



**SOUTH BANK SAILING CLUB**

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

# **Members Handbook**

October 2021



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## 1 GENERAL INFORMATION

### RYA Affiliation

South Bank Sailing club is a Royal Yacht Association (RYA) affiliated club.

As part of the RYA community of like-minded clubs we have access to resources, advice, guidance and other benefits to help support club and class activities and future development.

### Club General Committee

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

#### The GC Club members for the year from July 2021 to June 2022 :

- Officer - **Commodore: Allan Munro-Faure** - Responsible for the running of the Club.
- Officer - **Vice Commodore: Sara Bennett** - Assists the Commodore.
- Officer - **General Secretary: Jane Stanton-Humphreys** - Responsible for Club documents and meetings.
- Officer - **Treasurer: Stephanie Tollemache** - Responsible for Club funds and items of expenditure.
- Officer - **Sailing Secretary: Chris Braun** - Chairs the sailing committee and runs the sailing programmes.
- Officer - **Membership Secretary: Sara Bennett** - Responds to enquiries and handles receipt of fees from new and existing members.
- Officer - **Bo'sun (Boatswain): Allan Munro-Faure** - Looks after club dinghies, safety boats and engines.
- Officer - **Harbourmaster: Renato Hidalgo & Seb Glen** - Responsible for the Club buildings and dinghy park maintenance.
- **Interior Harbourmaster: Lottie Parker** - Looks after the club-house interior.
- **Social Secretary: Sally Pearce & Ellie Hanning** - Organises the Club's social functions.
- **Ordinary Members: James Channer, Mike de Selincourt, David Barton-Grimley**
  - Share GC Officer responsibilities and provide input to committee decisions.
- **Website Administrator: Mike de Selincourt**
  - Website race report publications and Blogs: **Jane Deith**

### Club Open times

The club is open every weekend of the year depending on both the Thames river tide times and other planned river events. The club open times are published on the website's calendar; see link: [southbanksailingclub.co.uk/sailing-calendar/](http://southbanksailingclub.co.uk/sailing-calendar/)

### Contact Details

Visit the Club's Website: [www.southbanksailingclub.co.uk](http://www.southbanksailingclub.co.uk)

Email: [contactus@southbanksailingclub.co.uk](mailto:contactus@southbanksailingclub.co.uk)

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



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

If driving, park your car adjacent to the Sea Scouts unit at the end of the Embankment and walk the 200 yards to the club.

Parking behind the clubhouse is only possible by prior arrangement for key access; 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. Please drive slowly.

### **Club Communication**

We use the Club website, the Club members' google group email AND a voluntary Whatsapp chat group. Notice boards in the clubhouse display important Club documents (see 2 below), sailing information as well as details about upcoming sailing and social events.

### **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.

Access out of hours by boat owners - please notify a GC member in advance by email.

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**

General Committee members and boat owners with boats kept in the club boatyard are eligible for a set of keys. Contact Bo'sun Allan. Club keys must be returned when you leave the Club.

### **Changing Rooms**

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. Members must label personal items and sailing gear. Please note that you are totally responsible for your own gear and that the Club takes no responsibility for any losses.



## 2 CLUB GOVERNING DOCUMENTS

**Club members are required to familiarise themselves with the documents listed below.**  
Read the printed copies on the clubhouse notice board near the front door.

### The Constitution

The Club has a set of Rules that serve as its Constitution.

### Club Policies

- Health and Safety (see Appendix 1 below);
- Data Privacy policy
- Equality policy
- Safeguarding policy

### Club Emergency Plan

Responding to an emergency or life threatening incident.

- Incident report forms are found in the race box desk drawer.

## 3 MEMBERSHIP

### Types, Forms and FAQs

Annual membership, Social membership, one month membership

Membership Forms, subscription rates and joining fees and FAQ's are found on the website;  
Annual Membership fees are due on 1st April payable by internet banking.

- Contact Membership Secretary Sara

## 4 CLUB SAILING

### Why do sailing times vary?

We mostly sail locally in the two hours immediately before a high tide to get the best possible winds and the slackest river current. When the wind is good we can stay out sailing after high tide. Downriver races are timed to get our boats as far as Battersea Reach at low tide.

### Sailing Programmes

These include all year weekend events and some mid-week events in the summer. Club races are held every Sunday either racing round buoys on Putney Reach or down river to Battersea.

There are three sailing schedules during the year:

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

Safety boat cover is provided for all events organised by the Club.



### **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.

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

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

We have two types of race:

- Local races; around buoys on Putney Reach at high tide
- Downriver; racing towards Battersea Reach, two legs i) going out with the tide, and ii) when the tide has turned, racing back. .

### **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.

### **Club Dinghies for Members to Hire**

The Club has the following dinghies available for members' use.

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

- 6 Lasers

These lively single-handed boats are fun to sail. We have full size rigs and reduced size rigs, Radial and 4.7 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 hiking.
- 1 Supa Nova - a fast single-hander for heavier sailors
- 2 Topper Xenons – modern boats with an asymmetric spinnaker
- 4 Enterprises - Wenjon, Bleu d'Ecosse, Enfin and Witan

Enterprise dinghies were designed to suit our river conditions and are more responsive.

- 1 GP14 – Oscar; a slightly larger and more stable boat with a spinnaker.
- 1 420 - a fast double hander
- 1 Laser 13 - a larger stable family boat

### **Hire Fees for Club Boats**

We charge a daily rate of £7.00 for a single-hander and £10.00 for a double hander, payable by cash or card to the Race Officer or Duty Officer.



## Regulations for Use of the Club's Dinghies

1. The club's dinghies are for the use of members only;
2. Users shall indemnify the club for any damage caused and in the event of a successful insurance claim, may be liable for excess
3. The boats must not be sailed unless under the supervision of a suitably experienced member helmsman *as defined in rule 4*.
4. An experienced helmsman shall be a person considered competent by the RO and/or a club officer to sail safely under the prevailing conditions.
5. Each boat must carry a bailing bucket, a paddle, an anchor and chain/warp, a burgee and, if there is a risk of capsizing a buoyancy bottle at the masthead.  
Single handers are required only to carry a glove paddle.
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.
8. Club boat helms shall be in charge of the dinghy and responsible for reporting all losses, damage or defects to the Bosun 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 shall be made by email to the Officer of the Day/ Race Officer. 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. Supa Nova	1
iv. Enterprise	3
v. GP 14	3
vi. Xenon	3
vii. 420	2
viii. Laser 13	4
12. The interpretation of these rules shall rest with the General 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 Club Dinghy for Sailing

All pre-sailing bookings should be made by email through the Officer of the Day/ Race Officer. Arrive at the published Club Open time to rig your boat and attend the briefing.





### **How do I find myself a helm or crew?**

Use the Club members' google group email and whatsapp chat group. However if you arrive at the Club open time the Duty Officer/ Race Officer will help to sort you out with a sail

### **What to Wear / Sailing Gear**

For regular sailing you'll need appropriate sailing gear, sailing boots, gloves, a hat and sunglasses. **Ask a club member for some recommendations.**

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 and their guests when they are on the water. **The club provides buoyancy aids.**

### **Where to buy Sailing Gear?**

Chandleries, online mail order companies and boat shows are good places to buy kit.

### **Learning to Sail / 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:

- Book yourself on a RYA sailing course - these are available at a number of centres in and around London.
- Join in the Club's Saturday general sailing events to practice.
- Ask some of the regular members to take you out to have a go at crewing and helming.
- Offer to crew for someone. It's a real skill to crew well and becoming a good crew is often a very rewarding way to start sailing.

### **Powerboat 2 Training**

SBSC is an **RYA recognised Powerboat 2 training centre** providing RYA affiliated courses to members at reduced rates. This qualification enables holders to apply for the ICC Certificate required for using or hiring powerboats. See website for more information.



## 5 CLUB RACING

### The Racing Programme

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

### Race Officer and Safety Boat Crew Duties

The Sailing Secretary uses DutyMan to assign race officers (RO) and safety boat crew (SB) for every event. All members are required to do at least one duty per sailing season. We provide guidance to our members on how to run a race and provide a good standard of safety cover, under the supervision of more experienced members.

- Refer to the laminated procedure guidelines and checklists found in the Club race box.

### Duty Roster - DUTYMAN

We use DutyMan to manage the club's sailing duty roster. Members will be alerted by DutyMan when new schedules are published. You'll receive an email asking for volunteers and explaining how to use Dutyman with your log-in details. You can sync to your own phone or calendar using the ICAL sent to you by DutyMan.

- Log into DutyMan to view, confirm or swap your allocated duties.

### Race Reports

The Race officers are responsible for writing race reports for circulation and publication on the Club website. These reports are also circulated by email to the membership.

### Preparation for a Race

You should arrive at the advertised Club open time to complete the sign-on sheet, rig your boat, attend the pre-race briefing and launch.

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

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

There are three trophies to win; Goodwin (Spring), Bevington (Summer) and Campbell (Autumn).  
Racing around buoys locally on Putney Reach at high tide OR  
Racing downriver to Battersea Reach at low tide.

#### John Cope Cup

This is a downriver race with two legs where we set a start time that is designed to get us down to Battersea Reach at low tide and to bring us back on the incoming current.



### **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 halfway 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 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
Bevington's Cup	Summer	All
Campbell	Autumn	All
Ruby Bell	Spring, Summer	All (Down River)
John Cope	Spring, Summer, Autumn	All (Down River)
Bernard Driver	Summer, Autumn	All
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
Bob's Cup	Annual	Outstanding contribution to the Club

## **6 BOAT MAINTENANCE AND REPAIRS**

Bo'sun/ Commodore Allan takes care of the club's fleet of dinghies and safety boats.

The Club relies on our members' help with boat repairs and many other tasks.

- Contact Allan or one of the GC members to volunteer.



### **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.

If a part wears out, we don't expect you to pay for this, but please do report it.

## **7 SOCIAL EVENTS AND CLUB HOLIDAYS**

### **Relax in the Clubhouse at weekends**

The club is open every weekend as per the sailing schedule.

Members may relax and enjoy the river views from the balcony or help with race events.

### **Social Events**

Members enjoy the ad-hoc BBQ's after races as well as other planned events.

For news of upcoming club social events as well as weekends away look out for Club emails and notice board publicity.

- Contact Sally or Ellie to suggest and/or help with 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 container near the hatch or pay by bank transfer. Settle up before you leave the club.

## **8 USEFUL LINKS ON CLUB WEBSITE**

See the link on the Club website - <http://southbanksailingclub.co.uk/useful-links/>

The topics include:

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

## 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.

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

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. (refer to the membership application form statement.)

### **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.

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

### **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. Members' Guests**

- i. It is the responsibility of members to make their visiting guests aware of the hazards and to ensure that they observe the Club's Safety Rules at all times.

### **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. Minors under the age of 18 should only sail with a parent/guardian(s) 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.
- ii. Sailing single-handed may be permitted at the discretion of the Duty Officer of the day.

### **8. Safety Ashore**

- i. A First Aid kit will be maintained in the Club house kitchen; its contents will be checked regularly by a General Committee member.
- ii. When the building is vacated all electrical equipment (especially the electric kettles) should be made safe by disconnecting it from the supply.
- 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 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.