

St Denys Boat club Shore contact procedure v1

1st June 2025

Shore Contact procedure

The following summary outlines the process that should happen for all club trips and the steps the shore contact should take **if a trip does not return** when expected.

Introduction

Important: Everything is probably OK!

A situation in which a trip's return is significantly overdue and contact has not already been made with shore contacts/emergency services seems very unlikely. Late return to home will almost certainly be due to 'off-the-water' issues such as traffic, breakdown etc or inaccurate communication about timings!

All trip participants therefore have a personal responsibility to keep all family members and friends fully informed about when they will be returning and of any delays or changes to timings. **This will hopefully avoid any false alarms!**

Why have a shore contact?

Anyone participating in outdoor adventure sports will know that it is important to tell someone where you are going and when you will be back.

There is the possibility that a problem arises, emergency services can't easily be contacted and continuation of the trip becomes dangerous. The risk increases if there is a combination of factors e.g.

- - Sudden changes in weather or sea state (fog, lightning, swell, surf, tide etc)
- - Illness or injury
- - Remote location (out of range of mobile network/vhf)
- - Communications devices (VHF/mobiles etc) failing/losing power

TRIP LEADER PROCEDURE – before the trip launches

Please **share the following procedure** with anyone who might be expecting your timely return so they know what will happen.

Step 1 Decide who your shore contact will be.

A shore contact will be the person responsible for **taking initial action** if a trip has not returned as expected. They **MUST BE**:

- - A reliable adult (age 18+)
- - Contactable by phone all day
- - have the capacity/time to **take further action** i.e to **phone a committee member** using the list of phone numbers (see below).

Step 2 Identify the shore contact on the Tockify Calander post for the trip

Include a **contact phone number** and **full name**.

Step 3 Before departure from home

Leave your shore contact **a copy of this document** (e.g. email/paper copy) **AND** a brief **summary of the trip plan**

Discuss, agree and **record** the following information for the shore contact:

- Trip leader Name and Mobile
- Location and time for:
 - Launch ,
 - Stopover (eg lunch break) ,
 - Landing (end of trip)
- Shore contact phone number on which contact will be made
- Time at which further action should be taken if no contact has been made
- Make your shore contact aware of their role in the emergency procedure below so they know what to do if you don't return on time (see below).

Step 4 Once the group is off the water

Leader contacts the shore contact by phone (or return home if that was what was agreed). The trip has ended! No further action required!

Emergency procedure

DO NOT CONTACT 999/coastguard at this point! Remember there is almost certainly no problem.

Shore contact

If the leader hasn't made contact by the agreed time and you can't make contact with them.

Shore contact - Phone a committee member from the list provided

– try them all until someone answers. Describe the situation. Pass on all the details you know (e.g. expected timings, trip plan).

The committee member will then take over the process and take the further action below.

Committee member – find out the trip details.

<https://tockify.com/e/sdsrc/pinboard>

Committee member – Open Air table and find the contact details for each participant

Committee member - Phone each trip participant - find out if the group off the water safely.

Committee member – If no contact can be made with any participant on the trip

Committee member - Dial 999 and ask for the coastguard

(Solent Coastguard 02392 552100)

Explain the situation. Pass on all the known details from Tockify:

- Expected route, start/finish and stopover points and timings, Number in group
- Any other known details from the forum (e.g VHF call sign/boat colour/type etc)

Committee member Read the SDBC document 'Emergency procedures' and follow the instructions.

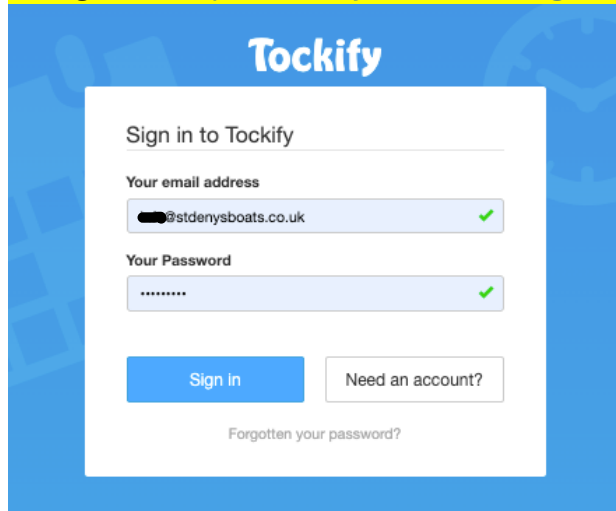
Continue to try to contact club Captain and President if not already involved **Do NOT contact media/social media etc**

Committee member Await further instructions from the coastguard.

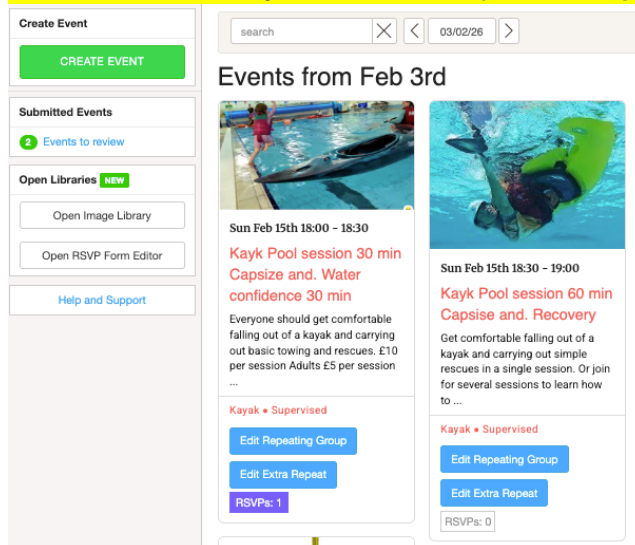
Committee member Contact the shore contact again and keep them informed

Tockify Emergency contacts Access

1, Log on to <https://tockify.com/i/site/login> with your username and password



2, Go to the St Denys Calander. <https://tockify.com/e/sdsrcc/pinboard>



3, Click the Purple RSVP button on the Event you need emergency contact details for

RSVP Report

Kayk Pool session 30 min Capsize and. Water confidence 30 min

Sun Feb 15th 6:00pm - 6:30pm (GMT)

Total Attendees: 1/10

[Export To Spreadsheet](#)

[Show details](#) [Hide details](#)

Attending	Email Address:	I could coordinate this event with help from an experienced club member		
Yes: 1	██████rdie@engi████.com		show details	 

4, Press Show details to List the phone number and emergency contacts

Attending	Email Address:	I could coordinate this event with help from an experienced club member	show details	hide details
Yes: 1	██████████@engineer.com		hide details	

I have a First Aid qualification	
Name:	James Wa██████████
Phone Number:	07909██████████
Emergency contact both NAME and PHONE NUMBER of someone who will not be on the water	M██████████ 0793██████████

5, If a name or number is missing or wrong you have the fall back of the Air table phone book. If you don't remember the address you can find this on every event listing

<https://airtable.com/XXXXXXXXXXXXXXXXXp>

Private Notes (not shown to end users)

Trip coordinator:
Shore contact:
Boat Club committee have access to all boat club members' emergency contact details at
<https://airtable.com/██>

Event Location Type: Street Address Online Event (link) Both

Event Location

Saved Locations

Choose Saved Location + Save current location

Venue name/Room/Building (or other extra info)

Oaklands Pool

Street Address

Cromarty Rd, Lordshill, Southampton SO16 8LX, UK

