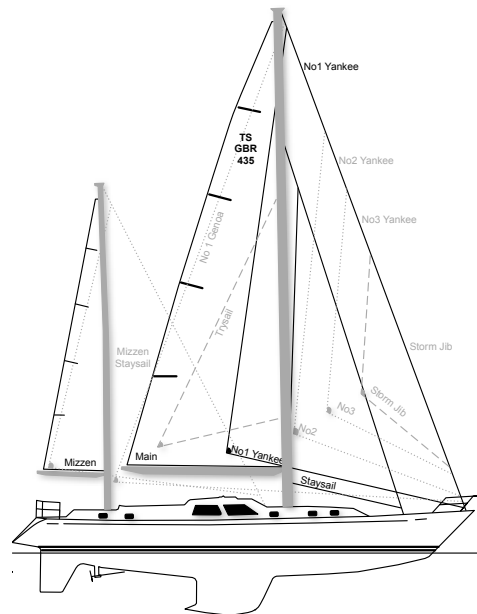
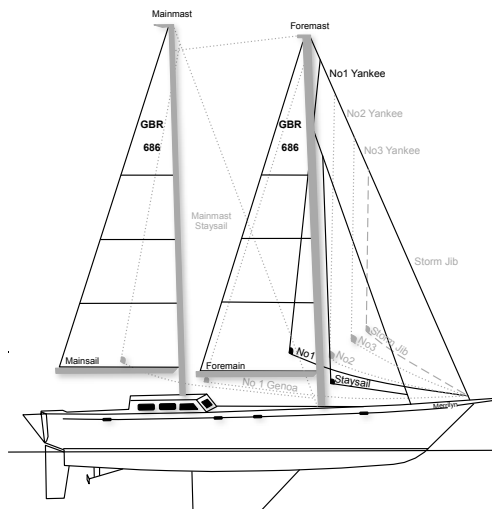
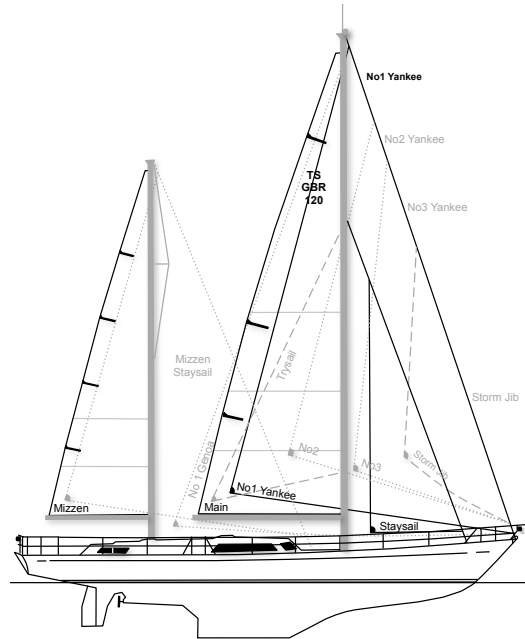
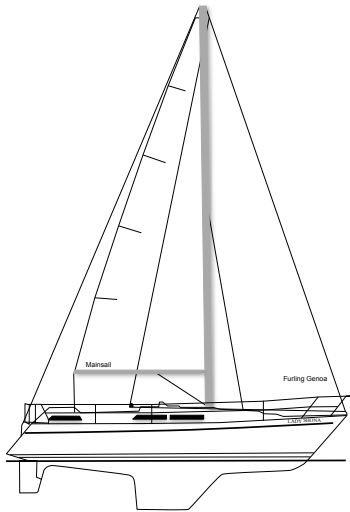


# Rona Sailing Project Parents and Groups Guidebook



## Table of Contents

<b>INTRODUCTION.....</b>	<b>3</b>
1 Details of your son, daughter or young person’s trip .....	3
<b>CONTACT DETAILS.....</b>	<b>4</b>
2 Emergencies.....	4
3 Children and young person’s safety and wellbeing .....	4
<b>THE RONA SAILING PROJECT .....</b>	<b>5</b>
4 Who are we?.....	5
5 Operational structure, assessments and qualifications.....	5
6 The yachts .....	6
7 The Voyages.....	6
8 Hygiene .....	7
9 Safety equipment .....	7
10 Communications and Emergency Procedures.....	7
11 Behaviour .....	7
12 Safety and welfare policy .....	7
13 Insurance.....	8
<b>YOUR SAIL TRAINING VOYAGE .....</b>	<b>9</b>
14 What is included?.....	9
15 Travel.....	9
16 Arrival .....	9
17 Safety .....	9
<b>BEFORE YOUR YOUNG PERSON TRAVELS .....</b>	<b>10</b>
18 Personal details .....	10
19 Swimming.....	10
20 What to bring .....	10
21 What not to bring.....	10
22 Lost property.....	10
23 Pocket money.....	10
24 Passports .....	10
<b>GUIDANCE FOR ADULTS WITH GROUPS.....</b>	<b>11</b>

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## INTRODUCTION

This Guidebook has been prepared to give you details of what your son, daughter or young person can expect during their Sail Training Voyage (STV) and the safety and welfare precautions that the Rona Sailing Project (RSP) has in place.

Use this Guidebook as a point of reference, but if you have any questions that are not answered here, please do not hesitate to contact us.

### 1 Details of your son, daughter or young person's trip

Please complete the information for your own records:

#### Voyage details

STV number

Dates From  
To

Yacht Rona II  
Donald Searle  
Merrilyn

#### Travel arrangements

Minibus	Richmond Train Station (outside station)	Pickup	9.30am Please be 10 mins early
Train	Southampton Parkway Railway Station (outside Ticket Office)	Pickup	11am
Car	Arriving privately (Universal Marina)	Drop off	11am

#### Return arrangements

Minibus	Richmond Train Station	Drop off	5.30 – 6pm
Train	Southampton Parkway	Drop off	4.30pm
Car	Leaving privately	Collect	3.30pm

Please note:

- Please try not to be late as we want to get on with the introductory briefings and go sailing!
- If the Trainee is going to miss the minibus, or is travelling independently and likely to be late, please contact the office
- Car parking: there is 30 minutes free car parking at the Marina, after which there is a charge of £1 an hour

## CONTACT DETAILS

PROJECT ADDRESS		PROJECT TELEPHONE
Rona Sailing Project, Unit 1A, Universal Marina, Crableck Lane, Sarisbury Green, Southampton SO31 7ZN		01489 885 098 M to Th 0800-1700 Fri 0800-1300
Email	<a href="mailto:office@ronasailingproject.org.uk">office@ronasailingproject.org.uk</a>	
Website	<a href="http://www.ronasailingproject.org.uk">www.ronasailingproject.org.uk</a>	

EMERGENCY CONTACTS			
<b>1<sup>st</sup> Project Director</b>	Bríd Barrett	07717 148 933	01489 885 098 M to Th 0800-1700 Fri 0800-1300
<b>2<sup>nd</sup> Sailing Trustee</b>	Chris Beane	07825 373 635	

POSITION	NAME	MOBILE
<b>Designated Safeguarding Lead</b>	Ann Bowers	07736 644 178

BOARD OF TRUSTEES			
<b>Chair</b>	William Whitehouse-Vaux		
<b>Trustees</b>	Alan Richardson	Andy Searle	Andy Wright
	Becky Shaw	Billy Heathcote Amory	Chris Beane
	Chris Matthews	Dawn Bishop	Duncan Farrant
	Giles Thorley		

## 2 Emergencies

Normal working hours – please contact the Office

Outside normal working hours – please contact the Project Director or the other emergency contact.

## 3 Children and young person’s safety and wellbeing

The Rona Sailing Project aims to assist the development of young people by providing sailing adventures. We are committed to operating according to best practice to prevent accidents and to safeguard young people’s wellbeing in every aspect while aboard.

If you have any concerns about your, or anybody else’s, wellbeing whether it is about things that have occurred during, or before, sailing, please speak to the Designated Safeguarding Lead.

## THE RONA SAILING PROJECT

### 4 Who are we?

The RSP is a volunteer-based sail training organisation, working primarily with young people between the ages of 14 and 25. In addition to these Sail Training Voyages we run therapeutic voyages for vulnerable adults including those with learning disabilities, mental health issues and those in treatment or recovery from mental health issues and substance misuse. We also work with both adults and young people who are living with conditions such as cancer.

To do this, we have a modern fleet of three purpose-built yachts:

**Rona II** (Oyster 68 Ketch built 1991 – 21 Persons)

**Donald Searle** (Ocean 75 Ketch built 1979 – 20 Persons)

**Merrilyn** (Ocean 62 Schooner built 2008 – 16 Persons)

We are a founder member of the Association of Sea Training Organisations (ASTO, [www.asto.org.uk](http://www.asto.org.uk)) and we are recognised and inspected by the Royal Yachting Association (RYA, [www.rya.org.uk](http://www.rya.org.uk)) for compliance to the certification under the current Maritime and Coastguard Agency's (MCA) 'Code of Practice' for Small Commercial Sailing Vessels.

### 5 Operational structure, assessments and qualifications

The RSP is administered by a Board of Trustees and has a team of four permanent staff Members. The Project Director is responsible for the general operation of the Project.

The Project has around 400 experienced and qualified Volunteer Members (the Afterguard), all of whom have to have up to date clearance with the DBS Data Barring Service. Each yacht will normally carry the following Afterguard, which gives a ratio of 1:4:

- **Skipper**  
Appropriate experience and holding an RYA Yachtmaster Offshore Certificate (commercially endorsed), together with an RYA Small Craft First Aid Certificate or full MCA Proficiency in Medical Care, or, for ocean passages, suitable experience and an RYA Yachtmaster Ocean Certificate (commercially endorsed)
- **Mate**  
Suitable experience and a RYA Coastal Skipper Certificate (commercially endorsed). For ocean passages suitable experience and an RYA Yachtmaster Offshore Certificate
- **Watch Officer x 2**  
Suitable experience and an RYA Day Skipper Certificate. There are normally two or three Watch Officers on board
- **Watch Leader x 2**  
Trainees who have shown Leadership potential and have recommended and undergone a training procedure. There are normally two or three Watch Leaders on board

All Volunteer Afterguard have been through a clearly defined selection and promotion system, which looks at their appropriate levels of seamanship skills as well as their suitability for working with young people.

For Voyages taking people with physical, sensory and learning disabilities, the Afterguard may be increased to match the particular needs of the group. Afterguard for these Voyages are selected for their individual skills and experience.

## 6 The yachts

Each yacht conforms to the Maritime Coastguard Agency (MCA) Code of Practice for the Safety of Small Commercial Sailing Vessels (HMSO publication).

This Code of Practice covers aspects of fire protection, safety equipment, life-saving appliances and first aid equipment as well as minimum manning requirements and qualifications required. It also covers the vessel's stability, design and structure.

The RSP chooses to use the Royal Yachting Association (RYA) as its certification authority and as such the RYA carries out an annual inspection.

The yachts are maintained to a high standard by an experienced maintenance team at the Project base on the Hamble. There is a procedure for recording, monitoring and repairing any defects that may occur. All the yachts carry the following specific items of safety equipment:

- Lifejacket for every person, fitted with a light, whistle and reflective tape
- Safety harness for every person
- Fire extinguishers
- First aid kits
- Distress flares
- Electronic Position Indicating Radio Beacon (EPIRB)
- Radar and radar reflector
- VHF Radio
- Liferafts on automatic hydrostatic releases
- Echo sounder
- Global Positioning Navigational System (GPS)
- Foghorn
- Compasses
- Lifebuoys and associated equipment
- Guardrails around the yacht and full-length safety harness jackstays
- Waterproof clothing for everyone on board

The Trainees will possibly use the yacht's dinghies to be ferried ashore and for sailing or rowing practice.

## 7 The Voyages

At the beginning of each Voyage, the Skipper is briefed and informed of any changes to the yacht, details of the Crew, etc, and is issued with an up to date weather forecast. Before departing for sea, the Trainees receive a safety briefing covering the following subjects:

- Introductions and immediate plans
- The Rona Sailing Project: who we are and our award system
- Structure of the Voyage: the Afterguard and the Watch system
- Seasickness
- Nautical code: the rules on board
- Safeguarding
- Emergency stations
- Fire
- First Aid
- Gas leaks
- Lifejackets

- Man Overboard
- Tour of the yachts

They also receive a short period of training. These and other safety aspects are regularly reinforced during the Voyage.

Most Voyages take place along the South Coast, the Channel Islands and across to France, but occasional expeditions take place further afield like the annual Tall Ships' Races. The Skipper generally decides the itinerary at the time of the Voyage, taking into account the weather conditions and the abilities of the Crew, etc.

The Skipper and Afterguard will apply suitable safety precautions, depending on the prevailing conditions during the Voyage (eg the wearing of lifejackets and safety harnesses). However, there are specific guidelines, which are documented in other publications, which the Skipper and Afterguard take into account.

## **8 Hygiene**

There are basic washing facilities on board, however, there are no showers. We can usually ensure that there are opportunities to shower ashore during the week.

## **9 Safety equipment**

The RSP yachts have all the specialist safety equipment aboard conforming to the Maritime Coastguard Agency (MCA) Code of Practice for the Safety of Small Commercial Sailing Vessels.

## **10 Communications and Emergency Procedures**

During each Voyage the Skipper will report in to the RSP Office every three days, with details of the location and intended passage of the yacht. If there is a gale forecast within their own sea area they will report in more regularly.

The RSP aims to provide 24 hour shore-cover and there are clearly defined emergency procedures in place in the unlikely event of a major incident. Any major incident would be reported to the RYA and, if required, to the Marine Accident Investigation Bureau (MAIB). The Coastguard has full and up to date details of each yacht (CG 66 form), as well as shore contact telephone numbers.

## **11 Behaviour**

We hope that everyone enjoys their experience with the RSP. Although unlikely, it may be that the Trainee, or Afterguard, decides that it is in the best interests of the individual or the rest of the Crew for the Trainee to leave the Voyage early. In this situation the RSP Office or the Afterguard will inform the Parent/Guardian of the details and the arrangements for the Trainee's return. The RSP will not be responsible for any financial costs involved.

## **12 Safety and welfare policy**

It is the policy of the RSP to ensure the safety and welfare of the young people in its care and to provide a supportive and caring environment, which is responsive to the needs of each individual. We believe that everyone should be treated with respect and should give respect to others.

The RSP has a Safety and Welfare Policy and a Child Protection Policy which are available on request.

### **13 Insurance**

Comprehensive Insurance is arranged in respect of the RSP's vessels including third party liability cover up to a limit of £10,000,000 each vessel, any one accident, but unlimited in the policy year. The Insurance provides coverage within a cruising range advised to the Underwriters and includes, as appropriate, racing risks whilst a yacht participates in the Tall Ships' Races.

The liability coverage protects the RSP for its legal liability to those persons sailing on board. This is legal liability insurance and must not be confused with Personal Accident cover. If such insurance is required Trainees should make their own arrangements.

We strongly advise that you take out insurance for any Voyages booked with the Rona Sailing Project. Many insurance companies such as Topsail Insurance offer comprehensive travel insurance which includes cover for cancellation, medical cover and personal accident amongst other key benefits. For more information please contact Topsail directly, however if you have made alternative arrangements it is very important that you ensure that all policies offer sufficient cover and most importantly cover sailing more than 12 nautical miles offshore.



## **YOUR SAIL TRAINING VOYAGE**

### **14 What is included?**

Food / accommodation / safety equipment / waterproofs / travel option on the organised minibus (see below) are all included.

### **15 Travel**

For each Sail Training Voyage (STV), the RSP provides a free minibus from Richmond Train Station and from Southampton Parkway Railway Station (5 minutes walk from Southampton Airport terminal).

The RSP assume their appropriate responsibilities once the Trainee boards the minibus and until they disembark from the minibus at the end of their Voyage. If a Trainee travels by any other means, the RSP assumes responsibility once they have registered their arrival at the RSP Office, until 3.30pm after the end of the Voyage.

By Car:

- M27 Junction 8 – follow sign to Southampton B3024 up to roundabout
- Take the 1<sup>st</sup> exit left on A27 to Park Gate, Sarisbury Green, Fareham, Portsmouth. Travel along this road for approx. 1½ miles (up and down hill). Pass under a railway bridge and over the river. Leave Swanwick Premier Marina (boatyard) on your right and keep straight on
- The road begins to climb up hill – 2 lanes up 1 down – as the road narrows back into one lane at the brow, indicate to turn right into Barnes Lane. (At a cricket green and church on right and some shops on the left)
- Travel 60 metres and turn right into Holly Hill Lane
- Travel 300 metres or so, turn right into Crableck Lane
- You are now on the hard lane to the Marina – we are located in front of you once you enter the Marina

Please note:

- Please try not to be late as we want to get on with the introductory briefings and go sailing!
- If the Trainee is going to miss the minibus, or is travelling independently and likely to be late, please contact the office
- Car parking: there is 30 minutes free car parking at the Marina, after which there is a charge of £1 an hour

### **16 Arrival**

On arrival, Trainees are checked in and directed to their yacht by the Skipper, Afterguard Member, or Member of staff. Before departing for sea, a Crew 'Signing on' form is completed to ensure that the RSP Office holds up to date details of home addresses and emergency contact numbers. If your arrival is delayed, please ensure you contact the RSP Office.

### **17 Safety**

Offshore sailing takes place in a potentially hazardous environment. It is therefore the policy of the Rona Sailing Project to take all reasonable precautions in order to look after the welfare of those young persons in its care.

## **BEFORE YOUR YOUNG PERSON TRAVELS**

### **18 Personal details**

You will have sent the Trainee's Berth Booking Form, with details of any conditions and medication details. Failure to disclose a medical condition may lead to the Trainee being asked to leave the Voyage.

The Berth Booking Form also requests the Trainee's date of birth, and address and telephone numbers of the Parent or Guardian. It is the responsibility of the Parent or Guardian to ensure that these details are complete and correct. If any of the details alter before the Voyage please contact the Office with details.

We also require a GDPR consent form to be completed in accordance with the Data Protection Act.

### **19 Swimming**

If any Trainee has any difficulty swimming 50m, please inform the Skipper on arrival.

### **20 What to bring**

The Crew Guidebook includes a suggested kit list section. If you have any questions, please contact us.

### **21 What not to bring**

We discourage Trainees bringing I-pads, I-pods and electrical gadgets. The use of mobile phones is restricted during certain times on a Voyage. All items are brought at the Trainee's own risk.

### **22 Lost property**

Trainees are responsible for their own personal kit. Please ensure that items are labelled so if anything is left at the end of their Voyage we can return them. If an item is left behind please contact the Office. Postage will be charged to return any items.

### **23 Pocket money**

£25 - £30 will be enough for the week. If over 16, the young person should bring some Euros with them.

### **24 Passports**

If the Trainee has a passport, he/she is welcome to bring it, or if not, some other form of ID. If in doubt ask the Project Office. Non-UK citizens must bring a passport.

## GUIDANCE FOR ADULTS WITH GROUPS

In addition to its standard Sail Training Voyages where the Crews come from a variety of sources, the Rona Sailing Project provides Sail Training Voyages to groups from a single source. These notes are designed to help adults (eg Teachers or Leaders) accompanying such groups.

Groups may be divided broadly into three basic types, all of which have differing requirements and capabilities.

- Mainstream schools and colleges
- Groups with behavioural and discipline problems
- Groups with special needs (including for example disabilities and/or illnesses)

Regardless of the composition of the Crew, all our Sail Training Voyages are run according to the original Project aim:

*“To provide (through the medium of sea training in offshore craft) opportunities for young people to acquire those attributes of a seaman, namely: a sense of responsibility, resourcefulness and team-work, which will help them throughout their lives”*

We understand that Crewmembers will initially turn to familiar Teachers/Leaders for guidance and discipline. However, experience has shown that there must be a clear understanding that the Skipper is in sole charge of everyone on board the boat whilst at sea and ashore to ensure the smooth running of the Voyage.

Also, it is imperative that the Skipper and Afterguard are allowed to conduct things as they consider appropriate. This includes setting challenges for the Crew Members which, provided that there is no safety issue, they might occasionally fail. In this circumstance, we also understand that the instincts of Teachers/Leaders are to leap in and help. Unfortunately this will often undermine the Voyage structure. If there is anything that Leaders don't understand, or about which they are unhappy, we would very much encourage them to have a quiet word with the Skipper.

All groups have different group dynamics which can influence where the Leader/Teacher should rank within the yacht management structure. However, our experience is that the most effective placement of Leaders/Teachers is as an active member of a Watch under the leadership of the Watch Leader, who may be younger than they are. When this works successfully the Crew can experience the full benefits of Sail Training.

In addition to our aim set out above, the Skipper is working to keep all safe and happy. A successful Sail Training Voyage is a combination of common sense and clear communication between the Afterguard and all the Crew.

It is very useful if Teachers/Leaders taking part in the Voyage can visit the Project prior to the Voyage. Whether this has happened or not, at the start of every group STV the Skipper will discuss these guidelines with the Leaders and how we run our Voyages. They will also seek to get a thorough understanding of how the group dynamic works and to agree a routine for regular communication throughout the Voyage. The intention will be to fully understand each other's roles and way of doing things and to work to avoid any misunderstandings.