

FRENHAM POND SAILABILITY
Pond Lane, Churt, Farnham, Surrey, GU10 2QA
www.sailfrensham.org.uk/index.php/sailability/welcome-to-sailability

Sailor Membership Pack

1. Introduction

Frensham Pond Sailability (FPS) is part of Frensham Pond Sailing Club (FPSC).

Sailor membership of FPS provides sailing rights *during organised FPS sessions* for the member when using dinghies owned by FPS, social rights to FPS and FPSC for the Member and his or her immediate family and/or partner and/or carer. More comprehensive information on FPS and FPSC can be obtained through the web site:

www.sailfrensham.org.uk/index.php/sailability/welcome-to-sailability

Our Objectives

The provision and maintenance of sailing facilities and the promotion of sailing for recreation or other leisure activities (including without limitation recreational and competitive sailing) for disabled people with the object of improving their quality and conditions of life.

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Contacts

We hope you will enjoy your sailing experience with Frensham Pond Sailability. If you require any further information, please contact:

Ivor Barrett – FPS Sailor Membership Secretary,
Tel: 01428 607319; Email: ivorbarrett@msn.com

2. Taster Sails, Sailor Registration and Membership

Taster Sails and Sailor Registration

Before you make a decision to become a member of Frensham Pond Sailability, you can experience up to 3 Taster Sails. In these taster sessions, you will normally be taken out by an experienced sailor in a two-seat Hansa 303 dinghy. During the period afloat, you will have the opportunity to helm the boat and control/adjust the sails.

Under the FPS and FPSC Rules you are limited to a maximum of three taster sessions. The first session is entirely **free of charge**. The second and third sessions are **chargeable at £5 each** but these fees are recoverable against the FPS subscription should you decide to become a member.

If you decide sailing is for you after one or two taster sessions, you can become member immediately. You do not have to complete all 3 taster sessions. However, if you wish to continue sailing after the third taster sail, **you must become a member**.

To register for the taster sails, please complete the Taster Sail Form and the Sailor Registration and Medical Form located in Appendix 1. Hand the forms in at the Welcome Desk at any Thursday or Saturday morning Sailability session to arrange for your initial taster sail.

Membership

Once you have decided you would like to continue sailing with FPS, you simply complete the short Sailor Membership Application Form located in Appendix 1. We will already have your registration and medical details on file so there is no need to repeat this information.

Your membership entitles you to:

- Sailing on both Thursdays and Saturdays throughout the season (Beginning of April to End of October)
- Use of FPSC facilities
- Invitations for the sailor and spouse/carer to FPS and FPSC social activities (ticket charges may apply depending on the activity) – Regular FPS social occasions are the Fitting-Out Supper, the Summer BBQ and the Laying-Up Supper.
- Inclusion on the FPS e-mailing list for routine Sailability communications e.g. Key Dates document – sample in Appendix 2
- Receipt of the quarterly FPS Newsletter “Breaking Wind” – sample in Appendix 3



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Membership Fees

The membership fees for the current year (Nov 2016 to Oct 2017) are **£50 (maximum)**. However, you are not obliged to pay this in a single instalment. If you prefer, or if you only expect to be an occasional sailor, you can choose our Pay As You Go option which is **£5 per sailing session**. Once you have paid 10 instalments (i.e. £50), you will not be charged for further sessions. Also any payments for taster sails are credited as part of your membership fee.

We much prefer you to pay the full fees in a single instalment, if possible, as it saves time at the Welcome Desk when you sign in for the session and it helps our administration, but the choice is yours.

You can pay for membership by cheque or direct bank transfer – details are on the Membership Application Form.

Pay As You Go can be by cash or cheque.

Schools and Groups

Special needs schools and other groups are welcome to attend regular Frensham Pond Sailability (FPS) sessions on Thursday mornings by prior arrangement. However, to ensure that sufficient helper resources are available and that waiting times for suitable boats are minimised, we have to restrict the group size to a manageable number. Please contact us before attending to discuss your requirements. If needed, a carer can accompany a disabled sailor in our Stratos dinghies.

Group Sailing fees: Each sailing session costs £5 per sailor with a maximum of £50 per season (1st April – 31st October). There is no charge for a carer going on the water to support a disabled sailor.



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3. Information for Sailors

Sailing Times

Organised sailing takes place on Thursday and Saturday mornings from April to October.

YOU SHOULD ARRIVE FROM 10 AM. PLEASE NOTE THAT THE LATEST CHECK-IN TIME IF YOU WISH TO SAIL IS 11-30am ON THURSDAYS AND 11.45am ON SATURDAYS. BOTH SESSIONS END AT 12-30pm.

For the more experienced sailor, there is also race training and racing on Thursday afternoons from 1.30pm

On the few occasions when there is no sailing due to other activities, the dates will be identified well in advance in the annual "List of Key Dates". This is circulated to all members by email and is also published on the FPS website:

www.sailfrensham.org.uk/index.php/sailability/welcome-to-sailability.

Sailing will always depend on the prevailing weather conditions.

Signing In

It is very important that you sign in at the Welcome Desk when you arrive so that we know you are on-site. You may not be able to sail immediately but we try to keep waiting times to a minimum. **Please note the latest signing-in times above.**

Safety & Organisation

Safety and welfare of our sailors whilst on-site have the highest priority. A Summary of Safety Procedures and the Fire Evacuation Procedure are included in this membership pack (Section 5). **Please take the time to read them.** Helpers filling key roles on sailing days are displayed adjacent to the Welcome desk.

Equipment

Buoyancy Aids, Life Jackets, Hoist Slings and wet weather clothing are all available in a range of sizes in the FPS Pavilion. Our Volunteer Helpers will assist you in selecting the most appropriate equipment for your sail. You may bring a family member, partner or carer to assist you. Further details can be found in the Summary of FPS Safety Procedures included in this pack (Section 5).

Changing Rooms & Toilets

The Clubhouse has a fully accessible Unisex changing room with shower and toilet as well as separate facilities for the more mobile. **We strongly recommend you bring a towel and a change of clothing with you in case you get wet.**



Frensham Pond
SAILING CLUB

Frensham Pond Sailability is a Registered Charity: No 1142761

It is part of Frensham Pond Sailing Club, Pond Lane, Churt, Farnham, GU10 2QA.



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Training & Tuition

We cater for all abilities and ages from 10 years onwards. You will be encouraged to do as much as you are able to but if you just want to cruise that is fine too. Sailing skills are taught by qualified and/or experienced volunteer sailing instructors, either informally during sailing sessions or as part of the RYA National Dinghy Certificate Scheme. There are also opportunities to develop racing skills in club fun races and in National and International events.

Food & Drink

Food and drink are available from the Clubhouse Galley. On Thursday mornings, filled rolls are made to order and we strongly recommend you order these before you sail to avoid disappointment. Hot and cold drinks and a selection of crisps and chocolate bars are also available. On Saturdays, the Galley offers an assortment of hot food. You are also welcome to bring your own food and drink if you prefer. This is a great place for a picnic too!

Social Activities

FPS has a flourishing and very popular social calendar which typically includes the Fitting-Out Supper in March, a summer BBQ, the end of season Laying Up Supper in October, and an annual end-of season review meeting (the "Forum") in November.

FPS Clothing

We offer a range of FPS clothing at reasonable prices. These include Polo Shirts, Sweatshirts, Fleece Jackets and Caps. All the clothing is navy blue and bears the Frensham Pond Sailability logo. A notification will be sent out to members when orders are being taken.

Club Communications

Our preferred method of communication is by email and the website but hardcopy is also available for those who need it. The FPS Newsletter "Breaking Wind" is published quarterly.



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4. Management Organisation of Frensham Pond Sailability (as at April 2017)

Trustees of Frensham Pond Sailability Charity

John Richardson (Chair)	Paul Phillips
Ted Bonner	Wendy Neal-Smith
FPSC Representative	Brian Grimwood
(Rear Commodore Stefan Bennett)	Tony Machen
Mark Greenwood	Kate Richardson

Management Committee

Acting Chairman	Ivor Barrett
Finance Officer	Paul Phillips
Meetings Secretary	Tony Machen
Sailing Captain	Kate Whyatt
Sailor Membership	Ivor Barrett
Press, Marketing & Promotion	Michael Buttler
Fundraising Coordinator	Brian Grimwood
Social Secretary	Carol Clibborn
Other attendees:	
Helper & Safeguarding Co-ordinator	Katie Apse
Schools and Groups	Bridget Woodhouse
Trustees	John Richardson
	Kate Richardson
	Wendy Neal-Smith

Sailing Committee

Sailing Captain and Chairman	Kate Whyatt
Training Coordinator	Ian Campbell
Race Training and Coaching	Nick Clibborn
2.4mR Class Captain	Lionel East
Hansa Class Captain	Peter Etherton
Youth Group Coordinator	Lisa Skirrow
Acting Safety Officer	Nick Clibborn
Secretary	Derek Pankhurst
Non-attending members:	
Helper and safeguarding Coordinator	Katie Apse
Schools and Groups Coordinator	Bridget Woodhouse

5. Safety and Fire Evacuation Procedures

a) 2017 FPS Operating Manual – Appendix III – Summary of FPS Safety Procedures

(Copy to be issued annually to all members and given to all new sailors and helpers)

1. Sailing like all sports carries some risks. FPS endeavours to minimise those risks, but sailors and helpers must understand there is still some inherent personal risk. If the sailor member's disability prevents their understanding of this risk and responsibility in connection with sailing activities, the parent, carer or group/school sponsoring authority must make the decision to accept the risk and responsibility on behalf of the sailor member.
2. The FPS Duty Sailing Master (DSM) is responsible for all aspects of safety during FPS sessions.
3. When sailor members are dropped off at the Sailing Club by a family member or carer to attend a Sailability session, they are to be escorted by their carer to the Welcome Desk and passed over to the desk helper with, if appropriate, details of the arrangements for picking up the sailor at the end of the session. FPS is only responsible for the care of sailors on the jetty and whilst on the water. For those sailor members who need supervision, it is the responsibility of the parent/carer to supervise them before and after sailing, especially whilst away from the Sailability operating area and when in the Clubhouse.
4. The sailor member has a shared responsibility regarding their safety and must be appropriately clothed for the conditions. All sailor members and helpers are to wear buoyancy aids or lifejackets at all times when on the water. Sailor members, their carers and helpers under 18 years of age must also wear buoyancy aids or lifejackets at all times when on the jetties. Those Sailability sailors who are required to do so due to their level of disability are only to wear lifejackets. Buoyancy aids or lifejackets for disabled sailors are to be selected, fitted and checked, where necessary, by an experienced helper. Lifejacket must be worn if the sailor cannot swim or turn over to face up position in the water. Note also that most lifejackets have crutch straps which must be correctly fastened for the lifejacket to be effective.
5. If sailor members wish to supply and use their own lifejackets during Sailability sessions they are to declare this to the Duty Sailing Master on the first time of use each season. **Note that auto-inflating lifejackets must be checked by a competent authority annually. This can be the owner if suitably experienced and knowledgeable, noting especially that the small gas bottles usually have a limited life. Proof that this has been done is to be shown to the Duty Sailing Master and FPS Safety Officer at the first opportunity every season.**
6. Jetties and launching ramps can be very slippery. There must be no running on jetties. The jetties to be used are to be cleaned of any dangerous and unhealthy materials before sailing commences.
7. Children under the age of 14 must not be on the jetties unless supervised by an adult. Visitors must not go onto the jetties without the approval of the Duty or Deputy Sailing Master.
8. All boats are to be checked before they leave the jetties and any appropriate reefing required by the Duty Sailing Master applied. A Defect Reporting Book is held in the Sailability Pavilion for recording boat defects identified during daily sailing and not rectified immediately.

Sailing for the disabled

9. Only helpers designated by the DSM or a Deputy Sailing Master may helm a boat with a disabled crew. A list of authorised helms is maintained and displayed in the Sailability Pavilion, and the spot system on helper badges also indicates helming authorisation.
10. No Sailability boat with a disabled helm or crew is to leave the jetty unless a safety boat is operational on the water. A list of approved safety boat helms is maintained and displayed in the Sailability Pavilion. **A Safety Boat crew member must be prepared to enter the water if necessary.**
11. The helm is to use a kill cord at all times whilst the engine is running. Radio communications between all FPS safety boats and the shore are to be operational at all times whilst sailing is taking place. In event of a radio failure a replacement portable radio is to be obtained from the Sailability Store, tested, and put to use.
12. When using the personnel lifting hoists, a helper trained in the use of the hoist is to supervise the transfer operation. Authorisation to act as a hoist operator is displayed in the Sailability Pavilion and shown on helper badges.
13. Sailors in wheelchairs are not to go onto the jetties until invited by the Duty Sailing Master, a Deputy Sailing Master, or Hoist Supervisor and are to have any wheelchair straps released beforehand and until they leave the jetty on their return. Powered chairs should be switched to manual whilst on the jetty unless operated by the user themselves, a personal carer, or a senior helper authorised by the wheelchair user.
14. No hoisting is to commence until the receiving boat and wheelchair are both in position with the boat secured to the jetty and wheelchair with brakes on and electric control joystick disabled. No-one should be held suspended in a sling except for brief periods if necessary to adjust securing straps or equipment.
15. As part of Sailability membership application, all sailors are required to notify FPS of their disability and any medication taken. A register of sailor support requirements and medical conditions which might be triggered or worsened during sailing will be maintained together with an emergency contact person.
16. It is the responsibility of each sailor member, their carer, or helper member to inform the Duty Sailing Master of any personal condition on the day which might adversely affect their safety whilst afloat or ashore on-site.
17. An emergency first aid kit and easy-use defibrillator are kept in the Sailability Pavilion and a more comprehensive first aid kit and another defibrillator are available in the FPSC Clubhouse.
18. A list of qualified First Aiders is displayed in the Pavilion and qualification is also indicated on helper badges. A notice showing the nearest hospital A&E units and the postcode of the Sailing Club is located in the Sailability Pavilion and also in the foyer of the Clubhouse where there is a telephone. Any available mobile telephone is to be used if speed is important.
19. More detailed safety procedures are in the FPS Operating Manual Section 6, a copy of which is held in the Sailability Pavilion and available via the FPS website.



b) 2017 FPS Operating Manual – Appendix IV – Fire Evacuation Procedure

This notice is posted in the Sailability Pavilion for the attention of all:

Sailability: IN CASE OF FIRE
(In the vicinity of Sailability area)

1. Sound the alarm using the air horn situated on Pavilion Double Doors, or shouting Fire, Fire, Fire.



2. Evacuate all on shore sailors, carers and non-essential staff to the assembly point situated on pathway/hard-standing club house end of the car park.
3. Duty Sailing Master to send one person to call the fire brigade and inform the club manager or Duty Officer.
4. Instruct the safety boat(s) by radio to keep all sailors in boats on the water, rafted if necessary away from the smoke. All on water safety boats deployed to assist.
5. If possible and if safe to do so use the fire extinguishers situated in the Pavilion and Humber boat shed to contain or extinguish the fire.
6. Check surrounding buildings are empty of people.
7. If possible and safe to do so take the box containing car keys to a safe place to allow for movement of vehicles if required for fire engine access.

Secondary actions if possible and safe to do so.

- a. Isolate the electricity supply. Switches are in the Humber boat shed.
- b. Remove all fuel tanks and containers away from the area.
- c. Move cars to give emergency vehicle access.
- d. All first aid qualified personnel put on standby to assist anybody needing first aid.

Note: Person in charge – Duty Sailing Master.

6. Farnham Swimability (FS) (formerly Farnham & District Sports Association for the Disabled - FDSAD)

FDSAD was formed in 1981 (the 'year of the Disabled') by Peter Hooper, a double amputee. FDSAD's primary objective was to provide swimming and other sporting and recreational activities for disabled people living in Farnham and surrounding areas.

In 1982, FDSAD started a sailing group at Frensham Pond Sailing Club (FPSC) led by Ted Bonner. Sailing through FDSAD continued until September 2001 when Frensham Pond Sailability (FPS) was launched, following a £262,000 joint FPSC/FDSAD fund raising and construction programme to make the FPSC site fully accessible.

Although FPS is now very much integrated into the Sailing Club, the relationship with FS/FDSAD continues.

All FPS sailor members, unless joining through another organization, such as a school or a residential centre, are invited also to join FS. The benefits from FS membership include:

- a) Supported swimming at Farnham Leisure Centre every Saturday morning throughout the year from 9am-10am. A hoist for water entry is provided, together with helpers and a physiotherapist
- b) Other recreational activities arranged from time to time such as skittles evenings, theatre visits and canal/Chichester harbour trips
- c) Subsidised annual Christmas or New Year lunch

A brochure and application form can be found in Appendix 4

For further information on FS, please visit their website www.farnhamswimability.org.uk or contact Jenny Taylor, Membership Secretary

Tel. No. 01252 726950

e-mail address: jenny@bellamanda.co.uk



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Appendix 1

Taster, Registration/Medical and Membership Forms



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Appendix 2

Key Dates for your Diary



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Appendix 3

Copy of FPS Newsletter “Breaking Wind”



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Appendix 4

Farnham Swimability (Brochure + Application Form)