



# Bury Lake Young Mariners Day to Day Operations Manual

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**Version 9**

## Document Control

Version	Date	Updated By	Updates
9	28/02/21	Graham Ivory	Change of format to support future updates.

## Document Reviews

Review Date	Reviewed By	Version Update?

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## 2 Structure of the Operations Manual

The BLYM Operations Manual has been split into a library of documents to make, creating documents which can be owned and updated more easily. This Document details the Day to Day Operations and a local copy is printed and held on site

## 3 Definitions

<b>AALA</b>	Adventurous Activities Licensing Authority.
<b>Accident</b>	An occurrence that resulted in an injury.
<b>Adult</b>	Someone 18 years of age or older.
<b>AED</b>	Automatic External Defibrillator.
<b>Assistant Warden</b>	An Individual who operates under the direction of the Warden. This can include Instructors and Deputy Wardens.
<b>BLYM/Organisation/base</b>	Bury Lake Young Mariners.
<b>BLYM Officer</b>	A member of any BLYM committee, sub-team or Warden
<b>Chair</b>	The Chair of the Board of Trustees.
<b>Committee Member</b>	See BLT
<b>Duty Senior Instructor</b>	An RYA Senior Instructor in charge of RYA courses, students and instructors for that activity
<b>General Sailing</b>	Any sailing activity that does not come under the banner of a Group or a course.
<b>Group</b>	An independent organisation currently affiliated to BLYM running activities under its own auspices.
<b>Group Members</b>	Members of an independent organisation affiliated to BLYM.
<b>Individual Member/Member</b>	Individuals who are current (paid) members of BLYM through Individual, Family or Student membership.
<b>BLYM Leadership Team (BLT)</b>	Volunteers appointed by the Board of Trustees to run and manage the day-to-day affairs of the organisation. Smaller teams with specific responsibilities report to the BLT.
<b>Near Miss</b>	An occurrence that has not caused harm or damage to anyone or anything but which could have resulted in any kind of accident or injury, or which could be considered dangerous.
<b>Training &amp; Operations Team</b>	A sub-team that reports to the BLT. Responsible for operational delivery, training and development.
<b>Responsible Adult</b>	An adult who can take responsibility for approved BLYM activities. They must be approved by the BLT for each period of duty.
<b>RYA</b>	Royal Yachting Association.
<b>Trustee</b>	A Member of BLYM appointed for a 12-month period at the AGM to direct the affairs of the organisation.

<b>Unqualified Helper</b>	A member of the Instructor Team who holds no formal RYA Instructor qualification.
<b>Warden</b>	A Person accountable to the BLT for the safe management, organisation and operation of all aspects of the base both ashore and afloat during their period of duty.
<b>Young Person</b>	A Person under the age of 18

## 4 Health and Safety Policy

Bury Lake Young Mariners is committed to managing safety by:

- Providing adequate control of the health and safety risks arising from our activities
- Consulting with our volunteers /members /participants on matters affecting their health and safety
- Providing and maintaining safe equipment
- Ensuring safe handling and use of substances
- Providing information, instruction and supervision for volunteers/members/participants
- Ensuring all volunteers are competent to do their tasks, and giving them adequate training
- Preventing accidents and ill health
- Maintaining safe and healthy conditions
- Reviewing and revising this policy as necessary at regular intervals

This Operations Manual sets out to provide guidelines and procedures to ensure the safety of everyone who uses BLYM. It sits alongside BLYM's risk assessments, which are formally reviewed annually. It applies both to onsite and offsite activity.

Breaches of this Operations Manual threaten the safety of participants and will be addressed through the disciplinary policy.

### 4.1 Accident And Near Miss Reporting

Accident and Near Miss Forms are an important tool in managing safety around the Base. By ensuring that Accidents and Near Misses are reported promptly we can identify more quickly potential gaps in Best Practice and Instructor / Warden / Student training. It is the responsibility of all Instructors, Wardens and Assistants to make sure that Accidents and Near Misses are recorded while the event is still fresh in the mind, filling out the appropriate Forms concisely and accurately. It is important to remember that the Forms are not there to blame anyone but to identify how the event occurred and to make note of possible actions which can be taken to prevent recurrence. Once completed the Forms should be posted in the Post Box net to the Chandlery where they will be collected by the BLT Chair and / or Operations Manager. They will then be collated and reviewed with other

Accident and near Miss Forms looking for trends within the reports which might indicate the need for potential changes to Processes or equipment. Any recommendations coming out of the reviews are to be discussed with the RYA Principal, Chief Instructor(s) and Safeguarding Officers, if appropriate, before being presented to the BLT and Trustees for comment / Approval as necessary for the proposed Action.

## 5 Supervisory Positions

### 5.1 Warden

Wardens are appointed jointly by the BLT and RYA Principal. They assume complete responsibility of the base and everyone present during hours of operation. They must be nominated by the Chief Instructor and approved by the BLT each season.

They must:

- Hold a valid First Aid Certificate
- Hold an RYA Safety Boat Certificate
- Hold an enhanced DBS Certificate
- Be deemed to have the experience and competence by the Chief Instructor to undertake the responsibilities of the post on behalf of BLYM.

They generally hold an RYA Dinghy Instructor qualification or above. If the Duty Warden is under 18, an adult BLYM Officer must be on site at all times.

### 5.2 Duty Senior Instructor

If RYA courses are being delivered, an RYA Senior Instructor will be designated as the Duty Senior Instructor. They are in charge of RYA courses, instructors and students and may also be acting as Warden.

### 5.3 Assistant Warden

Assistant Wardens operates under the direction of the Warden. No formal qualifications are required, just a willingness to help where needed. Members are expected to volunteer on at least one occasion per annum.

### 5.4 Group Leaders

Group Leaders are appointed by individual groups in accordance with the requirements governing the group and any parent organisation. BLYM expects the appointment of a Group Leader will be based on the same criteria as above for Wardens. They are accountable for the safe management of their own group. When groups operate without the presence of the Warden, the Group Leader has the total responsibility for the operation of the base.

When more than one group is present, the Group Leaders are required to cooperate with other Group Leaders and with the Warden, if present, to ensure the overall safe and efficient operation of the base.

## 5.5 RYA Principal

The Principal has overall responsibility for all RYA activities operating at BLYM. They are accountable to the BLT as the leader of the Training Team, and to the RYA for all compliance matters. If there is a designated BLYM Operations Manager the Principal will share Operational responsibility with the Operations Manager, otherwise they will assume sole Operational responsibility.

## 5.6 Chair

The Chair of the Board of Trustees has no operational role but maintains overall responsibility for BLYM's affairs and is elected by the Board each year following the AGM.

# 6 Safety precautions

**Buoyancy Aids:** Everyone on or near the water must wear a correctly fitted and fastened buoyancy aid conforming to EC50N standards. It is recommended that buoyancy aids without crotch straps are used, this can be achieved either by buying buoyancy aids without crotch straps or by removing them if fitted. If a crotch strap is required to ensure the safe fitting of a buoyancy aid the crotch straps must be correctly fitted and used at all times. If a Member or Student brings their own buoyancy aid which is fitted with crotch straps they must either wear the buoyancy aid correctly, or remove the crotch straps or wear a BLYM provided buoyancy aid without crotch straps.

Buoyancy aids are to be inspected bi-annually and a record made on the garment with the initials of the inspector and date of the inspection. New buoyancy aids must also be inspected before they can be used and the RYA Principal and BLYM Leadership Team notified. Inflatable life jackets may not be worn for any activities except powerboating and this must be authorised by the Warden / SI on site.

**Cycling:** Cycling, skate boarding and roller blading are prohibited within the base.

**Running:** Running anywhere within the base is prohibited, unless absolutely necessary.

**Footwear:** Appropriate footwear must be worn at all times on the site and in boats to avoid impalement and other injuries.

**Dogs:** Dogs should be kept outside the building and on a lead at all times. The only exceptions are guide dogs, or when the Warden has given permission. Owners must clear up after their dogs.

**Smoking:** Smoking is strictly prohibited on the base.

**Alcohol:** See Appendix.

**Roller Doors:** Before operating the roller doors ensure that the opening is clear. An opening or closing door will not stop if it hits or comes into contact with an obstruction.

**Parking:** Vehicles are not allowed to be parked within the base without permission of the Warden (when present) or a Committee Member.

**Swimming:** Recreational Swimming on Bury Lake is forbidden unless part of an authorised BLYM activity. Swimmers are to be reported to the Warden.

**First Aid:** First Aid should be carried out to best of that person's ability. The BLT will ensure all first aid equipment including AED is checked three times a year. Powerboat kits are to be checked every time they are launched but will be checked bi-monthly. A log will be kept of these checks. The nominated person for checking and logging checks is Aidan Petrie. Should Aidan not be around to check, the BLT will appoint an interim.

**Fuel Store / Handling of Fuel:** The fuel store must be kept locked when not in use. Fuel cans must be stored on the correct storage rack. The handling of fuel is to be supervised by a person holding a Powerboat Level 2 certificates. Fuel spillages must be reported to the Warden and washed down. Fuel is highly flammable, so no naked flames near the store or fuels containers. Air vents on tanks should remain open at all times. Powerboat fuel tanks must not be filled on the water.

**Workshop:** The workshop area is strictly out of bounds unless authorized by the Warden or a member of the Boatswains Team.

**General recall procedures:** The General Recall Procedure is 6 blasts of a whistle and displaying the Red Ball so that it can be seen from all parts of the lake. All water based activities must cease immediately and all craft must return to the shore or jetty as speedily as possible. Examples of this procedure being used includes extreme weather.

**Lightning:** In the event of lightning, the Warden will decide whether to stop water activities.

**Abandoning of Boats on the Water:** When abandoning boats on the water, they should be tagged with a marker buoy to signal this to other water users.

## 6 Warden's Duties

### 6.1 On Arrival

Unlock the base, ensure the following are unlocked:

- Compound Gates
- Green Room Single Door
- Fire Doors (in main briefing room, to be unlocked at all times whilst premises are occupied)
- When White Room is in use, workshop rolling doors and sliding doors (fire exit)
- Boat shed rolling doors and sliding doors
- Boathouse main roller shutter door and both side fire escape doors. Workshop roller shutter door should only be unlocked by approved BLYM Officers ie Boatswains, Warden or Senior Instructor on site.
- Wet Zone building shutter roller door and Buoyancy Aid Store once in use. Outside toilet doors should remain permanently unlocked. The Wet Zone rear fire door is alarmed and should not be used except for Fire Evacuation
- Galley (place cash tray in till and open hatch to briefing room)
- Club boat park (in compound)
- Boats to be used

Inspect the condition of the base and its equipment to ensure it is safe to operate. Record any defects on the online damage reporting system.

Complete the 'Duty Warden Notice Board' recording the Warden's name, date, the weather conditions and any special instruction such as reefing requirements. The Warden must be identifiable by displaying their picture.

### 6.2 Boat allocation

The Warden is responsible for allocating boats, taking account of any pre-bookings, course requirements and individuals' abilities. Caution should be exercised in allocating these high performance boats:

- Laser Vago
- Laser 2000
- RS 200
- Laser 1

Group Leaders must agree the use of boats with the Warden before they are allocated to members of their group. This includes Powerboats and paddle craft.

Group Leaders should advise the Warden immediately their group finishes using a boat or boats. The private boat parks should be kept locked when not in use.

### 6.3 Individual member procedures

The Warden or Assistant Warden will supervise signing in. The below procedures will be used for all sailors, including guests of members, and non-members taking part in Splash Club.

- Use the galley computer to look up the sailor

- Check the validity of membership (full, temporary or group)
- Check their details are recorded (name, DOB, medical conditions)
- Sign in the sailor
- Charge the appropriate fee for the session
- Brief the sailor with any special instructions for the day

All sailors should sign out before they leave the premises, ensuring they store all equipment away correctly.

Group Members, who are on the approved group membership list, when sailing on their own outside their group activities, shall pay the individual group member rate. They should sign in under their group membership as guests.

## 6.4 Group procedures

The Leader of any group operating at BLYM during the hours that a Warden is on duty must, on their arrival, liaise with the Warden concerning the number of people present and the boats to be used.

The Group Leader must make sure they have appropriate numbers of Leaders to support their activity and also that they have appropriately qualified levels of Powerboat / Safety Boat cover for the size of group and type of activity.

Group Leaders must ensure that appropriate qualifications for their Leaders are available for the Warden to check. These **MUST** be uploaded onto the BLYM Website under the relevant web pages. The Principal or a BLYM Officer may ask for proof of certification which can be hard or soft copy. Photocopies will **NOT** be accepted. Random checks will be in operation as of 1<sup>st</sup> March. Please contact the Website Administrators if you are unsure how to do so.

No member of any group may use a boat or take part in any water based activity without the presence and permission of the Group Leader.

No group may go on the water without the approval of the Warden (if present) and signing the group log.

Performance Boats shall be allocated according to the Performance Boat list.

At the end of a session the Leader of any group must fill in the base log with details of the number of participants and boats used.

The Group leader will liaise with the warden about what help they can offer for cleaning the base.

The Group Leader shall advise the Warden (when present) when their group has finished operations and confirm that all group members have left the premises.

A Damage Report for any damaged equipment should be completed prior to departure.

## 6.5 Safety

The Warden will carry out a dynamic risk assessment throughout the duty and will take appropriate measures to safeguard everyone from risks. If the Warden notices a new risk that is not in the risk assessments, they must report this to the BLYM Leadership Team.

The Warden must:

- Ensure there are sufficient rescue craft afloat and ready for use, and crews for the prevailing conditions. There must be a minimum of one safety boat launched.
- Ensure everyone wears clothing appropriate to the conditions whilst on or near the water. From 1st October to 31st March the wearing of wet suits, dry suits and warm clothing is strongly recommended
- Ensure the General Recall Equipment of the red ball and a whistle are in place.
- Ensure boats are monitored for correct rigging and usage, ensuring that they are suitably reefed
- Ensure the water is watched at all times that sailing is taking place.
- Encourage all sailors engaged in water based activities to wash their hands after the activity and have a shower if immersed to prevent contamination by water borne diseases.
- Ensure an Accident or Near Miss form is completed when an incident occurs and leave it in the Post Box by the Chandlery Store.

## 6.6 Securing the premises

- When all dinghies are ashore the final rescue craft should be recovered.
- All dinghies, powerboats and their equipment should be stored.
- Boats may be left on the lake overnight. Before doing so operational needs and the imminent weather conditions should be considered.
- Clean and lock the galley.
- Clean the Changing Room floors and wipe all surfaces with disinfectant. Ensure all sailing kit and lost property is removed from the changing rooms.
- Place all rubbish in the Skip for collection.
- Ensure all windows are closed. Check all lights and appropriate electrical appliances, including heaters are turned off. All the lights in the Wet Zone and new Boat House buildings are on automatic sensors and will switch off as people leave.
- Check the building and grounds are tidy.

The following are to be locked:

- Wet Zone Building buoyancy aid storeroom, Plant room and roller shutter door across main double door entrance. Outside toilets should be left unlocked.
- Boathouse main roller shutter door, Workshop roller shutter door and side fire escape door adjacent to Workshop roller shutter door.
- Fuel and Buoy Stores, including fuel cans with kill cords and keys attached
- All boats not in the boat park (Topper/Pico/Oppie/Funboat/Coypu/Wayfarer/Quest/Vago/2000). Boats moored in the lake do not need to be locked. Boats left tied alongside should be locked.
- Clubhouse main entrance double doors and roller door
- Galley (remove cash tray from till and place in locked chandlery cupboard)
- Boatswains store
- CVSS Room doors and roller door
- Briefing room double fire exit doors
- Green Room and White Room doors

- Both boat parks
- Main gate, side gate, single gate at front of Wet Zone building and double gate at rear of Wet Zone building.

## 7 Emergency Procedures

### 7.1 Major Incident

A Senior Instructor or course leader should take initial command of an incident, providing that they are not a casualty. They should continue to do so until relieved by someone more senior or the Warden. The Warden shall maintain overall responsibility for the base and the incident.

1. **Dial 999** and ask for appropriate emergency service

#### Location

**Bury Lake Young Mariners**

**Bury Lake**

**Rickmansworth Aquadrome**

**WD3 1NB**

**Entrance off Harefield Road via Frogmoor Lane**

**Telephone Number: 01923 772015**

#### Information to provide the operator

- Nature of injury
  - Age and sex of casualty
  - Conscious or unconscious
  - Breathing or not breathing
2. **Do first aid** to the best of your knowledge and experience. Do not administer any pills or lotions except when immediate threat to life.
  3. **Delegate**
    - a. A person with a key to open the gates for the emergency services.
    - b. A person to accompany the casualty if going off site.
    - c. A person to make notes on everything you do and the time.
  4. **Evacuate** the water and close the base if necessary

Additional steps:

- Find out the name, address, number and any other details of the casualty.
- Contact Next of Kin and inform them of the nature of the injury, hospital the person is attending, and contact details of the person accompanying the casualty.
- Contact the BLYM Chair and RYA Principal. Do not speak to the press or a third party.
- Fill in an accident form.

## 7.2 Minor Incident

Carry out first Aid to the best of your knowledge and experience

- Remember to wear gloves and protect your safety
- Do not administer any pills or lotions
- At the first available opportunity, fill in an accident form.

## 7.3 Fire

The New Boathouse and Wet Zone Buildings are fitted with automatic Fire Detection and Alarm systems with Fire Alarm Panels and instructions for resetting Alarms when necessary. In the old Clubhouse Building the fire alarm is the continuous ringing of the fire bell situated by the fire exit double doors in the briefing room. In the event of a fire the fire service should be immediately called.

Evacuation procedures:

1. On hearing the fire alarm, the base must be evacuated immediately to the assembly point.
2. The assembly point is the marked grassed area by the BLYM car park.
3. Group Leaders are responsible for accounting for all members of their group.
4. No person may re-enter the premises unless instructed to do so by the Warden.
5. The Warden / Group Leader shall, if safe to do so, check the building and changing rooms to ensure it is empty.

If a powered or sailing craft catches fire, everyone should evacuate if safe to do so. This may mean transferring craft or entering the water. The fire should only be tackled if necessary to protect life.

Fire extinguishers are to be checked on an annual basis to ensure they are still in good operational condition. A record of checks should be made on the apparatus.

## 7.4 VHF Radio

Channel P4 or the equivalent working channel can be used to summon help. In urgent or emergency situations, such as medical emergencies, entrapments or severe weather the following message format should be used:

**“Indigo, Indigo, Indigo, call sign (craft or person name), nature of emergency, location”**

On hearing this message, radio silence should be maintained. The Warden or duty senior instructor will make contact. Course leaders should ensure that all of their instructors are briefed on this protocol.

## 7.5 Emergency action to be taken afloat

- **Indigo call** on Channel P4 or equivalent operational channel
- Protect life and limb
- **The Warden should take charge**, delegating responsibilities to the appropriate people. Where necessary the water should be evacuated.
- **Immediate first aid** should be delivered by a qualified first aider using the first aid kit in every rescue boat

- **Bring casualties ashore** as quickly as possible if safe to do so. If it is unsafe to move a casualty (e.g. suspected spinal or neck injury) they should be left in a safe position and emergency services should be informed. Someone must stay with the casualty.

## 8 Activity Operations

The delivery of all operations should be delivered by a suitably qualified and experienced member of the team. Activity specific operational requirements can be found in the sections below.

For sessions that Bury Lake Young Mariners is not affiliated directly to a governing body, the activities will be delivered to the standard defined below. The standard training course will be delivered by a subject matter approver – henceforth referred to as a Technical Approver. The requirements for an approver are provided below.

### 8.1 Powerboating

All powerboat drivers must be responsible and show due respect to other water users. Their driving must be safe and controlled. High-speed use of powerboats purely for pleasure purposes is not permitted. Drivers must stop the engine when in contact with people in the water, if safe to do so.

Powerboat drivers must:

- Have the permission of the Warden
- Hold an RYA Powerboat Level 2 certificate, unless under instruction by an RYA Powerboat Instructor
- If under 16, be supervised by an adult with an RYA Powerboat Level 2 certificate

Drivers of faster powerboats (over 25hp) must:

- Have the permission of the Warden
- Hold a powerboat qualification of at least RYA Powerboat Level 2
- Be at least 18 years of age

Safety boat drivers must:

- Hold an RYA Safety Boat certificate
- Attend to distressed craft as rapidly and safely as possible, and prioritise according to their judgement when there are multiple distressed craft
- Prioritise people over boats
- Be prepared to enter the water
- Ensure the correct equipment is available, including anchor, throw line, knife, whistle, paddles, spare kill cord, and VHF radio
- Ensure they have a crew member if conditions demand it

Technical approval for Powerboating lies with the RYA via the principal. A risk assessment for powerboating can be found in the BLYM Risk Assessments document which is part of the library of documents which form the full BLYM Operations Manual.

All RYA powerboat courses must be supervised at all times by a person holding an appropriate and valid RYA Powerboat Instructors certificate. Unless a Warden is present, the lead powerboat instructor must be over 18 years old. When teaching 8 to 11 year olds both the instructor and student must wear a kill cord. RYA Powerboat Instructors are expected to use their discretion and utilise an additional kill cord if appropriate.

Type of Craft	Level	Ratios
Powerboats	1 + 2	3:1
Powerboats	Safety Boat	6:1 (2 Boats)

It is the Warden's responsibility to ensure there are adequate safety boats launched and available for use. The recommended ratio of safety boats to sailing craft for **recreational** sailing is as follows:

No of Dinghies	No of Safety Boats
1 to 12 Sailing Craft	1 Safety Boat
13 to 24 Sailing Craft	2 Safety Boats
25 to 36 Sailing Craft	3 Safety Boats
37 to 48 Sailing Craft	4 Safety Boats
49 to 60 Sailing Craft	5 Safety Boats
61 to 72 Sailing Craft	6 Safety Boats
73 to 84 Sailing Craft	7 Safety Boats
85 to 96 Sailing Craft	8 Safety Boats

A safety boat can be considered ready and available for use providing it is fuelled and able to reach a casualty within 7 minutes from launch (either wet or dry) to arrival.

The Tod is not considered as a safety boat. Its official designation is a Workboat. It can be used to moving buoyage, deploying anchors, moving and recovering dinghies. It should not be used as a first line of defence, and should only be used to recover casualties when no other option is available.

## 8.2 Improvised Rafting

During multi-activity sessions, fun days or group sessions, improvised rafting may be delivered as an activity.

Bury Lake Young Mariners has 2 levels of internal rafting supervisor qualification, a Rafting Supervisor and a Senior Rafting Supervisor. In order to deliver an Improvised Rafting session, the following must be followed:

- A Senior Rafting Supervisor or Rafting Technical Approver must be on site at all times.
- A Rafting Supervisor must be directly supervising and delivering the rafting technical session.
- The rafting session should operate to a 1:6 ratio of rafting supervisors to participants.
- Safety Knives, Minimum 15m throwlines should be provided to each of the supervisors.
- A safety boat should be made available for use during improvised rafting operations. The safety boat should not be responsible for more than 12 participants.
- Rafts are not to extend further than 30m from the shore. Should the raft extend further than the reach of the available throw lines, the safety boat should be underway.

A risk assessment for improvised rafting is provided in the BLYM Risk Assessment document, and a syllabus for improvised rafting training is contained in Section 10.5.2.

### 8.3 Towsports

Kneeboarding and towing of inflatables may take place from time to time at the base. In order to deliver a Towsports activity session, suitably qualified team must be present. 2 levels of Towsports instructor operate at Bury Lake Young Mariners – Towsports Supervisor (Spotter) (TSS(S)) and Towsports Supervisor (Driver) (TSS(D)). Each should have been delivered the appropriate training course by a Towsports Technical Approver.

Towsports must not occur when other sailing or powered craft are using the lake. The following procedures must be followed:

- Towsports should be pre-approved for operations by the Principal and Trustees.
- A minimum of 3 members are the team are required in order to run a Towsports sessions:
  - A base warden
  - A Towsports Supervisor (Driver)
  - A Towsports Supervisor (Spotter)
- A safety briefing should be conducted by the TSS(D) before the session takes place
- Only a single participant should be towed behind any single powerboat. Should multiple tow boats be operating simultaneously, only one should be operating at tow speeds. The additional craft should be contained in a designated holding area until the operating tow craft has slowed beyond planing speed.
- Towsports should be conducted in line with the training delivered by the technical approvers.

A risk assessment for Towsports is provided in the BLYM Risk Assessment document, and a syllabus for Towsports training is contained in Section 10.5.3.

### 8.4 Stand Up Paddleboarding (SUP)

Stand Up Paddleboarding is to be conducted in line with the guidelines set out by BSUPA, and conducted by BSUPA Level 1+ coaches. The Technical approval for SUP'ing lies with BSUPA. In addition, the following should be adhered to at all times.

- A ratio of 1:6 should be operated at all times for all types of SUP activities
- The SUP group should not operate more than 50m from the nearest shore.
- A safety boat should be made available, with a driver trained in the rescue of SUP's.
- All participants should be wearing suitable clothing for an immersion sport.

A risk assessment for SUP'ing is provided in the BLYM Risk Assessment document.

### 8.5 Canoeing & Kayaking

Canoeing and Kayaking is to be conducted in line with the guidelines set out by British Canoeing (BC), and conducted by BC Paddlesport coaches. The Technical approval for Canoeing and Kayaking lies with BC. In addition, the following should be adhered to at all times.

- A ratio of 1:6 should be operated at all times for all types of canoe and kayaking activities

- The canoe or kayak group should not operate more than 50m from the nearest shore.
- All participants should be wearing suitable clothing for an immersion sport.

A risk assessment for canoeing and kayaking is provided in the BLYM Risk Assessment document.

## 8.6 Walk-On-Water Balls (WOWB)

On occasion for multi activity sessions, use of the walk-on-water balls may be an option made available. Bury Lake Young Mariners offers internal training in order to allow this session to be run. There is a single level of Walk-On-Water-Ball Supervisor, and the syllabus for assessment can be found in Section 10.5.4. In addition, the following must be followed at all times:

- Stop clocks must be used to record participant activity time. The maximum time that can be spent inside the balls is 3 minutes.
- Carpet should be laid over the jetty to prevent damage to the equipment
- An extension lead with a separate isolator should be used.
- A ratio of 2 balls on the water per supervisor should be operated.
- Zips should be lubricated at beginning and end of every session.
- Tethers should be inspected and securely fastened to the jetty before the beginning of every session.
- Supervisor should have a knife or scissors close at hand to effect an emergency opening of WOWB.

A risk assessment for WOWB's is provided in the BLYM Risk Assessment document and a syllabus for WOWB training is contained in Section 10.5.4.

## 8.7 Sailing Operations

It is the sailor's responsibility to ensure equipment in their care is treated in a seamanlike manner. This includes:

- Taking high performance boats off the water when not in use according to the conditions.
- Using mast head floats when fitted. Instructors/leaders should consider their use when boats are being used with novices and there is an increased chance of capsizes. They should also be considered during capsize drills. Mast head floats are there to protect the mast and prevent damage during a capsize. Mast head floats are available on request.

All RYA Dinghy Sailing courses must be supervised at all times by a person holding an appropriate and valid RYA Senior Instructor certificate.

Type of Craft	Ratios
Crewed Dinghies	3:1 for beginners with Instructor on Board. Maximum 9:1 with not more than 6 boats per Instructor (e.g. 3 Wayfarers with 3 students in each or 4 Picos with 2 students in each).
Single Handed dinghies	6:1 (Only applies when the boats are being used as single handers)

Technical Approval for sailing lies with the RYA, via the Principal.

## 8.8 Courses

### 8.8.1 Supervision of Students

Course participants must be appropriately supervised at all times whilst on base. Students must be supervised during breaks, including lunch. Lead Instructors should appoint at least one Instructor to supervise their group during this time. The White Room is out of bounds to youth courses during lunch unless otherwise directed by a lead Instructor.

### 8.8.2 Instructors

BLYM shall keep an online record of all its instructors and relevant information and store in accordance with GDPR guidelines:

- Name
- Date of birth
- Address
- Emergency contact details and medical conditions
- Qualifications
- DBS status
- Instructors are appointed by the Centre Principal, and continued membership of the instructor team is at their discretion.

By volunteering to instruct at BLYM, all instructors agree:

- To uphold the values of BLYM and act in a fair and professional manner
- To abide by the Instructor Code of Conduct and BLYM Volunteer Code of Conduct
- To the standard BLYM Terms & Conditions
- To be responsible for the welfare of themselves and any students in their care
- To make every effort to attend one of the annual instructor training days to ensure they are up-to-date with procedures and methods
- To keep their qualifications up-to-date by revalidating as required
- To follow these standard operating procedures in this Operations Manual

Any Instructor found to not be upholding this code of conduct may be removed from the BLYM Instructor Team.

Qualifications; These **MUST** be uploaded onto the BLYM Website under the relevant web pages. The Principal or a BLYM Officer may ask for proof of certification which can be hard or soft copy. Photocopies will **NOT** be accepted. Random checks will be in operation as of 1<sup>st</sup> March. Please contact the Website Administrators if you are unsure how to do so.

BLYM strives to provide a safe environment for its team and a comprehensive Instructor Development Programme for all instructors. BLYM will also provide support and supervision to all instructors.

## 8.9 Other

Other operations are permitted at Bury Lake Young Mariners provided they are suitably risk assessed and operate with the same framework of safety currently implemented.

Activities not usually operated should not be undertaken without express approval of the Trustees and the Principal.

All equipment used to enable other activities to take place should be thoroughly inspected by an individual with the correct maintenance authority level and experience to confirm that the equipment is safe to use.

## 9 Base Operations

### 9.1 Galley

The following people are allowed to enter the galley and supervise purchases and payments:

- Wardens, Assistant Wardens and BLYM Officers
- Those given permission by the above

The following should be observed when in the galley:

- Maximum of 3 people
- Individuals must not operate the cash till for their own purchases
- Wet or dirty clothing should not be worn
- Individuals must wash their hands on entering the Galley or handling unwrapped food or utensils.
- Unwrapped food must not be touched and should be covered during storage.
- The galley must be left locked when unattended.
- Servers, tongs or gloves must be used to handle unwrapped food.
- Waterproof plasters must be used to cover open cuts.

Personal food containers must have on them the person's name and the date it was placed in the fridge. Poorly wrapped, unidentified and out of date food will be thrown away

All work surfaces must be kept tidy and any spillages cleaned up immediately.

Individuals cooking or handling high risk food for third parties (other than milk) must have completed a food hygiene course.

### 9.2 Boat Parks, Storage and Derigging

- The boat parks adjacent to the Boat House and Clubhouse are for BLYM boats only.
- The external boat park is for the use of members' privately owned boats.
- All boat parks must be kept locked when not in use.
- A suitable number of people (minimum of two) must be used when lifting boats to and from the racks or heavy items to minimize the risk of injury. Correct lifting techniques involving bending the knees and keeping a straight back should be used.
- Dinghies should be removed from the water with masts in place and de-rigged in the appropriate dinghy storage area where the mast can be removed. To minimize the risk of masts falling on people, boats should only be de-masted in non-congested areas away from the water's edge.
- During RYA courses and group activities removal of and subsequent storage of the mast and equipment will be supervised appropriately.

### 9.3 Key and Lock Hierarchy

BLYM operates a hierarchical lock system. Keys are allocated as follows:

- Level 1 (**Grey**) People external to BLYM needing access to compound.
- Level 2 (**Yellow**) Members' key for members' boat park
- Level 3 (**Pink**) Group Leaders and approved members of the Instructor Team
- Level 4 (**Red**) Approved members of the Instructor Team

- Level 5 (**Blue**) BLYM Committee members, Wardens, trustees and boatswains

## 9.4 Inspections

Any activities taking place at BLYM are liable to inspection (both planned and unplanned) from a variety of bodies. The Warden or Group Leader must immediately inform the RYA Principal, Chair, or another member of the BLYM Leadership Team in the event of an unannounced inspection.

## 9.5 Miscellaneous

**Boat Usage:** BLYM boats may be used by individual members while BLYM is open for general sailing.

**Groups:** Groups who wish to use the facilities on a regular basis must advise the Management Committee of their intentions to avoid conflicts. Groups should check availability on the group bookings sheet and make the appropriate booking.

**Damage reporting:** It is an individual's responsibility to report any fault or damage to equipment. Faults or damage must be recorded on a damage report form immediately when it is discovered. A "do not use" tag should be fixed to the damaged item.

**VHF Radios:** VHF Radios are available for use when required. All parties are reminded that the use of VHF is a privilege and not a right. Please ask the Warden before taking one and sign it out on the sign-out sheet. Please return all VHF to their charging docks at the end of the day. Channel P4/M2 is our designated operating channel. Any person(s) not found to be adhering to these instructions risks losing their opportunity to use them

**Staffing:** During any activity, there must always be a Warden and another responsible person capable of summoning assistance.

**Managed Groups:** When managed groups are undertaking RYA courses, there shall be an RYA Senior Instructor in charge and they will follow RYA protocols. If a managed group is not undertaking a RYA course, an individual capable of acting as Warden may be in charge. Managed Groups not undertaking RYA courses are required to adhere to the safety boat ratios outlined for recreational Sailing.

## 10 Off-base procedures

### 10.1 Activities taking place within the Aquadrome

The person in charge of such an activity must notify the Warden/Duty SI and provide the following information:

- Nature of Activity
- Number of participants and location of list of names and contact details
- Estimated Time of return

On return, ensure all members of the party are still present and inform the Warden.

### 10.2 Activities Taking Place Off-Site

The person in charge of such an activity must notify the trustees and principal in advance and provide the following information:

- Activity identified
- Trip leader identified and Safeguarding Officer consulted
- Permission obtained from BLT based on:
  - Risk assessment (either bespoke or from the venue)
  - Prices set to break even at 65% attendance
  - Trip leader and independent emergency home contact person identified
  - Advertise trip
  - Youth consent/medical and adult next-of-kin/medical forms completed by all participants
  - Joining instructions provided to parents and adult participants

### 10.3 Taking Equipment off Site

Members recognise that it is a privilege to take equipment off site and that the BLT have the right to withdraw this at any time. BLYM Members may take equipment off-site subject to the agreement of at least 2 members of the BLT. Group Members may borrow equipment subject to the approval of the BLT.

The BLT may delegate the authority to sign out boats to a Group Leader for members their group. Records of such arrangements will be kept by the Secretary of the BLT and updated at the beginning of each sailing season. Boats are borrowed subject to the usual BLYM tariffs. Other equipment may be borrowed on condition of a suitable donation to club funds.

Before any equipment is removed from the premises, a record of the loan must be made in the Borrow Log. Those borrowing equipment accept sole responsibility for its safe return. Any damage must be reported and remedied by the borrower.

The Principal/BLT must be personally advised of any major incidents or damage and they will be responsible for apportioning costs of repair. BLYM boats are insured for use off site within certain parameters including towing. It is individuals' responsibility to ensure that they have notified their vehicle insurers that they will be towing. It is the responsibility of individuals borrowing equipment to ensure items are suitably secured at all times.



## 10.4

### 10.4 Maintenance Authority Levels

#### 10.4.1 Introduction

The regulations set out **Shall** apply to all maintenance tasks carried out:

- at BLYM,
- upon any assets or property belonging to or in the care of BLYM.

It is intended that the provision of these regulations will ensure that all tasks will be completed:

- to high levels of quality,
- in an appropriate and safe manner.
- as to ensure that no harm or loss ensues as a result of any of the task(s) undertaken.

#### 10.4.2 Definitions

Throughout this document some words and/or phrases are shown in **bold italics**. These words and/or phrases **Shall** be interpreted using the following definitions to avoid any ambiguity:

Term	Definition
<b>Maintenance Task</b>	Any task recognised by BLYM to be maintenance, new build or repair. Personal 'projects' conducted at BLYM will also be considered <b>Maintenance Tasks</b> for the purpose of this document.
<b>Trainee</b>	A Person not recognised by BLYM as being <b>Competent</b> or <b>Authorised</b> by BLYM.
<b>Competent Person</b>	A Person recognised by BLYM as having sufficient knowledge, training and experience to carry out basic <b>Maintenance Tasks</b> safely.
<b>Authorised Person</b>	A <b>Competent Person</b> recognised by BLYM as having sufficient knowledge, training and experience to carry out complex <b>Maintenance Tasks</b> safely and to supervise a <b>Trainee</b> or <b>Competent Person</b> .
<b>Boatswain</b>	An <b>Authorised Person</b> , appointed to the BLYM Boatswain's sub-committee, with the superior knowledge, training and experience needed to authorise, carry out and supervise over the most complex and/or critical of <b>Maintenance Tasks</b> .
<b>Immediate Supervision</b>	Supervision where the supervisor will be on site ready to render help or advice at short notice.
<b>Personal Supervision</b>	Supervision where the supervisor will remain at the point-of-work throughout.
<b>May or Should</b>	An advisory instruction where a judgment can be made as to what is reasonably practicable.
<b>Shall</b>	A mandatory instruction where no judgment can be made or discretion given.

<b>Air Tools</b>	Any tool that uses compressed air.
<b>Hand Tools</b>	Any tool that is not powered by air/electricity.
<b>Hot Tools</b>	Any tool that operates by heating an element or releases a flame.
<b>Power Tools</b>	Any tool that uses electrical power from batteries or the mains.

### 10.4.3 Limitations

Due to the difficulty in regulating the use of tools to perform **Maintenance Tasks**, BLYM will not offer any official training in the use of individual tools. Instead, BLYM will assess an individual's ability to avoid danger when using tools and this will form part of the criteria for becoming a **Competent** or **Authorised Person**.

Similarly, whilst BLYM has high-level risk assessments for the use of the workshop and tools, it would be impracticable to perform a written risk assessment for each individual task. **Competent** or **Authorised Persons** will instead perform a mental risk assessment which can be discussed within a working party or a **Boatswain**.

The schedule sets out specific tasks which have been highlighted to contain inherent risks which BLYM needs to control. It is not an exhaustive list and tasks not included in the schedule **May** not be undertaken without explicit permission of an **Authorised Person**.

There are many tasks which require skills and/or resources beyond that which are possessed at BLYM. In these situations, a **Boatswain** will appoint an appropriate person to carry out the **Maintenance Task** and will inform the committee.

In the event that a **Maintenance Task** requires completion urgently and the required level of supervision is unavailable then a reasonable attempt **Shall** be made to contact a **Boatswain** by phone. The **Boatswain** will then assess the risks and **May** give verbal permission for the task to be carried out. That **Boatswain Shall** then inspect the work done as soon as is reasonably practicable.

### 10.4.4 Authority

There are three Authority Levels:

**Competent Person.**

**Authorised Person.**

**Boatswain.**

Anybody not assigned to one of the above levels will be considered as a **Trainee**.

Authority Levels will be assigned by a **Boatswain** and **Shall** be recorded on paper within the workshop for easy reference

For the use of **Air Tools**, **Hot Tools** or **Power Tools** there **Shall** be at least two people on the base. Only the person operating the tool is required to be a **Competent** or **Authorised Person**.

Some tools which pose greater risks will be restricted in their use. These restrictions will be clearly labelled.

10.4.5 Levels

Task	Example	Authority Level	Supervision Required	Notes
Minor work on dinghies, foils, spars, sails or launching trolleys.	Replace sheets / shackles / blocks / wheels.	Trainee	<b>Competent Person – Personal</b>	Any defects and/or repairs to be reported on the damage report System.
		Competent	No	
		Authorised	No	
		Boatswain	No	
Major work on dinghies, foils, spars or launching trolleys.	Fibreglass repair / replacing deck fittings / rethread halyards.	Trainee	<b>Authorised Person – Personal</b>	Any defects and/or repairs to be reported on the damage report System.
		Competent	<b>Authorised Person – Immediate</b>	
		Authorised	No	
		Boatswain	No	
Inspection of powerboat engines and controls.	Check oil level (and top up) / Check propeller condition.	Trainee	<b>Authorised Person – Personal</b>	A Powerboat Qualification is required to perform these checks Any defects and/or repairs to be reported on a Powerboat Maintenance Form and Damage Report System.
		Competent	No	
		Authorised	No	
		Boatswain	No	
Minor work on powerboat engines and controls.	Replace propeller / check sparkplugs / adjust controls.	Trainee	<b>Boatswain – Personal</b>	Any defects and/or repairs to be reported on a Powerboat Maintenance Form and Damage Report System.
		Competent	<b>Boatswain – Personal</b>	
		Authorised	<b>Boatswain – Immediate</b>	
		Boatswain	No	
Major work on powerboat engines and controls.	Drop gearbox / replace impellor / clean carburettor	Trainee	<b>Boatswain – Personal</b>	Only by prior agreement from the <b>Boatswains</b> may two or more <b>Authorised Persons</b> work without any supervision. Boatswains may decide an outside contractor is required to complete all works
		Competent	<b>Boatswain – Personal</b>	
		Authorised	<b>Boatswain – Personal</b>	
		Boatswain	No	
Minor work on road-base trailers.	Replace mudguard / adjust positioning.	Trainee	<b>Authorised – Personal</b>	
		Competent	<b>Authorised – Immediate</b>	

Task	Example	Authority Level	Supervision Required	Notes
		Authorised	No	Any defects and/or repairs to be reported on damage report system.
		Boatswain	No	
Major work on road-base trailers	Replace wheels / tow hitches.	Trainee	<b>Authorised – Personal</b>	All work to be checked by a second <b>Authorised Person</b> or <b>Boatswain</b> before use.
		Competent	<b>Authorised – Personal</b>	
		Authorised	No	
		Boatswain	No	
Minor work on our buildings, furnishings or stores.	Painting walls / hanging pictures.	Trainee	<b>Authorised – Personal</b>	Approval to be sought from Boatswain prior to work.
		Competent	<b>Authorised – Personal</b>	
		Authorised	No	
		Boatswain	No	
Major work on our buildings, furnishings or stores.	Building or alterations to structures, stores and racking.	Trainee	<b>Boatswain – Immediate</b>	Approval to be sought from Boatswain
		Competent	<b>Boatswain – Immediate</b>	
		Authorised	<b>Boatswain – Immediate</b>	
		Boatswain	<b>No</b>	
Minor Landscaping Works	Cutting Grass / Pruning Bushes	Trainee	<b>Competent – Personal</b>	All gardening power tools have inductions that can be offered by trained Authorised Personnel
		Competent	No	
		Authorised	No	
		Boatswain	No	
Major Landscaping Works	Laying / Building Paths or Fences Pruning of Trees	Trainee	<b>Boatswain Immediate</b>	Many of the trees within BLYM grounds are protected please seek Boatswains advice.
		Competent	<b>Boatswain Immediate</b>	
		Authorised	<b>Boatswain Immediate</b>	
		Boatswain	No	

## 10.5 Internal Training

The internal training scheme at Bury Lake Young mariners must be delivered by a Technical Supervisor in the designated discipline. The requirements for a Technical Approver is given below, in addition to a statement of compliance for the introduction of the internal training scheme.

### 10.5.1 Statement of Compliance

The introduction of the internal training for multi activity sessions has led to a requirement to designate technical approvers and supervisors immediately to enable operations to continue. This statement of compliance confirms that with effect from 30<sup>th</sup> September 2017, the following will occur:

1. Any person with the appropriate pre-requisites and having the necessary technical experience gained through practical delivery of activity sessions to negate attendance of the new training course shall be promoted to the appropriate qualification immediately.
2. Additional training courses will be held to upskill existing instructors, and provide a sufficient pool of supervisors and technical approvers to allow delivery of multi activity sessions to continue.

Any activity sessions occurring from 1<sup>st</sup> October 2017, will have the necessary Supervisors present. Non-compliance with the Operations Manual will result in a disciplinary procedure being conducted, as a result of failure to ensure the safety of candidates participating in activities at Bury Lake Young Mariners.

## 10.5.2 Improvised Rafting

### Structure

Improvised rafting is one of the most dangerous and complicated activities delivered at Bury Lake Young Mariners, and as a result, a more complex training structure is required. Rafting sessions should be delivered in accordance with the guidelines provided in Section 8.2 and in accordance with the training course syllabus given below.

To summarise, the Technical Approver delivers the same training course to both Senior Supervisors and Supervisors, but a Supervisor cannot operate without a Senior Supervisor on site.

### Technical Approver Prerequisites

A technical supervisor must have the following pre-requisites completed before receiving the designation. The candidate must have:

1. Membership of Bury Lake Young Mariners
2. Valid first aid certificate (RYA Approved)
3. 5yrs + Improvised rafting experience, delivered at Bury Lake Young Mariners
4. Water safety training (this can be in the form of a water sports instructor qualification, minimum Senior Instructor or BC Paddlesports Coach or other alternative discipline)
5. RYA Safety Boat (RYA Powerboat Level 2 is acceptable for candidates with exceptional experience)

### Senior Supervisor Prerequisites

A Senior Supervisor must be present at all times whilst Improvised Rafting activities are being delivered on site. In order to achieve the qualification, the candidate must have:

1. Membership of Bury Lake Young Mariners
2. Valid first aid certificate (RYA Approved)
3. Water safety training (this can be in the form of a water sports instructor qualification, minimum Dinghy Instructor or BC Paddlesports Coach or other alternative discipline)
4. Powerboat Level 2
5. Completed Improvised Rafting Training Course delivered by certified Technical Approver.

### Supervisor Prerequisites

A Supervisor can deliver an Improvised Rafting training session under the supervision of a Senior Supervisor. In order to achieve the qualification, the candidate must have:

1. Membership of Bury Lake Young Mariners
2. Water safety training (this can be in the form a water sports instructor qualification, minimum Assistant Instructor or BC Paddlesports Coach or other alternative discipline)
3. Powerboat Level 2
4. Completed improvised Rafting Training Course delivered by certified Technical Approver.

### Training Course Syllabus

The requirements for the delivery of this internal training course can be found below. These requirements are considered to be the minimum level of instruction required to safely deliver an improvised rafting activity session. Any level of additional training to supplement these requirements is encouraged.

The training course syllabus remains the same for both Senior Supervisors and Supervisors, and must be delivered by a Technical Approver. The training course should take approximately 2-3 hours to deliver.

### Ropework

1. Is able to tie a square lashing.
2. Is able to tie a clove and rolling hitch.
3. Is able to tie round and shear lashings.

4. Is able to tie a bowline and round turn and 2 half hitches
5. Knows correct storage methods for rafting ropes
6. Knows types of ropes and their uses for improvised rafting

#### Equipment

1. Knows the location of the improvised rafting equipment
2. Knows the correct storage procedure
3. Understands how to inspect equipment before use to ensure it is safe.
4. Understands how to correctly launch and recover a raft, and the importance of a safety inspection prelaunch.

#### Water Safety

1. Is able to throw, recover and stow a throwline.
2. Is able to demonstrate how to use a paddle effectively.
3. Understands suitable clothing for improvised rafting and can fit a buoyancy aid effectively.
4. Understands the correct equipment that should be carried by an instructor delivering an improvised rafting session.
5. Understands how to drive a powerboat effectively and safely in an improvised rafting session.

#### Risks & Hazards

1. Understands the risk of entrapment, and methods for reducing the likelihood of it occurring.
2. Understands risk associated with hypothermia and how to reduce the likelihood of it occurring.
3. Understands how to use a knife effectively to free entanglements.
4. Understands capabilities

### 10.5.3 Towsports

#### Structure

Occasionally, tow sport activities are operated at Bury Lake Young Mariners, primarily knee boarding and ringo rides. In order to deliver these sessions, it is necessary to have both a Supervisor (Driver) and a Supervisor (Observer) present. A driver may operate as both a driver and an observer, but an observer may not operate as a driver until they have achieved the pre-requisites.

#### Technical Approver Prerequisites

The following prerequisites are required in order to deliver an internal Towsports training course. The candidate must have:

1. A membership of Bury Lake Young Mariners
2. Be aged 21+
3. Possess 5+ years of Towsports experience, in a variety of boats, towing a variety of equipment.
4. RYA Safety Boat
5. Valid first aid certificate (RYA Approved)
6. RYA Powerboat Instructor or be a BWSW SBD L1+

#### Supervisor (Driver)

In order to drive a powerboat and operate a Towsports activity session, the candidate must meet the following prerequisites. They must have:

1. A membership of Bury Lake Young Mariners
2. Be aged 18+
3. RYA Safety Boat
4. Completed the internal Tow Sports training course
5. Valid first aid certificate (RYA Approved)

#### Supervisor (Observer)

In order to operate as an observer for a Towsports activity session, the candidate must meet the following prerequisites. They must have:

1. A membership of Bury Lake Young Mariners
2. Be aged 14+
3. RYA Powerboat Level 2
4. Completed the internal Tow Sports training course

#### Training Course Syllabus

The requirements for the delivery of this internal training course can be found below. These requirements are considered to be the minimum level of instruction required to safely deliver a tow sports activity session. Any level of additional training to supplement these requirements is encouraged.

The training course syllabus remains the same for both Drivers and Observers, and must be delivered by a Technical Approver. The training course should take approximately 2-3 hours to deliver.

#### Ropework

1. Understands how to fasten tow lines safely to the transom of a powerboat
2. Understands how to fasten tow lines to inflatables
3. Understands how to inspect a tow line before use

#### Theoretical

1. Understands the effects of prop walk and pitch
2. Understands what equipment is required to be fitted to a powerboat for tow sports to be operated safely

3. Understands the BWSW hand signals for tow sports
4. Understands the dangers of crossing the wake or other propagated waves
5. Understands the role of the observer in maintaining view of the skiers.
6. Understands the different types of Towspots and the equipment.
7. Knows how to inspect equipment before use to ensure safety.
8. Understands for each of the powerboats use for Towspots, the optimum tow speeds.

#### Practical

1. Understands the benefits and reasons for using a P turn for non-inflatable tow sports. Can demonstrate a P turn.
2. Understands the use of the U and S turns for picking up people fallen from the object towed. Can demonstrate both a U and S turn.
3. Understands and can demonstrate how to pull a skier out of the water.
4. Can demonstrate skier recovery.

### 10.5.4 Walk-On-Water-Balls

#### Structure

Occasionally, sessions using the Walk-On-Water-Balls (WOWB) may be run for multi activity or team building sessions. No governing body exists for this activity, and as a result, internal training is delivered to ensure technical competence.

Only a single level of supervisor exists for this type of session, however a session of this type should not be run without an 18+ warden on site at all times, in addition to the appropriate training.

#### Technical Approver Prerequisites

The following prerequisites are required in order to deliver an internal WOWB training course. The candidate must have:

3. A membership of Bury Lake Young Mariners
4. Be aged 18+
5. A valid first aid certificate (RYA Approved)
6. Worked with WOWB's for 3+ years
7. Trained in water safety to a minimum of an RYA Dinghy Instructor or BC Paddlesports Coach.
8. RYA Powerboat Level 2

#### Supervisor Prerequisites

In order to operate as a Supervisor for WOWB activities, the candidate must have:

1. A membership of Bury Lake Young Mariners
2. Be aged 14+
3. Trained in water safety to a minimum of an RYA Assistant Instructor or BC Paddlesports Coach
4. Complete the WOWB internal training course.

#### Training Course Syllabus

##### Ropework

1. Knows how to tie a bowline and a round turn and 2 half hitches.

##### Health & Safety

1. Knows the maximum amount of time that the participant can spend in the WOWB.
2. Understands the risks and actions to take should the zip fail or a major leak develops
3. Understands that a buoyancy aid should be worn at all times

Equipment

1. Understands where the equipment is stored, and how to inspect the equipment before use to ensure it is safe.
2. Understands how to repair a WOWB in the event of a puncture
3. Understands how to lubricate the zips to reduce the risk of failure.

Practical

1. Understands how to operate a WOWB activity.