

Version 4
4th February, 2018

Milton Keynes Sailability

Operating Manual

A guide for Buddies and Volunteers



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Introduction to Milton Keynes Sailability

Milton Keynes Sailability is a not for profit organisation.

Milton Keynes Sailability is an independent group, located at Milton Keynes Sailing Club, Monnellan Grove, Caldecotte, Milton Keynes MK7 8NE

Milton Keynes Sailability is affiliated to the RYA.

The management and the affairs of Milton Keynes Sailability shall be in the hands of the Committee. Further details of which can be found in the Constitution.

For the purpose of this document a sailor is the disabled member and a carer is any carer (professional or voluntary), family member or friend that is accompanying the sailor.

Sailing Times

- Organised sailing for disabled sailors takes place from April to September. One Wednesday per month 12 noon-4pm and alternate Saturdays 11am-4.30pm depending on the weather conditions and Buddy availability on the day.
- The Sailability Programme is published at the beginning of each year in March.

Roles and Responsibilities

Chairman:

- Ensures that procedures for the safe operation of Milton Keynes Sailability sessions are developed and put into effect
- Ensures that sufficient boats, safety equipment, hoists, slings, lifejackets and buoyancy aids are available and appropriately maintained
- Oversees the repair and maintenance of the Milton Keynes Sailability fleet to ensure maximum availability.
- Makes recommendations to the Milton Keynes Sailability Committee for any changes to the fleet or modifications to boats.

Secretary:

- To maintain the membership database and email distribution list
- To keep Milton Keynes Sailing Club Committee apprised of the current membership.
- To maintain an accurate record of volunteers' certification: to include DBS, RYA and First Aid certification.
- To produce Minutes from Committee meetings and AGM in a timely and accurate fashion.
- To ensure Milton Keynes Sailability Committee reviews all Milton Keynes Sailability processes and procedures as required or at least yearly in line with current best practice.

Treasurer:

- Responsible for keeping proper books and accounts, controlling and monitoring the bank accounts and providing the Committee with appropriate financial reports for management purposes.
- Keeping proper books and accounts to adequately record and control the financial activities and meet compliance and legal requirements.
- To maintain and control the bank accounts and ensure that cash receipts are properly recorded and paid into the bank account.
- To prepare annual accounts in compliance with the law and any regulations and ensure their timely filing as required.
- Provide periodic financial information to the Milton Keynes Sailability committee to facilitate and aid decision making.

Media Officer

- Is responsible for maintaining the web site, Facebook page and Twitter feed.

Duty Officer

- Confirms Safety Boat driver is present at the start of the session.
- Identifies First Aiders for the session.
- Is responsible for all on-shore and on-water activities whilst Milton Keynes Sailability members are present. He/she may delegate tasks to another experienced member of the Sailability team but remains responsible for ensuring that safety aspects are satisfactorily covered.
- Briefs the helpers before a session starts to determine who is covering each role.

Welcome Desk Manager

- This can be any committee member or volunteer
- Takes charge of the registration of sailors and carers for a Sailability session, assisting them as appropriate to complete the signing-in sheet
- Takes any sailing fees, issuing receipts if requested
- Assists new sailors and introduces them to their Buddy
- Liaises with the Secretary to pass on details of any new members; at end of session ensure that any cash and new forms are passed over to an appropriate committee member.

Safety Boat

General:

- The Safety Boat driver is responsible for inspecting the boat at the start and end of a session. Any problems should be reported in the log book held in the club house and photos taken of any damage.
- The Safety Boat driver should have the walki talki VHF radio on their person at all times.
- The safety boat should be launched and ready for use with all the appropriate safety equipment and crew, before sailing commences.
- A second safety boat should be available and ready for launching if required.

- The safety boat engine should be checked and started before the boat is cast off.
- Safety boats should not be used for joy rides whilst sailing is taking place. Carers can be taken out to check on sailors if required.
- Safety boat crews should be vigilant at all times.
- **Kill cords to be worn at all times whilst the engine is running.**

Crew:

- There should be at least one qualified safety boat helm in the boat at all times.
- As stated in the RYA Handbook: Two pairs of hands are better than one particularly if the workload is due to be high, but the decision will depend on a number of factors. It may be perfectly in order to drive solo in the safety boat, particularly in conjunction with colleagues in other boats.
- The second crew should be able to drive under supervision.
- Crews should be suitably dressed to cope with the conditions on the day including wearing buoyancy aids at all times and be prepared to enter the water if required to do so.

Qualifications:

- Safety boats should be supervised by an RYA safety boat helm/RYA Senior Instructor, during sailing sessions.
- The minimum qualification for a Safety boat helm is: MK Sailability in-house Safety Boat Helm or RYA Power Boat Level & 2
- In house safety boat qualifications and training should be supervised by an RYA Safety Boat Instructor or an RYA Senior Instructor/Coach.

Safety Equipment:

- The following equipment should be checked in the safety boat before launching.
 - A long painter, for launching.
 - Bow and stern lines, for mooring and towing alongside.
 - Anchor and warp.
 - Floatable towing line for lee shore rescue.
 - Sharp knife.
 - Spare kill cord.
 - First aid kit.
 - Survival bags.
 - Sufficient fuel
 - Two paddles.
 - Engine key.
 - Radio.

Child and Vulnerable Adult Protection Policy

- All Buddies to obtain a current DBS certificate and copy to the Secretary.
- The cost is £17.00 and is refundable. Contact Milton Keynes Play Association on 01908 263033.

Health and Safety

- No sailor should be invited onto the pontoon until it has been cleaned and any obstructions or dangerous materials have been removed.
- Buddies must ensure their boat is correctly rigged and bungs are in place prior to launching.
- Hansa dinghy keels must not be lifted by hand and the A-frame keel hoist should be used (and if that is not possible than the regular hoist should be used).
- No Buddy/sailor to be in a Hansa unless the keel is down; once the keel is up the boat is unstable and can capsize
- No Buddy/Sailability volunteer to operate a sailor's powered wheel chair. This must only be done by the user or carer.
- No sailor to enter the slipway area or pontoon until invited to by the Buddy
- No sailor should ever be restrained in a wheelchair whilst adjacent to the water
- Should a Buddy consider that the sailor is not wearing weather appropriate clothing he/she must advise the Duty Officer immediately.
- Secretary to ensure sailors' details are available at each session. When necessary, relevant information may be made available to a Buddy.
- All shored-based volunteers to wear name badges. Water-based volunteers should do so when practical.
- A 'look out' to be on duty at all times. This cannot be the person manning the Welcome Desk but can be any member of the Sailability team or other volunteer. Duty Officer to allocate.
- For boats to be sailed without a Buddy the Duty Officer or their nominated representative will assess the sailor's experience and competency, to determine the appropriate boat/reefing/sailor combination for the prevailing weather conditions.
- The Duty Officer or nominated representative, will use his/her discretion when allocating specific Buddies to boats which sailors are crewing, taking into account the degree of disability of the sailor and the prevailing weather conditions. The final decision regarding the allocation of a buddy to a sailor and boat is made by the Buddy.
- On shore, all to give way to the rowers carrying their boats and any heavy equipment that maybe being moved around.
- A minimum of two Buddies, suitably attired for the water, are required to launch/retrieve Challengers from the slipway. One Buddy can be the 'sailing' Buddy from the Challenger being launched/retrieved.
- Trollies should be parked clear of the slipway.
- **Personnel Lifting Hoist:** When using the personnel lifting hoist to transfer a sailor into or out of a boat, the helper must be competent in the use of the hoist and supervise the operation. Should any Buddy/volunteer not be confident in the use of the hoist he/she must advise the Duty Officer immediately.
- The hoist slings are to be visually checked regularly by the hoist operators
- The hoist to be serviced yearly, the Secretary to hold the certificate.
- The final decision on employing the hoist lies with Sailability and not the sailor
- Buoyancy aids must be worn by all sailors and Buddies when adjacent to or on the water, including the pontoon area.
- All sailors must wear a correctly fitted buoyancy aid which is sufficient to support them in the water. When necessary sailors will be assisted to do this by an authorised helper or carer.
- At least one sailing Buddy to carry a walki talki VHF radio as well as the look out and Duty Officer, in addition to that carried in the Safety Boat
- Buddies are advised to have a knife and whistle whilst on the water.

Boat Modifications

No Buddy or volunteer to make a permanent modification to a boat (e.g. cutting or replacing lines) without discussion with an experienced helper or senior instructor

Emergency Procedures

- In the event of a fire assemble in the car park
- The First Aid kit is located in the club house.
- There is no landline in the club house. In the event of an emergency requiring outside assistance, dial 999 or 112 from any available mobile phone and quote Milton Keynes Sailing Club address: Monnellan Grove, Caldecotte, Milton Keynes MK7 8NE
The nearest hospital with an A&E is: Milton Keynes Hospital, H8 Standing Way, Eaglestone, Milton Keynes MK6 5LD

Accident Reporting

- All accidents resulting in personal injury or a significant ‘near miss’, or which indicate an equipment or infra-structure shortcoming, must be recorded in the Accident Book.
- The Accident Book to be kept in the Sailability cupboard in the galley. It is important to complete the entry with as much relevant detail as possible including the boat, equipment and location on the site when, where the accident occurred.
- Reported accidents are to be formally reviewed, and actions recommended and followed up where appropriate, at monthly meetings of the Milton Keynes Sailability Committee. Where more urgent action is required, the Milton Keynes Sailability committee to initiate this, keeping the Milton Keynes Sailing Club Committee informed as appropriate.

Qualifications

- It is Milton Keynes Sailability policy to progressively increase the number of helpers with formal RYA dinghy sailing and powerboat/safety boat certificates. However, it is considered that sailing and boat-handling experience is equally as important as formal RYA qualifications in maximising on-water safety.
- Milton Keynes Sailability can arrange RYA Power Boat, Safety Boat and First Aid courses for interested volunteers.

Attendance/Communication

- The sailing schedule shall be emailed to all members and volunteers in March
- Buddies will be emailed approximately 10 days prior to each session. Buddies to confirm their availability or non-availability on email to sailabilityMK@gmail.com as soon as possible.

Cancellation

- Cancellation is a last resort and there are always jobs to be done regardless of whether we sail. However, due to circumstances beyond the control of Milton Keynes Sailability it may be necessary to modify a session. The decision to cancel may have to be made on the day or occasionally the day before. We will endeavour to notify Buddies and Sailors as soon as possible via email, social media and the web site.

Version 4
4th February, 2018

Milton Keynes Sailability Committee

Chairman – Tim Harpin
Treasurer – Jon Osbiston
Secretary – Anna Ross

Members:

Madge Carey
Mick Farmer
Jake Leonard
Bryan Watson

Contact Us

Should you require any further information please do not hesitate to contact us. Our email address is sailabilityMK@gmail.com or call Tim on 07910 086743 / Anna 07475 781734 / 01908 260484

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