



Firefly operational procedure for Southampton University Sailing Club

Produced October 2023

Version 1.0

Foreword

This operational procedure is in place for the safe use of the firefly boats based at Spinnaker Sailing Club (SSC). Southampton University Sailing Club (SUSC) currently owns two flights of Fireflys (1 flight contains 6 boats), throughout this document they shall be referred to as the 2014 flight and the 2018 flight. The 2014 flight is owned by SUSC. The 2018 flight is owned by the University of Southampton (UoS) and is leased to SUSC for use by SUSC members. The main purpose of the boats is to support the activities undertaken by the SUSC team racing team.

Intended use of craft

The boats are used regularly by the SUSC team racing team. Within term time they are reserved for the use of the team race team on Wednesday afternoons. The boats will be available to club members for club training and free sailing when available and to be taken away to events around the UK, at the discretion of the committee. Upon request it may be possible for boats to be taken outside of the UK for events, this will have to be signed off by UoS and/or SUSC, depending on the flight used.

Leadership

The lease of the 2018 flight from UoS has been agreed and signed for by the SUSC committee and the general use of the boats shall be led by the Team Racing Captains. The 2014 fleet or any future flights owned by SUSC shall be led by the Team Racing Captains.

Storage and normal operating area

At all times the boats will be stored at SSC. The boats may be brought back to the University Watersports Centre (UWC) for maintenance requirements.

The boats will live on trolleys at the club, but it is possible to borrow either single or double stack trailers from the University Watersports Centre to aid transport. These are not part of the lease agreement but may be used with permission.

The normal operating area for the boats will be from SSC. The launching point will be from the grass next to the boat storage area. The boats should not be launched or stored alongside the floating pontoons at SSC unless the Team Racing Captains have deemed it appropriate.

Restrictions of use

The University and SUSC do not allow the boats to be used in more than an average of 20 kts unless it is an event with adequate safety cover in place. If the gusts are high, the club may insist that 'cut-down' sails are used, likewise, the Club or UoS may deem it too windy for use and call off the session. Helms are expected to make early calls on changes in weather to avoid any risk.



Damage to craft

As per the lease agreement between SUSC and UoS all accidental damage will be covered by SUSC. This cost may be passed onto the individuals that were using the craft at that time. This will be decided by the SUSC committee.

Any damage caused to the vessels or damage found at the start of a session before the boat was launched should be reported to the Team Racing Captains. Damage that is not reported will be apportioned to the parties using the vessels at that time. Where possible photographic evidence should be taken. Apportion of blame will sit with the SUSC committee and can be appealed.

It is agreed that UoS will maintain the 2018 flight and cover any damage that has occurred due to wear and tear.

The 2014 flight shall be maintained by SUSC, therefore, covering any costs that have occurred due to wear and tear.

All damage must be reported to UoS and SUSC immediately at the end of sessions to allow sufficient time for repair. There is a QR code link to a form positioned on the SUSC shed at SSC, this form will allow users to report damage or issues.

If information about boat damage is not passed on it could result in that member being suspended from using the boats.

Use of the craft

To use the craft, you must be a current club member or an alumni member and have had an induction for the site, to request an induction please email vicecommodore.wessex@gmail.com.

If a member wishes to use a boats while sailing with a non-member, they must meet the insurance requirements defined below.

If club members of SUSC wish to use the boats, they will need to fill in a [Google Form](#) to enter the details of those that are going to go onto the water. This will then be approved by the Team Racing Captain or another member of the committee. This will then allow the Committee to release the access codes for SSC.

Please leave at least 12 hours' notice to allow the form request to be approved.

Mast head flotation must be used by those who are not so experienced. This is to be defined by the session lead in conversation with the Team Racing Captains.

All incidents must be reported to Southampton Sport and Southampton University Sailing Club. This includes all near misses. Please email with photo evidence of any incidents.

sportandwellbeing@soton.ac.uk

Safety boat use

As the boats are to be used by SUSC members for pleasure there is not a requirement for the use of a safety craft, but it is recommended for training and safety purposes. A safety boat may be borrowed from SSC upon request, this should be organised at least 12 hours before the session.

Those operating the craft will need to hold an RYA Powerboat Level 2 qualification. It is advised that those using the vessel also hold an RYA Safety Boat qualification, a VHF (SRC) license and a 1 day first aid certificate. These additional qualifications are advised by the club to ensure the best level of safety on the water.

Any damage caused must be reported immediately to SSC.

It is mandatory that:

- A flotation device must be worn at all times
- A kill cord must be worn at all times
- Speed limits must be adhered to
- Use of shallow drive to not damage the propellor where applicable

Racing the boats

If a member wishes to race a boat away from SSC then this will need to be arranged through the SUSC committee member and booked with UoS. Both parties will require at least a week to organise this. At this point checks will be done on the following areas:

- Experience of the helm and crew
- Requirement of towing, the correct licenses must be in place and a suitably sized vehicle must be always used.
- Deposit put in place to cover the use of the craft while away (£200)
- Loan charter agreement filled in and signed
- Do any modifications need to be made to the Insurance of the craft
- After use, the boat must be returned to SSC (regardless of pickup location) and if applicable, any road base or trailer borrowed must be returned to the University Watersports Centre.
- All borrowed kit must be returned in a clean condition. The boat must be rigged (mast up) at SSC to allow other members easy use of the boats.

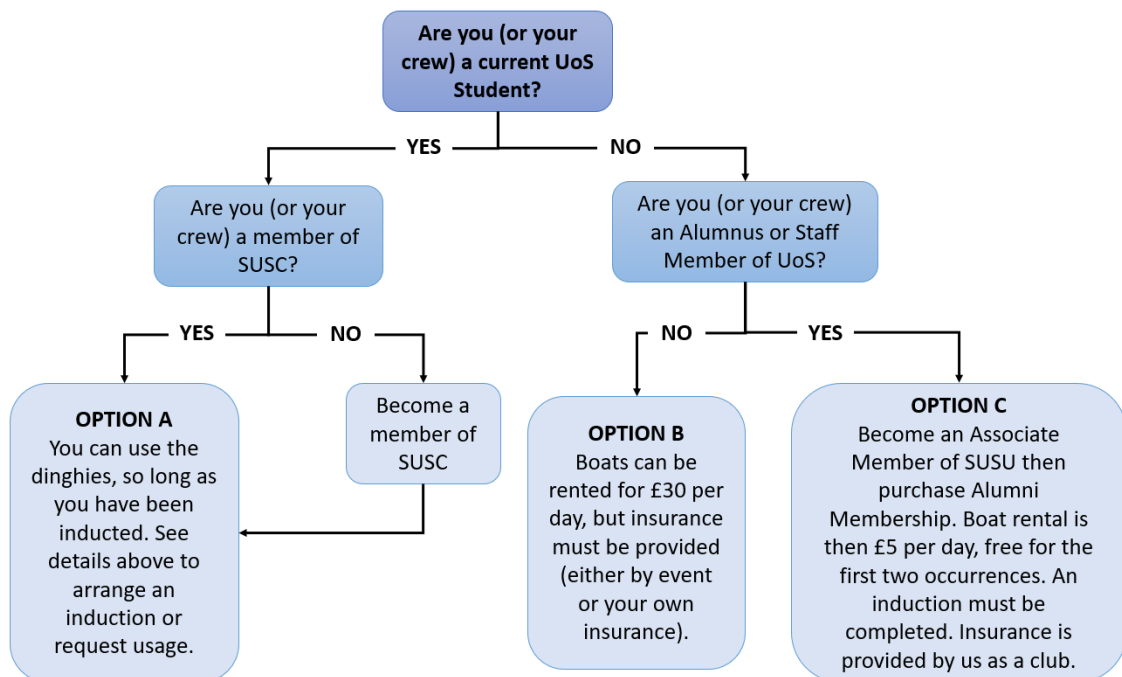
Eligibility for use of craft

For use of craft, one crew member must be a member of SUSC and had an induction to the site.

Helm Eligibility	Crew Eligibility	Powerboat Driver
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Has had at least a year's racing experience, or have completed 5 races	Has completed an RYA level 2 course or signed off as being competent to that level	Holds an RYA powerboat Level 2
Record of being a member of a sailing club or holds an RYA qualification such as Race level or Spinnakers	Can easily right a capsized dinghy	2 years' experience driving or is a dinghy instructor
		Has had an induction on how to use the boats and SSC – Including keys

Please see the below flowchart for clarification of eligibility. Please note, for insurance the 2018 flight may only be used by two members of SUSC, any other combination must use the 2014 flight. This flowchart is for usage for free-sailing or SUSC club training. For any other boat usage, a separate rental contract will take precedence.





Useful Address'

Spinnaker Sailing Club
Ivy Lane
Ringwood
BH24 3LY

University of Southampton Watersports Centre
Mead Cres
Swaythling
Southampton
SO18 2JL

Jubilee Sports Centre
University of Southampton
University Road
Highfield
Southampton
SO17 1BJ