



Chichester
Yacht Club

EXTRACTS FROM DINGHY SECTION HANDBOOK

GUIDANCE for SAFETY BOAT CREWS – SAFETY

KILL CORD SAFETY DEVICE

Make sure the clip of the Safety/Kill Cord is attached to the driver i.e. belt loop of bouyancy aid, around the thigh, on wrist etc. at all times when the engine is running. If a young person is driving ensure the experienced adult driver is attached to the kill cord.

Care

Before coming into shallow water or ashore, stop and raise the engine, then row or paddle the craft.

This will lessen the risk of damage to the hull and propeller which could render the boat unusable.

Radios

Make sure you can hear the radio at all times – the OOD may have urgent instructions to give you – detail the crew to listen carefully if you are travelling fast and noisily.

Safety Canisters

Contents and use of equipment:

1. Wire Cutters for cutting rigging
2. Pyrotechnics for attracting attention if radio fails
3. TPA (Thermal Protective Aid) for placing casualty in to warm up.
4. First Aid Kit
5. Whistle
6. Spare kill cord
7. Knife
8. Red & white plastic streamers to attach to abandoned boats

GIVING ASSISTANCE

Always attend any capsized boat as soon as possible to ensure the crew are safe –

en route you can count heads to get an idea if there is a serious problem.

Account for the number of crew that should be in the boat.

Always approach SLOWLY, taking care to keep clear of persons in the water, boats, rigging etc.

Consider the effects of tide and wind.

Be prepared to enter the water to render assistance including releasing a trapped crew member.

Give assistance if requested otherwise “stand by” in case assistance is needed, keep a lookout for other boats in difficulties, and keep in touch with the OOD by radio if possible. Note though that the OOD may be concerned with other matters.

When recovering people from the water – kill the engine completely. *The gear/throttle may get knocked if the engine is left running in neutral! With electric starting it is very easy to start the engine again.*

If a situation involves more than one boat, do not get overly involved with a single craft. **You may have to insist that the crew are taken aboard for their protection while their boat is left to be recovered later when all personnel are known to be safe.**

When a boat is abandoned afloat, attach a red and white plastic streamer found in the safety canister to a visible part of the hull or rigging to indicate to other craft that the crew have been recovered.

Remember : People before property

Always advise the OOD if a boat is abandoned or if a boat is known to have retired and gone ashore. – This enables the OOD to keep track of all competing boats and control the situation.

Young members should not be permitted to drive a Safety Boat without an experienced adult driver in the boat and attached to the Kill Cord.

Remain on the water until all racing dinghies are ashore – ask the OOD for clearance to stand down and bring the boat out of the water.

Safety Boat Operating Instructions – JAFFA

- Newmatic 360 (small plastic) with 15hp Yamaha
4 Stroke, tiller steering

Prerequisites

Race Officer's Keys (on yellow "champagne cork") – from Office or Bar, return after use. (required for Sloop Store, Fuel Bunker, and Buoy Store).

From Sloop Store:

Safety Canister containing first aid kit etc, with kill-cord attached.

Simrad VHF Radio (see Operating Instructions Section 9)

From Fuel Bunker:

Jaffa takes 4 stroke fuel. The vent screw on the tank cap should always be open. Spare fuel is in the two 25lt red containers.

Procedure

Uncover Jaffa and fold cover.

Ensure all needed equipment is in craft – anchor, throw line, oars.

Jaffa's trailer does not have a wheel clamp.

Install fuel tank.

Unclip kill-cord from safety canister

Fit kill-cord fork under pink button on tiller

Connect fuel pipe to tank, and prime by pumping bulb in fuel line. This should stiffen as the fuel fills the carburettor.

Test start engine which should be down.

This can be done from the ground, from the rear starboard corner. Run engine for no longer than 5 seconds to ensure engine fires. Ensure kill-cord is connected, pull out choke fully, set twist throttle to ¼ open. Ensure gear lever is in neutral (centre position). Turn engine as if steering hard to port.

Hold the engine cowl firmly with one hand. With the other hand slowly pull the starter handle to engage the mechanism, then pull firmly.

Engine should run within five pulls, else seek help/problem. Do not let engine rev too high.

Run for no longer than 5 seconds, push in choke, and stop engine by removing kill cord fork.

Caution. Water pump seals will be damaged if engine is run without water cooling.

Launching

It is safest to have at least two people moving Jaffa down slipway, one steering, one restraining.

Lift leg of engine from starboard side rear of boat moving tilt lock (yellow) lever forward.

Latch will engage at top of travel.

Ensure painter is tied to trailer, restraining boat, before moving trailer to slipway.

Remove any wheel chocks.

Push trailer down slip staying on right hand side of slip. It is much easier to recover from dropping off the right side than the left!

Wind permitting, it is best to launch towards the west, running the trailer off the edge of the slipway to give more water under boat. Row the boat to the club pontoon, tie up and lower engine by moving tilt lock lever aft, lifting the engine slightly at the same time. The engine

will then lock down. Start engine as above. Gradually ease choke in. Note that choke will not be needed if the engine is warm. Run the engine for 3 minutes before trying to manoeuvre, and in this time check that cooling water is running from rear of engine. If not, STOP engine and seek help.

Driving

The engine should remain locked down unless driving in shallow water. Remember to release lock – moving the tilt lever forward – when approaching shallow water, or returning to the slip at the end of duty. The boat may be driven with the engine partially lowered, but with the propeller completely under water, in shallow water, though some propulsion and steering will be lost.

To move off, set throttle to closed position and engage gear lever. When fully engaged increase the throttle. Always close the throttle before engaging a gear including forward/reverse.

Return

Release tilt lock, stop and lift engine, pull boat onto trailer. When trailer is back in storage area remove fuel tank. Remove kill-cord, clip to safety canister and return safety canister and radio to sloop store.

Please enter any deficiencies on Safety Boat Defect clipboard in Race Officer's store after sailing.

Safety Boat Operating Instructions – Carrot

– Newmatic 420 (large plastic) with 25hp Yamaha 4 stroke, wheel steering

Prerequisites

Race Officer's Keys (on yellow "champagne cork") – from Office or Bar, return after use. (required for Sloop Store, Fuel Bunker, and Buoy Store).

From Sloop Store:

Safety Canister containing first aid kit etc, with kill-cord and boat ignition key attached.

Simrad VHF Radio (see Operating Instructions Section 9)

Wheel clamp keys (on wooden fob).

From Fuel Bunker:

Carrot takes 4 stroke fuel. The vent screw on the tank cap should always be open. Spare fuel is in the two 25lt red containers.

Procedure

Uncover Carrot and fold cover.

Carrot's trailer has a wheel clamp. Remove with key on wooden fob (keys and respective clamps are colour coded)

Ensure all needed equipment is in craft – anchor, throw line, oars.

Install and tie fuel tank to boat.

Unclip kill-cord and key from Safety Canister.

Fit kill-cord fork under button on engine control pod.

Connect fuel pipe to tank, and prime by pumping bulb in fuel line. This should stiffen as the fuel fills the carburettor. Make sure pipe run is not trapped by seat.

Test start engine. The key switch is adjacent to the kill cord button on the engine control pod. Make sure gear lever/throttle is in central neutral position. Lift fast idle lever as far as it will go. Turn key switch clockwise until engine starter runs. Engine should start within 10 seconds, else seek help/problem. Run for not longer than 5 seconds to ensure engine fires and stop engine immediately (key turned anticlockwise).

Caution. Water pump seals will be damaged if engine is run without water cooling.

Launching

It is safest to have at least two people moving Carrot down slipway, one steering, one restraining.

Lift engine to top of travel with electric trim controls, either on engine port side or control pod.

Ensure painter is tied to trailer, restraining boat, before moving trailer to slipway. Remove any wheel chocks.

Push trailer down slip staying on right hand side of slip. It is much easier to recover from dropping off the right side than the left!

Wind permitting, it is best to launch towards the west, running the trailer off the edge of the slipway to give more water under boat. Row the boat to the club pontoon, tie up, lower engine and start engine as above. Run the engine for 4 minutes before trying to manoeuvre, and in this time check that cooling water is running from rear of engine. If not, STOP engine and seek help.

Note. The engines are very quiet and cooling water flow is a good indication that the engine is running.

Driving

To move off, set throttle to closed position, squeeze red interlock button under handle and move gear lever forward. When fully engaged increase the throttle. To go backwards close the throttle, move the gear lever back, and again when fully engaged increase the throttle. Always close the throttle before engaging a gear.

Return

When approaching shallow water it is advisable to raise the engine approximately half way (but checking that the propeller is still completely under water) to ensure that the propeller does not foul the mud or launch/recovery ramp. Some propulsion and steerage is lost but with care this will ensure that the propeller is not damaged. On approaching the trailer, stop and lift engine, pull boat onto trailer.

When trailer is back in storage area remove fuel tank and return to fuel bunker. Remove kill-cord and key, clip to grab canister. Cover boat, and wheel-lock trailer. Return safety canister, radio, and wheel clamp keys to sloop store.

Please enter any deficiencies on Safety Boat Defect clipboard in Race officer's store after sailing.

Safety Boat Operating Instructions – RIBS

– 4.5m Porters RIB with 30hp Suzuki 4 stroke, wheel steering

NOTE. It is a club rule that RYA Powerboat Level 2 qualification is required.

Prerequisites

Race Officer's Keys (on yellow "champagne cork") – from Office or Bar, return after use. (required for Sloop Store, Fuel Bunker, and Buoy Store).

From Sloop Store:

Safety Canister containing first aid kit etc, with kill-cord and boat ignition key attached.

Simrad VHF Radio (see Operating Instructions Section 9)

Wheel clamp keys (on wooden fob)

From Fuel Bunker:

RIBs take 4 stroke fuel. The vent screw on the tank cap should always be open. Spare fuel is in the two 25lt red containers.

Procedure

Uncover Rib and fold cover.

Rib trailers have wheel clamps. Remove with key on wooden fob.

(keys and respective clamps are colour coded).

NOTE: sometimes the Ribs are on the wrong trailers. If this is so, use the other Rib trailer key!

Ensure all needed equipment is in craft – anchor, throw line, oars.

Install and tie in fuel tank.

Unclip kill-cord and key from safety canister.

Fit kill-cord fork under button either on control pod or console.

NOTE: lift button if fork does not engage.

Connect fuel pipe to tank, and prime by pumping bulb in fuel line. This should stiffen as the fuel fills the carburettor.

Test start engine. The key switch is adjacent to the kill cord button. Make sure gear lever/throttle is in central neutral position. Lift fast idle lever as far as it will go.

Turn key switch clockwise until engine starter runs. Push key in to engage choke. Engine should start within 10 seconds, else seek help/problem. Release key to open choke. Run for not longer than 5 seconds to ensure engine fires and stop engine immediately (key turned anticlockwise).

Caution. Water pump seals will be damaged if engine is run without water cooling.

Launching

It is safest to have at least three people moving Ribs down slipway, one steering, two restraining.

Lift engine to top of travel with electric trim controls, on engine control pod.

Ensure painter is tied to trailer, restraining boat, before moving trailer to slipway.

Remove any wheel chocks.

Push trailer down slip staying on right hand side of slip. It is much easier to recover from dropping off the right side than the left!

Wind permitting, it is best to launch towards the west, running the trailer off the edge of the slipway to give more water under boat. Row the boat to the club pontoon, tie up, lower engine, and start engine as above. Run the engine for 4 minutes before trying to manoeuvre, and in this time check that cooling water is running from rear of engine. If not, STOP engine and seek help.

Note. The engines are very quiet and cooling water flow is a good indication that the engine is running.

Return

Stop and lift engine, pull boat onto trailer. When trailer is back in storage area remove fuel tank and return to fuel bunker. Remove kill-cord and key, clip to safety canister. Cover boat, and wheel-lock trailer. Return safety canister, radio, and wheel clamp keys to Sloop Store.

Please enter any deficiencies on Safety Boat Defect clipboard in Race Officer's store after sailing.

Operating Instructions – CYCLONE

Prerequisites

Cyclone has battery starting and is wired to bypass the circuit key switch. (i.e. no key is required).

She is moored in the marina on J pontoon at the end farthest from the car park.

J pontoon is near the marina entrance notice board.

Procedure

Remove aft cover, and stow in forward locker.

Ensure there is sufficient diesel in the tank – screwdriver in rear port locker, tank filler on transom.

Cyclone should be pumped dry before use, the starboard pump empties deeper than the port pump.

Starting

The gear lever, which is the long rod emanating from the floor just behind the engine box has three positions – forward for proceeding ahead, centre which is neutral and backwards for going astern. Set to neutral.

The throttle is the small chrome lever on the gear stick. Open throttle 1/4 to full travel dependant upon outside and engine temperature.

Lift central lid on engine box and turn decompress control (chrome lever) to drop into notches.

Lift the forward starboard seat lid to expose battery. Connect battery by tightening green plastic knob on positive terminal finger tight.

If the day is cold ~ 5C or less preheat glow plug by pressing BLACK preheat button and holding for a count of 15.

Press WHITE start button, causing engine to spin up. After about 10 seconds, while still holding start button, turn decompress control 90deg, out of notches. Engine should fire.

After 3 rotations, release start button.

If the preheat was used, do not adjust throttle for 60 seconds to allow plug to cool and the correct firing time establishes.

Replace forward starboard seat, and engine box lid.

Ensure splashes of coolant are leaving the exhaust pipe – this is not a regular flow however.

On return to mooring

Stop engine by fully closing the throttle and if necessary rotate decompress control into notches.

Moor up fore and aft and apply springs.

Tie rudder off in central position.

Leave the decompress lever out of the notches – i.e. in running position.

Lift lid on battery compartment and release green battery isolator.

Re-erect forward cover if dropped.

Replace aft cover.

INSTRUCTIONS FOR THE SIMRAD VHF RADIOS

Remove radio from charging holder – steady Green light shows full charge state – flashing, only part charged.

Switch on by pressing button on top of radio nearest antenna – allow time for radio to set itself shown by 16 in the display window.

Set channel to “M” using up and down arrows – “M” is just above channel 88 – these radios must only be used on channel “M” as they are not licenced for general use.

Press and hold HI/LOW & LOCK button on top (next to ON/OFF button) until the double bleep to lock settings.

Radio can now be used as normal but only the Press to Talk button will operate. Volume & Squelch are set to normal use settings.

Although these are waterproof, we are using the bags to provide additional protection and a carrying strap – please insert radio into a bag if it is to be used on the water.

To open bag, turn grey levers right round until groove in lever points to the “O” symbol on the black clamp. Gently slide radio into bag -don't pull the two sides of the bag too hard or the seam will split - and carefully fit the two halves of the clamp back together.

Turn levers until grooves point at the dot to seal the bag.

To call the OOD, use Press to Talk button and say, “CYC OOD, CYC OOD, THIS IS (say name of craft), THIS IS (say name of craft), OVER.” and release Press to Talk button to await OOD's reply. Be aware that he may be busy but repeat if he doesn't reply in a reasonable time.

After use, take radio from bag, turn off by holding down the Power button until bleep and display disappears and insert in charging socket with the display and buttons facing you. Charging light should turn green and start flashing.

Hang bag up ready for next use.

Note: Additional notes for setting volume and squelch levels will be found on encapsulated cards in the Race Officer's store.

INSTRUCTIONS FOR THE ICOM VHF RADIOS

Remove radio from charging holder.

Switch on by turning volume/on-off knob on top clockwise to about $\frac{3}{4}$ volume.

All settings should come up as normal and radio should already be locked ready for use.

Channel should show “37A” which is Icom's version of “M”. Power should be LOW.

Squelch should have been set to an average setting

These radios must only be used on channel “37A” as they are not licenced for general use.

Radio can now be used as normal but only the press to talk button and volume/on-off will operate.

Although these are waterproof, we are using the bags to provide additional protection and a carrying strap – please insert radio into a bag if it is to be used on the water.

To open bag, turn grey levers right round until groove in lever points to the “O” symbol on the black clamp. Gently slide radio into bag -don't pull the two sides of the bag too hard or the seam will split - and carefully fit the two halves of the clamp back together.

Turn grey levers until grooves point at the dot to seal the bag.

To call OOD, use Press to Talk button and say, "CYC OOD, CYC OOD, THIS IS (say name of craft), THIS IS (say name of craft), OVER." and release Press to Talk button to await OOD's reply. Be aware that he may be busy but repeat if he doesn't reply in a reasonable time.

After use, take radio from bag, switch off by turning volume control knob fully anti-clockwise. Insert in charging socket with the display and buttons facing you. Charging light should turn green. When fully charged the light will be extinguished. Hang bag over the white bracket ready for next use.

Note: Additional notes for setting squelch and channel settings can be found on encapsulated cards in the Race Officer's store.

CLUB RACING DINGHY SAILING INSTRUCTIONS

(valid from 1st January 2008)

1. RULES

The Racing Rules of Sailing (RRS) 2005-2008 and 2009-2012, RYA Prescriptions and Class Association Rules will apply unless otherwise stated in these Instructions. Also, racing will be conducted in accordance with the RYA Racing Charter. The Exoneration Penalty, the Advisory Hearing and Arbitration hearings of the RYA Rules Disputes Procedures as well as protests are available at club racing. These Procedures are posted on the Notice Board of the CYC Sloop and on the RYA website. Club events are classified as Category C unless, in class racing, the relevant Class Association has decreed that it shall race under Category A.

2. CONDITIONS OF ENTRY

All boats are expected to conform to the spirit of their class rules*. The Race Committee may require to see certificates of measurement or class association membership cards where appropriate, before accepting an entry for club events, or awarding prizes.

No boat shall race unless it is currently insured for third party risks to a minimum sum of two million pounds (£2,000,000), this insurance must be valid for the person helming during the race.

All boats competing in CYC racing shall display a valid plaque indicating that appropriate dues have been paid to the Chichester Harbour Conservancy.

** (The Dinghy Section Committee of Chichester Yacht Club actively encourages all members to join and support their Class Association)*

3. SAFETY & INSURANCE

3.1 Without prejudice to the Standard Club Indemnity, the safety of a boat and all persons on board and her entire management including insurance shall be the sole and inescapable responsibility of the person in charge of the boat. Moreover, every competitor warrants the suitability of their boat for the race or races. Each competitor is solely responsible for deciding whether or not to start or to continue racing and also is responsible for wearing clothing adequate for the conditions.

3.2 All sailors **must** wear adequate personal buoyancy at all times while afloat. Wet suits and Dry suits are not adequate personal buoyancy. Flag 'Y' will not be flown. This changes RRS 40 and Flag 'Y'.

Also, children under 12 years old shall wear adequate personal buoyancy when using the pontoons. This changes RRS Rule 40. Parents and Guardians of children in their care are solely responsible for ensuring that these children comply with this rule. .

3.3 The Race Committee shall not be liable for any loss, damage, death or personal injury howsoever caused to or suffered by a competitor as a result of their taking part in the race or races.

3.4.1 Each **JUNIOR competitor under 18 years of age**, shall, at all times while at the Club or on the water during the event, be the responsibility of a nominated parent or guardian who shall read and sign the Entry Form for that competitor acknowledging this

responsibility. It is the Parent/ Guardian/Sponsor's responsibility to ensure that the sailor is competent, and the boat is sound, fully equipped and suitable for the conditions on each and every occasion.

3.4.2 For Club racing only Parent/Guardian/sponsor's signature on the entry form is not required.

This signature is required for open meetings.

3.4.3 The wearing of a **wet suit or dry suit is mandatory for all junior (under 18) competitors** before 1 May and after 31 October.

3.5.1 No boat intending to race may go afloat without the permission of the race committee or its representative.

3.5.2 A member of the race committee or its representative may stop a boat launching, or require it to return ashore, if he or she considers the boat, its equipment, helm or crew are not adequate for the likely conditions, or for any other reason.

The decision is final and will not be grounds for redress. This changes RRS 62.1(a).

3.5.3. Competitors in difficulty on the water shall obey any instruction given by a safety boat crew.

4. COURSES & START TIMES

The course and start time will be displayed in the Sloop or on the Committee Boat at least 20 minutes before the start of each race. Marks are to be rounded unless otherwise stated in the course instructions, i.e. a string following the course drawn tight must touch each mark to be rounded. Any other mark of the course shall be identified as a 'passing mark' or 'PM'.

5. STARTING PROCEDURES

The starting procedure will be that laid down in Rule 26.

(5 - 4 - 1 - GO)

Five boats or more must rank as starters for a Class Race.

6. START LINES

(A) The Club Start Line is the extension of the line through the Flag Pole in front of the

Starters Hut and a red and white striped transitr268(o)5.16558(r)2.80439(a)-4goed t (-2.1643t03()7.8

8. FINISH LINES

Boats will cross the Finish Line from the direction of the previous mark of the course.

(A) The Club Finish Line is an imaginary line drawn between the Flag Pole in front of the Starters Hut and the post designated "CYC Perch".

(B) Committee Boat Finish Line is as defined for the Committee Boat Start Line but may be laid in a different position at the discretion of the Race Committee, using a nearby mark defined in the course instructions, in which case it will be approximately at right angles to the direction of the previous mark.

9. RECALLS

Individual recalls will be in accordance with RRS Rule 29.1. The Race Committee may also hail the sail numbers of any premature starters. If a boat is over the Start Line at her start signal and does not return and start correctly she may be disqualified.

In the event of a General Recall Rule 29.2 will apply.

10. SHORTENED COURSE

If Flag "S" is displayed the course will end at the next crossing of the finishing line by the leading boat. Two sound signals may be made to draw attention to the shorten course signals.

The race may also be finished at any time by the Committee Boat or other vessel displaying Flag "S" at the course mark nearest to it or at any Committee Boat Line. The finishing vessel will be positioned so that the finishing line is approximately at right angles to the direction of the previous mark.

11. SPECIAL INSTRUCTIONS

If Flag "L" is displayed at the Starters Hut, all competitors should report to the Sloop where special instructions will be displayed.

If displayed afloat on the Committee Boat, all competitors should come within hailing distance and also observe any written instructions on a blackboard on the Committee Boat.

12. TIME LIMITS

Due to the mainly handicap racing conducted by CYC there is no time limit for club racing. But OODs should be aware of the fact that racing could finish when there is no water around the club finish line and set the course(s) accordingly. Consequently it is beholden on the OOD to ensure that all competitors are accounted for before releasing safety boat crews and standing down him/her self.

13. ENTRY AND DECLARATIONS

Competitors must sign on before each race to enter and sign off for each race within 1 hour of finishing the last race of the day.

Signing the declaration sheet after a race will mean that the course has been sailed correctly and the Sailing Instructions obeyed. Competitors who have retired must sign off "DID NOT FINISH", "DNF" "RETIRED AFTER FINISHING" or "RAF" or "RTD" for that race.

14. PROTESTS

Protests shall be made in accordance with Rule 61 and completed forms must be handed to a member of the Race Committee within the time limit for declarations (see para 13 of

these SIs). An *Advisory* hearing or a *Mediation* (pre-protest) hearing may be requested in accordance with the RYA Rules Disputes procedures (see para 1 of these sailing instructions). An application should be made to the designated mediator person as soon as possible after the competitors come ashore. (Note: all parties to an incident must be present.)

15. OBSTRUCTIONS

- (A) **Competitors are warned that cruisers in the approach channels to the CHICHESTER MARINA and BIRDHAM POOL cannot manoeuvre freely or navigate outside the confines of the channel and should not be expected to give right of way to boats racing. Competitors are requested to keep clear of all boats in these channels AND ARE REMINDED THAT INTERNATIONAL RULES FOR THE PREVENTION OF COLLISIONS AT SEA APPLY BETWEEN VESSELS THAT ARE NOT RACING AND THOSE THAT ARE.**
- (B) **Competitors are asked to keep well clear of fishermens' lines whether cast from the bank or from moored boats.**
- (C) **Competitors are warned that the mud bank known as Monkey Island, situated between the Club Line and Monkey Racing Mark, has shallow patches and dries out well before low water.**

16. SCORING SYSTEM

Points will be awarded according to the Low Point scoring system given in Appendix A. Boats that come to the starting area but do not *start* (DNS) or are On Course Side at the starting signal and do not absolve themselves correctly (OCS), do not *finish* (DNF), fail to finish within the time limit (DNF), retire after finishing (RAF) or are disqualified (DSQ) will be awarded points equal to the number of starters in the race plus one. Boats that do not come to the starting area (DNC) will be awarded points equal to the total number of entries for the series plus one. (As Appendix A, A9)

Ties will be broken in accordance with Appendix A, A8.

17. AVERAGE POINTS FOR DUTIES

To compensate those who give up their time and sailing to perform a duty in club racing, average points will be awarded to the helm to enable him or her to achieve a score (other than DNC) for each race in which their boat is prevented from sailing as they carried out a duty in that race.

The points awarded in these circumstances will be the average of the helm's results in the races in which the helm starts.

No more than 40% of the number of races (rounded down) that the competitor has started in may count towards Average Points awarded under this rule. i.e. if the competitor starts in, say, six races then the maximum number of races counting towards average points is two.

Note. Average points for one series will not apply to any other series.

GUIDANCE FOR MEMBERS DOING TEA BAR DUTY

NOTE : Some of what follows may seem rather elementary, but if you haven't done Tea Bar Duty before, I hope it will be helpful.

KEYS AND CASH BOX

Keys to unlock the Tea Bar cupboards are contained in the **Cash Box** which may be obtained from the **Secretary's office**. A spare set is held in the Secretary's office.

Unlock, and then clip padlocks shut on cupboards and 'fridges so they don't get mixed up – the keys are labelled so this is important.

Each CASH BOX contains a float of about £35.

Information about how **to switch on appliances** and **where things are to be found** can be found in each of the identical Cash Boxes.

(There are two Cash Boxes for convenience in banking when there are events on consecutive days)

PREPARING FOOD

You must not operate the Tea Bar if you have any disease which can be transmitted through food.

Before you start – wash hands and wipe down all surfaces with bactericidal spray stuff (under sink)

Keep all unwrapped food under the covered display trays.

Check that the temperature of any food heated in the Microwave ovens has reached more than **63 degrees Celsius**. There is a food thermometer in the cutlery drawer.

ROLLS:

Half a slice of ham or a spoonful of grated cheese per roll. It is a good idea to have a supply of buttered rolls, but don't fill too many, as buttered rolls can be frozen, but filled ones can't. Rolls go on the covered trays (on the right hand side of the double cupboard.)

CORNISH PASTIES:

These can be heated on demand :

3 minutes of Full Power from frozen;

1 minute on Full Power from 'fridge.

Check temperature of first one!

WHO HAS WHAT FREE?

Club Racing:

Free tea or coffee for the OODs, Patrol Boat Crews and Tea Bar Slaves.

Open Meetings:

All the above can have a roll or two and biscuits for lunch as well.

If the OODs are out on “Cyclone” they will need coffee and biscuits to take with them. Fill the two stainless steel thermos flasks with boiling water.

There are small containers for coffee, tea, milk and sugar.
Check the tops are properly snapped shut!

FOR ALL DUTIES try to assess the likely demand!
(Food taken out of the Freezer cannot be re-frozen.)

Unless otherwise informed, appropriate food for the duty will have been bought. Please leave receipt for any further purchases and take money from the cash box.

LUNCH-TIME DUTIES

Prepare some rolls and put out cake/pudding type things.

TEA-TIME DUTIES

Dispense drinks, chocs., etc.

For Snowflake Events:

As above, but soup, in other thermos flask.

There are polystyrene cups.

It helps if this can all be sent out with them at the start of racing, *so this needs early preparation!*

Tea after an Open Meeting

Everyone has free tea/coffee/squash, but canned drinks are charged for.

AT THE END

Make sure the cold drinks fridge is topped up.

Turn off the hot water supply and the tea urn. **DRAIN THE URN.**

If there is no racing next day, put ham, grated cheese, pasties and spare rolls into the freezer, double-wrapped.

Unopened milk can go into the freezer.

Used tea towels go into plastic bag in corner cupboard.

If you have used an apron please put it back in the drawer.

If it goes to the laundry we never see it again!

Wipe down all surfaces, microwaves, 'fridges, etc.

Empty rubbish bins and replace the black bag linings.

Padlock all the cupboards and 'fridges. Put the keys in the Cash Box and return the Cash Box to the Office or give it to one of the Bar Staff if the Office is closed.

We hope you have enjoyed running the Tea Bar Many Thanks!

LOAN of CYC DINGHIES

Rules for use

This document must be read in conjunction with Dinghy Type Conditions of Use and Dinghy Type Operating Procedures

1. Use of the dinghies must be booked via the Club office accompanied by an appropriate deposit and hire charge. Sails, dagger board, rudder and spars etc. are to be collected from the lockers in the buoy store. All this equipment must be returned and properly stored again in the appropriate locker. The required keys are to be collected from the office and must be returned after use.

If sailing equipment is not returned and/or not properly stored in the correct locker, the deposit will be forfeit. Similarly, if the key or keys are not returned, an additional charge will be made.

2. On days when there is Junior Training or racing programmes (to include Family/Junior Week) priority of use will be given for these events at the request of the organizers.
3. Children under the age of 18yrs must have the supervision of a parent/guardian when using any boat. This may be the organiser of junior training or race programme on those days.
4. The dinghies may only be sailed in the area known as "The Lake" i.e. not up harbour of a line between Bowling racing mark and Copperas Point and not down harbour beyond Birdham Racing buoy and the far end of Birdham Pool, EXCEPT when it is being used to enter a club race with safety boat cover or when a group of youngsters are being taken in an organised group to other Club Regattas/Opens/Team racing events.
5. The dinghy must be checked for defects before sailing and any defects found reported to the office at that time. Any damage to the boat or potential fault in the equipment during sailing or beaching must be reported to the office at time of use.
6. All the club dinghies are designed to be sailed single-handedly or by two people, and therefore must not have an excess of this number on board
7. There is a presumption that the helm has attended, or is working to achieve RYA Dinghy Level II or equivalent
8. It is the responsibility of the person sailing the dinghy to ensure that it is put away correctly with its cover on.
9. The dinghies are insured for third party liability only. Each member using the boat does so entirely at their own risk and should satisfy themselves of the suitability of the boat for the weather conditions and the condition of the boat and its equipment before setting sail.
10. Please read and act upon the information provided in the Chichester Conservancy flysheet "Racing in the Chichester Harbour"

**Remember, the dinghies are owned by your sailing club.
Please treat them with respect.**

Your signature on the booking form at the time of borrowing the dinghy is your agreement that you have read these rules, understood them and will abide by them.

Violation will result in the member or members involved being barred from using club boats

By Order of the Dinghy Section