

## AOAC SAILING ACTIVITY MANAGEMENT STANDARD OPERATING PROCEDURES (SOP)

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### 2. Introduction

2.1 This Standard Operating Procedure (SOP) sets out the procedure for all sailing events within the Avon Outdoor Activities Club (AOAC). This document identifies the responsibilities of Approved Activity Leaders and participants to ensure that sailing events are safe and enjoyable for all.

2.2 This SOP applies to sailing events which are listed on the Club Calendar or Forum. As defined in the Club's Activity Management Policy, unless otherwise stated, these events are covered by AOAC policy and insurance.

### 3. Definitions

3.1 Approved Activity Leader: The person responsible for leading the yacht or the skipper. They must be on the Approved Activity Leader listed on the AOAC website and hold the minimum qualification of RYA Day Skipper.

3.2 Participant: Member of a group that is being led.

3.3 Club Activity (Events and Trips): Activities which are considered as being carried out as official AOAC "Club Activity" as defined in the AOAC Health and Safety Policy and AOAC Activity Management Policy (i.e. only those which have been advertised on either the Calendar, or Forum, or both and have an Approved Activity Leader).

3.4 Environment Level: The expected or prevailing conditions.

3.5 Event Organiser: The person who has taken on responsibility for organising a specific club activity. The Event Organiser does not need to be an Approved Activity Leader.

3.6 Second in Command: Person recognised as an experienced sailor by club members; typically has RYA Day Skipper certificate but not necessarily. Does not have to be an approved club Skipper but

should be capable of taking charge of the yacht should anything happen to the skipper (note however para 8.2).

3.7 Competent Crew: Person recognised as an experienced sailor by club members; may not have any formal RYA qualifications.

#### **4. Process for becoming an Approved Activity Leader for sailing**

4.1 Those wishing to be added to the Approved Activity Leader list for sailing need to contact the Sailing Coordinator and provide evidence of their qualifications as well as stating any relevant experience they have. It is accepted that RYA Qualified Sailors can operate in accordance with the RYA Terms of Reference applicable to their qualification.

4.2 Approval is subject to the endorsement of at least three peers.

4.3 Those wishing to be an Approved Activity Leader on a week-long sailing trip should complete at least a weekend sailing trip with an experienced Approved Activity Leader beforehand; however, in exceptional circumstances, this clause can be overruled by the committee

4.4 Records of all Approved Activity Leaders will be held by the Sailing Coordinator and a list maintained on the website.

#### **5. Responsibilities of Approved Activity Leaders**

5.1 The environment level must always be within that described in the RYA qualification.

5.2 In addition to holding a qualification, Approved Activity Leaders must also consider the prevailing factors prior to commencing and during the event, when assessing if they have sufficient capabilities and resources to manage the risks of the activity; however the Organiser is responsible for allocating a balanced crew for the size of yacht.

5.3 Any Approved Activity Leader found to be acting in disregard to these SOP may be considered negligent and is to be reported to the AOAC Committee for possible disciplinary action.

5.4 All Approved Activity Leaders are to be familiar with the contents of the Sailing Risk Assessment (RA) and Sailing SOP.

5.5 Once the activity has commenced the Approved Activity Leader for a group has responsibility for ensuring that they and their group act in accordance with the club rules, SOP and RA. They will be in charge and have the final say when necessary on their yacht.

#### **6. Risk Management**

6.1 The AOAC Sailing Coordinator is responsible for ensuring that the club has an up to-date Sailing SOP.

6.2 During and prior to the day's activity, all Approved Activity Leaders are to carry out dynamic RAs. Where a yacht is being hired along with a Skipper the Event Organiser or their nominee should participate in the RA using the club RA as guidance and take responsibility for carrying out the guidelines in this Sailing SOP in paras 6.3, 6.4, 6.5, 6.6, 6.7, 9, 10, 11 and 14.

6.3 Throughout the activity, an Approved Activity Leader is to undertake continuous, dynamic RA.

6.4 All Approved Activity Leaders must work within the AOAC Health and Safety Policy.

6.5 An Approved Activity Leader has the right to cancel, suspend or modify an event or to decline or curtail a person's participation in an event if, in their opinion, that person has insufficient experience to participate in the event to an acceptable level, or for any other reason as defined in the AOAC Health and Safety Policy, or AOAC Club Rules, or if the aims of the event can no longer be achieved. Any Participant who breaches the AOAC Health and Safety Policy, or AOAC Club Rules can be put ashore and will be responsible for their own on-going transport and accommodation arrangements (including associated costs).

6.6 It is vital that the Event Organiser is aware of any relevant health and safety issues, or other restrictions for each Participant of an event. The Approved Activity Leader and Event Organiser must, where known, make each other aware of such issues. All Participants must be physically fit enough to support their own weight by hand and foot, and to be able to transfer themselves, unaided, from yacht to dinghy to shore and back. The Event Organiser has the discretion to refuse to allow that person to participate in the trip if they believe that safety will be compromised.

6.7 The Event Organiser should complete a list of the event participants for an event. This will be done automatically where an event is paid for through the website. For all other events the final list of participants will be added to the Event Proposal form on the website or on the forum post for that event.

6.8 All yachts must, as a minimum, have at least an Approved Activity Leader who is an RYA Qualified Skipper and a Second in Command deemed to be experienced enough to be capable of skippering a yacht and taking over should something happen to the skipper. This would include taking charge of the boat and getting the skipper out of the water should they fall overboard. (Note however para 8.2)

6.9 The maximum number of Yachts on a sailing trip will be a maximum of four. This is to ensure that there is sufficient concentration of sailing expertise, for maintaining a cohesive flotilla, and for ease of organisation.

## **7. Cancellation of charter**

7.1 In the event that a club Skipper becomes unavailable, if no other skipper is available from within the flotilla, the Event Organiser should consider the cost/benefit of hiring a skipper before cancelling the charter.

## **8. Crew allocations**

8.1 Participant boat allocations should be proposed by the Event Organiser and agreed between all the Approved Activity Leaders on the trip. Consideration is given to all Participants' wishes,

however, trip Participants must understand that in some cases these cannot be accommodated. Participant allocations are made, fundamentally, on the basis of safety and experience.

**9. 8.2 The Event Organiser must ensure that the minimum qualification requirements of the Yacht Charter Company are understood and will be accordingly met. As part of this, the Event Organiser must therefore ensure there are sufficient RYA qualified / experienced persons available to take part on the said event prior to committing to the yacht charter. Insurance**

9.1 For trips where a yacht is chartered and where sailing will be undertaken in UK territorial waters only, the Event Organiser must ensure that insurance is in place for hull damage and marine liability. The Event Organiser must obtain a copy of the document proving that such insurance is in place, so that it can be provided to AOAC's insurers if required.

9.2 For trips where a yacht is chartered and it is undertaken outside of UK territorial waters, the Event Organiser should ensure that one of the following options is taken in respect of hull damage, in order to make sure that the Club and Event Participants are adequately protected and / or informed of the risks:

a. Non-refundable damage insurance is taken out as part of the yacht charter and the cost is spread between the Participants as part of the cost of the trip. Or:

b. A security deposit / bond is paid by credit card at the start of the charter. This is refundable should no damage occur however may not be fully refundable in the event of damage. If this option is taken, it is strongly advised that the Event Organiser also takes out bond insurance to cover any losses. This cost can be included as part of the trip. (Note, if bond insurance is not taken, any losses will be split between the event Participants, but all participants must be made aware of and agree to the potential risk prior to the trip).

9.3 For any trip where sailing will be undertaken (in part) outside UK territorial waters then each Participant on the trip must have travel insurance in place.

9.4 Where a yacht has a 3<sup>rd</sup> party skipper or coach, the skipper must have public liability insurance not less than £5million. If hiring a 3<sup>rd</sup> party skipper or using a yacht with a 3<sup>rd</sup> party skipper provided please contact the Activity Officer for guidance. Please check the public liability amount with the Activity Officer each year as it is aligned with the club insurance.

9.5 Where a yacht trip is not using a bareboat charter with MCA coding the yacht owner is required to complete the insurance questionnaire in Addendum 1 of the club 'Insurance Questionnaire for 3<sup>rd</sup> party providers/coaches/consultants' prior to making any commitment (contact the Activities Officer).

## **10. Hazard and Incident (Accident) Reporting**

10.1 If an incident, accident or near miss occurs it should be reported using the AOAC Accident Report form. Where there has been a major incident, for example a fatality, the Leader will need to assist the Police; all other matters can be handled by the AOAC Communications Officer who should be contacted and will deal with any press communication. If the Communications Officer is not available another member of the Committee should be contacted.

**11. Equipment**

11.1 A Leader must ensure that they personally and all Participants collectively have sufficient safety and rescue equipment applicable to the activity being undertaken.

11.2 When a Participant is providing their own equipment, the Approved Activity Leader may decline a person's participation if, in their opinion, the equipment is unsafe or unsuitable for the activity being undertaken.

**12. Training, Professional and Personal Development**

12.1 All Leaders are required to undertake Continuous Professional Development to at least the minimum required by the RYA to maintain their qualification.

**13. Events Programme**

13.1 The Sailing Coordinator will hold a yearly sailing meeting to plan the year's event programme.

**14. Sailing Activity Follow-up**

14.1 Following trips the Event Organiser should actively encourage/seek feedback from everyone on their experience of the trip and the skippers. The feedback should be provided to the Sailing Coordinator and Activities Officer.

**15. Addendum 1**

AOAC – Subcontractor Questionnaire  
**All questions must be completed in full**

Name of Insured: .....

Business Name & Description: .....  
.....

Insurer Name: .....

Policy Number: .....

Policy Start Date: .....

Policy Expiry Date: .....

Public Liability Indemnity Limit: .....

Public Liability Excess: .....

Indemnity to principal clause? Y/N

Any exclusions / conditions? Y/N

(If yes please state): .....

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**I/We confirm that all above policies are in force and that the premiums are paid up to date/being paid as part of an agreed credit agreement (delete as necessary) and will be renewed to the same limit if necessary prior to delivering the service to AOAC**

Signature: .....

Name: .....

Address: .....

.....

Date: .....

**Please attach a copy of your schedule or a "Proof of Insurance" letter signed by your insurer/broker**