

# **Hollowell Sailing Club**

## **Members' Handbook**

Hollowell Reservoir, Hollowell,  
Northamptonshire NN6 8RN  
[www.hollowellsc.org.uk](http://www.hollowellsc.org.uk)  
Clubhouse Telephone number: 01604 740328  
*(during sailing hours only)*

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Record of issue:

Issue	Issue date	Changes made
1	May 05	First Issue
2	Dec 05	Clarify Open Day Duties, add sailboard hire fee
2a	Apr 06	More pictures added and detail corrections made
3	Apr 07	Duties better explained, advice about Weils disease, need to wear buoyancy aids, new boat parking map, clarify liabilities, where to attach kill cords, House Managers duties.
4	Mar 08	Complete rewrite with fuller information on how the club is run. Club hire boats updated. New pictures provided.
5	Apr 09	Officers; all references to Tea Bar; access; buoyancy aids; Mirror fleet; Youth OnBoard; boats for hire; Appendices 1, 2, 4 & 5
6	Mar 11	Total review with clearer explanation of how to hire a club boat. Use of Grillo. Junior Sailing updated
7	Jan 13	Full Review including an explanation of the new boat parking arrangements
8	Apr 15	Complete review. Revised to reflect 'Water Safety Policy' document, new access to affiliated section of RYA website, defibrillator added; disabled access, cold-water shock, lockers for valuables, addition of a final word; RYA Joining Point added; no more Mainsheet; private hire of clubhouse; cctv, no receipts on boat hire and rope sales; youth sailing pathway; grants ackn;
9	May 17	Addition of Optibats, Members Policy, updated key holder details, Webcollect and other website information; cold water shock rewrite; insurance and liability
10	Feb 19	All passwords and access codes are in section 3 only; change footer date and version number, change timing of out of hours cold water availability, remove detailed pricing for club hire boats and signpost to Webcollect, removal of Appendix E Committee Roles and Responsibilities - presented and subject to members approval at Annual General Meetings and available separately on request, removal of Appendix F Membership Policy to be viewed as a stand alone policy document provided to members directly and via the website; removal of the fleet specific boat parking map as this is no longer applicable and addition of contact details for the harbourmaster; update on wide access front and exit doors and low threshold; removal of fixed price for lunches replaced with comment that instructions will be provided on pricing by the tea bar manager, update about the galley provided by the tea bar manager, update regarding clubhouse access and key holders.; other minor grammatical edits.
11	Aug19	Addition of General Committee agreed (26/06/19) position on section 1 - facilities: Out of hours use of the Club, grounds and facilities
12	Mar 21	Point 3 Access codes removed; members to be supplied with the main access code on joining. Eliminates the need for two versions of the Members' Handbook one with and one without codes. Point 14 Change of name of Abington Park Model Yacht Club to Hollowell Radio Sailing Club. Appendix A Radio System '7' removed for number of radios and replaced with 'The radios....'. Point 10 Access to Information addition of the Hollowell Sailing Club News public email newsletter. Addition of Stand up Paddleboarding at point 14 and Appendix C.



## WELCOME

Welcome to Hollowell Sailing Club. This Handbook aims to help new Members settle into the club quickly and easily and to get to know what the club offers, how to take advantage of it, and what's expected. We hope you will quickly feel at ease and part of the club. If in doubt, please contact a committee member - their details are on the club website and noticeboard.

## ABOUT THE CLUB

History - Hollowell Sailing Club was founded in 1966, and today has some 250 memberships. It is non-profit-making, supported by the subscriptions and efforts of its members, and managed for their benefit by an elected committee. Members share the tasks required to run the club amongst themselves.

Location - Hollowell Reservoir is set in an attractive valley in the north of Northamptonshire just off the A5199. Leicester is 20 miles to the North and Northampton 10 miles to the South. When approaching from the North you will go through the village of Guilsborough where there is a shop with take-away food, and a pub. From Northampton turn off at Creaton and drive through Hollowell village, turning sharp right at the top of the hill. The Club entrance is hidden on the bend and is signposted. There is an electric gate which is open during programmed sailing hours and members can gain access with a gate code.

What we offer - Hollowell Reservoir extends to 114 acres when full. The clubhouse is approached from the Hollowell to Guilsborough road and has ample car parking, dinghy parking and sailboard racks within easy reach of 6 slipways.

The Club caters for sailors of all abilities, and is particularly proud of its junior membership and Youth Squad, which meets regularly throughout the season. Between the clubhouse and the water's edge there is a large grassed area used for barbecues and picnics.

### **1 : FACILITIES**

The Club provides the following facilities for members and their guests. Detailed information on how everything works from alarms, heating and showers to WIFI and radios is available in **Appendix A**.

Out of hours use of the Club, grounds and facilities - During non-programmed sailing hours the club house may be opened for members by an adult committee member or instructor member. Committee members are responsible for leaving the premises secured or passing responsibility to another committee member, duty officer or instructor. If the Clubhouse is used while camping the Members using the facility must ensure that the Club is maintained clean and tidy eg washing up done and dishes put away. Club members may camp overnight in the grounds and use the out of hours changing room and toilet. The use of club boats/sailboards is not permitted outside of programmed sailing hours. Guests of club members may use club facilities according to rules relating to Visitors who must sign in.

Car Parking- There is car parking next to the clubhouse. When driving on the club site, please drive slowly and with consideration for other members, particularly children. As stated in the club rules, "Members of the Club, their guests or visitors may use the Club premises, and any other facilities of the Club, entirely at their own risk and accept that the Club will not accept any liability for any damage to or loss of property belonging to members, their guests or visitors to the Club."

Disabled access – Hollowell Sailing Club is registered as a RYA Sailability venue and aims to provide access to sailing for all where this can be achieved. We are mindful of the excellent facilities available at Northampton Sailing Club, just 3 miles away, and will signpost people if we are unable to meet needs. Access to our clubhouse for wheelchair users is by way of ramps to the entrance lobby and wide, low threshold entrance and exit doors. Parking is available on the grass by the small brick fuel store.

CCTV – CCTV is in operation on the premises. The installation of CCTV was prompted by thefts at other sailing clubs in our region. The sole intention of CCTV monitoring is to deter and inform instances of theft or damage to property.

Temporary Membership for Guests - All guests must be signed in by an adult member in the visitor's book in the entrance lobby. They then become temporary members for the day, and may enjoy all the facilities of the club agreeing to abide by the club rules during their visit. Any guest may not be signed in more than 4 times in any 12-month period.

Private BBQs - The brick built BBQ is usually available to members for private use. Bring your own charcoal or use and replace any stored in the small brick fuel store.

Grass cutting and strimming – The brick boat shed houses two lawn mowers, a small domestic strimmer and a Grillo grass strimmer to keep areas under your boats tidy. The main grassed area is cut by a contract mower several times a year but will not cut the grass near boats. Before using the Grillo strimmer please read the instructions in the Tea Bar folder and sign the declaration of competence.

Burgees and rope sales - Burgees and ropes are available for sale to members at very good prices. They are kept upstairs in the race office and prices are marked on the rope reels and the burgee box. There is a sharp knife in a plastic box along with a receipt book. Help yourself to what you need and complete a receipt for what you are purchasing and the amount of money. Take the receipt down to the Tea Bar and hand the receipt and the money for the Tea Bar staff to include in their accounts. However tempting it is - you don't keep a receipt.

## **2 : THE CLUBHOUSE**

First aid/Medical help - There is a first aid box by the Tea Bar and a list of qualified first-aiders is posted with it. A defibrillator is provided adjacent to the Tea Bar boiler. In a minor emergency, please help yourself. Please record any accidents in the Accident Book. Emergency instructions and information are located on the combi boiler by the Tea Bar. *Anyone with a head injury should seek medical attention as soon as possible and read the head injury information sheet.*

Changing rooms - The Changing Rooms offer good changing space with hot water for showers. The smaller Training Room in Naseby Lodge can be used for getting changed out of programmed hours also providing a toilet and cold water hand basin between March and October.

Tea Bar or Galley - The Tea Bar or Galley is recognised by the local authority as a 5 star facility. We want to maintain that standard so good hygiene by all users is essential. It is equipped with a self-service hot drinks machine (you still have to pay!), dishwasher, cooker, microwave, freezer and fridges. The Tea Bar is run on a duty rota basis (see "Duty Rota" below), overseen by the Tea Bar Manager. Members can opt to do their stint behind the Tea Bar as part of their duties. A full procedures manual is kept beside the Tea Bar, which explains what is required. The Tea Bar offers

hot and cold drinks and snacks on Tuesday and Thursday evenings, Saturday afternoons and Sundays. Hot meals can be ordered on Thursday evenings and Sunday mornings for lunchtime. A “tab” system may be operated during the day to save you having to carry cash in your sailing kit, but if you use this system, please be sure to settle up your account before the last race starts. Please pay for tea bar items separately from bar items. For more information see **Appendix B**.

Bar and lounge - The raised carpeted area around the bar is a dry area. Please do not use it if you have wet or muddy clothing or footwear on. A committee member or the Duty Officer may open the bar during club licensed opening hours generally after sailing sessions on Thursdays, Saturday and Sunday afternoons. A range of beers, wines and spirits is stocked, at reasonable prices. The running of the bar is the responsibility of the Bar Manager, to whom all suggestions, complaints and offers of help should be addressed.

Lockers for valuables – small lockers are available for use by members near the disabled loo and in the ‘Gents’ changing room. Care should be taken to keep the keys safe although if loss occurs then contact a committee member who can gain access with the master key and declare an appropriate penalty.

Lost Property - Lost property will be kept for approximately 6 weeks and after that will be disposed of. Smaller items of lost property are put in a plastic container by the Tea Bar.

Private hire – members may hire the club facilities subject to agreed terms and should enquire about availability and prices from the House Manager.

Telephone - Members may make and receive calls using the telephone by the Tea Bar. Outgoing calls are charged at a flat rate of 50p. Please pay at the Tea Bar. The telephone number is: 01604 740328. If you’re passing when it rings, answer it! It may be for you-oo!

### **3 : ACCESS CODES**

**Members are provided with the main access code once their membership is confirmed.**

During programmed sailing or training hours members will normally find the gates and clubhouse are open. When the club is closed, members may still access the grounds and basic out-of-hours facilities (toilet and handbasin are normally available March to October).

WiFi - WiFi is available in the club lounge and in Naseby: **WiFi access codes** are on the club notice boards.

Electric gates - Electric gates are located at the main road entrance and will open on inputting the **main access code** to the keypad. The gates will close after entry. When leaving the club the gates will automatically open when a car approaches and close after exit.

Club gate entrance - There is a combination padlock on the 5-bar entrance gate. Once the gate is opened by inputting the **main access code** please ensure the padlock is locked, on its chain and the code not visible to passers-by.

Out of Hours Changing & Main Naseby Training Room - There are security keypads on the doors to both ends of Naseby Lodge. When the clubhouse is closed members may still access the out-of-hours changing room which has a toilet and handbasin which is operational between March to

October. When the club is open members may still need to use the code to access the Training Room. Use the **main access code** with the addition of 'C' and 'Y' as follows: CXXXXY

Duty Officers & Training Supervisors (code issued to Duty Officers only) - During programmed hours Duty Officers or Training Supervisors take responsibility for unlocking and locking up the clubhouse, setting alarms and securing the buildings with a **security access code**. Affiliated clubs may also be present and respective Duty Officers must liaise on club security and water use.

#### **4 : CLUB RULES & POLICIES**

Club Rules- these can be found on the website and are supplied to all new members. All members and visitors agree to abide by the rules, which may be revised from time to time and approved by members at the Annual General meetings usually held in March.

Useful guides and Information (**Appendix C**) - In addition to our club rules we have policies and procedures which provide guidance on a range of areas including membership, stand up paddleboarding, sailing and windsurfing, safeguarding, inputting race results, rule arbitration, instruction and race management. All current versions are available in the 'downloads' section of the club website with the exception of those which are issued directly to authorised members.

**The Members Policy** is provided to all members and provides guidance on fees, payment terms, discounts, permitted activities duties, permit stickers and resignation.

#### **5 : HOW THE CLUB IS RUN**

The Committee - Key decisions are made by the General Committee, which meets 4 times a year. There are five sub-committees which meet to discuss the finer details of the operation of the Club: Sailing, Membership, Social, Maintenance and Training. Committee names, photos and contact details are available on the club notice board and website. Key roles and responsibilities are presented to members at the Annual General Meeting with a list of nominated individuals for approval.

Annual General Meetings - The General Committee is elected by club members every year at the Annual General Meeting in March to manage the affairs of the club.

#### **6 : DUTIES BY ALL MEMBERS**

Duty requirement - Hollowell Sailing Club has a full and active sailing programme. This is only possible because members fulfil compulsory duty days as part of their membership. Many contribute far more time especially towards the running of the Training Centre and generally. This ensures that events in the programme are run in a safe and proper manner.

Members usually find their way round far more quickly once they have carried out duties as part of a duty crew. We offer training to members to equip them for duty roles including: Duty Officer, Assistant Duty Officer, Boat Officer, Assistant Boat Officer, Shore Duty and Tea Bar.

All adult members are required to complete a set number of duties and younger members are encouraged to contribute too. Several of our more experienced junior sailors provide club race management support to the Duty Officer. Single members are required to do at least two duty days each year. With a Family membership comes the requirement for the equivalent of 4 full duty days. Social members with accompanying juniors are required to do one duty day.

**All members are advised to read 'Notes for Duty and Boat Officers' which is available on the club website.**

Duty Rota - Hollowell Sailing Club uses an online duty rota management system called **DutyMan**. Members should contact the Duty Co-ordinator for their login, initial password and subsequent password reminders.

**DutyMan** enables members to:

- book and confirm their own duty dates
- swap their own duty dates if necessary
- receive automated email reminders

Contact the Duty Co-ordinator - If you need to contact our Duty Co-ordinator for assistance or queries then email [dutyman@hollowellsc.org.uk](mailto:dutyman@hollowellsc.org.uk). The Duty Co-ordinator's telephone number is on the website and he is also often available at the Club. Please just ask.

All member work parties - there are some major tasks which can only be achieved through the efforts of many members pulling together especially preparing at the start of the season and packing away for cold weather. The dates are in the online calendar and a complementary lunch rewards everyone for their hard work. There are tasks to match all abilities whether indoor, outdoor, heavy or light, young and young at heart. Every member is encourage to be involved.

## **7 : DUTY OFFICERS**

Duty Officers come in a range of shapes and sizes but have usually been involved members of the club for 2-5 years and 'know the ropes'. All Duty Officers need to request the latest version of '**Advice to Duty Officers**' from [dutyman@hollowellsc.org.uk](mailto:dutyman@hollowellsc.org.uk) which describes all they need to know in detail.

Duty Officer + Informal Sailing - Some Duty Officers may take care of club security, opening and closing the clubhouse and other facilities. They will also make sure a safety crew is available to sailors involved in *informal sailing* on the water during the programmed hours.

Duty Officer + Race Officer - More experienced Duty Officers will take care of club security and also provide *Race Management* for club racing and open meetings. These Duty Officers, and ideally Assistant Duty Officers also, will make themselves familiar with a number of additional documents available online including:

- Racing Management at HSC
- Sailwave Guide to Racing Results
- On the Water Safety Policy
- Biosecurity Policy

## **8 : CHILDREN**

Members are responsible for their own children. The club defines a child or junior as being anyone under the age of 18 years. Children under 14 have full use of the club premises where suitable and should at all times be in the direct supervision of a responsible adult. Junior and student members under 16 are required to have a parent or guardian in membership and available at the club whenever they are involved in a club activity. Children are not permitted to sign in visitors or

hire club boats. Our Water Safety Policy (available via our website) provides details of powerboat use by children aged 14 and over.

## **9 : SOCIAL ACTIVITIES**

The club holds various social events throughout the year typically including summer barbecues, a Christmas Lunch and Prize Giving. Details are posted in the clubhouse and on the website. Help is always very welcome with organising any of the social activities and contributions of homemade dishes spread the workload. Costs of producing dishes are reimbursed from the Tea Bar.

## **GETTING ONTO THE WATER**

### **10 : HOW TO ACCESS INFORMATION**

Notice boards - In the main entrance area is an Official Notice Board which displays the days' Duty Crew, powerboat availability, and any changes to Sailing Instructions for Open Events. Forthcoming events and club notices are also displayed. Members are free to use the "For Sale" notice board to advertise sailing-related wants and items for sale. Notice Boards with Training items are located in the Ladies and Gents changing rooms. Two notice boards are located in the lobby for affiliated clubs, Hollowell Scullers and Abington Park Model Yacht Club.

Club website [www.hollowellsc.org.uk](http://www.hollowellsc.org.uk) is regularly updated and has information about all the club's racing, sailing, training and social events. **Appendix C** lists the 'Useful Guides and Other Information' available online. Contact the Membership Secretary if you want a copy of these.

Annual Sailing Programme and calendar are available on the club website. The Google calendar shows all events and the Race Programme just the sailing activities. Either can be downloaded to your own Google calendar by following instructions next to the calendar on the web or by using the + Google Calendar button.

Membership, Booking & Payment System - We offer an online membership and events booking and payment system through Webcollect accessed via our website. Members and non-members create their own account, apply for and renew their own club membership and book their own training courses and other events online. Payment options include bank transfers and cheques. Anyone wishing to speak to a real person may also contact our Membership Secretary and our Training Coordinators whose current contact details are available on the website or by asking in the clubhouse. Renewing members may opt to pay by direct debit collected by GoCardless.

Email Contact – the preferred means of contact with members is by email and all those who supply an email address will receive membership information and notices. We do offer other forms of correspondence for those who advise our Membership Secretary of their preference.

Hollowell Sailing Club Members News - A regular members email newsletter is sent to all members containing details of upcoming events. Please talk to our Membership Secretary if you don't have access to the internet.

Hollowell Sailing Club News - A regular public email newsletter 'Hollowell Sailing Club News' is also produced for anyone to subscribe to for more information about training and opportunities to get into sailing. It is possible for anyone to subscribe to this newsletter via the club website, Facebook page and via the Members News.

Anniversary Book - A 50<sup>th</sup> Anniversary Year book published in 2016 reflects the stories and anecdotes of the club back to its start in 1966. There are copies in the clubhouse freely available to all who wish to read all about the club and its achievements so far. Please pick up a copy.

Promotional Leaflets - a range of promotional leaflets are always available in the clubhouse and on our website. The best way of recruiting new members is through personal recommendation so if you have a good experience please pass on the word. If you have not then please let our Membership Secretary or another committee member know.

Royal Yachting Association - The RYA is the national governing body for all forms of boating and supports us as an affiliated club. Click on the 'RYA CLUBS' button on the RYA home page, to take a look at special offers available to RYA members. If you are considering joining the RYA for the first time then hopefully you will do so via Hollowell Sailing Club 'Joining Point' and earn us rewards! Visit [www.rya.org.uk/clubs](http://www.rya.org.uk/clubs) Password: 436889

## **11 : DINGHY RACING, SAILING & WINDSURFING**

We offer a very comprehensive sailing programme commencing with our Mad March Pursuit in early March each year and progressing beyond the New Year into our Snowflake Series. Full details are available on our website and on the clubhouse noticeboard. Printed versions are not normally available but can be arranged on request from the Membership Secretary.

Open Meetings and Special Events (Appendix D) - We hold a number of open meetings during the year including specific events for the SeaVets, Windsurfers, Lasers, Solos, and Toppers. Other open meetings provide opportunities for all classes to sail competitively with visitors.

Open Water Policy - The Club has an open water policy which means that access and sailing is permitted at any time between 10.00 am and dusk throughout the year. Please sign in and out using the book in the covered area outside the bar. Outside of programmed training, sailing or rowing times the main clubhouse and outbuildings are usually not open and club hire boats are not available, and there is no rescue facility. You are strongly advised to sail with another boat. If the clubhouse is open make sure you know what plans are in place to close it again if you leave personal belongings inside.

Casual sailing - Permitted on all days when there is club racing except Open Meetings and special events. Please check the Sailing Programme before coming, as these are clearly marked as "no free sailing". If there's racing going on, and you're not racing, please keep clear of boats that are. **At all times please respect other water users.**

## **12 : ADULT TRAINING & COACHING**

Hollowell Sailing Club is an approved Royal Yachting Association Training Centre and has a Chief Instructor and Principal to ensure that all RYA training events comply with RYA requirements. The main Training room is located in the Naseby Lodge. The club is proud of its reputation for good quality training. It regularly runs training courses on powerboat handling. Members are encouraged to enrol on powerboat level 2 and Safety Boat courses so that they are suitably qualified to do Boat Officer Duty.

**There is a full range of dinghy sailing courses for adults.** These start with the beginners Level 1, moving to the more advanced Level 2. After that there are more courses available to improve sailing and progress peoples' sailing career. These courses may include Start Racing, Sailing with Spinnakers, the advanced Level 3 as well as the popular Ladies Days. We also run in-house

assistant instructor courses, which enable experienced sailors to teach at Hollowell SC. Please see the training programme for further details and contact the Training Coordinators for bookings.

### **13 : YOUNGER SAILORS**

Hollowell Sailing Club places a strong emphasis on Youth Sailing, recognised by the early appointment as a RYA Champion Club. Hollowell SC was appointed as an OnBoard Club by the RYA in 2009. This is a scheme which encourages youngsters to try taster sessions and then become members of the Club with their families. Hollowell SC is one of RYA's British Youth Sailing Recognised Clubs.

Getting started – Children aged 8+ can take part in our training and coaching courses. The Junior Start Sailing Course is the ideal place to start providing all that is needed to get out on the water.

Youth Coaching – Taking place on alternate Sunday mornings once the weather is milder, children between 8-18 are encouraged to join one of three groups and make progress with sailing and racing gaining RYA qualifications on the way. Once they master some of the basic skills they can think about travelling further afield visiting four local clubs as part of the P & B (Pinnell & Bax) Junior Series which brings young sailors together from five clubs in the area.

Junior Week - Our well-attended Junior Sailing Week kicks the school summer holidays off with a great start. Open to members and non-members aged between 8-18 we offer 3 days dinghy sailing and 2 days windsurfing, which can be booked together or separately.

Youth Squad – We are proud to be a leading member of the Midlands Junior Circuit and regularly send representatives to major national Optimist, Topper, Splash and Laser events. We are active in the Eric Twiname National Junior Finals and National Schools Sailing Association team racing and endeavour to provide opportunities for our developing sailors to extend their skills locally, nationally and internationally.

Instructors – many of our young sailors excel and take interest in becoming instructors themselves. We provide opportunities for our young members to qualify as Assistant Dinghy Instructors and Dinghy Instructors and to go on to deliver training courses at Hollowell.

Details of how to book on a training course or get involved with the youth coaching and youth fleet are all available from our website or just get chatting at the club to find out more.

### **14 : ROWING, MODEL YACHTING & STAND UP PADDLEBOARDING**

Rowing – Hollowell Scullers is a rowing club which is affiliated to Hollowell Sailing Club and operating at Hollowell Reservoir by agreement with Anglian Water. A five-year renewable Agreement was drawn up between the two clubs in June 2018 setting out the conditions under which rowing will be permitted as well as the use of Hollowell Sailing Club facilities. These terms are reviewed each year. Only members of Hollowell Scullers are allowed to row at Hollowell Reservoir and all craft must have a non-transferrable craft sticker affixed and be kept in the designated area. Hollowell Scullers as a club is responsible for its own duty crew and liaising closely with other water users.

Model Yachting – Hollowell Radio Sailing Club was agreed as an affiliated club by Anglian Water in 2015. Only members of HRSC may launch model yachts at Hollowell Reservoir and are required to adhere to the terms of the Affiliated Model Yacht Club Agreement.

Stand up paddleboarding - members of Hollowell Sailing Club in any of the on-the-water membership categories (Family, Single, Young Adult and Junior) may take part in stand up paddle boarding. The Stand up Paddleboarding (SUP) Policy provides full details of how members can participate in this activity on Hollowell Reservoir. SUP is permitted in and out of programmed sailing hours other than when 'no free sailing' is indicated on the club calendar. SUP is permitted in areas which are not in use for club racing or within 20 meters from fishing.

### **15 : NON-PROGRAMMED WATER-BASED ACTIVITY**

Any water-based activity must be approved by the General Committee in order for the event to benefit from our insurance cover and to be conducted within required safety parameters. This includes any organised training, coaching or any other activity on the water.

Anyone proposing a non-programmed activity is required to complete the **Non-Programmed Training Form** available to download from the website. A qualified 'sponsor' will need to agree to supervision of the event and to overseeing adherence to required safety conditions. The form should be submitted to the RYA Training Principal for approval and no commitment entered into until this is given.

### **16 : SAFETY ON THE WATER**

Our '**On the Water Safety Policy**' is available to download from the website and is essential reading for anyone taking part in or organising activities on the water at Hollowell Reservoir.

This policy provides guidance on the following:

- Sailing Area
- Access to the Water
- Personal Safety
- Buoyancy aids
- Trapeze Harness
- Your responsibility on and off the water
- Insurance
- Children
- Collision Avoidance
- Safety Cover
- Safety Boat Crew
- Safety Boats and Equipment
- Driving Powerboats
- Hire Boats
- Health and Safety- Risk Assessments
- Emergency Arrangements and First Aid
- Accident & Near Miss Reporting

### **17 : WEIL'S DISEASE (Leptospirosis) & COLD WATER SHOCK**

**Leptospirosis** – this is a type of bacterial infection spread by animals and can be caught by touching soil or water contaminated with the urine of wild animals infected with the bacteria. In its most severe form, leptospirosis is also known as Weil's disease.

It is rare in the UK and you can protect yourself by washing hands with soap especially before eating, wearing protective clothing, cleaning and covering cuts and grazes with a waterproof dressing and showering after contact with the water. Adults are advised especially to make sure children take the necessary precautions and are aware of the symptoms.

**Cold water shock<sup>1</sup>** – Cold water shock is a real danger in water below 15°C. Immersion in cold water rapidly incapacitates you and can kill you. Cold water shock can be lethal in minutes as it can cause a number of instant, powerful, involuntary respiratory reflexes, such as sudden increase in heart and blood pressure that may result in cardiac arrest, even for people in good health.

Your ability to 'swim like a fish' will have no impact on your body's involuntary response. At a water temperature of below 15°C cold water shock may cause you to inhale as you go under the water due to an involuntary gasping reflex, and drown without coming back to the surface; drastically reduce your ability to hold your breath underwater, typically from a minute or so to less than 10 seconds; induce vertigo as your ears are exposed to cold water, resulting in failure to differentiate between up and down.

Recommendations:

- Don't go on the water if you don't feel 100% well enough
- Be realistic about what you can manage if you do go in
- Practice capsize drills in warmer conditions and pulling yourself into the boat
- Wear the right clothing for the conditions and a buoyancy aid
- Learn more about cold water shock and think about how you would respond

## CRAFT AND TRAILERS

At Hollowell Sailing Club we have craft and trailer parking for our sailing and windsurfing members comprising approximately 300 spaces. Craft permitted to park at the club include sailing dinghies and sailboards. Trailers are those, which relate to the transport of craft. *We do not offer craft or trailer storage for non-sailing members.*

### **18 : YOUR OWN CRAFT**

Parking for craft and trailers - Each area of the boat park has been lettered and numbered so that the Harbourmaster can allocate vacant spaces for new boats and trailers. On arrival please park temporarily in Area D adjacent to the car park.

Contact the Harbourmaster who will discuss your needs, and allocate the best available space. Please do not assume that empty spaces are available for you to use as these may already be allocated. Contact the Harbourmaster by email [harbourmaster@hollowellsc.org.uk](mailto:harbourmaster@hollowellsc.org.uk)

Parking Permits - The Membership Secretary will issue non-transferrable craft or trailer stickers when you pay for your membership and when you have booked your duties and this should be displayed on the back of your dinghy, the skeg of your sailboard or in a visible location on separately-parked trailers. This will allow all committee members and duty officers to easily check craft, sailboards and trailers and remove those which are not legitimately parked or in use at the club. Trailers which are parked separately from a craft must be paid for and a non-transferrable sticker attached. Members are advised to ensure all craft and trailers are readily identified.

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<sup>1</sup> Royal Yachting Association "Cold Water Shock" <http://www.rya.org.uk/knowledge-advice/safe-boating/look-after-yourself/Pages/cold-water-shock.aspx> downloaded 25 March 2021

Insurance - Only craft insured for third party risks of a minimum of £2,000,000 are permitted on the water. By taking out any category of sailing or temporary visitor membership at Hollowell Sailing Club it is understood that this rule is adhered to at all times. It is the responsibility of craft owners and users to ensure they carry sufficient insurance to cover liability for damage and injury to third parties.

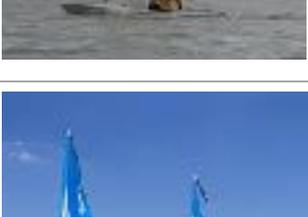
You may be liable for damage caused off the water while on club premises. For example, in a strong wind your craft or other equipment may be blown onto the craft or property of another member and cause damage. Ensure your property is secured to prevent this. While every effort is made by members to ensure security of the premises, should you suffer theft of your craft or other property the club accepts no liability for this. Many insurance companies offer comprehensive cover to include theft and may stipulate additional requirements including tie-downs, wheel clamps, tow bar locks and postcode markings. If travelling with your craft you are advised to consider any additional insurance and safety requirements.

**19 : CLUB BOATS & OTHER EQUIPMENT FOR HIRE**

Hiring a club boat or sailboard - Currently our very comprehensive club fleet consists of the following craft which may be **hired via the online Webcollect booking system** available on the club website. Prices range from £7 for a sailboard to £20 for a Wayfarer. Bookings must be paid for at the time of reservation. Members without internet access are advised to contact the Membership Secretary.

Buoyancy aids and spray jackets - A selection of these can be hired from the storeroom at a cost of £2 per session payable to the Tea Bar.

	<p><b>OPTIMIST</b> 4 available</p> <p>Recognised worldwide as one of the best boats for introducing children to sailing, with their easily handled simple spritsail rig they are safe and straightforward for beginners to use yet technically challenging for the experienced sailor. Over 70% of the sailors at the last Olympics learned to race in an Optimist. <i>(Suits children up to 50kg)</i></p>
	<p><b>OPTIBAT</b></p> <p>Similar to the Optimist these dinghies are great as a starting boat made from heavier and tougher materials than the Optimist. <i>(Suits children up to 50kg)</i></p> <p><b>RS TERA</b> 2 available for hire &amp; 6 available for youth team activities</p> <p>A modern looking exciting yet easily handled single-handed dinghy for young Sailors. Quick to rig it offers easy capsized recovery and a self-draining cockpit. Most children who've had a chance to try one love them. Sail one and burn the Playstation! <i>(Suits children up to 60kg)</i></p>

	<p><b>TOPPERS</b> 3 Club Boats and 6 for the Youth Squad</p> <p>Whether learning to sail, having fun off the beach, blasting around the reservoir or racing competitively, the Topper does everything, easily rigged it is rugged and safe for beginners yet an exciting race boat too as your skills develop. <i>(Suits larger children and small adults)</i></p>
	<p><b>R S FEVA</b> 1 available</p> <p>The Feva is a lively yet easy to sail boat with three sails including an easy to hoist spinnaker. She can be sailed single handed, by a crew of two juniors or by a child with an adult. <i>(Suits all family members)</i></p>
	<p><b>LASER</b> 2 available of which the newest is reserved for sailors with a level 2 dinghy qualification</p> <p>One of the most successful classes in the history of dinghy racing our club Lasers have standard, radial, and 4.7 rigs giving a choice of sail sizes to more experienced sailors and those wanting an introduction to club racing. <i>(Suits adults and larger children in the range 45–90 kg depending on sail size)</i></p>
	<p><b>LASER PICO</b> 2 available for hire plus 4 for the Junior Squad.</p> <p>A stable boat with a large self-draining cockpit that is easy to sail and rig. She is suitable for a child to sail alone, or a jib can be added for sailing two up. <i>(Suits children or adult and child)</i></p>
	<p><b>WAYFARER</b> 5 available</p> <p>Big and safe the double-handed dinghy most adults learn in at Hollowell equally suited to training, cruising or racing.</p> <p><i>(Suits adults and adults and children up to a crew of five)</i></p>
	<p><b>LASER BAHIA</b> – 2 available</p> <p>A modern boat with asymmetric spinnaker. A roomy, stable boat ideal for training especially for those moving into boats rigged with a centre mainsheet. <i>(Suits more experienced sailors with RYA2 minimum)</i></p>



### **HARTLEY 12.2 – 2 available**

A more stable boat with large cockpit and high boom to more comfortably accommodate older youth and adult learners. It is ideal for two youths or smaller adults and can be sailed single or double handed. The H12.2 has a 3 sail dimension with a mainsail, a jib and an asymmetric spinnaker which is ideal as an entry point for performance sailing.



### **TOPPER XENON - 1 available**

Excellent high performance 2-person hiking boat perfect for non-trapeze sailing or club racing. The Xenon offers levels of control and stability making this a multi purpose family fun boat. With a spacious cockpit , stable hull shape, additional built in buoyancy and high freeboard this boat is user friendly. Control systems keep things simple and easy to use. Reefing permits single-handed sailing.



### **SAILBOARDS** lots available to suit every size and skill level

There is a large selection of sailboards kept in the racks near the Naseby Lodge with their rigs in the log cabin. Please ask the sailboard fleet captain or one of the windsurfers for advice.

*(Suits both juniors and adults who don't mind getting wet)*

*Many of our club boats have been obtained with thanks to support from Big Lottery Awards for All, Sport England, the Eric Twiname Trust, the Northamptonshire Community Foundation and Daventry District Council.*

**Rigging** - You will have to rig and de-rig the boat yourself but if you need help or simply want someone to check the boat over before you launch please ask a committee member or qualified person. Laminated rigging guides are available. Hire boats are parked together around the Log cabin and each is prefixed with 'H' to indicate it is a hire boat. All club boats, their trailers and main parts are numbered, the rigging, sails and foils are stored in the boats or in the log cabin or brick boathouse. It is important the same numbered parts are kept together. At the end of the hire period the boat must be derigged and the cover replaced. Unless you can positively hand the boat over to the following hirer the boat must be packed away.

**Any defects should be recorded in the Bosun's Logbook by the Tea Bar.**

## APPENDIX A – DETAILS ABOUT HOW EVERYTHING WORKS & KEY HOLDERS

### THE ALARM SYSTEM

- All clubhouse external doors are fitted with detection alarms. In addition there are movement detectors throughout the Changing Rooms, entrance lobby, Tea bar and lounge.
- If the alarm goes off, the alarm system will ring nominated members automatically. A loud alarm will ring and a strobe light will be activated.
- The alarm is connected to the heating system. When the alarm is activated the heating goes off.

### IF THINGS GO WRONG & KEY HOLDERS

- There are four folders in the Race Office with the manufacturers' instructions for all equipment at Hollowell; (some Tea Bar Equipment instructions can be found in the Tea Bar folder by the Tea Bar).
- **KEY HOLDERS - information about who to contact is on the notice board by the alarm in the clubhouse.**

### CHANGING ROOMS

- **Heating:** Comes on automatically from 0930 to 1800 on Saturdays and Sundays all year and from 1700 to 2000 on Tuesdays and Thursdays when sailing is programmed. If you need to increase the heating period, see the notice in the key safe lobby which tells you how to do it.
- **Showers:** The showers work by pressing a button to start and adjusting temperature to suit and are available constantly
- Hand basins: hot water available constantly and hand dryers.
- **Disabled area:** There is an electric shower in here that can be used if there is a problem with the gas boilers and of course the room is designed for anyone with mobility problems and for occasional family changing.
- We recommend Fire doors and entry doors remain closed for security.
- Internal doors should be latched open when closing the club. Especially important in very cold weather as heat from one boiler can compensate if another boiler fails and prevents the water system freezing up.

### ENTRANCE LOBBY

- **External lights:**
  - Waterside lights under the canopy are operated by internal switch near waterside doors.
  - Switches located by main entrance work the car park side-lights. All three car park lights are PIR operated and can be set to stay on permanently by switching on and off twice.

### TEA BAR AND LOUNGE

- Heating: Once the alarm has been disabled the central heating boiler will start up (if it is cold enough). You do not need to do anything with this. It will automatically go off when you reset the alarm. The temperature is preset to 18 degrees centigrade and can be varied using the thermostat on the pillar facing the lounge.
- Instructions for the Tea Bar equipment are in the Tea Bar
- Dishwasher has plumbed in supplies of detergent and rinse aid topped up regularly. Always empty after use.
- The combination boiler in the Tea Bar should be set to radiator and hot water in cold weather and hot water only in the summer.
- WiFi is available in the lounge area. The access code is in section 3 of the handbook and on the noticeboard. Also in Naseby; code is on notice board

### RADIO SYSTEM

- The 'primary' radios are 'Entel' and the 'back-up' radios are a mixture of makes.
- They all operate on Channel1, and the Entel radios are locked on this channel.
- We suggest you use the Entel radios out on the water as they are waterproof-but they can't swim!
- If using a Kenwood radio on the water use an Aquapak to protect it.
- We suggest using the same number radio as the boat number so if one is missing you will know where to look for it!
- Always leave the old Kenwood radio in the Tea Bar. If on Tea Bar duty use another radio if going outside the clubhouse.
- Switch off radios and place on charge at end of day. Make sure they are correctly located in the numbered chargers and that either a green or red light has come on. Check they really are off by switching one on and blowing into it. If there is no response, the radios are correctly off and will charge properly. Switch off the one you have done the test with.

### NASEBY LODGE

- The smaller room is an out of hours changing facility and a Training Room. Access is via key code in section 3 of the members handbook. The Yale lock is not used. The water is drained in colder months and both toilet and hand basin are available between March and October.
- The larger room is the Hollowell RYA Training Centre. Access is via a key to the single door and a push button security lock. Access codes are provided to members on joining.

## APPENDIX B - TEA BAR / GALLEY GUIDE : ALL YOU NEED TO KNOW

Our Galley Coordinator or Tea Bar Manager is Rachel McDonnell. Rachel will contact you a few days before your duty day and discuss a detailed menu and purchases with you. If you have done all this before and know what to do contact Rachel by email on: [teabar@hollowellsc.org.uk](mailto:teabar@hollowellsc.org.uk) and let her know.

See below for information about timing and numbers. Latest details are always on the club website.

### DISCUSS WITH RACHEL:

- The menu - taking into account what is already available at the clubhouse.
- What's on ie Open Meetings or Youth Training - check the club calendar for details.
- Shopping. What to get or prepare for the day - any expenses get reimbursed.

### WHAT TO DO:

- On Arrival - 'Check in' with the Duty Officer
- Switch on Tea/Coffee boiler & dishwasher
- Complete the tea bar monitoring log in the turquoise file
- Put a tea bar tab form and completed menu options form on the counter from file
- Put out sweets and cakes on the counter
- Put the tea bar cash tin next to the VHF radio (please ask to be shown how to answer it)
- Check you know the emergency contact details written on the boiler

### MENU & TIMING

Do what you are comfortable with - jacket potatoes and individually stacked ham or cheese salad.

### ABOVE ALL AND IMPORTANTLY - KEEP IT SIMPLE!

#### Sunday Lunch:

*(Arrive 09:30hrs - serve at 12:15hrs - estimate 25 or with Youth Coaching 40 people - leave at 16:00hrs)*

- 10.30hrs Oven on at 190°C; wash and prick potatoes with fork, rub with oil/salt
- 11.00hrs Potatoes in oven straight onto shelves (est. 30-40 adding as people arrive)
- 11.30hrs Prepare individual stackable plates with salad, ham and cheese
- 12.00hrs Put cutlery, butter, salt and pepper, dressings out on counter
- 12.15hrs Serve potatoes onto prepared plates as people arrive

#### Thursday dinner:

*(Arrive at 17:30hrs - serve at 20:00hrs - estimated 30 people - leave at 21:30hrs)*

- 18.00hrs Oven on at 190°C; wash and prick potatoes with fork, rub with oil/salt
- 18:30hrs Potatoes in oven straight onto shelves (est. 30 but add more as people arrive)
- 19:00hrs Prepare individual stackable plates with salad, ham and cheese
- 19:30hrs Put cutlery, butter, salt and pepper, dressings, out on counter
- 20:00hrs Serve potatoes onto prepared plates as people arrive

#### Winding up:

- Complete a tea bar cash form from the turquoise forms folder
- Post cash tubes in the bar floor safe.
- Empty the bins into the wheelie bin and replace liners.
- Clean the grey filters and drain the dishwasher after use (see instructions above the dishwasher).
- Switch everything off EXCEPT the main switch for the cooker (It upsets the clock!) and fly killer

### REMEMBER!

- YOU are in charge. Don't panic. If things are not ready for the first sailors off the water, tell them they will have to wait!
- If you don't know / can't find it / need help – ASK.
- Tea Bar Duty is the ideal time to get to know other club members, not just those on duty with you.
- The Tea Bar Manager will agree with duty teams who will do the buying
- DON'T FORGET THE MILK!
- Duty crew get hot or cold drinks "on the house" & there is a flask for them to take out on the water if necessary.

## APPENDIX C – USEFUL GUIDES AND OTHER INFORMATION ONLINE

The Hollowell Sailing Club website [www.hollowellsc.org.uk](http://www.hollowellsc.org.uk) has the latest information on all aspects of the club located in the members information “Downloads” section.

Any member wishing to receive a printed copy of any of the following documents is welcome to request these from the Membership Secretary by email: [membership@hollowellsc.org.uk](mailto:membership@hollowellsc.org.uk), or by phone on 01604 785150

All members are encouraged to make themselves familiar with the latest version of these guides which may change from time to time reflecting developments at the club.

These include:

- Application Forms - dinghy course, powerboat course, youth training course, additional course/ event application;
- Sailing - Race programme, sailing instructions, RYA protest form, Club Protest Arbitration Scheme information, RYA PY numbers, Racing Formats and Awards, Personal Handicap List;
- Stand up paddle boarding - a SUP policy is available to download from the website;
- Duty Officer Guides - duty officer guide for clubhouse, duty officer guide for race management, powerboat arrangements, Eightdog Race Time (“New”), Race Timer (“Old”) instructions;
- Members Information - Members’ Handbook, Membership Policy, HSC Club Rules, Hollowell Publicity Leaflet, Tuesday Taster Poster, Open Day Poster;
- Committee Matters - Safeguarding and Child Protection Guidelines, committee posts and responsibilities, expenses form, RYA & HSC Insurance Policy, Club Development Plans, Risk Assessments, Equality Policy, Data Protection Policy, Data Retention Policy;
- Health and Safety - On the water safety policy, major incident plan, biosecurity policy, near miss procedure, training centre operating manual, Risks Register (Training, Sailing, Membership, Maintenance & Social);



## **APPENDIX D – OPEN MEETINGS**

- An Open Meeting is an event at which sailors from other clubs are invited to compete with Hollowell
- Usually our programme will show 'NO FREE SAILING' which means only those competing in the Open event may take boats onto the water
- An entry fee is usually charged for these events
- Additional help is required at these meetings and this is the responsibility of the Fleet Captains
- Responsibility for organisation on the day falls to:
  - Fleet Captains organising the event
  - Fleet Captains taking part in the racing

### **Responsibilities of Fleet Captains organising the event**

Fleets responsible for organising events are shown in the Sailing Programme

#### **GENERAL RESPONSIBILITIES**

- Club security : Ensure the Club is open by 0900 hrs; Signing-in person/s are ready to welcome guests, collect entrance and meal fees and complete entry forms;
- Apply guidelines on biosecurity and ensure observance of any wash down procedures;
- Ensure the team members below have been arranged and briefed:

#### **RACE TEAM**

- Duty Officer - liaise with fleets sailing as to preferred type of course
- Assistant Duty Officers - minimum of two; three for a handicap meeting
- Two Safety Boat crews - boats assigned and tasks agreed by DO
- Signing-in and Results Co-ordinator - will require printed Entry Forms, Sailing Instructions, Protest Forms and Result Sheets. Will also liaise with Tea Bar to agree method of payment for meals and other refreshments during the day.
- Protest Team - three suitably qualified independent people

#### **TEA BAR TEAM**

- Usually two people in the morning and two people in the afternoon overlapping at lunch time if required.
- Many visitors travel long distances so refreshments should be available for them from 0900 hrs.
- Food for lunch is provided as agreed with the Tea Bar Manager and is generally paid for in advance. No tabs are offered during Open Events.
- Afternoon Tea is normally provided after sailing and the participating home fleet sailors are asked to contribute food by their fleet captain.

#### **BAR MANAGER**

- Supplies and arranges to open the bar for visitors, for lunch where appropriate and after the racing

### **Responsibilities of Fleet Captains taking part in the racing**

Fleets taking part in an Open Meeting are shown in the Sailing Programme

#### **GENERAL RESPONSIBILITIES**

- Encourage as many of your fleet to participate as possible
- Ask fleet participants to bring food for tea - enough for guests and hosts
- Send invites to Midlands area clubs
- Manage vehicle parking
- After the event send Race Reports to: Yachts and Yachting (email results on the day with a brief summary), Class Association Newsletter, Hollowell SC email newsletter and website.

#### **PRIZES**

- Consider sponsorship to cover the cost of prizes in return for advertising on posters & other media
- Prizes for 1<sup>st</sup> 3, 1<sup>st</sup> lady, 1<sup>st</sup> junior, 1<sup>st</sup> veteran, use discretion to award further prizes for large entries
- Arrange prizes for top 25% of entries, and aim to spend 25% of entry fees on prizes
- Check with the Prizes Secretary to see what prizes the club has in stock. If you want special trophies for an Open event give the Prizes Secretary at least a month's notice of what you want.