

Dabchicks
Sailing Club



MERSEA CADET WEEK 2021

A joint Club event!

Cadet Week Safety Plan

August 2nd – August 6th. 2021





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Philosophy

Cadet Week is a racing event organised by the Cadet Week Committee (a joint committee of the Dabchicks Sailing Club and West Mersea Yacht Club through its official Terms of Reference).

The Cadet Week Committee chairperson (Simon Clifton) is the Event Manager and will have overall responsibility for all aspects of the event including safety.

The Event Manager has delegated the operational aspects of on water safety to the Cadet Week Safety Officer (James Sanderson) who is responsible for all operational and related preparatory aspects of safety for the event.

For the avoidance of doubt the Event Manager including the Cadet Week Safety Officer (CWSO) is the final authority in deciding whether the racing will take place.

The Cadet Week Safety Officer's decision is final as to who/what is within his team and who/what is not.

The nature of the event is that of a Regatta with two main sailing locations: Inside Fleet and Outside Fleet. In addition, on the Friday afternoon there will be a special race.

Definitions

A **Safety** boat should have on board the equipment defined on the minimum equipment list and a crew of two persons, both to be 16 or over and at least one to be an adult. Collectively the crew will include persons having the following:

- First Aid Certificate; and
- RYA Level 2 Powerboat Certificate, or equivalent experience or who has completed the DSC Coxswains course, or has a known track record on the water to the satisfaction of the CWSO.

The minimum equipment list for a Safety Boat is:

- A First Aid kit
- Knife and pliers/wire cutters
- Two 15 meter tow ropes
- VHF Radio
- Lengths of abandoned boat tape

A **Safety** boat will have the following characteristics:

Capable of speeds in excess of 15 mph



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Capable of carrying at least two people (but ideally at least 5)

Capable of operating in a Force 5 wind at the location

Capable of manoeuvring alongside an Optimist or any other dinghy without likelihood of causing material damage

Capable of staying at the race area for the likely duration of sailing, plus 2 hours.

Non-club boats must have an extension to their insurance policy confirming use as a Support Boat.

A Support Boat.

If a boat and/or crews do not meet the Safety boat standard they will be delegated as Support boat. Support boat drivers must be competent in boat handling and have ideally completed a Coxswain course or the like. Non-club boats must have an extension to their insurance policy confirming use as a Support Boat.

Safety Briefing for Cadet Week

The Cadet Week Safety Officer will hold a general briefing for all safety and support personnel the timing of which is immediately after the Inside/Outside Fleet briefings at the Dabchicks Sailing Club (DSC) at approximately 19:30hrs. In particular the following points will be covered:

- The safety of people will always have priority over equipment.
- There is the additional duty of care for parents and the Event Team associated with working with young people so higher levels of vigilance is required. There is a need to identify volunteers as set out in the safeguarding policy.
- The beach is hard and can be slippery – be careful! The beach area is defined as all launching, recovery and transporting boats from the water to their normal parking area.
- All support and safety boat personnel will wear buoyancy aids at all times while on the water and on the pontoons and helms will wear kill cords while an engine is running. Failure to do this will result in dismissal from the event. All competitors will wear buoyancy aids when on the beach area. Dry suits and wet-suits are not adequate buoyancy.
- All competitors will comply with the requirement that suitable clothing is worn when on the water.



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- Safety Boat crews and Support boat crews do not have to wear dry suits or wet suits and may wear appropriate clothing for their duties. At least one Safety Boat crew member shall be kitted out suitably so as to be able to enter the water to conduct safety duties.
- The expected level of sailing competence for this event is wide ranging from competent, to relative beginner.
- The Safety officers, Race Offices and Chairman will discuss or meet every morning at (ideally at 8:15 am) to assess suitability for racing.
- The Cadet Week Safety Officer will brief the safety and support teams each morning before the racing at around 08:45am. This will cover who is available for the day and the weather conditions expected.
- A Safety Boat/Support boat driver decides if they feel comfortable to provide safety cover in the prevailing and/or anticipated weather conditions. It is then quite simple – No safety cover means no sailing! The Cadet Week Safety Officer will make this call but also relies on members of the safety team to inform him of their own comfort in the prevailing or anticipated conditions.
- For each Fleet there will be a Course Safety Leader, Inside Fleet – Simon Cook and Outside Fleet – James Sanderson (Safety Officers) who will work with the respective Fleet Race Officer. The Course Safety Leader is responsible to the Cadet Week Safety Officer. The Course Safety Leader will operate their own Support Boats and will ensure the smooth local operation of the event. The Course Safety Leader will oversee the support cover on their own courses together with boats covering assigned marks/areas and mark duties. In the event that the Course Safety Leader is unable effectively to coordinate the safety/support boats then the respective Fleet Race Officer will assume control for as long as is necessary.
- The Mother ship will provide a holding area for a large number of competitors if recovered from their dinghies. The Course Safety Leader will organise the removal of boats from the Mother ship as required using a support boat.
- It is recommended and desirable from a safety perspective that Support/Safety Boat crews are not drawn into acting as witnesses in protests – providing safety cover is more important.
- Please keep your speed and wash to a minimum
- Outside Fleet Support/Safety boats to remain a distance of 100m from the boats unless you are dealing with an incident
- Safety Boats will comply with these minimum equipment levels, it is advised that Support Boats carry them:



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- First Aid kits
- Knife and pliers/wire cutters
- Two 15 meter tow ropes
- VHF Radio
- Lengths of abandoned boat tape
- All support boats will comply with these minimum equipment levels:
 - VHF Radio
 - Lengths of abandoned boat tape
- Safeguarding/Volunteer identification.
 - All safety/support boats will display an identifying pennant/flag that will be issued by the CWSO. This should be returned at the end of the week.
 - All volunteers on the water and on land will be issued with a wristband which **must** be worn. Please politely challenge anyone who is helping but not wearing one. If you are not comfortable to make such a challenge, please ask someone who is to do so.
- COVID19. National rules in force at the time must be followed.

Safety boat levels

The number of entrants is estimated at 150 boats

The number of safety boats required based on number of competitors is as follows

| Number of competitors | Number of Safety Boats |
|-----------------------|------------------------|
| 100> | 5> |
| 80 | 4 |
| 60 | 3 |
| <60 | 3 |



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The above numbers are based on 150 competitors

There is no restrictions or limitations on the number of support boats

Priorities for beach layout & usage

The beach will be crowded and will need assertive management – the Beachmaster will handle this and is considered part of the safety team. No boat or fleet may launch without the permission of the Beachmaster. Permission to launch fleets may only be given by the Cadet Week Safety Officer when they are satisfied that all rescue facilities are in place. The launch will then be co-ordinated by the Course Safety Leaders.

All participants MUST sign on and sign off and tally. Participants must un-tally before they leave the Beach, failure to do so will lead to disqualification. The Beachmaster and assistants should endeavour to ensure that all buoyancy aids are on and fitted correctly, the boats are seaworthy and suitable clothing is being worn.

The Hammer head will be busy and is not for the exclusive use of Safety and Support boats. The WMYC launch service has agreed to us using a number of moorings off the hammerhead in order to keep the hammerhead clear. We will endeavour to organise a launch service to remove crews to the shore. PLEASE USE IT, since it avoids confrontations.

Timings

Support and Safety crew briefing will be at 08:45hrs all mornings at West Mersea Yacht Club (WMYC), this will be for everyone. There will be items covered relevant to the day's events

Communications

| | | |
|----------------------|-------|----|
| VHF Radio Channels: | | |
| Outside Safety: | Fleet | 77 |
| Inside Fleet Safety: | | 72 |



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| | | |
|----------------|----------|--|
| Safety Channel | Incident | To be private. Channel selected by Safety Officer and Race Officer |
|----------------|----------|--|

All Safety and Committee Boats will monitor their assigned frequency and should not use others. Please keep traffic to a minimum and listen to the channel before broadcasting.

No boat should use the channel scanning functions whilst involved with this event; experience has shown that you will be on the wrong channel when we need to talk to you!

Please remember that communications make or break an event; thus please remember to use proper voice procedure, **Over** when you mean it and **Out** when you have finished.

If you are within close proximity, a face-to-face conversation is always preferable.

Normal voice procedure is required; callsigns will be listed in a separate sheet.

The Cadet Week Safety Officer in consultation with the Principal Race Officers (Inside or Outside) will instigate ALL OUTSIDE COMMUNICATION.

The use of mobile telephones on the water for safety communication is prohibited (save in emergency circumstances if VHF communications have failed).

Mobile phones may be used by Race Management to minimise radio traffic for example when passing results information to shore.

This will seem very rigid, but we have learnt it is necessary for the smooth running of a large event.

TOWING

If possible all towing should be avoided since with so many moorings it is a difficult operation. Instruction to tow can only be given by the Course Safety Leader in conjunction with the Cadet Week Safety Officer and Beachmaster. The rules below are mainly for the Inside Fleet but the principles may be used for most boats. Skiffs are different and only experienced people in Ribs should undertake this duty



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Tow Pick up

To avoid confusion towing should ideally be achieved as follows:

1. There should be in all cases 2 crew on the tug.
2. The beach will prepare the boats as follows:
 - a. Ensure that the painter has a loop tied in the painter at 1.5 x boat length from its bow, then launch the boat
 - b. Starting from the back of the tow pass the painter of the boat in front through the loop of the one at the back (daisy chain)
 - c. Connect an absolute maximum of 4 (ideal number is 3) together.
 - d. Unclip the mainsheets
 - e. Remove the dagger boards
 - f. Advise the sailors to sit down in the boat and to steer around obstacles and follow the boat in front.
3. One adult in the water should hold the painter of the first boat ready for the tug.
4. Tug collects the first painter and quickly makes it fast to a strong point on the boat.
5. One adult watches behind and move off.
6. Make enough speed that the last boat has steerage way. Do not make excessive speed.
7. When passing an obstruction please give enough sea room for the tide and wind conditions.

Tow drop off

If practical pick up a mooring, drop an anchor and switch off the engine. If this is not possible then hold the tug head to wind. Try to be up tide or upwind of the committee boat depending on the greatest effect. When the instruction is given to release.

1. Ask the children to clip on their mainsheets
2. Replace the centreboards
3. When everyone has done this start to unchain them starting from the front.



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4. Take your time

Collecting boats to tow in is the reverse of coming out, except hold the boat head to wind.

Do NOT tie the tows to the toe straps, or wrap it around the tow straps and expect the child to hold on all the way to the course area. Avoid asking the children to tie knots (even some adults). All of the above lead to problems.

LAUNCHING

The procedure to launch will be as follows:

1. The Cadet Week safety officer will check with the committee boats that they are ready to receive the boats and there is likely to be a race
2. The Cadet Week safety officer will check with the Beachmaster that the fleets are briefed, tallied and ready to launch.
3. When satisfied that all is ready the Cadet Week safety officer will pass control of the respective fleets to the Course Safety Leaders who will direct the support boats into position.
4. The Course Safety Leaders will issue the instruction to the Beachmaster to launch.

SPECIAL ACTIONS

Procedure to get boats to the race area:

Hold the boats in separate fleets and then proceed as a controlled bunch with Support/Safety Boats spread throughout the bunch.

Procedure to get boats back to the shore base:

Hold the boats in manageable groups of boats (10-15 boats) and then proceed in groups with a Safety Boat /Support per group.

In a particularly safe area and in safe conditions, simply provide safety cover spread out over the route that the boats sail from the race area.

Procedure for retiring Boats:

Retiring Boat informs a Safety/Support Boat and is directed by that boat to the mother ship location. The Support/Safety Boat decides whether to remove the sailor from the



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boat. The Support/Safety Boat immediately informs the committee boat that the boat is retiring and identifies it by sail number. If the sailor is removed, the boat must be attached to one of the buoys or mother ship. If not with the mothership, leave the boat with a plastic tape tied to the pintles. If the sailor needs to receive attention ashore, leave the boat with plastic tape tied to the pintles.

The group is escorted ashore, handed over to the Beachmaster who confirms to Cadet Week Safety Officer that they have been accounted for. If they are not accounted for, the Cadet Week safety Officer will deploy boats to commence a search and if appropriate notify HMCG.

Under no circumstances are boats to proceed ashore unescorted!

Guidelines for fog:

If fog arrives prior to the start of a race – The Cadet Week Safety Officer and PRO agree to postpone racing and Cadet Week safety Officer requests the Safety Fleet to implement Fog Guidelines. The fleets are informed by support and safety boats to stay close to the Committee Boat and to take tows.

If fog arrives during a race – The Cadet Week safety officer and PRO agree to abandon racing and the Cadet Week Safety Officer requests the Safety Fleet to implement Fog Guidelines. Fleets are informed by the safety and support Boats on each leg of the course to stop, stay close together and to take tows. If the boat cannot see a safety boat, they are to STOP, stay with any other boats that they can see and wait.

Safety fleets gather boats together and take in tow. Each safety/support boat will need to secure as many boats as they are able. Keep all others in sight. All sail numbers should be recorded on board and passed when requested to the Cadet Week Safety Officer, the broadcast will be monitored by the PRO/Committee boat who will also record the numbers against the spotter lists. All boats should proceed ashore slowly, collecting other boats as they go.

The Beachmaster calculates the total number of boats in tow/escorted and informs The Cadet Week safety officer. If the total number does not equal the total of the boats that went afloat, The Cadet Week safety officer will instruct for a search to commence and notify HMCG if appropriate.

Boats must be tallied ashore as normal.

Under no circumstances are Boats to proceed ashore unescorted!

Guidelines for strong wind:



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If strong winds arrive during a race – The Cadet Week Safety Officer and Principle Race Office (PRO) agree to abandon racing and the Cadet Week safety Officer requests Safety Fleet to implement Strong Wind Guidelines. The Fleets are informed by the Safety Boats on each leg of the course to stop, stay close together, to stay close to them and to heave to.

Safety Fleet gather boats together in groups and once sensible groups are formed, The Cadet Week Safety Officer will request each Support/Safety Boat to get the participants to safely sail to the shore. Each Support/Safety Boat will be asked to escort the participants in a group.

In the event of a capsize, the group should stop until the boat is righted and ready to sail again.

Boats will be tallied ashore as normal.

Under no circumstances are Boats to proceed ashore unescorted!

SPECIAL EVENTS

(e.g. Friday SAIL OFF)

For these events special arrangements will be made by the CWSO

Emergency Procedures

The phrase 'Priority Code Red' used twice denotes a situation of a nature critical to the safety of the event and the personnel involved, for example a Medical Emergency, entrapment under a boat, Calling of an external emergency service or an incident of similar severity.

Upon hearing this phrase ALL radio traffic not involved with this incident will cease on that channel.

The sailors not involved will continue as planned with the safety/support under the leadership of the Course Safety Leader, they will continue racing or hold in assigned race area inside the cordon of course buoys if not racing and until instructed to proceed to shore. The Support boats assigned to that fleet will enforce the penning and provide reassurance and comfort!

The Support boat/Safety boat that has the incident will if possible isolate the problem from the rest of the fleet and give their location. The Cadet Week Safety Officer and the Safety boat nearest (if the reporting boat is not a Safety boat) will move to assist. The Cadet Week Safety Officer will then redirect additional resources as necessary. All



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boats involved in the incident will change channel to a channel specified by the Cadet Week safety officer. The Cadet Week safety officer will notify HMCG and ask them to monitor the safety incident channel.

If a casualty needs evacuation to shore the Safety boat will do this as it is faster and has more space, if needed personnel to assist the casualty will be pulled in from surrounding craft e.g. medical personnel, diver or outside agencies. This will be organised by the Cadet Week Safety Officer.

The casualty will be met by the Beachmaster, shore team and First Aiders. When the incident is closed all boats will return to safety channel and the Cadet Week safety Officer will advise the Course Safety Leader.

Individual vessels will not be towed back to the beach, unless so instructed by the Course Safety Leader.

If a dinghy is abandoned a marker tape is to be tied to the rudder pintles and the Cadet Week Safety Officer is to be informed. If possible dinghies should be tied together and to one or more of the various buoys, provided that time permits – personnel safety always takes priority. Recovered competitors will be transferred to a mother ship, gathered together and taken ashore on one boat so as not to diminish Safety Boat cover.

Retiring boats will have their details passed to the respective Course Safety Leader and will be penned together at the Mother ship until there are enough boats to send home safely under the supervision of a Support Boat as directed by the Course Safety Leader.

When Emergency Procedures have been initiated the incident becomes subject to the Major Incident Plan document.

End of Day

Stand down only when told by Course Safety Leader, this will be gradual as the fleets progressively come ashore. The fleets will not be dismissed until all boats on shore and sweeps done to confirm this. Please do not disappear until you are instructed.

Safety boats and Support boats will be fuelled for the next day, those boats staying afloat will be placed on the moorings.

First Aid

All Safety Boats will have a trained First Aider, all Safety Boats shall carry First Aid kits. First Aid is available in the galley at DSC and with the Beach Master.



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The proximity to shore and the clubhouses means that we do not need to have a dedicated medical staff afloat, though there will be First Aiders available, their location and availability will be known and communicated from the Cadet Week Safety Officer.

Contact phone Numbers:

| | | |
|------------------------|--|--------------|
| Simon Clifton | Chairman Cadet week | |
| James Sanderson | Cadet Week Safety Officer & Outside Safety Officer | 07971 988215 |
| Simon Cook | Inside Safety Officer | |
| Phoebe Fuller | Beach Master | |
| West Mersea Yacht Club | | 01206 382947 |
| Dabchicks Sailing Club | | 01206 383786 |
| HMCG | Routine traffic | 01255 675518 |
| | Emergency | 999 |
| | | |

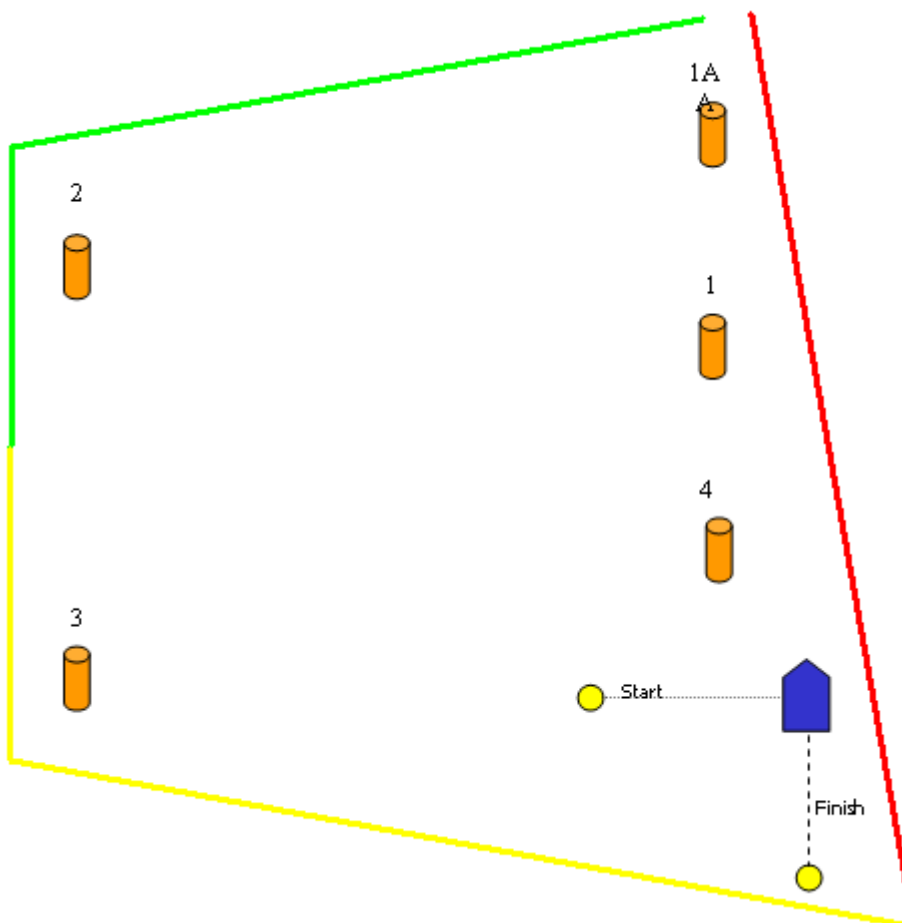


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Safety/Support boat locations Outside Fleet

The course will be divided into coloured sectors. Each boat will be given a sector location to work by the course leader



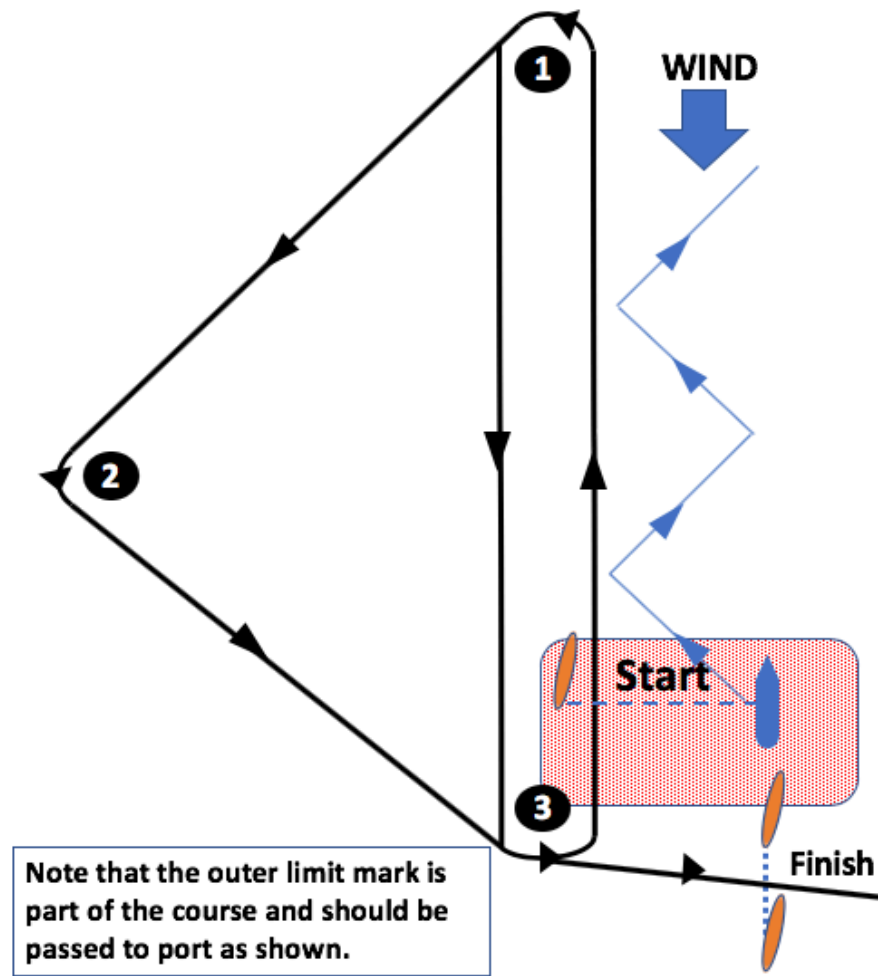


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Safety/Support boat locations Inside Fleet

Support boats will escort around the course as appropriate. Lead boats will be separately identified by appropriate coloured flags.



The event may be run over two courses as appropriate for the standard of sailors. Inside Safety Officer will allocate boats accordingly.



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Safeguarding during Cadet Week 2021

1. As a Cadet Week Committee, our primary concern is to run a week that is safe for the youngsters and parents that participate both on and off the water. One important aspect of that safety involves giving appropriate consideration to the safeguarding of the young sailors.
2. However, there are specific limits to the CW Committee's ability to influence safeguarding for two key reasons:
 - a. Cadet Week sailing involves launch and recovery of sailors and their boats takes place from the 'Beach' on West Mersea's Hard. The Beach, adjacent dinghy parks and other immediate areas of the water-front are fully open to the public. The sailors necessarily use these public areas freely during the week before and after they have been on the water; and
 - b. Cadet Week is not, and cannot be, run as a drop-off activity. Parents must therefore accept primary responsibility for the safety and safeguarding of their child once the child is ashore and off the beach area (between the water's edge and the tally station at the top of the hard, 'Beach').

Therefore, parents should provide appropriate guidance and instruction to their child on what they would like their children to do when they are ashore before, between and after races.

The CW committee does not have the volunteer resources to organise childcare arrangements for the children once they are ashore. Therefore, parents who are tied up with their volunteer duties on the water or elsewhere must make their own arrangements for any childcare/oversight that they feel is necessary for their child whilst their child is ashore. Many parents make their own private 'buddy' arrangements with other parents who are based ashore.

3. The CW Committee make specific volunteer arrangements for:
 - a. A nominated 'Fleet Parent' for each fleet to shepherd the sailors in that fleet whilst they are waiting in the dinghy park adjacent to the tally station to tallying-on and then on the Beach area before



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launching (this is just a coordinating role and safeguarding responsibility remains with the parent until tally);

- b. A 'Beach Team' to assist sailors in launching from the Beach; and
 - c. A 'Beach Team' to assist sailors in the initial recovery of boats on returning to the Beach. Note that this is limited to the recovery of the boat at the water's edge and, when resources allow, some support in helping some of the younger sailors to recover their boats to the tally station at top of the Beach, but no further.
4. The Cadet Week Committee has volunteers working on and off the water as follows:
- a. Cadet Week Committee;
 - b. Fleet leaders and coaches;
 - c. Safety & Support Boat, helms and crews;
 - d. Beach including 'Beachmaster', 'Tally' and the Beach Team;
 - e. DSC Galley; and
 - f. The Social team.

The vast majority of these volunteers are drawn from the adult membership of both clubs and are the parents/guardians of the children that are sailing. These parents will have pledged their duties and identified themselves through their child's application to participate in Cadet Week. However, there are small number of additional volunteers who may assist who are not parents, and a couple of those may not be members but will be well known to the club. All volunteers are appropriately identified and included on the Cadet Week roster of volunteers

5. All volunteers must be recorded on the roster of identified volunteers and each volunteer will be issued with a Cadet Week identity wrist band.
6. All volunteers must wear their CW wrist bands whilst performing their volunteer duties, and responsibly destroy any that are removed.
7. Tally and Beach Master will be wearing identifying bright Hi-Viz gillnets.
8. All Cadet Week Safety and Support Boats shall be identified whilst operating on the water by displaying an identifying CW pennant. Pennants to be flown only whilst on active support boat duty, and to be stowed away at the end of each day, if a pennant is lost the Safety Officer is to be notified immediately.



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9. All volunteers must avoid working in close proximity to the youngsters (on or off the water) whilst alone, (i.e. unaccompanied by another adult volunteer). In this respect it is important to note that:
 - a. All Committee, Mothership and Support and Safety boats must work with at least two adult volunteers onboard as a minimum;
 - b. The Beach team will work in their volunteer groups on the designated Beach between the water's edge and the tally station at the top of the Beach;
 - c. The DSC galley will be staffed with at least two adult volunteers at all times;
 - d. Coaches will hold all their sailor fleet briefings with at least one other adult volunteers present;
 - e. If an injured/exhausted sailor needs to be collected from the hammerhead, two adult volunteers will perform that collection; and
 - f. Adult volunteers are asked not to enter the DSC / WMYC changing rooms alone during Cadet Week when sailors are present.



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SUPPLEMENTARY DOCUMENTS

CHILD PROTECTION AND VULNERABLE PERSONS POLICY (A copy is available in the Dabchicks Club race box.)

EMERGENCY INCIDENT PLAN (A copy is available in the Dabchicks Club race box.)