



# **Bell boat Guidelines**



**Girlguiding**

Northamptonshire County  
Bell Boats

The following Guidelines must be followed when using the boats at Northampton Active. Failure to comply may result in the person responsible losing their permit to helm or damage our good relationship with the centre and lead to the Guides and Scouts not being able to use the great facility we have there.

## **Leaders & Parents**

### Parking

- \*There is ample free parking for leaders, parents/guardians and helms.
- \*The Britannia pub is across the way
- \*DO NOT enter the centre building unless permitted by the helm or member of staff.

### Arrival

- \*Please meet your group at the front of centre outside Reception. Your helm will meet you there and take you to get kitted out.
- \*Parents/Guardians on foot are to stay in the car park until the group are in the boats. Unless instructed by the helm.

### What to bring with you - appropriate clothing

- \*All participants must have a complete change of clothes including shoes and towel – just in case!
- \*Jeans/denim must NOT be worn.
- \*Footwear must be properly secured to feet with grip on the soles (strictly no flip flops, sandals, Uggs, Crocs, sandals or wellies).
- \*It is very likely feet, bums and knees will get wet & dirty.
- \*Participants should consider bringing with them a drink, hat, waterproof/windproof jacket and sun cream on depending on weather.

## **On the day - Preparing for your activity**

### On land

- \*A leader / responsible adult(s) must stay with the group to supervise on the waterside at all times. They must have a mobile phone with the numbers of at least one adult from each boat and make sure the boats have their number also, in case of emergency. They will also be responsible for the emergency contacts of the group in case of any incident on the boats.
- \*If for whatever reason a young person needs to get off the boat at any time during the session. Please make sure there are enough leaders/responsible adults on land and on the boats, in line with Girlguiding/Scouting guidelines.
- \*Your Helm will brief everyone about safety on and off the water.
- \*A basic first aid kit is on both boats, but leaders should bring one with them for on land also.
- \*Whilst on site everyone is expected to behave and act appropriately at all times. There is CCTV around the whole site and inside, and misconduct of any kind will not be tolerated.
- \*Be aware there may be other users on the site whilst your session is on. You will need to be mindful of sharing the spaces/water at times.
- \*Pontoon is only to be used by those taking part in the session or in the event of an emergency.
- \*Participants will be asked to sanitize before and after activity.

## Safety Checks

- \*The Helm will brief everyone about overall site, boat and water safety.
- \*The Helm will check the boats are safe to use before and after each session - bolts secure, rope secure, etc. Any issues or concerns at any point should be reported to Chris. Admiral of the Fleet.

## Buoyancy aids

- \*Each person going out on the water or near it must have a suitable fitting buoyancy aid which must be checked by the Helm only.

## **Whilst activity taking place**

### On the water

- \*non-swimmers and those not confident in water are to be made know to the Helm and other leaders in the boat.
- \*Nobody is allowed near or in the water without a buoyancy aid.
- \*Not including Helms. Each boat must have, at least 1 adult (18+) for Scouts/Guides and above. For Cubs/Brownies you must have at least 2 adults (18+), for the extra paddle power needed on the river.
- \*At least one of the adults MUST be a member of the relevant organisation and have relevant safeguarding.

Emergency recall \*In the event of an electrical storm the activity must cease immediately.

## **After activity has finished** - Are we wet?

Whilst we are waiting for a space of our own we can use the centres changing rooms. Charge TBA  
It is the unit leader's responsibility to advise the helms if they are to get the participants wet!  
Changing rooms MUST be left clean and tidy. Helms will collect the cash and deposit for Northampton Active.

### Packing away - HELM

- \*The helm will secure and lock the boats.
- \*All buoyancy aids are to be zipped and hung up to dry on the racks in the garage, not on the floor.
- \*Once BA removed please can crew zip up ready for helm to hang up
- \*Return all paddles neatly to the crates and games equipment to the garage.

### Leaving

- \*Leave the area as you would like to find it.
- \*Take all litter and rubbish home.
- \*Helm to check toilets/changing rooms are left as found and no one left inside.
- \*Helm to make sure the centre is locked & alarmed and to car park lock gate when the group has gone.
- \*If you have 1 helm please ask if they need you to stay whilst locking up.
- \*The Helm should report any problems or defects with the boats to Chris, Girlguiding Northamptonshire Water Activities Advisor [bellboat@girlguidingnorthamptonshire.org.uk](mailto:bellboat@girlguidingnorthamptonshire.org.uk) or 07754 017 231

The Helm has the right to refuse anyone on to the boat for health & safety reasons and to cancel the evening due to unsuitable weather conditions (usually wind). The Helm will not forfeit their qualification/permit for any group going out.

# HAVE FUN!!