



## OPERATIONS MANUAL

Hill Head Sailing Club, The Club House, Cliff Road, Hill Head, Fareham, Hampshire PO14 3JT  
Telephone: 01329 664843 Email: admin@hillheadsc.org.uk www.hillheadsc.org.uk

### Visitor Declaration Form Information

New procedure for Visitors who come to participate in water based activities using the club owned boats, equipment and facilities. This does **NOT** include visitors with members who are using the member's own personal sailing boat.

The reason we have implemented this new process is for Insurance purposes. By following the procedure below a visitor, participating in one of a number of different ways, will be classed as a "Temporary" member for the duration of the activity they have come to participate in. (See below for all visiting instances)

Please take note of the points below, they are extremely important and it is vital that this process is followed at all times.

### **ONE FORM FOR ALL INSTANCES!!**

This will affect Visitors who are in any of the following categories:

- A Visitor participating in an RYA Training course
- A Visitor having a "Try a Boat" session
- A Visitor who has a "Try a Boat" session on Club Open Day.
- A Visitor who requests the use of a Sponsored club owned dinghy
- A Visitor who uses a club owned dinghy with a club member
- A Visitor who participates as a volunteer for the Sailing Club

If you have a visitor who falls into any of the above categories then they will need to complete a "Visitor Declaration Form"

If it is a visitor for Dinghy Weeks or an Open Meeting then the standard Entry Forms apply.

### **The Process:**

- Collect a Visitor Declaration Form from either the Training Room form rack or form rack outside the Race Box
- Both Visitor and Club member are to complete the form and Sign.
- The Form should be handed to the Sailing Commodore, RYA Principal or Chief Instructor.

(The Form will then be filed in the top drawer of the filing cabinet in the training room for reference)



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Please note that it is **ONE form per visit to the Sailing Club**. One form cannot be used for a number of separate occasions nor can it be used for a collective of people/group. **ONE form per person**.

A good example of this is an Onboard Training situation where a number of visitors come to the club who are not members. In this instance **ALL** children visiting and **ALL** visitors visiting to volunteer and help will need to complete a Visitor Declaration form. These will then need to be filed as above.

Medical Declaration Form Process: The Medical Declaration form process will remain the same. Members who are responsible for running Training courses will of course already ensure that Medical Declaration forms are completed. If in doubt you must speak to the RYA Principal. Medical Declaration forms are only required for RYA Training/Coaching Courses, Dinghy Weeks and Open Meetings.

The Visitor Declaration Form will be available in the club house, but as Committee members, Instructors and Race Officers you will need to advise members where these forms are and how to deal with them. Please familiarize yourself with this process.

The Visitor Declaration Form supersedes the "Try a boat" declaration form and the "Open Training Booking Form" which have now been deleted from the Club Operations Policies Manual