



CHEW VALLEY LAKE SAILING CLUB

DUTIES BOOK

Chew Valley Lake Sailing Club Limited, Walley Court Rd, Chew Stoke, BS40 8XN
01275 332194

9 March 2023

Table of Contents

1.	General Overview	2
1.1.	Volunteering for Duties.....	2
1.2.	Duty team overview.....	2
1.3.	Duty Roles & allocation.....	3
1.4.	Responsibilities	4
2.	Preparing for your duty	5
2.1.	In advance of the day.....	5
2.2.	Backup and support in case of 'no shows'	5
3.	On the day	6
3.1.	Initial Preparations.....	6
3.2.	RIB preparation and responsibilities.....	6
4.	Detailed Guidance to assist you on the day	8
5.	Appendices Containing specific detailed advice & guidelines.....	9
Appendix 1: Opening the Clubhouse and activating the Lift.....		10
Appendix 2: Intruder Alarm.....		11
Appendix 3: CVLSC Safety Policy		12
Appendix 4: Risk Assessment for General Sailing		14
Appendix 5: Buddy Sailing Policy		15
Appendix 6: General Sailing Guidelines		17
Appendix 7: Cold Weather Advice		19
Appendix 8: Radios		20
Appendix 9: Rescue Boat Guidance and Use.....		21
Appendix 10: Emergency procedures.....		25
Appendix 11: Defibrillator Algorithm and Information		29
Appendix 12: Provision & Hire of Club Dinghies		31
Appendix 13: Visitors/Guests Fees and Rope charges		33
Appendix 14: SumUp Card Payment Machine.....		34
Appendix 15: End of Day Close Up Procedure		35
Appendix 16: Locking Up Check Sheet		36
Appendix 17: Lake Map.....		37

1. General Overview

We are an entirely voluntarily run club and all members undertake duties as a condition of membership. This book summarises each duty role, provides essential information to help you on the day to ensure everyone experiences safe and enjoyable sailing. Please familiarise yourself with the contents and contact duties@chewvalleysailing.org.uk should you have any questions.

1.1. Volunteering for Duties

Most members are required to undertake around 3 duties each year. You can volunteer for your duties by logging into [Dutyman](#) and using the 'volunteer for a duty' button on the right hand side – follow the instructions. This enables you to choose the duty types and dates that suit you, but if not, duties are rostered in batches across the year and you will be allocated 2-3 duties over the year. If needed, you can request duty swaps using Dutyman, or you can switch duty dates if you need to by getting in touch with the Duties Secretary (duties@chewvalleysailing.org.uk).

When you are allocated a duty you will receive an email confirming the details; it is important that you confirm your acceptance in Dutyman, or mark it as swap wanted and seek swaps at the earliest opportunity if you are unable to attend. No shows and late drop-outs make it very difficult to fill gaps in the roster and put pressure on others to cover for you.

Duties are allocated on each of our sailing days; on Saturdays, Sundays, Wednesday daytime and a few Thursday evenings in the summer, although the latter two are for Rescue Helms (although an OOD is also rostered on Wednesday daytimes). Wednesday evening race duties are rostered separately using those that sail on Wednesday evenings, and are in addition to the normal duty tally.

1.2. Duty team overview

The Officers of the Day, rescue boat team and any race teams run Chew Valley Lake Sailing Club on your duty day. You are all entrusted to:

1. Open up and lock the clubhouse
2. ensure the safe use of the Club and lake throughout the day
3. complete the Risk Assessment and exercise judgement to decide if it is safe to sail
4. maintain watch over the lake and respond quickly to any kind of problem
5. help engender a friendly, welcoming and helpful manner for members and visitors using the club
6. ensure that we stick to the rules of the Club, including those of Bristol Water.
7. be observant of visitors, ensure they pay the required guest fee and are correctly signed into the Visitors Book.
8. deal with payments for the hire of club boats.
9. familiarise yourself with the emergency procedures, location of the first aidkits and the defibrillator and its instructions for use.

CVLSC Duties Book

10. complete the Duty Register (located on the duty desk in the main clubroom), ensuring that all members of the duty team present are recorded and noting any duty swaps, no-shows, equipment related issues and any accidents or other incidents.

1.3. Duty Roles & allocation

All duties involve a long period of time out of doors so please bring appropriate clothing; all roles may be required to help-out on the water so you must also bring suitable clothing to go out in the rescue boats, including a wetsuit or dry-suit, buoyancy aid, and plenty of warm and waterproof clothing.

The normal duty roles comprise:

- Officer of the Day (OOD)
- Rescue Helm (RH)
- Rescue Crew (RC)
- Race Officer (RO)
- Assistant Race Officer (ARO)

The typical daily duty allocation on sailing days is as follows:

	Wednesday		Thursday	Saturday	Sunday
	Day 10am–4pm	Evening From 6pm	Evening From 6pm	10am-6pm	10am-6pm
OOD1	1			1	1
OOD2				1	1
RH	2	2	2	2	2
RC		2		2	2
RO		1			1
ARO		2			2

Note:

1. On those occasions when no OOD is allocated/present the RH can also fulfil this role.
2. On Wednesday afternoon after 4pm there is no rostered duty cover. General sailing is permissible provided rescue cover in accordance with our [Buddy Sailing policy \(Appendix 5\)](#) is arranged from assembled sailors
3. On Wednesday and Thursday evenings the whole team is responsible for safety overview and the club locking up procedure

1.4. Responsibilities

Officer of the Day (OOD1 and OOD2)

- Officers of the Day have overall responsibility for ensuring the safe running of the Club. The rostered OOD or OOD1 is the lead role; OOD2 is usually rostered from newer members with little or no experience of the role.
- OODs may also be called on for rescue crew duties if there are gaps in the rostered RIB crew.

Rescue Helms (RH)

- No individual should drive a RIB unless they are suitably qualified as set out in the Club's Safety Policy (see [Appendix 3](#))
- Rescue helms have responsibility for helping ensure safe sailing and assisting sailors in difficulty. On Sundays they will also help the Race Officer by moving marks.

Rescue Crews (RC)

- Crew the RIBs and assist the rescue helms.

Race Officer (RO)

- Have overall charge of club racing and are jointly responsible for safety with the OODs.
- Detailed guidance for race officers is in the folder in the race hut. Contact the PRO or one of the flag officers if you have any queries.

Assistant Race Officer (ARO)

- Assist the RO in running club racing; may be called upon for Rescue Duties in the event of a no-show.

There are various other club roles that may assist you on the day:

Flag Officers:

Commodore, Vice-Commodore, Rear-Commodore may be at the club and available for general help and advice

Backup Fleet

On racing days the backup fleet can be called upon to help provide additional rescue helms/crew if needed. The Fleet Captain should assist in finding volunteers.

CLADS (Chew Lake Association of Disabled Sailors)

On Saturday mornings when CLADS are sailing, they will have an onshore co-ordinator. Please make contact with the co-ordinator, review their risk assessment and provide support and assistance as requested. The duty RIB crew should be made aware of sailor disabilities as this may impact how they are able to provide assistance

Safety Coordinator/Event coordinator:

Large events such as open meetings normally have a dedicated event coordinator/safety officer to oversee the event and shoreside operations in relation to the event organisation. Please liaise closely with them and assist as required on the day.

2. Preparing for your duty

2.1. In advance of the day

- Please familiarise yourself with the contents of the duty book in advance of your duty day, together with any additional guidelines in place from time to time
- A week before the duty day, OOD1 (and OOD2 if rostered) should get in contact with each other and check that the rest of the team is available by phoning round using the contact information on the Dutyman roster. Bear in mind that you may have to manage without the other OOD if they've dropped out – the Rescue Helms are usually experienced club members and can assist and advise on the day. Contact duties@chewvalleysailing.org.uk for advice if needed.
- If an OOD has not been rostered, the first named Rescue Helm should please take responsibility for phoning around the duty team.
- If an OOD has been rostered but you aren't contacted, please be pro-active and contact them directly to confirm your attendance and any special arrangements for the day
- Plan to arrive at 09:00 on weekend sailing days (or at least 1 hour before the scheduled sailing time), to open the clubhouse and prepare everything for sailing. Detailed guidance for everything you are likely to encounter on the day can be found in the appendices

2.2. Backup and support in case of 'no shows'

We try our best to arrange all rostered roles in advance, although occasionally illness or late drop-outs mean that there can be some gaps.

If the duty team are short of an OOD:

- the second OOD (if rostered) should cover the role. There are plenty of experienced members around normally that can help out and advise if you are unsure so please ask if you are not familiar with everything.
- If there is no OOD then the rescue helms should complete the Risk Assessment ([Appendix 4](#)) to help determine if the role can reasonably be covered by one of them. If this is not possible follow the steps detailed below for a missing rescue helm.

If the duty team is short of a rescue helm (or crew):

- On Saturdays or Sundays, it *may* be that another member of the duty team, if suitably qualified/experienced, can step in as Rescue Helm.
- Otherwise request for a volunteer from the assembled sailors over the tannoy in the Race Hut.
- If conditions are benign, it may be acceptable to cover sailing with only a one fully crewed RIB, although two RIBs must always be launched and available for use (the Risk Assessment in [Appendix 4](#) will guide you through considerations in making this judgement)
- On Sundays there is additionally a system of a backup fleet and race officer advisors. The list can also be found on the noticeboard near the bar. The backup fleet should be notified and asked to help find a suitable volunteer.

3. On the day

3.1. Initial Preparations

Before any sailing can commence on the lake you must first unlock the clubhouse (see the detailed unlocking guidelines in [Appendix 1](#) which will take you through how to do this step by step), including the intruder alarm guidance ([Appendix 2](#)).

You will additionally need to:

- Open the Undercover Boat Store: unlock the single door on the south end of the clubhouse. The lights are automatic. Walk through and open the up-and-over doors from the inside. These doors too are sensitive; rattling them may set off the alarm.
- Arrange for the RIB crew to fuel and launch the RIBs in readiness for sailing
- The RIBs are all equipped with integral radios. If for any reason these aren't being used there are handheld radios in the Secretary's office that should be issued to RIB drivers. The OOD should also take a handheld radio so that they can communicate with the RIBs on the water
- Check wind speed and direction, and water temperature.
- If the wind has west and/or north in it, i.e. off-shore, the wind speed must be checked on the water, between mark 4 and mark B. There is a portable anemometer in the drawers of the duty desk. Send a rescue helm out with it to check the wind speed.
- The OODs should convene a brief meeting of the duty team, including any race officers or event organisers to:
 - Discuss weather conditions and any other circumstances that impact upon safe operations
 - Confirm provision two fuelled and crewed rescue boats on the water
 - Complete and sign the appropriate Risk Assessment sheets kept on the duty desk ([Appendix 4](#)).
- Once both rescue boats are launched and the crews are ready, hoist the club burgee and red ensign (both of which you will find in the Undercover Boat Store) on the main flagpole.
- Refer to the conditions requiring the use of wetsuits or dry-suits as set out in [Appendix 7](#). If wetsuits are required, also hoist code flag 'W' on the main flagpole.

3.2. RIB preparation and responsibilities

The RIBs are our primary life-saving equipment. Please take care of them!

During the summer months when the lake is low, be careful around the edges of the lake and around shallow areas such as a 'Little Denny' (see lake map in [Appendix 17](#)) – a 'shoulder' of shallow water between Denny Island and Mark 4, and the jetty that extends out submerged between the RIB launch area and the RIB pontoon.

Together with the OOD, you have responsibility for:

- The safety of all activities on the lake during your period of duty. This means maintaining a continuous watch of the lake.
- On rare occasions you may be called on to assist an angler in a fishing boat.
- On race days please do not neglect keeping a watch on the recreational sailors. They may be more at risk than the racers.

Safety is paramount, please familiarise yourself with our club safety policy, in summary:

- 2 RIBs should be available for rescue duties at any one time although in benign conditions, it is acceptable for a single RIB only to be fully crewed
- One of the RIBs should ALWAYS be crewed by a qualified helm and a crew. It is extremely difficult for assistance to be given to a sailor by a single person in a RIB
- It is expected that one of the rescue boats patrols on the water at all times when sailing is taking place.
- If a RIB is dedicated to training then this is in addition to the two rescue RIBs unless expressly agreed otherwise by the OOD.
- If the rescue boats cannot be crewed in accordance with the club safety policy, all sailing must cease until additional volunteers are found

Note: A single RIB with one person may be used to check wind speed and to prepare racing marks provided a second RIB is being readied for use should the first encounter any incident. THIS IS NOT ADEQUATE TO ALLOW SAILING TO BEGIN

When using the RIBs abide by the following requirements:

- RIB helms are responsible for completing the equipment check detailed in the [Appendix 9](#) before launching, and for remedying any problems
- Always wear adequate clothing and a buoyancy aid. It is always colder crewing a RIB than it is sailing a dinghy. Be prepared for complete immersion.
- ALWAYS use the kill cord.
- Priority MUST be given to assisting people before the recovery of boats.
- Safety boats must be driven carefully and not cause problems to other lake users. Travelling round the lake at high speed is NOT necessary or desirable - Use low speeds to maximise fuel use, help prolong engine life and minimise disturbance
- When recovering people from the water the RIB helm MUST stay between the casualty and the engine.
- When going afloat practise slow speed manoeuvring. This is essential when you are required to carry out a rescue.
- Unqualified crew can receive driving experience only under the guidance of a qualified helm.
- No 'joy riding' or 'family trips'.
- The helm of the safety boat has responsibility for the safety of the boat and crew.

4. Detailed Guidance to assist you on the day

Detailed guidance on specific areas of operation can be found in the following appendices, but in general the duty team should all work to:

- Ensure a constant watch is kept on boats sailing.
- Ensure all RIB crew are properly attired and are wearing buoyancy aids.
- Ensure members behave sensibly and responsibly and comply with Health and Safety directives.
- Check the sign-in sheet and make sure this is being completed by arriving members.
- Announce any material matters (e.g. restriction of sailing area) on the club tannoy (Race Hut).
- Assist members wishing to hire club boats and take appropriate hire fees using the card machine
- Help welcome guests and take fees for sailing visitors using the card machine
- Respond and take calls from club telephone when possible.
- Keep the site tidy; empty bins and check for litter around the site. You will find spare waste sacks in the cupboard just inside the male changing room entrance. Place full bags one of the waste bins opposite the front entrance.
- Ensure cars park neatly to maximise space in the car park and especially ensure that the approach road is kept clear (parking is expressly prohibited by Bristol Water).
- If CLADS are sailing, assist them by reserving the end spaces near the front entrance so as to give free access for their large trimarans to pass. Also ensure the lift is unlocked and activated and ensure vehicles are not obstructing the ramp.
- There is to be no swimming other than as a result of an accidental capsize, and dogs are not allowed on site, neither in nor out of cars.
- Help put out and return tables at lunchtime.
- Clear slipways of algae and goose droppings. Hard blue bristle brushes can be found in the Undercover Boat Store.
- Complete the Duty Register fully. The section on numbers of members signed in, boats on the water, visitors etc. is ESSENTIAL information for returns to Bristol Water and the RYA, and helps build a picture when we apply for grants.

5. Appendices Containing specific detailed advice & guidelines

[Appendix 1](#): Opening the clubhouse and activating the lift

[Appendix 2](#): Intruder alarm

[Appendix 3](#): CVLSC Safety Policy

[Appendix 4](#): Risk assessment for general sailing

[Appendix 5](#): Buddy Sailing Policy

[Appendix 6](#): General sailing guidelines

[Appendix 7](#): Cold weather advice

[Appendix 8](#): Radios

[Appendix 9](#): RIB Guidance and Use

[Appendix 10](#): Emergency Procedures

[Appendix 11](#): Defibrillator Algorithm and Information

[Appendix 12](#): Provision and hire of club dinghies

[Appendix 13](#): Visitor/Guest fees & Rope charges

[Appendix 14](#): SumUp card machine

[Appendix 15](#): End of day closing procedure

[Appendix 16](#): Locking up checklist

[Appendix 17](#): Lake Map

Appendix 1: Opening the Clubhouse and activating the Lift

The standard opening time is normally 09:00 and at least 1 hour before the scheduled sailing time.

Outer Gate

Bristol Water require that the outer gate is kept locked unless there is an open event involving visitors, in which case the gate may be left unlocked, but closed. In this case, to prevent inadvertent re-locking, take the lock off the gate and leave it on the key hook by the duty desk in the clubhouse.

Inner & middle gate

There are additional gates at the crossing of the recreational trail and at the entrance to the dinghy park. This should be opened using your club key and left open during the sailing day.

Signing-in Hut

The signing-in hut is adjacent to the dinghy park gate.

You will need to collect the Open the hut using your club key; leave a new sign-in sheet with a pen, in the aperture, so members can sign in. Collect any previous sign-in sheets and once in the clubhouse transfer the data to the Duty Register for that day.

Collect clubhouse key set

The clubhouse keys are located in a steel wall box, behind a steel security gate under the race hut terrace stairs. Your club gate key will open the padlocks on the security gate and the key box. The steel wall box contains a large key ring with numbered keys corresponding to the various numbered access points of the clubhouse.

Entrance to the clubhouse

1. Open the main entrance door. Unlocking this door deactivates the alarm. (Take care to read the instructions on the door or you may accidentally re-activate the intruder alarm.)
2. In icy conditions – there is salt grit available for use on the steps and entrance way.
3. Open the Undercover Boat Store.
4. Open the upper terrace doors.
5. Open the Race Hut. Turn on the tannoy – it is situated on the right just inside the door. There is a mains switch below it and a push button on/off switch on the front right of the amplifier. Test the tannoy by pressing the red button on the microphone on the shelf under the window and saying a few words.
6. If racing is planned, open the Signing-on Room.
7. Open the Training Room.

The Lift

Unlock the lift building entrance door situated in the carpark and activate the lift for operation by entering the lift and turning the red emergency stop button. The button should pop outwards and the red light will extinguish. Please run the lift up and down once to warm it up. The lift is now ready for use.

Appendix 2: Intruder Alarm

The alarm system will activate/deactivate as you open up or lock the clubhouse. You do not need to do anything to set or deactivate the alarm other than follow the steps detailed in the respective guidelines.

There are three zones that the alarm system sets as keys are used to exit the area:

1. Undercover Boat Store set when exiting door 12
2. Secretary's Office set when exiting door 10
3. Front door set when exiting door 22

Each time these areas are disarmed/re-armed, an audible beep will be heard in the main clubroom and Bar to alert that this area is being accessed/exited.

Should you somehow manage to set off the alarm it will initially ring for around 15 minutes and then will try to re-arm itself. So if you have left and locked the building correctly, the alarm will be set.

If however this proves not to be the case, you will need to call one of the individuals listed on the sign attached to the cupboard within the accessible toilet on the first floor.

These people will be able to instruct you to open the cupboard and to reset the alarm.

If you arrive and you find the alarm unset and there is evidence of entry or disturbance, please contact one of the Flag Officers for advice.

Please note the actions you have taken on the Duty Register and the Locking Up Check Sheet at the end of the day.

Police may need to be contacted so please preserve evidence as much as possible.

Should the alarm fail to disarm on entry, the alarm panel is behind a small door within the accessible toilet on the first floor. There are contact details on the door with details of who has access. Please contact the alarm company who also know the number and follow their instructions to disarm the system.

Appendix 3: CVLSC Safety Policy

In accordance with bye-laws 1.2 and 8, **MEMBERS AND OTHER USERS OF OUR LAKE MUST TAKE RESPONSIBILITY FOR THEIR OWN SAFETY BOTH AFLOAT AND ASHORE. THE CLUB WILL USE ITS BEST ENDEAVOURS TO PROVIDE ON-WATER SAFETY COVER, BUT THAT DOES NOT ALTER THE INDIVIDUAL RESPONSIBILITY OF ALL USERS OF THE LAKE. ACCEPTANCE OF THIS POLICY IS A CONDITION OF GOING AFLOAT AT CHEW VALLEY LAKE.**

This statement is important because it explains how the Club sets out to assist you with your safety on the water. PLEASE TAKE THE TIME TO READ IT.

SAFETY COVER

On club sailing days 2 safety boats must always be launched and ready for use, and at least two qualified helms will be in attendance. **The duty team will have a collective responsibility for decisions about safety boat provision and sailing restrictions throughout the day**

At the start of any sailing day the OOD (rescue helms on Wednesday and Thursday) should convene a brief meeting of the duty team, any race officers or event organisers, and perform a risk assessment relating to safety boat provision. More detailed risk assessments will be needed for events and formal training. This assessment will have to consider wind and gust strength and wind chill. If the wind has any degree of west in it, wind strength should be assessed well out in the middle of the lake near mark B. Following this assessment decisions should be made about the number of safety boats on the water, their manning and tactical positioning. Liaison with the whole team should continue throughout the day, reviewing the changing conditions and responding accordingly.

- Safety boats should at all times be crewed by two people, who should be appropriately dressed and prepared to stay out on the water for long periods and at least one should be prepared to go in the water.
- Unless the conditions are benign there should always be at least two safety boats each with a helm and crew. The club rosters 2 safety boat helms and 2 crews and 2 OOD's at weekends.
- On Wednesdays and Thursdays, 2 safety helms alone may be rostered and no OOD, in which case the helms also act as Officers of the Day. On these days the rescue helms should undertake the risk assessment. As a result of the risk assessment, if they consider a second safety boat is appropriate (i.e. conditions are not benign), they should request volunteers from the assembled sailors to enable 2 fully crewed safety boats before sailing is allowed.
- The safety boat helms should have at least power boat level 2, or 3 years (equivalent) relevant RIB driving experience*, and are expected to be confident in fuelling, launching and recovering the club RIBs, manoeuvring them safely on the lake and providing a basic level of assistance. Since 2018 the club has actively encouraged RIB helms to also complete the CVLSC Advanced Rescue Helm Safety training, which teaches additional skills to help competently aid capsized and inverted boats and assist in a variety of rescue scenarios. The course is currently free to members and runs periodically each year with a view to it becoming a mandatory requirement in the future. The RYA Safety Boat course is

an acceptable alternative to the club Advanced Rescue helm Note: *This exception is limited to club members and expected to apply to only a small number that have a known/evidenced history and experience of Rib driving and providing safety cover together with a knowledge of the lake and our RIB procedures

- The rostered safety boat helms will split between the RIBs
- All the OODs and safety boat helms and crews should come to the club with clothing suitable for manning a safety boat and going into the water. Wetsuits are a minimum, but dry suits are usually more appropriate and buoyancy aids shall always be worn.
- A safety boat should patrol on the water when there is any sailing underway as there is the risk of undue delay in attending an entrapment if the safety crew are on the balcony.
- A watch over boats sailing should be kept throughout the day by the OOD relaying relevant information to the safety boats with a handheld radio.

“Code Red” procedure, similar to Mayday.

See [Appendix 10](#): This is only be used in the event of a serious injury or life-threatening emergency. If the incident occurs ashore the OOD/event coordinator should decide if it is detrimental to continue sailing activity, or if the incident can be handled effectively using the resources onshore and sailing and other activity can continue.

On calling “Code Red” for a water-based incident, all the available club powered boats should be ready to help the emergency. The safety officer (normally the OOD or RO) should take control of the radio traffic, continuing to use channel 37a or M1, and will coordinate assistance as required. Only radio calls related to the emergency are allowed until the crisis is over. The likelihood is that any races in progress will have to be abandoned.

INDIVIDUAL RESPONSIBILITIES

As a Club member or visitor, you have a duty to both yourself and to other lake users as regards safety. This duty means acting responsibly whilst on Club premises, including in the use of the boat park and winches and in the supervision of your children. You can improve your own on-water safety by adopting the following: –

- Check the information board at the main entrance.
- Remain in the sailing area designated for the day.
- Less confident sailors – stay in an area where you can be easily seen and quickly reached.
- Do not sail in a boat or in weather conditions that are beyond your competence.
- If in doubt – ask the rescue helms to watch out for you or your child.

Your duty to other members and visitors includes: –

- Providing help or seeking help for anyone you see needing it on the water.
- Alerting the rescue helms to any situation that you observe that may need their attention.

Appendix 4: Risk Assessment for General Sailing

(More detailed risk assessments are needed for events and formal training.)

This form should be completed by the OOD on each sailing day (or the Race Officer on Weds evenings) and for groups sailing under the buddy sailing policy. If no OOD is rostered, or sailing is continuing under the buddy sailing policy after the conclusion of rostered duty periods, the person taking responsibility for overseeing sailing on the lake should complete this form in its entirety

Reminder: No sailing is allowed until 2 RIBs are launched on the lake and are available for use

Risk to be assessed	Comments	Actions
Current wind strength, direction and gusts		
Weather forecast (inc. temp and wind chill)		
Lake state and water temperature		
Visibility		
Number and type of boats		
Age and experience of sailors		
Experience and skill of duty team		
Level of shore support		
Any other events on lake (training, racing, fishing competitions)		
Any other known problems		
Any anticipated changes in above during the day		

Conclusions having performed the risk assessment (for completion by OOD, RO or lead RIB helm when sailing is taking place)

Is it safe to allow sailing	Yes	No
Are the boats sailing suitably experienced and competent and Are the number of boats sailing <12 and Do the duty team agree that conditions are benign? (Wind strength less than 15 knots average and limited risk of significant gusts or squalls)	Yes	No* *if no there must always be two RIBs with two qualified helms and crew
Should there be any restrictions?	Yes	No
If additional restrictions are needed, what?		

BUDDY SAILING: Where duties have not been formally rostered or have finished and sailing is taking place under the buddy sailing policy the nominated RIB helm(s) overseeing sailing on the lake should also complete the section below in addition to the sections above.

	Name	Membership No
RIB helm 1*		
RIB helm 2*		

* must be at least power boat level 2, or 3 years equivalent experience and ideally have completed the CVLSC rescue helm safety training or RYA Safety Boat qualification

I have completed the risk assessment above and agree to continue to monitor conditions and any changes in the risk assessment during the day

Name:

Membership Number:

Date:

Appendix 5: Buddy Sailing Policy

Background:

Club sailing is permitted at Chew valley every Saturday, Sunday, Wednesday, and Thursday subject to club rules and unless otherwise specified.

Rostered duties provide safety cover in accordance with the club's prevailing safety policy over many of the times when sailing is permitted. However, there are occasions when no safety cover is rostered even though sailing is allowable, for example during the day on Thursdays and late on Wednesday afternoon before evening racing commences. This document sets out the requirements to enable sailing at those times.

This approach detailed here will be reviewed regularly, at which time it may be changed, or withdrawn, as deemed necessary by the General Committee.

Summary Buddy Group sailing and safety Policy:

- At times when conditions are deemed benign, and no formal safety cover has been rostered, the assembled sailors may nominate a suitably qualified RIB helm and crew to oversee sailing activity from a single RIB only (see below for guidance on 'benign')
- If conditions are not assessed as benign both RIBs launched both must be crewed by a qualified RIB helm and crew.
- Two RIBs must always be launched and available for immediate use in case of mechanical failure or breakdown.

Conditions:

One person in the buddy group (normally the nominated RIB helm(s)) is responsible for unlocking (if appropriate) and locking the club in accordance with the normal club guidelines.

The nominated safety boat helm(s) should be suitably qualified in accordance with the wider CVLSC safety policy.

The nominated helm(s) must assess if it is acceptable for safety cover to be provided by a single RIB - if conditions are not deemed benign, Buddy Sailing can only proceed if both RIBs are crewed by a qualified RIB helm and crew sourced from the assembled sailors. The standard risk assessment form should be completed, and the RIB helm(s) should sign the duty book to confirm the outcome of the assessment. The risk assessment should be placed in the Duty Book at the end of the session.

In order to help determine if conditions are benign the following should also be assessed and commented on within the assessment:

- (a) Wind – strength (if above an average of 15 knots both RIBs should be crewed by a helm and crew. Below 15 knots it may be acceptable to crew only a single RIB - you should also consider the wind direction and gusts and the points below in making this decision).

(b) Group size (>12 boats – increased risk requiring both RIBs to be crewed by a helm and crew, but if less consider also boat types and likelihood of capsize/inversion)

(c) Group sailor competence, experience, and ability

(d) No sailing should take place if the wind strength exceeds the maximum limit defined in the club OOD guidelines

A safety boat must be patrol on the water when there is any sailing underway as there is the risk of undue delay in attending an entrapment if the safety crew are on the balcony.

If sailing commences and there are no individuals ashore the nominated RIB helm is responsible for locking up and securing access to the clubhouse areas prior to heading out in the RIB.

Additional considerations:

If other sailors turn up when buddy group sailing is underway, they should confirm if it is OK to sail under the cover of the buddy group rescue. The decision of the nominated RIB helm will be final and should include a reassessment of the conditions based the guidance given in Section 3.4 above.

A school, university, youth group (or other) RIB focused on a specific group cannot effectively provide safety cover for the whole lake and are not considered adequate cover to allow more general sailing activity to commence. However, it is acceptable for the school/university etc group RIB to be viewed as the 2nd RIB for the purposes of the safety policy provided they are agreeable to this on the day – _in this case it should be noted in the Risk assessment.

Appendix 6: General Sailing Guidelines

The duty team in conjunction with any race teams, are responsible for deciding if conditions on the day are safe to sail using the following guidelines. Assessing a mean wind is difficult on the lake when it is gusty, so you will need to use your judgement.

Weather related considerations:

- If the mean wind speed is below 17 knots (force 4) there are no restrictions on sailing. If above 17 knots (force 5 and above) then do not allow the use of the club- owned boats.
- If the wind is **consistently gusting over 30 knots (35 mph)**, stop all sailing. On a race day, discuss this with the race officer before reaching your decision. At other times, if you are in any doubt, contact a Flag Officer of the Club. Display code Flag 'N' from the club flagpole and take down the club burgee. Remain at the Club until it is quite clear that there can be no sailing for the rest of the day.
- **Wetsuits or drysuits** are compulsory when the water temperature is 10°C or below, or the air temperature is 8°C or below, or the wind chill is 8°C or below. This also applies if the wind chill factor is clearly predicted to fall below 8°C during the course of sailing. This requirement must be indicated by displaying code flag 'W' from the flagpole. Further advice on making this assessment and wind chill calculator is given in [Appendix 7](#).

Sailing Times:

Hours of sailing are:

March to September: 10:00 to one hour before sunset

All other times: 10:00 to 0.5 hours before sunset

Caveat:

The duty team may close the lake at 18:00 during the summer. Members are permitted to sail on sailing days, subject to the weather and suitable safety cover, between 10:00 and 18:00.

If members are prepared to crew the rescue boats in accordance with the **buddy safety policy** and lock the Club, they may continue to sail without the duty team after 18:00, until one hour before sunset, provided the OOD on the day confirms this, in which case the OOD, must ensure:

1. that the remaining members are competent to helm the rescue boats, i.e., on the normal roster as rescue boat helms or hold RYA Powerboat Level 2.
2. that the members taking over the remaining day's sailing sign the Duty Register with their membership number and current email address.
3. that a specific member is nominated to complete the locking up procedure. Details of the arrangement and the member nominated should be noted in the duty book.

Sailing Area

The Lake Map in [Appendix 17](#) shows the allowable sailing area.

In general we can use both the restricted and extended sailing areas. The limits of the extended sailing areas are defined by rows of white buoys. However, on rare occasions Bristol Water may request us to stick to the restricted area only.

Should Bristol Water request that we only sail in the restricted area, they will do so for a reason; we must comply. If so, write a statement to this effect on the whiteboard inside the front door. Make a tannoy announcement. Alert the rescue boats to transgressors.

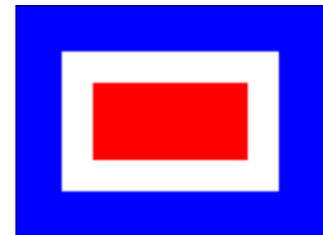
Appendix 7: Cold Weather Advice

THE WEARING OF WETSUITS AND DRYSUITS

To tie in with advice about the dangers of sudden immersion in cold water (Cold Water Shock) the Club has amended the rules and advice about the wearing of wetsuits, drysuits and other thermal protection.

Wetsuits of suitable thickness with a windproof upper layer or dry-suits are compulsory when the water temperature is 10°C or below, or the air temperature is 8°C or below, or the wind chill factor is 8°C or below.

This also applies if the wind chill factor is clearly predicted to fall below 8°C during the course of sailing. This requirement will be indicated by displaying code flag 'W' from the flagpole. (Bye-law 8)



At water temperatures between 10°C and 15°C it is strongly advised that you wear some sort of specialist thermal protection for the main part of your body. This can take the form of a drysuit, or a wetsuit with a water-resistant top with reasonable neck and wrist closures.

Please note that children and older persons are particularly susceptible to the effects of hypothermia and cold-water shock. The latter can lead to sudden death at water temperatures below 15°C. (See the RYA website.)

The duty team are responsible for Risk Assessment for the day and can request that you dress more appropriately if they believe you to be not adequately protected for the conditions. Rescue teams may strongly suggest that, following immersion, you return to shore rather than continue sailing to avoid onset of hypothermia.

Please note that the wearing of a buoyancy aid or lifejacket is compulsory at all times when on the water or any of the pontoons.

Appendix 8: Radios

The Club is licensed to operate the following radios:

- RIB radios
- Committee boat radio
- Race Hut radio
- Handheld radios: two types

You will find the handheld radios on charge in the Secretary's Office. These should be provided to:

- both OODs
- the race officer
- any other shore helpers.

The Club now has six handheld radios:

- 1 × ICOM M33
- 5 × ICOM M35

The chargers are permanently connected and will charge the radio when the radio is inserted.

Each charger has a light indicating if that radio is being charged or if it is fully charged.

Green	=	Fully charged
Yellow or Orange	=	Charging

The radios have been locked on channel 37A and set to 'Low Power'. These settings should not be changed. The Race Hut radio is set to 'M1'. This is the same as channel 37A.

Copies of the ICOM manual for both types of radio are located in the Secretary's Office for those unfamiliar with their operation.

A simple initial communication, 'radio check', should be made and confirmed by all radios in use, especially for those leaving the shore.

Appendix 9: Rescue Boat Guidance and Use

Pre-launch Checks

Check that the following equipment is present and in good condition:

- The anchor and anchor line is attached to the boat.
- The following items are in the boat: paddle, boathook, bolt cutters, wire cutter, first aid kit, throw line, tow line and safety knife.
- Bow line and 2 stern lines are attached to the boat.
- The kill cord is correctly attached.
- The yellow plastic container holds 2 additional tow lines, spare kill cord, thermal protective aid (space blanket), red/white tape and a spare cable tie for the anchor.

Check that all the inflatable tubes are fully inflated. A pump is available in the east side of the Undercover Boat Store beside the door.

Check that the boat has sufficient fuel for its role and the expected weather conditions for that day.

- If additional fuel is required, disconnect the fuel tank and follow the safe refuelling procedure held in the fuel storage container.
- NOTE the nearest fire alarm to the fire store is inside the garage door on the left-hand side. Fire extinguishers and a spill kit are available in the fuel store, and adjacent to the garage door
- When refuelled, return the tank to the RIB it came from, attach the retaining strap and fuel line.
- Ensure that the air vent in the filler cap is open and pump the fuel bulb to move fuel to the engine until resistance is felt.
- Check how to re-attach the kill cord for the boat or boats you are using. There are two types; check how to do BOTH. A description is available in the Undercover Boat Store.

Launching the RIBs

- Move the tractor from the boat store
- Attach the RIB trailer to the front of the tractor.
- Move the RIB and trailer to the water's edge and detach the holding strop from the RIB. Untie the RIB bow line from the trailer and place it over the trailer post so that it can be flicked off when the RIB is ready to move.
- Move the RIB into the water until some buoyancy is felt.
- Do NOT take tractor deeper than halfway up the front wheel, ensure the axle is above the water level.
- The RIB engine MUST NOT be started until the engine has been lowered to the point that the white-painted flat plate above the propeller is just under water. Move the engine to the straight-ahead position.
- Secure the 'kill cord' to your leg NOT your arm.

- Ensure that the throttle lever is in neutral – the engine will not start if it is in gear.
- Start the engine and check that water is coming out of the ‘tell-tale’.
- Flick the bow line off the trailer post and secure it in the boat. Select astern and drive the RIB away from the trailer. You may need to rock the RIB or push the RIB away from the trailer.
- Drive slowly away and familiarise yourself with the controls.
- Once into deeper water, fully lower the RIB engine
- All RIBs have a different point where the power comes on – find this point by slowly applying power so you are not surprised.
- The engine should be warmed up by slow motoring NOT by a fast blast which damages the engine.
- Carry out a radio check with the duty officer / shore control for each boat
- Moor the RIB bow to shore, stern out, when on the pontoon (or on the end in offshore winds) to keep the engines in deep water

Providing Assistance

REMEMBER IN ALL RESCUE SITUATIONS: SAVE PEOPLE FIRST. BOATS CAN BE ABANDONED. PEOPLE CANNOT.

What to look out for:

- Boats capsizing several times – crews will get tired and cold.
- Boats sitting for a long time with sails flapping.
- Crew waving their arms to attract your attention.

Travelling to a boat in trouble

Plan how to get to the casualty/boat.

- Think about other boats in the way:
 - Are they racing?
 - Are training sessions in progress?
 - Pass behind boats sailing; be prepared that they might tack or gybe.
- Work out where the wind is and how to approach the boat/casualty upwind or downwind.

Unconscious or serious injury

In the event of someone losing consciousness out on the lake:

- Waste no time getting them ashore. It is not possible to do CPR in a RIB.
- Having picked up the casualty the rescue boat crew should head straight back to the clubhouse as soon as possible, while alerting the duty officer by radio as to the situation.
- It has been established that the easiest way to get an unconscious person safely

out of a RIB is to drive the RIB straight up a slipway (while cocking up the propeller before the engine grounds!).

- A team of helpers can then safely transfer the casualty to the stretcher. If necessary the RIB tubes can be deflated.

Entrapment:

If someone is trapped under a boat, get it upright or on its side as soon as possible. Be prepared to use the safety knife to cut sails or ropes.

The crew of a dinghy can become trapped by ropes in the boat or by the sail as the boat capsizes. In the majority of cases all the crew will be in the water.

How many heads are you expecting to see? Can you see them all? If not:

- Are they trapped under the boat?
- Have they fallen out before the capsize? Look away from the boat to check.
- If you suspect that someone is trapped, check with the remaining crew if this is correct.

Small boats: Laser, Solo, Feva, Topper, Optimist, RS200

- Bring the RIB to the bow of the capsized boat.
- ENGINE OFF by pulling the kill cord. Engine stops; radio continues to work.
- Rescue crew and helm lift the bow and look underneath.

Boats can also be raised by getting the RIB crew together with the dinghy crew to use their weight on the daggerboard.

Larger double-handed boats

- Approach from the windward side and get bow only to make contact with the side of the capsized boat – use reverse to maintain bow contact only.
- Get your crew to attach a towrope to the far shroud. This will be underwater. Pull the loose end onto the hull and tie a bowline.
- The helm reverses the RIB slowly to take up the slack then gradually applies more power keeping the RIB at right angles with the capsized boat.
- As the boat rises, keep applying power until the dinghy is on its side then gradually reduce power to bring the dinghy upright.
- Pull the RIB alongside the recovered boat using the towrope and no power to prevent the rope fouling your propeller.

In ALL cases of entrapment, report on the condition of the person recovered by radio to the duty officer who may initiate the Club's emergency procedure. The casualty should be taken immediately to the concrete jetty, or the RIB driven up the slipway.

Recovering capsized dinghies

Dinghies will be found in two basic conditions:

inverted

- on their side with mast parallel to the water.

Inverted boats

Larger inverted boats can be recovered using the towrope approach described above or by getting the RIB crew to assist the dinghy crew.

Smaller boats can be raised by coming alongside the windward side of the upturned boat and getting the RIB crew to help the dinghy crew to pull on the daggerboard while standing on the gunwale. If the daggerboard has been lost or is not accessible use the paddle from the RIB in place of the daggerboard. Pull carefully as the paddle is wooden and can be easily broken with too much force.

All dinghies can capsize in shallow water. When they turn over, the mast can become stuck in the mud, often downwind of the hull, with the boat not fully inverted. Approach the boat from upwind passing a towrope to the dinghy and applying reverse power. As soon as the mast is pulled clear of the mud the dinghy can be righted in the normal way.

Dinghies on their side - Single-handed dinghies

These capsizes often involve young helms or those suffering from cold who do not have the weight or energy to raise the boat by themselves.

It is important to establish if the rig is downwind or upwind of the hull.

If the rig is downwind of the hull, bring the RIB to the tip of the mast with the RIB pointing the same way as the dinghy. The RIB crew then lifts the tip of the mast and draws the mast and boat towards the RIB until the boat is upright. If the wind is

force 3 or above, the RIB should slowly move so that the RIB and dinghy are close to head to wind as this reduces the loads on all involved.

If the rig is upwind of the hull, make contact with the tip of the mast with the RIB pointing the same way as the dinghy. The RIB crew should hold the mast close to the water as the RIB helm takes the bow of the RIB forward in a circle to bring the dinghy rig downwind of the hull. Then the recovery described above can be carried out.

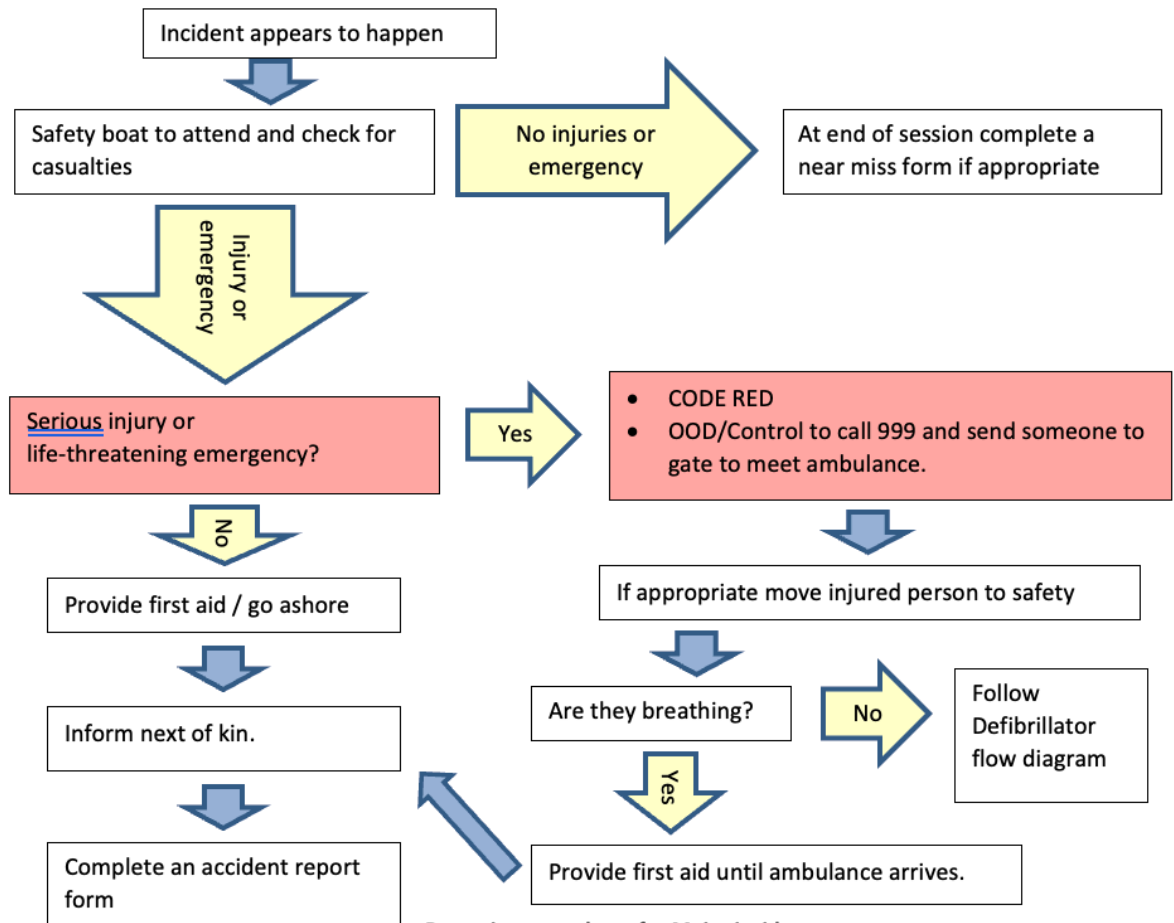
Where the dinghy has wire shrouds care should be taken to wear gloves as loose wires can damage the RIB crew's hands.

Dinghies on their side - Double-handed dinghies

A similar process is followed to that for single-handed dinghies except that care needs to be taken to ensure that the boat's spinnaker/gennaker is lowered and kicker released before an attempt is made to raise the dinghy.

Appendix 10: Emergency procedures

Summary Emergency Action Plan



Reporting procedures for Major incidents

- A Major Incident is an event where there is loss of life, a serious injury, or there is substantial damage to property and/or the environment. It may also be one that is likely to attract press coverage.
- The Duty Officer or Senior Instructor is responsible for ensuring that in the event of a major incident the following reporting procedures are adhered to. (S)he should obtain statements from any competent witnesses. The next of kin should be informed if possible.
- Do not proactively approach the media. If the media take interest, appoint one person to deal with them; this person should be designated as the only person to make any public statements.
- The Duty Officer or Senior Instructor will inform at the earliest opportunity:
 - the club Commodore (Andrew Jones ~~ph~~: 07720412505) or Vice Commodore (Paul Nichols ~~ph~~: 0751144512),
 - if a training event, in addition to the above, the RYA Principal (David Orme 07734 815271)

Useful numbers

- Club payphone: 01275 332194; Bristol Royal Infirmary: 0117 9230000; Royal United Hospital Bath: 01225 428331

Club address for ambulance

- Chew Valley Lake Sailing Club, Walley Court Rd, Chew Stoke, Bristol, BS40 8XN
- What3words address for access road: ~~month.cornering.mistress~~

SERIOUS OR LIFE-THREATENING INJURY - CODE RED

We have introduced a 'Code Red' radio procedure, similar to Mayday, for use in the event of a serious injury or life-threatening emergency. If the incident occurs ashore the OOD/event coordinator will decide if it is detrimental to continue sailing activity, or if the incident can be handled effectively using the resources on shore while sailing and other activity continues.

On calling 'Code Red' for a water-based incident all the available club powerboats should be ready to help the emergency. The safety co-ordinator (normally the OOD or RO) should take control of radio traffic, continuing to use channel 37A or M1, and only radiocalls related to the emergency are allowed until the crisis is over.

For life-threatening and serious emergencies phone 999 immediately.

The club address is:

**CHEW VALLEY LAKE SAILING CLUB
WALLEY COURT ROAD
CHEW STOKE BS40 8XN**

The **what3words** address for the access road to the club is:

month.cornering.mistress

Please give this to the emergency services so the ambulance goes to the correct place

The payphone number is: **01275 332194**

Send someone to open the outer gate and to stay there to direct emergency services and use the tannoy to request help from any healthcare professional or first aider.

Other Injuries

Injuries can vary from minor cuts and bruises to very serious life-threatening emergencies. A common-sense assessment is needed.

For life-threatening and serious emergencies follow the CODE RED procedure above.

The Location of first aid kits and equipment is as follows:

Standard kit & defibrillator (see [Appendix 11](#)) Duty desk

Standard kit Training Room

Trauma kit & stretcher Undercover Boat Store

Please fill in a report form for all injuries, stating what equipment is used, so that first aid kits can be restocked. Report forms can be found on the duty desk. You should also make a note of the incident in the duty book

If a casualty is unresponsive and does not appear to be breathing normally, immediately instigate the CVLSC Defibrillator Algorithm that is displayed by the duty desk (in the main clubroom) and is reproduced in [Appendix 11](#). The automatic external defibrillator (AED) is also located by the duty desk. A yellow mask and a copy of instructions are with it. Get all these to the casualty as soon as possible and attach the defibrillator.

If the casualty has a serious back or neck injury, try to move them as little as possible. There is a buoyant rigid orange stretcher in the entrance to the undercover boat store.

If someone is unconscious but breathing normally, and does not have a back or neck injury, place them in the recovery position and observe carefully while waiting for the ambulance to arrive.

In the event of someone losing consciousness out on the lake:

- Waste no time getting them ashore. It is not possible to do CPR in a RIB.
- Having picked up the casualty the rescue boat crew should head straight back to the clubhouse as soon as possible, while alerting the duty officer by radio as to the situation.
- It has been established that the easiest way to get an unconscious person safely out of a RIB is to drive the RIB straight up a slipway (while cocking up the propeller before the engine grounds!).
- A team of helpers can then safely transfer the casualty to the stretcher. If necessary, the RIB tubes can be deflated.

First Aid and Minor Injuries

For minor cases, first aid is best administered in the Training Room. For more serious cases the first aid kits should be taken to the casualty. There are first aid kits by the duty desk in the main clubroom and in the Training Room.

There is a **minor injuries unit at Paulton**, however it requires a phone call first to let them know a patient is coming – **01761 408114**.

It treats: sprains and strains; cuts and grazes; arm, lower leg and foot injuries; bites – human, animal; minor burns and scalds; minor head injuries; broken noses and nosebleeds; eye problems such as scratches, foreign bodies in the eyes

Alternatively, the nearest A&E services are Bristol Royal Infirmary (BS2 8HW – 8 miles) or Royal United Hospital Bath (BA1 3NG - 11 miles). You should consider transferring the patient by car to one of these locations rather than requesting an ambulance, which may take several hours.

Lightning

Lightning is a hazard to sailing boats and can be fatal. If you see a thunderstorm

passing over the lake, curtail all sailing. If necessary, boats should be abandoned with sailing crews taken off by the rescue boats.

To curtail sailing on a non-racing day:

- Despatch rescue helms to remove all crews and, if there is time, boats from the water.
- Sound the start–finish klaxon to alert lake users.
- Use the tannoy to warn all on the shore to keep away from boats.

To curtail sailing on a racing day:

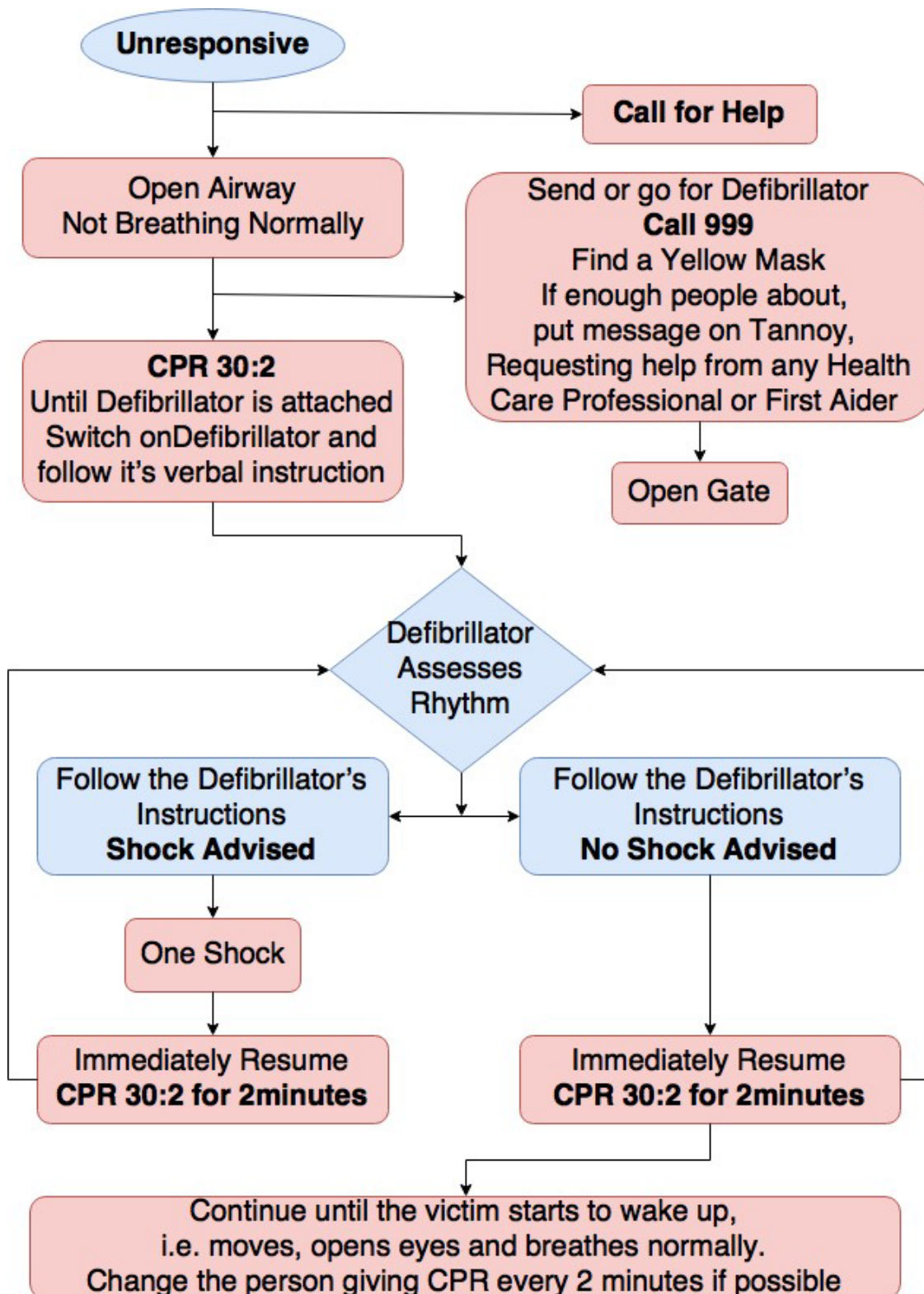
- The Race Officer should sound three start–finish signals.
- Hoist code flag 'N'.
- Dispatch rescue boats to remove people, and then boats, from the water.
- Use the tannoy to warn all on the shore to keep away from boats.

Fire

- Evacuate the building; use the club tannoy and radios to alert everyone to the danger.
- Call the emergency services.
- Do not use extinguishers unless you have been trained to do so and only to either clear an exit or save life.
- Only if it is safe to do so, make checks on all club areas to ensure they have been evacuated.
- Only attempt to extinguish the fire if you are sure it is safe to do so and you are confident in the use of the fire fighting equipment. Your safety and that of our members is the priority and if you are in any doubt do NOT put yourself or others at risk
- Assemble all at the South end of the car park, away from the LPG tank.
- Call 999 from your mobile and summon emergency services to CHEW VALLEY LAKE SAILING CLUB, WALLEY COURT ROAD, CHEW STOKE, BS40 8XN.
- Send someone to the outer gate to direct emergency services.
- Clear access for Fire Service if possible to do so.
- Prevent all traffic using the access road.
- On arrival of the emergency services be sure to tell them which areas have not been checked as being cleared before evacuation.

Appendix 11: Defibrillator Algorithm and Information

(Anyone can use this on an unresponsive casualty. Training is NOT essential)



How to Use the Automated External Defibrillator (AED)

If person is unresponsive and not breathing normally:

- **Shout for help.** Use Club's tannoy or VHF radio pager to request emergency assistance.
- **Phone 999.** Say person is unresponsive and not breathing normally.
- **Move person to dry area if lying on water.**
- Start chest compressions and rescue breaths in ratio of 30:2
- **Switch on AED and follow its verbal instruction.**
- Take pads out of sealed pack and connect leads to AED.
- Remove or cut off clothes to expose chest, and dry damp skin. Remove metal necklaces and underwire bras.
- Check for signs of pacemaker and implantable cardioverter defibrillator beneath skin as **chest pads will need to be positioned more than 3 cm from pacemaker devices and metal piercings.**
- Remove backing paper and attach pads to chest as shown on packet.
- Place first pad on upper right side, just below collarbone as shown on pad.
- Place second pad on left side, just below armpit.
- AED will analyse heart rhythm and say if shock is needed.
- **Everyone must stand clear of person before shock button is pressed and avoid touching person during shock delivery.**
- **Continue to follow voice prompts of AED until ambulance crew arrive.**

Appendix 12: Provision & Hire of Club Dinghies

Club boats may not be used in any wind speed GUSTING over 17 knots

These are available for all individual members' use in two-hour slots. They are not available to Group members incl. Schools/Universities. Boats may be used subject to payment of the appropriate hire fee detailed below.

Please try to avoid cash payment unless absolutely necessary - there is a **SumUp Card payment machine** kept in the Secretary's office with detailed instructions needed to take payment (see also [Appendix 14](#)).

Envelopes of collected boat hire fees should be noted with date, amount and any membership details/number (e.g. Boat hire fee, Topper 2hrs £10 cash Adult member Bob Smith 007), then posted in the cashbox next to the duty desk.

If the payment was taken using the SumUp card machine you should note on the envelope that payment was taken on the card reader. When entering the payment details on the card machine, it has facility to enter simple details of the sale, so please add e.g. 'Topper Smith 007'.

Dinghies for young sailors:

Maximum 2 hours' use in periods of high demand. Please ensure the user is accompanied by a parent or is otherwise supervised.

- **Optibats:** stored beside entry staircase. The kit is kept in the under-stairs store on the left side as approach the Clubhouse. **The Optibats are free to club members aged 16 or under.**
- **Toppers:** stored on frame opposite front entrance. The kit is kept in the wooden sail store. **Free to use to club members aged 16 or under.**
- **RS Fevas:** (Intended for Junior use only, with adult/junior crew dependant on crew competence and weather on the day. The newest Feva has the race pack and race sail, so should only be used for race training). **Charged at £20 per 2 hour session.**
- **Teras:** 2 of these Teras, marked 'Eric Twiname' are for training and racing use only, not general use. **Charged at £20 per 2 hour session.**

Dinghies for adults:

- **4 x RS Quests:** 2 person boat with both asymmetric and conventional spinnakers. **Each boat is charged at £20 per 2 hour hire.**
- **2 x Laser Picos:** 2 sail boats with small jibs suitable for single-handed adult sailors. The kit for all these boats is kept in the wooden sail store shed, at the edge of the car park opposite the new lift building. **Each boat is charged at £20 per 2 hour hire.**
- **9 x Toppers:** over 16's/adults are charged at £10 per 2 hour hire.

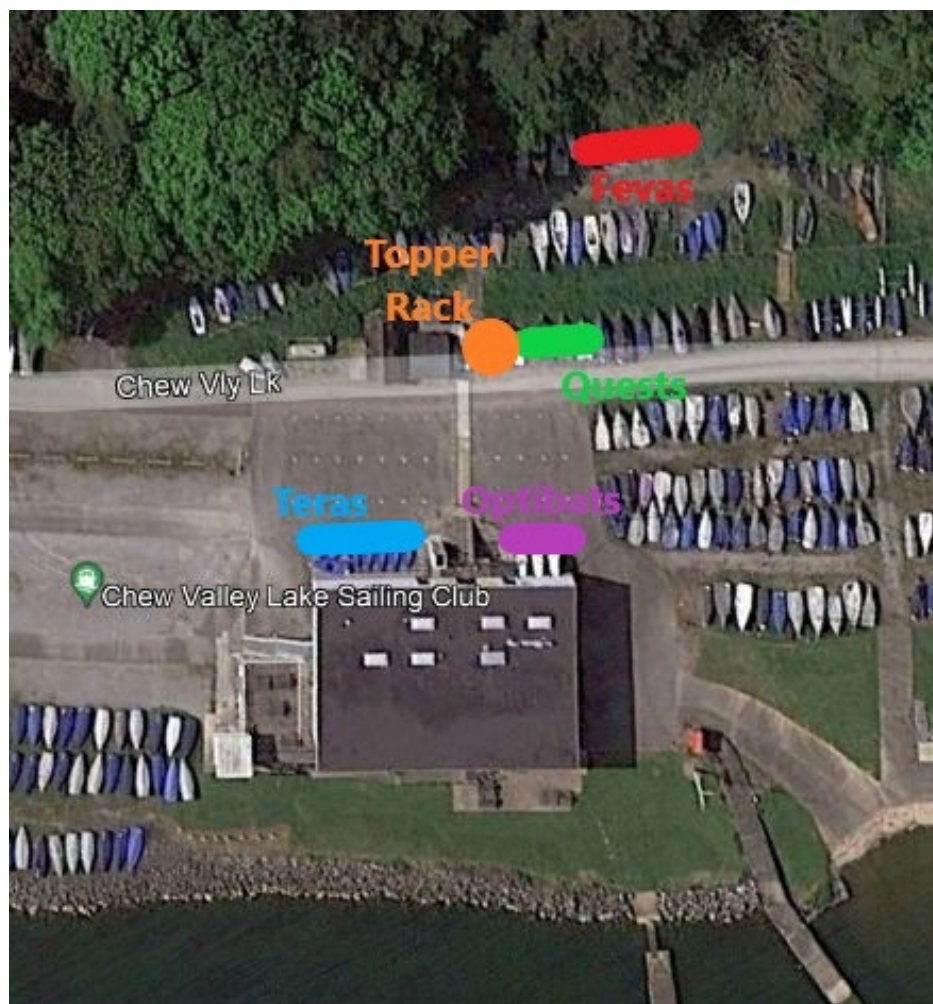
CVLSC Duties Book

Process of Hire

There are signing in/out sheets in OOD's desk.

- Ensure the sheet has been completed in full and hire cost agreed and paid
- Assist the user to find correct equipment for the boat being hired.
- Be proactive – ask users on return if everything was ok and assist them in reporting any faults.
- Check items have been placed correctly back in wooden sail store, tidy up when needed.
- Each user is responsible for putting the boat and gear away and reporting faults or breakages to you.

Club Boat Location



Appendix 13: Visitors/Guests Fees and Rope charges

Visitor/guest fees and charges

Be proactive and watch for boats arriving that do not display a Chew Sticker on their transom. Also look at any race sign-on sheets for those identifiable as visitors from whom a payment should be collected.

The visitor's book is located on the duty desk and must be used to 'sign in' all visitors. This includes those not sailing and any contractors on site and ensures they are covered by our insurance while visiting the Club.

Guests crewing or sailing a member's boat	£5.00
Visiting boat fee (including crew)	£10.00
Non-sailing guests	£0.00

Cost of rope

The club has a stock of rope at a variety of sizes from 2mm to 12mm, including the more useful 4, 6 and 8mm braid on braid polypropylene. The smaller sizes are stored in the buoy store and the larger sizes near the bosun's bench in the boat garage. There is a pair of scissors attached to the stand in the buoy store. The rope is available to members on an honesty payment basis with all profits going to the club funds.

2-4mm diameter	£1.00/metre
6-8mm diameter	£1.50/metre
10-12mm diameter	£3.00/metre

Please try to avoid cash payment unless absolutely necessary - there is a **SumUp Card payment machine** kept in the Secretary's office with detailed instructions needed to take payment (see also [Appendix 14](#)).

Envelopes of collected guest fees and rope sales should be noted with date, amount and any membership details/number, then posted in the box next to the duty desk. If the payment was taken using the SumUp card machine you should note on the envelope that payment was taken on the card reader.

e.g.

- Guest Crewing fee £5.00 on 1 Jan 17 signed in by Mr Bob Smith, member number 007. Payment by card reader.
- When entering the payment details on the card machine, it has facility to enter simple details of the sale, so please add e.g. 'Guest Smith 007'.

Appendix 14: SumUp Card Payment Machine

The Club card payment machine is stored in the Secretary's office, on the shelf under the radios. It should have been left plugged in and charging, so should be fully charged and ready to use. Simply unplug the charger and take the card reader in its cradle (which is also a printer) to wherever you need it.

If for any reason it isn't charged, it can be used while plugged in and charging. Please don't lose the charger.

Use of the machine:

1. Turn card machine on by pressing "on" button – top right
2. Enter amount – numbers only – and press √
3. Enter description:
 - For bar sales – no description needed, just tap "ok" on the screen
 - For open meetings –tap in "open" then tap "ok" on the screen
 - For club boat hire –tap in "boat" then tap "ok" on the screen
 - Anything else – tap in an appropriate description then tap "ok"
4. Ask customer to tap screen with card

That's it!

If you want to abort a payment at any point just press X

Receipts have been turned off, but if the customer really needs one then:

- use ↑ or ↓ arrow to activate menu
- use ↑, ↓, ← and √ arrows to select the following options:
 - Device settings
 - Printer
 - Auto-print receipts
 - On

If for any reason the wifi is down use the menu options to select 3G network, it should then work off any available phone network.

To turn off use top right button – long press.

The card machine should be stored securely in the secretary's office, plugged in to charger at the end of the day

Appendix 15: End of Day Close Up Procedure

The Officer(s) of the Day will normally be the last to leave the clubhouse and are responsible for locking up (see [Appendix 16](#): Locking Up Check Sheet). To assist with this procedure:

- Close all windows and turn off heaters and lights inside the clubhouse and changing rooms first.
- All the keys on the key ring are numbered; these correspond to the numbers on the Club's doors.
- Use the Lock-up Procedure & Sign-off for Duty Officer form (see overleaf *). This form must be completed as you lock the doors.
- Lock the doors in numerical order following the sheet overleaf – this ensures none is missed.
- **Ensure the lift is lowered to the ground floor and is deactivated by pressing the emergency stop button before locking the lift building outer door.**
- **Don't forget to pull the southern walk-ashore (used by the Flying fifteens, wayfarers and universities) clear of the water to prevent it damaging the pontoon**
- The form needs to be signed by you after locking up then deposited in the letter box on the left-hand side of the main entrance doors as you leave.
- Ensure that the Inner (dinghy park) and middle (recreational trail crossing) gates are closed and padlocked.

If members wish to stay on: you may ask for a volunteer to become responsible for the club keys and final locking up (also refer to the Buddy Sailing Policy in [Appendix 5](#)). Record in the Duty Register the name and membership number of the member who accepted the keys from you.

EVEN SO, you are still required to carry out the lock-up procedure (including completing the locking up sign-off sheet) **BEFORE YOU LEAVE** with the exception of the main entrance, key safe, steel security gate and inner (dinghy park) gate.

(* You will also find a pad of locking up sign-off sheets on the duty desk.)

Suggestions for improving this information:

Appendix 16: Locking Up Check Sheet

Lock-up Procedure & Sign-off for Duty Officer(see over for End of Day Close Up Procedure)

Locked/ done? =✓	Lock #	Room / Area Name	Remarks / Location
Location: Ground Floor			
	1	Oppie Store	
	2	Undercover Boat Store Up-and-over Doors	Self-locking – no key – mind your fingers
	3	Fuel Store	Near main flagpole
	4	Lost Property / Declaration Room	'Signing-on Room'
	5	Buoy Store	
	6	Students' Sail Store	
	7	Training Room Sliding Patio Door (R/H)	East-facing
	8	Training Room Sliding Patio Door (L/H)	East-facing
	9	Training Equipment Store	Beneath Race Hut
	10	Office Door (alarmed door)	Inside Training Room
	11	Training Room Main Door	South-facing
	12	Undercover Boat Store	Alarmed door, auto-sets when locked
	13	Club Boat Store	Wooden hut opp. main steps
	14	Maintenance Store	Under main steps
	Lift	Lift Building Entrance Door	Car park next to main steps - Ensure lift is lowered to the ground floor and then deactivated by pressing the emergency stop button
Location: First Floor			
	n/a	Main galley clubroom and bar	Close all windows Turn Off All Heaters & Lights
	15	Galley Balcony Door (same key 15–17)	Double door
	16	Galley Balcony Door	Single door main
	17	Bar Balcony Door	Single door
	18	Race Hut	Turn off tannoy
	n/a	Ladies Changing Room	Close all windows Turn Off All Heaters & Lights
	19	Ladies Changing Room Door to Balcony	Internal sliding bolt
	n/a	Gents Changing Room	Close all windows Turn Off All Heaters & Lights
	20	Gents Changing Room Door to Balcony	Internal sliding bolt
	21	Bar to Patio Sliding Door	
	22	Front Door (alarmed door)	= Final exit door, alarm auto-sets when locked
	23	Club Keys to Safe Box	Use own club key
	24	Iron Bar Security Gate by Safe Box	Use own club key
External Items			
	n/a	Winch Rope Locked in Green Salt Bin and both walk-ashores pulled clear from the water (southern and clubhouse RIB slipway)	Combination padlock: 3429
	n/a	Lock Entrance Hut & Inner (dinghy park) Gate	Use own club key
	n/a	Lock Outer Gate	Use own club key
Signature:		Name (Please PRINT):	
Membership No:		Date / Time:	
Comments:			
When completed please post completed sheet in the box on the left-hand side of the main door.			

Appendix 17: Lake Map

