



This document should be read in conjunction with the MYC Racing Safety Policy and covers the conduct of racing at Medway Yacht Club including weekend series points racing, special one-off events and the Regatta.

Racing at MYC is controlled by a Race Officer (Club), an Officer of the Day and a Race Officer (River) or any combination of the three. These officials can be assisted by a Race Management Team and/or by Flag Officers of the Club if they are present.

The risks associated with racing organised by MYC is minimised by procedures laid down for the various officials supervising the racing activity and also by the deployment of patrol boats to provide assistance to crews who find themselves in difficulties.

Officer nomenclature and areas of responsibility.

- I. OOD is the Officer Of the Day appointed to be in overall charge of running the club that day.
- II. Race Officer (River) is the person appointed to conduct down river-based racing.
- III. Race Officer (Club) is a person appointed to conduct club based racing. In the event of there not being a RO (Club) then the OOD will assume this responsibility.

It is mandatory that if down river racing is being conducted there shall be an OOD present at the club at all times.



1. A **Major Incident** is defined as one in which major injury has occurred or when life or vessel(s) are at risk and where in the opinion of the officer in charge of the race the capacity or capabilities of the Club rescue facilities are considered adequate to meet the tasks involved without the immediate need to call for outside assistance.
2. An **Emergency** is defined as any incident where major injury has occurred or when life or vessel(s) are at risk where in the opinion of the officer in charge of the race the capacity or capabilities of the Club rescue facilities is inadequate to meet the tasks involved and it is necessary to call for outside assistance.

The initiation of major incident and/or Emergency procedures is the sole responsibility of the Officer in charge of the race or series of races under his/her control. This may be any of those listed in Officer Nomenclature above.

3. Upon becoming aware of any incident appearing to meet the definition of a Major Incident or an Emergency the Officer (person) initiating these procedures shall immediately call for assistance from:
 - a. The OOD if the racing is Club based
 - b. The RO (River) if down river racing is being conducted.
 - c. Such other resources as can be contacted in the vicinity of the incident by the Officer/person initiating the procedure.
 - d. Based on the information received, and such other resources or assistance that the Race Officer may have been able to muster, he/she shall then consider and continually assess during the working of the incident, whether the incident should be escalated to the point of being declared an emergency.
 - e. If the OOD, Race Officer and Flag Officers (if available) decide that the rescue facilities available to them are not capable of handling the situation then racing shall be abandoned and extra help called for.
 - f. **The OOD will then immediately activate the Club's emergency plan and notify a flag officer:**

		Home	Mobile
Commodore	Mark Penny	01795 844247	07792 520742
Vice Commodore	Richard Stone	01634 684958	07860 241653
Rear Commodore	Tony Newcombe	01622 686421	07778 053097



4. Maintain a log of relevant information as it becomes available and decisions and actions taken. At the closing of either a Major Incident or an Emergency the officers involved should write up a report of the incident and lodge it with the Club Secretary who shall bring it to the attention of the Flag Officer in charge of sailing.

5. *If outside assistance has been requested* the subsequent management of such an incident, shall, if there is one present, pass to a Flag Officer. This transfer of responsibility must impose no delay in ALERTING THE COASTGUARD.

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THE EMERGENCY PLAN

The Club Emergency Plan shall be to:

A ALERT THE COASTGUARD via the VHF Distress Procedure or 999

Immediately the Coast Guard is alerted they assume full responsibility to co-ordinate the incident with the officer or persons who initiated the call at the Point of Contact.

The Point of Contact will be instructed to switch to a working channel.

In the event of continuing transmissions on VHF channel 16 all stations will be instructed by the Coastguard for "Silence"

Co-ordination with the following authorities will also be undertaken by the Coastguard:

Medway Coastguard Unit

RNLI

In the event of poor communications with the Coastguard they have instructed that Peel Ports Medway may be used to relay messages on VHF Ch 74 or other channel.

B The OOD/Flag Officer shall establish, from members present, a Club Emergency Team.

The duties of the Emergency Team shall be to:

- i) Set up an incident room to monitor and log all events.
- ii) Establish key communication links with these people and organisations:

Organisation	Telephone Number
1 Coastguard. (London). (Dover)	Ch 16 & 67 Tel - 020 8312 7380 MMSI – 002320063 Tel - 01304 210008 MMSI - 002320010
2 Police, Ambulance, Coast Guard, Fire,	999
3 Peel Ports Medway. (Medway VTS)	101 Police Non Emergency 01795 596 596 (Reception 9-5)
(Navigation tower)	01795 663025 (1st contact number)
(Port Working Channel,)	VHF Ch 74
4 If the emergency is down river, the RO (River)	VHF Ch 37 or mobile phone.

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5 Club Patrol boats.

VHF Ch 37

6 MYC *Upnor line*, (land radio)

Available CHs 37 & 80

Listening only 74

- C Under the direction of the OOD/Flag Officer, manage the emergency. In particular with regard to:
1. Initiate log of events if this has not already been started
 2. Provide support to the Officer/person who called the emergency
 3. Co-ordinate the onshore support.
 4. Collate the Boat/Personnel status.
 5. Provide the Police and Coastguard with information.
 6. Answer Media and Relatives enquiries.
- D A Major Incident or Emergency shall only be deemed over WHEN ALL PERSONS INVOLVED ARE ACCOUNTED FOR (see appendix 9 for dinghy Regattas and Open Events).
- E A full debrief shall follow any Club Emergency.



Appendix 1	List of Casualty landing points and Emergency Telephone numbers
Appendix 2	Duties and responsibilities of OOD during a Major Incident or Emergency
Appendix 3	Duties and responsibilities of Race Officer (Club) during a Major Incident or Emergency
Appendix 4	Duties and responsibilities of Race Officer (River) during a Major Incident or Emergency
Appendix 5	Duties and responsibilities of Committee Boat Skipper during a Major Incident or Emergency
Appendix 6	Duties and responsibilities of Patrol Boat Co-ordinator during a Major Incident or Emergency
Appendix 7	Duties and responsibilities of Patrol Boat Skipper during a Major Incident or Emergency
Appendix 8	Duties and responsibilities of Guard Boat Skipper during a Major Incident or Emergency
Appendix 9	Procedure for the accounting of persons participating in open dinghy regattas / events
Appendix 10	Duties and responsibilities of Tally Masters during a Major Incident or Emergency



Appendix One

A LIST OF CASUALTY LANDING POINTS AND EMERGENCY TELEPHONE NUMBERS

1. *The casualty landing points* that are available whilst racing on the river are listed below. Consideration should be given to the condition of casualties to be transferred to an ambulance. Ambulance crew may not be able to collect patients from pontoons and it may be better to make take the casualty directly to a landing place where direct shore access is available:

<u>Location</u>	<u>Telephone No</u>
Sheerness Harbour. (Lower Camber, Gun Wharf) Sheerness Docks Sheerness Kent ME12 1RS	(Reception) 01795 596 596
Queenbough All Tide Landing (Unassisted walking only) North Road Sheppey Kent ME11 5AA	Harbour Master 01795 662051
Gillingham Marina (all states of Tide and Helipad) (Lock gates only available at HW +/- 4 hrs) 173 Pier Road Gillingham Kent ME7 1UB	01634 280 022 / Ch. 80
Gillingham Pier (tidal only available at HW +/- 4 hrs) Pier Approach Road Gillingham Kent	No number available
MYC (all states of the tide) Lower Upnor Rochester Kent ME2 4XB	01634 718399 (Office) / 01634 718169(Clubhouse)
Chatham Maritime Marina pontoon (24 Hour, all states of tide, sill at 1.3m CD) The Lock Building Leviathan Way Chatham Kent ME4 4LP	01634 899 200 / Ch 80



**Thunderbolt Pier (all states of tide)
Access via Chatham Historic Dockyard**

No number available

Also

Strood Pier

When calling an ambulance ***specific indication*** must be given to the Ambulance service as to the nature of the suspected injury and exactly where the casualty is being landed.



Appendix Two

OFFICER OF THE DAY (OOD)

The OOD is based at the club and has overall responsibility for all club activities on that day. In the case of a major incident or an emergency he/she will:-

- 1) Coordinate all **Club** responses to incident unless passed to a Flag Officer.
- 2) Set up an incident room with restricted access.
- 3) Maintain communications with RO (River).
- 4) Maintain VHF log (either written or taped) normally through designated VHF operator.
- 5) Maintain log or tally of all persons involved in the event.
- 6) Maintain log or tally of all persons involved in the rescue effort i.e. of boats and crews.
- 7) Maintain constant contact with the officer who initiated the emergency plan to evaluate ongoing situation.
- 8) Assess whether help from other clubs is needed/available.
- 9) Conclude Incident report.

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Appendix Three

RACE OFFICER CLUB - RO (Club) may be OOD

The RO (Club) will:-

- 1) Take instructions from and report to the OOD.
- 2) Act as a central point for all information coming in from RO (River).
- 3) Be prepared to take over control of incident in event of communications problems.
- 4) Keep a log noting all timings (important).
- 5) Have overall control of "club" racing boats and inform (RO River) when finished.
- 6) Maintain VHF log.
- 7) Maintain good communications with any other club where recovered boats have launched.



Appendix Four

CHIEF RACE OFFICER RIVER - RO (River)

The RO (river) will:-

- 1) Take instructions from and report to the OOD.
- 2) Be in overall charge of all river personnel/ resources.
- 3) Maintain contact via VHF or mobile telephone with:
Medway VTS - (at least one Guard Boat should maintain a listening watch on their channel, 74).
Port of London Authority, when operating in their area. (Ch 68 & 69).

And when necessity requires with the R N L I / Thames Coastguard (Ch 16).

Note regarding the Coastguard/ Medway VTS/PLA.

The RO (River) must bear in mind that the RNLI/Thames Coastguard will be operating on Channel 16, and in an emergency that Medway Ports may order a switch to their own emergency channel (Ch 73). If this is the case the race hut at MYC cannot monitor this Channel

These outside agencies, in particular the Coast Guard, will be in overall command of any incident for which they have been called on for assistance.

The RO (River) will therefore be working under their command and as such it will be at the RO's (River) discretion when to instruct a patrol or other boat(s) to switch to these channels to work with the assisting outside agencies.

(The WSC normally only have access to Ch 37 and no other!)

- 4) Liaise with the Club to ensure that Thames Coastguard has been advised of the number of boats racing and for dinghy events the exact crew numbers before racing **each day**.
- 5) Maintain a VHF log.
- 6) Co-ordinate all recovery efforts.
- 7) Continuously evaluate the incident.
- 8) Update the Club on recovered crews (**crews not deemed safe until ashore**).
- 9) Exchange information with OOD on which crews are safe/missing.
- 10) Make sure that any outside boat or crews recovered are accounted for.

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Appendix Five

COMMITTEE BOAT (skipper)

If a Committee boat is being used the Committee boat skipper will:-

- 1) Position the boat according to the RO (River)'s instructions.
- 2) Take instructions from RO (River).
- 3) Be prepared to take recovered crews from patrol boats.

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Appendix Six

PATROL BOAT CO-ORDINATOR (PBC)

In the case of an incident he/she will:-

- 1) Co-ordinate patrol boats, position and activities.
- 2) Keep the RO (River) or RO informed of recovery situation.
- 3) Continuously evaluate recovery situation to maintain control.
- 4) Request help if needed.

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Appendix Seven

PATROL BOAT (skipper)

The patrol boat skipper will:-

- 1) Take instructions from the Patrol Boat Coordinator (PBC).
- 2) Recover crews first Boats second.
- 3) Take crews "tally" number and report to PBC what has happened to crews.
- 4) Report to PBC when ready for next duty.
- 5) Fix crew safe marker to boat if crew are removed.
- 6) Be prepared to tow boats back to the Club at the end of the incident.



Appendix Eight

GUARD BOATS (skipper)

If a guard boat is deployed the skipper in charge will:-

- 1) Take instructions from the Patrol Boat Coordinator.
- 2) Be prepared to accept crews from patrol boats.
- 3) Maintain a listening watch on VHF on Channels:
 - 37 - The Club operating channel.
 - 72 – The Clubs Racing channel
 - 16 - The Emergency channel.
 - 74 - The Medway VTS working channel.
- 4) Report to Patrol Boat Coordinator any problem with crews on board.
- 5) Take instructions from Patrol Boat Coordinator as to positioning boat.
- 6) Remain on watch unless stood down by PBC, RO (River) or RO.



Appendix Nine

PROCEDURES FOR THE ACCOUNTING OF PERSONS PARTICIPATING IN OPEN DINGHY REGATTAS/EVENTS.

1. There shall be a defined entry and exit tally station through which **all** persons connected with the regatta/event shall pass and register their passage with the Tally Masters. If some persons/boats are launching from other clubs/locations then a watertight accounting system must be in place to account for these people/boats.
2. Any competitor failing to register, exit or return may incur a penalty, which may be DND, (Disqualification non discardable).
3. The station shall be appropriately manned at all times: from the time or signal given in the sailing instructions authorizing the launching or departure of boats proceeding to the race area.
4. The duty of the Tally Masters shall be to record the going to and coming from the racing area of all persons who have gone afloat in connection with the regatta/event.
5. The tally Station(s) shall only close when all persons checked out, have been checked back in.
6. The provisions laid down above may only be varied with the express permission of the Sailing Committee.



Appendix Ten

TALLY MASTERS

The Tally master's activities will become essential in case of an incident as they have the record of how many competitors are on the river and whether any are unaccounted for. Their responsibilities are:-

- 1) To man the designated 'Tally Gate' continuously, from the time listed in the Sailing Instructions for its opening, until all those checked out have **ALL** been checked back in.
- 2) To maintain an accurate record of **ALL** those going afloat at the start of each days racing, and to check all those people back on their return.
- 3) To report, after the last departure afloat, to the RO (Club) or OOD the numbers that have gone afloat for the day's racing.
- 4) To close the 'Tally Gate' after the last person has been checked in and report to the OOD or RO (Club) of the safe return of all those checked out.