



Weston Sailing Club



INTRODUCTON

Welcome to Weston Sailing Club and our Members Guide!

In this booklet you should find information and important links to our team, the club website, and the members portal. These should help you find answers for some of the typical questions and concerns members have during their time with the club.

If at any time you need help or guidance on any club matter please do contact either the Membership Secretary (join@weston.org.uk) or the Administrator (administrator@weston.org.uk) or simply ask at the club. If someone doesn't know the answer they will try and find out!

Weston is a Charitable Incorporated Organisation, or CIO, registered in England (Charity No, 1170017) which means that in some respects we do not operate like other Sailing Clubs. We are governed by a constitution that has been approved by the Charities Commission and we have to file an Annual Report to them with our Accounts.

The Constitution sets out the detailed processes, rules, and governance of the club and can be found in the WSC Admin area of the website weston.org.uk/admin under 'Other'. Please take time to read this.

CLUB AND POUND

MEMBERSHIP

Whilst we are always pleased to welcome visitors to the club, please remember that regular crews or families must be Club Members. (Please see Weston Sailing Club Constitution). Your guests should be 'signed in' using the guest book on the bar.

ACCESS

The pound key (see below) gives access to the toilets and changing rooms, via the outside door from the patio. When club events are not in progress the remainder of the club is locked and alarmed. Don't forget that there are two locks on the outside patio door and please make sure they are both locked when you leave.

POUND KEY

A key to access the Pound and Toilets may be obtained from the Membership Secretary on confirmation of current membership and payment of £10 (non-refundable).

We do not normally issue keys to Temporary Members or Guests and this key if for your personal use, so should not be lent to anyone as this poses a security risk to other members and to club property.

The key must be returned to the Club at the end of your membership and arrangements should be made with the Membership Secretary for this.

PARKING

Please do not park your vehicle on the shore side of the lower boundary fence, outside the Club House, or in boat spaces (unless pre-approved by an Officer). During some Open meetings the adjacent SCC field can be hired for visitors to park and rig their boats.

SECURITY

Please do not leave valuables or car keys in the changing rooms and, if you use the club during the day, please ensure club doors and the pound gates are closed – even when you are working on your boat.

Gates must be locked if you leave the club grounds, including if you are going sailing or just for a walk along the shore.

DAY SAILING

Non-members and guests sailing from the Club must complete a 'Day Sailing Application' form (available in the race box or at the Office) and pay the appropriate Day Sailing Fee, including any hire. Day sailing is only available during club events, so normally most weekends and evening racing.

Please submit completed day sailing forms and any fee required to the Race Officer or Assistant Race Officer.

CLUB BOATS

Members and non-members/guests may hire a Club Boat/SUP subject to availability and evidence of competence. Currently the Club owns four Laser Picos, a Feva, two Lasers, and two RS Visions.

There is a small charge for these boats. Please see the 'Hire Policy' on the Admin page of our website (www.weston.org.uk) and on the hire form.

POUND SPACES (BERTHS)

These are allocated by the Membership Secretary and must be paid for in advance. Please do not move between spaces without prior agreement or leave your boat in the road/alleyways.

Please note, if you buy or sell your boat within the Club, the pound space is NOT transferable. Please speak to the Membership Secretary about space availability to move your new boat to.

Trailers must either be kept under your boat or have their own pound space in the Trailer storage area near the car park.

GRASS

Please do not let the grass grow under your boat!

The club 'strimmer' is stored in the Training shed and can be borrowed when it is open (usually during club sessions), but please be careful and watch out for hidden debris. There are instructions for the safe use of the equipment in the Training shed and always wear protective eyewear.

If you experience any problems, please report this in the Defects book. Please take care to avoid any tie-down stakes and don't be tempted to strim rubbish, drink cans, or any loose objects as these can fly up and hit boats or other members!

DOGS

Dogs are permitted in the Club House when open but must always be kept on a lead. They must be under control whilst on the Club premises. You should prevent them from fouling in the dinghy pound or adjacent to the launching areas. If they do please use a poop bag!

WORK PARTIES

As mentioned earlier, Weston is a volunteer supported club, this means that we do not usually pay for contractors to do minor ground works. Therefore, all members need to help with the upkeep of club buildings and grounds.

This is generally by the Facilities Manager arranging work parties to deal with an agreed list of general maintenance (e.g. painting, gardening, litter sweeps etc.). These events are usually great fun and a chance to meet other members informally over a paintbrush or spade. Dates will be advertised via the normal club communications channels.

Refreshments are normally provided for all those volunteering to help in an all-day work party

CLUB ROSTER

Weston is a member owned and volunteer supported club. All members are required to volunteer for a number of roles that support the smooth operations of the club, currently **3** each year (please see Bylaw B4).

The volunteering rosters are maintained via the 'WSC members portal' (members.weston.org.uk). Members will be e-mailed login details for this portal when they join and must volunteer in accordance with club rules. Instruction on using the Portal are held on the Club website (www.weston.org.uk) on the 'WSC Admin' tab.

As 'default' is assumed that all members are able to perform Patrol Boat Assistant (crew). However, if you already have previous experience (e.g. as a Race Officer) please advise the Membership Secretary who will make a note on your record. Training for most roles is available via the club or at our Training partner SWAC, so please ask for details.

If circumstances change, and you cannot perform your volunteered/allocated role, it is your responsibility to arrange a replacement via the 'swap' function on the roster system. If you really cannot successfully swap with someone, you MUST email administrator@weston.org.uk as soon as you become aware of this. Please provide your name, contact details, the duty you are unable to attend, and the measures that you have taken to find a replacement.

Please note that volunteering and 'swap requests' are monitored by the Roster Manager and, if possible, he MAY contact members with alternative options to a swap, or offers of help from other members. However, it always remains the members responsibility to progress these and must not be left to the Roster Manager.

For Club Racing, please ensure that you turn up for your role at the time specified on the Roster emails you will receive. For Open Meetings/Invitationals, you may be contacted by the Event Manager, as you will probably be needed earlier than normal.

THE DEEP WATER CHANNEL

The deep-water channel is out-of-bounds for anyone racing at Weston. It's a hazardous piece of water with a dangerous cocktail of extremely large (and cumbersome) vessels together with some very fast ferry traffic.

Some of these vessels (for example the Red Jet hydrofoils) are not constrained by their draft and can navigate outside the channel. We are encouraged to report all incursions, as these just add to the risk when sailing near the channel. We have been told that these reports are taken seriously by the port authorities and observation and experience backs this up.

If you see a commercial vessel, particularly a high-speed one, coming out of the channel, then record its particulars and report it to VTS as soon as possible. The details required are date, time, vessel name, and direction of travel.

FISHING BOATS

A reminder to all members that commercial fishing boats operate in Southampton Water. These boats are frequently trawling and therefore restricted in their ability to manoeuvre. Therefore, under rule 18 of the 'International Regulation for Preventing Collisions at Sea' sailing boats must give way to these fishing vessels.

They have a thin steel cable leading out behind when trawling, this can be very difficult to see, so you should aim to pass well behind the boat to avoid the cable. These fishing boats often turn unexpectedly, so great care must be taken when sailing in the vicinity of these boats.

HEALTH & SAFETY POLICY

POLICY STATEMENT

Health & Safety is the responsibility of all members at every level and is an integral part of their duties and membership.

It is the responsibility and duty of every member of the Club to ensure the correct degree of personal responsibility for his/her own health and safety and report any potential hazards. A 'Defect book' is available for recording hazards and will be in the office.

Guests / Visitors are expected to exercise the same personal responsibility. Weston Sailing Club requires all contractors working on its behalf to operate health and safety standards fully consistent with its own and expects contractors to achieve comparable levels of performance as a condition of their contract.

POLICY OBJECTIVES

To reduce accidents, sailing or non-sailing, at Weston Sailing Club as far as reasonably possible (ALARP).

To periodically review the content of this document and make the appropriate changes.

ACCIDENTS

- First aid kits are kept behind the bar, in the Office, and in the Galley. Additional First Aid Kits are carried in each Safety Boat.
- Details of any accident requiring First Aid treatment should be entered into the Accident Book by the First Aider involved. The Accident Book is kept at the bar or in the Club Office.
- If an accident to either a member of the club, or a member of the public, results in death or the person affected being taken to hospital, this must be reported to the HSE as soon as is feasible by the Commodore or another Officer of the Club.
- In the event of a fatal accident the Race Officer should inform the Emergency Services. The Emergency Services Officer in charge (usually the Police) will inform the next of kin of casualties. This must not be undertaken by a club member without prior agreement by the Police Officer.
- Organised events should not take place unless adequate patrol boat cover is available.
- All sailors should wear buoyancy aids or life jackets on the water.
- Sailors who are non-swimmers or have a medical condition should notify the patrol boat driver and person in control before going afloat.

PATROL BOATS

- Appropriate buoyancy aids or life jackets must always be worn on the water.
- The kill-cord should be securely fitted to the person driving the Patrol Boat and should be ready for use when the engine is engaged.
- Weston Sailing Club will endeavour to provide appropriate power boat training for members where practical. It is the responsibility of the Race Officer to check with each Patrol Boat driver to ensure that they have appropriate training and/or experience to enable them to carry out their task.

RESPONSIBILITIES

- Overall responsibility for Health & Safety rests with the GP Committee.
- The Race Officer must be aware if multiple sailing activities are taking place when making decisions and ensuring Patrol Boat cover is adequate for the conditions.
- All members shall comply with all health & safety requirements and report any potential hazards.

DINGHIES AND WATERCRAFT

- Dinghies and other watercraft (e.g. SUPs) should be maintained in a seaworthy condition
- Organised club events should not take place unless adequate patrol boat cover is available, appropriate to the conditions, and the experience of the sailors. For racing the Race Officer's decision is final.
- All dinghy sailors must wear buoyancy aids or life jackets when afloat. These are also advised for Windsurfers and Paddle Sports, particularly for non, or weak, swimmers.
- Sailors who are non-swimmers or have a medical condition should notify the Race Officer and/or a Patrol Boat Driver BEFORE going afloat.

SAFEGUARDING POLICY

- We recognise that the safety, welfare and needs of the child/ vulnerable adult are paramount and that any child/ vulnerable adult, irrespective of age, disability, race, religion or belief, sex, sexual or gender identity or social status, has a right to protection from discrimination and abuse.
- Weston Sailing Club takes all reasonable steps to ensure that, through safe recruitment, appropriate operating procedures and training, it offers a safe and fun environment to children/ vulnerable adults taking part in its events and activities.

EMERGENCY PROCEDURES

- These instructions outline the action(s) to be taken in the event of an Emergency, such as a fatality or an injury requiring urgent attention of a doctor, or an evacuation to hospital, or an incident that required the Coastguard, RNLI, or other Maritime rescue service to be involved.
- Overall control of the event should be assumed by the Commodore or Sailing Secretary, if present, and in their absence another Officer of the Club.
- The person in control should arrange for First Aid or call 999 and request Emergency Services, i.e. Coast Guard, Fire Brigade, Ambulance, Police.
- The person in control should report to the GP Committee by written report, where possible, the events leading up to and/or the cause of the Emergency along with the action taken and the outcome.
- As soon as feasible following the Emergency a special meeting of the GP Committee will be convened to establish, where possible, the cause of the Emergency and implement any appropriate measures to avoid a recurrence.

FIRE INCIDENT POLICY

POLICY STATEMENT

The Club will ensure that, as far as is possible, fires are prevented and that, in the event of a fire, members, staff, and visitors know exactly what to do and how to react. All members should be aware of Club fire safety measures, including evacuation routes, and be ready to aid the evacuation of persons with impaired mobility and visitors in the event of a fire. A full version of this policy is available on the club website: weston.org.uk

FIRE PROCEDURES

BY THE PERSON DISCOVERING THE FIRE IN, OR NEAR, A CLUB BUILDING:

- Shout '**FIRE, FIRE, FIRE**' and activate the fire alarm and inform other Club members of the fire's location.
- Do NOT attempt to extinguish the fire unless it is blocking someone's ONLY escape route. If petrol is involved, stay well away.
- Evacuate the building, making sure to check all rooms. Evacuation is to **the muster point which is between the race box and the compound fence**.
- Summon the fire services and other emergency services (as required) by **dialling 999**.
- If necessary, take steps to notify the crew of any boats still afloat of the danger that might be involved in coming ashore at the Club. Direct those coming ashore to an area of foreshore away from the fire.

BY THE PERSON DISCOVERING A FIRE ON BOARD A PATROL BOAT ON THE WATER:

- Immediately stop the boat. Fight the fire if safe to do so, or evacuate the crew to the water. Get all of them to swim away from the boat, staying together.
- Call for help from any nearby vessel, or if possible, send a '**MAYDAY**' call using a handheld radio.

RACE OFFICER, OR SOCIAL SAILING ON SATURDAY (SSOS) LEAD, OR EVENT MANAGER:

- **You must abandon all sailing activities immediately** you become aware of the fire incident and make necessary communications to members on the water to return to the club as soon as possible.
- Sailing can only be resumed/re-started if agreed by the GPC member controlling the fire incident.
- In the event of a fire incident, **you control the muster point**, ensuring that members and other visitors present that day can account for their respective parties.
- If you are in charge of a particular group of trainees, get the group together and check that they are all accounted for. If they are on shore, take them to the muster point. Make sure no one is in a position likely to impede the emergency services.
- Once the situation is under control, report the situation/incident to the GPC member in overall charge as soon as possible.

CLUB PATROL BOATS

AGE LIMITS

It is the Club's Policy that the driver of the Patrol Boat must be over 18 years of age, and the crew must be over 16.

GENERAL

- All patrol boat crews should be at the club **60 minutes (minimum)** before the scheduled start of the first race. Race start times are on the Portal Calendar (weston.org.uk/events)
- Crews must be adequately dressed for the duty such that one crew member can enter the water if necessary, to assist boats and crews in difficulty
- Personal buoyancy, in line with the club racing sailing instructions, must be worn at all times on the water
- After opening the boat shed please hang the padlocks on the hooks on the wall on the left. The key **should be returned to the Race Officer** for safekeeping

PREPARATION

- Ensure the Patrol Boat is tied to the trolley securely and the sponsons are fully inflated
- Switch on the battery isolator switch inside the console and secure the watertight door. Check this is working by lifting the engine slightly, as it may have been stored down since last used
- Pull the Patrol Boat out of the shed and position next to the clubhouse for easier access/loading
- Familiarise yourself with, and ensure that you have, an operational radio, either a fixed one on the Patrol Boat console, or a handheld. If using a handheld, make sure it is tied on. Ensure channel is set to M2 (this is represented on the console radio as 'P4').
- Fill the RIB fuel tank from the 'Jerry cans' inside the Red Metal storage box inside the Patrol Shed
- Put the bung in and check the propeller is not damaged
- Check all equipment is loaded (i.e. safety equipment container, tow rope, anchor and warp, paddles).
- Ask the Race Officer what inflatable buoys are likely to be needed and inflate/load into the RIB (including the ground tackle). Secure the buoy to the ground tackle or the side of the RIB

IMMEDIATELY BEFORE LAUNCHING

- Confirm with the Race Officer where the outer distance mark (ODM) and any other inflatable marks are to be located.
- Make sure the 'kill cord' is attached to the emergency cut-off switch (above or below the ignition key).
- **Carry out a radio check with the base station.**
- Each Patrol boat id number is labelled on the console. The base station is 'Weston Base'. Do not launch if you do not have radio contact with 'Weston Base'.

LAUNCHING

- Ensure the engine is tilted up enough not to make contact with the ground.
- Use the knotted launching rope to restrain both the boat and trolley on the descent down the slipway. Get extra people to help with this.
- **Do not allow helpers to stand behind the patrol boat** whilst running down the ramp in case you lose control!
- In the water - Tilt the engine down by means of the raise/ lower switch on the throttle gear lever, or by the switch on the side of the engine itself.
- Ensure that the propeller and water intake (above the propeller) are always immersed in water.

STARTING ENGINE

- **The Patrol Boat Driver MUST attach the kill cord, preferably around their leg/knee.**
- Turn the ignition key to crank the engine.
- When it has started, ensure that a jet of water is squirting from the side of the engine. (Switch off the engine if no water after 15 seconds).
- If the engine will not start, wait a few moments, and try again.
- If it still will not start, seek the assistance of the Race Officer
- When in deep enough water, make sure the engine is fully down.

WHILST ON PATROL

- Be alert and vigilant - both Patrol crew should always be on watch.
- Check the radio:
 - Frequently carry out a visual check to ensure that it is turned on and on the correct channel.
 - From time to time, carry out a radio check with the base station.
 - If you have a radio problem, return to the shore to report it, and obtain a replacement.
- If there is a break in the racing, or you need to swap crews, please, please, **DO NOT BEACH THE PATROL BOAT**. Either let it ride at anchor (stored in the bow locker), OR, put the boat on its trolley.

RECOVERY

- Raise the engine enough so that, when nearing the shore, the propeller does NOT hit the bottom.
- Paddle in if necessary and the crew jumps out when safe to do so
- Immediately Turn off and raise the engine completely
- Return any inflatable buoys and ground tackle to the equipment shed under the Race Box (NOT the training shed)

AFTER RACING

- Wash the boat down properly, drain it out, and tidy any equipment used. Ensure the radio and microphone are rinsed off gently.
- Flush the engine through with fresh water, as described below (Do this with the engine DOWN):
 - Connect the 'earmuffs' to the water hose in the boat shed.
 - Push the 'earmuffs' over the water intake above the propeller. Turn on the water fully.
 - Check in neutral, start the engine, and check for the jet of water from the engine
 - Allow the engine to IDLE in neutral for about 3 minutes. Switch off the engine, turn off the water and remove the 'earmuffs'.
- Record any comments, ideas, or complaints on the Wipe Board in the shed. Please take time to verbally elaborate on this information to either the Race Officer or the Patrol Boat Coxswain (if on site). Please make sure you identify the boat by id number in all entries.
- Tidy up the boat shed, put the boat away, lower the engine to nearly touching the floor
- Ensure the console RADIO and battery isolator switch are turned off
- Shut and lock the roller door, return any handheld radio to the Race Officer along with the Shed key



**ALWAYS
WEAR THE
KILL-CORD!**

CLUB RADIOS

RADIO CHANNELS

NUMBER AND FUNCTION

<u>Channel</u>	<u>Function</u>
16	General calling & Distress signal
12	Southampton Vessel Traffic Services (VTS)
M2	Marina Channel 2
10, 23, 73, 84, 86 or 67	Marine Safety Information

CHANNEL 16

Channel 16 is the international distress, safety and calling channel.

Where it is necessary to call a station on Channel 16, other than in cases of distress/urgency or safety, both stations should then switch to an alternative channel as soon as possible.

All calls on Channel 16 should be kept brief and should not exceed one minute, when not concerning distress, urgency, or safety.

CHANNEL 12

Continuous watch is kept by the Duty VTS Officer (VTSO) who holds the delegated powers of the Harbour Master, Southampton. VTS (call sign "Southampton VTS") also maintains watch on channels 9, 14, 16, 18 and 20.

CHANNEL M2

Channel M2 is a UK channel and should only be used in UK territorial waters.

Its on-board use is covered by a Ship Radio Licence. However, equipment that is only capable of operating on this frequency is usually licensed under a Coastal Station Radio Licence and it is not necessary for the operator to hold an operator's certificate.

MARINE SAFETY INFORMATION

Radios are essential equipment for the safe and efficient running of sailing clubs. It is essential that anyone performing a duty in the race box, in a patrol boat, or acting as safety officer is familiar with our radios, their operation and radio protocol.

The information in this guide is necessarily brief. Please take time to read it before you need it – **emergency situations are not the time to learn!**

Please also take time to study the actual Weston equipment, make sure that you know how to operate it, and that it is functioning correctly. Never go out in a patrol boat without a radio. Always carry out a radio check before leaving the shore and at regular occasions when afloat.

THE PHONETIC ALPHABET

The Phonetic alphabet is the internationally recognised radio means for the pronunciation of both letters and numerals. Designed specifically to remove doubt as to what is trying to be communicated, the Phonetic alphabet should be learnt and used when delivery radio communications.

A – Alpha	N – November
B – Bravo	O – Oscar
C – Charlie	P – Papa
D – Delta	Q – Quebec
E – Echo	R – Romeo
F – Foxtrot	S – Sierra
G – Golf	T – Tango
H – Hotel	U – Uniform
I – India	V – Victor
J – Juliet	W – Whiskey
K – Kilo	X – X-ray
L – Lima	Y – Yankee
M – Mike	Z – Zulu

FIXED RACE BOX RADIO



This radio operates on only one channel – M2. Weston has a licence to use this marine band radio in a land situation.

The power switch (PWR) is at the right-hand side (labelled), whilst the volume (VOL) and squelch (SQL) controls are the two left hand knobs.

Although it is fitted with a channel switch, this is inoperative. The push-to-talk (PTT) switch is on the microphone.

FIXED PATROL BOAT RADIO



This fixed radio is fully functional so make sure you know how to set it up to communicate correctly. Remember that the race box can only listen on channel M2, which on this radio is selected when the display shows P4.

The power switch (PWR) is the push button in the bottom left-hand corner above the volume control (VOL). The squelch control (SQL) is just to the right of the volume control and the large knob changes the channel (CHN). In normal use, this radio should be used in low power mode – the display will show 1W.

The push-to-talk (PTT) switch is on the side of the microphone. It is easy to knock the tuning knob whilst steering the Patrol Boat – so check frequently to ensure it still tuned to channel M2 (display P4).

Please turn the radio off and rinse it gently with fresh water when putting the boat away.

MOBILE RADIO (E.G. STANDARD HORIZON)



These mobile radios are stored in the Club Office, as normally they will not be required for ordinary club sailing. If required you will need to ask the Race Officer or a Key Holder to open the Office.

Although this mobile radio is fully functional, it is possible to lock its operating channel. Remember that the race box can only listen on channel M2, which on this radio is selected when the display shows “EXP02”. You can find channel M2 by scrolling down to “below” channel 1.

The power switch (PWR) is incorporated with the volume control (VOL) on the top of the radio. When the radio is turned on, it reverts to the channel and lock state that it was in when turned off. The push-to-talk (PTT)

switch is the larger of the three buttons on the side of the radio. Channel (CHN) is controlled by a pair of buttons.

These same buttons also control the squelch if the squelch button (SQL) is pressed first. To lock (and unlock) the radio channel, press and hold the upper side button (LCK) until a key signal appears. This will also be accompanied by a single (double) squeak from the radio. In normal use, this radio should be used in low power mode – the display will show “L” on the right-hand side.

Please rinse the radio with fresh water and dry the radio and battery separately (especially the battery compartment) before returning it to the Race Officer.