



INDEX

1. **Vessel standards**
2. **Use of the vessel**
3. **Crewing**
4. **Training**
5. **On-board procedure**
6. **Safety**
7. **Vessel expenditure**
8. **Care and management of the vessel**
9. **Environment**

1. Vessel standards

- i. The vessel is owned by the charity and is for the exclusive use of Sailing for the Disabled. It is not sailed for commercial gain and as it is intended for the exclusive use of the charity, members and guests, it is considered to be a pleasure vessel.
- ii. The charity will comply with UK legislation relating to pleasure vessels as a minimum standard and may, where it is to the benefit of the charity, adopt requirements from other code of practices or standards.
- iii. UK legislation relating to pleasure vessels, will be monitored and reviewed by the Executive Committee to ensure any changes are identified and adopted.
- iv. In addition to the obligations in 1 i) and 1 ii) the charity will comply with any relevant Isle of Man maritime legislation as and when it is enacted. Where this and UK legislation differ the charity will consider adopting best practice. If the vessel is in Manx territorial waters, Manx law must be followed.
- v. Adopted crewing and manning levels will be set to allow the charity to fulfill its operational needs and will be periodically reviewed and approved by the Executive Committee.

2. Use of vessel

- i. The vessel is provided for use of the disabled members of the charity and will be manned and maintained by the charity's members or their agents.
- ii. The use of the vessel may be made available to disabled and special needs clients of community support groups and associations that have been authorized by the Executive Committee. In such cases the carers may be provided from within these organizations.
- iii. The vessel may sail from and to any ports covered by the vessels insurance policy.
- iv. Persons on a trial sail will be given Day membership pending their application and approval at the next Executive Committee meeting.
- v. Guests may be accommodated on day sailings when space is available. Advance bookings will normally be made via the Crewmaster or Skipper.

3. Crewing

- i. The vessel will not normally be scheduled for a sail with less than two disabled persons except in the following cases:
 - a) Training sessions as agreed by the Training Organiser.
 - b) Corporate events.
 - c) Passages for essential vessel maintenance.
 - d) Unless agreed by the Executive Committee.
 - e) Exceptionally when the specific requirements of the client due to the severity of their disability justify the sailing.
- ii. The vessel will at all times at sea carry a RYA qualified skipper and a mate with the appropriate qualification compliant with the charity criteria for sailings:
 - a) RYA skipper to Coastal Skipper or higher.
Any sailing within 60 miles of a safe haven.
 - b) RYA Day Skipper
Day sailings as a skipper or as mate for (ii) a
 - c) Charity assessed Day Skipper
Daylight sailing as mate in local waters for (ii) b
- iii. An exception to the requirements for formal RYA qualification in (a) and (b) above may be granted to individuals whom the Training Organiser has assessed and recommended to the Executive Committee.
- iv. The Training Team shall submit to the Executive Committee for approval all such persons they recommend to sail as Skipper or Mate. The persons accepted will be classified as the approved Skipper or Mate of the owner.
- v. Other active crew will be considered either as competent crew or crew undertaking training and will be expected to partake in organized training to allow progression (to competent crew) and assessment to take place.
- vi. All able-bodied members who wish to sail must submit themselves to the Isle of Man Vetting Bureau procedure. Failure to pass this procedure will result in them being unable to sail and may result in their application for membership being declined.

4. Training

- i. The charity will provide local training sufficient to ensure the crewing and manning levels are maintained to ensure the charity can fulfill its operational objectives.
- ii. Membership of the charity does not bestow any rights on the individual to receive practical sail training.

- iii. The charity's crew Training Team will deliver all formal crew training. The charity does not provide formal RYA training or grading. The members of the Training Team will be appointed by the Executive Committee and consist of an Organiser plus a number of other individuals. All team members will hold RYA Coastal Skipper or higher practical qualifications.
- iv. The charity's crew Training Team will be responsible for the recommended grading of all crew and will do so via assessment sessions and by reference to held RYA and other qualifications.
- v. The RYA qualifications, standards and assessment criteria will be used by the charity in the grading of its crews. All members are encouraged to obtain a formal RYA practical qualification.
- vi. All Skippers must hold valid Maritime Radio Operator Short Range certificate.
- vii. All Skippers and Mates must have completed the formal awareness training.
- viii. All active sailing crew members are expected to undertake the awareness training, which will include instruction on the use of equipment for handling wheelchair users.
- ix. All Skippers and Mates must hold a valid RYA recognized first aid certificate and supply a copy of the certificate to the Training Organiser. Exceptions are:
 - If they have received first aid training in the course of their profession or by experience e.g. doctor, fireman, nurse and have been granted exemption by the Executive Committee.
- x. The training standard will be expected to provide a minimum level of competence.

5. Onboard procedures

- i. On all passages other than a short day sail the relevant Coastguards should be informed of departure and arrival times, crew numbers and destination.
- ii. The nominated Skipper for the sail has a duty to plan the sail, at a level which is appropriate to the passage to be undertaken and in accordance with Solas V requirements. Prior to departure, the Crewmaster must be informed of the names of all those on board.
- iii. On all off Island sails and any that involve an overnight stay at any other port the charity's shore contact must be informed of departure and arrival times, crew names and destination. In addition a time for a call back to the shore contact must be agreed and carried out. Prior to undertaking the sail the name of the shore contact to be used must be added on the sailing program together with their contact number.
- iv. The person acting as the shore contact will act as the vessel's principal point of contact and the vessel's safety monitor. The shore contacts will be appointed by the Executive Committee and will be listed on the charity website.

- v. All persons sailing on the vessel must adhere to all instructions of the skipper and carry out any procedures that are requested of them.
- vi. The vessel's sailing log must be completed for all sailings and will form the official record of passages made. The log will also act as the vessel's accident record book.
- vii. Except in an emergency only persons authorized by the Skipper may use the VHF radio for transmittal of messages.
- viii. Smoking is not permitted at any time within the vessel interior and may only take place in the cockpit with the consent of the Skipper.
- ix. The use of the disabled lifting apparatus must be supervised by a person who has completed the formal awareness training.
- x. In normal circumstances all crew are expected to remove wet weather clothing before sitting in the salon with the exception of the seat at the chart table.

6. Safety

- i. All members should consider Safety as the major issue to address in all we do.
- ii. Skippers and Mates should consider sailing conditions expected to ensure crew is capable of meeting those conditions.
- iii. All crew should ensure members in their care are:
 - a. Briefed about condition
 - b. Dressed for the conditions
 - c. Fitted with appropriate lifejackets and harness if needed
- iv. Skippers should ensure sailing activities match weather conditions and abide by the rest of the Code of Practice.
- v. Skippers should ensure shore contacts are kept informed of Position, Progress and Plans.
- vi. Skippers and Mates should ensure adequate briefing in the use and deployment of safety equipment on board.
- vii. Skippers should make known to crew who has First Aid certificates in the event of a medical emergency.

7. Vessel Expenditure

- i. The charges for fuel, gas, electric, marina and harbour fees shall be paid by the skipper and will be reimbursed upon submittal of a claims form to the Treasurer together with the relevant receipts. Prior to undertaking any cruises the Skipper shall have submitted an estimate to the Treasurer and had approval of the anticipated costs. With the exception of emergency situations should additional expenditure occur on a cruise the Treasurer should be contacted for approval prior to these purchases taking place.

- ii. All food and drink purchased for use on cruises will be the responsibility of the cruise crew.
- iii. Significant repairs off Island must be authorized via the Yacht Manager before proceeding.
- iv. Any expenditure that the charity will be required to pay must have a valid receipt showing SFTD as the payee.

8. Care and management of the vessel

- i. The charity will appoint a Yacht Manager who will be responsible for the vessel's paper work, scheduled maintenance and for arranging repair and purchases of any monetary significance. The Yacht Manager may form part of the Executive Committee and will seek agreement before committing to any expenditure above the limit set by the committee.
- ii. The skipper will at all times have responsibility for the vessel but will not be personally responsible for the cost of any accidental damage occurring during passages, cruises or vessel manoeuvres.
- iii. The crew must at all times treat the vessel with care and will be responsible for the cleanliness of the vessel during and at the end of sails.
- iv. Any vessel defects shall be recorded in the vessels deck log and those that cannot be repaired will be notified to the Yacht Manager.
- v. Malicious damage will result in the cost of repair being recovered from the person responsible and could result in that person being barred from future sailings.
- vi. The vessel's equipment, condition and sailing activities will be monitored by the Executive Committee. The overall management of the vessel is carried out by the Yacht Manager who will liaise with the Executive Committee and skippers.
- vii. In the event of damage being incurred of a non minor nature a written report must be submitted to the Yacht Manager which could if necessary, form part of an insurance claim.

9. Environment

The charity respects the marine environment and at all times will ensure actions taken on board do not harm the environment.

I. Disposal of waste

In carrying out disposal of waste food, domestic and operational wastes produced on board (except sewage), this includes food wastes, paper products, rags, glass, metal, bottles, crockery and similar refuse from all vessels, the basic principles are:

- Put no waste into the sea
- Retain waste on board and dispose of it ashore
- Where practical recycle waste.

i. Disposal of sewage

Basic principle: Do not discharge a sea toilet where doing so would affect water quality or harm the amenity value of the local waters.

Coastal passages

1. Only empty holding tanks into a proper shore facility or into the sea whilst underway at least 3 miles offshore.
2. In areas of poor flushing such as estuaries, inlets and marinas, make use of shore side facilities, holding tanks and pump out facilities or a portable toilet.
3. In marinas, use shore side facilities and brief the crew to do likewise.

APPENDIX 1 – DEFINITIONS

Awareness Officer

The Charity endeavours to educate crews in the caring of its' members who may have a variety of disabilities. The Awareness Officer is charged with the duty of instructing able crew members so that they will become more aware of the needs of disabled members and offer them help and support primarily when engaged in the Charity's sailing activities.

Crewmaster

The Crewmaster is charged with the task of drawing up a workable sailing programme and placing this on the charity's website. He will regularly confer with members of the Executive Committee to achieve a balanced programme.

Training Organiser

It is the duty of the Training Organiser to organize a structured training programme for developing the sailing and boat handling skills of crew members in order to operate the charity's vessel in a safe manner with due consideration to all fellow mariners.

Training Team

*The Training Team will be appointed by the Executive Committee and consist of an Organiser plus a number of other individuals. All team members will hold RYA Coastal Skipper certificate of Competence or higher practical qualifications.
It is the duty of the Training Team to organize a structured training programme for developing the sailing and boat handling skills of crew members in order to operate the charity's vessel in a safe manner with due consideration to all fellow mariners.*

Yacht Management

The vessel's equipment, condition and sailing activities will be monitored by the Executive Committee. The overall management of the vessel is carried out by the Yacht Manager who will liaise with the Executive Committee and Skippers.

Abbreviations

CG – Coastguard (Irish Sea stations – Liverpool, Belfast, Holyhead, Clyde and Dublin).

DSC – Digital Selective Calling (associated with Global Maritime Distress and Safety System)

MCA – Maritime Coastguard Agency

SOLAS V – Safety of life at sea, regulation five

SFTD – Sailing for the Disabled Isle of Man

RYA – Royal Yachting Association (governing body of sailing and boating activities)

VHF – Very High Frequency (as in Marine Radio for ship to shore or ship to ship communications).