



Ogston Sailing Club



OOD INFORMATION MANUAL

TO BE USED FOR THE FOLLOWING

PURSUIT RACING SERIES

DO NOT USE FOR

HANDICAP RACING

PREMIER CLUB EVENTS

(Alternative manuals are available)

**NOTE: THE LENGTH OF A PURSUIT RACE
IS NOW 68 MINUTES FROM THE TOPPER
START**

Contents

- Page 3 -** Quick Guide to running a Pursuit race
- Page 4 -** Schedule of Start times
How to start & stop retreat
- Page 5 -** Closing down check list
- Page 6 -** Quick tips on running a successful race & setting a good course
- Page 7 -** Main points to consider when running a race
- Page 8 -** Map of reservoir , showing positions of the buoys
- Page 9 -** Notes on rounding Marks
- Page 10 -** Setting a start line
- Page 11-** Key points for pursuit racing
- Page 12-** All flags necessary for the days racing
- Page 13** Flag & sound sequence for the Starts
- Page 17 -** How to sound an individual recall
- Page 18-** How to postpone a start
- Page 19 -** Finishing sequences
- Page 20 -** How to abandon a race
- Page 21 -** In Race procedure
- Page 22 -** Protests
- Page 23 -** Serious accident, action and reporting.

Quick Guide to running a Pursuit race

Collect, Check & Complete before leaving the jetty

- Collect the radios. Check that they are charged, all on the same channel & working, then place in waterproof covers. Distribute to, yourself, safety crew & the signing on hut.
- Collect relevant paperwork from the radio store for the days racing. A signing on sheet for each race; A results sheets for each race; A lap check sheet for each race; one OOD's log sheet and one safety officers log sheet.
- Brief your safety crew. You may need the X, Y or the start gate buoys moving.
- Make sure you have pens/ pencils that work; also you have at least a couple of stopwatches & a watch / clock.
- When you are on Retreat, check that all the necessary flags & course numbers are present & in working order.

Schedule of start times for Pursuit races:

Day	1 st Race	2 nd Race
Wednesday (Early & Late)	19:00	
Wednesday (Daylight Dash)	18:30	
Saturday	14:00	15.30

You must **not** start the races before these times.

How to start retreat:

Insert red plastic (cut off) key into rear bulkhead & the ignition key into the main bulkhead near to the wheel.

Make sure that the red 'T' shaped stop lever is fully depressed. (on top of the gear lever casing)

Make sure that the gear lever is upright then depress black centre button and at the same time move the gear lever forward (this engages the throttle without engaging the gears)

Turn the ignition key slightly but not fully (this is the glow plug activation). Wait 25 secs then turn the key all the way & hold until the engine fires. As soon as the engine fires release the key and move the gear lever back to the upright position.

To stop retreat:

Pull the red stop lever up. When the engine has stopped turn the ignition key to the off position.

CLOSING DOWN CHECK-LIST

RETREAT

- Make sure you leave the committee boat clean, tidy & secure as you found it.
- Fill in the OOD log. This helps the Sailing Committee to rectify any faults

FORESHORE

- Remove blackboard instructions.
- Lock all huts and fuel store.

CLUB HOUSE

- Display results sheets and logs on the results board and leave the entry sheets in the rack below.
- **Switch off the radios and plug into the chargers.**
- Leave ALL keys in the key press.
- Ensure that the safety crew complete the Safety Log.
- Ensure all accidents are entered into the accident book by the bar.

& FINALLY

If necessary report any damage by telephone to the :

Commodore
or
Vice Commodore

and any damage to Retreat / Safety boats to the:

Rear Commodore (Safety)

Quick tips on running a race & setting a course

Please take note of the following quick tips to ensure a good days racing.

- Get to the club early so you have plenty of time
- Take pride in setting the best course you can
- Set the longest beat possible without having the windward mark in the shadow of the windward bank
- Make sure there are reaches & runs in the course
- Make sure you motor around the course to check the wind direction & strength at each mark
- Remember that movable marks can be used
- Use safety to move & set marks
- Record the times for every boat when they cross the line every time
- Hope all goes well , and ask the sailors between the races if the course is ok

A Note on Safety

As OOD you are responsible for safety provision for the day.

Familiarise yourself with the Safety Procedures in the manual on retreats door below the flag box .

In conjunction with the safety crew assess the conditions for the day, the number of boats on the water and the general level of experience.

You can minimise risk by setting courses involving fewer gybe marks, less crossovers etc.

If you think that safety will be compromised by the number of available patrol boats, then arrange for another one to be launched and manned, if necessary postpone racing until this is done. If a racing team is drafted in to do a safety duty then mark this on the results sheet so they can then receive average points.

Never allow a safety boat to tow an abandoned boat back to the jetty during a race as this compromises safety cover for other competitors

- the priority must always be :

Bodies not Boats.

6 Main Points to consider when running a race

- The wind direction & strength
 - The course
 - Keeping on time with each race
 - The start line
 - Correct sound signals & flags
- Keeping times for each lap of each boat

The Reasons

Wind Direction: This has a major impact on what courses are available to you to make sure everybody has a good & fair days racing.

Wind strength: None or very little wind, keep the courses small & manageable.
Windy, try to avoid too many gybes. This will minimize the capsizes!

Course: the **MOST important part to get right:** It is much better to set a good course that everybody likes & wants! You may get compliments about your course, then everybody goes away happy!!

The ways to achieve this:

- Study the wind on the water
 - Use one of the default courses shown (see the folder on retreats bulkhead) for each appropriate wind direction
- If in doubt ask one / all of the nominated course consultants listed below

Jon Ward, FF; Simon Knighton, Phantom; Dave Driffill, FF; Martin Bradley, Solo; Martin Honnor, Solo

- If you feel confident and want to go it alone, **TIP:** Keep the course in the wind, refer to the relevant course map (make sure **NO** marks of the course are in the shaded areas shown on the default courses for the prevailing conditions) & that there are no superfluous marks / buoys.

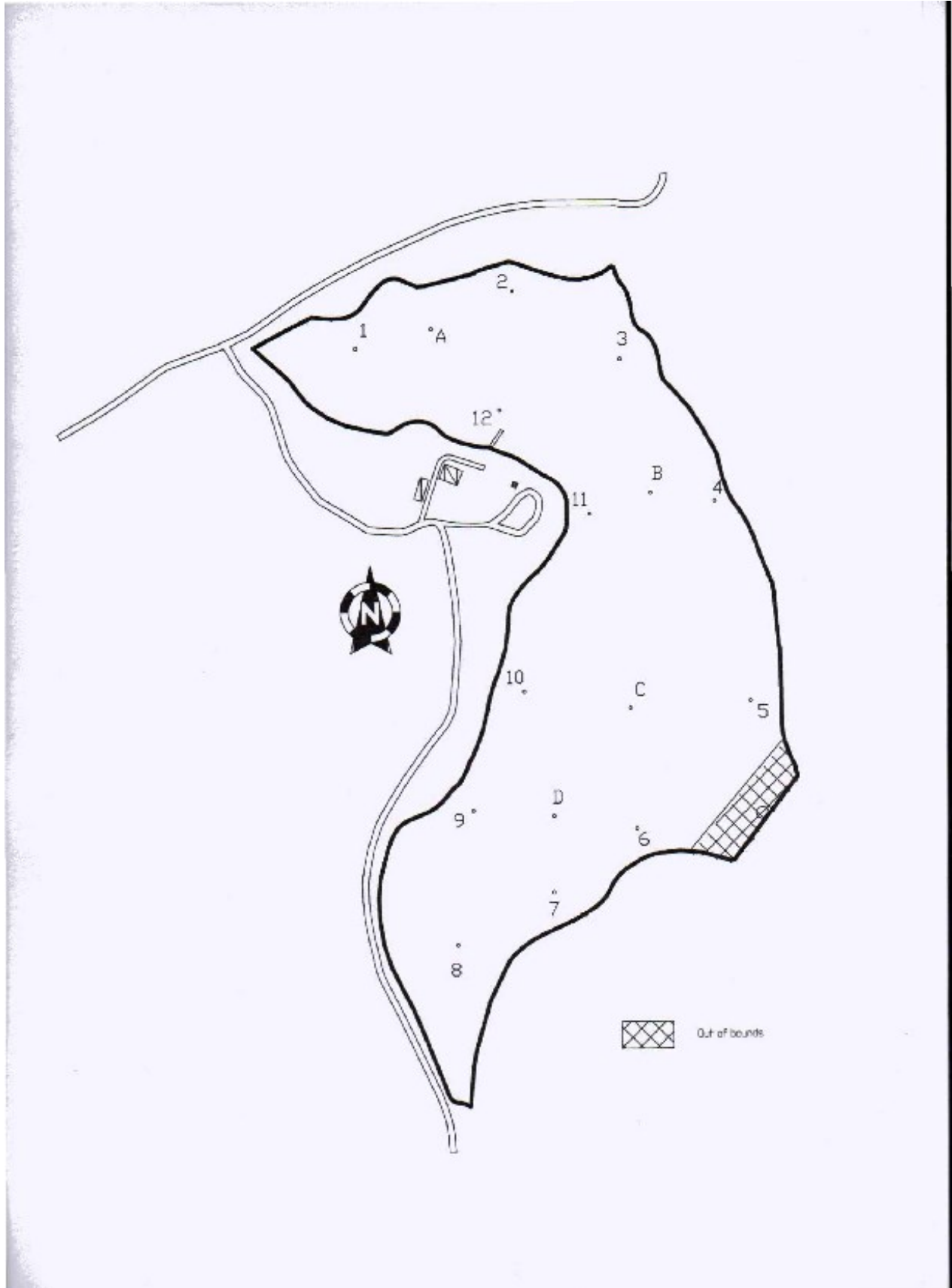
Try and keep the race length to approx 1 hour for the majority of the fleet, this usually means the leaders sail for approx 50- 55 mins

Start line: Try & set this to give a long first beat and should be set perpendicular to the wind **TIP:** do your very best, but it should not unduly delay the start of the race as the wind at Ogston always appears to change just after the 5 min signal. Usually the location is more important than it being truly perpendicular.

SOUND SIGNALS & FLAGS:

It is important to get this right as the competitors use these to time their start & finish if you get this wrong the whole race could be protested. **TIP:** If you shorten the course try & keep all the competitors who are in contention for winning on the same lap, this will keep it fair for all !!!!

Map of Reservoir Showing approximate Positions of the buoys



A note on rounding and passing marks

Before finalising your course you need to consider the implications of Rule 28.1 which states:

28 SAILING THE COURSE

28.1 A boat shall start, leave each mark on the required side in the correct order, and finish, so that a string representing her track after starting and until finishing would when drawn taut

- (a) pass each mark on the required side,
- (b) touch each rounding mark, and
- (c) pass between the marks of a gate from the direction of the previous mark.

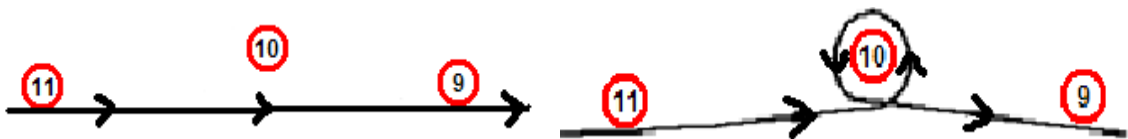
Rounding Marks

If the string does not touch every mark (as in this case) then you have a problem and need to rethink your course. Having to loop the mark in this course is dangerous as you will have boats on different points of sailing with different rights competing for the same piece of water and it spoils the leg from 11 to 9, in this course number 10 is superfluous.

A clear change in the direction of the course at every mark you use will prevent this from happening.

The string does not touch.....

and so the mark has to be completely rounded.



Important !

You MUST **ROUND** marks, NOT PASS them !

SETTING A START LINE

Committee Boat start

All flags and equipment should be in the black box on the Committee Boat with you. Check the contents before leaving the jetty.

Retreat has an on-board sound system. Guns are only required for Open Meetings.

There are alternatives to the sound system

- Air horn.
- Gun - Normally only used for Open Meetings.
- Whistle

If it appears that a true windward leg is not possible using one of the fixed marks then position the 'X' or 'Y' mark before setting the line.

Consider the ideal position for your start line:

- Allow as long a first leg as possible.
- Position the start line so that the line is at 90 degrees to the true wind (slight bias to port).
- Avoid sheltered areas.
- Allow sufficient clear water, particularly at the starboard end of the line, to allow boats to manoeuvre.

Carefully choose your position for the committee boat end (Starboard) of the start line & anchor retreat using sufficient chain & rope to allow adjustments of the start line should there be a change in wind direction.

Use the safety boat to position the outer distance mark so the start line is perpendicular to the wind & is wide enough to accommodate the number of boats competing .

Check the angle of the line and adjust if necessary.

Finalise the plan of the course (not forgetting to incorporate a gate in each lap) and then display it along with the number of laps on the rear of the committee boat.

Pursuit Racing

- key points for OOD's

Familiarise yourself with the Sailing Instructions and this manual before starting the race.

Make sure you have all required flags on the halliards before firing the first warning signal.

Take time to review your course and make sure you have the marks in the right order and correctly rounding to port or starboard. Double check you have displayed it correctly on the course board.

Don't be afraid to ask sailors for help or advice.

Make sure you give clear instructions to the safety crew if you are moving marks.

A race lasts for 68 minutes and after the Topper start and **CANNOT** be shortened.

Try and have the Topper start "on the hour"

General Recalls **CANNOT** be used in Pursuit Racing.

Fill out the results sheet completely. The information may be needed in the event of protest or request for redress.

Make sure the results sheet is legible.

PREPARATION FOR THE START

Before you commence the start sequence make sure you have the following flags attached in order to the halyards on either the committee boat or the race hut.

- Follow the sequence as laid out in the diagram below:
- Ensure that all flags on the halyards ready for use before the start of the sequence



Flag M—5 minute warning flag for the Topper start



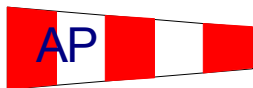
Flag I—used to warn the fleets that the round the ends rule is in force.



Flag X—used to indicate an individual recall.













Flag H—used to release the fleet after the finish.



AP—used to postpone proceedings at any point before the main fleet has started.

- Even if you use your own watch to time the races, start the sequence from the cabin clock to provide a back-up.
- Aim to have the Topper Start “on the hour”
- **Only use the Optimist start sequence if Optimists are racing**
- After “I” flag is lowered all boats (including those with subsequent starts) must return to the correct side of the line by rounding the limit marks if they infringe the start line. Keep a note of offenders and signal an individual recall immediately after that boat’s start if the offender has not complied.
- **There are no general recalls in Pursuit Racing.** Use the Individual recall sequence (shown at end of start times table) and disqualify any boats which do not return and start correctly.
- **If a boat does not appear on the start list, its start time can be worked out from another boat with a similar PY.** Ask the sailor for the PY of their boat and compare to the PY / start time list. If the sailor does not know the PY of their boat then take an educated guess. Record the details on the OOD log and advise the sailing secretary at the end of the days racing.

OGSTON SAILING CLUB—PURSUIT MANUAL

Class	 WARNING	 PREPARATORY	Mins
Optimist Warning (only if Optimists present)			-16.00
Optimist Prep (only if Optimists present)			-15.00
I Flag Rule (only if Optimists present)			-11.00
Optimist start (only if Optimists present)			-10.00
Topper Taz 3.2 Sail			-8.00
Topper Warning Topper Taz Oppy Sail			-5:00
Tera Sport			-4.30
Topper Prep			-4:00
Topper 4.2 sail			-2.30
Mirror +sp'aker D/H			-2.00
Mirror no sp'aker S/H			-1.00
Tera Pro			-1.00
I Flag Rule			-1.00
Topper Start			0 Minutes
Laser Pico S/H			+ 1.00
Challenger/ Buddy			+ 3.00
Laser Pico D/H			+ 4.00
Topaz S/H			+ 5.00
Comet Zero			+ 5.00
RS Feva			+ 5.30
RS Feva X/L			+ 5.30
Sunbird & 2.4			+ 5.30
Miracle			+ 7.00
Comet & Comet x			+ 7.00
Topaz D/H			+ 7.30
Laser 4.7			+ 7.30
Bosun			+ 7.30
Byte			+ 8.00
Wanderer			+ 8.30
Comet Duo			+ 8.30
Magno			+ 8.30
Lightning 368			+ 9.00
Comet Versa			+ 9.00

OGSTON SAILING CLUB—PURSUIT MANUAL

Firefly D/H			+ 9.30
Challenger			+ 9.30
GP 14 no Spinnaker			+ 9.30
Byte CII			+ 10.00
Europe			+ 10.00
Solo			+ 10.30
Laser Radial			+ 10.30
GP 14 + Spiinnaker			+ 11.00
Streaker			+ 11.00
Graduate			+ 11.00
RS Vision			+ 11.00
Aero 5			+ 11.30
Leader			+ 11.30
420			+ 12.00
Enterprise			+ 12.00
Laser 2000			+ 12.30
OK			+ 12.30
Wayfarer			+ 12.30
Item			+ 12.30
Vago SH STD RIG (White Main)			+ 12.30
Laser			+ 12.30
Laser Stratos			+ 12.30
Snipe			+ 12.30
Comet Trio			+ 13.00
RS Vario			+ 13.00
405			+ 13.00
Solution			+ 13:00
Vago D/H STD Rig (White Main)			+ 13.30
Laser 3000			+ 13.30
Wineglass			+ 13.30
Topper Xenon			+ 13.30

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Topaz Omega			+ 13.30
Supernova			+ 13.30
Vago D/H XD rig (Mylar sail)			+ 14.00
Aero 7			+ 14.00
Lark			+ 14.00
Vago S/H XD rig (Mylar sail)			+ 14.00
K1			+14.00
National 12			+ 14.30
Sport 14			+ 14.30
RS 200			+ 15.00
Flying Fifteen Classic			+ 15.30
Finn			+ 15.30
Albacore			+ 15.30
Laser Rooster Sail			+ 15.30
Scorpion			+ 15.30
Kestral			+ 15.30
Laser Power Head			+ 16.00
Laser EPS			+ 16.00
RS Aero 9			+ 16.30
Blaze			+ 16.30
Buzz			+ 16.30
Flying Fifteen			+ 17.00
RS 100 8.4 Sail			+ 17.00
Phantom			+ 17.30
Merlin Rocket			+ 18.30
International Moth			+ 18.30
RS100 10.2 sail normal			+ 18.30
RS 300			+ 19.00

470			+ 19.00
Contender			+ 19.00
RS 500			+ 19.00
Fireball			+ 19.30
RS 400			+ 20.30
National 18			+ 20.30
Osprey			+ 21.00
Laser Vortex			+ 21.00
Topper Spice			+ 21.00
RS 600			+ 21.30
Laser 4000			+ 21.30
29er			+ 22.00
Cherub			+ 22.00
5-0-5			+ 22.30
RS K6			+ 22.30
RS 700			+ 25.00
RS 800			+ 27.00
International 14			+ 29.30
International foiling moth			

General Recalls

There are no General recalls in Pursuit racing

Individual Recalls

- If a boat crosses the start line between the “I” flag being lowered and the start signal for their boat, and the offender has not returned to the correct side of the line by rounding the limit marks, signal an Individual Recall by making one sound signal and hoisting flag “X”. Leave the flag displayed for 30 seconds and then lower it.
- It is the helm’s responsibility to re-start correctly but the O.O.D. may, if it is convenient, notify the boats concerned.
- Disqualify any boat that does not start correctly.

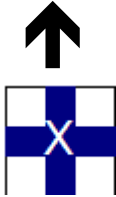


HOW TO SOUND AN INDIVIDUAL RECALL

Individual recalls should be sounded if a boat has infringed the I Flag rule (rule 30.1) and crossed over the start line 60 seconds before her start and has not re-rounded the ends of the line before restarting.

Most sailors will re-round in plenty of time before the start, however a fleet may get too enthusiastic and some boats may just cross the line in the last few seconds before the start. Any part of the boat or crew over the line before the start signal is made is enough to fall foul of this rule, the boat does not have to completely cross the line.

It is the Helms responsibility to restart correctly, but if circumstances allow you may inform competitors or ask the safety boat to inform them.





However if **you cannot positively** identify all the boats over the line then a general recall should be used.

Competitors over the line at their start (including any "I" flag infringement).		1 	The Individual Recall Flag should remain hoisted for a maximum of 4 minutes or when everyone has returned round the ends—which ever is sooner. Disqualify any boat that does not start correctly, and score as OCS on the results sheet, however remember to record lap and finishing times in the event they are needed for a protest.	
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29.1 Individual Recall
 When at a boat's starting signal any part of her hull, crew or or equipment is on the course side of the starting line or she must comply with rule 30.1, the race committee shall promptly display flag X with one sound. The flag shall be displayed until all such boats are completely on the pre-start side of the starting line or one of its extensions and have complied with rule 30.1 if it applies, but no later than four minutes after the starting signal or one minute before any later starting signal, whichever is earlier. If rule 30.3 applies this rule does not.

HOW TO POSTPONE A START

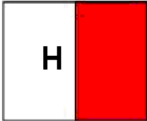

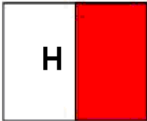

From time to time something will go wrong, the start line may drift, the windward mark may move, the wind may shift by a significant degree, you might have hoisted the wrong flag or accidentally fired a gun and raised a flag at the wrong time. **As long as the first fleet has not yet started you can postpone the start, even if you have started the sequence, sort everything out and then begin again.** This is your get out of jail free card.

	<p>Raise with</p>	<p>2 </p>
<p>Rectify problem, i.e. reset marks, start line etc. Make sure you have reset your watch, lowered all other flags on the gantry and let the safety boats know what you need them to do. Only when you are confident you are ready to restart should the AP flag be lowered.</p>		
	<p>Lower with</p>	<p>1 </p>
<p>+ 60 seconds: begin the complete start sequence again.</p>		

Do not be afraid to use the Postponement sequence. Competitors will be happy to wait a short while for the problem to be rectified, and in the event you messed up the start sequence earlier, would much prefer a full restart to avoid any confusion—better that than missing their start because you hoisted the wrong flag.

FINISHING SEQUENCES

The time limit for a Pursuit race is 68 minutes from the Topper start

FINISH SIGNAL	68mins		
RELEASE SIGNAL	70 mins (or sooner if all finishing positions recorded)		

- Make a sound signal at 68 minutes after the Topper start + raise Flag “H” (it is sometimes useful to use a gun if a large course is being used). All boats should continue to sail their course until a second sound signal is made by the OOD once they have finished recording the finishing positions as accurately as possible.
- All helms are required to note their own finishing positions on the entry sheet when they sign off. The OOD should record as many positions as possible, depending upon the position of boats, it may be easier to ask the safety officer to check those that are out of sight or where it is difficult to ascertain their exact position. Safety must not be compromised.

SHORTENING COURSE

It is not possible to shorten a pursuit race, even if the breeze is dying, competitors must sail for the allotted time:

- **SHORTENING COURSE WILL INVALIDATE THE RACE**

HOW TO ABANDON A RACE

In exceptional circumstances, i.e. extreme weather conditions, lack of safety cover, no wind etc. the O.O.D. has the discretion to abandon the race. Signal that the race is abandoned by raising flag “N” and one of the flags shown and make three sound signals. **You must inform the sailing secretary by phone that a race has been abandoned.**



Flag N raise with 3 sound signals = all races that have started are abandoned, return to starting area. Lower flag N with 1 sound signal and start sequence 1 minute after. It is unlikely you would ever have to give this signal.



Flag N raised over Flag K with 3 sound signals = racing abandoned, return to shore. No more racing today.



Flag N raised over Flag H with 3 sound signals = racing abandoned, further signals ashore (i.e. this race is abandoned, return to shore for further instructions).



The most likely cause for abandonment is for safety reasons in which case raise N over H with 3 sound signals and return the competitors to shore, if there are any free sailing boats these too should return to shore.

If conditions are such that racing needs to be abandoned before any boat launches then raise N over K with 3 sound signals. Do not allow boats to free sail. Consider if junior fleet boats need assistance.

In the event of there being no wind you should consider postponement rather than abandonment as the breeze may arrive later and you can sail 3 short races.

IN-RACE PROCEDURE

If Onshore collect the Race Entry Sheets from the signing-on area and transfer the information onto the Pursuit Results Sheets.

Record the number and approximate time of each craft as it passes through the gate on the lap check sheet.

HOW TO COMPLETE THE LAP CHECK SHEET

- Record the date, Series and race number** in the top section of the Lap

DATE:			LAP CHECK		SERIES:			RACE:			
LIST BOATS IN THE ORDER THAT THEY COMPLETE EVERY LAP								ENTER FINAL LAP DETAILS			
LAP 1		LAP 2		LAP 3		LAP 4		FINAL LAP			
Sail No	Time	Sail No	Time	Sail No	Time	Sail No	Time	Sail No	Time	No Laps	Class

Check Sheet.

- Record boats and sail numbers** in the order that each boat completes the lap.

LIST BOATS IN THE ORDER THAT THEY COMPLETE EVERY LAP								ENTER FINAL LAP DETAILS			
LAP 1		LAP 2		LAP 3		LAP 4		FINAL LAP			
Sail No	Time	Sail No	Time	Sail No	Time	Sail No	Time	Sail No	Time	No Laps	Class
14848	15:32	14848	30:20	155796	42:57	14848	51:25	1331	60:55	5	Phantom
155796	17:02	1331	32:01	14848	42:59	1331	51:35	155796	65:01	5	Laser
1331	19:25	155796	34:44	1331	43:15	155796	53:01	14848	61:23	5	Fireball

PROTESTS

Issue Protest Forms when requested, these are stored in the radio room.

On receiving a completed Protest Form, check that it is completed and signed and make a note on the O.O.D.'s Log that a Protest has been lodged, the name of the protestor and the time that the completed form was received. Protests must be received within an hour of the last boat to have finished.

Ask the protestor to stand by and not to disappear until arrangements for a hearing have been sorted out.

Give the form to the Sailing Secretary, or any Flag Officer or any member of the Sailing Committee and ask for a Protest to be heard. Introduce the person to the protestor and let them make appropriate arrangements.

There is no requirement to hold a protest meeting on the same day that the protest is lodged.

When a protest committee is convened it must not contain sailors with a vested interest in the outcome of the protest, as a minimum they should not have sailed in that race, ideally they should not have sailed in the series, although this is not always possible.

If a sailor is disputing a race officers decision, record the positions of any relevant marks etc and note down any OOD actions and their times in relation to the position of the boat on the water.

Mark the results that a Protest is outstanding. If possible get the result of the Protest and amend the results before leaving.

Contact the Sailing Secretary (see appendix) to advise that a protest has taken place

SERIOUS ACCIDENT, ACTION & REPORTING

In the event of an accident, involving serious injury, on the site the senior person present must ensure the following actions are carried out :

1) PERSON DISCOVERING ACCIDENT If necessary the above mentioned person will telephone or ensure that another person, who is aware of the facts, will telephone the emergency services **by dialing 999**.

Use the phone in the Clubhouse, next to the bar, or a mobile phone if this is more accessible. If the accident takes place on the water the Safety Officer may use the radio to contact shore where this enables a quicker response to contact the emergency services

2) When the exchange answers, ask for AMBULANCE SERVICE and give the club telephone number 01246 590425.

When connected to the Ambulance Service state slowly and clearly :

“This is Ogston Sailing Club, Ogston Reservoir, Quarry Lane, Woolley, near Clay Cross, Derbyshire, **POSTCODE DE55 6FN**. - we have an accident and give details of the person(s) and their injury(s)

Do not replace the receiver until this information has been correctly acknowledged.

Notify the senior person present that you have called the Ambulance Service and give details of any other actions taken.

3) Whilst waiting for the ambulance, ensure that the injured person is made as comfortable as possible. Do not take any action that may cause further injury. If possible take the injured person to the Club House or Training and Storage building.

4) Basic First Aid equipment is kept in the Safety Boats, in the Training and Storage building next to the sink and in the Club House on shelf next to drinks making facilities. *A list of members with first aid qualifications and members who are doctors is kept in the Club House Office and in the Training hut filing cabinet.*

Contact any of the above members who may be on the site.

5) Ensure a club member is positioned at the club entrance gates to direct the ambulance to the area in which the injured person is being kept comfortable.

6) AFTER THE AMBULANCE HAS LEFT, In the event of a serious accident on the site the senior person present must ensure the following actions are carried out. If they are not already involved, ensure the Commodore and Rear Commodore Safety are contacted.

(Telephone numbers are in the club handbook next to the bar)

Subsequent actions to be carried out by the Commodore and Rear Commodore Safety follow on next page

SERIOUS ACCIDENT, ACTION & REPORTING
(Commodore and RC Safety)

- 1 RECORD IN ACCIDENT BOOK
- 2 EXAMINE RIDDOR CHECKLIST TO ASCERTAIN IF A REPORTABLE ITEM
- 3 IS ACCIDENT, DISEASE OR DANGEROUS OCCURRENCE REPORTABLE
 - a) NO : INVESTIGATE AND RECORD DETAILS
 - b) YES
 - i) INVESTIGATE, COMPLETE APPROPRIATE DOCUMENTS
(Form F2508 to report a serious or fatal accident, Form F2508A to report a case of disease)
 - ii) SEND DOCUMENTS TO RELEVANT ENFORCING AUTHORITY
(The Health and Safety Executive)
 - iii) SEND COPY OF DOCUMENTS TO INSURANCE COMPANY
- 4 The Commodore is responsible for investigating all reports accidents involving personal injury*.
- 5 The Commodore is responsible for reporting any notifiable accidents, or diseases to the appropriate enforcing authority. (Diseases liaise with Severn Trent)
- 6 The Rear Commodore Safety is responsible for investigating all accidents involving damage to property on the water*.
- 7 The Site Chairman is responsible for investigating all accidents involving damage to property onshore.

NB : Irrespective of whether the appropriate form has been submitted to an enforcing authority it is essential that a record of an accident or incident is maintained.

: The objectives of the accident/incident reporting and investigating procedures are to prevent occurrence and/or recurrence, to enable prompt remedial action to be taken, to fulfill legal obligations.

: Our insurers **MUST** be informed of any accident/incident that is likely to result in an insurance claim.

*If accident took place during any training course then the Training Officer will be involved.