

GUIDELINES AND SAFETY NOTES

FOR CRUISER EVENTS



BOSHAM SAILING CLUB

Issue date: April 2009

What this document is about

Well managed, enjoyable and safe events – these are the key objectives shared by all Club Members, OODs, Race Entrants and Participants in Bosham Sailing Club activities.

The purpose of this document is to provide a **guide** to achieving these objectives for all **Cruiser Races and Rallies** organised under the aegis of the Club.

The principal section features an '**Action and Check List**' - listing the tasks and timings involved in setting up and running a cruiser event from inception to completion, and clarifying what is expected from all parties at every stage.

Where appropriate, reference is made to additional sources of information and assistance, particularly the **Club Handbook**, **RORC/ISAF** yacht design & safety equipment specifications and **RYA** training – all with the aim of ensuring that everyone is fully briefed, properly equipped, competent and insured to take part safely, with minimum risk to themselves and others.

The safe management of cruiser events depends upon the OOD knowing which vessels are entered for an event and their intentions and whereabouts from start to finish. So to complement the '**Action and Check List**', pro formas are also included for the '**Notice of Event & Entry Form**' and the '**Declaration Form**'. Besides formalising the racing, they are **all** important elements of the overall safety management of each event.

Safety management is reviewed as a matter of course by the Cruiser Committee. If you have any points you would like to make regarding this document, please advise RC Cruisers or any member of the Cruiser Committee, so that they can be properly considered and amendments made as appropriate.

Thank you for playing your part in helping to ensure good sailing.

BOSHAM SAILING CLUB

CRUISER EVENT ACTION AND CHECK LIST

FOR OODs & RACE ENTRANTS & PARTICIPANTS

Event:	Date:
Start time:	Berthing location:
Time limit: (Usually 6hrs, or 1hr before pre dinner drinks)	Dinner venue:

The following list is presented as a **guide only** to the planning and conduct of an enjoyable and safely managed event, but is **not** a rigid set of procedures – each OOD, Race Entrant and Event Participant will be required to **exercise appropriate judgement according to circumstances** as they arise.

Time	By	Action	Done	Notes
Early as possible	OOD OOD OOD All All	Book berths with HM/Marina Book dinner venue Liase with Deputy OOD throughout all stages from now on. Ensure that your boat is properly equipped for the season ahead – at least RYA Category C for Solent area/Category B for Cross-Channel & Offshore. Ensure that you have sufficient training/experience to undertake the events you would like to enter.		If booking fee/deposit required, ask RC to organise Club cheque. Advise RC when arrangements confirmed. Deputy OOD will assume OOD responsibilities in the event of OOD becoming unable to see the event through. Recommendations as follows (See www.rorc.org for details): Solent events: ISAF Category 4 + RORC Prescriptions + VHF radio Cross-Channel events: ISAF Category 3 + RORC Prescriptions + Liferaft. Details from RYA/RYA approved sailing schools. NOTE: For the purposes of BSC Cruiser Races, a 'Cruiser' is defined as a ballasted sailing vessel having dedicated sleeping accommodation, cooking and toilet facilities
3 weeks before event	OOD OOD OOD	Consider options and determine most likely course, giving due consideration to areas to be avoided. Contact venue to obtain/agree menu and advise possible numbers. Contact HM/marina to advise possible numbers of berths		Refer to port authorities' websites, charts, tidal atlas, nautical almanac etc. When determining the course for race, the OOD must use up-to-date charts, and the co-ordinates for the named marks of the course should be noted for guidance in the Notice of Event. Provide for a means to shorten the course during the race if time requires. Re-establishes contact following initial reservation made some months previously
2 weeks before event	OOD OOD	Put up 'Notice of Event & Entry Form' (including intended course) on Club Noticeboard Email electronic format 'Notice of Event & Entry Form' to RC Cruisers for forwarding to BSC website manager and to cruiser members for them to enter by email.		Using this email route avoids proliferation/outdating of email address lists – new BSC website should enable direct contact to cruiser members in due course.

	OOD	Chase up OOD kit from previous OOD if not yet acquired.		The OOD of the previous event should have arranged to give you the OOD kit comprising: the BSC House Flag, the flags necessary for starting and managing races and an air horn. This will be deployed particularly for Cruiser Events which attract a wider entry than our weekend rallies/timed cruises, e.g. The Nab Tower Race and The Burhill Trophy.
	Entrant	Enter for the Event – Club Noticeboard, Email to OOD or Phone call to OOD.		This should be done by the Wednesday preceding the event to allow OOD to confirm catering arrangements. Do not rely on leaving a telephone message – make actual contact with OOD. Late entries should expect to make their own berthing and catering arrangements at the event destination. The OOD may accept late entries at his/her discretion, and may try to arrange berths/meals, although these cannot be guaranteed.
1 week before event	OOD OOD OOD	Telephone likely entrants who have not yet signed up to confirm their intentions. Confirm numbers with venue Confirm berthing arrangements with HM/marina.		This should be completed by the Wednesday before the event to allow for caterer's lead time.
1 day before event	OOD OOD Entrant Entrant OOD OOD	Check weather forecasts. Confirm course and discuss any concerns with RC or Cruiser committee. Check weather forecasts to ensure that likely conditions are within your/crew capabilities. Advise OOD if you intend to withdraw from the event Remove Entry Form from Club Noticeboard Collate list of entrants from all prescribed sources		If there are strong wind warnings in force or a significant deterioration in weather is forecast, cancellation of the event should be considered. The final decision to cancel rests with the OOD, and he/she should not feel under any pressure to go out in what he/she considers to be unsuitable conditions. If, in the event of cancellation, members of the fleet wish to proceed, they do so entirely independently and entirely at their own risk. They will not be under the aegis of the Club/OOD. The OOD should endeavour to contact all entrants to inform them of cancellation. If the event is cancelled on the morning of departure, the OOD should make mobile phone/VHF radio contact/maintain a VHF radio watch for a period to confirm cancellation with all boats which may be getting under way or already be under way. The entrant is entirely responsible for deciding to join/retire from the event – Club Website and page 144 of the Club Red Book refer. Ask Office to do this and advise names and details of entrants shown on the Form. Ensure that you have mobile phone numbers for each boat if possible, and ask for them to be kept switched on at all times.

	OOD	Notify BSC Office of starters to provide shore record in case of possible emergency during the event.		Office can be notified by phone/email. This could be done on the morning of the event. If a serious emergency arises, a Flag Officer or member of Club Staff will be alerted and able to access the list of entrants.
Day of event a.m.	OOD All	Ensure you have the OOD kit. On boarding, set up VHF radio watch and have mobile phone switched on.		
30 mins before Start	OOD	Position committee boat on start line, anchored if appropriate		Try to contact late arrivals at start area to confirm their intentions. Consider options for course shortening or modification. Course modifications decided upon by the OOD after publication of the Notice of Event and before the commencement of the race should be communicated by appropriate means (email or telephone the day before, or by VHF broadcast from the Committee Boat before the start sequence) and the entrants' confirmations obtained – postponing the start if necessary to complete this process. Course modifications decided upon during the race should be communicated and confirmed by VHF before the commencement of the first leg of the amended course.
	Entrant	Contact OOD when under way to advise any change of plan/withdrawal from list of entrants. Advise shore contact of your intentions. Please have your mobile phone switched on.		The entrant is entirely responsible for deciding to join/retire from the event – Club Website and page 144 of the Club Red Book refer.
	All	Conduct your vessel in accordance with Club Sailing Instructions and the Event Guidelines and Safety Notes		Club Website and this document refer.
	OOD	Monitor arrival of entrants and general conditions.		
	OOD	Prepare for start sequence		
Start	All	Signals: Sound signals will be given at 10 minutes and 5 minutes before the start, and at the start, and may be transmitted also on VHF		All times will be taken from GPS, both at the start by the OOD and by competitors when taking and recording their finishing times. Sailing Instructions on Club Website refer.
	OOD	Record all starters and other event participants.		
	OOD	Join race when all starters across line		
During race	OOD	Maintain continuous VHF radio watch (normally Channels 16 & 72) and seek to remain aware of position of all entrants.		Can be difficult. Radio calls allow all fleet to hear, but use mobile phones if no radio response. During extended passages or night sailing it is good practice to arrange for routine radio checks amongst the fleet to ensure that there are no problems.
	Entrant	Maintain continuous VHF radio watch to monitor events/receive event information		Be ready to assist others if this becomes necessary

	Entrant	Advise OOD of any change of intentions during the event, including retirement, so that he/she is fully informed – avoiding initiation of unnecessary emergency procedures.		
	Entrant	Advise shore contacts of your intended plan.		
	OOD	Record any retirements and their intentions		Don't forget the slower boats!
	OOD	Shorten/modify course if necessary – advise entrants by VHF, requesting confirmation that each has received and understood instruction.		
	OOD	Try to get to berthing area before rest of fleet. (This may mean leaving the race)		This helps to establish the berthing area and guide in the fleet
Finish of race	All	Note your finish time and enter it in the boat's Log Book		When a rapid calculation of results is required (Nab Tower Race and Burhill Trophy) entrants should submit their time to the OOD by VHF as soon possible after they cross the finishing line.
After race	All	Proceed to berthing area		Earlier arrivals should aim to assist those following to berth up.
	OOD	Hoist large Club pennant		If a boat cannot be accounted for, initiate Emergency Procedure – see below
	OOD	Ensure all boats/crews accounted for.		Blank pro-forma appended to this document for entrant to enable entrant to make copies.
	All	Complete Declaration Form		OOD to have stock of blank forms available, in case entrants do not have forms.
	OOD	Collect signed Declaration Forms (or at least written record of finishing times)		
	OOD	Host the party		
	OOD	Ensure all mooring fees are paid		
Next day	OOD	Ensure times are with the result calculator		
	OOD	Write short account of the event and mail/email this, with pictures if possible, to RC for placing on website		This can be delegated to a participant to encourage involvement.
	OOD	Arrange transfer of OOD kit to next OOD.		
	All	Confirm return passage plans with OOD and maintain a VHF radio watch throughout the return passage		Be ready to assist others if this becomes necessary

Emergency procedure to be initiated by the OOD in the event of a boat being unaccounted for:

- Make VHF call to boat in question on Watching Channel.
- If no reply, repeat on Channel 16.
- Meanwhile, instruct colleague to make calls to Skipper's mobile phone and to Bosham Sailing Club to collect any message from skipper.
- If no reply, or no further information, report situation to Coastguard - Solent Coastguard Working Channel: Channel 67. Other Coastguard stations as appropriate.
- Coastguard will then take control of Search and Rescue operations.
- Maintain a VHF radio watch to monitor events/receive instructions and information from Coastguard.
- If entrant makes contact/is contacted and confirms safe situation, advise Coastguard, who will take appropriate action to abort Search and Rescue operations.

BOSHAM SAILING CLUB – CRUISER EVENT DECLARATION FORM

EVENT:

DATE:

BOAT NAME:

FINISHING TIME (BST):

ELAPSED TIME (hh.mm.ss):

SPINNAKER: USED/NOT USED*

*Delete as appropriate

ENGINE: USED/NOT USED* (If used, give details and duration of use)

*Delete as appropriate

SKIPPER'S DECLARATION:

I confirm that I have completed the correct course, in accordance with the Club Sailing Instructions.

SIGNED:

NAME :

Please print