



BCYC PROCEDURES

BCYC as an RYA Recognised Training Centre (RTC) is required to have Procedures covering all aspects of the club's operation and training, and all members are required to have read the procedures that are relevant to them, see below.

The Procedures refer to 'Supporting Documents' (SD's) covering all Forms, Posters and Logos in use. A Flow Chart is attached in an attempt to show the necessary forms (AnnexA) to be filled in: enjoy!

The Procedures cover all aspects of the club's organisation:

Sect 0 Emergency Plans: Primarily for the OOD, as a checklist to follow

Sect 1 Administration: Telephone Numbers, Club Rules, Visitors, OOD's Checklist, Galley Checklist.

Sect 2 General Watersports: Reservoir information precautions for each discipline. Use of the Buddy System, and Club Craft Hire

Sect 3 Racing: Race management, Setting courses & Flag sequences for the OOD

Sect 4 Training: Course procedures for dinghies, windsurfers, paddle craft & powerboats

Sect 5 Safety Boats: Information on operating, checklists and operation of radios

Sect 6 Club Policies, including Child Protection Policy: All adults dealing with children should read

Sect 7 Risk Assessments: Primarily for OnBoard training

Annex A: List of SD Forms that are in general use (see Flow Chart) and require regular copying

Annex B: All other SD Forms, Posters and Logos in use at the club for general reference

LOCATION OF PROCEDURES AND FORMS

LH side of entrance: Buddy System Forms & Procedure:

RH side of entrance: Race Sign-on and Participation Sheets:

Inside Clubroom RH Side: Visitors Day Short Term Membership Forms, Club Craft Hire Forms, Annex A: Red Folder with laminated forms for copying, Blue Folder: Full Procedures

Galley: Red Folder. Galley Checklist, laminated Attendance & Sign on Forms, to copy. Menus

Race Control: Red Folders: Sect 0 Emergency Plan, Sect 3 Racing Procedures

BCYC Website: The 2017 updated Procedures are available online at :

http://www.bristolcorinthian.org.uk/page/page.php?editorial_id=51

COPYING

There is a printer copier located next to the Results computer LH side of clubroom door

NOTICE

Members, Visitors, and Contractors are required to read Procedures 1-1, 1-2 and 2-1, and any Section which covers activities they, or children they are responsible for, are involved in.

Instructors are to read their relevant Procedures in SD41F1 Instructor's Signatures and Code of Conduct and sign yearly