



ROYAL TORBAY YACHT CLUB (RTYC)

A SAFETY MANAGEMENT GUIDE FOR DINGHY and KEEL BOAT SAILING RACING, TRAINING and SOCIAL SAILING

Updated May 2023

Reviewed April 2024

Updated September 2024

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, during 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.

2 Safeguarding

The RTYC Safeguarding Policy Document can be found on the club website at [Club Documents – Royal Torbay Yacht Club \(rtyc.org\)](https://rtyc.org/club-documents-royal-torbay-yacht-club)

3 References

The following documents have been used in the preparation of this guide.

RYA Youth Racing Safety Policy June 2020.

World Sailing Race Management Policies January 2024

RYA Race Management Guide 2021-2024

RTYC Management and Safety Documents can be found at

<https://rtyc.org/management-and-safety/>

4 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.

Sections:

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

ANNEXES

- A) RYA Major Incident Procedures and Guidance (August 2024).
- B) Safety Boat Guidance
- C) Beach Master Guide.
- D) Petrol handling and storage.
- E) Mary Gurine - Training Manual and Operating Instructions
- F) Visiting Instructor/Coach Registration Form
- G Guidelines for Session Briefings
- H) Crane operating instructions

CHANGE LOG

First issue dated April 2015

- | | |
|--------------------|--|
| Amended June 2016 | <ol style="list-style-type: none">1. Coaches to be wearing Buoyancy Aids2. Excess wave height in easterlies3. Session Briefing Form (Annex F)4. Instructors / Coaches to have PB2 Coastal |
| Amended March 2017 | <ol style="list-style-type: none">1. Coast Guard changed from Brixham to Solent |
| Amended March 2018 | <ol style="list-style-type: none">1. RTYC email address changed to manager@rtyc.org |
| Amended April 2019 | <ol style="list-style-type: none">1. New Annex D - Petrol handling and storage.2. Crane Operating Instructions.3. Updating of terminology and references. |
| Amended May 2019 | <ol style="list-style-type: none">1. Major Incident updated |
| Amended Aug 2019 | <ol style="list-style-type: none">1. New Section E Stand Up Paddle Boarding |
| Amended Feb 2020 | <ol style="list-style-type: none">1. Paragraph 2 Safeguarding. |
| Amended Mar 2021 | <ol style="list-style-type: none">1. Text unified 2. Paignton Harbour added to PB2 |
| Updated May 2023 | Updated contacts, references and page numbers |
| Updated Sept 2024 | Page 11 – 14 use of ribs
Page 13 – 7 Dinghy Sailing Courses
Page 16 – 17 Rib crews
Annex A – Major Incident Procedures updated
Annex B – Safety Boat Guidance
Annex C – Beachmaster Guide
Annex E - Mary Gurine Procedured
Annex F – New form added
Annex G- Briefing Session guidelines |

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/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/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, the tally system.

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, or included in the event sailing instructions.

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 Race Officer (RO) or Event Safety Officer (ESO) completes a risk assessment specific to the event and takes any necessary actions from it.
- The ESO or RO prepares the Safety Briefing handout and any other handouts considered necessary.
- Obtain from the Sailing Secretary/Event Organiser or the online entry list the expected number of entries for the race.
- Decide how many safety boats are needed. A ratio of one safety 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 safety boats should be deployed so that an incident can be attended within three minutes.
- Location of the race and safety boat coverage en-route to the race area.
- At this stage, the weather for the race day should be assumed to be challenging but within any rules or guidance published by class association.
- Check that there are a sufficient number of safety 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 safety 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 safety 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 safety 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 (RO) or from a Safety Boat (ESO) 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 Beach Team. If a tally system is to be used, then it should be controlled by a member of the Beach Team with a radio.

- The Harbour Master will have been informed, by the Event Organiser, at the start of the season of the date of the Event, expected entries and radio channel for communications.
- Ensure that the Beach Master 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 fairway 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 safety boats. The following may be included.
 - Check that all safety team members are present, and that safety boat drivers and crews are assigned to each boat and have a radio, equipment, First Aid kit and tape for marking abandoned boats. Advise the RO if the number of safety 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 safety 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 safety boat crew must be able to continue afterwards.
 - Identify the call signs of all safety 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 safety 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 Safety 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 safety boats to escort duties while the dinghies are sailing to and from the race area. One Safety Boat should follow last competitor out to the course. One Safety Boat should follow the last competitor from the furthest position on the course back to the slipway.
- Assign watching areas for each safety boat during the racing.
- Safety boats should advise RO of retirements. Beach to advise ESO or RO 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 safety 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, safety boats must first advise their intentions to the RO or ESO.
- If yachts, spectator boats appear to be heading onto the course, then safety boats should politely request they change course, under direction of the RO.
- Identify the need for safety boat drivers to do a radio check as soon as ready to go identifying the number of persons on board. Each safety boat, including mark layers and jury boats if they double as safety boats, will be stood down by the RO or ESO after racing when all sailors are counted back. Safety boat drivers must respond and that response amounts to sign off for the Safety 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 safety boats and support boats (see SI's) acting as safety 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 Safety. Visitors in particular may not be familiar with the location, the type of race course and any hazards.
- Remind the safety 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 Abandoning 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 or Sailing Instructions addressing maximum wind strength.
- The RO, supported by the ESO, should decide if the race ought to be postponed or abandoned.

- 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).

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 safety 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 Safety boat finds a medical emergency, call on the race VHF channel:

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

The nearest Safety Boat goes to help. ESO or RO will despatch safety 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 Passenger Landing Stage, Beacon Quay and needs an ambulance, then the Beach Master 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, Passenger Landing Stage.

If ambulance is called, the Beach Master 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 safety boat should make a VHF Ch 16 to the Solent Coast Guard 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 or SI's.

- 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 safety 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 safety boats and mark layers and jury boats if they were acting as safety boats, receive a response from each boat to confirm they have stood down.

As safety 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, Beacon Quay, Post Code TQ1 2RD

01803 292429 - VHF Channel 14

Coast Guard 999

Marine Accident Investigation Branch (MAIB) 023 8023 2527

Solent Coast Guard 02392 552100

RYA Training 023 8060 4180

RYA Head of Communications 023 8060 4209

RYA Safeguarding and Equality Manager 023 8060 4104

5.0 Reporting Damage and Faults

A damage/ fault report form is available at <https://rtyc.org/management-and-safety/> this should be completed returned to the club admin office or emailed to sailing@rtyc.org at the earliest opportunity.

B. RYA Training

Introduction

These Operating Procedures cover all RYA Training Activity provided by the Royal Torbay Yacht Club. 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 Stuart Abbott training@rtyc.org

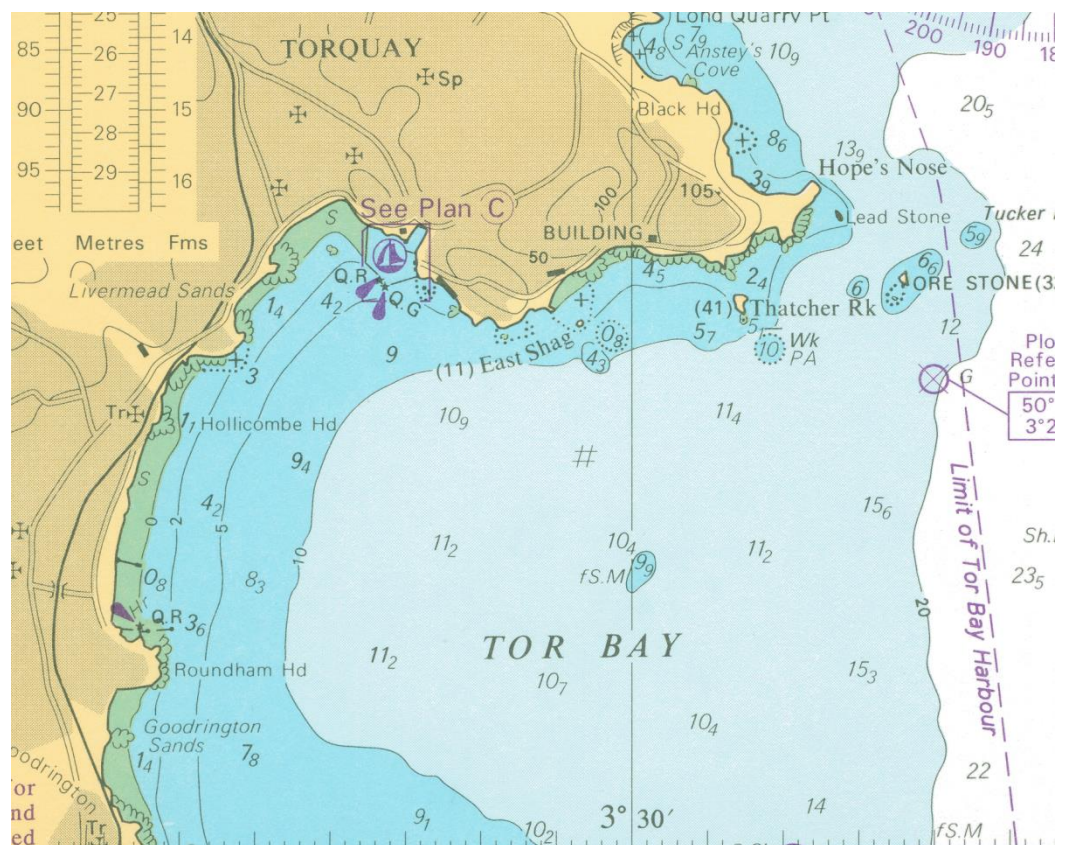
Safety

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 Club Admin Office) as soon as possible after the accident and as a minimum on the day of the accident.
3. First aid kits are held on each Safety Boat.
4. If a **major accident** occurs, you should refer to the RTYC Major Incident Procedure. Copies are held by the following: Principal, Chief Instructor, RTYC Office, Commodore, Vice Commodore, Rear Commodore Sailing, Race Officers and a copy is held on the Race Committee Boat (Mary Gurine) each Safety Boat the Beachmasters Box

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 resources. The responsibility for declaring a major incident will be held by the Commodore, Vice Commodore, Principal or Chief Instructor

5. 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 Admin Office), in order to help enable the prevention of an accident in the future.
6. You should inform the Principal of any incident involving a Third Party either afloat or ashore, however slight.

7. **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.
8. 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.
9. 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 Kilmore 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, Marina and Paignton Harbour (Tide height permitting). See chart below.
10. Courses will be set using RTYC racing marks and additional marks laid by the safety boat supporting the training.



11. 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.
12. At the briefing all students **must** be advised of the road hazard immediately outside the Yacht Club. Children (under 18) and Instructors 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.
13. Boats will be launched from the Torquay Harbour slipway. Launching will not commence until the safety 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 safety boat if dinghies are to be towed in or out of the harbour.
14. The RTYC ribs will be used as safety 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 safety boat is solely responsible for keelboats with instructors onboard, then only one person is required.
 - ✓ All power boat drivers must hold RYA Level 2 Powerboat certificate. Unless under instruction.
 - ✓ Local bye laws require the person in charge of a power vessel is 18 years old or over and hold an RYA Level 2 Powerboat Certificate.
15. 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 Torbay Harbour office (Ch 14) or coastguard advised of the situation.

16. 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.
17. For emergencies afloat, the following procedure will be followed.
 - ✓ Attract attention of safety boat
 - ✓ Instructor and/or safety boat crew provide emergency first aid
 - ✓ Evacuate casualty in safety 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.
18. Instructor or safety 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.
19. 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 Boats and could be used in certain circumstances.
20. When taking students 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 or the max number permitted on the rib. Local speed restrictions must be observed. All students must be seated on the seats or 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 RYA Training Centre and safety of students. He/she will regularly attend briefings and debriefings 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.
 - The RIB Club Volunteer to carry out repairs and ensure fleet is properly maintained.
 - Safety boat crews.
6. The following training courses will be offered:
 - Dinghy & Keel Boat National Sailing Scheme Levels 1 & 2
 - Youth Sailing Scheme (Dinghy and Keel boat) Stages 1, 2, 3 & 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 1-4 maybe supervised as below:-

 - Level 1 - Start Racing - Senior Instructor
 - Level 2 - Club Racing - Race Coach Level 2
 - Level 3 - Regional Level – Race Coach Level 2
 - Level 4 – Championship – Race Coach Level 3

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 Senior Instructor.

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.

A damage/ fault report form is available at <https://rtyc.org/management-and-safety/> this should be completed returned to the club admin office or emailed to sailing@rtyc.org at the earliest opportunity.

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 Vice Commodore or Rear Commodore Sailing will carry out an **annual risk assessment** and review and update these operating Instructions following the assessment.
2. If a **minor accident** occurs the Vice Commodore or Rear Commodore Sailing should be informed. A full report must be entered in the Accident Book (located in the Club Office) as soon as possible after the accident and as a minimum on the day of the accident. First Aid kits are held on each Safety 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 Vice Commodore, Rear Commodore Sailing or Training Principal
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 Vice Commodore, and a full report should be entered in the 'Near Miss Book' (located in the Club Office), in order to help enable the prevention of an accident in the future.
5. You should inform the Vice Commodore 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 Vice Commodore or Rear Commodore Sailing.
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 and hold RYA Level 2 Power Boat
10. Sailor to coach ratio must be agreed with the Vice Commodore or Rear Commodore Sailing 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 Safety 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 Safety boat if dinghies are to be towed in or out of the harbour.
16. The RTYC ribs will be used as safety 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
17. Each RIB will be crewed by two people with one able to enter the water if necessary. Each person should be wearing a buoyancy aid.
18. If coaching is being given from a rib and there are other safety boats available to assist in the case of an incident then one person giving instruction can crew the rib.
19. If the safety boat is solely responsible for keelboats with instructors onboard then only one person is required.
20. In the event of mechanical failure to a safety 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 Torbay Harbour Office VHF Ch 14 informed, 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 Safety boat
 - ✓ Instructor and/or safety boat crew provide emergency first aid

- ✓ Evacuate casualty in safety boat to RTYC club house if required. Advise Beachmaster (if appointed) who will summon first aider.
 - ✓ If injury serious advise Beachmaster (if appointed) or Lead Coach, who will summon ambulance by 999 call and advise Rear Commodore Sailing.
 - ✓ Await arrival of ambulance / para medic at Torquay Harbour slipway.
- 23.** Lead Coach or safety boat crew to advise the Vice Commodore of details of incident. Lead Coach or Vice Commodore to record incident in accident book. Report to next of kin will be made by Vice Commodore.
- 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.
- 25.** When deciding if to go afloat, Coaches should be aware that in prolonged periods of Easterlies, significant wave heights may occur in the Bay.

A damage/ fault report form is available at <https://rtyc.org/management-and-safety/> this should be completed returned to the club admin office or emailed to sailing@rtyc.org at the earliest opportunity.

D. Social sailing.

Introduction

These procedures cover casual and social sailing events at the Royal Torbay Yacht Club. An appropriately qualified or experienced event supervisor must be appointed and agreed by the Vice Commodore or Rear Commodore Sailing.

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

1. The Vice Commodore or 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 Vice Commodore or Rear Commodore Sailing should be informed. A full report must be entered in the Accident Book (located in the Admin Office) as soon as possible after the accident and as a minimum on the day of the accident. First aid kits are held on each Safety Boat.
3. If a **major accident** occurs you should refer to the RTYC Major Incident Procedure Annex A
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 Vice Commodore, 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 Vice Commodore, and a full report should be entered in the 'Near Miss Book' (located in the Club Office), in order to help enable the prevention of an accident in the future.
5. You should inform the Vice Commodore 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. 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.

11. At the briefing all participants **must** be advised of the road hazard immediately outside the Yacht Club.
12. Boats will be launched from the Torquay Harbour slipway. The person coordinating launching and recovery will liaise with other users of the slipway and with the safety boat, especially if dinghies are to be towed in or out of the harbour.
13. Each rib will be crewed by two people with one available to enter the water if necessary. The helm shall hold an RYA PB2 certificate or other equivalent qualification.
14. In the event of mechanical failure to a Safety 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.
15. 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.
16. For emergencies afloat the following procedure will be followed.
17. Attract attention of Safety boat
18. Instructor and/or safety boat crew provide emergency first aid
19. Evacuate casualty in safety boat to RTYC club house if required. Advise Beachmaster (if appointed) who will summon first aider.
20. If injury serious advise Beachmaster (in appointed) or Lead Coach, who will summon ambulance by 999 call and advise Rear Commodore Sailing.
21. Await arrival of ambulance / para medic at Torquay Harbour slipway.
22. Event supervisor to advise Vice Commodore of details of incident. Lead Coach or Vice Commodore to record incident in accident book. Report to next of kin will be made by Vice Commodore.
23. 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 Boats and could be used in certain circumstances

ANNEX A

RYA Guidance for Major Incident Procedures at RYA Affiliated Clubs and Recognised Training Centres

Incorporating

EMERGENCY ACTION PLAN

**Published as a separate document on the Management and
Safety page of the RTYC website**

<https://rtyc.org/management-and-safety/>

**Copies are held in the Admin Office, Training Room, on Race
Committee Boat “Mary Gurine” , in Beachmaster box, and on
all Safety Boats.3**

ANNEX B

SAFETY BOAT GUIDANCE

What we aim to do :-

- Ensure that the Safety Boat helm wears a **Kill Cord** around their leg at all times whilst afloat with the engine running.
- **Radio Check** to be carried out upon going afloat and before leaving the harbour.
- Be vigilant at all times and provide rapid and effective safety support for all sailors and others when and where required.
- Put the safety and welfare of people before boats and equipment.
- In the event of a capsize ensure all persons are visible and accounted for.
- Look out for serious injuries (ie needing assistance).
- In the case of a serious injury or medical emergency call **Code Red** VHF radio with you call sign, position and details of emergency.
- Offer help if requested or if in apparent difficulty.
- If a sailor is trapped under an inverted hull, the boat should be righted as soon as possible.
- When retrieving a person from the water or operating in close proximity to people in the water, the engine should be turned off
- Safety boat crew members should only enter the water if absolutely necessary.
- Areas and roles will be delegated by the RO or ESO
- Do not leave your assigned area without checking with Safety Lead or Race Officer.
- **In strong winds** look out for crews being overpowered and fatigued, especially after multiple capsizes
- With the permission of RO or ESO tow to nearby buoy, committee boat mothership or tow home. Then return to sailing area.
- **Fog /poor visibility** mark Harbour entrance and committee boat on GPS
- - 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
- **Damaged or abandoned boats**
- - To be marked with tape if to be abandoned (on rudder fittings)
- - Inform Race Officer or Safety Lead.
- - If reasonable take to nearby buoy or committee boat for later tow
- **Missing Persons/Boat**
- - A search plan will be implemented by the ESO, RO, senior instructor
- or lead coach

SAFETY BOAT CHECK LIST

The Helm and Crew should undertake the following checks before taking the Safety boat from its mooring.

- Condition of hull: air pressure, plugs and bungs
- Location of all equipment on board:
Anchor rope, tow rope, two paddles, flares, first aid kit, spare kill cord, whistle, knife, radar reflector (if applicable), fire extinguisher
- Fuel – Fuel locker code is 2863, see Annex D for refuelling information.
- Engine. Fuel connections, visual check of the propeller, coolant circulation
- Radio. Battery level, radio check with Beachmaster, Race Committee Boat or other Club rib.

At the end of each day. Fuel tanks should be filled (see Annex D) The boat should be returned to its mooring clean, with all lines tidy, the engine raised and turned to port.

All boats must be maintained in good condition, all rubbish removed and any defects should be reported to the Race Officer, Safety Lead or Lead Coach/Instructor

A damage/ fault report form is available at <https://rtyc.org/management-and-safety/> this should be completed returned to the club admin office or emailed to sailing@rtyc.org at the earliest opportunity.

Safety boat call signs will be by boat name as listed below for club racing, training and club activities. Alternative call signs will be allocated for Championships depending upon the role of each boat.

Committee Boat	Mary Gurine
Safety Boat	Harry
Safety Boat	Bev
Safety Boat	TYST/Rockfish
Safety Boat	Winaretta

ANNEX C Beach Master Guide

Telephone numbers

RTYC 01803 292006 Post Code TQ1 2BH

Torquay Harbour, Beacon Quay, Post Code TQ1 2RD

01803 292429 - VHF Channel 14

Coast Guard 999 - VHF Channel 16

Marine Accident Investigation Branch (MAIB) 023 8023 2527

Solent Coast Guard 02392 552100

RYA Training 023 8060 4180

RYA Head of Communications 023 8060 4209

RYA Safeguarding and Equality Manager 023 8060 4104

Commodore@rtyc.org

Jame Clapham Mobile 07739580425

Vicecommodore@rtyc.org

Bob Penfold Mobile 07970353660

Sailing Office Code C 2863X

Harbour Store and Fuel Locker 2863

Committee Boat **Mary Gurine**

Safety Boat **Harry**

Safety Boat **Bev**

Safety Boat **TYST**

Safety Boat **Winaretta**

1. Collect Beach Master Box and VHF Radio from Harbourside Store
2. Base yourself at the top of the slip at least one hour before race start time.
3. Make contact with the Race Officer.
4. Check VHF Radio with a test transmission to Mary Gurine (Committee Boat) on Channel 72. (Championships 77).
5. Seek permission to launch from the Race Officer once a fully manned Safety Boat is at the slipway.
6. Keep a record 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.
8. Monitor use of slipway by other harbour users during launching, if necessary, delay access for the launch until the slipway is clear.
9. Once all boats have launched radio Mary Gurine with the number of each class.
10. Stay close 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 Safety Boats with an injured sailor.
12. If medical assistance is required call for an Ambulance to come to Beacon Quay.
13. Any casualty will be landed at the Ferry Jetty, if not available at the Slipway.
14. Inform the Harbour Office and send help to the Barrier 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

ROYAL TORBAY YACHT CLUB



HARBOURSIDE PETROL STORAGE

It has been necessary to review and make changes to the way we store and handle Petrol on the Harbourside in order to satisfy the Harbour Authority, Torbay Council Trading Standards and to ensure compliance with the Petroleum Storage Regulations

The principle changes are :-

- New safety signage
- Provision of two padlocks
- Fitting of ventilation panels
- Installation of second Dry Powder Fire Extinguisher
- Replacing 20/25 litre plastic fuel can with 25 litre Demountable Fuel Tanks
- Provision of spillage kit.
- Issue of new Safety Guidance
- Requirement to advise Torbay Council, Trading Standards Officer annually that we are continuing to store Petrol.
- Petrol may only be transferred between cans using the siphon hose or funnel by Club Members.

RJP January 2019

ROYAL TORBAY YACHT CLUB



HARBOURSIDE PETROL STORAGE AND USE SAFETY GUIDANCE JANUARY 2019

- Petrol and its vapours are highly flammable, can easily ignite, burn fiercely and are explosive.
- **NO SMOKING or NAKED FLAMES**
- The fuel store has two padlocks, do ensure that both are locked at all times, when not in use.
- The fuel store contains 5 fuel tanks, they are to be stowed vertically.
- Always ensure the filler cap and vent is securely closed
- Whenever possible replace empty tanks with full ones and avoid topping up.
- When topping up is necessary use the filling loop provided for the transfer of fuel.
- Ensure engine is turned off and never completely fill tanks.
- Clean up any spillages using spill kit material provided in store.
- Avoid inhaling petrol fumes as they may be harmful.
- Dry Powder Fire Extinguishers are located on the pontoon either side of the fuel store.



**ROYAL TORBAY YACHT
CLUB HARBOURSIDE
PETROL STORAGE**



- **New safety signage**
- **Two padlocks**
- **Five new storage tanks**
- **Spillage kit**
- **Two Dry Powder Fire Extinguishers**



MARY GURINE

STANDARD OPERATING PROCEDURES AND BOAT INFORMATION

INDEX

1. CREW SAFETY BRIEFING
2. ROUTINE DAILY CHECKS
3. START UP PROCEDURE
4. SHUT DOWN PROCEDURE

1. CREW SAFETY BRIEFING

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, spares, oils and lubricants

Location of engine and equipment manuals

Berthing and Dock Lines

2. ROUTINE DAILY CHECKS

Engine oil levels – to top of dip stick indicator mark

Radiator water level – to full

Water inlet filter clear

A Gas Bottle spanner is kept in the tool box 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

START UP PROCEDURES

- Complete all daily checks
- Switch on master switch located under main cabin floor.
- Set throttle to neutral, mid position
- With engine compartment hatch elevated, check oil level of engine on dipstick.
- With main deck hatch open ensure the two starboard side main seacock water intakes is in upright position. Check water filter clear, if not remove debris.
- In cold conditions only engage throttle lever in neutral and use cold start.
- At helm position, turn ignition switch to the right until engine runs.
- Allow engine to warm up before leaving pontoon

Always ensure water is being emitted through the exhaust at the stern of the boat.

SHUT DOWN PROCEDURE

- Bring throttle to neutral position
- Turn key to the left to turn off and **Stop Engine**
- 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

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

ANNEX F - VISTING INSTRUCTORS AND COACHES

The Visiting Instructor/Coach Registration Form is now published on the club website at <https://rtyc.org/management-and-safety/>

ANNEX G GUIDELINES FOR SESSION BRIEFING

Before going afloat for any on-the-water session, the following information should be shared in the briefing.

Identification and introduction of all persons going afloat	
Completion of all consents and permissions, inc emergency contact details	
Aims and plan for the session	
Weather Forecast	
Sea State	
Tide Times	
Area of operation	
Safety boat cover	
Personal safety	
Emergency routines	
Safety equipment required	
Local hazards	
Other activities in around the Harbour	

ANNEX H

SOUTH PIER CRANE – STANDARD OPERATING PROCEDURES & HOIST INFORMATION

1.0 Standard operating procedures

- 1.1 Only Adult Members of the Royal Torbay Yacht Club may operate the crane.
- 1.2 Anyone operating the crane must have been instructed by another member of the sports boat fleet, the admin office will keep a record of those persons who have been instructed in the use of the crane. The list will be administered by the Sailing Committee.
- 1.3 No persons shall be in the boat when it is being lifted by the crane.
- 1.4 No persons to stand below the boat as it is being lifted by the crane or being held in position and supported by the crane only.
- 1.5 No persons to place a ladder against the boat for access while it is being held by the crane and this is the sole means of support for the boat.
- 1.6 Boats shall not be left unattended while supported by the crane.
- 1.7 The hoist may only be used for lifting boats, it shall not be used for lifting or supporting people.
- 1.8 Loads shall not be applied until the strops are correctly located in the boat and on the saddle of the hook and the hook catch is correctly closed.
- 1.9 If any defects are noted in the chain or with the operation of the hoist, the lifting operations shall be ended, and the matters reported to sailing secretary sailing@rtyc.org or admin@rtyc.org.
- 1.10 The hoist chain will be regularly lubricated by the RTYC assigned volunteer with duck oil and will be subject to an Annual LOLER inspection and any other requirements as identified by the club's insurers.

2.0 Hoist Information

- 2.1 The hoist is a CM Loadstar 3716L electric chain hoist with a SWL of 1 tonne.
- 2.2 The serial number is L6908YL.
- 2.3 For further information the full user instructions are held in the club office.