

# 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**

<b>31 May 2020</b>	<b>SOP Review LH/DP</b>	<b>Dynamic review: Club Risk Register updates</b>
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	<a href="http://chelmarshsailing.org.uk/2020%20Policy%20-%20SUP%20Start%20up%20COVID-19.pdf">http://chelmarshsailing.org.uk/2020%20Policy%20-%20SUP%20Start%20up%20COVID-19.pdf</a>

# Overview

Stand Up Paddle boarding (SUP) was proposed to the Sailing Club Membership at the AGM in December 2018 as part of a Diversification Strategy within the Clubs Development Plan. The committee had previously unanimously agreed on the Development Plan and this was approved by a majority at the AGM with only one dissenting vote. Members noted the declining and ageing membership and also the research conducted by the RYA.

Sailing clubs nationally have broadened their offer and Chelmarsh has extensively researched the experiences of Glossop and Cheddar Water sports (previously Royal Corinthian Yacht Club), Bartley and others to learn about how SUP can safely be integrated and developed into a successful sailing club.

One of our Dinghy Instructors has undertaken Academy of Surfing Instructors (ASI) training to gain an ASI SUP Instructor Level 1 qualification as well as joining the British Canoe Union (BCU) and British Stand Up Paddleboard Association (BSUPA). This SOP was produced using best practice from all 3 organisations.

In parallel our Landlords South Staffs Water have enquired as to whether we could provide SUP activity and are keen to actively promote recreation <https://www.south-staffs-water.co.uk/community/recreation>.

Safety is and will remain our key driver. The success of the sailing club and our continued operation is dependent on safe operations. This SOP seeks to ensure SUP is conducted in a safe and effective manner and in a way that complements the ongoing activities of the Sailing Club.

Our membership have been very clear in their support for diversification but equally are consistent in their demand for safe regulated activity. This SOP provides a mechanism to ensure safety and to communicate with all water users how SUP is regulated and governed at Chelmarsh.

# Chelmarsh Sailing Club Sup Courses

For all courses we will supply wetsuits if required, buoyancy aids and the stand up paddle board with a paddle. You will need to bring warm clothes to change in to and suitable shoes such as wet shoes or an old pair of trainers that you don't mind getting wet. We provide heated changing rooms and showers and you can purchase tea and coffee.

## **Walk on water Paddle boarding Starter Lesson**

**£30 (1.5 hrs) wetsuit hire £5**

For a group of up to 8 students for those who "just want to give it a go" our Instructor will show you some basics, so that you know you will be doing it right, safely and be able to make the most of your time on the water. Less theory and more practice, but often a wetter session!

Our aim is to get you paddling confidently on a stand up paddle board, whilst in the safe and capable hands of one of our enthusiastic Instructors.

All the Instructors are trained, qualified and experienced and will take you through - 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,

## **Improver Sessions £30 (2hrs+)**

Once you have attended either the basic Walk on water or Introduction course and demonstrated a basic competency you can join other Improvers with an Instructor (and often other club members) for an Improver session. These are arranged on an ad hoc basis through the year depending on demand. The costs cover Board Hire and are the only sessions available for non-club members to use Chelmarsh reservoir and our equipment.

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

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

# Chelmarsh Sailing Club Sup Membership

SUP Membership is a Restricted Membership of Chelmarsh Sailing Club. You get to join a sociable sailing club and can use the clubhouse, showers and facilities as well as having access to Club Equipment.

In order to paddle on the reservoir, all **new members** need to have either:

- attended a WOW course or similar. If a course has been attended elsewhere proof will be required, such as certificate or demonstration of ability;

OR

- attended an induction at the club, which includes confirmation of the ability to swim 50m, information on club rules, access to club facilities and reservoir hazards. Inductions can be booked through WebCollect and delivered by Instructors on the days that lessons are planned.

Annual SUP Membership is paid monthly via WebCollect and is set at 50% of the sailing club membership fee (currently £222 per annum). Members can also join for a month at a time, which is currently set at £10 per month, payment in advance.

SUP Members can use their own equipment at no charge or hire Chelmarsh Equipment at £10 per 2 hrs, £20 for 4 hours (duration of hire will depend on the instructor's availability). Hire is organised through the WebCollect website and Board hire should be pre booked and paid for to ensure availability.

Ordinary Sailing Club members may also hire equipment subject to attending one of the basic SUP courses or providing evidence of competency.

## **SUP safety**

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;
- 3) Wear a PFD ISO standard 50N buoyance aid at all times. Waist buoyancy aids are NOT acceptable;
- 4) Operate under 'buddy rules' (i.e. NO solo paddling) 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 prior to launching;
- 6) Have booked the equipment out through WebCollect;
- 7) Liaise with other water users to avoid conflict.

# Risk Management Plan

## Location

### Chelmarsh Reservoir

The Reservoir has minimal current although care should be taken near inlet outlet pipes when water is being pumped. These areas are well marked and have safety notices; The Instructor will alert students to this hazard during the briefing.

The Reservoir has steeply shelving beaches and the water rapidly deepens, this is an advantage as shallow water is a risk. Students will be briefed on appropriate footwear and the nature of the beaches and also the slippery launch road (which should be avoided or used with care by SUP students). The pontoons are floating and can move slightly, they also are often covered in bird excrement so students should be warned of this hazard. Buoyancy aids to be worn on all pontoons at all times.

### Other Locations

Club Equipment may be used at alternate locations under Supervision of a Club Instructor.

Such Locations will be assessed for local hazards in line with ASI Operational Plans namely:

- Hazard free launch and recovery areas, areas for pre activity briefing
- Local Knowledge and assessment of weather patterns, any currents (tidal or river flows)
- Strict definition of paddling areas, with suitable entry egress and emergency egress points
- Local Emergency Response Plans.
- A Risk Register will be completed for any location used other than Chelmarsh in line with ASI Instructor Manual page 31

### Summary Of Briefing (Location):

Weather on the day, assess risks of exposure to cold, water and sun. Wind conditions direction speed and forecast changes. Any thunder or other risks. Brief students appropriately.

Location Hazards: Current, slip and approach hazards local safety condition  
Buoyancy Aids

### Hygiene: Wash hands after activity

## Dynamic Assessment

### Weather

- **Wind:** ensure weather is as forecast assess any deviation. Operating Limits winds 12 knots. Remind students risks of carrying boards in wind and risks when launching, leashes to be pre attached. Activity planned to direct activity into wind to reduce risks of wind dispersion.
- **Cold:** Ensure wetsuits worn if water temp below 12, and for beginners wetsuits advised if temp below 16. Instructor to monitor group for signs of cold and to ensure students are briefed on appropriate clothing (wetsuits are available) and aware to report cold.
- **Sun and Heat:** Adequate supplies of drinking water and sun screen, advise on long sleeved rash vests, find shade for briefings. Instructor to be mindful of risks
- **Lightening:** All activity must be cancelled if there is a storm risk. 30 30 rule if it takes less than 30s to hear thunder after seeing the flash activity must stop, not to resume until 30Min after event.

### Water Hazards

- See **location** at Chelmarsh Reservoir check Pumping activity/ current at other locations check tide/ river flow and ensure risk Register completed
- **Shallow Water:** all students will be instructed on land as part of initial safety briefing of correct wipe out/ falling technique. All students to kneel until SUP is in sufficient depth and boards to be recovered from kneeling paddle.
- **Other Craft:** All Powerboat users at Chelmarsh Reservoir are safety trained and a SUP awareness sheet will be circulated to all safety boat crew co-operating on any day where SUP activity is taking place. Students to be advised of wake hazard and to kneel until clear of hazard. Sailing Craft; Instructor to brief and caution any sailors and to use quiet areas for SUP lessons avoiding launching or recovery when sailing use of the launch area is concentrated.
- **Operating Area:** SUP landing is limited to the declared SUP operational areas, this mitigates against any event being unwitnessed and complies with Chelmarsh general rules.

## Equipment Hazards

- **Boards:** All SUPs to be regularly inspected any sharp edges jags to be removed from fins and paddles. All club boards used for Level 1 Training or below to be Inflatable SUP.  
Boards to be inspected for damage and buoyancy checked/ any leaking valves or punctures to be repaired before use.
- **Leash:** A leash to be worn at all times, as this provides compliance with legal requirement for buoyancy.
- **PBE:** Students below Level 1 should wear Personal Buoyancy Equipment (PBE)  
All club wetsuits to be rinsed after use and hung up to dry, all wetsuits to be machine washed periodically.
- **Clothing:** Instructor to check personal clothing and fitting of any PBE ensure adequate clothing for experience and conditions of students. Club clothing to be stocked to ensure all students have adequate personal protective equipment.

## User Risks

- **Poor swimmers:** All students are pre assessed and asked to declare that they can swim 50m. To take part in any group lesson all students must be able to swim 50m. In certain circumstances poor swimmers e.g. those with a disability may take part in SUP lessons, however the teaching ratio will be reduced and conditions assessed and a personal risk assessment will be completed by the Instructor.  
All students will wear PBE. Instructor to be on water with students at all times
- **Low Fitness Levels:** Prior to activity fitness levels are assessed SUP requires a basic level of fitness.  
Children should be aged 8 or greater (younger children often do not have the physical strength to paddle against wind)  
Activity will be commensurate with fitness levels and class times and activity as well as student /instructor ratios will be reduced for low fitness groups.  
Students will be regularly checked and monitored and encouraged to vocalise any strains or difficulties.
- **Medical Conditions:** A medical declaration is completed by all students on booking. The Instructor will ask generally about health on the day and specifically ask about any communication difficulties.  
A specific risk assessment should be made and advice sought about any particular medical condition prior to undertaking activity.  
Opportunity should be explicit for a "private word" about any medical condition to avoid any risks of non disclosure through group pressures.

## **Activity Risk**

### **Class Size and Instructor Equipment**

- Class size is normally 8 students to one instructor, this is reduced if weather conditions are poor or user risks identified.
- The Instructor shall be on the water at all times and equipped with basic safety equipment:
- Communication device (mobile phone which operates at location in waterproof case)
- Rescue pack: Adequate board for rescue (10' 8" min), First Aid Kit, whistle, food-for diabetic emergency, water, PBE

### **Class Equipment**

- Inflatable SUP, Paddle, Leash
- PPE to include wetsuit/rash vests suitable clothing and PBE

### **Assistants**

Assistants can be Parents or Guardians, Teachers, Trainee Instructors, experienced paddlers. The role and responsibility of any Assistant must be clearly defined eg on shore help and assistance, on water supervision and coaching. Assistants are useful to allow full Instructor Student Ratios where the group contains User risk or special needs or where conditions are less favourable. On Other location activity assistants who are experienced paddlers can be used to "top and tail" any group.

### **Lesson Plan**

All SUP training will be delivered with a clear lesson Plan which outlines duration, intended activity and briefing on risks and activity. Standard Lesson Plans are outlined on the website and included in the SUP Operational Manual.

### **Emergency Plan**

**As detailed herein**

#### **Summary of Briefing: Dynamic and Activity**

**Swimming Ability, and any medical conditions**

**Ensuring PPE and SUP Equipment briefing on land and water use**

**Wipe out and falling Instruction, Self rescue**

**Prone and Kneel Paddling on land demo**

**Communication; basic stop and gather together instructions**

**Specific Hazard briefings**

# **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>

The SUP Instructors are all trained in SUP self rescue and SUP rescue techniques as provided in Instructors manuals from WSA and ASI

# Appendix A

## Booking Form Notes

### **Important notes regarding your booking**

If you require a more complicated booking or a bespoke session, then please contact us.

When including children (under-18's) in a booking, please contact the office. An adult will need to accompany them in the session or be present on the bank.

Most of our sessions are suitable for beginners and people of all abilities and ages.

You need to be able to swim and when booking will confirm that you can swim a minimum of 50metres, we also ask that you declare any medical condition that may affect your safety or ability to participate in on the water activity.

A certain level of flexibility and an ability to get up to standing from kneeling is required for learning to paddleboard.

No specialist clothing is required. In warm weather, ordinary gym gear will be fine (shorts/leggings/T-shirt/sweatshirt), with old sandals or trainers you don't mind getting wet. Or you can get cheap neoprene wet shoes from most large supermarkets. No bare feet, footwear is required at all our SUP locations. In colder weather (September - March), a wetsuit would be advisory and is mandatory where the water temperature is below 12 degrees. We have wetsuits available if requested in advance. Always bring a towel and a change of clothes just in case you take a little dip during the SUP lesson.

### **Weather conditions**

Whilst we endeavour to carry out our SUP sessions, minimum numbers, instructor availability and weather conditions (If it is very windy or there is torrential rain meaning poor visibility) may mean we have to reschedule your lesson. We will always contact you to advise you as soon as we are able to discuss the options with you.

### **Our Session Cancellation Policy**

We operate a 5 day cancellation policy on our SUP sessions. Should you cancel your session after the 5 day window has closed, you may be charged for the session and not issued a replacement session. No refunds are given for missed or cancelled sessions.

### Sample Online Booking form

Please complete a separate form for each attendee. Bookings can only be accepted once this information is received. Thank you.

Chosen Quick Start session \* (Drop down defines which course applied for)

You must have paid for your selected course in advance to be sure there is space available.

Session time \*

10 am

11.30 am

2pm

Name of participant \*

First Name

Last Name

Date of birth DD/MM/YY \*

Contact number \*

Email Address \*

Emergency contact \*

First Name

Last Name

Emergency contact number \*

Name of parent/guardian if participant is under 18 (minimum age 8)

First Name

Last Name

As the above named parent or guardian I give consent for my child to take part in this activity

Tick here to give your consent

Medical Information \*

While we have taken all reasonable steps to ensure our paddle boarding sessions are safe and successful, participation is at the paddle boarder's own risk and participants must undertake to comply with health and safety obligations required by their instructor.

I confirm that the information given in this form is true and accurate to the best of my knowledge. I agree to notify the instructor if at any time my medical needs change, or I find any aspect of the exercise stressful. I will follow all safety guidelines outlined by the instructor.

Any other information

If you or your child has a medical or physical condition or history which may affect participation in this activity please let your instructor know by giving further details below. This information will be treated in confidence.



Photograph Consent \*

Occasionally we may wish to take photos at these activity sessions for promotional or publicity purposes, for example advertising paddle boarding sessions on the club website and social media pages or in external advertising. Such photos will only be used for the promotion of paddle boarding at Chelmarsh. Please tick the box below indicating your preference, thank you.

- I consent to photos of myself or my child being used for promotional purposes.
- I do not consent to having photos taken of myself or my child for promotional purposes.

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**Terms and conditions:**

- All bookings are made with Chelmarsh Sailing Club
- The terms and conditions of all agreements made Chelmarsh Sailing Club shall be subject to, and governed by, English law.
- Courses / lessons are to be sold according to the course description and content. No course or lesson should be sold as to a level ascertained on its completion.
- We are not responsible for weather and have no control over it. We make every effort to provide alternative activities and dates. This is subject to availability. Refunds are not given due to weather conditions.
- For children under the age of 18 we require a parent/guardian to be present either in the activity or on the bank.

**Cancellation:**

- All Lessons & Courses: Any fees paid will be refunded if the participant makes a cancellation more than 30 days before the course is to commence.
- The Club reserves the right to cancel any course or lesson for any reason at any time before the start of the course. In this situation participants will be offered alternative dates or a full refund.
- Cancellation due to situations out of the control of Chelmarsh Sailing Club may be subject to the loss of money paid where a refund is not possible.
- All re-bookings will be handled directly with participants in the event of adverse conditions.
- A failure to attend a booked course will be considered a cancellation.