

Camp Bentzon Activity Specific RAMs for Activity Leaders – Use with Marine Management Plan & SOP

Sailing at North Cove V5.2

Activity Description	Introductory Dinghy Sailing using optimists and Mac 370		
Camp Bentzon Accepted Adult Helper / Assistant Competence (use for helper assignment)	Be water confident, Able to swim 50m in open sea; Able or willing to use a kayak; Comfortable in rough or unstable weather conditions; Willing to remain on activity as the Sailing Helper for the duration of the camp = This means less time is spent instructing the Adult help and more time is spent on the Students and enhanced safety.		
Compulsory Instructor Equipment	Personal buoyancy aid, whistle or horn, UHF and clothing appropriate to weather and environmental conditions, securely fitting shoes for water use. Hat, sunglasses, sunblock. RHIB – first aid kit, tow rope, VHF, mobile phone, knife, bailer, shelter tarpaulin		
Suggested Instructor Equipment	Wind/rain jacket, wetsuit		
Compulsory Participant Equipment	Swim wear. Securely fitting shoes for water use. Buoyancy aid, sunblock		
Suggested Participant Equipment	Windproof Jacket, Hat, Sun glasses etc. for summer days. Wetsuits if cold; Rash Vest for sun protection. T-shirt & shorts over swim wear		
Location Description	Sheltered inlet of maximum 380m width at any point from structure or shore, on northwestern coastline of Kawau Island. Extremely sheltered in all wind directions bar direct westerly. Sheltered from all swell directions. Sail area map located on front of Boat Shed		
Supervision Structure	<p>Max participant sailors = 12. 4 students per Adult Lead Instructor plus one trained repeat adult helper other Adult will be briefed at session. Total group size = 14:1 Where adult helpers are deemed not competent enough to assist, reduce number of optimists on the water. Where necessary Lead instructor may be one of the Adult Helpers and be responsible for 4 sailors while still supervising other Adult Helpers. Activity Area may also be reduced.</p> <div style="text-align: center; margin: 10px 0;"> <div style="border: 1px solid black; background-color: #e6f2ff; padding: 5px; width: 80%; margin: 0 auto;">Lead Instructor in RHIB can also do Adult role below</div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; background-color: #e6f2ff; padding: 5px; width: 30%; text-align: center;">Trained Competent Adult Helper in Kayak</div> <div style="border: 1px solid black; background-color: #e6f2ff; padding: 5px; width: 30%; text-align: center;">Trained Competent Adult Helper in Kayak</div> <div style="border: 1px solid black; background-color: #e6f2ff; padding: 5px; width: 30%; text-align: center;">Trained Competent Adult Helper in Kayak</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; background-color: #e6f2ff; padding: 5px; width: 30%; text-align: center;">4 sailors / up to 4 optimists</div> <div style="border: 1px solid black; background-color: #e6f2ff; padding: 5px; width: 30%; text-align: center;">4 sailors / up to 4 optimists</div> <div style="border: 1px solid black; background-color: #e6f2ff; padding: 5px; width: 30%; text-align: center;">4 sailors / up to 4 optimists</div> </div> </div>		
Activity Policies	All participants must be wearing correctly fitted buoyancy aid. All dinghies are to be lifted directly on and off water to a trolley and kept on trollies on land – Do Not Drag		
Operational Limits (actual weather)	Full Outer cove = < 15 kts		
Reconsider activity / areas as weather approaches limits	Inner cove = < 25 kts		
Communication Procedures	Voice, whistle or horn for group management. UHF radios for activity leaders. RHIB – VHF, mobile phone for on the water emergency communication. Use UHF radios for contact with other Instructors/Adult help regarding weather and any timing/ group support issues.		
Overdue Group Response	Direct supervision therefore should not have overdue group separate from Instructor. Where applicable is where groups may use beyond north cove boundaries. Group & Instructor Overdue without notice given : No response to UHF communication or Sighting. Emergency search begins Immediately.		
Previous significant activity specific incidents	none		
Industry Accepted Qualification & Standards (Lead Instructor)	Waterwise Instructor/Yachting NZ Coach or similar ideally with 2 years' experience + Current First Aid		
Recommended Minimum Participant Ability	Comfortable around water, Swimming ability desirable but not essential. Open to adventure (like it / embrace it)		
Technical Advisors	Internal	Name: Peter Hyde Mobile: on-site	External Name: Fiona Ryder Mobile: 021 024 95 914
ASG / Standard	Waterwise Instructor Manual / YNZ resources / Instructor Local Knowledge / Activity Reviews with other Operators		
Compulsory Instructor Equipment	PFD, Fully equipped RHIB refer RHIB RAM, whistle or horn, UHF, clothing appropriate to conditions, Hat, sunglasses,		

	sunblock, tight fitting beach shoes
Suggested Instructor Equipment	Sailing Bouy, White board, Wind/rain jacket, wetsuit. drink bottle
Compulsory Participant Equipment	Swim wear, T-shirt, clothing appropriate for conditions. Securely fitting beach shoes. PFD, sunblock
Suggested Participant Equipment	Hat, Sun glasses, shorts Rash vest etc. for summer days. Wetsuits/wind jacket if cold.
Pre-Activity Procedures – Specific to Sailing – See SOP for general pre-activity procedures	RHIB set up – gear safety equipment, fuel, air in pontoons, start and warm up engine, radio check, kill switch operational Re-check Participant health and abilities in line with conditions of the day. Choose sail area – full outer cove / inner cove / short reach course across bay / inside wharf & Communicate
Assistant Helper Training – Specific to Sailing – See SOP for general pre-activity procedures	Instruction on what to do in a capsize; Where to position on the water with the group – within speaking distance and between boat and hazard. Key instruction to help students targets and turning.
Group Briefing – Specific to Sailing – See SOP for general pre-activity procedures	Introduce opti – boat, sails, , rudder/tiller, ropes . Land/shore-based drills – tacking Reassure sailors how opti will float even when full of water
Post Activity Procedures – Specific to Sailing	Derig yachts and store – RHIB check fuel, air in pontoons, secure to wharf or retrieve

Hazard Management – Specific to Sailing - See Marine for general water hazards

Activity Specific Hazard	Management – I/E = Isolate/Engineer; A&T = Awareness & Training; PPE = Personal Protective Equipment	Potential Severity 1-10	Minimizing Strategy
People (staff, participant, public)			
Sailor loses control of boat – causing separation from group	Assess participant ability and provide appropriate challenge. Monitor conditions. Preempt any gusts of wind which may frighten sailors. If wind builds, pause session or return to land. If separation occurs, ensure main group are under control then instruct separated sailor in how to return. Where necessary use RHIB to retrieve.	4	A&T
Sailor capsize	Assess adult helper competence to right capsize. If instructor required to help, ensure main group is under control. Talk sailor through the process to right the boat. Physically assist as required.	4	A&T
Equipment (activity, emergency, other)			
Impact from boom	Over height masts used to give head clearance. Ensure thorough briefing on avoiding boom. Manage challenge levels to ensure participants stay aware of their surroundings. Always instruct tacking over gybing. Intervene any sailor who may be starting to gybe with instruction to change course	3	I/E A&T
Entanglement on ropes	Brief and instruct tidy ship is a happy ship. If serious entanglement during capsize occurs, have knife on hand to free sailor	3	A&T
Impact from boat during capsize	Inform it is unusual to impact head, but in case cover head with hands when in water. Instructor to ensure sailors are clear of boat before righting of the boat.	3	A&T
Environment (see marine hazards)			
Squall coming through	Consider taking sailors to beach and wait for squall to pass	6	A&T
Weather deteriorates	Prepare to change sailing area as appropriate, reduce number of students/boats on the water	4	A&T
Tidal changes	Observe and plan for moving sail area	2	A&T

Emergency Response – Specific to Sailing – FIRST STEPS – Camp Bentzon Emergency Procedures

STOP, THINK, ACT

3 Sharp Blows of the Whistle/horn – All sailors to go to nearest land (ideally back to camp)

If sailor in water / drowning distress. Focus on **stabilizing head/mouth above water** – DRS ABC

If required, **derig sails** by removing masts and laying rig down. Set up appropriate tow – long / short / fishbone.

Approved by	Peter Hyde	Date	July 2022	Review in	36 months – July 2025
Technical Advisor	Fiona Ryder	Date	May 2022	Comments	D-142
TE / Audit		Date		Comments	