



THE POOLE YACHT CLUB



HANDBOOK FOR VOLUNTEERS RIBs & SAFETY BOATS

NEW HARBOUR ROAD WEST
HAMWORTHY, POOLE
DORSET, BH15 4AQ

Secretary: 01202 672687
(Fax: 01202 661174)

Members/Bar: 01202 674706
Catering: 01202 666668

ACKNOWLEDGEMENTS

This Handbook has been produced by Poole Yacht Club Sailing Committee, to whom any comments regarding omissions, corrections or improvements should be directed.

Pictures by Mike Millard

PREFACE

This Handbook for Volunteers was compiled from notes originally created to give to the Monday night team. The original document brought together all the little points collected over years of managing races for dinghies and cruisers, to help avoid repeating the mistakes that happen. We hope it will create some consistency and act as an aide-memoire for inexperienced volunteers and as an ongoing reminder for the more experienced in their monthly duties. We hope you find it useful.

Contents

ACKNOWLEDGEMENTS.....	2
PREFACE	2
USEFUL CONTACT DETAILS	4
1. INTRODUCTION.....	5
2. REFERENCE DOCUMENTS	5
3. GENERAL NOTES.....	6
4. RIBS AND RESCUE BOATS	7

List of Figures

Figure 1 Shortening the Course from the water	13
Figure 2 Laying a Course Mark Successfully.....	14
Figure 3 Flags	16
Figure 4 Typical Dinghy Types	18

USEFUL CONTACT DETAILS

Who	Telephone	Call Sign	VHF Radio
Poole YC Office	01202 672687	Pike Alpha	CH32 (or P1)
Poole YC Haven Office	01202 680202	Pike Delta	CH32 (or P1)
Poole YC Race Hut	07930 717735	Pike Control	CH32 (or P1), CH37 (or P2) & CH72
Poole YC RIBs	N/A	Safety 1,2 etc.	CH32 (or P1)
Committee Boat	N/A	Pike Committee	CH32 (or P1), CH37 (or P2) & CH72
Harbour Control	01202 440230	Harbour Control	CH14
Coast Guard	999		CH16/67
Chief Race Officer	07966 551038	John Yonwin	N/A

NOTE: Club VHF radio channels : P1 – Channel 32 (private), P2 – Channel 37 (public)

Your Contacts			

1. INTRODUCTION

- 1.1. As a volunteer, you have now joined the Race Management Team, which aims to provide fair and safe racing for all and give you an enjoyable time so you want to come back. Racing is governed in the UK by the RYA racing charter which promotes values and responsibilities for both officials and the sailors themselves. Worth a read on the RYA website: www.rya.org.uk/racing/Pages/racingcharter.aspx
- 1.2. This guide is split into a number of sections principally aimed at the key areas covered by volunteers. These are General (applicable to everyone) and RIBs & rescue boats.
- 1.3. Although many of the ideas covered here are generic, each Race Officer (RO) will have his/her own way of doing things; make sure that both you and the RO have agreed how things are to be done. At the end of the day the RO has overall responsibility for the race management, but that doesn't mean that the RO is not open to suggestions and observations!

2. REFERENCE DOCUMENTS

- 2.1. This guide is to help explain how race management is run at Poole YC; it must not be considered as a rules document or take precedence over existing documents. The following documents have precedence over the actual racing and must be referred to in any query over how rules and race management are applied.
 - a. Sailing Instructions (SIs) and their amendments
 - b. Notice of Race (NoR)
 - c. Racing Rules of Sailing (RRS) as amended by SIs and NoR where allowed.
 - d. RYA racing charter.
 - e. Any other document detailed by the SIs and NoR where allowed such as explanation of pursuit racing.
 - f. Poole Harbour Commissioners Yacht Racing Criteria

3. GENERAL NOTES

- 3.1. Signing in: PLEASE sign in on the volunteer sheet to confirm that you have turned up for your duty; please do this before you do anything else (this includes RIB crews so the RO knows you are around). The form is in the sailing office. You must also sign off at the end of the evening when racing is finished.
- 3.2. When / where to meet during mid-week sailing:
 - a. Race Hut people: Sailing office at 17:30 or as soon after as possible. RIB/launch: Be ready to leave pontoon at 17:55, signing-in at 17:30 or as soon as possible after to give plenty of time to sort boat/get changed.
 - b. If you know you arrive regularly **after** 17:30, discuss it with RO, knowing someone will arrive later is much better than RO having to worry whether someone is going to turn up at all.
- 3.3. When/where to meet for weekend sailing:
 - a. Race Hut people: Sailing Office 1 hour before first start or as required by RO
 - b. RIB / launch: Be ready to leave pontoon at 30 minutes before the first start, signing-in 1 hour before the first start or as required by the RO to give plenty of time to sort boat/get changed.
- 3.4. Typically for mid-week racing, the first warning is at 18:20, and it is 5-4-1-go sequence so first start is 18:25, see the NoR for actual timings.
- 3.5. If late please still turn up, don't just think it is too late to be of use. If you are running late please ring the RO on his mobile or ring the Race Hut.
- 3.6. The volunteer system is run through the Dutyman system on the internet, this can be accessed through the club website in the 'Sailing, Volunteer Duties' section.
 - a. Dutyman will automatically send reminders to you before your duty. You can turn this function off or reduce the number of reminders.
 - b. Use Dutyman to confirm your attendance for your duty.
 - c. Use Dutyman to swap your duties if required. Even as volunteers, it is your responsibility to organise swaps, please don't expect the RO to do it for you. Getting your boss to ring the RO up to explain why at the last moment you can't attend really doesn't help anyone, things

happen and it can be worked around but please try to make it all work. An unreliable volunteer isn't a great help.

4. RIBS AND RESCUE BOATS

- 4.1. Generally RIBs are used for all safety cover due to their speed and manoeuvrability. The heavy and slower Nelson launch can be used for towing, but its use is normally limited to haven staff if required.
- 4.2. The harbour has a speed limit, 10 knots in general and 6 knots in the Little Channel and Holes Bay. During the winter months the 10 knot limit is relaxed in the shipping channels. Other than in the event of an emergency, the speed limit must not be exceeded; the harbour master does have radar and speed guns and does impose fines on boats.
- 4.3. When you are near other boats and especially racing boats, keep the speed to the minimum and keep out of the way – consider both your wind shadow and your wake as both affect a sailing boat, perhaps try to remain at least 10 boat lengths away. There is nothing worse for a dinghy sailor to have to shout for a RIB to get out of the way, for the crew to then throttle the engine and leave a patch of lumpy water and dirty air; you will not be popular.
- 4.4. Getting ready: arrange to meet with your crew in good time, boats should be ready to go and fuelled for you, the keys are in the Haven Office. Numbered boat safety kit bags are kept in the Sailing Office with flags/staff. RIBs are kept on 'A' pontoon.
- 4.5. Check out the boat safety kit bag before going afloat, do this with the RIB assist: Boat safety kit bag includes:
 - Spare kill cord
 - First Aid Kit / foil blankets
 - Pouch containing Knife, Pliers, Marlin Spike/Shackle key
 - Wire Cutters
 - Flares
 - Whistle (required for shortened course)
 - Two flags : Blue & "S"
 - Zip waterproof folder containing:-
 - SI's/Course Book (required if Class Captain changes course)
 - Red/white plastic streamer (for abandoned dinghies)
 - Pencil & Paper
 - Tide table

- 4.6. RIBs are numbered on the hull; please make sure you pick up the right number flag and safety bag to match the RIB number.
- 4.7. Please make sure you are adequately clothed for the conditions including lifejacket/buoyancy aid. At least one of each boat's crew should be suitably clothed to enter the water in an emergency to offer assistance, NB That person needs to wear a buoyancy aid.
- 4.8. Boat crews should carry a knife and/or locate the knife in the safety bag.
- 4.9. A Safety Lead (SL) will be nominated by the RO, this will be a person with the RYA Safety Boat qualification and will allocate on the water roles to each safety boat prior to going on the water, this will then be communicated by the SL to the RO
- 4.10. The SL will be responsible for raising the R flag (flag pole on bund wall by main slipway), when safety cover is on the water, this is to release the dinghy fleets from the shore. The SL should notify the RO when fleets are released. The SL is also responsible for ensuring the R Flag is lowered when racing is finished.
- 4.11. Preparing the RIB
 - a. Removing /storing covers
 - b. General Checks: Ropes, paddles, tubes, anchor, safety bag, prop condition.
 - c. Battery; engine up /down /lock.
 - d. Kill cord; ignition key lanyard; engine start & engine water tell-tail.
 - e. All boats to carry-out radio check with RO on P1 (CH 32) or P2 (CH37) before leaving pontoon, take a club hand held VHF (placed in a waterproof sleeve) as backup.
 - f. One RIB to carry the Orange Starting mark
- 4.12. Position on the water will be allocated by RO / SL during or before the start sequence, aim will be for one RIB to stay near middle of race course (SL) with other RIBs covering extremities; depending on course, RIBs may follow fleets or may cover specific areas. The SL will communicate mainly with the RO, this avoids multiple VHF traffic for the RO. The RIBs should be positioned on the outside of the fleet where possible, not allowing any dinghy to get outside of them.

- 4.13. One RIB may be asked to identify OCS boats (on course side) from the end of line and communicate to the RO. As the RIB continuously moves this can be difficult, if in doubt the RO has the final decision.
- 4.14. Do contact the Race Hut during the race particularly if you haven't heard anything for a while to give the RO your position and report anything which the Hut may not be aware of but maybe relevant.
- 4.15. Safety Boats can leave the water once every competitor boat has been accounted for at the end and they are released by the Race Hut. Please put all gear away and record any RIB defects in the Haven Office when returning keys.
- 4.16. Note that when lots of boats have capsized/disabled, rescuing crew is the primary duty. Boats should be abandoned/secured to a mooring if possible and marked with red and white tape, if other boats require help. The RIB should only leave the race area with retired/broken boats if the RO has approved.
- 4.17. Skills and Attributes of a **RIB Assistant** role

Should be able to:-

- a. Tie basic knots : Round turn & two half hitches, Bowline, Sheet Bend, Reef Knot, Figure-of-Eight (Hint: Take a short length of rope with you to practise, the RIB driver can help you when circumstances allow) .
- b. Operate the radio efficiently (may be needed when the driver is busy driving!)
- c. Assemble a mark / weight / anchor and launch / recover.
- d. Keep a good lookout, and judge potential for interference with boats racing (and alert driver accordingly)...Especially behind and to the side when the Driver may be looking ahead!
- e. With the assistance of the driver, haul a person out of the water and into the RIB
- f. When directed by the driver, provide assistance with righting a capsized dinghy, understanding the factors in play (wind, tide, type of boat, capabilities of the crew, stuck in mud or not, sails involved, etc.) Sailing gloves are important for this!
- g. Be aware of the geography and locate (approximately) the Racing marks in the harbour.
- h. Identify the dinghy types sailing from Poole Yacht Club.

- i. Assist the driver with setting a finishing line for a shortened course, and recording finishing boats.

4.18 Skills and Attributes of a **RIB Driver** role

Should be able to:-

- a. Hold a current and valid PB2 certificate.
- b. Do all of the Assistant duties above.
- c. Drive the RIB competently, according to the conditions, and being keenly aware of its effect on other craft around (especially wash in light winds!)
- d. Know if / when / how to provide assistance to capsized dinghies and crew.
- e. Set a finishing line for a shortened course, when asked for by the Race Officer, in an appropriate manner.

4.19 Shortening Courses for RIBs

- 4.19.1 The racing may be shortened either from the Race Hut or from a RIB at a mark of the course.
- 4.19.2 Read up on shortening the course (RRS 32) particularly where the RIB must be with respect to the finish buoy (the race boats must cross the new line in same direction from the last mark, no hook finishes!).
- 4.19.3 See Figure 1 for the correct position of the RIB.
- 4.19.4 The RIB must anchor for handicap fleets or ensure that the RIBs position is constant if the RIB can't anchor, such as in the main channel. For one design fleets it is preferred to anchor but not quite as important as position of the dinghy over the line counts rather than the time as in handicap racing.
- 4.19.5 The blue flag (committee boat) and S flag (shorten) must be visible on the staff on the RIB, or clearly displayed in both hands by the assist, with 2 sound signals on its hoist. The flag hoist and sound doesn't have to be done when the leading boat is at the preceding race mark as the RRS previously required but it needs

to be done in good time so that a boat can make a suitable course decision with respect to the shortening of the course.

- 4.19.6 Agree with the RO whether the finishing sail numbers/times will be read directly over the radio and/or recorded on the RIB.
- 4.19.7 A finish sound is not required for each boat but it is always a good idea especially if there is any doubt regarding the finishing.
- 4.19.8 The RO will advise of any boats that won't get a finish if they were OCS (on course side – over the line at the start). It is worth telling the boat when they cross the shorten course line to avoid any confusion.
- 4.19.9 **NOTE: YOU CAN RESTART A RACE IF YOU GET IT WRONG, YOU CAN'T REDO THE FINISH, IT HAS TO BE RIGHT!**

4.20 Laying a mark (See Figure 2)

- 4.20.1 Occasionally the RIB will need to lay a mark, either for a new start line (orange) or as an additional race mark.
- 4.20.2 Check the depth of water (use paddle, RIB flag pole or anchor on rope) where the mark will be laid, shorten or lengthen the anchor line depending on the current, bottom type, tidal range, wind strength and bottom weight/anchor. Aim to get shortest anchor line (2-3 times depth of water but mindful of the conditions, lots of wind/waves needs longer line deployed) to avoid racing boats getting tangled if too close to the surface. Check the anchor/weight is sufficient and well secured to the rope.
- 4.20.3 Tow the buoy behind the RIB with just the anchor in the RIB. Decide whether to approach from down tide or downwind of the target position for the boat. Slowly motor into the tide or wind, when RO is happy both with distance and position he will tell the RIB to drop, simply drop anchor over the side. **DO NOT** have both buoy and anchor in RIB and try to drop in one go as the RIB will have drifted away by the time it is sorted.
- 4.20.4 Check that the buoy position is holding by taking sighting/transit lines with the shore. Be aware that any movement or tide height

may take buoy into deeper water where the anchor may not be long enough and the buoy will drift.

- 4.20.5 There are more sophisticated methods to lay marks and get the position correct including using range finders and GPs but more likely to be used at Open meetings or championships rather than general club racing.

Figure 1 Shortening the Course from the water

Key Points:

- If RIB wasn't there, boats go round mark as per the course direction
- Set line at 90° to course from previous mark
- Anchor (not in main channels)
- Blue & S Flag, 2x sound signal
- Record finishers (and time if handicap fleet)

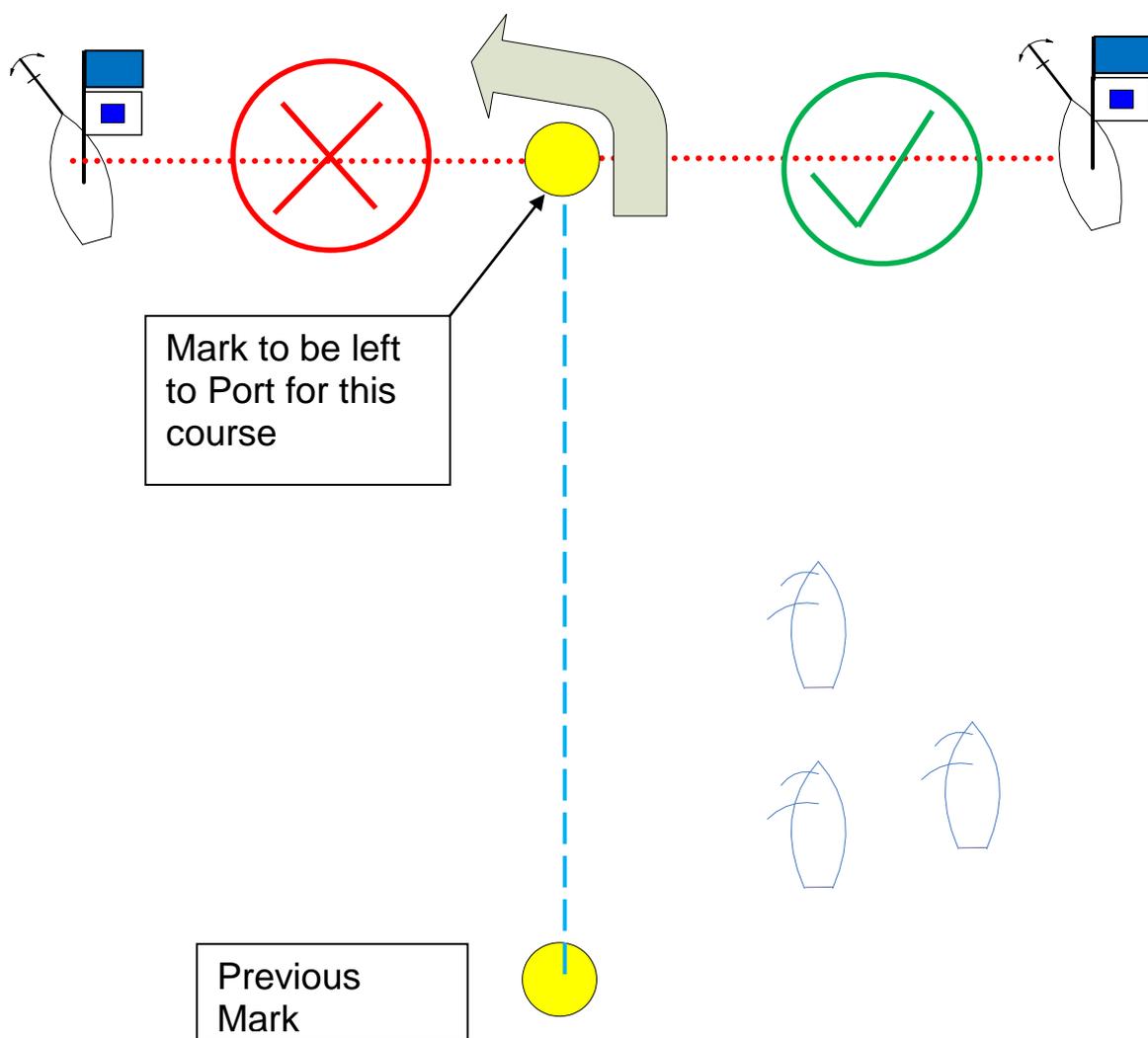


Figure 2 Laying a Course Mark Successfully.

Key Points:

- a. Assess depth and length of rope/chain
- b. Check tide and wind, go into the strongest effect so buoy hangs behind
- c. Go towards drop position
- d. Only buoy anchor in boat during final positioning, positive speed for steerage
- e. Anchor over the side on "Drop, Drop"
- f. Check position is holding using transits
- g. The large marks should be secured in the RIB for transport, as they have been known to 'bounce' out of the RIB.

Figure 2a: Towing Buoy

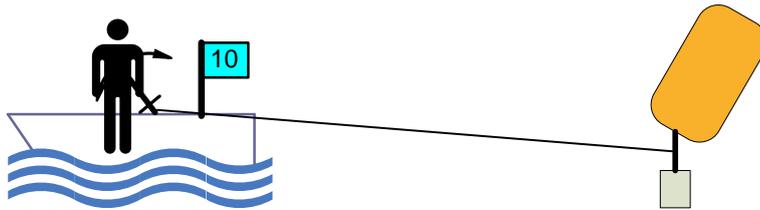


Figure 2b: Buoy Released and on station

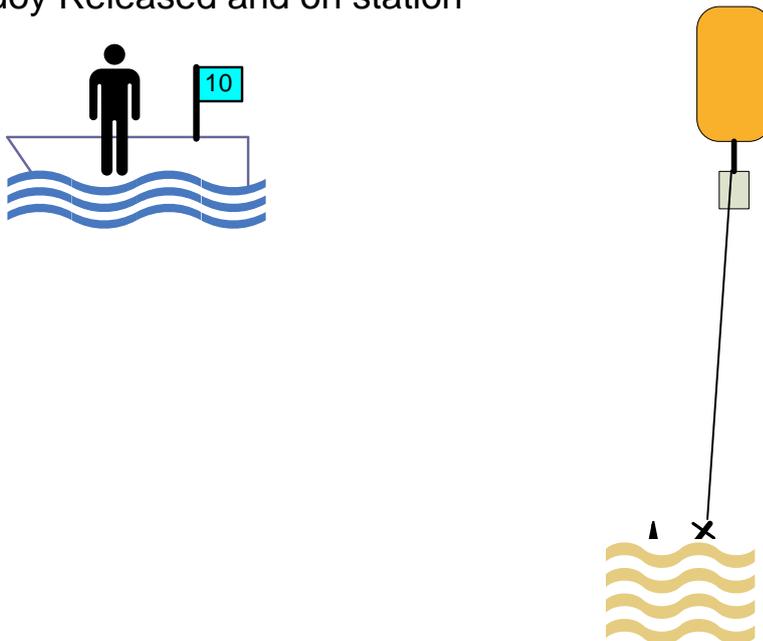


Figure 2c: Transits

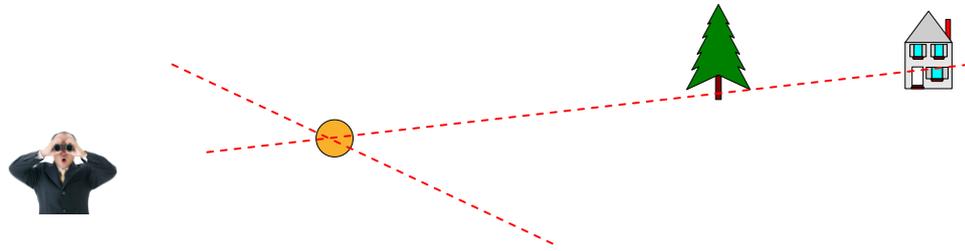
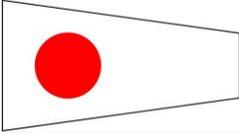
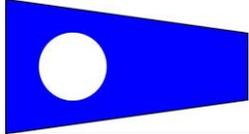
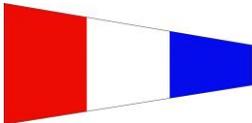
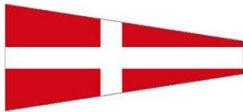
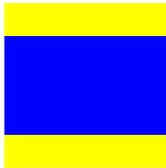
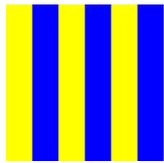
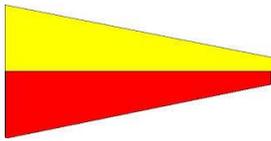
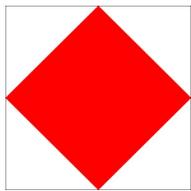
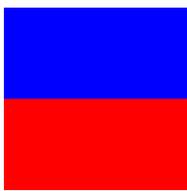
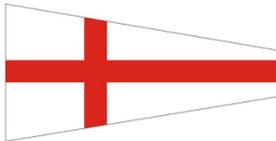


Figure 3 Flags

Class Flags

<p>Class 1 Cruiser</p> 	<p>Class 1A Cruiser</p> 	<p>Class 1B Cruiser</p> 	<p>Class 2 Cruiser</p> 
<p>Class 3 Cruiser</p> 	<p>Class 4 Non-Spinnaker</p> 	<p>J All Cruisers</p> 	<p>D Dayboat</p> 
<p>G GP 14</p> 	<p>O Osprey</p> 	<p>V 420</p> 	<p>6 Mirror</p> 
<p>7 Laser</p> 	<p>F Fast H Dinghies</p> 	<p>E Medium Dinghies</p> 	<p>T Slow Dinghies</p> 
<p>8 Joint E, F & 9</p> 	<p>9 Asymmetric</p> 	<p>R / R19</p> 	

Main Race Flags (See RRS for full definitions)

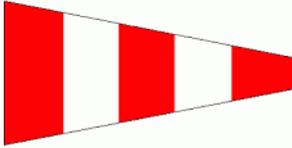
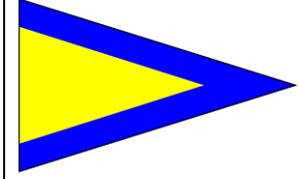
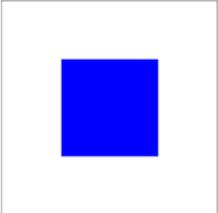
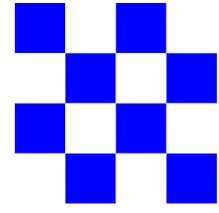
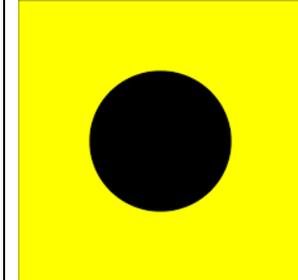
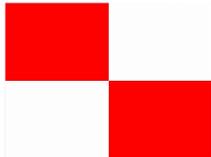
<p>AP / "All stop" (if not already started)</p> 	<p>P / Preparatory</p> 	<p>X / Individual Recall</p> 	<p>Sub 1 / General recall</p> 
<p>S / Shorten</p> 	<p>Y / Wear Buoyancy</p> 	<p>N / Abandon all started</p> 	<p>I / Rule 30.1</p> 
<p>Z / Rule 30.2</p> 	<p>U / Rule 30.3</p> 	<p>Black / Rule 30.4</p> 	

Figure 4 Typical Dinghy Types

<p>RS200</p> 	<p>RS800</p> 	<p>Buzz</p> 	<p>ISO</p> 
			

<p>Laser 5000</p> 	<p>Cherub</p> 	<p>Hobie Cat</p> 	
			

<p>Fireball</p> 	<p>Osprey</p> 	<p>Contender</p> 	
			

<p>Laser Full</p> 	<p>Laser Radial</p> 	<p>Laser 4.7</p> 	<p>420</p> 
			

<p>GP 14 (One-design)</p> 	<p>Wayfarer</p> 	<p>Dayboat (One-design)</p> 	
		<p>DB</p>	

<p>Mirror</p> 	<p>Topper</p> 	<p>Pico</p> 	<p>Optimist</p> 
			