



LYME REGIS SAILING CLUB Ltd

Standard Operating Procedure: Beach Master for Groups Undergoing Instruction

INTRODUCTION

- A designated Beach Master should be appointed to deal with shore-based requirements whenever a course is being run afloat.
- Occasionally, if it is not possible to delegate one person to take on the role of Beach Master (e.g. when small groups are being run with a small number of staff), the Beach Master tasks should be distributed by the person in charge of the session to take account of all foreseeable situations.
- When students and staff are on the water, a designated Beach Master may have time to carry out alternative duties (e.g. maintenance, administration) within the harbour area, while at the same time keeping a listening watch on channel 37/M/M1.
- For Tuesday and Saturday youth training groups, the Beach Master's role is one of listening and keeping watch primarily. The other jobs (see below) are very much a secondary priority for the Beach Master and team.

BEACH MASTER JOB DESCRIPTION

- Monitor, and complete where necessary, all paperwork for the course on the water, ensuring that information/documents are filed in the appropriate place (e.g. Register, OG6 Daily Ops Log, Student Details).
- Check and clear the slipway with assistance of your team. Ensure that the trolleys and other equipment are stored in appropriate positions and any spare rigging is returned to its storage location. (See LRSC Ltd Standard Operating Procedure: Slipway Usage.)
- Report faulty equipment and place it in the designated area depending upon ownership. For the Lyme Regis Sea School (LRSS) small items should go in the bag in the garage and larger items in the club compound.
- During launching, provide a communication channel to the RIBs about activities which they may not be able to see temporarily (e.g. someone having a problem in the harbour).
- Keep a listening brief on channel 37/M/ M1 and respond to requests from the on-water team and Senior Instructor for the session.

- Beach Masters who are regularly using radios are encouraged to seek appropriate training (e.g. Marine VHF Short Range Certificate) since otherwise they are legally limited to using channel M and M2 and not international channels (including 16) unless they are under instruction.
- At busy times when boats are returning to the harbour provide information to the Senior Instructor and act as a control to avoid congestion on the beach and in the harbour mouth. Particular note should be taken of larger working boats manoeuvring.
- Organise trolleys for recovery of the boats. Use team members to assist single handed returners when possible.