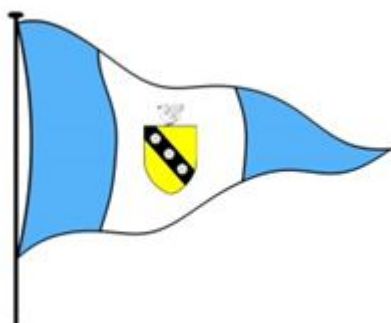


Babbacombe Corinthian Sailing Club



**STANDARD OPERATIONAL PROCEDURES, GUIDANCE &
SAFETY MANAGEMENT PLAN
FOR
CLUB RACING, TRAINING & SOCIAL SAILING**

2024

Contents

Introduction

1. Club Racing
2. Training and Tuition
3. Social Sailing
4. All Users: Oddicombe Beach Clubhouse and Boat Park
5. All Users: Slipway and Promenade
6. Sailors (Club Racing)
7. Sailors (Novices, Trainees and Social Sailors)
8. Race Officer
9. Session Leader
10. Instructor
11. Safety Boat Operator
12. Course Setter
13. Beach Master
14. Results Coordinator
15. Tractor (ATV) Driver
16. Fuel Master
17. Last Person Out

Appendices

- A Safety Boat Equipment Checklist
- B VHF Radio Use
- C Risk Assessment (Sailing and Training)
- D Emergency Plan (Sailing and Training)
- E Fire Risk Assessment
- F Emergency Plan (Fire Action)
- G Accidents and Incident Reporting
- H Course Setting
- I Race Timing Sheet Proforma
- J Racing flags and Signals
- K Use of Club Dinghies
- L Volunteers
- M Launch/Recovery of Safety Boats
- N RYA Practical Courses
- O RYA Shorebased Courses
- P Kayaks
- Q Operation Area for Training



Introduction

These procedures and guidance notes, issued by the Vice Commodore and the Sailing Committee, apply to all water-based activities at Oddicombe Beach run under the auspices of BCSC.

The procedures are relevant to participants and all others involved in the management, organisation and support of sailing activities.

The document identifies the types of activities undertaken and the procedures and guidance applicable to each activity. Activities covered by this document are as follows:

Club Racing
Training and Tuition
Social Sailing

Sailing in organised events such as regattas and championships are governed by their own Sailing Instructions.

Everybody involved in sailing has a personal responsibility for their own safety. There are, however, specific responsibilities for particular activities which are identified in this document.

Overall responsibility for club sailing activities lies with the Vice Commodore and the Sailing Committee. The Vice Commodore post for 2024 is held by Neil Mander.

Overall responsibility for training and tuition is held by the RYA Principal Guy Hester, who is also Chief Instructor (Dinghies) and Powerboat Instructor.

Specific responsibilities lie with those volunteers acting as Race Officer, Session Leader, Safety Boat Operator, Beach Master and other duties – all of whom are appointed for each sailing session on a rota basis. Responsibilities for each of these duties are identified herein.

Usage of private Kayaks is not an organised club activity and thus undertaken at individuals' own risk. Club members who use private kayaks are encouraged to follow the guidelines in the Appendix P.

1. Club Racing

Club racing sessions shall be run by the Race Officer, who shall be appointed on a rota basis. Club racing shall be conducted to The Racing Rules of Sailing 2021-2024 and is run in accordance with BCSC Club Racing – Sailing Instructions and the guidance and procedures in this document.

Responsibility:

Each racing session shall be under the overall responsibility of the Race Officer. The Race Officer also acts as Session Leader for Club Racing sessions. Conduct of races are the responsibility of the Race Officer.

Safety cover:

There shall be a minimum of two safety boats on the water for each session, each crewed by at least two qualified safety boat drivers (see Section 12). Safety boat cover shall be on a minimum ratio of one safety boat for 12 dinghies, and will be strengthened when there are less-experienced sailors on the water and/or the weather conditions determine an increased level of safety. A beach master shall be in attendance whilst boats are on the water. Changes to these safety levels shall be at the discretion of the Race Officer only if special circumstances warrant.

Relevant Sections in this Document:

- All Users;
- Sailors (Club Racing)
- Race Officer
- Safety Boat Operator
- Course Setter
- Beach Master
- Timekeeper
- Results Coordinator
- Tractor (ATV) Driver
- Fuel Master

- Appendices
- A Safety Boat Equipment Checklist
- B Radio Use
- C Risk Assessment – Sailing and Training
- D Emergency Plan – Sailing and Training
- E Risk Assessment – Fire
- F Emergency Plan – Fire
- G Accident & Incident Reporting
- H Course Setting
- I Timekeeping Proforma
- J Starting Sequences
- K Use of Club Dinghies
- L Volunteer Declaration Form
- M Launch/Retrieval of Safety Boats

2. Training and Tuition

BCSC is a Recognised RYA Training Centre and all training and tuition shall be delivered in accordance with these Operating Procedures, which follow RYA guidance.

Operating Area

The Operating Area for the Training Centre is as shown in Appendix Q.

Area A: Operating Area for Dinghy Courses Levels 1,2, and 3; Stages 1,2,3, & 4; Racing modules.

Area B (which includes Area A): Operating Area for Dinghy Day Sailing, Seamanship Skills, Sailing with Spinnakers and Powerboat Courses.

Responsibility:

Responsibility for safety and quality of training and tuition lies with the Principal. The Principal and/or Chief Instructor shall ensure instruction is delivered to RYA standards. Responsibility for running each training and tuition session shall lie with the Session Leader who will normally be a Senior Instructor or a competent person approved by the Principal or Chief Instructor.

Safety boat coverage (dinghy training):

This shall be on a ratio of one safety boat for a maximum of 6 dinghies under instruction, and two safety boats for between 7 & 15 boats under instruction.

Instructor ratios:

For dinghies with instructor on board, there shall be no more than 3 students to one instructor. For students sailing single-handed, there shall be no more than 6 students to one instructor (instructor aboard safety boat). Qualified instructors may be assisted by unqualified helpers who are deemed competent and experienced by the Principal or Chief Instructor. An Assistant Instructor (AI) counts as qualified in the ratios provided the AI is working under the direction of a Senior Instructor.

For powerboat training student/instructor ratios shall be a maximum of 3:1.

Relevant Sections in this Document:

- All Users
- Sailors (Novices, Trainees and Social Sailors)
- Session Leader
- Safety Boat Operator
- Instructor
- Beach Master
- Tractor Driver
- Fuel Master

Appendices:

- A Safety Boat Equipment Checklist
- B Radio Use
- C Risk Assessment – Sailing and Training
- D Emergency Plan – Sailing and Training
- E Risk Assessment – Fire

F Emergency Plan – Fire
G Accident & Incident Reporting
L Volunteer Declaration Form
M Launch / Retrieval of Safety Boats
N RYA Powerboat Level 2 – typical course plan
N RYA Level1-2 / Stage 1-2 – typical course plan
Q Operating Area

3. Social Sailing

Social Sailing is an organised activity allowing sailors to sail for pleasure, to practice their technique, to offer or receive informal tuition or taster sessions, to generally go sailing without the formality of a set course or a club race event. Social sailing will also include organised dinghy cruises and fun events.

Responsibility:

Each social sailing session shall be under the overall responsibility of a Session Leader.

Safety boat coverage:

There shall be a minimum of two safety boats on the water for each session, each crewed by at least two qualified safety boat drivers (see Section 12). Safety boat cover shall be on a minimum ratio of one safety boat for 12 dinghies, but will normally be strengthened when there are less-experienced sailors on the water and/or the weather conditions determine an increased level of safety. A beach master shall be in attendance whilst boats are on the water. Changes to these safety levels shall be at the discretion of the Session Leader only if special circumstances warrant.

Relevant Sections in this Document:

All Users
Sailors (Novices, Trainees and Social Sailors)
Session Leader
Safety Boat Operator
Beach Master
Tractor (ATV) Driver
Fuel Master

Appendices:

A Safety Boat Equipment Checklist
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G Accident & Incident Reporting
K Use of Club Dinghies

4. All Users - Oddicombe Beach Clubhouse and Boat Park

Generally:

Storage of all chemicals, cleaning fluids, fuels etc shall be controlled, kept away from children and stored in a manner to reduce the risk of fire;

Wet areas in the clubhouse may be slippery;

The clubhouse is a NO SMOKING building throughout.

Everyone should be kept away from the back of the power boats when the engines are being flushed.

Children must be supervised, at all times, when the balcony folding doors are open. Climbing on the Juliet Balcony is not permitted

Children must not be allowed in the kitchen area during periods where hot surfaces are being used;

In event that the clubhouse toilets are unavailable, the nearest facilities are the public toilets on the promenade. Payment by debit or credit is required for access.

Boat parking is for members only. Space is limited and cannot be guaranteed. If a boat is not sailed on a regular basis, the owner may be asked to remove it without refund. All boats are to be left on launching trolleys only (not on road trailers) whilst being kept in the compound. Owners will not be permitted to park their boat until the relevant fee has been paid.

Care should be taken when manoeuvring boats in the boat park and assistance should be asked for if necessary.

When members are carrying out repairs and maintenance work, they must ensure that they keep any resins/chemical secure and away from the reach of children and guard against spillage. It is also recommended that a temporary working surface be deployed to ensure that no dangerous splinters/glass etc are left on the floors after the work has been completed

Car parking is generally unavailable during the daytime between Spring and Autumn. If spaces are available, priority shall be given to the Race Officer and the Beach Master during sailing sessions.

5. All Users - Slipway and Promenade

Boats may be manoeuvred, rigged and de-rigged on the promenade but care should be taken in relation to members of the public.

Do not obstruct the areas used by the beach cafe, Sea Kayaks Torquay and the shop.

The slipway should be used for launching and retrieval only and should be kept clear as much as possible.

Members of the public and particularly children should be requested to stand clear for their own safety when craft are being launched or retrieved. Specifically, during launch and recovery, additional lookouts must be posted at the top of the slipway and preferably at the bottom, to ensure that members of the public do not attempt to cross over during movements.

6. Sailors (Club Racing)

Sailors shall be Members of BCSC, must be eligible to race and shall have entered the club racing series in accordance with the Sailing Instructions by signing a Sailing Declaration form. Visitors may also participate in club races at the discretion of the Vice Commodore or Race Officer for up to two races at no charge but must complete the Sailing Declaration on the Entry Form.

Whilst participating in club racing sailors must conform with instructions from the Race Officer and Safety Boat personnel.

Suitable clothing and adequate personal buoyancy aids shall be worn AT ALL times on the water. All sailors should be able to swim and be confident in the water.

To reduce the possibility of complete inversion in a dinghy capsizes, it is a requirement that all club dinghies shall be fitted with a masthead float, securely attached. Whilst it is left to the discretion of owners, sailing in their own boats, the use of masthead floats is recommended for all dinghies that are not already so equipped.

It is the responsibility of the sailor, or parent or guardian of the sailor, to decide that he/she is able to participate safely in the race and to not launch if that is in doubt. He/she is entirely responsible for their own safety, ref RRS Rules 1 and 4. The sailor must have a knowledge level that is compatible with their reasonable participation in the race, including knowledge of the Sailing Instructions and the Racing Rules of Sailing, especially the rules to avoid collisions. Owners must hold appropriate third-party insurance (min £2M) for their boat. Further information on club sailing, procedures and risk assessment is available on the website and clubhouse notice boards.

Before launching, the sailor or parent or guardian of the sailor, shall assess and judge that the sailor's ability is compatible with the sailing conditions for the race and their equipment is adequate for the race. The following should be considered:

- The wind, tidal and sea conditions on the course and on the route to the course;
- The weather forecast for the period of the race;
- The length of the race course and the expected time on the water;

Personal protective clothing and buoyancy shall be adequate for the conditions;

Long hair should be tied up;

Any class-specific items and equipment;

The dinghy should be in a safe and seaworthy condition; and

The sailor should know how to rig and de-rig the dinghy.

Sailors must properly use the published system for recording participation in the race such as the signing-in sheet. The specific system used shall be identified in the Sailing Instructions or at the pre-launch briefing.

If sailors have any medical conditions that may affect them whilst sailing, or will affect how the support crew should respond in the event of an accident, they must inform the Race Officer and as necessary request a medical form. The Vice Commodore will hold all such records.

Adult sailors helming their own dinghies shall hold a minimum of Adult Level 2 RYA qualification, or be assessed as competent or be self-declared as competent.

Adult sailors helming club dinghies shall hold a minimum of Adult Level 2 RYA qualification, or be assessed as competent or be self-declared as competent.

Junior sailors helming their own dinghies shall hold a minimum of Youth Stage 2 RYA qualification, or be assessed as competent.

Junior sailors helming club dinghies shall hold a minimum of Youth Stage 2 RYA qualification, or be assessed as competent.

Sailing competence will generally be assessed by the Chief Instructor. On club sessions, the Session Lead may refuse persons the opportunity to sail if they are considered not competent or sufficiently experienced for the water conditions.

7. Sailors (Novices, Trainees and Social Sailors)

Sailors shall be Members of BCSC. Visitors may sail at the discretion of the Vice Commodore, Race Officer or Session Leader but must complete a Sailing Declaration form or training booking form.

Suitable clothing and adequate personal buoyancy aids shall be worn AT ALL times on the water. All sailors should be able to swim and be confident in the water.

To reduce the possibility of complete inversion if a dinghy capsizes, it is a requirement that all club dinghies shall be fitted with a masthead float, securely attached. Whilst it is left to the discretion of owners, sailing in their own boats, the use of masthead floats is recommended for all dinghies that are not already so equipped.

It is the responsibility of the sailor, or parent or guardian of the sailor, to decide that he/she is able to participate safely in the sailing session and to not launch if that is in doubt. He/she is entirely responsible for their own safety. The sailor must have a knowledge level that is compatible with their reasonable participation in the session. Owners must hold appropriate third party insurance (min £2M) for their boat.

Before launching, the sailor or parent or guardian of the sailor, shall assess and judge that the sailor's ability is compatible with the sailing conditions and their equipment is adequate. The following should be considered:

- The wind, tidal and sea conditions;
- The weather forecast for the period of the session;
- The expected time on the water;

Personal protective clothing and buoyancy, adequate for the conditions;

Long hair should be tied up;

The dinghy should be in a safe and seaworthy condition; and

The sailor should know how to rig and de-rig the dinghy.

If sailors have any medical conditions that may affect them whilst sailing or will affect how the support crew should respond in the event of an accident, they must inform the Session Leader and as necessary request a medical form. The Vice Commodore will hold all such records.

Adult sailors helming their own dinghies shall hold a minimum of Adult Level 2 RYA qualification, or be assessed as competent or be self-declared as competent.

Adult sailors helming club dinghies shall hold a minimum of Adult Level 2 RYA qualification, or be assessed as competent or be self-declared as competent.

Junior sailors helming their own dinghies shall hold a minimum of Junior Stage 2 RYA qualification or be assessed as competent when sailing on Friday nights or club social sailing during the weekend. Junior sailors helming their own dinghies shall hold a minimum of Junior Stage 2 RYA qualification when sailing on Tuesday racing nights or be assessed as competent.

Junior sailors helming club dinghies shall hold a minimum of Junior Stage 2 RYA qualification or be assessed as competent when sailing on Friday nights or club social sailing during the weekend. Junior sailors helming club dinghies shall hold a minimum of Junior Stage 2 RYA qualification when sailing on

Tuesday racing nights or be assessed as competent.

Novice sailors, adults and juniors, shall sail under the direction of, and at the discretion of, the Session Leader.

Sailing competence will generally be assessed by the Chief Instructor. On club sessions, the Session Lead may refuse persons the opportunity to sail if they are considered not competent or sufficiently experienced for the water conditions.

8. Race Officer

Eligibility

The Race Officer must be a competent person with knowledge of running club racing and be approved by the Vice Commodore.

Responsibilities

The Race Officer shall have overall responsibility for the sailing session, and in particular shall be responsible for the following:

The decision whether or not to hold the race;

The decision to start at the scheduled time or after a postponement;

Ensuring that adequate safety boats and qualified personnel are deployed to cover safety;

Ensuring that essential equipment is deployed such as radios, markers and flags;

Ensuring that adequate support personnel are deployed to cover necessary duties such as Beach Master, Timekeeper, etc;

Ensuring that all sailors are eligible to race;

The decision to run races with one or two class starts;

The decision on the course (with the assistance of a course setter as necessary);

General conduct of the race, starting and finishing;

Delivery of the pre-launch Briefing; and

Reporting any accidents.

Ensuring any damage to club equipment is recorded for repair & maintenance purposes

Guidance
Support personnel may combine duties where practical. For instance, the Race Officer may also undertake duties for the race such as Safety Boat Operator, Course Setter and/or Timekeeper. If shore-based, the Race Officer may also act as the Beach Master.

The Race Officer shall, however, ensure there are a practical minimum number of people to allow the race to be properly and safely conducted.

Accident or damage reporting shall be carried out in accordance with the procedures in the Appendices.

Race signals and start sequence should be as shown in the Appendices.

9. Session Leader

Eligibility

The Session Leader (for training or social sailing sessions) must be a competent person with knowledge of running sailing sessions and be approved by the Vice Commodore.

If leading a training session, the Session Leader shall be a Senior Instructor, or an Instructor delegated by the Senior Instructor, and shall hold an RYA-recognised First Aid certificate.

Responsibilities

The Session Leader shall have overall responsibility for the sailing session, and in particular shall be responsible for the following:

The decision whether or not to hold the session;

The decision to start at the scheduled time or after a postponement;

Ensuring that adequate safety boats and personnel are deployed to cover safety;

Ensuring that essential equipment is deployed such as radios, markers and flags;

Ensuring that adequate support personnel are deployed to cover necessary duties such as Beach Master, Timekeeper, etc;

Ensuring that all sailors are eligible to sail;

The decision on the sailing area;

General conduct of the session;

Delivery of the pre-launch Briefing; and

Reporting any accidents.

Ensuring any damage to club equipment is recorded for repair & maintenance purposes

Guidance

Support personnel may combine duties where practical. For instance, the Session Leader may also undertake duties for the session such as Safety Boat Operator, and/or Timekeeper. If shore-based, the Session Leader may also act as the Beach Master.

The Session Leader shall, however, ensure there are a practical minimum number of people to allow the session to be properly and safely conducted.

Accident or damage reporting shall be carried out in accordance with the procedures in the Appendices.

10. Instructor

Eligibility

Dinghy Instructors shall hold RYA qualifications as Senior Dinghy Instructor, Dinghy Instructor or Assistant Instructor.

Powerboat Instructors shall hold RYA Powerboat Instructor qualifications.

Instructors shall hold an RYA-recognised First Aid certificate.

Responsibilities

Instructors shall be responsible for the following:

Providing instruction under the direction of the Principal, Chief Instructor or Session Leader as appropriate;

Adhering to the Operational Procedures requirements on instructor/student ratios;

Disseminating the content of BCSC risk assessments to students;

Ensuring any group leaders of students under tuition inform Instructors about any factors which may affect the ability of the group members when participating in the session.

Guidance

Instructors should

Deliver courses in accordance with RYA guidelines

Prepare and follow a typical course plan (see example Appendix N and O)

Check that boats to be used for training are properly rigged and seaworthy

Tailor their instruction session to the ages and abilities of the students;

Check that the path is clear from slip to sea (sweep the slipway if required);

Ensure that launching of boats from the slipway is a controlled activity;

Encourage all involved to help in the clearing of the beach and boat area after the session;

Check students do not go afloat without the correct clothing or safety devices;

Ensure the Beach Master is aware of the expected return time; and

Be aware of everyone's limitations and the limitations of the boats.

11. Safety Boat Operator

Eligibility

The Safety Boat Operator must be a competent person with relevant experience and be approved by the Vice Commodore. Safety Boat Operators will hold a current Powerboat Certificate Level 2 as a minimum standard, and in addition either hold an RYA Safety Boat certificate or have attended an in-house BCSC safety boat course.

Safety Boat Operators should ideally hold an RYA-recognised First Aid certificate.

The Safety Boat Operator must be able to operate the VHF radio. A VHF certificate is desirable but not mandatory.

Responsibilities

Safety Boat Operators are responsible for providing safety boat cover. They shall heed any instructions from the Race Officer, or Session Leader, appointed for the session.

Guidance

General; All safety boat crew members are responsible for pre-launch checks, safety on the water, post-session cleaning and correct storage of the boats to ensure the boats are available for the next sailing session.

Ensure adequate buoyancy is correctly fitting and worn at all times by all crew.

Ensure crew is willing and able to give assistance to enter the water if necessary to provide assistance if the situation demands. The session safety boat lead may refuse to accept crew who are not dressed for, or deemed not to be capable of, in water assistance.

Check the weather forecast via a reliable source and be aware of the wind direction.

Abide by navigational traffic rules and comply with International Rules for Prevention of Collisions at Sea (IRPCS) and local bye-laws.

Respect other beach users and be aware of other water users when on the sea.

Ask for assistance when manoeuvring boats out of store/park or on the slipway.

Ensure slipway is clear prior to manoeuvring boats.

Pre-launch checks

Ensure that the safety boat contains the minimum equipment, as listed at Appendix A.

Check fuel is adequate for the session.

Check engine oil level.

Ensure radio is in working order prior to leaving the shore and again when on the water prior to commencement of activities.

Attend the pre-race briefing.

On the water

Ensure the kill cord is worn at all times. The kill cord is probably the most important single piece of safety equipment in a planing boat. NEVER operate the boat without a kill cord in place and ensure the cord is attached to your leg.

Keep in regular contact with the Race Officer or Session Leader and any other supporting boats

Keep in regular contact with the shore and advise when attending an incident and pre-warn the Beach Master when assistance may be required when returning sailors to shore

Be careful when landing the safety boat – do not run it up the beach

Post-session checks

Flush engine with fresh water (do not run without water feed)

Remove and store fuel and wash safety boat down

Please Remember: The safety boat is NOT a pleasure craft - it is there to provide safety cover. Safety boat crews must not use excessive speed, when this is not required – leading to increased fuel consumption, running costs and increased wear and tear. The capability of the RIB's to drive at high speed is a reserve capability for emergencies. Specifically, safety RIB's should only be driven at a suitable speeds for the duty being carried out.

12. Course Setter

Eligibility

The course setter should have experience of setting race courses in Babbacombe Bay or be under guidance of another with that experience.

Responsibilities

To take relevant instructions from the Race Officer and to set a course which is appropriate for the participating sailors and weather conditions.

Guidance

The course should be set in accordance with the Sailing Instructions or as amended and advised by the Race Officer during the pre-launch briefing.

See Appendices for more detail on course setting.

13. Beach Master

Eligibility

Beach Masters must be able to operate the VHF radio.

Responsibilities

To maintain radio and visual contact with the Race Officer / Session Leader and Safety Boat Operators as appropriate.

To arrange – if sufficient resources are available - for an additional power boat to be prepared and ready to depart in the event of an emergency or any difficulty with the Safety Boats already afloat.

In the case of there not being sufficient assistance or an additional safety boat or powerboat available, to be aware of the situation and if necessary, call the coastguard if capsizes are likely and safety cover has become inadequate for any reason. This judgement should be made in conjunction with the Race Officer / Session Leader and/or Safety Boat Operators and will be based on conditions and the competence of individuals who are on the water at the time.

To check that radios are charged before use and that radios are returned to their charging stations.

Maintain the SESSION SHEET which will record general details of session, those on duty, ALL boats on water, names of helms and crew, and race times and results.

Undertake Registration duties if necessary or liaise with the Registration person as applicable.

Check the accident book and pass any new entries to the Vice Commodore.

Guidance

Beach Masters should have access to an operable mobile phone or to a landline during sessions. The beach master must remain in contact with the session leader and safety boat leader at all times and should remain in sight of the foreshore so as to detect boats returning to the beach.

See Appendices for more detail on radio use.

Registration

All sailors and other support volunteers should register via Dutyman and sailors should pay the session sailing fee via the website store BEFORE the session. Sailors who do not register or pay will not be able to sail. This is consistent with our goal to reduce administration.

14. Results Coordinator

Eligibility

The results coordinator should have suitable experience of sailing results software and access to equipment to print and publish the results on notice boards, video screens and/or the website.

Responsibilities

To liaise with the Timekeeper and obtain and the race timing sheets.

To update results from each race session and post results such that times, positions and points may be accessible to sailors at the earliest opportunity after the race, and thereafter on the club website and notice boards.

To store all completed timing sheets.

Guidance

'Sailwave' software is available to capture results for each series.

15. Tractor (ATV) Driver

Eligibility

Authorised drivers – must be over 18 years old and approved by the Vice Commodore.

Approved drivers shall have attended a practical course run by BCSC on safe usage procedures including launching and retrieval of safety boats.

Responsibilities

To use the ATV to assist in launching and retrieving powerboats via the slipway.

Guidance

Before start up, ensure there is sufficient unleaded petrol in the fuel tank.

Do not start in the boathouse unless main doors are open.

Keep key in storage compartment, on off-side (right hand) mudguard.

Ensure automatic gear is set to parking position 'P'. Turn ignition key clockwise to start.

Driving guidance

ATV has 2WD, 4WD and 4WD-diff-lock modes. Normal use (launching/retrieval) is 4WD.

Do not exceed 5 MPH.

Always wear the safety helmet.

Always engage 'P' when parked.

Switch off before getting off. Remove key when away from vehicle.

Do not allow unapproved drivers to operate. Do not carry passengers.

Use chocks if parking on slipway.

Towing

When towing on the slipway, the ATV driver shall use a banks-man who should walk to the front and to the side of the vehicle, and should be able to see both the driver and the craft being towed. The banks-man should be able to communicate with hand signals (the ATV is noisy) to both the driver and the people guiding the towed craft.

The driver and banks-man should ensure people helping with the boat are not at risk and are clear of wheels and ramps before moving off to take up slack and start towing.

The driver shall ensure that members of the public are asked to clear the slipway and that no persons are downslope of the trailer wheels.

Close down

Park ATV in boat house with parking gear selected.

Inform Fuel Master or Race Officer if fuel is low – DO NOT let the fuel run out.

Ensure battery is charged every four weeks if not in regular use.

16. Fuel Master

Eligibility

Any responsible adult member.

Responsibilities

To check adequate supplies are in the fuel store – unleaded petrol for powerboats and ATV.

To ensure the fuel store is properly used and secure.

To buy and bring fuel to the beach.

Guidance

Lilly II, Orca and Juno use neat unleaded petrol

Orca is two-stroke (there is a separate two-stroke oil tank in the engine).

Juno and Lilly II are 4-stroke.

Each RIB has its own labelled red fuel tank.

Do not fill fuel tanks when wearing drysuits.

Ensure any fuel spillage is suitably soaked up (cover in sand).

Heed no smoking policy in club house, boat park on safety boat or when afloat.

No smoking on the vicinity of the fuel store.

Check oil levels in each two-stroke power boat.

Check for adequate fuel and ensure fuel is secure.

Do not top up any fuel tank whilst it is in the boat.

It is recommended that there should be a marked safety area whilst refuelling takes place. eg a prominent sign with “Flammable Liquids”, “NO Smoking”, “NO Naked Flames” and “Refuelling in Progress” cleared marked.

17. Last Person Out

Eligibility

Any key-holder.

Responsibilities

To ensure everybody is out and club facilities are left safe and secure after a sailing session.

Guidance

In Clubhouse

Check that all equipment is properly stowed and the clubhouse is ready for the next users.

Ensure all kitchen appliances are switched off.

Ensure that hot water immersion heaters are switched off after shower usage is finished.

Check all keys are hanging on the key board.

Ensure all lights both interior and exterior are to be switched off.

Ensure boathouse main doors are latched and barred and internal door is shut.

Close main external door.

Outside Areas

Ensure all boats, ramps and equipment are within the boat park compound.

Ensure all boat park gates are closed and padlocked.

Ensure slipway gates are closed and padlocked.

Appendix A. Safety Boat Equipment Checklist

The following equipment should be in each safety boat:

Anchor and warp (quick-release with float)
Spare Kill-Cord (Check it is correct type for engine)
Spare anchor set (for dinghies)
VHF Radio (set to Channel M1 and keyboard locked)
Paddles (including one wooden)
Tow ropes (2 x floating ropes)
Bailer
Emergency Radio Procedure card
First Aid Kit
Foil Survival Garment
Fire Extinguisher (in date)
Tool Kit and Safety Knife
Flares (inshore pack) (in date)
Compass
Tide Tables (in date)
Chart
Pump / Puncture kit

Appendix B: VHF Radio Use

General Instructions for Club VHF Radios

Check battery status (fully charged battery should last approx 8 hours)

To lock/unlock, press and hold small button on left hand side of radio until beep

Select Channel M1. Select low power, using H-M-L key

Use waterproof radio pouch to protect radio. Roll top tightly to seal and clip together

Carry out radio check with other users (Race Officer/Beach Master/Safety Boat)

BCSC on-shore call sign is **BEACH**

Example call – ***“BEACH BEACH BEACH, THIS IS ORCA. ORCA, ORCA., ARE YOU RECEIVING, OVER”***

Emergency Use: (on ORCA for example)

Call Emergency Services on a landline or mobile if available, otherwise

MAYDAY CALL – life threatening distress

A Mayday call is only to be used in the case of “grave and imminent danger to a vessel or persons, such as fire, sinking, man overboard etc.

1. Check radio is ON and power is HIGH
2. Select Channel 16
3. Press transmit button on side and say clearly

MAYDAY MAYDAY MAYDAY

This is ORCA ORCA ORCA

MAYDAY - This is ORCA

My position is (location description – eg ‘one mile off Oddicombe Beach Torquay’ or state latitude and longitude)

I am (sinking, on fire, aiding a sailor in difficulty etc – ie the nature of the distress)

I have (x) people on board

I require immediate assistance

OVER (this means reply)

4. release the transmit button, listen for reply

5. Stay on Channel 16

6. If no acknowledgement, check radio and repeat the MAYDAY call

PAN-PAN CALL – serious, need help but not life threatening distress

1. Check radio is ON and power is HIGH

2. Select Channel 16

3. Press transmit button on side and say clearly

PAN-PAN PAN-PAN PAN-PAN

This is ORCA ORCA ORCA

PAN-PAN – this is ORCA

Then say position, nature of distress etc as in MAYDAY call

Cobra HH350 VHF Radio



Appendix C. Risk Assessment: Sailing and Training

RISK	CONTROL MEASURES	LIKELIHOOD (with control measures)	SEVERITY	RISK SCORE
Beach clubhouse: slips, trips and falls	Avoid carrying trailing ropes and loose equipment Under 18s not permitted in balcony area without supervision	1	1	1
Fire	Refer to Fire risk assessment and Fire Emergency Plan	1	1	1
Kitchen injury – hot food, hot surfaces	Under 18s not permitted in kitchen area	1	1	1
Sailing – exposure to wet and cold	For young persons under training: All participants must be able to swim Wetsuits/drysuits to be worn whenever possible A change of dry clothing to be brought to sessions Instructors to be aware of welfare of the group and individuals – early warning signs etc. Sailing season restricted from April to October			
Sailing - adverse weather conditions	Instructions of Session Leader to be followed Sessions not to be carried out in adverse weather conditions Return to shore if conditions deteriorate Instructors to ensure sailors aware of return to shore signals Flares to be carried on safety boats	1	1	1
Injury	Race Officer / Session Leader should alert the Beach Master to prepare for receiving an injured sailor and instruct them to call the Emergency Services if deemed necessary Instructors and most safety boat operators to be first aid qualified Refer to Emergency Plan – Sailing and Training	1	1	1
Safety boat usage	Adhere to Operating Procedures Operation by qualified personnel only Buoyancy aids and kill cord mandatory plus minimum standards of equipment as set out in the Operating Procedures Check for sufficient fuel before launching Check VHF radio operating from beach before leaving and check again away from shore prior to commencement of activity	1	1	1

Appendix C. Sailing and Training (Continued)

RISK	CONTROL MEASURES	LIKELIHOOD (with control measures)	SEVERITY	RISK SCORE
Equipment condition	<p>Buoyancy aids to be inventoried and checked</p> <p>Buoyancy aids are available in a range of sizes to suit all</p> <p>Any defective equipment to be removed</p> <p>Dinghies to be checked and maintained</p>	1	1	1
Child Protection (Safeguarding Children, Young people and vulnerable people)	<p>Refer to BCSC child protection policy</p> <p>All instructors and helpers to be DBS checked</p> <p>Participants' parents/guardians required to provide parental consent, medical information and physical and mental capacities prior to the session</p> <p>Those in control of such individuals with special needs should notify instructors of any special requirements of the individual or group prior to undertaking the sailing activity wherever possible.</p>	1	1	1
Accident/incident reporting	<p>Accidents and near misses are recorded and any third party will be informed of any accident or incident involving a member of their group. Accident, incident and dangerous occurrences will be reported in accordance with RIDDOR.</p> <p>In the event of an accident/incident a designated officer of the club will act as the main media contact if required – this is likely to be the Commodore.</p>	1	1	1
Safety boat usage	<p>Adhere to Operating Procedures</p> <p>Operation by qualified personnel only</p> <p>Buoyancy aids and kill cord mandatory plus minimum standards of equipment as set out in the Operating Procedures</p>	1	1	1

Appendix C: Sailing and Training (continued)

RISK	CONTROL MEASURES	LIKELIHOOD (with control measures)	SEVERITY	RISK SCORE
	Check for sufficient fuel before launching			
	Check VHF radio operating from beach before leaving and check again away from shore prior to commencement of activity			

Probability (Likelihood)

1. Minimal likelihood
2. Low likelihood
3. Average likelihood
4. Medium likelihood
5. High likelihood

Effect on personnel (Severity)

1. None or only minor injury
2. Some injury resulting in time off work
3. Major injury resulting in considerable time off work
4. Single fatality

5. Multiple fatalities

Reviewed 01/08/2023

Appendix D: Emergency Plan (Sailing and Training)

Contact Details:

HM Coastguard	999 or 02380 329 486 or 01803 882 704, VHF Channels 16 and 67
Ambulance	999
Distress Call	VHF Channel 16

BCSC Vice Commodore
Neil Mander 07971 426141

BCSC RYA Training Centre Principal
Guy Hester 07769 726666

Chief Instructor (Dinghies) and Powerboat
Guy Hester 07769 726666

Welfare Officer
Mandy Mander 07811 552649

Race Officer or Session Leader
Whoever is on duty for the session

BCSC Commodore
Adrian Mark 07906 505999

Assistance

If a boat is or appears to be in danger or in need of assistance approach the boat and enquire if they need help.

Stand by to assist even if they appear to be coping

Do not put yourself at risk

Alert the Race Officer or Session Leader and other boats using VHF Radio, hand signals, flare if necessary

A decision about calling the RNLI should be made by the Race Officer / Session Leader

Race Officer / Session Leader should alert the Beach Master to prepare for receiving an injured sailor and instruct them to call the Emergency Services if deemed necessary

Injury

In the event of serious injury the Beach Master should co-ordinate with the Coastguard on Channel 16/37 or phone 999 about where to land a casualty and meet an ambulance

Do not move the casualty more than is necessary to ensure their safety

Ensure if unconscious that their airway is clear by loosening clothing, laying them on their side and lifting their jaw forwards

Wrap them up warm, do not give food or drink

Immobilise injured parts if possible, especially neck in case of head injury

Appendix E: Fire Risk Assessment

RISK	RISK CONTROL MEASURES	LIKELIHOOD (with control measures)	SEVERITY	RISK SCORE
Ignition from sources such as: smoking, electrical equipment, portable heaters, naked flames, boiler, heat from cooking.	Smoking is prohibited. Smoke alarms are fitted. Electrical equipment to be checked Portable heaters are not used No gas appliances in new building (under 18s not permitted in kitchen) Boiler to be serviced annually	1	1	1
Spread of fire by combustible materials e.g. excessive amounts of paper/wood/water, flammable liquids, non-fire resistant furnishers	Areas are to be kept tidy Buildings to be locked when not in use Fuel not stored in building but in a locked bunded outside compound restricted to authorised members only	1	1	1
Fire warning being inaudible	No automatic alarm – use verbal shout to evacuate	1	1	1
Escape routes blocked	Escape route is via stairs – to be kept clear - and outside doors. In an emergency an individual could escape over the balcony although this is not identified as an official escape route	1	1	1
Disabled person unable to use evacuation route	All disabled persons to be accompanied onto the premises and helped out as a priority	1	1	1
Difficulty in finding escape route	Only one obvious exit from building	1	1	1
Fire extinguishers insufficient or unserviceable	Fire extinguishers on each floor – checked annually	1	1	1

Probability of Ignition (Likelihood)

1. Minimal likelihood
2. Low likelihood
3. Average likelihood
4. Medium likelihood
5. High likelihood

Effect of fire on personnel (Severity)

1. None or only minor fire-related injury
2. Some fire-related injury resulting in time off work
3. Major fire related injury resulting in considerable time off work
4. Single fatality resulting from fire
5. Multiple fatality resulting from fire

The risk from fire at these premises is assessed as score 1. However a fire in this building will more likely result in damage to the property rather than injury to individuals.

This premises has undergone a type 2 survey for asbestos and none has been identified.

Fire guidance referred to HM Government Fire Safety Risk Assessment Small and Medium Places of Assembly.

It should be noted that the Club is used for limited access by members or the guests of members

Reviewed January 2023

Appendix F: EMERGENCY PLAN – FIRE ACTION

On these premises the Fire Warning is given by a verbal SHOUT

On discovering a fire

- (a) Raise the alarm by shouting "Fire – Get out of the Building"
- (b) Tackle the outbreak with a fire extinguisher, but only if you are trained and it is safe to do so. Otherwise leave the building and proceed to the assembly point at the top of the slipway.

On hearing a warning of fire

- (a) Alert all persons under your charge – or make sure that they have been alerted
- (b) All persons must evacuate the premises quickly but calmly and proceed to the assembly point. Do NOT delay the evacuation by collecting coats or other personnel belongings.
- (c) Ensure that the Fire Service is called as soon as possible after the fire warning
- Dial 999 and give the full postal address of the premises as below
- (d) Before leaving check changing rooms to ensure that all persons have left the premises
- (e) Close all doors of rooms and those through which you pass on leaving the building
- (f) Do not re-enter the building until a Fire Officer has stated that it is safe to do so

Our address is:

Babbacombe Corinthian Sailing Club, Beach Club House, Oddicombe Beach TQ1 3LF

If appropriate (e.g. during operating hours) inform the café and other beach businesses and beach hut users of the fire.

Reviewed January 2024

Appendix G: Accidents and Incident Reporting

Any incidents or accidents including near misses must be recorded in the accident book by the Race Officer or the Session Leader as appropriate.

The accident book will be checked by the Beach Master at each session and any new entries removed and handed to the Vice Commodore for storage under the Data Protection Act requirements.

The Vice Commodore will retain and review accident/incident sheets and take action when an incident may require the operating procedures or risk assessment to be updated.

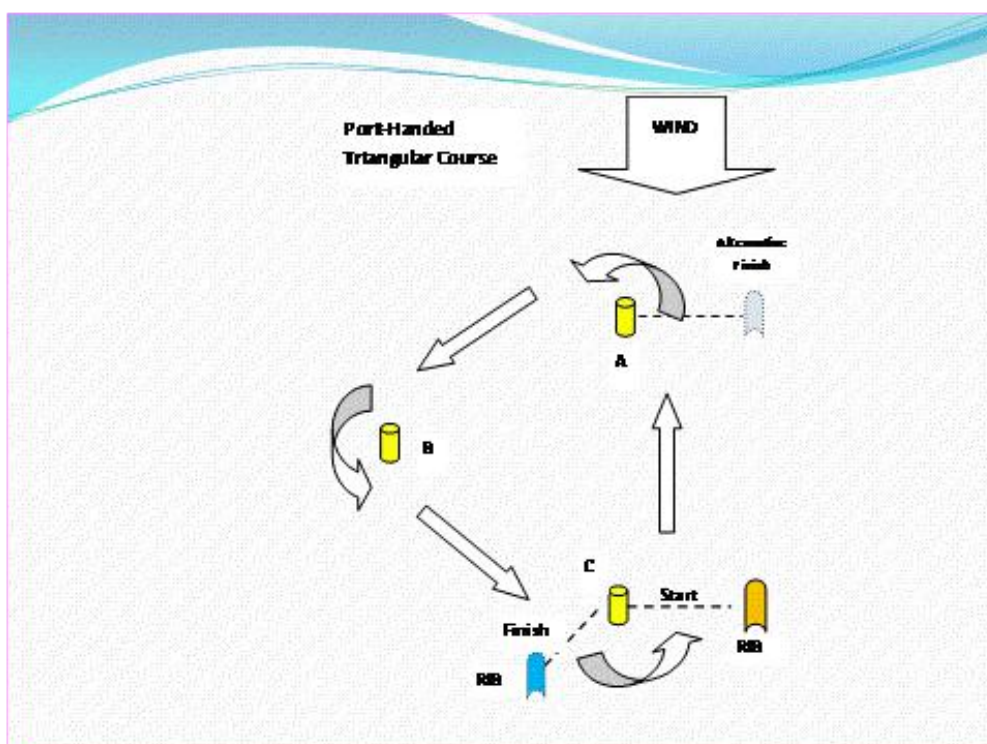
Any damage to property or equipment shall be reported to the Vice Commodore.

First aid kits must be regularly checked and a regular inspection made of safety devices.

Appendix H: Course Setting

The course as shown below is as set out in the Sailing Instructions.

The Race Officer shall confirm this course or advise a variation (such as starboard-handed triangles or triangle-sausage-triangle) at the pre-launch briefing.



Appendix I: Race Timing Sheet







An example of the standard time recording sheet is shown below

[illegible]


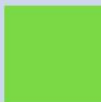



Appendix J: Racing Flags and Signals

The starting sequence for a single start is as shown below. Class flags will be used if more than one start is necessary as set out in the Sailing Instructions.

The Race Officer shall confirm the start type at the pre-launch briefing.

Minutes (Mixed)	Signal	Flags	Sound Signals	
5	Warning	Class Flag "R" (Mixed) displayed	one	
4	Preparatory	Flag "P" displayed	one	 
1	Preparatory down	Flag "P" removed	one long	 
0	Start (Mixed)	Class Flag "R" (Mixed) removed	one	

The following flags may also be used:

Flag	Meaning	Flag	Meaning
	Red: Port Course		Green: Starboard Course
	R: Mixed Fleet Class Flag		Tasar Fleet Class Flag
	P: Preparatory		S: Shorten Course
	AP: Race Postponed		N: Race Abandoned

Appendix K; Use of Club Dinghies

BCSC has a number of club dinghies for hire by members, subject to availability, and subject to the usage terms and the safety procedures in this document.

Bookings should be made via the BCSC website and sailors should then register via Dutyman to reserve a dinghy. No cash will be taken on the beach.

Hirers are required to ensure that the dinghy is properly de-rigged and equipment stowed in readiness for use by others at later sessions.

Any suggestions regarding the condition and/or performance of the boat will be welcomed, and any damage should be reported on the day of hire.

Laser	single hander dinghy with choice of several sized rigs
Laser 2000	double hander dinghy for adult crews, or adult with a junior crew
Laser Bahia	large dinghy, that can be sailed with two or three crew
RS Pico	small dinghy, suitable for one adult or two junior sailors
RS Feva	competitive double hander dinghy for light adults or youth crews
RS Tera	small dinghy, suitable for small junior sailors

Appendix L: Volunteers

The club encourages members, who do not wish to participate in dinghy sailing, but wish to be involved, to volunteer for supporting roles such as safety boat operators, beach masters and helpers on the shore.

Each volunteer will be asked to complete a declaration as below. Declaration forms shall be held by the Vice Commodore.

BCSC Volunteer Declaration Form

I declare that I have read and understood the Operational Procedures document.

I will inform the Vice Commodore, Race Officer, Principal, Chief Instructor or Session Leader as appropriate if and when there is any circumstance which may affect my ability to undertake any volunteer roles which are described in the Operating Procedures document.

I also confirm that I have read, understood and will abide by the club's Code of Conduct and the Child Protection Policy.

Name _____

Signed _____

Date _____

Appendix M: Launch / Retrieval of Safety Boats

General:

The slipway was extended in 2014. The lower section of the slipway is steeper than the upper section. These procedures are intended to standardise a safe system of launch and retrieval.

Responsibilities:

It is the responsibility of the Race Officer or Session Leader to see that the procedures are followed or to decide on any variation of them to suit conditions at the time.

Launch and Retrieval of Safety Boats

To reduce the risk of salt water corrosion to the ATV, it should only be operated on the slipway and should not be driven onto the sandy beach, or into the water. When the tide is low, there may be a large distance between the bottom of the slipway and the waters edge. In this case a long tow rope should be used to join the ATV to the launch trailer.

When launching or recovering safety boats, crew members should not ride in the boat, while it is not afloat. Therefore, the boat should be launched, then held near the beach while the trailer is removed. Crew can then enter the vessel, while it is held close to the waters edge. When recovering a safety boat, it should be stopped in shallow water, while the crew exit the vessel. The trailer should then be positioned under the boat, before recovery.

When launching, safety boats must be lowered with the assistance of the tractor (ATV) (see Fig 1). In some cases, with the lighter boats, lowering by hand may be acceptable if sufficient adult assistance is available. The decision is taken by the race officer or beach master.

When retrieving, the safety boat may be positioned by hand at the base of the lower slipway ready for attachment of the tow ropes and guide ropes. When the safety boat is part way up the upper concrete slipway and a shorter tow rope is needed, chock both wheels and re-attach shorter rope between ATV and boat for direct pull to top.

Use tow rope provided and loop the lower end around the boat trolley.

A banks-man shall be positioned on the slipway near to the front of the safety boat and will communicate with the ATV driver using standard hand signals (see Fig 2). A lookout shall walk alongside the tractor keeping watch back and front.

No personnel must be in, on, behind or at the side of the boat. The ATV can take the load. Do not impair driver's view. Ensure there are no members of the public on the slipway or on the beach below the slipway when boats are being launched and retrieved.

Only approved drivers shall undertake towing. If the ATV is parked on slipway, engage parking gear, turn off engine, chock wheels. Juniors shall keep clear whilst these procedures are in use.

The following procedure will be employed for movement of the club safety boats, using the quad bike as a tractor.

In this context, reverse means movement with the quad bike driver facing toward the boat. ("down the slipway") Forward means the driver facing away from the boat ("up the slipway")

- No towing in reverse will be permitted, until further notice. Under no circumstances must towing be undertaken, using attachment point on the front of the quad bike, or the winch.
- All towing now to be carried out in forward drive, using the attachment point on the rear tow-ball. Four wheel drive must be engaged, for all boat movements.
- The Banksperson is in charge of the procedure and movements will only be permitted at their instruction
- Towing strops and connections to be checked before each tow
- Towline must be taut before trailer wheels touch the slipway slope. Ensure that the towing strop is fully

extended, before the trailer goes onto the slope.

- The Banks person to ensure they can see all operation and communicate effectively with ATV driver. The Banks person must position themselves so that the driver can see signals, in their normal field of vision.
- Minimum personnel, required for boat movements are Banks person, ATV driver, two Guides on front of trailer. The Guides will use the trailer handle to steer the boat, whilst it is being towed
- Other personnel can act as marshals - required if there are members of the public on the beach and promenade. Politely, request pedestrians to keep clear of the route, when boats are being moved.
- Slipway, beach and shoreline immediately downslope of trailer must be free of people (including marshals) during launch. No person should be on the slipway below the boat. Stand by side of slipway.
- ATV should stay on the concrete slipway and not on the beach. Different lengths of strop can be used for various states of tide.
- Banks person / ATV driver / Safetyboaters to be made aware of this procedure and to receive practical training
- ATV driver to wear a safety helmet. Only club members who have undergone instruction in driving the quad bike, are permitted to drive.
- Standard hand-signals to be used. All club members, involved in boat movements should familiarise themselves with the hand signals, shown in the Ops Procedures Manual (on club website)

Towing strops are carried on the quad bike. There are two lengths of tow strop, permanently attached to the tow hitch - 5metres and 10 metres. Where necessary, these may be extended by clipping on additional lengths, for which a 5metre and a 10 metre length are carried. This allows tow strops of up to 25 metres to be used. All strops should be regularly inspected, but are rated to 5 tonnes. The connecting hooks are rated to 1.5 tonnes capacity.

If tow strops are soaked in seawater, or covered in sand, they should be washed with fresh water at the end of the session.

Fibreglass sand mats are carried on the quad bike and may be used if the boat trailers get bogged down in soft sand.

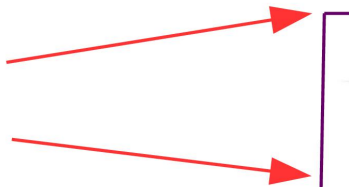
Banksman
instructs
driver with
hand
signals



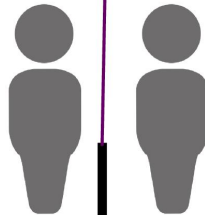
ATV always
facing UP
slipway



Tow Strap
attached to
nose of
Trailer and to
REAR
towing
attachment
on quad bike



One, or
two,
persons
steer
trailer



Remaining
Persons
keep
Clear, during
Movement of
boat



Remaining
Persons
keep
Clear, during
Movement of
boat





The standard signals, shown above, must be used at all times to communicate to the quad bike driver.

Appendix N; RYA Practical Courses

BCSC is a Training Centre recognised by the RYA to provide instruction for the following practical courses:

Dinghy Level 1 – Start Sailing
 Dinghy Level 2 – Basic Skills
 Dinghy Level 3 – Better Sailing
 Dinghy Start Racing
 Dinghy Seamanship Skills
 Dinghy Sailing with Spinnakers

Youth Sailing Scheme – Start Sailing Stage 1
 Youth Sailing Scheme – Start Sailing Stage 2
 Youth Sailing Scheme – Start Sailing Stage 3
 Youth Sailing Scheme – Start Sailing Stage 4

Powerboat Level 2 – Powerboat Handling
 Safety Boat Course

Details of each of the courses may be found on the pages overleaf.

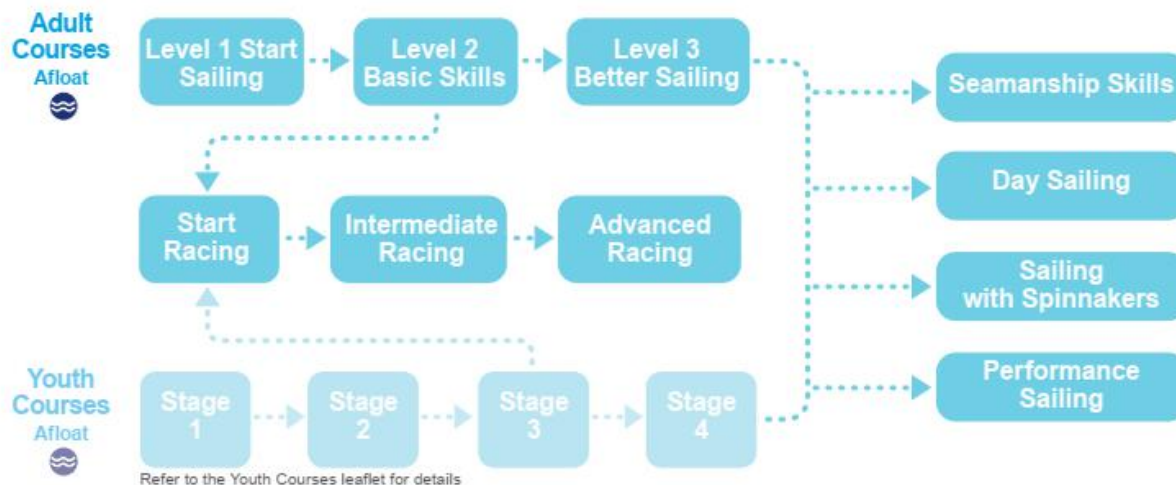
Details of actual courses offered, dates and prices will be advised to members separately as the season progresses.



DINGHY, KEELBOAT, MULTIHULL ADULT COURSES



Start your training with a course appropriate to your experience - you don't have to start at the beginning.
Our recommended path through the courses is shown below.



RYA training is also available for:



www.rya.org.uk



DINGHY KEELBOAT & MULTIHULL ADULT COURSES



Dinghies, multihulls and small keelboats provide an exciting and cost effective way for the whole family to get afloat.
With courses preparing you for all varieties of sailing including the thrill of performance boats, racing and using spinnakers.
Probably the quickest and easiest way to learn to sail. Many centres run introductory sessions to give you a taste of the sport first.

Course	Assumed knowledge	Course content	Ability after the course	Min duration	Min age
Level 1 Start Sailing	None	How to sail in all directions, including an awareness of launching and recovering	Able to sail in light winds under supervision	2 days or an equivalent number of sessions	16 Recommended
Level 2 Basic Skills	Sailing skills to Level 1 standard	Rigging, launching, sailing in all directions. Capsize recovery and essential safety knowledge	Able to sail and make decisions in good conditions		
Level 3 Better Sailing	Sailing skills to Level 2 standard	Enhance your skills and develop techniques with a range of tasters from the advanced modules	More confident in sailing skills and techniques, and ready to progress onto the advanced modules		

RYA advanced modules for youths and adults

Course	Assumed knowledge	Course content	Ability after the course	Min duration
Seamanship Skills	Sailing skills to Level 3 standard	Launching and recovering the boat in different circumstances, stopping, reducing sail, recovering a man overboard, anchoring	Able to handle a wide range of situations afloat	2 days or an equivalent number of sessions
Day Sailing	Skills and background knowledge to at least Level 3 standard	Preparing and planning for a day cruise, pilotage and decision making including adverse conditions	Able to plan and execute a cruise, depending on conditions	
Sailing with Spinnakers	Sailing and background knowledge to Level 3 standard	How to rig the boat, gybe and recover one type of spinnaker, either conventional or asymmetric. How to sail the best possible course downwind	Able to use a spinnaker either conventional or asymmetric	
Start, Intermediate and Advanced Racing	For Start Racing you need sailing and knowledge to at least Level 2 standard	From fun racing to regattas – all you need to know to get off the start line and round the course	If you go all the way through to Advanced Racing you will have developed your techniques and skills to enable you to confidently take part in higher level competition	
Performance Sailing	Skills and background knowledge to at least Level 3 standard	Coaching to improve your sailing, primarily in two person boats with spinnakers	Able to sail faster and more efficiently in all conditions	



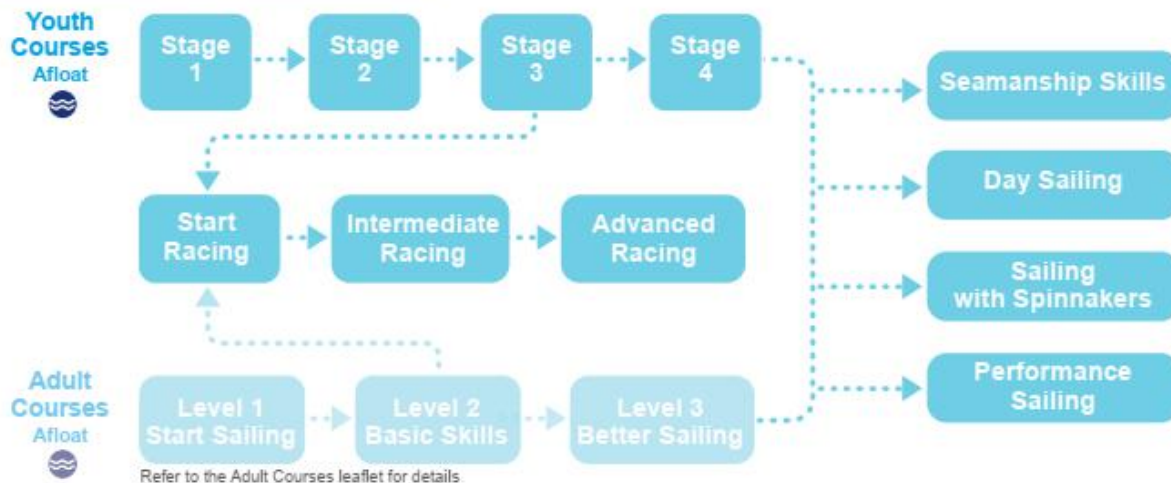
www.rya.org.uk



DINGHY, KEELBOAT, MULTIHULL YOUTH COURSES



Start your training with a course appropriate to your experience - you don't have to start at the beginning. Our recommended path through the courses is shown below.



KEY Recommended progression.

RYA training is also available for:



www.rya.org.uk



DINGHY KEELBOAT & MULTIHULL YOUTH COURSES



Dinghies, multihulls and small keelboats provide an exciting and cost effective way for the whole family to get afloat. With courses preparing you for all varieties of sailing including the thrill of performance boats, racing and using spinnakers. Probably the quickest and easiest way to learn to sail. Many centres run introductory sessions to give you a taste of the sport first.

Course	Assumed knowledge	Course content	Ability after the course	Min duration
Stage 1	None	Launching and recovery, steering, parts of the boat, basic sailing	Able to steer and understand basic principles	2 days or an equivalent number of sessions
Stage 2	Basic knowledge and steering ability to Stage 1 standard	Basic sailing skills, ropework, collision avoidance	Able to tack and control boat speed, and understand basic principles	
Stage 3	Up to and including Stage 2 standard	Rigging, launching and recovery, sailing techniques, capsizing recovery, sailing theory	Able to launch & sail a dinghy around a triangle in moderate conditions	
Stage 4	Up to and including Stage 3 standard	Launching and returning to a beach, jetty or mooring, and sailing a crewed dinghy around a triangle in moderate	Able to launch & sail a dinghy around a triangle in moderate conditions	

RYA advanced modules for youths and adults

Course	Assumed knowledge	Course content	Ability after the course	Min duration
Seamanship Skills	Sailing skills to Stage 4 standard	Launching and recovering the boat in different circumstances, stopping, reducing sail, recovering a man overboard, anchoring	Able to handle a wide range of situations afloat	2 days or an equivalent number of sessions
Day Sailing	Skills and background knowledge to at least Stage 4	Preparing and planning for a day cruise, pilotage and decision making including adverse conditions	Able to plan and execute a cruise, depending on conditions	
Sailing with Spinnakers	Sailing and background knowledge to Stage 4 standard	How to rig the boat, gybe and recover one type of spinnaker, either conventional or asymmetric. How to sail the best possible course downwind	Able to use a spinnaker either conventional or asymmetric	
Start, Intermediate and Advanced Racing	For Start Racing you need sailing and knowledge to at least Stage 3 standard	From fun racing to regattas - all you need to know to get off the start line and round the course	If you go all the way through to Advanced Racing you will have developed your techniques and skills to enable you to confidently take part in higher level competition	
Performance Sailing	Skills and background knowledge to at least Stage 4 standard	Coaching to improve your sailing, primarily in two person boats with spinnakers	Able to sail faster and more efficiently in all conditions	



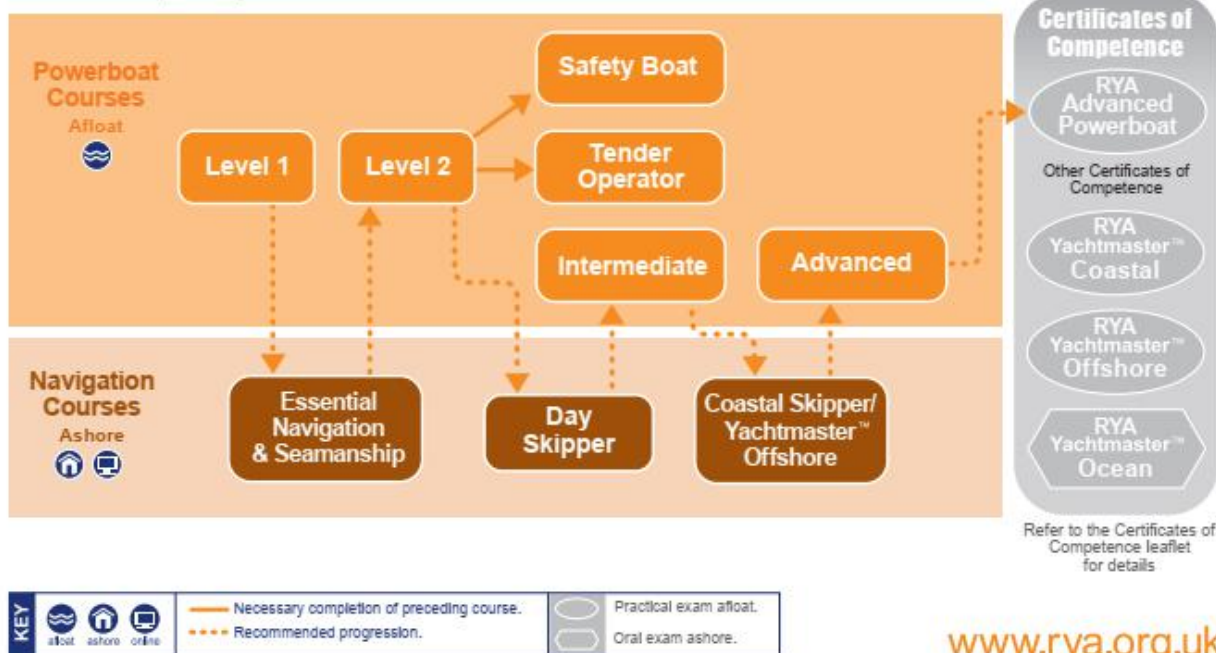
www.rya.org.uk



POWERBOAT COURSES



Start your training with a course appropriate to your experience - you don't have to start at the beginning. Our recommended path through the courses is shown below.



www.rya.org.uk



POWERBOAT COURSES



The RYA powerboat courses are primarily for those using open powered craft such as RIBs and sportsboats, and also for the professional open boat skipper who is required to prove their competence or provide certification for work.

Course	Assumed knowledge	Course content	Ability after the course	Minimum duration	Minimum age
Level 1	None	Boating safety, boat handling and basic theory	A basic understanding of powerboating	1 day	8
Level 2	None	Close quarters boat handling, planing speed manoeuvres, man overboard recovery and collision regulations	Able to handle a powerboat in familiar waters by day	2 days	12
Intermediate	Boat handling to Level 2 standard. Navigation to Day Skipper shorebased standard recommended	Daytime navigation skills, passage planning, use of plotting instruments, GPS and electronic navigation	Able to navigate a powerboat on coastal passages by day	2 days	16
Advanced	Boat handling to Intermediate standard. Navigation to Coastal Skipper/ Yachtmaster™ Offshore	Skippering techniques for coastal passages including night pilotage	Able to navigate a powerboat on coastal passages by day and night	2 days	17
Safety Boat	Powerboat Level 2 certificate required	Recovery techniques for various craft and fleet management	Able to provide safety cover in a racing or training environment	2 days	16
Tender Operator	Powerboat Level 2 certificate required with coastal endorsement	Passenger safety and comfort, basic day and night pilotage, emergency situations	Able to carry out short ship to shore transfers by day and night	2 days	17

RYA training is also available for:



www.rya.org.uk

Appendix O: RYA Shorebased Courses

BCSC is a Training Centre recognised by the RYA to provide instruction for the following shorebased classroom courses:

Essential Navigation and Seamanship

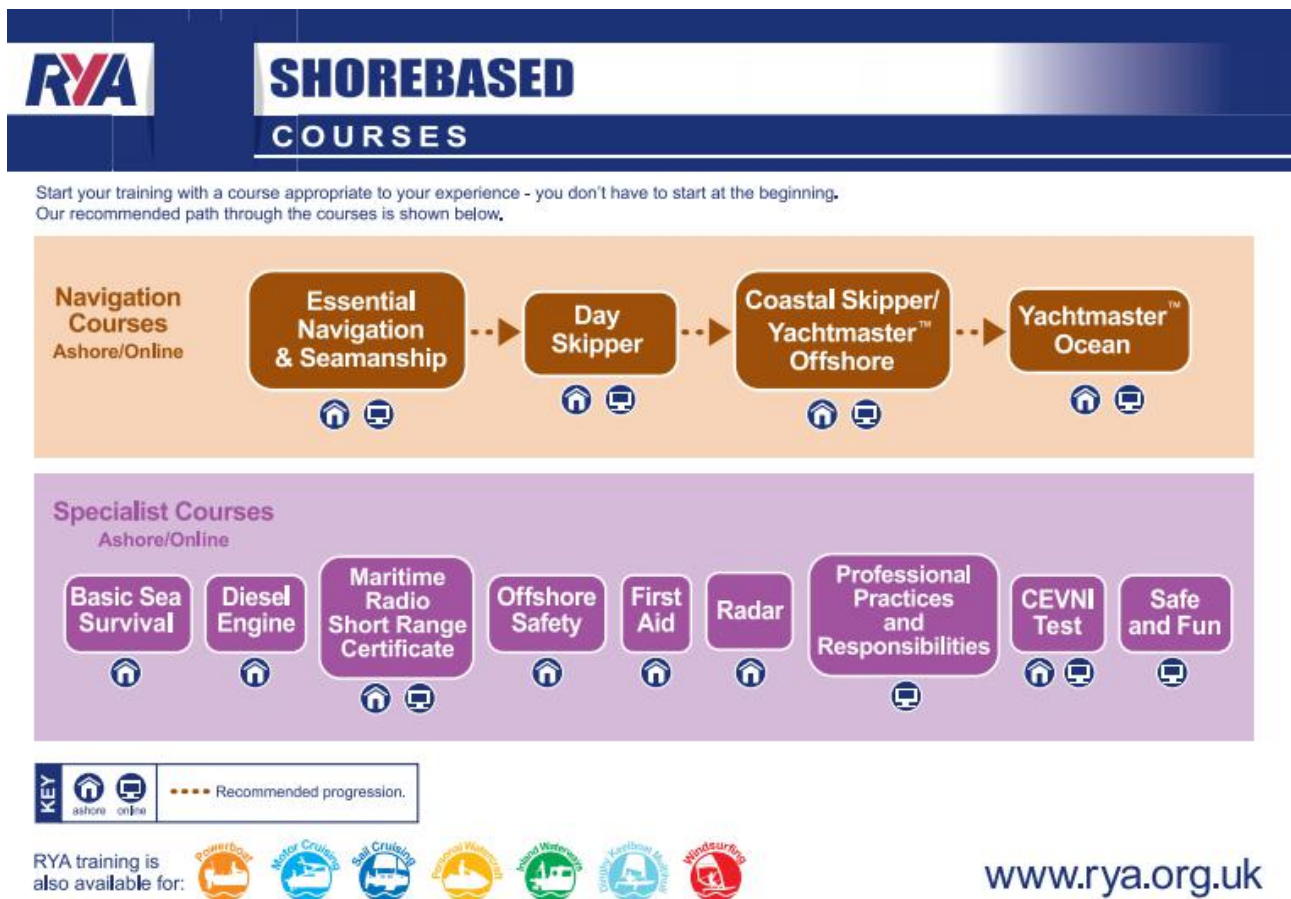
Day Skipper Theory

Coastal Skipper / Yachtmaster Offshore Theory

First Aid

Marine Radio SRC

Details of each of the courses may be found on the pages overleaf.



Course	Assumed knowledge	Course content	Ability after the course	Min duration	Min age
Essential Navigation & Seamanship	None	Charts and publications, safety, buoyage, tides, navigation, pilotage, rules of the road, anchoring, weather forecasts, passage planning	Basic knowledge of navigation and safety	16 hours	None
Day Skipper	Some practical experience is desirable	Seamanship, coastal navigation and pilotage, chartwork, electronic charts, position fixing, plotting a course to steer, weather forecasting and meteorology, tides, collision regulations	Background knowledge to skipper a small yacht in familiar waters by day	40 hours plus exam	None
Coastal Skipper/ Yachtmaster™ Offshore	Knowledge to Day Skipper shorebased standard	Position fixing, course shaping and plotting, tidal knowledge, use of almanacs and admiralty publications, electronic position finding equipment, taking and interpreting forecasts, plotting weather systems, weather predictions using a barometer	Background knowledge to skipper a yacht on coastal passages by day and night	40 hours plus exam	None
Yachtmaster™ Ocean	Navigation to Co Skipper/ YM Offshore shorebased standard. Coastal and offshore cruising experience	The earth and the celestial sphere. Practical guide to use and care of sextant at sea. Meridian altitudes. Sun, star and other sights. Ocean passage planning	Background knowledge to skipper a yacht on ocean passages	40 hours plus exam time	None
Basic Sea Survival	None	Liferafts and the equipment they contain, survival techniques, lifejackets, medical aspects of sea survival, search and rescue techniques	A good knowledge of the safety equipment carried on small boats and the techniques needed to survive at sea in heavy weather	1 day	None
Diesel Engine	None	The four stroke cycle, fuel, cooling and air systems, engine electrical systems, spares and tool requirements, winterisation and servicing	Aware of the main systems of a marine diesel engine. Able to prevent breakdown at sea and rectify defects not requiring workshop support	1 day	None
Marine Radio Short Range Certificate	None	Basics of radio operation, frequencies, distress, urgency and medical assistance procedures, making ship to shore telephone calls, Digital Selective Calling, Global Maritime Distress Safety System	Able to operate a marine radio and know the procedures required to use it	10 hours plus exam	16
Offshore Safety	None	The one day Sea Survival Course and one day of training in seamanship and emergencies including heavy weather seamanship, weather forecasting, fire fighting and man overboard recovery	An understanding of techniques for dealing with heavy weather along with skills to deal with on board damage and emergencies	2 days	None
First Aid	None	The recovery position in a confined space, CPR, including the drowning protocol, cold shock and hypothermia from immersion and/or exposure, seasickness and dehydration, medical assistance or advice by VHF, helicopter rescue	A working knowledge of first aid for people using small craft	1 day	None
Radar	None	Radar wave propagation, radar set components, target definition and discrimination, radar reflectors, types of radar display, radar plotting, navigation, range and bearing	Understand the use of radar in small boats as an aid to navigation and for collision avoidance	1 day	None
Professional Practices & Responsibilities	None	The professional maritime world, correct manning, keeping skills up to date, safe management of commercial vessels, compulsory carriage and maintenance of safety equipment, creating and implementing risk control	Understand your duty of care and legal responsibilities to crew, passengers, and other water users	Approx 8-10 hours	None
CEVNI Test	None	Rules and regulations of the European inland waterways	Able to identify signs, buoyage, sound signals, lights and shapes used on inland waterways	n/a	16
Safe and Fun	None	An introduction to safeguarding and child protection	Understand good safeguarding practice, how to recognise potential signs of abuse, how to deal with it and who to refer any concerns to	Equivalent to approx 3 hours classroom training	16

Appendix P. Kayaks

Privately Owned Kayaks

Members may park their own kayaks in an allocated space, subject to availability and on payment of an annual parking fee and signed declaration form.

Members must ensure their private kayaks carry valid and current insurance which covers for third party claims of minimum £2M. Owners are responsible for their own insurance and that of others that may use their kayaks with the owners permission.

Kayak owners will be required to declare that ...

“I am a Member of BCSC. I understand that my kayak is parked at my own risk and that BCSC cannot accept responsibility for any damage or theft. I also understand that use of my kayak on the promenade, beach and water is entirely at my own risk and that safety cover is not provided by BCSC.

I am responsible for my own safety and will make my own judgements about using my kayak taking account of my own and my crew's skills and experience, current and forecast weather and sea conditions, and the suitability of the craft.”

Private kayak owners are encouraged to follow the General Guidance for Kayakers as set out below. Private Kayak owners are BCSC members firstly and any actions by them whilst kayaking from Odicombe may reflect upon the club.

General Guidance for Kayakers:

- Kayakers should be confident swimmers (minimum of 50m in open water)
- Buoyancy aids must be worn at all times whilst on the water
- Children should be supervised by adult members.

- D) Helmets should be worn when kayaking close to rocks and caves
- E) Kayaks should not be used in groups less than three
- F) One person in the group should carry a VHF radio and know how to use it. A radio check should be carried out before going afloat
- G) A shore-based person should be told of the trip details and return time.
- H) Tow ropes should be secured to every kayak.
- I) In addition to a VHF radio kayakers are advised to carry a mobile phone in a waterproof bag. The phone should be registered to emergency services.
- J) Kayakers should wear suitable clothing for the season and conditions. For example wetsuit or drysuit, layered clothing, hat and gloves in cold conditions. Ensure your buoyancy aid fits correctly.
- K) Kayak users will make their own judgement about using a kayak, taking into account their own skills and experience, taking notice of the prevailing sea conditions, tides, wind strength and the weather forecast. Avoid winds over 15mph (Force 4 & above).
- L) Ensure you are suitably trained and experienced in use all of your equipment.
- M) Learn and practice techniques to get back on board your kayak, should you capsize.
- N) On a sit-on-top kayak the paddle should be leashed to your kayak.
- O) Take a drink and snack with you, and paddle in a group.
- P) Carry with you a basic first aid kit, an emergency knife, a waterproof watch, a tow rope, waterproof compass, waterproof torch, spare clothes, an exposure bag.
- Q) Check tides, sea conditions, wind direction, any winds speed over 15mph should be avoided.

Pre-float Checks

Check relevant weather forecasts

Be aware of tides

Be aware of any potential swell

Plan appropriate journey for prevailing conditions and people involved

Check kit and ensure it is all with you

Make sure someone knows your journey details and E.T.A

Check route for bail-out beaches and harbours and point of no return for open crossing or exposed coastal section

Area B (which includes Area A): Operating Area for Dinghy Day Sailing, Seamanship Skills, Sailing with Spinnakers and Powerboat Courses