

**Princess Royal Sailing Club Inc**

**Sailing**

**and**

**On Water Activities Operations Policy**

## Preface

This Operations Policy applies to the Princess Royal Sailing Club “PRSC” located at Chipana Drive, Albany, Western Australia 6330. When reading this document references to PRSC will apply to any operation or activity whenever applicable.

This policy is based upon established risk management principles, and provides occupants of PRSC and surrounding waters 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. PRSC recognises that the value of this On Water 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 PRSC, by providing a framework for emergency planning via the utilisation of the current facilities as appropriate.

<b>Version #</b>	<b>Implemented By</b>	<b>Revision Date</b>	<b>Approved By</b>	<b>Approval Date</b>	<b>Reason</b>
Draft		10/10/2016			
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## INTRODUCTION

Welcome to Princess Royal Sailing Club (PRSC) based at Chipana Drive, Albany, Western Australia. PRSC offers recreational yachting, boating and other on water activities to Club members as well as other members of the public.

### Recreational yachting includes:

- Off-the-beach dinghy classes
- Sailability
- Junior Training
- Trailer Sailors and Sport boats
- Keelboats

## MISSION STATEMENT

“Princess Royal Sailing Club fosters a progressive, friendly Yacht Club that brings together families, friends and community to promote all aspects of yachting, boating and associated social activities, Within a safe, sustainable environment for people of all abilities.”

## DUTY OF CARE

PRSC 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 PRSC to achieve its vision are:

- The object of the Club is the encouragement of sailing and associated water sports, which generally include the provision of marina & mooring, social and recreational facilities for Members.
- 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 Rescue 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.

## Areas of Sailing and on Water Activity Limits

PRSC has traditionally planned and carried out sailing and other on water activities in the following local Albany local waters

### Princess Royal Harbour

Areas on the south side of the harbour where mainly junior; dinghy and sail training activities are conducted.

Other areas of the harbour are used for Division 1, 2 and 3 keelboat and other yachts.

PRSC uses five floating buoys and some fixed marks, including port navigation marks to describe courses for Saturday afternoon racing.

***Safety Categories for Off the Beach Boats and Keelboat Category 6 & 7 apply.***

### King George Sound

Areas of King George Sound bound by Emu Point, Goode Beach, Michaelmas Island and Gull Rock.

PRSC uses various features and marks to describe race courses in this area.

Michaelmas Island, Seal Islands, Gull Rock and Flat Rock along with several fixed and floating navigation buoys, Rocks landmarks and other fixed marks are also used.

Within this area the eastern tip of Michaelmas Island is the current limit of PRSC courses.

***Safety Categories for Keelboats Category 6 apply.***

### Oyster Harbour

Occasional race courses take Division 1, 2 and 3 yachts into Oyster Harbour and around Green Island

***Safety Categories for Keelboats Category 6 apply.***

See the areas of Sailing and On Water Activities at **Attachment M**

## Albany Port Operations

The Albany Port Authority and its operations are an important part of the Albany economy and manage frequent shipping movements in and out of Princess Royal Harbour and King George Sound. The port is located on the north shore of Princess Royal Harbour, with port waters and seabed extending throughout Princess Royal Harbour and King George Sound as far as Bald Head, Breaksea Island light and Herald Point. The Sound and two natural harbours adjoining it make this area a safe haven for ships and an ideal location for a port.

Large commercial bulk cargo carriers and Cruise vessels require full and unimpeded access when entering and leaving the harbour and sound.

PRSC is fully aware of requirements to minimise any disruption to shipping movements and will comply with exclusion zones for the movement of shipping.

- Skippers and Person in Charge of yachts and water craft will be advised to leave shipping channels when shipping movements are underway.
- Skippers and Persons in Charge of yachts and vessels must maintain a safe distance from shipping movements when racing or cruising.

See the area of Port Authority Limits and Restricted areas at **Attachment N**

## Environmental Issues Affecting Sailing & on Water Activities

Environmental factors including sea state may require on water activities to be cancelled earlier.

### Bush Fire Danger

In the event that the FESA issues a Code Red Fire Danger Rating Alert for the Little Grove

District, PRSC will take the following action while the alert remains in force:

- Staff (both full time and casual) will be advised not to attend or remain at the club.
- The clubhouse will be secured and closed
- All planned sailing, social and slipping activities will be cancelled and persons affected will be notified
- All computer and security systems will remain running while power supply is available.
- Any persons seeking refuge from a high-risk area is advised to proceed to the nearest Safe Place which would be advised by Police and maybe the yacht club.

This action is consistent with FESA recommendations.

### **Weather Forecasts**

- All staff, officials, members and volunteers shall be aware of the day's weather forecast when planning on-water events. The individual skill level and ability of all sailors involved in the event need to be considered in relation to current and likely weather conditions that may occur during the day.

### **Storm Warnings**

- Storm warnings shall be given the upmost consideration on how it's 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, lightning, windstorm, cyclone, hurricane and tornados. Strom weather considerations are included in the Sailing Instructions.**
- In the case of a Tsunami alert, all on water activates will be cancelled until relevant authorities give the all clear.

### **Wind Speed Limits**

Through a consultative process the Club will assign wind speed limits for all sailing, training and other on water activities.

Through an informed decision making process and where there is likelihood the wind speed limits will be exceeded for any sailing or on water activity or effective rescue capability cannot be provided then sailing, training or on water activity will be cancelled.

- **Wind Speed Limits Informed Decision Process**

**Where it is anticipated wind speeds will exceed agreed wind limits for any Fleet there will be an Informed Decision Process sheet (Attachment -O) completed to determine if Sailing or the on water activity will commence. Completed sheets will be retained in the record file in the downstairs Sailing Office.**

- **Keelboat Division 1,2,3**

Yacht Races or other on water activities organised /managed by PRSC will be cancelled when the Race Committee considers that wind speeds exceeding 33 knots or adverse weather conditions are likely during the race, event or activity.

The Race Committee will undertake an informed decision process at least one hour prior to the designated start (as per clause 19.3 of the Sailing Instructions) to determine if wind speeds are likely to exceed 33 knots during the race / event or activity. If the IDP determines they are likely to exceed the 33 knot limit the race/event or activity/ will be not proceed be abandoned/ cancelled/ stopped. No Sailing or on water activities will occur when a "storm

force" warning" is current for Albany waters.

- **Off the Beach Yachts**

Yacht Races or other on water activities organised /managed by PRSC will be cancelled when the Race Committee (as per the Sailing Instructions) considers that wind speeds exceed the safe sailing capacity of the fleet or adverse weather conditions are likely during the race, event or activity.

The Race Committee will undertake an informed decision process. If the IDP determines they are likely to exceed safe sailing conditions then limit the race/event or activity/ not to proceed be abandoned or cancelled ( Abandoned code flag). No Sailing or on water activities will occur when a "storm force" warning is current.

- **Training and Sailability**

**TBA**

Require Sailability and Training determined information for this area??

## Wind Speed Limits & Informed Decision Process Requirements

<b><u>KEELBOATS</u></b>	<b>MAX 10 min Average</b>	<b>Strong Wind Warning 26 - 33</b>	<b>Gale Warning 34 - 47</b>	<b>Storm Warning 48 - 63</b>
DIVISION 1	0 - 33		Subject to IDP	Cancelled
DIVISION 2	0 - 33		Subject to IDP	Cancelled
DIVISION 3	0 - 33		Subject to IDP	Cancelled
<b><u>OFF THE BEACH</u></b>				
FLYING FIFTEEN	33		Subject to IDP	Cancelled
VIPERS	33		Subject to IDP	Cancelled
MIXED SKIFFS	25	Subject to IDP	Cancelled	Cancelled
MIXED DINGHIES	25	Subject to IDP	Cancelled	Cancelled
OPTIMISTS	25	Subject to IDP	Cancelled	Cancelled
<b><u>TRAINING</u></b>				
<b><u>SAILABILITY</u></b>				
<b><u>FISHABILITY</u></b>				

- *Wind speed* is the *average* speed of the wind over a 10-minute period at a height of 10 metres above the surface. As a guide, double the wind speed in knots to convert to kilometres per hour; for example 20 knots is approximately 40 km/h.
- *Gusts* are increases in wind speed lasting for just a few seconds. The speeds are typically 30 to 40 per cent higher than the average wind speed, but stronger gusts are likely in the vicinity of showers, thunderstorms and frontal systems.

- A *squall* is an abrupt and large increase in wind speed that usually only lasts for minutes then diminishes rather suddenly.

## UV Protection

- The Princess Royal Sailing Club provides Sunblock for all staff, officials, volunteers and students.
- All staff, officials and volunteers will remind sailors to apply sun block before and after going on the water, particular child sailors.
- Where possible; any clothing issued by the Princess Royal Sailing Club will be UV rated.
- Sun hats and sunglasses are encouraged to be worn at all times afloat where possible.

## Personal Floatation Devices

PRSC 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.

PFD Type 1 Life Jackets must be worn **at all times** on Club Rescue Boats 1, 2, 3 and any other Rescue boat with a length overall less than 4.8m

If any of the following conditions prevail, then the crews of Club Rescue Boats shall wear a life jacket **at all times**:

- At the direction of the OOD or Sailing Director.
- During a period of restricted visibility
- When the vessel is operating in an area (as defined below) where the Bureau of Meteorology has issued:
  - A Strong Wind Warning
  - A Gale Warning
  - A storm warning
  - A severe thunderstorm warning
  - A severe weather warning

Area used by the Bureau of Meteorology in which are relevant to PRSC include but not limited to:

- Albany Coast (Walpole – Bremer Bay)
- Princess Royal Harbour
- King George Sound

## Off the Beach Yachts-

All OTB 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 Western Australia and Sailing Australia Safety requirements at all times whilst afloat;

## Keel Yachts-

All keel yachts are to carry personal floatation devices as per relevant regulations by the State Government of Western Australia and Safety Regulations set by Sailing 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 carry personal floatation devices for all crew on board as per relevant regulations by the State Government of Western Australia and Safety Regulations set by Sailing Australia. In existing weather conditions on the day the Officer of the Day and/or Sailing Director may require all skippers and crews of these boats to wear personal floatation devices whilst afloat as per the Personal Buoyancy Aid Policy

### **Sailing Instructors and Coaches-**

All sailing instructors and coaches shall wear personal floatation devices as per relevant regulations by the State Government of Western Australia and Safety Regulations set by Sailing Australia 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***

- Off the Beach Yachts- All OTB 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;
- Keel Yachts- All keelboats shall 'Sign On' and complete the crew registration requirements prior to leaving the Sailing Office area.
- The skipper is to Radio Call /Check with the PRSC starter prior to the race. If a yacht retires it is to advise the PRSC tower via VHF at first safe opportunity and advise when the yacht has returned to the safe harbour/mooring area.
- Rescue and Support Vessels- All Rescue and support vessels shall sign on via VHF with the PRSC Tower with their Vessel name and Persons on Board.

### ***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 Sailing Australia.**

### ***Weather Information and Wind Speed Limits***

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 PRSC Tower at all times whilst competitors are afloat- including observations around Princess Royal Harbour and King George Sound , Weather reporting stations, 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.

### ***Race Abandonment***

The Sailing Director in consultation with the Officer of the Day and 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.

### **Communication**

All racing and training associated with Princess Royal Sailing Club shall use the VHF frequencies, operating on VHF Channel 71 (weekends) or as described in the relevant sailing instructions. The call sign for PRSC Tower is 'PRSC Race Control'. The PRSC Tower will monitor these channels for distress and safety during all times competitors are afloat.

## **First Aid Requirements**

This section outlines the requirements of the Princess Royal Sailing Club (PRSC) 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 PRSC 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.

### **Princess Royal 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 through the St John Ambulance WA.
- 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 Harbour & Sailing Operations Office, First Aid Area and PRSC Race-Tower.

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 PRSC grounds or on the water during a PRSC event.

- Persons that are injured within the PRSC grounds, who require first aid, should report to either the PRSC Office or Sailing Office
- 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 Procedure' shall be implemented.

## **Smoke free Policy**

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

Smoking is banned in the following areas

- Club Buildings
- All Rescue and training boats
- Any area within 50 metres 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 Requirements

*This section 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 Princess Royal Sailing Club is the responsibility of the Sailing Director and General Committee;
- The sailing office, PRSC Tower, together with all PRSC 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 used by the Princess Royal Sailing Club are fully operational at all times. A spare radio to be carried to replace any unit found to be defective;
- All staff and volunteers members who use radio communication for Princess Royal Sailing Club recreational boating activities should hold an appropriate licence;
- The Princess Royal 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.

## ATTACHMENT A – Sailing Director or 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. The OOD is an onshore duty, primarily located in the Princess Royal Sailing Club Race Tower. The OOD shall not leave the Club grounds at any stage whilst boating activities are under way at the club until all boats are ashore and accounted for.*

#### DIRECTION AND RESPONSIBILITIES

- The Officer of the Day (OOD) will be as determined by the PRSC Roster and must be a member of PRSC.
- 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 Director 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.
- Where there is both a PRO and an OOD on duty on any one day, the OOD will have ultimate responsibility for boating matters on the relevant day.
- 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
  - Sailing Director
  - Training Director
  - OOD

#### **Note: It is imperative that the person assuming responsibility is land based**

- In the event of any emergencies, the OOD should invoke the club's On-water Emergency Plan in consultation with the Sailing Director
- 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:
  - Sailing 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 two (2) hours before the programmed first warning signal of scheduled races.
- Review the current and forecasted weather with the Sailing Director, OOD and Fleet

Representatives. If weather appears to be unsuitable, a decision to cancel or postpone any events can be made ashore on the official flagpole.

- Collect 'Race Tower' box from the Sailing Office.
- Check the racing programmes and ensures you know exactly which events are scheduled; type of start and which classes are racing.
- Check Port shipping movements to ascertain any conflicts with race courses for the day.
- Record volunteers as they turn up for duty on the 'Race Day Duty Roster' printout. Any members who have failed to show up for their duty is to be entered into the 'PRSC Duty Roster' system to record any No-Shows in the system. Consult with the Sailing Director when members have failed to turn up to locate additional volunteers to fulfil required positions for the day's activities. At the end of the race day, file the 'Race Day Duty Roster' in the **Duty Roster Attendance** binder located in the 'Race Tower Box'
- At least ninety (90) minutes prior to the first scheduled warning signal, place Sign-On sheets and a copy of the official BOM weather forecast on the sign on table. Ensure that there are plenty of pencils available for signing on/off.
- Conduct a volunteer briefing with assistance from the Sailing Director. Relaying information to volunteers about the days racing, weather and allocated duties for the day.
- Conduct an OTB briefing for at least the training fleet. The Training Director and OTB representative will assist where necessary.
- 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 and actual wind strength if you see necessary (Particularly for junior OTB sailors)
- Ensure the following weather websites are open in the Sailing office
  - ❖ BOM Weather Forecast
  - ❖ Albany Coast Weather Summary
  - ❖ Albany Airport latest observations
  - ❖ Meteye Wind map of Western Australia
  - ❖ Rain Radar
- Code flags are in the flag cupboard above the stairs in the Start Box. Hoist keelboat signal flags on the East Halyard. Also place the keelboat course number below fleet code flag.
- The Radio in the start tower is for the use of the OOD/OOD delegate to contact other members, volunteers and in the event of emergencies.

#### **Starting Procedure for Club Starts**

- For Club Starts, ensure that the race start tower radio system is operating (main power switch is on panel of the start console. Refer to separate instructions at the rear of this folder).
- Brief the start tower team in the day's courses and marks.
- 10 minutes prior to the programmed warning signal time for the first race; activate the club race start procedure. Ensure that correct signals for keelboats and or OTB are indicated as required.
- Monitor the start of all keelboat and OTB classes to check for OCS infringements. Indicate individual or general recall as required using the electronic race start system.

### **During Racing**

- The primary objective is safety first, and achieving a race result is a secondary consideration at all times.
- Confirm with both Keelboat and OTB Sign on sheets 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

- In conjunction with the Start Tower team, 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, noting that for some OTB courses, the OTB Starter will act as the finishing boat.
- Maintain a constant vigil for changes in the weather using the Internet and visual observation. In particular monitor wind observations at North Walpole and Cape Leeuwin.
- If you consider the fleet is at risk due to current or potential severe weather conditions, abandon all racing in consultation with the OOD, Sailing Director and Fleet Representatives. Consider the following prior to referring to On-water Emergency Response Plan.
  - Observations from the start box;
  - Current observations and weather forecast data from the internet;
  - Local ABC Radio
  - Albany Sea Rescue (VHF channel 16);
  - Advice and observations as to wind, sea and tide states on the water (as relayed from the Sailing Director and Fleet Representatives), and the available numbers of experienced Rescue boat crews.
- Monitor position of keelboat and OTB boats their progress and if considered appropriate, discuss with the Sailing Director, Fleet Representatives 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 in the recording of boats as they finish through the club line. If so, request it position itself just to the north of B Buoy and record the class and sail numbers in order of finishing, with approximate times if possible. (Collect this record upon its return to shore and cross check against race tower records as required).
- Monitor all race results to ensure accurate entries and all information is properly recorded. Ensure if fast finishing is being used that a written record in case of computer failure.

### **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 start tower over the PA and refer to the on water emergency procedures.
- With the assistance of the Start tower team, enter finishing times into the Race Results System, then print and check them. Post them on the Notice Board on the deck of the sailing and harbour office and on the website.
- Ensure that all Rescue boats are either securely berthed or brought ashore, and burgees

lowered. Ensure the daily maintenance sections of the Rescue Boat Log are completed by the relevant Rescue Boat Skippers on their return, and that keys and safety equipment are returned to the Sailing and Harbour Office.

- Present members that have volunteered for the day with a refreshment voucher from the bar
- Announce results and present prizes, glasses and pennants as soon as possible after racing is finished and results collated. Remember to thank our sponsors and all volunteers for the day.
- Remove the OOD blackboard from the balcony and place it inside the sailing and harbour office.
- Ensure all start box facilities are shutdown including lights, air-conditioning, race-start system and radios and lock the tower and return keys and 'Race Tower' box to Sailing and Harbour Office. Please leave tower computer turned on. Also check that Rescues 3, 5 and 6 (if used) have been put away.

### **OTB Courses, Signals and Racing**

- For OTW Starts, ensure that start times for all classes in OTB starts are conveyed from the start boat to the start box crew. This may be best done via VHF or mobile telephone. If communication difficulties arise with this procedure, take the start time later in the day and adjust accordingly.
- If wind and/or sea conditions appear to be too severe for any or all of the classes then advise these classes not to leave the beach via PA and fly AP over A over relevant class flags, from the official flagpole.
- 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 PA announcements and display flags as per the sailing instructions.
- If wind and/or sea conditions appear to be too severe for any or all of the classes then advise these classes not to leave the beach via PA and fly Code Flag D over relevant class flags, from the official flagpole.
- 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 Rescue 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.
- **OFF-THE-BEACH SIGNALS.**  
**TBA**

**NUMERAL PENNANT** for the course selected.

- Code flags are in the flag cupboard in the Start Box. Hoist OTB signal flags on the West Halyard.
- It is also recommended that a PA announcement be made of the course for the benefit of the sailors and their parents.

#### **Keelboat Courses, Signals and Racing**

- For OTW Starts, ensure that start times for all classes in the keelboat are conveyed from the start boat to the start box crew. This may be best done via VHF or mobile telephone. If communication difficulties arise with this procedure, take the start time later in the day and adjust accordingly.
- If observed conditions on the KB course indicate average wind speeds less than 4 knots, or more than 25 knots averaged over 10 minutes – then conditions may be unsuitable for starting Keelboat racing.
- 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. For keelboats, courses should be established and relevant course flags hoisted no later than 1 hour before the scheduled start.
- *If keelboats are sailing a long course that crosses the Shipping Channels, the Sailing Director should arrange for prior written notification to Coast Radio Melbourne at Point Lonsdale. The OOD should notify Coast Radio Melbourne as early as possible on race day of the number of boats, the time that the boats will be in the vicinity of the Channel and approximately where the fleet should cross the Channel.*
- **Fleet Signals**
- The Fleet flags are:
  - DIVISION 1 - Naval Numeral 1
  - DIVISION 2 - Naval Numeral 2
  - DIVISION 3 - Naval Numeral 3
  - FLYING FIFTEEN - Flying Fifteen Emblem Flag
  - VIPERS - Viper emblem flag
  - MIXED SKIFFS Cherub Emblem flag
  - MIXED DINGHIES - Mirror Emblem Flag
  - OPTIMISTS - Optimist Emblem Flag
- When fleets are combined in one race the Fleet flag is Naval Numeral 1.

## SAILING DIRECTOR or OOD CHECKLIST

### Upon Arrival

- Place your name on OOD Board and hang on Balcony
- Race Tower Keys and Box collected from sailing office
- Discuss with Sailing Director any changes to Sailing Instructions or special events on the day

### Prior to Racing

- Complete Check Completed.
- Check racing program for days racing
- Record Volunteers on arrival
- Place Sign on sheets and copy of BOM forecast on Sign On Table
- Review current and forecasted weather with SOP, OTB and KB Starters
- Conduct Volunteer Briefing
- Conduct OTB Sailors Briefing
- Hoist Code flags for course on official flag pole
- Conduct a VHF Radio Check
- Advise sailors of the days courses
- Ensure sufficient volunteers for the day's activities
- Ensure race start system is operating

### During Racing

- Complete Check Completed
- Activate club start system
- Monitor starts for OCS/General Recall
- Monitor current weather conditions around Port Phillip Bay
- Finish the races- accurately record finishing times
- Monitor sign on/off sheets
- Monitor sailors around the course

### After Racing

- Complete Check Completed
- Finish results entered into results system
- Sign off sheets collected
- Keelboat Ferrying duties completed
- Radios and start system shut down
- Produce Results
- Conduct presentation
- Remove all flags from the flag pole
- OOB board back to the Sailing Office
- Start Tower locked up and keys returned.

## Attachment B: Race Officer (RO) (OTB Starter/Keelboat Starter) Duties

*Reports to: The Race Officer (RO) reports to the Sailing Director or nominated Officer of the Day (OOD).*

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

Duties for the RO prior to racing include:

- Checking with the OOD and Sailing Director 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
- Rescue Boat safety gear
- First aid kit
- Food and drink for persons on-board
- Perform a radio check with the PRSC Tower;
- Advise PRSC Tower of departure from the harbour by radio.

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 with the PRSC tower 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 PRSC 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;
- Daily vessel log is to be completed;
- Assist OOD in any racing related duties ashore.

Qualifications required but not limited to:

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

## ATTACHMENT C: Sailing Instructor Duties

*Reports to: The Sailing Instructor (SI) reports to the Training Director.*

*The Sailing Instructor is responsible for all on water activities during training days including clients/participants,(PRSC Personnel, volunteers ,boats and equipment.*

Duties for the SI prior to training include:

- Checking with the OOD and Training Director if there are any changes to the training schedule and any existing known hazards.
- Checking that their allocated rescue and coaching 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 with the Shore Base;
- Advise Shore Base of departure from the marina by radio.

Duties during training:

- Allocate duties on board the start boat and make sure that each fully understands their duties and responsibilities;
- Ensure that training is conducted to best practice and with the latest editions of Sailing Australia Training course guidelines and Instructions.
- Assist in maintaining constant surveillance on the weather with the BYS tower 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 PRSC Emergency Rescue Coordination Plan;
- Remain on the water until all competitors are safely ashore;
- At the conclusion of training 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;
- Daily vessel log is to be completed;
- Assist OOD in any racing related duties ashore.

Qualifications required but not limited to:

- Sailing Australia Club/State/National Sailing Instructor Qualification
- Apply/Senior First Aid
- Recreational boat licence or higher
- Sailing Australia Safety boat Operator Certificate
- Working with Children Clearance
- Marine Radio Operators Certificate of Proficiency

## ATTACHMENT D - Rescue Boat Operations Policy

*The responsibility for the Club's Rescue Boat fleet is overseen by the Sailing Director 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 Rescue Boat is ultimately responsible for the safety of his/her crew and vessel.

Skippers of PRSC Rescue Boats **must** comply with the following:

- Hold a current Western Australian Marine Recreational Skippers Ticket.
- Be a proficient Marine Radio Operator.
- Be 16 years of age or older, unless a Trained Instructor.

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 Western Australian Marine Recreational Skippers Ticket can actually operate or control a Rescue Boat.

### *Rostered Crew*

- Rescue 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 PRSC Rescue Boats or loan Rescue boats for each event are to be recorded on the Rescue Boat Log Sheets and maintained by the Sailing Director, OOD, Radio Operator or their substitute.

### *Prior to leave the beach or Safe Harbour*

- The skipper is responsible for completing the Rescue 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 PRSC Personal Buoyancy Policy
- Each Rescue boat skipper must familiarise themselves and crewmembers 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 Princess Royal Sailing Club 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 to 'PRSC Tower', and report fuel levels and number of persons on board.
    - In the situation of less than 50% of current fuel capacity or if any difficulties with radio communications are encountered the OOD or Sailing Director should be contacted to assist with co-ordinating re-fuelling or repairs. In appropriate circumstances with permission of the OOD or Sailing Director, the skipper and crew may commence operations while arranging extra fuel to be collected at the first opportunity.

### *Upon returning to the beach or safe harbour*

- The skipper is responsible for shutting down and securing their vessel upon returning to shore which including the following:
  - Ensuring that the vessel is securely berthed in the correct location

- 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 Rescue boat log and returning to PRSC Sailing Office, reporting any issues or defects.

*Rescue boat coordination on the water*

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

<i>Vessel</i>	<i>Operating for</i>	<i>Minimum Crew</i>	<i>Operating for</i>	<i>Minimum Crew</i>	<i>Maximum POB</i>
<i>Rescue 1 Red RIB</i>	<i>Keelboat Tender</i>	<i>2</i>	<i>Rescue Boat</i>	<i>2</i>	<i>6</i>
<i>Rescue 2 Yellow Plaka</i>	<i>Mark Laying</i>	<i>2</i>	<i>Sail Training</i>	<i>2</i>	<i>6</i>
<i>Rescue 3 Alli Duck</i>	<i>Rescue Boat</i>	<i>2</i>	<i>Sail Training</i>	<i>2</i>	<i>6</i>

In accordance with the club policy, smoking is **not permitted** at any time on Rescue Boats;

- Alcohol or drugs are **not permitted** on Rescue Boats under any circumstances. A 0.00% test reading is required at all times;
- Each Rescue Boat crew member is entitled to obtain from the club, 1 soft drink and bottles of water for each person on board. Water should always make up at least 50% of the drinks taken on board a Rescue Boat;
- Younger members (12 years or older) and new Rescue Boat volunteers are to be encouraged to be allocated to either Rescue Boats as crew in addition to those rostered in order to facilitate training for future crew members;
- 

***Use of club vessels for private coaching/ event***

A **current financial PRSC Ordinary member** may request from the Sailing Director and Board the use of a Rescue boat for coaching purposes at any time during daylight hours subject to the following:

- that the use of the Rescue Boat does not interfere with other PRSC operations;
- the skipper and all crew of the Rescue Boat must be current financial PRSC members and comply with the PRSC Rescue Boat Operations Policy at all times.
- Spectators are not permitted on Rescue Boats when being used for coaching.
- If approved the user will complete a hire/ lease agreement and pay applicable fees
- At all times, the Rescue boat must at all times remain within view of the PRSC Tower within the Princess Royal Harbour;

***Use of club vessels for away events***

- Rescue Boats may be used by a current **financial PRSC Ordinary member** for coaching and sailor support at events away from PRSC only with the approval in writing from the Board of Management.
- Permission shall be sought by completing the 'Rescue Boat for Away Events Application Form' and submitted to the PRSC 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.
- If approved the user will complete a hire/ lease agreement and pay all applicable fees.

- The method of delivery and return to away event shall be by road. The user shall adhere to the PRSC 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 PRSC 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 Rescue Boat fleet is overseen by the Sailing Director and nominated member of the Sailing Committee. The Sailing Director 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.

## Rescue 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.
- 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
- 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
- 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
- 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

## Rescue 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.
- 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
- All hull fittings in working condition
- Antifouling- Hull checked for operational use
- 2x Paddles
- Anchor in serviceable condition
- Safety gear checked and sealed
- First Aid kit checked and sealed

### Engine and Fuelling

- Completed Check Completed
- 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
- 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 for use

### Inspection Notes/Comments

## **ATTACHMENT E - Training Yachts and Equipment Operations Policy**

*All Princess Royal 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.

### ***Yacht/ Keelboat Fleet***

- All boats shall be maintained in good condition. The following areas are considered:
- Hulls should be well maintained in a good state of repair, watertight and with all fittings in good working order.
- Running rigging should be well maintained and in a good state of repair. All halyards should be off sufficient length and in good condition. Sheets should be of sufficient length and appropriate diameter and material
- Standing 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.
- Sails should be in serviceable condition for the courses on offer. Provision should be made for teaching how to reef afloat.
- Boats must be suitable equipped (e.g. anchors, fenders) for the operating area.

### ***General***

- A **current financial PRSC member** may request the use of a training yacht or equipment at any time during daylight hours subject to the following:
- that the request may be declined by the Sailing Director or Board at any stage;

- that the use of the yacht and equipment does not interfere with other PRSC 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 PRSC members;
- If approved the user will complete a hire/ lease agreement and pay applicable fees
- 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 PRSC Tower (subject to visibility) **and** within the following area:

(a) Princess Royal Harbour

## ATTACHMENT F – Trapeze Harnesses and Entrapment

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 office and Rescue boat crew will be regularly briefed and trained on the risk of dangers or entrapment and methods of recovery;

PRSC Rescue boats will be equipped with sharp knives to cut sheets, trampoline, harnesses etc. to free a sailor and bolt/wire cutters to cut rigging;

Immediately if it becomes apparent that a sailor has not surfaced and may be entrapped, all efforts should be directed towards righting the boat sufficiently to bring the sailor to the surface. In the case of catamarans, Rescue boat crew should be prepared to cut the trampoline where needed to free an entrapped sailor. When the sailor has been brought to the surface, the safety boat crew shall be able to free an entrapped sailor.

## ATTACHMENT G – Refuelling Procedure

*The responsibility for the refuelling the PRSC Rescue Boat fleet is overseen by the Sailing Director and Harbour Master to oversee 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.
- Check what fuel the motor uses before 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 Director.
- 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 build-up 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 on-board 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 H – 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 tires 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 tires and make sure the lug nuts are tightened. A partially flat trailer tire 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 I – On water Emergency Management Plan

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

PRSC recognizes that a 'Major Incident Plan' is required to manage any unforeseen catastrophe that occurs within the club's premises, within the marina or connected 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 Club Manager (CM)
- On water activities Sailing Director (SD)

### Procedure

- The OOD or SD will immediately take charge of the incident and remain close to radio and telephone communications;
- In the event that the SD is not present at PRSC, his duties shall be taken over by the OOD or another appointed 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 SD;
- Having ascertained the nature of the incident, the damage or threat to humans, the SD will ensure contact is made with the appropriate emergency services for assistance:
- Accident involving serious injury or death  
000 (Operator will direct the call to the relevant agency)  
Department of Transport Safety Western Australia  
WorkSafe WA
- Fire and Explosion  
000 (Operator will direct the call to the relevant agency)
- Sinking of vessel(s) and/or fuel spillage  
000 (Operator will direct the call to the relevant agency)  
Transport Safety Western Australia  
EPA  
WorkSafe WA

A marine incident report must be completed by PRSC and forwarded to Department of Transport Safety Western Australia.

### RESPONSIBILITIES OF THE RACE MANAGEMENT AND TRAINING PERSONNEL IN A MAJOR ON WATER INCIDENT

- The **Club Commodore** is responsible for the overall management of the incident and in particular managing the external communications in relation to incidents. This includes relatives of event participants or trainees, media, sponsors, and any other external stakeholders.

- The **Club Manager** will provide strategic support to the Commodore and Incident Manager (IM) and ensure the Incident Management Team has adequate access to resources to be able to appropriately deal with an incident. The Club Manager will establish incident headquarters if a major incident eventuates. The Club Manager will be responsible for all communications with the media in the case of a minor or moderate incident and needs to be careful not to get distracted by outside influences. Location: Onshore
  - The **Sailing Director** (Incident Manager) is responsible to the Commodore for the operational involvement in the incident and will be responsible to the Police/ Water Police and other response agencies. The Sailing Director is responsible for notifying the Commodore in the case of a moderate incident. The Sailing Director is responsible for informing the Commodore if a major incident develops and then subsequently to keep the Incident Director briefed on key developments throughout the Incident. It is recognised that fatigue is a factor to be avoided during the management of a protracted incident. Location: Onshore
  - The **Officer of the Day** (OOD) may act as Incident Manager for the duration of minor incidents. The Officer of the Day is responsible to the Sailing Director for the operational management of moderate and major incidents until the Sailing Director has taken control. Thereafter the Officer of the Day will provide off water support as required by the Sailing Director. The Officer of the Day is to remain at all times, unless directed by the Sailing Director, with communication available by VHF Radio and mobile phone. Location: Onshore
  - The **Race Officer** (RO) is responsible to the Incident Manager for the operational management of all on water incidents until the Incident Manager has taken control. Thereafter the Race Officer will provide on water support as required by the Incident Manager. The Race Officer is to remain on the water until all sailors and support personnel are ashore at all times, unless directed by the Incident Manager to stand down and return to shore. The Race Officer should be at all times contactable by VHF Radio and Mobile Phone. Location: On the water.
  - The **Radio Room Operator** is responsible for keeping an accurate log of all event communications received via radio. A log is to be kept at all times sailors and race officials are on the water. The radio room must have a standing watch at all times. Location: Onshore PRSC Tower
  - The **Instructor** may also act as Incident Manager for the duration of minor incidents and play a similar role to the Race Officer in the case of an incident during a training activity. Location: On the water.
  - The **Assistant Instructors, Coaches, Support Boats and Mark Boats** involved in a training activity or event will provide forward communications and assistance as requested by the Instructor or Race Officer. Location: On the water.
  - **Incident Management Team** (IMT) members undertake responsibilities as directed by the Incident Manager, such as maintain detailed log books, maintain listening watch on HF, VHF, TV and domestic radio and any other duties as directed by the Incident Manager. Location: Varies

## Incident Management Centre

The Incident Management Centre for Princess Royal Sailing Club is located in the lower Sailing Office OR Sailability Sailing Office of the Club House at Chipana Drive, Little Grove. The IMC will be set up with the following during all activities

- ❖ Copy of Incident 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 and support boat.

## On Water Rescue Procedure

Where a rescue is required the Rescue 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 Rescue boat skipper;
- A rescue should not be attempted where to do so would endanger the life of crew or the Rescue Boat;
- Where a rescue is not attempted pursuant to the above, the Rescue Boat skipper should immediately inform the PRSC tower of the decision not to attempt the rescue;
- Should the Rescue boat crew be unable to locate a competitor, student or persons in the event of a capsize, the PRSC tower should immediately be informed and a search commenced for the missing person/s.

### **Rescue Procedure**

- The first priority of a rescue is the safety of the competitors, student or persons;
- 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 the PRSC Lower Landing Jetty and the PRSC Tower and OOD advised. First aid should be rendered whilst underway.
- Where a boat is disabled to the extent it is unable to proceed to harbor unassisted, the Rescue Boat is to take the competitor's boat in tow; Sailor's should be asked to secure sails, sheets and lines and the mast and boom in the event of a dismasting before the boat is towed; The tow should not be undertaken until permission is given by the RO;
- The competitor's boat should be towed either to the on race course Mother Boat or to the harbor or beach as directed by the PRO or OOD.
- Rescue Boats should return to the course unless the PRO or OOD has asked the Rescue Boat to remain in ashore;
- In the event of a yacht having to be abandoned and sailor removed, a "crew taken line" shall be attached to the vessel to alert any other boats that the crew is safe. These are available in all PRSC Rescue Boats.

### **Rescue Procedure – Towing**

- All PRSC training yachts are fitting with a tow line;
- In the case of a missing towline the Rescue Boat's towline should be passed to the sailor's boat to be passed twice around the mast and then held by the student such that it can be quickly released if required;
- On the Rescue Boat the tow line should be passed twice around a stern cleat or towing bridle and then held by one of the Rescue Boat's crew to enable a quick release if required.

## Abandonment of Sailing Coordination Plan

The following procedures are to be implemented in the event that the Sailing Director, Officer of the Day or Race Officer notifies that racing is to be abandoned:

### Stage 1 – Winds 0 to 22 knots

The PRSC Tower to:

- All Rescue vessels to remain afloat until all sailors are safely ashore;
- Monitor and log all radio traffic;
- Supervise the sign off process until all students are accounted for;
- Check that all PRSC Boats on course have returned safely.

### Stage 2 – Winds 22 to 33 knots (outside assistance required)

- The PRSC Tower to monitor and log all radio traffic;
- Contact Albany Sea Rescue base to request assistance if required;
- To two club members/staff to man the lookout, noting the numbers of boats in distress and if they are being attended to;
- The PRSC Tower to list boats on Situation Board – Sail Number, Class, Skipper, Status, and Located & Recovered;
- The Sailing Director, OOD or RO to appoint someone to supervise the sign off process until all competitors are accounted for;
- When it is considered that rescue operations have been completed, the PRO to check that all skippers and boats are accounted for;
- Advise all PRSC craft on the race course when rescue operations are completed;
- Check that all PRSC Boats on the race course have returned safely.

### Stage 3 – Abandon boats

When conditions have deteriorated to an extent that with poor visibility, heavy seas making boats non towable and sailing impossible, competitors or students must leave their boats and be transferred to rescue craft:

- The PRO in consultation with the RO, will declare that all boats are to be abandoned and that crews are to be picked up by PRSC vessels in the training area;
- The PRSC Tower to monitor and log all radio communications;
- The PRO to advise the Albany Sea Rescue and the Western Australia Water Police of action taken;
- The PRSC Tower to maintain a constant look-out’;
- Maintain ‘Situation Boards’ and regular contact with Beach Master;
- Co-opt additional rescue/research vessels as required;
- When it is believed that the rescue operations have been completed, the PRO to check that all skippers are accounted for;
- Advise all PRSC vessels on the race course when rescue operations are complete;
- Check that all PRSC vessels and crews have returned safely;
- Complete marine incident report and file with Transport Safety Western Australia.

## Missing Sailors

In the event of a sailor missing and unable to be located the following procedure shall be implemented:

- OOD and Sailing Director to be notified immediately;
- All racing to be abandoned and all sailors to return to shore;

- All Rescue and support craft to remain afloat including coach boats to assist in locating missing sailor until rescue coordination is handed over to Western Australia Police;
- The PRSC Race Tower to monitor and log all radio traffic;
- The Sailing Director is to contact Western Australia Police to request assistance. This is then likely to be directed to the Water Police and/or Southern Peninsula Rescue Squad;
- To two club members/staff to man the lookout, noting the numbers of boats in distress and if they are being attended to;
- The Sailing Director to appoint someone to supervise the sign off process until all competitors are accounted for;
- When it is considered that rescue operations have been completed, the Sailing Director to check that all skippers and boats are accounted for; and will advise all PRSC craft on the race course when rescue operations are completed or advised to stand down.

## **ATTACHMENT J – Emergency Contact Numbers (to be updated annually)**

### **POLICE AMBULANCE FIRE 000**

#### **Commodore:**

Susette Evans

M: 0407 380 054 E: [commodore@prsc.com.au](mailto:commodore@prsc.com.au)

#### **Vice Commodore:**

Chris Oldham

M: 0427 089 382 E: [consultoldham@gmail.com](mailto:consultoldham@gmail.com)

#### **Finance Director:**

Russell Harrison

M: 0419 040 704 E: [russellh@lincolns.com.au](mailto:russellh@lincolns.com.au)

#### **Sailing Director:**

Neil Worrell

M: 0408 492 157 E: [neil.worrell@apecchip.com.au](mailto:neil.worrell@apecchip.com.au)

#### **Facilities Director:**

Harold Keay

M: 0428 413 122 E: [hk@wn.com.au](mailto:hk@wn.com.au)

#### **Training Director:**

Chris Oldham

M: 0427 089 382 E: [consultoldham@gmail.com](mailto:consultoldham@gmail.com)

**Communications Director:**

Karen Timmins  
M: 0427 756 012 E: [info@karentimmins.com.au](mailto:info@karentimmins.com.au)

**Social Director:**

Kriss Logan  
M: 0466 688 924 E: [kriss\\_logan@mac.com](mailto:kriss_logan@mac.com)

**Sailability Coordinator:**

Mark Paynter  
M: 0407 758 787 E: [sailability@prsc.com.au](mailto:sailability@prsc.com.au)

**Manager:**

**Rod Hedderwick**

T: 9844 4033 E: [office@prsc.com.au](mailto:office@prsc.com.au)  
87 Chipana Drive, Little Grove WA 6330  
P: PO Box 345 Albany WA 6332  
T: (08) 9844 4033  
E: [office@prsc.com.au](mailto:office@prsc.com.au)  
W: [www.prsc.com.au](http://www.prsc.com.au)

**Race & Sailing  
Committee Reps**

Division 1: Murray Deere  
Division 2: Stephen Lee  
Division 3: Susette Evans  
Flying Fifteens: Simon Lucas  
Vipers: Michael Cameron  
Mixed Skiffs:  
Handicaps: Chris O'Keefe  
Street Address Chipana Drive,  
Albany 6330  
Albany Volunteer Sea Rescue  
Western Australia Water Police  
Rescue Coordination Centre Western Australia  
Australian Search and Rescue 1800641792

**EMERGENCY AT SEA:**

Assess the situation, ensue command and vessel survivability then begin emergency procedures.

Use the resources of fellow sailors and the **PRSC RACE CONTROL ON VHF CHN.71**.

If the Ambulance is called then the pick-up location can be the PRSC marina, Town marina or Emu Point marina. Choose the closest.

If outside assistance is required (this includes person lost at sea, fire on-board, serious injury and vessel disabled, aground or sinking):

**CALL ALBANY SEA RESCUE ON VHF CHN 82.**

If no response call **ALBANY SEA RESCUE ON MOBILE. 0427 923 557**

If no response call **POLICE** on. **000**

Report incident and follow instructions.

NOTE: ASR will notify Police of the incident as part of their rescue procedure.

EMERGENCY ASHORE AT PRSC:

**CALL 000 AND ASK FOR EITHER POLICE, FIRE BRIGADE OR AMBULANCE.**

Location is either the Princess Royal Sailing Club marina OR the Princess Royal Sailing Club clubhouse carpark.

Closest road intersection is Frenchman Bay Road and Chipana Drive.

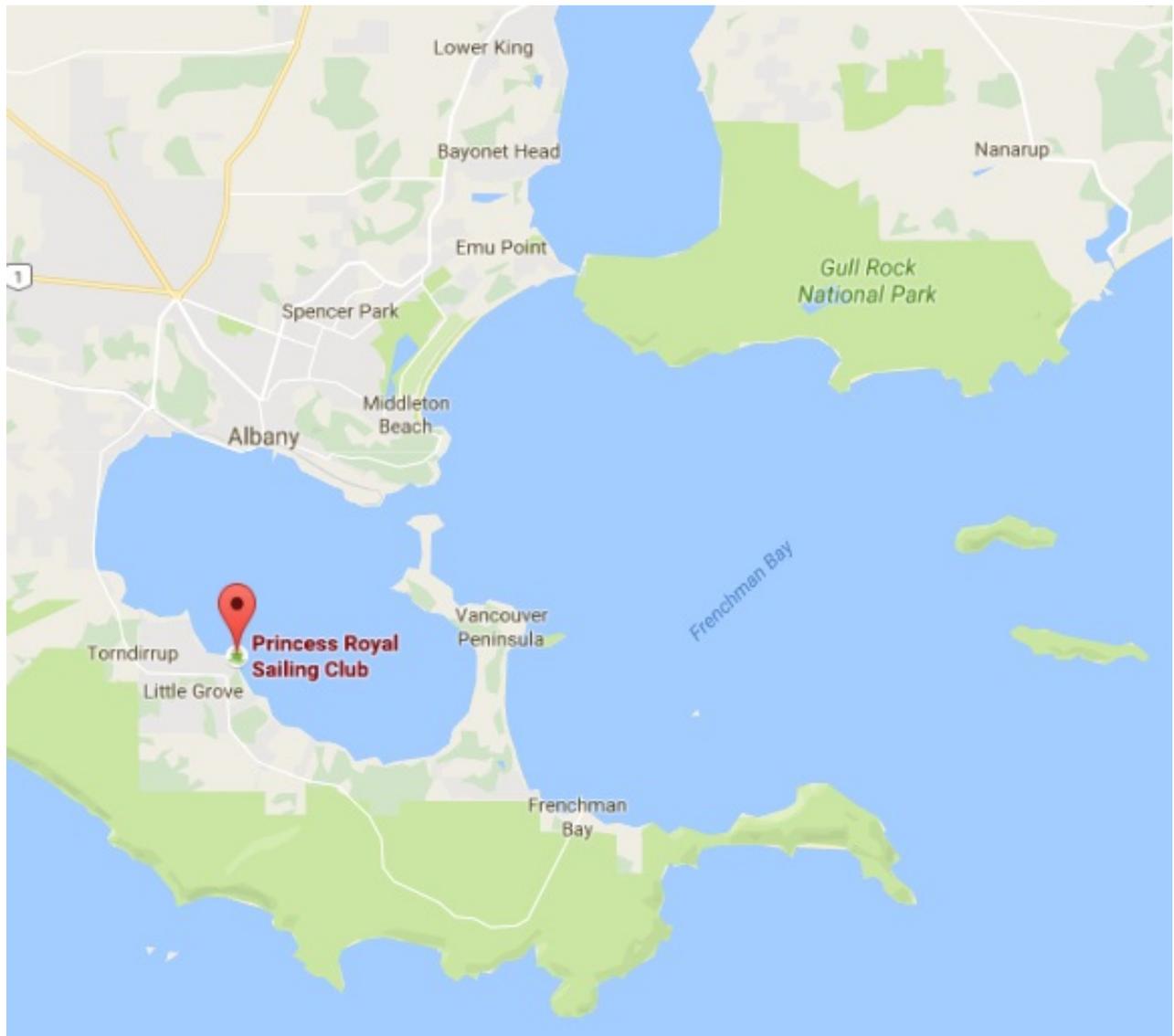
First Aid Box and Defibrillator are located downstairs in the Sailors Bar.

First Aid Persons are listed on the First Aid Box and in the Jetty Start Box.

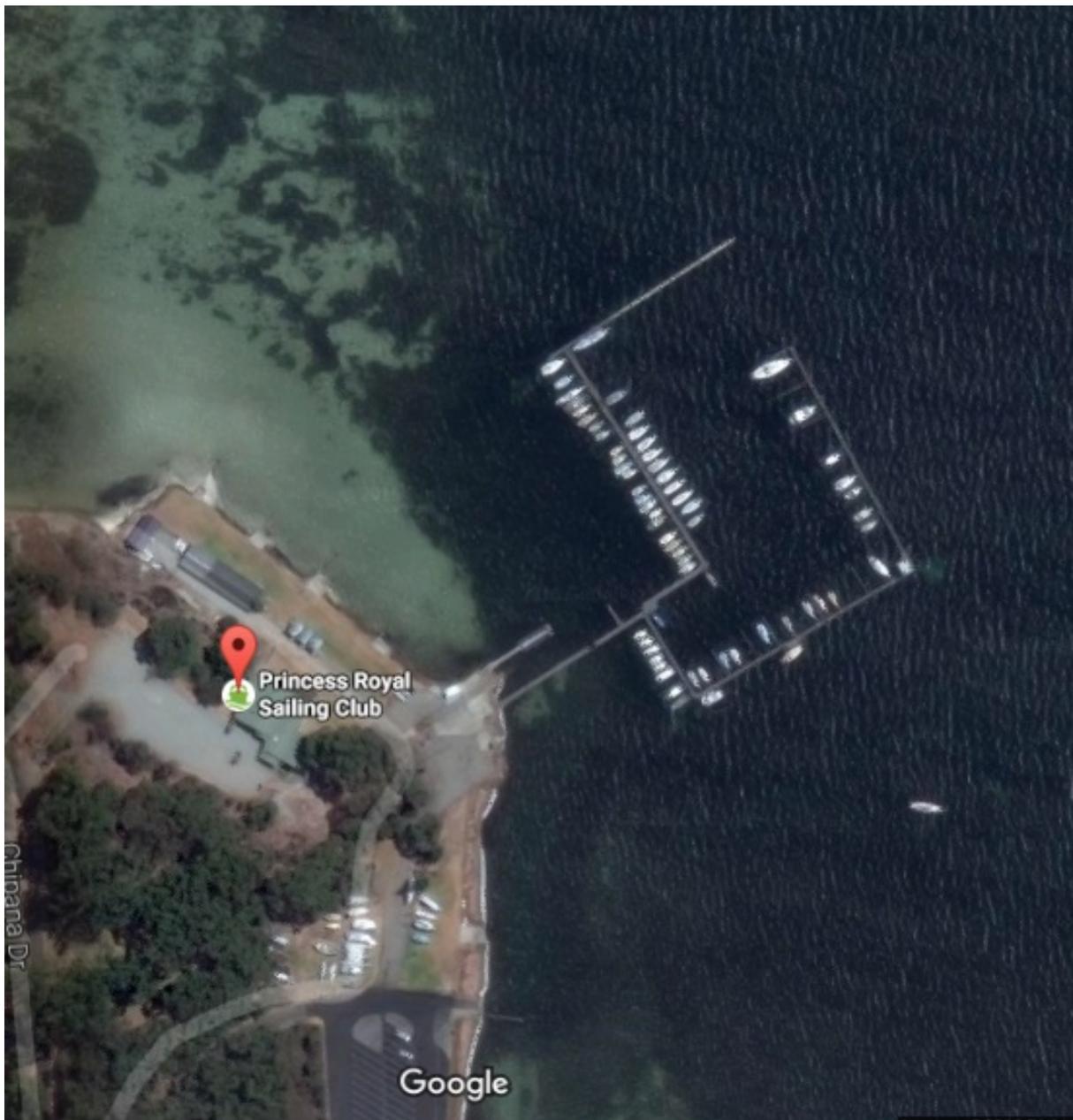
OIL SPILLS:

An OIL SPILL KIT is kept in a yellow wheelie bin in the under-croft. Your jetty key will give you access. Use as per instructions.

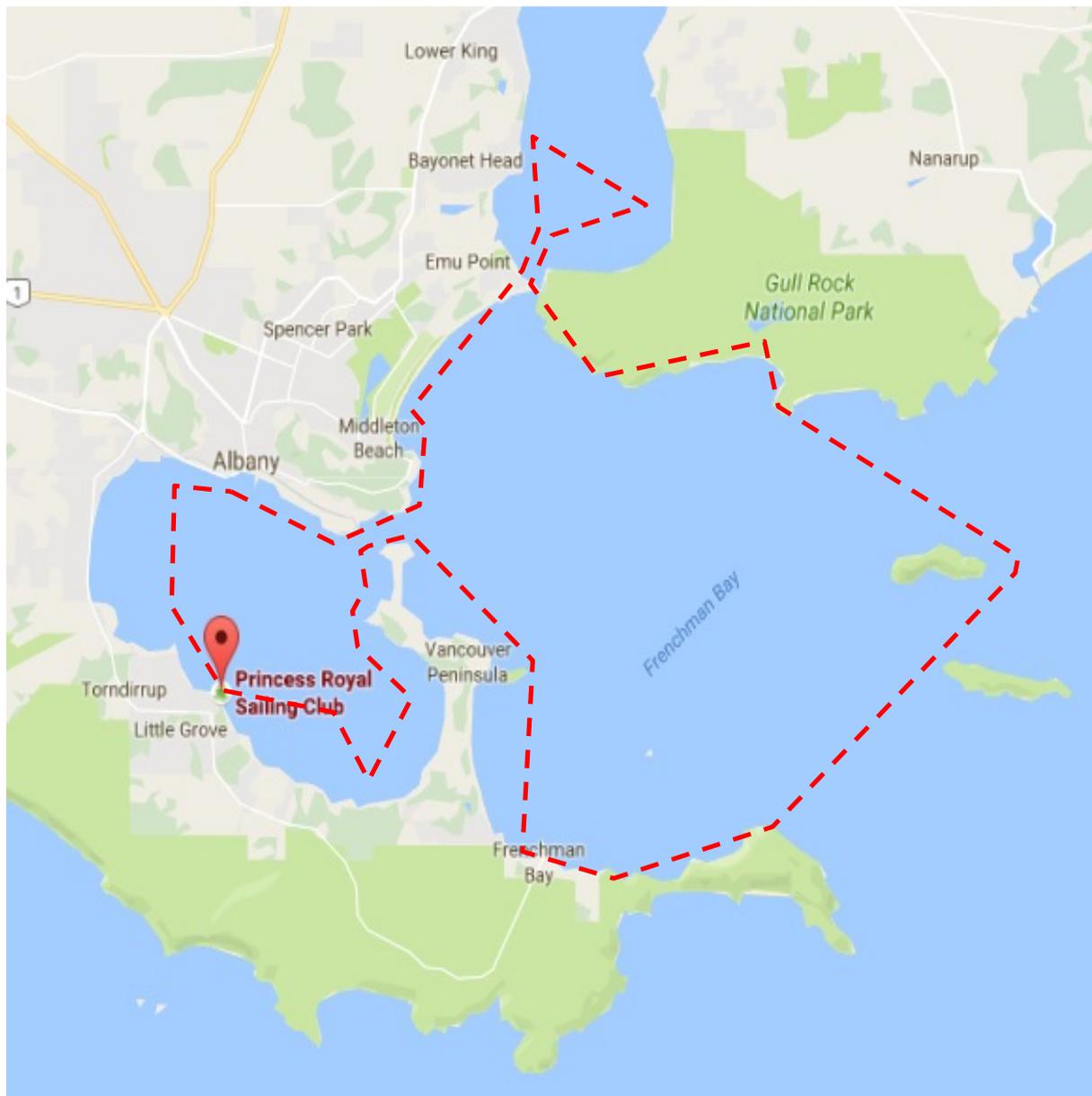
**Attachment K -- PRINCESS ROYAL SAILING CLUB LOCATION**



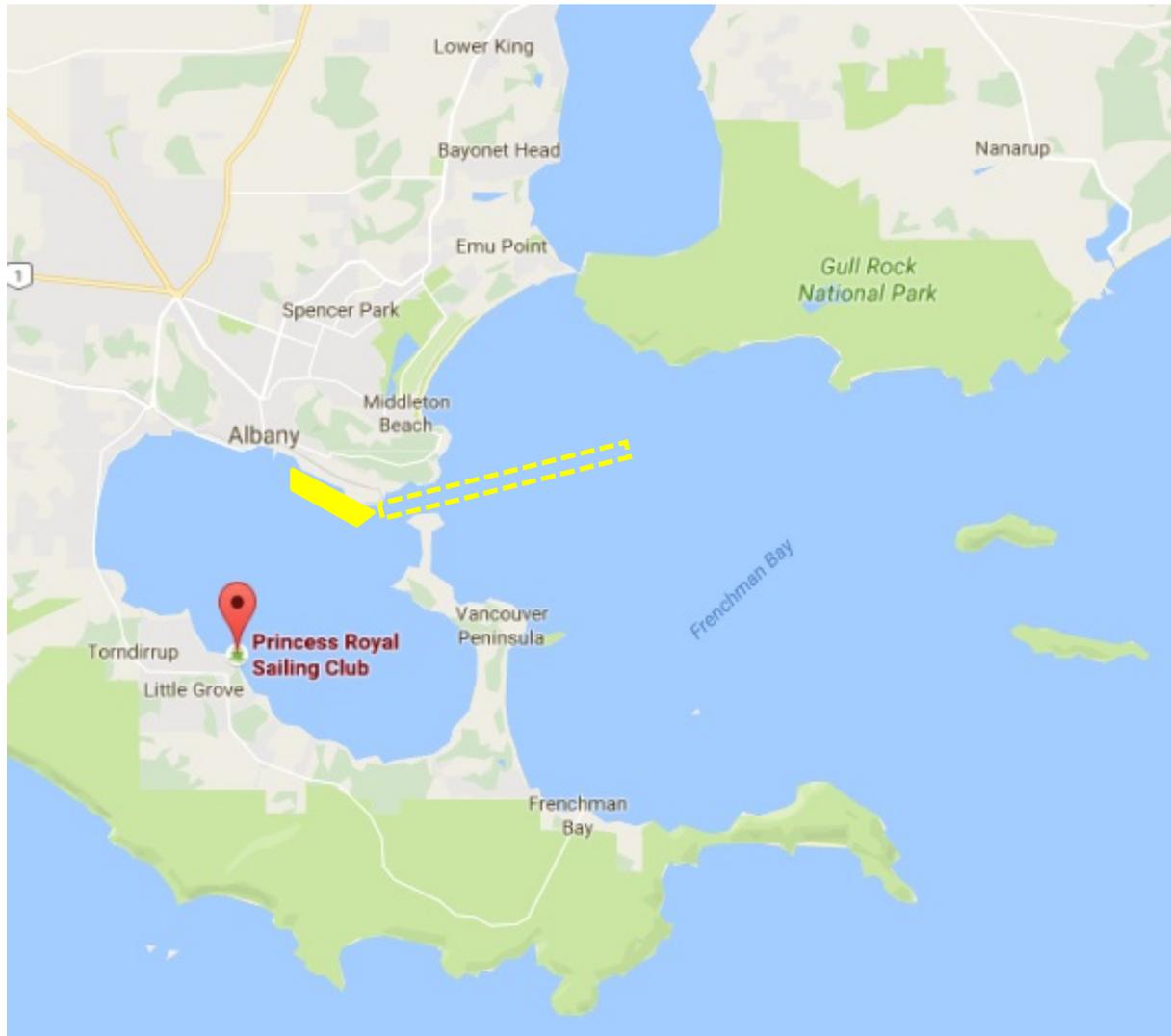
## Attachment L -- PRINCESS ROYAL SAILING CLUB LAYOUT



## Attachment M – Areas of Sailing and on Water Activity Limits



## Attachment N – Albany Port Limits and Restricted Areas



## Attachment O –Wind Limits Informed Decision Process

### SATURDAY AFTERNOON RACING INFORMED DECISION PROCESS RECORD SHEET

TO BE COMPLETED BY SAILING DIRECTOR (SD) or NOMINATED RACE OFFICER of the DAY (ROOD) with at least Two Fleet Representatives or other Board Directors.

SELECT AND TICK ALL BOXES

PROGRAMMED RACE FOR DIV 1  DIV 2  DIV 3  FF  VIPERS  DINGHIES   
 HARBOUR  KING GEORGE SOUND  OFFSHORE  OTHER

#### WEATHER CONDITIONS EXPECTED DURING RACE

Clear  Overcast  Light Rainfall  Heavy Rainfall/Hail  Lightning & Thunderstorms

#### ARE NORMAL WIND CONDITIONS/ LIMITS EXPECTED DURING RACE

YES  NO

Nominate Wind Range Expected (To be derived from BOM Meteye one hour prior to race start)

0 – 5 knots  5 – 10 knots  10 – 15 knots  15 – 20 knots  25 – 30 knots

#### ARE ADVERSE WIND CONDITIONS EXPECTED DURING RACE

NO  YES

Check BOM South Coast

Marine Forecast and Seabreeze

#### ARE ANY MARINE WIND WARNINGS ISSUED FOR ALBANY COAST ONE HOUR BEFORE RACE START TIME

NO  YES

AND STILL CURRENT

Nominate Wind Ranges Expected in the Race Area over the expected duration of the Race (To be derived from BOM Meteye one hour prior to race start)

	1100hrs	1400hrs	1700hrs	2000hrs	2300hrs
26 -33 knots (Strong Wind Warning)	<input type="checkbox"/>				
34 -47 knots (Gale Wind Warning)	<input type="checkbox"/>				
48 -63 knots (Storm Force Warning)	<input type="checkbox"/>				

#### RESCUE CRAFT ARE AVAILABLE FOR ALL FLEETS

YES  NO

#### RESCUE CRAFT OPERATORS ARE AVAILABLE

YES  NO

#### RACE CONTROL/ STARTERS AVAILABLE

YES  NO

THE INFORMED DECISION CHECK LIST HAS BEEN COMPLETED AND THE RACE CAN BE STARTED

YES  NO

SIGNED ..... DATE .....

**SAILING DIRECTOR or NOMINATED RACE OFFICER OF THE DAY**

SIGNED ..... DATE .....

**Fleet Representative or Director**

SIGNED ..... DATE .....

**Fleet Representative or Director**

(Copy provided to Race Control, Starters and copy to records)

