



## Club Events Officer of the Day (OOD) Briefing Pack 2022

This document sets out the information relevant to Officers of the Day for Club events, including Affiliate Group Sailing sessions, Ducklings, Brass Fleet, Bronze Fleet and Tera Training sessions, Match racing and Moth and Tera racing, at the Salterns Sailing Club in the 2022 season. It should be read in conjunction with the Club's Constitution and the Organisation and Management Document 2022, both of which can be found on the Club's website. In the event that this document conflicts with those other documents, the provisions of those other documents shall prevail.

A summary of the main Club rules in normal circumstances as set out in the formal documentation are shown in the appendix. These rules apply to all members, including Associate Members when applicable. Additional Rules may apply to Associate Members (see next section).

All relevant Club sailing events are to be supervised by a suitably trained adult Officer of the Day (OOD) who is appointed by the Fleet Captain or event organiser prior to the commencement of each session. The OOD must have attended an OOD course within the current season. He/she is solely responsible during each such session for the application of the Health and Safety and Environmental Protection Policy, Safeguarding and Child Protection Policy and Guidelines for OODs laid down in the Appendices to, and Section 5 of, the Organisation and Management document.

**Notwithstanding this, each member should be supervised at all times by a parent or guardian (or someone appointed in loco parentis by the parent or guardian) who is capable of offering assistance to the member should they require it, or in the event of an injury or accident.**

The OOD (who may be the coach, but if the coach is under 18, will be the nominated adult member) should

- **ensure that, at all times when boats are on the water, either a safety boat is in attendance and/or adults are available and prepared to enter the water to assist if required.**
- **encouraging all participants to wear a suitable, and properly fitted, Personal Flotation Device conforming to ISO 12402 with a minimum buoyancy of 50N (or a more appropriate personal flotation device as required) and suitable clothing.**
- check (e.g. with the Fleet Captain or event organiser) that any Coach who is not already a member of the club or, if under 18, their parent or guardian, has completed and submitted a temporary membership consent form (in the format used for members and as set out in the 2022 Organisation and Management document) to the Sailing Officer (or Fleet Captain or event organiser on their behalf) prior to the commencement of the event.
- complete the electronic duty book along with the date and enter a register of children participating.
- ask all those taking part to confirm that they are club members and that private boats are adequately insured and maintained.
- check (alongside the coach where appropriate) the weather and weather forecast and that the coach briefs the participants before they go on the water, giving details as to the sailing area, type of session and abandon procedure.
- inform sailors to go ashore or not to launch if they decide at any time that the conditions are not right for a sailor.
- encourage compliance with the Health and Safety and Environmental Protection Policy, Safeguarding and Child Protection Policy and Guidelines for OODs laid down in the Organisation and Management Document.
- encourage compliance with the Club's constitution and Byelaws, particularly Byelaws 14 to 26.
- advise helpers and participants of signals and abandonment procedures.
- arrange a continuous watch on the sailing activities while the event is proceeding.
- make sure the boats being used are rigged correctly.
- making sure that rescue procedures are known by all present.

The decision on whether to sail or not to sail, or to stop sailing lies with the OOD and is to be made in the light of all the relevant factors including the present weather, the forecast weather, the experience of the sailors, the number of supervisors and their experience and the location of the intended programme. It may be that the OOD decides to sail, but doesn't allow certain boats and participants to sail. That is their decision, which is final.



At the end of the training session the OOD should ensure

- all boats are put away and locked. Any damage to the boats should be recorded in the register accessed by the QR code shown around the clubhouse and buy box in order that repairs can be carried out.
- the Clubhouse is locked, with lights and heaters turned off.

If the OOD has to leave the session they shall ask another member who is an approved OOD to act in his place and assume his responsibilities. If there is no-one available then they shall abandon the sailing session.

Should two events run concurrently, each may have a separate OOD, but they will liaise with each other to agree which will act in matters affecting both fleets/events.

#### Additional information for OODs for Affiliate Group Sailing Sessions

The Club's facilities are available to the Associate Members from April to October, in the specified time slots notified to your group only. Use of the Club (and its parking facilities) outside of these hours is not permitted. Sessions for school Affiliate Groups run only during term time and, for those groups, use of the Club (and its parking facilities) is not permitted in school holidays. Affiliate Group Sailing may not be available on the occasions when the Club runs certain special events or activities, including when running Moppy Camps or other formal RYA training.

Associate Members do not have exclusive use of the facilities during its specified times but must be prepared to share the facilities with other members (including non-Associate Members) of the Club.

It is a requirement that a parent or guardian of the child using the facility should confirm their consent in the form currently approved by the Club and agreed by the Club insurers before the child may participate in the event. For 2022, this will be via the Salterns Sailing Club webcollect facility.

Except for adults acting in loco parentis who are attending the club in order to supervise the Associate Member (and who should sign the virtual guest book accordingly – see the QR codes displayed in the clubhouse windows and noticeboards), guests of Associate Members are not permitted. In particular,

- siblings of Associate Members may not participate (even as guests) unless also an Associate Member.
- any non-parent coaches or instructors should be approved by the Management Committee of the Salterns Sailing Club before being allowed to participate in an Affiliate Group sailing session.

Affiliate Group sailing sessions are "Club Events" and are to be supervised by an Officer of the Day (OOD) who must be suitably trained and approved by the club. The OOD is appointed from an approved list by the Associate Liaison Officer prior to the commencement of each session. He or she completes the electronic duty book along with the date and a register of children participating. As for OODs of other club events, he/she is solely responsible during each such session for the application of the Health and Safety and Environmental Protection Policy, Safeguarding and Child Protection Policy and Guidelines for OODs laid down in the Appendices to, and Section 5 of, the Organisation and Management document.

For Associate Members, the Management Committee has set the maximum age for helming to be 10, measured as at the 31 August prior to the previous AGM (ie up to and including school year 6). Parents of Associate Members are not allowed to sail on the water by themselves. Participants should be able to swim 10 metres unaided and suitable Personal Flotation Devices should be worn at all times by children and parents whilst on or in the water. Where conditions allow, a less confident swimmer may, wearing a personal flotation device appropriate to their swimming ability, sail when accompanied by an adult, either in the boat with the sailor or in the water adjacent to their boat.

Each Associate Member may have use of the club's "starfish", Scows and all but two of the Plastic Optimists which are to remain ashore for non-Associate Member use. Please note the fibreglass optimists, RS Teras and the Moths are not available for use by Associate Members and Associate Members may not bring their own boats to the club.

There will be an annual fee for each Associate Member.

Associate Members do not ordinarily have access to the Clubhouse.



## Club Rules

These are the main Club rules. These apply to all Members and their guests. Additional rules may apply for Associate Members. It is every Member's responsibility to know and abide by the rules and to comply with the Club's code of Conduct.

Please lock the boats and Clubhouse after use, with lights and heaters turned off.

### Water safety rules

1. All adults and children on or in the water must wear a suitable Personal Flotation Device.
2. At all times when boats are on the water, a safety boat should be in attendance and/or adults must be available and prepared to enter the water to assist if required.
3. Members must be supervised at all times by their parent or guardian who is capable of offering assistance to the Member should they require it, or in the event of an injury or accident.
4. Observe the instructions of the Officer of the Day.
5. Choose a boat that is appropriate to the helm's skill, weight and the conditions.
6. Check that your boat is rigged correctly before sailing.
7. Sail safely, avoiding injury or damage to the boat or crew.
8. Avoid collisions between boats.
9. Do not land on the islands.
10. At busy times, please return to the Pontoon every 20 minutes to allow others to use the boats.
11. Boats must not be tied to the veranda supports.
12. Boats must be washed down after use, to remove salt water and mud, before stowing in the correct kennel.
13. Adults may only sail when accompanying or helping children.
14. No more than 25 boats on the water at any one time.
15. No sailing after dusk, except with the permission of the Management Committee
16. No sailing in the winter from early December to mid-March inclusive.
17. No swimming.

### General rules

18. Please do not smoke.
19. No dogs (except registered assistance dogs).
20. Guests may visit no more than three times in a year.
21. No more than one guest family per member family at any one time.
22. Guests must sign the Guest book (accessed by the relevant QR code shown around the Clubhouse and buoy box) and pay the appropriate fee.
23. Keep off the roofs of the boat shelters.
24. Report all damage to the Officer of the Day and/or record it in the damage book (accessed by the relevant QR code shown around the Clubhouse and buoy box).
25. Cars may only be parked in the designated areas
26. Do not obstruct other cars, the approach to the Club, or access to the Salterns Cottage.
27. Members' boats sailed or stored at the Salterns must be adequately maintained and must hold adequate third party insurance.
28. All parts of Members' boats and trailers/trolleys kept and/or sailed at the Club must be marked with the boat's name and/or number.

### Wildlife and environment

29. This is a Site of Special Scientific Interest. Respect the wildlife; do not collect, capture or cut plants or animals, and do not remove soil or clay from the site.
30. When crabbing, do not use hooks and return the crabs to the water as soon as possible.
31. Do not disturb game and wildfowl and preserve their eggs and nests.
32. No power or motor driven boat must be used on the Salterns.
33. Please do not disturb or annoy the neighbours.
34. Avoid depositing waste in the pond, and reduce reliance on plastic.