

## **Sample of Safe Operating Procedures:**

### Carsington Sailability Operating Procedures.

1. To all intents and purposes 'Carsington Sailability' will be regarded as a 'Corporate' member of Carsington Sailing Club except that Carsington Sailability will pay no annual subscription fee to Carsington Sailing Club as set out above. Ideally it should also have 'Fleet' status to have representation on the Sailing Committee of Carsington Sailing club.
2. Members of Carsington Sailability will pay a subscription to Carsington Sailability. This fee to be one fifth of the Full Personal Membership Subscription of Carsington Sailing Club. This subscription to be paid into a bank account in the name of Carsington Sailability. This will allow Carsington Sailability to generate its own funds and not be penalised when applying for funding by the financial assets of Carsington Sailing Club. e.g. Awards for All having an annual turnover limit of £15,000 in order to be considered
3. On joining, a member will designate his/her 'Primary Sailing Day' (Wednesday - Sunday) inclusive). This will ensure that there will be a boat available for him/her to sail on that day. Sailing may be undertaken on any day if there is a boat available but priority of use of a boat will be given to those who attend on their designated 'Primary Sailing Day'. This will ensure the most efficient management of boats, equipment and volunteers.
4. Members of Carsington Sailability will have free use of the boats and equipment purchased by Derbyshire Sailing Endeavour. These comprise three 2.3 Access dinghies, one 303 Access dinghy and two Squibs, 'Endeavour' and 'David Allen'. These craft are available for hire to members of Carsington Sailing Club when not being used by members of Carsington Sailability. Monies generated through this arrangement are to be used by the club to maintain and insure the said boats and equipment.
5. Any disabled person wishing to make full use of Carsington Sailing Club e.g. 1. Sailing their own boat whenever the club is open without restriction. 2. Making use of the Boat Park or moorings by having their own boat permanently stationed at the club will be expected to become full members of Carsington sailing Club. Any member of Carsington Sailability wishing to sail his/her own boat at the club on a casual basis will pay half the normal day sailing fee.
6. All rules of Carsington Sailing Club will apply to members of Carsington Sailability, except where special dispensation is given where a specific disability prevents a member of Carsington Sailability from complying with a particular rule.

7. In order to comply with the Disability Discrimination Act it would be prudent if Carsington Sailing Club was to designate car-parking spaces for people with disabilities in line with the Act.
8. Where CS members need to be lifted into or out of sailing craft it is essential that the hydraulic hoist is used to avoid back injuries to helpers and volunteers. Slings or 'Bosun's chairs are available for this purpose and the responsibility for the welfare of helpers in this matter falls upon CS members.
9. These operating procedures are to be kept under revision and amended accordingly.