



**Sandringham Yacht Club  
Safety Manual Keelboat Racing**

**October 2023**

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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. These can be found online at <https://syc.com.au/safety/>

This document is not a race management manual, nor is it a substitute for common sense, which should always prevail. All race management personnel should read this document 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 each yacht's Boat Safety Manual. This is to be prepared by yacht owner/skipper which covers the specific safety issues as the 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 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.

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.

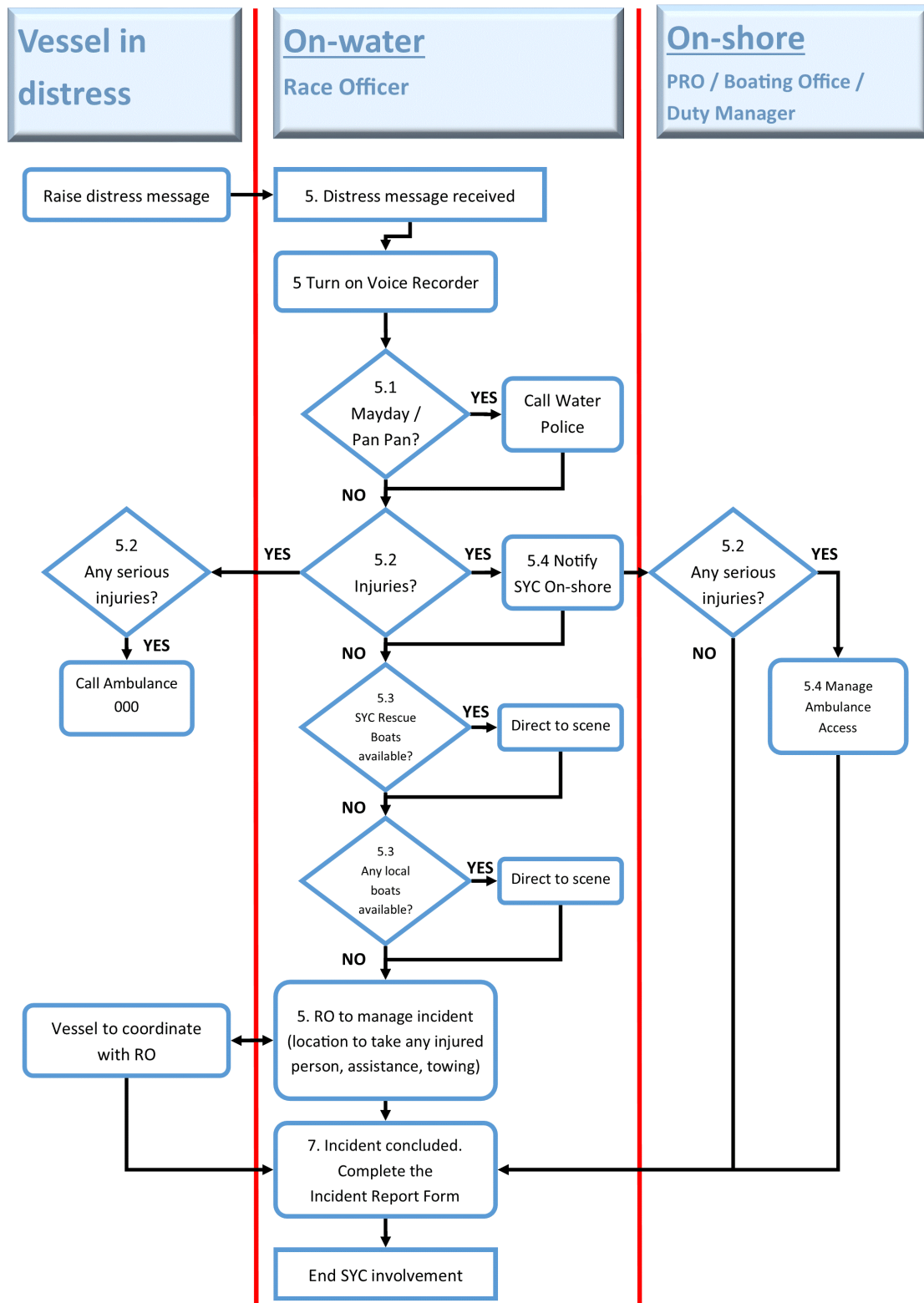
The flowchart below sets out a guideline for how a race officer should coordinate an incident in the event of an emergency.

It is very seldom that a MAYDAY or a PAN PAN distress message is heard on Port Phillip. Distress messages should be directed to the Water Police where the nature of the incident pertains to a Man Overboard (MOB) or a medical emergency such as heart attack, serious injury or drowning.

For all keelboat racing events there will be a primary rescue vessel, this will be staffed by qualified staff and/or volunteers and will have an Automated External Defibrillator (AED) on board. The call sign for this vessel is "SYC Rescue RHIB." AEDs are also located at:

- Ken King Centre – right hand side of the notice boards
- Members bar
- Main office adjacent to the internal stairs

## Emergency Procedure



## 5.1. Radio calling

### 5.1.1. 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.

#### 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** <VESSEL NAME SM999>, <VESSEL NAME SM999>, <VESSEL NAME SM999> (x3)

#### DISTRESS MESSAGE

Distress Signal - **MAYDAY**

Name/Call sign - <VESSEL NAME SM999>

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 - 40 FOOT YACHT WITH WHITE HULL, 4 PERSONS ON BOARD, EPIRB ACTIVATED (if time permits)

**OVER**

### 5.1.2. 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

#### 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 SM190, VESSEL NAME SM190, VESSEL NAME SM190

Urgency Message - 30 NAUTICAL MILES DUE WEST CAPE X, LOST PROPELLER , ESTIMATE DRIFTING AT 4 KNOTS AND REQUIRE TOW URGENTLY

### 5.1.3. 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)
  - 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.

## 5.2. Illness / Injury

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

When there is a distress call raised (other than a MAYDAY or PAN PAN) that requires medical assistance, the RO will manage the situation and should aim to find out the following information:

- What is the nature of the injury / incident?
- Is there a person in the water? If so, is assistance required?
- Is an ambulance required **and has it been requested?**
- In the event that emergency services are required and this call cannot be made from those on board the boat with the injured person, the RO should attempt to obtain the following information:
  - 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 from the vessel?
- What is the current location of the vessel?
- If an ambulance is required, is the vessel able to make it to port? If so, agree which port the vessel is heading to.
- Does the vessel need assistance? If so, what is the nature of assistance requested?
- Estimated time to port?
- The mobile number of someone near the patient and who will remain with him/her?

If an ambulance is required and the vessel is able to make it to port, the vessel and the RO are to agree which port the injured crew will be taken to so that on-shore readiness can be undertaken. If an ambulance is NOT required, determine the nature of support requested.

Once the nature of the injury has been determined and an ambulance has been phoned, SYC should then be notified to prepare for the arrival of the ambulance. Contact options include:

- THE SYC Boating Office on VHF 77 or 9599 0922
- The SYC Duty Manager (9599 0999 or 9599 0918)

The RO 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 9592 3092, Royal Melbourne Yacht Squadron 9534 0227, Royal Yacht club of Victoria 9397 1277, etc.).

If the vessel requires a rescue boat and SYC has immediate rescue facilities available these are to be contacted and directed to attend where deemed prudent. If there are no rescue boats available, the RO is to call **Victoria Water Police on 9399 7500 or 1800 135 729** or call **000** or on **VHF 16**.

If receiving a distress call via telephone, take their number, ask that 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 SYC Duty Manager will assist in the coordination of the emergency response plan, which includes coordination of

staff to meet and direct emergency services 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 between the hardstand cranes, as there is easy access between boat and vehicle.

### **5.3. Rescue / Assistance**

If the vessel requires assistance and SYC has immediate rescue facilities available these are to be directed to attend where deemed prudent. If there are no rescue boats available, the RO is to call the Victoria Water Police & Rescue Co-Ordination Centre including Coast Guard on 9399 7500 or the Victoria Water Police VHF 16.

1. Determine the nature of assistance required. If a vessel is in danger of sinking or has sunk, obtain the location and identification from the caller. Call for nearby vessel assistance.
2. Determine the number of crew members involved and their status.
3. Advise the calling station of the arrangements made and pass on any instructions.
4. 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.

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.

### **5.4. 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.

### **5.5. 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.

### **5.6. Handover to Victoria Water Police**



Water Police should be contacted in all cases where a MAYDAY or PAN PAN distress call has been received 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 RO 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](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](mailto: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 RADIO COMMUNICATION LOG**

**SANDRINGHAM YACHT CLUB**

**EMERGENCY RADIO COMMUNICATION**  
**LOG SHEET**

Date.....

Time.....hrs.

**COMMUNICATION TYPE**

VHF ☐ Mobile ☐ HF ☐ 27mhz ☐

**YACHT DETAILS**

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

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

**SUMMARY OF COMMUNICATIONS RECEIVED AND SENT**

What is the nature of the injury / incident?

.....

.....

.....

.....

.....

.....

.....

Is there a person in the water? If so, is assistance required?

.....

Is an ambulance required and **has it been requested / by whom?**

.....

What is the location of the vessel?

.....

Is the vessel able to make it to port?

.....

If so, which port is the vessel heading to? .....



## APPENDIX 2: 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			

<b>Details of any Property Damage:</b> (describe the damaged items, the damage caused and the approx. value of damage if known)			
<p>If property damage relates to <u>club boats</u>, 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.</p>			
<input type="checkbox"/> Helen Tetlow	<input type="checkbox"/> Russell Tyson	<input type="checkbox"/> James Sly	

<b>Details of Witnesses</b>			
Name of Witness:		Phone:	
Name of Witness:		Phone:	
<b>Details of Staff member completing this form</b>		<b>Department Head or Area Manager (if on Duty)</b>	
Name:		Name:	
Signature:	Date:	Date:	Date:
<b>Manager on Duty to complete this section</b>			
Details of any immediate action required / taken:			
Name:		Signature:	
Date:			
<b>Office Use Only (for completion by Management)</b>			
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: