

WEXFORD MARINEWATCH



Rules and Standard Operational Procedures

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Private & Confidential

Wexford MarineWatch

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Information for Volunteers:

The organisation is run in co-operation with all members on a voluntary basis. The eventual plan is to have a fully trained panel of volunteers available to patrol 7-days a week in Wexford Harbour. A current call-out system is in place by using Mobile Phones (when required) and a Rostering system via Email & a private Facebook page.

Rosters are done up on the last week of each month (for the following month) – Volunteers have one week prior to that, to indicate their availability in advance via Email. If no email is received, you will NOT BE ROSTERED FOR DUTY. Primarily, each volunteer will be asked to contribute ONE NIGHT per month to the organisation from their indicated availability. Further additional patrols are optional once approved.

Candidates must be between the ages of 21 years and 60 years old. An age exception over 60 years old is subject to an annual review and medical fitness certificate. Members must be willing to dedicate their efforts to the promotion of Life Saving and Marine Safety at all times and should be prepared to work with all other team members for the benefit of the organisation, by completing all training course required within a reasonable period. Twelve months is considered a reasonable period for this purpose.

All new members wishing to join Wexford MarineWatch must first download and fill in out the application form. The Recruitment Officer is responsible for managing persons wishing to join the team. New members will be subject to an interview to establish suitability, and will be required to complete all relevant paperwork. Garda Vetting is compulsory for all volunteers. All completed paperwork will be processed and stored on file in line with Data Protection regulations.

Successful applicants will enter a probationary period of 12 months and until completion of all required courses. Appraisals will also be held on an ongoing basis to assess volunteer's suitability. This shall be carried out by a senior person as nominated by Management.

New members will be issued with a 'Volunteer handbook', a 'Volunteer Agreement', and a 'Confidentiality Agreement' which they must sign upon joining. Management reserve the right do decline any application and/or to request someone to stand down from duty if they find them unsuitable. The organisation operates a 'Social media policy' which all volunteers must adhere to.

Dress code – Wexford MarineWatch:

Uniforms fall under three main categories:

A – Working Uniform: PFD and High Viz Suit/vest, Torch, First Aid Kit, Throwbag, Radio.

B – Formal Uniform: Black Shoes, White shirt, Navy/black trousers / pants, and embroidered jacket.

C – Casual Uniform : Boots, Black/navy pants. Polo shirt or T-shirt, embroidered Hoodie or Embroidered jacket.

(As the organisation is a charity, only ‘A’ above will be provided –therefore Volunteers are required to source funding for B & C themselves, or through the organisation’s points scheme).

Working uniform-

Members of Wexford MarineWatch are provided with PFD’s (Lifejackets) which must be worn for Health, Safety and operational reasons at all times when on Patrol or responding to incidents. They must also wear branded High-Vis vests/Jackets as provided. The only exceptions will be for training or exercises that are indoors. Drivers of WMW vehicles are exempt from wearing a PFD – but only whilst driving. It should be fitted once they exit the vehicle. Only High Viz clothing provided by Wexford Marinewatch may be worn.

Formal uniform-

There may be occasions, when a dress uniform will be more suitable; (i.e. certain functions, funerals, fundraising events etc.) - this attire would ensure a well-dressed & co-ordinated presence at such functions similar to the dress code of other organizations.

Casual uniform-

Casual uniform can be worn to committee/fundraising meetings/events, training, etc. *Wearing a uniform associates you with our organisation – therefore please behave responsibly when wearing apparel displaying our logo.*

Smoking

Any members that smoke, are asked to try and abstain from smoking while on Patrol if possible - or try to confine it to tea-breaks. This is for your own health, the health of the Public, your team-member and also for other Safety reasons. It can also leave an aroma on your PPE equipment, which someone else will have to wear after you, which you may not notice. Hot ash can also (and has done in the past) damage PFDs/Lifejackets.

Personal Protection Equipment (PPE)

Life jackets:

All Volunteers must wear Life jackets as provided by the organisation AT ALL TIMES while on patrol. The only exception is the Vehicle driver – however he/she must fit it once they exit the vehicle for any reason. Before patrol, be careful that no straps (such as First Aid kit etc.) restrict the PFD from inflating. Buddy-check your partner before patrol.

Lifejackets should be hung neatly in Base in the closed position, and any visual defects reported immediately.

Floataction suits/High Visibility Clothing:

All crew members must wear Floataction or High-Vis branded clothing (or other uniform as instructed) while on patrol or during Training. A PFD must also still be worn over it when patrolling. Suits/pants/vests should be hung back up after use on the CORRECT SIZE HANGAR and ZIPPED UP to prevent them falling off the hangars. This property is expensive, and needs to be used by other people, so please respect it.

Rubber Gloves/First Aid kit:

Disposable gloves are part of your PPE, and are provided in each First Aid Kit – Volunteers should also have disposable gloves close to hand in their pocket for dealing with ANY casualty – even if there is no blood.

Gloves should be disposed of after patrol, even if they are not used. Do not put them back in the box and please DO NOT LEAVE GLOVES IN POCKETS OF HIGH VIS SUITS/VESTS.

Other Equipment

Throw bags

A throwbag must be carried by each pair of Volunteers on patrol. It is a rescue device which consists of a 'rope in a bag' which can be deployed if no ringbuoy is available. Deploying a Throwbag will form part of your training. It is also vital these bags are re-packed correctly after use.

Torches/Searchlights

Each Volunteer should carry a LED Lenser Torch while on patrol, accompanied by a 'plastic red cone'. The Patrol Vehicle should also carry two large Searchlights, available for rapid deployment in the event of an incident.

Radios

A two-way radio/walkie talkie will be provided to each pair of volunteers to communicate back to their controller. On wet nights, waterproof radio bags provided in the Base should be used. Like everything else, these radios are expensive and should be looked after as if they were your own.

Accident / Injury Procedure:

Note: under the Health and Safety welfare Act, Wexford MarineWatch must keep records of all accidents, injuries or incidents for a minimum period of 3 years. The Accident and Injuries book complies with the data protection Act 1998 and all relevant legislation.

All the spaces provided on the Incident report forms must be filled out with as much detail relating to the accident / injury etc., in the spaces provided on the form. Only one form should be used per accident / injury.

Completed Incident Report forms should be given to the Health and Safety officer within Wexford MarineWatch – or left in the Base in the Patrol Letterbox, clearly labelled 'Incident report' with the date. Please also notify the secretary or chairperson with a brief of the incident within 24hrs.

Procedure for Pregnancy:

Should a volunteer become pregnant, she is advised to make senior management aware immediately and discuss her pregnancy with her GP or doctor. The nature of her activities with the team will be discussed, and any safeguards suggested by the doctor / medical staff will be adhered to. The secretary should also be notified of any member becoming pregnant. Every effort will be made to

accommodate personnel during pregnancy. If the volunteer wishes to return after the maternity period, a certificate of fitness must first be provided. The volunteer will also re-enter into a 6-month Probation period until management is satisfied that the person concerned is back up to speed with training & abilities etc. and is not a risk to any other volunteer.

Returning Volunteers

Volunteers who have stood down voluntarily from the organisation and subsequently wish to return, will be assessed by management on a case-by-case basis. Some of the criteria that will be considered are length of absence, reason for absence, previous training experience, previous participation in Marinewatch activities (including training) and previous commitment. The candidate may in certain cases be asked to reapply and undergo the interview process again, to establish their ongoing suitability in the role of volunteer.

In certain cases, where management are satisfied that the persons training is still of a level which would not pose any risk to another volunteer, the volunteer may or may not be allowed to rejoin patrols without additional upskilling.

However, any volunteer who returns after an absence of longer than 3 months, shall in any case undergo a further 6-month Probation period. Management reserves the right to either accept or decline any request to rejoin the organisation.

Grievance and Disciplinary Policies:

Statement of purpose-

Wexford MarineWatch accepts that most problems concerning a member of the organisation or any other member, including any officer of the organisation, can be dealt with satisfactorily between the members concerned during the normal course of their duties. The purpose of the grievance procedure is to provide a framework for dealing with members concerns or complaints regarding the organisation, the work environment, terms and conditions or workplace relationships which have not been or cannot be resolved through the normal working relationship channels.

Disciplinary issues arise when Wexford MarineWatch identifies problems of conduct or performance and its officers seek to address these issues through a well structured procedure.

A more detailed procedure (HSE Publication) on ‘Bullying in the Workplace’ is available at the rear of the Organisations Health & Safety Manual.

Grievance Procedure:

Purpose-

The purpose of this policy is to enable all members of the organisation to raise any concerns or complaints about their working environment, terms and conditions and working relationships with other members and to ensure that they are resolved quickly and satisfactorily.

This policy applies to all members of Wexford MarineWatch.

General principles-

These procedures comply with the general principles of natural justice and fair procedures, which include:

That member’s grievances are fairly examined and processed.

Those members are given the opportunity to avail of the right to be represented by another member of the organisation; and management reserve the right to be represented by no less than two officers of Wexford MarineWatch.

That members have the right to a fair and impartial determination of the issues concerned, taking into account any representations made by, or on behalf of, a member concerned and any other relevant or appropriate evidence, forms or circumstances.

This procedure is meant as a guide only, and ultimately the final decision on any disciplinary action will remain with the management of Marinewatch.

Policy-

It is acknowledged by all parties to this agreement that grievances are best resolved as close to the source of the dispute as possible.

It is recognised however that there are different types of grievances that may need to be handled in different ways depending on the nature of the problem. If alternative procedures have already been agreed to address the grievance (e.g. equal opportunities, sexual harassment, bullying etc), these will be utilised.

It is the duty of both the management team and the individual members to ensure good working relationships and the resolution of personal frictions and matters of conduct. However, there is a role for formal procedure when grievances cannot be resolved through normal working relationships.

Procedure-

Any member who feels that he / she has a grievance in respect of any matter regarding his / her membership shall, in the first instance, raise it informally with the Liaison officer. Most complaints and grievances can be resolved speedily and satisfactorily in this way.

Grievances may be raised to the next level in certain circumstances if that is deemed to be more appropriate.

Where the grievance cannot be resolved informally it will be dealt with under the formal grievance procedure.

The formal grievance procedure requires the member to refer the grievance to the liaison officer at the earliest opportunity, but in any event, within a reasonable time scale. At this stage the grievance should be recorded in writing.

If agreement is not reached by this approach, the procedure provides for the member to refer the grievance to the next highest level by reporting to management at the earliest opportunity.

If agreement cannot be reached through the above stages of the grievance procedure, the issue in dispute may be referred by the member to the chairperson of Wexford MarineWatch Management .

Depending on the seriousness of the issue, a meeting may be arranged with the member and all parties concerned within two weeks. Every effort will be made by both parties to affect a resolution.

Should the parties still fail to resolve the issue, the matter may be dealt with through mediation with a neutral third party, as nominated by management. All parties are required to participate and engage fully in any proposed mediation. Failure to do so may be deemed as obstructing management in affecting a resolution.

Status Quo clause-

During the course of the grievance procedure, the status quo should be maintained and duties within Wexford MarineWatch should continue without interruption. Neither side should take any act of protest of any form during the course of this procedure.

Equal opportunities, harassment and sexual harassment-

Members with grievances in relation to equal opportunities, harassment (including bullying) and/or sexual harassment should in accordance with Wexford Marinewatch policies in this area, seek advice from any of the following:

Team Leader/Supervisor/Liaison Officer
Officer of the Organisation
Chairperson of the Organisation

Given the sensitive nature of what we do, harassment or bullying (verbal or physical) of any description between volunteers is taken very seriously, and will not be tolerated by the organisation. Ultimately it may be considered as gross misconduct and may lead to dismissal.

Volunteers are reminded that their colleague(s) may not necessarily share the same view as you on topical matters – therefore everyone needs to respect the others opinion.

Disciplinary Procedure:

Policy-

At Wexford MarineWatch, it is essential that certain standards of behaviour and performance be maintained to ensure the smooth operation of the organisation and the well being of its members.

This disciplinary procedure outlined below is designed as a guideline to ensure fair treatment for those whose performance within the organisation is below an acceptable level and for those involved in breaches of discipline. In exceptional circumstances, the management of Wexford Marinewatch reserve the right to make certain decisions where someone's behaviour is deemed outside the remit

of this procedure or needs to be dealt with in a different fashion for other reasons not outlined.

Depending upon the seriousness of the matter and the circumstances surrounding it, the disciplinary procedures may be entered into at any of the stages outlined below. In cases of gross misconduct, dismissal may be the first and only step.

In general, particular shortcomings on the part of a volunteer in meeting requirements and standards of the organisation should be initially brought to their attention by the Supervisor (or appointed representative) via an informal conversation accompanied by the offer of assistance towards achieving an improvement. This procedure applies to all members of Wexford MarineWatch.

General principles-

This procedure complies with the general principles of natural justice and fair procedures, which include:

The details of the allegations or complaints put to the member concerned.

The member concerned be given the opportunity to respond fully to any such allegations or complaints within a reasonable timeframe.

The member concerned is given the opportunity to avail of representation by another member of the organisation.

The member concerned has the right to a fair and impartial examination of the issues being investigated, taking into account the allegations or complaints themselves, the response of the member concerned to them, any representations by or on behalf of the member concerned and any other relevant or appropriate evidence, factors or circumstances.

Disciplinary action may include some or any of the following: -

A verbal warning.

A written warning.

A final warning.

Some other form of disciplinary action short of suspension (Eg.restricted duties)

Suspension.

Demotion.

Some other form of disciplinary action short of dismissal.

Dismissal.

Generally the steps in this procedure will be progressive, for example, a verbal warning, a written warning, a final written warning, followed by dismissal. Following a written warning, other appropriate disciplinary action may be considered in individual cases prior to dismissal e.g. suspension. However for more serious offences, a written warning may be issued as a first stage in the procedure and for proven gross misconduct (such as theft or harassment), dismissal without notice may be recommended.

Warnings will cease to have effect following a specified period of satisfactory conduct and should be disregarded for future disciplinary purposes. Here however are occasions where a member's conduct is satisfactory throughout the period that the warning is in force, only to lapse soon thereafter. Where a pattern of such conduct emerges and there is evidence of an undermining of the disciplinary process, the member's previous disciplinary record may be born in mind in determining the length of any future warnings or actions to be taken.

Procedure-

It is the intention of Wexford MarineWatch to endeavour to resolve problems through informal means if possible. To this end, the Management will discuss (or nominate another representative to discuss) any unsatisfactory performance or conduct with the volunteer verbally and inform him / her of the required improvements. If the member concerned continues to fail to achieve the required standards, the disciplinary procedure outlined below can be invoked. Alternatively the member may decide to stand down voluntarily.

Stage 1: Verbal Warning

A verbal warning, which will be issued by the appropriate representative or liaison officer concerned of the standard / conduct he / she is failing to achieve and that repetition could result in further disciplinary action. The verbal warning should be issued at a meeting with the relevant officer where emphasis will be placed on establishing the reasons for the failure to meet required standards and on assisting in the prevention of the recurrence.

A record of the verbal warning should be retained on their file for a period of 6 months. Subject to satisfactory service, the verbal warning will cease to have effect following the expiry of the 6-month period and a note to that effect should be placed on their file.

Stage 2: Written Warning

If the member's performance or conduct remains less than satisfactory in relation to that as agreed at stage 1, or there is a further breach of rules, a meeting may be arranged between the volunteer and the relevant senior officer of Wexford MarineWatch as appropriate. A letter of warning, signed by the relevant senior officer of the organisation should be issued to the volunteer, containing the following information:

Facts surrounding the misconduct or work standards not achieved.

The organisation policy on the rules that were violated or the standards not achieved.

Details of previous meetings.

Statements that the written warning constitutes disciplinary action and failure to achieve the required standards may result in further disciplinary action.

Details of appeals procedure.

A copy of the written warning may be forwarded to the member's representation, where one is appointed and a copy should also be placed on his / her personal file. Subject to satisfactory service, a written warning shall cease to have effect after 9 months and a note to that effect should be placed on file.

Stage 3: Final Written Warning

If there is no improvement in the member's conduct or work performance, a meeting may be arranged between the member and the relevant senior officer of the organisation as appropriate. A final letter of warning, signed by the relevant senior officer of the service should be issued to the member making it clear that his / her membership may be suspended or terminated if there is no improvement in conduct / performance.

A copy of the final written warning should be forwarded to the member's representation, where one is appointed and a copy should also be placed on his / her personal file. Subject to satisfactory service a final written warning will cease to have effect after 15 months and a note to that effect should be placed on file.

If after the final written has been issued, and there is still no improvement or there are further breaches of the rules, the relevant personnel shall prepare a comprehensive report on the facts of the case so that appropriate action can be taken by management.

The grievance and disciplinary procedure for senior officers of the service will be identical to that for all members with a director taking responsibility for invoking the disciplinary action.

Stage 4: Suspension / Demotion / Transfer

If a member's conduct or performance still fails to improve following a final written warning, the appropriate senior officer may invoke a disciplinary action short of dismissal. The senior officer shall act reasonably in all cases when deciding on appropriate disciplinary action.

A period of suspension may arise at the end of an investigation that concludes that the member has been guilty of a breach of the fundamental rules of the organisation amounting to misconduct but not gross misconduct. Similar action may be taken in the case of gross misconduct where there are mitigating circumstances. The procedure for informing a member of the disciplinary action being taken is as outlined above.

Stage 5: Dismissal

If the member's conduct or performance still fails to improve, the final step of the process may be dismissal. The decision to recommend dismissal to the chairperson may be made by the appropriate senior officer of the service. This decision should be confirmed to the member in writing and this letter should also outline to whom any appeal against the decision, should be made.

Any member who is dismissed (or asked to stand down from) the organisation for any reason, must step down immediately and return all property belonging to the organisation and/or bearing its logo. Any remuneration loss for such property should be reimbursed to that person within 7 days upon its return.

Stage 6: Gross Misconduct

Acts of which constitutes gross misconduct are those which in managements opinion, are resulting in a serious breach of the fundamental rules and values - and which may include any of the following:

Theft, fraud and/or deliberate falsification of records.

Physical violence, harassment (sexual or otherwise) or bullying.

Deliberate damage to property.

Deliberate breach of Confidentiality agreement and/or Rules.

Serious insubordination.

Misuse of Wexford MarineWatch service, information, property, logo or name.

Bringing the Wexford MarineWatch name into disrepute.

Serious incapability whilst on duty brought on by alcohol or illegal/recreational drug abuse;

Serious negligence, which has or might cause unacceptable loss damage or injury.

Serious infringement of Health and Safety rules.

Failure to follow direct instructions of a supervisor or Management.

Persistent refusal to take instruction(s) from a Supervisor/Management.

Refusal to attend medical Practitioner on request of management.

Refusal to step down when asked.

Breach of Confidentiality, Volunteer Agreement, or Health & Safety Policy.

This list is not exhaustive and may include other offences. Ultimately the management reserves the right to decide whether an act constitutes Gross misconduct or not.

In cases of gross misconduct, the stages outlined in the disciplinary procedures do not apply and a member may be dismissed without recourse to the previous stages. If there is an allegation of gross misconduct, the member may be suspended pending the outcome of an investigation into the alleged breach of discipline.

In the course of any such investigation, the member concerned has the right to have all allegation(s) brought to his / her attention and he /she also has the right to respond to the allegations. If the investigation upholds a case of gross misconduct, the consequence may be dismissal. The decision to recommend dismissal to the chairperson should be confirmed to the member in writing. A person may be suspended indefinitely pending the outcome of an Investigation, where it is felt their presence may escalate the initial complaint.

Appeals-

All members have the right to appeal against disciplinary action.

An appeal against a verbal warning, written warning or suspension should be made in writing, to the chairperson within 10 working days of the disciplinary action, stating the reasons for the appeal.

The chairperson should arrange a full review of the facts and an investigation to be carried out within 4 weeks, which may include a meeting with the member and officer concerned. Following this review he /she should reply in writing outlining the outcome of the appeal. A copy of this letter may be forwarded to the member's representative.

General -

Probationary Members:

Wexford MarineWatch may extend a volunteers probationary period where it is considered that their performance / conduct is not satisfactory. If during the normal probationary period, a member on probation is considered to be unsuitable, there should be no cessation of membership prior to at least a verbal warning being issued. The member does however reserve the right to agree with the assessment, and step aside voluntarily. However, if they wish to improve, the situation will be constantly reviewed during the probationary period and sufficient training should be provided to enable that the member to reach the standards expected.

If the probationary period is extended, there should be no cessation of membership on the grounds of unsuitability until at least a written warning has been issued. Disciplinary matters in relation to a member on probation should be processed by his / her senior officer.

After 12 months continuous service, membership should not be terminated until at least a written warning has been issued (with the exception of Gross misconduct).

Substance abuse / addiction:

Whilst serious incapability on duty brought on by alcohol, illegal drug abuse or addiction may be considered by Wexford MarineWatch as gross misconduct, the policy of the organisation is to provide support and assistance to members with alcohol and drug related problems and addiction. This support may be provided to a member in confidence on an individual basis – however they should be removed from active service immediately.

If performance or behaviour is still affected, as a result of the member refusing to accept the assistance of the organisation, the disciplinary procedure outlined above may apply. Any member who is deemed under the influence of a substance (whether controlled/prescribed or not) will be sent home.

Criminal charges or convictions outside the organisation:

These are not treated as automatic reasons for dismissal. The main consideration for Wexford MarineWatch will be whether the person or offence is one that could damage the reputation of Wexford Marinewatch or its members, whether the member involved is still suitable for the particular type of work - or is incompatible with the position of a MarineWatch Volunteer. The organisation will consider the seriousness of the offence and how it may affect Marinewatch before determining appropriate disciplinary procedures (if any).

Procedures for Fundraising Events:

A Fundraising Liaison Officer (FLO) shall be appointed by management to manage all fundraising activities on behalf of the organisation. A Garda permit must accompany all public fundraising and collection events - and should be arranged well in advance. This should be done via the FLO, who will arrange the appropriate Garda Permit(s), if and when required.

If a person / persons wish to organise a fundraising event on behalf of Wexford Marinewatch, they must first complete a “fundraising application form” and return it to the FLO for consideration. This does not necessarily mean that the idea will be approved. The organisation has specific methods of fundraising and management will evaluate each suggestion individually based on its merits.

Fundraising without prior consent from Management is not permitted – we are an organisation with a high standing in the local community, therefore have strict rules in the use of our name for financial gain.

Management reserve the right to decline any offer or proposal for fundraising, if they feel it may not be in the best interests of the organisation.

Volunteers are required from time to time to assist with Fundraising efforts of the organisation and it is a prerequisite on the application form.

Meetings/Training:

All members must make every available effort to attend volunteer meetings and training as arranged by the organisation. This is to ensure smooth operation of Patrols and also gives volunteers an opportunity to voice and discuss any concerns they may have with their Liaison Officer. Persistent absence of a volunteer at these meeting/training sessions may have an adverse effect on performance – it is also a huge safety issue if volunteers are not ‘up to speed’ and subsequently may result in them being asked to stand down from the organisation.

Honorary Medical Adviser (HMA):

An Honorary Medical Adviser has been appointed to the organisation, who works in conjunction with the Management Team.

Any volunteer who is deemed unfit for duty, or whose health is a cause for concern to the Team Leader/Supervisor, may be referred to the Medical Adviser for assessment. Volunteers are not permitted to present themselves for

assessment without first being referred by a Team leader/Supervisor.
Refusal to attend upon request of Management may result in the person being removed from service on safety grounds.

Contacting Emergency Services prior to patrol;

Wexford Gardai should be contacted by telephone at the start and end of patrols (053-9165200), along with Irish Coast Guard (01- 6620922).

(Irish Coast Guard is also regularly referred to as MRCC – Marine Rescue Co-ordination Centre).

At start of patrol, telephone both parties and give details of the area the patrol will cover, how many volunteers are on duty and leave your telephone number with them in case they need to contact you.

(Occasionally they may get a call from the public stating there is an incident in the harbour – or they may telephone you to investigate an incident further for them. This happens on a regular basis, so ensure the phone is always on your person).

Make sure to also call them back when finished the patrol at end of night.

INCIDENTS ON PATROL

Procedure if a Team member enters The Water:

Under no circumstances should a Volunteer to enter the water – no matter how good of a swimmer they are. It is expressly forbidden. It is acknowledged however, that accidents do happen and sometimes in a volatile situation one of our members could get pushed in;

In the event of a volunteer or team member entering accidentally or being pushed into the water;

1.) DO NOT PANIC. They are wearing a lifejacket – all they are going to be is annoyed & wet.

Contact the Controller via radio immediately and give exact location.

(The Controller in the vehicle will contact the Coastguard FIRST and then the Gardai, while the Patrol vehicle should then drive the vehicle to the

location of the incident).

- 2.) Deploy your Throwbag or a ringbuoy to your colleague.
- 3.) Keep visual contact with your colleague AT ALL TIMES.
- 4.) If night, illuminate your colleague with your torch & cone and maintain eye-contact no matter what.
- 5.) Never, EVER enter the water yourself – no matter how close, or distressed you or they are.
- 6.) Await for backup from other Team members and Emergency Services.

Critical Incident Stress Management (CISM):

We are all human. Sometimes we may witness an incident which might be hard to deal with or has an impact on our minds. For example, you may have spoken to someone at the Bridge railings for a considerable amount of time before they jumped. Sometimes this can have a considerable effect on someone, and sometimes may not become apparent to you until days afterwards.

CISM is designed to help people deal with their trauma one incident at a time, by allowing them to talk about the incident afterwards in privacy without judgment or criticism.

Marinewatch has its own designated ‘Peer Support officer’ who is trained in this field. He will liaise with volunteers who are deemed to be having any after-effects of an incident, and will then refer them through the proper channels to ensure they get the support they need.

This program is peer-driven and the people giving the treatment may come from all walks of life, but most are first responders or work in the mental health field and are highly trained councillors.

Wexford Marinewatch have also enlisted the professional services of a local Counseling service, to provide further CISM for any of its volunteers who may require it.

All sessions are strictly confidential; the only exception to this is if the person conducting the session determines that the person being helped is a danger to themselves or to others, where it may be necessary to inform another body to ensure that persons ongoing safety.

Our emphasis is always on keeping people safe and returning them quickly to normal levels of functioning life.

Critical Incident Stress Management can take one of the following forms.

1- Demobilization:

Demobilization is a primary stress prevention and intervention technique which occurs immediately after personnel are released from a large-scale incident and before they return to their normal duties or return home.

The demobilization is a de-brief provided in a safe and secure environment, and is out of the view of the public and media.

Demobilization is similar to a defusing but allows the affected personnel to rest and take of immediate physical needs in privacy.

2- Crisis Management briefing (CMB):

Structured groups designed to provide information about the incident, control rumours, educate about symptoms of distress, inform about basic stress management, and identify resources available for continued support if desired.

May have small group applications.

Crisis Management briefing is:

*Not a press conference, Media are not permitted.

*Not psychotherapy

*Not a CISD

*Not a substitute for psychotherapy

*Not a focus group

*Not a solution group for ongoing problems in organizations or communities.

It may be repeated as situations change.

3- Defusing:

Defusing is an intervention that is a shorter, less formal version of a debriefing.

It generally lasts from 30 to 60 minutes, but may go longer and is best conducted within one to four hours after a critical incident.

It is not usually conducted more than 12 hours after the incident. Like a debriefing, it is a confidential and a voluntary opportunity to learn about stress, share reactions to an incident and vent emotions.

The main purpose is to stabilize people affected by the incident so that they can return to their normal routines without unusual or undue stress. Where appropriate, a formal debriefing also be required.

4- Critical Incident Stress Debriefing:

A critical incident is an event that is beyond an individual's normal coping ability. A CISD is an educational group process to support people after a traumatic event. It is a once off meeting to review impressions and reactions of all persons involved, to share experience in an informal but structured way, hopefully reducing long term distressing after effects.

Reactions to a critical incident are normally symptoms experienced by normal people following an abnormal event. These symptoms can temporarily interfere with a person's ability to cope at work or at home. For most people these symptoms will diminish in a few days or weeks. This process can be greatly assisted by a formal CISD and by discussing concerns with trusted family members and friends. Normally 48 hours to 5 days after the event. 1-2 hours in duration. Ideally 1-10 people. CISD in HSE/PHECC is before 72hrs have elapsed.

All persons involved are invited to attend but do not have to speak or stay. The process is confidential and is not an investigation, the secretary will only receive notification of who attended the CISD and any details discussed or follow on treatment is not made available to management.

Attendees can only speak for themselves.

Refreshments will be arranged for afterwards and the ideal location is a private warm room, away from the incident.

The following is a list of suggested coping skills-

DO

Expect the incident to bother you.

Remind yourself that the reactions are normal.

Spend time with family, friends, and other members.

Maintain a balanced diet with minimum caffeine and sugar.

Exercise regularly.

Take time for leisure activities.

Minimise use of alcohol and drugs.

DON'T

Think you are going crazy, or you are the only person being affected.

Bottle up your thoughts, anger or emotions.

Try to resist recurring thoughts or dreams.
Drink alcohol excessively.
Withdraw from family or friends.
Have unrealistic expectations of recovery; it takes time.

Procedures for accessing Counselling Services:

If you find yourself in need of counselling for ANY reason, you should approach the 'Peer Support Officer' of Wexford MarineWatch directly – you are assured of full confidentiality at all times.

Stock And Equipment Checks:

To ensure all equipment is in good working order, Management has appointed an Maintenance officer to carry out regular & monthly equipment checks. The maintenance officer will report and log any defects that are found with any of the equipment to the Board and take it out of service. Monthly logs will be completed and retained.

The maintenance officer shall maintain and service equipment as per the manufacturers recommendations and at intervals proposed by the manufacturer.

Any stock missing or unaccounted for must be reported by the supervisor to management and in turn deducted from the stock sheets which then must be signed off by management. It is the responsibility of the maintenance officer to get damaged equipment replaced or fixed. Purchases shall be authorised by management beforehand.

Accounts / Treasurer:

A treasurer has been appointed by the organisation to maintain the day to day accounts of the organisation and to police its spending. It is the responsibility of the Management Group however, to carry out bi-annual checks on the book of accounts held by the treasurer, including all paperwork held by the Secretary and all stock and monthly checklists etc.

The Treasurer shall give an update of the Accounts at each management meeting. Accounts shall be balanced and audited by an external Accountant at the end of each financial year and statement of affairs issued to the Management

Group for signing off. Once signed off, a copy should be submitted by the Secretary to the Charity Regulator.

Marinewatch Vehicles;

Before departure from secure compound, the supervisor should check the fuel level of the vehicle. If the level is $\frac{1}{2}$ full or less, it is the Drivers responsibility to refuel the vehicle. When purchasing fuel, a FULL TANK should be purchased.

A Topaz fuel-card is provided for this purpose, in the glove-box of each vehicle, which should not be removed under any circumstances. The designated garage is Topaz in Ardavan (just after Audi garage). Receipts should be retained in the envelope with the card in the glove-box.

The Card PIN Number is on a sticker on the respective vehicle's dashboard. Nothing apart from fuel is permitted to be purchased on these cards without prior Permission.

Patrol procedures

The Controller (or supervisor or designated driver as published) will be responsible for collecting the vehicle at the secure yard. The 24hr staff on site will provide the Keys – which must be signed for. The controller should then do an external vehicle check and note any defects.

The designated Meeting area for all Volunteers each night is at the **Marinewatch Base** in Ferrybank – alongside the new Pier. Volunteers should aim to be at base at least 20mins prior to patrol, to allow for dressing up and briefing.

On arrival you must 'check-in' with the Supervisor and make sure he/she logs your attendance. The Patrol log sheet must be filled in completely by the Supervisor. The supervisor will then assign you a partner, including your duty for the night and all details will be written up on the whiteboard. He/She will also brief the crew on Tides, Weather, alertness level etc. before departing on patrol.

Supervisor is responsible for loading the vehicle with rescue equipment, checked off by using the laminated sheet in Base.

The Supervisor should oversee each person does a 'Buddy-check' on their partner to ensure all PPE is fitted correctly, and that all First-Aid kits, Radios, Searchlights etc. are intact, charged and in working order. Any damaged, faulty

or lost equipment must be logged. Pockets checked for pencil & notebook, and sterile gloves taken for patrol (discard after patrol – do NOT leave in vests!). Any incidents during the patrol must be reported, documented and all information should be recorded on the appropriate report sheets, from the notes taken in your notebook. Not taking notes at the time and leaving it until the end of the night can cause important detail to be forgotten or overlooked.

The Controller should call Wexford Garda Station and MRCC and inform them that they are beginning patrol. They should also give details of the number of volunteers out, and the area that will be covered (usually just “Bridge & Quays areas”).

All communications throughout the night must go through the vehicle Controller and all paper work and radio checks filled in accordingly. When the shift is over, call Wexford Garda Station and MRCC again and inform them that you are finished for the night.

Make sure all paperwork is completed fully and left in the correct Letterbox in the Base at the end of the night (just right of the whiteboard). The supervisor should do a de-brief with all Volunteers and make sure no-one has any issues they are taking home with them, particularly if an incident had occurred. Advise the ‘Peer Support Officer’ if necessary (See Appendix I).

Once all equipment has been returned (and accounted for) to the Base, all suits/vests etc. should be zipped up and returned to the correct size hangars. Any searchlights or Radios used should be placed on charge. For safety, all volunteers should leave the Base TOGETHER at the end of the night. Check all Computers, Printers and internal lights are off (outside light is on a timer), and ensure Alarm System is set.

The static location for the vehicle during the night patrol is opposite the Stores Nightclub . Please see Appendix II for further specific details. If leaving the vehicle, ensure vehicle is locked and secure when unattended and LIGHTS ARE OFF. (Jump-leads are provided in rear of both vehicles in case of a flat battery).

No less than 2 crew members are permitted on a foot patrol – i.e no member is EVER permitted to patrol on their own, for safety & insurance purposes. Members must wear safety clothing/equipment issued and should patrol on foot from the Ferrybank side of the Bridge, as far as the Talbot Hotel. Any member who refuses to wear safety clothing issued, will not be allowed patrol.

Each team (pair) should carry:

- 1.) Throwbag,
- 2.) Flashlight & Cone,
- 3.) Radio,
- 4.) First Aid Kit

‘Radio Callsigns’ will be:

“**Marinewatch One**” (for the 1st foot team)

“**Marinewatch Two**” (for the 2nd foot team) - if applicable

“**Marinewatch Three**”.... Etc.

(The callsign for the controller/Vehicle will be “**Marinewatch Control**”)

The allocated operational radio channel for patrols will be Channel 1.

Only ONE radio should be taken per team of two – the remainder are spares.
PLEASE REMEMBER RADIOS ARE NOT WATERPROOF! KEEP DRY
AND ALWAYS USE THE AQUAPACS IF RAINING.

Each Team will be assigned a radio at the start of patrol and will be required to sign for it – any damage to the radio during the night will be that person’s responsibility.

While on Foot patrol, check all the lifebuoys along the quay and on the Bridge, twice throughout the night – plus report any missing or damaged buoys immediately. Advise the Controller each time a check is completed.

Radio Checks

All communications must go through the Vehicle controller and ‘Ops normal’ checks given every 15mins. If the controller has not called you in 15mins, YOU should call THEM. **Once the Controller has acknowledged all the teams locations, the CONTROLLER should also give THEIR location.**

It is each Teams responsibility to ensure their equipment is working, radio on correct channel (ch.1) and First-Aid kit fully stocked etc. before departing. ‘Green security seals’ on the zips indicate the bag is fully stocked. If a seal is missing, the bag should be taken out of service and the Secretary notified.

Patrol vehicle;

This will generally remain stationary on the Quayfront (See appendix II).

The Patrol vehicle is there for back up if needed at any time over the shift and will respond immediately to any team member(s) requiring assistance or any

incident. Extra equipment can be brought on scene in the Patrol vehicle if needed (such as additional searchlights, spare radio etc).

Driving the Patrol Vehicle(s):

In order to drive the Patrol vehicle you must be over 25 and hold a current full clean driving licence. **Only certain Members may operate the Patrol vehicle once they have obtained permission from the Management Group and are Insured. A copy of their licence is also required.**

The driver/supervisor is wholly responsible for the vehicle on the night.

The speed limit must be obeyed at all times including when responding to an incident. The amber Emergency lights/Strobes & Siren (if fitted) may ONLY be used while attending to an **emergency or serious incident** – or for safety reasons where the vehicle needs to be parked in a dangerous position temporarily (such as replacing Lifebuoys on the bridge) - however all normal traffic rules and regulations apply, including speeding & Red lights. **Non-emergency use of flashing lights will result in disciplinary procedures as per the code of conduct.**

No approved driver should EVER permit another volunteer to drive the vehicle (regardless of if they have a full licence or not) unless they are on the 'Approved list of drivers' that the Team leader/Supervisor has.

It is the drivers responsibility to maintain the cleanliness of the Patrol vehicle after every use. Leave it as you would like to find it, check door pockets, floors, and **remove all rubbish, coffee cups etc. after your shift.**

Rules & Regulations

1.) Volunteers must obey their Supervisors at all times and respect the chain of command.

2.) While on Patrol, Volunteers must ensure their own safety, that of their partner, that of their team, and FINALLY that of the casualty – and **in that order.**

3.) Volunteers should avoid coming into physical contact with a casualty – unless they require immediate First-Aid and consent has been given (or deemed to have been given) by the casualty.

4.) Volunteers must remain alert at all times and be aware of their surroundings, including vulnerable locations where people may attempt to self-harm themselves or enter the water.

5.) Volunteers must report any potential incident to the Controller immediately via radio, before approaching. Exact location should also be given. This is for your own safety and enables fast backup if needed.

6.) Volunteers are requested not to smoke in front of the Public and try to confine smoking to refreshment breaks. Also ensure all butts are disposed of appropriately.

7.) All volunteers must wear Personal Protective Equipment (PPE) as supplied by Wexford MarineWatch while on duty. Failure to do so will result in not being allowed to Patrol. Only clothing issued/approved by Marinewatch is allowed to be worn while on Patrol.

8.) Whilst on patrol, each volunteer must respect the equipment that has been issued to them, report any defects immediately to their Supervisor and also ensure its safe return afterwards.

Two-way Radios must be kept dry and kept in Aquapacs as provided, when raining.

9.) Volunteers not rostered for Duty are NOT allowed to join a patrol and are requested not to be in the vicinity during a patrol, as this can lead to distractions, as well as Insurance complications.

10.) All Volunteers must act professional and in a responsible manner at all times when on duty. This also applies when off-duty wearing 'branded casual wear' carrying the organisations logo; it is important that your actions do not bring the organisation into disrepute. Only clothing approved by Marinewatch is allowed to carry the organisations Logo.

11.) Volunteers must take responsibility and find their OWN REPLACEMENT if unable to patrol. Any 'swapping shifts' etc. MUST be notified in advance by Email. Anyone not rostered for duty, IS NOT permitted to patrol without prior permission from Management.

12.) If any volunteer encounters an issue or difficulty in working with another individual for whatever reason, it is imperative this is brought to the attention of

the supervisor or Liaison Officer immediately and put in writing (confidentially if necessary) – we need to work as a TEAM – for both YOUR safety and ours.

13.) UNDER NO CIRCUMSTANCES are Volunteers permitted to speak to the Media. All enquiries **MUST** be channelled through the Management. No details of ANY incident should be divulged to anyone. What looks like an innocent ‘genuinely concerned’ member of the public can often turn out to be a reporter. Casualty confidentiality must also be maintained **AT ALL TIMES** and no details of ANY incident should be spoken about outside of the organisation.

Procedure for working with Lifeboat:

When working in conjunction with RNLi Lifeboat during an incident, all volunteers involved **MUST** obey the following rules and procedures;

- Never ever shine a searchlight towards the Boat crew.
- Fit the red Flare to top of torch and point at casualty at a 45-degree angle. If you lose visual eye contact with the casualty, switch OFF your torch.
- Spread out teams as much as possible – the more Cones used from different locations, gives the lifeboat a much better chance of pin-pointing the casualty via triangulation.
- Listen carefully to the radio at all times – the Lifeboat may request the Controller (via marine radio) to instruct you to do a specific task.
- The Controller must listen carefully to the Marine radio and respond to any instructions from the Lifeboat crew.

The ‘Callsign’ for the controller will be “**MARINEWATCH CONTROL**”.

Equipment Failure

From time to time, equipment failure can happen to anything. Wexford Marinewatch does its best to minimise down-time as much as possible, by having spares. Spare Radios, First-Aid Kits, Throwbags, Ringbuoys and Searchlights are all kept in the rear of the Rescue vehicle. These are the responsibility of the Controller and should not be given out unless needed.

Any faulty/damaged equipment must first be clearly logged on the necessary sheet, with the Volunteers name, time, date and fault recorded. The volunteer should also sign this sheet.

Vehicle Failure

For Health & Safety reasons, management will have the vehicle serviced at regular intervals as specified by the manufacturer.

However for reasons beyond anyone's control, vehicles can still fail from time to time. In the event of vehicle failure, the Controller should ensure the vehicle is firstly moved to a safe location, and not a danger to other traffic.

A Manager should then be notified by mobile telephone. The Manager will advise of the procedure from there-on-in; if Marinewatch have an on-call mechanic, he may be contacted – or the Manager may decide to arrange to have the vehicle towed.

He will also arrange collection of the personnel (if required).

Serious Incidents

Casualty in the water;

1.) Call the 'Emergency word' **RELAX, RELAX, RELAX** (x3 times) over the radio, followed by info on what you have just seen and the EXACT LOCATION. Include any additional details, speaking slowly and clearly. Controller will advise other team members via radio to proceed immediately. Controller will also dial 999 and notify Coast Guard, followed by the Gardai.

2.) Supervisor should return to Patrol vehicle, activate emergency lights and proceed to the location safely in vehicle whilst obeying the rules of road enroute. The vehicle should be stopped at the **EXACT LOCATION OF THE INCIDENT** and emergency lights left flashing (with engine running). This will be a marker for the RNLI Lifeboat, as the place to begin their search, without having contact with you. Make sure headlights are dipped, so as not to blind other traffic or lifeboat.

3.) Volunteers who witnessed the casualty enter the water should maintain eye contact and hold up their Red Cone/torch in the direction of the person. If you lose sight of casualty, switch off your cone immediately.

4.) Supervisors partner should at this point call MRCC again and update them

further via telephone. Make sure Ch16 on Marine radio is selected, as RNLI may call you once on the water.

5.) If you have to stop the vehicle in a dangerous location or in a live lane of traffic, be very careful on exiting the vehicle. Activate the hazard warning lights and the flashing roof beacon lights – this will also act as a location marker for the Gardai & RNLI who are responding. Dip your headlights.

6.) Shout at the casualty and reassure them that everything will be ok and help is on the way.

If the casualty has NOT entered the water but is on the railings, approach without Flashing lights and stop vehicle SHORT of the casualty. Introduce yourself by name, and ask them for theirs. Apply any SafeTalk/QPR training you have received. Try to keep the casualty calm until Gardai arrive, by reassuring them everything will be ok and they are with people who care etc. Whichever team member is dealing with the casualty, their radio should be handed over to their colleague – who should keep the controller updated regularly.

Volunteers should not ‘crowd’ a casualty. At MOST, only two persons should be with them – one to speak with them, and one a small distance away (out of casualty earshot) to update the remainder of the team via radio. If it looks like there is a high probability of the person entering the water, other teams should use this time sensibly and locate themselves somewhere in the harbour where they will have a good vantage point – also well spread out, to enable cone triangulation for the Lifeboat.

We do not recommend coming into physical contact with casualties – however every circumstance is different and it is a personal judgement call if felt safe to do so. Our priority is that none of our volunteers get injured or pulled in by the casualty.

7.) Hand the casualty over to the Gardai once you are satisfied they are ready. If necessary, get your colleague to ask the Gardai to stand off for a few moments. Get casualty’s and Gardai’s name for our records if possible. Continue to assure the casualty everything will be OK, until they have left the scene.

8.) Take notes of times, names etc. in your notebook – or complete incident report form and write any additional details on rear if necessary.

9.) All volunteers should meet for a few minutes immediately afterwards to De-

brief, prior to continuing on patrol. Another De-brief should be held at the end of the night. If there is anyone (or even if you suspect someone) is having difficulty in dealing with what happened, the Support Officer Philip Creane should be contacted in confidence on 087-6139832 without delay.

Unrelated incidents

Wexford Marinewatch have a very strict protocol as to what the organisation get involved in and what we don't.

We DO NOT get involved in the aftermath of Pub Brawls or fights, regardless of where these happen, or the severity of the injuries sustained. First Aid is a minor part of our remit and should be reserved for use on 'Marine' related incidents only, if & when required. We only provide cover on the Quayfront, Marina, Bridge and immediate areas – and only to Marine-related incidents where possible. If someone has sustained serious injuries from an unrelated incident, this is beyond our First Aid training anyway – therefore an Ambulance should be called.

There is huge safety and insurance issues for our volunteers to get involved in anything that does not come under the remit of 'MARINE SAFETY' – therefore volunteers are not permitted to intervene in any incidents outside of this remit. In doing so, could result in one or more volunteers getting injured – and may also result in the member(s) facing a disciplinary inquiry.

If a volunteer feels someone is badly injured and needs urgent attention, the CONTROLLER should be contacted via radio and asked to summon the Emergency Services (e.g: Ambulance). That in itself is sufficient responsibility for providing a 'Duty of Care' towards that person.

Any further involvement will only divert attention from our primary remit, which is **Suicide Prevention** - and could possibly result in a marine-related incident going undetected by volunteers being distracted - which would in turn bring extremely bad media attention to the organisation.

Horseplay / Vandalism

Volunteers are not the 'Harbour Police' and are not responsible for anyone interfering or trespassing on Trawlers etc. in the Harbour, no matter how dangerous it may look. Whilst such incidents should be kept under 'observation at a good distance' purely to ensure no-one falls into the water, no other interaction should take place. Instead, if vandalism is clearly being done, the Gardai should be notified by the Controller.

Occasionally someone will think it is a great idea to take a swim in the harbour whilst intoxicated. If someone is in the water (whether in distress or not), The COAST GUARD should be contacted **FIRST** – followed by the Gardai. The Foot patrol should then make their way as close as possible to the person and offer assistance and throwbag etc. Such incidents should be logged and recorded in the incident log.

As much detail as possible should be obtained about the person, such as name, age, address etc., with the help of the Gardai. This will enable us to pursue the individual for damages, should some of our rescue equipment be wasted or damaged during their foolish behaviour.

It also means we have a record of it, if they ever attempt it again.

Team Safety.

The importance of Team Safety cannot be stressed enough. Wexford Marinewatch operates a policy of rules and procedures, not to annoy or impede volunteers, but rather to ensure their safety and that of their colleagues.

Teams should always remain in contact with each other by radio every 15mins. Volunteers must remain alert and aware of their surroundings and any possible danger that may be close by. This includes groups or gangs of youths. A High-Visibility jacket can sometimes act as a 'magnet' for unsociable behaviour so we must give it a wide berth where possible. Volunteers are not permitted to enter into confrontation with anyone, and should just walk away- and summon Garda assistance if necessary.

During winter (and/or under the cover of darkness), the last two Lifebuoys past the Talbot Hotel are 'out of bounds' and DO NOT form part of our patrol route OR checklist, due to Antisocial activities. No Volunteer is permitted past the Talbot Hotel during these periods under any circumstances, regardless of whether they deem it safe or not.

Tea Breaks:

Volunteers are afforded a 30 minute tea break during their patrol. This break should also be used as an opportunity to visit the bathroom.

Complimentary Tea/Coffee is provided by both the Talbot Hotel & Riverbank Hotels each night. The Supervisor will decide on break times, depending on how busy it is. Teams patrolling the Quayfront should refresh at the Talbot, whilst the team on the Bridge should refresh at the Riverbank.

PLEASE NOTE:

The primary area of concern to Wexford Marinewatch is Wexford BRIDGE. It is imperative that we have a foot patrol on the bridge at all times – this includes during tea breaks. If the team patrolling the Bridge are due to go for refreshments in the Riverbank, they should not leave until the other team has taken up position on the Bridge.

When the supervisor departs for a tea break, the keys of the vehicle and the marine radio should be handed over to the Bridge patrol until he/she returns. This will allow volunteers access Searchlights & Defibrillator in an emergency.

Radios should be LEFT ON at all times during tea breaks, in case you are needed.

APPENDIX I

List of Officers

(Phone numbers Confidential and not to be shared)

Fundraising Officer	Trish Byrne	086-2349959
Health and Safety Officer	John Maher	087-8114089
Recruitment Officer	Jackie Currid	086-1550402
Liaison Officer	Eilish Culleton	086-3923969
Training Officer	Martin Creane	086-8930264
Chairman/Director	Frank Flanagan	087-7602828
PRO	George Lawlor	086-8164128
Honary Medical Advisor	Dr. Stephen Bowe	(on request)
Peer Support officer	Philip Creane	087-6139832
Equipment Officer	George Lett	087-2463313
Secretary	Conor Barry	087-1366684
Vetting Officer	Garda Neil Murphy	053-9165200
Treasurer	Gwendoline Gaddren	087-6833953
Roster Scheduling	Lorraine Fox	087-7694448

APPENDIX II

Positioning of vehicle(s) during Patrols.

The following guidelines should be adhered to regarding the vehicle location; (Non-negotiable).

1.) Two-Person Patrol - DRY night;

The vehicle should reside on Quayfront opposite Centenary Stores.

The foot-patrol should patrol primarily on the Bridge and the top-end of the Quayfront (rather than concentrating on the Marina arm or towards Tourist office). Our priority is the Bridge.

2.) Two-Person Patrol - WET night;

The vehicle should reside on Quayfront opposite Centenary Stores for the duration of patrol. If the rain stops and the occupants wish to walk, please apply (1.) above.

3.) Four+ Person Patrol – DRY night;

The vehicle should reside on Quayfront opposite Centenary Stores. One foot patrol should patrol Wexford Bridge, and the second team down the Quay & Marina arm, down as far as the Talbot Hotel.

4.) Four+ Person Patrol – WET night;

The vehicle should reside on Quayfront opposite Centenary Stores with visual on Wexford Quays.

The second crew should use their own vehicle (which will already be parked in Ferrybank anyway) alongside the pier on the Ferrybank side, with a visual on the Bridge.

Please be aware that the ***BRIDGE*** is our primary area of concern – if we are short volunteers, or other teams are on their tea-break, the bridge needs to be given priority. **WE SHOULD HAVE AT LEAST TWO VOLUNTEERS ON THE BRIDGE AT ALL TIMES.** The Supervisor should not authorise tea-breaks until the relief crew has reached the Bridge first.

APPENDIX III

Wexford Marinewatch Apparel 'Points Scheme'

Volunteers can accumulate the following points by:

Nightly Patrols:	1 point per 1 hours duty.
Official Functions (Stalls, Funerals, Launches etc.);	1 point per 1 hours attendance.
Fundraising Events:	2 points per 1 hours attendance.
Social Functions / Other required attendances	(Set No. of points – will vary, dependant on duration & importance etc.).

Items of Apparel will be provided free of charge to Volunteers once they reach the points required for each particular item. There is a ceiling of 127 Points per volunteer.

Points will be deducted from each Volunteers running total as they claim apparel.

Clothing obtainable:	Points required:
Marinewatch Baseball Hat	10
Marinewatch Beaney Hat	12
Volunteer Polo Shirt	15
Volunteer Hoodie	25
Volunteer Jacket	55
I.D Armband pouch	10

Every Volunteer will begin on a ZERO BALANCE from joining.

The nightly Patrol log will be used to record people's attendance – therefore it is important all names are entered clearly and are legible.

Social activities where Volunteers are 'invited' to attend but not necessarily 'requested' to attend, do not incur points (such as social nights).

It is no longer possible for volunteers to 'purchase' apparel – it must be earned.

An 'Apparel Order Form' needs to be filled out for all orders.

This is available in the base and should be placed in Chairman's box once completed. There are various lead-times for each piece of clothing but sometimes can be up to 3 weeks.

Only apparel approved by the Management Group may carry the Organisations Logo or crest – therefore it is unacceptable for someone to get their own clothing branded without prior permission.

APPENDIX IV

CONSTITUTION OF WEXFORD MARINEWATCH:

1. **Name**

The name of the Body is Wexford Marinewatch.

2. **Main Object**

The main object for which the Body is established (the “Main Object”) is to provide a Suicide Prevention and Intervention service in the Harbour & Quay areas of Wexford Town.

3. **Subsidiary Objects**

As objects incidental and ancillary to the attainment of the Main Object, the Body shall have the following subsidiary objects:

- 1.) To enhance Water Safety in the Wexford Harbour area by maintaining life-saving equipment present in the area while on patrol.
- 2.) To promote where possible the aims of the Organisation to influence the well being of the community at large.

4. **Powers**

The Body shall have the following powers which are exclusively subsidiary and ancillary to the Main Object and which powers may only be exercised in promoting the Main Object. Any income generated by the exercise of these powers is to be applied to the promotion of the Main Object:

- 4.1 To solicit and procure and to accept and receive any donation of property of any nature and any devise, legacy or annuity, subscription, gift, contribution or fund, including by means of payroll giving or other similar arrangements, and including (but so as not to restrict the generality of the foregoing) the holding of lotteries in accordance with the law for the purpose of promoting the Main Object.
- 4.2 To establish and support any charitable association or institution, trust or fund, and to subscribe or guarantee money for any

charitable purpose which the Body shall consider calculated to promote its Main Object.

- 4.3 To make application on behalf of the Body to any authority, whether governmental, local, philanthropic or otherwise, for financial funding of any kind.
- 4.4 To acquire, hold, sell, manage, lease, mortgage, exchange or dispose of and to develop and deal with all or any part of the property of the Body.
- 4.5 To borrow and raise money in such manner as may be considered expedient, and for the purpose of securing any debt or other obligation of the Body to mortgage or charge all or any part of the property of the Body, present or future.
- 4.6 To invest any moneys of the Body not immediately required for the use in connection with its Main Object and to place any such moneys on deposit; prior permission to be obtained from the Revenue Commissioners where the Body intends to accumulate funds over a period in excess of two years for any purposes.
- 4.7 To open one or more bank accounts and to draw, accept, make, endorse, discount, execute, issue and negotiate bills of exchange, promissory notes, bills of lading, warrants, debentures and other negotiable or transferable instruments.
- 4.8 Subject to clause 5, to employ such staff, and on such terms, as are necessary or desirable for the proper promotion of the Main Object.
- 4.9 To grant pensions, gratuities, allowances or charitable aid to any person who may have served the Body as an employee, or to the wives, husbands, children or other dependents of such person provided that such pensions, gratuities, allowances or charitable aid shall be no more than that provided by a pension scheme covered by Part 30 of the Taxes Consolidation Act 1997 and provided that such pension scheme has been operated by the Body and the beneficiary of the pensions, gratuities, allowances or charitable aid, or their spouse or parent, has been a member of the pension scheme while employed by the Body; and to make payments towards insurance and to form and contribute to provident and benefit funds for the benefit of any persons employed by the Body and to subscribe or guarantee money for charitable objects.

- 4.10 To insure any or all of the Executive Members against personal liability incurred in respect of any act or omission which is or is alleged to be a breach of trust or breach of duty, provided he or she acted in good faith and in the performance of his or her functions as charity trustee (as defined in the Charities Act, 2009).
- 4.11 To do all such other lawful things as the Body may think incidental and conducive to the foregoing Main Object.

5. Income and Property

- 5.1 The income and property of the Body shall be applied solely towards the promotion of Main Object(s) as set forth in these Rules. No portion of the Body's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to members of the Body.
- 5.2 No Executive Member shall be appointed to any office of the Body paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the Body. However, nothing shall prevent any payment in good faith by the Body of:
- (a) reasonable and proper remuneration to any member or servant of the Body (not being an Executive Member) for any services rendered to the Body;
 - (b) interest at a rate not exceeding 1% above the Euro Interbank Offered Rate (Euribor) per annum on money lent by Executive Members or other members of the Body to the Body;
 - (c) reasonable and proper rent for premises demised and let by any member of the Body (including any Executive Member) to the Body;
 - (d) reasonable and proper out-of-pocket expenses incurred by any Executive Member in connection with their attendance to any matter affecting the Body;
 - (e) fees, remuneration or other benefit in money or money's worth to any company of which an Executive Member may be a member holding not more than one hundredth part of the issued capital of such company.

- (f) Nothing shall prevent any payment by the Body to a person pursuant to an agreement entered into in compliance with section 89 of the Charities Act, 2009 (as for the time being amended, extended or replaced).

6. **Additions, alterations or amendments**

The Body must ensure that the Charities Regulator has a copy of its most recent Rules. If it is proposed to make an amendment to the Rules of the Body which requires the prior approval of the Charities Regulator, advance notice in writing of the proposed changes must be given to the Charities Regulator for approval, and the amendment shall not take effect until such approval is received.

7. **Winding Up**

If upon the winding up or dissolution of the Body there remains, after satisfaction of all debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of the Body. Instead, such property shall be given or transferred to some other charitable institution or institutions having main objects similar to the main objects of the Body. The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of their income and property among their members to an extent at least as great as is imposed on the Body under or by virtue of Clause 5 hereof. Members of the Body shall select the relevant institution or institutions at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then the property shall be given or transferred to some charitable object with the agreement of the Charities Regulator. Final accounts will be prepared and submitted that will include a section that identifies and values any assets transferred along with the details of the recipients and the terms of the transfer.

8. **Members**

The members of the Body shall be such persons that the Executive shall from time to time admit to membership and shall sign a written consent to become a member.

9. **Rights of Members**

Membership of the Body is not transferable and shall cease:-

- (a) on the member's death or bankruptcy;

- (b) if the member resigns by serving notice in writing to the Executive at the Body's principal place of business.
- (c) if the member is convicted of any impropriety or brings the body into disrepute.

10. **General Meetings**

- 10.1 The Body shall hold a general meeting in every calendar year as its annual general meeting at such time and place as may be determined by the Executive and shall specify the meeting as such in the notices calling it provided that every annual general meeting except the first shall be held not more than fifteen months after the holding of the last preceding annual general meeting. The business of the annual general meeting shall include: (a) consideration of the annual accounts; (b) consideration of the annual report; (c) the election and re-election of board Members where applicable.
- 10.2 All general meetings other than annual general meetings shall be known as extraordinary general meetings.
- 10.3 The Executive may convene an extraordinary general meeting. If, at any time, there are not sufficient Executive Members capable of acting to form a quorum of Executive Members, any Executive Member may convene an extraordinary general meeting.
- 10.4 The quorum for general meetings shall be six board Members of the Body.
- 10.5 At every general meeting of the Body, if the chairperson is not available, the Executive Members present shall elect one of their number to be chairperson of the meeting.
- 10.6 If at any meeting no Executive Member is willing to act as chairperson or if no Executive Member is present within 15 minutes after the time appointed for holding the meeting, the members of the Body present shall choose one of their number to be chairperson of the meeting.
- 10.7 The chairperson may, with the consent of any meeting at which a quorum is present and shall if so directed by the meeting, adjourn the meeting from time to time and from place to place. However, no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the

adjournment took place. When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of an original meeting but, subject to that, it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

10.8 Where there is an equality of votes the chairperson of the meeting shall be entitled to a second or casting vote.

11. **Matters Reserved to the General Meeting**

None of the following matters may be brought into effect unless the same shall have been approved at a general meeting of the Body:-

- (a) to appoint a new trustee of the Body pursuant to Rule 18;
- (b) to change the name of the Body.
- (c) to appoint a new board Members or to the committee of the Executive.
- (d) to incur borrowings in excess of €10,000.

12. **Notice of General Meetings**

12.1 A meeting of the Body, other than an adjourned meeting, shall be called:

- (a) in the case of the annual general meeting, by not less than 14 days' notice;
- (b) in the case of an extraordinary general meeting, by not less than 7 days' notice.

12.2 Where notice of a meeting is given by posting it by ordinary prepaid post to the registered address of a member, the notice shall be deemed to have been given on the expiration of 24 hours following posting.

12.3 In determining whether the correct period of notice has been given by a notice of a meeting, neither the day on which the notice is served nor the day of the meeting for which it is given shall be counted.

12.4 The notice of a meeting shall specify the place, date and time of the meeting and the general nature of the business to be transacted at the meeting.

12.5 The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any member shall not invalidate the proceedings at the meeting.

13. **Votes of Members**

Where a matter is being decided, every member present in person shall have one vote, but so that no individual member shall have more than one vote.

14. **The Executive (Charity Trustees)**

14.1 The number of the Executive Members shall be not less than three (3) and unless and until determined by the Body in general meeting, not more than fourteen (14). The first Executive Members shall be:

XXXXXXXX XXXXXXXXXXXX XXXXXXXX

14.2 No remuneration shall be payable to any of the Executive Members in respect of his/her services as Executive Member or on any committee of the Executive. The Executive Members may be paid all travelling, hotel and other expenses properly incurred by them in attending and returning from meetings of the Executive or any committee of the Executive or general meetings of the Body or otherwise in connection with the business of the Body on production of valid receipts – within 30 days of incurring the expenses.

14.3 The business of the Body shall be managed by the Executive, who may exercise all such powers of the Body as are not by these Rules required to be exercised by the Body in general meeting, subject nevertheless to the provisions of these Rules and to such directions as the Body in general meeting may give. No such direction given by the Body in general meeting shall invalidate any prior act of the Executive which would have been valid if that direction had not been given.

14.4 All cheques and other negotiable instruments and all receipts for moneys paid to the Body shall be signed, endorsed or otherwise executed by such person or persons and in such manner as the Executive shall from time to time by resolution determine.

14.5 The Body shall keep minutes:-

(a) of the names of the Executive Members present at each meeting of the Executive and of any committee/board of the Executive;

(b) of all resolutions and proceedings at all meetings of the Body and, of the Executive Members and of committee/board of the Executive.

14.6 The office of Executive Member shall be vacated if an Executive Member ceases to be qualified for the position of charity trustee under section 55 of the Charities Act, 2009.

15. Rotation of Executive Members / committee of Executive

15.1 Due to the serious life saving nature of what the organisation does and the vital need for input by Emergency Service members on the Executive committee, rotation of certain Executive and committee members is not practical. If a member of an emergency service retires from office (Eg: Fire Service), the Executive will do its utmost to ensure that they are replaced by another representative from the Fire Service to the same position on the Executive or board. In this instance, clause 14.6 shall also apply.

15.2 Two positions on the committee of the Executive shall be re-elected each year, at the annual general meeting.

15.3 Any retiring member of the committee will not be eligible for re-election for a minimum of 12 months.

15.4 The committee may remove any Executive Member before the expiry of his/her period of office.

15.5 The Executive may at any time appoint any person to be an Executive Member, either to fill a casual vacancy or as an addition to the existing Executive Members, but so that the total number of Executive Members shall not at any time exceed the number, if any, provided for in these Rules.

16. Proceedings of the Executive

- 16.1 The Executive may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit. Questions arising at any meeting shall be decided by a majority of votes. In case of equality of votes the chairperson shall have a second or casting vote.
- 16.2 The quorum for meetings of the Executive may be fixed by the Executive and, unless so fixed, shall be two (2).
- 16.3 If their number is reduced below the necessary quorum, the continuing Executive Member(s) may act for the purpose of increasing the number of Executive Members to that number or of summoning a general meeting of the Body, but for no other purpose.
- 16.4 If at any meeting the chairperson is not present within 15 minutes after the time appointed for holding it, the Executive Members present may choose one of their number to be chairperson of the meeting.
- 16.5 The Executive may delegate any of its powers to committees consisting of such member or members of the Executive and such other persons as they think fit, and any committee so formed shall, in the exercise of the powers so delegated, conform to any regulations imposed on it by the Executive.
- 16.6 The Executive may appoint the chairperson of any committee; if no such chairperson is elected, or if at any meeting of a committee the chairperson is not present within fifteen minutes after the time appointed for holding it, the members of the committee present may choose one of their number to be chairperson of the meeting.
- 16.7 A committee may meet and adjourn as it thinks fit. Questions arising at any meeting of a committee shall be determined by a majority of votes of the members of the committee present, and when there is an equality of votes, the chairperson shall have a second or casting vote.

17. Notices

A notice may be given by the Body to any member either personally or by sending it by post or email to the member at his or her registered address or email address (or, if not so registered, then to the address or

email address of the member last known to the Body).

18. Trustees for the purpose of holding property of the Body

The property of the Body shall be vested in and held by the Trustees for the time being of the Body upon trust for the Body as beneficial owner, to be dealt with at all times as and only as the Executive Committee may, in accordance with the main objects, direct. The Trustees shall, at the request of the Executive Committee and at the cost of the Body as beneficial owner, transfer or convey the trust property to such persons, at such times and in such manner as the Executive Committee shall direct. The Trustees shall be indemnified out of the assets of the Body against present and future liabilities, actions, proceedings, claims, demands, duties and taxes and all other costs and expenses whatsoever in respect of the trust property. The Trustees shall not be required to incur any expenditure in respect of the trust property unless and until money shall have been provided by the Executive Committee for that purpose. The number of the Trustees shall be not less than three. The Body in general meeting shall have the power of appointing new Trustees.

19. Affiliations

The Body shall remain independent and in no way affiliate itself to any other group or organisation, politically or otherwise. Temporary affiliations may be permitted at the discretion of the Executive, solely for the purposes of fundraising; however written consent must be obtained from the Executive first.

20. Compliance

The Executive shall ensure the Body's compliance with all legislation required by it to achieve its Main Objective, within the law – including the Charities Act 2009.

Signed: Date.....
Chairperson

Signed: Date.....
Secretary

Signed: Date.....
Treasurer