

Open Dinghy Club

ANGMERING – ON – SEA

OPEN DINGHY CLUB

SAFETY MANUAL

APRIL 2012 – Issue 3

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1.0 Preface

The first time most of us feel passionately about Safety Boat skills is when we have capsized in rough conditions, and urgently require assistance. We then hope that the people on Safety Boat Duty that day are fully competent to do their job.

One day you will be carrying out Safety Boat Duty, the time will come when the rest of us are very dependant upon you being alert and ready to launch the safety boat and perform a rescue.

I would be very grateful if you could just take the time to read this manual carefully, especially just before your safety duty day comes up.

I would just add that, while the atmosphere at our club is very relaxed, which is something that we are very proud of, and we will make every possible effort to maintain, for those on Safety Boat Duty this cannot apply. People's lives are potentially at risk, so it is imperative that when you are on duty you stay alert, and organise things as a team. When an emergency arises, you will be in a position to detect it immediately and to react very quickly and in an organised manner.

In fact, in exactly the way you would want it to be done if you were the one being rescued!

However, please note that if you are in any doubt about being able to perform a rescue, do not hesitate to call the emergency services, which are listed, in section 12.

This is our 40th year as a sailing club and safety is still our number one priority. We have seen some significant changes in 2011 with a reduction in boat spaces and hence the members available to do safety duty. It is therefore very important that you ensure you perform your duty as required and if possible volunteer for extra duties if asked to do so.

This issue covers the procedures for the radios installed in the rib's in 2011 and the guidelines for Jet Skis/RIB's (PWC)

Thank you for taking the time to read this document, and for giving your time for your Safety Boat duties.

Vic Smith

Commodore

April 2012

2.0 Introduction

The Angmering on Sea Open Dinghy Club (ODC) provides safety cover at weekends throughout the summer sailing season. The season commences in mid April and terminates in mid October. The exact dates of safety duties are notified to members by issuing a safety rota at the end of March each year.

The ODC's Safety Officer approves the safety rota, which is staffed by club members. If a club member does not wish to perform safety duty then he must inform the Safety Officer before the safety rota is issued.

When you have signed up to perform safety cover, remember that you must perform this duty to the best of your ability. You will only be asked to perform safety duty twice a year and therefore it is important that you dedicate your time to the duties outlined. It is possible that in 2012 you may be asked to volunteer for more duties as a result of the reduction in available members.

The crew for a safety duty will consist of 3 members on a casual sailing day and 4 members on a race day. A lead member known as the Officer of Day (OOD), is chosen by the Safety Officer, for his general expertise in powerboat handling, first aid and radio use.

The OOD will have the authority to decide whether the safety boat crew can provide cover to sailors, dependant on weather/tidal conditions and if sufficient crew numbers are in attendance. He will advise sailors that cover cannot be provided, by posting a notice adjacent to the main sea gates.

Safety Boat Cover will commence at 1000hours and terminate at 1700hours. On race days it may be necessary to commence earlier, which will be notified to crew by the Race Officer (RO) at least three days in advance.

Please do not be confused between the OOD and RO. On race days these are two separate functions, the RO sets the course and manages the race from start to finish. The OOD has duties as outlined above and is totally responsible for the safety of all members before, during and after the race. The safety boat crew's duties continue after the race until 5pm.

The ODC consider that the safety of members at sea is of the highest priority. However the ODC is not a safety certified sailing club, and can only provide safety cover to the best of our ability.

The Safety Officer and Commodore have collated a safety skills matrix from membership feed back and the sailing club attempts to provide the best safety cover that is available from the membership.

Training is available for members via formal approved courses for Power Boat Handling, First Aid and Radio Use. In addition during the sailing season Safety Briefing Courses are run at the sailing club.

Places are limited on formal training courses and will be notified to the membership by e mail by April of any year.

In house Safety Briefing courses will be notified to the membership by e-mail approximately one month in advance.

The safety boat cover provided by the ODC is limited to the expertise we can provide and it should be noted we are not a professional rescue service.

In the event that a rescue is beyond the scope of the safety boat crew then the local emergency services must be called immediately. See contact numbers in section 12.

3.0 Safety Boat Crew Opening Duties.

Sign in on log sheet - see sample in section 11.

In the event of crew shortage, contact the missing member, telephone numbers are in the duty log.

If still short of full complement try to seek help from members at the club on the day.

Assess weather/tidal/crew levels to provide safe cover.

In the event that the OOD decides against safety boat cover, he will notify members on the white board at the sea gates.

If the OOD decides to proceed with safety boat cover then continue with opening duties as follows:

- Open Club House shutters and secure.
- Raise the ODC flag and open the sea gates.
- Run out the rubber mats to the waters edge.
- Put out the safety signs on the top of the beach.
- Locate keys from coded safe in the clubhouse.
- Unlock padlocks to the doors of the safety boat shed.
- Unlock chains from front and back of safety boat.
- Tilt engine fully up with power tilt switch.
- Remove boat from boathouse.
- Run outboard engine for 5 minutes in water tank (See Section 8)
- Familiarise yourself with what is in the Crash Box (see section 10)
- Place Safety Boat at waters edge ready to launch if required.
- Clean whiteboards and prepare ready for use.
- Locate radios from clubhouse and test (See Section 9)
- Hand held radios are for shore based crew.
- Fixed radios installed in the RIB's should be tested before going to sea.
- On race days confer with Race Officers and agree duties required.

4.0 Safety Boat Crew Operational Duties

The following procedures are to be adopted to ensure the safety boat crew are fully prepared to put to sea to perform a rescue as fast as possible. An incident may occur at any time – you will get no warning. So please make sure that, as a team, you are well organised and stay fully alert for every minute that any sailor is on the water.

- Safety Boat crew to be dressed ready to go to sea at all times.
- It is important to wear dedicated buoyancy aids supplied to identify safety boat crew.

- Shore based crew to keep constant look out from the top of the boathouse.
 - Binoculars are available in the clubhouse to assist lookouts.
- Ensure that all boats /sailors register on the white board before proceeding to sea.
- Assist sailors and PWC owners with launch and recovery as required.
- Clear local beach of swimmers and moored boats as required.
- OOD to advise all members to wear buoyancy aids when sailing.
- **Priority is crew before equipment** – always ask how many are on board as soon as you arrive at the scene.
- Time permitting, read the Guide to Safety Boat Handling and Dinghy Rescue Appendix 1.

5.0 Safety Boat Crew Closing Duties

The official sign off time is 1700hours; however if weather conditions are such to force an early closure then notify sailors on the white board by the sea gate. In either event the following close down procedure is to be adopted.

- Check that all members have returned to shore safely
- Return Safety Boat to the compound run engine in water tank for 5 minutes.
- Wash down boats to remove any sea debris.
- Check fuel tank and top up if required.
- Fuel store is located behind the winch.
- Ensure fixed radios in the RIB's are switched off.
- Return safety boat to the boathouse and lock chains fore and aft around engine.
 - Note: lower engine before locking chain around engine.
- Lock padlocks to secure boathouse
- Return keys to safe in clubhouse.
- Tumble lock on safe.
- Return radios to clubhouse and take care to ensure they are on charge.
- Recover safety boards, run down flag and close down shutters.
- Pull up rubber mats to the sea gate entrance.
- Fill out Duty Log.
- If there are any major defects with equipment please contact the Safety Officer
- Lock up clubhouse and sea gates if you are last member on site.

6.0 Safety Boat Area of Coverage

In order to offer a practical and efficient safety boat cover it is necessary to restrict the area to be kept under surveillance from the clubhouse. This safe area is deemed to be an arc approximately one mile east and west of the clubhouse and out to the weather station. This is not a hard and fast rule and if the look out safety boat crew can see sailors in distress beyond

these boundaries then they must launch the safety boat or call the emergency services. However if members decide to sail to Worthing or Littlehampton then they must realise they are beyond the visible range of the safety boat look out. In these circumstances it is strongly recommended that members carry a suitable mobile phone in a waterproof pouch. If members decide to make these trips then they must detail their intentions on the white board by the sea gate. In the event that sailors are overdue then the OOD can decide to launch the safety boat to investigate or call the emergency services.

7.0 Duty of all Sailors

Sailors should at all time ensure they are properly attired to sail safely, and ensure their sailing craft are regularly maintained.

It is mandatory that all members wear buoyancy aids, and the committee recommend that boats have an anchor and flares on board for use in an emergency.

It is strongly recommended that all sailors take a mobile phone with them when afloat. Suitable waterproof containers are readily available from chandlers.

It is the duty of all sailors to check whether safety boat cover is in operation before entering the water. In the event that the OOD decides against safety cover he will notify members on a white board at the sea gates.

Please remember that, while the ODC consider that the safety of members at sea is of the highest priority, nonetheless we are not a safety certified sailing club, and can only provide safety cover to the best of our ability.

All sailors are required to register their boats and sailors on the white board by the gate to the beach before proceeding to sea.

Note section 6 – Safety Boat area of Cover. Members are responsible for advising the Safety Boat crew if they intend to go outside this area by recording their intentions on the whiteboard.

8.0 Mercury 30HP efi Outboard Starting Instructions.

- Please note that this is an efi engine (electronic fuel injection). There is no manual choke.
- After removing the security chains tilt the engine fully up
- There are two switches for tilt control
 - One on the throttle and one on the port side of the engine
- Check there are no stones in the bottom of the water tank
- Lower the engine into the water tank, by pressing either switch
- Check fuel level, top up if required from fuel in petrol store
 - Any petrol container can be used, no oil mix is required
- Check that vent is open on tank filler cap
- Insert the kill cord above the toggle switch in the run position
- Prime fuel to engine by pumping black bulb in fuel line
- Ensure the throttle control is in neutral
- The fast idle lever is not required and must stay in the fully closed position

- To start the engine follow the following procedure
 - Turn ignition key to start position for 10 seconds
 - Release key when engine starts
 - If engine does not start first time leave it for 30 seconds, then repeat key procedure
- Run engine for 5 minutes before taking to sea
- Whilst running check for cooling water tell tale
- Switch off engine using ignition key
- Raise engine to full tilt up position by using tilt switch on throttle
- Place the rib on beach ready for use

9.0 Radio Operation

Both RIB's are fitted with in board ICOM M411 VHF radios, the details of operation are outlined below. Communications to the RIB's whilst at sea can be by the handheld radios or by the ICOM M401 VHF radio fitted in the clubhouse.

USE CHANNEL 37 as covered by the ODC Coastal Station License (CSR) Marina. A copy of the latest license is in the back of the safety manual folder.

CALL SIGNS

“ **ODC BEACH** ” (Fixed Clubhouse VHF & Portable VHF around the Clubhouse)

“ **ODC SAFETY BOAT 1** ” (ONE with the flag fitted ODC RESCUE)

“ **ODC SAFETY BOAT 2** ” (ODC SALVAMENTO)

Procedure Words

“ **I SAY AGAIN** ” - I am repeating my transmission.

“ **SAY AGAIN** ” - Repeat your message

“ **OVER** ” - You have ended your transmission and expecting a reply.

“ **OUT** ” - You have ended your transmission and are not expecting a reply.

DO NOT SAY “ **OVER & OUT** ” it is never used.

“ **RADIO CHECK** ” - To check the quality of your transmission and to check other station can hear you. 1 = WEAK and 5 = VERY CLEAR.

EMERGENCY CALL PROCEDURE CHANNEL 16

- “**MAYDAY, MAYDAY, MAYDAY**”

- “**THIS IS ODC SAFETY BOAT 1(2), ODC SAFETY BOAT 1(2), ODC SAFETY BOAT 1(2)**”

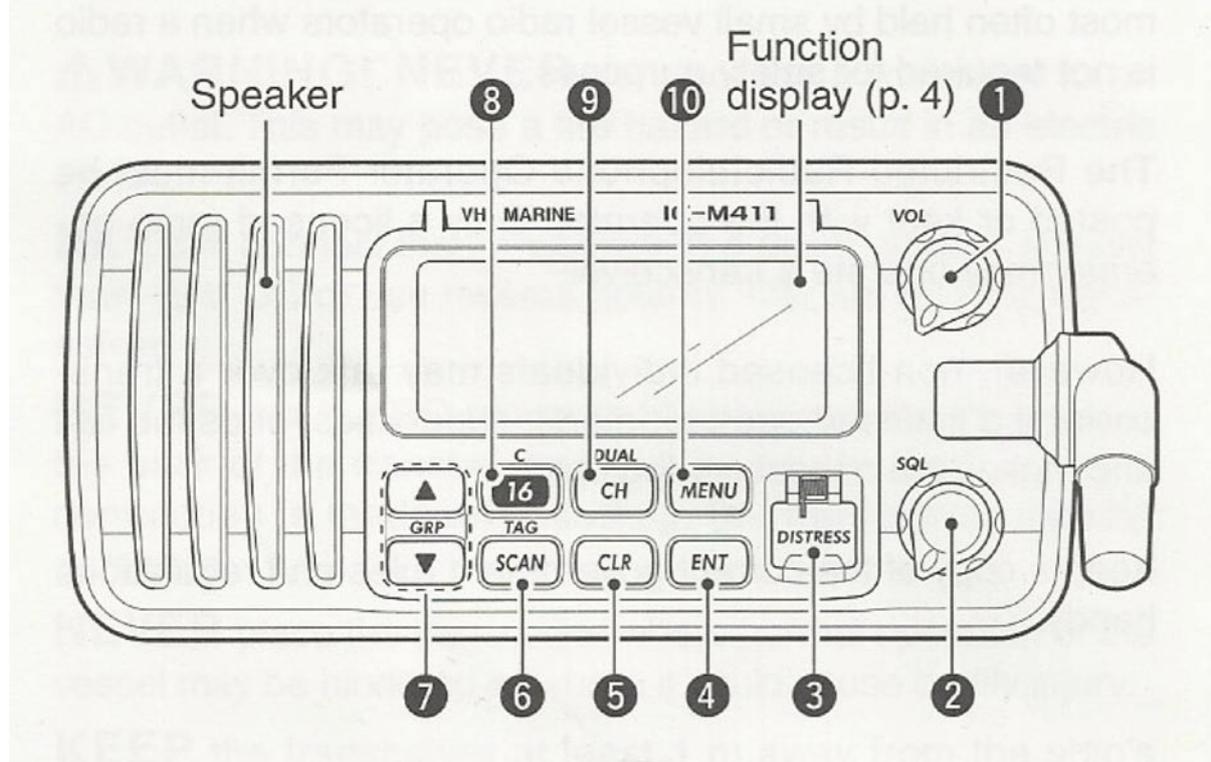
- “**MAYDAY ODC SAFETY BOAT 1(2)**”

- **“MY POSITION IS”** (e.g. 1 mile south off East Preston Beach)
- Nature of Distress “ “ (**swamped in rough sea and sinking**)
- **“I REQUIRE IMMEDIATE ASSISTANCE”**
- Total number of persons on board “ “
- Other useful information “ “ (person injured)
- **“OVER”**

TRANSMISSION RULES (remember other clubs are listening)

- Do not allow unauthorised persons to make transmissions.
- Transmit to a CALL SIGN not a personal name.
- DO NOT make unnecessary transmissions (e.g. Football / Rugby results) , broadcast music or programs as this will block the frequency to others.
- DO NOT transmit profane, indecent or obscene language.
- Only **USE CHANNEL 37**, as this is allocated frequency for ODC Coastal Station License (CSR) Marina. Do not use any other channels unless you hold a Certificate of Competence in Radiotelephony.
- Use **CHANNEL 16** in an EMERGENCY ONLY.
- Before transmission, ensure you do not interfere with any other communication already in progress.
- Always ensure that you do not transmit continuously (Open MIC) Check regularly that nothing is causing the VHF to be constantly transmitting

■ Front panel

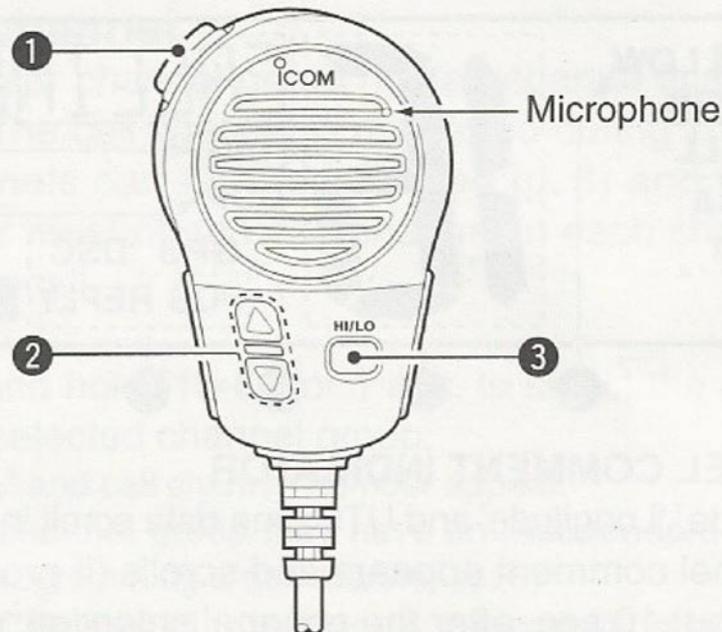


The principle we want to maintain is **KEEP IT SIMPLE**. Only use the **bold printed function below**.

- **1) POWER/ VOLUME CONTROL (VOL)**. Rotate to turn ON or OFF. Continue to rotate to adjust the volume.
- **2) SQUELCH CONTROL (SQL)**. Rotate to set squelch threshold level. To minimise background noise.
- **3) DISTRESS SWITCH (DISTRESS)**. Does not work, function disabled.
- **4) ENTER SWITCH (ENT)**. Please do not use.
- **5) CLEAR SWITCH (CLR)** Push to cancel the entered function and exits the condition when pushed
- **6) SCAN/TAG CHANNEL SWITCH (SCAN / TAG)**. Please do not use.
- **7) CHANNEL UP/ DOWN SWITCH (GRP)**. Push to select the operating Channel. CHANNEL 37. Also activates AQUAQUAKE please read on.
- **8) CHANNEL 16 (16 C)**. A quick way to select CHANNEL 16 if you have an EMERGENCY
- **9) CHANNEL (CH)**. Please do not use.

- 10) DSC MENU KEY (MENU). Please do not use.

■ Microphone



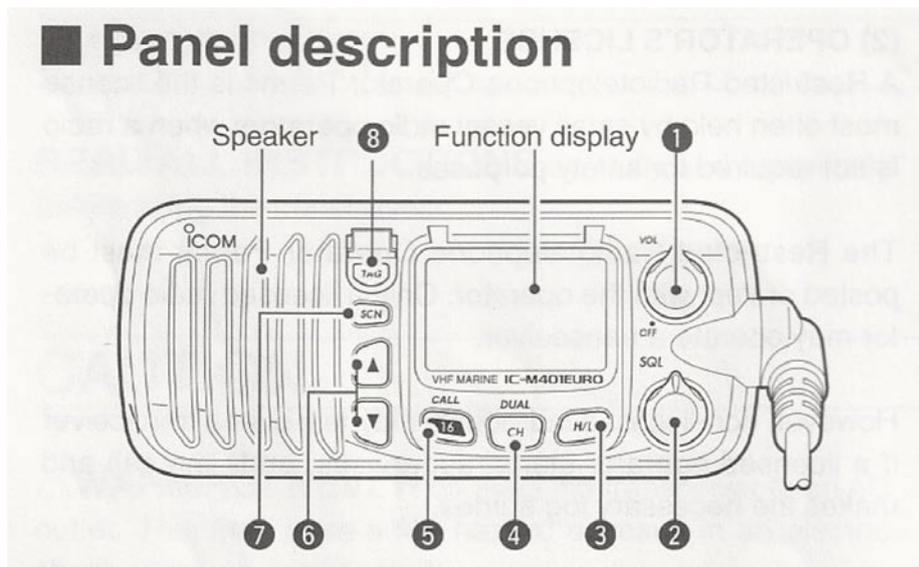
- 1) PTT SWITCH (PTT) Push and hold to transmit, release to receive.
- 2) CHANNEL UP/ DOWN SWITCH. You can push to select the operating channels.
- 3) TRANSMIT POWER SWITCH (HI/LO). Push to toggle the output power high & low. When LOW selected “LOW “ is displayed in the function display.

AQUAQUAKE

The VHF fitted on each RIB have an **AQUAQUAKE** water draining function. This allows a vibrating noise, which clears water away from the speaker to prevent a muffled speaker sound. To activate this feature perform the following procedure.

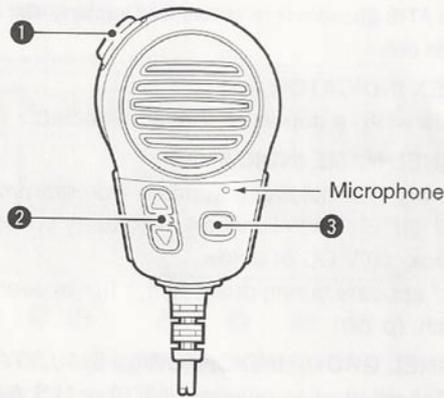
WITH VHF POWER SWITCHED OFF, PUSHING AND HOLDING BOTH (7) CHANNEL UP/ DOWN KEY (GRP) ON THE FRONT PANEL, TURN POWER ON.

■ Panel description



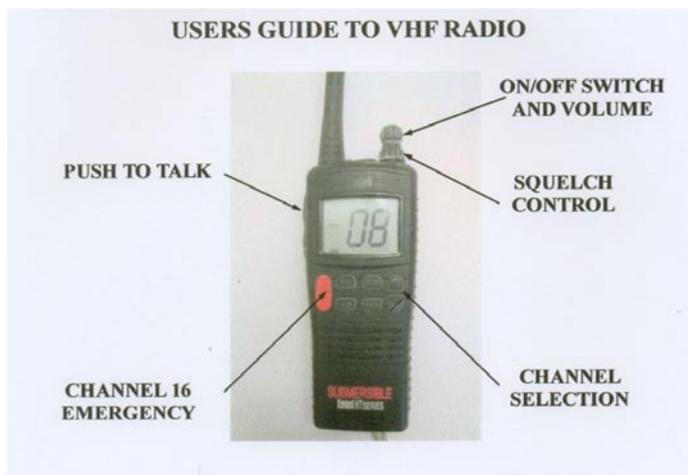
- **1) POWER/VOLUME CONTROL (VOL).** Turns power ON & OFF and adjust volume level.
- **2) SQUELCH CONTROL (SQL).** Rotate to set squelch threshold level. To minimise background noise
- **3) TRANSMIT POWER SWITCH (HI/LO).** Push to toggle the output power high & low. When selected “LOW “ appears when low power is selected.
- **4) CHANNEL (CH) DUAL.** Exits from channel 16 or call channel when pushed.
- **5) CHANNEL 16 (16 C).** This provides a quick way to select CHANNEL 16 if you have an EMERGENCY.
- **6) CHANNEL UP/ DOWN SWITCH.** Push to select the operating Channel. CHANNEL 37 for Open Dinghy Club working frequency.
- **7) SCAN SWITCH (SCN).** Please do not use.
- **8) TAG CHANNEL SWITCH.** Please do not use.

■ Microphone



- 1) PTT SWITCH (PTT) Push and hold to transmit, release to receive.
- 2) CHANNEL UP/ DOWN SWITCH. Push to select the operating channels. Channel 37 for ODC.
- 3) CHANNEL 16 (16 C). This provides a quick way to select CHANNEL 16 if you have an EMERGENCY.

HT640 HANDHELD VHF



General Instructions for VHF use

- Turn on power
- Select Channel – CH 37
- Operate squelch control to minimise background noise
- Adjust volume
- Press talk button when transmitting messages
- Ensure correctly cradled after use to allow a full charge.

10.0 Equipment List

- 2 x DR400 Valiant RIB and Mercury 30 HP efi Outboard – Boat House
 - Safety Boat 1 – **ODC RESCUE**
 - Safety Boat 2 – **ODC SALVAMENTO**
- Crash Box on each RIB containing:
 - Flares
 - Thermal Blanket
 - Knife
 - Toolkit
 - Foghorn
 - First Aid Box
 - Spare Kill Cord
 - Throwing Line (External to Box)
- 5x Yellow/Red Buoyancy Aids – Clubhouse
- 2x Yellow Binoculars – Clubhouse
- 2 x Submersible Radios in Charging trays in Locked Cupboard in Clubhouse
- First Aid Box in Clubhouse.

11.0 Sample Log Sheet

SAFETY ROTA WEEKEND LOG SHEET

Saturday 10th April SIGN IN TIME SIGN OFF TIME RACE OFFICER

OOD **Vic Smith**
Crew 1 **Alan Welman**
Crew 2 **Michael Welman**

LOG

ATTENDEES COMMENTS

WEATHER CONDITIONS

RIB RUN TIMES

INCIDENT REPORT

Sunday 11th April RACE DAY

OOD **Mike Sewell** **Pete Roberts**
Crew 1 **Fred Young**
Crew 2 **Phil Steel**
Crew 3 **Phil Wicks**

LOG

ATTENDEES COMMENTS

WEATHER CONDITIONS

RIB RUN TIMES

INCIDENT REPORT

12.0 Emergency Services Contact Details

Coastguard in Emergency

Dial 999 and ask for Coastguard

Worthing Fire Station

01 903 228430

Worthing Police

0845 6070999

Worthing Hospital

01 903 205111

13.0 Jet Ski and Rib (PWC) Guidelines

The limited use of PWC's is authorised at the club. The following Guidelines are issued to help the OOD and safety boat crew manage the use of these craft within the club boundaries, on the beach and in the vicinity of the club at sea. It is not compulsory for safety boat crew to help PWC owners in the club or on the beach. However, if you are fit and able bodied, assistance may be provided by the safety boat crew in launch and recovery of these craft.

- .If a driver is under 21 years he must be accompanied by the owner.
- There will be a maximum of 4 PWC's being used in the club at any one time. (note the two club safety boats are excluded from the total of 4 PWC's)
- PWC / trailer combinations and Launching trolleys will not be parked or stored in the club boat compound at any times, including overnight.
- On the beach, launching trolleys will be parked at the top of the beach to allow safe launching and recovery of sailing dinghies.
- At least three adult personnel (including where appropriate Safety Boat Crew) should be in control of these craft when ascending or descending the rubber mats.
- Mooring of these craft, including towed equipment, should be outside a vector from the centre of the ODC launching area bearing SE and SW.
- To comply with the byelaws, the maximum speed of these craft will be 8 knots within an area of 300 metres from the MLWM. If appropriate a buoy may be laid on a South Westerley vector, by either the OOD or by PWC owners to indicate the 300 metre limit.
- During peak sailing times i.e. organised sailing events, a maximum of two PWCs may be on the water. This excludes club safety craft, or any PWCs operating as designated ODC safety craft.
- The OOD must report on PWC activity on the log sheet provided.

14.0 Issue Change Sheet

May 2010 Iss 2.....Section 5 Pull up rubber mats to sea gates entrance....added.

Section 9 How to Set up VHF Radio.....added.

Front Sheet May 2010- Iss-2....added

April 2012 Iss 3.....Section 9.0 Radio Operation updated

Section 13.0 Changed to Jet Ski and RIB (PWC) Guidelines added

Section 14.0 Added as Issue Change Sheet.

Various minor amendments throughout the Safety Manual.

Front Sheet April 2012 Iss 3.....changed