

## Guernsey Yacht Club (GYC) Junior Section Operations Manual

### **Mission:**

- Deliver the opportunity to learn to sail from a young age in a safe, fun and friendly environment.
- Help sailors to develop their sailing skills so that they can progress to training on the sea and start to participate in simple, coached racing.
- Continue this development so that sailors are of a level of ability whereby they are sufficiently competent to participate in racing events and qualify for entry into the RYA squad training programme should they choose to do so.
- Provide some variety of sailing events/training including developing basic power boating skills.
- Provide parents/guardians with the tools to assist their children and to help the junior section in its mission.
- Provide opportunities for young sailors to develop their coaching skills.
- Help young sailors to develop into responsible adult sailors who participate in and contribute to the GYC's broader activities.
- Develop our relationship with other junior sailing communities.
- Engage parents/guardians to support the junior section in its mission.

**The Junior Section of GYC wishes to ensure that these objectives are delivered in a safe and well-managed environment.**

**This Operations Manual provides the key information for all volunteers working on any of the activities undertaken by the Junior Section of GYC.**

This Operations Manual provides information on the running of Royal Yachting Association (RYA) Training Activities, and Coaching Activities in the Junior Section of GYC. This Manual does not replace GYC Rules. GYC is an RYA Recognised Training Centre (RTC) for various dinghy and powerboat courses. Certified courses are listed on framed certificates hanging in the GYC.

As an RTC, GYC is part of the RYA and can fully utilize all available RYA services and advice from employment law to planning and safe guarding of children. RYA recognition means that GYC members know that the centre has passed the high standards of the annual inspection, including safety checks.

This Manual has been designed to give clear procedures for the arrangement and delivery of RTC Training, and GYC Coaching, at GYC. These are:-

- RYA training programmes that are organised by the Principal, for adults and children, and members alike;
- Coaching programmes that are agreed with the Principal.

It should be used as a reference source and focuses on organisation, risk management, safety and emergency procedures and explains how the risks are to be managed.

The instructors / helpers declaration, appendix Q, must be signed and returned to the Principal, by all those involved in the delivery of RTC Training, and GYC Coaching, at GYC. This manual will be electronically distributed.

A hard copy will be available for those interested, at the GYC.

It does not cover junior members who are sailing unsupervised, whether from the GYC or elsewhere, although GYC rules still apply.

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## **1. Policy Statements:**

### **1a. General Health and Safety Policy Statement**

We, the Junior Sail & race coaching Section of the GYC, recognise our responsibility for the health, safety and welfare of all those involved in Sail training, race coaching and racing activities. We also accept responsibility for the health and safety of other people who may be involved with, or affected by, our activities. This responsibility will form an integral part of our activities.

Our policy is to provide and maintain for all the participants, instructors and helpers:-

- Safe and healthy conditions.
- Equipment which is safe, well maintained and without risks to health.
- Safe access to and from our operating areas.
- Such information, instruction, training and supervision as is necessary to ensure the health and safety of all during participation with our training and racing activities.

All participants, instructors and helpers have a responsibility to take reasonable care for their own health and safety and that of other persons who may be affected by their actions. Participants have a duty to co-operate with their instructors and to comply with safety procedures outlined in this manual.

Health and Safety is our first priority for all involved with sail training, race coaching and racing at GYC. We aim to comply fully with both the spirit and the letter of relevant legislation, including the Health and Safety at Work etc (Guernsey) Law 1979. We do this by following best practice in managing the risks to be as low as reasonably practicable.

#### **Health and Safety Policy Statement**

Members should be reminded by instructors before sail training, race coaching and racing sessions that sailing and all activities on water are always potentially hazardous. Instructors and volunteer helpers have an obligation to act at all times in a manner that will not endanger themselves, GYC members, the general public or the rescue services that may be called to assist.

Close attention should be paid to all safety warnings and instructions given by instructors and officers of the GYC. All participants, volunteers and helpers must be familiar with the health and safety policy, which is available at the GYC. GYC may not be liable for injuries caused through negligent action.

Students are to take primary responsibility for their own safety and the safety of those around them. If they are in any doubt about the safety of any activity in which they are taking part, students should immediately seek guidance from their instructor, the Senior Instructor or the Principal.

### **1b. Risk Assessments**

The Principal will conduct an annual review of the risks associated with sail training, race coaching and racing. Reassessment should take place under the following circumstances:

- A change in legislation.
- A change in control measures.
- Any significant change in sailing instruction techniques, safety boat procedures, new equipment and technology, etc.
- Whenever the original assessment is no longer valid or could be improved.
- Should an accident or incident occur.

A Site Specific Risk Assessment can be found in appendix A;

**An On the Day of Sailing Risk Assessment should be completed prior to sailing taking place (see appendix B)**

### **1c. Safe guarding of children**

#### **Policy Statement**

It is the policy of the GYC to guard and protect all children and vulnerable people involved in any activity with the GYC. For the purposes of this policy anyone under the age of 18 should be considered as a child. All members of the GYC should be aware of the policy.

#### **Welfare Officer(WO)**

The GYCWO is: Nikki Tanguy  
e-mail: c\_ntanguy@msn.com  
Phone: 01481 237560

Alternatively, reports can be made to the Rear Commodore Junior Sail (Mr Tim Parkes) or the GYC Commodore (Mr Daryl Rix).

#### **Volunteers**

GYC may require volunteers & instructors to be DBS checked. This will be administered by the WO (data protection applies) and a list of checked persons will be retained by the WO.

#### **Good Practice**

All members of the GYC should follow the **Safe guarding of children Good Practice Guide** (see appendix C). Adults are requested not to enter the showers and changing rooms at times when children are changing. If this is unavoidable it is advised that they are accompanied by another adult.

The GYC is required to seek written consent from the child and their parents/guardians before taking photos or video or publishing such images. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. If the GYC publishes images of children, no identifying information other than names will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the WO, the Rear Commodore Junior Sail or the GYC Commodore.

#### **Concerns**

Anyone who is concerned about a young member's welfare, either outside the sport or within the GYC, should inform the WO immediately, in strict confidence. If this is not possible then the Rear Commodore Junior Sail or the GYC Commodore should be informed.

Any member of the GYC failing to comply with the Safe guarding of children policy may be subject to disciplinary action.

## 2. Organisation of Junior Section GYC

### Committee

Rear Commodore Junior Sail (also sits on the main board of GYC) - Tim Parkes

Principal of RTC (also sits on the main board of GYC) - Nikki Tanguy

Welfare Officer - Nikki Tanguy

Chief Instructor - Mike Higgins

Committee Members - Tim Walters (SI), Louise Collenette, Graham Reynolds (PBI), Ali Tully (DI), Katie Morgan (Pirates), Elaine Mahy (DI), Kieran Lee (DI), Nicky Barker (SI).

The GYC also has a team of the following instructors and coaches available to assist with sail training, race training and racing:-

Senior Instructors (SI)

Racing Coaches Level 2 (RCL2)

Dinghy Instructors (DI)

Assistant Instructors (AI)

Powerboat Instructors (PBI)

Only instructors who are authorised and whose qualifications are held on record by the Principal may carry out RYA Training under the RTC.

RYA Training Courses run through RTC status will be approved by the Principal or Chief Instructor. Specifically, individual instructors are not permitted to arrange RTC training with students/helpers without prior approval from the Principal or Chief Instructor. The Chief Instructor is responsible for allocating the delivery of training to suitably qualified instructors. Certificates, issued by this RTC on completion of RYA training, shall be signed and issued **only** by the Principal on sight of relevant (instructor) signed up RYA logbooks evidencing the training given.

**All instructors, coaches and volunteers involved in RYA Training Activities at GYC must read and sign this Manual and Risk Assessment to confirm that they have read and agree to the terms and procedures set out in this Operations Manual. An Instructor, coach or volunteer will not be permitted to be involved in RYA Training Activities unless they have signed the said documents.**

The matrix, attached as appendix D, details who may run what in relation to RYA Training and GYC Coaching. The purpose of the matrix is to help organisers find the qualifications needed to run various training, recreational and racing activities.

The requirements indicated are those for an RYA RTC. All RYA training is to be supervised by an appropriately qualified RYA SI, although the actual training might be under the immediate control of a DI. This includes RYA training taking place on the Model Yacht Pond. All RYA training will meet the training ratios. When using the Model Yacht Pond a DI may undertake the completion of an on the day risk assessment (appendix B) after discussion with that sessions assigned SI. The SI should be immediately available on site if required.

If the activity being carried out is GYC race coaching, where the participants will be experienced (they are able, for example, to sail a triangular course in a force 3), then the SI requirement can be relaxed and a RCL2 can run the coaching group.

If a privately owned dinghy is taken out by the owners with no GYC owned safety cover then this is not a matter for GYC and it is up to the parents to ensure that this is a safe activity.

The Matrix is only meant to act as a guide based on the notes above, and should be interpreted in relation to the context and conditions at the time of training. If any doubt seek the advice of the SI or Rear Commodore Junior Sailing. The Matrix of Responsibility is in appendix D

### **3. Practical Organisation of Sessions**

#### **3a. Beginner (Explorer and Pirates) Training Sessions:**

Training generally starts after Easter each year, through to the end of June.

Explorers training will take place on Monday and Tuesdays between 3.30pm and 5.30pm (on the Model Yacht Pond). Pirates training will take place on Wednesday evenings between 5pm and 7.30pm and Saturday mornings 8am to noon (on the Model Yacht Pond).

Registration will take place in advance with sailors split by ability/experience into Explorers, Bronze, Silver and Gold groups and any sailor specific health information collected, highlighted and logged. At the start of each session a sailor sign in sheet will be completed.

#### **3b. GYC sail training, race coaching and racing sessions:**

Sessions for more experienced sailors generally take place on Sunday afternoons with sailors in a range of dinghies and ability groups. During the winter, and in the run up to away events, ad hoc race coaching may take place.

Students will be enrolled to take part in GYC sail training, race coaching and racing in advance with any sailor specific health information collected, highlighted and logged. In addition, helpers and instructors will be allocated roles in advance to ensure that the required safety ratios are adhered to. On the day registration (see appendix P) will take place prior to the initial briefing by the SI, Officer Of the Day (OOD) or lead DI for the specific activity.

#### **3c. Powerboat training:**

Coaching sessions take place on an ad hoc basis.

Students will be enrolled on the course in advance with any sailor specific health information collected, highlighted and logged. In addition, helpers and instructors will be allocated roles in advance to ensure that the required safety ratios are adhered to. On the day registration (see appendix P) will take place prior to the initial briefing by Powerboat instructor.

#### **3d. RIB Challenge:**

Coaching sessions take place in the run up to the RYA RIB challenge regional heat and finals.

Students will be enrolled on the course in advance with any specific health information collected, highlighted and logged. Helpers will be allocated roles in advance and there will be on the day registration (see appendix P).

### **4. Safety**

#### **4a. Safety/Coach Boats**

All powerboats present a drowning and injury hazard from propellers. Buoyancy aids/lifejackets must be worn at all times by all occupants. The driver is to wear a killcord fitted to the engine's cut-out switch.

The policy on use of Powerboats and Safety boats must be adhered to at all times as well as the GYC policy on the use of club ribs and bombards (see appendix I and J). When students are in any powerboat, they must be briefed by the driver on the particular hazards applicable to that boat. They must be made aware that hands must be kept inside the vessel when coming alongside the slipway and other boats, especially in windy weather and choppy conditions. Students (and adults) should never be allowed to dangle their legs over the side of a powerboat underway.

Only qualified powerboat drivers with RYA PB2 minimum are permitted to drive and refuel the fuel tanks.

#### **4b. Sailing**

The risk of injury resulting from the many hazards associated with sailing are reduced by tried and trusted methods such as swimming proficiency, the use of buoyancy aids, wearing appropriate clothing (wetsuit/dry suit), qualified instructors, and the attendance of well-equipped safety boats.

All those sailing on the sea must wear hikers, a wetsuit or a dry suit as appropriate for the time of year and the prevailing weather conditions. If the clothing worn is unsuitable to protect the child from the effects of immersion in cold water, the instructor supervising the child should not allow them to sail.

#### **4c. Capsize Drill**

Capsize drill involving new students must not take place between 1 November and 30 May.

A dedicated safety boat and crew must be in attendance. Any craft used for capsize drill will ideally be tethered to the safety boat, particularly when students are inexperienced. Under no circumstances shall capsize drill be undertaken without approval of the SI, DI or RCL2 in charge.

During a capsize drill on the Model Yacht Pond the instructor is to supervise the drill whilst standing next to the capsized boat in the Pond.

#### **4d. Protective Clothing and Buoyancy Aids**

Whilst an RYA training session is in progress, students, instructors and volunteers must wear buoyancy aids whilst on the slipway, in the Safety Boats, in the Model Yacht Pond, and when sailing. Instructors should be aware that they set an example to students and volunteers in this regard.

Those students and volunteers who supply their own protective clothing and buoyancy aids should ensure that their buoyancy aids are of BS EN 393:50N standard as a minimum. It is the responsibility of individuals to ensure that their buoyancy aid is maintained and in good working order. For RYA training, instructors should check the suitability for purpose and the correct fit of buoyancy aids worn by students in their care.

#### **4e. Decision to Sail**

For any RYA training session, the decision to sail rests with the nominated SI. In consultation with others, they will decide if RYA training on the water will take place and any decision they make will stand. Factors to be taken into account include: wind speed, water temperature, visibility, availability of instructors (and suitability of students for the planned session) and the availability of safety crew & equipment, including fuel provision. The safety aspects of launching and recovery on the slipways (especially in southerly or easterly wind and at high tide) should also be fully considered.

***Use the On the Day of Sailing Risk Assessment as a reference (appendix B)***

#### **4f. Briefings**

At the start of each RYA sail training, race coaching or racing session the SI/DI/RCL2 in charge will ensure that an on the day registration sheet is completed to confirm on the day helpers and sailor details (see appendix P). The SI/DI/RCL2 in charge will brief instructors and helpers on weather and any important announcements for the day. This is to include a briefing for safety boat crews.

The SI/DI/RCL2 will then brief students on weather conditions, sailing areas (see appendix O showing our normal sailing areas) and the overall plan for the session's sailing.

Students then split into their assigned groups, where appropriate. A tally system will be used for all sessions on the sea with more than 6 sailors.

#### **4g. End of Session Routine / Debriefings**

All sessions should be concluded with a debrief for students by their session instructors, who should sign up any logbook, points of focus or suggested practice for improvement.

The SI/DI/RCL2 in charge then debriefs session volunteers and instructors bringing together any issues/learning points of the session. This could be an informal contact with all involved.

Any health and safety matters should also be passed on to the SI/DI/RCL2 in charge.

#### **Student responsibility:**

The return and stowage of boats and equipment are an important part of an RYA training session and are some of the tasks students must complete as part of their instruction. Students are responsible for helping with the return of boats and gear to the place from which they were taken at the start of the session. Instructors should supervise this, being mindful of the specific hazards outlined in the appropriate risk assessments.

#### **Overall responsibility:**

The SI/DI/RCL2 in charge, assisted by all helpers, should ensure the GYC equipment and facilities are left in good order, and report any gear problems etc.

**Refer to Guidance for RYA training and GYC coaching sessions, appendix F and the SI session timeline and duties, appendix E.**

## APPENDIX A – SITE SPECIFIC RISK ASSESSMENT

| Hazard  | Who is at Risk  | Control of Risk  |
|---|---|--|
| Road Traffic in the vicinity when sailing Oppies on the Model Yacht Pond                                  | All participants especially younger ones of Oppie/Optimist age. | All groups to be supervised by instructors and parents when sailing on the Pond.<br>An adult or instructor to be stationed at the cross-over point from Pond to dinghy park. Move large yellow warning cans to narrow the gap and encourage cars to slow down. All participants are briefed on use in the Pond |
| Road Traffic in the vicinity when moving dinghies to the slipway.   | All participants  | An adult or instructor to be in the vicinity when dinghies are being taken along the road to the slipway<br>All participants are briefed prior to moving boats   |
| Swimming and jumping off slipway as boats are launched or recovered                                       | Swimmers from safety boat propellers                            | Swimming and jumping off slipway as boats are launched or recovered is forbidden   |
| Launching and recovery of dinghies particularly when there are strong winds and/or a swell on the slipway | Participants, instructors and slipway helpers                   | Participants must follow launching and recovery instructions<br>People must not stand between the boat and the wall. Instructors are to assist where required  |
| Head injuries caused by the boom when sailing or rigging.   | Participants and instructors                                    | Participants to be made aware of the danger verbally<br>Any injuries are to be recorded in the accident book held in the junior cupboard<br>Parents are to be informed of head injuries  |
| Capsize of boats and immersion in cold water  | All participants.   | Training given in capsize recovery.<br>Suitable clothing is checked by instructors prior to launching<br>Instructors check buoyancy aids are fitted correctly.<br>Instructors & safety crew are vigilant on the water.<br>The Operating Manual is followed by Instructors and sailors                          |
| Participants' dinghies carried out of sailing area by wind and tide.                                      | All participants  | Adequate and vigilant safety boats in the area.<br>Participants made aware of the sailing area boundaries.<br>Operating Manual is followed by safety crews   |

| <b>Hazard</b>   | <b>Who is at Risk</b>                                 | <b>Control of Risk</b>   |
|---|---|--|
| Risk of impeding the passage of large commercial vessels when leaving the harbour | All participants leaving and re-entering the harbour. | Obey the signal station red light.<br>Dinghies to cross the harbour entrance in groups under the control of a safety boat who will have been in contact with Port Control (channel 12)<br>Safety crews and sailors comply with the Operating Manual at all times |
| Injury to participants by propellers on safety boats.                             | Participants in the water                             | Instruction given to safety boat users.<br>Kill cords must be worn at all times.<br>Great care to be taken with outboards when in proximity to people in the water   |
| Entrapment when capsized  | Dinghy crews  | All safety boat crews will comply with the Operating Manual and will be aware of the risk and how to deal with it.   |
| Dinghies leaving and returning in the Harbour mouth                               | Dinghy crews  | Safety boats to get permission from Port Control (Channel 12) and to shepherd the dinghies in a group.<br>No junior dinghy to enter or leave the Harbour unsupervised.<br>Safety and sailors must comply with the Operating Manual                               |
| Launching RIBs / Recovering RIBs  | All users   | When moving ashore – manual handling in line with best practice<br>Traffic control<br>Control behind RIB<br>Control on slipway<br>Refuelling issues<br>Checking safety packs   |
| On water controls   | All participants                                      | Instructor briefing prior to launch<br>Sessions conducted in safe areas<br>Risk assessment conducted by SI<br>Suitable safety cover in place   |

**APPENDIX B – RISK ASSESSMENT FOR ALL SAILING TEACHING ACTIVITIES**

**To be carried out by the Senior Instructor prior to going afloat**

Consider those of the following that are applicable to the activity to be undertaken and the sailing area to be used e.g. The Pond / Havelet Bay / Belle Greve):

|  | <b>RISK TO BE ASSESSED</b>   | <b>COMMENTS</b>                                    | <b>OK to launch safely?</b> |
|--|--|--|-----------------------------|
| For further information or guidance you should consult the operations manual |  |  |                             |
|  | Wind Strength & Direction<br>current & forecasted  |  |                             |
|  | Sea State<br>current & forecasted  |  |                             |
|  | Visibility<br>current & forecasted. Is mist or fog forecast?   |  |                             |
|  | Tide Times<br>Wind over tide conditions in the Little Russel?  | HW<br>LW   |                             |
|  | Scheduled start & finish times.<br>tidal considerations etc  |  |                             |
|  | Number of sailing boats and different classes involved   | No of sailing boats<br>Classes                     |                             |
|  | The GYC's other (yacht) courses & intentions   |  |                             |
|  | The numbers and manning levels of safety boats and their suitability for the conditions                | No of safety boats<br>Manning level<br>Suitability |                             |
|  | The level of shore support<br>Including communication links & ability to summon assistance if required |  |                             |
|  | Are sailing boats suitable for conditions?   |  |                             |
|  | Does experience of sailors allow them to participate?  |  |                             |
|  | The sailing area to be used?   |  |                             |
|  | Do sailing conditions suggest moving sailing inshore?  |  |                             |
|  | Leaving & re-entering the Harbour safely in current/forecasted conditions?                             |  |                             |
|  | Launching & Recovery on the slipway in current/forecasted conditions?                                  |  |                             |

|  |   |  |  |
|--|---|--|--|
|  | Liaison and agreement, between Slipway launcher and safety team         |  |  |
|  | Briefing of safety boat personnel and others involved.                  |  |  |
|  | Additional safety cover organised if considered necessary re conditions |  |  |
|  | The advice of other experienced sailors/coaches                         |  |  |
|  | Further briefing of participants  |  |  |

**Overall risk considered to be -      *Low*                      *Medium*                      *High***

***I conclude that with the above precautions training / coaching is acceptable.***

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Role: \_\_\_\_\_

***If unacceptable risks remain – I confirm training/coaching is cancelled.***

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Role: \_\_\_\_\_

Once completed risk assessment to be filled in the risk assessment file, held in the junior cupboard.

## **APPENDIX C – GOOD PRACTICE GUIDE TO SAFE GUARDING OF CHILDREN**

This guide only covers the essential points of good practice when working with children and young or vulnerable people. You should also read the GYC's Safe guarding of Children Policy (1c) which is available for reference at all times and is included in this manual.

- Avoid spending any significant time working with children or vulnerable people in isolation.
- Do not take children alone in a car, however short the journey. If this is unavoidable, for example in an emergency, they should always sit in the back.
- Do not take children or vulnerable people to your home as part of the GYC's activity.
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge at the GYC or the child's parents.
- Design training programmes that are within the ability of the individual child.
- If a child is having difficulty with a wetsuit, dry suit or buoyancy aid; ask them to ask a friend to help if at all possible. If a child is upset and needs comforting, ask another child to provide the physical contact. Any contact made by an adult for this reason should be restricted to a gentle hand placed on the shoulder only.
- If you do have to help a child, make sure you are in full view of others, preferably another adult. Brief him or her prior to making any physical contact whatsoever, and give an opportunity to decline help.

### **You should never:**

- engage in rough, physical or sexually provocative games.
- allow or engage in inappropriate touching of any form.
- allow children to use inappropriate language unchallenged, or use such language yourself when with children or vulnerable people.
- make sexually suggestive comments to a child, even in fun.
- fail to respond to an allegation made by a child; always act.
- do things of a personal nature that children can do for themselves.

It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the child (where possible) and their parents/guardians. In an emergency situation which requires this type of help, parents should be fully informed. In such situations it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.

## APPENDIX D – MATRIX OF RESPONSIBILITY

|   | Explorer and Pirate pond                           | Pirate On sea | Buccaneer On sea               | Optimist Regatta Race Training                      | Optimist Main Race Training | Laser Race Training | Feva Race Training                     | Racing        | Coaching by JUNIOR on sea i.e. under 18               | Supervising by ADULT on sea   | Away day or similar | Free Sailing                               |
|---|--|---------------|--------------------------------|---|-----------------------------|---------------------|--|---------------|---|---|---------------------|--|
| S1 Qualification                        | ✓  | ✓             | ✓<br>may include new optimists | X<br>sailors must be able to sail triangular course | X                           | X                   | ✓ or DI/RL2 if ALL experienced sailors | X             | Approval of S1 required plus experienced adult afloat | Approval of S1 required plus 2 <sup>nd</sup> person over 16 in safety boat<br>Max 3 sailors all experienced | ✓                   | ✓ or DI/RL2 if sailors are ALL experienced |
| DI Qualification                        | ✓  | ✓             | X                              | X   | X                           | X                   | ✓                                      | X             | ✓   | X   | X                   | See above                                  |
| Racing Level 2 Qualification            | X  | X             | ✓                              | ✓   | ✓                           | ✓                   | ✓                                      | ✓             | X   | X   | X                   | See above                                  |
| Safety Boat Qualification               | X  | ✓             | ✓                              | ✓   | ✓                           | ✓                   | ✓                                      | ✓             | ✓   | ✓   | ✓                   | ✓  |
| * PB2 qualification                     | X  | ✓<br>All ribs | ✓<br>All ribs                  | ✓<br>All ribs                                       | ✓<br>All ribs               | ✓<br>All ribs       | ✓<br>All ribs                          | ✓<br>All ribs | ✓<br>All ribs   | ✓<br>All ribs   | ✓<br>All ribs       | ✓<br>All ribs                              |
| OOD                                     | X  | X             | X                              | X   | X                           | X                   | X                                      | ✓             | X   | X   | X                   | X  |
| Slipway person                          | Pontoon person                                     | ✓             | ✓                              | ✓   | ✓                           | Optional            | Optional                               | ✓             | ✓   | ✓   | ✓                   | ✓  |
| sign on/off or register of those afloat | ✓  | ✓             | ✓                              | ✓   | ✓                           | ✓                   | ✓                                      | ✓             | ✓   | ✓   | ✓                   | ✓  |
| Risk Assessment (RA)                    | ✓<br>if junior running session RA to be documented | ✓             | ✓                              | ✓   | ✓                           | ✓                   | ✓                                      | ✓             | ✓<br>if junior running session RA to be documented    | ✓   | ✓                   | ✓  |
| Rib/sailor guideline ratio              | X  | 1/6           | 1/6                            | 1/6   | 1/6                         | 1/6                 | 1/6                                    | 1/6           | 1/3   | MAX 3 SAILORS   | 1/6                 | 1/6  |
| Radio/rib safety pack                   | X  | ✓             | ✓                              | ✓   | ✓                           | ✓                   | ✓                                      | ✓             | ✓   | ✓   | ✓                   | ✓  |

\* under 18s must be accompanied by an adult

### RESPONSIBILITY MATRIX

v 2015

## APPENDIX E – SENIOR INSTRUCTOR SESSION TIMELINE AND DUTIES

### Version March 2015

|  |  |   |   |  |
|--|--|---|---|--|
| <b>Before session</b>  | Secretary sends SI:<br>Duty rota<br>Checks SI has Register; Risk Assessments; Stages Assessments file  | SI:<br>Check confirmed duty rota;<br>On day collects:<br>Register; Risk assessment file; Stages Assessments file.   |   |  |
| <b>On day<br/>15 minutes before start of session briefing</b>                              | SI checks and completes:<br>Risk assessment sheet – completion;<br>Register and Stage Assessment file ready. Check medical information on sailors and volunteers;<br>Check ratios – 6:1 boat/Sailor to DI with equivalent safety boats + SI RIB;<br><u>Key items for briefing – numbers, which DI / AI is teaching who; safety boats; leaders of s/boats and shore crew.</u>     |   |   |  |
| <b>Briefing at start of the session:<br/>All sailors and volunteers<br/>10 minutes max</b> | SI briefing to all sailors and volunteers to include:<br>Sailing taking place? (Risk Assessment)<br>General information: Groups and their respective DI / AI<br>Use SI briefing sheet for guidance<br>Confirm slipway briefing, launch and return times  | Ensure everyone signed in – adults and volunteers;<br><br>SI to brief each volunteer group<br><i>Sailors then go to rig their boats, and get changed</i>  |   |  |
| <b>Briefings to all volunteer groups<br/>In order L to R 5 minutes max each</b>            | <b>Instructors:</b><br>Names of sailors, and Stage (check assessment sheets);<br>Inform of medical needs;<br>Agree teaching focus (confirm at slipway briefing);<br>Confirm sailing area;<br>Confirm safety boat and crew;<br>Check all know Emergency Procedure;<br><i>Use briefing sheet.</i>  | <b>Safety Boat Leader and crews:</b><br>Confirm which safety boat for which sailing group, with respective Instructor;<br>Inform of medical needs – sailors and volunteers;<br>Use Operating Procedures and Radio Procedures;<br>Check all know Emergency Procedures. | <b>Shore Crew Leader and shore team:</b><br>Know respective roles;<br>Check Operating Procedures and Emergency Procedure;<br>Confirm slipway crew know their roles, sailing groups. | <b>Sailors:</b><br>Rig their boats.(encourage independence);<br>Get changed;<br>Take boats to the respective slipway           |
| <b>After briefing and before launch</b>  | <b>Instructors:</b><br>Collect specific resources;<br>Check all boats rigged correctly, when on slipway.   | <b>Safety Boat Leader and crews:</b><br>Collect boats;<br>Collect all equipment;<br>Check boat;<br>Boats into water with crew/s 5 mins before briefing time   | <b>Shore Crew Leader and shore crew:</b><br>Tally board;<br>Drinks <i>etc</i> organised;<br>Slipway crew to slipway 5 mins before briefing time                                     | <b>Sailors:</b><br>Boats rigged and ready;<br>Sailors clothed appropriately;<br>Boat checked by respective group<br>Instructor |
| <b>5 mins before slipway briefing</b>  | <b>SI</b> checks all dinghies have been rigged correctly, and checks teaching focus with each <b>Instructor</b> ;<br><b>SI</b> confirms with <b>Safety Boat Leader</b> that all safety boats are on the water and ready; radio checks completed;<br><b>SI</b> confirms <b>Shore Crew Leader</b> and crew ready, and know the order of launch. Any specific arrangements covered. |   |   |  |
| <b>Slipway briefing<br/>10 minutes max</b>   | <b>Instructors:</b><br>Quick briefing of key teaching points, safety <i>etc</i> .<br>Use briefing sheet for items to cover<br>Confirm ready to launch with SI  |   |   | <b>Sailors:</b><br>Attend slipway briefing;<br>Confirm understanding of sail area, safety <i>etc</i> ;                         |

## **APPENDIX F – GUIDANCE FOR RYA TRAINING AND GYC COACHING SESSIONS**

The following guidelines are designed to cover both RYA Training and GYC Coaching. Not all of the points will be relevant to each type of session. **The SI must be sure that the present weather conditions, sea conditions and those forecast are suitable for the level of expertise of the group. If there is any doubt then the group should not go afloat. Use the 'On the Day of Sailing Risk Assessment' sheets (see appendix B).**

**Senior Instructor – an overview of an SI's session timeline and duties can be found in appendix E**

**SI to brief the Instructors and helpers on the format and the objectives for the session.**

- How many safety boats are needed? Who will be in waders in the Model Yacht Pond?
- Who are the qualified drivers?
- Do the boats have sufficient fuel?
- What exercises will be appropriate for the group?
- Can any testing for logbooks be done?
- Are there any participants/volunteers with special needs or medical conditions (asthma etc)
- Have all sailors and helpers signed in (appendix P)

**Pre-session briefing by SI/DI/RCL2 in charge (Refer to the Briefing Plan format, appendixG)**

- Remember to welcome everyone.
- Ascertain the level of ability and confidence in the group and then modify the session accordingly.

The following points should be mentioned in the briefing (Note - HW, slipway, sailing area etc N/A for Model Yacht Pond):

- Time of H.W.
- Wind direction and strength
- Which slipway to be used
- Sailing area (see 'Sailing Areas' chartlet in this manual under appendix O).
- Activities or exercises to be undertaken
- Where to leave trolleys
- Is reefing necessary? (the question should be – when not to reef for training?)
- Signals to be used
- Reminders about:
  - Buoyancy aids, appropriate clothing
  - Keeping to sailing area
  - Valuables in the changing room
  - Not returning to the slipway early without permission.
  - What to do if assistance is required.

**Before leaving the slipway – checklist for SI:**

At least one safety boat **MUST** be in the water before the launching of dinghies commences.

(Also see use of club ribs and bombards appendix I and Safety Boat operating procedures in appendix J)

- Check radios
- Confirm awareness of any participant with special needs or medical problems;
- Clarify understanding of session activities by use of questions;
- Reminder of signals used afloat;
- Has every participant got a tally?
- Ensure dinghies have been fully checked for sea worthiness;
- Check that the launching is going as efficiently as possible;
- Check helpers are leaving trolleys tidily and in the correct place for the tidal movement.

## **Afloat**

- Keep a continuous count of heads and boats.
- Make sure there are no stragglers.
- Ensure the group is staying within the sailing area.
- Keep an eye open for sudden changes in weather such as increasing wind or sea mist.
- Keep an eye open for:
  - Those looking unhappy
  - Those returning to the slipway early.

*Water throwing, swimming, changing boats, intentional capsizing etc. should be discouraged unless they have been sanctioned beforehand as a 'winding down' activity at the end of a session.*

## **Going ashore (Slipway helpers – refer to appendix H):**

- Radio the slipway to ensure helpers are ready.
- Participants should be reminded to "sign off" on the slipway.
- If there is a large swell on the slipway ensure that young sailors do not get trapped between the wall and the boat.
- No-one should be swimming or jumping from the slipway during the recovery of dinghies or safety boats.
- Make sure that the safety boat gear is put away in the stores.
- Any broken or missing gear, dinghies or safety boats, should be reported to the SI
- Ensure that everyone returns to the slipway. A safety boat MUST stay on the water until all dinghies are on the slipway.
- Arrange de-briefing session for as soon after coming ashore as possible.

## **GUIDELINES FOR RUNNING AND SUPERVISING JUNIOR RACING**

The aim of the Junior Race committee is to run safe and imaginative races suitable for the level of expertise of the participants. Much of the information in this section mirrors that required for running RYA Training and GYC Coaching sessions.

### **Safety cover**

The amount of safety cover required will be the responsibility of the OOD (Officer of the Day) and will depend on:

- The sailing area
- The number of participants
- Their level of competence
- The anticipated weather conditions.

The very minimum safety cover should be the OOD boat and one other inflatable. A typical race will require an OOD boat and two or three inflatable's.

It is the responsibility of the OOD in consultation with the safety officer to decide whether they feel the session should run and the cover available is adequate for the conditions expected on the day. If it is inadequate they should cancel the race or cut down on the number of participants. The 'On the Day of Sailing Risk Assessment' sheets (see appendix B) should be used as a guide if there is any doubt about whether the race should be held.

## **Safety Boat Procedures for Junior Racing. (Crews must also read appendix J – Safety Boat Operating Procedures)**

This section covers racing specific information only. appendix J provides further essential information for safety boat crews and must be read in conjunction with this.

N.B. If you are unable to do your duty it is your responsibility to find a suitably qualified substitute. Only in an emergency should the rota organiser be asked to find a substitute.

- The advertised time of a race is usually the start time.
- There is usually a briefing for participants about three-quarters of an hour before this.
- Safety boat crews should be ready by the time of the briefing at the latest.
- Make sure that you don't have to come in before the end of a race due to a prior engagement; this will leave a boat under-manned.
- Each boat should have only two people in it (no spectators) in case it is necessary to rescue several sailors at once.
- In addition the racing marks, their ground tackle and flag poles will need to be taken out by the safety boats.

### Mark Laying

If you are the mark laying boat then follow the committee boat out to the course and liaise with the OOD about the position of the marks. Other safety boats should be accompanying the fleet to the race area.

If laying marks it is worth studying the 'Sailing Areas' chartlet in this manual. You will notice that there is a deep gully (or dourt) of depth 30 metres or deeper running NNE–SSW just outside Havelet and Belle Greve Bay. It is difficult (even with two lengths of rope) and a heavier anchor to get a mark to 'stick' in this gully. The chartlet also shows that a few hundred metres further east the depth decreases dramatically (the 'bank') and if an offshore mark is required it is worth considering this area.

- Before dropping a mark check with the OOD that you are in the right position and when it is laid check that it is not drifting (by using a transit).
- Before lifting a mark at the end of a race get permission from the OOD.
- Once your marks have been laid go to your allocated area to provide safety cover for the pre-start and race period.
- If you have to leave this station for any reason inform the safety officer or OOD.

### Helping competitors

The racing rules do not allow competitors to receive outside assistance unless they retire from the race. This means that after the start of a race you cannot tell a competitor which way to go or help him to right his boat unless he retires. This rule is relaxed in the case of novice racers who can be 'encouraged' Find out from the OOD which participants these are.

### Retiring Competitors

- If a competitor retires then the OOD should be informed.
- Do not allow a retired competitor to sail back unescorted to the slipway unless you know that it is the policy for that race.
- Likewise if you tow a boat back to the slipway you should inform the OOD.

## **Guidance for the OOD**

- Check on whereabouts of OOD box and VHF radios.
- Does the GYC RIB need to be launched from the marina (the previous day)?
- Obtain a local weather forecast.
- In consultation with other supervisors decide on the sailing area, whether it is suitable for all sailors and the courses for the various classes.
- In conjunction with the safety officer check that there is enough safety cover for:
  - The area being used
  - The prevailing and expected weather conditions
  - The number and experience of the participants.
- If fog is a possibility brief rescue crews and competitors on the procedure to be followed.
- If there is any doubt the race must be cancelled or the number of sailors limited by experience. You may wish to use the 'on the day' risk assessment sheets to help inform your decision.
- **The decision of the OOD is final.**
- Arrange for a sign-on sheet to be available and ask one of the OOD boat crew to check that it is completed.
- **It is essential to have an accurate list of those afloat.**
- Brief the competitors giving special attention to the less experienced.
- Tell them about the tide and trolleys.
- In conjunction with the safety officer check that all safety personnel are present and that they know whether they are mark-laying etc.
- If the racing is in Belle Greve bay then nominate a safety boat crew to call Port Control and to supervise the dinghies whilst leaving and returning from the harbour.
- Check that everyone in safety boats and sailing dinghies is wearing a buoyancy aid or life-jacket.

### **Once the racing is under way check:**

- All parts of the course are covered by the safety boats.
- Marks are not drifting.
- Capsizes are attended and do frequent checks of boat numbers.

### **At the end of racing ensure:**

- All boats and their occupants are ashore and accounted for – the responsibility for this is ultimately yours.
- Make sure that the person working out the results has got the results sheet.
- Deal firmly, fairly and sympathetically with any protests. It may not always be necessary to hold a protest meeting for minor incidents. Remember that many of the participants are still new to protesting and they will need guidance.
- Collect OOD box and VHF radios for safe-keeping.

## **Emergencies – See Emergency Action Plan – appendix L**

## APPENDIX G – BRIEFING PLAN

DATE:

SESSION LENGTH:

NO. OF STUDENTS:

RYA LEVEL:

DINGHIES TO BE USED:

NO. OF SAFETY BOATS:

THE SESSION FOCUS IS:

Instructor and student briefing to always include the following:

- ❖ Weather Forecast:
- ❖ High tide time, and height:
- ❖ Sailing area:
- ❖ Key Teaching Points (We Are Learning To [WALT]) – no more than 3 is best!:
- ❖ Success Criteria (What I’m Looking For [WILF]) – no more than 3 is best!:
- ❖ Signals, communication (safety):
- ❖ End of session debrief – what to cover (WALT, WILF, next steps):

Evaluation of session:

## **APPENDIX H - GUIDANCE FOR THOSE ON SLIPWAY DUTY**

The aim is to get all the boats launched as safely and efficiently as possible, the trolleys are stored on their sides so they are not blocking the slipway and will be correctly placed for the tides.

**Warning: you will get wet at least up to your thighs and in rough weather completely soaked!**

There are several pairs of waders of differing sizes for your use in the store cupboard at the top of the slipway.

In rough weather you will need a waterproof top.

You will be wearing a buoyancy aid or manual inflated life-jacket.

You will have a VHF radio on Channel P4 (Refer to section in this manual on the use of VHF radios) so that the safety boats and SI can converse with you.

The safety team will inform you of dinghies coming in early or when the bulk of the dinghies are coming in.

You will need to have trolleys ready for the returning dinghies, and ensure they are brought onto the slipway safely and efficiently.

In rough conditions only one dinghy at a time should approach the slipway.

Helpers should be a receiving party for each dinghy:

- The mainsheet should be unclipped from the boom as soon as possible
- Remove dagger board and rudder / tiller
- Put dinghy on launching trolley and, with the sailor, help pull out of the water until it is clear

You should inform the SI if the slipway is looking too rough for retrieval and discuss other options such as:

- Returning to the harbour slipway (in which case you will probably have to take all the trolleys round to the other slipway!)
- Bringing the participants in by safety boat, and towing in the dinghies

Once all the dinghies are ashore, assist with recovering safety boats and stowing away all gear.

When the slipway is clear, assist with de-rigging dinghies and returning all equipment to its correct place.

### **Warnings:**

- In rough weather, particularly when there is a southerly or easterly wind and at high tide, the water on the slipway can be rough with a large surge which can knock people off their feet or crush them between dinghies and the wall. Keep an eye on this and get young sailors out of the water as soon as possible.
- Be aware that the slipway can be slippery, and care should be exercised.

## **APPENDIX I – USE OF CLUB RIBS AND BOMBARDS ("Powerboats") IN SUPPORT OF ANY JUNIOR SAILORS (UNDER 18 YEARS)**

Every time a powerboat is taken out on the water a risk assessment form must be completed out and posted through the letter box on the GYC office door prior to launch.

Please ensure that club ribs/bombards are returned to where you found them or otherwise as instructed.

Any breakages/issues should be reported to GYC@cwgsy.net.

**If supporting sailors in organised GYC activities under a Senior Instructor** – two persons to be in the powerboat. A helm and a crew. The helm must hold an RYA PB2 or RYA Safety Boat qualification and the crew must be competent to assist sailors in the water. The crew can be an adult or Junior minimum of 14 years old, however if the helm is under 18 years old, the crew must be over 18 years old.

**Private Tuition** – two persons to be in the Powerboat. A helm and a crew. The helm must be a GYC member and hold an RYA PB2 or RYA Safety Boat qualification and the crew must be competent to assist sailors in the water. If no other organised sailing activities are being run under a Senior Instructor at the same time, then the helm or crew must be a Senior Instructor or Racing Level 2 coach. The helm must first ask permission and discuss their plans with the Chief Instructor, Rear Commodore Junior Sail or the Principal. Permission will be given based on the experience of the sailors under instruction and the weather forecast.

An over 18 year old helm with RYA PB2 or RYA Safety Boat and a Senior Instructor or Racing Level 2 coach qualification may be able to use a Powerboat without a crew. The helm MUST first ask permission and discuss their plans with the Commodore, Rear Commodore Sail or Junior Sail or the Principal. Permission will be given based on the experience of the sailors under instruction, the competence and experience of the Powerboat helm and the weather forecast.

**Leisure sailing** – A powerboat is able to be used to support leisure sailing. Two persons to be in the powerboat, a helm and a crew. The helm must be a GYC member and have an RYA PB2 or RYA Safety Boat qualification and the crew must be competent to assist sailors in the water. The helm MUST first ask permission and discuss their plans with the Chief Instructor, Rear Commodore Junior Sail or the Principal. Permission will be given based on the experience of the sailors under instruction, the competence and experience of the Powerboat helm and the weather forecast.

**RYA Rib Challenge training** – A helm, without RYA PB2, is permitted to drive a rib for this one off event training in a pre-defined area on a 1:1 basis with a trainer holding an RYA Safety Boat qualification ALSO approved by the Rear Commodore Junior Sail or the RYA Principal. This is only on the basis that the trainer has a secondary kill cord attached.

**RYA Powerboat Training** eg RYA PB2 and RYA Safety Boat - A helm, without RYA PB2, is permitted to drive a Powerboat for the duration of a training course with a trainer holding an RYA Power Boat qualification.

**Other activities eg refuelling, laying marks** – a helm with RYA PB2 can operate without a crew. If under 18 (minimum 14) with no crew, the helm must receive approval from the SI or RYA Powerboat Instructor overseeing the events on that day. Approval will be given on a case by case basis depending on the helms experience and the weather conditions.

## APPENDIX J – SAFETY BOAT OPERATING PROCEDURES

***The person in charge of a safety boat must be thoroughly familiar with its operation and hold at least a Power Boat Level 2 certificate and be familiar with the tiller controls of the Bombard.***

Only qualified powerboat drivers with RYA PB2 minimum are permitted to drive and refuel the fuel tanks.

***For normal operations there should be two people in the boat. Where a PB2 driver is under the age of 18 they are to be accompanied by an adult.***

**One person in the boat should dress so that they can enter the water in an emergency.**

The speed limit in any bay is 6 knots and should be adhered to at all times unless there is an emergency.

### **Before Launching**

1. Ensure that you are fully briefed on your role by the SI or your DI. Check that you know the sailing area for each group. Know which group you are covering, and the task you are doing.
2. Ensure that you know & understand the Emergency Procedure (appendix L). A copy should be attached to the outside of each of the safety packs.
3. Ensure you are wearing a lifejacket or buoyancy aid, that you are carrying a knife and that you are dressed for the conditions (ideally take some spare clothing, suncream and drinks with you).
4. Collect & check radio works. Check channel to be used. No unnecessary radio chatter. Safety boat driver to use the radio as detailed in **appendixK - Use of VHF radio**
5. Ensure boat is seaworthy & equipped with full kit
  - Red tow-rope
  - Fuel (check the level and that you have the right can for your boat)
  - Safety pack with knife and kill cord attached
  - Anchor and line for the boat
  - Bailer
  - Oars
  - Fender
  - VHF Radio

*(There is a safety pack, anchor & line permanently stored on Ribcraft)*

6. Safety boat not seaworthy or missing item/s? Report to SI.
7. Visually check the engine.
8. After launching and starting the engine, check that exhaust cooling water is being ejected from the engine. Ensure that there is no-one in the water near the engine when the engine is running.
9. Check that the engine stops when the kill cord is removed from the engine cut-off switch.
10. Ensure that the trolley is stowed neatly.

THE DRIVER IS TO WEAR A KILLCORD FITTED TO THE ENGINE'S CUT-OUT SWITCH AT ALL TIMES

**Dinghies may launch only when there is one safety boat (minimum) on the water, and are told they can do so by the SI/DI/RCL2 or OOD in charge.**

## **Operations from/to the Lifeboat (Harbour) Slipway**

Good communication with the Harbour Authorities using Ch12 on the VHF radios is imperative when the dinghies are being launched from the Lifeboat (Harbour) slipway. Ideally, Port Control should be informed prior to launch and, during the launching process, the dinghies should be corralled in Cow Bay (in the vicinity of the Local Layby pontoon) to avoid them interfering with other harbour users, notably commercial traffic.

Prior to departing through the pierheads the nominated safety boat (nominated by the SI during the pre-briefing) must call Port Control on Ch12 to inform them of the intention to leave the harbour and to confirm that the dinghies will not be interfering with the passage of commercial traffic. At the end of the session, and prior to permitting the dinghies to re-enter the harbour a similar call must be made to Port Control

## **On the water**

Stay within your sailing area unless instructed to do otherwise by the SI, your DI or the OOD. When escorting the dinghies to and from the sailing area, position yourself where you can best see all the dinghies for which you are responsible whilst ensuring that they remain well clear of hazards.

1. Safety of students & yourself first.
2. Observe & communicate.
3. Be aware of dangers and hazards eg fishing lines, underwater rocks, buoys, etc.
4. Maneuver your boat by the RYA method at all times.
5. Drive safely & carefully. Keep your speed to the minimum required for your situation.
6. Students in training may not yet know rules of the road, so be aware in how you drive.
7. When swapping helm/crew, stop the engine if feasible, otherwise ensure the engine is in neutral during the change.
8. No students in safety boats unless effecting rescue, transporting students to boat/shore or have the prior permission of the SI or OOD. Passengers must be briefed:
  - On the particular hazards applicable to that boat.
  - On the importance of keeping their hands inside the vessel when coming alongside the slipway and other boats, especially in windy weather and choppy conditions.
  - Not to dangle their legs over the side of a powerboat underway.
9. Landings at the shore to be controlled at all times.
10. Return to shore as soon as directed to do so or at the specified time. Do so when safe.

**All the dinghies must be ashore before the last safety boat leaves the water.**

## **Capsizes**

Inform the SI/your DI/the OOD that you are dealing with a capsize.

1. Attend all capsizes as quickly as possible—count heads and keep the safety boat's engine away from anyone in the water as you maneuver towards the casualty. If at all possible the engine should be stopped when in an area where there are people in the water.
2. In case of multiple capsize, safety boat crews should assess the situation and attend in priority order.
3. If an inversion seems to be occurring, apply weight to the centreboard to prevent this.
4. If you are approaching an inverted boat and all of the crew are not accounted for, then the immediate priority is to return the boat from the inverted to a straightforward capsize position as quickly as possible (which may involve the safety boat crew adding their weight to the centreboard).
5. **In the case of a capsize entrapment**
  - If you suspect that someone is trapped inside the hull **RIGHT THE BOAT**. In extreme cases it might be necessary to enter the water.

- If needed cut any rigging etc that may be entangled around the casualty, and follow the **Emergency Action Plan (EAP, appendix L)**
- If, in any doubt, radio for help, either from another safety boat or from the shore.

#### **Return to shore / recovery**

1. Return to shore when directed to do so. One safety boat will remain on the water until all dinghies have been recovered on the slipway.
2. Only approach shore when the slipway is sufficiently clear to ensure a safe approach.
3. Ensure you have sufficient helpers to get the boat up the slipway. No students behind the boat on the slipway. Care – it can be slippery!
4. Clean the boat, check boat for seaworthiness.
5. Report any repairs required to SI. Effect repairs if possible.
6. Put all equipment away in correct place.
7. Check petrol level & inform SI if refilling is necessary.
8. Boat returned to space.
9. Attend SI & instructors debrief.
10. Report any safety incidents not covered in SI debrief.
11. Check all areas are clean & tidied.

**See also Emergency Action Plan – appendix L**

## APPENDIX K – USE OF THE VHF RADIO

### 1. Sign out sheet

All of the GYC radios are numbered. Ensure that you sign in and out the radio allocated to you. Sign out sheets are below.

### 2. Set-up

- Select Channel P4 (Junior events tend to use P4 (M2) so that we do not clash with the Castle start for yacht races which uses Channel 37, also known as M1)
- Make sure the volume is turned up.
- In most cases the 1 Watt or 'low' transmitting power will be sufficient and will save on battery power.
- Select dual watch (radio listens to selected channel – usually P4 – as well as Ch16 – the distress/urgency and calling channel). Alternatively, use the TAG facility and TAG useful channels (eg Ch37/M1, ChP4/M2, Ch12, Ch16) to scan through them all.

### 2. Voice Procedure

- Remember that the order is the **Station you are calling first followed by your Identification.**
- When you press the transmit button wait a second or two before speaking otherwise the first few words of your call are missed.
- Hold the set a few inches away from your mouth.
  - (i) At the end of your message say "*OVER*" to invite a reply.
  - (ii) To finish a conversation say "*OUT*"
  - (iii) Remember that anyone listening on channel P4 can hear your conversation
  - (iv) Chit-chat, swearing and other unnecessary talk is forbidden by the licensing authority.
  - (v) If you wish to call the Harbour Signal Station for permission for the fleet to leave or regain the Harbour:
    - Select Channel 12. (If there is a keylock displayed then it will need to be turned off in order to change channels). The voice procedure is:  
"*PORT CONTROL, (THIS IS) GUERNSEY YACHT CLUB*"
    - They will reply:  
"*GUERNSEY YACHT CLUB, PORT CONTROL*"
    - You reply:  
"*PORT CONTROL, GUERNSEY YACHT CLUB* and then give your message

Remember to go back to channel P4 (M2) at the end of the conversation.

Radio sign in and out sheet    DATE \_\_\_\_\_

| <b>Radio no</b> | <b>Name</b> | <b>Sign out</b> | <b>Sign back</b> |
|-----------------|-------------|-----------------|------------------|
| <b>1</b>        |             |                 |                  |
| <b>2</b>        |             |                 |                  |
| <b>3</b>        |             |                 |                  |
| <b>4</b>        |             |                 |                  |
| <b>5</b>        |             |                 |                  |
| <b>6</b>        |             |                 |                  |

## **APPENDIXL -EMERGENCY ACTION PLAN**

***To be read and understood by all those who take groups afloat for RYA training or coaching purposes.***

**For all incidents on the water** alert the safety boat crew.

### **For an accident on the water:**

1. Safety Boat crew effect immediate First Aid.
2. Safety Boat driver to use the radio to inform shore helpers and SI.
3. Safety boats to oversee/effect return of patient to slipway, and the safety of the other dinghies on the sea.
4. When the patient is ashore, care of the patient is to be delegated to the shore-crew member so that the safety boat can return to look after the dinghy fleet.
  - Two first aid boxes are available in the GYC; one in the disabled persons toilet and the other by the GYC cupboard. The box by the GYC cupboard and contains a Venaid (to assist with resuscitation) and an emergency space blanket. The safety boat safety packs also contain Venaids, survival blankets and a variety of first aid equipment.
  - If you feel that the situation requires immediate or further assistance call Guernsey Coastguard on Ch20 or Ch16.
5. Shore-crew member to call 999 and give location, service required, type of injury, gender & age of casualty. If calling from the water agree a slipway meeting point with the emergency service.
6. Delegate volunteer to go with patient to hospital.
7. SI to inform parents.
8. SI to inform the Principal immediately, and after the event, in writing.
9. SI to inform GYC Rear Commodore Junior Sailing immediately, and after the event, in writing.
10. SI to complete accident book which is held in the junior cupboard.
11. GYC Rear Commodore Junior Sailing to follow up patient's progress.

**Do not talk to the media or allow other participants to do so.**

### **If an emergency arises on the water (eg sudden weather change):**

1. Safety Boat driver to use the radio to inform shore and SI.
2. If the SI feels incident warrants further action:
3. **Emergency signal is 6 long blasts on a whistle and should be used to alert all sailors**
4. Sailors should either group near safety boats or, if in close proximity and safe to do so, return to slipway.
5. Safety boat crews to engender calm amongst sailors to ensure safe return to shore without capsize.
6. SI or safety boat leader to radio to onshore helpers to be ready.

All boats must return to shore, all helpers & students to GYC Club room. Check tally board to see that all sailors have returned and are accounted for.

## **APPENDIX M – SAFETY PACK CONTENTS LIST**

First Aid Kit:      2x wound dressings (large)  
                         2x wound dressings (medium)  
                         2x triangular bandages  
                         Latex gloves  
                         Tape  
                         Venaid  
                         Assorted plasters

Survival bag  
Smoke flares (2)  
Spare killcord  
Emergency Action Plan Checklist  
Chart of sailing areas

### **BREAK PACK SEAL ONLY IF CONTENTS ARE REQUIRED**

Inform SI after session if pack is opened

## APPENDIX N - COURSE CONSENT & MEDICAL FORM

(example, subject to change. Latest version on GYC junior pages of the GYC website.) File holding all registration and medical documentation, once registration complete, will be held in the GYC junior cupboard.

### Registration Form Junior Sailing YYYY

- 1) Please complete and send this registration form to Nikki Tanguy, Ma Petite, Les Ruettes, St Andrews, Guernsey GY6 8UQ. File of all
- 2) Please pay on-line at [www.gyc.org.gg](http://www.gyc.org.gg) junior section, payment of fees at the bottom of the main screen or alternately by cheque payable to Guernsey Yacht Club and send to Nikki Tanguy, Ma Petite, Les Ruettes, St Andrews, Guernsey GY6 8UQ or drop into the letterbox at the club.

#### SAILOR DETAILS:

|                           |   |
|---------------------------|---|
| Sailor Name:              |   |
| Home Address:             |   |
| Date of birth:            |   |
| Family Email address      |   |
| Sailor Email address      |   |
| Boat Type – <b>OWN</b>    | <b>Delete as appropriate</b><br>Optimist    Laser 4.7    Laser RadialFeva                       |
| Boat Type - <b>RENTAL</b> | <b>Delete as appropriate – Rental boats only</b><br>Buccaneer (previous Oppie)    Laser    Feva |
| Sail number               |   |
| Boat name (if any)        |   |

#### EMERGENCY CONTACTS:

Parent/Guardian

|                |  |
|----------------|--|
| Name:          |  |
| Relationship:  |  |
| Home Number    |  |
| Mobile Number: |  |

Parent/Guardian

|                |  |
|----------------|--|
| Name:          |  |
| Relationship:  |  |
| Home Number    |  |
| Mobile Number: |  |



**Parent/Guardian declaration:** Under law this sailor is my dependant. I am responsible for my dependent, for his/her behaviour and adherence to the Club rules. I agree

I acknowledge that there is an element of risk in this sport and that all sailors participate at their own risk. My dependant can swim 25 m in open waters and is competent and fit and healthy to take part in the GYC activities. I agree

I give permission to administer any relevant treatment or medication to the above-named participant when or if necessary. Yes

In an emergency situation I authorise the organisers to take my son/daughter to hospital and give my full permission for any treatment required to be carried out in accordance with the hospital's diagnosis. I understand that I shall be notified, as soon as possible, of the hospital visit and any treatment given by the hospital. I agree

I am the owner/person in charge of the above boat and I confirm that third party liability of at least £2,000,000 full risk insurance cover is held(except boat type rental as listed above). Yes

My son's/daughter's image may be used by the Guernsey Yacht Club and other local media, and that I am aware that my son/daughter may be video recorded whilst sailing. I agree

I understand that Emails will be sent as open Emails to all parents and sailors. I give permission for these details to be held in electronic form. I agree

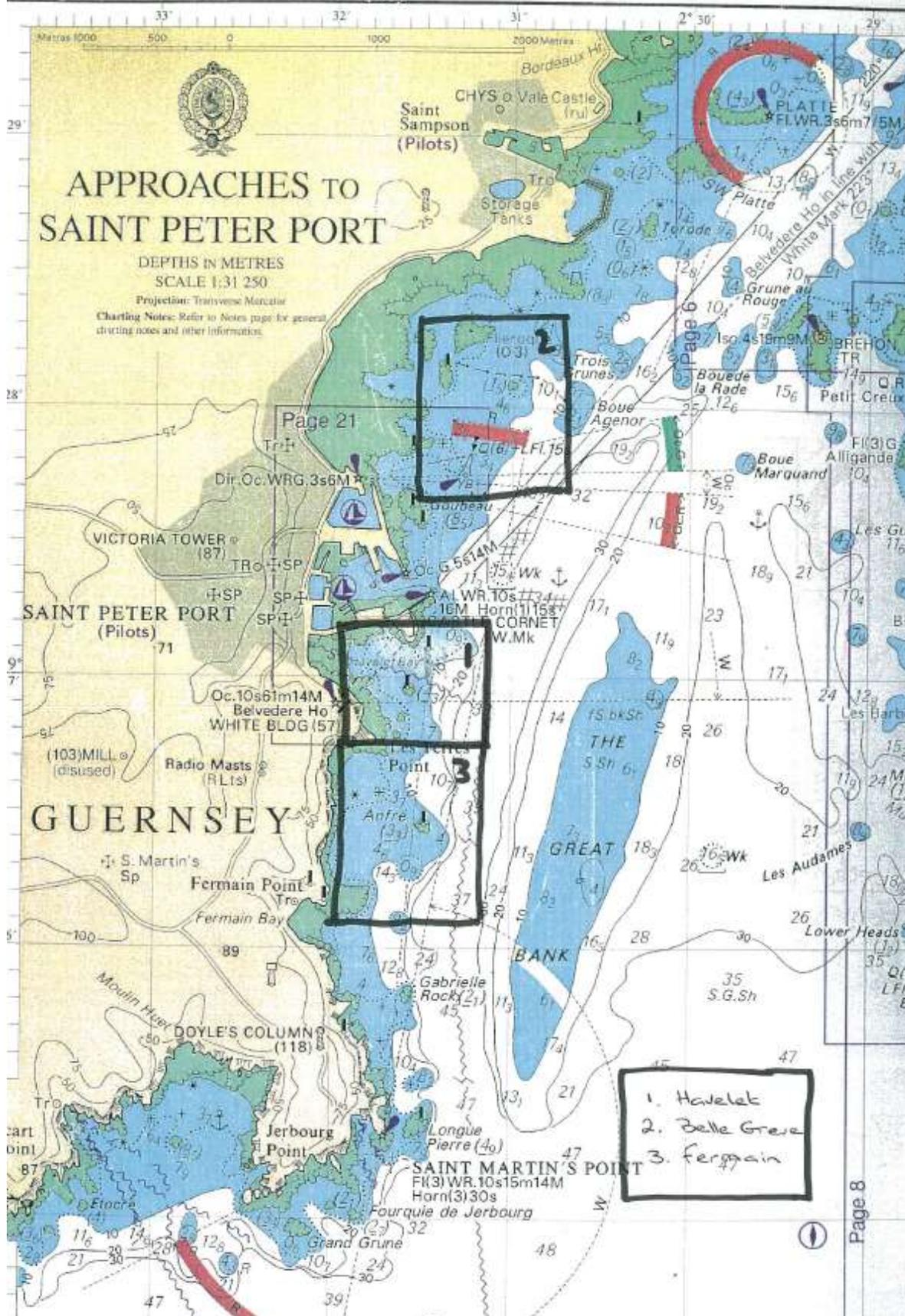
I have read the "guidance for parents and guidance for helpers" documents on the GYC junior website. Yes

The information contained in this form will be available to other parents and helpers to ensure child safety. Please let us know if you do not wish this information to be shared.

Signed parent /guardian \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

# APPENDIX O – NORMAL SAILING AREAS





**APPENDIX Q – INSTRUCTOR / HELPER DECLARATION**

**It is important that the instructions and advice in the Operations Manual are adhered to for the protection of our young sailors, theGYC and yourself.**

I have read, understand and will comply with the GYC Operating Manual, 2015 Edition V2.

NAME: SIGNATURE

DATE:

**Please return to the Principal together with copies of any relevant qualifications paperwork.**