



Mengeham Rythe Sailing Club

Support Boat Manual

2011

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1 Organisation on the Day - Ashore

1.1 Arrive at least

- 1½ hours before a Club start
- 2 hours before, for a Harbour / Bay Start

1.2 Race Briefing

- The PRO should brief all support boat crews

1.2.1 Safety Briefing

- The PRO will
- check the experience of the support boat helms / crew & personal equipment
- ensure that the crew are conversant with the support boat manual covering:
 - Support crew responsibilities
 - Safety Procedures and safety priorities
 - Communication
 - Approaching capsized boats
- allocate support boat duties
- ensure crew member allocated radio listening responsibility

1.3 Radio Procedure

1.3.1 Our channel is 46 (We are also licensed to use channel 37)

- You can call HISC on 37
 - In an emergency the coastguard can be called by changing to channel 16; you may be asked to switch to 67. **Only in an emergency may you transmit on these channels.**

1.3.2 Correct procedures

- Always use a call sign at the start of transmission or in acknowledging messages
 - The call sign is the name of the boat**
 - Committee boat Tarka**
 - RIBS Rene, Naomi, Therapy**
 - Patrol boats Marjory, Patsy**
 - and for the club is Mengeham**
- Dialogue is finished with 'OVER'; end of a conversation is finished with 'OUT'
- Avoid chitchat and pause in messages longer than 20 seconds to let other stations send any urgent message
- Never interrupt another user
- Reply to any call promptly
- Speak in a clear voice at reasonable volume – shouting may distort the message
- When transmitting shelter microphone from wind

RADIOS AND MICROPHONES ARE DELICATE AND NOT WATERPROOF - PLEASE TREAT LOVINGLY!

1.4 Mobile Phones

- It might be useful to have a mobile phone on board as back up
- Useful telephone numbers

MRSC	02392 463337
HISC	02392 463768
Coastguard	02392 552100

1.5 Flares

- These are in the yellow container for use as a last resort when there is no other form of communication or when the nearest boat is needed immediately
- When using them hold them downwind of yourself

2 Support Boat Equipment

2.1 Support Boat Equipment

Equipment to be taken afloat	Storage location
<ul style="list-style-type: none"> • 2-off towing warns 	On board
<ul style="list-style-type: none"> • Knife & Shackle key • Air horn • Flares • First aid kit • Pencil & Paper & Chalk 	Yellow screw top container in Race store
<ul style="list-style-type: none"> • Support boat manual • Light anchor and line • Binoculars • Foil Blanket • Flag roll (see below) 	Blue Bag in Race Store
Displacement boats –Marjory & Patsy	
<ul style="list-style-type: none"> • Spare fuel & Fuel funnel 	Fuel store
<ul style="list-style-type: none"> • Radio 	Race store
<ul style="list-style-type: none"> • Flag Mast (should be on board) 	Race Store (if not on board)
<ul style="list-style-type: none"> • Ladder 	Race store



2.2 Club Burgee

2.3 Code & Coloured Flags (in flag roll)

Flag	View	Use
Blue		On finish station
Orange		End of finish line
C		Change of course
Over Red		Course change to port
Over Green		Course change to starboard
N Over A	 	Abandon
M		Replaces missing mark
Numeral Pennant 2		Fast handicap class flag
Numeral Pennant 3		Slow handicap class flag
Numeral Pennant 9		Mixed handicap class flag
Code Flag R		Junior Class Flag
S		Shorten course

3 Support Boat Crew Responsibilities

3.1 Personal equipment

- **It is the crews' responsibility to be dressed for the event and conditions** according to:
 - The time of year and temperature
 - Length of time afloat which might involve long periods of inactivity
 - The possible need for at least one crewmember to be prepared to enter the water.
 - The need for agility in and around the boat.
- **Every crew member should wear personal buoyancy when afloat.**
- **RIB drivers must wear kill-cord**
- The crew should have their own watch in case they have to time a shortened race.

3.2 Responsibility to PRO

- The support boat crews are under the instruction of the PRO. They should be sure as to the PRO's requirements of them.
- The PRO has the final decision in the matters of safety. This includes rescue priorities, and who may be aboard the support boat in addition to the duty crew.
- It is the crews' responsibility to inform the PRO of any faults, problems or concerns that develop during boat use

3.3 Before start

- Bring the support boats alongside/launch rib
- Fly the club burgee on support boat mast
- Load and check equipment
- Check boats are fuelled up
- Check radios are on channel 46 and perform radio check between boats / base station

3.4 During Race

- Monitor the racing fleet (even during an incident)
- Advise the PRO of any retirements
- Ask competitor if any assistance is required; and ask for a clear reply
- Do not give assistance without agreement except
 - Unable to communicate with a competitor e.g. Face down etc. in the water
 - Competitor shows signs of hypothermia
 - Dangerous position eg. Lee shore in a strong wind

3.5 On return

- Follow in the last competitor
- Return equipment to the store / race box
- Refuel support boats
- Return support boats to mooring / dinghy park
- Return keys to Race Box
- Report any equipment failure to the PRO

4 Safety Procedures

- Support boat priorities
1. Personal safety
 2. Safety of competitors
 3. Prevention of damage to boats/equipment
 4. Recovery of equipment / boats

4.1 *The positioning of support boats*

- This is governed by one major physiological factor: permanent brain damage can occur if the brain is deprived of oxygen for more than three minutes. This can arise through a crew being face down in the water.
- Ensure support boats are available (depending on conditions) during course setting and starting sequence
- Recognise that:
 - collisions are most likely during the start and up to the end of the first beat
 - the most likely capsize location is the gybe mark
 - the leg most prone to capsize is the run
- Ensure that you know the area you are meant to be covering

4.2 *Observation*

- Throughout race observe for:
 - immediate sign of activity following capsize (indicating consciousness)
 - repetitive capsizing (indicating possible fatigue)
 - hazardous positioning eg, lee shore or harbour mouth on ebb tide with priority always being given to protection of persons rather than property
- Monitor boats progress round the course and note retirements
- When dealing with an incident continue surveillance of the remaining competitors in order to assess any change in priorities

4.3 *First Aid*

- The skills most likely to be needed are:
 - Control of bleeding - the first aid kit is equipped to facilitate this
 - Treatment of Hypothermia - the support boat equipment includes a foil blanket
 - Resuscitation
- Establish whether the injury is serious and whether professional medical attention needed; if in doubt, assume it is
- Inform the PRO of the situation and request RIB if casualty to be moved quickly
- In an emergency call the Coastguard on Channel 16
- Be prepared to:
 - Switch to channel 67
 - Describe condition of casualty
 - Receive first aid advice
 - Advise position
 - Receive or advise possible landing position
- In most serious incidents the role of the support boat crew is to keep the casualty alive and prevent his condition deteriorating
- In the case of a serious injury, once the casualty has received assistance, radio the Club to ensure that a Flag Officer is informed

5 Communication

5.1 Communication from Participants.

- In practice the only effective long-range communications is visual: a capsized or inverted dinghy with the crew struggling to right is a clear enough indication
- Competitors are briefed that the internationally recognised distress signal is to slowly raise and lower both outstretched arms

5.2 Communication to Participants.

- Support boats will not normally have to acknowledge a request for assistance as being in attendance speaks for itself
- For effective verbal communication between the support boat and the attended craft the following three simple procedures should be followed
 - Never try to shout instructions from a moving powerboat - get in close, cut the engine or throttle down and shift into neutral and then speak in a reasonable volume
 - Reduce the number of words communicated to a minimum - think what you need to say and go over it in your head; by doing this you will only need about 1/3 of the original words
 - Always ask for an acknowledgement - competitors are briefed that whenever you receive an instruction from someone in a support boat acknowledge that you have understood

5.3 Communication within the team

- When communicating, THINK before speaking and speak clearly
- Be aware of support boat actions that could change its ability to respond to new situations
- Keep PRO informed of your position/actions

6 Approaching capsized craft.

6.1 *Be aware of floating debris, lines etc. and wrapping around the prop*

6.2 *The right position to be in is within earshot but not so placed as to allow the dinghy and support boat to drift together*

6.3 *Consider approaching a capsized boat that is not inverted at the mast head*

- Whilst holding the top of the mast you can:
 - bring the boat head to wind
 - stop it from inverting
 - if necessary lower the sails by unshackling the halliards
 - avoid ropes etc

6.4 *Alternatively*

- Approach the forestay and bring the boat head to wind; or
- Come alongside so that the support boat crew can help right it by levering down on the centreboard

6.5 *When approaching a fully inverted dinghy*

- It is best to come alongside so both bows are pointing the same way
- Tow the boat head to wind from the forestay
- Where the mast is stuck in the mud take a line from the bottom of the shroud and tow slowly sideways away from the masthead

6.6 *Dealing with a disabled boat*

- Lower the sails and make them fast
- If the boat is rigged in the fashion of a Laser
 - release the kicking strap and the clew of the main from the boom and wrap the sail around the mast as far as possible
 - or if this is not possible remove the mainsheet, so that in either case the sail will not fill when towing down wind
- Rather than tow the boat ashore
 - remain on the course while the race is continuing
 - tie the boat to a nearby buoy or anchor it with the light line and anchor in the support boat's equipment
 - do not use the support boat's anchor
 - take the crew on board to maintain their warmth
- Discuss what action to take with the PRO

6.7 *A boat on a lee shore*

- Anchor off up wind
 - drop back on the anchor line
 - throw a line from the stern of the support boat and tow from the mast
- The support boat crew might need to get in the water and go ashore

7 Race Procedures– During race

7.1 Note retirements

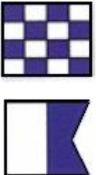
- Record any retirements and inform PRO
 - Where there is back-to-back racing, some competitors may not race the whole series – inform PRO of any competitor returning to the Club

7.2 Abandonment

- If weather worsens to the extent that it is unsafe to continue to race, the PRO will

➤ **ABANDON**

- Hoist Flags N over A - Three sound signals

Halyard	Sound signal
	

➤ **All support boats should signal likewise**

8 Race Procedures - Changing course (Sl 4) on instruction of PRO

8.1.1 Change of course is always signalled **at a rounding mark** by

- flying Flag C  and
- making repeated sound signals ● - - - ●

➤ **This may be signalled by any support boat**

8.1.2 **If the course change is only for one fleet**

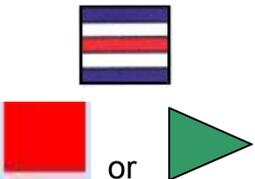
- Fly Flag C above the warning signal of the fleet concerned

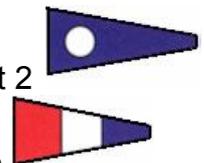
To change the fast handicap course only, hoist Numeral Pennant 2

- To change the slow handicap course only, hoist Numeral Pennant 3

8.1.3 The change is signalled at the mark prior to that which has been moved

- Hoist Flag C with rectangular red or triangular green flag to indicate the next mark is to port or starboard respectively of original course
- Repeated sound signals as boats approach mark
-

Halyard	Sound signal
	



9 Race Procedures - Shortening course (SI 7.2) on instruction of PRO

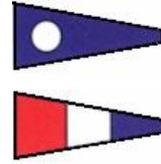
9.1.1 Shortened course is always signalled at a rounding mark by flying Flag S with two sound signals

➤ **This may be signalled by any support boat**

9.1.2 **If only one fleet is being shortened**

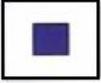
• Fly Flag S above the warning signal of the fleet being shortened

- To shorten the fast handicap only hoist Numeral Pennant 2
- To shorten the slow handicap only hoist Numeral Pennant 3



9.2 Shortened course and proceed directly to original finish line (SI 7.2.1)

- Hoist Flag S (with a warning signal if only one fleet is shortened)
- Two sound signals

Halyard	Sound signal
	● ●

9.3 Shortened course - finish between the mark and the signalling boat (SI 7.2.2)

- Hoist Flag S over a Blue flag (with a warning signal if only one fleet is shortened)
- Orange flag (Committee boat end of finishing line)
- Two sound signals

Halyard	Sound signal
	● ●

10 Race Procedures – Finishing

10.1 On Finishing Station

10.1.1 The finishing boat should be moored on the outside of the course so that boats pass between it and the finishing mark **leaving the mark on the side required on the course card**

10.1.2 The Finish Line is between the flag staff flying orange flag and the finish mark

- For windward or running finishes lay the line at 90° to the wind
- For a reaching finish, angle the line so that windward boats sail further
- Raise Blue flag (on station) and Orange flag (committee boat end of finishing line)

Halyard	Sound signal
	

10.2 Finishing a Competitor

- One sound signal as the the foremost part of hull or equipment crosses the Finish Line
- Record the time of each boat as it finishes