and a demonstration of man overboard.

12:00 De-briefing

12:30 Lunch

1:00 Briefing for the afternoon session

Discussion of the methods for leaving a mooring and returning to a mooring.

1:30 Second session on the water

Mooring and leaving a bank will form the main activity during this session. Include some man overboards.

4:00 De-briefing

4:30 Tea break and briefing for final afternoon session.

Discussion of reefing and when to reef.

Discussion of sailing without using the tiller.

5:00 Third session on the water

This session will start with practice of reefing and de-reefing.

Some simple exercises that involve not using the tiller.

6:00 De-briefing

6:30 Evening meal

7:30 Theory session

Any important issues that have come up during the sailing sessions;

Discussion of International Regulations for Collision at Sea.

Reminder of sources of meteorological information.

Introduction to taking part in a race and racing rules.

Interpretation of local tide tables.

Day 2

9:30 Briefing for session on the water

Discussion of bias of a starting line

10:00 Fourth session on the water

Using several start lines the boats will make practice starts.

12:00 De-briefing

Include a discussion of finishing a race.

12:30 Lunch

1:00 Briefing for final session on the water

Description of the race to be tackled in the sailing session

1:30 Fifth session on the water

A simple race course should be laid out and the students take charge for a race. With sufficient students this could involve splitting them up into two groups for two initial races followed by a final for the leading boats.

Anything in the syllabus that has not been completely covered.

3:30 Final de-briefing and issue of certificates.

The above timetable should be regarded as a suggestion rather than something to follow precisely. Weather conditions and the skills and needs of those taking part should be taken into account of by the Instructors and the timetable should be adjusted by them accordingly. Each yacht involved in a course will be manned by an Instructor or Assistant Instructor. The number of Assistant Instructors will always be less than the number of Instructors and Senior Instructors involved. The maximum ratio of students to instructor will be 3:1, though the RYA does allow a ratio of 5:1 on boats with accommodation.

RYA Keelboat Course - Seamanship skills course

On completion of this course, the successful sailor will be capable of manoeuvring a dinghy/keelboat/multihull in a seamanlike manner and making seamanship decisions in moderate conditions. It will be assumed that every student starting the course has already mastered the practical skills and absorbed the background knowledge required for Basic Skills level 2.

Tuition will be given by trained instructors, using appropriate supervision ratios with regard to the location and competence of the students. Much of the work afloat will be done without an instructor aboard. The emphasis is on increasing the self reliance and decision making of the sailor. Students will be informed of their individual progress throughout the course.

Section A: Practical

Ropework Can tie a fisherman's bend and sheet bend. Can do heat sealing and whipping.

Launching and recovery

Can leave and return to beach, jetty or mooring including windward and leeward shore.

Sailing techniques and manoeuvres

Is able to:

heave to

reef afloat

recover man overboard

be towed by a power vessel

anchor, including principles and techniques for different circumstances†

sail backwards

sail in adverse circumstances (no rudder, no centreboard)*†

Section B: Sailing Background

Sailing theory and background

Understands the following terminology:

windward, leeward, abeam, forward, aft, ahead, astern, to weather, downwind, amidships, quarter, pinching, sailing be the lee, luff, bear away, planing, sternway, broaching.

Knows and can apply the International Regulations for the Prevention of Collisions at Sea (RPCS): meeting other sailing vessels, meeting power driven vessels, following or crossing narrow channels, action by stand on vessel.

Meteorology

Knows sources of information on weather patterns for the day.

Can interpret forecasts and understand local effects.

Aware of Beaufort Wind Scale and changing weather conditions, including fog.

Section C: Coastal – optional GWYC does not do this.

Capable of practical application of Section A on coastal waters.

Can use local tide tables.

Understands the rate of rise and fall – twelfth's rule.

Is aware of tidal streams.

Has a basic understanding of charts and important symbols.

Section D: For keel boat sailors

Desirable but not essential items

Understands the importance of:

Inspection of slipway and overhead clearance.

Use of rope between trailer and vehicle.

Recovery: use of guide poles.

Use of crane/derrick including slings and weight distribution.

Experienced sailor's direct assessment

The candidate must present logged evidence of at least two season's sailing experience. He will satisfactorily complete all of Section A and shall, afloat and ashore, satisfactorily answer questions on Section B. Candidates seeking assessment on coastal waters will demonstrate knowledge of Section C.

*Not necessarily applicable to keelboats †necessarily applicable to multihulls

Seamanship Skills Keelboat Course – Typical GWYC Programme

In our version of the course we include the bowline, clove hitch and rolling hitch. Reefing afloat underway may not be appropriate but we should include reefing. Anchoring will be done with a mud weight and could include tacking backwards on a mud weight if the conditions are appropriate. Significant stress should be put on mooring and getting off a bank. Most of this course will take place in a yacht on the water.

Every participant will be expected to carry out the following manoeuvres:

- Leave a bank and return to a bank in a variety of wind directions
- Slow down a yacht under sail
- Bring a yacht to a stop under sail and in suitable conditions heave to
- Recover a man overboard
- Anchor using a mud weight in a specified position
- Tack backwards on a mud weight (optional, depending on conditions)
- Sail backwards
- Manoeuvre the yacht without using the tiller
- Reef when under way
- Tow a yacht by a power boat

Where a participant has not witnessed any one of these procedures prior to the course a demonstration by the Instructor or someone who possesses the skill should take place prior to asking the participant to practice the skill.

A sensible start for these activities is to practice slowing down a yacht under sail. In normal cruising this is often not carried out and so participants will not have much experience of doing this. The participant should practice slowing a yacht down by simply freeing the sheets and see that by subsequently pulling in the sheets the yacht will pick up speed again without any deviation of direction or control. By practicing this first and gaining skill in this activity the participants will build confidence in approaching many of the other activities that build on this skill (stopping a yacht, recovering a man overboard, making a mooring on a bank and anchoring on a mud weight). Moreover as it is not difficult it will build up the confidence of the participant at the beginning of the course.

Once demonstrated the man overboard activity can be practiced at any time during the course and can be randomly introduced when least expected so as to more realistically simulate the situation when it could be needed for real. A diagram should be shown to the students or drawn on a flipchart to show a method of rescuing a man overboard that works well in most situations. In choosing a location for a man overboard the instructor should avoid a narrow reach in which it is not practical to practice a straight forward man overboard method. What should be done in reaches where the simple procedure is not appropriate should be discussed with the students. Methods of getting a man back on board the yacht should also be discussed. Though man overboard can be carried out at any time it is necessary to have a teaching session on the method to be used prior to the first practice and so should not take place in the first session afloat.

Stopping a yacht under sail is probably the next activity to practice. Once this has been mastered the course can continue with mooring to a bank and leaving a bank. As the yacht will have to sail in different reaches to practice the mooring on both leeward and windward banks the opportunity can be taken to break up this activity with sailing backwards and mooring on a mud weight where the conditions become optimum for these activities.

Sailing a boat without using a tiller is a demanding task with river cruisers and is best practiced in open stretches of water. Before attempting an activity the techniques that can be used should be practiced separately. First get the students to balance the boat by adjusting jib sheet and mainsheet to cause the boat to

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continue on a straight course. Then demonstrate that sheeting in the mainsail will cause a boat to turn up into the wind and that letting the mainsheet out or sheeting in the jib will cause the boat to turn off the wind. Heeling the boat to leeward will also cause the boat to luff up into the wind. This together with letting the jib sheet off will cause the boat to tack. Heeling the boat to windward will cause the boat to bear away from the wind and together with letting the mainsheet right out will cause the boat to gibe. A fun thing to do that the students should enjoy is to sail right round a buoy in one direction and then sail back round again in the other direction. A similar activity is to sail a figure of eight course around two buoys.

Towing will require more than one boat and so will need the instructors to agree on which session afloat that this activity should take place.

On completion of sessions afloat a debriefing should take place. The theory behind the sailing session should be a part of the de-briefing. For example this can include discussion of different methods of man overboard and getting a man overboard back on board, also the theory behind sailing without a tiller.

In the evening a classroom session will take place. The teaching facilities are limited but improvised flip charts can be used for drawing diagrams. Rope and whipping twine will enable knots and whipping to be practiced. The opportunity should be taken to remind students of the bowline, clove hitch, rolling hitch as well as teaching the fisherman's bend and sheet bend. The students will practice the knots and carry out whipping.

The terms listed in the syllabus should be tested, by simple questions but questions like "Tell me a sensible sentence that includes 'upwind' and 'luff'?" are found to be much more fun by the students. Different sources of meteorological information should be discussed. The students should be asked to list as many sources of weather information that they can think of. Local wind effects like sea breezes and the conditions in which they are likely to occur should be discussed. The Beaufort scale and its use in making decisions should be included. Important areas to teach are the selected parts of the regulations for the prevention of collision. These can be demonstrated on flip charts with different situations that cover all the selected rules. The rule of twelfths and its relevance on the broads for tide strength and height will add local relevance.

Weather permitting a potential timetable is:

Day 1

10:00 Initial session on the water

This should include slowing a yacht down and stopping a yacht and heaving to. A discussion of man overboard techniques and a demonstration of man overboard.

12:00 De-briefing

12:30 Lunch

1:00 Briefing for the afternoon session

Discussion of the methods for leaving a mooring and returning to a mooring.

1:30 Second session on the water

Mooring and leaving a bank will form the main activity during this session. Include some man overboards.

4:00 De-briefing

4:30 Tea break and briefing for final afternoon session.

Discussion of anchoring with a mud weight.

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5:00 Third session on the water

Anchoring with a mud weight and, if possible, tacking on a mud weight.
Sailing backwards.

6:00 De-briefing

6:30 Evening meal

7:30 Theory session

Any important issues that have come up during the sailing sessions. Discussion of International Regulations for Collision at Sea/Broads Authority Navigation Bye Laws Practice of knots and whipping. The knots to be included are the sheet bend and fisherman's bend. A recap of the bowline, reef knot, clove hitch and rolling hitch should be included. Sources of meteorological information. Local weather conditions. Tides and rule of twelfths. Beaufort scale and its use.

Day 2

9:30 Briefing for session on the water

10:00 Fourth session on the water

Sailing a yacht without use of a tiller. Once the techniques are mastered some activities that will challenge the students should be included.

12:00 De-briefing

12:30 Lunch

1:00 Briefing for final session on the water

1:30 Fifth session on the water

Reefing under way. Towing a yacht.
Any of the earlier activities that need to be re-visited.

3:30 Final de-briefing and issue of certificates.

The above timetable should be regarded as a suggestion rather than something to follow precisely. Weather conditions and the skills and needs of those taking part should be taken into account of by the Instructors and the timetable should be adjusted by them accordingly. Each yacht involved in a course will be manned by an Instructor or Assistant Instructor. The number of Assistant Instructors will always be less than the number of Instructors and Senior Instructors involved. The maximum ratio of students to instructor will be 3:1, though the RYA does allow a ratio of 5:1 on boats with accommodation.

RYA Keelboat Course - Day Sailing

On completion of this course, the successful sailor will have confident, safe approach to planning and executing a short cruise in a dinghy/keelboat/multihull. It will be assumed that every student starting the course has already mastered the practical skills and absorbed the background knowledge required for Basic Skills level 2.

In addition, sailors wishing to cruise independently should ensure they understand and can carry out the manoeuvres in the 'Seamanship Skills' part of the National Sailing Scheme. The course will be supervised by Coastal Senior Instructor and will normally be conducted on coastal waters.

Tuition will be given by trained instructors, using appropriate supervision ratios with regard to the location and competence of the students. The course will include the planning and execution of a short cruise.

Students will be informed of their individual progress throughout the course.

Candidates who hold the RYA Day Skipper Shore Based Course Completion Certificate or a higher level RYA cruising award may gain exemption from the chart work part of Section B.

Section A: Practical

Rigging

Can prepare and equip a boat for cruising including safety and navigation equipment, clothing and food. Can stow gear correctly.

Sailing techniques and manoeuvres

Can plan and undertake a day sail including a consideration of pilotage/navigation and collision avoidance.

Can use anchor to effect lee shore landing and departure. †

Adverse conditions

Is able to self rescue following total inversion.

Understands how to improvise in the event of gear failure.

Section B: Sailing Background

Sailing theory and background

Has knowledge of boat handling in strong winds and difficult conditions (practical where possible).

Navigation

Can plan a day's cruise in coastal waters, including knowledge of:

Publications available particularly charts, tide tables and tidal stream atlases.

Navigational instruments and their limitations afloat.

Use of GPS including waypoint navigation.

Confirming position by another source.

Tidal heights and tidal streams (rule of twelfths or percentage rule) probable changes in the weather and the interaction of weather and tidal streams.

Decision making in adverse circumstances including planning alternatives and refuges.

Magnetic compass: variation and deviation.

Interpretation of charts.

Recording position and principle of dead reckoning.

First Aid

Has a basic knowledge of first aid – *those holding a current first aid certificate are exempt from this item.*

Meteorology

Knows sources of information on weather patterns for the day.

Understands main characteristics of high and low pressure systems and simple interpretation of synoptic charts.

Has awareness of changing weather conditions.

Experienced sailor's direct assessment

The candidate must present logged evidence of at least two season's sailing experience. He will satisfactorily complete all of Section A and shall, afloat and ashore, satisfactorily answer questions on Section B. Candidates seeking assessment on coastal waters will demonstrate knowledge of Section C.

*Not necessarily applicable to keelboats †necessarily applicable to multihulls

Day Sailing Keelboat Course – Typical GWYC Programme

Most of this course will take place in a yacht on the water.

Weather permitting a potential timetable is:

Day 1

10:00 Introduction with expectations and limitations

10:30 First teaching session

Discussion on how to equip a boat for cruising including safety and navigation equipment, clothing and food.

Decision taking in adverse conditions.

Need for plans to deal with weather changes and gear failures.

Using tide tables.

Recap of basic meteorology and source of forecasts.

Sailing in bad weather

11:30 Briefing for afternoon cruise.

Describe a plan for an afternoon cruise with options in some detail. The cruise should be to somewhere close to the centre and return to the centre. (A stop on the return journey should enable a picnic tea.)

A recap of sources of meteorological information, tides and tidal heights including rule of twelfths.

12:30 Lunch

1:00 First session on the water

Prepare boats for cruise.

Cruise to objective and start return. During the trip a pretend gear failure should occur with the necessity for the participants to improvise a temporary solution. (For example the jib sail could be said to be torn, or a jib sheet part or the tiller only be able to move through 10 degrees either side of central as the rudder had bent. If more than one boat then only one need become disabled but all boats should be involved in the organisation of how to cope. The gear failure may involve a simplification of the planned course.)

4:00 Picnic tea with de-briefing and briefing for anchoring off a lee shore.

4:30 Second session on the water

Return to base.

On way anchor off a lee shore to make a landing and departure.

5:15 De-briefing and briefing for the evening and tomorrow's activity.

5:30 Theory session

Use and interpretation of charts. Use of transits and bearings. Variation and deviation of the compass.

6:30 Evening meal

7:30 Evening session

Participants plan cruise to and from the centre to last under four hours with a picnic lunch in the middle. The plan should be flexible and include options for bad weather and unexpected events.

Day 2

9:30 Student session

Report back on plans for today's cruise.

10:30 De-briefing and choice for today's cruise

11:00 Final Sailing session

Everyone to take part on the suggested cruise, selected by the Instructor.

Anything in the syllabus that has not been completely covered.

3:30 Final de-briefing and issue of certificates.

The above timetable should be regarded as indicative rather than something to be followed precisely. Weather conditions and the skills and needs of those taking part should be taken into account of by the Instructors and the timetable should be adjusted by them accordingly.

Each yacht involved in a course will be manned by an Instructor or Assistant Instructor. The number of Assistant Instructors will always be less than the number of Instructors and Senior Instructors involved. The maximum ratio of students to instructor will be 3:1, though the RYA does allow a ratio of 5:1 on boats with accommodation.

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Green Wyvern Yacht Club Rules (Revised November 2019)

1. NAME

- 1.1 The club shall be called "The Green Wyvern Yachting Club".

2. BURGEE

- 2.1 The club burgee shall represent a yellow wyvern on a background of green and red.
- 2.2 The Commodore shall fly a swallow-tail flag;
- 2.3 The Vice-Commodore shall fly a swallow-tail flag with one yellow ball in the upper corner of the hoist;
- 2.4 Rear-Commodores shall fly swallow-tail flags with two yellow balls in the upper corner of the hoist;
- 2.5 Skippers and First Mates shall fly a club burgee when in charge of a yacht in an official cruise, and skippers may do so in a private cruise.

3. OBJECTIVES

- 3.1 The objectives of the club shall be:
- 3.1.1 to organise cruises on the Norfolk and Suffolk Broads for young people and adults;
 - 3.1.2 to instruct and train its members in sailing, cruising and racing and to provide opportunities for acquiring recognised qualifications.
 - 3.1.3 to promote friendship between its members and provide opportunities for friends and acquaintances to meet and cruise together; and
 - 3.1.4 to develop those qualities of leadership and responsibility which the control of a yacht and its crew necessitates.

4. OFFICERS

- 4.1 The officers of the Club shall be the Commodore, the Vice Commodore, the Club Secretary, the Sailing Secretary, the Treasurer, the Welfare Officer and the Chief Instructor.
- 4.2 The Commodore shall be elected biannually.
- 4.3 All other officers shall be elected annually.

5. COMMITTEE

- 5.1 The Committee shall consist of the Commodore, Vice-Commodore, Club Secretary, Sailing Secretary, Meetings Secretary, Treasurer, Welfare Officer, Chief Instructor and five members, one of whom shall be under eighteen years of age.
- 5.2 Committee members shall be elected annually.
- 5.3 The committee shall be responsible for the general day to day management and organisation of the club and all its activities.
- 5.4 The Commodore, Treasurer, Commodores of the Week and all committee officers and members will adhere to the GWYC Finance Policy in all respects.
- 5.5 The Committee may review the Finance Policy and propose amendments to the AGM as required.
- 5.6 The Committee shall meet at least three times each year.
- 5.7 To be quorate, the meeting shall be attended by six committee members, one of whom shall be the Commodore or the Vice Commodore.
- 5.8 The Committee may review the Club Rules and propose amendments to the AGM as required.
- 5.9 The Committee may co-opt any skippers for special purposes or duties.

6 RYA TRAINING CENTRE

- 6.1 For the purposes of RYA recognition, the Commodore shall be designated Training Centre Principal.
- 6.2 The Chief Instructor shall be a Full Member holding a current RYA Senior Instructor (Keelboat) qualification.

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- 6.3 All Skippers and First Mates, including those who are 16 or 17 years of age, shall have a Disclosure and Barring Service (DBS) check.
- 6.4 Mates over 18 shall have a DBS check, however this is not required for Mates under 18 as they will not be acting as Responsible Adults.
- 6.5 All adults who are acting as Responsible Adults shall have a DBS check.

7. MEMBERSHIP

- 7.1 Categories of membership shall be Associate Member and Full Member.
- 7.2 First and Second Timers shall be associate members of the club for the full calendar year(s) in which they cruise.
- 7.3 On completion of two weeks sailing on a club cruise, a second timer can be invited to be a member of the club and awarded the rank of crew.
- 7.4 All members shall be required to abide by the GWYC Code of Conduct, appropriate to their rank.
- 7.5 Any person on the Sex Offenders Register shall not become, or remain, a member of the Club.

8. SUBSCRIPTIONS

- 8.1 Subscriptions shall be reviewed from time to time and agreed at the AGM.
- 8.2 Full Members shall be issued with a membership card.

9. ELECTION OF OFFICERS AND COMMITTEE MEMBERS

- 9.1 The election of the Officers and Committee shall take place at an Annual General Meeting (AGM) to be held in the Autumn.
- 9.2 Only Full Members shall be eligible to vote.
- 9.3 Members shall be given the opportunity to vote at the AGM or in advance by post. Voting shall be by single transferable vote if there are more than two candidates for a position.
- 9.4 Nominations for Officers shall close five weeks before the AGM.
- 9.5 Elections shall be held for all positions at the AGM, (excepting the second year of office of the commodore.)
- 9.6 The closing date for postal votes shall be three weeks before the AGM.
- 9.7 Postal votes shall be added on to the vote taken at the AGM.
- 9.8 If any position has received only one proposed and seconded nomination, that position shall be put to the vote. If that position is not elected then further nominations shall be invited from the floor.
- 9.9 Any vacant position after the close of nominations may be proposed, seconded and elected at the AGM.

10. VOTING AND THE AMENDMENT OF RULES

- 10.1 Any proposal to amend the club rules shall be approved by an AGM or an Extraordinary General Meeting and will require a two-thirds majority of those present and voting.
- 10.2 The 'Notice of the AGM' shall be sent out to members seven weeks before the AGM with a request for nominations for Officers and Committee Members.
- 10.3 An Extraordinary General Meeting may be called at any time by the Committee, or by at least six Club Full Members in writing to the Commodore.
- 10.4 A period of seven weeks notice shall be required between the receipt of the request and the meeting to allow for circulation of agendas.

11 CONDUCT OF MEETINGS

- 11.1 At every meeting of the Club, the Commodore, or in his/her absence, the Vice Commodore, shall preside.

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12. APPOINTMENTS AND PROMOTIONS

- 12.1 The ranks of the club shall be First Timer, Second Timer, Crew, Senior Crew, Bosun, Mate, First Mate and Skipper.
- 12.2 Appointments and promotions shall be made only during a meeting of Skippers following an official GWYC cruise.
- 12.3 Promotions can be made only by GWYC Skippers who have sailed in the same cruise as the person concerned. Other skippers may attend the meeting but may not vote on appointments and promotions.
- 12.4 All personnel of cruises thus approved shall be required to abide by the GWYC Rules;
- 12.5 Other skippers may attend the meeting but may not vote on appointments and promotions;
- 12.6 Promotion to senior roles will be dependent on DBS Clearance being obtained for Skippers over the age of 16 and Mates and Responsible Adults over the age of 18:
- 12.7 All promotions are subject to approval by the committee: and
- 12.8 The duties and responsibilities of officers and ranks shall be as defined in the appendix to these rules.

13. REAR COMMODORES

- 13.1 Any skipper who has made a significant contribution to the club may be nominated by any other member or members, for the position of Rear Commodore. This is an honorary, lifelong position in recognition for special services to the club and has no active role or seniority over other officers or skippers.
- 13.2 Procedure for election of Rear Commodores:
 - 13.2.1 The name of the skipper to be nominated for Rear Commodore shall be passed to the Club Secretary, clearly stating the reasons for nomination, six weeks in advance of the AGM. A Proposer and Second shall be included.
 - 13.2.2 The AGM shall then consider the nomination and if agreed (by a majority vote if necessary) shall give its approval for the nominee to be offered the office of Rear Commodore.
- 13.3 The Club shall present a flag to each Skipper elected to the rank of Rear- Commodore.

14. WINDING UP THE CLUB

- 14.1 The club may be dissolved by a vote of three quarters of the members attending an AGM or EGM called for the purpose.
- 14.2 In the event of dissolution, the club shall be wound up by the Committee, or a person appointed by the Committee. The Committee or appointee shall realise all the assets, and meet all the debts and obligations.
- 14.3 Any remaining funds shall be transferred to The Nancy Oldfield Trust or, if this Trust no longer exists, to a body involved with sailing on the Norfolk Broads whose objectives most closely resemble those of the Green Wyvern Yachting Club.

Appendix - Suggested Roles and Responsibilities

1. COMMODORE shall:

- 1.1 be the public face of the club;
- 1.2 represent the club at its events;
- 1.3 as the RYA Principal, support the Chief Instructor in meeting the requirements of the RYA;
- 1.4 ensure that the club has an interesting and varied programme of events:
- 1.5 chair meetings effectively;
- 1.6 support officers and the committee in their roles;
- 1.7 ensure that policies and documents are in place;
- 1.8 ensure that the organisation is managed effectively and
- 1.9 ensure that all events are properly organised.

2. VICE COMMODORE shall:

- 2.1 support the commodore with all of the above;
- 2.2 deputise for the commodore in his/her absence;
- 2.3 be the race co-ordinator, responsible for pre-race and on the day organisation; and
- 2.4 support other officers in their jobs.

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3. CHIEF INSTRUCTOR shall:

- 3.1 oversee the running of Training Centre activities; and
- 3.2 be responsible for the production, implementation and review of the Operating Procedures.

4. SECRETARIES The Secretarial role is split into three parts, Meeting, Sailing and Club Secretary, which shall all be proposed annually by the committee for election at the AGM.

4.1 The Meeting Secretary shall:

- 4.1.1 keep full minutes of committee meetings and all other formal meetings of the club (e.g. AGM or EGM); and
- 4.1.2 collate committee meeting agenda and relating papers, and circulate these to the committee, one week in advance of a committee meeting.
- 4.1.3 Any committee member wishing to add an item to the agenda shall discuss it with the Commodore before contacting the Meeting Secretary. The minutes of all club meetings shall be signed by the Commodore (or the Vice Commodore, in the Commodore's absence) when the minutes have been agreed as accurate at the next meeting of the club or committee.

4.2 The Sailing Secretary shall:

- 4.2.1 organise all aspects of the Easter and Summer Training cruises, in liaison with the Chief Instructor in order to meet RYA requirements;
- 4.2.2 liaise with other club officers as required;
- 4.2.3 be responsible for all aspects of communications relating to club cruises, including the collation of contact details;
- 4.2.4 maintain a membership list to facilitate the above; and
- 4.2.5 charter craft for cruises, allocate 'Commodore of the Week' and 'Senior Instructor of the Week' and skippers and crew to yachts for each week

4.3 The Club Secretary shall:

- 4.3.1 collate and update membership lists, in conjunction with the Sailing Secretary, and use this to communicate with various groups and individuals in the club;
- 4.3.2 maintain and circulate the club calendar;
- 4.3.3 maintain the club development plan and use it to report on the progress of club issues to the committee and the AGM;
- 4.3.4 organise club events and cruises other than training weeks;
- 4.3.5 liaise with other yacht clubs and organisations and attend meetings as appropriate;
- 4.3.6 liaise with NSBA and circulate the Green books;
- 4.3.7 organise the administration of the AGM in liaison with the commodore and other reporting officers. All AGM papers are to be circulated at least two weeks in advance of the meeting;
- 4.3.8 apply for grants and awards; and
- 4.3.9 liaise with, and support other club officers to further the aims of the club.

5. The Treasurer shall: (from the agreed Finance policy)

- 5.1 be responsible for the club finances;
- 5.2 deal efficiently and effectively with all invoices and bills;
- 5.3 keep up to date records of all the financial transactions;
- 5.4 ensure that funds are spent properly;
- 5.5 record all money received;
- 5.6 attend committee meetings and present a financial report;
- 5.7 prepare the end of year accounts/financial report to present to the auditors and to the AGM; and
- 5.8 arrange the annual audit.

6. FIRST TIMERS shall

- 6.1 be Associate Members of the club;
- 6.2 be sailing beginners;
- 6.3 do simple tasks such as make tea: and
- 6.4 be working toward/achieving qualifications equivalent to RYA Level 1

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7. SECOND TIMERS shall

- 7.1 be Associate Members of the club;
- 7.2 be sailing beginners;
- 7.3 can do tasks such as make lunch; and
- 7.4 be working towards/achieving qualifications equivalent to RYA Level 2.

8. CREW shall

- 8.1 be full members;
- 8.2 have basic sailing skills, including proficient quanting;
- 8.3 be able to cook simple meals;
- 8.4 be aware of basic boat hygiene; and
- 8.5 be working towards/achieving qualifications equivalent to RYA Level 2;

9. SENIOR CREW shall

- 9.1 have more advanced sailing skills;
- 9.2 be able to raise and lower masts proficiently;
- 9.3 be able to cook meals; and
- 9.4 be working towards/achieving qualifications equivalent to RYA Level 3;

10. BOSUNS shall

- 10.1 be capable of all deck duties;
- 10.2 be proficient at rigging and reefing;
- 10.3 be able to cook meals; and
- 10.4 be working towards qualifications/achieving equivalent to RYA Seamanship qualification;

11. MATES shall

- 11.1 be assuming a decision making role;
- 11.2 be responsible for provisioning a yacht for a week;
- 11.3 be able to assign tasks;
- 11.4 be capable of the responsible adult role if over 18; and
- 11.5 be working towards qualifications equivalent to RYA As
- 11.6 be working towards qualifications/achieving equivalent to RYA Day Sailing qualification;

12. FIRST MATES shall

- 12.1 be expected to fulfil all the duties of Skipper
- 12.2 have the privileges of Skipper during the cruise on which they “act”;
- 12.3 be able to take command;
- 12.4 be responsible adults;
- 12.5 have a current First Aid qualification; and
- 12.6 be designated as RYA Assistant Instructor for the week in which they act.
- 12.7 be working towards qualifications equivalent to RYA Instructor.

13. SKIPPERS shall

- 13.1 be responsible adults;
- 13.2 have a current First Aid qualification; and
- 13.3 be an RYA Instructor or actively working towards qualifications equivalent to RYA Instructor qualification.

Part 4 GWYC Code of Conduct and Policies

Introduction

The GWYC, like any organisation that is involved with minors and those under 18, should be above reproach always, and cannot and must not condone any action that may be perceived to place any individual at risk. In stating this, the Club also must not lose sight of those adults whose actions may be misconstrued and offer advice before any problems arise.

Responsibility for yachts

If a boat sustains damage severe enough to warrant an Insurance claim, owners must be advised immediately. If minor damage is sustained, a repair should be effected and, if it is not possible, the owner should be notified. Both standing and running rigging should be kept in good order. For example, stays should be checked every day for tension, and strops should be inspected periodically for damage and repaired or replaced if necessary.

If any whipping is loose or missing it should be replaced. Knots in mooring lines or sail ties should be removed as these can be hazardous.

Spills on furniture and tears in awnings etc., should be dealt with at the earliest opportunity as these tend to deteriorate rapidly.

Topsides, bilges, cooker and all lockers must be thoroughly cleaned at the end of the cruise.

If you suspect any gear of not being up to the job, inform the Commodore-of-the-Week immediately and do as much as possible to make it good.

The main cause for complaint always centres on the galley and its equipment. All manner of gear disappears during Club cruises, much of it into the bilges: all missing/damaged items must be replaced so that the following crew is not left deficient of any cutlery, crockery, or cooking utensils.

Yachts are usually equipped with basic essentials such as sugar, salt, herbs, spices, etc., and these must be replaced when used. "Borrowed" items must be returned to their rightful home.

The gas and battery must be recharged at the end of the cruise.

At the beginning of a Club cruise the Commodore of the Week will hold a meeting of Skippers at which each Skipper will be required to confirm that his/her yacht is well-found and that all items identified on the inventory are present. This meeting is to take place not later than 2.00 p.m. on the second day of the cruise.

The Chief Instructor or Commodore of the week will prior to a course or cruise check that a First Aid Kit meeting RYA requirements is available on each boat.

All courses run and cruises where instruction takes place will meet the RYA guidelines regarding the ratio of Instructors, Assistant Instructors and experienced helms. At the beginning of a Training Course the Chief Instructor will hold a meeting of Instructors at which each Instructor will be required to confirm that his/her yacht is well-found and that all items identified on the inventory are present.

Each Instructor or Skipper shall ensure there is a suitable 'throw line' available on deck at all times when sailing to use in the event of a man overboard. Each Instructor or Skipper shall check lifejackets/buoyancy aids meet RYA requirements and are in good condition. If unsure then the Instructor or Skipper shall consult the Chief Instructor or Commodore of the Week.

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In the event of a boat being swamped the Instructor or Skipper shall immediately run the boat aground (if possible) or failing that, manoeuvre it to the bank and ensure that all crew are safely ashore. Once the crew is safe, further appropriate action can be assessed and taken.

The Commodore of the Week shall check all boats at the end of the week or course to ensure they have been left in satisfactory condition.

Responsibility for crew / equipment

Owners shall ensure that the following items are included in their yacht's inventory:

- i) adequate fire-fighting equipment
- ii) adequate buoyancy aids for all crew
- iii) first aid kit

Each Instructor or Skipper shall check that these items are present before a course or cruise.

Each Instructor or Skipper shall carry a basic First Aid Kit containing a minimum of two large wound dressings, two medium wound dressings and a triangular bandage. The location of this kit shall be made known to crew members on arrival.

The Chief Instructor or Cruise Commodore shall inform each Skipper or Instructor of any relevant medical information pertaining to students or crew. The Skipper or Instructor shall in addition be required to confirm that he/she has made all necessary enquiries of their crew regarding any health problems or dietary requirements.

Skippers or Instructors are responsible for ensuring that buoyancy aids are worn at all times when underway or engaged in deck activities and at other appropriate times. Any such instructions shall be obeyed by all crew members without question: in the event this does not happen, the Skipper or Instructor shall inform the Cruise Commodore or Senior Instructor. The safety and behaviour of the crew, both onboard and on land, is the responsibility of the Chief Instructor and/or Commodore of the Week at all times.

Conclusion

All mishaps, no matter how minor, and damage, regardless of whether they have been repaired, shall be reported to the Skipper's meeting at the end of the week. Failure to do so will be regarded as a serious lapse of responsibility and will be noted by the Committee. Offenders will find themselves refused a yacht. This code applies to all crew members, not just Skippers. Mates, in particular, must recognise their responsibility and not ignore jobs simply because they have not been instructed to do them.

If we can keep the standard of care of yachts at an acceptable level, we will find more owners prepared to lend them for Club cruises. If standards fall, boats will very quickly only be lent when their owners are sailing them, and the opportunity for good young Skippers (and older ones) to sail will quickly vanish.

(Section as amended in 2008, additions 2011)

Provision of Boats - Guidance for Owners

The GWYC does not own the boats used for training activities - they are supplied by members or friends of the club or, on occasion, chartered from local companies. In each case, there shall be a formal written agreement between the owner(s) and the club, giving the club permission to use the vessel for training activities. Owners are required to supply the club with a copy of their policy of insurance, which shall specifically include cover for RYA training activities by the club. The club is required to inspect all yachts before use, ensuring that the boat and all equipment is well maintained and serviceable for training use. Suitable safety equipment must be carried.

(Section added Spring 2013. Reviewed 2014)

Green Wyvern Yachting Club – Operating Manual

Green Wyvern Yachting Club Boat Loan Agreement 2024

It is an RYA requirement that the club has a boat loan agreement. Whilst acknowledging that some of the items in the agreement are ‘aspirational’, we are all working towards offering the best provision that we can.

Dear Boat Owner,

The GWYC would like to use your boat, XXXX for club cruising weeks (to include RYA training) for the following dates:

1. Week 1: 20th – 27th July
2. Week 2: No Club sailing this week
3. Week 3: 3rd – 10th August
4. Week 4: 10th – 17th August

The owner will ensure that their boat:	The club will:
1. is fully insured, including the necessary insurance for GW club cruising, to include RYA training, plus a copy of the current insurance certificate should be sent to the sailing secretary prior to the cruise	collate all insurance documents and provide the ‘Commodore of the Week’ with back –up copies; Inform the owner in the event of a serious accident at the earliest opportunity. Owners will be informed of minor damage and replacements as soon as possible but at the end of the cruise. This may be done by sending a copy or details from the relevant page of the red book.
2. has current Broads Authority toll.	
3. has a current boat safety certificate.	
4. has safety equipment on board to include fire extinguishers, fire blanket and life jackets. Carbon monoxide alarms in accommodation areas	will provide additional safety equipment as required e.g. extra life jackets, throwlines, First Aid Kits etc. and remind skippers at the Skippers’ Briefing to familiarise themselves with the location and use of all safety equipment.
5. is in good, sound condition in terms of the hull, decks, the rig and other fixtures and fittings and has a basic repair and tool kit on board.	make good any minor repairs to maintain the boat in sound working order. e.g. replace lost shackles. *
6. is well maintained, to high standards in terms of paint and varnish work.	make good any minor damage incurred during a club cruise. e.g. make good any damage caused to paintwork.
7. will be fully equipped for living aboard to include all necessary domestic equipment, interior furnishings, mattresses, curtains, floor coverings, water carriers, crockery, cutlery. etc.	replace any losses made during the cruise and effect minor repairs where possible. e.g. replace any lost or broken crockery or cutlery.
8. has a boat specific manual that includes, owners contact details, insurance documents and all matters relating to safe and efficient boat operation.	ensure that skippers read the manual at the start of the cruise and remind skippers of their responsibilities at the Skippers’ Briefing at the start of each week.
9. has an up-to-date inventory of all equipment as part of the boat manual.	skippers should check the inventory at the beginning and end of the week and report any deficiencies to the Commodore of the Week so that essential replacements can be made.
10. has an engine in full working order that has been serviced and maintained in good condition	ensure that engines are tested each day and effect minor repairs. e.g. replace a shear pin.
11. has fuel cans that are full at the start of the cruise and that fuel and mixture cans are clearly labelled.	replace any fuel used during the course of the cruise.
12. has fully working cabin lights, and batteries are fully charged at the beginning of the cruise.	recharge batteries during the course of the cruise.
13. is clean and tidy prior to the cruise. This includes all lockers, cooking area, floors and surfaces, bilges, hull and decks and forepeak.	ensure that the skipper and crew will leave the boat in a clean and tidy condition at the end of each week.
14. has a full gas cylinder at the start of the cruise.	replace gas as required during the cruise.

*The club will not be liable for any gear failure that takes place during a cruise due to routine wear and tear or inadequate maintenance.

The Sailing Secretary will inform you prior to a cruise, if your boat is not required for any reason, e.g. lower than expected bookings.

(On behalf of the GWYC) Sailing Secretary Date

Will boatowner(s) please sign below to show their agreement for a) the availability of their boat and b) agreement to conditions outlined above?

Signature.....

Date.....

Please sign and return to the Sailing Secretary as soon as possible. Thank you.

(Updated June 2024)

Green Wyvern Yachting Club Finance Policy

If our club is to achieve its aims, the committee and the membership need to know that assets are properly used, funds are spent effectively and financial affairs are well managed. This policy provides internal financial controls, essential checks and procedures that help our club to:

- meet our duties to safeguard the club's assets;
- administer our finances and assets in a way that identifies and manages risk; and
- ensure the quality of financial reporting, keep adequate accounting records and prepare timely and relevant financial information.

A. Internal financial controls:

Making financial controls work is the committee's responsibility and they exist to:

- protect the club's assets;
- identify and manage the risk of conflicts of interest, loss, waste or theft; and
- ensure that financial reporting is robust and of sufficient quality.

A1. Review of controls - The committee should annually review the effectiveness of internal financial control (IFC), including an assessment of whether the controls are relevant and appropriate and not too onerous or disproportionate.

A2. Division of duties - A key feature of IFC is to ensure that no single individual has responsibility for any single transaction from authorisation to completion and review. This is important so that no one is overburdened or exercises sole responsibility.

A3. Monitoring activities in the system of internal financial controls - Monitored ensures compliance and provision of a robust system for managing financial risk. Regular financial monitoring is a vital part of this process as is procedures for sharing quarterly financial information.

A4. Provision and communication of financial information - Access to accurate, up-to-date financial information enables proper decisions. Information provided should always be understandable, accurate and timely. It should be communicated to enable the club to carry out our responsibilities and take appropriate actions. Financial information also needs to be provided regularly to ensure the monitoring role.

B. Internal financial income controls

B1. Controls to protect income received in the post.

- All income due to the club is received and recorded;
- Cheque and cash receipts should be promptly recorded in the accounting records;
- Cheques and cash should be banked as quickly as possible;
- Cheques not banked on the day of receipt should be in a locked place or cash box; and
- Funds should normally be banked gross without deduction for costs or expenses.

B2. Checks on income records.

Regular checks ensure that the accounting records of income are being accurately maintained. Certain basic controls, if performed regularly, may serve as an early warning of anything going wrong. Regular checks should be made to ensure that:

- records of cash and cheques received agree with bank paying-in slips or counter foils;
- counter foils or paying-in slips agree with the bank statements, both in terms of amount banked and date of credit; and
- transfers and direct payments into the bank are identified and verified against supporting paperwork.

These checks should be made by someone other than the person concerned with the original recording of the transactions.

C. Internal financial controls – purchases and payments.

C1. Controls for the authorisation of expenditure on goods and services - Expenditure controls ensure that only necessary and authorised purchases are made. Controls over purchases should include:

- the committee authorises general spending plans ensuring it is part of usual agreed spending;
- any officers of the committee may place orders as agreed by the committee;

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- the treasurer will check with the relevant officer of the committee that invoices received tally against orders, confirming the price paid, and the receipt of the goods or services ordered, and that they are complete and undamaged;
- additional spending, outside agreed spending, should be authorised by the committee if possible, but by the Commodore and Treasurer if the timescale demands. In such exceptional circumstances (e.g. accident/damage) they may spend up to £100.
- If the exceptional circumstances require the expenditure of more than £100, which have not been pre-agreed at a committee meeting then an email will be circulated to all committee members which will need a 50% committee agreement before actioning.
- The 'Commodore of the Week' will have a limit of £200 per week during club cruising weeks for routine expenses and repairs. (Mooring fees, gas, minor repairs and replacements etc.)
- The 'Commodore of the Week' will record any such expenditure in the Red Book.
- The 'Commodore of the week' will complete a '**Commodore of the Week Expenses Claim Form**' and **send this to the treasurer with receipts and any relevant notes.**

C2. Controls in place for payments by cheque – Cheques are diminishing with the rise of electronic payment. It is important that cheque payments are only used for properly authorised and incurred expenditure. These basic controls should be in place:

- two signatories are required on cheques from any of the Commodore, Vice Commodore, Treasurer and Secretary.
- ensuring cheque books are kept in a secure place;
- regular review of bank mandates and authority limits;
- prohibition on the signing of blank cheques;
- prompt recording of payments including the details of the cheque number, nature of the payment and the payee; and
- electronic payments are made by the treasurer. These should be dated and have the reference number of any such transfer, recorded on the corresponding invoice to aid audit.
- obtaining documentation to support the validity of the payment including relevant invoices and confirmation that the goods or services have been received.

C3. Controls for payments in cash? - Where cash payments are made, they should be:

- for small amounts only;
- paid out of a petty cash float specifically kept for such payments, and not from incoming cash or by way of direct withdrawal from the bank account;
- entered in a petty cash book;
- supported by documentation for the cash payment should be authorised by someone other than the person who maintains the petty cash or the person making the payment;
- keep the balance of petty cash in hand, and the records, should be kept securely; and
- checked regularly by an authorised person independent of the keeper the petty cash.

C4. Control of the payment and reimbursements of expenses. – To ensure that the club only reimburses legitimate expenses properly incurred on its behalf.

Expenses will be paid to the 'Commodore of the Week' as section C3.

- Expenses will be paid to any member of the committee who has legitimate expenditure for the running of the club, e.g. printing costs, postage, envelopes etc. The secretary and sailing secretary keep a cash book record for small items. This will be claimed from the treasurer before the end of the financial year.
- The Secretary and Sailing Secretary will complete a self-declaration that the claim is accurate and incurred in connection with club business; and
- to minimise the club's cash payments, reimbursement should be made by cheque or electronic transfer.
- If the treasurer is claiming expenses then this will be authorised by the commodore.

C5. Checks on expenditure records. – It is important to ensure that records of expenditure are being accurately maintained. Basic controls in this area can also serve as an early warning of poor accounting practice and help identify any unauthorised payments. There should be:

- payment records (including direct debit or standing orders) are checked to cheque stubs or bank statements - these may be carried out as part of the bank reconciliation processes;
- periodic checks made to ensure payments are supported by invoices which have been properly authorised;

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- regular review of standing orders and direct debit payments are made to ensure payments remain in accordance with valid instructions given to the bank or building society; and
- checks should be made by someone other than the person concerned with the original recording of the transactions.

D. Internal financial controls – assets.

D1. Controls in place for fixed assets - A list or register should be maintained of all assets whether purchased by, or donated. This record should show the cost (or value) of the asset and provide sufficient detail to enable an asset and its location to be identified.

- Fixed assets should be inspected at regular intervals to ensure that they exist, remain in good repair and are being put to appropriate use.
- The disposal or scrapping of fixed assets be appropriately authorised and recorded in accounting records and in any fixed asset register.

D2. Controls for cash held on deposit - Financial controls over cash held in bank current accounts provide assurance as to security and ensure that the amount of cash held, at any point in time, can be identified.

Current bank accounts should:

- bank reconciliations are prepared at least monthly for all accounts, reviewed by a second person and any discrepancies resolved;
- the bank account(s) are not used for any money transfers for the private benefit of individuals or third parties under any circumstances;
- a list of all its bank accounts is kept and reviewed. Dormant accounts should be closed;
- the opening or closing of accounts should either be authorised by the committee, or if delegated to the Commodore, Vice Commodore, Treasurer and Secretary, the committee should be informed of changes;
- third parties should not be allowed to open bank accounts in the club's name, or use the charity's bank account to receive or transfer money; and
- the costs and benefits of the current accounts held are regularly reviewed to ensure bank charges and/or rate of interest are competitive and that the credit rating is acceptable.

D3. Electronic banking – Electronic banking is increasingly used as a convenient way to manage transactions. The same level of internal financial controls should be in place for electronic banking as for more traditional forms of banking, for example there should be:

- clear segregation of duties to prevent any single person from being able to control substantial resources or obtaining unauthorised access to account information; and
- proper approval for movements between, and payments from, bank accounts.

The level of risk involved in using electronic banking will vary considerably depending on how the facility is used. For example, possible uses may include:

- Use of the system simply to obtain information about their account and not to undertake any transactions which poses low risk.
- A system that requires authorisation of transactions by more than one individual. This type of system can work well provided the individuals do not divulge their security details to each other. It provides a similar control as dual signatures on a cheque. Dual authorisation systems are available but there may be a transaction cost.

In order to maintain the security over electronic bank accounts, basic precautions can be put in place including:

- after each electronic banking transaction, a print out should be taken showing details of the transaction and stored as part of the accounting record;
- retaining print outs of statements as part of the accounting records;
- keeping all PCs with access to the online banking facilities secure;
- ensuring all PCs are up to date with anti-virus, spyware and firewall software;
- keeping all the password(s) and PIN(s) secret;
- changing passwords periodically and following changes in personnel;
- adequate training for those using the computer systems; and
- treating emails received relating to bank accounts with caution, in particular, you should not respond to emails or telephone calls asking for personal security details. (From the Charity Commission Website (2012) for clubs with an annual turnover of less than £10,000.) May 2018

Green Wyvern Yachting Club ‘Commodore of the Week’ Expenses Claim Form	
I am claiming £_____ for legitimate expenses incurred on behalf of the GWYC. I attach receipts. Notes of explanation are also attached if required. Notes are also available in the cruise ‘Red Book’.	
Name	
Week	
Signature	Date
Club Purposes	Cheque number and date: or electronic transfer reference number and date: Treasurer:

Green Wyvern Yachting Club Annual Small Expenses Claim Form	
I am claiming £_____ for legitimate expenses incurred on behalf of the GWYC. I attach receipts and relevant photocopies of the cash book.	
Name	
Week	
Signature	Date
Club Purposes	Cheque number and date: or electronic transfer reference number and date: Treasurer:

TITLE: Treasurer
RESPONSIBLE TO: The Green Wyvern Yachting Club Committee

SKILLS/QUALITIES REQUIRED:

- Well organised
- Able to keep records
- Confident about handling figures and money
- Honest
- Prepared to make a regular time commitment

MAIN DUTIES:

- Responsible for the club finances
- Deal efficiently and effectively with all invoices and bills
- Keep up to date records of all the financial transactions
- Ensure that funds are spent properly
- Issue receipts and record all money received
- Attend committee meetings and present the budget report
- Arrange the annual audit if required
- Prepare the end of year accounts / financial report to present to the auditors and to the AGM
- In agreement with the committee plan the annual budget
- Monitor the budget carefully throughout the year.

Green Wyvern Yachting Club – Remuneration for Boat Owners

The club wishes to recognise that it is dependent on the goodwill of boat owners to deliver its training Weekends, Easter and Summer cruising schedule. It is both regrettable and inevitable that, from time to time, boats will be involved in accidents when the club is using other owner's yachts. Most collisions result in little damage that is easily remedied by the skipper and crew; and it is the expectation of the club that this will take place. In more serious collisions, significant damage may occur. In most circumstances, insurance will deal with the expense incurred and the owner will not be left out of pocket with additional expenses. There are, however, from time to time, extra expenses incurred by owners. Under ideal circumstances the club would refund all the additional costs, as a duty to the owners. However, at the current time, the committee do not feel the club has sufficient resources to take on what would be, in effect, unlimited liability. It is with this in mind that the following is proposed:

Potential costs:

1. Insurance Excess

When the boat owner becomes liable for an insurance excess due to the actions of a skipper or crew in a club activity, the club will pay the excess.

2. Additional Premium

Following an accident in a club week, subsequent insurance premiums may be raised. In such a situation, the boat owner may make an application to the committee for use of the contingency fund.

3. Boat Storage

Mooring and boat storage fees may be incurred if the boat cannot be used. In such a situation, the boat owner may make an application to the committee for use of the contingency fund.

4. Owner's Boat Allocation

- a. If a yacht, as a result of an accident, is completely put out of commission then the club will pay the owner(s) the berth allocation for the week in which the accident occurred.
- b. Some owners that loan their boats to the club do so on the expectation of the annual allocation that allows them to financially run the vessel. If a boat is damaged early in a cruise, it may be difficult, or even impossible to continue running the boat. This is neither in the interests of the owners or the club. In this case, the use of the Contingency Fund should be considered.
- c. If a yacht, as a result of an accident on a club week, is put out of commission completely for the remainder of the cruise (i.e. damaged in week 1 and not fit for use in subsequent weeks) the use of the contingency fund for loss of income will be considered by the committee, in conjunction with the boat owner, taking into account individual circumstances.

5. Areas of Outstanding Maintenance

The club cannot be held responsible for any areas of the boat that need to be made good before effective repairs can take place.

**Green Wyvern Yachting Club Instructions for Skippers and First Mates
following a Collision or Accident resulting in Damage to a Boat and/or its Equipment.**

Many Skippers sailing with the club are not boat owners and fortunately, as accidents are rare, may not have experienced a significant collision or accident before. These procedures are based on the experience of others so remember, you are not the first to find yourself in this situation. If you have an accident, this is the procedure to follow:

1. **Stop the Boat.** Following an accident, it is best to stop straight away as neither you or the crew will be at their best. Either lower sails and moor to the bank if possible, or, at the very least, lower sails and put your engine on until you find somewhere safe to moor. Safety for your crew is your first concern and then, after that, the boat.
2. **Help.** Help the crew to get the sails down and secure the boat. If you cannot moor safely or in a timely fashion, you may need to stop on a mud weight. First, deal with any injuries. In event of a serious injury, requiring immediate medical attention, dial 999 and follow the emergency service instructions. You may need to continue under motor, ensuring that the casualty is looked after or to get expert help as soon as possible. If you are the Skipper of another boat in the vicinity, stop and offer help.
3. **Insurance.** If another vessel is involved, you must exchange insurance details with the other party. At the very least, these should include:
 - Name and address of persons in charge,
 - Name and number of the boat,
 - Date time and location of the incident,
 - In the case of hire boats, the name of the boatyard.
 - Your boats insurance company and policy number which will be found on the boat manual, which you will have read at the start of the cruise. If the boat manual is missing or the very worst has happened and the boat has sunk, then the commodore of the week will also have the insurance details for the week.
4. **Telephone.** Telephone the owner whose contact details will also be in the boat manual. Tell them what has happened, if anyone was injured, the extent of damage to their boat and what has been done so far to put matters right. In addition, communicate with the 'Commodore of the Week' at the earliest opportunity. In the event of serious damage to the boat, including that the boat may be unusable for the rest of the cruise, the Commodore, in consultation with the owner will decide what action is to be taken.
5. **Keep calm.** Some of your own crew may be distressed so reassure them and also be calm and if another boat is involved remain calm and polite with their crew also.
6. **Remember and Reassure.** If another boat is involved, remember that the people on it are also on holiday and are likely to be inexperienced in boat handling. Remember this in your dealings with them.
7. **Apologies.** An apology is not an admission of liability and can, in fact, help to diffuse a difficult situation. Do not, however, admit liability for the accident, that is for the insurers to decide.
8. **Please.** Get witness statements if possible. These can be obtained from nearby boats, people on moored boats and also individuals on the bank. Ask them to note as many details as possible at the time as details are easily forgotten.

Andy Garnham April 2013 Reviewed June 2023

Green Wyvern Yachting Club

Please can you complete this form to help us to evaluate our club and to continue to improve the quality of our sailing weeks in the future?

	Questions	1	2	3	4	5
		Excellent	V Good	Good	OK	Poor
1.	Quality of the information that you received about your sailing week.					
2.	Did you enjoy your week?					
3.	Quality of the Welcome when you arrived.					
4.	Quality of care. Did you feel safe and happy during the week?					
5.	Quality of your accommodation?					
6.	Quality of the food?					
7.	Quality of the sailing tuition?					
8.	Improvement of your knowledge and skills?					
9.	Overall impression of the week?					
		Yes		Perhaps		No
10.	Would you recommend our club to a friend?					
11.	Would you like to sail with our club next year?					
12.	Give one thing that would have improved your experience.					
13.	What was the best part of the week?					
14.	Any other comments					

Boat _____ **Week** _____ **Signature (optional)** _____

Thank you for taking the time to complete this form.

Green Wyvern Yachting Club Safety Policy Statement

Overall and final responsibility for health and safety is that of:		Principal & Commodore Andrew Garnham 07879 684 576
Day-to-day responsibility for developing this policy and ensuring it is put into practice is delegated to:		Chief Instructor Jonathan Winterton 07888 182 872
		Welfare Officer Rosemary Winterton 07742 961 447
STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF: Name/Title	ACTION/ARRANGEMENTS
To prevent accidents and injury and provide adequate control of health and safety risks arising from club activities.	Andrew Garnham Principal/Commodore	To ensure relevant risk assessments and operating procedures are completed and actions arising out of the assessments implemented.
To provide adequate training to ensure senior ranks are competent to organise club activities.	Jonathan Winterton Chief Instructor	Skippers and Instructors given appropriate training. Compile and Maintain operating procedures (attached) for the conduct of club training activities.
To engage and consult with senior ranks on day-to-day health and safety provisions and provide advice and supervision of club activities.	Jonathan Winterton Chief Instructor All senior ranks, Senior Instructors and Instructors	Skippers and Instructors participating in club activities routinely consulted on health and safety matters as they arise, and also at activity briefings and at pre and end of Cruise Skippers' meetings. Person in charge to conduct activity-related risk assessments on day-to-day basis.
To implement operating procedures and safety policies	All senior ranks/Instructors	Senior ranks and Instructors responsible for club activities to familiarise themselves with operating procedures and safety policy.
To implement emergency procedures	Chief Instructor and/or Cruise Commodore or Instructor responsible for relevant activity at the time.	To apply GWYC Emergency Action Plan (See Part 1)
To maintain and operate the Child and Vulnerable Adult Safeguarding Policy	Commodore/Principal Chief Instructor Welfare Officer Cruise Commodore Instructors	Andrew Garnham 07879 684 576 Jonathan Winterton 07888 182 871 Rosemary Winterton 07742 961 447
First Aid Box / Safety Equipment / Fire Extinguishers / Buoyancy Aids	Located on every yacht during organised training activities	Skipper/Instructor using each yacht to check and reload at beginning of relevant activity. Skipper/Instructor to re-load if necessary after use. Accident book ('The Red Book') held by Cruise Commodore during organised cruise / training activities.
This Statement and Policy subject to review and revision by	Jonathan Winterton and Andrew Garnham	Every 12 Months (prior to RYA Annual Inspection)

To maintain and operate child protection policy Andrew Garnham Child Protection Officer and/or Cruise Commodore or Instructor responsible for relevant activity at the time. To apply GWYC Child Protection Procedure (attached).

Green Wyvern Yachting Club Safeguarding Policy and Procedures.

This policy statement has been rewritten following the RYA Revision in 2021.

PART 1 – Policy

RYA Safeguarding and Child Protection Policy Statement

The Green Wyvern Yachting Club is committed to safeguarding, from physical, sexual or emotional harm, neglect or bullying, children taking part in its activities. We recognise that the safety, welfare and needs of the child are paramount and that all children, irrespective of age, disability, race, religion or belief, sex, sexual or gender identity or social status, have a right to protection from discrimination and abuse.

For the purposes of this policy anyone under the age of 18 should be considered as a child.

All members of the Club should be aware of the policy.

Club Welfare Officer

The Club Welfare Officer is: Rosemary Winterton, 07742 961 447

Volunteers

The Club Welfare Officer and those regularly instructing, coaching or supervising young people will also be asked to apply for an Enhanced Criminal Records Disclosure, with Barred List check if appropriate.

Good Practice

All members of the Club should follow the good practice guidelines attached and agree to abide by the Club Code of Conduct. Those volunteering with young people should be aware of the guidance on recognising abuse.

Adults are requested not to enter cabins or showers at times when children are changing. If this is unavoidable it is advised that they are accompanied by another adult.

The Club will seek written consent from the child and their parents/carers before taking photos or video at an event or training session or publishing such images. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. If the Club publishes images of children, no identifying information other than names will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the Club Welfare Officer.

Concerns

Anyone who is concerned about a young member's or participant's welfare, either outside the sport or within the Club, should inform the Club Welfare Officer immediately, in strict confidence. The Club Welfare Officer will follow the attached procedures (see RYA Flowcharts 1 and 2).

Any member of the Club failing to comply with the Safeguarding policy and any relevant Codes of Conduct may be subject to disciplinary action.

PART 2 – PROCEDURES

Designated Person

Although everyone has a role to play in ensuring that children are safe, it is recommended that a designated individual has specific responsibility for implementing your policy, and acts as the point of contact to receive information and advice from the RYA. The Club has chosen the Title of 'Club Welfare Officer', however they are one and the same as 'Child Protection Officer' or 'Safeguarding Officer'.

The designated person's role description could include:

- *Maintaining up-to-date policy and procedures, compatible with the RYA's.
- *Ensuring that relevant volunteers are aware of and follow the procedures, including implementing safe recruitment procedures.
- *Advising committee on safeguarding and child protection issues.
- * Maintaining contact details for local Children's Services and Police.

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If there is a concern, the designated person would:

- *Be the first point of contact for any concerns or allegations, from children or adults, ensuring that confidentiality is maintained in all cases.
- *Decide on the appropriate action to be taken, in line with the organisation's procedures and in conjunction with the person in charge (Commodore, Principal etc).
- *Keep the RYA informed as necessary (see flowcharts).

Everyone in the organisation should know who the Welfare Officer is and how to contact them.

RYA designated person

The RYA's Safeguarding and Equality Managers are Andrea Gates or Katie Loucaides, tel. 023 8060 4104, e-mail safeguarding@rya.org.uk

Recruitment and training

If a good recruitment policy is adopted, and safeguarding is covered in the organisation's risk assessment and operating procedures, the opportunity for an individual with poor intent towards children to gain access to the organisation or to abuse a position of trust should be minimised.

All applications, whether for paid or voluntary work, should be subject to an appropriate level of scrutiny. The level of checking you carry out should be proportionate to the role and the level of risk involved and in line with relevant statutory requirements. The risk is higher if the person will be in regular contact with the same child or children, in sole charge of children with no parents or other adults present, and/or in a role involving authority and trust, such as an instructor or coach.

The organisation should agree a clear policy and apply it fairly and consistently:

Who to check:

- Volunteers (if they have the same level of responsibility and contact, they should be treated in the same way whether they are paid or not)
- New applicants
- Existing volunteers
- Specific Responsibilities (eg. instructor, centre principal, child protection/welfare officer, Skippers and First Mates over the age of 16, Mates and Responsible Adults over the age of 18. This is already specified in our Club Rules.

The RYA suggest that we could use a self-disclosure form followed up by a full Disclosure , Enhanced Criminal Records Disclosure (and Barred List check if appropriate)

- N. B. It is a criminal offence under the Safeguarding Vulnerable Groups Act 2006 for a Barred individual to work in Regulated, for an organisation to knowingly allow someone who has been Barred to work in Regulated Activity, and for an organisation to fail to make a referral to the DBS if they have dismissed someone from Regulated Activity for harming or posing a risk of harm to a vulnerable person.

Are they competent?

You are more likely to recruit and retain someone who is well suited to their role, and ensure equality of opportunity, if you:

- *provide the applicant with a clear role description so that they understand what the work involves. (See Club Rules appendices).

Criminal Records Disclosures (DBS)

Our club is an RYA Training Centre and, as such we are recognised by the RYA. We can access the DBS (previously CRB), processes through the RYA which is a registered Umbrella/ Intermediary Body. The RYA does not make an administrative charge for this service. The service is free for volunteers.

DBS checks should only be used in conjunction with the other checks listed above and not relied on in isolation. A clear Disclosure is not a guarantee that the applicant has never done anything wrong, it only shows whether or not they have been caught.

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Although it is not a legal requirement for voluntary sports clubs to ask their volunteers to apply for Disclosures, it is an offence to allow someone to undertake regulated activity if they have been barred from working with the relevant vulnerable group. There is a risk that determined known offenders who are no longer able to work undetected in the statutory sector may move into the voluntary and sports sectors.

Confidentiality and data storage

All personal information is confidential, stored securely and only shared with those who need to see it in the course of their duties or to protect children. When data is no longer relevant it should be destroyed securely, e.g. by shredding.

Safeguarding Training

The club should ensure that all volunteers working with children have undertaken training appropriate to their role. This may be through formal training, an online course, induction and mentoring and/or continuing professional development.

N.B. The RYA has a number of Tutors accredited by Sportscoach UK to deliver a three-hour basic awareness workshop 'Safeguarding and Protecting Children' to RYA clubs and centres in England. Any club or centre interested in running a workshop should contact Andrea Gates or Katie Loucaides on 023 8060 4104.

Places at open multi-sport 'Safeguarding and Protecting Children' workshops in England can be booked via Sportscoach UK – click on this link: <http://www.sportscoachuk.org/workshops/workshop-search>

The RYA has developed an online safeguarding awareness course 'Safe + Fun' which is available through over 60 RYA Training Centres. To find a centre, use the 'Where's my nearest' function on the RYA website. It is a mandatory requirement for those intending to qualify as RYA Instructors, Senior Instructors or Racing Coaches to complete the online course prior to their Instructor or Coach course. The course is also available to anyone wishing to gain a basic awareness of safeguarding issues, or to refresh their knowledge.

A further online module for Club Welfare Officers is also available. Contact Andrea Gates or Katie Loucaides, the RYA's Safeguarding and Equality Managers, safeguarding@rya.org.uk or 023 8060 4104 to enrol.

Good practice guidelines

Culture

It is important to develop a culture within our club where both children and adults feel able to raise concerns, knowing that they will be taken seriously, treated confidentially and will not make the situation worse for themselves or others.

Minimising risk Revised Dec 2016

Plan the work of our club and promote good practice to minimise situations where adults are working unobserved or could take advantage of their position of trust. Good practice protects everyone – children, volunteers and staff.

Our Club has common-sense guidelines available to everyone:

- *Avoid spending any significant time working with children in isolation
- *Do not take children alone in a car, however short the journey
- *Do not take children to your home as part of your organisation's activity
- *Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the organisation or the child's parents
- *Design training programmes that are within the ability of the individual child.
- *If a child is having difficulty with a buoyancy aid, ask them to ask a friend to help if at all possible
- *If you do have to help a child, make sure you are in full view of others, preferably another adult
- *Restrict communications with young people via mobile phone, e-mail or social media to group communications about organisational matters. If it's essential to send an individual message, copy it to the child's parent or carer.

Club Members should never:

- *engage in rough, physical or sexually provocative games
- *allow or engage in inappropriate touching of any form
- *allow children to use inappropriate language unchallenged, or use such language yourself when with children
- *make sexually suggestive comments to a child, even in fun
- *fail to respond to an allegation made by a child; always act
- *do things of a personal nature that children can do for themselves.

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Grooming

Grooming is when someone develops a relationship with a child over a period of time to gain their trust for the purposes of sexual abuse or exploitation. Children and young people can be groomed online or face-to-face, by a stranger or by someone they know - for example a family member, friend or professional.

For more information on possible signs of grooming, see <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/grooming/> Sometimes the perpetrator grooms the entire family, building a relationship with the child's parents/carers so that they are allowed more access to the child than would normally be the case.

Similar behaviour could be used to radicalise young people and recruit them to a religious or political cause. This is unlikely to happen in a sailing club setting, but under the government's 'Prevent' strategy teachers and others working with young people are receiving training on recognising the warning signs.

Bullying

If a child alleges bullying or shows signs of being bullied, this must be investigated. Safeguarding and child protection procedures should include an Anti-Bullying policy.

N.B. The RYA's Anti-bullying policy is available on the website under Racing, Youth and Junior, Information, Policies or click on this link: <http://www.rya.org.uk/racing/youthjunior/information/Pages/Policies.aspx> The Child Protection in Sport Unit also publishes a sample Anti-bullying policy and guidance, see <https://thecpsu.org.uk/help-advice/topics/anti-bullying/>

Managing challenging behaviour

Guidance for instructors and coaches on handling young people who display challenging behaviour is available as a download from the RYA website www.rya.org.uk/go/safeguarding, under RYA Safeguarding and Child Protection Guidelines.

Responsibilities of volunteers

Make sure your staff or volunteers are given clear roles and responsibilities, are aware of your organisation's safeguarding policy and procedures and are issued with guidelines on: following good practice (see Good Practice Guidelines above and Sample Document 4) and recognising signs of abuse (see Appendix A).

RYA Instructors are expected to comply with the RYA Codes and Conduct

Parental responsibility and club liability

Parents play an essential part in their children's participation, but occasionally their desire to see their child achieve success can put the child under too much pressure or give rise to friction between families or interference in coaching. Clubs and class associations may wish to consider adopting a Code of Conduct that can be signed up to by everyone involved, whether they are participants, parents, staff or volunteers, so that everyone is aware of their responsibilities towards each other and appropriate action can be taken if anyone's behaviour fails to meet the expectations set out in the Code.

Although clubs have a duty of care to their members, and particularly to young people who cannot take full responsibility for their own safety, parents must be responsible for their children's welfare and behaviour, or designate another adult to take that responsibility, outside formal club-organised activities, e.g. travelling.

When children are attending an organised training session or activity, the organisers have a duty of care for their safety and welfare at all times. If the club requires a parent (or designated responsible adult) to be on site, it must be made clear at what point responsibility transfers from the instructor to the parent.

For information on a Club's legal liability and duty of care, please go to the Clubs section of the RYA website (you'll need your club's login) and select Support, Club Management, Health & Safety, Organising and Managing Events, or click on the link: <http://www.rya.org.uk/clubs/support/management/healthandsafety/Pages/organisingandmanagingevents.aspx>

First aid and medical treatment

First aid, provided by an appropriately trained and qualified person, is part of an organisation's normal duty of care. Obtain consent if medication or medical treatment is required in the absence of the parent/carer.

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Communicating with young people

The world of the internet, social media and apps is constantly and rapidly evolving and it is hard to keep up to date, but it is important for parents and for anyone working with young people to develop some understanding of how they use technology, the risks involved and how to keep them safe. Suggested sources of information, mainly intended for parents but useful for anyone, are:

www.nspcc.org.uk/shareaware www.net-aware.org.uk www.internetmatters.org www.getsafeonline.org

Club websites and social media

When promoting your club and encouraging your members to interact online, there are a few issues to bear in mind in relation to children and young people:

- *follow the RYA guidance on the use of images of children (see Photography section below)
- *ensure that the content and language on your site or page, including contributions to blogs, forums etc, is not inappropriate for younger visitors and does not link directly to unsuitable material on other sites
- *provide a clear process for parents and others to report inappropriate content or online bullying and to request that content is removed
- *have a robust procedure for handling and assessing such a report or request and acting promptly to remove the offending content.

Instructors

When working with children and young people you are advised to:

- *where possible have a business phone and a personal phone ☒ only contact sailors on your business phone (or using your organisation's text system)
- *avoid using over-familiar language and try to copy in the child's parent/carer
- *only communicate regarding organisational matters, not for social or personal contact.

When using social media, it is recommended that you:

- *have a personal and a professional page for your social media
- *do not allow young sailors to follow or be friends with your personal account
- *set your privacy settings as high as possible on your personal account
- *challenge the way that young sailors post or comment to you or others on social media if it is inappropriate
- *educate young sailors about the boundaries between them and their Coach or Instructor.

Children and young people

Unfortunately online communication and texting can often be used as a means of bullying. 'Cyberbullying' should be treated in the same way as any other form of bullying. www.thinkuknow.co.uk provides guidance for children and young people in different age groups.

Photography, images and video

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

There are two key principles to bear in mind:

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

- *A consent form could be included with the event entry form.
- * Any photographer or member of the press or media attending an event should wear identification at all times and should be fully briefed in advance on your expectations regarding his/her behaviour and the issues covered by these guidelines.
- *Do not allow a photographer to have unsupervised access to young people at the event or to arrange photo sessions outside the event.
- *Consent should also be obtained for the use of video as a coaching aid. Any other use by a coach will be regarded as a breach of the RYA's Code of Conduct.
- *Care must be taken in the storage of and access to images.

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

- *It is preferable to use a general shot showing participants on the water, or a group shot of the prize winners, without identifying them by name.
- *If you are recognising the achievement of an individual sailor and wish to publish their name with their photo, DO NOT publish any other information (e.g. where they live, name of school, other hobbies and interests) that could enable someone to contact, befriend or start to 'groom' the child.
- *Ensure that the young people pictured are suitably dressed, to reduce the risk of inappropriate use.

Most sailing activity takes place in areas that are open to the public and it is therefore not possible to control all photography, but any concerns about inappropriate or intrusive photography, or about the inappropriate use of images, should be reported to the organisation's child protection/welfare officer and treated in the same way as any other child protection concern. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming.

The use of cameras or smart phones/tablets in changing areas should not be permitted in any circumstances. Such use by young people should be regarded as a form of bullying.

Handling concerns, reports or allegations

This section is primarily for the organisation's designated Welfare Officer, but everyone should be aware of the procedures to follow if there are concerns.

A complaint, concern or allegation may come from a number of sources: the child, their parents, someone else within your organisation. It may involve the behaviour of one of your volunteers, or something that has happened to the child outside the sport, perhaps at home or at school. Children may confide in adults they trust, in a place where they feel at ease.

An allegation may range from mild verbal bullying to physical or sexual abuse. If you are concerned that a child may be being abused, it is NOT your responsibility to investigate further BUT it is your responsibility to act on your concerns and report them to the appropriate statutory authorities.

Handling an allegation from a child

Always:

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

Never:

- *rush into actions that may be inappropriate
- *make promises you cannot keep (e.g. you won't tell anyone)
- *ask leading questions
- *take sole responsibility – tell someone else (ideally the Child Welfare Officer or the person in charge or someone you can trust) so that you can begin to protect the child and gain support for yourself.

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

Recording and handling information

If you suspect that a child may have been the subject of any form of physical, emotional or sexual abuse or neglect, the allegation must be referred as soon as possible to Children's Social Care or the Police who have trained experts to handle such cases. Do not start asking leading questions which may jeopardise any formal investigation.

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A leading question is where you suggest an answer or provide options that only need a ‘yes’ or ‘no’ answer, instead of allowing the child to explain things in their own words. An example would be asking ‘did X hit you?’ instead of ‘how did you get that bruise?’. Use open questions such as ‘what happened next?’. Only ask questions to confirm that you need to refer the matter to someone else. Listen to and keep a record of anything the child tells you or that you have observed and pass the information on to the statutory authorities.

All information must be treated as confidential and only shared with those who need to know. If the allegation or suspicion concerns someone within your club or centre, only the child’s parents/carers, the person in charge of the organisation (unless they are the subject of the allegation), the relevant authorities and the RYA Safeguarding and Equality Manager should be informed. If the alleged abuse took place outside the sport, the

Police or Children’s Social Care will decide who else needs to be informed, including the child’s parents/carers. It should not be discussed by anyone within the organisation other than the person who received or initiated the allegation and, if different, the person in charge. Confidential information must be stored securely. It is recommended that it should be retained for at least 3 years and destroyed by secure means, eg. by shredding or burning.

Procedures

It is essential to have clear and agreed procedures to follow. These include:

- **procedures to be followed by anyone concerned about a child’s welfare, either outside the sport or within your organisation**
- **a disciplinary procedure setting out the process to be followed if an allegation or complaint is made about an employee**
- **a procedure for handling a complaint about a member**

The RYA’s information sheet on the Conduct of Members includes the key elements of a fair hearing. It can be found on the website in the Club Zone (you will need your club’s or class association’s login) under Your People, Members, Expulsion of Members or click on this link: <http://www.rya.org.uk/club-zone/your-people/members/Pages/expulsion-of-members.aspx>.

Statutory Authorities

If your club or centre is contacted by the Police or Children’s Services concerning information received or a complaint made by or about a member or volunteer you are advised to contact the RYA Safeguarding and Equality Manager as soon as possible for guidance and support. Co-operate fully with official requests for factual information, but do not express any personal opinions on the person’s conduct.

Handling the media

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

Insurance

If there is a serious allegation involving harm caused to a child either at your premises or as a result of taking part in your activities, the person in charge should consider notifying your insurers in case there is a subsequent claim against the organisation.

Historical allegations

If someone raises a child protection concern relating to incidents that took place some time ago, follow the same procedure as you would for a new concern, even if the person about whom the allegation is being made is no longer active within your organisation. If the concern appears to relate to a criminal offence, encourage the individual to contact the Police on 101.

Reference to the Disclosure and Barring Service.

The Disclosure and Barring Service (DBS) maintains the lists of people barred from working with children or with vulnerable adults in England and Wales and in Northern Ireland. Disclosure Scotland fulfils this function in Scotland. If your organisation permanently dismisses or removes someone from regulated activity/work, or would have dismissed them if they had not resigned, because they have harmed a child or vulnerable adult or placed them at risk of harm, you have a duty to refer them to the DBS or Disclosure Scotland, as appropriate. It is a criminal offence not to make such a referral. For guidance on the grounds and process for making a referral, see the relevant website or contact the RYA Safeguarding and Equality Manager.

Revised by R Winterton May 2022

GWYC Welfare Officer Agreement with the Royal Yachting Association (RYA).

Name: Rosemary Winterton
Designated DBS form and evidence of identity checker for
Name of organisation: Green Wyvern Yachting Club

The RYA agrees to act as an “Umbrella’ Body” registered with the Disclosure and Barring Service (“DBS”) to process criminal records check (“Disclosure”) applications on behalf of the above-named organisation.

As a DBS Registered Body, the RYA is required to adhere to the DBS Code of Practice for Disclosure and Barring Service Registered Persons (the “DBS Code”). Failure to do so could result in the RYA being suspended, de-registered or, if an offence has been committed, prosecuted.

In acting as your organisation’s designated DBS form and evidence checker, you are acting on the RYA’s behalf and are therefore also expected to act in accordance with the DBS Code of Practice.

By completing and signing this Agreement you are confirming that you will take all reasonable steps to ensure that:

- checks are only requested for eligible positions and are requested at the appropriate level
- DBS application forms submitted to the RYA are accurately completed
- identity verification checks have been properly conducted
- you will treat Disclosure information received from the RYA in accordance with the DBS Code and all applicable legislation including the Police Act 1997 and the Data Protection Act 1998.

Please cross the boxes below and sign the form to confirm your agreement.

A counter-signed copy will be returned to you for your records.

Policies		X
1	I understand that all applicants for relevant positions should be notified of the requirement for a Disclosure at the start of the recruitment process.	yes
2	I confirm that our organisation has a written policy on the suitability of ex-offenders and will make it available to potential applicants on request.	yes
3	I confirm that our organisation has a written policy on the secure storage and handling of DBS information and will make it available to applicants when asking them to complete a DBS application form.	yes
4	I confirm that the RYA has made me aware of its guidance on the secure storage and handling of information.	yes
Form and evidence checking		X
5	I will ensure, to the best of my ability, that each DBS application form submitted is completed accurately and in full and that the position in question is legally eligible for a DBS Disclosure (with Barred List check if appropriate).	yes
6	I will undertake identity verification checks by following the current guidelines issued by the DBS and included in the RYA’s guidance notes. https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide-	yes
Criminal offences		X
7	I understand that it is an offence to make a false statement for the purpose of obtaining, or enabling another person to obtain, a DBS certificate.	yes

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Criminal offences continued		
8	<p>I understand that it is an offence to disclose information contained within a DBS certificate (“Disclosure information”) to any person who is not:</p> <ul style="list-style-type: none"> • a member, officer or employee of my organisation • the RYA Safeguarding Manager • a member of the RYA’s Legal team unless a relevant legal exception applies. <p>I also understand that Disclosure information may only be disclosed to a member, officer or employee of my organisation if it is related to that person’s duties, i.e. to make a recruitment decision and/or to safeguard children or vulnerable adults.</p>	yes
		yes

Declaration
<p>I undertake to comply with this Agreement and to act in accordance with the DBS Code. I understand that if I breach the Agreement, the RYA may suspend or cancel it and withdraw the ‘Umbrella’ Registered Body service from my organisation.</p>

Signature	
Name in capitals	ROSEMARY HELEN WINTERTON
Date	1 st January 2022
Name of organisation	Green Wyvern Yachting Club
Daytime phone number	07742 961447
E-mail address	wintertons98@gmail.com
Postal address	Hassingham Hall Church Road Hassingham Norwich NR13 4HH

The RYA should be informed as soon as possible of any changes.

Welfare/Safeguarding Officer
<p>Please confirm the name and e-mail address of your organisation’s Welfare/Safeguarding Officer (<u>if different from above</u>) so that we can check that our records are up to date:</p>

Signed on behalf of the RYA	
	Andrea Gates or Katie Loucaides Safeguarding and Equality Managers
Date	

Return to: Andrea Gates or Katie Loucaides, Safeguarding and Equality Managers, RYA House, Ensign Way, Hamble, Southampton, SO31 4YA **Tel: 023 8060 4104** **E-mail: lorraine.carter@rya.org.uk**

Updated R. Winterton 2022

Green Wyvern Yachting Club Data Protection Policy

1. About this Policy

- 1.1 This policy explains when and why we collect personal information about our members, 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 [www.greenwyvern.org.uk] regularly 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.
- 1.5 This policy is reviewed regularly by the Committee and managed by the Secretary and the Welfare Officer.

2. Who are we?

- 2.1 The Green Wyvern Yachting Club can be contacted at secretary@greenwyvern.org.uk.

3. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, e-mail address(es).	Creating and managing the Club's Membership Directory. Managing the Member's membership of the Club.	We will seek the Member's consent on their membership application form and each membership renewal form. 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 Directory. For the purposes of our legitimate interests in operating the Club.
Emergency contact details.	Contacting next of kin in the event of emergency.	Protecting the Member's vital interests during training cruises and events.
Date of birth.	Arranging crews for training cruises and events.	Ensuring Club and RYA policies for safeguarding young people and vulnerable adults are fully complied regarding residential accommodation on club boats.

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Type of information	Purposes	Legal basis of processing
Gender.	Organising crews for training cruises. Reporting information to the RYA.	Ensuring Club and RYA policies for safeguarding young people and vulnerable adults are fully complied regarding residential accommodation on club boats. For the purposes of the legitimate interests of the RYA to maintain diversity data required by Sports Council.
Photos and videos of members and club boats	Putting on the Club's website and social media pages and using in press releases.	Consent. We will seek the Member's consent on their membership application form and each membership renewal form and the Member may withdraw their consent at any time by contacting us by e-mail or letter.
Member's name and email address	Passing to the RYA for the RYA to conduct surveys of members of the Club (and members of other clubs affiliated to the RYA). The surveys are for the benefit of the Clubs (and other clubs) and / or the benefit of the RYA.	For the purposes of our legitimate interests in operating the Club and / or the legitimate interests of the RYA in its capacity as the national body for all forms of boating
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.

4. How we protect your personal data

- 4.1 We will not transfer your personal data outside the EU without your consent.
- 4.2 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.
- 4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 4.4 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. Who else has access to the information you provide us?

- 5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table.

6. How long do we keep your information?

- 6.1 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 it is accurate and if 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. compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims.
- 6.2 We securely destroy all financial information once we have used it and no longer need it.

7. Your rights

7.1 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.

7.2 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 Club Secretary, 46 Marine Parade, Gorleston on Sea, Norfolk, NR31 6EX

I Bowmaker, R Winterton 2018 Reviewed 2024

RYA Guidance on Subject Access Requests Updated: 11 September 2017

1. Under the GDPR an individual (Data Subject) has the right to obtain from the Data Controller confirmation as to whether or not personal data concerning him or her is being processed. Where that is the case, the Data Subject is entitled to access to that personal data and certain information as follows:-

- the purposes of the processing
- categories of personal data concerned
- the recipients or categories of recipients to whom the personal data have been or will be disclosed (particularly recipients in other countries or international organisations)
- where possible the period for which the personal data may be stored or, if that is not possible, the criteria used to decide that period
- the existence of the right to request, from the Data Controller, rectification of the data or erasure of the data or restriction on processing of the data or to object to the processing
- the right to lodge a complaint with the ICO
- where the personal data has not been collected from the Data Subject, any available information as to the source of that data
- the existence of any automated decision making and information about that decision making

2. If personal data is transferred to a third country or to an international organisation the Data Subject is entitled to be informed about the appropriate safeguards which have been made relating to the transfer.

3. The Data Controller has to provide a copy of the personal data which it is processing (i.e. a copy of all of the personal data about the Data Subject which it holds).

4. The Data Controller is not allowed to charge a fee for the provision of information in response to a Subject Access Request. If the Data Subject requires further copies of the personal data then the Data Controller can charge a reasonable fee based on the administrative costs of providing the further copies.

5. Where the Data Subject makes the Subject Access Request by electronic means (and unless the Data Subject requests otherwise) the information is to be provided in a commonly used electronic form.

6. The Data Controller must respond to a Subject Access Request within one month¹ of receipt of the request. It may be possible to extend the period but the Data Controller should not rely on that.

7. Where requests from a Data Subject are manifestly unfounded or excessive (especially if they are repetitive) then the Data Controller can either charge a reasonable fee for the administrative costs and providing the information or refuse to act on the request. However it is the Data Controller who has to prove that the request was manifestly unfounded or excessive.

8. If the Data Controller has reasonable doubts about the identity of the person making the Subject Access Request then they are entitled to request additional information to confirm the identity of the individual.

9. An individual is only entitled to personal data about himself or herself. Therefore, if the personal data include information about someone else, the Data Controller will need to redact that information before supplying the personal data to the individual making the subject access request or may be able to decline to provide that data.

10. If responding to a Subject Access Request may involve providing information which relates to the individual making the request and someone else i.e. a third party then the Data Controller does not have to comply with the request if to do so would mean disclosing information about the other individual who can be identified from the information. Material qualifies as third party information either if the other person can be identified as the source of the information, or if they are just included in it e.g. as a witness; and if you have any reason to believe that the Data Subject could identify the other person. However, third party material is not automatically excluded. You do have to provide the information about the other person if:

- that person has given their consent; or
- it is reasonable to go ahead without their consent.

In deciding whether it is reasonable to go ahead without consent, you have to take account of:

- any duty of confidentiality you owe to the other person;
- anything you have done to try and get their consent;

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- whether they are able to give consent;
- whether they have refused consent.

Note. This can be extended by a further two months where the request is complex or where there are numerous requests. If this is the case, the Data Subject must be contacted within one month of the receipt of the request and explain why the extension is necessary. However, there may not be many cases where the extended period can be used by clubs and associations and the ICO is unlikely to be sympathetic to Controllers using the extension except in exceptional circumstances.

Material that is subject to legal professional privilege may be held back – this protects communications between lawyers and their clients for the purposes of giving or obtaining legal advice and communications between lawyers, clients and third parties made for the purposes of litigation, either actual or contemplated.

However the personal data can be disclosed where the other individual consents to the disclosure or it is reasonable in all the circumstances to comply with the request without the other individual's consent. This can be a difficult decision to make.

11. If an individual requests to see CCTV footage it is important that you review the footage before allowing access to that data because it may reveal other individuals as well as the person making the request.

12. Personal data includes opinions about an individual therefore opinions about the individual making a Subject Access Request must be included in the personal data which is provided to them.

13. Before responding to a Subject Access Request it is important to establish whether the information requested falls within the definition of personal data. It is not always obvious whether it does. The ICO has produced separate guidance on this topic; <https://ico.org.uk/media/fororganisations/documents/1549/determining-what-is-personal-info-guide>.

14. A Data Controller is not permitted to amend or delete data if it would not otherwise have done so, just because it has received a Subject Access Request.

15. If a Data Controller receives a Subject Access Request from a parent for information held about a child, they should consider whether the child is mature enough to understand their rights. The personal data of the child belongs to the child, not to their parent or guardian. What matters is that the child is able to understand, in broad terms, whether it needs to make a Subject Access Request and how to interpret the information they receive as a result of doing so. There are a number of factors which need to be taken into account in making that decision. The ICO guidance on Subject Access Requests provides more information on this.

16. Dealing with the Subject Access Requests can be time consuming and onerous. That might be because of the nature of the request, but it may be because of the way in which the Data Controller holds the personal data and the amount it holds. This reinforces the requirement to make sure that personal data is kept in a way which makes it easy to locate when a Subject Access Request is made. It also underlines the importance of deleting data once it is out of date and is no longer needed.

17. The ICO has published a short guide on responding to Subject Access Requests;
<https://ico.org.uk/for-organisations/guide-to-data-protection/principle-6rights/subject-access-request/>
this also contains a Subject Access Code of Practice
- <https://ico.org.uk/media/fororganisations/documents/1065/subject-access-code-of-practice.pdf>

If you have any queries, questions or comments on the information contained in this leaflet, kindly contact the Legal Team on 023 8060 4223 or legal@rya.org.uk.

RYA Responsibility Statement:

The RYA Legal Team provides generic legal advice for RYA members, affiliated clubs and Recognised Training Centres. The information contained in this Guidance represents the RYA's interpretation of the law as at the date of this edition. The RYA takes all reasonable care to ensure that the information contained in this Guidance is accurate and that any opinions, interpretations and guidance expressed have been carefully considered in the context in which they are expressed. However, before taking any action based on the contents of this Guidance, readers are advised to confirm the up to date position and to take appropriate professional advice specific to their individual circumstances.

Added R. Winterton May 2018. Reviewed 2024

Green Wyvern Yachting Club Safety Briefing

Skippers and First Mates

Please go through this Safety Briefing with your crew before sailing commences.

1. **Personal Buoyancy: Correct fitting** – how, when and where to use.
2. **Throwlines: Location, use of and other means of retrieving man over board.**
3. **First Aid Kit: Located inside cabin, Port side, Aft.**
4. **Fire Extinguishers: Minimum two located in cabin and well.**
Fire Blanket: Located near cooker
5. **Carbon Monoxide Alarms: One in each accommodation area.**
6. **Engines: Starting and stopping procedure. (Propellor, Man OverBoard)**
7. **Clothing: Appropriate for weather conditions. Include drinking water, sunhat, suncream.**
8. **Hazards on and around the boat: e.g. trip hazards, quants, mooring lines, jib sheets and back stays.**
9. **Mobile phones: Skippers, First Mates and Mates phones to be kept charged, turned on and available at all times.**

Remember: Safe Fun Learning

Cancellation Policy

As a cancellation may affect others being able to sail, we ask that if you must cancel please do as soon as possible and at latest by the **final payment due date**. We understand that you may need to cancel at the last minute due to unseen circumstances such as illness and that COVID may affect our ability to run the cruises as planned. Full refunds will be sent to you via BACS.

Covid

The club will be asking that sailors be fully vaccinated in line with government recommendations at the time of sailing. Given the cruising environment requires that we are in close proximity for extended periods and that we have members that are considered vulnerable, we think this policy is needed to be able to run the cruises safely. We will be updating the policy as required.

Green Wyvern Yachting Club – Operating Manual
From Beginner to Crew'

or

A Skippers' Guide to making someone a Member of the GWYC

First Timers sail for one week, as Sailing Beginners and are Associate Members. At the skippers' Meeting, a brief comment and a grade are recorded in the Red Book as follows:

A	Excellent	Please come sailing with us again.
B	Good	Please come sailing with us again
C	Fair	Perhaps, not really for them.

Experience has shown that most beginners are in fact awarded an 'A' or a 'B'. Those, very few, awarded a 'C' usually do not wish to return a second time.

Remember: All we really want for those sailing for the first time is for them to:

- *Feel safe
- *Enjoy themselves
- *Show some interest and aptitude for Green Wyvern Sailing and Cruising.

Second Timers sail for their second week, still as Sailing Beginners and Associate Members

At the Skippers' Meeting,

A brief positive comment (e.g. regarding interest and ability) are recorded in the Red Book.

Also on completion of their second week, a person may be invited to be a Member of the GWYC and awarded the rank of 'Crew' and this should also be recorded in the Red Book.

Important:

Those Second Timers awarded the rank of Crew should:

- *Have basic sailing skills
- *Be able to use the quant
- *Be able to prepare simple meals
- *Be aware of basic boat hygiene.

The above is a simple GW checklist. For more detail on the skills, Sailing Beginners, can attain, refer to the RYA National Sailing Scheme Syllabus and Logbook, Levels 1 and 2.

Note:

All newcomers to our club, irrespective of age or experience should sail for two weeks on a recognised GW Club Cruise before becoming eligible and invited to be a Crew Member.

For Further information on club ranks, refer to The Club Manual (Red folder) Part 3 – Page 38 – 41.

Green Wyvern Yachting Club - Social Media and Online Presence Policy

1. About this Policy

1.1 This section explains the club’s social media and online presence and the policies and procedures used to manage information contained therein.

1.2 This policy is reviewed regularly by the Committee and managed by the Secretary secretary@greenwyvern.org.uk and the Welfare Officer welfareofficer@greenwyvern.org.uk.

2. Website and Social Media Accounts

Platform	Name	Purpose / Content	Type	Settings / Process
Website	www.greenwyvern.org.uk	Disseminating detailed information to the public	Public – anyone can access	<u>Acct owner</u> – site run by Martin Rodford on Word Press <u>Admins</u> – IT - Martin, secretary, sailing secretary <u>Approval</u> - none as no membership area at this time <u>Content</u> – update as events and additional communications dictate
Google Drive	Folders: <ul style="list-style-type: none">• 1 Committee – various subfolders• Sailing Secretary• Contacts & Club Plan	Share information with Committee	Private	<u>Acct owner</u> – secretary <u>Admins</u> – secretary with editors assigned to folders based upon committee duties <u>Approval</u> – secretary <u>Content</u> – documents needing to be shared to committee, i.e. contacts, club plan, minutes, calendar. Working documents for sailing secretary
Facebook	Green Wyvern Yachting Club	Networking and disseminating information to the public	Public Group with approval process - anyone on or off Facebook can see who’s in the group and what they post	<u>Acct owner</u> – sailing secretary <u>Admins</u> – can be anybody on the committee to include secretary, sailing secretary <u>Approval</u> – FB settings are review all requests to join, by admins and moderators, can include profiles and pages, no questions being asked to access suitability <u>Process</u> – membership request goes to admins who should check account against who are known friends, ask secretary and sailing secretary if on any contact list. Send to GWYC Social Media Hub WhatsApp group <u>Content</u> – post as events and additional communications dictate, i.e. races, cruises. Members allowed to post
Instagram	gwyc_official	Networking and disseminating information to the public	Public – Business Account – anyone can access	<u>Acct owner</u> – sailingsecretary@greenwyvern.org.uk – needs to be secretary@greenwyvern.org.uk <u>Admins</u> – secretary, sailing secretary <u>Approval</u> – none <u>Content</u> – post events and additional communications dictate, i.e. races, interesting happenings

GWYC Anti-Doping Statement

This statement is based on the RYA Anti-doping Strategy – Sail Clean which is the RYA’s strategy to ensure our sport stays fair for all competitors. The GWYC is not a competitive club, apart from our two open races. However, RYA affiliation requires us to be aware of this issue. The following are links to sites.

[Download the Sail Clean Strategy.](#)

[anti-doping rules](#)

[Anti-Doping Rules poster - A4 pdf](#)

[Find out more about anti-doping](#)

R.Winterton 2024