

CLWB HWYLIO LLYN BRENIG SAILING CLUB

ADDITIONAL RULES AND INSTRUCTIONS - COVID-19 - 2021.

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Compiled by LBSC Sub-Group & Reporting to the Main Club Committee:

Contents:

LETTER OF INTRODUCTION

- 1. ADDITIONAL RULES & INSTRUCTIONS - GENERAL CONCERNS**
- 2. ROLE OF OFFICER OF THE DAY - ADDITIONAL DUTIES TO STANDING INSTRUCTIONS**
- 3. ROLE OF THE RESCUE CRAFT & HELM**
- 4. SAILING - GENERAL**
- 5. CRUISER SAILING**
- 6. DINGHY SAILING (including FF and K1 Keelboats)**
- 7. RACING**
- 8. HUMBER AND XS RIBS – LAUNCHING PROCESS**
- 9. ROLE OF THE TRACTOR DRIVER TO ASSIST CRUISER & KEEL BOAT LAUNCH**

LETTER OF INTRODUCTION:

Dear Llyn Brenig SC Member,

Our primary focus is to support our members, individuals and affiliates alike, through these difficult times. For that reason, we want to update you on the support and advice that is available to the recreational boating community.

Please find detailed below an important rules and guidelines for sailing at Llyn Brenig Sailing Club. Take your time to read and digest this document carefully. This document **ADDITIONAL RULES AND INSTRUCTIONS - COVID-19** contains a lot of important information and covers each of the steps we all need to take to ensure that we can go out and enjoy the water safely once again.

Please note: a link to a downloadable version of this document can be found on the front page of the new LBSC website: <https://brenigsailing.club> **ADDITIONAL RULES AND INSTRUCTIONS - COVID-19**

In the meantime, stay safe and if you have any questions or would like any further information, please contact secretary@llynbrenigsc.org.uk.

Yours sincerely

Ben Morris
Commodore

1. ADDITIONAL RULES & INSTRUCTIONS - GENERAL CONCERNS

- 1.0 Following the relaxation of the COVID-19 rules and guidelines by the Welsh Government and consistent with RYA Cymru Wales advice, the LBSC committee has agreed that it is possible to resume some sailing activities at LBSC, albeit with precautions to reduce COVID-19 infection risk. This document sets out the additional rules and instructions which will apply to all shore and water activities and applies to all members.

Guests are permitted at the Club. On Sundays all members and guests attending the Club must report their details to the Officer of the Day, who will maintain a register for Test, Trace and Protect purposes.

The decision by the Committee to allow sailing is taken against a changing situation regarding the COVID-19 pandemic. Therefore, these rules and instructions may be amended at any time in-line with government, local authority, RYA and Dŵr Cymru guidelines and rules. Members will be notified via Email of any such changes.

It is important that as a club we do not add to the load being experienced by the emergency services, and all club activities must be undertaken with maximum attention to safety and risk reduction.

- 1.1 **Any member showing any recognisable COVID-19 symptoms, or who has had contact with known cases, or been contacted by Test, Trace and Protect and asked to isolate, or been told to quarantine following foreign travel must not visit LBSC. Any member developing recognisable COVID-19 symptoms whilst at LBSC is to return home immediately and inform the club secretary via email of their circumstances and say who they may have been in contact with during their visit to the club.**

Mail to: secretary@llynbrenigsc.org.uk

Social Distancing 2 metre Rules (SD2mR)

- 1.2 The maintenance of **SD2mR** is a central component of the government approach to fighting COVID-19 and therefore in addition to the rules and instructions that follow, all activities at the club both on shore and on the water must at all times adhere to the **social distancing 2 metre rule** with the exception of circumstances described in 1.3 below.

The club recognises that there may be members of extended household bubbles present, who are not required by Wales Government rules to maintain social distancing within their group.

- 1.3 Only in circumstances where emergency assistance is being provided does the committee accept a justification for breaking the SD2mR rules. For the avoidance of doubt, emergency assistance is when such assistance is being offered to prevent

the loss of life or to prevent serious injury. It does not relate to assistance to prevent the loss of sailing equipment or damage to sailing craft.

General issues

- 1.4 The existing club rules as laid down within LBSC sailing instructions will still apply and should be read in conjunction with the instructions detailed in this document. The existing LBSC sailing rules and instructions can be found in the Club Byelaws, here: <https://brenigsailing.club>.
- 1.5 General sailing is allowed at Llyn Brenig in keeping with these rules, club risk assessments, byelaws and constitution from 4 April 2021.
- 1.6 Details of the reduced level of rescue boat support during Sunday sailing are set out elsewhere in this document.
- 1.7 **Group memberships may use the Club in accordance with any specific agreements negotiated with the Committee – contact the Club Secretary secretary@llynbrenigsc.org.uk to initiate discussions.**
- 1.8 **Club boats:** Club boats may be used providing
 - only one person at a time goes into the training container to get gear – foils, spars, sails, etc.
 - the person washes their hands thoroughly both before entering the container and again after retrieving their gear. The external wash hand basin is convenient for this.
 - the boat must be rigged by the same person, and any help given must be from members of the same family group only
 - the boat must be used exclusively by that person during the course of the day, or shared with members of the same family group
 - the person should preferably put away the boat and equipment **at the end of the day, not earlier. In the event that the member has to leave before the end of the day, foils and tiller for the boat should be sprayed with anti-viral spray and left at the OOD hut, for the duty crew to place in storage at the end of the day. (This is to prevent equipment that has not been disinfected being taken out unknown by another person).**
 - Handwashing rules must again be followed before and after storing sails, foils etc in the container.
 - Any club boat and ancillary equipment must not be used by anyone else, other than family group members, that day.
 - **The only exception to the one person/family per boat per day is the single club Laser. In the event that the person sailing this relinquishes it before the end of the day, it should be sprayed and wiped down with anti-viral products before another sailor takes it over, as would happen with a handover of crew in a RIB.**
- 1.9 Club wetsuits, buoyancy aids and helmets are not available because of the risk of cross-infection.
- 1.10 All sailing and powerboat training is suspended until further notice, as are the Club's 'Taster Sail' events; however from 26 April sail training for children and adults has

been permitted under Wales Government rules. The Club is planning how to implement training safely - intending students will be informed of resumed training via email and LBSC website <https://brenigsailing.club> postings.

- 1.11 To observe social distancing the picnic tables will be placed appropriately and be available for a single person or for a family group only. When a member has occupied a table they should continue to use that table for the duration of the day. As there will not be enough spaces at tables, members may wish to bring their own camping chair for use at lunch and in breaks from sailing.

Toilets and hand washing - Process for maintaining SD2mR and minimising cross-infection risk

- 1.12 The provision of towels are the responsibility of the club members, and these should be brought with you on every visit to the Club. LBSC will be supplying liquid soap dispensers at all hand basins.
- 1.13 Members are encouraged to wash hands with soap and water frequently as per government instructions, and particularly before eating or drinking, and to avoid touching their face, which may put them at serious risk of contacting the COVID-19 virus.
- 1.14 Access to male and female toilets will be permitted under strict social distancing rules.
- 1.15 Only one member or a family group will be allowed into each changing room and toilet area at a time and we will be implementing a one in and one out system for both male and female toilet areas.
- 1.16 Both male and female toilets may be used at the same time. Members are required to use the following protocol:
- The main ground floor clubhouse doors will be left open and two traffic type cones placed in front of the access doors to each of the changing rooms. These will be clearly visible from outside.
 - After entering the changing room area, using your foot, move the cone to the centre of the walkway to indicate that the toilet is in use.
 - Wash your hands thoroughly using your own liquid soap and towel. Washbasins have been adapted with lever operated taps that can be turned on/off using your elbow. **NB** The hot water supply is thermostatically regulated.
 - Use the provided wipes to clean any surfaces before using the toilet, and again afterwards, placing the wipes in the bin, **NOT DOWN THE TOILET.**
 - Wash your hands thoroughly again using own liquid soap and towel
 - On exit, using your foot move the cone to the side indicating that toilet is available.

2. ROLE OF OFFICER OF THE DAY - ADDITIONAL DUTIES TO STANDING INSTRUCTIONS.

- 2.0 The duty rota will be amended so that only two persons are required each Sunday – an Officer of the Day (OOD) and a Helm for the RIB.

2.1 The role of the OOD, within the context of the club's new COVID-19 rules, is to:

- General - work with the Helm to oversee sailing at the Club.
- Wash hands frequently, particularly after touching hard surfaces during opening and closing procedures.
- Unlock the gate, pontoon, containers and the club building downstairs and to then lock at the end of the day as usual.
- Open windows in the changing rooms to allow good ventilation.
- Retrieve from the safe and elsewhere upstairs the keys for the designated RIB, also keys for OOD hut, radios and the handheld wind speed anemometer. Lock the sliding door to the Galley and meeting room to prevent general access.
- Maintain a record of club members attending and sailing on the log sheet provided (copies in the OOD hut). Ensure that the details of any family members attending as helpers or spectators are also recorded. Phone numbers are particularly important as this information could potentially be called on by Track and Trace teams in future weeks.
- Ensure that all members proposing to sail have completed a declaration of COVID status, competence and acceptance of club rules, by consulting the log provided by the Secretary.
- Ensure that the Wales Government limit of 30 people at an organised event is not breached. (Organised racing constitutes the organised event for the purposes of these rules).
- Monitor the implementation of COVID-19 rules compliance and where necessary provide COVID-19 rules guidance to members.
- Oversee club shore and sailing activities and with assistance of the rescue boat helm, monitor the safety of sailing activities.
- Monitor the wind conditions using the anemometer, and record readings on the log sheet. Advise members to clear the water if the wind gust speed on the pontoon goes over Force 4 (Gust speed reaches 18 knots and above).
- At the end of the day, wear Nitrile gloves to remove, take away and dispose of poly bags of used wipes from the bin in both toilet areas. Replace poly bags in bins in both toilet areas ready for next the session.
- Wear nitrile gloves to re-secure containers, close changing room windows etc and ensure that the club is locked before leaving.

3. ROLE OF THE RESCUE CRAFT & HELM

PROTOCOL FOR THE MANNING OF THE RESCUE CRAFT - SOLE HELM - NO CREW

3.0 The designated Helm is to use the club tender to access the RIB on the mooring. Providing the RIB has not been used in the previous 72 hours there is no need to clean control surfaces in it. If it has been used within the previous 72 hours, the Helm should take anti-viral wipes with them and wipe down all control and frequent touch surfaces in the RIB.

- 3.1 The Helm will place the rescue boat RIB at the pontoon. It is positioned there as part of the club risk assessment plan and will only be used to monitor sailing activity and in an emergency.
- 3.2 The rescue boat RIB will be only be manned by the designated Helm for the day. There will be no assistance from a crew member/second person. The Helm is purely there to assist dinghies who have capsized and who need personal assistance where there is a risk of serious injury or loss of life. The Helm **is not required to take responsibility** for the retrieval of the dinghy/craft or related equipment and possessions thereafter. Action taken to retrieve craft or equipment is at the discretion of the Helm on the day.
- 3.3 At the end of the day the Helm will return the RIB to its mooring and return to shore using the Club tender.
- 3.4 The only exception to the single helm in the RIB is where two members of the same household are able to act as crew together.
- 3.5 If a second RIB & helm is needed to provide emergency cover there is no need to clean it providing:
 1. It has not been used in the previous 72 hours
 2. The second RIB is brought from its mooring, and is towed back to that mooring at the end of the day by the first RIB helm. [This avoids the need to taxi the second helm out and there being multiple users of the tender].
 3. The RIB is subsequently not used for at least 72 hours.
- 3.6 The RIB will be on standby for the towing of cruisers to a mooring on request. However, the RIB will NOT be used as a water taxi to ferry members from a mooring to the shore for lunch, etc.
- 3.7 Peter Davies will monitor the use of the RIBs and the club tender to ensure there is a 72 hour gap between changes of user or that cleaning is carried out to manage the transition safely. Anyone using a RIB or the club tender when Peter Davies is not present at the Club is required to email RIB.log@llynbrenigsc.org.uk with details of RIB and tender used, who used them, and when.

4. GENERAL SAILING

- 4.1 As with all activities, the maintenance of **SD2mR** is a central component of the government's approach to fighting COVID-19 and therefore must always be adhered to during the preparation for 'on the water' activities and during them.
- 4.2 All members will be required to complete a declaration regarding their understanding of and commitment to following the Club's Byelaws and these COVID-19 additional rules and instructions to sailing@llynbrenigsc.org.uk before they can sail or participate in activities at the club.
- 4.2 The Secretary will maintain a register of members who have so declared, which will be made available to the Officer of the Day (OOD) on a weekly basis.
- 4.3 The wording of the declaration, to be copied and pasted into an email is:-

Dear Secretary

I confirm that I have not had any COVID19 symptoms in the last 14 days and have not, knowingly, been in close contact with someone who has. I have not been contacted by Track and Trace and asked to self isolate, nor have I been required to quarantine myself following foreign travel. I will not attend the club if these circumstances change at any time in the future.

I have read and understood the Club's policies, including the Club's Byelaws and COVID-19 rules, and agree to comply with them at all times.

I confirm that I am competent to sail, and if dinghy sailing I can reliably and consistently right my boat and rescue myself in the event of a capsiz.

If buddy sailing with another member I agree that I will, if necessary, undertake the rescue of the other sailor and I accept that the act of rescuing or being rescued carries a risk of virus transmission.

[Delete as appropriate] I am the lead member for a family group and I have ensured that all members of my family, including those not sailing but attending as helpers or spectators, also understand these guidelines and their responsibility to keep themselves and others safe from virus transmission.

Regards

[Name]

- 4.4 Please take the time to check your boat before launching. Consider that after several months of not being used, you will need to check that your boat is in a seaworthy condition. It is imperative that you avoid any potential rescue situations caused through lost rudders, snapped halyards, rusty universal joints or, even worse, holes in hulls.
- 4.5 On commencement of sailing there will be an OOD present each Sunday. The OOD will be in attendance on Sundays regardless of whether there is racing.
- 4.6 The main danger areas for COVID-19 transmission are in launching and recovery of boats. Please delay your launch or return to the shore if there is not room for you and your boat.

- 4.7 **Weather conditions and wind speed:** in the interests of safety the committee have restricted sailing for ALL boats to Force 4 or less on the Beaufort scale.
- 4.8 A new weather station is planned to be installed with links to the club website detailing Weather and Wind speed conditions, with data logging features. In the meantime, a handheld Anemometer is available to the OOD to monitor wind speeds.
- 4.9 **Sailing competence:** the helm/crew will need to satisfy themselves that they are competent in performing capsize and recovery drills and techniques without rescue boat assistance. However, it will be the Officer of the Day's (OOD) executive decision on helm/crew competence plus wind speed conditions as to whether sailing competence is acceptable for safe sailing. The OOD on behalf of LBSC may also request that you perform a capsize drill, to demonstrate your ability to successfully self-recover, before you are allowed to sail.

Members are reminded that they may use the club premises and any other facilities of the club entirely at their own risk. [Paragraph 26 of the Club Constitution]

Beaufort Force	Windspeed Knots	Description	Sea Condition
0	0	Calm	Sea like a mirror
1	1 - 3	Light Air	Ripples but without foam crests
2	4 - 6	Light Breeze	Small wavelets. Crests do not break
3	7 - 10	Gentle Breeze	Large wavelets. Perhaps scattered white horses
4	11 - 16	Moderate Breeze	Small waves. Fairly frequent white horses.
5	17 - 21	Fresh Breeze	Moderate waves, many white horses
6	22 - 27	Strong Breeze	Large waves begin to form; white foam crests, probably spray
7	28 - 33	Near Gale	Sea heaps up and white foam blown in streaks along the direction of the wind
8	34 - 40	Gale	Moderately high waves, crests begin to break into spindrift
9	41 - 47	Strong Gale	High waves. Dense foam along the direction of the wind. Crests of waves begin to roll over. Spray may affect visibility
10	48 - 55	Storm	Very high waves with long overhanging crests. The surface of the sea takes a white appearance. The tumbling of the sea becomes heavy and shock like. Visibility affected
11	56 - 63	Violent Storm	Exceptionally high waves. The sea is completely covered with long white patches of foam lying in the direction of the wind. Visibility affected
12	64+	Hurricane	The air is filled with foam and spray. Sea completely white with driving spray. Visibility very seriously affected.

5. CRUISER SAILING

- 5.0 Once Cruisers are launched and on their designated mooring, there are no restrictions as to their use other than those contained in the Byelaws, and subject to the wind speed rule, to sail only in wind conditions of Force 4 or less.
- 5.1 When racing resumes on Sundays, please keep clear of the start line during racing starts, which are likely to be staggered in pursuit racing (see section 7).

6. DINGHY SAILING

Dinghy Sailing in these instructions includes Flying Fifteens (FF's) and K1 Keelboats, and both single & double handed sailing dinghies.

- 6.0 Double handers may be sailed by mixed crews from different households. RYA Cymru has published guidance on assessing and managing the risks of double handed sailing, and both helm and crew should make themselves familiar with this guidance. The return to boating for crews from different households guidance may be downloaded [here](#).
- 6.1 All dinghies with retractable dagger boards or centre boards should ensure the boards cannot be lost out of the slot which would hamper effective capsize recovery. Additionally, RYA say there should be 'Consideration of using masthead flotation on all feasible craft' – see page 15 of the document on their web site [here](#).
- 6.2 **Dinghy racing** resumed from 2 May 2021. The draft racing programme is available on the Club website <https://brenigsailing.club/>.
- 6.3 FF's and K1's may only be used where the crew have the ability to recover the boat from the lake unaided, there is a tractor driver available, or by using their own vehicle with effective ability to launch and recover. (SD2m rule to be applied all times).
- 6.4 The following areas require members to apply forward planning in order to ensure **SD2mR** are adhered to while at the club.
- 6.5 The club house galley and changing facilities will remain closed until further notice. Toilets can be used on a one-in-one-out basis as described in Section 1 above.
- 6.6 Because there is no access to the changing rooms other than to use the toilets, you should arrive changed and ready to sail, and you should plan on leaving in a potentially wet and cold state. Alternatively, please make arrangements to change discretely in or near your car. All sailing gear and spare clothing will need to be secured in your car whilst you are sailing.
- 6.7 Access to the training locker and sail locker will be on a one-in-one-out basis to maintain SD2mR requirements.
- 6.8 **Launching and landing:** you will need to consider if you can launch and land without assistance. If this is not the case, you will require a fellow household member to assist you.
- 6.9 **Rigging and de-rigging:** be mindful on the slipway and within the dinghy park of the **SD2mR** requirements. Ensure that your boat is always kept at a suitable distance from your fellow members boats for **SD2mR** requirements.
- 6.10 **Use of the Pontoon:** care should be exercised to ensure you can adhere to **SD2mR** when using the pontoon.
- 6.11 If you are sailing individually you may go out as you please subject to there being safety cover, or being competent sailors sailing with other competent sailors only (Buddy Sailing), in accordance with **Club Byelaws**. **NB** you must comply with the sailing instructions in the Byelaws in addition to the special COVID-19 instructions detailed within this document.

- 6.12 If Buddy sailing with another dinghy or dinghies, please take the additional precaution of ensuring that a safety boat is launched and moored at the pontoon, with key in the ignition and kill cord in the onboard locker.
- 6.13 Dinghy sailors who are buddy sailing should also take the additional precaution of equipping themselves with club VHF radios, and ensuring these are working on the same channel before launching.

7. RACING

- 7.0 The decision to race or go sailing is always the sailors' own. The rescue boat will most likely have only one person on board and under these circumstances it is difficult to rescue sailors and maintain social distancing. Please only sail if you are confident that you can handle the conditions.
- 7.1 There will be a safety boat launched and this will stand by at capsizes. It will have a single helm unless two members from the same household are willing to operate the safety boat.
- 7.2 The Officer of the Day will make the decision on whether sailing is permitted and to race or not, and this will depend on the conditions. In terms of wind speed, a force four wind speed limit for all sailing has been agreed by the committee.
- 7.3 The course will be set as usual and there is no need to sign on. Crossing the start line will count as entering the race. Please bring your own means to record the course, in order to avoid sharing masking tape and pens with others. If cruising, please keep clear of the start line to avoid confusing the Officer of the Day [OoD]
- 7.4 When racing please note that "room" or "water" now includes sufficient room to maintain SD2mR.
- 7.5 Our racing programme will begin on 2 May 2021. The format of the racing will be as follows:
- Three races, normally the first being a handicap race beginning at 11:30, the second race being a pursuit race starting around 13:30, with a third handicap race sailed back to back with the pursuit race.
 - Finishing positions: please self-position at the end of the pursuit race noting the boats immediately in front and behind you. This will aid the OoD.
 - Please be off the water by 15:30 to allow the duty team to close the club and make ready for the next session.
- 7.6 Should a revised racing programme be implemented, members will be advised accordingly.

8. HUMBER AND XS RIBS – LAUNCHING PROCESS

IMPORTANT: The rescue support craft will only be crewed by a designated Helm; this is to ensure SD2mR is adhered to on board the Humber RIB.

Therefore, the following procedure needs to be followed when launching and retrieving the Humber RIB to ensure full adherence of **SD2mR** requirements.

- 8.0 This section is applicable only on the initial launch at the time of the 'return to sailing' event. Once launched the Humber and XS RIBs will remain on a mooring and the club tender will be the preferred method for the **Helm** to access these craft.
- 8.1 **HUMBER RIB.** The boat is to be launched with the use of three persons, who will consist of the **Helm** and **2 Assists**.
- 8.2 The **Helm** will have overall authority of the operation including the fuel management needs of the craft. The **Helm** will assume a position at one side of the stern with **Assist 1** to the other side. **Assist 2** will be at the bow / jockey wheel.
- 8.3 Once the boat is in the water **Assist 1** will step aside and return trolley to shore. **Assist 2** will hold the boat steady at the bow whilst the **Helm** boards and starts the engine.
- 8.4 When the **Helm** is ready and set, **Assist 2** to cast off and return to shore. Retrieval to be the reverse process at the end of the season.
- 8.5 If additional help is required during the retrieving operation you should consider using a 4-metre rope/line attached to the trailer with a 2.5 metre mark indicated from the trailer to ensure **SD2mR**.
- 8.6 The **XS RIB** will be launched and placed on a mooring at the same time as the Humber RIB. Thereafter a Club tender will be used to access the RIBs. The O-Boat and Avon RIB will remain in lockers.
- 8.7 The **XS RIB** is to be launched by 4 persons, consisting of **3 Assists** and the **Helm**. The boat will be drawn from the RIB shed with the use of a 10-metre towing rope with 2 metre marking applied to ensure adherence with **SD2mR**.
- 8.8 Once removed from shed and all pre-usage requirements and checks have been completed, **Assist 1** will be at the bow / jockey wheel, **Assists 2** and the **Helm** will be amidships to port and starboard, **Assist 3** will be to the stern.
- 8.9 Once on slipway **Assist 3** to step away. Once in the water **Assist 2** to step away and return trolley to shore. **Assist 1** to hold bow line whilst **Helm** enters and starts engine. When **Helm** is ready **Assist 1** to cast off.
- 8.10 Retrieval to be the reverse of the above process. If additional help is required retrieving, this is to be done via the marked tow line attached to the trailer.

9. ROLE OF THE TRACTOR DRIVER TO ASSIST CRUISER & KEEL BOAT LAUNCH

- 9.0 The **Tractor Driver** is responsible for the movement of boats on trailers to and from the boat storage area and the lakeside water's edge using the club tractor.
- 9.1 In order to comply with **SD2mR** the **Tractor Driver** should not be required to leave the vehicle during the manoeuvring of cruisers and that all assistance comes from the cruiser owner and family members or other club members willing to provide support. (known as **Assist 1, Assist 2** etc.).
- 9.2 The **Tractor Driver** for the day is responsible for maintaining the cleanliness of the tractor vehicle in-terms of disinfection requirements to ensure cross contamination risks are eliminated to themselves and other users. At the end of the day the Tractor Driver must wipe down the tractor's control surfaces (knobs, levers & steering wheel) with anti-viral solution.