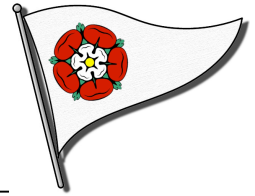


# Tudor Sailing Club

## Adult Dinghy Event Safety Policy

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### 1.0 INTRODUCTION

This document sets out the policy of Tudor Sailing Club in relation to the safety of club organised adult dinghy events. Club members are notified of the existence of this policy when completing applications for membership of the club (for members joining subsequent to the publication of this policy) and at membership renewal. Members participating in organised dinghy events are required to confirm at event sign on that they have read, understood, and will follow the requirements of this policy together with any relevant sailing instructions.

### 2.0 CLUB ORGANISATION

Tudor Sailing Club is a private members club run by the voluntary efforts of its members. The club's Executive Committee have delegated responsibility for management of the club's sailing programme to the Sailing Committee, led by the Sailing Secretary. The Sailing Committee includes a designated Training Officer. The club's Welfare Officer provides support to the team, particularly in relation to the welfare of children and young people.

The Sailing Committee organises a programme of adult dinghy sailing including races, cruises and an annual regatta. Additionally it organises a cruiser programme and a programme of cadet sailing including supervised sailing, races and an annual junior regatta. The club may also organise family events. Certain events in the programme are open events where non-members may participate.

The Sailing Committee relies upon a team of volunteers to manage and support its events. These include race officers, cruise leaders, patrol boat helms and crew, and cadet activity leaders. Each event has an overall 'Officer of the Day' – the race officer, cruise or activity leader. Volunteers are trained by the club, and are encouraged, but not required, to maintain relevant external qualifications including RYA and first aid certificates.

Sailing is by its nature an unpredictable activity, which inherently involves elements of risk of personal injury. Club volunteers are not professionals, and whilst the club undertakes reasonable measures to reduce the risk profile of club organised dinghy events, members should not assume the club's arrangements will eliminate or even minimise risks.

### 3.0 SCOPE

The scope of this policy is all adult dinghy races, cruises, regattas and open days organised by Tudor's Sailing Committee. It excludes the Langstone Harbour Race Weekend, the Locks and Langstone managed races within the Langstone Interclub series, cruiser races / events and the cadet programme. It also excludes informal "sailing in company" sessions organised between members.

### 4.0 PERSONAL RESPONSIBILITY AND RISK

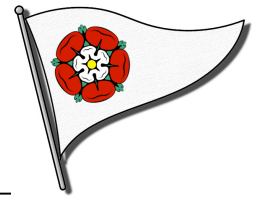
The safety of a boat is the sole responsibility of its helm, who must ensure the boat is in good condition, has appropriate equipment and insurance and that they and any crew are adequately equipped and skilled to face the conditions that might arise. Tudor Sailing Club, its members, committees and sailing event management teams are not responsible for members' safety even during club organised events.

Rule 4 of the Racing Rules of Sailing states: "The responsibility for a boat's decision to participate in a race or to continue racing is hers alone."

Sailing is by its nature an unpredictable sport and therefore involves an element of risk. By taking part in an event, each competitor agrees and acknowledges that:

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- They are aware of the inherent element of risk involved in the sport and accept responsibility for the exposure of themselves, their crew and their boat to such inherent risk whilst taking part in the event;
- They are responsible for the safety of themselves, their crew, their boat and their other property whether afloat or ashore;
- They accept responsibility for any injury, damage or loss to the extent caused by their own actions or omissions;
- Their boat is in good order, equipped to sail in the event and they are fit to participate;
- The provision of a race management team, patrol boats, umpires and other officials and volunteers by the organiser does not relieve them of their own responsibilities;
- The provision of patrol boat cover is limited to such assistance, particularly in extreme weather conditions, as can be practically provided in the circumstances.

Personal flotation devices and appropriate clothing such as waterproofs, wet or dry suits should be worn according to the air and sea temperature. It is the responsibility of the individual sailor to ensure they are dressed appropriately for the conditions.

Where the helm or crew is aged 17 or under, it is the parent / guardian's responsibility to ensure the above. Parents / guardians remain responsible for the safety of their children / young people aged 17 and under at all times.

Participants are expected to abide by the decisions of the club's Executive Committee, Sailing Committee, and Officer of the Day. The responsibility to participate in or to continue an event is solely the responsibility of the participant (if under 18, their parent or guardian). Whilst the club will provide patrol boats to reduce risk during organised dinghy events, this does not detract from the sailor's personal responsibilities or the condition that they sail entirely at their own risk.

Participants must sign on for each event they participate in, and abide by any general and specific sailing instructions pertinent to the event. Tudor Sailing Club does not operate an equipment inspection system but expects participants to be honest about whether their boats are seaworthy and whether they are carrying any equipment specified for the event (e.g. compasses for out of harbour races).

### **5.0 MANAGEMENT OF ADULT DINGHY EVENTS**

Organised adult dinghy events are the races, cruises and regatta published in the club's online calendar.

All adult dinghy events will have a named race officer or cruise leader, who is the designated Officer of the Day. The Officer of the Day must familiarise themselves with any sailing instructions or guidance relevant to the event and ensure they are contactable by VHF radio and have the ability to contact the coastguard and summon the emergency services.

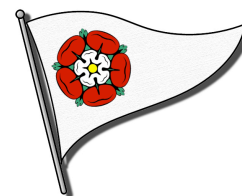
All organised adult dinghy events will be supported by at least one patrol boat carrying a helm and crew. There will be a minimum of 2 patrol boats for any organised dinghy event involving an out of harbour segment. Patrol boat helms and crews must familiarise themselves with any patrol boat operating instructions.

In planning the annual calendar, the Sailing Committee will identify events with a higher than average risk profile. Higher risk events include, but are not limited to, the Regatta, Horse Sands Fort race, Fairway Beacon race, Out of Harbour race, Frostbite and Icicle series races, designated Night Races, Binness Island race, Round Hayling Island cruise and Priory Bay cruise.

The Sailing Committee may designate some events as 'family friendly', i.e. suitable for children / young people, as well as adults. For these events, a higher ratio of patrol boats to participants is required, to

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allow one patrol boat for every 6 participating children / young people aged 17 or under (YP). Family friendly events include High Water, Low Water and Langstone Sailing Club cruise and Bart's Bash. If there are more cadets signed on than available patrol boat capacity, the Officer of the Day will either arrange additional patrol boat cover, or limit children / YP's entry to match patrol boat capacity.

When deciding to start the event, the Officer of the Day will informally assess the risks, taking input from available Sailing Committee members and patrol boat helm/crew as appropriate. They will take into account:

- Whether the event is designated higher risk or family friendly
- Actual and forecast weather conditions
- State of tide
- Availability of patrol boats, and availability and skill of helms and crew
- Availability of equipment (first aid and safety equipment)
- Means of communication (radios and other) and the ability of people to use them
- The proposed sailing area for the event
- The volume, age, skills and experience of participants and range of vessels involved
- Age specific health and safety considerations (e.g. children become cold more quickly than adults)
- Local risks such as expected dredger movements and Portsmouth Watersports Centre activity

During the event, the Officer of the Day will keep the above conditions under review and will postpone or abandon the event if any of these change dangerously. For higher risk and family friendly events, the Officer of the Day will establish an incident protocol and ensure all patrol boat helms / crew and participants are familiar with it. The protocol will include communication of risks and ensuring patrol boat helms / crew are familiar with the Incident Management Procedure set out in this document, understand when and how to notify each other of an incident or change in risk profile, and identification of the safe landing places suitable for the event, and actions for unaffected sailors to take.

The Officer of the Day will ensure the signing on list matches the set of event starters, and will confirm all boats that launched from the Tudor slipway have returned to shore at the end of the event.

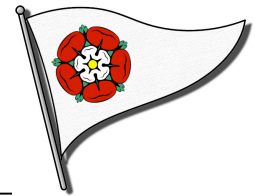
The Officer of the Day may also refuse or limit entries based on the above criteria or the seaworthiness of an individual boat.

### 6.0 CHILDREN / YOUNG PEOPLE'S PARTICIPATION IN ADULT DINGHY EVENTS

Children / YP may participate in adult dinghy events as follows, subject to the approval of their parent / guardian:

Age Range	Boat	Experience	Family Friendly Event	Higher Risk Event	All other adult events
14 +	Sailing own boat (as single hander or with crew)	Experienced. The Cadet Captain will maintain a list of such people.	Yes	Yes, at the discretion of the Officer of the Day	Yes
		Inexperienced	Yes	No	Yes
	With parent / guardian	Any	Yes	Yes	Yes
8-13	Sailing own boat (as single hander or with crew)	Any	Yes, provided a parent / guardian is	No	No

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			also in the fleet		
	With parent / guardian	Any	Yes	Yes, at the discretion of the Officer of the Day	Yes
Under 8	Sailing own boat (as single hander or with crew)	Any	No	No	No
	With parent / guardian	Any	Yes	No	No

## 7.0 PATROL BOAT HELM / CREW STANDARDS AND TRAINING

All registered patrol boat crew must:

- Have completed the club's initial training programme covering boat handling, emergency procedures and communication, or
- Hold RYA powerboat level 2 and be assessed as competent by the club's Training Officer or equivalent person.

All registered patrol boat helm must have previously completed 5 events as patrol boat crew and

- Have completed the club's second stage training covering capsiz recovery and towing, or
- Hold RYA powerboat level 3 and be assessed as competent by the club's Training Officer or equivalent person.

Tudor Sailing Club uses a duty management system to allow members to volunteer for "wetside" duties including race officer, cruise leader, patrol boat helm and crew. Members are given access to the duty management system once they have completed initial training. Volunteers are categorised as 'active', 'reserve' or 'trainee'.

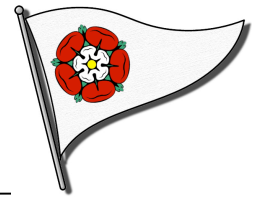
'Active' volunteers may volunteer for any duty matching their skills. 'Active' volunteers are required to complete a minimum of 5 events each year to keep their skills current, and may be removed from the duty management system if they do not do this and cannot otherwise demonstrate recent experience or action to keep skills current. Volunteers who are classified as 'reserve' are not required to complete a minimum of 5 events a year and may volunteer with the Sailing Committee's express approval; such volunteers will be expected to demonstrate equivalent recent experience and continued currency of skill. 'Trainee' volunteers will be supported to complete their training, after which they will progress to 'active' status. The Sailing Committee will remove individuals from the duty management system if it becomes apparent they are not competent to perform their duty type.

The club will provide mandatory annual refresher training and may remove individuals from the duty management system if they fail to complete annual refresher training. The annual refresher training will focus on scenarios, incident management / teamwork, and first aid.

## 8.0 CLUB PATROL BOATS

Club patrol boats fulfil a number of functions including mark laying, marshalling, and support and assistance to participants. Participants can only be given such assistance as is practical given the skill levels of helm / crew and the conditions. The provision of patrol boats cover does not relieve the participant of his / her responsibilities.

Tudor Sailing Club will take reasonable steps to keep its patrol boats equipped with radio, paddles, first-aid kit including space blankets, spare fuel, tow lines, abandoned boat markers, propeller guard and an



anchor. Patrol boat engines are fitted with kill cords, which must be used at all times when boats are in use on the water.

### 9.0 INCIDENT MANAGEMENT PROCEDURE

An incident is an event on the water requiring the intervention of a patrol boat, other than 'normal' capsize recovery where the helm/crew are able to continue normally after the intervention.

Incidents may include, but are not limited to:

- Injuries and potential hypothermic situations which may require shore treatment
- Situations where there is reason to believe some participants cannot be accounted for
- Mass multiple boat capsizes that overwhelm the available patrol boats
- Collisions and accidents involving third parties

Major incidents are those involving serious injury or death, and a 'near miss' is an incident that could have resulted in serious injury or death.

#### Immediate actions to take when an incident has occurred:

When a patrol boat helm / crew identify an incident has occurred, they should:

- Notify the Officer of the Day and other patrol boats of the incident
- Establish whether the incident is likely to escalate into a major incident or near miss
- Provide first aid as required
- Assess whether an ambulance or other assistance is required

In all incidents, priority must always be given to people before boats, and all decisions / actions should follow this principle.

Where an incident is likely to escalate into a major incident or near miss, the agreed incident protocol should be implemented. If no such protocol has been established, the patrol boat should instruct all unaffected sailors to tie up or return to shore.

Where injury or potential hypothermia is involved, the patrol boat helm crew should

- Provide initial first aid treatment as appropriate and / or seek assistance from another patrol boat to provide initial first aid.
- Stay with the injured person until another person (first-aider or emergency services as appropriate) has taken over.
- Where it is safe to do so, bring the injured person back to the club slipway or other safe landing place.

If the injury or incident is more serious and an ambulance or other assistance may be required, the patrol boat should ask the Officer of the Day (if he/she is on land) to arrange the required assistance. If necessary, the patrol boat can arrange an ambulance or other help by calling the coastguard on channel 16.

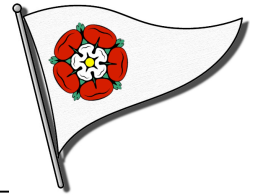
#### Actions to take once the incident has been managed:

The Officer of the Day will note any incident involving injury in the club's accident book.

For major incidents / near misses, the Officer of the Day will contact the Commodore or designated other club official. The Commodore or designated club official will initiate and maintain any contact with other agencies and parties such as the RYA, club insurers and police, as may be required. They are the only person authorised to communicate with the media (press, TV etc).

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The club will complete a review of each major incident / near miss. The objective of this review will be to identify weaknesses in the club's policy and procedures, so that improvements can be made.

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