



***Christchurch Sailing Club (CSC)***  
***RS Quest Operating Procedures***

***Includes:***

***General Information***

***Operating Procedures***

***Briefing Forms***

***Accidents and Emergencies***

***Safety Management***

***May 2018***

## **Preface**

These guidelines have been written for the use of CSC members and Instructors when providing dinghy training in Christchurch Harbour and adjacent sea areas.

This document covers all aspects of the use and training using the CSC RS-Quest dinghy. It will be continually reviewed (and updated at least annually) until CSC is awarded full RYA Dinghy recognised training centre (RTC) status, at which point the content will be incorporated with other CSC RYA RTC documentation.

CSC RS Quest Operating Procedures includes:

### **1. General Information**

- Introduction
- Boat Use for Training
- Boat Use by CSC Members
- Booking
- Boat Storage and Training Equipment
- Safety Equipment
- Personal Clothing and Equipment
- RYA Logbooks
- RYA Certificates

### **2. Operating Procedures**

- Pre-Sailing Briefings, Checks and Risk Assessments
- CSC Training Risk Assessment (Annex A)
- CSC RYA Dinghy Training – Briefing Form (Annex B)

### **3. Accidents and Emergencies (Annex C)**

- Dealing with a Major Incident
- Recording of Accident/ Injuries and Close Calls
- First Aid Arrangements

### **4. Safety Management (Annex D)**

- Generic Risk Assessments for Dinghy Training Ashore
- Specific Risk Assessments for Dinghy Training Afloat

### **5. CSC Operating Areas and Code of Conduct (Annex E)**

- Working Areas and Access
- CSC Code of Conduct

### **6. CSC Safe from Harm (Annex F)**

- Good Practice for Adults

## **References:**

CSC website downloads:

- *CSC\_RS-Quest Operating Procedures*
- *CSC\_Club\_Boat\_Policy*
- *CSC\_Water\_Safety\_Policy*
- *CSC Training Programme*
- *CSC Training Course Application Form*

## **GENERAL INFORMATION**

### **Introduction**

The CSC RS-Quest is a club-owned training dinghy that can be used by members to gain experience and learn techniques at all levels of sailing. It can be sailed single-handed, is normally sailed double-handed and with three people onboard when one is an instructor. The maximum capacity is four adults.

The boat is comprehensively equipped allowing a wide range of activities and training:

- Basic sailing skills for beginners up to RYA Level 2 standard
- Coaching of the RYA Advanced Modules, including:
  - Seamanship skills
  - Symmetric spinnaker
  - Asymmetric spinnaker
  - Start racing
  - Performance sailing and using a trapeze
- Club Racing – inside the harbour and sea races
- General use by CSC members (one of crew to hold RYA Dinghy Level 2 qualification)

### **Boat Use for Training**

- Priority during 2018 is to provide RYA dinghy Level 1 and Level 2 syllabus training. The boat will be sailed with one instructor and one or two trainees (max of 3 people in the boat for training).
- Only current RYA Dinghy Instructors (with valid First-Aid qualification) can conduct RYA syllabus training. (copies of RYA instructor and First-Aid certificates provided to CSC Office.)
- Days when no CSC dinghy racing planned; priority for RYA training booking up to five days before.
- If the boat has not been booked for training by five days before, it will be available to be booked by CSC Members (Helm requires RYA Dinghy Level 2).
- Days when CSC dinghy racing planned; boat may be booked for race-coaching with an instructor (crew of instructor and one trainee).
- Training and coaching can only be given to people who are either full or temporary training members of the club. The minimum age for adult training is 18 years.

### **Boat Use by CSC Members**

- In accordance with *CSC\_Club\_Boat\_Policy* – available on CSC website Downloads page.
- If the boat has not been booked for training by five days before any specific date, it will be available to be booked by CSC Members (Helm requires RYA Dinghy Level 2).
- On days when CSC dinghy racing is being held, the boat will be available for race coaching with an instructor or used by CSC members (double-handed crew) to compete in club racing. The RS Quest 2018 PY handicap is 1110 (Class 4).
- The RS-Quest can be sailed single-handed and is normally sailed double-handed. The maximum capacity is four adults.
- Buoyancy-aids or life-jackets must be worn by all crew for sailing activities.
- The CSC RS-Quest must not be sailed outside Christchurch Harbour without a second or safety boat in company.

## Booking

- All adult training enquiries to CSC instructors: *CSCDinghyTraining@btconnect.com*
- Use *CSC-Training-Course-Application-Form* (on CSC website) for initial booking.
- Typical training session: 3 hours (approx 2 to 2½ hours on the water).
- The cost of one standard 3-hour session is £40. (Individual training = full amount, two students = £20 each). The cost of race-coaching by an instructor is £15. Payments to be made to CSC in advance (BACS: Account No: 31447599, Sort Code: 40-17-22).
- The instructor will coordinate training with CSC members (when possible, optimise training with 2 students of similar sailing ability per session) and confirm boat booking with CSC Office.
- Instructor will confirm booking approx 24 hours prior to training session. If the weather forecast is unsuitable for the intended training, the session will be postponed to a future date.

## Boat Storage and Training Equipment

- The RS-Quest will be kept in an allocated CSC dinghy-park space on a dedicated launching trolley
- All equipment for regular use will be kept in the boat, secured under the boat cover.
- Three CSC owned buoyancy-aids will be kept in the boat, these must be secured with the boat cover in the dinghy park if users prefer to use their own.
- Additional equipment for occasional use (e.g. symmetric spinnaker kit) will be kept in a CSC boat store.
- The electric outboard motor will only be available for use by CSC instructors.
- On completion of sailing, all equipment and the boat cover must be properly secured.

## Safety Equipment

- When afloat the RS-Quest must carry the following safety equipment:;
  - First Aid Kit
  - Emergency whistle
  - Tow line
  - Paddle
  - Emergency Procedure Card(s)
  - Laminated Map / Chart Operating Areas
- When a CSC training boat is operating individually the instructor will carry a mobile phone in a waterproof case with the emergency contact numbers pre-programmed into the memory. This is to be taken afloat and must be switched on all the times. In addition the instructor may carry a waterproof Marine VHF Radio.

Note: The RS-Quest is self-bailing; a manual baler is not required.

- It is the responsibility of the instructor / boat helm to ensure all items of safety equipment are present and in working order before the start of each session. Breakages, shortages of equipment or damage are to be reported immediately to the CSC office.
- Damage, breakages or wear and tear found at the end of each session must be noted in the boat log book.

## **Personal Clothing and Equipment**

- Students are to wear clothing appropriate to the forecast weather conditions and be prepared to get wet. A windproof layer (top and trousers) should be taken, there is storage in the boat if not worn at start of session. Protective footwear (e.g wet-suit boots, old trainers) to be worn (no open toe footwear).
- Protect exposed skin using high-factor sun cream.
- CSC can provide buoyancy aids for use in the RS Quest. Students are to advise instructor if they will provide their own buoyancy aid / lifejacket.
- Safety helmets may be worn. The RS-Quest design has a high boom and “inverted vang/kicker” that reduce the likelihood of head injury whilst sailing.

## **RYA Logbooks**

- All publications are available to buy on the RYA website ([rya.org.uk](http://rya.org.uk)), some are available as e-books. It is suggested that beginners obtain a copy of the *RYA National Sailing Scheme Syllabus and Logbook* (RYA Code G4) and *RYA Start Sailing - Beginners Handbook* (RYA Code G3).

## **RYA Certificates**

- To issue RYA dinghy qualifications, CSC will have to achieve “RYA approved dinghy training” status, this will be investigated in due course. For 2018 CSC adult dinghy training will cover afloat and ashore training in accordance with the RYA National Sailing Scheme Syllabus. Anyone seeking to achieve an RYA dinghy certificate will have to attend an approved RYA dinghy training centre. (e.g. Hengistbury Head Outdoor Centre)

## **OPERATING PROCEDURES**

### **Pre–Sailing Briefings, Checks and Risk Assessments**

Daily procedures prior to commencement of afloat dinghy training activities

The Instructor is to:

1. Complete a **CSC Training Risk Assessment** (Annex A) covering the sailing area, boat(s) and equipment used, expected weather conditions, planned activities, age, ability & number of students, requirement for safety boat(s), safety procedures.
2. Complete a **CSC RYA Dinghy Training – Briefing Form** (Annex B) and conduct a comprehensive pre-training briefing to all participants of planned activities.
3. Check applicant's forms for special requirements, medical conditions etc.
4. Before going afloat; place completed daily risk assessment, briefing forms and applicant's forms in the training box outside the galley / store door.
5. Ensure that clothing and footwear worn / taken is appropriate for the forecast environmental conditions. Instructors reserve the right to refuse participation unless participants are suitably dressed.
6. Ensure buoyancy aids are worn correctly. If students providing their own; check condition and size appropriate.
7. Check boat safety equipment, radio and outboard batteries are charged.
  - a. First Aid Kit
  - b. Emergency whistle
  - c. Tow line
  - d. Paddle
  - e. Emergency Procedure Card(s)
  - f. Laminated Map / Chart Operating Areas
8. Follow the manufacturer's instructions on the use of the Torqeedo outboard motor (full instruction manual and laminated abbreviated instructions kept with the outboard when stored). Check battery charge level before going afloat, place battery back on charge on completion.
9. Ensure drain plug in boat transom is fully tight before launching.

# CSC Training Risk Assessment

(To be carried out daily prior to the start of any on water training activity)

Session: \_\_\_\_\_ Date: \_\_\_\_\_

Having considered those of the following that are applicable (complete 1 = minimal, 5 = high) and include any comments overleaf using paragraph headings for reference:

1.	Student numbers to Instructor ratios 1:2 max	
2.	Prevailing weather conditions or forecast	
3.	Numbers & types of boats involved:	
4.	The experience and capabilities of students:	
5.	The experience of the instructor(s):	
6.	Sailing areas planned to be used: Note: The CSC RS-Quest must not be sailed outside Christchurch Harbour without a second or safety boat in company.	
7.	The level of shore-side and afloat support (including comms links & ability to summon assistance if required):	
8.	The availability of safety equipment:	
9.	Other Club activity (club racing etc)	
10.	Other on-water activity (other Clubs, traffic likely in the channel etc):	
	<b>Total:</b>	

**I conclude that the risks involved in training today are** (delete as applicable):

**Minimal (<15) Slight (<20) Medium (>20) High (>25) Unacceptable (>30)**

-----  
If medium or higher, the following precautions - where appropriate - have been taken (delete where not) to reduce the risk of injury to those participating:

1. The advice of the Sailing Secretary and/or Flag Officer sought.
2. All instructors & participants warned of the risk level assessed.
3. Sails reefed.
4. Reduction in the number of student boats.
5. No novices allowed to participate.
6. Sailing restricted to an appropriate sheltered area.
7. Additional safety cover organised (list):
8. Timings changed.

**If higher risk, the names of all those going afloat are listed overleaf. If unacceptable - I confirm all on water activity was cancelled.**

**Signature:** \_\_\_\_\_ **Name:** \_\_\_\_\_

# CSC RYA Dinghy Training – Briefing Form

**RYA Instructor:**

<b>Trainee 1</b>	Name: _____	<b>Trainee 2</b>	Name: _____
	Beginner / Novice / Improver		Beginner / Novice / Improver
	Swimmer / non-swimmer		Swimmer / non-swimmer
	Mobile:		Mobile:
	Email:		Email:

**Training Boat(s)**

**Safety Boat(s)**

**Area:** Harbour / Sea    **Masthead float:** Yes / No    **Buoyancy Aids:** CSC / Trainees own

**Timings:**

**Session Start:**

**Sailing Area Start:**

**Sailing Area Finish:**

**Low Water:**

**High Water:**

**Low Water:**

**High Water:**

**Environment:**

<b>Time</b>								
<b>Wind</b>								
<b>Gusts</b>								
<b>Vis</b>								
<b>Precip.</b>								
<b>U/V</b>								

**Planned Exercises:**

- |                          |  |
|--------------------------|--|
| ○ Rigging and Launching  | ○ Spinnaker: Symmetric / Asymmetric                |
| ○ Familiarisation        | ○ Buoy rounding                                    |
| ○ Basic Boat Controls    | ○ First solo (2 students & safety boat required)   |
| ○ Heave-to               | ○ Capsize recovery drill                           |
| ○ Reaching               | ○ Man-overboard recovery                           |
| ○ Tacking / Going-about  | ○ Leaving and returning to shore / jetty / slipway |
| ○ Close-hauled           | ○ Coming alongside a moored safety boat            |
| ○ Downwind: Training-run | ○ Lee shore landing and departure.                 |
| ○ Gybing                 | ○ Basic race training                              |
| ○ Downwind: full-run     | ○ Advanced race training                           |
| ○ The five essentials    | ○ Other _____                                      |

**Unplanned Incidents / Emergencies**

**Capsize:** Trainee to hold on to boat or any rope, move to the stern (back) of the boat – follow instructions of the instructor.

**Trainee overboard:** Don't swim. Wait for instructor to manoeuvre boat for pickup. Hold on to boat as soon as possible, follow instructions of the instructor to re-board boat.

**Instructor overboard:** Turn boat into wind / heave to / drop mainsail & furl jib / use outboard to manoeuvre boat towards instructor, aim to stop boat a few metres from instructor.

**Notes:**



## Emergency Contact Details

<b>Trainee 1. Name:</b>	Contact telephone(day):
Relationship to you:	Contact telephone (eve):

<b>Trainee 2. Name:</b>	Contact telephone(day):
Relationship to you:	Contact telephone (eve):

## Medical Declaration

<b>Trainee 1. Details of any medical conditions (If none please write none):</b>	
<b>Details of any medication carried:</b>	
I declare to the best of my knowledge, I am not suffering from any medical conditions that may affect my participation in this activity.	
Sign:	Date:

<b>Trainee 2. Details of any medical conditions (If none please write none):</b>	
<b>Details of any medication carried:</b>	
I declare to the best of my knowledge, I am not suffering from any medical conditions that may affect my participation in this activity.	
Sign:	Date:

## Briefing Declaration

<b>Trainee 1. I declare that I understand :</b>	
<ul style="list-style-type: none"><li>○ All aspects of the briefing, including actions required in the event of unplanned emergencies.</li><li>○ That dinghy sailing may involve strenuous activity.</li><li>○ Activities may involve clothing and any equipment taken in the boat getting wet, any un-secured equipment could end up overboard.</li><li>○ There is a danger from sunburn and I will apply high-factor sun cream to exposed skin.</li></ul>	
Sign:	Date:

<b>Trainee 2. I declare that I understand :</b>	
<ul style="list-style-type: none"><li>○ All aspects of the briefing, including actions required in the event of unplanned emergencies.</li><li>○ That dinghy sailing may involve strenuous activity.</li><li>○ Activities may involve clothing and any equipment taken in the boat getting wet, any un-secured equipment could end up overboard.</li><li>○ There is a danger from sunburn and I will apply high-factor sun cream to exposed skin.</li></ul>	
Sign:	Date:

# ACCIDENTS, INCIDENTS AND EMERGENCIES

## Dealing with a Major Incident

For example: Serious accident of injury requiring hospital admission, including unconsciousness, broken limbs, hypothermia, severe bleeding, trauma etc.


- Sustain the life of the injured party; administer first aid.
- Ensure the safety of yourself and others in the group.
- Follow instructions on the CSC EMERGENCY PROCEDURE card (see below)
- Communication for an emergency which is a life or death situation use the mobile telephone or VHF radio to call the emergency services and notify the club immediately.
- If mobile phone not available – try nearest onshore location – Hengistbury Head Training Centre, Mudeford Quay, Mudeford Beach Superintendent office, CSC etc.
- Inform the club of the exact location of the incident and agree on an action plan so the emergency services can be directed to the correct location.
- Collect the rest of the group together if necessary.
- Make notes of the incident.
- On return to the club assess the condition of the rest of the participants and support staff.
- The instructor in charge completes the appropriate accident report form.
- The instructor in charge informs the Principal and the nominated club Flag Officer as soon as is possible after the event.
- No one is permitted to speak to the media except the nominated club flag officer or Principal.
- If required the Principal or nominated club flag officer to contact the HSE.

At least one CSC EMERGENCY PROCEDURE card (see below) must be in the boat when on the water, it is the responsibility if the boat helm / instructor to check before departing from CSC

**CSC EMERGENCY PROCEDURE**

**In the event of injury or incident requiring emergency service and/or medical assistance**

- **Recover Casualty and Give First Aid** as appropriate
- **Hail nearby boats that might provide assistance**



- **Contact Emergency Services** via Channel 16 (Marine VHF) or Telephone 999
  - Mayday Mayday Mayday
  - This is Christchurch SC Training Dinghy: (Insert Boat Name)
  - Give whereabouts in Christchurch Harbour / Bay & Lat / Long if known
  - Give description of incident and number of persons involved

- **Transport casualty to the Shore Rendezvous Point** arranged with the Emergency Services:
  - Hengistbury Head Outdoor Education Centre, BH6 4EN
  - Mudeford Quay, BH23 4AB
  - Avon Beach car park, BH23 4AN
  - Mudeford Beach Superintendent's office, BH6 4EW
  - Christchurch Sailing Club, BH23 1BY
- **During and after any incident, try to ensure the remaining sailors are safe.**
- **Always remember the priority is people not boats.**
- **When the incident is over ensure a report is filed at the Club (see also: First Aid and advice for dealing with a Major incident in the Escort Boat Bag/Box)**

**Boat First Aid Kit and Emergency Whistle are located in foredeck storage hatch**

**A Defibrillator is located in the Club Foyer**

**Report any deficiencies in boat or equipment to the club office immediately**

## **Recording of Accident/ Injuries and Close Calls**

All accidents and close calls are recorded. The accident / incident log book is stored in the **RYA Training Box** located directly outside the galley / store door. Completed records are given to the **Principal** and a note made in the club message book.

### **Major Incident or Accident**

The instructor prepares a **written report** and gives it to the **Principal** as soon as is possible.

The report must include the following details:-

- Name of individuals involved.
- Time of incident.
- Names of instructors and support staff involved.
- Weather conditions at the time.
- Exact site of incident.
- Sequence of events that led to the incident.
- Incident itself, plus witnesses.
- Follow up to incident - exact sequence of events and times.

### **Minor Injuries**

In the event of a minor injury the training centre accident log book is completed. This is found in the RYA training box . The Principal is informed if the accident log is completed following an accident or injury during RYA Training.

### **Close Calls**

A close calls form is completed. These are found on a clipboard in the RYA training box directly outside the galley / store door. It is returned to the Principal.

### **First Aid Arrangements**

A basic First Aid kit is located in the CSC RS-Quest main foredeck hatch

First Aid boxes are available throughout the club premises, their locations are listed on the main club notice board.

All CSC safety boats will carry a first aid kit and all RYA qualified Instructors will hold up to date first aid qualifications.

There is a defibrillator located next to the first aid box in the foyer entrance to the left of the ladies changing room door.

## GENERIC RISK ASSESSMENTS FOR DINGHY TRAINING ASHORE

Hazard / Activity	Risk	Controls
Use of the slipway.	Injury due to falling.	<ul style="list-style-type: none"> <li>• Participants warned of slippery nature of slipway.</li> <li>• Great care should be taken by both students and instructors when using slipways at the club.</li> <li>• Slipway cleaned regularly with pressure washer to remove excess algae and debris.</li> <li>• No pushing in or running is allowed in this area.</li> </ul>
Launching / recovering dinghy.	Injury to backs fingers and toes.	<ul style="list-style-type: none"> <li>• Trainees to be monitored by instructor when boat(s) launched and recovered to ensure trainees don't take unnecessary risks or are attempting tasks within their capabilities.</li> <li>• Boats should be floated onto trolleys when recovered from the water not lifted.</li> <li>• Participants are briefed re safe use of the trolleys</li> <li>• Students are warned of danger of trolley wheels running over feet</li> <li>• No instructor or student should stand between the vessel and the water whilst the vessel is being launched or recovered.</li> </ul>
Steep Steps down to pontoon.	Injury due to falling or tripping.	<ul style="list-style-type: none"> <li>• Participants are briefed re careful use of steps and moving between moored boats particularly at low tide.</li> </ul>
Tripping	Injury from falling	<ul style="list-style-type: none"> <li>• All pontoons and water side areas are kept clear of trip hazards.</li> <li>• All pontoons are properly designed, maintained and regularly inspected to reduce the chance of accidents.</li> <li>• Running, playing or pushing is not allowed on the pontoon, slipways, jetty walkways or boat park at any times. Participants are warned of this during the pre course briefing.</li> </ul>

## SPECIFIC RISK ASSESSMENTS FOR DINGHY TRAINING AFLOAT

Hazard / Activity	Risks	Controls
Falling into water.	Drowning	<ul style="list-style-type: none"> <li>• All participants in training activities are required to wear a buoyancy aid or life jacket complying with the CE 50 Newtons standard at all times when on the pontoon, quay side or afloat.</li> <li>• Instructors to check correct fitting of buoyancy aids at the beginning of each training session.</li> <li>• Spare buoyancy aids can be found in the boat store.</li> <li>• Ensure participants protect themselves from falling overboard by holding on and staying sitting down when ever possible.</li> <li>• Ensure good communication at all times within the boat.</li> <li>• RYA dinghy training sessions are run by RYA Dinghy Instructor with a maximum teaching ratio of 1:2</li> <li>• All CSC boats are equipped with safety equipment.</li> <li>• Instructors carry appropriate safety equipment at all times.</li> </ul>
Inadvertent boat capsize	Injury	<ul style="list-style-type: none"> <li>• All personnel are instructed during the pre-session briefing on actions in the event of a boat capsize. The boat has a mast-head float permanently fitted so there is no danger of full boat inversion. The boat can be righted by one person with adequate experience (RYA dinghy level 2).</li> </ul>
Instructor falling out of boat	Injury / damage to boat	<ul style="list-style-type: none"> <li>• All personnel are instructed during the pre-session briefing on actions in the event of Instructor falling out of the boat.</li> <li>• All dinghy Level 1 and Level 2 training will be conducted in Christchurch harbour, if personnel remaining in the boat are unable to manoeuvre it for recovery; there are likely to be other boats nearby that can assist, or the boat will drift to a shallow area.</li> </ul>



Hazard / Activity	Risks	Controls
Illness	Illness afloat	<ul style="list-style-type: none"> <li>• Participants are advised on the course joining instructions to inform the club of all relevant medical problems that may have an effect on the safety of participants during the course.</li> <li>• Instructors have a copy of all course participants names, relevant medical information with them at all times.</li> <li>• On long passages any medication must be taken afloat on the boat with participant if it is likely to be needed.</li> </ul>
Areas of deep mud within Estuary.	Deep cuts to feet, twisted ankles or knees.	<ul style="list-style-type: none"> <li>• Participants warned not to get out of boat in areas of deep mud for example top end of estuary above Branders Banks.</li> <li>• Footwear must always be worn.</li> </ul>
Coming alongside other craft or jetty side.	Squashed fingers.	<ul style="list-style-type: none"> <li>• Instructors warn participants to keep hands inside the boat when coming alongside.</li> </ul>

## CSC OPERATING AREAS AND CODE OF CONDUCT

### Map of Christchurch Sailing Club Training Centre Operating Areas



### WORKING AREAS AND ACCESS

*The operating area for Christchurch Sailing Club training activities extends to the following limits;*

**The River Stour** - as far as the Tuckton bridge.

**The River Avon** - as far as the Bridge street bridges.

**Christchurch Harbour** - excluding areas noted below.

**Christchurch Bay** - No further than a distance of 2 nautical miles from the Harbour Entrance and excluding the areas noted below.

### **Areas out of bounds**

For safety reasons:

The Run in southerly and easterly winds above force 4 (number 1. on map)

Beer Pan Rocks and the Long Groyne (number 2. on map)

The ferry pontoon at Mudeford spit (number 3. on map)

Clarendon Rocks and Groyne (number 4. on map)

Shallow areas within Harbour and at Harbour Entrance (shown on Aerial picture below)



For reasons of environmental sensitivity:

- Brewers Creek (number 5. on map)
- Blackberry Island (number 6. on map)
- Reedbeds and Saltmarsh

For Legal reasons:

- Beyond Bridge Street bridges on River Avon
- Beyond Tuckton Bridge on River Stour

For Public Relations reasons:

Marinas

### Aerial Photograph showing areas of shallows with in Operating Area



## **CODES OF CONDUCT AT CHRISTCHURCH SAILING CLUB**

1. Please walk and not run in boat park areas and around water side.
2. If the smoke alarm is activated whilst in the building evacuate through the nearest marked fire exit, and meet by the sailing club entrance gate.
3. For your safety, footwear must be worn at all times.
4. There is no access to the workshop unless authorised.
5. Please refrain from using mobile phones within the bar area of the club house.
6. The building is a no smoking area, smoking is also not allowed on the balcony areas.

### ***On the Water:***

1. Normal nautical courtesy should be observed throughout the harbour, but particularly in the channels.
2. Do not aid non-emergency requests from holiday craft etc.
3. Do not tie onto or hold channel markers or club racing marks.
4. The ferry pontoon is out of bounds.
5. Keep out of or go straight through, mooring areas.
6. In the river, generally navigate in the middle and move over to the right to avoid traffic.
7. Do not get near to boats on their moorings, or make contact with them.
8. Minimise disturbance to other harbour users e.g. anglers, moored pleasure craft etc.
9. Remember large boats have difficulty manoeuvring in small channels.

# **CHRISTCHURCH SAILING CLUB**

## **Safe from Harm**

### **Good Practice for Adults**

It is the policy of the Christchurch sailing Club to safeguard its members from physical, sexual and emotional harm whilst participating in Club activities.

The club takes all reasonable steps to ensure that, through relevant procedures and training children, young people and adults taking part in Club activities do so in a safe environment.

**As an Adult within Christchurch Sailing Club, it is expected that you should always;**

- Respect everyone as an individual.
- Provide a good example of acceptable behaviour.
- Respect everyone's right to privacy.
- Be available as a listening ear and, if necessary, refer for more appropriate help.
- Be sensitive to other peoples like and dislikes.
- Try to ensure that your actions are not misunderstood or cause offense and are acceptable within a relationship of trust.
- Show understanding when dealing with sensitive issues.
- Plan to have more than one adult present during activities involving children and young people.
- Uphold the Clubs Safe from Harm Code of Practice

**You should never;**

- Permit abusive behaviour e.g. bullying, ridiculing or taunting.
- Have inappropriate physical or verbal contact with others.
- Play physical games with young people.
- Jump to conclusions or make assumptions about other with out checking the facts.
- Encourage inappropriate attention seeking behaviours.
- Show favouritism.
- Make suggestive remarks or actions even in jest.
- Deliberately place yourself or others in a compromising situation.
- Believe it could never happen to me.

**If you suspect a child is being abused physically, sexually or emotionally:**

- Keep calm. Do not be shocked. Try to act normally.
- Do not investigate – do not question.
- Do not challenge parents / carers about your concerns.
- Tell the CSC nominated Child Protection Officer about your concerns.
- Record all the details which support your suspicions. Sign and date and keep these.
- Agree with the Child Protection Officer and any other person who has been designated for this role, what action, if any, should be taken.

**Never agree to keep a secret. You must inform others.**

If a child talks to you about abuse by someone else, either connected to the Club or elsewhere, listen carefully to what the child tells you, without commenting on the truth or otherwise of what is said, and:

- Offer immediate support, understanding and reassurance, explaining that you can not keep it a secret. Tell them 'I will listen to what you say and then tell someone who can help you. You were right to tell me about it'.
- Tell the Child Protection Officer your concerns.
- Record all details. Sign, date and keep these.