



# Clyweddog Sailing Club

## SAILING AND PADDLE SPORTS CLUB

### Members Handbook



[www.clywedogsailing.org.uk](http://www.clywedogsailing.org.uk)

Clubhouse tel: 01686 412631





## **Welcome**

This is your guide to how the club works. Please take time to it read through particularly the safety rules.

The Club has leased the sailing rights since the reservoir was created in 1967. The Club is run entirely by volunteers from the membership, and its aim is to be a hub for sailors and paddlers to meet and enjoy their sport together.

Sailing members meet Sundays , for a regular program which includes racing as well as a range of training opportunities. The Canoe and SUP sections meet Thursday evening. Club updates and club events are posted via facebook, email and the Clywedog web site.

During weekdays the club can be used by other voluntary organisations by agreement and there are also arrangements for commercial companies to operate.

Clywedog SC is affiliated to the RYA, it is an RYA Training Centre, an RYA Sailability Centre and has Insport Bronze Accreditation with Sport Wales. The Club is also affiliated to Canoe Wales and the Outdoor Partnership.

# Table of Contents

	<b>Page</b>
• <b>Safety Policy Statement</b>	<b>4</b>
• <b>The Reservoir, Water Levels and access</b>	<b>5</b>
• <b>Map of Sailing and Canoeing areas</b>	<b>6</b>
• <b>Membership Information</b>	<b>7</b>
• <b>Members Camping</b>	<b>8</b>
• <b>Club Boats, Winch and other Equipment</b>	
• <b>Sailing - Safety Boat Operator</b>	<b>9</b>
• <b>Sailing - Officer of the Day (OD)</b>	
• <b>Lone activity policy</b>	<b>10</b>
• <b>Safeguarding Procedures</b>	<b>11</b>
• <b>Accident &amp; Near Miss Procedure</b>	<b>12</b>
• <b>How to deal with an Emergency</b>	<b>13</b>
• <b>Questions and use of Club Equipment</b>	<b>14</b>

# SAFETY POLICY STATEMENT

Clywedog Sailing and Canoeing Club (CSC) is affiliated to the Royal Yachting Association (RYA) and to Canoe Wales. It is an RYA Training Centre (RTC) and Sailability Sailing Centre.

To help create a safer environment for sailing and paddle sport activities at the club we ask all members make themselves aware of the safety instructions and emergency procedures on pages 10-14.

Compared to other sports, sailing and paddle sports are safe activities. We all have a responsibility to ensure it stays that way. However, you personally, have the final say in whether you venture out onto the water and if in doubt about your abilities in the prevailing conditions then stay on dry land.

## **The club insists on the following safety points:**

- All members on the water and the jetty to wear **buoyancy aids** and junior members to wear one when near the water edge. Buoyancy aids should have CE Certification, be in good condition and correctly fitted. **SUP waist flotation devices** are not permitted.
- Swimming is prohibited by Severn Trent.
- You should be confident and competent in your self sufficiency in whatever craft you intend to use at the lake- see page 10. If you need support training come along to a club session.
- All craft should be well maintained. Craft stored but not used, road trailers and unseaworthy craft are not permitted and should be removed from the boat park.
- **All craft should be insured for 3<sup>rd</sup> party liability** as required by Club Rules. Canoe and SUP insurance is available via Canoe Wales.

**Members using the lake when there is no scheduled safety cover must take into consideration the weather conditions and evaluate their abilities to handle an emergency situation without support.**

**Hafren Dyfrdwy has requested members to follow the guidelines for LONE ACTIVITY on page 10**

## **The RESERVOIR , ACCESS and WATER LEVEL**

Llyn Clywedog, Fan, Near Llanidloes, SY18 6NU.

The reservoir is owned by Hafren Dyfrdwy, formerly Severn Trent, and is a top-up supply for the River Severn, the water level can vary considerably over the year, therefore cruiser owners need to regularly check their moorings, you can check at Natural Resource Wales <https://rivers-and-seas.naturalresources.wales/Station/4289>.

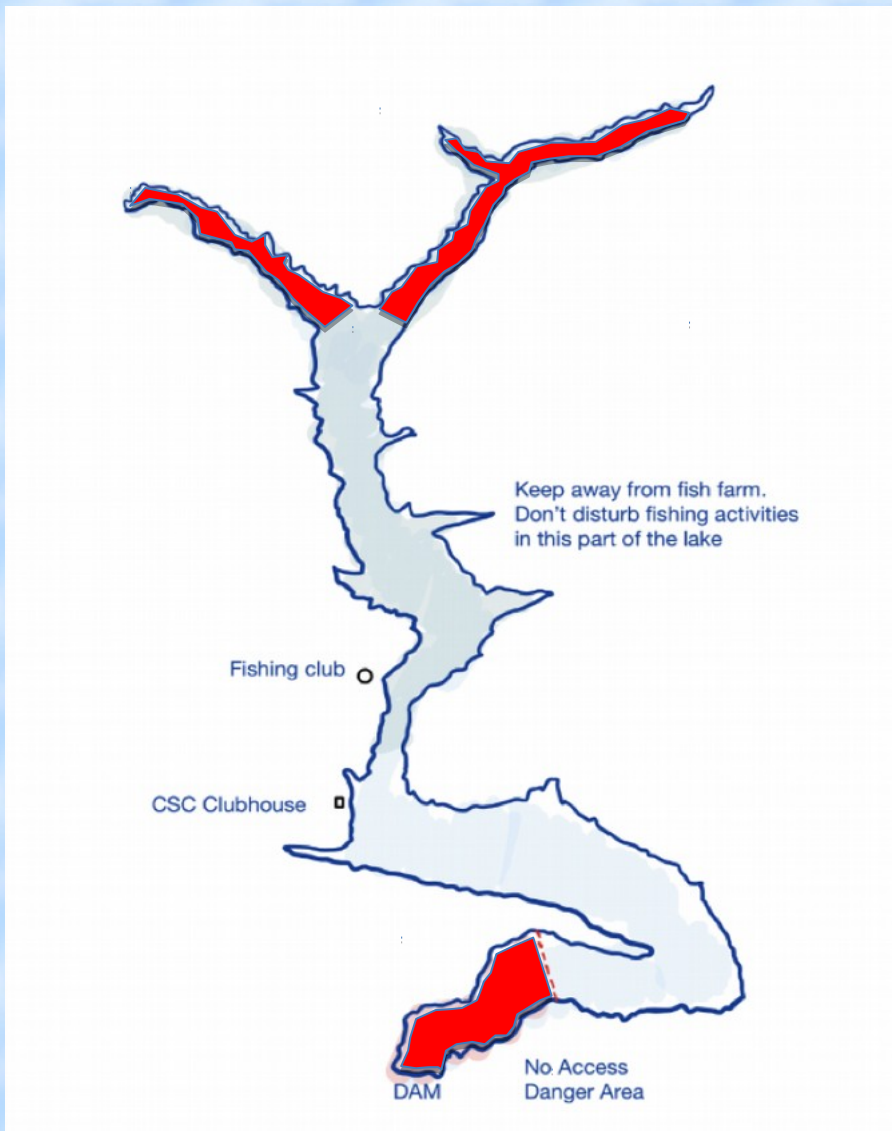
The club season is from end March to early November, the dates vary slightly each year and are published on the club calendar. At the end of October all vessels are to be taken off the water and the jetties and clubhouse closed down for winter. You can still access the lake in line with the Club Lone Sailing policy but be aware of the limited facilities and changeable weather, noting the access road can be tricky in winter due to ice.

Water activities are only permitted during daylight hours and within the navigation limits shown on the next page, this map is also displayed at the clubhouse. The area towards the Clywedog Dam is strictly off limits and there is no swimming permitted in any part of the lake. Members should familiarise themselves with the limits of the navigable area and note that access to and from the lake is only via the club slipways.

The reservoir is shared with the Fishing Club, which has priority in the areas to the north west of the lake, members are to be mindful that we respect each other's activity.

**All members are asked to stay clear of the fish hatcheries adjacent to the fishing club.**

# NAVIGATION LIMITS FOR SAILING and PADDLING



A more detailed map is on display in the clubhouse.

Check at the clubhouse for any changes of the sailing area. Do not enter the shaded zone towards the dam, marked on the lake by a line of yellow buoys extending between the white painted 'no fishing beyond this point' signs.

Keep well clear of the fish farm and away from the fishing club moorings. Respect fishing activity and try to keep clear of fishing boats as they may be using long rods and lines that will travel a long way from boats.

## MEMBERSHIP INFORMATION

Members should familiarize themselves with the Club rules and policies, some included here, a copy of the Club Constitution, Rules and Byelaws is posted on the clubhouse noticeboard.

Your new membership will include the current code for the car park and entry to the clubhouse.

**Club galley/kitchen** is available for members use except on event days. You are requested to leave the galley clean and to put away any of the equipment used- please do not leave out to drain.

**Rubbish disposal** and recycling is not practical at Clywedog, you **MUST** take home all rubbish you generate.

**Security:** If you notice something that needs attention please contact a member of the committee. If you are last to leave the club make sure the water and lights are turned off, all doors and the car park gates are locked.

**The Club management** are all volunteers. So it is important that **all** club members recognise they have a responsibility to try and help in some way. **Sailing members** are asked to help with the Sunday programme; the sailing secretary prepares a duty roster.

**Fund raising events** are held throughout the year, try and support these as they provide substantial income for the club.

**Working Party weekends** at the beginning and end of the year are important for the club to fully reopen and shut down its facilities effectively. As members of a volunteer club, we request your help on both weekends. Details of these weekends are always sent to the membership and posted on social media.

**Visitors** should be signed in the visitors book and are subject to the visitor byelaw.

**If you are unsure** on any procedures ask for a “walk through” session to familiarise you with the operation of the clubhouse, grounds and any other aspects of the Club life.

## **CAMPING AND CARAVANS**

The Club has limited camping facilities available only to members. Use of caravan pitches is restricted and pitches are allocated by the committee. All caravans to be removed during the closed season.

## **DOGS**

Dogs should be under control at all time, any dog fouling cleared and taken away.

## **CLUB BOATS, WINCH AND EQUIPMENT**

The Club Equipment Policy - page 14 - provides for equipment to be available for use only during supervised club training sessions. Please speak to a committee member for further information. This is a useful way of trying different craft before you decide on a purchase.

All club equipment should be put away tidily and the usage noted in the relevant logbook found by the reception desk.

There is other specialised equipment in the boat park, which is only to be used by authorised members. In particular the safety boats and the winch; more information set out below and on page 9.

### **Two people MUST operate the winch**

If you require the use of the winch throughout the season: ask the committee to be trained on its usage

## **BOAT YARD & CAR PARK**

The road through the boat yard is for the movement of launching boats and not to be used as a through road for cars. Please drive in and out of the car park via the top gate. If you bring a canoe/kayak/board with you on your vehicle, please unload this in the car park and carry it down to the slipway.



## **SAILING SAFETY BOAT CREW**

The Helm must hold RYA Powerboat Level 2. It is preferable the safety crew have the RYA Safety Boat Certificate or must be confident they can provide rescue and recovery. They should know any racing instructions, be familiar with club risk assessment, be confident to operate in the prevailing conditions and ask for support if needed.

Key points for Safety Crew:

- Coordinate with the Officer of the Day
- Before use check safety boat fuel and all safety equipment is present and correct
- Wear a kill cord at all times while operating the safety boat
- Radio check
- Carry a safety knife
- A First Aid Certificate is desirable

Safety boat crew is normally two people, however situations arise when a suitably qualified and experienced helm may cover on their own.

If you have to go ashore, notify the Office of the Day and any boats remaining afloat that cover has been withdrawn.

At the end of the session return the safety boat to berth, remove loose items and fill out the logbook reporting any comments. Switch any radios off and return to the charging station.

### **RACE DAY DUTY - OFFICER OF THE DAY (OD)**

- Be familiar with any Racing Instructions
- Be familiar with the sound and flag signals for race starts
- Be able to create a course for the day taking into consideration the prevailing weather and reservoir conditions
- Communicate with the Safety Boat to enhance the fleet safety
- Maintain accurate timed records of the race
- Ensure logbooks and accident books are completed.

**The Officer of the Day is the responsible person in the event of an incident**

## **POLICY for LONE SAILING and PADDLING**

Hafren Dyfrdwy/Severn Trent has asked the Committee to advise members and visitors to follow guidelines to promote a safer environment for sailing/paddling without wishing to prohibit activity. Clywedog is a remote location so these precautions are in your own interest and will satisfy the Water Authority to allow us to continue to provide access.

If you are using a mooring it is your responsibility to keep an eye on the lake level - Natural Resources Wales provide real time data at - <https://rivers-and-seas.naturalresources.wales/Station/4289>

Members choosing to use the lake when there is no scheduled safety cover must take into consideration the weather conditions and evaluate their abilities to handle an emergency situation without support.

### **This means:**

- Be aware of the weather conditions and forecast.
- Wear appropriate clothing, a buoyancy aid and carry some means of attracting attention - there is some phone signal on parts of the lake
- Let a 3rd party know your schedule, and have an emergency contact onshore.
- Canoeists and Paddle boarders are recommended to go out in 3's, and have an emergency contact onshore.

# SAFEGUARDING PROCEDURES

The Club organises DBS checks for volunteers where required.

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

- Avoid spending any significant time working with children in isolation
- Do not take children alone in a car, however short the journey
- Do not take children to your home as part of club activity
- If any of the above is unavoidable, make sure it is with the full knowledge and consent of someone in charge of the organisation or the child's parents
- If a child is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible
- If you do have to help a child, make sure you are in full view of others, preferably another adult
- Restrict communications with young people via mobile phone, e-mail or social media to group communications about organisational matters.

## **You should never:**

- engage in rough, physical or sexually provocative games
- allow or engage in inappropriate touching of any form
- allow children to use inappropriate language unchallenged, or use such language yourself when with children
- make sexually suggestive comments to a child, not even in fun
- fail to respond to an allegation made by a child; always act.
- do things of a personal nature that children can do for themselves.

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

## **ACCIDENT & NEAR MISS PROCEDURE , FIRST AID**

An Accident is an injury that requires medical treatment and although not every minor cut and graze needs reporting it is important to record more serious incidents so we can take action to avoid them in the future.

A Near Miss is an incident that could have caused injury. Reporting Near Misses is in many ways more important than accident reporting; with this information we can take action to correct the situation before anyone is injured in the future.

If an Accident or a Near Miss occurs then it must be recorded in the Accident or Near Miss book, which is kept in the galley near the first aid box.

In such an event make sure a committee member is also informed.

First Aid kits are located inside the clubhouse by the galley.  
There is a defibrillator located outside the clubhouse.

The Incident and Emergency Action Plan on the next page illustrates the action to follow when an Accident or Near Miss occurs together with the actions required for more serious incidents.

**To call emergency services dial 999**

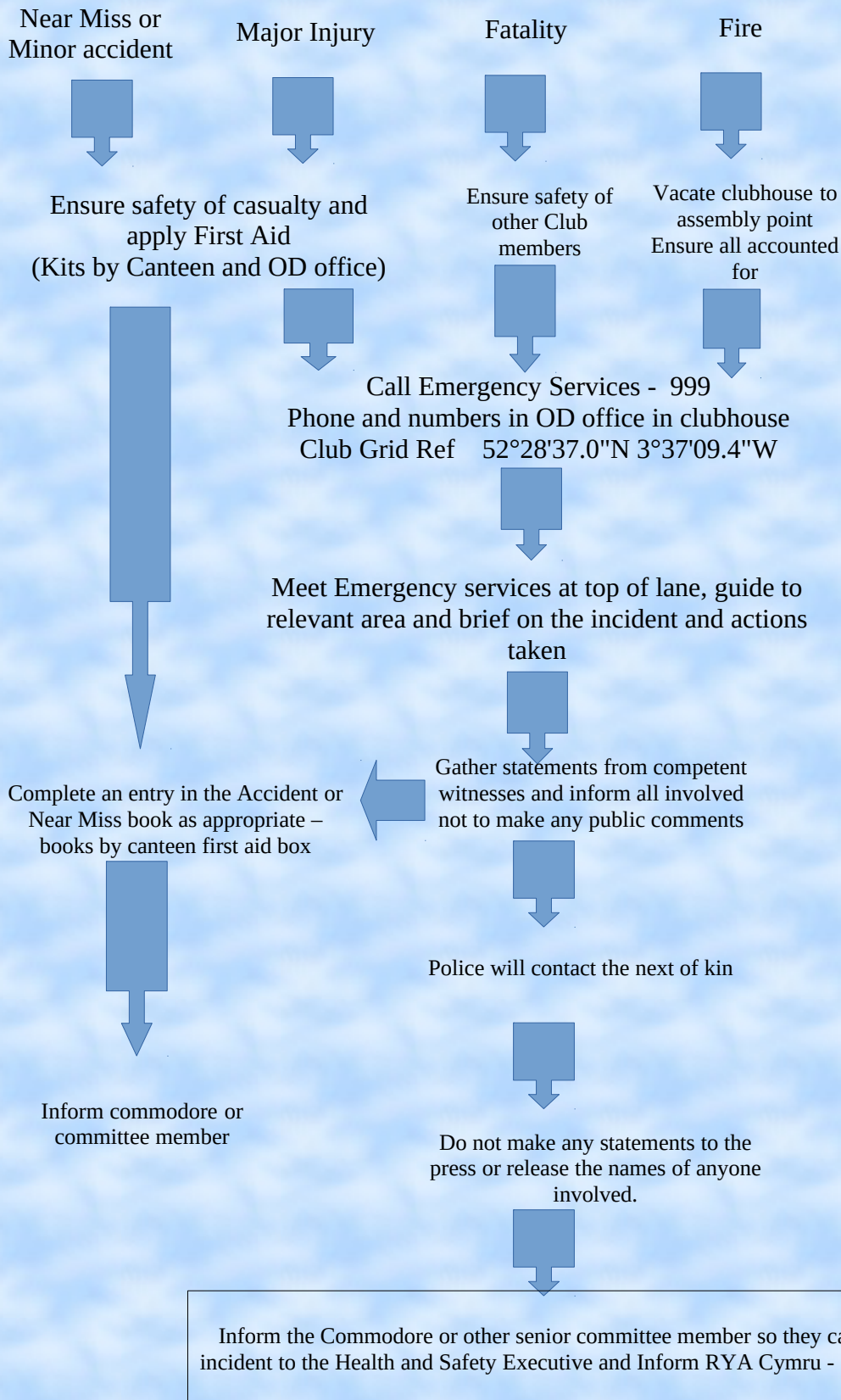
**An emergency phone is located on wall outside the OD office.**

**The Club Grid Ref 52°28'37.0"N 3°37'09.4"W**

**WHAT3WORDS Location for Emergency services:**

**“MANAGE TRIATHLON HELPLESS”**

# INCIDENT & EMERGENCY ACTION PLAN



## QUESTIONS

If you have any questions about the club you can message our membership secretary who will be happy to help.

If you have anything you can bring to help with the running of the club please do not hesitate to raise it with any member of the committee.

## Use of Club Equipment Policy

The club maintains a fleet of craft including sailing dinghies, paddleboards, and kayaks for member's use during club instructor-led activity sessions. The club also maintains a selection of personal equipment, e.g., buoyancy aids, for the same purposes.

Club instructor-led activity sessions, when there is appropriate qualified instructors and safety measures in place, are primarily:

- Sailing – Sundays
- Paddleboarding– Thursday evening SUP club
- Kayaking – Thursday evening canoe club
- Other ad-hoc and programmed events which will be communicated in advance

The club sessions are designed to provide a pathway for new members, those wishing to develop skills in the various disciplines, gain qualifications, progress in their chosen discipline, e.g., racing, or just to enjoy the activity as part of a group session.

Club craft and equipment are not generally available for casual use outside of the prescribed activities. Exception may be permitted on days when there is a qualified duty officer present at the club, mainly Saturdays and Sundays in peak season and Sundays in low season, to allow limited access to the buoyancy aids and wetsuits.

Additional exceptions, in particular those involving club craft, is at the sole discretion of an appropriately qualified leader and committee member and subject to proper qualification of the scope of the request.

**THANK YOU FOR JOINING AND WE LOOK FORWARD TO SEEING YOU ON THE WATER**