

SMS P04 CLUB SAILING PROCEDURES



Northcote Birkenhead Yacht Club

PURPOSE

The purpose of the Club Sailing Procedures document is to ensure all people associated with sailing at the club are aware of the club's safety requirements and to ensure that these safety requirements are met.

Sailing at the club includes:-

- Club learn to sail [LTS] programmes
- Club learn to race [LTR] programmes
- Club racing
- Regattas (including sailors from other clubs)

SCOPE

This procedure covers the:

1. Responsibilities of club officials
2. Skipper and crew requirements
3. Patrol boat requirements
4. VHF Radio requirements
5. Public area requirements

PROCEDURES

1. Responsibilities of Club Officials

- **One official**, the **Officer of the Day**, must have overall control of the sailing activities on each sailing day. Normally this would be the Sailing Director, Head Coach or a nominated delegate
- The **Officer of the Day** is responsible for ensuring that sailing is conducted in a safe manner according to club policies and his/her judgement
- Prior to every sailing session, the **Officer of the Day** is to ensure that
 - **weather conditions are safe** and appropriate for the sailing abilities of the sailors who will be sailing. If in doubt, the sailing should be cancelled
 - for sessions in which a lot of sailors are present, and particularly when children are participating, **barriers** have been placed along the **wharf edge** adjacent to the yellow striped zone/yacht rigging area immediately outside the clubrooms, and also on the corner of the striped area closest to the ferry terminal to protect sailors from **turning traffic**
 - a **Ramp Master** has been appointed and that person identified to sailors
 - sailors have **signed in**
 - sufficient **safety patrol boats** are on the water to look after sailors according to club policies and boats are **skipped by qualified people** as per club policies
- At the **end of the sailing** session, the **Officer of the Day** is to ensure that:
 - All sailors are off the water and have signed out
 - Yachts, patrol boats and all equipment are cleaned and stored in the designated place in the boatshed
 - The boatshed is tidy
 - All doors are locked

- The **Ramp Master** is responsible for:
 - **escorting sailors and yachts from the clubrooms rigging area to the boat launching ramp**, ensuring their safety and minimal disruption to buses, private vehicles and pedestrians
 - **checking the safety requirements** of the sailors and the yachts are met on the ramp **prior to launching**
 - **assisting sailors with yacht launching and retrieving**
- **Coaches** are responsible for:
 - **checking yachts are rigged correctly** before the sailors depart for the ramp
 - coaching on the water
 - monitoring assigned sailors on the water to ensure everyone is safe
 - **ensuring all sailors are safely back on shore** following the end of sailing

2. Skipper and crew requirements

- **Skippers** are responsible for:
 - **rigging their boats** and for checking that everything is rigged correctly
 - ensuring that **all crew members are wearing lifejackets**
 - **sailing** the boats in a **safe and responsible** manner
 - **obeying instructions** from coaches and Club Officials
 - **derigging boats** at the end of sailing, washing down boats and putting away boats and all gear in the appropriate places
- **Crew** are responsible for:
 - making sure they are wearing **life jackets**
 - **obeying instructions** from the boat skipper
 - **behaving in a safe and appropriate manner**

3. Patrol boat requirements

- **A safety patrol boat must be on the water for all NBYC sailing activities**
- **Skippers:** patrol boats must be skippered by suitably trained and NBYC approved skippers. All skippers will be aged 15 years or over
- **Crew:** Ideally, each patrol boat should have a crew member to provide assistance to the skipper. It is acknowledged that this isn't always feasible when helpers are limited
- **Pre-launch check:** Skippers must check that required safety gear is onboard (VHF radio, phone, anchor, painter, oars, bailer, tow line, plastic safety container and knife) and bungs are in
- **Life jackets:** Must be worn at all times
- **Alcohol or drugs:** No alcohol or illegal substances are to be consumed on board or within 10 hours prior to operating a club vessel
- **Rules of the Road:** Skippers must adhere to all Maritime NZ rules and International Collision Regulations for operating power driven vessels at sea. Principal rules include:
 - Power boats should pass port (left) to port (left).
 - Do not exceed 5 knots: within 200m of shore (this may be exceeded only in an emergency), within 50m of another boat; or within 200m of a boat displaying a dive flag.
 - Give way to all non-powered vessels.
 - Keep well clear of commercial traffic and stay out of commercial shipping channels.
- **Kill Cord:** The skipper **MUST** wear the patrol boat kill cord. Around the ankle is usually best to improve skipper mobility when providing assistance to sailors..
- **Patrol Boat to yacht ratio:**
 - For **learn to sail** activities, there should be at least **one patrol boat on the water for every 6 yachts** participating in NBYC's LTS class
 - For **racing**, and when there are only experienced-sailors skippering the yachts, the ratio is **one patrol boat on the water for every 10 yachts**
- **Anchoring:** Patrol boats must not be anchored and must be available for rapid response in the event of an incident
- **Start boat:** For racing activities, it is acceptable that the start boat can also be the safety boat provided:
 - there are no more than 6 yachts participating in the races
 - the start boat can easily be made available to respond to incidents, e.g. by being tethered to a start buoy, or by discarding the anchor rope tethered to a buoy
 - weather conditions are those for fair-weather sailing
- **End of Sailing:**

- Patrol boats and trailers must be **washed down**, outboard motors run and rinsed in fresh water and boats put back in the boat shed
- **Battery switches** must be turned off
- The skipper must complete the **Patrol Boat End of Day Procedures Form** available by scanning the QR code in the boatshed, noting any aspect of the boat or boat's equipment which needs attention
- The skipper should also notify the Officer of the Day or Commodore of any aspect of the **boat or boat's equipment which needs attention**

4. VHF radio requirements

- Every patrol boat must carry a **working VHF radio**
- A **second form of communication**, usually a mobile phone, is recommended and is mandatory when only a single safety boat is on the water. The phone should be waterproof or in a waterproof container
- The **Ramp Master** must also carry a VHF radio
- **Channel 77** is NBYC's working channel for most sailing activities and will be used unless otherwise agreed
- A **Radio Check** must be completed at the beginning of each sailing session
- After each use, **radios must be rinsed** under a tap (they're waterproof), **dried off** and **put back** in their correct charging position in the boat shed. This will ensure they are ready for the next user. Radios **MUST NOT** be left in patrol boats

5. Public area requirements

All club members and parents/guardians of young sailors, are reminded that all areas outside the club are public spaces, including the yellow striped zone/yacht rigging area immediately outside the club, the road between the club and the boat launching ramp, the footpath adjacent to the boat launching ramp, the access road to the reserve, the boat launching ramp, car parking spaces and trailer parking spaces.

Safety requirements are:-

- all sailors and visitors to be made aware of the public areas and the risks they present. In particular, the **traffic hazards, risk of rock falls in the alleyway** next to the club, **boats being launched and retrieved** on the **public boat ramp** and the **slippery ramp surface**
- for all **LTS sessions**, and all other **sessions involving more than 10 people** and particularly when **children** are involved:
 - **barriers** are to be placed along the **wharf edge** adjacent to the yellow striped zone/yacht rigging area immediately outside the club to reduce the risk of someone falling into the sea
 - **barriers** are to be placed on the corner of the striped area closest to the ferry terminal to protect sailors from **turning traffic** to reduce the risk of someone being injured by a turning bus or car

Update history					
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SMS P04	1	Significant rewrite	29 Aug 2022	Chris Bowman	