

# Truman Enterprise Narrowboat Trust

## Pre-trip Information for Group Leaders/Organisers

### “A J Felgate” narrowboat

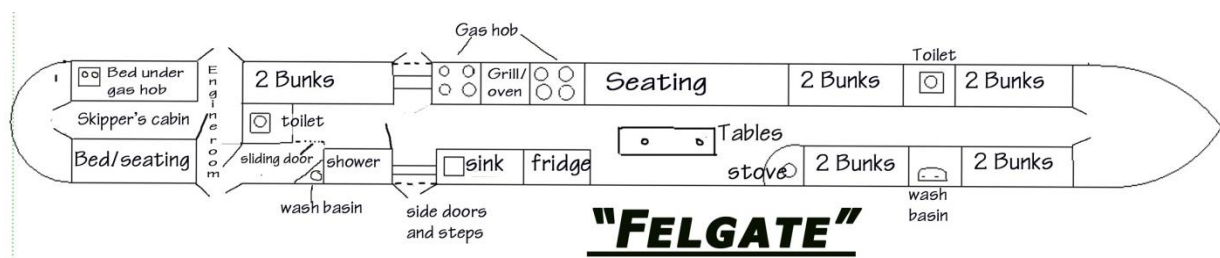


Contact Residential Boat Booking Secretary,  
Peter Davies  
Mobile: 07971 266686  
Email: felgate@truman-enterprise.org.uk

- The boat is available to all Youth & Community groups.
- Income from bookings is used to fund the running costs of the boats and everything possible is done to keep prices down.
- You supply the adult staff to run the trip and supervise the group.
- The Trust supplies an experienced and qualified skipper and crew member.
- The boat is licensed to carry 12 passengers.
- This includes a minimum of two Group Leaders with up to ten young people.
- Bookings can be day trips or overnight trips of various lengths.
- Trips can be energetic or relaxing and could involve accredited training. Discuss your aims with the Residential Boat Booking Secretary and skipper so that your trip is a success.
- Trips usually start from and return to our operating base at Hatherton Marina, near Cannock.
- You are welcome to come and look at the boats. Make arrangements with Trust Manager or Residential Boat Booking Secretary.

## Accommodation

- Cabins of 2, 4 and 8 bunk berths.
- Separate Skipper's cabin for skipper and crew member.
- Shower and two toilets
- Heating
- Excellent fully equipped galley (kitchen) with oven, grill, 8 hobs, and fridge with small ice box.
- Large lounge and dining area.
- A J Felgate layout – (not to scale)



## Insurance

- The Trust holds the following cover:-
  - The boat itself at a stated value,
  - Marine Liability of £1million,
  - Employers Liability of £5million,
  - Public Liability of £10million.

## Booking

- Contact the Residential Boat Booking Secretary or check our website as stated above for available dates.
- Invoice, Booking Form & Conditions will be sent out when dates are agreed.
- Return signed Booking Form with deposit to confirm booking.
- Payment in full is due 28 days before your trip starts.

## Route Planning

- Most trips start from and return to Calf Heath on the Staffordshire and Worcestershire canal.
- Weekend trips may go:
  - North on Staffordshire and Worcestershire Canal towards Great Haywood.
  - South on Staffordshire and Worcestershire Canal towards Kinver.
  - On the Shropshire Union Canal towards Norbury Junction.
- On the Birmingham Canal Navigations to Black Country Museum or Netherton.
- Longer trips may go to Stourport, Chester, Llangollen or London!

## Training

- The Trust is a member of the National Community Boats Association and an Accredited Training Centre delivering crew and skipper training courses. If you wish, group members can start an accredited crew course during a weekend trip although further trips are usually necessary to complete the course.

## Risk Assessments

- The Trust can provide detailed risk assessments for your safety on the boat upon request and also available to download off the website.

## Starting your trip

- At the boatyard you will be met by your skipper and crew.
- The skipper will explain and demonstrate how to get on and off the boat safely and your group will be shown on to the boat for a brief 'guided tour'.
- Then you will be invited to load your possessions onto the boat.
- The skipper will give a full safety briefing before your trip starts.
- Free car parking is available at the boatard. All vehicles are left at owner's risk.
- Map and directions to boatyard are provided: also see the website.
- This is a working boatyard & for your own safety groups must stay alongside the Moored boats.
- Group members must stay in their vehicle until boat staff have spoken to the leaders.

## Returning

- Please leave the boat in a clean condition ready for the next group to use. Please allow time for this in your plans.

## Food & Catering

- It is usual to bring all your food with you as there are no shops near the boatyard.
- On longer trips you can top-up food at supermarkets during the journey.
- Cater for the whole boat including Skipper & crew member, please.
- Involve young people in menu planning, cooking & serving and washing-up rotas.
- If you wish, options for eating out are available on various routes. Please ask our Residential Boats Booking Secretary or your skipper for further information.
- Be aware of our food safety and cleanliness policy as for your responsibilities

DEEP FAT FRYING AND BURNING CANDLES ARE NOT ALLOWED

## We Supply

- All good quality pots and pans.
- All crockery.
- All cutlery.
- First Aid Kit.
- Sleeping mattresses.
- Large library of canal books and magazines.



## What groups should bring

- Tea-towels, hand towel for kitchen, kitchen towels, washing-up liquid, cloths & scourers, toilet rolls, foil, cling film, black bags.
- Torch.
- Table games, football, paper & felt pens, books, diaries.
- Mobile phone for group Leader. There is a car cigarette-lighter-type charging point on board.

### Kit List - Everyone should bring

- Sleeping bag, blanket (optional), pillow, nightwear and slippers.
- Waterproof jacket (cagoul) with hood.
- Trainers or walking/sensible shoes/boots.
- Usual toiletries, comb, tissues, soap & towel, toothbrush & toothpaste.
- At least one change of clothes and layers of warm clothes.
- Gloves, hat & scarf, sun cream & sun hat.
- Torch, notepad & pen.
- Small amount of spending money.
- Personal storage space on board is very limited please be as economical as possible.
- Your space is your bunk!

### What NOT to bring:

- Suitcase - a soft bag is better so that it can be compacted into a smaller space.
- Best clothes.
- Expensive/favourite items.
- Electric items (such as hair dryers and large radios).
- Wellies.

### Group Leaders

- Group leaders are responsible for the supervision of the group at all times.
- One Leader must remain on board when young people are on the boat.
- At locks, a member of the boat staff and a Group Leader share the responsibility of supervising young people off the boat.
- Group leaders are responsible for the group members when the boat is moored up because the boat staff are then off duty.
- Group leaders should have organised evening activities for their group.
- At least one group leader is expected to be First Aid qualified.
- It is recommended that one group leader has a food hygiene certificate

### Skipper and Crew member

- Skipper is responsible for the safe navigation, operation and steering of the boat at all times.
- Skipper will give a safety briefing before the start of the trip.
- Skipper will give a full lock safety briefing before travelling through a lock and will demonstrate safe lock working. The crew member will supervise lock operation.
- Crew member assists skipper in the safe operations of the boat.

### Young People

- Should act upon instructions from boat staff and group leader.
- Should behave responsibly with due regard to their own safety and the safety of everyone on board.
- Are actively encouraged to take part in 'working' the boat by operating locks and 'having a go' at steering the boat under supervision of boat staff.

### Our boat staff will not:

- act as a minder, to enable the adults to go off on their own.
- organise the young people themselves, except for 'boating' purposes.
- do the cooking, washing-up or general cleaning.
- be the primary person to deal with first aid or medical issues.

### Courtesy & Conduct

- Please remember that our inland waterways are a tribute to the people who built them and that they are also used by many other people for pleasure and for trade. Canals pass through beautiful countryside and unspoilt landscapes and they are the homes of many people, animals and birds.
- Be considerate and polite to other canal users.
- Do not leave litter, or be destructive - even in small ways.
- Respect the property of others.
- Avoid noise - especially at night, when sound carries very easily on water.
- Enjoy yourself, but without upsetting the peace and pleasure of others.
- Keep to the tow-path when walking.

### Information our Bookings Secretary and your skipper will need to know

- Name of group.
- Age and number of group members.
- Any special needs.
- Anyone with severe medical conditions (i.e. epilepsy).
- Aims of your trip – what you want to achieve.
- Possible routes.
- Off-boat activities.
- Eating out.
- Arrival and departure time.

**END**