



SOUTH BANK SAILING CLUB

The Towpath Embankment Putney London SW15 1LB

www.southbanksailingclub.co.uk

Members Handbook

May 2017



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1 GENERAL INFORMATION

Website: www.southbanksailingclub.co.uk

Tel: 020 8788 9786 Email: contactus@southbanksailingclub.co.uk

Address: The Towpath, Embankment, Putney, London SW15 1LB

<http://southbanksailingclub.co.uk/pages/contact/>

Directions: The Club is half a mile from Putney Bridge on the South Bank heading towards Hammersmith opposite Craven Cottage, Fulham FC.

If driving you can either park your car adjacent to the Sea Scouts unit at the end of the Embankment and walk the 200 yards to the club; OR approaching from Barnes; follow the brown tourist signs to the London Wetland Centre on Queen Elizabeth Walk, then drive past into the Barn Elms sports centre, through the car park and follow the road past the playing fields.

The sailing club is in the far corner of the playing fields behind a locked barrier so prior arrangements should be made for key access. Please drive slowly.

Who's Who? The General Committee

The General Committee (GC) is made up of eight officers and up to six other members, appointed by the membership at the Annual General Meeting (AGM) in May each year.

GC Club Officers for the year from June 2017 to May 2018 are:

- **Commodore – Allan Munro-Faure:** Responsible for the running of the Club.
- **Vice Commodore – Sara Bennett:** Assists the Commodore.
- **Treasurer – Stephanie Tollemache:** Responsible for Club funds and items of expenditure.
- **General Secretary – John Parke:** Responsible for Club documents and meetings.
- **Sailing Secretary – Ollie Bennett:** Chairs the sailing committee and runs the sailing programmes.
- **Membership Secretary – Sara Bennett:** Responds to enquiries and handles receipt of fees from new and existing members.
- **Social Secretary – Sally Pearce & Jamie Maule-ffin:** Organises the Club's social functions.
- **Bo'sun (Boatswain) – Sina Stapelfeldt:** Looks after club dinghies, safety boats and engines.
- **Harbourmaster – Allan Munro-Faure** Responsible for the club and dinghy park maintenance.
- **Interior Harbourmaster – Jennifer Black:** Looks after the club-house interior.
- **Ordinary Members: Jane S-H, Amy Cleaves:** Share the responsibilities shown above and provide input to committee decisions.
- **Website – Jamie Maule-ffin & Jane Deith:** Responsible for the website and blogs.



Sailing Committee Members

Ollie Bennett (Sailing Secretary), Allan Munro-Faure, Joe Driver and Stefan Ciccotti.
The Sailing Committee is responsible for producing programmes, and making recommendations to the GC regarding boats, safety, race management and sailing and safety boat training.

Club Members Contact list

The membership secretary updates this list on a regular basis throughout the year.
You will find a copy of the latest list displayed on the notice board in the clubroom.

The Club's Constitution

The Club has a set of Rules that serve as its Constitution. All members must familiarise themselves with these rules. A printed copy is on the notice board in the clubroom.

Health and Safety Policy (see Appendix 1 below)

All members need to familiarise themselves with this policy.

The Health and Safety objectives are:-

- To minimise the danger of injury or damage as a result of the Club's activities,
- To be safe "as far as is reasonably practicable" where the level of danger is defined as equal to Hazard x Risk,
- To provide legal protection for the Club.

A **Hazard** is anything that may cause harm (e.g. weather conditions, safety boat propellers etc.)

A **Risk** is the chance, high or low, of somebody being harmed by the hazard and how serious the harm could be.

The policy is based on the following principles:

- All persons sailing at the Club willingly and voluntarily accept the risks but the Club will attempt to ensure that they are aware of them.
- The Race Officer and Safety Boat crew are nominally responsible for safety during organised events. They are not accountable for the actions of individuals and can only be expected to make their best endeavours.
- While the Club lays down Safety Rules, it is the absolute responsibility of individual members to ensure that their boats are properly maintained and that any boat they sail is properly equipped to sail safely.
- These principles are set out in legal terms on the Club Membership Form Declaration and in the Appendices below.

All boats must be insured against third party risks to a minimum of £2,000,000.

The Club does not insure members against risks on the water; they should be covered by your own personal insurance. (refer to the statement on the membership application form).



Use of the Club Dinghy Park

Members may keep their boats in the Club's dinghy park subject to availability and the terms and conditions set out in the club constitution. Priority is given to boats that sail on a regular basis.

You will be asked to pay a mooring fee for the boat: [see the website for current rates.](#)

The Harbourmaster allocates specific berths so please use the one allocated to you.

The General Committee retains the right to ask a boat owner to move a boat to a different berth, or, if a boat is not being used, to remove it from the dinghy park.

Club Keys

Please contact the Bo'sun. Club keys must be returned when you leave the Club.

2 MEMBERSHIP

- Full membership, Social membership, Temporary Membership

Membership Forms, subscription rates and joining fees are found on the website;

- Temporary membership is valid for one month @ £20 per person.

Membership fees are due on 1st April and can be paid by internet banking.

3 CLUB SAILING

Our sailing series programmes include all year mid-week and weekend events, either racing around buoys on Putney Reach or down the river to Battersea.

Safety boat cover is always provided for events organised by the Club and members are free to cruise if they don't want to race

Mid-week Sailing

There is regular mid-week sailing on Wednesdays, as tides permit, weekly in the summer (with ad-hoc alfresco lunches afterwards) and every fortnight in winter. To make it possible to launch we need a minimum of two sailing boats and a volunteer to cover safety boat duties.

Check the sailing calendar for dates and times.

Saturdays: Informal Sailing

On Saturdays our aim is to encourage members to get out practicing and honing their sailing skills with helpful tips from our more experienced sailors. This also includes informal race officer and safety boat duty training sessions.

It's a good opportunity to have fun sailing in single and 2/3 handed boats in a relaxed setting.



Sunday Racing (see also 5 Club Racing below)

We have two types of race:

- Upriver – racing around buoys on Putney Reach at high tide
- Downriver – racing towards Battersea Reach, going out with the tide, and when the tide has turned, racing back.

Racing Programme: published on the Website

There are three sailing schedules during the year:

- Spring Series - January to April
- Summer Series - May to August
- Autumn Series - September to December

Members will be alerted by DutyMan when new schedules are published. You can sync to your own phone or calendar using the ICAL link sent to you by DutyMan.

PY and Club Handicaps

South Bank Sailing Club uses the RYA Portsmouth Yardstick Handicap system for club races. The handicap system aims to provide fair racing between boats of different classes.

More information can be found on the club and RYA websites.

Learning to Sail

The club is committed to helping members improve their sailing skills as well as having fun on the water.

If you have joined the Club to learn how to sail, these are your options:

- Ask some of the regulars to take you out as their crew. If you do this regularly you will soon learn how to crew. Crewing is less onerous than helming in that you are not the one in charge of the boat, but it is a real skill to crew well, and becoming a good crew is often a very rewarding way to start sailing.
- You can also book yourself onto an RYA course to learn some of the theory quickly. These are available at a number of centres in and around London.
- Join in the Saturday practice events.
- Look out for the 'ad-hoc' sailing courses arranged by the sailing committee. Members will be informed by Google mail.
- Have a go at helming in a 'Crew's Race'. These are often held after main series races subject to ability and wind conditions. (See 5 Club Racing below).

Safety Boat Crew Duties and Training

The Club is keen to have competent safety crews, and has a plan of action for improving people's safety boat skills. There is a laminated SB checklist in each safety boat for the crew to refer to.

Please contact a member of the Sailing Committee to discuss training and to register your interest.



SBSC is an **RYA recognised Power Boat centre** providing RYA Power Boat 2 courses to members at reduced rates. This qualification enables holders to apply for the ICC Certificate required for using or hiring powerboats.

Club Dinghies for Members to Hire

Many members, especially new members, don't have their own boat so the Club has a fleet of dinghies for hire:

- 2 Topper Xenons – modern boats with an asymmetric spinnaker
- 3 Enterprises - Bleu d'Ecosse, Enfin and Witan

The Enterprises were designed locally to suit our river conditions and are more responsive.

- 2 GP14s – a slightly larger and more stable boat.
- 6 Lasers

These lively single-handed boats are fun to sail. We have full size rigs and reduced size rigs for different weighted helms. They are all fitted with the Laser XD kits.

- 1 Solo – a single-handed dinghy with a fully battened sail and easier for hiking.
- 3 Toppers

We consider all these classes to be suitable for our reach of the Thames.

Hire Fees for Club Boats

We charge £5.00 per person for most of the classes and £7.00 for a single-hander. On race days please pay your hire fee to the Race Officer and to the Duty Officer on other occasions.

Regulations for Use of the Club's Dinghies

1. The club's dinghies are for the use of members only; (Temporary members may be taken out provided that no member is deprived of an opportunity to sail).
2. The boats must not be sailed unless under the supervision of a suitably experienced member helmsman as defined in rule 3.
3. An experienced helmsman shall be a person considered competent by the RO and/or a club officer to sail safely under the prevailing conditions.
4. Each boat must carry a bailing bucket, a paddle, an anchor and chain/warp, a burgee and, if there is a risk of capsizing or if requested by the RO or the Sailing Secretary, a buoyancy bottle at the mast head.
Single handers are required only to carry a glove paddle.
5. There will be a charge per session as may be decided by the General Committee.
Users shall indemnify the club for any damage caused and in the event of a successful insurance claim, may be liable for excess.
6. All persons using the club's dinghies shall wear an approved buoyancy aid.
7. Persons using the club's dinghies shall be responsible for their safe berthing, bailing out, cleanliness and stowage of gear both aboard and indoors.



8. The skipper shall be the experienced member helmsman in charge of the dinghy and his/her decision shall be final. The skipper shall also be responsible for reporting all losses, damage or defects to the Bo'sun / Sailing Secretary or the Race Officer as soon as possible and recording them on the whiteboard in the garage room.
9. All bookings of the Club boats should be made through the designated Officer of the Day or the Sailing Secretary by telephone or email.
Boats may be booked for only one date at a time.
10. The Race Officer or the Officer of the Day (or in their absence a member of the General Committee) shall have the authority to forbid or to limit the use of the club's boats if in their opinion it would be unsafe under the prevailing conditions.
11. The maximum numbers of persons allowed to sail in the club's boats are:
 - i. Laser 1
 - ii. Topper 1
 - iii. Enterprise 3
 - iv. GP 14 3
 - v. Xenon 3
12. The interpretation of these rules shall rest with the Sailing Committee and they may not be altered in any way except by the decision of the General Committee and on the recommendation of the Sailing Committee.

Qualifications needed to hire a Club Boat

To helm a Club boat, you need to be able to sail to an RYA Level 2 standard; however we are more concerned with how you actually handle a boat. You need to be able to beat, tack, reach, run and gybe competently in the prevailing conditions.

We may allow you to helm a boat in lighter conditions but not if the wind is rather stronger.

Booking a Dinghy for Sailing

You can pre-book a boat by contacting the Sailing Secretary, the Bo'sun or a member of the GC by email and/ or telephone.

To find a helm or crew it's advisable to arrive at least an hour and a half before the 'on the water' time shown on the sailing programme.

What to Wear / Sailing Gear

To start with, in fine weather, wear clothes and shoes you don't mind getting wet. But for regular sailing you'll need a wetsuit or dry-suit, sailing boots, gloves, a hat and sunglasses.

The club provides buoyancy aids.

In winter keep warm and dry on the water by investing in a dry suit and a fleece, winter gloves and a woolly hat.

Bring a towel and a change of clothes in case you get wet.



Buoyancy Aids

Adequate buoyancy aids must be worn by all club members, trainees, guests and visitors when they are on the water.

Where to buy Sailing Gear?

Chandleries, online mail order companies and boat shows are good places to buy kit. Ask a club member for some recommendations.

4 BOAT MAINTENANCE AND REPAIRS

Our Bo'sun Sina Stapelfeldt & Commodore Allan Munro-Faure look after the clubs fleet of dinghies and safety boats. They do a great deal of work for our benefit.

The Club's continued existence relies on our members' involvement and this includes boat repairs – with guidance from the Bo'sun. All offers of help will be gratefully appreciated.

Report all Faults

Report any faults or damage to boats to the Race Officer/ Duty Officer **AND** write it up on the whiteboard located in the garage.

Damage to Club Boats

If a boat is damaged while you are using it, you must report this to the Bo'sun or Harbourmaster (or another Committee member if they are not around).

If the damage was your fault we will ask you to a) repair the boat yourself or b) pay for the repair or c) pay the insurance excess (currently £100).

If the damage was someone else's fault, you need to get them to pay for it, or invoke the Club's insurance. Either way you should act promptly.

Sometimes something goes wrong on a boat because a part wears out, we don't expect you to pay for this, but please do report it so it can be repaired for the next person's use.

5 CLUB RACING

The Racing Programme

Our programme is subject to tides and weather conditions. It is compiled by the Sailing Committee and published on the Club website.

Race Officer and Safety Boat Crew Duties

The Sailing Committee assigns race officers (RO) and safety boat crew (SB) for every event.

– *RO ensures photos are taken and a race report is written and sent to Jamie to publish on the club website.*

- Refer to procedure guidelines and checklists in race box/ safety boat.



We use **DutyMan** to manage the duty roster for the club. Each member is allocated 1 duty per series on average. To view your duties, volunteer for others or arrange a swap if you can't make it, log into DutyMan.

We aim to provide tuition to all our members on how to run a race and provide a good standard of safety cover, so make yourself available for this training when it is advertised.

Swapping your Duties

If you can't do a duty, please swap it with another member, update DutyMan and then let the allocated Duty Committee Member know, in good time.

Preparation for a Race

You should arrive at least an hour before the race starts, more like an hour and a half if you are unfamiliar with rigging the boat you expect to sail. Pay attention to the pre-race briefing. All competing crew and helms must attend the briefing to qualify for entrance. The sign on sheet will be closed by the RO after the briefing.

Aim to have your boat rigged half an hour before the race start and to be launching it 15 minutes before the start.

The Club's Major Races:

Sunday Series Racing and Crew's Race

Our most frequent format is a race around buoys on Putney Reach at high tide and to follow this with an informal 'Crew's Race' where the helm and crew swap over to give less experienced helms some practice.

John Cope Cup

This is a downriver race where we set a start time that is designed to get us down to Westminster at low tide and to bring us back on the incoming current. Because of river congestion we usually do it as a continuous race, turning a little above Lambeth Bridge.

The Ruby Bell

This is a downriver race with a twist, because you set your own start time.

We dictate the earliest time that boats may start and we provide the calculated 'low water' time for somewhere near to the turning point; this leaves you to calculate what exact moment to cross the line to get to the half-way point (usually Chelsea Railway Bridge) and back using the natural advantage of a current in both directions.

The challenge is to think about when the water will actually stop running out and start coming in again – which is never at the calculated low water time, and will depend on how much water is coming down stream and what the wind is doing in the estuary - how long the course, how long it will take you to the half way mark, and perhaps who else is setting off in front and behind you.

No-one gets it right every year, but some have been doing this for a while and get it spot on from time to time.



Bernard Driver Trophy

We usually race around buoys on Putney Reach for this race. The course is longer and more challenging, depending on the wind strength and direction.

The London Tideway Sailing Championship

A race hosted by member clubs in the championship series; South Bank SC, London Corinthian SC and Ranelagh SC. Strand on the Green SC are also invited.

Enterprise Open Meeting

<http://www.sailenterprise.org.uk/area/pages/52/open-meeting-prog.aspx>

The Club is part of the local Enterprise circuit, and every year, in summer, we host downriver races for visiting Enterprise sailors. The 50th Anniversary race for the Enterprise fleet was in 2006 and we had 50 boats on the water.

If you don't sail an Enterprise, it is quite fun to watch, and we always need volunteers to help on the day!

The Club Trophy Allocation

There is an overall trophy for each season and then a number of trophies with restricted eligibility that are raced over a combination of Seasons. In addition there are the individual trophy races for the Ruby Bell, John Cope, Bernard Driver and London Tideway Sailing Championship Trophies.

Trophy	Sailed Over	Eligibility
Goodwin	Spring	All
Bev's Cup	Summer	All
Campbell	Autumn	All
John Quinn	Spring, Summer, Autumn	All (Down River Races Only)
119	Spring, Summer, Autumn	Single Handers
Scott Pot	Spring, Summer, Autumn	Double Handers
Seniors Trophy	Summer, Autumn	Helms over 55
Ladies Cup	Summer, Autumn	Female Helms
Novices Cup	Summer, Autumn	Helms not previously won a trophy



6 SOCIAL EVENTS AND CLUB HOLIDAYS

Relax in the Clubhouse at weekends

The club is open every weekend as per the sailing schedule. Members who aren't sailing can relax and enjoy the river views from the balcony, watch sailing videos or help with race events.

Watch the website for news of upcoming club social events and holidays. We usually have a BBQ or Buffet after all main races as well as other planned events.

Club Refreshments and Payment

Members may help themselves to tea, coffee, drinks and snacks and serve any guests. Payment is on a trust basis. Please refer to the price list and put your money in the tin near the hatch. Settle up before you leave the club.

7 PHOTO GALLERY

To publish your photos of SBSC races and events on the club website please email your best pictures to Jamie Maule-finch and Jane Deith. (Email addresses found on club notice board)

8 CLUB REFERENCE DOCUMENTS / LIBRARY

For members only: Club Members Handbook; Club Rules; Race Officer Guidelines; Safety Boat Guidelines and checklist; Boat Handling Tips etc.

Books and copies of these documents can be found on the club computer in the Race Box.

9 CLUB WEBSITE USEFUL LINKS

<http://www.southbanksailingclub.co.uk/UsefulLinks/UsefulLinks.htm>

There are useful sites including;

- Sailing related Organisations and Authorities
- Thames Tides newsletter and Tide Tables
- Weather forecasts
- Sailing knots
- Sailing gear / Repairing your sailing gear



10 FAQ's

If I need a helm or crew, who do I approach?

It is advisable to try and sort something out in advance by emailing the Club Google group or contacting the sailing secretary Ollie Bennett. However if you arrive in good time on the day we'll usually sort you out with a sail.

Can I leave my sailing kit at the Club?

The simple answer is no. The changing rooms provide basic facilities and are not equipped with lockers. To avoid them getting too cluttered we regularly clear out the changing rooms. For security we recommend you put your name on your sailing gear:

Please note that you are totally responsible for your own gear and that the Club takes no responsibility for any losses.

Why do sailing times change so much?

We mostly arrange sailing times so that we are sailing in the two hours immediately preceding a high tide. This gives us the best possible wind and also the slackest current. A high tide happens on average every twelve and a half hours, and so the sailing start time on a Sunday is usually about an hour later than on the Saturday (i.e. two high tides later). Due to the same effect, sailing on any given Sunday is also about an hour earlier than the Sunday a fortnight earlier. On most rivers, the current is slackest in the hour before and the hour after a high tide, but water is let down from the locks upstream at about high tide, and as a result, in light winds this creates a current that quickly becomes impossible to beat. So the two hours before the high are better for us. When the wind is good, we can then stay out sailing after the high and enjoy the breeze for longer.

Downriver races and cruises however are timed so that we get as far as we are going at about low tide. This allows us to have a following current for both the outgoing and return legs, and also to navigate the bridges as safely as possible.

SOUTH BANK SAILING CLUB MEMBERS HANDBOOK

APPENDICES

Appendix 1: Liability

Members of the Club, their guests and visitors, may use the Club premises, equipment and any other facilities of the club entirely at their own risk and they implicitly accept that:

- i. The Club will not accept any liability for any damage to or loss of property belonging to members, their guests and/or visitors to the Club.
- ii. The Club will not accept liability for personal injury arising out of the use of the club premises, equipment and any other facilities of the Club or out of participation in any activity organized by the Club, whether sustained by members, their guests and/or visitors or caused by said members, guests or visitors, whether or not such damage or injury could have been attributed to or was occasioned by the neglect, default or negligence of any of the officers, committee or servants of the Club. [see iv]
- iii. Before inviting any guests or visitors onto the premises or to participate in events organized by the Club, members will draw their attention to this.
- iv. The Club warns all applicant crews and helms that in providing a list of helms, crews and dinghies it is not warranting the seaworthiness of boats or the competence of helms or crews. Applicants should satisfy themselves as to seaworthiness and competence and should also make their own insurance arrangements.

Appendix 2: Health and Safety Policy

The General Committee of the club is responsible for the safety of South Bank Sailing Club's activities. Reference to the 'Club' implies the General Committee of the Club.

The two main objectives of this policy are:-

1. To minimise the danger of injury or damage as the result of the Club's activities, that is to be safe "as far as is reasonably practicable" where the level of danger is defined as equal to Hazard x Risk.
 - A **Hazard** is anything that may cause harm (e.g. weather conditions, safety boat propellers etc.)
 - A **Risk** is the chance, high or low, of somebody being harmed by the hazard, and how serious the harm could be.
2. To provide legal protection for the Club.

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The **club health and safety policy** is based on the following principles:

- I. All persons sailing at the Club willingly and voluntarily accept the risks but the Club will attempt to ensure that they are aware of them.
- II. Although the Race Officer and Safety Boat crew are nominally responsible for safety during organized events they are not accountable for the actions of individuals and can only be expected to make their best endeavours.
- III. Although the Club lays down rules for safety (hereinafter referred to as safety Rules) it is the absolute responsibility of individual members to ensure that their boats are properly maintained and that any boat they sail is properly equipped to sail safely.
- IV. These principles are set out in legal terms on the Club Membership Form Declaration and in the Appendices below.

All boats must be insured against third party risks to a minimum of £2,000,000.

The Club does not insure members against risks on the water; they should be covered by their own personal insurance.

Safety Rules

1. Buoyancy Aids

- i. Adequate buoyancy aids must be worn by all club members, trainees, guests and visitors when they are on the water.

2. Safety Boat

- i. It is emphasized that it is unsafe for inexperienced helms to sail without Safety Boat cover.
- ii. Safety Boat cover will be provided for all events organized by the Club. The Club will endeavour to ensure that the person in charge of the Safety Boat will be suitably trained and experienced in those tasks likely to be met.
- iii. The Safety Boat should be equipped with:-
 - Two oars and rowlocks, an anchor and seven metres of chain/warp.
 - Two towing lines, two fenders and a ladder.
 - Two survival bags and a first aid kit.

3. Dinghies

All dinghies should:

- i. carry a paddle and a bailing bucket, unless automatically self-draining.
- ii. carry an anchor capable of holding against the tide.
- iii. have an annual buoyancy test to ensure that they will support the usual crew for fifteen minutes when fully awash.

These requirements are obligatory for dinghies taking part in Club events.

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4. Club Boats

- i. All Club dinghies will pass an annual buoyancy test.
- ii. While the Club will endeavour to maintain the Club's dinghies in good order and fit for sailing and racing it is the responsibility of those using them to ensure that they are safe to sail and to report any faults. [see also Appendix- number iv]
- iii. The Club will endeavour to maintain the Safety Boats in good order.

5. Visitors and Temporary Members

- i. It is the responsibility of those inviting visitors to make them aware of the hazards and to ensure that they observe the Club's Safety Rules.

6. New Members and Trainees

New Members and Trainees will be given a copy of this document and will be advised of the particular hazards at Putney namely; other craft, unscalable river banks, the tide and the clearance under Hammersmith and Putney Bridges.

- i. They should be able to swim 20 metres.
- ii. As soon as is practicable they must have practiced the technique of righting a capsized boat.

7. Young Persons

- i. Any Persons under the age of 16 should only sail with their parents' permission and with an experienced helm whose responsibility it is to make the young person aware of the risks and ensure that the Safety Rules are observed.

8. Safety Ashore

- i. A First Aid kit will be maintained in the Club house kitchen; its contents will be checked regularly by a Safety Officer.
- ii. When the building is vacated all electrical equipment should be made safe by wherever possible disconnecting it from the supply, especially the electric kettles.
- iii. Petrol will only be stored in the special locked cupboard and all transfers between containers will be done out of doors.
- iv. Masts that are not fully supported should not be left unattended.
- v. Any food left on the premises should be properly stored.

Appendix 3 Membership Declaration

1. All Members - I agree to abide by the club rules at all times including members duties of a minimum of three race officer duties per year and to help maintain the general tidiness of the club house and dinghy park.

I agree to my personal information being stored electronically on club records for club use.

2. For Private Boat owners only - I confirm I hold current third party insurance for at least £2,000,000 for my private boat which I intend to sail at the club.

I understand that the safety of my boat and its management is the sole responsibility of the owner and any competitor whether racing, cruising, moored or in the dinghy park.