

1 Weir Wood Sailing Club

The objective of Weir Wood Sailing Club (WWSC) is to promote community participation in the sport of sailing and to maintain suitable premises for this purpose and to provide facilities for approved affiliated organisations.

The Club is a RYA Recognised Training Centre and as such operates under a set of standard operating procedures aligned to RYA standards and inspected annually by an independent RYA inspector.

2 Hirers Responsibilities

The Hirer must always remain responsible for the behaviour of their group and must provide enough adult members of staff to ensure this. As such adequate responsible adults must remain on site during the session and be prepared to supervise participants should the need arise.

Hirers are responsible for ensuring that all equipment and clothing is returned to the correct area and in an appropriate condition at the end of each session. WWSC Members will be available to advise and assist.

All rubbish will be removed by participants at the end of each event. Please arrange to have a responsible adult available at the end of the event to complete an inspection with a member of WWSC crew or staff.

The booking must provide in advance the names and for under 18-year-olds, the ages of every individual participating in your event.

The Hirer must notify the WWSC about participants who have any learning difficulties, medical conditions, or medications that we should be aware of, at least 7 days prior to the event so that WWSC can ensure that any necessary measures are in place to cater for the individual's needs.

Hirers will ensure that WWSC staff, members and all other water users are treated with equal respect, regardless of age, gender, or role, by all members of your group.

Responsible adults should also ensure all participants come suitably equipped and clothed as follows.

- They must wear swimming trunks/costume and tee shirt under any wetsuits.
- If the weather is hot - shorts or tracksuit bottoms, a tee-shirt, sweatshirt, and a peaked sun hat.
- If the weather is cold or wet - a waterproof, windproof jacket and a warm hat is recommended.
- They should be suitably covered in suntan lotion.
- Have a drink (water is ideal) and a snack.
- They **must** wear wet suit boots or old trainers, not flip flops or crocks as they will fall off. Bare feet are never acceptable due to the risk of injury.
- If they wear glasses – a retainer (or piece of string) so they do not get lost.
- Finally, they may get wet - so bring a change of clothes and a towel.

3 WWSC Responsibilities

The session will be under the management of a WWSC who will be suitably qualified to a level recommended by the governing body of the activity (RYA).

All Safety cover remains the responsibility of WWSC. Hirers may assist if requested.

WWSC rules must take priority if there is any conflict of interest, to maintain safety both on the shore and on the water. WWSC will provide.

- Sufficient, suitably qualified instructors to comply with the RYA governing body recommended ratio.
- Single or double handed. dinghies.
- Safety Equipment - Buoyancy Aid and Helmets (if requested or considered appropriate)
- Wetsuits

4 Safety and Safeguarding

WWSC is a RYA Registered Training Centre and operates under a set of standard Operating Procedures, copies of which can be found on our [website](#).

Our Safeguarding officer can be contracted at safeguarding@wwsc.org.uk.

5 Hirers Own Instructors

Any hirer wishing to use their own instructors must provide proof prior to the event that they have suitable and current levels of qualifications, as well as (unless they are members of WWSC) adequate insurance cover before they can instruct at WWSC. WWSC reserve the right to request any group's instructors complete a site induction or take part in an assessment by the appropriate WWSC Chief Sailing Instructor before the first event date.

6 Other Activities

The terms of WWSC's lease prohibit it from operating water sports other than sailing and windsurfing. Consequently, use of canoes, paddleboards or rowing boats or swimming (except where directly related to the sailing activity are expressly prohibited).

7 Booking and Payments

Session booking are made based on one or more groups of up to 6 participants (one instructor). To provide adequate backup we generally require a minimum of two instructor on site (12 participants), however this can be a suitably qualified adult member of staff (subject to prior approval by WWSC Training Principal).

Cost per session is £225 per group. A day would be charged as two sessions.

RYA Youth Sailing Scheme Logbook (G11) can be supplied at an additional cost of £7.50.

Payments will be invoiced by WWSC, and our standard payment terms are strictly 14 days from receipt.

8 Fair and Reasonable Usage of Equipment

Any WWSC equipment including boats and safety equipment should only be used as described by the session instructor. Any misuse of equipment may incur the hirer in additional charges.

9 Cancellation

No refunds will be given for unsafe behaviour leading to a group participant being refused access to the activity.

Bookings cancelled 7 days or more before the event will receive a full refund less an administration fee of £50 or 25% of total cost, whichever is the greater.

If you cancel your booking within 7 days of the session you will be liable for the full **cost**. If you request to move your booking within 7 days of your session, WWSC will make best endeavours to support this.

All cancellations must be made in writing to training@wwsc.org.uk. Cancellations must be acknowledged and approved by WWSC to be valid.

WWSC reserves the right to run sailing theory land-based activities if it feels the weather conditions are unsuitable for the participants.

10 Validity & Termination

This Agreement has no validity until it has been signed by both parties. This Agreement is valid only until the 31st October in the year in which this Agreement was first signed by both parties. This Agreement may be terminated by either party to this Agreement by giving 7 days or more notice in writing to the other party.

Parties to this Agreement:

Signed:
Duly authorised Officer

Signed:
WWSC Club Principal

Print Name:

Print Name:

Date:

Date:

Establishment:

Establishment: Weir Wood Sailing Club.

Address:
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Address: Weir Wood Reservoir
Weir Wood, Forest Row
RH18 5HT