



The CYC Pathway

A plan to open the Club during the COVID-19 Pandemic

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Version: Draft 0.4
Date: June 2020

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What is the purpose of this Document?

The purpose of this document is to outline a possible pathway that will be required to transition the Club from its current state of total lockdown to a functioning club within the “new normal” guidelines of the Government.

At the time of writing, it is becoming clearer that certain restrictions are being lifted and others relaxed in a more phased, considered fashion. Marinas are opening to berth holders and we hope some kind of boating will be allowed in Chichester Harbour soon.

This is an evolving document but will eventually become the main repository of check lists and action plans to allow various activities to re-commence at the Club in a safe and secure fashion.

At any point in time, the Club will always comply with the current Government guidance, but in addition, throughout all our deliberations, our primary concern must be the safety and security in the relationships and interactions between:

- Member to Member
- Staff to Staff
- Member to Staff.

In addition, there is a requirement to ensure that the brand/image of Chichester Yacht Club is not damaged within the local community due to any action that is taken.

The pathway consists of several levels of planning that build on a range of facilities that could be offered to our members. For each level of activity planning, the following will be required:

- A Risk Assessment
- A Code of Practice/Guidelines, for either Staff or Members
- If there are financial implications, a business case, with a cost-benefit analysis

The Major Incident Committee will assess the feasibility and the risks of the proposal before making recommendation to the General Committee for final approval to move to the new level.

Deliberately there are no timescales on the various levels, either when they will be introduced or how long they will be active before moving to the next level. Much will depend on Government guidelines and how well the general public, follow the social distancing, and in the Club’s case how well our members follow our own guidelines. At any point, the Club may be required to return to a previous level.

The CYC Pathway

The proposed Pathway to opening up the Club to our members consists of a number of Levels of Activities (LoA).

- Level 1 – Water-Based Activities
 - The Club is open to individual water-based activities. The Club facilities remain closed. Personal self-distancing of members and hygiene practices maintained.
- Level 2 – Member Activities
 - The Club is opened up for Club-organised water-based activities, such as Dinghy Racing, Club Coaching and Harbour Cruising. The Club facilities remain closed. Personal self-distancing of members and hygiene practices maintained.
- Level 3 – Training Activities
 - The Club is opened up for RYA training courses. Changing rooms are open. Personal self-distancing distancing of trainers and trainees and hygiene practices maintained. In addition, a limited take-away service could be offered.
- Level 4 – Hospitality Activities
 - Restricted hospitality service open to members. The Clubhouse is opened in three phases. The first phase is to provide a take-away service, with limited access to the Clubhouse for staff only. Phase 2 will allow the Club to serve food and drinks to members in the garden. Phase 3 the downstairs of the Clubhouse is open to members. Personal self-distancing of members and staff and hygiene practices maintained.
- Level 5 – Business Activities
 - Upstairs of the Club opened up for external events with limited numbers, eg small wakes, business meetings, Dinghy Open Meetings, visiting rallies. Personal self-distancing of guests and hygiene practices maintained.
- Level 6 – Social Activities
 - Allow increase in size of gatherings at the Club to allow for Club Socials and bigger private events.
- Level 7 – Normal Activities
 - The Club is now operating at pre-pandemic activity

Alternatively, a LoA can be thought of as a control surface being placed around some club activity (or activities) which can be managed and control independently of other control surfaces. This will enable the Club to monitor and measure compliance before consideration to move to the next level, or in some circumstances, revert to a previous level.

In all cases, a member, visitor or staff member should never come to the Club if they are exhibiting any Covid-19 symptoms.

Level 1 Water-Based Activities

The Club is open to individual water-based activities. The Club facilities remain closed. Personal self-distancing of members and hygiene practices maintained.

Detailed Description

- Members will be allowed to visit the Club and have access to the Dinghy Park only. This will enable members to work on their boats and/or take their boat out onto the water either individually or with a partner providing they are people from the same household.
- The Clubhouse will remain closed, so there will be no access to shower or toilet facilities.
- Members will be asked to park responsibly and have limited contact with other members or any member of staff whilst carrying their duties eg cutting the grass.

Pre-conditions/assumptions

- Restrictions on non-essential travel are lifted
- Premier Marina will allow access to the Club
- Harbour Master allows water-based activities in the harbour
- Notice to Marinas updated to allow recreational sailing
- Appropriate Risk Assessments and Guidance developed and agreed

Key Risks

- Member to member contact
- Member to equipment contact (eg water taps, hose pipes)
- Member getting into difficulty on the water

Approximate Timescale

- May 2020

Level 2 Member Activities

The Club is opened up for Club-organised water-based activities, such as Dinghy Racing, Club Coaching and Harbour Cruising. The Club facilities remain closed. Personal self-distancing of members and hygiene practices maintained.

Detailed Description

- Members will be allowed to self-organise various water-based Club events. This will enable the Dinghy Section to start their racing series and limited cruising for the Motor/Yacht Sections.
- It is recommended that boats are limited to either individuals or with a partner they are people from the same household.
- The Clubhouse will remain closed, so there will be no access to shower or toilet facilities.
- Members will be asked to park responsibly and have limited contact with other members or any member of staff whilst carrying their duties eg cutting the grass.
- If support boats are required, then it is recommended that crews should be from the people from the same household.

Pre-conditions/assumptions

- Level 1 pre-conditions
- Organised sporting activities are allowed to start
- PPE for support boats
- Appropriate Risk Assessments and Guidance developed and agreed

Key Risks

- Member to member contact
- Member to equipment contact
- Contamination of equipment, eg support boats
- Member getting into difficulty on the water
- Members in starter's hut

Approximate Timescale

- May/June 2020

Level 3 Training Activities

The Club is opened up for RYA training courses. Changing rooms are open. Personal self-distancing of trainers and trainees and hygiene practices maintained.

Detailed Description

- The Club could open up for revenue earning RYA courses. The size of the courses will be restricted to manageable numbers to ensure compliance with extant Government guidance.
- Social distancing must be maintained for shore-based theory sessions.
- Government guidance on schools opening should be followed

Pre-conditions/assumptions

- Level 2 pre-conditions
- Small businesses allowed to reopen
- Government guidance on schools
- RYA Guidance
- PPE for Trainers and Students
- Appropriate Risk Assessments and Guidance developed and agreed

Key Risks

- Many of our training courses involve young children
- Person to person contact
- Person to equipment contact
- Contamination of equipment, eg support boats, flip charts/pens
- Trainee getting into difficulty on the water
- Social distancing in theory sessions
- Social distancing in the Changing Rooms

Approximate Timescale

- June/July 2020

Level 4 Hospitality Activities

Restricted hospitality service open to members. The Clubhouse is opened in two phases. The first phase is to provide a take-away service, with limited access to the Clubhouse for staff only. Phase 2 the downstairs of the Clubhouse is open to members. Personal self-distancing of members and staff and hygiene practices maintained.

Detailed Description

- Phase 1: A limited take-away menu will be made available. Members can eat their meals outside the Clubhouse.
- Phase 2: Members will be allowed back to the Club and be served meals and drinks in the garden area.
- Phase 3: Members will be allowed to come back to the Club and use the hospitality facilities. Small groups of members will be allowed into the restaurant providing they are from people from the same household.
- Some areas, eg children's slide will remain closed

Pre-conditions/assumptions

- Level 1 pre-conditions
- Small businesses allowed to reopen
- Appropriate Risk Assessments and Guidance developed and agreed
- PPE for Staff

Key Risks

- Member to member contact
- Member to equipment contact eg toilets
- Member to staff contact
- Staff to staff contact
- Staff to equipment contact eg bar and kitchen
- Staff wanting to come back to work

Approximate Timescale

- July 2020

Level 5 Business Activities

Upstairs of the Club opened up for external events with limited numbers, eg small wakes, business meetings, Dinghy Open Meetings, visiting rallies. Personal self-distancing of guests and hygiene practices maintained.

Detailed Description

- As the restriction on social gatherings are relaxed, a limited number of external events could be started, including visiting rallies, but restricted to using the Upper Deck.
- Dinghy Section Open Meetings, including Club Regatta, could be started.
- Initial external events would be restricted to those requiring reduced preparation time and staff interactions
- Times to be planned around periods of low member attendance at the Club

Pre-conditions/assumptions

- Level 4 pre-conditions
- Government restrictions relaxed on social gatherings
- Appropriate Risk Assessments and Guidance developed and agreed

Key Risks

- Member to guest contact
- Guest to equipment contact eg toilets
- Guest to staff contact
- Staff to staff contact
- Staff to equipment contact eg coffee machines
- Staff wanting to come back to work

Approximate Timescale

- October 2020

Level 6 Social Activities

Allow increase in size of gatherings at the Club to allow for Club Socials and bigger private events.

Detailed Description

- As Government restrictions are lifted even further, this will enable the Club to host larger events.
- Some Club Social gatherings can re-start

Pre-conditions/assumptions

- Level 5 pre-conditions
- Government restrictions relaxed even further on social gatherings, such as Social Distancing
- Appropriate Risk Assessments and Guidance developed and agreed

Key Risks

- As Level 5

Approximate Timescale

- December 2020

Level 7 Normal Activities

The Club is now operating at pre-pandemic activity

Detailed Description

- This is the situation the Club was in before the Covid-19 pandemic.

Pre-conditions/assumptions

- Level 6 pre-conditions
- Government announces significant relaxation of the contact rules, such as Social abandoned
- Government announces pandemic is over

Key Risks

- Normal level of Club risk

Approximate Timescale