STOKES BAY SAILING CLUB

The Promenade, Stokes Bay Road, Gosport, PO12 2BL

Tel: 023 9258 1513

Email: [administrator@stokesbay-sc.co.uk](mailto:administrator@stokesbay-sc.co.uk)

10th August 2020

Dear Members,

**Re: Updated Club Procedures**

**Members’ responsibilities**

* Follow Government guidelines on hygiene.
* Stay away if you have any Covid-19 symptoms.
* Respect all physical distancing and hygiene guidelines.
* Carry out a thorough check of equipment before going afloat.
* Be considerate and conservative.

**Track and trace**

We **will** track all members who sit in the club for food or drink.

We **will not** track members who visit the compound, use the toilets or collect a take away food or drink.

**Face masks**

Mandatory on the bridge and when launching and recovering the safety boat.

We ask members to have one on the water with them and to wear one when coming into the club to use the toilet or collect food or drink.

**Toilets**

1. Bring your clubhouse door key to the club.
2. Observe social distancing when queueing for the toilet.
3. Stand in the entrance and call to see if someone is in the toilet. If the answer is yes then please wait outside the main clubhouse door and only enter when they leave the clubhouse.
4. If you touch the door, door handles or toilet seat, wipe them down.
5. Wash your hands thoroughly.
6. Promptly leave the clubhouse when you have finished.

**Gate Key**

The gate key to the promenade is going to be relocated from the main clubhouse to the left-hand sail locker. It is going to be on a hook directly inside the door on the left until further notice. Please replace the key as soon as you have used it and If you are the last person off the water please ensure that you lock the gate.

**Promenade gate**

Please shut the gate when you have moved your boat through it.

**Going afloat**

* **Considerate**: be mindful of the potential impact that you could have on other water users and do not place unnecessary extra strain on the RNLI and emergency services. This is a gradual, phased return to sailing.
* **Conservative**: help to minimise risk by taking an extra conservative approach to your boating. Only sail if there is another club boat sailing within your vicinity who could assist you if required. Take a mobile phone afloat in a waterproof bag with pre dialled numbers of the sailing club office or other shore-based contact.

**Galley and Bar**

**Rules**

1. We are limited to 30 people max in the club room at any one time.
2. Payments are encouraged by card but cash will be accepted.
3. **No drinks or glasses to be taken out of the compound or this will jeopardise our licence.**
4. We ask that you stay seated to reduce movement in the club.
5. If you need to go the toilet, please follow the one-way system.

**Food reservation procedure**

* Text or email Jo on 07881 482971 or jo.sbsc@outlook.com
* Please include – the time you would like to eat, whether you will be eating inside or outside, the number of people in the group, vegetarian or meat option, dietary requirements.
* Jo will reply to confirm your booking, time and arrange for payment via BACS
* You do not have to reserve a table but there may not be space for you to sit in the club due to Government restrictions on numbers.

**Club operational procedures**

1. One-way system around the club using the main club door as the entrance and exit.
2. The front door will be left open on a Wednesday evening and Sunday whilst food is being served.
3. People to wait at the top and bottom of the stairs so there is no crossing on the stairs.
4. Priority on the stairs to those coming downstairs.
5. One-way system upstairs with doors propped open.
6. Hand sanitisers at entrance and exit of club room.
7. Entrance through the door by the galley moving anti-clockwise to the exit door by the pool table. Doors to be propped open.

**Bar operational procedures**

Follow the club operational procedures above

1. Once in the clubroom, stand behind the tape at the start of the bar and order your drinks from the bar staff.
2. Take your designated seat and the bar staff will deliver your drinks and take payment for the drinks.
3. If you require more drinks please use the one-way system to reorder, following steps 2, 3 and 4 above
4. Empty glasses can be placed in the grey tray on the bar (opposite to the end where orders are taken) or left on tables.
5. **If drinks are taken outside then do not take them out of the compound.**
6. Place empty glasses in the grey tray at the bottom of the stairs.

We are trying to read, understand and apply Government guidance which is not always that clear. As a committee, we have the members at the centre of every decision, and we are doing our very best to open the club facilities and services in a safe and timely manner.

Grace Clark

Commodore