

**Barton  
Turf  
Adventure  
Centre**





## **Barton Turf Adventure Centre:**

Barton Broad, on the River Ant, is the second largest of the Norfolk Broads. The area of the Broad and the surrounding reed beds, marshes and swamp woodland (Alder Carr) is a National Nature Reserve. Not only is it a wonderful place for sailing but it is also due to its importance for wildlife, a site of special scientific interest.

Barton Turf Adventure Centre (previously known as the 'Hertfordshire Schools Sailing Base') is situated at the north end of the broad. The family-run centre specialises in fully-catered "Camp and Sail" courses for schools and groups, with accommodation in tents with camp beds, access to the classroom/common room, toilets, showers etc.

Normally, BTAC instructors will manage activities during the day and group leaders will arrange and supervise evening activities and the night.

The range of activities offered is a mix of watersports, environmental studies and team building. Groups will be able to mix and match activities when booking to suit their own requirements. All activity packages are designed to fit with the National Curriculum covering not only educational targets but also personal, social and team development of pupils.

### **BTAC aims:**

- To ensure that people young and old have an opportunity to participate in outdoor activities especially Watersports;
- To encourage people to appreciate the special character of the Norfolk Broads;
- To encourage people to follow a lifestyle that includes active participation in sport and recreation especially watersports activities;
- To encourage people to achieve their personal goals at whatever level within outdoor sporting and educational Activities.

### **Contact Us:**

**Barton Turf Adventure Centre,**  
Staithe Road, Barton Turf Norwich NR12 8AZ  
Telephone: 01692 536411

E-mail: [bookings@btac-services.co.uk](mailto:bookings@btac-services.co.uk)

In association with



**Barton  
Turf  
Adventure  
Centre**



# Barton Turf Adventure Centre



## Welcome

Barton Turf Adventure Centre (previously known as the 'Hertfordshire Schools Sailing Base') is situated at the north end of Barton Broad, and is ideally situated for watersports and environmental studies. The Centre specialises in “Camp and Sail” courses for schools, families and youth groups, with accommodation in tents with beds, fully catered, and use of the classroom/common room, toilets, showers etc.

## Who are we?

We are a family run business with an enthusiasm for sailing and outdoor activities, who run the site under contract to Hertfordshire County Council. Many of our team learnt to sail as youngsters and have been doing so ever since. This has given each of us a long-term dedication and passion for outdoor activities, particularly sailing, as well as many years experience both as participants and instructors. We are committed to giving others the opportunity to participate in outdoor and adventurous activities so that they may get the same enjoyment and satisfaction that we still do.

All of our activity instructors are fully qualified by the appropriate National Governing Body in the activities they teach; in addition all have first aid qualifications. Our core staff also have many years experience teaching both children and adults.

## At the Centre we aim...

- To ensure that people young and old have an opportunity to participate in outdoor activities especially watersports;
- To encourage people to follow a lifestyle that includes active participation in sport and recreation especially watersports activities;
- To encourage people to achieve their personal goals at whatever level within outdoor sporting and educational activities.
- To encourage people to appreciate the special character of the Norfolk Broads;

## Barton Broad

Barton Broad, on the River Ant, is the second largest of the Norfolk Broads. The area of the Broad and the surrounding reed beds, marshes and swamp woodland (Alder carr) is a National Nature Reserve. Not only is it a wonderful place for sailing, but is also, due to its importance for wildlife, a Site of Special Scientific Interest.



## Activities and courses on offer

All activity packages and programmes of study are planned to meet the needs of an individual group. The programme is usually arranged in half-day sessions.

### How does it work?

Normally, BTAC Instructors manage activities during the day and group leaders arrange and supervise evening activities and the night. Groups of any size are able, when booking, to mix and match activities including watersports, environmental studies and team building to suit their own requirements. All school activity packages are designed specifically for your group and to fit with the National Curriculum covering not only educational targets but also personal, social and team development of pupils.



We are happy to advise you about your particular requirements or supply any further information you may require..

### Dinghy Sailing

This is the principal activity at the centre. With courses and sessions tailored to the requirements of your group, be they young people or adults, from beginners or more advanced sailors, everyone is able to participate and extend their sailing skills using the Centre's sailing dinghies. Sessions can be arranged by the half day to fit in with other activities, by the day or run over several days to suit your requirements.

### Youth Beginner and Intermediate courses (ages 8 16 yrs)

Aimed at our younger sailors, the beginner level courses range from a single three-hour 'come and try' session to a five-day course. The Intermediate level is for those who have completed a five-day beginner course. Both levels will combine some teaching ashore with practice sessions afloat involving fun, games and exercises to perfect the skills using our smaller dinghies with one or two young people in each boat supervised by an instructor.

Teenagers (ages 11 16 yrs) visiting the centre follow the same format of courses to the younger sailors however, they can use the widest range of the Centre's dinghies, sailing either with one or two in the small boats to develop helming skills and confidence, or as a team of three or four in our larger boats enabling them to perfect their helming, crewing and teamwork skills.

Individuals can work towards nationally recognised qualifications from the Royal Yachting Association (RYA) and National Schools Sailing Association (NSSA).

### Individual Adult Beginner and intermediate Courses (age 16 yrs +)

We also offer courses for individuals as multiple weekend and evening sessions as well as block courses during the school holidays. More details and dates are available separately; please contact the BTAC office directly or see the website [www.btac-services.co.uk](http://www.btac-services.co.uk).



## Advanced Sailing Courses

These courses are suitable for those with at least a couple of seasons sailing experience, and who are looking to improve their skills. Course options include Performance Sailing, Sailing with Spinnakers and Introduction to Racing.

## Centre Equipment

At Barton Turf Adventure Centre, youngsters learn to sail in a range of single and double handed dinghies suitable to their age, size and confidence.



### Smaller Dinghies:

1 or 2 children per boat, 1 Instructor (in a powerboat) per 8 young people

- 5 x Oppies suitable for 8 to 12 years old
- 6 x Toppers suitable for 10 years +
- 4 x Topaz suitable for 10 years +

### Larger Dinghies

For groups of 3 or 4 young people per boat with or without an Instructor onboard

- 6 x Coypus suitable for 8 years + (depending on wind conditions)
- 6 x Wayfarers suitable for 10 years + (depending on wind conditions)
- 1 x Norfolk Oyster suitable for up to 6 children with an instructor onboard or for up to 4 competent adults.

## Safety

Safety is our highest priority at the Centre. Safety boats are in attendance during all watersports sessions.

All water users must be confident in water, and should preferably be able to swim 25 metres clothed. An approved personal buoyancy aid (provided by the Centre) must be worn at all times when on or near the water. Swimming is not encouraged. Participants should bring clothing suitable for the activity and prevailing weather conditions and appropriate footwear that does not matter if it gets wet. (Jeans or Wellington boots are not suitable). We recommend that you also bring a wind/waterproof top and trousers as well.

In the interests of safety, Leaders must notify the centre staff of any medical/physical condition of any of the group (e.g. asthma, allergies, epilepsy, behavioural issues etc), also of any non-swimmers who wish to participate in water activities.

## Provision for Instructors

The Centre's boats are usually booked for use with one of our Instructors, but if appropriate qualifications are held they can be booked for use by your own staff/instructor. Applications for use with your own instructors **MUST** be accompanied by evidence of their qualifications.

Instructors can teach up to 9 pupils at a time depending on the boats being used.. Should additional Instructors be required for your group then they can be booked at a cost of £60 per half-day or part thereof.



## Improvised Raft Building

Raft building combines educational and developmental team work ashore using minimal equipment to build a raft, followed by fun on the water. Sessions usually follow the theme of teams racing their newly built craft or with teams rescuing a stranded team mate from a “sinking ship” out on the water. As you can imagine it's lots of fun and extremely rewarding.

Personal buoyancy aids and helmets must be worn at all time, please note participants will get wet during this activity.

This is usually run in a half-day session with 1 instructor per 12 children.

Suitability: 8 years + with extra Adult help ashore, generally more suitable for 11 years +, the ability to swim 25m is strongly recommended for all taking part in this activity. Non-swimmers must be confident in water when wearing a buoyancy aid and out of their depth.



## Orienteering

Orienteering offers a taste of independence to children within the rural grounds of the centre. We can take you from following directions from one visual point to the next to reading a map and using the compass. This, linked with the use of ordnance survey maps, can be used to meet both PE and Geography programmes of study. Challenges are set to perfect each skill as it is learnt and to develop teamwork and co-operation. The activity is then extended by racing against the clock.

Plenty of fun combined with the learning of new skills and friendly competition makes for a great session. Orienteering can be run as a half-day session or an evening activity with 30 children to 1 centre instructor. The groups own adults will be required to assist in monitoring the area if children are under 13 years old.

## Archery

BTAC has a two-target archery range and can introduce children (and adults) to the skill in groups of six (or 12 if someone is available to supervise children who are not actually shooting).

## Evening activities

Because the day does not stop at tea time we have a number of activities that groups can do in the evening. Some are run as a planned session by our staff, while others can be run by a group's own staff.

### Sports

Grass volleyball, football, etc can be run as a planned BTAC session or run by group staff. Rounders bats, skipping ropes, tennis balls and rackets etc are available for groups to use under their own staff.

### Bat or Bird walks

Evening walk led by one of our staff around the site, stopping at the bird hides to see birds or, at dusk, bats.



## Short Course Orienteering

10 point orienteering around the site in pairs or teams using a map and compass to find their way around. Against the clock, winner takes all.

## Parachute games

Whole group activity promoting team spirit, cooperation and fun.

## Campfire

A summer time favourite, campfire songs, toasting marshmallows, the chance to chill out and chat around the camp fire

## Wide games

A variety of team and challenge games suitable for different ages

## Environment linked studies

Environmental education is one of the main cross-curricular themes recognised by the Department of Education. Barton Turf is located in a superb area with the Broad, marshland, woodland, ponds, dykes, and farming land near by offering extensive opportunities for Environmental studies, Science, English, History, Art and Geography modules/courses for all key stages.



The Educational nature reserve at Barton Turf has been managed since the 1970's with the intention that it should be of use to visiting school groups to

- a) Demonstrate the characteristics of some Broadland habitats and their position in a successional sequence.
- b) Provide opportunities for controlled field studies both plants and animals
- c) Indicate the importance of nature conservation in the broad land and some of the methods of management involved, both currently and in the past.

Today the reserve is also part of the Ant Valley Site of Special Scientific Interest. Within the marshland we have superb facilities for pond dipping with two sampling platforms, and the classroom is equipped with microscopes, magnifying glasses, sample dishes, nets, Magni jars, and pooters. We also have bird hides and plenty of wildlife to study including bats.

Students can partake in projects such as weather monitoring, ecosystems and foodwebs, plant and wildlife identification and monitoring, landscape painting and close botanical drawing and many more.

If your group would be interested in participating in any environmental linked sessions either run by your own staff or lead by us please contact us to discuss the options available.

## Accommodation and facilities

The Centre has a 600 sq.ft common room/classroom, which also serves as a dining room. There are facilities for games, lectures or relaxing. In the same block are the washing, showers, and toilet facilities, the kitchen, and a laundry room that can be used for drying small amounts of wet clothes. (The laundry is not heated)



Sleeping accommodation is in eleven sturdy tents adjacent to the Centre building. Each tent is pitched over a hard (concrete) base, and can sleep up to four people on sprung beds with mattresses. We provide blankets but individuals will need to bring their own sleeping bag, pillows and linen. Groups of 30 children plus accompanying staff are regularly accommodated at Barton Turf, and will usually, unless informed otherwise, have exclusive use of the Centre.

BTAC will be happy to work out accommodation arrangements with group leaders prior to arrival. We expect children to be in separate tents from adults, and male and female children separated (unless they are part of a family unit and accompanied by a parent).

You will need our prior agreement to bring and pitch your own tents or caravans on site, as a temporary site licence may be required.

### Catering

Normally, BTAC staff undertake the catering, and the cost is included in the general accommodation prices. Self-catering using our fully equipped kitchen with utensils, gas stove, refrigerator and store/larder may be available at some points of the season (usually only the beginning and end). If you require this option please ask about availability when you make your booking. Visitors using the kitchen will need to hold an IPHH Certificate or equivalent qualification.

Full BTAC catering will include a cooked breakfast, buffet/sandwich style lunch, snack tea and a cooked evening meal. Hot and cold drinks facilities are available throughout the day. We will need to know in advance of any food allergies or other (religious, cultural, etc) dietary requirements.

As part of our social development ethos, all group members are encouraged to have some responsibility for the site during their stay, and are asked to participate in keeping the site and accommodation clean and tidy, and to assist in minor domestic duties e.g. laying the table, serving food and washing up.



### Rules

There are inevitably some rules that we expect everyone to obey. We have a strict “no smoking” policy that applies to the whole site, in the buildings and tents, and in the boats. Anyone intoxicated, or bringing alcohol on site for consumption by persons under 18 years old may be asked to leave. Anyone bringing in or using illegal drugs, including cannabis, will be banned, and will also reported to the police. Dogs are not allowed on site without prior permission, nor may they be taken into the nature reserve. Vehicles may only be parked in the allocated area. There are a few more, but nothing that will not make for a happier time for everybody.

Group Leaders should please keep children from wandering aimlessly off-site. There are no shops located in the village and the nearest pub is three miles away. Barton Turf is a small and quiet village, and noise from the site is an ever-present concern. Please ensure that the site is quiet from 10.30pm to 8am each night.



## **Bookings (see our terms and conditions for full details)**

BTAC bookings usually start and finish on a Monday or a Friday, and priority will be given to groups booking for seven days, and then to those booking for five days (especially during June and July). Bookings may be made from September the previous year (earlier for Hertfordshire County Council-maintained schools), and will generally be handled on a first come, first served, basis. Every effort will be made to offer you your preferred dates.

## **Payment**

Provisional bookings may be made by phone or email but will not be confirmed until a non-returnable deposit is received:- one-day visits: £30; weekends: £60; five or seven day week: £100 or 10% of the estimated cost whichever is the greater. The balance is due three months prior to your visit, or as on our invoice. You are strongly advised to take out your own insurance against cancellation of your visit.

## **Cancellation**

If you have to cancel please advise us as soon as possible as we may be able to offer your slot to another group. If you cancel within four weeks prior to your visit, the full fee remains due and is not refundable.

We reserve the right to cancel your booking due to staff sickness, weather, or other circumstances beyond our control. If we are unable to honour your booking, and cannot offer you an acceptable alternative date, we will refund all payments. We accept no liability for any consequential losses.

Late bookings will be taken, subject to availability. Do not presume that the whole summer is taken by week-long bookings, as the centre will often be available (e.g. weekends) for shorter visits and varieties of activities.

## **Insurance**

BTAC has third party liability insurance. Leaders are strongly advised to take out third party liability cover for themselves and to consider personal accident insurance for their group prior to any activity. This is usually a simple process through a global policy. The Centre accepts no liability for the loss/damage to personal property, including money.

## **Additional costs**

Additional costs for a group coming to BTAC will include transport, food (if self-catering), holiday insurance, and extra boat fuel and activity charges depending on individual group activities. We also ask for a returnable security deposit of £200 per group to cover minor damage.

## **Group Leaders' responsibilities**

We expect leaders and other adults to provide good role models for their group, and to assist in the care and efficient use of our site and equipment. Please encourage the young people in your group to keep the site and accommodation clean and tidy, and to assist in minor domestic duties e.g. washing up, during your stay. This helps keep down prices, and is part of our social development ethos.

Group Leaders are responsible for their group, including safety, pastoral care, behaviour and compliance with BTAC rules and conditions. For self-run activities, they must also ensure that their own helpers are suitably trained and qualified to NGB standards, and present in the appropriate ratios. We will require to see evidence of qualifications at the time of booking. Supervision of sailing must be by an RYA Senior Instructor. We may withdraw use of our boats, including safety boats, if we consider conditions or the management of craft to be unsafe.

# Terms and Conditions

1. Barton Turf Adventure Centre is referred to in this document as 'BTAC'. A 'Booking' refers to a request by a group or individual to hire the campsite, accommodation or activity facilities at BTAC. A booking may also include activities undertaken with our partner suppliers whilst at BTAC. The 'Group Leader' refers to the individual with whom BTAC deals with in relation to a booking. BTAC will regard the Group Leader as having final responsibility for all matters relating to a booking, including payment of fees. 'The Duty Manager' refers to the BTAC staff member having responsibility for the running of the site at any particular moment. Note: The name of the current Duty Manager is displayed outside the BTAC Office on site. In this document, the masculine includes the feminine and the neuter and vice versa; the singular includes the plural and vice versa.
2. A booking for a camp, accommodation, day visit and/or activity at BTAC can be reserved for four weeks by phone, fax or email. The booking form and deposit must be received within this period for the booking to be confirmed. A receipt confirming the booking will be sent to the Group Leader.
3. All prices exclude VAT at the current rate. Where applicable, VAT at the current rate will be added to fees. (As at January 2014, BTAC is not required to charge VAT)
4. The deposit specified (usually 10% but may be more) must accompany all bookings. The deposit is not refundable.
5. The final payment for a booking must be made 90 days before the visit starts unless arrangements for delayed payment have been made in advance between BTAC and the Group Leader. In such cases, the final payment for a booking must be made by the date agreed.
6. Payments may be made by cash, by cheque or by direct bank transfer. All cheques should be made payable to 'BTAC Services Ltd' and crossed 'Account Payee only'. We regret that debit and credit cards cannot be accepted. Receipts will be issued for all payments in respect of bookings. Any cheques returned not cleared by our bankers will be subject to a £25.00 handling charge. To make payments by direct bank transfer please ask for details.
7. Failure to comply with our payment terms may result in your booking being cancelled and the Group Leader being liable for the total cost. Any alterations in numbers or activities just before or on the day of the visit will be added to the total and a final invoice will be issued to you before the end of your visit. This is payable by the end of your visit.
8. Cancellations must be made in writing to BTAC. The acknowledgement sent by BTAC will state the effective date of the cancellation. In the event of a cancellation by you the following charges will apply:

More than 90 days before commencement date	Loss of deposit
From 90 to 28 days before commencement date	50% of total cost
28 or fewer days before commencement date	100% of total cost
9. The percentages listed above refer to the total cost of the booking. However, the deposit will be forfeited in full even if it should be more than the subsequent total due. Note: You are advised to arrange your own insurance to cover cancellation.
10. BTAC reserves the right to cancel, alter, or delay any camp, course, accommodation or activity where forced to do so by circumstances beyond our control, such as serious illness, staff shortage, severe weather or any other circumstances which would subject BTAC or any of its employees or any of its participants to danger. If we are unable to honour your booking, and cannot offer you an acceptable alternative date, we will refund all payments. We accept no liability for any consequential losses.
11. BTAC reserves the right to send away from a camp or activity any person who in their judgement is found to be unmanageable or a danger to the safety or enjoyment of others. In this event no refund will be given. Any costs and responsibility involved in removing the participant must be borne by the group.
12. BTAC reserves the right to refuse to admit to any camp or activity any individual who in their judgement has in the past been found to be unmanageable or a danger to the safety or enjoyment of others. We accept no liability for any consequential losses by the group or individual.
13. Participants must be physically fit to take part in camps and activities at BTAC and free from any illness or conditions that may render the camp or activity hazardous to them or to others. Group Leaders must notify BTAC of any medical/physical condition of any of the group (e.g. asthma, allergies, epilepsy, behavioural issues etc) four weeks in advance of the visit.
14. Participants in water-based activities must be confident in water, and should be able to swim 25 metres fully clothed. It is the responsibility of the Group Leader to ensure that only those who comply with this rule participate in water activities, and to advise BTAC of any poor swimmers who propose to participate in water activities.
15. Other activities may require the wearing of safety equipment, such as helmets or buoyancy aids. Where such equipment is specified by BTAC, participants must wear it at all times during the activity. Certain activities are only suitable for specific age groups and these age restrictions must be adhered to. BTAC accepts no responsibility when groups fail to adhere to these rules.
16. Some activities are potentially dangerous if not skilfully managed. Safety must therefore be paramount and all participants must accept that the decision of the activity instructor is final and must at all times be accepted by the participants. BTAC will accept no liability for problems arising from failure to accept and/or respond to the authority and instructions of the instructor.
17. BTAC may take photographs, videos, or other media records of participants for training, site security or other purposes without any request being made to the featured parties. Any such material may later be used by BTAC for marketing or advertising purposes without any payment or compensation being offered and without any further request being made to the featured parties, who will not be individually identified.
18. No Liability is accepted for:
  - Loss of or damage to any personal property belonging to or travelling with the members of any group. For example watches, jewellery, cameras or clothing
  - Losses or additional expenses due to delays or changes in travel services, sickness, quarantine, weather, strikes, riots, acts of terrorism, war or any other cause.
  - Personal injury or death of any participants however caused unless by proven negligence of BTAC.
19. In the event of any damages caused by participants to property or equipment in use by BTAC, except by fair wear and tear, the group will be charged the full replacement cost. Any damages must be reported to a member of BTAC staff immediately.
20. The Group Leader is completely responsible for their group, including safety, pastoral care, behaviour and compliance with BTAC rules and conditions. They must also ensure that their own helpers are suitably trained or qualified and present in the appropriate ratios for self-run activities. We may withdraw use of any of our equipment if we consider it or the conditions to be unsafe.
21. It is the responsibility of the Group Leader to ensure that all areas (including buildings tents and campsites) used by their group are left in a clean and tidy condition at the end of a visit.
22. All information given in any literature produced by or on behalf of BTAC is correct at the time of going to press. It is given in good faith and is intended as a guide to accommodation, camping and activity facilities available and may be altered without notice to suit differing seasonal or other conditions.
23. If you have any complaint during your booking, please notify the Duty Manager. We will do our utmost to find a speedy and satisfactory solution. In the event that you are not satisfied with the solution please complain in writing to Managing Director within 14 days of the end of your booking.
24. For the comfort, health and safety of all concerned, smoking is forbidden throughout the BTAC site and on the boats and canoes.
25. NO alcohol may be consumed during any activities. Alcohol may be consumed during leisure time by persons over the age of eighteen only. Under NO circumstances will anyone under the influence of alcohol be permitted to participate in any activity organised by BTAC.
26. Dogs and other animals must not be brought on site without prior agreement with BTAC.
27. BTAC reserves the right to modify these standard Terms and Conditions without notice.





E-mail: [bookings@btac-services.co.uk](mailto:bookings@btac-services.co.uk)  
Telephone: 01692 536411  
Barton Turf Adventure Centre,  
Staithe Road, Barton Turf  
Norwich NR12 8AZ

