

BLAKENEY SAILING CLUB
BRIEFING NOTES
For
Race Officer (RO) and Event Organiser (EO)

MEMORY AID FOR ORGANISERS OF ANY BSC EVENTS AFLOAT

These notes will provide guidance for those concerned in the running of BSC Club Races and other events afloat. These notes are not a replacement for informed decisions made “on the day”, but will assist in the safe and orderly conduct of BSC activities. **ROs & EOs should acquaint themselves with the BSC Sailing Instructions.**

1. PATROL CRAFT & COMMUNICATIONS

1.1 The use of **Patrol Craft is Strongly Advised!** There is no legal requirement to have a safety boat on the water. However, the club does have a legal duty of care towards its members and race/event entrants, especially younger, less experienced and vulnerable participants. If provided the Patrol Boat (PB) must have at least one competent person on board, preferably qualified to RYA Safety Boat standard but not essential. See list of approved PB helms in [appendix \(a\)](#). Again, there is no legal requirement to have a second person on board a PB but the club has to decide if it is providing an adequate level of care, e.g. could one person deal with an emergency capsized situation and get the injured party on board the PB.

If you consider conditions are suitable and settled, you may decide that the launch to “Lapwing “ can also act as the PB. It is for the RO/EO to determine if the competence of the PB crew is adequate for the prevailing conditions and the level of competence of the race/event entrants. Remember a PB is just as likely to need helm and crew in a light wind to assist with towing as it is in stronger winds when assistance to capsized sailors may be needed. Where the Club employs a third party to provide a PB and helm it will be for the RO/EO to determine if the helm is sufficient on his/her own. Be aware if Youth Members or less experienced sailors are taking part that a second PB maybe essential. It is good practice to use two craft.

- 1.2 The PB Crew carry portable VHF Radios. Check with them that they are working before leaving Blakeney and call them on the agreed channel on arriving at Lapwing. Ensure all users are familiar with the operating method and range of the Club radios. At least once each year to carry out a radio check with Humber Coastguard on channel 16. Enter the date/time of the radio check in the Log. ([see note 1](#))
- 1.3 If the radios are not working, either postpone/abandon the race, or if conditions are settled, set a Course where the boats remain in sight, with the PB crew maintaining a visual watch from Lapwing.
- 1.4 The prime purpose of the PB is to ensure, as much as possible, the safety of our Members. If more than one dinghy is in trouble, the PB crew will gather the crews aboard first before “rescuing” the dinghies. Similarly a BSC PB would be expected to assist non Members if they are in difficulty - and who may be taken to Lapwing until the BSC event is over.
- 1.5 A mobile phone, see [Appendix \(b\)](#) on Lapwing is a viable alternative to the radio should the need arise to call the Emergency Services on 112 or 999. Humber Coastguard can be contacted on these numbers in an emergency

2. WEATHER CONDITIONS

- 2.1 RO/EO's are advised to use their discretion and be prepared to abandon the race/event if the wind speed registered at the Carnser is close to or exceeding 25 mph. Do not be afraid to abandon a race from the Carnser - remember a Force 5 measured at the Dinghy Park is invariably a Force 6 in the Harbour!
- 2.2 If a race/event is abandoned **remember to contact the Blakeney Club House by radio** to advise the Galley Manager. Contact Galley Manager at home if event abandoned before it starts.
- 2.3 Take into account the level of competence of the sailors, the type of dinghies in use, the wind strength, wind direction, sea state and tide to determine the type of course to set and whether to advise an individual(s) to take part or not. If in any doubt take the advice of other more experienced ROs. When Youth Members and less experienced are present set a course where competitors can be seen at all times from the Committee Boat.

3. PERSONAL INJURY

- 3.1 First Aid kits are kept on the PBs and Lapwing (as well as the Clubhouse and Club Hut). A thermal survival bag is kept on Lapwing, and should be used if any person is believed to be exhibiting symptoms of shock or hypothermia. See [appendix \(c\)](#)
- 3.2 In the event of an incident requiring emergency medical attention, call Humber Coastguard (Channel 16), as a PAN PAN call, using the Call Sign "Lapwing", stating the nature of the emergency, and whether the victim is aboard Lapwing, or being taken to Blakeney. The Coastguard Radio Operator at Humber will take control of the situation, and instruct you either to move to a designated channel, or instruct other Users to keep Channel 16 clear for the duration of the emergency. Use of a mobile phone on Lapwing to call the Emergency Services on 112 or 999 is an acceptable alternative. **The Race/Event should be abandoned as soon as communication has been established with the Coastguard.**
- 3.3 Ensure a Club Officer is made aware of the situation as soon as is practicable. Refer any questions to a Club Officer.

4. DINGHIES & CREWS

- 4.1 Ensure you know how many dinghies commence a Race or Event and keep a Lap-by-Lap record - this will enable you to quickly spot a missing craft.
- 4.2 All Crews must wear an appropriate flotation device. If you see a crew without one and about to leave the Carnser, politely insist they should wear one. Be aware of anyone who is not and DO NOT allow them to enter the race. All PB Crews and those on Lapwing should wear an appropriate flotation device at all times.
- 4.3 If you consider a dinghy to be inappropriate for the conditions, for any reason, suggest that it may be better if they did not race. Leave the final decision to the crew but make the PB Craft crew aware of the situation.
- 4.4 Please remind all entrants and especially infrequent race entrants that the BSC Sailing Instructions have been amended and draw their attention to the changes. Copies are displayed on notice boards at the Club Hut and Clubhouse as well as in the Year Book. The RO should have copies available for race entrants to read if requested - spare copies in RO case.
- 4.5 Only BSC Members may enter BSC Events (except Open Events and Regattas). The RO Case holds an up to date list of members. If necessary a Temporary Membership Form must be completed.

- 4.6 Be especially vigilant if Youth Members or less experienced members are taking part. Know which boat(s) they are in and pay them frequent attention, before, during and after the race(s).

5. AT THE DINGHY PARK

- 5.1 Make sure the hut is opened, or you have a key.
- 5.2 Hoist the Club burgee on the flagpole (and at the Cooke Posts for Bank Starts).
- 5.3 Display new 'Intention to Race Entry Form' on Hut
- 5.4 Find and check RO's case, and ensure Lapwings' key is there.
- 5.5 Ensure PB(s) Crew are available, liaise with them.
- 5.6 Decide number of PBs required, paying particular attention to appropriate cover if less skilled or less experienced or Youth Members are taking part.
Patrol boat(s) to be in the water and prepared to assist before the members set sail
- 5.7 If members offer their own craft to help with the race/event, check with them that their Insurance policy covers use for Club activities and liability for any personal injury to those aboard.
- 5.8 Youth Members are subject to certain conditions before they are allowed to compete. The BSC Youth Policy published in the Yearbook lists the conditions. Youth Members are not permitted to race unless the parental consent form has been signed (check the list in RO case). Youth Members and less experienced helms are expected to possess the skills (equivalent to RYA Youth Scheme level 3) necessary to be able to launch and sail a dinghy around a triangle and to recover after a capsize, all in moderate conditions.
- 5.9 Check the "Intention to Race", "Intention to flotilla Sail" form to see if any helms have declared themselves to be less skilled or less experienced. Ask an experienced helm (with VHF radio in contact with Race/Event Officer) in their own boat to shadow them to the start line or through the event. Such inexperienced helms having signed that they will follow your safety instructions.
- 5.10 Remind infrequent race entrants, less skilled or less experienced or Youth Members to report to Lapwing/PB if they retire or leave the course area.
- 5.11 Complete Race Entry Sheets if possible before leaving the slip.
- 5.12 **CARRY OUT RO/EO BRIEFING.** Ideally this should take place for every event. It is not possible to do so for the Regattas but is essential for Open Events and where less skilled or less experienced or Youth Members are present. If the RO/EO is familiar with the entrants and their abilities, he/she may take the view a briefing is not necessary.
- 5.13 Allow entrants sufficient time to get to Lapwing in time for the race to start at the scheduled time.
- 5.14 Be at Start (Lapwing/Posts) at least 15-20 minutes before Start Time.

6. LAPWING START

- 6.1 Hoist Club burgee.
- 6.2 Check sound signals and radios.
- 6.3 Work out Course - consult PB Crews for advice if doubtful.
- 6.4 Put up Course and number of laps, agree PB patrol areas and communications required.
- 6.5 Use PB to lay Start Line/additional buoys - put up Orange Transit disc.
- 6.6 Get all flags required ready, ensure helpers are aware of what is required (flags, sounds, dinghies over line etc.)
- 6.7 Check timing Clocks.
- 6.8 Check boats starting against list - recheck each lap. Advise PBs of numbers.
- 6.9 During the race, if conditions allow - check and if required pump Lapwings' bilges.

7. LAPWING FINISH

- 7.1 At the end of the first lap it helps to list the dinghies in the order of probable finish and write in the Portsmouth Numbers.
- 7.2 After the race ends ensure all dinghies that started are accounted for – finished or retired.
- 7.3 Take up all buoys you laid.
- 7.4 Stow all flags, Burgee, Transits, and Course Boards.
- 7.5 Place everything (including any rubbish etc.!) to be returned to the Dinghy Park in the PB.
- 7.6 TURN RADIO OFF AND LOCK LAPWING.
- 7.7 Check if any dinghies require a tow.

8. ON RETURN TO DINGHY PARK

- 8.1 Ensure all competitors have 'signed off'.
- 8.2 Work out results.
- 8.3 Post results sheet on Noticeboard. Remove old results sheets and place in box file in hut. Give copy of results to Alan Jackson, member responsible for posting them on Sailwave.
- 8.4 Make a note in Log of any equipment faults-and inform Bosun. Make notes in the log of what works well and what doesn't to be reviewed regularly by the Committee. Ensure the log is also available to competitors and PB crew for their comments.
- 8.5 Take down Burgee, ensure all equipment is in hut and lock door.

9. POST STARTS (Sims or Cooke Posts)/BANK STARTS (Regatta)

- 9.1 As **SECTION 6 LAPWING START**, ignoring Committee boat specific items.
- 9.2 Regatta Course is fixed - but decide rounding of Mark 1.

10. POST FINISHES (Sims or Cooke Posts)

- 10.1 As **SECTION 7 LAPWING FINISH**, ignoring Committee boat specific items
- 10.2 The order dinghies cross the finish line for the Regatta events is the actual result.

11. OPEN RACES/REGATTAS

- 11.1 For all races where non-members are participating, RO's need to be particularly well briefed. The RO should have copies of BSC Sailing Instructions and appropriate entry forms.
RO's MUST INSIST ON SIGNATURES ON THE ENTRY FORM FOR THESE RACES FROM ALL NON-MEMBERS AS IT IS ESSENTIAL THEY ACCEPT THE BSC SAILING INSTRUCTIONS AND SPECIFICALLY THE INSURANCE REQUIREMENTS.
BSC YOUTH POLICY APPLIES EQUALLY TO REGATTAS AS TO OTHER EVENTS.

12. RO TRAINING

RO/EO's are encouraged to have attended the BSC annual training session and to have read this document. The RO training session usually takes place after the first race of the season on Good Friday. All volunteers who may be in contact with Youth Members may be required to complete the DBS (Disclose and Barring Service) procedures

BSC training will include Radio procedures, start/finish line buoy laying, course setting and PB duties (to include all those who will helm or crew a patrol boat).

13. SAFEGUARDING AND CHILD PROTECTION

See BSC Safeguarding Policy

14. AND FINALLY

All organisers of Racing and other events to be aware that no matter how well drafted an exclusion clause may be, there are many circumstances in which it will be of little or no legal effect. There is no substitute for proper care and attention on the part of the organisers at all times, nor for proper insurance cover.

Extracts from RYA Race, Training and Event Management (Dec 2015):

“A novice, even if an adult, may not be as aware of the potential dangers, and may not be able to recognise their own limitations or those of the boat in which they intend to race. Race organisers and fleet captains should bear this in mind and, where practicable, warn novices of the possible risks associated with taking part. “

“Organisers should always be aware that a higher standard of care applies when dealing with children, young people and vulnerable adults. In addition, the various defences which can be raised in a legal claim (see Section 1) are less likely to be effective against children, young people and vulnerable adults, and therefore special care needs to be taken. “

“There is no specific age at which a child might be considered as to be capable of making their own decisions about risk and the Courts will examine each case on its own merits, but in general terms particular consideration needs to be given to those below the age of 16. “

“However, much will depend on the age of the child in question and their level of experience. (For more information see RYA Race Training & Event Management, Section 4 Special Consideration for Children, Young People and Vulnerable Adults.)”

“Children below the age of 16 - Inexperienced Where this age group is concerned, the standard of care is at its highest particularly where the parents or guardians are not in immediate attendance....A high level of supervision may be appropriate, and particular care must be shown in not exposing the child to danger. “

RO's should be aware the Club has a greater responsibility towards adult novices and Youth Members. Those responsibilities can include many things such as monitoring weather forecasts and sea state changes and being prepared to take appropriate action; refusing to allow novice adults or Youth Members to enter a BSC race without an appropriate flotation device; preventing novices or Youth Members from racing if conditions are inappropriate; checking that Youth Members and novices have returned safely to the dinghy park .

Appendix (a) - List of Approved Helms

Edward Allen	Rod Jeffreys
Hugh Ambery	Chris Keys
Steve Banks	Sean Moore
Matt Boreham	Trish Moore
Joe Carr	Alan Robinson
Geoff Cleall	Roy Sherlock
Alan Collett	William Sherlock
Angela Harcourt	John Seymour
Freddie Harcourt	Steve Soanes
George Harcourt	Tony Webster
Antonia Hardcastle	Simon Witts (to be confirmed by Chris Keys)
Amy Howes (to be confirmed by Chris Keys)	

Appendix (b) Consider pre-registering your mobile phone. For more information see: http://www.youtube.com/watch?v=XPZv_8dABfU

Appendix (c) - Hypothermia

See <http://www.britishrowing.org/upload/files/RowSafe/1-8-ColdWaterImmersion&Hypothermia-v1.pdf>

Sudden, unexpected immersion in cold water below 15 C is potentially dangerous. The coastal and inland waters of the UK remain cold all year round and a peak of drowning deaths often occurs in the summer, as the hot weather tempts people into the cold water. The effects of the cold water mean that even healthy individuals, who are good swimmers, can still drown within a short period of time, often only a few feet from the shore.

Be aware of one minute – one degree rule. E.G if the water is 10°C you can assume you have 10 minutes to get the individual out of the water

Rough handling of the individual in the rescue is dangerous, handle carefully, lift them out horizontally, wrap in space blankets to prevent further heat loss. Shield individual from cooling effect from wind, e.g returning to shore in speeding rigs.

Note 1: Lucy Hicks of Humber Coast Guard confirms that it is OK to carry out a radio check with them (March 2016)