

Advice for Members of the Club when Acting as “Senior Officers on Duty” (SOOD) (Effective 12/6/20)

Thank you for volunteering. The first point to make is that you are in charge and representing the Club Committee in your dealings and actions.

Whilst you are on duty please can you undertake the following roles and responsibilities. The Covid 19 operating guidance to members and SBO crews is below so you have it for reference. See also the Major incident plan on the Official Notice Board

Social distancing

- It is the Club’s responsibility to ensure that we provide a site that is safe and social distancing requirements can be met. This is why we have introduced a booking system for sailors and limit this to 30 memberships.
- It is the individual’s responsibility to ensure they personally adhere to the government guidelines.
- If there is a breach of the guidelines then you may need to intervene to remind individuals of their responsibility. Even if the individuals concerned are content to breach we should ensure they adhere to the rules to provide re-assurance to other members.

General

- On arrival unlock entrance gate and clubhouse lobby, if not already unlocked.
- Put on the yellow tabard to show you are the SOOD and write your name on the course board as the on duty SOOD.
- Everything you may need (Radios, first aid kit, really useful box, hire book, card reader Etc.) has been moved into the front lobby.
- Check that the disabled toilets are clean and tidy. Please wipe the hard surfaces, locks and handles with the antiseptic spray/wipes. Please re-clean at end of session.
- Remind those using the toilets to wipe before and after use.
- If there is adverse weather you might need to consider suspending sailing or not allowing it to start. Bear in mind the safety boats are single crewed at present so caution is best.
- Members should not ordinarily enter the changing rooms or the clubhouse but you may enter as staff if there is a requirement to do so.

Hire boats

- If a member wishes to hire a club boat this is available. Please check the craft you allocate has not been hired in the past 72 hours (see previous entries in hire book)
- We are currently charging £10 per craft for each session or £15 for both the AM and PM sessions on one day at the weekend
- Please receive payment via the card reader, as we are currently not handling cash.
- Require any hirer to wash the boat before and after use, to reduce the risk of contamination.

End of your session

- At the end of session ensure everything is secure, locked away and everyone is off site.
- There is currently a silver Citroen car outside the clubhouse which has broken down and can be left in situ.
- If there are members still on site when you leave you can liaise with these to ensure the last one to leave locks the outer gates.

Papercourt Sailing Club Re-opening Safety Guidance and Rules

We are pleased to announce that following changes made by HMG to the Covid lockdown we are now able to partially re-open as from Saturday 23rd May with the following rules and operating procedures. This guidance is fully in line with HMG and RYA rules and guidance.

The overriding rule is that everyone who attends the club must comply, at all times with all the current rules designed to limit the spread of Covid 19 (ensuring you are 2 metres away from anyone outside your household plus washing hands thoroughly and regularly [taps by each jetty and around the clubhouse]) It is the individual's own decision to attend the club or not. You must not attend if you or anyone in your household has symptoms of Covid 19. Access is available to current paid up members only – no outside visitors or guests.

A member will be on duty as the Senior Officer On Duty (SOOD), in a yellow tabard whilst sailing is taking place. Their role is to ensure safety and compliance with these new rules. For safety reasons we will not sail when there are any adverse weather conditions. The SOOD will decide if there are other reasons that we should stop or leave the site.

Access to the club and water

- Prepare for your visit by bringing clean disposable gloves and hand sanitizer. When opening any padlocks, handling keys or operating doors etc. please clean both before and after use.
- For compliance the main clubroom will remain closed.
- The changing rooms remain closed so please come appropriately dressed if you are going sailing and change when you get home.
- The disabled toilets are available but again please wipe down before and after use. They are not available for changing purposes.
- The BBQ is not available for use.

Sailing will either be in single-handed boats or two handed boats where the helm and crew are from the same household. Club boats are available for hire, see the SOOD – payment by credit card, as we are not currently handling cash. All boats being charged at £10 for a session or £15 for a full day.

The security lockers will be out of use so please do not bring anything valuable to the club.

Times and booking

Due to the current restrictions we are offering cruising and social sailing. We will run these in five sessions during the week. Wednesday late afternoon from 5pm to 7pm. Saturdays and Sundays from 10 am to 12 noon and 1.00pm to 3.00pm In order to limit total numbers on the water to ensure safety, a booking system is in place to limit the number to 30 memberships. A membership (household) is asked to only book either an am or a pm slot on any one-day and if you have booked a weekend slot please do not book a second weekend slot in the same weekend until 24 hours before the day. If you book an AM slot and wish to sail in the afternoon please speak to the SOOD to check if slots are available which you can use. The link to book your sail is below.

Those who book a morning slot are expected to leave the site by 1pm and by 4pm for the afternoon slots.

Racing

Due to the restrictions Club racing is not taking place but classes may organise their own competitions. If they do so then the Racing Rules of Sailing have been amended so that when boats are competing then any craft that is cruising is to be treated as an obstruction. This means the competing boats are the “give way” boats and the cruiser is the “stand on” vessel. The cruiser has primacy.

Launch and recovery of dinghies

When launching and recovering please ensure social distancing guidelines are complied with – you may need to wait for others to launch or recover before going on the jetty. Please clear the jetty as soon as practice to enable others to launch and recover promptly. You may consider adding a long rope to your trolley with knots at 2 meters intervals. This will enable others to assist recovery and comply with distancing. The manual winch is available on the west pontoon – gate code for winch handle; the east pontoon has much shallower slopes.

Safety Boats

- When sailing is taking place there will be two safety boats available but for social distancing compliance will not be double crewed unless the crew is from the same household.
- The SBO (and crew) will wear face coverings when dealing with an event requiring their attention – supply of masks in the safety boat locker on board.
- As a single crewed boat may not be able to carry out the normal range of recovery options the safety boats will be equipped with horse-shoe buoys that can be given to anyone in the water to aid flotation and recovery. We will also have a de-rigged Feva (very low transom) on the water that can be used to assist.
- Safety boat officers will wash safety boats before and after use with the detergent and water supplied or pressure washer. When handling padlocks and keys please sanitise before and after use.
- Please use safety boat winch for launch and recovery and wipe down the controller after use.

If you are able to help to volunteer with safety boat cover during this period please contact Jill and Michaela via the duties email duties@papercourt-sc.org.uk The normal duty roster remains suspended whilst we are in this transition period.

We will be reviewing the above rules and guidelines on a weekly basis in order that we can amend and improve further as necessary, especially as and when HMG and RYA guidelines and rules change.

Above all – enjoy your sail and stay safe.

Extra Guidance for Safety Boat Officers Whilst Covid19 Operating Procedures are in Place

A member acting as Senior Officer on Duty (SOOD) who will be on duty in a yellow tabard whilst sailing is taking place. Their role is to ensure safety and compliance with these new rules. For safety reasons we will not sail when there are any adverse weather conditions. The SOOD will decide if there are other reasons that we should stop or leave the site.

Access to the club and water in general

- Prepare for your visit by bringing clean disposable gloves and hand sanitizer. When opening any padlocks, handling keys, radios, fuel or operating doors etc. please clean both before and after use.
- For compliance the main clubroom will remain closed.
- The changing rooms remain closed so please come appropriately dressed if you are running a safety boat.
- The disabled toilets will be available but again please wipe down before and after use. They are not available for changing purposes.
- The security lockers will be out of use so please do not bring anything valuable to the club.

If you have any questions, concerns or recommendations please refer to the SOOD.

Safety Boat Guidance

- Due to social distancing requirements safety boats will be single crewed unless the crew is from the same household.
- Please wash the safety boat before and after, using the hose and detergent provided or the pressure washer.
- You will need to launch and recover the safety boat by yourself so please use the winch as necessary, remembering to wipe down after use.
- If you attend an incident and are likely to get close to another member please wear one of the facemasks in the safety boat safety locker and offer other masks to others you may be dealing with.
- If dealing with an incident you will need to conduct a dynamic risk assessment to decide the best way to deal with it especially if sailors are in the water and are unable to recover and get back into their dinghy.
- To assist, there is a horseshoe buoy, which can be given to persons in the water.
- We also have a de-rigged Feva with extra lines, which can be brought to the sailor to aid recovery.
- Another option is to get them to land on the bank and walk back to the clubhouse.
- If, in extremis, you do need to drag a sailor into your boat (e.g. they are unconscious or have some other reason for wanting direct assistance) then this is permitted under the emergency legislation and you will not be wrong, it is your decision as to what is best, in the circumstances.

Thank you for volunteering, enjoy your duty and stay safe.