

# Hythe Sailing Club

Shore Road' Hythe, Southampton, Hants SO45 6DF

## Sailing Committee Operations Manual

February 2006

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<b>List of Contents</b>	<b>Page</b>
Introduction	2
1 Club facilities	
Club House	3
Launching list for cruisers	
In the pound	4
Club dinghies	
Pontoon	
Maintenance	
Dingy expeditions	
Rally events for cruisers	5
2 HSC Training	
3 Safety Policy	7
4 Use of Club Boats	13
5 Boat launch and recovery procedures	16
6 Boat Storage & Moorings	17
7 Operation of safety boats	19
Registration Form for Skippers of the Club Dinghies	20

## **Introduction**

This is the Operations Manual of Hythe Sailing Club. The club primary function is to promote and facilitate the sport of yachting. The club operates a club house, dinghy and cruiser pound, launching slipway, workshops and stores and organises cruiser rallies, cruiser and dingy racing and social functions for the benefit of its members. The manual contains important information about the clubs sailing Committee's policies and procedures related to club facilities. All members are notified of the existence of this manual and encouraged to read its contents. The manual includes the results of the club's risk assessment of club activities. Additional information can be found in the club 'year book' monthly news letter, Web site and club house notice boards.

## **1. Club Facilities**

### **Club House**

#### **Club room and balcony**

1<sup>st</sup> floor of the club house. Dining and lounge area.

Fixed binoculars. VHF base radio and navtex.

Balcony seating and racing OOD station can be accessed by outside stairs and the clubroom. Switch to race Klaxon inside.

#### **Bar**

In the clubroom on the 1<sup>st</sup> floor of the clubhouse. Open evenings on Wednesday and all social functions. Lunchtime at weekends. ABP tide tables available.

#### **Galley**

In the club room Wednesday evenings and lunchtime at weekends.

#### **Visitors**

Visitors are very welcome but must be signed in by a member.

#### **Library**

In the clubroom, a variety of books available for loan for a small donation to the RNLI box at the bar.

#### **Club house Alarm**

Please contact BRIAN BONIFACE (80844636) or JACK RIDGEWELL (80893604) if the alarm is ringing unnecessarily.

#### **Wet rooms**

Ground floor, Showers, changing rooms, store rooms

#### **Committee room**

Ground floor, Hot water urn provided for light refreshments. Sailing committee notice boards.

#### **Foyer**

Stairs and lift to clubroom. Club notice board. Register of members. Telephone. Accessible toilet.

### **Launching for cruisers**

At each end of the sailing season a calendar is posted on the notice board, detailing time and height of first high water for each date, and having space for half a dozen or so boat names. You are requested to contact a qualified tractor driver from the list (See section 7 Boat storage and moorings) - try the one who has already agreed for the day. Guidance notes for launching and recovery of cruisers have been prepared by the mooring committee and are displayed on the notice board. Also refer to the club's guidance notes on "construction and jacking of cradles and trailers".

### **In the pound**

The following facilities are available for use by members in the pound: - high-pressure water hoses (see section 8 Power washer operation and safety), mains water, mains electricity, hydraulic jacks, welding equipment, baggage trolleys, launching trailers, boson's store. Outboard store and washing tank.

These facilities should be used with common sense, with safety and the preservation of the equipment for other users being the overriding factors.

A Defects Book is located by the telephone in the clubhouse. This should be used to record any damage.

A crane will be on site at the beginning and end of the sailing season for mast stepping and lowering.

### **Club dinghies**

Two Wayfarers, two Fevers and several Toppers are club property and are available for use by Club members. For use of a Wayfarer or Fever, except during Sail Training, the person in charge is to be registered and must sail in the boat at all times. See section 4 'Use of club boats'.

### **Pontoon**

The end of the pontoon is accessible at about 2m above chart datum for the Docks. This occurs an hour and a quarter before low water for the majority of tides. (Some exceptional neaps never leave the pontoon).

### **Slip**

The slip is accessible to dinghies at about 3m above chart datum.

### **Safety boats**

Safety requires that a safety boat be manned by at least two people during dinghy racing, with the Cox holding a RYA Safety Boat Certificate. At the discretion of the OOD the crew may be a young person with suitable skills, however, an adult must be on board and take overall responsibility for the boat and crew in line with RYA policy. The race will not take place without the full complement of officers. In order to ensure the successful running of dinghy racing, comprehensive training for the rigid inflatable is being offered at the beginning of the season.

**Maintenance**

It is essential that the rescue boat be in a good operational state at all times. Please report any defects to the Safety Boat Officer so that any can be rectified as soon as possible.

**Dinghy expeditions – Day and weekend sails**

Expeditions arranged beyond the immediate Club waters can only be organised by a member approved by the Sailing Committee, who has satisfactorily completed the RYA Safety Boat Certificate.

The expedition organiser will make final decisions relating to all aspects of the event on behalf of the Club.

**Rally events for cruisers**

Rallies to various destinations are organised throughout the year. These are detailed on the club notice board, in the monthly news letter and on the club web site. Sailing directions are usually discussed on the previous Wednesday club night.

Radio contact is maintained on an agreed channel.

## **2 HSC Training**

### **Shore based.**

Clubs such as Hythe sailing club provide the main opportunity for people to take up sailing by providing local and inexpensive facilities. HSC is a recognised member of the RYA and encourages its members to participate in both the club organised and outside courses and qualifications. Shore based courses are regularly organised and available for both club and non club members. These are detailed on the club notice board and in the monthly news letter.

### **Cruiser Training.**

All RYA Cruiser courses must be conducted by a qualified Cruiser Instructor on a vessel which has a current certification by the M.C.A. (Marine and Coastguard Agency) and which is insured in compliance with RYA guidelines.

### **Safety Boat.**

RYA Courses for powerboats are organised yearly and detailed on the club notice boards and are required before using the club safety boats.

### **Tractor drivers**

When vacancies occur, training and testing of volunteers will be given.

### **Dinghies**

Junior and family member sail training will be held yearly providing suitable instructors can be found. These courses will not lead to RYA qualification but are designed provide confidence in dinghies and on the water.

### **3 Safety Policy**

The following is the Safety Policy of Hythe Sailing Club - (HSC).

#### **Aims**

The fundamental aims of organised water-based activities at HSC are:

- that they should promote the aims of the club
- that they should meet the activity needs of club members
- that all reasonable actions are taken to ensure the safety and enjoyment of all persons involved.

#### **Responsibilities**

All participating members or, in the case of children aged 17 and under, their parents, are responsible for their own safety, and the insurance, suitability and condition of their own boats and equipment, at all times.

The Sailing Committee of HSC has the overall responsibility for the safety of all adult and junior members and visitors engaged in organised activities. All participating members will be expected to abide by the decisions of the responsible officers for all HSC sailing activities.

The safety of a boat and her entire management including insurance shall be the sole responsibility of the owner / person in charge who must ensure that the boat and crew are adequate to face the conditions that may arise.

HSC are not responsible for members' safety whilst on water-borne activities not forming part of officially organised club activities.

All persons involved in on or off the water activities share the responsibility for the safety of the participants. Therefore:

- It is the duty of all members to be vigilant and aware of all circumstances that may affect the safety of both themselves and others.
- It is the duty of all members to notify any Flag Officer or committee member of any situation or circumstance that concerns them, or that they feel may affect the safety of any person.

This must be done as soon as possible, and then confirmed in writing.

The nominated leader of all junior activities has the specific responsibility for the safety of all those involved. For official Club training events, the nominated Instructor has specific responsibility for the safety of all those involved. Should an injury be sustained by a junior, his/her parents are always to be informed. Great care is to be taken with head injuries, however minor.

## **Accidents**

The organiser of any Hythe Sailing Club event shall ensure that first aid equipment is on hand and complete, and that its location is accessible and known to all persons. A list of the recommended requirements for a first aid kit is identified in the current First Aid Manual (St. John Ambulance and British Red Cross).

If an accident occurs at any event or training session, full details must be entered, as soon as possible in the Accident Book.

It is the duty of all persons to ensure that any accident is reported.

## **Organisation of Club Water-based Activities:**

Organisers of club sailing events shall assess the risks associated with running an activity, taking into consideration the following:

- The prevailing and forecast weather conditions- are they suitable for running the event.
- What is the tidal state, and what changes will occur during the time scale of the activity?
- What is the experience of the participants?
- What is the proposed sailing area of the activity?
- What safety craft are available, and are they suitable for the activity?
- Are there sufficient people available to put on the activity, and what is the experience of the organising adults and safety boat personnel?

What equipment is available:-

- safety equipment?
- first aid equipment?
- means of communication, including radios?
- Is the equipment suitable for the activity?

Do any of those on board have special problems that could affect either their own safety, or the safety of others?

Based on the assessment of all the above factors, the organiser shall have responsibility for deciding whether the event takes place, and who shall be allowed to participate.

For club organised racing or race training, a safety boat should be on the water, with at least two crew on board, one of whom holds a suitable qualification for that boat. All safety boats shall carry a first aid kit and be equipped with a VHF radio. Generally a safety boat should not provide cover for more than 12 dinghies or small keelboats.

Buoyancy aids complying with the CE 50 Newton standard as a minimum, must be worn by all persons when afloat, or close to the water on jetties etc. Non-swimmers are particularly at risk and the wearing of a correct life jacket (CE 100 Newton standard or greater) is recommended.

It is recommended that all persons who may have reason to doubt the efficiency of any buoyancy aid or life jacket in a particular circumstance, for example, age, disability or body weight, tests the flotation device under controlled conditions before going on the water.

### **Dinghies and Powerboats on Official Club Training:**

An instructor will be available for all official club training events and shall have the final decision on whether conditions are suitable for a training session to proceed. The instructor will be responsible for choosing activities appropriate to the circumstances.

The instructor will not allow any trainee to take part in a training session if inappropriately dressed.

Attention must be given to young and elderly persons and those who have special needs. For example, they may not be personally aware of the dangers of hypothermia and heat exhaustion, or they may find it difficult to judge their stamina accurately. All persons with responsibility must be alert to these and other potential dangers. Communication with sailors is of primary importance.

For Junior training on the sea a safety boat is to be available (equipped with VHF radio). The guideline is one safety craft for every 6 boats, but all prevailing conditions must be taken into account. Reefing should be instructed where appropriate.

The sailing or operating area should be clearly defined and known to all afloat. A pre-session brief shall always be held prior to any training session to ensure all participants know what is intended and are aware of safety matters. There should be a simple signal for all boats to return to shore or to their base, which is known by all afloat.

In all planing powerboats a kill cord should be fitted and used. Planing and high speed manoeuvres shall only be carried out at approved locations. The Instructor shall be responsible for ensuring all crew are within the boat and holding on tight during such manoeuvres.

### **Cruisers**

The skipper of a yacht has sole responsibility for the safety of those on board and deciding whether or not to go to sea. For organised events, every yacht **MUST** take its own decision as to whether to go to sea (race, rally or cruise in company), and that decision is the responsibility of the skipper of the yacht who will make his own personal risk assessment based on personal experience, boat size, weather, safety equipment, crew strength, health etc. The mere fact that there is a start to a race does not imply that sailing is safe for a specific boat.

Each skipper must decide based on his own risk assessment. No boat should venture to sea if there is slight doubt about any of these considerations.

Vessels taking part in any race or event should carry safety equipment and be competently skippered and crewed. The minimum standard for safety equipment is defined in the RYA publication C8 -Cruising Yacht Safety.

All persons joining a boat should be fully and appropriately briefed at the earliest opportunity on the fire precautions and the fire fighting arrangements on board and personal and boat safety equipment.

Inexperienced crew are to be briefed on all onboard hazards including use of equipment such as winches and intended manoeuvres such as coming alongside. Particular attention should be paid to the evacuation procedure for any crew with mobility problems. At the earliest opportunity after going to sea, a man overboard recovery exercise should be carried out.

Generally, safety harnesses should be used when the wind conditions are such that a yacht could not carry full sail to windward; when sailing single or light handed; when the sea or weather conditions would make recovery of a man overboard difficult; during the hours of darkness and whenever a person is likely to fall overboard for any other reason.

Life jackets should be worn in fog and when in tenders, or in any circumstances when the crew might have to abandon the yacht.

Life jackets and harnesses should be worn in gale conditions. There will be specific circumstances when a skipper will impose different requirements.

The skipper shall endeavour to ensure that no crew members are suffering from exposure to cold.

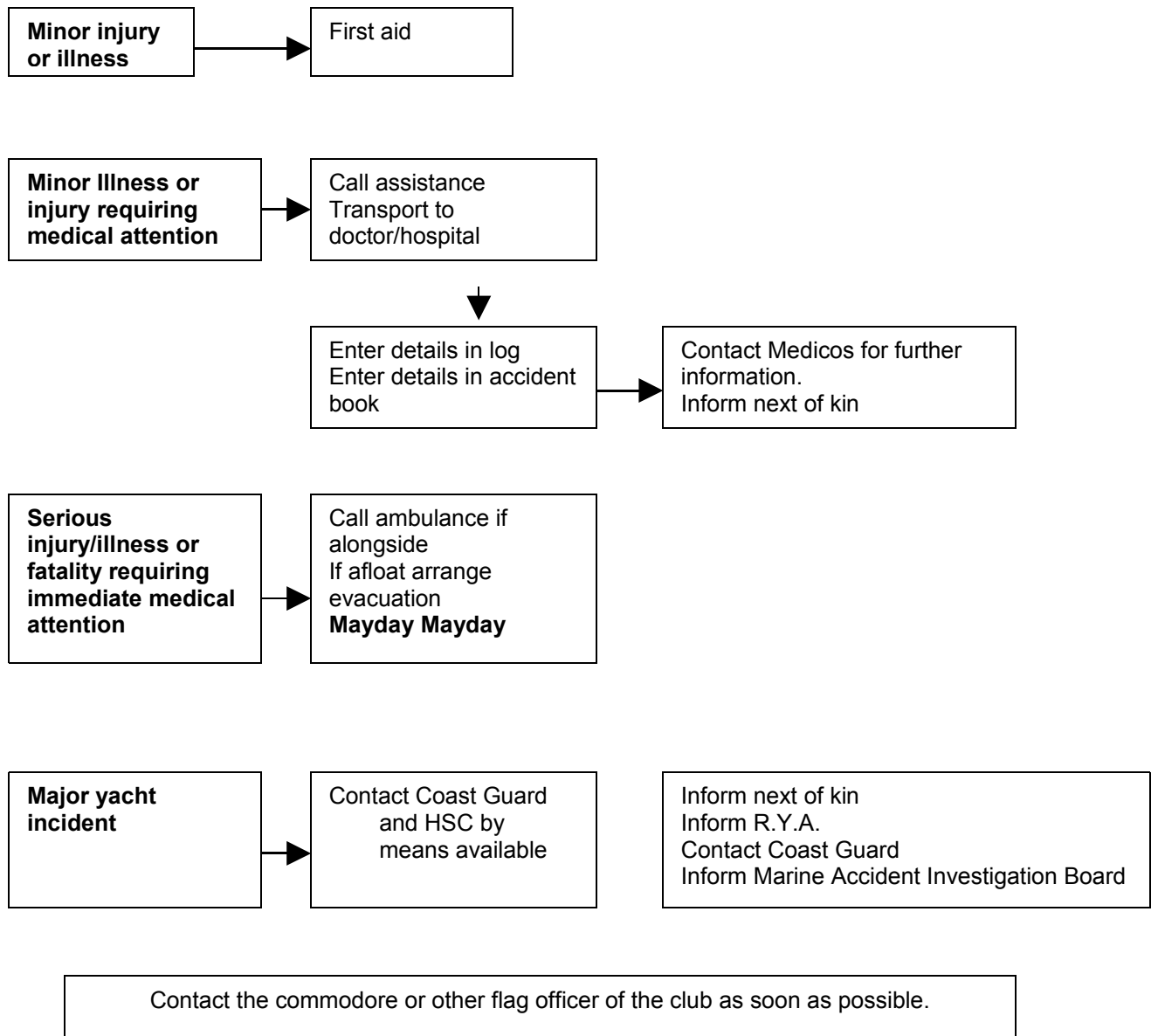
Non-swimmers must wear life jackets when afloat.

## HSC. Major Incident Policy

In the event of any serious accident or catastrophe which directly or indirectly concerns or involves Hythe Sailing Club the following procedures must be followed:

Deal with incident in an appropriate way or find someone who can.

### HSC ON BOARD EMERGENCY PLAN



## **Manual Handling:**

1. "Think Back" before lifting. Use Lifting equipment where provided.
2. Where there is a previous history of back pain, please inform the person in charge.
3. If you suspect that a load will be too heavy, large or awkward to lift unaided, ask for assistance. Assess the load.
4. Beware of possible obstructions or uneven surfaces and steps in your path.
5. Gloves should be worn if there is a likelihood of hand injury.
6. Position yourself at the load with your feet approximately hip width apart, one foot pointing in to the direction of the load, the other pointing in the intended direction of travel and arrival – this avoids twisting.
7. Bend the knees slightly but keep the back naturally straight.
8. Grip the load securely, keeping your back naturally straight and your arms close to your body. Lift the load letting your leg muscles take the strain.
9. When lifting to a height, do it in stages, i.e. from floor to knees, knees to waist level etc.
10. Ensure the load does not obstruct your vision.
11. Move off in the direction your advance foot is pointing, keeping the load closely to your body.
12. A Hoist should be used at ALL TIMES for the transfer of sailors with disabilities.
- 13 Do not lift a load above shoulder height or reach or stretch with a load.

## **4 Use of Club Boats**

### **Policy**

The Sailing Committee has determined the following policy for the use of club boats:

1. All boats that belong to the club are, by definition, the property of the members.
2. It is expected that boats are used for their prime purpose – training, race management and safety or other approved club activity.
3. Club boats must be kept to a high standard.
4. Club boats are not a substitute for members' boats as members are expected to own and use their own boats.
5. RYA qualifications are recognised by HSC as an indication of a person's capability.
6. The fact that a member of HSC does not hold a qualification does not necessarily detract in any way from that member's capability or ability to use any vessel.
7. In the event of damage caused by unreasonable behaviour or abuse, the member may be liable for the full cost of the damage.
8. Members who have been given permission to use a club boat are expected to fully acquaint themselves with the operation of the boat and check it prior to use. The Club cannot be held accountable for any shortcomings.

### **Use of Club safety Boats**

The Club owns the following power boats:

"Avon RIB" 40hp  
"JAFFA" 40hp  
"ELC" 6hp

The sailing Committee is responsible for these boats including maintenance, fuelling and their allocation for Club events.

Club safety boats are not available for personal recreational use. Members wishing to use these boats for other purposes, outside club organised events are to obtain the permission of the sailing Committee.

Safety boats are to be used with at least 2 crew on board, 1 of whom must hold a suitable qualification for that boat.

ELC is not recognised as a club safety boat and may be used by competent club members on official club business. If it is used in an emergency it must be recorded in the safety boat log book in the wet area.

Those using the boats are to ensure that the fuel card holders are informed when fuel is required.

Any defects are to be notified to the safety boat officer and entered in the defect book in the Clubhouse.

### **Use of Club dinghies.**

The Club owns the following sailing dinghies, which will be maintained by volunteer members (see dinghy notice board for current list):

6 Toppers                      2 Wayfairers                      2 SF fevers

Club sailing dinghies may be used by skippers as follows:

1. Approved Dinghy Sail Training Course Organisers on courses. They may temporarily authorise Skipper trainees during their courses.
2. Club members who are registered as Dingy Skippers for recreational sailing and racing.

A list of Registered Skippers is maintained by the sailing committee.

### **Registration**

A completed application form is forwarded to the Sailing Sub Committee for approval. Approval may be withheld until further training or experience has been attained to ensure safety of themselves and other members.

### **Conditions of Use**

Boats are available on a first come first served basis with Sail Training Courses and official club events automatically having priority.

1. The Boats may not be taken out of the normal sailing club area limits without prior permission from the Sailing Club Committee. The limits are described as the normal racing area. i.e. the outer moorings to Tide Gauge.
2. The Skipper is responsible for suitable crewing of the Dinghy. The boats must not carry more than four persons. Crew under the age of 16 may only sail out of the area with Registered Skippers over the age of 21. Occasional crew do not have to be Club members. Regular crews using Club equipment more than three times in any one year would be expected to join as family or individual members.
3. Buoyancy aids or life jackets are mandatory and must be worn at all times whilst afloat.

4. The Skipper is responsible the boats care, and must report any damage or problems to the Sailing Committee.

In the event of any accident/damage to the boats, the Skipper will be responsible for any costs incurred up to the insurance excess. An accident form must be completed and forwarded to the Sailing Committee. These forms are available from the Main Committee.

### **Duties of the Club sailing committee**

These are confined to sailing and powerboat matters. Social, membership, premises and other issues are not in the sailing committee's domain.

A sailing committee nominee is expected to regularly monitor the condition and use of all power craft and tenders owned or administered by the club, and to report to the Sailing Committee accordingly.

The sailing committee will help owners of dinghies stored on club premises to observe the requirements of the club with regard to storage and labelling.

The sailing committee nominees, in carrying out his or her duties will always be mindful of the heavy usage of club facilities, making allowances when necessary. However, consistent infringement or abuse of HSC requirements must be reported to the Sailing Committee.

Safety issues regarding the sport which come to the notice must be reported to the Sailing Committee.

A sailing committee nominee will monitor the equipment stores to ensure that items are stored correctly and users understand the need for leaving work areas tidy.

The Sailing committee will resolve (or find volunteers to resolve) regular and minor maintenance issues with regard to our craft and ancillaries. This is intended to encompass small repairs, greasing, oil, petrol, diesel and water levels, air pressures, wear and tear etc.

## **5 Dinghy Launch and recovery Procedures**

### **Launch**

Care must be taken to ensure sufficient water is available for launch.

Covers must be removed in the pound before moving to the slip.

Cars must not be used on the slip for launching.

If the boats cannot be launched manually the procedures for cruisers should be adopted.

Special care must be taken due to the sometimes slippery surface of the slip.

Chocks should be installed at the wheels whilst final rigging takes place.

A painter or rope should be attached to guide and control the boat to the water.

### **Recovery**

The boats should be manoeuvred off the slip for washing down and de-rigging.

## 6 Boat Storage & Moorings

### General

- Boat storage and mooring is provided at Hythe Sailing Club for dinghies and cruisers accepted by the main committee and offered such a facility.
- All boats must be removed from moorings by 31st October unless otherwise allowed by insurance.
- No boat may be stored or moored at the Club without prepayment. Storage and mooring charges will be determined by the Committee and published for dinghies/tenders in membership renewal documents and for cruisers on the cruiser notice board.
- When storage or mooring availability is oversubscribed, the Sailing Committee may give priority to those who use their craft regularly or support the Club's activities; otherwise, in order of application.
- Boats may only be stored in a specific position which is allocated seasonally.
- All boats must be fully insured and owners are strongly advised to notify all details of storage, lifting, mooring etc. to their insurance company as the Club does not accept any liability for vessels on their moorings or land.
- The Club is extremely conscious of our environment. All members are expected to share this responsibility and any accident or infringement must be reported to the main committee for appropriate action to be taken.
- Please remember that water drains directly into Southampton Water.
- Safety is paramount, and is the responsibility of every member. If suspect practice or equipment is observed, please notify a Flag officer as soon as possible.

## Dinghies

- Please wash down your dinghy in the boat park and not in the road, and ensure the hose is turned off and stowed after your use
- Please keep the pound as tidy as possible, and put spent tape, ropes etc in the bins.
- Road trailers are not to be kept in the park, unless authorised by the Dinghy Secretary.
- Only leave your dinghy in the allocated position and ensure your dinghy park sticker is on the mast above the cover or on the left side of the transom.
- Boats, without the park sticker, will be removed unless authorised by the Dinghy Secretary.
- Ensure boat covers are secure, and boats are tied down.
- Please ensure all halyards are tied down.
- Only dinghies specifically authorised by the Dinghy Secretary may be left in the boat park.
- Racked boats must be entered stern first, and the top rack must be tied down

## **7 Operation of Safety boats**

### **Daily Starting Routine**

1. Check oil level, top up if necessary
2. Check fuel, top up if necessary
3. Return trailer to park after launch
4. Check flow of cooling water from exhaust
5. Check safety equipment, first aid kit, radio

### **End of Day Routine**

1. Return boat on trailer
2. Using muffs wash out engine with fresh water
3. Wash and clean out boat
4. Replace covers
5. Enter any defect found in log-book in the boat house
- 6 Return ignition keys and radio.

### **Winter storage.**

1. Block trailers off ground
2. Arrange yearly service
3. Store safety equipment



