



LYME REGIS SAILING CLUB Ltd

Officers and Helms Duties and Responsibilities: Sailing (Non-instructed) and (Major Events)

The Race Officer (RO) or Principal Racing Officer (PRO)

- The RO is responsible for overall management of all non-instructed sailing events. In this position he/she will promote and demonstrate reasonable standards of health and safety practice in line with the Club's Health, Safety and Environmental Policy Statement.
- The RO will also ensure that:
 - for normal club racing the risk assessment is guided by the LRSC Ltd Risk Assessment for Sailing (Non-instructed) as published on the website.
 - for major events the risk assessment is guided by the LRSC Ltd Risk Assessment for Sailing (Major Events Generic) (see website) amended to ensure that the risks associated with the particular event are adequately controlled.
 - members acting in support of the relevant event are adequately trained to fulfil their health and safety responsibilities on behalf of the club.
 - any problems that may subsequently interfere with the effective implementation of the Club health and safety policy are reported to the committee.
- Where an RO feels uncomfortable with his/her relevant experience, there is an informal network of experienced ROs willing to advise.
- For more detail consult the LRSC Ltd RO Duty Guide (see website).

RIB Drivers

- RIB Drivers work under the direction of the RO.
- All drivers should be qualified to RYA Powerboat Level 2 unless being instructed.
- A crew should always accompany the helm whenever a RIB goes to sea.
- They should be familiar with the contents of the LRSC Ltd Safety Boat Handbook (see website) and its updates, which should be read annually at least.
- They should ensure that the pre-launch checks (Safety Boat Pre-Check List) are completed and that any issues regarding the safety of the boat and equipment are reported to the RO and Bosun.
- They should be aware that the order of priority during a rescue are:
 - Their own and RIB crew's personal safety
 - The safety of other boat crews
 - The rescue or prevention of damage to sailing vessels
- The control of a specific rescue is in the hands of the RIB Driver. If casualties fail to comply with instructions, the RIB Driver may leave the rescue after a clear warning.
- If RIB Drivers consider that conditions are beyond what they feel able to deal with safely, they must inform the RO.
- During racing the RIB Driver should stay on station until stRO down by the RO.

Beach Master

- Beach Masters work to the instruction of the RO, who is in overall charge of all matters associated with the event.
- They should be familiar with the contents of the LRSC Ltd Beach Master Duty Guide (see website).
- The main function of the Beach Master is to act as the point of contact on shore during activity on the water. This involves:
 - maintaining radio communication with the RO and sea-based personnel
 - providing information as necessary
 - and responding to instructions
- The Beach Master must establish radio communication with all safety boats before they leave the shore and with PJ or an alternative committee boat as soon as possible, preferably before they leave harbour.
- In the event of an emergency the Beach Master may be called upon to enact emergency procedures.

For more detail consult the LRSC Ltd Beach Master Duty Guide (see website).

Radio Training

- All ROs, safety boat drivers and Beach Masters, who are regularly using radios, are encouraged to seek appropriate radio 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.

Sailing and Racing Helms

- Sailing and Racing Helms are solely responsible for the safety of themselves, their crew, their vessel and other vessels, which may be affected by their acts or omissions.
- They should be aware of the inherent risks involved in the sport of sailing and should accept full responsibility for exposing themselves to such risks whilst taking part in a sailing event.

- They must accept responsibility for any injury, damage or loss to the extent caused by their own negligence.
- They should comply at all times with the instructions of the RO, if one is present.
- In a rescue situation helms and crews must follow the instructions of Safety Boat Drivers, who are delegated with the responsibility for the rescue by the RO. Failure to do so may result in the cessation of the rescue attempt.
- Club members must not participate in the sport while their ability to skipper or crew a yacht or dinghy is impaired by alcohol or drugs or whilst otherwise unfit to participate.
- Helms must make no assumptions regarding the provision of Safety Boat cover. Safety Boat cover during racing, training or other organized Club activity is limited to such assistance as can be practically provided in the circumstances.
- The Helm alone has responsibility for the decision that a boat will participate in a race or continue racing (see the RYA Racing Rules of Sailing Rule 4).
- Club members will maintain adequate third party liability insurance of at least £3 million at all times.
- The responsibility for observing relevant Club rules rests with the skipper of each boat. These include:
 - People under the age of 18 must wear adequate personal buoyancy at all times when on the water
 - Wetsuits or drysuits are compulsory between 1 November and 30 April, and are recommended at other times.
- Note should also be taken of the Club Child and Vulnerable Adults Protection Policy (see Club website and noticeboard).
- Casual dinghy sailors must sign out on the blackboard attached to the Club building if there is no signing-on sheet available. They should provide details of their boat, its occupants and the estimated time of return. These details should be cleared on return.
- All casual sailors are strongly recommended to carry a handheld radio with them.
- Casual sailors who are sailing when racing is occurring must sign in on the Club Signing-on Sheet and sign off when they come ashore. ROs'

main concern is with racing and they cannot be expected to supervise boats which are not involved. Casual sailors may be allowed to sail in the racing area on the express permission of the RO.

- Skippers are solely responsible for their crew and boat, when they are sailing while racing is not occurring or outside the racing area.
- Club members must consult a weather forecast (e.g. that displayed on the Harbour Office in season and other coastal waters forecasts) before setting off.
- They should also seek advice as necessary from the Harbourmaster when on duty or the RO when present.
- In an emergency telephone 999 and ask for the Coastguard. The Coastguard will order the launching of the inshore rescue boat if appropriate.

For additional information consult:

- The LRSC Ltd Risk Assessment for Sailing (Non-instructed)
- The LRSC Ltd Risk Assessment for Sailing (Instructed)
- The LRSC Ltd Emergency Action Plans for Major Events, Sailing (Instructed) and Sailing (Non-instructed)