



**NEWCASTLE CRUISING  
YACHT CLUB**

# **Sailing Operations Manual**

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## Preface

This Operations Policy applies to the Newcastle Cruising Yacht Club (NCYC) located at 95 Hannell Street, Wickham, NSW 2293.

This policy provides occupants of NCYC and surrounding waters with specific guidance during times of emergency. This policy contains a site plan at the rear of the folder for reference by employees, members and attending emergency services. This plan should be referenced in conjunction with the Club Emergency Management Plan.

NCYC recognises that the value of this Sailing Operations Policy will be greatly enhanced with the incorporation of ongoing emergency incident training. This policy will be reviewed on a yearly basis to maintain its suitability and relevance to the organisation and to ensure that our employees and volunteers are well informed and comfortable with their respective roles during emergency situations.

The objective of this policy is to ensure both the safety of people within and the environment around NCYC, by providing a framework for emergency planning via the utilisation of the current facilities as appropriate.

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## INTRODUCTION

Welcome to Newcastle Cruising Yacht Club (NCYC) located at 95 Hannell Street, Wickham, NSW. NCYC offers recreational yachting activities to Club members as well as other members of the public.

Recreational yachting includes:

- Off the beach dinghy classes
- Keelboats

### *Duty of Care*

NCYC will endeavour to create a no blame culture and do everything reasonably practicable to ensure the safety of all persons.

*Duty of care is a legal obligation imposed on an individual requiring that they take reasonable care (to themselves as well as others) while performing any acts that could impose foreseeable harm on others.*

### *Objectives*

The objectives of NCYC to achieve its vision are:

- To provide a safe on-water environment for competitors and trainees having due regards to both known and unforeseen conditions;
- To have and maintain a suitable fleet of patrol boats for race management and training;
- To encourage, train and retain the services of member volunteers to assist with race management, sail training, instructing and coaching.

### *Environmental Issues Affecting Sailing*

Environmental factors including sea state may require on water activities to be cancelled earlier.

### *Weather Forecasts*

All staff, officials, members and volunteers shall be aware of the days forecast when planning on-water events. The individual skill level and ability of all sailors involved in the event need to be considered.

### *Severe Weather Warnings*

- Severe Weather Warnings shall be given the upmost consideration on how it's going to affect the area of sailing. If there is any doubt and lives and/or assets are considered to be at risk, on-water activities are to be cancelled. These include strong wind, gale, storm, thunderstorm, windstorm, cyclone, hurricane and tornados.
- In the case of a tsunami alert, all on-water activities will be cancelled until relevant authorities give the all clear.

### *UV Protection*

- The NCYC provides sunblock for all staff, officials, volunteers and students.
- All staff, officials and volunteers will remind sailors to apply sun block before and after going on the water, particularly young sailors.
- Where possible, any clothing issued by NCYC will be UV rated.
- Sun hats and sunglasses are encouraged to be worn at all times afloat where possible.

## Personal Floatation Devices

NCYC will provide sufficient personal floatation devices in a range of sizes for all staff, volunteers and trainees.

- All personal floatation devices shall comply with current Australian Standards.
- All personal floatation devices are inspected regularly to ensure that they are in good condition.

PFD Type 1 Life jackets must be worn **at all times** on Patrol Boats when operating an outboard engine.

If any of the following conditions prevail, then the crews of Patrol Boats powered by an inboard engine shall also wear a life jacket **at all times**:

- A Strong Wind Warning
- A Gale Warning
- A Storm Warning
- A Severe Thunderstorm Warning
- A Severe Weather Warning

Areas used by the Bureau of Meteorology which are relevant to NCYC include but are not limited to:

- Williamstown
- Newcastle Nobbys
- Lake Macquarie – Cooranbong
- Norah Head

Off the beach yachts – All OTB Yachts shall wear floatation devices which are in good condition and are in accordance with the specification issued or approved by the State Government of New South Whales Australia at all times whilst afloat.

Keel Yachts – All keel yachts are to carry personal floatation devices as per relevant regulations by the State Government of New South Whales Australia and Safety Regulations set by Australian Sailing. The Race Committee may require competitors to wear personal floatation devices afloat during certain conditions. This shall be communicated as per the Sailing Instructions.

Patrol and Support Boats – All patrol and support boats shall carry personal floatation devices for all crew onboard as per relevant regulations by the State Government of New South Whales Australia and Safety Regulations set by Australian Sailing. In existing weather conditions on the day the Officer of the Day and/or Sailing Manager may require all skippers and crews of these boats to wear personal floatation devices whilst afloat as per the Personal Buoyancy Aid Policy.

Sailing Instructors and Coaches – All sailing instructors and coaches shall wear personal floatation devices as per relevant regulations by the State Government of New South Whales Australia and Safety Regulations set by Australian Sailing at all times whilst afloat. This is for the safety of the instructor and crew on board the vessel as well as setting a good example for junior trainees.



## Responsibilities for Conducting Racing and Training

### *Sign On/Off*

- Off the Beach Yachts – All OTB Yachts shall Sign On prior to leaving the beach area and Sign Off upon returning to shore in accordance with the relevant sailing instructions. This requirement is to account for all persons on-water and to ensure all boats have safely returned to shore;
- Keel yachts – All keel yachts shall Sign On prior to starting their race with the Start Boat via VHF. The skipper is to advise the yacht's intention to race and the number of Persons On Board. The skipper shall also ensure that the Topyacht Entry System has been updated with each crew members contact details and emergency representative's contact details. If a yacht retires it is to advise the NCYC Start Boat via VHF at the first safe opportunity and advise when the yacht has returned to the safe harbour/marina.
- Patrol and Support Vessels – All patrol and support personnel shall Sign On via the Topyacht Entry System. A link to this can be found on the NCYC 'Race Entry' webpage.

### *Rescue and Support Boats*

The number of boats required will depend on but is not limited to:

- Competitors skill level
- Age and experience of the competitors
- Number of competitors
- Weather conditions
- Type of yacht

The general rule of one (1) support boat per eight (8) learn to sail yachts, one (1) support boat per ten (10) competing off the beach yachts as per guidelines set by Australian Sailing.

### *Communication*

All racing and training associated with NCYC shall use the VHF frequencies assigned in the NCYC Sailing Handbook, or as described in the relevant Sailing Instructions.

Senior Instructors shall also carry one of the small yellow grab bags labelled "Senior Instructor Grab-Bag". The grab bags are intended to be used to store a mobile phone which can be used in the event of an emergency.

### *Weather Information*

Local weather forecasts are to be obtained from the Bureau of Meteorology (BOM) and displayed on a notice board in the Clubhouse prior to commencement of sailing;

Weather is to be monitored by the NCYC Officer of the Day at all times whilst competitors are afloat – including coastal observations up and down the coast, BOM weather forecast updates and other sources available to the club.

The Race Committee are to be aware of wind speed limits that are to be used as a guide when assessing the safety of competitors and trainees.

### *Wind Speed Limits, Sea Conditions and Race Abandonment*

The Sailing Manager in consultation with the Officer of the Day and Race Officer will assist in the decision to abandon a race or event. This decision should be based on existing and forecasted weather conditions with respect to the safety category and skill level of sailors under which the event is being conducted. Race abandonment may be decided at any stage.

Under the RRS the skipper bears the ultimate responsibility in deciding whether to race or to continue racing. When considering whether conditions might be unsuitable for racing, wind strength alone is not necessarily a good indicator of risk and there are a number of factors to be taken into account including:

- Wind
- Current wind strength
- Forecast wind strength
- On-shore / off-shore wind
- Proximity to hazards
- Temperature
- Air temperature
- Sea temperature
- Wave height tidal influences
- Age of competitors, experience of competitors and capability of boats
- Nominal limits for dinghy classes are around 25 knots and beyond. This will depend upon whether the wind is steady or gusting as well as other factors below.
- Well-found ocean racing boats are designed to handle higher wind strengths.
- If the wind is forecast to abate, it might be quite acceptable to start a race at or above the nominal wind speed limit. If it is forecast to increase, a more conservative approach might be appropriate.
- Off-shore winds produce smaller waves but increase the risk of capsized boats being blown out to sea.
- Proximity to hazards such as reefs, shipping lanes, a lee shore, etc., should also be considered.
- Air temperature has an effect on “the weight of breeze” so that a hot northerly of 25 knots is not as heavy as a cold southerly at 25 knots. Air temperature also affects strength and stamina of the sailors.
- Larger, steeper waves will increase the risk of capsize in dinghy fleets and make rescue more difficult.
- Experience of officials Rescue capability
- Younger kids in dinghies are likely to be less capable than 20 to 30 year old’s, yet older adults are likely to be less fit, etc.
- Within the dinghy fleets, some boats tolerate the more demanding conditions better than others. For example, high speed boats such as skiffs and cats are less capable of handling big seas than slower boats.
- Keelboats fitted with engines are capable of rendering assistance to one another whereas for dinghy fleets, are there enough rescue boats and trained crews to man them?

## Child Protection Policy

### *Physical Contact*

Generally physical contact with players/participants should only take place for the following:

- To develop sport skills
- To treat an injury
- To prevent or respond to an injury
- To meet the specific requirements of the sport

All physical contact by personnel should fulfil the following criteria:

- Physical contact should be appropriate for the development of a sport skill
- Permission from the player/participant should be sought
- Students/participants being congratulated or comforted in public – not in an isolated setting

### *Supervision for children:*

The number of staff needed will depend on the age and number of children involved and whether there are disability considerations.

### *Being alone with a child*

Staff and volunteers are to follow the following guidelines:

- Do not isolate yourself and a child and avoid being alone with any particular child. If a child approaches you and wants to talk to you privately about a matter, do so in an open area and in the sight of other adults (e.g. other coaches, officials or parents/guardians);
- Ideally advise another coach or official and ask them to stay within sight while you have the discussion and to come to your assistance if the child becomes emotional and/or you indicate support is required in dealing with the child;
- Avoid unaccompanied and unobserved activities with children;
- Adopt positive language and behaviour;
- Adopt positive language when talking with children and in the presence of children.

### *Change Rooms*

Before going into change rooms knock or announce that you will be coming in and have at least one other instructor with you in a change room with children. Do not isolate yourself and a child from others in the change room.

### *Maintain Control – avoid losing your temper*

- Try not to lose your temper with a child (verbally or physically). If you find that you regularly lose your temper with children you should seek support on behaviour management strategies, anger management or consider whether you have the patience to work with children;
- Some ideas to assist with maintaining control include;
- Set up some basic rules at the beginning of the session such as be nice, follow instructions, have a go, no put downs;
- Make sure children are aware of these rules;
- Give positive messages.

### *Collection by Parents/Guardians*

NCYC has a policy on the collection of children from a Sailing Course.

- Course participants and parents/guardians will be told of the start/finish times of the course via email and verbally at the start of the course;
- All students must be signed out by a parent/guardian each day of the course.
- At least two staff, officials or volunteers will wait for parent/guardian of the child to collect the students from NCYC.
- The NCYC Sailing Academy policy is that there will be a register of parent/guardian emergency contact numbers and all staff, officials and volunteers will have access to a phone and emergency contact register in the Sailing Office.

## First Aid Policy

This section outlines the policy of NCYC regarding the first aid facilities and services that are available to staff, volunteers and competitors during an emergency situation.

It is **not** the policy of the Club to offer comprehensive medical services but simply to provide basic first aid and arrange for transport of an injured person to professional medical treatment as quickly as possible, as and when required.

*Newcastle Cruising Yacht Club will ensure that:*

- All patrol boats are equipped with First aid kits suitable to their purpose and use.
- A fully equipped and maintained First Aid kit is available at all times for all sailing events.
- The Club will support all staff and volunteers to participate in First Aid training.
- A scheduled programme shall be adhered to to ensure that all First Aid kits are maintained and serviced.
- An up to date emergency contact list shall be kept for full medical assistance such as local hospital, private doctor, ambulance etc. this shall be located in the Sailing Office, and First Aid area.

The procedure outlined below details the action to be taken when a person requires First Aid as the result of an accident either within the NCYC grounds or on the water during an NCYC event.

- Persons that are injured within the NCYC grounds, who require First Aid, should report to either the NCYC Office or Sailing Office.
- In the event of an injury occurring on the water, it is hoped that sufficient basic First Aid can be administered to allow the competitor to continue sailing. If the injury is severe enough that the sailor is not able to continue, the 'On-water Emergency Plan' shall be implemented.

## Smoke free Policy

NCYC recognises that passive smoking may be hazardous to health and that non-smokers should be protected from tobacco smoke where possible.

- The Club grounds have been designated smoke free including:
  - Administration and office areas
  - Change rooms and toilet blocks
  - Internal function rooms and areas
  - Any area within 4m of a building or structure
  - All patrol and training boats
  - Any area within 50 meters of operations where there is a hazard of fire or explosions including but not limited to berthing, handling any type of flammable material, receiving or transferring fuels, oils or other volatile liquids, and flammable liquids store.

## Radio Operators Policy

This policy specifies actions required to implement satisfactory radio communications for sailing activities and nominate the key personnel together with their tasks and responsibilities.

- Radio communication for the NCYC is the responsibility of the Sailing Manager.
- The Sailing Office, together with all NCYC patrol boats are to be equipped with fully serviceable VHF radios capable of transmitting and receiving commonly used frequencies.
- A periodic maintenance is required to ensure that all VHF sets used by the NCYC are fully operational at all times. A spare radio is to be carried to replace any unit found to be defective.
- All staff, volunteers and members who use radio communication for NCYC recreational boating activities should hold an appropriate license.
- The NCYC will at all times follow the correct radio procedures:
  - For efficient and effective radio communications
  - To be professional in the way we manage our sailing activities
  - To keep radio transmissions to a minimum
  - To handle emergencies in a safe manner
  - To avoid involvement from the Australian Maritime Safety Authority and other government agencies.

## Wind Speed Limits

Each sailing activity has a limit at which they are able to start or continue racing. The following table outlines these limits. However, the Race Committee should also consider sea state, tide, the number of patrol boats available and experience before making the decision whether to start or continue a race.

<b>Activity</b>	<b>Onshore Breeze (knots)</b>	<b>Offshore Breeze (knots)</b>
Tackers	18	18
Force 24 – Schools/Start Crewing, Helming, Spinnakers	18	18
Force 24 – Start Skippering/Racing	20	20
Laser Racing (inshore)	25	25
Laser Racing (offshore)	18	18
Keelboats – Twilight Racing	25	25
Keelboats – Sunday Racing	25	30
Keelboats – Passage Racing	30	30



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## **ATTACHMENT A – Officer of the Day (OOD) Duties**

*To assist the Officer of the Day, this attachment will help conduct yacht racing and training events to ensure the well-being and safety of all participants in Club boating events including yacht racing; ensuring the efficient and orderly management of those events; and to establish processes for the management of any emergencies or difficulties during on-water activities. The OOD shall not leave the Club grounds at any stage whilst boating activities are under way at the Club until all boats are ashore and accounted for.*

### ***Directions and Responsibilities***

- The Officer of the Day will be as determined by the NCYC Roster and must be a member of NCYC.
- The Commodore has ultimate responsibility and authority for all Club matters.
- As the nominated delegate of the Flag Officers, the OOD or the Sailing Manager (or with the assistance of the Sailing Manager) has been delegated responsibility for all boating matters on the relevant day, including all training and racing activities.
- In addition to the rostered OOD, the Sailing Committee may appoint a Principal Race Officer (PRO) for specific races, regattas or series.
- For the avoidance of doubt and in the event that the OOD or PRO are unavailable or unable to act, or in the event of any dispute between the PRO and the OOD as to safety, sailing or other boating activities, then the following order or precedence will apply:
  - Commodore
  - Vice Commodore
  - Rear Commodore
  - Club Captain
  - Sailing Manager
- In the event of any emergencies, the OOD should consult the Sailing Manager to invoke the Club's On-water Emergency Plan.
- The OOD should not leave the Club grounds at any stage whilst boating activities are under way at the Club, and at least until all boats are finished, ashore and accounted for.
- The OOD shall be contactable via VHF and Mobile Telephone at all times. A hand-held VHF will be made available for this purpose.
- Qualifications required but not limited to:
  - Australian Sailing accredited Club/State/National Race Officer Qualification
  - Apply/Senior First Aid certificate
  - Marine Radio Operators Certificate of Proficiency

### *Duties Prior to Racing*

- Ensure that you arrive at the Club at least two (2) hours before the programmed first warning signal of scheduled races.
- Check the racing programmes and ensure you know exactly which events are scheduled; type of start and which classes are racing.
- Assist the Sailing Manager to conduct a volunteer briefing. Relaying information to volunteers about the days racing, weather, commercial shipping and allocated duties each day.
- Review the current and forecasted weather with the Sailing Manager. If weather appears to be unsuitable, a decision to cancel or postpone any events can be made ashore on the flagpole.
- Ensure the following weather webpages are viewed prior to and during racing:
  - BOM Hunter Coastal Waters forecast.
  - BOM Latest Coastal Weather Observations.
  - BOM Rain Radar.
- Display start position on the floating shed flagpole using the following flags:
  - Code Flag E – Inshore Start
  - Code Flag T – Offshore Start

### *Starting Procedure for Keelboat Racing*

- Ensure that the Start Boat's VHF radio is switched on and working to record competitor's Intention to Race and number of POB.
- Brief the Mark Boat in the day's course and mark positions.
- Prepare required flags and attach to flagpoles including:
  - On Station – orange flag
  - Postponement – Answering Pennant (AP)
  - Warning Signal – E, T, Laser Class flag or other flag as per Sailing Instructions
  - Preparatory Signal – P, I, black flag
  - Individual Recall – X
  - General Recall – 3<sup>rd</sup> Substitute
  - Finish Line – blue flag
- Coordinate the Start Sequence. Jobs should be allocated to start boat crew including:
  - Timekeeper
  - Flag handler
  - Sound signaller
  - Recorder/Scribe for recording any incidents or OCS infringements.
- Monitor the start of all divisions/classes to check for OCS infringements. Indicate individual or general recall as required using the space provided on the Race Sheets.

### *During Racing*

- The primary objective is safety first, and achieving a race result is a secondary consideration at all times.
- Confirm with the Club Handicapper the actual number of starters in each start. If a change of sail number is indicated, or if visitors have entered, then notify the Club Handicapper to ensure results can be produced.
- In conjunction with other patrol boats where possible, monitor progress of all boats around the course and check when the leading boats in each class are approaching the finishing line.
- Maintain a constant vigil for changes in the weather using the internet and visual observation. In particular monitor Latest Coastal Observations at Newcastle Nobbys and the nearby stations:  
<http://www.bom.gov.au/nsw/observations/coastal.shtml>
- If you consider that the fleet is at risk due to the current or potential severe weather conditions, abandon all racing in consultation with the Sailing Manager and PRO.
- Consider the following prior to referring to On-water Emergency Response Plan:
  - Observations from the start boat;
  - Current observations and weather forecast data from the internet;
  - Marine Rescue Newcastle/Lake Macquarie (VHF channel 16);
  - Advice and observations as to wind, sea and tide states on water (as relayed from other patrol boats), and
  - The available numbers of experienced patrol boats and crews.
- Monitor position of Keelboat and OTB boats and their progress and if considered appropriate, discuss with the Sailing Manager and PRO, options to shorten course in accordance with the Sailing Instructions.
- Ensure to have somebody assigned to sound the horn for the first finisher in each division across the finish line.
- Monitor all race results to ensure accurate entries and all information is properly recorded. Ensure if an electronic device is being used that there is also a written record being taken in case of a computer/device failure.
- Be sure to send results to the Club Handicapper as soon as possible after finishing – for keelboats it is also helpful to send updates as boats cross the line if they are spread apart.

### *After Racing*

- For keelboats, ensure each boat has safely entered the Harbour. For inshore finishes this simply means checking that all boats have been accounted for on the finish (i.e. have been given a result either as a place number or DNS, DNF, etc.) and for offshore finishes this means following the last boat into the Harbour.
- For OTB classes, this means both following the last boat to the Club AND checking that all sailors who Signed On, have also Signed Off.
- In the event that any boat/sailor remains unaccounted for, immediately have the bar call for the skipper to come forward over the PA, attempt to call the skipper, and refer to the on water emergency procedures.

- Announce results and present prizes as soon as possible after racing is finished and results collated. Remember to thank our sponsors and volunteers for the day.
- Ensure all NCYC patrol/support boats are packed away neatly, rinsed, marks/tackle put away and all boat keys and kill chords are hanging on the key hooks. Also ensure that the floating shed is locked before leaving the Club.

### *OTB Courses, Signals and Racing*

- Check the start time for OTB classes with the relevant Sailing Instructions.
- If observed conditions on the OTB course indicate average wind speeds less than 4 knots, or more than 22 knots averaged over 10 minutes – then conditions are unsuitable for **any OTB racing**, and no start may be made. In that event, consider holding all OTB fleets onshore by displaying flag AP over H.
- Pay particular attention to whether there is a strong wind warning or gale warning in place from the BOM. Such a warning does not automatically preclude OTB racing, but does however place even greater importance on the need to ensure adequate patrol boats are available and crewed appropriately, to monitor wind & sea conditions and to ensure that classes are held on the beach if needed, at least until conditions settle or a final decision to proceed, postpone or abandon can be made.
- Decide upon the course area for OTB – seeking to ensure that OTB boats remain well clear of any commercial shipping movements. Check the shipping cPORTS Newcastle Shipping Movements using webpage:  
[http://cports.newportcorp.com.au/eports/Guest\\_Schedule.asp](http://cports.newportcorp.com.au/eports/Guest_Schedule.asp) - for example, if there is a movement to or from the Basin (E1, E2, W3, W4) then OTB classes should remain to the West of the Honeysuckle Hotel to allow enough swinging room for ships and tugs. There should also not be any buoys in the potential shipping path.

### *Keelboat Courses, Signals and Racing*

- After any start, ensure that the Race Sheet is photographed and sent to the Club Handicapper. Information captured on this page should include items such as the actual start time, each boat's intention to race and number of POB, any boats scored OCS and current weather condition observations.
- If observed conditions on the keelboat course indicate average wind speeds of less than 4 knots, or more than 25 knots averaged over 10 minutes – then conditions may be unsuitable for starting keelboat racing.
- Decide upon start area course area for keelboats – with consideration given to the current and forecast conditions and whether it may be favourable to sail to the North or the South of the Harbour entrance. For keelboats, courses should be established and relevant flag hoisted on the floating shed indicating the starting area no later than 1 hour before the scheduled start.

## OOD Checklist

### Upon Arrival

Discuss with Sailing Manager any changes to Sailing Instructions or special events on the day.

### Prior to Racing

- |   |   |
|---|---|
| <input type="checkbox"/> Check racing program for days racing                             | <input type="checkbox"/> Hoist code flags to indicate starting area on flag pole on floating shed |
| <input type="checkbox"/> Record volunteers on arrival                                     | <input type="checkbox"/> Conduct a VHF radio check  |
| <input type="checkbox"/> Place Sign On sheets and a copy of BOM forecast on Sign On table | <input type="checkbox"/> Ensure sufficient volunteers for the day's activities                    |
| <input type="checkbox"/> Review current and forecasted weather with Sailing Manager       | <input type="checkbox"/> Ensure start boat is equipped with required flags for the days racing    |
| <input type="checkbox"/> Assist with Volunteer Briefing                                   |   |

### During Racing

- |  |   |
|--|---|
| <input type="checkbox"/> Monitor starts for OCS Individual/General Recall  | <input type="checkbox"/> Monitor sailors around the course                  |
| <input type="checkbox"/> Monitor current weather conditions locally and at other stations up and down the coast. | <input type="checkbox"/> Confirm Sign On/Sign Off with the Club Handicapper |

### After Racing

- |  |  |
|--|--|
| <input type="checkbox"/> Confirm all boats and sailors have been accounted for and send results to the Club Handicapper. Finish sheets are to be left in the 'In Tray' in the floating shed. For OTB classes the Sign Off sheets should also be left in the 'In Tray'. | <input type="checkbox"/> Conduct prize giving. |
| <input type="checkbox"/> Ensure all radios have been returned and are charging, all NCYC patrol/support boats have been rinsed and packed away neatly, pack away any flags still flying on the flag pole and ensure that the floating shed is locked.                  |  |

*Division and Racing Area Flags*

**Keelboats**

Inshore Starts	Code Flag E
Offshore Starts	Code Flag T
Ocean Pointscore Starts	Code Flag W

**Force 24s**

Class Flag	Code Flag F
Non Spinnaker	Code Flag D

**Elliotts**

Class Flag	Code Flag G
Non Spinnaker	Code Flag D

**OTB**

Laser	Laser Ensign on White
Optimist Green Fleet	Green Flag

## **ATTACHMENT B – Race Officer (RO) Duties**

Reports to: *The Race Officer reports to the Officer of the Day (OOD).*

*The Race Officer is responsible for all on-water activities during race days including competitors, NCYC personnel, boats and equipment.*

Duties for the RO prior to racing include:

- Checking with the OOD and Sailing Manager if there are any changes to the Sailing Instructions;
- Checking that the start boat is loaded with the required equipment and is operational for intended use. Equipment shall include but not limited to-
  - Class flags
  - Patrol boat safety gear
  - First aid kit
  - Food and drink for persons on board
- Perform a radio check with all patrol boats;
- Advise activities and confirm shipping movements with 'Newcastle Harbour' on VHF 09.

Duties during racing:

- Allocate duties on board the start boat and make sure that each fully understands their duties and responsibilities;
- Ensure that racing is conducted with the latest editions of the-
  - Sailing Instructions
  - Racing Rules of Sailing and Australian Sailing's Prescriptions, Amendments and Addendums.
  - ISAF Race Management Manual
- Assist in maintaining constant surveillance on the weather and if the situation requires to implement the "Emergency Rescue Coordination Plan";
- Assist in the event of a medical emergency, coordinating the transportation of the injured person where applicable as for the NCYC Emergency Rescue Coordination Plan;
- Remain on the water until all competitors are safely ashore;
- At the conclusion of racing for the day, retrieve all marks where applicable and ensure that all competitors and personnel have safely returned to shore.

Duties after racing:

- Ensure all equipment is returned to appropriate areas;
- Daily vessel log is to be completed;
- Assist OOD in any racing related duties ashore.

Qualifications required but not limited to:

- Australian Sailing Club/State/National Race Officers Qualification;
- Apply/Senior First Aid;
- Recreational boat license or higher;
- Australian Sailing Powerboat Handling Certificate or Safety Boat Operator Certificate;
- Marine Radio Operators Certificate of Proficiency.



## ATTACHMENT C – Radio operator Duties

Reports to: The Radio Operator shall report to the Officer of the Day (OOD). In the case of an OOD not being appointed, the radio operator shall report to the Sailing Manager.

The radio operator is responsible for assisting with the operation and safety of recreational yachting activities run by the Newcastle Cruising Yacht Club.

Duties shall include:

- VHF Radios – check installed VHF radios are operational and on correct channels, with squelch and volume controls adjusted correctly;
- During events monitor radio traffic and record as necessary – emergency calls, vessels signing on/off, vessel retirements and other related events;
- Vessel retirements – when advised of vessel retirements that are making their way ashore unassisted, record time of advice, and ensure safe return of vessel to shore. If retired vessel isn't ashore within 30 minutes, consult the OOD;
- Weather – check and monitor local weather conditions from these sources including but not limited to-
  - BOM Latest Coastal Observations
  - BOM Rain Radar
  - BOM Hunter Marine Forecast
  - Any other weather sources
- Assist the Sailing Manager and/or OOD in an emergency situation as per the Emergency Rescue Coordination Plan.

Qualification required but not limited to:

- Apply/Senior First Aid
- Marine Radio Operators Certificate of Proficiency

**EMERGENCY**  
**VHF RADIO CALLING PROCEDURE**

1. Press **BLUE** Channel 16 button
2. Press **RED** button to activate DSC alert if fitted
3. Press and hold transmit button and say:  
**MAYDAY, MAYDAY, MAYDAY**  
**THIS IS ... (VESSEL NAME – 3 TIMES)**  
**CALL SIGN ..... MMSI .....**  
**MAYDAY, (VESSEL NAME)**  
**CALL SIGN ..... MMSI .....**
4. **MY POSITION IS...** (Describe position and give GPS location if possible)
5. **WE ARE...** (Describe the nature of distress, the assistance required, number of people/ craft followed by any further information)
6. Say **OVER** and wait for a response
7. If no response – repeat procedure

RespectTheWater.com



## **ATTACHMENT D – Sailing Academy Instructor Duties**

*Reports to:* The Instructor reports to the Senior Instructor (SI). In the case that a Senior Instructor has not been appointed, Instructors shall report directly to the Sailing Academy Manager

*The Senior Instructor is the designated person responsible for all on-water training activities that he/she is rostered for including clients/participants, instructors/volunteers/personnel, boats and equipment.*

### Duties for the SI prior to training include:

- Comply with activity-specific Ops Plans
- Check with the Sailing/Academy Manager if there are any changes to the sailing schedule and existing known hazards.
- Allocate duties and make sure that each fully understands their duties and responsibilities;
- Check that the allocated safety boat is fully inflated and loaded with the required equipment and is operational for intended use. Equipment shall include but not limited to-
  - Patrol boat safety gear
  - First aid kit
  - Whistle
  - Training equipment
  - Food and drink for persons on board (if required)
- Perform radio check with all patrol boats;
- Advise activities and confirm shipping movements with 'Newcastle Harbour' on VHF 09.

### Duties during training:

- Comply with activity-specific Ops Plans
- Assist in maintaining constant surveillance on the weather and if the situation requires to implement the "Emergency Rescue Coordination Plan";
- Assist in the event of a medical emergency, coordinating the transportation of the injured person where applicable as for the NCYC Emergency Rescue Coordination Plan;
- Remain on the water until all participants are safely ashore;
- At the conclusion of training for the day, retrieve all marks where applicable and ensure that all participants and personnel have safely returned to shore.

### Duties after training:

- Ensure all equipment is rinsed and returned to appropriate areas;
- Daily vessel log is to be completed;
- Assist SI in any training related duties ashore including the packing up of all equipment and vessels.

### Qualifications required but not limited to:

- Australian Sailing relevant Instructor Qualification;
- Senior First Aid;
- Recreational boat license or higher;
- Australian Sailing Powerboat Handling Certificate
- Marine Radio Operators Certificate of Proficiency.

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## ATTACHMENT E – Patrol Boat Operations Policy

*The responsibility for the Club's Patrol Boat fleet is overseen by the Sailing Manager to oversee operational aspects including allowable usage and allocation, volunteer and professional maintenance, replacements, allocation to major events both at the club and away.*

The skipper of each Patrol Boat is ultimately responsible for the safety of his/her crew and vessel.

Skippers of NCYC Patrol Boats **must** comply with the following:

- Hold a current NSW recreational boat license or higher;
- Marine Radio Operators Certificate of Proficiency;
- Be 16 years of age or older.

It is highly recommended that skippers hold an Australian Sailing Powerboat Handling Certificate and an Australian Sailing Safety Boat Operators Certificate. Only holders of a current NSW recreational boat license can actually operate or control a Patrol Boat.

### *Rostered Crew*

- Patrol Boat crews are to be allocated in accordance with the Roster and additional volunteers are to be used to fill in vacant positions.
- The names of all persons actually allocated to NCYC Patrol Boats or loan boats for each event are to be recorded on the Patrol Boat Log Sheets and maintained by the Sailing Manager, OOD, or their substitute.

### *Prior to leaving the Marina*

- The skipper is responsible for completing the patrol boat checklist prior to operating his/her vessel (see below).
- Ensure that there are sufficient life jackets for those on board and adhere to the NCYC Personal Buoyancy Policy.
- Each patrol boat skipper must familiarise themselves and crew members with the location of the safety equipment of each vessel they have been allocated to.
- All engine and safety systems must be in proper working condition. The following areas are to be considered:
  - Outboard engines must be securely attached to the boat.
  - Kill switches must be fully functional and used at all times.
  - The use of propeller guards on vessels where fitted is NCYC policy.
  - The steering mechanism should be free and easy to move.
  - Throttle and gear changing mechanisms must be positive and reliable.
- The skipper shall perform a radio check to the 'NCYC Race Officer', and report fuel levels and number of persons on board.
- In the situation of less than 50% of current fuel capacity or if any difficulties with radio communications are encountered the OOD or Sailing Manager should be contacted to assist with co-ordinating re-fuelling or repairs. In appropriate circumstances with permission of the OOD or Sailing Manager, the skipper and crew may commence operations while arranging extra fuel to be collected at the first opportunity.

*Upon returning to the Marina*

- The skipper is responsible for shutting down and securing their vessel upon returning to the Marina which includes the following:
  - Ensuring that the vessel is securely berthed in the correct location;
  - Rinsing boats and flushing all outboards with freshwater;
  - Turning off batteries, recording fuel levels, fitting the cover and locking up the boat;
  - Removing all rubbish and personal belongings;
  - Returning all equipment to applicable storage areas;
  - Completing Patrol Boat log and returning to NCYC floating shed 'In Tray', reporting any issues or defects.

*Patrol Boat coordination on the water*

- While OTB boats are on the water, every effort is to be made for at least 1 soft sided patrol boat to be in the vicinity of the OTB fleet;
- The following table indicates the various uses of each of the NCYC Patrol Boat Fleet together with the minimum crew. Additional crew can be allocated at the discretion of the Sailing Manager or OOD:

<b>Vessel</b>	<b>Operating for</b>	<b>Minimum Crew</b>	<b>Operating for</b>	<b>Minimum Crew</b>	<b>Maximum POB</b>
Tackers Punt	Patrol Boat	1	Sail Training	1	2
Tackers RIB	Patrol Boat	1	Sail Training	1	2
Paul Gleeson	Patrol Boat	1	Sail Training	1	6
George Keegan	Patrol Boat	2	Sail Training	2	9
Wombat	Start Boat	3	Mark Laying	2	8

- Start Boats should never be relied upon as Patrol Boats but can be directed to assist other craft if poor conditions require it;
- The personal preferences of a volunteer or staff member should not impact the decision as to which boat to put on the water. Due to maintenance and operations, the Sailing Manager or OOD may change rostered vessels to an alternative patrol boat.
- The crew(s) of all patrol boats must be fit, willing and able to act including the preparedness to enter the water if necessary; It is highly desirable that all crewmembers of NCYC patrol boats are competent swimmers;
- Patrol Boats will be allocated to on-water tasks that reflect their availability and capability where all possible;

*General*

- Patrol boats must not be used for joyriding or skylarking. Boating regulations, including speed limits and appropriate levels of seamanship and courtesy must be strictly adhered to at all times;
- NCYC patrol boats must also not be used as private leisure craft unless specifically allocated to a scheduled club event such as a cruise, or approved by the Sailing Manager.
- Spectators other than rostered crewmembers are **not permitted** on Patrol Boats while on active duty without permission of the OOD or the Sailing Manager. The ability to carry out an effective and safe rescue should be considered before allowing spectators on the vessel;
- In accordance with the club policy, smoking is not permitted at any time on Patrol Boats;
- Alcohol or drugs are not permitted on Patrol Boats under any circumstances. A Blood Alcohol Content of 0.00% is required at all times;
- Each Patrol Boat crewmember is entitled to obtain 1 bottle of water for each person on board.

*Use of club vessels for private coaching*

A **current financial NCYC General Member** may request from the Sailing Manager the use of a Patrol Boat for coaching purposes at any time during daylight hours subject to the following:

- That the use of the Patrol Boat does not interfere with other NCYC operations;
- The skipper and crew of the Patrol Boat must be current financial NCYC members and comply with the NCYC Patrol Boat Operations Policy at all times;
- Spectators are not permitted on Patrol Boats when used for private coaching;
- At all times, the patrol boat must remain within the waters between the NCYC Marina and the Cut (Crown Plaza, Honeysuckle).

*Use of club vessels for away events*

- Patrol boats may be used by a current financial NCYC General Member for coaching and sailor support at events away from NCYC only with the approval in writing from the Sailing Committee.
- Permission shall be sought by completing the 'Patrol Boat for Away Events Application Form' and submitted to the NCYC Sailing Office.
- Only a licensed and approved club member will be granted approval and is responsible for delivering, skippering and returning the boat. It is expected that the boat be returned in the same condition as it is given to the user with a full tank of fuel on return.
- The method of delivery to away event shall be by road. The user shall adhere to the NCYC Towing Policy. Delivery and return via the water requires written approval from the flag officers/Sailing Manager.
- Any damages incurred during the period the boat is away from NCYC premises shall be charged to the member of whom permission is granted for the use of the vessel. Please note any repairs **must** be coordinated by the Sailing Manager.

*Maintenance and Repairs*

The responsibility for maintenance of the Club's Patrol Boat fleet is overseen by the Sailing Manager. The Sailing Manager, or nominated assistant, will complete a weekly check of club vessels and arrange for repair of any maintenance issues or defects. All equipment shall be serviced as per the manufacturers recommended service schedules.

## Patrol Boat Skippers Checklist

### Vessel Information

Skipper: \_\_\_\_\_

Check Date: \_\_\_\_\_

Crew Member: \_\_\_\_\_

Vessel: \_\_\_\_\_

### Prior to operation:

- Vessel Log checked for reported issues
- Keys collected from floating shed and vessel signed out in Vessel Log.
- Pre-Check Completed:
  - Safety gear present and sealed
  - First Aid Kit present and sealed
  - Correct number of life jackets on board
  - Batteries turned on
  - VHF Operational
  - VHF antenna in good condition
  - Kill chord operational
  - Anchor in operational condition
  - Fuel levels checked
  - Required training/racing equipment on board
  - Inflatable tubes fully inflated
  - All lights and electronics working
- After use:
  - Rubbish removed
  - Safety gear returned to floating shed
  - Keys returned to floating shed
  - Training/racing equipment removed from vessel
  - Batteries turned off
  - Boat securely berthed
  - Hatches locked and secured
  - Fuel levels recorded
  - Boat rinsed and outboards flushed with fresh water

### Life Jackets:

- Wash and dry all life jackets
- Equipment checked for damage/wear

### Fuel Levels:

- Current Fuel Level: \_\_\_\_\_
- Total Running Hours: \_\_\_\_\_

### Maintenance Notes / Defect Comments:

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## Patrol Boat Request for Away Events Application

### Member Information

Member Name: \_\_\_\_\_ Member Number: \_\_\_\_\_

Contact Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

### Event Information

Event: \_\_\_\_\_

Classes Supporting: \_\_\_\_\_

Sailors Supporting: \_\_\_\_\_

Start Date of Request: \_\_\_\_\_

Vessel Returned By: \_\_\_\_\_

### I agree, if my application is accepted, to adhere to the NCYC Patrol Boat Policy – in particular:

- Patrol Boats may be used by a **current financial NCYC General Member** for coaching and sailor support at events away from NCYC only with the approval in writing from the Sailing Committee.
- Permission shall be sought by completing the 'Patrol Boat for Away Events Application Form' and submitting to the Sailing Office.
- Only a licensed and approved club member will be granted approval and is responsible for delivering, skippering and returning the boat. It is expected that the boat be returned in the same condition as it is given to the user with a full tank of fuel on return.
- The method of delivery and return to away event shall be by road. The user shall adhere to the NCYC Towing Policy. Delivery and return via the water requires written approval from the flag officers.
- Any damages occurred during the period the boat is away from NCYC premises shall be charged to the member of whom permission is granted for the use of the vessel. Please note that any repairs **must** be coordinated by the Sailing Manager.

Signed: \_\_\_\_\_

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

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### For Office Use Only

Received On: \_\_\_\_\_

Next Committee Meeting: \_\_\_\_\_

### Application requested – Accepted / Denied

Pick up date: \_\_\_\_\_

Return by date: \_\_\_\_\_

Vessel allocated for use: \_\_\_\_\_

## Patrol Boat Weekly Checklist

### Vessel Information

Name: \_\_\_\_\_

Check Date: \_\_\_\_\_

Location: \_\_\_\_\_

Inspector: \_\_\_\_\_

### Prior to inspection:

- Vessel Log checked for reported issues
- Keys collected from floating shed

### Hull:

- Check completed:
  - Bilges bailed
  - Bilge pump checked for operation
  - VHF Operational
  - VHF Antenna in Good Condition
  - All lights and electronics working
  - Inflatable tubes fully inflated and not leaking
  - Inflatable foot pump present
  - All hull fittings in working condition
  - Antifouling – hull checked for operational use
  - 2 x paddles (if required)
  - Anchor in serviceable condition
  - Safety gear checked and sealed
  - First Aid Kit checked and sealed
- After use check completed:
  - Engine flushed with fresh water
  - Keys in good condition
  - Prop guard present and in good condition
  - Kill switch in working condition
  - Fuel tank full
  - Fuel lines check with no leaks present
  - Steering operating freely and in good condition
  - Start battery charged and in good condition
  - Engine oil and coolant levels correct
  - Tank vents working freely

### Life Jackets:

- Wash and dry all life jackets
- Equipment checked for damage/wear

### Racing/Training Equipment:

- Equipment removed from boat where applicable
- Required equipment for next scheduled use prepared

### Inspection Notes/Comments:

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## ATTACHMENT F – Training Yachts and Equipment Operations Policy

All Newcastle Cruising Yacht Club equipment and craft are checked over on a regular basis.

- Use reports are to be completed after using any equipment, stating the use of the equipment, what the use was, and any faults or repairs needed. These shall be placed in the floating shed 'In Tray' at the end of each session.
- Equipment out of service due to a repair needed to be completed shall be tagged with a yellow 'Out of Service' tag similar to the one pictured below:



### Dinghy Fleet

- Boats shall be equipped so that it is possible to teach the entire relevant syllabus according to the conditions.
- All boats must be maintained in good condition. The following areas should be considered:
  - Hulls should be well maintained in a good state of repair, watertight, and with all the fittings and toe straps in good working order.
  - Running rigging should be well maintained and in a good state of repair. There should be no protruding strands in wire rigging and all shroud pins and split rings should be taped.
  - Rudder, centreboard or daggerboard should be in good condition.
  - Sails should be in serviceable condition for the courses on offer.

### General

- A **current financial NCYC General Member** may request the use of a training dinghy or equipment at any time during daylight hours subject to the following:
  - That the request may be declined by the Sailing Academy Manager at any stage;
  - That the use of the yacht and equipment does not interfere with other NCYC operations;
  - That the craft requested is appropriate to the skill level of the user;
  - The skipper and all crew must be current financial NCYC General Members;
  - Each user must return equipment to the relevant location and complete the relevant log book for their boat specifically noting any repairs or maintenance required.
  - Unless specifically exempted, the yacht and equipment must at all times remain within the waterway between the NCYC Marina and the Cut (near Crown Plaza, Honeysuckle).
  - Each user **must** check commercial shipping prior to departing the Marina.

### Area of Operation

- Check the Activity Operational Plan for your planned activity and comply with the designated sailing areas described and illustrated. Activity-specific Ops Plans can be obtained from the Sailing Office.

## ATTACHMENT G – Force 24 Training Yachts Operations Policy

All Newcastle Cruising Yacht Club equipment and craft are checked over on a regular basis.

- Use reports are to be completed after using any equipment, stating the use of the equipment, what the use was, and any faults or repairs needed. These shall be placed in the floating shed 'In Tray' at the end of each session.
- Equipment out of service due to a repair needed to be completed shall be tagged with a yellow 'Out of Service' tag similar to the one pictured below:



### Force 24 Fleet

- Force 24s shall be equipped so that it is possible to teach the entire relevant syllabus according to the conditions.
- Unless specifically exempted, the yacht and equipment must at all times:
  - Have fenders appropriately placed whilst yacht is berthed to prevent damage;
  - Be appropriately secured to the dock whilst the yacht is berthed to prevent damage;
  - Have sails, lifejackets and safety gear bags returned to the floating shed immediately after use;
  - After use, yachts are to be secured with bilges bailed and all equipment returned to the relevant location;
- When using a yacht:
  - Force 24s must not leave the dock without a patrol boat on station;
  - The mainsail must only be raised whilst the yacht is head-to-wind;
  - Both sails must be fully rigged and raised before the yacht leaves the dock;
  - Yachts shall remain clear of all commercial shipping activities and skippers and crews should make themselves aware of shipping movements prior to leaving the Marina precinct.
- All skippers must be on the approved user list. Approval is given by the Sailing Academy Manager after consultation with the skipper and the skill level assessed.
- All boats must be maintained in good condition. The following areas should be considered:
  - Hulls should be well maintained in a good state of repair, watertight, and with all the fittings in good working order;
  - Running rigging should be well maintained and in a good state of repair. There should be no protruding strands in wire rigging and all shroud pins and split rings should be taped;
  - Rudder, centreboard or dagger board should be in good condition;
  - Sails should be in serviceable condition for the courses on offer.

### General

- A **current financial NCYC General Member** may request the use of a Force 24 yacht at any time during daylight hours subject to the following:
  - Any damage/missing equipment occurred whilst using the yacht will be invoiced to the skipper in charge;

- That the request may be declined by the Sailing Academy Manager at any stage;
- That the use of the yacht and equipment does not interfere with other NCYC operations;
- The skipper and all crew of the yacht must be current financial NCYC General Members;
- Comply with conditions listed above at all times.

Area of Operation

- Check the Activity Operational Plan for your planned activity and comply with the designated sailing areas described and illustrated. Activity-specific Ops Plans can be obtained from the Sailing Office.

## Force 24 Skippers Checklist

### Vessel Information

Skipper: \_\_\_\_\_

Check Date: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Vessel: \_\_\_\_\_

### Prior to operation:

- Vessel Logbook checked for reported issues
- Vessel signed out on the Vessel Log
- Check Completed:
  - Safety gear present and sealed
  - First Aid Kit present and sealed
  - Correct number of life jackets on board
  - VHF Operational
  - VHF and antenna in good condition
  - Anchor in operational condition
  - Required training/racing equipment on board
  - Correct sails on board
  - All lights and electronics working
- After use:
  - Rubbish removed
  - Safety gear returned to floating shed
  - VHF radio returned to floating shed
  - Training/racing equipment removed from vessel
  - Boat securely berthed
  - Hatches locked and secured
  - Boat rinsed with fresh water
  - Bilge(s) empty and dry
  - Comply with activity-specific Ops Plans

### Life Jackets:

- Lifejackets to be worn by all persons on-board
- Hang life jackets to air dry

Were there any Incidents today?

\*yes/no (circle)

Were there any equipment failures?

\*yes/no (circle)

***\*If yes, an Incident Report must be completed immediately.***

Maintenance Notes / Defect Comments:

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## ATTACHMENT H – Elliott 6m Yachts Operations Policy

All Newcastle Cruising Yacht Club equipment and craft are checked over on a regular basis.

- Use reports are to be completed after using any equipment, stating the use of the equipment, what the use was, and any faults or repairs needed. These shall be placed in the floating shed 'In Tray' at the end of each session.
- Equipment out of service due to a repair needed to be completed shall be tagged with a yellow 'Out of Service' tag similar to the one pictured below:



### Elliott Fleet

- Elliotts shall be equipped so that they are suitable for One Design racing conditions.
- Unless specifically exempted, the yacht and equipment must at all times:
  - Have fenders appropriately placed whilst yacht is berthed to prevent damage;
  - Be appropriately secured to the dock whilst the yacht is berthed to prevent damage;
  - Have sails, lifejackets and safety gear bags returned to the floating shed immediately after use;
  - After use, yachts are to be secured with bilges bailed and all equipment returned to the relevant location;
- When using a yacht:
  - Elliotts must not leave the dock without permission from the (OOD) Officer of the Day;
  - The jib must be fully rigged and raised before the yacht leaves the dock;
  - The mainsail must only be raised whilst the yacht is head-to-wind;
  - Yachts shall remain clear of all commercial shipping activities and skippers and crews should make themselves aware of shipping movements prior to leaving the Marina precinct.
- All skippers must be on the approved user list. Approval is given by the Sailing Manager after consultation with the skipper and the skill level assessed.
- All boats must be maintained in good condition. The following areas should be considered:
  - Hulls should be well maintained in a good state of repair, watertight, and with all the fittings in good working order;
  - Running rigging should be well maintained and in a good state of repair. There should be no protruding strands in wire rigging and all shroud pins and split rings should be taped;
  - Rudder, centreboard or dagger board should be in good condition;
  - Sails should be in serviceable condition for the activities to be conducted.

### General

- A **current financial NCYC General Member** may request the use of an Elliott yacht at any time during daylight hours subject to the following:
  - Any damage/missing equipment observed whilst using the yacht must be reported to the Sailing Manager on the same day.



- Any damage/missing equipment occurred whilst using the yacht will be invoiced to the skipper in charge;
- The request may be declined by the Sailing Manager at any time;
- The use of the yacht and equipment does not interfere with other NCYC operations;
- The skipper and all crew of the yacht must be current financial NCYC General Members;
- Comply with conditions listed above at all times.

Area of Operation

- Check the Activity Operational Plan for your planned activity and comply with the designated sailing areas described and illustrated. Activity-specific Ops Plans can be obtained from the Sailing Office.

## Elliott Skippers Checklist

### Vessel Information

Skipper: \_\_\_\_\_

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

Contact Number: \_\_\_\_\_

Vessel: \_\_\_\_\_

### Prior to operation:

- Vessel Log checked for reported issues
- Vessel signed out on the Vessel Log.
- Check Completed:
  - Safety gear present and sealed
  - First Aid Kit present and sealed
  - Correct number of life jackets on board
  - VHF Operational
  - VHF and antenna in good condition
  - Anchor in operational condition
  - Required training/racing equipment on board
  - Correct sails on board
  - All lights and electronics working
  - Comply with activity-specific Ops Plans
- After use:
  - Rubbish removed
  - Safety gear returned to floating shed
  - VHF radio returned to floating shed
  - Training/racing equipment removed from vessel
  - Boat securely berthed
  - Hatches locked and secured
  - Boat rinsed with fresh water
  - Bilge(s) empty and dry

### Life Jackets:

- Lifejackets to be worn by all persons on-board
- Hang life jackets to air dry

Were there any Incidents today?

\*yes/no (circle)

Were there any equipment failures?

\*yes/no (circle)

***\*If yes, an Incident Report must be completed immediately.***

Maintenance Notes / Defect Comments:

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## Elliott / Force 24 Usage Request

### Member Information

Member Name: \_\_\_\_\_ Member Number: \_\_\_\_\_

Contact Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

### Further Information

Event: \_\_\_\_\_

Classes Supporting: \_\_\_\_\_

Sailors Supporting: \_\_\_\_\_

Start Date of Request: \_\_\_\_\_

Vessel Returned By: \_\_\_\_\_

### I agree, if my application is accepted, to adhere to the NCYC Training Policy – in particular:

- Elliott and Force 24 Yachts may be used by a **current financial NCYC General Member** for coaching and training only with the approval in writing from the Sailing Committee.
- Training is to be conducted in The Basin ONLY and the vessel must remain within radio contact of the Sailing Office (or an onwater Patrol Boat).
- Permission shall be sought to use a vessel for training purposes by completing the 'Elliott / Force 24 Usage Request' form and submitting to the Sailing Office.
- Only a licensed and approved club member will be granted approval and is responsible for preparing, skippering and returning the vessel.
- Any damages occurred during the period of use shall be charged to the member of whom permission is granted for the use of the vessel. Please note that any repairs **must** be coordinated by the Sailing Manager.

Signed: \_\_\_\_\_

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

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### For Office Use Only

Received On: \_\_\_\_\_

Next Committee Meeting: \_\_\_\_\_

### Application requested – Accepted / Denied

Pick up date: \_\_\_\_\_

Return by date: \_\_\_\_\_

Vessel allocated for use: \_\_\_\_\_

## **ATTACHMENT I – Trapeze Harnesses and Entrapment**

Evidence shows that the hook on the harness being caught by but not limited to the following can entrap trapeze harness users:

- Piercing a trampoline or mesh wing or the deck or hull and then becoming stuck;
- Becoming snagged on other parts of the boat rigging including shrouds, hiking (toe straps) and vang;
- Becoming tangled and caught in sheets.

To reduce the risk of trapeze harness entrapment, the following should be considered:

- Sailors should:
  - Keep lines and sheets organised in the boat;
  - Wear close fitting clothing and personal floatation device;
  - Carry a sharp, well maintained and easily accessible, preferably serrated knife and ensure all crew know of its location and are prepared to use it to cut a harness or trampoline mesh;
  - Wear clothing and equipment which are unlikely to snag or can be easily freed.

All race officials and safety boat crew should be briefed on the risk and dangers of entrapment and methods of recovery:

- Safety boats should be equipped with sharp knives to cut sheets, trampoline, harnesses etc. to free a sailor and bolt/wire cutters to cut rigging;
- Immediately when it becomes apparent that a sailor has not surfaced and may be entrapped, all efforts should be directed towards righting the boat to bring the sailor to the surface;
- In the case of catamarans, safety boat crew should also be prepared to cut the trampoline;
- When the sailor has been brought to the surface, other equipment that should be carried by safety boat crew should be used to release the trapped sailor.

## ATTACHMENT J – Rescue Protocol for Sailors with Disabilities

### *General*

Sailors with a disability are sailors first and foremost. They are looking for the same things out of their sport as their able-bodied colleagues. They come in a range of shapes & sizes, genders, and abilities – from the highly trained and skilled athlete to the sailors who just like to get out on the race course and have some fun in a good fleet. Some know their limitations, others do not.

### *Race Management Imperatives*

Race Management decision making for fleets containing athletes with a disability is no different to normal race management principals in that the Race Officer needs to understand the characteristics of the class of yacht, how manageable it is in various conditions, the experience and capability of the competitors, and so on.

### *Disabilities*

Disabilities vary quite widely and can affect physical movement, dexterity, speech and sensory perception.

### *Rescue Procedure*

Where a yacht crewed by sailors with a disability requires assistance, rescue boat crews should *talk to the crews about what assistance is required before taking any action* as they are more familiar with their yachts and their own bodies.

*Be aware that some disability types make the person more susceptible to fatigue, heat stroke or hypothermia.* While most sailors with a disability are aware of this and take steps to manage it, rescue boat crews should be on the lookout for this on cold and hot days.

*Avoid transferring sailors with limited mobility from their yachts while on the water.* In many cases it can easily lead to a further injury of the person and can also be the cause of strains and injuries to the volunteers. Whenever possible, leave the crews in their yacht and get them towed back to the dock where transfers can be affected with the assistance of a hoist.

*If a person is to be retrieved from the water, talk to them about the best way to lift them into the boat.* A sling style lifting device can be better for people with pre-existing spinal injuries and for larger people. Alternatively, provided they have sufficient buoyancy, it may actually be safer to slowly tow the person ashore.

## ATTACHMENT K – Treating Hypothermia

*Call 000 if you suspect hypothermia*

Symptoms of hypothermia in adults and children include:

- Confusion, memory loss, or slurred speech
- Drop in body temperature below 35 Celsius
- Exhaustion or drowsiness
- Loss of consciousness
- Numb hands or feet
- Shallow breathing
- Shivering

Symptoms of hypothermia in infants include:

- Bright red, cold skin
- Very low energy level

Restore warmth slowly:

- Get the person indoors;
- Remove wet clothing and dry the person off, if needed;
- Warm the person's trunk first, not hands and feet. Warming extremities first can cause shock;
- Warm the person by wrapping him or her in blankets or putting dry clothing on the person;
- Do not immerse the person in warm water. Rapid warming can cause heart arrhythmia;
- If using hot water bottles or chemical hot packs wrap them in cloth – don't apply them directly to the skin.

Begin CPR, if necessary, while warming person:

- If the person is not breathing normally:
  - for a child, start CPR for children
  - for an adult, start adult CPR
  - continue CPR until the person begins breathing or emergency help arrives.

Give warm fluids:

- Give the person a warm drink, if conscious. No caffeine or alcohol.

Keep body temperature up:

- Once the body temperature begins to rise, keep the person dry and wrapped in a warm blanket. Wrap the person's head and neck as well.

Follow up:

- At the hospital, health care providers will continue warming efforts, including providing intravenous fluids and warm, moist oxygen.

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## ATTACHMENT L – Refuelling Procedure

*The responsibility for the refuelling of the NCYC Patrol Boat fleet is overseen by the Sailing Manager to oversee operational aspects including refuelling and storage of fuels. Refuelling, including transferring fuel between containers is a potentially hazardous part of boating. It is important to take care and to follow the correct procedures.*

- Do not smoke at any stage;
- Do not allow yourself to be rushed by other people;
- Be alert to the smell of petrol;
- Do not allow people to remain on your boat when refuelling.

### *General*

- Know the capacity of your fuel tanks and be aware of how much spare capacity you have. You should be able to reconcile the quantity of fuel that goes in with the capacity of the tank;
- Make sure your vessel is securely moored when refuelling at a wharf, jetty or pier;
- Do not 'raft' – do not tie up alongside another vessel that is refuelling and do not allow another vessel to tie up alongside yours while you are refuelling.

### *Before Refuelling*

- Ensure that the engine bays and bilges have adequate ventilation;
- Close all bungs and scuppers to contain any potential spillage;
- Ensure that you have the correct fire-fighting equipment on board, that it is in good working order, that it is easily accessible and that you know how to use it;
- Make yourself aware of other fire-fighting equipment that is close at hand at the service station or the marina;
- Make sure you know where the nearest spill kit is located;
- Turn off all potential sources of flame such as electrical equipment and mobile phones. It is recommended to turn off the vessels battery at the main switch;
- Remove all passengers from the boat whilst refuelling;
- Close all hatches and doors;
- Before starting the engines or operating the vessel, inspect the bilges in order to 'sniff out' any pockets of petrol vapour. If found, fully vent the space and report to the Sailing Manager;
- Ensure that there are no sources of ignition low in the vessel. In particular, move batteries and other electrical items out of enclosed spaces containing any part of the fuel system. Low voltage bilge pumps improperly wired can cause sparks.
- Remember that engine starter motors are a cause of sparks and a potential source of ignition.

### *During Refuelling*

- Ensure that no one is on board the vessel when refuelling at a wharf or jetty;
- If using a petrol engine, ensure it is properly grounded to prevent the build-up of static electricity;
- Ensure the hose nozzle is in the tank before starting the dispenser;
- Operate the fuel dispenser by hand only – do not lock or jam the dispenser in the open position;
- Don't overfill the tank. Fuel expands in high temperatures and may overflow;
- Maintain contact between the hose nozzle and the filler neck to avoid static sparks;
- Ensure the dispenser is off before removing the nozzle from the tank;



- Transferring fuel between containers at sea is not recommended and should only be done if it is unavoidable. You should ensure that your chosen vessel has adequate fuel capacity for the voyage that you are undertaking.

#### *After Refuelling*

- If fuel has spilled into the bilges, manually pump the bilges out into a container or an onshore tank and vent the bilges to the stage where there has been a complete change of air;
- Only start the engines when you are satisfied that the boat is free of fumes – use your sense of smell and consider using vapour detectors that are designed to detect petrol fumes;
- Only allow passengers to board the vessel after you have started the engine and allowed it to run for an adequate time meaning after there has been a complete change of air in the space and there are no fumes detected by sense of smell.

#### *Portable Tanks*

Portable fuel tanks should be filled on the ground away from the boat.

If using portable petrol tanks to supplement onboard fuel tanks, they should be kept in a position where they can be ejected quickly from the boat. Always use fuel lines to transfer fuel from portable tanks to onboard tanks or direct to engine, in preference to pouring fuel through a funnel or spout.

## ATTACHMENT M – Powerboat Launching Procedure

### *Paul Gleeson RIB - Launching*

*The responsibility for the launching/retrieving of NCYC Patrol Boats is that of the boat skipper. The skipper is to ensure that safe practices are followed to minimise the risk of injury or damage.*

#### *Before Launching*

- Prepare the boat. This includes:
  - Collect the boat keys, a spare VHF handheld radio and a life jacket from the floating shed;
  - Remove the boat cover;
  - Switch on the batteries and check that there is power;
  - Lower the outboard to maximum down-tilt;
  - Remove any chains/padlocks and excessive attachments;
  - Load required safety equipment and training equipment for the upcoming session;
  - Check the current fuel level.
  - Raise the venturi flaps at the transom, as these slowly let water into the boat at low speeds and at the dock.

#### *To Launch*

- For the Paul Gleeson RIB:
  - Put on your life jacket and board the vessel;
  - Standing at the helm, attach the kill chord to your self;
  - Check that the throttle is in Neutral and start the engine;
  - A second person will now be required to unclip the safety rope from the bow, or alternatively you can switch off the engine and do this yourself – be sure to reattach the kill chord when you return;
  - Look behind you to check how much open water you have to reverse into. Be cautious of boats on the work dock at Midcoast Boatyard & Marine;
  - Ensure the engine is steering straight and use Reverse gear to pull the boat off the floating ramp. This may require full power for a moment, however be sure to reduce power as soon as the boat begins to move.
  - Once the boat has fully cleared the floating ramp, use caution when manoeuvring in the confined area surrounding the floating ramp.

#### *Around the marina*

- Observe safe and responsible practices when skippering an NCYC vessel:
  - Keep in mind that the entire marina precinct is contained within a 4 knots signposted speed restriction;
  - Be courteous to other marina users. This means that as well as observing the 4 knots speed restriction, also be mindful of wake emitted by the craft you are skippering;
  - When operating as a support craft for Sailing Academy activities, situate the boat in a position where you can act immediately if required – see the Sailing Manager, a Sailing Academy Senior Instructor, or one of the Academy's Powerboat Instructors if you are interested in learning more about this.

### *Returning to the Launching Ramp*

- Approach the launching ramp at low/idle speed;
  - The goal initially is to line up the bow with the roller on the ramp. Be sure to remain engaged in forward gear so as not to 'fall off' the ramp;
  - When you have successfully lined up the bow with the roller, increase throttle to move the boat up the ramp
    - The intention is to use enough throttle to keep the boat moving; however
    - Using as little throttle as required. In other words, you want to keep the boat moving, but you want to do so as slowly as can be maintained without stopping the boat.
    - The boat is fully on the ramp when the leg of the outboard makes contact with the ramp. This is the reason that the boat needs to be travelling slowly when climbing the ramp.
  - When the boat is fully on the ramp, return the throttle to Neutral and switch off the engine;
  - Disembark the boat and go to the bow to, using the bowline, attach the bow of the boat to the cleat on the launching ramp.

### *Packing Up*

- All equipment shall be removed from the boat and rinsed and returned to its original location after each session;
- Raise the engine so that the lowest point of the engine remains just above the water;
- Using the hose attachment found on the windowsill inside the floating shed, flush the engine with fresh water;
- While the keys are still in the boat, log the engine hours and the fuel level. If fuel is below 50%, be sure to advise the Sailing Manager;
- Be sure to turn off the batteries (under the seat);
- Rinse the boat with fresh water;
- Fit the console cover;
- Return the boat keys to the floating shed. These live on hooks underneath the end of the desk.

### *George Keegan RIB – Launching*

*The responsibility for the launching/retrieving of NCYC Patrol Boats is that of the boat skipper. The skipper is to ensure that safe practices are followed to minimise the risk of injury or damage.*

#### *Before Launching*

- Prepare the boat. This includes:
  - Collect the boat keys, a spare VHF handheld radio and a life jacket from the floating shed;
  - Remove the boat cover;
  - Switch on the batteries and check that there is power;
  - Completely lower the two black ‘water inlet’ tubes at the rear of the float berth;
  - Open the two blue-headed valves at the forward end of the float berth to allow air to escape and be replaced with water to fill the float berth;
  - Whilst the float berth is sinking, this is a good time to engage the bilge pump;
  - Lower the outboards to maximum down-tilt;
  - Remove any chains/padlocks and excessive attachments;
  - Load required safety equipment and training equipment for the upcoming session;
  - Check the current fuel level.
  - Using the air compressor, or a foot pump, fully inflate the tubes of the boat. If using the air compressor, pay close attention as it is possible for the compressor to ‘over-inflate’ which could cause damage.

#### *To Launch*

- For the George Keegan RIB:
  - Put on your life jacket and board the vessel;
  - Standing at the helm, attach the kill chord to your self;
  - Check that the throttles are in Neutral and start the engines (one at a time);
  - Release the two lines at the transom, attaching the boat to the float berth;
  - Look behind you to check how much open water you have to reverse into. Be cautious of boats on the work dock at Midcoast Boatyard & Marine;
  - Ensure the engines are steering straight and use Reverse gear to pull the boat off the floating ramp.
  - Once the boat has fully cleared the float berth, use caution when manoeuvring in the confined area surrounding the floating ramp.

#### *Around the marina*

- Observe safe and responsible practices when skippering an NCYC vessel:
  - Keep in mind that the entire marina precinct is contained within a 4 knots signposted speed restriction;
  - Be courteous to other marina users. This means that as well as observing the 4 knots speed restriction, also be mindful of wake emitted by the craft you are skippering;
  - When operating as a support craft for Sailing Academy activities, situate the boat in a position where you can act immediately if required – see the Sailing Manager, a Sailing Academy Senior Instructor, or one of the Academy’s Powerboat Instructors if you are interested in learning more about this.

### *Returning to the Float Berth*

- Approach the float berth at low/idle speed;
  - The goal initially is to line up the entire length of the boat with the float berth. Be sure to be prepared to abort your approach if the boat is not lined up properly;
  - When you have successfully lined up the bow with the float berth, engage forward gear and enter the float berth:
    - The intention is to use enough throttle to keep the boat moving; however
    - Using as little throttle as required. In other words, you want to keep the boat moving, but you want to do so as slowly as can be maintained without losing control.
    - Enter the float berth slowly until you are able to connect the lines attached to the float berth to your transom.
- When the boat is fully within the float berth and secured, ensure the throttles are returned to Neutral and switch off the engines;

### *Packing Up*

- Activate the float berths' electric air pump to raise the float berth so that the George Keegan is completely out of the water. Be sure to check that the blue handled air valves are in the closed position – otherwise the berth will not raise.
- Once the boat is fully out of the water (approximately 3-5 minutes), completely raise the water intake/outlet tubes near the transom of the vessel so that the openings are above water level – this ensures that water cannot enter the float berth after you have gone.
- All equipment shall be removed from the boat and rinsed and returned to its original location after each session;
- Raise the engine so that the lowest point of the engine remains just above the water;
- Using the double hose attachment found inside the console, flush the engine with fresh water;
- While the keys are still in the boat, log the engine hours and the fuel level. If fuel is below 50%, be sure to advise the Sailing Manager;
- Be sure to turn off the batteries (inside the console – starboard side);
- Rinse the boat with fresh water;
- Fit the console cover;
- Return the boat keys to the floating shed. These live on hooks underneath the end of the desk.

### ***Tackers RIB & Punt – Launching***

*The responsibility for the launching/retrieving of NCYC Patrol Boats is that of the boat skipper. The skipper is to ensure that safe practices are followed to minimise the risk of injury or damage.*

#### **Before Launching**

- Prepare the boat. This includes:
  - Collect a fuel tank, spare VHF handheld radio and a safety kit (white box with an orange bailer attached) from the floating shed;
  - Collect the kill chord and a life jacket from the floating shed;
  - Remove the boat cover (if applicable);
  - Secure the fuel tank and attach the fuel hose between the engine and the fuel tank;
  - Collect the key for the padlock which is attached to the Paul Gleeson RIB's keyring. Use this to unlock the boat – the security wire and padlock shall be stored in the shed when boats are in use;
  - Check that the bung is in place;
  - Lifting the bow, push the boat into the water. Be sure to keep hold of the bowline;
  - Secure the boat to the dock;
  - Lower the engine completely into the water – there is a lever on the starboard side of the engine which can be toggled to lock the engine in an up/down position;
  - Load required safety equipment and training equipment for the upcoming session;
  - Check the current fuel level.
  - Using the air compressor, or a foot pump, fully inflate the tubes of the boat. If using the air compressor, pay close attention as it is possible for the compressor to 'over-inflate' the tubes – which could cause damage.

#### **To Launch**

- For the Tackers RIB/Punt:
  - Put on your life jacket and board the vessel;
  - Sitting near the engine, attach the kill chord to your self;
  - Check that the gear lever is in Neutral and the choke is pulled out approximately half way;
  - Start the engine by pulling the black handle on the engine head unit;
  - Use slightly increased throttle whilst the engine is warming up;
  - After engine has been running 15-30 seconds, disengage the choke by pushing it all the way in – it is unlikely that you will need to use the choke to start the engine again during your session. It is often helpful to start the engine and allow to warm up before the start of your session so that when you go to use the boat later, it should be easier to start;
  - Look around before leaving the dock;
  - Use caution when manoeuvring in the confined area of the marina – especially when towing.

Around the marina

- Observe safe and responsible practices when skippering an NCYC vessel:
  - Keep in mind that the entire marina precinct and 'up the creek' is contained within a 4 knots signposted speed restriction;
  - Be courteous to other marina users. This means that as well as observing the 4 knots speed restriction, also be mindful of wake emitted by the craft you are skippering;
  - When operating as a support craft for Sailing Academy activities, situate the boat in a position where you can act immediately if required – see the Sailing Manager, a Sailing Academy Senior Instructor, or one of the Academy's Powerboat Instructors if you are interested in learning more about this.

Returning to the Floating Pontoon

- Approach the floating pontoon at low/idle speed;
  - Secure the vessel alongside the pontoon;
  - All equipment shall be removed from the boat and rinsed and returned to its original location after each session – this includes the fuel tank and the kill chord;
  - Manually line up the boat so that you can pull the bow of the boat up onto the pontoon/ramp – you may need to ask someone to help you!
  - When the boat is fully raised out of the water, tilt the engine all the way up and ensure it is not touching the water – Remember there is a toggle on the starboard side of the outboard that locks/unlocks the tilt function;
  - Rinse the boat and flush the engine with fresh water;
  - Check the fuel level – if below 50%, be sure to advise the Sailing Manager;
  - Fit the boat cover (if applicable);
  - Reattach the security cable and lock to the dock with the padlock (the key can be found on attached to the floating shed keys and attached to the Paul Gleeson RIB's keyring).

### ***Wombat – Launching***

*The responsibility for the launching/retrieving of NCYC Patrol Boats is that of the boat skipper. The skipper is to ensure that safe practices are followed to minimise the risk of injury or damage.*

#### Before Launching

- Prepare the boat. This includes:
  - Collect the boat keys and a spare VHF handheld radio from the floating shed;
  - Remove the window cover;
  - Disconnect the power lead from the dock and store on board;
  - Switch on the batteries. There are two switches under the engine cover at the starboard aft corner and one switch for the bow thruster in the cabin under the starboard berth. Check that there is power;
  - Complete a basic engine check:
    - Check the engine oil – Starboard side, down low. The oil should be within the specified range on the dip stick.
    - Check the gearbox oil – Port side, down low. The oil should be within the specified range on the dip stick.
    - Check the coolant – on the top of the engine in the forward starboard corner. If you dip your finger all the way in, only the tip of your finger should be immersed in coolant. More coolant can be found underneath the floor of the cabin.
  - Check that the throttle is in Neutral, start the engine and visually inspect:
    - Exhaust. You should be able to see water being ejected from the transom. If the engine has been running for 20 seconds and there is still no water, stop the engine and advise the Sailing Manager.
    - Engine. Observe while running to see if there are any leaks or odd noises. If any anomaly has been found, stop the engine and advise the Sailing Manager.
  - Ask the bar staff for ‘water for volunteers’. They will be happy to give a bottle of water to each person on board.
  - If on Wombat on a weekend race day, ask the kitchen for ‘lunches for volunteers’. They will provide you with a roll for each person on board.
  - Ensure that there are enough lifejackets for all persons on board. Life jackets are stored underneath the forward seating in the cabin and shall be worn by all persons on board if the skipper deems it necessary. There should also be two tethers on board which can be used by persons climbing to the bow to operate the anchor winch.



### To Launch

- For Wombat:
  - Check that the throttle is in Neutral, start the engine and visually inspect:
    - Exhaust. You should be able to see water being ejected from the transom. If the engine has been running for 20 seconds and there is still no water, stop the engine and advise the Sailing Manager.
    - Engine. Observe while running to see if there are any leaks or odd noises. If any anomaly has been found, stop the engine and advise the Sailing Manager.
  - Activate the bow thruster and check that it is working;
  - Release lines in order from bow to stern;
  - Look behind you to check how much open water you have to reverse into. Be cautious of boats other boats in the area including Sailing Academy Operations, boats at the Fish Coop Wharf, other traffic, etc.
  - Ensure the rudder is straight and use Reverse gear to pull the boat away from the dock.
  - Once the boat has fully cleared the dock, use caution when manoeuvring in the confined area of the marina. Bring in the fenders when clear of the marina;
  - Be sure to pull out of the marina slowly, being cautious of any traffic transiting past the marina that may be hidden from your view. Use sound signals if required to announce your intentions.
  -

### Around the marina

- Observe safe and responsible practices when skippering an NCYC vessel:
  - Keep in mind that the entire marina precinct is contained within a 4 knots signposted speed restriction;
  - Be courteous to other marina users. This means that as well as observing the 4 knots speed restriction;
  - Be mindful of the wake emitted by Wombat. Even when not restricted by the 4 knots signposted speed restriction, be courteous to other marine users by transiting the Harbour at a safe speed for all others who may be affected by the wake of your vessel.

### Returning to the Berth

- Approach the dock at low/idle speed;
  - Be sure to activate the bow thruster and check that it is working;
  - Ensure the fenders have been returned to their normal position;
  - Have the crew prioritise attaching the short stern line and the breast line located at mid-ships. You can hold the bow in place using the bow thruster after these lines have been connected.

Packing Up

- Reattach all mooring lines and then stop the engine;
- All equipment shall be removed from the boat and rinsed and returned to its original location after each session;
- While the keys are still in the boat, log the engine hours and the fuel level. If fuel is below 50%, be sure to advise the Sailing Manager;
- Be sure to turn off the batteries (inside the console – starboard side);
- Rinse the boat with fresh water;
- Fit the window cover;
- Empty the esky and rinse with fresh water. The esky shall be returned to the Club after each session.
- Return the boat keys to the floating shed. These live on hooks underneath the end of the desk.

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## ATTACHMENT N – Trailer Towing Procedure

### Before Starting

- Before hooking up to the trailer, make sure your tow vehicle is full of oil and fuel. Remember, it is a lot easier to fuel your tow vehicle at a gas station without a boat and trailer attached. You should also make sure the vehicle has plenty of water in the radiator and fluid in the transmission. Towing a large load can often times heat up a motor and strain a transmission. If you haven't already done so, look into installing a transmission cooler on your tow vehicle;
- Check the tow vehicles tires for proper inflation. If you have a dual wheeled vehicle make sure there aren't any 'hidden' flats;
- Connect the safety chains, and if equipped, attach the safety brake chain;
- Before starting out on a trip, practice turning, stopping and backing up your trailer in an area away from traffic. Make sure your mirrors give you ample vision around both sides of the boat and trailer and if not, look into getting modified mirrors for your tow vehicle;
- Check the trailer's turn signal, running and brake lights;
- Check the trailer's tires and make sure the lug nuts are tightened. A partially flat trailer tire will heat up and eventually disintegrate. And, losing a wheel can prove to be disastrous, especially if the loose wheel strikes another vehicle;
- Double check that the boat is secured properly to the trailer;
- Check the reservoir on the trailer's surge brakes if fitted;
- Check the trailer's connection to the hitch to make sure it is fastened properly and latched. A pin, such as a cotter pin or a bolt should be placed through the latch itself to prevent it from coming loose or being undone by vandals while the vehicle is parked;
- Check to make sure the trailer ball on your tow vehicle matches the coupler on your trailer. The three major sizes of trailer balls are: 1-7/8", 2", and 2-5/16". Make sure the ball is fastened properly to the tow vehicle and that the mounting will handle the capacity equal to or greater than the weight of the trailer and boat. If you have a receiver type hitch, make sure the insert (the bar the ball attaches to) is secured with a retaining pin and that it has a locking clevis pin on it.

### Backing

- Back slowly with someone outside the rear of the trailer to guide you;
- Place one hand at the bottom of the steering wheel and move it in the direction you want the trailer to go;
- Make small steering inputs. Slight movements of the steering wheel result in a greater movement at the rear of the trailer;
- Use your mirrors. Always watch both sides of the trailer.

### Braking

- Allow considerably more distance for stopping with a boat and trailer attached;
- If you have a manual brake controller, lead with the trailer brakes first, if possible. To correct trailer side-sway, touch the manual trailer brakes without activating the tow vehicle brakes;
- Be sure to steer as straight as possible when stopping a rig. Turning while making a radical stop can cause the tow vehicles rear end to be pushed forward of the front. This is called "jack-knifing".

### Downgrades and Upgrades

- Downshifting assists braking on downgrades and provides added power at the drive wheels for climbing hills.

#### Acceleration and Passing

- The added weight of the trailer can dramatically decrease the acceleration of the towing vehicle. Exercise caution;
- If you must pass a slower vehicle, be sure to allow extra distance. Remember, you also have the added length of the trailer which must clear the other vehicle before you can pull back into the lane;
- Make your pass on level terrain with plenty of clearance;
- If necessary, downshift for improved acceleration.

#### Driving with an automatic overdrive transmission

- With certain automatic overdrive transmissions, towing, especially in hilly areas with heavier boats, may result in excessive shifting between overdrive and the next lowest gear;
- If this occurs, it is recommended that the overdrive gear be locked out to eliminate the condition and provide steadier performance. Note: see the tow vehicle's owner's manual for more information. When there is no excessive shifting, use the overdrive gear for optimum fuel economy. Overdrive may also be locked out to obtain braking on downgrades.

#### On the Road

Regularly stop in a protected area and inspect:

- Trailer hitch attachment;
- Lights and electrical connections;
- Trailer wheel hubs for excessive heat radiating from bearings;
- Trailer wheel lug nuts for tightness;
- Engine oil – check regularly throughout the trip.

## ATTACHMENT O – Working Over, or Near Water

### Hazards:

There are a number of hazards that need to be considered when working on or near water. These include both safety and potential health issues. They may include:

- The risk of falling into the water and drowning
- Contact with contaminated water
- Manual handling and lifting hazards
- Electrical hazards
- Trips, slips and falls
- Exposure to chemicals
- The effect of extreme weather
- Impact with submerged objects
- Floating or submerged debris
- Hypothermia
- Sunburn and heat stress
- Insect/bee stings
- Contact with objects falling from above

When working at heights over water there are a number of key safety considerations to be met:

### Work Area:

- Access to areas where there are people working at heights is to be restricted. Some ways of restricting access include to:
  - Fence off the area
  - Rope off the area with yellow safety chain
  - Surround the area with orange safety cones
  - Place adequate signage around the work area

\*\*Note that it may be appropriate to use a combination of these methods.
- A lifebuoy, with at least 20m floating rope attached, must be positioned in the vicinity of the work area. It should be readily available for use before commencing work.
- Communication devices are necessary. A waterproof VHF radio should be carried by all persons carrying out the work as well as the Sailing Manager. In the Sailing Managers absence, the Marina and Assets Manager will take his/her place.
- Persons working at heights shall attach lanyards to all equipment carried to eliminate the danger of a dropped item causing damage, loss or harm to assets or persons.

### Work Team:

- All work at heights must be performed as a team and must include a person supervising at ground level who can raise the alarm in the event that there is a problem.
- Before working at heights, Teams MUST notify the Sailing Manager prior to commencing work and notify when complete. In the absence of the Sailing Manager, the Marina and Assets Manager will take his/her place.
- The supervisor is to wear a hard hat at all times when within work area.

## **ATTACHMENT P – Incident Management Centre**

The Incident Management Centre (IMC) for Newcastle Cruising Yacht Club is located in the Sailing Administration Office. The IMC will be set up with the following during all activities:

- Copy of Incident Management Plan;
- Phone
- Relevant charts
- VHF receiver
- Stationary including suitable log and note books for record keeping;
- Pens, pencils and highlighters;
- Key organisation and personnel contact details;
- Full details of participating yachts including emergency contact list for each yacht, patrol and support boat.

## ATTACHMENT Q – Emergency Contact Numbers

POLICE, AMBULANCE, FIRE	000
Newcastle Cruising Yacht Club	95 Hannell Street Wickham NSW 2293
NCYC Main Phone	(02) 4940 8188
Sailing Manager (Jack Buchan)	Pers. 0432 581 756 Work. 0418 257 828
Dockmaster	0408 299 512
CEO (Paul O'Rourke)	0413 416 521
Commodore (Steve Rae)	0488 151 568
Rear Commodore (Barry Kelly)	0418 753 059
Volunteer Marine Rescue Newcastle	(02) 4927 8237 VHF Ch. 16
Newcastle Police Station	(02) 4929 0999
Newcastle (Water) Police	(02) 4902 8230
AusSAR	1800 641 792
VTIC Newcastle	(02) 4985 8292



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## ATTACHMENT R – Incident and Investigation Report Form

SECTION 1		
<b>Details of Injured Person</b>		
Given names:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Surname:	<b>Employment Details</b>	
Residential Address:	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
	<input type="checkbox"/> Casual	<input type="checkbox"/> Volunteer
Post Code:	<input type="checkbox"/> Instructor	<input type="checkbox"/> Contractor
D.O.B:	<input type="checkbox"/> Course Participant	<input type="checkbox"/> Member of the Public
	<input type="checkbox"/> Other:	
<b>Details of the incident/accident</b>		
Day ___ Month ___ Year ___	Time of incident ___ : ___ am/pm	
Location/address of where the incident occurred:		
Description of the incident (tick if additional information is attached – <input type="checkbox"/> )		
Nature of the work injury or work caused illness, e.g. sprain, burn, etc:		
Bodily location of work injury or work caused illness:		
<b>Medical Treatment</b> <input type="checkbox"/> Nil <input type="checkbox"/> First Aid <input type="checkbox"/> Doctor Only <input type="checkbox"/> Hospitalised		
<b>Mechanism of Injury or Disease</b>		<b>Agency of Injury or Disease</b>
<input type="checkbox"/> Fall		<input type="checkbox"/> Machinery and (mainly) fixed plant
<input type="checkbox"/> Trips or Slips		<input type="checkbox"/> Mobile Plant and Transport
<input type="checkbox"/> Sound or Pressure		<input type="checkbox"/> Animal, human and biological agencies
<input type="checkbox"/> Biological Factors		<input type="checkbox"/> Powered equipment, tools and appliances
<input type="checkbox"/> Hitting Objects with Part of Body		<input type="checkbox"/> Non powered hand tools, appliances and equipment
<input type="checkbox"/> Body Stressing/Mental Stress		<input type="checkbox"/> Environmental agencies
<input type="checkbox"/> Heat, Radiation or Electricity		<input type="checkbox"/> Chemicals and chemical products
<input type="checkbox"/> Chemicals or other substances		<input type="checkbox"/> Materials and substances
<input type="checkbox"/> Other or unspecified mechanisms of injury		<input type="checkbox"/> Other or unspecified agencies
I declare that all details provided by me on this form are true and correct.		
_____		_____
(Employee Signature)		(Date)

SECTION 2			
Supervisor's Name:		Contact Number:	
<b>The Injured Person</b>	Did the person stop work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Treated by doctor _____	If yes, stop date ___/___/___ Time ___:___ am/pm		
<input type="checkbox"/> Hospital admitted to _____	Experience: _____ Years _____ Months		
<input type="checkbox"/> Returned to normal duties	Are there safety docs to cover this task?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Returned to alternative duties	Is the documentation adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Workers' Compensation claim	Is a Safety Alert required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Rehabilitation	Has the person been adequately trained?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Details of Witness(es)</b>	<b>Prompts</b>		
Name:	Witness statements taken and attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Contact No:	Photos taken and attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name:	<b>Reporting Requirements</b>		
Contact No:	Dept. WH&S	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name:	Police	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Contact No:	WorkCover (Employer Report)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Actions required (control measures) Tick if additional information is attached</b> <input type="checkbox"/>			
			<b>Date implemented:</b>
Eliminate			
Substitute			
Isolate			
Engineer/Redesign			
Administration			
Personal Protective Equipment			
Feedback to person involved: <input type="checkbox"/> No <input type="checkbox"/> Yes – Date:			
Please copy this report when completed and forward to: (each person to sign)			
General Manager		Manager	
Supervisor		Safety Officer	

## Newcastle Cruising Yacht Club

### On Water-

## EMERGENCY PLAN

### Objective

To provide a safe on water environment for all participants – both competitors and officials – having regard for both expected and unforeseen conditions.

This document provides the following:

- Minimum safety requirements for conduct of races
- A coordinated emergency plan for all onwater activities
- Recommended responses by rescue boats and emergency services under control of the rescue coordinator.

This plan specifies the actions required in the event of a major incident occurring at the Newcastle Cruising Yacht Club (NCYC) and nominates the key personnel who will take charge, together with their tasks and responsibilities.

NCYC recognises that a 'Major Incident Plan' is required to manage any unforeseen catastrophe that occurs within the club's premises, within the marina or connected with any onwater activity. This policy is to cover any onwater activity.

Major incidents may include but are not limited to:

- Accidents involving serious injury or death;
- Fire and/or explosion;
- Storm damage;
- Sinking of vessel or vessels;
- Electrical incidences;
- Fuel spillages;

The following persons will have responsibility for the areas nominated that will be subject of separate procedures-

- |                             |                           |
|-----------------------------|---------------------------|
| • Club premises and grounds | Marina and Assets Manager |
| • On water activities       | Sailing Manager           |

Procedure

- The Sailing Manager will immediately take charge of the incident and remain close to radio and telephone communications;
- In the event that the Sailing Manager is not present at NCYC, his duties shall be taken over by the OOD or a flag officer;
- Immediate action must be taken by the Race Officer to remove any people from danger, render emergency first aid and report back to the Sailing Manager;
- Having ascertained the nature of the incident, the damage or threat to humans, the Sailing Manager will contact the appropriate emergency services for assistance:
  - Incident involving serious injury or death
    - 000 (Operator will direct the call to the relevant agency)
    - NSW Roads & Maritime Services
    - WorkSafe
  - Fire and Explosion
    - 000 (Operator will direct the call to the relevant agency)
    - NSW Roads & Maritime Services
    - WorkSafe
  - Sinking of Vessel(s) and/or Fuel Spillage
    - 000 (Operator will direct the call to the relevant agency)
    - NSW Roads & Maritime Services
    - EPA
    - WorkSafe

A marine incident report must be completed by NCYC and forwarded to NSW Roads & Maritime Services.

## Section 1

### Responsibilities

#### Competitors

- Fundamental Rules 1.2 and 4
  - Competitor's attention is drawn to fundamental rules 1.2 and 4 of the Racing Rules of Sailing (RRS). Competitors shall make their own decision to start or proceed in a race, taking into consideration the prevailing conditions at the time.
- Intention to Race / Sign-On
  - For each race or race session each competitor intending to race shall personally "sign on". This requirement will be included in the Sailing Instructions. This requirement is intended to provide Race Management with a list of all yachts on the water.
- Declaration / Sign-Off
  - All Off the Beach boats must sign the race declaration sheet upon returning to shore in accordance with the Sailing Instructions. This requirement is to ensure all yachts have safely returned to shore.
- Personal Buoyancy
  - All Off the Beach competitors/students shall wear personal floatation devices which are in good condition and are in accordance with the specifications issued or approved by a national authority affiliated to World Sailing, or a standards organisation, or certification authority, recognised for the purpose by its respective government.

#### Students

- Intention to Train / Sign-On
  - For each race or race session each sailor intending to train as part of the organised session shall personally "sign-on". This requirement is to provide Instructors and Management with a list of all yachts on the water.
- Declaration / Sign-Off
  - All students must sign-off upon returning to shore. This requirement is to ensure all yachts have safely returned to shore.
- Personal Buoyancy
  - All students shall wear personal floatation devices which are in good condition and are in accordance with the specifications issued or approved by a national authority affiliated to World Sailing, or a standards organisation, or certification authority, recognised for the purpose by its respective government.

Race Management

- Code of Conduct
  - All Race Management personnel are required to abide by the Sports Officials “Code of Ethics” and place the safety and welfare of the participants – both competitors and officials – above all else and accept responsibility for their actions. In doing so, the primary responsibility of on-water personnel is for the safety of themselves and their crew.
- Race Management Boats
  - All race management boats are to be driven by licensed powerboat drivers in such a manner that will not cause unnecessary disturbance to competing yachts or injury to crews. All race management boats are to keep clear of competing yachts unless providing assistance.
- Observing Capsized Yachts
  - Capsizing is a normal part of sailing and will usually not result in a requirement for assistance. When a yacht is observed heaved to or capsized, race management boats will count and observe the crew until they are sure rescue assistance is not required, while positioning to render assistance promptly if required. Senior classes are less likely to require assistance than junior or inexperienced classes.
- Monitoring Conditions
  - Monitoring the fleet and observing the weather conditions are important tasks during the race and rescue boats must be strategically placed to respond to emergencies.

***In an emergency the priority is to save lives, not the yachts. Drifting or anchored yachts can be picked up later. Safety of competitors will always override the preservation of yachts.***

## Section 2

### Minimum Safety Requirements for Conduct of Racing

#### *Briefing: (Sailing Manager/OOD)*

- Assisting staff members and volunteers should always be briefed on the rescue coordination plan before racing commences.

#### *Race Management Personnel: (Sailing Manager/OOD/RO)*

- Sufficient personnel to resource Race Management boats.
- RO to have attended a race management course which included the “Risk Management” module.
- RO to be accredited to a minimum of “Club Race Officer”.
- RO/Sailing Manager ensures rescue boat personnel are briefed/trained for class specific issues and procedures.

#### *Rescue Boats: (Sailing Manager/OOD)*

- Sufficient Personnel to resource all rescue and course boats.
- Rescue boats to be suitable for conditions expected.
- Rescue boats to be provided with all safety equipment as required by state law and recommended in the Australian Sailing Safety Boat Course.
- Briefed/Trained in class specific requirements of classes that are racing on their course.

#### *Weather Information: (Sailing Manager/OOD/RO)*

- Local weather forecast to be obtained from the Bureau of Meteorology and placed on the Notice Board prior to commencement of racing.
- All responsible personnel to be briefed on the days expected weather.

#### *Wind Speed Limits, etc. (Sailing Manager/OOD/RO)*

- Course Race Officers to be aware of “wind speed limits” as produced by Australian Sailing and to use these, together with other relevant conditions including sea state, sea and air temperature, wind chill, etc., as a guide when considering the safety of competitors racing (see Appendix 5).

#### *First Aid Provision: (Sailing Manager/OOD/RO)*

- One Senior First Aider available on shore at all times with access to the First Aid Facility.
- One Senior First Aider on each race course.
- First Aid Kits are available in the following locations:
  - Floating Shed – (Marina – F-arm)
  - Clubhouse Staff Room – (Bar)
  - NCYC Administration Office – (Commercial Centre)
- Any injury requiring off-site assistance should be coordinated with the Sailing Manager. An incident report form shall be completed and submitted to NCYC for any injury occurring on club premises or requiring outside medical treatment. Incident report forms may be obtained from the Sailing Office and the floating shed.

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## Section 3

### Minimum Safety Requirements for Conduct of Training

#### *Briefing: (Sailing Manager/Instructors)*

- Assisting staff members and volunteers should always be briefed on the rescue coordination plan before training commences.

#### *Training Personnel: (Sailing Manager/Senior Instructor)*

- Sufficient personnel to resource training and support boats.
- Senior Instructors to have attended a Yachting Australia/Australian Sailing Instructor Course.
- Instructors to be accredited to a minimum of “Instructor”.
- Sailing Manager ensures rescue boat personnel are briefed/trained for class specific issues and procedures.

#### *Rescue Boats: (Sailing Manager/OOD)*

- Sufficient Personnel to resource all rescue and course boats.
- Rescue boats to be suitable for conditions expected.
- Rescue boats to be provided with all safety equipment as required by state law and recommended in the Yachting Australia Safety Boat Course.
- Briefed/Trained in class specific requirements of classes that are racing on their course.

#### *Weather Information: (Sailing Manager)*

- Local weather forecast to be obtained from the Bureau of Meteorology and placed on the Notice Board prior to commencement of racing.
- All responsible personnel to be briefed on the days expected weather.

#### *Wind Speed Limits, etc. (Sailing Manager/OOD)*

- Course Race Officers to be aware of “wind speed limits” as produced by Australian Sailing and to use these, together with other relevant conditions including sea state, sea and air temperature, wind chill, etc., as a guide when considering the safety of competitors racing (see Appendix 5).

#### *First Aid Provision*

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- Any injury requiring off-site assistance should be coordinated with the Sailing Manager. An incident report form shall be completed and submitted to NCYC for any injury occurring on club premises or requiring outside medical treatment. Incident report forms may be obtained from the Sailing Office and the floating shed.

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## Section 4

### Rescue Coordination

#### *Purpose*

- This document is prepared to provide a rescue plan and emergency response for expected prevailing conditions involving normal regatta rescue procedures and for extreme conditions – emergency situations where outside help is required.
- Refer to “Emergency Response Plan” (separate document).

#### *The Sailing Manager*

- The Sailing Manager has overall responsibility for the on-water safety management and the on-land rescue coordination.

#### *The Race Officer (RO)*

- The RO is responsible for the on-water safety management of his/her course area.
- The RO is responsible for the declaration of an emergency situation on the water on his/her course.
- Once the RO abandons races due to conditions, he/she will coordinate the rescue from on the water and will request the assistance of the Sailing Manager.

#### *Search and Rescue – Missing Person/Yacht*

- Sailing Manager and OOD to be notified immediately; All patrol and support craft to remain afloat including coach boats to assist in locating missing sailor until rescue coordination is handed over to NSW Police; OOD to appoint a person to supervise the sign off process until all competitors are accounted for.
- Local search and rescue activity will generally be planned and implemented by the Sailing Manager and located in the Sailing Office.
- In the case of a missing person/yacht, coordination will transfer to NSW Police/Water Police.
- The Water Police are the State Search and Rescue Authority for NSW under the National Search and Rescue (SAR) Agreement between Federal Government and the various State Governments.
- The Rescue Coordination Centre (RCC) is located at the Water Police Squad Headquarters and coordination of Marine SAR operations is conducted by qualified staff at the RCC.

#### *Injuries*

- Injuries will be responded to by the closest available rescue boat.
- If it appears that ambulance attendance will be required, the request for such is to be made via the NCYC Sailing Office via the Sailing Manager.

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## Section 5

### Patrol Plan

#### *Approach*

- Each rescue vessel will have a designated area to patrol during the race and during transit of yachts to and from the race area. This will be detailed in a course by course “Patrol Zone Allocation” plan prepared by the relevant CRO, overseen by the PRO.
- The plan must ensure that all areas are covered by at least one rescue boat at all times.
- For scheduled racing, rescue craft and rostered crews are to be on station (pre-allocated) or as otherwise directed. In the situation where it calls for “all boats” to be used, Jury boats, coach boats, media boats, etc, will be classed as “rescue boats”.
- Faster boats and RIBs should be used for main coverage of the course as they can cover more area faster. Smaller and slower rescue boats are stationed either close to the shore or in support of other boats (e.g. gybe marks) depending on weather and course distance from club.

#### *Heading to the Start*

- When the yachts commence heading to the start, patrol/rescue boats will monitor the progress of the yachts to the course area.

#### *During the Races*

- Depending on the type of course used, the course will be divided into a number of areas. Each rescue patrol boat assumes responsibility for one area.
- During racing all boats will patrol pre-allotted zones/classes.
- Ideally 1 or 2 boats will overlap to cover each leg of the course.
- In heavy conditions, rescue boats will concentrate closer to gybe marks to respond where capsize are more likely to occur.
- In the event of bad visibility, heavy sea, strong wind, etc. zones will be further leeward on the course. Any yacht drifting down the course will be able to be seen/picked up (important especially if wind is offshore).
- If more rescue boats are available they will patrol to concentrate on the tail of the fleet.

#### *Heading Home*

- All rescue boats shall work their allocated patrol areas until directed by the RO or OOD.

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