

Rival Sailing

STANDARD OPERATING PROCEDURES

1.0 OVERVIEW

Rival Sailing is a recognised RYA Training Centre (878) based at Clyde Marina, Ardrossan and operated by RYA Principal and Chief Instructor Sam Paterson. Rival Sailing delivers RYA Sail Cruising courses from Start Yachting to Yachtmaster prep, as well as non-training skippered sailing activities.

This document outlines Rival Sailing's Standard Operating Procedures (SOP), including forms and policies, as follows:

2.0 Roles and Responsibilities

3.0 Participants

4.0 Safeguarding

5.0 Safety

6.0 Operating Area

7.0 Courses and Training

8.0 Non-Training Activity

9.0 Boats and Equipment

Appendices:

- 3a Booking Form
- 3b Sailing Checklist
- 3c Medical Consent Form
- 3d Evaluation Form

- 4 Safeguarding Policy

- 5a Instructor/Skipper's Checklists & Briefings
- 5b Crew Safety Briefing Checklist
- 5c Health & Safety Policy
- 5d Emergency Action Plan
- 5e Major Incident Brief
- 5f Risk Assessments

- 7a Instructor's Course Programme Notes
- 7b Instructor's Notes – Emergency Actions

- 9a EEE Asset List
- 9b EEE Equipment A-Z

Rival Sailing

STANDARD OPERATING PROCEDURES

2.0 ROLES AND RESPONSIBILITIES

Rival Sailing is operated by Sam Paterson, RYA Principal and Chief Instructor.

The Principal/Chief Instructor holds responsibility for Rival Sailing's policies and procedures, and for compliance and decision-making.

The Principal is also responsible for safeguarding and possesses a (PVG) Scotland and Enhanced Disclosure (England).

- The Principle/Chief Instructor will ensure that all vessels are equipped and manned to comply with the statutory requirements and that crews are appropriately qualified for the area of operation;
- All skippers are expected to comply with Rival Sailing SOPs, MCA Regulations, for the operation of commercial vessels and RYA requirements. Spot checks may be made at any time by the Principle/Chief Instructor, MCA or RYA Inspectors;
- The skipper is to operate the vessel in accordance with SOPs. However, special circumstances may arise and skippers are reminded that whilst in command they are responsible for the safe conduct and operation of the vessel. The comfort and safety of the clients is paramount;
- Deviation from SOPs must be approved by the Principle/Chief Instructor. Any skipper who does not comply with SOPs will be required to furnish an explanation of their action at the earliest practical time.
- Skippers must ensure that they are familiar with the contents of the RYA syllabus, G15, dealing with the syllabus of all RYA courses, and the RYA Instructors Handbook, G27, dealing with the method of instruction and the conduct of courses.

3.0 PARTICIPANTS

Participants are course students and all crew other than the instructor/skipper.

3.1 Administration

The following procedures are implemented for all courses and sailing activities:

- **Booking:** Participants to complete and sign a *Booking Form* (Appendix 3a) listing contact details, any conditions that may affect ability to sail, RYA qualifications and/or prior experience, and opt-in consent for mailing and photographs. Participants also issued with a *Sailing Checklist* (Appendix 3b), outlining appropriate clothing, footwear and items to bring, and Rival Sailing's Terms & Conditions;
- **Medical declaration:** Prior to sailing, participants asked to complete and sign a *Medical Consent Form* (Appendix 3c) listing emergency contact and medical details;
- **Under-18s:** Participants under the age of 16 must be accompanied by a parent or responsible adult. All forms submitted by participants under the age of 18 require the signature of a parent or responsible adult; under 18's are not to share a cabin and the fore peak is offered for sleeping;

Rival Sailing

STANDARD OPERATING PROCEDURES

- **Joining instructions:** Prior to sailing, participants sent details about timings, location, travel/safety advice as appropriate, and reissued with Sailing Checklist;
- **Crew details:** Participants' forms are collated prior to each course or sailing activity and shared with the skipper via a secure Google Drive folder;
- **Evaluation:** After completion of their course or sailing activity, participants are sent an *Evaluation Form* (Appendix 3d) for feedback.

3.2 Sailing programme

The following procedures are led by the skipper for all courses and sailing activities:

- **Familiarisation/safety:** Participants given a tour of boat on arrival, along with pertinent information about the marina, etc.; issued with personal safety equipment and asked to sign a *Crew Safety Briefing Checklist* (Appendix 5a; see Section 5 for details) before sailing;
- **Experience:** Participants encouraged to talk about their practical sailing experience and any prior qualifications (practical or theory) to allow the skipper/instructor to assess experience and let other participants know strengths and weaknesses of fellow crew members;
- **Itinerary:** The skipper/instructor should plan an itinerary taking into account the ability of the crew, weather conditions, and the requirements to cover the syllabus in an interesting, varied and informative way;
- **Expectations:** The skipper/instructor should give a brief description of the sailing area, likely ports to be visited, weather expectations and any night hours that will be sailed. The crews' wishes should not be ignored: if anyone has a particular port they wish to visit, an attempt should be made to accommodate this, subject to all round agreement and safety.
- **Health:** The skipper/instructor should discreetly discuss with participants any health considerations raised in their Medical Consent Forms; dietary needs can be discussed more openly, especially as crew will take turns at cooking and may need to be aware of each other's likes and dislikes; sea sickness is worth a passing mention – give advice on preventative measures but do not make people feel ill by lingering on the subject.

4.0 SAFEGUARDING

Skippers in command of a vessel on any course or event must refer and adhere to the **Safeguarding Policy** (Appendix 4b).

The vessel is currently manned by one instructor, who is registered with the PVG scheme and possesses an Enhanced Disclosure from English authorities.

Children under the age of 16 must always be accompanied by a responsible adult. On the rare occasion that a 16 or 17 year old is on board alone, parental/guardian consent is essential and appropriate safeguards must be implemented.

5.0 SAFETY

Rival Sailing

STANDARD OPERATING PROCEDURES

5.1 **Safety briefings:** Skippers in command of a vessel on any course or event, even for one day, shall not put to sea until the minimum safety briefing is given. This shall include that all persons are briefed on:

- Storage and use of personal safety equipment, such as lifejackets, harnesses;
- Procedures to be followed in the case of an emergency.

In addition, the skipper must issue a **Crew Safety Briefing** (Appendix 5a) to at least one other person regarding the following:

- Location of life raft and method of launching
- Procedures for recovery of a person from the sea
- Location and use of flares
- Procedures and operation of VHF radio (fixed and handheld)
- Location of navigation and other light switches
- Location and use of fire-fighting equipment
- Method of starting, stopping and controlling the engine
- Method of navigating to a suitable port of refuge
- VHF Radio :Mayday / PAN PAN procedures including signage and emergency button operation

5.2 **Safe manning:** The skipper is responsible for ensuring that passages are only made as appropriate to the qualifications and manning level of the crew of the vessel, including:

- **Safe navigational watch:** Skippers must be aware of their position with due regard to navigational dangers at all times. As per the MCA Code of Practice, the skipper is responsible for ensuring that there is at all times a person with adequate experience in charge of the navigational watch, taking into account the following points:
 - The present and forecast weather states, visibility and sea conditions;
 - The proximity of navigational hazards;
 - The density of traffic in the area.
- **Passage planning:** Skippers allowing a client to navigate a particular passage must ensure they are keeping track of the client's plans and actions. It can sometimes be helpful, within reason, to allow mistakes to occur from which lessons can be learned.
- **Navigational log:** A log should be maintained at all times when the vessel is at sea. Any navigational incidents must be recorded in the log book and WITHIN 24 HRS OF AN INCIDENT reported on the correct (online only) form, an A.R.F. (ACCIDENT REPORT FROM MAIB).
- **Mast climbing:** No member of staff or crew member should climb the mast unless there is an urgent maintenance requirement; if needed, a supporting additional rope should be used with the Bosun's Chair as a safeguard to reduce risk of death if the shackle should give way.

5.3 Skippers in command of a vessel on any course or event are expected to refer and adhere to the following policies, procedures and briefs:

- **Instructor/Skipper's Sailing Checklists (5a)**

Rival Sailing

STANDARD OPERATING PROCEDURES

- **Health & Safety Policy and Procedures** (Appendix 5b)
 - Personal safety
 - Domestics
 - Covid-19
- **Emergency Action Plan** (Appendix 5c):
 - Man Overboard procedure and brief
 - Recovery drill – under engine and under sail
 - Care of casualty, including post-recovery action
 - Fire drills – engine room fire and all other onboard fires
 - Abandon Ship drill in case of flood or fire
 - Mayday
- **Major Incident Brief** (Appendix 5d): Procedures to be followed in the event of a major incident involving a vessel under the control of Rival Sailing.
- **Risk assessments** (Appendix 5e)
 - Sail Cruising
 - Covid-19

6.0 OPERATING AREA

East End Endeavour is based at Clyde Marina, Ardrossan. While all courses are centred in the Firth of Clyde, Rival Sailing's operating area encompasses the waters of the United Kingdom, including Northern Ireland, whilst on mile-builders, charters and other non-RYA activities.

7.0 COURSES AND TRAINING

Rival Sailing currently delivers the following RYA Sail Cruising courses with assessments:

- Start Yachting
- Competent Crew
- Day Skipper
- Coastal Skipper

Rival Sailing also delivers Yachtmaster preparation.

For course planning, delivery and additional notes, see **Instructor's Course Programme Notes** (appendix 7a) and **Course Notes on Emergency Procedures** (appendix 7b).

Rival Sailing

STANDARD OPERATING PROCEDURES

8.0 NON-TRAINING ACTIVITY

In addition to RYA courses, Rival Sailing delivers informal (non-accredited) tuition, skippered day sails, skippered overnight cruises and skippered mile-builder trips. The policies and procedures required for RYA courses also apply to these sailing activities.

9.0 BOATS AND EQUIPMENT

Rival Sailing's primary sail training vessel is East End Endeavour (EEE), a Rival 41C (12.5m) Bermudan-rigged sloop with central cockpit, slab reefing mainsail with 3 reefing points and roller reefing Genoa .

Sails on board include: Staysail, Storm Jib, Trisail, Cruising Chute and spare Genoa on board in the forecabin.

For full details of equipment, including safety equipment, see **EEE Asset List** (Appendix 9a) and **EEE Equipment A-Z** (Appendix 9b). A copy of the Equipment A-Z is kept on the vessel chart table.