



Standard Operating Procedure

Club Sailing - Dinghies

Ownership & Applicability

Person responsible for update of this procedure:	Dinghy Sailing Secretary
Responsible for Activity:	OOD/ Race Officer or Senior Instructor
Applicable to:	All dinghy sailors under direction of OOD/Race Officer

Approval

Drafted / Revised	Approved	Revision	Effective from
Kieran Garrett		0	March 2015

SOP Owner: _____ Date: _____

Flag Officer: _____ Date: _____

. Scope

- These guidelines refer only to Club Racing events (e.g. Thursday & Saturday races at Broadmeadows) where the event is normally managed from the shore by a single person.
- Open racing events (or larger club events such as Regattas) are normally arranged and run by organizing sub committees and individual responsibilities are tailored to the specific event while retaining alignment with overall MYC Safety Statement.
- Officer of the Day (OOD) otherwise known as Race Officer is the designated officer who is in overall charge at club racing events. In the case of a course this may be the senior instructor.

OOD/ Race Officer Key Responsibilities (Club racing) :-

- Review weather forecast and current conditions and determine if race should proceed. Confer with club officers or experienced sailors as required to reach a safe decision taking into account weather/ sea conditions , experience level of sailors and availability of support/ rescue resources on the day .
- In challenging conditions the OOD is also empowered to limit race entry to more experienced sections of the fleet (junior sailors). In such a situation average race points shall be awarded to juniors who turn up but do not race. Relevant senior instructor (or Club officer) shall define the fleet composition . Class Captains may assist with decision.
- In challenging weather conditions OOD is also empowered to request relevant experienced personnel to remain on shore to assist with the race or assist with rescue .
- Request sailors to fill in attendance sheet prior to launch.
- Advise sailors to wear suitable Personal flotation devices (PFD) when on the water.
- When appropriate – remind sailors of the risks associated with sailing at Broadmeadows(reference listing in Appendix 3 of safety statement)
- Verify that degree of rescue coverage is suitable to the conditions anticipated. Adjust as required.
- Brief rescue crew before going on the water. Clarify method of communication with rescue boat on water.
- Liaise with Rescue boat co-coordinator (if present) on aspects related to safety on the water.
- Set course and brief sailors.
- Provide signal to launch when rescue boats and crews are ready.
- Manage the race or event in line with club and/or ISA guidelines.

- Monitor situation on the water and make decision to abandon or launch additional rescue as required
- Verify return to shore of personnel signed on attendance sheet.
- Arrange for update of race results or event records.
- Manage response to incidents or resolution of issues with escalation for additional assistance as required.

OOD(Race Officer) Authority (Club racing): -

- OOD has authority to abandon, postpone or cancel an activity at any time to maintain safety.
- OOD has authority to overrule a decision by a junior individual to sail.
- OOD has authority to request additional resources or assistance prior to race .

Reminder of Responsibility of Individual Sailors (OOD to communicate):-

- Skippers are individually responsible for
 - Seaworthiness of their craft
 - Deciding whether or not to sail.
 - Wear suitable Personal flotation devices (PFD) when on the water
 - Advise crew members on the wearing of Personal flotation devices(PFD)
- In the case of junior members, parents hold a responsibility for promoting adherence to the guidelines set out in MYC safety statement and operating procedures.
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