



**STRATHCLYDE LOCH  
SAILING CLUB**

[www.strathclydelochsailing.com](http://www.strathclydelochsailing.com)



**Standard Operating Procedure  
and  
Club Management Document  
for  
Strathclyde Loch Sailing Club**



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# STRATHCLYDE LOCH SAILING CLUB

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## **1 Introduction to Club**

### **1.1 Club Objective and History**

Strathclyde Loch Sailing club was set up in 1978 to establish a safe and friendly club to promote training, sailing and racing. The club is affiliated with the Royal Yachting Association (RYA) and is also an RYA Recognised Training Centre.

The Club is based at Strathclyde Loch, part of Strathclyde Country Park, just off the M74 at junction 6. Convenient if travelling from Glasgow. The Park borders Motherwell and Hamilton areas and offers easy access from local roads as well

At SLSC we try to sail all the year round. During our summer season (April to end of September) we sail on Sunday mornings, Wednesday evenings and Friday mornings. In our winter season (October to end of March) we sail on Sunday and Friday mornings.

**Visitors are encouraged to come into our club house for a chat and advice at any time.**



## 2 Sailing Activities

### Monitoring Numbers of Craft and Members Afloat

All members who wish to sail must fill in a **Water Conditions Form App H** once a year and a **Sailing Sign Out Sheet App F** which must be taken to the reception area at the main watersports building before each sail. A copy of this list should be left in the clubhouse in order to check sailing numbers.

### 2.1 Training

All Training will be controlled by the Chief Instructor / Principal who will be responsible for ensuring all students have completed the necessary course forms and Water Usage Forms before commencement of training.

Training numbers are also to be checked in accordance with RYA regulations.

### 2.2 Leisure Sailing

Members should be aware of sailing conditions and protective clothing and if unsure about weather consult the watersport centre staff.

#### **IF IN DOUBT DON'T GO OUT**

Members can sail most days, morning, afternoon and evening. Times are controlled by Safety boat availability and should be checked with the watersport centre staff

### 2.3 Racing

Racing is generally on a Wednesday evening and a Sunday morning. The racing is controlled by the Racing Secretary or the officer of the day.



## **3 Facilities**

### **3.1 Club and Members Boats**

The Club has a range of dinghies for club use are available to club members who have at least a level 2 Dinghy sailing or a stage 3 Youth Sailing.

These boats are available for hire and are charged on an individual member basis see Boat Availability form and charges on club notice board in cabin.

Club members may store their own boats on a yearly basis. Members must complete a Boat Storage form and spaces are allocated by the Bosun

### **3.2 Club House**

The Club house is available to all members. The entry is by key pad at entrance door (number given with membership) The club house consists of a main room, training room and kitchen area.

First aid Kit is available on wall next to door in Training Room.

### **3.3 Changing Facilities and Clothing**

The Clubhouse should not be used as a changing area.

There are no changing facilities available during works on main centre building (2026 and 2027). There is a new toilet block in car park1 and an emergency shower in the rowing facility for access consult principal or an SI. SLSC does not accept any responsibility for any items left in the Clubhouse.

Participants should wear appropriate footwear e.g. old trainers, dinghy boots and clothing e.g. wet suit or dry suit as personal preference. SLSC has a small selection of clothing available. Wetsuits must be hosed down/ disinfected on completion of session.

It is mandatory to wear a Personal Floatation Device (PFD) on the jetty and on water. SLSC has a limited supply available. Strathclyde Country Park (SCP) has a larger selection available the hire cost of these is included in the water fees that is part of the membership.



### **3.4 Training room**

The training room is within the Clubhouse. Entry is via a combination lock on the external door. Capacity within the training room is monitored within the appropriate social distance rules in place at that time. The training room has whiteboards and other presentation materials, to demonstrate sailing theory, or conduct other shore-based activities. Useful in the event of inclement weather.

### **3.5 First Aid and Defibrillator**

#### **First Aid / Accidents / and Next of Kin details**

##### **First Aid Kits**

There are first aid kits on each rescue boat, the Committee Boat and RIB. Land side the first aid kit is stored on the right-hand side of the door within the training room.

Details of first aid given must be recorded in the Accident book, in wall cabinet above administration desk in the training room.

If on site family must be the first person to administer first aid. If family is not on site First Aid will be administered by qualified personnel

SCP has a defibrillator obtainable from the customer desk in the Boat Shed or at the white container in front of main building (2026/7 during construction). This is controlled by Safety Staff and Rescue Boat

##### **Next of Kin Details**

Students are required to provide several pieces of personal data when booking a course. These include known medical conditions and specific disability needs.

In addition, students must provide details of next of kin who need to be contacted in case of emergency. All personal data will be held securely by SLSC and only used where and when appropriate. Personal details will be stored under lock and key in the wall unit above the administration desk in the Training Room.



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RYA guidance is First Aid should be administered by a family member. Should a next of kin need to be contacted, all details are recorded both on course booking forms which are stored in a folder in wall cabinet above the administration desk in the Training Room. The SI on duty will have a mobile phone available.

## 4 Loch Sailing Areas and Conditions

### 4.1 Sailing Area

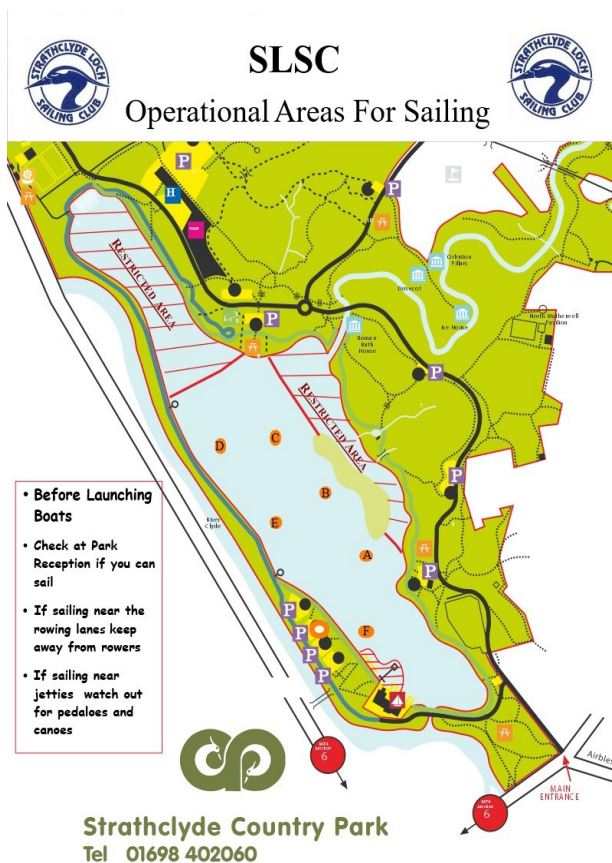
Strathclyde Loch is used for several water-based activities. These include Rowing Clubs, pleasure and fun craft, including pedalos, canoes, and a power boat operated by staff from Strathclyde Country Park (SCP).

During summer months a boom may be in place which divides the loch into two separate areas.

On arrival the Chief Instructor (CI) or Senior Instructor (SI) will check with SCP staff in Reception to ensure access to the Loch. The CI will agree which areas to use, to reflect the specific activity plan for that day.

There is no access above the 1000 metre mark or behind the island. Rowing lanes are delineated by marker buoys. Be careful to not snag the anchor line whilst manoeuvring round the course marker buoys.

### Loch Sailing Areas with and Without Boom

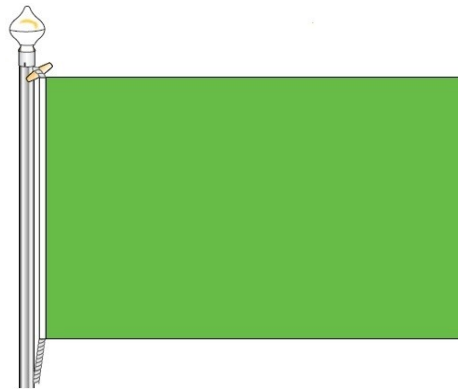


## 4.2 Water Conditions Flag Good

Water condition forms are available at the park reception and must be filled in each year by all people using the club boats. Later shown as Appendix H

The current water quality in the loch is classed as:

**GOOD**



- Take care – the water quality is variable across the loch.
- All loch users should wash their hands and their craft after completing their water-based activities.

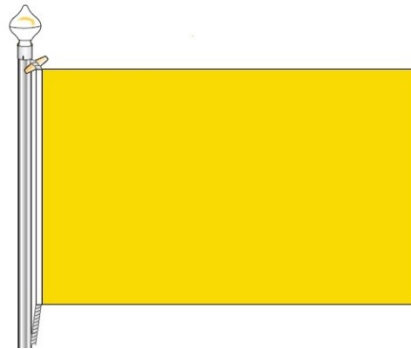


### 4.3 Water conditions Flag Poor

Water condition forms are available at the park reception and must be filled in each year by all people using the club boats. Later shown as Appendix H

The current water quality in the loch is classed as:

# POOR



- Immersion sports (swimming, windsurfing, etc) are currently suspended
- Capsize drill for all water sports currently banned
- If wind is above Force 4 / 13-18mph, qualified or experienced participants only unless under instruction
- It is recommended that all loch users wash their hands after completing your water-based activities.





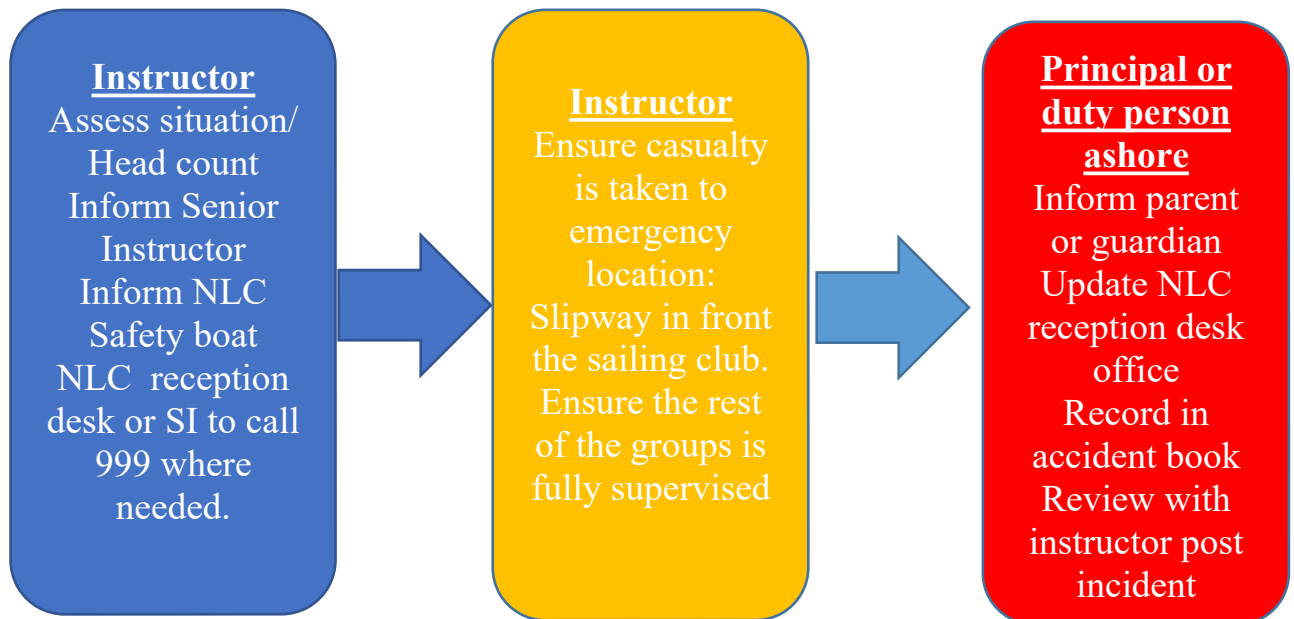
#### **4.4 Positioning of Racing Markers**

Race markers and start lines should be placed on the shore sides of the rowing lanes leaving enough space for rowers etc to get up and down the loch without infringing on our racing course.



## 5 Dealing with a Major Incident

### 5.1 Emergency Action Plan



**Principal Phone number 07708533442**

**Senior Instructor Phone number:**

**Stuart 07729149362**

**Darren 07710267661**



## 5.2 Major Incidents Procedure

Should a major incident occur such as entrapment leading to fatality the principal and commodore should be notified as soon as is possible and the RYA guidelines for dealing with a major incident should be followed. These guidelines follow: -

### Advice to Principals of RYA Training Centres

These notes give guidelines in the aftermath of a major accident.

- Your priority is the safety of participants and instructors.
- Once ashore you are going to have to deal with the authorities and the press.
- Get a statement from competent witnesses
- Remove the instructor and key witnesses to a place you can talk to them away from the press
- Produce a written statement that you can give to the press
- e.g. SLSC regret to announce the death of a club member who was involved in an incident on Strathclyde Loch, at approximately hh:mm on ddmmmyyy
- Our deepest sympathy to the relatives etc. A full statement will be issued at hh:mm on ddmmmyyy (give yourself time to collate the information).
- Do not hold a press conference
- Decide who will speak to the press// Principal or Commodore?
- Don't allow well-meaning but ill-informed people to make public comments
- Try to keep a record of whom you have spoken to, who has contacted you etc
- Inform RYA training (023 8060 4181) who can help with compiling your statement to the press
- If the RESUE services have been involved the press will have probably obtained some information from them
- If there has been a fatality the police will contact the Training Centre and inform the next of kin. Do not publicise the name of the casualty until you know this has been done, even if the press appears to know who it is



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- Keep any relevant equipment e.g. Lifejackets, logbooks etc
- Major accidents at RYA Training Centres are very rare if you are ever unfortunate enough to be involved in one, it helps if
  - Your paperwork is up to date e.g. you have a contact number for the next of kin
  - Your boats and instructors comply with your own safety policy and the RYA conditions of recognition



## **6 Procedures and checklists**

### **6.1 Training Centre**

#### **Adverse Conditions**

Should adverse weather conditions arise whilst on the water, the SI on duty will notify SCP reception desk of proposed action, by contacting safety boat. The SI will ensure all craft and sailors return to the jetty and confirm this with reception desk.

#### **Responsibility**

The overall responsibility for safe operation of the RYA RTC is vested in SLSC administrated by the Principal. In the Principal's absence, the Chief Instructor (CI) may delegate for him/her. The current Principal's name and names of Chief Instructor are listed on the Training Noticeboard in the Clubhouse adjacent to the Committee Room.

#### **Instructors**

Sailing Instructors should hold valid RYA certificates for Dinghy instruction and First Aid. Tuition should be overseen by a qualified Senior Instructor. Assistant instructors should have had relevant training to the role of assistant instructor.

Powerboat Instructors should hold valid certificates for Powerboat instruction and First Aid. Assistant instructors should have had relevant training to the role of assistant powerboat instructor.

Instructors should always carry a knife and a whistle, both easy to hand when going afloat.

Instructors should think carefully before handling awkward or heavy objects, if the manoeuvre cannot be carried out safely and without damage to self then help should be sought. If lifting objects ensure that your feet, knees, back and neck are all lined up before lifting and make sure you bend your knees.



## Instructor Ratios

Instructors should ensure that they are not under the influence of alcohol, alcohol should not have been consumed for at least 8 hours prior to teaching.

Instructors should have completed a Disclosure Scotland check prior to teaching at SLSC. [Disclosure Scotland](#)

Instructors should have read and understood the club's policy on child protection and where ever possible have attended a child protection awareness session prior to teaching at SLSC,

It is an instructor's responsibility to count the number of boats/participants in his/her group on launching and recovery to ensure that everyone is accounted for.

Student: Instructor Ratios should always be observed for all courses at all levels.

Type of Craft	Student: instructor Ratio
Crewed Dinghies	3:1 for beginners with instructor onboard Maximum 9:1 but not more than 6 boats per instructor (e.g. 3 Wayfarers with 3 students in each, or 4 Picos with 2 students in each)
Single handed dinghies	6:1 (applies only whilst the boats are used as single-handers)
Powerboats	Levels 1 and 2 - 3:1 All others – 6:1 (2 boats)

Instructors may be assisted by unqualified helpers who are competent and experienced. They should be supervised by an instructor or SI and deployed in roles appropriate to their skills and awareness.

An assistant instructor counts as qualified in the following ratios and should work under the direction or supervision of an instructor or SI.



## Safety Boat Ratios for Dinghy Sailing tuition

Activity	Safety Boats
Dinghies (single handed or crewed)	Up to 6 dinghies 1 safety boat 7 to 15 dinghies 2 safety boats More than 15 dinghies 3 or more safety boats

### Inversions leading to entrapment

If a boat is fully inverted, the priority is to ensure that all bodies are accounted for, if they are not then the RYA recommended method is for a member of the safety boat crew to help right the boat by standing on the gunwale of the boat to assist in righting it. Tests have proven that this is the fastest way to right a boat that is fully inverted. All club boats upon which trapezing is taking place shall be fitted with masthead flotation devices to avoid a total inversion capsize. Where club boats are being used with trapezes, rib crews will be briefed about the dangers of entrapment.

### 6.2 Committee Boat and Safety Boat refuelling Procedure

There should be no smoking or use of mobile phones or other sources of ignition whilst near the fuel store. Fuel purchasing is normally organised by the Bosun and is stored in the container (max 10L). The red outboard fuel tanks are normally kept in the boats and must be removed from boat before filling or replacing. Tank to tank transfers are to be made outside the storage container using a filter funnel and using safety goggles and gloves provided.

### 6.3 Training Boats Rigging / Launching and Recovery

Training boats are stored within the SLSC compound area. The CI will inspect each boat prior to rigging and launch from SLSC jetties. Should there be any issue which cannot be fixed by the instructor the boat will be withdrawn from service until repaired. The issue must be logged in the boat maintenance sheet, included in the Asset and Maintenance Register. This can be found on the administration desk in the Committee Room. Masts (Laser and Pico), sails, rudders and centre boards are stacked in the racking in the storage container. Each piece of equipment is labelled with the SLSC identity number, to match the boat number shown in the Asset Maintenance Register. This can be found on the administration desk in the Committee Room.



SI must ensure rigging has been safely completed before the boat is made available for use. See Rigging Manual and Launch Procedure Instructions.

The SI must ensure there are enough participants available to safely transport and launch the boat from the jetty or foreshore. When sailing multiple single-handed boats, the SI must be confident that all participants are capable of manoeuvring safely immediately offshore until the group are ready to set off on the day's activities.

Recovery, the SI must ensure a presence on the jetty or foreshore to help with recovery. Whilst sailing multiple single-handed boats the SI may decide the order of recovery, taking account of individuals ability and weather conditions.

Each boat should be returned to its designated location. The crew must make the SI and/or Bosun aware of any damage or relevant issues for repair. The details must be recorded in the boat maintenance sheet included in the Asset Register in the Committee Room.

## **6.4 Club Safety Boat Launch/ Recovery Procedure**

- Collect Rib bag from committee room
- Collect engine key and kill cord from committee room key safe
- Boat located beside green container





- Remove boat cover and wheel lock
- Check boat
- Both bungs are in
- Check fuel if fuel required remove red fuel container from boat and fill using fuel that is located in container
- Do not fill inside container or boat
- Replace fuel containers and reconnect fuel tank to boat
- Check outboard is engine is raised
- Put grab bag and key in boat
- Boat can now be taken to slip area.
- At top of slip area undo boat painter and trolley recovery rope and winch
- Decide on slip to be used
- This operation requires 2 persons with buoyancy aids on
- One person takes painter must have buoyancy aid
- One person gets ready to push boat down slip
- Watch out for slip being greasy
- Check rear of boat is clear
- Check slip is clear
- Look out for people walking / cyclists in area
- If all clear push boat down slip
- Person on painter can pull boat off trailer and tie boat to jetty
- Remove trailer from water and pull trailer up against compound fence or back into Dinghy compound
- Rib is now ready to be started and maned (buoyancy aids essential for all)
  - Check no water coming into boat
  - Lower engine and lock down
  - Check fuel is on and tank vent open pump fuel through if necessary
  - Put key in control switch
  - Check for neutral
  - Connect kill cord
  - Start engine
  - Check for engine cooling water
  - Boat is now ready to use
  -
- **Boat recovery procedure**
  - Switch off engine
  - Remove kill cord
  - Switch off fuel
  - Tilt engine
  - Put launch trolley in water with one person holding recovery rope



- Pull rib onto trolley and connect winch clip
- Make sure that there is adequate personnel to pull boat up slope of slipway (min 2 adults)
- Check if boat needs cleaned. Buckets and Sponges in container
- Pull boat back into compound and put cover on boat
- Put grab bag and key back in committee room
- Report any problems in assets book

## 6.5 Committee Boat Launch Procedure

- Collect Committee bag from committee room
- Collect engine key and kill cord from committee room key safe
- Boat located in compound



- Remove blue boat cover
- Check boat
- Bungs is in
- Check fuel if fuel required remove red fuel container from boat and fill using fuel that is located in container
- Do not fill inside container or boat
- Replace fuel containers and reconnect fuel tank to boat
- Check outboard is engine is raised
- Put grab bag and key in boat
- Check for Flags
- Insert Flag Pole and check horn is connected
- Boat can now be taken to slip area
- **Move boat with 5 persons minimum**
- Move boat to top of selected slip
- Undo painter and trolley recovery rope
- At top of slip unclip rear ropes, undo from pipes and reclip to boat
- Make sure area behind boat is clear
- Look out for people walking / cyclists in area



- edge
- Be aware of greasy slip
- Remove winch connection to boat
- Person to hold painter must be wearing buoyancy aid
- Run boat into water and tie to jetty using painter and rear rope
- Pull trolley out of water and store in compound
- Committee boat is now ready to be started and manned, buoyancy aids are essential for all
- Check no water coming into boat
- Lower engine

### **Collisions / Near misses**

As standard practice crews must be observant of other craft on the Loch. Rowing Clubs have priority use from 8:00 am – 10:00 am on Sunday but may be on the water later than this. Special care must be taken using area 2 as this is used by less experienced public on pleasure boats.

Should there be a situation which could be regarded as a near-miss, the details must be recorded in the Accident and Collision Register. This will be addressed by the principal on a regular basis and appropriate action taken.



## **Park Safety Boats**

SCP provide safety boats and carry the following essentials

- Radio in working order
- There is enough fuel for the session and fuel tank is secured
- Fire Extinguisher
- First Aid kit
- Safety knife
- An anchor and warp attached to the boat
- Tow line
- Throw Line
- A kill cord is attached to the boat
- A spare kill cord
- Paddle
- Bailer / Bucket
- Tool kit
- Survival Bag / Blanket
- Sailing Area Picture



## **Training Rib / Club Safety Boat Kit List**

SLSC has its own safety boat. The Grab bag is stored in the Admin Area.  
Ensure all contents available

- Fuel Container already in boat (Check if fuel required and remove Fuel Tank from boat before filling)
- Paddle already in boat
- Anchor already in boat
- Fire Extinguisher already in boat
- Bucket / Bailer already in boat
- Radio if required
- Control Key Marked Rib in main key cupboard

Grab bag containing:

- Survival Blanket
- First Aid Kit includes disposable gloves face masks and sanitiser
- Throw Line bag
- Tow Line// minimum four metres
- Sharp serrated knife
- Tool Kit
- Spare key and kill cord (do not use as main key)
- Emergency Action Plan
- Loch Sailing Areas Sheet
- Grab Bag contents List



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## Appendix A Risk Assessment

Hazard	Who is involved	Control	Information/action
Drowning	Students Instructor Support Staff	Buoyancy aids always on water and jetties Qualified Instructors Small staff/pupil ratios Emergency/First Aid Students to be water confident	Pre – visit information Operating Procedures Introductory talk RYA guidelines
Entrapment	Students Instructor Support Staff	Mast Head floats Qualified Instructors Safety Boats Knife as part of Instructor kit	Instructor talk Instructor Supervision RYA guidelines
Cold	Students Instructor Support Staff	Kit list issued prior to visit Qualified Instructors Appropriate clothing Access to shelter/warmth When clubhouse closed	Pre – visit information Operating Procedures Introductory talk RYA guidelines
Sun/Heat	Students Instructor Support Staff	Kit list issued prior to visit Qualified Instructors Instructor monitors group Cool off sessions/access to bottled drinking water on shore	Pre – visit information Operating Procedures Introductory talk RYA guidelines
Health/Ailments	Students Instructor Support Staff	Pre-Course health declaration Onsite first aid and emergency systems First aid kit on RIB and Clubhouse /Defibulator at Park Counter	Pre – visit information Operating Procedures Introductory talk
Physical Injury	Students Instructor Support Staff Public	Quality equipment and maintenance systems Storage systems with health warnings	Operating Procedures Introductory talk RYA guidelines
Slips/trips and falls	Students Instructor	Kit list references footwear Awareness and removal of slime on jetties - NLC	Operating Procedures
Slipway hazards	Students Instructor Support Staff	Clear briefings Nobody behind wheels when launching	Instructor supervision
Stacking Boats	Students Instructor Support Staff	Clear briefings Minimum of 3 adults Awareness of other compound users	Introductory talk Instructor supervision
Water Quality	Students Instructor Support Staff	Clear briefing Awareness of Flags Capsize risk	Introductory Talk and Compulsory Form App H Wash Hands Shower after Capsize
Head Injury	Students Instructor Support Staff	Helmets worn in appropriate conditions at discretion of SI	Talk about boom incidents and precautions





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## Appendix B2

## Sailing Areas With BOOM





## Appendix C 1 Adult Course booking Form Dinghy

<b>Full Name:</b>			
<b>Occupation:</b>		<b>Membership Number</b>	
<b>Address:</b>			
<b>Post Code:</b>			
<b>Telephone Number:</b>	<b>Home:</b>	<b>Work:</b>	<b>Mobile:</b>
<b>Contact e-mail address:</b>			

### RYA Course Details

<b>Course Name:</b>	<b>RYA Level</b>	<b>Cost</b>	<b>£</b>
<b>Course Start Date:</b>		<b>Course Finish Date:</b>	

### Medical Information

<b>Please state any medical conditions &amp; medication required: Including any symptoms</b>	
--	--

### Disability Information

<b>Do you have any special requirements relating to a personal disability and is there ways we can support you on and off the water ?</b>	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<b>If yes, please detail:</b>		

### Emergency Contact (Name, Address, Contact Number)

--

I am hereby acknowledging that all the information above is correct and I am medically fit to participate in the relevant RYA course.

My personal details may be used by SLSC solely for Club Activities.

Consent For Use of Images

Images taken during the course to be used for SLSC Club Activities

I agree

I disagree

SLSC fulfils its obligations under General Data Protection Regulations (25 May 2018).

Signed:

Date:





## Appendix C2 Power Boat COURSE BOOKING FORM

Full Name:			
Occupation:		Membership Number	
Address:			
Post Code:			
Telephone Number:	Home:	Work:	Mobile:
Contact e-mail address:		Date of birth	

### RYA Course Details

Course Name:	RYA Powerboat 2 Course	Cost	£
Course Start Date:		Course Finish Date: Second Date	

### Medical Information

Please state any medical conditions & medication required: Including any symptoms	
--	--

### Disability Information

Do you have any special requirements relating to a personal disability and is there ways we can support you on and off the water ?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
If yes, please detail:		

### Emergency Contact (Name, Address, Contact Number)

--

I am hereby acknowledging that all the information above is correct and I am medically fit to participate in the relevant RYA course.

My personal details may be used by SLSC solely for Club Activities.

Consent For Use of Images

Images taken during the course to be used for SLSC Club Activities

I agree

I disagree

SLSC fulfils its obligations under General Data Protection Regulations (25 May 2018).

Signed:

Date:



**Appendix C3  
years)**

**Junior Dinghy Form (for participants under 17**

<b>Course</b>	<b>Youth Sailing 2026 Stages 1 to 4 6 Lesson block to be completed by 8 weeks after start date</b>
<b>Start Date</b>	
<b>Cost £ 0 per block</b>	Payable to Strathclyde Loch Sailing Club. Sort Code 80-17-02 Account no 00109928

**Participants Details**

<b>Full Name</b>			
<b>Home Address</b>			
<b>Date of Birth</b>		<b>Age</b>	

**Parent / Guardian / Person with legal responsibility**

<b>First Name</b>		<b>Surname</b>		
<b>Relationship to Youth</b>		<b>Phone No</b>		<b>Email</b>

**Emergency Contact**

<b>First Name</b>		<b>Surname</b>	
<b>Relationship to Child</b>		<b>Contact No during Session</b>	

**Medical Information**

It is your responsibility to make known any disability / medical condition that may affect your child during the activity, and any medication that they may require.

Has your child ever suffered from any of the following conditions Asthma / bronchitis, heart condition, fits, fainting or blackouts, severe headaches, diabetes?	Yes	No
Is your child currently taking any medication	If <b>yes</b> please specify	
When did your child last have a tetanus injection	Year	
Is your child suffering/recovering from any injuries that may affect their sailing	If <b>yes</b> please provide details	
Does your child have any food allergies	If <b>yes</b> please provide details	
Does your child have any disabilities, learning difficulties or medical condition which may affect their learning	Yes	No
	If <b>yes</b> please specify	

**Medical Consent**

I give permission during the period of the event as above to administer any relevant treatment or medication to the above named participant when or if necessary.

In an emergency I authorise the organisers to take my child to hospital. I understand that I shall be notified as soon as possible, of the hospital visit and any treatment given by the hospital.

Consent for use of images

Images taken during the activities can be used for publicity by Strathclyde Loch Sailing Club

**I agree**

**I disagree**

<b>Signed (Parent or Guardian)</b>		<b>Print Name</b>	
------------------------------------	--	-------------------	--



## Appendix C4 Junior Course Booking Form Powerboat

<b>Course</b>	Powerboat 1 or 2
<b>Start Date</b>	
<b>Cost £ 0</b>	Payable to Strathclyde Loch Sailing Club. Sort Code 80-17-02 Account no 00109928

### Participants Details

Full Name			
Home Address			
Date of Birth		Age	

### Parent / Guardian / Person with legal responsibility

First Name		Surname		
Relationship to Youth		Phone No		Email

### Emergency Contact

First Name		Surname	
Relationship to Child		Contact No during Session	

### Medical Information

It is your responsibility to make known any disability / medical condition that may affect your child during the activity, and any medication that they may require.

Has your child ever suffered from any of the following conditions Asthma / bronchitis, heart condition, fits, fainting or blackouts, severe headaches, diabetes?	Yes	No
Is your child currently taking any medication	If <b>yes</b> please specify	
When did your child last have a tetanus injection	Year	
Is your child suffering/recovering from any injuries that may affect their sailing	If <b>yes</b> please provide details	
Does your child have any food allergies	If <b>yes</b> please provide details	

Does your child have any disabilities, learning difficulties or medical condition which may affect their learning	Yes	No	If <b>yes</b> please specify
---	-----	----	------------------------------

### Medical Consent

I give permission during the period of the event as above to administer any relevant treatment or medication to the above named participant when or if necessary.

In an emergency I authorise the organisers to take my child to hospital. I understand that I shall be notified as soon as possible, of the hospital visit and any treatment given by the hospital.

Consent for use of images

Images taken during the activities can be used for publicity by Strathclyde Loch Sailing Club

**I agree**

**I disagree**

Signed (Parent or Guardian)		Print Name	
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## Appendix D

## Day Membership / Taster Form Adult

Name

Address

Post Code | Contact Phone No

Email

Emergency Contact | Phone No

**Day Membership entitles the holder to full membership privileges of SLSC on the day for which it is issued. The day membership is not free and charges are applicable e.g. water fees, coaching fees etc.. The member must agree to abide by the articles of the club constitution.**

I am hereby acknowledging that all the above information above is correct, and above is medically fit to participate in the relevant RYA activity

My personal details may be used by the SLSC solely for Club Activities

Consent For Use of Images  I Agree  I Disagree

Images taken during the activity to be used for SLSC Club Activities

SLSC fulfils its obligations under the General Data Protection Registrations (25 May 2018)

**Signature of Applicant** .....

**Date** .....

**Signed for SLSC** .....



## Appendix E Day Membership / Taster Form Junior Sailing Parental Consent Form

Name	Age
------	-----

Name	Age
------	-----

Name	Age
------	-----

Parents Name
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Address
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Post Code	Contact Phone No
-----------	------------------

Email
-------

Day Membership entitles the holder to full membership privileges of SLSC on the day for which it is issued. The day membership is not free and charges are applicable e.g. water fees, coaching fees etc.. The member must agree to abide by the articles of the club constitution.

I am hereby acknowledging that all the above information above is correct, and above juniors are medically fit to participate in the relevant RYA activity

My personal details may be used by the SLSC solely for Club Activities

Consent For Use of Images

I Agree

I Disagree

Images taken during the activity to be used for SLSC Club Activities

SLSC fulfils its obligations under the General Data Protection Registrations (25 May 2018)

Signature of Parent / Guardian .....

Date .....

Signed for SLSC .....





Appendix G

Race control sheet

Strathclyde Loch Sailing Club

Race Control Sheet



OOD	Date	Race No	Wind Speed
ASS OOD	Series	Course	

No	Helm	Crew	Class	Sail No	Lap1 Time	Lap2 Time	Lap3 Time	Lap4 Time	Lap5 Time	Corrected Time	Place
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											



## Appendix H Water Conditions Form

Water condition forms are available at the park reception and must be filled in each year by all people using the club boats



### Consent form for water based activities

#### Important health and well-being information for participants in water based activities

Participation in water activities means that there is always a risk of getting wet and cold or picking up 'a bug'. It is important that we provide you with this information so that you know what to do should the need arise.

As you would expect the quality of the water in Strathclyde Loch is not as free from bugs as a swimming pool. There are natural and varying levels of bugs, bacteria and other organisms.

#### Our responsibilities:

1. We have in place a Water Quality Safety Protocol agreed by partners including NHS, SEPA and Scottish Water;
2. We assess the water quality on a regular basis according to Scottish Government, European and World Health Organisation standards and designate it 'good' or 'poor'.
3. We notify the current water quality through signs and flags around the loch and at reception;
4. We put in place arrangements for some activities to be suspended or conditions put on them when the water quality is 'poor'.

#### Your responsibilities:

1. Satisfy yourself of the current water quality before deciding to participate in any activity;
2. Comply with any suspensions or conditions as a result of assessed water quality;
3. Carry out your activity in a manner that avoids falling in water;
4. Ensure you wash your hands and equipment afterwards;
5. If you become unwell during the 2 weeks after taking part in water activities you should contact your GP and tell them that you have been on or in Strathclyde Loch so that appropriate investigations, if required, can take place.

**Special note for Teachers and youth group leaders:** Your own risk assessment for pond dipping or other water's edge activities should include measures to avoid falling in plus the ability to wash hands and equipment afterwards.

- Participants carry on activities on or in the loch at their own risk;
- North Lanarkshire Council does not accept any responsibility or liability for any illness or injury arising as a result of participation of participation in water sports on or in Strathclyde Loch.

Please sign the agreement below and return to reception.

-----CUT HERE-----

I have read and understood the information provided about health and well-being associated with using Strathclyde Loch.

Print name ..... Signature .....

Name; ..... Signature.....  
(Parent, guardian, teacher or coach if under 18)

Organisation / club / school..... Date.....

This consent is valid for period of the permit issued.

Expiry Date..

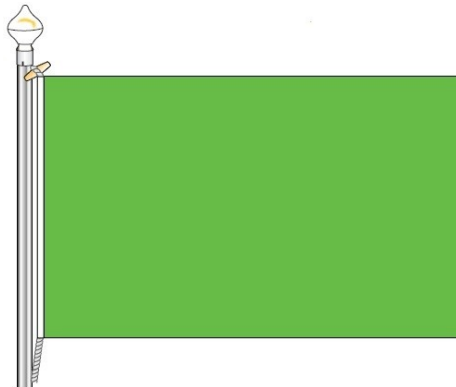


## Appendix I.1

## Water Conditions Good Flag

The current water quality in the loch is classed as:

# GOOD



- Take care – the water quality is variable across the loch.
- All loch users should wash their hands and their craft after completing their water-based activities.



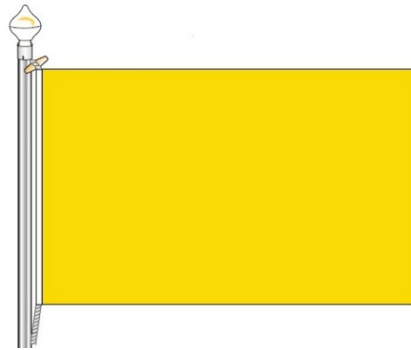


## Appendix I2

## Water conditions Flag Poor

The current water quality in the loch is classed as:

# POOR



- Immersion sports (swimming, windsurfing, etc) are currently suspended
- Capsize drill for all water sports currently banned
- If wind is above Force 4 / 13-18mph, qualified or experienced participants only unless under instruction
- It is recommended that all loch users wash their hands after completing your water-based activities.





**Appendix J INCIDENT / ACCIDENT REPORT FORM**

Name of Session	Person in Charge	Date

**Site of Incident / Accident and details of what activity was taking place**

**Name and Address of injured person**

**Nature of incident / injury and extent of injury and First aid Treatment**

<b>First Aiders Name</b>	
--------------------------	--

**Were any of the following present or contacted**

<b>Parents / Carers</b>	<b>yes</b>	<b>no</b>
<b>Police</b>	<b>yes</b>	<b>no</b>
<b>Ambulance</b>	<b>yes</b>	<b>no</b>

**What happened to injured person following accident**

Name of person in charge	Signature	Date



## Appendix K Collision Form

Name of Session	Person in Charge	Date

**Site of Collision and details of what activity was taking place (drawing)**

**Name and Address of persons involved and phone numbers**

**Details of Damage (take pictures if possible)**

Name of person in charge	Signature	Date



## **Appendix L1            Safety Boat KIT LIST / CHECK LIST**

- Fuel Container already in boat (Check if fuel required and remove Fuel Tank from boat before filling)
- Paddle already in boat
- Anchor already in boat
- Fire Extinguisher already in boat
- Bucket / Bailer already in boat
- Radio (if being used as Safety Boat)
- Control Key Marked Rib in main key cupboard

Grab bag containing:

- Survival Blanket
- First Aid Kit, disposable gloves, face masks and sanitiser
- Throw Line bag
- Tow Line// minimum 4 metre
- Sharp serrated knife
- Tool Kit
- Spare key and kill cord (do not use as main key)
- Emergency Action Plan
- Sailing Area Picture
- Grab Bag contents List

**Please collect and return items to the club house and remember to leave boat clean and tidy**



## Appendix L2

## COMMITTEE BOAT KIT LIST / CHECK LIST

- Control key marked Committee boat (in main key cupboard)
- Fuel Container already in boat (Check if fuel required and **remove Fuel Tank from boat before filling**)
- Paddle already in boat
- Anchor already in boat
- Fire Extinguisher already in boat
- Kit in boat cupboard in front of controls
  - Survival Blanket
  - First Aid Ki disposable gloves, face masks and sanitiser
  - Throw Line bag
  - Tow Line// minimum 4 metres
  - Sharp serrated knife
  - Tool kit
  - Bailer (boat has electric pump)
  
- Committee Boat Grab Bag
  - OOD folder
  - Race Sheets
  - Pencil / Pens
  - 2 Timers
  - Calculator
  - Spare key and kill cord (do not use as main key)
  - Emergency Action Plan
  - Grab Bag Contents List

**Remember to take Race Buoys for Start Line and Markers**

**Please collect and return items to the club house and remember to leave boat clean and tidy**



## **Appendix M1      Briefing Sheets**

### **Instructor Briefing Sheet**

- Loch Sailing Areas Available
- Other Loch users in Sailing Area
- Weather / Wind Conditions
- Type / Age of Trainees and any known problems
- Club Boats available
- Hand / Whistle Signals being used
- Ensure all Trainees have completed Course Form and Water Conditions Form Appendix H
- Remind Trainees on social distance requirements

### **Trainee Briefing Sheet**

- Compound hazards (ropes cement blocks, tractor etc)
- Swimming Ability / Confident in water
- Medical Conditions
- Sailing Areas and hazards
- Proper clothing for conditions
- Falling overboard / Capsize / Boom and head injuries
- Hand /Whistle Signals being used
- Ensure all buoyancy aids checked before going on slip or water
- Remind Trainees on social distance requirements
- Wash / Sanitize hands after coming off water







## Appendix O Introduction / Courses/ Cancellation/ Feedback

### Introduction to Sail Training at Strathclyde Loch Sailing Club

#### Background

You are about to undertake a series of lessons under the guidance of a qualified Royal Yachting Association (RYA) instructor. SLSC can provide training for Youths and Adults using our own boats.

There are several levels within the National Sailing Scheme. Each level can be completed in two full days or in flexible sessions with min of 8 hours water time. Progress will be recorded in your personal Scheme Syllabus & Logbook. There may be a charge for lessons and the Log Book.

#### Youth Beginners' Course guidance

Course	Assumed Knowledge	Course Content	Ability after the course
Stage 1	None	Launching and recovery, steering, parts of the boat, basic sailing	Able to steer and understand basic principles
Stage 2	Basic knowledge and steering ability to Stage 1 standard	Basic sailing skills, ropework, collision avoidance	Able to tack and control boat speed and understand basic principles
Stage 3	Up to and including Stage 2 standard	Rigging, launching and recovery, sailing techniques, capsize recovery, sailing theory	Able to launch and sail a dinghy around a triangle in moderate conditions
Stage 4	Up to and including Stage 3 standard	Launching and returning to a beach, jetty or mooring, and sailing a crewed dinghy around a triangle in moderate conditions	Able to launch and sails a dinghy around a triangle in moderate conditions



## Adult Beginner's Course Guidance

Course	Assumed Knowledge	Course Content	Ability after the course
Level 1 Introducing you to sailing with all you need to know to get afloat under supervision	None	How to sail in all directions, including an awareness of launching and recovery	Able to sail in light windows under supervision
Level 2 Setting out the foundations of sailing for you	Sailing skills to the standard of Level 1	Rigging, launching, sailing in all directions. Capsize recovery and essential safety knowledge	Able to sail and make decisions in good conditions
Level 3 Consolidating skills and trying new ones	Sailing skills to the standard of level 2	Rigging, launching and recovery, sailing techniques, capsizes recovery, sailing theory	More confident in sailing skills and techniques, and ready to progress onto advanced modules

### Other Courses

The Club can also provide other courses eg Powerboat level 1&2

### Training Plan

The Senior Instructor will discuss your requirements and develop lesson plans. The course includes sailing theory as well practical work on the water. The objective is to ensure you complete all parts of the Syllabus. The Senior Instructor will provide feedback as you complete each lesson. Progress will be recorded in your Log book

### Candidate Responsibility

Courses must be booked in advance through the Club Training email [training@strathclydelochsailing.com](mailto:training@strathclydelochsailing.com) or mobile 07899942822. You must inform the principal or senior instructor, mobile 07899942822 if you are unable to attend a booking.

We may have to cancel/reschedule sessions dependent on weather conditions. Principal or Senior Instructor will contact candidates by phone/text or email,

Students should aim to arrive at least 10 minutes before the expected start time. This gives time to complete any administration. Equally to ensure the candidates are in full



kit able to start the lesson. Failure to arrive in time is unfair to other participants. You may not be able to join the lesson that day.

Failure to attend without prior notice may be deducted from your quota of lessons.

### **Cancellation or withdrawing from a course**

Refunds for cancelling or withdrawing from a course will be at the discretion of the Principal

### **Completion of Training**

If, in the opinion of the Senior Instructor, you can successfully demonstrate the full range of capabilities you may be issued with the appropriate certificate e.g. RYA Level 1 or Level 2 Dinghy Certificate. You should keep this safe as the RYA is not able to provide a replacement certificate.

### **Course Evaluation Sheet**

Candidates we be invited to complete a course evaluation sheet. Your opinions are important to help monitor the Club's performance and help further development of future modules.

### **Course Evaluation Sheet**

<b>Course</b>	<b>Start date</b>	<b>End date</b>	<b>Instructor</b>

<b>Q1</b>	<b>Did you complete the Course? Yes/No</b>	
-----------	--	--

<b>Q2</b>	<b>Did it meet your expectations? Yes/No</b>	
-----------	--	--

<b>Q3</b>	<b>Overall was the duration correct? Yes/No</b>	
-----------	---	--

<b>Q4</b>	<b>Did you have any problems with practical issues? Yes/No</b>	
-----------	--	--

<b>Q5</b>	<b>Do you have any suggestions on how we might improve the course?</b>	
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# STRATHCLYDE LOCH SAILING CLUB

[www.strathclydelochsailing.com](http://www.strathclydelochsailing.com)



## Appendix P Club Constitution (removed see website)



Appendix Q Child Well-Being and Protection Policy

STRATHCLYDE LOCH SAILING CLUB CHILD WELL-BEING AND PROTECTION POLICY

Strathclyde Loch Sailing Club is fully committed to safeguarding the well-being of all children in its care. It recognises the responsibility to promote well-being and safe practice and to protect children from harm, abuse and exploitation. For the purposes of this policy and associated procedures a child is recognised as someone under the age of 18 years.

Committee Members and volunteers will work together to embrace difference and diversity and respect the rights of children and young people.

Our commitment to protecting children is based on the following principles:

- The well-being of children and young people is the primary concern.
All children and young people, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.
Child well-being and protection is everyone's responsibility.
Children and young people have the right to express views on all matters which affect them
Strathclyde Loch Sailing Club will work in partnership together with children and young people and parents/carers to promote the well-being, health and development of children and young people participating in the sport.

We will:

- Promote the health and well-being of children by providing opportunities for them to take part in sport safely.
Respect and promote the rights, wishes and feelings of children.
Promote and implement appropriate procedures to safeguard the well-being of children and protect them from abuse.
Recruit, train, support and supervise staff, members and volunteers to adopt best practice to safeguard and protect children and young people from abuse and to reduce risk.
Require staff, members and volunteers to adopt and abide by this Child Well-being and Protection Policy Statement and associated procedures.
Respond to any allegations of misconduct or abuse of children and young people in line with the Child Well-being and Protection Responding to Concerns Procedure as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
Regularly monitor and evaluate the implementation of this policy and these procedures.

We will regularly review this policy and associated procedures:

- In accordance with changes in legislation and guidance on the protection of children and young people. Or following any changes within Strathclyde Loch Sailing Club.
Following any issues or concerns raised about the well-being and protection of children and young people within Strathclyde Loch Sailing Club.
In all other circumstances, at least every three years.

Signed on behalf of Strathclyde Loch Sailing Club by:-

Signed WA Babby
Position PRINCIPAL
Date 21/3/24

Signed J. Smith
Position SECRETARY
Date 21/3/24



## **Appendix R Health and Safety Policy 25<sup>th</sup> March 2021**

### **HEALTH & SAFETY POLICY**

#### **POLICY STATEMENT**

Strathclyde Loch Sailing Club attaches great importance to the health and safety of its members and all members of the public using facilities provided by us. To this end the organisation aims to ensure that all activities carried out or undertaken by its members in relation to the work of the organisation, are managed in such a manner to avoid, reduce or control all foreseeable risks to the health and safety of any person(s) who may be affected by such activities to a tolerable level.

Strathclyde Loch Sailing Club will adopt and implement procedures that are compatible with and recognise the duties imposed by the provisions laid out in the Health & Safety at Work Act 1974. The organisation will pay particular attention to the provision of:

- A healthy working environment
- Safe and suitable resources and equipment
- Sufficient training for members to ensure their ability to comply with health & safety regulations and procedures
- First-Aid kits are located in the clubhouse, RIB and Committee Boat.
- Risk Assessments for all aspects of work carried out by the organisation,

#### **POLICY PROCEDURES**

##### **General Duties of all Members**

- To take reasonable care to avoid acts or omissions that may adversely affect the health and safety of yourself and others
- To co-operate fully with anyone responsible for carrying out health and safety checks
- To not intentionally or recklessly interfere with, or misuse, any resource or equipment provided for health, safety or welfare
- To observe health and safety procedures.
- Operating procedures are available in the Standard Operating Procedure which can be viewed in clubhouse and website [www.strathclydelochsailing.com](http://www.strathclydelochsailing.com)
- The club's Child Protection policy is available in the clubhouse and can be obtained from welfare officer at [safeguard@strathclydelochsailing.com](mailto:safeguard@strathclydelochsailing.com)
- Covid Procedures and guidance can be viewed in clubhouse and in website membership area in [www.strathclydelochsailing.com](http://www.strathclydelochsailing.com)



## Reporting of Accidents or Incidents

- The primary purpose of reporting accidents and incidents is to identify the underlying cause(s) of the accident or incident and any contributing factors, in order to prevent further similar occurrences. All members are required to report all accidents and incidents using the correct reporting form SOP Appendix E and are kept in Accident Register in clubhouse
- If an accident or incident is reportable to the Health and Safety Executive as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) or Control of Substances Hazardous to Health (COSHH) is of a sufficiently serious nature, then the Commodore, or in his/her absence Committee Member, will ensure that any investigation is carried out by a competent person

## Working Environment

Strathclyde Loch Sailing Club will strive to provide the optimum conditions within the working environment of employees, with regard to the following areas:

- Members working outside in hot conditions will be advised to use sun cream and wear hats and sunglasses to protect themselves from harmful effects of the sun
- Use Clubhouse facilities to rehydrate as required.
- Smoking – all buildings and premises used by Strathclyde Loch Sailing Club are non-smoking buildings.
- Disabled Access – wherever possible access to the site will be as suitable as possible for any member with a disability

## Resources and Equipment

Strathclyde Loch Sailing Club will strive to provide staff with safe and suitable resources and equipment, with particular regard to the following:

- Members are advised to familiarise themselves with the sensible precautions they should take in order to protect their own health & safety with regard to the use of resources and equipment.

## First-Aid

- The clubhouse and power boats are supplied with a First-Aid kits. It is the responsibility of the Bosun to ensure that the kits are regularly checked and replenished.
- Defibrillator is available at boat shed area in Sports Centre.

## Risk Assessments

- It is the responsibility of the Commodore to ensure that a risk assessment for the organisation is carried out and reviewed on an annual basis.



# STRATHCLYDE LOCH SAILING CLUB

[www.strathclydelochsailing.com](http://www.strathclydelochsailing.com)



- All activities and events run by Strathclyde Loch Sailing Club must be subject to a risk assessment.
- Any member who instructs alone and unsupervised with young people must follow the good practice guidelines with the organisations Child Protection Policy.



## **Appendix S Club Abandoned Boats Policy March 25**

### **STRATHCLYDE LOCH SAILING CLUB**

#### **STANDING POLICY ON ABANDONED BOATS AND OTHER EQUIPMENT**

**The SLSC Policy is based on the RYA guidance on Abandoned Boats and Equipment**

**(1) Where a member or former member, being the owner of any boat stored on club premises, has not paid the requisite storage fees for the season by 1<sup>st</sup> May in any year or when the storage fees are more than 2 months in arrears, then the club will consider this to be an Abandoned Boat which will be subject to the following SLSC standing policy.**

**SLSC reserves the right to:**

- (a) Move the boat and any trailer and other associated equipment to another part of the club premises without being liable for any loss or damage to the equipment, however caused;
- (b) Give one month's notice, in writing, of the Committee's intention to sell the boat, the trailer and any other equipment belonging to that member for a sum or sums deemed appropriate by the Committee, if the member does not remove the boat and equipment from the club premises.
- (c) Where the boat, the trailer or other equipment is considered unsaleable by the Committee, dispose of such boat, trailer or other equipment in such manner as the Committee may think fit and treat the cost of doing so as a debt due by the member or former member;

**(2) The Committee may deal with an abandoned boat or unauthorized equipment on club premises when the owner cannot be traced as follows:**

- (a) Move the equipment to any part of the club premises without being liable for any loss or damage to the equipment, however caused;
- (b) SLSC will make reasonable efforts (whether by the club website or such other means as the Committee may determine) to trace the owner. If the owner remains untraced after three months, SLSC will treat the equipment as abandoned and report it to the Police in accordance with the Civic Government (Scotland) Act 1982. If the Police subsequently offer the equipment back to SLSC, SLSC may (but need not) accept such equipment. In the event that such equipment is accepted from the Police, SLSC reserves the right, without giving further notice to any party, to use the equipment for club purposes and, after a period of one year, either to dispose of the equipment in such manner as the Committee sees fit or to retain it for club purposes (in which case it will become the property of SLSC);
- (c) SLSC shall be under no obligation to obtain the best price, or any price, for any equipment disposed of. Any proceeds of disposal will be the property of SLSC, which shall not be required to account for such proceeds to the owner of the equipment;
- (d) SLSC reserves the right to charge storage fees for the equipment until such time as the owner collects it.



# STRATHCLYDE LOCH SAILING CLUB

[www.strathclydelochsailing.com](http://www.strathclydelochsailing.com)



**(3) The Committee shall be entitled to treat any of the following as abandoned equipment:**

- (a) A boat, trailer or equipment located on club premises and not displaying any details of ownership or current proof of payment of storage fees;
- (b) A boat, trailer or equipment that remains on club premises for more than one month after any date advised by the Committee by which boats, trailer or equipment must be removed to allow for maintenance works on club premises or for any other purpose. SLSC reserves the right to charge storage fees for the equipment until such time as the owner collects it.





## Appendix U Sign off and release for operational use

Name	Responsibility	Date
Steven McNair	Principal SLSC	Feb 2026
Stuart McCubbin	Chief Instructor	25/09/19
Darren McGregor	Chief instructor Power Boats	March 25

Version Number	Reason	Authorised	Date
SOP 1.1	Initial release	Wilson Couper	15 <sup>th</sup> March 2019
SOP 2.6.6	update	Wilson Couper	9 <sup>th</sup> June 2019
SOP 2.6.8	Insert Training Record pages	Wilson Couper	2 <sup>nd</sup> July 2019
SOP 2.6.9	Update correct for double side printing	Wilson Couper	3 July 2019
SOP 2.6.10	safety boat update and instructor sign off section	Wilson Couper	16 July 2019
SOP 2.7	Major incident and final mods before RYA inspection	Wilson Couper	17 July 2019
SOP 2.8	After inspection and extra appendix sheets	Wilson Couper	12th Aug 2019
SOP 3.0	Change headed paper add certificates record sheet	Wilson Couper	25 <sup>th</sup> Sept 2019
SOP 3.1	Incorporate Covid-19 Policy	Wilson Couper	1 <sup>st</sup> October 2020
SOP 3.2	Appendix M altered Covid updated	Wilson Couper	1 <sup>st</sup> April 2021
SOP 3.3	General update all minor	Wilson Couper	13 <sup>th</sup> June 2022
SOP 3,3a	App A & K update after insp.	Wilson Couper	23 <sup>rd</sup> June 2022
SOP 3.4	Booking forms updated	Wilson	14 <sup>th</sup> Jan 2024

