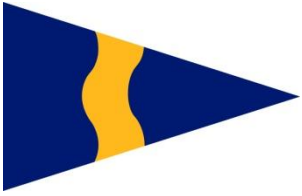




Reading Sailing Club



Club Handbook
www.readingsc.org.uk



Welcome

I look forward to seeing you all on the water through the year, whether that's racing, social sailing, training or at a social event. We hope that there is something for everyone here at Reading Sailing Club.

Please note, this Handbook is being revised.



Committee Members

Position	Contact	Email
Commodore	Nigel Lacey	commodore@readingsc.org.uk
Vice Commodore	Adrian Blakey	vicecommodore@readingsc.org.uk
Treasurer	Rick Lindsley	treasurer@readingsc.org.uk
Membership Secretary	Ian Hall	membership@readingsc.org.uk
Club Secretary	Jeremy Tonkin	enquiries@readingsc.org.uk
Racing Secretary	Dave Lomas	racing@readingsc.org.uk
Racing Secretary (Deputy)	Ann Lomas	
Bosun (Coordinator)	Sally Newlove	
Training Manager	Mark Buckle	sailtraining@readingsc.org.uk
Boat Park Manager	Roland Lines	boatpark@readingsc.org.uk
Social Secretary	Aileen Moore	socialsec@readingsc.org.uk



Racing Series Information





Racing Series Information

Easter Series – Four short races on Good Friday.

Sundays

Spring Series - March to June

Summer Series - June to September

Cobley Series - September to December

Frostbite Series - December to March

A 1030 start. 2 races, the first a 35 minute pursuit followed by a 35 minute handicap.

Wednesday evenings

Commodore's Cup – April to June

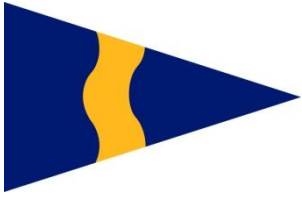
Gillette Series - June to July

Sunset Shield - August to September

A handicap series. Races start at 1900 and last for about one hour. Late September starts at 18:30

July/November Cup Days These will be run as a handicap series. Start time for the July Cup is 11:00 and for November Cup is 11.05.

Pennants All start at 11:00 am



RYA Sail Training Sessions

RYA Courses are open to all members and the latest information on dates and prices can be found on our website www.readingsc.org.uk/training/rya-courses/

To book any training or to check availability please contact Phil Markham or Mark Buckle - training@readingsc.org.uk



Optimist and Youth Training

These sessions are structured training following the RYA Youth Sailing Scheme, and are for children who wish to learn to sail or improve their sailing on a weekly basis throughout the summer. They are not turn up as you like sessions and there will be a charge! Sessions will run every week regardless of weather conditions. If it is unsuitable to go on the water we will still learn more about sailing via games and other onshore sessions.

NOTE: Parents or Guardians must be in attendance throughout the session and be fully responsible for their child. They will also be expected to assist with moving boats and helping children to rig, derig, go afloat and come ashore.

Oppies For the younger children (must be in at least Year 3 at school) Oppies will be starting on Monday early May and continuing every Monday until late August, unless otherwise advised.

Oppie Beginners will run from 5pm (ready to go on the water) to 6.15pm





Optimist and Youth Training

Oppie Improvers will run from 6.15pm (ready to go on the water) to 7.30pm. For this session children must have at least RYA Youth Sailing Scheme Stage 1 and preferably have already started working on Stage 2 or higher Stages. Due to the limited number of boats there will only be space for 6 children at each session. However if you own your own boat there may also be a space for you dependent on the number of instructors available.

Youth & Junior For the Youth and Junior sessions children must be in at least Year 6 at school, have at least RYA Stage 2 and must have sailed regularly since gaining the qualification. Sessions start early May and continuing every Monday until late August unless otherwise advised.

We will be developing skills towards RYA Stage 3, Start Racing or Seamanship (Seamanship skills are necessary before Assistant Instructor Training). Each session will focus on the skills suitable for the children participating. For further details of Oppies/Youth & Juniors please email:

oppies@readingsc.org.uk

Karen Smailes RYA Senior Instructor



Pink Fleet

The Pink Fleet started as a Ladies Fleet, to help us ladies build our confidence and competence on the water - but like 'Topsy' it has grown..... It has proved extremely popular for all ages and sexes, with as many as 30 boats on the water.

Pink Days, the 2nd Saturday of every month, all year round, whatever the weather, have become a natural 'stepping stone' from RYA training courses to full club racing. It also meets the needs of those of us who just want to have a social time and watch the fun on the water!! We often get very wet!!

Pink days include a fun race, and help for novices to improving confidence and sailing skills ' there's the much coveted Pink Fleet Trophy and lots of disqualifications....!! We start at 9.30am with breakfast cooked by our Pink Fleet chef, and aim to be on the water by 11am for the race organised by Monica with volunteer power boat drivers.

If the weather is unsuitable for sailing, alternative activities will be organised, on shore or in the clubhouse.





Model Yachting

Within RSC, there is a model yacht section, consisting of avid sailors, who enjoy sailing yachts without getting their feet wet. You are encouraged to explore this marvellous sport and come and join us. You will find a very sociable group of people, who come from all walks of life.

See the 'Whats On' page on the main website for events. Sailing is every Tuesday and Friday mornings, through the year.

The main fleet is the DragonForce 65 with racing starting at 10:00 for about two hours, depending on conditions. The International One Metre (IOM) and J Class have been sailed in the past.



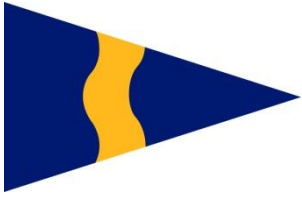
If you are interested and want to have a go, contact Mark Payne on email: modelyachts@readingsc.org.uk



Work parties & Galley

The Club really needs your ongoing support on the first Saturday of every month. Everyone can help and jobs vary from cleaning the clubhouse, repairing roads/ jetties, sorting out club boats to anything you want to do. Again all dates in the calendar. Everything in the club is done on a volunteer basis except the lawn cutting.





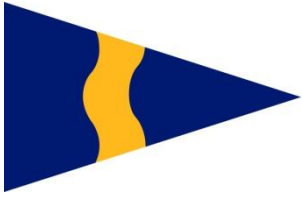
Work parties & Galley

Please take home, towels/ table cloths and wash/ return them. Also take home all rubbish.

By Law we have to have signatures on the sheet attached to the inside of the kitchen cupboard door, this sheet is related to keeping the fridge clean and is a health and safety requirement.

Please sign when you have cleaned the fridge and record the fridge temperature on the separate sheet.





Work party Projects

Occasionally we need to tackle a project over a number of weeks/months. This requires volunteers from the club who are able to give a bit more time to assist.

An example is the main club jetty. This has taken quite a while to do as we have had to contend with rain, floods and general bad weather. We also retrieved some extra pontoons recently from a club in Wraysbury for our use. The work has been done by an enthusiastic band of club helpers who have done a great job, but we would like a few more to join the ranks.

If you feel the need to escape for a while, or want to brush up on some DIY, please come along and help. Or if you think you may be able to help with the technical side, that would be appreciated. The notice board in the club house will post any future exciting projects for you to consider volunteering for.



Club Boat and Rig Hire

Club boats may be hired by members for their own or signed-in guests use only. Club events such as training courses, youth training or open days have first call on the Club boats and other users should check with the organiser of an event as to which boats will be available for general hire. These dates will normally be indicated on the booking sheets. Please find below some conditions of use:

1. Boat availability is on a first come, first served basis.
2. Payment for Picos, Toppers, Oppies and Lasers is £10 per session (½ day) with the Fevas and Sport 14 £20 per session (½ day). See below for making a payment.
3. Boat use is limited to below wind force 3.
4. If there is damage to any club boat please complete the damage form on the notice board and record this in the Bosun's book
5. Fevas, Picos, Toppers Oppies and Lasers can be used for racing, *But Not the Sport 14*
6. *Sport 14 and Lasers require a RYA Level 2 Certificate*
7. *The £10 hire fee also applies for use of rigs and sails. Please first check that the sail being hired is not from a boat already reserved for the day .*
8. *All boats and associated rigs and parts are numbered. Please ensure matching numbered rig and parts are used. This enables us to easily identify any parts that require attention.*



Club Boat and Rig Hire

Reservations

Login to the Member's Portal and select 'Club Boat Hire' from the menu.

With immediate effect, please do NOT use the old 'Book a Slot' option on the Portal.

Please ensure you read all terms and conditions at the top of the sheet before booking a boat.

These guidelines are also shown below:-

Session times – the am slot is from 10am to 2pm, the pm slot is from 2pm to 6pm (or later for Wednesday evening racing)

Cost – £10 per session for Picos, Lasers or Toppers or £20 for the Sport 14's

Payment – Please pay for all boat hire by bank transfer to sort code: 30-98-97, account number: 33876668, account name: Reading Sailing Club with the reference 'BH your initial and your surname'. Please confirm the date of bank transfer in the date paid cell below.



Club Boat and Rig Hire

Lasers and Sport 14's hire – may only be hired by members qualified to at least RYA Level 2 or approved as competent by a club instructor.

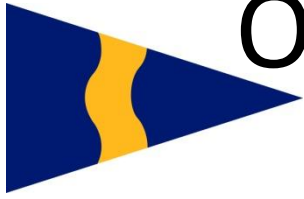
Wind conditions – club boat hire is not allowed in winds over force 3 (12 miles per hour)

Boat parts – please use the correct numbered sail, rudder and daggerboard and return them to the correct place in the Red Shed after use.

Boat condition – please leave the boat in the same condition as you found it (or better), e.g. if it has got muddy whilst you have been using it, please clean it.

Maintenance issues log – please report any broken items, defects with the boat or problems which need fixing in the maintenance log book in the Red Shed.

Maintenance issues email – Please also email Rick on richard.lindsey9@btinternet.com and Aileen on rsocialsec@gmail.com to ensure that the boats are removed from hire until they are fixed.



Operating & Safety Procedures

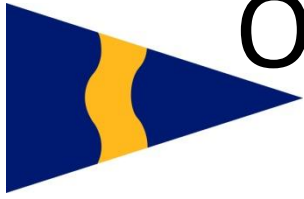
Key Facts

The club has a full set of Operating and Safety Procedures which is available for all members to read at the club and from the secure member section (Portal) of the website.

All Committee members, RYA instructors and organised activity leaders (e.g. Pink Day leaders etc) shall read and work to the full document; a record will be kept showing this.

Club members should note the following Key Facts:

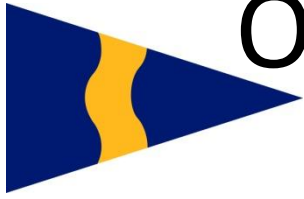
- All club members must be insured when using their own boats, including third party insurance for a minimum of £2,000,000.
- All Club members are insured whilst acting as a volunteer for the club, including providing organised training, organised social/ cruising sailing or organised racing.
- Whilst the club takes steps to minimise risks, it is not possible to remove risk. The actions of a member or the public may introduce new risks or the likelihood of a risk. Members should always act in a manner to reduce risks to others
- Participation in outdoor activities can involve a degree of risk and the decision to go afloat rests with the individual participant. Those participants not under direct instruction shall, having taken due regard of the prevailing conditions, their level of experience and their state of health, make their own decision to undertake the activity at their own risk; they should also give due regard to the safety of others at all times.



Operating & Safety Procedures

Key Facts

- All accidents and near misses must be reported & recorded in the club's accident record book that is located in the first aid cabinet in the galley.
- Any damage or faults with club equipment or premises must be recorded in the Bosun's book.
- During all organised sailing a safety boat shall be in a position ready to be deployed
- During all club dinghy racing and RYA training a minimum of 2 safety boats shall be launched and their operation checked. Radios shall be used for shore-to-boat communication.
- During cruising / informal sailing - it is highly recommended that a safety boat is placed in the water ready to be deployed.
- Safety boats will only be used for providing safety cover and training, they are not to be used for joy-rides. No person under the age of 16 shall drive a boat unless they are under the direct supervision of a person over 18 holding at least a RYA safety boat Level 2 certificate.
- No person under the age of 16 are allowed on-site without supervision from a parent or nominated guardian who is aged over 18. Those members aged 16-18 may use the club without a parent/guardian being on-site as long as the parent/guardian is aware of their presence at the club and can be contacted at all times. This parent/guardian remains responsible for and the actions of the young members



Operating & Safety Procedures

Key Facts

- Anyone afloat must wear a type approved buoyancy aid or life-jacket
- Boats may only launch if:
 - i) there is a manned safety boat available; or
 - ii) buddy sailing is organised, i.e. another person in a second boat sailing in the same area, or ashore in sight and prepared ready to launch if required. All persons in this situation must have a fully charged mobile phone and know how to call for help.
- Wetsuits or drysuits must be worn between 1st November and 31st March by all sailors
- Members must have a method to contact emergency services if required - the club has no phone
- Emergency Information
- Our OS Grid reference SU750754,
Address - Sonning Eye, South Oxfordshire, RG4 6TT
- Swimming is not allowed in the lake



Safeguarding

RSC has adopted the RYA safeguarding principles with regard to the safety and well-being of children and young people using facilities or taking part in activities at the club. Our policy is to protect them from harm and abuse. Children are welcomed at the club and our aim is to create a safe environment, where children can have fun and develop their skills and confidence. Safeguarding is the responsibility of everyone and at RSC, parents or guardians will be responsible for their own children for the majority of the time (for example during recreational sailing sessions).



The club also runs training events which children can take part in and other sessions exclusively for children, such as Pirates. The club relies on volunteers to run these events, but also on parental support and involvement. Our volunteers need your co-operation with regard to safeguarding good practice (such as signing children in, attending safety briefings and so on), to allow these sessions to continue.



Safeguarding

The club has appointed a designated person (the Club Welfare Officer) with responsibility for implementing the club's safeguarding and child protection policy and to be a first point of contact for anyone with concerns.

Contact details for the Club Welfare Officer and the current policies are available on the club website. If you are a child or young person, worried about the way you or another child or young person is being treated, or an adult worried about a child or young person, you should contact the Club Welfare Officer.

If for any reason you cannot do that, the website includes links to other people who can help.

Sue Jones

Club Welfare Officer - safeguarding@readingsc.org.uk



SOOD & OOD Duties

Each member of the club is expected as part of their membership terms to attend their allotted duty to help run the club. It is a great way to meet and chat with other members that you may not know whilst doing your duty.

The duty rota is held in the Member Portal, accessed via the club website

From within the Member Portal system you can volunteer for duties, arrange swaps and find members contact information.

OODs should turn up 1.5hours before the published start time to ensure that the club is open, safety boats launched and a course set in ample time.

The team roles are typically split up as follows, with people assigned to a role (or multiple roles) depending upon their knowledge, experience and abilities.

SOOD - Senior Officer Of the Day

They are responsible for running the duty on the day, unlocking & closing the club, assigning roles and mentoring those with less experience.



Officer of the day (OOD) roles

Safety boat helm (PB_Lead/PB_OOD)

They will have the minimum RYA Powerboat Level 2 qualification to drive the safety boats and will assist any sailors in difficulty and move marks as required.

Safety boat crew (OOD)

They will assist the safety boat helm and will need to be dressed appropriately for the weather and possibly entering the water.

Timing officer (OOD)

Responsible for the race start countdown and calling the elapsed times of boats each lap.

Flag officer (OOD)

Responsible for raising and lowering the appropriate flags at the right times.

Recording officer (OOD)

Responsible for maintaining a neat and accurate record of boats laps and times.

Galley officer (OOD)

Responsible for ensuring that the OOD team are kept warm with cups of tea & coffee. In the winter putting on the soup to warm ready for the sailors when they come ashore.



Racing Guidance

1. Safety

The Senior OOD is responsible for the safe running of races. They will decide on the day whether a race will take place. Their decisions are final.

2. Racing Rules

All racing will be subject to the 2017-2020 Rules of Sailing, the prescriptions of the RYA, the rules of the relevant class and the Reading Sailing Club Sailing Instructions.

3. Eligibility for Races

All races are open to the following memberships, Family, Single, Youth, Student.

4. Handicap Racing

Handicap racing is open to all boats in the Club; no boat will be excluded because it is not a class.

5. Handicaps

Handicaps will be as published on the club web site and displayed on the notice board. They will be based on those published by the RYA and adjusted as detailed below. Handicaps may also be allocated by the Sailing Secretary with any disputes being settled by the committee.

6. Pursuit Race Start Numbers

The Pursuit race start times will be as published on the club web site and displayed on the notice board. They will be calculated from the handicap numbers based on a 35 minute race.

7. Launching

Competitors are requested not to clutter the slipway and to allow boats with an early start to launch first.



Racing Guidance

8. Entries

A race will only be held if there is a minimum of three boats on the water who have indicated their intention to race at the 5 minute signal. Those intending to race should sign-on using the forms provided and should ensure they look at the notice board for any race specific information.

9. Boats Awaiting Start

Boats awaiting their start must not interfere with boats already racing.

10. Scoring

11a. A competitor may enter a series race using any class of boat they wish. They will be given a result based on the handicap of the boat sailed, unless covered by the exceptions below.

11b. If a helm sails boats of more than one class, then the results within the series will be treated as separate entries.

11c. For the purposes of the helm of the year calculation, any multiple entries will be excluded from the results. The entry with helm's best results will be used.

11d. Any Class where a different rig can be fitted to the same hull (e.g. Laser) may be sailed with a smaller rig than the helm normally uses. The handicap of the larger rig will be applied but this will be treated as the same class entry for the purposes of scoring the series. (Unless a small rig is chosen/ declared at the beginning of the series)

11e. A helm must indicate on the sign on/ sign off sheet the class that they are entering, e.g. Laser full rig even if rigged with a radial for the current race. This will be particularly important if a radial is used for the first race of a series but it is intended to use a full rig in general. If a series is initially entered with a smaller rig and this declaration is not made then the entry will be treated as the smaller rig class and any subsequent entry with a bigger rig will be treated as a separate entry.



Racing Guidance

11f. In pursuit races helms must ensure that they start correctly. (e.g. if they normally sail a laser with a full rig but are using a radial they must start at the full rig start time). If they start on the incorrect start they will be entered as if they race with that class.

11g. Double Handed boats may be sailed single handed but an adjustment of -14 will be applied to the double handed handicap, unless a recognised single handed handicap exists for the class, in which case this will be used. A double handed helm may enter single handed in the same class if they are crew less but the single handed adjustment will be applied for that race. This will count as the same entry for a series.

11h. In pursuit races helms must ensure that they start correctly. (e.g. if they are sailing single handed then they must start on the start time with any adjustment for single handed sailing). If they start on the incorrect start they will be disqualified from that race.

11i. A class which has a handicap which includes the use of a spinnaker may choose to sail the series without a spinnaker. If there is a recognised handicap for no spinnaker then this handicap will apply otherwise an adjustment of +30 will be applied. The whole series must be sailed either with or without the spinnaker otherwise it will be treated as a separate entry.

11j. If a helm is an OOD or SOOD as part of the rota or if a helm volunteers to assist the SOOD because the SOOD is short of numbers i.e. to make the numbers up to 6 then the volunteer will be given the average of their points in the series, for that race. This may be applied a limited number of time per series for each helm as follows:- 6 to 11 races in series once, more than 11 races twice. Volunteer helms wanting to claim average points must be declared on the race sheet but only to make up the required number of OODs.



Racing Guidance

12.Number of Races

The number of races to count in a series will be 40% of the number of races plus 1.

13.Cruising Whilst racing is in progress, cruising craft should advise the OOD and should endeavour to give way to the boats racing.

14.Racing signing off

Helms must sign on using the race sheet indicating the class they are entering prior to the race and sign off after the race.



Top Tips for Safety Boat Drivers

Check your boat before launching...Have you got :

- Full Fuel tank (secured)
- Bridle
- Tow line
- Mooring lines of appropriate length
- Paddle
- 1kg Powder fire extinguisher
- Basic tools including wire cutters and multi-tool
- Optional additional items
- Boathook
- Throwing line with float
- Spare cordage. fenders. Buoys
- First aid kit (triangular bandage, 2 large wound dressings, 2 medium wound dressings, survival bag) (in waterproof container)
- 1 Crew member and no spectators if providing safety cover
- Bucket/Bailer
- Anchor and warp secured to boat
- Spare kill cord
- VHF radio (carried on crew)
- Sharp rescue knife
- Whistle

Launching & Recovery

- Ensure the bung is in
- Tilt the engine up
- Keep hands away from the winch handle if spinning
- Float the boat on/off the trailer - you may need to get wet!



Top Tips for Safety Boat Drivers

Starting

- Prime fuel bulb, you want fuel in the bulb, but don't pump it into the engine
- Attach kill-cord around your thigh and no other body part or clothing
- Pull out choke and set throttle to minimum
- Pull starter cord
- Once the engine is warm the choke can be pushed in
- Test the kill cord works before leaving

Driving

- Wear the kill cord at all times
- Keep speed and wake slow unless you need to get to a safety
- Why not practice your coming alongside or stopping at a mark, whilst asking your crew to keep a watchful eye on the sailors you are supporting
- When approaching anything, going into the wind makes it easier. If you need to use reverse gear, you were probably going too fast.



Top Tips for Safety Boat Drivers

Safety Duty

- Agree operation areas/position to be stationed with the person in charge of the activity
 - When approaching a capsized boat, do this at slow speed bow-to-bow, ensure you know where the sailor is
 - Consider recovering the sailor into your boat so you can put them onto the centreboard
 - **When near people in the water, stop & switch off the engine**
 - Radios shall be used for shore-to-boat communication.
-
- To help recover a 2 sailed boat, walk your hands up the front edge of the jib and gradually up the mast, once at the mast tip, walk your hands back down the mast lifting as you go.
 - To help recover a 1 sailed boat, walk your hands up the mast to the tip, and then back down lifting as you go.
- Boats are easier to recover when pointing into the wind, as you lift the mast you can rotate the boat by pushing/pulling. There should be no need to drive/use the engine.
- If a mast is stuck in the mud and you can't lift the mast, put the sailor in the safety boat, attach the tow line to the mast, pass behind the upper shroud and centerboard, extend to full length. You can then tow the boat out with the safety boat, but you must be in-line with the mast otherwise you will bend it and damage the boat.
-
- Remember people are more important than equipment, if a sailor is cold, tired or injured, take them straight to shore and abandon their boat. Ensure everyone knows the boat is abandoned and the sailor is ashore.

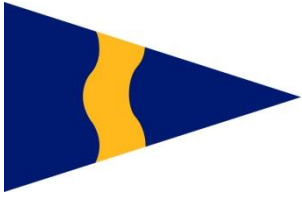


Top Tips for Safety Boat Drivers

End of Session

- Recover boat from water & remove bung to drain - When boat is stored in Red Shed put engine in down position to drain cooling water and this will ensure engine oil is level for checking prior to next session
- Return Radios to chargers in club house - Remove your rubbish (if any) and take it home
- Check all equipment is stored and fuel tank locked in cupboard
- Record any equipment damage or loss in Bosun Book

Above all - if in doubt please ask. **Always wear the Kill -Cord - it may just save your life.**



Calendar

Please view the main club calendar found by following the menu title bar under "What's on" on the top of any web page.



Yardstick number - pursuit start times

Dinghy Handicap Yardstick

Whilst there is no restriction on the PY of boats racing, those faster than a RS 400 are discouraged. Multi-hulls are not allowed on the lake.

The 2023 RYA Portsmouth Yardstick table is available [here](#).

Local handicap & pursuit race start times,

In 2023, we have also taken the opportunity rebase the times so that the Topper starts on zero seconds, after the normal 5 minute start sequence. This means that a lot of start times have changed so please **check yours**. They can be found on the notice board, and via this [link](#).

Please check your latest Yardstick number and pursuit start time with the SOOD on the day.