



OPERATING PROCEDURES

INTRODUCTION

These Procedures define how Sailing and Power Boating is managed at Dart Sailability to provide a safe environment for all sailors and volunteers. Other aspects of the Management of Dart Sailability are defined in the Handbook.

NOTE:

These Procedures and the Handbook replace the the Handbook and Operating Procedures V21.1 dated April 2022 (HoPs).

A full set of Procedures is available via the website and a hard copy is available in the Club House.

Relevant Procedures are held in Duty Officer Folders in the Blue Container

Copies of some procedures are held in Boat Safety Boxes eg rigging guidance and Incident Management

Volunteers must read all Procedures that apply to the activities that they undertake and should remind themselves of the procedures before each season. Updates from previous versions are highlighted.

All Volunteers should read:

- Operating Procedure 1 – Sailing Session Routine
- Operating Procedure 5 – Pontoon Operations
- Operating Procedure 16 – Radio Operation
- Operating Procedure 19 – Incident Management
- Operating Procedure 22 – Life jacket and Buoyancy Aid Policy
- Operating Procedure 36 – Dartside Quay Safety Precautions

- Operating Procedure 37 – Re-Fuelling Procedure
- Operating Procedures 20, 21, and 22 on how to report Defects, Injuries and other Incidents
- Operating Procedures 7 – 12 if they will be assisting in the preparation of boats
- Operating Procedure 6 – Hoist Operation once they have completed the Lifting and Handling Training

All Volunteers will also find it useful to be aware of the responsibilities of Duty Officers and Skippers

Volunteers fulfilling the roles of Boat Skipper must read:

- The relevant Boat Skipper's Responsibilities, Competencies and Guidance
- Operating Procedure 32 – Sailing Areas and Hazards
- Operating Procedure 33- Operating Limits
- Operating Procedure 17 – Man Overboard Recovery

Volunteers fulfilling roles as OOD, Pontoon Master, Shore Party must read their own and be aware of the others' Operating Procedures and Guidance

- Operating Procedure 2 – OOD Responsibilities and Guidance
- Operating Procedure 3 – Pontoon Master Responsibilities and Guidance
- Operating Procedure 4 – Shore Party Leader Responsibilities and Guidance
- OOD must also read Operating Procedure 32 – Sailing Areas and Hazards and Operating Procedure 33 – Operating Limits and the Guidance Running a Sailability Session

Volunteers who are registered as RYA Instructors will be asked to confirm that they have read the following Operation Procedures each year.

- Operating Procedure 1 – Sailing Session Routine
- Operating Procedure 2 – OOD Responsibilities and Guidance
- Operating Procedure 5 – Pontoon Operations
- Operating Procedures 7 – 12 as appropriate for Sailing or Powerboating
- The relevant Boat Skipper’s Responsibilities, Competencies and Guidance
- Operating Procedure 16 – Radio Operation
- Operating Procedure 17 – Man Overboard Recovery
- Operating Procedure 18 – Life jacket and Buoyancy Aid Policy
- Operating Procedure 19 – Incident Management
- Operating Procedures 20, 21, and 22 on how to report Defects, Injuries and other Incidents
- Operating Procedure 32 – Sailing Areas and Hazards
- Operating Procedure 33- Operating Limits
- Operating Procedure 36 – Dartside Quay Safety Precautions
- Operating Procedure 37 – Refuelling
- Operating Procedure 38 – RYA Training
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