

DOCKLAND SCOUT PROJECT



A District in Greater London North Scout County



Information Package 2010
for
Water Activity Weekends

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ENCLOSURES TO PACKAGE

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1 WHAT IS A WATER ACTIVITIES PACKAGE?

The use of the Dockland Scout Project Headquarters Training Ship, "Lord Amory" moored by the only working Lock in the West India and Millwall Dock Complex, for a Water Activities Weekend. The season for Water Activity Weekends is usually from April to mid October.

Overnight accommodation, indoor conference / lecture rooms, full catering facilities, central heating, showers / washrooms, souvenir / sweet shop, wardroom (bar), washing and drying machines, television and video.

Water activities can be undertaken using kayaks, Canadian canoes, rowing and sailing dinghies and pulling boats from a fleet of over 100, within the safe waters of the West India Docks (classified as BI by the Scout Association). Options, at an additional cost include the use of one of two Drascombe Gigs, and 27ft Motor Whaler "Mr Wells", as well as river trips using a 31ft Mitchell Sea Angler "Blue Ice". These options must be pre-booked and are subject to availability.

Maximum numbers accommodated in berths including all DSP staff is 59. This gives you a total of 49 berths available for all your course members and water supervisory staff. A sample of the possible breakdown of berths is listed below. **The Duty Officer, QM Team, 4 Safety Boat Coxswains & Boats Crew and Boats Officer are compulsory, and will be supplied by Dockland Scout Project. This means the minimum DSP staff will be 10.**

Duty Officer, Quartermasters and Safety Boat Crew	9	
Boats Officer (Accommodated in Boathouse)	1	Minimum DSP staff 10
Water Activity Supervisors and/or Instructors.	8	
Young Persons involved in water activities	36	
Course Leaders/Administrators	3	
Catering Staff	2	

If you are unable to provide your own qualified adult staff to supervise water activities, we may be able to help with this if given sufficient. We should also be able to supply suitably qualified quartermasters if required, to assist your own adult water supervisory staff but please note that you are required to feed any DSP staff and quartermasters at your own expense.

2 HQTS LORD AMORY

Headquarters Training Ship "Lord Amory", a 150 foot /47 metre, ex Dutch Pilot Cutter was built in the late 1930's and has formed the heart of Dockland Scout Project since 1981. The ship operates on four levels, Bridge/Wheelhouse, Upper, Main and Lower decks; with a wide range of facilities as described below.

OVERNIGHT ACCOMMODATION ARRANGEMENTS

There is overnight accommodation on board the "Lord Amory" in two, four and six berth cabins - each with bunks, pillows and personal lockers. The users should bring sleeping bags or duvets for a weekend. Pillowcases are available for your use on request.

In accordance with Scout Association policy - Adults and children or children of different sexes may not share the same cabins. It is the responsibility of the Course Leader to ensure that berthing arrangements fall within these guidelines. If there are exceptional circumstances where you wish to have this rule waived, please discuss this with us.

CATERING FACILITIES

Our Galley, Mess Deck and Food Preparation Area should suit all needs. At your disposal is a large 6-burner gas Cooker, Microwave, 2 Refrigerators, 1 Freezer, Hot Water Urn, Cooking Utensils, Plates, Mugs and Cutlery. You will need to bring items such as tea towels.

If you decide to cater for yourselves, there is a large Asda Supermarket and a Waitrose Supermarket within 5 minutes drive of the base, which are open until at least 2200 hrs on Friday and Saturday. If you do not wish to cater for yourselves we can put you in touch with a professional catering team run by members of the Scout Association.

If you require further information on the catering options please contact us by email to admin@lordamory.org

PERMISSION TO CAMP & MEDICAL INFORMATION

It is the responsibility of the Course Leader to ensure that all relevant Permission to Camp forms containing complete medical information, are obtained from each member of the course. These must be handed to the Duty Officer at the beginning of the weekend.

AGE LIMITS

It is not our normal practice to encourage Cub Scouts or those under the age of 9 years, to be resident on board "*Lord Amory*" overnight. We do, however, recognise that there may be occasions when this could be a problem, so please discuss this with us. We would stress that we encourage Cub Scouts to visit on a daily basis where feasible.

SPECIAL NEEDS

Whilst we will do our best to cater for those with special needs, the structure and layout of the "*Lord Amory*" limits facilities available. We are, however, happy to discuss possibilities with you at the time of booking. There is a shower room and toilet on the shore side for the use of disabled people.

WASHROOM, SHOWER AND TOILET FACILITIES

There are separate toilets, washrooms and showers, all with hot and cold water, for male and female residents and visitors both on the ship and the shore side.

FIRE SAFETY

Fire Safety procedures are followed at all times. We have an automatic smoke and heat detection fire alarm system and all Course Members are advised of evacuation procedures upon their arrival. At least one fire drill will be held on Friday evening.

FIRST AID

There are First Aid facilities on board "*Lord Amory*" to provide primary treatment.

WASHING OF CLOTHING

A washing machine is available if required and a coin operated tumble dryer is situated in the laundry room area. Your own staff must supervise use of these machines.

TELEPHONE FACILITY

All telephones on "Lord Amory" are for DSP business purposes only, but can be made available to course members if required.

SWEET / SOUVENIR SHOP (NUTTY)

Opening of the Nutty is available at the discretion of the DSP Duty Officer with advice from the Course Leader.

WARDROOM (BAR)

A licensed bar is available to DSP Crew and Course Staff and customers aged 18 and over in the evenings.

CONFERENCE /COMMITTEE/ LECTURE ROOMS

A large lecture room (Nelson) on the lower deck is available for a variety of purposes. Other smaller rooms can be provided on request. Television and video equipment including video projector as well as other training aids can also be provided **by prior arrangement**. The Committee Room may be available for use under the permanent supervision of Course Leaders.

CLEANING

You should expect to find 'Lord Amory' and our changing rooms clean and tidy upon your arrival. It is the responsibility of Course Leaders to ensure that everything is left in a clean and tidy state. Cleaning equipment and materials are provided by DSP.

Past experience has shown us that you need to allow at least 2 hours in your programme for cleaning these areas and vacating the ship, as you and your course members will at this stage be feeling extremely tired.

3 THE WATER ACTIVITIES

Water Activities for young people are the core of what the DSP is all about. Our aim is to provide the facilities for a full range of water activities within the safe waters of the West India Dock, under the careful guidance of qualified staff, either your own staff or DSP crew.

TRAINING COURSES AVAILABLE

The DSP is Royal Yachting Association (RYA) recognised and can offer a range of RYA Courses. We also have qualified British Canoe Union (BCU) instructors who can teach a range of BCU qualifications. Within Scouting we can also instruct for the Association's Pulling Certificate up to B3 level.

These courses are separate to the normal Water Activity Weekend

WATER AUTHORISATIONS

The Scout Association POR Rule 42 applies at DSP. The waters within the West India Dock are classified as B1. **Any of your staff that intends to take charge of water activities must hold the relevant Water Authorisation Certificates / Permits, and copies should be provided in advance of your weekend, but at the very least must be presented to the Duty Officer at the start of the weekend. Failure to do this will result in your staff being prevented from supervising water activities and possibly restrict your course members from going afloat.**

ACTIVITY CENTRES (YOUNG PERSONS' SAFETY) ACT 1995 & THE ADVENTURE ACTIVITY LICENSING REGULATIONS 1996

DSP does not, in common with most Scout Groups, Districts and Counties need a licence under the Regulations effective from 1 August 1996. Our exemption is on the basis that our activities as a voluntary association are provided:

- to our members [i.e. all Scout activities are exempt]
- by agreement, for members of another voluntary association e.g. activities run for, or jointly, with Guides are exempt, provided that the agreement has been made in advance
- to voluntary associations providing adventure activities to non-members for public relations purposes or in order to recruit them [NB. in this case, there is a limit to the provision in that no individual may be provided for on more than 3 days in any period of 12 months]
- to young people who are accompanied by their parent(s) / guardian(s) during the activity [e.g. activities offered during Family Camps, Open days or father and son type camps are exempt, whether or not those involved are Scouts].

WATER ACTIVITY INSTRUCTORS AND/OR SUPERVISORS

You will need to establish, at the time of booking, who will be providing qualified staff (as defined in the Scout Association POR) to cover planned water activities. We ask that customers endeavour to provide as many of their own water activity supervisors as you can from those suitably qualified from within their own County / Organisation. Your County or District Water Advisor can help. Water activities should always be led by a suitably qualified adult (over 18 years of age).

We will, if requested, try to find the required water supervisory staff from amongst our qualified volunteer Crew and Quartermasters If you require any qualified Instructors to teach and assess your young people in RYA Sailing level 1, or BCU kayak 1 or 2 star, you will be charged £60.00 per instructor per weekend. These charges are to cover out of pocket expenses as many of our staff travel a considerable distance to provide formal instruction. All certificates and badges (if available) will be charged for as an extra. As a guide for a FULL Water Activity Weekend you will need the following Water supervisors - 3 x canoeing, 3 x sailing. Rowing boats will be supervised by the safety boat and power boat. This can be varied depending on the water activities you require. A suitably qualified adult must be in charge of each activity

- You must remember to include all required DSP staff when assigning berths on "Lord Amory".
- You must allow for required DSP staff in your catering numbers (see Section 1 page 2) You are expected to feed all DSP staff you have requested at your own expense.

WE MUST KNOW YOUR REQUIREMENTS AT LEAST 2 MONTHS BEFORE YOUR BOOKING DATE.

PROGRESSIVE AWARDS

Many of the activities that the young people take part in on a Water Activities Weekend can be counted towards the progressive award schemes of various uniformed organisations. Our staff will, when requested, sign off any items as appropriate, but the responsibility for implementing this rests with the Course Leaders.

BOATING & SAFETY EQUIPMENT

All our boating and safety equipment is maintained to meet the appropriate safety standards - we expect all users to treat such equipment with care and respect.

For a standard package the following would be available to you:

- 6 RS Tera Sailing Dinghies
- 3 RS Vision Sailing Dinghies
- 4 Optimist Sailing Dinghies
- 4 Rowing Dinghies
- 3 Canadian Canoes
- 12 Kayaks

(Pulling boats are available at no extra charge for those with the required qualifications)

There are sufficient life jackets, buoyancy aids, Hard hats, paddles, oars and other equipment to adequately operate the craft. We can vary the above craft but need the request well in advance of the period booked. Details of other craft, which can be supplied, at extra cost, are available.

SAFETY / RESCUE PROCEDURES

A Safety Boat, with a qualified Coxswain and crew, is on the water during water activity sessions. The Safety Boat is always in VHF radio contact with the Duty Watch and the Bridge of "Lord Amory".

CHANGING ROOMS AND SHOWERS

Separate male and female changing rooms, showers and toilets and individual lockers are available during water activity sessions.

USE OF OWN BOATS AND CANOES

We can allow the use of personal non-powered boats and canoes at DSP during Water Activity Weekends BUT please check with us before bringing your craft. The use of personal craft will be at the discretion of the Duty Officer upon inspection, and all of your craft must have a current Scout Association Boat Plate.

SPECIAL NEEDS

The majority of water activities can be made available to those with Special Needs but please discuss this with us at the time of booking.

ADVERSE WEATHER/ WATER CONDITIONS

We cannot control the weather or the condition of the water, and it may be necessary for safety reasons, to modify or amend water activity programmes. The DSP Duty Officer will take any such decisions, after consultation with Water Activity Supervisors and the Course Leader.

You have the choice of drawing up your own programme, although from experience we find most users adopt one similar to our standard programme, which is designed for young people of Scout age (copy enclosed). ***It must be stressed that your own Leaders, who must ensure that the watches are in the right place to change sessions at the correct time, will implement the programme.*** The DSP staff is only there to assist and supervise water activities when required and to ensure the correct usage of DSP equipment.

COURSE DURATION

The Course Programme should be designed to start at 2000hrs on the Friday evening and conclude at approximately 1700hrs on Sunday (Monday in the case of a Bank Holiday Weekend) allowing adequate time for cleaning up (See Section on cleaning on page 4).

APPROVAL OF PROGRAMME BY DSP

You will appreciate that the DSP must approve any programme you decide to draw up. ***A copy of your programme (including staffing details) must be sent to us no later than eight weeks prior to your arrival.***

MENU

During the weekend all those taking part in water activities will be using a lot of energy, especially if the weather is unfavourable. We recommend that all meals are substantial, with generous portions and include plenty of carbohydrate e.g. potatoes, pasta, rice, bread. A sample menu is included for your reference. ***Your caterers should be prepared to provide a supper on the Friday night for DSP crew and Quartermasters, as many of them will have travelled a considerable distance to assist you with your weekend, and may have come straight from work or college.***

NB. Some groups ask each course member to bring a box of small cakes for use at refreshment breaks and supper, which seems to work very well.

COURSE NUMBERS AND DAY VISITORS

Your programme must take into account course numbers and the attendance of day visitors to ensure sufficient supervisory staff.

IF YOU ARE IN ANY DOUBT PLEASE SEEK OUR ADVICE.

DSP 'STANDING ORDERS'

This is a set of Rules, which govern **all activities** at Dockland Scout Project. The DSP Duty Officer will explain the basics behind these rules to the entire course on the evening of your arrival.

SUPERVISION OF COURSE MEMBERS AND RUNNING OF PROGRAMME

With the exception of Water Activity Sessions, ***the Course Leaders are responsible for supervising course members at all times of the day and night***, to ensure compliance with DSP Standing Orders. The Duty Officer and Duty Quartermasters are there to oversee the running of the base and the DSP facilities, and will bring any breach of DSP Standing Orders to the attention of the Course Leader.

EVENING ACTIVITIES

From approximately 2000hrs on Saturday the course members will have free time, ***which must be supervised by the Course Leaders.*** The large Lecture Room (Nelson) is available for such activities as watching a video or having a Disco or other entertainment. We do have a TV and video but all other items must be brought with you. From our experience we find it is advisable for you to provide some form of organised activity during the evening.

COURSE 'WATCH' SYSTEM

For purposes such as water activities, fire safety, cleaning the ship and other procedures, the members of a course should be organised into course watches.

5	MAKING A BOOKING AND WHAT IT COSTS FOR 2010
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BASIC FEE All weekends are based on a minimum of 40 people and do not include catering

Standard Weekend Booking is:

Friday Evening to Sunday Afternoon £1700-00

Bank Holiday (3-day) Weekend:

Friday Evening to Monday Afternoon £2200-00

Easter (4-day) Weekend:

Thursday Evening to Monday Afternoon £2500-00

WATER ACTIVITY DAYS

£17-00 per person up to 90 persons

(Book the whole day for your County, District or Group)

OPEN DAYS 2010

£17-00 per person

Saturdays: 15th May, 13th June & 11th July
Sundays: 14th June, 12th July & 11th October

(To book for an **Open Day** please email admin@lordamory.org)

MAKING AND SECURING YOUR BOOKING

A provisional booking can be made by e-mail or in person. It will be held for **six weeks only** from that date, by which time we must receive the enclosed booking form, with a 25% deposit of the basic fee, **or the booking may be cancelled.**

THE BOOKING FORM

You should note that we consider the booking form as a contract - you are expected to comply with all that is requested in it, so please read these details with care.

PAYMENT OF BASIC FEE BALANCE

The balance payment 75% of the basic fee must be paid EIGHT weeks before your booking arrival date, together with a separate cheque for £100 as cleaning deposit.

BREAKAGES / CLEANING DEPOSIT

We will require a separate, returnable, cheque of **£100.00** as mentioned above, to cover any potential damages and/or special cleaning needs caused by course members. This will only be cashed in the event of necessary expenditure and the balance will be returned to you.

CANCELLATION

If you cancel the booking all fees paid will be retained. If we can later pass your booking onto another customer part (or all) of your fee may be reimbursed.

ADDITIONAL CHARGES

The following items will require an additional payment per head:

Day Visitors (Water Activities) £17.00 per day per person

PRE BOOKING A VISIT TO DSP & “LORD AMORY”

If you wish to look around our facilities you are most welcome to do so. Some of our staff are usually at the base on Wednesday evenings throughout the year. Please contact us beforehand to make the necessary arrangements.

All Cheques should be made payable to "DOCKLAND SCOUT PROJECT"

THE HISTORY OF DOCKLAND SCOUT PROJECT

The Dockland Scout Project has evolved from a distinguished Scouting past; starting on the Training ship *R.R.S. Discovery*, moored on the Embankment near the Temple. This was Capt. Scott's Antarctic expedition vessel, and was used by the Scouts between 1937 and 1979.

When "*Discovery*" was handed over to the Maritime Trust and relocated to Dundee in Scotland, the Dockland Scout Project was formed in a derelict warehouse adjacent to where Canary Wharf currently stands. We had a small fleet of gigs and dinghies, which we brought from the river and started to run weekend courses and provide boating for London Scouts. In 1981 the Project acquired the ex-Dutch pilot cutter – "*Algol*", later renamed the "*Lord Amory*" which was fully renovated and refitted to provide a base for water activity weekends.

In 1991 DSP formally became a Scout District within Greater London Central Scout County. The Project continued to grow with the assistance of the Port of London Authority, and in 1994, with the aid of the London Dockland Development Corporation, the boathouse complex was constructed. The then Chief Scout, Garth Morris along with The LDDC's Chief Executive, Eric Sorenson opened the complex in May 1994. More recently with the assistance of British Waterways the Project has become one of the best volunteer water activity centres in the country.

Our activities reach further than Docklands. Our sister organisation, The Discovery Sailing Project operate three yachts; a 15 berth ex Round the world yacht "*Thermopolye*", a 12 berth yacht, a 47ft Seastream Cutter "*Discovery*" purpose built in 2000 and are based on the south coast along with a 26ft 5 berth Westerley Centaur – "*Bambi*" which offer weekends for groups wishing to experience offshore sailing. Details of these activities are available on request. From office@dsp.org.uk

The DSP has an adult service team known as the "Crew" who are all members of the Scout Association. Our youth and future exists in the form of "Quartermasters" who are aged between 13 and 18. They come from all of the branches of Scouting, land, sea and air, as well as Guides, Sea Cadets, Air Cadets and Sea Rangers and any other uniformed organisations.

Our Crew and Quartermasters have taken part in many National and International events, which include, Tall Ships Races (all over Europe) Operation Deep scan at Loch Ness in 1987 and hosting the European Sea Scout Conference in 1994. We also took part in the VJ Day celebrations on the River Thames in 1995 as well as the British Legion Poppy Day Appeal launches in 1994 and 1996. Recently in 2004 we hosted the launch of "Eurojam" for the National Press and also provided one of the facilities to promote the announcement of the new Chief Scout.

At the end of 2004 following the closure of Greater London Central County we transferred to Greater London North County. We hope this will offer even better opportunities to expand the work we do for young people.

The DSP offers a full range of activities. We run formal training courses in Canoeing (BCU), Dinghy Sailing (RYA), Pulling & Sculling, Powerboats (RYA), and Offshore Sail and Power (RYA). We provide water activity weekends for Groups, Districts or Counties.

We have a full range of equipment for hire to help you with your camps and activities. We also operate midweek and in the summer holiday period as London's only "floating campsite" offering Accommodation to visiting Scouts, Guides, Schools and clubs from all over the world.

Dockland Scout Project

H.Q.T.S. "*Lord Amory*" Dollar Bay, 631 Manchester Road, West India Docks,
London, E14 3NU

Telephone: 020 7363 0323

Email: admin@lordamory.org

Website: <http://www.lordamory.org>

All Bookings and requests for further information should be sent to:

Richard Hart

RYA Centre Principal / District Commissioner

44 Buckhurst Avenue, Carshalton,

Surrey SM5 1PF

020 8395 3465 – Mobile 07850 971531

E-Mail rjhdsp@blueyonder.com or admin@lordamory.org