



## HOW TO DEVELOP AN ENVIRONMENTAL ACTION PLAN FOR BOATING CLUBS AND BUSINESSES

An action plan is a detailed plan outlining actions needed to reach one or more goals. It is there as a guide and reminder of what needs to be completed to maintain and achieve your policy aims. An example of how an action plan could be presented can be found on the next page.

An action plan consists of:

- **Main policy aims** (what) – followed by actions required to meet those aims.
- **Responsibility** (who) – designated individuals who are responsible for that action.
- **Inputs and resources** (how) – this includes any cost, expertise, data and evidence, equipment or materials required.
- **A time schedule** (when) – a deadline for when the actions should be completed and reviewed for updates and improvements.



## EXAMPLE ENVIRONMENTAL ACTION PLAN

<b>THE GREEN BLUE YACHT CLUB ENVIRONMENTAL ACTION PLAN: YEAR 1</b>					
ENVIRONMENTAL POLICY AIM	ACTIONS	RESPONSIBLE	INPUTS & RESOURCES	IMPLEMENT DEADLINE	REVIEW/ CHECK
<b>Implement, measure our progress and review the environmental policy to ensure continual improvement</b>	Set up an environmental/sustainability working group for the club.	Commodore	Identify committee members and/or a Sustainability Officer who will play key roles in implementing the environmental policy.  Identify club members who would like to be on the sustainability working group to support committee members.	AGM	Annual
		Club Secretary/ Duty Roster Officer	Add environmental actions to volunteer/working group duty rota and committee role descriptions where relevant.	Dec	Bi-Annual
	Go through environmental policy action plan to measure and review progress in meeting the policy throughout the year.	Environment/Sustainability Working Group	Identify actions that have been met by deadlines and those that have not with the reasons for this. Address any barriers to progression and how these can be overcome.  Identify and add/amend actions in annual review for further environmental improvements.	Jan	Monthly  With an annual review of full policy

<b>Publicise our environmental commitment and encourage sustainable best practice amongst our members and visitors</b>	Display the club's signed Environmental Policy on website for members, visitors and the public to view.	Communication Officer	Add environment/sustainability section to club website.	ASAP	Annual
	Add website reference to The Green Blue programme with link to their website for members and visitors to access sustainable boating guidance and resource.		Source The Green Blue logo, web link and intro text from their online Awareness Raising Toolkit to add to sustainability webpage of website.	Jan	Annual
	Announce club's environmental commitment and policy to members through club newsletter and social media channels.  Include regular environmental awareness and best practice in all communications channels		Download and schedule in the use of The Green Blue's online Awareness Raising Toolkit resources including video guides, info-graphics of sustainable boating top tips and digital posters.	Next newsletter release	Monthly
	Display The Green Blue's environmental awareness posters and green boating guides at the clubhouse.	Communication Officer or Volunteer	Print relevant posters from The Green Blue website.  Request batch of hard copies of guides from The Green Blue.	ASAP/Jan	Quarterly Check stock
<b>Minimise the use of energy</b>	Switch to a 'green' energy provider.	Treasurer	research into green energy providers and budget	Next renewal of energy contract	Annual
	Install energy saving light bulbs	House Commodore	Budget and source new light bulbs  Purchase of Light bulbs	Phasing in to replace current bulbs	Monthly

	Ensure lights are turned off when not in use	Volunteer on Duty	Volunteer duty to switch off main lights and equipment at closing of clubhouse.	ASAP/Jan	Daily
<b>Minimise the use of water</b>	Install trigger nozzles on all outdoor hosepipes.	Boat Park Manager	Budget, source and purchase trigger nozzles. Install trigger nozzles.	March	Monthly
	Install a rainwater harvester to use for cleaning boats and equipment.		Budget, Source and install rainwater harvester.	March	Annual
	Add signs to shower rooms recommending users remove gear before showering.	House Commodore	Source, develop and install signs.	Feb	Quarterly
<b>Manage all waste generated by the club through a hierarchy of reduce, re-use and recycle before responsible disposal.</b>	Identify waste streams on site that can be recycled and contact recycling contractor to determine recycling options.	House Commodore	Budget for the provision of new recycling service from contractor if required.	Jan	Annual
	Set up clearly labelled recycling bins for waste that can be recycled.		Budget and source appropriate bins and labels. Install these inside and outside the clubhouse.	Feb	Bi-annual
	Minimise use of paper and printing	Administrators	Use digital methods of communication before using paper and printing and set double sided print as default.	ASAP/Dec	Daily
	Purchase items with no or as little packaging as possible in catering.	House Commodore and	Identify items that could be replaced for those with less packaging. For example food, cleaning products.	Feb	Monthly/ As and when needed
	Eliminate the purchase and use of single-use items, especially those that are plastic and change to reusable alternatives.	Catering Manager	Identify items that are of single use currently purchased and used at the clubhouse. Source reusable alternative options from current or a new supplier.	Feb/March	Monthly/ As and when restock required

<b>Ensure the club manages all potential pollution risks to protect our local watercourses</b>	Ensure oil and fuel is stored in containers designed for this purpose, within a secured location, 10m+ away from the water and any surface water drains or within a bund in case of spill or leaks.	House Commodore/  Boat Park Manager	Obtain water drainage plan from council for your site to identify which drains are for surface water.  Purchase locks for storage and install onto storage cabinet and shed.	Feb/March	Annual
	Install a 10L spill kit on each safety boat and within the fuel and oil storage area.		Budget and purchase 10L spill kit and a spare. Source written instructions from The Green Blue to accompany kit.	Feb	Monthly
	Safety boat drivers will be trained in refuelling good practice and the use of spill kits.	Principal Instructor/ Boat Park Manager	Inform and train safety boat drivers in spill clean-up procedures.	March	Annual / safety boat training
	Replace cleaning products that contain phosphates, bleach or chlorine with environmentally friendly alternatives.	House Commodore	Identify products that need replacing. Budget and source environmentally sustainable cleaning products.	March	Monthly
	Amend boat park policy to include an environmental practice requirements for use of chemical use, antifouling and maintenance on site.		Add requirement for members to:  Place a groundsheet/tarpaulin on the ground to capture any drips, spills and debris.  Dispose of any chemicals, electrical equipment, paint and contaminated items at their own local recycling centre unless provided by club.  Water or eco-friendly cleaning products to be used on site only to clean boats, equipment and gear.	Dec	Annual