

FRENSHAM POND SAILABILITY
Pond Lane, Churt, Farnham, Surrey, GU10 2QA
www.frenshampondsailability.org.uk

Sailor Membership Pack

1. Introduction

Frensham Pond Sailability (FPS) is part of Frensham Pond Sailing Club (FPSC).

Sailor membership of FPS provides sailing rights *during organised FPS sessions* for the member when using dinghies owned by FPS, and social rights to FPS and FPSC for the Member and his or her immediate family and/or partner and/or carer. More comprehensive information on FPS and FPSC can be obtained through the web site:

www.frenshampondsailability.org.uk

Our Objectives

The provision and maintenance of sailing facilities and the promotion of sailing for recreation or other leisure activities (including without limitation recreational and competitive sailing) for disabled people with the object of improving their quality and conditions of life.

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Contacts

We hope you will enjoy your sailing experience with Frensham Pond Sailability. If you require any further information, please contact:

Ivor Barrett – FPS Sailor Membership Secretary,

Tel: 01428 607319; Email: membership.fpsailability@gmail.com

2. Taster Sails, Sailor Registration and Membership

Frensham Pond Sailability is a Registered Charity: No 1142761

It is part of Frensham Pond Sailing Club, Pond Lane, Churt, Farnham, GU10 2QA.

Taster Sails and Sailor Registration

Before you make a decision to become a member of Frensham Pond Sailability, you can experience up to 3 Taster Sails. In these taster sessions, you will normally be taken out by an experienced sailor in a two-seat Hansa 303 dinghy. During the period afloat, you will have the opportunity to helm the boat and control/adjust the sails.

Under the FPS and FPSC Rules you are limited to a maximum of three taster sessions. The first session is entirely **free of charge**. The second and third sessions are **chargeable at £6 each** but these fees are recoverable against the FPS subscription should you continue and become a member.

If you decide sailing is for you after one or two taster sessions, you can become member immediately. You do not have to complete all 3 taster sessions. However, if you continue sailing after the third taster sail, **you automatically become a member**.

To register for sailing, please complete both forms in Appendix 1. Hand the forms in at the Welcome Desk on any Thursday or Saturday morning Sailability session to arrange for your initial taster sail.

Membership

If you continue to sail beyond the initial 3 sessions, you automatically become a Member of Frensham Pond Sailability and will be charged according to the rates shown in Appendix 1. You do not need to complete any further forms as we have all the necessary details.

Your membership entitles you to:

- Sailing on both Thursdays and Saturdays throughout the season (Beginning of April to End of October)
- Use of FPSC facilities
- Invitations for the sailor and spouse/carers to FPS and FPSC social activities (ticket charges may apply depending on the activity) – Regular FPS social occasions are the Fitting-Out Supper, the Summer BBQ and the Laying-Up Supper.
- Inclusion on the FPS e-mailing list for routine Sailability communications

Membership Fees

The membership fees for the current year (Nov 2021 to Oct 2022) are **£60 (maximum) for adults and £30 (maximum) for Youths (under 19 on 01 November 2021)**. However, you are not obliged to pay this in a single instalment. If you prefer, or if you only expect to be an occasional sailor, you can choose our Pay As You Go option which is **£6 per sailing session**. Once you have paid 10 instalments (or 5 for youths) i.e. £60 (adults)/£30 (youths), you will not be charged for further sessions. Also any payments for taster sails are credited as part of your membership fee.

We much prefer you to pay the full fees in a single instalment, if possible, as it saves time at the Welcome Desk when you sign in for the session and it helps our administration, but the choice is yours.

You can pay for membership by bank transfer or cheque – details are on the Membership Application Form.

Pay As You Go is by credit/debit card payment at the Welcome Desk

Schools and Groups

Special needs schools and other groups are welcome to attend regular Frensham Pond Sailability (FPS) sessions on Thursday mornings by prior arrangement. However, to ensure that sufficient boats and helper resources are available, we have to restrict the group size to a manageable number. Please contact us before attending to discuss your requirements. If needed, a carer can accompany a disabled sailor in our Stratos dinghies.

Group Sailing fees: Each sailing session costs £6 per sailor with a maximum of £60 (£30 for youths) per season (1st April – 31st October). There is no charge for a carer going on the water to support a disabled sailor.

3. Information for Sailors

Sailing Times

Organised sailing takes place on Thursday and Saturday mornings from April to October from 10.00am to 12.30pm.

YOU SHOULD BOOK A SAILING SLOT BY EMAILING sailingcaptain.fpsailability@gmail.com (for Thursdays) or lisaskirrow@hotmail.com (for Saturdays) DURING THE WEEK BEFORE YOUR REQUIRED DAY.

If you want to cancel your booking, please email as above, or, if it's on the day of the session, please phone or text 07759 062727

For the more experienced sailor, there is also race training and racing on Thursday afternoons from 1.30pm

On the few occasions when there is no sailing due to other activities, the dates will be identified well in advance in the annual "List of Key Dates". This is published on the FPS website:

www.frenshampondsailability.org.uk

Sailing will always depend on the prevailing weather conditions.

Signing In

It is very important that you sign in at the Welcome Desk when you arrive so that we know you are on-site. If you are delayed on your journey to the Pond, please phone or text 07759 062727 to let us know.

Safety & Organisation

Safety and welfare of our sailors whilst on-site have the highest priority. A Summary of Safety Procedures and the Fire Evacuation Procedure are included in this membership pack (Section 5). **Please take the time to read them.** Helpers filling key roles on sailing days are displayed adjacent to the Welcome desk.

Equipment

Buoyancy Aids, Life Jackets, Hoist Slings and Wet Weather Clothing are all available in a range of sizes in the FPS Pavilion. Our Volunteer Helpers will assist you in selecting the most appropriate equipment for your sail. You may bring a family member, partner or carer to assist you. Further details can be found in the Summary of FPS Safety Procedures included in this pack (Section 5).

Changing Rooms & Toilets

The Clubhouse has a fully accessible Unisex changing room with shower and toilet as well as separate facilities for the more mobile. **We strongly recommend you bring a towel and a change of clothing with you in case you get wet.**

Training & Tuition

We cater for all abilities and ages from 10 years onwards. You will be encouraged to do as much as you are able to but if you just want to cruise that is fine too. Sailing skills are taught by qualified and/or experienced volunteer sailing instructors, either informally during sailing sessions or as part of the RYA National Dinghy Certificate Scheme. There are also opportunities to develop racing skills in club fun races and in National and International events.

Food & Drink

Food and drink are available from the Clubhouse Galley. On Thursday mornings, filled rolls are made to order and we strongly recommend you order these before you sail to avoid disappointment. Hot and cold drinks and a selection of crisps and chocolate bars are also available. On Saturdays, the Galley offers a variety of hot food. You are also welcome to bring your own food and drink if you prefer. This is a great place for a picnic too!

Social Activities

FPS has a flourishing and very popular social calendar which typically includes the Fitting-Out Supper in March, a summer BBQ, the end of season Laying Up Supper in October, and an annual end-of season review meeting (the "Forum") in November.

FPS Clothing

We offer a range of FPS clothing at reasonable prices. These include Polo Shirts, Sweatshirts, Fleece Jackets and Caps. All the clothing is navy blue and bears the Frensham Pond Sailability logo. A notification will be sent out to members when orders are being taken.

Club Communications

Our preferred method of communication is by email and the website but hardcopy is also available for those who need it. The FPS Newsletter is published at intervals.

4. Management Organisation of Frensham Pond Sailability (as at April 2022)

Trustees of Frensham Pond Sailability Charity

Philip Knights (Chair)
Kate Richardson
Megan Pascoe (FPSC GC Rep)
Tony Machen
Simon Crowther
Lisa Skirrow
Cathy Cook
Paul Schroeder

Management Committee

Chairman and Membership Secretary	Ivor Barrett
Finance Officer	Marialaura Aymerich
Meetings Secretary	Tony Machen
Sailing Captain	Kate Whyatt
Marketing, Promotion and Press	Michael Buttler
Fundraising Coordinator	Simon Crowther
Helper & Safeguarding Coordinator	Katie Apse
Schools and Groups Coordinator	Cathy Cook

Other attendees:

Trustees	Lisa Skirrow
	Kate Richardson
	Paul Schroeder

Sailing Committee

Sailing Captain and Chairman	Kate Whyatt
Training Coordinator	Vacant
2.4mR Class Captain	Kate Hedley
Hansa Class Captain	James Woosnam
Youth Group Coordinator	Lisa Skirrow
Safety Officer	Simon Crowther
Secretary	Derek Pankhurst
No Portfolio	Peter Fitzpatrick

Non-attending members:

Helper and safeguarding Coordinator	Katie Apse
Schools and Groups Coordinator	Cathy Cook

5. Safety and Fire Evacuation Procedures

a) 2022 FPS Operating Manual – Appendix III – Summary of FPS Safety Procedures

(Copy to be issued annually to all members and given to all new sailors and helpers)

1. Sailing like all sports carries some risks. FPS endeavours to minimise those risks, but sailors and volunteers must understand there is still some inherent personal risk. If the sailor member's disability prevents their understanding of this risk and responsibility in connection with sailing activities, the parent, carer or group/school sponsoring authority must make the decision to accept the risk and responsibility on behalf of the sailor member.
2. The FPS Duty Sailing Master (DSM) is responsible for all aspects of safety during FPS sessions.
3. When sailor members are dropped off at FPSC by a family member or carer to attend a Sailability session, they are to be escorted by their carer to the Welcome Desk and passed over to the Welcome Desk volunteer with, if appropriate, details of the arrangements for picking up the sailor at the end of the session. FPS is only responsible for the care of sailors on the jetty and whilst on the water. For those sailor members who need supervision, it is the responsibility of the parent/carers to supervise them before and after sailing, especially whilst away from the Sailability operating area and when in the Clubhouse.
4. The sailor member, if able, has a shared responsibility regarding their safety and must be appropriately clothed for the conditions. All sailor members and volunteers must wear buoyancy aids, or lifejackets, whenever on the water. Any person under 18 years of age must also wear a buoyancy aid, or lifejacket, when on the jetties. Some Sailability sailors must be fitted with lifejackets, rather than buoyancy aids, due to their level of disability. Buoyancy aids or lifejackets for disabled sailors are to be selected, fitted and checked, where necessary, by an experienced volunteer. A lifejacket must be worn if the sailor cannot swim or turn over to a face up position in the water. Note also that most lifejackets have crutch straps which must be correctly fastened for the lifejacket to be effective.
5. If sailor members wish to supply and use their own lifejackets during Sailability sessions, they are to declare this to the Duty Sailing Master on the first time of use each season. **Note that self-inflating and auto-inflating lifejackets must be checked by a competent authority annually. This can be the owner if suitably experienced and knowledgeable, noting especially that the small gas bottles usually have a limited life. Proof that this has been done is to be shown to the Duty Sailing Master and FPS Safety Officer at the first opportunity every season.**
6. Jetties and launching ramps can be very slippery. There must be no running on jetties. The jetties to be used are to be cleaned of any dangerous and unhealthy materials before sailing commences.
7. Children under the age of 14 must not be on the jetties unless supervised by an adult. Visitors must not go onto the jetties without the approval of the Duty Sailing Master or Jetty Master.

8. All boats must be checked before they leave the jetties and any appropriate reefing applied as specified in the [Daily Risk Assessment](#). A Defect Reporting Book is held in the Sailability Pavilion for recording boat defects identified during daily sailing and not rectified immediately.
9. Only volunteers designated by the DSM, Jetty Master, or Shore Master, may helm a boat with a disabled crew. A list of authorised helms is maintained and displayed in the Sailability Pavilion, and the spot system on volunteer badges also indicates helming authorisation.
10. No Sailability boat with a disabled helm or crew is to leave the jetty unless a Patrol Boat is operational on the water. A list of approved Patrol Boat helms is maintained and displayed in the Sailability Pavilion. **A Patrol Boat crew member must be prepared to enter the water if necessary.**
11. The Patrol Boat helm must always wear a correctly fitted kill cord whilst the engine is running. Radio communications must be operational between all FPS Patrol Boats and the shore whilst sailing is taking place. In the event of a radio failure a replacement portable radio is to be obtained from the Sailability Store, tested, and used.
12. When using the personnel lifting hoists, a volunteer trained in the use of the hoist is to supervise the transfer operation. Authorisation to act as a hoist operator is displayed in the Sailability Pavilion and shown on volunteer badges.
13. Sailors in wheelchairs are not to go onto the jetties until invited by the Duty Sailing Master, the Jetty Master, or Hoist Supervisor. All wheelchair straps must be unbuckled while the wheelchair is on the jetty. Certain sailors may remain strapped in their wheelchairs while on the jetty but only after a thorough risk assessment ascertains that this is the safest option. Powered chairs should be switched to manual while on the jetty unless operated by the sailor, a personal carer, or a volunteer authorised by the wheelchair user.
14. No hoisting is to commence until the receiving boat and wheelchair are both in position, with the boat secured to the jetty. The wheelchair must have brakes applied, and the electric control joystick disabled if applicable. No-one should be held suspended in a sling except for brief periods in order to adjust securing straps or equipment.
15. As part of Sailability membership, all sailors are required to notify FPS of any relevant disability and medication. A database of sailor support requirements, and medical conditions which might be influenced by sailing, will be maintained together with emergency contact details.
16. It is the responsibility of each sailor, their carer, or volunteer, to inform the Duty Sailing Master of any personal condition on the day which might adversely affect their safety while afloat or ashore.
17. An emergency first aid kit is kept in the Sailability Pavilion and a more comprehensive first aid kit kept in the FPSC Clubhouse foyer. "Easy-use" defibrillators are available in the FPS Pavilion and the FPSC Clubhouse.
18. A list of qualified First Aiders is displayed in the Pavilion and qualification is also indicated on volunteers' badges. A notice showing the nearest hospital A&E units and the postcode of the Sailing Club is located in the Sailability Pavilion, and also in the foyer of the Clubhouse where there is a telephone. Any available mobile telephone is to be used if speed is important.



19. More detailed safety procedures are in the [FPS Operating Manual Section 6](#), a copy of which is held in the Sailability Pavilion and available via the FPS website.

b) 2022 FPS Operating Manual – Appendix IV – Fire Evacuation Procedure

This notice is posted in the Sailability Pavilion for the attention of all.

Sailability: IN CASE OF FIRE **(In the vicinity of Sailability area)**

1. Sound the alarm using the air horn situated on Pavilion Double Doors, or shouting "Fire, Fire, Fire."



2. Evacuate all on shore sailors, carers and non-essential staff to the assembly point situated on pathway/hard-standing club house end of the car park.
3. Duty Sailing Master to send one person to call the fire brigade and inform the club manager or Duty Officer.
4. Instruct the Patrol Boat(s) by radio to keep all sailors in boats on the water, rafted if necessary away from the smoke. All on water Patrol Boats deployed to assist.
5. If possible and if safe to do so use the fire extinguishers situated in the Pavilion and Humber boat shed to contain or extinguish the fire.
6. Check surrounding buildings are empty of people.
7. If possible and safe to do so take the box containing car keys to a safe place to allow for movement of vehicles if required for fire engine access.

Secondary actions if possible and safe to do so.

- a. Isolate the electricity supply. Switches are in the Humber boat shed.
- b. Remove all fuel tanks and containers away from the area.
- c. Move cars to give emergency vehicle access.
- d. All first aid qualified personnel put on standby to assist anybody needing first aid.

Note

Person in charge – Duty Sailing Master.

6. Farnham Swimability (FS) (formerly Farnham & District Sports Association for the Disabled - FDSAD)

FDSAD was formed in 1981 (the 'year of the Disabled') by Peter Hooper, a double amputee. FDSAD's primary objective was to provide swimming and other sporting and recreational activities for disabled people living in Farnham and surrounding areas.

In 1982, FDSAD started a sailing group at Frensham Pond Sailing Club (FPSC) led by Ted Bonner. Sailing through FDSAD continued until September 2001 when Frensham Pond Sailability (FPS) was launched, following a £262,000 joint FPSC/FDSAD fund raising and construction programme to make the FPSC site fully accessible.

Although FPS is now very much integrated into the Sailing Club, the relationship with FS/FDSAD continues.

All FPS sailor members, unless joining through another organization, such as a school or a residential centre, are invited also to join FS. The benefits from FS membership include:

- a) Supported swimming at Farnham Leisure Centre every Saturday morning throughout the year from 9am-10am. A hoist for water entry is provided, together with helpers and a physiotherapist
- b) Other recreational activities arranged from time to time such as skittles evenings, theatre visits and canal/Chichester harbour trips
- c) Subsidised annual Christmas or New Year lunch

An application form can be found in Appendix 2

For further information on FS, please visit their website www.farnhamswimability.org.uk or contact Jenny Taylor, Membership Secretary
Tel. No. 01252 726950
e-mail address: jenny@bellamanda.co.uk



Appendix 1

Sailor Registration/Medical and Taster/Membership Forms

SAILOR REGISTRATION AND MEDICAL FORM

Sailor Details

Full Name			
Known as:			
Date Of Birth		NHS Number (if known) – [can be found on prescriptions]	
Home Address			
with Post Code			
Telephone			
Mobile Phone			
Email	Please write this very clearly as we use email to keep in contact with you		
EMERGENCY CONTACT DETAILS	Name		
	Relationship to Sailor		
	Telephone Number		

Medical Information

To ensure your safety on the water, please complete all sections

1. What is your medical diagnosis if known?
2. Briefly describe your disability? eg wheelchair user, weak upper limbs, learning difficulties, communication needs.
3. Additional medical information you may wish to share:

Please circle:	
4. Are you able to swim?	YES / NO
5. Can you sit independently?	YES / NO
6. Can you stand unaided?	YES / NO
7. Do you require a hoist for transfer into / out of the boat? If YES Weight range (required for safe hoisting) Do you have a urethral / suprapubic catheter in situ? If YES please circle	YES / NO Less than 18 stone (120kg) 18-22 stone (120-140kg) Above 22 stone (140kg) YES / NO
8. Do you have any emergency medication that you must carry at all times? eg EpiPen oxygen, inhaler If YES, please specify:	YES / NO
9. Do you have special ways of communicating? If YES, please specify:	YES / NO
10. Is there any advice we need to know in the event of an emergency? If YES, please specify:	YES / NO
To ensure your safety whilst sailing, please inform Frensham Pond Sailability of any change in the above medical information during the season	
Data Storage and consent to share confidential personal information	
The information supplied on this Registration and Medical Form will be shared strictly on a 'need to know' basis and only to offer you the support required to promote safe sailing. The information will be stored in accordance with the Frensham Pond Sailing Club Data Control Policy v.4 January 2019	
I consent to allow FPS to share information as stated above	
Yes / No	
Signed:	Date:
If completing electronically, please type name to confirm Consent and Declaration above	
N.B. If the sailor is under 18 or is unable to sign due to disability, a Parent, Guardian or Carer must sign above on his/her behalf. Please circle as applicable if you are signing as a Parent / Guardian / Carer When completed, please hand this form in at the "Welcome Desk" at any Sailability session or send to Ivor Barrett, FPS Sailor Membership Secretary, 2 Heatherfield Cottages, Beacon Hill Road, Hindhead, Surrey, GU26 6QJ membership.fpsailability@gmail.com	

TASTER SAILS AND MEMBERSHIP FORM

Name:

Information

PLEASE NOTE: To meet the terms of the FPS and FPSC Rules, Taster Sails have to be limited to a maximum of 3 sessions. If you continue to sail beyond the initial 3 sessions, you automatically become a Member of Frensham Pond Sailability and will be charged according to the rates on the next page (either the annual fee or per session, whichever you prefer).

Your first Taster Session is FREE. The second and third sessions are chargeable at **£6 each** (recoverable against your annual membership fees should you decide to continue).

A Sailor Membership Pack can be emailed to you.

How or where did you hear about Frensham Pond Sailability?

Have you sailed before?

YES / NO

If YES,

Where:

What type of boat:

Consent

I consent to any photographs/videos taken by FPS being used in newsletters and other communications media (newspapers, website, social media, etc.)

YES / NO

Declaration

I recognise that there is always an element of risk in active sports such as sailing and that it is my responsibility to assess whether participation will have any adverse impact on my disability or medical condition. I will advise FPS if my medical condition changes significantly.

I undertake to be bound by the FPS Rules and conditions of membership and the associated Frensham Pond Sailing Club Rules and By-laws and (where applicable) confirm that my family, partner, carer agree to bound by these Rules and By-laws. These Rules can be found on www.sailfrensham.org.uk

Signed:

If completing electronically, please type name to confirm Consent and Declaration above

Date:

**N.B. If the sailor is under 18 or is unable to sign due to disability, a Parent, Guardian or Carer must sign above on his/her behalf.
Please circle as applicable if you are signing as a Parent / Guardian / Carer**

PAYMENT INFORMATION

The Frensham Pond Sailability year runs from 1st November to 31st October in the following year.

Payment Options

Please tick or delete as appropriate:

- Annual Membership Subscription (2021/2022) **Adult £60**
Youth (under 19 on 1/11/21) £30
- Pay As You Go (PAYG) **£6 per sailing session**

(Note: With PAYG, after 10 sessions (adults) or 5 sessions (Youths) no further payments are required)

How to make your payment (if choosing annual subscription)

Please tick or delete as appropriate:

- Bank Transfer to Lloyds Bank (Sort Code 30-93-20, Account Number 02141608)
(Please include your name in the transfer reference so we can identify your payment)
- Credit/Debit Card payment at Welcome Desk
- Cheque made payable to "Frensham Pond Sailability"



Appendix 2

Farnham Swimability (Application Form)



Established
1981

Charity No. 291358

Applicant's Name:..... Date of Birth

.....

Address:.....

..... Post
Code.....

Email address:..... Telephone
No.....

Family doctor's
name:.....

Address:.....
.....

..... Telephone
No:.....

Emergency contact name and phone
no.:.....

What is your
disability?.....

Do you take any medication that might be required during sailing/swimming?

YES* / NO

*Please list

*Do you need to carry this medication at all times?

YES / NO

How does your disability affect your abilities in relation to swimming?

Any special Instructions (if applicable) for helpers (e.g. care with lifting - generally or specific limbs/joints etc)

If applying for family membership please give names of immediate family who may help or participate with you in the water.....

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It is part of Frensham Pond Sailing Club, Pond Lane, Churt, Farnham, GU10 2QA.



If in doubt please obtain advice from your doctor or consultant on the proposed activity.

The information supplied will be shared only among those people who need to know to ensure your safety. It is your responsibility to keep Farnham Swimability up to date if any changes occur. In signing this form you agree to these conditions.

I recognise that there is always an element of risk in active sports such as swimming and that it is my responsibility to assess whether participation will have any adverse impact upon my medical condition.

Signature _____ of
Applicant.....Date.....

...

If the applicant is under 18 then the parent or guardian must sign on his/her behalf. Please print name.....and state if Parent or Guardian.....

Please return the completed form to the Membership Secretary:

Mrs Jenny Taylor, 14A Stoneyfields, Farnham, Surrey, GU9 8DU
Tel No. 01252 726950; e-mail: jenny@bellamanda.co.uk