

CHELMARSH SAILING CLUB

SUP

Standard Operating Procedures

Chelmarsh Sailing Club

Chelmarsh Reservoir

Hampton Loade

Bridgnorth

WV16 6BL

Revisions and Review List

To be incorporated in full annual review of document

31 May 2020	SOP Review LH/DP	Dynamic review: Club Risk Register updates
Amendments	Membership	Prospective SUP members with experience and their own boards may come for 1.1 induction with an Instructor.
	Sup safety	Use of the pontoon for launch is prohibited. Launch and land on the beach.
	Dynamic Assessment	The operational area is defined as the beach for launching and landing and the outer areas of the reservoir for paddling, keeping a distance of 50 metres away from anglers
Additional	Note additional document	http://chelmarshsailing.org.uk/2020%20Policy%20-%20SUP%20Start%20up%20COVID-19.pdf
2 August 2023	SOP Review CJ/SG	Review and update of SOP
	Membership	Membership procedures changed so members are put on hold until WoW course completion confirmed. ALL new members must have completed a WoW course.
	Children	Rules for children clarified and created as a separate appendix.
	COVID rules	Removed
26 September 2023	SOP Review CJ/RW/ND/DB	Review and update of SOP following feedback from Committee
	Pricing Structure	All pricing removed and WebCollect links added.
	Courses	Clarification on the type of courses available
	Guests	Guest rules clarified and link to booking system added.
	SUP Safety	More information added
	Risk Management Plan	Removed, see club Risk Assessment
	Adult and Child Age	Amended to reflect UK Law
	Appendix 2	Remove, instructor guidance now included elsewhere
14 November 2023	SOP review.	More inclusive membership and guest criteria

Overview

Stand Up Paddleboarding (SUP) started at Chelmarsh Sailing Club in 2019 as a diversification from sailing. It is now an established part of the club, offering training and organised events throughout the year.

Safety and enjoyment of on water pursuits are and will remain our key drivers. The success of the sailing club and our continued operation is dependent on safe operations. This Standard Operating Procedure (SOP) seeks to inform all users of how SUP at Chelmarsh is regulated and managed to ensure SUP is conducted in a safe and effective manner and in a way that complements the ongoing activities of the Sailing Club.

Chelmarsh Sailing Club Sup Courses

Chelmarsh offers a range of courses:

WoW	a beginner course
Improver	for paddleboarders who already know how to stand and paddle.
Family	for adults and children over 8 years old.
Private Session	available for your group only.
Swim Support	SUP safety and rescue to support open water swimming sessions.

For all courses Chelmarsh provides wetsuits if required, buoyancy aids and the stand-up paddleboard with a quick-release belt and a paddle. Windbreakers are also available if the weather is cold. Participants are asked to bring warm clothes to change in to and suitable shoes such as wet shoes or an old pair of trainers. Chelmarsh provides heated changing rooms and showers and participants can purchase tea and coffee.

Walk on water (WoW) Paddleboarding Starter Lesson

For a group of up to 8 students the Instructor will show participants some basics, so that they know they can paddle safely and self-recover.

The course covers: equipment, setting up, launching and landing, getting to grips with the board, standing up, stance and basic paddling techniques. What should you expect on the course:

1. A safety briefing
2. Self-rescue (if it goes wrong)
3. Paddling techniques, forwards, backwards turning around
4. Paddling kneeling down,
5. Paddling standing up,
6. Club rules for new members.

Improver Sessions

Once participants have attended the basic Walk on Water (WoW) or similar introduction course elsewhere and have a basic competency, they can do this course.

These are arranged on an ad hoc basis through the year depending on demand.

In order to attend these sessions, paddlers must be able stand and paddle at least 30m

Family WOW Sessions

Families can contact the SUP leads via the website to organise a private session for just their family.

The course is not suitable for children under the age of 8.

If a participant is under 16, they must be accompanied by a parent or guardian who is responsible for their behaviour on the water.

Private Sessions

Members of the club or members of the public can contact the SUP leads via the website to organise a private session.

Prices to all courses and bookings can be made by following the link:

https://webcollect.org.uk/chelmarsh/category/training_adult-1

Swim Support Sessions

This course is put on occasionally and is only for swim members who want to support the open water swimming. As well as the WoW course, this session also covers use of a throw rope, VHF radio and rescuing swimmers.

Instructor Courses and First Aid Courses (as National Organisation criteria)

The club will meet the cost of an approved instructor course, and ancillary courses (e.g. first aid) and those membership fees directly associated with maintaining an instructor licence in accordance with Chelmarsh Instructor expenses.

Parties

We do not think it is appropriate to use a WoW course for a children's party even with small numbers of attendees.

Chelmarsh Sailing Club Sup Membership

SUP Membership is an Associate Membership of Chelmarsh Sailing Club. Members can use the clubhouse, showers and facilities as well as having access to Club Equipment for hire by prior appointment. SUP Polo equipment and Mega SUPs can be used with no cost by members if there is an Instructor present to access the equipment in the container.

To provide the level of assurance required to the committee that all new members are safe to paddle on Chelmarsh Reservoir, there are three routes to membership.

- Member must be in possession of a recognised SUP qualification to the minimum standard of the Walk on Water (WoW) Course. Or
- Member has completed a WoW Course. Or
- Potential untrained but competent members can join. Membership will be put on hold until paddling abilities can be witnessed by an experience member of the SUP club. Experienced club members are detailed with Appendix 2.

All New members must also agree, via a Web collect declaration during joining, to:

- Only paddle when accompanied by a competent adult paddler (Buddy rules to mitigate lack of self rescue),
- They know the basic paddling techniques, forwards, backwards turning around
- Can Paddling kneeling down,
- Can Paddling standing up,
- Will follow Club and SUP Safety rules

New members receive a letter with the key SUP rules, door code and are told they will need 3rd party liability insurance to minimum £3m for use of their own equipment. New members will also be strongly encouraged to attend a club social event (e.g. Sundowner to meet current members and welcomed to the club).

Further details regarding SUP Membership can be found here:

<https://webcollect.org.uk/chelmarsh>

Equipment Hire

Please be aware that SUP and personal floatation device hire is only available when volunteer SUP Instructors are present. This can be sporadic, and it is advised that you have your own equipment.

Ordinary Sailing Club members may also hire equipment once assessed as a competent paddler.

SUP Hire must be organised through the closed Facebook group at least 48 hrs in advance of the session and club volunteers will try to assist, although this cannot be guaranteed.

Further details for pricing of SUP Hire can be found here:

<https://webcollect.org.uk/chelmarsh/event/sup-hire-1>

Children

Please see appendix 1 for the club policy regarding children.

Guests

Members can sign up a guest for a visit to the club. The following rules apply:

- Guest is the responsibility of their host and must be accompanied while on club premises (Land and water).
- Host must ensure guest:
 - Only paddle when accompanied by a competent adult paddler Buddy rules to mitigate lack of self rescue),
 - They know the basic paddling techniques, forwards, backwards turning around
 - Can Paddling kneeling down,
 - Can Paddling standing up,
 - Will follow Club and SUP Safety rules
- A member may bring a guest up to a maximum of 4 times per year
- The cost and booking can be found via WebCollect
- The member is responsible for the safety of their guest.
- The guest needs to hold valid 3rd party personal liability insurance to minimum £3m (such as the insurance obtained with many different canal and river licenses) if using their own board, not necessary for club owned equipment provided hire by the member.
- The guest may use showers and purchase tea/coffee.
- Guests may not buy drinks from the bar.
- Guests must not be given the door code.
- Guests must be accompanied on the water. The member is responsible for pointing out safe launching and explaining water hazards.
- Members may only bring 1 guest at a time.
- Guests can be any age over 8, but if a member brings a guest under 16, they must also have a buddy with them that is a member.

Guest membership booking can be found here:

<https://webcollect.org.uk/chelmarsh/subscription>

SUP Safety Rules

Any user of the water not on an organised course is subject to SUP safety rules and MUST:

1. Carry a reliable mobile phone in a waterproof case;
2. Wear a leash at all times; On courses we recommend a waist leash, but members may choose to use an ankle leash.
3. Wear a Personal Floatation Device also known as buoyancy aid (PFD) to ISO standard 50 Newton buoyancy aid at all times. Waist buoyancy aids are **NOT** acceptable.
4. Operate under 'buddy rules' (i.e. NO solo paddleboarding) even if the safety boat is out and sailing is in progress. Buddies must be over 16 years old.
5. Risk assess the weather conditions and your own ability prior to launching.
6. Wear suitable clothing for the weather conditions.
7. Liaise with other water users to avoid conflict.
8. Wear suitable footwear on beach at all times, due to potential of cuts to feet from mussels/sharp stones. Paddling barefoot is permitted, but advice is to wear footwear at all times.
9. Launch and exit from the beach area only.
10. Wading, splashing and swimming is not allowed. The beach area is for launching of SUPs and boats and needs to be vacated as quickly as possible.
11. Do not use the slipways or pontoons for launch or recovery.
12. Avoid the reservoir outflow and inlet areas.
13. Be aware of underwater hazards such as tree stumps.
14. Kneel when in shallow areas.
15. Do not paddle under the influence of drugs or alcohol.
16. A buddy must not be more than 30m away (Unless experienced paddleboarders are race training and then must stay within line of sight)
17. SUP Boards used at other locations than Chelmarsh must be washed and dried for 48 hours before launch to prevent spread of invasive species
18. No paddling outside daylight hours, unless part of an organised club event.

Chelmarsh Sailing Club SUP Emergency Plan

The Emergency Plan is published as a flow chart and available on club notice boards and on the website: <http://chelmarshsailing.org.uk/downloads.html>

APPENDIX 1 – CHILDREN AND SUP AT CHELMARSH

Statement of Intent

We want Chelmarsh to be a welcoming, safe and enjoyable place for young people. We have buddy rules in place for adults and we want to clarify the rules for families.

For the purpose of this policy and in line with UK law we are counting

- Children as being aged 17 and under.
- Adult as being aged 18 and over.
- Children aged 16/17 years are allowed to be a buddy and to supervise children as long as they are with at least 1 person aged over 18.
- No more than 2 Children under the age of 16 per Adult paddleboarder.

Supervision

Children should be supervised at all times. Parents and guardians are responsible for their children's behaviour, compliance with SUP Safety Rules and Club rules in all areas of the club: on the grounds, on the water and in the clubhouse.

There are no separate changing rooms for children or families so children must be supervised if using changing facilities by parent or guardian to comply with child safeguarding.

Members generally are expected to leave changing facilities and toilets in a respectable condition. This applies to children too. Please check that taps are turned off and any waste is put in the bins.

Children are not allowed upstairs in the clubhouse without an adult present.

Around the grounds

- Children need to be reminded that vehicles come and go around Chelmarsh. They should not play around the car parking area and need to check for cars when going to the reservoir.
- Wading, splashing and swimming is not allowed. The beach area is for launching of SUPs and boats and needs to be vacated as quickly as possible.
- PFDs must be worn by all once past the sign on the slipway.
- Children must be supervised on the pontoons.
- Shoes must be worn until children are on the SUP board.
- No walking or launching from the slipway (which is slippery).
- The bay area where we launch should not be used as a 'play area' it is not for swimming or wading.

On the water

Children may not use a SUP without an adult present.

Children must wear a PFD on the water, beach or pontoons. The PFD must be manufactured to ISO standard, meet requirements for the age or weight of the child and be correctly fitted.

The supervising adult needs to be with the child and on a SUP. It is not acceptable to supervise from land or from a boat.

A child aged under 16 does not count as a 'buddy' within the Chelmarsh buddy system.

There must be at least 2 adults with children on the water.

Allowed	Not allowed
2 adults up to 4 children under 16	2 adults more than 4 children under 16
1 adult, 1 x 16/17 year old and up to 2 children	2 16/17 year olds may not supervise a child.
1 adult and up to 2 children on a social SUP as long as they stay with the social group on the water.	1 adult with a child under 16
	Under 16 years old without 2 x suitable buddies.

Children under 8

We do not offer courses to children under the age of 8. Parents may choose to bring children under 8 with them, and they can be part of a family membership.

Children under 8 may sit on a board with an adult. We do not recommend that they are allowed on boards solo.

Children under 8 must wear an appropriate PFD. The PFD must meet requirements for age and weight of child, appropriate for the child's swimming ability, be correctly fitted and have an under/crotch strap.

Appendix 2 - Experienced Club Members

The following individuals have shown sufficient experience to identify the paddling abilities of potential club members.

Dewi Pennell			
Nicola Downing			
David Partridge			