EVENT MANAGEMENT PLAN
FOR SHOREBASED STARTS & FINISHES
Open Dinghy Regatta

Saturday 1 August 2026

Chanonry Sailing Club, The Harbour, St. Andrew's Walk, Fortrose, IV10 8TP
www.chanonry.org.uk

ITEM	ACTION
SITUATION We sail in one of the most beautiful and safest coastal venues in Scotland. We have an excellent safety record, based on the principle of boat skippers being responsible for their own decision to go to sea. Nonetheless, it is possible that circumstances arise which will require coordinated efforts of the safety team to ensure we maintain this record. Hopefully, this will not occur, but it is appropriate to be prepared. **RISKS** Risks shall be assessed by the Race Officers and Lead Safety Officer on the morning of the event at **10:45 Saturday** according to Appendix 1. In addition to the normal risks expected with club racing, the Event introduces the following additional challenges: • A larger number of participating boats in similar classes. • Difficulties of varying experience among all competitors. Some of these competitors may be semi-professional, some barely experienced and some may be youths or Cadets participating in a Regatta for the first time. • Children get colder much quicker than adults. If in doubt, get them to a warmer environment. • Changing weather conditions and a distance from shore. • Possible gaps in communication cover using handheld radios. This document should be read with the Notice of Race and Sailing Instructions. **In the absence of a post holder, references to "Event Organiser" mean the Sailing Sub-committee.**	
MISSION The mission of the Event Safety Team is to provide effective safety support to competitors on the water.	
EXECUTION **PRE-EVENT DAY**	
The Sailing Sub-Committee will produce the Entry Forms, Notice of Race, Sailing Instructions, sign-on/off sheets and event publicity.	Sailing Sub-Committee
The Sailing Sub-Committee will nominate appropriate club members to run the event and alert the Safety Boat convenor, the fuel monitor, the radio monitor and Training Principal to check that club equipment is serviceable and available. The Event Organiser will task a club member to prepare the inflatable orange pillar buoy. The Sailing Sub-Committee will approve this Safety & Event Management Plan.	

ITEM	ACTION
SAFETY & EVENT MANAGEMENT TEAM	

Function	Saturday
Race Officer	
Assistant Race Officer	
Lead Safety boat (RIB) (flying dayglow flag)	
All duty volunteers	Refer to the DutyMan Duty Rota at www.chanonry.org.uk/duty-rota.html

EVENT RESOURCES

Item	Detail
Starter's Box	Air horn, Flags, 2 Radios, Binoculars etc
Safety Boats	Ness and Beauly

EVENT DAY – PRE-START	
The RO and RIB crews will meet at **11:00 hrs** in the club room to confirm that all preparations are in place and to review the weather and the forecast. At this point the RO will decide to start the event as notified, postpone the start or if the weather or forecast is deemed unsuitable, abandon racing for the day. The RO will take heed of winds forecast to be F5 or greater or if reduced visibility is forecast during the anticipated duration of the races. The RO may also opt to change the Sailing Instructions and must therefore post a notification at least 60 minutes before the race start. The RO will cover these points when briefing the safety crews.	RO RIB Crews
The Event Organiser will ensure that entries are taken in the Race Office from **11.15 hrs**. The Beachmaster will keep a running total of numbers of 'souls' entering including crews on Committee Boat and RIB crews.	Event Organiser Beachmaster
The RO will brief competitors outside the club house on Saturday at **12:00 hrs**. in the event of a postponement the RO will advise competitors of the revised time for it. The briefing will cover factual and safety matters including the direction of course, the intended location of the race marks, the abandonment signal, suggested actions in the event of poor visibility and strong winds.	RO
During the competitor briefing, the safety boats will launch, test their radios then standby in the vicinity of the harbour. They will remain under the direct control of the RO after race start as dictated by radio connectivity.	Ness, Beauly
Before the first start the Beachmaster will inform Aberdeen Coastguard on 01224 592334 of the event, and the total number of boats and 'souls' intending to be on the water, including the RIBS.	Beachmaster
Keeping Tally: The Beachmaster will keep a running total of those still afloat once boats start to come ashore for any reason.	Beachmaster
Emergency rations: Each RIB shall carry an emergency rations pack containing water and chocolate and available from the Clubhouse Galley before going afloat each day.	Social Lead RIB Crews
RIB Equipment: The RIB crews should prepare their boats in accordance with the standing club RIB instructions and list in the Side Store with the following additions for Beauly & Pioner:	RIB Crews

ITEM			ACTION
• Two handheld radios per boat • Flag 'S' (Beauly only – from the Regatta set)			
Fuel: In addition to a full main tank on launching, Ness and Beauly should carry a full spare tank of fuel. RIB helms should be aware that any towing activities can triple normal fuel consumption.			RIB Crews
COMMAND & CONTROL. A 3-tiered system will be used.			
Tier	**Responsible Person**	**Key Safety Responsibilities**	
Gold	Race Officer	Decides to start, delay or abandon racing. Keeps tally of competitors on the water and coordinates deployment of safety boats on the water for the period before, during and after racing in conjunction with the lead safety boat helm. Ensures control of shore-based activities in event of a major incident. Coordinates the deployment of RIBs on the water after race start.	RO
Silver	Lead Safety Officer	Monitors radio communications, especially those involving safety boat crews. In discussion with the RO agrees the need to initiate MAYDAY or PAN PAN call to Aberdeen Coastguard if external assistance is required on the water.	LSO
Bronze	Beachmaster	Fleet launching: Informs Aberdeen Coastguard that we are sailing and how many boats/people are on the water. Boats safely ashore: informs Aberdeen Coastguard that all safely accounted for and ashore. Summons an ambulance if required. Initiates MAYDAY or PAN-PAN call to Aberdeen Coastguard if external assistance is required on the water.	Beachmaster
	Safety Boat (RIB) Crews	Maintain a good lookout and respond to competitors requiring assistance. Communicate with the Safety Officer on progress with each incident where competitors require assistance.	RIB Crews
Communications. The working channel will be Marina 1/37A with all sets on **high power**. The **Beachmaster** will monitor Channel 16 on dual watch whenever possible. In the event of any incident when external help is required, the **Lead Safety Officer in discussion with the Race Officer will initiate the requirement to make the appropriate emergency call to the Coastguard.**			Beachmaster LSO and RO

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SAFETY PLAN - LEVELS OF ESCALATION **LEVEL ONE** Race crews push boats to their limits and capsizing is reasonably common. Safety Boats need not race to a capsized boat immediately if the appropriate number of crew can be seen. Attend promptly if there are any doubts concerning the safety of crew. Confirm attendance at a boat with the Safety Officer on the current operating channel. **LEVEL TWO** Should 66% of the available safety boats be assisting in a rescue the Race Officer is likely to discuss the situation with the Safety Officer and consider whether the capacity of the safety cover is about to be overwhelmed. An instruction to begin removing crew from stricken boats may be imminent. Abandonment of racing may occur, at the discretion of the Race Officer. **LEVEL THREE** If the Race Officer believes that the capacity of the safety cover is about to be overwhelmed an instruction will be given to take crew only from stricken boats and abandon vessels. Racing will be abandoned by the Race Officer. • Signals will be given on Channel 37, with the instruction **'Remove, Remove, Remove'** transmitted. • At this point the Beachmaster will inform Aberdeen Coastguard of the situation and, **if appropriate**, assistance from the RNLI requested. • When removing crew, best endeavours will be made to attach a 'crew taken off' mark to the boat's pintle or gudgeon. • The Race Officer will designate safety boats to assist with the transfer of crew to Fortrose Harbour or another safe vessel. Should anyone require first aid or medical assistance, Safety Boat Helms should communicate with the Lead Safety Officer on Channel 37, and they will be given priority on getting to the harbour.	
DURING THE RACE	
The RO will have discussed the disposition of the RIBs during the pre-race briefing for RIB Crews. Disposition will normally be one RIB near the windward marks, one near the leeward marks and the third at 'mid field'. The LSO will manage disposition after the race start.	RO
RIB Reaction: RIBs should react to any incident they observe unless they believe there is another RIB in a better position to do so in which case, they should report their observations to the LSO and failing that the RO. When reacting to an incident, the RIBs should give a brief 'situation report' to the LSO. If any RIB requires assistance, they should call the LSO and failing that the RO.	RIB Crews
Dealing with Casualties: The priority is to assist people, not boats. It is highly unlikely that the RO will release RIBs to undertake towing while the event is ongoing. RIBs should be prepared to take-off casualties and endeavour to fix a 'crew taken off' buoy to the abandoned boats. If boats are abandoned the RIB crew must inform the RO (possibly via LSO) who may in turn, ask the Beachmaster to inform Aberdeen Coastguard on Channel 16. Any casualties requiring medical treatment should be given first aid and landed as soon as possible – this may mean taking them to Avoch rather than Fortrose. If an ambulance is required, this should be relayed to the RO who will ensure that an appropriate 999 call is made. While most	RO/Beachmaster

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incidents are likely to involve dinghy crews, the race management team can also sustain injury or be knocked overboard requiring RIB assistance.	
Unexpected Poor Weather The RO will signal either race abandonment or shortening of the course: • If the wind drops, and it is unlikely that any boat will finish within the time limit. • If the wind freshens to the point where dinghies start to retire and the number of dinghies in trouble tends to exceed the capacity of the safety team to cope in a timely manner, the RO will normally signal race abandonment unless the race is at a stage where it makes more sense to allow it to conclude. Should dinghies retire indicated either by notifying a RIB or by their actions, the RO may need to consider nominating a RIB to act as their shepherd. • If visibility deteriorates to the point where the safety crew collectively are unable to maintain visual contact with the dinghies, the LSO and RIB crews should advise the RO who may decide to signal race abandonment unless the race is at a stage where it makes more sense to allow it to conclude.	RO
Shorten Course Procedure - RRS 32.2 In light wind conditions the RO may decide to shorten the course at a mark that is not the Finish Line. Shortened Course will be signaled by displaying flag S and making 2 sound signals from a RIB, or other boat, at a rounding mark before the first boat reaches the mark. The finish line will be between the mark and the boat displaying flag S, or in the case of a gate, between the gate marks. Normally, Beauly will carry flag S and, for a shortened course other than at the Finish Line, Beauly should position herself as directed and make the appropriate signals. If Beauly is not available to do this, the RO will request another RIB to collect the flag and make the signals. The RIB on the shortened course finish line should identify each finisher by radio using either boat name or sail number and transmit the word "now" as they cross the line. The RO shall ensure that the recorders note the boat details and finishing time (hours, minutes & seconds). If practically possible, the RIB crew shall record the order of boats finishing and pass this to the RO after the race.	RIB Crews
POST EVENT The Beachmaster will telephone Aberdeen Coastguard once all dinghy competitors are ashore. The RO will release RIBs for recovery when it is clear no safety issues remain on the water. The RO will then verify provisional results using Sailwave and display them in the clubroom.	Beachmaster RO RO
KEY POINTS Key to safety at the event will be personal preparation, the maintenance of a good look out and clear communication of what you are seeing and what you are doing.	

ITEM	ACTION
DISTRIBUTION The Event Organiser shall distribute the final version of this plan to: • Race Officer • Safety boat crews • Webmaster (for publishing on the website with the other event documents & for archive) • Social Lead (preparation of six RIB crew lunch packs and six emergency ration packs (2 per RIB)) • RIB Convenor (ensure RIBS are operational) • Fuel Monitor (ensure all fuel containers and tanks are full) • Radio Monitor (ensure all radio batteries and signal horn are charged and items are operational) • Member responsible for preparing any inflatable marks	Event Organiser

EVENT RISK ASSESSMENT

Event Dinghy Regatta		**Dates** 1&2 August	
Race Officer	**Safety Officer**	**Assistant Race Officers**	
	Day 1	**Day 2**	**Comments**
HW Time and Height			
Wind direction/ strength			
Weather conditions (Wind/Wind Chill/ Visibility)			
Sea State (wind against tide)			
Safety cover			
Types of boat			
No. of competitors			
Age of competitors			
Experience of sailors (relative to expected conditions)			
Special considerations (disabilities/medical)			
Briefing Issues			

RO **Safety** **Date signed**