



Sandringham Yacht Club Inc.

OFF THE BEACH

ON-WATER PROCEDURES AND SAFETY MANUAL

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Introduction

This Sandringham Yacht Club (SYC) Off The Beach Sailing Centre (OTBSC) On-Water Safety and Procedure Manual provides assistance to Club members and staff managing races and incidents relating to on-water safety and emergencies for OTBSC racing and events.

This 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.

This Manual also contains several appendices that are intended to be used as one page laminated instruction sheets. For the purposes of reducing the size of this document, references to relevant appendices are made rather than repeating content. **Refer to section 1.3** below.

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.

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. CLASSIFICATION OF CLUB ON-WATER EVENTS

Club racing events in the OTBSC on-water programme include Friday Twilight, Sunday Club racing, Junior Development Squad training sessions and larger events such as Sail Sandy, class based state and national regattas.

It is the requirement that all competitors must have indicated their compliance with the relevant safety category via their declaration on the race entry form or coaching application. Competitors confirm their compliance by signing the sign-on sheets. All competitors must comply with class based safety equipment requirements (e.g. bailers, buoyancy, tow lines and so on).

MAJOR EVENT RESCUE PLANS

Rescue Plans will be developed for major events. They will be based on the information contained here, but as they often involve personnel from other clubs and from interstate, they will be very detailed and may have information specific to a particular class of boat.

The Principal Race Officer (PRO) for the major event will sign off the rescue plan which will then be distributed and discussed at pre-regatta briefings.

2. PREPARATION FOR ON-WATER OTB ACTIVITIES

2.1. OFF THE BEACH ROSTER

When the Off The Beach (OTB) roster is issued, it is the responsibility of every eligible rostered person to check the OTBSC roster and mark your duty days in your diary. If you find you cannot attend on the day(s) indicated, then it is your responsibility to arrange a swap with someone else on the list.

Contact details for volunteers are available on the roster which is on the OTB section of the Club website, <https://syc.com.au/on-water/off-the-beach/>. Please let the RO and the Boating Office know if you have swapped with someone.

Without adequate on-water rescue boat coverage, activities cannot occur. It is that simple.

2.2. RESCUE BOAT COVERAGE

Rescue boat coverage will be provided for SYC OTBSC on-water activities. There must be no less than two fully manned rescue boats afloat before these activities can take place. In principle a ratio of one rescue boat to 10 to 15 competing boats shall apply and one rescue boat to 8 to 10 training boats.

The crewing of safety boats is the responsibility of everybody. If, at any Club event, the occasion arises that the required number of safety boats cannot be fully manned, suitably qualified sailing participants will be expected to offer their services in order to allow the event to commence.

Rescue coverage will not normally be provided by the Club at other times. However, in emergency situations, the Club safety boats may be launched at any time by suitably qualified personnel.

The only people authorised to drive Club safety boats are those who are licensed and hold a Powerboat Handling Certificate, Safety Boat Operator or higher qualification in the YA Powerboat scheme and have been subsequently endorsed by the Club. For OTBSC duties, there is further endorsement required.

2.3. RACE OFFICER

In some clubs there are separate roles for both the Duty Officer of the Day and the Race Officer (RO). In the context of the SYC OTBSC Club race days, this role is covered by the designated RO. For special events such as regattas, a different structure may be used.

2.4. RO RESPONSIBILITIES

All Race Management personnel will abide by the Sports Officials **Code of Ethics** and place the safety and welfare of the participants above all else and accept responsibility for their actions.

Please refer to the Daily OTB Race Management Procedures, detailed in the Appendix 11, page 25, for a full list of the RO's tasks and responsibilities.

In summary the duties include:

- Checking the weather forecast refer to section 4.1 - Weather Forecast
- Checking availability of resources (start boat, rescue boats, mark laying boat)
- Determining whether to start a race or not
- Ensuring that adequate rescue cover is available (do not start a race without this) and selecting which rescue vessel(s) to be used for the conditions;
- Briefing of rescue crew and allocation of crew to Rigid Inflatable Boats (RIBs) including patrol zones for each rescue boat.
- Setting the course
- Competitor briefing
- On-water race management and results
- Keeping track of boats (dinghies and RIBs) on the course
- Monitor weather conditions during the race – abandon if necessary

2.5. PERSONAL SAFETY GEAR FOR RESCUE BOAT PERSONNEL

MANDATORY

- **PFD:** By law you **MUST** wear a buoyancy aid. Ensure that it fits correctly – as somebody may need to lift you out of the water by your buoyancy aid. See the lifejacket brochure at: <http://www.safetyonthewater.ie/> Make sure that there is a whistle attached.
- **CLOTHING:** It must be adequate for the time of year.
- **SAILING KNIFE:** Tie it on to your buoyancy aid, in an accessible place, with a lanyard of arm's length. It could save your life if you get wrapped in ropes beneath the water.

RECOMMENDED

- **SAILING GLOVES:** Full finger length neoprene gloves are recommended for cold weather sailing and kite board rescue work.
- **BOOTIES:** Neoprene socks are also recommended for cold weather.
- **HAT:** Wear a cap or hat for warm weather, or a warm hat for cold weather.
- **WHISTLE:** Tie it to your buoyancy aid, within easy reach.
- **SUNGLASSES**
- **FOOD AND WATER**

NOTE: Rescue boat crew should wear plenty of layers as they will get cold quicker than dinghy crew.

3. ON-WATER ACTIVITIES

3.1. ROLES OF RACE MANAGEMENT BOATS

Ideally, there should be sufficient rescue boats on the course area to allow for at least two fully-equipped boats (see course layout diagrams below) to be dedicated to a rescue and support role, with a third vessel allocated to mark-laying duties and general errands.

In reality, these roles will be shared and it is the responsibility of the RO to allocate the duties to fit the needs of the day. Safety is the first priority and the RO will ensure that rescue needs take precedence over course setting.

We aim to have one rescue boat for every 10 to 15 competing boats and one boat for every 8 to 10 training boats, although where a large proportion of the boats are crewed by competent adults with demonstrated self-rescue skills, this requirement can be relaxed. However, it is very difficult to manage racing with fewer than three fully-equipped rescue craft.

3.2. TYPES OF RESCUE BOATS

SYC has several RIBs at its disposal. These are fast, manoeuvrable and ideal for rendering assistance to dinghies.

SYC also has a hard hull craft, *BOONOORONG*, more suitable for mark laying and doubling up as a start boat. Due to the size of *BOONOORONG* and its limited manoeuvrability around dinghies, performing close proximity dinghy rescue operations are more limited.

Both types of craft are ideal for quick response work where a boat requires urgent attention and assistance. The RIBs also double as mark laying boats. Once urgent attention and assistance has been rendered, the RIBs are ideal for rescue work or standing by a boat performing temporary repairs.

3.3. MANNING OF RESCUE BOATS

APPROACH

All RIBs on the course area, whether they are Club supplied or privately owned, are under the control of the RO. **When directed, RIBs must respond to a request of the RO. RIBs are not to leave the course area until permission is granted by the RO,** any need to leave the course area must be cleared by the RO.

Whenever a Club RIB is being operated for Club on-water activities, it must be staffed with two people. The nominated driver is to be licensed and should have a Power Boat Handling Certificate or equivalent. This does not apply to coaching.

Both the driver and crew member should be dressed such that they can easily render assistance from the RIB or, if necessary, in the water.

All safety boat drivers should practice their skills when afloat and experienced drivers should give guidance and advice to the inexperienced.

Rescue boats do not double as spectator boats carrying surplus passengers. In genuine emergencies, there needs to be maximum amount of carrying capacity (up to the legal limit in the boat) and rescue crews should not have to be concerned for the wellbeing of people other than themselves and the sailors on the course.

Every person on board must at all times wear an approved PFD.

Duties include:

- Setup
 - Signing out the vessel in the **CLUB BOATS SIGN OUT / IN REGISTER**
 - Launching and recovering the rescue vessels (if shore based)
 - Checking RIBs for safety gear, first aid kit, painter, towing bridle, tow ropes, knife, 2 paddles, boat-hook, flares, crew safe indicators, anchor, survival bags, thermal blanket, whistle or other sound making device

- Checking that fuel is at least 70% full
- Blowing up and loading of marks and ground tackle into mark laying boats
- On water
 - Counting and monitoring the fleet and providing assistance as required
 - Mark laying: streaming buoy first, line then anchor
 - Patrolling assigned course area as directed by RO, following fleet, positioning (see 3.4 below)
 - Providing safety cover for competitors until they have all returned to the beach
 - Responding to capsizes. Being on station within 2 minutes, 4 minutes DEAD
 - Retrieving capsized craft from leeward ie: nose in prop away
 -
- Pack up
 - Removing marks from mark laying boats, coil lines / ropes and return them to stores
 - Refuelling rescue boats
 - Tidy out the rescue boat, remove any rubbish, coil tow ropes neatly and ensure that the battery and radio is turned off
 - Return each boat to the relevant store and parking space
 - Sign in the vessel and logging any damage or problems in the **CLUB BOATS MAINTENANCE REPORT BOOK**

3.4. PATROLLING

It is important to assess if a boat requires help or not. Remember that capsizing is a normal part of dinghy sailing. Monitoring the fleet and observing the weather conditions are important tasks during the race. Patrol teams must be strategically placed to respond to emergencies.

IN AN EMERGENCY THE PRIORITY IS TO SAVE LIVES, NOT THE BOATS.

DRIFTING OR ANCHORED BOATS CAN BE PICKED UP LATER.

SAFETY OF COMPETITORS WILL ALWAYS OVERRIDE THE PRESERVATION OF YACHTS.

ASSIGNMENT

Each rescue boat 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 by the RO. The RO is to ensure that all areas are covered by at least one rescue boat at any time.

When the yachts commence heading to the start, the RO will assign one rescue boat to monitor the progress of the yachts to the course area.

During scheduled races, rescue craft and crews are to be on station or as directed. In the situation where it calls for ALL BOATS to be used, coach boats, Jury boats, etc., will be classed as *RESCUE BOATS*.

During the races the course will be divided into a number of areas and each rescue boat is assigned responsibility for an area:

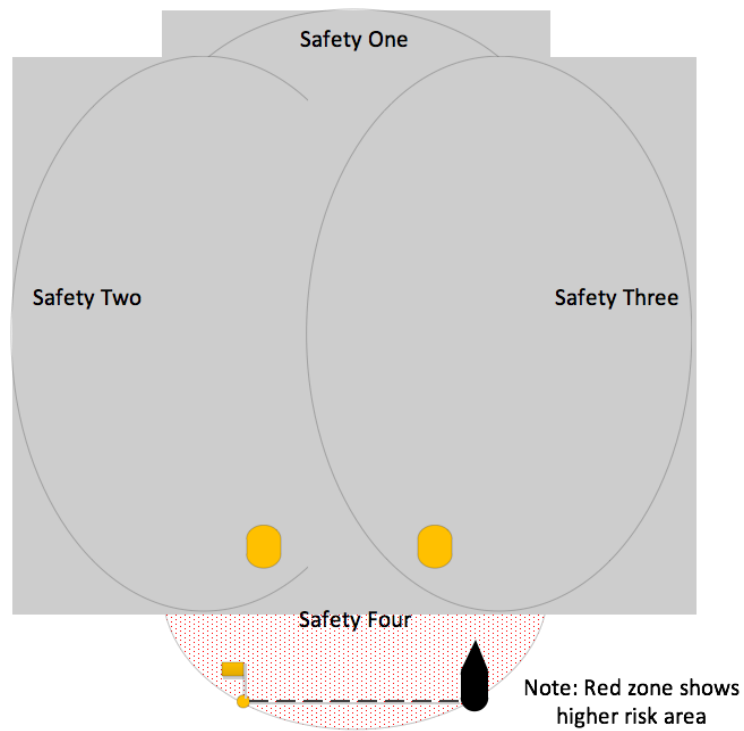
- Once the course is set, rescue boats will move to a pre-allotted patrol zone
- Generally one or two boats would cover each leg of the course with overlapping areas around the marks
- Boats should also be stationed at gybe marks (always a problem area)
- In the event of bad visibility, heavy sea, strong wind, etc., the RO may station some boats to leeward of 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 some can have a roving role

All boats shall remain in allocated patrol areas until directed by the RO to change their area or come ashore when all yachts are accounted for.

Fast powerboats should be used for main coverage of the course as they can cover more area. Small rescue boats should be stationed either close to the shore or in support of other boats (E.G. gybe marks) depending on weather and course distance from the Club.

The following course diagrams outline typical safety zone layouts that can be deployed by the RO. This will depend on the weather and rescue boat availability.

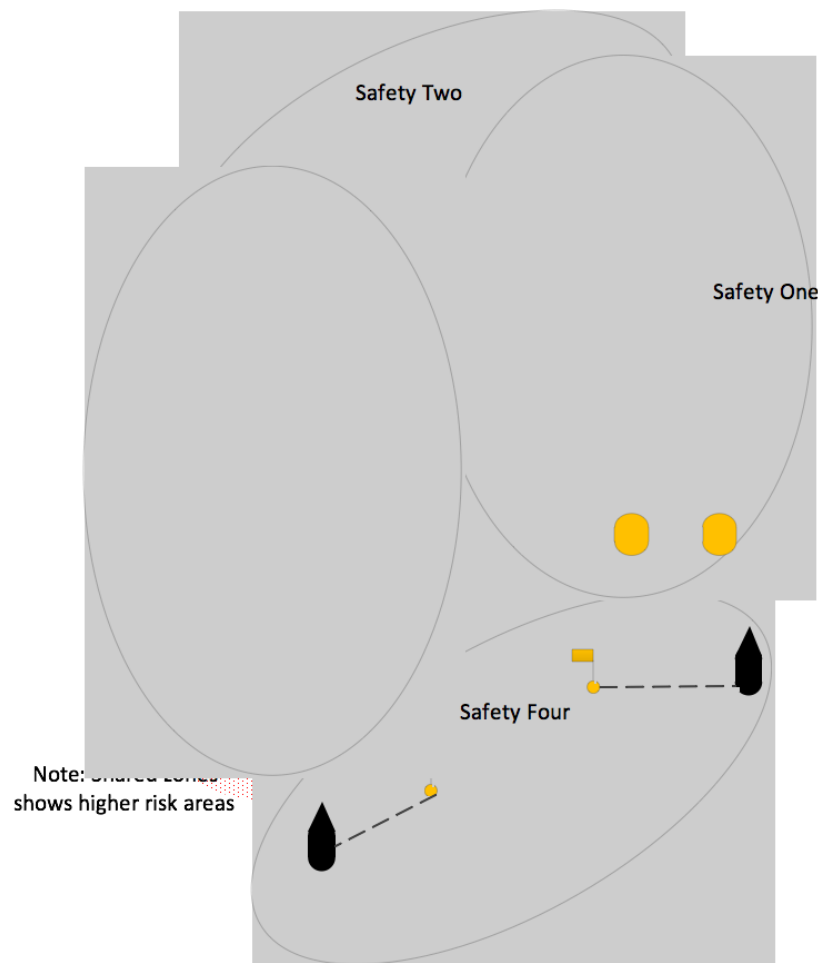
WINDWARD/LEEWARD:



TRIANGULAR:



TRAPEZOID:



3.5. RESCUE / ASSISTANCE FOR DINGHY CAPSIZES

In most cases capsizes are righted by the helm and crew. The function of the Rescue Boat is to assist where non-standard situations arise or when either the crew or the helm has spent too long in the water.

When a capsize is observed, a rescue boat is in attendance within two minutes. If all crew of the capsized boat are visible and not in a threatening situation, rescue boats can proceed in a less urgent manner.

The rescue boat should remain close as it observes the capsize recovery.

RESCUE BOAT CREWS SHOULD BE ALERT FOR THE SIGNS OF HYPOTHERMIA AND KNOW THE TREATMENT FOR THE RECOVERY FOR PERSONS SUFFERING FROM THE EFFECTS

The rescue boat should keep an eye on other boats and assist the most urgent site if there are a number of capsizes.

The engine should be turned off within two boat lengths of people in the water. Any approach should be made head to wind from downwind. A towrope or oar can be used to bring people closer to the safety boat.

IMPORTANT NOTE:

Your safety and that of the sailors is the most important factor in rendering assistance. In any situation where you have to make a decision between boats and human life, **HUMAN LIFE MUST COME FIRST**. Do not however put your own life at risk to render assistance. Call for help.

Towing

In an emergency situation, the priority is to save lives, not boats. Drifting or anchored boats can be picked up later. The RO may direct the RIB driver to tow a dinghy to another vessel where it can be tied off for later towing. **NEVER LEAVE THE COURSE AREA WITHOUT INSTRUCTION FROM THE RO.** When a rescue boat is towing a dinghy, it is no longer a rescue boat but a tugboat.

Do we need to add in an instruction re indicating that a sailor is safe if they are taken and the boat is left behind. ie tag the boat. Not a bad idea to have 'crew safe' tag and cable ties in the rescue boats arsenal.

Towing a dinghy safely

- a. Consider whether towing alongside or astern is most appropriate. In light to medium weather either is ok if a short distance. In heavy weather or over a long distance, towing astern of the rescue boat is recommended.
- b. Agree arm signals before starting a tow.
- c. Use a sufficiently long line to keep the boat and line clear of the rescue boat's engine.
- d. Spread the load of the towline on dinghy strong points. A wrap around the mast or thwart and then the towline held by the crew is often preferable to using the fixed towline.
- e. One end of the towline must be capable of quick release. Either a wrap around a cleat and held by the rescue boat crew, or a wrap around the dinghy's mast as described above.
- f. Lift the centre board a little for sure towing or remove entirely if rudder is damaged?

4. ADVERSE WEATHER CONDITIONS

Attention is drawn to Racing Rules of Sailing Fundamental Rule 4

“The responsibility for a boat’s decision to participate in a race or to continue racing is hers alone.”

4.1. WEATHER FORECAST

The RO should obtain the latest possible 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 Port Phillip; an additional reference can be made to the Fawcner Beacon website to determine current wind velocities at: <http://www.baywx.com/>

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

4.2. RACE ABANDONMENT

It is the decision of the RO to abandon a race or event. This decision should be based on existing and forecast weather conditions and experience of the competitors. Race abandonment may be decided prior to the start of a race, or when necessary, be decided during the race. All racing will be abandoned when a Gale Warning is present.

A GUIDE FOR RACE ABANDONMENT

Sea state should also be taken into account when making an assessment whether to abandon a race.

Class	Wind Speed	Wind Description
Junior classes:	More than 22 knots	Strong Wind increasing trend
Youth classes:	More than 22 knots	Strong Wind increasing trend
Senior classes:	More than 22 knots	Strong Wind increasing trend

RACE ABANDONMENT WHILE ON WATER

The decision to abandon is to be communicated to all rescue boats by all of the following, at the earliest opportunity:

1. VHF radio signal to rescue boats and the beach marshal
2. For races already under way, code flag N over H, or N over A is to be displayed on the Race Committee boat and as many rescue craft as possible.
3. Where there is no race in progress, code flag AP over A or AP over H is to be displayed on the Race Committee boat and as many rescue craft as possible.
4. 3 long sound signal when the flags are raised.

When rescue boats hear the race abandonment signal, they are to **ACKNOWLEDGE** and **NOTIFY COMPETITORS IMMEDIATELY**. Care and guidance is to be given to the less experienced sailors as a boat that is upright and sailing is far more preferable than a boat capsized.

In the event of further deterioration in conditions, or a competitor is having difficulty making shore, or for whatever reason, a rescue boat may request a competitor to abandon his/her boat and transfer to the rescue boat. Failure to follow such instructions may result in the competitor being disqualified from a race or series. The rescue boat will then immediately notify the RO.

The **RO** will notify the **BEACH MARSHAL** which competitors have been retrieved (by sail number) and the condition of each competitor, i.e. safe, cold, injured, etc.

RESCUE BOATS WILL REMAIN IN THEIR DESIGNATED SEARCH AREA unless it is necessary to remove and injured or hypothermic competitor, and then only when replaced by a spare rescue boat. Rescue crews are not to make any attempt to tow any competitor boats until all dinghy crews have been retrieved and accounted for.

Remember it is easier to rescue sailors than boats.

Immediately on receiving the Abandon Race Signal, the **BEACH MARSHAL** will:

1. Have the sign-on sheets in hand to check off boats as they come into the beach.
2. Also rally other helpers to check off names on duplicate copies as competitors arrive back at the OTBSC building, provide hot drinks, supervise kids in showers in case of collapse, etc.
3. Ensure First Aid Room (OTB office) is open and ready to receive any injured sailors or personnel.
4. In the event of an ambulance being required, contact the Duty Manager follow emergency procedures as directed by the Duty Manager.
5. Competitors are to remain in the OTBSC Building until the all clear has been given by the Safety Officer. This is most important in keeping accurate records quickly as to who has been rescued and who is still missing.

4.3. WIND SPEED DEFINITIONS AND WIND WARNING DEFINITIONS

See Appendix 2, page 18, for Wind Scale – Bureau of Meteorology

5. EMERGENCY PROCEDURES

The RO is the person responsible for declaration of an emergency situation on the water. Once the RO abandons races, he will co-ordinate any rescues from on the water and, where available, will request the assistance of the On Land Rescue Co-ordinator (PRO), if any.

ALL ON-WATER EMERGENCY ACTIVITY IS TO BE CO-ORDINATED THROUGH THE **PRO OR RO ON CHANNEL 77** IN THE FIRST INSTANCE.
BRIGHTON USE CH77 COULD WE USE ANOTHER CHANNEL, 71?

Details of all calls relating to an emergency situation received by either race management personnel, staff or SYC members must be logged on the **EMERGENCY RADIO COMMUNICATION LOG SHEET** please refer to Appendix 3, page 19. If the log is not able to be filled in "real time", it should be filled in as soon as practical after the event. Tape recording of an Emergency situation is acceptable.

5.1. ILLNESS / INJURY

The RO is to determine the nature of the illness or injury and determine if an ambulance is required. If an ambulance is NOT required, determine the nature of support required.

Injuries to persons should 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 RO.

The RO is to advise the caller if an ambulance is being called and request they maintain a listening watch on the channel called.

IF CALLING VIA TELEPHONE, THE RO IS TO:

- **take their number** and
- **request they stand by the telephone** and
- **keep the line open for emergency contact**

AMBULANCE CALLING

The RO will call Reception on 9599 0999 and contact the MANAGER ON DUTY to implement and coordinate SYC emergency response plan, which includes coordination of staff to meet and direct emergency services.

Reception or the MANAGER ON DUTY will call Metropolitan Ambulance Victoria 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.

The MANAGER ON DUTY will arrange to meet the Ambulance at the Security Gate and to organise access into the other areas of the yacht club.

SYC PREFERRED MEETING POINT FOR BOAT TRANSFERS

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

5.2. SEARCH AND RESCUE

In the course of normal Off the Beach events, local search and rescue activity will generally be planned and implemented by the on water RO. Should there be an on Land Rescue Co-ordinator, for events such as Sail Sandy and Sail Melbourne, this will be located in the Race Control Tower.

IN THE CASE OF A MISSING PERSON/YACHT, CO-ORDINATION WILL TRANSFER TO VICTORIA POLICE / WATER POLICE.

The Water Police 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. The Rescue Co-ordination Centre (RCC) is located at the Water Police Squad Headquarters and co-ordination of Marine SAR operations is conducted by qualified staff at the RCC.

5.3. RADIO CALLING

ALL ON-WATER EMERGENCY ACTIVITY IS TO BE CO-ORDINATED THROUGH THE **PRO OR RO ON CHANNEL 77** IN THE FIRST INSTANCE.

During emergency operations by rescue boat drivers and crew, it will not be practical to log details of all calls made relating to an emergency. The logging is to be done by the RO or a person designated by the RO.

5.3.1. Sending a MAY DAY

This signal indicates 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.

5.3.2. 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'*

5.3.3. 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 (boat) 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;

- 1) Confirm with the caller the transmission is received e.g.:
 - > **MAYDAY (Caller, Caller, Caller)**
 - > **this is VKF800, VKF800, VKF800, – Received MAYDAY**
(or this is Sandringham Race Control, Sandringham Race Control, Sandringham Race Control – Received Mayday)
 - >
- 2) Record the calling vessel's *AND* the distressed vessel's (if different to the calling vessel)
 - > name
 - > call sign
 - > sail number
 - > boat number
 - > location
- 3) Determine if the nature of the situation is medical, rescue or assistance.
- 4) Maintain contact via radio or telephone.
- 5) Establish the vessel's position and document it.

5.4. MISSING PERSONS / MISSING BOATS

In the case of a missing person / boat, rescue coordination must be transferred to the Victoria Water Police on **(03) 9399 7500, or 000** or **VHF Channel 16**. SYC will continue to assist and participate in all ways possible, and as requested by Victorian Water Police.

5.5. HAND OVER TO VICTORIA WATER POLICE

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)

5.6. EMERGENCY INCIDENT REPORTING

All Emergency incidents involving Sandringham Yacht Club including medical, property, rescue, or racing, must be recorded on the SYC Incident Report form. See Appendix 4, page 20.

5.7. BASIC FIRST AID PRINCIPLES FOR EMERGENCIES

It is desirable that one qualified person at all times at the Club is capable of providing first aid. A current level 1 First Aid certificate is a minimum, Level 2 preferred.

The 1st Aid Centre at the Club shall be the ‘Off The Beach’ building and an adequate first aid kit & qualified volunteers should be available to assist any participant.

Any injury requiring off-site assistance should be co-ordinated through the SYC MANAGER ON DUTY. An incident report form shall be completed and submitted to SYC for any injury occurring on Club premises or requiring outside medical treatment. The Report (or copy) must be provided to the Management within 24 hours of incident. Please refer to Appendix 4, page 20 , SYC INCIDENT REPORT FORM.

SYC Staff with current Level II First Aid Personnel

- Paul Gascoigne
- Eimear Lloyd
- Michah Shuwalow
- Helen Tetlow
- Paul Corfield
- Richard Hewett

- Kol Gemmell
- Rick Barrett
- Maddie Commins
- James Sly
- Russell Tyson
- Paula Sabin

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		<u>"Sandringham Race Control"</u>	
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	Paul Gascoigne	0407 829 851
	Ext 100	Eimear Lloyd	9599 0900
	Ext 109	Michah Shuwalow	0417 144 554
	Ext 110	Helen Tetlow	9599 0910
	Ext 117	Paul Corfield	0417 379 409

	Ext 111	Richard Hewett	0419 886 799
	Ext 116	Kol Gemmell	0419 042 065
	Ext 105	Rick Barrett	0450 603 826
	Ext 102	Maddie Commins	0401 909 268
	Ext 107	James Sly	0448 968 085
	Ext 136	Russell Tyson	0417 655 805
	Ext 104	Paula Sabin	9599 0904
Water Police Vic Water Police & Rescue Co-Ordination Centre			9399 7500
Coast Guard	Victoria HQ	9598 9092	
	Sandringham	9598 9092	24hr SAR call out
	St Kilda	9525 3714	24hr SAR call out
	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

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

SANDRINGHAM YACHT CLUB

EMERGENCY RADIO COMMUNICATION LOG SHEET

Date.....

Time.....hrs.

COMMUNICATION TYPE

HF VHF 27mhz Mobile Ph

YACHT DETAILS

Name.....

Sail Number.....

Call Sign.....

Mobile Phone #:.....

SUMMARY OF COMMUNICATIONS RECEIVED AND SENT

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.....

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TOWER RADIO OPERATOR

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"/>		Time of Incident:		
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"/> Burn	
<input type="checkbox"/> Abrasion/Graze	<input type="checkbox"/> Fracture	<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"/> Ambulance	<input type="checkbox"/> Hospital

☐ Other (give details)

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.

☐ Paul Corfield

☐ Russell Tyson

☐ James Sly

☐ Helen Tetlow

☐ 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:

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)	BOAT NAME VKV123, Boat Name VKV123, BOAT NAME VKV123

DISTRESS MESSAGE

Distress Signal	MAYDAY
Name/Call sign	BOAT NAME VKV 123
Position	1 NAUTICAL MILES DUE WEST, SANDRINGHAM YACHT CLUB
Nature of Distress	HAVE STRUCK A SUBMERGED OBJECT AND RAPIDLY TAKING ON WATER. ESTIMATE TIME AFLOAT IS 15 MINUTES
Other information (if time permits)	24 foot rib with Red Hull, 2 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)	BOAT NAME VKV 123,BOAT NAME VKV 123,BOAT NAME VKV 123
Urgency Message	30 NAUTICAL MILES DUE WEST CAPE X, LOST PROPELLER , ESTIMATE DRIFTING AT 4 KNOTS AND REQUIRE TOW URGENTLY

LEVEL 1	GENERAL PATROL / RESCUE	0 – 15 knots
<u>Control</u> RO	<p>Rescue craft to patrol designated areas</p> <p>Towed dinghies rescued to start-finish vessels or spectator craft.</p> <p>Rescue craft not to leave course without clearance from RO.</p>	
LEVEL 2	COACH BOATS MAY ENTER COURSE AND ASSIST WHEN REQUESTED BY RO	15 – 25 knots
<u>Control</u> RO		
LEVEL 3	ABANDON RACES	25 – 35 knots
<u>Control</u> PRO Tower assist Assistant Rescue Coordinator	<p>Rescue craft as directed by RO and other available boats to assist where practical</p> <p>Liaise with beach marshal for boats ashore</p> <p>Rescue craft to either tow boats to available craft or abandon boats after tagging with (crew safe) tape</p>	
LEVEL 4	OUTSIDE ASSISTANCE REQUIRED	30 – 35 knts
<u>Control</u> PRO & Rescue Coordinator	Continue as above	+
Decision to call Water Police	Beach Marshall head count	

APPENDIX 7 RESCUE / ASSISTANCE FOR DINGHY CAPSIZES

When a capsized boat is observed, a rescue boat is to be in attendance within two minutes.

RESCUE BOAT CREWS SHOULD BE ALERT FOR THE SIGNS OF HYPOTHERMIA AND KNOW THE TREATMENT FOR THE RECOVERY FOR PERSONS SUFFERING FROM THE EFFECTS

The engine should be turned off within 2 lengths of people in the water. Any approach should be made head to wind from leeward. A towrope or oar can be used to bring people closer to the safety boat.

1/ UNASSISTED RIGHTING OF A CAPSIZED TWO HANDED DINGHY.

1. Have skipper and crew of dinghy to always hold on to the boat
2. Ensure that sailors are OK and keep communicating throughout the capsize
3. Crew to hold bow and to bring it into the wind
4. Make sure all sheets are un-cleated, take down the spinnaker, get the boat head to wind
5. Skipper gets on the centreboard as quickly as possible
- 6.
7. The skipper should usually have enough leverage to right the boat and scoop in the crew
8. If head to wind and the skipper alone cannot get the boat upright, the crew can also climb onto the centreboard
9. If the righted dinghy is returning to shore, inform the RO. RO to have a RIB available for observation to check that dinghy makes it to calmer waters.
10. If towing a dinghy, seek instructions from RO as to where to take the boat. There may be a preference to tie a disabled dinghy to the rear of a larger vessel rather than taking it to shore.

2/ ASSISTING A CAPSIZED TWO HANDED DINGHY

Note: in regattas, when you render assistance to a capsized boat, it is automatically disqualified from the race. Therefore give the crew every opportunity to right the boat and sail on. For typical SYC OTB racing, assistance rendered does not automatically disqualify a boat from the race.

The following notes relate to a boat that has agreed to accept assistance or where, in the view of rescue boat crew, the crew are in need of assistance:

1. It is best that the crew sail the boat home rather than requiring a tow as this takes a rescue boat off the course. A tow should only be offered where it is clear that the crew will be unable to proceed unaided.
2. "Walking the mast up" by hand may be all that is required to get the boat upright.
3. When in rescue boats other than a RIB, rescue boat crews will need to take additional care to ensure they do not get too close to people in the water and to avoid damage to boats.
4. If the crew or skipper is exhausted or suffering from cold, consider getting them into the rescue boat before dealing with the capsized boat. It is in this instance that rescue boat crew may need to enter the water.
5. Ensure that the boat is empty from water before letting them go. Get the crew to bail the final amount of water from their boat.
6. When dealing with one boat, keep a lookout for other incidents which may take priority. Provide the RO with updates on progress with the incident, especially where one of the rescue boat crew need to enter the water.
7. **Where there are multiple capsizes and conditions are becoming severe, rescue boat crews may be asked by the RO to rescue crews and abandon boats for later retrieval. In this case rescue boat crews should attach crew safe indicators to the boats to indicate that the crews are safe.**

3/ ASSISTING A CAPSIZED OPTIMIST

Note: in regattas, when you render assistance to a capsized boat, it is automatically disqualified from the race. Therefore give the crew every opportunity to right the boat and sail on. For SYC OTB Club racing, assistance rendered does not automatically disqualify a boat from the race.

The following notes relate to a boat that has agreed to accept assistance or where, in the view of rescue boat crew, the crew are in need of assistance:

1. It is best that the crew sail the boat home rather than requiring a tow as this takes a rescue boat off the course. A tow should only be offered where it is clear that the crew will be unable to proceed unaided.
2. Approach the Optimist from downwind. This will ensure that there is no risk of the rescue boat being washed onto the Optimist or crew.
3. If the boat has turned turtle, have the crew right the boat to at least side on.
4. Once the boat is manageable approach from downwind, taking mind of any lines in the water. When you have the optimist in hand, turn off engine.
5. Have the crew get into the rescue boat.
6. Take the centre board out of its case and drag the righted Optimist up onto the rescue boat, thereby draining most of the water from the boat. Once it is mostly drained, place Optimist back in the water.
7. Assist crew back into the Optimist and stand by while the crew is readying themselves.
8. Ensure that the boat is practically empty from water before letting them go. Get the crew to bail the final amount of water from their boat.
9. If crew wants to return to shore, follow standard procedure. If crew is feeling overpowered you can reduce sail by removing the sprit. Keep sprit in rescue boat.
10. If towing an Optimist, try to remove the mast. Be aware of mast clamps
11. When dealing with one boat, keep a lookout for other incidents which may take priority. Provide the RO with updates on progress with the incident, especially where one of the rescue boat crew need to enter the water.
- 12. Where there are multiple capsizes and conditions are becoming severe, rescue boat crews may be asked by the RO to rescue crews and abandon boats for later retrieval. In this case rescue boat crews should attach crew safe indicators to the boats to indicate that the crews are safe.**

RETRIEVAL PROCEDURE

1. Approach sailor from windward side, assess situation
2. If unconscious, rib assistant jumps in to release chicken loop, then leash, thereby releasing kite and all lines, Retrieve sailor and provide first aid.
3. If conscious, instruct sailor to release chicken loop with visual hand signal.
4. Drive rescue boat to kite, approaching the kite from an arc from sailor to the top of the kite from a leeward direction avoiding driving between sailor and kite at all times.
5. Approach kite from a 45 degree angle from the downwind side, picking kite up from the inflatable edge ONLY in the centre of the kite.
6. Drive at continued 45 degree angle upwind whilst rotating kite upside down and holding over the stern or leeward side of the boat. Take care of lines fouling the propeller.
7. Instruct sailor to release safety leash with visual hand signal.
8. Release dump valve, deflating kite. Dump valve will be located in the centre of the kite, if not in centre on wing tip.
9. Fold kite at wing tips
10. Roll kite from each wing tip to centre, deflating into a sausage shape. Place kite inside the boat
11. Gather lines into a bucket
12. Retrieve sailor, then Kiteboard - beware sharp fins

CAUTIONARY NOTES

- wear gloves at all times
- at no stage wrap lines around hand or body. These are fine lines and can cause serious injury
- never grab trailing edge of kite
- beware of unintentional launching, keep clear of lines at all times
- if available, use enclosed knife for cutting lines
- cutting lines - last resort

Hypothermia is defined as a fall in body temperature (usually 37 C) to below 35C. Symptoms become more obvious and serious as core temperature falls.

Heat is lost from the body by the following four mechanisms (with examples of seen in sailing).

CONDUCTION: heat loss directly to the cold water contacting and surrounding the body. Minimise time in the water!

CONVECTION: when warm air or water next to the body is displaced by cold air or water. The biggest contributor to convective heat loss is wind. (Tight fitting inner layers trap warm air and water against the skin: this is how wetsuits work. Wind resistant outer layer to prevent heat trapped by inner layers being dispersed)

RADIATION: body heat radiates into cold air. Hats/beanies limit heat loss from radiation

EVAPORATION: less of a problem in sailing.

Modern sailing gear mitigates against all forms of heat loss, but there is a limit to their effectiveness.

The smaller and lighter the sailor, the greater the surface area to body mass ratio, leading to more rapid heat loss. **Children are highly vulnerable to hypothermia.**

SIGNS OF HYPOTHERMIA:

Mild: Shivering, goose bumps, cold, pale hands and feet. These are responses to attempt to preserve core body temperature

Moderate: Lethargy, fatigue, confusion, clumsiness, and irrational behaviour

Severe: shivering stops, slow breathing, slow pulse, low blood pressure (pulse may be difficult to feel)

WHAT TO DO:

Most cases of hypothermia in dinghy sailors fall within the mild and occasionally moderate categories. Prevention is important; sailors must have appropriate clothing for the conditions, and this should be checked before leaving the shore.

Race management staff needs to be aware of the signs of hypothermia, especially in high risk conditions (cold water, cold winds, waves spraying crew). If you are wet and cold on a rescue craft, it is likely the sailors will be wetter and colder! Do not rely on a sailor to tell you that they are suffering from hypothermia – it is likely that they may not recognise their symptoms.

If sailor is exhibiting signs of **moderate hypothermia: lethargy, confusion or irrational behaviour**, actively remove them from water, cover and dry the sailor, protect from wind, return to shore, seek medical advice (which may require calling an ambulance).

The longer a sailor is in the water, the greater the risk of hypothermia. On high risk days, confirm with coaches or the RO what the predetermined strategy for capsized rescues will be – i.e. how long sailors should be given to right their boats before rescue boat intervention.

BEFORE YOU LEAVE THE BEACH

- Have a read of the SYC OTB Safety Manual posted at syc.com.au hover over the menu: Volunteering > Off The Beach Check link
- RIB Driver must have
 - Powerboat Handling Certificate
 - SYC RIB Accreditation
- All aboard RIB must have
 - A Suitable PFD (available in Mark Locker Room)
 - Appropriate clothing for the weather of the day, water
 - Sailing knife attached to PFD on arm's length lanyard (this could save your life underwater)
- Know who the RO is
 - Go to the Briefing
 - Ask for and Understand your role and patrol area

TOWING

- Confirm with RO before any towing.
- Towing astern from the RIB using tow line is preferred
- Towing alongside is ok in light /medium weather
- One end of the towline should be ready for immediate release

VHF RADIO CALLING

- Keep radio traffic to a minimum by thinking about what you need to say and using as few words as possible to make yourself understood
- An example VHF call from Hoffs to Endeavour IV:
 - (you) "Endeavour IV, Endeavour IV, Endeavour IV, this is Hoffs, Hoffs
 - (EIV) Hoffs, Endeavour IV
 - (you) Endeavour IV, Hoffs this is my clear message, Over
 - (EIV) Hoffs Endeavour IV, Understood, Endeavour IV Standing by

EMERGENCY PROCEDURE

- All on water Emergencies to be coordinated through the RO/PRO on VHF 77
- Vic Water Police can be contacted on 9399 7500 or 000 or VHF 16
- Report all missing persons/boats

DINGHY RESCUE PROCEDURE

- **Saving a life is ALWAYS more important than saving a boat**
- Attend Capsize within **2 Minutes**
- Standby and remain close (engine in neutral) - In most cases, dinghies are righted by skipper and Crew
- Turn off motor when within 2 metres of dinghy or crew and approach from leeward.
- Unassisted righting
 - **Crew holds boat head to wind**
 - **Helm gets onto centreboard**
 - **All sheets un-cleated and take down spinnaker**
- Assisted righting (ASK helm before attempting)
 - **As above and "hand walk" up the mast to right boat**
 - If the helm/crew are exhausted, they may need to board the RIB before righting (RIB crew may need to enter the water)
- Observe other boats around – be aware who requires the most immediate assistance

APPENDIX 11 DAILY OTB RACE MANAGEMENT PROCEDURES

For ROs and Rostered Personnel

2 HOURS PRIOR TO SCHEDULED START TIME:

RO

- Obtain weather forecast, Sign On Sheets & Results Sheets (folder in canteen)
- Set out Sign On sheets and prepare Course
- Checking availability of resources (start boat, rescue boats, mark laying boat)
- Ensure that adequate rescue cover is available (don't start a race without this), and selecting which rescue vessel(s) to be used for the conditions
- Ensure a spare hand-held VHF radios for RIB(s) is on the start boat, should this be required especially if the fitted boat radio fails.

ALL ROSTERED PERSONNEL & COACHES

- Report to RO for assignment / confirmation of duties

BOAT DRIVERS & COACHES

- Obtain keys, radios, PFD's etc for boats from office & storage container
- Complete fuel, oil and Safety checks
- Spare flags and poles for a RIB to aide in course change and course shortening procedures
- Checking RIBs for safety gear, first aid kit, painter, towing bridal, tow ropes, knife, 2 paddles, boat-hook, flares, crew safe indicators, anchor, survival bags, thermal blanket, whistle or other sound making device.

BOAT CREWS

- Prepare marks and ground tackle
- Launch and load mark boats

BEACH MARSHALL (CANTEEN LEADER)

- Give mobile Phone number to RO
- Check all competitors have signed on.

1 HOUR PRIOR TO SCHEDULED START TIME:

RO

- BRIEFING of Competitors

45 MINUTES PRIOR TO SCHEDULED START TIME:

- Start Boat to leave Marina & All support personnel assemble at Ducks for leaving
- Beach Marshall opens beach for boats to leave
- One Duck to take up station at end of wave screen to escort first boats to start
- Optimist / Coach Duck to be on station in pond
- Nominated Duck to be "last boat" escort
- All boats to undertake radio check prior to leaving Marina

DURING RACING:

ALL RESCUE CRAFT

- Follow Race Management & Safety Procedures as directed by RO
- Leave course area only when permission granted by RO
- Retrieving capsized craft from leeward ie: nose in props way
- Swimmers around boat motor shutdown
- Retrieving marks from down wind
- Retrieving persons from water using life jacket
- Responding to capsizes. Being on station within 2 minutes, 4 minutes DEAD

RO

- Monitor retirees with Rescue Craft & Beach Marshall
- Monitor weather conditions
- Coordinate Rescue Craft & Race Management

AT FINISH OF RACING:

ALL RESCUE CRAFT

- Escort fleet to beach
- One Rescue boat to be nominated by RO to escort last boat home

BEACH MARSHALL

- Notify RO when all boats have returned to beach
- Check all competitors have signed off.

END OF THE DAY:

BOAT DRIVERS AND CREWS

- Return marks and ground tackle to storage container
- Refuel Ducks (RO to supply Fuel Card)
- Remove all Ducks from water on to trailers

BOAT DRIVERS

- Return keys, radios, PFD's etc

RO & COACHES

- Ensure all Ducks have been refuelled & return fuel card to canteen float bag
- Organise presentation of any trophies if applicable
- Conduct / organise junior debriefing (ASAP after last boat hits the beach) if applicable
- Organise Clean up OTBSC by junior members
- Return race results and Sign On sheet to office
- Check all equipment returned and signed off at office
- Close up O.T.B. area if last to leave

WEATHER INFORMATION:

INTERNET:

- <http://www.bom.gov.au/vic/forecasts/portphillip.shtml>
- www.seabreeze.com.au/graphs/vic.asp

TELEPHONE:

- Bureau of Meteorology – 03 9669 4981
- Weather Call – 1800 811 023

VHF:

- Coast Radio Melbourne – Call on Channel 16 (expect to be directed to Channel 67 on acknowledgement)

APPENDIX 12 MARK LAYING WITH A GPS

For ROs and Rostered Personnel

In the attached document you will find the course information relating to mark laying using the club supplied Garmin GPS devices.

The course covers

- GPS Setup
- GPS Use
- Onshore preparation and on water tasks
- Mark laying using the GPS for accuracy

Double click the page below to view the contents:



Mark Laying with a GPS

Craig Wiley
SYC OTB

Figure 1 Mark Laying with a GPS

The tables below are the GPS reference tables for the typical SYC OTB triangular course.

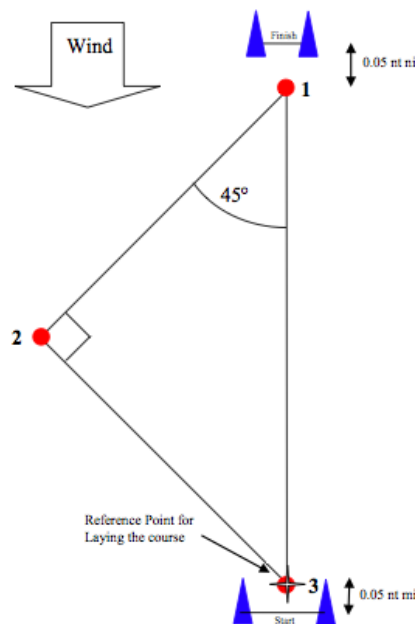
45°, 90°, 45° Triangular Course

Start/Finish 0.05 nt mi downwind of mark 3 or Finish 0.05 nt mi upwind of Mark 1 or two thirds the beat length downwind of Mark 2

Leg lengths			Course Distances						
3 to 1	3 to 2	1 to 2	U1	U2	U3	T1	T2	T3	
1 to 3	2 to 3	2 to 1							
0.50	0.35	0.35	1.81	2.81	4.01	2.31	3.31	4.51	
0.60	0.42	0.42	2.15	3.35	4.80	2.75	3.95	5.40	
0.70	0.49	0.49	2.49	3.89	5.58	3.19	4.59	6.28	
0.80	0.57	0.57	2.83	4.43	6.36	3.63	5.23	7.16	
0.90	0.64	0.64	3.17	4.97	7.15	4.07	5.87	8.05	
1.00	0.71	0.71	3.51	5.51	7.93	4.51	6.51	8.93	
1.10	0.78	0.78	3.86	6.06	8.71	4.96	7.16	9.81	
1.20	0.85	0.85	4.20	6.60	9.49	5.40	7.80	10.69	
1.30	0.92	0.92	4.54	7.14	10.28	5.84	8.44	11.58	
1.40	0.99	0.99	4.88	7.68	11.06	6.28	9.08	12.46	
1.50	1.06	1.06	5.22	8.22	11.84	6.72	9.72	13.34	
1.60	1.13	1.13	5.56	8.76	12.63	7.16	10.36	14.23	
1.70	1.20	1.20	5.90	9.30	13.41	7.60	11.00	15.11	
1.80	1.27	1.27	6.25	9.85	14.19	8.05	11.65	15.99	
1.90	1.34	1.34	6.59	10.39	14.97	8.49	12.29	16.87	
2.00	1.41	1.41	6.93	10.93	15.76	8.93	12.93	17.76	
2.10	1.48	1.48	7.27	11.47	16.54	9.37	13.57	18.64	
2.20	1.56	1.56	7.61	12.01	17.32	9.81	14.21	19.52	
2.30	1.63	1.63	7.95	12.55	18.11	10.25	14.85	20.41	
2.40	1.70	1.70	8.29	13.09	18.89	10.69	15.49	21.29	
2.50	1.77	1.77	8.64	13.64	19.67	11.14	16.14	22.17	
2.60	1.84	1.84	8.98	14.18	20.45	11.58	16.78	23.05	
2.70	1.91	1.91	9.32	14.72	21.24	12.02	17.42	23.94	
2.80	1.98	1.98	9.66	15.26	22.02	12.46	18.06	24.82	
2.90	2.05	2.05	10.00	15.80	22.80	12.90	18.70	25.70	
3.00	2.12	2.12	10.34	16.34	23.59	13.34	19.34	26.59	

U1 Start – 1 – 2 – 3 – Finish (Upwind)
 U2 Start – 1 – 2 – 3 – 1 – 3S/3P – Finish (Upwind)
 U3 Start – 1 – 2 – 3 – 1 – 3S/3P – 1 – 2 – 3 – Finish (Upwind)

T1 Start – 1 – 2 – 3 – 1 – Finish (Downwind)
 T2 Start – 1 – 2 – 3 – 1 – 3S/3P – 1 – Finish (Downwind)
 T3 Start – 1 – 2 – 3 – 1 – 3S/3P – 1 – 2 – 3 – 1 – Finish (Downwind)



45°, 90°, 45° Triangular Course

Start/Finish 0.05 nt mi downwind of mark 3 or Finish 0.05 nt mi upwind of Mark 1 or two thirds the beat length downwind of Mark 2

Course Axis		Angles in degrees									
Start to 1	1	3	2	1	2	Start	Pin	3	Finish		
3 (3S/3P) to 1	to	to	to	to	to	to	to	to	to		
3	2	3	2	1	Pin	Start	Finish	3			
000	180	315	135	225	045	270	090	252	072		
005	185	320	140	230	050	275	095	257	077		
010	190	325	145	235	055	280	100	262	082		
015	195	330	150	240	060	285	105	267	087		
020	200	335	155	245	065	290	110	272	092		
025	205	340	160	250	070	295	115	277	097		
030	210	345	165	255	075	300	120	282	102		
035	215	350	170	260	080	305	125	287	107		
040	220	355	175	265	085	310	130	292	112		
045	225	000	180	270	090	315	135	297	117		
050	230	005	185	275	095	320	140	302	122		
055	235	010	190	280	100	325	145	307	127		
060	240	015	195	285	105	330	150	312	132		
065	245	020	200	290	110	335	155	317	137		
070	250	025	205	295	115	340	160	322	142		
075	255	030	210	300	120	345	165	327	147		
080	260	035	215	305	125	350	170	332	152		
085	265	040	220	310	130	355	175	337	157		
090	270	045	225	315	135	000	180	342	162		
095	275	050	230	320	140	005	185	347	167		
100	280	055	235	325	145	010	190	352	172		
105	285	060	240	330	150	015	195	357	177		
110	290	065	245	335	155	020	200	002	182		
115	295	070	250	340	160	025	205	007	187		
120	300	075	255	345	165	030	210	012	192		
125	305	080	260	350	170	035	215	017	197		
130	310	085	265	355	175	040	220	022	202		
135	315	090	270	000	180	045	225	027	207		
140	320	095	275	005	185	050	230	032	212		
145	325	100	280	010	190	055	235	037	217		
150	330	105	285	015	195	060	240	042	222		
155	335	110	290	020	200	065	245	047	227		
160	340	115	295	025	205	070	250	052	232		
165	345	120	300	030	210	075	255	057	237		
170	350	125	305	035	215	080	260	062	242		
175	355	130	310	040	220	085	265	067	247		

Course Axis		Angles in degrees									
Start to 1	1	3	2	1	2	Start	Pin	3	Finish		
3 (3S/3P) to 1	to	to	to	to	to	to	to	to	to		
3 to 2	3	2	3	2	1	Pin	Start	Finish	3		
180	000	135	315	045	225	090	270	072	252		
185	005	140	320	050	230	095	275	077	257		
190	010	145	325	055	235	100	280	082	262		
195	015	150	330	060	240	105	285	087	267		
200	020	155	335	065	245	110	290	092	272		
205	025	160	340	070	250	115	295	097	277		
210	030	165	345	075	255	120	300	102	282		
215	035	170	350	080	260	125	305	107	287		
220	040	175	355	085	265	130	310	112	292		
225	045	180	000	090	270	135	315	117	297		
230	050	185	005	095	275	140	320	122	302		
235	055	190	010	100	280	145	325	127	307		
240	060	195	015	105	285	150	330	132	312		
245	065	200	020	110	290	155	335	137	317		
250	070	205	025	115	295	160	340	142	322		
255	075	210	030	120	300	165	345	147	327		
260	080	215	035	125	305	170	350	152	332		
265	085	220	040	130	310	175	355	157	337		
270	090	225	045	135	315	180	000	162	342		
275	095	230	050	140	320	185	005	167	347		
280	100	235	055	145	325	190	010	172	352		
285	105	240	060	150	330	195	015	177	357		
290	110	245	065	155	335	200	020	182	002		
295	115	250	070	160	340	205	025	187	007		
300	120	255	075	165	345	210	030	192	012		
305	125	260	080	170	350	215	035	197	017		
310	130	265	085	175	355	220	040	202	022		
315	135	270	090	180	000	225	045	207	027		
320	140	275	095	185	005	230	050	212	032		
325	145	280	100	190	010	235	055	217	037		
330	150	285	105	195	015	240	060	222	042		
335	155	290	110	200	020	245	065	227	047		
340	160	295	115	205	025	250	070	232	052		
345	165	300	120	210	030	255	075	237	057		
350	170	305	125	215	035	260	080	242	062		
355	175	310	130	220	040	265	085	247	067		

ACKNOWLEDGEMENT

We trust you have read and understand all aspects of the OTB On Water Procedures and Safety Manual and will endeavour to put them into practice as a race management volunteer.

OTB On Water Procedures and Safety Manual

I, _____ acknowledge receipt of the OTB On Water Procedures and Safety Manual and have read and understood them.

Signature _____

Date _____

Received By _____

Date _____

Please sign and return this page to the Boating Office or, alternatively sign, scan and email it to boating@syc.com.au.