



## **National Yacht Club**

### **Junior Event and Coaching Programme – Safety Protocol**

#### **1. Introduction**

The National Yacht Club (the “**Club**”) is committed to doing all it reasonably can to create an environment for staff and members that is safe and healthy and in compliance with applicable legislation. In order to achieve this, we rely on the responsible behaviour, assistance and commitment from all our members (adults and juniors) and on assistance from parents of junior members, employees, coaches and visitors to the Club.

As a family-oriented sailing club that organizes and runs activities involving young people, the Club is committed to the safeguarding and protection of children. [The **Club** has adopted the Children First Act 2015 and has developed and published a Child Protection Policy]. This policy is published on our website, displayed on the Club noticeboard and is available in the Club office.

The Club has nominated Children’s Officer(s) and is committed to ensuring our staff, officers and volunteers receive the appropriate awareness training and education to enable and help them in their dealings with children and young people.

This Junior Event and Coaching protocol covers all Junior sailing programmes launched from the Club. It provides a simple, single, consistent process to be followed, operating at three levels, as follows:

- Sponsored and Managed Programmes *e.g.* Optimist, Topper, Laser, Feva, 29er etc.
- Third Party sponsored groups (*e.g.* private coaching groups)
- Individual Members (refer to Notes 2 and 3 on page 5)

This Protocol should be read in conjunction with the Club’s Safety Statement, Child Protection Policy, Child Safeguarding Statement and Policy on Participation in Water Sports Activities by Children and Vulnerable Adults.

#### **2. Core Principles**

- The Club is the sponsoring organisation responsible for delivering the Junior Programmes launched from the "NYC waterfront"
- These protocols should be adopted for all Junior sailing programmes run from "NYC Waterfront".
- Juniors are defined as participants in sailing activities run from the NYC waterfront who are aged less than 18 years of age.

- The Key Roles for each Junior Programme are:
  - Fleet Captain
  - Beachmaster
  - Sailing Coach
- The decision to launch safely will be made on the day by the NYC appointed representative (*i.e.* the Beachmaster appointed for the Programme), provided that either or both of the Fleet Captain and Sailing Coach may veto a launch decision

### 3. Key Roles (required for each Junior Programme or event)

#### a. Fleet Captain:

- Set up each programme strategically, typically over the next 6 months (e.g. winter coaching programme).
- Identify the GOALS of the programme, from which the SAILING COACH defines his activity plans.
- Gain commitment from the sailors over this period — to make viable.
- Gain commitment from the Expert Sailing Coach(es).
- Gain commitment from NYC for RIBs / support service over the programme period
- Set up a duty rota of Beachmasters over the programme period.
- Continuously communicate across all to maintain cohesion.
- Continuously update the Programme, as circumstances change.
- Check-in ahead of each Programme / event with the NYC Sailing Manager to confirm Beachmaster/Coach/Sailors/RIB availability.
- Set up a supply of blank RA sheets •
- Has the right to veto decision to launch.

#### b. Beachmaster

- Remain available at NYC for the duration of the Duty Day
- Arrive at NYC 30 mins ahead of the time of "Rig and Ready" request
- Obtain "Launch List" of sailors + Blank Risk Assessment Sheet from "Fleet Captain"
- Check-In with Sailing Coach and confirm full day availability
- Check-In against slip support parent and confirm avail cover over the day
- Confirm RIB allocation with duty Boat Man
- Obtain VHF and set to agreed Channel (default 69 unless re-set on the day) Radio Check with Sailing Coach
- Consult with Sailing Coach for Recommendation On "Decision to Launch"
- Jointly carry out the "Risk Assessment" with the Sailing Coach (ref below)
- Make decision to launch or not launch
- Announce launch / no launch decision to sailors.
- In the event of launch, await confirmation by Sailing Coach and/or RIB drivers that they are ready on the water, and then observe the launch process and note sail numbers, child name, time of launch (avoid getting involved in trolley handling, as this will distract and cause number loss/confusion)
- Coordinate with Sailing Coach — launch process and final on-water sailor list

- Update with late arrivals/early returns making provision as necessary (dependent on risk assessment) for RIB support back to shore
- Maintain regular contact — ask coaches to check-in at intervals on VHF
- Coordinate any rescue, calling for extra resources as required, through the NYC programme plan and contact numbers (See Appendix 1), for example, additional RIBS; additional support as required - on a "best endeavours" basis.
- When boats return, check each off against the "Launch List" and ensure that all sailors are returned up the slip.
- Following Launch, the Beachmaster may make a decision to stop the on-water activities at any time based on his / her ongoing risk assessment of weather conditions etc. This will normally be preceded by conversation with the Sailing Coach.
- In the event of a decision not to launch, hand-over to Sailing Coach for Onshore Training Programme.
- Unless otherwise agreed with the Sailing Coach, remain at NYC for the day on standby to provide support in the event that a subsequent decision to launch is recommended due to favourable change in weather conditions, greater RIB availability etc.

**c. Sailing Coach**

- Provide expert sailing coaching - onshore and offshore Coaching — in the event of either a decision to launch or decision not to launch.
- Provide a plan for each activity day
- Jointly carry out the Risk Assessment with the Duty Beachmaster on each Programme / event day.
- Make recommendation to Beachmaster regarding launch / no-launch decision
- Confirm RIB allocation with Beachmaster.
- Obtain VHF, set Channel (as determined by Beachmaster) and carry out radio check with Beachmaster and any support Coach / RIBS.
- Confirm with Beachmaster once afloat and prepare to receive sailors from launching slipway.
- Following Launch, the Sailing Coach may make a decision to stop the on-water activities at any time based on his / her ongoing risk assessment of weather conditions etc. This will normally be preceded by conversation with the Beachmaster.

**4. Risk Assessment**

- a. The purpose of the process described in this section is to provide a sound basis for the decision to be made by the Beachmaster and Sailing Coach on whether to launch or not launch.
- b. Principles of Risk Assessment process:
  - Will be carried out jointly by the Beachmaster and Sailing Coach on each event date and recorded with a signature on the risk assessment].
  - Blank Risk Assessment sheet to be prepared by the Fleet Captain — to be used by Beachmasters.

- The Risk Assessment process is intended to be a simple pragmatic, qualitative, and structured, including a review of the defined elements, in order to safely run the specific Junior programme to which it relates. This requires qualitative judgement on the part of each of the three key roles identified.
- The Risk Assessment is to be carried out using a paper-based spreadsheet, requiring a qualitative assessment (Red/Green/Amber) against each element and a summary confirmation (Red/ Green). Template is included in Appendix 2.
- This will provide the basis for an overall qualitative decision to be made by the Beachmaster.

**c. Risk Assessment Factors**

- The following are the generics risk factors to be considered for each class:

RISK ASSESSMENT CRITERIA		
Risk Factor	Data Source	Guidance
Weather Forecast	met.ie windguru.cz / or Windfinder.com	2 out of 3 to be used Trending: Note the expected weather either side of the training period
National Weather Alert	Met.ie	Typically: RED = No Go AMBER = to be a Risk Assessed outcome for the fleet in question  <u>Note</u> : Specifically is there a "Small Crafts Warning" in force from Met Eireann
Local ACTUAL Weather	"Dublin Bay Buoy" Twitter feed OR "Dun Laoghaire Harbour Station" (dlhweather.com)	Is the weather being experienced what was forecasted?
Wind Direction		Onshore (easterlies) will carry increased levels of difficulty with launching/recovery at the slip Offshore winds (westerlies) will cause flatter
		water conditions but may cause underassessment from sheltered places onshore.
Wind Strength		Typically: GO <15Knts NO GO >+25Knts

Gust Range		Can be expected to be high with squally North Westerly airstreams.
Temperature (Air)		Typically: o NOGO : <5degC
Rain/Snow		Can rapidly impede visibility
Visibility		Typically: NOGO < 500metres GO > 2000Metres
Harbour/Outside Harbour		More sheltered conditions inside can afford opportunity to run an event which would not otherwise be held outside the harbour.
Sailor Age & Competence		Older more experienced sailors can manage stronger conditions and assessment should be made on the basis of the most vulnerable participants in the Programme / event.
RIB Availability	Duty Boat Man	Typically: CI 1:7 for Optimist/Topper
Coach Availability	Beachmaster	Typically: YES / NO
On-water Support	Beachmaster	Typically: 1 per RIB for <20Knts 2 per RIB for >+20Knts

#### Notes:

- Blank template Risk Assessment sheet should be class specific with factors to be pre-set by Fleet Captain as the basis for the "On-the-Day" Event Decision to be made by the defined key roles (Beachmaster and Sailing Coach).
- For individual sailing (*i.e.* persons deciding for themselves whether or not to launch, references to Fleet Captain and Beachmaster are not applicable. In these circumstances, the sailor and/or his parent or guardian takes responsibility for his or her own decision to launch, and should follow the following procedure:
  - Inform Boathouse prior to launch
  - Take or supply VHF (dry bag needed)
  - Consider hours of Daylight required
  - Non-adverse weather forecast — as per generic Risk Assessment Template above.
  - Visibility — as per generic Risk Assessment Template above
  - Temperature — as per generic Risk Assessment Template above

Reviewed & Updated by R. Hall & A. Daly 18-May-22





## Appendix 1: Resources and Contact List

Key Contacts	VHF Channel	Landline
National YC/ Boathouse	69/37	01 280 5725
Royal St George YC	72	01 280 1811
Royal Irish YC		01 280 9452
Coastguard	16	01 662 0922
Dun Laoghaire Harbour	14	01 280 1130
RNU	16	01 280 2667
Dun Laoghaire Marina	37a (M) and 80a (M2), 16 Call sign: "Dun Laoghaire Marina"	01 202 0040
Dun Laoghaire Motor YC		01 2801371
Dublin port	12	01 855 0888
Dun Laoghaire Gardai		01 666 5000
SAFETY CONTACTS		
Junior Committee on Office Wall		
Junior Organiser: Rebecca Hall		087 2073457

NYC Childrens' Officers: Alison Pigot  Rosemary Cadogan		086 838 6020  0868467248
Sailing Manager: Olivier Prouveur		087 793 6212
Medical Emergency: St Michaels A&E		<a href="tel:(01)2806901">(01) 280 6901</a>



## Appendix 2: Risk Assessment Template (per programme)

### National Yacht Club, Optimist, Topper, Laser, Feva, 29er, Class Risk Assessment

<b>RISK FACTOR</b> Please Circle the Relevant Factors	<b>LOW</b>	<b>MEDIUM</b>	<b>MEDIUM</b>	<b>HIGH</b>
<b>Date:</b>				
<b>Weather Forecast</b>				
<b>Wind Direction</b>	Offshore (North)  <b>Low</b>	Cross Onshore (Westerlies)  <b>Low/Medium</b>	Cross Onshore (South Easterlies)  <b>Medium/High</b>	Onshore(easterlies) High difficult for launching and recovery  <b>High</b>
<b>Constant Wind Strength</b>	0-8 KNOTS  <b>Low</b>	8-14KNOTS  <b>Low/Medium</b>	14-22 KNOTS  <b>Medium/High</b>	22-30 KNOTS  <b>High Risk</b>
<b>Gust Range</b>	0-8KNOTS  <b>Low</b>	8-14KNOTS  <b>Low/Medium</b>	14-22 KNOTS  <b>Medium/High</b>	22-30 KNOTS  <b>High Risk</b>
<b>Temperature (Air)</b>	More than 15  <b>Low</b>	Between 10 & 15  <b>Low/Medium</b>	Between 5 & 10  <b>Medium/High</b>	Below 5  <b>High</b>
<b>Wind Chill</b>	More than 15  <b>Low</b>	Between 10 & 15  <b>Low/Medium</b>	Between 5 & 10  <b>Medium/High</b>	Below 5  <b>High</b>
<b>Visibility</b>	≥2000 Metres  <b>Low</b>	≥1500 Metres  <b>Low/Medium</b>	≤1000metres  <b>Medium/High</b>	≤500 Metres  <b>High</b>
<b>Time on Water (Launch-Recovery)</b>	0-2Hrs  <b>Low</b>	2-3 Hrs  <b>Low/Medium</b>	3-4 Hrs  <b>Medium/High</b>	4+ Hrs  <b>High</b>

taking into account above factors)				
<b>Sailor Competence</b>	Experienced Racer  <b>Low</b>	Advanced Racer  <b>Low/Medium</b>	Competent Racer  <b>Medium/High</b>	Entry Level Racer /Beginner  <b>High</b>
<b>RIB Availability</b>				
<b>On-water Support</b>				
<b>Harbour/Outside Harbour</b>				

**RISK ASSESSED DECISION:**

I have completed this risk assessment and confirm that it is as accurate as reasonably practicable.

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_

Role: \_\_\_\_\_

Consulted with Sailing Coach (Yes / No / Not Applicable) \_\_\_\_\_

**Guidance Notes – Examples of Risk Assessed Decision**

DECISION IS TO LAUNCH - based on a MEDIUM Risk Level, but the hi-risk factors of low temperature and wind chill need to be monitored on younger sailors.

DECISION NOT TO LAUNCH – the overall level of risk is HIGH, caused by the fact that the weather is already marginal (wind speed) and the forecast is to increase imminently

DECISION IS NOT TO LAUNCH – a National Orange Forecast is in place

DECISION IS TO LAUNCH - OVERALL Risk Level is MODERATE with wind direction onshore and hi-risk BUT good all-round support is available both on-water and the slip, making this acceptable.