

# Headlines



## Maritime Volunteer Service

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March 06

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## MVS Medicals

As you know we have two medical forms to be completed by members. MVS Medical Form 1 is completed by every member on joining and is a self-assessment so that Heads of Unit are aware of any medical condition that may affect the member's ability to carry out some MVS activities. The primary consideration is always the safety of the member and of his or her colleagues. All medical information is confidential.

MVS Medical Form 2 is for Deck and Engineering watch keepers and above and is based upon the old RYA/MCA Boatmaster Medical. Members training for watch keeper must also pass this medical.

Both forms have been reviewed by our National Medical Adviser – Dr Nigel Garbutt LLM MB BS DROG.– and a revised Medical Form 1 will be distributed via RVOs shortly. Members are requested to pass the completed new form to their HoU as soon as possible. MVS Medical Form 1 is to be completed every 5 years until age 65 and then every 2 years. Failure to complete the forms accurately and as requested may invalidate the member's insurance protection.

MVS Medical Form 2 is replaced with immediate effect by the Maritime & Coastguard Agency (MCA) medical report form ML5 which can be down-loaded from the MCA website [www.mcga.gov.uk](http://www.mcga.gov.uk) Form ML5 must be completed by a General Practitioner (GP) who will require a fee. ML5 forms are valid for 5 years until age 65 and then must be retaken every year. Members whose ML5 medical has expired will not be allowed to go afloat as watch-keepers or above.

HoUs are to check valid and appropriate medical forms for their members and notify the MVS Registrar accordingly together with each form's expiry date. Every year RVOs and HoUs will be advised of their members' medical forms that are due for renewal over the following twelve months.

For confidential advice about a medical condition and MVS activities, please contact Dr. Garbutt via your HoU.

### New Members Database

Alison Leach is working hard to get the new database ready for our next financial year. Please return your corrected, personal data sheet to your HoU and make sure that he/she sends it – with your digital photo – to Alison asap.

With over 400 forms and photos to process, this year is a major set up task but we hope to get all the new membership cards out to Units during April. Next year should be easier??

If you have any queries about the data or members please hang on to them until May when more time will be available to process them.

### Gift Aid

The claims will be processed in late April so please send details of Unit subscriptions, gifts etc to HQ asap.

### 2005/6 Unit Accounts

A copy of every Unit's 2005/6 accounts MUST be sent to HQ by 31<sup>st</sup> May 2006 following each Unit's AGM.

A preferred format will be issued shortly.

### Fuel Tax Rebates

Two Units have so far sent in their claims but a single claim will be submitted for the MVS as a whole so please extract digits.

### Training

The new training manuals are being prepared and will be released as soon as possible.

Meanwhile, Units are requested to continue using the existing materials and available local RYA courses.

### RYA Accreditation

Units wishing to deliver any of the one-day RYA courses must contact HQ for an approval form issued by Training Standards. Details of the RYA Instructors within the Unit will be required.

### RYA Instructors

Members wishing to become RYA Instructors for the MVS must first obtain approval from their RVO where a key criterion will be practical experience rather than paper qualifications.

On successful completion of the relevant RYA Instructor's course, the member will submit an MVS Expense Claim, s.

### Health & Safety

If any Unit – or Region – has started preparing H&S documentation for MVS activities, please send a copy to HQ for onward transmission to our National Adviser.

**Branch Name Change**

Comments from within the MVS and elsewhere confirm that the title "Shore Support" does not reflect the duties and importance of the branch so a more descriptive title is required. CoM has discussed "Operations", "Operational Support", "Port Operations" and others. Each has its disadvantages but "Operations" appears to have the least.

Please give some thought to this and e-mail your ideas to HQ so that the matter can be decided at the April CoM.

**Local Intelligence**

If you spot any suspicious activity, vehicle or craft, report the date time and nature of the incident or object to the confidential Crimestoppers free phone 0800 555 111. Calls can be anonymous or you can give your name and organisation (MVS).

DO NOT attempt to investigate or put yourself, your colleagues or the MVS at risk of reprisals. No MVS records will be maintained of such calls which must not be discussed with anyone.

**Situations Vacant**

Chief Staff Officer:

Area Staff Officers (East & North):

National Public Relations Officer:

Fleet Superintendent:

All posts require 1 – 4 days effort per month (mainly evenings) and are currently expenses-only but will be salaried as funds permit. Terms of Reference for each post – other than the NPRO described in Headlines 0602 – may be found in MVS001 – Policies & Procedures.

If you are interested please send your CV to HQ so that an interview panel can be convened. If you know someone who would suit one of the posts available, please get them to contact HQ.

**Best Practice**

Please tell HQ of your recruiting and fund raising successes so that we can build a manual of Best Practice based upon real achievements.

**Relations with other organisations**

HoUs are requested to e-mail HQ with a summary of their Unit's relations with other organisations including: RN, RNR, MN, RNA, MNA, SCC, NTC, Sea Scouts, Port & Harbour Authorities, Local Authorities etc. We are trying to build a picture of how Units work with others to help our national fund raising efforts.

**HMR&C Craft**

A single contract is being drafted to replace the 10 contracts covering the 10 craft on loan from HMR&C. The new contract will signed by HQ and will be reinforced by Operator Agreements between MVS HQ and senior representatives of the Units concerned. Similar Operator Agreements with their associated report forms – will be applied to all craft owned or operated by the MVS so that we can see how we are using our valuable assets. A summary of the reports will be placed on the web site.

**Feedback:** Tell HQ what you think about this and any issue of Headlines

**Events 2006**

**Dover Maritime Festival**

MVS members from Bexhill, Shoreham and Harwich Units took part in this event. Excellent contacts were made with other organisations and considerable local interest was shown in forming a Dover Unit. BZ to all concerned.

**Annual MVS Church Service**

This will be held at All-Hallows-by-the-Tower on Thursday, 18<sup>th</sup> May at 16:30. All welcome. Uniform if possible.

**Autumn AGM & Conference**

The next Conference & AGM will be held in Llandudno over the weekend of 24<sup>th</sup>/26<sup>th</sup> November 2006.. The entire Esplanade Hotel is booked for the MVS and the cost per head is £75 for two nights bed, breakfast & evening meal.

**Other events**

Please tell HQ of your local events so that our local patrons can be invited to attend with their influential friends.

**Christmas Card Competition**

The aim is to produce in bulk at a reasonable cost so that Units earn a profit on sales.

CoM will offer a prize of a bottle of bubbly to the winner of a competition to design a Christmas Card for the MVS.

The card should show one or more aspects of MVS activities and, if possible, a seasonal theme.

All entries to HQ by 31<sup>st</sup> May 2006

**MVS Badges etc**

Contact David Frasier on 0117 937 2719

Jill\_david@ic24.net.

An **MVS PowerPoint PR & recruiting presentation** is available on CD from HQ, price £2 including packing and postage