



POWERBOAT RACING

STANDARD OPERATING PROCEDURES MANUAL FOR Officer Of The Day

VERSION 1

01/03/2011

Royal Yachting Association

THE OFFICER OF THE DAY:

The Officer of the Day (OOD) must direct the organisation of the races on behalf of the Organising Club and the Royal Yachting Association. The OOD is a key member of the Race Committee. He/she gives the Drivers' Briefings, ascertains that all safety assets are available, maintains order on the course, and ensures that all activities are conducted in accordance with the Racing Rules as published in PB1. He/she verifies any decisions to stop or curtail the race. He/she analyses the written reports of the Officials and Timekeepers and any other documents that will enable the results to be compiled. The OOD is not allowed to sit on the Jury.

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1 PERSONAL

1.1 KNOWLEDGE OF THE RULES

The OOD must ensure that they have the latest edition of the PB1 and UIM rule books and any up-dates and addendums issued by the RYA/UIM. The OOD should be knowledgeable on all rules and especially the specific class rules for the classes racing at the event.

1.2 VHF RADIO

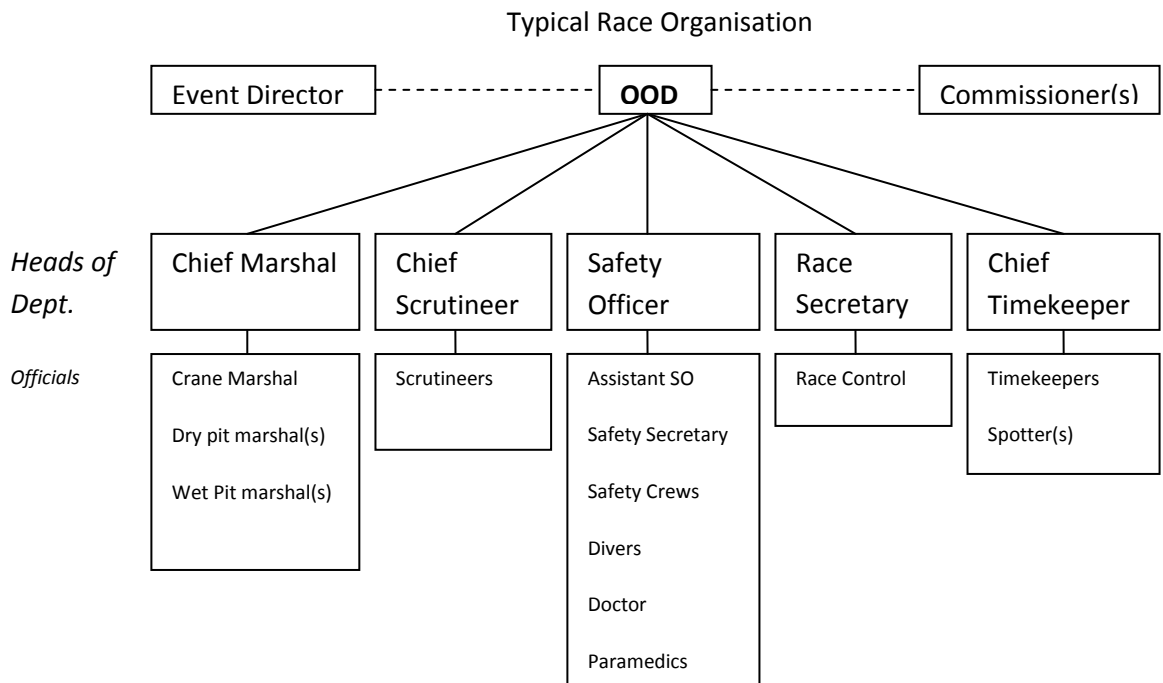
The OOD must be experienced in radio procedure and able to communicate on VHF radio with all key race officials throughout the event.

1.3 CHART WORK

The OOD must have good knowledge of how to read chart information and be able to set course co-ordinates.

1.4 MANAGEMENT SKILLS

The OOD must have the management skills necessary to supervise and co-ordinate the work of all the various personnel involved to achieve the smooth and successful running of the event.



1.5 CODE OF CONDUCT

The OOD must display personal conduct of the high level appropriate to being the official representative of the RYA in command throughout the event.

1.6 RACE PROCEDURE CHECK LIST

The details given below provide the OOD with a list of action points that must be followed at every race.

2 BEFORE THE EVENT

2.1 LIAISON WITH THE EVENT ORGANISERS

The OOD must work with the Event Organisers and the Heads of Department during the planning stage on all aspects affecting the racing and compliance with the current rules. Before the Event Organisers apply for Race Approval within the stated deadline, the OOD must check the following:

- a. the facilities needed are in place at the venue
- b. the proposed timetable is achievable
- c. the selection of all other officials of the event
- d. the proposed course has been submitted to the local Coastguard
- e. all necessary local authorities have given their permissions
- f. the event Risk Assessment has been prepared and agreed

2.2 LIAISON WITH HARBOUR & OTHER AUTHORITIES

The OOD must be aware of the requirements of the Harbour Master, local Council and any other local authority with jurisdiction over the event area. These include the police, fire brigade, MCA and local yacht clubs. Any areas of concern must be addressed before the final Race Instructions are issued. Consider the issue of any Notice To Mariners.

2.3 SUPERVISION OF COURSE PLANNING

It is the primary responsibility of the OOD in conjunction with the organising club to ensure that the proposed courses are safe and that they comply with the current Rules. Proposed courses must be plotted on electronic and/or paper charts. Important factors to consider are as follows:

- a. The course is as free of hazards as possible and that there is sufficient water depth available over the entire course.
- b. The course must be set so that soft easy turns are incorporated into its design; under no circumstances should sharp turns of 120 degrees or more be used. No reciprocal courses are permitted.
- c. Note the distance from the wet pits to the muster area.
- d. Ensure that the length of the start run complies with class requirements as published in

PB1. The angle of the turn at the first turn mark should not be too acute and race boats must have enough sea room at the first turn mark to enable them to swing wide of the mark as it is highly likely that numerous race boats will converge on this first turn together.

- e. Careful attention must be given to safety clearances between race boats on opposite courses of the race, and turns where different laps either converge or diverge. The OOD and Safety Officer must be sure that best recommended practice is being followed at all times and that with the benefit of their experience the safety clearances are adequate for the particular venue.
- f. The OOD must ensure that the course can be adequately controlled from Safety Control with good radio communication capability and where possible a good view of the course is available for both the Safety Officer and the OOD.
- g. The Timekeepers must have a close and clear view of the lap/finish line.
- h. Consider the location from which to clearly display the race finish flags.
- i. Consider the affect of the density of commercial traffic, local ferries, strong tides, depths of water, rocks and other hazards.
- j. Careful attention must be given to how the race marks will be laid and what implications deep water and strong tides will have on the security of the mark. Ensure that ground tackle for all race marks is suitable for the venue.
- k. Establish and confirm the arrangements for the timely laying of the marks.
- l. Consider the implications of large numbers of waterborne spectators being present at an event. It is imperative that the OOD agree a comprehensive safety plan which must be incorporated into the event Risk Assessment. The OOD must ensure that sufficient safety assets are available in order to maximise the safety of all spectators.
- m. Ensure that a safety buffer zone can be maintained around the entire course, keeping spectators clear of the course area. It may be necessary to create a safety corridor for spectators and other vessels to use when passing around the course.
- n. Ensure that the Safety Fleet has been organised with sufficient numbers and skills to safely cover all the elements required by the course.
- o. Consider how the key marks of the course will be monitored by official observers.
- p. Once the final course has been agreed, the OOD must liaise with the Race Secretary to ensure that the correct and accurate information is published in the Race Instructions prior to this being sent to the RYA and the competitors.

2.4 SUPERVISION OF THE GENERATION OF RACE INSTRUCTIONS

The OOD must work closely with the Race Organisers to ensure that the Race Instructions are comprehensive according to the Rules and sent to the competitors within the time stipulations as set out in PB1. The RYA standard template for Race Instructions provides a valuable guide but must be tailored to accurately reflect the specific event.

The following points should be considered:

- a. Full details of race status, rules applicable and licensing requirements must be stated.
- b. Full details of the Organising Committee and Race Committee must be provided together with details of the Race Officials, Protest Jury and Event Officials.
- c. Locations with postcodes of the wet and dry pits and Race Control must be given with details of access and any local problems highlighted (e.g. Race boats may require additional fendering whilst moored alongside wet pit pontoons etc)
- d. Contact numbers for Race Control.
- e. The timetable which must be achievable and with sufficient time allowed for potential problems.
- f. The minimum course distances required by the PB1 rules must be observed and fully described in Race Instructions (particularly for all national events) with full details of the courses, number of laps, details of all race marks, distances, colour, position (Latitude and Longitude) and any special marks provided.
- g. Rules in PB1 should be amplified where necessary (eg penalty for missing a mark)
- h. Information relating to local regulations and the requirements of harbour authorities must be carefully detailed.
- i. With mixed class races, consider whether different class finish flags will be necessary and clearly list finish and curtailment flags accordingly.

3 AT THE START OF THE EVENT

3.1 LIAISON WITH THE RACE COMMITTEE

It is the overall responsibility of the OOD to ensure that the event runs properly, safely and to the published timetable. The OOD must delegate tasks to the Heads of Department who form the Race Committee to ensure this objective is achieved. The following points should be covered:

- a. Check that Race Control & Scrutineers are using the most up-to-date RYA documents and confirm that all signing procedures are in place.
- b. Check that the fire points and pit, crane & fuel areas are set up securely and have the appropriate signage clearly displayed.
- c. Liaise with the Safety Officer to confirm that the safety plan is in place, including the Safety Fleet and medical services expected at the event.
- d. Confirm the location and availability of rooms/areas for Drivers' Briefing, Jury & private meetings, parc ferme etc.

- e. Test radio communications.
- f. Check with the harbour authorities for any new requirements.
- g. Check the proposed course and confirm availability of marks.
- h. Check the composition of the Race Jury and confirm their availability.
- i. Check whether there is any requirement for Race Bulletins.
- j. Liaise with film crew/s and helicopter crew/s, confirming contact numbers etc.

3.2 LIAISON WITH RYA/UIM COMMISSIONER

The role of the Commissioner is to oversee the event and to ensure that it runs in accordance with RYA/UIM procedures. At the end of the event, the Commissioner will send a detailed report to the RYA/UIM setting out the success and failures of the event and making appropriate recommendations for change. The Commissioner(s) are also there to assist the OOD wherever possible and to provide the OOD with the benefit of their experience. It is therefore extremely important that the OOD develops a close working relationship with the Commissioner/s and that they are directly involved in the decision making process throughout the event. This is an extremely valuable process particularly when difficult decisions have to be made which may directly lead to the race running or being cancelled.

The OOD should ensure that the Commissioner(s) are made welcome from the outset, that they are included on the top table at the Drivers' Briefing and that the competitors appreciate that Commissioners' views will be positively considered throughout.

The Commissioner must be consulted on any changes to the approved Race Instructions and must sign any Bulletins.

3.3 RACE JURY

The OOD must ensure that the Race Jury is correctly formed in accordance with the rules. The names of the Race Jury must be given to the competitors at Drivers' Briefing and any objections noted. Once the jury is formed it cannot be changed or altered in any way. The OOD must be extremely careful to ensure these rules are followed precisely as any deviations may well lead to any penalties given by the Race Jury being overturned through appeal.

Check that the Jury members are present and that they know where the Jury room is located.

3.4 ELIGIBILITY OF ENTRANTS

The OOD must check the Entry List to confirm the licence status, class classifications and eligibility of all entrants. Novices and provisional licence holders must be identified for testing and observation.

3.5 SET UP MAJOR INCIDENT PLAN

The OOD must liaise with the event Safety Officer to ensure that a comprehensive major

incident plan is set up as per the event Risk Assessment. The principal points to consider are as follows:

- a. Contact details for emergency services and harbour authorities.
- b. A suitable point of extraction for casualties close to main race course.
- c. Distance to local hospitals.
- d. Number of ambulances required.
- e. If a helicopter is available, its contact details, location and landing site.
- f. A quiet room for relatives with counselling support.
- g. Appoint a dedicated RYA Press Officer/spokesperson with the responsibility of dealing with the media.

See MAJOR INCIDENT GUIDELINES in Section 8.

3.6 PREPARATION OF RACE BULLETINS

It is the responsibility of the OOD to ensure that the competitors and officials are kept fully informed of any alterations, corrections or additions to the Race Instructions. All changes must be promulgated in the form of a Race Bulletin to be prepared by the Race Secretary. Bulletins should quote the original section number in the Race Instructions, the time and place of issue and must be signed by the OOD and Commissioner. Bulletins must be posted in Race Control and circulated to the competitors.

4 BEFORE THE RACE

4.1 START BOAT

The OOD must ensure that the start boat is present and is adequate for the task. The OOD must check that the start boat is suitably crewed and equipped with all necessary flags and safety equipment and that the driver is fully briefed on the start procedure. Spectators or VIPs on the start boat should be avoided unless it is of sufficient size. A fully operational VHF radio of minimum 25 watts output must be provided. Confirm that the starting official has the final Entry List.

4.2 ADMINISTRATION OF DRUG/ALCOHOL TESTS

In accordance with RYA and UIM rules, a strict “no tolerance” policy is adopted with regard to drugs and alcohol. It is the responsibility of the OOD to order and carry out random tests when appropriate under the supervision of the event medical officer. If a competitor is found to be positive, immediate disciplinary action must be taken and the competitor must be disqualified from the event with immediate effect. This process must be completely transparent and a full record of the events leading to this must be recorded and sent to the RYA.

4.3 RACE BRIEFING FOR COMPETITORS

The Drivers Briefing is an extremely important part of the race weekend and the OOD must ensure that all relevant information is conveyed to the competitors during this process. The OOD must check that all competitors are in possession of Race Instructions and any Bulletins issued as these will provide comprehensive and detailed information of the event. It is mandatory for all competitors to attend the Drivers' Briefing, failure to do so may lead to disqualification. A guide to the format of a Drivers' Briefing is set out below:

4.4 BRIEFING PRESENTATIONAL MECHANICS

The briefing room should be in an appropriate location away from all distractions and not within a public area such as a bar. The room must be set up completely prior to the briefing taking place, including ensuring there is the correct number of seats etc. All the appropriate equipment should be in place and correctly configured; this equipment includes the P.A. system, chart, white boards, notice boards and audio/visual apparatus to enable the briefing to be delivered and recorded.

Entry to the room should be strictly controlled, only race crews allowed in. A register of attendees should be completed.

- a. The OOD must properly prepare for the Briefing. It is important to stick to the template to maintain structure and flow. (See below)
- b. Keep control of the Briefing.
 - i. Ask for mobile phones to be switched off or silenced.
 - ii. Ensure questions are held back until asked for and minimised.
- c. Be brief and concise. The OOD should seek to complete the Drivers Briefing within 15 minutes and no longer than 20 minutes. The exception to this will be the first briefing of the season where new rules and procedures may have to be included.
- d. Do not waste time on patronising or unnecessary points such as flag demonstrations. These points can be posted on static displays such as notice boards.
- e. Consistency is currently a key issue at most briefings, especially regarding terminology and explanation. Here are two clear examples of this:
 - i. When directing crews to pass navigational marks or race marks of the course on a particular side. The correct and mandatory method is:
"All race boats to leave mark x on their starboard/port side."
 - ii. When explaining the start procedure and the location of the start boat the correct method is:
"All Race boats are to form up on the Starboard/ Port side of the Start Boat."
- f. Call novices for extra advice and instruction at the end of the briefing.

4.5 BRIEFING TEMPLATE

OOD	01.	Welcome	Competitors – VIPs – Harbour Authority – Sponsors Accommodate non-English speakers (*)
	02.	Introductions	Self – then official Top Table
	03.	Attendance	Check Signing In sheet for absentees. Only use roll-call if all else fails. Confirm crews are all wearing medical wristband ID
	04.	RI's	Confirm everyone has received copy / is currently in possession of /has read / understood Race Instructions
	05.	Race Bulletin/s	Confirm everyone has received / understood
	06.	Protests	Are there any protests against eligibility?
Safety Officer	07.	Weather Report	Invite Safety Officer to deliver report
OOD	08.	Timetable	Running to timings Highlight delays or changes (*) Highlight practice times (*)
	09.	Launching	Highlight timings & any tidal issues Highlight windows for individual classes (*) Highlight hard hats in crane area Slipway procedure
	10.	Start Details	Detail Muster area & Penalty area Distance between wet Pits & Muster area. Convoy or parade procedure. Highlight start delay procedures Highlight any local harbour regulations Detail finishing procedures& flag location Highlight signalling flag procedures
	11.	Start Boat	Describe with Picture if possible Highlight position during the start
	12.	Course Details	Highlight any alterations to RI's (*)
Safety Officer	13.	Safety Coverage	Safety network of boats / medics /divers / helicopter Emergency recovery procedures Highlight 'stop & assist' protocol Highlight retirement procedures / penalties Detail active radio channels / call signs Detail mobile telephone numbers Highlight safety flag procedures
OOD	14.	Finish	Finish/curtailment flags and their location
	15.	Recovery	Highlight waiting area(s)& recovery priorities
	16.	Signing Off	Explain location(s) Highlight penalties for non-compliance
	17.	Special Instructions	Highlight issues encountered in previous races (*) Highlight any local regulations Highlight any local hazards
	18.	Questions on topics covered thus far.	
Harbour Master	19.	Introduce – if required / relevant / appropriate. (Comments restricted to local concerns)	
Event Director (*) Or OOD	20.	Introduce	Highlight priority administrative details Highlight outstanding social details Prizegiving time / place / mode of dress
OOD	21.	Questions	Final Sweep
	22.	(Time Check)	
	23.	Conclusion	Thanks to all & 'safe racing' message
	24.	Novices (*)	Extra advice session

(*) = if applicable

4.5 FINAL ARRANGEMENTS

Check the following:

- a. Are there any last minute changes to the Entry List.
- b. The timekeeping officials are fully briefed and that they are fully aware of the numbers of entries and the different classes.
- c. All race marks are laid in the correct positions.
- d. The start boat is operational and has the start flags on board.
- e. The finishing and curtailment flags are in place.
- f. The Committee Boat is operational and in place, if applicable.
- g. The location of the Commissioner for the race.
- h. The Safety Officer, the safety team and all safety assets are in place with good radio communications.
- i. Confirm that all race boats are being launched on time.
- j. Confirm final timing arrangements with film & helicopter crews.
- k. The OOD must have all key personnel's mobile phone numbers to hand.
- l. Ensure key information is entered onto Major Incident prompt form and copies retained by OOD, SO and Race Control.

5 DURING THE RACE

5.1 RACE START

- a. Confer with the Safety Officer to confirm that all Safety Assets are in position as per the Risk Assessment prior to the start of the race.
- b. OOD/SO to seek final approval (if required) from local authorities to start race.
- c. Instruct film & helicopter crews to prepare for race start.
- d. Instruct Start Boat to leave harbour and go to start position.
- e. Confirm all race boats are launched and have left the pit area.
- f. Check with Start Boat that all the race boats are present in the muster area.
- g. Inform Safety and Timekeepers of any non-starters; confirm final starters.
- h. Ensure start run and inshore course lines are clear of obstacles.
- i. Obtain confirmation from Start Boat and Timekeepers that they are ready for the race start.
- j. Obtain final clearance from Safety for the race start.
- k. Start race on time providing course is clear and it is safe to do so.
- l. Determine any infringements of the start procedure and make note.
- m. Monitor the first turn mark very carefully and watch for incidents, making notes.
- n. Urgently determine whether a re-start is necessary and implement accordingly.
- o. Monitor VHF radio traffic for rule infringements and any safety related incidents.

5.2 CONDUCT OF THE RACE

Safety during the race is the prime responsibility of the Safety Officer but the OOD must work closely with the Safety Officer throughout. It is the responsibility of the OOD to observe the race and provisional licence holders in particular and to check for any rule infringements as well as watching for any instances of dangerous or erratic

driving. The OOD must consider which penalties should be applied for such infringements, including yellow or red card penalties and/or black flag procedures in accordance with PB1 and UIM rules.

The OOD is also responsible for ensuring that there is efficient communication between all race departments at this critical time i.e. Safety, Timekeepers, Race Control, Pits / Launch Control etc and that the information passed between these areas is clear and concise so as to minimise possible errors or misunderstandings and be better able to deal with any unexpected or unplanned for situation, on or off the course.

Any contentious issues should not be discussed on VHF radio. Mobile phones should be used for private communications, or noted and arrangements made to discuss issues after the race has finished.

Monitor the time, laps and/or sea position of lead boat so as to be prepared to execute race finish requirements.

Ensure that the Committee/Finish boat is in the correct position to flag the finish of the race.

5.3 CURTAILMENT/TERMINATION OF RACE

It may be necessary to curtail the race before the finish due to deteriorating weather conditions or other factors that affect the safety of the event. The OOD should consult with the Safety Officer and if possible with the Commissioner. However, the decision to curtail rests solely with the OOD and in some circumstances it may not be possible to seek further opinions. In exceptional circumstances the Safety Officer may curtail the race if the OOD is unavailable. Caution should be exercised in reaching this decision and a race must only be curtailed if there are strong and compelling reasons for doing so. Consider whether the race boats have achieved the minimum distance to count for national points, and whether all classes need to be curtailed.

In 'force majeure' circumstances, the whole race can be stopped by the red flag procedure. As above, the decision rests with the OOD. However, the OOD must not ignore any request from the Safety Officer or Commissioner to stop the race.

6 AFTER THE RACE

6.1 STAND DOWN CHECKS

- a. Liaise with SO to confirm that all race boats are accounted for.
- b. Check the status and location of any casualties.
- c. Check the source of any infringements reported and seek either electronic evidence or written evidence from mark boats.
- d. Check that the Timekeeping team have successfully concluded their records and are aware of the infringements.
- e. Inform Race Secretary of provisional results.
- f. Return to Race Control centre as soon as possible to sign the results.
- g. Liaise with Race Committee - checking for any problems.
- h. Check for any likely protests.
- i. Check and sign all post-race documentation.

6.2 PENALTIES, RED & YELLOW CARDS

The OOD can issue penalties to competitors for any infringements reported, including Red and Yellow cards. The OOD must ensure that any penalties are issued in accordance with either RYA Rules or for an International Race to the UIM Rule 406 (2010) Offshore Rules. The Timekeeper must be informed of any race penalties which will affect the results.

6.3 SIGNING THE RESULTS

The OOD must ensure the provisional results are posted in Race Control as soon as possible after the completion of the race. The time of posting MUST be noted on the provisional results; the results must be checked by the Timekeeper and signed by the OOD. A one hour period is then allowed during which protests can be received, after which the OOD must sign the final official results and post them in Race Control. The OOD should also ensure that the results are given to the Commissioner and sent directly to the RYA/UIM by e mail where possible.

6.4 PROTEST HEARINGS

If a protest is lodged involving any decision made by the OOD, the OOD should ensure that the Jury gives the OOD the opportunity to give evidence.

6.5 POST RACE REPORT

Consult with Commissioner on their perception of the event.
It is the responsibility of the OOD to submit a verbal post race report to the Race Organisers. This report should highlight any problems or suggested changes to the format of the event.

7 THE END OF THE EVENT

7.1 FINAL TASKS

The OOD must ensure that all departments have successfully completed their tasks and that all outstanding paperwork has been dealt with by the Race Secretary.

The OOD should obtain the latest information on any medical issues.

The OOD must ensure that the post-race report is submitted to the RYA without delay. This report must confirm that the race was run in accordance with current RYA PB1 rules and must also include the following documentation:

- a. Final Race results
- b. All Race Bulletins, signed by the OOD and Commissioner
- c. Licences issued at the event
- d. Incident Report Forms with applicable attachments
- e. All protest documentation
- f. Details of any forthcoming appeals
- g. Details of Yellow and Red Cards issued
- h. Any recommendations to be implemented prior to the next race

The OOD should thank the Commissioner, all the Race Officials and the competitors for their contributions to the success of the event.

7.2 FOLLOW-UP

If time permits, collect any feed-back on the running of the event from HoDs and race officials. Document these and lodge with race organisers so that they are available to those organising and running future events at that venue.

8 MAJOR INCIDENT GUIDELINES

8.1 GENERAL

The trend in Offshore racing has been towards higher and yet higher speeds resulting inevitably in a greater likelihood of serious accidents.

Therefore, organisers and officials must prepare themselves for the possibility of having to deal with such an accident. Forethought and planning is essential and will ease the handling of a serious situation to the benefit of all concerned. Do not forget that our handling of such situations has a direct bearing on the face of competence we present to the authorities, the media, and the competitors and to the general public.

Be aware that incidents may occur other than at sea - i.e. car parks, pit areas, craning areas etc. These Guidelines are equally applicable to all eventualities.

It is emphasised that all officials have a responsibility not only to obtain a complete picture of the incident but also to decline to draw any conclusion as to the cause or responsibility, as this may have implications for the RYA insurers. Any information gathered is strictly private and must be forwarded to the RYA without comment. Any unauthorised comment could result in a potential liability and/or claim if insurance cover is withdrawn as a result.

8.2 IN THE EVENT OF A SERIOUS ACCIDENT

It is common sense, but the most obvious signs of an incident are either a large splash or a plume of smoke; these are usually the first signs of an incident and are examples of what to look out for. The following points are important:

VHF SILENCE

As soon the incident has been discovered, it is essential that the Safety Officer is informed. All communications via VHF must be either strictly controlled or silenced. Sensitive matters can be communicated via mobile telephone to ensure privacy. As the incident may be serious and outside assistance may be required from parties such as the Coastguard, full details of local rescue services must be included in the Major Incident Plan.

The Safety Officer will decide if outside assistance is required.

ACCURATE POSITION

This is a fundamental part of the guidelines, although is often overlooked as a first point of call. It is essential to primarily establish exactly where the incident has occurred, and then to make sure the Safety Officer is informed. Position should be given as either the bearing and distance from a mark (e.g. 2.4 nm 185° from Mark 4) or Latitude/Longitude.

RACE NUMBERS

Again, a very important piece of information, it is essential to establish the race numbers of the boats that have been involved in the incident.

NUMBER OF CREW

How many crew have been involved in the incident?

CREW STATUS

Are all the crew visible? Are they all conscious? Are they still onboard or in the water?
Assess medical and/or diver requirements.

INFORM MEDICAL / EMERGENCY SERVICES

This is only as and when applicable, as incidents do not always require medical attention or the emergency services.

RECOVERY

Ensure the boat(s) that have been involved in the incident are safely brought back to shore. If the boats have lost their propulsion, then boats can either drop anchor and wait until the end of the race or be towed in immediately if there is the means to do so. Check for fuel leakage/spillage issues.

CONSIDER RACE ABORT OR CURTAILMENT

To ensure the race is still safe, does it require curtailment or a total race abort? In all circumstances the **OOD MUST** be available for such a decision. The OOD should confer with the Safety Officer and where possible the Commissioner concerning race abort or curtailment decisions. This full process may not always be possible and the OOD should remember that this decision is ultimately his/hers and frequently these decisions have to be made quickly in the interests of safety.

INFORMATION:

Keep a careful note of all boats involved throughout the incident. Collate and keep all radio logs and recordings to facilitate the compilation of post-race reports.

8.3 IN THE CASE OF A FATALITY

When the injured party is brought ashore, death must not be presumed until pronounced officially by a doctor at the site or the hospital. This will automatically set in motion a sequence of events, as those pronouncing death will have to notify the Police immediately as death was not due to natural causes.

NOTE: As soon as exact details are established the RYA (Powerboat Racing Manager) must be informed immediately. Tel: mob 07799640988, or the office 02380 604238 or email john.puddifoot@rya.org.uk

BE AWARE: It will be necessary to provide the RYA with an accurate account of the incident using eye witness statements (see eye witness form PBR18) and any other sources of reliable information so that a detailed picture of the incident can be conveyed to the RYA Insurers and legal representatives and to MAIB who will conduct an investigation into the incident.

When a fatality is confirmed, the following statement can be released through the event Spokesperson to the media:

“There has been a fatal accident. We are not prepared to release the name

until we have received confirmation from the Police that the next of kin have been informed. We hope to issue details soon in a written statement.”

NOTE: The Police may not wish always to inform the next of kin, if a more suitable person is present. But it is imperative that relatives are informed from an official source - not by media persons, paparazzi etc. hoping for sensational reactions and intruding on private grief.

The following should be implemented as soon as possible:

- a. If recovered, the boat/s must be impounded together with any equipment. Arrange for photographs to be taken of any damage to the boat/s. (Everyone has an obligation to retain any material evidence relating to an unnatural death).
- b. The OOD must arrange for all documents pertinent to the casualty and any other parties involved with the incident to be collected and kept in a file. (This file will be used by the Coroner and the RYA.) To include:

Entry form, licences, test papers if applicable, next of kin form, signing-on indemnity, briefing sign-in, scrutineering card and scrutineering sheet.
- c. The Safety Officer’s log will be called for. (This is vital documentary evidence.)
- d. Eye witness reports must be obtained. (The Police will also want to interview those witnesses).
- e. A detailed plan of the incident must be recorded – RYA Incident Report Form refers.
- f. Note any involvement of Third Parties; collect their details if injury or damage has been sustained by them. (This information will be required by the RYA insurers.)
- g. Notify the relevant authorities – see “Major Incident Prompt/Report Form”
- h. There will inevitably be media pressure for more details. The nominated spokesperson should respond as follows:

“We will be issuing a statement on today’s accident at..... Hours in room where there will be an opportunity of interviewing the OOD/Safety Officer ”

Ensure that this is a realistic time, and bear in mind press deadlines.

- i. Choose a suitable private meeting place away from crowds, relatives, competitors and supporters etc.
- j. Give the official title of the designated official responsible for speaking on behalf of the Royal Yachting Association.
- k. Because of its negative content, this meeting should NOT be referred to as a “Press Conference”. The following format is suggested for a “Press Statement” and NOT a “Press Release”. A “Press Release” tells a story whereas a “Press Statement” purely gives facts.

DRAFT CONTENT FOR PRESS STATEMENT IN THE EVENT OF A FATALITY

RYA headed paper.

Time & Date

No title/heading line

The Royal Yachting Association regret to announce that Bill Smith was fatally injured during the second lap (avoid being too specific) of the RYA National Race in Torquay today (date)

It appears that his craft overturned at high speed subjecting the crew to severe water impact. The driver/navigator/co-driver escaped with minor injuries and shock.

Married with three children, Bill Smith - 42 - came from Birmingham where he was employed as a motor fitter. He has been racing powerboats since 1998 and won his class championship in 1999 and 2002.

- ends -

information can be given verbally.

8.4 MAJOR INCIDENT – PROMPT FORM / CHECK LIST (attached)



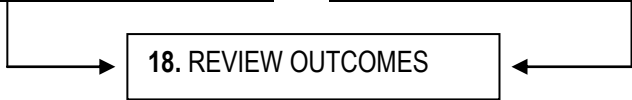
1. MAJOR INCIDENT		
Action:	Tick	Time
2. Radio communication from Safety Boat to Safety Officer using pre-arranged code on emergency (secure) channel		
3. Safety Officer to co-ordinate initial response and call for immediate medical assistance and rescue of casualties		
4. Appropriate emergency services to be contacted:		
• Police - Tel:		
• Fire - Tel:		
• Ambulance - Tel:		
• Coastguard - Tel:		
5. Safety Officer to inform OOD		



6. Abort the race?

Action:	Tick	Time
7. Ensure all boats involved are successfully recovered and secured if necessary		
8. Ensure eyewitness forms are completed		
9. Ensure accident report forms are completed as appropriate		
10. Ensure all relevant parties below are contacted:		
Q.H.M./Harbour Master Tel:		
Port Control: Tel:		
Coastguard Tel:		
Police Tel:		

Action:	Tick	Time
11. Inform RYA Commissioner		
12. Inform RYA Powerboat Racing Manager		
13. Inform & brief pre-arranged spokesperson - name/tel:		
14. Inform RYA PR & Media Relations Officer – Louise Nicholls 07789 556080 (24hrs)		
15. Contact Race Control to establish and inform Next of Kin as appropriate		
16. Ensure media is contained and any requests go through spokesperson		
17. Have appropriate comment given to other teams, officials and general public		



19. SAFETY OFFICER

OFFICER of the DAY

Signed: _____
PBR15 Major Incident Prompt Form 2009

Signed: _____