



Sandringham Yacht Club Inc.

SAFETY MANUAL

RECREATIONAL BOATING

July 2018

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NOTE: This Safety Manual is authored by, authorised by and approved by the Recreational Boating Sub-Committee.

Any changes to this document requires the Recreational Boating Sub-Committee 's authorisation.

1. INTRODUCTION

This Sandringham Yacht Club (SYC) Safety Manual provides assistance to Club members and staff managing Recreational Boating events and incidents relating to boating safety and emergencies. Incidents covered may involve boating, personal safety, Search and Rescue (SAR) or a combination of all of these.

This Safety Manual is not a substitute for common sense or crisis management. All personnel should read the document as part of their preparation to familiarise themselves with the process of carrying out emergency procedures.

1.1 *Peak Safety Authority for Water Based Incidents*

The Victoria Water Police have prime responsibility for boating on Port Phillip. Other agencies including the Volunteer Coastguard will act under the direction of the Victoria Water Police.

(refer to contact details in Appendix 1 , page 10).

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

1.2 *Recommendation for participation in Club Recreational Boating Events*

Recreational Boating events and activities can involve strenuous outdoor activities in which participants may have had no previous experience and which may demand physical and mental effort in a variety of weather conditions and environments, which may result in physical tiredness.

SYC recreational events are run under the expectation that the participants possess a degree of self-sufficiency and are capable where a rescue situation may arise. See Appendix 7 page 19.

All entrants must indicate their compliance with the relevant safety knowledge via their declaration on the online/entry form.

In addition, to this manual and the handbooks recommended in section 8 – useful references, SYC advocates all boat users annually practise a Man Overboard drill and at the very minimum, upon entry of each Recreational Boating event complete a self-safety audit of your vessel – see Appendix 10 - Self Audit Checklist. Speak directly to the Boating staff about Man Overboard drill, SYC has all the equipment for you to borrow and improve your skills.

2. EMERGENCY PROCEDURES

All on-water emergency activity is to be co-ordinated through the nominated Recreational Boating Event Coordinator (RBEC) on the Club's VHF working channel in the first instance.

Details of all calls relating to an emergency situation received by the RBEC, staff or SYC members must be either recorded in the Radio Communication Log, a copy of which is included in this Safety Manual or on a digital voice recorder. (Appendix 3, page 13)

Digital recording is encouraged and is more practical in an emergency situation.

2.1 *Radio Calling*

2.1.1 *Sending a MAY DAY -Emergency*

This signal indicates that that the vessel or person using it is threatened by grave and imminent danger and requests immediate assistance.

The distress signal must not be used under any other circumstances, e.g. a medical emergency – ‘*Marine Radio Operators Handbook- Australian Communications Authority*’

Please refer to Marine Radio Operators Handbook for correct procedures.

Refer Appendix 5: page 17

2.1.2 Sending a PAN PAN

The urgency Signal consists of the words PAN PAN. It has priority over all other communications except those concerned with distress.

Use of the urgency signal indicates that the station sending it has a very urgent message to transmit concerning the safety of the vessel, or the safety of a person - Marine Radio Operators Handbook- ‘*Australian Communications Authority*’

Refer Appendix 5 – Page 17

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

Please refer to Marine Radio Operators Handbook for correct procedures.

*Note: SYC **may** assist in a distress (MAYDAY) or Urgency Call (PAN PAN) however it is the Water Police and /or Coast Radio Melbourne who will be the one(s) that will play the lead role in these situations.*

The station (vessel) in distress will be contacted by the Water Police or Coast Radio Melbourne - usually via VHF radio.

Wait about 5 to 10 seconds before responding in case a more appropriate authority responds; *Now – relax!* No one will be concerned that your radio protocol is not perfect. Quiet calm assistance and concentration is far more important than radio protocol. Make notes as you go;

- | | |
|--------|---|
| Step 1 | Confirm with the caller the transmission is received e.g. <ul style="list-style-type: none">➤ MAYDAY (Caller, Caller, Caller)➤ this is VKF800, VKF800, VKF800, – Received MAYDAY
(or this is Sandringham Yacht Club, Sandringham Yacht Club, Sandringham Yacht Club – Received Mayday) |
| Step 2 | Record the calling vessel’s <i>AND</i> the distressed vessel’s (if different to the calling vessel) <ul style="list-style-type: none">➤ name➤ call sign➤ sail number➤ vessel number➤ location |
| Step 3 | Determine if the nature of the situation is medical, rescue or assistance. |
| Step 4 | Maintain contact via radio or telephone. |
| Step 5 | Establish the vessel’s position and document it. |

2.2 *Illness / Injury*

The RBEC should be contacted once the nature of the illness or injury has been determined (can be via radio). 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.

At first contact with an incident in which there is an injury, the RBEC should obtain a mobile number of someone on the vessel in difficulties. This is the first thing the ambulance officer will ask for once the RBEC has contacted them so they can find out directly from the vessel what is required.

Find out the following information:

- What is a mobile number of someone near the patient and who will remain with him/her?
- What is the nature of the incident?
- How far is the vessel from SYC?
- Is the patient in the water?
- What is the nature of the injury
- What is the patient's name, age and gender?
- Is the patient Conscious? Breathing? Coherent? Communicating?
- What treatment has been rendered?
- How will the patient be moved to the SYC marina?

If the vessel requires a rescue vessel, call Victoria Water Police on **9399 7500** or **000** or **VHF 16**. If SYC has immediate rescue facilities in the form of RIBs or support power vessels, 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 a listening watch on the channel called.

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

The RBEC (or the SYC Manager on Duty after instruction from the RBEC) will call Metropolitan Ambulance Victoria on **000**, advise them of:

- the nature of the illness or injury
- where the patient will be landed
 - SYC's preferred meeting point for vessel transfer is at the pontoon next to the Hard Stand Crane
- by what method (Rescue vessel / Water Police / Vessel Name) and
- estimated time

Normally, the landing of the injured person will be at SYC. The RBEC SHALL NOTIFY THE MANAGER ON DUTY - contact details are found in Appendix 1 page 10; to meet the Ambulance at the Security Gate and to organise access into the other areas of the yacht club.

2.3 Rescue / Assistance

1. 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.
2. Determine the number of crew members involved and their status.
3. SYC may provide rescue facilities either by rescue vessels in the water, or proximity of other event participants. A rescue vessel from the SYC depends upon:
 - (a) the availability of such a vessel on the water; and
 - (b) the availability of qualified personnel authorised to operate the craft*
 - (c) the suitability of the available craft to perform the required services given the prevailing weather conditions and craft configuration

*The only people normally authorised to drive Club safety vessels are those who hold a TL3, Rescue vessel licence or higher in the YA Power vessel scheme and have been subsequently endorsed by the Club.
4. Refer to Appendix 6, page 18 of this manual for circumstances when Victorian Water Police should be called on **(03) 9399 7500** or **000** or **VHF Channel 16** and provide them with the situation details.
5. Advise the calling station of the arrangements made and pass on any instructions.
6. Maintain contact via radio or telephone. Request the radio operator to stand by on the Club's Recreational Boating nominated VHF radio channel. Request the telephone operator on the vessel in trouble to keep the phone line available only for emergency contact.

2.4 Missing Persons / Missing Vessels

In the case of a missing person / missing vessel inshore or offshore, rescue coordination must be transferred to the Victoria Water Police & Rescue Co-ordination Centre (incl Coastguard) on **(03) 9399 7500** or **000** or **VHF Channel 16** or **relevant local/state Water Police**. SYC will continue to assist and participate in all ways possible and as requested by Victorian Water Police.

2.5 Towing

In an emergency situation the priority is to save life, not vessels. Drifting or anchored vessels can be picked up later. SYC may provide a towing service for disabled vessels, if a Club vessel and appropriately qualified members are available.

Victorian Water Police may attend to towing needs and coordinate assistance if the circumstances warrant.

2.6 Handover to Victoria Water Police or relevant local/state Water Police

Water Police should be contacted in all cases where a MAYDAY or PAN PAN distress call has been received and where serious injury occurs or a person is missing overboard. All emergency assistance requests should be passed on to the Victoria Water Police if they decree. They may request SYC to continue participation at any level in any incident. Pass on all relevant information obtained.

When passing information on to Victoria Water Police, pay particular attention to the number of Persons on Board (POB), the location and medical facilities required.

“Vessel operators involved in an accident must give assistance to other persons involved without seriously endangering their own vessel, crew or passengers.

They must give their name, address and identification to any person injured or his/her representative and to the owner of any property damaged” (MSV – Safety Handbook 2009)

3. ADVERSE WEATHER CONDITIONS

“The responsibility for a boat’s decision to participate in a cruising event or race, or to continue racing is hers alone” - RRS Fundamental Rule 4.

3.1 Weather Forecast

The RBEC of the day should obtain the latest possible Bureau of Meteorology (BOM) weather forecast and wind strength report on the day of the event. The weather forecast and wind strength reports are critical tools for decision making on event day in order to determine which course should be run, what direction, distance and duration, possible need to shorten an event or the need to abandon the event for the day.

Reference can be made to the forecast for Port Phillip; an additional reference can be made to the Fawkner Beacon website to determine current wind velocities at:

<http://www.baywx.com.au/fbeacon.html>

The current bay weather forecast is available at: <http://www.bom.gov.au>

3.2 Event Abandonment

It is the decision of the RBEC to abandon an event. This decision should be based on existing and forecast weather conditions. Event abandonment may be decided prior to the start of an event, or when necessary, be decided during the event.

Sea state is also taken into account when making an assessment whether to abandon an event.

3.3 Wind Speed Definitions and Wind Warning Definitions

See Appendix 2 for Wind Scale – Bureau of Meteorology Page 12

3.4 Event Communication

At sea schedules for position reporting and inter ship communications will be conducted by the RBEC on Channels notified with the Event Instructions document. All vessels must report their positions as per schedules each day whilst at sea. Any vessels retiring from the event must maintain communication until safely back in Port Phillip or otherwise port of destination.

If a course is set that either crosses, or is in the vicinity of the shipping channel, event participants should be reminded to monitor **VHF channel 12 for shipping movements**

All event participants should, as recommended in the Event Instructions also monitor VHF Channel 16 for emergency monitoring and calling.

It is recommended that all participants visit the web site below, and familiarise themselves with the Victorian Marine Safety Communication channels:

<http://www.transportsafety.vic.gov.au/maritime-safety/recreational-maritime/safe-operation/marine-radio-and-communications>

Coast Radio Melbourne on VHF 16/67 for weather and warnings 24 hours, scanning also HF emergency frequencies.

Lonsdale VTS (Vessel Traffic Service) for shipping movements on VHF 12/13 and reporting entry and exit at Port Phillip Heads.

3.5 Wearing of Personal Flotation Device (PFD)

SYC strongly recommends that a Personal Flotation Device (PFD) be worn by all crew members while participating in Club events in strong winds, during the hours of darkness or at other times of heightened risk (as defined in Victorian Marine Safety regulations). This recommendation is the responsibility of the owner / skipper to enforce.

SYC reminds participants of the Victorian Marine Safety legislation that requires all crew sailing vessels not fitted with lifelines to wear a Personal Flotation Device (PFD) at all times.

4. AMBULANCE AND PARAMEDIC CALL

4.1 Advise Meeting Location

The RBEC will call the SYC Club Manager on Duty to coordinate the emergency response plan, which includes coordination of staff to meet and direct emergency services.

4.2 SYC preferred meeting point for vessel transfers

The nominated location is at the pontoon next to the Hard Stand Crane, as there is easy access between vessel and vehicle.

5. EMERGENCY INCIDENT REPORTING

All on-water emergency activity is to be co-ordinated through the RBEC on the Event's nominated VHF Channel in the first instance.

All emergency incidents involving SYC including medical, property or rescue, can be recorded initially on a digital voice recorder then must be transferred onto the SYC Incident Report Form. See Appendix 4 page 15

6. RADIO LOG SHEET

All **extraordinary** communications involving SYC, particularly including medical, property or rescue must be recorded via Emergency Radio Communication Log sheet or digital recorder.

7. BASIC FIRST AID PRINCIPLES FOR EMERGENCIES

Vessels or crew requesting basic first aid advice should be referred to their "vessel" first aid manual in the first instance.

If the situation arises that a first aid manual is not available on the vessel requesting advice, then advice should be sought via radio communication with either, the RBEC or another participating vessel.

8. USEFUL REFERENCES

I. Australia Sailing Racing Rules of Sailing (Blue Book)

The publication includes the Racing Rules of Sailing and the AS Prescriptions, and the AS Special Regulations. The Racing Rules of Sailing have been effective since 1 January 2017.

<https://www.sailingresources.org.au/officials/racing-rules/>

II. Recreational Boating Safety handbook

The Victorian Recreational Boating Safety handbook has been updated to reflect the requirements of the new *Marine Safety Act 2010* (Vic) and *Marine Safety Regulations 2012* (Vic) that commenced on 1 July 2012. The handbook is a valuable reference if you are studying for your marine licence and for all existing boat operators. The handbook is available to download from the [Recreational Boating Safety Handbook](#) page.

III. The Royal Prince Alfred Yacht Club Cruising Regulations (Green Book)

This document is based on the ISAF Special Regulations governing Structural Features, Vessel Equipment and Personal Equipment. All amendments to this document are published on the RPAYC website at www.rpayc.com.au

IV. Victorian Recreational Fishing Guide

Fisheries Officers are employed by the Department of Primary Industries (DPI) to protect our fisheries. One of their roles is to ensure compliance with fishing regulations. Fisheries Officers do not always wear a uniform; however, should you be approached by an officer, he/she will display official identification to you. Officers have extensive powers of search and entry and may stop any vessel, or vehicle, in order to carry out inspections. They may also seize any fish, fishing gear or other equipment, including vessels and vehicles, that have been used in an alleged offence against the Fisheries Act 1995.

VI. BOM forecasts:

High Seas Forecasts: <http://www.bom.gov.au/marine/high-seas.shtml>

Meteye: http://www.bom.gov.au/australia/meteye/?loc=VIC_FA001

**APPENDIX 1
EMERGENCY PERSONNEL AND CONTACT DETAILS**



**SANDRINGHAM YACHT CLUB
EMERGENCY
PERSONNEL and CONTACT DETAILS**

SYC PHONE: 9599 0999

Race Control Tower Call Sign		"Sandringham Tower"	VKF 800
Race Control Boat Call Sign		"Endeavour"; "Boonoorong", other vessel name	
Race Officer		"Sandringham Race Control"	
Sunday to Wednesday during 9-5	Ext 100	Reception	9599 0999
Thursday to Saturday during 9-8	Ext 100	Reception	9599 0999
Monday- Sunday outside above office hours	Ext 118	Manager on Duty through Members' Bar	After hours voice message press 2 or 9599 0918
Monday to Sunday <i>if unable to contact Manager on duty through above numbers</i>	Ext 117 Ext 111 Ext 125	Paul Corfield Richard Hewett Paul Gascoigne	0417 379 409 0419 886 799 0407 829 851
Chief Executive Officer	Ext 111	Richard Hewett	0419 886 799
Chief Fire Warden	Ext 117	Paul Corfield	0417 379 409
Fire Warden	Ext 105	Rick Barrett	0450 603 826
Marina and Yard Manager	Ext 125	Paul Gascoigne	0407 829 851
Ambulance/Fire Brigade/Police			000
First Aiders	Ext 123 Ext 100 Ext 109 Ext 110 Ext 117 Ext 111 Ext 116 Ext 105 Ext 102 Ext 107 Ext 136 Ext 104	Paul Gascoigne Eimear Lloyd Michah Shuwalow Helen Tettlow Paul Corfield Richard Hewett Kol Gemmell Rick Barrett Maddie Commins James Sly Russell Tyson Paula Sabin	0407 829 851 9599 0900 0417 144 554 9599 0910 0417 379 409 0419 886 799 0419 042 065 0450 603 826 0401 909 268 0448 968 085 0417 655 805 9599 0904
Water Police Vic Water Police & Rescue Co-Ordination Centre			9399 7500

Coast Guard	Victoria HQ	9598 9092	24hr SAR call out
	Sandringham	9598 9092	24hr SAR call out
	St Kilda	9525 3714	
	Werribee	9742 1502	
	Geelong	5278 8440	24hr SAR call out 0417 012 661
	Queenscliff	5258 2222	24hr SAR call out
	Hastings	5979 3322	24hr call for emergencies 0428 352 653
	Safety Beach	5981 4443	24hr SAR call out
	Frankston	9781 5198	24hr SAR call out 0417 533 475
	Carrum	9772 7638	24hr SAR call out 0417 765 772
Bureau Of Meteorology			9669 4000 H.O. Melb.
Marine Forecasts			9669 4981
Severe Weather			1800 811 023
Port Phillips Sea Pilots			9329 9700
Queenscliff Pilot Station			5258 1400 OR VHF Chl 12
Australian Maritime Safety		Melbourne Office 24 hour contact	03 8612 6000 OR 1300 555 555
Australian Search and Rescue & Oil Spills			1800 641 792 Maritime S/R
Australian Sailing Victoria			03 9597 0066
Australian Sailing			02 8424 7400
Ocean Racing Club of Victoria		Race mobiles	03 9689 1622 0418 396 465 0418 396 605
Poisons Hotline			131 126
State Emergency Service		Flood, storm, tsunamis, earthquake	132 500
EPA- Fuel/Chemical Spills			1300 372 842
Electricity	ORIGIN	General Enquiry Outage (United Energy)	132 461 1300 131 689
Gas	AGL	General Enquiry Outage (Multinet)	131 245 132 691
Water/Sewer	South East Water	General Enquiry Emergency	131 694 132 812
Telstra		Faults Directory Assistance	132 999 1223
Dial before you dig			Phone 1100 or www.1100.com.au
Hospital / Doctor	Southend Medical	245 Hampton Street Hampton Mel 76 F7	9598 7688
	Sandringham and District Hospital	193 Bluff Road Sandringham Mel: 76 K12	9076 1000
	The Alfred Hospital	55 Commercial Road Melbourne Mel: 58 E5	9076 2000
Marina & Property Nightly Patrols Clubhouse Alarm Company		Programmed Skilled Workforce	9645 6977
Plumber		T J Johnson Contracting	9797 0500

APPENDIX 2

WIND SPEED DEFINITIONS – BUREAU OF METEOROLOGY

WINDS	Units in		Description	
	km/h	knots	On Land	At Sea
CALM	0	0	Smoke rises vertically	Sea like a mirror
LIGHT	19 or less	10 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	20-29	11-16	Raises dust and loose paper; small branches are moved.	Small waves - becoming longer Fairly frequent white horses
FRESH	30 - 39	17-21	Small trees in leaf begin to sway; crested waveless form on inland water	Moderate waves, taking a more pronounced long form Many white horses are formed, a chance of some spray
STRONG	40 - 50	22-27	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	28-33	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	34-40	Twigs break off trees Progress generally impeded	Moderately high waves of greater length, edges of crests begin to break into spin drift, foam is blown in well-marked streaks along the direction of the wind
	76 - 87	41-47	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	48-55	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 plus	56 plus	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

Wind Warning Definitions – Bureau of Meteorology (BOM)

Strong wind warning	25-33 knots
Gale warning	34-47 knots
Storm warning	48-63 knots

**APPENDIX 3
EMERGENCY RADIO COMMUNICATION LOG**

SANDRINGHAM YACHT CLUB

**EMERGENCY RADIO COMMUNICATION
LOG SHEET**

Date.....

Time.....hrs.

COMMUNICATION TYPE

HF

VHF

27mhz

Mobile Ph

VESSEL DETAILS

Name..... Registration Number.....

Call Sign.....

Mobile Phone #:.....

SUMMARY OF COMMUNICATIONS RECEIVED AND SENT

What is the nature of the incident?

.....
.....
.....
.....

How far is the vessel from SYC?

.....
.....

Are there any injured persons? What is the nature of the injury?

.....
.....

Is the patient in the water?

.....
.....

Is there a mobile contact number of someone near the patient/s and who will remain with patient/s?

.....
.....
.....

What is the patient/s Name, Age, and Gender?

.....
.....
.....

Is the patient Conscious? Breathing? Coherent? Communicating?

.....
.....

What treatment has been rendered?

.....
.....
.....

How will the patient be escorted to the marina?

.....
.....
.....

DETAILS OF PERSON COMPLETING THIS FORM

Name **Contact Phone number.....**

Signature **Role.....**

APPENDIX 4

INCIDENT REPORT FORM

Sandringham Yacht Club Incident Report

Report must be countersigned by Duty Manager and placed in blue tray marked
"SYC Incident Forms" inside CEO Richard Hewett's office.

Details of Person affected by incident				
Name:		Male <input type="checkbox"/> Female <input type="checkbox"/>		
Address:		Occupation:		
		Age:		
		Date of Incident:		
Employee <input type="checkbox"/>		Member <input type="checkbox"/>		Visitor <input type="checkbox"/>
Mobile:		Home Phone:		Work Phone:
Details of Incident				
Description of Circumstances:				
Exact Location of Incident:				
Details of any Personal Injury:				
Nature of Injury (if applicable)				
<input type="checkbox"/> Sprain/Strain		<input type="checkbox"/> Cut/Laceration		<input type="checkbox"/> Bruise
<input type="checkbox"/> Abrasion/Graze		<input type="checkbox"/> Fracture		<input type="checkbox"/> Burn
<input type="checkbox"/> Other (give details)				
Part(s) of Body Injured				
Medical Attention Provided				
<input type="checkbox"/> None		<input type="checkbox"/> First Aid		<input type="checkbox"/> Doctor
<input type="checkbox"/> Other (give details)		<input type="checkbox"/> Ambulance		
<input type="checkbox"/> Hospital				
Medical Items used from the First Aid Kit				

Details of any Property Damage: (describe the damaged items, the damage caused and the approx. value of damage if known)		
If property damage relates to club boats , request the Duty Manager copy in the following person(s) – scan a copy and email it to the CEO and the distribution list below. If boat(s) are to be taken out of service, and they are scheduled for next day use, you're required to place signage on the vessel and put the boat keys in the safe.		
<input type="checkbox"/> Paul Corfield	<input type="checkbox"/> Russell Tyson	<input type="checkbox"/> James Sly
<input type="checkbox"/> Helen Tetlow	<input type="checkbox"/> Michah Shuwalow	
Details of Witnesses		
Name of Witness:	Phone:	
Name of Witness:	Phone:	
Details of Staff member completing this form		
Name:	Phone:	
Position:	Signature:	Date:
Duty Manager to complete this section		
Details of any immediate action required / taken:		
Name:		
Date:	Signature:	
Office Use Only (for completion by Management)		
Action taken:		
First Aid Kit replenished if necessary:		
Follow up call results:	Date:	
Insurer Notified: (if so, details)		
OH&S Committee Notified: (if so, details)		
Any follow up required? (if so, details)		
Department Head / Area Manager:	Signature:	Date:
CEO Final sign off:	Date:	

APPENDIX 5 MAYDAY AND PAN PAN

EXAMPLE OF A COMPLETE DISTRESS CALL AND MESSAGE:

A **MAYDAY** message should be transmitted on the International Distress frequencies, VHF Channel 16 in Port Phillip Bay

DISTRESS CALL

Distress Signal (x 3)	MAYDAY MAYDAY MAYDAY
The words "this is"	THIS IS
Station Calling (x 3)	VESSEL NAME VKV123, Vessel Name VKV123, VESSEL NAME VKV123

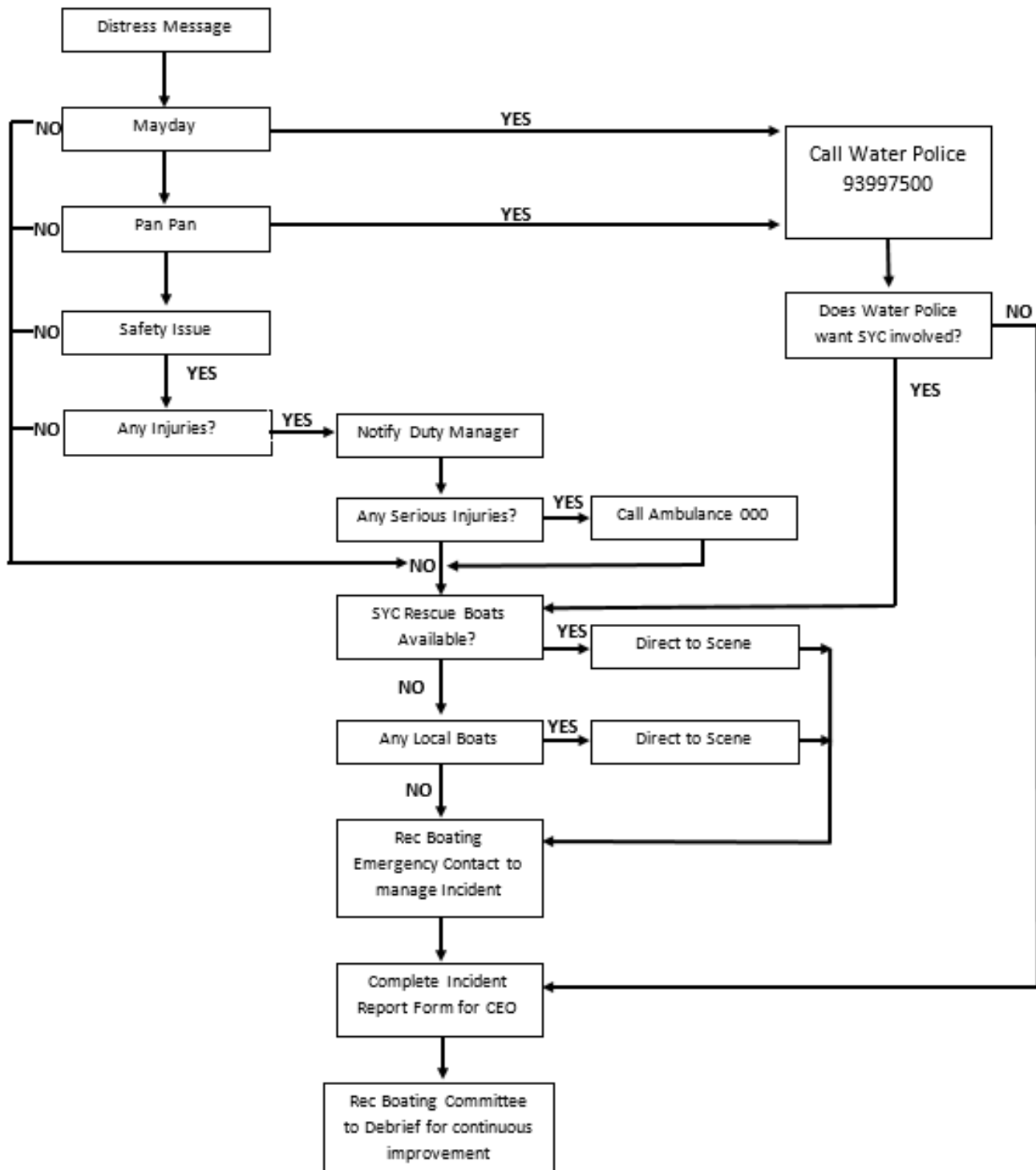
DISTRESS MESSAGE

Distress Signal	MAYDAY
Name/Call sign	VESSEL NAME VKV 123
Position	50 NAUTICAL MILES DUE EAST, POINT DANGER
Nature of Distress	HAVE STRUCK A SUBMERGED OBJECT AND RAPIDLY TAKING ON WATER. ESTIMATE TIME AFLOAT IS 15 MINUTES, WE ARE DEPLOYING THE LIFE RAFT
Other information (if time permits)	42 FOOT YACHT WITH WHITE HULL, 7 PERSONS ON BOARD, EPIRB ACTIVATED
	OVER

EXAMPLE OF AN URGENCY CALL AND MESSAGE SENT BY VESSEL:

Urgency Signal (x3)	PAN PAN , PAN PAN, PAN PAN
Station Called (x3)	All Stations, all stations, all stations
The words "this is"	THIS IS
The station calling (x3)	VESSEL NAME VKV 123, VESSEL NAME VKV 123, VESSEL NAME VKV 123
Urgency Message	30 NAUTICAL MILES DUE WEST CAPE X, LOST PROPELLER , ESTIMATE DRIFTING AT 4 KNOTS AND REQUIRE TOW URGENTLY

**APPENDIX 6
EMERGENCY FLOW CHART –
FOR SYC RECREATIONAL BOATING EVENTS WHEN IN THE VICINITY OF SYC**



Emergency+ App – National Triple Zero Awareness Work Group (Emergency 000, Police 131444 and SES 132500). <http://www.australia.gov.au/content/emergency-plus-app>



**APPENDIX 7
EMERGENCY AND NON- EMERGENCY SITUATIONS**

Emergency	Non- Emergency
Boat in imminent danger	Loss of mast in benign conditions with no injury to crew and boat under control
Loss of life	Loss of mast in moderate conditions with no injury to crew and boat under control
Threat to crew life	Injury to crew where the nature of the injury has been determined as not serious
Serious injury	Loss of sails over board or other equipment
Loss of mast with injury to crew	Loss of motor where boat is not in any imminent danger but may require assistance
Boat sinking	Collision of boat with minimal damage and no injury to crew
Crew having a heart attack	
MOB where crew not recovered or boat unable to assist with recovery due to boat being in imminent danger	
Fire	
Collision of boats where there is serious injury to crew and/or loss of life	
Collision where there is serious damage to the boat(s) where it becomes in a position of imminent danger	

APPENDIX 8

RECREATIONAL BOATING EVENT DISCLAIMER

You acknowledge and agree to the following:

1. I am aware that Sandringham Yacht Club boating events can involve strenuous outdoor activities in which participants may have had no previous experience and which may demand physical and mental effort in a variety of weather conditions and environments, which may result in physical tiredness.
2. I acknowledge that boating activities can be dangerous. Injury to competitors and damage to boats can and often does happen.
3. I acknowledge and agree that it is my collective and inescapable responsibility to decide whether or not to start in any event or, once having started, whether to continue.
4. I am aware that it is a condition of my participation in activities and events that Sandringham Yacht Club, its members and employees are absolved from all liability whatsoever caused arising out of my participation in these activities and events, or in any way whatsoever due to any negligent act, breach of duty, default and/or omission on the part of Sandringham Yacht Club, its members and employees.

I ACKNOWLEDGE THAT I AM PARTICIPATING IN A SANDRINGHAM YACHT CLUB EVENT OR ACTIVITY AT MY OWN RISK AND AGREE THAT IT IS MY COLLECTIVE AND INESCAPABLE RESPONSIBILITY TO DECIDE WHETHER OR NOT TO START IN ANY EVENT OR, ONCE HAVING STARTED, WHETHER TO CONTINUE.

5. Sandringham Yacht Club and all parties involved in the organisation of boating events at Sandringham Yacht Club accept no responsibility for any loss, damage or injury which may occur to any person or property, whether ashore or afloat, as a consequence of taking part in boating activities at Sandringham Yacht Club.
6. In case of injury or illness, I authorize Sandringham Yacht Club to obtain any medical attention deemed appropriate, including ambulances or other rescue transport, and agree to accept full financial responsibility for all medical and related expenses.
7. I hereby declare that I will accept the judges and organising committee decisions on placing being as final and conclusive. I also agree to abide by the rules as laid down in the Yachting Victoria Log Trial rule book.
8. I acknowledge that I have read and understood the above warning, I agree to be bound by the rules and regulations set out for this event (if applicable) and that of my own free will and desire I am participating in these events and activities at Sandringham Yacht Club.

APPENDIX 9

RADIO COMMUNICATIONS

At sea schedules for position reporting and inter ship communications will be conducted by either RBEC on VHF Channel 73 or on HF 4483. All yachts must report their positions as per schedules each day whilst at sea. Any yacht retiring from the cruise must maintain communication until safely back in Port Phillip or otherwise port of destination.

1. RADIO STATIONS

The Coast Guard Network will monitor the position reporting schedules from RBEC on VHF: 80 / 81 / 82 or on HF: 2524 and transmit them to the shore-based administrator.

It is recommended that all vessels visit the web site below, and familiarise themselves with the Victorian Marine Safety Communication channels:

<http://www.transportsafety.vic.gov.au/maritime-safety/recreational-maritime/safe-operation/marine-radio-and-communications>

Coast Radio Melbourne on VHF 16/67 for weather and warnings 24 hours, scanning also HF emergency frequencies.

Lonsdale VTS (Vessel Traffic Service) for shipping movements on VHF 12/13 and reporting entry and exit at Port Phillip Heads.

Smithton Sea Rescue, Burnie Radio on VHF 21

Tamar Sea Rescue from Flinders Island and North Coast Tasmania on HF 2524 4483 and VHF 16, 67, 73 and repeater 80

APPENDIX 10

RECREATIONAL BOATING SELF AUDIT CHECKLIST

BOAT NAME:		BOAT OWNER/SKIPPER:	
Make		Model	
Rego		Year	
Length overall		Draft	
Beam		Colour	
Engine Make		Distinguishing Features	
Insurance Company	Engine Size		
Policy number/expiry date			
Years owned boat			

OPERATIONAL			
Fuel capacity		Fuel Type	
Water capacity			
Fuel range	at 10knts:		at 20knts:
Generator			

ELECTRONICS		
GPS		
Radar		
UHF		
VHF		
Auto pilot		
Compass		
Compass check	Light on stick at end of syc breakwater and Fawkner beacon	262 d m
Chart plotter check	As close as possible in a straight line as above, with cursor on Fawkner beacon go about 100 mts and check compass and plotter bearing	262 d m

SAFETY	
Power and Sail	
Service regime - maintained & up to date	
Emergency repair kit (including tools)	
Charts	
First aid kit & manual	
Fire extinguishers	
PFDs for all crew	
Registered Epirb - boat and/or personal	
Raft	
Life Jackets	
Current flares	

Bucket and Torch & sharp knife	
Dinghy	
Dinghy motor	
Anchor & spare	
Anchor bridle	
Check Nav lights	
Check manual bilge pump	
Check auto bilge pump	
Check all Hatches	
Check all Sea cocks & plugs	
Manual winch handle	
Bolt cutters	
Heavy items secured	
MOB retrieval method	
Emergency food & water	
Sail only	
Check mast and rig	
Check life lines, pulpits and stanchions	
Emergency antenna if main antenna depends on mast	
Emergency tiller	
Heavy weather sails	
Bosun's chair	
Jack Stays (offshore)	

CREW	EXPERIENCED? Y/N	EMERGENCY CONTACT NAME	
Skipper -			
Crew -			
Crew -			
Crew -			
Crew -			
Crew -			