



Rally Organisation and Management – Guidelines

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1. Welcome

"NOW BEFORE WE GO - DOES ANYBODY NEED THE LOO?"



THE BRIEFING

The purpose of this little book is to help organisers to create successful and enjoyable rallies, to ensure as far as is reasonably practical all aspects of organisation are considered in setting up and running rallies and set out principle associated administration matters.

It is written for rally organisers but rally attendees are free to consult and gain some understanding of what is involved. We all started as attendees. We hope it will be particularly useful for both those organising and those coming along for the first time and give some ideas of what to expect and is expected from them.

The core part of the guidelines is the checklist. It is not intended to be followed slavishly but to prompt and remind.

The principles behind the checklist are those to be found behind any well organise activity. Within the marine world these are enshrined through SOLAS regulations, applicable to all mariners but the key steps are familiar to anyone who has been involved in any organisation:

- Appraisal
- Planning
- Execution
- Monitoring

We are not trying to do anything different from other sailing organisations, but our activities do have less common features; we trail some relatively large boats to different locations, we do not always use marinas or clubs as bases and require to be more self-supporting than some sailing group activities.

We are not attempting to create something new, we do however want to ensure that we are applying the “best practice” in operating our events. By recommending that organisers follow the check list approach we hope we can deliver a consistent approach to organising our rallies which also encompasses the local conditions.

We have updated our rally application form to remind and clarify the responsibilities of attendees. We have followed RYA model clauses for the revised wording regarding liabilities.

We have received considerable help from a number of members in the production of this booklet. Thanks are due particularly to Stewart Brown, Bob Jack, and Jim Hopwood whose previous work in this area has been incorporated into this document. We also acknowledge the work of other sailing associations which has assisted us in updating our own advice, particularly the Dinghy Cruising Association and the Wayfarer Association.

Bob Heasman
Chairman
March 2010

2. Some Key Principles

We organise rallies for the enjoyment of members, to meet, to sail in company, to gain experience in the company of others and gain the maximum from owning a Drascombe.

We expect all those joining events to have a minimum of competence in boat handling and associated skills, we are not a “training organisation”. It is hoped our events will provide opportunities to learn and plenty of advice will be available, few of us are professional instructors and as such how you use that advice is ultimately down to each individual.

The rally organiser will arrange to supply information about the rally location, local conditions and likely weather, however it is the responsibility of individual crews to decide whether to sail or not.

It is the responsibility of individual boat owners to ensure the sea-worthiness of their craft and that it and their crews are appropriately equipped for all likely conditions.

Where individuals join other boats it is for them to satisfy themselves of the suitability and seaworthiness of the boat, and, vice versa, boats inviting people to join them to be satisfied with the capabilities of the joining crew.

We strongly recommend boats are assessed under the RNLi Sea-Check scheme and registered with the Coast Guard under their CG66 notification form where appropriate. Even if such schemes are perhaps excessive where you sail in confined waters the principles they embody are valuable as part of any checklist.

3. Our Rallies

Our rallies are broadly grouped into three categories of sailing:

1. Inshore/lake which are suitable for all types of boat and less experienced crew (marked SSD on our programme)
2. Coastal rallies operated from a base location
3. Cruises which normally require the ability to “live aboard”

Our category definition is based upon normal expected conditions and boat type capability, recognising that much lake sailing can be livelier and less predictable than the sea. It is up to individuals to determine their own comfort level. Please consult the organiser if in any doubt about coming to a particular event.

The Wayfarer Association classifies their rallies on four levels. The definitions are very helpful as a simple measure of self-assessment of competence/experience and they are adapted below:

1. Inland – skipper should be able to manoeuvre boat in a moderate breeze (up to F4) without risk of collision,
2. Estuary – skipper should be able to manoeuvre boat in a fresh breeze (up to F5) and be competent in reefing afloat and anchoring,
3. Sea – skipper and crew should be experienced in handling their boat in moderate to rough seas (F5 plus), be aware of tides, use charts and able to passage plan,
4. Advanced open sea – skipper and crew have considerable sea sailing experience and are fully competent at navigation and passage planning.

In making your own assessment be honest, we all have to learn, we all make mistakes – still do!

Members are encouraged to come to rallies to crew for others when they cannot bring a boat, or to request for crew, subject to the individuals responsibility for accepting berths offered.

4. Planning principles

This section is primarily to guide the organiser through the checklist, however all the items are there for participants to consider as well.

The “rules” are clear: Each skipper is responsible for deciding whether to participate in any Association event. Only the skipper knows the condition of the boat and the experience of the crew, which are at least as important as the location and weather. He or she must take responsibility.

However he or she is likely to seek advice and information from the rally organiser and will be highly influenced by the organiser’s attitude. Some people will want you to make the decision for them.

These notes suggest ways in which the organiser can help the skipper reach a wise decision without taking over his or her responsibility.

Before the event:



Be realistic about the nature of the venue and what kind of event you plan. Make these clear in DAN and any publicity material so people can make a rational decision whether it will suit them or not.

Suggest appropriate charts, pilot books and sources of local information. But don't imply people need to invest in a large library just to attend a rally!

Put the attendees mobile phone numbers into your phone – it is a good solution to communication to set up a text group which will enable you to send a message to all participants simultaneously. (Although do not forget that mobile reception cannot be relied upon when on the water).

Provide sketch charts and/or notes on local hazards and conditions if appropriate, include comments on launching and parking as appropriate but do NOT let it seem as if you are providing all the information people need.

Have alternative plans in mind for poor weather (e.g. an up river route, a short sail close to base, a walk or a visit to a stately home). Try to avoid being committed to get to a specific destination for a meal paid for in advance.

At the event:

Get an up to date local weather forecast, preferably in writing. Pin it up where people can see it or circulate copies.

Provide a list of attendees, boat names and contact method, distinguishing marks (normally hull colour). This not purely for social reasons but will assist all to identify one another on the water.

Provide a briefing, if possible supported by written notes, outlining the plan for the day and any special precautions, warnings or recommendations. If there are tidal gates or other time constraints, spell these out clearly. Enlist the help of a local expert, if appropriate. Include details of possible alternate destinations or fall-back plans and how you will indicate the change.

Check if anyone has doubts, questions or problems. Provide advice and help if you can but don't let one person monopolise you or spoil the event for everyone else, e.g. by delaying the start unreasonably.

Agree a communications plan if appropriate (e.g. an hourly radio roundup, a list of mobile phone numbers, flag or fog horn signals or what ever).

In summary it is strongly suggested that the following are always covered in the briefing:

1. weather forecast
2. tides (times, heights, streams, gates)
3. the passage plan including alternatives
4. confirmation of numbers going
5. identification of front and back markers
6. communications plan and methods
7. repeat of the responsibility statement

Consider notifying the Coastguard or harbour master of your plans. It is strongly recommended, especially in busy waters and when there are a significant number of boats on the rally, to inform the local coastguard of the day's sailing plans. This should normally be done by telephoning the Coastguard, rather than using VHF. Equally important, remember to advise the Coastguard when all boats are back at base.

Keep an eye on people. If you plan a long passage where boats are likely to get separated, get one of the experienced skippers to bring up the rear while you lead, or vice versa. Consider setting up a "buddy system" where pairs of similar boats agree to stick together.

WHEN BRIEFING POINT OUT MAJOR HAZARDS...



If conditions are at all doubtful:

Check that people have heard and understood the forecast. Point out what the implications will be at the destination, when the tide turns etc.

Make it clear that skippers should consider whether or not to go and that it is perfectly OK to say no.

Don't be afraid to ask an individual if he or she is sure they want to go or to suggest that he or she doesn't sail even if the rest decide to.

Avoid any hint of pressure to go. Make sure it is OK for some to stay behind or take a more sheltered route. It may help to announce two plans and ask people to choose which one they will adopt.

Reassure the over timid. If you feel someone is being unreasonably cautious and needs a bit of encouragement, it's OK to give it. One of the reasons people come on rallies is to stretch their comfort zone a little.

If you don't want to go yourself, don't!

If conditions, or the forecast, are bad:

Suggest that most people stay ashore but that anyone who wants to go sailing is free to do so. Don't feel offended if some do go sailing and come back saying it was great.

Take a cautious line yourself. You are probably one of the most experienced people there, at least in the local conditions. If it's marginal for you, it's too much for most of the rest. Don't encourage them to go out because you think you could handle it.

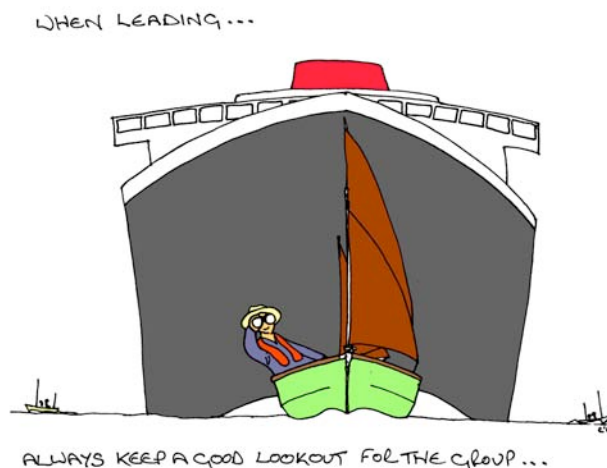
Don't feel you have let people down, even if the weather improves unexpectedly. Nobody can predict the weather and it was their decision to go or not to go, to take your advice or reject it.

If someone gets into difficulties:

Don't hesitate to call for help. It is far better to call the lifeboat too soon than too late. See the next section on emergencies and incidents. Be careful not to add to the casualty list while trying to help. Ask another experienced skipper to shepherd everyone else home while you stay with the casualty, or vice versa.

After the event:

Learn from the experience and share the learning with others. Don't be put off doing it again. Remember how many people have benefited from coming on your rallies!



Around the sailing:

Most of this booklet is concentrating on information associated with the safety and organisation of "on the water" activities. In practice after you have organised several rallies you will realise that often it is the on-shore side which creates the most "stress". Most rallies provide as much activity around the sailing as they do on the water. There are no hard and fast rules here with social activities varying from the

spontaneous through bar-b-cues to restaurant meals. What is provided will be determined as much by the location as by the organiser. The organiser's role is really to facilitate such activities, where pre-booking is involved the key being to find a location which will be flexible with numbers and will not demand excessive deposits.

The checklist below also places emphasis on the consideration of issues surrounding launching and recovery. Again concerns will vary with location, there is evidence that "slip rage" is a growing problem at busier launch sites and a beach master role to control launching and recovery is worth considering. At some rallies those members with 4x4 vehicles are usually very happy to provide a launching service, which helps limit the number of vehicles moving around.

Sea or fresh water:

The booklet appears largely directed at sailing on the sea, this is probably inevitable given many of the perceived "risks" to be considered in sea sailing. Whilst some risks are unique to salt water most are not and there is plenty of evidence that things can happen much faster on lakes, particularly wind shifts and changes in water state when rounding an island or headland. Often navigation hazards, particularly to small boats, are greater on inland waters with large boulders just beneath the surface, the remains of old piers and other submerged obstacles waiting to catch the unwary (or your classic Drascombe rudder).

Enjoy:

Rallies take all forms imaginable, there is no standard format. Flexibility in planning has been stressed earlier, essentially directed at the management of the event around standard "passage planning" principles. Planning of activities is a much wider activity only constrained by the capabilities of our boats and the geography of the location. Perhaps the "classic" rally is a cruise from a start point to a picnic spot or anchorage and return, however consider setting up a treasure hunt, or getting the group to sail in formation (known in Scotland as "admirals manoeuvres) or other such events (even racing has taken place, although it is an axiom of our sailing that "Drascombes do not race"). Most require as little or as much preparation as you want to make. Rather than list all activities here it is suggested you talk to other organisers about what they have done on their events.

In Conclusion:

The most important principle is not too "over-organise" as an organiser and not to expect "holiday-camp" regimentation as an attendee.

5. Risk assessment

The checklist should bring to the attention of both organiser and attendee (albeit at different levels of concern) the elements of a successful rally.

Event organisation "best practice" now requires that organisers produce risk assessments to demonstrate to all and participants in particular that they have considered as far as is reasonably practical the risks present in the event and have mitigation measures in place. This does not mean the removal of all risk, sailing in small boats is inherently risky. We suggest that all organisers complete a simple risk assessment for their rally, a copy of which should be sent to the events organiser.

Remember the assessment of risk is nothing more than careful consideration of the events which could happen on a rally and a weighing up of the precautions necessary to minimise harm particularly to people should the event happen. In our situation the briefing on the location of existing local hazards and information on

avoidance will be all that is necessary for many potential issues. This might concern an awkward pontoon or slip or a navigational hazard.

The RYA proposes five steps to risk assessment, they have been amended to reflect our activities:

1. LOOK at the hazards which exist in the rally area, have fellow locals contribute to the list
2. DECIDE who might be harmed and how
3. EVALUATE the risks, using the well recognised likelihood/impact approach, consider the mitigations you can make and the consequent effect in reducing the risk. Be careful not to remove responsibilities from skippers for their own actions that are inherent in sailing and boat handling
4. RECORD your process, an example is attached as appendix 4
5. REVIEW and REVISE periodically

It is not a requirement that rally organisers conduct a formal risk assessment for each rally, although we strongly recommend that the exercise is conducted for each location periodically and updated as necessary. It is not the intention that the assessment is automatically handed out, we would rather see the process as a structured aid-memoir to the organiser of the rally and compilation of the briefing and associated material.

Compilation provides opportunity to “think the unthinkable” in comfort and before it happens. We hope it never does, but sailing is not risk free.

6. Rally Administration

We hope that our administration process is both straightforward and simple.

Attendees must complete the application form (see the appendix 5 Some Legal Points) and send it to the organiser along with the admin fee (currently £3/€5).

The organiser may send out an introductory briefing sheet, but will be expected to provide a list of (expected) attendees at the start of the rally. Advance information is increasingly sent out by email, organisers are reminded however that there remain a significant number of members who do not wish to be considered computer literate and prefer more traditional methods of communication. As an attendee if you enter an email address on your application form it will be assumed that will be the main means of communication prior to the rally.

The organiser is requested to submit a list of skippers/owners, boat types and names, members without boats (crewing for others) including no-shows and factors impacting the event to the Events coordinator as soon as possible after the event. The organiser is also asked submit a copy of any risk assessment carried out and to submit a brief report of any significant incidents (or near misses) to the Chairman and Secretary as soon as possible after the event for the Committee to consider regarding dissemination of lessons to be learnt for the future.

Note that the £3 admin fee is to cover any initial organiser’s expenses. Any other costs such as moorings, parking, meals, etc. are normally arranged so that attendees pay directly at the rally. Where this is not possible (normally associated with the booking of meals) the organiser may request payment in advance or a least a more substantial non-refundable deposit. Unfortunately we do have “no-shows” at rallies, this can be as many as 10% to 20%, the deposit payments will minimise financial problems. As a potential attendee please tell the organiser if you can’t make it. Also note that people will make their minds up “last minute” to attend, it is up to the organiser to accept or reject such applications. Again potential attendees

should note that a refusal of a late entry is not awkwardness but that increasingly marinas, restaurants, etc. demand final numbers and or early notification of changes.

Consequently the admin fee is not normally refundable as the rally organiser incurs costs, even if someone does not turn up for what ever reason. From the organiser's position it is best to avoid committing to pay for meals or other arrangements that could be cancelled due to bad weather or lack of wind if that is possible. Indeed a supportive reaction from a pub or restaurant to this situation will probably determine where to go after the event!

No rally organiser is expected to be out of pocket for organising a rally and the Association can reimburse organisers who lose money from circumstances beyond their control. If organisers are embarrassed by having too much money from the £3 fees after they have deducted expenses, they can either return it by subsidising other rally costs like buying (some of) the beer or giving it to the Association or a charity like the RNLI. [Please note that Scottish Rallies have a slightly different system whereby fees are paid to "Scottish Drascombes" and the organiser reclaims expenses.]

And finally a reminder of the primary email contact points:

chairman@drascombe-association.org.uk

secretary@drascombe-association.org.uk

rally-coord@drascombe-association.org.uk

The contact details for individual organisers are listed in DAN and also on the members' section of the forum along with the rally application form.



The Drascombe Association



Appendix 1 to Rally Organisation Handbook Organisers Checklist

1. Planning – [appraisal and preplanning]

Primary item	Issues	Thoughts
Basics	Date	Likely weather for time of year
		Tides
		Other events and possible conflicts
	Location	Facilities on shore
		Facilities on the water
	Any likely restrictions on numbers?	
Location	How to get there	What are the main routes?
		Any restrictions or potential problems with trailers?
	Launching and recovery	Any tidal constraints?
		Parking facilities
	Mooring/anchoring	What facilities: pontoons, anchoring, moorings?
	Sailing activities	Type of sailing, any restrictions on suitability for smaller boats?
		Options for possible destinations in differing weather/tidal conditions
		Consider specific sailing activities: treasure hunts, “admirals manoeuvres”,
		Any major hazards attendees should be prepared for – shipping, tides, currents, rocks?
	Incident preparation (risk review)	What could happen, how can risks be minimised
		Boat issues – breakages, bent rudders, swamping
People issues – exposure, lack of food, health issues, injury		
On shore activities	Will any meals be provided?	
	Availability of accommodation – campsites and or B&B	
Costs	Marina fees, parking, joint meals,	
Administration	Booking list	Maintain record of applications with key details of people and boats
	Information for attendees	Consider the production of an introductory information sheet
		Suggest appropriate charts or pilot books for the area
	Dealing with questions from potential attendees	Information on the sailing area
		Type of sailing to be expected
Crews attending experience levels	Declared/suspected (?)	

2. At the event – [appraisal, planning and execution]

Primary item	Issues	Thoughts
Arrival	Meeting and greeting	
	Setting up	
	Launching	
	Parking of cars and trailers	
Briefing	Welcome brief	List of names and boats
		Consider listing basic “admin” details – briefing times, meal arrangements
		Collection of outstanding fees
		Confirmation of attendees – names, skippers and crews; boat names and ids’ (type, hull colour, etc.)
	Daily brief	The sailing plan for the day
		Remember “passage planning” principles
		Use local expert in support (or lead) if required
	Weather forecast	Obtain current from best available local sources (coastguard, marinecall, met. office, etc)
	Plans for the day	Where – check all understand where
		Alternatives
		Navigation awareness – principle hazards, tides and tidal gates
	Confirmation of who is going	Sharing of crews
		Support to less experienced crews/boats
		No pressure if some people do not want to go
	Communications plan	Identify leader/backmarker
		Use an Event Notice Board?
		Agree use of radio channels
		Method of communication of change of plan for either the group or by individual boats (consider a Group Text?)
	Incident management	Consider notification of coastguard or harbour master
		Reminder of local means of obtaining help if required (normally will be VHF ch16)
Importance of responsibility of nearest to incident for initial response – do not hesitate to call coastguard		
And finally...	Stress no compulsion, it is ultimately up to each boat to decide what they want to do	
On the water	Look out and keep contact	
	Watch the weather	
	ENJOY YOUR DAY	Take photographs of one another
Return	Mooring	Any issues to share?
	“count them all back”	
Recovery	Slip management	Congestion issues
Social	Picnics, B-B-Q’s, pubs	Fire risks, alcohol issues

3. After the event – [monitoring and review]

Primary item	Issues	Thoughts
Review	Listen to comments	Ask for comments from those who came - good and bad
	Incident review	Any important incidents
Rally report	Supply of basic details to events co-ordinator	Numbers of people, boats, etc
	Immediate reporting of events to chairman/secretary	Incidents worthy of reporting/essential to report – remember near misses are as important as serious events
		Factors impacting the success of the event – e.g. Weather, Competing events, communications
		Share experiences with other organisers
		Consider article for DAN – either written by the organiser or ask an attendee to do



Appendix 2 to Rally Organisation Handbook

Attendees Guidance

We organise rallies for the enjoyment of members, to meet, to sail in company, to gain experience in the company of others and gain the maximum from owning a Drascombe.

This sheet is primarily to give members, particularly for the first time an indication of what their own responsibilities should be when they come to a rally.

The organiser will provide the “framework” for the rally but to gain the most both socially and in sailing experience the members coming along will “make” the event.

The organiser will provide basic information about the event and organise welcoming and daily briefings, however do not expect all information you may need from the organiser.

Responsibilities

- As Skipper of your own boat you are free to question, take advice or even blindly follow but your basic responsibility is that you make your own decisions for your boat and crew. If you need help or advice, you are welcome, indeed encouraged to ask, this is not a loss of face, indeed most of the longer served members will willingly offer assistance if requested.
- You should have charts for the area.
- You should have your own passage plan for each day’s activities.
- If you decide to go your own way or deviate from the rally plan tell the organiser in advance
- Submit your application form in good time.

Boat preparation

- Your boat should be sound with rigging in good condition.
- Your engine will work and has been appropriately serviced, you have sufficient fuel including a spare in a can and you have and can use if needed the basic spares of spark plug(s), shear pins and pull cords.
- Your equipment includes at least two sound mooring warps of reasonable length and a minimum of two clean fenders (it is a regular activity to raft up with others).
- You have a means of communication, preferably a waterproof VHF radio, but an air horn or other means of attracting attention is essential as a minimum, including flares (in date and you know how to use them).

Crew preparation

- Your crew have sufficient suitable warm and waterproof clothing (including spare/additional items),
- They are equipped recently checked life jackets (or buoyancy aids),
- You have adequate food and drink,
- You have a basic first aid kit. Do not forget any routine medications which may be needed by you or your crew (including checking need to have food regularly).
- You have briefed your crew on the daily plan and your own passage plan.

Your trailer

- Ensure the basic frame is sound

- The wheel rims and tyres are in good condition and the latter are correctly inflated.
- Brakes if fitted are functioning
- And all lights are working.
- Correctly load the trailer and ensure you have the correct nose weight.

After the event

If you really thought that this was a great success, tell the organiser, and you can also tell the world by sending a short commentary to the webmaster for inclusion in the Rally Gallery. (See DA Website Home Page) You can also write an article for DAN. If you felt there were lessons to be learned and improvements needed – please tell the rally organiser and the Events Co-ordinator.

In conclusion

Much of the detail behind the above will vary with the type and location of any given rally, there are also many sources of information on equipping small boats, what is important is that you have thought about the key areas above and can take appropriate decisions on expected/anticipated conditions in preparing your boat and crew.

And don't forget to keep your trailer in good condition. Jeremy Churchouse used to remind everybody that with a Drascombe you own the finest trailer sailing boat, therefore your trailer is as important as your boat, often for many of us your boat will spend more time and cover more miles on its trailer than on the water.

Please ask – we are all still learning and will be happy to discuss anything which relates to using our boats safely and the maximising of the enjoyment of them.

Appendix 3 to Rally Organisation Handbook

Rally Application Form

DRASCOMBE RALLY APPLICATION FORM	
Event:	
Skipper's name:	
Address:	
Tel No:	Mobile:
Email address:	
Additional crew will comprise: () Adults: () Children: (please insert numbers and names if possible)	
We shall arrive (day/time): and depart:	
By Land /Boat * & require parking for (___) Cars and (___) Trailers	
Boat: Type:	Name: Hull colour:
VHF Radio carried: Yes / No *	MMSI No:
We shall be accommodated overnight: onboard * / Camping * / B&B * / Other *	
Please send me details of local camping* / B&B*.	
Declaration: I am a member of the Drascombe Association and have read and accept the Association rules. My boat is insured to cover me and those who use her with my permission, for not less than £3 million in respect of third party liability claims with an authorised UK/EU insurer. I accept that though events may be organised by, or within the Association. It is the sole responsibility of the skipper to decide whether to take part in all or any part of an event, taking into consideration that conditions may not be suitable for all craft &/or my fitness and experience and that of the crew. I agree that boat and contact details may be distributed to other participants and, if and as required, other authorities. I enclose: Completed application (this form) Rally Registration/admin fee (£3, unless otherwise stated in the DA rally programme)	

*Owners / Skipper's signature: _____ Date: _____	
Please complete & return your form in good time. If having registered, you do not intend to come, please inform the organiser	

* please delete as appropriate

This form is maintained current in MS Word and pdf formats in the members' section of the DA Forum

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Appendix 4 to Rally Organisation Handbook

Organisers Risk Assessment Form

Set out below is a sample risk assessment, it is strictly for example and not exhaustive. If produced it can also give confidence to attendees and the organiser has considered reasonably foreseeable risks. It will also (in our risk-averse litigious society) assist the organiser in the event of any review following an accident or "near miss". The check list will help to identify areas of concern.

The "final risk" ranking assumes that mitigation is in place. The form is for the organisers use and will inform the content of briefings that you will be giving. It is not expected that it will be compiled every time for rallies at repeat locations, but its review is recommended on every occasion. Please however submit a copy to the Events Organiser once compiled.

The example gives typical risk values. Other locations will have higher or lower values for each hazard. The worst hazard is that which has not been foreseen.

Location _____

Date compiled _____

Ref	HAZARD	CAUSE	CONSEQUENCE	MITIGATION	Final risk		
					Probab	Conseq	Risk
1	Bad weather	Inadequate or ignored forecast	Capsize, POB or swamping, especially for inexperienced crew	Contingency plans. Shelter at *** Possibly radio Coast Guard if caught out.	2	3	6
2	Equipment or rigging failure	Bad weather or collision	Difficulty in getting back to port	Most Drascombes have alternative propulsion etc. Other vessels can tow.	2	1	2
3	Overfalls or disturbed seas	Local conditions at ***	Capsize, POB or swamping	Avoid *** at ** times in high winds or springs	1	2	2
4	Strong tides	Local conditions at ***	Cannot return until tide changes.	Must use tidal windows. Inform all of key times.	1	2	2
5	Ship collision	Commercial shipping	Swamping, fatalities, injuries or damage	Brief attendees about shipping patterns. Listen on VHF if necessary	2	2	4
6	Boat collisions	Yacht, dinghy or powerboat racing	Swamping, fatalities, injuries or damage	Liaise with local clubs, harbourmasters & Coast Guard	1	1	1
7	Local (unmarked?) obstructions	Cannot always see in bad weather or poor visibility	Capsize, POB or swamping	Brief attendees of obstructions	2	2	4
8	Fog or poor visibility	Inadequate or ignored forecast	Increased risk of collisions or hitting obstructions	Avoid if at all possible. Brief attendees of options in case of fog.	2	2	4
9	Lost communication	Boat disappearance without informing organiser	Rally boats or RNLI search for missing boat.	All boats to keep in sight or in communications with others unless organiser is informed	1	3	3
10	Launch & recovery	Slipway or handling accident	Injury or damage	Check-out slipway(s) & warn attendees of any hazards	2	2	4
11	ANY OTHERS!						

Key: **Risk is Probability x Consequence.**

Probability: 1 = Low 2 = Medium 3 = High
Consequence: 1 = 1st Aid only 2 = Paramedic or Ambulance 3 = Serious

Injury or Death

Final Risk: There are no "acceptable" or "unacceptable" values but risks over 4 should be looked at again to see if further mitigation is practicable.

Appendix 5 to Rally Organisation Handbook

Some Legal Points – the “small print”

Any organiser is at risk of being sued for negligence in today’s litigious society, though this should be a relatively low risk with most Drascombe Association members. The Association has insurance that covers rally organisers for organising a rally for members. Like all insurance, this can be invalid if organisers are reckless.

It is a requirement that all attending boats carry appropriate insurance with at least £3m cover for third party claims.

Where we organise a rally simply by issuing a series of meeting places with dates and times there should be no legal liability on the organiser, however if on the water activities are arranged this should be clearly stated in the event briefing.

Where a rally contains some “activity” organised as an event (e.g. racing, treasure hunt, etc.) the Association requires that participants accept liability for themselves, their crew and their boats whether afloat or ashore. Nothing done by the organiser relieves participants of that responsibility. (This is a straight “lift” from the RYA model limitation of liability clauses).

Drascombes attending other (non-Drascombe) rallies and events are required to comply with the organiser’s conditions, there should be no legal liability where the Association provides an organiser whose role is simply to facilitate members to join the event.

It is a requirement that all rally attendees complete and sign the rally application form, which contains the exclusion and limitation of liability clauses and reference to the insurance requirements. Organisers must protect themselves by insisting on this, especially for late entries whose application form does not arrive in time.

The Association insurance does not cover non-members. However by naming crew on the application form they become “temporary members” for the purpose of insurance. It is up to the organiser to accept or reject non-members as a skipper if they want. If non-members are accepted, insist on a written declaration of suitable insurance from them. Whether the organiser accepts /invites them or not, you cannot prevent them sailing in the same area as you are but you should make it clear that you cannot take responsibility for them.