The RYA’s purpose is to promote and protect safe, successful and rewarding British boating
Aim of guidance notes.....
to provide advice on the development of existing and new sailing club facilities

The following guidance notes are aimed at existing sailing clubs who are considering updating or enhancing their sailing club facilities. The guide also offers outline advice to local authorities, land owners and developers who are considering building a new sailing club/sailing facility.

Within the guide we outline the relevant factors one should consider to ensure that your project is a success including:

- What are the key ingredients to making a vibrant sailing club/centre?
- Accessing demand and support for your project through correct consultation
- For new facilities we run through the key points in relation to the suitability of the water and factors to consider in club house design
- Outline guidance on facility planning, environmental issues and funding
- Factors to consider in planning your project from concept through to fruition

This guide is intended only to give an indication of the facilities and suitability of water that should be taken into account when developing sailing clubs or centres it is not definitive design guidance or a statement of the law.

Good luck with your project

RYA Sport Development

The RYA Strategic Plan (April 2013 – March 2017) identifies the importance of having a vibrant, sustainable network of clubs and other organisations in order to make boating more accessible and attractive to all
2. Opportunities for Facility Development

Opportunities can be grouped under the following headings: improving the quality of existing facilities; developing new facilities and multi-use facilities.

2.1 Improving the quality of existing facilities

There are over 810 RYA affiliated sailing clubs in England. The RYA Clubs Facility Survey 2010 identified that at least 30% of the existing club facilities had a projected lifespan of less than 10 years (total of 524 respondents). A key focus of RYA facility development will be the protection and development of these key facilities for future generations of sailors to enjoy.

Sport England has carried out annual surveys looking into the *Quality of the Sporting Experience* starting in 2009. In the survey, ‘facilities and playing environment’ ranks as having a high impact on satisfaction. The facilities and playing environment is clearly critical to the experience and will affect existing members as well as potential new members. Whilst current members may be ‘used’ to existing facilities, they may not match potential member expectations and as attracting new members is vital for the survival of any club clearly facility quality is a key issue.

The bulk of new developments within sailing club facilities over the previous three years have tended to be improvements to existing facilities applying for Inspired Facilities Funding

Ben Ainslie presenting a cheque for £50,000 from the Inspired Facilities Fund to Helford River Sailing Club.
The extract below is taken from the Sport England Inspired Facilities fund guidance notes 2013:

Modernising or improving your sport’s building will help your club or project succeed for three important reasons:

- **Makes sport more fun** – adequate lighting, proper flooring, hot showers and decent changing rooms in a properly decorated and maintained facility help to create a better sporting experience for existing members and users, and a more welcoming environment for new ones.

- **Reduces your running costs** – improvements such as insulation, draught-proofing, rainwater harvesting, photo-voltaic cells or simply a new boiler can help you cut down your energy costs and help your club to thrive.

- **Opens up your club or facility to the whole community** – ramps, wider doors, fully-accessible changing rooms and other improvements can make it easy for everyone in your community to take part in sport and activity.
2.2 Opportunities to combine with other sports – multi use facilities

An increasing number of clubs (currently in the region of 20%) either share their facility with another club or provide other supporting activities such as canoeing and rowing. The way people participate in sport is clearly changing and the competition from an increasing variety of sports makes retaining participants essential. Accessing a number of activities through one membership or centre may well become more appealing in the future.

Crosby Lakeside Adventure Centre in Liverpool offers a range of watersport activities.

The rise of multi-sport centres that include a range of boating activities will be critical in retaining participants in the sport. Time is also increasingly critical for participants in their choice of activities. This may also see the increase in importance of commercially run centres or clubs where members are not required to volunteer for various roles in the running of the facility. This sector will need to be flexible in the way that it provides facilities and proactively identifies opportunities.

2.3 Developing new facilities

Opportunities for entirely new facilities are generally limited but do occur from time to time. New water bodies such as disused mineral workings and new reservoirs provide ideal opportunities for watersports. Opportunities may exist to work with mineral companies to identify potential uses of their disused workings early in their planning process as part of their planning application and restoration packages. Some urban redevelopments have provided water space within an urban setting that is able to attract a whole new range of water sport users.

Further advice on club development planning can be found in the Clubs area on the RYA website: RYA Clubs.¹

2.4 Case studies

Successful case studies with web links of the above can be found in the appendices of this document.

¹ www.rya.org.uk/go/club
3. **What Makes a Vibrant Sailing Club?**

In the UK there is an amazing array of people who work together to create vibrant clubs that keep our sports alive. To recognise and promote their outstanding achievements the RYA launched the Club of the Year Awards in 2007.

The **RYA Club of the Year Award** celebrates clubs that excel at promoting sailing, encouraging people onto the water and in making their activities varied and accessible to their local community. The RYA Club of the Year awards look for clubs who are successful at:

- Encouraging people to get on the water
- Providing a range of quality and safe activities for all
- Attracting new club members and volunteers
- Engaging with the local community, particularly young people
- Demonstrating good governance and club management

What do the winning clubs and finalists do so well?²

Could your sailing club be the best in the UK?³

² [www.rya.org.uk/SiteCollectionDocuments/sportsdevelopment/Web Documents/RYA Club of the Year Award/COTY 2013/COTY Club Summary for Website 2013.pdf](http://www.rya.org.uk/SiteCollectionDocuments/sportsdevelopment/Web Documents/RYA Club of the Year Award/COTY 2013/COTY Club Summary for Website 2013.pdf)

³ [www.rya.org.uk/newsevents/news/Pages/CouldyoursailingclubbethebestintheUK.aspx](http://www.rya.org.uk/newsevents/news/Pages/CouldyoursailingclubbethebestintheUK.aspx)
3.1 People
Motivated and enthusiastic volunteers play a key role in developing and maintaining thriving and successful clubs. Attracting and keeping good volunteers in sufficient numbers can be maintained with planning, forward thinking and a bit of effort.

Creating a Club Volunteer Development Plan is a process that encourages your club to consider its volunteer workforce and to create an action plan that adequately supports and develops the club and its activities. This is essentially the part of your Club Development Plan that deals specifically with the ‘human resource’ element of your club/sailing activities.

3.2 Club Development Plan
A Club Development Plan will help your club improve on the activities it currently offers and help prepare for the activities you wish to introduce in the future. How does a development plan benefit a club? Writing a development plan will:

- Provide a clear direction for your club’s growth
- Provide vision and a viable case for your future facility provision
- Give a clear club structure to help you run your club more effectively
- Help members understand and support the direction in which your club is going
- Provide you with ideas about the future of your club
- Assist with the recruitment of new members
- Keep potential local, regional and national partners informed of your work e.g. Sport England, your Local Authority, your County Sports Partnership and the RYA
- Help identify and demonstrate how your club is meeting the criteria of funding agencies and potential sponsors
- Help develop links with local RYA Training Centres, schools and community groups and help attract new members through these new partnerships.

A robust and well thought out sport development plan will help attract support and make the case for any future facility development

3.3 Facilities
Unlike many facility based sports, sailing does not have prescribed playing surface dimensions. The positioning of a sailing facility needs to take into account a mix of factors including:

- suitability of and access to the water
- topography of the surrounding area
- prevailing wind direction
- boat and car parking next to the water
- Environmental constraints
- Other water users
4. Demonstrating the Need for Your Project

To gather support for your project you will need to be able to demonstrate that there is a need for it and that it will have a lasting benefit. There is no point in building a wonderful facility if there is little or no demand for it.

Having clear and robust evidence that details the need for your facility will help win support for the project from existing club members, project partners, land owners, planning authorities and external funders. A strong project will detail this need through research and might include:

- Support from existing club members through for example club surveys/informal consultation
- Waiting lists for membership or courses
- Letters of support from user groups such as schools and education providers
- Sport participation research which identifies and quantifies your potential participants (see market segmentation www.rya.org.uk/go/kyc)
- Consultation with your County Sports Partnership and Local Authority
- Identifying how the project might meet wider needs identified within strategic plans
- Evidencing consultation and the identified need within plans and funding applications.

4.1 Detail the benefits of your project

This is all about identifying what difference your project will make. This detail might include quantifying:

- The range of project partners who are taking part
- Who and how the project will engage with the community
- Estimating how many participants will take part and how often
- Provision for people with disabilities
- The resulting benefits of participants taking part e.g. exercise, health
- Show that you can measure the results of the project to demonstrate its success over its lifetime e.g. size of membership, levels of participation.

Detail the positive outcomes of supporting the project. A strong project will be very clear as to what it will achieve. Further details are listed in Section 9 - Managing your Project.
4.2 RYA Support

The RYA does not have capital funding to distribute for facility developments. However, we are asked by clubs and centres to offer letters of support for projects to assist with applications to funding bodies or Local Authorities. When looking for support for a facility development the RYA will consider a number of factors including information in relation to the assessment of the demand and support for the project.

The table below is put together to offer some degree of guidance for a club/facility developer as to what the RYA and Local Authorities will be looking for in a facility development.

<table>
<thead>
<tr>
<th>Key factors to consider when seeking RYA support for your project.</th>
<th>Yes</th>
<th>No</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the project have a vibrant sport development plan in place which identifies how it will maintain and increase the levels of participation in sailing across a range of activities (training, competition, casual usage) within the club and wider area?</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Does the facility sport development plan clearly identify the current and future need for the facility development in terms of participant numbers?</td>
<td></td>
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<td></td>
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<tr>
<td>Does the facility have the management structure and/or volunteers in place to meet the objectives of this plan?</td>
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<td></td>
</tr>
<tr>
<td>Is the club development plan and project supported by the club members, current and potential user groups and the County Sport Partnership</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the proposed development suitable for the identified needs? Providing a scale and facility mix appropriate to location and target market that is fit for purpose</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Financial security and sustainability – will the project enable the club to be (more) financially secure or facilitate diversification?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The project is inclusive - accessible and attractive to a wide and diverse audience</td>
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</tbody>
</table>
5. **Determining the Potential of a Site**

How suitable the water is and its relationship with the surrounding land where the facility is/will be based is vital. Any proposed or existing sailing area must be free of potential hazards. These could be from other water users or natural hazards.

**Club House**

There are a range of considerations to be made when designing or updating an existing facility. The design will depend on the activities and user groups the facility will cater for and the resources available. Consultation with the club members and additional user groups will be vital to ensuring that the development will meet all of the user group requirements. The table below lists the minimum requirements for a sailing club:

<table>
<thead>
<tr>
<th>Facility</th>
<th>Items covered</th>
<th>Minimum</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Club house</td>
<td>Male and female changing facilities</td>
<td>•</td>
<td></td>
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<tr>
<td></td>
<td>Toilets</td>
<td>•</td>
<td></td>
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<tr>
<td></td>
<td>Showers</td>
<td>•</td>
<td></td>
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<tr>
<td></td>
<td>Disabled access</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Social area</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Classroom, committee room</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sufficient space for expansion</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>Storage</td>
<td>Safety boat, fuel</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>Workshop</td>
<td>Maintenance and repair</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>Dinghy parking</td>
<td></td>
<td>•</td>
<td></td>
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<tr>
<td>Car parking</td>
<td></td>
<td>•</td>
<td></td>
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<tr>
<td>Storage racks</td>
<td></td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>Boat launching</td>
<td>Slipway</td>
<td>•</td>
<td></td>
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<tr>
<td></td>
<td>Winch</td>
<td>•</td>
<td>•</td>
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<tr>
<td></td>
<td>Jetty/pontoon</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>Race management</td>
<td>Buoys</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Flag pole, starter box, lights, notice boards</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>Boat wash down facilities</td>
<td></td>
<td>•</td>
<td></td>
</tr>
</tbody>
</table>

**What do Sport England advise for the design and build of sports pavilions and club houses?**

**Social Areas**

Consider the layout/changes in layout to boost the enjoyment value of being part of the club. Good social areas that allow you a water-side view of the activity add to the environment and enjoyment of spending time at the club.

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Good View

Ideally offer a good view of the lake for spectators, race officials and safety cover. Shelter viewing areas from the prevailing wind if possible and rise above the sailing area to give advantageous views. Provide for social space inside and out.

Capitalise on the natural light and sunshine. Balconies make best use of evening sunshine and light. Lights off during the day save money. Watch that any tall building or trees around the water will affect the light in relation to the facility as the sun sets.

Dry and Wet Areas

The division of areas into dry and wet areas is an important factor to take into account in any refurbishment or new build. Wet training rooms and dining areas allow sailors to come off the water and rest without needing to change. Upper levels of club houses are often used as dry areas containing social areas.

Careful consideration with regard to flooring must be given. In the wet areas non slip, easy to clean, robust and easily drained flooring should be applied. Careful consideration to damp proof membranes should also be taken into account.

Changing Rooms

It is widely acknowledged that changing rooms will have more demand on them at peak periods, prior to and immediately after racing. To cater for participant needs during these times would be prohibitively expensive. Therefore a compromise needs to be made taking into account the usage of the facility during different periods and how use of the changing facilities could be staggered. For competition purposes the ratio of 1:12 (1 shower/changing space per 12 competitors) is sometimes used for sailing venues.

Sailors tend to travel with large bags containing wetsuits and buoyancy aids. Guidance on adequate facilities for both disabled and able bodied participants can be found within the Sport England Guidance notes.
Windows

Good views of the sailing area add to the enjoyment of a club house. Careful consideration should be given to the excessive heat in the summer and heat loss in the winter. If the site is remote consideration should also be given to security and the possibility of fitting shutters to windows.

Storage Space

In most circumstances within sailing clubs sailors tend to change in the club house and then return to their cars to drop off clothing and valuables. In some circumstances lockers will need to be provided (e.g. Outdoor Education Centres) although this can take up valuable space. The policy of the storage of personal equipment should be clear prior to planning provision.

Multi-use Space within the Facility

Consideration should be given as to how spaces can be used within the club house throughout the year. With suitable access and flooring a room could be used for a range of purposes during the course of a year from classroom, to sail measuring area, to social events or storage in the winter. For example this may include using a boat store as a temporary classroom when the boats are out on the water.

Expanding the Site in Future Years

As the club grows in strength the demands on the facility will increase over the years. Consideration for future expansion should be taken into account. Therefore space for expansion and services should be considered in the development.

Transport Options

People tend to travel with kit bags when sailing. Boats will usually be stored on site. If the club is situated in a populated area or with good transport links members should be encouraged to share travel, use public transport or cycle. A secure area to lock bicycles should be provided.

Disabled Facilities

Whatever a person’s disability they can have an opportunity to sail with the correct advice, equipment and facilities. Through RYA Sailability over 20,000 people with a disability have been able to experience sailing and sail regularly. RYA Sailability offers advice and guidance on accessibility at facilities.\(^5\)

\(^5\) [www.rya.org.uk/programmes/ryasailability/bestpractice/Pages/DisabilityandAccessibility.aspx](http://www.rya.org.uk/programmes/ryasailability/bestpractice/Pages/DisabilityandAccessibility.aspx)
First Aid

Suitable safety craft and launching facilities for craft should be available on site. Suitable first aid points and equipment must also be incorporated into the development. This includes a means of calling an ambulance and suitable access for the ambulance to a designated landing spot.

Fuel and Workshop Storage

There will need to be suitable storage for workshop materials and fuel for safety boats. Such storage is potentially hazardous and suitable notices must be provided and safety regulations followed concerning hazardous substances. How do you store fuel safely?6

Security

Over recent years there has been an increase in the theft of safety boats and engines from sailing clubs.

Factors to consider when assessing the level of risk include:

- Your location, the value of assets and how vulnerable they are
- Should everything be locked, put in locked buildings or create a secure fence around the site
- Will you need alarms, security lighting? Decisions about security particularly lighting may affect site planning

Security options will be dependent on level of risk.

CCTV: We would advise clubs to consider installing CCTV (which can cost as little as £299 to purchase and install). If thieves have a choice between targeting a club with CCTV and one without it is likely that they will target the one without. A range of advice on preventing thefts at clubs can be found. How do I combat theft at my club?7

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6 www.rya.org.uk/infoadvice/regssafety/Pages/Petrol.aspx
7 www.rya.org.uk/SiteCollectionDocuments/legal/Web Documents/Legal Leaflets/Clubs/Premises/COMBATTING THEFT AT CLUBS.pdf
**Car Parking**

Car parking can often prove contentious in terms of planning approval, especially as sailing club sites will be in open visual waterside locations.

Car parking tends to be close to the boat park and launching facilities for ease of access. However if there is space for drop off, disabled users and deliveries close to the building this will suffice. Access for emergency vehicles must also be available. When signs are used they should be clear and simple.

A number of factors will determine the number of car parking spaces available. As a guide for more rural clubs a figure of 1.5 cars per boat on the water can be used as a rough guide. The number of disabled car parking spaces in a car park should be six percent of the total provision. Always check the current guidance with the Department for Transport.⁸

**What guidance does RYA Sailability give on disabled car parking?**⁹

**Boat Wash-down Facilities**

The opportunity to wash down craft prior to launching and after sailing is becoming more important. After sailing in salt water washing down dinghies/kit in fresh water helps preserve and keep equipment in good working order. In fresh water lakes the risk from invasive species such as pond weed can be high, if introduced to a sailing venue these invasive species can have a devastating effect on a sailing location. Therefore suitable areas to clean boats prior to and after sailing should be considered, with suitable run of into the sewage system.

**How do we deal with weed?**¹⁰

**Manoeuvring of Vehicles and Boats**

Access routes to dinghy parks should be wide enough and suitable for cars. Ideally access should be constructed in a smooth, hard surface such as concrete or tarmac, which is easily drained. Grassed areas for rigging and de-rigging dinghies and windsurfers are often requirements at lakes and reservoirs. Potential hazards such as overhead cables should be considered.

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⁸ [www.gov.uk/government/organisations/department-for-transport](http://www.gov.uk/government/organisations/department-for-transport)
⁹ [www.rya.org.uk/SiteCollectionDocuments/sailability/Web%20Documents/Brief%20Guides%202010%20-%203%20Car%20Parks.PDF](http://www.rya.org.uk/SiteCollectionDocuments/sailability/Web%20Documents/Brief%20Guides%202010%20-%203%20Car%20Parks.PDF)
Dinghy Parking

Depending on the availability of land surrounding the club and the craft to be stored will influence the dinghy boat parking options. Where there is a shortage of space stacking smaller dinghies can be stored on top of each other in blocks or hangers. Vertical storage is also possible. Suitable guidance on lifting and use of the racks should be given. Storage racks for windsurfers should be located close to the shoreline.

Maximising storage space by stacking dinghies.

Consider how dinghies can be secured to avoid damage in stronger winds. A secured chain or line that craft can be tied onto is often used.
Below: guidance on dimensions for dinghy boat parking. Measurements for specific sites will be dependent on available space and the types of dinghy in use.
Services

If this is a new facility the cost and options for water, drainage and electricity should be taken into account. On isolated sites where it is not possible to connect to sewage facilities options such as septic tanks and cess pools should be taken into account. Electricity can also be provided by a generator. If the site contains overhead pylons, posts or overhead cables this could involve a potential hazard. The movement of boats must be kept clear of these areas and they will need to be suitably signed.

Sailing waters

The following page details outline guidance on factors to consider when deciding on the suitability of a site for dinghy sailing and windsurfing activities.
Minimum area:

- For basic children’s sail training activities – 5 acres. 30 metres wide for a river
- For general recreational sailing – 7.5 acres. 50 metres wide for a river.
- Viable area for dinghy racing – 10 acres
- Viable area for higher performance/larger craft – 100 acres

Depth. A gently shelving launching area means that it is easier to launch and recover craft. Once afloat there are minimum depths of water that are acceptable which are listed below:

- Dinghies 1.5 metres
- Windsurfers 1.5 metres
- Small keelboats 1.5 metres
- The sea bed/floor bed of the lake should also be taken into consideration.
- Mud – avoid where feet and masts can get stuck and equipment gets filthy/damaged.
- Larger rocks/stones – can damage ankles and equipment.

Shape of water. Most successful sailing clubs offer regular racing activity. Therefore the stretch of water will ideally be of a sufficient shape to lay a range of racing courses with suitable sailing legs to cater for different wind directions.

If the sailing area is smaller than 150 acres a uniform round shape is best. If the lake is larger than 150 acres a sheltered area would be beneficial. This may be created using a string of islands or a headland. However existing lakes that are not round in shape can still deliver good racing. The more unusual stretches of water also offer the opportunity to go cruising and exploring.

Wind. The prevailing wind direction will determine the suitability of the site. It will also help determine the placing of new facility. Cross-shore winds mean that it is easier to launch and recover craft. A site which is deep in a valley or surrounded by trees will mean that the wind will tend to be less suitable for sailing.

Launching. The ability to launch and land a dinghy safely in a range of wind and tidal conditions is vital. Both natural and artificial surfaces can be used for launching dinghies. Ideally a slipway for launching/landing rescue craft and dinghies will be of a gentle gradient and of sufficient length to take into account changes in water level. Ideally not steeper than 1:10 with a maximum gradient of 1:5. The use of winches and their suitability/maintenance should also be taken into account. Width over 3 metres for single launch or 4.5 metres where they pass each other on the slipway. Materials should ideally be non-slip and durable. For coastal facilities the construction and size of the slipway will depend on the tidal range and wave action. Ideally slipways should be situated so they are shielded from the prevailing conditions.

Height of water level in relation to height of bank. In a non-tidal location ideally the height of the water needs to be as close to the height of the bank as is reasonably possible. This will improve the wind conditions across the water and launching and recovery of craft.

Orientation. Consider the prevailing wind direction. In most cases it is logical to have the sailing facility in a cross shore location in relation to the prevailing wind.

Other water characteristics. Tide, surf, river currents, hazards need considering when deciding on a location for a new facility. Issues such as invasive weed should also be considered.

Mooring. Ability to provide or lay mooring for the use of larger boats such as rescue craft and committee boats (used for racing) should be considered.

Other water users. Consider other possible users of the water and how their activities could be managed in partnership with sailing activities. There is more demand on inland waters to offer a range of recreational activities. Ensure that these activities are complementary to sailing activities and do not affect regular participation. There are numerous lakes that share activities (fishing, canoeing, rowing etc.) it is just a question of approaching in a sensible manner. Over use may make the water unusable unless suitable zoning or programming is in place. If planning multi-use facilities ensure that the key watersports are consulted with, for contact details see appendix 3. Shared use means more opportunity to access partnership funding. Also consider commercial activities that may affect use – barges/ferries/shipping.
Examples of some Recent Club House Development Plans

Beaver Sailing Club’s new club house

Beaver Sailing Club is located in East Yorkshire. In 2013 the club began building a new club house and facilities. The sailing water consists of two reservoirs of approximately 80 and 40 acres, with launching via ramps and jetties. Development included completely removing and replacing the existing old clubhouse with an accessible, modern, purpose built facility which includes flexible spaces to house multi-purpose rooms for training/teaching, as well as:

- Larger changing areas, showers and hand washing facilities
- New/extra toilet cubicles including accessible toilets
- Provide a modern galley and catering area
- Provide disabled access to all facilities
- New sewage disposal unit
- New electricity and power distribution
- Extend dinghy parking

Total project costs £278,000. The cost of this development where reduced by the work of volunteers during the build process.

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11 beaversc.co.uk
View of the sailing club from the water.

Illustration of the original design layout of the club.
Oxford Sailing Club’s extension to existing facility

Oxford Sailing Club\(^\text{12}\) at Farmoor Reservoir had an existing sailing club that attracted large scale inland sailing events. The club also have a successful Sailability group. The club recognised that it needed to improve existing facilities to develop regular participation amongst existing members and to keep attracting events. The development is in a series of stages. Stage 1 consisted of adding a store and office. Stage 2 included construction of training rooms, to promote the entry of children into club membership and to retain their involvement in the sport post Team 15, school sailing and RYA courses. This was completed in 2012 with a build cost was £200,500. Stage 3 will see the development of improved changing rooms.

Illustration of club with new training rooms added to the original building.

Illustration of planned internal layout of club.

\(^{12}\) www.oxfordsailingclub.com
New training room
6. Facilities Planning Permission

If you are looking to undertake the following developments or alterations, you are likely to need planning consent but other consents may also be necessary:

- Construction of a new facility;
- Replacement of an existing structure;
- Redevelopment of an existing facility;
- Alterations to an existing facility;
- New provision of external features;

The RYA has produced *A Guide to the Planning System and Environmental Regulations*[^13] for clubs and training centres to assist them when contemplating a development project. Whether it is a small project for a minor alteration for an existing facility, a redevelopment project or the construction of a new facility, this planning guide provides an explanation of the planning system from early consultation through to the implementation of the planning permission. It aims to address some of the other considerations and factors which need to be taken into account prior to contemplating a development project.

**How do I gain planning and environmental consents for our building development?[^14]**

Sport England, in partnership with the Department of Communities and Local Government, has published *Making a Planning Application – a guide for sports clubs*[^15] who want to improve their facilities. Making a planning application provides practical advice that will help clubs across the country prepare their case and application in order to maximise their chances of success.

Step-by-step guidance is provided on the five stages of applying for, and securing, planning permission:

- Reviewing the options
- Preparing the application
- Submitting the application
- The decision
- Implementing the decision.

The handbook has been drawn up with help from the Planning Officers Society and a working group that included The FA, the RFU, the ECB and British Tennis.

**Want to download Sport England’s Guide to Making a Planning Application?[^16]**

[^13]: www.rya.org.uk/clubs/support/facilities/Pages/planningregulationsforboatingfacilities.aspx
[^14]: www.rya.org.uk/clubs/support/facilities/Pages/planningregulationsforboatingfacilities.aspx
[^15]: www.sportengland.org/media/118391/making-a-planning-application-a-guide-for-sports-clubs.pdf
[^16]: www.sportengland.org/facilities-planning/planning-for-sport/development-management/making-a-planning-application-a-guide-for-sports-clubs/
7. Environmental Issues

The Green Blue is the joint environment programme, created by the British Marine Federation and Royal Yachting Association, for anyone who enjoys getting out on the water or whose livelihood depends on it. The project (based at the RYA office in Hamble) helps boat users, boating businesses, sailing clubs and training centres to reduce their impact on coastal and inland waters. There are a number of practical ways in which the project can help clubs; a useful start is to ask for a free, informal site visit by one of the Green Blue staff.

When developing an existing or new facility, the Green Blue can offer advice on how to integrate sustainable features into the build. These might include energy and water saving equipment, renewable technologies such as Solar PVs or structures to ensure that your club complies with environmental legislation; examples of this could be oil and fuel storage or waste management.

Your club should have received a copy of The Green Guide for Clubs which contains lots of practical advice, information and case studies on environmental opportunities and improvements. If you would like further copies please get in touch on info@thegreenblue.org.uk

As well as enhancing the club’s green credentials, sustainable improvements can also often help the club to save money.

What does the Green Blue have to offer my club?¹⁷

¹⁷ www.thegreenblue.org.uk/clubs_and_training_centres.aspx
8. Funding Opportunities

Funding streams are available for facility developments but accessing can often appear complex. Some funds may provide regional opportunities whilst others may require working with European partners. The RYA maintains a list of funding opportunities on its website but it is largely up to the individual clubs to identify these opportunities and apply for the funds.

Three key facility funds are available from Sport England:

**Inspired Facilities**

Part of Places People Play which is Sport England’s programme to deliver a London 2012 legacy of increased mass participation in sport. Community and voluntary organisations can apply for grants worth between £20,000 and £75,000. For application dates please refer to the [Inspired Facilities](http://www.sportengland.org/funding/our-different-funds/inspired-facilities) website.

Funding will help refurbish or upgrade sports facilities; or convert an existing building into a venue suitable for sport and accessible to the whole community. Sport England want this to be different to previous capital funding, more simple, needs based and accessible to people that have not got the skills, experience, expertise or match funding to pursue other applications.

**Successful sailing applications**

Previous successful applications from sailing clubs have included the following works:

- Replacement ramp
- Maintenance and upgrade of sailing-for-all facilities
- Purchase of lake
- Improvements to the club infrastructure
- Safety-boat shed construction
- Refurbished showers & changing facilities
- Water treatment plant
- Construction of an additional pontoon
- New female changing room
- Central jetty

We have also produced the [Inspired Facilities Fund - A Guide for RYA clubs](http://www.rya.org.uk/clubs/support/facilities/Pages/InspiredFacilities.aspx). This is a seven-page guide covering what the fund it, how to apply, dates for the funding rounds, successful sailing projects, top tips and an interview with a successful applicant.

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18 [www.sportengland.org/funding/our-different-funds/inspired-facilities](http://www.sportengland.org/funding/our-different-funds/inspired-facilities)
19 [www.rya.org.uk/clubs/support/facilities/Pages/InspiredFacilities.aspx](http://www.rya.org.uk/clubs/support/facilities/Pages/InspiredFacilities.aspx)
Additional Facilities Funding from Sport England

There are two additional facilities funds (Improvement Fund and Iconic Facilities) available through Sport England. These funds target much larger and fewer in number projects. We have listed a very brief overview below but would recommend visiting the Sport England website and speaking to them direct before embarking upon an application.

Improvement Fund
The Improvement Fund awards grants of £150,000 - £500,000 in sustainable projects with a clear local need.

It bridges the gap between the Iconic Facilities fund which invests in large-scale, multi-sport facilities and Inspired Facilities fund which supports small-scale community projects. The fund supports projects that deliver improvements through new build, modernisation or refurbishment. Priority is given to projects that can clearly demonstrate a significant reduction in the use of energy and/or water, and reduce waste in the construction and operation of the facility. A minimum of 25% cash partnership funding towards the total project costs is required. This can come from either the applicant body and/or third parties. For further details have a read of the Improvement Fund\(^\text{20}\) pages on Sport England’s website.

Iconic Facilities.
Sport England is investing over £30 million in National Lottery funding into innovative, large-scale, multi-sport facility projects through its Iconic Facilities Fund. These facilities will deliver against Local Authority and National Governing Body facility priorities, whilst also demonstrating long-term financial viability.

Iconic Facilities is aimed at turning a small number of key local community sport facilities into some of the best in the country in order to help more people play sport. For further details have a read of the Iconic Facilities\(^\text{21}\) pages on Sport England’s website.

\(^{20}\) www.sportengland.org/funding/our-different-funds/improvement-fund
\(^{21}\) www.sportengland.org/funding/our-different-funds/iconic-facilities
Further funding advice

County Sports Partnerships (CSPs)
There are 45 CSPs covering England. They are networks of local agencies and each works with a range of local, regional and national partners to support the delivery of sport to increase the number of people regularly participating in activity, whether that be playing, coaching, volunteering or officiating. They are funded by Sport England to deliver the national strategy 'Creating a Sporting Habit for Life' and programmes such as Sportivate on a local level. Many offer good funding advice about localised funds and produce funding newsletters. You can find out more details by visiting their websites and contacting them directly.

Who are my local CSP?

If the information contained on an individual CSP’s website is not what you are looking for speak to your RYA Regional Development Officer who may be able to suggest another CSPs website and funding guide within your region.

RYA
Contact your RYA Regional Development Officer who may be able to provide guidance, support and talk you through what a successful application might look like.

Who’s my RYA Regional Development Officer?

Constitutions. Applying for external funding may involve reviewing a clubs constitution. RYA Legal have produced Common Constitutional Guidance for RYA clubs and further advice on developing constitutions or sets of rules which can be found on the Legal Structure of your Club pages of the RYA website.

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22 cspnetwork.org/en/your_csp/?s=d5seGbKwoGahFiPm
23 www.rya.org.uk/contactus/telephone/Pages/RegionalContacts.aspx
24 www.rya.org.uk/SiteCollectionDocuments/legal/WebDocuments/LegalLeaflets/Clubs/Constitution/FUNDINGSTREAMSCOMMONCONSTITUTIONALCONDITIONS.pdf
9. Managing Your Project

How to approach a facilities project can be a daunting task. Where do you start? Who should you speak to? What’s the first stage? The list goes on. In the following section we give an outline of how to approach a facility project from the initial concept through to completion.

Where do you start?

✓ Discuss: what are the aims of your development? Write it down and take pictures.
✓ How will it service current and future needs of the club?
✓ Appoint a steering group (ideally more than three people)
✓ Ensure that the group has a leader and that they have sufficient time to spend on the project. This person should be a member of the committee or key decision maker.

Gather support the project from your:

✓ Members - through consultation and questionnaires
✓ Potential members
✓ County Sports Partnership.
✓ RYA Regional Development Officer
✓ Local Authority
✓ Local media (to help widen consultation).

Timetabling

✓ Write down key dates (e.g. funding deadlines)
✓ Be realistic; allow enough time to involve other people.

26 www.rya.org.uk/go/kyc
27 www.rya.org.uk/contactus/telephone/Pages/RegionalContacts.aspx
Develop your idea

- Are your plans suitable? Encourage feedback from users
- Are there any ownership problems e.g. land/water/access?
- Are there any existing plans?
- Sketch your ideas out on paper. Include any technical input. Do you have designer, architect, engineer, builder, accountant, lawyer or teacher within the club who could help with this?

If appointing a designer

- Remember you are the boss; make sure the design reflects what you want
- Take in technical advice
- Enjoy the technical input.

How much will it cost?

- Purchase or rental price for the land
- Materials
- Labour
- Fees for professionals
- Running cost
- VAT
- Sundry
- Contingency
- Accounting and financial management for charities.

Funding

- Sport England
- Local council
- Business and industry
- Local Charities, user groups with an interest in the area or in the activities which you seek to provide.
Local Fundraising

✓ Fundraising has become highly professionalised, so it calls for great commitment on the part of volunteers and unpractised fundraisers to achieve sponsorship. So encourage your most enthusiastic and best connected team to accept the challenge. Be prepared to consider the benefits to a would-be sponsor they will naturally need to know what is in it for them. It can be hard to gain large amounts of funding; however events can make it possible for others to be involved.

✓ Companies and councils may sometimes find it easier to give in kind.

What do local people think?

✓ You cannot assume that everyone will support your project
✓ Work out what is important to you and what you are willing to change before you publicise
✓ Contact local newspaper/ media/local associations
✓ Display a sketch of plans of the project/project steps
✓ Conduct a door to door study
✓ Invite local people to an informal meeting to discuss the scheme.

Detailed Design

Your scheme may need to be adapted as a result of your consultation process. Any project is a process of:

Plan - Communicate - Renew/Review

Organise Maintenance

Running costs are all too often a major problem. So consider ease of maintenance when initiating a plan or design.
✓ Think and act long term
✓ Who may help with maintenance?
✓ DIY?
Getting Permission

✓ Are you happy with the final design?
✓ Are local people and club users happy, neutral, discontent?
✓ Do you have consent in writing to do the work?
✓ Is your group properly constituted?
✓ Have you secured adequate funding – do you have any agreements in writing? Be careful not to start a project before you have grant funding in place as funders will often not support projects retrospectively
✓ Do you have all the necessary permissions, planning permission for example?
✓ Have you made arrangements for maintenance and operating costs?

On the Site

✓ Managing the project
✓ Timetable
✓ Make sure money is available when required.

Insurance

✓ Premises
✓ Content, equipment
✓ Liability for users and staff.

Who is going to do the work?

✓ Yourselves?
✓ Volunteers?

Financial reminders for project management

✓ Does the grant have a time limit?
✓ Do you need to build-in special events either for teams of volunteers to contribute to the project or to fundraise for each stage of the project?
**Contractors**

- Many contractors will not work with volunteers on site. Health and Safety influence such decisions. However, you may agree with a supplier or builder on a reduction if, for example, you dig footings to an agreed specification or move materials to the construction point when the professionals are away etc.
- Ensure that the necessary contractual arrangements are in place with agreed and understandable terms including a limitation of the club’s liability (e.g. Trustees/Committee members) to the assets of the club (as contained in clause 48 of the RYA Model Constitution) and consider taking independent legal advice/contact the RYA Legal Department.

**Supervision**

- It is essential to consider who is going to supervise/project manage the work and what this entails to ensure that the work is done as you want it.

**Tools, equipment and materials**

- Contractors should be self-sufficient but it is worth checking
- If you do it yourself then be aware of long delivery times or slippage in agreed commitments. Have a project timetable
- It may be possible to re-use recycled materials but this can be expensive on time and may cost more.

**Money Matters**

- Keep account of income and expenditure
- Don’t forget the maintenance – try and build in cost savings in cleaning, wear and tear, auto switch off etc.
Planning for inclusion - demonstrating commitment

The key to the success of any project is the team. If you are aiming to encourage the involvement of a group of individuals, who have to overcome more barriers than most to participate in sailing, then it is essential that you are proactive and demonstrate your commitment to improving the situation over a period. This will give people the time to gain confidence and then get involved. Your club’s commitment to improving facilities can be demonstrated in a number of ways:

- Articles and photographs for local, regional, national and sailing media
- Statements from senior people within your club
- Specialist project teams with defined remits and outputs within the development process
- Regular feedback
- Produce a statement or plan
- Bring together a working party with representative members
- Work towards having sufficient resources – appropriate allocation of resources
- Raise the profile of the plan using the media to promote a positive image
- Invest in training and communication early to ensure that all people involved are aware of the issues
- Develop a short term action plan.

Consultation

Consultation is an essential part of the process. It encourages open discussion about a certain area of a club’s development or practice; it promotes and helps to identify the issues which need to be addressed. Consultation methods:

- General discussion, internet forums
- Open forum meetings
- Focus groups
- Private invitation meetings
- Questionnaires
- Interviews
- Seeking written responses
- Articles in newsletters
- Think tanks.

NOTE

Many people have what could be considered a disability, but do not consider themselves to be disabled (e.g. a disability that does not greatly affect mobility), and may face the same barriers to participation as other disabled people. Make your consultation process as open as possible to allow for the views of groups of people who have thus far not been represented.
Analysis and initial planning

✓ Current policies
✓ Practices
✓ Employment provision
✓ Codes of conduct.

Facilities Analysis

✓ List positive and negative practices
✓ Seek external advice if needs be.

An Action Plan Should Identify

✓ Clear objectives and performance indicators
✓ Targets
✓ Time-scale
  - Short-term
  - Medium-term
  - Long-term.

Implementation, Monitoring and Evaluation

Implementation and constant re-evaluation is the key. Actions must be part of realistic work plans for both paid and voluntary staff. The interface between the paid and unpaid members of the club can become an important issue during some development programmes.

✓ Monitor
✓ Appraise
✓ Conduct a qualitative monitoring to find out people’s views on the change process.
Appendix 1: Sailing Facility Case Studies

Improving the quality of existing facilities

**Rutland Sailing Club** hosts many national and international sailing events (for youth, adults and disabled people). Their changing areas had become over-crowded and in certain weather conditions were inadequate.

The shower areas consisted of open showers that provided no privacy to the user. People felt uncomfortable with these facilities being open to the age range of users of the club. It was felt this was a barrier to more people taking up the sport and continuing to participate. The club consulted with its users and a wide range of people and received strong local support to improve the facilities.

![](image1.jpg)

Dinghy sailing at Rutland Sailing Club

In 2013 Rutland Sailing Club was successful with an application to the Inspired Facilities Fund to upgrade its changing facilities and improve energy efficiency at the club. The total project cost was £55,800 and the club received a grant of £50,000. The new facilities play a key role in the club's development plan which aims to increase adult participation. The club’s strategy is also aligned with the County Sports Partnership’s plans by a focus on increasing the quality and quantity of sport and physical activity in the county.

![](image2.jpg)
Opportunity to combine with other sports

Siblyback Lake Outdoor + Active Centre is situated on Bodmin Moor near Liskard. The site is run by the South West Lakes Trust which is an independent environmental and recreational charity, managing fifty inland water sites in Cornwall and Devon. The Siblyback site offers a wide range of activities beside or on the water including sailing, windsurfing, canoeing, cable-skiing and rainbow trout fishing. Courses for beginners and improvers are readily available, as is self-launch for the more experienced. Land based activities include walks, climbing wall, bird watching, children’s play areas and a cafe overlooking the water. This all takes place on 140 acres of water and 50 acres of land.

Over the previous few years the existing site facilities were recognised as been in need of upgrading and unable to cope with the site’s potential. They also offered no suitable disabled access. The Trust has taken the approach of upgrading the site facilities in a serious of stages. In 2012 this included building a new changing block and a wet classroom. The total cost of the new facility was £660,000. Sport England were unable to assist with funding the new building, but did assist with contribution towards sports equipment. The potential of the site was identified through Natural England visitor numbers and spend forecasts. This information was then used to successfully draw down funding through regional economy grants to promote the site as a tourist attraction, as well as a facility for local watersports. 90% percent of the projects costs have been meet through accessing external funding. By offering a range of activities on site this made the project more attractive to potential funders. The Trust always tends to apply for multi-sport funding in preference to single sport.

The site can now cater for more users through the new facility. Overall visitor numbers for the site have grown from 70,000 in 2001 to nearly 100,000 in 2013. This included a Scout Jamboree in 2013 with 700 participants over five days.
Developing new facilities

Yorkshire Dales Sailing Club was originally on Thruscross Reservoir which suffered with changing water levels during dry summers so, after negotiations with Yorkshire Water, the club moved to Grimwith in 1995. Grimwith Reservoir covers 371 acres (150 hectares) of open water with a sailing area measuring about a mile by half a mile. Moving meant they left behind the club house and after 14 years of porta cabins and a number of problems around planning and other issues, the new club house was opened at the end of August 2009.

The new club house has separate large changing rooms for ladies and gentlemen, both with showers and toilets as well as a disabled unisex changing and shower room. There is a large garage for storing a minimum of three safety boats along with other associated equipment. There is a separate store building for buoys, windsurfing equipment, sails etc. and for club boats (which are available for members to rent for a nominal sum). A wheelchair-friendly lift accesses upstairs where there is another disabled toilet and a large clubroom with panoramic views over the entire reservoir. There is a large dinghy park, launching ramps and well equipped galley.

The club house is heated by a ground source heating system which is helped along by solar thermal panels on roof of the south-facing store building. These systems also provide the hot water which is sized to support sufficient showers when a whole lot of sailors come off the water at the same time.

Yorkshire Dales Sailing Club

The club house cost £700k including all the professional fees. This was funded by money from a mixture of sources: Sport England (£245k), bank loan (£225k), club funds (£180k) and various grants from charities and trusts (£50k).

Examples of projects in your region

If you are looking for an example of a recent club facility development within your region speak to your RYA Regional Development Officer. They should be able to provide details of a club who has recently undertaken a similar development. You may wish to visit that facility to see what has/can be achieved.
Appendix 2: Research on RYA Affiliated Club Memberships

The two graphs below are taken from the RYA Affiliated Club Membership Survey in November 2013.

The full RYA Affiliated Club Membership Survey 2013 Insights Pack is available for you to read.

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Appendix 3: Further Information

RYA
Sport Development Department, RYA House, Ensign Way, Hamble, Hampshire SO31 4YA.
Tel: 023 8060 4100  www.rya.org.uk

RYA Regional Development Officers
If you would like to discuss a project please contact your RYA Regional Development Officer.29

Sport England
Sport England is working to increase the number of people who play sport regularly and we aim to make lives better through sport. There web site offers advice on sport development and facility development.  www.sportengland.org

British Canoe Union
National Water Sports Centre, Adbolton Lane, West Bridgford, Nottingham NG12 2LU.
Tel: 0845 370 9500 / 0300 0119 500  www.bcu.org.uk

British Rowing

County Sports Partnerships (CSPs)
There are 45 CSPs in England funded by Sport England to deliver the national strategy 'Creating a Sporting Habit for Life'. Each works with a range of local, regional and national partners to support the delivery of sport to increase the number of people regularly participating in activity, whether that be playing, coaching, volunteering or officiating. You can find out more details by visiting their websites and contacting them directly  www.cspnetwork.org

Document links
Please inform Sport.Development@rya.org.uk if any of the above links fail to work in order for us to keep this document as up to date as possible – thank you.

RYA Sport Development wishes you every success in your facilities development.

29 www.rya.org.uk/contactus/telephone/Pages/RegionalContacts.aspx