



SAILING CENTRE STANDARD OPERATING PROCEDURES

1) Entrapment – All dinghies used for training MUST use a MFD (Mast Flotation Device)

In the case of entrapment it is necessary to rescue a person from underneath a capsized boat. Ideally such a rescue should be made by bringing the boat upright as quickly as possible. This may be achieved most rapidly by either getting two heavy people to pull on the centre/ dagger board or by approaching the dinghy in a rescue boat from one side (bow first) and attaching a snap hook tow line to the shroud on the opposite side of the dinghy. A person should be placed on the stern quarter of dinghy nearest the rescue boat and the engine of the rescue boat run in reverse at ninety degrees to the long axis of the dinghy.

2) Squalls and thunderstorms

In the event of an unexpected squall or thunderstorm, one of the two following lines of action should be taken. If there is enough time to do so the group should return to Hebe Haven. If this is not possible the group should head to the nearest accessible beach as quickly as possible. Sailing dinghies should be left capsized on the beach so that the masts are not exposed. All members of the group should gather on an area of the beach away from sea as well as any trees or running water. The group should sit or lie on the driest patch of beach available.

3) Accident records

All accidents and near-misses should be recorded in HHYCs “Accident Report Book.”

4) Personal safety equipment required afloat

Students and Instructors are to wear a correctly fitting and serviceable buoyancy aid or lifejacket at all times when on the water. Both staff and students may also be required to wear a helmet. This requirement is dependent upon weather conditions, age, and sailing ability of the individual concerned as well as the type of boat being sailed. At the discretion of the Instructor(s) running the session students may be required to wear helmets. In the winter it may be necessary for course participants and instructors to wear wetsuits (particularly when sailing single handers).

5) Knives – All lead Instructors and PVOL Drivers must have access to a knife whilst on the water

Instructors and Bosuns are required to carry a safety knife with them while they are on the water. There is a safety knife provided in all of the First Aid Kits that are issued to each Safety Boat when in use for all of the clubs activities. Instructors are sanctioned by the club to bring their own knives out on the water.

6) Sailing areas

Please refer to the “HHYC Sailing Area” map indicating the names and locations of sailing areas. The Chief Instructor and/or the Centre Manager should be informed of the sailing area(s) that is/are to be used for a session at the morning staff briefing.

7) Day Sailing

If a lead instructor chooses to take their group out for a day trip they must follow the clubs regulations to allow them to do so. The lead instructor must show the Chief Instructor which zone on the map the group will be positioned. The Chief Instructor will then decide if that lead Instructor is qualified and responsible enough to take the group to that area. The lead Instructor must then bring all the necessary equipment such as:

Handheld VHF, Mobile Phone, First Aid Kit and a Tool Kit to ensure the Safety of others and themselves.

8) Communications

All safety/teaching boats on the water should carry at least one mobile telephone. If there are two or more instructors on the water in different vessels, then both should carry a handheld VHF.

9) Recovering persons from the water

When operating any power boat, it is vital to remember to kill the engine when recovering someone from the water.

10) Towing under power

All boats must be towed through the fairway not through moored areas.

The boat at the end of the tow should be aware that she needs to steer toward the back of power craft making the tow. All persons in boats being towed should be told to keep themselves (particularly their hands and feet) within their boat and to sit toward the Centre/ rear of the vessel. Centre/ dagger boards in all sailing vessels being towed should be raised or removed for the duration of the tow. If alone the helm should make regular checks on the tow; if there are two crew in the vessel towing, then the tow should be observed at all times. If towing a tube ride/ banana boat or similar then one person aboard the towing vessel must be dedicated to watch at all times.

11) First Aid Kits

A First Aid Kit, of an approved type, must be immediately available at all times during student or staff activities whether ashore or on the water. The locations of these First Aid Kits should be clearly marked with a red cross whether in offices ashore or aboard safety/ teaching boats.

12) First Aid Kits may be found marked with a Green Cross and located:

In the Sail Training Office

In all Safety and teaching boats when afloat

In the HHYC Marine Office.

Each safety/ teaching boat going on the water on a given day must be equipped with a complete First Aid Kit obtained from the Sail Training Office. This is the responsibility of the instructor(s) running sessions from the safety/ teaching boat(s) in question. All First Aid Kits aboard safety/ teaching boats should be returned to the Sail Training Office at the close of each session by the Instructor / Coxswain who signed it out for that session.

All First Aid Kits should be properly maintained: Therefore the contents of each Kit must be checked and recorded on a weekly basis. When items have been consumed they must be replaced as soon as is feasibly possible. Spare First Aid Kits should be kept so that incomplete ones may be removed from service while items are being replaced.

13) MFD - Mast Flotation Devices

All dinghies MUST use a Mast Flotation Device when being used for sail training activities.

Only Racing Dinghies will be allowed to sail without the MFD, with the permission of the STC Management.

14) Safety Briefing for Instructors

Each time an Instructor has a session they must inform the students of the safety procedures and information required before they go on the water. The Instructor will have a sheet with bullet points listing what they need to include in their briefing. The Safety information that will be Included will be the following: Safety Equipment (Helmet and Buoyancy Aid etc.), Hand signals for the group to follow, Appropriate Clothing (rash tops, hats, shoes etc.), Weather Forecast, Sailing Location, Personal Belongings, Water, Sunscreen, Club Regulations, Behavior within the club (depending on their age) Previous Boating Experience and Medical Checks.

15) Weather forecast checks

Weather forecast checks are to be made daily by any instructor who is running course on that day. (A second check should also be made during the lunch break.) The weather will be printed from the Hong Kong Observatory website and a printed copy is displayed on the notice board outside the Sail Training Office. Unless authorized by Management, no sail training courses will operate if a thunderstorm, typhoon (3 or above) or red/black rain warning is in force.