



Helensburgh Sailing Club

STANDARD OPERATING PROCEDURE

Use of Club RIBs for Club Activities

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KILL CORDS MUST BE USED WORN AND USED AT ALL TIMES

Kill cords prevent accidents

1. Purpose:

- 1.1. To establish procedure and guidelines for Club members requiring to use Club RIBS.

2. Application/policy

- 2.1. Applies to Club members intending to use Club-owned RIBS for purposes directly associated with organised Club activities.
- 2.2. RIB Drivers/Coxswains must be Club members and must have an RYA Powerboat Level 2 (minimum) or equivalent in order to be approved.
- 2.3. If the RIB is scheduled to act as a Safety/Patrol boat for racing / training, at least one crew member must be 16 or over, physically capable of carrying out a rescue, and dressed and prepared for entering the water if required.

3. Associated Documents

- 3.1. HSCOP-02-Rev01 ~ HSC Emergency Plan
- 3.2. HSCOP-03-Rev01 ~ HSC Safe Storage & Handling of Fuels

4. Definitions

- 4.1. Organised Club activities include –
 - 4.1.1. Racing organised by the Club
 - 4.1.2. Cadet training
 - 4.1.3. Adult Sailing
 - 4.1.4. Sailability Sailing
 - 4.1.5. Open Sailing Days
 - 4.1.6. Other Club supported events
 - 4.1.7. Any other event approved by the Flag officers or Sailing Committee
- 4.2. Coxswain is defined as the person in charge of the RIB
- 4.3. Club Members include: Paid-up members who have been appointed by the Flag Officers to drive a RIB

5. Procedure

- 5.1. PRIOR TO GOING AFLOAT
 - 5.1.1. Check weather forecast and ensure appropriate clothing is worn.
 - 5.1.2. Arrive in sufficient time to re- fuel if required (Important: see 3.2 above) Two hours before the event starts is a good guideline.
 - 5.1.3. Check over the assigned RIB
 - Boat is drained of water

- Bungs in place (in some RIBs there may be two bungs, one inner and one for the double hull)
 - Elephant trunk secured
 - Painters present and fitted
 - Battery charged
 - Tubes fully inflated
 - Fit fuel tank and prime fuel line (Fuel tank must be secured in boat)
 - Anchor, Chain & Warp
 - At least one paddle, preferably two
 - Air Pump and hose
 - Safety Kit (inc. Fire extinguisher, Flares or Mini-flares)
 - Handheld VHF – confirm operating channel – usually “M2”
 - Towline
- 5.1.4. RIB coxswains are responsible for ensuring that their crew are appropriately dressed and wearing personal buoyancy.
- 5.1.5. RIB keys, spare killcords, safety pack, throw line and radios are kept in the clubhouse office.

The above equipment must always be carried.

5.2. LAUNCHING

- 5.2.1. Ensure that personal buoyancy is being worn and that there is sufficient depth of water to float the RIB
- 5.2.2. Connect the fuel line and prime using the bulb on the fuel line – Do NOT over-prime
- 5.2.3. Insert the RIB key and kill cord (ensure that a second kill cord is on-board)
- 5.2.4. Lower the engine fully
- 5.2.5. Switch the engine on
- 5.2.6. If it does not start raise the fast idle lever on top of the control box and try again
- 5.2.7. When the engine starts check that cooling water is being discharged, then reduce revs to idle speed
- 5.2.8. If water is not being discharged, do not proceed. Contact the Race Officer to agree action and advise the Sailing Secretary or Regatta Secretary so that the fault can be addressed.

5.3. AFTER LAUNCHING

- 5.3.1. Before leaving the beach area the driver should conduct a radio check and consult with the Race Officer or event organiser as to confirm duties and priorities e.g. load racing marks, ferry out to race box, monitor launching dinghies etc.
- 5.3.2. Drivers should be aware of the speed limits and in particular run slowly (not planning) while amongst the moorings and small craft.

- 5.3.3. The coxswain driving the 'Lead RIB' is the driver responsible for briefing the remaining RIB drivers as to the split of duties.

6. ESSENTIAL MESSAGE

6.1. Crews MUST REMEMBER THAT:

- 6.1.1. They must consider LIFE BEFORE PROPERTY. Look after the crew first - boats can be salvaged later. If a dinghy crew member requires immediate attention then the dinghy should be marked either with a 'crew safe' red and white plastic tape tied to the rudder. If possible, boats should be left inverted and the crew brought ashore or taken to a "Mother Ship" as quickly as possible.
- 6.1.2. The Race or Training officer is in charge. His/Her direction must be obeyed without question.
- 6.1.3. While it is entirely appropriate for Coxswains to allow their crews to drive, the Cox must take over if a rescue situation develops.
- 6.1.4. At least one RIB must remain afloat until the last dinghy is safely ashore.
- 6.1.5. All RIBS must be removed from the water at the conclusion of the event unless:-
- There is an instruction to leave certain RIBS afloat
 - A Flag Officer or member of the sailing committee advises otherwise

6.2. AFTER THE EVENT

- 6.2.1. RIBs left afloat should be secured either alongside the pontoon in the Marina, on a designated Mooring or tied to the aft of the Champ.
- 6.2.2. If alongside in the marina, the following mooring method shall be used: -
- The RIB should be moored 'BOW IN'
 - 2 x Fore and 2 x Aft lines should be secured
 - Engine should be raised and tilted so that the steering arm is inside its housing i.e. generally wheel is hard over to port.
 - Elephant trunk secured in the closed position
 - Battery isolator off (if fitted)
- 6.2.3. RIBs removed from the water
- After recovery each RIB engine should be flushed out with fresh water as follows: -
 - Attach the muffs to the engine so that the water inlet is covered
 - Turn on the water (you may have to turn the water on at the valve on the Clubhouse wall)
 - Start the engine and run at idle until the water ejected is free of salt (one/two minutes should do it)
 - After flushing remove fuel tank and replace in the fuel locker – fuel MUST NOT be left in boat shed

- 6.2.4. Remove all equipment and return to boat store / office.
- 6.2.5. Fill in appropriate log noting any incidents or defects found.

7. Documentation and reporting

- 7.1. A RIB log sheet (to be found on the office notice board) **MUST** be completed at the end of each day when returning the keys, even if it just says everything is OK.