

Race Officer's Book

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RACE OFFICER INSTRUCTIONS CLUBHOUSE STARTS

- Make sure you read and understand the current FSC Sailing Instructions.
- Refer to the Race Officer file containing tide tables, Courses, Racing Rules of Sailing 2017-2020 and procedure check lists.
- Arrive early, with AT LEAST ONE HELPER, 12:30 on Saturdays at the latest.

Prior to arrival

- Obtain information on wind strength, direction and sea state for the race period and area. If possible check visually from Pendennis Point or Castle Drive before racing.
- Telephone the Falmouth Coastguard for their weather report, this is not always accurate in relation to the race area but can give advance warning of weather patterns.
- Check time and height of tide and consider likely affect on finishing time. Also please see suggested protocol re shipping movements in file.

On arrival

- Telephone Pilot, 01326 211395 or 07836 661668, for details of shipping movements likely to affect the racing.
- Check Ops Room information for details of missing marks.
- Ensure that both radios are switched on: one and in dual watch mode, (M1/Channel 16) and the other on Channel 72. Last minute registrations cannot be accepted, 48 hours is the required time.
- In severe weather, if felt necessary, cancel one or more classes or instruct that buoyancy aids be worn by displaying the appropriate flag and announcing over VHF Channel 72. (See Guidance for Race Officers in file).
- Assign jobs to your helper(s) ie spotting, flag raising etc according to preference and ability.
- Liaise with Boatman over laying of any marks, (turning mark on Saturdays and inner distance mark). Note the distance mark should not be laid on the pre-start side of the line.
- If you are advised of commercial shipping movements in the race area display a white flag at the clubhouse.
- Refer to course length advice chart, decide course and hoist the numeral pennant to indicate the course group.
- Announce the course for each class, using the course number, on VHF Channel 72. If a 'race officer's choice' course is used, each mark should be announced on VHF Channel 72.

Starting

- Start spotting yachts in the starting area, using sail numbers and class flags. Record them on the spotter's sheet in their relevant classes, together with the courses set.
- **Do not give or allow your helpers to give any verbal instructions to boats involved in racing.**
- Watch out for boats sailing inside the moorings after their start, or interfering with the starts of other classes. In obvious or persistent cases, record their sail numbers and enter in Ops Room book with details and inform Sailing Secretary of Vice-Commodore.
- Make sure your helpers are aware of time and in position when required by calling five minute countdowns from ten minutes before warning signal.

- Commence starting signal procedure at the appropriate time. Use of flags in the starting sequence is at Race Officer's discretion: you may decide to use flags or not to use flags. (see Race Officer file).
- As each class starts, count the number of starters, check against number recorded and amend if necessary.
- Watch out for boats over the line at the start and promptly make the appropriate signals, if a premature starter does not return and start correctly record and disqualify.

B Class starts in the harbour

When you go down the harbour ensure you can remain in close touch and do not extend your duties into other areas. If necessary delegate a competent person with whom to liaise in the Ops Room, otherwise give course for B Class to Boatman using VHF Channel 72 and start B Class down in the inner harbour. Ensure the correct flags, if being used, and sound equipment are on the launch. See separate instructions for B Class starts.

During the Race

- If two rounds are scheduled decide whether to shorten (or lengthen), the second round. If so make appropriate announcements on VHF Channel 72 and give two sound signals as each boat approaches the turning mark. Do not change the course grouping.
- If two rounds are sailed, time and record boats turning at the end of the first round, ensure the turning mark is left to starboard.

Finishing

- Identify and give a sound signal to **all** finishers and record their times. (Undeclared yachts will not appear on the results sheets.)
- Note any yachts flying a protest flag; collect any protests, (see OOD file for procedure).
- Ensure all yachts are accounted for, if any yacht is overdue and causing concern in deteriorating conditions, inform the Coastguard and provide details. (Yachts should have registered on the RYA SafeTRX App). In seriously deteriorating weather conditions, accidents etc see procedure in OOD's file Flow chart of actions & accountability.

Postponement – if some big problem arises

- Display AP (Answering Pennant), give two blasts of hooter, announce "AP up" on VHF.
- To restart, Lower AP, give one blast on the hooter, announce "AP down" on VHF.
- After 1 minute, carry out Starting Procedure, (10 minutes, 5 minute and start).

COURSE SELECTION – IMPORTANT NOTES

- To set length look at distance guidance chart, race time target is 2 hours.
- In winds over 15 knots, especially in a Southerly breeze and ebbing tide, do not send Open Boats (Sunbeam, G Class, C Class or B Class) south of Governor.
- Sunbeams like windward/leeward
- Q, E and U like to go in the bay, (2 rounds not important)
- B & C like to do 2 Rounds
- Lift turning mark when all boats have rounded and no boats have finished

RADIO

M1 (37)	Flushing Launch - yacht or shore (marina or club)
16	emergency (also call-up channel)
67	coastguard
72	Flushing Sailing Club - courses and starting
12	port control – Falmouth Haven

Dual Watch 16 and M1

Listen on this during racing. Switch on volume, press M to get 1 then 4/DW.

To call on M1

- If already on M1 use microphone. If on dual watch then press 4/DW (then you may need to press M1 again).
- Lift microphone, press switch on side.
- Call – ‘Flushing Club Launch, (or name of boat), this is Flushing Sailing Club, (or Flushing Committee Boat), over’.
- Release switch on side of microphone to listen. (You cannot hear the reply if you continue to hold the switch down).

To call on 16

Press 16, to return to M1 – press M1, then onto dual watch and press 4/DW.

To Make Race Announcements on Channel 72

- Use the radio already set to Channel 72
- Lift microphone and press the switch on the side.
- Call – This is Flushing Sailing Club – continue with announcement.
- Release switch on side of microphone.

To call on another channel

- Press dual watch then the number you want, (scroll up or down).
- Reduce noise with SQ (squelch button).
- You can call a yacht or coastguard on 16, but on making contact they should immediately tell you which channel to use, (ie 63 or 67 etc). Do not carry on a conversation on 16.

Useful telephone numbers

Pilot Afloat	01326 211396 or 07836 661668
Coastguard	01326 317575
Clubhouse	01326 374043

SATURDAY START SEQUENCE

Time	Sound	Flag (if flags being used)	VHF Announcement
13:45	1	Q Flag Up	Q Class Warning
13:50	1	P Flag Up U Flag Up	Q Class Preparatory U Class Warning
13:55	1	Q Flag Down V & W Flags Up	Q Class Start U Class Warning
14:00	1	U Flag Down C Flag Up	U Class Start V & W Class Warning
14:05	1	V & W Flags Down G Flag Up	V & W Class Start C Class Warning
14:10	1	C Flag Down	C Class Start G Class Warning
14:15	1	G Flag Down P Flag Down	G Class Start

Course Announcements on VHF must be made before Class Preparatory Signals

SHEDULED START TIMES

Class		Tuesday	Saturday
	Warning Signal	18:05	13:45
	Preparatory Signal	18:10	13:50
M	Multi Hulls	18:15	
Q	IRC/Byron Yachts IRC \geq .851	18:20	13:55
U	IRC/Byron Yachts IRC \leq .850	18:25	14:00
V	Sunbeams	18:30	14:05
W	White Sail (Byron Yachts)	18:35	14:05
G	Handicap Gaffers (Tuesdays)	18:40	
C	Small Working Boats (C Class have their own start on Saturdays if 3 or more boats)	18:45	14:10
G	Handicap Gaffers (Saturdays)		14:15
B	Large Working Boats	18:45	14:35

Saturday Clubhouse starts

V Class Sunbeams and W Class White Sail Yachts start together on Saturdays at 14:05

B Class Large Working Boats and C Class Working Boats (if fewer than 3 C Class boats) will be started in the Inner Harbour by a Committee Boat flying a FSC burgee and an Orange Flag at 14:35. Warning and Preparatory Signals for this Class will be given by horn and radio (channel 72).

RECALLED CLASSES - START SEQUENCE

#1 = First recalled Class, #2 = Second recalled Class. Adjust accordingly for the number of classes recalled. If using flags, use the class flag in place of the numbers.

Saturday Series

Time	Sound	Flag (if flags used)	Announcement on VHF
14:15	1	Flag 1 Up	Warning Class 1
14:20	1	Flag P & 2 Up	Prep for Class 1 & Warning Class 2
14:25	1	Flag 1 Down	Start Class 1 & Prep Class 2
14:30	1	Flag 2 & P Down	Start Class 2

Tuesday Series

Time	Sound	Flag	Announcement on VHF
18:45	1	Flag 1 Up	Warning Class 1
18:50	1	Flag P & 2 Up	Prep Class 1 & Warning Class 2
18:55	1	Flag 1 Down	Start Class 1 & Prep Class 2
19:00	1	Flag 2 & P Down	Start Class 2

INNER HARBOUR CLUBHOUSE STARTS including Saturday B Class
Two rounds unless altered by FSC Rule 14

<u>NORTH</u>	<u>Group 1</u>				Distance (1 round)
111	Tp				1.6
112	Gp	Tp			2.8
113	Gp	Vp			3.6
114	Gp	NBp			4.3
115	BRp	Jp	Ps		7.1
116	BRp	CCp			4.2
117	BRp	NBp			5.4
118	SNp	PBp	Ws	PWp	6.5
119	Gp	Vp	Tp	CAs	5.7
120	WNp	NBp	Tp	Zs	8.3

<u>NORTH EAST</u>	<u>Group 2</u>				Distance (1 round)
121	Vp				2.7
122	Gp	Wp			3.4
123	Gp	Wp	Gp	Wp	4.6
124	NBs	WNs			4.1
125	PBs	CCs	PWp		4.8
126	Js	Gp	Wp		5.5
127	CNs	Ms	CAp		9.2
128	Js	Ts	Js	Ts	6.1
129	WTs	ENp	CNs		5.2
130	PBs	HDs			6.8
131	WTs	BRp	STs		6.3
132	WTs	CAp	STs	CNs	6.4

<u>EAST</u>	<u>Group 3</u>				Distance (1 round)	
133	Tp				1.6	
134	WNs				2.8	
135	Wp	NBp			4.0	
136	SNs	Gp	CAp		4.5	
137	Wp	Vp	Pp	CNp	6.0	
138	SNs	Gp	STs	BRs	CAp	6.2
139	Wp	Tp	ENs		4.8	
140	WNs	Gp	STs	BRs	5.8	
141	WNs	Gp	CAp	Vp	4.8	
142	Wp	Vp	Tp	SNs	5.2	
143	WNs	GYp	Zp		8.0	

INNER HARBOUR CLUBHOUSE STARTS including Saturday B Class
Two rounds unless altered by FSC Rule 14

<u>SOUTHEAST</u>	<u>Group4</u>						Distance (1 round)	
144	CAp						3.6	
145	Gp	Tp					2.8	
146	Gp	CCp					3.6	
147	CAp	Vp					4.2	
148	Gp	Vp	Tp	Gp	Wp		5.5	
149	CNp	SNp					4.5	
150	CNp	NBp					5.6	
151	CNp	Wp	Tp	CAp	Vp		7.3	
152	Zs						5.6	
153	CNp	Tp	CNp	WNp			7.3	
154	CNp	Tp	CNp	Tp	CNp	WNp	10.3	
155	Gp	PWs	Wp	CKs	Js		9.0	
156	Zs	Ms					8.2	
<u>SOUTH</u>	<u>Group 5</u>							
157	Ts						1.6	
158	Ts	Gs					2.8	
159	Vs	Gs					3.6	
160	Vs	BRs					4.7	
161	Ws	BRs					4.4	
162	Js	CAs					5.1	
163	PWs	BRs					5.4	
164	NBs	Gs	Ts	Vs	Ps		7.1	
165	Js	Ws	Ts	Vs	Gs		6.3	
166	CCs	HDp	SNs	BRs			6.4	
167	Ws	CNs	Zs				5.9	
168	Js	BRs	Ss	PBs	WTs	NBs	Js	9.2
<u>SOUTHWEST</u>	<u>Group 6</u>							
169	Vp						2.6	
170	WTp	Sp					3.2	
171	Jp						3.8	
172	Ws	Gs	Sp				4.1	
173	WTp	Vp	Ws	Gs	Jp		4.8	
174	WTp	NBp	Sp	WTp	Jp		5.1	
175	CCp	Jp	Tp	CCp	NBp		5.8	
176	Jp	Tp	Jp				6.1	
177	Jp	Tp	SNs	Gs	Vp		6.6	
178	STs	BRs	NBp				7.0	
179	CAs	GYs	Jp				7.8	

INNER HARBOUR CLUBHOUSE STARTS including Saturday B Class
Two rounds unless altered by FSC Rule 14

<u>WEST</u>	<u>Group 7</u>						Distance (1 round)	
180	WNp						2.8	
181	Vs	Ws					3.3	
182	CAs	Gs	WNp				4.4	
183	Jp	NBp	CCs				4.5	
184	STs	CAs	Gs	Vs	Ws		6.4	
185	STs	CAs	Gs	WNp			5.3	
186	Ws	Ts	Vs	STs	CAs	Gs	WNp	7.3
187	CNs	GYs	Jp					8.3
188	CNs	Ms	Jp					10.5
189	CNs	Ps	SNp					5.0
190	Zs	Ms	WNp					9.7
191	STs	CAs	Sp	Ts				5.6
192	STs	BRs	Sp	Ts				6.2
193	STs	GYs	Sp	Ts				8.2

<u>NORTH WEST</u>	<u>Group 8</u>						Distance (1 round)
194	Gs						2.6
195	Vs	Gs					3.6
196	BRs						3.8
197	Vs	CNs					5.0
198	Js	CNs					5.8
199	CNs	BRs	Ts	CAs			6.7
200	WNs	CNs	Ts	WNs	CAs		6.7
201	Ws	CNs	Ts	CNs			7.6
202	Zs						5.6
203	CNs						4.3
204	WNs	Gs	Ts	WNs	Gs		4.7
205	SNs	CAs	Ts	SNs	CAs		6.0
206	Zs	GYs	CAs				8.2

GROUP 9,

ALL STARTS: FOR USE WHEN CONSTRAINED BY COMMERCIAL SHIPPING

207	MEs	Fin						5.0 N.NW.NE
208	MEs	Js	MEs	Js	Fin			7.2 N.NW.NE
209	Wp	MEs	Js	Fin				6.0 S.SE
210	Wp	MEs	Js	NBs	MEs	NBs	Fin	7.9 S.SE
211	Js	Fin						3.8 S.SW
212	NBp	MEs	CCs	Fin				5.7 S.SW
213	Js	Ws	Fin					4.3 E
214	Js	Ws	Js	Ws	Fin			5.9 E
215	PWs	Js	Ws	Js	Ws	Fin		6.1 Low Water Messack
216	PWs	Js	Ws	Fin				4.4 Low Water Messack
217	Ws	Ts	Ws	Fin				4.5 E
218	Ws	Ts	Ws	Ts	Ws	Fin		6.0 E
219	Js	Ts	Js	Ts	Js	Ts	Fin	8.4 E.N
220	PBs	Vs	Ps	Fin				8.7 N.S
221	PBs	Fin						7.0 N.S
222	WNs	PWs	Js	Fin				5.2 NW.SW.W.E
223	Ts	PWs	Ws	Fin				5.3 NW.SW.W.E

GUIDANCE FOR RACE OFFICERS FOR STARTING B CLASS ON SATURDAYS

- The Committee Boat should display an FSC burgee and an orange flag.
- The course to be sailed will be announced over VHF Channel 72.
- If fewer than **three C class** intend to race, they should start with B class and use the same course. They are treated as if they are B class.

Starting Procedures

14:25 Hooter and hold up Red Flag, (warning signal).

14:30 Hooter and hold up Blue and White Flag (P), (preparatory signal).

14:35 Hooter and put down Red flag and Blue and White Flag (P), (B class start).

One or two boats over the line at the start

- If only one or two, promptly display Flag X (on stick) and give one sound signal.
- Note the offending boat/s and if possible announce their sail number over VHF Channel 72 to inform them, (not compulsory).
- Leave X Flag displayed until all offenders have returned to the pre-start side of the line, or for four minutes.

Many boats over the line at the start

- If there are many boats over the line recall the whole fleet.
- Promptly display Flag 1st Sub (on stick) accompanied by two sound signals in quick succession.
- To restart, lower 1st Sub with one sound signal (do this when it appears that the fleet will be ready to start in 11 minutes).
- Carry out Starting Procedure again, (10 minutes, 5 minute and start).

Postponement – when some big problem arises

- Display AP (Answering Pennant), give two blasts of hooter, announce “AP up” on VHF.
- To restart, Lower AP, give one blast on the hooter, announce “AP down” on VHF.
- After 1 minute, carry out Starting Procedure, (10 minutes, 5 minute and start).

Equipment required for Committee Boat start

- FSC burgee and orange flag (to show this is the committee boat)
- VHF Radio to make announcements
- If using flags, Red and Blue Peter (P) Flags on sticks
- X Flag, 1st Substitute Flag and Answering Pennant (AP) on sticks
- Hooter
- Timing Clock

Flushing Sailing Club Race Officer Protests

1. Please remain available for 1 hour following the time limit of the race to receive any written or verbal protests.
2. Protest forms are available in the marked folder in the Ops Room. Note that it is no longer necessary for the form to be **fully** completed at the time. The protester has only to notify, in writing, of their intention to protest within the time limit, i.e. within 1 hour after the time limit for the race. This notification should identify the protestor and protested, the incident and where and when it occurred. The RO should sign this document to confirm receipt.
3. Make sure the protestor knows that one of the following people must receive the fully completed form by 1800hrs the following day.

Commodore - John Maunder

Sailing Secretary – Ian Jakeways / John Hicks

4. The form will be given to a coordinator who arranges the Protest Committee and who will contact the protestor and the protested.
5. The Protest Committee hearing will occur on a date to be notified to the protestor and the protested.

FLUSHING SAILING CLUB RACE OFFICERS LIST 2019

APRIL

Tue 2 nd	Alan Grose	01872 530333	alanegrose@googlemail.com
Sat 6 th	Nigel Rowe	01872 865463	anr891@aol.com
Tue 9 th	Dave Owens	01326 259741	blue2kite@gmail.com
Sat 13 th	David Day	01326 317790	davidday@gameplanner.co.uk
Tue 16 th	Bob Chapple	01326 316990	robert-chapple@sky.com
Sat 20 th	Robin Roebuck	01872 864094	carsawsan@o2.co.uk
Tue 23 rd	Chris Jelliss	01872 865223	c.jelliss@btinternet.com
Sat 26 th	Kevin Maclean	01326 312118	kvnmaclean@yahoo.com
Tue 30 th	Arthur Williams	01326 316776	arthurboslowick@aol.co.uk

MAY

Sat 4 th	Roger Ford	07866 312546	roger_getwired@hotmail.co.uk
Tue 7 th	Chris Bell	01872 862935	christopherbell@hotmail.com
Sat 11 th	John Cruise	01326 373414	johncruise@btinternet.com
Tue 14 th	Mel Sharp	01736 711661	demolition8444@hotmail.com
Sat 18 th	Dave Spargo	01326 312719	davidandjeanspargo@gmail.com
Tue 21 st	Andrew Laming	07737 536010	andy@newquayvoice.co.uk
Sat 25 th	Mike Robson	01326 211353	robson-m3@sky.com
Sun 26 th	Kaye Price	01326 316071	kayprice@gmail.com
Mon 27 th	RYA PUSH THE BOAT OUT OPEN DAY		
Tue 28 th	John Fox	01872 862727	john@foxcornwall.com

JUNE

Tue 4th	Andy Dennis	07956 714230	andy.dennis@btinternet.com
Tue 11th	Stuart Higgins	01637 876855	stuarthiggins@talktalk.net
Tue 18th	Jerry Windebank	01326 312826	jermo@talktalk.net
Thur 20th	Roger Little	01326 373536	rogerlittle502@btinternet.com
Sat 22nd	Jack Penty	01326 317077	hydraulicjack@ic24.net
Tue 25th	Mike Rangecroft	01326 375309	mikerangecroft@talktalk.net

JULY

Tue 2nd	Len Cheshire	01326 340425	len.cheshire@btinternet.com
Tue 9th	Paul Evans	07967 604495	pevansfal@aol.com
Sat 13th	Andy Platt	07977 250214	andy@platties.com
Tue 16th	Paul Collins	01326 290754	paul@chyreen.co.uk
Thurs 18th	Roger Little	01326 373536	rogerlittle502@btinternet.com
Sat 20th	Nigel Glanville	07890 640915	bannshill@aol.com
Tue 23th	Mike Swingler	01326 218990	mswingler1@gmail.com
Sat 27th	Paul Evans	07967 604495	pevansfal@aol.com
Tue 30th	Neil Chamberlain	07766 021885	neilcham@yahoo.co.uk

AUG

Tue 6th	Mike Chard	07770 778120	michealjchard@aol.com
Sat 10th	Sue Grigg	01326 212698	suegrigg@hotmail.com
Tue 20th	Gilly Fox	07815 899529	gilly.fox@sea-cubed.com
Tue 27th	Ian Jakeways	01872 863171	ian@ianjakeways.com
Sat 31st	Alan Perham	01326 340728	

SEPT

Tue 3rd	John Hicks	01872 540436	hicks.farm@btopenworld.com
Sat 7th	Ron Jones	01326 372523	mail@ronjonesfurniture.co.uk
Tue 10th	Geoff Davies	01736 754708	scorpion5592@gmx.com
Sat 14th	Dan Tregaskes	01326 373608	dantregaskes@gmail.com
Tue 17th	Martin Eddy	01326 317127	martineddy50@hotmail.com
Sat 21st	Len Trenoweth	01326 377776	thetrenoweths@talktalk.net
Sat 28th	Roger Little	01326 373536	rogerlittle502@btinternet.com

OCT

Sat 6th	Roger Little	01326 373536	rogerlittle502@btinternet.com
Sat 13th	Roger Little	01326 373536	rogerlittle502@btinternet.com
Sat 20th	Roger Little	01326 373536	rogerlittle502@btinternet.com
Sat 27th	Roger Little	01326 373536	rogerlittle502@btinternet.com

If you are unable to carry out your duty, please arrange an exchange with another RO, and inform the Sailing Secretary.

PROTOCOL RE: SHIPPING MOVEMENTS AND DIVERS

NEVER START A RACE UNLESS YOU HAVE PHONED THE PILOT OFFICE

1. Either the previous evening or on the day of the race, look at the Harbour Office web site for scheduled movements. www.falmouthharbour.co.uk/shipping HOWEVER DO NOT RELY ON THIS, LAST MINUTE CHANGES MAY OCCUR.
2. An hour or so before the race, phone the Pilot's Office on 01326 211395. Explain that you are the Flushing SC Race Officer, give your name and mobile phone number on which you may be contacted during the race and the name of the committee boat. Obtain the expected shipping movements.
3. Make sure that you have a mobile phone where you can hear it at all times and that it is switched on.
4. Make sure that your VHF set is on and monitoring channel 16 and M1.
5. Set courses to avoid shipping movements.
6. Set courses to avoid contact with divers.
7. If a movement is expected during the race, phone the pilot boat on 07836 661668 and give the pilot the courses set. Any changes to the scheduled shipping movements subsequent to this will be given to you by VHF, or if this fails by mobile phone. Hoist the white flag on the Committee Boat and Clubhouse as a warning to competitors that a movement is expected.
8. Maintain listening watch on channel 16 for any messages from the Pilot Boat. Switch to channel 9 when requested.
9. Also monitor channel 16 for any communication from divers.
10. Pilot Boat will broadcast any last minute changes to movements on channel 16 switching to channel 9.
11. Normally the Pilot Boat or Harbour Master's Launch will lead out the departing vessel.
12. Commercial vessels, and in particular, cruise liners will make a sound signal on leaving the dock and appropriate sound signals during movement.
13. If you have to clear Fairway, use AP (Answering Pennant) as described in 'Guidance for Race Officers'.
14. Harbour Office will forward copies of any Incident reports from pilots to PoFSA for forwarding to the appropriate Club for a Protest of the yacht/yachts involved.

Contact Numbers

Pilot Cutter 07836 661668
Pilot Office 01326 211395

RACE OFFICERS SCHEDULE FOR RISK ASSESSMENT AND DECISION TO HOLD RACING

1. **Weather**
Obtain up-to-date weather information, wind strength, direction for course area. If necessary contact Coastguard at Pendennis, **telephone:- 01326 317575** for up-to-date information.
2. **Severe Weather**
High winds, fog, decide whether to abandon racing or racing for certain classes eg open boats, gaffers, Sunbeams. Make an early decision so as to ensure competitors do not leave moorings in adverse conditions.
Display Flag Y to ensure life jackets are worn, if appropriate.
3. **Tide, Check Times of High and Low Water**
Assess whether this affects course being set or in case of spring tides ability of competitors to finish in light winds.
4. **Commercial Shipping**
Telephone Pilots on 01326 **211395** or **07836 661668** to check if any shipping movements will affect the courses set.
5. **Harbour Master's Notices**
Check main Club notice board to see if they affect the courses being set.
6. **Courses**
Check to see if these are commensurate with tide, weather, commercial shipping information. Be aware of lee shores in times of high winds also shallow water areas. Check to see that mark roundings can take place without undue congestion of numbers or size of boat.
7. **Start Line**
Reduce risk of collision by setting a sufficiently long start line using formula, 1.5 times or boat length x boats in class. Quay start line with a windward start in high winds could be a problem for large classes, possible solution is to start them from B class Working Boat start line down the harbour.
8. **Committee Boat**
In severe weather, it may not be possible for racing to be started safely from this due to difficulty with anchoring, rolling decks, danger to crew fulfilling duties.
9. **Keeping Records of Starters and Verifying all Boats Unaccounted**
Ensure that as each class starts, numbers of starters are the same as on the race sheet. As boats finish account for them as a finisher or having retired. **Do not leave the club until all starters have been accounted for.**
10. **Communications**
Ensure VHF at Club and on Committee Boat are on watch of all channels in use plus CH 16, other launches or safety boats should be aware of channels in use and monitor M1(37) or CH72. Ensure charging equipment is fully charged. Committee Boat starts: maintain close contact with the Club Race Office when on station. Give them the race entrants to help with race finishing and courses sailed. Use Club telephone to talk at length **telephone:- 01326 374043**. Keep them informed of race progress, decision to shorten, boats retiring etc.

IN CASE OF EMERGENCY SEE INCIDENT MANAGEMENT PLAN

Please see further information with regard to Risk Assessment by reading FSC General Risk Assessment later in this folder.

IN CASE OF AN EMERGENCY

Race Officer Afloat

- Maintain contact with Club VHF/mobile phone.
- Contact Coastguard by VHF channel 16
- In case of a problem use above to ensure all are aware of present status of competitors.
- Maintain 360 degree lookout and direct safety craft as required.
- Maintain written records of action taken. If there is a fatality or serious injury Police/Coroner will assess whether a crime has been committed. The Race Officer and Flushing Sailing Club have a duty of care for all participants.
- Note:- People are not deemed to be safe until they are all on land. Our responsibility does not end when they finish racing.

Race Officer to Appoint a Club Member to Coordinate the Situation

- He/she maintains VHF/mobile phone contact with Race Officer if afloat or directly if ashore with regard to up-to-date position of competitors, number starting, retiring etc.
- Keeps a record of people/resources sent to assist.
- Keeps in contact with Coastguard/lifeboat/rescue boats.
- Sets up a Control Centre free from disturbance to control the incident.
- Sets up an Emergency Team to:-
 - One to collate personnel/boat status
 - One to deal with members/competitors/relatives/press
 - One to liaise with Police if necessary
 - One to maintain written record of actions taken

EMERGENCY TELEPHONE NUMBERS

Coastguard: 01326 317575 or 999
Police: 0990 777444 or 999
Ambulance: 999

FLUSHING SAILING CLUB GAFFER CLASS BACKWARDS RACE

Courses (as indicated by numeral pennant under the Class Flag on the FSC flagstaff)

All marks to port

Course 1 Start – Ocean – Turning Mark – Ocean – Turning Mark – Coastlines – Finish

Course 2 Start – Ocean – Turning Mark – Ocean – Finish

Course 3 Start – Ocean – Turning Mark – Coastlines – Finish

Start Line

Flushing Sailing Club Transit (in a north westerly direction)

Finish

Transit between Greenbank Quay and Flushing Town Quay (Ferry Quay)

Mark Definitions

Ocean – Green Channel Buoy (off Ocean BMW)

Coastlines – Red Channel Buoy (east of Coastlines/Boyer's Cellars)

Turning Mark – Green Flag on an Orange Buoy located between the Start and Finish Line

Start Sequence

Warning Signal – 18:10

Preparatory – 18:15

Start – 18:20

FLUSHING SAILING CLUB CODE OF CONDUCT POLICY

It is the policy of Flushing Sailing Club that all participants, members, officials, parents, volunteers and employees show respect and understanding for each other, treat everyone equally within the context of the sport and conduct themselves in a way that reflects the principles of the Club. The aim is for all to enjoy their association with Flushing Sailing Club.

Abusive language, swearing, intimidation, aggressive behaviour or lack of respect for others and their property will not be tolerated and may lead to disciplinary action.

FSC SAILING CALENDAR 2019

Hot suppers will be served in The Clubhouse every Tuesday after racing

MARCH

Tues 12 AGM 8pm
 Tues 19 Race Officer & Skippers Briefing
 Tues 26 Supper @ THE COVE RESTAURANT*
 Book with Inez Thompson by email:
 inezthompson777@gmail.com

APRIL

Tues 2 **COCKWELLS series starts**
 Sat 6 MYLOR CHANDLERY & RIGGING series starts*
 Tues 9 **COCKWELLS series**
 Sat 13 MYLOR CHANDLERY & RIGGING series*
 Tues 16 **COCKWELLS series**
 Sat 20 MYLOR CHANDLERY & RIGGING series ends*
 Tues 23 **COCKWELLS series**
 Sat 26 SKINNERS series starts
 Tues 30 **COCKWELLS series**

MAY

Sat 4 SKINNERS series
 Tues 7 **COCKWELLS series**
 Sat 11 SKINNERS series
 Tue 14 **COCKWELLS series ends**
 Sat 18 SKINNERS series
 Tues 21 **CHOAKS PASTIES series starts**
 Sat 25 SKINNERS series
 Silver Sunbeam race V class*
 Sun 26 COGS/FSC Gull Rock Manacles race*QUW &
 IRC classes. Prizegiving at FSC after racing
 Mon 27 RYA PUSH THE BOAT OUT OPEN DAY
 Tues 28 **CHOAKS PASTIES series ends**

JUNE

Sat 1 LOE BEACH regatta. No racing @FSC
 Tues 4 **HINE DOWNING series 1 starts**
 Sat 8 FALMOUTH TOWN regatta. No racing @FSC
 Tue 11 **HINE DOWNING series 1**
 Fri 14-Sun16 Classics Regatta. V, B, C & G CLASSES

Sat 15 **FALMOUTH TYRES Falmouth/Fowey race***
 QUW Classes
 Sun 16 **FALMOUTH TYRES Fowey/Falmouth race***
 QUW Classes
 Tues 18 **HINE DOWNING Series 1**
 Thur 20 **Menagerie Fancy Dress Race to Mylor**
 All in one class
 Sat 22 SKINNERS series

Tues 25 **HINE DOWNING Series 1**
 Sat 29 POINT & PENPOL Regatta. No racing @ FSC
 Sat 29-Sun30 Firebird Championships

JULY

Tues 2 **HINE DOWNING Series 1**
 Sat 6 ST MAWES SOCIAL Regatta no racing @ FSC
 Tues 9 **HINE DOWNING Series 1**
 Fri12-Sat 13 RCYC Falmouth keelboat regatta
 Sat 13 SKINNERS series
 Tues 16 **HINE DOWNING Series 1**
 Charity race for The Ellen McArthur Trust
 Thur 18 Single handed race (2 handed Q & G classes)
 Sat 20 SKINNERS series ends
 William & Mary Trophy G class
 Tues 23 **HINE DOWNING Series 1 ends**
 Sat 27 FLUSHING VILLAGE regatta
 Tues 30 **HINE DOWNING Series 2 starts**

AUGUST

Sat 3 ST MAWES TOWN Regatta. No racing @ FSC
 Tues 6 **HINE DOWNING Series 2**
 Backwards Race G class*
 Sat 10 Mid Summer Regatta
 Cup Races For all classes
 Sun11-Sat17 FALMOUTH SAILING WEEK
 Sun 18 Fowey-Falmouth feeder race
 Mon 19 Falmouth-Fowey feeder race

Tues 20 **HINE DOWNING series 2**
 Backwards Race G class*
 Sat 24 PORTSCATHO Village Regatta. No racing @ FSC
 Sun 25 PERCUIL regatta
 Tues 27 **HINE DOWNING series 2**
 Sat 31 **SEVEN STARS Autumn Series starts**

SEPTEMBER

Tue 3 **HINE DOWNING series 2**
 Backwards Race G class*
 Sat 7 **SEVEN STARS Autumn series**
 Tues 10 **HINE DOWNING series 2 ends**
 Fri 13 RCYC/FSC Pursuit series starts*
 Sat 14 **SEVEN STARS Autumn series**
 Tues 17 FSC/RCYC Pursuit series*
 Fri 20 RCYC/FSC Pursuit series*
 Sat 21 **SEVEN STARS Autumn series ends**
 Prizegiving at **SEVEN STARS Flushing 5pm**
 Tues 24 FSC/RCYC Pursuit series ends*
 Prizegiving @ FSC after racing
 Sat 28 **PENROSE SAILS Champagne series starts***

OCTOBER

Tues 1 Season wash up meeting @ FSC 8pm
 Sat 5 **PENROSE SAILS Champagne series***
 Sat 12 **PENROSE SAILS Champagne series***
 Sat 19 **PENROSE SAILS Champagne series***
 Sat 26 **PENROSE SAILS Champagne series ends***

NOVEMBER

Sat 9 ANNUAL PRIZEGIVING @ FSC 8pm

Events marked * are subject to additional race fees/instructions
 Falmouth Working Boat events will be run as per The FWBA calendar

Flushing Sailing Club Safeguarding and Child Protection Policy Statement

As defined in the Children Act 1989, for the purposes of this policy anyone under the age of 18 should be considered as a child. The policy also applies to Adults at Risk as defined in the Care Act 2014.

It is the policy of the Flushing Sailing Club to safeguard children and young people taking part in boating from physical, sexual or emotional harm. Flushing Sailing Club will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in activities do so in a safe environment. We recognise that the safety and welfare of the child is paramount and that all children, whatever their age, gender, disability, culture, ethnic origin, colour, religion or belief, social status or sexual identity, have a right to protection from abuse. This policy also applies to Adults at Risk.

Flushing Sailing Club actively seeks to:

- Create a safe and welcoming environment, both on and off the water, where children can have fun and develop their skills and confidence.
- Support and encourage recognised training centres, affiliated clubs and class associations to implement similar policies.
- Recognise that safeguarding children is the responsibility of everyone, not just those who work with children.
- Ensure that organised training and events are run to the highest possible safety standards.
- Be prepared to review its ways of working to incorporate best practice.

We will:

- Treat all children with respect and celebrate their achievements.
- Carefully recruit and select all employees, contractors and volunteers.
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse.

This policy relates to all employees, contractors and volunteers who work with children or Adults at Risk in the course of their duties. It will be kept under periodic review. All relevant concerns, allegations, complaints and their outcome should be notified to the Flushing Sailing Club Safeguarding Co-ordinator.

Designated Persons

Flushing Sailing Club designated persons

The Safeguarding Co-ordinators are:

Sue Grigg:

Contact details tel: e mails:.....

John Maunder:

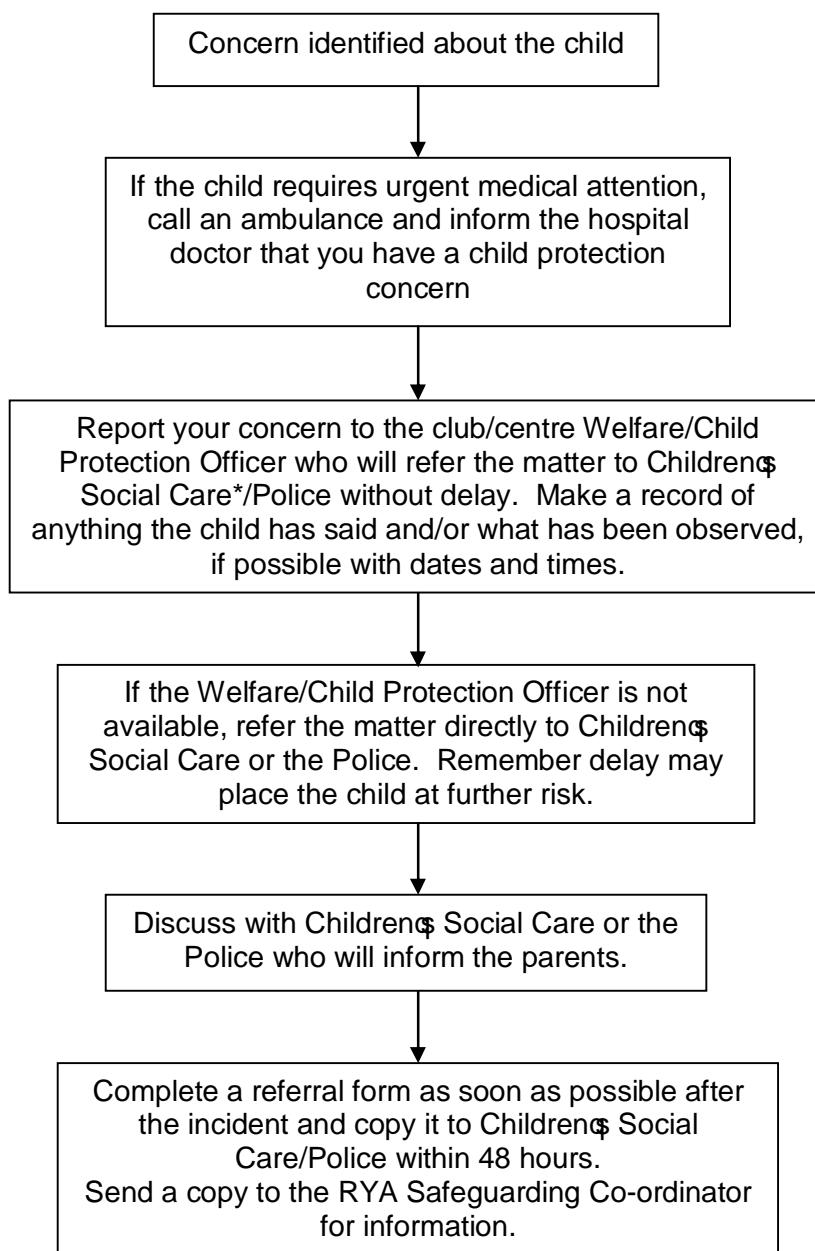
Contact details tel: e mails:.....

If they are unavailable and the matter is urgent, contact the FSC Race Office:

Tel: 01326 374043,

E-mail: flushingsailingclub@pofsa.co.uk

What to do if you are worried that a child is being abused outside the FSC's environment (but the concern is identified through the child's involvement with FSC)



If you are uncertain what to do at any stage, contact the RYA's Child Protection Co-ordinator on 023 8060 4104 or the NSPCC free 24 hour helpline 0808 800 5000.

FSC's Safeguarding Co-ordinators are.....

Contact details:.....

.If you are concerned about the behaviour of any member, volunteer, staff, coach or official working for the FSC or an FSC affiliated/recognised organisation, report the incident/ concern to one of the named Safeguarding Officers or The Commodore.

Flushing Sailing Club

Safeguarding Policy and Procedures: Adults at Risk

Policy Statement

Flushing Sailing Club is committed to safeguarding adults at risk taking part in its activities from physical, sexual, psychological, emotional or financial harm or neglect. We recognise that everyone, irrespective of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, pregnancy and maternity, marriage or civil partnership or social status, has a right to protection from discrimination and abuse.

Flushing Sailing Club takes all reasonable steps to ensure that, by providing staff and volunteers with appropriate procedures and training, it offers a safe environment for all participants. Everyone will be treated with dignity and respect.

All members and volunteers should be aware of the policy.

Club Welfare Officer

The Club Welfare Officer is: Sue Grigg, 01326 212698
suegrigg@hotmail.com

Staff and Volunteers

All Club staff and volunteers whose role brings them into regular contact with adults at risk will be asked to provide references. The Club Welfare Officer and those regularly instructing, coaching or supervising adults at risk will also be asked to apply for an Enhanced Criminal Records Disclosure. Those providing personal care will be asked to apply for an Enhanced Disclosure with Barred List check.

Enhanced Criminal Records Disclosure and Enhanced Disclosure with Barred check can be requested only through a 'registered body', in FSC's case that is through the RYA.

Good Practice

All members of the Club should follow the good practice guidelines attached. Those working with adults at risk should be aware of the guidance on recognising abuse (*see Appendix A to this policy*).

Concerns

Anyone who is concerned about the welfare of an adult should inform the Club Welfare Officer immediately, in strict confidence. The Club Welfare Officer will follow the attached Reporting Procedures.

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Any member of the Club failing to comply with the Safeguarding Adults policy and any relevant Codes of Conduct may be subject to disciplinary action under Club Rules.

Flushing Sailing Club

Good Practice Guide for Instructors, Coaches and Volunteers

This guide only covers the essential points of good practice when working with adults at risk. You should also read the Flushing Sailing Club's Safeguarding Policy and Procedures which are available for reference at all times.

- Always communicate clearly, in whatever way best suits the individual, and check their understanding and expectations
- Always try to work in an open environment in view of others
- Avoid spending any significant time working with adults at risk in isolation
- Do not take an adult at risk alone in a car, however short the journey, unless you are certain that the individual has the capacity to decide to accept a lift
- Do not take an adult at risk to your home as part of your organisation's activity
- Where any of these is unavoidable, ensure that it only occurs with the full knowledge and consent of someone in charge of the organisation or the person's carers
- Design training programmes that are within the ability of the individual
- If you need to help someone with a wetsuit or buoyancy aid or provide physical assistance or support, make sure you are in full view of others
- Take great care with communications via mobile phone, e-mail or social media that might be misunderstood or shared inappropriately. In general, only send group communications about organisational matters using these methods. If it's essential to send an individual message to a person who has a learning disability or other impairment that might affect their understanding, copy it to their carer.

You should never:

- engage in rough, physical or sexually provocative games or activities
- allow or engage in inappropriate touching of any form
- use inappropriate language
- make sexually suggestive comments, even in fun
- fail to respond to an allegation made by an adult at risk; always act
- do things of a personal nature that the person can do for themselves.

It may sometimes be necessary to do things of a personal nature to help someone with a physical or learning disability. These tasks should only be carried out with the full understanding and consent of both the individual (where possible) and their carers. In an emergency situation which requires this type of help, if the individual lacks the capacity to give consent, carers should be fully informed. In such situations it is important to ensure

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that anyone present is sensitive to the individual and undertakes personal care tasks with the utmost discretion.

Appendix A – What is abuse?

(Based on the statutory guidance supporting the implementation of the Care Act 2014)

Abuse is a violation of an individual's human and civil rights by another person or persons.

Adults at risk may be abused by a wide range of people including family members, professional staff, care workers, volunteers, other service users, neighbours, friends, and individuals who deliberately exploit vulnerable people. Abuse may occur when an adult at risk lives alone or with a relative, within nursing, residential or day care settings, hospitals and other places assumed to be safe, or in public places.

The following is not intended to be an exhaustive list of types of abuse or exploitation but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern:

Physical abuse - including assault, hitting, slapping, pushing, misuse of medication, restraint, or inappropriate physical sanctions.

Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence. This won't happen at a club/centre, but there could be concerns about a participant's home situation.

Sexual abuse - including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjections to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological abuse - including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or unreasonable and unjustified withdrawal from services or supportive networks. In a club context this might include excluding a member from social activities.

Financial or material abuse - including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits. People with learning disabilities or dementia are particularly vulnerable to this type of abuse. An example might be encouraging someone to book and pay for training courses that are inappropriate for their level of ability, or to purchase sailing clothing or equipment they don't need.

Discriminatory abuse - including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

Neglect and acts of omission - including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the

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withholding of the necessities of life, such as medication, adequate nutrition and heating; or in a watersports context, failing to ensure that the person is adequately protected from the cold or sun or properly hydrated while on the water.

Self-neglect – this covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding. Self-neglect might indicate that the person is not receiving adequate support or care, or could be an indication of a mental health issue such as depression.

Organisational abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one-off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Not included in the Care Act 2014 but also relevant:

Bullying (including ‘cyber bullying’ by text, e-mail, social media etc) - may be seen as deliberately hurtful behaviour, usually repeated or sustained over a period of time, where it is difficult for those being bullied to defend themselves. The bully may be another vulnerable person. Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability - or for belonging to a different race, faith or culture.

Mate Crime – a ‘mate crime’ as defined by the Safety Net Project is ‘when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual’. Mate Crime is carried out by someone the adult knows. There have been a number of serious cases relating to people with a learning disability who were seriously harmed by people who purported to be their friends.

Radicalisation

The aim of radicalisation is to inspire new recruits, embed extreme views and persuade vulnerable individuals to the legitimacy of a cause. This may be direct through a relationship, or through social media.

Recognising abuse

Patterns of abuse vary and include:

- Serial abusing in which the perpetrator seeks out and ‘grooms’ individuals. Sexual abuse sometimes falls into this pattern as do some forms of financial abuse

- Long-term abuse in the context of an ongoing family relationship such as domestic violence between spouses or generations or persistent psychological abuse; or
- Opportunistic abuse such as theft occurring because money or valuable items have been left lying around.

Signs and indicators that may suggest someone is being abused or neglected include:

- Unexplained bruises or injuries – or lack of medical attention when an injury has occurred
- Someone losing or gaining weight, or an unkempt appearance
- A change in behaviour or confidence
- Self-harming
- A person's belongings or money go missing
- The person is not attending, or no longer enjoying, their sessions
- A person has a fear of a particular group or individual
- A disclosure – someone tells you or another person that they are being abused.

If you are concerned

If there are concerns about abuse taking place in the person's home, talking to their carers might put them at greater risk. If you cannot talk to the carers, consult your organisation's designated Welfare Officer or the person in charge. It is this person's responsibility to make the decision to contact Adult Social Care Services. It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act on your concerns.

Social care professionals involved in taking decisions about adults at risk must take all of the circumstances into account and act in the individual's best interests. You are not expected to be able to take such decisions.

The following six principles inform the way in which professionals and other staff in care and support services and other public services work with adults:

- **Empowerment** – People being supported and encouraged to make their own decisions and informed consent
- **Prevention** – It is better to take action before harm occurs
- **Proportionality** – The least intrusive response appropriate to the risk presented
- **Protection** – Support and representation for those in greatest need
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse
- **Accountability** – Accountability and transparency in delivering safeguarding.

Some instances of abuse will constitute a criminal offence, for example assault, sexual assault and rape, fraud or other forms of financial exploitation and certain forms of discrimination. This type of abuse should be reported to the Police.

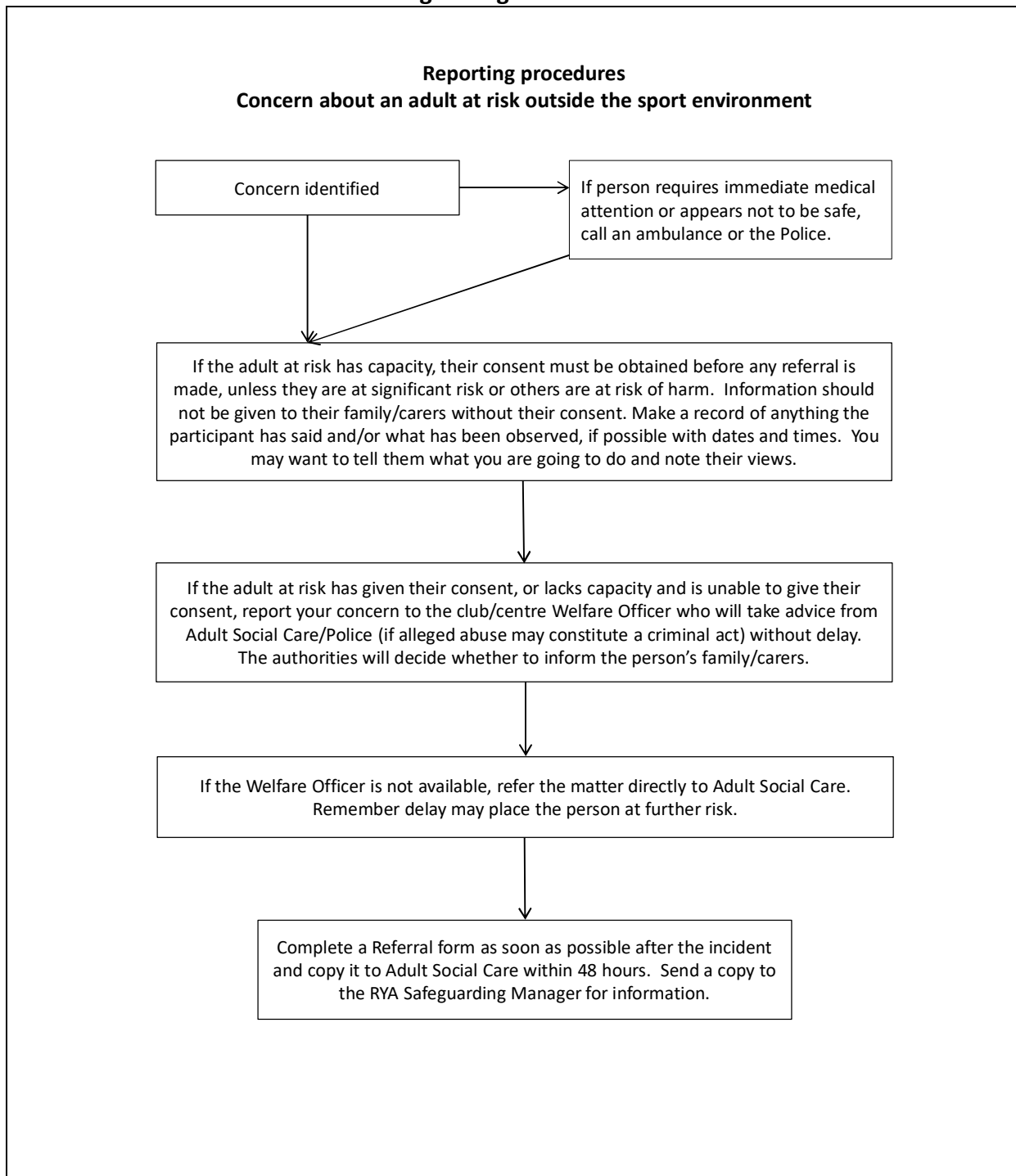
Flushing Sailing Club

Reporting Procedures

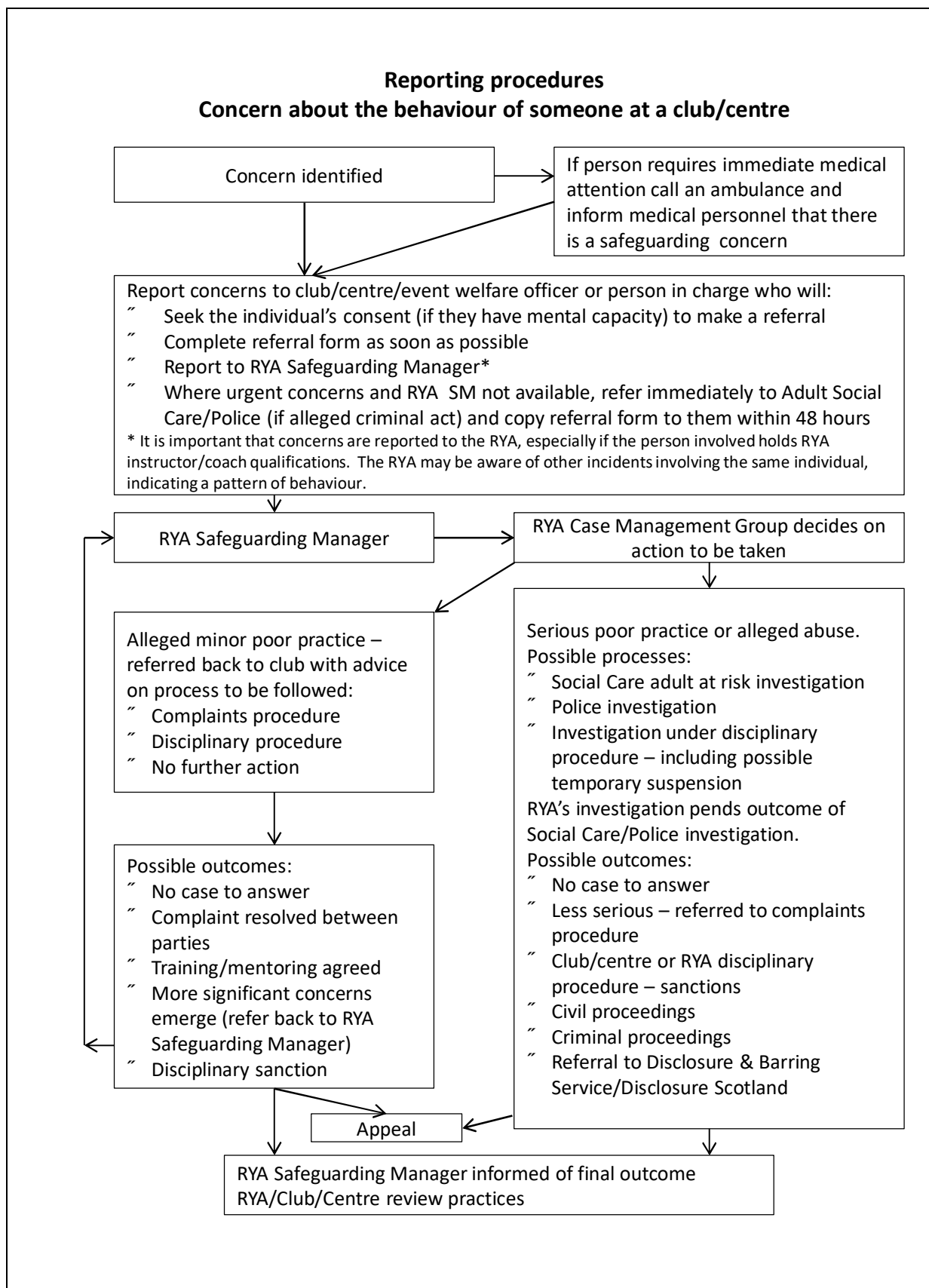
If you are uncertain what to do at any stage, contact the RYA's Safeguarding Manager on 023 8060 4104 or your local authority Adult Social Care department.

Details of Adult Social Care departments and emergency duty teams are listed on Cornwall Council's website. If you are unable to find the appropriate contact number, call the RYA's Safeguarding Manager or, if the person is at immediate risk, the Police.

Flowchart 1: Concern outside Flushing Sailing Club



Flowchart 2: Concern within Flushing Sailing Club



Flushing Sailing Club

Safeguarding referral form

Date and time of incident	
Name and position of person about whom report, complaint or allegation is made	
Name and age (if known) of adult at risk involved	
Name of club or organisation	
Nature of incident, complaint or allegation (continue on separate page if necessary)	
Action taken by organisation (continue on separate page if necessary)	
If Adult Social Care or Police contacted, name, position and telephone number of person handling case	
Name, organisation and position of person completing form	
Contact telephone number and e-mail address	
Signature of person completing form	
Date and time form completed	
Name and position of organisation's welfare officer or person in charge (if different from above)	
Contact telephone number and e-mail address	

This form should be copied, marked 'Private and Confidential', to the RYA Safeguarding and Equality Manager, Jackie Reid, RYA House, Ensign Way, Hamble, Southampton, SO31 4YA, e-mail safeguarding@rya.org.uk and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.

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APPENDIX C

