



# GENERAL OPERATING PROCEDURES

Northampton Sailing Club  
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### **About Sailing Club**

**Northampton Sailing Club** is alongside the picturesque Pitsford Reservoir and Brixworth Country Park, just 5 miles north of Northampton. Covering some 450 acres, this is the largest area of water in the county, providing the perfect place to learn watersports.

Open seven days a week from March to November, our enthusiastic, experienced team of RYA qualified Instructors provide a fun and safe environment for people from age 8 upwards to discover the thrill of watersports.

We currently hold:

- Full NGB (RYA) accreditation for sailing and windsurfing
- AALA accreditation for the above and also improvised rafting, bell-boating
- The RYA and AALA inspect the Centre annually to ensure that training and safety standards are maintained to a high standard

Additionally,

- All our staff are first aid qualified, DBS checked and always supervised on session by a RYA Senior Instructor
- All specialist sports equipment is provided by us, including wetsuits, buoyancy aids and waterproof tops
- We are approved by the County Outdoor Education Advisor - Bob Burson



### **NWC Health & Safety Summary**

The Committee of Northampton Sailing Club (NSC) and the management team of Northampton Watersports Centre (NWC) are committed to providing a safe and healthy environment in which members, staff, customers and visitors can undertake the activities for which the association was established.

Responsibility for this policy rests with the General Committee, who may delegate the day to day requirements for implementing this policy, and associated procedures, to nominated members of the Sailing Committee and the Northampton Watersports Centre Training Centre Principal and Senior Instructors.

Responsibility for activities undertaken when operating as a RYA Recognised Training Centre, including the standard of tuition and the safety of all staff and students, rests with the Principal, Sam Butts.

Email: [butsam@hotmail.com](mailto:butsam@hotmail.com) Mobile 07975 741042

A copy of these Operating Procedures will be kept in the office and will be reviewed and updated annually. Members of staff and volunteers will be given copies on induction and updated versions will be available at annual Instructor refresher days. Staff and volunteers will be made aware of changes/additions to safety procedures whenever these are made, this may be during weekly/daily staff briefings or by email update.

Anyone involved with NWC activities must ensure they comply with the following Operating Procedures and must sign to say that that they have read and understood them.



**General Health and Safety Procedures**

**Manual Handling**









**Keys** (including gate access cards)

- To be kept on your person at all times

**Clubhouse**

- When occupied ensure galley door, side door to office/ladies changing room and back door to picnic benches/water are unlocked.
- On exit ensure all doors and windows are shut and locked.
- Do not allow customers to use galley area or galley door.
- Clean up galley surfaces, tables, chairs and wash up after use. Also mop/squeegee the floor if required.

**Security**

- Keep classroom door closed when going on the water.
- Workshop/windsurf store is out of bounds to students unless a member of staff/volunteer is with them.
- Keep workshop/windsurf store doors closed at all times when not being used.
- Close scout canoe container doors before going on the water.
- Duty SI to lock NWC building, Boat Hut, Clubhouse, containers and boards before leaving site.

**Jetties/Pontoons**

- No running or jumping off – walking speed only.
- Buoyancy aids must be worn at all times.
- Any participants on the jetties must be supervised at all times.

**Blue-green Algae and Leptospirosis** (Weils disease)

- Keep fresh cuts covered with waterproof plasters
- Wash hands before eating
- Shower as soon as possible after being in the water
- Keep away from blooms of algae and avoid capsizing or wet activities if blooms are present
- See info sheets displayed in changing rooms

**Sun protection**

- Waterproof sun cream of minimum factor 25 should be used by staff and students
- Instructors must wear (as a minimum) T-shirts/polo shirts with sleeves and at least mid-thigh length shorts
- Sun caps/hats are strongly recommended

**Hazards**

On land:

- Slippery grass on watersports site – use slipways to launch from if water is high. If water is low shingle beach will be ok for launching but care must be taken wheeling boats back to their spaces
- Rabbit burrows in ground – danger of twisted ankles etc
- Roadways and car-park area by clubhouse – beware of moving vehicles

On/in the water:



- Rocks near Boat Hut pontoon
- 2 concrete ramps with submerged upright concrete posts extending out from inlet (between Boat Hut and NWC site) for about 100 metres. Needs a wide berth
- Shallow shelving concrete slipway bay windsurfing beach
- All slipways have distinct edges to them which hurt if you walk into them
- Rocks by club pontoon (South side) from shore extending out to end of long hand rail on pontoon
- Opposite shore by treatment works:
  - o Shallow submerged shelf of land extending about 50 metres out. Runs from Dam along to inlet/creek area opposite clubhouse
  - o Small orange buoys running from Dam to a point opposite clubhouse marking aeration pipe – do not anchor in this area
- Opposite shore (north end of trees)
  - o Shallow spit with a fence extending into water
- West side of FF pontoon – fence runs into the water
- North Shore – Large rocks
- Weed around shorelines and in bays



## Safeguarding Policy and Procedures

### Policy Statement

Northampton Sailing Club is committed to safeguarding both adults and children, from physical, sexual or emotional harm, neglect or bullying, children taking part in its activities. We recognise that the safety, welfare are paramount and that all participants, irrespective of age, disability, race, religion or belief, sex, sexual or gender identity or social status, have a right to protection from discrimination and abuse.

For the purposes of this policy anyone under the age of 18 should be considered as a child. All members of the Club should be aware of the policy.

### Club Welfare Officer

The Club Welfare Officer is:

Sam Butts, Mobile: 07975741042, Email: sam@northamptonsailingclub.org

### Staff and Volunteers

All Club staff and volunteers whose role brings them into regular contact with young people will be asked to provide references. The Club Welfare Officer and those regularly instructing, coaching or supervising young people will also be asked to apply for an Enhanced Criminal Records Disclosure, with Barred List check if appropriate.

### Good Practice

All members of the Club should follow the good practice guidelines attached and agree to abide by the Club Code of Conduct and the RYA Racing Charter contained in the Racing Rules of Sailing. Those working or volunteering with young people should be aware of the guidance on recognising abuse also attached.

Adults are requested not to enter the showers and changing rooms at times when children are changing before or after junior/youth training or racing. If this is unavoidable it is advised that they are accompanied by another adult.

The Club will seek written consent from parents/carers before taking photos or video of a child at an event or training session or publishing such images. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. If the Club publishes images of children, no identifying information other than names will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the Club Welfare Officer.

All public access to changing rooms during will be closed, signs will be displayed and door access cards locked down.

### Concerns

Anyone who is concerned about a young member's or participant's welfare, either outside the sport or within the Club, should inform the Club Welfare Officer immediately, in strict confidence. The Club Welfare Officer will follow the flow chart.

**Any member of the Club failing to comply with the Safeguarding policy or any relevant Codes of Conduct may be subject to disciplinary action under the Club Rules**

## Handling an allegation from a child

### Always:

- Stay calm – ensure that the child is safe and feels safe
- Show and tell the child that you are taking what he/she says seriously
- Reassure the child and stress that he/she is not to blame
- Be careful about physical contact, it may not be what the child wants
- Be honest, explain that you will have to tell someone else to help stop the alleged abuse
- Make a record of what the child has said as soon as possible after the event, using the child's own words
- Follow your organisation's child protection procedures.

### Never:

- Rush into actions that may be inappropriate
- Make promises you cannot keep (eg. You won't tell anyone)
- Ask leading questions (see 'recording and handling information' below)
- Take sole responsibility – consult someone else (ideally the designated child protection/welfare officer or the person in charge or someone you can trust) so that you can begin to protect the child and gain support for yourself.

You may be upset about what the child has said or you may worry about the consequences of your actions. Sometimes people worry about children being removed from their families as a result of abuse, but in reality this rarely happens. However, one thing is certain – you cannot ignore it.

### Good Practice Guide for Instructors, Coaches and Volunteers

This guide only covers the essential points of good practice when working with children and young people. You should also read the organisation's Child Protection Policy and Procedures which are available for reference at all times.

- Avoid spending any significant time working with children in isolation
- Always communicate clearly, in whatever way best suits the individual, and check their understanding and expectations
- Always try to work in an open environment in view of others
- Do not take children or vulnerable adults alone in a car, however short the journey
- Do not take children or vulnerable adults to your home as part of your organisation's activity
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the organisation or the child's parents
- Design training programmes that are within the ability of the individual child
- If a child or vulnerable adults is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible
- If you do have to help someone, make sure you are in full view of others, preferably another adult
- Restrict communications with young people vulnerable adults via mobile phone, e-mail or social media to group communications about organisational matters. If it's essential to send an individual message, copy it to the parent or carer copy it to their carer.
- When in boats with 1 child on your own you must only sail in direct site of the club house.

#### **You should never:**

- engage in rough, physical or sexually provocative games
- allow or engage in inappropriate touching of any form
- allow children to use inappropriate language unchallenged, or use such language yourself when with children
- make sexually suggestive comments to a child or vulnerable adults, even in fun
- fail to respond to an allegation made; always act
- do things of a personal nature that they can do for themselves.

It may sometimes be necessary to do things of a personal nature for children or vulnerable adults, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents should be fully informed. In such situations it is important to ensure that any adult present is sensitive to the child or vulnerable adults and undertakes personal care tasks with the utmost discretion.



## Club Code of Conduct

It is the policy of Northampton Sailing Club that all participants, coaches, instructors, officials, parents and volunteers show respect and understanding for each other, treat everyone equally within the context of the sport and conduct themselves in a way that reflects the principles of the club/class. The aim is for all participants to enjoy their sport and to improve performance.

**Abusive language, swearing, intimidation, aggressive behaviour or lack of respect for others and their property will not be tolerated and may lead to disciplinary action.**

### **Participants - young sailors, windsurfers and powerboaters**

- Listen to and accept what you are asked to do to improve your performance and keep you safe
- Respect other participants, coaches, instructors, officials and volunteers
- Abide by the rules and play fairly
- Do your best at all times
- Never bully others either in person, by phone, by text or online
- Take care of all property belonging to other participants, the club/class or its members

### **Parents**

- Support your child's involvement and help them enjoy their sport
- Help your child to recognise good performance, not just results
- Never force your child to take part in sport
- Never punish or belittle a child for losing or making mistakes
- Encourage and guide your child to accept responsibility for their own conduct and performance
- Respect and support the coach
- Accept officials' judgements and recognise good performance by all participants
- Use established procedures where there is a genuine concern or dispute
- Inform the club or event organisers of relevant medical information
- Ensure that your child wears suitable clothing and has appropriate food and drink
- Provide contact details and be available when required
- Take responsibility for your child's safety and conduct in and around the clubhouse/event venue

.../over



## **Coaches, Instructors, Officials and Volunteers**

- Consider the welfare and safety of participants before the development of performance
- Encourage participants to value their performance and not just results
- Promote fair play and never condone cheating
- Ensure that all activities are appropriate to the age, ability and experience of those taking part
- Build relationships based on mutual trust and respect
- Work in an open environment
- Avoid unnecessary physical contact with young people
- Be an excellent role model and display consistently high standards of behaviour and appearance
- Do not drink alcohol or smoke when working directly with young people
- Communicate clearly with parents and participants
- Be aware of any relevant medical information
- Follow RYA and club/class guidelines and policies
- Holders of RYA Instructor and Coach qualifications must also comply with the RYA Code of Conduct
- Holders of RYA Race Official appointments must also comply with the RYA Race Officials Code of Conduct.

If you are concerned that someone is not following the Code of Conduct, you should inform your The Club Welfare Officer:

Sam Butts, Mobile: 07975741042, Email: [sam@northamptonsailingclub.org](mailto:sam@northamptonsailingclub.org)





## RYA Instructor Code of Conduct

### RYA Instructors, Coach Assessors, Trainers and Examiners

This document outlines the code of conduct under which all holders of RYA instructor qualifications and RYA training appointments (hereafter referred to as instructors) are required to comply. The code of conduct is intended to make clear to all participants, instructors and RYA appointment holders the high standards to which all are expected to conform. Instructors must:

- If working with people under the age of 18, read and understand the Child Protection Policy as detailed on the RYA website at [www.rya.org.uk](http://www.rya.org.uk)
- Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- Place the wellbeing and safety of the student above the development of performance or delivery of training.
- They should follow all guidelines laid down by the RYA with regards specific training or coaching programmes.
- Hold appropriate insurance cover either individually or through the training centre in which they are working.
- Not develop inappropriate working relationships with students (especially children). Relationships must be based on mutual trust and respect and not exert undue influence to obtain personal benefit or reward.
- Encourage and guide students to accept responsibility for their own behaviour and performance.
- Hold relevant up to date governing body qualifications as approved by the RYA.
- Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
- At the outset, clarify with students (and where appropriate their parents) exactly what is expected of them and what they are entitled to expect.
- Always promote the positive aspects of the sport (eg courtesy to other water users).
- Consistently display high standards of behaviour and appearance.
- Not do or neglect to do anything which may bring the RYA into disrepute.
- Act with integrity in all customer and business to business dealings pertaining to RYA training.
- Not teach or purport to provide RYA courses or RYA certification outside of the framework of an RYA recognised training centre
- Notify the RYA immediately of any court imposed sanction that precludes the instructor from contact with specific user groups (for example children and vulnerable adults).
- Not carry out RYA training, examining or coaching activities whilst under the influence of alcohol or drugs.

Failure to adhere to the RYA Instructor Code of Conduct may result in the suspension or withdrawal of RYA qualifications or appointments.



## RYA Coach Code of Ethics and Conduct

**Sports Coaching helps the development of individuals through improving their performance.**

**This is achieved by:**

1. Identifying and meeting the needs of individuals.
2. Improving performance through a progressing programme of safe, guided practice, measured performance and/or competition.
3. Creating an environment in which individuals are motivated to maintain participation and improve performance.

**Coaches should comply with the principles of good ethical practice listed below.**

1. All RYA Coaches working with sailors under the age of 18 must have read and understood the Child Protection Policy as detailed on the RYA website at [www.rya.org.uk](http://www.rya.org.uk). If you are unable to access the website please contact the Racing Department for a copy.
2. Coaches must respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
3. Coaches must place the well-being and safety of the performer above the development of performance. They should follow all guidelines laid down by the RYA and hold appropriate insurance cover.
4. Coaches must develop an appropriate working relationship with performers based on mutual trust and respect. Coaches must not exert undue influence to obtain personal benefit or reward. In particular they must not abuse their position of trust to establish or pursue a sexual relationship with a sailor aged under 18, or an inappropriate relationship with any sailor.
5. Coaches must encourage and guide performers to accept responsibility for their own behaviour and performance.
6. Coaches must hold up to date and nationally recognised governing body coaching qualifications.
7. Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
8. Coaches must, at the outset, clarify with performers (and where appropriate their parents) exactly what is expected of them and what performers are entitled to expect from their coach. A contract may sometimes be appropriate.
9. Coaches must co-operate fully with other specialists (eg. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the performer.
10. Coaches must always promote the positive aspects of their sport (eg. fair play) and never condone rule violations or the use of prohibited substances.
11. Coaches must consistently display high standards of behaviour and appearance.

## What is child abuse?

(Based on the statutory guidance 'Working Together to Safeguard Children')

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (including via the internet). They may be abused by an adult or adults, or another child or children.

**Physical abuse** may involve adults or other children inflicting physical harm:

- by hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating
- giving children alcohol or inappropriate drugs
- in sport situations, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body.

**Emotional abuse** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve:

- conveying to a child that they are worthless, unloved or inadequate
- not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- imposing expectations which are beyond the child's age or developmental capability
- overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction
- allowing a child to see or hear the ill-treatment of another person
- serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger
- the exploitation or corruption of children
- emotional abuse in sport might also include situations where parents or coaches subject children to constant criticism, bullying or pressure to perform at a level that the child cannot realistically be expected to achieve.

Some level of emotional abuse is involved in all types of maltreatment of a child.

**Sexual abuse.** Sexual abuse involves an individual (male or female, or another child) forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, to gratify their own sexual needs. The activities may involve:

- physical contact (eg. kissing, touching, masturbation, rape or oral sex)
- involving children in looking at, or in the production of, sexual images
- encouraging children to behave in sexually inappropriate ways or watch sexual activities
- grooming a child in preparation for abuse (including via the internet)
- sport situations which involve physical contact (eg. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power over young people.

**Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter
- protect a child from physical and emotional harm or danger



- ensure adequate supervision
- ensure access to appropriate medical care or treatment
- respond to a child's basic emotional needs
- neglect in a sport situation might occur if an instructor or coach fails to ensure that children are safe, or exposes them to undue cold or risk of injury.

**Child sexual exploitation** is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity in exchange for something the victim needs and wants (eg. attention, money or material possessions, alcohol or drugs), and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been exploited even if the sexual activity appears consensual. Child sexual exploitation can also occur online without involving physical contact.

**Extremism** goes beyond terrorism and includes people who target the vulnerable - including the young - by seeking to: sow division between communities on the basis of race, faith or denomination; justify discrimination eg. towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

**Bullying** (not included in 'Working Together' but probably more common in a sport situation than some of the other forms of abuse described above)

Bullying (including online bullying, for example via text or social media) may be seen as deliberately hurtful behaviour, usually repeated or sustained over a period of time, where it is difficult for those being bullied to defend themselves. The bully is often another young person. Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight or physically small, being gay or lesbian, having a disability or belonging to a different race, faith or culture.

Bullying can include:

- physical pushing, kicking, hitting, pinching etc
- name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals
- posting of derogatory or abusive comments, videos or images on social network sites
- racial taunts, graffiti, gestures, sectarianism
- sexual comments, suggestions or behaviour
- unwanted physical contact.

The acronym STOP – Several Times On Purpose - can help you to identify bullying behaviour.

### **Recognising Abuse**

It is not always easy, even for the most experienced carers, to spot when a child has been abused. However, some of the more typical symptoms which should trigger your suspicions would include:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- sexually explicit language or actions



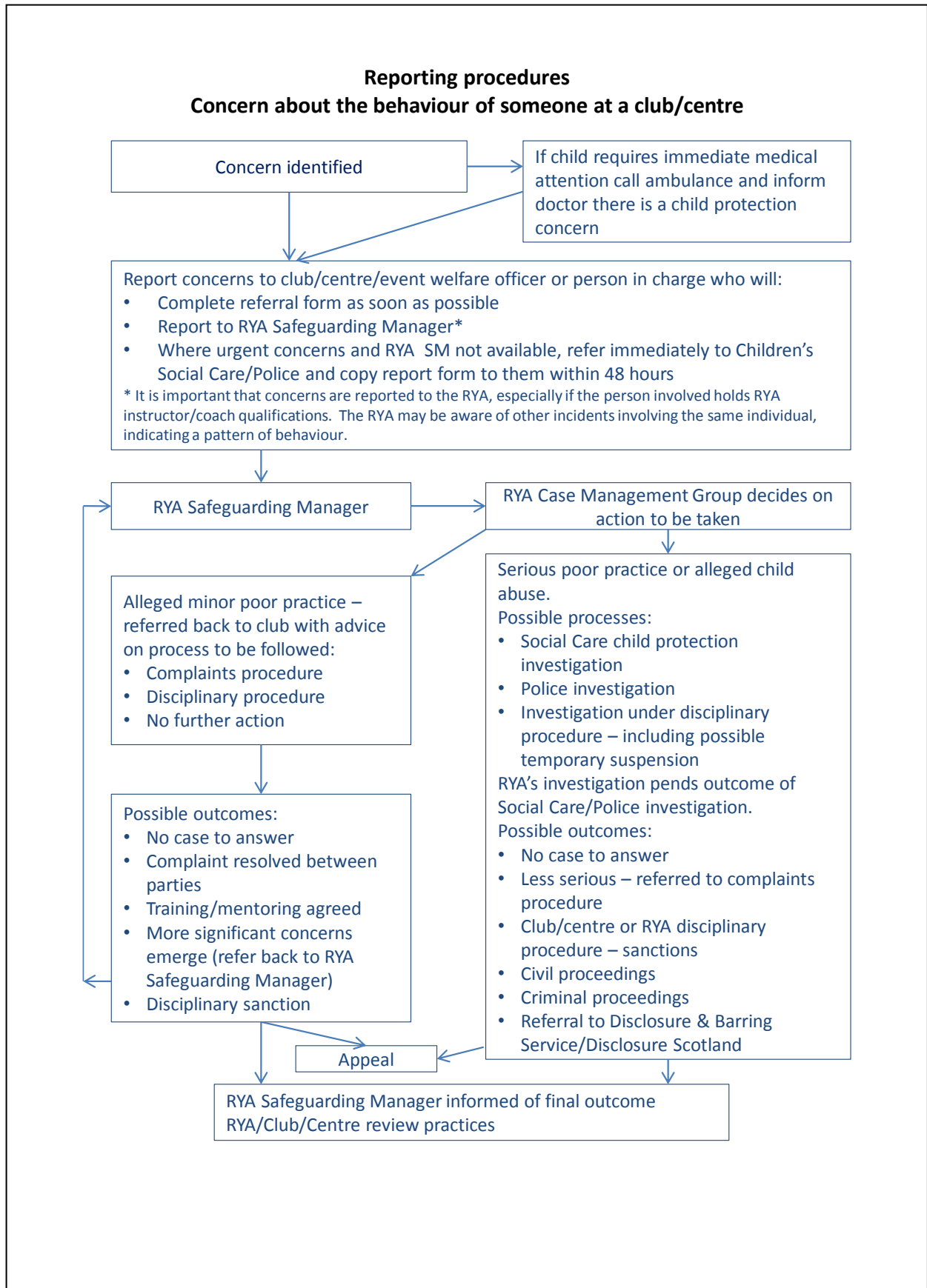
- a sudden change in behaviour (eg. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- the child describes what appears to be an abusive act involving him/her
- a change observed over a long period of time (eg. the child losing weight or becoming increasingly dirty or unkempt)
- a general distrust and avoidance of adults, especially those with whom a close relationship would be expected
- an unexpected reaction to normal physical contact
- difficulty in making friends or abnormal restrictions on socialising with others.

It is important to note that a child could be displaying some or all of these signs, or behaving in a way which is worrying, without this necessarily meaning that the child is being abused. Similarly, there may not be any signs, but you may just feel that something is wrong. If you have noticed a change in the child's behaviour, first talk to the parents or carers. It may be that something has happened, such as a bereavement, which has caused the child to be unhappy.

#### **If you are concerned**

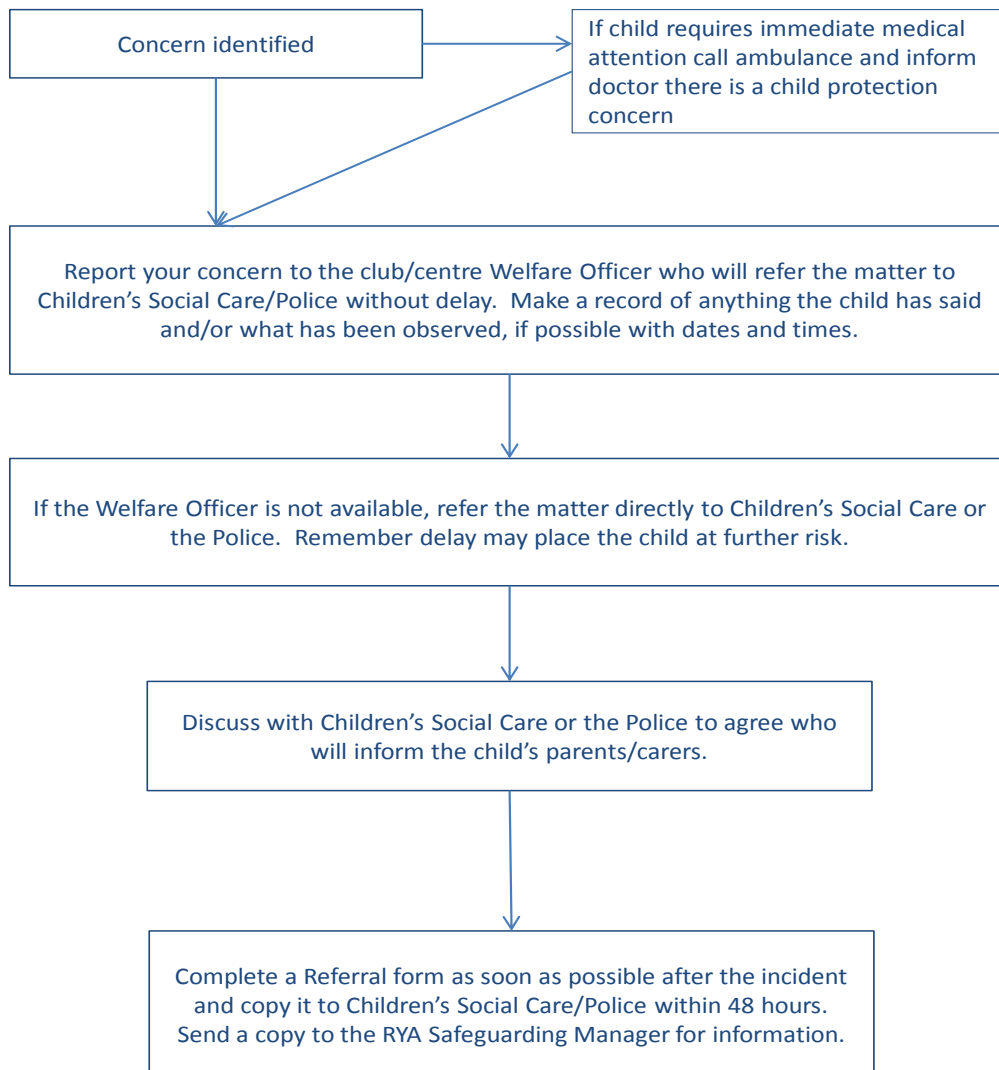
If there are concerns about sexual abuse or violence in the home, talking to the parents or carers might put the child at greater risk. If you cannot talk to the parents/carers, consult your organisation's designated Welfare/Safeguarding Officer or the person in charge. It is this person's responsibility to make the decision to contact Children's Social Care Services or the Police. It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act on your concerns.

## Concerns about the behaviour of someone at the club



## Concerns about a child outside the sport environment

### Reporting procedures Concern about a child outside the sport environment





## Useful Contacts

Revised Feb 2018

### **NSPCC 24 hour free helpline**

0808 800 5000

E-mail: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Website: [www.nspcc.org.uk](http://www.nspcc.org.uk)

### **Children 1<sup>st</sup> (Scotland) free helpline**

08000 28 22 33

E-mail: [parentlinescotland@children1st.org.uk](mailto:parentlinescotland@children1st.org.uk)

Text: 07860 022844

Website: [www.children1st.org.uk](http://www.children1st.org.uk)

### **Childline 24 hour free helpline**

0800 1111

Website: [www.childline.org.uk](http://www.childline.org.uk)

### **Social Care Services**

Your local phone book or the website for your County Council or unitary local authority will list numbers for the Children and Families Services, generally with separate numbers for Children's Social Care and for the Emergency Duty Team (out of hours service).

### **Royal Yachting Association**

Jackie Reid, Safeguarding and Equality Manager

RYA House, Ensign Way

Hamble

Southampton

SO31 4YA

Tel: 023 8060 4104

E-mail: [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk)

Website: [www.rya.org.uk/go/safeguarding](http://www.rya.org.uk/go/safeguarding)





**Child Protection in Sport Unit (CPSU)**

**England**

Tel: 0116 366 5590

E-mail: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

Website: [www.thecpsu.org.uk](http://www.thecpsu.org.uk)

**Disclosure and Barring Service (DBS - formerly CRB) – RYA is Registered Body**

Website: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

**AccessNI – RYA is Registered Body**

Website: [www.nidirect.gov.uk/accessni](http://www.nidirect.gov.uk/accessni)

**UK Coaching – provide Safeguarding and Protecting Children training**

Website: [www.ukcoaching.org](http://www.ukcoaching.org)



## Self-declaration form

### Private and Confidential

#### Self-declaration form for roles involving contact with children or vulnerable adults

Northampton Sailing Club is committed to safeguarding children and vulnerable adults from physical, sexual and emotional harm. As part of our Safeguarding policy, we require applicants for posts involving contact with children and vulnerable adults to complete this self-declaration form.

If your role will involve regular or frequent contact with or responsibility for children or vulnerable adults you may also be required to provide a valid Enhanced Criminal Records Disclosure, with Barred List check if relevant (*Scotland: to be a member of the Protecting Vulnerable Groups Scheme*). Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

All information will be treated as confidential and managed in accordance with our Data Privacy Policy and current data protection legislation and guidance.

Name .....

1. **Have you ever been known to any Children Services Department as being an actual or potential risk to children or vulnerable adults?**

YES / NO

**If yes, please supply details.**

2. **Have you ever been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children or vulnerable adults?**

YES / NO

**If yes, please supply details.**

#### Declaration

I declare that to the best of my knowledge the information given above is correct and understand that any misleading statements or deliberate omission may be sufficient grounds for disciplinary action and/or the withdrawal of my appointment.

If required I agree to provide a valid Criminal Records Disclosure

I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.

I understand that the information contained in this form and in the Disclosure, or supplied by third parties, may be shared with other persons or organisations in circumstances where this is considered necessary to safeguard children.

Signed: ..... Date: .....

*Note: if the applicant is aged under 18, this form should be counter-signed by a parent or guardian*

## Safeguarding and Child Protection referral form

Date and time of incident	
Name and position of person about whom report, complaint or allegation is made	
Name and age of child involved	
Name of club or organisation (if relevant)	
Nature of incident, complaint or allegation (continue on separate page if necessary).	
Action taken by organisation (continue on separate page if necessary)	
If Police or Children's Social Care Services contacted, name, position and telephone number of person handling case	
Name, organisation and position of person completing form	
Contact telephone number and e-mail address	
Signature of person completing form	
Date and time form completed	
Name and position of organisation's child protection/welfare officer or person in charge (if different from above)	
Contact telephone number and e-mail address	

**This form should be copied, marked 'Private and Confidential', to the RYA Safeguarding and Equality Manager, Jackie Reid, RYA House, Ensign Way, Hamble, Southampton, SO31 4YA, e-mail [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk) and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.**



## Emergency Procedures & Accident recording

**In the event of an emergency the following action should be taken:**

1. Administer emergency first aid and take casualty to shore (club pontoon if possible). Radio other staff for assistance with the rest of your group if required.
2. Raise the attention of the Principal/Senior Instructor in charge.
3. If necessary phone emergency services – 999. The emergency mobile phone is held by the duty senior instructor. The nearest landline is the office.

You are located at **Northampton Sailing Club, Pitsford Reservoir, Brixworth NN6 9DG.**

- **Directions:** Follow signs to Brixworth Country Park (off A508); go straight over the mini roundabout towards the water; the club gate is on the left.
  - **Grid reference:** E 475300 N 269200
4. Stay with the casualty and monitor their condition.
  5. Send someone with a gate card/access code to meet the emergency services at the gate.
  6. Inform the casualty's emergency contact/next of kin (details kept in a file in office).
  7. Complete report in accident book (and RIDDOR forms if required).

### **Further details:**

If non-urgent hospital treatment is required, accompanying teachers/staff may choose to take the person to hospital or the person's emergency contact should be asked to collect them and then continue to hospital. NWC staff should not transport any casualties in their own vehicles.

**The accident books are located in the NWC Classroom, galley, office and boat hut (coxswains shed).**

If the Principal is not on site, contact 07975 741042 He will inform the RYA.

RIDDOR - In the case of major injuries, deaths or dangerous occurrences, the Senior Instructor in charge is responsible for informing the Health & Safety Executive at the earliest opportunity. Tel: Incident Contact Centre – 0845 300 99 23 [www.hse.gov.uk/riddor/](http://www.hse.gov.uk/riddor/)

### **Accident/near miss records**

The details of all accidents and near misses must be recorded on the NSC / NWC accident report form (copy at back of Operating Procedures file). These are kept in plastic wallets in the first aid kits. These forms will be reviewed regularly and action will be taken by the Principal and if deemed necessary referred to the General Committee, where possible, to prevent repetition of accidents

### **Bang on the head sheets**

In addition to completing an accident report, any person who receives a bang to the head whilst taking part in activities should be sent home with a 'Bang on the head sheet'. Copies are kept with the accident forms.

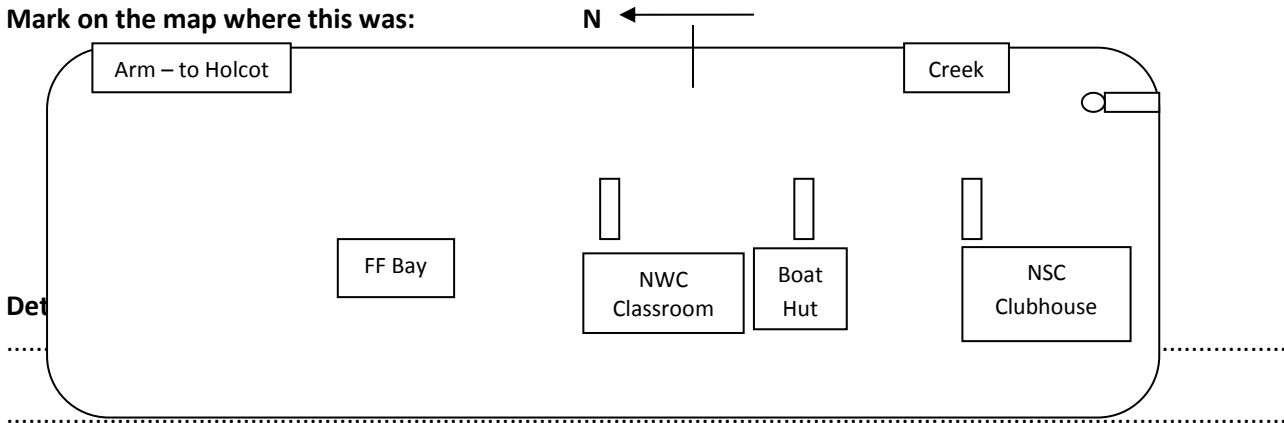


**NSC / NWC ACCIDENT/NEAR MISS REPORT FORM**

**When did it happen:** Date: ..... Time: .....

**Where did the incident occur:** .....

**Mark on the map where this was:**



**Details of any injuries & treatment given:** .....

**Details of person injured:**

\* Watersports customer / NSC member / Guest of member / Open meeting sailor / staff / other (specify)

\*delete as appropriate

Name: .....

Address: .....

Postcode: ..... Occupation: .....

**Details of person filling in the form:**

Name: .....

Address: .....

Postcode: ..... Occupation: .....

**Office use only: Riddor reportable Y / N**      **Date reported: .....**      **How reported:**

**..... Sign: .....**



## Bump on the head form

**Dear Parent/Guardian,**

Your child ..... has had a bump on the head whilst participating in their ..... activity today.

Description of incident: .....

.....

.....

Treatment received: .....

.....

Ice pack given: Yes / No

The First Aider assessed your child. Although there appeared to be no problems at the time, we recommend that your child is taken to their Doctor or Accident & Emergency to be assessed.

**Dear Parent/Guardian,**

Your child ..... has had a bump on the head whilst participating in their ..... activity today.

Description of incident: .....

.....

.....

Treatment received: .....

.....

Ice pack given: Yes / No

The First Aider assessed your child. Although there appeared to be no problems at the time, we recommend that your child is taken to their Doctor or Accident & Emergency to be assessed.



## Maintenance Procedure

Northampton Sailing club has lots of areas which needs to be checks these can be broken down in to

Buildings (fire,, Fixed Electrical, Portable electrical, workshop)

Security

Site & pontoons

## First Aid

We ensure all first aid kits have the recommended content by HSE although we have added ice packs & Burns kit to make them more appropriate for our environments.

### First Aid kits are different sizes and are located:

Office (Large) – at the base of the stairs by the defibrillator.

Club House (Small) -?

Boat House (Small) -?

Classroom (Small)?

All Powerboats (Travel)

Mobile Kits (Travel) – Stored in office for activities without powerboats.

### Checks

All first aid will get a thorough check of contents and expiry dates in March each year. All kits will get sealed with coloured tape and record on check sheets.

If items expire mid-season the a date must be placed in check list to remind other during weekly checks.

A weekly check will then be done to ensure they are still located and sealed.

Contents	<u>Small</u>	<u>Large</u>	<u>Travel</u>
F/A guidance leaflet	1	1	1
Medium sterile dressing	4	8	1
Large sterile dressing	1	2	1
Triangular dressing	2	4	2
Safety pins	12	24	12
Eye dressing	2	4	1
Adhesive dressings	40	100	20
Sterile wet wipe	20	40	4
Microporous tape	1	1	1
Nitrile gloves - pair	6	12	1
Face shield	1	3	1
Foil blanket	1	3	1
Burn dressing 10 x 10cm	1	2	1
Clothing shears	1	1	1
Conforming bandage	1	2	1
Finger dressing	2	4	0
Sterile eyewash 250ml	0	0	1
Ice Pack	1	3	1
Burns Dressing	1	3	1





## Activity

All equipment owed by Northampton Watersports must be checked to ensure they meet current safety guideline and are fit for purpose.

This includes but not limited to:

- Sailing Dinghies (club and training centre)
- Windsurfing equipment
- Wetsuits & Cags
- Buoyancy Aids
- Helmets
- Powerboats

### Checks

**Pre Season** – A detailed setup, clean and check of all equipment

**Mid Season (June/July)** – A detailed clean and check of all equipment

**End of season** – Audit, Pack up and secure

On top of recorded checks all staff must check equipment before use for obvious signs of damage and important areas like: mast pins and joints, rudder clips, masthead floats and **DON'T FORGET BUNGS**



## Damage Reporting

All broken items or facilities must be reported and more importantly secured so other can't use and get injured.

### What to do

- Mark off are with hazard tape (Found in workshop & Club House)
- If it is a small items and loose take to workshop and put in the designated are (office if you don't have access).
- Large Items or fixed facilities tag with a 'Do Not Use' tag and complete detail's (Found in workshop & Club House)
- All Damages must be record in folder located in the club house by the notice board.
- Any important damages that will affect the club or training centre running must be reported to the Club Manager Immediately.

### What happens next

- Regular checks of folder and notified problems will get copied to maintenance log and raised as a job on the board in the office.
- Once a log has been created the report will be crossed off
- Repairs will be arranged in a time scale that suits.
- Completed repairs will be recorded in the maintenance file
- Regular damages will be reviewing to see in solution can be put in palace. i.e. training, notices, replacement equipment,



## **Administration (including T& C)**

### **Website**

The following Documents are updated regularly on our website;

- Club Rules
- Bio Security
- Booking medical form
- Booking terms and conditions
- Data protection Policy
- Complaints Procedures

**The organisation or club will:**

- Recognise its duty of care and responsibility to safeguard all participants from harm
- Promote and implement this anti-bullying policy
- Seek to ensure that bullying behaviour is not accepted or condoned
- Require all members of the organisation/club to be given information about, and sign up to, this policy
- Take action to investigate and respond to any alleged incidents of bullying
- Encourage and facilitate children and young people to play an active part in developing and adopting a code of conduct to address bullying
- Ensure that coaches are given access to information, guidance and/or training on bullying.

**Each participant, coach, volunteer or official will:**

- Respect every child's need for, and rights to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available respect the feelings and views of others
- Recognise that everyone is important and that our differences make each of us special and should be valued
- Show appreciation of others by acknowledging individual qualities, contributions and progress
- Be committed to the early identification of bullying, and prompt and collective action to deal with it
- Ensure safety by having rules and practices carefully explained and displayed for all to see
- Report incidents of bullying they see – by doing nothing you are condoning bullying.

**Bullying**

- All forms of bullying will be addressed
- Everybody in the organisation/club has a responsibility to work together to stop bullying
- Bullying can include online as well as offline behaviour
- Bullying can include:
  - Physical pushing, kicking, hitting, pinching etc.
  - Name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals
  - Posting of derogatory or abusive comments, videos or images on social network sites
  - Racial taunts, graffiti, gestures, sectarianism
  - Sexual comments, suggestions or behaviour - unwanted physical contact
- Children with a disability, from ethnic minorities, young people who are gay or lesbian, or those with learning difficulties are more vulnerable to this form of abuse and are more likely to be targeted.

**Support to the child**

- Children should know who will listen to and support them
- Systems should be established to open the door to children wishing to talk about bullying or any other issue that affects them
- Potential barriers to talking (including those associated with a child's disability or impairment) need to be identified and addressed at the outset to enable children to approach adults for help
- Children should have access to helpline numbers
- Anyone who reports an incident of bullying will be listened to carefully and be supported
- Any reported incident of bullying will be investigated objectively and will involve listening carefully to all
- Those involved



- Children being bullied will be supported and assistance given to uphold their right to play and live in a safe environment which allows their healthy development.
- Those who bully will be supported and encouraged to stop bullying
- Sanctions for those bullying others that involve long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, will be avoided.
- **Support to the parents/guardians**
- Parents/guardians should be advised on the organisation/club's bullying policy and practice
- Any incident of bullying will be discussed with the child's parent(s)/guardians
- Parents will be consulted on action to be taken (for both victim and bully) and agreements made as to what action should be taken
- Information and advice on coping with bullying will be made available
- Support should be offered to the parent(s) including information on other agencies or support lines.

#### **Useful contacts**

NSPCC Helpline 0808 800 5000

CPSU (Child Protection in Sport Unit) [www.thecpsu.org.uk](http://www.thecpsu.org.uk)

ChildLine 0800 1111 / [www.childline.org.uk](http://www.childline.org.uk)

Kidscape [www.kidscape.org.uk](http://www.kidscape.org.uk)

Anti-Bullying Alliance [www.antibullyingalliance.org](http://www.antibullyingalliance.org)

BEF Safeguarding Officer 02476 698871



### **Objectives**

- To make boating an activity that is genuinely open to anyone who wishes to take part.
- To provide the framework for everyone to enjoy the sport, in whatever capacity and to whatever level the individual desires.
- To ensure that the all services are accessible to all, including those who have been under-represented in the past.

### **Policy Statement**

Northampton Sailing Club is committed to the principle of equality of opportunity and aims to ensure that all present and potential participants, members, instructors, coaches, competitors, officials, volunteers and employees are treated fairly and on an equal basis, irrespective of sex, age, disability, race, religion or belief, sexual orientation, pregnancy and maternity, marriage and civil partnership, gender reassignment or social status.

### **Implementation**

- Appointments to voluntary or paid positions with the sailing club will be made on the basis of an individual's knowledge, skills and experience and the competences required for the role.
- We reserve the right to discipline any of its members or employees who practise any form of discrimination in breach of this policy. The effectiveness of this policy will be monitored and evaluated on an ongoing basis.



### **Storage of valuable items**

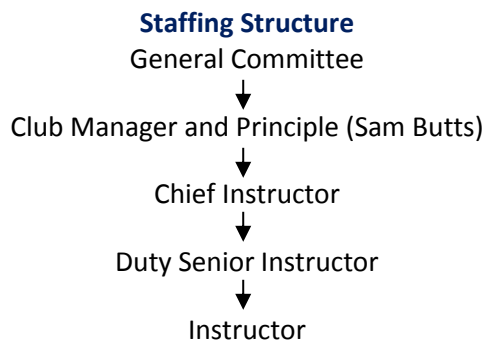
Customers are to be advised not to leave valuables in the changing rooms, and to ensure that property is not left in view in their cars, which should be locked. NWC staff should not offer to look after mobile phones, ipods etc however we will take car/minibus keys if requested (to be left in the office). Lockers are available in the changing rooms for the storage of valuables (£1 required).

### **Lost Property**

Valuables and small items will be kept for four weeks and if not claimed will be disposed of at our discretion. Due to the volume of clothing that gets left on site, these items will be kept for a maximum of 2 weeks.



**Staff**







Application for .....

When completed this form should be returned, marked 'Private and Confidential', to:  
Sam Butts, Northampton Sailing Club, Pittsford Reservoir, Brixworth, NN6 9DG

The closing date for applications is: .....

Your name .....

**Please attach a cover note to include how you think your skills and experience match the requirements of this role and give your reasons for applying.**

**Please also attach your CV to include a personal profile**

### **Criminal record**

Having a criminal record will not necessarily bar you from working with us. This will depend on the position applied for and the nature of your offence. If you are applying for a position involving regular contact with children or vulnerable adults you will be required, at the offer stage, to apply for an Enhanced Criminal Records Disclosure, with Barred List check if relevant.

### **References**

Please give names and addresses of two people who can be asked to provide a reference. At least one should have first-hand knowledge of your previous work with children. References from relatives will not be accepted. Please indicate if you do not want us to contact any of your referees before interview or before an offer of employment.

#### **Referee 1**

Name  
Address  
E-mail address  
Phone number  
Capacity in which known to you

#### **Referee 2**

Name  
Address  
E-mail address  
Phone number  
Capacity in which known to you

### **Data Protection**

In order to recruit to this role Northampton Sailing Club will process personal information given in connection with this application. Information relating to the successful applicant will form part of personnel records. All personal data will be handled in accordance with our Data Privacy Policy which can be found *on our* website [www.northamptonsailingclub.org](http://www.northamptonsailingclub.org)

**Applicant's Declaration** I declare that to the best of my knowledge the information given on this form, cover letter and cv is correct and understand that misleading statements or deliberate omission may be sufficient grounds for cancelling any appointment arising from this application.

Signature

Date



## Reference request

**CONFIDENTIAL**

(Name) ..... has expressed an interest in working with (organisation) ..... in the role of ....., and has given your name as a referee. This role involves substantial access to children. As an organisation committed to the protection and welfare of children, we are anxious to know if there are any reasons to be concerned about this applicant being in regular contact with children or young people.

If you agree to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance and will only be shared with the person conducting the assessment of the applicant’s suitability, should they be offered the role. We would appreciate you being candid, open and honest in your evaluation of this person.

1. How long have you known this person? .....
2. In what capacity? .....
3. What attributes does this person have which would make them suitable for this role?  
.....  
.....  
.....

4. Please rate this person on the following (please tick one box for each question)

	Poor	Average	Good	Very good	Excellent
Responsibility					
Maturity					
Self-motivation					
Motivation of others					
Commitment					
Energy					
Trustworthiness					
Reliability					

5. Do you have any reason at all to be concerned about this applicant being in regular contact with children or young people? YES / NO

If you answer ‘Yes’ we will contact you in confidence.

Name: (please print) ..... Tel. No: .....

Signed: ..... Date: .....

Please return this form, marked ‘Confidential’ to: .....

*Note: A reference is personal data and the subject is entitled to request a copy from the recipient.*



Name..... Date.....  
Address.....

..... Postcode.....

Next of Kin..... Next of Kin Tel.....

Next of Kin relationship.....

<p><b>Medical Conditions:</b> None/ Yes (please give details below)</p> <p>Allergies/ Asthma/ Epilepsy/ Heart Conditions</p> <p>Other.....</p>
--

Declaration

- I am fit for work and I have informed you of any medical conditions I have.
- I am a strong swimmer

Signed..... Date.....



## Induction and Training Procedures

All staff must go through an induction process cover all everything listed on the 'Staff cover sheet'. This induction must be recorded in their staff file. All staff must read and understand the relevant operating procedures. In addition staff must be monitored to ensure they comply with these procedures. This monitoring may highlight a need for future training. A ongoing lack of understanding or disregard to these procedure will result in disciplinary procedures. `

### **Training**

All training outside of a standard induction will be recorded on a training sheet and stored in the staff records

### **Activity Staff**

It is our policy that all Instructors, regardless of their experience and qualifications are assessed by an approved person before being authorised to lead or assist an activity session. A summary will then be displayed in the office.

New staff that are known and have been witnessed by senior staff in the past can be signed off without observation but document why this is the case.

All other new staff or though expanding into new activities be at very least observed on there first season. In best practice where possible we get new staff to observe/assist a current instructor ideally an SI before they run their own session.

In the first instance the approved person for induction & assessments will be the Club Manager. The Club Manager can delegate responsibility for the training ,assessment and monitoring of certain operations to appropriately trained and qualified senior staff.

**Monitoring Procedures** - this process will ensure that the employee meets:

Qualification requirements, through keeping qualifications current

Understands and demonstrates the Technical requirements.

Fully understand all procedures

Is following the Safeguarding Policy

Employees may during their contract be re-assessed if their Line Manager expresses concerns about the employee's ability. These concerns should be evidenced through the monitoring process and addressed immediately in order to maintain the efficient running of the Centre.

### **Targets & Appraisal**

During the Induction the Club manager will meet with all staff individually and run though Individual targets for staff to work towards. We will use these during in mid season appraisal and end of season debriefs. This not only helps keep high standards it also allow staff an opportunity to give feedback to the club and managers



## Staff cover sheet

Staff Name..... Date started.....

### New Starters

	Sent	Checked
Letter		
Application Form with Job Description		
Personal Details (p46 & students)		
Medical Form		
Contract		
References forms – Completed?		
Self Disclosure Form		
DBS Form		
Instructor Availability		

### Induction Check List

	Date.....
Details	Completed
Induction Procedure	
General Procedures Sign Off	
Activity Procedures Sign Off	
Qualifications, DBS & Memberships	See Separated Document
<b>Put on Website</b>	
Site walk around – including operating area's	
Activity competency Sign Off's	
<b>Updated on office excel sheet</b>	

### Training/ Monitoring Record (Associated forms must be attached to this file)

Date	Training Given	Given By



## Monitoring Form

Name	
Date	
Lesson Monitored	
Was The Session Well Prepared	
Was He/She Well Presented	
Was The Session Well Times	
Was The Session Safe And in Line With The Operating Procedures	
Did they follow the Safeguarding Policy	
Was All The Content Covered	
Was a Debrief Given To The Group	
Other Comments	

Staff Name:.....

Staff Signature:.....

Date:.....

Trainers Name:.....

Trainer Signature:.....

Date:.....



## Training Form

Name	
Date	
Activity	
Level	
Shore Based Content	
Water Based Content	
Procedures Covered	
Observation Notes	
Next Training	

Staff Name:.....

Staff Signature:.....

Date:.....

Trainers Name:.....

Trainer Signature:.....

Date:.....



## Instructor Sign Off's

Staff Name.....

**All Staff qualifications are record on our website and an hard copy is printed and put next to the Instructor Sign off report**

<b>Activity</b>	<b>Relevant Qualifications</b>	<b>Signed Off as Assistant</b>	<b>Signed Off as Lead</b>
Safetyboat Cover			
Sailing			
Windsurfing			
Stand up Paddleboards			
Raft Building			
Bell Boating			
Problem Solving			





Name	
Date of Appraisal	
Job Title	
Department	
Location	
Reviewer	

**Key Areas of Job:**

**Objectives set at last review:**

**Training Received:**

**Strengths:**

**Weaknesses:**

**Areas for improvement:**

**General Comments:**

**Training Recommendations:**

**Objectives for next review:**

**Manager's Comments:**

**Employee's Comments:**

## Instructors

**Job title** –Instructor

**Location** – Northampton Sailing Club

**Responsible to** – Club Manager / Chief Instructor / Senior Instructor

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### Main duties:

- To deliver RYA sailing courses and other related Watersports activities.
- To consider the safety and wellbeing of participants at all times.
- To work under the direct guidance of the Senior Instructor in charge.
- To work as part of a team and be enthusiastic about the sport while delivering a high standard of tuition.
- To help with the maintenance of boats and equipment.
- To respect the rights of the participants and ensure their well being and safety is considered at all times.
- To inform the Senior Instructor or Centre Manager of any accidents / incidents which occur.
- To display consistently high standards of behaviour in accordance with the NSC & RYA code of conduct for instructors.
- To maintain a good knowledge of First Aid as an RYA (or equivalent) First Aider.
- To keep up to date with all current coaching practices and undertake continuous professional development. to instructors.
- To follow all procedures laid down by the Northampton Sailing Club relating to the running of activities.
- Undertake other duties that may be determined by the Northampton Sailing Club..
- To do coxswains duties on weekends on a rota

### Other information:

- Committed to the principle of equal opportunities.
- An understanding and awareness of child protection issues.
- Willingness to work unsociable hours including evenings and weekends.
- Enhanced Criminal Records Bureau clearance.

## Senior Instructor on Duty

**Job title** –Senior Instructor

**Location** – Northampton Sailing Club

**Responsible to** – Centre Manager / Chief Instructor

---

### Main duties:

- To organise, plan and deliver high quality RYA sailing courses.
- To support and supervise any assistant instructors and instructors.
- To evaluate all activity undertaken in order to assist with the continual development of the Centre.
- To consider the safety and wellbeing of instructors and participants at all times
- To ensure that the site, boats and equipment are maintained and are safe and suitable for use.
- To ensure that accurate records are maintained and the appropriate paper work is completed e.g. registers, consent forms.
- To collect participants fees, where necessary, in accordance with the Centre's procedures.
- To respect the rights of the participants and ensure their well being and safety is considered at all times.
- To inform the Centre Manager of any accidents / incidents which occur and to inform the NSC instructional team of any concerns which may arise.
- To assist in the monitoring and evaluation of activities by completing the appropriate paper work as advised by the Centre Manager.
- To display consistently high standards of behaviour in accordance with the NSC & RYA code of conduct for instructors.
- To keep up to date with all current coaching practices and undertake continuous professional development
- To follow all procedures laid down by the Northampton Sailing Club relating to the running of activities.
- Undertake other duties that may be determined by the Northampton Sailing Club.
- To do coxswains duties on weekends on a rota
- To deputise on wider responsibilities when the chief instructor and club manger are away with includes running the morning instructor briefings

### Other information:

- Committed to the principle of equal opportunities
- An understanding and awareness of child protection issues
- Willingness to work unsociable hours including evenings and weekends
- Enhanced Criminal Records Bureau clearance



## Chief Instructor

**Job title** –Chief Instructor

**Location** – Northampton Sailing Club

**Responsible to** – Club Manager

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### **Main duties:**

- To organise, plan and deliver high quality RYA sailing courses.
- To keep up to date with all current coaching practices and undertake continuous professional development
- To review, understand and implement the Northampton sailing club activity policies and procedures. To ensure all staff have been inducted and have a good level of understanding of these procedures
- Plan, advertise and book the School, group, corporate day bookings.
- To assist the club manager in rotas
- Recruit, develop and lead instructional staff
- To ensure all staff stay current and qualifications are in date and recorded.
- To assist in the monitoring and evaluation of all staff by completing the appropriate paper work as advised by the Club Manager.
- To inform the Club Manager of any accidents / incidents which occur and to inform the instructional team of any concerns which may arise.
- To display consistently high standards of behaviour in accordance with the NSC & RYA code of conduct for instructors.
- To run activity sessions with other staff demonstrating best practices
- Maintain accurate records of certificates/log books issued; ensure registers completed, record Schools/Groups weekly progress.
- Ordering log books & certificates



## Club Manager & Principle

**Job title** – Club Manager & Principle

**Location** – Northampton Sailing Club

**Responsible to** – Commodore

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### **Job Description - Manager Role to include:**

- Promoting Club membership.
- Plan & advise committee of office staff requirements & manage staff (summer season) to ensure all NSC/NWC administration tasks are completed in full.
- Managing suppliers and contractors to the Club.
- Ensure Annual Club Licenses and Checks are carried out & paid & displayed if required.
- Test Fire Alarm weekly.
- Advise Committee of inspections carried out & matters arising.
- Operate process & procedure for implementation of Committee decisions.
- Ensure responsible person allocated for locking up procedure..
- Advise & assist Committee to implement required training.
- Research, analyse and plan marketing initiatives to grow Watersports Centre service and income and improve Club membership – (with Watersports Principal).
- Draft Mailchimp & Marketing letters.
- Assist appointed Committee members with special projects.

### **Job Description - Principal Role to include:**

- Maintaining records of membership fluctuations.
- Manage, Market & Forecast Watersports Bookings.
- Plan & advise committee of instructor & staff requirements.
- Manage NWC staff and liaise with Chief Instructor with rotas and issues arising.
- Check Timesheet data is accurate and prepare data for payroll.
- Assist appointed Committee members with special projects.
- Advise & assist Committee to implement required training.
- Ensure responsible person allocated for locking up procedure
- Plan the programme of courses, group activities, corporate days and other events. Ensure those are communicated to be published on club calendar and year planner.
- Market above programme.
- Plan & deliver Summer Camp
- Ensure NWC staff rota is created and relevant cover is available.
- Plan development of JAYS & T15 & admin
- Order new equipment
- Maintain accurate records of staff contacts, references & DBS
- Recruit, develop and lead staff
- Run appraisals with staff using monitoring systems to help develop staff
- Ensure compliance with Safeguarding, Health and Safety Policies & Procedures and Operating Procedures
- Maintain the Club's RYA accreditation and AALA licence
- Deliver the programme of courses, group activities, corporate days and other events, ensuring that all costs are fully covered and that a surplus is made.
- Communicate regular NWC information for website updates.



- Maintain accurate records of certificates/log books issued; ensure registers are completed, record Schools/Groups weekly progress.
- Safeguard the welfare and enjoyment of all customers
- Ensure day to day activities are successfully carried out & adhere to P&P
- Ensure compliance to Bio Security
- Encourage course participants to become members of the Club
- Respond to feedback questionnaire..
- Maintain and develop a strong relationship with Anglian Water.
- Maintain log of radio usage & return. Ensure radios left on charge.
- Carry out Site locking up procedure.

#### **Manage NSC Office Staff and Oversee:**

- Administering Membership new/renewals paperwork and database.
- Maintaining records of membership fluctuations.
- Administering Club Room Hire & assisting Committee with administration of social events, keeping a record of the Club Representative & Bar personnel on duty.
- Input Sales & Purchase invoices to Sage Accounting & reconcile.
- Credit Control.
- Record & reconcile PayPal, Petty Cash, PDQ, Bar Cash, Postage Stamps & Banking
- Check Timesheet data is accurate & Run Payroll, backup & make BACS payments. Transmit reports to HMRC.
- Maintaining records of Watersports Bookings.
- Order Oil from preferred suppliers
- Order Cleaning Materials from preferred suppliers
- Monitor Waste transfer from site.
- Maintain key holder register

#### **Assist Club Treasurer to:**

- Plan, forecast and report on financial and non-financial activity.
- Deliver budgets and targets
- Assist with year-end accounting Research, analyse and plan marketing initiatives to grow Watersports Centre service and income and improve Club membership
- Develop and implement business and marketing plan
- Assist with year-end accounting
- Research, analyse and plan marketing initiatives to grow Watersports Centre service and income and improve Club membership
- Develop and implement business and marketing plan
- Assist with year-end accounting
- Assist Rear Commodore Sailing to:
  - Ensure that an adequate level of safety cover is provided for all Club racing, training and open events (with Watersports Principal & Lead Coxswain)
  - Ensure that all powerboats, buoys and other equipment are properly maintained and detailed checks are recorded.
  - Plan Open Event & training bookings, monitor overnight camping & issue gate codes.
  - Administer Boat Park database & Tags
  - Manage Bio Security

#### **Assist Rear Commodore House (or a person appointed to hold those responsibilities) to:**

- Ensure that the Club facilities are properly cleaned and maintained
- Assist Chief Instructor of Northampton Watersports Centre to:



- Plan the programme of courses, group activities, corporate days and other events. Publish to Website Calendar, produce year planner.
- Market above programme.
- Plan & deliver Summer Camp
- Plan & issue NWC staff rota.
- Recruit, develop and lead staff





## Admin Assistant

**Job title** – Admin Assistant

**Location** – Northampton Sailing Club

**Responsible to** – Club Manager

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### Main duties:

- Administering Membership new/renewals paperwork and database.
- Maintaining records of membership fluctuations.
- Administering Club Room Hire & assisting Committee with administration of social events, Record bookings bar and/or catering to ensuring both the catering and bar manager know what is going on.
- Input Sales & Purchase invoices to Sage Accounting & reconcile.
- Credit Control.
- Record & reconcile PayPal, Petty Cash, PDQ, Bar Cash, Postage Stamps & Banking
- Take enquiries and bookings for the training centre session, process them on the website and return appropriate information and forms to customers.
- Assist chief instructor with school/group bookings.
- Order Oil from preferred suppliers
- Order Cleaning Materials from preferred suppliers
- Monitor Waste transfer from site.
- Maintain key holder register
- Ensure Committee boat race boxes are updated.



## Bar Assistant

**Job title** – Bar Assistant

**Location** – Northampton Sailing Club

**Responsible to** – Club Manager & Voluntary Bar Manager

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### Opening Up

- Fill and switch on the ice machine if required
- Re- fit sparklers and diffusers if necessary
- Fit drain plug and switch on the glass washer
- Collect cash tray from the cold store and place in the till, switch on the till and turn the key to “R”
- Switch on the pump, surger and refrigerator lights.

### During Bar Service

- Keep bar, other surfaces and the floor clear of spillages and drink residues.
- Restock the bar during quiet spells.
- On quiet days move shortest dated stock to the front of the shelves when restocking.
- Keep tables and bar free of empty glasses and wash immediately.
- Dry and polish glasses with a clean tea towel as time allows
- Record any problem or low stock level in diary and report to bar manger
- Deep clean bar area on a rotation each week so over 1 month the whole bar get a deep clean.

### Closing Up

- Remove ice, drain and switch off the ice machine and empty the ice bucket
- Drain and switch off the dishwasher.
- Do a “Z” total and place the slip in the till, remove the cash tray and return to the cold store and leave the till drawer open
- Rinse and quickly drain the pump and bar top drip trays and drip mat(s)
- Wash the spirit and wine measures
- Soak sparklers and diffusers in water from glass washer – don’t muddle them up and wipe beer engine swan necks
- Wipe all surfaces including the edges of the shelves under the bar.
- Switch off the coffee machine, empty reservoir, empty and rinse the cartridge collection bin and clean the cup stand
- Mop the floor area adjacent to the bar or, if necessary, the whole floor.
- Switch off the pump, surger, refrigerator and bar lights.
- Empty waste bin
- Lock the bar and cold store and return the keys to the secure key cabinet.

### Locking The Club House

- Be on a rota for looking up the club house and follow the correct procedure

## General Procedures Updates

Date of Update	By Whom	Sections Updated	Authorised BY Sign & Date
June 2016	AY		
March 2017	AY		
April 2017	AY		
March 2018	Sam Butts	All Sections	



## Operating Procedure Staff Agreement

Staff must sign every year and agree to any changes

### Staff Agreement

I have read and understood the listed procedures and will follow them to the best of my ability. It is the chief instructors role to ensure all staff follow these procedures and to organise training however I understand that failing to comply with these procedure may result in disciplinary action as laid out in the staff handbook.

Name	Sections covered	Sign	Date