



Sandringham Yacht Club

Safety Manual Keelboat Racing

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1. Introduction

This Sandringham Yacht Club (SYC) Safety Manual provides set guidelines to race officers, race volunteers and staff managing incidents relating to keelboat racing, and is part of the SYC On-Water Event Risk Management Plan. It is not a race management manual, nor is it a substitute for common sense, which should always prevail. All personnel should read this document and the On-Water Event Risk Management Plan as part of their preparation to familiarise themselves with the process of responding to on-water incidents.

This manual does not address activities on the yacht that is involved in the incident, as these activities should be covered by the Boat Safety Manual prepared by yacht owner/skipper which covers the specific safety issues as they apply to each yacht.

2. Peak Safety Authority for Water Based Incidents

The Victoria Water Police has prime responsibility for boating safety on Port Phillip. Other agencies such as 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.

In Victoria, VHF and HF emergency radio traffic is monitored and recorded by Marine Radio Victoria (MRV) 24 hours a day, 365 days of the year.

3. Classification of Club Racing Events

SYC keelboat races are run under Australian Sailing (AS) Safety Regulations part 1, Race Safety Category, which is listed in the Notice of Race for each event. Each race category has a definition of support to be provided by the Organising Authority, and the degree of self-sufficiency a competitor is required to be capable of when racing.

4. Emergency and Non- Emergency Situations

Emergency	Non- Emergency
Boat in imminent danger, boat sinking	Collision of boats with minimal damage and no injury to crew
Loss of life, threat to crew life, serious injury, crew having a heart attack	Loss of mast with no injury to crew and boat under control
Loss of mast with injury to crew	Injury to crew where the nature of the injury has been determined as not serious
MOB where crew not recovered or boat unable to assist with recovery	Loss of sails over board or other equipment
Collision of boats where there is serious injury to crew and/or loss of life	Loss of motor where boat is not in any imminent danger but may require assistance
Fire on board	

5. Emergency Procedures

All on-water emergency activity must be co-ordinated through the Principal Race Officer (PRO) or Race Officer (RO) or Boating Office (BO) on the Club's VHF working channel in the first instance.

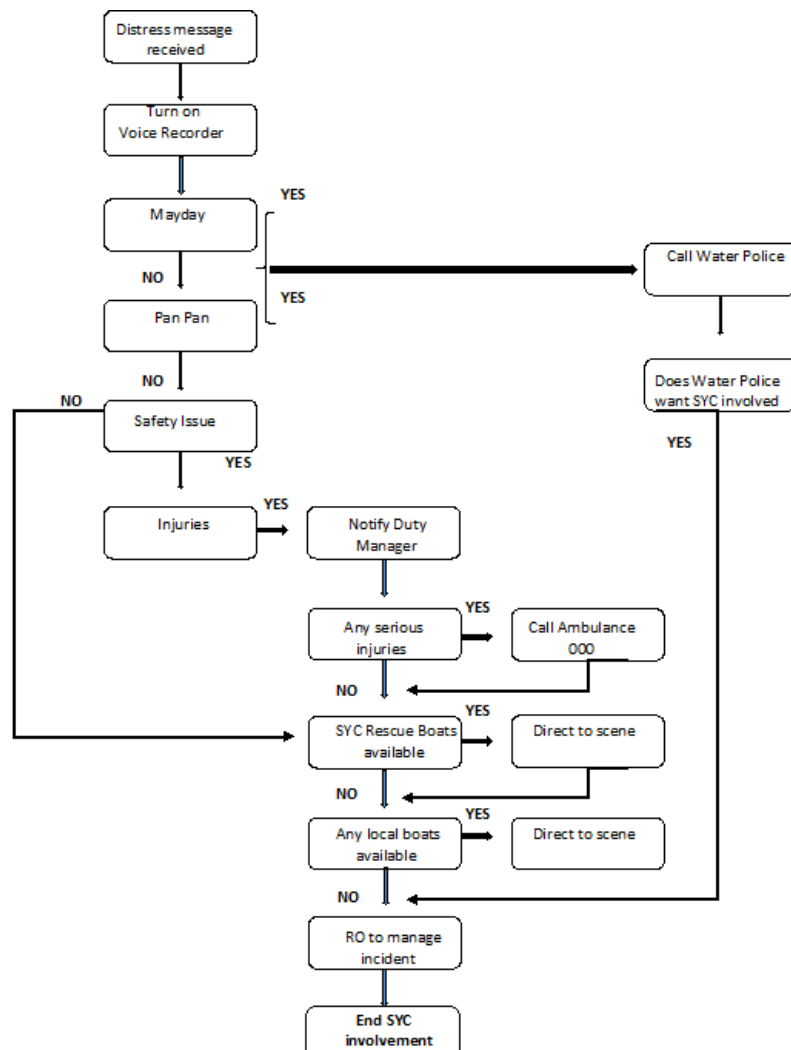
Details of all calls relating to an emergency situation received by either race management, staff or race volunteers must be either recorded in the Radio Communication Log, in sufficient detail to provide a clear picture of the sequence of events and their timing, a copy of which is included in this Safety Manual or on a digital voice recorder.

Digital recording is encouraged and is more practical in an emergency situation. A digital recorder is available in the tower and in every RO's on-water bag. To activate turn on the hold button and to record press the "REC" (red dot button) and leave it on for the duration of the emergency.

The flowchart below sets out a guideline for how a race officer should communicate in the event of an emergency.

It is very seldom that a MAYDAY or a PAN PAN distress message is heard on Port Phillip. Most distress messages would be directed to the race management during club or interclub races, and pertain to Man Overboard (MOB) or a medical emergency such as heart attack or drowning.

SYC RHIB "Watty" is the primary rescue vessel, is staffed by qualified staff and/or volunteers and has an Automated External Defibrillator (AED) on board. The call sign for this vessel is "SYC Rescue RHIB." An AED is also located at SYC.



5.1. Distress Call

Distress message prefixed "MAYDAY" repeated three times indicates that the vessel or person using it is threatened by grave and imminent danger and requests immediate assistance, and is usually received on emergency channel VHF 16 (or 67 as alternative). It has priority over all other communications

5.2. Urgency call

Urgency message prefixed "PAN PAN" repeated three times is used when person or vessel are not in grave and imminent danger. 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

5.3. Receiving a Distress or Urgency Call

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 Marine Radio Victoria (MRV) who will be the one(s) that will play the lead role in these situations.

The call will normally be made on VHF 16, and received by Water Police or Marine Radio Victoria- and responded to on the same channel by them.

Wait about 5 to 10 seconds to see if the authorities have responded to the call, and if not – take a deep breath and 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. Turn on the digital voice recorder, record time and make notes as you go;

- Step 1. Confirm with the caller the transmission is received e.g.
 - **MAYDAY (Caller, Caller, Caller)**
 - **this is Sandringham Race Control, Sandringham Race Control, Sandringham Race Control – Received MAYDAY**
- Step 2 Record the calling vessel's AND the distressed vessel's (if different to the calling vessel)
 - name
 - call sign
 - sail number (if applicable)
 - boat 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.

5.4. Illness / Injury

Where there is injury to crew, the first priority is to 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.

Where an ambulance is required, one of the crew on board should call 000, not the PRO/RO/BO, unless the boat is not in a position to make such call. This is so all questions asked can be answered by someone who is with the injured crew member.

Once the nature of the injury has been determined and an ambulance has been phoned (if required), the PRO/RO/BO should then be notified.

The PRO/RO/BO should then direct the vessel to the ambulance meeting point which is at the crane pontoons in the SYC Marina or otherwise as appropriate (i.e. Royal Brighton Yacht Club Marina etc.). They should also aim to 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 boat from SYC?
- Is the patient in the water? If so, does the vessel need assistance?

If the vessel requires a rescue boat, call Victoria Water Police on 1800 135 729 or 9399 7500 or call 000 or on VHF 16. If SYC has immediate rescue facilities in the form of RHIBs or support power boats, these can also be contacted where deemed prudent.

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

If calling via telephone, take their number, ask their request they stand by the telephone and keep the line free for emergency contact. Ask them to call 000 if they haven't already.

Normally, the landing of the injured person will be at SYC. The PRO/RO/BO shall call the SYC Duty Manager (9599 0999 or 9599 0918) to assist in the coordination of the emergency response plan, which includes coordination of staff to meet and direct emergency services (if not contactable, try other personnel whose contact details are in Appendix 1) to meet the Ambulance at the Yard Gate and to organise access into the other areas of the yacht club if required.

The meeting point for boat transfers is at the pontoon next to the hardstand crane, as there is easy access between boat and vehicle.

5.5. Rescue / Assistance

1. Determine the nature of assistance required. If a vessel is in danger of sinking or has sunk, try to obtain a location and identification from the caller. Call for nearby vessel assistance.
2. Determine the number of crew members involved and their status.
3. SYC is not a rescue organisation, but may provide rescue assistance either by club vessels on the water, or by requesting assistance from other vessels in proximity of the incident. A rescue boat from 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 vessel to perform the required services given the prevailing weather conditions and vessel configuration

*The only people normally authorised to drive Club safety boats are those who hold a powerboat handling certificate (previously known as the TL3), Safety

Boat Operator certificate or higher in the AS Powerboat scheme and have been subsequently endorsed by the Club.

4. Refer to the Emergency Flow chart (pg 4) 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 nominated VHF radio channel. Request the telephone operator on the vessel in trouble to keep the phone line available only for emergency contact.

5.6. Man Overboard/Missing Persons / Missing Boats

In the case of a missing person / missing 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 as requested by Victorian Water Police.

5.7. Towing

In an emergency situation the priority is to save life, not boats. Drifting or anchored boats can be picked up later. SYC may provide a towing service for disabled vessels, if a Club boat is available, and appropriately qualified members are available. However, it may also provide such a service to the police or the boat in distress.

During Club racing, SYC members may offer to tow another vessel in distress - at their own risk. Victorian Water Police may attend to towing needs and coordinate assistance otherwise if the circumstances warrant.

5.8. Handover to Victoria 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 ask. 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.

6. Non-Emergency Procedures

The PRO/RO/BO may delegate the management of non-emergency incidents to other personnel while he/she still attends to the race management.

The delegated person shall co-ordinate with the boat/s involved in the incident, the on-water club boats, race management and the on-shore staff to ensure that the incident is handled safely and efficiently.

7. On Water Incident Reporting

All incidents involving SYC including medical, property, rescue, or racing, must be reported on the SYC Incident Report Form. (Appendix 3)

All serious incidents must be reported to MSV using the “Marine Incident Record Serious Incident Form” available from:

https://transportsafety.vic.gov.au/_data/assets/pdf_file/0004/31693/Serious-Incident-Form-v7.0-060807.pdf

Use this form for collision, grounding, capsizing, swamping, flooding, loss or presumed loss of vessel, structural failure, loss of stability, fire, explosion, person overboard, onboard incident, other personal injury or close quarters, or for incidents that result in a hospital admission or that involve more than one vessel.

Send completed report to:

Email: marineincidents@transportsafety.vic.gov.au

Fax: 03 9655 6611

Mail: PO Box 2797 Melbourne VIC 3001

And provide a copy to CEO

8. Radio Log Sheet

All **extraordinary** communications involving SYC, particularly including medical, property, rescue, or racing must be recorded via Emergency Radio Communication Log sheet (Appendix 3) and by digital recording when possible.

APPENDIX 1: EMERGENCY PERSONNEL AND CONTACT DETAILS



SANDRINGHAM YACHT CLUB EMERGENCY PERSONNEL and CONTACT DETAILS

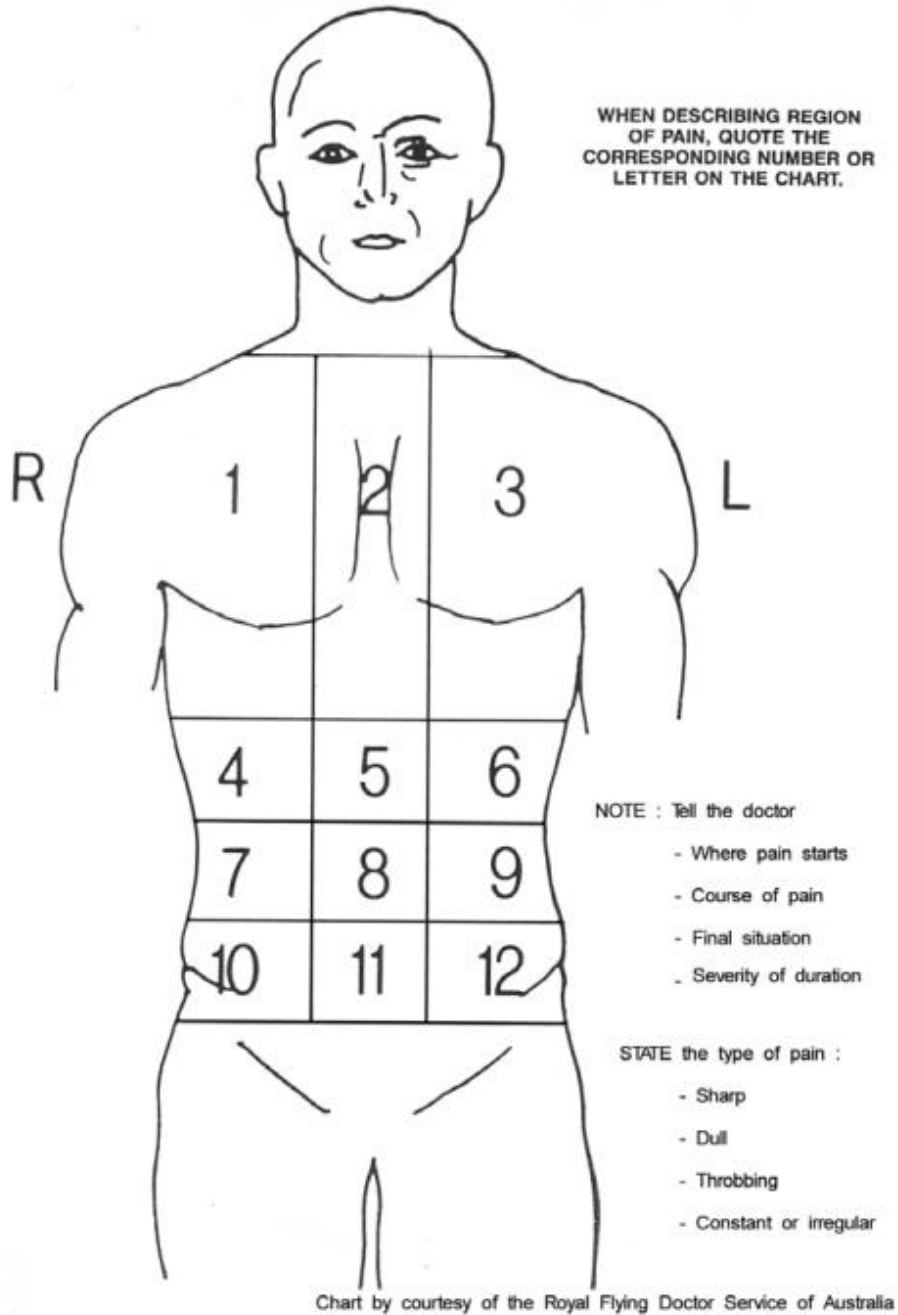
SYC PHONE: 9599 0999

Race Control Tower Call Sign		"Sandringham Tower"	
Race Control Boat Call Sign		"Endeavour IV"; "Boonoorong", or another vessel name	
Race Officer		"Sandringham Race Control"	
Sunday - Wednesday 9am – 5pm Thursday - Saturday 9am - 8pm	Ext 100	Guest Relations	9599 0999
Sunday - Saturday outside above office hours	Ext 118	Manager on Duty - Members' Bar	9599 0999 option 2 or 9599 0918
Sunday - Saturday if unable to contact Manager on Duty	Ext 117 Ext 111 Ext 125 or 123	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
Marina & Yard Manager	Ext 125 or 123	Paul Gascoigne	0407 829 851
Vic Water Police & Rescue Co-Ordination Centre including Coast Guard			9399 7500
Coast Guard	Victoria HQ Sandringham St Kilda Werribee Geelong Queenscliff Hastings Safety Beach Frankston Carrum	9598 9092 9598 7003 9525 3714 9742 1502 5278 8440 5258 2222 5979 3322 5981 4443 9781 5198 9772 7638	24hr SAR call out 24hr SAR call out 24hr SAR call out 0417 012 661 24hr SAR call out 24hr call for emergencies 0428 352 653 24hr SAR call out 24hr SAR call out 0417 533 475 24hr SAR call out 0417 765 772
State Emergency Service			132 500
Hospital / Medical	The Alfred Hospital	Melbourne The Alfred Hospital (Emergency)	9076 2000
	Sandringham Hospital Local Medical Centre	193 Bluff Road Sandringham	9076 1000

	Southend Medical	245 Hampton Street Hampton	9598 7688
Ambulance/Fire Brigade/Police			000
Poisons Hotline			131 126
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 VHF Chl 12
Australian Maritime Safety		Melbourne Office 24 hour contact	03 8612 6000 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
EPA- Fuel/Chemical Spills			1300 372 842
Electricity	ORIGIN	Emergency	132 461
Gas	AGL	Emergency	132 691
Water/Sewer	South East Water	Emergency	132 812
Telephone	Telstra	Faults	132 999
Plumber		T J Johnson Contracting	9562 4044
Clubhouse Alarm Company		Skilled Maritime	8646 6444

APPENDIX 2: WHERE DOES IT HURT?

WHERE DOES IT HURT ?



A description of injury or illness must often be given to a doctor who cannot see the patient.

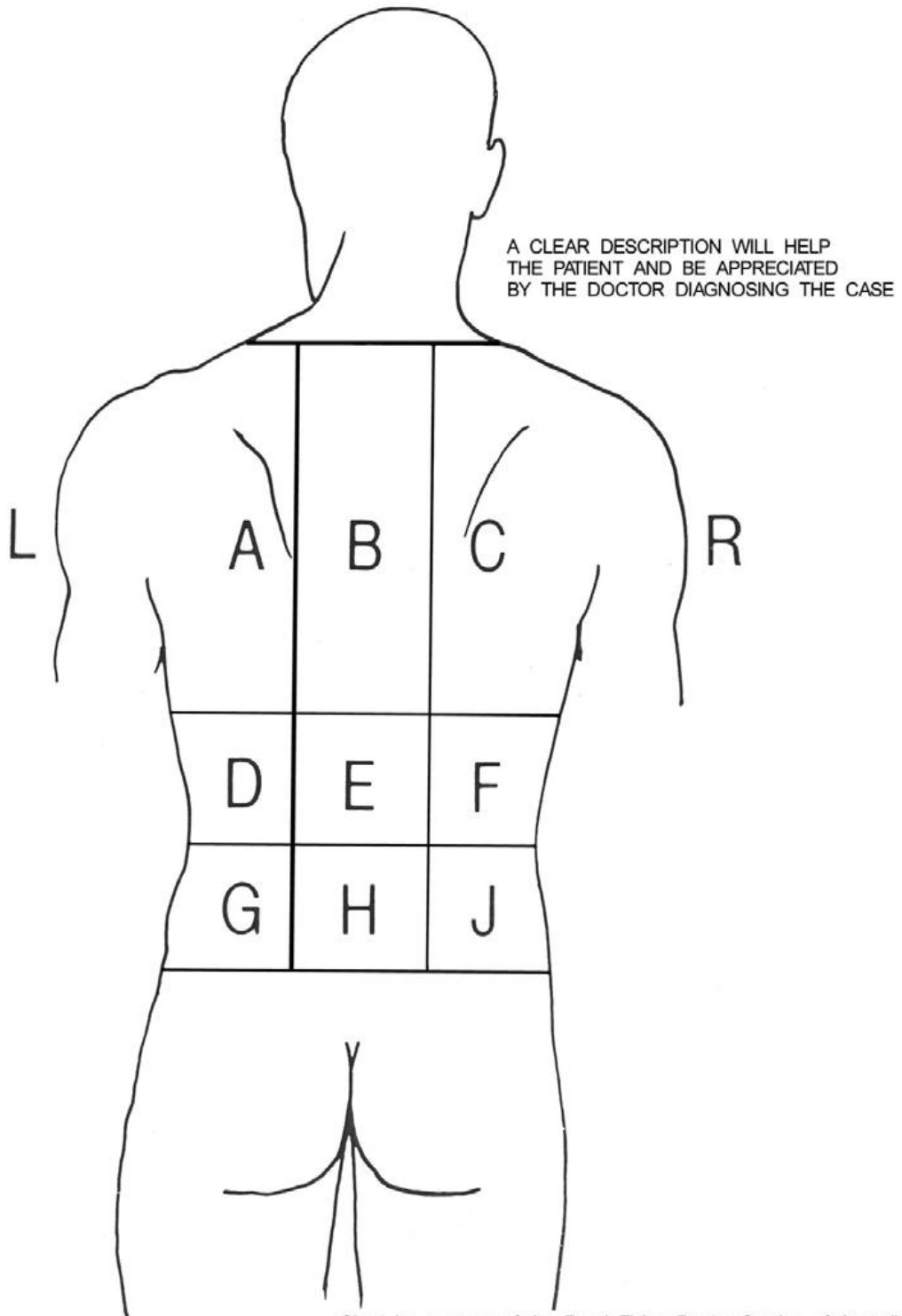


Chart by courtesy of the Royal Flying Doctor Service of Australia

APPENDIX 3: EMERGENCY RADIO COMMUNICATION LOG

SANDRINGHAM YACHT CLUB

EMERGENCY RADIO COMMUNICATION
LOG SHEET

Date.....

Time.....hrs.

COMMUNICATION TYPE

1 HF VHF 27mhz Mobile
Ph

YACHT DETAILS

Name.....Sail Number.....

Call Sign..... Mobile Phone #:.....

SUMMARY OF COMMUNICATIONS RECEIVED AND SENT

What is the nature of the incident?

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

How far is the boat 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**.....

Sandringham Yacht Club Incident Report

Report must be countersigned by both your immediate report (if on Duty) and the Manager on Duty and placed in the blue tray marked “SYC Incident Forms” inside CEO Richard Hewett’s office.

Details of Person OR Club Asset affected by incident		
Name:		Male <input type="checkbox"/> Female <input type="checkbox"/>
Address:		Occupation:
		Age:
		Date of Incident:
Employee <input type="checkbox"/> Visitor <input type="checkbox"/>	Member <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"/> 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 Manager on Duty 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

Details of Witnesses			
Name of Witness:		Phone:	
Name of Witness:		Phone:	
Details of Staff member completing this form		Department Head or Area Manager (if on Duty)	
Name:		Name:	
Signature:	Date:	Date:	Date:
Manager on Duty to complete this section			
Details of any immediate action required / taken:			
Name:		Signature:	
Date:			
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: