



## 6. SAILING PROCEDURES

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### 6.1 Standard Sailing Procedure

#### 6.1.1. Sailing Safety

Before launching, all sailors/windsurfers intending to sail casually, or to race, must complete the “sign on sheet” (the sailing register) to confirm their agreement to the relevant Club Policies and Procedures. Parents/guardians, or authorised alternates, are required to sign for their dependents under 18 years old. This paragraph does not apply to sailors: -

- (a) under formal instruction;
- (b) in Sea Cadets;
- (c) weekday University activities.

All casual sailors, including windsurfers, are to register with the OOD by signing on the white board when taking to the water and removing their names when coming ashore.

All sailors/windsurfers using the Club facilities and water accept the Limitations of the Club’s Liability set out in Sub-section 5.1.

#### 6.1.2. Personal Buoyancy

Adequate personal buoyancy must be worn by all those on the water; wet suits alone are not considered adequate.

#### 6.1.3. Dinghy/Sailboards Buoyancy

Sailors/windsurfers are responsible for ensuring the correct buoyancy for their craft. The Club is responsible for its training dinghies.

#### 6.1.4. Restrictions on Sailing

For safety reasons, those Committee members present may postpone or cancel sailing/windsurfing, or may advise any sailor/windsurfer not to launch.



## **6.1.5. Helping Others**

It is a fundamental rule of sailing/windsurfing that, if it is safe to do so, sailors/windsurfers must look out for the safety of each other, and attend a nearby craft in distress, or a person in the water, where a patrol boat is not nearby or unaware of the difficulty.

## **6.1.6. Sailing Area and Game Anglers**

Sailors must launch and land only at the Club's slipways, and not come ashore anywhere else unless this is unavoidable. Sailors must not interfere with the activities of persons fishing from the bank or from boats.

## **6.1.7. Casual Sailing/Windsurfing**

Casual Sailing/Windsurfing is permitted provided that it is in accordance with the Club Policies and Procedures.

## **6.1.8. Extra Windsurfing Rule**

All the Club Procedures that apply to dinghy sailing also apply to windsurfing, there is only one safety procedure that is different: Windsurfers requiring assistance should (if possible) sit on their board and wave both hands in the air to attract attention.

## **6.1.9 Club Boats**

Club boats are not generally available, however, when a Club basic training course has been completed, and the RYA level 2 certificate, or the youth sailing scheme (YSS) level 2 certificate has been obtained, trainees are entitled to borrow a Club dinghy in the year of training, up to the 31st December, during organised sailing sessions, provided they are not being used by the dinghy instructors; If for any reason there is a need for any boats to be borrowed against the advice above approval of at least three members of the management Committee will be required

## **6.1.10. Members Sail Management Duties**

Members must carry out sailing management and safety duties as allocated by the Committee, and published on the Club website on the OOD Rota/Duties page and Sub-section 5.1.7 of the Club Policies and Procedures.



## 6.2. Sailing Management - Duties of OOD

### 6.2.1 Duty Team

The duty team comprising the Race Officer and Assistants must: -

- a) Be on station one hour before schedule start of first race;
- b) Keys for various locks are kept in the small safe in the Clubhouse office (if necessary, please ask any Committee member for combination);
- c) Ensure the compressor, timing device and marine radios are all switched on and operating;
- d) Open the boat house and prepare safety boats for use ensuring kill cord in place;
- e) Signing on sheets and lap sheets can be obtained from the filing cabinet in the office and:

Signing on sheet displayed in the hall available for members signing on. Once race has started, transfer to the OOD Office (hut) for awareness of who is in compliance. (Those who have not signed on should be advised before the start of the next race).

### 6.2.2. Course & Race Procedure

- a) Hoist the Club Pennant to show that there is a safety boat on station/water at which time boats may take to the water;
- b) Once the course has been set and finalised, complete the information on the blackboard in the Race Office (hut);
- c) Assign the appropriate code flags to the mast halyards;
- d) Select appropriate programme on the timer (normally the 2nd on the screen) and set countdown for the number of starts, initiating the countdown exactly five minutes before the designated start time. Please Note: flags must be in synchronisation with the timer as the code flags are the official timing device and the hooter is only there to draw attention to the flags;
- e) The Race Officer must watch the start line to ensure that there are no boats over at each start. If there are, a second manual sound signal is made (remote pushbutton) and the class flag left in the dipped position, until the offender returns or left at half-mast for a maximum of four minutes. Failure to return must be recorded. Should there be too many to identify, then a General Recall is made using the code flag and two manual sound signals;
- f) After all starts completed, stop the countdown timer by pressing the RED and WHITE buttons simultaneously on the electronic counter;
- g) Record the time of each boat through the start/finish line for every completed lap. (Lap Sheets).



## 6.2.3. Completion

- a) On completion of the day`s sailing (includes casual sailors and windsurfers), return the marker buoys to the stand and take the safety boat(s) off the water. The Club Flag must now be taken down, indicating that no-one can go afloat as there is no rescue boat on the water;
- b) The safety boats(s) must now be decommissioned; the petrol tank removed before the boat enters the Boat house, washed down, if required, and the radio turned off;
- c) It is the responsibility of the OOD crew to ensure that the heaters are turned off in the Office in the Clubhouse and the OOD`s hut, and that the OOD`s hut is securely locked, together with the petrol store, boat house, the end shed, the wetsuit shed and the windsurfers container, and the keys returned to the small safe in the Clubhouse office;
- d) The “Goose Fence” must also be in place;
- e) If the Race Officer leaves before other members, he/she will need to ensure that a responsible person is in charge to securely lock the Club before departure.

## 6.3. Operating Powerboats Procedure

### 6.3.1 Before the powerboats leave the boatshed

Check that the craft has a waterproof canister / bag, containing a knife, wire cutter, spare killcord, and 1st Aid kit. The powerboat 1st aid kit comprises at least some large triangular bandages, 2 large and 2 medium sized wound dressings, some clingfilm, a pair of scissors, and some surgical tape.

### 6.3.2 Radios

Before moving the craft from the boatshed, if a fixed radio is not fitted, take the radios from the radio cupboard, switch on, (every patrol boat must carry a radio, all radios are preprogrammed to one channel) and test them; plus one for the officer in charge ashore.

### 16.3.3 Launching

Before launching ensure you have loaded the fuel tank onto the boat connected the fuel line and secured the tank to the boat. You are now ready to launch. There are two ropes on the front of the craft; one holds the boat to the trolley, the other is for trolley recovery once in the water. Before moving down the slipway, ensure both ropes can be easily freed, ready to float the craft off the trolley.

Launching the patrol boats can be carried out in two ways:

- (a) If there are sufficient helpers, you can manually lower the boats in using the ropes attached to the trolley and boats described above.
- (b) Use the power winch/capstan to lower the boats into the water in a controlled manner, the power winch will run backwards without the use of the operating treadle just use the



winch as a pulley, this will be a necessary means of launching any boat on the road trailer. Once the patrol boats are launched, secure the craft to the pontoon; On The Dory and two ribs you can power the engines down to their operating position, On the Rigidflex this is a manual task, once the engine is lowered, engage the locking mechanism. The locking mechanism is a lever situated in the centre front of the engine.

## 6.3.4 Start the Engines

Prime the fuel by squeezing the bulb on the fuel line; once the fuel in the line is pressurised, you should feel firm resistance. The combined gear / throttle lever next to the steering wheel should be adjusted to neutral. On the Honda outboard, pull out a small amount of choke before pulling the pullcord; once the engine has started push in the choke. The Honda outboards have automatic chokes, and a small lever over the control box to control the revs when in neutral; turn the ignition key to start, and return the small lever to its off position when the engine has warmed up. Check the cooling water is circulating by looking for a jet of water emanating from the rear of the engine; if there is no jet of water STOP the engine and seek advice. Unless there is an emergency, do not use the craft until they have been given a few minutes to warm up. Once the boat is ready to use ensure the killcord operates by disconnecting it, this must stop the engine before using the boat, if it does not seek advice, if it does then reconnect the kill cord the boat is ready for use.

## 6.3.5 Using the gear / throttle lever

When in neutral, the gear / throttle lever is vertical. gear selection must be a firm movement forward, or backward, but not too far at this stage otherwise you will accelerate too quickly.

## 6.3.6 Motoring away from the pontoon

There should be a helm and a crew on board; the helm must attach the killcord red line, preferably to his leg; the crew should be ready to cast off from the pontoon when instructed, and bring the mooring line back on board and secured; the crew should now be seated and holding on. The boat should be manoeuvred away from the pontoon in a controlled manner. If the boat stops suddenly, check you have not inadvertently pulled out the kill cord. If you have not driven the patrol boats before, practice detaching the kill cord and re-starting the engine before leaving the pontoon; this can be tricky if you are unfamiliar with the procedure.

## 6.3.7 Please note

These boats are not toys, but expensive essential pieces of equipment. If they suffer a breakdown, you and members could be at risk. Please report any faults to the Bosun or any Committee member straight away.



## 6.3.8 On completion of on water activities

Lift the engine to the up position prior to placing it on the trolley. If the winch/capstan is to be used please follow the Capstan Procedures, otherwise ensure there are sufficient personnel to retrieve the craft up the slipway.

Once at the top of the slipway, take out any course marker buoys, remove the bungs, hose out any mud, and drain the craft of water. Move the craft into the boatshed, tidy any securing and towing lines, put the radio back in the radio cupboard, disconnect the petrol line from the engine, and place the fuel tank in the petrol store.

## 6.3.9 Fault reporting

Rescue crews should record and date any problems on the whiteboard in the boatshed and advise the Bosun/Committee member at the earliest opportunity.

## 6.3.10 Number of Powerboats required

Sailing may not begin until the required number of Powerboats are on the water, as follows: At least one patrol boat must be moored alongside the pontoon with its engine warmed up, and crewed by two suitably dressed persons. Another patrol boat must be located at the top of the slipway ready to be launched; the second boat is required for rescue / breakdown cover. A greater number of fully manned Powerboats may be required, to be determined by the Rescue craft advised by a Committee member present; dictating this will be the wind strength, size of the course, water temperature, and the numbers and experience of those sailing; particular care is required for novice and junior sailors. The Club has produced a notice (see next page). This is displayed on the notice board and in the Race Hut.

## 6.3.11 Personnel

Normally each patrol boat should have a crew of two, a helm and an assistant.

Juniors may drive, but not be in charge; they must be accompanied by a competent adult and have the approval of a Committee member.

All patrol boat personnel must wear a buoyancy aid and be dressed suitably for the conditions, such that they can enter the water safely to perform.

## 6.3.12 Powerboats used for Training Sessions

During training sessions, cover must not be less than that required for normal Club activities but is at a level decided by the most Senior Instructor in charge at the time, who is then responsible for ensuring its provision.

Rescue: in winter months, this means full wetsuits or drysuits.



## 6.3.13 Communication

Patrol boats, and shore instructor, must carry a radio which must be tested for operation prior to launching.

Users should make regular checks that the channel selector has not been accidentally moved. The radios are kept in the radio cupboard adjacent to the roller shutter door in the Boatshed; powerboat crews, the race officer, and SI's should put them back on charge in the radio cupboard when not in use; they will not charge unless they are switched off first.

## 6.3.14 RYA guidance as given in the Powerboat level 2 and Safety-boat courses.

Procedures are designed to be consistent with RYA guidance as given in the Powerboat level 2 and Safety-boat courses. The following points are important:

# TATA STEEL SAILING CLUB MARGAM

To the Officer of the Day, Safety Boat Crews, and Sailors

## Safety cover for formal & casual sailing / windsurfing

1. Radios to be used at all times.
2. Safety boat(s) must be on station\* at all times.
3. Club flag to be flown only when safety cover is on station\*.
4. Two safety boats to be on station at all times before sailing can start, regardless of number of dinghies/windsurfers sailing, or wind strength.
5. Sailing with less than 15 boats and wind less than Force 4 requires one of the safety boats to be crewed with two suitably dressed persons.
6. If conditions are marginal, or there are more than 15 boats on the water the OOD, who may be assisted by Committee members, should seriously consider having two manned safety boats on station with four suitably dressed\*\* persons.
7. Sailing in Force 4 or above requires at least two safety boats crewed by four suitably dressed persons.

\*On station = at least one safety boat on the water and one at the top of the slipway ready to launch. Depending on conditions more safety boats will need to be on the water.

\*\*Suitably dressed persons = dressed for the conditions and wearing clothing that will allow them to enter the water to assist with a rescue.



## 6.3.15. Performing Rescues

(see also the relevant sections above for “Operating the powerboats”)

See also the notice-boards, and Section 2 Appendix A of the Club Procedures for a flowchart on what to do if there’s a Major Incident

## 6.3.16. Keeping a Lookout and Communication

It is not necessary to attend every capsized, but each must be observed carefully, and attended immediately if there is any cause for concern; weather conditions must be allowed for, and the age and experience of the sailors involved. Windsurfers must wave both arms if they require assistance.

## 6.3.17. Dealing with a Capsize

Powerboats have the authority to order sailors to return to shore, or bring them to shore.

### (a) The approach

When approaching a capsized craft, the patrol boat crew must account for the person(s) in the dinghy – can you see and communicate with them? The priority is to rescue persons, and if there are serious injuries, including hypothermia, they must be taken to shore immediately and the dinghy/sailboard left to its own devices; treatment of injury on the way to shore may be necessary, and communication to the O.O.D. on the seriousness of the injury is essential.

### (b) Entrapment

Where persons appear to be trapped under a hull, the RYA advice is to right the dinghy as quickly as possible.





## 6.4. Club Racing Procedure

### 6.4.1. Rules

- (a) Events will be governed by the Rules as defined in The Racing Rules of sailing 2021-2024 and these Instructions. These instructions change *RRS* rules 29.1, 32, 41, 63.1, A2 and A5, and incorporate the Exoneration Penalty and the Advisory hearing and Arbitration of the RYA Rules Disputes Procedures.
- (b) Instructions specific to particular competitions are contained in the relevant appendix:
- Appendix A - Club Long Series Racing.
  - Appendix B - Bank Holiday series, Pursuit Races and Club Regatta.

### 6.4.2. Notice to Competitors

Notices to competitors will be posted on the secretary's notice board in the Clubhouse foyer and/or at the race control hut.

### 6.4.3. Changes to Sailing Instructions

Any changes to these Instructions will be posted on the Club website at least a week before the race affected. Attention to changes will be brought to the attention of all Club members via email and will be posted on the secretary's notice board in the Clubhouse foyer and/or at the race control hut at least one hour before the affected race

### 6.4.4. Signals Made Ashore

Signals made ashore will be hoisted on the signal mast at the race control hut.

### 6.4.5. Schedule of races

The numbers of races in a series are approximations; they may be slightly less owing to open meetings which are yet to be finalised. If less than the qualifying numbers of races are sailed, then the number of races to qualify will be the total number of races sailed in that series.

The programme of race series for the year can be found in the document entitled "Racing Programme".

### 6.4.6. Classes and Class Flags

- (a) Current Club classes and class flags are: General handicap Flag G
- (b) Changes to classes may be made by the Management Committee and announced on the secretary's notice board.



## 6.4.7. Racing Area, Course Plan, and Marks

The course plan and marks will be displayed on the course board at the race control hut.

## 6.4.8. The Start

(a) The start line for a shore start will be shown by a transit from two masts on the shore, and an outer distance mark which may not be exactly in line with the transit. An inner distance mark may be laid, and in this case, boats approaching the line to start shall pass between this mark and the outer distance mark.

(b) For off shore starts, the start line will be a straight line between the Committee boat and the line end (pin) mark.

## 6.4.9. Recalls

(a) Shore based - individual recalls will be signalled with one sound signal and the class flag held at the dip (part way down), until all boats have started correctly or for a maximum of four minutes. This changes *RRS* 29.1.

(b) Off shore based – as per *RRS* 29.1.

(c) General Recalls will be signalled with two sound signals and the class flag held at the dip (part way down). A restart sequence will be signalled in the usual manner.

## 6.4.10. The Finish

(a) Shore based - The finishing line will be between the signal mast and a finishing mark. If an Inner Distance Mark has been laid, boats must pass between the Inner Distance Mark and the finishing mark to complete each lap of the course.

(b) Off shore based - The finishing line will be between the Committee boat mast and a finishing mark. If an Inner Distance Mark has been laid, boats must pass between the Inner Distance Mark and the finishing mark to complete each lap of the course.

(c) Each boat will sail the defined number of laps or until flag 'S' is displayed. The leading boat will then finish when next crossing the finishing line and other boats will finish thereafter. Any boat more than one lap behind the leader will be finished on next crossing the finishing line, and given the position held at that time. This changes *RRS* 32 and A2.

(d) It is not a requirement that all boats in the handicap fleets complete the same number of laps.

(e) The time limit will be two hours unless otherwise announced on a notice at the race control hut.

(f) In the event of abandonment, places may be awarded from positions at the end of the last completed lap.



## 6.4.11. Protests

- (a) Protests shall be written on forms available at the Clubhouse and lodged with the OOD within 30 minutes of finishing the last race of the day.
- (b) The Advisory hearing and Arbitration of the RYA Rules Disputes Procedures will be available.

## 6.4.12. Scoring

- (a) Scoring will follow the low point system of *RRS* Appendix A.
- (b) Average lap times will determine the results for handicap racing, calculated using the RYA Portsmouth Yardstick scheme. (Club Portsmouth Numbers are calculated using the RYA PYOnline system).

The Club Portsmouth Number list can be found on the Club's website

- (c) Series points can only be aggregated for the same class of boat.
- (d) Series discards will be introduced using a profile throughout the series duration.
- (e) *RRS* Rule A5.3 will apply.

## 6.4.13. Retirements

Any competitor retiring shall inform the OOD/Patrol-boats at the earliest opportunity. Failure to do so may result in with-holding of any race result.

## 6.4.14. Outside Assistance

Competitors who have received assistance from a patrol boat may continue to race provided that it is safe for them to do so. Each incident will be noted by the Patrol boat and no penalty applied unless a significant advantage in result has been gained, in which case a time or place penalty may be applied. This changes *RRS* 41.

## 6.4.15. Responsibilities

Competitors are entirely responsible for their own safety, whether afloat or ashore, and nothing reduces this responsibility. It is for competitors to decide whether their boat is fit to sail in the conditions in which it will find itself. By launching competitors confirm the boat is fit for those conditions and that they are competent to sail and compete in them. Nothing done by the organisers can reduce the responsibility of the owners and/or competitors, nor will it make the organisers responsible for any loss, damage, death or personal injury, however it may have occurred, as a result of the boat taking part in the racing. The organisers encompass everyone helping to run the event. The provision of Powerboats does not relieve owners and competitors of their responsibilities.



## 6.4. Appendix A - Club Long Series

### A1 Conditions of Entry

A1.1 All helms shall sign on for each series on each day before racing. Failure to do so may be penalised by with-holding any race result.

A1.2 The Club website will indicate which series are open to non-members. In these cases non-members must complete an entry form and pay the required fee before racing.

### A2 Classes

A2.1 Classes having separate class racing will be listed in the Club website and other classes will race in a handicap fleet, unless changed by announcement from the Committee on the secretary's notice board.

### A3 Scoring

A3.1 The Club website will list for each series the number of race results required for a series result. This number may be changed by announcement from the Committee on the secretary's notice board if races are cancelled due to unforeseen circumstances. This changes *RRS A2*.

## 6.4. Appendix B - Bank Holiday Series and Club Regatta

Bank Holiday, Regatta, Pursuit and all other Open Events shall have their own set of Sailing Instructions.



## 6.5. Casual/Informal Sailing/Windsurfing

### 6.5.1 General

Anyone sailing/windsurfing casually must complete the “sign on register” and adhere to the “conditions for sailing” see section 6.6. This applies to dinghy sailors and windsurfers taking part in racing or casual sailing. During times of organised Club sailing, including Tuesday evenings, casual sailing/windsurfing is permitted, provided the red flag is not flying, and permission to sail/windsurf is received from the Officer of the Day (OOD). The OOD will issue instructions on the area to be sailed in, dependent on the patrol boat crew’s need to monitor simultaneously casual sailing and racing, and the safe separation of the two areas. Those sailing/windsurfing casually must keep clear and not impede craft which are racing.

### 6.5.2 Sailing/Windsurfing outside programmed racing / sailing times

This is available to members only, in daylight hours, members taking part must appoint a responsible adult to be in charge of the session, able to deal competently with safety and security matters. The person in charge must receive permission for the session from a Committee member, and ensure:

- (a) Club rules and Procedures are adhered to;
- (b) A personal mobile phone is to hand for any emergencies;
- (c) The required number of patrol boats (Section \*\*\*\*) is on the water, manned by person(s) competent to perform a rescue, before any sailing/windsurfing takes place;
- (d) The actual number of patrol boats on the water is suitable for the weather conditions, and the number, age and experience of those sailing;
- (e) That at the end of the session equipment is put away properly, the containers and buildings locked, with shutters closed, non-essential electrical equipment switched off, and the gates locked.



## 6.6. Special Events Procedure

### 6.6 Contents

- 6.6.1. Introduction
- 6.6.2. Responsibilities
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- 6.6.6. After the event
- 6.6.7. Accidents, Injuries and Major Incidents
- 6.6.8. Liabilities
- 6.6.9. Young Persons Welfare
- 6.6.10. Appendices
  - (a) Draft entry forms
  - (b) Draft Risk Assessment
  - (c) Draft Briefing notes

### 6.6.1 Introduction

These Procedures apply to those racing events at TATA Steel Sailing Club, Margam, where many or all of the participants are visitors to the Club. The sections in italics are additional requirements, which apply when many or all of the participants are under 18. The Procedures should be used in conjunction with other Club Procedures, in particular the Health and Safety Policy, and in accordance with the Racing Rules of Sailing ('RRS') and the principles of the RYA Racing Charter.

These Procedures are expected to be suitable for most of the special racing events held at the Club – in particular Class Open Meetings, the annual 'October' Regatta and the WYA Club Youth Racing Circuit event. However, in some circumstances it may be necessary to make variations. For example, for a small local event with few competitors it may be acceptable to relax these Procedures and merge some of the roles given below. In such a case the variations and the reasons for them are to be recorded on the Risk Assessment for the event. On the other hand, more extensive specific Procedures would be necessary for a large and prestigious public event with significant outside involvement.

Some of the roles given below specify particular formal qualifications for personnel. These will normally be expected, but there may be occasions where a role is assigned to a non-certificated Club member whose knowledge, skill and experience is confirmed by the Training Principal as being of the appropriate standard.



## 6.6.2 Responsibilities

The RRS expect a sailing event to be overseen by an Organising Authority defined in the Notice of Race.

This will normally be the Club, either alone or in conjunction with one or more outside bodies, such as a Class Association or the RYA Cymru Wales (RYACW). The Organising Authority will delegate specific duties to a Race Committee and other supporting personnel, who are expected to follow these Procedures and the RRS. The Club senior officers, assisted by Management Committee members, have overall responsibility for safety on the Club premises and must ensure that these Procedures are correctly followed.

The Club officers will appoint a Race Committee to run the event. This will normally consist of a Race Officer ('RO'), an event Safety Officer ('SO') and an On-shore Coordinator ('OC'), with additional members if required, for example a representative of a participating outside organisation.

The RO should have appropriate experience and would normally have at least the RYA Club Race Officer Plus status, with the more major events expecting RYA Regional Race Officer status or higher. The SO should have appropriate experience and hold the Safetyboat and First Aid certificates. This requirement must not be relaxed where many or all competitors are under 18. The OC should be a Club member with experience and a good knowledge of the Club procedures. Section 9 contains additional statements regarding responsibilities of competitors.

## 6.6.3 Before the event

The RO will produce draft Notice of Race and Sailing Instructions, and draft entry forms to be based on the model shown in Appendix 1. These will be adopted after consultation with any participating authority (e.g. representative of Class Association or RYACW). The Notice of Race will then be published, normally on the website of the Club and that of any participating organisation. The Sailing Instructions and entry forms should then be printed in advance of the event.

The SO will produce a draft Risk Assessment for the event, to be read in conjunction with the Club's standard Risk Assessments. A typical model is given in Appendix 2 but the details are expected to change for each event and will determine the level of safety provision required. After consultation with the RO and OC, the adopted Risk Assessment will be passed to the Club officers who should ensure that any identified countermeasures are in place.

The OC will prepare a list of required resources for the on-shore operations, including the slipway, the results office, the galley, dinghy and car parking, prizes.

The Race Committee will together prepare a list of required equipment, and consult with Club officers if any required items are not immediately available. They will also collaborate to determine the numbers and roles of additional personnel and expected qualifications/experience levels required to fulfil the necessary functions correctly, and will liaise with Club officers to establish and name the full team, with particular attention to ratios of personnel and safety patrol craft to competitors. The RO will need an assistant and one or more recorders; these should all be experienced in racing and race management at Club



level though for a small event it may be useful to involve a less experienced Club member to gain experience. The SO will need support boat personnel as outlined in the following paragraph. The OC will need assistance from at least a beachmaster, results officer (two for a large event, at least one of whom must be fully conversant with Sailwave), galley staff, and provision for the RYA arbitration procedure and/or a protest Committee.

Each support boat will have a dual role – to assist the RO with mark-laying and mark-moving and with pin-end or other operations at each start, and then to assist the SO with safety patrol and assistance on the water. Two personnel should be assigned to each support boat, with each driver being over 18 and holding least Powerboat Level 2, with Safetyboat and First Aid strongly preferred especially for youth events. The SO may decide to work from the shore or from a support boat, according to circumstances.

For events where inexperienced sailors are involved and for all youth events the support ratios must be considered very carefully and the qualification/experience level of personnel should not be relaxed.

The Race Committee will post the Risk Assessment and list of duties in good time before the event. This will normally be at least two weeks in advance of the event, but for major events a longer period would be appropriate. The RO, SO and OC will ensure that all the assigned personnel are briefed on their roles before the event, and will make arrangements for a check that all required equipment is available and in working order.

## 6.6.4 During the event

The RO, SO and OC will meet with all other personnel early on the day of the event to ensure that duties and arrangements are fully understood. The RO, SO, the beachmaster assigned by the OC, and all support boats will each carry a radio and remain in continuous contact throughout the event, using correct radio calling protocol. Communication between all parties is essential.

(a) The RO will: - determine the course and instruct the mark-layers. - brief the competitors on the event; a typical list of topics is shown Appendix 3. - release each mark-laying boat to the SO's control when appropriate. - oversee each race and ensure careful recording of results, preferably in duplicate and with voice recording as an additional aid for large fleets. - request subsequent assistance from support boats for mark moving as necessary.

(b) The SO will: - organise the support boats, allocating duties and positioning on the course. – ensure constant vigilance over the entire fleet while afloat. - advise the RO on any safety issues as they arise. - return support boats to the RO's control when requested provided it is safe to do so.

(c) The OC will: - ensure that entry forms and fees are received before racing and that the information is entered in the Sailwave file promptly. - ensure that the slipway is overseen by a beachmaster who should record boats coming ashore during racing or re-launching and will liaise with the RO and SO; this function is mandatory where many or all competitors are under 18. - ensure that race results are entered into Sailwave and checked as they become available. - ensure that any protest is heard by an arbitrator or protest Committee at soon as practicable after boats come ashore. - ensure that the final results are produced promptly after checking and that the prize-giving then takes place.





## 6.6.5. After the event

All equipment must be returned by the users to the correct location and any faults or breakages rectified or reported as necessary. The Race Committee will produce a report for the Club website and any report required for an outside organisation. The Race Committee will also compile a brief report for the Club management Committee and this should note any problems or deficiencies with any recommendations for subsequent events.

## 6.6.6. Decisions to sail, postpone, shorten or abandon racing

It is a fundamental principle that a decision to go afloat or to remain afloat is for each sailor to make. However, the Club has a responsibility to everyone involved in an event to provide racing that is fair and in an environment that is as safe as reasonably practicable. In this context, the conditions acceptable for racing will depend on the experience and ability of the competitors. Experienced sailors will expect to sail in challenging conditions and this should be encouraged provided the safety provision has adequate equipment and experience to deal with an emergency that might arise. Less experienced sailors, especially all novices and those with medical or physical impairment, should be protected from venturing into a situation that they are unable to deal with or that puts others into a dangerous situation. The Club has a particular duty of care to all sailors under 18, but will recognise that some under 18s will be very capable sailors and any decision should take into account age and experience.

It may also be necessary to restrict racing where the wind is negligible or so light that a fair result is impossible.

The following provisions will apply, having regard to the considerations above and any specifications in the rules of the Classes sailing:

- The RO may postpone, shorten or abandon racing on grounds of safety or fairness in accordance with RRS.
- The SO may advise the RO to postpone, shorten or abandon racing on safety grounds, if it is considered that the conditions are too severe for the particular fleet or that the safety support is not adequately equipped or experienced to deal with an emergency if one should arise.
- The Club officers, constituting the Organising Authority, may cancel or curtail the event, following advice from the RO and SO that racing cannot continue safely or fairly under the prevailing circumstances.
- The SO may ask a support boat crew or beachmaster to advise a sailor to return to shore or not to launch if it is considered that this would bring significant risk to the sailor or to others.
- The SO may ask a support boat crew or beachmaster to advise or to require a sailor under 18 to return to shore or not to launch if it is considered that this would bring significant risk to the sailor or to others. The parent present or designated alternate adult should be consulted about such a decision if it is practicable to do so.



Where a competitor decides to retire from racing, he/she should inform a support boat if it is safe and practical to do so, and then return ashore to report to the beachmaster. Where a retiring competitor is under 18 a support boat should oversee the return to shore if this is practical and does not detract from adequate safety coverage of the remaining fleet.

## **6.6.7. Accidents, Injuries and Major Incidents**

All injuries should be dealt with by a 1st Aider and recorded in the Accident Record. The Club standard Procedures should be used if it is necessary to obtain medical help and/or an ambulance. In the unlikely event of a major incident involving serious injury or worse, the Club's standard Major Incident procedure must be used. The RO, SO and OC must be conversant with this procedure. Where an accident or injury involves a person under 18, the parent present or designated alternate adult must be involved in decisions or treatment at the earliest practical opportunity.

## **6.6.8. Liabilities**

Each Notice of Race will contain a paragraph, based on wording suggested by RYA, stating the responsibilities of competitors and the limitations of liability of the Club. All competitors will be asked to sign a declaration on the entry form (see draft in Appendix 1) which confirms acceptance of these conditions. For each sailor under 18, a signature will be required from a parent or nominated alternate adult to confirm that the conditions are accepted. While this parental signature cannot be legally binding on the young person, it brings to the attention of the parent their responsibility shared with the Club for safety of the dependent. The parent or a nominated alternate is asked to be in or around the Club premises during the event; this will enable rapid parental involvement following any accident.

## **6.6.9. Young Person Welfare**

All personnel involved in an event with sailors under 18 must be familiar with the Club's Young Person's Welfare policy. Where a significant number of sailors are under 18, the RO should refer to this policy in the competitors briefing and if possible the Welfare Officer should be present at the event or nominate an alternate to act should it be necessary.

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## 6.6.10. Appendices

Appendix A Draft entry form

Appendix B Draft Risk Assessment

Appendix C Notes for typical competitors briefing by the RO.

6.6. Appendix A - Draft entry form - to be adapted where all participants are under 18

### ..... Class Open Meeting or ..... Regatta at TATA Steel Sailing Club (Margam) Eglwys Nunydd Reservoir, Margam, Port Talbot

Dates .....

Sail No. ....

#### HELM

Name .....

Address .....

.....

Tel. or email address .....

Date of birth if after ..... If after ..... a parent or guardian must sign below.

Home Club .....

#### CREW

Name .....

Address .....

.....

Tel. or email address .....

Date of birth if after ..... If after ..... a parent or guardian must sign below.

Home Club .....

Entry Fee £xx received by.....

[Please make cheques out to Tata Steel Sailing Club, Margam ]

Legal Liability By signing this entry form, participants confirm that they have read the Liability clause in the Notice of Race, that they are responsible for themselves, their crew and their boats afloat and ashore, and that they accept the following:

1. Nothing done by the organisers (including Club, race management team, patrol craft and anyone helping to run the event) will relieve participants of their responsibilities.

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2. By launching participants imply the suitability of their boat and their competence for the expected or forecast conditions.
3. The provision of patrol craft does not relieve participants of their responsibilities. 4. The boat carries valid 3rd party insurance of £5,000,000.
5. Consent to photographs being taken at the event and to their publication in print or electronically.

Signature of helm .....

### Medical declaration - optional

I wish to inform the Safety Officer of a medical condition which may need a particular treatment in the event of an emergency, the information to be kept in confidence and destroyed after the event. YES / NO. If answered YES, the event Safety Officer will arrange to meet and discuss the matter privately.

Parent/Guardian declaration for helms with date of birth after ..... :- Under law, this helm is my dependent, and I accept the conditions above which exclude my dependent's right to claim compensation in certain circumstances. I declare that during the event the boat will have valid and current third party insurance of at least £5,000,000. I confirm my dependent is competent to take part and that I am responsible for my dependent throughout the event. During the time my dependent is afloat I will be in the vicinity of Tata Steel Sailing Club Margam or I will inform the race officer in writing who is acting on my behalf during my absence.

### Signatures

Competitor ..... Parent/Guardian .....

Competitor ..... Parent/Guardian .....



## 6.6. Appendix B - Draft Risk Assessment

*To be provided*



## 6.6. Appendix C Notes for typical competitors' briefing by the RO.

- Welcome to Club
- Introduction of key personnel for the event
- Programme for the event and expected timings
- Housekeeping matters – e.g. galley arrangements
- Fleets, classes, course(s), flags, marks
- Arrangements for starts and finishes
- Arrangements for slipway - beachmaster role and retirement procedure
- Safety issues - trolleys on slipway - shallow water - valuables - any boat or car parking issues - any precautions regarding biohazards –
- For youth events, reference to Young Person's Welfare policy
- Security - valuables – any boat or car parking issues



## 6.7. Training Procedures

### 6.7.1. Introduction

The Club was awarded RYA Training Centre Status in January 2010. These Procedures are designed not to interfere with the details of tuition, nor to tell its instructors what to do, beyond an essential operating framework and emergency action Procedures. Training is provided to persons from the age of eight to adults of any age, but all must either be existing Club members, or join as members when embarking on a course of training. The centre is able to offer training to persons with certain disabilities. The Club's priorities for sailing, windsurfing and training are aimed at providing an enjoyable experience for members, in as safe an environment as possible. Teamwork is essential to the safe and successful running of the training centre. All training will take place under the umbrella of the Club's Procedures and Rules. The training team comprises a relatively small number, and the views of the instructors in suggesting improvements and developments is encouraged. Please report your suggestions and any concerns to myself, the chief instructor dinghies, windsurfing instructors or to the Commodore. A policy of briefing and de-briefing for instructors and students should be operated, and during these sessions all should air any challenges encountered, and any solutions offered. Similarly, errors should be openly discussed so that they can be guarded against in future, and where appropriate, working practices and Procedures improved. This Procedures manual will be reviewed annually, with both inputs from the training team, and feedback from students.

### 6.7.2. Description of roles

#### Principal

The Principal is responsible for all activities taking place at the training centre. He/she reports regularly to the Commodore and Management Committee of the Club. The Principal may conduct training in subjects where appropriate qualifications are held. The Principal must be aware of what activities are taking place, organise a rota of senior instructors and responsibilities at any training session. The Principal liaises with the RYA and W.Y.A on training centre matters. The Principal must always be notified of any training accidents or complaints

#### Chief Instructor Dinghies (CID)

The CID must be a senior instructor and is responsible to the principal. The CID is responsible for all dinghy training, and for the standard of dinghy tuition given. The CID may take part in the briefing and debriefing of personnel, and act as a Senior Instructor, dependant on personnel available for a training session. The CID must take charge where a major accident or injury occurs; the Senior Instructor on duty will deputise in the CID's absence.

#### Powerboat Instructor (PI)

PI's are responsible to the principal. The PI is responsible for all powerboat training, and the standard of powerboat tuition given. If PI's are absent no powerboat training can take place.



## Senior Dinghy/ Windsurfing Instructor (SI)

SI's are responsible to the CID/Principal for the standard of tuition given. An SI **must** be in attendance at sessions when running more than one group of training dinghies.

A nominated SI will supervise all training for a particular session, both in the classroom and on the water. The CID and SI will agree on which of them or both will brief and debrief all instructors, assistant instructors, helpers and students on the day.

The SI is responsible for the safety of all instructors and students on the water, and will deputise where there is a major injury or accident, if the Principal / CID is not present.

Provided the SI is completely confident that standards of safety and tuition will be maintained on the day, they may occasionally delegate a single group of dinghies to a suitably trained and experienced instructor; this instructor must have been trained in the Procedures at the centre and be competent to run the session

## Dinghy / Windsurfing Instructor (DI)

DI's are responsible for the general tuition of the syllabus to their group at a high standard, per RYA Guidelines. DI's are responsible for their group's safety, and 1st aid treatment of injuries. DI's are also responsible for any Assistant Instructors (AI) and Helpers that are assigned to them. DI's will be briefed and debriefed by the CID / SI. The DI will brief and debrief the AI on the help and support needed in the training session.

## Dinghy / Windsurfing Assistant Instructor (AI)

AI's will be competent sailors, and should both help maintain a high standard of tuition, and keep the session safe. They will assist in the teaching of trainees (up to level 2 and YSS stage 3), under the direct supervision of the SI, but not be involved with 1st aid. The role of the AI is seen as a step towards becoming an instructor. Dinghy / Windsurfing Competent helpers (DCH) DCH's will be competent dinghy sailors and powerboat operatives who can assist DI's and DAI's as directed. Activities will include manning slipways, shore-based radios and the use of back up rescue craft

### 6.7.3 Instructor qualification

- (a) The Principal will ensure that training personnel hold the appropriate RYA qualifications for the courses they teach.
- (b) The Principal will check qualifications and arrange for a qualification register, which lists the training centre personnel, their qualifications, certificates, and expiry dates.

### 6.7.4 Safety

This is covered in the Clubs Health and Safety Procedures. For training, the training team have a duty of care for their trainees, whilst at the Club.





## 6.7.5 Applications for Training

- (a) Applications for training will be made through the Membership Secretary. The request will then be passed to the Sailing or Windsurfing team for assessing the course required
- (b) The application form will include questions on age, physical fitness, medical disorders, and any disabilities. With safety in mind the form will be considered when judging the suitability of the applicant to the training course applied for. Children under 8 can be considered in special circumstances
- (c) The centre will consider applications from disabled persons for sailing or windsurfing. The Club will do its best to accommodate them, although the accommodation available, safety considerations, and lack of certain specialist trained personnel and equipment will preclude some applicants

## 6.7.6 Assessment of applicants vulnerability / suitability

- (a) The Principal or Chief Windsurfing Instructor, will communicate details of applicants with disabilities or medical disorders to the training team. This information will taken from the application form.
- (b) If the applicant is considered to be only marginally suitable for the course applied for, they should be invited to attend a meeting at the Club to discuss their position; for young persons, the parent guardian must be involved.
- (c) Marginally suitable students may be offered a trial session to assess if they can be safely trained.
- (d) At the discretion of the instructor in charge, non-swimmers may take part provided the instructor is satisfied that they will co-operate if they become immersed. Higher Newton value buoyancy aids may be advised.
- (e) Applicants who are found to be unsuitable may be offered an alternative course, or an action plan to gain acceptance.
- (f) Instructors will be allocated to a group of students, and will be responsible for that groups safety while in the Club
- (g) The Training Principal, Chief Instructor, or Senior Instructor will discuss cases where safety concerns are voiced for students already on a course. If no change in student behaviour can be agreed, the student will be asked to leave the course.

## 6.7.7. The training team

### (a) Personnel and qualifications

The Principal / Chief Instructor will ensure a list of training personnel is maintained; this gives details of all instructors, their contact details, qualifications and 1st aid expiry dates. A copy of all instructor qualifications and subsequent changes and additions must be given to the



Principal and this will be kept on the Club's computerised record, available for inspection by the RYA.

(b) Induction

The Principal will ensure an instructor induction programme is carried out. At the commencement of training, and at the start of the training season, all members of the training team will be briefed on the centre's Policies and Procedures including the "Major Incident Procedure" – see the Club's H&S Policy and Procedures document Section 2. Instructor induction will ensure a consistent understanding of current Procedures, systems, etc. The training team must receive instruction about the site, its facilities, teaching equipment, systems and hazards. This information will, in part, be based on the Club's Risk Registers, and Section 2 - H & S Policy & Procedures document.

(b) Briefings and debriefings

The Principal, CID or SI will give a briefing to training personnel and students at the start of a training session. Similarly a debriefing will take place at the close of play. The briefings and debriefings, part of the learning process, are mainly for the benefit of instructors to provide feedback to the Principal and Senior Instructors to help improve operating Procedures and how courses are structured.

At the commencement of training, students must receive instruction about the site, its facilities, systems and hazards. A teaching session for students, including the use of audio visual aids, will be conducted by the Instructors prior to going on the water.

## 6.7.8 Feedback and Complaints

(a) At the end of the training course students will be asked to complete a feedback questionnaire on their experiences. These will be retained in the training files and may be inspected by the RYA. They will be reviewed by the principal with the training team and should lead to improvements in the training experienced.

(b) It is important that instructors remain polite and courteous at all times. If a complaint arises, please direct this to the senior member of the training team present, who will forward it to the Principal.

## 6.7.9. Instructor changeovers

If at any point during a course instructors swap duty, it is important that liaison with the new instructor takes place so they are informed on exactly what's been covered already on the RYA syllabus.

## 6.7.10. Clothing & Equipment

(a) Instructors are responsible for ensuring that they and their students are adequately dressed for activities on the water.

(b) Buoyancy aids (personal flotation devices) kite marked to at least CE 50 Newton standard must be worn when on or near the water. These must be secured so that they will not ride up during immersion.



(c) Wetsuit and wetsuit boots are recommended except for the warmer times in summer. A member of each powerboat crew must be prepared to enter the water to perform rescues, and be suitably dressed and equipped for the conditions.

## 6.7.11 Sailing Dinghies and Equipment

(a) Instructors will be familiarised in rigging all of the centre's dinghies and sailboards and storing them properly at the end of the training session. Instructors will in turn teach this to students.

(b) Sails should be neatly folded or rolled as appropriate and placed in their respective racks / bags after use. As part of the course, students should be taught to place equipment back where they found it, and in a tidy state; the storage areas must be kept shipshape at all times.

(c) Fault Reporting – Instructors will log all damages to dinghies and sailboards, sails, equipment etc., on the whiteboard in the boatshed, and reported to the senior instructor, TP, and Bosun at the earliest opportunity. The Bosun will arrange for repairs and replacements.

(d) The Bosun will check the buoyancy of the training dinghies at the start of the training season.

## 6.7.12 Radios and communication on the water

(a) The Power Boats are fitted with onboard radios.

(b) In the event of an injury to anyone on the water, this must be communicated immediately by radio to the onshore instructor in charge.

(c) If it is decided to recall all craft to shore, a continuous sound signal will be made from the Rescue craft (O.O.D hut), also communicated by radio, and the red flag raised.

## 6.7.13 The End of Sessions

The senior instructor will ensure that all the equipment is returned to the designated storage area and store correctly.

## 6.7.14 Logbooks and the Award of Certificates

(a) New training Logbooks and Certificates are kept by the Principal/Chief Instructor.

(b) Dinghy Instructors should make neat and accurate entries in logbooks for the students under their supervision. Logbooks are important to the student and are stored securely until handed over to the student upon completion of the course.

(c) The students name should be on the front cover, and the logbook and certificate stamped (when issued).

(d) Should DI's have any queries in completing entries in the logbook they should always discuss the matter with the Training Principal or the CID.

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(e) DI's must be aware that certificates cannot be issued unless signed by the Principal.

(f) DI's should not feel under pressure to issue certificates. The student's ability is all that counts. If a student's ability is not up to the standard where a lower certificate can be issued, an explanation must be given by the DI and the student should be given an action plan.

If a student is not happy with the decision, they should be referred to an SI in the first instance – the SI will discuss the matter with the Di and the Student to resolve the issue.