

Derwenthaugh Boat Station of the Sea Cadets Standard Operating Procedures. (SOP's)

It is the responsibility of the course director to ensure the courses are run correctly as Visting Units, Districts and other Sea Cadet Users

per IBOS with the correct staff ratios both ashore and afloat including nighttime supervision.

All instructors must have attended a site induction ideally before the date of the event.

Before the Induction can be completed, proof must be shown that the following items have been completed:

- Adult Induction Course
- DBS Check
- Safeguarding Training
- Swimming Test
- Certification in date and recorded.
- Membership of NGB if required in IBOS

All assets required must be booked in advance to guarantee their availability. This is done using the online booking form.

Although the Boat Station will try and help with Instructors it should never be taken as granted and if you let us know your requirements as soon as possible, we can then put the requests to the staff.

Booking Boats

The procedures for booking boats or the boat station facilities are:

1. Complete the online booking form available on the website under the menu button "admin forms", please include all Safety/Supervisor information.
2. Submit the form.
3. This should be confirmed by the administrator and any necessary follow-up given by either the Principal or the Chief Instructor.

Evening boating requirements can now be booked ahead for the season, however Boat Station Staff **MUST** be informed if there is any change in requirements.

In the event of more than one Unit booking boats, the 1st Unit to book will have priority. However, no one Unit can book every boat, therefore negotiations and commonsense must be used so that all parties wishing to use the facility can, if possible, be accommodated.

In the event of any Unit cancelling, they must inform the Principal or their deputy as soon as possible (Min 24 hours).

Boatwork Season

1st March – 31st October. During daylight hours only. Any training carried out during the closed season must be authorised by Area Office. All craft should be secured **before sunset**.

Fees

Units/users wishing to use the Boat Station on a regular basis will be required to pay an annual membership fee. Casual users will pay by the session. A session is 2 hours. Fees are set by the NRC (National resource centre) and are available for viewing in the AEC (Allowances, expenses and contributions)

Opening Procedure

On arrival, staff should open the boatshed roller shutter and remove the 2 Rigidflex's for ease of access to the drying room and Champ equipment. The side gate is to be opened to allow safe access to the pontoon without walking on the road. The daily user sheet in the entrance is to be updated before any Cadet goes afloat and updated with the safe return at the end of each boating session. At the end of the evening the reverse process is required ensuring the side gate is locked at the end of the evening.

The roller shutter is to be dropped when no one is in the building, do not leave the building unattended or insecure.

Safety Supervisors

The Units must forward to the Principal a list of all Unit Supervising Officers. In line with IBOS, all adult staff supervising at the Boat Station must attend a site-specific induction, if not already completed. A record of these will be kept at the Boat Station for future reference. The Induction is to be carried out by either the Principal or the Chief Instructor. Before the Induction can be completed, proof must be shown that the following items have been completed:

- Adult Induction Course
- DBS Check
- Safeguarding Training
- Swimming Test
- Certification in date and recorded.

It is up to the Unit Commanding Officer to ensure that their staff qualifications are in date and valid. A copy of these qualifications should be forwarded to the Boat Station Principal for filing.

In the event of a multi-user event (more than one unit) the senior member of staff will delegate themselves or another person to be the overall safety supervisor.

It is the Safety Supervisors responsibility to obtain the weather forecast and tidal information before going afloat.

It is the responsibility of **all instructors** to be conversant with the Risk Assessments that are in place at the Boat Station. These are available on the DRBS website.

Safety Boats

Those boats that are being used as safety cover must be equipped to carry out that operation. If covering sailing then it is the Safety Boat Coxswain's responsibility to ensure that there is a serrated knife onboard prior to going afloat, a serrated knife should be located in the power boat equipment box. It is best practice that the Safety Boat will be first afloat and last off the water.

Preferred safety boats to be used:

Sailing – RIB's

Yoles – Rigiflex

Trinity - Champ

Smoking

The building and compound are **NO SMOKING** areas. There will be no smoking, including e-cigarettes, in any boats. Cadets are not allowed to smoke, and adults must do so well out of site of the cadets. Vaping or smoking between the compound and pontoon is not allowed while we have cadets present.

Behaviour

The general public use all of the walkways within the vicinity. There are also other water users as well as businesses at the Marina. Cadets and staff are expected to behave in a manner befitting our organisation. Remember, when afloat, voices carry great distances over water.

Changing Rooms

The changing rooms are to be monitored continually for cleanliness and hygiene. Only the respective gender must be in their allotted area.

Staff are to change in the upper changing rooms and not with the Cadets.

The staff changing rooms should be locked when in use for security reasons.

Adults are not to use the Cadets' toilets but must use the staff toilet on the upper level. Cadets are not to use the staff toilet, unless previously agreed with the Principal for LGBT+ reasons.

Safety Brief

The safety brief should be given to all persons attending the Boat Station. This must be recorded on the boating log sheet. Any persons not officially attached to the Corps must sign an indemnity sheet before going afloat. A stock of these forms is in the rear of the boating log file.

N.B. The safety brief aide-memoire is on the notice board.

During any organised event by either the Districts or the Boat Station, it is to be emphasised that no Cadet is to leave the site without notifying a member of staff. **Cadets are not to cross the railway line to go to KFC etc unless accompanied by a responsible member of staff.** Consideration should also be given to the Child Protection Policy.

Fire Drill

Units that visit the Boat Station on a regular basis are to carry out at least one fire drill during one of their training periods. This is to be recorded in the Unit Safety Log. Misuse of the fire alarm/bell will not be tolerated. If the alarm/bell is operated, then the building must be cleared immediately.

Fuelling of Boats

Diesel is to be put into the **BLACK** plastic jerry cans – or the smaller white plastic containers with built-in funnel.

N.B. The decanting of fuel is to be done outside of the building.

Safety points.

- No smoking,
- The decanting of fuel must take place in the plastic trays provided.
- Use the funnels provided.
- Make sure there are fire extinguishers available.
- Soak up all spillage with sand (provided in the sand bucket).
- All fuel tanks are to be left in the boats as they provide a bunding for any leakage.
- When filling the displacement boats, extra care should be taken to prevent any fuel being spilled overboard.
- **Displacement boats must be filled at the end of each session.**

Going afloat

Anyone leaving the premises to go afloat must wear the relevant floatation aid as recommended. (The pontoons are classed as being afloat).

- No private floatation aides may be worn by any Cadet at DRBS.
- If any Adults wish to wear Private WSE then unfortunately they must abide by the recommendations below in order to keep the Boat Station compliant.
- **Mitigating reasons for using personal buoyancy aids should be sited as to why personnel are not using the provided equipment.**
- An individual may supply their own provided it is logged within their Unit's SSEL and it is maintained within the recommendations of the manufacturer. A copy of the SSE must be issued to the Boat Station so it can be filed in our log. Every time you update the Unit log then you must also re-copy and forward to the Boat Station.
- Private WSE must be approved by the Principal or their designated staff to ensure we are compliant. This will be authorised by signing the copy of the SSE.
- Failure to abide by the above rules will lead to a polite request to remove the floatation device and wear an approved alternative.
- The floatation device is to be worn **outside** of all clothing so it is visible to the supervising officer.

Consideration is to be given to the weather and Cadets fitted out accordingly.

Footwear should be of the soft sole type. Boating, not agricultural, wellington boots are allowed.

Those wearing Junior BA must fasten the 2 straps fitted between legs, any Cadet not wearing the 2 straps correctly will be asked to leave the pontoon until corrected.

VHF Radios

The Boat Station has now been fitted with a VHF Base Station and the call sign will be "**Centre**". Anyone operating the base station must be SRC qualified or supervised by a qualified operator. The working channel for the Boat Station is Channel 8. Calls must be brief and correct procedures must be adhered to.

Pontoons

The key for the pontoon gate is on the wall in the entrance as are the keys for the boats. All the boats are locked onto the pontoon cleats with a chain. This is to prevent the vandals from setting the boats adrift so please ensure that they are secured after use. The security fence around the gate is coated in anti-climb paint so please be careful where you put your hands! Razor wire has been installed around the entrance gate as an anti-vandal precaution. Please warn everyone not to touch it to prevent injury. No Cadet is to be allowed on the

pontoons unsupervised and must be wearing a floatation aid. Any boat out of service will have the keys removed from the keyboard.

Safety supervisors are to ensure the life ring is located at the end of the pontoon before afloat activities commence.

Boarding and alighting

All boarding and alighting of boats after launching should be done from the pontoon. The steps at the wooden staithes should not be used except in emergency as the steps are rather precarious.

Water Safety Test

The SC Water Safety Test is only to be completed at DRBS when the water temperature is above 10 Degrees Celsius and when suitable boating clothing is being worn. Units should have read the Boat Station Risk Assessment.

Launching Boats

Launching boats by the tractor can only be done by approved drivers. Each approved driver must have completed a tractor familiarisation course. If necessary, a rope should be securely attached to tractor and trailer to aid the removal of boats at low water.

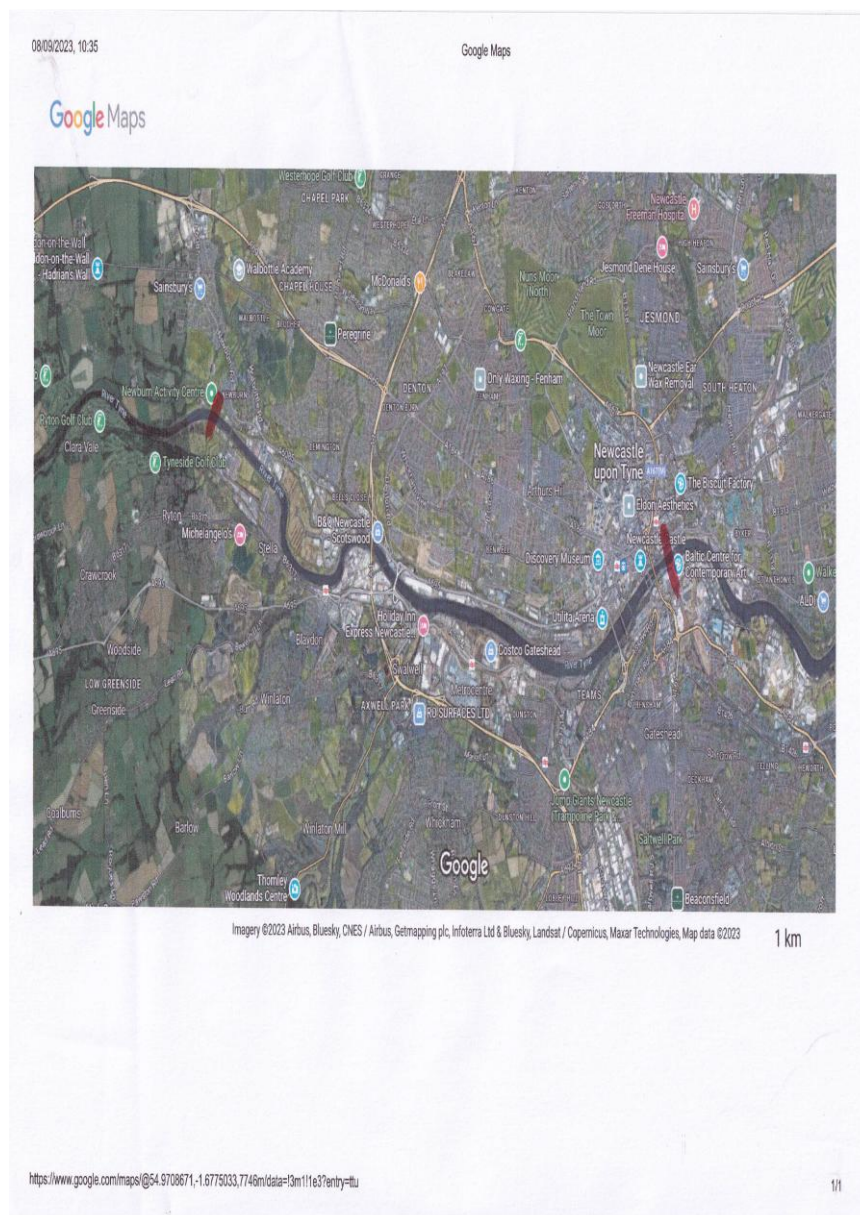
Care should be taken when working on the slipway as it can be muddy and very slippery.

Trapeze

Trapeze work is only to be conducted under the direct supervision of a SI and with a dedicated support vessel (RIB) in attendance. This is above and beyond the normal requirements of a safety boat for sailing activities. Mast head flotation is compulsory.

Area of Operations

For general boating. i.e. rowing, sailing, and powerboating, the area of operation for the Boat Station is: 3 miles from the departure point which is the River Tyne from **Newburn slipway** in the west to the **Millennium Bridge** in the East.



The speed limit on the River Tyne is 6 knots apart from the designated High Speed Zones.

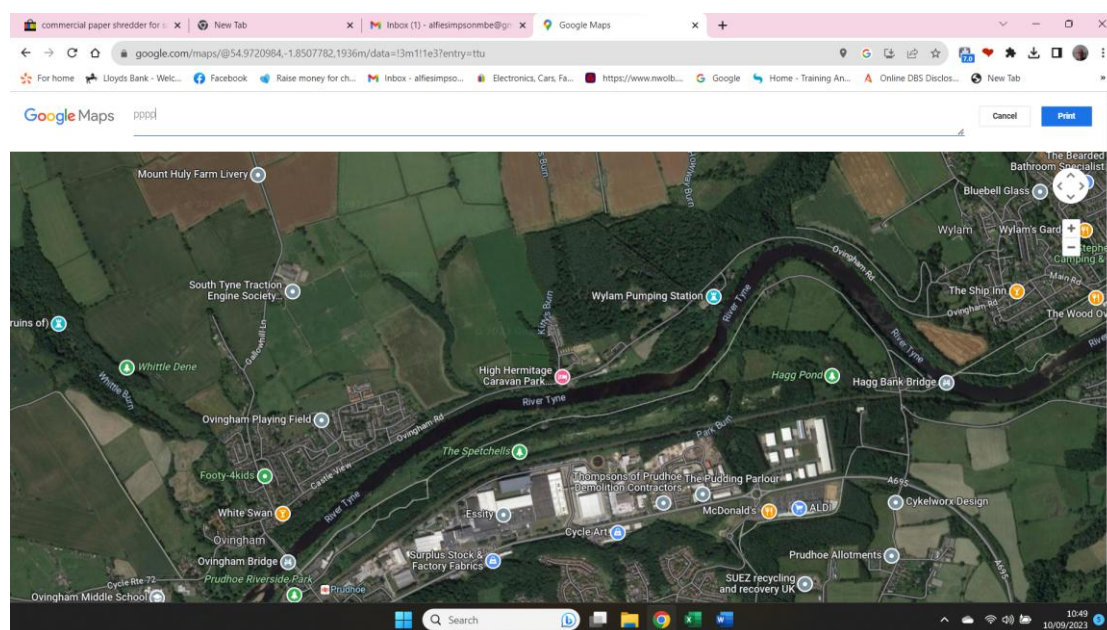
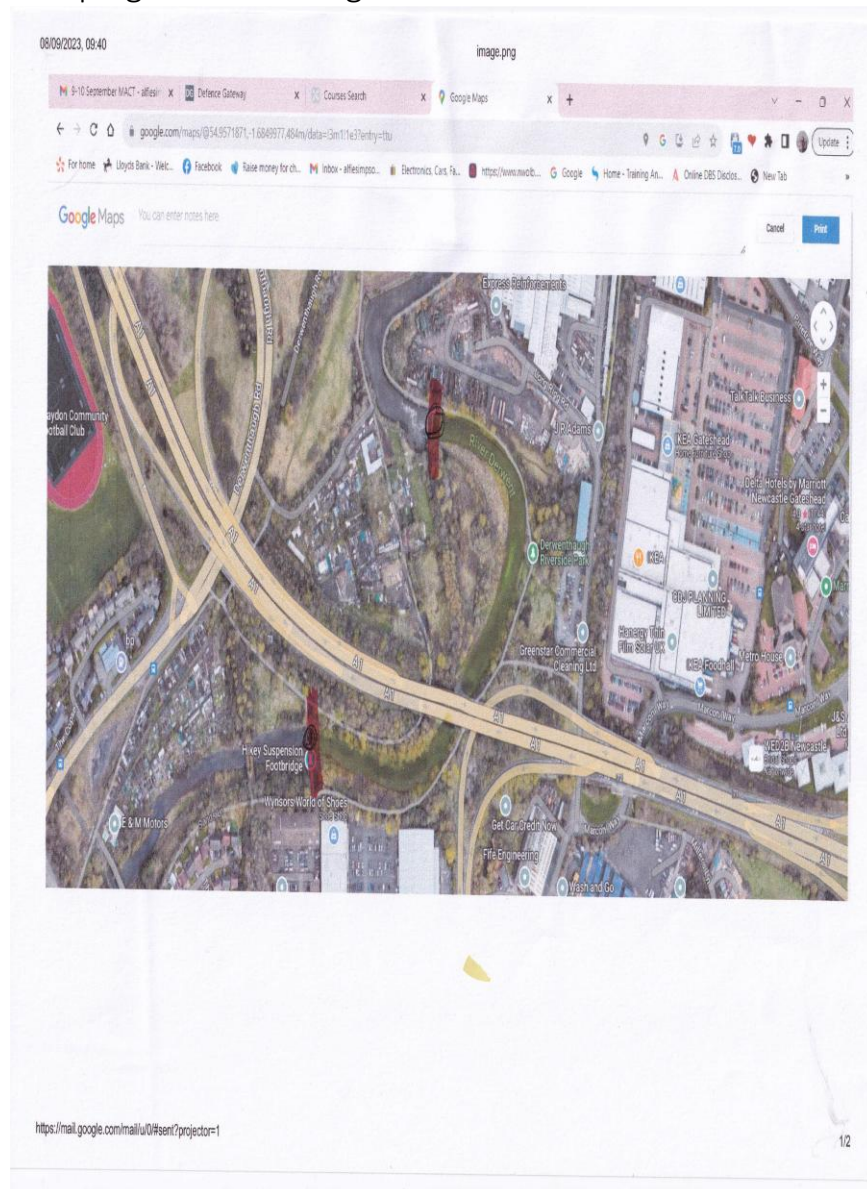
No boat may leave DRBS alone, trips to Newburn or the Quayside must be at least 2 boats for support. Mobile phones MUST be carried to contact the emergency services. Do not rely on VHF radio as the line of site distance is short in our operation area.

Flares must be carried on all powerboats in a separate container containing 2 orange smoke and 2 red.

Paddlesports area of operations.

We have very sheltered water on the River Derwent above the weir. Access by road via Swalwell or by foot along the east bank of the River. We also use the River Tyne at Prudhoe between Ovingham Bridge and the weir at Wylam

Pumping Station for higher level courses.

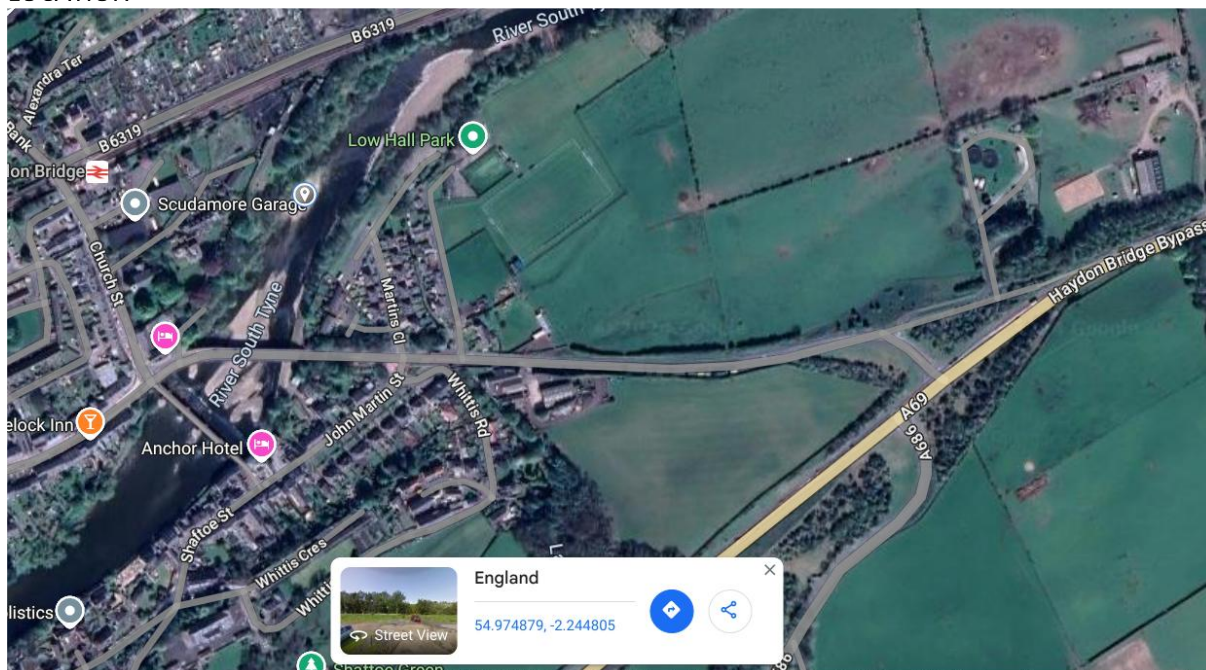


White water paddling

The following information was supplied by ASO Paddle 24/10/2024

Site Specific Instructions for (River South Tyne - Haydon to Acomb)

LOCATION



Put in location: Station Yard, Haydon Bridge, Hexham NE47 6LL

54.974650, -2.245211

W3W - cobbles.woodstove.campsites

Parking in parking bays and access the river at gravel beach. Be courteous towards local residents.



Take out location: Howford Ln, Acomb, Hexham NE46 4RY

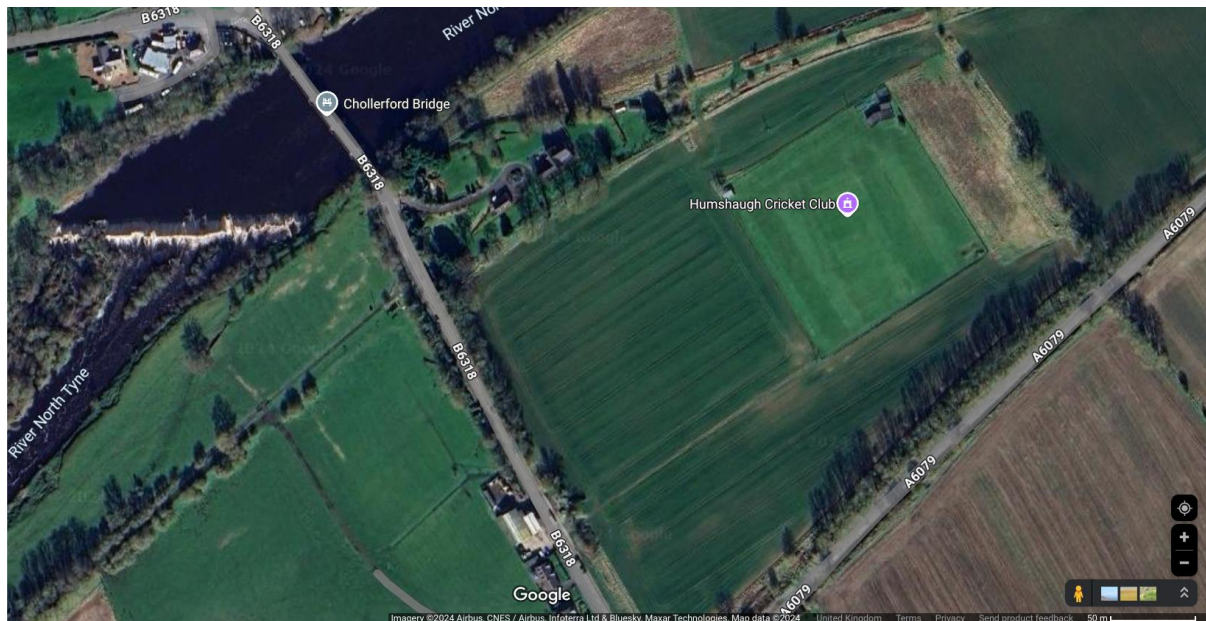
54.989060, -2.129642

W3W - unlucky.downcast.washing

Parking is in the layby on the left. Short footpath down to beach area at the “Acomb Waters Meet” (merging of the North & South Tyne)

Site Specific Instructions for (River South Tyne - Haydon to Acomb)

LOCATION



Put in location: Chollerford Garage, Hexham NE46 4EN

55.028954, -2.126474

W3W - seating.shepherds.clotting

Parking in parking bays along the B6318 or opposite the garage and access the river at the bridge via a footpath and steps. Be courteous towards local residents.



Take out location: Howford Ln, Acomb, Hexham NE46 4RY

54.989060, -2.129642

W3W - unlucky.downcast.washing

Parking is in the layby on the left. Short footpath down to beach area at the “Acomb Waters Meet” (merging of the North & South Tyne)

A full description of the river can be found at:

<https://www.ukriversguidebook.co.uk/rivers/england/north-east/river-north-tyne-chollerford-to-hexham/>

WATER LEVEL INDICATORS: This is paddable in fairly low water levels. The reservoir can be releasing when there has been little or no rain. The River Call North East Number is 09066197722. You want the North Tyne at Reaverhill. As an indicator, don't bother below 30cm. You really want 60cm though. The level Andy talks about in the guide is around 2.10m...see the article linked below. In addition daily water levels for the Tyne area can be found on the Fish Tyne website [here](#).

Also note the [proposed Kielder releases](#). As a guide the North Tyne needs 1'8" at Reaverhill, a 9 cumec release or more should give paddable levels try also:

<https://www.tynereleasekielder.co.uk/>

The EA online gauge is at [Reaverhill](#). Calibrations are roughly - Low: 1.20m, Medium: 1.80m, High: 2.50m.

MAJOR HAZARDS/ FALLS: Chollerford Weir, run river left of the fish ladder. Fish ladder can be paddled in lower levels

GENERAL DESCRIPTION: After launching below the bridge, you have merely yards of flat water before the river disappears over a large weir...which you will of course have inspected before getting on. There is a nice play hole below this, but beware high water levels as with any weir. Small rapids lead down past a fort on Hadrian's Wall, river right (bit of culture for you) and after another couple of miles, look out for a large building (mill) on river left. Here you'll find a long Grade 2-3 rapid which may have several routes available if you have plenty of water. Another mile and the wooded banks begin to steepen, informing you that you are approaching Warden Gorge, the best and trickiest part of the river. It is a long series of Grade 3 rapids, actually not really in a gorge (in the 'confined' sense of the word). The first section, known as 'Chicken Chute' is a 1m high rock ledge across the river which appears to have some metal/ concrete built in it...be alert for this. There is then a chance to get out and inspect/ protect/ bottle out on river left beside a large rock at this riverbank (opposite houses on the other bank). The main part of the 'gorge' follows, a series of waves, rocks and holes which will terrify novices and entertain playboaters indefinitely... good job really, as what you see is what you get as far as this river is concerned, enjoy it! In very high-water levels, the gorge consists of a long wave-train with a big river-wide surf wave at the very end. Below here is a slog...paddle down to the confluence with the River South Tyne then plod along for a mile until you reach the town of Hexham on river right. Stop above (or below if you're happy with it) a weir which lurks just after a large bridge. Hexham Green is on river right and there is parking here.

TRANSPORT

Transport for area courses will be with MSSC/Unit owned transport and cadets will only be transported in these vehicles. Private cars may be used from time to time as a shuttle vehicle. Cadets will only be transported in private vehicles in an emergency. Licence checks will be carried out by the unit providing transport.

EMERGENCY ACTION PLAN

GROUP LEADER: Call 999 - Ambulance or Mountain Rescue Ensure Group Safety and inform duty senior member of staff Afloat - Coach or Duty Instructor Ashore - Coach or Duty Instructor	Ensure Casualty is at required location for Emergency Services Ambulance/Mountain Rescue - Follow Instructions Afloat - Return to carpark and await emergency services Ashore - Await emergency services from location	Senior Staff and / or Group leader Inform Coach Afloat - Coach or Duty Instructor Coach to inform HQ Duty director or Senior management as required										
Telephone Numbers												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Unit:</td> <td></td> </tr> <tr> <td>SCC HQ:</td> <td>020 7654 7000</td> </tr> <tr> <td>Course Coach:</td> <td></td> </tr> <tr> <td>Course Inst 2:</td> <td></td> </tr> <tr> <td>Course Inst 3:</td> <td></td> </tr> </table>			Unit:		SCC HQ:	020 7654 7000	Course Coach:		Course Inst 2:		Course Inst 3:	
Unit:												
SCC HQ:	020 7654 7000											
Course Coach:												
Course Inst 2:												
Course Inst 3:												

FIRST AID and ACCIDENTS Any first aid that is to be carried out must be by a qualified staff member and a report made using the online Report form. The report must then be forwarded to the TSA for any future reference. It is advised that any first aid to a Cadet should be done in company of another member of staff if treating the opposite gender. It is the course OICs responsibility to ensure that all coaches hold a in date first aid qualification. In the event of an injury please refer to the guidance above (carried by coaches) and take the necessary action. Any incident occurring during courses hosted by Derwenthaugh Regional Boat Station is to be reported to the Principal or their deputy as soon as it is

practical to do so. The emergency numbers HQ 020 7654 7070 or the TSA 07775797821

First aid kits are to be carried by all coaches during courses offsite.

Emergency actions If an incident arises that the Coach cannot handle and there is no immediate danger to any person, then consideration should be given to contact a member of the Boat Station ashore staff before making any decisions about calling out the emergency services. This is to prevent poor publicity and wasting the emergency services' time. In the event of having to call the emergency services then the Principal should be contacted as soon as possible.

COACHES/LEADERS

It is the responsibility of the Coach/Leader to make sure that awards held are in keeping with the 3Cs policy, CURRENT, COMPETENT, CERTIFICATED

Before any activity takes place, the Principal/OIC will check all awards are up to date on Westminster and with the NGB. The remain valid, coaches/leaders must hold;

- Correct coach/leader award for the location they are working in
- Current CPD
- Valid first aid award
- Safeguarding training
- Membership with the NGB
- Valid DBS (or equivalent) with SCC

Coaches/Leaders authorised to use this site

NAME QUALIFICATION CRAFT Induction Complete

James Dougherty BCAB L3 WW Coach Kayak ✓

Steven Young BCU L3 Coach Kayak ✓

Chris MacDonald BCAB WW Leader Kayak ✓

James Dougherty BCAB WW Leader Canoe ✓

BRIEFING/INDUCTIONS

SAFETY BRIEF: The safety brief should be given to all persons attending the Boat Station and Boat Station activity. This must be recorded on the boating log sheet. Any persons not officially attached to the Corps must sign an indemnity sheet before going afloat.

ACTIVITY BRIEF: Coaches are required to brief students on the day's activity. Coaches can structure their own brief to suit the session but should include:

- Session aims
- Key teaching points/Syllabus
- Area/River Hazards
- Communication - Use of whistle and hand signals
- Medical info - Any medical information that the Coach needs to know (May be delivered quietly)
- Equipment - What equipment is available to be used
- Emergency/Swim brief
- How will the instructor get the group to and from the operating area?
- Understanding – have all the participants understood? Ask questions on all of the above.

INSTRUCTOR INDUCTION: All Coaches & Leaders will be given a site induction of the Boat Station, and this will be recorded on the IBOS Site Induction form. All off-site activity will require a brief by the course OIC/Lead coach prior to activity taking place.

THE LOAN OF BOAT AND EQUIPMENT:

It is the policy of the Boat Station to help Units/District & Area wherever possible including the borrowing of boats and equipment. Please seek permission before borrowing. If using a road trailer it is the borrower's responsibility to ensure that the trailer is fit for road use. Given a fair notice the Boat Station staff may be able to offer assistance to change hubs and bearings if necessary. If the borrower decides to get an outside company to carry out this work, then it is their responsibility to foot the bill. All equipment is to be borrowed using the current online form on DRBS website and be returned to the Boat Station immediately after use. Any breakages and damage must be paid for by the borrowing Unit.

This document is primarily for off-site White Water paddlesports activity but users should also refer to the SOPs for Derwenthaugh Boat Station.

Tidal Information

The area of operations on the River Tyne at Derwenthaugh is tidal and not accessible from our slipway at all states of tide. As a rule of thumb access is available 4 hrs either side of mean high-water springs (mhws). Adequate time should be given, to have all boats and crews safely ashore before the slipway dries out.

Safety Craft

Before any boating takes place, a safety boat must be on the water. This boat must be crewed with a minimum of 2 and must be the first afloat and the last to secure. The safety boat should be equipped with all the equipment necessary for its role.

Fire Evacuation Procedure

In the event of a fire the building must be evacuated immediately. A responsible person is to be detailed to ring the emergency services. The muster area is outside of the side gate on the grasses area.

A register/head count is to be taken.

N.B. Ensure that all personnel have read the Fire Notice

First Aid and Accidents.

Any first aid that is to be carried out must be by a qualified staff member and a report made using the Sea Cadets online Report Form. The report must then be forwarded to the TSA for any future reference. It is advised that any first aid to a Cadet should be done in company of another member of staff to comply with safeguarding.

It is the users' responsibility to ensure that adequate suitably qualified first aiders are present during Unit use. The RYA first aid certificate does not comply with the Sea Cadet Requirements. There must be someone with at least the FAW qualification or its equivalent.

Any Instructor conducting activities offsite must ensure that an adequate first aid kit is taken with them.

In the event of an injury please refer to the guidance definitions on the notice board and take the necessary action.

Any incident occurring at Derwenthaugh Regional Boat Station is to be reported to the Principal or their deputy as soon as it is practical to do so.

| The emergency numbers HQ 020 7654 7070 or the TSA 07775797821

N.B. The first aid kit is in the boat deck.

Boating Incidents (Near Misses)

If an incident occurs which could have created an injury, this must be reported as a 'near miss' which will then be placed into the Boat Station records. An example of this is someone falling out of a planing boat while travelling at speed. These records will allow us to monitor any trends which may require us to look at safe practices and adapt our delivery of training. A reporting form is at Annex A.

Boat Defects

All boat defects occurring must be reported using the form on the boat station web site, found under the admin forms button.

Health and Safety

A health and safety document is on display on the notice board. This should be read and complied with by all users.

Safeguarding

It is most important that, for the protection of both cadets and staff, the Sea Cadet Corps Safeguarding policy must be adhered to.

End of day

The daily log sheet must be filled in with all relevant detail required. This lists the Unit visiting, date, number of cadets, number of staff etc.

The names of all staff and cadets going afloat must be recorded. They are to be checked in at the end of each session to ensure that all cadets and staff are safely ashore. This is an important record as all statistics are gathered and reported to area. Any damage to boats or equipment is to be recorded. If for any reason a boat is no longer in service, then that must be reported directly to the Principal or their deputy. **N.B. If any user puts a rope around a propeller, then it is their responsibility to take it off!**

Road trailers that have been in the water need greasing periodically to help protect the bearings. There is a grease gun on top of the fuel tank to carry out this task.

The Boat Station is to be treated like a Sea Cadet Unit. At the end of your visit please ensure that someone does Rounds and that everything is left in a ship shape fashion. Places are to be swept and mopped as necessary. The classrooms, changing rooms and toilets are to be checked and left clean. All gear should be stowed away correctly and boats left clean with all gear removed.

Emergency actions

If an incident arises that the Safety Supervisor cannot handle and there is no immediate danger to any person, then consideration should be given to contact a member of the Boat Station staff - **see list on Notice board in corridor** - before making any decisions about calling out the emergency services. This is to prevent poor publicity and wasting the emergency services' time.

In the event of having to call the emergency services then the Principal or **their** deputy should be contacted as soon as possible.

Environment

It is important that we endeavour to protect our local environment in every way possible. All general waste is to be placed in the large bin outside the building. There is a separate recycle bin for cans, plastic bottles, paper, cardboard etc. All waste engine oil must be disposed of responsibly. There is a waste oil sump at Blaydon Recycle Centre. Oily bilge water must not be pumped into the River. The River Derwent has numerous wild fowl that nest on the shoreline. When using this river take care and keep wash to a minimum.

Units visiting are required to remove their own rubbish when leaving and dispose of responsibly.

Other Water Users

We are not the only users of the local facilities at Derwenthaugh Marina.

Care and consideration is to be given to other water users.

- Scullers. Slow down. Keep wash to a minimum. Give them plenty of room to manoeuvre.
- Anglers. Keep clear of their fishing lines.
- Personnel watercraft (Jet Skis). **Avoid confrontation.**

Keep a watchful eye out for all other craft.

The loan of boats and equipment:

It is the policy of the Boat Station to help Units wherever possible including the borrowing of boats and equipment. Please seek permission before borrowing. If using a road trailer it is the borrower's responsibility to ensure that the trailer is fit for road use. Given a fair notice the Boat Station staff may be able to offer assistance to change hubs and bearings if necessary. If the borrower decides to get an outside company to carry out this work, then it is their responsibility to foot the bill.

All equipment is to be borrowed using the current online form on DRBS website and be returned to the Boat Station immediately after use. Any breakages and damage must be paid for by the borrowing Unit.

Facility Manager: A Simpson MBE

Principal : Lt Cdr D. Finlay (SCC) RNR

Amended 29th April 2026

Reviewed 29th April 2026

Annex A

Incident report form.

Unit.....

Date / /

Supervising Officer.....

Type of craft.....

Person in charge of craft.....

How many persons on board.....

Details and time of incident:

Reported to:

Outcome and recommendations

Derwenthaugh Boat Station Safety Brief – must be given by Officer of the Day to all attendees before going afloat.

- Personal buoyancy and clothing – all to be checked for size and fitment. Only supplied buoyancy aids are to be worn unless you have permission from Boat Station Principal/Chief Instructor.
- In the event of a Fire Alarm – evacuate and meet at top of slipway. OIC to check everyone is accounted for.
- There is a no smoking policy for Cadets. Staff that smoke must do so outside the perimeter fence and out of sight of cadets.
- First Aid. All Instructors are first aid qualified. If you have an accident and require attention, please see one of the Instructors.
- Changing facilities and toilets – staff upstairs - cadets in their respective rooms by gender.
- Weather forecast and tide information – weather board to be completed by Boats Officer and communicated to all.
- Group allocation specific to boats and crews – ensure capability of crews and adults supervising are aware of their objectives.
- Equipment checks – to be done before going to pontoon to ensure all the correct equipment is taken. Cadets should not have to come back unsupervised.
- Route to pontoon – via small gate and not via road unless taking boats to slipway – precautions needed if doing so. The gangway to the pontoon can be slippery when wet so please be cautious and use the handrail.
- Pontoon behaviour – no skylarking.
- Area of operation – to be given by the OOD.
- Radio operating channels if relevant. Channel 8.
- Time off the water – to be confirmed and understood.
- Returning equipment – to be placed in correct location and any boat defects reported.
- Changing rooms to be checked before secure.
- All rubbish to be placed in the outside bins.
- Securing and transport information – no cadets to be left unsupervised.