

**GIRLGUIDING STAFFORDSHIRE
MANOR PARK WATER ACTIVITIES BASE
TERMS & CONDITIONS OF USE**

Manor Park Sailing Club requires all leaders to abide by the following conditions of use and by making a booking you are indicating your agreement.

FACILITIES

Courtesy of Manor Park Sailing Club you are welcome to use the changing room, toilets and showers. You may also purchase items from the club house galley when it is open.

We would ask that a leader serves them in gallery and uses the honesty box and inform the instructor that you have done this.

Group leader is responsible for the supervision of girls when using all areas of the clubhouse. Changing rooms must be checked and cleaned by leaders at the end of the session.

CAR PARK

Please park all vehicles in the car park 1st right by the entrance provided and walk along the track to the lake and boat store. No vehicles must go beyond this point.

SAFETY

Please be aware that Manor Park Lake is very deep, the beaches shelve steeply. Under no circumstances must you allow any person to paddle or swim. All persons on the pontoon **MUST** wear a buoyancy aid.

All participants who intend to go on the water must be able to swim 50 metres and stay afloat in clothes for 5 minutes. See the Guiding Manual for further advice.

In the interests of safety and enjoyment please limit your group numbers to a maximum of 16 girls. This must be strictly adhered to.

SUPERVISION

All groups must have two leaders/adults prepared to stay on the beach to supervise any children not going on the water.

The instructors are responsible for all people on the water, there must always be two instructors on the water regardless of the size of group.

The group leaders will be responsible for supervision and assistance in the store, on the beach and in the clubhouse.

If conditions are not suitable it is the instructor's decision as to whether or not the activity will take place.

The canoe store must be left in a tidy condition ready for the next group. Return all paddles, paddleboards and kayaks to the racks. Please ensure that you have sufficient volunteers to help with the equipment. DO NOT leave all these jobs for the instructors.

Please hang all buoyancy aids on the rails provided after use.

It is the responsibility of the group leader to check that the changing room & toilets are left as you found them after your session.

WHAT TO WEAR

Please arrive in the clothes you intend to canoe in. Depending on weather this may include – shorts or joggers, t-shirt, sweatshirt, old trainers or pumps, windproof cagoule, waterproof overtrousers.

NO DENIM JEANS, WELLIES OR FLIP FLOPS.

Remember it is usually much cooler on the water than on the beach. If you wear glasses please attach them securely. Cover cuts and grazes with waterproof plasters.

No responsibility is accepted for any damage to or loss of personal property.

SESSION TIMES

When arriving and departing please include time to enable buoyance aids to be fitted and equipment to be got out and put away.

CCTV

Leaders please be advised that CCTV operates in many areas of Manor Park generally the outside and the main meeting room, but not in the changing rooms or toilets. The CCTV is accessible by members of the committee of Manor Park Sailing Club.

FIRST AID

Leaders are responsible for first aid to the members of their unit, but a copy of the accident report must be sent to the county office following any incident at county.admin@girlguidingstaffordshire.org.uk

Manor Park does have a first aid kit for emergencies.

If an incident happens on the water the instructor will bring the individual back to shore. They will also assist in information for the first aid report which the leader fills in.

Leaders must make us aware of any existing medical conditions of members so this can be relayed to the instructors two weeks prior to your session.

Please ensure leaders have consent forms for activity and any care plan for relevant medical conditions.

Inhalers, if required, should be labelled with member's name and be in a small plastic bag so it can be put in the pocket of the buoyancy aid. Leaders should hold a spare in case it is lost on the water.

QUALIFICATIONS

We are able to offer anyone over the age of 10 various skill-based certificates such as paddlesport, paddlepower. You may need more than one session to do this. For more information please contact the county office.

If you have any other questions please email county.admin@girlguidingstaffordshire.org.uk or wateradvisor@girlguidingstaffordshire.org.uk.

We hope that you and your group enjoy your experience at Manor Park water activities centre. Please be considerate of other users of the lake.