

OOD Guide – Friday Sailing



Outline

Basic information	This document aims to provide guidance to OODs to assist with the safe and smooth running of Friday Sailing Sessions.
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An overview of Friday Sailing:

The key aim of Friday Sailing sessions is to have fun! Friday Sailing is a great opportunity to get out on the water and practice the skills you have learnt or have a relaxing sail at the end of the week in a safe, friendly, structured and controlled environment. Friday Sailing is run by a team of volunteers. All sailors must be confident on the water and have completed their Level 2 or Stage 2. All club dinghies are available to hire for these sessions and members can also use their own boats.

Club Toppers (singlehanders) and 2000's (doublehanders) are available to hire for £5.00 per person per session. The hire fee is necessary to help us maintain the boats. For Go Racing Thursdays and Friday Sailing, one of the coaches (A. COX 1/WILL) will be positioned near the door of the clubhouse to receive your £5.00 cash, sign you out and allocate you a boat. Please treat the club boats as if they were your own, in particular rinse them down and put them away properly after sailing.

There will be an envelope in the cupboard in the disabled toilet with a check-box on it for each boat. The person in charge of collecting money must take names of participants as well as the fee, record the name and paid (y/n) and list this beside the boat number, if payment is not made, a note of the participants name and value outstanding is to be made. The envelope should then be placed in the Assistant Treasurers box in the foyer. This method covers the club by acting as a receipt system for club boat hire.

OOD's should fill in an OOD Pre-activity assessment form which are found in the disabled toilet cupboard. This is compulsory for insurance purposes. It should only take 5 minutes and should be displayed in a prominent place. All participants (even those using club boats) should sign out before leaving the beach. The sign out sheets can be found in the OOD's case inside the disabled toilet, and should be placed on a clipboard inside the door. Sailors are responsible for signing out but it should be checked by someone responsible.

NO PAY, NO PLAY. NO SIGN OUT, NO PLAY.

Safety:

Dealing with Emergencies - These procedures are followed and communicated to all on duty. (For further details refer to Guidance Notes – rescue Duties - Operation of Safety Boats)

(<http://elyc.org.uk/Resources/Documents/e%20handbook/Guidance%20Notes%20-%20Rescue%20Duties.pdf>)

The primary duty of anyone at the scene of an accident or incident is to take immediate action to save life, give help to those injured or to limit damage.

In a life-threatening emergency, the OOD could be required to liaise with the Coastguard via VHF Ch16. Alternatively the emergency services can be called by dialling 999 on a mobile phone

In the event of such a serious emergency, the evening should be abandoned immediately and all boats ordered ashore. In the event of the emergency services being called to the assistance of a participants boat then the Commodore should be informed as soon as practical.

As far as possible the OOD or other responsible person present should make notes about the incident to include the time, weather and the circumstances of the incident. Record the actions taken by those involved including OOD and rescue crews. Ask any other witnesses to do the same. Incident forms should be completed and can be found in the disabled toilet.

GENERAL SAFETY

- For the purpose of Friday evenings, we operate on a RIB : Sailor Ratio of 1 : 10 for fair conditions (13 knots and a relatively flat sea, for example). This can vary depending on conditions and the skill level of the sailors present and it is up to the OOD's discretion as to what this ratio is given the circumstances.
- The above ratio means that the maximum number of dinghies out at any time for this activity cannot exceed 30 (provided there are three fully crewed RIBs afloat)
- It must also be noted that the skill and age level of the sailors can differ greatly over sessions. Often a high number of cadets will be present, and in large numbers they may well become less receptive to instruction - it is vital everyone is kept safe, and in some cases it may be necessary to escort a sailor in due to their behaviour.
- Children get cold quickly! If a participant capsizes, ensure you make your way to them at best speed. If the participant cannot right the boat after two or three attempts, get the sailor into the RIB and ask your crew to right the boat.
- If any participants look to be getting cold or are showing signs of hypothermia (Shivering, blue lips or waxy skin) get them ashore quickly, judge if it is necessary to

bring back by RIB. Make sure someone is ashore to help them get into the club house to warm up.

- Always police your sailing area. If the wind changes direction, shepherd your fleet into a safer area.
- It is advised that a competent helper (The AOOD would be ideal) is nominated as beachmaster to ensure that participants get their boats launched in a timely and safe manner. They can be used as RIB crew after launching but ensure they are returned to shore to greet the returning fleet.

A rough guide to a Fun Friday session:

Arrival: The session starts at 6pm, so RIB crew and A/OOD should be there for roughly 5:45pm to start deciding on how the session will be run, to check on tides and weather conditions.

Participants: See above.

Your activity plan: Remember to take into account weather, tide and sea conditions. All of the above should be filled out on the pre-activity assessment sheet inside the door. Bear in mind that even though it may be too windy to run a session with participants on their own, it may be possible to reef boats or double lighter sailors up and then run structured games in a small area (the West Bay is ideal for this.)

It is important, when deciding the activity plan, that the rescue crews are consulted and know what is happening. Carry out radio checks while the rescue fleet are waiting for the main fleet to launch.

Briefing Sailors: Tell the sailors what the plan is for the session, and if needs be use diagrams to demonstrate any games.

Define the sailing area (for example a triangle from the inner limit, to A, to the Eastern end of the Craig) and then go over any issues that the sailors may encounter when making their way to the sailing area.

Ensure you have a mechanism for abandoning the session, i.e. 3 blows of a whistle with your arms raised to form a triangle means go back to shore or "home".

The end of the session:

Boats must be hosed down and put away correctly (including RIBs) and ALL participants should assist in this.

Remove any equipment that is not found on the RIBs checklist and store it correctly.

The session should end at 9pm. Participants are encouraged to meet after sailing in the bar for chips, socialising and a chat about sailing.

Defects discovered in RIBs or any other equipment should be logged in the Maintenance book in the wet training room.

Any accidents involving damage or injury, or potentially dangerous incidents, should be reported on an Incident Report Form. These are kept in the cupboard in the disabled toilet.