



## **Standard Operating Guideline No. 14**

### **Intermediate Class, Casual Sailors & Temporary Crew Members**

#### **List of Amendments from Previous Version**

This SOG has been extensively revised and should be re-read in its entirety.

#### **1. Intermediate Class**

##### **Definition**

Intermediates are CRSC adult or concession members who have either

- Completed a basic Learn to Sail 1 (LTS1) training course at CRSC.
- Been assessed by one of the CRSC trainers to have a basic sailing competency at least equivalent to an LTS1.

##### **Entitlements**

- Participate in the Saturday lunchtime 12:30pm Intermediate race.
- Participate in the Saturday afternoon Intermediate B race.
- Participate in a General Sail on a Saturday morning from 9am up to the start of the Intermediate races.
- Receive training to improve their competencies as part of the race briefings. This is to be covered in the briefing.
- Track their competencies with the aim of becoming open sailors.
- Use of Club boats, if having paid boat maintenance fees. (Subject to Club Boat Usage Restrictions shown below)

##### **Competency Assessment Tests and Fees**

No fees apply to sailors who have completed an LTS1 course in the current season and enter the Intermediate lunchtime races, as they are already members for the season.

Other sailors can join the Intermediate Class by paying the normal adult/concession annual fee and a Boat Maintenance fee for the use of a club dinghy. They also need to undergo an assessment test. Refer to *Sailing Competency Checks* in Part 2. Of this Guideline.

##### **Responsibilities**

1. To agree to be bound by the Club's rules as set out in the current Year Book, by completing an annual subs form (on line or hard copy)
2. If participating in the 12:30 race, to sign on and attend the briefing at 12:00.
3. If participating in the afternoon Class B race, to sign on and attend the briefing at 1:00 pm.
4. If participating in a general sail between 9:00am and 12:00pm, to sign on and off and sail within the area as marked on the map overleaf.
5. Recognise the authority of the Duty Officer to decide whether an individual is competent to sail a Club boat in the prevailing conditions in a general, intermediate or afternoon Class B race and/or to attach conditions such as the use of a smaller sail.
6. The Duty Officer's decision is final and will be recorded on the signing on sheet.



### **Club Boat Usage Restrictions**

- To recognise the priority of trainees when training sessions are taking place, or scheduled to take place.
- To recognise that members who have leased club boats have priority in their use.
- To use Club boats in a safe and responsible manner to reduce the risk of injury to themselves and others and avoid damage to Club and other members' property.
- To notify the Duty Officer and record on the Club Maintenance Noticeboard any problems, damage or breakages with any boat they sail.
- After use, ensure that hulls and spars are cleaned and stored in the correct positions within the Club.

## **2. Casual Sailors**

Casual sailors are people without a boat of their own who apply to use a Club boat to sail at CRSC.

### **Categories**

Casual sailors fall into two categories:

*Category A.* Members of the public with previous training and/or sailing experience at CRSC or elsewhere, who are looking to sail again but do not own a boat. They will need to be assessed as competent and pay a Boat Maintenance Fee.

*Category B.* Current paid-up members without a boat wanting to sail for a limited period, generally until they purchase a boat. They will NOT have to be assessed as competent, but will have to pay a Casual Boat Maintenance fee.

### **Entitlements**

Casual sailors who are deemed to be competent by an appropriate CRSC officer, are entitled to enter in Saturday morning General Sailing, Intermediate and Afternoon races, subject to availability of dinghies and rescue craft.

The needs of Trainees, Intermediates and Club Boat Lessees take priority.

### **Sailing Competency Checks**

People in Category A above will need to complete a "*Casual Sailors, Application to use a Club Boat and Competency Authorisation Form*" (Appendix A), providing details of their training and/or sailing experience. The person assessing their competency will need to complete the 'Competency to Sail' section of the form. People who trained at CRSC in the previous season will need to be assessed by one of the Training Officers who trained them.

As part of an assessment, any person in Category A, will be required to pass an on-water test conducted by a CRSC Trainer, or his/her nominee, or the Duty Officer. Testing can be handled at any time on Saturday morning by prior arrangement, either from a dinghy, the balcony or from the shore. Should the assessor decide not to authorise the applicant, where



considered appropriate the person concerned may be required to undergo further training at CRSC.

From the start of the 2020/21 season, trainees completing the Australian Sailing Course *Start Sailing 1* at CRSC will be allotted a competency score by the Chief Training Officer, or his/her nominee. This will be noted on the Training Sign-On sheets after completion of the course and retained at the Club by the Principal of our Discover Sailing Centre. Any Club official assessing a person for authorisation purposes will have access to this information.

If there is no record for a past trainee applicant, the assessor will need to seek an opinion from the Chief Training Officer, or other qualified trainer and, where considered necessary, an on-water test will be arranged

#### **Casual Sailors Club Boat Maintenance Payment Form (Appendix B)**

Once casual applicants have applied for and received authority to sail and before using a club dinghy, they will need to register and pay the boat maintenance fee by completing the *Casual Sailor's Club Boat Maintenance Payment* form on-line. A hard copy form will be available at the Club, if required.

#### **General Sailing on Scheduled Sailing Days**

With all casual sailors, the Duty Officer retains the ultimate authority to decide who is allowed to sail and what dinghy/rig is to be used by an individual sailor on any scheduled sailing day.

#### **Club Sailing Boat Signing-On Sheet (Appendix D)**

This register is separate from the normal Sign-On sheet and is to be completed and signed by all casual sailors who sail Club-owned dinghies in Saturday Morning, General Sailing Sessions, Intermediate races or Afternoon races. This enables the Club to see which sailor(s) use each boat each Saturday and which sailor is responsible for returning Club boats to the storage areas.

#### **General Sailing, Beach and On-Water Activities**

1. Sail only within the General Sailing Area as shown on the map below, within the red dotted lines, which is within clear visibility of the clubhouse.
2. Avoid occupying beach areas and sailing in close proximity to boats involved in training activities or club race activities.



### 3. Temporary Crew Members

The Management Committee decided in June 2020 that ALL people sailing at CRSC must become a Club member, in order to obtain personal accident insurance cover through Australian Sailing. This includes any person who replaces a regular crew member on a temporary basis.

No fee will apply to these Temporary Members but a *Temporary Crew Membership Application* (See Appendix C), must be completed on-line, or by using a hard copy form at the Club prior to the race.

Temporary crew will be limited to sailing a maximum of THREE CRSC race days in a season. It is the responsibility of the skipper of the dinghy involved to ensure that this rule is complied with.



**Appendix A**

**Casual Sailors, Application to Use a Club Boat  
and Competency Authorisation Form**

**Applicant's Name**.....

My application to use a Club boat is based on the following information:

**1. Completion of a Previous Training Course:**

a) At Concord Ryde SC on .....(Month/year)  
**OR**

b) At the following sailing club/school/organisation  
.....  
on .....(Month/year)

**2. The Following Sailing Experience: For *Non-Members* Only**

.....  
.....  
.....

**Applicant's Declaration**

I confirm the accuracy of the above information which I have supplied. I understand the use of a Club boat is subject to availability, as trainees and lessees have priority.

Mobile..... Email.....

Signature ..... Date.....

**Competency Decision by Approving Officer**

I approve / reject (*delete one*) this application based on the above information and an on-water test I conducted (*delete if not conducted*).

Name.....

Signature..... Date .....



**Appendix B**

**Casual Sailors, Club Boat Maintenance Payment Form**

Name.....

Address.....

Phone Number..... Email..... Date of Birth .....

**Dinghy Maintenance fee:**

For the use of a Club dinghy in the Intermediate and/or Afternoon races for one, two, three or a maximum of four consecutive Saturdays

**Type of Club Dinghy:**

**Fees:**

Tasar, NS14 or Heron	\$25 per Saturday or \$80 for 4 Saturdays	<input type="checkbox"/>
Spiral or similar	\$20 per Saturday or \$65 for 4 Saturdays	<input type="checkbox"/>
Opti, Sabot, Firebug	\$15 per Saturday or \$50 for 4 Saturdays	<input type="checkbox"/>

**My Payment** \$..... for ..... (Insert number) Saturdays

Cash  Cheque  EFT  (Receipt No).....

Signature..... Date .....

**Application for Membership (NO JOINING FEE APPLIES)**

I apply to become a member of the above mentioned incorporated association, Concord & Ryde Sailing Club. On admission as a member, I agree to be bound by the rules of the Association as amended from time to time and acknowledge and understand the Club's Risk Management Policy's Objectives and Strategies as set out in our Year Book.

Signature..... Date.....

**Please hand this form into the Club Canteen**

**CLUB USE ONLY**

*As members of the Association, we nominate and second the applicant) whose details are shown above and personally known to us, for Membership of the Association.*

Name of Proposer ..... Signature.....

Name of Seconder..... Signature.....

Date Signed.....



**Appendix C**

**Temporary Crew Membership Application**

No fee applies to a Temporary Crew member but they are limited to race at CRSC on a maximum of three occasions in one season. The skipper is responsible for compliance with this limitation.

**Crew's Name** .....

**Boat details**

Boat Class.....Boat Number.....

Boat Name .....

**Crew's Contact Details (for emergency use only)**

Name of Contact Person..... Relationship to Crew .....

Telephone Number..... Email .....

I hereby apply to become a member of the Incorporated Association, Concord & Ryde Sailing Club. In the event of my admission as a Member I agree to be bound by the Rules of the Association for the time being in force. Please refer to our Privacy Policy in our Year book as to how personal information collected on this form will be used.

Crew's Signature ..... Date .....

**Skipper's Declaration**

I agree to comply with the three race limitation applicable to the above crew member

Skipper's Name.....

Skipper's Signature..... Date.....

***Please hand this form into the Club Canteen***

.....  
Nominated by..... Seconded by.....

Temporary Crew Member Australian Sailing Number.....

CRSC CLUB SAILING BOAT SIGN ON SHEET

To be used when using club boats between the hours of 9am to 12 midday. A Duty officer and rescuer must be present before going out. The Duty Officer will indicate if it is OK or not to sail

Date	Duty Officer
Tide	Rescue team
Wind condition Predicted / Actual	

**Further conditions to consider and possible restrictions**

Experience of sailors (EoS)	A - completed a training course recently or assessed equivalent, B - completed a training course 4 months ago & active in the midday race or assessed equivalent C - has been sailing at the club in the midday race for one season or assessed equivalent	D - has been sailing in the afternoon intermediate B race for more than one season or assessed equivalent, O - open sail ors active in the afternoon races or assessed equivalent
Spiral Boats	Sail sizes; 6.5m - large adult, 5.6m small adult or winds 10+ knots, 4.5m youth or winds 15+ knots	
Hérons	10 knots or less EoS A to O, 15 knots or less EoS B to O, 20 knots or less C to O	

Conditions OK to sail	YES \ No Circle one	Comments
Duty Officers Signature		

Name	Experience as above	Boat type	Sail number	Restrictions	Duty officer approval	Sign on	Sign off

Boats requiring repairs are recorded on the boat maintenance board  
At 12 midday record in the log book; any injuries, boats rescued or boats attend to on the water  
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