



Guide to PWC Club Development



RYA/PWP Guide to PWC Club Development

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Introduction

Welcome to the RYA/PWP Guide to PWC Club Development. We see the support and future development of volunteers and clubs as essential to the continuing popularity of PWC riding. We wish to assist clubs with the range of development opportunities that clubs may wish to pursue, from establishing a new club, membership retention through to event planning.

Within this guide we list a range of opportunities available to your club. Further information about each section can be found on the PWP web site (www.pwpuk.org) and through the relevant member of PWP and RYA staff.

Throughout the UK there is a team of RYA Regional Development Officers who are dedicated to specific regions and can assist with your club's development. In addition to this assistance is offered by the PWP staff and partners. Full details of how these people can help your club, plus their contact details, are included within the pack.

The pack doesn't pretend to give you all the answers nor will all the sections be applicable to your needs, but hopefully there's enough information to give you an overview and to point you in the right direction.

Candice Abbott

Director

Personal Watercraft Partnership

To obtain additional copies of this guide please contact the PWP on email candice@pwpuk.org or visit www.pwpulse.co.uk

We value your opinion and would therefore encourage any feedback you may have and would appreciate it if you let us know if any of the links in this guide do not work.

Please inform tzaneen.mears@rya.org.uk

Planning for the Future

As your club continues to grow and expand you may find it useful to create a club development plan. A club development plan will help you improve on the activities you currently offer and will help prepare you for the activities you wish to introduce in the future.

How does a development plan benefit my club?

Writing a development plan will:

- Provide a clear direction for your clubs growth.
- Give a clear club structure to help you run your club more effectively.
- Help members understand and support the direction in which the club is going.
- Provide you with ideas about the future of your club.
- Assist with the recruitment of new members.
- Keep potential local, regional and national partners informed of your work e.g. Sport England, your Local Authority and the RYA..
- The plan could be circulated to local RYA Training Centres, local authorities and community groups to develop new links and help attract new members.

Sounds like a lot of hard work!

A plan is relatively easy to produce. The task need not be an onerous one. The plan itself should be realistic, achievable, short and concise so people read it. There is no right or wrong way to produce a plan for your club.

It is far better to achieve a small number of goals rather than set yourself impossible targets which will only de-motivate those involved when they are not reached. The plan should be a 'living document' that can be adapted as your club's circumstances change.

Keep it simple; set realistic targets with clear priorities and time-scales, avoid meaningless waffle or jargon.

Top tips for writing a sports development plan

Club members and the club committee will need to ask themselves the following questions about the club:

- Where are we now?
- Where do we want to go?
- How will we get there?

To answer these questions you may want to ask your members for their views – see the Sample Members' Questionnaire.

Where are we now?

If your plan is to be successful you will need a clear starting point. Build an outline of your club's current activities e.g. brief history, numbers of members and number of instructors. To help in this process you could carry out a short analysis of the club's strengths and weaknesses, and an overview of any opportunities and threats in the foreseeable future.

Identify:

- Club strengths, e.g. ensured slipway access, good range of volunteers or well run events.
- Club weaknesses, e.g. low membership, lack of training available to members or poor facilities.
- Club opportunities, e.g. Becoming an RYA Training Centre, raising funding, volunteer training, getting involved with other clubs, associating yourself with your local authorities or developing adult participation.
- Club threats, e.g. restricted access to slipway/water, lack of support from local authority etc.

Where do we want to go?

You need to decide on a vision for the future and a timescale in which to work. This should cover the club's main objectives ideally over a 3–5 year period. This can be divided into some of, or all of, the following headings:

- Start introducing new members into PWC riding.
- Succeed in keeping all members interested and happy with your club.
- Continue to help new and existing members reach their full riding potential.
- Educate members through programmes such as volunteer training.
- Communicate current news to members.
- Develop and improve existing facilities and equipment.

How will we get there?

Break down the vision into bite size goals or aims and then prioritise them. The club committee should review and update these goals at least once a year. Sports development plans are dynamic documents and are constantly being reworked to ensure that the club's goals are being met.

Making the plan work

By further breaking down your set goals you will be able to identify all of the steps you need to successfully develop your club. Goals should be broken into:

- What needs doing?
- Who should be involved?
- What are the time scales?
- What resources will be required?
- What will it cost?

The table below provides a framework for the process and will help assess the feasibility of your targets.

Target.....

	What needs doing?	Who's involved?	Time scale? Start to completion	Resources?	Cost?
Step 1					
Step 2					
Step 3					
Step 4					

Distributing the Plan

Your club has ownership of the plan and all members should have access to it. Also consider sending electronic copies to all relevant local organisations for example the PWP, your regional RYA committee, RYA Regional Development Officer and the relevant regional Sports Development Officers within Sport England. Keep up to date copies available for club committee meetings, when making grant applications and for potential sponsors.

Key Points

- Keep your development plan short (four to five pages) and relevant.
- Make sure your objectives are supported and understood by the membership.
- Make sure that your targets are measurable, achievable and set to a timescale.

Further Information

If you would like further advice and guidance on the content of your plan please contact:

- The PWP
- Your Regional Development Officer
- Your Local Authority sports development department

Volunteers – The Key to Club Success

Motivated and enthusiastic volunteers play a key role in developing and maintaining thriving and successful clubs. Attracting and keeping good volunteers in sufficient numbers can easily happen with planning, forward thinking and a bit of effort.

Creating a Club Volunteer Development Plan is a process that encourages your club to consider its volunteer workforce and to create an action plan that adequately supports and develops the club and its activities.

This is essentially the part of your Club Development Plan that deals specifically with the 'human resource' element of your club/PWC activities.

What can it do for you?

- Define the direction, focus and purpose for your club and its volunteers.
- Identify club goals such as attracting new volunteers, keeping existing ones and developing new roles.
- Plan ahead to avoid crises.
- Assess what needs to be done to keep the club and its activities running smoothly. Help you to define exactly what is involved and what skills, experience and resources are needed.
- Identify your volunteers without putting too much pressure or demanding too much time from a small number of individuals.
- Target your recruitment to match people with tasks they do well, will enjoy and can manage in the time they have to offer.
- Consider how your club will continue to motivate, encourage and thank the volunteers for their contribution.
- Communicate effectively with the volunteers and club members about how they can get involved and contribute to the clubs success.

Creating a plan

Where are we now?

- How many volunteers do we have?
- What do they do?
- How much time are they giving?
- Do we have enough volunteers?
- Where do we need more volunteers?
- What are we doing to support our volunteers?

Where do we want to be in the future?

- How many volunteers do we really need?
- What tasks do we really need them to do?
- What would we like to offer them to make sure they feel valued and motivated?

When do we want to have all of this in place?

- Break this down into smaller more achievable tasks with time scales for each – you are more likely to achieve by taking small steps rather than a giant leap.

How are we going to get there?

- Gather practical ideas for achieving your goals.
- Find innovative ways to recruit, retain, recognise and reward your volunteers.
- Identify someone who is willing to take responsibility for volunteers and volunteering within your club.
- Ensure that volunteering is on the club management agenda.

What do we need in order to get there?

- What support / resources do we need to achieve this?
- Where might we get these from?
- What is the cost in time and effort balanced against the potential benefits for the club, volunteers and members?

How will we know that we're still on track and when we have achieved our aims?

- How will we keep focussed and moving forwards?
- How will we communicate our progress to the club, volunteers and members?
- How will we learn from the process – things that work & things that don't?
- What is the process for overcoming challenges along the way?
- How will we recognise our successes and know it's all been worthwhile?

What will the Volunteer Development Plan look like?

It really doesn't matter what your development plan looks like as long as it answers the above questions and is in a format that means something to the people who are going to use it. Keep your plan short (1-2 pages), focussed and as simple as possible. A table format is often a straight forward way of presenting what is to be done, how it will be achieved, by whom, by when, what resources are needed and what progress has been made to date. This plan needs to be kept up to date and communicated to the club management committee and the people involved in making it happen.

The end result of this process will be an agreed plan of action for the club that addresses the key areas of Volunteering Good Practice:

- Recruitment
- Retention
- Reward
- Recognition

Club Volunteer Co-ordinator

Once your club has created a Club Volunteer Development Plan, you may find it useful to identify someone who is willing to take responsibility for implementing the plan, co-ordinating the agreed action, keeping the plan up to date, and communicating success back to the club. This may be someone who is already doing a similar role, or it could be a new role that you introduce into the club structure, perhaps even a position within the club committee.

The key roles of a Club Volunteer Co-ordinator are:

- To complete and implement a Volunteer Development Plan within the club to guide and support the development of a sound volunteer base which enables the smooth running and development of all club activities.
- To ensure that all club activities are delivered and supported by sufficient volunteers who are appropriately trained, qualified and experienced for the roles they undertake.
- To maximise volunteer participation within the land-based and water-based areas of club activity.
- To facilitate effective communication between your club, its volunteers and prospective volunteers, and the PWP and RYA through the Regional Development Officer and Volunteer Development Officer.
- To support the implementation of the Volunteer Support Programme within your club.

Sample Members' Questionnaire

Can you please take a few moments to complete the following questionnaire in block capitals? The objective of the questionnaire is to collect information/ideas from club members as to how our club can develop and how you can be involved in the process. Once complete, please email the questionnaire back to the club (specify date). (or use [surveymonkey.com](https://www.surveymonkey.com) to create an online questionnaire and post the link on emails or your webpage)

Name:

Address:

Contact number:

E-mail address:

Date of birth: Age:

Type of membership:

Length of present membership 1 – 2yrs 2 – 5yrs 5 – 8 yrs 8yrs+

The Club and its Future

Which of the following areas do you feel that the club should develop over future years? Please rate in order of importance by ringing your choice (1 is the lowest, 5 the highest).

Family participation & activities	1	2	3	4	5
Promoting PWC events to existing or new members	1	2	3	4	5
Becoming an RYA Affiliated Club	1	2	3	4	5
General training	1	2	3	4	5
Volunteer training	1	2	3	4	5
Safety, risk assessment and first aid	1	2	3	4	5
Child protection	1	2	3	4	5
Promotion and publicity	1	2	3	4	5
Developing links with your local RYA Training Centre	1	2	3	4	5
Becoming an RYA Training Centre	1	2	3	4	5
Links with the community, local authorities and other organisations	1	2	3	4	5
Facility development to support new / continued activity	1	2	3	4	5
Committee Structure	1	2	3	4	5

How could these aspects be developed?

.....

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What other areas could be developed within the club?

.....

.....

Will you help in any of the following areas on a voluntary basis?

	Will you help?	Are you qualified to help?	Would you undertake training?
Recruiting volunteers	Yes / No	Yes / No	Yes / No
Open days	Yes / No	Yes / No	Yes / No
Website development	Yes / No	Yes / No	Yes / No
In-house training	Yes / No	Yes / No	Yes / No
RYA Training	Yes / No	Yes / No	Yes / No
Committee work	Yes / No	Yes / No	Yes / No
Promotion and PR for the club	Yes / No	Yes / No	Yes / No
Fund raising	Yes / No	Yes / No	Yes / No
Social activities	Yes / No	Yes / No	Yes / No
Administration	Yes / No	Yes / No	Yes / No
Maintenance	Yes / No	Yes / No	Yes / No
Marshal training	Yes / No	Yes / No	Yes / No
Event management	Yes / No	Yes / No	Yes / No

How many hours per month are you available?

1 2 3 4 5 6 7 8 9 10+

Personal Watercraft Partnership

Maintaining or growing your club membership is a challenge faced by most clubs. One successful strategy for growth, which many clubs have employed, has been to focus on providing a strong base for ongoing events and activities both on and off the water in order to generate increased family memberships.



The PWP is about supporting individual PWC riders and clubs in maintaining access to waterways/slipways for PWCs across the UK and about keeping people involved in PWC activities for life through a solid support network.

Actively bringing positive PWC activities to the attention of more people aims to change public perspective of our sport, therefore creating less issues in the long-term. We at the PWP are well aware that this goal is achieved through the fantastic work of PWC clubs across the UK. By making PWC activities accessible to the general public you are opening up access to the sport and securing the long term future of PWC riding and access in your area. The PWP and RYA jointly aim to assist you in:

- Sustaining or growing your membership base by attracting new active PWC riders.
- Develop or further develop existing club activities and events.
- Underpin current training activities.
- Increase your volunteer base.
- Improve your club's chances of securing public funding.
- Improve your club's profile within the local area.
- Become a successful and vibrant club.

Your club will receive:

- Full support and 'any questions answered' by the PWP
- Local expert advice on activities and club facilities from the RYA Regional development officer
- Expert advice on equipment from the PWP partners.

Do we have to be RYA affiliated to gain support and advice?

The PWP will support your club regardless of whether it is RYA affiliated, however by being affiliated with the RYA you are working within accepted national standards, you will have the support of the RYA as discussed within this document, in addition to gaining legal advice, volunteer support, child protection information etc.



PWP partners: RYA, Yamaha, Seadoo, Kawasaki, RJP Marine, Datatag, Jetskier Magazine

Increasing and Developing Adult Participation

PWC clubs in England who are interested in developing their adult membership and the amount of time their members get out on the water may be eligible to access assistance through Adult Club and Coach funding. This funding is provided through support from Sport England.

What are the benefits?

There are a number of initiatives that can be used to benefit the clubs/ centres needs to encourage adult participation. With the aid of the Regional Development Officer your club could benefit from funding to support the development plan and the PWP can help you with the support of an RYA PWC trainer to work alongside the club.

What would the funding pay for:

1. A visit from your Regional Development Officer or one of the RYA's Adult Regional Club Coaches.

During the visit they would work with a representative/s of your club to identify how you could get more of your members out on the water more often/attract more adult members. In the first instance this would be through identifying the potential through the clubs sports development plan. See section 'Planning for the Future'.

2. The sports development plan may identify the need within the club for training/development work which a RYA PWC Trainer (contracted by the RYA or PWP) would assist the club with implementing. For example:

- Help in becoming an RYA Training Centre.
- Advice/guidance on delivering best practice on the water training sessions.
- PWC Training courses.
- Open days.
- Fun/family days.
- PWC events
- Instructor training courses.
- How to attract and retain volunteers.
- Safety boat courses.
- Marketing the club.
- Case studies from other clubs and centres.

Where can I find further information?

The PWP or your Regional Development Officer will be able to answer any queries, their contact details can be found at the back of the guide.

Becoming an RYA Training Centre

Many clubs wish to attract new members by introducing them to PWC and retain current members by offered certificated training in PWC and the associated courses such as first aid and VHF. It is vital that this first taste of any activity is conducted in a safe yet enjoyable manner. Similarly, club members often want to improve or expand their skills through further training. To ensure that members of all ability receive the best instruction in a safe environment many clubs become or link up with RYA Training Centres.



Why become a Training Centre?

- You will be able to attract new-comers to the sport resulting in new club members.
- RYA training centres use the RYA National Training Scheme, which is widely regarded as the world leader in boating education.
- Provide RYA Training Certificates and publications for whatever level of course(s) you are recognised to teach.
- Training Centres have access to fully qualified RYA instructors and trainers.
- PWC Centres have the opportunity of trade deals for school equipment like discounted PWCs.
- RYA Training Centres often have a higher priority if applying for funding.
- The RYA organises conferences to offer principals an opportunity to keep abreast of current issues and discuss developments.
- RYA recognition means that your centre has passed the high standards of the annual inspection, including safety checks.

How do you qualify?

Clubs must be reviewed by a RYA inspector. Inspections include a tour of club facilities, craft and a review of current training courses.

Clubs must have an RYA PWC Instructor to qualify as a Training Centre. The person nominated as Chief Instructor is ideally an experienced instructor trained to fully understand the RYA PWC Scheme and safety requirements of an RYA training centre. Under him/her should be other RYA PWC instructors or volunteers to help cater for student and centre/facility requirements.

RYA Sailability

If you wish to expand your club programmes and give disabled people access to being involved in your PW club then RYA Sailability can help you. Your first contact is your RYA Sailability Regional Organiser or the PWP who can offer advice and training opportunities for your club and club members.



RYA Sailability is the official charity of the Royal Yachting Association. It exists to ensure that people with any form of disability have the opportunity to participate in the sport. Do not be mis-guided by the name 'Sailability' the charity offers support for all activities that come under the RYA schemes and that includes Personal Watercraft!

What does RYA Sailability do?

RYA Sailability helps clubs give disabled people the opportunity to take up PWC riding amongst other watersports and aims to integrate these riders into the boating community so that everyone can have the freedom, challenge and pleasure of getting afloat. RYA Sailability supports and funds activities for clubs including:

- Developing suitable club facilities.
- Providing volunteer and awareness training.
- Supporting technical advice and research.
- Developing opportunities for participation.
- Representing and lobbying for the interests of disabled water sports men & women.

How can we get involved?

Regional Organisers

Regional Organisers and the PWP provide advice and information, help co-ordinate Foundation entry for clubs and work as a liaison between clubs and RYA Sailability. To find your local contact contact the PWP or visit www.rya.org.uk/programmes/ryasailability/Pages/contact.aspx

Disability Awareness Training and Volunteer Management courses

These courses aim to educate staff, members and volunteers on how to interact effectively with both disabled visitors, members and participants. These courses operate around the country and throughout the year. Predominately these courses are directed at sailors as this is the bulk of the work that they do; however on request would be happy to organise an Awareness training day at your club and tailor it to the requirements of a PWC rider.

Disability Discrimination Act

The RYA Legal department can advise clubs on issues surrounding this act.

The Act's implications are wider than commonly understood and to ignore them is unwise.

RYA SAILABILITY depends on voluntary support. Gift Aid, legacies, bequests and donations are vital to enable our continued work; as are volunteer skippers and helpers. Please contact us for further information if you would like to volunteer your time and skills.

How the RYA can help Clubs to support their Volunteers

Volunteers are an essential and invaluable asset within clubs. Without volunteers, many clubs would struggle to keep going or even cease to exist. The RYA is committed to supporting your clubs, associations and centres by providing good quality volunteering experiences in the hope that those volunteering within this sector do so within a positive and supportive environment.

RYA Volunteering

The overall purpose is to support the continuation, growth & success of all types of water activities, at all levels. The aim is to ensure that sufficient volunteers engage positively in RYA and affiliated club activities now and in the future.

RYA Volunteering supports clubs by developing a range of useful resources, guidance and training that address the key areas of concern with regard to volunteers eg How to Recruit, Retain, Reward and Recognise.

The Role of the Volunteer Development Officer

The RYA Volunteer Development Officer has overall responsibility for RYA Volunteering at a National level.

The main purpose of this role is:

- To support RYA affiliated clubs, centres and regions in their work with volunteers.
- To continually review and re-direct the support the RYA gives to its clubs and their volunteers.
- To ensure that the RYA is at the forefront of volunteering good practice.

The Volunteer Development Officer works with the Regions and the Regional Development Officers to support clubs and centres on matters concerning volunteering work.

The Volunteer Development Officer is a key source of support and guidance on volunteering matters.

Key Principles

There are a number of key principles that underpin volunteering within the RYA and affiliated clubs:

- Volunteers are an essential, unique and invaluable part of the RYA and affiliated clubs, which *complement and support* the work of employed staff.
- Volunteers are people who, of their own free will contribute their time, energy and skills to benefit our sport.
- Volunteering is unpaid and there is no payment or expectation of payment. This is readily distinguishable from reimbursement of expenses which ensures that volunteers are not out of pocket as a consequence of their volunteering.
- Volunteers are a key group of individuals within the organisation and are represented at all levels of decision making, from clubs to RYA Council.

- The RYA and affiliated clubs will ensure that all volunteers are properly integrated into the organisational structure and expect that staff will work positively with volunteers and will actively seek to involve them in the work of the club or organisation.
- The RYA and affiliated clubs recognise that volunteers require satisfying work and personal development and will help volunteers meet these needs by providing the induction and training for them to do their work effectively and safely.

Promoting your Club

Today's leisure market is extremely competitive. Your club is competing against a wide range of leisure activities. New members will be naturally attracted to your club through the opportunity to go afloat in a safe, exciting and rewarding atmosphere. This is achieved through your 'on the water' activities. However, your first step in attracting potential new members is making them aware of your club and the activities that it provides.

Consider who you wish to attract

It is of vital importance that your advertising/marketing is aimed specifically at your target market. You will need to adapt any advertising and literature accordingly.

Who is responsible for the marketing of the club?

It is a good idea to have an individual or small team of members to oversee the marketing of the club. The following information offers guidance to help your club attract new members and to keep the present membership satisfied.

Attracting New Members

A new member's first encounter with a club is of vital importance. Use the following pointers for guidance.

- When listing a contact's name on publicity material ensure that this person:- is happy to be contacted and promote the club, has a good telephone manner and can enthuse people about the club, has a good understanding of the clubs activities and is close to the phone a reasonable amount of time.
- If a prospective new member wishes to visit the club encourage them to come when a suitable club representative can show them around and introduce them to other members of the club and take them afloat.
- When the club is closed ensure that there are signs which list how possible new members can join.
- Try to offer an inviting atmosphere though clean and welcoming facilities.

Maintaining Existing Members

You have been successful in attracting new members to your club. The next important stage is encouraging them to stay as members. As mentioned before the best method is through providing safe,

enjoyable and rewarding on water activities. This is promoted and maintained through communication, keeping the customers satisfied and committed.

Tactics to consider

Incentives

As well as offering good value for money through your standard membership first year incentives can help attract new members. Incentives can be wide ranging and can include:

- Membership offers which encourage the present members to become involved, for example an 'Introduce a Friend Scheme'.
- Introduce first year special offers, for example free membership for the first month.
- Develop links with the local community and groups/clubs.
- Produce promotional literature which lists special offers. Ensure that any literature: is striking enough to gain attention; holds the persons interest; encourages them to be involved and offers contact details.

Advertise your Club

It is vital that potential new members are aware of your club and the opportunities that it offers.

Consider the following:

- Develop an advertising campaign. This need not be expensive. Use a range of publications that are available locally such as magazines and papers.
- Make use of local radio stations.
- Make a list of well known people who may visit the club. They could be invited to the club for special events, the stories (with suitable photograph's) would be welcomed by the local media
- Timetable your membership drive for maximum benefit.
- Advertise the activities of the club through eye catching posters through free outlets.
- Develop a presentation/talk which can be taken to local clubs, groups or organisations to encourage people to learn ride a PWC and become involved in your club.
- See that the club is listed in directories such as Thompson's and the Yellow Pages.
- Develop a club web site and ensure that the information is regularly updated.
- Obtain a stand any local watersports/outdoor related events.
- Ask your local PWC dealer and water sports shops to put up your posters/hand out flyers.

Open Days

- Remember that the objective of the open day is to attract new members.
- Ensure that you have adequate helpers, equipment and have suitable insurance.
- Remember that you are trying to hook the visitor on the sport. Their first experience afloat should be enjoyable.
- Advertise the open day as widely as possible to your target groups in the local area.
- Investigate the possibility of local sponsorship i.e. from your local dealer.
- Give them the opportunity to join on that day as members (strike whilst the iron is hot).
- Organise social as well as on water activities.
- Develop links with your local RYA training centre or set up your own RYA training centre.

- The benefit to the Training Centre would be that the club could direct newcomers to the sport to learn with their centre. Varied courses could also be promoted through the club such as VHF, First Aid and Basic Navigation.

Child protection

If children under the age of 18 are members of, or visit your club it is strongly recommended that you adopt a child protection policy and some straightforward procedures to ensure that your members and any children/young people involved with your club are protected. Young people need to feel safe and confident that they will receive equally high standards of treatment from all adults involved in our sport. This applies to their general welfare as well as to their safety on the water.

The RYA has produced guidelines to help your club give children and vulnerable adults an enjoyable and safe experience when attending events with your club. The guidelines also cover 'vulnerable adults', such as people with learning disabilities, who may have difficulty communicating or who may rely on others to provide personal care.

RYA Training Centres are required to have a formal child protection policy which is checked as part of their annual inspection.

Why should we have a policy?

There are several good reasons for having a child protection policy:

- To protect children, both on and off the water.
- To assure parents that their children are as safe at your club or organisation as they are when taking part in any other sport or leisure activity.
- To raise awareness amongst all of your members, volunteers or employees so that they know what to do if they are concerned about a child, whether the concern relates to the child's welfare at your site or outside the sport.
- To protect coaches, instructors, officials or volunteer helpers by giving them some practical, common sense guidelines, so that they can avoid placing themselves in situations where they are open to allegations.
- To protect the organisation by showing that you have taken 'all reasonable steps' to provide a safe environment.

Policy Statement

Your centre or club should adopt a policy statement that defines your commitment to providing a safe environment for children. 'Child Protection' can be an emotive term because people associate it with the most serious kinds of child abuse. In a club context, 'Welfare Policy' might be more readily understood and accepted. You can use or adapt the RYA's Policy Statement, as appropriate. Everyone in the organisation should be aware of the policy and those working with children must be familiar with the supporting procedures.

RYA Child Protection Policy Statement

As defined in the Children Act 1989, for the purposes of this policy anyone under the age of 18 should be considered as a child.

It is the policy of the RYA to safeguard children and young people taking part in all forms of boating from physical, sexual or emotional harm. The RYA will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in RYA activities do so in a safe environment. We recognise that the safety and welfare of the child is paramount and that all children, whatever their age, gender, disability, culture, ethnic origin, colour, religion or belief, social status or sexual identity, have a right to protection from abuse.

The RYA actively seeks to:

- Create a safe and welcoming environment, both on and off the water, where children can have fun and develop their skills and confidence.
- Support and encourage recognised training centres, affiliated clubs and class associations to implement similar policies.
- Recognise that safeguarding children is the responsibility of everyone, not just those who work with children.
- Ensure that RYA-organised training and events are run to the highest possible safety standards.
- Be prepared to review its ways of working to incorporate best practice.

We will:

- Treat all children with respect and celebrate their achievements.
- Carefully recruit and select all employees, contractors and volunteers.
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse.

This policy relates to all employees, contractors and volunteers who work with children or vulnerable adults in the course of their duties. It will be kept under periodic review. All relevant concerns, allegations, complaints and their outcome should be notified to the RYA Child Protection Co-ordinator.

Putting it into practice

It is recommended that a designated individual has specific responsibility for implementing your policy, and acts as the point of contact to receive information and advice from the RYA. This should ideally be someone with relevant knowledge and experience, who is perceived as being approachable and having a child-focused approach. They don't need to be an expert – that is the role of Social Services and the Police. You could use the title 'Child Protection Officer', or the more general 'Club Welfare Officer'.

Your club should produce a simple code of practice and procedures covering:

- The safe recruitment of staff or volunteers who will be in contact with children.
- Good practice guidelines to ensure the safety and welfare of children at all times whilst at your site, both on and off the water.
- Handling concerns, reports or allegations.

To help you draw up your procedures, the RYA publishes full guidelines which can be downloaded from www.rya.org.uk under 'Information & Advice'.

Funding for Club Development

Sources of funding

There are five main sources of funds for sports clubs and organisations:

- The club's membership – annual subscriptions, perhaps a special one-off levy, or a more formal debenture scheme.
- Income generated by hosting events, running training courses, renting out the club's premises for social functions or to a catering company.
- Private sources – bank loans, or commercial sponsorship.
- Public sources – Sport England, Big Lottery.
- Charitable sources – National and local charitable organisations.

Before you apply

Before applying for any financial assistance from external sources, you will need to demonstrate that: there is a genuine need for money and it cannot be raised inside the club, that the club is well managed and that the funds will be used for purposes compatible with the funding body's objectives.

Here are some of the points you should consider:

- Does your Club have a written development plan?
- Is there a real need for more or improved facilities or equipment in your club/centre?
- Have you got a project leader and a group of members with relevant expertise to prepare your application.
- Do you want to attract new participants, whether it be more adults, family's, juniors or both?
Have you contacted your RDO?
- Can you show that club members are willing to contribute towards the project?
- Can you demonstrate that you have sought contributions from other sources?
Most funding bodies like to see evidence of partnership funding (consider In Kind funding).
- Does your club have an equal opportunities policy statement?
You will be asked about this if you apply for public funding.
- Do you want to improve your provision for disabled riders?
Have you contacted RYA Sailability?
- Does your club have a child protection policy and procedures?
- If the club doesn't own the premises, is there security of tenure with a long enough lease to make expenditure on improvements worthwhile?

Sources of funding for your Region

Developing your Club's Facilities

It is common for many clubs to identify their lack of facilities as the major hurdle in their development. Building a state of the art facility does not guarantee that the club will attract new members. Before looking at what facilities you would like, you should look at what facilities you actually need. A simple club development plan will help identify what facilities are required. For example, before tackling the improvement of facilities you should look at developing the clubs activities such as a volunteering program, training schemes and partnerships.

Things to consider

If you do decide to develop your club's facilities there are several factors to discuss:

What do you want to build and why?

Do you have a location in mind? Is the location suitable for the design of your facility? Will you get planning permission? Will local residents support the development? Look at the future requirements of your club; identify these through a club sports development plan and remember, be realistic.

Legal issues

Look into the legal issues that will be involved. Do you have a sufficient lease or ownership of the land? Will the new facility be accessible to everyone? What will your insurance costs be during and after the build?

What is involved?

A project of this type can be a long drawn out process. Do you have the commitment from within the club membership for the project? Do you have a core of volunteers within the club, with relevant experience and enthusiasm, to drive this project through to fruition? Before embarking on the project speak to other clubs in the region which have undertaken similar projects and see what advice they can offer.

Form a project team

Form a group of individuals within the club to drive the project forward. Have a project leader and a group of members with the relevant expertise to prepare your project (e.g. business plan, project management, planning) and the time and energy to see the project through. Be realistic in terms of time-scale.

Develop links and support for the project

Is there a need for your facility within the area? You will have identified this within the early stages of your development plan. If you are seeking external funding, look for support. Is this need supported by any strategic local or regional plans? Speak to your local authority; do they have a strategy for leisure, sport and recreation? Can other sporting, community or school groups use the proposed facility? Remember partnerships attract funding. Speak to your regional Sport England Office. Do they have an officer who can offer advice on the development of facilities?

Raising the funds

Estimate the costs involved in developing the facility. Can you realistically raise this amount of money? If the facility is built will you generate enough income to pay all the increased costs like heating and insurance? If the club cannot raise the capital required to build the facility are you eligible to receive funding? Look at the range of funding available; does your project meet any of the funding criteria?

Contact Details

Personal Watercraft Partnership (PWP)

PWP Director Candice Abbott E: Candice@pwpuke.org
PWP Chairman Andrew Norton E: Andrew.norton@rya.org.uk
Web based resources: www.pwpulse.co.uk www.pwpuke.org

RYA Regional Development Officers

Regional Development Officers role is to develop regular participation in water activities, and to further improve standards of safety, training and volunteer management at RYA affiliated clubs and recognised training centres. They will be able to give advice and review individual projects and indicate their priority level on:

- Increasing and developing adult participation.
- Funding sources.
- Educating Volunteers.
- Legal aspects e.g. Child protection.

RDO Manager telephone email	Graham Manchester 07766 136704 graham.manchester@rya.org.uk	Thames Valley & London telephone email	Guy Malpas 07799 714779 guy.malpas@rya.org.uk
North West telephone email	Sally Kilpatrick 07747 534527 sally.kilpatrick@rya.org.uk	South & South East telephone email	Andy Hooper 07748 806733 andy.hooper@rya.org.uk
East & West Midlands telephone email	Gareth Brookes 07876 330136 gareth.brookes@rya.org.uk	East telephone email	Robbie Bell 07747 563298 robbie.bell@rya.org.uk
North East & Yorkshire telephone email	Suzie Blair 07771 624933 suzie.blair@rya.org.uk	South West telephone email	Tony Wood 07876 330374 RDO.SSW@rya.org.uk
South & West Wales telephone email	Ben Smith 07824 990694 ben.smith@welshsailing.org	North Wales telephone email	Ruth Iliffe 07824 990696 ruth.iliffe@welshsailing.org
Scotland telephone email	Jane Campbell Morrison 07770 604234 jane@ryascotland.org.uk	Northern Ireland telephone email	Mary Farrell 07919 923018 mary.farrell@rya.org.uk

Volunteering

Jackie Bennetts
RYA Volunteer Development Officer
02380 604199

Maria Clark
Volunteering Project Assistant
02380 604192

Email- volunteering@rya.org.uk
Website- www.ryavolunteering.org.uk

RYA Training Centres

For further advice on applying for recognition please contact RYA Training:

telephone 02380 604190
website www.rya.org.uk/Training/centresetup

Child Protection

Jackie Reid Child Protection Co-ordinator, Personnel and Administration Manager
telephone 02380 604104
email jackie.reid@rya.org.uk

Full guidelines can be downloaded from www.rya.org.uk under Information and Advice

RYA Sailability

Disability awareness www.rya.org.uk/programmes/ryasailability/Pages/RYSailability.aspx
Regional organisers www.rya.org.uk/PROGRAMMES/RYSAILABILITY/Pages/contact.aspx

telephone 08453 450403
email sailability@rya.org.uk