	ROYAL VICTORIA YACHT CLUB		
	STANDARD OPERATING PROCEDURE		
Responsibilities & Procedures for Open Sailing Days			
Procedure No	11	Supersedes	None
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1.0 Purpose

To define responsibilities and procedures for OPEN SAILING DAYS at RVYC

2.0 Application

This procedure applies to the appointed OOD and Patrol boat crews officiating at OPEN SAILING event normally held on Saturdays as scheduled in the RVYC Annual event programme.

3.0 Definitions

- 3.1 **OPEN SAILING.** This is a club organized event designed to give Club Members an opportunity to sail either their own boats or to rent and sail Club owned boats within a defined area with the benefit of patrol boat cover.
- 3.2 **OOD.** The club member appointed to oversee the event on that day. The OOD should be an experienced sailor having some familiarity with the Club boats and having some instructor experience. The OOD is responsible to do their best to ensure that participants have a safe and enjoyable time on the water.
- 3.3 **PATROL BOAT CREW.** The patrol boat will be crewed by club personnel who are designated 'lead patrol boat crew' for normal Club racing events.
- 3.4 **START and FINISH TIMES** These times have been published in the Annual events programme and define the times for which Patrol boat cover will be available.
- 3.5 **SAILING AREA.** It is the responsibility of the OOD to define the permissible sailing area (depending on weather conditions) and to ensure that participants are aware of and understand the boundaries e.g. Peel Wreck /Peel Bank buoys to the west, Peel Bank / Craftinsure buoys to the north and the west channel markers to the East, Wootton Creek shingle bank to the South.
- 3.6 **PARTICIPANTS.** All participants must be Club members and must register their intended participation by handing the OOD a **completed disclaimer form**. If under 18 this form must be signed by a parent or guardian
- 3.7 **BOOKING OF CLUB BOATS.** Members intending to participate using Club boats should book these with the Club Manager prior to the event. If boats have not been reserved they will be allocated by the OOD on a 'First come first served' basis. Bookings will be accepted from the Tuesday preceding the event.
- 3.8 **PERSONAL BUOYANCY** All participants must wear adequate personal buoyancy whether in Club Boats or in their own craft.



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4.0 Associated Materials

- 4.1 Patrol boat SOP No 01
- 4.2 Disclaimer Form
- 4.3 Booking Form

5.0 Procedure

5.1 Duties and responsibilities of the OOD.

- 5.1.1 The principal duty of the OOD is to ensure the safety of all participants, including that of the Patrol boat crew. However, the objective of the event is to allow participants to gain sailing experience in a supervised environment and a degree of pragmatism should be observed.
- 5.1.2 The OOD should consider themselves as shore based. They should remain on site during the entire Open Sailing session and should only leave the vicinity of the Club House to assist with an emergency situation.

5.1.3 Preparation

- 5.1.3.1 The OOD should arrive at the Club at least an hour before the scheduled start time
- 5.1.3.2 The Weather forecast and conditions at Bramblemet should be reviewed
- 5.1.3.3 Club boat bookings should be reviewed and disclaimer forms made available.
- 5.1.3.4 In consultation with the Patrol Boat Coxswain the sailing boundaries for the day will be established and written on the blackboard outside the Clubhouse.
- 5.1.3.5 V H F radio channel should be agreed with the Patrol boat Coxswain and Radio links tested.
- 5.1.3.6 The OOD must ensure that a second RIB or Victoria is immediately available for his/her use at all times when participants are on the water.

5.1.4 Briefing of Participants

The OOD should meet all the participants personally and ensure that:-

- 5.1.4.1 They have filled out and signed a disclaimer form.
- 5.1.4.2 That they have sufficient experience for the prevailing conditions in their chosen craft.
- 5.1.4.3 That they have the correct boat (if renting) and that it is correctly rigged before launching.



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5.1.4.4 That they understand the sailing area limits and that they must obey any instructions given by the Patrol Boat Crews.

5.1.4.5 That they are wearing suitable buoyancy aids.

5.1.5 Shore based dinghies Launching and follow-up

5.1.5.1 The OOD should assist participants to launch their dinghies and to clear the slipway.

5.1.5.2 The Patrol boat must be notified by radio as each dinghy leaves (and returns to) the slipway

5.1.5.3 The OOD must maintain a count of the number and type of dinghies on the water and keep the Patrol boat informed on an ongoing basis.

5.1.5.4 The OOD should advise the Patrol boat of any boats leaving the slipway or moorings which are not participating in the event.

5.1.6 Boats on moorings :- National Squibs & Wayfarers

5.1.6.1 If the Participants are sufficiently experienced to rig the boat on their own the OOD should arrange to have crews ferried out to the moorings using either the Patrol boat or a dinghy as appropriate

5.1.6.2 If rigging assistance is required the OOD should arrange for the boat to be brought alongside the pontoon where they will provide the necessary advice. Participants should be made aware (if necessary) that 'advice' does not mean that the OOD is expected to rig their boats for them.

5.1.6.3 Boats rigged at the pontoon should return there for de-rigging. The OOD should advise participants to return to the pontoon in sufficient time so that boats may be de-rigged stowed and returned to their moorings prior to 'finishing' time.


5.1.7 Recovery At the conclusion of the session the OOD should:-

5.1.7.1 Assist participants to bring their boats ashore

5.1.7.2 Check out boats for damage / missing equipment and ensure that any defects are logged.

5.1.7.3 Ensure that shore based dinghies are returned to their correct berths

5.1.7.4 Ensure that moored boats are returned to the correct moorings and are correctly stowed.

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5.1.7.5 Make them-selves available to answer any questions, sign off log books and give advice based in consultation with the Patrol boat Coxswain.

5.2 Patrol Boat Coxswain Duties and responsibilities...

5.2.1 Preparation

- 5.2.1.1 Obtain fuel, prepare and launch RIB as per SOP No 01
- 5.2.1.2 Liaise with OOD in establishing sailing area boundaries for the day.
- 5.2.1.3 Agree VHF channel and test radio.

5.2.2 On the Water

- 5.2.2.1 Station themselves approximately in the centre of the sailing area and maintain a constant watch on participants and keeping in regular touch with the OOD by radio.
- 5.2.2.2 Supply help and advice to any participants who appear to be having problems.
- 5.2.2.3 Ensure that participants are advised when finishing time approaches and offer tows if needed

5.2.3 Recovery

- 5.2.3.1 The Patrol boat must remain afloat until all participants are safely ashore and moored boats have been checked; mooring lines, covers, rigging ties etc.,
- 5.2.3.2 RIB should be recovered as per SOP No 01
- 5.2.3.3 After recovering the RIB stowing gear and completing log sheets the Patrol boat crew should make themselves available along with the OOD to answer questions and give advice to participants as appropriate.

5.3 Club manager

5.3.1 Booking of Club owned boats.

- 5.3.1.1 The Club Manager is responsible for setting up and administering the booking system for Club Boats.
- 5.3.1.2 The Club Manager is responsible for taking deposits for club boats and for taking and logging payments for Club boats



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5.3.2 Radio / communications back-up

5.3.2.1 The Club Manager or in his absence the Bar Person is responsible for manning the base station radio in the event of the OOD having to go afloat to assist with an emergency situation.

6.0 Documentation & reporting

6.1 Open Sailing Event Log

6.2 Patrol boat log

6.3 Disclaimer forms