

## SOME HELPFUL DOS AND DON'TS WE ALL NEED TO BE AWARE OF.....

Upon joining, all members are required to follow the Club rules set out in our Constitution, so its strongly recommended that you take a little time to check these out via the website. However, to help in the meantime here are some of the key issues which either come from our agreement for use of the lake or are just helpful to us all in keeping the Club running safely and effectively.

- **Entry to the Club premises:**

- The gate on entry to the Club site is secured by a combination padlock. This combination was given to you when you became a member. Please scramble the combination after use and also shut the gate.
- The clubhouse and changing rooms are available to all members with a combination number.
- For your own and other members' safety and security, the combination numbers must never be disclosed to any non-member.
- The Club is open to members every day for the season which normally runs from early March until mid-November.

- **Sailing days and times:**

- Please refer to the programme for details of all activities at the Club.
- You are welcome to sail any day of the week from dawn until dusk in the season but please remember that safety is your concern. Wear a buoyancy aid and please take note of the weather conditions, especially if you are sailing alone. Club equipment, including buoyancy aids, are only available during Club organised activities.
- Club racing takes place on Sundays.
- Informal sailing takes place on Wednesday evenings during the longer days.
- Sailing and powerboat training usually takes place on Saturdays.
- During the season there are several open meetings usually over the two days of a weekend.
- General sailing during races: You are welcome to sail whilst races are happening, providing you avoid the racing boats and the areas around the buoys.
- Unless otherwise stated on the calendar, general sailing during Open Meetings is at the discretion of the Race Officer.

- **Duties:**

- As we are a members' club we rely on each other doing duties to help in the running of the Club, to keep costs to a minimum whilst providing excellent sailing and facilities for your benefit.
- We ask that all members volunteer for at least three duties during the sailing season. This may be help with safety cover, race management or other tasks but, if you're not confident to take in particular duties, please discuss this with your 'Club buddy', if you have one, or a member of the Executive Committee and we will ensure you have the support you need and training too, if necessary and appropriate. Otherwise we'll be relying on you to turn up!

- **Club facilities:**
  - Please rinse mud from feet before entering the clubhouse or changing rooms – there is a tap outside the changing room.
  - No-one in sailing kit or wet clothing should sit in the ‘dry corner’ of the clubhouse.
  - Galley & Refreshments:
    - The galley is for the use of all Club members’ - this includes the oven & hob for which there are instructions in the folder on the shelf to the right of the hob.
    - Please ask a member of the Committee if you wish to make arrangements to use the galley – otherwise please use the water boiler, members’ fridge and microwave ovens adjacent to the galley, and take personal items home for washing up.
    - Access to the galley is restricted to authorised members with relevant food hygiene certificates when the Club is running an official event serving food.
    - Snacks, drinks and confectionery are available for purchase by adult members – using an ‘honesty box’ system for payment.
    - Parents are asked to ensure their children understand that unaccompanied children are not allowed in the ‘snacks’ area so should ask a responsible adult to help them choose and pay.
    - All items should be paid for at the time of purchase or a record made of items taken, the cost and the member’s name.
    - All dues must be paid on the day of purchase before leaving the site. The price list and cash box containing a small kitty for change is kept either on (or under) the galley counter, adjacent to the fridge.
  - Most lost property is placed in a bin at the entrance to the men’s changing room but small or valuable items will be locked in the galley.
  - The John Morgan Training Room is reserved for formal training sessions, meetings and special events and is not available for general use by members.
  - The balcony area will be accessible at all times. Children should be supervised by a responsible adult and, for their safety, must not climb on the seating or railings.
  - Nothing may be dropped or thrown from the balcony and care should be taken on the stairs.
- Some of the ‘DON’T’S’ include: fishing; camping; swimming; use of power boats; and sailing during January – these are all part of our agreement for use of the lake.
- **Guests:**
  - You may bring a guest to the Club up to three times in a year.
  - Please sign in guests in the visitors’ book, which is located on the desk in the clubhouse. (This is an insurance requirement.)
  - Always accompany your guest on site and on the water.

- Guests are not permitted to launch their own craft from the Club site, helm a boat for a Club race or take part in training.
- **Boats, berthing and going onto the water:**
  - Members' boats, sailboards and trailers must all be clearly marked with their berth and membership numbers, such that they can be seen when the boat is parked with its cover on.
  - We have a special agreement that members who berth a sailing boat on site may launch a canoe from the site if it is clearly marked above the water line with the member's name and membership number. Care must be taken that canoes don't impede sailing craft trying to enter or leave the creek.
  - No catamarans are allowed on site.
  - No boats that exceed 8' wide, 22' 6" long or 400kgs are allowed on site.
  - Personal Flotation Devices (life jacket or buoyancy aid) must be worn by anyone taking part in Club activities on the water.
  - All sailing craft and sail boards must have third party insurance cover of £3,000,000 minimum.
  - The site must be cleared of all berthed boats within two weeks of the end of the sailing season.
  - Sailing kit, personal belongings, sails, foils, tools etc. should not be left in the clubhouse.
  - There are special arrangements and fees for hiring Club boats. See the 'Boat Hire' page on the website.
  - Any defect in Club sailing boats or power boat shall be recorded by the member noticing the defect in the Red Book provided on the Club notice board.
  - RYA Green Blue policy - Boats leaving for and arriving from other sailing venues should be thoroughly hosed down and dried to avoid transfer of 'alien species'.
- **Safety on site:**
  - All children under the age of 16 must be accompanied by a parent/guardian, or left in the care of an adult member who has accepted responsibility for them.
  - Dogs must be kept on a lead of no more than 2 metres and are not allowed in the clubhouse or changing rooms. Owners must safely dispose of any excreta.
  - Accidents to persons must be recorded in the accident book in the clubhouse
  - There is also a "Near Miss" book for incidents that do not amount to accidents in order to improve safety awareness and to promote the removal of hazards. Where possible members should remove hazards as they arise.
- **Leaving the Club site:**
  - Please ensure you leave the premises clean, tidy and secure.
  - Please switch off lights

- Please be aware of security and ensure windows and doors in the clubhouse and changing rooms are locked when you leave if no-one else is in the building. This is especially important if no-one else is on site when you leave or if all other members are on the water.
- Please ensure also that the main gate is shut and padlocked, and the code is scrambled and does not show to non-members.
- Make sure the Membership Secretary has your up to date contact details if these change during the year.
- Please contact your 'Club buddy' or a Committee member if you need any help or advice.

Thank you