



## **SOUTH BANK SAILING CLUB**

**The Towpath Embankment Putney London SW15 1LB**

[www.southbanksailingclub.co.uk](http://www.southbanksailingclub.co.uk)

# **Members Handbook**

June 2019



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## 1 GENERAL INFORMATION

Website: [www.southbanksailingclub.co.uk](http://www.southbanksailingclub.co.uk)

Tel: 020 8788 9786 Email: [contactus@southbanksailingclub.co.uk](mailto: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 2019 to May 2020 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 – Jane S-H:** Responsible for Club documents and meetings.
- **Sailing Secretary – Ollie Bennett:** Chairs the sailing committee and runs the sailing programmes.
- **Membership Secretary – Sara Bennett:** Looks after Club membership; Responds to enquiries, runs taster sails and handles fees from new and existing members.
- **Social Secretary – Sally Pearce & Jamie Maule-ffin:** Organises the Club's social functions.
- **Bo'sun (Boatswain) – Allan Munro-Faure:** Looks after club dinghies, safety boats and engines.
- **Harbourmaster – Emma Koe:** Responsible for the club and dinghy park maintenance.
- **Interior Harbourmaster – Lottie Parker:** Looks after the clubhouse interior.
- **Ordinary Members: John Parke, Sina Stapelfeldt, Josh Mareschal:** Share the responsibilities shown above and provide input to committee decisions.
- **Website – Jamie Maule-ffin & Jane Deith:** Look after the Club 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 Club notice board.

### **Club Policies and Emergency Response Plan**

Members must read/ be aware of these important documents;  
You'll find laminated copies on the notice board near the club's front door.

- Emergency Response Plan & contact numbers
- Health & Safety policy (Appendix 2 below)
- Data Privacy policy
- Safeguarding policy
- Equality policy

### **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

SBSC is open to all members of the general public with the exception of children, minors under 18 years of age and vulnerable adults who are required to be family members under the supervision of a parent or guardian.

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

- Full membership and Social membership is valid for one year.
- Temporary membership is valid for one month.

To join contact membership secretary Sara, complete the Club membership application form and pay the required joining and annual fees.

Membership fees are due on 1st April every year and paid by Internet banking.

## 3 CLUB SAILING

Our sailing series programmes include all year weekend events and mid-week events in the summer, either racing round 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.

### **Saturdays: General Sailing**

On Saturdays our aim is to encourage members to get out practicing and honing their sailing skills with helpful tips and interventions from our more experienced sailors.

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

### **Sundays: Racing** (see also 5 Club Racing below)

We have two types of race:

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

**Sailing Programme:** published on the Website

Club opens at time shown. Boats to be on water 1.15 hours later.

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 the 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.

### **Improving Your Sailing Skills**

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.
- Have a go at helming too
- Join in the Saturday practice events.
- Look out for emails about 'ad-hoc' sailing interventions arranged by our sailing secretary.
- 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.

### **Safety Boat Crew Duties and Training**

The Club is keen to have competent safety crews, and has a plan of action for improving members' safety boat skills.

There is a laminated SB checklist for the crew to refer to.

Contact the Sailing Secretary (or a GC member) to discuss training related queries.

### **SBSC is an RYA recognised Power Boat centre.**

We provide RYA Power Boat 2 courses to our members at reduced rates. This qualification enables holders to apply for the ICC Certificate required for using or hiring powerboats. Contact Sara for more information.

### **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 – Enfin, Bleu d'Ecosse and Witan

The Enterprises, designed locally to suit our river conditions, 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.

- 2 Solos – 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 Bosun /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 on 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. Solo       | 1 |
| iii. Topper    | 1 |
| iv. Enterprise | 3 |
| v. GP 14       | 3 |
| vi. 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 until you become more familiar with the sailing conditions on our section of the river Thames.

### **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 / telephone/ WhatsApp group. And arrive early to claim it!

To find a helm or crew arrive at the time the club opens as shown on the sailing programme. And use the Sailing Buddies WhatsApp group too.

### **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**

Club rules: all club-members, trainees, guests and visitors MUST wear Buoyancy aids when they are out 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 Allan MF looks after and repairs the clubs' fleet of dinghies and safety boats.

He needs volunteers to repair boats under his guidance!

### Report all Faults ASAP

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

### Damage to Club Boats

If a boat is damaged while you are using it, you must report it immediately to the Race Officer/Bo'sun/ Harbourmaster or other GC member.

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 aim to provide tuition to 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.

### Confirming / Swapping Your Duties

We use **DutyMan** to manage the Club's duty roster. Each member is allocated a minimum of 1 duty per seasonal schedule. You will receive notification by email with easy instructions.

Log in to view your duties, volunteer for others or arrange a swap if you can't make it.

If you can't do a duty, please swap it with another member and update DutyMan. Then inform the Race Office/ Duty Officer of that day ASAP.



## **Preparation for a Race**

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.

Wear appropriate sailing gear AND your buoyance aid.

Pay attention to the pre-race briefing.

All competing crew and helms must attend the briefing to qualify for entrance.

Complete the sign-on sheet – it will be closed by the RO after the briefing.

Aim to have your boat rigged half an hour before the race start and launched at least 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.

## **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.



<b>Trophy</b>	<b>Sailed Over</b>	<b>Eligibility</b>
Goodwin	Spring	All
Bev's Cup	Summer	All
Campbell	Autumn	All
John Cope	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 main races as well as other planned events.

### **Club Refreshments and Payment**

There is a list of tea, coffee, drinks and snacks with prices in the Club kitchen.

Members may help themselves and serve their guests. Payment is on a trust basis.

Put your money in the marked container near the hatch and settle up before you leave.

## **7 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



## 8 FAQ's

### **If I need a helm or crew, whom do I approach?**

Ask Ollie the sailing secretary, send an email to club members or use the club's WhatsApp chat group. Also arrive early on the day and ask the RO /DO to help you find a helm/crew and a boat.

### **May I bring a guest to sail in a club boat?**

Members' guests are welcome to sail a club boat subject to approval by the Duty Officer/ Race Officer of the day. Each guest using a club boat is required to complete the temporary membership form (noting the member's name) and pay a fee of £5 per person per day.

Members are responsible for their guests while at the club.

### **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 stay out after high tide 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 navigate the bridges as safely as possible and to have a following current for both the outgoing and return legs.

# 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.
2. To provide legal protection for the Club.

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.

## **SOUTH BANK SAILING CLUB MEMBERS HANDBOOK**

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. All club members, trainees, guests and visitors when they are on the water, must wear adequate buoyancy aids.

#### **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.

#### **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.
- 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.

## **SOUTH BANK SAILING CLUB MEMBERS HANDBOOK**

### **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 which 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 that 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.