



GUERNSEY YACHT CLUB

FOUNDED 1890

Junior Section

GUIDANCE FOR THOSE HELPING WITH JUNIOR SAILING

The aim of the GYC junior section is to run safe and imaginative training and racing suitable for the level of expertise of the participants.

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.

It is the clear 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 session or cut down on the number of participants. The 'on the day' risk assessment sheets included in this manual should be used as a guide if there is any doubt about whether the session should be held.

It is the responsibility of the Senior Instructor present when training or the OOD or Safety Officer when racing to ensure that there are adequate safety boats for the number of dinghies afloat, the age and experience of the sailors and for the prevailing and forecast weather conditions. They must also ensure that the safety boats are used in a safe and responsible manner and by suitably qualified persons at all times. Whenever Juniors (under 18 years old) are racing there must be at least two safety boats afloat. One of these can be the Committee Boat.

Guidance for those in safety boats – remember that power boats are lethal machines in the wrong hands.

[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.]

Persons in charge

- 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.
- For normal operations there should be two people in the boat and it is preferable that one of these is an adult.
- If the boat breaks down or is unserviceable please make sure that the OOD and Rear Commodore Junior Sailing are told and the boat not just put away for the next person to sort out.

Points of note

- In the case of racing the advertised time of a race is usually the start time. In the case of training the advertised time is the rigged and ready time.



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- There is usually a briefing for participants about three-quarters of an hour before any racing.
- 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 session due to a prior engagement; this will leave a boat under-manned.
- Make sure you have suitable clothing for the prevailing conditions and are able to enter the water in an emergency to assist a crew in distress
- **A life-jacket or buoyancy aid is mandatory when afloat and is not automatically provided.**
- Check which boat you are in and who you are with.
- Each boat should have only two people in it (no spectators) in case it is necessary to rescue several sailors at once.
- One of the crew should be prepared to get into the water to help a sailor if required.
- Help get the safety boat kitted out and to the slipway.
- Make sure that there is a V.H.F. radio for your boat – these are available from the OOD or clubroom before going afloat.
- Ensure that you are familiar with proper voice procedures (see the section in this manual on using V.H.F. radios)
- Find out which slipway is being used to launch
- Equip the boat with the necessary equipment:
 - Red tow-rope
 - Fuel tank (check that there is adequate fuel in the tank)
 - Kill-cord
 - Anchor and line for the boat, bailer.
 - Paddle (s)
 - Safety pack – to include
 - Flares
 - First Aid kit
 - Foil blanket
 - Tool kit (including spare starting cord)
- In addition the racing marks, their ground tackle and flag poles will need to be taken out by the safety boats.
- Check that there is enough fuel in the fuel tank for the day's activities.
- **Safety boats should be launched and the engines started before the dinghies go afloat.**
- **At no time must the boat be driven without the kill cord being attached to the driver's leg and to the kill switch.**
- When approaching people in the water, be very careful that the propeller is nowhere near their body. Switch off the engine if there is any doubt.
- Make sure the propeller cannot run over the sail of a capsized dinghy.
- The speed limit in any bay is 6 knots and should be adhered to at all times unless there is an emergency.
- Check that the trolley is left high enough up the slipway if the tide is rising.

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 sailing area.



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If **Belle Greve Bay** is being used it should be established who is calling up Port Control to obtain clearance to leave the harbour.

In the case of launching from the Lifeboat (harbour) slipway then Port Control (Channel 12) needs to be informed that there will be a group leaving through the pier-heads and give them the number of dinghies in the group.

On re-entering the harbour they need to be called up again. The reason for this is to see if there are any commercial shipping movements through the harbour entrance.

The safety boats should position themselves at the back and the front of each fleet. A position just outside the harbour is useful for one boat to be able to see into the harbour and into Belle Greve

If laying marks it is worth studying the 'Sailing Areas' chartlet in the operations manual. You will notice that there is a deep gully (or douit) 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 racing has commenced find out which part of the course you are covering.
- If you have to leave this station for any reason inform the safety officer or OOD.
- Check that any racing marks are not drifting.

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.

Capsizes.

Any capsize is potentially dangerous and deserves your full attention.

- Even if a head is visible it is possible that the sailor is entrapped (see below) or dazed or too tired to right the boat.
- Remember that the outboard engine **should be switched off** when manoeuvring near to a person in the water unless there are over-riding circumstances.
- 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.



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- Likewise if you tow a boat back to the slipway you should inform the OOD.
- If a rescue boat breaks down or has a problem then this should be reported so that it can be dealt with before the next time it is required.

In the case of an capsized 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)
- If, in any doubt, radio for help, either from another safety boat or from the shore.

Guidance for those on slipway duty

The aim is to get all the boats launched as safely and as quickly as possible, the trolleys are stowed on their sides so they are not blocking the slipway and will not get submerged as the tide comes in (so it is necessary to know what the tide is doing for the duration of the session).

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. These will be in the storage cupboard.

In rough weather you will need a waterproof top and should seriously consider wearing a buoyancy aid or manual inflated life-jacket in case you slip

You will have a VHF radio on Channel 37 or Channel P4 (Refer to section in this manual on the use of VHF radios) so that the rescue boats and OOD can communicate with you and vice-versa.

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

Conversely you could inform the OOD 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!).

Warning:

- 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.
- In rough conditions only one dinghy at a time should approach the slipway:
 - There should be a receiving party of adults and more experienced sailors.



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- It is worth considering the ploy of getting the dinghy alongside the slipway, shipping rudder and daggerboard, getting the sailor out and then lifting the dinghy over the side of the slipway onto its trolley.
- The mainsheet should be unclipped from the boom as soon as possible.
- At the end of retrieval just check that there are none of our trolleys still left against the wall as this could indicate a sailor still on the water.
- Sailors are encouraged to paint/mark their sail number on their trolley so that you can identify it easily as they come in.
- A tally board system is used, and when not possible a sign in and off sheet so we can make sure that all sailors are safely ashore before releasing the safety boats. All sailors have an allocated number for the tally board. Any sailor without a number should be given one of the higher band numbers which are likely to be unallocated and Nikki Tanguy informed so that a new number can be allocated. Sign in and off sheets are kept on the side of the cupboard in the junior club room.

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 session must be cancelled or the number of sailors limited by experience. You **MUST** use the 'on the day' risk assessment sheets to help inform your decision. These sheets can be found on the side of the cupboard in the Junior club room.
- **The decision of the OOD is final.**
- Arrange for a sign-on sheet or the tally board to be available and ask one of the OOD boat crew to check that what is in operation and that the slipway person knows how to use the system.
- **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.



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- If the racing is in Belle Greve bay then establish that someone is calling up Port Control and supervising the dinghies whilst leaving and returning 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.

By definition these are always difficult to prepare for, as they tend to be the unexpected. Here are a few of the possible ones:

Fog.

Fog can be a problem in the summer when visibility can drop below a couple of hundred metres.

- If fog looks likely brief safety crews and participants **before** going afloat if possible and consider stopping the activity
- No sailor should make for the shore, they should sail to the nearest safety boat.
- If there is no safety boat visible they should stop with sails flapping.
- Safety boats must report to the OOD the participants they have with them and consider towing them to the shore.

It is the OOD's responsibility to make sure that everyone is accounted for.

Line squalls or sudden increase in wind speed. Rescue people and get them into the safety boats.

- If possible secure any capsized dinghy to a mark or bobber and inform the OOD what you have done.
- Tag any boats as abandoned (length of tape) so that no-one else is looking for the occupants. If the situation seems to be getting out of control the OOD **MUST** call Guernsey Coastguard on channel 20 requesting the help of any boat in the vicinity.



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The job of the OOD is to co-ordinate the situation and to make sure everyone is accounted for.

USING THE V.H.F. RADIO

1. SET-UP.

- Select Channel 37 (sometimes called M or M1) or P4 (M2)
- Junior events tend to use P4 so that we do not clash with the Castle start for yacht races which uses channel 37.
- 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.

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.

For example, if you are in an Bombard inflatable acting as safety cover and you wish to call up the OOD (start boat) You say:

"JUNIOR RACE CONTROL" (This can be repeated.) THIS IS JUNIOR BOMBARD RESCUE (ONE or TWO). OVER"

They should reply:

"JUNIOR BOMBARD RESCUE (ONE)., (THIS IS) JUNIOR RACE CONTROL OVER"

You then say:

"JUNIOR RACE CONTROL. (THIS IS) JUNIOR BOMBARD RESCUE (ONE or TWO). and give your message.

- At the end of your message say "OVER" to invite a reply.
- To finish a conversation say "OUT"
- Remember that anyone listening on channel 37 can hear your conversation particularly Beaucette Marina and that the GYC Castle race control using the same channel to communicate with its rescue boat and racing yachts. So your voice procedure should make it clear that you are a rescue inflatable communicating with junior race control. This is important when you know that there is other GYC racing occurring. In most cases we use channel P4.



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- “Roger that” and “Wilco” are definitely passé (unless you have a handlebar moustache and drive a Spitfire). “Over and out” is not used as it is a contradiction in terms.
- Chit-chat, swearing and other unnecessary talk is forbidden by the licensing authority.
- 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 37 (channel M) or P4 (M2) if required.
If possible a listening watch should be kept on Channel 16 by using the dual watch facility.

Injury or illness.

- In the club room cupboard is a copy of each sailor's medical form giving details of emergency contacts as well as any medical conditions.
- The person in charge of any sailing activity or training must be acquainted with the procedure to be followed in the case of a major incident (see operations manual)
- Any accident should be followed up by the person in charge. For example, when a participant seems to have recovered from a bang on the head or from mild hypothermia you should inform the parents what has happened.
- There is an accident book in the Clubroom, which should be filled in.

Two first aid boxes are available in the Clubhouse; one in the disabled persons toilet and the other is in the Clubroom and contains a Ventaid (to assist with resuscitation) and an emergency space blanket.

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