



# NORTH EAST & YORKSHIRE YOUTH SAILING ASSOCIATION

## Team Racing Events Safety Standard Operating Policy and Procedures

<b>Version History</b>	<b>Date</b>	<b>Changes</b>	<b>Approved By</b>
2023_1.0	2023	Initial draft	FS
2024_2.0	2024	Various amendments	FS
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## 1. Introduction

The purpose of this document is to set out best practice guidelines for the North East & Yorkshire Youth Sailing Association (NEYSSA) for use at Team Racing events where the association is part of the Organising Authority as defined in a Notice of Race and/or Sailing Instructions.

RRS Rule 3 as well as the association's Event Sailing Instructions state that a boat's decision to participate in a race or to continue racing is hers alone, that they are aware of and accept the inherent risks in the sport and that they are responsible for their own safety. Nevertheless, these operating procedures have been developed as guidelines for good practice in the overall management of the safety of all those competing and volunteering in any NEYSSA organised events.

## 2. Scope & Limitations

This document does not replace or supersede a host club's specific standard safety policy or legal health and safety requirements for organisation of events on behalf of NEYSSA. The document does however set out a level of expectation by NEYSSA as to minimum requirements.

## 4. Objectives of the Powerboat Fleet

The objective of the operating powerboat fleet is to provide efficient, competent safety cover to allow competitors and all those involved maximum enjoyment whilst minimising the risks to sailors' safety.

The primary responsibility of the powerboat fleet is to ensure the safety of sailors, although they may attempt to assist with protecting boats from damage where sailors' and members of the powerboat team's safety is not compromised by doing so.

Unlike regular fleet racing, the power boat fleet is largely tasked with delivering umpire support to the team racing competition and are expected to provide safety cover as needed during the race. Additional event team power boats, including the mark layer and ferry boats are also expected to assist with safety provision as required.

## 4. Overall Organisational Structure

This structure is designed for single and multiple course events such as the Regional Team Racing other team racing events NEYSSA organises. Where multiple courses are required at an event, reference should also be made to the current version of the equivalent RYA policy.

**EVENT DIRECTOR (ED).** Overall event management at a NEYSSA major event is the responsibility of the Event Director (ED). The ED will collaborate with the host club, PRO and ESL in carrying out this responsibility. The Event Director is responsible for safe delivery of the entire event, including shore operations, contractual arrangements, financial commitments and water activities.

**PRINCIPAL RACE OFFICER (PRO).** Overall safety management at a NEYSSA event is the responsibility of the Principal Race Officer (PRO). The PRO will collaborate with the host club and ED in carrying out this responsibility. The PRO shall be responsible for overall safety from the time the first participant is permitted to go on the water until the time that all competitors are off the water and accounted for. Where multiple courses are operating, each course will have a Fleet Lead (FL) who reports to the PRO, this role is usually filled by the start boat lead team member.

**FLEET LEAD (FL).** Each course will have a lead team member to oversee racing who reports to the PRO. It is typical for this to be the lead person in the course start boat.

**EVENT SAFETY LEAD (ESL).** A team racing event does not have a dedicated ESL. The PRO will usually delegate co-ordination of the safety management of the course to the ChUmp or FL who will in conjunction with the PRO.

**CHIEF UMPIRE (ChUmp).** The ChUmp will oversee the umpires officiating at the event. The ChUmp will have as a minimum the RYA Umpire qualification and ideally experience in the ChUmp or deputy ChUmp role at other events of a similar scale. The ChUmp will oversee the racing in partnership with the PRO and ensure safety cover is provided as required on the race course. In the event of an incident requiring safety support, they will prioritise safety assistance over umpiring and taking guidance from the PRO direct umpire boats as needed to assist.

**UMPIRE.** The umpires will oversee the racing and provide safety cover to the race they are officiating. In the event of an incident requiring safety support, they will prioritise safety assistance over umpiring.



**MARK LAYER (ML).** The event will have a dedicated mark layer who will be responsible for laying the course. The ML takes direction from the PRO. The ML may request support from the umpires or ferry boats to speed up mark movements.

**BRIDGE.** A VHF Radio Control Base ('Bridge') should be appointed who will monitor all calls on each VHF channel used in the event and log key points and actions. The responsibilities of Bridge are set out below.

**FERRY.** The event will have a ferry boat to transfer sailors from the beach to the course area. Sailors will transfer into the competition boats from the ferry boat. The Ferry takes direction from the PRO.

**BEACH.** A beachmaster ('Beach') should be appointed who is responsible for ensuring the correct team is transported to the race course by the Ferry boat team and for supervising launching & recovery of the boats. Beach takes direction from the PRO. Beach will also co-ordinate shore-side support for launching and recovery of boats at the start & end of the day.

## 5. Qualifications

NEYRSA or the event organising authority will appoint a PRO.

The PRO will be an experienced dinghy team racer with valid RYA Power Boat Level 2 (PB2), RYA Safety Boat and RYA First Aid qualifications and ideally extensive team racing event management experience in the PRO or assistant PRO role.

All power boat helms will have valid RYA PB2 and ideally additional power boat handling experience and dinghy recovery skills in a range of conditions, including coastal if the event is on coastal waters.

Mark layers will have either RYA Mark Laying qualifications or sufficient practical experience at similar sized events.

It is expected that some power boat crews will be less experienced, where possible these personnel will be paired with experienced powerboat crew members to ensure continuing skill development.

### 1.1. Event Team Information

The event organising authority shall have an up-to-date list of all event team members with their contact details, emergency contact details and any pertinent health information. This list will be stored confidentially and medical information provided only to the PRO and event medic.

## 6. Risk Assessment

Prior to the decision to launch each day, the PRO, ChUmp and ED will fill out and sign a risk assessment. This will usually use NEYRSA's standard form (Annex 1). Where the risk level is Very High the PRO, ChUmp and ED should be confident that adequate mitigations are in place before allowing the fleet to launch.

The risk assessment should be photographed upon completion to create a digital time stamp.

## 7. Safety Fleet Size

The minimum Safety Boat / Competitor ratio should be 1 operating power boat (boats at anchor excluded) per 10 competing boats.

Mark laying boats, support boats, and umpire boats are counted towards this ratio.

All event powerboats will be double manned and equipped adequately to perform safety duties if called upon.

Whereas the 1:10 ratio is the minimum, the PRO and ChUmp should be satisfied that there are adequate power boats to provide safety cover on the course and to escort retiring competitors ashore, taking into account factors such as:

- Weather and sea state on the day
- Distance from racecourse to shore
- Experience of competitors
- Local risk factors



## 8. Briefing Event Teams

Where possible, event teams should be sent links ahead of the event to NEYYSA's Safety Boat Guidance document.

Every day prior to going afloat the PRO should give a verbal briefing to all event team members which should include:

Responsibilities:

- Responsibilities and objectives of the event team, including safety and safeguarding responsibilities
- Responsibility of powerboat crews to check equipment on their power boat before leaving the dock
- Need to remain ready to go back afloat and with radio on until stood down.

Plan for the day:

- Local hazards and known risks such as shipping movements
- Radio channel and call signs
- Plan to accompany the fleet out and back
- Event power boat positions on the course
- Emergency/Major Injury and Minor Injury drop-off point
- Refuelling and other logistics
- Any underlying medical conditions
- Plan for damaged or broken boats.

Provision of :

- Technique for approaching competition boats for crew changeover.
- In what circumstances to provide assistance, including the ability under Rule 41(a) for event power boats to reunite sailors who are separated from their boats without crews being obliged to retire
- Assisting damaged or broken boats.
- Principles of assisting capsized or inverted boats; how to lift a boat's bow if entrapment is suspected
- Methods for towing participating dinghy types or bringing ashore alongside
- Procedures in event of major injury (CODE RED)
- (If there is a chance that these will be required) Fog Procedures, Strong Wind Procedures, instruction to Prioritise Sailors over Boats. (see sections below).
- Distribution of NEYYSA boat marking floats to attach to abandoned boats.

## 9. On-the-water operating procedures

The on-water event team will typically operate in accordance with the following procedures.

**Safeguarding.** Event team members have a safeguarding responsibility towards sailors who are under 18. They should display appropriate behaviour and language at all times in accordance with the [NEYYSA Safeguarding & Welfare Policy](#) and [Behaviour Policy](#).

**Assistance.** During racing, event powerboats should keep capsized or damaged boats under visual monitor but should not ordinarily intervene unless

- (i) requested to by competitors;
- (ii) they can only see one crew member and suspect an entrapment;
- (iii) a crew member has become separated from the boat
- (iv) the boat obviously needs to retire due to damage.
- (v) Between racing, any assistance may be provided to crews including assistance with repairs, so long as this is equally available to all boats in the fleet.

**VHF.** The event team will operate on one channel, unless advised by the ED & PRO. The channel to use will be declared at the morning event team briefing.

Event vessels should call bridge once afloat to complete a radio check and to report that they are afloat and the number of people on board.

Event vessels should call bridge to advise any unplanned movement of crew between boats whilst afloat



(this excludes planned shift change transfers per the event plan).

Event vessels should call Bridge to report when they are back ashore.

**Kill cords.** All event power boat helms must wear kill cords at all times when the engine is on, including when it is in neutral.

Beach should report to Bridge and PRO when all boats have launched.

Beach should report to Bridge when the fleet is ashore and all tallies have been accounted for.

Event powerboat crews should remain with radios on and in kit ready to go on the water until stood down by PRO after all competitors are accounted for.

**Permission to Launch.** PRO should confirm to Bridge that there is adequate safety cover on the water before the beach master gives permission for the first flight to launch.

**Boats Returning to Shore.** Boats should not return to shore between races, if a boat needs to be brought ashore for repairs PRO/ChUmp will arrange the return and re-launch.

**Positions on the course.** Due to the nature of team racing, the power boats covering safety will progress around the race course to supply umpire services. This means the racing area is largely covered by at least one power boat providing safety cover at all times.

**CODE RED.** Safety boats should call a CODE RED over the radio where there is serious injury including suspected concussion, structural damage endangering the safety of a boat, or other serious incident. The procedures in the event of **CODE RED** are set out below.

**Support boats.** Support boats which are not part of the event team list are not permitted to enter the racing area.

**Removing sailors from the racecourse.** It may be necessary for a sailor to be brought ashore, for example due to sickness or injury. In these cases, except in very light wind and only with permission from the PRO double handed boats should not be left with the remaining crew onboard unsupervised with the boat. Boats must be tagged as abandoned if sailors are removed.

**Unaccounted-for boats or sailors.** If Beach finds that one or more boats or sailors are unaccounted for, they should inform Bridge immediately, who will immediately alert the PRO and water teams.

PRO should direct all available Safety boats back to the Race Area to start a search. Meanwhile, Beach should urgently investigate whether the missing individuals are ashore.

If crews remain unaccounted for after a period of time appropriate for the conditions, emergency services should be alerted.

## 10. Bridge

Bridge should monitor all radio channels. Instructions from the PRO, ChUmp or FL may be passed through Bridge to ensure that all stations can hear and the information is correctly relayed.

- Bridge will control shore-based flag signals.
- Bridge will liaise with Beach and PRO to keep a log of key decisions and event time points;

Bridge is responsible for arranging first aid or calling the emergency services for any injured sailors returning to shore.

If Strong Wind or Fog Procedures are enacted, where possible Bridge should use audio recording on their mobile phone to provide a log of radio communications for later reference.

In the event of a major safety incident or enactment of Strong Wind or Fog procedures, the Event Director will co-opt a deputy to work with Bridge to co-ordinate communications with parents on shore, informing parents about the progress of the incident and when sailors are confirmed as safe, even if they are not yet ashore.



The ED may also appoint additional resource from shore personnel to Bridge to support managing radio traffic.

## 11. Personnel and Equipment

All Safety Boats should have a minimum of two competent crew aboard. There is no maximum number of crew but no power boat should be able to accommodate a minimum of 4 additional sailors.

It would be unusual for an event power boat to have more than three crew members, and the PRO may instruct an event vessel leave crew members ashore in this event.

All event team members will wear personal buoyancy at all times when afloat and be appropriately dressed or equipped for the anticipated conditions. At least one member of the each power boat crew must be dressed to enter the water to preserve life (eg to assist a sailor while they are cut free).

The following equipment should be carried by all event vessel. It is the responsibility of the host club to ensure that these are in place, and event team members to check their equipment before leaving shore.

- Adequate fuel for at least 2 hours more than the maximum anticipated time on the water
- Fully functional VHF radio with adequate battery life
- A sound generator (whistle or fog horn)
- Anchor and warp suitable for the race area
- Sharp knife, preferably serrated and easily accessible
- Kill cord and spare
- Waterproof first aid kit, and survival bag or thermal protective aid
- 2 x Tow rope, minimum 10m each
- Concussion Recognition Tool Checklist (see annex 2)

## 12. Fog procedures

If fog arrives before or between races, PRO and ChUmp should agree to postpone racing, and PRO should direct the event vessels to implement Fog Procedures and advise Bridge that they have done so.

If fog arrives during a race, PRO should abandon racing and direct all event vessels to implement Fog Procedures and advise Bridge that they have done so.

Fleets should be informed by the event power boats either at the finish or on each leg of the course to stop, and to stay close together near a known reference point such as a mark or power boat. Umpire boats should count competitor boats near them and report to PRO.

PRO should calculate the total number of accounted-for boats. If the total number does not equal the total of the boats that went afloat, Bridge will inform the PRO so that a search can commence.

If the race area has a boundary (for example, the seaward side of a bay), PRO should assign one or more event vessels to patrol the boundary to keep sailing boats on the course side.

Boats should be sent ashore in small groups, keeping in sight of accompanying event power boats. Event power boats should report to bridge the sail numbers of all boats that they are escorting to shore. If a boat capsizes, all the group should stop whilst the boat is righted.

If fog is anticipated, competitors should be briefed on fog procedures in the morning before going afloat. If fog is anticipated, it must be recorded on the risk assessment.

## 13. Strong wind procedures

If strong winds arrive or the sea state deteriorates when the fleet is afloat such that the event power boat fleet risks being unable to provide an adequate level of safety cover, PRO should agree to implement strong wind procedures.

PRO should inform the event power boat fleet that strong wind procedures are being implemented. PRO should instruct all power boats to assist.

If strong wind procedures are implemented during racing, PRO and FL should agree whether to abandon racing or complete the current racing, send the boats ashore and hold sailors ashore until conditions either abate or the risk is mitigated.

PRO should organise safety boats to form a corridor between the course area and beach. The first safety boat should accompany the first flight home and then remain on station at the end of the corridor; the next safety



boat should accompany the next flight of boats and then remain on station to seaward of the first boat, until there is a chain of safety boats for the last boats.

PRO should assign a power boat on the seaward side of the route home to require boats to tack or gybe to prevent them sailing too far from the rhum line back to beach.

PRO shall designate a power boat to remain behind the last boat to ensure that all boats return to shore.

Only after all sailing boats and sailors have been returned to shore should event vessels be directed to collect event team from moored (engineless) event boats such as the start or finish vessels.

All event power boats should remain afloat until released by the PRO who shall not release power boats until all sailors and event team members in moored boats have been accounted for on shore.

#### **14. Emergency (CODE RED) procedures**

In the event of an emergency occurring (serious injury to a sailor or anyone at sea supporting the event, structural damage endangering the safety of a boat in the event, etc.), the first boat on the scene should inform

PRO should assign the nearest safety boat to assist and will typically proceed to scene to co-ordinate assistance. PRO should immediately assess the situation and may call appropriate support to the scene. PRO will keep Bridge & ChUmp informed of the situation.

Only the minimum number of event power boats should remain involved with the emergency. All other boats should continue to provide event operation and safety cover for the fleet(s) in the normal manner. PRO may deputise to another event team member (ChUmp or FL) to co-ordinate the continuing event while dealing with the emergency. All stations not involved in the emergency should minimise radio traffic. If necessary, bridge will advise a second radio channel for those continuing to manage the event.

If necessary, the casualty should be taken ashore in an appropriate boat to the designated emergency drop-off point. Any requirement for Emergency Services should be communicated through Bridge. Bridge will then contact the Emergency Services and ensure that an appropriate person is assigned to receive the Emergency Services and direct them to the casualty. In the event that Bridge is either not contactable or not responding, PRO will directly contact the Emergency Services and liaise with Beach to arrange for them to be met and directed.

If the situation is considered by PRO to be hazardous to the rest of the fleet, PRO should request that the FL either postpones racing and holds sailors ashore or abandons racing and sends the fleet ashore.

A CODE RED should be declared closed only when the situation has been resolved, the danger has been removed, the damaged boat made safe or the casualty evacuated to the safety of the shore. The PRO should inform all stations that CODE RED is cleared.

#### **15. Procedures for prioritising people over boats**

If there is a risk that the event power boat fleet risks being unable to provide an adequate level of safety cover, PRO should declare via VHF that sailors are to be prioritised over boats.

Following this advice, powerboat crews should judge whether sailors are likely to be able to sail to shore safely on their own. If not, crews should be taken onboard the power boat and leave their boat on the course area for recovery later.

Abandoned boats should have the NEYYSA abandoned boat float attached to signal to other safety crews and emergency services that the sailors are accounted for. Abandoned boats should where possible be tied to a mark or anchored.

Event power boat crews should radio to Bridge the boat details (eg Red Jib Feva) of sailors who are in their RIB. If necessary to speed up sailor recovery, sailors should be deposited onto the start or finish boats which will remain on station during the recovery operation to act as mother ships. If sailors are transfer to mother ships, the mother ship shall radio bridge with details of the sailors they have on board and which boat they were sailing.

Bridge should liaise with Beach and the ED or their delegate, to create a separate category of tally (alongside 'ashore' and 'at sea') for 'sailor safe and in a safety boat/mother ship'.



### Annex 1: Risk Assessment Template

Event Risk Assessment		Event		Completed by	Date
Safety Lead:		VHF channel (race):		Shore contact & tel:	
# Boats		# Safety Boats		Including support/ mark-layers:	
Start time:		Finish time:		Latest time ashore:	
Tide time:		Forecast obtained:			

Description	Risk Score:	Low (1)	Medium (2)	High (3)	Very High (4)	Score
Wind Strength		0-10 knots	11-15 knots	16-20 knots	>20 knots	
Wind Direction (sea venues only – score '0' for inland/harbour venues)		Onshore	On / Cross shore	Off / Cross Shore	Offshore	
Venue		Inland	Open Water	Sea (no unusual hazards)	Sea with hazards (narrow entrance, shallows etc.)	
Air Temp (including wind chill)		15+°C	10-14°C	5-9°C	< 5°C	
Sea State (Choppy can be worse than waves)		Flat	Choppy / Small Waves	Medium Chop / Waves	Steep Chop / Large Waves	
Sailing Standard (use lowest)		Advanced	Good	Intermediate	Novice	
Total sailing time		0-2 hrs	2-4 hrs	4-5 hrs	>5 hrs	
Safety boat : dinghy boat (ratio) (include support/mark-layers if agreed)		<1:8	1:10	1:13	1:16 +	
<b>Subtotal</b>						

Are there any other medium to high risk factors not identified above, e.g. - medical conditions - tide strength/direction - visibility - possibility of storms/lightning	Description & impact on risk score				Score
	<b>Subtotal</b>				
<b>Overall Total (sum of this table and table above)</b>					
<b>Risk Rating</b>	<b>Low (&lt;14)</b>	<b>Medium (14–20)</b>	<b>High (21–27)</b>	<b>Very High (28+)</b>	

<b>Signed (ED)</b>		<b>Print name</b>	
<b>Signed (PRO)</b>		<b>Print name</b>	

## Annex 2: Concussion Recognition Tool

### CONCUSSION RECOGNITION TOOL 5 ©

For use at World Sailing events  
To help identify concussion in children, adolescents and adults



#### RECOGNISE & REMOVE

Head impacts can be associated with serious and potentially fatal brain injuries. The Concussion Recognition Tool 5 (CRT5) is to be used for the identification of suspected concussion. It is not designed to diagnose concussion.

#### STEP 1: RED FLAGS — CALL AN AMBULANCE OR LOCAL MEDICAL EMERGENCY SERVICES

If there is concern after an injury including whether ANY of the following signs are observed or complaints are reported then the sailor should be safely and immediately removed from the boat or from the waterside. If no licensed healthcare professional is available, call an ambulance or local medical emergency services for urgent medical assessment:

- Neck pain or tenderness
- Double vision
- Weakness or tingling/burning in arms or legs
- Severe or increasing headache
- Seizure or convulsion
- Loss of consciousness
- Deteriorating conscious state
- Vomiting
- Increasingly restless, agitated or combative

#### Remember:

- In all cases, the basic principles of first aid (danger, response, airway, breathing, circulation) should be followed.
- Assessment for a spinal cord injury is critical.
- Do not attempt to move the player (other than required for airway support) unless trained to do so.
- Do not remove a helmet or any other equipment unless trained to do so safely.

If there are no Red Flags, identification of possible concussion should proceed to the following steps:

#### STEP 2: OBSERVABLE SIGNS

Visual clues that suggest possible concussion include:

- Lying motionless on the ground, in the water or in the boat
- Slow to get up after a direct or indirect hit to the head
- Disorientation or confusion, or an inability to respond appropriately to questions
- Balance, gait difficulties, motor incoordination, stumbling, slow laboured movements
- Blank or vacant look
- Facial injury after head trauma

#### STEP 3: SYMPTOMS

- Headache
- "Pressure in head"
- Balance problems
- Nausea or vomiting
- Drowsiness
- Blurred vision
- Sensitivity to light
- Sensitivity to noise
- Fatigue or low energy
- "Don't feel right"
- Dizziness
- More emotional
- More irritable
- Sadness
- Nervous or anxious
- Neck Pain
- Difficulty concentrating
- Difficulty remembering
- Feeling slowed down
- Feeling like "in a fog"

#### STEP 4: MEMORY ASSESSMENT

(IN SAILORS OLDER THAN 12 YEARS)

Failure to answer any of these questions (modified appropriately for each sport) correctly may suggest a concussion:

- "What sailing venue are we at today?"
- "Which race is about to start?"
- "Who won the previous race?"
- "Where did you sail last week?"
- "Did your boat win the last race?"

#### Sailors with suspected concussion should:

- Not be left alone initially (at least for the first 1-2 hours).
- Not drink alcohol.
- Not use recreational/ prescription drugs.
- Not be sent home by themselves. They need to be with a responsible adult.
- Not drive a motor vehicle until cleared to do so by a healthcare professional.
- Not continue to sail on the water or venture in to the water.

**ANY SAILOR WITH A SUSPECTED CONCUSSION SHOULD BE IMMEDIATELY REMOVED FROM THE BOAT OR WATERSIDE AND SHOULD NOT RETURN TO ACTIVITY UNTIL ASSESSED MEDICALLY, EVEN IF THE SYMPTOMS RESOLVE**