



Club events Officer of the Day Briefing Pack 2020 (v2)

This document sets out the information relevant to Officers of the Day for Club events, including Bronze Fleet and Tera Training sessions and Moth and Tera racing, at the Salterns Sailing Club from late in the 2020 season. It should be read in conjunction with the Club's Constitution, the Organisation and Management Document 2020 and the "Temporary amendments to the Club's Byelaws and to the Organisation and Management Document 2020 to reflect social distancing" document, all 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 appendix 2. A summary of the current amendments to these to reflect social distancing are set out in appendix 1. These rules apply to all members, including Associate Members when applicable (although, currently, Associate Groups are not being run).

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. 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, and of the social distancing amendments.

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 suitable a Personal Flotation Device conforming to ISO 12024 and with a minimum buoyancy of 50N (or a more appropriate personal flotation device as required) and 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 2020 Organisation and Management document) to the Sailing Officer (or Fleet Captain or event organiser on their behalf) prior to the commencement of the event.
- sign the 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.
- remind participants of the need to respect social distancing.
- confirm that each participant has read or been made aware of the latest Covid related amendments to the O&M document and any other event organisation procedures.
- record incidents where social distancing has not been possible in case there is a need to trace contacts and report these to the President.
- 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 13 to 26, and the Covid 19 social distancing amendments.
- 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 should record any damage to the boats in the register provided in order that repairs can be carried out.

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.

Summary of amendments to club rules etc for social distancing

General

1. Members should not attend the club if they have shown symptoms of Covid 19 in the previous 7 days (or if a member of their family or a recent contact has shown symptoms in the last 14 days).
2. Members should wash their hands before leaving home, and again after using the club.
3. Members should change at home, where possible.
4. Club boats should be washed down after use with fresh water, as usual, and should be sprayed with the cleaning product supplied before and after use (more bottles of this can be found in the buoy box).
5. Please avoid touching areas of the club site where not necessary to do so.
6. Whilst on the water, boats and their crews should maintain appropriate social distancing (or a seamanlike distance if greater) from other boats and crews.
7. All litter must be taken home at the end of the two hour session.

Club events, including Ducklings, Brass Fleet, Bronze Fleet, Tera Training and Moth and Tera racing

8. Each Member participating in these events will need to register to sail with the Fleet Captain or event organiser, providing contact details for track and tracing purposes. The Fleet Captain will pass a copy of the registered participants to the OOD and coach for the event.
9. When signing up to participate in these events, Members will be asked to acknowledge and consent in the google sheet to the arrangements.
10. Each event will follow one of two models:
 - a. Model A, where land based coaching is to apply. Up to 5 Members may sign up for each Training Group. These 5 Members plus the coach will make up one group of six. The group will be formed once the parents have helped rig and launch their child's boat. Each such group will replace one 'free sailing group'.
 - b. Model B, where the event is water based. Members may participate in a water based event, where there is no need to form 'social groups' on shore for training purposes. Such events should be limited in size so that the number of people on site, including registered sailors, parents, on the water coaches and water helpers, race officers, event organisers and Members in any free sailing groups, is not expected to be above around 30. Sailors and parents will rig and launch whilst maintaining social distancing and without the need to form social groups.
11. At least one parent of each sailor (or a person appointed in loco parentis, expected to be from the same household) will need to remain on site, as they remain responsible for their children.
12. One appropriately trained adult will act as OOD for each event, but there is no requirement for this OOD to form part of any social group.
13. Parents who are not helping on the water will socially distance themselves from each training group, and any other free sailing group, once rigged and whilst training takes place, for example by locating themselves (in groups of no more than 6) on the bank behind the kennels to the east of the clubhouse, in



the water, or around the pond. Once in a group of six, the parents in each group should not socialize with another social group of six.

14. No more than four groups (whether free sailing, or Bronze Fleet or Tera racing, or other event), with parents, may attend the club at once, and events should be restricted such that there is expected to be no more than around 30 people on site.
15. As for free sailing, participants will need to arrive, rig, sail, derig, stow and leave the site within the relevant time slot.
16. Up to two groups will launch and recover at the each relevant numbered slipway.
17. All those on site should maintain social distancing from members of other households, except where other risks (injury, drowning etc) outweigh the risks of not maintaining the appropriate social distancing. In such circumstances, and where possible, lower the risk of infection by adopting side-to-side contact rather than facing someone.
18. The Officer of the Day for the event will be responsible for the application of these additional rules and for ensuring that all those attending the event have been registered, and may request families to leave the site if social distancing is likely to be compromised.
19. Parents will help their own children rig and launch. They will also be responsible for ensuring that the toilets are cleaned if their use is necessary.
20. If a child is in distress then the first priority of all those on site will be the safety of that child, regardless of any breach of social distancing that the rescue may entail.
21. All breaches of social distancing shall be recorded by the OOD and reported to the President, along with the names of all persons who came into close contact and a brief summary of the circumstances. There shall be no punitive action taken in respect of breaches of social distancing so reported; this is simply to be able to have a record in case of any COVID-19 infection.
22. Due to the recommended reduced contact between the coach and sailors and the risks of virus transmission inherent in any rescue, the conditions under which sessions will be cancelled for a given group of sailors will be at a lower wind strength than under normal circumstances.
23. Parents should consider the reduced level of contact available when assessing whether the conditions are right for their sailor to go afloat.
24. Any briefings / debriefs on land will be conducted maintaining appropriate social distancing and with groups of 6 or fewer (i.e. sailors and coach)
25. There will be a lower level of support available to sailors than in the past as the OOD or coach will only make close contact with a sailor / boat if they are in, or likely to end up in distress. (This means if a sailor capsizes, they will be expected to right their boat, bail it out and continue sailing.)



Club Rules

These are the main Club rules. Please check the Members' Welcome Booklet for more details. 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 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.
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.