



Manx Registered Charity 325

CODE OF PRACTICE

INDEX

- 1 Vessel standards
- 2 Use of the vessel
- 3 Crewing
- 4 Training
- 5 Onboard procedure
- 6 Vessel expenditure
- 7 Care and management of the vessel
- 8 Environment

1) Vessel standards

- i) The vessel is owned by the charity's registered company Pride of Mann Limited 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's 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 cruising 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 will be followed.
- v) Adopted crewing and manning levels will be set to allow the charity to fulfil its operational needs and will be periodically reviewed by the cruising committee members with submission to the Management committee for ratification.

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 authorised by the Management committee. In such cases the carers may be provided from within these organisations. If these persons are to act as part of the vessels crew then they shall be subject to the crew standards as specified in section 3 and 4 of this document.
- iii) The vessel may sail from and to any ports covered by the vessels insurance policy. .
- iv) Persons on a trial sail may be offered temporary membership if they have a view to joining the charity until their membership is approved by the Management Committee.
- v) Guests may be accommodated on day sailings when space is available. Advance bookings will be normally be made via the Crew Master.

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 Officer.
 - (b) Corporate events.
 - (c) Passages for essential vessel maintenance.
 - (d) Unless agreed by the Management 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 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 Officer has assessed and who are approved by the Management Committee.

- iv) Other active crew will be graded as competent crew or novice and will be expected to partake in organised training to allow progression and assessment to take place.

- v) All able-bodied crew must submit themselves to the Police vetting procedure. Failure to pass this procedure will result in them being unable to sail.

4) Training

- i) The charity will provide local training sufficient to ensure the crewing and manning levels are maintained to ensure the charity can fulfil 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 Officer or his nominated representative will deliver all formal crew training. The charity does not provide formal RYA training or grading.
- iv) The charity's crew Training Officer will be responsible for the grading of all crew and will do so via assessment sessions or by reference to held RYA qualifications or both.
- 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 and mates must hold valid DSC licences.
- vii) All skippers and mates must have completed the formal awareness training.
- viii) All active sailing crewmembers are expected to undertake the awareness training, which will include instruction on the use of the hoisting apparatus.
- ix) All skippers must attend the Child Protection Seminar, which will be arranged via the Child Protection and Vulnerable Adults Officer. Other crewmembers will be encouraged to attend.
- x) At least one member of every crew must hold a valid first aid certificate and supply to the Crew Training Officer a copy of the certificate unless (1) they have received first aid training in the course of their profession or by experience e.g. doctor, fireman, AND (2) have been granted exemption by the Crew Training Officer.
- xi) The training standard will be expected to provide a minimum level of competent crew rating.

5) Onboard procedures

SFTD ISLE OF MAN VESSEL CODE OF PRACTICE

- i) On all passages other than a short day sail the relevant Coast Guards should be informed of departure and arrival times, crew numbers and destination.
- ii) On all sails outside of the limits of the bay of the berthing 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.
- iii) The person acting as the shore contact will act as the vessels principle point of contact and the vessels safety monitor. The shore contacts will be appointed at the AGM and will be listed on the charity website.
- iv) All persons sailing on the vessel must adhere to all instructions of the skipper and carry out any procedures that are requested of them.
- v) The vessels 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.
- vi) Except in an emergency only persons authorised by the skipper may use the VHF radio for transmittal of messages.
- vii) 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.
- viii) The use of the lifting disabled lifting apparatus must be supervised by a person who has completed the formal awareness training.
- ix) 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) 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.
- 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 authorised via the Yacht Manager before proceeding.
- iv) Any expenditure that the charity will be required to pay must have a valid VAT receipt showing SFTD as the payee.

7) Care and management of the vessel

- i) The charity will appoint a Yacht Manager who will be responsible for the vessels paper work, scheduled maintenance and for arranging repair and purchases of any monetary significance. The Yacht Manager will form part of the Management 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 Cruising Committee will ensure the vessel is in a sea worthy condition and will work within this committee's term of reference.
- 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.

8) Environment

The charity respects the marine environment and at all times will ensure actions taken onboard 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 onboard and dispose of it ashore
- Where practical recycle waste

ii) ***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 while 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.



Code of Practice - 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 when engaged in the Charity's sailing activities.

Bosun

The duties of the Bosun/s fall into two categories

1. The day to day housekeeping duties and upkeep of the vessel.
- 2 The maintenance and replacement of Eleectrical and Mechanical components of the vessel. *These duties could be carried out by more than one person*

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 Cruising Committee to achieve a balanced programme.

Cruising Committee

The vessels equipment, condition and sailing activities will be monitored by a Cruising Committee nominated by and under the direction of the Executive/Management committee.

Training Officer

It is the duty of the Training officer to organise 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 overall management of the vessel is carried out by the Yacht Manager who will direct the Bosun and liase with the Cruising 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

SFTD - Sailing for 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