

HRSC OPERATING PROCEDURES

UPDATED 21 JULY 2021

ALL SAILING OR WATER ACTIVITIES

NEAR MISSES

If an incident occurs where no one was injured but you consider it to be a near miss, or if you notice something that you believe to be a potential hazard you should inform the Senior Instructor, Race Officer or Committee Member and a full report should be entered in the **Accident, Incident & Near-Miss Reporting Form** (located [here](#)) in order to help enable the prevention of an accident in the future.

ACCIDENTS

If a minor accident occurs the Senior Instructor, Race Officer or Committee Member should be informed. A full report must be entered in the **Accident, Incident & Near-Miss Reporting Form** (located [here](#)).

MAJOR INCIDENTS

If a major incident occurs the Senior Instructor, Race Officer or Committee Member should be informed immediately. If the emergency services are called then you must choose a suitable rendez-vous point. If you are moving in the river the best location to meet the emergency services will probably be Helford Passage / Ferryboat beach; if you are close to HRSC then the best rendez-vous location may be the clubhouse. You should use the “what3words” app to share your location with the emergency service. All other on-water activities should be stopped, with sailors returning to the clubhouse if it is safe to do so. A full report must be entered in the **Accident, Incident & Near-Miss Reporting Form** (located [here](#)).

THIRD PARTY

You should inform a Committee member of any incident involving a third party either afloat or ashore, however slight.

CHILD PROTECTION

You should avoid being alone with a child or group of children out of the sight of another adult involved with HRSC. Wherever possible you should work in

partnership with another adult. You should familiarise yourself with the **HRSC Child Protection Policy and Procedure** (located [here](#)).

CLOTHING

Clothing that is suitable for the conditions and the activity should be worn by all participants. This should include sensible footwear, and a hat is recommended. A change of clothes and towel should be brought by all participants.

CONSENT

No person shall go afloat without first completing an enrolment form containing a Health Declaration, and details of an Emergency Contact. In the case of children under 18 this shall be completed by the parent or guardian.

DEFECTS

Any boat or equipment defects should be reported to a Committee member, who will inform the Bosun.

LAUNCHING / LANDING

You should complete a visual check of your chosen launching and landing site for any potential hazards prior to yourself or your group launching or landing.

OPERATING AREAS

Wherever possible operating areas should be planned to avoid the moorings, congested areas and other water users. You should check your proposed area with the Senior Instructor, Race Officer, Committee Member.

JUNIOR SAILING

ATTENDANCE

No one should be involved in an HRSC activity unless they have been authorised by Captain Juniors. A register should be taken upon commencement of each session by the Senior Instructor or their nominated person.

BUOYANCY AIDS

All participants should wear a Buoyancy Aid on, in, or near the water. It is the responsibility of all volunteers and staff to ensure that every child is wearing a correctly fitting Buoyancy Aid.

BRIEFING

No activity afloat should commence without a briefing that includes weather, tide, operating area, potential hazards, communication signals, and the aim of the exercise. Each session should be concluded with a debriefing.

STAFFING

The Senior Instructor (or nominated person) must be in attendance whilst taught activities take place afloat.

1. No one should go afloat without approval from the Senior Instructor.
2. No one should go afloat until there is a Safety Boat already afloat, or available for immediate use.
3. There should be at least one Safety Boat to every six dinghies.
4. There should be at least one Instructor or Assistant Instructor to every nine students or six dinghies. Where the Instructor is aboard a crewed dinghy with their students there should be at least one instructor to every three students.
5. Sailing dinghies should not be loaded with more than the manufacturer's recommended weight. The Senior Instructor will advise on suitable numbers if there is doubt.
6. Prior to leaving the shore the group Instructor should check that each dinghy's hull, rig, fixtures and fittings are in good working order, and that all equipment is present and in its correct position. The group Instructor should also check that all participants' dinghies are correctly rigged, and suitably set up for the conditions.
7. At the end of each session the dinghies should be de-rigged, rinsed with fresh water where possible, neatly packed away (including covered if a cover is provided), and stored in a suitable location (this will usually be determined by the Senior Instructor). The group Instructor should check each dinghy to ensure this occurs.

ADULT SAILING

GENERAL

- Organise attendees into two groups, Helms and Crew.
- Check for adequate clothing, footwear and buoyancy aids.
- Consulting both helms and Safety Boats, choose sailing area, bearing in mind water safety, wind direction and strength, and tide.
- Consulting dinghy helms recommend reefing if appropriate.
- Ensure each helm has a VHF radio, to be tested before leaving the mooring.
- Complete Helm and Crew Sheets and pass on to Safety Boats.
- Request helms not to proceed to sailing area until all boats are rigged.
- Request helms to stay within sight of the Safety Boats at all times.
- Stay within the confines of the river.
- Request helms respond to the recall signal at the end of the session.
- Request helms to ensure mooring lines are secured with a round turn and two half hitches round the base of the mast.
- Request helms ensure centreboard is up, rudder and tiller stowed away, and halyards secured.
- Take feedback from helms.
- Helms to report any problems or damage to club boats.
- Ensure club VHF radios are returned to the cupboard.

SAFETY BRIEFING

- Take care when transferring between boats or onto pontoon.
- Always be aware of boat balance.
- Beware of Highfield Lever on the Wayfarer
- Keep limbs inside boat when coming alongside.
- Avoid head injury from boom when tacking or gybing

CAPSIZE DRILL

- Helm to ensure all crew are accounted for in the unlikely event of a capsize.
- Take care not to become entangled with the sails or rigging and make way round the stern to the centreboard, remaining in contact with the boat.
- If you find yourself in the water under a sail just put your hand above your head to create an air space and move quickly to the sail's edge.
- Stay with the boat.
- Use radio or wave to attract attention.
- Follow instructions given by the helm and Safety Boats on their arrival.

DINGHY RACING SAILING INSTRUCTIONS

RULES

Racing will take place under the current World Sailing (formerly ISAF) Rules , with RYA Prescriptions, these sailing instructions, the appropriate class rules, and the Notice of Races.

1. **RISK STATEMENT**

The responsibility for a boat's decision to participate in a race, or to continue racing, is hers alone.

Sailing is by its nature an unpredictable sport, and therefore inherently involves an element of risk. By taking part in the event, each competitor agrees and acknowledges that:

- i) They are aware of the inherent element of risk involved in the sport and accept responsibility for the exposure of themselves, their crew and their boat to such inherent risk whilst taking part in the event.
- ii) They are responsible for the safety of themselves, their crew, their boat and their other property whether afloat or ashore.
- iii) They accept responsibility for any injury, damage or loss to the extent caused by their own acts or omissions.
- iv) Their boat is in good order, equipped to sail in the event and they are fit to participate
- v) The provision of a Race Management Team, patrol boats and other officials and volunteers by the event organiser does not relieve them of their own responsibilities.
- vi) The provision of patrol boat cover is limited to such assistance, particularly in extreme weather conditions, as can be practically provided in the circumstances.
- vii) It is their responsibility to familiarise themselves with any risks specific to this venue or this event drawn to their attention in any rules and information produced for the venue, and to attend any safety briefings for the event.
- viii) They are responsible for ensuring that their boat is equipped and seaworthy so as to be able to face extremes of weather, that there is crew sufficient in number, experience and fitness to withstand such weather, and that the safety equipment is properly maintained, stowed and in date and is familiar to the crew.

2. **Entry and insurance**

The owners / helmsmen of all dinghies wishing to take part in races must do the following: -

- i) Insure their craft for a minimum of £3,000,000 third party risks
- ii) Complete, sign and return an official Entry Form to the Club for 2021 before racing, (available from the Club Administrator or Captain of Dinghies or from the Club Website).

- iii) Pay the required entry fees to the Club Administrator
- iv) Under 16's must complete a Parental consent form available from the Club Administrator, or the Club Website.

No points or places will be given to any competitor who fails to satisfy all of these requirements.

3. **Safety**

Life jackets or buoyancy aids must be worn by all competitors at all times. All dinghies must be equipped with adequate buoyancy, (properly secured), and carry all safety equipment. It is the responsibility of the competitors alone to decide whether or not it is safe to race. This includes an assessment of weather conditions and forecasts, the sea worthiness of their vessel and the competence, experience and fitness of its crew. Such standards may vary and the fact that a race has not been cancelled does not mean that it is safe for all competitors to take part.

4. **Navigation**

On all courses competitors must pass north of Voose Buoy and south of Bar Buoy. Competitors must take every precaution to keep clear of moored craft in the river. Particular attention is drawn to those rules concerning rights of way at obstructions.

5. **Novice Class**

There may be a class for novices starting 5 minutes before the main start. Helms persons wishing to enter this class shall declare this on their entry form and notify the Race Officer prior to leaving the pontoon and there must be at least three starters. If less than three novice starters they shall start with the main class start.

6. **Courses**

Courses will be either:

i) Pursuit: -

The course to be sailed may be signalled by course letter board hung at the foot of the ramp leading to the pontoons. Details of courses are given on race cards available from the Club Office and Captain Dinghies. Competitors should ensure they use the most up-to-date card by checking the valid date on the card with that on the Club Notice Board.

ii) Committee Boat Line Start: -

Letter "A" may be displayed at the foot of the ramp. The course letter board may be displayed from the Committee Boat before the Warning signal. Courses may be selected from the race card, Committee Boat Line Start section.

iii) Windward/Leeward/Triangle Courses:

Letter 'B' may be displayed at the foot of the ramp. The course may be standard windward/leeward triangle as illustrated in the Racing Rules of Sailing, with an option to reduce the number of laps by shorten course

procedure and an option to use the windward and leeward marks as starting and finishing marks.

iv) Average Lap Timed Races.

Where possible & convenient races will be raced under the Average Lap Time system. Letter "C" may be displayed at the foot of the ramp.

v) Light winds,

A light wind course option may be signaled by letter board L at the bottom of the Ramp, or on the committee boat. A suitable light wind course will be notified by Captain Dinghies or the Race Officer.

vi) Dynamic Courses.

Letter "D" may be displayed at the bottom of the ramp. The Race Officer will devise the course, which may be displayed on the side of the Committee Boat.

6. **Starting**

i) Pursuit.

A signal will be sounded at or soon after the start time published in the HRSC Year Book, or otherwise advised elsewhere. Each dinghy will start at its own individual start time shown on the race card after this sound signal. The start line is the Club Line marked by the transit of the two masts at the clubhouse, with Bar buoy as the northern limit.

ii) Committee Boat Line Start.

The starting procedure will follow RRS 26, pg 20 with the warning signal at or soon after the time published in the HRSC Year Book, or otherwise advised elsewhere. In addition there may be a signal 5 mins before the warning signal, and Int. code Flag 'B' will be hoisted. Flag 'B' will be lowered at the Warning signal, and then RRS 26 will be followed. Alternatively & at the discretion of Captain Dinghies there will be a 3 flag start for a simplified procedure if indicated either for novice racers or merged safety: committee boat operations. The start line will be a line between an orange flag on the Committee Boat and a pin mark which may be a laid mark with an orange flag, or a mark of the course.

The start line will be in the vicinity of the Start Mark, identified in brackets on the race card.

iii) Windward/Leeward/Triangle line start.

The starting procedure will be as per SI 6 ii above (Committee Boat Line start).

7. **Number of starters-** For a race to be valid the number of starters must be at least two.

8. Finishing

i) Pursuit.

The finish will be at the first mark, rounded by the leading boat after a minimum time period (hitherto 90 mins) has expired. If the full course is completed before this time then the legs marked in brackets on the Race Card will be repeated until the minimum time period has elapsed. The finish may or may not be marked by a Committee or patrol boat. The finish line is deemed to be a line extending from the finish mark, at right angles to the course from the previous mark. The finish mark should be left on the same side as it would have been rounded. There will not be a hook finish. The length of the line will be two boat lengths. Any boat not on the same leg as the lead boat when the minimum time period expires shall finish by rounding the next mark on the correct side. The Committee Boat or patrol boat will attempt to record finishing positions. However, it is essential that competitors note the name / sail number of the boats finishing ahead and astern.

ii) Committee Boat Line Start.

The finish line will be marked by the Committee Boat and a mark of the course. The line will be at 90° to the course from the previous mark. Boats will finish by crossing the line leaving the mark of the course on the correct side according to the Race Card. To indicate that the Committee Boat is on station it may fly a blue flag.

The Race Officer will finish the race after approx. 60 mins duration, at a mark of his/her discretion, by following the shorten course procedure. The course may be shortened between marks of the course by creating a finish gate between a blue flag displayed on the committee boat and an additional mark displaying an orange flag, and by following the shorten course procedure before the first boat crosses the finish line.

iii) Windward/Leeward Triangle Races.

The finishing procedure will be as per SI 9ii above (Committee Boat Line start Race)

9. **Shortening course:** In accordance with RRS 32.2, except as modified by these Sailing Instructions.
10. **Retirements:** All competitors retiring must notify the Race Officer or Patrol Boat Crew as soon as possible.
11. **Time limits** Committee Boat line start and Windward/Leeward/Triangle line start races. Any boat not finishing within 30 mins of the leading boat will be deemed to have retired.
12. **Protests:** will be heard in accordance with WS Rules 60 – 71.4. This procedure must be followed correctly and in full, or the protest may not be heard.
13. **Assistance:** to another boat It is the duty of every dinghy to render all possible assistance to any vessel or person in distress in accordance with Fundamental Rule 1.1. Helping Those in Danger. The Race Committee will

subsequently make every effort to reach an equitable decision regarding the outcome of the race in accordance with Rule 62.

14. Scoring

RRS Appendix A pg 54 will apply. Additionally, the Race Officer shall be awarded his average points scored in the other races in that series.

15. Alternate Rigs Helms and Boats

- i) Lasers shall be allowed to use Standard, Radial or 4.7 rigs for any race.
- ii) In the event of a change of helms person in any series, the race results points shall be awarded to the boat and not to the individual helms person.
- iii) Helmsmen may helm any boat in any series and the scores shall be attributed to the helmsman.

16. Handicapping

Handicapping will be organised using the Portsmouth Yardstick Scale as determined by the Sailing Committee. All entries shall adhere strictly to their respective class rules and to their PY rating.

17. Use of Club Boats

- i) Club boats may only be used for racing by helmsmen who have been previously authorised to do so by Captain Dinghies and only when a safety boat attends.
- ii) Users of club boats must take all steps to avoid damage. At the end of racing the boats should be returned to their moorings or the dinghy park, properly secured with sails properly folded and returned to the store. Any damage must be reported promptly to Captain Dinghies.

SAILOR CONFIRMATION

It is a Club and RYA requirement that any adult involved with club organised on-water activities ensures that they have read and understood the operating procedures. Please read this document and then sign and date below.

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| I confirm that I have read and understood the HRSC Operating Procedures. | |
| Print name: | |
| Sign name: | |
| Date: | |