



Sailing Operations Policy Suite

Lake Jindabyne Sailing Club

Version 3
Jan 2024

Preface

This Operations Policy applies to Lake Jindabyne Sailing Club, located on Lake Jindabyne. This policy is based upon established risk management principles and provides occupants of LJSC with specific guidance during times of emergency. This policy contains a site plan at the rear of the folder for reference by employees, members and attending emergency services. This plan should be referenced in conjunction with the Club Emergency Management Plan.

LJSC recognises that the value of this Sailing Operations Policy will be greatly enhanced with the incorporation of ongoing emergency incident training. This policy will be reviewed on a yearly basis to maintain its suitability and relevance to the organisation and to ensure that our employees and volunteers are well-informed and comfortable with their respective roles during emergency situations.

The objective of this policy is to ensure both the safety of people within and the environment around the LJSC, by providing a framework for emergency planning via the utilisation of the current facilities as appropriate.

Versions

Implemented

By *Alistair Cross*

Revisions by Alistair Cross, Thor Slater-

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INTRODUCTION

Welcome to Lake Jindabyne Sailing Club (LJSC) based on Lake Jindabyne, Jindabyne, NSW. LJSC offers recreational yachting activities to Club members as well as other members of the public.

Recreational yachting includes:

- Off-the-beach dinghy classes
- Trailer Sailors and Sport boats

MISSION STATEMENT

Lake Jindabyne Sailing Club fosters a progressive, friendly Yacht Club that brings together families, friends and community to promote all aspects of yachting and associated social activities in a safe and ecologically sustainable environment.”

DUTY OF CARE

LJSC will endeavour to create a no blame culture and do everything reasonably practicable to ensure the safety of all persons.

Duty of care is a legal obligation imposed on an individual requiring that they take reasonable care (to themselves as well as others) while performing any acts that could impose foreseeable harm on others.

OBJECTIVES

The objectives of LJSC to achieve its vision are:

- To provide a safe on-water environment for competitors and trainees having due regards to both known and unforeseen conditions;
- To have and maintain a suitable fleet of boats for race management and training;
- To encourage, train and retain the services of member volunteers to assist with race management, sail training, instructing and coaching.

Environmental Issues Affecting Sailing

Environmental factors including sea state (wind generated) may require on water activities to be cancelled earlier.

Weather Forecasts

- All staff, officials, members and volunteers shall be aware of the days forecast when planning on-water events. The individual skill level and ability of all sailors involved in the event need to be considered.

Code Red Fire Danger Rating Alert Action

In the event that the CFA issues a Code Red Fire Danger Rating Alert for the Central Total Fire Ban District, LJSC will take the following action while the alert remains in force:

- Members, guests and any staff will be advised not to attend or remain at the club.
- The clubhouse and shed will be secured and closed
- All planned sailing, social and activities will be cancelled
- Any persons seeking refuge from a high-risk area is advised to proceed to the nearest Neighbourhood Safer Place as directed by CFA

This action is consistent with CFA recommendations.

Storm Warnings

- Storm warnings shall be given the upmost consideration on how they are going to affect the area of sailing. If there is any doubt and lives are considered to be at risk, all on water activities are to be cancelled. These include thunderstorm, windstorm, cyclone, hurricane and tornados.

UV Protection

- Lake Jindabyne Sailing Club provides Sunblock for all staff, officials, volunteers and students located on the wall in the boat storage shed.
- All staff, officials and volunteers promote the usage of sunblock.
- Sun hats and sunglasses are encouraged to be worn at all times afloat where possible.

Personal Floatation Devices

LJSC will provide sufficient personal floatation devices in a range of sizes for all staff, volunteers and trainees.

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

All off the beach yachts shall wear personal floatation devices which are in good condition and are in accordance with the specifications issued or approved by the State Government of NSW, Australia at all times whilst afloat;

Trailer yachts are to carry personal floatation devices as per relevant regulations by the State Government of Victoria Australia and Safety Regulations set by Yachting Australia. The Race Committee may require competitors to wear personal floatation devices afloat during certain conditions. This shall be communicated as per the sailing instructions;

Rescue and Support Boats- All rescue and support boats shall wear compliant personal floatation devices for all crew on board.

Sailing Instructors and Coaches- All sailing instructors and coaches shall wear compliant personal floatation devices at all times whilst afloat. This is for the safety of the instructor and crew on boat the vessel as well as setting a good example for junior trainees.

Responsibilities for Conducting Racing and Training

Sign On/Off

- All yachts shall Sign On prior to leaving the beach area and Sign Off upon returning to shore in accordance with the relevant sailing instructions. This requirement is to ensure all boats have safely returned to shore;

Rescue and Support Boats

The number of boats required will depend on but not limited to:

- Competitors Skill Level
- Age and experience of the competitors
- Number of competitors
- Weather conditions
- Type of yacht.

The general rule of one (1) support boat per six (6) learn to sail yachts, one (1) support boat per ten (10) competing off-the-beach yachts as per guidelines set by Yachting Australia.

Communication

All racing and training associated with LJSC shall use the VHF frequencies, as described in the relevant sailing instructions.

Weather Information

Local weather forecasts are to be obtained from the Bureau of Meteorology (BoM) and placed on a notice board adjacent to the sign on/off sheets prior to commencement of racing;

Weather is to be monitored in the LJSC at all times whilst competitors are afloat- including observations from BoM Weather Forecast Updates and other sources available to the club.

The Race Committee are to be aware of wind speed limits that are to be used as a guide when assessing the safety of competitors and trainees.

Wind Speed Limits, Sea Conditions and Race Abandonment

The Race Officer will assist in the decision to abandon a race or event. This decision should be based on existing and forecasted weather conditions with respect to the safety category and skill level of sailors under which the event is being conducted. Race abandonment may be decided at any stage.

Under the RRS the skipper bears the ultimate responsibility in deciding whether to race or to continue racing. When considering whether conditions might be unsuitable for racing, wind strength alone is not necessarily a good indicator of risk and that there are a number of factors to be taken into account including:

- Wind
- Forecast wind strength
- Proximity to hazards
- Temperature
- Air temperature
- Water temperature
- Wave height
- Age of competitors, experience of competitors and capability of boats
- Nominal limits for dinghy classes are around 20 knots. Beyond this will depend upon whether the wind is steady or gusting as well as other factors below.
- If the wind is forecast to abate, it might be quite acceptable to start a race at or above the nominal wind speed limit. If it is forecast to increase, a more conservative approach might be appropriate.
- Air temperature has an effect on “the weight of breeze” so that a hot northerly of 25 knots is not as heavy a breeze as a cold southerly at 25 knots. Air temperature also effects strength and stamina of the sailors.
- Larger, steeper waves will increase the risk of capsize in dinghy fleets and make rescue more difficult
- Experience of officials’ rescue capability
- Younger kids in dinghies are likely to be less capable than the 20 to 30-year olds but, older adults are likely to be less fit, etc.
- Within the dinghy fleets, some boats tolerate the more demanding conditions than others. For example, high speed boats such as skiffs and cats are less capable of handling big seas than slower boats
- Trailer boats are capable of rendering assistance to one another. Whereas for dinghy fleets, are there enough rescue boats and trained crews to man them.

Child Protection Policy

Physical contact

Generally physical contact with players/participants should only take place for the following:

- to develop sport skills
- to treat an injury
- to prevent or respond to an injury
- To meet the specific requirements of the sport.

All physical contact by personnel should fulfil the following criteria:

- physical contact should be appropriate for the development of a sport skills
- permission from the player/participant should be sought
- Students/ participants be congratulated or comforted in public not in an isolated setting.

Supervision for children:

The number of staff needed will depend on the age and number of children involved, and whether there are disability considerations.

At a minimum, there should be two instructors (or instructor + assistant instructor) for each training course involving children. If instructors are less than 18 years old, an adult over the age of 18 should be on site for assistance in an emergency.

Australian sailing rules on number of instructors or assistant instructors for the number of course participants should be followed.

NSW Working with children check (WWCC)

All adults over the age of 18 involved in training with children should undertake a NSW working with children check (<https://wwccheck.ocg.nsw.gov.au/Apply>).

Upon receipt of a WWCC number the individual should provide it with their full name and date of birth to TBD.

A confirmation of the status of the WWCC should be obtained independently from <https://wwccheck.ocg.nsw.gov.au/VerifyIndividual>. ONLY a 'cleared' status is acceptable. If any other status is shown the individual should not be allowed to train children.

The NSW legislation allows parents and other close relatives (such as sibling, grandparent, step-parent, uncle) to volunteer in activities that involve their own children, without needing a Working with Children Check. However all individuals should be encouraged to follow the guidelines of LJSC for contact with children, and if volunteering regularly should be encouraged to get a WWCC.

Being alone with a child.

Staff and volunteers are to follow the following guidelines:

- Do not isolate yourself and a child, and avoid being alone with any particular child. If a child approaches you and wants to talk to you privately about a matter, do so in an open area and in the sight of other adults (e.g. Other coaches, officials or parents/guardians);
- If a discussion is needed in person, advise another coach or official and ask them to stay within sight while you have the discussion and to come to your assistance if the child becomes emotional and/or you indicate support is required in dealing with the child;
- Do not communicate directly with a child through phonecalls, text, email or social media - communicate via their parent. If direct communication is unavoidable copy in the parent or another adult instructor to the message.
- Avoid unaccompanied and unobserved activities with children, stay in sight of the other course participants.
- Adopt positive language and behaviour
- Adopt positive language when talking with children and in the presence of children.

Change Rooms

Before going into change rooms knock or announce that you will be coming in and have at least one other instructor with you in a change room with children. Do not isolate yourself and a child from others in the change room.

During a course involving children, instructors and other adults should use the LJSC laundry area toilets and change rooms.

Maintain control –avoid losing your temper

- Do not to lose your temper with a child (verbally or physically).
- Some ideas to assist with maintaining control include;
- Set up some basic rules at the beginning of the season such as be nice, follow instructions, have a go, no put downs;
- Make sure children are aware of these rules;
- Give positive messages.

Collection by parents/guardians

- Course participants and parents/guardians will be told of the start/ finish times of the course via email and verbally at the start of the course;
- All students must be signed out by a parent/guardian, each day of the course.
- At least two Staff, Officials or Volunteers will wait for parent/guardian of the child to collect the students from the LJSC
- The LJSC policy is that there will be a register of parent/guardian emergency contact numbers and all staff, officials and volunteers will have access to a phone and emergency contact register **online and** in the Sailing Office.

~~Work and Occupational Health and Safety Policy –
(See seperate policy document) –~~

Work Health and Safety (WHS) Policy for Lake Jindabyne Sailing Club

“Read the wind, sail hard, stay safe and have fun!”
Kosciusko Road, Jindabyne NSW 2627

Reference:

A. SafeWork NSW: Work Health and Safety Act 2011 No. 10 – current version 27 Oct 22.

Purpose

This policy affirms Lake Jindabyne Sailing Club’s commitment to work health and safety and reflects the value that Lake Jindabyne Sailing Club (LJSC) places on the health and wellbeing of all its members.

This policy recognises the varied uses and activities conducted by LJSC and its members, both individually and in organised events.

Scope

This policy applies to:

- all LJSC members
- visitors
- to the LJSC facilities
- all activities run by the LJSC at the Clubhouse as well as those activities undertaken by the LJSC at other locations e.g. on the water, at Regattas
- all contractors working at the LJSC clubhouse.

Members’ responsibilities

Members are individually responsible for helping to establish and maintain a safe and healthy club environment.

All members are expected to:

- Take reasonable care for their own health and safety and not adversely affect the health and safety of others.
- Comply with WHS legislation contained in the Act and with any reasonable instruction that is given to them.
- Support the Club’s objective of maintaining a club facility and environment that is safe and accident free.
- Be vigilant in identifying practices, attitudes and traditions that are likely to add risk.
- Eliminate risks to health and safety so far as is reasonably practicable, and if it is not reasonably practicable to do so, to minimise the risks so far as is reasonably practicable.
- Discharge their duty to the extent to which they have the capacity to influence and control the matter.

Officer duties

Under WHS law volunteers who sit on a committee where they make, or participate in making, decisions that affect the whole or a substantial part of the LJSC’s organisation are deemed to be officers.

A volunteer officer cannot be prosecuted for failing to comply with their officer duties under the WHS Act (see Ref A). This immunity for volunteer officers is designed to ensure that voluntary participation at the officer level is not discouraged.

An officer must exercise due diligence to ensure that LJSC complies with its health and safety duties.

To this end LJSC:

- Makes work health and safety a standing agenda item on committee meetings.
- Maintains a risk management process to manage work health and safety risks on and off the water.
- Has developed a number of incident management plans specifying response for potential incidents.

Rules governing general health and safety

All LJSC members, contractors and visitors are required to comply with the following:

- Any member considered to be under the influence of alcohol or drugs, where this condition may endanger the health and safety of that member or other members, is not permitted to launch a boat.
- Nobody is allowed to operate a Club boat or land vehicle if they are considered to be under the influence of alcohol, or drugs.
- Only persons with a boat licence are permitted to drive any LJSC boat with an engine.
- PFDs must be worn at all times on sailing dinghies and support boats.
- Boats are to be driven safely and in compliance with State laws.
- All hazards observed are to be reported to the Officer of the Day or a member of the Committee by the end of the day.
- Smoking is not permitted inside the clubhouse. Any area within 50 meters of operations where there is a hazard of fire or explosions including but not limited to berthing, handling any type of flammable material, receiving or transferring fuels, oils or other volatile liquids, and flammable liquids store.
- The ratio of supervisors to learner sailors is specified and adhered to.
- Rules are in place for each class of boats for the weather conditions under which sailing is cancelled.

First Aid Policy

This section outlines the policy of the Lake Jindabyne Sailing Club regarding the first aid facilities and services that are available to staff, volunteers and competitors during an emergency situation

It is **not** the policy of the LJSC to offer comprehensive medical services but simply to provide basic first aid and arrange for transport of an injured person to professional medical treatment as quickly as possible, as and when required.

Lake Jindabyne Sailing Club will ensure that:

- All rescue boats are equipped with first aid kits suitable to their purpose and use
- A fully equipped and maintained first aid kit is kept in a designated position ashore with access to a telephone.
- The minimum of one qualified person capable of providing first aid is available at all times for all sailing events.
- The Club will hold regular first aid courses for all staff, volunteers and members.
- A scheduled programme shall be adhered to ensure that all First Aid kits are maintained and serviced.
- An up to date emergency contact list shall be kept for full medical assistance such as local hospital, private doctor, ambulance etc. This shall be located in the clubhouse. The procedure outlined below details the action to be taken when a person requires First Aid as the result of an accident either within the BYS grounds or on the water during a BYS event.
- Persons that are injured within the LJSC grounds, who require first aid, should report to either the race officer or sailing instructor.
- In the event of an injury occurring on the water, it is hoped that sufficient basic first aid can be administered to allow the competitor to continue sailing. If the injury is severe enough that the sailor is not able to continue the 'On-water Emergency Plan' shall be implemented.

Smoke free Policy

LJSC recognises that passive smoking may be hazardous to health and that non-smokers should be protected from tobacco smoke where possible.

The clubhouse is smoke free including:

- Administration and office areas
- Change rooms and toilet blocks
- Internal function rooms and areas
- Any area with 2m of a building or structure
- All rescue and training boats
- Any area of operations where there is a hazard of fire or explosions including but not limited to berthing, handling any type of flammable material, receiving or transferring fuels, oils or other volatile liquids, and flammable liquids store.

Radio Operators Policy

This policy specifies actions required to implement satisfactory 'radio communications; for sailing activities and nominate the key personnel together with their tasks and responsibilities.

- Radio communication for the Lake Jindabyne Sailing Club is the responsibility of the Club Captain
- The sailing office, start and rescue boats are to be equipped with fully serviceable VHF radios capable of transmitting and receiving commonly used frequencies;
- A periodic maintenance is required to ensure that all VHF sets are fully operational at all times. A spare radio to be carried to replace any unit found to be defective;
- All staff and volunteer members who use radio communication for Lake Jindabyne Sailing Club recreational boating activities should hold an appropriate licence;

- The Lake Jindabyne Sailing Club will at all times follow the correct radio procedures:
 - For efficient and effective radio communications
 - To be professional in the way we manage our sailing
 - To keep radio transmissions to a minimum
 - To handle emergencies in a safe manner
 - To avoid involvement from the Australian Maritime Safety Authority and other government agencies.

Wind Speed Limits

Each sailing class has a limit at which they are able to start to or continue racing. The following table outline these limits. Class Associations have recommended the following maximum average wind speed (in knots) as a guide to Race Committees. However, the Race Committee should also consider sea state, forecast, the number of patrol boats available and experience before making the decision whether to start or continue a race.

Class	Onshore Breeze (knots)	Offshore Breeze (knots)
A Class Catamaran	22	22
Contender	22	22
Etchell	22	22
Hobie 14/16	26	26
Nacre 5.8	22	22
Nacre 16sq	22	22
Optimist	24	22
maricat	24	26
Windrush 14	26	26
Sabre	22-24	22-24
International Moth	22	22
Taser	22	22
Laser	22-24	22-24
Hansa 303	22	20
Ozi-Opti	18	18

Titles, roles, definitions and hierarchy used in this document

Commodore

- The most senior officer of the club.

Club Captain

- Reports to the Commodore
- The most senior officer for racing activities
- Day-to-day racing operations are usually undertaken by the RO

Training Officer and Centre Principal

- Reports to the Commodore
- The most senior officer for training events, activities and equipment

Officer of the Day (OOD)

- Reports to the Commodore
- The most senior officer for a given session or event.
- OOD should be clearly defined and socialised for any given event.
 - For training events, the default OOD is the most senior instructor
 - For race events, the default OOD is the Race Officer (RO)
- OOD can be overruled by the Commodore, if she/he is present.

Race Officer (RO)

- Reports to the OOD
- For racing events, unless otherwise stated, the RO is also the OOD

Sailing Operations Manager (SOM)

- Reports to the OOD
- Unless otherwise stated, for a specific event or session, this role is undertaken by the OOD

Instructors and Assistant Instructors

- Report to the Training Officer
- Have direct responsibility for planning and delivery of training sessions, according to Australian Sailing rules, guidelines and programs
- Can be paid (eg taught dingy courses) or voluntary (eg GreenFleet)

ATTACHMENT A – Officer of the Day (OOD) Duties

To assist the Officer of the day, this attachment will help conduct yacht racing and training events to ensure the well-being and safety of all participants in club boating events including yacht racing; ensuring the efficient and orderly management of those events; and to establish processes for the management of any emergencies or difficulties during on-water activities.

DIRECTION AND RESPONSIBILITIES

- The Officer of the Day (OOD) will be as determined by the LJSC Roster and must be a member of Australian Sailing.
- The Commodore has ultimate responsibility and authority for all club matters.
- As the nominated delegate of the Flag Officers and General Committee the OOD with assistance from the Sailing Operations Manager has been delegated responsibility for all boating matters on the relevant day, including all training and racing activities.
- In addition to the rostered OOD, the Sailing Committee may appoint a Principal Race Officer (PRO) for specific races, regattas or series.
- For the avoidance of doubt and in the event that the OOD or PRO are unavailable or unable to act, or in the event of any dispute between the PRO and the OOD as to safety, sailing or other boating activities, then the following order of precedence will apply:
 - Commodore
 - Vice Commodore
 - Rear Commodore
 - Club Captain
 - Sailing Operations Manager
- In the event of any emergencies, the OOD should consult the Sailing Operations Manager to invoke the club's On-water Emergency Plan.
- The OOD should not leave the club grounds at any stage whilst boating activities are under way at the club, and at least until all boats are finished, ashore and accounted for.
- The OOD shall be contactable via VHF and Mobile Telephone at all times. A Hand-held VHF will be made available for this purpose.
- Qualifications required but not limited to:
 - Yachting Australia Club/State/National Race Officers Qualification
 - Apply/Senior First Aid
 - Marine Radio Operators Certificate of Proficiency

DUTIES PRIOR TO RACING

- Ensure that you arrive at the club at least one (1) hour before the programmed first warning signal of scheduled races.
- Check the racing programme and ensure you know exactly which events are scheduled; type of start and which classes are racing.
- Assist the Sailing Operations Manager to conduct a volunteer briefing. Relaying information to volunteers about the days racing, weather and allocated duties for the day.

- Review the current and forecasted weather with the Sailing Operations Manager. If weather appears to be unsuitable, a decision to cancel or postpone any events can be made ashore on the official flagpole.
- Advise all competitors of the days courses with required code flags as per below. Announce over the PA course for the day, reminders to sign on.
- Ensure the following weather websites are open on the office computer:
 - BOM Weather Forecast
 - Weather Summary
 - Real Time Wind Observation
 - Wind map of NSW
 - Rain Radar

Starting Procedure for Club Starts

- For Club Starts, ensure that the race start system is operating.
- Brief the start team in the day's courses and marks.
- 6 minutes prior to the programmed warning signal time for the first race, activate the club race start equipment. Ensure that correct signals for divisions are available as required.
- Monitor the start of all divisions/classes to check for OCS infringements. Indicate individual or general recall as required.

During Racing

- The primary objective is safety first and achieving a race result is a secondary consideration at all times.
- Confirm the actual number of starters in each start.
If a change of sail number is indicated on any Sign-On sheets, or if visitors have entered, then notify the relevant starter via radio
- monitor progress of all boats around the course and check with the Race Starters via radio when leading boats in each class are approaching the finishing line.
- Maintain a constant vigil for changes in the weather using the Internet and visual observation.
- If you consider the fleet is at risk due to current or potential severe weather conditions, abandon all racing in consultation with the Sailing Operations Management. Consider the following prior to referring to On-water Emergency Response Plan.
 - Observations from the start boat
 - Current observations and weather forecast data from the internet;
 - Advice and observations as to wind, and sea states on the water from rescue and start boats
 - The available numbers of experienced rescue boat crews.
- Monitor position of boats and their progress and if considered appropriate, discuss with the sailing operations manager options to shorten course in accordance with the Sailing Instructions.
- Ensure to enable the horn to be sounded for the first finisher in each class/ division across the finish line in a club finish
- Consider whether on-water assistance is needed

- Monitor all race results to ensure accurate entries and all information is properly recorded.

After Racing

- Ensure all sailors are accounted for by checking that all skippers who have signed off, either as finished or DNF. One appropriate indicator of boats still on the water may be an empty boat trolley on the beach after racing is over. In the event that any boat remains unaccounted for, immediately call the skipper to the clubhouse and refer to the on-water emergency procedures.
- Ensure a rescue boat continues ferrying crews ashore if required. Seek additional assistance if required.
- Announce results and present prizes, as soon as possible after racing is finished and results collated. Remember to thank our sponsors and all volunteers for the day.
- Ensure all clubhouse facilities are shutdown including lights, heating, race-start system and radios.

OTB Courses, Signals and Racing

- If observed conditions on the OTB course indicate average **wind speeds less than 4 knots, or more than 22 knots averaged over 10 minutes – then conditions are unsuitable for any OTB racing**, and no start may be made. In that event, consider holding all OTB fleets on shore by announcements and display flags as per the sailing instructions.
- Pay particular attention to whether there is a strong wind warning or gale warning in place from the BOM. Such a warning does not automatically preclude OTB racing but does however place even greater importance on the need to ensure adequate patrol boats are available and crewed appropriately, to monitor wind & sea conditions and to ensure that classes are held on the beach if needed, at least until conditions settle or a final decision to proceed, postpone or abandon can be made.
- Decide upon the course area for keelboats and OTB – seeking wherever possible to keep these apart and hoist appropriate flags as set out in the Sailing Instructions. In the event that course selections are delayed, make an announcement advising members about the situation – e.g. that the Course Flag will only be flown from the start boat and that competitors should sail out to the start area.

OOD CHECKLIST

Upon Arrival

Discuss with Sailing Operations Manager any changes to Sailing Instructions or special events on the day

Prior to Racing

- | | | |
|---------------------------|---|---|
| Complete Check Completed. | <ul style="list-style-type: none">• Check racing program for days racing• Record Volunteers on arrival• Place Sign on sheets and copy of BOM forecast on the Sign On Table• Review current and forecasted weather with Sailing Operations Manager• Assist with Volunteer Briefing | <ul style="list-style-type: none">• Hoist Code flags for course on official flag pole• Conduct a VHF Radio Check• Advise sailors of the courses• Ensure sufficient volunteers for the day's activities• Ensure race start system is operating |
|---------------------------|---|---|

During Racing

- | | | |
|---------------------------|--|--|
| Completed Check Completed | <ul style="list-style-type: none">• Monitor starts for OCS/General Recall• Monitor current weather conditions around Port Phillip Bay | <ul style="list-style-type: none">• Monitor sign on/off sheets• Monitor sailors around the course |
|---------------------------|--|--|

After Racing

- | | | |
|---------------------------|--|--|
| Completed Check Completed | <ul style="list-style-type: none">• Sign off sheets collected• Keelboat Ferrying duties completed• Radios and start system shut down | <ul style="list-style-type: none">• Produce Results• Conduct presentation• Remove all flags from the flag pole |
|---------------------------|--|--|

Attachment B: Race Officer (RO) (OTB Starter/Trailer Sailor Starter)

Duties

Reports to: The Race Officer (RO) reports to the Officer of the Day (OOD).

The Race Officer is responsible for all on-water activities during race days including competitors, BYS Personnel, boats and equipment.

Duties for the RO prior to racing include:

- Checking with the OOD and Sailing Operations Manager if there are any changes to the sailing instructions;
- Checking that the start boat is loaded with the required equipment and is operational for intended use. Equipment shall include but not limited to-
 - Class Flags
 - Patrol Boat safety gear
 - First aid kit
 - Food and drink for persons on-board
 - Perform a radio check.

Duties during racing:

- Allocate duties on board the start boat and make sure that each fully understands their duties and responsibilities;
- Ensure that racing is conducted with the latest editions of
 - Sailing Instructions
 - The ISAF Race Management Manual
- Assist in maintaining constant surveillance on the weather and if the situation requires to assist in implementing the “Emergency Rescue Coordination Plan”;
- Assist in the event of a medical emergency, coordinating the transportation of the injured person where applicable as for the LJSC Emergency Rescue Coordination Plan;
- Remain on the water until all competitors are safely ashore;
- At the conclusion of racing for the day, retrieve all marks where applicable and ensure that all competitors and personnel have safely returned to shore.

Duties after racing:

- Ensure all equipment is returned to appropriate areas;
- Notify Club Captain of any maintenance needs
- Assist OOD in any racing related duties ashore.

Qualifications required but not limited to:

- Yachting Australia Club/State/National Race Officers Qualification;
- Apply/Senior First Aid;
- Recreational boat licence or higher;
- Yachting Australia Safety boat Operator Certificate;
- Marine Radio Operators Certificate of Proficiency.

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Attachment C: Committee responsibilities

Committees	Responsibilities	Members (and their individual responsibilities within each committee)
General committee (standing committee)	<p>Policy and program development External communications:</p> <ul style="list-style-type: none"> • SM Regional Council; • Aus Sailing; • Other Clubs; • Grant bodies/ applications <p>Marketing and promotion Infrastructure and facilities Finance Membership Training and Development Sailing events (regattas both home and away) Social events. Catering</p>	<p>Commodore (chair): responsible for overall coordination of club activity, maintains relationships with Sailing NSW, Council, tenants and sub-lessees, social membership, guides policy and strategies for success, participates in other sub-committees as required.</p> <p>Secretary: maintains comms with external stakeholders, minutes meetings, webmaster and FB including marketing and promotion. Share membership with Treasurer</p> <p>Treasurer: Finances, membership and other fees. Annual financial reporting</p> <p>Club Captain: Chairs Sailing Committee, responsible for the sailing program (see below)</p> <p>Training Officer: Liaison with Sailing NSW, organises Tackers training, coordination of instructors, Asst Instructors, courses for power vessels, first aid, comms, HSW compliance training etc.</p> <p>Boatswain: infrastructure and facilities maintenance.</p> <p>Social Secretary: organises and coordinates social events, presentations, trophies</p> <p>Catering Officer: Wednesday BBQ, supports all LJSC events where catering is required</p>
Sailing committee (standing committee)	<p>Race calendar Race Officer duties (and roster when required) Course setting, buoy deployment and recovery Training Start and rescue boat rosters Regatta coordination Protest committee organisation</p>	<p>Club Captain (chair): overall coordination and execution of sailing and race program incl Regattas, Protest Committee chair (unless directly involved).</p> <p>Race officer: starts and finishes, handicapping, results</p> <p>Training Officer: coord provision of sail training, race tactics and rules education.</p> <p>Boatswain: maintenance of club training fleet incl rescue and start boats and related equipment.</p>
Infrastructure sub- committee (ad hoc)	Events sub-committee	Stood up to coordinate special events (if large and/or represent significant risk to LJSC)
Other ad hoc committees as req'd		Chaired by Commodore, other committee members co-opted as required (other non-committee members may be invited based on individual expertise/ skill set)

Attachment D: Sailing Instructor Duties

Reports to: The Sailing Instructor (SI) reports to the Sailing Operations Manager.

The Sailing Instructor is responsible for all on-water activities during training days including clients/participants, LJSC Personnel, boats and equipment.

Duties for the RO prior to racing include:

- Checking with the OOD and Sailing Operations Manager if there are any changes the sailing schedule and existing known hazards.
- Checking that their allocated safety boat is loaded with the required equipment and is operational for intended use. Equipment shall include but not limited to-
 - Rescue boat safety gear
 - First aid kit
 - Training Equipment
 - Food and drink for persons on-board
- Perform a radio check

Duties during training:

- Allocate duties on board the training boat and make sure that each fully understands their duties and responsibilities;
- Assist in maintaining constant surveillance on the weather and if the situation requires to assist in implementing the “Emergency Rescue Coordination Plan”;
- Assist in the event of a medical emergency, coordinating the transportation of the injured person where applicable as for the LJSC Emergency Rescue Coordination Plan;
- Remain on the water until all are safely ashore;
- At the conclusion of the day, retrieve all marks where applicable and ensure that all competitors and personnel have safely returned to shore.

Duties after training;

- Ensure all equipment is returned to appropriate areas;
- Assist OOD in any related duties ashore.

Qualifications required but not limited to:

- Yachting Australia Club/State/National instructors Qualification;
- Apply/Senior First Aid;
- Recreational boat licence or higher;
- Yachting Australia Safety boat Operator Certificate;
- Marine Radio Operators Certificate of Proficiency.

ATTACHMENT E - Rescue Boat Operations Policy

The responsibility for the Club's Rescue and Start Boat fleet is overseen by the Club Captain and nominated member of the General Committee to oversee operational aspects including allowable usage and allocation, volunteer and professional maintenance, replacements, allocation to major events both at the club and away

The skipper of each Patrol Boat is ultimately responsible for the safety of his/her crew and vessel. Skippers of LJSC Boats **must** comply with the following:

- Hold a current NSW Marine Licence.
- Marine Radio Operators Certificate of Proficiency.
- Be 16 years of age or older.

It is highly recommended that skippers hold a YA Power Boat Handling Certificate and a YA Safety Boat Operators certificate. Only holders of a current Marine Licence NSW can actually operate or control a LJSC Boat.

Rostered Crew

- Boat crews are to be allocated in accordance with the Roster and additional volunteers are to be used to fill in vacant positions;
- The names of all persons actually allocated to LJSC Boats or loan boats for each event are to be recorded on the Boat Log Sheets and maintained by the Sailing Operations Manager, OOD, Radio Operator or their substitute.

Prior to leave the beach

- The skipper is responsible for completing the boat checklist prior to operating his/her vessel. (See below)
 - Ensure that there are sufficient life jackets for those on-board and adhere to the LJSC Personal Buoyancy Policy
 - Each patrol boat skipper must familiarise themselves and crew-members with the location of the safety equipment for each vessel they have been allocated to.
 - All engine and safety systems must be in proper working condition. The following areas are to be considered:
 - Outboard engines must be securely attached to the boat.
 - Kill switches must be fully functional and used at all times.
 - The use of propeller guards on vessels where fitted is LJSC policy.
 - The steering mechanism should be free and easy to use.
 - Throttle and gear changing mechanisms must be positive and reliable.
 - The skipper shall perform a radio check, and report fuel levels and number of persons on board.
 - In the situation of less than 30% of current fuel capacity or if any difficulties with radio communications are encountered the OOD or Sailing Operations Manager should be contacted to assist with co-ordinating re-fuelling or repairs. In appropriate circumstances with permission of the OOD or Sailing Operations Manager, the skipper and crew may commence operations while arranging extra fuel to be collected at the first opportunity.

Upon returning to the beach

- The skipper is responsible for shutting down and securing their vessel upon returning to shore which including the following:
 - Ensuring that the vessel is stowed in the shed
 - Turning off all batteries, recording fuel levels, and locking up the boat.
 - Removing all rubbish and personal belongings
 - Returning all equipment to applicable storage areas

- Completing patrol boat log and returning to LJSC Sailing Office, reporting any issues or defects to the Boat Captain.

Boat coordination on the water

- While OTB boats are on the water, every effort is to be made for 1 soft sided Patrol Boat to be in the vicinity of the OTB fleet;
- The following indicates the various uses of each of the LJSC Boat Fleet together with the minimum crew. Additional crew can be allocated at the discretion of the Sailing Operations Manager or OOD.

Rescue boat, minimum crew 2, Primary usages rescue boat and training vessel

Start Boat, Minimum crew 1, Primary usage start and finish boat, can be used as rescue boat and for training if required.

- Start Boats should never be relied upon as Rescue Boats but can be directed to assist other craft if poor conditions require it;
- The personal preferences of a volunteer or staff member should not impact the decision as to which boat to put on the water. Due to maintenance operations, the Sailing Operations Manager or OOD may change rostered vessels to an alternative rescue boat.
- The crew/s of all rescue boats must be fit, willing and able to act including the preparedness to enter the water if necessary; It is highly desirable that all crew-members of LJSC boats are competent swimmers
- Patrol Boats will be allocated on-water tasks that reflect their availability and capability where all possible;
- It is acceptable practice, and subject to the experience of the skipper and crew to bring a small sailing dinghy on board using the following guidelines:
 - Ensure that self-bailers on the dinghy are closed;
 - The mast does not necessarily need to be dropped;
 - The sail may need to be dropped before bringing the boat on board;

General

- Patrol boats must not be used for joyriding or skylarking. Boating regulations, including speed limits and appropriate levels of seamanship and courtesy must be strictly adhered to at all times;
- LJSC boats must also not be used as private leisure craft unless specifically allocated to a scheduled club event such as a cruise;
- Spectators other than rostered crew-members are **not permitted** on Patrol Boats while on active duty without permission of the OOD. The ability to carry out an effective and safe rescue should be considered before allowing spectators on the vessel;
- In accordance with the club policy, smoking is **not permitted** at any time on Patrol Boats;
- Alcohol or drugs are **not permitted** on Patrol Boats under any circumstances. A 0.00% test reading is required at all times;

Use of club vessels for private coaching

A **senior current financial LJSC member** may request from the Sailing Operations Manager and/or club captain the use of a patrol boat for coaching purposes at any time during daylight hours subject to the following:

- that the use of the Patrol Boat does not interfere with other LJSC operations;
- the skipper and all crew of the Boat must be current financial LJSC members and comply with the LJSC Patrol Boat Operations Policy at all times.
- Any damages occurred during the period the boat is away from LJSC premises shall be charged to the member of whom permission is granted for the use of the vessel.

Maintenance and repairs

The responsibility for maintenance of the Club's Boat fleet is overseen by the Boat Captain and nominated member of the General Committee. The sailing operations manager or nominated assistant will complete a weekly check of club vessels and arrange for repair of any maintenance issues or defects. All equipment shall be serviced as per the manufacturers recommended service schedules.

Patrol Boat Skippers Checklist

VESSEL INFORMATION

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

Prior to Operation

Vessel Logbook checked for reported issues.

Keys collected from sailing office

- | | | |
|---------------------------|--|---|
| Complete Check completed. | <ul style="list-style-type: none">• Safety Gear present and sealed• First Aid Kit present and sealed• Correct number of lifejackets on-board• Batteries turned on• VHF Operational• VHF Antenna in Good Condition• Kill cord operational | <ul style="list-style-type: none">• Anchor in operational condition• Fuel levels checked• Required training/racing equipment on board• Inflatable tubes pumped (Where applicable)• All lights and electronics working |
|---------------------------|--|---|

After use

- | | | |
|---------------------------|---|--|
| Completed Check Completed | <ul style="list-style-type: none">• Rubbish removed• Safety Gear returned to sailing office• First aid kit returned to sailing office• Keys returned to sailing office• Training/racing equipment removed from vessel | <ul style="list-style-type: none">• Batteries turned off• Boat securely berthed• Hatches locked and secured• Fuel levels recorded |
|---------------------------|---|--|

Life Jackets

Hang life jackets to air/dry

Fuel Levels/ Engine Hours

Current Fuel Level: _____

Total running hours: _____

Maintenance Notes/Defect Comments

Patrol Boat Request for Away Events Application

MEMBER INFORMATION

Member
Name: _____

Member
Number: _____

Contact
Number: _____

Email: _____

Event Information

Event: _____

Classes
Supported: _____

Sailors _____

Start date of
request _____

Vessel Returned
by _____

I agree, if my application is accepted to adhere to the LJSC Patrol Boat policy, in particular:

- Patrol Boats may be used by a current **senior financial LJSC member** for coaching and sailor support at events away from LJSC only with the approval in writing from the sailing committee.
- Permission shall be sought by completing the 'Patrol Boat for Away Events Application Form' and submitted to the sailing office.
- Only a licensed and approved club member will be granted approval and is responsible for delivering, skippering and returning the boat. It is expected that the boat be returned in the same condition as it is given to the user with a full tank of fuel on return.
- The method of delivery and return to away event shall be by road. The user shall adhere to the LJSC Towing Policy. Delivery and return via the water requires written approval from the flag officers.
- Any damages occurred during the period the boat is away from LJSC premises shall be charged to the member of whom permission is granted for the use of the vessel.

Signed: _____ Date: _____

For Office Use Only

Received on: _____ Next Committee Meeting: _____

Application requested Accepted / Denied

Pick up date: _____ **Return by date:**

Vessel allocated for use:

Patrol Boat Weekly Checklist

VESSEL INFORMATION

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

Prior to Inspection

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

Hull

- | | | |
|---------------------------|--|---|
| Complete Check Completed. | <ul style="list-style-type: none">• Bilges Bailed• Bilge Pump checked for operation• VHF Operational• VHF Antenna in Good Condition• All lights and electronics working• Inflatable tubes pumped and not leaking• Inflatable foot pump present | <ul style="list-style-type: none">• All hull fittings in working condition• Antifouling- Hull checked for operational use• 2x Paddles (If Required)• Anchor in serviceable condition• Safety gear checked and sealed• First Aid kit checked and sealed |
|---------------------------|--|---|

Engine and Fuelling

- | | | |
|---------------------------|--|--|
| Completed Check Completed | <ul style="list-style-type: none">• Engine Flushed with Fresh Water• Keys in good condition• Prop guard present and in good condition• Kill switch in working condition• Fuel tank full• Fuel lines check with no leaks present | <ul style="list-style-type: none">• Steering operating freely and in good condition.• Start battery charged and in good condition• Engine oil and coolant levels correct• Tank vents working freely |
|---------------------------|--|--|

Life Jackets

Wash and dry all life jackets

Equipment checked for damage/wear:

Racing/Training Equipment

Equipment removed from boat where applicable
Required equipment for next scheduled use prepared.

Inspection Notes/Comments



ATTACHMENT F - Training Yachts and Equipment Operations Policy

All Lake Jindabyne Sailing Club equipment and craft are checked over on a regular basis.

- Use reports are to be completed after using any equipment, stating use of the equipment, what the use was, and any faults or repairs needed. These shall be handed to the Sailing Office at the end of each session.
- Equipment out of service due to a repair needed to be completed shall be tagged with a yellow 'Out of Service' Tag.

Dinghy Fleet

- Boats shall be equipped so that it is possible to teach the entire relevant syllabus according to the conditions.
- All Boats must be maintained in good condition. The following areas should be considered:
 - Hulls should be well maintained in a good state of repair, watertight, and with all the fittings and toe straps in good working order.
 - Running rigging should be well maintained and in a good state of repair. There should be no protruding strands in wire rigging and all shroud pins and split rings should be taped.
 - Rudder, centreboard or dagger board should be in good condition
 - Sails should be in serviceable condition for the courses on offer.

General

- A **current financial LJSC member** may request the use of a training dinghy or equipment at any time during daylight hours subject to the following:
 - that the request may be declined by the Sailing Operations Manager at any stage;
 - that the use of the yacht and equipment does not interfere with other LJSC operations;
 - that the craft requested is appropriate to the skill level of the user;
 - the skipper and all crew of the must be current financial LJSC members;
 - Each user must return equipment to the relevant location and complete the relevant log book for their boat specifically noting any repairs or maintenance required.
 - unless specifically exempted, the yacht and equipment must at all times remain within clear view of the clubhouse.

ATTACHMENT G – Trapeze Harnesses and Entrapment

World Sailing have introduced new rules that require trapeze harnesses to be 'quick release' and compliant with ISO 10862 allowing the competitor to detach at any time.

The new rule is seen in RRS 50.1(c) and comes into effect from 1 January 2025⁵³. The essence of the rule is that trapeze shall be of the quick release variety complying with ISO 10862 which allows the competitor to detach from the hook or other method of attachment at any time.

Evidence shows that the hook on the harness being caught by but not limited to the following can entrap trapeze harness users:

- Piercing a trampoline or mesh wing or the deck or hull and then becoming stuck;
- Becoming snagged on other parts of the boat rigging including shrouds, hiking (toe straps) and vang; or
- Becoming tangled and caught in sheets.

To reduce the risk of trapeze harness entrapment, the following should be considered:

- Sailors should:
 - Keep lines and sheets organised in the boat;
 - Wear close fitting clothing and personal floatation device;
 - Carry a sharp, well maintained and easily accessible, preferably serrated knife and ensure all crew know of its location and are prepared to use it to cut a harness or trampoline mesh;
 - Wear clothing and equipment which are unlikely to snag or can be easily freed.

All race officials and safety boat crew should be briefed on the risk and dangers of entrapment and methods of recovery

- Safety boats should be equipped with sharp knives to cut sheets, trampoline, harnesses etc. to free a sailor and bolt / wire cutters to cut rigging
- Immediately it becomes apparent that a sailor has not surfaced and may be entrapped, all efforts should be directed towards righting the boat to bring the sailor to the surface.
- In the case of catamarans, safety boat crew should also be prepared to cut the trampoline.
- When the sailor has been brought to the surface, other equipment that should be carried by safety boat crew should be used to release the trapped sailor

ATTACHMENT H – Rescue Protocol for Sailors with Disabilities

General

Sailors with a disability are sailors first and foremost. They are looking for the same things out of their sport as their able-bodied colleagues. They come in a range of shapes & sizes, genders, and abilities – from the highly trained and skilled athlete to the sailors who just like to get out on the race course and have some fun in a good fleet. Some know their limitations, others do not.

Race Management Imperatives

Race Management decision making for fleets containing athletes with a disability is no different to normal race management principles in that the Race Officer needs to understand the characteristics of the class of yacht, how manageable it is in various conditions, the experience and capability of the competitors, and so on.

Disabilities

Disabilities vary quite widely and can affect physical movement, dexterity, speech and sensory perception.

Rescue Procedure.

Where a yacht crewed by sailors with a disability requires assistance, rescue boat crews should:

Talk to the crews about what assistance is required before taking any action.

They are more familiar with their yachts and their own bodies.

Be aware that some disability types make the person more susceptible to fatigue, heat stroke or hypothermia. While most sailors with a disability are aware of this and take steps to manage it, rescue boat crews should be on the lookout for this on cold and hot days.

Avoid transferring sailors with limited mobility from their yachts while on the water.

In many cases it can easily lead to a further injury of the person and can also be the cause of strains and injuries to the volunteers. Whenever possible, leave the crews in their yacht and get them towed back to the dock where transfers can be affected with the assistance of a hoist.

If a person is to be retrieved from the water, talk to them about the best way to lift them into the boat.

A sling style lifting device can be better for people with pre-existing spinal injuries and for larger people. Alternatively, provided they have sufficient buoyancy, it may actually be safer to slowly tow the person ashore.

ATTACHMENT I – Treating Hypothermia

Call 000 if you suspect hypothermia

Symptoms of hypothermia in adults and children include:

- Confusion, memory loss, or slurred speech
- Drop in body temperature below 35 Celsius
- Exhaustion or drowsiness
- Loss of consciousness
- Numb hands or feet
- Shallow breathing
- Shivering

Symptoms of hypothermia in infants include:

- Bright red, cold skin
- Very low energy level

Restore Warmth Slowly

- Get the person indoors.
- Remove wet clothing and dry the person off, if needed.
- Warm the person's trunk first, not hands and feet. Warming extremities first can cause shock.
- Warm the person by wrapping him or her in blankets or putting dry clothing on the person.
- Do not immerse the person in warm water. Rapid warming can cause heart arrhythmia.
- If using hot water bottles or chemical hot packs, wrap them in cloth; don't apply them directly to the skin.

Begin CPR, If Necessary, While Warming Person

- If the person is not breathing normally:
- For a child, start CPR for children.
- For an adult, start adult CPR.
- Continue CPR until the person begins breathing or emergency help arrives.

Give Warm Fluids

- Give the person a warm drink, if conscious. No caffeine or alcohol.

Keep Body Temperature Up

- Once the body temperature begins to rise, keep the person dry and wrapped in a warm blanket. Wrap the person's head and neck, as well.

Follow Up

- At the hospital, health care providers will continue warming efforts, including providing intravenous fluids and warm, moist oxygen.

ATTACHMENT J – Refuelling Procedure

The responsibility for the refuelling the LJSC Boat fleet is overseen by the Club Captain for operational aspects including refuelling and storage of fuels. Refuelling, including transferring fuel between containers is a potentially hazardous part of boating. It is important to take care and to follow the correct procedures.

- Do not smoke at any stage.
- Do not allow yourself to be rushed by other people.
- Be alert to the smell of petrol.
- Do not allow people to remain on your boat when refuelling.

General

- Know the capacity of your fuel tanks and be aware of how much spare capacity you have. You should be able to reconcile the quantity of fuel that goes in with the capacity of the tank.
- Make sure your vessel is securely moored when refuelling at a wharf, jetty or pier.
- Do not 'raft' – do not tie up alongside another vessel that is refuelling and do not allow another vessel to tie up alongside yours while you are refuelling.

Before refuelling

- Ensure that engine bays and bilges have adequate ventilation.
- Close all bungs and scuppers to contain any potential spillage.
- Ensure that you have the correct fire-fighting equipment on board, that it is in good working order, that it is easily accessible and that you know how to use it.
- Make yourself aware of other fire-fighting equipment that is close at hand at the service station or marina.
- Make sure you know where the nearest spill kit is located.
- Turn off all potential sources of flame such as electrical equipment and mobile phones. It is recommended to turn off the vessel's battery at the main switch.
- Remove all passengers from the boat (regulation 91 of the Marine Safety Regulations 2012 (Vic) prohibits an operator from refuelling a recreational vessel at a wharf, jetty or pier if there are passengers on board).
- Close all hatches and doors.
- Before starting the engines or operating the vessel, inspect the bilges in order to 'sniff out' any pockets of petrol vapour. If found, fully vent the space and report to the Sailing Operations Manager.
- Ensure that there are no sources of ignition low in the vessel. In particular, move batteries and other electrical items out of enclosed spaces containing any part of the fuel system. Low voltage bilge pumps improperly wired can cause sparks.
- Remember that engine starter motors are a cause of sparks and a potential source of ignition.

During refuelling

- Ensure that no one is on-board the vessel when refuelling at a wharf or jetty.
- If using a petrol engine, ensure it is properly grounded to prevent the buildup of static electricity.
- Ensure the hose nozzle is in the tank before starting the dispenser.
- Operate the fuel dispenser by hand only – do not lock or jam the dispenser in the open position.
- Don't overfill the tank: fuel expands in high temperatures and may overflow.
- Maintain contact between the hose nozzle and the filler neck to avoid static sparks.
- Ensure the dispenser is off before removing the hose nozzle from the tank.
- Transferring fuel between containers when at sea is not recommended and should only be done if it is unavoidable. You should ensure that your chosen vessel has adequate fuel capacity for the voyage that you are undertaking.

After refuelling

- If fuel has spilled into the bilges, manually pump the bilges out into a container or an onshore tank and vent the bilges to the stage where there has been a complete change of air.
- Only start the engine when you are satisfied that the boat is free of fumes – use your sense of smell and consider using vapour detectors that are designed to detect petrol fumes.
- Only allow passengers to board the vessel after you have started the engine and allowed it to run for an adequate time meaning after there has been a complete change of air in the space and there are no fumes detected by sense of smell

Portable tanks

Portable fuel tanks should be filled on the ground away from the boat.

If using portable petrol tanks to supplement onboard fuel tanks, they should be kept in a position where they can be ejected quickly from the boat. Always use fuel lines to transfer fuel from portable tanks to inboard tanks or direct to the engine, in preference to pouring fuel through a funnel or spout.

ATTACHMENT K – Trailer Towing Procedure

Before Starting

- Before hooking up to the trailer, make sure your tow vehicle is full of oil and fuel. Remember, it is a lot easier to fuel your tow vehicle at a gas station without a boat and trailer attached. You should also make sure the vehicle has plenty of water in the radiator and fluid in the transmission. Towing a large load can often times heat up a motor and strain a transmission. If you haven't already done so, look into installing a transmission cooler on your tow vehicle;
- Check the tow vehicle's tyres for proper inflation. If you have a dual wheeled vehicle, make sure there aren't any "hidden" flats;
- Connect the safety chains, and if equipped, attach the safety brake chain;
- Before starting out on a trip, practice turning, stopping and backing up your trailer in an area away from traffic. Make sure your mirrors give you ample vision around both sides of the boat and trailer and if not, look into getting modified mirrors for your tow vehicle;
- Check the trailer's turn signal, running and brake lights;
- Check the trailer's tyres and make sure the lug nuts are tightened. A partially flat trailer tyre will heat up and eventually disintegrate. And, losing a wheel can prove to be disastrous, especially if the loose wheel strikes another vehicle;
- Double check that the boat is secured properly to the trailer;
- Check the reservoir on the trailer's surge brakes if fitted;
- Check the trailer's connection to the hitch to make sure it is fastened properly and latched. A pin, such as a cotter pin or a bolt should be placed through the latch itself to prevent it from coming loose or being undone by vandals while the vehicle is parked;
- Check to make sure the trailer ball on your tow vehicle matches the coupler on your trailer. The three major sizes of trailer balls are: 1-7/8", 2", and 2-5/16". Make sure the ball is fastened properly to the tow vehicle and that the mounting will handle the capacity equal to or greater than the weight of the trailer and boat. If you have a receiver type hitch, make sure the insert (the bar the ball attaches to) is secured with a retaining pin and that it has a locking clevis pin on it.

Backing

- Back slowly with someone outside the rear of the trailer to guide you;
- Place one hand at the bottom of the steering wheel and move it in the direction you want the trailer to go;
- Make small steering inputs. Slight movements of the steering wheel result in a greater movement at the rear of the trailer;
- Use your mirrors. Always watch both sides of the trailer.

Braking

- Allow considerably more distance for stopping with a boat and trailer attached;
- If you have a manual brake controller, lead with the trailer brakes first, if possible. To correct trailer side-sway, touch the manual trailer brakes without activating the tow vehicles brakes;
- Be sure to steer as straight as possible when stopping a rig. Turning while making a radical stop can cause the tow vehicles rear end to be pushed forward of the front. This is called "jack-knifing".

Downgrades and Upgrades

- Downshifting assists braking on downgrades and provides added power at the drive wheels for climbing hills.

Acceleration and Passing

- The added weight of the trailer can dramatically decrease the acceleration of the towing vehicle. Exercise caution;
- If you must pass a slower vehicle, be sure to allow extra distance. Remember, you also have the added length of the trailer which must clear the other vehicle before you can pull back into the lane;
- Make your pass on level terrain with plenty of clearance;
- If necessary, downshift for improved acceleration.

Driving With an Automatic Overdrive Transmission

- With certain automatic overdrive transmissions, towing, especially in hilly areas with heavier boats, may result in excessive shifting between overdrive and the next lowest gear;
- If this occurs, it is recommended that the overdrive gear be locked out to eliminate the condition and provide steadier performance. Note: See the tow vehicle's owner's manual for more information. When there is no excessive shifting, use the overdrive gear for optimum fuel economy. Overdrive also may be locked out to obtain braking on downgrades.

On The Road

Regularly stop in a protected area and double check:

- Trailer hitch attachment;
- Lights and electrical connections;
- Trailer wheel lug nuts for tightness;
- Engine oil - check regularly throughout the trip.

ATTACHMENT L – Emergency Management Centre

The Incident Management Centre for Jindabyne Sailing Club is the club office located in the Clubhouse. The IMC will be set up with the following during all activities

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

ATTACHMENT M – Emergency Contact Numbers

POLICE AMBULANCE FIRE000

Commodore (John Baird) 0400 233 360

Street AddressKosciuszko Rd, Jindabyne, NSW

Co-ordinates. 36.411659S. 148.603514E

Marine Rescue Alpine Lakes(000). 0419 912 883

NSW Water Police(000). 1800 135 729

Australian Search and Rescue(000). 02 6230 6811

Local Police(000). 02 6456 2244

Fire station Jindabyne. (000) 02 6456 2476

Superclinic 02 6457 1221

Bureau of Meteorology03 9669 400

ATTACHMENT N – INCIDENT AND INVESTIGATION REPORT FORM

SECTION 1		
Details of Injured Person		
Given Names	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Surname	Employment Details	
Residential Address:	<input type="checkbox"/> Full time	<input type="checkbox"/> Part Time
	<input type="checkbox"/> Casual	<input type="checkbox"/> Volunteer
Post Code:	<input type="checkbox"/> Member of the Public	<input type="checkbox"/> Contractor
D.O.B:	<input type="checkbox"/> Other:	
Details of the incident/accident		
Day ____ Month ____ Year ____	Time of incident: ____ : ____ am or pm	
Location/address of where the incident occurred:		
Description of the incident accident (tick if additional information is attached <input type="checkbox"/>)		
Nature of the work injury or work caused illness, e.g. sprain, burn etc.		
Bodily location of work injury or work caused illness:		
Medical Treatment <input type="checkbox"/> Nil <input type="checkbox"/> First Aid <input type="checkbox"/> Doctor Only <input type="checkbox"/> Hospitalised		
Mechanism of injury or disease	Agency of injury or disease	
<input type="checkbox"/> Fall	<input type="checkbox"/> Machinery and (mainly) fixed plant	
<input type="checkbox"/> Trips or slips	<input type="checkbox"/> Mobile plant and transport	
<input type="checkbox"/> Sound or pressure	<input type="checkbox"/> Animal, human and biological agencies	
<input type="checkbox"/> Biological factors	<input type="checkbox"/> Powered equipment, tools and appliances	
<input type="checkbox"/> Hitting objects with part of body	<input type="checkbox"/> Non powered hand tools, appliances and equipment	
<input type="checkbox"/> Body stressing/Mental Stress	<input type="checkbox"/> Environmental agencies	
<input type="checkbox"/> Heat, radiation or electricity	<input type="checkbox"/> Chemicals and chemical products	
<input type="checkbox"/> Chemicals or other substance	<input type="checkbox"/> Materials and substances	
<input type="checkbox"/> Other or unspecified mechanisms of injury	<input type="checkbox"/> Other or unspecified agencies	
I declare that all details provided by me on this form are true and correct.		
Employee Signature _____		Date _____

SECTION 2 (Supervisor to Complete)			
Supervisor's Name:		Contact No:	
The Injured Person	Did the injured person stop work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Treated by Doctor _____	If Yes, stop date ____/____/____ Time:		
<input type="checkbox"/> Hospital admitted to _____	Experience: _____ Years _____ Months		
<input type="checkbox"/> Returned to normal duties	Are there safety docs to cover this task?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Returned to Alternative duties	Is the documentation adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Workers' Compensation claim	Is a Safety Alert required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Rehabilitation	Has the person been adequately trained?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Details of Witness/es	Prompts		
Name:	Witness Statements taken and attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Contact No:	Photos taken and attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name:	Reporting requirements		
Contact No:	Dept. WH&S	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name:	Police	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Contact No:	WorkCover (Employer Report)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Actions required (control measures) Tick if additional information is attached <input type="checkbox"/> Date implemented			
Eliminate			
Substitute			
Isolate			
Engineer/Redesign			
Administration			
Personal Protective Equipment			

Feedback to person involved		<input type="checkbox"/> No	<input type="checkbox"/> Yes – Date:
Please copy this report when completed and forward to: (each person to sign)			
General Manager	Manager		
Supervisor	Safety Officer		

Lake Jindabyne Sailing Club

On Water

EMERGENCY PLAN

OBJECTIVE

To provide a safe on-water environment for all participants- both competitors and officials- having regard for both expected and unforeseen conditions.

This document provides the following:

- Minimum safety requirements for the conduct of races
- A coordinated emergency plan for all on water activities
- Recommended responses by rescue boats and emergency services under control of the rescue coordinator.

This plan specifies the actions required in the event of a major incident occurring at the Lake Jindabyne Sailing Club (LJSC) and nominates the key personnel who will take charge, together with their tasks and responsibilities.

LJSC recognises that a 'Major Incident Plan' is required to manage any unforeseen catastrophe that occurs within the club's premises, or with any on-water activity. This policy is to cover any on-water activity

Major incidents may include but are not limited to:

- Accidents involving serious injury or death;
- Fire and/or explosion;
- Storm damage;
- Sinking of vessel or vessels;
- Electrical incidences;
- Fuel spillages;

The following persons will have responsibility for the areas nominated that will be the subject of separate procedures-

- Club premises and grounds. Commodore
- On water activities Sailing Operations Manager (this is defined as the most senior official onsite for the event in question)

Procedure

- The SM will immediately take charge of the incident and remain close to radio and telephone communications;
- In the event that the SM is not present at LJSC, his duties shall be taken over by the OOD or a flag officer;
- Immediate action must be taken by the Race Officer to remove any people from danger, render emergency first aid and report back to the SM;
- Having ascertained the nature of the incident, the damage or threat to humans, the SM will contact the appropriate emergency services for assistance:
 - Accident involving serious injury or death

- 000 (Operator will direct the call to the relevant agency)
- Transport Safety NSW
- WorkSafe
- Fire and Explosion
- 000 (Operator will direct the call to the relevant agency)
- Transport Safety Victoria
- WorkSafe
- Sinking of vessel(s) and/or fuel spillage
- 000 (Operator will direct the call to the relevant agency)
- Transport Safety NSW
- EPA
- WorkSafe

A marine incident report must be completed by LJSC and forwarded to Transport Safety NSW.

RESPONSIBILITIES

Competitors

- Fundamental Rules 1.2 and 4*

Competitor's attention is drawn to fundamental rules 1.2 and 4 of the Racing Rules of Sailing (RRS). Competitors shall make their own decision to start or proceed in a race, taking into consideration the prevailing conditions at the time.

- Intention to Race / Sign-on*

For each race or race session each competitor intending to race shall personally "sign on". This requirement will be included in the Sailing Instructions. This requirement is to provide Race Management with a list of all yachts on the water.

- Declaration / Sign-off*

All Off the Beach boats must sign the race declaration sheet upon returning to shore in accordance with the Sailing Instructions. This requirement is to ensure all yachts have safely returned to shore.

- Personal Buoyancy*

All Off the Beach competitors/students shall wear personal flotation devices which are in good condition and are in accordance with the specifications issued or approved by a national authority affiliated to the International Sailing Federation, or a standards organisation, or certification authority, recognised for the purpose by its respective government.

Students

- Intention to Train / Sign-on*

For each race or race session each sailor intending to train as part of the organised session shall personally "sign on". This requirement is to provide Instructors and Management with a list of all yachts on the water.

- Declaration / Sign-off*

All students must off upon returning to shore. This requirement is to ensure all yachts have safely returned to shore.

- Personal Buoyancy*

All students shall wear personal flotation devices which are in good condition and are in accordance with the specifications issued or approved by a national authority affiliated to the International Sailing Federation, or a standards organisation, or certification authority, recognised for the purpose by its respective government.

Race Management

- Code of Conduct* All Race Management personnel are required to abide by the Sports Officials "Code of Ethics" and place the safety and welfare of the participants – both competitors and officials – above all else and accept responsibility for their actions. In doing so, the primary responsibility of on-water personnel is for the safety of themselves and their crew.

- Race Management Boats*

All race management boats are to be driven by licensed powerboat drivers in such a manner that will not cause unnecessary disturbance to competing yachts or injury to crews. All race management boats are to keep clear of competing yachts unless providing assistance.

- Observing Capsized Yachts*

Capsizing is a normal part of sailing and will usually not result in a requirement for assistance. When a yacht is observed heaved to or capsized, race management boats will count and observe the crew until they are sure rescue assistance is not required, while positioning to render assistance promptly if required. Senior classes are less likely to require assistance than junior or inexperienced classes.

- Monitoring Conditions*

Monitoring the fleet and observing the weather conditions are important tasks during the race and rescue boats must be strategically placed to respond to emergencies.

SECTION 2

MINIMUM SAFETY REQUIREMENTS FOR CONDUCT OF RACING

Briefing: (OOD/SM)

- Assisting staff members and volunteers should always be briefed on the rescue coordination plan before racing commences.

Race Management Personnel : (SM / OOD / RO)

- Sufficient personnel to resource Race Management boats.
- RO to have attended a race management course which included the “Risk Management” module.
- RO to be accredited to minimum of “Club Race Officer”.
- RO/SM ensures rescue boat personnel are briefed / trained for class specific issues and procedures.

Rescue Boats: (SM / OOD)

- Sufficient personnel to resource all rescue and course boats.
- Rescue boats to be suitable for conditions expected.
- Rescue boats to be provided with all safety equipment as required by state law and recommended in the Yachting Australia, Safety Boat Course.
- Briefed / Trained in class specific requirements of classes that are racing on their course.

Weather Information: (SM / OOD)

- Local weather forecast to be obtained from the Bureau of Meteorology and placed on Notice Board prior to commencement of racing.
- All responsible personnel to be briefed on the days expected weather.

Wind Speed Limits, Etc. (SM / OOD)

- Course Race Officers to be aware of “wind speed limits” as produced by Yachting Victoria and to use these, together with other relevant conditions including sea state, sea and air temperature, wind chill, etc., as a guide when considering the safety of competitors racing. (see Appendix 5)

First Aid Provision

- One Level 2 first aider available on shore at all times with access to the First Aid Facility
- One Level 2 first aider on each race course.
- The First Aid Kit is in the foyer of the club, with defib unit.
- Any injury requiring off-site assistance should be coordinated with the Rescue Boat OOD and then the Sailing Operations Manager. An incident report form (see Appendix M) shall be completed and submitted to LJSC for any injury occurring on club premises or requiring outside medical treatment. Incident report forms may be obtained from the Sailing Office.

In an emergency the priority is to save lives, not the yachts. Drifting or anchored yachts can be picked up later. Safety of competitors will always override the preservation of yachts.

SECTION 3

MINIMUM SAFETY REQUIREMENTS FOR CONDUCT OF TRAINING

Briefing: (SM/Instructors)

- Assisting staff members and volunteers should always be briefed on the rescue coordination plan before training commences.

Training Personnel: (SM/Head Instructor)

- Sufficient personnel to resource training and support boats.
- Head Instructors to have attended an ~~Yachting Australia~~ **Australian Sailing** Instructor Course
- Instructors to be accredited to minimum of “Assistant Instructor”.
- SM ensures rescue boat personnel are briefed / trained for class specific issues and procedures.

Rescue Boats: (SM / OOD)

- Sufficient personnel to resource all rescue and course boats.
- Rescue boats to be suitable for conditions expected.
- Rescue boats to be provided with all safety equipment as required by state law and recommended in the Yachting Australia, Safety Boat Course.
- Briefed / Trained in class specific requirements of classes that are racing on their course.

Weather Information: (SM)

- Local weather forecast to be obtained from the Bureau of Meteorology and placed on Notice Board prior to commencement of racing.
- All responsible personnel to be briefed on the days expected weather.

Wind Speed Limits, Etc. (SM)

- Course Race Officers to be aware of “wind speed limits” as produced by Yachting Victoria and to use these, together with other relevant conditions including sea state, sea and air temperature, wind chill, etc., as a guide when considering the safety of competitors racing. (see Appendix 5)

First Aid Provision

- One Level 2 first aider available ~~on shore~~ **Facility** at all times with access to the First Aid equipment
- One Level 2 first aider on each race course.
- The First Aid Kit is in the foyer of the club, with the defib unit.
- Any injury requiring off-site assistance should be co-ordinated with the Rescue Boats, LJSC office and then the Sailing Operations Manager. An incident report form (see Appendix M) shall be completed and submitted to LJSC for any injury occurring on club premises or requiring outside medical treatment. Incident report forms may be obtained from the Sailing Office.

In an emergency the priority is to save lives, not the yachts. Drifting or anchored yachts can be picked up later. Safety of competitors will always override the preservation of yachts.

SECTION 4

RESCUE CO-ORDINATION

Purpose

- This document is prepared to provide a rescue plan and emergency response.
- Refer to “Emergency Procedures Operations Sheet” (Section 6).

The Sailing Operations Manager (SM)

The SM has overall responsibility for the on-water safety management and the on-land rescue coordination.

The Race Officer (RO)

- The RO is responsible for the on-water safety management of his/her course area.
- The RO is responsible for the declaration of an emergency situation on the water on his/her course.
- Once the RO abandons races due to conditions, he/she will co-ordinate the rescue from on the water and will request the assistance of the Sailing Operations Manager (SM).

Search and Rescue – Missing person/yacht

- OOD and Sailing Operations Manager to be notified immediately; All patrol and support craft to remain afloat including coach boats to assist in locating missing sailor until rescue coordination is handed over to the Police; OOD to appoint a person to supervise the sign off process until all competitors are accounted for.
- Local search and rescue activity will generally be planned and implemented by the Sailing Operations Manager and located in the Club house.
- In the case of a missing person/yacht, co-ordination will transfer to the Police.
- The Water Police are the State Search and Rescue Authority for NSW under the National Search and Rescue (SAR) 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.

Injuries

- Injuries will 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 LJSC office via the SM

SECTION 5

PATROL PLAN

Approach:

- Each rescue vessel 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 in a course by course “Patrol Zone Allocation” plan prepared by the relevant CRO, overseen by the PRO.
- The plan must ensure that all areas are covered by at least one rescue boat at all times.
- For scheduled racing, rescue craft and rostered crews are to be on station (pre-allocated) or as otherwise directed. In the situation where it calls for "all boats" to be used, Jury boats, coach boats, media boats, etc, will be classed as "rescue boats".
- Faster boats and Ribs should be used for main coverage of the course as they can cover more area faster. Smaller and slower rescue boats are stationed either close to the shore or in support of other boats (eg. gybe marks) depending on weather and course distance from club.

Heading to the start:

When the yachts commence heading to the start, patrol/rescue boats will monitor the progress of the yachts to the course area.

During the races:

- Depending on the type of course used, the course will be divided into a number of areas. Each rescue patrol boat assumes responsibility for one area.
- During racing rescue boats will patrol pre-allotted zones/classes.
- Ideally 1 or 2 boats will overlap to cover each leg of the course.
- In heavy conditions, rescue boats will concentrate closer to gybe marks to respond where capsizes are more likely to occur.
- In the event of bad visibility, heavy sea, strong wind, etc. zones will be further leeward on 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, they will patrol to concentrate on the tail of the fleet.

Heading home:

- All rescue boats shall work their allocated patrol areas until directed by the RO or OOD

SECTION 6

RESCUE TEAM

Personnel

- Functional control for rescue will be performed by members / volunteers.
- Rescue Boat Crews will always be fully briefed on the Rescue Co-ordination Plan before going afloat.
- Each rescue boat should have a skipper plus a minimum of one crew (depending on size and type of boat) capable of picking up people from the water and managing damaged yachtsboats, etc.
- Each rescue boat crew member should bring their own personal equipment including wet weather gear and warm clothing, gloves, knife, etc. People prone to seasickness should not go out. Rescue boat crews should wear PFD's at all times.
- Only personnel authorised by the Lake Jindabyne Sailing Club are to drive rescue boats.
- In an escalation to a level 3 emergency, the following on-shore personnel are required in addition to the rescue boat crews,
 - Sailing Operations Manager (SM)
 - Officer of the Day (OOD)
 - Club house/ Radio Operator(s)
 - Beach Marshall
 - Relief crews as needed
- Rescue Boat Crews should be alert for the signs of hypothermia and know the treatment for the recovery for persons suffering from the effects. (see Appendix I)
- Sailors with head injuries, heat stress or hypothermia may have impaired decision-making capacity and may not recognise they require assistance.

Importante note :

Your safety, that of your crew and that of the competitors is the most important factor in your rendering assistance. In any situation where you have to make a decision between boats, yachts and human life, human life must come first.

Your primary responsibility is the safety of yourself and your crew. Do not put your own life at risk to render assistance. Call for help.

Duties

Personnel allocated to specific duties are as set out in the following table:

Rescue Coordinator

Purpose:

Single point of control of rescue operations until marine Rescue assume control.

Location:

On Shore

Lake Jindabyne Sailing Club Clubhouse

On Water

As required

Assignment:

Sailing Operations Manager

Duties:

- Overall command and supervision of rescue operations, until NSW Police assume control.
- Liaison with Water Police
- Provide advice and guidance to Race Officers

Course Race Management

Purpose:

Rescue management on each course area

Location:

On Water

Designated course Start Boat

Assignment:

Race Officer (RO)

Duties:

- Overall command and supervision of rescue operations for that course, until SM or NSW Police assume control
- Liaison with SM and OOD
- Liaison with Water Police

Assistant Rescue Coordinator

Purpose:

To quickly increase the rescue team size and resources according to the changing needs, free the Rescue Co-ordinator from handling operational detail, and provide a quick second opinion

Location:

On Shore

Assignment:

Officer of the Day

Duties:

- Assist the Rescue Coordinator as required.

Radio Operators

Purpose

To manage radio traffic and free up the coordinators from having to operate the club's radio system

Location:

Lake Jindabyne sailing club

Assignment:

Rostered radio operator

Duties:

Operate radio's

Beach Marshall

Purpose:

To manage and co-ordinate movements at the sea/shore interface

Location:

Beach Launching Area

Assignment:

Various volunteers

Duties:

- Control the orderly launching and recovery of boats
- Assist with the recovery of boats and crews over the beach in an emergency
- Record the recovery of boats and crews over the beach in an emergency

Club Captain

Purpose:

Responsible to the Club Committee for the overall management of the incident and in particular managing the external communications in relation to incidents.

Location:

On Shore

Assignment:

General Manager

Duties:

- Establish incident headquarters if a major incident eventuates.
- Responsible for all communications with the media

Sailing Instructor

Purpose:

Location:

On Water

Assignment:

Sailing Instructor

Duties:

- Coordinate the safe recovery of all students
- Overall command and supervision of rescue operations for that training area, until SM or Police assume control
- Liaison with SM and OOD
- Liaison with Water Police

SECTION 7–

EMERGENCY PROCEDURE OPERATIONS SHEET

Guidelines of all Race Management Personnel

LEVEL
CONDITIONS
ACTION
CONTROL
COMMS

Level 1

Patrol/Rescue

Conditions (for level 1)

Light Winds

Slight sea

Well within competitor capability

Rescue craft to patrol designated areas.

Rescued yachtsboats to be towed to start-finish vessels or spectator craft

Rescue boats do not leave course without clearance from race officer.

Race Officer

Monitor Course radio channel

Level 2

Elevated Patrol/Rescue

Moderate winds

Moderate sea

Testing but manageable conditions

Coach and other support, Jury and Media boats may enter course area and assist if requested by the Race Officer who will display code flag 'V' and make a radio announcement

Race Officer

Level 3

Abandon race, Rescue of personnel

Heavy wind and big seas.

Beyond competitor capability for most
Abandon races

All available boats to assist yachts in trouble as directed or as otherwise required at their own discretion based on their own experience.

Rescue boats to either tow **yachtsboats** to available craft or abandon **yachtsboats** after tagging with (crew safe) tape
Race Officer

Rescue Coordinator
Committee member to assist.

Liaise with OOD, head count/boats ashore.

Level 4

Outside assistance required

Very strong winds and big seas

Well beyond competitor capability
Decision to call **Marine Rescue and** Water Police

All boats to be abandoned and crews picked up by rescue craft

All boats where the crew has been removed must have a length of bright **red/white striped** tape
SM and OOD

Rescue Coordinator
Liaise with Beach Marshall head count/boats ashore.

Wind Warning Definitions
Strong wind warning 25-33 knots

Bureau of Meteorology **Gale Warning** 34-47 knots

Storm Warning 48-63 knots

GUIDELINES FOR HANDLING RESCUED BOATS

Where a rescue is required the Patrol Boat is to carry out the required rescue in accordance with the following procedure.

- A rescue is to be undertaken where a rescue is deemed necessary by patrol boat skipper;
- A rescue should not be attempted where to do so would endanger the life of crew or the Patrol Boat;
- Where a rescue is not attempted pursuant to the above, the Patrol Boat skipper should immediately inform the BYS tower of the decision not to attempt the rescue;
- Should the rescue boat crew be unable to locate a sailor in the event of a capsize, 000 should be dialled immediately; all rescue/start boats and the clubhouse be informed, and a search commenced for the missing competitor.

Rescued boats are to be:

- taken to a nominated attachment boat or buoy;
- anchored;
- handed over to a coach or support boat; or
- when directed by the Race Officer to be towed ashore

The Course Race Officer will control rescue boats and favour keeping faster boats and RIBs in the racing area to perform further rescues and use other boats to hold or tow boats back to shore, as:

- A fast boat in most situations can still only tow at a slow speed.
- Towing yachts can take up a lot of time especially when a long way from shore
- A fast boat can cover more area in less time than a slow boat
- In some situations it may be better to have smaller or slower boats used to take over a tow. This would apply where you may have sandbars, speed restriction, swimming, yachts moored etc., and a slower speed may be necessary.

It is important to leave notification on drifting yachts that the crew have been recovered.

For the all LJSC sailing activities, the following system will be in place.

- All boats where the crew has been removed must have a length of bright **red/white striped** tape (minimum 1 metre in length) securely attached to the forestay or tow ring.
- This system identifies boats where the crew has been removed. Other rescue boats that see that boat will see the coloured tape and know that the crew has been recovered and they do not have to start a search for missing crew.

Personal Rescue Procedure

- The first priority of a rescue is the safety of the competitors;
- On reaching a competitor, the competitor's injury is to be assessed;
- Competitors who are seriously injured and require the urgent medical attention are to be taken aboard the Rescue Boat if safe for the patient, then rescue boat is to proceed; immediately to Lake Jindabyne Sailing Club and the Lake Jindabyne Sailing Club and OOD advised. First aid should be rendered whilst underway.
- The competitor's boat should be towed either to the on-race course Mother Boat or to the beach as directed by the PRO or OOD.
- After completing a tow rescue boats should return to the course unless the PRO or OOD has asked the Patrol Boat to remain in ashore;—