SAFETY

STANDARD OPERATING POLICY AND PROCEDURES ITCA (GBR)

UPDATED

March 2021

International Topper Class Association (GBR) Safety Manual

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1 Introduction

RRS Rule 1 and 4 as well as standard safety sailing Instructions confirm that a boat accepts that it is entirely responsible for her own safety. Nevertheless, the ITCA acknowledges it has a clear responsibility for the safety of children competing within ITCA organised events and therefore has developed this document as standard operating guidelines for its events. A child is defined as being any person under the age of 18

This document sets out the procedures to be used as how the ITCA conduct its Safety Cover in order to reduce the inherent risks associated with sailboat racing to a level as low as reasonably practical (ALARP). This document should be read in conjunction with the associated documents (see the Appendices).

2 Objectives

The Objectives of the Safety Fleet is to provide efficient, competent safety cover at the event to allow competitors and family maximum enjoyment with minimum concern for the safety of the sailors and boats.

3 Overall Organisational Structure

The safety of all participants will be the responsibility of the Principal Race Officer (PRO), delegated to the Course Safety Lead (CSL) from the time the first participant is permitted to go on the water until the time that all the competitors are off the water and have been accounted for. Unless agreed for a specific event the 5.3 Race Officer will be designated as the PRO. The 4.2 Race Officer will be known as a CRO.

In discharging this responsibility ITCA will appoint an Event Safety Officer (ESO) per event to work with PRO, CRO and the ITCA Race Management team (consisting of Class Chair, Racing Chair, CSL 5.3 & 4.2, ITCA Head Coach, Juror & Event Manager). The ESO & CSL's will prepare the Risk Assessment and Safety plan for the event.

The PRO, CRO and CSL's have absolute authority to employ all the resources available to them as they see fit, and to direct the work of all those assisting.

A safety plan should consist of procedures for the following items of information;

- Towing arrangements to and from the course area
- Safety boat positioning and numbering on the course area including specified roles for each boat
- Transitioning to and from the course area
- Boats returning to shore whilst racing is continuing
- Abandoning boats
- Requirements for briefings, both daily and prior to the event
- Safety boat allocation and resourcing
- Emergency Action plan for the event
- Identify race management and safety communication channels
- Any tallying requirements
- Medical cover for both on water and ashore
- Event specific guidelines for when fog descends
- Specific Medical conditions for the First Aid boat & PRO / CRO
- Identify any emergency drop off points
- Event and Daily Risk Assessment

The PRO will work with Event Manager, CSL and ESO with the management of the Event. The PRO / CRO will manage the Race Team consisting of mark layers, juror, pin end, finish and committee boats. The CSL will manage the safety fleet. The ESO will manage Beachmaster, Bridge, Race Office and any support boats as defined in the Sailing Instructions.

The ESO will work with the CSL's to communicate the safety plan to the Race management and safety teams.

The Safety Fleet will consist of dedicated Safety Boats. At the request of the CSL to the PRO / CRO the Race Management RIBs may be brought into the Safety Fleet. They will then operate under the direction of the CSL until the need passes, thereafter they will be released back to the PRO / CRO.

The PRO / CRO has operational responsibility for the safety of competitors on their course and will work with the CSL to communicate the safety cover plan with their race and safety team. They will jointly define and manage how cover will be handled on the course and will manage the movement of their competitors from shore to the course area.

The ESO, and CSL's will host a safety briefing for all the Safety Fleet drivers and crews at the beginning of each day of the event. They will also attend the competitors briefing and give the competitors a safety briefing.

The CSL will be responsible for the overall management of the Safety Fleet both on and off the water. This will include delivering the organisational structure, adherence to this document, and management of the Safety Fleet infrastructure (e.g. boat allocation, boat resourcing, refuelling, mooring, etc).

The ESO will set up a VHF Radio Control Base (Bridge), often ashore when there are a number of radio channels to monitor. This location should have a facility for a Base radio to monitor all calls on each channel and keep a record of all important information. (*Instructions from the PRO and ESO are often passed through bridge to ensure that all stations can hear and the information is correctly logged. Bridge may also control shore-based flag signals and launching through the beachmaster who may be on a separate channel to the safety fleets*).

The event should normally collect medical data as appropriate on each competitor. As this is classed as sensitive personal information, a procedure for signing out and signing back in any personal information to the CSL / PRO / CRO should be initiated. Personal data should only be distributed after careful consideration by the Organising Authority of who is receiving it and for what purpose. This should be made in reference to the RYA GDPR policies.

All Safety Boats and all other official boats should perform a radio check daily with Bridge (a schedule of the names of all safety crew afloat should be recorded). All craft on the water will Tally out / in with Bridge confirming total number of Persons on Board.

The CSL should decide when there is sufficient safety cover for their course and then advise Beach and ask for their fleet to be launched once the PRO / CRO have given permission.

Once permission has been given, the designated launch flag may be displayed and the competitors may leave the shore. The Beachmaster informs CSL the number of competitors (confirming they have all tallied,) and the times of first and last boat afloat. CSL then passes this information to PRO / CRO. The CSL's then manage their respective fleets for that day's sailing from launch to return ashore at the end of the day as per the Safety Plan.

Where a competitor has not tallied out to go afloat at the beginning of the day and have failed to inform race management of their intention to not take part, all necessary steps shall be taken to confirm that those competitors have not gone afloat. This should include on-site announcements, checking ashore to identify any boats or trailers and where necessary phone calls to the sailors or their designated contacts. If the competitor/s are afloat CSL's will assign safety boats to locate and identify.

On return from racing, the Beachmaster shall tally all competitors as they come ashore. The Beachmaster shall inform the CSL when all competitors have been accounted for. Only once all competitors have been accounted for, for any given fleet should the CSL give permission to stand down their safety fleet. No safety boat may go ashore until released by the CSL.

4 Radio call Signs

The Event Manager (EM) and ESO should allocate callsigns to each Safety Boat, On the Water First Aid and other safety related individuals. The PRO / CRO should allocate call signs to race committee boats (committee boats, mark layers, pin boat, jury boat etc).

The EM should produce a comprehensive list of boats and their call signs and identification flags that should be given to each member of the Safety Fleet.

5 Radio Procedures

The EM will, wherever possible, allocate separate radio channels for the Race and Safety Teams on each course. The Beachmaster may operate on another channel for communication between shore locations.

All race and safety teams will have at least one VHF radio, and if operating on a separate channel, the race team will need to monitor both channels. In the event that a fleet wide emergency is declared by any one of the PRO, CSO, ESO or CSL then all vessels will only monitor that Safety Channel.

The Beachmaster should be in communication with CSL's and will monitor the fleet or safety channels and be able to communicate directly with any safety boat coming into the launching area.

The PRO, ESO, CRO, CSLs and Beachmaster should have mobile telephones with their numbers shared by agreement and saved in their phones for use if required.

In the case of interference or communication issues on any given channel, a reserve channel should be indicated. The ESO should communicate via the Beachmaster channel any change to reserve radio channels.

NB. Radio transmissions should be kept to a minimum to prevent clutter.

6 Guidelines for Safety Cover based on fleet size

ITCA-GBR Race Management Committee will at all times ensure that the safety fleet should be sized so as to minimise the risk to the competitors and race management team.

7 Safety Boat Identification

All Safety Boats will carry unique identification flags that match their designated call sign and will be issued by the EM. They must be returned to the Race Office at the end of the event, ITCA may invoice for lost or damaged flags.

8 Positions of Safety Boats During a Race

Safety Boats will be allocated positions on their course as per that day's event management meeting where the days safety level will have been agreed with view to the forecast, water state, tide and current (if applicable).

ITCA-GBR operate three levels of safety cover as follows

Level 3 – Safety Fleet allowed to move freely around the course.

Level 2 – Safety Fleet allocated positions on the course during racing.

Level 1 – Full Safety on the course with the inclusion of Race Management vessels. Loco-Parentis only allowed for on the water personnel.

These positions will be allocated during the Safety Briefing and may be modified by the CSL as necessary.

9   Personnel and Equipment

All Safety Boats are to have a minimum (but usually also a maximum) of two competent adults aboard, one of whom should be dressed to enter the water to aid a rescue. Safety Boats should not be overloaded so that they can accommodate a minimum of 5 additional sailors on board if necessary. The CSL may withdraw a Safety Boat from the Safety Fleet if they feel that it is inappropriately crewed or dressed. All drivers must be over the age of 18 and possess at least a PB2 qualification.

It is not normal to require on-the-water medical support to a standard above that of First Aider. The Class recognises that it cannot anticipate that there will always be suitably qualified Medics amongst its volunteers. There will be First Aiders (holding current First Aid certificates) on the designated first aid RIBs and ashore who can be used for initial rapid response in the event of a medical emergency.

On shore first aider will also have a medical kit and other safety equipment available ashore.

9.1   Essential Equipment which should be carried by all Safety Boats:

1. Adequate fuel for approx. 9 hours on the water use
2. Fully functional VHF radio which will operate for 9 hours (this may require spare batteries)
3. Whistle or fog horn
4. Compass
5. Anchor and warp suitable for the race area
6. Sharp knife, easily accessible
7. Kill cord, which must be used by the driver at all times
8. Personal buoyancy for the crew, to be worn at all times
9. Safety Tape to identify abandoned boats (to be issued by the CSL)
10. Paddles
11. Drinking Water
12. Tow rope (preferably made of floating line)

9.2   Desirable Equipment, which must be carried by at least two Safety Boats on each course:

1. Tool kit
2. Flares (sea venues only)
3. GPS location equipment (sea venues only)
4. Torch
5. First Aid Kit
6. Survival bag
7. Spare radios

Through the process of tallying each day, each Safety Boat will certify that it is complying with these equipment requirements.

10 Operational Guidelines

The Safety Officer (SO) from the host venue / ESO will initially brief the Safety Fleet personnel in the morning on each day of an event.

Bridge will complete a radio check with each boat as it leaves the shore.

ESO via Bridge should ensure that all Safety Boats are tallied out and back and ensure that safety cover is provided in a timely manner.

CSL's may provide appropriate waypoints and bearings to the Safety Boats. Additionally, each Safety Boat should take its own bearings and satisfy itself that it can independently navigate back to the launch area in the event of poor visibility.

The PRO / CRO should advise the CSL when he is ready for the competitors to be launched. If the CSL is satisfied that there is sufficient safety cover, he should advise the Beachmaster that the launch flag may be hoisted and the competitors may leave the shore.

The Beachmaster should tally all of the competitors afloat and confirms the number of boats afloat in each Fleet and informs CSL's. **This is critical to the safety of the fleet.**

Bridge should remain aware at all times of the length of time competitors have been afloat and record the timings of when fleets are sent afloat. Factors such as sailor age, experience and gender (with specific reference to female competitors and maturation) as well as water and air temperature (with the increased risk of wind chill) should all be considered when agreeing what time competitors should spend on the water.

There will be situations when a limit of time on the water should be considered and observed. ITCA (GBR) guides that racing should be limited to a maximum of **six hours** from the time the first boat leaves the shore to the time that the last sailor is recovered ashore. Sailors also need to be aware of the expected time on the water. The PRO should consider the time taken by the fleet getting to and from the racing area when making his choice about location and duration.

If the sailors return ashore, but the plan is to resume racing later the **six hours** may be restarted provided there has been a break of at least one hour ashore.

All retirements from racing are to be notified to the CSL's and Bridge who should keep a record and inform the PRO / CRO. Bridge will liaise with Race Office volunteers to ensure parents/guardians are contacted to meet their retiring sailor on shore.

Once Beachmaster has informed CSL that all boats are safely ashore, CSL should inform the Safety Fleet that it can stand down unless they are needed to help another fleet.

If the Beachmaster finds that one or more boats are missing, he is to inform the ESO & CSL immediately. CSL should direct a number of Safety Boats back to the Race Area to start a search. Meanwhile, Beachmaster / Race Office should urgently investigate the missing individuals – if they are not accounted for within a time period respective of the conditions at the time, the ESO should declare an Emergency Situation as well as informing the Chairman (if required).

11 Procedure to get boats to the race area

One of four methods should typically be used:

1. Hold the boats in separate fleets and then proceed as a controlled group with Safety Boats spread throughout the group.
2. Hold the boats in manageable groups of boats and then proceed in groups with a Safety Boat per group.
3. Provide a corridor down which the boats sail with Safety Boats spread out along the corridor.
4. In a particularly safe area and in safe conditions, simply provide safety cover spread out over the route that the boats sail to the race area.

Due to the size of the fleet method 3 should normally be adopted but the CSL / ESO will confirm the method to be used at the Daily Safety Fleet Briefing.

12 Procedure to get boats back to the shore base

One of four methods should typically be used:

1. Hold the boats in separate fleets and then proceed as a controlled group with Safety Boats spread throughout the group.
2. Hold the Boats in manageable groups of boats and then proceed in groups with a Safety Boat per group.
3. Hold the Boats at, but clear of, the Finish Area and, when ready, provide a corridor down which the Boats sail with Safety Boats spread out along the corridor.
4. In a particularly safe area and in safe conditions, simply provide safety cover spread out over the route that the Boats sail from the race area to the Club.

Whichever method is used the CSL must ensure finished boats stay well clear of the course

The CSL / ESO will confirm the method to be used at the Daily Safety Briefing but may amend those instructions prior to the end of racing.

13 Procedure for retiring boats

1. Retiring boat informs nearest Rib. Where possible all sailors are to sail ashore. Retiring boats may be passed between safety boats/courses as they return to shore. Beachmaster will confirm to CSL that they have been accounted for. If they are not accounted for, CSL is to inform ESO immediately and CSL will deploy boats to commence a search.
2. If a sailor is unable to sail ashore due to equipment failure / minor injury inform CSL. CSL will decide if the attending safety craft or an alternative will return sailor and boat to shore.
3. If the sailor requires urgent attention ashore, abandon the boat with Red and White tape tied to the Pintles. The Safety Boat must immediately inform the CSL / Bridge that the boat is retiring, confirm its location and that of its crew and identify it by championship number only.
4. Bridge records the retirements.
5. If a group of retirees is formed and they wish to proceed ashore, CSL will provide cover to escort the group ashore.
6. If conditions permit and a Safety Boat can be freed from its duties to conduct the escort, the group is escorted ashore, handed over to the Beachmaster.

In all cases Beachmaster will confirm to CSL that the retirees have been accounted for. If they are not accounted for, CSL is to inform ESO immediately and CSL will deploy boats to commence a search.

NB.
All abandoned boats must have Red and White tape attached to the Pintles

14 Procedure if CSL is unable to carry on in their role

1. At the initial event briefing the ESO should nominate a Deputy CSL in the case that the CSL is unable to carry on in their role whilst fleets are racing. Any appointed Deputy CSL should be at all relevant briefings so they are aware of the plan for the positioning of the safety fleet.
2. If the CSL is unable to carry on operating, the CSL should inform the ESO, PRO/CRO and the Deputy CSL in that order of priority. The CSL should only leave the course area once the ESO, PRO/CRO and Deputy CSL have agreed that it is safe for them to do so and that the Deputy CSL has acknowledged control.
3. The Deputy CSL should then inform all Safety Boats of the change. Deputy CSL should take over the CSL call sign. Deputy CSL to re-assign Safety Boats if required.
4. In the event that the CSL returns to the course area then the reverse steps should be taken.

15 Guidelines for use when fog descends

1. If fog arrives prior to the start of a race (once the fleet have been released from the shore) – PRO/CRO and CSL agree to postpone racing and CSL shall direct the Safety Fleet to implement Fog Guidelines and advise Bridge that they have done so.
2. If fog arrives during a race – PRO/CRO and CSL to shorten or abandon racing and CSL directs the Safety Fleet to implement Fog Guidelines and advise Bridge that they have done so. Fleets are informed by the Safety Boats either at the finish or on each leg of the course to stop, stay close together near a known reference point such as a mark or safety boat. Safety Boats count competitor boats near them and report to CSL. ESO informed.
3. The CSL calculates the total number of Boats and informs Bridge. If the total number does not equal the total of the boats that went afloat, Bridge will inform the ESO & CSL so that a search can commence and the Chairman informed.
4. CSL makes decision whether to tow home or not. If not towing send ashore in small groups keeping in sight of accompanying RIBs. RIBs to report to CSL the sail numbers or tallies of all boats that they are escorting to shore.
5. If a boat capsizes all in that group stops whilst boat being righted. If decide to tow then boats instructed to furl their sails and take tows. The CSL calculates the total number of Boats in tow and informs ESO. If the total number does not equal the total of the boats that went afloat, ESO should instruct for a search to commence.
6. When all Boats are accounted for, CSLs instructs all safety boats to tow the fleet back to base.

   NB. Under no circumstances are Boats to proceed ashore unescorted.

16 Guidelines for use when strong winds arrive

1. If strong winds arrive prior to the start of a race – PRO/CRO and CSL agree to postpone racing and CSL requests Safety Fleet to implement Strong Wind Guidelines and shall advise the Bridge that they have done so. Fleets are informed by CSLs and Safety Boats to stay close to the RIBs and to heave to.
2. If strong winds arrive during a race – PRO/CRO and CSL agree to shorten or abandon racing. CSL requests Safety Fleet to implement Strong Wind Guidelines and shall advise the Bridge that they have done so. Fleets are informed by the Safety Boats either at the finish or on each leg of the course to stop, stay close together and stay close to the RIBs and to heave to.
3. Safety Fleet gather competitors together in groups and once sensible groups are formed, the CSL will request each Safety Boat to get the competitors to safely sail to the vicinity of the committee boat. Each Safety Boat will be asked to escort approximately 10 competitors in a group. Whilst groups are being formed, the Safety Fleet must stay in the vicinity of the Committee Boat.
4. In the event of a capsize, either a nearby safety boat stands by or the group should stop until the boat is righted and ready to sail again
5. Once all the competitors are safely accounted for the CSL will give instructions to the Safety Fleet for the competitors to be escorted ashore or to remain near their committee boat.
6. Once ashore, competitors will be tallied ashore as normal.

   NB. Under no circumstances are Boats to proceed ashore unescorted.

17 Guidelines for use in the event of lightning

1. If lightning is sighted and moving towards the racing area the prior to the start of a race – PRO/CRO and ESO agree to postpone racing not launch or return to the shore until the risk has passed.
2. If lightning is sighted and moving towards the racing area arrives during a race – PRO/CRO and ESO agree to abandon racing and CSL requests Safety Fleet to implement Lightning Guidelines. If the fleet can return to the shore before the lightning arrives then the fleet should be sent ashore, if this is impossible, then the fleet should be informed by the Safety Boats on each leg of the course to stop, stay close together, to stay close to the RIBs and to invert their boats.
3. The Safety Fleet should record the Championship numbers of all the boats in their areas and notify the Bridge.
4. Once the risk has passed, then the CSL will inform the Safety Fleet and racing can re-commence.

NB. Under no circumstances are Boats to proceed ashore unescorted

18 Emergency guidelines
18.1 Planning

At all events a place must be designated as the **Casualty and Emergency Delivery Point.** This point should be accessible to fast approaching RIBs, ambulances / air ambulance. If an air ambulance is likely to be called, then an area must be made available for landing which is surrounded by a much larger apron which is totally clear of objects that could be blown up into the helicopter blades.

This includes boat and trailer covers.

Prior to the event, the local port authority, coastguard and lifeboat service must be advised of the number of boats likely to be afloat and the probable race area by the host clubs representative.

If there is a risk of severe squalls and the Safety Fleet appears to require additional rescue vessels then the Coastguard should be advised by ESO immediately.

18.2 In the event of a Serious Incident

In the event of an emergency occurring (injury to a sailor or anyone at sea supporting the event, structural damage endangering the safety of a boat in the event, etc.), the first boat on the scene will inform CSL who will immediately assess the situation, call appropriate support to the scene, assist in stabilizing it and inform PRO/CRO. PRO/CRO will decide whether to declare an Emergency Situation on the radio. During this bridge will liaise with all parties concerned and any outside support required.

In an emergency situation, **"code red"** will be declared along with location of incident and boats nearest to declared location should proceed to help. All other stations should minimise radio traffic. The only identification of a casualty, if a sailor, will be by Championship Number, not name.

Only the minimum numbers of boats are to remain involved with the Emergency, all other Safety Boats are to continue to provide safety cover for the fleets in the normal manner.

CSL should, if appropriate, request the Emergency Services to attend. If necessary, the casualty should be taken ashore in an appropriate boat to the Emergency Drop off point to meet up with the Emergency Services.

If the situation is considered by CSL to be hazardous to the rest of the fleets, CSL should request that the PRO/CRO shortens or abandons racing. In this event, after the fleets have gathered, they should be instructed to make their way ashore under the control of the CSLs - both the Beachmaster and the ESO should be kept fully informed by the CSLs of progress.

An Emergency is only declared closed when the situation has been resolved, the danger has been removed, the damaged boat made safe or the casualty evacuated to the safety of the shore. The CSL or ESO informs all stations that CODE RED is Cleared.

All code red declarations should be recorded.

18.3 In the event of a Major Incident

A major incident is an event where there is loss of life, a serious injury or damage or substantial damage to property and/or the environment.

In this situation, CSL and PRO will implement the "RYA Major Incident Procedures Emergency Action Plan"

19 RIB Roles
19.1 Introduction

Rib roles during an ITCA Event are split into the following categories:

- Race Management
- Safety Fleet
- Support Boats

ITCA policy is that Kill Cords will be worn at all times whilst the engine is running.

It is important that individual helms of each RIB recognise their role in the safe operation of racing. It goes without saying that the principle role is to provide safety and rescue for the competitors. This means that the safety of the competitors takes precedence over all others activities. Helms and crew are required to observe all incidents where a competitor is in potential danger and ensure that they can see the competitor, that they are safe and able to right their boat without assistance. There is no need to be close to capsized boats if the competitor is able to right the boat and continue the race.

Competitors that become separated from their boats will be picked up and returned to their boat. This will not constitute outside assistance.

Where a competitor is having problems righting their boat, the safety boat should approach and offer assistance. If the competitor is small and unable to reach the top gunwale of the boat, the safety boat may assist to right the boat to allow the competitor to continue the race. This will constitute outside assistance but the Protest Committee may decide to take no further action.

Information from the Protest Committee to Competitors regarding Rule 41 'Outside Assistance' (Appendix 2); whenever assistance is rendered to a competitor in either of the cases described above, the Safety RIB should report the incident to Bridge and will be reported to the Protest Committee.

Where the safety boat considers that the competitor is not fit to continue with the schedule of races for that day i.e. fatigue inform CSL. CSL will follow guidelines as per **13.**

Where the competitor is in need of medical assistance the Safety RIB should immediately call the appropriate First Aid Rib who will assess the casualty. The Safety Rib will inform CSL allowing the First Aid Rib to deal with casualty. If the sailor needs evacuation CSL will follow procedures **13.3** depending on the situation / location.

Roles within the Safety Fleet will be defined during the Safety Briefing. CSL will inform all safety crews where they are required to be during launch, racing and recovery. This information will be on display during the briefing.

19.2 Safety Fleet Roles 5.3 Course

Call Sign	Position	Additional Tasks
Course Safety Leader (5.3)	Free role 5.3 Course	1. To coordinate all safety boats on the course.
White 1 to 8 (Used at NS Events & Nationals)	As directed by CSL during Safety Briefing	1. To monitor all boats sailing on the course as directed by CSL 2. To ensure that non-competitors are kept out of the racing area 3. To ensure that flights remain separated during starting sequence

Blue 1 to 8 (Used during Nationals	As directed by CSL during Safety Briefing	1. To monitor all boats sailing on the course as directed by CSL 2. To ensure that non-competitors are kept out of the racing area 3. To ensure that flights remain separated during starting sequence
Red 1 to 8 (Used during Nationals	As directed by CSL during Safety Briefing	1. To monitor all boats sailing on the course as directed by CSL 2. To ensure that non-competitors are kept out of the racing area 3. To ensure that flights remain separated during starting sequence
Yellow 1 to 8 (Used during Nationals	As directed by CSL during Safety Briefing	1. To monitor all boats sailing on the course as directed by CSL 2. To ensure that non-competitors are kept out of the racing area 3. To ensure that flights remain separated during starting sequence
First Aid Rib (allocated colour and number 9 per safety flight)	Free role **5.3 and 4.2 Course**	1. To monitor all boats sailing 2. To provide on the water medical assistance as required
Press Boat	Free role **5.3 and 4.2 Course**	1. To assist retiring competitors. 2. To escort competitors back to the shore prior to the end of racing
Mark 1	Adjacent to Mark 1 May be anchored	1. Lay Marks as needed 2. Monitor all boats around the inner windward mark 3. To hold official Notice Board as required 4. May assist with moving mark 5. Can be used to assist safety team as directed by PRO
Mark 2 (Nationals)	Adjacent to Mark 2 May be anchored	1. Lay Marks as needed 2. Monitor all boats around the outer loop windward mark 3. May assist with moving mark 2 4. Can be used to assist safety team as directed by PRO
Mark 3	Adjacent to Mark 3 May be anchored	1. Monitor all boats around the outer loop leeward mark 2. To record sail numbers of the first start competitors as they round the mark prior to the start of another loop 3. May assist with moving mark 3 and 5 4. Can be used to assist safety team as directed by PRO
Mark 4	Adjacent to Mark 4 May be anchored	1. Monitor all boats around the inner loop leeward mark 2. To record sail numbers of the first start competitors as they round the mark prior to the start of another loop 3. To take messages from the committee boat to mark 1 as required 4. May assist with moving mark 4 and Finish Pin 5. Can be used to assist safety team as directed by PRO

19.3 Safety Fleet 4.2 Course

Call Sign	Position	Additional Tasks

Course Safety Leader (4.2) (Orange 3)	Free role 4.2 Course	1. To coordinate all safety boats on the course.
Orange 4 to 8	As directed by CSL during Safety Briefing	1. To monitor all boats sailing on the course as directed by CSL and other tasks as directed 2. To ensure that non competitors are kept out of the racing area
Mark 1 (Orange 1) (safety if required)	Situated Windward of course between Mark's 1 and 2 May be anchored	1. Monitor all boats around the windward mark's 2. To hold official Notice Board as required 3. Moving mark's 1 and 2 4. Can be used to assist safety team as directed by CRO
Mark 2 (Orange 2) (safety if required)	Situated Leeward of Mark's 3 and 4 May be anchored	1. Monitor all boats around Mark's 3 & 4 2. Laying Start and Finish Pin, 3. Moving mark's 3 and 4 when required 4. Can be used to assist safety team as directed by CRO

19.4 Race Management Roles

Call Sign	Position	Additional Tasks
Committee	Starboard End Start Line	
Pin End	Port End Start Line	1. Assist the committee boat during starting sequence 2. May be used as a Finish Boat 3. Can be used to assist safety team as directed by PRO
Finish Pin (Nationals)	Positioned adjacent to the finish Pin Mark	1. Will station itself at the finish mark to record the fleet as it finishes 2. Will receive competitor's protest notification 3. May be required to take results ashore
Mark Layers both Courses (call sign may change)	See 20.2 and 20.3	See 20.2 and 20.3
Jury	Free role 5.3 and 4.2 Course	1. Can be used to assist safety team as directed by PRO
COM (Racing Chairman)	Beside Committee boat	Liaison between Class & PRO / CRO

19.5 Support Ribs

The RYA RRS 2017 - 20 states

Support Person Any person who:
(a) provides, or may provide, physical or advisory support to a competitor, including any coach, trainer, manager, team staff, medic, paramedic or any other person working with, treating or assisting a competitor in or preparing for the competition, or

(b) The requirements of a Support Rib / Person are detailed in section 24 of our Sailing Instructions.

20 Event Management Team
20.1 Event Safety Officer (ESO)

1. Act as the primary contact between Club and Class during the event on aspects of safety

2. Manage any abnormal events
3. Be available to competitors and their families to answer questions and resolve issues.
4. Lead safety briefing each morning.
5. Liaise with club to ensure that RIBs are launched safely and moored correctly
6. Liaise with club to ensure that RIBs are recovered safely
7. Ensure sufficient help to RIB owners when packing them away (as required)

This role may be taken by the Class Chair or a delegated replacement. The role will commence at the first race management meeting of the event and continue until the event has concluded. This role can be split between "Afloat and Ashore ESO roles" as long as clear boundaries of communication have been defined between both parties concerned.

The ESO will ensure that the event complies with the agreed Event Safety Policy and Procedures, liaise with the Club Safety Officer to ensure the smooth and safe running of the event. The ESO should record any incident that falls outside of the normal procedures or where the procedure fails to ensure the safety of the competitors and their families.

20.2 Course Safety Leader (CSL)

The CSL for each course will be required on the evening and morning before the event to register RIBs and to launch them. During the event, CSL will be required before racing starts and after it concludes each day and lastly to be available as the fleet comes off the water to ensure that the RIBs are stowed and ITCA (GBR) equipment collected. The role can be split on a daily basis.

1. Register RIBs on arrival and allocate Tag for boat, trailer and fuel cans
2. Check RIBs are properly equipped as per Safety Standard Policy and Procedures
3. Allocate Identification Flags, tow ropes and class radios (as required)
4. Assist RIB crews as required – provide temporary and replacement crews from Crew Register
5. Ensure that RIBs are refuelled every night
6. Collect Identification Flags, tow ropes and class radios where issued

21 Other Key Roles

21.1 Event Manager

Responsible for liaising with the Clubs prior to the event. Posting the events on the ITCA calendar & opening Events on 'my Club admin' and also emailing the event declaration sheets to all the sailors before the event. Interacting with the areas reps to ensure all volunteer roles are filled per event. Running the Race office during the event

21.2 Registration

Four or five assistants are required on the first morning of every event to assist the Class Secretary to register sailors. This involves checking sailors' personal details including contact telephone numbers, championship number and age.

Clear guidance is given to volunteers taking on this role

21.3 Tally Board

This is an important daily role for a minimum of two persons required from one hour prior to the fleet being released until the last competitor has returned ashore. During the day the number can reduce to one so that retirees can be assisted. Clear guidelines are given to volunteers taking on this role.

1. Ensure that all sailors tally correctly before going afloat and take their own Tally Band and place it on their wrist

2. Liaises with the Beachmaster to report any missed tallies.
3. Recover Tallies when sailors return to the shore. All competitors are required to "tally off" whenever they come ashore, irrespective of the amount of time they will be ashore. They will be required to "tally on" again when they go back on the water.
4. All competitors must return their tally band IN PERSON.

21.4 Beachmaster and Team

This is a daily role for a minimum of six people. Required from the time the fleet is released until the last competitor has returned ashore. During the day the number can reduce to one or two so that retirees can be assisted.

The Beach Team should be suitably dressed so that they can stand in the water if conditions require for the whole period of the launch and/or recovery.

1. The Beachmaster will co-ordinate his team to ensure that all launch slipways / sites are covered adequately
2. The Beach Team will assist the competitors to launch their boats and remove their trolley from the launching area.
3. Once launched the trolleys are to be sorted into Championship Number order
   The Beachmaster will liaise with the Tally Board personnel to report the time of the last launch and the number of boats afloat to the Bridge and CSL. Un-used tally numbers are to be reported to the ESO who will liaise with the CSL to confirm that all sailors and tallies are accounted for.
4. The Beach Team will continue to attend the landing areas to assist early finishers / retires as required.
5. The Beach Team will assist competitors by bringing their trolley to the water's edge and assisting them ashore
6. The Beachmaster will liaise with the Tally Board personnel to identify missed tallies for those coming ashore and will notify Bridge of their numbers
7. The Beachmaster will liaise with the CSL / ESO on progress of competitors tallying off and report to the CSL when all Tallies are accounted for

21.5 Bridge

This is a daily role for one / two people. Required from one hour prior to racing to 30 mins after the last competitor has returned ashore

1. Man the "Bridge" call sign radio to receive messages on boats retiring and/or leaving the race course
2. Register all RIB communication concerning sailors in the Event Log Book.
3. Register all RIB movement from and returning to the race course on the Event Management Activity Report, this includes towing or escorting sailors to the shore.
4. Liaise with the Race Office team to ensure that parents/guardians are informed of any issues with their sailor. Race Office team will maintain parental contacts list and ensure those leaving site nominate a "loco parentis".
5. Man the Public Address system
6. Receive all reports from First Aid / Club / other bodies and advise VCR and / or the ESO.

21.6 Shore First Aid

This is a daily role for one person required from one hour prior to racing to 30 mins after the last competitor has returned ashore

1. To provide first aid assistance to competitors ashore or brought ashore, or competitor's family/friends
2. To ensure that accident report is completed correctly

22 Breakdown Contingency

If you break down, here is a small troubleshooting guide to help.

Fault	Action
Engine will not start	Check that the engine is not in gear
Engine turns over but will not start	Check that the kill cord is in place
Rib was running but stopped	Do you have fuel getting to the engine?
	Check fuel tank – is there fuel in it?
	Is the air vent on the fuel tank open?
	Is the fuel lead securely fitted to tank and engine?
	Is the priming bulb full and hard?
	Is the fuel lead in the right way?
I have turned it over loads of times and it still will not go	You may have flooded it – disconnect the fuel lead and turn the engine. That prevents the engine drawing any further fuel and clears that already in the engine. If it starts reconnect the fuel line.
Rib starts but stops every time that I put it into gear	Check your Prop

If this hasn't fixed the issue(s);

VHF call CSL. Inform them of breakdown and your position. A tow will be arranged to take you back to the marina/pontoon.

Keep CSL informed that you are either fixed and back on station, or that you should be considered out of action so that alternative safety cover for your area can be arranged.

23 Appendix 1 – Sample Rib List

RIBLIST — NS? Location & Date — Sailor First Boat Second

Call sign	briefing	Skipper	Crew Saturday	Crew Sunday	Function	Boat	Position	Radio Ch	Radio check	Radio check
5.3 Fleet										
Committee Boat		PRO			Race Officer		Starboard of Start Line	37a / 69 & 72		
					Race Officer Asst					
					Comittee Boat					
					Committee Boat		Starboard of Start Line			
					Committee Boat		Starboard of Start Line			
					Committee Boat		Starboard of Start Line			
Pin End		ARO			ARO		Port of Start Line	37a & 69		
					Pin End					
					Pin End					
					Pin End					
					Pin End					
Beachmaster 5.3					Shore support			37a		
Beachmaster 4.2					Shore support			72		
First Aid Shore					Shore support			37a & 72		
Bridge					Shore support			37a / 69 & 72		
					Shore support			37a / 69 & 72		
CSL	1				CSL		Free	37a / 69 & 72		
ESO	2				Race Management		ON SHORE	37a / 69 & 72		
Marks 1&2	3				Mark Layer		Mk 1 & 2 5.3	37a & 69		
Marks 3&5	4				Mark Layer		Mk 3 & 5 5.3	37a & 69		
Mark 4 & Finish	5				Mark Layer		Mk 4 & Finish 5.3	37a & 69		
Jury 1	6				Jury		Free both courses	37a / 69 & 72		
First Aid	7				Safety / First Aid		Free both courses	37a / 69 & 72		
White 1	8				Safety / Coach		TBC @ Briefing	37a		
White 2	9				Safety		TBC @ Briefing	37a		
White 3	10				Safety		TBC @ Briefing	37a		
White 4	11				Safety		TBC @ Briefing	37a		
White 5	12				Safety		TBC @ Briefing	37a		
White 6	13				Safety		TBC @ Briefing	37a		
White 7	14				Safety		TBC @ Briefing	37a		
Press					Safety		Free both courses	37a		
4.2 Fleet										
RO 4.2 Course		RO			Race Officer			72 & 69		
					Committee Boat					
					Committee Boat					
					Committee Boat					
Orange 1	15				Safety / Mk 4		Safety / Mark 4	72		
Orange 2	16				Safety / Mk 1		MK 1 4.2 Course	72		
Orange 3	17				4.2 CSL / Coach		4.2 course	72		
Orange 4	18				Safety		4.2 course	72		

24 Appendix 2 - Notice to competitors from Protest Committee

Rule 41 – *Outside Help*

A crew that is in the water is in danger. The act of recovering a crew member from the water by another boat (racing or not) will not normally be penalised under rule 41, *Outside Help*, but subsequent actions (e.g. receiving help to right a capsize) may result in a penalty. When a boat has received help and a lesser penalty than retirement has been requested, the Protest Committee will then decide the appropriate penalty, if any. The Sailing Instructions provide that the penalty is at the discretion of the Protest Committee. The Protest Committee will not penalise actions based solely on safety considerations or assistance given to smaller and inexperienced sailors when righting a capsize.

If the Race Committee deems a person is in danger, it may instruct the boat to accept assistance. Intentionally disobeying such instructions may be grounds for a hearing under rule 69.

25 Appendix 3 – List of Abbreviations

ESO	Event Safety Officer
CSL	Course Safety Leader
ALARP	As Low as Reasonably Practical
PRO	Principal Race Officer
CRO	Course Race Officer