

Club Sailing & Racing – General Rules

Sailing Area

Normal Club sailing will be permitted within the following bounds and **always within sight of the Club**. Special permission must be obtained from a Flag Officer to sail outside the Club limits. See diagram.

- a. The easterly limit is the power plant, within line of site of DSSC
- b. The westerly limit is Dhekelia jetty.
- c. The southerly limit is 1 mile offshore.
- d. Sailing is not permitted in the area of Dhekelia jetty and the jetty pier heads when flag A (white/blue swallow tail) is flying from the jetty mast. Flag A indicates diving activity.
- e. Sailing is not permitted in marked non-boating areas.

Qualifications to Sail

Club members may sail club boats in certain wind strengths according to their qualifications:

- a. RYA Level 2 up to 18 Knots.
- b. RYA Level 3 up to 25 Knots.
- c. Beyond 25 Knots, Sailing in Club Boats is not permitted unless sailing under instruction by a RYA Instructor.

Guest sailors are required to present their qualifications to the Officer of the Day before sailing.

Buoyancy Aids

An approved Personal Buoyancy aid is to be worn at all times. It is the responsibility of the user to check this aid for tears, rips or breakages which may affect its performance. Any unserviceable aids are to be reported to the OOD or Boatswain.

Booking Out and Booking In

Both club and private boats are to be booked out using the booking out folder and consulting the Officer of the Day.

When returning from sailing, club boats must be fully stowed, washed, put away with cover rigged, then signed back in with any defects reported. Sailing will only be allowed with a Rescue Boat in place.

Club Sailing & Racing – OOD Safety Checklist

Before Allowing Sailing

- Weather Forecast Checked and displayed
- Wind strength below 25 Knots
- Rescue Boat Helm and 2nd Helm in place
- Rescue Boat on the Water
- Communications checked between Rescue Boat and Shore
- Safe to sail flag (green) hoisted
- Ensure all boats booked out correctly
- All helms & crews (club boats) qualified for the conditions and wearing buoyancy aids. Wetsuits as required (winter only)

During Sailing

- Regularly review Wind Strength and Wave State
- Maintain a watch and ensure boats remain within Sailing Area
- Check Communications regularly between Rescue Boat and Shore
- Watch for boats in difficulty, direct Rescue boat as required
- Ensure enough safety boats for number of craft sailing (See Wind chart)

After Sailing

- Ensure all crew return!
- Ensure that all boats are booked in and defects reported
- Ensure all boats are washed down and put away
- Ensure all equipment is put away correctly

Club Sailing & Racing – Risk Assessment

Unit/Formation: Dhekelia Services Sailing Club
 Activity/Exercise: Club Dinghy Sailing
 Relevant Publications/Pamphlets/Procedures: AGAI Chap 18, SOP 225a, HQ BFC WSC Minutes
 Steps relate to the Risk Assessment Process

Assessor: Rear Commodore (Sailing)
 Date Assessment 7 May 2013
 Review Date 7 May 2014
 Generic Risk Assessment: Yes/No

Ser	Activity / Element (Step 1)	Hazards Identified (Step 2)	Existing Controls (Step 3)	Residual Risk (Step 4)	Additional Controls Required (Step 5)	Residual Risk(Step 6)
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	Dinghy Sailing & Racing	Drowning	1. At least one of the Staff trained in First Aid 2. Safety Boat available 3. Buoyancy Aids worn 4. 50m or Service Swim Test Conducted	No Residual		N/A
2	Dinghy Sailing & Racing	Hypothermia (Winter Sailing)	1. At least one of the Staff trained in First Aid. 2. Wetsuits recommended. 3. Safety Boat available. 4. Wind strength limitations on sailing.	No Residual		N/A
3	Dinghy Sailing & Racing	Head Injury from booms	1. Briefing on the danger (RYA Training) 2. At least one of the Staff trained in First Aid	No Residual		N/A
4	Dinghy Sailing & Racing	Injury from safety boat prop.	1. Kill cords used. 2. Engine stopped when pulling in swimmers. 3. RYA Good practices employed.	No Residual		N/A
5	Dinghy Sailing & Racing	Launching and recovery of boats.	1. Supervised by OOD. 2. Trained RYA L2.	No Residual		N/A
6	Dinghy Sailing & Racing	Multi Craft Capsize	1. Safety helms instructed to aid swimmers in distress before recovery of craft. 2. Sailing area and therefore spread of craft limited.	No Residual		N/A
7	Dinghy Sailing & Racing	Cut Feet	1. Footwear recommended.	No Residual		N/A
8	Dinghy Sailing & Racing	Entanglement / Entrapment after capsize.	1. Knives carried on safety boats. 2. Trained RYA L2.	No Residual		N/A

	Name	Post	Date	Signature
Existing and Additional Controls Agreed				
Additional Controls Implemented				

Sail Training – General Rules

Sailing Area

As for 'Club Sailing and Racing', but an RYA Instructor may modify the sailing area for particular training serials. If this occurs, arrangements must be put in place to maintain safety cover.

Limits of Qualifications

Only RYA Instructor Qualifications are recognised. Instructors may only instruct within the boundaries laid down by the RYA, with at least the prescribed safety measures in force.

Briefing Students

Students are to be briefed on the facilities and safety aspects of the club and boats before proceeding on to the water for the first time.

Officer of the Day

The lead Instructor will assume the responsibility of Officer of the Day.

Rescue Boat

It is permissible for an Instructor to act as the 2nd Rescue Boat Helm and leave the Rescue boat to be single handed for short periods during controlled training in under 15 Knots of wind.

Sail Training – Instructor Safety Checklist

Before Starting Training

- Weather Forecast Checked and displayed
- Wind strength below 15 Knots
- Rescue Boat Helm and 2nd Helm in place
- Rescue Boat on the Water
- Communications checked between Rescue Boat and Shore
- Students briefed on the club facilities, safety equipment and communications
- Students briefed on dangers of the Boom,

During Training

- Regularly review Wind Strength and Wave State
- Maintain a watch and ensure boats remain within Sailing Area
- Check Communications regularly between Rescue Boat and Shore
- Watch for boats in difficulty, direct Rescue boat as required
- Ensure enough safety boats for number of craft sailing (See Wind chart)
- Students briefed on dangers of Entanglement and Entrapment

After Training

- Ensure all crew return!
- Ensure that all boats are booked in and defects reported
- Ensure all boats are washed down and put away
- Ensure all equipment is put away correctly

Sail Training – Risk Assessment

Unit/Formation: Dhekelia Services Sailing Club
 Activity/Exercise: Club Dinghy Sailing
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Assessor: Rear Commodore (Sailing)
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 Generic Risk Assessment: Yes/No

Ser	Activity / Element (Step 1)	Hazards Identified (Step 2)	Existing Controls (Step 3)	Residual Risk (Step 4)	Additional Controls Required (Step 5)	Residual Risk(Step 6)
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	Dinghy Training	Drowning	1. All Instructors to be trained in First Aid 2. Safety Boat available 3. Buoyancy Aids worn 4. 50m or Service Swim Test Conducted	No Residual		N/A
2	Dinghy Training	Hypothermia (Winter Sailing)	1. All Instructors to be trained in First Aid. 2. Wetsuits used for winter. 3. Safety Boat available. 4. Wind strength limitations on sailing.	No Residual		N/A
3	Dinghy Training	Head Injury from booms	1. Briefing on the danger by Instructor 2. All Instructors to be trained in First Aid	No Residual		N/A
4	Dinghy Training	Injury from safety boat prop.	1. Kill cords used. 3. Engine stopped when pulling in swimmers. 3. RYA Good practices employed.	No Residual		N/A
5	Dinghy Training	Launching and recovery of boats.	1. Supervised by Instructor 2. Training covered in syllabus	No Residual		N/A
6	Dinghy Training	Multi Craft Capsize	1. Safety helms instructed to aid swimmers in distress before recovery of craft. 2. Sailing area and therefore spread of craft limited.	No Residual		N/A
7	Dinghy Training	Cut Feet	1. Footwear mandatory	No Residual		N/A
8	Dinghy Training	Entanglement / Entrapment after capsize.	1. Knives carried on safety boats. 2. Briefing and close watch by Instructor	No Residual		N/A

	Name	Post	Date	Signature
Existing and Additional Controls Agreed				
Additional Controls Implemented				

Cruises (Day Sailing) – General Rules

Cruise Leader

The Cruise Leader is to hold one (or higher) of the following qualifications:

- a. RYA Dinghy Instructor.
- b. RYA Day Skipper.
- c. RYA Dinghy Day Sailing (Formerly part of Level 3).
- d. RYA Assistant dinghy instructor or experienced sailor approved by the Principal or Rear Commodore (Sailing)

The Cruise Leader is subordinate to the Officer of the Day, that is to say, that the Officer of the Day's decisions, being the representative of the Rear Commodore are final.

The Cruise Leader is responsible for planning the Cruise and the Safety of all persons and craft taking part. They are to take command of the flotilla while at sea, using a Safety Boat as the command vessel.

Instructions to Participants

The following standing instructions will apply to all sailing vessels taking part and must be briefed prior to the cruise taking place, helms are to:

- a. Follow the instructions of the Cruise Leader at all times.
- b. Keep within close visual range of a Safety Boat.
- c. Stay within close visual range of the slowest vessel sailing; turning back on their course if necessary.
- d. Take clothing appropriate to the worst conditions likely to be encountered.
- e. Reef, sail under main/jib only or beach their craft for later retrieval if weather conditions deteriorate or if ordered by the Cruise Leader.

Safety Boats

Regardless of the number of boats participating, there is to be at least two Safety Boats, appropriately equipped accompanying the cruise.

Cruise Plan

The Cruise Leader is to prepare and post a plan for the Cruise, containing as a minimum:

- a. Weather Forecast for the duration of the cruise.
- b. Departure time.
- c. Destination and ETA.
- d. Return time.
- e. Course to take (blackboard diagram) any details of any hazards to navigation.
- f. Details of Safety Boats and crews.
- g. Communications in use.

Adverse Weather

No cruise is to take place if the wind strength is likely to increase in excess of 25 Knots. The Cruise Leader is to continuously assess the conditions and order a reduced sail plan to compensate, erring on the side of safety if in doubt.

Ultimately it may be necessary to take boats under tow order boats ashore to be recovered later to avoid injury to people and damage to vessels.

Much unnecessary damage has been done to club boats in the past from not taking action early enough.

Communications

The Cruise Leader is to maintain and test communications with all Safety Boats and with the Officer of the Day at DSC via VHF; backed up by mobile phones if necessary. The Cruise Leader is to inform the Officer of the Day of the following:

- a. Arriving at destination.
- b. Any safety incident occurring.
- c. If assistance is required.
- d. If encountering adverse weather and/or wind above 25 Knots.

Qualifications to Sail

Club members may sail club boats in certain wind strengths according to their qualifications and the club sailing limitations policy (Information Leaflet J)

- a. RYA Level 2 up to 18 Knots.
- b. RYA Level 3 and above up to 25 Knots.
- c. Beyond 25 Knots, Sailing in Club Boats is not permitted unless sailing under instruction by a RYA Instructor.
- d. A cruise should not be commenced unless the wind speed is below 18 Knots.

Guest sailors are required to present their qualifications to the Officer of the Day before sailing club boats.

Buoyancy Aids

An approved Personal Buoyancy aid is to be worn at all times. It is the responsibility of the user to check this aid for tears, rips or breakages which may affect its performance.

Booking Out and Booking In

All private and club boats must be booked out using the booking out folder and consulting the Officer of the Day.

When returning from sailing, club boats must be fully stowed, washed, put away with cover rigged, then signed back in with any defects reported.

Cruises (Day Sailing) – Cruise Leader Safety Checklist

- Weather Forecast Checked and displayed
- Wind strength below 25 Knots
- Instructions to Helms briefed and cruise plan displayed
- At least 2 Safety Boats on the water
- Communications checked between Safety Boats and Shore
- Safe to sail flag (green) hoisted
- Ensure all boats booked out correctly
- All helms & crews (club boats) qualified for the conditions and wearing buoyancy aids. Wetsuits as required (winter only)

During Sailing

- Regularly review Wind Strength and Wave State
- Maintain a watch and ensure boats remain within visual range of Safety Boats
- Check Communications regularly between Safety Boats and Shore
- Watch for boats in difficulty, direct Rescue boat as required
- Order reduced plan or take in tow if weather deteriorates

After Sailing

- Ensure all crew return!
- Ensure that all boats are booked in and defects reported
- Ensure all boats are washed down and put away
- Ensure all equipment is put away correctly

Cruises (Day Sailing) – Risk Assessment

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(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	Dinghy Day Sailing	Drowning	1. At least one of the Staff trained in First Aid 2. Safety Boat available 3. Buoyancy Aids worn 4. 50m or Service Swim Test Conducted	No Residual		N/A
2	Dinghy Day Sailing	Hypothermia (Winter Sailing)	1. At least one of the Staff trained in First Aid. 2. Wetsuits recommended. 3. Safety Boat available. 4. Wind strength limitations on sailing.	No Residual		N/A
3	Dinghy Day Sailing	Head Injury from booms	1. Briefing on the danger (RYA Training). 2. At least one of the Staff trained in First Aid.	No Residual		N/A
4	Dinghy Day Sailing	Injury from safety boat prop.	1. Kill cords used. 2. Engine stopped when pulling in swimmers. 3. RYA Good practices employed.	No Residual		N/A
5	Dinghy Day Sailing	Launching and recovery of boats.	1. Supervised by OOD. 2. Trained RYA L2.	No Residual		N/A
6	Dinghy Day Sailing	Multi Craft Capsize	1. Safety helms instructed to aid swimmers in distress before recovery of craft. 2. Spread of craft limited by Safety Boats. 3. All boats briefed to stay within reach of Rescue Boats. 4. Ratio of Safety Boats to Dinghies maintained.	No Residual		N/A
7	Dinghy Day Sailing	Cut Feet	1. Footwear recommended.	No Residual		N/A
8	Dinghy Day Sailing	Entanglement / Entrapment after capsize.	1. Knives carried on safety boats. 2. Trained RYA L2.	No Residual		N/A
9	Dinghy Day Sailing	Safety Boat Breakdown	1. Two Safety Boats always in attendance.	No Residual		N/A

	Name	Post	Date	Signature
Existing and Additional Controls Agreed				
Additional Controls Implemented				