

Controlled Event Procedure

25 July 2012

Introduction

The National Small Vessel Safety Regulations of 2007 allows authorised agencies such as SAS to relax the regulations for controlled events provided suitable compensating safety arrangements are in place.

In regulation 2, a controlled event is defined as follows:

“controlled event” means a competition, event or regatta organised by a governing body or authorised agency, or a club or an organisation affiliated with a governing body, and includes:

- 1. activities to prepare for the event that take place at the venue for the event and during the times specified by the organiser of the event; and*
- 2. practice for the event under the supervision of a coach or an official approved by a governing body or authorised agency, or a club or organisation affiliated with a governing body.*

Regulation 33 goes on to define the authorised agencies powers and responsibilities opposite controlled events:

Exemption in respect of controlled events

- 1. Subject to sub regulation (2), the owner and skipper of a vessel that participates in an approved controlled event in the Republic or in the territorial waters of the Republic are, in respect of such vessel and for the duration of the event, exempt from these regulations.*
- 2. Application for the approval of a controlled event must be lodged with the Authority or the relevant authorised agency not later than 10 days before the intended date of the event, unless waived by the Authority or authorised agent and must be accompanied by full details of the event and of the rules and manner of supervision, including safety measures, to be applied and by the other particulars that the Authority may require.*
- 3. The Authority or authorised agency may extend a standing approval under sub regulation (2) for any controlled event subject to such conditions as are considered appropriate by the Authority or authorised agency and may at any time on reasonable grounds revoke such approval.*

Our documentation and procedures around controlled events need to serve two ends:

1. They need to ensure that SAS does a responsible job of approving controlled events.
2. They need to create an audit trail which can be used to demonstrate to SAMSA that we are indeed taking our responsibility seriously and are acting in accordance with the letter and the spirit of the regulations.



Approval of Controlled Events

1. Controlled events may be approved by the Regional Executive Committee. Alternatively, the regional Executive Committee may choose to appoint one or more regional Controlled Events Adjudication Panels of experts to approve controlled events. So for instance the Regional Executive Committee may decide to appoint a panel for keelboat events and separate panel for dinghy events. Each panel must consist of at least three individuals with appropriate expertise. The appointment must be in writing.
2. To facilitate rapid approval, approval may be conducted by email.

Procedure for application for controlled event status

The application must be in writing on the prescribed form and must include the following

1. The names, locations and dates of the controlled events for which approval is requested.
2. The regulatory requirements that are being relaxed if any
3. The compensating controls and safety procedures being implemented
4. A statement that the race committee have applied their minds to the application from a safety perspective and consider it to be reasonable.

The application should be sent to the Chairman of the regional executive or the chairman of the regional controlled events sub-committee if such a sub-committee has been appointed. The application should be in electronic format to facilitate rapid approval by email.

Filing and retention policies.

If a region holds controlled events, it must maintain a file of controlled events. All documents relevant to any controlled event approved in the last 12 months must be retained. This includes:

1. Copies of all controlled events approved over the last 12 months.
2. Copies of all letters of appointment of Controlled Events Adjudication panels which are current or relate to controlled events approved in the last 12 months.

Approved by the National Inland and Offshore Committee

July 2012

