



1st Avoch Sea Scouts

Dinghy Sailing Operating Procedures

Reference should be made to Policy, Organisation and Rules of The Scout Association. Nothing in these operating procedures or related documents shall contravene the standards set out in POR and other documents of the Scout Association.

All leaders and skills instructors are required to read, understand and sign the document. This document reflects Scout Association and 1st Avoch Sea Scout policy for operating powerboats. Leaders and skills instructors have their own copy of this operating manual. We aim to update the manual on an annual basis or when notified of changes to POR and Association policy.

[Section 1: References to POR and Avoch Comments](#)

[Section 2: Operating Procedures for Sailing](#)

[Section 3: Risk Assessment](#)

[Section 4: Activity Permits for Avoch](#)

[Section 5: Home Area Charts](#)

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Section 1: References to POR and Avoch Comments

[POR 9.1 Activity Rules- Application](#)

[POR 9.2 Preparations](#)

[FS120627 Boat and Canoe Registration and Inspection Scheme](#)

[POR 9.3 Home Contact](#)

[FS120075 In Touch \(Home Contact\)](#)

[POR 9.4 Risk Assessment](#)

[FS120000 Activities - Risk Assessment](#)

[POR 7.2 Emergency Procedures](#)

[POR 9.7 Adventurous Activities Permit Scheme](#)

[Rule 9.8 Adult Groups in Adventurous Activities](#)

[FS120087 Adult Groups in Adventurous Activities](#)

[Rule 9.9 Use of Professional Centres and Instructors](#)

[Rule 9.42 Water Activities- General](#)

[Rule 9.43 Life Jackets and Buoyancy Aids](#)

[FS120603 Water Safety \(Incorporating Lifejackets and Buoyancy Aids\)](#)

[Rule 9.44 Classification of Waters](#)

[Rule 9.45 Water Activity Permits](#)

[Rule 9.46 Boats](#)

[Rule 9.66 Towing of Inflatables Behind Powered Craft](#)

[**POR online**](#)



Rule 9.1: Activity Rules – Application	1st Avoch Comment
<p>Activity rules apply anywhere in the world</p> <p>The former AC has approved sailing activities for 1st Avoch in the following waters: Inverness Firth, Beaully Firth, Caledonian Canal, Loch Ness and passage to and from Rosemarkie. Sailing outside these areas should be notified to a member of the Area Team on each and every occasion.</p> <p>Special events (anything outwith our normal operations with our sea scouts) must have the approval of the DC or nominee.</p> <p>See Rule 9.9 1st Avoch occasionally use staff from Chanonry Sailing Club and elsewhere</p> <p>The Beachmaster has the charge of those not directly involved in the activity.</p>	

[Back to Top](#)

**Rule 9.2 Preparations****1st Avoch Comment**

See above DC approval within defined areas.

Refer to Rule 9.7 Adventurous Activity Permit Scheme. Those leading sailing must have a valid permit or permission to helm given by Chief Peter Jansen or a Chanonry sailing instructor. RYA qualification for leaders and skills instructors does not in itself act as a permit.

The Beachmaster has responsibility for supervision for those not directly involved. A Home Contact will be appointed – refer to Rule 9.3 Home Contact

Sailing in areas outside Avoch Harbour, Fortrose Bay and Muirtown Basin is restricted to those who are scout age and above. Cubs may not undertake powerboat taster sessions outside these areas.

All sea scouts, as a minimum, must be aware of how buoyancy aids and lifejackets work and how to conduct themselves in and around boats.

Sea Scouts must wear a 50n buoyancy aid, if they can swim or a 150N lifejacket if they cannot swim. A maximum of one non swimmer is allowed on each boat; shoes and windproofs must be worn. Consideration must be given to the actual conditions at the time by the leader in charge.

All adults must be aware of the current weather and forecast and how it will affect sailing. Doubt over conditions by any adult involved in the activity will necessitate postponement/cancellation.

All boats and equipment are certified for use; are inspected before each launch; are insured.

For boats on loan from Chanonry Sailing Club: these must be thoroughly checked along with their equipment. Responsibility for checks rests with each permit holder with the leader in charge having overall responsibility.

All adults with supervisory responsibility must be vetted by Disclosure Scotland and the Scout Association. Other adults helping out on an infrequent basis do not have a supervisory responsibility and are not left alone with sea scouts.

[Back to Top](#)



POR 9.3 In Touch (Home Contact)	1st Avoch Comment
<p>The home area is defined as Inverness Firth, Beaully Firth, Caledonian Canal, Loch Ness and passage to and from Rosemarkie. For these areas a beachmaster system is operated from the launching point.</p> <p>Where boats are undertaking a passage from the launch point to another locally, the beachmaster should attend the arrival point.</p> <p>Where sailing takes place outside the home area, or a beachmaster set up is impractical, then a home contact is appointed.</p>	

[Back to Top](#)



Rule 9.4 Risk Assessment	1st Avoch Comment
Aboating risk assessment exists and is understood by all activity leaders and instructors. Dynamic risk assessments take place at the beginning and during the activity.	

[Back to Top](#)



Rule 7.2 Emergency Procedures	1st Avoch Comment
<p>In Scotland, the Scottish Headquarters should be informed. The telephone numbers are: during office hours - 01383 419073; after office hours - 020 8433 7100</p> <p>See below for our procedures for reporting accidents</p> <p>The Home Contact information folder outlines a step by step guide to reporting an accident. The Beachmaster folder contains similar information.</p> <p>No statements may be made to the media by leaders or home contact. All press enquiries are referred to the Duty Press Officer.</p> <p>Emergency Procedures are laminated into safety bottles; are held in the beachmaster folder; and are held in the home contact folder.</p>	

[Back to Top](#)



POR 9.7 Adventurous Activities Permit Scheme	1st Avoch Comment
<p>The DC issues permits for sailing.</p> <p>Chanonry staff must be qualified to RYA Instructor level to lead a sailing session.</p> <p>All leaders have received First Response first aid training or have a first aid qualification</p> <p>Those under the age of 18 obtain authorisation for each activity.</p> <p>The skipper may suspend an activity permit and pass this information onto the DC. Any leader may suspend the skipper's permit and inform the DC. No sailing activity may take place within the Group until the DC has given permission, in these circumstances.</p>	

[Back to Top](#)



Rule 9.8 Adult Groups in Adventurous Activities	1st Avoch Comment
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This rule applies to consenting adults wishing to take part in adventurous activity under the auspices of the Scout Association. Where an adult only group wishes to take part in adventurous activity without an activity permit the factsheet FS120087 must be read and accepted by all. Advice should be sought from the skipper before such an activity.

Adults wishing to take part in adventurous activities outwith the Scout Association may, of course, do so at their own risk.

[Back to Top](#)



Rule 9.9 Use of Professional Centres and Instructors	1st Avoch Comment
<p>We have an affiliation agreement with Chanonry Sailing Club. Supervision of sea scouts remains the responsibility of 1st Avoch Sea Scouts. The agreement has been checked with Scout Association legal advisers.</p> <p>Lochgoilhead Scout Centre is owned and operated by the Scout Association. It is also an AALA registered centre.</p>	

[Back to Top](#)



Rule 9.42 Water Activities- General	1st Avoch Comment
<p>Parents sign a declaration of their child's swimming ability.</p> <p>Once a year sea scouts must demonstrate their ability to swim.</p> <p>A maximum of one non swimmer may be carried in a sailing dinghy.</p>	

[Back to Top](#)



Rule 9.43 Life Jackets and Buoyancy Aids	
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Sea Scouts must wear 50N buoyancy aid for swimmers and 150N lifejacket for non swimmers	
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[Back to Top](#)



Rule 9.44 Classification of Waters	1st Avoch Comment
<p>The following classifications apply- variations have been approved by the Area Commissioner.</p> <p>See charts for visual detail</p> <p>Inner Moray Firth B2 Tidal (reduced to B1 training water in winds not exceeding Force 3 with the skipper in attendance- for Avoch Sea Scouts only)</p> <p>Inner Moray Firth more than 1 mile offshore B3 (reducing to B2 only when transiting across the Firth)</p> <p>Outer Moray Firth (on passage to Rosemarkie from Avoch) B2</p> <p>Caledonian Canal and bays of Loch Ness B2 Inland</p> <p>Main stretch of Loch Ness B3 (reduced to Loch Ness as B1 training water in winds not exceeding Force 3 and with the Skipper in attendance)</p> <p>Muirtown Basin, Avoch Harbour, Fortrose Harbour and slip - C training water</p> <p>Chanonry Point and Kessock Bridge B3 (reducing to B2 2 hours either side of slack water)</p>	
Rule 9.45 Water Activity Permits	1st Avoch Comment
<p>See comment 9.7 above</p>	

[Back to Top](#)



Rule 9.46 Boats	1st Avoch Comment
<p>All sailing boats have marine cover provided by Unity Insurance.</p> <p>Helms check the condition of the boat prior to each event.</p> <p>Hours, damage and near misses should be entered into the log book which is found in the beachmaster's folder.</p>	

[Back to Top](#)



Rule 9.66 Towing of Inflatables Behind Powered Craft	1st Avoch Comment
a. The activity of being towed on an inflatable behind powered watercraft is specifically forbidden.	

[Back to Top](#)



Section 2: Operating Procedures for Dinghy Sailing

Before the session:

Appoint a beachmaster or home contact

Confirm operating area with other coxswains

Select crew and appoint coxswain

The dinghies primarily stay on dry land and require to be moved, prepared, launched, recovered and moved back to storage. Care must be taken to ensure all lifting, pushing and pulling is done with sufficient people to avoid injury. Boats can also be moored alongside the marina pontoons. Refer to separate operating procedure for Launching and recovery.

The boats are normally launched from the harbour slip. Prior to launching they are prepared and all contents checked in the area close to the slip.

The leaders will have obtained appropriate marine inshore weather forecasts prior to the commencement of the day's activities. The decision to cancel sessions will be made by the person(s) in charge of the water. A session may be cancelled or curtailed for any of the following factors – age of participants, ability of participants, tide state, sea state, wind speed, type of precipitation, fog and instructor's abilities. In addition an incident may lead to cancellation.

Check-

- Risk Assessment sheet & dynamic risk assess
- Weather and tides
- Boats for damage
- All equipment is secured
- Personal flotation devices and appropriate clothing including shoes

[Back to Top](#)

Brief crew on each step



Log out crew with beachmaster **or** inform home contact of any changes to crew

Safety briefing for crew including instructions for man overboard

Ensure the bungs are in place

Launch with permission of beachmaster/leader in charge

Bear in mind the need for crew to move the trailer and boat safely. The helmsman should preferably co-ordinate the launch.

During the session:

Listen to the safety boat and instructor- follow their instructions

If you need help you could:

- Head into the wind
- Wave both hands and shout
- Blow a whistle
- Lower your sail
- Wave a paddle

If you capsize, stay with your boat.

[Back to Top](#)



Section 3: Risk Assessment

Risk Assessment- Boating on the Inner Moray Firth

HAZARD	WHO MIGHT BE HARMED	CONTROLS	REVIEW AND REVISION
Drowning	All involved	<ol style="list-style-type: none">1. All involved to wear appropriate buoyancy aids/lifejackets2. Supervision of activity by competent person3. Provision of a safety boat	Easter 2005
Slipping hazards: access to and egress from the water	All involved	<ol style="list-style-type: none">1. Pre-brief warning of slippery conditions2. Warn against horseplay3. Limit numbers on jetty/harbour wall4. Supervision by beach master	Easter 2005
Striking head or limbs on seabed, boats, harbour wall etc	Instructors and participants	<ol style="list-style-type: none">1. Use of deep water where possible2. Pre-exercise briefing of boating in confined areas such as harbours3. First aid training for supervisor	Easter 2005
Lifting injury	Instructors and participants	<ol style="list-style-type: none">1. Use correct lifting	Easter 2005



(person/craft/equipment)		techniques- posture/equipment 2. Use correct technique for emptying craft 3. Safe rescue techniques (RYA Safety Boat)	
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HAZARD	WHO MIGHT BE HARMED	CONTROLS	REVIEW AND REVISION
Sunburn	All involved	<ol style="list-style-type: none">1. Warn of sun dangers2. Offer use of sun block3. Wear hat, shades, long sleeves	Easter 2005
Dehydration	All involved	<ol style="list-style-type: none">1. Take adequate drinking water2. Warn against drinking salt water3. Monitor participants water intake	Easter 2005
Minor injuries	All involved	<ol style="list-style-type: none">1. Warn- one hand for the boat, one for yourself2. First aid course3. First aid kit	Easter 2005
Current/wind sweep to sea	All involved	<ol style="list-style-type: none">1. Appropriate buoyancy to be worn2. warn-stay with the boat & each other3. Provision of a safety boat4. Assess water based on conditions5. Radio/telephone to be carried	Easter 2005



HAZARD	WHO MIGHT BE HARMED	CONTROLS	REVIEW AND REVISION
Collision	All involved	<ol style="list-style-type: none">1. Supervision by competent person2. Awareness of IRPCS3. Provision of a safety boat4. Radio/telephone to be carried5. Adequate insurance	Easter 2005
Capsize/entrapment	All involved	<ol style="list-style-type: none">1. Capsize drill- checking water depth2. Carry knife3. Awareness of boom4. Awareness of balance & trim5. Hand for boat and self6. Provision of a safety boat7. Radio/telephone to be carried	Easter 2005



HAZARDS	WHO MIGHT BE HARMED	CONTROLS	REVIEW AND REVISION
Hypothermia	All involved	<ol style="list-style-type: none">1. Awareness of weather conditions2. Provision of adequate clothing/wet suits/waterproofs3. Spare dry clothing/towels/survival bag4. First aid training for all5. Escape plan for shore evacuation6. Radio/telephone to be carried	Easter 2005
Disease (eg. Weil's)	All involved	<ol style="list-style-type: none">1. Train participants on potential disease avoidance and symptoms2. Encourage regular hand and face washing3. Encourage showering after the water activity4. Cover open wounds5. Avoid known contamination sites	Easter 2005



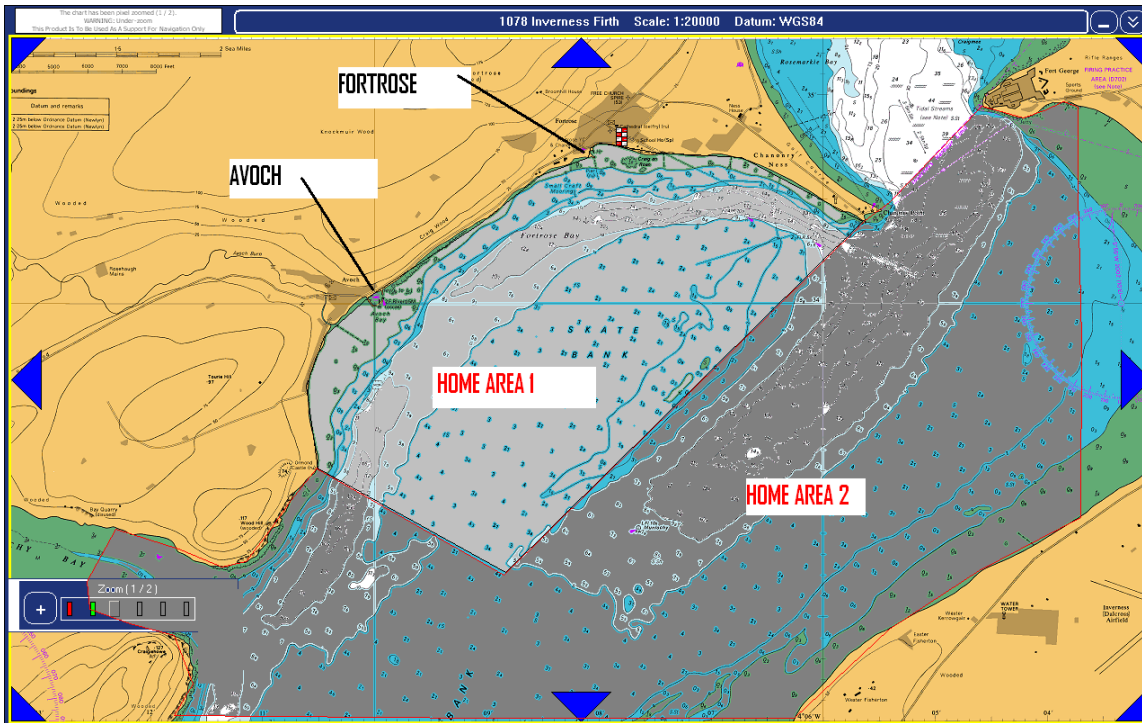
HAZARDS	WHO MIGHT BE HARMED	CONTROLS	REVIEW AND REVISION
Fire	All involved	<ol style="list-style-type: none">1. Regular engine maintenance and checks2. Smoking restrictions3. Fire extinguisher provision4. Safe storage of flammables5. Fire Action Plan	Easter 2005
Man overboard	All involved	<ol style="list-style-type: none">1. One hand for boat-one for self2. Buoyancy to be worn3. Regular MOB drills	Easter 2005

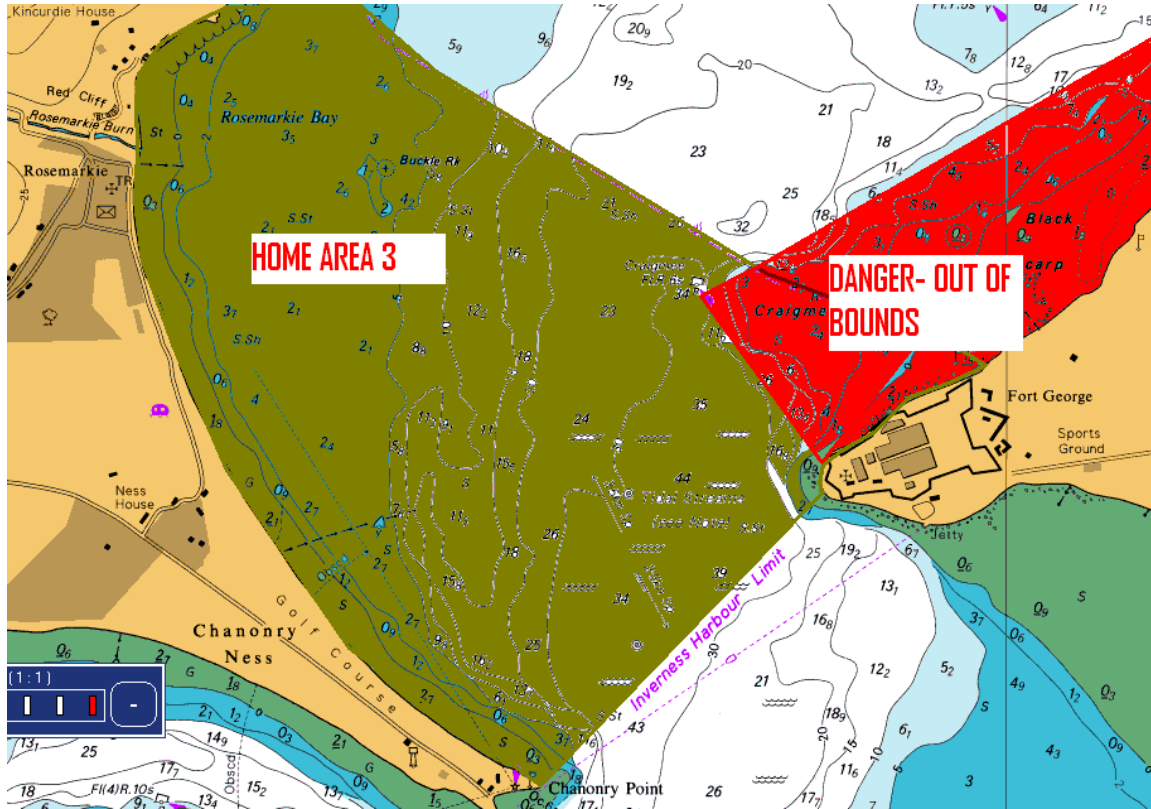
[Back to Top](#)



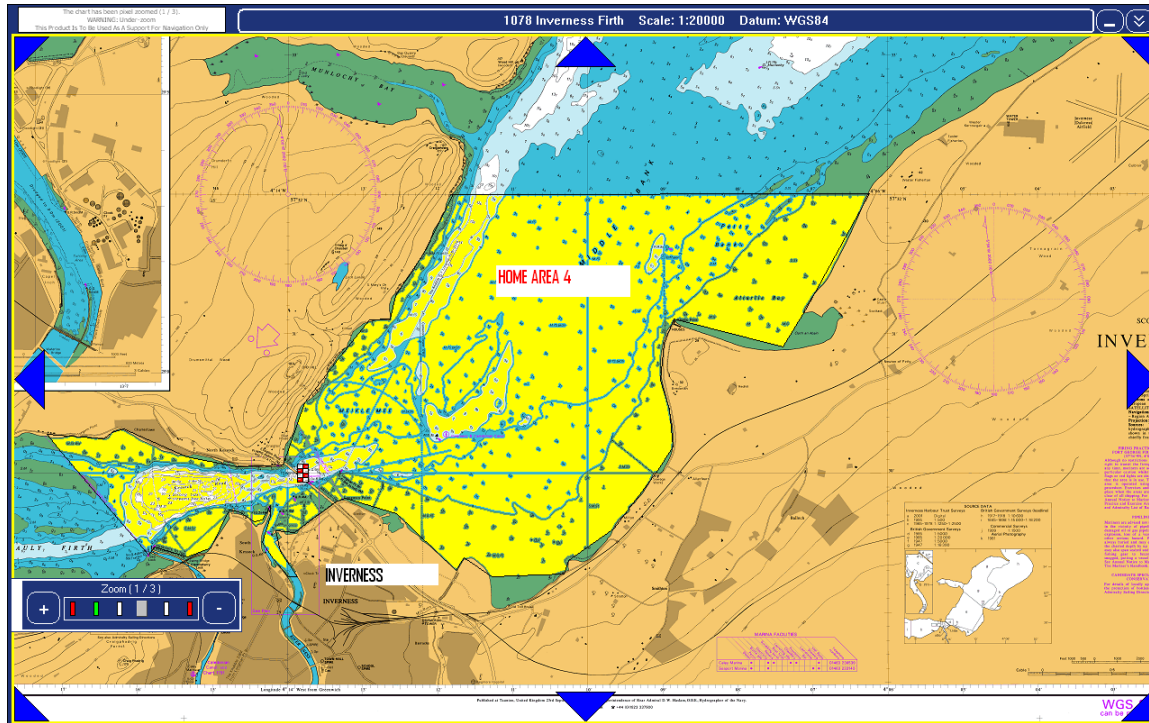
Section 5: Home Area Charts

[Back to Top](#)





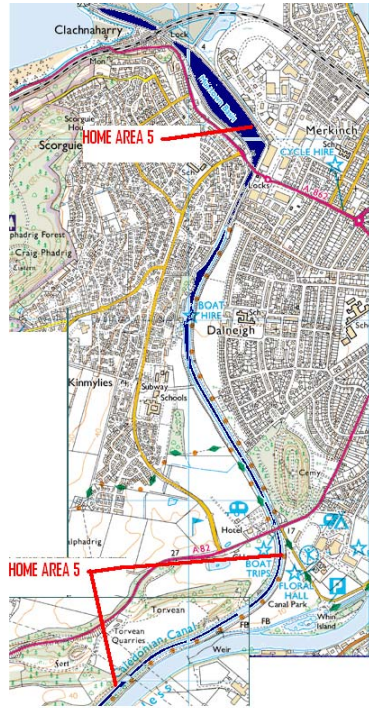
[Back to Top](#)



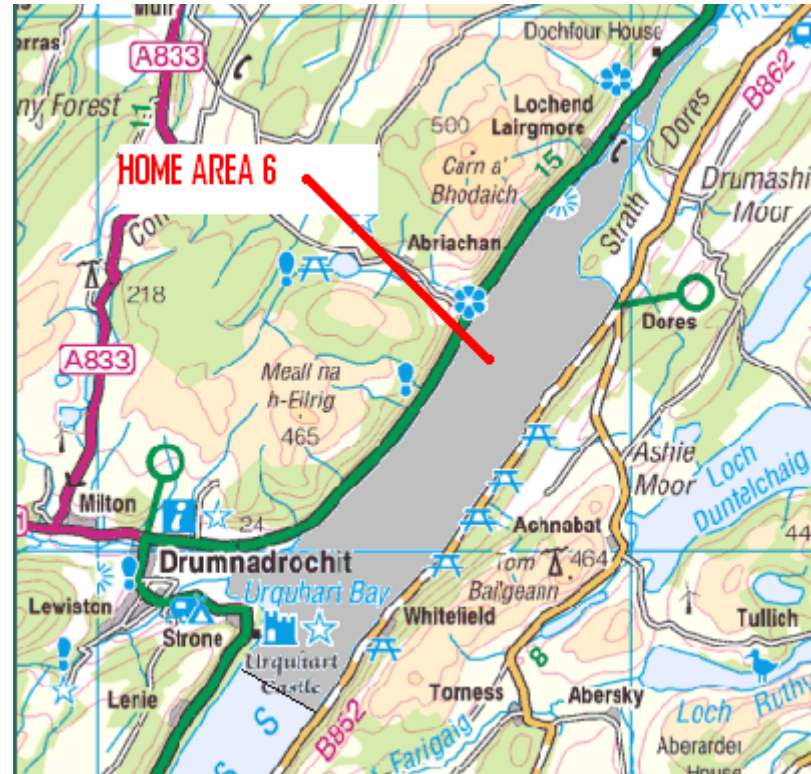
[Back to Top](#)

Home Area 5

Clachnaharry Sea Lock to last pontoon at
Dochgarrloch



[Back to Top](#)



[Back to Top](#)