



ROYAL TORBAY YACHT CLUB (RTYC)

SAFETY MANAGEMENT GUIDANCE & PROCEDURE FOR DINGHY, KEEL BOAT & YACHT SAILING/RACING

Reviewed and Updated March 2026

1 Introduction

This document describes management activities aimed at providing safety for dinghies, keel boats and yachts whilst racing and social sailing. It describes activities and procedure for preparation of, during and after sailing events and championships. In view of the high number of variables in sailing, this guide is not definitive for all events in all conditions and may be tailored to the specific needs of an event.

2 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.

3 Sections:

- A. Racing and Race Management.
- B. Social sailing

4 References

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

[RYA Guidance for Major Incident Procedures 2024](#)

[RYA Race Management Guide 2025 - 2028](#)

[World Sailing Race Management Policies January 2024](#)

[RYA Youth Sailing Policies and Guidance.](#)

[RTYC Port Marine Safety Risk Assessment & RTYC Management and Safety Documents](#)

5 Safeguarding

The RTYC Safeguarding and other club policy documents can be found on the club website at [Club Documents – Royal Torbay Yacht Club \(rtyc.org\)](#)

APPENDICES

- A Beach Master Guidance and Information
- B) Safety Boat Guidance
- C) Petrol handling and storage.
- D) Mary Gurine - Operating procedures
- E) South Pier Crane
- F) Guidelines for Session Briefing,
- G) Documents, Forms and Information

A - RACING AND RACE MANAGEMENT

This section provides guidance, procedures and sources of information applicable to racing activities, events and championships and should be followed by all Race Officials, Event organisers, volunteers and safety officers where appointed. They will especially be useful to those less experienced officials and volunteers; it may also be used as a check list for both club racing and championships.

1. Responsibilities of the Sailor and Parent or Guardian.

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 and/or their parent/guardian should accept their responsibility to read, understand and accept the terms and conditions of the Notice of Race especially with regard to holding valid third party insurance, and compliance with all rules applicable to the event.

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.

The responsibility for a sailor's decision to participate in a race, or to continue racing is his/hers alone RRS 3. He/she is entirely responsible for their own safety, ref RRS Rules 1.4.

Sailors and their parent(s)/guardian will be expected to have read and understood the "Risk Statement" included in the Notice of Race.

Sailors will be expected to advise a race official, safety boat or beachmaster if they retire from a race before or upon returning ashore. They should comply with the rules applicable to the Talley Control system, if one is in use, and in accordance with the 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) with the Event Safety Officer (ESO) if appointed, completes a risk assessment specific to the event and takes any necessary actions from it.
- The RO and/or ESO prepares the Safety Briefing information and any handouts considered necessary.
- The Event Organiser will make available the entry list for the event or race.
- In conjunction with the event organiser the RO will identify how many safety boats are needed, this may include mark laying ribs and will be based upon on the type of boat, number of entries, age and experience of sailors, forecast weather and sea conditions.
- Review location and distance from the harbour of the race areas and plan for appropriate safety boat cover, both when boats are leaving band returning to the harbour.
- Sufficient safety boats should be deployed so that an incident can be attended within three minutes.
- The RO will review class association rules and guidance with specific reference to wind strength and sea state limits.
- Agree the number of safety boats required with the Event Organiser and that they are available.
- Check that all safety boats assigned for the event are fully equipped and that each has driver and crew assigned. In the case of ribs assigned to mark lying or other duties their drivers must be informed of their safety responsibilities and attend the safety briefings.
- No later than 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.
- Prepare a list of safety boats to be deployed together with the names and mobile phone numbers of drivers and crews, to be handed out at the safety briefing.
- Identify trained 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 mothership is necessary and if so, then arrange this. The mothership 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.
- The Beachmaster's team will operate a tally system for all championships and large events. Details will be included in the event Sailing Instructions.

- Ensure the Harbour Master has been informed, by the Event Organiser, of the event details, including number of entries and VHF radio channels in use.
- Ensure that the Harbourmaster has been provided with copies of all race documents (NoR, SI's etc) as required by Tor Bay Harbour Authority.
- Ensure that the Beach Master Team are fully briefed, see Appendix A

3.2 On each day of the event before Racing.

- RO to obtain the weather forecast and tidal conditions for the race period .
- RO to complete Daily Risk Assessment
- Event Organiser to organise briefing meeting(s) Race Committee, Beach, Mark Layers and Safety Boat teams , such briefings will include items listed and described in Appendix F.
- Briefings for Beach team will refer to Appendix A Beachmaster Guidance and Information and any event specific details included in the event race documents.
- Safety Boat and Mark Layer briefings shall include:-
 - All crews of boats included in the safety boat numbers shall attend
Check that the number of safety boats planned are available and fully crewed.
 - Check of safety equipment including First Aid kits
 - Identification of Trained First Aiders and Medics.
 - Tape for abandoned boats.
 - Check of working VHF radios for each boat (2 per boat is preferred)
 - Advise VHF channels to be used, with different channels if more than one course.
 - Identify call signs of all safety boats and provide list of people, call signs and mobile numbers.
 - All boats should carry out radio check and call Beachmaster when leaving the harbour confirming the number of persons onboard.
 - If the ESO is to be in a boat, then identify that boat and confirm its role in co-ordination of safety activities and will not normally attend incidents.
 - Weather forecast, including wind strength and daily risk assessment.
 - Identify the race start time, launch time and when to be ready on the water. The safety boats should be afloat before the competitors are authorised to launch.
 - Shipping and other harbour users.
 - 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, and one Safety Boat should follow the last competitor from the furthest position on the course back to the slipway.
 - Assign patrol areas for each safety boat during the racing.
 - It will be stated 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.

- RO and ESO attend the Competitors briefing, there may not be a daily briefing depending upon the size of the event, the race programme and weather forecast and conditions. Competitor briefings , whether held daily or not should include the following:
 - The weather forecast.
 - If Fog is possibility state that competitors should wait at the Committee Vessel and await instructions or to be escorted back.
 - Identification of official vessels (committee vessels, mark layers and safety boats)
 - Approximate location of Race Committee Vessel and Mothership if applicable.
 - Role of Mothership if applicable
 - Local Hazards
 - Shipping and other Harbour users
 - Advise competitors of the importance of the Tally and of their responsibility to advise the Race Committee when retiring or returning ashore.
- Postponing or Abandoning before launching and/or before racing. The RO and ESO should assess the conditions before the race, and have considered the following as part of their daily risk assessment:-
 - The weather forecast.
 - The anticipated sea state on the course and en-route to the course.
 - The class of sailing dinghy or boat, skill levels and age range of the sailors in that class.
 - Any class rule or item in the Sailing Instructions addressing maximum wind strength.
 - If the sailors are Junior or 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 17 to 21 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 22 to 27 knots.
 - The RO, supported by the ESO, should decide if the race ought to be postponed or abandoned.

3.3 During and after Racing

- Safety boats working under the RO or ESO will patrol the designated area of the course and provide such assistance to racing boats as is required and necessary.
 - **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, pleasure craft or spectator boats appear to be heading onto the course, then safety boats should politely request they change course, under direction of the RO.
- Safety boats should advise RO of retirements or boats returning ashore.
- 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.
- Beachmaster to advise ESO or RO when the retiring boats are ashore.
- 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.
- All Safety Boats, Mark Layers and Jury boats shall call the Beachmaster when returning to the harbour advising number of persons onboard.
- It is essential that all drivers and crew understand the course area and where they are in relation to the harbour. Visiting crew members in particular may not be familiar with the location, the type of race course and any hazards.
- For further Safety Boat Instructions and Guidance see Appendix B.

3.4 Monitoring Safety During the Race

- The ESO should be in a suitable position on the course monitoring the race.
- Where there is no ESO to safety oversight will be carried out from the Race Committee vessel under the direction of the RO
- As dinghies need attention from safety boats, others should be reassigned watching areas so as to cover the gaps as necessary.
- In the event of a medical emergency on the course **CODE RED** CONTINGENCY PLAN for medical emergencies will be implemented.
- 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. RO or ESO will despatch safety boat with First Aider and ESO to 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 Ferry Pontoon, Beacon Quay and needs an ambulance, then the Beach Master should be instructed by the ESO or RO to make the 999 call. The Beach team should advise the Torquay Harbour office and despatch someone to guide the ambulance from the Harbour Barrier to the drop off point at the ferry Pontoon. 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, and Incident Report Form completed by both RO or ESO and Beachmaster.
- **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 MAYDAY call to the Solent Coast Guard 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 competitors experiencing difficulties with 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

- Safety Boats will escort boats back to harbour.
- One or more safety boats will remain afloat between the harbour and race area until the RO and Beachmaster are satisfied that all boats and crews are accounted for.
- It may be necessary for boats to be held outside the harbour to avoid congestion approaching and on the slipway. This will be overseen by safety boats in conjunction with the Beachmaster.
- The Beachmaster will confirm to the RO and ESO when all boats and crews have returned ashore and recorded on the Tally system.
- The RO or ESO will then stand down the Safety boats and Mark layers and Jury boats if they were acting as safety boats, and 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 any incident/accident, or safety related protest, the RO, ESO or Beachmaster should complete an RTYC Incident Report form and submit it to Race Office so that any necessary actions may be taken.

B - 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 Rear Commodore Sailing or Sailing Committee.

1. The Rear Commodore Sailing and Sailing Committee will conduct an annual review and update these operating Instructions as necessary. Specific event risk assessments may be required.
2. If a **minor accident/incident** occurs the Rear Commodore Sailing or Sailing Secretary should be informed. An RTYC Incident Report form should be completed and returned to the club admin office as soon as possible after the incident. Any accident involving injury, however minor must be entered in the Accident Book (located in the Admin Office) as soon as possible after the accident. First aid kits are held on each Safety Boat.

If a **major accident** occurs you should refer to the RTYC Major Incident Procedure. **The RYA Guidance for Major Incident Procedures at RYA Affiliated Clubs and Recognised Training Centre Incorporating EMERGENCY ACTION PLAN [HERE](#)**

It is also published on the Management and Safety page of the RTYC website <https://rtyc.org/management-and-safety/>

3. 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 Commodore, Vice Commodore or Rear Commodore Sailing.
4. If a near miss occurs where no one was injured but you consider it to be a near miss, or you believe to be a potential hazard you should inform the Rear Commodore Sailing and complete an Incident Report form in order to assist in enabling the prevention of an accident in the future.
5. You should also inform the Rear Commodore Sailing of any incident involving a Third Party either afloat or ashore, however slight, and complete an Incident Report Form, available [HERE](#)
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. Local bye laws require the person in charge of a power vessel to be 18 years old or over. The **operating area** is no more than 3 NM from Torquay harbour.
8. 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.
9. Boats will be launched from the Torquay Harbour slipway. The person co-ordinating 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.
10. Each rib will be crewed by two club members with one available to enter the water if necessary. The helm shall hold an RYA PB2 certificate.
11. 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 Harbour Office or Coastguard advised of the situation.
12. 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 by making a 999 call for an Ambulance
13. For emergencies afloat the following procedure will be followed:
 - Attract attention of Safety boat
 - Safety boat crew provide emergency First Aid
14. If injury is serious and advise Beachmaster or Event Supervisor, who will summon ambulance by 999 call. Await arrival of Ambulance / Para Medic at Torquay Harbour slipway.
15. Event supervisor to advise Vice Commodore of details of incident. Event supervisor to complete Incident Report Form and ensure entry in accident book. Report to next of kin will be made by Flag Officer if available, or Event Supervisor.

APPENDIX A

Beach Master Guidance and Information for Club Racing 2026

1. Collect VHF Radio from Training Room (ground floor Royal Torbay Yacht Club).
Door access **C2863X** and **turn knob to the right.**
2. Collect Beachmaster Box, including First Aid Kit from Harbourside store **Code 2863**
3. Base yourself at the top of the slipway no less than one hour before race start time.
4. Make personal contact with the Race Officer ashore or call by VHF radio.
5. Check VHF Radio with a test transmission to Mary Gurine (Committee Vessel) on **Channel 72** for club racing or **Channel 77** for Championships.
6. Seek permission to launch from the Race Officer once a fully crewed Safety Boat is underway.
7. Keep a record of number and class of boats launched.
8. Before launching ensure that all dinghy crews are properly dressed, with buoyancy aids fastened correctly and any long hair worn up. These checks are especially important when launching Junior sailors .
9. Ensure the fairway is clear of commercial traffic before permitting launching, and liaise with Harbourmaster's team where necessary.
10. Monitor use of slipway by other harbour users and if necessary, delay launching until the slipway is clear.
11. Once all boats have been launched call Race Committee Vessel (usually Mary Gurine) by VHF radio with the number of boats in each class launched.
12. Stay close to slipway during racing and continue to monitor the VHF Radio Ch 72 or the assigned VHF channel with the number of boats in each class launched.
13. Be ready to receive any returning boats.
14. Be ready to receive Safety Boats with an injured or tired sailor.
15. If medical assistance is required call for an Ambulance to come to Beacon Quay Torquay Harbour. **Harbour Post Code TQ1 2BG**
16. Any casualty should be landed at the Ferry Pontoon or if not available the Slipway, Beacon Quay.
17. 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.
18. After racing check that all boats have returned and then inform the Race Officer that all boats are on Beacon Quay, Haldon Pier or Harbour pontoons.
19. Return Box to the Harbourside Store and radio to Sailing Office.
20. Ensure that any Incident Report Forms are completed and that any paper versions are handed to the Race Officer or the Race Office.
21. Additional instructions, call signs and other information relating to Championships and Major events will be published by the organiser or race officer for each event.

APPENDIX B

Safety Boat Instructions and Guidance

- 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, and Beachmaster advised when leaving the harbour with number of persons on board.
- Be vigilant at all times and provide rapid and effective safety support for all competitors and others when and where required.
- Look out for back markers.
- Put the safety and welfare of people before boats and equipment.
- Offer help if requested or if in apparent difficulty.
- In the event of a capsize ensure crew are visible and accounted for.
- Look out for serious injuries (i.e. needing assistance).
- In the case of a serious injury or medical emergency call **Code Red** VHF radio with your call sign, position and details of emergency.
- If a sailor is trapped under an inverted hull, the boat should be righted as soon as possible. The most effective way to free an entrapped sailor is often to right the boat.
- 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 considered absolutely necessary.
- Patrol areas and roles will be allocated by the RO or ESO
- Do not leave your assigned area without checking with RO or ESO.
- **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 RO or ESO
- - At end of day call Beachmaster when returning to Harbour with number of persons onboard

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 Appendix C 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.

Call Beachmaster by VHF when leaving the harbour and returning at the end of the day advising the number so persons onboard.

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, Event Safety Officer or Lead Coach/Instructor

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

The RYA Guidance for Major Incident Procedures at RYA Affiliated Clubs and Recognised Training Centres Incorporating EMERGENCY ACTION PLAN

[HERE](#) it is also published on Management and Safety page of the RTYC website <https://rtyc.org/management-and-safety/> Copies are held in the Race Office, Club Admin Office, Training Room, on Race Committee Vessel “Mary Gurine” , in Beachmaster box, and on all Safety Boats.

See Appendix A - Page 11 for Emergency contact details and numbers



Royal Torbay Yacht Club

APPENDIX C

HARBOURSIDE PETROL STORAGE AND USE SAFETY GUIDANCE MARCH 2026

- Petrol and its vapours are highly flammable, can easily ignite, burn fiercely and are explosive.
- **NO SMOKING or NAKED FLAMES**
- Dry Powder Fire Extinguishers are located on the pontoon either side of the fuel store.
- 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.
- If fuel tanks in store need to be refilled contact Event Organiser, Race Officer or email sailing@rtyc.org
- **REPORT ANY INCIDENT OR SPILLAGE using Incident report forms available from the Beachmaster, Race Officer or Training Room.**

**IN THE EVENT OF A FIRE CALL 999
AND REPORT TO THE HARBOUR OFFICE IMMEDIATELY**

**ROYAL TORBAY YACHT CLUB
HARBOURSIDE PETROL STORAGE**



- Safety signage
- Two padlocks
- Storage tanks
- Spillage kit
- Two Dry Powder Fire Extinguishers



APPENDIX D



Royal Torbay Yacht Club

RACE COMMITTEE VESSEL MARY GURINE

OPERATING PROCEDURES AND BOAT INFORMATION



INDEX

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

1. CREW SAFETY BRIEFING

- Location of the first aid equipment
- Location and use of fire extinguishers
- The location of the flares
- Procedures and operation of VHF radio
- Location of navigation and other light switches
- 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
- Location of second anchor and emergency tiller
- Use of LPG cylinder and hob.

2. BOAT INFORMATION

- Keys and access.
- Berthing, Fenders and Dock Lines
- Location of tools, jump leads, bungs, spares, oils and lubricants
- Location of engine and equipment manuals
- Sea Toilet and seacocks.
- Race management documentation
- Display of Burgee and Ensign
- Location and stowage of race flags, boards etc
- Location and setting up wind instruments

3. ROUTINE DAILY CHECKS

- With engine compartment hatch elevated, check oil level of engine on dipstick, port side of engine.
Radiator water level – to full
- Open main deck hatch to check the main seacock water intakes are in the upright/open position. Check water filter clear, if not remove debris.
- Open toilet seacocks (under floor in main cabin)
- Ensure toilet seacocks are closed when not in use
- Ensure gas is turned off when not in use.

4. START UP PROCEDURES

- Complete all daily checks
- Switch on master switch located under main cabin floor.
- Set throttle to neutral, mid position
- 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

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 sight of person(s) in the water.

Call for assistance from Safety boats.

APPENDIX E

SOUTH PIER CRANE – OPERATING PROCEDURES & 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.

APPENDIX F - GUIDELINES FOR DAILY TEAM BRIEFINGS

Daily briefings at Championships and Major Events held for Beach Team, Race Committee, Mark Layers and Safety boat team to include the items listed below. Briefings may be for individual groups or the full team. The format and timings will be advised in advance by the event organiser or races officer.

All briefings will be held in the Corinthian Room RTYC unless otherwise advised.

Welcome and Introductions	Event Organiser (EO) Race officer (RO) Event Safety Officer (ESO)
Confirmation that all are present and that roles have been allocated Changes in personnel	Event Organiser (EO)
Weather Forecast - Today Tomorrow	Race Officer (RO)
Sea State	RO
Daily Risk Assessment	RO/ESO
Lessons from yesterday	RO /ESO
Notices to Competitors Changes to SI's	RO
Plan for the day – timings, number of races	RO
Tide Times	RO
Area of operation	RO
Safety boat cover	RO/ESO
Personal safety	RO/ESO
Emergency routines	RO/ESO
Safety equipment required	
Shipping, other activities in the bay, Paignton, Brixham	RO
Other activities in around the Harbour	RO/EO

APPENDIX G - DOCUMENTS, FORMS AND INFORMATION

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

[RTYC Daily Risk Assessment – Racing & Training](#)

[RTYC Visiting Instructor & Race Coach Registration Form](#)

[RTYC Safety & Support Vessel Registration form 2026](#)

[RYA Guidance for Major Incident Procedures 2024](#)

CHANGE LOG

First issue dated April 2015

- Amended June 2016
1. Coaches to be wearing Buoyancy Aids
 2. Excess wave height in easterlies
 3. Session Briefing Form (Annex F)
 4. Instructors / Coaches to have PB2 Coastal
- Amended March 2017
1. Coast Guard changed from Brixham to Solent
- Amended March 2018
1. RTYC email address changed to manager@rtyc.org
- Amended April 2019
1. New Annex D - Petrol handling and storage.
 2. Crane Operating Instructions.
 3. Updating of terminology and references.
- Amended May 2019
1. Major Incident updated
- Amended Aug 2019
1. New Section E Stand Up Paddle Boarding
- Amended Feb 2020
1. Paragraph 2 Safeguarding.
- Amended Mar 2021
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
- Updated March 2026
1. Document changed to Racing and Social Sailing only.
 2. Separate document produced for RYA Training and Race Coaching