

# 2021 RCYC RIB MANUAL

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## Summary.

This manual details the Club Rib operating procedure for

- Friday Night Club Racing
- Small Events where either RCYC or RCYC Events Ltd is the Organising Authority.

It also acts as a good practice guide to be used by RCYC Rib drivers when assisting events organised by Organising Authorities other than the RCYC. It assumes Rib drivers have attended the relevant training RYA & RCYC courses and are practiced in basic boat management and handling.

## Circulation:

- All RCYC Rib Drivers and crew.
- All Rib instructors
- All Rib mark layers.
- RCYC House Committee
- RCYC Sailing Committee
- RCYC Honorary Secretary.
- RCYC Events Ltd. Secretary & Event Manager.

## Update History:

2015 RCYC Rib Manual

2016 RCYC Rib Manual.

2017 RCYC Rib Manual

2021 RCYC Rib Manual

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## 1. Definitions

In RCYC manuals, the following boat definitions and abbreviations are used:

- A Safety boat is a rigid inflatable boat (RIB) best suited for recovery of crew from the water
- A Patrol boat is all other auxiliary vessels used by the Race Officer (RO) to support racing and to advise spectator boats etc. to keep clear of the race area.
- “CRO” – Course Race Officer
- “SO” - Safety Officer
- “Flag Officer” – Senior elected Club Officer.

## 2. Overview

The primary purpose of all Club Safety and Patrol boats is compliance with *Racing Rule of Sailing* (RRS) No. 1. which states:

### **Safety - Helping those in Danger**

*“A boat or competitor shall give all possible help to any person or vessel in danger”.*

Note: Salvage is a secondary, lesser purpose; see later.

The 2 Club Ribs are essential race management assets under the overall control of the Course Race Officer (CRO). For large events, the CRO or Race Director may appoint a Safety Officer (SO) who shall manage the Safety Boats on the water. The SO shall at all times report directly to the CRO. The overall responsibility for safe race management lies with the CRO.

## 3. Rib Driver & Crew Restrictions.

- 3.1. The minimum qualification necessary to drive a Club Rib is RYA Power Boat level II
- 3.2. All Drivers and Crew shall have attended a basic First Aid Course.

### 3.3. High Line Helicopter casualty transfer

Only those who have attended the relevant training course may drive a Club Rib in a High Line Helicopter casualty transfer operation. Drivers not trained in this procedure must immediately request the assistance of the coastguard services.

## 4. Club Rib Training.

### 4.1. The club offers members:

- 4.1.1. RYA Power Boat II training provided they volunteer their services for future events.
- 4.1.2. Additional advanced powerboat training to cover the Club's own particular needs keelboat racing.
- 4.1.3. RYA Mark Laying course
- 4.1.4. First aid training.

## 5. Pre Race Operations .

### 5.1. Before Racing - Briefing.

Before racing, it is normal practise for the CRO to hold a briefing for his race management personnel. The CRO shall detail the type of course, explain any individual class requirements, and allocate duties if not already done. Everyone should have a copy of the Sailing Instructions (SI's)

For regular Friday Night racing, pre-race briefing often happens on the RCYC Events Quay before going afloat. The Rib Driver and Crew should discuss with the CRO his requirements i.e. windward and supplementary Marks as well as Pin End alignment. Rib crew should arrive as early as possible. The CRO will need to load his crew and equipment on board the committee boat by 17.15 latest.

### 5.2. Rib Crew Operating Procedure - Keys and Paperwork

Rib crew should arrive early, approx. 16.45 and open the Sailing Office – key available from Club administration office. They should:

- 5.2.1. Collect the Rib keys & kill cord (hanging on right hand side of office notice board)
- 5.2.2. Take a Club Personal Flotation Device (PFD) from the sailing office if they do not have their own.

5.2.3. Sign the Safety Boat Log book kept on the desk. NAME, CREW, & TIME OUT. Check Fuel recorded by previous user.

## 6. Going Afloat –

6.1. **PFD's shall be worn at all times when afloat!**

6.2. **Kill cord to be worn by driver at all times whilst engine is operating.**

6.3. Get Club Launch to take you to a Club Rib and remove cover.

6.4. Although very similar there are important differences between Ribs 1 and 2

- Rib 1 - petrol tank in cuddy, filler on side of console.
- Battery switch is under driver's seat. Switch to BOTH batteries setting.
- Rib 2 - no fixed GPS. Has internal petrol tank and gauge on consol. Remember to check the Rib equipment box & collect missing equipment from Sailing Office. Ensure you have a working GPS.
- Battery switch is in cuddy. Switch to BOTH batteries setting.

## 7. Loading Equipment

7.1. Take Rib alongside Club slipway. **When coming into shallow water, go slowly and raise engine to prevent prop damage. Use a paddle.**

7.2. Open the sailing shed store [combination 1704 ] and take out start pin mark, and anchor and additional marks as required by CRO. It's good practice to take spare marks and anchors.

7.3. Ensure electric 12V inflator is aboard Rib. (240V pump in Bosun's shed)

7.4. Before leaving quayside, check Rib equipment against RCYC equipment check list. Ensure you have the following signalling code pennants on staffs, First Substitute (general recall), N (abandonment, return to start line), S (shortened course), M (replacement missing mark signal), Sound signal. Ensure that:

- You have a copy of the SI's and a chartlet detailing the position and coordinates of laid marks.
- You have a working VHF and GPS

7.5. Rib Equipment Inventory:

- Paddle, Flag and pole, Bucket, Bailer, rib Anchor Chain and Warp, Bow line and Stern line 2 other lines, 12v Air pump, First aid box and Resus mask, Flares [2 red and 2 smokes], serrated knife on lanyard, fire extinguisher and spare kill cord.

7.6. Get equipment from Sailing Office if not already aboard.

7.7. Loading and carrying inflatable marks aboard a Rib is easier deflated than inflated. Therefore it's better to inflate marks when afloat and on station.

## 8. Proceeding to Sea.

8.1. If delayed, always inform the CRO by VHF. He may have to postpone racing. The latest you should be on station is 17.30

8.2. Contact Committee Boat on Ch. 72 for instructions. Observe Speed Limits until 8 Knot speed limit buoy is passed. (Easy to do on GPS otherwise about 2400 RPM). Avoid making a large wake.

8.3. "Wind sniffing". Go about half mile upwind from committee boats position and report back wind bearing and speed to CRO.

## 9. Laying the Race Course.

9.1. When the committee boat is anchored, "ping" the committee boat (go alongside, record the committee boat position with a GPS, and set it up as a reference point waymark).

9.2. As directed by the CRO, Lay ODM (outer distance mark) orange Pin End Buoy on Start Line transit (the RO will give you the length of the start line. Motor at 90 deg. to the wind on the committee boat port side until the GPS confirms distance from committee boat is the desired start line length, then motor about 150 metres directly downwind (crew should be preparing ODM for streaming), then turn directly up wind at about 3-5 knots, crew streams ODM slowly paying out anchor line to stop it getting tangled in Prop. When all the anchor line is paid out, crew should continue to hold anchor while Rib continues to motor slowly directly up wind. Drop anchor immediately on RO's instruction over VHF.

9.3. A very important part of the Rib crew's duties is to ensure the mark anchor line is always kept tensioned and clear of the engine prop during mark laying operations.

9.4. If required, lay Windward Buoy using distance up wind and bearing given by RO. Often the RO may ask you to hold station before finally laying the mark especially if the wind is shifty. Usually the windward mark is laid first and the start line ODM about 10 minutes before the first start.

- 9.5. Lay Bay marks if required & as requested by RO using GPS coordinates given on race course card. These marks can be laid after the first start but should be in position before the lead boat reaches approx half way along the leg leading to the mark being laid.
- 9.6. Race Officers can be forgetful people with a busy workload! Always check the courses announced over VHF with your course card and identify marks that may need laying. Gently remind the CRO and proceed to lay the mark.

## 10. The Finish

- 10.1. Unless “shortening”, Friday night finishes are, on the Club line.
- 10.2. Shortened courses usually finish between a committee boat and Trefusis mark.
- 10.3. Be prepared to take on board a committee boat “timer” and “Spotter” to record boats finishing a shortened course.
- 10.4. It is vitally important that the CRO records all boats finishing and ensures all boats that started are accounted for. If a boat is missing, he may ask you to do a circuit of the race area and check the missing boat’s mooring before he informs the coastguard that a boat is unaccounted for. Therefore, **DO NOT** leave the race area until the CRO stands you down.

## 11. Re-Fuelling

RCYC has an account at Falmouth Haven. Fuel cards are kept in the Sailing Office drawer. Falmouth Haven pump closes at 17-00. (Club Bosun should check and fuel up before Friday racing).

## 12. Returning to Shore

- 12.1. Unload Equipment and return to shed and Sailing Office
- 12.2. Return Rib to mooring, replace cover, switch off battery and fuel etc.
- 12.3. Return Rib keys to Sailing Office
- 12.4. Complete report in Rib book in Sailing Office.

## 13. Emergency and Incident Management Operations

There are two fundamental principles that should never be forgotten by Rib crew:



### 13.1. Responsibility of skipper for the safety of his/her crew.

It is a fundamental principle of maritime law that the skipper is responsible for the safety of his vessel and crew. For example, it is a racing skipper's responsibility to decide whether to start or to continue in a race, as is the decision to start or continue any other passage. This principle is illustrated by Rule 3 of the World Sailing Racing Rules of Sailing which states:

*"The responsibility for a boat's decision to participate in a race or to continue racing is hers alone".*

Similarly, it is the responsibility of the Rib skipper not to expose himself or his crew to unreasonable risk.

### 13.2. Helping those in Danger. This is Fundamental Rule 1 of the World Sailing *Racing Rules of Sailing*

Consequently, as a Rib coxswain:

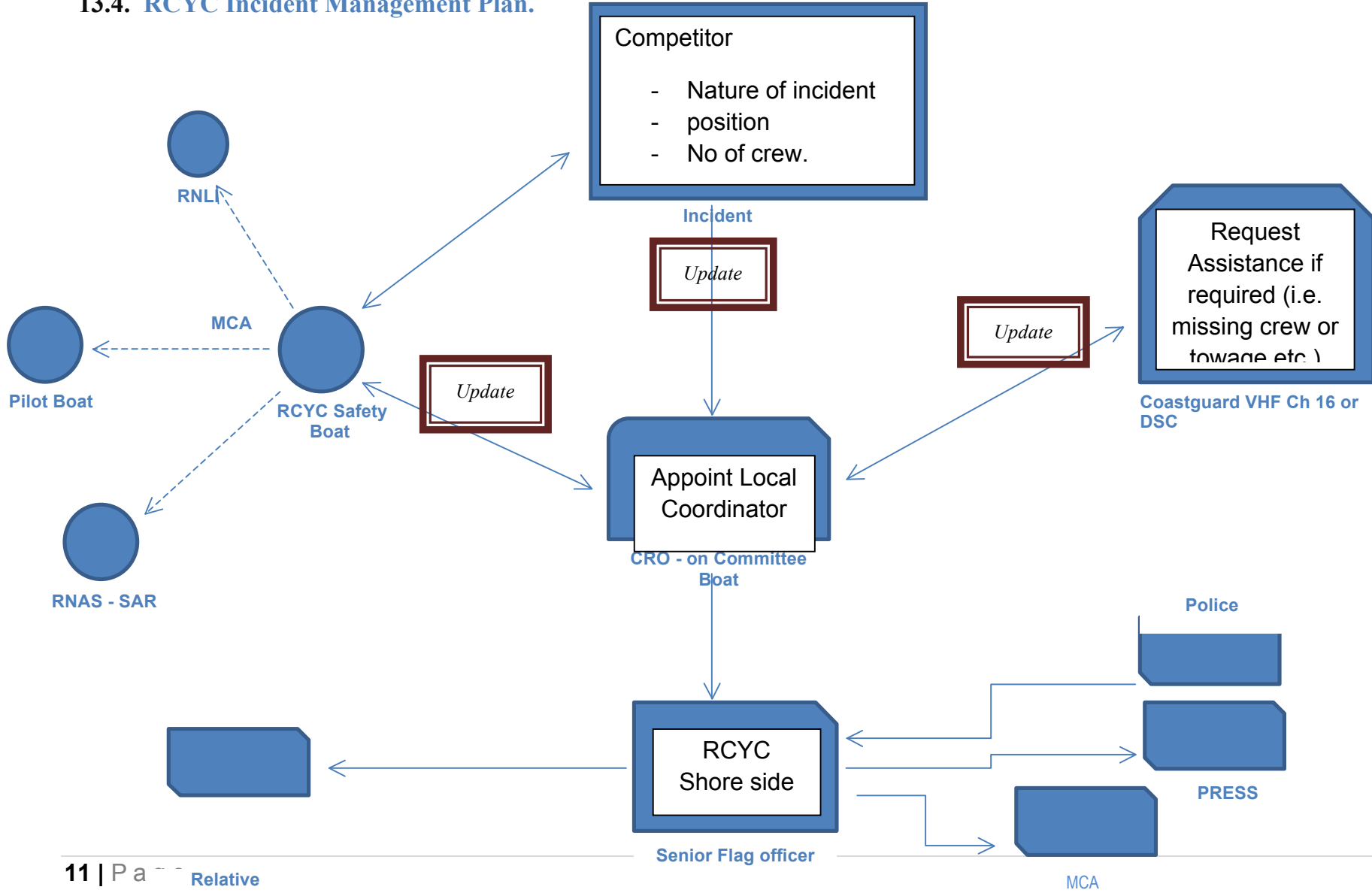
- Helping those in danger always takes precedent over general race management/mark laying duties
- BUT if tasked by the CRO, or a situation develops, which is OUTSIDE the Safety boat crew comfort zone, the Rib skipper must immediately request assistance from the CRO. NEVER be too embarrassed to request the help of the emergency services. (They much prefer to PREVENT an accident than to have to deal with the consequences after an accident has occurred).
- Ribs requesting assistance should stand by the casualty until sufficient additional resources are available for a safe rescue.
- ***Never attempt a rescue on your own for which you have not received training, or for which you do not have the right equipment (i.e. dry suit), or that may lead to your crew or you drowning or being injured, or the Rib being damaged which renders it unserviceable and therefore is unable to continue with its safety duties.***

### 13.3. Less Self Sufficient Racing Boats.

13.3.1. Open Boats. In general Rib coxswains should be aware of less self-sufficient engineless **open** boats such as SMODS, Sunbeams, Flying Fifteens and in particular any open boats without reserve buoyancy that can sink quickly.

13.3.2. Keelboats have a greater degree of self-sufficiency. Their biggest risk is probably losing crew overboard but collision, dismasting, injury etc. can and does happen.

13.4. RCYC Incident Management Plan.



Emergency Landing Point (ELP) – Crew requiring immediate medical treatment.

The Falmouth Harbour ELP (agreed with the harbour master) is Grove Place Boat Park slip pontoons **TR11 4AU**.

13.4.1. Recovering crew from the water.

- Get their name if you can (they may be too hypothermic to speak coherently)
- Record the name/sail number of the casualty boat, and most importantly, if you can, the number of crew who may be still missing.

13.4.2. Injured Crew. If minor injury aboard a keelboat, then it is the responsibility of that boat skipper to stop racing and take the casualty ashore. If minor and a dinghy (which probably can no longer sail shorthanded), request permission from the CRO to tow ashore or else tie alongside a committee boat or Mother Ship.

13.4.3. Generally:

- Assess casualty needs; are they well enough to be taken to the shelter of the committee boat or “Mother ship”, or do they require immediate medical treatment ashore?
- DO NOT leave the race area unnecessarily; doing so may expose boats still racing to greater risk! Only leave the race area with the CRO’s permission.

13.4.4. The Falmouth Harbour ELP (agreed with the harbour master) is Grove Place Boat Park slip pontoons **TR11 4AU**.

13.4.5. If not already done so by the CRO, inform the Coastguard (“**Pan Pan Medico**” or “**Mayday Mayday Medico**” or use DSC radio), request an ambulance, and provide the post code of the ELP.

### 13.5. **RCYC Incident Management Plan Summary – extract from CRO Manual.**

13.5.1. In the event of “Grave and imminent danger to Life”, either use a DSC (digital selective calling) VHF with correct distress code, or if using an old style radio, make VHF “**MAYDAY RELAY**” or “**PAN PAN RELAY**” (*less urgent*) broadcast **and** inform the Coastguard. All other incidents except minor ones, report immediately to the RO. *Nearest Safety boat will when available deal with minor incidents.*

13.5.2. THE COURSE RACE OFFICER IS IN OVERALL CHARGE ON THE WATER. He may take direct control himself or appoint a Safety Co-Ordinator who usually will be the RIB driver or Mother ship skipper closest to the casualty or the standing Event safety coordinator if a large event.

13.5.3. The Nominated Safety Co-Ordinator is responsibility for:

- Locating the Casualty on the water; Request additional assistance if required

- Assessing their needs and number of crew involved.
  - If major incident, liaise with RNLI, SAR and other boats giving assistance
  - Report progress back to RO.
  - Get Full Names of all crew & casualties taken off boats and taken ashore. *Police and hospitals will not release the names of casualties.*
  - Do not conduct any salvage operations until the CRO has released you from safety cover.
  - Mark abandoned boats with identification tape to show other safety boats the crew have been rescued.
- 13.5.4. The Course Race officer will:
- Ensure all boats and crew are accounted for before coming ashore (including Safety Boats and crew).
  - Unaccounted boats and crew: The CRO shall do his best to locate missing boats by:
  - Telephone the skipper's MOB
  - Send a Safety boat to the missing boat's normal mooring.
  - Report missing boat/s to the shore race team.
  - If concerns continue, **the CRO shall report the missing boat and crew to the Coast Guard without delay.**
- 13.5.5. Ashore – Missing, or Injured Crew. The Nominated Flag officer only, will liaise with Police, Press and Relatives. No one else is to talk to the media.
- 13.5.6. The CRO shall ensure Collisions between Official boats and competitors involving third party boats shall be reported by the skipper concerned to the Harbour Master and also the MCA if any injury was sustained.

**Records must be kept by the CRO** of all actions taken, *including all VHF broadcasts made*, with TIMES of these actions. These records should be kept by the Committee Boat, and passed to RCYC Flags as soon as is practicable. The RO should use a digital recorder for the duration of the race. That recording should be transcribed with a time line without delay when ashore.

## 14. Commercial Shipping

RCYC Ribs SHALL NOT escort commercial shipping. To do so is contrary to RYA guidance because it exposes the Club to unreasonable risk of litigation in the event of an incident.

The sailing instructions usually state something similar to:

*“Large vessels constricted by their draft or size form moving exclusion zones which competitors are to treat as obstructions. The “obstruction” zone extends to 100 metres on all sides of the vessel and includes tugs, pilot boats and safety boats escorting the vessel. No competitor is to enter the “obstruction” zone and if becalmed is to use their engine or other means of propulsion to move out of the way. If racing, this should only be sufficient to move out of the “obstruction” zone and the course steered and the distance travelled should be the shortest distance to move the competitor clear of the vessel and its “obstruction” zone. This changes RRS 42”.*

On occasion the CRO may request Ribs to position themselves to mark the outer perimeter of the moving “obstruction” zone. Should a racing craft sail inside the moving “obstruction” zone, the Rib crew shall immediately report it to the RO who may decide to protest the vessel concerned; in which case the Rib crew shall be required to give evidence at the Protest Hearing.

### 15. Safety Boat Information.

RCYC Rib crews are not to act, for or on behalf of a harbour authority and therefore they do not have the authority to instruct or direct vessels. Their role is primarily one of safety cover, advising boat masters of “moving obstructions” (sailing speak for exclusion zones surrounding shipping), start and finish areas, and the proximity of vessels racing and providing advice in respect of their navigation to avoid interfering with the event. In providing such advice, safety boat crews should take into account the following factors, informing the CRO as necessary:

- The volume of traffic.
- The proximity of vessels under way. Vessels in close proximity may interact with each other, which increases the risk of collision.
- Safe routes, *avoiding conflict with racing vessels and courses*.
- Weather conditions.
- Their own experience.
- The safety of themselves, competitors, and other members of the public

### 16. Salvage.

Once a boat crew is safe a Rib’s obligations “*To Help Those in Danger...*” is complete. But very often an RCYC Rib may be tasked to recover a boat as a good will gesture by the Club. If so tasked by the CRO some important principles **MUST** be considered by the Rib Coxswain:

- Never attempt a salvage which is outside the Rib crew “safety comfort zone”; instead **request outside assistance**.
- Never attempt the salvage of large craft; **request outside assistance** (usually a commercial organisation).
- **Never** attempt salvage where there is unreasonable risk of damage to the Club Rib; request outside assistance.

- **Never** attempt salvage or towage of large craft where there is a risk of the vessel sinking in the shipping channel. If it does sink, the Club becomes liable for the cost of clearing the shipping channel.
- Only attempt salvage when released by the CRO from Safety duties. **Never leave the race area with vessels still racing and leaving no safety cover**, to recover/tow a vessel. Instead, after collecting the crew, mark the stranded vessel with identification tape, return to the race area, and recover after racing.

### **17. Transferring Crew from Boat to Boat.**

Transferring crew is a hazardous operation. It shall only be attempted in calm waters. In rough water, collision between the two vessels can put the Rib out of service or injure the transferee.