RUTLAND SAILABILITY OPERATING PROCEDURES 2019

Note parts of these procedures may change from year to year and it is important that all members sign to say that they have read them. The document is available on the internet.

1. All members should carry a whistle whilst on the water; all Instructors are required to carry a whistle and knife whilst on the water.

2. The Duty Controller, a Senior Instructor or, very exceptionally, a nominated Instructor (when supported by a Rutland Sailing School Senior Instructor after discussion with the Principal), is on site at all times during Rutland Sailability organised sailing and contactable by VHF radio.

Personal Flotation

3. Buoyancy aids/lifejackets with permanent buoyancy must always be worn when near, or on the water or jetties/pontoons. Dispensation to wear self-inflating life jackets must be requested and approved by the Trustees.

4. Members and visitors must wear closed toe shoes at all times and appropriate clothing when sailing.

Members

5. Members should wear their name badges at all times while at Rutland Sailing Club. We are a large club and it helps to get to know everyone quickly.

   Senior Instructors - Orange
   Instructors - Red
   Assistant Instructors - Green
   Sailing Members - White
   Non Sailing Members - Yellow
   Youth Sailors - Blue

6. All members must fill out an annual membership form.

7. No sailor should be afloat if the safety boat is not on the water and operable.

Youth’s Under 18’s

8. The RS Child Protection Policy is in the RS Manual held in RS Reception.

Jetties – Launch, Recovery and Operation

9. Safety boats and keel boats will be launched and recovered by members of the waterfront team who have been trained and signed off to drive the tractor using slipway number 7, the Bosun's Slip.

10. Due to a lack of resources and time it may not possible to clean both the Bosun’s Jetty (Jetty Number 7) and the Sailability Jetty (Jetty Number 6). The powerboats and keel boats, once launched, will then be operated from the Sailability Jetty.

11. The Duty Controller should ensure, as a matter of priority, that the Sailability Jetty is cleaned and Risk Assessment form is completed prior to the start of sailing.

   NB Wheelchair users should be aware of their own safety when using pontoons and hoists.
Safety boats and Displacement Boats / Powerboats

12 Powerboats must only be driven by qualified drivers with the minimum qualification of RYA Power Boat Level 2 unless accompanied by a Powerboat Instructor. One able-bodied crew must be available at all times during normal RS sailing operations. Drivers must be over 18yrs old.

RS provides safety cover for members sailing their own boats during RS operating hours.

13 Powerboats are only to be used to provide safety cover, powerboat training and coaching. These boats are not to be used for taking members / visitors for an experience. A kill cord must be worn at all times fixed around the driver's leg whilst the engine is running. A spare kill cord must be provided on all planing boats.

14 Displacement boats, committee boats, number 6, the work boat and Joe’s ferry can be used to take members out on the water with the agreement of the Club Office. The ratio for this activity must be no more than 5:1. A good lookout must be kept at all times for other water users. Displacement boats must be stored correctly after use.

15 A rota of RS members, who are at least RYA Powerboat Level 2 qualified and have received additional training in RS rescue/towing techniques, will be established to operate as helm for the RS safety boats.

16 Fuel in the safety boats is to be checked at the start of the day. Safety boats will only be refuelled by safety boat drivers.

17 The RS Multi and the Rib must carry the following: paddles, VHF (handheld and base station), painter, towline, throwline, fire extinguisher, bucket or bailer, multi-tool, First Aid kit and an anchor. Seals on First aid kits should be checked each time the safety boat is used.

18 The RS RIB may be used to supplement the safety cover provided by the Pioneer Multi to meet the requirements of the RYA Recognition Guidance Notes Para C2.2. If 12 or more RS boats are afloat a second safety boat should be launched.

Sailing Area and Safety on the Water

19 All RS members must sail in the sailing area designated by the Duty Controller for that day. The Duty Controller will liaise with the RSC Sailing School on the day.

20 For safety reasons, the default sailing area for RS sailing is shown in blue on the map below. This may be amended by the Duty Controller on the day.

21 Members are not to operate outside the designated sailing area during Sailability operating hours as they endanger both themselves and other members.
22 In the event of anyone entering the water those in close proximity should take appropriate measures to recover the casualty.

Courses and tuition

23 Members’ training is to be recorded in their RYA Log Books. Details of student / instructor ratios are to be found at the end of this document.

24 All beginners will be under the supervision of an Instructor until they are deemed to have achieved RYA Level 2 competency.

25 Competent helms may take part in recreational sailing. They must deemed to be of RYA Level 2 ability or above and are free to sail anywhere in the designated sailing area. A powerboat should provide safety cover for these sailors with no more than 12 boats to one powerboat.

26 All formal RYA training courses will be run through Chief Instructor, in liaison with the Rutland Sailing School.

27 Land drills must be supervised by an Instructor and undertaken on a safe and stable platform.

28 Whenever possible the Duty Controller should allocate a qualified sailing Instructor to man the RS RIB and provide structured teaching to members out on the water.

Boat Equipment

29 The Longboats, Kinsman, Windrider 17 and RS Ventures must each carry a hand held radio when sailing.

30 The Longboats and Kinsman must each carry an anchor and paddles or oars. The Windrider 17, RS Ventures and Challengers should each carry a suitable paddle.

First Aid Kits and Defibrillator

31 First Aid Kits are kept at the RS Reception, in the Sailing School Office, Training room and the Club Office. Further kits held in the RS safety boats, the ‘Jetty Box’ at the RS Pontoon and in the Boson’s hut. All first aid incidents must be reported initially to the Duty Controller as soon as possible, who will assist with filling out the Accident Book. RS first aid kits are checked at least every three months.
32 There is a defibrillator held in a metal case on the wall next to the main entrance to Rutland Sailing Club.

**Fire Procedures**

33 When the fire alarm sounds, all members are to evacuate the Sailing Club as quickly as possible using the fire exits. The lift is not to be used on evacuation of the building. The fire assembly point is by the main flag staff on the grass roundabout in front of the Club. If exit via the ramp is not possible, assemble at the west corner of the balcony. If you are on the water remain there until notified by a safety boat that it is safe to go ashore.

**Emergency Procedures**

34 Following an emergency make safe any casualties, allowing the qualified First Aiders to perform any First aid. Emergency services should be called immediately, if required, through RSC office or dial 999 if appropriate.

35 All members not involved in the incident should be removed to a place of safety.

36 Follow the emergency procedures set out on the following page.

37 In the event of evacuation from the site all members will be taken to The ‘Wheatsheaf’ Inn in Edith Weston.
Rutland Sailability - Emergency Procedures

Following an incident, Do you need emergency services?

| NO. If first aid is required please do so in privacy. Consider using the Disabled Changing Room. | YES Call 999 or 112 & ask for service you require. Request code for DeFib cabinet if required. Explain where you are: Rutland Sailing Club, Gibbet Lane, Edith Weston, Oakham, Rutland. LE15 8HJ 01780 721 999 (Sailing School) 01780 720 292 (Club Office) Not Tue or Wed 07554 306679 (RS Reception) | If you require an ambulance they will generally require: Casualty’s Name Sex Age? Injuries? Are they conscious? Can they talk? Any existing medical problems? Where is the casualty located? |

Make sure emergency services can get in the main barrier / gate and know where to go

Move all people not involved away from the casualty. If the on-water safety cover is compromised consider recalling all RS boats.

Do you require further assistance?

| No Please inform senior staff member ASAP | Yes Please call another member of staff, RSC Manager 075 9552 4100 RSC Principle 077 9205 0676 RSC Bosun 077 1114 1614 Or radio Channel P1 or M1 or 37 (dependant on radio) Sailing School Channel 8 Asking for one of the above |

Please fill in the accident book

Any communications / statements to press will be made by RSC Manager or RSC Principle after consultation with RS Duty Controller or Chief Instructor and RS Chairman

RYA Training
This includes all activity working towards RYA certification and activities for non-competent (below RYA Level 2 ability) sailors, excluding taster sessions. This would include activities working towards the RYA Sailability Achievement Scheme.

All formal RYA training courses will be run in consultation with Rutland Sailing School.

Only Assistant Instructors, Dinghy/Keelboat Instructors and Senior Instructors count towards the ratios.

An Assistant Instructor only counts towards the ratios for activities up to Level 2, but they must work under the direct supervision of a Dinghy/Keelboat Instructor or Senior Instructor. This supervision would include a briefing before starting a session, active observation of the session including any intervention required, and a debrief after the session. The Assistant Instructor on the Kinsman, RS Venture or Longboat must carry a VHF radio to enable them to be in direct contact with the Senior Instructor leading the session.

**Ratios for RYA Training in the following Boats are:-**

- Hansa 2.3/303 single seat – 6 students: 1 instructor ratio. Instructor leading the session from a powerboat.
- Hansa Liberty – 6:1 ratio. Instructor leading the session from a powerboat.
- Challenger – 6:1 ratio. Instructor leading the session from a powerboat.
- Windrider 17 – 3:1 ratio. Instructor on board.
- Hansa 303 twin seat – 1:1 ratio (instructor on board) or 8:1 ratio (4 boats with 2 students in each boat with Instructor leading the session from a powerboat).
- Kinsman – 4:1 ratio. Instructor on board.
- RS Venture – 2:1 ratio (instructor on board) or 4:1 (2 boats with 2 students in each boat with Instructor leading the session from a powerboat).
- Drascombe Longboat – 4:1 ratio. Instructor on board.

One Instructor must be responsible for no more than 9 students (e.g. 3 boats with 3 students in each).

**Taster Sessions/Sailing Experience**

A taster session is an activity for someone on their first sailing session or for someone with learning difficulties who is out for an experience.

- 5:1 ratio. Instructor on board.

This activity would normally take place using a Drascombe Longboat or similar.

**Volunteer Training**

New volunteers should follow RS’s induction course, details can be found on the web site. Training for Assistant Instructors can be carried out “on the job” following an introductory session. This training can be delivered by a Senior Instructor nominated by the CI or Principal of RSS.

Dinghy or Keelboat Instructor and Senior Instructor training can be arranged in consultation with the Principal of RSS. Details on Instructor awards can be found in the RYA National Sailing Scheme Instructor Handbook.

**Skills Development Sailing**

This involves a structured learning programme (e.g. racing on Thursday afternoon), but is not formal training. This is an opportunity to develop existing skills. The activity is for competent sailors (RYA Level 2 ability and above). In boats designed for more than one person at least one person in the boat should be deemed RYA Level 2 ability or qualified at level 2.

Up to 12 boats can be managed by one Instructor and a powerboat. This activity should include a brief ashore and the sailors to be set a course to sail around.