

# Special Events Procedures

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### **1 Introduction**

These Procedures apply to those racing events at TATA Steel Sailing Club, Margam, where many or all of the participants are visitors to the Club. The sections in italics are additional requirements which apply when many or all of the participants are under 18. The Procedures should be used in conjunction with other Club procedures, in particular the Health and Safety Policy, and in accordance with the Racing Rules of Sailing ('RRS') and the principles of the RYA Racing Charter.

These Procedures are expected to be suitable for most of the special racing events held at the Club - in particular Class Open Meetings, the annual 'October' Regatta and the WYA Club Youth Racing Circuit event. However, in some circumstances it may be necessary to make variations. For example, for a small local event with few competitors it may be acceptable to relax these Procedures and merge some of the roles given below. In such a case the variations and the reasons for them are to be recorded on the Risk Assessment for the event. On the other hand, more extensive specific Procedures would be necessary for a large and prestigious public event with significant outside involvement.

Some of the roles given below specify particular formal qualifications for personnel. These will normally be expected, but there may be occasions where a role is assigned to a non-certificated Club member whose knowledge, skill and experience is confirmed by the Training Principal as being of the appropriate standard.

## 2 Responsibilities

The *RRS* expect a sailing event to be overseen by an Organising Authority defined in the Notice of Race. This will normally be the Club, either alone or in conjunction with one or more outside bodies, such as a Class Association or the RYA Cymru Wales (RYACW). The Organising Authority will delegate specific duties to a Race Committee and other supporting personnel who are expected to follow these Procedures and the *RRS*. The Club senior officers, assisted by Management Committee members, have overall responsibility for safety on the Club premises and must ensure that these Procedures are correctly followed.

The Club officers will appoint a Race Committee to run the event. This will normally consist of a Race Officer ('RO'), an event Safety Officer ('SO') and an On-shore Coordinator ('OC'), with additional members if required, for example a representative of a participating outside organisation.

The RO should have appropriate experience and would normally have at least the RYA Club Race Officer Plus status, with the more major events expecting RYA Regional Race Officer status or higher. The SO should have appropriate experience and hold the Safetyboat and First Aid certificates. ***This requirement must not be relaxed where many or all competitors are under 18.*** The OC should be a Club member with experience and a good knowledge of the Club procedures.

Section 9 contains additional statements regarding responsibilities of competitors.

## 3 Before the event

The RO will produce draft Notice of Race and Sailing Instructions, and draft entry forms to be based on the model shown in Appendix 1. These will be adopted after consultation with any participating authority (*e.g.* representative of Class Association or RYACW). The Notice of Race will then be published, normally on the website of the Club and that of any participating organisation. The Sailing Instructions and entry forms should then be printed in advance of the event.

The SO will produce a draft Risk Assessment for the event, to be read in conjunction with the Club's standard Risk Assessments. A typical model is given in Appendix 2 but the details are expected to change for each event and will determine the level of safety provision required. After consultation with the RO and OC, the adopted Risk Assessment will be passed to the Club officers who should ensure that any identified countermeasures are in place.

The OC will prepare a list of required resources for the on-shore operations, including the slipway, the results office, the galley, dinghy and car parking, prizes.

The Race Committee will together prepare a list of required equipment, and consult with Club officers if any required items are not immediately available. They will also collaborate to determine the numbers and roles of additional personnel and expected qualifications/experience levels required

to fulfil the necessary functions correctly, and will liaise with Club officers to establish and name the full team, with particular attention to ratios of personnel and safety patrol craft to competitors. The RO will need an assistant and one or more recorders; these should all be experienced in racing and race management at Club level though for a small event it may be useful to involve a less experienced Club member to gain experience. The SO will need support boat personnel as outlined in the following paragraph. The OC will need assistance from at least a beachmaster, results officer (two for a large event, at least one of whom must be fully conversant with Sailwave), galley staff, and provision for the RYA arbitration procedure and/or a protest committee.

Each support boat will have a dual role – to assist the RO with mark-laying and mark-moving and with pin-end or other operations at each start, and then to assist the SO with safety patrol and assistance on the water. Two personnel should be assigned to each support boat, with each driver being over 18 and holding least Powerboat Level 2, ***with Safetyboat and First Aid strongly preferred especially for youth events***. The SO may decide to work from the shore or from a support boat, according to circumstances. For events where inexperienced sailors are involved and for all youth events the support ratios must be considered very carefully and the qualification/experience level of personnel should not be relaxed.

The Race Committee will post the Risk Assessment and list of duties in good time before the event. This will normally be at least two weeks in advance of the event, but for major events a longer period would be appropriate. The RO, SO and OC will ensure that all the assigned personnel are briefed on their roles before the event, and will make arrangements for a check that all required equipment is available and in working order.

#### **4 During the event**

The RO, SO and OC will meet with all other personnel early on the day of the event to ensure that duties and arrangements are fully understood. The RO, SO, the beachmaster assigned by the OC, and all support boats will each carry a radio and remain in continuous contact throughout the event, using correct radio calling protocol. Communication between all parties is essential.

##### 4.1 The RO will :

- determine the course and instruct the mark-layers.
- brief the competitors on the event; a typical list of topics is shown Appendix 3.
- release each mark-laying boat to the SO's control when appropriate.
- oversee each race and ensure careful recording of results, preferably in duplicate and with voice recording as an additional aid for large fleets.
- request subsequent assistance from support boats for mark-moving as necessary.

#### 4.2 The SO will :

- organise the support boats, allocating duties and positioning on the course.
- ensure constant vigilance over the entire fleet while afloat.
- advise the RO on any safety issues as they arise.
- return support boats to the RO's control when requested provided it is safe to do so.

#### 4.3 The OC will:

- ensure that entry forms and fees are received before racing and that the information is entered in the Sailwave file promptly.
- ensure that the slipway is overseen by a beachmaster who should record boats coming ashore during racing or re-launching and will liaise with the RO and SO; this function is mandatory where many or all competitors are under 18.
- ensure that race results are entered into Sailwave and checked as they become available.
- ensure that any protest is heard by an arbitrator or protest committee as soon as practicable after boats come ashore.
- ensure that the final results are produced promptly after checking and that the prize-giving then takes place.

### **5 After the event**

All equipment must be returned by the users to the correct location and any faults or breakages rectified or reported as necessary.

The Race Committee will produce a report for the club website and any report required for an outside organisation. The Race Committee will also compile a brief report for the Club management committee and this should note any problems or deficiencies with any recommendations for subsequent events.

### **6 Decisions to sail, postpone, shorten or abandon racing**

It is a fundamental principle that a decision to go afloat or to remain afloat is for each sailor to make. However, the Club has a responsibility to everyone involved in an event to provide racing that is fair and in an environment that is as safe as reasonably practicable. In this context, the conditions acceptable for racing will depend on the experience and ability of the competitors. Experienced sailors will expect to sail in challenging conditions and this should be encouraged provided the safety provision has adequate equipment and experience to deal with an emergency that might arise. Less experienced sailors, especially all novices and those with medical or physical impairment, should be protected from venturing into a situation that they are unable to deal with or that puts others into a dangerous situation. The Club has a particular duty of care to all sailors under 18, but will recognise that some under 18s will be very capable sailors and any decision should take into account age and experience.

It may also be necessary to restrict racing where the wind is negligible or so light that a fair result is impossible.

The following provisions will apply, having regard to the considerations above and any specifications in the rules of the Classes sailing:

- The RO may postpone, shorten or abandon racing on grounds of safety or fairness in accordance with *RRS*.
- The SO may advise the RO to postpone, shorten or abandon racing on safety grounds, if it is considered that the conditions are too severe for the particular fleet or that the safety support is not adequately equipped or experienced to deal with an emergency if one should arise.
- The Club officers, constituting the Organising Authority, may cancel or curtail the event, following advice from the RO and SO that racing cannot continue safely or fairly under the prevailing circumstances.
- The SO may ask a support boat crew or beachmaster to advise a sailor to return to shore or not to launch if it is considered that this would bring significant risk to the sailor or to others.
- The SO may ask a support boat crew or beachmaster to advise or to require a sailor under 18 to return to shore or not to launch if it is considered that this would bring significant risk to the sailor or to others. The parent present or designated alternate adult should be consulted about such a decision if it is practicable to do so.

Where a competitor decides to retire from racing, he/she should inform a support boat if it is safe and practical to do so, and then return ashore to report to the beachmaster. Where a retiring competitor is under 18 a support boat should oversee the return to shore if this is practical and does not detract from adequate safety coverage of the remaining fleet.

## **7 Accidents, Injuries and Major Incidents**

All injuries should be dealt with by a 1st Aider and recorded in the Accident Record.

The Club standard procedures should be used if it is necessary to obtain medical help and/or an ambulance.

In the unlikely event of a major incident involving serious injury or worse, the Club's standard Major Incident procedure must be used. The RO, SO and OC must be conversant with this procedure.

Where an accident or injury involves a person under 18, the parent present or designated alternate adult must be involved in decisions or treatment at the earliest practical opportunity.

## **8 Liabilities**

Each Notice of Race will contain a paragraph, based on wording suggested by RYA, stating the responsibilities of competitors and the limitations of liability of the Club. All competitors will be asked to sign a declaration on the entry form (see draft in Appendix 1) which confirms acceptance of these conditions. For each sailor under 18, a signature will be required from a parent or nominated alternate adult to confirm that the conditions are accepted. While this parental signature cannot be legally binding on the young person, it brings to the attention of the parent their responsibility shared with the Club for safety of the dependent. The parent or a

nominated alternate is asked to be in or around the Club premises during the event; this will enable rapid parental involvement following any accident.

## **9 Young Person Welfare**

All personnel involved in an event with sailors under 18 must be familiar with the Club's Young Person's Welfare policy. Where a significant number of sailors are under 18, the RO should refer to this policy in the competitors briefing and if possible the Welfare Officer should be present at the event or nominate an alternate to act should it be necessary.

## **10 Appendices**

- i. Draft entry form
- ii. Draft Risk Assessment
- ii Notes for typical competitors briefing by the RO.



**10.1 Draft entry form - to be adapted where all participants are under 18 .....**

**Class Open Meeting or ..... Regatta**

**TATA Steel Sailing Club (Margam)**

**Eglwys Nunydd Reservoir, Margam, Port Talbot**

**dates**

**ENTRY FORM**

Sail No. .....

**HELM**

**CREW**

Name ..... .....

Address ..... .....

Tel. or email address .....

Date of birth if after ..... If after ..... a parent or guardian must sign below.

Home Club .....

Entry Fee £xx received by.....

[Please make cheques out to **Tata Steel Sailing Club, Margam** ]

**Legal Liability**

By signing this entry form, participants confirm that they have read the Liability clause in the Notice of Race, that they are responsible for themselves, their crew and their boats afloat and ashore, and that they accept the following:

1. Nothing done by the organisers (including Club, race management team, patrol craft and anyone helping to run the event) will relieve participants of their responsibilities.
2. By launching participants imply the suitability of their boat and their competence for the expected or forecast conditions.
3. The provision of patrol craft does not relieve participants of their responsibilities.
4. The boat carries valid 3<sup>rd</sup> party insurance of £2,000,000.
5. Consent to photographs being taken at the event and to their publication in print or electronically.

**Signature of helm** .....

**Medical declaration - optional**

I wish to inform the Safety Officer of a medical condition which may need a particular treatment in the event of an emergency, the information to be kept in confidence and destroyed after the event. **YES / NO.**  
If answered YES, the event Safety Officer will arrange to meet and discuss the matter privately.

**Parent/Guardian declaration for helms with dob after ..... :-**

Under law, this helm is my dependent, and I accept the conditions above which exclude my dependent's right to claim compensation in certain circumstances. I declare that during the event the boat will have valid and current third party insurance of at least £2,000,000. I confirm my dependent is competent to take part and that I am responsible for my dependent throughout the event. During the time my dependent is afloat I will be in the vicinity of Tata Steel Sailing Club Margam or I will inform the race officer in writing who is acting on my behalf during my absence.

**Signatures** Competitor ..... Parent/Guardian .....

Competitor ..... Parent/Guardian .....

## 10.2 TATA Steel Sailing Club Margam - Risk Register – Open Racing events



To be read with all the Club Standard Risk Assessments. **This is a draft model suggesting matters to be considered specifically for each event.**

Risk Description	Possible outcome before	Score			Primary Countermeasures	Further Action / Responsibility	Residual Score
	Countermeasures	L	I	T			
Heavy weather conditions <i>[needs particular attention in events for youth or the inexperienced]</i>	1. Accident may lead to injury or fatalities.	3	5	15	Open Meeting Procedures authorise the Race Officer to postpone, shorten, or abandon racing where necessary, and authorise the event Safety Officer to advise the Race Officer on this. Open Meeting Procedures authorise the Club officers to cancel or curtail the event in extreme cases.	Constant vigilance by Race Officer, event Safety Officer and their teams. Special attention to be given where sailors are inexperienced or are under 18.	10
	2. Accident may lead to damage to boats or equipment.	3	2	6			4
Person in water from fall from dinghy, support boat or pontoon	May lead to injury, including hypothermia, or fatality.	3	5	15	Provision of safety patrol craft with appropriate personnel.	Constant vigilance by Race Officer, event Safety Officer and their teams. <i>Special attention to be given where sailors are inexperienced or are under 18.</i>	10
Injury to competitor	May need First Aid treatment or ambulance.	2	3	6	First Aid trained personnel to be available and identified.  Event Safety Officer to have plans prepared for on-the-water incident.  Event management personnel to be familiar with procedure where an ambulance is needed.	All support personnel to be briefed by event Safety Officer. Constant vigilance by Safety team on the water.  <i>Parent or alternate to be involved as soon as practicable where injury is to a sailor under 18.</i>	4
Injury to support boat crew	May need First Aid treatment or ambulance.	2	3	6	First Aid trained personnel to be available and identified. Event Safety Officer to have plans prepared for dealing with this and all support personnel briefed.	All support personnel to be briefed by event Safety Officer. Safety Officer to then reassign duties.	4
Entrapment following capsize <i>[needs particular attention for boat designs that make this occurrence more likely]</i>	Drowning.	2	6	12	Safety teams to be instructed and equipped (knife) to deal with entrapment.	Constant vigilance by Safety team on the water <i>with special attention to sailors under 18</i> and to boats especially liable to this problem.	6
Major incident involving serious injury or death	Possibility of maiming or death.	2	5	10	All the above items will reduce this risk to the minimum practicable level. The chance of occurrence is very slight though the consequences catastrophic. All Event management personnel to be familiar with the Club's Major Incident Procedure.	Vigilance by all involved.	6
Risk Description	Possible outcome before	Score			Primary Countermeasures	Further Action /	Residual



	Countermeasures	L   I   T				Responsibility	Score
		L	I	T			
Inadequate personnel for Safety team	Possibility of being unable to respond to a dangerous situation	2	5	10	Racing must not take place unless the number of personnel recorded below are in place.	Safety Officer and Race Officer to liaise to ensure compliance with Procedure.	2
Inadequate personnel for Race Officer team and On-shore activities	Possibility of racing being poorly managed or results in error, harming the reputation of the Club and any other organisation	2	5	10	Racing should take place until the number of personnel recorded below are in place.	Race Officer, Safety Officer and On-shore Coordinator to liaise to ensure compliance with Procedure.	2
Young Persons Welfare	Young persons may be harmed. Club and other organisations discredited.	1	6	6	All Event management personnel to be aware of club's Young Person's Welfare Policy and to be vigilant on-shore and on the water.	Young Person's Welfare officer or appropriate alternative to be available at events involving many young sailors.	2

Expected number of competing boats .....

Expected number of adults sailing .....

Expected number of sailors under 18 .....

Number of support boats required .....

Number of personnel for Safety duties and required qualifications .....

**Note** - if these conditions are not in place, racing must not begin or be allowed to continue until the matter is rectified.

Any relaxations of the terms of the Club's Open Meeting Procedure.....

Agreed by Event Safety Officer, Race Officer and On-shore Coordinator .....	Signed – Commodore or nominated alternate .....	Date signed .....
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This scoring system is designed to draw attention to, and guard against, potentially serious risks, and pay particular attention to headings with medium to high residual risk scores  
Key to Risk scoring : L likelihood X I impact = T total Risk total scores are categorised on the scale 1 (will never happen) to 36 (certain to happen and fatal)

## **10.2 Draft notes for competitors' briefing by the RO**

Welcome to Club

Introduction of key personnel for the event

Programme for the event and expected timings

Housekeeping matters – e.g. galley arrangements

Fleets, classes, course(s), flags, marks

Arrangements for starts and finishes

Arrangements for slipway - beachmaster role and retirement procedure

Safety issues

- trolleys on slipway
- shallow water
- valuables
- any boat or car parking issues
- any precautions regarding biohazards
- for youth events, reference to Young Person's Welfare policy

Security

- valuables
- any boat or car parking issues
- outer gate procedures