

## **GENERAL**

- 1) The Club is operated under the Membership of BC Sailing and Sail Canada.
- 2) These Safety Procedures are intended to provide direction for personnel at the Club and amplify applicable sections of BC Sailing and Sail Canada regulations. These orders in no way supersede any orders and regulations from higher authority.

## **EMERGENCY PLAN**

- 3) All personnel who are present in a supervisory or instructional capacity shall be fully conversant with the Emergency Plan for the Club. A copy is attached as Annex A to these orders.

## **BOAT MAINTENANCE**

- 4) The boats shall be maintained in proper working condition at all times. Damage to the boats shall be reported immediately to the Head Instructor or the club director. Full records shall be kept of all repairs and equipment used from inventory. Requests for repairs beyond normal first line maintenance and for parts not in inventory shall be referred to the fleet captain or club BOD for financial approval.

## **SUPERVISION**

- 5) The sail staff is responsible for the supervision of the sailors between the hours of \_\_\_\_\_. Parents may seek information from the Sail Staff regarding the day's instructional plan and what resources will need to be providing for the following day's training. Sail Staff shall not leave the sailors unattended without first seeking permission from the Head Instructor.

## **COURSE SCHEDULE**

- 6) A course schedule will be forwarded to parents prior to commencement of the training week at the Club. If you have questions about this schedule of the information contained in the preparation package please contact the Club's registration office at \_\_\_\_\_. We would be happy to deal with any problems or concerns that the Corps might have.

## **REPORTS AND RETURNS**

- 7) The Sail Staff will ensure that Sail Canada certificates are issued in a timely manner. This shall normally mean that the Sail Canada Report cards are filled in on Checklick electronically. Additionally mini end of course interviews should be conducted with each sailor.
- 8) The Club is to ensure they have all identification and medical information for every sailor on file in case of a Medical Emergency.

## **CONTROL**

- 9) No person shall use any boats or equipment unless the Head Instructor or senior authority first approves that use. All personnel using boats or equipment are responsible for ensuring that the boats or equipment are cleaned and properly secured before slipping the jetty. The persons using each boat shall provide a complete written description of all defects or problems found with each boat or piece of equipment used.
- 10) The Head Instructor shall maintain full control of all parts and equipment, and shall provide written reports detailing the use of the parts. Consideration shall be given to using lanyards on tools and equipment when they could be lost in the water. After use, tools must be returned immediately in a clean and serviceable condition. Any damage or loss must be reported immediately to avoid cost or complications. Tools and equipment are to be used in a safe manner and only used for their intended purpose. Personal protective equipment (goggles, gloves, etc.) will be worn as required.

## **OUT OF BOUNDS AREAS**

- 11) The equipment storage sheds, compound, easy dock, and float areas are out of bounds unless permission has been granted by the Head Instructor.

## **SAFETY ON THE JETTY AND FLOAT**

- 12) The safety and well being of the sailors and the Staff working at the Club is the single most important item of all concerned. Safety must be given prime consideration at all times. As such, the following safety regulations will be adhered to:
  - a) Personal Flotation Devices will be properly worn by all personnel when on the float or easy dock. An exception to this rule may be made
  - b) by the Head Instructor when water levels dictate a lesser risk.

- c) There will be no running on the float or easy dock except in the case of an emergency.
- d) Smoking is strictly prohibited on the float, easy dock, jetty, and in the compound.
- e) Personnel on the float or in the boats shall wear rubber soled footwear properly secured.
- f) Refueling of the vessels will only be carried out by those staff authorized by the Head Instructor.
- g) No sailor will proceed to the float, jetty or compound unless under the direct supervision of Club Sail Staff.
- h) Only those personnel designated by the Head Instructor shall launch boats.

## **PROPER ATTIRE**

- 13) Persons proceeding on sail training must be properly prepared in their attire. Basic articles of clothing that are mandatory are:
  - a) soft soled running shoes
  - b) headgear protecting head and eyes from the sun
  - c) for capsized drill, bathing suits under PT gear
  - d) for poor weather include jackets or sweaters
  - e) personal flotation device
  - f) helmets must be worn by any sailor level two or less; and
  - g) Sunscreen (when required) and lip balm will be worn on the water.

## **CLEANING**

- 14) All areas used will be cleaned and made tidy at the conclusion of every training period. In addition all vessels and gear in use during the training period will be cleaned and properly secured. Sail Centre Staff shall ensure that proper cleaning materials are provided, work is carried out diligently and cleaning stations are properly secured prior to dismissal of the sailors.

## **SMOKING**

- 15) Due to extreme fire hazards in all areas, and to conform to existing regulations, smoking shall not be permitted inside any building. Sailors will not smoke at any time.

## **REFUELING AND ACCIDENTAL SPILL PROCEDURES**

- 16) Only personnel authorized by the Head Instructor shall refuel boats. The utmost care shall be exercised to avoid spills or other incidents. Portable fuel tanks will be removed from the boats prior to fueling. Personnel shall follow the directions of whatever fueling facility they are using.

## **BEHAVIOR IN BOATS**

- 17) The use of power and sailboats at the Club requires certain amounts of experience and expertise in order to operate effectively. The following rules of behavior are designed to minimize injury and damage:
  - a) Powerboats will operate at dead slow when leaving or approaching the area of the float and jetty. Caution is to be used when water levels are low as the crew may have to walk the boats to the float.
  - b) Sailboats will approach float berths ready to lower the jib and/or the mainsails to prevent collisions
  - c) Personnel will not lean on gunwales as serious injury can be sustained when boats come alongside each other or the floats
  - d) The designated sailing limits are \_\_\_\_\_
  - e) Proper rules of the road will be practiced while underway
  - f) The appearance and orderliness of the boat is the responsibility of the skipper and crew. Fenders, lines, sails and personal effects will be kept inboard. These articles will be neatly stowed when underway; and
  - g) Sound carries easily over water, and sailors are reminded to watch their language.

## **SAFETY BOATS**

- 18) Only qualified personnel are authorized to coxswain the power boats. Safety boats are essential for the safety of all afloat. The principal duty of the safety boats is to ensure that all training is carried out in a safe and proper manner, The safety boats shall be away from the float prior to the first sailing boat being slipped and will be the last boats to secure alongside.

## **VHF MARINE RADIOS**

- 19) Radio procedures shall be IAW proper VHF radio procedures.