Saturday Club
Operating Procedures

Issue 9: 6th March 2026

Objective of the Group

Saturday Club is a club-based activity and provides an opportunity for children to experience sailing in a fun atmosphere and is facilitated by experienced club members.
It is not a training course but intended to build up water confidence through group activities and encourages parents to participate in as many aspects as possible.

Scope

This activity is for Club Members aged between 5 – 16 at introductory level aimed at developing water confidence and competence.

Primarily using Club Oppies & Toppers
But also, the other Club boats under suitable circumstances and supervision.

It takes place over a 3-hour session on Saturday mornings from 9.30 to 12.30 between May and August. Each session is run by a "Beach Master" supported by Group Leaders and other key roles. It can only run with additional support from parents.

Procedures

1. Programme Planning

September Y-1 – start and finish dates submitted to the Sailing Committee for inclusion in the Sailing Programme.
A planning meeting is held pre-season to review any changes for the coming season and capture coverage of Key Roles in a duty rota. Including Beach Master & Group Leaders. Sessions run between May & August – exact dates are shown on Sailing Club Manager (SCM)- Event Calendar. Some equipment checks are conducted prior to the season starting.

2. Roles and Responsibilities

Co-ordinator – Jenny Alexander-Brown

Holds overall responsibility to establish the programme, linking with the Sailing Committee & Training Committee. Responsible for calling annual planning meetings, updating Operating Procedures and establishing rota of duties including updating SCM . Ensuring that the minimum level of supervision for each session are met or exceeded.

Communications

A "mid-week" communication will be e-mailed to parents & helpers on the Saturday Club list on Sailing Club Manager (SCM). Introducing the Beach Master for the forthcoming session & any Saturday specific details eg weather forecast.
Responses via email are directed to saturdayclub@ncsc.org
All participants need to pre-register via the appropriate "Ticket" on the specific SCM calendar event.

Registration

On the day check registration of sailors and help direct to correct group. Welcome and familiarisation for newcomers. Linking in with Beach Master over group numbers for the day. Issue coloured neck scarves for different groups. Manage phases of participants & switch to other boats.

Beach Master – Shore based.

Has overall organisational and safety responsibility for all activities on the day (both on & off the water) which includes, but is not limited to:
Pre-Saturday weather checks.
Relevant input to mid-week communications.
Team briefing and assignment of roles on the day :-
- Safety Drivers and Crew in conjunction with the Lead Safety Driver.
- Brief Group Leaders on planned water activities & assignment of water space.
- Parents - Supervising equipment cages & assisting when launching & landing.

Conducts Session Briefing (see Session Plan).
Ensure Radio comms are working across boats / base station.

Group Leaders – at least one for each boat group:

Assess skills of participating children and assigns boat partners,
Warm up exercises
Pre-launch briefing
On water guidance & safety
Conduct safety checks -include buoyancy & boat rigging.

Junior Assistant Instructors

NCSC encourages experienced Junior / Youth Sailors to become Junior Assistant Instructors and help out with various training activities, Saturday Club included. Jr AIs help group leads as part of their own development and for improved communications with young sailors. For further info please see https://ncsc.org.uk/becoming-an-instructor/

"Senior" Safety Driver (RYA Level 2 Powerboat Driver with Club Safety Boat)

To organise for safety boats to be brought in and complete safety checks, working with other assigned safety drivers. Assist Group Leaders and be the primary link with Beach Master when on the water, normally first out and last back as primary safety cover.

Safety Driver (minimum Club Safety Boat trained - RYA Level 2 powerboat preferred)

To handle boats in line with the NCSC Club safety and maintenance practices.
Assist Group Leaders. Adhere to personal equipment standards in line with NCSC policy for safety boats / coaching. Check radio's functionality with Beach Master.

Safety Crew

To assist Safety Driver in line with the NCSC Club safety practices during Saturday Club activities, must be prepared to go in the water for safety recovery – so please come dressed accordingly (Wellies not suitable footwear for swimming and no open toed sandals or flip flops!)

Cage Master-

To assist with safe movement of equipment and the correct laying up of the boats after Saturday Club activities – there are 3 cages for safe storage of equipment.
Ideal parent job – training can be provided.

3. Session Planning

The weather has a significant impact on what is safe & fun to run.
The forecast is reviewed in the preceding week and determines relevant content in the weekly email communication. The decision regarding the scale and scope of the Saturday Club activity will be finalised on the morning dependent on the prevailing conditions and available equipment and support.
In extreme conditions, shore-based activities will replace water-based activities.

4. Dinghies / Equipment

The Beach Master and Cage Masters will ensure that participants, with parental help, get out and put away all Club boats and equipment and will report any damage to Bosun (Power Boats) ideally via text or QR codes for prompt action or Training Bosun (sail boats) and record on relevant whiteboards and red quarantine labels applied.
Safety boats are either handed over to the next activity group or re-fuelled and put away as per the NCSC practice.

5. Incident / Accident Reporting

Any Accident or Near Miss must be reported to the Beach Master who will ensure it is recorded on the appropriate form kept in the First Aid cupboard and report to the Co-ordinator , an online version is on the website link on-line Accident form
Accident Reports should also include corrective action if known or to be investigated by senior club officials.

6. Child Safeguarding

Saturday Club activities to be operated in accordance with the Club child protection policies.
The Safeguarding Policy is available on-line Safe Guard Policy including contact details for Club Welfare Officer.

Appendix A (Frequently Asked Questions (FAQ's)

When do we start?

May each year – Dates are published on the club calendar, and we run through to the end of August – with some exceptions when other club activities are taking place eg Open Meetings, Regatta

Do I have to be a member of the Club?

Yes. Saturday Club is provided for Club Members only with the appropriate category of Membership and their guests. If in doubt please ask membership@ncsc.org.uk.

What time do we start?

Please arrive at 9.15 to register and help rig boats – there will be a group briefing at 10.00am. The sailors may stop for a mid-morning break and finish / pack away about 12.30. The sailors will have a little bit of shore-based group briefing first thing. All participants are required to assist with de-rigging and laying up of all of the boats.

Is there a minimum age?

No. It is down to the parent / carer to decide whether their child is ready. If they will listen to what they are told to do, (as much as any child does) then they should be ok. We will put them in a boat with a more experienced sailor first to see how they get on. We have helped sailors as young as 5 years old.

Do I have to Register?

Yes – you are required to pre-register via Sailing Club Manager by booking a ticket for each session; this helps us plan the groups knowing how many will turn up on the Saturday – On-line registration opens 5pm on a Monday and closes late Friday.

Can adults go in the boats?

Not normally as this is a child centred activity. If you are interested in accessing Club boats and have RYA Level 2 please discuss with the Training Section via training@ncsc.org.uk .

Do we have to keep siblings together?

No – They usually fall out anyway! So, we can try and split them up with others of a similar age.

Do I need my own boat?

We use Club boats for Saturday Club but if you have your own boat, you could use that too, enabling them to get used to using their own boats and freeing up club resources.

What should my child wear?

A wetsuit is a must, as children may end up in the water almost every week when the session ends. Buoyancy is also a must and **they will not be allowed on the water without a correctly fitted one parents please check your children – if unsure please ask Group Leads**. We would also very strongly recommend waterproofs as wetsuits are great in the water, but your child will be very cold out of the water without them gloves are useful and hats also. For the feet, wet suit shoes, beech shoes, trainers, etc are fine. **No loose footwear such as flip flops or crocs as they will fall off.** Don't forget the sunscreen even when it's not sunny.

Saturday Club has a "Pre-loved" clothing exchange and this is a good way to start / upsize as your child grows – ask at registration.

Do they need to be able to swim?

Not essential but they need to be water confident and happy to float in all of their gear until they are rescued.

Can I help?

Definitely! The Beach Master of the day will be volunteering people for a variety of roles such as safety boat driver or crew, cage master, etc. **Please note that parents in the role of Safety Crew should not be overseeing their own children**. ~This is to ensure that all the children enjoy the same level of safety cover. **All adults** must bring a buoyancy aid and suitable clothing to be ready to assist with launching and landing, which means entering the water so Wellies recommended!. Also, your sailing kit to assist with games, nervous sailors or any other duties.

Can I leave my child?

Absolutely Not. You are fully responsible for your child and ensuring they are always looked after during the session.

Is there food?

Yes, The Catering Team will be serving the usual range of delights including breakfast on arrival, and lunch / snacks afterwards.

Are children allowed in the powerboats?

Only when being rescued, under instruction from a qualified powerboat instructor or instructing as an NCSC Junior Assistant Instructor.

Can I use the club boats outside of Saturday club?

Yes, if you wish to use them, please gain permission from the Training Team – trainingdevelopment@ncsc.org.uk for more details please see Use-of-club-boats

Are there any spare buoyancy aids for kids?

There are limited number available for first time users, but it is a basic requirement for sailors to have their own correctly fitted buoyancy aid.

Do I have to attend all the sessions?

No. You will be included in the weekly communication "Saturday News" but attendance is completely voluntary. Some weeks are busier than others in respect of boat allocation.

What do I do on arrival?

The child(ren) must sign in at Saturday Club Registration and put on the colour neck scarf for the respective group and go to see the Group Lead. All boats are numbered. Once allocated a boat, go and collect the rigging from the cage and set the boat up. Have it, and your young sailor set up and ready to go by 10.00am. Don't worry if you don't know how to rig, there are lots of people around who do and everyone is really helpful. They are also very simple boats to rig – once rigged help others.

Do I need to let you know about any medical conditions?

As you will be on site there is no need to disclose this information. However, if you want medicine to be out on the water, we can put it in one of the power boats if required but would prefer it if you held onto it. But if you feel that it will be helpful, then please talk to the Beach Master and Group Leader.

Are there any risks to my child?

Sailing is an active sport with moving boats on the water – there are inherent risks and we aim to mitigate them through good practise, so you bring your child in the full knowledge sport has risks. One common issue with sailing are knocks on the head by the boom – it can hurt even with some padding, so you can provide your own safety helmet for your child. In some circumstances they can restrict the visibility / perceptions of the sailor and most sailors currently don't wear helmets – though they are becoming more prevalent. The Club has invested in a limited number of helmets and should you have a concern in this area please talk to the Group Lead / Beach Master.

Appendix B "Typical Session Plan"

8.00 Boats to jetty – Early Helpers

8.30 Beach Master and Senior Driver, Group Leads

Beach Master

Assess conditions & obtain Radio
Confirm Role assignment & Rib availability – on Saturday Club Board
Open Topper / Oppie cages – unlock SailQubes
Conduct briefing / liaison with Group Leads / other volunteers

Registration - Set up Registration area and paperwork
Lead Driver – Launch Powerboats – checks correct equipment is present / functional
Group Leads helping Launch Power Boats

9.00 Team Brief for all volunteers and roles assigned

Drivers – Check assigned powerboats as per NCSC policies and complete radio check.
Safety Crew – assist safety Drivers
Group Leaders (Topper, Oppies and other groups) – assist with rigging / assess group.
NCSC Junior Assistant Instructors - assist group leads.
Beach Master - Raise Club Pennant (only when safety cover is ready)

9.15 Participants arrive – dressed ready to sail / enter the water

Register at the registration desk and sailors are assigned groups/ Group Lead.
Prepare assigned boats (rigging 1st then hull to match, safety checks, bungs etc)

10.00 Beach Master briefing- to All participants (Sailors / Parents/helpers)

Safety checks (buoyancy, clothing, sunscreen)
Weather conditions, wind direction
Timetable outline – time for break
Split groups and Group Leader / Helpers identified to group.
And hand over to Group Leader who completes brief with Activity Brief and warm up exercise.

10.10 Safety Boats on water and then Children

Launch by parents and helpers – you need to get in the water !

11.00 Break for hot / cold drink for hydration – LUNCH scheduled at end !

11.10 Launch for 2nd session

12.00 Recall groups to shore to:

- Parents to "catch" boats as they return to shore, in the water again!
- Sailors & parents de-rig and pack away boats and equipment
- report any damage, wear and tear to Beach Master before stowing the equipment follow the "Red Tag" procedure
- any extra shore-based activity
Cage Master in place helping to put away and keep storage of sails / foils tidy.

12.20 Session Debrief for volunteers: - plan for next week

12.30 Hand over Powerboats / Equipment

Radios to other Club activity OR stow away as per Club Powerboat procedures.
Beach Master to ensure cages are tidy before locking cages.
Accidents / Incidences recorded by Beach Master via Club safety report, on-line Accident form
Any Equipment failure should be rectified / reported before the next user session, user QR codes for reporting link.