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DITTISHAM

Sailing Club

Team Leader's Duty Notes

Introduction

As Team Leader you are responsible for the combined tasks of producing a race management team, organising a race or other event and taking temporary responsibility for club premises and equipment.

These notes are intended as a basic guide to successfully and safely managing your session at DSC whether it be organising racing, training or just a session messing about on the water.

The notes are not exhaustive but cover the basics of managing the session under four main headings;

- 1. Getting Started.**
- 2. Setting a Course.**
- 3. Closing Down.**
- 4. Safety and Emergencies.**

Further copies of this document may be downloaded from the club website (www.dittishamsc.org)

1.0. Getting Started

1.1 Before the day

- Check the calendar. If you are not sure what type of race is called for ring the **Sailing Secretary**.
- Check Dutyman to see how your team is shaping up **at least a week** before the day.
- Check the race and tide time and the weather forecast.

You will need to be able to man at least one safety boat for light airs and two for something stronger which means a team of four with two competent drivers. (The Race Box is manned on a separate roster and you should not have to worry about it.)

1.2. On the day

- Make sure you have your own wet-weather gear, an entry fob and your life-jacket.
- You and the team should arrive an hour before the start.
- Decide who will do what, brief your team and issue **radios** and try them. (Use channel 6 or 37)
- Unlock all the double doors and get the safety boat(s) out and the fuel from the fuel locker. (Do you know the combination? It's the same as the race box.)
- Make sure each tank has enough fuel or top them up **before** putting them in the boats.
- Connect the fuel line, check you have an oar, safety pot, tow-rope and **radio** and launch one boat.

There is no choke, the engine starts on the key and kill-cord and there is a raise/lower mechanism on the throttle lever and on the body of the engine. The engine will not start in gear. **DO NOT** fully lower it before you are well out from the beach and get it well up before you land. You might want to test the battery by briefly trying the raise/lower before launching. Make sure you use the kill-cord which should be in the boat (please leave it there when you finish). If either of the big boats malfunctions there is a THIRD boat beside the clubhouse, also battery start but manual raise/lower, which is chained down with a padlock using our universal code. Be careful not to run the engine without at least the first foot of the shaft in the water and check that there is a steady stream of cooling water shooting out from the rear of the engine at all times.

- Before deciding on a course go out and check the actual wind strength and direction **on the water** using a burgee and check that all the fixed marks are in place START/ A W B G.

2.0. Setting a Course

You need a lot of experience and a few training sessions to get this right all the time but here are the basics

- Decide on the windward leg and try to ensure it is a proper beat.
- Try to ensure that the first (windward) mark is a **port** rounding.
- Try not to set this or any subsequent marks in areas of no wind or strong adverse tides.
- Do try to start **on time**. That means the 5 minute signal should sound five minutes **before** the race is due to start.

2.1. Setting the start line

- Set the line so that is at right angles to the wind direction. If you are dropping an **H** mark and using the start box swing the **START** mark around so that the line is square to the wind. If the wind is fluky near to the shore make the **START** mark is an **inner** distance mark not an **outer**.
- If you are using a committee boat start (well done!) again make sure the line is square to the wind and anchor the boat at the **starboard** end of the line.
- Make the line long enough for **twice** the length of all the boats trying to start.

2.2. The course

- If it is not very windy set a small course out of the worst of the tide if possible.
- Try to set a course which includes a run and a reach. A well set triangle is good for reaching but making it a triangle and sausage course will add a run.
- If it is very windy try not to set too many gybe marks. You will be the ones who have to rescue the capsized boats!
- Aim for about an hour's duration for a single race and not more than 35-40 minutes each for two.
- Always set more rounds than you need, you can always shorten course. (By the way, that is **your** decision but you need to radio the box with your instructions.)
- If you have set a fairly complicated course have a safety boat (properly briefed) lead them round.
- Don't be afraid to use temporary marks to improve the course, our fixed marks are useful but not always ideally placed.
- Hold a briefing about 15 minutes before the start and invite questions and comments.
- Make sure any Juniors, their parents or new members are clear about the procedures.

2.3 The finish

- Make sure that your briefing includes the instruction for all boats to pass through the start/finish line each round. If you are using a committee boat it is a good idea to set a leeward mark just downwind of your position to ensure a short beat to the line and avoid the dreaded "hook finish".
- Think about shortening course for the slower boats and give them average lap times to stop the race dragging on for ever. (Don't be afraid to offer to record a finish for a very late boat soldiering on miles behind, if they are holding up the second race.)

Finally, if you are really flummoxed, ask a more experienced helm for help.

3.0. Closing Down

- Check that all the starters are accounted for especially in windy conditions (there may be some poor soul stranded on a lee shore somewhere!)
- Bring in any temporary marks you have used.
- Put the boats away and wash out the engines. (Very simple system, if you don't know someone will show you).
- Remove the fuel tanks, replace them in the locker and **lock it**.
- Visit the start box and give them the details of your team for their records.
- Fill in the **safety boat** and **clubhouse** log books (on the first aid box.)
- Get the radios back from your team, switch them off and replace them in their cradles (charging is automatic).
- Follow the instructions on the "**LAST MAN OUT**" notice on the port hand exit door.
- If you need to leave before everyone has gone you must hand over to a responsible alternate making it plain that **they are now in charge** of locking up.
- Thank everybody who has helped and congratulate yourself if things have gone smoothly!

4.0 Safety and Emergencies

4.1. To sail or not?

Although the universal rule is that it is up to the skippers to decide whether to sail or not, if you are unhappy with the conditions or the number of safety boats you have you should not run the event. If it is very windy but sailable and you are short handed you should ask for volunteers among those proposing to sail to man the safety boats. If you are still not happy, postpone or cancel.

4.2. Accidents.

If someone is injured, particularly by a blow to the head from a boom or in capsizing, it is important that you record it in the accident book. This is because there may be some condition which develops afterwards and we need to be able to show that we took appropriate action at the time. (The accident book prompts those actions).

If medical assistance is required there are several members who are qualified Doctors and many with first aid qualifications. A current list can be found inside the cupboard door of the First Aid box (just inside the wet-room glazed doors). If there is serious injury don't waste too much time checking this list but go to the procedure below...

4.3 EMERGENCY

In case of a severe casualty ring 999. (Use the mobile phone in the radio cupboard).

The operators will ask for a location.

Depending on availability, the nature of the injury and the location of the casualty (on the water or on the land) they will either want you to bring the casualty to **Greenway Quay**

**Official address
Greenway Quay
Galmpton
near Brixham
Grid Ref. 869 549)**

or will send an Ambulance to

**Dittisham Sailing Club
The Foreshore
The Ham Car Park
off Riverside Road
Dittisham
Dartmouth
(Grid Ref. 866 552)**

You could suggest taking them to **Dartmouth Hospital (01803 832255)** and if appropriate **contact the Harbour Office on Channel 11** for clearance for a high speed run down to the pontoon on the north embankment just outside the Hospital/Harbour office. Get the Ambulance people to alert the hospital while you are en route.

Finally, thank you for reading this. We hope it enables you to come away with the knowledge that you and your team provided a safe, well organised and very enjoyable event at the wonderful Dittisham Sailing Club!