



WMSC and WMYC Safety Management Plan - On Water Activities



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Wynnum Manly Yacht Club



Safety Management Plan

(On water activities)

Wynnum Manly Sailing Club

Wynnum Manly Yacht Club

January 2024

Effective from Jan 2024. Review due Dec 2024

In the event of an emergency ALWAYS ring "Triple Zero" 000 or 112 from mobiles



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1. Overview

- 1.1. Wynnum Manly Sailing Club is the sail racing affiliate of Wynnum Manly Yacht Club and conducts all sail racing activities of WMYC. WMYC conducts mixed fleet (power and sail) cruise in company social events.
- 1.2. The club is located on Royal Esplanade Manly and provides access to Moreton Bay via the Manly Boat Harbour. The Yacht club has in excess of 600 members and of those a little more than 100 are members of the Sailing Club. All members of WMSC are also members of Yachting Queensland.
- 1.3. The WMSC participates in the Manly Combined Club racing series and also conducts day races and weekend regattas.
- 1.4. The club supports a regular Sunday afternoon events know as SAGS. This is held in a pursuit format and is intended as low-level, friendly competition.
- 1.5. The races for which the Sailing Club is solely responsible are held in the area described as south of the Port of Brisbane Shipping Channel.
- 1.6. The social cruises conducted by WMYC take place in waters from the Gold Coast to Bribie Island.

2. General Safety Obligation

- 2.1. All competitors / participants are reminded of their General Safety Obligation and their obligation to abide by it both on and off the racecourse. Your General Safety Obligation can be summed up in three simple statements: You must ensure you boat is safe, properly equipped and crewed and operated in a safe manner.
- 2.2. Skippers entering a vessel in a race shall be responsible for confirming that their vessel is provided with the Australian Sailing scheduled safety equipment specified on the entry form.
- 2.3. At Entry Skippers acknowledge they are compliant with both MSQ and RRS category lists of required safety equipment
- 2.4. Skippers at entry agree they will make their vessel available for a safety audit if requested prior to or after conclusion of a race
- 2.5. Skippers entering a vessel in a race shall be responsible for confirming that their vessel has the specified minimum public liability insurance (min \$10,000,000 with \$20,000,000 recommended)



3. Command see appendix D

- 3.1. Command is water based and consists of a **Principal Race Officer (PRO)** and an assistant, depending on the conditions and participant numbers. For events that have more than thirty entries the PRO is supported by a shore based Event Manager.

4. PRO duties

Note: In some WMSC documents, Principal Race Officer may be referred to as Officer of the Day (OOD). PRO and OOD are interchangeable terms but the term PRO is used in this Safety Management Plan.

4.1. Courses

All race events within Moreton Bay use courses laid out in the WMSC course booklet. Having considered the effects of wind strength, direction, tidal movements the desired duration of the race, and likely interaction with other vessels, the *Principal Race Officer* selects the course. The PRO has access to a computer in the Sailing Office and can access the current BOM forecasts

4.2. Manly Boat Harbour

The *Principal Race Officer* also considers the potential effect on boat harbour traffic resulting from the course yachts will travel from their designated finish point to the boat harbour outer channel navigation markers. Specific attention is paid to this consideration with the SAGS race given the awareness that a successful application of handicap will produce a close finish with several yachts arriving at the finish point in close time.

4.3. Accounting for entrants

The PRO is responsible for maintaining a register of all entrants. This involves noting each entry's status at the completion of the event; did not start, retired (safe port return confirmed) and finished.

4.4. Emergency shore contacts

4.4.1. Event within Moreton Bay

The PRO shall have a record of the name of the yacht's skipper and their emergency on shore contact person and that person's phone number.

4.4.2. Event that extends beyond Moreton Bay

The PRO will have a record of the names of all skippers and crew and an emergency on shore contact for each entered yacht. Skippers to be made aware that the yacht's designated emergency shore contact must have contact details for each crew-member of the yacht.



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4.5. Briefing

The PRO shall conduct a pre-race briefing following the WMSC briefing guidelines (appendix A)

4.6. Risk Assessment

The Principal Race office is responsible for preparing an event specific Risk Management Plan. The PRO shall identify risks that could affect; competitors, participants, and support personnel, Including but not limited to death, injury, collision, explosion, and bad weather. The PRO will document Control measures, i.e. ways in which the PRO /the club/ participants will react to those risks. An example risk assessment appears in appendix I.

5. Planning and event management reporting and roles see appendix D

5.1. The Sailing Committee: Is ultimately responsible for conducting club races and cruise events safely. The Sailing chair is the nominated responsible individual. The chair is responsible for making all volunteers aware of the conditions of the Aquatic Permit.

5.2. Event Manager (EM): answers to the sailing chair and is responsible for the overall management of a given race or regatta. The EM is responsible for holding the Aquatic Permit and producing it at the request of: Qld Boating and Fisheries patrol authorized officer, Qld Police Service Water Police officer, Qld Transport authorized officer.

5.3. Principal Race Officer (PRO): is the club official immediately responsible for specific race management or conduct of a specific cruise in company.

5.4. The other specified roles for race control are:

5.4.1. Starter (Starter)

5.4.2. Protest Committee (PC)

5.4.3. Radio Operator Shore Based (ROSB)

5.4.4. Radio Operator Water Based (ROWB)

6. Communication

6.1. Radio

Wynnum Manly Sailing Club Sailing Club Race Control's primary method of communication is via VHF Marine Radio.



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6.1.1. Channels

Wynnum Manly Sailing Club Race Control VHF Channel 72 and Port of Brisbane 12/13 see appendix B.

6.1.2. Radio Hardware

There are three VHF Marine Radios permanently at our disposal with one being a primary shore based VHF with the set located at the sailing office and operated by the Shore Based Radio Operator, one fixed VHF set located on the start vessel under the control of the Water based Radio Operator and a third marine VHF radio operating as a backup shore radio located in the Wynnum Manly Yacht Club clubhouse (within 100 metres of the WMSC sailing office). The primary shore based radios have a reserve power supply in the event of mains disruption.

6.1.3. PRO Radio Base

For races involving less than thirty entrants it is usual practice for communication to be based on the start vessel or the vessel carrying the PRO. For events with greater than thirty competitors both shore and water based operators are appointed.

6.2. Visual Signals

6.2.1. Messages can be relayed to the competitors on the water via a simple series of flags, sound signals and a loud hailer where required. Please Refer to Appendix C for full list of Visual and Auditory Race Signals

6.3. SMS

6.3.1. The PRO may supplement radio notification of a "securite" notice with a back-up SMS text.

7. Area of Operation (see map appendix E)

7.1. Smooth Waters

Racing is mainly conducted on the **Smooth Waters** of southern Moreton Bay. Racing commonly commences and finishes within Waterloo Bay with the bulk of the course occurring east of Green and St Helena Islands. The longer courses are held South of The Main Shipping channel, as far east as Hope banks beacon and as far south as Cleveland point. The southern component of these courses can include the waters around Peel Island. The SAGS course east of Green and St Helena is bounded to the north by the northern end of St Helena to the east by Hope banks and to the south by the Empire point Red beacon. Maritime Safety Queensland had deemed this area of the bay to be a **Category 1: Low Risk Area** in relation to Aquatic Events Risk Management.



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7.2. Open Water

The Annual Hart Cup event includes open water from Skirmish Point to Mooloolaba.

8. WMYC Cruising

8.1. Cruising is conducted mainly on the **Partially Smooth Waters** of Moreton Bay and as far south as Southport. Maritime Safety Queensland had deemed this area of the bay to be a **Category 1: Low Risk Area** in relation to Aquatic Events Risk Management.

9. Weather

9.1. Races may be conducted if there is a current BOM strong wind warning for Moreton Bay at the discretion of the Principal Race Officer. The local conditions in the race area are commonly milder than those described for Moreton Bay by the BOM. The race area is in a generally sheltered region compared to the open bay and being in the southern bay the prevailing South-east breeze has less fetch to produce challenging sea states.

9.2. Races will not be started if a gale warning or higher is current for the sailing area.

10. Skipper (designated person in charge)

In accordance with World Sailing racing rule 46 each racing vessel shall have aboard a person in charge, also designated in accordance with rule 75. Support vessels must have a crew of at least two competent operators. The master of the vessel must have a Recreational Marine Drivers Licence.

11. Support Vessels

11.1. All support vessels must be suitably registered and comply with the *Transport Operations (Marine Safety) Act 1994*.

11.2. On board equipment must include, but not be limited to:

11.2.1. **DRINKING WATER AND SUNSCREEN (Common Sense)**

11.2.2. **Sufficient fuel (Common Sense)**

11.2.3. Oars or Paddles (MSQ, boats less than 6 meters)

11.2.4. Signalling device (MSQ)



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- 11.2.5. Bailing equipment (MSQ)
- 11.2.6. Capacity Label or appropriately placed Australian Builders Plate if built or imported after 1 July 2006 (not required for yachts) (MSQ regulation)
- 11.2.7. Floating Tow Line (YQ)
- 11.2.8. First Aid Kit (YQ)
- 11.2.9. VHF Radio (MSQ/YQ)
- 11.2.10. Anchor and chain (MSQ)
- 11.2.11. V-Sheet (MSQ/YQ)
- 11.2.12. Inshore flare pack (MSQ/YQ)
- 11.2.13. Navigation equipment (MSQ)
- 11.2.14. Fire-fighting equipment (MSQ)

12. Sailing Australia Safety regulations

- 12.1. For Races conducted under the Sailing Australia RRS the safety category will be stated in the NOR and SI.
 - 12.1.1. The majority of WMSC races are Cat 5
Sailing Australia's Racing Rules of Sailing, Special Regulations Part 1 Section 2, Regulation 2.01.6 states that:
Category 5 events are "Races with limited rescue availability, in protected waters, in daylight hours or in sheltered waters at night."

Category 5 events are deemed by Sailing Australia to have a low risk in relation to running a sailing event.
 - 12.1.2. Shorthanded crew
In addition to Australian Sailing requirements for any yacht crewed by only one or two crew the crew will wear an approved in-date PFD at all times. The PFD shall comply with:
 - 12.1.2.1. Australian Standard AS4758/AS1499; or
 - 12.1.2.2. Equivalent such as EN 395; and
 - 12.1.2.3. Shall be branded with their mark of approval.



13. Shipping Movements

13.1. **Port of Brisbane**

For any event where participants transit the Port of Brisbane Approaches vessels are reminded they must monitor VHF 12 (appendix B)

13.1.1. Participants **MUST not** impede commercial shipping lanes

13.1.2. Participants **Must** keep at least 1km clear of any Ship to Ship transfer vessels anchored at the designated STS 1 Anchorage North of Mud Island Approx.
Lat 27°17' S Long 153°17' E

13.2. Southern Moreton Bay Commercial Shipping

Wynnum Manly Sailing Club race course is not exposed to regular commercial traffic. If a course is set that includes passing on the southern side of Peel island skippers are reminded at the briefing to be alert for car and passenger ferry traffic crossing to and from Stradbroke Island. The St Helena tour vessel "Cat of Nine Tails" does infrequently cross the Waterloo bay element of club courses. The sail training vessel South Passage and small fishing charters are encountered in the boat harbour fairway from time to time.

13.3. Recreational Shipping

The majority of the recreational vessels that Wynnum Manly Sailing Club encounters consist of vessels traveling to or from the Manly boat harbour. Several times a year the SAGS group will encounter dinghies on Waterloo bay engaged in round the buoys racing.

13.4. Manly Boat Harbour

The WMYC and WMSC are situated within the Manly boat harbour precinct and the member sailors are, as a group, experienced in sharing the confined fairway in a manner consistent with maritime laws and courteous boating behaviour.

14. Rules that apply to Racing

14.1. For all racing (other than SAGS) conducted by the club, participants are governed by the World Sailing Racing Rules of Sailing 2021 – 2024. *When a boat sailing under these (RRS) rules meets a vessel that is not, she shall comply with the **International Regulations for Preventing Collisions at Sea (IRPCAS)** or government right-of-way rules. If the sailing instructions so state, the rules of Part 2 (RRS: When Boats Meet) are replaced by the right-of-way rules of the IRPCAS or by government right-of-way rules.*

14.2. SAGS is specifically sailed under IRPCAS right of way rules as stipulated by Maritime Safety Qld (see: <https://www.msq.qld.gov.au/Safety/Collision-regulations>).



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IRPCAS are more commonly known to sailors as COLREGS so that is the term used in this Safety Management Plan

14.3. Sportsmanship and the Rules

Competitors in the sport of sailing are governed by a body of *rules* (*The World Sailing Racing Rules of Sailing 2021 – 2024*) that they are expected to follow and enforce. A fundamental principal of good sporting conduct is that when competitors break a *rule* they will promptly take a penalty, which may be to retire.

15. World Sailing Rules: Fundamental Rules

15.1. SAFETY

15.1.1. Helping Those in Danger

A boat or competitor shall give all possible help to any person or vessel in danger.

15.1.2. Life Saving Equipment and Personal Flotation Devices

A boat shall carry adequate life-saving equipment for all persons on board, including one item ready for immediate use, unless class rules make some other provision. Each competitor is individually responsible for wearing a personal flotation device adequate for the conditions.

15.2. FAIR SAILING

A boat and its owner shall compete in compliance with recognised principals of good sporting conduct and fair play. A boat may be penalised under this rule only if it is clearly established that these principals have been violated. A disqualification under this rule shall not be eligible for “dropping” as worst result from the boat’s series score.

15.3. ACCEPTANCE OF THE RULES

By participating in a race conducted under these racing rules, each competitor and boat owner agrees

15.3.1.1. To be governed by the *rules*

15.3.1.2. To accept the penalties imposed and other action taken under the *rules*, subject to the appeal and review procedures provided in them, as the final determination of any matter arising under the *rules*; and

15.3.1.3. With respect to any such determination, not to resort to any court of law or tribunal.

15.4. DECISION TO RACE

The responsibility for a boat’s decision to participate in a race or to continue *racing* is the skippers’ alone.



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15.5. **ANTI-DOPING**

A competitor shall comply with the World Anti-Doping Code, the rules of the World Anti-Doping Agency, and ISAF Regulation 21, Anti-Doping Code. An alleged or actual breach of this rule shall be dealt with under Regulation 21. It shall not be grounds for a *protest* and rule 63.1 does not apply.

15.6. **COLREGS (IRPCAS) Rule 9: Narrow Channels**

- 15.6.1. A vessel proceeding along the course of a narrow channel or fairway shall keep as near to the outer limit of the channel or fairway which lies on her starboard side as is safe and practicable.
- 15.6.2. **A vessel of less than 20 metres in length or a sailing vessel shall not impede the passage of a vessel which can safely navigate only within a narrow channel or fairway.**
- 15.6.3. A vessel engaged in fishing shall not impede the passage of any other vessel navigating within a narrow channel or fairway.
- 15.6.4. A vessel shall not cross a narrow channel or fairway if such crossing impedes the passage of a vessel which can safely navigate only within such channel or fairway. The latter vessel may use the sound signal prescribed in Rule 34(d) if in doubt as to the intention of the crossing vessel.

16. Incident Reporting

WMSC and WMYC have a policy of reviewing all incidents and presenting all relevant findings to the Committee at monthly meetings.

16.1. **Reporting marine incidents (See appendix F and G)**

Under the Transport Operations (Marine Safety) Act 1994, a marine incident is classified as an event causing or involving:

- 16.1.1. The loss of a person from a ship
- 16.1.2. The death of, or grievous bodily harm to, a person caused by a ship's operations
- 16.1.3. The loss or presumed loss or abandonment of a ship
- 16.1.4. A collision with a ship
- 16.1.5. The stranding of a ship
- 16.1.6. Material damage to a ship



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- 16.1.7. Material damage caused by a ship's operations
- 16.1.8. Danger to a person caused by a ship's operations
- 16.1.9. Danger of serious damage to a ship
- 16.1.10. Danger of serious damage to a structure caused by a ship's operations.

16.2. **How do I report a marine incident? (See appendix F and G)**

- 16.2.1. A marine incident must be reported to a shipping inspector within 48 hours of the incident, unless there is a reasonable excuse.
- 16.2.2. The maximum on the spot penalty for failing to notify a marine incident is 40 penalty units (\$4000.00)
- 16.2.3. The report must be made on the approved form: **Marine Incident Report Form F3071 (Appendix G)**.

17. **Emergency Action Plan**

It is the responsibility of the PRO to prepare a risk analysis for the event, that identifies likely emergency scenarios, and the actions to be taken.

In the event of a Critical situation, all racing is abandoned and competitors are advised by VHF radio to return to harbour unless they are active in providing assistance. The PRO should coordinate his support crew and available support vessels possibly including appropriate competitor yachts and deploy available resources to where they are most needed. The PRO should relinquish control to Coastguard or Water Police as and when that is appropriate.

18. **Contingency Plan**

If a race or event is postponed or abandoned the sailing committee is to determine whether or not the race can be re-run at a later date, within the limits of the Aquatic Event Permit.

19. **Competitor Briefing**

Wynnum Manly Sailing Club Sailing Club has a policy of holding a competitor briefing before every single event. The weather and tides for the day are discussed with participants to give them an idea of what to expect and whether or not it is safe for them to race. Any safety directions or navigational warnings can be given at these meetings. Appendix A details the minimum requirement of the briefing.

Wynnum Manly Sailing Club Sailing Club welcomes shipping inspectors to these briefings and would encourage them to say a few words on the safety of Waterloo bay, southern Moreton Bay and the Manly boat Harbour entry fairway.



20. Sailing Instructions

Sailing Instructions for each race event are available online. These include the emergency contact list Appendix H

- 20.1. For all events the Notice of Race and Sailing Instructions are made available on the WMSC website prior to the event and competitors are expected to download and print their own copy for onboard use.

21. Competitor Sign on and off

All competitors are required to sign on and off on race day. For all events other than SAGS each vessel must log on to the start boat using their vessel's VHF radio. SAGS competitors sign on sheet includes the acknowledgment of the skippers' responsibility to carry a functional VHF radio on board and monitor channel 16 and 72.

22. Boat Register

A boat register will be kept for all events. It will contain at a minimum: the boat name, design, hull colour, deck colour, antifoul colour, sail number, registration number, and the skipper's contact details, including mobile phone number.

23. Radio Log in

For all events other than SAGS each vessel must log on to the start boat using their vessel's VHF radio. SAGS competitors sign on sheet includes the acknowledgment of the skipper's responsibility to carry a functional VHF radio on board and monitor channel 16 and 72.

Competitors in all WMSC events must also monitor channels 16 and 72 as well as channel 13 if south of the main shipping channel Port of Brisbane.

24. Covid-19 Covid Safe Plan

WMSC has developed a Covid Safe Plan in compliance with the Approved Aquatic Sports Industry Plan. That plan can be found on the WMSC website. The Covid Safe Plan has not been included as an appendix in this document, as the Plan is subject to frequent change in response to changing government requirements.



Appendices

A: PRO Briefing Notes

Principal Race Office Briefing Outline

Welcome to the event briefing

Welcome the participants

Introduction that the club is committed to safe enjoyable boating

Remind sailors that the club and all participants have a legally accountable duty of care.

The governance of the event by an Aquatic permit:

The club, its officers and the skippers are answerable to the relevant Aquatic permit.

The permit is based on several documents therefore:-

The documents that govern the event are:

The NOR

The SI

The WMSC course booklet and

The on-water Safety Management Plan

Reminders to skippers about their duty to themselves their yacht their crew and other vessels.

Once aboard ***“the skipper is responsible”***

Skippers are reminded that:

MSQ require that skippers conduct a safety briefing for anyone new to their boat prior to departure on all occasions.

That onboard briefing **MUST** identify the location of pfd's.

The lifejacket locker must be labeled.

Yachts must carry safety gear to RRS category as per NOR or to MSQ standard for non-RRS events. (Cruises and SAGs)

At all time Colregs apply. (This includes during a RRS controlled race)

At all times during the event it is the skipper's sole decision to start or continue in the event.

Organisational requirements of Skippers:

The skipper must:

Sign on,

Sign off,

Follow withdrawal from race procedures and report incidents



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Provide event specific information

Course

State the course and for events that use the course booklet refer specifically to the course. (PRO **must** do this both for clarity and back up documentation.)

Clarify any inherent risks in the course, eg around Green Island you cannot sail directly nav mark to nav mark on the eastern shore because there is a risk you will hit coral (tide and draft dependent).

Weather and Tide

Outline the weather expected quoting your source. Comment on any special risk e.g. possible storms, squalls.

Give the tide times and again any conditions relevant to the event e.g. strong sweep on Hope Banks mid tide when rounding

Communications

VHF Radio for use during the event and if possible provide the PRO with mobile phone contact

Radio login prior to start (not applicable to SAGS)

Start times, start procedure, and any time limit for finishing

Port of Brisbane

For any event where participants transit the Port of Brisbane Approaches skippers are to be reminded they must monitor VHF 13 when south of Mud Island and VHF12 when North of Mud Island.

Participants **MUST NOT** impede commercial shipping lanes.

Participants **MUST** keep at least 1km clear of any Ship to Ship transfer vessels anchored at the designated STS 1 Anchorage North of Mud Island Approx.
Lat 27°17' S Long 153°17' E.

Conclusion of briefing

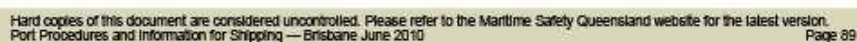
The most serious duty of care for the PRO is to ensure that all vessels are accounted for at the conclusion of the event.

The other absolute legally specified duty of all skippers is to lodge MSQ incident reports if required.

Therefore, at the conclusion of the briefing the ODD must emphasise that skippers must sign off or report safe return to harbour if they retire. Skippers should also be reminded of their legal responsibility to make incident reports.

Opportunity of questions from skippers

Have a great race stay safe.



Appendix C: World Sailing Race Signals (2021-2024)

RACE SIGNALS

The meanings of visual and sound signals are stated below. An arrow pointing up or down (↑↓) means that a visual signal is displayed or removed. A dot (•) means a sound; five short dashes (-----) mean repetitive sounds; a long dash (—) means a long sound. When a visual signal is displayed over a class flag, the signal applies only to that class.

Postponement Signals



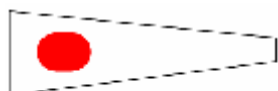
AP Races not started are *postponed*. The warning signal will be made 1 minute after removal unless at that time the race is *postponed* again or *abandoned*.



AP over H Races not started are *postponed*. Further signals ashore.



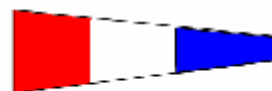
AP over A Races not started are *postponed*. No more racing today.



Pennant 1 ↑ • • ↓ •



Pennant 2 ↑ • • ↓ •



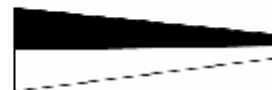
Pennant 3 ↑ • • ↓ •



Pennant 4 ↑ • • ↓ •



Pennant 5 ↑ • • ↓ •



Pennant 6 ↑ • • ↓ •

AP over a numeral pennant 1–6 *Postponement* of 1–6 hours from the scheduled starting time.

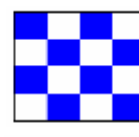
Abandonment Signals



N All races that have started are *abandoned*. Return to the starting area. The warning signal will be made 1 minute after removal unless at that time the race is *abandoned* again or *postponed*.



N over H All races are *abandoned*. Further signals ashore.



N over A All races are *abandoned*. No more racing today.



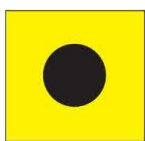
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Preparatory Signals



↑ • ↓ —

P Preparatory signal.



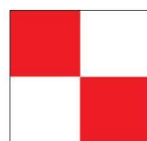
↑ • ↓ —

I Rule 30.1 is in effect.



↑ • ↓ —

Z Rule 30.2 is in effect.



↑ • ↓ —

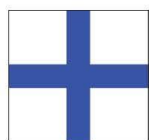
U Rule 30.3 is in effect.



↑ • ↓ —

Black flag. Rule 30.4 is in effect.

Recall Signals



↑ •

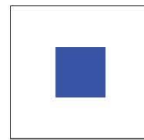
X Individual recall.



↑ • • ↓ •

First Substitute General recall. The warning signal will be made 1 minute after removal.

Shortened Course



↑ • •

S The course has been shortened. Rule 32.2 is in effect.

Changing the Next Leg



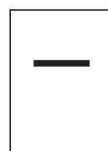
C The position of the next *mark* has been changed:



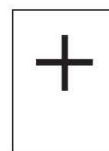
to starboard;



to port;



to decrease the length of the leg;



to increase the length of the leg.

Other Signals



↑ •

L Ashore: A notice to competitors has been posted. Afloat: Come within hail or follow this vessel.



M The object displaying this signal replaces a missing *mark*.



↑ •

Y Wear a personal flotation device (see rule 40).



(no sound)

Orange flag. The staff displaying this flag is one end of the starting line.



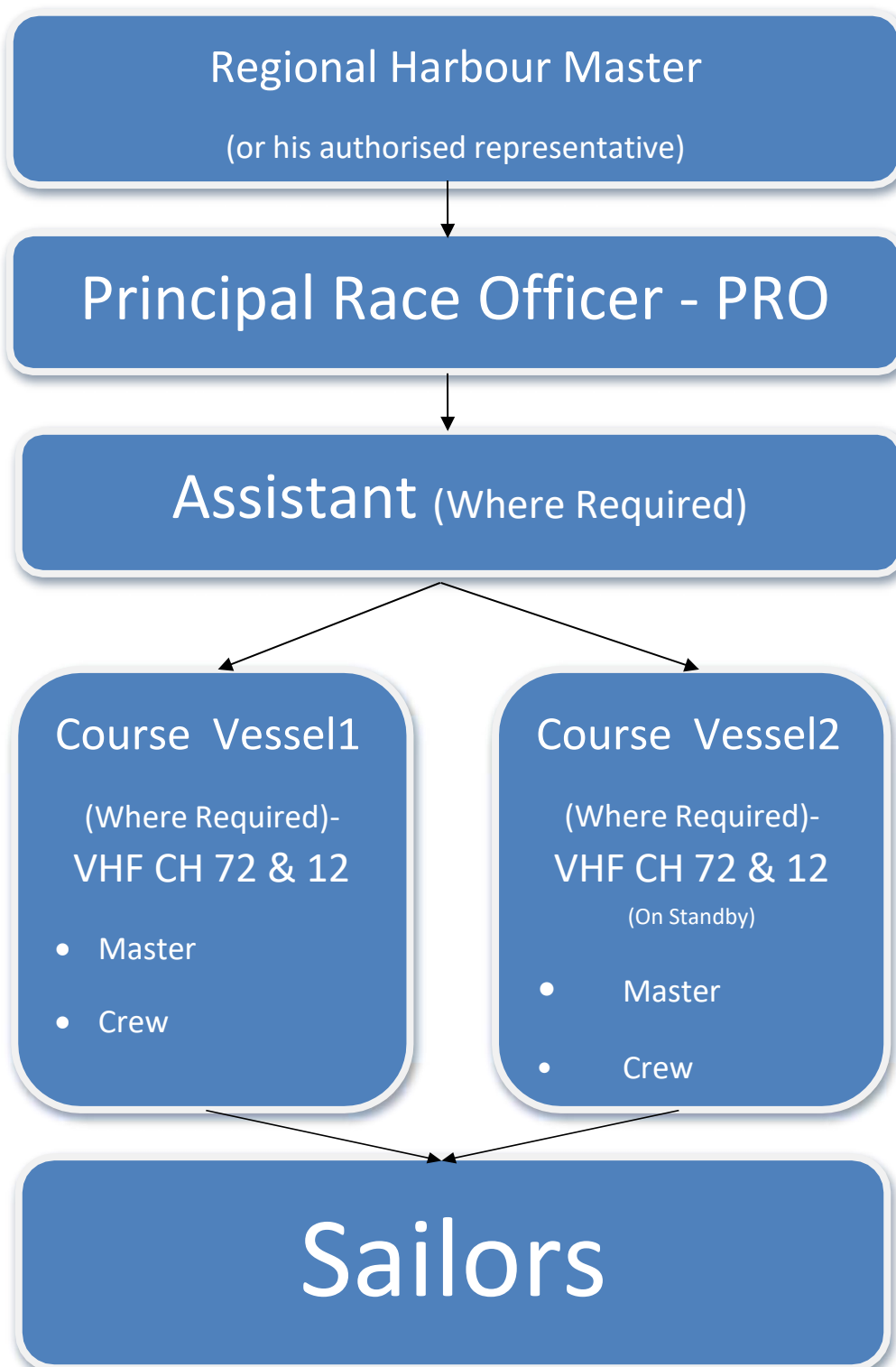
(no sound)

Blue flag. The staff displaying this flag is one end of the finishing line.



Appendix D: Race Control

Race Control Hierarchy





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Appendix F: Requirement to report marine incidents

Website extract: <https://www.msq.qld.gov.au/Safety/Marine-incident>

[Home](#) > [General safety obligation](#) > [Marine incidents](#)

Marine incidents

[Print this page](#)



All marine incidents involving Queensland regulated ships, which includes recreational ships, must be reported within the required time even if there are no injuries and the boat does not sustain any material damage. If in doubt about whether an incident is reportable, report it.

What is a marine incident?

Under the *Transport Operations (Marine Safety) Act 1994* (TOMSA), a marine incident is classified as an event causing or involving:

- the loss of a person from a ship
- the death of, or grievous bodily harm to, a person caused by a ship's operations
- the loss or presumed loss or abandonment of a ship
- a collision with a ship
- the stranding of a ship
- significant damage, or danger of significant damage, to a ship
- significant damage caused by a ship's operations
- danger of significant damage to a structure caused by a ship's operations
- danger to a person caused by a ship's operations.

How do I report a marine incident?

A marine incident must be reported using the approved form to a:

Shipping Inspector within 48 hours of the incident, unless there is a reasonable excuse on [F3071 Marine Incident Report form](#) for reportable marine incidents under TOMSA.

Penalties apply to both owners and masters for failing to report marine incidents.

These forms are also available from [Department of Transport and Main Roads customer service centres](#), [Maritime Safety Queensland regional offices](#), Queensland Boating and Fisheries Patrol and Water Police offices.

Shipping Inspectors are located at:

- Maritime Safety Queensland regional offices
- Queensland Water Police offices
- Queensland Boating and Fisheries Patrol offices.

If you are unable to go to one of these offices, contact Maritime Safety Queensland by phone and an officer will advise you what to do next.

The relevant marine incident report form may be completed with the assistance of a Shipping Inspector to ensure the information is accurate, unbiased and as reliable as possible. It is important that the form is filled in completely, with the incident described in as much detail as possible.

Why report marine incidents?

The information gathered from marine incident reports helps to develop safety standards, education programs and on-water compliance programs that benefit all waterways users. Reporting a marine incident may also help you if you decide to make insurance claims on any damage. Some insurance companies may require a marine incident report to validate claims.

From marine incident reports, Maritime Safety Queensland collates and analyses the marine incident data and produces an annual Marine Incidents Report.

Last updated 29 December 2022



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Appendix G: Marine Incident Report Form – f3071

Marine Incident Report Form f3071 can be accessed in full online here:

[https://www.support.transport.qld.gov.au/qt/formsdat.nsf/forms/QF3071/\\$file/F3071_CFD.pdf](https://www.support.transport.qld.gov.au/qt/formsdat.nsf/forms/QF3071/$file/F3071_CFD.pdf)

Appendix H: Emergency Contacts

Shipping Inspectors & Enforcement Officers – VHF CH 13

- (i) Brisbane Water Police – 3895 0333 (answered with a generic pre-recorded message but then automatically diverted to Water Police on duty 6am-12 midnight, 7 days)
- (ii) Boating and Fisheries Patrol (Pinkenba Operations Base) – 3330 4210
- (iii) Maritime Safety Queensland (Operations) – 3632 7500 a/h 33051700

MSQ Regional Harbour Master – VHF CH 13 VHF CH 12 see point 19 VHF coverage map

- (i) 3632 7500

Brisbane Vessel Traffic Services –(VTS Brisbane) VHF CH 12 and 16

- (i) Vessel Traffic Manager – 3305 1701

Emergency Services

- (i) Queensland Ambulance Service (Non Emergency) – 13 12 33
- (ii) Fire & Rescue Brisbane Regional (Non Emergency) – 13 25 00
- (iii) Brisbane Water Police – 3895033 (answered with a generic pre-recorded message but then automatically diverted to Water Police on duty 6am-12 midnight, 7 days)

Volunteer Rescue – VHF CH 16 & 67 & 73

- (i) Coast Guard Manly VMR 402– 3396 5911
- (ii) VMR Brisbane VMR 401, Sandgate – 3269 8888

Yachting Queensland (NB – YQ not open weekends)

- (i) Head Office (Manly) – 3393 6788



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Appendix I: Example Risk Assessment

Example Risk Assessment

| Risk | Probability | Impact | Action Required | Incident Specific Response |
|---|-------------|--------|--|--|
| Critical Impact | | C | Event is abandoned. PRO primary focus becomes appropriate response to specific incidents and overall immediate safety of racing fleet and support vessels. | Note: Any incident before race start may result in race postponement, until incident is resolved. |
| High Impact | | H | Racing continues. PRO primary focus becomes appropriate response to incident, including diversion of all necessary resources. Monitor for possible escalation. | Note: Always get location of vessels involved in incidents, preferably GPS coordinates. |
| Low Impact | | L | Monitor incident for possible escalation | |
| Medium Impact | | M | Initiate appropriate response and monitor for possible escalation. | |
| | | | | |
| Death or serious injury of an individual competitor | Low | H | Racing continues. PRO primary focus becomes appropriate response to incident, including diversion of all necessary resources. Monitor for possible escalation. | Request immediate assistance from Brisbane Coastguard. |
| Sinking of vessel or capsize of vessel not designed to be righted by crew | Low | H | Racing continues. PRO primary focus becomes appropriate response to incident, including diversion of all necessary resources. Monitor for possible escalation. | Assign support vessel to assist and/or request vessels in vicinity to assist. Request immediate assistance from Brisbane Coastguard. |



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| | | | | |
|--|--------|---|--|--|
| Collision between vessels resulting in assistance being required | Low | H | Racing continues. PRO primary focus becomes appropriate response to incident, including diversion of all necessary resources. Monitor for possible escalation. | Assign support vessel to assist and/or request vessels in vicinity to assist. Request immediate assistance from Brisbane Coastguard. |
| Crew reported overboard | Medium | M | Initiate appropriate response and monitor for possible escalation. | Maintain radio contact with vessel. Establish whether crewmember has flotation, and whether likely to be retrieved within 5 to 10 minutes. Assign support vessel to assist and/or request vessels in vicinity to assist. Escalate to High if not satisfied with vessels' response. |
| Fire or Explosion on board | Low | H | Racing continues. PRO primary focus becomes appropriate response to incident, including diversion of all necessary resources. Monitor for possible escalation. | Assign support vessel to assist and/or request vessels in vicinity to assist. Request immediate assistance from Brisbane Coastguard. |
| Continued strong wind or gale force wind threatening the safety of the fleet. | Medium | C | Event is abandoned. PRO primary focus becomes appropriate response to specific incidents and overall immediate safety of racing fleet and support vessels. | Advise fleet by all means available. Emphasise that all vessels must sign off by radio when entering manly channel. Stay on station in vicinity of finish line until all vessels accounted for. Advise Brisbane Coastguard as soon as any vessels are suspected missing. |
| Multiple concurrent medium or high impact events, requiring complete attention of PRO and all support vessels. | Low | C | Event is abandoned. PRO primary focus becomes appropriate response to specific incidents and overall immediate safety of racing fleet and support vessels. | Where appropriate, all competitor and support vessels will be deployed to help other vessels. Request immediate assistance from Brisbane Coastguard. |
| Major equipment failure on vessel, requiring outside assistance | Medium | M | Initiate appropriate response and monitor for possible escalation. | Maintain radio contact with vessel. Establish what assistance is required. Assign support vessel to assist and/or request vessels in vicinity to assist. Escalate to High if not satisfied with vessels' response. |
| | | | | |