

# MYLOR YACHT CLUB RACE MANAGEMENT POLICY

Reviewed and Revised April 2011

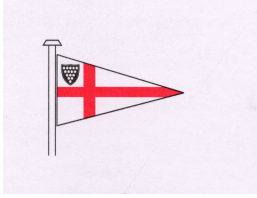
The **House Committee** of Mylor Yacht Club has drawn up a Health and Safety Policy covering all aspects of the club's activities.

The **House Committee** has appointed the **Sailing sub-Committee (Racing)** [**Sailing Committee**] to manage all aspects of racing and operating the club's safety boat.

The **Race Management Policy** comprises the following sections:

<b>Race Management Policy for Races in Carrick Roads only</b>	pages 2 – 6
<b>Race Management Policy for Races in Coastal Waters</b>	pages 7 – 10
<b>Safety Boat Operating Policy</b>	pages 11 – 15
Appendix 1 Race Team Details	page 16
Appendix 2 Race Officer Check List	page 17
Appendix 3 Race Management Crew Instructions	page 18
Appendix 4 Safety Boat Crew Check List	page 19

The **Sailing Committee** will review this policy on an annual basis. The **Sailing Committee Chairman** or **Sailing Secretary** will report any notified incidents and/or accidents to the **House Committee** at each of its meetings. The **Race Officer or Event Organiser** will record notified accidents involving personal injury in the **Accident Book** that is kept in a designated place in the clubhouse.



## MYLOR YACHT CLUB

### RACE MANAGEMENT POLICY

#### For Races in Carrick Roads only

Reviewed and Revised April 2011

The *House Committee* of Mylor Yacht Club has appointed a *Sailing Committee* to consider the risks of organising and running races for Mylor Yacht Club in Carrick Roads and develop policies which will enable these races to be operated safely.

The *Sailing Committee* has identified various risks for each category of operation necessary to run sailing races and recommend that the policies set out below should be operated.

#### 1. **RACE OFFICER**

**A suitably qualified *Race Officer* will be appointed for each event. The *Race Officer* will be in overall charge of the management of the event on the day. All competitors and any club member's undertaking tasks in connection with the event will be required to comply with the *Race Officer's* directions.**

a) The *Sailing Committee* will issue this Policy Document and the Check List referred to below to each *Race Officer* who will sign to confirm that he/she has received and read them.

#### b) **Suitably qualified Race Officer.**

The *Sailing Committee* shall keep a list (see appendix 1) of all persons who they have judged to be competent to run races. These persons shall either hold recognised RYA race officer qualifications or be qualified by experience.

#### c) **Race Officer's Check List**

The *Sailing Committee* has compiled a *Race Officer Check List* (ROCL) (see appendix 2) of items that each *Race Officer* shall consider and deal with prior to each race.

The *Race Officer Check List* includes (in summary) the following:

- i. Liaising with harbour authorities and other yacht clubs to avoid conflicts. (ROCL 22, 23)
- ii. Ensuring the suitability of the *Committee Boat* and its equipment; the competence and safety of the crew; briefing the skipper. (ROCL 1 – 8)
- iii. Ensuring the safety of the *Race Management Crew*; that they are suitably equipped and briefed. (ROCL 9 – 18)
- iv. Ensuring that a *Safety Boat* is available, is competently manned, properly equipped and briefed. (ROCL 25 – 29)
- v. Ensuring all the necessary equipment is on board and communications are tested. (ROCL 1 - 16)

## 2. COMMITTEE BOAT

### a) **Suitable Boat.**

*The Sailing Committee* shall: -

- i. Keep a list of boats (see appendix 1) whose owners have offered them for use as a **Committee Boat** and, before accepting an offer of such boat, satisfy itself that:-
  - Each boat is of sufficient size, is a sufficiently stable platform and suitably equipped from which to run racing.
  - The owner of the boat has informed his/her insurers that the boat will be used as a **Committee Boat** and that the risk has not been declined.
  - The owner of the boat will keep on board at least one lifebelt, ready for deployment.
- ii. Where a boat selected does not have guard rails ensure that the **Race Officer** is made aware of this so that he can properly brief the **Race Management Crew** of the dangers of falling overboard that might arise when working on deck. (ROCL 2)

### b) **Crew Safety.**

The *Sailing Committee* shall ensure that those volunteering to act as **Race Management Crew** are issued with a set of instructions (see appendix 3) showing that:-

- i) They have a duty of care to operate safely whilst loading, unloading and working on the Committee Boat.(RMCI 1)
- ii) They are required to bring their own life jackets or buoyancy aids. They shall wear a life jacket or buoyancy aid unless the **Race Officer** agrees that they do not need to, taking account of the part of the boat where they are operating (eg. Cockpit, wheel house, fly bridge, aft deck, coach roof, foredeck).  
In the event that the **Race Officer** or **Committee Boat Skipper** deems it necessary and at all times when flag “Y” is displayed, life jackets or buoyancy aids must be worn. (RMCI 2 ROCL 9)
- iii) They are required to bring with them adequate clothing and footwear for the forecast conditions. (ROCL 10) (RMCI 3)
- iv) Before lifting any equipment required by the **Race Officer**, to ensure that it is of a weight that they can safely lift without causing injury. (ROCL 11) (RMCI 4)
- iii) Wherever possible, all the **Race Management Crew** operate from within cockpit/wheel house/fly bridge. (RMCI 5)
- iv) There is a danger from wash from passing racing boats.(ROCL 15) (RMCI 6)
- v) The **Race Officer** shall ensure that ear protectors are available for all crew. (ROCL 16) (RMCI 7)
- vi) The horns should be placed as far away from other crew as possible and the operator should use the remote lead. (ROCL 17)

### c) **Alcohol**

No alcohol consumption by the **Race Management Crew** who may be required to transfer to a safety boat, RIB or launch to set up alternative finish lines shall be permitted until racing has finished (see paragraph 5 (x)).

The **Owner/Skipper** of the **Committee Boat** and his guests must comply with Truro and Falmouth Harbour Bye-Laws with respect to alcohol at all times. (ROCL 18) (RMCI 8)

**GENERAL SAFETY****a) Safety Boat**

The *Sailing Committee* will ensure that a *Safety Boat* is available to be under the control and command of the *Race Officer*. *If no suitable safety boat is available then racing shall be abandoned.* (ROCL 25)

Refer to the MYC **Safety Boat Operating Policy** for details.

**b) Communications.**

The *Sailing Committee* requires that:-

i. Each *Committee Boat* carries a VHF radio and the MYC mobile phone.

ii. That the *Race Officer's* mobile phone number is shown on the Club House notice board, on the *Sailing Instructions and Notice to Race*.

iii. The *Notice to Race* shall require that all boats taking part carry VHF radios and a mobile phone.

iv. The *Sailing Instructions and Notice of Race* shall identify the Race Communication channels, locally used radio channels and phone numbers.

**c) Safety Equipments for competitors.**

The *Sailing Committee* shall ensure that the **Notice to Race** includes a list of safety equipment that all competing boats are recommended to carry.

**4. EMERGENCY PROCEDURES**

The *Sailing Committee* have identified the following priorities for the *Race Officer* (not in any specific order): -

i) The safety of the crew being rescued.

ii) The safety of other crews in potential danger.

iii) The safety of *Safety Boat Crews*.

iv) The safety of the *Race Management Crew*.

v) The recovery of disabled boats and prevention of further damage to them

The *Sailing Committee* shall ensure that the *Notice to Race includes*: -

**a) Procedure for alerting emergency services.**

All injuries should be notified to the *Race Officer* on the current VHF channel designated for race management. The *Race Officer* shall notify emergency services either through *Coastguard* or by mobile phone. If for some reason the *Committee Boat* cannot be contacted then the owner/skipper should contact the emergency services directly. Where appropriate the *Race Officer* should use the *Safety Boat* to take casualty quickly to pick up point identified below.

**b) Identification of a location for ambulance pick up.**

The *Race Officer* will direct that in the event of an emergency occurring North of a line between Vilt and East Narrows the *Safety Boat* shall proceed to disembark the casualty at the **WATER TAXI STATION AT MYLOR YACHT HARBOUR** and the emergency services shall be directed to **MYLOR YACHT HARBOUR – CASTAWAYS RESTAURANT**. For emergencies occurring South of a line between Vilt and East Narrows the *Safety Boat* shall proceed to disembark either at the Pendennis Dock Slipway/pontoon and the emergency services shall be directed to Pendennis Dock Slipway/pontoon or Mylor Yacht Harbour as

above.

**Helicopter or Lifeboat** rescues will be coordinated by the MCA (Coastguard).

**c) First Aid**

The *Sailing Committee* shall ensure that: -

- i) Each *Race Officer* has a list of all those who may be able to offer medical help and the name of the boat on which they would normally sail. (ROCL 7)
- ii) The *Race Officer* is instructed to check that the First Aid Kit including a hypothermia bag is on board the *Committee Boat*. (ROCL 6)

**5. RACING**

The *Sailing Committee* shall ensure that the following actions are taken into account when organising races: -

**i) Notice to Race.**

A *Notice of Race* is to be issued to all *Competitors*.

This will include notice to competitors in respect of:

Parental permission for under 16 year olds crewing

Display of sail numbers

Shallows and hazards in the race area

Rules in connection with commercial shipping

Rules in connection with divers

Rules in connection with harbour restrictions

Warning in connection with water ski areas

A list of recommended safety equipment

Obtaining an up-to-date weather forecast

Recommendation for wearing life jackets or buoyancy aids in adverse weather (This is mandatory at all times when flag “Y” is displayed from the committee boat).

**ii) Entry Form.**

All competitors must complete and sign an *Entry Form* and return it to the *Sailing Secretary* before they are entitled to take part in a race. This will include a waiver in respect of liability and a declaration that sufficient insurance is held and that the competitor has accepted the terms and conditions of the *Notice to Race*.

**iii) Sailing Instructions.**

*Sailing Instructions* will be available to *Competitors* before the race.

These will give notice of the start, course and finish of the race in accordance with current ISAF Racing Rules of Sailing with any changes to the rules included.

These will include a requirement to promptly notify the *Race Officer* if they decide to retire from the race.

**iv) The *Sailing Committee* will design courses and procedures that take account of the following:**

Starting lines of appropriate length

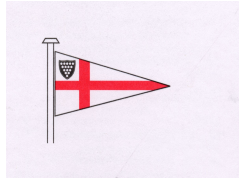
No courses will contain conflicting roundings

Finishes will be in accordance with ISAF Racing Rules of Sailing (no hooked finishes)

Risks associated with approaching windward marks

**Crew** The necessary depth of water

- v) The **Race Officer** shall obtain an up to date weather forecast. Where adverse weather exists or is forecast the **Race Officer** will consider postponing or abandoning the race, in which event the appropriate flags will be flown from either the **Committee Boat** or from the Club House.
- vi) The **Race Officer** may determine that all competitors must wear Life Jackets or Buoyancy Aids in which case flag “Y” will be displayed from the **Committee Boat**.
- vii) The **Race Officer** will be aware of planned shipping movements as a result of contact with the harbour **Pilots** or **Harbourmaster** and will take this into account when setting the course and starting the start sequence.
- viii) The **Race Officer** will delegate one or more of the **Race Management** to compile (as far as is practical) a list of Competitors (Class/Sail number/Boat Name) before the start of each race.
- ix) The **Race Officer** shall account for all competitors after completion of racing.  
If a competitor is not accounted for after the completion of racing the **Race Officer** shall take all reasonable steps to establish the whereabouts of that competitor. If the competitor cannot be located then the **Race Officer** shall promptly notify the **Coast Guard**.
- x) The **Race Officer’s** responsibilities shall cease when all competing boats have been accounted for or if the **Coast Guard** has been informed that a boat is not accounted for as set out above.
- xi) If the **Race Officer** is notified about an accident involving personal injury then he/she shall promptly record the details in the club **Accident Book** that is kept in a designated place in the clubhouse. If the **Race Officer** is notified about an incident that has caused damage to boats or that presented an unacceptable risk to competitors or other boats then he/she shall report the incident to the **Sailing Committee Chairman or Sailing Secretary**.



# MYLOR YACHT CLUB

## RACE MANAGEMENT POLICY

### For Races in Coastal Waters

Reviewed and Revised April 2011

The *House Committee* of Mylor Yacht Club has appointed a *Sailing Committee* to consider the risks of organising and running races for Mylor Yacht Club beyond Carrick Roads and develop policies which will enable these races to be operated safely.

The *Sailing Committee* has identified various risks for each category of operation necessary to run sailing races and recommend that the policies set out below should be operated.

The *Sailing Events* to which this policy applies are described as *races* but may take the form of a feeder race, fun race or passage leg for semi-informal organised cruising events.

#### 1. RACE CONTROL

The method of *Race Control* shall be set out in *Sailing Instructions* which may not provide for starts and finishes at *Committee Boats* and may instead provide for self timed starts and finishes. Where *Committee Boats* are to be used the boats and crew thereon shall conform to the prescriptions of the *Racing Management Policy for Races in Carrick Roads*.

#### 2. RACE OFFICER

Whether or not there is a *Committee Boat* providing starts/finishes there shall be a *Race Officer* appointed for the event who shall be on the MYC list of *Race Officers*. The *Sailing Committee* will issue this policy document to each *Race Officer* who will sign to confirm that he/she has received and read it.

The *Sailing Committee* has compiled the following list of items that apply to coastal races that each *Race Officer* shall consider and deal with prior to each race:

a) The **Race Officer** shall monitor weather predictions during the days before the race. Where appropriate the *Race Officer* will consider postponing or abandoning the race.

For races with courses beyond Falmouth Bay notice of abandonment shall be communicated the day before the race by telephone/email/written notice/verbal announcement as appropriate.

For races confined to Falmouth Bay notice of abandonment shall be communicated by the display of flags on the clubhouse or *Committee Boat*.

- b) The **Race Officer** shall consider whether the event warrants a briefing for competitors and if so shall give due notice of the time and place of the briefing. If there is a briefing it shall include (but not be limited to):
- i) Ensuring that all competitors have received and read a copy of the notice of race and sailing instructions.
  - ii) Ensuring that all competitors understand the importance of notifying retirements, the race time limit and (if different) the time after which action will be taken in respect of a boat that has not been accounted for.
  - iii) The **Race Officer's** summary of the weather and tidal situation (which for the avoidance of doubt does not relieve the skipper of responsibility as set out on the notice of race/entry form.
- c) For races that go beyond Falmouth Bay the **Race Officer** shall on the previous day compile a list of boats that intend to start the race and the number of persons on board.
- d) For races confined to Falmouth Bay the **Race Officer** shall delegate one or more of the **Race Management Crew** to compile (so far as is practical) a list of competitors (Sail number and boat name) that start the race.
- e) The **Race Officer** shall contact the Pilot and/or Harbour Authorities at Falmouth and the destination port (if different) to establish the nature and timing of any shipping movements expected during the race period.
- f) The **Race Officer** shall contact other clubs that are expected to be racing during the same time and in overlapping waters so that both clubs understand the others intentions and to resolve any conflicting courses.
- g) For races with courses beyond Falmouth Bay the **Coast Guard** should be notified of the number of competing boats, the intended course and anticipated race period.
- h) The **Race Officer** shall inspect the Port Notices.
- i) During the race the **Race Officer** will endeavour to keep within VHF range of the competitors using a designated race control channel and have the club mobile phone available.
- j) The **Race Officer** shall log all race finishes and retirements. If a boat logged as a starter has not been accounted for at the time limit or other designated time of arrival the **Race Officer** shall take all reasonable steps to establish the whereabouts of the boat including, but not limited to, calling the boat on channel 16 and race control channels and contacting other competitors. If the boat has not been located then no later than one hour after the time limit the **Race Officer** shall promptly contact the **Coast Guard** .
- k) The **Race Officer's** responsibilities shall cease when all competing boats have been accounted for or if the **Coast Guard** has been informed that a boat is not accounted for as set out above.

### **3. SAFETY BOAT and SAFETY EQUIPMENT**

#### ***a) Safety Boat***

For races confined to Falmouth Bay a ***Safety Boat*** may be deployed. Such ***Safety Boat*** shall be under the control and command of the ***Race Officer***. When the ***Safety Boat*** is the MYC safety boat it shall be operated in accordance with the MYC ***Safety Boat Operating Policy***.

As an alternative to deploying a ***Safety Boat*** for races confined to Falmouth Bay the ***Race Officer*** may determine a lower level of wind speed and seas state at which racing is abandoned or determine that boats be recommended to comply with ISAF special regulations category 4.

#### ***b) Communications***

The ***Sailing Committee*** requires that the VHF race control channel(s) and ***Race Officer's*** mobile phone number are shown in the ***Notice of Race***. ***The Notice of Race*** shall require that all boats taking part carry VHF radios and mobile phones.

#### ***c) Safety Equipment for competitors.***

The ***Sailing Committee*** shall ensure that the ***Notice of Race and/or Sailing Instructions*** includes:-

- A list of the recommended minimum of the safety equipment

- A recommendation to comply with ISAF special regulations category 4 for races with courses beyond Falmouth Bay

- A recommendation to register with the MCA (coastguard) safety identification scheme (CG66)

#### ***d) Emergency Procedures***

Each owner/skipper should make his/her own direct contact with the emergency services and where possible inform the ***Race Officer*** of their situation.

### **4. RACING**

The ***Sailing Committee*** shall ensure that the following procedures are followed for coastal races:

a) That a ***Notice of race is*** issued to all competitors that will also include notice to competitors in respect of:

- Parental permission for under 16 year olds crewing

- Display of sail numbers

- Rules in connection with commercial shipping

- Obtaining an up-to-date weather forecast

- Recommendation for wearing life jackets in adverse weather and (for races confined to Falmouth Bay) at all times when flag "Y" is displayed.

b) That all competitors have completed and signed an ***Entry Form*** and returned it to the ***Sailing Secretary*** before they are entitled to take part in a race. This will include a waiver in respect of liability and a declaration that sufficient insurance is held and that the competitor has accepted the terms and conditions of the ***Notice of Race***.

c) The ***Sailing Instructions*** will be available to competitors before the race. These will give notice of the start, course, finish and time limit of the race. These will require racing to be in accordance with current ISAF Racing Rules of Sailing with any

changes to the rules detailed. These will include a list of hazards that are to be passed on the seaward side

d) The *Notice of Race* and/or *Sailing Instructions* will require that the decision to race is the sole responsibility of the *Owner/Skipper* taking account of the type of their boat, the experience of the skipper and crew and the expected weather and sea conditions.

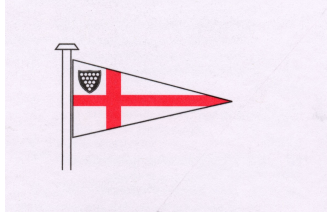
e) The *Sailing Instructions* will include a requirement for skippers to notify the *Race Officer* :

In the case of races with prior notification of intent to start, if they decide not to start the race

If they retire from the race and continue to the original destination

If they retire and return to Falmouth or another port

Such notification shall be given using the race control VHF channels or mobile phone.



# MYLOR YACHT CLUB

## SAFETY BOAT OPERATING POLICY

Reviewed and Revised April 2011

The *House Committee* of Mylor Yacht Club (MYC) has appointed a *Sailing Committee* to consider the risks of operating the MYC *Safety Boat* and develop policies which will enable the Safety Boat to be operated safely.

The *Sailing Committee* has identified various risks for each category of operation necessary to run the *Safety Boat* and recommend that the policies set out below should be operated.

The *Sailing Committee* has determined that there are three types of event at which the Safety Boat can be deployed:

- Acting as a *Safety Boat* in connection with MYC racing for non-dinghy classes
- Acting as *Safety Boat* in connection with racing organised by others which may include dinghy classes
- Acting as a “Water Taxi” for MYC members during social events

### 1. GENERAL BOAT OPERATION

**a) Suitable Boat.**

The *House Committee* have provided a *Safety Boat* and outboard motor which they have been advised is suitable for the purposes of MYC. The *Safety Boat* will be kept at the designated Mylor Yacht Harbour (MYH) pontoon. When the boat is not in use its keys will be kept in the MYC Clubhouse.

**b) State of boat and equipment.**

The *Sailing Committee* have appointed a *Bosun* whose responsibility it is to ensure that the *Safety Boat* and its equipment are regularly maintained.

**c) Coxswain and crew**

The policy of the *Sailing Committee* is that the MYC Safety Boat must always be used under the direct supervision of a Club Member. Refer to paragraphs 2, 3 or 4 for the *Coxswain's* required qualifications and crew requirements for a particular category of duty.

**d) The *Sailing Committee* will maintain a list of Power Boat Level 2 and Safety Boat Certificate qualified personnel (see appendix 1) who may act as *Coxswain* of the Safety Boat. The *Sailing Committee* will issue this policy document to each *Coxswain* who will sign that he/she has received and read it.**

**e) Danger to person in water from propellers.**

The *Sailing Committee* considered fitting propeller guards to the *Safety Boat* but agreed that the dangers inherent in these guards were, in their opinion, as great, if not greater, than the absence of guards. It was therefore agreed that the only measure to be taken would be to include in the *Safety Boat Crew Check List* a reminder that the engine should be switched off when alongside persons in the water. (SBCL 18)

**f) Danger of fuel combustion.**

The *Bosun* will ensure that a Fire Extinguisher is on board. No smoking is permitted on the *Safety Boat* and a notice shall be fitted to the *Safety Boat* to that effect.

**g) Alcohol**

No alcohol shall be permitted to be carried on the *Safety Boat* or be consumed whilst operating the *Safety Boat* and additionally all crew must comply with Truro and Falmouth Harbour Bye-Laws in that respect.

**h) Check List and Operating Instructions.**

The *Sailing Committee* will issue a *Safety Boat Check List* (SBCL) (see appendix 4) to all *Coxswains* which should be read and checked before leaving the MYH pontoon and shall include:-

**i) Chain of Command.**

If more than one crew member is on the MYC list of suitably qualified people then the *Race Officer* or *Race Team Organiser* or *Event Organiser* may determine which crew member will act as *Coxswain*. Failing that, the *Safety Boat Crew* must determine who will act as *Coxswain*. Refer to paragraphs 2, 3 or 4 for the policy on chain of command for races or other events.

**ii) Kill Cord**

The kill cord shall be correctly attached to the *Safety Boat Driver* and to the kill cord switch at all times. (SBCL 19)

**iii) Fuel.**

The *Coxswain* must ensure that sufficient fuel to be carried for the duration of the race or event. Fuel can be obtained from the MYH Mooring Office where the Club has an account. (SBCL 9)

**iv) Crew to be suitably clothed.**

Life jackets or buoyancy aids must be worn at all times. *Safety Boat Crews* are recommended to wear warm and waterproof clothing. Refer to paragraph 3 for duties that involve any boats other than MYC racing classes.

*Safety Boat Crews* are reminded about the dangers of hypothermia both for themselves and anybody who has fallen into the water. (SBCL 10,11,12)

**v) Crew Health**

The *Safety Boat Crew* are recommended to carry suitable liquids to avoid dehydration and to take appropriate measures to avoid sunburn. (SBCL 15,16.)

**vi) Communications.**

Before racing begins the *Coxswain* must check with the *Committee Boat* that the VHF radio is working. The VHF radio must be switched on at all times and dual monitored to Channel 16 and any race control or event Channel. (SBCL 3)

**vii) Equipment.**

Before leaving the MYH pontoon the *Coxswain* shall check that all necessary equipment is on board the *Safety Boat*.

**2. OPERATION AS SAFETY BOAT IN CONNECTION WITH MYC RACING**

The *Sailing Committee* has agreed that the requirements for a Safety Boat in connection with MYC racing are less than those required where the classes racing include dinghies and/or multi-hulls.

**a) Safety Boat Coxswain**

The *Coxswain* shall hold as a minimum qualification the RYA National Power Boat Scheme Level 2 Certificate.

**b) Competent Crew**

When operating as a *Safety Boat* there must be a minimum of two crew members one of whom shall be designated *Coxswain* as above and at least one of the crew must hold a VHF SRC Radio Licence and where possible a current first aid certificate. The normal maximum number of crew is two. Exceptionally, when permitted by the *Race Officer* there may be a third crew member for training purposes or during the later phases of racing a third or fourth person from the *Race Management Crew* for the purpose of setting up alternative finish lines.

**c) Chain of Command**

The *Safety Boat* shall at all times be under the control and command of the *Race Officer*. The *Safety Boat* shall not leave the immediate area of the race course without express instructions from the *Race Officer*.

**d) Equipment**

The *Safety Boat Crew Check list* includes marks, ground tackle, flags, course card, depth sounder and GPS which may be required for MYC racing.

**e) Race Management Policy for Races in Carrick Roads**

The *Coxswain* should be aware of the above document, especially the responsibilities of the *Sailing Committee* and *Race Officer* which includes a requirement to abandon racing if no suitable *Safety Boat* is available.

**f) Fitness of Crew**

The *Coxswain* must be satisfied that when providing assistance his/her actions will not prejudice the rescue as a result of any of the *Safety Boat Crew* becoming a casualty themselves. If the *Safety Boat Crew* have any doubts about their ability to carry out these duties they should contact the *Sailing Secretary or Race Officer*.

**3. OPERATION AS A SAFETY BOAT IN CONNECTION WITH RACING THAT INCLUDES DINGHIES AND/OR MULTI-HULLS**

The *Sailing Committee* has agreed that where the *Safety Boat* is operating in connection with racing that may include dinghies or multi-hull craft then a higher level of *Coxswain* qualification is required and that one of the *Safety Boat Crew* may be required to enter the water.

**a) Coxswain**

The *Coxswain* shall hold as a minimum qualification of the RYA Safety Boat Certificate unless the *Sailing Committee* has established in writing from the event organisers that other qualifications are appropriate.

**b) Competent Crew**

When operating as a *Safety Boat* there must be a crew of two, one of whom shall be designated *Coxswain* as above and at least one of the crew must hold a VHF SRC Radio Licence and where possible a current first aid certificate.

**c) Safety Boat Crew Clothing**

Where duties may involve entering the water at least one of the *Safety Boat Crew* must be wearing a dry suit/wet suit and a buoyancy aid (not an automatic life jacket).

**d) Fitness of Crew**

Where duties may involve entering the water the *Coxswain* is reminded that this decision must only be taken if he/she is satisfied that this will not prejudice the rescue as a result of the person entering the water becoming a casualty themselves. Recovering a casualty from the water requires a reasonable level of fitness. If the *Safety Boat Crew* have any doubts about their ability to carry out these duties they should contact the *Sailing Secretary*.

**e) Chain of Command and communication**

The *Coxswain* must establish contact with the *Race Organisers/Committee Boat/Race Officer* and establish the VHF race control channels and take instructions from the *Race Officer*.

**4. OPERATION AS A “WATER TAXI” in connection with MYC SOCIAL EVENTS**

The *House Committee* has delegated to the *Sailing Committee* the responsibility for the policy for operating the Safety Boat as a facility in connection with MYC Social Events including those taking place immediately after racing has ended.

**a) Coxswain**

The *Event Organiser* shall determine who is the *Coxswain* of the *Safety Boat*. That person must be on the list of MYC approved coxswains and as a minimum hold the RYA National Power Boat Scheme Level 2 Certificate. The *Coxswain* shall be responsible for the *Safety Boat* from the time it leaves the MYH pontoon until it is returned to its berth.

**b) Crew/persons on board**

The *Sailing Committee* has determined that a maximum of 4 persons can be safely transported at high speed or 8 persons at speeds of up to 5 knots. All passengers should wear a life jacket or buoyancy aid. However for short distances at speeds less than 5 knots and at the *Coxswain's* discretion this requirement may be waived.

**c) Beach landing**

The *Coxswain* must only consider a beach landing where the area is very sheltered and the depth profile is suitable for the draft of the Safety Boat. The *Coxswain* must carefully plan the approach to shallow water and brief the passengers on what is required of them.

## **5. EMERGENCY PROCEDURES**

The *Sailing Committee* have identified the following priorities for the *Race Officer* (not in any specific order of priority):-

- i) the safety of the crew being rescued
- ii) the safety of other crews in potential danger
- iii) the safety of *Safety Boat Crews*
- iv) the safety of the *Race Management Crew*.
- v) the recovery of disabled boats and prevention of further damage to them.

### **a) Procedure for alerting emergency services.**

All injuries are to be notified to Committee Boat on the race control channel. The *Race Officer* shall notify emergency services either through *Coastguard* or by mobile phone as required.

If for some reason the *Committee Boat* cannot be contacted then the *Coxswain* or skipper of the boat concerned should contact the emergency services directly.

Where appropriate the *Race Officer* should use the Safety Boat to take casualty quickly to pick up point identified below.

The *Sailing Committee* considered how to supply back up for the *Safety Boat* in the event that it is unable to deal with any incident and agreed that in the event that, in the opinion of the *Race Officer*, backup is required that he/she shall contact the *Coast Guard*.

### **b) Identification of a location for ambulance pick up.**

For emergencies occurring North of a line between Vilt and East Narrows Buoy the *Safety Boat* shall proceed to disembark the casualty at the **WATER TAXI STATION AT MYLOR YACHT HARBOUR** and the emergency services shall be directed to **MYLOR YACHT HARBOUR – CASTAWAYS RESTAURANT**.

For emergencies occurring South of a line between Vilt and East Narrows Buoy the *Safety Boat* shall proceed to disembark either at the Pendennis Dock Slipway/pontoon and the emergency services shall be directed to Pendennis Dock Slipway/pontoon at to Mylor Yacht Club as above.

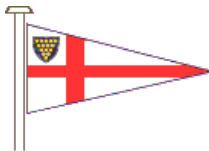
### **c) Identification of a location for helicopter pick up.**

**Helicopter or Lifeboat** rescues will be coordinated by the *Coast Guard*.

### **d) First Aid**

The *Sailing Committee* shall ensure that:-

- i) The *Race Officer* has a list of all those who may be able to offer medical help and the name of the boat on which they would normally sail.
- ii) The *Race Officer* is instructed to check that each *Committee Boat* identified above carries a comprehensive First Aid Kit – including a hypothermia bag.



**MYLOR YACHT CLUB  
RACE TEAM DETAILS**

**Race Management/Safety Boat Policy Appendix 1**

Reviewed and Revised April 2011

**PERSONAL DETAILS**

<b>NAME</b>	
ADDRESS	
PHONE	
MOBILE PHONE	
E-MAIL	
CLUB MEMBER	

**APPROVED RACE OFFICER (if applicable)**

RYA race officer qualifications	
Dates achieved	
Other information	

**APPROVED SAFETY BOAT COXSWAIN (if applicable)**

RYA Power Boat Level 2	
RYA Safety Boat Certificate	
Dates achieved	
Wet Suit/Dry Suit Owner	
Other information	

**COMMITTEE BOAT DETAILS (if applicable)**

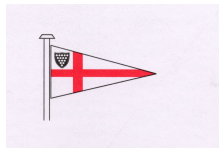
Boat name	
Type / length	
Sail / Power	
Location of normal mooring	
VHF	
Insurance confirmed for occasional use as a committee boat	
Suitability / max number of people	
Confirmation of guard wires	
Confirmation of lifebelt readiness	
Other information	

**OTHER DUTIES (if applicable)**


I confirm that I have familiarised myself with the current Race Management and/or Safety Boat Policies
--

Signed by Applicant..... Date .....

Signed by Committee Member ..... Date .....



# MYLOR YACHT CLUB

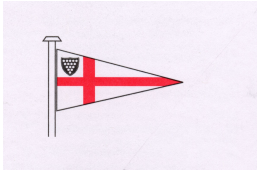
## RACE OFFICER CHECK LIST Race Management Policy Appendix 2 Reviewed and Revised April 2011

<b>COMMITTEE BOAT</b>	
1.DOES EACH MEMBER OF CREW HAVE A LIFE JACKET/BUOYANCY AID	
2.DOES BOAT HAVE GUARD RAILS	
3.HAVE YOU TESTED THE COMMITTEE BOAT VHF	
4.HAVE YOU TESTED THE CLUB MOBILE PHONE	
5.IS COMMITTEE BOAT VHF ON DUAL WATCH CHANNELS 16 AND RACE CONTROL CHANNEL	
6.HAVE YOU CHECKED THAT A FIRST AID KIT AND HYPOTHERMIA BAG ARE ON BOARD	
7.DO YOU HAVE THE LIST OF THOSE WITH MEDICAL EXPERTISE	
8. HAVE YOU BRIEFED THE SKIPPER	

<b>RACE MANAGEMENT CREW</b>	
9.DO ALL HAVE LIFE JACKETS/BUOYANCY AIDS	
10.ARE THEY WEARING SUITABLE CLOTHING	
11.HAVE THEY BEEN WARNED ABOUT LIFTING HEAVY WEIGHTS	
12. IS THE NECESSARY RACE MANAGEMENT EQUIPMENT ON BOARD	
13.HAVE ALL DUTIES BEEN ALLOCATED AND EXPLAINED	
14.HAVE THEY BEEN WARNED OF DANGERS IF THERE ARE NO GUARD RAILS.	
15.HAS DANGER OF WASH BEEN EXPLAINED	
16.HAVE EAR PROTECTORS BEEN MADE AVAILABLE TO ALL CREW	
17.HAS THE OPERATOR OF THE HORNS BEEN ASKED TO PLACE THEM AS FAR AWAY FROM THE COCKPIT AND RACE MANAGEMENT CREW AS POSSIBLE.	
18. DO THE CREW UNDERSTAND THE POLICY ON ALCOHOL	

<b>GENERAL SAFETY</b>	
19. DO YOU HAVE A LIST OF PHONE NUMBERS THAT MAY BE REQUIRED	
20.HAS COASTGUARD BEEN NOTIFIED ( if appropriate – eg passage races )	
21.HAVE RELEVANT HARBOUR MASTERS BEEN NOTIFIED( if appropriate )	
22. HAVE DETAILS OF SHIPPING MOVEMENTS BEEN OBTAINED FROM THE FALMOUTH PILOTS and/or TRURO HARBOUR MASTER	
23.HAVE OTHER CLUBS RACING AT THE SAME TIME/AREA BEEN CONTACTED	
24.HAVE PORT NOTICES BEEN INSPECTED	

<b>SAFETY BOAT</b>	
25.IS SAFETY BOAT AVAILABLE – IF NOT ABANDON RACING	
26.HAS THE SAFETY BOAT COXSWAIN BEEN NOMINATED IS THE COXSWAIN ON THE MYC APPROVED LIST	
27.HAS THE SAFETY BOAT CREW READ AND COMPLIED WITH THE SAFETY BOAT CHECK LIST	
28.HAVE THE SAFETY BOAT CREW TESTED THEIR VHF RADIO	
29. IS THE SAFETY BOAT PROPERLY EQUIPPED	



## MYLOR YACHT CLUB

### RACE MANAGEMENT CREW INSTRUCTIONS

#### Race Management Policy Appendix 3

Reviewed and Revised April 2011

Thank you for agreeing to act as a member of the **Race Management Crew**. Hopefully you will enjoy the experience. Although we try to make this as informal as possible there are certain matters which we must bring to your attention for your own and the rest of the **Race Management Crew's** safety.

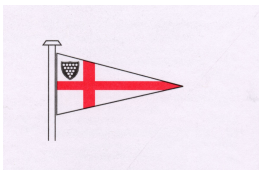
The **Race Officer** has been appointed by the **Sailing Committee**. He/she is responsible for all decisions relating to racing which includes the safety of all those taking part, the Safety Boat Crew and Race Management Crew and his/her instructions must be adhered to.

The **Committee Boat** has been kindly lent to the club for the duration of the race but the **Owner/Skipper** is always ultimately in charge of his/her boat and all decisions relating to the operation and safety of the boat rest with him/her.

A few points for you to note.

1. You have a duty of care to operate safely whilst loading, unloading and working on the Committee Boat.
2. You are required to supply your own life jacket or buoyancy aid which must be worn at all time whilst on the **Committee Boat** unless the **Race Officer** agrees that you do not need to, taking account of your position on the boat during the race.
3. You are required to bring with you adequate clothing and footwear for the forecast conditions.
4. Before lifting any equipment required by the **Race Officer** you must make sure that it is of a weight that you can safely lift without causing injury and if necessary request assistance.
5. Wherever possible you should operate within the confines of the cockpit or similar protected areas unless requested to do otherwise by the **Race Officer**.
6. You should be aware that the proximity of racing boats can cause considerable wash which could affect your safety wherever you are on the **Committee Boat**.
7. That if you are requested to operate the horns they should be placed as far away from other crew as possible and you should use the remote lead. The **Race Officer** should make ear protectors available to all crew members.
8. The **Sailing Committee** has determined that there should be no alcohol consumption by the **Race Management Crew** who may be required to transfer to the safety boat to set up alternative finish lines shall be permitted until racing has finished. The **Committee Boat Owner** and his guests must comply with Truro and Falmouth Harbour Bye-Laws with

respect to alcohol.



## MYLOR YACHT CLUB

### SAFETY BOAT CREW CHECK LIST Race Management/Safety Boat Policy Appendix 4 Reviewed and Revised April 2011

1.HAVE YOU READ AND ARE YOU ABLE TO COMPLY WITH THE SAFETY BOAT OPERATING POLICY.	
2. HAS THE COXSWAIN BEEN DETERMINED	
3.HAVE YOU TESTED VHF RADIO	
4.ARE THE RACING MARKS AND GROUND TACKLE ON BOARD	
5. IS THE FIRST AID KIT (including hypothermia bag) ON BOARD	
6. IS THE FIRE EXTINGUISHER ON BOARD	
7. IS OTHER KIT ON BOARD (paddles, boat anchor, boat tool kit, flares, knife, GPS, depth sounder, flags)	
8.HAVE YOU CARRIED OUT A VISUAL CHECK OF THE RESCUE BOAT	
9.IS THERE SUFFICIENT FUEL ON BOARD FOR THE DURATION OF THE RACE with an adequate reserve	
10.ARE YOU SUITABLY CLOTHED	
11.(if required) IS ONE MEMBER WEARING A WET OR DRY SUIT AND BUOYANCY AID	
12.DO YOU BOTH HAVE LIFE JACKETS OR BUOYANCY AIDS	
13.DO YOU HAVE A COPY OF THE RACE INSTRUCTIONS INCLUDING THE COURSES.	
14.ARE YOU AWARE OF THE WEATHER FORECAST and tides (SPEAK TO RACE OFFICER )	
15.DO YOU HAVE DRINKS (NON ALCOHOLIC) ON BOARD TO AVOID DEHYDRATION	
16.DO YOU HAVE ANY SUN CREAM ON BOARD	
17.HAVE YOU TESTED THE SAFETY BOAT and notified the RO	
18.REMEMBER TO SWITCH OFF THE ENGINE WHEN ALONGSIDE PERSONS IN THE WATER AS THERE IS NO PROPELLAR GUARD	
19. IS THE KILL CORD PROPERLY ATTACHED TO THE DRIVER and KILL CORD SWITCH	