



WPNSA HANDBOOK 2011



Welcome to the Weymouth and Portland National Sailing Academy, we hope that you have a safe and enjoyable visit. Please take the time to read through the information contained in this handbook.

1 Safety

Please be aware that WPNSA does not provide on water safety cover, other than for organised events. When going afloat you must ensure that you have adequate experience for the conditions, have sufficient safety equipment and are carrying a means of communication. The following contact details may be useful for you to carry:

WPNSA TEL: 01305 866000

PORTLAND PORT TEL: 01305 824044 - VHF Ch 74

HM COAST GUARD TEL: 999 - VHF Ch 16

2 Sailors/Coaches Notice Board

There is a notice board situated on the events hall balcony (behind the cafeteria). This will show a daily weather report and any other relevant local information.

3 Portland Harbour Authority

The harbour is under the control of the Portland Harbour Authority and you **must** comply with any instructions given by staff of the Harbour Authority. Please ensure that you are familiar with and comply with the speed limits in the various parts of the harbour. The Eastern entrance is predominantly used by large commercial craft which may have limited manoeuvrability and small vessels should keep clear. Whenever possible, non commercial vessels should use the North Ship Channel however if you do find it necessary to use the Eastern entrance please contact Portland Harbour Master in advance (TEL: 01305 824044 - VHF Ch 74).

4 Training and Events

Whilst training camps or events are running a daily morning briefing will be held for coaches/ event organisers. Information will be given regarding weather, local byelaws, daily shipping movements and any other information deemed necessary by the duty manager. It is important that coaches/ event organisers attend briefings even if they are familiar with WPNSA so that any new information can be communicated in a timely manner.



ENVIRONMENTAL GUIDANCE



Portland Harbour is adjacent to part of the Dorset Coast designated as a "World Heritage Site" and is recognised as an important area for Marine Wildlife. This information is issued to and applies to all users of the Academy to ensure that the special nature of the area is respected and our use does not damage the environment.

1 Birdlife

Portland Harbour supports a range of water birds throughout the year but is a particularly important area for certain over wintering species. Significant disturbance may affect the survival of such birds which need to rest and feed during long migrations.

For this reason the shallow waters in the western and northern parts of the harbour are "out of bounds" during November to March each year. A map of this area is shown on the Sailors/Coaches Notice Board on the Events Hall balcony. At all times please avoid disturbing groups of birds on the water.

2 Other marine life

Portland Harbour and Weymouth Bay also support other important species and you may at times be fortunate enough to see seals or dolphins. Please do not cause disturbance to them by approaching them, particularly in powered craft.

3 Litter and Waste

No litter or waste material (including food waste) should be thrown overboard. All rubbish should be brought ashore and disposed of appropriately.

Waste left on the site can be blown into the water presenting a hazard to marine life so please ensure that all rubbish is placed in an appropriate bin or recycling receptacle.

4 Oil and Fuel Pollution

The refuelling of boats when afloat is **strictly prohibited** except in an emergency. Removable fuel tanks must be filled ashore in the appropriate bunded area and RIB's with fixed fuel tanks should be taken to a fuel station ashore or fuelled at a recognised fuel berth.

All vessels powered by outboard engines must carry an appropriate spills kit and absorbents and other materials used to clean up spills will be classified as hazardous waste and should be properly disposed of appropriately.

In the event of an incident occurring within the Port Limits the Duty Harbour Master must be immediately notified, and will act as on Scene Commander. All further notification will be solely carried out by Portland Harbour Authority.

5 Effluent

Please ensure that you do not empty marine toilets or holding tanks whilst within Portland Harbour. We do not have pump out facilities at WPNSA.

Campervans or caravan toilets must only be emptied into the foul sluice situated near the entrance to the main car park.

Membership of WPNSA is conditional upon compliance with the Rules and Regulations at all times.

Group Leaders/Coaches/Members are responsible for their group and all persons accompanying them, and must ensure that they also all comply with the rules and regulations of the site.

1 Generally

All users of WPNSA facilities must comply with any requests/directions from WPNSA Management or staff. Any reference in this document to WPNSA management or staff applies equally to Sail-Force Ltd management or staff.

2 Race management

Organisations providing their own 'Race Management', must supply an agreed 'Safety Plan', schedule of meetings (including daily race management and safety briefings) and contact details for all race management and safety team personnel prior to the event. Sailing Instructions for such events must include the WPNSA Local Amendments, available from WPNSA. Organisers of events accept that WPNSA management have ultimate authority, and will comply with any instructions made. The Event Director takes total responsibility for the safety of all competitors, race management personnel, and guests under his control, whilst on site at WPNSA and afloat. The Event Director must be in constant liaison with WPNSA Management. The event must be covered by Fully Comprehensive Insurance to the value of £5,000,000, and a copy must be available on request. Any non WPNSA support RIBs (ie, not part of the safety fleet), committee boats and mother ships MUST register at WPNSA reception on arrival.

Anyone attending training/events should be aware, for themselves and their dependants, that WPNSA is able to provide rescue facilities only during the hours of official racing and then only for those registered with and taking part in the activity. At other times, or when an event is cancelled, parents or guardians have sole responsibility for their children and wards and must appreciate that WPNSA, its officers and staff cannot be expected to exercise supervision or control. It is the responsibility of the event organisers, parents and guardians that both themselves and their children/ wards abide by these rules and regulations.

3 Boat storage

- Whether you are a member or visitor, you will be allocated an area to park your boat – please make sure you abide by this. Storage for boats is changed for 2010; please check your allocated area when rejoining.
- For your own safety and security dinghy road trailers should be removed from the site. If they are left on site, they must be paid for (they will be charged at the same rate as a boat space) and stored in a separate area, as designated by WPNSA staff.
- Please make sure if you use a wheel lock that a copy of the key is left at reception.
- All boats on site must display a storage sticker- all members will be sent one of these, and temporary passes can be collected from reception. Any boats found on site without a sticker will be removed.

4 Parking

All vehicles must be parked in the official parking areas. For 2010 cars will be restricted to the small car park in front of reception and the main car park on the other side of the road. The dinghy park, access roads and area adjacent to the pontoons must be left clear from cars at all times. Trailers can no longer be left short term on the area adjacent to the pontoons whilst the boat is afloat, but must be removed to the trailer park. Cars used to launch must be removed from this area to the car park immediately after launching. At no time must an unloaded trailer be left attached to a vehicle in any car park.

5 Children

- Skateboards or similar are not to be used on site
- Children under 10 are only permitted on the premises if accompanied at all times by an adult, who shall be deemed responsible for them.
- Children under 16 must wear buoyancy aids on the pontoons.
- Children or adults are not permitted to walk on the harbour walls.
- Throwing stones in the sea is strictly prohibited. The loose stones adjacent to the sea wall form part of the infrastructure and continuous loss of these will undermine the stability of the seawall.

6 Animals

Dogs are permitted on site but must be kept on a lead and any mess must be cleared away immediately.

7 Water

Water on the dinghy park is 'grey water' and thus not suitable for drinking or for filling yacht/camper van tanks. This water is only to be used for washing off boats (not vehicles/campervans). Drinking water is available from a tap on the ramp from the Event Centre to the dinghy park, the R3 Hard area and at a main car park service point and all points will be clearly marked 'drinking water'.

8 Ramps / launching

- No boat must be launched without first obtaining a permit from WPNSA reception. (Organised groups will be allocated launching permits, which must be displayed on the boat)
- The shallow ramps inside the dinghy park are only to be used by boats with launching trolleys (i.e. no road trailers).
- The deep water slipway is only to be used by boats with road trailers (i.e. no launching trolleys).

Whilst afloat, all vehicles and trailers must be returned to the trailer and vehicle parks.

A buoyancy aid or lifejacket MUST be worn at all times when afloat or if your activity takes you near the water. You must ensure that it is the correct size, properly fastened and that you understand how to operate it.

9 Pontoons

- Mooring Holder Members (i.e. RNSA or Quest) are not entitled to use the pontoons without prior arrangement.
- Social Sailing Members (i.e. those who do not launch or keep a boat at WPNSA and are permitted to use the pontoons short term to use the restaurant etc.), should make themselves aware of and use the area set aside for this use.
- No boats must be moored overnight without obtaining a permit from WPNSA reception.
- Boats must not be left unattended in the area immediately adjacent to the launching ramp. This area is to be kept clear for boats that are being launched.
- No skateboards, scooters, bicycles or roller blades are permitted on the pontoons.

10 Campervans

Due to reduced space campervans (NO TENTS) must book in advance through the WPNSA website and obtain a permit from the main WPNSA reception. (Available up to 5pm) Vans not displaying a permit may be asked to leave and will not be permitted on site in future. Vans must park as directed by staff. Drinking water is available, but permission must be obtained before filling van tanks. Electricity is available by prior arrangement. Please note that WPNSA toilets/showers may not always remain open overnight.

11 Security

For your own interest and safety the site is locked overnight. If you require access to the site after normal opening hours, please contact reception to obtain the details. Please always ensure that you close all gates behind you as WPNSA reserves the right to restrict access to members who leave the site unsecured. Any person who observes anyone acting suspiciously on WPNSA premises must immediately report them to reception. Valuable items should not be left unattended at anytime.

Whilst we endeavour to make the site as secure and safe as possible all members' property is left entirely at the owner's risk and WPNSA cannot accept responsibility for any loss, theft or damage occurring to it. For this reason we strongly recommend that personal belongings of value are not left on board boats (TV's, DVD players etc.). Please do not leave ladders or similar adjacent to larger boats whilst they are stored ashore.

No personal items whatsoever should be left in the changing rooms. Kit left here will be removed as this causes inconvenience to other users and encourages thieves. Lockers are available for **daily use only** on payment of a refundable key deposit. Lost locker keys will be charged at £20. Any kit left overnight will be removed and persons retaining locker keys will jeopardise their access to these facilities.

Items left at the WPNSA will be kept for one month, and if not claimed within that time will be disposed of. Claimed lost property will be posted to the owners on receipt of a suitably sized, stamped 'jiffy bag'.

12 Catering

All Groups must be accompanied and controlled by group leader/house parent/s. Groups are expected to clear their tables, put all rubbish in the bins and used crockery/cutlery in the appropriate containers.

Galley/cafeteria

The cafeteria is open for lunch daily. Outside the lunch time period minimum opening times apply, which will be displayed on the Notice Board located on the Event Hall balcony. Extended hours may be pre arranged subject to staff availability. If the Galley is closed vending machines are available on site. Non-sailing guests are permitted to wait in the seating area, providing this is not required for catering purposes.

Spinnakers Function Room

Guests may also purchase food/drinks from this facility when available. In the event that this room is booked for a private function, access is not permitted, and this room must not then be used for access to/from reception.

Other Catering

No food other than that purchased from WPNSA may be consumed in the Cafeteria or Spinnakers. Persons wishing to bring their own food/drink may use the tables set up in the event hall, specifically for this purpose, and must keep the area clean and tidy.

13 Guests

Parents and siblings who accompany groups/members are permitted to stay on the premises providing they comply with the rules and regulations. However they are respectfully reminded, that WPNSA management reserves the right to refuse admittance to any person deemed to act unreasonably. Ultimate responsibility for these guests remains with the group leader/organiser.

14 Lecture rooms

Must be kept clean and tidy with all rubbish placed in the bin. When leaving the room to go afloat and at the end of the day, the lights must be switched off, windows closed and the door locked.

15 Use of own equipment

Members and guests may charge small electrical devices within the building (lap tops, mobile phones, cameras etc) however please ensure that the devices, cables and plugs are in safe working order. No non WPNSA heating devices, power tools or extension leads are permitted within the building without prior approval by WPNSA.

16 Debrief / feedback - prior to leaving

Coaches/group leaders must attend a debrief with WPNSA staff prior to leaving the site and changes to the Booking Form must be signed off at that time.

Coaches/group leaders are also asked to complete a feedback form, to identify any areas that can be improved upon. All resources/ keys etc must be returned to reception in good condition and any defects reported.

17 Ribs / marks / radio hire

- WPNSA RIBS will be available from the pontoon, but must not be taken without first liaising with WPNSA staff.
- The kill cord must be worn at all times, as must a buoyancy aid. The RIB driver must be qualified to RYA Level II Powerboat.
- Divers must abide by the speed limits and Harbour Authority Regulations and are required to sign a declaration before going afloat.
- RIBs are to be returned to WPNSA in good clean condition.
- Keys should be left in the RIB after use
- Marks and ground tackle must be returned, and receipt acknowledged by a WPNSA representative. Any losses or damaged will be charged.
- Radios should be returned to reception at the end of each day.
- Any damage or loss of equipment must be notified for which the driver/group organiser will be held responsible for the first £250.

18 Large boat storage

Boats that are stored for short or long term must be safely shored up, and owners must ensure that any work being carried out does not inconvenience other users of the academy. Boat owners will be asked to sign a statement to this effect shortly after recovery.

Anti fouling or painting the hull can only be carried out provided a protective sheet is placed on the tarmac/paving under the boat. Boat owners found to have soiled the tarmac or paving may not be permitted to come ashore in future. The disposal of hazardous waste is the responsibility of the boat owner and must be removed from the site.

Pressure washing of anti-fouled boats must be carried out over the dedicated 'wash down area' adjacent to the pontoons/deeper slipways.

Contractors brought in to carry out work on boats at WPNSA, or Surveyors etc. must report to reception to obtain a permit to come on site prior to gaining access. Please refer to The Boat Storage Code of Practice for full conditions regarding the rules and regulations surrounding boat lifting & storage operation.

19 Liability / Insurance

WPNSA will accept no responsibility for any loss or damage to any property, craft or vehicle whilst on the premises, howsoever caused. All boats and vehicles using the premises must have 'Third Party Liability Insurance' of at least £2,000,000, and evidence must be available on request.