



# CIVIL SERVICE SAILING ASSOCIATION

## COMMODORE: GRAHAM DALTON

### Application for Approved Skipper – please complete in FULL

#### Applicant Information

Full Name: \_\_\_\_\_  
*First Middle initial(s) Last*

Address: \_\_\_\_\_  
*House name, number, street*

City \_\_\_\_\_ County \_\_\_\_\_ Postcode \_\_\_\_\_

CSSA No: \_\_\_\_\_ CSSC No: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Application for Approved Skipper (Tick one)

I have read, understood and agree the requirements to become a CSSA Approved Skipper overleaf (and maintained at <a href="http://www.cs-sailing.org.uk/skippers/">http://www.cs-sailing.org.uk/skippers/</a> )	Coastal <input type="checkbox"/> YES <input type="checkbox"/>	Offshore <input type="checkbox"/>	Logged miles: _____	Days on board: _____	YES <input type="checkbox"/>
I attach a copy of my Ofcom VHF Shortwave Radio Operators certificate (or equivalent).	YES <input type="checkbox"/>	I attach a copy of my current RYA (or equivalent), First Aid certificate (instruction in the use of Cat C stores preferred)			YES <input type="checkbox"/>
I have a medical condition or disability that may be relevant to this approval and for chartering CSSA yachts, e.g. angina, diabetes, epilepsy, sight, hearing or other physical condition				NO <input type="checkbox"/>	YES <input type="checkbox"/>

If yes, explain: \_\_\_\_\_

#### Referees

Please provide details of two CSSA Approved Skippers at an equivalent or higher rating to that for which you are applying, with whom you have sailed and who have agreed to act as referees.

Referee 1: \_\_\_\_\_ Referee 2: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

The CSSA accepts your RYA Certificate of Competence as proof of your sailing ability.

As an Approved Skipper you will be expected to follow Divisional procedures for booking and operating yachts including those to satisfy MCA requirements stated in MGN280. You should ensure that you keep up to date with the Skippers' Newsletters, Local Notices to Mariners and other documents relevant to your cruising area.

You are expected to make efforts to maintain if not improve your level of competence as a skipper. In particular, you are expected to maintain the validity of your First Aid qualification.

You are encouraged to contribute to the operation of the club and its yachts. In particular you will be expected to lead your crews in maintaining the yachts in a clean and seaworthy condition. You are required to record all faults and incidents and to keep an up to date deck log. These and other expectations will be outlined in writing in a letter to you if this application is approved.

The referees that you have nominated will be asked three questions:

1. What first-hand experience they have of you sailing, discharging skipper's responsibilities and taking charge of yachts similar to those operated by Divisions of the CSSA?
2. What experience do they have of your passage planning, navigation, safety culture and crew management skills?
3. Do they recommend you to CSSA as an Approved Skipper? Conversely, are they aware of anything that might limit your ability to act as a skipper or are there any other points or observations they feel may be relevant to this application?

I agree and understand that my personal details on this form will be held on a computer and will be disclosed only to Committee Members of CSSC, CSSA, and their Clubs and Divisions as appropriate and necessary for CSSA business.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Next steps

We will write to your referees and a decision on your application will be made by the Offshore Sub Committee.

Once approved, you will be issued with a card by the Rear-Commodore (Offshore) which you may be asked to show when chartering CSSC/A yachts operated by 5 Kingdoms Sailing Club (5KSC), Channel Sailing Division (CSD) and East Coast Yacht Division (ECYD).

Please return your completed form, with scans of your certificates required to:  
Offshore Secretary [offshore\\_sec@cs-sailing.org](mailto:offshore_sec@cs-sailing.org)





## CSSA'S VOLUNTARY ADHERENCE TO THE RYA/MCA CODE OF PRACTICE

The CSSA, voluntarily, requires its Divisions to operate the Association's yachts in accordance with the Maritime and Coastguard Agency's (MCA) Marine Guidance Note **MGN 280**<sup>1</sup> (and, where more specific, The safety of small commercial sailing vessels – A Code of Practice, also known as The Blue Code). Skippers are expected to be familiar with MGN280. In particular, Skippers must follow the advice set out in Section 26 and Annex 3 on competence and manning and in Annexes 7 and 8 concerning operation of the yacht's hardware and the documentation and procedures for handover. Racing skippers must also be familiar with **ISAF Regulations**<sup>2</sup> and rules of the clubs in whose races they participate. The CSSA will delegate its duties where possible.

Skippers should:

- Appoint a Mate they consider sufficiently experienced to deliver the yacht to the destination should the need arise;
- Assemble a crew with sufficient competence for the intended passage (or limiting passages according to the strength of the crew);
- Deliver safety briefings in accordance with Annex 7 (Annex 9 of the Blue Code);
- Prepare passage plans in accordance with the International Convention for the "Safety Of Life At Sea," **SOLAS V**<sup>3</sup>;
- Maintain ship and radio logs;
- Keep a safe navigational watch;
- Conduct sufficient number of man overboard drills to ensure that the crew are familiar with the procedures;
- Make handovers in accordance with the operating Divisions arrangements concerning Annex 8;
- Log and report to the Division all incidents that involve the yacht and crew individually or with a 3rd party.

Skippers providing sailing other than private charter should hold, or ensure one of the crew holds, a First Aid qualification including use of Category C medical stores.

CSSA Coastal Skippers holding a RYA Yachtmaster Coastal certificate shall plan to remain within 20 miles of a safe haven (Area Category 3 of Annex 3). The Division operating a yacht may grant permission for a Coastal Skipper to venture beyond 20 miles from a safe haven during a private charter provided the crew are aware that this is outside the terms of the Code for commercial operation for a Skipper with a Coastal certificate AND the Division is satisfied that it has discharged its responsibilities as the managing agent in accordance with CSSA's policy in this respect.

CSSA Offshore Skippers holding a RYA Yachtmaster Offshore (or higher) certificate shall plan to remain within 60 miles of a safe haven (Area Category 2 of Annex 3). The cruising range of CSSA yachts is usually restricted to within 60 miles of a safe haven due to the stability and equipping of the yacht. A CSSA yacht should not venture beyond 60 miles from a safe haven without the express permission of the CSSA General Committee.

If, in cases of Force Majeure the cruising limits have been exceeded, this must be logged and the operating Division informed accordingly.

CSSA Yacht Operating Divisions will offer yacht familiarisation sessions addressing Annex 8 including procedures for remote handovers. Many Skippers will have familiarised themselves with the CSSA yacht they wish to charter, its documentation and handover processes while sailing as crew. Note: An extended familiarisation may be a mandatory requirement of the yacht operating Division.

An online version of these requirements, with further detail on areas of operation, deck manning requirements and live links can be found at <http://www.cs-sailing.org/skippers/>

### Withdrawal of CSSA Approved Skipper status

Where a CSSA Division is unable to resolve internally an incident or complaint concerning a CSSA Approved Skipper, the Division can request CSSA suspension or withdrawal of Approved Skipper status. A panel will be convened to hear the evidence from the Division and the Skipper taking account of CSSC procedures concerning volunteers. The panel will usually be formed of three or four members of the Offshore Sub-Committee. The panel will usually be chaired by the Rear Commodore (Offshore).

The panel is empowered to:

- suspend CSSA Approved Skipper status
- withdraw CSSA Approved Skipper status
- impose specific endorsements on the CSSA Approved skipper, for example, require an ML5 if a health issue

If the matter comes to a vote, the vote will be carried by simple majority and the chair shall have a casting vote.

Any changes or special endorsements will be notified to clubs through an updated Approved Skipper list.

### Skipper status of RYA appointed Instructors and Examiners

A RYA appointed Cruising Instructor, Yachtmaster Instructor or Yachtmaster Instructor Examiner holding current required endorsements and qualifications is deemed to be a CSSA Approved Skipper whilst instructing a training course. An Examiner is highly unlikely to accept the role of skipper during examination. The Division operating the yacht must ensure that the crew includes candidates with sufficient experience and qualifications to take charge of the yacht within the terms of MGN280.

A RYA appointed Instructor or Examiner who wishes to charter a CSSA yacht should apply to become a CSSA Approved Skipper and must be a member or linked member of CSSC.

<sup>1</sup> [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/282245/mgn280.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/282245/mgn280.pdf)

<sup>2</sup> [http://www.sailing.org/tools/documents/WorldSailingOffshoreSpecialRegulations201617Jan2017b-\[20554\].pdf](http://www.sailing.org/tools/documents/WorldSailingOffshoreSpecialRegulations201617Jan2017b-[20554].pdf)

<sup>3</sup> [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/437161/74531\\_Solas\\_V\\_MCA098\\_100714\\_Ver1.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/437161/74531_Solas_V_MCA098_100714_Ver1.pdf)