



# **GRAFHAM WATER SAILABILITY SAFETY AND OPERATING PROCEDURES**

Version 4.42 dated 03 April 2018

**GRAFHAM WATER SAILABILITY**

**Registered Charity No 1116917  
Company Limited by Guarantee, Registered In England & Wales No 5987838**

**Registered Office:  
Birch Cottage, 26 Greenway,  
Buckden, St Neots, PE19 5TU**

**Correspondence Address:  
Grafham Water Sailability,  
c/o Grafham Water Centre,  
Chichester Way, Perry, Cambridgeshire PE28 0GW**

**[www.grafhamwatersailability.org.uk](http://www.grafhamwatersailability.org.uk)**

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## **1. INTRODUCTION**

This document is intended to promote an environment within which Grafham Water Sailability (GWS) members can enjoy water sports and social interaction in safety. It is the responsibility of all members to familiarise themselves with this document and to co-operate in its implementation and improvement. It will be stored in the Clubhouse and on the website and all volunteers will receive a copy. This document is derived from the GWS Risk Management Plan.

### **The Structure of GWS**

GWS is a Registered Charity and is also a Company Limited by Guarantee. It is run by a Committee of Directors, all of whom are also Trustees of the Charity. They are elected at the AGM. Each Director/Trustee is given a specific title and responsibilities. For simplicity in this document, the term "Committee" refers to this Committee.

All Directors/Trustees have joint responsibility for safety, operating policy, fund raising and spending of club funds, in addition to their individual duties.

Each Director/Trustee may appoint assistants to help with their individual duties, but the assistants do not have any of the powers assigned to a Director/Trustee.

### **Relation to formal training**

Sailability sessions are not to be considered as formal training as GWS is not an RYA Recognised Training Centre. Members need to be aware of the Grafham Water Centre (GWC) operational constraints and needs as a RYA training establishment.

### **Sailing Days**

Club sailing days are currently each Thursday afternoon from the beginning of April to the end of October inclusive, from 13.00 hrs to 16.30 hrs approximately.

### **Our Fleets**

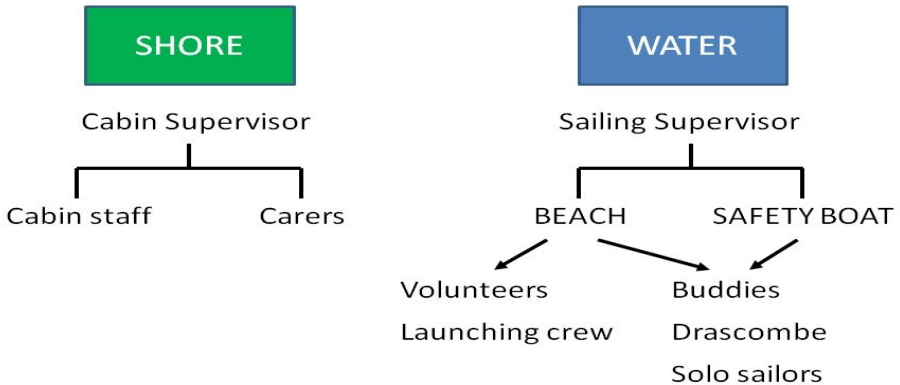
**Challenger Trimarans** - Suitable for all persons whose skills and experience allow them to safely cope with the prevailing conditions. Maximum 2 persons in boat when sailing; the buddy being seated on a special rig.

**Hobie Trimarans** - Maximum 2 persons in boat when sailing; the buddy being seated in the rear seat. Performance is less than that of the Challenger and is regarded as a "Fun" boat.

**Drascombe Longboat** – Maximum of 6 clients (including carers) on board and is generally used for Groups and those not able to cope with the Challenger or Hobie.

### **Roles and Responsibilities**

Roles are divided into shore and water. The Beachmaster is seen as having a water based role. The roles and division of responsibilities can be seen in the figure below:



## 2. WATER

### **Sailing Supervisor**

A **Sailing Supervisor (SS)** will be in overall charge of proceedings and is normally an RYA Senior Sailing Instructor (SI). He/she is ultimately responsible for the organisation and safety of the day's activities taking due regard of the weather/water conditions, the competences of the volunteers available and with sensitivity to the needs of the disabled members. He/she will take guidance from the Safety Boat Skipper regarding conditions on the water and liaise with Grafham Water Centre (GWC) as required. No boats can be launched until SS is available on site.

On occasions it may be that the Sailing Supervisor is only RYA Dinghy Instructor (DI) qualified and in this case it should have been agreed one week in advance with GWC that they will provide overall cover using one of their RYA SIs.

All incidents or accidents **MUST** be reported to the Sailing Supervisor and be recorded on the GWS Incident Report Form.

### **Safety Boat Skipper**

The **Safety Boat Skipper (SBS)** is ideally a Powerboat Instructor with an RYA Safety Boat endorsement but otherwise an experienced powerboat driver holding RYA Powerboat Level 2 and with an RYA Safety Boat endorsement. He or she is responsible for the safety of sailors and boats on the water, and all instructions or requests by the Safety Boat Skipper must be complied with by sailing helms and crews.

### **Safety Boat Crew**

The **Safety boat crew** will be selected by the SS or Safety Boat Skipper at the start of each session and must be a fit, healthy person, able and competent to recover a sailor from the water where necessary. The SS or Safety Boat Skipper may ask for a demonstration of such ability at any time.

## **Beachmaster**

The **Beachmaster (BM)** must be a competent sailor able to demonstrate strong wind and weather awareness and full familiarity with all craft to be launched by GWS as part of their regular activities.

## **Buddy Sailor**

A **Buddy sailor** is a sailor examined by a Sailing Supervisor according to set procedure and found to be able to demonstrate the correct level of sailing competence required for buddy sailing. The set procedure for examining Buddy sailors is described in Appendix A.

## **Drascombe Helm**

A **Drascombe helm** is a sailor examined by a Sailing Supervisor according to set procedure and found to be able to demonstrate the correct level of sailing competence required for helming the Drascombe under both sail and power. The set procedure for examining sailors is described in Appendix B

## **3. SHORE**

The **Clubhouse Supervisor**, with advice from SS/BM/SBS, should be conversant with the operation and aims of GWS, is familiar with the equipment within the Clubhouse, the needs of all members and carers, and the correct requirements for preparing members to go afloat.

The **Clubhouse Supervisor** will ensure that **ALL members sign in** using the pre-prepared book. They will ensure that sailors pick up the correct number according to whether they wish to sail solo, buddied or in the Drascombe. The ultimate decision on which boat they sail on is that of the Sailing Supervisor or Beachmaster (with delegated authority).

**Clubhouse staff** should direct sailors and carers to the Clubhouse where clothing is stored, and may advise sailors on the suitability of clothing required for the day according to advice given by the SS/BM.

**First Aid Clubhouse staff** must ensure a comprehensive and in date First Aid kit is available at all times within the cabin. A duty First Aider should be nominated by the Clubhouse Supervisor at the start of each session. Where possible the appropriate carer must assist in the administration of First Aid. A list of identified members with relevant RYA First Aid qualifications is maintained in the Clubhouse for reference.

The **Buggy Driver** is part of the launch and recovery crew and is specifically trained and approved to drive the buggy to help launch and recover boats as well as to transport members to and from the main Car Park on request.

#### **4. MEMBERS**

All members are required to sign in at the GWS Clubhouse site from April 2017 due to GWC being an educational establishment. Also no smoking is permitted anywhere on the GWC site.

**Full Members** – disabled persons.

**Junior Members** – disabled persons aged less than 18 years of age or at the discretion of the Committee.

**Associate Members** – helpers, with or without RYA qualifications.

**Group Members** – parties from schools, day centres, residential homes, disabled clubs etc.

New people should be asked to complete an application form and those disabled persons interested in joining GWS may try sailing free of charge up to twice (“tasters”) before committing to membership. This form will include information on disabilities affecting their sailing and will be available in a summary form to the SI. The Membership Application Form can be downloaded at [www.grafhamwatersailability.org.uk](http://www.grafhamwatersailability.org.uk).

#### **Group Members**

A Group must book ahead of the sailing day by contacting the nominated Point of Contact. A Group must be accompanied by supervising adults/carers, who remain responsible for their charges non-sailing needs at all times, whether ashore or afloat.

A group must at all times follow the orders of the Sailing Supervisor, the Beach Master, the helm of their boat or their Instructor.

**Carers** should register immediately on arrival. Carers continue to have responsibility for those under their care. They are encouraged to assist in the activities. Carers whose clients go out in the Drascombe are expected to accompany them. The Carer must remain in sight of the Clubhouse at all times, even when the sailor is afloat. The carer must dress their sailor appropriately for the day’s conditions following advice from the Clubhouse staff and SS/BM.

#### **Visitors**

GWS welcomes visitors on condition that they abide by its rules, follow the instruction of its Officers and do not endanger members. All visitors must first sign in at the GWS Clubhouse.

Visiting disabled sailors may use GWS boats subject to the same rules as members, and on condition that they accept responsibility for the excess charged by GWS Insurers in the event of an incident for which they are deemed responsible.

Visitors should pay particular attention to the map of the reservoir to ensure that they are familiar with the GWS sailing area before going afloat – the chart is displayed in the Clubhouse.

## **5. ON THE DAY**

### **Safe Sailing**

**Challenger sailors** wishing to go solo must have been assessed by a Senior Instructor, or person delegated by them, as competent to do so. A prescribed test is in place for assessing competence. This can be found in Appendix C

Maximum number of people in the **Drascombe** is 8 including helm and crew in wind strength up to 8 knots. In winds over 8 knots, the maximum numbers will be determined by discussion between the SS/BM/SBS and the Drascombe helm.

**Drascombe helm and crew** are to ensure passenger distribution to ensure stability at all times. A fuel and engine check must be conducted on every launch. The helm **MUST** ensure the centreboard is kept fully lowered whilst the boat is underway. A radio, knife, First Aid kit, spare fuel container, fire extinguisher and anchor must be carried and safely stowed at all times.

**Safety and Coach Boats** - a checklist of equipment to be carried at all times can be found in Appendix D

### **Briefing**

Each Sailability session will be under the overall control of a Sailing Supervisor who will plan the activities for the day taking account the weather and the resources available. The Risk Assessment proforma at Appendix F should be completed at the start of each day to formalise this decision process.

Before any launch the SS will discuss the suitability of the sailing conditions with the Beachmaster and Safety Boat Skipper taking account of the weather forecast and the on the water conditions as found by the Safety Boat Skipper. They will then allocate sailing area, craft permitted to sail, safety boat and Drascombe crew, and will advise all volunteers/sailors accordingly.

The SS will also advise contingency plans should conditions necessitate this, e.g. a change in the weather, and will remind helms to carry out the pre-launch checks. The SS will ensure that a briefing covering the above topics is given to all sailors, Safety crews and shore-based volunteers at 12.45hrs prior to sailing.

### **Allocation of boats**

Once the overall plan of activities has been developed, the SS, in conjunction with the Beachmaster, will allocate sailors and buddies to Hobies/Challengers. This allocation should take into account the wishes and competence of the sailors. Current boat helm and crew composition will be displayed on a magnetic board on the side of the Clubhouse, adjusted by the SS or BM on boat changeover.

### **Radio procedures**

The Beachmaster will ensure that radios are allocated to him/herself or the SS, Safety Boat Skipper, Coach Boat helm and Drascombe helm. Other radios maybe allocated as necessary. Radio Channel: 37A (N1 or M1 on the new radios) shall be used and safety boats must monitor this channel at all times. Drascombe shall radio the Beachmaster 10 minutes before returning to

shore so that preparations for recovery and the next group can be made ready. Channel P2 must be used to communicate with GWC (call-sign Safety Base) and/or channel P4 (N2 or M2 on the new radios) with GWSC (call-sign Grafham Shore) in case of emergency. Radio 'chat' will not be tolerated as it may interfere with emergency reporting. In a Code Red situation, an alternate channel, previously agreed between Beachmaster/Sailing Supervisor/Safety Boat Skipper, may be used; use of this channel will be restricted to direct communication between Beachmaster and SBS and its use triggered by the phrase "Go Alternate". GWC must be informed immediately in this situation.

In the event of any incident, the Incident Reporting proforma at Appendix E shall be completed.

### **Boat preparation**

Rigging - Boats, which are required for the session, should be rigged by appropriate helms. Sailors should be encouraged to do as much of the rigging as they can. Volunteers may assist if required.

### **Pre-Launch**

A pre-launch check must be done by the sailor/buddy before any boat is launched.

For **Challengers** this specifically includes:

- all bungs and hatches are closed tight,
- all control lines are accessible and operational
- the main sail is hoisted to full height and halyard firmly secured
- the mainsheet is free and untangled and
- the buddy seat, if fitted, is properly secured

For **Hobies** this includes:

- all bungs and hatches are closed tight,
- all control lines are accessible and operational
- the main sail is furled and free to run when required.
- foot paddles and canoe paddles can also be used as means of propulsion. The foot paddles require care to ensure that they are properly locked in position once the boat is afloat.

For the **Drascombe** it is essential to ensure the centreboard is firmly secured in the 'down' position as soon as sufficient depth has been reached. Loose lines must be safely stowed and a radio, First Aid kit, fuel container, fire extinguisher and anchor must be on board at all times when sailing. The Drascombe is fitted with an outboard motor, which must be checked for oil and fuel levels before sailing.

### **Safety boat**

The Safety boat should be ready and will be the first boat to launch to the water at launch start time (13.00hrs). The Safety Boat Skipper, SS and Beachmaster have overall control of the launching of the safety boat.

The Safety Boat Skipper must ensure that he/she is aware of the sailing area and ensure all boats afloat stay within that area and that all craft stay in visual contact with him/her, the Clubhouse and with each other. The sailing area must be such that the safety boat can reach any part in less than two minutes.



## **Coach boat**

The second GWS RIB may be allocated to coaching sailors on the water. It shall be helmed by at least an experienced powerboat driver holding RYA Powerboat Level 2. The requirement for any crew shall be agreed with the SS prior to launch.

This RIB can also be available to act as an additional Safety Boat but NOT whilst it is in the coaching role. In this case, the helm and crew requirements will be identical to that of the original Safety Boat and agreed with the SBS/SS. For this reason, the Coach boat equipment list will be as per Appendix D.

Occasionally, at the discretion of the SS/SBS/BM, the coach boat can give "pleasure rides" but minimum crewing qualification shall apply as per Safety Boat standard.

## **Buggy**

The **Buggy** is petrol driven and is stored in the GWC Boat-shed with its petrol tank removed when not in use by GWS. The fuel tank is kept in the fuel bunker and is connected via a bayonet fitting to the rear of the buggy. **The buggy is NOT EXEMPT from the general site 4 mph maximum speed limit.** The buggy primary role is to assist launch and recovery of the Safety RIB and the Drascombe. The driver should keep a good lookout at all times due to the random nature of other site users moving about.

## **Recovery and de-rigging**

As boats return at the end of the session, disabled sailors and carers should be encouraged to assist in de-rigging. Drascombe sails are left in the boat. Challenger sails must be rolled and placed in their numbered bags then returned to the Boathouse. There is a whiteboard on the main Boathouse door for any comments on the state of the boats or on operational issues.

## **Sailing on Days Other Than Sailing Days**

Members approved by a Senior Instructor may sail subject to fulfilling the conditions of "Any Day Sailing" – see separate instructions at Appendix I, on the GWS web site and on the notice in the Clubhouse.

Members may take boats to away events subject both to permission from the Committee and to accepting responsibility for any Insurance Excess that results from damage that is deemed to be their fault.

## **The GWS Buildings**

There are two GWS buildings, one designated for the use of crews ( Clubhouse) and one used for storage of equipment and the RIBs(Boathouse), both of which are equipped with a fire extinguisher.

Smoking is not permitted in the Clubhouse or the Boathouse or anywhere on site.

Flammable liquid may not be stored in the Clubhouses or Boathouse– only in the fuel bunker.

GWS accepts no responsibility for belongings left in or around the Clubhouse.

## **6. GENERAL**

Grafham Water Centre is our host. All consideration must be given to the staff, pupils and property. Parking in the car park behind the Centre's Sports Hall is mandatory and members should note that a maximum speed limit of 4 mph applies throughout the site. Changing and toilet facilities are available in the GWCSports Hall as well as one toilet in the Boathouse. If assistance is needed to reach the Clubhouse, please ask for help.

Fishing boats encountered must be treated with respect and allowed 50 metres minimum of clear water when they are at anchor, and more when conditions are rough.

Flags flown by Grafham Water Sailing Club indicate sailing conditions and members should familiarise themselves with their meaning. (See notice board in the Clubhouse and Appendix H.)

Members failing to comply with the Safety and Operating Procedures may have their membership revoked by the Committee.

### **Boat Operations**

Only boats belonging to GWS or those with permission from GWC and approved by the Committee may be stored on the GWS site at GWC.

### **Manual Handling**

All helpers should avoid lifting people, boats and heavy equipment. The GWS hoists are to be used for lifting people and appropriate mechanical aids are to be used for lifting heavy equipment.

Only personnel approved by the Committee (as listed in the cabin) are to supervise the assembly and use of the GWS hoists.

**GRAFHAM WATER SAILABILITY BUDDY REQUIREMENTS**

To qualify as a suitable Challenger buddy, a person must sail the Challenger from the buddy seat, with the assessor (Senior Instructor or nominated experienced sailor) sitting in the hull of the Challenger, and demonstrate their competence in performing the following tasks: -

- Tacking
- Gybing
- Adopting and maintaining a lying to position
- Getting out of irons
- Coming alongside a power boat
- Giving signal for help (not using a radio)
- Ability to train others and communicate basic sailing principles

The applicant must also demonstrate competence in leaving and returning to the shore, including a lee shore.

If the wind is not blowing onshore at the time of the assessment, then the person must use a buoy directly down wind from them as the shore to demonstrate returning to a lee shore.

To qualify as a suitable Hobie buddy, a person must sail the Hobie from the forward seat, with the assessor sitting in the rear seat of the Hobie, and demonstrate their competence in performing the same tasks as described above for the Challenger buddy.

**These manoeuvres should be demonstrated in winds over 12knots/15 miles per hour**

**GRAFHAM WATER SAILABILITY HELM & CREW REQUIREMENTS FOR DRASCOMBE**

To qualify as a suitable helm for the Drascombe, a person must sail the Drascombe in the presence of a qualified helm and demonstrate their competence in performing the following tasks:

- Rig the sails for the expected wind strength
- Oversee the safe boarding and disembarking of all passengers, including the use of the jetty hoist, and the distribution of the passengers to obtain best balance of the boat during these operations and when sailing.
- Tacking
- Gybing
- Adopting and maintaining a lying to position
- Getting out of irons
- Coming alongside a power boat
- Giving signal for help and use of radio
- Use of the outboard engine

They must also sail the boat very safely and particularly prevent any significant heeling by easing the sheets immediately heeling starts to occur. They must demonstrate their ability to be able to “read” the water to detect when gusts of wind are approaching and to judge their strength so as to anticipate when to ease the sheets.

The applicant must also demonstrate competence in leaving and returning to the jetty, including when the wind is onshore.

If the wind is not blowing onshore at the time of the assessment, then the person must use a buoy directly down wind from them as the jetty to demonstrate returning when the wind is onshore.

To qualify as a suitable crew for the Drascombe, a person must sail as the crew in the Drascombe under an experienced helm and carry out efficiently all the instructions given by the helm. They must demonstrate their use of the radio. They must also be prepared to go overboard if necessary in an emergency.

**SOLO CHALLENGER SAILOR ASSESSMENT**

The sailor must understand all aspects of rigging the boat and be able to complete this themselves or instruct another person to do this.

The sailor must demonstrate wind awareness, knowledge of sail controls: kicker, downhaul, outhaul including basic settings for various weather conditions.

The sailor must be able to:

Tack on a close hauled course

Gybe

Get out of irons

Give a signal for help (not using a radio)

Come alongside a safety boat

Adopt a lying to position and understand when it might be used

Demonstrate an ability to slow down and speed up following a powerboat

Demonstrate safe and controlled launch and recovery, including from a lee shore

**These manoeuvres should be demonstrated in winds over 12knots/15 miles per hour**

**SAFETY & COACH BOATS EQUIPMENT LIST**

Adequate fuel

Two functional VHF radios (one tuned to agreed alternate channel) that will operate for 5 hours (this may require spare batteries).

A sound generator (whistle or fog horn).

An anchor and warp (with small buoy) suitable for the sailing area.

Sharp knife, preferably serrated and easily accessible.

Kill cord which must be used by the driver at all times when the engine is running, and a spare,

Personal buoyancy for the crew to be worn at all times.

Paddles and bailer.

Tow rope (preferably made of floating line) and towing bridle.

Waterproof first aid kit and survival bag or thermal protective aid.

Boat hook

Recovery Net

Emergency Radio Procedures card (laminated and retained onboard the RIB).

Fire Extinguisher

**GRAFHAM WATER SAILABILITY – INCIDENT REPORT FORM**

**Date and Time of Incident:**

**Weather Conditions:**

**Person In Charge:**

**Individuals Involved:**

**Craft Involved:**

**Witnesses:**

**Nature of Incident:**

**Description of Incident – use diagrams and continuation sheets if required**

**Action Taken at Time:**

**Follow up action Taken:**

**Reported By:**

**Signed:**

**Print Name:**

**GRAFHAM WATER SAILABILITY – THURSDAY SAILING RISK ASSESSMENT**

Date:

<b>Designated Sailing Area:</b>	
<b>Current Wind Strength and Direction:</b>	
<b>Wave Height (peak to trough):</b>	
<b>Visibility (current):</b>	
<b>Air Temperature (approx:</b>	
<b>Forecast at finish time:</b>	
<b>Challenger solo sailing</b>	<b>YES/NO</b>
<b>Challenger Buddy Sailing</b>	<b>YES/NO</b>
<b>Hobie Buddy Sailing</b>	<b>YES/NO</b>
<b>Drascombe sailing</b>	<b>YES/NO</b>
<ul style="list-style-type: none"> <li>• <b>Crew Names</b></li> <li>• <b>Group Names</b></li> </ul>	
<b>Safety Boat helm names</b>	
<b>Safety Boat crew names</b>	
<b>Level of Shore Support</b>	<b>GOOD/OK/LOW</b>
<b>Carers advised of conditions and risk?</b>	<b>YES/NO</b>

The category of boats shown above may sail today in the designated area

Signed:

Print Name:



**Grafham Water Sailability - Emergency Action Plan**

**DIAL 999 for emergency services**

**ADDRESS: Grafham Water Centre, Chichester Way, Perry, Huntingdon PE28 0GW**








**Afloat**

- On discovery of an emergency afloat the buddy/sailor/helm must immediately notify the safety boat by use of a radio, whistle, or recognised arm waving distress signal.
- The safety boat will immediately attend the casualty and begin recovering to shore if required. The safety boat will self-task or be directed by radio call.
- The safety boat must assess the casualty and inform the Beachmaster of his plans for any recovery to shore.
- The safety boat crew must notify the Beachmaster of the nature of the emergency and, if appropriate, indicate that emergency services be called, and request that the beach be cleared ready to receive the casualty. Code Red (spoken three times) will be used as the initiating radio message and thereafter all calls between safety boat and Beachmaster will be prefaced "Red (usual call-sign)..." until the emergency is closed by the Beachmaster.
- On hearing of an emergency situation no other radio communications should take place amongst GWS craft, nor should any other craft attempt to come ashore unless instructed to do so. Code flag V (red diagonal cross against a white background) flown from the end of the jetty will designate that craft will not come ashore unless specifically directed by the Safety Boat.

**Ashore**

- If necessary, the Beachmaster must summon emergency services by fastest means possible, either by own phone or by asking Clubhouse staff to phone 999
- Using radio channel P2 the Beachmaster will notify GWC (call-sign Safety Base) when safety cover has been compromised and request assistance. GWSC (call-sign Grafham Shore) on radio channel P4 (N2 or M2 on the new radios) may also be asked to assist.
- A member of Clubhouse staff/volunteer must be sent to the road to receive the ambulance and direct it to our site.
- A separate member of Clubhouse staff/volunteer must inform GWC reception.
- The Beachmaster and SS will clear the beach area in order to receive the casualty. In such a situation, the Beachmaster will arrange for Code Flag V to be flown from the end of the jetty for the duration of the emergency.
- The Beachmaster and SS will assemble a team of capable volunteers to receive the casualty by whatever means most appropriate. All other persons must stay clear.
- The Clubhouse Supervisor and other volunteers will ensure access from the road to the beach is kept clear.

**Signal Flags**  
**flown by Grafham Water Sailing Club.**

Green		Normal sailing areas. Anywhere except the Nature Reserve.
Yellow		Restricted sailing – Area 1 only. Within the yellow buoyed area.
Red & White		Experienced sailors only. Restricted to Area 1.
Red		Water closed – no sailing allowed
Blue & Green		Blue-green algae present: wear suitable protection and wash after sailing
Blue & White		Experienced windsurfers only – water closed to dinghies, catamarans and keelboats.
Black		Compulsory wearing of wet or dry suits Including October to Mar

Grafham Water Sailability sailors are required to comply with the GWSC signal flags.

When the Red & White flag is flown only Challenger sailors approved by a Senior Instructor to sail in stronger winds may take to the water.

**Any Day Sailing**

**Any member wishing to sail at any time other than the normal Club sailing day, i.e. Thursday afternoon April – October inclusive, is to adhere to the following:**

- Only those members who have reached a competent standard of sailing approved by a Senior Instructor may sail. Approved Challenger buddies are also permitted to buddy other GWS members for Buddy training purposes.
- The member must be accompanied by sufficient experienced helpers to rig, launch and recover the boat and, if the buggy is to be used, one of the helpers must be an approved driver.
- Before sailing, a decision should be made whether the GWS Safety Boat should be launched – this can only occur if a qualified and approved SBS and crew are available. Such a decision should be based on the level of disabilities of the Challenger or Hobie sailors intending to sail. If the GWS RIB is not available, alternative arrangements for Safety cover with GWC or GWSC should be made.
- Whilst a member is sailing, one of the helpers must keep overwatch on the member and inform the GWS Safety Boat (if available on Radio Channel 37A) or GWSC Coxswain ( Radio Channel P4) if any help is required. The helper must also be ready, willing and able to accompany the Coxswain to help with the rescue.
- Any damage or problems with GWS property must be immediately reported to a member of the committee.
- Any incident that occurs must be entered in the day book.
- The Clubhouse and Boathouse must be left clean, tidy and secure.