



Instructions for Support Boat Duties

- You must **attend the Race day and safety briefing in the committee room** (usually at 8.30am)
- You should **bring your own lifejacket** with you as the club does not have any to loan.
- You should **wear a lifejacket** or buoyancy aid at all times in an ISC Support Boat, RIB or Displacement and carry a mobile phone in a waterproof pouch (pouches are in the Support Boat bags).
- You should be **dressed appropriately** for the conditions and the length of time you will be afloat. Remember that you will be relatively immobile for much of the time while there can be spray as well as rain.
- You should bring some food and drink with you in case you will need to be on the water all day. Smoking is prohibited on board. You should bring suncream/sunglasses.
- The Racing Rules on receiving Outside Help have changed for 2013-17.
- **Kill cords must be worn by the driver at all times whilst afloat in a RIB.**

Ashore – On Arrival at the Club

1. Report to PRO/Sailing Manager for instructions, and briefing at 8.30am in the Committee room.
2. You will be allocated a crew / driver, specific boat and role on the water.
3. Check that the Orange Safety bag contains the following:-
Radio, Knife, First Aid kit, Flares, Instructions Folder, Compass, Tape, Whistle, Waterproof Notepad, Pen and Pencil.

Afloat – at the jetty

1. At the boat, the:- start the engine, check the fuel tank.
2. Before you depart, check:
 - with the PRO whether your boat should take either the starting marks (generally carried in Dolphin) or a floating special mark.
 - you have towing lines.
 - your radio is working. Radio check as follows:
Call Betivuka or the Club and say "This is [boat], radio check please - over".
 - Hang the portable radio around your neck. It is the only place that you can be sure to hear it when your engine is running. The radio is waterproof, but try to keep it dry. SBC should act as radio operator. When called, you should answer immediately.
3. Be available immediately after the briefing to ferry keelboat crews out to their boats and to assist any boats in trouble.

- 4 If you are on duty with a junior class then (unless you have been otherwise instructed to go down-harbour) you should be on the water before they launch.

Dealing with Emergencies

PLEASE MAKE SURE YOU ARE FAMILIAR WITH THESE PROCEDURES BEFORE YOU GO ON THE WATER.

Does the casualty require immediate professional medical or paramedic intervention? If YES, treat as a Serious Incident; if NO treat as a Less Serious Incident.

Serious Incident

The primary duty of anyone at the scene of an accident or incident is to take immediate action to save life, give help to those injured or to limit damage. The first boat on the scene will take control of the situation and will call the Coastguard on Channel 16 using a MAYDAY call as follows:

MAYDAY, MAYDAY, MAYDAY, This is (name of vessel repeated 3 times)
MAYDAY, (name of vessel spoken once)
MY POSITION IS (give your position using Navigational marks not racing mark)
I AM (state problem),
I REQUIRE IMMEDIATE ASSISTANCE
NUMBER OF PERSONS REQUIRING ASSISTANCE
OVER

Wait for Coastguard to respond. If there is no response with 15 seconds, call 999 on your mobile phone and ask for the Coastguard.

If there is a suspected spinal injury do not move the casualty unless the casualty is in further immediate danger.

The Coastguard will ask for more details of the casualty and respond with the action it intends to take to render assistance. It is essential that you remain in communication with the Coastguard on Channel 16, or 67 if ordered by them. You must remain with the casualty. The Coastguard will provide advice on how to care for the casualty until help arrives. The Coastguard/rescue helicopter will instruct you on what action to take to indicate your position to the rescue services. The rescue helicopter will instruct you on how to prepare for the casualty evacuation using Channel 16. You may be asked to take a casualty to a landing point to be met by an ambulance. The PRO should be informed as soon as possible, after the initial action has been taken. Betivuka maintains a listening watch on Channel 16.

As a guide, the normal response time for a rescue helicopter or the inshore lifeboat to reach an incident in the harbour is about 15 minutes. The harbour patrol boats, which maintain a listening watch on Channel 16, will be alerted to the incident and will respond.

Less serious incident

Administer first aid to the casualty, keep the casualty warm and provide reassurance. Take the casualty back to Itchenor SC where there are trained first aiders, who can care for the casualty and can decide if further medical assistance is required. Inform the PRO and the Office the situation and the action which you are taking.

No two emergency situations will be the same. It is impossible to plan and anticipate every situation, but you must be familiar with these procedures. It helps to have thought about what might happen given the weather, tide and racing conditions on the day.

Support Generally

1. All Support Boats should notify the Committee Boat of any dangers or other incidents on the water.
2. The displacement boats (Dolphin and Betivuka) can sometimes tow keel boats off the mud more effectively than the RIBs. The RIBs are quicker and more maneuverable, remember the Harbour Speed limit - 8 knots, except in cases of emergency. Beware of other Harbour users. The RIBs may tow dinghies, and are useful for righting overturned dinghies.
3. Only the nominated driver and crew should be in a Support Boat, together with anyone rescued.
4. The overriding responsibility is the support of those who are sailing, and thus the recovery of boats or their gear is of secondary importance.
5. Always turn off your engine if going alongside a boat with crew in the water or where crew are changing boats (so risking falling in the water). Consider seriously whether you should turn off the engine if alongside another boat in other circumstances.
6. It may not be necessary for several Support Boats to attend a boat in trouble. If two or more boats find themselves at a scene, decide quickly who will attend. This releases the other boat for patrol; several problems may be occurring at the same time!
7. In light airs you may have the opportunity to tow boats to the start line. However, you should first seek the PROs permission as it might then be necessary to provide such help to all that fleet and/or postpone the start.

Laying the Starting Line marks

1. This is done under the direction the PRO, usually by the crew of Dolphin, but not always.
2. The Outer Distance mark (an Orange Flag) is laid by motoring slowly up tide across the starting line at the required distance from the Committee Boat, with the mark in tow. The mark should be in the water with the crew holding on to the anchor. The PRO on the Committee boat, should give you arm signals to tell you where and when to drop.
3. At a signal from the PRO release the anchor.
4. If an Inner Distance mark is required (Flag O), the procedure is the same and it is likely to be laid about 2 lengths from the Committee Boat, and just "up course" of the line, at the direction of the PRO.
5. Remember that it may be necessary to stand off nearby the Committee Boat, in case the PRO needs the mark moved because of a wind shift, for example.

Before the Start

1. You should receive instructions from the PRO, who will advise you where your boat should best be placed. It is sensible to go up to the Committee Boat on arrival in the start area.
2. Note the course displayed for each class on the side of the Committee Boat.

3. If you have no instructions, wait until after the start sequence has finished and then call the PRO.
4. You may have been asked by the PRO to help guide non-racing boats from other clubs etc past our start line. If so, please approach such boats carefully and offer help politely. Such help may include identifying the start line/course, start times and best route round the start.
5. Keep away from racing boats manoeuvring near the line. Keep well back behind or forward of the line and to the side of the channel.
6. Maintain radio silence unless there is some urgent need to communicate, especially within the 6 minute period within the starting sequence(s).

After the Start

1. The PRO will tell you where to patrol and it is very important you comply with this. If you have to leave this area for any reason (eg safety issue nearby), you must ask/inform the PRO.
2. Remember if you have no instructions, ASK the PRO. Don't just cruise around aimlessly!
3. Regularly inform the PRO where the boats in any class are, what marks are being rounded, and where the end of the fleet is.
4. Dolphin will normally be instructed to pick up the starting marks when the PRO decides. RIBs may be instructed to pick up special marks.

Dealing with Capsizes

1. On sighting a capsized boat, close in and lie a short distance away. Immediately check that you can see the right number of heads so that no one is trapped under water.
2. If anyone is cold, tired or injured, you will need to take action; the decision is *yours*.
3. You may need to get one of the crew into your Support Boat. (Turn off engine)
4. Approach the dinghy at forestay, hold mast to prevent from inverting.
5. Gently motor the boat around until the bow is onto wind. Raise the mast to right the dinghy.
6. Most dinghies can be righted with the sails hoisted, lower the spinnaker.
7. **For inverted boats** – Attach tow line to your painter. Approach middle of dinghy bow in and upwind. Attach towline over hull, behind dagger board and onto furthest jib sheet or shroud. Reverse away keeping towline at 90 degrees. The dinghy will right.
8. Keep hold and into wind until crew are onboard.

Broken Mast, etc.

1. If broken above the shrouds the boat can still be sailed under jib.
2. If broken and/or the boat is rudderless, once the crew are safe and the boat is upright you can check for instructions from the PRO. This may be either to tow the boat home, or for the dismasted boat to wait for another Support Boat to tow it home.

3. Retrieving unessential gear when it is adrift is fine as long as it does not interfere with the task of rescuing people, or otherwise put them at risk.

Heavy Weather

It may be necessary to lower one or both of the sails. If it cannot be undone at the shackle, it may be necessary to cut the halyard at the masthead.

Towing

1. The tow line should be taken with 2 turns around the boat's mast, and held by the crew, so that it can be slipped quickly.
2. Dinghies should normally raise their dagger boards when being towed.
3. A rudderless dinghy can be made more manageable if the tow line is kept close to its stem by another line round it and made fast to the stem. The boom can be used as a jury rudder.
4. When towing do not endanger the equipment, if no-one is in danger. It is usually more effective when there is a tide running if the Support Boat pulling a keel boat which is aground takes the tow over its bows. Care should always be taken in case the tow rope breaks and flies back and injures the crew.
5. If towing a boat off a shallow lee shore, drop anchor upwind/tide of the boat aground and run back on the anchor with the engine stopped and raised.
6. Inform the PRO

Finally

1. The PRO and only the PRO can allow you to leave the race area and later your support boat. Obtain permission to leave, or wait to be stood down!
2. Ferry members from their boats on the moorings, back to the Club jetty.
3. **Tie up ribs in correct location, remove the rubbish and trim the engine up.**
4. On your return to the Club, return the bag, complete with all its contents, and radio, to the Club Office.

Thank you for supporting the club and giving time to do your duty.

Chris Blevins

Rear Commodore - Sailing