



NYC JUNIOR COACHING PROGRAMME : SAFETY PROTOCOL

SUMMARY

This is a protocol to cover ALL Junior sailing programmes launched from NYC waterfront. It provides a simple, single, consistent process to be followed, operating at three levels :

- ❖ NYC Sponsored and Managed Programmes eg Optimist, Topper, 420, Laser
- ❖ 3rd Party Sponsored Groups eg Private Groups
- ❖ Individual Members (ref notes 2 and 3 on page 5)

This protocol will ensure a Duty of Care from NYC for all Junior Sailors

1. PRINCIPLES

- NYC is the sponsoring organisation responsible for delivering the Junior Programmes launched from the “NYC waterfront”
- These are the protocols which NYC require to be adopted in ALL Junior sailing programmes run from “NYC Waterfront”
- Juniors are defined as at age <18 years of age and listed on the programme
- The Key Roles for EACH Junior Programme are :
 - Fleet Captain
 - Programme BeachMaster
 - Expert Sailing Coach
- The decision to launch safely will ultimately be **MADE** on the day by the NYC appointed Representative ie Duty BEACHMASTER **BUT** the **RIGHT TO VETO**, is available to **EACH** of the **KEY ROLES** defined below.
- It is expected that there will be a Competence Training programme for the BeachMaster role, providing the basis for the duty rota. *(Until this is implemented, BeachMasters will be subject to endorsement of the Programme Coordinator)*
- **This protocol defines the basis for the Safe running of all NYC Junior programmes**



2. ROLES (required for each Junior Training Programme)

FLEET CAPTAIN

- Sets up the programme strategically, typically over the next 6 months eg Winter
- Identifies the GOALS of the programme, from which the SAILING COACH defines his activity plans.
- Gains commitment from the sailors over this period – to make viable
- Gains commitment from the Expert Sailing Coach (s)
- Gains commitment from NYC for RIBs/support service over the programme period
- Sets up a duty rota of BeachMasters over the programme period
- Continuously communicates across all to maintain cohesion
- Continuously updates the programme, as circumstances change
- Check-In ahead of each with the NYC Sailing Manager “Event Date” to confirm BeachMaster/Coach/Sailors/RIB availability such for the viability of the event to be run
- Sets up a supply of blank RA sheets
- **Has the right to veto the Event**

BEACHMASTER

- Remains available at NYC for the Duty Day
- Arrives at NYC 30 mins ahead of the time of “Rig and Ready” request
- Obtain “Launch List” of sailors + Blank Risk Assessment Sheet from “**Fleet Captain**”
- Check-In with Sailing Coach and confirm full day availability
- Check-In against slip support parent and confirm avail cover over the day
- Confirm RIB allocation with duty **Boat Man**
- Obtain VHF and set to agreed Channel (**default 69 unless re-set on the day**)
- Radio Check with Sailing Coach
- Consults with Sailing Coach for Recommendation on “Decision to Launch”
- Jointly carries out the “Risk Assessment” with the Sailing Coach (ref below)
- **MAKES** the decision to **LAUNCH/NOT TO LAUNCH**
- Announces the decision to SAILORS
- **IN THE EVENT OF LAUNCH**
 - Await confirmation of Sailing Coach/RIB readiness on-water
 - Observe the launch process and note sail numbers, child name, time of launch (avoid getting involved in trolley handling, as this will distract and cause number loss/confusion)
 - Coordinate with Sailing Coach – launch process and final on-water sailor list
 - Update with late arrivals/early returns making provision as necessary (dependent on risk assessment) for RIB support back to shore
 - Maintain regular contact – ask coaches to check-in at intervals on VHF



- Coordinate any rescue, calling for extra resources as required, through the NYC programme plan and contact numbers (Appendix 1) : eg additional RIBs; additional support as required - on a “best endeavours” basis
- When boats return, check each off against the “Launch List” and ensure that all sailors are returned up the slip.
- NOTE : Following Launch – the BeachMaster **has the right to STOP** the on-water activities at any time in the event of any of the risk factors having become sufficiently adverse. This will *normally* be preceded by conversation with the Sailing Coach.
- **IN THE EVENT OF “NO-LAUNCH”**
 - Hand-over to Sailing Coach for Onshore Training Programme
 - Remain at NYC for the day on stand-to provide support or in the event of needs a reversal of the launch decision, with a change of risk factors eg weather improve, RIB returned to service, etc

SAILING COACH

- Provides Expert Sailing Coach Expertise and Onshore and Offshore Coaching – in the event of either **LAUNCH/NO LAUNCH** scenarios
- Provides a plan for the Activity Day – in the event of each scenario
- Jointly carries out the Risk Assessment with the Duty BeachMaster on **EACH** event date
- Makes **RECOMMENDATION** to Beach Master run the Event, has the **RIGHT TO VETO**
- Confirms RIB allocation with Beachmaster
- Obtains VHF, sets Channel (as determined by BeachMaster) and carries out radio check with BeachMaster and any support Coach
- Confirms with BeachMaster once afloat and ready to receive sailors from launch
- **NOTE : Sailing Coach has the right at any time to STOP On-Water activities – in the event of any of the risk factors having become sufficiently adverse. This will *normally* be preceded by discussion and agreement with the BeachMaster.**



3. RISK ASSESSMENT

This process, when followed will provide the basis for a sound decision to be made by the key roles : (1) BeachMaster (2) Sailing Coach

How it operates :

- Will be carried out JOINTLY by the BeachMaster and Sailing Coach on **EACH** event date AND recorded with a signature on the risk assessment.
- Blank Risk Assessment Sheet to be prepared by the Fleet Captain – to be used by BeachMasters
- The Risk Assessment process is intended to be a **simple pragmatic, qualitative, structured, review** of the defined elements, as required to safely run the SPECIFIC Junior programme. It is a Qualitative Judgement. This will draw upon the competence of **each** of the defined roles.
- USE : The Risk Assessment will be a **paper based** spreadsheet, requiring a **qualitative** assessment (**Red/Green/Amber**) against each element and a SUMMARY confirmation (**RED/GREEN**).
- This will provide the basis for an overall qualitative decision to be **MADE** by the BeachMaster

RISK ASSESSMENT FACTORS

*These are the generics to be **considered** for **each class** as Risk Factors which will inform the decision*

| NYC: JUNIOR PROGRAMME | | |
|--------------------------|--|---|
| RISK ASSESSMENT CRITERIA | | |
| RISK FACTOR | DATA SOURCE | GUIDANCE |
| Weather Forecast | met.ie / windguru.cz / or Windfinder.com | 2 out of 3 to be used Trending : Note the expected weather either side of the training period |
| National Weather Alert | Met.ie | Typically : <ul style="list-style-type: none"> • RED = No Go • AMBER = to be a Risk Assessed outcome for the fleet in question <i>Note : Specifically is there a "Small Crafts Warning" in force from MetEirann</i> |
| Local ACTUAL Weather | "Dublin Bay Buoy" Twitterfeed OR "Dun Laoghaire Harbour Station" (dlhweather.com) | Is the weather being experienced what was expected ? |
| Wind Direction | | Onshore (easterlies) will carry increased levels of difficulty with launching/recovery at the slip Offshore winds (westerlies) will cause flatter |



| | | |
|------------------------------------|---------------|--|
| | | water conditions but may cause under-assessment from sheltered places onshore |
| Wind Strength | | Typically : <ul style="list-style-type: none"> • GO <15Knts • NO GO >+25Knts |
| Gust Range | | Can be expected to be high with squally North Westerly air-streams |
| Temperature (Air) | | Typically : <ul style="list-style-type: none"> • NOGO : <5degC |
| Rain/Snow | | Can rapidly impede visibility |
| Visibility | | Typically : <ul style="list-style-type: none"> • NOGO < 500metres • GO > 2000Metres |
| Harbour/Outside Harbour | | More sheltered conditions inside can afford sailing |
| Sailor Age & Competence | | Older more experienced sailors can manage stronger conditions and assessment should be made on the basis of the most vulnerable squad member |
| RIB Availability | Duty Boat Man | Typically : <ul style="list-style-type: none"> • 1:7 for Optimist/Topper |
| Coach Availability | Beachmaster | Typically : YES / NO |
| On-water Support | Beachmaster | Typically : <ul style="list-style-type: none"> • 1 per RIB for <20Knts • 2 per RIB for >+20Knts |

NOTES :

1. **BLANK TEMPLATE RISK ASSESSMENT SHEET TO BE CLASS SPECIFIC with factors to be pre-set by Fleet Captain as the basis for the "On-the-Day" Event Decision to be made by the defined KEY ROLES : (1) Beachmaster and (2) Sailing Coach**
2. **INDIVIDUAL SAILING** – references to Fleet Captain and Beachmaster are not applicable
3. **INDIVIDUAL SAILING** – for the Risk Assessment (**by the Individual Sailor**) - it is expected that the following will apply :
 - a. Inform Boathouse prior to launch
 - b. Take or supply VHF (dry bag needed)
 - c. Hours of Daylight required
 - d. Non-adverse weather forecast – as per generic Risk Assessment Template above
 - e. Visibility – as per generic Risk Assessment Template above
 - f. Temperature – as per generic Risk Assessment Template above
4. **INDIVIDUAL SAILING – the Parent / Guardian is responsible for the decision to launch**



APPENDIX 1 : RESOURCES & CONTACT LIST

| KEY Organisations | VHF | Landline |
|--|---------------------|--------------------|
| <i>National YC / Boathouse</i> | <i>69 / 37</i> | <i>01 280 5725</i> |
| <i>Royal St George YC</i> | <i>72</i> | <i>01 280 1811</i> |
| <i>Royal Irish YC</i> | <i>M</i> | <i>01 280 9452</i> |
| <i>Coastguard</i> | <i>16</i> | <i>01 662 0922</i> |
| <i>Dun Laoghaire Harbour</i> | <i>14</i> | <i>01 280 1130</i> |
| <i>RNLI</i> | <i>16</i> | <i>01 280 2667</i> |
| <i>Dun Laoghaire Marina</i> | <i>M</i> | <i>01 202 0040</i> |
| <i>Dun Laoghaire Motor YC</i> | <i>M</i> | <i>01 280 1371</i> |
| <i>Dublin Port</i> | <i>12</i> | <i>01 855 0888</i> |
| <i>Dun Laoghaire Gardai</i> | | <i>01 666 5000</i> |
| SAFETY | MOBILE | |
| <i>Junior Committee on Office Wall</i> | | |
| <i>Junior Organisers :</i> | | |
| <i>Fiona Staunton</i> | <i>087 664 6445</i> | |
| <i>Michele Halpenny</i> | <i>087 233 5527</i> | |
| <i>Children's Officers :</i> | | |
| <i>Alison Piggott</i> | <i>086 838 6020</i> | |
| <i>Helen Turner</i> | <i>087 131 3139</i> | |
| <i>Sailing Manager :</i> | | |
| <i>Olivier Prouveur</i> | <i>087 793 6212</i> | |
| <i>Doctor's on Standby :</i> | | |
| <i>Dun Laoghaire Surgery</i> | <i>01 280 7469</i> | |
| <i>Dr Ray Murphy</i> | <i>01 284 2744</i> | |
| <i>Dentist :</i> | | |
| <i>Dr Tom O'Connor</i> | <i>01 280 9576</i> | |



APPENDIX 2 : RISK ASSESSMENT Proforma (per programme)

1. ***Fleet Programme specific – based on the guidance above***
2. ***Blank Risk Assessment sheets to be provided by the Fleet Captain***