

# ORWELL YACHT CLUB

Bourne Bridge, Wherstead Road, Ipswich IP2 8LR  
Telephone: 01473 602288

## Club Craft Usage Policy

The purpose of this policy is to ensure that adequate measures are in place to enable members to use club-owned craft safely, establish the terms on which they are used and set out the arrangements for using them. This document should be read in conjunction with the associated Operating Procedure and Disclaimer.

The club-owned craft available for use are the fleet of Topper sailing dinghies, kayaks and stand up paddleboards (hereafter known as 'Craft'). This policy applies to members' use outside of club-organised events, where use coincides with a club event, event users will take priority. The Craft are not to be used by guests, even if they are under the supervision of a member. The permitted operating area is the upper reaches of the River Orwell from Ostrich Creek to the Pin Mill concrete hard. Use of Craft outside of this operating area is solely at the discretion of the Sailing Committee and prior written permission must be obtained. Use of Craft is only permitted during daylight hours and users must return to the club by the published time of sunset (according to [metoffice.gov.uk](http://metoffice.gov.uk)). Where the user is under 18 and is in sole charge of the craft it is requested that a member over the age of 18 accompanies them on the water in a separate craft. The operating area is then defined by the ability of the support craft to tow the club craft back to the club.

Members wishing to use the Craft, do so with full awareness and understanding of the dynamic risks involved when undertaking activities on the water. These include, but are not limited to:

- air temperature
- wind speed
- wind direction
- precipitation
- water temperature
- sea state
- tidal flow
- tidal direction
- effects of the sun
- requires significant physical effort
- capsizes
- total immersion
- entrapment
- personal injury

Members are responsible for ensuring they are prepared for the above risks and to seek advice and take action to adequately mitigate them.

Use of the Craft is permitted on the basis that members have presented to the Sailing Committee:

- evidence of related qualifications (Sailing – RYA Stage/Level 2; Paddling – Paddle Safer) or
- equivalent experience or
- through receiving instruction and demonstrating competency at club events

As with all club facilities, the Craft is provided for the benefit of all members. Whilst in their possession, users are expected to exercise caution and use the Craft responsibly, being mindful of the risks to themselves and other water users. In the event of an incident, prompt and honest reporting is encouraged. Any damage to the Craft should be reported promptly so that repairs can be made before further use. A donation of £5 per half day for use of the kayaks and paddleboards is requested as a contribution to the maintenance costs.

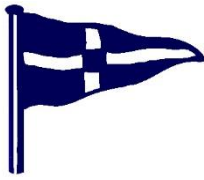
Use of these Craft is covered by the club's insurance policy, subject to the Limitation of Liability as set out in section 22 of the General Rules and Constitution.

The manufacturers recommend the following maximum operating capacities:

- Kayaks - 150kg
- Stand up paddleboards - 130kg
- Topper sailing dinghy - 160kg.

These capacities should not be exceeded.

Revision Date: 2<sup>nd</sup> June 2023



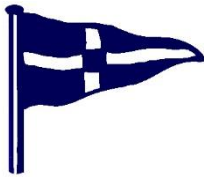
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## Operating Procedure for the Use of Club Craft by Members

1. Members wishing to book Craft for the first occasion should inform the Sailing Secretary or a member of the Sailing Committee of their intent and provide evidence of the relevant qualifications/experience.
2. The Sailing Secretary or a member of the Sailing Committee will confirm the member's competency and add the member's details to the list of approved users.
3. Members wishing to book Craft should check there is availability through the link that can be found within the Members' area of the website (under 'OYC Club Craft availability & Disclaimer form').
4. They should complete and submit the Disclaimer which is found within the same section of the Members' area.
5. On receipt of the Disclaimer, the Sailing Secretary or a member of the Sailing Committee will confirm the member is on the list of approved users and that there is availability before booking the session. If the member is not on the approved list, step 1 and 2 of this procedure will be undertaken.
6. Confirmation and the key safe code will be sent to the member (this must not be shared with others).
7. On the day of use, the member will obtain the keys from the key safe in the clubhouse kitchen. Topper masts and sails are stored in the safety boat container, kayaks are on the kayak rack and all other equipment (including Buoyancy aids) are in the shed.
8. Before rigging / preparing the Craft for use the member will check that the Craft and equipment is serviceable. If there is any damage or missing parts photographs should be sent to [sailingsecretary@orwellyachtclub.co.uk](mailto:sailingsecretary@orwellyachtclub.co.uk) with an accompanying description. It is the responsibility of the member to ensure that they do not use a Craft and equipment that is not serviceable. Another Craft and equipment can be used where available (availability can be checked within the Members' area of the website).
9. The member will follow the rigging / inflation guides found on the inside of the shed door.
10. On returning to the club, the member will rinse the Craft with fresh water, derig / deflate and check for any damage to Craft or equipment prior to returning all equipment to storage.
11. Any damage to the Craft (together with photographs and description), personal injury or incidents with other craft or wildlife should be reported promptly to [sailingsecretary@orwellyachtclub.co.uk](mailto:sailingsecretary@orwellyachtclub.co.uk)
12. The member will secure all storage areas and return the keys to the key safe in the kitchen.
13. After using a kayak or paddleboard the member will make an online donation to the club account at a suggested rate of £5 per half-day (account details will be supplied in the confirmation email).



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## Disclaimer for the Use of Club Craft by Members

User's Name:.....

User's mobile number:.....

Shore contact name:.....

Shore contact mobile number:.....

Type of craft: .....

Age of user: Under 18 / 18+

Date of use: .....

Time of use: AM / PM

By completing and submitting this form I undertake to follow the conditions listed below:

1. I have read, understood and agree to comply with the 'Club Craft Usage Policy' and associated Operating Procedure.
2. I will wear a correctly-fitting buoyancy aid appropriate to my size and weight at all times whilst on the water.
3. I will wear adequate clothing suitable for the current conditions and be adequately prepared if the conditions change.
4. I will notify my shore contact of my intended departure and return times, description of Craft and intended route, together with instructions to contact the coastguard if I do not make contact by my expected return time.
5. I will take a fully-charged mobile phone or VHF radio in a waterproof bag for the purpose of calling for assistance if I get into difficulties afloat.
6. I will check that the Craft is serviceable prior to use and report any damage or missing parts.
7. I will only use a Craft that is serviceable.
8. I will follow the inflation / rigging instructions and double-check all bungs are securely fastened before going afloat.
9. I will wear the waist leash at all times when using the Stand Up Paddleboards.
10. If under 18 years old I will be accompanied on the water by an over 18 year old member in a separate craft.
11. I will keep out of the shipping channel and if required to cross, will do so at 90 degrees and not impede any craft travelling along the channel.
12. I will maintain a safe distance from all pontoons, jetties, piers, posts, channel marker buoys, fishing apparatus, moorings and any craft attached to all of the above. The only exception to this will be the club pontoon when departing and returning and suitable areas of the river foreshore which are clear from obstacles and projections likely to cause damage to Craft or personal injury.
13. I will return to the club by sunset, as published on [metoffice.gov.uk](http://metoffice.gov.uk).
14. I will notify my shore contact as soon as I have safely returned to shore.
15. I will return all equipment to the correct storage area and secure these areas and Craft.
16. I will notify [sailingsecretary@orwellyachtclub.co.uk](mailto:sailingsecretary@orwellyachtclub.co.uk) of any damage to the Craft (together with photographs), personal injury or incidents with other craft or wildlife.

Signed:.....

Date:.....