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## 1. Introduction

This document outlines the procedures to be used by ITCA (GBR) to conduct its Safety Cover 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).

Racing Rules of Sailing, along with standard safety sailing instructions, state that each boat is fully responsible for its own safety. ITCA (GBR) recognises its responsibility for the safety of children participating in ITCA (GBR) organised events and has created this document to serve as standard operating guidelines for these events. A child is defined as any person under the age of 18.

## 2. Objectives

The objectives of the Safety Fleet are to provide efficient, competent safety cover at the event, enabling competitors and their families to enjoy themselves with minimal concern for the safety of sailors and boats.

## 3. Overall Organisational Structure

The safety of all participants shall be the responsibility of the Principal Race Officer (PRO), who delegates to the Course Safety Lead (CSL) from the moment the first participant is allowed on the water until all competitors are ashore and accounted for. Unless specified for a particular event, the 5.3 Race Officer will be designated as the PRO. The 4.2 Race Officer shall be known as a CRO.

ITCA (GBR) will appoint an Event Safety Officer (ESO) for each event to collaborate with PRO, CRO, and the ITCA Race Management team (which includes the Class Chair, Racing Chair, CSL 5.3 & 4.2, ITCA Head Coach, Juror, and Event Manager).

Before any ITCA (GBR) activity, a daily Level 2 RYA Risk Assessment must be completed. Additionally, the ESO should conduct a Level 3 dynamic risk assessment during the activity.

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.

The PRO will assist the Event Manager, CSL, and ESO in overseeing the Event. The PRO/CRO manages the Race Team - mark layers, juror, pin end, finish, and committee boats. CSL oversees the safety fleet, while the ESO is responsible for Beachmaster, Bridge, Race Office, and support vessels per the Sailing Instructions.

The PRO/CRO oversees competitor safety on their course, collaborates with the CSL to share the safety cover plan with race and safety teams, and coordinates competitor movements from shore to the course.

The CSL is tasked with overseeing the comprehensive management of the Safety Fleet, both on water and ashore. Responsibilities include implementing the organisational structure, ensuring compliance with this document, and managing the Safety Fleet infrastructure, such as boat allocation, resource planning, refueling, and mooring.

A VHF Radio Control Base (Bridge), will monitor all calls on each VHF channel and keep a record of all important information. (Bridge may also control shore-based flag signals and launching through the beachmaster who may be on a separate channel to the safety fleets).

All Safety Vessels and all other official boats must perform a radio check daily with CSL (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.

After receiving approval from the PRO or CRO, the CSL is required to verify that adequate safety coverage is available on the water and instruct the Beachmaster to display the Delta signal. All competitors must tally before departing from the shore, and the Beachmaster is responsible for informing the CSL of the total number of sailors present on the water.

If a sailor has not tallied out or informed the Beachmaster that they are not competing, steps must be taken to confirm they have not gone afloat.

After racing, the Beachmaster will tally competitors as they return and report to CSL when all are accounted for. The CSL will release the safety fleet only after confirmation. Safety vessels must remain until the CSL gives permission to go ashore.

ITCA (GBR) will collect medical data as appropriate on each competitor. This sensitive personal information, should only be distributed after careful consideration by the Organising Authority of who is receiving it and for what purpose. Information should be available to PRO, On-water First Aider, Beach and on-shore First Aider. This should be made in reference to the RYA GDPR policies.

## 4. Radio call Signs

The Event Manager (EM) and ESO assign callsigns to each Safety Boat, On the Water First Aid unit, and other safety-related personnel. The PRO / CRO is responsible for assigning call signs to race committee vessels, including committee boats, mark layers, pin boats, and jury boats.

The EM creates a detailed list of boats with their assigned call signs and identification flags, which is provided to all members of the Safety Fleet.

## 5. Radio Procedures

Separate radio channels will be assigned for the Race and Safety Teams on each course when possible. The Beachmaster may use a different channel to communicate between shore locations.

Each race and safety team will have at least one VHF radio. If operating on different channels, the race team is responsible for monitoring both. In the event of a fleet-wide emergency (Code Red) declared by CSL, all vessels must monitor only the Safety Channel and remain silent.

The Beachmaster is required to communicate with CSLs, monitor fleet or safety channels, and maintain direct communication with any safety boat entering the launching area.

The PRO, ESO, CRO, CSLs, and Beachmaster should have mobile phones, with numbers exchanged and stored as needed.

If interference or communication difficulties arise on any channel, a reserve channel shall be designated. The ESO will notify via the Beachmaster channel if there is any change to the reserve radio channels.

RIB crews will be given simple radio instruction in case the helm is unable or injured.

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

## 6. Guidelines for Safety Cover based on fleet size

The ITCA (GBR) Race Management Committee decides the safety fleet size to minimise risk for racers and management team.

The Safety Fleet will consist of dedicated Safety Vessels, designated mark laying boats and if deemed necessary any coach/parent support vessels.

ITCA (GBR) guidelines for ratio of Safety Vessels to sailors are:

- 1 Safety Vessel to 15 sailors on an inland venue
- 1 Safety Vessel to 10 sailors on a sea venue
- 1 Safety vessel to 8 sailors using a 4.2 rig irrespective of venue

These ratios may be altered depending on weather conditions and the ability of the sailors.

A safety briefing for all the Safety Fleet drivers and crews will be held at the beginning of each day of the event.

## 7. Safety Boat Identification

Safety Vessels must display EM-issued ID flags matching their call sign. Return flags to the Race Office after the event; lost or damaged flags may be invoiced by ITCA.

## 8. Positions of Safety Boats During a Race

Safety vessels will be stationed on their assigned course based on the day's event management meeting. Safety levels will reflect the forecast, water conditions, tide, and current as needed.

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.

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

## 9. Personnel and Equipment

Each Safety Vessel must carry at least two competent adults, one prepared to enter the water for rescue purposes. Boats should not be overloaded and must allow space for a minimum of five additional sailors if needed. The CSL may remove a Safety Vessel from service if crew composition or attire does not meet requirements. All drivers are required to be over 18 years old and hold at least a PB2 qualification.

It is not standard practice to require on-the-water medical support beyond the level of a First Aider. The Class acknowledges that it cannot guarantee the presence of qualified Medics among its volunteers at all times. First Aiders with valid First Aid certificates will be present on designated first aid RIBs and ashore to provide initial response in case of a medical emergency.

The onshore First Aider will also have access to a medical kit and other safety equipment.

### 9.1 Desired Equipment which should be carried by all Safety Vessels in accordance with RYA guidelines:

- Fuel
- Paddles or oars (or alternative means of propulsion)
- Bucket or bailer
- Towline
- Throwline
- Tool kit
- Survival bag or TPA (Thermal Protective Aid)
- Waterproof first aid kit containing (minimum) two large wound dressings, two medium wound dressings and triangular bandages.
- Anchor and chain or warp
- Distress flares (2 orange smoke and 2 pinpoint red) sea venues only
- Sharp knife preferably serrated.
- Spare kill cord
- Fire extinguisher 5A/34B serviced annually, in line with manufacturers' recommendations, discharge test @ 5 year.
- VHF fixed or handheld.
- Radio emergency procedure card
- Radar reflector must be carried on vessels fitted with an A-frame
- Efficient fog sound signal
- Tide tables (coastal)

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.

Bridge should monitor the duration competitors spend on the water and keep records of when fleets are sent afloat. Considerations such as sailor age, experience, gender (including maturation for female competitors), water temperature, and air temperature (noting the potential for wind chill) should all be taken into account when determining appropriate time limits for activities on the water.

Time on the water should be limited. ITCA (GBR) recommends a maximum of **six hours** from first departure to last recovery. Sailors must know the expected duration, and the PRO should factor in travel time to and from the racing area when choosing location and race length.

If sailors return ashore and racing is scheduled to continue, the **six hours** may be restarted, provided there has been a break of at least one hour ashore.

All retirements from racing must be reported to the CSLs and Bridge, who will maintain records and notify the PRO / CRO. Bridge will coordinate with Race Office volunteers to ensure that parents or guardians are informed and able to meet sailors upon their return to shore.

If the Beachmaster observes that any boats are missing, they should notify the ESO and CSL without delay. The CSL is responsible for sending Safety Vessels to the Race Area to conduct a search. Concurrently, the Beachmaster or Race Office must investigate to locate the individuals associated with the missing boats. If the persons remain unaccounted for after a period appropriate to current conditions, the ESO should declare an Emergency Situation and inform the Chair if necessary.

### 10. Procedure to get boats to and from the race area

There are four standard approaches that may be utilised:

- Vessels are held in separate fleets, then proceed together as a coordinated group with Safety Vessel distributed throughout.
- Vessels are organised into manageable groups, each advancing with an assigned Safety Vessel.
- A corridor is established for the vessels to sail through, with Safety Vessels positioned along its length for oversight making sure that boats are clear of the race area.
- In conditions deemed particularly safe, safety cover is provided along the route to the race area, with Safety Vessels appropriately dispersed.

*Given fleet size considerations, method three is typically recommended. However, the CSL/ESO will confirm the chosen approach at the Daily Safety Fleet Briefing.*

*Whichever method is used to return the boats to shore 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.*

### 11. Procedure for retiring boats

- Retiring boats are to notify the nearest RIB. Where possible, sailors should sail ashore. Retiring boats may be transferred between safety boats or courses as they return to shore. The Beachmaster will confirm with CSL that all have been accounted for. If anyone is unaccounted for, CSL must notify ESO immediately and deploy boats to initiate a search.
- If a sailor cannot sail ashore due to equipment failure or minor injury, inform CSL. CSL will determine if the attending safety craft or another vessel will return the sailor and boat to shore.
- For situations requiring urgent attention ashore, abandon the boat with Red and White tape tied to the Pintles. The Safety Vessel must immediately inform CSL or Bridge that the boat is retiring, provide its location and that of the crew, and identify it by championship number.
- The Bridge records retirements.
- When a group of retirees forms and wishes to proceed ashore, CSL will coordinate cover to escort them ashore.

- If conditions allow and a Safety Vessel is available, the group is escorted ashore and 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*

## 12. Procedure if CSL is unable to carry on in their role

- At the initial event briefing, the ESO is to appoint a Deputy CSL in case the CSL becomes unavailable during fleet races. The appointed Deputy CSL should attend all relevant briefings to remain informed about the safety fleet's planned positioning.
- If the CSL is unable to continue operating, the CSL must notify the ESO, PRO/CRO, and the Deputy CSL in that order of priority. The CSL should not leave the course area until the ESO, PRO/CRO, and Deputy CSL have confirmed it is appropriate and the Deputy CSL has acknowledged control.
- The Deputy CSL is responsible for informing all Safety Vessels of the change and should assume the CSL call sign. The Deputy CSL may reassign Safety Vessels if necessary.
- If the CSL returns to the course area, these steps should be followed in reverse order.

## 13. Guidelines for use when fog descends

- If fog develops before the commencement of a race (after the fleet has been released from shore), the PRO/CRO and CSL will agree to postpone racing. The CSL shall instruct the Safety Fleet to implement Fog Guidelines and notify Bridge accordingly.
- Should fog arise during a race, the PRO/CRO and CSL will decide whether to shorten or abandon racing. The CSL will direct the Safety Fleet to apply the Fog Guidelines and inform Bridge upon completion. Safety Boats will communicate with fleets at the finish or on each leg, instructing them to stop and remain together near identifiable reference points, such as a mark or safety boat. Safety Boats are to count the competitor boats nearby and report their numbers to the CSL. The ESO is to be informed.
- The CSL will determine the total number of boats present and communicate this to Bridge. If this total does not match the number of boats that departed, Bridge will notify the ESO and CSL to initiate a search, and the Chair will be informed.
- The CSL will decide whether towing is necessary. If not, boats will be sent ashore in small groups, remaining within sight of accompanying RIBs. RIBs must report to the CSL the sail numbers or tallies of all boats they escort to shore.
- In the event a boat capsizes, all vessels in the group should pause while the boat is righted. If towing is initiated, boats will be instructed to furl sails and accept a tow. The CSL will recalculate the number of boats in tow and update the ESO. If totals do not correspond to those that went afloat, the ESO will order a search.
- Once all boats are accounted for, CSLs will instruct all safety boats to tow the fleet back to base.

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

### 14. Guidelines for use when strong winds arrive

- Should strong winds occur prior to the commencement of a race, the PRO/CRO and CSL will collectively determine whether to postpone racing. The CSL will instruct the Safety Fleet to implement Strong Wind Guidelines and inform the Bridge accordingly. Fleets will be notified by CSLs and Safety Boats to remain near the RIBs and heave to.
- If strong winds develop during a race, the PRO/CRO and CSL will jointly decide to shorten or abandon racing. The CSL will advise the Safety Fleet to implement Strong Wind Guidelines and communicate this action to the Bridge. Fleets will be informed by Safety Vessels, either at the finish line or on each segment of the course, to cease racing, stay close together, and remain near the RIBs while heaving to.
- The Safety Fleet is responsible for assembling competitors into manageable groups. Once groups are formed, the CSL will direct each Safety Vessel to escort its assigned group safely to the vicinity of the committee boat. Each Safety Vessel should guide approximately 10 competitors per group. During the grouping process, the Safety Fleet must remain in proximity to the Committee Boat.
- In the event of a capsize, a nearby safety vessel shall stand by, or the group will pause until the affected boat has been righted and is prepared to continue sailing.
- When all competitors have been properly accounted for, the CSL will issue instructions to the Safety Fleet regarding whether competitors should be escorted ashore or remain in the vicinity of the committee boat.
- On arrival ashore, competitors will be tallied using standard procedures.

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

### 15. Guidelines for use in the event of lightning

- 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.
- 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 Vessels on each leg of the course to stop, stay close together, to stay close to the RIBs and to invert their boats.
- The Safety Fleet should record the Championship numbers of all the boats in their areas and notify the Bridge.
- Once the risk has passed, then the CSL will inform the Safety Fleet and racing can recommence.

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

## 16. Emergency guidelines

### 16.1 Planning

A designated **Casualty and Emergency Delivery Point** must be established for the event. This location should offer convenient access for RIBs, ambulances, and air ambulances. If an air ambulance is anticipated, an appropriately sized landing area must be provided, featuring an extensive apron that is entirely free of obstructions, including items such as boat and trailer covers, to prevent potential hazards from debris being lifted by helicopter rotor blades.

Prior to the event, the host club's representative must inform the local port authority, coastguard, and lifeboat service of the expected number of vessels and the projected race area.

In circumstances where severe squalls are possible and the Safety Fleet may require additional rescue resources, the ESO should promptly notify the Coastguard.

### 16.2 In the event of a Serious Incident

In the event of an emergency—such as injury to a sailor, any individual supporting the event at sea, or structural damage that compromises the safety of a vessel—the first boat on the scene is responsible for notifying the CSL. The CSL will promptly assess the situation, summon appropriate support, assist in stabilising the incident, and inform the PRO/CRO. Subsequently, the PRO/CRO will determine whether to declare an Emergency Situation via radio communication. During this period, the bridge will coordinate with all relevant parties and arrange any required external assistance.

Should an emergency arise, a declaration of “**code red**” will be made along with the specific location of the incident. Vessels nearest the declared site are required to respond and provide assistance, while all other stations should limit radio communications. In incidents involving sailors, identification will be limited to Championship Numbers to ensure privacy.

Only the essential number of boats should remain involved in managing the emergency; all remaining Safety Vessels must continue providing standard safety coverage for the fleets.

If deemed appropriate, the CSL should contact Emergency Services. When necessary, casualties should be transported ashore using the designated vessel to the Emergency Drop-off Point to rendezvous with Emergency Services personnel.

If the CSL determines that the situation poses a broader risk to fleet safety, a recommendation should be made to the PRO/CRO to shorten or abandon racing activities. Once the fleets have assembled, they should proceed ashore under the direction of the CSLs. The Beachmaster and ESO must be kept continuously updated by the CSLs regarding developments.

An Emergency Situation is officially concluded only when the incident has been resolved, all dangers have been eliminated, the damaged vessel secured, or the casualty safely evacuated ashore. At this point, the CSL or ESO will notify all stations that **CODE RED** has been cleared.

*All code red declarations should be recorded.*

### 16.3 In the event of a Major Incident

A major incident involves death, serious injury, or significant property or environmental damage. In such cases, CSL and PRO will follow the “RYA Major Incident Procedures Emergency Action Plan.”

## 17. RIB Roles

### 17.1 Introduction

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

- Race Management
- Safety Fleet
- Support Boats

*ITCA (GBR) policy is that Kill Cords will be worn at all times, with no modifications, whilst the engine is running.*

Each RIB helm must prioritise competitor safety during races. Their main responsibility is rescue and ensuring competitors are secure. Helms and crew should monitor any incidents and confirm competitors can self-right their boats without help; staying close is unnecessary if racers manage alone.

Competitors separated from their boats will be retrieved and returned, which does not count as outside assistance.

If someone has trouble righting their boat, safety crews may assist. For small competitors who cannot reach the gunwale, help is permitted so they can continue. Although this counts as outside assistance, the Protest Committee may choose not to penalise.

The Protest Committee provides the following information to competitors regarding Rule 41 'Outside Assistance' (Appendix 2). Whenever assistance is rendered to a competitor as described above, the Safety RIB must report the incident to Bridge, after which it will be communicated to the Protest Committee.

If a safety boat determines that a competitor is unfit to continue with the day's scheduled races (e.g., due to fatigue), the CSL should be informed. The CSL will then follow guidelines outlined in section **13**.

If a competitor requires medical attention, the Safety RIB must immediately contact the appropriate First Aid RIB, which will assess the situation. The Safety RIB should also inform the CSL, allowing the First Aid RIB to administer care. Should evacuation be required, the CSL will proceed according to procedures detailed in section **13.3**, taking into account the specific circumstances and location.

Roles within the Safety Fleet will be clearly defined during the Safety Briefing. The CSL will advise all safety crews of their required positions for launch, racing, and recovery, with this information displayed during the briefing.

## 17.2 Safety Fleet Roles 5.3 Course

Call Sign	Position	Additional Tasks
Course Safety Leader (5.3)	Free role 5.3 Course	<ul style="list-style-type: none"> <li>To coordinate all safety boats on the course.</li> </ul>
White 1 to 8 (Used at NS Events & Nationals)	As directed by CSL during Safety Briefing	<ul style="list-style-type: none"> <li>To monitor all boats sailing on the course as directed by CSL</li> <li>To ensure that non-competitors are kept out of the racing area</li> <li>To ensure that flights remain separated during starting sequence</li> </ul>
Blue 1 to 8 (Used during Nationals)	As directed by CSL during Safety Briefing	<ul style="list-style-type: none"> <li>To monitor all boats sailing on the course as directed by CSL</li> <li>To ensure that non-competitors are kept out of the racing area</li> <li>To ensure that flights remain separated during starting sequence</li> </ul>
Red 1 to 8 (Used during Nationals)	As directed by CSL during Safety Briefing	<ul style="list-style-type: none"> <li>To monitor all boats sailing on the course as directed by CSL</li> <li>To ensure that non-competitors are kept out of the racing area</li> <li>To ensure that flights remain separated during starting sequence</li> </ul>
Yellow 1 to 8 (Used during Nationals)	As directed by CSL during Safety Briefing	<ul style="list-style-type: none"> <li>To monitor all boats sailing on the course as directed by CSL</li> <li>To ensure that non-competitors are kept out of the racing area</li> <li>To ensure that flights remain separated during starting sequence</li> </ul>
First Aid Rib (allocated colour and number 9 per safety flight)	Free role 5.3 and 4.2 Course	<ul style="list-style-type: none"> <li>To monitor all boats sailing</li> <li>To provide on the water medical assistance as required</li> </ul>
Press Boat	Free role 5.3 and 4.2 Course	<ul style="list-style-type: none"> <li>To assist retiring competitors.</li> <li>To escort competitors back to the shore prior to the end of racing</li> </ul>
Mark 1	Adjacent to Mark 1 May be anchored	<ul style="list-style-type: none"> <li>Lay Marks as needed</li> <li>Monitor all boats around the inner windward mark</li> <li>To hold official Notice Board as required</li> <li>May assist with moving mark</li> <li>Can be used to assist safety team as directed by PRO</li> </ul>

Call Sign	Position	Additional Tasks
Mark 2 (Nationals)	Adjacent to Mark 2 May be anchored	<ul style="list-style-type: none"> <li>• Lay Marks as needed</li> <li>• Monitor all boats around the outer loop windward mark</li> <li>• May assist with moving mark 2</li> <li>• Can be used to assist safety team as directed by PRO</li> </ul>
Mark 3	Adjacent to Mark 3 May be anchored	<ul style="list-style-type: none"> <li>• Monitor all boats around the outer loop leeward mark</li> <li>• To record sail numbers of the first start competitors as they round the mark prior to the start of another loop</li> <li>• May assist with moving mark 3 and 5</li> <li>• Can be used to assist safety team as directed by PRO</li> </ul>
Mark 4	Adjacent to Mark 4 May be anchored	<ul style="list-style-type: none"> <li>• Monitor all boats around the inner loop leeward mark</li> <li>• To record sail numbers of the first start competitors as they round the mark prior to the start of another loop</li> <li>• To take messages from the committee boat to mark 1 as required</li> <li>• May assist with moving mark 4 and Finish Pin</li> <li>• Can be used to assist safety team as directed by PRO</li> </ul>

## 17.3 Safety Fleet 4.2 Course

Call Sign	Position	Additional Tasks
Course Safety Leader (4.2) (Orange 3)	Free role 4.2 Course	<ul style="list-style-type: none"> <li>To coordinate all safety boats on the course.</li> </ul>
Orange 4 to 8	As directed by CSL during Safety Briefing	<ul style="list-style-type: none"> <li>To monitor all boats sailing on the course as directed by CSL and other tasks as directed</li> <li>To ensure that non competitors are kept out of the racing area</li> </ul>
Mark 1 (Orange 1) (safety if required)	Situated Windward of course between Mark's 1 and 2 May be anchored	<ul style="list-style-type: none"> <li>Monitor all boats around the windward mark's</li> <li>To hold official Notice Board as required</li> <li>Moving mark's 1 and 2</li> <li>Can be used to assist safety team as directed by CRO</li> </ul>
Mark 2 (Orange 2) (safety if required)	Situated Leeward of Mark's 3 and 4 May be anchored	<ul style="list-style-type: none"> <li>Monitor all boats around Mark's 3 &amp; 4</li> <li>Laying Start and Finish Pin,</li> <li>Moving mark's 3 and 4 when required</li> <li>Can be used to assist safety team as directed by CRO</li> </ul>

## 17.4

## 17.5 Race Management Roles

Call Sign	Position	Additional Tasks
Committee	Starboard End Start Line	
Pin End	Port End Start Line	Assist the committee boat during starting sequence May be used as a Finish Boat Can be used to assist safety team as directed by PRO
Finish Pin (Nationals)	Positioned adjacent to the finish Pin Mark	Will station itself at the finish mark to record the fleet as it finishes Will receive competitor's protest notification 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	Can be used to assist safety team as directed by PRO
COM (Racing Chairman)	Beside Committee boat	Liaison between Class & PRO / CRO

## 17.6 Support RIBs

Support Person - Any person who:

- 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
- The requirements of a Support RIB / Person are detailed in section 24 of our Sailing Instructions.

## 18. Event Management Team

### 18.1 Event Safety Officer (ESO)

- Act as the primary contact between Club and Class during the event on aspects of safety
- Manage any abnormal events
- Be available to competitors and their families to answer questions and resolve issues.
- Lead safety briefing each morning.
- Liaise with club to ensure that RIBs are launched safely and moored correctly
- Liaise with club to ensure that RIBs are recovered safely
- Ensure sufficient help to RIB owners when packing them away (as required)

This role may be performed by the Class Chair or a designated substitute. Responsibilities begin

at the first race management meeting of the event and continue until the event concludes. The duties can be divided between “Afloat and Ashore ESO roles” provided that clear boundaries for communication are established between both parties.

The ESO is responsible for ensuring that the event adheres to the Event Safety Policy and Procedures, and coordinates with the Club Safety Officer to facilitate safe and efficient event operations. The ESO should document any incidents that fall outside standard procedures or instances where such procedures do not adequately ensure the safety of competitors and their families.

### 18.2 Course Safety Leader (CSL)

The CSL for each course is required on the evening and morning before the event to register RIBs and launch them. During the event, the CSL is needed before races start, after they finish each day, and as the fleet returns to ensure RIBs are stowed and ITCA (GBR) equipment is collected. This role can be divided between individuals on different day.

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

## 19. Other Key Roles

### 19.1 Event Manager

Liaise with Clubs before the event, post events on the ITCA calendar, open Events on 'my Club admin', and email event declaration sheets to sailors. Coordinate with area reps to fill volunteer roles and manage the Race office during the event.

### 19.2 Registration

Four or five assistants are needed on the first morning of each event to help the Event Manager register sailors. This task includes verifying sailors' personal information, such as contact phone numbers, championship number, and age.

Volunteers receive instructions for performing this role.

### 19.3 Tally Board

At least two people are needed for this role from one hour before the fleet is released until the last competitor returns ashore; during the day, one person may suffice to assist retirees.

Volunteers receive clear guidelines for this position.

- Sailors must tally before going afloat by collecting their Tally Band from the Tally Team and putting it on their wrist. Coordinate with the Beachmaster to report any missed tallies.
- Collect Tallies when sailors return; all competitors must “tally off” upon coming ashore,

and “tally on” before returning to the water.

- Competitors must return their tally band in person.

### 19.4 Beachmaster and Team – Critical to the Safety Fleet

At least six people are needed for this daily role, from fleet launch to the return of the last competitor. Fewer volunteers (one or two) may suffice during the day to assist retirees.

Beach Team members must be appropriately dressed to stand in the water throughout the launch and recovery if necessary.

A written list of all competitors will be given to the Beachmaster together with a list of emergency contact numbers. This information will be destroyed after each event.

- The Beachmaster coordinates coverage of all launch slipways/sites.
- The Beach Team helps competitors launch boats and removes trolleys.
- Trolleys are organised by Championship Number after launching.
- The Beachmaster reports launch times, boats afloat, and unused tallies to relevant personnel.
- The Beach Team assists early finishers/retirees at landing areas.
- The Beach Team brings trolleys to the water’s edge and helps competitors ashore.
- The Beachmaster identifies missed tallies and updates Bridge and CSL/ESO on tally status until all are accounted for.

### 19.5 Bridge

This daily role is for one or two people, covering from an hour before the race to 30 minutes after the last competitor returns.

- Monitor the “Bridge” radio for messages about retiring boats or those leaving the course.
- Record all RIB communications about sailors in the Event Log Book.
- Document all RIB movements, including towing or escorting sailors, in the Event Management Activity Report.
- Coordinate with the Race Office team to keep parents/guardians informed; the team manages contact lists and loco parentis nominations.
- Operate the Public Address system.
- Receive reports from First Aid, Club, or other bodies and notify VCR and/or ESO as needed.

### 19.6 Shore First Aid

This position requires a daily commitment from one individual, beginning one hour before racing commences and concluding 30 minutes after the final competitor has returned ashore.

- Provide first aid assistance to competitors ashore or those brought ashore, as well as to competitors' family members or friends.

Ensure the accurate and thorough completion of accident reports

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## 20. 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?
I have turned it over loads of times and it still will not go	Is the fuel lead in the right way?
	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);*

Call CSL on VHF to report your breakdown and location. A tow will be organised for return to the marina or pontoon.

Update CSL once you're either repaired and back on duty, or confirm you're out of service so alternate safety cover can be arranged.



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## Appendix 2 - Notice to competitors from Protest Committee

### Rule 41 – Outside Help

A crew in the water is at risk. Recovering a crew member from the water, even with outside help, typically does not incur a penalty under rule 41; however, other assistance (like righting a capsized boat) may result in a penalty determined by the Protest Committee, which has discretion per the Sailing Instructions. Actions based solely on safety or aiding smaller and less experienced sailors are usually not penalised.

If the Race Committee sees danger, it can order a boat to accept help. Refusing may lead to a hearing under rule 69.

## 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

## Appendix 4 – Risk Assessment

Daily risk assessment		Event	Course	Date	
Activity Leader (RO, SI etc.)		Number of support boats		Number of participants	
Number of craft		Number of additional RIBs		Shore contact & Telephone No.	
Start time		Finish time		VHF channel	
Tide time		Forecast obtained		Daylight hours	

Description	1 – Low risk	2 – Medium risk	3 – High risk	4 – Very high risk	Score
Wind strength	0 – 10 knots	10 – 15 knots	15 – 20 knots	20+ knots	
Wind direction	Onshore	On / Cross shore	Off / Cross shore	Offshore	
Dist. to sailing area	½ mile	½ - 1 mile	1 – 2 miles	2+ miles	
Air temp (inc. wind chill)	15+°C	10 - 15°C	5 - 10°C	<5°C	
Sailing standard (lowest)	Good sailor (adult)	Good sailor (under 18)	Intermediate sailor	Beginner sailor	
Total sailing time	0 – 1 hours	1 – 3 hours	3 – 4 hours	4+ hours	
Safety boat: dinghy (ratio)	<1:6	1:12	1:15	>1:15	
Subtotal					

Are there any other factors not previously identified that are:

- medium risk (2)
- high risk (3)
- very high risk (4)

(e.g. tide strength, water hazards, visibility, sea state, medical conditions)

- If so, please state and score:

Do any of these factors make it unsafe to go on the water?

If a HIGH or VERY HIGH risk is identified, please state what precautions have been taken to reduce the overall risk

(Redo assessment to amend TOTAL Score):

Description		Score	
Sub total			
Total			
Low risk (<11)	Medium risk (12 – 18)	High risk (19 – 25)	Very high risk (>26)