

Introduction to Milton Keynes Sailing Club

Welcome to MKSC

Established in 1978, MKSC is a vibrant community dedicated to the sport of sailing. Originally formed for the residents of Milton Keynes, we now welcome sailors of all abilities from across the region to enjoy our fantastic facilities and friendly atmosphere.

Our Home at Caldecotte Lake

Since 1993, we have been based at Caldecotte Lake (South), a stunning 70-acre balancing lake near Bletchley. The lake is perfectly orientated to catch the prevailing winds and is reserved exclusively for bona fide water sports clubs, ensuring a safe and focused environment for our members.

What We Do

Whether you are a seasoned racer or a complete beginner, there is a place for you on the water:

- **Year-Round Sailing:** We meet every Sunday throughout the year, with additional Wednesday evening and Saturday sessions during the summer.
- **Racing:** Join our mixed handicap fleet every Sunday for competitive series and trophy races.
- **Learning & Fun:** We host "fun races" for beginners to build confidence, alongside regular training, guest lectures, and social events.

Our Facilities

Our purpose-built Clubhouse features full changing rooms, showers, storage, and a comfortable social area. Since 2002, the Club has proudly managed its own lease, operating as a Company Limited by Guarantee to ensure a stable future for sailing in Milton Keynes.

Training:

The Club is an RYA Recognised Training Centre, supported by a dedicated team of qualified instructors within our membership. We offer tailored training for members of all abilities—from novices to experienced sailors seeking to refine their technique. Junior participation is highly encouraged and remains a core focus of our training groups.

Club boats:

In addition to having its own Rescue and Committee boats, at present the Club has five Pico dinghies, two Toppers, two Omega dinghies, two Wayfarers, a Laser single-handed dinghy and four Fusions.

- When not in use for training, the boats may be used by members provided they can sail to a minimum of a Level 2 standard.
- The Omegas are not for general use by members.

Classes:

- **Size Limit:** Any dinghy class under **17 feet long** is generally accepted.
- **Prohibited Craft:** Multi-hulls and keelboats are strictly prohibited.
- **Exceptions:** Specially designed craft for **disabled members** are permitted even if they fall into prohibited categories.
- **Power Restrictions:** No powered craft are allowed on the lake, with the sole exception of **Rescue craft**.

Club Governance & Structure

The Club's **Annual General Meeting (AGM)** is held every **May** to elect Officers and the Management Committee. Specialized sub-committees (e.g., Sailing, Social) are formed as needed to manage specific activities.

Governing Documents:

- **The Constitution:** Defines the Club's purpose, structure, and administrative procedures. It covers membership registration, management powers, finances, and dissolution protocols.
- **Club Rules:** Outline membership classes, voting rights, member conduct, boat berthing, and liability limitations.

Our Club Community

The success of our Club depends on all of us. As a member-run organization, everything we do is powered by volunteers. When you join, you agree to help keep things running smoothly by taking on a few simple duties throughout the year. These roles are straightforward, infrequent, and essential to our operations.

Key volunteer roles include:

- **Race Officer**
- **Sailing Support Officer**
- **Powerboat Driver**

Race Officer

The Race Officer (or Officer of the Day) ensures that the day's racing activities are organised.

- The Race Officer will, whenever possible, be a regular or experienced racing person.
- The Race Officer should arrive at the lake in good time for the first race (usually 10.30 start), and earlier if an Open Meeting is programmed. If possible, check the weather forecast before leaving home. Hoist the Club flag on the main flagpole. Decide whether to have a shore or Committee boat start and collect necessary equipment from the cupboards. There is a wind speed and direction indicator in the Clubhouse. If necessary, ask advice from an experienced racing sailor.

Sailing Support Officer

The Sailing Support Officer is there to support the Race Officer AND the Powerboat Driver during racing and club activity times.

- They help the Race Officer during races – but switch to helping the Powerboat Driver during capsizes and other emergencies during the day. They do not need any racing experience to help with the Race Officer, nor any experience in Powerboat driving as they will always be told what is needed.
- They do need to wear clothing that might get wet when helping in the Powerboat and wear a buoyancy jacket.

Powerboat driver

The Powerboat driver provides a cover during the racing and between the races for the purpose of maintaining safety at the Club.

- They assist the Race Officer with the laying of courses (moving marks, if necessary) and maintains radio contact with the shore or committee boat.
- They should also notify a committee member of any damage or problems with the engines or boats, and the state of the fuel tanks at the end of the day.
- To maximize fuel efficiency, the powerboat should remain moored at the pontoon while on standby. However, if **windy conditions** persist, the boat must remain **on the water and clear of the pontoon** to ensure a rapid response.

Workdays

From time-to-time certain routine tasks will become necessary - grass cutting, compound tidying, small repairs, refurbishing buoys, etc. Occasionally a work party will be organised (normally at the start of a race day or on a Saturday) to tackle the areas or items needing attention. Workers usually get a free lunch!

Training

The Club usually runs two Level 2 Courses during the year, leading to the RYA L1/L2 Dinghy Certificate and the club also runs RYA Powerboat Level 2 courses from time to time.

Code of Conduct

General Behaviour

- Treat all members with respect, dignity, and kindness.
- Bullying, harassment, discrimination, or abusive behaviour will not be tolerated.

Child and Adult Protection

- All adults share responsibility for safeguarding children and vulnerable adults.
- Avoid being alone with a child or young person where not visible to others.
- Physical contact must always be appropriate, necessary, and agreed.
- Report any concerns to the Club Welfare Officer promptly and confidentially.

Changing Rooms and Toilets

- If young people (or vulnerable adults) are using the changing rooms, please use the cubicle toilets to change, or the accessibility toilet. If it is unavoidable to change at the same time, we recommend that you get a second adult to accompany you.
- The accessible toilet may be used by any member needing greater privacy, if necessary, but priority will be given to those needing the accessible toilet.
- Cameras, phones, and recording devices are strictly prohibited in all changing and toilet areas.

Supervision and Responsibility

Parents/guardians are responsible for supervising their children or vulnerable adults when on club premises.

Breaches of Conduct

Breaching this Code may result in warnings, suspension, or expulsion from the club.

The committee reserves the right to act in the best interest of member's safety and wellbeing.

Welfare Officers

- Keith King (king_keith@hotmail.co.uk)
- Clare Butler Ellis (clare.butlerellis@gmail.com)

Club rules

Membership:

There shall be the following categories of membership with power to vote at general meetings of the Club as follows:

Family Member:

Shall include one or two parents and all children under eighteen years of age. The family unit shall have one vote per adult member.

Individual Member:

Shall be a person over the age of eighteen years and shall have one vote.

Senior Citizen:

Shall be a member over the age of 60 and shall have one vote.

Social Member:

Shall include one or two parents and shall have one vote.

Junior Member:

Shall be a person under the age of 18 years and undertaking full-time education. Junior members do not have a vote.

Student Member:

Shall be a person over the age of 18 years and undertaking full time education. Student members do not have a vote.

Temporary Winter Membership/One-Day Temporary Membership:

These categories have no voting rights.

Associate Member:

This category is open only to ex-sailing members by invitation of the management committee and is entitled to one vote.

Honorary Member:

This category is by appointment of the management committee and has one vote. The number of such members is not to exceed 6 at any one time.

Life Members:

Are appointed by the management committee and have one vote.

Group or Affiliated Membership:

This category is open to members of a recognised organisation. One adult member of a group is entitled to a vote.

The present rights and privileges of each category of membership shall be as follows:

Family Member

His/her partner and all children under the age of 18 shall have full use of all the club facilities subject only to rule 10.1.

Individual Members and Senior Citizen Members

Shall have full use of all club facilities.

Junior Members

Shall have the full use of all club facilities subject only to rule 10.1.

Student Members

Shall have full use of all club facilities.

Life Members and Honorary Members

Shall have full use of all club facilities.

Associate and Non-Sailing (Social) Members

Shall have full use of the clubhouse facilities.

Temporary Members (which expression may include members of another RYA recognised club or organisation)

Shall have full use of the club facilities but:

Shall have no right to enter club races or regattas unless specifically authorised by the Management Committee.

Shall have no right to introduce visitors to the club or the facilities thereof.

Shall have no right to take any part in the management of the club.

Comply with the club Rules, current Byelaws and Regulations as if they were a member of the club.

Shall be liable to be expelled from the club premises or to be prohibited from using the club facilities if, in the opinion of the Honorary Secretary or Management Committee, they shall not have reasonably complied with the above conditions.

The Management Committee shall have power to change, add, or delete any category of membership as it may in its absolute discretion from time to time think fit.

Annual subscriptions for each category of membership shall be as the Management Committee may from time to time decide.

Guests:

Full members shall enter the names of all guests in the Visitors' Book. Not more than four guests may be introduced in any one day and the same guest may not be introduced more than six times in any calendar year. The member introducing guests shall be responsible for settling their liabilities. The guest will have the same access to facilities as the introducing member.

Lake Regulations:

Members must abide by the Lake Regulations governing the use of Caldecotte South Lake, a copy of which is displayed in the clubhouse.

Safety:

Members and their guests or visitors are responsible for their own safety when sailing or otherwise using the premises or facilities. Personal buoyancy is always obligatory under the Lake Regulations when sailing or on the pontoons, but members, their guests, or visitors, must also satisfy themselves that their equipment, skill, and experience are adequate to meet the prevailing conditions. There is no general provision of powered rescue boat cover. This is primarily for racing, specific training, or special events.

Members are strongly recommended not to use the lake unless a powered safety boat is manned, or at least two craft, having agreed to support each other, are in use on the water at the time. If a member decides to use the water on their own, they do so entirely at their own risk.

Insurance:

All members' craft using the lake shall display a current membership number and shall have public liability insurance cover for third party claims for a minimum of £2,000,000 per claim. Owners must affirm to this effect before using the lake.

Limitation of Liability:

Members of the club and their guests or visitors use the premises, moorings, and pontoons, as well as boats and other facilities of the Club, entirely at their own risk and by implication agree to and accept the following limitation of liability: -

- The Club will not accept liability for any damage or loss of property belonging to members, their guests, or visitors to the Club.
- The Club will not accept any liability for personal injury sustained by members, their guests, or visitors, arising out of the use of Club boats, the premises, or any part of MKSC. or while participating in any race or activity organised by the Club, whether such damage or injury could have been attributed to or was occasioned by the neglect, default, or negligence of any of the Club Officers, Management Committee, or servants of the Club.
- Before inviting any guests or visitors on to the premises or to participate in events organised by the Club. Members will draw their attention to this rule and the general regulations.
- Vehicles parked on any part of the Club premises are parked entirely at owners' own risk.

Junior and Disabled members:

All disabled members, and parents and guardians, are warned that the Club cannot exercise supervision and control for the disabled or for children, except under circumstances organised specifically for these groups.

Children in the Clubhouse and on Club grounds must, for their own safety, be under the supervision of an adult.

Control of Animals:

Animals should not be brought into the Clubhouse. Dogs must be kept under proper control outside and not allowed to foul areas frequented by lake users.

Purchase and Supply of Excisable Goods:

Control and Oversight

The Management Committee—or a specific sub-committee appointed by them—holds exclusive and sole control over the purchase of excisable goods for the club and their subsequent supply on club premises.

Age Restrictions and Eligibility

Alcohol Sales: Intoxicating liquor may only be sold for consumption on the premises to individuals over the age of 18 who are authorized to use the club under current Rules, Bylaws, and Regulations.

Junior Members: Members under the age of 18 are strictly prohibited from purchasing or attempting to purchase intoxicating liquor, tobacco, or cigarettes on club premises.

Operations and Visitor Access

Subject to Licensing Authority requirements, the Management Committee will set the operating hours for the club bar. These hours must be prominently displayed on the premises.

Visitors: Non-members may be served excisable goods provided their name, address, and the name of their introducer are recorded in the Visitor's Book immediately upon entry.

Financial Integrity and Profits

- **No Commissions:** No individual is permitted to receive a commission, percentage, or any similar payment related to the club's purchase of excisable goods.
- **Use of Profits:** All profits from the sale of these goods (after deducting operating costs) must be used solely for the benefit of the club. This includes providing additional amenities or purchasing property to be held in trust for the club.

Accounting and Statutory Compliance

The club will maintain accurate records of all purchases and receipts. These must be:

- Presented at the **Annual General Meeting (AGM)** each year.
- Provided to the Honorary Secretary, Honorary Treasurer, or auditors upon request to ensure all statutory returns, tax statements, and excise payments are completed accurately.

Compound and Berthing:

General Responsibilities:

- **Member Risk:** All craft are berthed at the owner's sole risk.
- **Registration:** Members must register any suitable boat with the Club before bringing it onto the premises.
- **Notification of Change:** Any change in ownership or boat details must be reported to the Honorary Secretary or Membership Administrator immediately.

Safety and Maintenance:

- **Secure Berthing:** Boats must be kept in their allocated row and position, secured tightly to the steel cable.
- **Inspections:** The Management Committee reserves the right to inspect and buoyancy-test any boat.
- **Seaworthiness:** Compound space may be denied if a boat is deemed unseaworthy.
- **Post-Sailing:** After use, members must remove all gear from water and rigging areas and return the boat to its secured berth.

Non-Compliance and Liability

If a boat is not properly secured, the Management Committee may move or secure it. The Committee accepts no responsibility for any loss or damage incurred during this process.

Fees and Arrears Policy

Berthing fees are charged annually at rates determined by the Management Committee.

Arrears Over Three Months

If berthing or facility fees remain unpaid for **three months or more**, the Management Committee reserves the right to:

Relocation: Move the boat to any part of the premises without liability for damage or loss.

Sale of Vessel: Sell the boat after providing **one month's written notice** to the member's last known address/email.

- Proceeds will first cover all debts (subscriptions, fees, etc.).
- Any remaining balance will be returned to the member.

Disposal: If a boat is unsaleable, the Club may dispose of it and recover disposal expenses from the member. Any outstanding balance remains a debt to the Club.

Arrears Over Six Months

Lien and Possession: The Club maintains a lien over all boats on the premises for monies owed.

Seizure: If payments are **six months** in arrears, the Club may take full possession of the boat.

Constitution

1. Name:

- 1.1. The name of the Club shall be "The Milton Keynes Sailing Club Limited", a company limited by guarantee.
- 1.2. In accordance with the provisions of Table C of the Companies Act 1985, the Club hereby adopts and incorporates into this Constitution the statutory standard form of Articles of Association for a company limited by guarantee, subject to any amendment resulting from the following clauses.
- 1.3. The Burgee of club shall be a MKSC logo (white) on a blue circular background

2. Objects:

- 2.1. The object and main purpose of the club is to provide facilities for, promote and encourage participation in, the sport of sailing, including the provision of facilities for competition and the training and instruction of its members.
- 2.2. To provide a means whereby people, regardless of age, sex, colour, physical or mental disability/ability, religious or political beliefs, may enjoy and support sailing and to provide that membership is open to the whole community without discrimination.
- 2.3. To provide a common meeting ground for persons who are interested in sailing and to secure the right to sail on a suitable area of water and provide or secure suitable premises for the use of members of the Club.

3. Membership:

- 3.1. Membership is available to any person, whether a boat owner or not, who wishes to support the objects of the Club.
- 3.2. Classes of membership available are as from time to time decided by the Management Committee and as stated in the Rules of the Club.
- 3.3. The Management Committee may appoint such Honorary Members as it may from time to time think fit. The number of such members is not to exceed six at any one time.
- 3.4. The Management Committee may also, from time to time, appoint Life Members.
- 3.5. Every candidate for membership subject to election shall be proposed and seconded by an existing member of the Club who is entitled to vote, one of whom shall be a member of the Management Committee of the Club.
- 3.6. In the absence of any challenge or dissent from any existing member who is entitled to vote, which must be notified in writing to the Honorary Secretary and subject to the approval of the Management Committee, by simple majority the candidate will be deemed to have been duly elected.
- 3.7. The candidate's name and address and any other particulars that the Management Committee may reasonably require must be provided to the Membership Administrator.
- 3.8. The Management Committee may decline any proposal for membership should it feel the need to do so.

4. The Executive Committee:

- 4.1. There shall be a minimum of two Directors of the Company

5. The Management Committee:

- 5.1 The management committee should consist of:
Commodore, Vice Commodore, Rear Commodore, Hon. Secretary, Hon. Treasurer
- 5.2 Several other voting members of the Club as determined by the management committee and stated in the Notice of AGM.

6. Election of Officers and Committee members:

- 6.1 Officers and Management Committee members shall be elected to the Committee at the Annual General Meeting in each year and in accordance with the Rules of the Club.
- 6.2 Candidates for election shall be voting members of the Club whose nominations are proposed and seconded by voting members of the Club and received by the Honorary Secretary no later than seven days before the date of the Annual General Meeting.
- 6.3 An election for Officers and Management Committee members shall be held when there is more than one nominated candidate for any post. Otherwise, where there is only one nominee for a post, the nominee will be appointed without an election.
- 6.4 Should a post not be filled at the Annual General Meeting or, if a vacancy occurs by death, expulsion, or resignation, whether among the Officers or Management Committee members of the Club, the Management Committee may co-opt a voting member to fill the vacancy until the next Annual General Meeting.
- 6.5 The Management Committee elected at the Annual General Meeting shall hold office until the conclusion of the next Annual General Meeting.
- 6.6 Following retirement, a Commodore may serve as an ex-officio member of the Management Committee in the year immediately following his retirement if invited so to do by the Management Committee.

7. Role of the Management Committee:

- 7.1 The Management Committee shall manage the detailed day-to-day affairs of the Club in accordance with the Constitution and Rules of the Club and shall have power to expend funds of the Club as they think fit.
- 7.2 The Management Committee shall make or repeal rules for the management of the detailed day-to-day affairs of the Club, as they feel necessary from time to time.
- 7.3 The Management Committee may appoint such sub-Committees as may be found to be necessary. At least one member of the Management Committee shall be a member of every sub-Committee appointed by the Management Committee.
- 7.4 Any person or sub-committee authorised by the Management Committee to act as Agent for the Club or its members, shall enter contracts or other obligations only so far as expressly authorised in writing by the Management Committee.
- 7.5 In pursuance of the authority vested in the Management Committee by the members of the Club, members of the Management Committee or any sub-committee appointed by the Management Committee are hereby indemnified by the members of the Club against any liabilities that they may have individually or collectively properly incurred on behalf of the Club irrespective of howsoever such liability may arise.

8. Subscriptions:

- 8.1 Membership charges for each class of membership, together with any charges in relation to the use of the Boat Storage Compound, shall be payable on acceptance to membership.

- 8.2. Thereafter all annual membership charges and charges in relation to the use of the Boat Storage Compound shall be payable on the first day of April in each year.
- 8.3. Membership charges for each class of membership and charges in relation to the use of the Boat Storage Compound shall be such as the Management Committee may from time to time prescribe.
- 8.4. The criteria for the determination of all membership charges and charges in relation to the Boat Storage Compound are as set out in the Rules of the Club.

9. Non-payment of subscriptions:

- 9.1. Any person who has not paid their subscription, for any class, within one calendar month of the due date, shall forfeit their membership of the Club.
- 9.2. Any person allowing their membership of the Club to lapse shall be required to re-join at the full rate.

10. Finance:

- 10.1. It shall be the responsibility of the Honorary Treasurer to keep a complete and accurate account of the Club's finances and cause all returns that may be required by law in relation to such accounts to be rendered at the due time.
- 10.2. At the Annual General Meeting in each year there shall be appointed a person to examine and independently review the Accounts of the Company.
- 10.3. In the event of the person appointed being unwilling or unable to act, the Management Committee shall appoint a substitute.

11. General meetings:

- 11.1. The Management Committee may convene General Meetings at which all members may attend with guests at the discretion of the Management Committee.

12. Annual general meetings:

- 12.1. Once a year during the month of May, the Management Committee shall convene an Annual General Meeting. The business to be considered shall include:
- 12.2. The Annual Reports of the Club
- 12.3. The financial Statement of the Club
- 12.4. The election of Officers and Management Committee members
- 12.5. The appointment of an Examiner for the Accounts
- 12.6. Making recommendations to the Management Committee
- 12.7. Proposals to amend the Constitution; and
- 12.8. Any other business properly raised by members.
- 12.9. Management Committee shall give at least fourteen days clear notice to the members of the Club of the time, date, and place of the Annual General Meeting and the Agenda thereof.

13. Extraordinary general meetings:

- 13.1. The Management Committee may, on giving at least fourteen days' notice to convene an Extraordinary General Meeting of the Club for any specific business, the nature of which shall be stated in the Notice convening the Meeting, and the discussion at the Meeting shall be confined to that subject only.
- 13.2. The Management Committee shall similarly call an Extraordinary General Meeting at the request of twenty voting members.

14. Rules of procedure at all meetings:

- 14.1. The Commodore, or the Commodore's nominee, will Chair all meetings other than sub-committee meetings and meetings of the Executive Committee.
- 14.2. In the absence of the Commodore or the Commodore's nominee, a Chairperson shall be elected from the members present at any meeting and entitled to vote thereat.
- 14.3. Voting shall be in accordance with the Rules of the Club.
- 14.4. All questions arising at any Meeting shall be decided by a simple majority of those present and entitled to vote thereat (except for amending the Constitution).
- 14.5. No member may exercise more than one vote, notwithstanding that they may have been appointed to represent two or more interests.
- 14.6. In the case of any equality of votes, the Meeting Chairperson shall have a second deciding vote.
- 14.7. A minimum number of two Directors shall form a quorum at meetings of the Executive Committee.
- 14.8. A minimum number of five members shall form a quorum at meetings of the Management Committee.
- 14.9. A minimum number of fifteen voting members shall form a quorum at all General Meetings.
- 14.10. The Management Committee and all sub-Committees shall keep Minutes of all meetings.

15. Amending the constitution:

- 15.1. It shall be necessary to have a two-thirds majority of the members present at any General Meeting or Extraordinary General Meeting who are entitled to vote to amend the Constitution.

16. Dissolution of the club:

- 16.1. If, at an Extraordinary General Meeting called for that purpose the Club shall pass, by a majority comprising not less than two thirds of the members present who are entitled to vote, a resolution to dissolve the Club, the Management Committee or, failing them, the Directors shall take steps forthwith to convert into money all the property of the Club and out of the proceeds they shall discharge all the debts and liabilities of the Club and the expenses of the conversion of the property.
- 16.2. After the said conversion of the property by the Management Committee, or the Directors as the case may be, an Extraordinary General Meeting of the Club shall be convened by them to pass the final Accounts of the Club and to determine, subject to paragraph 16.3 below, to whom any surplus money or property shall be given or transferred, and to dissolve the Club.
- 16.3. If the final account as passed by the Meeting shows that there remains, after the satisfaction of the debts and liabilities of the Club and the said expenses, any money or property, the net assets shall be given or transferred to either the purposes of another Community Amateur Sports Club within the scheme and/or the purposes of the Sport's governing body for use in community related sport and/or the purpose of a Charity, as shall be determined by a resolution passed by a simple majority of those members present and entitled to vote.
- 16.4. The Chairperson of the Meeting shall then declare the Club to be dissolved.

Safety Procedures

General Safety

- Stay safe and keep others safe.
- Identify and report any risks immediately to ensure they are resolved.
- ALWAYS wear a correctly fitted and fastened buoyancy aid or lifejacket while on the water or on the pontoons.
- During the winter season (November to the end of March) the Lake Regulations require that you wear either a Wet or Dry suit; however, they may also be required during the summer.

Standing Instructions

- **Communication:** The Race Officer must carry a charged mobile phone for emergencies.
- **Emergencies:** Prioritize getting injured or cold individuals ashore before recovering any craft.
- **Propeller Safety:** Stop the engine whenever a powerboat is near anyone in the water.
- **Lee Shore Rescues:** Anchor in safe depths and use throw/float lines to assist craft in shallow water.
- **Post-Session:** The Officer of the Day will confirm all boats and trolleys are cleared from the water.
- **Safety Limits:** Sailors assume personal risk once formal power boat cover concludes.
- **Informal Sailing:** A minimum of two boats is strongly advised for safety.
- **First Aid Access:** Locker 20 must remain open during all formal activities to provide access to the First Aid kit.
- **Heavy equipment:** Do not move heavy equipment without proper training.

Powerboat Engine Kill Cord

- At all times when operating a Powerboat, the kill cord must be secured around the thigh of the Driver.
- A spare kill cord must be part of the standing equipment of any Powerboat operating at the MKSC.
- On the MKSC large yellow RIB the spare kill cord is stored inside the steering console forward hatch. (Safety Knife and First Aid Kits are also stored in this location.)
- On the white RIB, the spare kill cord, safety-knife and first aid kit are stored in the forward locker, as is the fire extinguisher.
- On the MKSC small RIB the spare kill cord is inside the waterproof container secured to the transom. (Safety Knife and First Aid Kits are also stored in this location.)

Powerboat Safety & Qualifications

- **Requirement:** All club activities require one **active powerboat** on the water and one **stand-by powerboat** fuelled and ready for launch.
- **Certification:** Drivers must hold at least an **RYA L2 PB certificate**.
- **Age Limits:** Minimum age for unaccompanied driving is **16**. Drivers under 16 must be accompanied by a qualified adult.

Driver Authority & Responsibility

The powerboat driver has **ultimate authority over water safety**, including:

- **Weather Assessment:** Deciding if conditions are too dangerous to sail.
- **Risk Advisories:** Notifying sailors when they are proceeding at their own risk.
- **Safety Interventions:** Mandating that tired or hypothermic sailors return to shore.

Driver Responsibilities

- **Readiness:** Ensure you are fit for duty and dressed for water entry.
- **Pre-Check:** Verify fuel levels and essential kit (spare kill cord, first aid, safety knife).
- **Operational Check:** Test steering and throttle immediately after launching.
- **Reporting:** Report damage to Pat Glavin (Senior Instructor) or the committee. Record issues on the maintenance sheet in the boatshed.
- **Safety Tagging:** Any boat out of service must be clearly labelled "**DO NOT USE.**"

Communication Procedures

Signals

If VHF radios fail, use these emergency signals between the Race Officer, Powerboat Driver, and other boats:

- General Recall to Shore
 - Sound: Repeated long whistle blasts.
 - Visual: Point both arms repeatedly toward the Clubhouse.
- Requesting Assistance
 - Visual: Wave both arms above the head with clenched fists.
 - Sound: Sound a whistle continuously (if available).

Note: These signals apply to communication between all vessels.

Radio protocol

Setup & Equipment:

- **Radios:** ICOM M25 (PMR 446); no license required. Channel: Always use P4.
- **Radio Check:** Required for everyone before going on the water. Call-signs: Use your first name. If names duplicate, add the first letter of your surname (e.g., *James-A, James-B*).
- Communication Basics
 - Keep exchanges short and professional.
 - "**Over**" Ending your turn to speak.
 - "**Out**" Terminating the conversation.

Blue Green Algae

The Parks Trust issues high levels of Blue Green algae warnings. If the level of algae is elevated a judgement will be made by the committee if sailing can proceed, or in limited form, or not proceed at all.

Equipment Failure

If any club sailing equipment requires replacement or maintenance the item should be clearly marked with an Out of Service label and details recorded in the Bosun's log - in the workshop.

Incident Reporting Policy

- An Accident book is kept in the Main Hall. All accidents requiring First Aid, and any significant "near misses" must be recorded in this book.
- The book has removable sheets so that personal information does not remain accessible to anyone. Each incident will be reviewed by the MKSC management committee, so a copy of each form must be made available to the Committee.
- It is suggested that a photo of the form is taken and emailed to accident@mksc.org.uk
- If the incident occurred during training (adult or youth) a copy of the form must also be sent to Keith King (adult.training@mksc.org.uk)
- The original form can be kept by the person involved or passed to the committee.

Emergency Action Plan

As soon as any major incident is reported or discovered the Race Officer will take charge of the situation at the Sailing Club. If there is no Race Officer, then the Powerboat Driver will take control of the situation.

First try to identify the nature & severity of the incident:

Minor Incident

- If the incident is on the water, the priority is to get the participants safely to the shore. Then the appropriate first aid should be given, and if under eighteen the person's parents or guardian should be informed.
- In the event of minor head injury, the person should be monitored for the next forty-eight hours and medical attention sought.
- Persons suffering minor head injuries should be advised not to go home unaccompanied. Someone from the club will go with them.
- Complete incident/accident report form (located in the main room).

Serious or Major Incident

- If the incident is on the water, the casualty(s) should be recovered by the Powerboat and returned to the shore when safe to do so.
- Appropriate first aid will be administered.
- In a potentially life-threatening situation, the Race Officer will call the emergency services on 999.
- The name of the Race Officer will be given as the contact point.

Other contact details are:

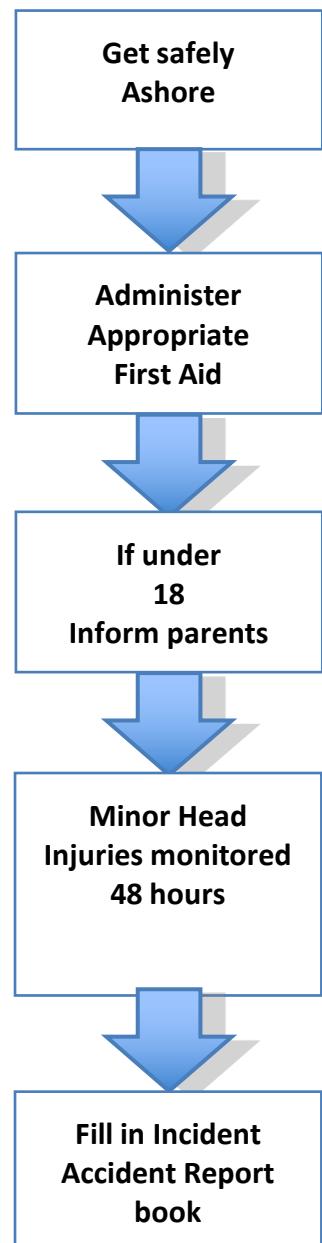
Milton Keynes Sailing Club
Monellan Grove,
Caldecotte
Milton Keynes,
Buckinghamshire MK7 8NE

Email: commodore@mksc.org.uk
Phone: +44 (0)7803 623266

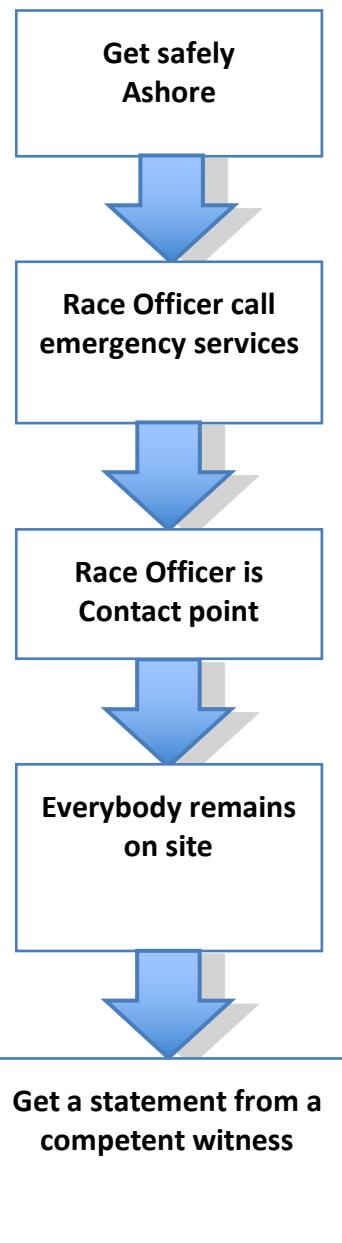
- The Race Officer should ensure that a member of the club is sent to the club entrance gates to direct the emergency services where to go.
- Everybody should remain on site until it is confirmed they are not required as witnesses.
- At the earliest safe opportunity, the accident form should be completed and statements taken from competent witnesses.
- The club commodore and club principal should be informed.

Flowchart:

**For dealing with
a Minor incident**



**For dealing with
a Major incident**



Safeguarding Policy

Safeguarding Policy Statement

This policy refers to a child as anyone under the age of 18 as defined by [the Children Act 1989](#) and an Adult at Risk as anyone aged 18 or over, who is in need of care or support, and who, because of those needs, is unable to always safeguard themselves as defined by [the Care Act 2014](#).

Milton Keynes Sailing Club is committed to safeguarding all children, young people and adults at risk, from abuse and harm, and ensuring their wellbeing. Milton Keynes Sailing Club recognises that the safety, welfare and needs of children, young people and adults at risk are paramount and that any person, irrespective of their age, disability, race, religion or belief, marital status, sex, gender identity, sexual orientation or social status, has a right to protection from discrimination, victimisation, and abuse.

Milton Keynes Sailing Club recognises that **EVERYONE** has the right to be safeguarded and that all club members and everyone associated with the club have a responsibility to ensure this happens. Milton Keynes Sailing Club takes all reasonable steps to ensure that, through safe recruitment, appropriate operating procedures, and training, it offers a safe and fun environment to everyone taking part in the club's events and activities. Milton Keynes Sailing Club recognises that it has a legal duty of care¹ to safeguard children, young people and adults at risk.

Milton Keynes Sailing Club will:

- Ensure that all individuals who work or volunteer with children, young people and adults at risk, provide a positive, safe and enjoyable experience.
- Ensure that there is an RYA registered, Club Welfare Officer with the necessary skills and training who will take the lead in dealing with all safeguarding concerns with support from the RYA Safeguarding Team
- Ensure that the Club Welfare Officer's name and contact details are known to all employees, volunteers, members and participants
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected abuse, referring to the RYA and external agencies as necessary
- Ensure that all information regarding safeguarding referrals is stored securely and confidentially
- Ensure that all those who work or volunteer with at risk groups have been recruited using safe recruitment practices; this includes the appropriate criminal records disclosure checks
- Report any concerns raised involving RYA staff, volunteers and credential holders to the RYA Safeguarding Team
- Regularly review its safeguarding procedures and practices in the light of experience, to take account of legislative, social or technological changes, or as required.
- Cooperate where necessary with multi-agency investigations and enquiries relating to serious case reviews involving children, young people and adults at risk, if there is an association with the sport and or recreation
- This policy will be reviewed regularly by the club's welfare officer, and by the club's committee at least every three years, or sooner if there are relevant changes to legislation or management.

¹ <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Milton Keynes Sailing Club Contacts:

Club Welfare Officer	Keith King	07813324204	adult.training@mksc.org.uk
Deputy Safeguarding Lead	Clare Butler Ellis	07815020160	membership@mksc.org.uk
MKSC Commodore	Mark Tuffnell	07803623266	commodore@mksc.org.uk
RYA HQ Safeguarding Team		02380 012796	Ext 1
		02380604226	safeguarding@rya.org.uk

Responsibilities:

- The committee at Milton Keynes Sailing Club have overall accountability for this Policy and for its implementation.
- The Club Welfare Officer is responsible for updating this Policy in line with legislative and organisational developments and for making instructors, volunteers and members aware of its contents.
- The Club Welfare Officer is responsible for assessing/ reporting all safeguarding concerns / disclosures that are reported to them and collaborating with the RYA Safeguarding Team to follow up as appropriate on a case-by-case basis, always prioritising the well-being of all those involved in the disclosure.

Safeguarding Guidelines for all club members:

- MKSC recognises that safeguarding is a whole-club responsibility.
- Where safeguarding is concerned, club members should be vigilant, and curious when something doesn't seem right.
- All club members must abide by the club's rules and the club's code of conduct
- MKSC requires any person under the age of **18** to be accompanied by an adult when using the club's facilities.
- Any breaches will be referred to the club's committee. All safeguarding matters will be passed to the club's welfare officer.

To safeguard young people and vulnerable adults, club members and visitors to the site should:

- Avoid spending any significant time alone with young people or vulnerable adults.
- Where possible, conduct conversations with young people in the presence of others.
- Avoid using a phone or social media to contact a young person.
- Not engage in rough or physical games.
- Avoid the use of inappropriate language or language of a sexually provocative nature, even in fun.
- Avoid unnecessary touching. MKSC recognises that from time to time, adults may need to touch young people to help them or to keep them safe (for example, when helping a child into safety-boat).
- It is strongly recommended that (a) if there is time, ask if that is ok, gain the person's permission, and (b) tell another adult, or preferably the child's parent, after the event.

Changing Rooms:

- Sailing Club members should not use the changing rooms when unaccompanied young people are using them. As an alternative, the disabled toilet, or the toilet cubicles can be used to change. Failing that, adult members are respectfully asked to wait until the young people have finished in the changing rooms.
- If this is unavoidable it is advised that an adult be accompanied by another adult. If it is essential, in an emergency, for a male to enter a female changing area or vice versa, it is advised that they are accompanied by another adult of the opposite sex.
- If any dedicated Junior or Youth event is taking place at the Club all adult volunteers should arrive and use the changing rooms and consider removing any personal belongings that they might need to access, before the youth sailors are due to change.

Photography:

- Photography is not permitted in the changing rooms under any circumstances.
- Before taking photos or video, permission must be obtained from the youth sailors' parents/carers for their images to be taken and used.
- Published images need to be appropriate and should not include any information that might enable someone to contact the child.
- Consent should also be obtained for the use of video as a coaching aid. Any other use by a coach will be regarded as a breach of the RYA's Code of Conduct.
- Care must be taken in the secure storage of, and access to, images.
- When publishing images, make sure they are appropriate and that you do not include any information that might enable someone to contact the child.
- It is preferable to use a general shot showing participants on the water, or a group shot of the prize-winners, without identifying them by name.
- If you are recognising the achievement of an individual sailor and wish to publish their name with their photo, DO NOT publish any other information (e.g. where they live, name of school, other hobbies and interests) that could enable someone to contact, befriend or start to 'groom' the child.
- Ensure that the young people pictured are suitably dressed, to reduce the risk of inappropriate use.

Most sailing activity takes place in areas that are open to the public and it is therefore not possible to control all photography, but any concerns about inappropriate or intrusive photography, or about the inappropriate use of images, should be reported to the organisation's child protection/welfare officer or the committee member on duty, and treated in the same way as any other child protection concern. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming.

Youth Squad:

- MKSC requires any person under the age of **18** to be accompanied by an adult when using the club's facilities.
- Members of the youth squad are respectfully reminded that other adults may be waiting for them to vacate the changing rooms before using them themselves.
- The safety and behaviour of under 18's on the sailing club site is the responsibility of their parent, unless they are being supervised by an instructor.
- First aid is part of MKSC's normal duty of care. Obtain consent if medication or medical treatment is required in the absence of the parent/carer. If this is not possible, ensure there

is another adult present. Keep the child informed about what you are always doing and inform the parents ASAP.

- The Club requires a parent to accompany their youth sailors to away events or training camps, and the competitors themselves to have a clear understanding of their responsibilities and the conduct expected of them.

Instructors and volunteers:

The following is guidance for all instructors, regarding child protection and the safeguarding of instructors when under 18s are on the premises:

- Avoid entering the changing areas without another adult, when young people are changing. An exception to this would be an emergency, when good and loud warning is given that an instructor is going to enter the changing rooms.
- Instructors may not use the changing rooms when young people are changing- either use the disabled toilet to change, the toilet cubicles, or wait until the young people have finished.
- Where possible, avoid 1:1 situation where you are out of sight of another adult.
- Avoid, where possible, 1:1 situation which might involve physical contact and which could be misunderstood. (e.g. when helping a young person out of the water into a safety-boat). If you need to touch the young person to help them, tell them what you are going to do before doing it and if time, get their consent. Inform their parents or another adult after the event.
- Maintain a professional relationship, as might be expected between an instructor and a pupil.
- Be thoughtful and professional in the language you use with young people, avoiding innuendo or other language which could be misunderstood or could bring the club into disrepute.
- Do not offer a lift to students in your car.
- Avoid contact with young people, using mobile phones, or social media.
- If for any reason, you are concerned about any situation which has occurred, contact a senior instructor or the welfare officer ASAP.

Handling Concerns and Disclosures:

Being the recipient of a safeguarding disclosure can be incredibly difficult, especially if the recipient is not a Safeguarding Lead. However, choosing not to respond to a disclosure must **never** happen, regardless of how uncomfortable the recipient is. The referral flowchart acts as a guide to the physical steps that can be taken if a referral or disclosure is received. Below is a list of dos and don'ts to support anyone if they receive a disclosure.

Do's

- Keep calm and remain receptive and approachable
- Assess the situation, could a crime have been committed? Is the person at immediate and serious risk? Do you need to contact the emergency services?
- Listen carefully and patiently without interrupting if possible, and let the victim recount the details in their own time
- Use the victim's own words if you need to seek clarification
- If you need more information, use TED: Tell me... Explain to me... Describe to me...
- Acknowledge how difficult it must have been to disclose
- Reassure them that they have done the right thing in telling you and they are not to blame
- Let them know that you will do everything you can to help them
- Advise the victim what will happen next
- Make a written record as soon as you can (see appendix)
- Report the disclosure to the Club Welfare Officer ASAP

- Children and Young People: Gain consent from the parent / carer to share the information – Only speak with the parents / caregivers of the victim if this does not pose a risk to the child.

Don'ts

- Don't make a promise to keep secrets
- Don't ask leading questions or put words in the mouth of the victim
- Don't repeatedly ask the victim to repeat their disclosure
- Don't discuss the referral with anyone who does not need to know
- Don't be judgmental
- Never ignore what you have been told – you must pass it on
- Don't confront or contact the Subject of Concern²
- Don't remove or contaminate any evidence that may be present
- Never dismiss your concerns – even a gut feeling is worth reporting

The well-being of all those involved in the disclosure is always a priority:

If there is an immediate and significant danger to an individual

- Contact the police directly. The police in an emergency (999)

For concerns/disclosures about a child

- Contact the Local Authority Children's Social Care Services

For concerns/disclosures about adults at risk

- Local Authority Adult Social Care Services

For referrals involving children and young people

- Local Authority Designated Officer (LADO) (England; Wales)

For concerns / disclosures about a member of staff, consultant, coach, official or volunteer

- The Criminal Records Disclosure Service³ in a Position of Trust.

for all Level 1 and Level 2 categorised concerns (see appendix).

- The RYA Safeguarding Team

Safe Recruitment: Criminal Records Disclosure Checks

As part of its safe recruitment practices, Milton Keynes Sailing Club carries out criminal records disclosure checks using the RYA as an umbrella body, for all instructors and volunteers, aged 16 or over who are deemed to be in regulated activity. This includes all instructors and volunteers over the age of 16, working with the Youth Squad. If a person is deemed to be in regulated activity, the Club Welfare Officer will initiate and carry out the required level of check with the RYA. This includes an Enhanced Criminal Records Disclosure, and Barred List check if appropriate.

² Subject of Concern - The person to whom the complaint or concern has been raised against

³ Criminal Records Disclosure Service providers: England and Wales - Disclosure and Barring Service (DBS), Scotland - Protection of Vulnerable Groups (PVG) & Northern Ireland - AccessNI

Implementation and Reporting

All safeguarding records are categorised to a level accordingly (please refer to the flow charts below):

Advice	Any concern which does not meet the threshold for Levels 1 or 2 and involves seeking support or guidance for a specific matter. Advice cases can often escalate depending on the situation.
Level 1	Any concern about an adult or child's behaviour towards a child or adult at risk that does not meet the allegation threshold or is not otherwise serious enough to consider a referral to the LADO or Adult Services. Concerns may arise from both within the sport and outside of it.
Level 2	Any concern that meets the threshold for a referral to the Police, LADO, and or Children or Adult Services of a Local Authority. Alongside this an internal rating system can also be used of Low, Medium and High.

The threshold criteria outlined above is underpinned by guidance provided by the Child Protection in Sport Unit (CPSU).

Highly sensitive information contained within safeguarding case records are restricted to the Club Welfare Officer. If the Case Management Group is convened, information pertaining to the concern will be shared securely and confidentially.

Template Safeguarding Reporting Procedure

STAGE 1 – REFERRAL PROCESS

Concerns arise about the welfare of a child, young person, adult or adult at risk

Is there an immediate risk to a child, young person, adult or adult at risk?

YES

NO

Immediate Safety Concerns

Contact the **emergency services** immediately according to need

Welfare Concerns

Contact the **Club Welfare Officer** who will provide the details for the local social services for a child or young person or social care team for an adult

NO

Contact the **Club Welfare Officer** and complete the appropriate Club Safeguarding Referral Form

You can also contact the RYA Safeguarding Team on 02380 012796 ext. 1

Club Welfare Officer
Insert Name
Insert Phone Number
Insert Email Address

Deputy Club Welfare Officer
Insert Name
Insert Phone Number
Insert Email Address

RYA Safeguarding Team
0238 012796 ext. 1
safeguarding@rya.org.uk

Local Social Services Team
Insert Phone Number
Insert Email Address

Local Social Care Team
Insert Phone Number
Insert Email Address

Where concerns are raised against
RYA STAFF MEMBERS, VOLUNTEERS OR CREDENTIALHOLDERS
Please contact the RYA Safeguarding Team straight away



Template Safeguarding Reporting Procedure

STAGE 2 – CLASSIFICATION, ASSESSMENT AND ACTION

Club Welfare Officer in conjunction with the Case Management Group (CMG) makes decision as to level of concern and acts accordingly

ADVICE

GENERAL CONCERN
Club Welfare Officer will provide initial general guidance, advice and support

LEVEL 1

LOW LEVEL CONCERN / CONDUCT

Club Welfare Officer Investigates internally and notifies relevant authorities if necessary: Health and Social Care, Children's Services, Police, LADO

LEVEL 2

SIGNIFICANT CONCERN / ABUSE IS SUSPECTED

[Insert Club Name] Case Management Group convened & relevant authorities are notified: Health and Social Care, Children's Services, Police, LADO

Concern dealt with internally by Club Welfare Officer or Deputy Welfare Officer in consultation with the RYA Safeguarding team as appropriate using [Insert Club Name] disciplinary procedures where appropriate. The [Insert Club Name] Case Management Group can also be consulted if necessary

The Club Welfare Officer makes a referral to the RYA Safeguarding Team and convenes the Club Case Management Group (CMG) who will make recommendations for immediate action to be taken (e.g. suspension of membership, suspension of paid employment etc). The Club Welfare Officer will support the police / LADO in any ongoing investigations

[Insert Name] will await the outcome of the police / LADO / other investigation. Once outcome is received, the CMG is reconvened, and a recommendation is made as to whether an internal investigation is required. Examples of next steps and recommendations may include

IN THE CASE OF A CLUB MEMBER, STAFF OR VOLUNTEER

An internal investigation will be carried out by the Club Welfare Officer with support from the CMG to determine misconduct against the code of conduct and appropriate sanctions applied.

Support can be sought from the RYA Safeguarding Team

IN THE CASE OF AN RYA CREDENTIAL HOLDER

An internal investigation will be carried out by the Club Welfare Officer with support from the CMG to determine misconduct against the code of conduct and appropriate sanctions applied.

The RYA is also able to carry out an internal investigation in line with their Safeguarding Policy and Procedures and can issue sanctions where appropriate.

An appeals process can be initiated in line with the disciplinary policy and procedure and constitution



Data Storage:

All case records are stored in line with Milton Keynes Sailing Club's **Data Storage and Privacy Policies** and relevant national legislation and guidance.

- Advice** All advice case data is stored for **5 years** from the date the referral was received.
- Level 1** All level 1 case data is stored for **10 years** from the date the referral was received.
- Level 2** All level 2 case data is stored for **90 years** from the date of birth of the subject of concern.

Case records are deleted / destroyed after the retention period set out above, unless the Club Welfare Officer decides that there is a reason to retain the information for a longer period.

Appendix 1: Useful Safeguarding contact details:

Club Welfare Officer	Name: Keith King Number: 07813324204 Email: adult.training@mksc.org.uk
Deputy Welfare Officer / Additional Contact	Name: Clare Butler Ellis Number: 07815020160 Email: membership@mksc.org.uk
Police Emergency	Number: 999
Police non-emergency	Number: 101
Local Authority Children's Services	Name: Social work team Number: 01908 253169 and 01908 253170 <i>Out of hours service:</i> 01908 265545 Email: children@milton-keynes.gov.uk
Local Authority Adults Services	Name: Adult services Number: 01908 252835 Email: safeguardingadults@milton-keynes.gov.uk
RYA Safeguarding Team	Number: 02380 012796 (Choose option 1 for Safeguarding and Option 3 for out of hours service). 02380 604226 Email: safegaurding@rya.org.uk Email: legal@rya.org.uk
RYA Legal Team	

External Organisations:

NSPCC	https://www.nspcc.org.uk/
NSPCC Whistleblowing Advice Line	0800 028 0285 / help@nspcc.org.uk
CPSU	https://thecpsu.org.uk/
Ann Craft Trust	https://www.anncrafttrust.org/
MIND	https://www.mind.org.uk/
Young Minds	https://www.youngminds.org.uk/
Children 1 st	https://www.children1st.org.uk/
Samaritans	https://www.samaritans.org/
Child Protection Scotland	https://www.childprotection.scot/
Emergency Services	999
Police non-emergency	101
NHS – non-emergency	111
NIAMH	https://www.communityni.org/node/45757
SAMH Scotland	https://www.samh.org.uk/

Appendix 2: Template Safeguarding Referral Form(s)

This form is designed to report any safeguarding incidents or concerns. It should be completed by the person who has been disclosed to, who witnessed the incident, was most directly involved or who provided first aid if relevant. Once completed it must be submitted as per the club's referral procedure

Name & role of person completing this form:	
Club name:	Date form is completed:

Details of victim:	
Name:	Address:
Contact number:	Gender:
Date of birth:	Any further information that may be useful to consider:

Parents/carers details:	
Name:	Address:
Contact number:	Email address:
Have parents/carers been notified of the incident? Yes / No	If yes, please provide details:
If adult has capacity has consent been obtained? Yes / No	If no, please provide details

Details of person who received or witnessed the incident:		
Are you reporting your own concerns or responding to concerns raised by someone else?	Reporting my own concerns	<input type="checkbox"/>
	Responding to someone else's concerns	<input type="checkbox"/>
If responding to someone else's concerns, please provide their details below:		
Name:		
Relationship to child, young person, or adult at risk:		
Email address:		
Contact number:		

Incident Details:	
Date/ Time:	Group name (if applicable):
Location of incident:	
<p>Description of the incident or concern: (continue separate sheet if necessary & include reference number):</p> <p><i>(Include relevant information such as what happened and how it happened, description of any injuries sustained, behaviour witnessed and whether the information provided is being recorded as fact, opinion, or hearsay)</i></p>	
Details of any previous concerns, incidents, or relevant safeguarding records:	
Victims account of the incident or concern: <i>(use their own words)</i>	
<p>Witness account of incident or concern: <i>(include further accounts on separate sheets as necessary. Include reference number on each accompanying account)</i></p>	

Details of any witnesses:		
Name(s): <i>(Consider anonymising where this will not negatively impact the ability to take immediate response actions)</i>	Relationship to child, young person, or adult at risk:	Contact details:
Details of any persons involved in the incident or alleged to have caused the incident, injury or presenting risk:		
Name(s): <i>(Consider anonymising where this will not negatively impact the ability to take immediate response actions)</i>	Relationship to child, young person, or adult at risk:	Contact details:
Outcome of incident & immediate actions taken: (tick box where relevant)		
Ambulance required? <input type="checkbox"/> Police/fire/rescue services attended? <input type="checkbox"/>	Name of hospital/medical facility attended First aid treatment provided: and by whom	Medication given: Notes:
Any resulting change of plans or disruption to the programme, if applicable:	Disciplinary procedures enacted:	Were any immediate changes to risk management procedures made?
Signed By:	Name:	Date:

Reporting to the Designated Safeguarding Lead (DSL) section:

To be completed by Club Welfare Officer		
Date & time CWO notified of incident/concern:		
Date & time this form passed on to CWO (if different from above):		
CWO comments: (actions taken / impact on rest of programme / external agency involvement / initial lessons learned / follow-up actions required):		
External agency referral: (tick box where relevant)		
Social services notified. <input type="checkbox"/>	LADO notified. <input type="checkbox"/>	Other referral made <input type="checkbox"/> Agency:
Date & time of referral:	Date & time of referral:	Date & time of referral:
Name of contact person:	Name of contact person:	Name of contact person:
Contact number / email:	Contact number / email:	Contact number / email:
Agreed action or advice given:	Agreed action or advice given:	Agreed action or advice given:
Signed By CWO:	Name:	Date:

CWO – Club Welfare Officer/LADO (Local Authority Designated Officer). For Office Use Only:

Follow-up action required:		
Action:	Due date:	Whom responsible:

Appendix 3: Types of Abuse

Children and Young People⁴

Neglect: Neglect is not meeting a child's basic physical or psychological needs. It can have a long-lasting impact on a child's health or development. In sport, examples of neglect could include a coach or supervisor repeatedly:

- failing to ensure children are safe
- exposing children to undue cold, heat or extreme weather conditions without ensuring adequate clothing or hydration
- exposing children to unnecessary risk of injury by ignoring safe practice guidelines
- failing to ensure the use of safety equipment
- requiring young people to participate when injured or unwell

Physical Abuse: When someone deliberately hurts a child causing physical harm it is called physical abuse. It may involve hitting, kicking, shaking, pushing, poisoning, burning, biting, scalding, drowning or any other method of causing non-accidental harm.

In sport, physical abuse may occur:

- if the nature and intensity of training or competition exceeds the capacity of the child's immature growing body
- where coaches encourage the use of drugs or harmful substances to enhance performance or delay puberty
- if athletes are required to participate when injured
- if the sanctions used by coaches involve inflicting pain

Sexual Abuse: Sexual abuse is when a child is forced or persuaded to take part in sexual activities. This may involve physical contact or non-contact activities and can happen online or offline. Children and young people may not always understand that they are being sexually abused.

In sport, coaching techniques which involve physical contact with children can create situations where sexual abuse can be disguised. An abusive situation can also develop if a person in a position of authority, such as a coach, was to misuse their power.

Contacts made within sport and pursued through other routes, such as social media, have been used to groom children for abuse. Sexual abusers can also groom protective adults and organisations to create opportunities for abuse to take place.

Child sexual exploitation (CSE) is a type of sexual abuse. When a child or young person is exploited, they're given things, like gifts, drugs, money, status and affection, in exchange for performing sexual activities. Children and young people are often tricked into believing they're in a loving and consensual relationship. This is called grooming. They may trust their abuser and not understand that they're being abused.

Emotional Abuse: Emotional abuse is the emotional maltreatment of a child, which has a severe and persistent negative effect on the child's emotional development. In sport, emotional abuse may occur if:

- children are subjected to repeated criticism, sarcasm, name-calling or racism
- a child is ignored or excluded
- children feel pressure to perform to unrealistically high expectations
- children are made to feel like their value or worth is dependent on their sporting success

⁴ The definitions of harm were obtained from the Child Protection in Sport Unit Website:

<https://thecpsu.org.uk/help-advice/introduction-to-safeguarding/child-abuse-in-a-sports-setting/>

Bullying: Bullying is when individuals or groups seek to harm, intimidate or coerce someone who is perceived to be vulnerable. It can involve people of any age and can happen anywhere, including at home, school, sports clubs or online.

Bullying encompasses a range of behaviours which are often combined. It might include physical, verbal or emotional abuse, or online cyberbullying.

In sport, bullying can occur based on a young person's sporting ability, body size or shape. It might include name-calling, offensive hand gestures, physical assault or exclusion from team activities.

Adults

The Care Act recognises 10 categories of abuse that may be experienced by adults.

Self-neglect: This covers a wide range of behaviour, but it can be broadly defined as neglecting to care for one's personal hygiene, health, or surroundings. An example of self-neglect is behaviour such as hoarding.

Modern Slavery: This encompasses slavery, human trafficking, forced labour, and domestic servitude.

Domestic Abuse: This includes psychological, physical, sexual, financial, and emotional abuse perpetrated by anyone within a person's family. It also includes so-called "honour" based violence.

Discriminatory Abuse: Discrimination is abuse that centres on a difference or perceived difference, particularly with respect to race, gender, disability, or any of the protected characteristics of the Equality Act.

Organisational Abuse: This includes neglect and poor care practice within an institution or specific care setting, such as a hospital or care home, or in relation to care provided in one's own home. Organisational abuse can range from one off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice because of the structure, policies, processes and practices within an organisation.

Physical Abuse: This includes hitting, slapping, pushing, kicking, restraint, and misuse of medication. It can also include inappropriate sanctions.

Sexual Abuse: This includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault, or sexual acts to which the adult has not consented or was pressured into consenting.

Financial or Material Abuse: This includes theft, fraud, internet scamming, and coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions. It can also include the misuse or misappropriation of property, possessions, or benefits.

Neglect and Acts of Omission: This includes ignoring medical or physical care needs and failing to provide access to appropriate health, social care or educational services. It also includes the withdrawing of the necessities of life, including medication, adequate nutrition, and heating.

Emotional or Psychological Abuse: This includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation, or withdrawal from services or supportive networks.

Four Additional Types of Adult Harm:

There are four additional types of harm that are not included in The Care Act, but they are also relevant to safeguarding adults.

Cyber Bullying: Cyber bullying occurs when someone repeatedly makes fun of another person online or repeatedly picks on another person through emails or text messages. It can also involve using online forums with the intention of harming, damaging, humiliating, or isolating another person. It includes

various types of bullying, including racist bullying, homophobic bullying, or bullying related to special education needs and disabilities. The main difference is that, instead of the perpetrator carrying out the bullying face-to-face, they use technology to do it.

Forced Marriage: This is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties' consent to the assistance of a third party in identifying a spouse. The Anti-Social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry.

Mate Crime: A "mate crime" is when "vulnerable people are befriended by members of the community who go on to exploit and take advantage of them" (Safety Network Project, ARC). It may not be an illegal act, but it still has a negative effect on the individual. A mate crime is carried out by someone the adult knows, and it often happens in private. In recent years there have been several Serious Care Reviews relating to people with a learning disability who were seriously harmed, or even murdered, by people who purported to be their friend.

Radicalisation: The aim of radicalisation is to inspire new recruits, embed extreme views and persuade vulnerable individuals to the legitimacy of a cause. This may be direct through a relationship, or through social media.

Other Safeguarding Considerations

Domestic Abuse: Women's Aid define domestic abuse as an incident or pattern of incidents of controlling, coercive, threatening, degrading and violent behaviour, including sexual violence, in most cases by a partner or ex-partner, but also by a family member or carer. It is very common. In most cases, it is experienced by women and is perpetrated by men. The Domestic Abuse Act 2021⁵ is a new legislation which looks to Raise awareness and understanding about the impact of domestic abuse on victims and their families. It will work to further improve the effectiveness of the justice system in providing protection for victims of domestic abuse and bringing perpetrators to justice and strengthen the support for victims of abuse by statutory agencies.

Extremism: Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. (HM Government Prevent Strategy 2011⁶).

Non-recent Abuse: Abuse that occurred a period ago is sometimes referred to as non-recent. For example, an adult might speak about abuse that took place in their childhood.

Self-Harm: Self-harm is when someone deliberately hurts themselves. It can include cutting, burning, hitting or bruising, poisoning, scratching, hair-pulling or overdosing. Adults who self-harm aren't usually trying to commit suicide or looking for attention (although self-harming can result in accidental death). Often, it is a way for the person to deal with overwhelming or distressing feelings and emotions. Self-harming can be an indication of abuse, as some people use self-harm to cope with anxiety, stress and overwhelming emotions.

Gangs & County Lines: County lines is a form of criminal exploitation where urban gangs persuade, coerce or force children and young people to store drugs and money and/or transport them to suburban areas, market towns and coastal towns (Home Office, 2018). It can happen in any part of the UK and is against the law and a form of child abuse. Children and young people may be criminally exploited in multiple ways. Other forms of criminal exploitation include child sexual exploitation, trafficking, gang and knife crime.

⁵ <https://www.gov.uk/government/publications/domestic-abuse-bill-2020-factsheets/domestic-abuse-bill-2020-overarching-factsheet>

⁶ <https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-england-and-wales>

Forced Marriage: A forced marriage is where one or both people do not or cannot consent to the marriage and pressure or abuse is used to force them into the marriage. Forced marriage is illegal in the UK and is a form of domestic abuse and a serious abuse of human rights.

Female Genital Mutilation (FGM)⁷: FGM is when a female's genitals are deliberately altered or removed for non-medical reasons. It's also known as 'female circumcision' or 'cutting' but has many other names. In the UK, this practice is illegal, but sadly still occurs and religious, social and cultural reasons are given to justify this practice.

Appendix 4: Glossary of Terms

- **Abuse:** abuse covers every form of 'abuse', which differs between adults and children. Adult forms of abuse are sexual, emotional, psychological, material, financial, physical, discriminatory, organisational abuse and any acts of omission.
- **Adult at Risk England:** any person aged 18 years and over who is or may need community care services by reason of mental health issues, learning or physical disability, sensory impairment, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or serious exploitation.
- **Case Management Group (CMG):** the Case Management Group is responsible for ensuring that all allegations, incidents, or referrals related to the safeguarding of children, young people and adults at risk are dealt with fairly and equitably within appropriate timescales. For the RYA the CMG consists of the Safeguarding and Equality Manager, Safeguarding Officer, relevant departmental manager/s representative from the legal team and the Independent Safeguarding Chair.
- **Club Welfare Officer:** the designated individual within an affiliated club, recognised training centre or class association who holds the lead responsibility for safeguarding within their setting.
- **Consent:** this is a term generally relating to adult safeguarding. Adults have a general right to independence, choice and self-determination including control over information about themselves. These rights can be overridden in certain circumstances, some examples include if a person lacks mental capacity, a crime has been committed, other people may be at risk, or the risk is unreasonably high.
- **Disclosure:** disclosure is the process by which a child or adult at risk will let someone know that abuse is taking place. This may not happen all in one go and may be a slow process that takes place over a long period of time.
- **Duty of Care:** the duty that rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of any person involved in an activity for which that individual or organisation is responsible.
- **LADO:** a Local Authority Designated Officer is the designated person within every Local Authority who is responsible for co-ordinating the response to concerns that an adult who works with children may have caused them or could cause them harm.
- **Multi-Agency Meeting:** a multi-agency meeting may take place when a referral has been made to the Police or LADO regarding a child or adult at risk and is a key part of the investigation process.
- **Position of Trust:** an adult is in a position of trust where a young person in their care has some dependency on them and there is an element of vulnerability involved.
- **Referral:** a request for help from and/or for an individual from a public body.
- **Referrer:** the person who refers a safeguarding concern to the safeguarding lead, police, LADO or Local Authority.

⁷ Definition taken from the NSPCC Website

- **Risk:** the probability of something (e.g., harm to a child) happening. The harsher the damage caused by it happening and the more likely the event, the greater the overall risk.
- **Significant Harm:** the threshold that justifies compulsory intervention in family life in the best interests of children. Whether harm or likely harm suffered by a child is significant is determined by comparing the child's health or development with that which could reasonably be expected of a similar child.
- **Subject of Concern (SoC):** a person who is believed to have acted in a way that has caused harm to a child, young person or adult at risk.
- **Toxic Masculinity:** Toxic masculinity refers to a collection of offensive, harmful beliefs, tendencies, and behaviours rooted in traditional male roles but taken to an extreme. This dangerous idea of "manliness" perpetuates domination, homophobia, and aggression and can be harmful to the mental health of all genders. It also can have serious social consequences, which is how it became known as toxic masculinity.
- **Wellbeing:** Section 10 of the Children Act 2004 requires local authorities and other specified agencies to co-operate with a view to improving the wellbeing of children in relation to the five outcomes first set out in "Every Child Matters".
- **Young Person:** a young person is a term used to describe the interim period between childhood and adult, typically between the ages of 14 and 17.

Health & Safety Statement and Risk Assessment

This Health and Safety Statement and Risk Assessment has been carried out for the benefit of the members of Milton Keynes Sailing Club and should be read by all members.

HAZARDS:

1. Powered Craft	Engines, Defects, Equipment
2. Pontoons And Slipways	Condition, Safety
3. Water	Drowning, Hypothermia, Quality
4. Lifting	Boats, Equipment.
5. Fire	Main Building, Powerboat
6. Chemicals	Petrol and Oil, Cleaning
7. Electricity	Appliances

The hazards listed above are not necessarily in order of risk.

CONTROL OF HAZARDS & RISKS/ACTIONS TAKEN TO MINIMISE RISKS:

1. POWERED CRAFT

- For all formal Club activity only Club members holding a minimum of RYA Powerboat Level 2 Certificate are allowed to drive the powered boats, unless under instruction from a qualified Powerboat Instructor.
- Driver must carry out pre-start and running checks. Any defects or shortages must be reported to the Officer of the Day or Senior Instructor for the session immediately and be recorded in the boat maintenance log located in the boathouse. Replacements must be fitted before craft is returned to Service.
- A Powerboat must be launched and ready, before any formal water-based activity starts.
- If only one Powerboat is being used. The second boat, if serviceable should be prepared and ready for an immediate launch.
- All powered craft must carry the following equipment: **Fire Extinguisher, First Aid Kit, Life Ring or Throwing Line**

2. PONTOONS and SLIPWAYS

- **Slipping** - Pontoons & Slipway should swept and scrubbed regularly to prevent build-up of bird droppings, algae.
- **Tripping** - Do not run, walk on the pontoons. Take care when stepping over joints or hinges.
- **Falling into the water** - Buoyancy aids or lifejackets must be always worn on pontoons, and the slipway. Club officers will monitor compliance.

3. WATER

- **Drowning** – All Club members must always wear a correctly fitted and fastened Buoyancy Aid or Life Jacket when on the pontoons, slipways, or boat on the water.
- **Hypothermia** – All Club members must comply with the Club regulations with regards to the minimum clothing and equipment required during the different seasons in the Club calendar.
- **Water Quality** – Is monitored by the park Trust. Club members will be kept informed of any hazards reported to the Club by The Park Trust.

4. LIFTING

- Members should not lift or move heavy items of club equipment unless suitably trained. Guidance for students on a course about moving, launching and recovering craft is included in the course syllabus.

5. FIRE

- **Fire Exits** - When the Club house is opened for any formal activity the shutters for the Fire Exits in the main hall must be unlocked and raised. The lock and hasp on the boat house door must be opened, and internal doors unlocked.
- **Fire in the main building** - The priority is to evacuate everyone from the building and raise the "Alarm" by pressing one of the Fire alarm buttons that are installed throughout the building.
- **Fire on a Powerboat** - The Cox should stop the boat in a safe location. The crew should be ready to exit boat if it is not possible to control the fire.
- **Fighting a fire** - Do not attempt to fight a fire unless there is no risk to you or others. Fire extinguishers are located within the buildings and in each Powerboat.
- **Fire Assembly point** - In the event of a fire everyone must make their way to the Fire Assembly Point just inside the Dinghy compound gates.
- On no account enter the building to collect any personal items if the Fire Alarm is sounding.

6. CHEMICALS

- **Petrol, Oil & Gas Cylinders** – Should not be stored in the main building. Fuel, oil & gas must be stored in the Fuel locker in the dinghy compound. The locker should be locked at all times.
- Boats should never be refuelled when on the water. Remove the fuel tank and charge it on the loose gravel adjacent to the to fuel locker.
- **Cleaning agents** – only a very small amount of cleaning materials are held in the Club. Any "stock" items should be stored locked in the Cleaners cupboard.

7. ELECTRICITY

- Electrical appliances should be inspected for any apparent defects and should have a valid PAT tested sticker before it is to be used for any formal Club function.

GENERAL

- An Accident book is kept in the race cupboard in the Main Hall. All accidents requiring First Aid, and any significant "near misses" must be recorded in this book. The Accident Book will be reviewed by the MKSC management committee.
- Details of the Club's emergency procedures and full address are posted on the wall next to the galley in the main hall.
- At the end of any formal water-based session the Officer/Lead Instructor of the Day will check the waterfront to make sure that all trolleys have been removed and there are no unaccounted boats on the water.
- During club sessions the powerboat driver has ultimate authority over water safety.
- During any informal sailing sessions members do so at their own risk and it is strongly recommended that at least two boats are on the water.
- During all formal club activity, the race cupboard (Key 20) should be opened allowing access to the First Aid kit.
- The Officer/Lead Instructor of the day must have an operational mobile phone on site before any formal activity can commence.

Sailing instructions

General

The Club accepts no responsibility for any loss or injury to competitors or guests, however caused. Wet or dry suits must be worn by all sailors and Powerboat crews from 1st November to 31st March inclusive. Lake Regulations must be observed. A copy of the Regulations is displayed in the Clubhouse.

Rules

Racing will be governed by the Racing Rules of Sailing (RRS), the prescriptions of the RYA, the rules of the relevant Class Association, except as any of these are changed by these Instructions. Racing is designated Category A.

Entries

The Race organisers shall not be responsible for any loss, damage, death, or personal injury howsoever caused to the owner/person in charge or crew because of their taking part in the race or races. Moreover, every owner/person in charge warrants the suitability of the boat for the race or races.

All competitors shall have insurance cover with a minimum of £2 million third party indemnity and a declaration regarding this cover shall be signed by each competitor before taking part.

For club racing, this has been covered by the declaration on the membership form

Adequate personal buoyancy shall be always worn by all crew Members when afloat or on the pontoons and flag "Y" will not be flown. This changes RRS 40.

After each race (or races sailed back-to-back), a declaration shall be signed by each helm within 30 minutes of the last boat in their class finishing, by signing the appropriate race sheet. The time limit may be extended by the Race Officer. Any competitor that has not signed the race sheet(s) will be deemed to have retired.

Notices to competitors

Notices to competitors will be posted on or close to the Race Board.

Changes to sailing instructions

Any changes to the Sailing Instructions will be posted at least 30 minutes before the scheduled warning signal of any race.

Signals made ashore

Signals made ashore will be displayed on the Clubhouse flagpole.

Schedule of races

The schedule of races, the classes to race and the order and times of warning signals are set out in the relevant series programme. Open meetings will be as prescribed in the Notice of Race or as set on the day.

Racing area

As Indicated on the official Race Board, competitors are required to keep clear of the bird sanctuaries at the North and South ends of the lake as shown on this board.

The course

The Course will be as defined on the Race Board and/or at the briefing, together with the approximate location of the start and finishing lines and other relevant race Information.

A Course board will also be displayed in front of the Clubhouse showing the numbered sequence and the direction in which the course buoys are to be rounded, together with the number of laps to be sailed. In the event of a course change before the warning signal, the new course will be displayed on this board.

The start / finish

Committee Boat Starts and Finishes

The starting line will be between the mast displaying an orange flag on the Race Committee boat and a starting mark (normally a pink buoy).

Boats whose preparatory signal has not been made shall keep clear of the starting area and of all boats whose preparatory signal has been made.

Races will be started using Rule 26, System 1. with classes starting at 5-minute Intervals, in the order to be notified on the day.

For races sailed using the RYA Portsmouth Yardstick handicap system the “Class” flag displayed at the 5-minute warning signal shall be replaced with the red/white H flag, indicating a handicap fleet.

The finishing line will be between the mast of the Committee boat flying a blue flag and a nearby mark of the course or a buoy.

Any boat crossing the finishing line after the lead boat, irrespective of whether the shorten course flag has been displayed for the lead boat, will have their time taken and be deemed to have finished IF and ONLY IF the finish line is the same as the start line.

Clubhouse Starts and Finishes

The starting line will be between the flagpole and an outer distance mark (normally a pink buoy); however, all boats must sail through a gate between an inner distance mark and the outer distance mark. Note that the inner distance mark may not be exactly on the start line defined above. The Inner distance mark should be at least three boat widths away from the end of the pontoon.

The finishing line will be between the flagpole and an outer distance mark (normally a pink buoy).

Change of course after the start

As RRS 33, except no compass bearing will be Indicated nor any indication given as to whether the leg will be shortened or lengthened.

Shortening course

A shortened race may be finished at the finish line at the end of a lap or between a mark or buoy being approached by the leading boat and the Committee boat or the Clubhouse flagpole. The Race Officer may decide that slower classes of boats will sail less laps and adjust their times; accordingly, this method will normally only be used for Club races. “Average lapping” slower boats can ONLY be done if the start and finish lines are the same.

Pursuit race

Starting: Each class shall start at the designated time calculated from the current club PY number, which may have been revised by the 'Club' from the RYA number and made available to the race officer.

Finishing: A sound signal will be made one hour after the first class start. At this signal all boats in the race shall hold their current position whilst continuing to sail the course. If a position between two or more boats is unclear, then each boat shall sail toward the centre of the course for that leg (defined by an imaginary line between the mark already rounded and the next mark of the course). The lead boat will be the one ahead as the boats cross. If the race officer still cannot tell, then the boats shall continue to sail until they have rounded the next mark.

This system is not perfect in recording finishing positions. Therefore, if positions are disputed, the boats concerned will be given the opportunity to resolve their final positions and inform the race officer. If an amicable agreement is not reached, then the Race Officers decision will be final.

Handicaps

For the 10:30 and 11:00 morning races; a boat's handicap will be adjusted after every race. An adjustment in handicap number is not grounds for redress, this changes RRS 62.

The PM handicap race shall be sailed based on the Portsmouth Yardstick. These numbers may be modified from time to time by the 'Club'.

The Low Point Scoring System Rule A2 will apply. The number of races to count will be determined by the Sailing Committee for each Series. The number of races to count for an Open Meeting will be as stated on the Notice of Race.

Time limit

A boat that has not finished within 45 minutes after the first boat in her class will be scored DNF. This changes Rule 35.

Protests

Shall be written on forms available from the Race Officer and shall be delivered there within 30 minutes after the last boat's finishing time. Protests will be heard as soon as possible after the race.

CLUB SERIES RACING

The number of races to count in a Series shall be reduced from the standard of $N/2 + 1$ races to count: to a number decided by the committee.

As an initial starting point this will be $N/4 + 1$. The value, if adjusted from this figure, will be notified to the membership.

Replica sails and other rigging/fittings

Replica sails and other rigging or fittings, that can be shown to be from a reputable supplier and sold to be equivalent to the original One-Design sail are permitted at all events and open meetings EXCEPT those open meetings sponsored by the class association of the boat being sailed where the "Class" rules shall take precedence.

e.g., i) Rooster/Pinnell & Bax Laser sails are permitted in all events EXCEPT a Laser class open meeting.

e.g., ii) Rooster RS300 sails are permitted in all events EXCEPT an RS300 class open meeting.

General regulations for lake & facilities

Lake Restrictions:

- The number of craft on the water shall not exceed 50 at any one time.
- No craft shall enter the nature conservation areas as shown on the attached map.
- No craft shall be permitted on the lake after dusk unless authorised by MKSC.
- No sailing craft shall pass under the bridge unless authorised by MKSC.
- Swimming, as an independent activity, is not allowed. During courses or as part of an organised event swimmers must be supervised with safety cover.
- No powered craft, except authorised Club rescue or work craft are allowed to use the lake.
- No fixed keel, cabin or multi-hulled craft are permitted to use the lake unless authorised by MKSC.
- Consideration should be given to anglers fishing from the West bank of the lake and craft are requested to leave an adequate distance between themselves and the shoreline when there are people fishing.

Safety Regulations:

- Members are strongly recommended not to use the lake unless a powered Powerboat is manned, or at least two craft, having agreed to support each other, are in use on the water at the time. If a member of MKSC or licensed Club decides to use the water on their own, they do so entirely at their own risk. It is recommended that a message about their intention to sail is left with family or friends.
- The Milton Keynes Sailing Club reserves the right to inspect the buoyancy and condition of all craft if it is suspected that they are not up to the required standard and in the event of the required safety level or condition not being met, the craft shall be denied use of the lake until such time as the deficiency is remedied to the satisfaction of the club.
- Buoyancy aids or lifejackets MUST be always worn on the water and on the pontoons. They should conform to current EN 393 and/or ISO12402 and/or BSI standards. Negative buoyancy jackets or automatic/manual inflatable lifejackets (when deflated) are NOT acceptable when used for dinghy sailing purposes.
- No craft shall be permitted on the lake when visibility is substantially reduced by fog. The far side of the lake must be visible.
- Safety flags, determined by the Officer of the Day, may be flown from the main flagpole ONLY at times when there is a designated OOD in attendance. All craft must remain within the zone designated:

Red flag: No sailing

Red/yellow diagonals ('O') Lake usage restricted to area displayed in the Clubhouse.

- Members, licensed clubs, and their guests or visitors, are responsible for their own safety when using the lake, premises, or facilities, and should satisfy themselves that their equipment, skill and experience are adequate to meet prevailing conditions.

Clubhouse, Club grounds and Compound:

- All lake users must be members or guests of authorised Clubs or affiliated organisations. Proof of valid club membership shall be shown on request.
- Animals should not be brought into the Clubhouse. Dogs must be kept under proper control on Club grounds and not allowed to foul areas frequented by lake users.
- The Clubhouse door to the rigging area/car park should not be left open at any time.

- Motor vehicles are not allowed beyond defined road and car parking limits unless authorised by MKSC and all vehicles are parked entirely at owners' own risk.
- All members' craft must be removed from the lake or rigging area when the Club is vacated and secured in their berth in the Compound or taken home.
- All members' gear and personal effects should be removed from the Clubhouse and Club property when leaving, except any they choose to store in their craft.
- All craft and trailers in the Compound must be left secured against adverse weather conditions to ensure they will not damage other craft. All craft must display a current membership sticker, and trailers/trolleys should be identified with the owner's name or membership number.
- The Committee reserve the right to secure or move any craft that in their opinion is not berthed satisfactorily, without being liable for any loss or damage caused.
- The Compound should not be left unlocked and/or the gates left open if no members are present onshore.

Individual Craft Requirements:

- Craft exceeding 5.2 metres (17 ft.) in length are not permitted to use the lake unless authorised by MKSC.
- Craft driven by methods other than wind or human effort are not permitted to use the lake unless authorised by MKSC to perform a safety or training role.
- Multihulls and keelboats are not permitted to use the lake EXCEPT where the craft is specially designed for, and used by, disabled members.
- All members must register their craft with their respective Clubs before launching is permitted.
- All guests must register their craft with the Duty Officer for that day, or the appropriate registration person in the circumstances of a special event, before launching is permitted.
- All members' and guest craft using the lake shall have public liability insurance cover for third party claims for a minimum of £2,000,000 per claim. Owners must affirm to this effect before using the lake.

Dress code:

- Wet or Dry suits MUST be worn by all lake users from 1st November to 31st March inclusive.
- All lake users must wear the appropriate safety clothing as indicated in the Lake Regulations safety requirement and each individual Club's own specific regulations.
- All lake users should be suitably always attired and behave in a respectable and civilised manner. Users are reminded that the lake is bordered by a frequently used public footpath.

Insurance/Liability Notice

- Members of MKSC, Licensed Clubs, and their respective guests or visitors, use the premises, moorings, and pontoons, as well as boats and other facilities of the Club, entirely at their own risk and by implication agree to and accept the following limitation of liability:
- The Club will not accept liability for any damage or loss of property belonging to members, licensed members, or guests or visitors to the Club.
- The Club will not accept any liability for personal injury sustained by members, licensed club members, or their guests or visitors, arising out of the use of Club boats, the premises or any part of the facilities of MKSC, or while participating in any race or activity organised by the Club, whether or not such damage or injury could have been attributed to or was occasioned

by the neglect, default or negligence of any of the Club officers, Committee, or servants of the Club.

- Before inviting any guests or visitors on to the premises or to participate in events organised by the Club, members or licensed members should draw their attention to this regulation.

Revision History:

07/19 11/19 12/19 06/22 05/24 2/26