



Tamar River
Sailing Club



Tamar River Sailing Club

Standard Operating Procedures



DOCUMENT CONTROL

	Appointment	Signature	Date
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Authorised For Issue by:			

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CONFIGURATION MANAGEMENT

Amendment No.	Date	Diagram Number	Page / Paragraphs Affected

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Revision History

Version Number	Date	Updated by	Reason for Issue
0.1	23/04/2012	Jason Ellmers	Document creation
0.2	14/09/2012	John Crosswaite	Insertions into 5.2 & 6.2
0.3	11/05/2014	John Crosswaite	Reviewed & changed logos
0.4	25/05/2014	John Crosswaite	Items for safety boats added
0.5	22/01/2015	Jason Ellmers	Amendments to images
0.6	14/03/16	John Crosswaite	Contact numbers

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1 Introduction

This document details the standard operating procedures (SOP's) for club activities at Tamar River Sailing club.

It should be used as a reference when required and each member of the team/s involved in the organising, running and supporting club activities should have signed to say they have read and understood the procedures within this document.

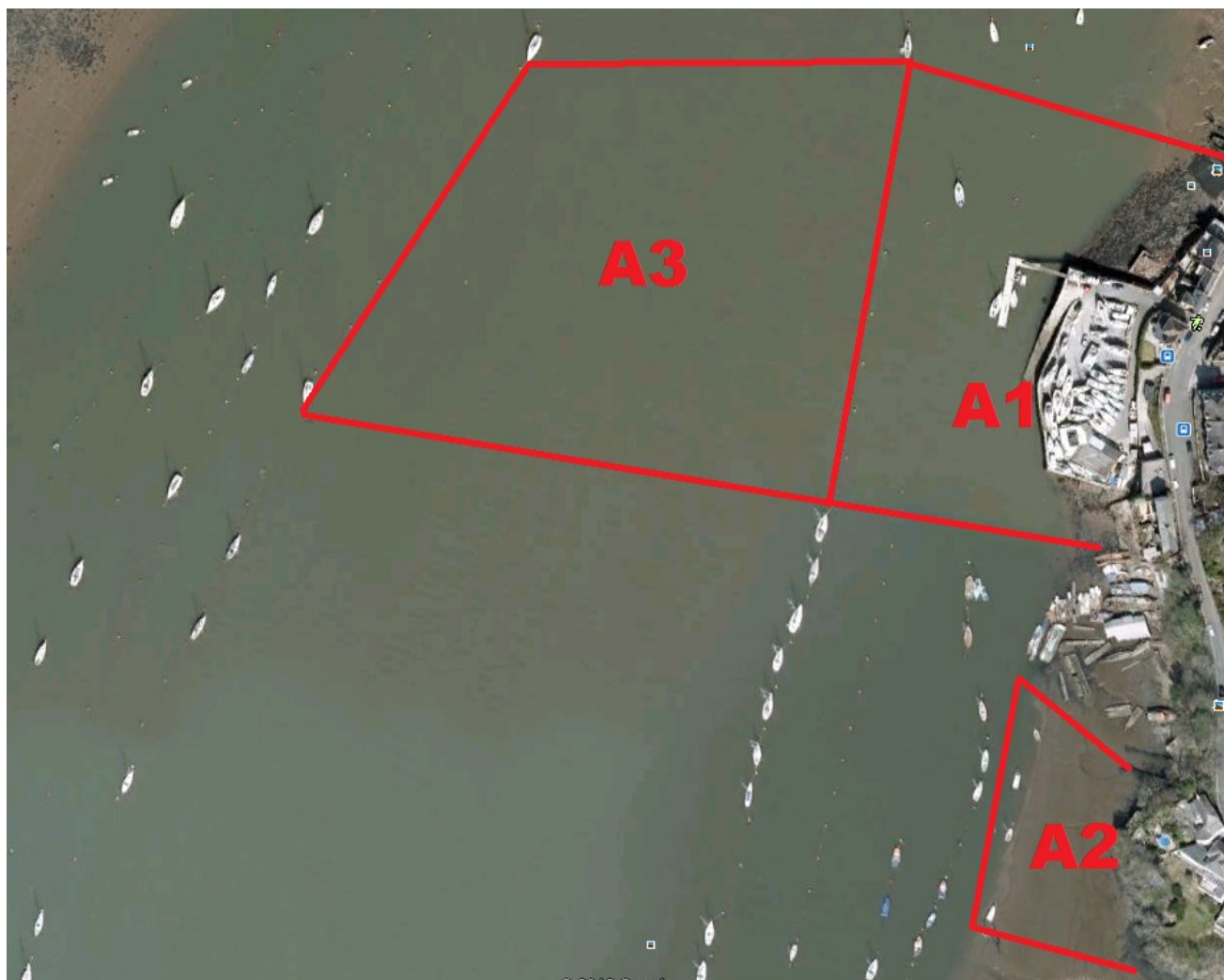
2 Areas of Operation

2.1 Boundaries

A1 - Water immediately in front of the Club pontoon, bounded by the Ferry slip and the Gap in the outer trot, and the boats forming the outer trot, and the south wall of the club.

A2 – Area inside trots to the south of the club, use when shelter is required, at higher tide heights

A3 – Water between the Tamar and Saltash clubs within the main river, between the outer trots.



B - Hen point to Bull point to the Tamar Bridges



C - Lynher river to Jupiter point, Tamar from the Torpont ferry to Cargreen



D - River Tamar from Devils point to Torpoint ferry, Lynher upstream of Jupiter point, Tamar upstream of Cargreen & River Tavy



E - South of the Torpoint ferry, the Sound north of Bovisand to Cawsands within the breakwater and the river Plym



2.2 Guidelines for using the area above the Tamar Bridge

- A vigilant eye is to be kept on the state of the tide, with relevance return times, and possible stranding on the mud
- Keep out of the water ski area (marked by yellow buoys) if anyone is using it

2.3 Guidelines on use of Operating Area depending on Weather Forecast

It is recognised that the forecast and the actual weather on the day can affect the operational limits of water based activities. Staff should refer their plans to the Duty Instructor and ensure that any significant changes to plans are recorded on the board by the store & relayed back to the Duty Instructor.

The following matrix is for guidance only but should form the point upon which plans are reviewed.

Area of Operation	Wind Force/Weather	Action to be taken
A, B	Force 3	Limit for beginners
B, C, D	Force 4	At or near limit for single handed boats
B, C, D	Force 5	This should be the point of where plans are reviewed although it is recognised that groups operating at this level will be more capable. Consider returning to Area A and B
A, B, C, D, E	Force 6	Powerboat training
B, C, D, E	Force 6	In exceptional circumstances groups may operate if the instructor in charge conducts a risk assessment beforehand. Form in Appendix A
A	Fog	If Saltash Sailing Club cannot be seen from the club, remain in Area A.
B, C, D, E	Fog	If visibility reduces during a session, gather all craft and return to areas A. Consider towing boats home
A, B, C, D, E	Lightning	If lightning is seen within 5 miles of the activity (below 5 seconds between flash and thunder) then groups should pack and tow back to the club. If unable to get back to the club before the storm is overhead, consider capsizing rigged dinghies removing the students to the nearest land base (eg beach etc)

Activity leaders will need to bear in mind the nature of the activity, its objectives and the age of the participants. Wind chill factors and a higher probability of getting wet; require an earlier review than shown above.

Also consideration of the wind direction is critical in judging the likely effects where some wind directions are colder.

Severe weather powerboat training where necessary may take place in excess of force when authorised by the technical advisor for sailing & power boating.

3 Safety boat fleet guidelines for sailing activities

These are the minimum requirements for these activities.

3.1 Tuition or Cadets

All drivers will hold RYA Power Boat Level 2 as a minimum.

For Single Handers – 6 boats per safety boat
Double handers 4 boats per safety boat
(i.e. max 8 people per safety boat)

3.2 Racing/Club Sailing

All Drivers will hold RYA Power Boat Level 2 as a minimum, Safety Boat preferred.

8 boats per safety boat
(i.e. max 10 people per safety boat e.g. 6 single handers + 2 double handers)

4 Emergency Procedures

4.1 Activity Leader Responsibilities

The staff member in charge on the water will secure the situation and instigate any first aid. If any craft are left free floating & unattended, the craft is to be marked by the red tape out of the safety kits, tied to the rudder area of the craft. The staff member in charge is then to inform the Longroom of the craft & how it has been marked. Simultaneously either the leader or the assistant will summon any outside help and inform the Principle or chief instructor

4.2 The Principal/Chief Instructor

They will make contact with the Longroom to confirm the details and check on the emergency response. Once this is done and any requested action taken the principle/chief instructor will contact the Party Leader and/or the next of kin if the injury or circumstances merit it i.e. a person is missing or the party will be late.

The Instructor in charge will be responsible for completing all relevant report forms and seeing that they are sent to the appropriate office.

4.3 EMERGENCY CONTACTS

4.3.1 VHF Radio

TRSC OPERATING	CHANNEL 37A (M or n0)
CLUB BEACH	CALL TANGO CONROL
BRUNEL	T1 (TANGO 1)
DORY	T2 (TANGO 2)
RIB	T3 (TANGO 3)
SALTASH S.C.	SIERRA (SIERRA CONTROL, S1 etc)
PPSA PRIVATE	CHANNEL 89
EMERGENCY CALLING	CHANNEL 16; THEN COAST GUARD SWITCH TO 67
LONGROOM/FLAG	CHANNEL 14

4.3.2 Telephone

MARTIN MOBILE	07799 427 896 Home 01752 291 087
CLUB PHONE	01752 362 471
LONGROOM	01752 836528/836490/663225 FAX 01752 836401
EMERGENCY SERVICES	999 ASK FOR REQUIRED SERVICE [COAST GUARD]

5 Sailing Activities

5.1 Table of Activities

TYPE OF ACTIVITY	SEA AREA	MINIMUM LEADER	ASSISTANT	RATIO
Start Sailing and Taster Sessions Stages 1 to 3	A,B	Experienced Dinghy Instructor (Single group only)	Dinghy Instructor	1 : 6
Stages 1 to 4	ALL	Senior Instructor	Dinghy Instructor	1: 6
Levels 1 to 3	ALL	Senior Instructor	Dinghy Instructor	1: 6
Open Days	A,B	Senior Instructor	Assistant Instructor	1: 6

5.2 Procedures

- All sessions to be supervised or authorised by a RYA Senior Instructor.
- All RYA courses are lead & assisted by the appropriately qualified instructors.
- All RYA courses are operated within RYA designated ratios.
- All club general sailing sessions will be run by a member of staff with a minimum of RYA dinghy instructor (tidal) with a centre endorsement.
- These groups will have a safety boats crew by appropriately qualified staff with a ratio of no more than 1:10.
- Instructors are to wear buoyancy aids when teaching in sailing boats, not life jackets that have no integral buoyancy & require manual or gas bottle inflation.
- Instructors should be aware of the possibility of entrapment, particularly when using trapeze. This risk should be reduced by using masthead buoyancy to prevent complete inversion when appropriate. If inversion entrapment occurs in smaller boats the bow or stern should be lifted as quickly as possible. With the larger double handed boats safety crew should try to get on to the boat and right it as quickly as possible.
- Centre endorsements to be awarded by or on behalf of the chief instructor for each specific activity area.
- Staff leading sailing activities will operate according to their training within the scope of the Coaching Scheme of the Royal Yachting Association and its manuals.

- Changes to this guidance are notified to staff through periodicals of the R.Y.A, Centre Inspection Reports from the RYA, Local Notices to Mariners, information supplied at Staff meetings and in the form of memorandums or Standard Operating Procedure and Staff Hand Book updates.

6 Powerboat Activities

6.1 Table of Activities

TYPE OF ACTIVITY	SEA AREA	MINIMUM LEADER	ASSISTANT	RATIO
Powerboat level 1 & 2	A,B,C,D,E	Powerboat Instructor	Safety Boat	1 : 3
Safety Boat	ALL	Safety Boat Instructor	Safety Boat	1: 6
Intermediate and advanced	ALL	Advanced Powerboat Instructor	Advanced Powerboat Instructor	1: 6
Instructor Course	ALL	Advanced Powerboat Instructor	Advanced Powerboat Instructor	1: 6
Powerboat experience	A,B,C,D,E	Safety Boat	Safety Boat	1: 6

6.2 Procedures

- Operations to conform to RYA guidelines when working on the boats.
- Enter the log before drawing boat keys and note any information from previous usage.
- When starting the engines always check that coolant water is flowing out of the outlet pipe.
- Take all possible precautions to not damage the propellers, be very vigilant as to the depth of the water you are operating in.
- All safety equipment carried is to be returned to its correct storage space at the end of the session, & any defects reported to the appropriate person and entered in the log.
- Kill cords are to be used at all times. If students are under 16 a second kill cord should be used attached to the Instructor.
- When picking up a man overboard the engine is to be switched off, unless grave danger to vessel.
- When taking part in the powerboat experience students on board who are shorter than 4'6" they must be seated on a forward facing seat, not on the side tubes & a second adult should be present
- Centre endorsements to be awarded by or on behalf of the chief instructor for each specific activity area
- Staff leading activities will operate according to their training within the scope of the Coaching Scheme of the Royal Yachting Association and its manuals.

- Changes to this guidance are notified to staff through periodicals of the RYA, Centre Inspection Reports from the RYA, Local Notices to Mariners, information supplied at Staff meetings and in the form of memorandums or Standard Operating Procedure and Staff Hand book updates.

APPENDIX A – Volunteer Check List

- Drivers must hold at least, an RYA PB L2 Certificate but Safety Boat is preferred. They should also hold a marine VHF short-range certificate and a current first aid qualification.
- Drivers must be supported by at least one crew. At least one person on board must be prepared to enter the water, if necessary to effect a rescue. Crew should be wearing a bouancy aid or manual inflate lifejacket, not auto inflate, and should have a slashing knife to hand.
- For sail training purposes One safety boat will normally cover up to 6 single handers or up to 4 double handers, i.e. maximum of 8 persons to be guarded. Ratios for Racing will be agreed by the OOD in consultation with the safety team, depending on the prevailing conditions & abilities, bearing in mind the need to attend any dinghy promptly.
- Before safety boat working. Check oil, fuel, coolant & equipment list. Hoist the 'R' flag.
- Safety boats must be operational before any dinghies are launched.
- Kill cord **must** be used and attached to the driver at all times. This will normally be the leg, not the wrist.
- On approach to a person in the water, engine in neutral, on contact, engine off (unless exceptional circumstances dictate otherwise).
- Maintain VHF watch on CH37. Call SI/OOD on leaving the pontoon to check radio & report operational

Equipment check list

1. Paddles or oars
2. Bucket or bailer
3. Towline
4. Bridle
5. Spare killcord
6. Suitable anchor with chain & warp
7. First aid kit including face shield
8. Safety bag containing
 - (a) Survival Bag
 - (b) Lock knife or similar
 - (c) Red/White Tape
 - (d) 2 Orange Smoke Flares
 - (e) 2 Red Hand Flares
 - (f) Duck/Parcel tape
9. Laminated copy of this code & emergency procedure
10. Laminated chart and tide tables



ΑΠΠΕΝΔΙΞ Β – Site Map

