



OPERATIONAL Note 1 – Sailing Skills and Competence

This Operational Note sets out the ideal sailing skills requirements for potential Members of Shoestring Group, to be a competent helmsman or crew and these will be assessed by the Training and Safety Officer. This recognition shall be recorded by the issue of a 'Helmsman Certificate' to the prospective Member.

Sailing Skills Schedule A - things you *Must* do to be safe and competent;

1. Take a [RYA approved](#) sailing course - RYI 1 certificate or equivalent
2. Assess the current and forecast weather conditions such as wind speed using the links provided on the SAMM website. If wind speed exceeds gale force 4 or 20km/h and no other boats are on the water, abort the sail for that day (particularly relevant for the Lasers)
3. Wear a buoyancy aid at all times – a Life jacket is better
4. Understand the need for a wet suit and the dangers of immersion after a capsize
5. Bring a mobile phone in a waterproof casing, with the emergency numbers stored
6. Have practiced man overboard to a competent level both in the water and as a helmsman
7. Have achieved capsize drill to a competent level, and be able to right a boat quickly
8. Understand the hazards of the Mar Menor and the "lie of the land" locally
9. Understand emergency procedures and communications needs
10. Be able to swim

Sailing Skills Schedule B - things you *Can* do to improve your safety and knowledge;

1. Read and understand the Shoestring Agreement and Operational Notes
2. Have a reasonable standard of fitness, see at a distance and be able to read and use a mobile phone in a boat
3. Understand the basic principles of a sailing boat and its behaviour
4. Rig a dinghy
5. Understand the buoyancy tanks, waterproof sections and the need to ensure drainage is necessary, bungs are properly in place, ropes are tidy and the correct stowage for all equipment
6. Propel the boat without sails
7. Understand basic maintenance needs and points of potential damage
8. Able to store the boat correctly and understand the need to wash down after use and the use of Tokens for water use
9. Respect the environment of CTD and know how to approach Reception Staff if necessary
10. Know what is in the storage lockers and how to use simple tools
11. Have a list of all Shoestring Members and emergency contact details
12. Understand what the 'tell-tales' are for and how to use them
13. Do a 360 degree turn
14. Safely land a dinghy
15. Safely bring a dinghy to a point on a jetty
16. Understand the fundamental boat terms such as port, starboard, tiller, rudder, keel, bow, stern, shrouds, up-hauls, sheets, reefing, boom and how to avoid being hit, centre-board positions and rudder positions, use of sails, boat balance and effects.



Dinghy Sailing Proficiency

Shoestring Member Competence in sailing a Shoestring Dinghy

Shoestring Group Competence Certificate 2018

This Certificate states that Member has reached a sufficient skill level through training and awareness of dinghy sailing, to safely helm and handle a Shoestring Dinghy. This includes an ability to rig, launch, manoeuvre, retrieve, de-rig and store a dinghy to the satisfaction of the Shoestring Training and Safety Officer.

This attestation does not replace formal training and it is expected that members will have, or will attain at least [RYA Level 1 Dinghy skills](#) or Spanish (or other country) equivalent and continue to improve their sailing and safety-at-sea abilities, such as capsize and man-overboard practice.

By signing below, Members also agree that they have read and understood the Shoestring Membership Agreement and the accompanying Operational Notes.

Sailing Test Completed on:-

Comments;

Signed; *Training and Safety Officer*

Signed; *On behalf of Shoestring Committee*

Copies to member and Secretary



Operational Note 2 - Boat Usage and Safety

Booking

Each Member will be entitled to Book a sail on any of the Shoestring Boats using the [Shoestring website calendar](#). The calendar requires a Personal login, which will be given on Joining. This login should be remembered (your device can be set to remember it and cookies should be allowed).

Only **ONE** Booking may be made at a time, for any time in the future. The next Booking can *ONLY* be made once the previous booking has passed. Booking should show the start time of the sail, the expected duration and the names of all crew. The Booking should also show if more Member crew are required or welcome. If a Member wishes a sail and has no prearranged crew, a Booking may show comments requesting Crew.

Guests

Members may take guests (non-members) on board but the Booking Member should ensure a safe limit on-board for any trip (normally 5 in a Gamba and 3 in a Laser 2000). Members should however, apply discretion as to how regularly they accompany them and should not abuse this extension. Members with family guests may encourage them to sail with them to gain competence and proficiency in dinghy sailing. The booking member must ensure that all guests and crew are listed under each booking, in the booking calendar of the Shoestring Website. A recommended 5€ per Guest should be made and placed in the plastic **Guest Box** for the sail, to help offset any additional maintenance and wear and tear costs.

Prospective Member

Members should ensure that Prospective Members are limited to a maximum of three sails in the year of introduction, to familiarise themselves, before deciding to join Shoestring Group. The full names of the Prospective Members should be included on the Booking Calendar.

Sailing Competence

There **must** be a Member of the Group competent to helm the boat on-board every time a boat is launched. The level of competence is as per Operational Note 1 and will be agreed periodically at an Annual General Meeting, will satisfy any legal requirements and have as a minimum standard, a **Shoestring Competence Certificate** (see Operational Note 1) qualifying a Member's sailing proficiency level attested to by the Training and Safety Officer. External sailing certification will also be encouraged to a minimum equivalent of RYA Level 1 Certificate (dinghy) – see [Shoestring website](#) for these details under "Documents" or go to the [RYA website](#) for details. Such competence will always include the ability to right a dinghy after capsize and the Committee must be happy that any prospective members has completed this test before confirming membership.

Sailing Safety and Incidents

The Booking Member will be responsible for the boat and Crew at all times and will report any incident, injury, problem or damage to any of the Committee as soon as possible.



Shoestring Group has a 'no blame' culture to encourage feedback on incidents or damage. To minimise risk, all Members are strongly encouraged to familiarise themselves with the boats, their sails, reefing, righting and in particular, the correct fitting of bungs, rigging and rudder. Members also should ensure they know how to bring the boat back to shore to avoid any damage at the Pantalan or on the concrete ramp, and how to load it correctly onto the launching trolley.

Extra care must be taken if children are taken on-board and basic safety rules should be implemented by the Booking Member;

ensure that there is one adult per child on-board;

ensure that children are able to swim;

ensure that children wear a properly fitted buoyancy aid or life jacket

Before sailing, a person on-shore must be informed of the time and duration of the sail, and their phone number put into your phone. A means of communication must always be taken on-board (normally a mobile phone in a waterproof case) and this must be useable whilst in the water (i.e. able to be used through a watertight bag). In emergency, **call your shore contact, 112** to call the emergency rescue service or CTD Reception for advice on **968575189**. In the event of difficulty call **Tim Clarke** on **637200874** so ensure all of these numbers are programmed into your phone beforehand.

Solo Sailing

Sailing solo out of CTD Harbour area can be dangerous as capsize is always a possibility in a dinghy and rescue may be impossible if you cannot call for help. It demands a much higher level of sailing competence and awareness of sailing hazards. In cooler Months particularly, hypothermia can set in in under 30 minutes, making physical movement and righting a boat difficult or impossible alone, unless a suitable wetsuit is worn.

Members sailing solo must always,

ensure that masthead flotation is securely inflated and fitted, **or** use their skills and training to determine if a masthead flotation device should **not** be used;

ensure that someone is told that you are sailing alone, knows your intended route and when you will be back;

ensure that you have a working mobile phone in its waterproof bag with the emergency phone numbers logged and you are able to use it;

Survival temperatures in water of the Mar Menor

A capsize in the Mar Menor normally just results in a soaking but with wind chill, the body can cool much quicker than on a calm day out. The table below shows sea temperatures typical of the Mar Menor through the year 10°C is probably the coldest in wintertime and summer temperatures are over 26°C, and these should be considered when sailing solo.

Water temperatures and survival times



Water Temperature		Loss of Dexterity with no protective clothing	Exhaustion or Unconsciousness	Expected Time of Survival
Degrees C	Degrees F			
10 to 15.5	50 - 60	10 to 15 min.	1 to 2 hrs.	1 to 6 hrs.
15.5 to 21	60 - 70	30 to 40 min.	2 to 7 hrs.	2 to 40 hrs.
21 to 26.5	70 - 80	1 to 2 hrs.	2 to 12 hrs.	3 hrs. to indefinite
Over 26.5	Over 80	2 to 12 hrs.	Indefinite	Indefinite

These are average figures and it should be remembered that physical stature, age and fitness can affect them.

Emergency and First Aid

Every Member should know how to communicate in an emergency and is encouraged to understand and practice the techniques of rescue at sea (man overboard) and Cardio Pulmonary Resuscitation (CPR), along with the symptoms of heatstroke, hypothermia and methods of treatment. Members should also be aware of basic First Aid methods and reminders of these can be found on the SAMM website, under the top Menu [‘First Aid’](#). To prevent dehydration, on all trips however short, the Crew should always carry water, securely stowed.

General Boat Maintenance

Members jointly undertake to ensure that the boats are properly maintained so that they operate in the most safe and efficient condition. To comply with this, the boats used must be washed down with fresh water, cleaned after each use and correctly stored in full readiness for the next Member’s use. Sails must be dry before folding and subsequent storage. If any fittings are damaged or lost, the Member responsible must inform the Maintenance Manager or Assistant Maintenance Manager either directly by phone, by email, or [via the Shoestring Maintenance website](#), after logging in, so the item can be repaired or replaced as soon as possible to maintain the boat ready for use. Halyards, Stays, bungs and other structural components such as nuts and bolts which secure fittings must be checked before launching and tightened or adjusted as necessary. Boats should be left (covered where appropriate) in a ventilated condition (vent covers off) and drains and bungs out and all sheets uncleaned.

After a Sail

The boat and trailer must be properly washed down, ventilated appropriately and stored in its allocated space in the CTD yard. All personal items must be removed from the boat after use and the boat and trailer covered and locker secured, with sails dry and stored properly on the boat or in the provided lockers. If necessary, the sails must be washed down and dried before storage. Personal belongings must not be left in the lockers after a sail and **any suspected defects or damage must be reported immediately to the**



Maintenance Manager or one of the Committee as per the [Shoestring Maintenance website](#) information.

Booking Member’s Responsibilities

Solo sailing (see above) carries higher risk unless other SAMM or Shoestring boats are nearby at the same time so Members must state on the Calendar if they intend sailing Solo and assess their intended sail beforehand to minimise risks from the weather, underwater hazards, distance from assistance, communication and set of sails.

Members must at all times be aware of, and responsible for their personal safety and the safety of others on the boat. Practice of specific manoeuvres such as ‘man overboard’, ‘capsize drill’ etc. may only be carried out by prior arrangement with the Training and Safety Officer, though practice in picking up a dropped buoy is encouraged.

Members must familiarise themselves and the crew with relevant emergency provisions such as sea conditions, wind direction, nearby underwater reefs and hazards, bailing equipment, buoyancy tanks, first aid kit, sail reefing, capsize procedures, man overboard aids (throwing out the safety rope) and most importantly, ensure that all crew are wearing buoyancy aids or life preservers and carry water on board.

Members should normally ensure that the mast-head buoyancy aid is inflated fully and securely fitted before launching. This helps prevent possible inversion and the mast fouling the bottom of the Mar Menor and sticking, should the boat capsize.

The Shoestring Group accepts no responsibility for the safety of individual Members. Each person on board is responsible for his or her own safety and must always follow the instructions of the Member who is charge of the boat. The correct clothes for predicted conditions, buoyancy aids/life preservers and necessary safety equipment must be considered before sailing and worn at all times by all persons on board. The safety aspects of the boat must always be checked before embarkation. It is the responsibility of the Member in charge to ensure the mandatory safety measures are followed, and to give consideration of the weather conditions and ages/abilities of the crew before sailing.

Members should note that information and data on our boats can be read on the [Shoestring website](#), under “Documents”.

© Shoestring Group 2018

~~~~~