



RYA Safety Boat Management Event Planning

RMG Safety Fleet Management WP
December 2008



Aim

*To run a challenging but enjoyable event for
both Competitors and the Race
Management Team in as safe a manner
as is reasonably practical*



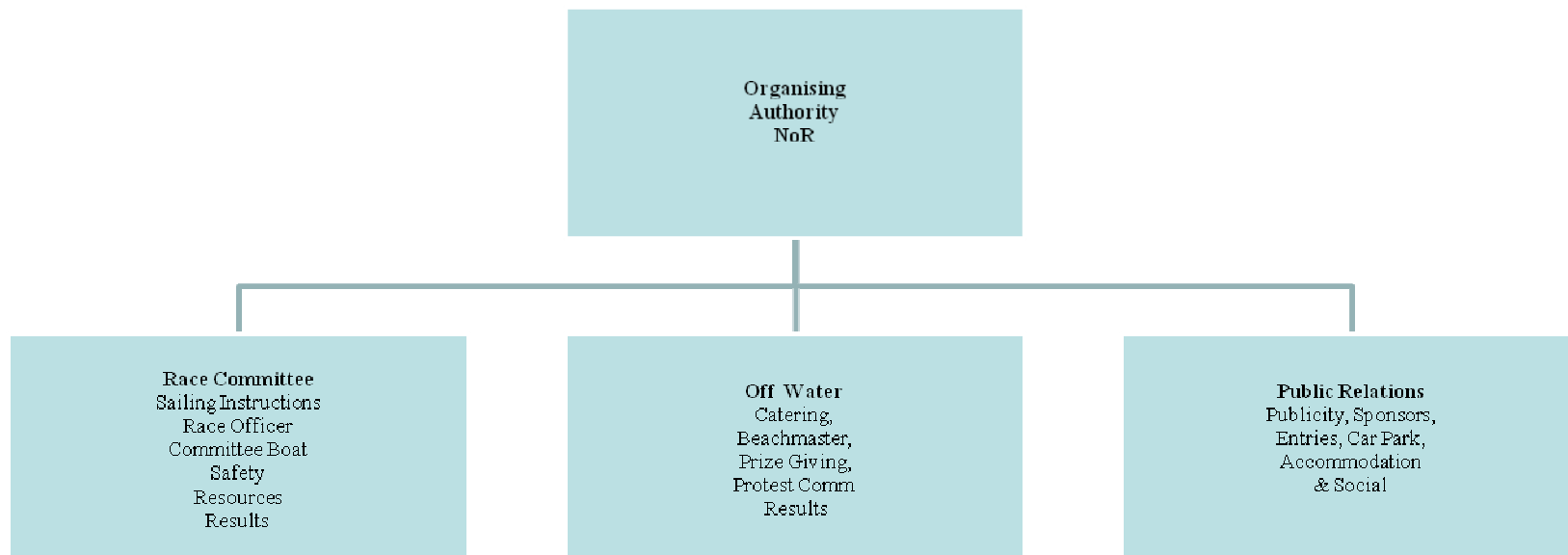
Syllabus

- Authorities ,Responsibilities and Definitions
- Role of the Event Safety Officer
- Risk Assessment & Risk Control Measures
- Safety Plan
- Pre- Event Planning
- Contingency Plans
- Tactical Positioning and on the water Management



Regatta Responsibilities

(*from: GBR Race Management Manual*)





Definitions (Management Team)

- **Event Director (E.D.)**
This role is in overall charge of the event and together with the Principle Race Officer and the Event Safety Officer, forms the decision making team that controls the racing. This position also has responsibilities in other areas of the organization and as such delegates the activities on the water to the Principal Race Officer and the Event safety Officer. This role is involved in any decision to Race
- **Principle Race Officer (P.R.O.)**
This role is in overall charge of all racing activities. If the racing is taking place on a single course then they will also be the Race Officer. They organize their own team to prepare both the racing and the Race course. This role makes the decision to Race and is responsible for safety of all people involved in the event. It is responsible for making sure that the Risk Assessment has been done and a safety plan implemented.
- **Event Safety Officer (E.S.O)**
This role is in charge of safety issues both on and off the water. If the event is taking place on a single course then they may also be a safety boat driver. They will write the risk assessment, and safety plan. They will also ensure that the Risk assessment and safety plan are agreed with the race committee. This role is involved in the decision to Race.



Race Committee Responsibilities **(*from: GBR Race Management Manual*)**

- Publish **Sailing Instructions** in accordance with RRS App J2 (App L for guidance)
- Organise all aspects of 'on-the-water' activities.
- The Race committee will be chaired by the PRO
- The Role of the PRO is defined in GBR Race Management Manual



Role of the Event Safety Officer **(*from: GBR Race Management Manual*)**

- Brief ashore and co-ordinate the patrol boats on the race course
 - Be familiar with the Safety Regulations under which the regatta is being sailed.
 - i.e. requirements of National Authority, Class rules, Sailing Instructions and any authority over the regatta.
 - Responsible to the PRO for safety and rescue operations.
 - Know when to call in extra help, coastguard etc.



Role of the Event Safety Officer

- Usually a member of the Race Committee
- Responsible for producing the Risk Assessment and agreeing with the race committee
- Responsible for writing the Event Safety Plan and delivering to the race committee and team
- Responsible for organising Safety Fleet
- Briefs Safety Fleet
- Responsible for Tactical Positioning of Safety Fleet
- Manages the Safety Fleet on the water



Command and Control - Event Safety Officer -

- Reports to the Race Officer who is responsible for safety.
- Course Safety Leaders & Beachmaster report to Safety Officer.
- Course safety crews report to Course Safety Leaders.
- Marklayers report to Race Officer unless needed by Course Safety Leaders
- Other official boats can be called in to help in needed (press, jury, equipment etc).



Risk Assessment

- It is the responsibility of the ESO to prepare
- Use a Systematic Approach
- Requires the ESO to have a sound knowledge of the sport and location



Risk Assessment & Risk Control Measures Leading to the Event Safety Plan

- Overall Written Risk Assessment
 - Risks associated in sailing
 - Risks associated with the venue
 - Risks associated with the nature of the event
 - Agreed Standard Risk Control Measures
- Dynamic Risk Assessment
 - Risks change due to changing conditions on the water
 - Additional Risk Control Measures which may be introduced if necessary.



The Event Safety Plan should include (this list is not exclusive and depends on the risk assessment and event)

- Safety Boat launching/mooring/refuelling etc
- Tally System
- Management & Communications
- Competitor launching
- Sailing out to course area
- During racing
- Between races
- Sailing in after racing
- Standing down
- Contingency plans

Depending on the Event may include;

- Child and vulnerable adults policy
- Medical identification systems



Pre- Event Planning Agenda should include:-

- Race Committee meetings
- Ratio of Safety Boats to Competitors based on the Risk assessment
- Equipment required in this case by the safety boats
- Safety crew competence & registration
- Sailing Instructions esp. Rule 41
- Communications merits of
 - VHF
 - Mobile Phones



Pre- Event Planning

Agenda for the safety boat briefings

- Safety Briefings should be held before the event with all personnel present including CSL's, RO, Beachmaster etc.
- Go through the Risk assessment and safety plan in detail in particular
 - Tally system
 - Crisis/Contingency plan



Contingency Plans

- Fog
- Strong winds
- Entrapments
- Serious Injuries
- Shipping
- Damaged boats
- Incapacitated sailors
- Light winds
- Incapacitated safety boats
- Toileting
- Loss of Communications
- Stragglers
- Towing
- Missing Sailors
- Missing Safety crews



Summary

- **Authorities ,Responsibilities and Definitions**
 - Who does what?
- **Role of the Event Safety Officer**
 - Responsible for producing the Risk Assessment and agreeing it with the race committee
 - Responsible for writing and delivering the Event Safety Plan
 - Responsible for organising Safety Fleet
 - Brief the Safety Fleet
 - Responsible for Tactical Positioning of Safety Fleet (if also CSL)
 - Manages the Safety Fleet on the water
- **Risk Assessment & Risk Control Measures**
 - Risk assessment pre event and dynamic
 - Agreed with the Race committee and PRO
- **Safety Plan**
 - Agreed with the Race committee and PRO and disseminated
- **Pre- Event Planning**
 - Completed on time and clear



Other Manuals / Documents:-

- Risk Assessment templates
- Tactical Positioning
- Contingency Plans
- Best Practice Standard Operating Procedures



RYA Safety Fleet Contingency Plans

RMG Safety Fleet Management WP

March 2008



Contingency Plans

- Fog
- Strong winds
- Entrapments
- Serious Injuries
- Shipping
- Damaged boats
- Incapacitated sailors
- Light winds
- Dead safety boats
- Toileting
- Food, water & spares
- Loss of Communications
- Stragglers & Retirements
- Towing
- Missing Sailors
- Missing Safety crews



Fog

- Recommend Abandon/Shorten Racing
- Designated waypoint near Beach
- Fix RIB's position
- Step 1 Contain / shepherd in
- Step 2 Provide Vis. Ref. for sailors
- Step 3 Lead / tow ashore
- Step 4 search till tallied
- Communicate / record & report numbers



Strong Winds

- Reduce Nos Afloat by courses / flights
- Recommend Abandon/Shorten Racing
- Station RIBs on route
- Lead ashore, contain fleet
- Keep eyes towards back markers
- Anchor dinghies to rescue buoy, get sailors ashore
- Tally off



Entrapments

- Emergency Radio “Code Red” to all ribs
- Safety Boat Crew on Centreboard
- Rib moves around to see and assist
- Free casualty and remove from water
- Apply first aid procedures
- “Mayday” situation.... call for help ?
- Evacuate Casualty to shore Contact Beachmaster



Serious Injuries

- Emergency Radio “Code Red” to all ribs
- Remove casualty from water or dinghy
- Apply first aid procedures
- “Mayday” situation.... call for help ?
- Evacuate Casualty to shore Contact Beachmaster agree landing point



Serious Injuries Shore Arrival

- Beachmaster informed of incoming casualty
- Event Doctor contacted?
- Meet at agreed landing point
- Ambulance called from shore 999?
- Someone designated to direct ambulance
- Inform RO



Serious Injuries

After evacuation of casualty....

- Follow RYA Guidelines “DEALING WITH A MAJOR INCIDENT”
- Gather all parties connected with incident
- Convene Emergency committee
- Club Emergency Procedures
- Media Plan
- Competitor Plan
- Contact RYA



Incapacitated Sailors

- Remove to mothership/RIB/shore
- Can boat be sailed by remaining crew?
- Drop main and/or jib
- anchor/tow/mothership
- Communicate with Race committee



Emergency Services

- Calling them in may mean handing over control
- Advise them of your emergency procedures
- Individuals should call if with a casualty
- Event Safety Officer should call if conditions cause concern



Shipping

- Find out Shipping movements
- Brief Rescue Crews
- Maintain radio watch on Port Control Channel
- Station reserve RIBs in danger area
- If necessary shepherd sailors away from danger
- Recommend shorten/abandon if necessary



Damaged Boats

- Recover now or later?
- If later remove crew and attach marker
- Anchor/tie to buoy or mothership
- Inform CSL & Bridge
- Remember usually need crew to tow home



Light Winds

- Round up boats
- take in tow or attach to marks or buoys
- Keep a number of ribs “free”
- Watch for swimmers!
- Do not allow empty boats to drift away unattended tie onto something...another boat/rib
- Tow home when boats sent ashore



Disabled Safety Boats

- Inform CSL & Bridge
- Check for obvious causes.
- Anchor RIB and use as mothership
- Arrange for tow home



Toileting

- Motherships or “Toilet Boats”
- Collect sailors from their boats or provide RIB on back of Mothership to allow transfers.
- Child Protection issues



Food, water & spares

- Event Policy?
- Designate “spares boat” and Food Boat. Often same unless intended to help sailors repair boats
- Needs to be near finish.
- Need designated collection points before and after day's sailing.



Loss of Communications

- “Open Mike” problem (hands up!)
- Reserve frequencies
- Change channel and report to Bridge
- Mobiles for back up
- Private channels
- “Walkie Talkies”
- Mark Team leader and “shadows”



Stragglers & Retirements

- Need definite policy for U18
- Usually CSL decides
- Sail in or not?
- Drop sails or not?
- Mothership or below CB



Towing

- To be avoided if at all possible.
- Takes time and huge effort, ties up safety boats and potential cause of damage
- Check Event Policy
- Floating lines +/- loops
- Line astern tows
- Always leave some boats “free”



Missing Sailors

- Tally sailors, boats and trolleys
- Trolley most accurate
- Check if crew is back!
- Institute search pattern from last point of certainty using most free boats
- Send one boat off to look in most likely direction
- Check medical Info
- Inform C/guard



Missing Safety crews

- Usually an “Epic”
- Are all boats back before “stand down”?
- Are all dinghies back
- Hospitals won’t tell you if they are casualty: need tally system



Summary

- Preparation
- Communication
- Observation
- Liaison



RYA Safety Fleet Tactical Positioning

RMG Safety Fleet Management WP

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Factors:-

- Prompt attendance at Capsizes
- Course Configuration
 - Trapezoid
 - Triangle Sausage
 - Windward/Leeward
- Weather
- Tide
- Wave Conditions
- Tactical Reserve

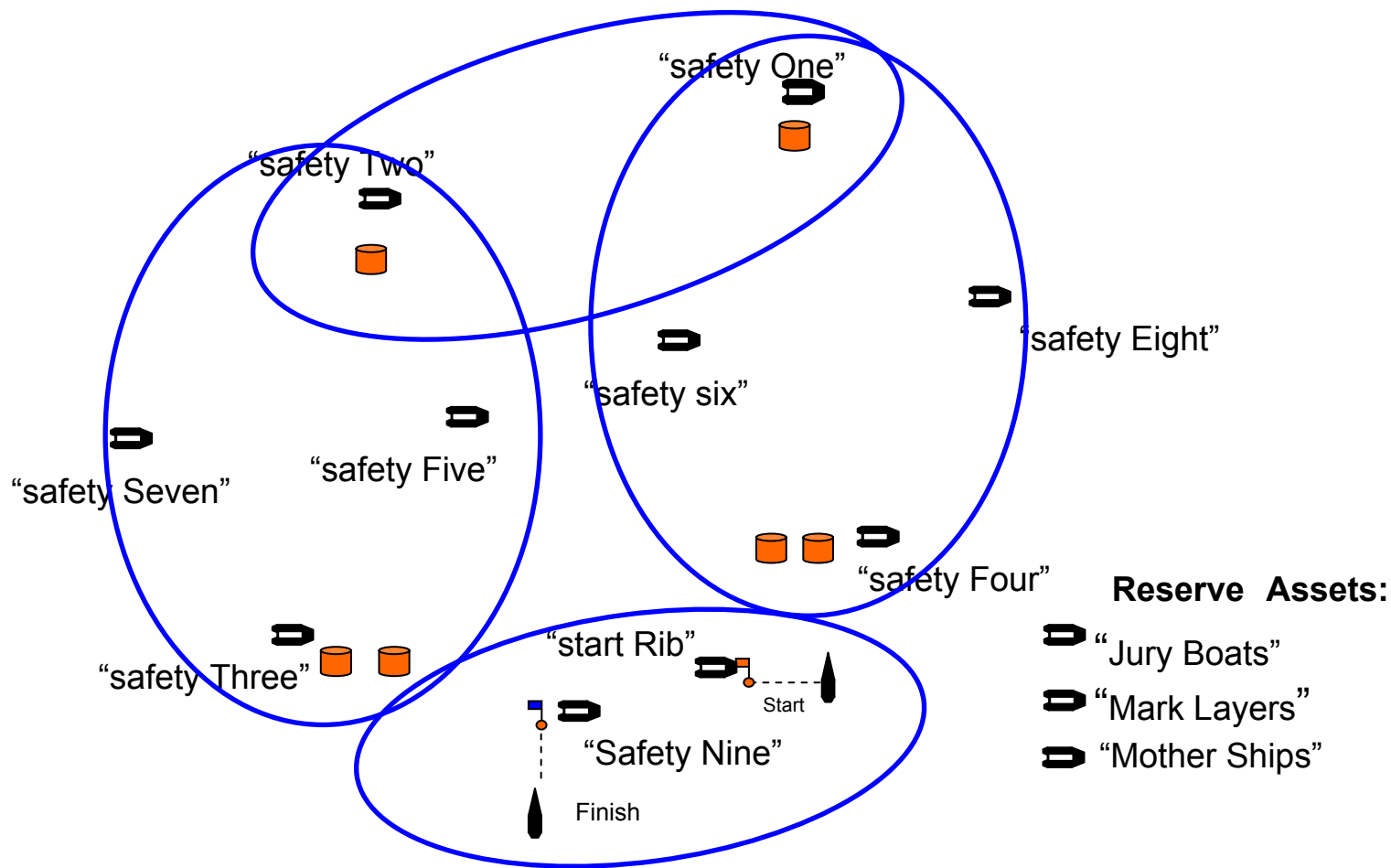


Prompt Attendance at Capsizes

- “Prompt” depends on dinghy class, competitors and conditions.
- Stand off and count heads
- Go in if heads missing or signalling for help.
- Faster downwind than upwind!
- Difficult to see upwind especially if raining

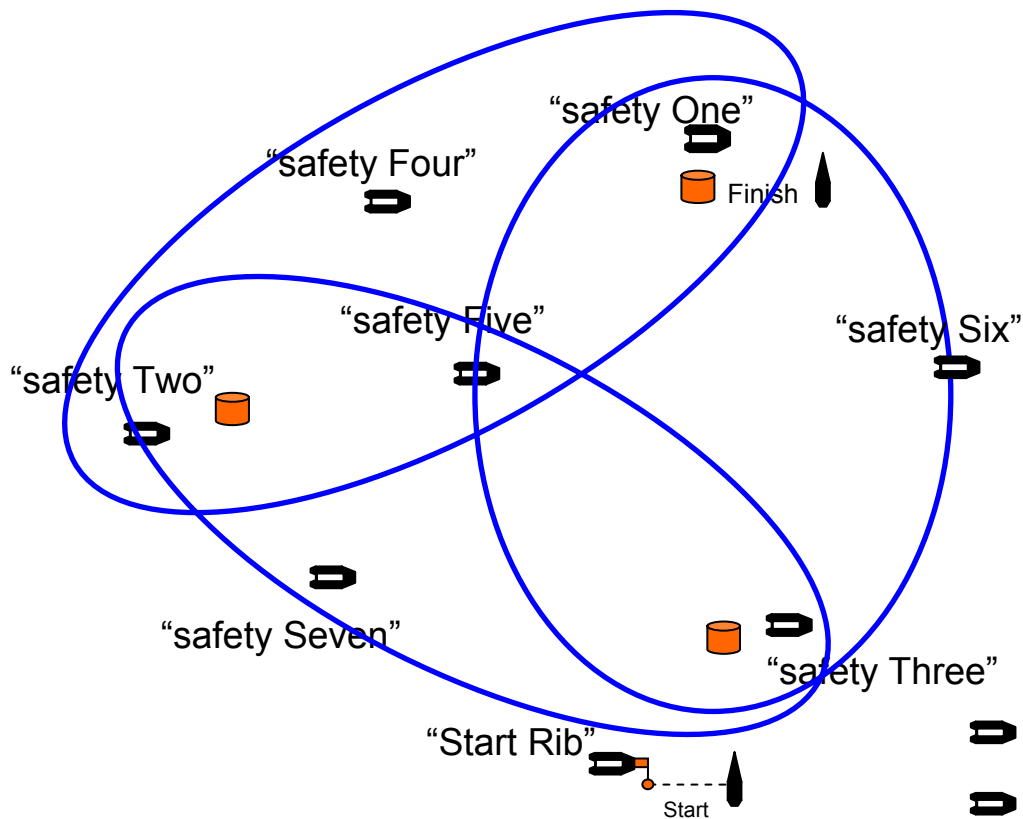


Trapezoid Course








Triangle Sausage Course

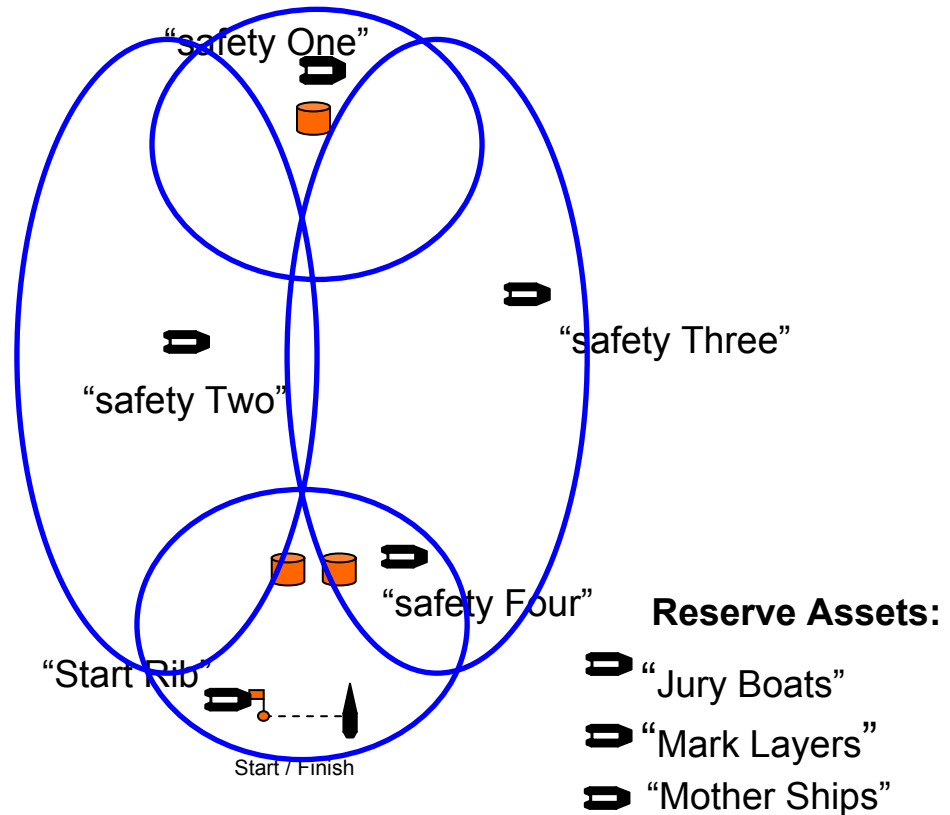


Reserve Assets:

-  "Jury Boats"
-  "Mark Layers"
-  "Mother Ships"



Windward / Leeward Course





On the water Management

- Location of Safety Officer
- Location of Bridge
- Dynamic Risk Assessment
- Control of launching
- Reserves
- Communications



Weather

- Forecast increasing or decreasing
- Water temperature
- Onshore/offshore
- Fog
- Range of abilities
- Dinghy Types in event
- Suitability of safety craft



Tide

- Direction
- Time changes
- Wind over Tide
- Overfalls
- Motherships usually best downtide



Wave Conditions

- Change with tide change
- Visibility of boats
- Speed safety craft can move to capsize
- Ability of safety craft to go alongside capsized craft safely.



Tactical Reserve

- Retirees etc
- Injured competitors
- Cover way in/out
- Sudden worsening of conditions
- “Gold/Silver Fleet” to send in weaker competitors
- Launch fleets sequentially
- Marklayers/Judges



Summary

- Preparation
- Briefing
- Communication
- Observation
- Dynamic risk assessment
- Liaison

	Measures	General Comments	Specific comments, measures and assets where necessary
1.1	Limit competitor numbers.	Organising Authority (OA) may limit entry numbers to those car park and slipway can safely accommodate. OA to limit boat numbers to safety boat availability.	May need to require pre-entry with cap on entries. When there are large numbers entered slipway and channel congestion should be avoided by batched launching and escorting down or up any narrow channel. Dinghies should be kept out of narrow channels as much as possible. Good Marshalling ashore required to minimise interference to other slipway users and manage safety on the slipway. Need co-operation to manage launching, recovery and berthing of large numbers of safety boats.
1.2	Tidal prediction.	Assessment to be made regarding strength of current, height of tide and other associated conditions.	Congestion may be much greater at low water. The racing/event programme should be arranged to manage congestion.
1.3	Identify danger points on course and access route	Zone sailing area and routes to/from so that different control measures will apply depending on the risk.	Marks and Gates may be specified in Sailing Instructions where races can be shortened. Shallow draft sailboats can be required to keep out of narrow channels. Access routes can be zoned according to risks in each area. Sailboats without engines can be required to be towed. Sailing Instructions can require that spinnakers may not be flown in certain zones. Safety Boats can be stationed at identified danger points.
1.4	Vessel traffic information.	Contact local harbour authorities/coastguard.	Racing programmes should be organised to avoid excessive congestion.
1.5	Weather monitoring.	Use of weather forecast information and monitoring of the present weather to vary race management to control risk.	Sailboats without engines have difficulty manoeuvring in light winds and many are prone to broaching and capsize in high winds, especially if flying spinnakers. Races can be postponed, abandoned or shortened to suit the conditions.
1.6	Briefing of race management personnel.	OA to agree Policies and Guidelines and provide suitable training of key personnel.	Suitably experienced, trained and approved Race Officers must apply OA Policies and Guidelines.
1.7	Safety Boats - Manning.	Safety boats are normally manned by a minimum of 2 people, one of whom should be suitably trained and qualified. Occasionally single manning by suitable individuals may be acceptable in light of the Risk Assessment. In case of emergency Safety Boats should be able to accommodate at least 5 extra people .	The safety boat helm should be suitably experienced, trained, qualified, well briefed and fully understand their responsibilities.
1.8	Emergency and contingency procedures.	Establish and maintain an action plan.	Race management personnel should be trained in how to deal with an emergency.
2.1	Signing on/off for race	Agreed procedure for accounting for all personnel involved laid down in the OA Policies and Guidelines.	The procedure will vary depending on the type of craft, where based, and the age and experience of the people involved.
2.2	Safety Briefing.	Safety briefing to competitors and safety boat crews as per OA Policies and Guidelines.	Briefings need to take into account variations between events, types of boats, the age and experience of competitors and their familiarity with the area.

2.3	Landside Management to include records of competitors' details.	Policies and Guidelines need to ensure that the OA requires a declaration that all craft are suitably equipped, seaworthy, and insured.	Wording of Notice of Race, Entry Form and Sailing Instructions to comply with current RYA Best Practice Guidelines concerning Safety and Insurance. Records should be available to Race Officer if required. For dinghy events OA needs details of NOK and medical problems.
2.4	Communications with other water users.	Vessel movements. Identified special risks.	Communication channels need organising with Coastguard, harbour Authorities, Local Clubs, Race Teams and Safety Boats. This may be by mobile phone and/or VHF radio.
2.5	Right of way between racing and none racing traffic.	IRPCS. Vessels confined by their draft and manoeuvrability.	Sailing Instructions may refer to IRPCS although they are built into the Racing Rules of Sailing. Race Committee should protest offending boats.
2.6	Right of way between racing boats	Racing Rules of Sailing (RRS) apply	Race Committee may protest offending boats under RRS 2 if no other protests.
2.7	Limiting Spinnaker use.	Some classes of sailboat are in some conditions much easier to control when sailing without a spinnaker. Sailboats without spinnakers need less room and are less likely to collide with other boats or static objects.	Spinnaker use can be limited by sailing instructions either for all races or when signalled. Limits can be easily zoned.
2.8	Communications with competitors	Competitors briefings, notices to competitors, Sailing Instructions	Local factors can be brought to competitors' attention.
2.9	Post Race Report	Allows lessons learnt to be passed to others	Report to OA for consideration and possibly adding to policy documents and guidelines.
2.1	Signing on/off for race	Agreed procedure for accounting for all personnel involved laid down in the OA Policies and Guidelines.	The procedure will vary depending on the type of craft, where based, and the age and experience of the people involved.
3.1	Abandonment.	In the event of adverse weather or other factors.	Decision made by Race Officer to comply with RRS or the OA Policies and Guidelines.
3.2	Shortening course.	In the event of adverse weather or other factors.	Decision made by Race Officer to comply with RRS or the OA Policies and Guidelines.
3.3	Monitoring of weather and sea conditions.	By observation and communications with safety vessels, competitors and Organiser.	In light winds sailboats without engines have difficulty manoeuvring and in high winds many are prone to broaching and capsize especially if flying spinnakers. Races should be postponed, abandoned or shortened to suit the conditions.

RYA MAJOR EVENT SAFETY STANDARD OPERATING POLICY AND PROCEDURES

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14. Procedure for use when strong winds arrive
15. Emergency guidelines
16. Private support and coach boats.

Appendices:

1. Abbreviations
2. Call Signs and Safety Fleet List
3. Radio Channels
4. Safety Fleet Briefing Schedule
5. Safety Fleet On-the-water Information Sheet
6. Safety Boat Registration Form
7. Safety Boat and Support Boat Briefing Document

References:

1. RYA Safety Boat Management Manual

1. Introduction

RRS Rule 1 and 4 as well as standard safety sailing Instructions confirm that a boat accepts that it is entirely responsible for her own safety. Nevertheless, the RYA has developed these operating procedures as guidelines for good practice in the overall management of the safety of all those competing in RYA-organised events.

This document sets out the procedures to be used as the basis for managing the Safety resources in order to reduce the inherent risks associated with sailboat racing to a level as low as reasonably practical (ALARP).

These procedures are intended for use in RYA-organised events and are not intended to be used for events organized by bodies other than the RYA. Nevertheless, other race organizers may wish to refer to the RYA's procedures as set out below and adopt or adapt such provisions as they may consider to be appropriate for their particular events

2. Objectives

The Objective of the Safety Fleet is to provide efficient, competent safety cover at the event to allow competitors and all those involved maximum enjoyment whilst minimizing the risks to the safety of the sailors and boats.

3. Overall Organisational Structure

Overall safety management at an event is the responsibility of the Event Director/Principal Race Officer and is delegated to the Course Race Officers (CROs) from the time the first participant is permitted to go on the water until the time that all the competitors are off the water and have been accounted for.

The Event Director and CROs have absolute authority to employ all the resources available to them as they see fit, and to direct the work of all those assisting.

In discharging this responsibility, the Event Director should appoint an Event Safety Officer (ESO). The ESO will prepare the Risk Assessment and Safety Plan for the event.

The ESO should appoint separate Course Safety Leaders (CSL) if there are more than one course. If there is only one course the ESO could act as CSL as well.

Normally for multi-fleet regattas, the ESO should not also be a CSL or perform any other role within the Safety Fleet.

The CSLs should liaise with Beachmaster, the Motherships allocated to their course, the mark layers, jury boats, selector boats and any unofficial support boats on their course. It is the CSL's responsibility to decide where the motherships should be anchored.

The Safety Fleet will consist of dedicated Safety Boats with any associated motherships. At the request of the CSL to the CRO, the mark layers, pin end boats and jury boats may be brought into the Safety Fleet. They should then operate under the direction of the CSL until the need passes, where after they should be released back to the CRO.

Each CRO will have operational responsibility for the safety of competitors on their course. The CRO should work with the CSL to communicate the safety cover plan with their race and safety team.

Each CRO and CSL should define and manage how cover should be handled on each course and should manage the movement of their competitors from shore to the course area.

The ESO and CSLs will host a safety briefing for all the Safety Fleet drivers and crews at the beginning of the event. They should also attend the competitors briefing and give the competitors a safety briefing. The ESO should attend the daily Race Management briefing and should thereafter brief the Safety Fleet before sailing to ensure adequate communication of weather data, daily organisational plans, etc. The ESO should also brief the Motherships as to their role – particularly with regard to retiring competitors.

The ESO is responsible for the overall management of the Safety Fleet both on and off the water. This should include delivering the organisational structure, adherence to this document, and management of the Safety Fleet infrastructure (e.g. boat allocation, boat resourcing, refueling, mooring, etc.).

The ESO would normally set up a VHF Radio Control Base (Bridge), often ashore when there are a number of radio channels to monitor. This location should have a facility for a Base radio to monitor all calls on each channel and keep a record of all important information. Instructions from the ED/PRO and ESO are often passed through bridge to ensure that all stations can hear and the information is correctly logged. Bridge may also control shorebased flag signals and launching through the beachmaster who may be on a separate channel to the safety fleets.

All Safety Boats and all other Official Boats should tally daily. A schedule of the names of all safety crew afloat should be kept, usually through the event office. The CSLs or Bridge may perform a radio check with each boat in their fleet as it leaves the shore. The CSL should decide when there is sufficient safety cover for his/her course and then advise CRO/ESO/Bridge and ask for their fleet to be launched once the Event Director & CRO has given permission.

Bridge/ESO should then advise that the launch flag is displayed and the competitors may leave the shore after the Beachmaster has tallied them out. The CSLs should then manage their respective fleets for that day's sailing from launch to return ashore at the end of the day.

At the end of the day, the CSL's should escort their fleet ashore. The Beachmaster should tally the fleet in and inform Bridge when the whole fleet has been accounted for. The CSL should inform the ESO usually via Bridge when the fleet is ashore. The ESO should communicate with Bridge and release each Safety Fleet when they are no longer needed. No Safety Boat may go ashore until released by the ESO/Bridge.

4. Radio Callsigns

The Event Office should allocate callsigns to each Safety Boat, Medic Boat, Mothership and other safety related individuals as well as to race committee boats (committee boats, mark layers, pin boat, jury boat etc) and should produce a comprehensive list of boats and their

call signs and identification flags that should be given to each member of the Safety Fleet. This list should include mobile telephone numbers.

5. Radio Procedures

The Event Director should allocate radio channels for each course which should be used by the Race and Safety Teams for that course. If there is a separate Safety Channel this should be used by all the course Race and Safety Teams, Event Director and ESO, in the event that either the Event Director or ESO declare a fleet wide emergency covering all the courses. The CROs and CSLs should monitor both the Safety Channel and their course's own channel.

Bridge should monitor all channels and should have at least one radio operator for every two channels.

The Beachmaster should be in communication with Bridge and may monitor the fleet or safety channels and be able to communicate directly with any safety boat coming into the launching area.

The Event Director and ESO should be contactable via the Safety Channel, but can call up the CROs and CSLs on their appropriate course channels. The Event Director/PRO, ESO, CROs, CSLs and Beachmaster should also have mobile telephones.

The Motherships and support boats should monitor and be contactable on the Safety Channel. (Note: If allocated to a course, they should monitor the course channel as well).

NB. Radio transmissions should be kept to a minimum to prevent clutter.

6. Safety Boat Identification

All Safety Boats should carry unique identification flags. They must be returned to the Event Office at the end of the event.

7. Positions of Safety Boats during a Race

Each Safety Boat should be allocated a position on the course that they should assume for the duration of the race. These positions should be allocated in advance but can be modified by the CSL as necessary.

8. Personnel and Equipment

All Safety Boats should normally have a minimum of two competent adults aboard, one of whom should be dressed to enter the water to aid a rescue. There will be no maximum number of crew but Safety Boats should not be overloaded with crew and should be able to accommodate a minimum of 5 additional sailors. It should be unusual for a Safety Boat to have more than three crew members. The ESO may withdraw a Safety Boat from the Safety Fleet if he feels that it is inappropriately crewed.

It is not normal to require on-the-water medical support to a standard above that of First Aider. However, the ESO should attempt to have a Doctor or trained paramedic at the event who can be used for initial rapid response in the event of a medical emergency.

Essential Equipment which should be carried by all Safety Boats:

1. Adequate fuel for approx. 9 hours on the water use.
2. Fully functional VHF radio which should operate for 9 hours (this may require spare batteries).
3. A sound generator (whistle or fog horn).
4. Compass
5. Anchor and warp suitable for the race area.
6. Sharp knife, preferably serrated and easily accessible.
7. Kill cord and spare, which must be used by the driver at all times when underway.
8. Personal buoyancy for the crew, to be worn at all times.
9. Safety Tape to identify abandoned boats (to be issued by the ESO).
10. Paddles and bailer.
11. Drinking Water.
12. Tow rope (preferably made of floating line) and towing bridle.
13. Waterproof first aid kit and survival bag or thermal protective aid.
14. Distress Flares:- 2 orange smoke and 2 pinpoint red or 2 day/night flares.

Desirable Equipment, which should be carried by at least two Safety Boats on each course:

1. Wire Cutters, to cut away rigging and trapeze wires
2. Tool kit
3. GPS location equipment
4. Torch
5. Spare radios

9. Operational Guidelines

1. ESO should produce a schedule of briefings for Safety Fleet personnel and communicate this to the relevant attendees (Appendix 4).
2. ESO should ensure that all Safety Boats are tallied out and back and ensure that safety cover is provided in a timely manner.
3. ESO may provide appropriate waypoints and bearings to the Safety Boats (Appendix 4). Additionally, each Safety Boat should take its own bearings and satisfy itself that it can independently navigate back to the launch area in the event of poor visibility.
4. ESO may arrange for a radio check to be performed with each boat as it leaves the shore. The CSL will decide when there is sufficient safety cover for his fleet to be launched and then advise Bridge, and will then manage his fleet for that day's sailing.
5. The CRO should advise Bridge when he is ready for the competitors to be launched. Once the Event Director/PRO has given permission to launch the fleets, if Bridge is satisfied that there is sufficient safety cover, he should advise the Beachmaster and CSLs that the launch flag may be hoisted and the competitors may leave the shore.

6. The Beachmaster should tally all of the competitors afloat and confirms the number of boats afloat in each Fleet and informs Bridge who then informs ESO and CSLs. **This is critical to the safety of the fleet.**
7. The Safety Fleet's objective is support a challenging but enjoyable event making it as safe as reasonably practical.
8. All retirements from racing are to be notified to the CSLs and Bridge who should keep a record and inform the CRO.
9. Once Beachmaster has informed Bridge that all boats are safely ashore, ESO should inform the Safety Fleet that it can stand down unless they are needed to help another fleet.
10. If the Beachmaster finds that one or more boats are missing, they are to inform Bridge immediately, who will immediately alert the ESO and CSL. ESO should direct a number of Safety Boats back to the Race Area to start a search. Meanwhile, Beachmaster should urgently investigate the missing individuals – if they are not accounted for the ESO should be informed immediately and, at this point, should probably declare an Emergency Situation.

10. Procedure to get boats to the race area

The CSL should nominate safety boats to accompany the various sections of the racing fleet to the race area (lead boats, main fleet, late launchers). Safety Boats should spread themselves along the route to the racing area to assist any boat that capsizes and follow their section of the racing fleet whilst leaving no area of the route out uncovered. A designated sweeper shall remain at the launching site until all boats that are ready to launch have launched and then follow the fleet out.

The Beachmaster and/or CSL should record the numbers of the last 2-3 boats to launch within a reasonable time of the launch flag being displayed and relay them to the CRO, possibly through Bridge.

If other boats decide to launch and follow the fleet out that is their responsibility. The beachmaster should inform Bridge who will try to ensure that the boat is watched as it proceeds to the race area.

11. Procedure to get boats back to the shore base

The racing fleet will head for the launching area once the CRO has signalled that no more racing will take place (AP or N over H or A). Usually this starts immediately the first boats have finished the last race of the day.

The CSL should nominate safety boats to accompany the various sections of the racing fleet to the launching area (lead boats, main fleet, late finishers). Safety Boats should spread themselves along the route to the launching area to assist any boat that capsizes and follow their section of the racing fleet whilst leaving no area of the route home uncovered. A designated sweeper shall remain at the finish until all boats have finished and then follow the fleet home.

Often there will be disabled boats to tow home. These should be sent home as soon as boats start finishing as they will always take a long time.

12. Procedure for retiring boats

Normally the Sailing Instructions do not prevent retiring boats leaving the race area if they wish to. If a safety boat sees a boat leaving the racing area it should approach the boat, ask if they are retiring and if they are inform Bridge and the finish boat or their sail number.

If the situation warrants it, they can point out that there is no safety cover on the way in and that they will be safer if they wait until a safety boat can be dispatched to accompany them in (probably with a group of other boats).

If the competitor insists on sailing in the safety boat should inform Bridge who will attempt to have their progress monitored and warn the Beachmaster that they are coming.

This procedure will vary depending on the sailing instructions.

13. Guidelines for use in fog.

1. If fog arrives prior to the start of a race – Event Director/PRO or CRO postpone racing and ESO/CSL requests the Safety Fleet to implement Fog Guidelines. Fleets are informed by CSLs and Safety Boats to stay close to the Committee Boat and CSL to consider taking boats in tow.
2. If fog arrives during a race – Event Director/PRO or CRO decide to shorten or abandon racing and CSL requests the Safety Fleet to implement Fog Guidelines. Fleets are informed by the Safety Boats either at the finish or on each leg of the course to stop, stay close together near a known reference point such as a mark or safety boat. Safety Boats count competitor boats near them and report to CSL/Bridge.
3. The CSL calculates the total number of Boats and informs Bridge. If the total number does not equal the total of the boats that went afloat, Bridge will inform the ESO & CSL so that a search can commence.
4. CSL / ESO makes decision whether to tow home or not. If not towing send ashore in small groups keeping in sight of accompanying RIBs. If boat capsized all group stops whilst boat being righted. If decide to tow then boats instructed to drop their sails if possible and take tows.
5. If a competitor cannot see a Safety Boat or reference point, they are to STOP, stay with any other boats that they can see and use a whistle to attract attention. If they can drop their mainsail it is usually advisable.
6. Boats should be tallied ashore as normal.

NB. Under no circumstances are Boats to proceed ashore unescorted.

14. Guidelines for use when strong winds arrive

1. If strong winds arrive prior to the start of a race – Event Director/PRO or CRO postpone racing and requests CSLs to implement Strong Wind Guidelines. Fleets are informed by CSLs and Safety Boats to stay close to the RIBs and to lie to or heave to.
2. If strong winds arrive during a race – Event Director/PRO or CRO agree to shorten or abandon racing and CSL requests Safety Fleet to implement Strong Wind Guidelines. Fleets are informed by the Safety Boats either at the finish or on each leg of the course to stop, stay close together and either proceed slowly ashore, to stay close to the RIBs and to lie to or heave to.
3. Safety Fleet should either form a corridor to escort the boats ashore or gather competitors together in groups and once sensible groups are formed, CSLs should request each Safety Boat to get the competitors to safely sail ashore. Each Safety Boat should be asked to escort approximately 10 boats in a group.
4. In the event of a capsize, either a nearby safety boat stands by or the group should stop until the boat is righted and ready to sail again or another safety boat takes over looking after the capsized boat.
5. Once ashore, competitors should be tallied ashore as normal.

NB. Under no circumstances are Boats to proceed ashore unescorted.

15. Emergency guidelines

In the event of an emergency occurring (injury to a sailor or anyone at sea supporting the event, structural damage endangering the safety of a boat in the event, etc.), the first boat on the scene should inform all stations using the code words **"CODE RED" and its location**. The safety or mark boats nearest to the "CODE RED" boat's location should immediately proceed to help. All other stations should minimize radio traffic. The CSL, who should immediately assess the situation, may call appropriate support to the scene, assist in stabilizing it and, if appropriate, inform the ESO, who should decide whether to declare an Emergency Situation on the radio.

Only the minimum numbers of boats are to remain involved with the Emergency, all other Safety Boats are to continue to provide safety cover for the fleets in the normal manner.

Any boat should, if absolutely essential, request the Emergency Services to attend, however this is best done by the ESO or CSL. If necessary, the casualty should be taken ashore in an appropriate boat to the Emergency Drop off point to meet up with the Emergency Services.

ESO should take control the situation as soon as possible to allow the CSL to go back to managing his fleet. If appropriate he will make the situation safe then arrange recovery of the crew and boat or hand them over to the appropriate authority.

If the situation is considered by ESO/CSL to be hazardous to the rest of the fleet, ESO/CSL should request that the CRO shortens or abandons racing. In this event, after the fleets have gathered, they should be instructed to make their way ashore under the control of the CSLs - both Bridge and the ESO should be kept fully informed by the CSLs of progress.

An Emergency is only declared closed when the situation has been resolved, the danger has been removed, the damaged boat made safe or the casualty evacuated to the safety of the shore. The CSL or ESO informs all stations that CODE RED is Cleared.

The Safety Fleet is only able to stand down and to return ashore when the Beachmaster has confirmed that all boats and crews are safely ashore and permission to stand down is granted by ESO.

16. Private Support and Coach Boats

At most RYA events there are private support and coach boats that provide assistance to specific sailors. These will be out on the water both during racing and at other times. They will often tow competitors to and from the race area and will provide safety cover for their sailors.

It is important to manage these boats so that they do not interfere with other sailors or the racing and also so that they can be brought into the tactical reserve to provide safety support in case of emergencies, which will allow racing to be run when otherwise it would not be possible.

It is best practice to have a Sailing Instruction that requires non-official boats to keep a long distance away from the race area otherwise sailors linked to that boat will be penalized.

Private support boats can then be registered, supplied with these instructions and asked to display flags or national insignia and allowed with a reasonable distance of the racing. It is sensible for the ED/ESO to meet with these boat skippers discuss any problem areas and agree a communication system.

Appendix 1

List of Abbreviations

ESO	Event Safety Officer
CSL	Course Safety Leader
ALARP	As Low as Reasonably Practical
ED	Event Director
PRO	Principal Race Officer
CRO	Course Race Officer
BRIDGE	VHF Radio Control and Monitoring Base.



RYA MAJOR YOUTH EVENT SAFETY STANDARD OPERATING POLICY AND PROCEDURES

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1. Abbreviations
2. Call Signs and Safety Fleet List
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References:

1. RYA Safety Boat Management Manual



1. Introduction

RRS Rule 1 and 4 as well as standard safety sailing Instructions confirm that a boat accepts that it is entirely responsible for her own safety. Nevertheless, the RYA has developed these operating procedures as guidelines for good practice in the overall management of the safety of all those competing in RYA-organised events where the competitors are under 18 years of age.

This document sets out the procedures to be used as the basis for managing the Safety resources in order to reduce the inherent risks associated with sailboat racing to a level as low as reasonably practical (ALARP).

These procedures are intended for use in RYA-organised events and are not intended to be used for events organized by bodies other than the RYA. Nevertheless, other race organizers may wish to refer to the RYA's procedures as set out below and adopt or adapt such provisions as they may consider to be appropriate for their particular events.

2. Objectives

The objective of the Safety Fleet is to provide efficient, competent safety cover at the event to allow competitors and all those involved maximum enjoyment whilst minimizing the risks to the safety of the sailors and boats.

3. Overall Organisational Structure

Overall safety management at an event is the responsibility of the Event Director/Principal Race Officer and is delegated to the Course Race Officers (CROs) from the time the first participant is permitted to go on the water until the time that all the competitors are off the water and have been accounted for.

The Event Director and CROs have absolute authority to employ all the resources available to them as they see fit, and to direct the work of all those assisting.

In discharging this responsibility, the Event Director should appoint an Event Safety Officer (ESO). The ESO will prepare the Risk Assessment and Safety Plan for the event.

The ESO should appoint separate Course Safety Leaders (CSL) if there are more than one course. If there is only one course the ESO could act as CSL as well.

Normally for multi-fleet regattas, the ESO should not also be a CSL or perform any other role within the Safety Fleet.

The CSLs should liaise with Beachmaster, the Motherships allocated to their course, the mark layers, jury boats, selector boats and any unofficial support boats on their course. It is the CSL's responsibility to decide where the motherships should be anchored.



The Safety Fleet will consist of dedicated Safety Boats with any associated motherships. At the request of the CSL to the CRO, the mark layers, pin end boats and jury boats may be brought into the Safety Fleet. They should then operate under the direction of the CSL until the need passes, where after they should be released back to the CRO.

Each CRO will have operational responsibility for the safety of competitors on their course. The CRO should work with the CSL to communicate the safety cover plan with their race and safety team.

Each CRO and CSL should define and manage how cover should be handled on each course and should manage the movement of their competitors from shore to the course area.

The ESO and CSLs will host a safety briefing for all the Safety Fleet drivers and crews at the beginning of the event. They should also attend the competitors briefing and give the competitors a safety briefing. The ESO should attend the daily Race Management briefing and should thereafter brief the Safety Fleet before sailing to ensure adequate communication of weather data, daily organisational plans, etc. The ESO should also brief the Motherships as to their role – particularly with regard to retiring competitors.

The ESO is responsible for the overall management of the Safety Fleet both on and off the water. This should include delivering the organisational structure, adherence to this document, and management of the Safety Fleet infrastructure (e.g. boat allocation, boat resourcing, refueling, mooring, etc.).

The ESO would normally set up a VHF Radio Control Base (Bridge), often ashore when there are a number of radio channels to monitor. This location should have a facility for a Base radio to monitor all calls on each channel and keep a record of all important information. Instructions from the ED/PRO and ESO are often passed through bridge to ensure that all stations can hear and the information is correctly logged. Bridge may also control shorebased flag signals and launching through the beachmaster who may be on a separate channel to the safety fleets.

All Safety Boats and all other Official Boats should tally daily. A schedule of the names of all safety crew afloat should be kept, usually through the event office. The CSLs or Bridge may perform a radio check with each boat in their fleet as it leaves the shore. The CSL should decide when there is sufficient safety cover for his/her course and then advise CRO/ESO/Bridge and ask for their fleet to be launched once the Event Director & CRO has given permission.

Bridge/ESO should then advise that the launch flag is displayed and the competitors may leave the shore after the Beachmaster has tallied them out. The CSLs should then manage their respective fleets for that day's sailing from launch to return ashore at the end of the day.

At the end of the day, the CSL's should escort their fleet ashore. The Beachmaster should tally the fleet in and inform Bridge when the whole fleet has been accounted for. The CSL should inform the ESO usually via Bridge when the fleet is ashore. The ESO should



communicate with Bridge and release each Safety Fleet when they are no longer needed. No Safety Boat may go ashore until released by the ESO/Bridge.

4. Radio Callsigns

The Event Office should allocate callsigns to each Safety Boat, Medic Boat, Mothership and other safety related individuals as well as to race committee boats (committee boats, mark layers, pin boat, jury boat etc) and should produce a comprehensive list of boats and their call signs and identification flags that should be given to each member of the Safety Fleet. This list should include mobile telephone numbers.

5. Radio Procedures

The Event Director should allocate radio channels for each course which should be used by the Race and Safety Teams for that course. If there is a separate Safety Channel this should be used by all the course Race and Safety Teams, Event Director and ESO, in the event that either the Event Director or ESO declare a fleet wide emergency covering all the courses. The CROs and CSLs should monitor both the Safety Channel and their course's own channel.

Bridge should monitor all channels and should have at least one radio operator for every two channels.

The Beachmaster should be in communication with Bridge and may monitor the fleet or safety channels and be able to communicate directly with any safety boat coming into the launching area.

The Event Director and ESO should be contactable via the Safety Channel, but can call up the CROs and CSLs on their appropriate course channels. The Event Director/PRO, ESO, CROs, CSLs and Beachmaster should also have mobile telephones.

The Motherships and support boats should monitor and be contactable on the Safety Channel. (Note: If allocated to a course, they should monitor the course channel as well).

NB. Radio transmissions should be kept to a minimum to prevent clutter.

6. Safety Boat Identification

All Safety Boats should carry unique identification flags. They must be returned to the Event Office at the end of the event.

7. Positions of Safety Boats during a Race

Each Safety Boat should be allocated a position on the course that they should assume for the duration of the race. These positions should be allocated in advance but can be modified by the CSL as necessary.



8. Personnel and Equipment

All Safety Boats should normally have a minimum of two competent adults aboard, one of whom should be dressed to enter the water to aid a rescue. There will be no maximum number of crew but Safety Boats should not be overloaded with crew and should be able to accommodate a minimum of 5 additional sailors. It should be unusual for a Safety Boat to have more than three crew members. The ESO may withdraw a Safety Boat from the Safety Fleet if he feels that it is inappropriately crewed.

It is not normal to require on-the-water medical support to a standard above that of First Aider. However, the ESO should attempt to have a Doctor or trained paramedic at the event who can be used for initial rapid response in the event of a medical emergency.

Essential Equipment which should be carried by all Safety Boats:

1. Adequate fuel for approx. 9 hours on the water use.
2. Fully functional VHF radio which should operate for 9 hours (this may require spare batteries).
3. A sound generator (whistle or fog horn).
4. Compass
5. Anchor and warp suitable for the race area.
6. Sharp knife, preferably serrated and easily accessible.
7. Kill cord and spare, which must be used by the driver at all times when underway.
8. Personal buoyancy for the crew, to be worn at all times.
9. Safety Tape to identify abandoned boats (to be issued by the ESO).
10. Paddles and bailer.
11. Drinking Water.
12. Tow rope (preferably made of floating line) and towing bridle.
13. Waterproof first aid kit and survival bag or thermal protective aid.
14. Distress Flares:- 2 orange smoke and 2 pinpoint red or 2 day/night flares.

Desirable Equipment, which should be carried by at least two Safety Boats on each course:

1. Wire Cutters, to cut away rigging and trapeze wires
2. Tool kit
3. GPS location equipment
4. Torch
5. Spare radios

9. Operational Guidelines



1. ESO should produce a schedule of briefings for Safety Fleet personnel and communicate this to the relevant attendees (Appendix 4).
2. ESO should ensure that all Safety Boats are tallied out and back and ensure that safety cover is provided in a timely manner.
3. ESO may provide appropriate waypoints and bearings to the Safety Boats (Appendix 4). Additionally, each Safety Boat should take its own bearings and satisfy itself that it can independently navigate back to the launch area in the event of poor visibility.
4. ESO may arrange for a radio check to be performed with each boat as it leaves the shore. The CSL will decide when there is sufficient safety cover for his fleet to be launched and then advise Bridge, and will then manage his fleet for that day's sailing.
5. The CRO should advise Bridge when he is ready for the competitors to be launched. Once the Event Director/PRO has given permission to launch the fleets, if Bridge is satisfied that there is sufficient safety cover, he should advise the Beachmaster and CSLs that the launch flag may be hoisted and the competitors may leave the shore.
6. The Beachmaster should tally all of the competitors afloat and confirms the number of boats afloat in each Fleet and informs Bridge who then informs ESO and CSLs. **This is critical to the safety of the fleet.**
7. The Safety Fleet's objective is support a challenging but enjoyable event making it as safe as reasonably practical.
8. All retirements from racing are to be notified to the CSLs and Bridge who should keep a record and inform the CRO.
9. Once Beachmaster has informed Bridge that all boats are safely ashore, ESO should inform the Safety Fleet that it can stand down unless they are needed to help another fleet.
10. If the Beachmaster finds that one or more boats are missing, they are to inform Bridge immediately, who will immediately alert the ESO and CSL. ESO should direct a number of Safety Boats back to the Race Area to start a search. Meanwhile, Beachmaster should urgently investigate the missing individuals – if they are not accounted for the ESO should be informed immediately and, at this point, should probably declare an Emergency Situation.

10. Procedure to get boats to the race area

One of four methods should typically be used:

1. Hold the boats in separate fleets and then proceed as a controlled group with Safety Boats spread throughout the group.
2. Hold the boats in manageable groups of boats (10-15 boats) and then proceed in groups with a Safety Boat per group.
3. Provide a corridor down which the boats sail with Safety Boats spread out along the corridor.
4. In a particularly safe area and in safe conditions, simply provide safety cover spread out over the route that the boats sail to the race area.



The ESO/CSL should confirm the method to be used at the Daily Safety Fleet Briefing.

11. Procedure to get boats back to the shore base

One of four methods should typically be used:

1. Hold the boats in separate fleets and then proceed as a controlled group with Safety Boats spread throughout the group.
2. Hold the Boats in manageable groups of boats (10-15 boats) and then proceed in groups with a Safety Boat per group.
3. Hold the Boats at, but clear of, the Finish Area and, when ready, provide a corridor down which the Boats sail with Safety Boats spread out along the corridor.
4. In a particularly safe area and in safe conditions, simply provide safety cover spread out over the route that the Boats sail from the race area to the Club.

The CSL should confirm the method to be used to the CRO for each fleet.

12. Procedure for retiring boats

1. Retiring Boat informs a Safety Boat and/or proceeds to a Mothership, informs the Mothership of her intentions and stays in the vicinity of the Mothership or boards the Mothership. If Boat informs a Safety Boat, the Safety Boat decides whether to remove the sailor(s) from the Boat. If the sailor(s) is/are removed, the Boat must be taken to a Mothership or attached to a specially laid buoy. Leave the Boat with a plastic tape tied to the pintles. If the sailor needs to receive attention ashore, again leave the Boat with plastic tape tied to the pintles. The Safety Boat or Mothership must immediately inform the CSL or Bridge that the Boat is retiring, confirm its location and that of its crew and identify it by sail number or tally number.
2. CSL or Bridge informs Course CRO.
3. If a group of retirees is formed and they wish to proceed ashore, the Mothership is to request the CSL to provide cover to escort the group ashore.
4. If conditions permit and a Safety Boat can be freed from its duties to conduct the escort, the group is escorted ashore, handed over to the Beachmaster who confirms to CSL that they have been accounted for. If they are not accounted for, CSL is to inform ESO immediately and ESO should deploy boats to commence a search.

NB. Under no circumstances are Boats to proceed ashore unescorted!

13. Guidelines for use in fog.

1. If fog arrives prior to the start of a race – Event Director/PRO or CRO postpone racing and ESO/CSL requests the Safety Fleet to implement Fog Guidelines. Fleets are informed by



CSLs and Safety Boats to stay close to the Committee Boat and CSL to consider taking boats in tow.

2. If fog arrives during a race – Event Director/PRO or CRO decide to shorten or abandon racing and CSL requests the Safety Fleet to implement Fog Guidelines. Fleets are informed by the Safety Boats either at the finish or on each leg of the course to stop, stay close together near a known reference point such as a mark or safety boat. Safety Boats count competitor boats near them and report to CSL/Bridge.
3. The CSL calculates the total number of Boats and informs Bridge. If the total number does not equal the total of the boats that went afloat, Bridge will inform the ESO & CSL so that a search can commence.
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Any boat should, if absolutely essential, request the Emergency Services to attend, however this is best done by the ESO or CSL. If necessary, the casualty should be taken ashore in an appropriate boat to the Emergency Drop off point to meet up with the Emergency Services.

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