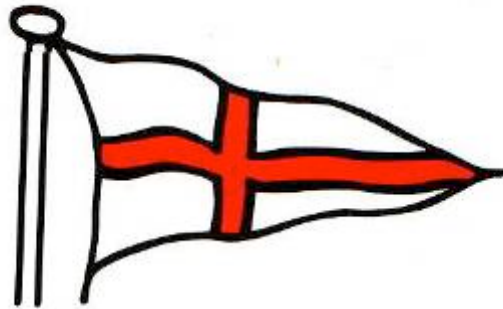


POOLE YACHT CLUB

Junior Training and Racing Group Powerboat Training Unit



CODE OF PRACTICE and SAFETY PROCEDURE

Vsn 4.2

Amendment History

| Vsn | Date | Updated By |
|-----|--------------|---|
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1. Aim

To promote enjoyment, competence, safety awareness and skill in dinghy sailing and powerboating.

2. Safety statement

All activities of the Training and Racing Groups will be undertaken only after the risks associated with the activities have been assessed and suitable measures put in place to reduce the risks to acceptable levels.

This will be achieved by compliance with the recommendations and standards laid down by national bodies, e.g. RYA, Coastguard, etc. and with local instructions relevant to Poole Yacht Club and Poole Harbour.

3. General Safety Information

For how to deal with a serious accident see Section 10 on Accidents and Injuries, and refer to the Appendices if necessary. The main First Aid kit is in the Sailing Office. All Instructors have First Aid training.

- Before a student takes part in any training activities an entry form must have been completed on his or her behalf by a parent or guardian.
- All junior students must tally in and out by taking and wearing their allotted numbered wrist band from the board at the back entrance to the changing rooms as they go on the water, and returning the band to the board as soon as possible when they come ashore.
- All students must be at least 8 years at the start of the training season.
- All members of the group must wear appropriate footwear and warm clothing i.e. drysuit or wetsuit plus windproof outer clothing, an effective buoyancy aid (minimum CE 50N standard), correctly fastened at all times, a hat and sailing gloves.
- All students must be water-confident.
- Students may not go on the water until given express permission by their instructor or the Beachmaster.
- Students must act sensibly and not endanger others by reckless behaviour.
- Students must make every effort not to make contact with moored boats and should keep clear of other larger craft under way which may have difficulty in manoeuvring.
- Instructors and race coaches will sign the prepared sheet on coming ashore to confirm that all members of their group (adults and students) have returned.

4. Safety boats

- Each group under tuition will have its own allocated safety boat or boats. The following working ratios will be adhered to as a minimum:

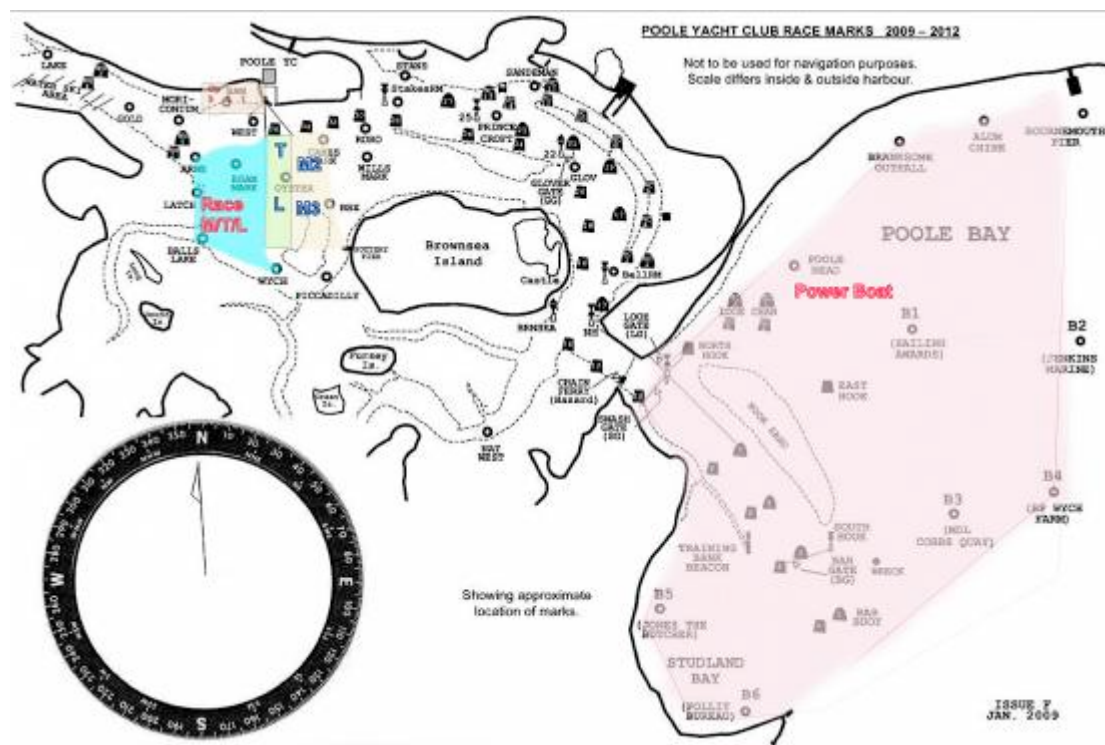
| | |
|-----------------------|----------------|
| Up to 6 dinghies* | 1 safety boat |
| 6 to 15 dinghies | 2 safety boats |
| more than 15 dinghies | 3 safety boats |

* Dinghies single handed or crewed

- When providing recreational sailing which does not include any tuition, at least one safety boat must be allocated to each group, with each safety boat providing cover for no more than 12 dinghies.
- Safety boats will be driven only by persons holding the RYA Level 2 Powerboat certificate as a minimum or will be under the direct supervision of a person who holds the above certificate.
- Safety boats must be manned by at least two persons at all times.
- All safety boat crews must wear appropriately fitted buoyancy aids.
- Safety boats must be equipped with:-
 - Kill cord (mandatory on planing boats) - THIS MUST BE USED AT ALL TIMES
 - Safety bag containing first aid kit, knife, spare kill cord, pencil and paper
 - VHF radio (if available)
 - Towline
 - Anchor and chain/warp
 - Paddles or oars
 - Plastic marker tape for tying to abandoned boats to indicate crew have been rescued.
- While the PYC safety boats are maintained by PYC staff it is the responsibility of the driver to check before casting off that the boat has the correct equipment and sufficient fuel and that everything is in working order. In particular the radio should be checked by communicating with the Beachmaster.
- If weather conditions become extreme the priority is to bring people to safety, leaving boats unattended if necessary. Where possible abandoned boats should be marked with plastic marker tape to indicate that the crew have been rescued.
- Breakages and missing equipment must be notified to the Senior Instructor and to PYC Office as soon as possible.

5. Working Areas

The **Sail Training and Racing Groups** operate within the shaded area shown below.



The following areas are out of bounds:

- Poole lifting bridge
- The main channel and ferry terminal
- Furzey, Round, Green and Long Islands (except with the permission of the SI)

These areas may be entered only if deemed necessary by the group instructor for safety reasons.

Powerboat Training Unit

The Nearest Departure Point is regarded as the Harbour Entrance, with training taking place in the Harbour and the area to Old Harry Rocks across to Bournemouth Pier.

6. Sailing Tuition

- Each group will be under the supervision of a qualified Dinghy Instructor/ Race Coach in accordance with RYA guidelines. Up to 50% of the helpers assisting an Instructor may be unqualified, but must be experienced and competent as assessed by the Senior Instructor. All assistants will be encouraged to gain the appropriate RYA instructor qualifications.
- The following student : instructor ratios are to be adhered to:

| Type of craft | Student : Instructor ratio |
|---------------------------------------|--|
| Crewed dinghy with instructor onboard | 3:1 |
| Crewed dinghy | Maximum 9:1 (e.g. 3 Mirrors with 3 students in each, or 4 Mirrors with 2 students in each) |
| Single handed dinghies | 6:1 |

7. Powerboat Tuition

- Every course will be run under the guidance and with the agreement of the Chief Powerboat Instructor (CPI). Up to 50% of the helpers assisting with instruction may be unqualified, but must be deemed suitable for the task by the CPI.
- The following student : instructor ratios are to be adhered to:

| <u>Powerboat Course</u> | <u>Student : Instructor</u> | <u>Student : Boat</u> |
|-------------------------|-----------------------------|-----------------------|
| <u>Level 2</u> | <u>3:1</u> | <u>3:1</u> |
| <u>Safety Boat</u> | <u>6:1</u> | <u>3:1</u> |

- A set of inshore flares (2* Red pinpoint and 2* Orange Smoke) should be kept onboard in addition to standard safety boat equipment outlined in section 4 during all RYA Powerboat Courses
- A GPS Set must be available for use during all RYA Level 2 courses
- Own boat tuition would only be offered with the express permission of the Principal and the Chief Powerboat Instructor, and subject to the RYA Guidance on vessel suitability.

8. Responsibilities

Principal

- The Principal is in overall charge of training activities and is responsible to the RYA and the PYC Youth Training Committee for ensuring that all groups afloat are properly resourced and led by appropriately qualified staff. Activities afloat are delegated to the SI(s) or CPI(s) who supervise the teaching programmes.
- Through the Training Committee the Principal will manage the administration, finance, instructor/coach qualifications and training, maintenance, and purchasing activities in support of dinghy training activities.
- It is the responsibility of the Principal to maintain up-to-date records of Instructor/Coach qualifications and to arrange updates as necessary.

Chief Senior Instructor (Sailing)

- The Chief Senior Instructor has overall responsibility for sail training and must approve and manage all activities that take place during the training sessions in accordance with RYA guidelines, which must be followed to comply with the terms of PYC insurance.
- The Senior Instructor (SI) on duty should confer with each instructor/coach before training sessions to discuss lesson plans, weather conditions and other safety considerations.

Poole Yacht Club Training
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- A Senior Instructor must be present at PYC (ashore or afloat) at all times when teaching activities are taking place.
- The SI on duty must ensure that all persons, craft and equipment are accounted for at the end of each session.

Club Race Coach/Instructor (Sailing)

- Instructors must be familiar with the procedures detailed in this document.
- Instructors should inform the Senior Instructor of their plans for sessions. In particular instructors intending to take their group outside the normal working area (see map at Section 5) must seek permission from the Senior Instructor. The SI and Beachmaster must be told where the group are going and when they will return.
- Instructors should be aware of any existing medical conditions suffered by their students as indicated on the training entry forms and should consult the student's parent about the treatment that may be required.
- Instructors should brief the drivers of their allotted safety boat(s) and the parents and helpers as to what preparations are necessary for the sessions and what assistance is required.
- Instructors should show the students and their parents how to rig the boats properly, particularly in the case of Stage One students using the Club Optimists.
- Instructors should check that boats are rigged properly before going on the water.
- Instructors should ensure that their group's safety boat is manned and standing by before requesting the Beachmaster to allow their group to launch.
- Instructors must liaise with the Beachmaster to ensure that all members of their group are accounted for at all times. The Beachmaster must be informed when any boats are returning ashore for whatever reason.
- Instructors should watch out for any student becoming too cold or unwell or distressed and should send them ashore with safety cover if this can be arranged.
- On returning ashore after training, instructors must sign the prepared sheet held by the SI to confirm that all members of their group have returned.
- Instructors should report any damage to Club boats or missing equipment to the SI.
- Instructors should notify the SI or Principal as far as possible in advance if they will be unavailable for a training session.
- Instructors should be aware of their legal responsibilities and are strongly recommended to take out personal insurance, through the RYA or otherwise.

Chief Powerboat Instructor (Powerboat training)

- The Chief Powerboat Instructor has overall responsibility and must approve and manage all activities that take place during the training sessions in accordance with RYA guidelines, which must be followed to comply with the terms of PYC insurance.
- The CPI should confer with each instructor/coach before training sessions to discuss lesson plans, weather conditions and other safety considerations.
- The CPI must ensure that all persons, craft and equipment are accounted for at the end of each session.

Powerboat Instructor (Powerboat training)

- Instructors must be familiar with the procedures detailed in this document.
- Instructors should inform the Chief Powerboat Instructor (CPI) of their plans for sessions. The CPI must be told where the group are going and when they will return. In particular instructors intending to take their group outside the normal working area in Section 5 must seek permission from the CPI.
- Instructors should be aware of any existing medical conditions suffered by their students as indicated on the training entry forms and should consult the student or student's parent about the treatment that may be required.
- Instructors should watch out for any student becoming too cold or unwell or distressed and should send them ashore with safety cover if this can be arranged.
- Instructors should report any damage to Club boats or missing equipment to the Club and CPI
- Instructors should notify the CPI or Principal as far as possible in advance if they will be unavailable for a training session.
- Instructors should be aware of their legal responsibilities and are strongly recommended to take out personal insurance, through the RYA or otherwise.

Beachmaster, safety crew and other volunteers

See detailed procedures in APPENDIX C.

Sessions depend entirely upon there being sufficient volunteers to assist. Any volunteer not available for a session should inform the SI or Principal as soon as possible (contact numbers on Training Group notice board) and should arrange for someone else to take their place if possible.

9. Child protection policy:

Poole Yacht Club supports the RYA Child Protection policy which is stated as follows:

- The child's welfare is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity, have the right to protection from abuse.
- All suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately.
- As defined in the Children's Act 1989 anyone under the age of 18 should be considered a child for the purposes of this document.
- Any issues will be dealt with by the appointed Child Protection Officer.

10. Accidents and Injuries

What to do in the event of a minor accident:

- The injured person should be brought ashore and first aid administered if required.
- The main First Aid kit is kept in the Sailing Office. Safety boats carry smaller first aid kits.
- ALL INSTRUCTORS HAVE FIRST AID TRAINING. The Senior Instructor, Principal and Beachmaster hold a full list of people with First Aid training. This is also displayed on the door of the tally cupboard, along with the names and groups of all students and contact numbers for their parents.
- The Chief Senior Instructor/Chief Powerboat Instructor or Principal must be informed about any accident, however minor it seems, and details must be entered in the accident report book kept in the Sailing Office as soon as possible by the person who dealt with the accident.

What to do in the event of a serious accident:

- **Remain calm.**
- If a person is injured on the water and an ambulance is required, the Instructor, Safety Craft or Committee Boat should radio ashore and ask the Beachmaster to call 999. Another safety boat or Pike Delta should be called if the Beachmaster cannot be raised.
- The Beachmaster or person delegated to call the ambulance should dial 999, giving details of the injury if known. A person should be sent to open the gate for the ambulance as it arrives using an entry card or by pressing the button on the orange box. The ambulance should be directed to the bund wall beside the slipway, above the waiting pontoon.
- The CPI or SI and Beachmaster should confirm that the ambulance has been called. They should also find out whether any doctors are on site to assess the injured person on arrival ashore, and then attempt to contact the student's parents if they are not present. Contact details for all sailors are shown on the list in the tally cupboard.
- The injured person should be brought ashore by RIB if possible for speed.
- The Instructor should stay on the water with the rest of the group unless he judges that the seriousness of the injury requires him to accompany the injured person ashore in the RIB. In this case he must leave the group under supervision and with safety cover.
- **The safety boat with the injured person should proceed straight to the waiting pontoon which is wide enough to allow stretchers to be taken down the ramp. The ambulance crew will decide how best to lift the injured person from the RIB.**
- If the injured person is taken to hospital he should be accompanied by a parent or adult known to him. Medical attention must be sought for any person who has been submerged in the water for any length of time.
- **NO STATEMENT IS TO BE MADE TO THE MEDIA BY ANYONE - INSTRUCTOR, HELPER OR STUDENT - UNDER ANY CIRCUMSTANCES. STUDENTS MUST BE PROTECTED FROM THE MEDIA.**
- **The Principal, CPI and SI have copies of the RYA recommendations on how to deal with a major incident (see also Appendix B). No-one should take any action without consulting them.**
- Everyone should be aware that the Instructor, the First Aider and the other members of the group may be suffering from shock and may also require attention.
- All serious accidents must be reported in full. The CPI or SI should prepare the appropriate forms to be completed by the Instructor, members of the group and other witnesses, before they leave the Club.

What to do if a person is missing:

- Inform the SI or CPI and agree a plan of action. Inform Principal and parents or next of kin as soon as possible.
- SI or CPI to call Port Control, Coastguard and police if any person is not accounted for.
- Determine where and when person last seen. Obtain description of clothing.
- Write down any information that may be useful to the authorities.

APPENDIX A: Accident/Incident Report Form

Poole Yacht Club Training and Racing Group

ACCIDENT/INCIDENT REPORT FORM

Separate forms to be completed by Instructor, injured person/his or her parent or guardian, witnesses etc., before leaving the Club.

Date:

Time of incident:

Group:

Group Instructor:

Weather conditions:

| | |
|--|--|
| Name of person injured | |
| Name of other students in group | |
| Names of other safety crew/assistants/witnesses to incident | |
| Brief description of incident including nature of any injuries. Include sketch of area showing positions of boats if relevant | |
| Actions taken | |
| Recommendations | |

Signature:

Date:

Time:

Signature of Senior Instructor/Chief Powerboat Instructor:

Serial number _ _ _ _

APPENDIX B: RYA Major Incident Guidelines

Dealing with a major incident

It is every principal's nightmare to experience a major incident at their centre. Thankfully this is very rare at RYA centres, but if you are ever unfortunate enough to be involved in one, you need to know how to handle the unfolding events.

Your first priority is, of course, the safety of participants and instructors . However, once ashore you need a strategy to deal with the authorities and the press.

- Get a statement from competent witnesses;
- Remove the instructor and key witnesses from the centre to somewhere you can talk to them away from the press;
- Produce a written statement for the press, such as:

*" **** sailing school regrets to announce the death of a crew member who fell overboard at night from a training yacht. When and where. Our deepest sympathy to the relatives etc. A full statement will be issued at 2pm tomorrow" (give yourself time to collate the information).*

- Don't hold a press conference, but decide who will speak to the press;
- Don't allow well meaning but ill informed staff to make public comments;
- Try to keep a record of whom you have spoken to, who has contacted you etc;
- Inform RYA Training (023 8060 4180) who can assist with compiling your statement to the press;
- If the rescue services have been involved the press will have probably obtained some information from them;
- If there has been a fatality the police will contact the centre and inform the next of kin. Do not publicise the name of the casualty until you know this has been done, even if the press appear to know who it is;
- If your boat has a code of practice certificate you must inform the Marine Accident Investigation Branch (MAIB) within 24 hours. You can do this by phoning 023 8039 5500. They will inform you within 28 days whether they intend to investigate;
- Keep any relevant equipment such as lifejackets, logbooks etc
- If required, send a report to the MAIB (refer to booklet G27).

When dealing with any major incident, it helps if:

- your paperwork is up to date with information such as contact numbers for the next of kin;
- your boats and instructors comply with your own safety policy and the RYA 's conditions of recognition.

APPENDIX C: Procedures for Volunteers

Shore Co-ordinator

The Shore Co-ordinator works closely with the Duty SI to ensure that all volunteers are ready and prepared for the training session.

The Shore Co-ordinator should:

1. Arrive with:
 - Master file and accident report file
 - Radio file and beachmaster lists
 - Safety plan and volunteer roster
 - Spare killcords
 - Oppy shed key
 - Whiteboard markers etc.
2. Set up noticeboard outside sailing office with roster and safety plan
3. Put out radio file by radios
4. Put out Beachmaster lists for collection by the Beachmasters
5. Put out spare killcords for Rigidflex boats
6. Tick off volunteers on lists as they arrive and mark in any changes
7. Advertise empty slots on board – find alternative drivers/crew as necessary
8. Connect drivers with their crew if they do not know each other
9. If weather is doubtful or if an instructor is away, find out what the plan is for each group and let students know
10. Give copy of relevant procedure to new drivers/volunteers to read and ensure that they are briefed by the Duty SI
11. As everyone goes on water, check beachmasters have help and all is going smoothly – if not, find a solution in conjunction with the Duty SI
12. Put instructor signing off sheet and pen upstairs on piano
13. Monitor radio if SIs are all on the water
14. Help receive and deal with any injuries or children coming in early
15. Complete an accident form if necessary

At end of session:

16. Get any accident reports signed by relevant instructor and SI
17. Check all tallies are in and radios back – the people doing those duties should report to you
18. Pick up instructor signing off sheet and keep in file
19. Post completed and dated radio sheet through office door with a note of any problems with radios or RIBs
20. Take rosters off noticeboard and amend according to any changes written in. Retain for next training session

Tally Board Assistant

The Tally Board is in the rear lobby of the sailing club (seaward side).

It is the important duty of the Tally Board Assistant is to keep an accurate record of which children are on the water at any time. This is achieved via the Tally Board.

Each child is allocated a numbered wrist band. These are kept on numbered hooks on the Tally Board. Immediately before going onto the water each child will collect their own numbered wrist band from the Tally Board. As soon as they return to ashore they should immediately return their wrist band to the Tally Board.

The Tally Board list also contains the emergency next of kin contact telephone numbers for all children. A list of qualified First Aiders is also displayed at on the inside door of the Tally Board cupboard.

Check list

1. Report to Shore Co-ordinator Sailing Office on arrival before start of training session.
2. Unlock Tally Board and check that all numbered wrist bands are in place.
3. Issue wrist bands to each child, matching names to numbers.
4. Collect wrist bands from each child and place back on correct hook on Tally Board.
5. At end of session report to Senior Instructor to confirm that all bands have been returned or inform him of any missing bands.

Note:

- Some boats may return early from training session, due to gear failure or injury for example ~ keep in contact with the Beachmaster and be ready to receive them.

Sometimes visitors join us for sailing, especially during school holidays ~ they should fill in a completed Visitors Form which must be signed by their parent or guardian and countersigned by the Senior Instructor (blanks forms kept in door of Tally Board cupboard). They should be allocated one of the spare numbered wrist bands and the number should be recorded on their Visitor Form.

If you have any questions please talk to the Senior Instructor.

Beachmaster (Slip) and Beachmaster (Beach)

During training, the Mirrors and Lasers generally launch from the slip and the Oppies launch from the beach.

A Beachmaster is allocated to each launch area. Each Beachmaster is supported by 2 or 3 Assistants. It is the important duty of the Beachmasters and their teams to ensure the safe and orderly launch and recovery of boats and their crews. The Beachmasters should:

1. Report to Shore Co-ordinator at Sailing Office on arrival before start of training session.
2. Collect and put on fluorescent vest from Sailing Office.
3. Collect, check and sign out radio at Sailing Office.
4. Meet with Assistant Beachmasters on the slipway/beach.
5. Marshal boats and crews into suitable areas by group as they arrive on the slipway/beach.
6. Check sailors are wearing their numbered wrist bands. If not they must return immediately to the Tally Board to collect their band. No sailors are to be allowed to launch without their wrist band.
7. Count the number of boats in each group and enter the tally total on the laminated Call-sign list.
8. Wait until the Senior Instructor confirms that launching can commence before permitting any boats to launch.
9. Call up each Instructor as they come onto the water for a radio check (Channel 32).
10. Confirm to Instructors the number of boats in their group.
11. As Instructors call for their groups to be launched, release them in sequence in an orderly fashion. If necessary advise Instructors that they need to wait while other groups clear the slipway/beach first.
12. Assist boats and crews into the water and recover launching trolleys and park them in a suitable space, ordered by group as far as possible.
13. Once all boats have launched, keep a listening watch on the radio (Channel 32) as Instructors may report any boats returning early, for example due to gear failure. Be ready to receive and assist any returning boats (see **Important note** below).
14. Towards the end of the session, Instructors will radio to advise of their group's return. If the slipway/beach is congested advise Instructors to delay for as many minutes as necessary. Be ready to receive and assist returning boats ~ get the group's launching trolleys to the edge of the water as they approach.
15. On completion, check that no launching trolleys are left on the slip/beach and inform the Senior Instructor that all boats are in.
16. Return fluorescent vest and sign radio off at Sailing Office.

Important note:

If there is a serious accident afloat an Instructor may request that an ambulance is called. In this event the Shore Coordinator and Senior Instructor ashore will help to ensure that the procedures for dealing with a major incident are followed.

The access way from the gate to the slipway must be kept clear at all times in case it is necessary to call an ambulance.

Safety Boat Crews

All Safety Boat Drivers are to be qualified to at least RYA Powerboat Level 2 standard.

The Safety Boats and crews are allocated to training groups by the Senior Instructor. Crew lists are displayed on the Training & Safety Plan displayed on the Training Group Notice Board and in the Club foyer each Wednesday.

Boat crews should:

1. Report to Shore Co-ordinator on arrival.
2. Meet their Instructor/Coach to discuss the plan for the session and any special equipment required.
3. Collect and sign for boat keys in the Boat Shed (by main entrance gate).
4. Collect any marker buoys or other training equipment from the Boat Shed as required.
5. Collect and sign for their allocated Safety Bag from the Sailing Office - (see Training & Safety Plan).
6. Collect and sign for a portable handheld radio (if required) from the Sailing Office (see Training & Safety Plan). Waterproof radio bags and lanyards must be used at all times.
7. Prepare boat prior to start of training -
 - Check fuel (PYC Safety Boats should already have been topped up by Yard Staff. Non-PYC boats (Hamworthy Outdoor Education Centre or privately owned) may need to be topped up - see Duty Yard Staff in Marina Office for access to Fuel Store near Boat Shed. All fuel used to be signed for at Fuel Store).
 - Check that engine starts and runs smoothly.
 - Check safety equipment - anchor and chain/ warp, tow lines, paddle or oars.
 - Position boat on or near to Waiting Pontoon ready for prompt start to training session.
8. Conduct radio check (Channel 32) with Beachmaster.
9. **A KILL CORD MUST BE WORN AT ALL TIMES WHEN THE BOAT'S ENGINE IS RUNNING.**
10. **PROPERLY FASTENED AND VISIBLE FLOTATION DEVICES MUST BE WORN BY BOAT CREWS AT ALL TIMES.**
11. On completion please return keys, equipment, Safety Bags and radios as above and sign them in. Any Safety Boat defects should be noted on the key sign-in sheet in the Boat Shed.

Radio and Safety Bag Assistant

This Assistant should ensure that safety boat crews collect the Safety Bags allocated to them, as these contain spare kill cords specific to each boat. The Club Yard Staff are responsible for checking the contents of the Safety Bags – there should be a current tick sheet on the Sailing Office notice board indicating any missing items of equipment. The relevant crews should be informed of any such items.

The Assistant should also check that radios are charged and working as they are collected. **Channel 32** is used during training sessions. Safety Boat crews and Beachmasters must enter the number of the radio they have taken on the radio sheet and sign for it. They should also collect a blue waterproof bag for the radio, which should be used at all times.

When radios are returned at the end of the session the sheet should be ticked and the radios put back on charge. It is not necessary for the Assistant to be in the Sailing Office as the crews return but it would be very helpful if he or she could check that all Safety Bags have been returned and that all radios are present and charging once everyone has come ashore. The Senior Instructor or Shore Coordinator should then be informed.