

Minima Yacht Club

STANDARD OPERATING PROCEDURES FOR SAILING

Royal Yachting Association

1. Minima Yacht Club is affiliated to the RYA and we keep in touch with and follow national guidelines set by them as the National Governing Body for Sailing.

Insurance

2. The club maintains public liability insurance. We ask visiting instructors to produce proof of their own professional indemnity insurance.

Training

3. All sail training activities at the Club are organised and managed by the Training Manager under the overall supervision of the Sailing Committee.

4. Sailing Committee meetings are chaired by the Vice-Commodore and minuted.

5. The relevant honorary officers in 2020 on the Sailing Committee are:

- Robin Broomfield, Vice Commodore
- Alex Cane, Sailing Secretary
- John Forbes, Training Manager

6. Sail training for beginners is advertised as a benefit of membership. The club does not provide training for non-members. The Club is not a Registered Training Centre and is not accredited to award RYA certificates. Nevertheless, we follow the RYA 'Level 1 Start Sailing' syllabus and assess the competence of our trainees against this standard before we allow them to take out Club boats without an instructor or experienced club member with them.

7. It is a Club rule that juniors (under 18 years) are not allowed to join the club on their own. Their parents must also join and be present at the Club at all times when their children are participating in water-based activities. We encourage families to learn together. The minimum age for active participation in sail training is 8 years.

SAILING AREA

8. The sailing area is the non-tidal Thames from Hampton Bridge to Kingston Bridge. Most sailing takes place between Kingston Bridge and Queens Promenade in direct line of sight from the Racebox in the Clubhouse. The Club organises long distance races and social cruises which go beyond Raven's Ait, as far as Hampton Court Bridge. In these cases Club Launches will accompany the boats. 2 x way radios (walkie talkies) are available for contact back to the Clubhouse or between launches.

9. It is possible for boats to have problems when out of sight of the race officer or launch, and sailors are reminded that it is everyone's responsibility to look out for their fellow competitors and to assist when necessary.

10. The sailing area can be congested on sunny days, at weekends and on bank holiday with numerous trip boats, motorboats, rowing boats and kayaks on the river, this increases the risk of a collision. There have been accidents causing damage due to collisions with other river traffic, and very occasionally with moored craft, pontoons, or debris floating in the river.

11. Some minor damage occurs more than once a year, due to collisions between boats racing, however this is a normal risk of the sport and has not proved to be a serious issue. It is a club rule that all members who own a boat must hold adequate third-party insurance.

12. The Club's experience, sailing on the Reach, shows no unusual hazards, outside the normal mishaps of sailing dinghies, including regular capsizes. The risk of a dinghy inverting completely is very low as at normal river levels the mast will get stuck in the mud first.

13. Accidents resulting in injury are extremely rare and are reported in the Club's Accident Book, kept in the Kitchen. All such accidents are investigated carefully and monitored by The Board of Directors.

CLUB LAUNCHES

14. The Club owns two displacement launches with reliable inboard diesel engines: Minima X and Minima XI. These boats have proved to be fit for purpose as patrol boats and are equipped with ladders to help casualties to get into them. The launches are manned by competent members who will provide such assistance as can be practically provided (see Launch Manual).

15. The Club also owns a small (3.3m) RIB with a 4HP outboard engine which is used primarily for on-water coaching during sail training and is also available as an additional patrol boat.

Personal Flotation Device (PFD)

16. New members are required to wear a PFD at all times when they are on the water or a landing stage, and are participating in sail training. PFDs are provided by the Club but members are encouraged to buy their own.

17. Experienced members are encouraged to wear PFDs when racing, but this is left to their personal responsibility in line with the RRS (See Sailing Instructions). The Race Officer has the power to require all competitors to wear PFD if he or she deems this to be necessary in light of the prevailing conditions.

Club-owned Sailing Dinghies

18. The Club owns and insures the following dinghies:

- 2 x Topaz Argos
- 2 x Laser Picos

- 3 x Topper single-handed dinghies
- 1 x Merlin
- 1 x Enterprise
- 1 x Solo
- 2 x Lasers

19. Members are only allowed to take club boats out when organised sailing activity is taking place (racing, training or a social cruise).

Member-owned Boats

20. Sailing Clubs have a tradition of personal boat ownership and we encourage members to buy their own sailing dinghy. Members are responsible for providing their own craft insurance and can go out on their own, at their own risk if they wish. However, we strongly advise them to follow the same guidelines as for club-owned boats.

Risk Assessment Template

Risk	Likelihood	Impact	Action
Accident on the river between the Clubhouse and the Dinghy Park	Low	Low	<ul style="list-style-type: none"> • Only competent club members are allowed to drive the launches • Maximum of 12 people are allowed in a launch. All passengers must sit down and are instructed to keep hands inside the boat
Collision with a bike when transferring boats across Barge Walk	High	Medium	<ul style="list-style-type: none"> • Check that Barge Walk is clear before crossing • Brief Visiting Yachtsmen before Open Events
Collision with a car or pedestrian when transferring boats or kayaks across Barge Walk	Low	Low	<ul style="list-style-type: none"> • As above
Members slipping on the landing stage when launching or recovering boats	High	Low	<ul style="list-style-type: none"> • Clear Landing Stage of bird excrement before use • Non slip surface is on the slipways. • Members to help each other launch and recover boats • Note: Depth of water is 3 – 4 feet in normal river conditions (may be deeper when river level is high)
Boat swept underneath Kingston Bridge, a moored craft, or pontoon	Medium after heavy rain (Winter)	Medium	<ul style="list-style-type: none"> • Boats should have a paddle and 4m tow rope on board (as specified in the Sailing Instructions) • Beginners are not allowed to helm in strong stream conditions • Bosun to be vigilant of boats being carried downstream
Collision with Commercial Vessels and Power Boats	Low	Medium	<ul style="list-style-type: none"> • Members to be aware of the collision regulations and to keep a look out at all times • Do not assume that 'power gives way to sail', particularly in relation to power boats restricted in their ability to manoeuvre or hire boats who may not be aware of the rules • Do not cross the fairway directly in front of a commercial or power boat
Collision with a Rowing Boat	High	Low	<ul style="list-style-type: none"> • Club launch to act as a guard boat where possible • Members instructed to shout 'Ahead Scull'
Sailing Dinghy capsizes	Low	Low	<ul style="list-style-type: none"> • Capsize recovery is included in Sail Training

			<ul style="list-style-type: none"> • Club Launch to be on the water in strong wind conditions (gusts of F4 or above) and double manned where possible • Sailors to wear suitable clothing, and PFD's as specified in the Sailing Instructions when required
Sailing Dinghy inverting	Low	Medium	<ul style="list-style-type: none"> • Masthead flotation to be fitted on training Argos
Casualty in capsized boat trapped by ropes	Low	High	<ul style="list-style-type: none"> • Launches are equipped with knives • Instructors to carry knives during training
Head injury caused by boom	Medium	Low	<ul style="list-style-type: none"> • Beginners encouraged to wear hats or helmets
Cuts to hands	High	Low	<ul style="list-style-type: none"> • Trainees are encouraged to wear sailing or gardening gloves
Bruises to body	High	Low	<ul style="list-style-type: none"> • Trainees are briefed on the inevitability of 'boat bites' • Shin or knee pads can be worn
Hyperthermia	Low	High	<ul style="list-style-type: none"> • The importance of adequate personal clothing is stressed during sail training • Launches carry space blankets • Casualties to be taken ashore and given suitable first aid (i.e. put in a warm shower)