

## **Aquatic Activity Operational Plan**

### **Dinghy Sailing 30 August 2018 – 29 August 2019 Newcastle Harbour**

#### **Newcastle Cruising Yacht Club**

#### **PART ONE: OPERATIONAL PLAN INTRODUCTION**

Newcastle Cruising Yacht Club intends to race dinghies on a regular basis all year round. NCYC requires a minimum of 1 start boat plus 1 support rib during any dinghy racing activity within the harbour.

Predominantly, Laser dinghy racing is scheduled to occur on Friday afternoons throughout daylight savings and Saturdays during Winter – these dates have been provided in the Club Calendar (attached). The Tackers (learn to sail) Green Fleet Optimist racing is scheduled to occur on Sundays throughout Spring and Summer and may continue year round.

#### **EVENT SCHEDULE**

Fridays:

1630hrs – Race officials arrive to assess conditions, check shipping movements, prepare support vessels, transit to race area

1715hrs – all vessels launch from marina

1730hrs – Racing commences

1900hrs – All boats ashore before sunset

Saturdays and Sundays:

0930hrs – Race officials arrive to assess conditions, check shipping movements, prepare support vessels, transit to race area

1015hrs – all vessels launch from marina

1030hrs – Racing commences

1300hrs – All boats ashore

#### **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 accredited 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 detailed training and 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**

A briefing to competitors is held on the first day of a series approximately 90minutes prior to the first race start.

Volunteers/Race Officials will have a briefing prior to going on the water each day to discuss conditions and reconfirm emergency procedures.

## **SAFETY CRAFT, EQUIPMENT AND OTHER REQUIREMENTS**

For Friday (Twilight) races and Saturday (Winter) races, the Race Officer will be aboard the start boat which will be based in the vicinity of the Basin. Additionally we will have at least 1 support rib on the water to assist sailors if required.

On occasions, the Race Officer and support rib may shepherd the fleet to other locations on the Harbour where a course would be set up outside of the main channel.

## **INFRASTRUCTURE**

NCYC has a collection of temporary (inflatable) buoys which are used on race days.

### **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. Additionally, 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.

Dinghy racing will be cancelled if:

- The BOM has currently issued a Storm Warning for the Hunter Coastal Waters
- The Race Management Team records wind speed of more than 25knts or gust strength is deemed unsuitable by the Senior Instructor or 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 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.

**INSHORE RACING – RISK REGISTER AND PROPOSED CONTROLS**

<b>Inherent Risk</b> (what can happen if no controls are put in place)	<b>Likelihood</b>	<b>Consequence</b>	<b>Inherent Risk Level</b>	<b>Controls to be implemented</b>	<b>Residual Risk level</b> (after controls are in place)	<b>Person(s) Responsible</b>	<b>Brief Comments</b>
<b>Collision resulting in damage</b>	Possible	Moderate	Moderate Risk	Race Officials to monitor competitors at crucial locations and monitor race frequency VHF 77.	<b>Low Risk</b>	<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 further assistance be required.</p>	<p>Racing Rules of Sailing apply to all events</p> <p>Support boats provided with details of waterfront pickup locations and contact details to meet with Emergency Services</p>
<b>Vessel Capsize resulting in entrapment underwater</b>	Rare	Catastrophic	High Risk	<p>Assess environmental conditions prior to racing.</p> <p>Train support boat crew to monitor capsizes and ensure crew visible. Train to lift boat so that trapped sailor can breathe. Carry wire cutting equipment to assist recovery.</p>	<b>Moderate Risk</b>	Support boat drivers to constantly monitor the race course for any capsized vessels.	<p>Provide BOM weather updates.</p> <p>Encourage sailors to carry a knife.</p>

<b>Man Overboard (MOB)</b>	Unlikely	Minor	Low Risk	<p>All dinghys sailors must wear an appropriate PFD at all times.</p> <p>Support boats to be wary of boats sailing with nobody onboard and be on lookout for person in the water.</p> <p>All inshore dinghy racing primarily conducted in the basin – smooth water easier to spot MOB.</p>	<b>Low Risk</b>	Skippers of vessels are responsible for remaining with their vessel.	All sailors indicate prior to racing with NCYC that they are physically able to swim a distance of at least 50m unassisted.
<b>Support Boat (Race Official) MOB</b>	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>	<b>Moderate Risk</b>	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.

<p><b>Proximity to Commercial Shipping</b></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 delay the start of a race to avoid any conflict with commercial shipping movements.</p> <p>Support boat(s) to be used to shepherd Laser dinghys clear of shipping channel.</p>	<p><b>Moderate Risk</b></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><b>Severe Weather</b></p>	<p>Likely</p>	<p>Major</p>	<p>Extreme Risk</p>	<p>NCYC has a strict policy regarding weather conditions when conducting inshore racing including:</p> <ul style="list-style-type: none"> <li>- No racing when a BOM Storm Warning is current</li> <li>- No inshore racing when wind speed exceeds 25knts</li> <li>- No racing when lightning/thunderstorm can be seen</li> <li>- At the Race Officer's discretion, racing may also be cancelled sooner when the combination of wind and sea/swell is deemed to be dangerous for sailors Race Management Team personnel.</li> <li>- It is deemed that the capabilities of Race Officials is not sufficient to safely monitor the course</li> </ul>	<p><b>Moderate Risk</b></p>	<p>As per Racing Rules of Sailing, it is the skipper's responsibility as to whether he/she will 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 Inshore dinghy racing areas*

