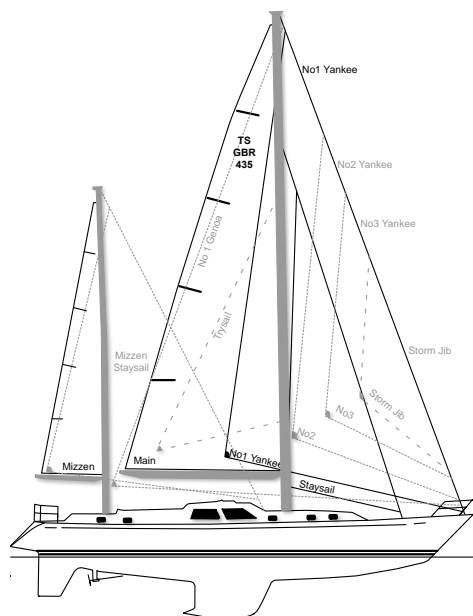
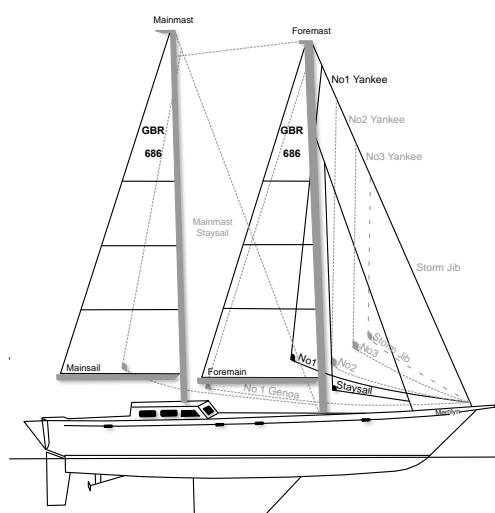
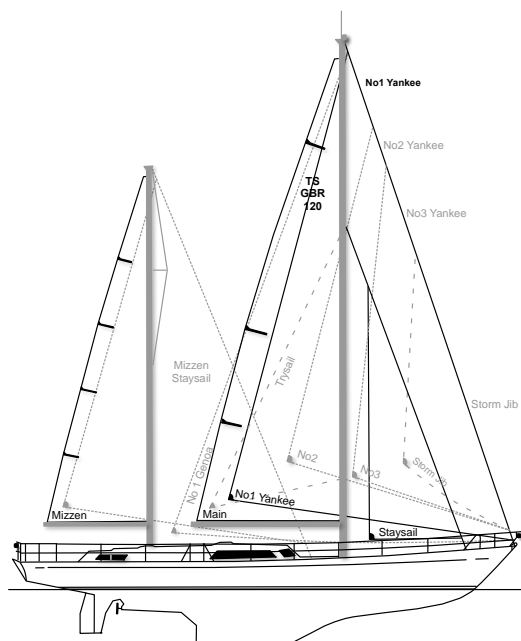
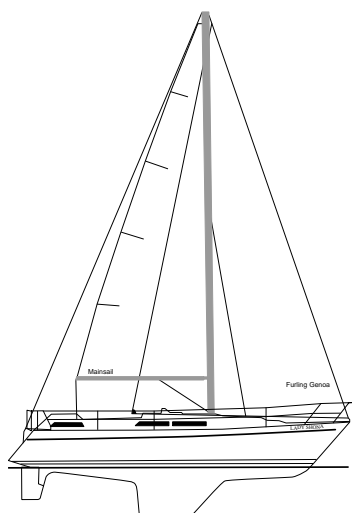


# Rona Sailing Project Parents and Groups Guidebook



## Contents

<b>INTRODUCTION .....</b>	<b>3</b>
1 Details of the young person’s trip.....	4
2 Pre Voyage Covid Declaration.....	4
3 Testing.....	4
4 What happens if I test positive before or after arriving at the marina?.....	5
5. What happens if a young person shows symptoms or tests positive during a voyage?.....	5
<b>CONTACT DETAILS.....</b>	<b>6</b>
5 Emergencies.....	6
6 Children and young person’s safety and wellbeing .....	6
<b>THE RONA SAILING PROJECT .....</b>	<b>7</b>
7 Who are we? .....	7
8 Operational structure, assessments and qualifications.....	7
9 The yachts .....	8
10 The Voyages.....	8
11 Hygiene.....	9
12 Safety equipment .....	9
13 Communications and Emergency Procedures.....	9
14 Behaviour.....	9
15 Safeguarding policy .....	9
16 Insurance .....	10
<b>YOUR SAIL TRAINING VOYAGE.....</b>	<b>11</b>
17 What is included? .....	11
18 Travel.....	11
19 Safety.....	11
<b>BEFORE YOUR YOUNG PERSON TRAVELS .....</b>	<b>12</b>
20 Personal details .....	12
21 Swimming .....	12
22 What to bring .....	12
23 What not to bring .....	12
24 Lost property .....	12
25 Pocket money.....	12
26 GUIDANCE FOR ADULTS WITH GROUPS.....	13

Current version: Parents and Groups Guidebook v21.docx

## **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 the young person’s trip

Boat I am sailing on	Arrival time	Departure time
Rona II	10am – 11am	10am – 11am
Donald Searle	12 midday – 1pm	12 midday – 1pm
Merrilyn	2pm – 3pm	2pm – 3pm

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 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

Due to the testing we are not going to be able to safely run the minibus from Richmond or Southampton Airport Parkway train station this summer. For those who requested a place on the minibus to arrive and depart from the marina we will be need you to make alternative arrangements.

We are asking people to arrive separately if possible. If someone tests positive on arrival at the marina then everyone that has travelled with them will not be able to sail, even if they test negative on arrival.

Your boat crew has a 1hour slot arrival and departure time. Please try not to arrive before this time. If you do then we ask that you stay in your vehicle until your allocated time. We need to avoid different boat crews mixing. At the end of a voyage you should collect the young person at the same time.

We will not be permitting anyone except for the young people and volunteers aboard the boat at the start, during or the end of the voyage.

## 2 Pre Voyage Covid Declaration

We will require everyone to submit a pre voyage covid declaration. You will have seen these before in all different places and it is essential that it is answered truthfully and that is submitted to the office on the morning of the voyage. *We will send you the link to the form by email nearer to your voyage.*

## 3 Testing

We are putting in place a testing regime to ensure that we are confident that we have taken every precaution to ensure that people stepping on board as clear of the virus as possible. We have a testing area within the hangar and you must report in there on arrival. Please wear a face covering. If under 18 and you wish the young person to be accompanied then this must be restricted to one person. We will do a temperature check when the young person checks in.

Please see below what will be required to do before and upon arrival for the voyage.

Where do you fit in?	What should you do prior to arriving?	What do you need to do when you arrive?

<b><i>I have been fully vaccinated</i></b>	We will need you to confirm that you have received 2 doses of the vaccination	We will require you to do a self administered lateral flow test on arrival at the marina
<b><i>I have only received one dose of the vaccination</i></b>	We will need you to complete a lateral flow test within the 24 hours prior to your arrival at the marina	We will require you to do a self administered lateral flow test on arrival at the marina
<b><i>I haven't been vaccinated at all</i></b>	We will need you to complete a lateral flow test within the 24 hours prior to your arrival at the marina	We will require you to do a self administered lateral flow test on arrival at the marina

Once the test has been administered on arrival the young person can either return to a vehicle or take a seat. Please observe social distancing and no one should mix with other trainees, parents or volunteers until the result is complete and negative.

You will need to remain on site until a negative result has been recorded.

During the voyage we will be carrying out temperature and welfare checks. We will also require everyone to take an additional lateral flow test mid voyage.

We are asking people to bring 3 of the government approved lateral flow tests with them. These are the same test that will have been given by a school/college/university and can be ordered free of charge [here](#).

#### **4 What happens if I test positive before or after arriving at the marina?**

<b>My lateral flow test taken in the 24 hours prior to arriving is positive</b>	<i>Please don't travel to the Project and follow current government guidance regarding further testing.</i>
<b>I have tested positive on arrival</b>	<i>We will need you to return home immediately. If you have not travelled to the Project with someone you will need to ensure someone can collect you. We are not able to provide transport home and you should not use public transport</i>

#### **5. What happens if a young person shows symptoms or tests positive during a voyage?**

We have extensive Standard Operating Procedures for Covid-19 in place and these can be viewed [here](#). Next of kin or a designated person must be available to collect a young person during the voyage should they develop symptoms or test positive. This should be recorded on the Pre Voyage Declaration form which must be submitted on the day of the voyage and a link will be sent to you.

## CONTACT DETAILS

PROJECT ADDRESS		PROJECT TELEPHONE
Rona Sailing Project, Unit 1A, Universal Marina, Crableck Lane, Sarisbury Green, Southampton SO31 7ZN		01489 885 098 M - 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 - Th 0800-1700 Fri 0800-1300
<b>2<sup>nd</sup> Sailing Trustee</b>	Chris Beane	07825 373 635	

POSITION	NAME	MOBILE
Designated Safeguarding Lead	Ann Bowers	07736 644 178

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

## 5 Emergencies

Normal working hours – please contact the Office

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

## 6 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

### 7 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 – 15 Persons for 2021 but coded for 23 people)

**Donald Searle** (Ocean 75 Ketch built 1979 – 15 Persons for 2021 but coded for 20 people)

**Merrilyn** (Ocean 62 Schooner built 2008 – 11 Persons for 2021 but coded for 16 people)

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.

### 8 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.

## 9 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
- Liferrafts 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.

## 10 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 and across to France and the Channel Islands, 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 (e.g., 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.

## **11 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.

## **12 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.

## **13 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 (the RYA's SafeTrx Safety Identification Scheme database), as well as shore contact telephone numbers.

## **14 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.

## **15 Safeguarding 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 Safeguarding Policy can be viewed on our [website](#).

## **16 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**

### **17 What is included?**

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

### **18 Travel**

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, in addition to the testing procedures, we want to get on with the introductory briefings and go sailing!
- If the Trainee is likely to be late, please contact the Office 01489 885098
- Car parking: there is 30 minutes free car parking at the Marina, after which there is a charge of £1 an hour

### **19 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**

### **20 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 GDPR consent section to be signed in accordance with the Data Protection Act.

All young people and volunteers will be required to complete the Pre Voyage Declaration form on the morning of the voyage which specifically relates to Covid 19. You will be sent the link nearer the time of the voyage.

### **21 Swimming**

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

### **22 What to bring**

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

### **23 What not to bring**

We discourage Trainees from 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.

### **24 Lost property**

Trainees are responsible for their own personal kit. Any lost property deemed to be a contamination risk or having little value, will be disposed of. Please remind the young person to pack everything at the end of the voyage.

### **25 Pocket money**

£25 - £30 will be enough for the week.

## 26 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.