



MARINE OPERATIONS POLICY

FOR KEELBOAT RACING & CENTREBOARD RACING

Middle Harbour Yacht Club

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1. INTRODUCTION

The Middle Harbour Yacht Club (MHYC) Sailing Operation Plan provides assistance to Club Volunteers and Staff managing races and incidents relating to boating safety and emergencies. Incidents covered may involve boating, personal safety and/or Search and Rescue (SAR).

This policy is based upon established risk management principles, and provides occupants of MHYC 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.

MHYC 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 the MHYC, by providing a framework for emergency planning via the utilisation of the current facilities as appropriate.

This Operational Plan is not a substitute for common sense or crisis management.

Version #	Implemented By	Revision Date	Approved By	Approval Date	Reason
1.0	<i>Carl Webster</i>	10/06/2016			Initial draft
2.0	<i>David Staley</i>	26/10/2017			Updated
3.0	<i>David Staley</i>	2/6/2018			Updated
4.0	<i>David Staley</i>	30/7/2020			Updated

1.0 Duty of Care

MHYC 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.

1.1 Peak Safety Authority for Water Based Incidents

The NSW Water Police have prime responsibility for boating on Sydney Waters. Other agencies including the NSW Roads & Maritime Services & Marine Rescue NSW will act under the direction of the NSW Water Police.

The NSW Water Police is the State Search and Rescue Authority for NSW, under the National Search and Rescue Agreement between the Federal Government and various State Governments.

1.2 Classification of Club Racing Events

Middle Harbour Yacht Club events are run under the appropriate Australian Sailing (AS) Race Category. Each race category has a definition of the expectation for rescue, and the degree of self-sufficiency a competitor is required to be capable of when racing. MHYC events fall into two broad categories:

A) Class events:

Generally conducted using a Race Committee Vessel, and with rescue facilities available, typically rigid hull inflatable boats or support powerboats. The Race Officer for the day has the responsibility to ensure all safety equipment on the race boats, including radios, horns, batteries, flares etc. are operational (applies to all types of racing at MHYC).

B) Scheduled multi division or mixed fleet club events:

These events may be conducted from the MHYC Starters Box, or a Race Committee Vessel.

Club racing events include Wednesday, Thursday Twilight Sailing, Club Racing, the Interclub Series, Corporate Racing, and Short Offshore events. These racing events are generally sailed under AS Special Regulations Category 7 to Category 4, Part 1.

All entrants must have submitted a AS Special Regulations Equipment Audit to MHYC sailing office, for at least the safety category specified in the Notice of Race (NOR). The only declaration acceptable is that of MHYC, or of another approved Yacht Club. The sailing office will check that an appropriate declaration is on file for all entrants, including casual entries.

The Race Committee (Race Officer (RO), Sailing Manager or Nominee) has the right not to accept any entry for which a valid AS Special Regulations Equipment Audit has not been submitted. Refer to the current Racing Rules of Sailing (RRS) for Race Category Definitions.

1.3 Before Racing

- Competitor's attention is drawn to fundamental RRS 4
"The responsibility for a boat's decision to participate in a race or to continue racing is hers alone"
- To minimise the risks of racing and boating, sailors at MHYC must be familiar with and obey the rules as laid out in the:
 - The current Racing Rules of Sailing
 - AS Special Regulations
 - Regulations for the Prevention of Collision at Sea
 - Maritime Services Act
 - MHYC Requirements as published in the Sailing Handbook annually
 - Any other Regulations that applies to boating on Sydney Harbour
- Attention is drawn to AS Special Regulation 6.01.2 and the need to practise man overboard procedures with your crew regularly. MHYC strongly recommends that all yachts should schedule a MOB Drill prior to racing in the first race of its pointscore season and again at regular intervals during the season.
- Notify the Race Committee of your intention to start a race as directed in the Sailing Instructions.
- Make sure your crew know where Life Saving Equipment is stowed on your boat and how to use it.
- Make sure you and your crew know how to locate and wear a PFD on your yacht.

Patrol and Support Vessels- All patrol and support vessels shall sign on via VHF with the Sailing Office with their Vessel name and Persons on Board.

1.4 Race Communication

MHYC requires that all keelboats carry a VHF radio, and preferably to monitor the Race Communications Channel 72 and Channel 16 whilst racing. This requirement is the responsibility of the owner or skipper to enforce.

Race Communications is generally VHF Channel 72, for communication with the Tenders and Clubhouse it is VHF Channel 73. Refer to relevant Sailing Instructions.

After the "warning signal", VHF Channel 72 should be used for communication to recall an individual competitor, for breaking the start, advise fleet of General Recall or abandonment.

After the start all competitors should continue to monitor the Race Communications VHF Channel 72 and, if possible, Channel 16.

2. ENVIRONMENTAL ISSUES AFFECTING SAILING

2.1 Weather Forecast

The Race Officer of the day should obtain the latest possible forecast from the Bureau of Meteorology.

Weather forecast & wind strength report on the day of the race. The weather forecast and wind strength reports are critical tools for decision making on race day in order to determine which course should be run, what direction, the distance, the duration, the possible need to shorten a race or the need to abandon the race for the day. Reference can be made to the forecast for Sydney Closed/Open Waters; an additional reference can be made to alternative sources to determine current wind velocities.

Storm warnings shall be given the utmost consideration on how it's going to affect the area of sailing, if there is any doubt and lives are considered to be at risk all on water activities are to be cancelled. These include thunderstorm, windstorm, cyclone, hurricane and tornados. In the case of a Tsunami alert, all on water activates will be cancelled until relevant authorities give the all clear.

The current bay weather forecast is available at: <http://www.bom.gov.au> & <http://www.bom.gov.au/weather/nsw/observations/sydney.shtml>

2.2 Shortening Course

It is the decision of the Race Officer to shorten the course (RRS 32). This decision should be based on existing and forecast weather conditions, with due regard to time limits on races where time limits are specified in the notice of race. The Race Officer must also take into account the Race Safety Category under which the event is being conducted and current fleet size, sea conditions and wind force.

2.3 Race Abandonment

It is the decision of the Race Officer to abandon a race or event in consultation with the Sailing Manager and Vice Commodore or flag officers. This decision should be based on existing and forecast weather conditions, with respect to the Race Safety Category under which the event is being conducted. Race abandonment may be decided prior to the start of a race, or when necessary, it may be decided during a race event.

2.4 A Guide for Race Abandonment

Note: Sea state, Wind Direction, Sea Conditions, Fleet Numbers, crew experience should also be taken into account when making assessment.

Race Type	Average Wind Speed	Wind Description	Category
Wednesday	More than 25-33kts	Strong Winds	7
Thursday Twilight	More than 25-33kts	Strong Winds	7
Inshore Pointscore	More than 28-33kts	Strong Winds	7
Offshore Events	More than 41-47kts	Gale Winds	1 – 4
Feature Events	More than 28-33kts	Strong Winds	7
Regattas	More than 28-33kts	Strong Winds	4 - 7
Championships	More than 28-33kts	Strong Winds	4 – 7
Centreboard	More than 22-27kts	Fresh Winds	N/A

Where a Gale Warning is current for the scheduled period of racing, the race/s shall be abandoned.

If Class Rules are in effect, the guide for Race Abandonment shall be as per Class Rules or as stated in the relevant Sailing Instructions.

Events involving Combined Clubs guide to Race Abandonment shall be that of the host Club.

Notification of race abandonment or postponement shall be displayed from the Starters Flag Mast or Race Committee Vessel (code Flags N over A, AP over A or AP over H).

Where abandonment or postponement is made in advance of the scheduled racing, a Notice published on the Official Notice Board at MHYC and where possible the online media platforms. An SMS and/or email may also be sent to competitors.

2.5 Wind Speed Definitions and Wind Warning Definitions

See **Appendix 2** for Wind Scale – Bureau of Meteorology

2.6 Wearing of Personal Floatation Device (PFD) During Adverse Weather Conditions

MHYC will provide sufficient lifejackets in a range of sizes for all staff, and volunteers.

- All lifejackets shall comply with current Australian standards.
- All lifejackets are inspected regularly to ensure that they are in good condition.

If any of the following conditions prevail, then the crews of all race committee and safety boats must wear PFDs **at all times**:

- At the direction of the Race Officer or Sailing Manager;
- During a period of restricted visibility;
- When the vessel is operating in an area where the Bureau of Meteorology has issued:
 - A Strong Wind Warning

- A Gale Warning
- A storm warning
- A severe thunderstorm warning
- A severe weather warning

Keelboats - All keelboats are to carry lifejackets as required by the relevant regulations by the State Government of New South Wales Australia and the Special Regulations of Australian Sailing. The Race Committee may require competitors to wear lifejackets during certain conditions. This shall be communicated via the sailing instructions or by displaying Code Flag Y;

Centreboard Dinghies - All dinghy sailors shall wear lifejackets as required by the relevant regulations by the State Government of New South Wales Australia and the Special Regulations of Australian Sailing;

Patrol and Support Boats - All patrol and support boats shall carry lifejackets for all crew on board as required by the relevant regulations by the State Government of New South Wales Australia.

During any racing operations, all crew on boats less than 6m shall wear a lifejacket.

The Race Officer and/or Sailing Manager may require skippers and crews of all patrol and support boats to wear lifejackets at all times whilst afloat.

2.7 UV Protection

The MHYC provides sunblock for all staff, officials and volunteers. Staff, officials and volunteers should remind sailors to apply sun block before and after going on the water, particularly young sailors. Sun hats and sunglasses are encouraged to be worn at all times afloat where possible.

Where possible any clothing issued by the MHYC will be UV rated.

3. FIRST AID POLICY

This section outlines the policy of the MHYC 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.

Middle Harbour 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 kept in a designated position ashore with access to a telephone.
- A defibrillator will be located at the main reception.
- The minimum of one qualified person capable of providing first aid is available at all times for all sailing events.
- The Club will hold regular first aid courses for all staff, volunteers and members.
- A scheduled program shall be adhered 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 First Aid Room and Sailing Office.

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 MHYC grounds or on the water during a MHYC event.

- Persons that are injured within the MHYC grounds, who require first aid, should report to either the First Aid room 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.

4.1 Making a MAYDAY call or PAN PAN call via radio or telephone

Please refer to Marine Radio Operators Handbook for correct procedures.

RADIO DISTRESS CALLING
USED ONLY
If in grave or imminent danger
<ul style="list-style-type: none"> • MAYDAY MAYDAY MAYDAY • THIS IS (once); Name/callsign/MMSI (3 times); • MAYDAY (once); <ul style="list-style-type: none"> ○ Name/callsign/MMSI (once); ○ Position: (relative to a known geographic feature or lat./long.); ○ Nature of distress; (e.g. sinking); ○ The kind of assistance required; ○ Any other useful information (such as number of people on board); • OVER

Then monitor Channel 16.

If there is no immediate danger to life or property, repeat "PAN PAN" three times instead of "Mayday."

4.2 Receiving a MAYDAY call or PAN PAN call via radio or telephone

Note: It is most unlikely that MHYC will manage a Distress or Urgency call. Normally the NSW Water Police or Marine Rescue NSW will take that role. The station in distress IS IN CONTROL OF THE DISTRESS TRAFFIC and will delegate control to whomever it sees fit.

Wait about 5 to 10 seconds before responding in case a more appropriate authority responds. If not, then confirm with the caller the transmission is received e.g.

- **MAYDAY** (Caller, Caller, Caller) – name and call sign of station sending message, spoken 3 times
- **THIS IS** name and call sign of the station acknowledging receipt, spoken 3 times (eg MHYC Race Control, MHYC Race Control, MHYC Race Control)
- **RECEIVED MAYDAY**

Note:

- No one will be concerned that your radio protocol is not perfect. Now – relax. Quiet calm assistance and concentration is far more important than radio protocol. Make notes as you go.
- Record the calling vessel's name / call sign / sail number / boat number, and distressed vessel's name / call sign / sail number / boat number.
- Determine if the nature of the situation is medical, rescue or assistance.
- Maintain contact via radio or telephone.

4.3 Illness / Injury

Determine the nature of the illness or injury. Determine if an ambulance is required and if attendance is requested at the vessel or if the vessel is able to make the nearest port. If an ambulance is NOT required, determine the nature of support requested.

If the vessel requires a rescue boat, call **NSW Water Police** on **1800 658 784**, or 000 or VHF 16. NSW Water Police will co-ordinate other emergency services such as NSW Roads & Maritime Services. If Middle Harbour Yacht Club has immediate rescue facilities in the form of patrol and/or support boats, these can also be contacted where deemed prudent.

If the vessel is making its way to port, determine where the landing location will be.

Advise the caller if an ambulance is being called, and request they maintain listening watch on the channel called.

If calling via telephone, take their number, and request they stand by the telephone, and keep the line open for emergency contact.

Call Ambulance Service of NSW on 000, advise them of the nature of the illness or injury, where the patient will be landed, and by what method (Rescue boat /Water Police / Boat Name) and estimated time.

If the landing is to be at Middle Harbour Yacht Club, the Race Officer SHALL NOTIFY THE SAILING MANAGER to meet the ambulance at the car park and to organise access into the other areas of the yacht club. **B Arm T-Head is the designated evacuation point.**

4.4 Rescue / Assistance

Determine the nature of assistance required. If a vessel is in danger of sinking, or has sunk, try to obtain a position and identification from the caller. Call for nearby vessel assistance.

Determine the number of crew members involved, and their status.

Call **NSW Water Police** on **1800 658 784** or 000 or VHF Channel 16 and provide them with the situation details. NSW Water Police will co-ordinate other emergency services such as NSW Roads & Maritime Services.

Advise the calling station of the arrangements made, and pass on any instructions.

Maintain contact via radio or telephone. Request the radio operator to stand by on a nominated radio channel. Request the telephone operator to keep the phone line open only for emergency contact.

4.5 Missing Persons / Missing Boats / Man Overboard (MOB)

In the case of a missing person / boat / man overboard (MOB), rescue coordination must be transferred to the **NSW Water Police** on **1800 658 784**, or 000 or VHF Channel 16. MHYC will continue to assist and participate in all ways possible, and as requested by NSW Water Police.

Competitors are encouraged to practice MOB drills, description of procedures are located in the Racing Rules of Sailing, Australian Sailing Special Regulations Part 1, Advisory Appendix C.

4.6 Towing

In an emergency situation the priority is to save lives, not boats. Drifting or anchored boats can be picked up later. MHYC does not provide a towing service for disabled Vessels. However, it may provide such a service to the police, or the boat in distress if a suitable club boat is available, and appropriately qualified members are available and willing. During club racing, MHYC members may offer to tow another vessel in distress, at their own risk. NSW Water Police will attend to towing needs and coordinate assistance otherwise. Marine Rescue NSW is another option if a vessel requires towing.

4.7 Hand over to NSW Water Police or NSW Roads & Maritime Services

All Emergency assistance requests should be passed on to the NSW Water Police or NSW Roads & Maritime Services at their direction. They may request MHYC to continue participation at any level in any incident. Pass on all relevant information obtained.

When passing information onto NSW Water Police or NSW Roads & Maritime Services, pay particular attention to the:

- Number of Persons on Board (POB)
- Location
- Medical facilities required

5. RESCUE AND ASSISTANCE

Middle Harbour Yacht Club daylight events are generally raced under Race Safety Category 7. The overnight race and extended passage race are raced under Race Safety Category 4, 2 or 1.

MHYC provides rescue facilities for Category 7, either by rescue vessels in the water, or proximity of other competitors. A rescue boat from the Middle Harbour Yacht Club depends upon:

- The availability of such a vessel
- The availability of personnel qualified to operate the craft
- The suitability of the available craft to perform the required services given the prevailing weather conditions and craft facilities

NSW Water Police, NSW Roads & Maritime Services or the local Marine Rescue NSW station when manned, should be called if suitable Middle Harbour Yacht Club craft are not available for rescue or towing.

During club racing, members may offer to rescue, tow or assist another vessel in distress, at their own discretion and risk.

5.1 AMBULANCE AND PARAMEDIC CALL

Advise the meeting location. The Race Officer or Rescue Coordinator shall ascertain, and then advise, the Ambulance Service of NSW where the recovery destination will be, the expected time, and how access will be provided for rescue vehicles.

MHYC preferred meeting point for boat transfers the nominated location is B Arm, as there is easy access between boat and vehicle.

The Race Officer must notify the SAILING MANAGER to meet the ambulance at the car park and to direct the attending emergency vehicle to the nominated location.

5.2 EMERGENCY INCIDENT REPORTING

All Emergency incidents involving any death or injury, damage to vessels, damage to property or interference with commercial shipping must be recorded on the Emergency Incident Report Sheet (*Refer to **Appendix 3***).

5.3 RADIO LOG SHEET

All extraordinary communications involving Middle Harbour Yacht Club, particularly involving any death or injury, damage to vessels, damage to property or interference with commercial shipping should be recorded on the Radio Log Sheet provided on each race management vessel and base stations (*Refer to **Appendix 4***).

Appendix 1: EMERGENCY CONTACT NUMBERS

Middle Harbour Yacht Club Lower Parriwi Road, The Spit, Mosman	02 9969 1244
CEO – Mark Maybury	02 9969 1244 / 0448 778 035
Sailing Manager – David Staley	02 8969 3102 / 0428 514 058
Marina Manager – Matt Pyne	02 9969 1244 / 0418 242 637
Sailing Administrator – Catherine Rofe	02 8969 3103 / 0409 600 791
Sailing Administrator – Nicole Balestro	02 8969 3103 / 0411 267 997
Discover Sailing Administrator – Elizabeth Turner	02 8969 3115 / 0488 898 000
Head Instructor – Drew Lucas	02 8969 3115 / 0424 881 664
MHYC Starters Tower	02 8969 3110
Race Control Tower (during clubhouse racing)	VHF Channel 72 Call Sign “Middle Harbour Start Box”
Race Committee Vessel Radio	VHF Channel 72 Call Signs “Hugh George”, “Leah Tash”
Sailing Office	VHF Channel 73 Call Sign “Middle Harbour Base”
NSW Water Police	VHF Channel 16 1800 658 784 or 000
NSW Roads & Maritime Services	VHF Channel 16 13 12 56
Ambulance Service of NSW	000
Marine Rescue NSW	VHF Channel 16 02 9960 3311
Search & Rescue (SAR)	VHF Channel 16 02 9598 7003
State Emergency Service	13 25 00 24hrs service will connect to local SES
Bureau of Meteorology	02 9669 4000
Marine Forecasts	02 9669 4981
Severe Weather	1800 811 023
Manly Hospital	02 9976 9611
Poisons Information Line	13 11 26
Australian Maritime Safety 24 Hr Contact	1300 555 555
AusSAR Rescue	1800 641 792
Australian Sailing	02 8424 7400

Appendix 2: WIND SPEED DEFINITIONS – BUREAU OF METEOROLOGY (BOM)

Weather Words

Weather forecasts and warnings have to compress a lot of information into standardised, brief messages. Forecast and warning weather terms represent the more detailed definitions provided here.

Forecasts and warnings have to accommodate variations across the time range, and often large areas, that they apply to. It is important to understand the use of duration and distribution terms, especially for elements like showers and thunderstorms, when considering the impact for a specific location or time.

Wind

The wind is a continuous succession of gusts and lulls and changes of direction. Reported wind speed and direction are 10 minute averages. Usually only the 10 minute mean wind speed is forecast, unless the gusts are expected to be a significant feature.

Fresh, gusty southwest winds indicates that the mean wind speed will be between 30 and 39 km/h (17 - 21 knots) and the mean wind direction will be from the southwest, but that there will also be gusts to speeds significantly higher than the mean.

Wind Direction

Direction is based on true north orientation. Direction is where the wind is blowing from, for example a northerly wind is blowing from the north. Some forecasts may use [abbreviations](#) to describe the wind direction.

Gust: A gust is any sudden increase of wind of short duration, usually a few seconds.

Squall: A squall comprises a rather sudden increase of the mean wind speed which lasts for several minutes at least before the mean wind returns to near its previous value. A squall may include many gusts.

Windy: A prolonged period of average wind speeds exceeding 40km/h during the day.

Tending: A gradual change

Shifting: A relatively abrupt change.

Wind speed descriptions

(Derived from the Beaufort Wind Scale) Wind speeds are given as the equivalent speed, averaged over 10 minutes at a standard height of 10 metres above open flat ground.

	Units in km/h	Units in knots	Description on Land	Description at Sea
Calm	0	0	Smoke rises vertically	Sea like a mirror.
Light winds	19 km/h or less	10 knots or less	Wind felt on face; leaves rustle; ordinary vanes moved by wind.	Small wavelets, ripples formed but do not break: A glassy appearance maintained.
Moderate winds	20 - 29 km/h	11-16 knots	Raises dust and loose paper; small branches are moved.	Small waves - becoming longer; fairly frequent white horses.
Fresh winds	30 - 39 km/h	17-21 knots	Small trees in leaf begin to sway; crested wavelets form on inland water	Moderate waves, taking a more pronounced long form; many white horses are formed - a chance of some spray
Strong winds	40 - 50 km/h	22-27 knots	Large branches in motion; whistling heard in telephone wires; umbrellas used with difficulty.	Large waves begin to form; the white foam crests are more extensive with probably some spray.
	51 - 62 km/h	28-33 knots	Whole trees in motion; inconvenience felt when walking against wind.	Sea heaps up and white foam from breaking waves begins to be blown in streaks along direction of wind.
Gale	63 - 75 km/h	34-40 knots	Twigs break off trees; progress generally impeded.	Moderately high waves of greater length; edges of crests begin to break into spindrift; foam is blown in well marked streaks along the direction of the wind.
	76 - 87 km/h	41-47 knots	Slight structural damage occurs - roofing dislodged; larger branches break off.	High waves; dense streaks of foam; crests of waves begin to topple, tumble and roll over; spray may affect visibility.
Storm	88 - 102 km/h	48-55 knots	Seldom experienced inland; trees uprooted; considerable structural damage.	Very high waves with long overhanging crests; the resulting foam in great patches is blown in dense white streaks; the surface of the sea takes on a white appearance; the tumbling of the sea becomes heavy with visibility affected.
	103-117 km/h	56-63 knots	Very rarely experienced - widespread damage	Exceptionally high waves; small and medium sized ships occasionally lost from view behind waves; the sea is completely covered with long white patches of foam; the edges of wave crests are blown into froth.
Hurricane	118 km/h or more	64 knots or more		The air is filled with foam and spray. Sea completely white with driving spray; visibility very seriously affected.

APPENDIX 4 - Patrol Boat Operations Policy

The responsibility for the Club's Patrol Boat fleet is overseen by the Marina Manager and nominated member of the General Committee 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 MHYC Patrol Boats **must** comply with the following:

- Hold a current New South Wales Marine Licence.
- Marine Radio Operators Certificate of Proficiency.
- Be 16 years of age or older.
- It is highly recommended that skippers hold an AS Power Boat Handling Certificate and a AS Safety Boat Operators certificate.

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 Patrol Boats or loan patrol boats for each event are to be recorded on the Patrol Boat Log Sheets and maintained by the Sailing Manager, OOD, Radio Operator or their substitute.

Prior to leave the beach or 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 Personal Buoyancy Policy
- Each patrol boat skipper must familiarise themselves and crewmembers with the location of the safety equipment for 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 steering mechanism should be free and easy to use.
 - Throttle and gear changing mechanisms must be positive and reliable.

The skipper shall perform a radio check to the MHYC Sailing Office, 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 Sailing Manager should be contacted to assist with co-ordinating re-fuelling or repairs. In appropriate circumstances with permission of the Sailing Manager, the skipper and crew may commence operations while arranging extra fuel to be collected at the first opportunity.

Upon returning to the beach or safe harbour

- The skipper is responsible for shutting down and securing their vessel upon returning to shore which include the following:
 - Ensuring that the vessel is securely berthed in the correct location;
 - Turning off all batteries, recording fuel levels, 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 Sailing Office, reporting any issues or defects.

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 operations, the Sailing Manager 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 MHYC patrol boats are competent swimmers.

Patrol Boats will be allocated 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.

MHYC Patrol boats must also not be used as private leisure craft unless specifically allocated to a scheduled club event such as a cruise.

Spectators other than rostered crewmembers are **not permitted** on Patrol Boats while on active duty without permission of 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 0.00% test reading is required at all times.

APPENDIX 5 - PATROL BOAT SKIPPERS CHECKLIST

VESSEL INFORMATION

Skipper: _____ Check date: _____
Crewmember: _____ Vessel: _____

Prior to Operation

- Vessel Logbook checked for reported issues.
- Keys collected from sailing office
- Complete Check
 - Safety Gear present and sealed
 - First Aid Kit present and sealed
 - Correct number of lifejackets on-board
 - Batteries turned on
 - VHF Operational
 - VHF Antenna in Good Condition
 - Kill cord operational
 - Anchor in operational condition
 - Fuel levels checked
 - Required training/racing equipment on board
 - Inflatable tubes pumped (Where applicable)
 - All lights and electronics working

After use

- Completed Check
 - Rubbish removed
 - Safety Gear returned to sailing office
 - First aid kit returned to sailing office
 - Keys returned to sailing office
 - Training/racing equipment removed from vessel
 - Batteries turned off
 - Boat securely berthed
 - Hatches locked and secured
 - Fuel levels recorded

Life Jackets

- Hang life jackets to air/dry

Fuel Levels/ Engine Hours

- Current Fuel Level: _____
- Total running hours: _____

Maintenance Notes/Defect Comments

APPENDIX 6 - PATROL BOAT WEEKLY CHECKLIST

VESSEL INFORMATION

Name: _____ Check date: _____
Location: _____ Inspector: _____

Prior to Inspection

- Vessel Logbook checked for reported issues.
- Keys collected from sailing office

Hull

- Complete Check
- Complete
- Bilges Bailed
 - Bilge Pump checked for operation
 - VHF Operational
 - VHF Antenna in Good Condition
 - All lights and electronics working
 - Inflatable tubes pumped and not leaking
 - Inflatable foot pump present
 - All hull fittings in working condition
 - Antifouling- Hull checked for operational use
 - 2x Paddles (If Required)
 - Anchor in serviceable condition
 - Safety gear checked and sealed
 - First Aid kit checked and sealed

Engine and Fueling

- Completed 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.

APPENDIX 7 – Trapeze Harnesses and Entrapment

Evidence shows that the hook on the harness being caught by 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; or
- Becoming tangled and caught in sheets.

To reduce the risk of trapeze harness entrapment, **sailors** should be encouraged to:

- 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 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.

APPENDIX 8 – 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 principles 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.

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 effected 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.

APPENDIX 9 – 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.

APPENDIX 10 – Refuelling Procedure

The responsibility for refuelling the Patrol Boat fleet is overseen by the Marina Manager. 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 refueling

- Ensure that 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 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 vessel's battery at the main switch.
- Remove all passengers from the boat (regulation 91 of the Marine Safety Regulations 2012 prohibits an operator from refuelling a recreational vessel at a wharf, jetty or pier if there are passengers on board).
- 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 refueling

- 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 hose nozzle from the tank.
- Transferring fuel between containers when 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 refueling

- 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 engine 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 inboard tanks or direct to the engine, in preference to pouring fuel through a funnel or spout.

APPENDIX 11 – Incident Management Centre

The Incident Management Centre for Middle Harbour Yacht Club is located in the Commodores Room. The IMC will be set up with the following during all activities

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

APPENDIX 12 – ONSHORE INCIDENT AND INVESTIGATION REPORT FORM

SECTION 1	
Details of Injured Person	
Given Names	<input type="checkbox"/> Male <input type="checkbox"/> Female
Surname	Employment Details
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"/> Member of the Public <input type="checkbox"/> Contractor
D.O.B:	<input type="checkbox"/> Other:
Details of the incident/accident	
Day ____ Month ____ Year ____	Time of incident: ____ : ____ am or pm
Location/address of where the incident occurred:	
Description of the incident accident (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:	
Medical Treatment <input type="checkbox"/> Nil <input type="checkbox"/> First Aid <input type="checkbox"/> Doctor Only <input type="checkbox"/> Hospitalised	
Mechanism of injury or disease	Agency of injury or disease
<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 substance	<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 to Complete)			
Supervisor's Name:		Contact No:	
The Injured Person	Did the injured person stop work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Treated by Doctor _____	If Yes, stop date ___/___/___ Time: _____		
<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
Details of Witness/es	Prompts		
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:	Reporting requirements		
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
Actions required (control measures) Tick if additional information is attached <input type="checkbox"/> Date implemented			
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	

APPENDIX 13 – ON-WATER INCIDENT REPORT FORM

Date of Incident		Reporting Officer Name	
Time of Incident		Reporting Officer Position	

Name of Boat/s in Incident		Boat Owner's Name	
		Boat Owner's Address	
		Telephone Number	

Response Agency Contacted		Name of Response Agency Officer	
		Position of Response Agency Officer	

Message Communicated

Agreed Action and Follow-up

