**Wargrave Boating Club**

**Procedure for using a single skiff, double skiff or punt as from 15th August 2020.**

**1. Introduction**

* As from 15th August, a single skiff, double skiff and punts can be used by 2020 fine boat members of WBC. Crews for a coxed double can be from a mixed household. All users need to have paid their club 2020 membership and their fine boat fee. The website has a pro rata cost for club membership based on the remaining part of the general boating year available. The fees from 14th July 2020 are as follows:
	+ Family Membership £55
	+ Single adult membership £30
	+ Student membership £10

Fine boat rates have not been changed – currently £60

* **A double skiff, single skiff or punt can be used by mixed households.**
* The procedures will always be under review as lessons are learnt.
* Booking out of craft for **when the club is not open to general members** will only be by using the Google document currently used for skiffing and no craft should be used if there has been no booking. The form has been adapted to cover punting as well. The following should be noted:
* The form is only for out of hours bookings. If a skiff or punt is wanted for when the club is open, then please use the club general booking form. This is so numbers can be controlled for general opening hours.
* The hygiene control measures are a reliance on each user cleaning the equipment used and any surfaces touched using hot soapy water before and after use.
* The document will be updated each Sunday evening

**2. Procedures for using a double or single skiff or single punt**

The following should be adhered to:

* Book a slot on the out of hours Google Doc using the online form
* Facemasks should be with you in case at any time social distancing is not possible on club premises. Take a washing cloth or sponge and some detergent in case supplies are low in the club
* Arrive at the club to allow time for cleaning before and after your outing
* Social distancing must be adhered to whenever possible. Other people may be in or around the club.
* Enter the club using the normal single entrance door. Leave the door wide open while you are in the club to maximise ventilation.
* The changing areas are out of bounds and the disabled toilet only should be used if needed. The kitchen should only be accessed for obtaining soapy hot water if needed.
* Immediately open the fine boat doors using the bolt system already in place.
* The single skiffs will be on the bottom rack and middle rack and the double on the bottom rack. The single skiff on the middle rack should only be taken down by at least two people. The punt poles to be used will be labelled as such. No other equipment should be touched.
* Clean the blade handles and punt poles with hot soapy water and a wet cloth or sponge. Use the cloth or sponge that you have brought with you and which must be taken home when you leave. Hot soapy water can be obtained by **warming water** in a kettle and using detergent either in the club or your own. Use a club bucket.
* Wherever possible at least two metres should be maintained between individuals, however, where this is not possible during launching/lifting, mitigations should be taken such as wearing face coverings.
* Only move the skiff or punt if appropriate numbers are available to lift and carry it and keep socially distanced. Move the punt or skiff out of the club as normal and put it in the water. Close the club doors.
* At all times on or off the water, everyone should speak quietly and not shout (or sing!)
* **On the water, coxes should wear both a face covering and eye protection - this eye protection could be goggles, sunglasses, or a face visor**
* When in the double skiff, individuals should maintain the maximum distance possible and avoid face-to-face contact as much as possible e.g. avoid turning to speak to a crew member or stopping for prolonged periods
* Return from the outing in good time within your booking slot to allow for cleaning and putting the craft back in the clubhouse.
* Open the club fine boat and single entrance doors. Move the craft onto the land and into the club with appropriate numbers to carry it.
* Clean the blade handles and punt poles with hot soapy water as before. Also, clean seats and pins of the skiff. **Focus on all touched surfaces**.
* The skiff or punt with blades or poles should be returned to their original positions in the clubhouse.
* Close the fine boat doors and secure them as they were found and then exit the clubhouse from the single entrance door.
* **All items brought to the club must be taken home.**

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