



torbay youth sailing trust™



**ROYAL TORBAY YACHT CLUB
and TORBAY YOUTH SAILING TRUST
A GUIDE FOR DINGHY and KEEL BOAT SAILING EVENTS
SAFETY MANAGEMENT
Dated April 2015**

1 Introduction

This safety guide describes management activities aimed at providing safety for sailing dinghy and keel boat whilst racing, training, race coaching and social sailing. It describes activities for preparation of the event, during the event and after the event.

Because of the extremely high number of variables in sailing, this guide cannot be considered definitive for all kinds of events in all conditions. Activities may be tailored to the specific needs of a particular event.

This guide is specific to Royal Torbay Yacht Club and its location at the North West corner of Tor Bay.

2 Child Protection Procedures

2.1 Policy Statement

The Royal Torbay Yacht Club have adopted the RYA policy statement on child protection as follows:

- The child's welfare is paramount.
- All children whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity, have the right to protection from abuse.
- All suspicions and allegations of inappropriate behavior will be taken seriously and responded to swiftly and appropriately.
- As defined in the Children Act 1989, anyone under the age of 18 years should be considered as a child for the purposes of this document.
- For the complete RTYC Child Protection Procedures please refer to the document.

3 References

Ideas and concepts from the following documents have been used in the preparation of this guide.

RYA Major Event Safety Standard 10 Feb 2009

RYA Youth Racing Safety Policy v 2.0 Jan 2007.

RYA Safety Fleet Contingency Plans 2008

International Sailing Federation Race Management Manual Pt1, Ed 4, 2009

RYA Racing Best Practices, Race Management.

5, RYA Recognition guidance notes V2 amended 2014

3 Objectives

The objective of this guide is to assist in achieving a high standard of safety without unduly constraining sailing activities. The aim of the Safety Team is to provide efficient and competent safety cover and allow sailors maximum enjoyment while minimising risks to sailors and boats.

Section:

- A. Race Management.
- B. RYA Training
- C. Race Coaching
- D. Social sailing

Annex

- a) Dealing with a major incident.
- b) Patrol Boat Guide
- c) Beach Master Guide.
- d) Mary Gurine Training Manual and Operating Instructions
- e) Visiting Instructor/Coach Self Declaration

Change Log

First issue dated April 2015

A. Race management.

The guide should be most useful to less experienced race and safety officers but it may also be used as a check list by those more experienced.

1. Responsibilities of the Sailor

It is the responsibility of the sailor, or parent or guardian of the sailor, to decide that he/she is able to participate safely in the race and to not launch if that is in doubt. The sailor must have a knowledge level that is compatible with their reasonable participation in the race, including knowledge of the Sailing Instructions and the Racing Rules of Sailing, especially the rules to avoid collisions. The sailor must hold appropriate third party insurance.

Before leaving the slipway, the sailor or parent or guardian of the sailor, shall assess and judge that the sailor's ability is compatible with the sailing conditions for the race and their equipment is adequate for the race. To be considered should include the following:

- The responsibility for a sailor's decision to participate in a race, or to continue racing is his/hers alone. He/she is entirely responsible for their own safety, ref RRS Rules 1,4.
- The location of the race, the wind, tidal and sea conditions on the course and in the route to the course.
- The weather forecast for the period of the race.
- The length of the race course and the expected time on the water.
- Personal protective clothing and buoyancy, adequate for the conditions.
- Long hair should be tied up.
- The class of dinghy and any class specific items and equipment, for example, harness, painter, buoyancy bags, hatches, righting lines, any class specific rules for how the sailing dinghy is rigged and set up.
- The dinghy should be in a safe and seaworthy condition.
- The sailor should know how to de-rig the dinghy.

Sailors must properly use the published system for recording participation in the race and his/her return from the race, for example, sign in and sign out, or the tally system. The specific system used shall be identified in the sailing instructions or at the sailor's briefing.

Sailors must record, without delay, their return from the race by signing the Sign Off sheet, Retirement Sheet or by returning their Tally to Tally Control or otherwise according to instructions given at the sailor's briefing.

2. Responsibility of the Race Officer for Safety

The Race Officer (RO) has overall responsibility for safety management during the event. The RO may delegate the authority to manage safety activities to an Event Safety Officer (ESO). If there is more than one course, each course should have a Course Safety Leader, CSL.

3 Safety Management Activities

3.1 Before Race Day

- The ESO completes a risk assessment specific to the event and takes any necessary actions from it.
- The ESO prepares the Safety Briefing handout and any other handouts considered necessary.
- Obtain from the Sailing Secretary or the online entry list the expected number of entries for the race.
- Decide how many patrol boats are needed. A ratio of one patrol boat per ten sailing dinghies may be used as a starting point. Then to be considered are:
- Type of race, class of dinghies and general ability levels of sailors in those classes.
- Sufficient patrol boats should be deployed so that an incident can be attended within three minutes.
- Location of the race and patrol boat coverage en-route to the race course.
- At this stage, the weather for the race day should be assumed to be challenging but within any rules set by class associations.
- Check with the Sailing Secretary that there are a sufficient number of patrol boats assigned for the race and that each has driver and crew assigned. This may include RIBs assigned to mark laying and jury boats. In that case, their drivers must be informed of their safety duties and attend the safety briefings.
- Check with the Event Organiser that the required number of patrol boats are available.
- At least two weeks before the event, check that safety team volunteers have confirmed their attendance. If not, ask the Event Organiser to call them for confirmation. Decide where and when the safety team, members and visitors, should report for duty and ask the Event Organiser to publish that information.
- Make a list of patrol boats to be deployed together with the names and mobile phone numbers of drivers and crews. Prepare a list of drivers, crew and mobile numbers to be handed out at the safety briefing.
- Identify the first aiders and list in which boats they are.
- If patrol boat identification with flags is to be used ask the Event Organiser to prepare the flags.

- ☒Decide if the safety activities during the race will be managed from the Committee Boat or from a Patrol Boat on the course.
- Decide if a mother-ship is necessary and if so then arrange this. The mother-ship crew are members of the safety team and should be present at the safety briefing.
- Decide the system for recording competitor participation and retirement and confirm these arrangements will be in place. Big events may need a Slip Team. If a tally system is to be used then it should be controlled by a member of the Slip Team with a radio.

- The Harbour Master will have been informed, by the Sailing Secretary, at the start of the season of the date of the Event, expected entries and radio channel for communications.
- Ensure that the Club First Aid Box is available and its location known.

3.2 On Race Day before the race.

- Obtain the weather forecast for the race period and tidal conditions.
- The ESO should attend the sailor's briefing, which should include the following:
 - The system for recording participation in the race and the quitting thereof, usually a tally system. Emphasise the requirement to return tallies immediately on landing. State that failure to do this within 30 minutes of the last boat landing will cause the Search Plan to be started. This leads to the Coastguard being called with the associated implications. This happens in addition to any penalties for late return of the tally.
 - The weather forecast.
 - If Fog is possibility state that competitors should wait at the Committee Boat to be escorted back.
 - The mother-ship if present, how to recognise it, its location and role.
 - Describe hazards en-route to the course, for example, the fair-way to the Harbour Entrance. Navigation in the Harbour Entrance.
 - Hold a Safety Briefing for all the Safety Team. Include mark layers and the crews of rounding boats and jury boats if they are also counted as patrol boats. The following may be included.
 - Check that all safety team members are present and that patrol boat drivers and crews are assigned to each boat and have a radio, equipment kit and tape for marking abandoned boats. Advise the RO if the number of patrol boats available is less than planned.
 - Notify the radio channel to be used. For more than one course, each course should operate on a different radio channel.
 - State that one person in the patrol boat should be equipped to enter the water but this should be done only for an emergency, for example sailor entrapment. An additional person in the water is an additional person to recover and the patrol boat crew must be able to continue afterwards.
 - Identify the call signs of all patrol boats and hand out a list of people, call signs and mobile numbers.
 - If the ESO is to be in a boat, then identify that boat and state it will be used for co-ordination of safety activities and will not normally go to incidents.
 - Identify the race start time, launch time and when to be ready on the water. The patrol boats should be ready to go before the competitors launch.
 - Report weather forecast expected for the race period.
 - If strong wind is forecast:
 - RO may reduce numbers to increase Patrol Boat : Competitor ratio.
 - RO may shorten race instead of abandoning in order to keep the fleet together.
 - Very important to watch the back markers.

- Assign patrol boats to escort duties while the dinghies are sailing to and from the race area. One Patrol Boat should follow last competitor out to the course. One Patrol Boat should follow the last competitor from the furthest position on the course back to the slipway.
- Assign watching areas for each patrol boat during the racing.
- Patrol boats should advise Beach of retirements. Beach to advise ESO when the retiring boats have landed. In strong wind all retirees should be escorted back or to a position where the slip has clear visibility of them and has acknowledged this.
- **Emphasise that patrol boats must be vigilant and quickly attend all who need help in their assigned area irrespective of whether or not they are competitors. Inverted dinghies especially need a rapid response to check for sailor entrapment.**
- If the help is needed outside their assigned area, patrol boats must first advise their intentions to the RO or ESO.
- If yachts, spectator boats appear to be heading onto the course, then patrol boats should politely request they change course.
- Identify the need for patrol boat drivers to do a radio check as soon as ready to go identifying the number of persons on board. Each patrol boat, including mark layers and jury boats if they double as patrol boats, will be stood down by the RO or ESO after racing when all sailors are counted back. Patrol boat drivers must respond and that response amounts to sign off for the patrol boat crew.
- Identify boats to be used for mark laying or taking numbers.
- Identify the mother-ship, if one is assigned, and its location and role.
- State that patrol boats and support boats acting as patrol boats may not carry spares for competitors or photographers.
- It is essential that all drivers and crew understand the course and where they are to patrol. Visitors in particular may not be familiar with the location, the type of race course and any hazards. A flip board should be used to quickly show the essential details.
- Remind the patrol boat crews of their duties. Safety Briefings should be held on each race day. Any problems and solutions from the previous day should be included in the briefing discussions.

3.3 Postponing or cancelling the race

The RO and ESO should assess the conditions before the race. To be considered are the following.

- The weather forecast.
- The anticipated sea state on the course and en-route to the course.
- The class of sailing dinghy, skill levels and age range of the sailors in that class.
- Any class rule or item in the Notice of Race addressing maximum wind strength.

- The RO, supported by the ESO, should decide if the race ought to be postponed or cancelled.
- Considerations in a decision to postpone or abandon a race include the following:
 - If the sailors are youths, that is under 18 years of age, and the Met Office Inshore Forecast for the race period contains an average wind strength prediction of greater than F5 (17 to 21 knots, mean 19 knots).
 - If the sailors are adults, that is 18 years of age or more, and the Met Office Inshore Forecast for the race period contains an average wind strength prediction of greater than F6 (22 to 27 knots, mean 24 knots).

or in either case as may be directed by class association rules or NOR.

3.4 During the race

The ESO should be in a suitable position for monitoring the race. Normally this will be on the course.

As dinghies need attention from patrol boats, others should be reassigned watching areas so as to cover the gaps as necessary.

Communicate with the Beach for any retiring boats.

CODE RED CONTINGENCY PLAN for medical emergencies.

If a patrol boat finds a medical emergency, call on the race VHF channel:

CODE RED, CODE RED > state patrol boat position > state the problem.

The nearest RIB goes to help. ESO or RO will despatch patrol boat with first aider and or go himself.

All other radio traffic to be minimised and wait for further instructions from ESO or RO.

If the casualty needs to be returned to Torquay Harbour Hammer Head Landing Stage and needs an ambulance, then the Beach should be instructed by the ESO or RO to make the 999 call. If so Beach should despatch someone to guide the ambulance from the Harbour Barrier to the drop off point, Hammer Head Landing Stage.

If ambulance is called, Beach must inform the Torquay Harbour Office and the Coastguard on VHF Ch 67 to explain the problem and the actions taken so they are not surprised when the ambulance service calls them.

Casualty to be identified to ambulance, from Tally if necessary.

CODE RED remains active until cancelled by ESO or RO.

In case of an urgent, serious medical emergency, any patrol boat should make a VHF Ch 16 to the Coast Guard PAN PAN or MAYDAY call for rapid on the water assistance.

3.5 Abandoning the race

The RO and ESO shall continually assess the conditions during the race with a view to abandoning if necessary.

To be considered are the following.

- Current behaviour of the wind strength and direction and any observable indicators such as cloud formations. The wind strength increasing greater than any maximum class rule or statement in NOR.
- Prevailing wind recordings from local weather stations and any other appropriate source that gives warning of approaching worsening conditions.
- The numbers of sailors experiencing difficulties such as frequently capsizing leading to tiredness and exhaustion.
- Depletion of available patrol boat numbers on the course due to towing duties or attending to injuries or sickness.

3.6 After the race

Check that all sailors are accounted for back on land. Then stand down the patrol boats and mark layers and jury boats if they were acting as patrol boats, receive a response from each boat to confirm they have stood down.

As patrol boats are stood down, remind drivers of any specific refuelling arrangements.

In the event of a significant incident, or safety related protest, the RO or ESO should provide a written report to Rear Commodore Sailing so that any necessary actions may be taken.

3.7 Missing competitors

Should competitors and or boats appear to be missing 30 minutes after the last competitor has landed, a Search Plan must be implemented.

4.0 Contact Details

RTYC 01803 292006 Post Code TQ1 2BH

Torquay Harbour 01803 292429 Post Code TQ1 2BG

RYA Training 023 8060 4180

Marine Accident Investigation Branch (MAIB) 023 8039 5500

Coast Guard 999

Brixham Coast Guard 01803 882704

B. RYA Training

Introduction

These Operating Procedures cover all RYA Training Activity provided by the Royal Torbay Yacht Club and The Torbay Youth Sailing Trust. This currently comprises of Powerboat level 1 and 2, and Safety Boat. Dinghy and Keelboat NSS1-3, YSS1-4, day sailing, Spinnakers, Seamanship skills, Race 1-3,

Training is based at the Royal Torbay Yacht Club, 12 Beacon Terrace, Torquay, TQ1 2BH. Telephone Number 01803 292006. Email admin@rtyc.org

The RYA Training Centre Principal is currently Bill Butcher.

Safety

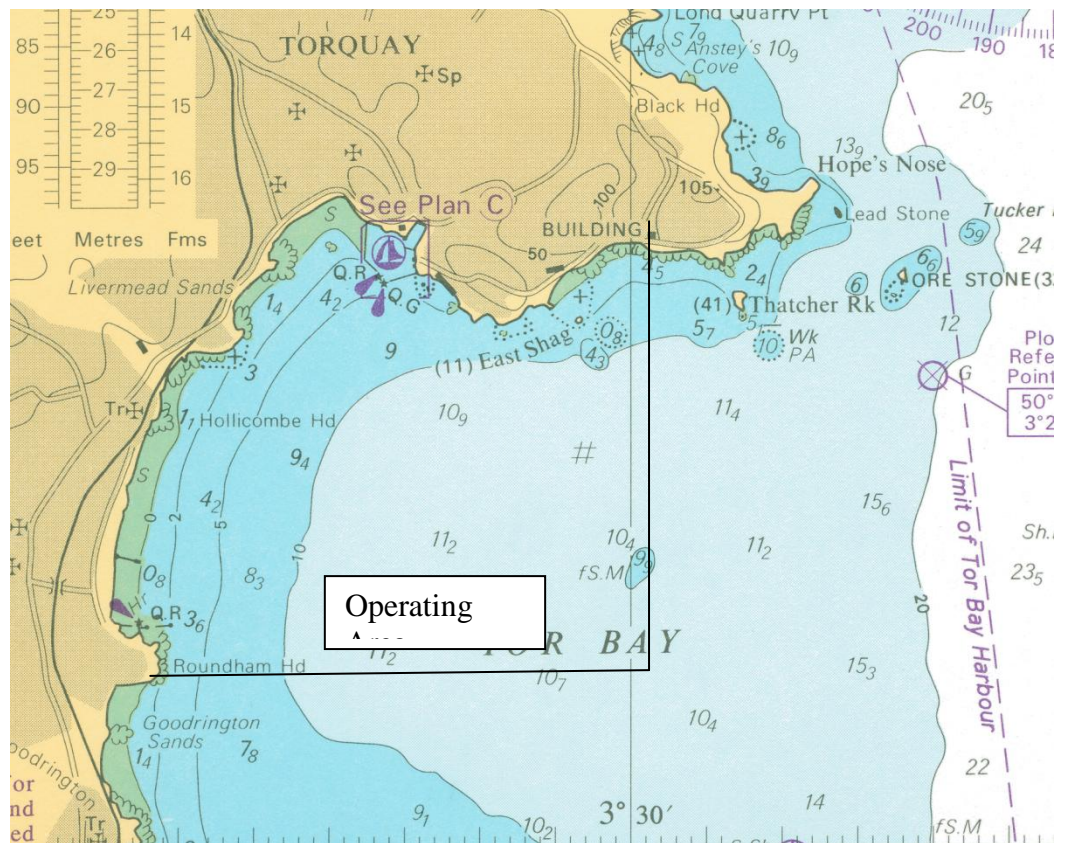
1. The RYA Training Centre Principal will carry out an **annual risk assessment** and review and update these operating Instructions following the assessment.
2. If a **minor accident** occurs the Chief Instructor should be informed. A full report must be entered in the Accident Book (located in the Secretaries Office) as soon as possible after the accident and as a minimum on the day of the accident. Waterproof first aid kits are held on each Safety Boat.
3. If a **major accident** occurs you should refer to the RTYC Major Incident Procedure. Copies are held by the following: Principal, Chief Instructor, RTYC Secretary and a copy is held on each Safety Boat.

A major incident is defined as any incident that involves multiple casualties or potential multiple casualties which cannot be safely covered by the club's safety facilities. The responsibility for declaring a major incident will be held by the Principal or Chief Instructor

4. If a near miss occurs where no one was injured but you consider it to be a near miss, or if you notice something that you believe to be a potential hazard you should inform the Chief Instructor, and a full report should be entered in the 'Near Miss Book' (located in the Secretaries Office), in order to help enable the prevention of an accident in the future.
5. You should inform the Principal of any incident involving a Third Party either afloat or ashore, however slight.
6. **Instructors will be briefed and trained** on these procedures before they are permitted to commence training at this RYA Centre. The Chief Instructor is responsible for this training. Each

Instructor will be asked to sign that they have read and understand these operating instructions.

7. A Senior Instructor must be in attendance whilst taught activities take place afloat. In the case of school sailing, the school Co-ordinator (or nominated person) must be in attendance whilst activities take place ashore or afloat. The exception is that an Instructor can run a single session.
8. The **operating area** for this RYA Centre is within the limits of a line extending due east from Roundham Head to a line extending due south from Kilmorie Flats. The RTYC Racing Marks within this area can be used for course marks if required by the Instructor. Instructors should check the proposed area with the Senior Instructor to avoid congested areas, other training and other water users. Some elements of powerboat training will take place within Torquay Harbour and Marina. See chart below.
9. Courses will be set using RTYC racing marks and additional marks laid by the safety boat supporting the training.



10. No activity afloat will commence without a briefing to instructors, volunteers and students that includes weather, tide, operating area, courses, potential hazards, communication signals and the aim of the training exercise. Each session will be concluded with a

debriefing. Particular emphasis will be made in the briefing on how to use any unfamiliar equipment.

11. At the briefing all students **must** be advised of the road hazard immediately outside the Yacht Club. Children (under 18) are to be supervised so that Instructors and Volunteers ensure safe crossing of the road both going to and returning from the harbourside. Under no circumstances should children be allowed or told to make their own way to the harbour or back to the yacht Club.
12. Boats will be launched from the Torquay Harbour slipway. Launching will not commence until the patrol boat has communicated with the Instructor that it is on station for the launch. The Instructor will co-ordinate launching and recovery with other users of the slipway and with the patrol boat if dinghies are to be towed in or out of the harbour.
13. The RTYC ribs will be used as patrol boats. The minimum safety boat requirements are:
 - Dinghies: Up to 6 dinghies 1 safety boat
 - 7 – 15 dinghies 2 safety boats

 - Keel boats: 1-3

Each rib will be crewed by two people with one available to enter the water if necessary.

 - ✓ If instruction is being given from a safety boat and there are Instructors available to assist in the case of an incident then one person giving instruction can crew the rib.
 - ✓ If the patrol boat is solely responsible for keelboats with instructors onboard then only one person is required.
 - ✓ All power boat drivers must hold RYA Level 2 power boat. Unless under instruction.
 - ✓ Local bye laws require the person in charge of a power vessel is 18 years old or over.
14. In the event of mechanical failure to a safety boat the Instructor will agree a course of action that will not compromise the safety of the overall operation. If the second rib is not immediately available the fleet will return to harbour and if necessary the coastguard advised of the situation.
15. In the event that a Student, Instructor or Volunteer sustains an injury requiring first aid whilst onshore the Principal and Chief Instructor should be advised immediately. A first aider should be summoned to assess the casualty who should then be taken to the RTYC club house, if appropriate or call ambulance by 999 call.

16. For emergencies afloat the following procedure will be followed.
- ✓ Attract attention of patrol boat
 - ✓ Instructor and/or patrol boat crew provide emergency first aid
 - ✓ Evacuate casualty in patrol boat to RTYC club house if required. Advise Beachmaster who will summon first aider.
 - ✓ If injury serious advise Beachmaster who will summon ambulance by 999 call and advise Principal and Chief Instructor.
 - ✓ Await arrival of ambulance / para medic at Torquay Harbour slipway.
17. Instructor or patrol boat crew to advise Principal and Chief Instructor of details of incident. Principal or Chief Instructor to record incident in accident book. Report to next of kin will be made by Principal or Chief Instructor.
18. The most effective way to free an entrapped sailor is often to right the boat by boarding and pulling on the centre board in the normal way. A tidy boat with ropes tucked away reduces the risk of entrapment. Knives are carried in all Safety Boxes and could be used in certain circumstances.
19. When taking students for rides in the RIBs, all students should be suitably dressed for the weather and sea conditions expected and must be wearing a buoyancy aid. The maximum number of students per RIB should be limited to six. Local speed restrictions must be observed. All students must be seated either on the seats or the tubes and hand holds pointed out.

Tuition

1. The Principal (or nominated Beachmaster) will ensure that on each training day that the training room is set out ready briefings and in the event of adverse weather facilities are available for classroom activity.
2. The Principal is responsible for the RTYC/TYST RYA Training Centre and safety of students. He/she will regularly attend briefings and de-briefings ahead of training, attend training briefings for instructors and seek feedback on the training provided through parents and School Co-ordinators.
3. The Principal with the Chief Instructor will review feedback and address any issues as necessary.

4. The Principal (or nominated Beachmaster) will ensure that for each days activity there is a register of attendees. It will be the responsibility of the Senior Instructor to take the register on commencement of each session.
5. The Principal (or nominated representative) may appoint the following roles for each training session:

Beachmaster to co-ordinate onshore activity, including rooms, register, accident book, near miss book, security for possessions, etc. and maintain a VHF radio watch at all times when training is taking place on the water.

Bosun to carry out repairs and ensure fleet is properly maintained

Patrol boat crews.

6. The following training courses will be offered:

Dinghy & Keel Boat National Sailing Scheme Levels 1 and 2
 Youth Sailing Scheme (Dinghy and Keel boat) Stages 1, 2, 3 and 4.
 Powerboat Levels 1 and 2, Safety Boat Certificate
 Sailing with spinnakers (Dinghy and keel boat)

7. Dinghy sailing will be supervised by an RYA Dinghy Senior Instructor.

Keel Boat sailing will be supervised by an RYA Keel Boat Senior instructor or an RYA Senior Dinghy Instructor with Keel Boat endorsement.

Power boating will be supervised by an RYA Powerboat Instructor.

A trained and experienced Instructor can run a single training session with the agreement of the centre principal.

RYA Racing levels 1-3 maybe supervised by an RYA level 2 race coach without an RYA Senior Instructor present. The ratios below apply.

Student: instructor ratios have been set at the following:

Type of Craft	Student : Instructor ratio
Crewed dinghies	3:1 for beginners with instructor onboard Maximum 9:1 but not more than 6 boats per instructor (e.g. 6 RS Teras/RS

	Fevas with 2 students in each)
Single handed dinghies	6:1 (applies only whilst the boats are used as single-handers)
Keel Boats	4:1 for beginners with instructor onboard Maximum 9:1 e.g. 3 boats with 3 crew.
Powerboats	Level 1 and 2- 3:1. Safety boat– 6:1

Assistant instructor counts as qualified in the ratios, but will work under the direction or supervision of an instructor or SI.

The Principal will be responsible for maintaining a register of instructors and volunteers and their qualifications to meet the requirements of the Operating Procedures. This will be kept in the RTYC Office.

C. Race Coaching.

Introduction

These Operating Procedures cover all race coaching at the Royal Torbay Yacht Club. For RYA courses including racing refer to section B.

Training is based at the Royal Torbay Yacht Club, 12 Beacon Terrace, Torquay, TQ1 2BH. Telephone Number 01803 292006. Email admin@rtyc.org

1. The Rear Commodore sail will carry out an **annual risk assessment** and review and update these operating Instructions following the assessment.
2. If a **minor accident** occurs the Rear Commodore Sail should be informed. A full report must be entered in the Accident Book (located in the Secretaries Office) as soon as possible after the accident and as a minimum on the day of the accident. Waterproof first aid kits are held on each Patrol Boat.
3. If a **major accident** occurs you should refer to the RTYC Major Incident Procedure.
A major incident is defined as any incident that involves multiple casualties or potential multiple casualties which cannot be safely covered by the club's safety facilities. The responsibility for declaring a major incident will be held by the Rear Commodore Sail, Principal or Chief Instructor
4. If a near miss occurs where no one was injured but you consider it to be a near miss, or if you notice something that you believe to be a potential hazard you should inform the Rear Commodore Sail, and a full report should be entered in the 'Near Miss Book' (located in the Secretaries Office), in order to help enable the prevention of an accident in the future.
5. You should inform the Rear Commodore Sail of any incident involving a Third Party either afloat or ashore, however slight.
6. Coaches and assistant coaches will be briefed and trained on these procedures before they are permitted to commence training at the club. Each Coach and assistant coach will be asked to sign that they have read and understand these operating instructions.
7. Coaches must hold RYA Level 2 race coach for all activities taking place afloat unless written agreement is obtained from the Rear Commodore Sail.
8. All power boat drivers must hold RYA Level 2 power boat.
9. Local bye laws require the person in charge of a power vessel is 18 years old or over.
10. Sailor to coach ratio must be agreed with the Rear Commodore Sail prior to commencing training.
11. The **operating area** is no more than 3 NM from Torquay harbour.

12. Courses will be set using RTYC racing marks and additional marks laid by the safety boat supporting the training.
13. No activity afloat will commence without a briefing to instructors, volunteers and students that includes weather, tide, operating area, courses, potential hazards, communication signals and the aim of the training exercise. Each session will be concluded with a debriefing.
14. At the briefing all students **must** be advised of the road hazard immediately outside the Yacht Club.
15. Boats will be launched from the Torquay Harbour slipway. Launching will not commence until the patrol boat has communicated with the Instructor that it is on station for the launch. The Coach will co-ordinate launching and recovery with other users of the slipway and with the patrol boat if dinghies are to be towed in or out of the harbour.
16. The RTYC ribs will be used as patrol boats. The minimum patrol boat requirements are:
Dinghies: Up to 6 dinghies 1 patrol boat, 7 – 15 dinghies, 2 patrol boats
Keel boats: 1-3
17. Each RIB will be crewed by two people with one available to enter the water if necessary.
18. If coaching is being given from a patrol boat and there are others available to assist in the case of an incident then one person giving instruction can crew the rib.
19. If the patrol boat is solely responsible for keelboats with instructors onboard then only one person is required.
20. In the event of mechanical failure to a patrol boat the coach will agree a course of action that will not compromise the safety of the overall operation. If the second rib is not immediately available the fleet will return to harbour and if necessary the coastguard advised of the situation.
21. In the event that a Student, Coach or Volunteer sustains an injury requiring first aid whilst onshore the Principal and Chief Instructor should be advised immediately. A first aider should be summoned to assess the casualty who should then be taken to the RTYC club house, if appropriate or call ambulance by 999 call.
22. For emergencies afloat the following procedure will be followed.
 - ✓ Attract attention of patrol boat
 - ✓ Instructor and/or safety boat crew provide emergency first aid
 - ✓ Evacuate casualty in patrol boat to RTYC club house if required. Advise Beachmaster (if appointed) who will summon first aider.
 - ✓ If injury serious advise Beachmaster (in appointed) or Lead Coach, who will summon ambulance by 999 call and advise Rear Commodore Sail .

✓ Await arrival of ambulance / para medic at Torquay Harbour slipway.

- 23.** Lead Coach or patrol boat crew to advise Rear Commodore Sail of details of incident. Lead Coach or Rear Commodore Sail to record incident in accident book. Report to next of kin will be made by Rear Commodore Sail.
- 24.** The most effective way to free an entrapped sailor is often to right the boat by boarding and pulling on the centre board in the normal way. A tidy boat with ropes tucked away reduces the risk of entrapment. Knives are carried in all Safety Boxes and could be used in certain circumstances.

D. Social sailing.

Introduction

These Operating Procedures covers casual sailing events at the Royal Torbay Yacht Club. An appropriately qualified or experienced event supervisor must be appointed and agreed by the Rear Commodore sail.

12 Beacon Terrace, Torquay, TQ1 2BH. Telephone Number 01803 292006. Email admin@rtyc.org

1. The Rear Commodore sail will carry out an **annual risk assessment** and review and update these operating Instructions following the assessment. Specific event risk assessments may be required.
2. If a **minor accident** occurs the Rear Commodore Sail should be informed. A full report must be entered in the Accident Book (located in the Secretaries Office) as soon as possible after the accident and as a minimum on the day of the accident. Waterproof first aid kits are held on each Patrol Boat.
3. If a **major accident** occurs you should refer to the RTYC Major Incident Procedure.
A major incident is defined as any incident that involves multiple casualties or potential multiple casualties which cannot be safely covered by the club's safety facilities. The responsibility for declaring a major incident will be held by the Rear Commodore Sail, Principal or Chief Instructor
4. If a near miss occurs where no one was injured but you consider it to be a near miss, or if you notice something that you believe to be a potential hazard you should inform the Rear Commodore Sail , and a full report should be entered in the 'Near Miss Book' (located in the Secretaries Office), in order to help enable the prevention of an accident in the future.
5. You should inform the Rear Commodore Sail of any incident involving a Third Party either afloat or ashore, however slight.
6. Organisers and volunteers will be briefed and trained on these procedures before they are permitted to commence training at the club.
7. All power boat drivers must hold RYA Level 2 power boat.
8. Local bye laws require the person in charge of a power vessel to be 18 years old or over.
9. The **operating area** is no more than 3 NM from Torquay harbour.
10. Courses will be set using RTYC racing marks and additional marks laid by the patrol boat supporting the training.
11. No activity afloat will commence without a briefing volunteers and sailors that includes weather, tide, operating area, courses, potential hazards,

communication signals and the aim of the training exercise. Each session will be concluded with a debriefing.

12. At the briefing all students **must** be advised of the road hazard immediately outside the Yacht Club.
13. Boats will be launched from the Torquay Harbour slipway. Launching will not commence until the patrol boat has communicated with the Instructor that it is on station for the launch. The Coach will co-ordinate launching and recovery with other users of the slipway and with the patrol boat if dinghies are to be towed in or out of the harbour.
14. The RTYC ribs will be used as patrol boats. The minimum patrol boat requirements are:
Dinghies: Up to 6 dinghies 1 patrol boat, 7 – 15 dinghies, 2 patrol boats

Keel boats may not require safety cover with the approval of the Rear Commodore Sail.
15. Each rib will be crewed by two people with one available to enter the water if necessary.
16. If the patrol boat is solely responsible for keelboats then only one person is required.
17. In the event of mechanical failure to a patrol boat the coach will agree a course of action that will not compromise the safety of the overall operation. If the second rib is not immediately available the fleet will return to harbour and if necessary the coastguard advised of the situation.
18. In the event that a sailor or Volunteer sustains an injury requiring first aid whilst onshore the event supervisor should be advised immediately. A first aider should be summoned to assess the casualty who should then be taken to the RTYC club house, if appropriate or call ambulance by 999 call.
19. For emergencies afloat the following procedure will be followed.
20. Attract attention of patrol boat
21. Instructor and/or patrol boat crew provide emergency first aid
22. Evacuate casualty in patrol boat to RTYC club house if required. Advise Beachmaster (if appointed) who will summon first aider.
23. If injury serious advise Beachmaster (in appointed) or Lead Coach, who will summon ambulance by 999 call and advise Rear Commodore Sail .
24. Await arrival of ambulance / para medic at Torquay Harbour slipway.

25. Event supervisor to advise Rear Commodore Sail of details of incident. Lead Coach or Rear Commodore Sail to record incident in accident book. Report to next of kin will be made by Rear Commodore Sail.
26. The most effective way to free an entrapped sailor is often to right the boat by boarding and pulling on the centre board in the normal way. Knives are carried in all Safety Boxes and could be used in certain circumstances.

Annex A

Dealing with a major incident.

It is every Yacht Club's nightmare to experience a major incident at their Club. Thankfully this is very rare but if you are ever unfortunate enough to be involved in one, you need to know how to handle the unfolding events.

Your first priority is, of course, the safety of participants and officials. However once ashore you need a strategy to deal with the authorities and the press.

- a. Get a statement from competent witnesses.
- b. Remove key witnesses from the area to somewhere you can talk to them away from the press.
- c. Produce a written statement for the press, such as.

RTYC regrets to announce the death of a crew member who fell overboard at night from a participating yacht. When and where. Our deepest sympathy to the relatives etc. A full statement will be issued at 2pm tomorrow. Give yourself time to collate the information.

- d. Don't hold a press conference but decide who will speak to the press.
- e. Don't allow well meaning but ill informed competitors or officials to make public comments.
- f. Try to keep a record of whom you have spoken to. Who has contacted you etc.
- g. Inform RYA Training (023 8060 4180) who can assist with compiling your press statement.
- h. If the rescue services have been involved the press will probably obtained some information from them.
- i. If there has been a fatality the police will contact the Club and inform the next of kin. Do not publish the name of the casualty until you know this has been done, even if the press appear to know who it is.
- j. If the boat has a code of practice certificate you must inform the Marine Accident Investigation Branch (MAIB) within 24 hours. You can do this by phoning 023 8039 5500. They will inform you within 28 days whether they intend to investigate.
- k. Keep any relevant equipment such as lifejackets etc.
- l. If required, send a report to the MAIB (refer to booklet G27).

When dealing with a major incident, it helps if.

- a. Your paperwork is up to date with information such as contact numbers for the next of kin.
- b. Your boats and volunteers comply with own safety policy and the RYA's conditions of recognition.

Annex B

Patrol Boat Guide

What we aim to do:

- Be vigilant at all times and provide rapid safety support for sailors and others if necessary.
 - Put the safety of people before equipment.
 - Ensure all persons are surfaced and count heads
 - Look out for serious injuries, (i.e. needing some help)
 - Offer help if requested, or if apparent difficulty ☹️wear suitable thermal protection.
 - Do not leave your assigned area without checking with safety leader, race officer, senior instructor or lead coach
1. The RYA advises clubs that patrol boat helms should be trained appropriately. This may be through a recognised powerboat qualification or club based training programme.
 2. RTYC as it is a RYA recognized Powerboat Training Centre will only use helmsmen for youth training who hold a minimum qualification of RYA Powerboat Level 2.
 3. The Sailing Secretary will maintain an up to date list of all qualified helmsman.
 4. The RTYC Ribs will be used as patrol boats. Each boat should be crewed by two people. These boats will be used both as training platforms and patrol boats. At least one member of the crew should be prepared to enter the water if necessary.
 5. If instruction is being given from a patrol boat and there are Instructors available to assist in the case of an incident then one person giving instruction can crew the rib.
 6. The kill cord must be worn at all times by the Helmsman when the engine is running, around the leg or a secure part of clothing (e.g. Buoyancy Aid waist strap).
 7. If sailor trapped under inverted hull. Right the boat A.S.A.P.. Don't try to release the sailor before righting the boat. This is best achieved by pulling on the centre board.
 8. In cases of serious injury or medical problem
 - ✓ radio "code red", call sign, position, problem
 - ✓ If necessary, call 999 and ask for "coast guard. · all other radio traffic to be minimal until code red is cleared by ESO, RO, Senior Instructor or lead coach.
 9. Strong winds
 - ✓ Look out for overpowered sailors becoming fatigued. Tow to waiting buoy, committee boat (cb), mothership or tow home. Then return to sailing area.

10. Fog / poor visibility
 - ✓ If GPS available, mark way home and cb (on the way out!)
 - ✓ Sailors advised to collect at committee boat or nominated point and wait to be escorted in a group.
 - ✓ Search sailing area slowly, using an appropriate sound signal and listen for responses
11. Damaged or abandoned boats
 - ✓ To be marked with tape if to be abandoned (on rudder fittings)
 - ✓ Inform ESO, RO, Senior Instructor or lead coach.
 - ✓ Inform Coast Guard if boat is to be left unattended.
 - ✓ If reasonable take to waiting buoy or committee boat for later tow home
12. Missing Persons
 - ✓ A search plan will be implemented by the ESO, RO, senior instructor or lead coach.
 - ✓ Note that coastguard may take control.
13. Transit to and from the sailing area
 - ✓ Safety boats will be assigned to follow the last boat out to the course and back from the course.

Patrol Fleet Checklist

14. The Helmsman should undertake the following checks before taking the patrol boat from its mooring.
 - Condition of hull: air pressure, plugs and bungs
 - Equipment on board:
Anchor rope, tow rope, two paddles, flares, first aid kit, spare kill cord, whistle, knife, radar reflector (Harry and Humber 4.3 only), fire extinguisher
 - Fuel
 - Engine. Oil levels, fuel connections, visual check of the propeller, throttle and cables, coolant circulation
 - Radio. Battery level, radio contact with beachmaster or other RTYC station.
15. At the end of each day the key, kill cord and radio should be returned to the Dock Locker. Fuel tanks should be filled. The boat should be returned to its mooring clean, with all lines tidy, the engine raised and turned to port.
16. The boats must be maintained in good condition. After each use any defects should be reported.
17. When retrieving a person from the water, or operating in close proximity to people in the water, the engine should be turned off.
18. Should the patrol boat crew require assistance they should radio, blow a whistle, or wave a flag.
19. Patrol boat call signs will be by boat name.

Annex C Beach Master Guide

Telephone numbers

Coast Guard 999 Brixham Coast Guard 01803 882704 VHF Ch 16
RTYC 01803 292006
RTYC Bar 01803 297271
Harbour Office 01803 292429 Torquay Harbour VHF Ch 14
Harbour Post Code TQ1 2BG

Sailing Office Code C 2863X
Town Dock Code ?????
Committee Boat Mary Gurine
Safety Boat Harry
Safety Boat Bev
Safety Boat TYST

1. Collect Beach Master Box and VHF Radio from Sailing Office.
2. Base yourself at the top of the slip at least one hour before race start time.
3. Touch base with the Race Officer.
4. Check VHF Radio with a test transmission to Mary Gurine (Committee Boat) on Channel 72.
5. Seek permission to launch from the Race Officer once a fully manned Patrol Boat is at the slip.
6. Keep a tally of number and class of boats launched.
7. Before launching check to see if the boats crew are properly dressed with buoyancy aid fastened correctly and any long hair worn up. Monitor use of slipway by other harbour users during launching, if necessary delay access for the launch until the slipway is clear.
8. Once all boats have been launched radio Mary Gurine with the number of each class launched.
9. Stay handy to slip and monitor the VHF Radio Ch 72 (or assigned channel).
10. Be ready to receive any returning boats.
11. Be ready to receive Patrol Boats with an injured sailor.
12. If medical assistance is required call for an Ambulance to come to Beacon Quay Torquay Harbour TQ1 2BG.
13. Any casualty will be landed at the Ferry Jetty, or if not available Slipway, Beacon Quay.
14. If a casualty is to be brought ashore needing medical assistance inform the Harbour Office and send a guide to the Barrier at Beacon Quay entrance to meet the Ambulance.
15. After racing check that all boats have returned and then inform the Race Officer that all boats are on Beacon Quay.
16. Return Box and Radio to the Sailing Office.

Annex D

TRAINING MANUAL AND OPERATING INSTRUCTIONS

MARY GURINE



CREW SAFETY BRIEFING

Points to be covered for the attention of all on board:

Location of the first aid equipment

The location of the flares

Procedures and operation of radio on board in the event of an emergency and the skipper being rendered incapable

Location of navigation and other light switches

Location and use of fire fighting equipment

Method of starting, stopping and controlling the main engine

Deployment and retrieval of the anchor and use of associated equipment

Location of life jackets and life buoys and procedure to be followed in an emergency

Location of emergency tiller

Operation and use of sea toilet

Location of tools, jump leads, bungs and parts

Location of oils and lubricants

Location of engine and equipment manuals

21-04-2015



MARY GURINE

**STANDARD OPERATING
PROCEDURES**

AND

BOAT INFORMATION

INDEX

CREW SAFETY BRIEFING

ROUTINE DAILY CHECKS

START UP PROCEDURE

SHUT DOWN PROCEDURE

ROUTINE DAILY CHECKS

Engine oil levels – to top of dip stick indicator mark

Radiator water level – to full

Water inlet filter clear

A spanner is kept in the rigging bag in the wheelhouse navigation locker

Ensure engine seacocks are open

Ensure toilet seacocks are closed when not in use

Ensure gas is turned off when not in use

21-04-2015

START UP PROCEDURES

Complete all daily checks

Switch on master switch to **“Both”** located under main cabin floor.

Set throttle to neutral by depressing side button on throttle lever and advance to 30 degrees forward.

With engine compartment hatch elevated, check oil level of engine on dipstick.

With main deck hatch open ensure main seacock water intake is in upright position. Check water filter clear, if not remove debris.

In cold conditions only engage throttle lever in neutral and full cold start under engine cover, this must be pushed back after starting.

At helm position, turn ignition switch to the right until engine runs.

Allow engine to warm up before leaving pontoon

A prudent precaution is to ensure water is being emitted through the exhaust at the stern of the boat.

21-4-2015

SHUT DOWN PROCEDURE

Bring throttle to neutral position

On returning to pontoon, allow engine to idle for intercooler to cool down for 5 minutes.

Press Red button to **Stop Engine**

Turn off ignition

Check sea toilet seacocks are closed

Switch off master switch

Secure deck hatches

Ensure gas is turned off

Hose down foredeck and deck areas

Complete log book

21-04-2015

MAN OVERBOARD PROCEDURE WHILST UNDER WAY

Shout **“MAN OVERBOARD”**

Nominate one person to indicate to position of man overboard

Immediately depress “Man Overboard” button on GPS console and radio

Depress transmission button on microphone and transmit the following

“ SOLENT COASTGUARD, SOLENT COASTGUARD, SOLENT COASTGUARD.

THIS IS MOTOR VESSEL MARY GURINE, MARY GURINE, MARY GURINE.

POSITION IS (READ FROM GPS DISPLAY)

MAN OVERBOARD, MAN OVERBOARD, MAN OVERBOARD.

THIS IS MOTOR VESSEL MARY GURINE.

Release transmit button, await reply.

Throw lifebuoy in direction of man overboard.

Maintain man overboard in sight

21-04-2015

Annex E
Visiting Instructor/Coach Self Declaration

Royal Torbay Yacht Club
Self declaration of visiting Instructor/Coach

I have read the appropriate RTYC Operations. (please tick if applicable)

I hold a valid RYA Qualifications (please tick if applicable)

B. RYA Training
C. Race Coaching
Annex A: Dealing with a major incident
Annex B: Safety boat guide

RYA First Aid:
RYA Power Boat 2 / Safety Boat:
RYA Dinghy Instructor:
RYA Senior Dinghy Instructor:
RYA Race Coach Level 2/3:
Other relevant qualifications:

Date:
Name (in full):
Date Of Birth:
Signature:

Notes.

1. Harbour maximum speed limit 5kts
2. RTYC VHF Channel is 72
3. Torquay Harbour VHF Channel is 14
4. Dock Gate code changes frequently, please ask.
5. Please keep operations clear of the Torquay/Brixham Ferry Route and the Harbour entrance.