

Aquatic Activity Operational Plan Template

Yacht Racing

30 August 2018 – 29 August 2019

Newcastle Harbour and coastal waters from Middle Harbour to Cabbage Tree Island (including Pittwater and Port Stephens)

Newcastle Cruising Yacht Club

PART ONE: OPERATIONAL PLAN INTRODUCTION

Newcastle Cruising Yacht Club intends to race keelboats on a regular basis all year round. NCYC typically requires a minimum safety requirement of Australian Sailing Special Regulations level Category 4 for offshore races.

Predominantly, offshore keelboat racing is scheduled to occur on Sundays year round and Friday afternoons during daylight savings time (October to April). Other keelboat racing may occur, especially during events over entire weekends – these dates have been provided in the Club Calendar (attached).

It is expected that the most highly attended sailing event on our calendar will be the Newcastle to Port Stephens Race, Sunday 8th April 2018, where we anticipate approximately 50 vessels to participate in the event.

EVENT SCHEDULE

The Club Calendar has been provided which contains scheduled dates for upcoming keelboat racing and regattas.

EVENT COORDINATION/MANAGEMENT

Emergency contacts can be found in the attached 'Emergency Response Plan'.

QUALIFICATIONS

Any racing will be overseen on the day by an Australian Sailing qualified Race Officer. A minimum level of Club Race Officer is required – this person is responsible for onwater operations until all boats have safely completed racing. Major events/regattas typically see us use a State or National level Race Officer who generally has more training and more experience.

To drive an NCYC powerboat, we require a minimum of RMS General Boat License. However, boat drivers are encouraged to participate in Australian Sailing's Powerboat Handling course and/or Safety Boat Operator course which are specifically targeted at operating near small sailboats and dealing with an MOB or injured person in the water.

We also require a minimum of 1 person trained in First Aid + CPR on each NCYC vessel at any time and this must be verified by providing us with the certificate of completion from the RTO and a valid expiry date displayed on it.

PROCEDURES AND STANDARDS

Australian Sailing – Racing Rules of Sailing & Special Regulations

BRIEFINGS

The Race Management Team will conduct a team briefing before going afloat for each racing session per day. A competitors briefing will be held on (or before) the first day of each new series.

SAFETY CRAFT, EQUIPMENT AND OTHER REQUIREMENTS

For Sunday races, there is typically the start boat which may be anchored either in the Harbour or offshore of Newcastle/Stockton and additionally a mark laying rib which will monitor the fleet for the duration of racing. Both of these vessels are equipped with first aid kits, VHF radios, mobile phones, navigation equipment and a map with address/contact details of various access points around the Harbour intended to assist coordinating to meet with Emergency Services.

For Friday (Twilight) races, the start/finish team will typically be based on land at Scratchley's Restaurant. The start team will be equipped with VHF radio and mobile communication. Alternatively this team may choose to anchor a vessel in the vicinity of Scratchley's Restaurant.

For weekend sailing and regattas, there will typically be a minimum of the start boat plus one rib on the race course. Additional vessels may be utilised for larger events and regattas.

INFRASTRUCTURE

NCYC has a collection of temporary (inflatable) buoys which are used on race days. Additionally there are three fixed marks referred to as the 'Sygna mark', 'Stockton mark' and 'NCYC mark'. The Lat/Long positions of these buoys can be found in the attached 'Marks & Courses'.

FIRST AID AND EMERGENCY SERVICES

NCYC requires at least one First Aider to be onboard any NCYC vessel and additionally each vessel carries a map/list of waterfront pickup locations and Emergency contacts for coordination of meeting with Emergency Services. See the attached (NCYC Safety Card).

COMMUNICATIONS

Primary method of communication for onwater operations is VHF Ch 77. Alternatively race officials will be provided with a list of mobile contact numbers.

NCYC also radios Newcastle Harbour on VHF Ch 09 to confirm shipping movements before commencing any onwater activities.

INCIDENT REPORTING AND MANAGEMENT

For boats racing, if an incident occurs the Australian Sailing Racing Rules of Sailing have a standard procedure which involves lodging a 'Protest Form'. This form collects general information about the incident including a diagram, description, and witness contact details. Following this, a panel of (usually) 3 experienced sailors (Protest Committee) are presented with evidence from all parties. The 'Protest Committee' then identifies rules broken (if any) and assigns responsibility for any damages.

Additionally, for any powerboat incidents, there is an internal reporting procedure to be reviewed by the Board of Directors and, if required, sent to RMS where appropriate.

When an incident occurs on the water, it is the responsibility of the Race Officer to manage the situation. The attached Emergency Response Plan further examines this procedure.

CONTINGENCIES

NCYC has strict guidelines on weather conditions to maintain consistency in decision making by Race Officers.

Racing will be cancelled if:

- The BOM has currently issued a Storm Warning for the Hunter Coastal Waters
- Nobbys is reading wind speed of more than 30knts or gust strength is deemed unsuitable by the Race Officer.
- The combination of sea, swell and wind conditions is deemed too dangerous by the Race Officer
- It is deemed that the capabilities of Race Officials is not sufficient to safely monitor the course
- There is lightning near the race area

In the event that all NCYC assets are required to focus their attention to a vessel in distress, all racing will be abandoned and attention given to vessel in distress as required. The Emergency Response Plan provides further information on this.

In the event that racing is cancelled, rescheduling may occur at a later date, however on the same day of the week as was originally planned. Rescheduling of an event if conditions prohibit racing on the day scheduled is unlikely.

DEBRIEF

A debrief with the Rear Commodore, CEO, and Sailing Manager occurs after each major event has concluded. The findings of the debrief are reviewed by the Board of Directors and actioned by making changes to the to the running of future event.

PART 2: RISK MANAGEMENT

Risk management is to be conducted in accordance with the principles outlined in AS/NZS ISO 31000:2009 (Risk Management: Principles and Guidelines), which stipulates that risk management should:

- create value
- be an integral part of organisational processes
- be part of decision making
- explicitly address uncertainty and assumptions
- be systematic and structured
- be based on the best available information
- be tailorable
- take into account human factors
- be transparent and inclusive
- be dynamic, iterative and responsive to change
- be capable of continual improvement and enhancement

Risks are managed through the use of a risk register that identifies the risks involved in an activity and the key controls which need to be put in place before the activity is undertaken to reduce those risks to an acceptable level. The aim is to reduce all Residual Risks to either a Medium or Low rating before holding the event. Organisers should be aware that during the event these Residual Risks ratings mean:

Medium – constant vigilance is provided by event officials and staff across these risk areas

Low – these risk areas are monitored by event officials and staff

Where any Residual Risks are rated as Extreme or High, further consideration of controls is required, or alternatively it may be better not to hold the event in its proposed form.

A template and step-by-step process for completing a risk register appears on the following pages. The completed risk register will be assessed by RMS Maritime Division staff during the Aquatic Licence assessment process. Where required, RMS Maritime Division staff will be made available to assist organisers in preparing a risk register, and to help determine what controls are best suited for the key risks.

RISK CONTROLS AND COMMENTS

Provide more detail on how the key/highest risks will be controlled, both before and during the event. Further general or specific comments regarding risks can also be provided here.

KEELBOAT RACING – RISK REGISTER AND PROPOSED CONTROLS

Inherent Risk (what can happen if no controls are put in place)	Likelihood	Consequence	Inherent Risk Level	Controls to be implemented	Residual Risk level (after controls are in place)	Person(s) Responsible	Brief Comments
Collision resulting in damage	Possible	Moderate	Moderate Risk	Race Officials to monitor competitors at crucial locations and monitor race frequency VHF 77.	Low Risk	<p>Skippers of vessels are responsible for this.</p> <p>Additionally, the Race Officer of the day will be responsible for liaising with emergency services should their assistance be required.</p> <p>Australian Sailing qualified Equipment Auditor to conduct annual safety inspection to ensure vessel is equipped with emergency equipment.</p>	<p>Racing Rules of Sailing apply to all events and boats provided with details of possible locations and contact details to meet with Emergency Services</p>

Fire on vessel	Rare	Moderate	Moderate Risk	Ensure fire extinguishers and procedures current.	Low Risk	<p>Skippers of vessels are responsible for this.</p> <p>Australian Sailing qualified Equipment Auditor to conduct annual safety inspection.</p>	All vessels subject to an annual Equipment Audit to Australian Sailing Special Regulations Category 4 compliant.
Vessel Capsize	Rare	Catastrophic	High Risk	Assess environmental conditions prior to racing and inspect boat annually.	Low Risk	<p>Skippers of vessels are responsible for this.</p> <p>Australian Sailing qualified Equipment Auditor to conduct annual safety inspection.</p>	<p>Provide BOM weather updates.</p> <p>All vessels subject to an annual Equipment Audit to Australian Sailing Special Regulations Category 4 compliant.</p>
Man Overboard (MOB)	Rare	Catastrophic	High Risk	<p>All racing boats inspected and must have MOB recovery plan, contact details for emergency services.</p> <p>All NCYC support boats equipped with retrieval method</p>	Low Risk	<p>Skippers of vessels are responsible for this.</p> <p>Australian Sailing qualified Equipment Auditor to conduct annual safety inspection.</p>	All vessels subject to an annual Equipment Audit to Australian Sailing Special Regulations Category 4 compliant.

Support Boat (Race Official) MOB	Rare	Catastrophic	High Risk	<p>Drivers of all NCYC powerboats with an outboard engine are to wear a lifejacket and attach kill chord at all times when engines running.</p> <p>NCYC powerboat with inboard engine requires minimum two persons on board at all times when underway.</p>	Moderate Risk	Skippers of the vessels are responsible for this.	All vessels fully equipped with MOB retrieval methods, First Aid kits, methods of communication with emergency services, map/list of contact details for waterfront access points to coordinate meeting with Emergency Services.
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<p>Proximity to Commercial Shipping</p>	<p>Possible</p>	<p>Catastrophic</p>	<p>Extreme Risk</p>	<p>All yachts required to read the Harbour Safety Information booklet for operating in proximity to commercial shipping at Newcastle and sign Declaration before racing with NCYC</p> <p>After checking in with Newcastle Harbour on VHF Ch 09, the Race Officer will decide whether it is safe to start in the harbour or whether it is necessary to start the race offshore to avoid any conflict with commercial shipping movements.</p>	<p>Moderate Risk</p>	<p>Skippers of the vessels are responsible for this.</p> <p>Race Officials on water also to confirm and share any upcoming shipping movements.</p>	<p>Race Officer to notify Harbour Master VHF 09 of intentions to race and confirm shipping movements. Then broadcast relevant information to skippers on Race Frequency VHF 77.</p>
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<p>Severe Weather</p>	<p>Likely</p>	<p>Major</p>	<p>Extreme Risk</p>	<p>NCYC has a strict policy regarding weather conditions when racing including:</p> <ul style="list-style-type: none"> - No racing when a BOM Storm Warning is current - No racing when wind exceeds 30knts - No racing when lightning/thunderstorm can be seen - At the discretion of the Race Officer, racing may also be cancelled sooner when the combination of wind and sea/swell is deemed to be dangerous for sailors and/or mark laying personnel. - It is deemed that the capabilities of Race Officials is not sufficient to safely monitor the course 	<p>Moderate Risk</p>	<p>As per Racing Rules of Sailing, it is the skipper's responsibility as to whether he/she will participate (or continue to participate) in a race.</p> <p>Additionally, it is the responsibility of the Race Officer of the day to postpone or abandon racing in the event of severe weather.</p>	
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Approximate Area Map of Newcastle Harbour

Approximate racing areas for Short Ocean Pointscore and Twilight races



Approximate Race Areas for Ocean Pointscore, Lion Island Race, Newcastle to Port Stephens Race, and the Newcastle Regatta – Aquatic Areas include:
(North to South)

- Port Stephens Central - Soldiers Pt To Nelson Head - Port Stephens [B021AC]
- Port Stephens East - Entrance To Myall Pt & Nelson Head - Port Stephens [B021AA]
- Coastal - Toomeree Head To Fingal Pt - Port Stephens [B021CA]
- Coastal - Fingal Pt To Morna Pt - Port Stephens [B021CB]
- Coastal - Morna Pt To Sygna - Newcastle [B024CA]
- Coastal - Sygna To Nobbys Head - Newcastle [B024CB]
- Newcastle Harbour - Newcastle [B024AA]
- Coastal - Nobbys Head To Redhead Pt - Newcastle [B024CC]
- Coastal - Nine Mile Beach Nth - Lake Macquarie [B025CA]
- Coastal - Nine Mile Beach Sth - Lake Macquarie [B025CB]
- Coastal - Swansea Heads To Spoon Rocks - Lake Macquarie [B026CA]
- Coastal - Spoon Rocks To Catherine Hill Bay - Lake Macquarie [B026CB]
- Coastal - Catherine Hill Bay To Flat Rocks Pt - Tuggerah [B033EA]
- Coastal - Flat Rocks Pt To Wybung Head - Tuggerah [B033EB]
- Coastal - Birdie Beach Nth - Tuggerah [B033EC]
- Coastal - Birdie Beach Sth - Tuggerah [B033ED]
- Coastal - Norah Head To Pelican Pt - Tuggerah [B033EF]
- Coastal - Tuggerah Beach - Tuggerah [B033EG]
- Coastal - Karagi Pt To Blue Bay - Tuggerah [B033EH]
- Coastal - Toowoan Bay - Tuggerah [B033EI]
- Coastal - Shelley Bch - Tuggerah [B033EJ]
- Coastal - Bateau Bay - Tuggerah [B033EK]
- Coastal - Crackneck Pt To Wamberal Pt - Tuggerah [B033EL]
- Coastal - Wamberal Pt To Terrigal Bch - Tuggerah [B033EM]
- Coastal - Terrigal Bch & Terrigal Haven - Brisbane Water [B034EN]
- Coastal - North Avoca Beach - Brisbane Water [B034CA]
- Coastal - South Avoca Beach - Brisbane Water [B034EO]
- Coastal - Little Bch - Brisbane Water [B034CE]
- Coastal - Copacabana - Brisbane Water [B034CC]
- Coastal - Mcmasters Bch - Brisbane Water [B034CD]
- Coastal - Bombi Pt To Bouddi Pt - Brisbane Water [B034CF]
- Coastal - Maitland Bay - Brisbane Water [B034CG]
- Coastal - Putty Bch - Brisbane Water [B034CH]
- Coastal - Tallow Bch - Brisbane Water [B034CI]
- Offshore From The Entrance To Broken Bay - Pittwater [B039BK]
- Coastal - Entrance To Broken Bay (Juno Pt,barrenjoey,box Head) - Pittwater [B039CA]
- Palm Beach - Pittwater [B039BB]
- Whale Beach - Pittwater [B039BC]
- Avalon Beach - Pittwater [B039BD]
- Bilgola Beach - Pittwater [B039BJ]
- Newport Beach - Pittwater [B039BE]
- Bungan Beach - Pittwater [B039BF]
- Mona Vale - Pittwater [B039BG]
- Narrabeen Beach - Pittwater [B039BH]
- Coastal - Dee Why Bch - Sydney Harbour/north Harbour [B040CA]
- Coastal - Curl Curl Bch - Sydney Harbour/north Harbour [B040CB]
- Coastal - Freshwater Bch - Sydney Harbour/north Harbour [B040CC]
- Coastal - Nth Steyne Bch - Sydney Harbour/north Harbour [B040CD]
- Coastal - Manly Bch - Sydney Harbour/north Harbour [B040CE]
- Coastal - Manly To North Head - Sydney Harbour/north Harbour [B040CF]
- The Heads (Dobroyd Head To Grotto Pt To Middle Head To South Head) - Sydney Harbour/north Harbour [B040AB]
- Grotto Pt To Middle Head - Middle Harbour [B041AF]

