



## Carmarthenshire Land Sailing Club Club Handbook

This revision 27 March 25<sup>th</sup> 2023

### Welcome to The CARMARTHENSHIRE LAND SAILING CLUB

CLSC was created to promote and maintain access for land sailing, including land traction kiting activities, on Cefn Sidan (Pembrey) and Pendine beaches. As part of these access agreements, everyone taking part in these activities on these beaches must be a member of CLSC.

Cefn Sidan and Pendine beaches are situated in a stunning part of South West Wales and offer some of the best conditions for land sailing and land traction kiting in the country. The sailing area at Cefn Sidan is over 5 miles long and the beach can be over a mile wide at low tide, and boasts hard packed sand along the entire beach. At Pendine, the sailing area is over 4 miles long and is mostly hard packed sand. Our membership not only offers you use of these fantastic 2 beaches, but you are also covered to fly at any other public areas in the UK listed in this hand book.

Our goal is to promote and enjoy all types of kite flying, land yachting and other land sailing activities, including one-liners, stunt, kite boarding, kite boggling and kite surfing. We are a friendly, open club willing to help newcomers to our sport to develop their skills.

Being a member of the club allows you to join our formal camping weekends by offering you a unique opportunity to have access to a designated and private camp site within the beautiful Pembrey Park a short distance from the beach entrance.

Land sailing is an extreme sport and inherently dangerous. We provide 10 million pound of "Public Liability Insurance" in the event of an incident when sailing on selected beaches in the UK. We do not provide personal injury cover. Please respect and abide by the directions in this hand book given by your elected committee officers.

It has been designed to be informative and to protect not only beach users and yourself from injuries, but also to protect you and the officers of the club from criminal & civil prosecution and financial loss by ensuring you meet the requirements from the land owners and insurance companies.

Be safe, have fun, leave nothing but tyre marks, and get home safely

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## **Section One**

### **CLSC Formal Sailing Venues**

- 1.0 Members are only insured to sail/fly on the beaches shown below where CLSC have obtained written permission from the landowner for it's members to use.
  - Cefn Sidan (Pembrey) - Llanelli, Carmarthenshire
  - Pendine Sands - Pendine, Carmarthenshire
  - Westward Ho! – North Devon
- 1.2 If you choose to sail/fly at a location that the club does not have written permission to use, you will not be covered by the Club's insurance.
- 1.3 On all authorised beaches you must carry your membership card and the CLSC proof of insurance at all times when sailing. Suitable clothing & helmets displaying the membership sticker must be worn at all times. You must abide by the terms and conditions of the landowners, associated bodies and their representatives and ensure that local byelaws are always observed and complied with.
- 1.4 Location Specific Risk Assessments Location Maps and Sailing Zones can be found in section 5.
- 1.5 This Handbook will be updated as and when any new sites are added, or if the terms and conditions of use change. Other updates may relate to instructions from the insurance companies, health and safety risk assessments etc.

## **Section Two**

- 2.0 Classes permitted for Pembrey or Pendine sailing venues**
- 2.1 Landyachts, Mini Landyachts & Blo-Karts**
- 2.2 Class 7 Speedsails, and Kiteboards**
- 2.3 Class 8 Parakarts**
- 2.4 Kitewing powered landboards**
- 2.5 For other agreed locations please check before sailing allowed beach craft.**
- 2.6 Please note Class 2&3 Yachts are not permitted to sail at Pembrey or Pendine and are not covered under the term and conditions of our insurance at any location**

## **Section Three**

### **Club Rules**

#### **3.1 CLSC Membership**

- 3.1.1 Carmarthenshire County Council, Pendine Community Council and QinetiQ have delegated the control of wind-powered wheeled craft on Pembrey and Pendine Sands to us the CLSC and it is essential that all members always abide by CLSC's rules, or you might jeopardise our future use of both beaches.
- 3.1.2 CLSC Membership is compulsory if you want to sail on Cefn Sidan (Pembrey) or Pendine Sands. If you are not a member, you cannot sail on these two beaches.
- 3.1.3 The CLSC provide 10 million pounds of third-party public liability insurance to its members for land sailing on selected beaches in the UK where the CLSC has obtained written permission from the landowner.
- 3.1.4 You will also have the benefit of third-party liability insurance should you be responsible for injuring another member of the CLSC providing you have followed all the directions and advice given in this handbook and or by the officers of the CLSC. Please note no personal injury insurance cover is provided by the CLSC insurance policy, so you personally will not be covered for any injuries or life changing disabilities that you might sustain as a result of your land sailing activities.
- 3.1.5 The policy also covers racing at an organised event should you be responsible for injuring another pilot providing you have followed all the directions and advice from the race marshals and officers. Again, you will not have any protection from our policy for any injurers sustained to yourself or conditions that may arise from life changing disabilities. Please also consider another pilot may not have the same protection from their policy if they cause injury to yourself.
- 3.1.6 In order to safeguard children and young people, members between the age of 7 and 18 must be accompanied by their parents or guardians at all times.
- 3.1.7 No one under the age of 7 are not allowed to take part in any land sailing activities
- 3.1.8 You must always carry your membership card and the CLSC proof of insurance when sailing, helmets must display the membership sticker for the current year and when applicable identification numbers must be displayed on the craft or sail.
- 3.1.9 Before sailing on the beach, members must check all equipment and remedy any defects found. This must be documented on the online "Equipment Check List". It is the members responsibility to keep all records for a minimum of 3 years.
- 3.1.10 All members must actively encourage any non-members found sailing on Cefn Sidan (Pembrey) and Pendine Sands to join the Club or inform them they not permitted to sail. Persistent offenders should be reported to Carmarthen County Council or Pendine Community Council for action.

- 3.1.11 Members must co-operate with the rangers/warden and obey their instructions.
  - 3.1.12 Racing can only take place on Cefn Sidan (Pembrey) with the written permission of Carmarthenshire County Council and the Pembrey Park management, or on Pendine Sands with the written permission of the Pendine Community Council. Separate Risk Assessments will need to be produced for such events.
  - 3.1.13 Members are not allowed to sail if they are under the influence of alcohol or any controlled substances.
  - 3.1.14 Members must memorise the accompanying beach maps, especially the access points.
  - 3.1.15 Members are advised to carry mobile phones for use in an Emergency. It is recommended that you store the telephone numbers for Pembrey Visitors Centre, Pendine – CCC Wardens, HM Coastguard & QinetiQ
  - 3.1.16 In an Emergency, dial 999 & specify an ambulance with 4wd, then ring the relevant Rangers/Wardens to arrange access. Accidents must be noted in the Club's accident book, in accordance with the Clubs reporting procedure.
  - 3.1.17 Members are expected to report any perceived danger or pollution to the relevant parties as soon as possible.
  - 3.1.18 It is important that the individual Club members keep the Club Officials & landowners informed of any incidents, accidents or unusual activity on the beach.
  - 3.1.19 Members are expected to be fully familiar with the rules & practices applicable to the practical use of their particular craft.
  - 3.1.20 The Club will monitor all recreational sailing activity, including the size & types of wind-powered craft, to ensure the safety of all other beach users. The CLSC & landowners will constantly review the safety & viability of all new types of wind powered craft.
- 3.2 Day guest membership and providing an experience session**
- 3.2.1 Cefn Sidan (Pembrey) and Pendine Only
  - 3.2.2 As a member of the CLSC you are allowed to sign in a non-member for day membership on Cefn Sidan (Pembrey) and Pendine Sands only. As the pilot giving guidance you are expected to be competent and will be considered responsible for the guest during the day. You must ensure they understand and abide by the appropriate club rules and regulations, and the relevant Health and Safety information and risk assessments.
  - 3.2.3 Please note the club does not provide any formal training. If you are giving guidance to an inexperienced pilot, you must ensure that they are under your instruction at all times and must not sail off out of your sight.
  - 3.2.4 We will not provide insurance cover for bodily Injury to any person as a result of their inexperience or physical inability to carry out advice or instruction given by yourself. If they fail to follow your instructions or are unable to safely pilot the craft, you must stop the session immediately.
  - 3.2.5 Day guest members must complete the online Day Ticket and pay the appropriate fee. They should if using their own equipment complete the online "Equipment Check List"

3.2.6 Day guest membership is on a daily basis and is limited to two days per person per calendar year. To continue to sail beyond two days per calendar year the guest member must apply for Full Club Membership.

### **3.3 Overseas events**

3.3.1 Our policy covers an organised event by the officers of the CLSC outside of the UK anywhere in the world. The Officers of the CLSC must provide details of the organised event to the insurance company for permissions. For the avoidance of doubt, individual CLSC members are not covered under the policy if outside the UK

### **3.4 Disciplinary action**

- 3.4.1 Antisocial behavior towards other members of the club, the general public and council/park rangers will not be tolerated.
- 3.4.2 Club members who ignore the rules, damage club property, or endanger the safety of other club members and beach users, will be subject to disciplinary action and face having their membership revoked.
- 3.4.3 The Club or Council may expel any member deemed to have brought the Club into disrepute, by majority vote, at a meeting of all members convened at 28 day's notice. The expelled member may re-apply for membership & the democratic process will prevail, subject to ratification by the Council.

### **3.5 Lapsed memberships**

- 3.5.1 CLSC Membership runs from 1st January and expires on 31st December.
- 3.5.2 If your membership has expired, and you have not received your Club Membership documents for the new year, you cannot sail on the Club agreed sailing venues.
- 3.5.3 Any lapsed member sailing on any of the agreed sailing venues without having current membership may have disciplinary action taken against them.
- 3.5.4 If they continue to sail without current membership, further disciplinary action will be taken that may result in their application for membership or future memberships being revoked.

### **3.6 Use of club equipment and container at Pembrey**

- 3.6.1 The club container is located in Car Park 4 in the Pembrey Country Park. Access to the container is via a numbered padlock, the code for which is contained in your membership documentation.

- 3.6.2 Over the years the club has invested heavily in a new container that has been racked out by volunteers of the club, with land sailing and meets equipment. Whilst this is all covered by our insurance it is important that the container is secured at all times. You must not pass the lock code on to others. Please ensure that the container is kept clean and tidy and that all equipment is stored correctly.
- 3.6.3 Pilots using club kit must check the equipment prior to use. All inspections and actions taken to remedy any defects must be recorded on the CLSC online “Inspection Record”. (See section 4 for greater detail)
- 3.6.4 All equipment must be signed out and back in using the using the equipment logbook. The CLSC accept that equipment can be damaged during activities. Please report any damage immediately to a member of the committee, providing that the damage was an accident there will be no costs attributed to you and the equipment can be repaired and or replaced for the enjoyment of other as soon as possible.

## **Section Four**

### **General Sailing Risk Assessment**

- 4.0 This is a general risk assessment for Landsailing activities and should be read in conjunction with the location specific assessments for the relevant beach in section 5
- 4.1 If in relation to any claim if you have failed to fulfil any of the following conditions, you are not insured.

#### **4.2 Personal protective equipment**

- 4.2.1 Due to the dynamic nature of land sailing, and the environment in which is practiced, personal protective equipment is recommended for all participants. A mandatory requirement for sailing is a suitable protective helmet, and this should be read as the bare minimum.

#### **4.3 Helmets**

- 4.3.1 A helmet must be worn at all times whilst participating in land sailing activities
- 4.3.2 Protective helmets come in many shapes, sizes and specifications. The minimum recommended for all land sailing activities is a skate style open face helmet. However the impact absorption properties of some of these types of helmet are not impressive. Alternative options are quality downhill biking, or moto-cross full face helmets. Purchasing the correct size is essential in ensuring the best level of protection.
- 4.3.3 Whichever type of helmet is used, it is recommended that the helmet is checked for internal or external damage before use and that the helmet's chinstrap is correctly fastened before setting off. Helmets with damaged shells, lining or chin straps should be thrown away.

#### **4.4 Eye protection**

- 4.4.1 Maintaining clear vision is essential for safe control. If you wear glasses or contact lenses to drive your car, you should wear them whilst sailing. Make sure your glasses are suitably impact resistant, with shatterproof glass or plastic lenses.
- 4.4.2 It is recommended that all pilots use goggles or other suitable protection to protect their eyes from sand or spray.
- 4.4.3 During the summer months, it is also essential that pilots protect their eyesight from damage caused by UV light. Again, suitable goggles, sunglasses or other eyewear are highly recommended.

#### **4.5 Hand protection**

- 4.5.1 Hand protection is highly recommended for all Land sailors. Friction from sheet ropes, booms and handles can cause abrasions. This is especially noticeable if hands are sandy or wet.
- 4.5.2 In addition to abrasion, hands are especially vulnerable to exposure to the elements during the colder months. Suitable windproof gloves are available from a variety of outlets including hiking and cycling suppliers. If wearing gloves however, it is important to ensure that the gloves do not impair your control or operation of your chosen craft.

#### **4.6 General protection**

- 4.6.1 Protection to vulnerable areas such as back, knees and elbows can be provided by using additional padding. These are a matter of personal choice but are recommended for all classes and highly recommended for Class 7, Class 8 if freestyle, and Kitewings.
- 4.6.2 Suitable impact protection is available from cycling, skating and motocross or motorcycle suppliers.

#### **4.7 Clothing**

- 4.7.1 During the colder/wetter months it is essential that land sailors wear appropriate clothing for the prevalent weather conditions. Land sailing can expose you to wind, water and low temperatures. Suitable clothing to protect you from these extremes should always be worn. Remember that the beach is much more exposed than the car park. If in doubt, take it with you. Care must be taken that your chosen clothing does not impair your control or operation of your craft.
- 4.7.2 During the summer months it may seem tempting to dress casually for a day on the beach, but thought should be given to preventing skin damage from sun exposure and abrasion protection should a capsize occur.

#### **4.8 Footwear**

- 4.8.1 Suitable footwear providing sufficient impact protection, grip and ankle support must always be worn when land sailing.
- 4.8.2 Insulation and waterproofing are also a requirement for land sailing in the colder months.
- 4.8.3 Whilst some quality footwear is available with hook fastening laces, care should be taken that these or the laces do not catch on parts of your craft. If necessary, protect the laces with gaiters.

4.8.4 Do bear in mind that you may need to walk a couple of miles to get off the beach if the wind drops.

#### **4.9 Equipment Checks & Maintenance**

- 4.9.1 All equipment must be maintained and serviced in accordance with manufacturer's guidelines.
- 4.9.2 All equipment must be visually inspected by a competent person prior to use and withdrawn from use until any defects found are repaired.
- 4.9.3 All inspections and actions taken to remedy any defects must be recorded on the CLSC online "Inspection Record" by visiting the club website at <http://clscuk.com/inspection-record> or by scanning a QR code supplied in your membership pack.
- 4.9.4 The club have made this requirement quick easy and can be done on any mobile device with internet access or on a PC at home. Upon completion an email confirmation of the inspection record will be sent to the email address used and should be kept for your records for a minimum of 3 years.
- 4.9.5 The inspection record is only valid on the day you sail, therefore must be completed daily each and every time you sail.
- 4.9.6 Failure to carry your maintenance check and complete the online "Inspection Record" before you sail will render your insurance invalid and therefore you are not permitted to sail.
- 4.9.7 Any persons found sailing that have not carried out and recorded the inspection may have disciplinary action taken against them.
- 4.9.8 All records are maintained by the club for audit purposes for a minimum of 3 years and will be supplied to the insurance company in the event of a claim.

#### **4.9.9 Overview of general checks**

##### **4.9.10 Chassis**

Forks:	Check welds, axle & foot pegs, check for play in links & bushes
Headstock:	Bearings and headstock bolts
Side Rails:	Check all welds
Axle:	Check all welds, stub axles and bolts
Seat:	Check all straps and fixing
Tyres:	Check for damage or canvas showing
Fixings:	Ensure all fixings are tight
Wheels:	Check bearings for excessive play, damage & covers where required
Swan Neck:	Check all welds
Chassis Monocoque:	Check for visual defects
Steering cables	Free from defects, kinks & points of excessive friction
Sand brake:	If fitted works correctly and returns freely

**Blokarts & X sails:** All quick release levers and retainers are in place and tensioned correctly

#### **4.9.11 Kites**

Canopy:	Check for defects
Bridle:	Check for damage
Safety System:	Check operation
Lines:	Check for damage or wear
Bar or Handles:	Check for damage and wear of the leaders and strop
Harness:	Check for wear or damage

#### **4.9.12 Mast, Sails & Boom**

Mast:	Check for defects
Boom:	Pulleys and ratchet blocks are correctly aligned and run smoothly. Check the main sheet runs freely in the pulleys

### **4.10 Setting up**

- 4.10.1 There is a small risk of minor injury to pedestrians arising from moving a rigged sandyacht from the car park to the beach. The risk arises from the possibility of the lightweight boom swinging & hitting someone or, if windy, the yacht being blown over & the falling mast hitting someone on the head.
- 4.10.2 The risk is removed if the yacht is rigged on the beach.
- 4.10.3 Similarly, there is a risk of someone tripping over the axle of a land yacht being wheeled towards the beach on a crowded path.
- 4.10.4 Make sure pedestrians in danger of tripping over the axle are aware of your presence, for instance by giving a cheery greeting.

### **4.11 Daily site & condition assessment**

- 4.11.1 Prior to sailing, the pilot must make an assessment of both the weather conditions and the condition of the beach and other users.
- 4.11.2 If the wind is too high for your experience or equipment – Do not Sail.
- 4.11.3 Likewise if the beach is unsailable due to surface conditions, tide coverage or an excess of pedestrians – Do not Sail.

### **4.12 The General Public**

- 4.12.1 The main risk to the public is that of shock or surprise, when an unseen pilot and craft passes silently close by.
- 4.12.2 At slow speeds (10 - 15 mph) in the transition zones to the designated wind sport area or approaching the pits, it is safe to pass within 20m of pedestrians, provided they can see the landsailer approaching. If they cannot see you approaching, avoid them by 50m minimum.

- 4.12.3 At higher speeds, all pedestrians should be avoided by 50m minimum, more where possible if the pedestrians are unsighted.
- 4.12.4 For the avoidance of any doubt, the kite is considered to be part of the buggy, and the kite must not pass within the stated distances of pedestrians
- 4.12.5 Pay special attention to fishermen on the beach, lines can often be invisible from a distance, treat them as unsighted pedestrians and avoid where possible by 50m.

#### **4.13 Children**

- 4.13.1 Children are prone to run towards pilots and crafts waving & shouting "Can I have a go?"
- 4.13.2 They are not a major problem as you can hear & see them coming, & you will be 20 - 50 metres away from them. Most will keep clear if firmly told to do so.

#### **4.14 Dogs**

- 4.14.1 Dogs are a major problem, as most dogs can easily outrun a slow moving pilots and craft.
- 4.14.2 The risk is that the dog will be run over by a rear wheel.
- 4.14.3 Talking in a friendly voice to the dog is helpful, as are authoritative commands of "Stay!" or "Home!"
- 4.14.4 If it is possible to identify the dog's owner, try to lead the dog back within earshot of its owner, but only if practicable.
- 4.14.5 Alternatively, try sailing away from the dog in the fastest direction, until the dog gives up ... but only if practicable.
- 4.14.6 If the dog is relatively friendly, stop and make a fuss of it. The dog may eventually run off, or its owner may appear.

#### **4.15 Horses.**

- 4.15.1 Horses do not like kites or sails, especially if they are flapping.
- 4.15.2 All horses should be avoided by at least 200m. However if a horse is sited regardless of distance, we would recommend that the pilot simply turns around to avoid any encounter.
- 4.15.3 If this is not practical, sand yacht should be stopped & tipped over to minimise the appearance of the sail & stop it flapping, until the horses are at least 200m distant. Similarly kites should be dropped onto the beach & deflated..
- 4.15.4 Although uncommon, other livestock can find their way onto the beach, treat them as horses and avoid by a minimum of 200m.

#### **4.16 4x4 Vehicles On The Beach**

- 4.16.1 Some 4wd vehicles can drive very close to pilots and their crafts, purely out of curiosity, and the risk is that a land sailor can turn into the path of a 4wd. The pilot should always look before turning.
- 4.16.2 In practice this is rarely a problem as the pilots and their crafts are infinitely more maneuverable than a 4wd, but it can give the pilot an unexpected surprise potentially resulting in loss of control and an accident.

#### **4.17 Other land sailors.**

- 4.17.1 All pilots must be aware of the relevant rules applicable to their particular type of craft.
- 4.17.2 The risk is that a novice may cause an accident by doing something unexpected through ignorance / inexperience.
- 4.17.3 All pilots must satisfy themselves that their fellows out on the beach are suitably experienced, and enlighten those in need of tuition.
- 4.17.4 Details of the rules applicable to each sport are available from the Club.
- 4.17.5 General rules, like bear right when approaching head-on, and give way to landsailers approaching from the right, must be known by all.
- 4.17.6 If anyone has any doubts about the rules, then contact the Club as ignorance can be dangerous.

#### **4.18 The beach.**

- 4.18.1 If the beach is wet, the spray from the wheels can impede the pilot's visibility.
- 4.18.2 If the beach is rippled, it can be uncomfortable to sail on. If rippled, the beach is invariably wet, which can impair visibility.
- 4.18.3 If visibility is poor then the risk of hitting something on the beach is greatly increased. It is best to stick to the dry areas, or ensure you adjust your speed accordingly.
- 4.18.4 If a craft hits a hole at speed, it is possible for the pilot's feet to come off the steering pedals, resulting in momentary loss of control at worst the result is a capsize. Please ensure all appropriate distances are maintained so the public are not at risk.

4.18.5 Landyachts cannot move if the sand is soft, whereas parakarts can sail slowly on soft sand. The sand is invariably soft near the high water mark.

4.18.6 Obstacles on the beach are usually clearly visible, eg wrecks & poles. Short poles or flotsam can be difficult to spot on a windy day when the sand is drifting.

4.18.7 If visibility is poor, speed should be adjusted accordingly.

#### **4.19 The Tide.**

4.19.1 The incoming tide can leave you with no sailable beach left to sail on, in which case you have a long walk back to the slipway.

4.19.2 This is not a problem as common sense dictates that you sail back towards the slipway as the tide comes in. When the tide is coming in be aware that this reduces not only your sailable area, but also the area in which the general public may be present.

4.19.3 Having less beach to sail on does not reduce the distance by which pedestrians must be avoided. Adjust your speed and course accordingly.

#### **4.20 The Wind.**

4.20.1 The wind can be gusty, particularly if a squall is coming in off the sea.

4.20.2 If the wind becomes too strong, it is simply not possible to sail.

4.20.3 In very light winds, particularly towards the end of the day, there is a risk that the wind will die away completely, leaving you with a long walk back to the slipway.

4.20.4 The weather can change quickly out on the beach. Rain can appear from nowhere, & the temperature can drop rapidly.

4.20.5 Always make sure you have suitable clothing if you are going out on the beach for several hours.

#### **4.21 The Participating Land Sailor**

4.21.1 If the wind is up, there is a major risk that the participant will enjoy the sailing & get carried away. Capsizes, wheel-waving, spin-outs and sailing backwards are common and are usually a sign that someone is enjoying themselves. Pedestrians are not at risk, as they must where possible be 50m distant.

4.21.2 The beach can be an inhospitable & dangerous place. Be mindful of potholes, obstacles such as trees and other debris was up by the tides. It is recommended that a slow run around the area you intend to sail is undertaken to familiarise yourself with the every changing conditions.

- 4.21.3 If the wind drops, or a tyre punctures, you can be faced with a 5 mile walk back to your car.
- 4.21.4 If your health & personal fitness is poor & such a strenuous walk might endanger your health, then do not venture far from the start of the Landsailing zone.

#### **4.22 Free Style and or Tricks**

- 4.22.1 Carrying out free style riding and tricks such as jumps or going backwards is all part of the fun of the sport. Please ensure the area you have chosen is away from the general public and it safe to do so.
- 4.22.2 To ensure the safety of other beach users the minimum safe distance is doubled. At higher speeds, all pedestrians should be avoided by 100m minimum, more where possible if the pedestrians are unsighted. All horses should be avoided by at least 400m. However if a horse is sited regardless of distance, we would recommend that the pilot simply turns around to avoid any encounter

#### **4.23 Designated Pit / Set Up Area**

- 4.23.1 During formal club meets or during busy periods a Pit / Set Up Area will be designated. Normally at the start of the sailing zone.
- 4.23.2 When approaching this area slow down and observe all distance rules
- 4.23.3 High speed runs, free style jumps and or tricks must not be carried directly in front of the pit area.

#### **4.24 Safety first.**

- 4.24.1 The only person who is going to get you home at the end of the day is ... You ! Think about it. If you have an accident it is unlikely the emergency services get to you within an hour. You should also consider that you could be on your own and there is a chance to be over whelmed by an incoming tide.
- 4.24.2 Take no risks and you will at least be able to go home when the day is over. Make sure you take ample and adequate suitable clothing with you onto the beach; suitable tools and spares in case of breakdowns, water, and a mobile phone with the relevant contact numbers stored in it.

## **Section Five**

### **Location Specific Risk Assessments**

These location specific risk assessments should be read in conjunction with the general risk assessment in section four.

#### **5.1 Pembrey Sands (Cefn Siden)**

- 5.1.1 The beach is owned by Carmarthenshire County Council (CCC) up to the MOD range mark and control tower at the northwest end. The section beyond the control tower and range mark is owned by the MOD and controlled by Qineti.
- 5.1.2 In 2004 Carmarthenshire County Council and Qineti entered an agreement with the CLSC under which the CLSC is the sole body responsible for the operation of all windpowered craft on the beach.
- 5.1.3 All members must be aware of their responsibilities whilst on the beach. The Landsailing Zone is shown on the accompanying plan & must be strictly adhered to at all times.
- 5.1.4 Access to the beach is through Pembrey Country Park which has a barrier system in place with Vehicle Number Plate Registration (ANPR) system.
- 5.1.4 You are not required to pay on entry. Payments will be made on foot at any of the 3 new pay stations situated at: Beach Entrance, Ski & Activity Centre & Log Cabin before you exit the park
- 5.1.5 All Pay Stations will be clearly marked and will accept card, and cash payments
- 5.1.6 Season tickets for access to the park are available online or from the park at the visitors centre.
- 5.1.7 There are large car parks near the beach. Expect to walk 400 yards to the slipway, 100 yards over soft sand to the beach, then 300 yards to set up zone (B) where you can rig up.
- 5.1.8 As a result of erosion the sand over the years, old WW2 beach defences have become exposed in the form of sharp shards steel rail approximately 10 to 30 cm high. These pose a particle danger as they could puncture a tyre or worse impale a pilot. The main concentration is around but not restricted to the area near the rocks and shipwreck. Please ensure you are aware of their location especially on high speed runs.

#### **5.2 General sailing restriction outside of formal meets.**

- 5.2.1 When taking part in land sailing on Cefn Sidan (Pembrey) and Pendine beaches you must be a member of CLSC.
- 5.2.2 Before sailing, sign in on the beach using the complete the equipment check CLSC online "Inspection Record" by visiting the club website at <http://clscuk.com/inspection-record> or by scanning a QR code supplied in your membership pack.

- 5.2.3 For general beach use outside of organised events by the offices and committee of the club no more than 30 Club Members may sail WPC on the Beach ensuring that the general beach risk assessments are always adhered to.
- 5.2.3 From the slipway (C), walk 300 yards right / Northwest to (B). Rig at (B) & sail slowly at no more than 15mph Northwest to (A). All Land sailing activity takes place Northwest of (A). You must not set up a base for the day inside the transition zone and then continue to sail to and from the sailing area throughout the day.
- 5.2.4 In busy periods especially during the summer months it is advised that the transition zone is not used and that you walk to the sailing zone A and set up northwest of the point A.
- 5.2.5 If a organised club meet is taking place you must not sail in the transition zone. Walk to point A and set up in the pit area northwest of the point A
- 5.2.6 The MOD controlled area northwest of the range mark and control towers is often closed off during normal working hours - for details see the accompanying map.
- 5.2.7 If you go exploring the Northern Banks there is a major risk of being cut off by the tide, as the big gulley nearest the dunes is the first to fill & connect up with the river. The northern banks should only be explored by experienced sailors, carrying a mobile phone.
- 5.2.8 Make sure you take ample & adequate suitable clothing with you onto the beach; suitable tools & spares in case of breakdowns; water & a mobile phone with the numbers of the Visitor Centre ( 01554 833913 ) and Coastguard ( 01792 366534 ) in it, especially if you are heading for the Northern Banks.
- 5.2.9 Take food & a first aid kit if possible.

### **5.3 Sailing restrictions for formal organised events**

- 5.3.1 The following additional restrictions for the formal events must always be adhered to:
- 5.3.2 The family camping and land sailing events organised by the offices and committee of the club throughout the year, the limit is increased to no more than 50 Club Members that may sail on the Beach.
- 5.3.3 The park management must be made aware of the event. Where possible to ensure the public safety, other beach user group should be notified in advance and to ensure there is not conflict of interests.
- 5.3.4 Due to the increase in crafts on the beach the transition zone from point B to point a must not to be used for sailing. Walk to the sailing zone A and set up in the designated pit area northwest of the point A.

- 5.3.5 Permanent warning signs agreed with the CCC have been placed on around/on the entry points onto the beach and warning the general public that land sailing is taking place. Additional signs if required can be found in the container.

#### **5.4 Sailing restrictions for the annual Beach Vibes event**

- 5.4.1 The event will be managed by a delegated officers of the CLSC only after permission have been first sort from the Carmarthenshire County Council and Pembrey Park Management by following the Outdoor Recreational Events application process.
- 5.4.2 Where possible other beach user groups should be notified in advance to ensure there is not conflict of interests.
- 5.4.3 Due to the increase in crafts on the beach the transition zone from point B to point a must not to be used for sailing. Walk to the sailing zone A and set up in the designated pit area northwest of the point A were a 15mph compulsory speed limit will be in force.
- 5.4.4 Permanent warning signs agreed with the CCC have been placed on around/on the entry points onto the beach and warning the general public that land sailing is taking place. Additional signs if required can be found in the container.
- 5.4.5 First aid cover must be provided.
- 5.4.6 You must always follow the instruction of the safety marshals.

#### **5.5 Racing of wind powered craft on the Beach**

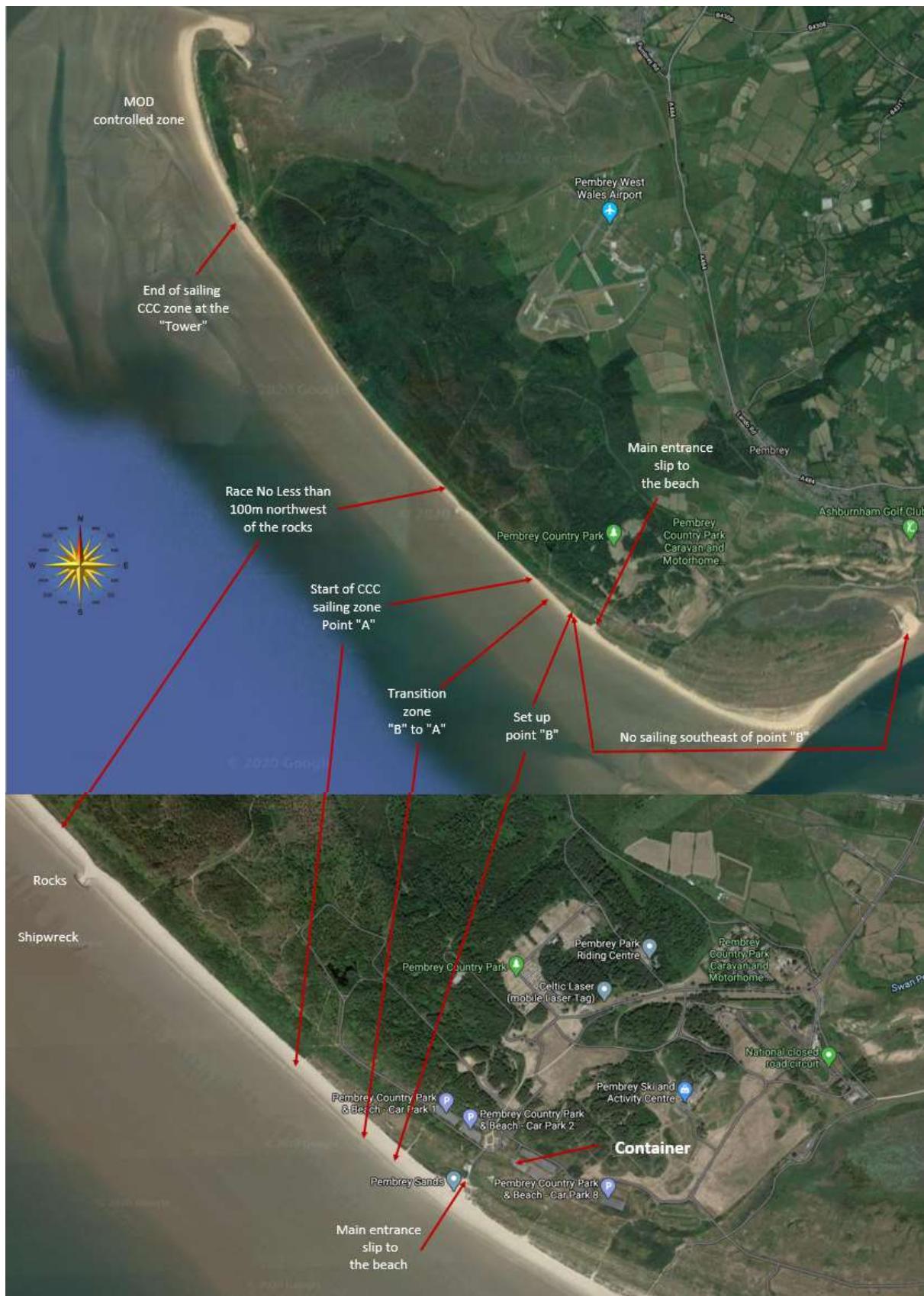
- 5.5.1 Kindred clubs of the CLSC must request permission from the officers and committee of the CLSC to hold a racing event. Before final approval can be given it must be first authorised by the park manager.
- 5.5.2 The event will be managed and marshalled by a suitably experienced nominated officer delegated by the CLSC committee.
- 5.5.3 Appropriate risk assessments and insurance for racing are in place and submitted to the officers and committee of the CLSC and park manager.
- 5.5.4 Must provide evidence that there is no conflict between the location of the proposed racing and the activities of the riding school based in, and operating throughout, the Country Park (“the Riding School”)
- 5.5.5 Additional and appropriate signage on beach entrances are in place warning other beach users of the event.
- 5.5.6 All racing is to take place no less than 100m northwest of the first set of rocks and shipwreck
- 5.5.7 First aid cover must be provided.

- 5.5.8 Instruction by the safety marshals must always be adhered to.
- 5.5.9 The delegated officer of the CLSC has the authority to terminate the race and or event at any time if they feel there is reason to do so in the interest of public safety.

## **5.6 Vehicular Access to Beach**

- 5.6.1 CLSC can negotiate vehicular access to the beach for the purpose of disabled access and/or Safety Cover. This is only possible with the agreement of CCC. All arrangements to organise access must be processed via the Committee.
- 5.6.2 All vehicles accessing the beach are to be road legal, taxed and fully insured. Documents must be supplied to the committee and CCC.
- 5.6.3 Drivers accessing the beach must be aware of the following guidelines:
  - 5.6.3.1 Be aware of pedestrians, and be courteous and considerate at all times.
  - 5.6.3.2 Speed Limits : Whilst driving on or near the slipway at point (C), 5mph max. Once on the beach and clear of pedestrians, 10mph max.
- 5.6.4 Overloading: The normal rules of the road apply, so passengers are to be carried as per the vehicle's legal on-road capacity, properly seated within the vehicle. If a trailer is used, all loads must be adequately secured and no passengers are to be carried on trailers.
- 5.6.5 Abuse of these guidelines will be treated as a disciplinary offence.

## 5.7 Pembrey Setup & Sailing Zones



## **5.8 Pendine Sands**

- 5.8.1 The beach is mainly owned by the Ministry of Defense (MoD) and managed by QinetiQ, with the village end owned by Carmarthenshire County Council (CCC) who have delegated control of the village end of the beach to Pendine Community Council (PCC).
  - 5.8.2 In May 2005 CCC entered into an Agreement with the Club under which the Club is the sole body responsible for the operation of all wind powered craft on the beach.
  - 5.8.3 The Club works closely with the CCC, the PCC's Beach Warden, and all Club members must be aware of their responsibilities whilst on the beach. When required, all members must follow the directions and instructions of the Beach Warden and his staff.
  - 5.8.4 The wind sailing zone is within the MOD section of land. This area is not available when the Defence establishment is operational, as indicated by red flags and signs.
  - 5.8.5 The zone is normally available Mon – Fri from 4.30pm to 11.00pm and all day on Saturday, Sunday and Bank Holidays unless the MOD indicate otherwise.
  - 5.8.6 However, be aware that the operational requirements of QinetiQ take precedence over all other uses and the facility may be closed without notice. If in doubt, ring Range Control on 01994 452310.
  - 5.8.7 The MOD can prohibit public access to any part of their land when the red flag is flying or when trials are being carried out.
  - 5.8.8 Statutory Instrument No. 1627 of 1973 is a bylaw covering the MOD beach area and prohibits any digging on the beach or driving any poles, masts or other fixtures into the ground. Tents, kiosks, stalls and similar structures are prohibited.
  - 5.8.9 Anyone who discovers any munitions or suspicious objects on the beach should not touch or pick these up, but report immediately to QinetiQ.
  - 5.8.10 There is no access to the MOD's adjoining and adjacent property north of the fence line above the beach.
  - 5.8.11 The consumption of alcohol is banned on MoD land.
- 5.9 General sailing restriction outside of formal meets.**
- 5.9.1 When taking part in land sailing on Pendine beach you must be a member of CLSC.

- 5.9.2 Before sailing, sign in on the beach using the complete the equipment check CLSC online “Inspection Record” by visiting the club website at <http://clscuk.com/inspection-record> or by scanning a QR code supplied in your membership pack.
- 5.9.3 For general beach use outside of organised events by the offices and committee of the club no more than 30 Club Members may sail WPC on the Beach ensuring that the general beach risk assessments are always adhered to.
- 5.9.4 The Landsailing Zone is shown on the accompanying plan & must be strictly adhered to at all times.
- 5.9.5 Parking is at the Pendine Beach Car Park, with overflow facilities on adjoining MoD land as directed by the PCC Beach Warden and his staff.
- 5.9.6 Walk 100m from the car park to the Large MoD sign where you can rig up
- 5.9.7 Sail away slowly in an easterly direction at no more than 15mph (transition zone) towards the 3<sup>rd</sup> small MOD sign.
- 5.9.8 Start of Fly Zone delineated by 3rd small yellow MOD sign by dunes This point will become our boundary to the west. All Landsailing activities take place to the east of this up to the start of the fly zone at the Ginst. Do not sail into the Ginst estuary of this has been designated an area of SSI (Special Scientific Interest) and must not be encroached upon, under any circumstances.
- 5.9.9 Make sure you take ample & adequate suitable clothing with you onto the beach; suitable tools & spares in case of breakdowns; water & a mobile phone with the number of the local wardens in it.

#### **5.10 Entrance to the beach from Ginst**

- 5.10.1 On the A4066 at Broadway take the turning south. At the end of the straight piece of road there is a MOD range control gate. Drive through and take the first right. Follow this road to the car park that is situated on the left. No parking permitted on the road.
- 5.10.2 The Ginst estuary of this has been designated an area of SSI (Special Scientific Interest) and must not be encroached upon, under any circumstances.
- 5.10.3 Ensure you walk southwest for at least 300m from the beach entrance before setting up and sail away from the estuary towards Pendine

#### **5.11 Sailing restrictions for formal organised events**

- 5.11.1 The following additional restrictions for the formal events must always be adhered to:
- 5.11.2 Where a formal event is organised by the offices and committee of the club, the limit is increased to no more than 50 Club Members that may sail on the Beach.

- 5.11.3 A member of the CLSC committee will request and gain permission from QinetiQ before it can proceed to ensure there is no conflict of interests with MOD operations and or other events.
- 5.11.4 Due to the increase in crafts on the beach the transition zone must not be used for sailing. Walk to the designated pit area and sailing zone.
- 5.11.5 Warning signs must placed at the entry points onto the beach and start of the wind zone warning the general public that land sailing is taking place. These are available in the CLSC container located at Pembrey Park.

## **5.12 Racing of wind powered craft on the Beach**

- 5.12.1 Kindred clubs of the CLSC must request permission from the officers and committee of the CLSC to hold a racing event. Before final approval can be given it must be first authorised by a member of the CLSC committee who will request and gain permission from QinetiQ before it can proceed to ensure there is no conflict of interests with MOD operations and or other events.
- 5.12.2 The event will be managed and marshalled by a suitably experienced nominated officer delegated by the CLSC committee.
- 5.12.3 Appropriate risk assessments and insurance for racing are in place and submitted to the officers and committee of the CLSC and QinetiQ
- 5.12.4 Appropriate signage on beach entrances are in place warning other beach users of the event.
- 5.12.5 All racing is to take place no less than 500m east of the start of the flyzone. More if required
- 5.12.6 First aid cover must be provided.
- 5.12.7 Instruction by the safety marshals must always be adhered to.
- 5.12.8 The delegated officer of the CLSC has the authority to terminate the race and or event at any time if they feel there is reason to do so in the interest of public safety.

## **5.13 Rules and guidelines for vehicles on Pendine Beach**

- 5.13.1 These rules apply to all vehicles, including those owned by the MOD, PCC, RNLI, CCC, PCC franchisees and authorised users accessing Pendine Beach. They form the basis of any agreement Pendine CC or its agents have with authorised users. Authorised vehicle access means you, not colleagues and friends. Remember the beach is tidal and the times and heights of high tide varies. For your safety and that of your vehicle you need to know the time of high tide and remember that the slipway may be cut off before other parts of the beach are flooded. You access the beach at your own risk and Pendine Community Council cannot accept responsibility for any damage to your vehicle.

5.13.2 The beach is a public beach and PCC have been informed by the police that it is therefore classed as a highway and all Highway Acts apply and will be enforced if necessary, including those related to seat belts and mobile phones. Therefore only vehicles and drivers that are lawful under the acts are allowed on to the beach. Authorised users must ensure that all vehicles have the correct documentation in place and they or their drivers are appropriately qualified to drive them. These rules and guidelines are in place to ensure the safety of the public. Pendine CC wishes to minimise the risk to all users of the beach from accidents or injuries related to necessary vehicle movement on the beach.

5.13.3 For the purposes of these guidelines PCC has identified three sections of the beach. These are:

- 5.13.3.1 The main bathing/visitor beach in front of the promenade.
- 5.13.3.2 The MOD beach eastwards of the control line towards Ginst Point
- 5.13.3.3 The defined beach car park when open

5.13.4 These guidelines only apply to entry onto the beach from the Pendine slipway

- 5.13.4.1 The speed limit for vehicles on the main bathing beach is 10mph
- 5.13.4.2 The speed limit for vehicles on the MOD beach is 30mph
- 5.13.4.3 If pedestrians are present on the MOD beach the speed limit is reduced to 10mph
- 5.13.4.4 All moving vehicles should have their hazard warning lights activated
- 5.13.4.5 If visibility is poor use headlights as a warning to pedestrians
- 5.13.4.6 If operating a fleet, prioritise vehicles for beach use fitted with audibly warning systems for reversing
- 5.13.4.7 All vehicle movements on the beach should be minimised
- 5.13.4.8 Limit the number of vehicles you have on the beach, carry equipment, most people can walk
- 5.13.4.8 Unless the beach car park is operating the bollards must be locked after vehicles have passed through them

## 5.14 Pendine Setup & Sailing Zones



## **5.14 Westward Ho!**

- 5.16.1 The beach is operated by Torridge District Council. The beach is also used by other clubs & individuals for the purposes of land sailing. If you are using the permissions gained by the CLSC to sail and therefore the insurance cover provided, you must abide by the relevant rules and risk assessments laid out in this handbook in order to safeguard the general public, animals and themselves when landsailing on this beach. Failure to do so will result in your insurance cover being revoked.
- 5.16.2 Members must abide by the landowner's rules and regulations and ensure that local bylaws are always observed and complied with at all times.
- 5.16.3 Before sailing, sign in on the beach using the complete the equipment check CLSC online "Inspection Record" by visiting the club website at <http://clscuk.com/inspection-record> or by scanning a QR code supplied in your membership pack.
- 5.16.4 Lifeguards and Rangers operate during peak times. Obey their instructions and make sure you stay within the designated area at all times.
- 5.16.5 Make sure you take ample, adequate and suitable clothing with you onto the beach; suitable tools & spares in case of breakdowns, water & a mobile phone.

## **5.17 General sailing restriction**

- 5.17.1 The Landsailing Zone is seasonal and the following rules must be observed.
- 5.17.2 Only class 7 speed sails, kite boards, class 8 parakarts (Kite Buggy) and kitewing landboards are permitted to sail.
- 5.17.3 All classes of Land Yachts are prohibited from sailing at Westward Ho!
- 5.17.4 No sailing, or static flying is to take place within 100m of the Pebble Ridge. This is a year round rule.
- 5.17.5 In addition in Summer Season (1<sup>st</sup> June – 30<sup>th</sup> September) the following conditions also apply:
  - 5.17.5.1 All Sailing and static flying must be 100m North (towards the estuary away from the town end) from the green lifeguard hut on the walkway over the pebble ridge at the Sandymere Car park. The Sailing zone extends to the tideline and North towards the estuary. (see attached location plan)
- 5.17.6 The CLSC does not run any formal events and or racing at this location

## 5.17 Westward Ho! Setup & Sailing Zones



Please respect other beach users.

Between 1st May and 30th September wind powered traction activities are restricted to the area of beach from a point 200 metres north of Sandymere Bridge northwards as marked on the map. All participants should carry Third Party Insurance No Land Yachts permitted at any time

Full copies of the byelaws relating to the seashore and Burrows are available from the Maritime Centre, Northam Burrows Centre and Torridge District Council at Riverbank House.

### Dogs:

No dogs are permitted on the area of beach marked in light yellow on the map from the 1st May to 30th September  
The only exception is for a registered blind person and accompanying dog.

## **Section Six**

### **Accident Reporting Policy**

#### **6.1 General Information**

- 6.1.1 The Club has a HSE B1 510 Accident Book. This is to provide records to support/refute any claims made against our Insurance policy.
- 6.1.2 Due to the legal regulations covering data protection and record maintenance, the accident book for CLSC will be kept off-site by the committee.
- 6.1.3 In the event of an accident or other incident that needs to be entered in the accident book, please contact a committee member by phone or email immediately.
- 6.1.4 In the event of a serious accident / incident, please contact the committee immediately. The accident book will then be filled in and the Aviva/HCC International Insurance Company PLC officers informed.

#### **6.2 Reportable incidents/accidents**

- 6.2.1 Examples of incidents/accidents needing reporting:
  - 6.2.1.1 Any incident/complaint involving a member of the public / animals.
  - 6.2.1.2 Any incident where off site medical treatment is required.
  - 6.2.1.3 Any incident where a collision between landsailers is involved.
  - 6.2.1.4 Any injury/complaint arising from club organised club organised events.
- 6.2.2 Examples of things not to report
  - 6.2.2.1 OBE's, face plants, capsizes – unless involving any of the above.
  - 6.2.2.2 Damage to buggies/yachts/kites etc caused by pilot error.
  - 6.2.2.3 Damage to vehicles left in the car park.
- 6.2.3 In essence, any accident/incident that may result in a third party claim against the Club's insurance policy must be recorded.
- 6.2.4 Club Insurance, will not cover you for any injuries you may sustain as a result of pilot error, nor will it cover damage to your equipment. Club insurance is a third party insurance policy to cover Third Party Claims only.
- 6.2.5 If you think this is inadequate, specialist personal accident insurance policies and equipment policies are available, so please consult your local insurance broker.

## **Section Seven**

### Camping

Being a member of the club allows a unique opportunity to have access to a designated and private camp site within the beautiful Pembrey Park a short distance from the beach entrance. The camp site is the disused and grassed over Car Park 8 surrounded by a high grassed embankment with gates to the front and rear for security. The camping field has no facilities so all units must be self-contained.

#### **7.1 Booking and Fees**

- 7.1.1 The campsite has 20 pitches marked by white painted slabs. Bookings are allocated on a first come first serve basis. For the organised family meets, a message on Face Book will be posted advertising the event. In busy periods a further post will be put up to indicate when the maximum allocated pitches have been taken.
- 7.1.2 All camping fees are payable in advance at the time of booking. Refunds are only permitted in exceptional circumstances.
- 7.1.3 To make a booking, post the following on the members Face Book page
  - Parties Name
  - Membership Number
  - Vehicle Registration Number
  - Arrival Date
  - Departure Date
- 7.1.4 Payments are strictly by PayPal. No cash or cheques will be taken
- 7.1.5 The address to pay is [camping@clscuk.co.uk](mailto:camping@clscuk.co.uk). Prices are currently £14.00 per night.
- 7.1.6 Repeat the information in the “What’s it’s for” box.
  - Parties Name
  - Membership Number
  - Vehicle Registration Number
  - Arrival Date
  - Departure Date

#### 7.1.7 Select “Sending to a friend to family” to save PayPal fees for the club.

#### **7.2 Arrival**

- 7.2.1 They are no arrival and departure time restrictions when using CP8, however the barrier at the entrance to the Park may be locked at 22.00hrs. All vehicles wishing entry after this time will need to park their vehicle in the vicinity of the Park until the following morning.
- 7.2.2 Use the main entrance to CP8 situated to the west. The rear gates to the east is an emergency exit. The main gate is secured by a chain and combination padlock. The padlock

number is the same as the equipment storage container and sent to you in the membership pack. This is changed annually.

- 7.2.3 When the campsite is not busy, feel free to park where and how you like along the field perimeter as long as you are at least 3m from the nearest unit, leaving the centre and exit gates free to other traffic.
- 7.2.4 During busy periods please select a free pitch. Parking to the left side on the south side (looking to the bank) of the white marker slab and to the right on the north side. Awning use is limited and there must be at least 3m of space between the fabric of the awning and the next unit to prevent the spread of fire. Units, awnings and wind brakes from adjoining units should not be face to face without a clear 3m gap. If possible, have the side door of the unit facing the main gate.
- 7.2.5 Always keep the gates locked to prevent any unwelcome guests.
- 7.2.6 The campsite when not in use is often used by local dog walkers. Please be aware that sometimes they do not clear up the dogs mess behind them.

### **7.3 Chemical Waste Facilities**

- 7.3.1 A chemical toilet waste disposal is located near the amenity blocks in the main campsite. Please rinse the sluice facility with the tap provided after use.

### **7.4 General Waste & Recycling Facilities**

- 7.4.1 As part of the Parks 'Green Policy' materials can be recycled in the designated bins located at the bin store adjacent to the café in the rear carpark next to the campsite. These bins are emptied regularly. Please do not place plastic bags or non-recyclable items in these bins as this will contaminate the contents and collection may be refused.
- 7.4.2 General Rubbish should not be left outside the unit, the park has an array of wildlife, and it will encourage vermin.

### **7.5 Water Supply Facilities**

- 7.5.1 Clean drinking water is available adjacent to the bins on the side of the café. It is advisable to just knock on the kitchen door to explain you are with the CLSC camping in CP8 and are requesting a fill. During the summer months there is a standpipe just off the road in Monks Head Field.
- 7.5.2 The use of hosepipes, the washing of cars and caravans, is prohibited.

### **7.6 Shower & Toilets Facilities**

- 7.6.1 As part of our lease we are not permitted under any circumstances to use the main campsite toilet and shower facilities, hence the reason to be self-contained. There is a public toilet at the main entrance to the beach if required.

### **7.7 Fires & BBQ's**

- 7.7.1 No open camp fires are permitted at any time on the Park and the Campsite. Free standing BBQ's or small fire pits are allowed provided they have a protective lid and a perimeter surround to prevent ash blowing and do not cause an annoyance to others.
- 7.7.2 BBQ's and small fire pits are not allowed to be placed directly on the ground. BBQ's and fire pits must be extinguished fully after use and the ash disposed in appropriate containers on Site.
- 7.7.3 If the ground is partially dry BBQ's and small fire pits must not be used.
- 7.7.4 Suitable equipment to extinguish a fire must be located close to the area.

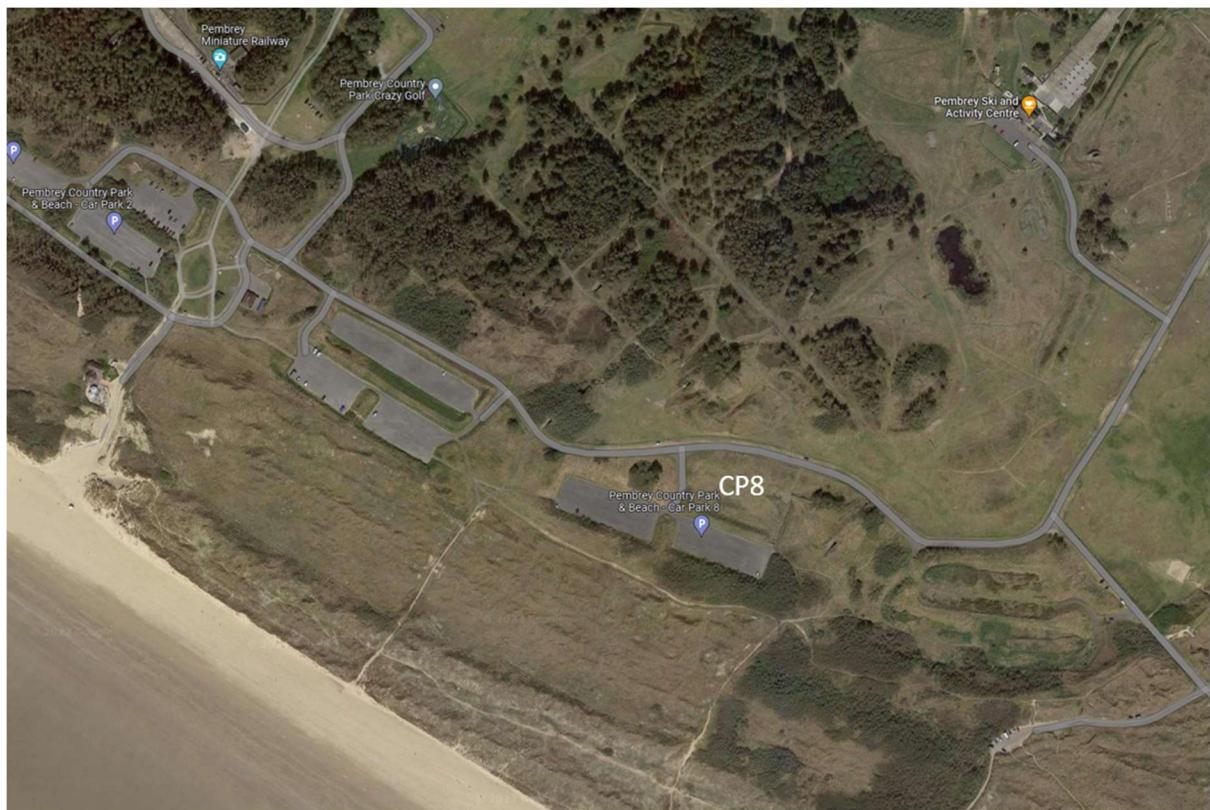
## **7.8 Noise & Behaviour**

- 7.8.1 Please show courtesy, respect and consideration at all times to other park users. Excessive noise, bad language, unruly or intimidating behaviour will not be tolerated.
- 7.8.2 Audio equipment should be used considerately. Whilst our club meets are part of a social gathering, we ask that you should still be mindful of others in the park and the main camp site that has a curfew on music between the hours of 10:00pm and 8:00am other than inside your own unit. Any music should not be audible from outside of the CLSC campsite.
- 7.8.3 Where petrol/diesel generators are used these must be of low decibel level and suitable for use on camp/caravan sites and fuel must be stored in small quantities in small containers approved for the purpose. Periodic use is limited to 2 hours continued use at one time, with at least 1 hour gap between uses.

## **7.9 Departure from the Campsite & Park**

- 7.9.1 When leaving the camping site please ensure the gates are locked. Please take away any waste and dispose of at the main campsite facilities or take home with you
- 7.9.2 The Park operates a Number Plate Recognition system. To exit the campsite and park, you can obtain an exit tick form the park visitors centre. Explain to the staff that you are a member of the CLSC and staying in CP8 and they will issue you an exit ticket.

## **7.10 CP 8 Location**



### 7.11 CP 8 Pitch Layout



## **Section Eight**

### Constitution of Carmarthenshire Land Sailing Club

#### **8.1 Name & Logo**

- 8.1.1 The name 'Carmarthenshire Land Sailing Club' and its logo shall be the reference and property of the club.

#### **8.2 Address**

- 8.2.1 The Secretary shall be the mailing centre

#### **8.3 Status**

- 8.3.1 The club is not currently affiliated to any other organisation.

#### **8.4 Aims & Objectives**

- 8.4.1 To establish a single body for the development and promotion of kite buggying, kite land boards, land yachts class five and eight, mini yachts and speed sailors, including new developments at both Pembrey and Pendine beaches.
- 8.4.2 To run an events programme encompassing all members regardless of ability.
- 8.4.3 To develop, designate and manage access to both Pembrey and Pendine beaches.

#### **8.5 Eligibility & Terms of Membership**

- 8.5.1 Any individual (subject to 8.5.9) may request membership for one of the three categories Full, Family or Day. Current rates of subscription and application forms are available to download from the club website
- 8.5.2 **Full** membership will be issued with a membership number, full access to all club reference documents, eligibility to enter all events, attend committee meetings as an observer, attend the Annual General Meeting, vote at the Annual General Meeting and stand for a committee position.
- 8.5.3 **Family** is intended for two adults and children (below the age of 18), when all are classed as full members, living at the same address. In this case, the club fee will be waived for the children joining.
- 8.5.4 **Day** membership is on a daily basis no than twice in 1 year and is to be applied for two weeks in advance of the intended visit. All guests must be accompanied by a current full member of the club. Application forms are available to download from the club website. Day

membership is subject to acceptance of club rules and is offered at the discretion of the committee. Guest Memberships are limited to two visits per person, per year.

- 8.5.5 Full and Family Membership will run for either 12 months from the 1<sup>st</sup> January to 31<sup>st</sup> December. Failure to renew membership at the end of 12 months will mean that membership will cease.
- 8.5.6 The committee shall have the power to terminate or suspend membership of any members or visitors whom it considers guilty of breach of club rules or of misconduct or of offensive behaviour to any other member or visitor.
- 8.5.7 In the event of membership termination/suspension, the member will receive written confirmation within 5 days.
- 8.5.8 The committee has the right to refuse membership renewal. Refusal will be notified in writing, with the option to appeal to the committee.
- 8.5.9 Applicants must be suitably fit, in that their general state of health and their physical involvement in landsailing, does not put their own, or other members safety at risk.
- 8.5.10 All members must familiarise themselves with all Risk Assessments, Rules and Club policies as laid down in the current Club Handbook (Available to download from the club website or printed copies available on request).
- 8.5.11 Membership of the club, includes where applicable, Third Party Insurance cover for Landsailing activities on Pendine Sands, Pembrey and other sanctioned area's. Proof of Insurance is available on request.
- 8.5.12 No refunds of membership are available.

## **8.6 Terms of Subscription & Year**

- 8.6.1 The financial year for the club will be from the 1st January each year, unless otherwise determined by the members present and voting at the Annual General Meeting.
- 8.6.2 The amount of subscription shall be determined by the committee and voted upon at the AGM for implementation in the following financial year.
- 8.6.3 The subscription shall be paid annually.
- 8.6.4 Members may not sail at either beach, unless their fee's have been paid, in full for the current calendar year.

## **8.7 The Committee**

- 8.7.1 The committee shall consist of 4 officer positions (Chair, Secretary, Treasurer and Membership) and up to 4 additional voting members
- 8.7.2 Additionally the club may appoint other officers as required from time to time to meet additional requirements such as large organised events or racing. Additional roles will be NON Voting Officer positions.

8.7.3 At any time 2/3 of voting officer positions must be held by members living within a 50 mile distance of Pembrey or Pendine.

#### **8.8 Duties of the Committee**

8.8.1 The general management of the club shall be vested in the committee.

8.8.2 The committee shall meet not less than twice per year to discuss club matters and correspondence.

8.8.3 The committee shall have the power to appoint sub-committee's and coopt members at it's discretion.

8.8.4 Elected members of the committee are entitled to claim 'out of pocket' expenses, including travel and accommodation costs, where these are incurred as a result of club business.

#### **8.9 Duties of Officers**

8.9.1 Chairperson - The Chairperson will chair the Committee and the Annual General Meeting and perform duties for furthering the aims and objectives of the club as may from time to time be determined.

8.9.2 Treasurer - The Treasurer shall keep the accounts of the club and shall prepare the annual statement of accounts and balance sheet, which after audit will be circulated amongst the members at the Annual General Meetings. He/she must provide a financial statement of the club when called upon to do so and warn club officers of any concerns.

8.9.3 Secretary - The Secretary shall conduct the correspondence of the club and have custody of all documents belonging to the club. They shall keep full and correct minutes of all meetings, general circulars and notification to members.

8.9.4 Membership – The Membership Officer will also be responsible for the processing of all members applications, enquiries regarding the club & membership and full records of members.

8.9.5 The committee shall have the power to fill vacancies occurring during the year pending the next Annual General Meeting.

#### **8.10 Election of Officers**

8.10.1 All officers shall be elected at the Annual General Meeting.

8.10.2 Each candidate shall be proposed and seconded by two members and in the case of an uncontested position there shall be no vote.

#### **8.11 Meetings - AGM**

8.11.1 The AGM (Annual General Meeting) of the club will be held in September/October each year.

8.11.2 The members present will receive a report from each committee member, accounts for the year and estimates for the ensuing year.

- 8.11.3 Members present will vote to confirm the election of the committee.
- 8.11.4 Members present will vote on any resolution which may be duly submitted to the meeting.
- 8.11.5 Members present will, after receiving the necessary details from the committee, set the following years subscription fees.
- 8.11.6 Members present will consider and if approved, sanction and duly make alteration to the rules of the Club.
- 8.11.7 At least 28 days before the AGM, notice will be via the The Face Book Members page unless written notice is requested by a member without internet access.
- 8.11.8 Any member desirous of moving any resolution at the AGM shall give notice there of in writing or via email to the Secretary within 14 days from issue of notice of the AGM.
- 8.11.9 Any member may request an Extraordinary General Meeting given 28 days notice to the committee and all Club Members. The Committee may call Extraordinary General Meetings given reasonable notice.
- 8.11.10 Any resolution passed must have a 3/4 majority of those members present.
- 8.11.12 The Chairperson shall have the casting vote in the case of a tie.
- 8.11.13 Election of the committee shall be carried out via a show of hands unless a member requests the use of voting forms.
- 8.11.14 If there is a need for a vote to be taken at the Annual General Meeting this shall be done by a show of hands of the members present, unless a member requests the use of voting forms.
- 8.11.15 All current club members are entitled to a proxy vote by post/email should they be unable to attend meetings.

## **8.12 Committee Meetings**

- 8.12.1 These shall be called from time to time at a frequency of no less than two per year.
- 8.12.2 Any member wishing to receive notification of the meetings must lodge their request with the Secretary. Notification will be sent out 14 days prior to the meeting.
- 8.12.3 Any member may attend in the capacity of spectator.
- 8.12.4 Any member may propose a resolution in writing at least 14 days prior to the meeting to the Secretary and at the meeting present their proposal for consideration by the committee on behalf of the members.

## **8.13 Child and Youth Protection Policy**

- 8.13.1 In order to safeguard children and young people, members between the age of 7 and 18 must be accompanied by their parents or guardians at all times.
- 8.13.2 No one under the age of 7 are not allowed to take part in any land sailing activities

## **8.14 Accident Policy**

- 8.14.1 All reportable accidents/incidents must be reported to the Committee in line with the Clubs Accident Policy.
- 8.14.1 The Committee will retain all records of accidents in line with guidance from Health & Safety Executive the insurance provider.

## **8.15 Club Equipment Policy**

- 8.15.1 The committee may suggest the purchase of equipment that it deems suitable for the benefit of club members from club funds.
- 8.15.2 Any such purchases will be put to a vote by the membership, unless a unanimous consensus is reached by the full committee.
- 8.15.3 Any club equipment will be maintained by the club, using club funds, except where 8.15.4 applies
- 8.15.4 Any club member found to have deliberately damaged club equipment will be asked to pay for any repairs or replacement to make good. Further more, disciplinary action may be taken at the discretion of the committee.
- 8.15.5 Club equipment is reserved exclusively for current full club members, day members should only be permitted to make use of club equipment under supervision and where no use of the club equipment by full members is required.

## **8.16 General Procedures**

- 8.16.1 Any service of notice shall be by 1st class post to the last known address of the member and deemed to have been received on the 2nd day after posting or via e mail where available
- 8.16.2 The assets of the club are held by the officers of the club as trustees.
- 8.16.3 The club may be dissolved whenever a resolution to Dissolve has been passed by a simple majority of 3/4 of the members who are present and a vote at a General meeting especially called for the purpose, which 21 days clear notice specifying the purpose has been duly given. The dissolution shall be carried out by the committee who shall have the power to dispose of any assets held by or on behalf of the club and any assets remaining after payment of its debts and liabilities shall be paid to a charitable institution or institutions nominated by the committee.

## **Section Nine**

### General data protection regulation

#### **9.1 General data protection regulation**

- 9.1.1 The Carmarthenshire Land Sailing Club respects your privacy and is committed to protecting your personal data. We comply with all aspects of the UK's data protection legislative framework, which includes the European General Data Protection Regulation (GDPR) and the Data Protection Act 2018.
- 9.1.2 We have developed this privacy notice in order to be as transparent as possible about the personal information we collect and use.
- 9.1.3 We ask that you read this privacy notice carefully as it contains important information about:
- The personal information that we collect and use
  - The lawful bases we rely on to collect and use it
  - Why we collect and use personal information
  - Where we get the personal information from
  - With whom we share personal information
  - When we transfer personal information outside the EEA
  - How long we keep information and how we ensure it is secure; and
  - Your privacy rights
- 9.1.4 It is important that you read this privacy notice together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This privacy notice supplements the other notices and is not intended to override them.

#### **9.2 Data controller**

- 9.2.1 This privacy notice is issued on behalf of the Carmarthenshire Land Sailing Club so when we mention Carmarthenshire Land Sailing Club, "we", "us" or "our" in this privacy notice, we are referring to Carmarthenshire Land Sailing Club, the organisation responsible for processing your data.
- 9.2.2 We are not required to appoint a Data Protection Officer under the GDPR or the Data Protection Act 2018. Queries or concerns relating to personal data should instead be directed sent to our Club Secretary at the address within our complaints section below.

#### **9.3 Categories of personal information that we hold**

- 9.3.1 Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).
- 9.3.2 The personal information that we collect includes:
- Identity data such as your name, username or similar identifier.
  - Contact data including your address, email addresses and telephone numbers.
  - Financial transaction data including details about payments to and from you
- 9.3.3 It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us

#### **9.4 Sources of personal data**

- 9.4.1 We collect information about you in the following ways:
- Directly when you purchase your yearly, daily membership or attend one of our organised events, correspond with us by post, phone or email.
  - Depending on your settings or the privacy policies for social media and messaging services like Facebook, WhatsApp or Twitter, you might give us permission to access information from these services, for example when you publicly tag us in an event photo

#### **9.5 The lawful basis for processing personal information**

- 9.5.1 We will only use your personal data when the law allows us to. Most commonly, we rely on the following legal bases to process your personal information.

#### **9.6 Performance of a contract**

- 9.6.1 This applies where we need to collect and use your personal information in order to take steps to enter into a contract with you or to perform our obligations under a contract with you.

#### **9.7 Legal obligation**

- 9.7.1 This applies where we need to collect and use your personal information to comply with applicable laws and regulatory requirements.

#### **9.8 Legitimate interests**

- 9.8.1 We may collect and use your personal information to further our legitimate clubs interests. We only do this where we are satisfied that your privacy rights are protected satisfactorily. You have a right to object to any processing of your personal information based on this legal basis (see below).

## **9.9 Consent**

- 9.9.1 Generally, we do not need to rely on consent as a legal basis for processing your personal data, but where we do, you have a right to withdraw consent at any time.
- 9.9.2 Certain types of personal information are in a special category under data protection laws, as they are considered to be more sensitive. Examples of this type of data include information about health, race, religious beliefs, political views, sex life or sexuality and genetic/biometric information.
- 9.9.3 When we use special category personal information we require an additional legal basis to do so under data protection laws, so will either do so on the basis of your explicit consent or another route available to us at law, such as for example if you have made the information manifestly public. We only collect this type of information about you where there is a clear reason for us to do so.

## **9.10 Why do we collect and use personal information?**

- 9.10.1 We collect and use personal information for the following purposes, relying on the specific lawful bases set out in the table below. We have also identified what our legitimate interests are where appropriate:

Purpose/Activity	Lawful basis for processing including basis of legitimate interest
To set up your membership with the club	<ul style="list-style-type: none"><li>• Performance of a contract with you</li></ul>
To collect fees for membership of the club and or organised events.	<ul style="list-style-type: none"><li>• Performance of a contract with you</li><li>• Necessary for our legitimate interests (to recover debts due to us)</li></ul>
To manage our relationship with you	<ul style="list-style-type: none"><li>• Performance of a contract with you</li><li>• Necessary to comply with a legal obligation</li><li>• Necessary for our legitimate interests (to keep our records updated)</li></ul>

## **9.11 If you fail to provide personal data**

- 9.11.1 Where we need to collect personal data by law, or under the terms of a contract we have with you and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, to provide you with your membership). In this case, we may have to cancel or decline your membership with us, but we will notify you if this is the case at the time.

## **9.12 Marketing and promotional offers**

9.12.1 We do not use your data for marketing and promotional offers.

### **9.13 Sharing your personal data**

9.13.1 We do not share your data with any third-party providers other than:

9.13.2 When the officers of the club are legally required to divulge personal information to the Emergency / Law Enforcement Services. This will only be carried out in the event of serious injuries, or where breaches of Child and Youth Protection Policy are involved.

9.13.3 In the event of a related claim against the club or the insurance policy.

### **9.14 How long do we keep personal information?**

9.14.1 Our policy is to not hold personal information for longer than is necessary. We have established data retention timelines for all of the personal information that we hold based on why we need the information. The timelines take into account any statutory or regulatory obligations we have to keep the information, our ability to defend legal claims, our legitimate clubs interests, best practice and our current technical capabilities. We have developed a Data Retention Policy that captures this information. We delete or destroy personal information securely in accordance with the Data Retention Policy.

### **9.15 Security**

9.15.1 We are strongly committed to information security and we take reasonable and appropriate steps to protect your personal information from unauthorised access, loss, misuse, alteration or corruption. We have put in place physical, electronic, and managerial procedures to safeguard and secure the information you provide to us.

### **9.16 Individual rights**

9.16.1 You have a number of rights in relation to your personal data which we have. Not all of the rights apply in all circumstances. If you wish to exercise any of the rights, please contact us in the ways detailed below:

9.16.2 You have a right of access to the personal information we hold about you

9.16.3 You have the right to ask us to correct any information we hold about you that you think is wrong or incomplete

9.16.4 You have the right to object to any processing of your personal information where we are relying on a legitimate interest to do so and you think that your rights and interests outweigh our own and you wish us to stop. There may, however, be legal or other legitimate reasons why we need to keep or use your information. If this is the case, we will consider your request and explain why we cannot comply with it. You can ask us to restrict the use of your personal information while we are considering your request.

9.16.5 You have the right to ask us to delete your information. This is also known as the right to be forgotten or to erasure. We will not always agree to do this in every case as there may be legal or other legitimate reasons why we need to keep or use your information. If this is the case, we will consider your request and explain why we cannot comply with it. You can ask us to restrict the use of your personal information while we are considering your request.

9.16.6 Where our processing of your personal information is based on your consent, you have the right to withdraw it at any time. Please contact us if you wish to do so.

9.16.7 You may have a right to obtain the personal information that you have given us in a format that can easily be re-used and to ask us to pass this personal information on in the same format to other organisations. Please contact us to find out if this right applies to you.

#### **9.17 How to complain**

9.17.1 Please let us know if you are unhappy with how we have used your personal information. You can contact the club secretary at: [secretary@clscuk.com](mailto:secretary@clscuk.com)

9.17.2 You also have the right to complain to the Information Commissioner's Office (ICO).

- Post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- Call: 0303 123 1113
- Email: [casework@ico.org.uk](mailto:caserwork@ico.org.uk)
- Web site: [www.ico.org.uk](http://www.ico.org.uk)

#### **9.18 Changes to this privacy notice**

9.18.1 This privacy notice was last updated on 12<sup>th</sup> March 2023. We keep this privacy notice under regular review and may change it from time to time by updating this page in order to reflect changes in the law and/or our privacy practices. We would encourage you to check this privacy notice for any changes on a regular basis.

## **Section 10**

### **Use Of CLSC Face Book Members Page Terms and Conditions**

- 10.1 Members are set up on the of the CLSC Face Book Members group by the committee moderators.
- 10.2 CLSC use Face Book Members only page for chat, arranging meets and discussion of club-related matters.
- 10.3 Use of the CLSC Face Book Members Pages is offered on a discretionary basis, users may be barred if found to be in breach of the terms and conditions.
- 10.4 Parents, adults and young people should note that this is not designed for use by young people and we recommend a minimum age of 18.
- 10.5 You agree, through your use of this, that you will not post any material which is false, defamatory, inaccurate, abusive, vulgar, hateful, harassing, obscene, profane, sexually oriented, threatening, invasive of a person's privacy, or in violation of ANY UK law.
- 10.6 Spam, flooding or any commercial advertising are also inappropriate to this forum and will be removed by us without notice.
- 10.7 Please do not crosspost (ie post the same message in several areas of the at the same time). Messages should be posted in the most appropriate thread. Crossposts may be removed by us without notice.
- 10.8 You also agree not to create a database (electronic or otherwise) that includes material downloaded or otherwise obtained from this website.
- 10.9 You also agree not to post any copyrighted material unless the copyright is owned by you or you have consent from the owner of the copyrighted material.
- 10.10 The messages express the views of the author, not necessarily the views of the Carmarthenshire Land Sailing Club.
- 10.11 Anyone who feels that a posted message is defamatory or otherwise objectionable is encouraged to notify us by emailing [webmaster@clsc.uk.net](mailto:webmaster@clsc.uk.net) immediately. This is a manual process, however, so please realize that we may not be able to remove or edit particular messages immediately.
- 10.12 We reserve the absolute right to remove any content which we, in our discretion, consider to be defamatory, objectionable, unlawful or otherwise inappropriate and to do so without seeking the consent of, or giving notice to, the poster of the content in question.

- 10.13 It is your responsibility to present clean and accurate information. Any information we determine to be inaccurate or vulgar in nature will be removed, with or without prior notice. Appropriate sanctions may be applicable.
- 10.14 Users failing to comply with these terms and conditions will be prevented from using the site, and in the case of Club members, may have their club membership reviewed.
- 10.15 Please note: it is impossible for us to confirm the validity of posts. Please remember that we do not actively monitor the posted messages and are not responsible for their content. We do not warrant the accuracy, completeness or usefulness of any information presented.

## **Section 11**

### Contact Details

The committee can be reached on the following Email addresses

Chairman – chairman@clscuk.com

Treasurer – treasurer@clscuk.com

Secretary – secretary@clscuk.com

Membership Secretary – membership@clscuk.com

All club members have full access to the Club Face Book Membership Page. Non-club members will not be able to view club discussions.