

Cruises (Day Sailing) – General Rules

Cruise Leader

1. 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 Instructor or Experienced sailor approved by the Principal or Rear Commodore (Sailing).
2. 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 (Sailing) 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

3. 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.
 - f. In addition, helm or crew must be over 16 and qualified for the conditions.

Safety Boats

4. Regardless of the number of boats participating, there is to be at least two Safety Boats, appropriately equipped accompanying the cruise. The following ratios of Safety Boats to sailing craft at sea to be adhered to at all times, during cruise activities:

Wind Strength	Safety Boat Ratio
0 – 17 Knots	2 Safety Boat per 12 Sailing Craft
18 – 21 Knots	2 Safety Boat per 10 Sailing Craft
21 – 27 Knots	2 Safety Boat per 8 Sailing Craft

Cruise Plan

5. The Cruise Leader is to prepare and post a plan for the Cruise, containing as a minimum:
- Weather Forecast for the duration of the cruise.
 - Departure time.
 - Destination and ETA.
 - Return time.
 - Course to take (blackboard diagram) any details of any hazards to navigation.
 - Details of Safety Boats and crews.
 - Communications in use.

Adverse Weather

6. 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.
7. Ultimately it may be necessary to take boats undertow or order boats ashore to be recovered later to avoid injury to people and damage to vessels.
8. Much unnecessary damage has been done to club boats in the past from not taking action early enough.

Communications

9. The Cruise Leader is to maintain and test communications with all Safety Boats and with the Officer of the Day at DSC via VHF CH8; 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

10. Club members may sail club boats in certain wind strengths according to their RYA qualifications and club limitations policy:
 - 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.
11. A Cruise should not be commenced unless the wind speed is below 18 knots.
12. Guest sailors are required to present their qualifications to the Officer of the Day before sailing club boats¹.

Buoyancy Aids

13. 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

14. All **private and club boats** must be booked out using the booking out folder and consulting the Officer of the Day.
15. When returning from sailing, the boat must be fully stowed, washed, put away with cover rigged, then signed back in with any defects reported.

¹ Includes seamanship or advanced sailing under the new scheme or L2 with a reduced sailplan.

Cruises (Day Sailing) – Cruise Leader Safety Checklist

Before Allowing Sailing

- Weather Forecast Checked and displayed
- Wind strength below 18 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

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Cruises (Day Sailing) – Risk Assessment

Unit/Formation: Dhekelia Services 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 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 alongside 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

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