



Sailing Operation Policy & Emergency Contacts

SSCBC Sailing Operations Policy & Emergency Contacts

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Introduction

Purpose & Scope

This Operations Policy applies to the SSCBC located at 3154 Point Nepean Road, Sorrento, Victoria 3943.

This policy is based upon established risk management principles and provides people at SSCBC and surrounding waters with specific guidance to manage safety and during times of emergency.

SSCBC recognises that the value of this Sailing Operations Policy is greatly enhanced by ongoing emergency incident training and continuous improvement from feedback and reviews of incidents. Accordingly, this policy is to be reviewed on at least a yearly basis to maintain its suitability and relevance to the organisation and to ensure that our staff and volunteers are well-informed and comfortable with their roles during sailing including emergency situations.

The objective of this policy is to ensure both the safety of people within and the environment around the SSCBC, by providing a framework for emergency responses.

SSCBC offers organised boating activities to members of the club and their guests, members of other clubs, other organizations and the public when they enrol in a program.

Boating Activities includes:

- Off-the-beach boats;
- Couta Boats and Jubilees;
- Sail Training courses;
- Power boat activities and training; and
- Discover Sailing activities (including Corporate Discover Sailing experiences and Out There Sailing).

Where a member of the club or the public asks us to rescue or recover a boat and it is not part of our organized activities and we are not manned to assist, we refer them to 000 or any of the of the services on the emergency contacts.

Policy Ownership

This policy is considered a live, working and evolving document.

This policy is owned by the Sailing Manager, who are responsible for ensuring this process reflects current practice.

Policy Review

Review Schedule

This policy should be reviewed on an annual basis.

Review Responsibility

The Sailing Manager is responsible for the annual review of this policy.

Review Scope

The annual review of this policy should include the following tasks:

SSCBC Sailing and Training review;

Re-alignment to changes in SSCBC policy and legislative changes as required;

Staff review (satisfaction with the policy, deficiencies etc); and

Risk and issue analysis.

General

Duty of Care

SSCBC strives to maintain a no blame culture and do everything reasonably practicable to ensure the safety of people.

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 SSCBC in the conduct of sailing include:

To provide a safely managed on-water environment for participants having due regards to known, expected and unforeseen conditions;

To allocate a suitable fleet of patrol boats for boating activities; and

To encourage, train and retain the services of members and staff to assist with race management, sail training, instructing and coaching.

Environmental Issues Affecting Sailing

Environmental factors including temperature, wind and sea state may require on water activities to be restricted or abandoned.

These are covered in World Sailing (WS) Race Management manuals and covered in the Australian Sailing (AS) Race Official, Instructor and Coach courses. Race Officials in charge of sailing complete this training and conduct sailing in accordance with AS training. This section gives an overview of some of these considerations

Weather Forecasts

All staff, officials, boats and volunteers shall be aware of the forecast when conducting on- water events. The individual skill level and ability of all sailors involved in the event need to be considered in conjunction with the inescapable responsibilities of competing boats to ensure they are able to face the expected conditions. RRS 4 and Australian Sailing SR 1.

Weather Warnings

When any weather warning is in effect, the BOM weather warnings page shall be monitored for updates and escalations by the tower and Race Officer.

UV Protection

The SSCBC makes sunblock available for staff, officials, volunteers and competitors who have not brought their own.

Sun hats and sunglasses are encouraged to be worn at all times around the club where possible.

Decisions to Proceed

When planning to conduct a sailing activity, the relevant person who is delegated responsibility for the safety of that activity - Sailing Manager, Race Officer, Training Manager, Head Instructor, Coach, shall make decisions to proceed in the lead up to and during the sailing activity by considering the risks of the circumstances and consulting data and people as appropriate.

The decision to proceed can often be a staged or conditional process with reviews triggered by changing conditions (such as weather) as the activity proceeds or the observation of changing capacities of the activity to be conducted safely.

A good example of this is the escalation of abandonment process.

People responsible for safety decisions do so on the basis of assumptions and predictions, monitor the conditions and activity for changes and will often adapt the safety plan when observing what actually happens.

An example of this would be shortening the activity when available safety boats reduce and the remaining fleet is struggling with the conditions.

Personal Floatation Devices

SSCBC 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 AS and Transport Safety Victoria requirements.
- All personal floatation devices are inspected as required by standards to ensure that they are in good condition.

Type 1 or 2 PFDs shall be worn at all times **on** RIBS and Tinnies underway. PFDs shall be worn at times of heightened danger on other Patrol Boats.

All competitors shall wear type level 50N/S or higher Type 1,2 or 3 PFDs at all times whilst afloat;

Conducting Racing & Training

Sign On/Off

Dinghies shall Sign On prior to leaving the beach area and Sign Off upon returning to shore in accordance with the sailing instructions or training centre procedure for each session;

Couta Boats shall Sign On prior to starting their race with the start tower via VHF advising their Sail Number and Persons on Board. If a boat retires it is to advise the SSCBC tower via VHF at the first safe opportunity and advise when the boat has returned to the jetty or moorings.

Patrol and Support Vessels shall sign on via VHF with the SSCBC Tower with their Vessel name and Persons on Board and sign off when they return to the jetty or moorings.

Rescue and Support Boats

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

- Competitors Skill Level;
- Age and experience of the competitors;
- Number of competitors;
- Weather forecast and conditions
- Types of boats

Weather Information and Wind Speed Limits

Local weather forecasts are to be obtained from the Bureau of Meteorology (BoM) and sources such as predict wind and discussed at the RM briefing

Weather is to be monitored in the SSCBC Tower at all times whilst competitors are afloat- including observations around Port Phillip Bay, Airey's inlet and Marine Traffic Ships in Bass Strait if a change is expected, Boat Instruments, BoM Weather Forecast Updates and Warnings and visual observation

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The Race Committee may use the AS wind speed guidance as a reference point for comparison to the forecast and existing conditions including sea state when assessing the safety of competitors and trainees.

In our usually protected position, our racing will be conducted in flatter water than the average conditions used in the AS windspeed guidance.

Race Abandonment

The Race Officer may abandon racing in accordance with the RRS and Race Management practices.

Communication

Racing and training at SSCBC usually use VHF Channel 73. Other channels will be advised at Race Management and / or competitor briefings.

The call sign for SSCBC Tower is 'Sorrento'.

The Tower will monitor race management channels and Channel 16 for distress and safety during all times competitors are afloat.

Almost always, a Safety call should be made on the Race Committee Channel – Not 16 as we are usually in the best position to respond to the safety needs of our fleet.

Patrol Boat Operations

The Master of each Patrol Boat is ultimately responsible for the safety of his/her crew and vessel. Masters of Patrol Boats must:

Hold a current Victorian Marine License; and

Be competent to the equivalent of an AS Power Boat Handling Certificate holder.

It is highly recommended that skippers hold an AS Power Boat Handling Certificate and optimally an AS Safety Boat Operators certificate.

Rostered Crew

Patrol Boat crews are to be allocated in accordance with the Roster and additional crew can be sourced from available volunteers.

The number of all persons POB is recorded by the tower upon leaving the dock and updated if it changes.

Prior to leave the Jetty or mooring

The Master shall:

Familiarise themselves and crew with the location of the safety equipment;

Ensure that there are suitable PFDs for those on-board;

Complete the patrol boat checks prior to operating the vessel;

Ensure engine and safety systems are working properly;

Kill switches and extensions fully functional and used at all times on RIBS and Tinnies;

Sufficient fuel and Tell-tale streaming;

Determine if there is a prop guard (they are not fitted on some ribs or on hard hull vessels);

Steering mechanism is free and easy to use;

Throttle and gear changing mechanisms positive and reliable; and

Radio check is satisfactory.

Returning to the Jetty or mooring

Upon returning to the Jetty or mooring at the end of use for that day, the Master is responsible for shutting down and securing their vessel upon returning to shore which includes:

- Ensuring vessel is securely berthed in correct location;
- Kill cords and extensions left with battery switch;
- Turning off batteries, lifting engine up and locking cabin if lockable;
- Removing rubbish;
- Returning all equipment and keys to their home; and
- Reporting any issues or defects.

Proper use

Patrol boats must not be used for joyriding or skylarking. Boating regulations, including speed limits, and appropriate levels of seamanship and courtesy must be adhered to at all times.

Using Ducks and Tenders

Every summer we have new surprises as to what happens to our ducks and this frustrates Members who understandably have expectations around the use of our ducks.

There are three operating modes for ducks and tenders.

Flinders – after hours / low usage

One ducks available on Flinders moorings and one on a Med Mooring – Members need to haul out on the Flinders mooring after using.

Ducks on the jetty / before an Aggregate / mid-level usage

2-4 Ducks on the jetty that can be used and left on the jetty after use (do not need to be hauled out on a Flinders Mooring)

Tender Service operated by the Bosuns – high usage

A number of Bosuns will be operating a tender service.

Before each Aggregate Couta Boat Race and on other days of high demand during peak season, a Bosun will be available on VHF 73.

When using a duck, the expectation is that it is to go to your boat for minutes and then come back.

If you need to be on your boat longer, ask another Member to take you out and call them on VHF when you need to come back.

These restrictions also apply to people who are Training or Regatta Members.

The following limitations apply unless approved by the Sailing Manager (or delegate):

- Ducks are not to hang off a boat for more than 5 minutes
- Ducks are not to be left on Member's moorings
- Ducks are not to leave the SSCBC vicinity (Eastern Sister, Baths, 50m past the 5 knot zone)
- Ducks are not to be used for joyriding
- Ducks are only to be used by Members or approved contractors
- The Operator must carry their Marine License and wear a PFD

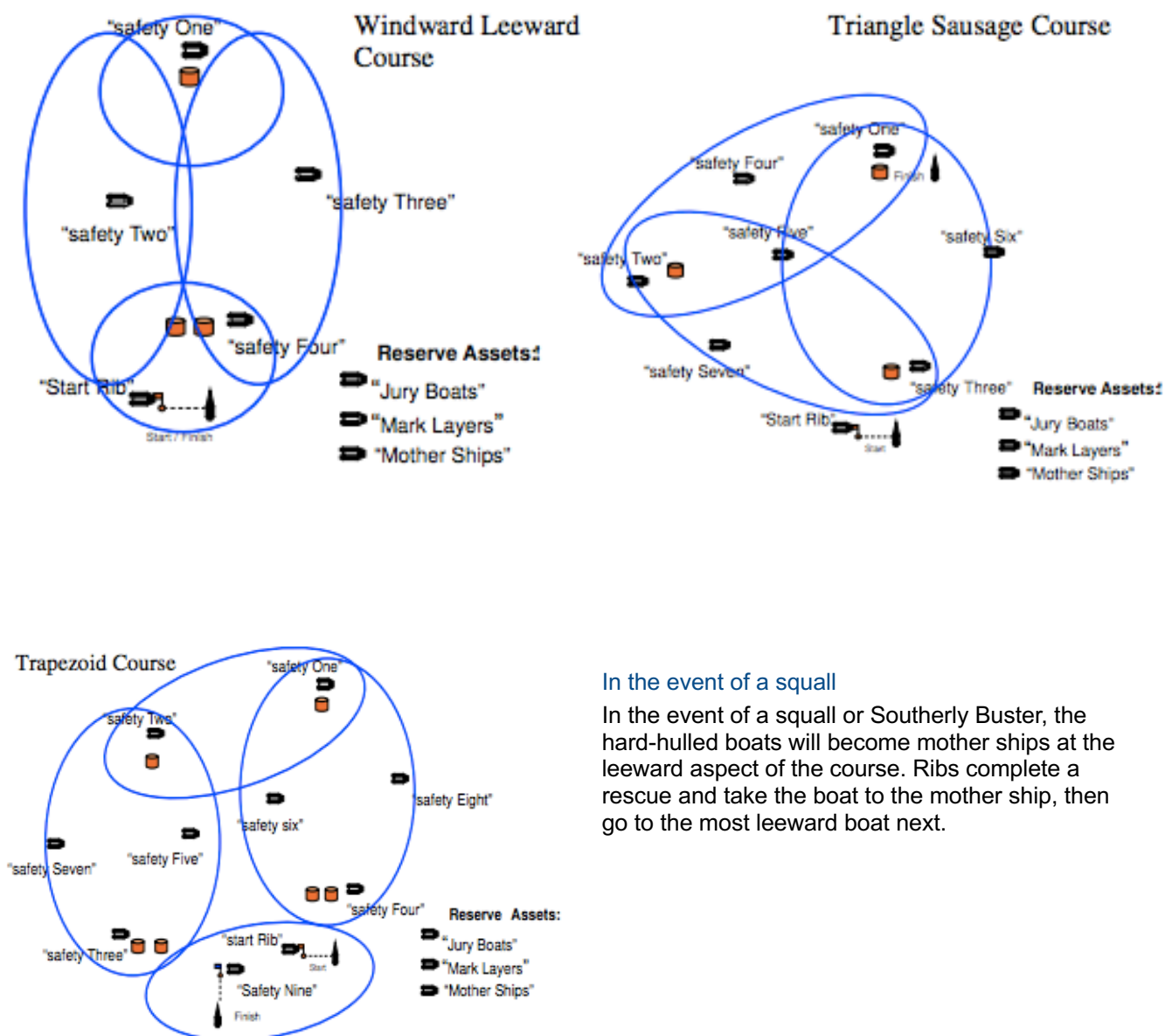
You must be registered on the safety register with your name, mobile number and emergency contact details. [Click here to register.](#)

Maintenance and repairs

Maintenance of Patrol Boats is overseen by the Maintenance Manager. All issues must be logged on the HAIR form www.sscbc.com.au/HAIR. The Maintenance Manager will respond to reports and arrange for rectification of reported issues or defects.

Patrol Plan

Depending upon the configuration of courses and the available boats a patrol plan will be advised at the RM briefing.



In the event of a squall

In the event of a squall or Southerly Buster, the hard-hulled boats will become mother ships at the leeward aspect of the course. Ribs complete a rescue and take the boat to the mother ship, then go to the most leeward boat next.

Responding to an Incident

When an incident occurs at the Club, the speed and efficiency with which we react and respond can have significant impact on the outcome.

[These are the generic roles and responsibilities in an incident](#)

First Responder - Observe, Assess, Respond and Communicate

Incident Controller - Called in to control response and can commandeer resources

Race Officer - Manages Fleet safety/race

Tower – Supports/enables responses and shore requirements

Duty Manager - Responsible for Onshore Emergency Plan Completion.

[If in doubt call an Incident Controller](#)

When to call

Couta Boat needs tow/ rescue

Injury – Medical risk – Hypothermia – Head injury

Busted boat?

Incapable Crew?

Risk / Unsure: Don't know how bad it is

How you call

"This is Red Ron; this is Red Ron"

"We are at the Dinghy Outer Gate, Dinghy Outer Gate"

"We have an Asthma Attack; we have an Asthma Attack"

"We need assistance, we need assistance" [or] "We may need assistance, we may need assistance"

On Water Emergency Management Plan

This plan specifies the actions required in the event of a serious incident occurring at the SSCBC and details the key people who will take charge, together with their tasks and responsibilities.

SSCBC recognises that a 'Serious Incident Plan' is required to manage unexpected serious incidents at the club or connected with on-water activities.

Serious incidents may include but are not limited to:

Accidents involving serious injury or death;

Missing people;

Fire and/or explosion;

Storm damage;

Sinking of vessel or vessels;

Electrical incidents; and

Fuel spillages.

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

Club premises and grounds - Chief Executive Officer (CEO) or Duty Manager (DM); and

On water activities - Safety Officer (SO) or Incident Controller (IC).

Procedure

The SO will immediately take charge of the incident and remain in radio and/or telephone communications;

The Race Officer &/or Incident Controller shall direct the mitigation of danger to people, first aid provision and call for assistance; and

Having assessed the incident risks, the SO will ensure assistance is requested from relevant outside parties listed on the emergency contact list.

Responsibilities of the Race Management and Training Personnel in a Serious on Water Incident

The **Chief Executive Officer or the Duty Manager** is responsible to the Club Committee 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 other external stakeholders. The CEO will provide strategic support to the SO and ensure the Incident Management Team has adequate access to resources to be able to appropriately deal with an incident. The CEO will establish incident headquarters if necessary. The Commodore will be responsible for any communication with media and the CEO for any monitoring of or responses to social media. Location: Onshore

The **SO** is responsible to the CEO for the operational resolution of the incident and will be responsible to the Police/ Water Police and other responders. The SO will keep the CEO updated with the status and escalations of seriousness. Location: Onshore

The **Race Officer (or Lead Instructor) (RO)** is responsible for the operational management of all on water incidents until the SO has taken control. Thereafter the Race Officer will provide on water support as required. The Race Officer remains on the water until the safety of all sailors and support personnel is assured. The Race Officer should be at all times contactable by VHF Radio and Mobile Phone. The RO completes a final on shore check that all boats are accounted for and signed off. Location: On the water.

The **Tower Operator** keeps an accurate log of radio communications. A log is to be kept at all times sailors and race officials are on the water. The tower

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function is to be monitored continuously during racing. Location: Onshore SSCBC Tower

The **Lead Instructor may** substitute as the tower operator and or Safety Officer during a training activity. Location: On the water.

The **Assistant Instructors, Coaches, Bosuns, Rescue Boats and available Support Boats** will assist as directed by the RO or SO. Location: On the water.

Incident Support – The SO will co-opt other people to support the incident's requirements including scribes, spotters, beach and traffic marshals and on beach / sign off monitors. Location: Varies

Incident Management Centre

The Incident Management Centre is usually located in the upstairs room behind the tower. The IMC will be able to access: Copy of Sailing Operations Policy;

Internet device (tablet or PC);

Phone;

VHF Radio;

Stationary / pens / whiteboard markers/ paper for logging;

Relevant charts – Can be electronic;

Key Organization and personnel contact details; and

Details of participating boats and participants including emergency contacts list.

On Water Rescue Procedure

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

A rescue is to be undertaken where a rescue is deemed necessary by patrol boat skipper;

A rescue should not be attempted where it would endanger the crew or Patrol Boat or further endanger the people requiring rescue;

In that case call the Incident Controller; and

Should the patrol boat crew be unable to locate a person in the event of a capsize, the SSCBC tower should immediately be informed and a search commenced for the missing competitor.

Rescue Procedure – First Responder

The primary objective of a rescue is the safety of the competitors.

On reaching the boat, assess any injury or risk;

Call the Incident Controller if assistance may be or will be required

- "This is Red Ron; this is Red Ron"
- "We are at the Dingy Outer Gate, Dingy Outer Gate"
- "We have an Asthma Attack we have an Asthma Attack"
- "We need assistance, we need assistance [or] We may need assistance, we may need assistance".

The rostered Incident Controller will be the first to respond on Ch73.

The default process if support is not immediately available is:

Competitors who are seriously injured and require urgent medical attention are to be taken aboard the Patrol Boat if deemed safe for the patient, then patrol boat is to proceed, immediately to the SSCBC Lower Landing Jetty and the SSCBC Tower and Duty Manager advised.

First aid should be rendered whilst underway.

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Where a boat is disabled to the extent it is unable to return to shore / moorings unassisted, the Patrol Boat is to take the 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. Towing ashore should not be undertaken until permission is given by the RO;

In the case of a Couta Boat – not all of our boats can Tow a Couta Boat in all conditions - try to have an Incident Controller take over the rescue.

The competitor's boat should be towed to either a Mother Boat or the beach as directed by the RO or Tower.

Patrol Boats return to the course unless asked to remain ashore.

If a boat is abandoned and crew removed, a "crew taken" safety tape shall be attached to the vessel to alert any other boats that the crew is safe.

Rescue Towing

All SSCBC training boats are fitted with a towline;

In the case of a missing boat towline the Patrol Boat's towline should be passed to the sailor's boat to be passed twice around the mast and then held by the competitor such that it can be quickly released if required – Instruct that it is not wrapped around a hand;

On the Patrol Boat, the towline should be clipped to a hook or passed twice around a stern cleat or towing bridle and then held by one of the Patrol Boat's crew to enable a quick release if required. In the case of a Couta Boat tie off the line and check that a knife is accessible if it needs to be cut quickly or when under tension.

Abandonment of Sailing Coordination Plan

When the Race Officer abandons racing due to foul weather a staged response is used:

Stage 1 – Routine Abandonment – Controlled by RO on water.

The SSCBC Tower to:

Keep patrol boats afloat until sailors are safely ashore;

Identify and track stray boats – That are not between a patrol boat and shore.

Monitor and log all radio traffic;

Supervise the sign off process until all boats are accounted for; and

Check that all patrol boats have returned safely.

Stage 2 – Escalated Abandonment – Tower assumes control (outside assistance maybe required)

Tower monitors and logs all radio traffic related to boat status;

Spotters identify and track boats not being attended to;

Liaise with Support / Coach boats to get their support;

The SSCBC Tower to reconcile boats on Situation Board – Sail Number, Class, Status, and Located, under tow or Recovered ashore;

SO appoints someone to supervise sign offs until all competitors are accounted for;

Appoint Beach Marshals to assist sailors ashore / tally sail numbers ashore;

Consider:

- Can more rescue boats be deployed;
- Can competent sailors ashore be sent out to additional crew strugglers;
- Can crews from towed boats additionally crew strugglers;
- Can boats jib sail ashore safely albeit slowly;
- Can boats be long lined off a mother ship or fixed mark and put to crew strugglers;
- Which classes / boats / crews need priority in recovery – who can hang on a bit more;
- Do welfare people need to be appointed to check for shock / hypothermia;
- Will outside help be required; and
- Check the number of unmatched dollies;

When rescue operations are completed, the SO will check and formally declare all boats are accounted for;

Advise all Patrol Boats when rescue operations are completed; and

Check all Patrol Boats have returned safely.

Stage 3 – Abandon boats

When conditions have deteriorated to an extent that boat rescue capacity is overwhelmed and safety of people is compromised, some crews may be recovered to patrol boats and their boats abandoned.

The SO in consultation with the RO, will determine which boats are to be abandoned and that crews are to be picked up by Patrol Boats;

The processes are as for stage 2 plus, consider:

Outside Help - are there any other rescue assets that can or should be called upon? Other members, BYS, Southern Peninsula Rescue Squad, Volunteer Coast Guard, Water Police, AMSA;

When People are safe – How can abandoned boats be recovered;

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Welfare / fatigue of rescue crews;

Stress and anxiety throughout the club; and

Complete incident report – the club will use this to prepare a Marine Incident report for TSV.

Missing Sailors

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

DM and PRO to be notified immediately;

All racing to be abandoned and all sailors to return to shore; "N" over "H";

All patrol and support vessels to remain afloat including coach boats to assist in locating missing sailor until rescue coordination is handed over to Victoria Police;

The SSCBC Tower to monitor and log all radio traffic; and

The DM is to contact Victoria Police to request assistance. This is then likely to be directed to the Water Police and/or Southern Peninsula Rescue Squad.

Commodore or next most senior Flag Officer to be notified.

The DM to appoint someone to supervise the sign off process until all returning boats are signed off; and

When it is considered that rescue operations have been completed, the Sailing Manager to check that all boats are accounted for; and will advise Patrol Boats and Support Boats when rescue operations are completed or advised to stand down.

Duty Manager

The Club has a duty Manager System for managing shore-based incidents and is trained and equipped to deal with evacuations, disruptive members or visitors, and control of a situation requiring emergency services – Fire, Police or Ambulance. As required the Safety Officer will call on the Duty Manager (DM) to assist in water-based incidents that require a shore response.

Emergency Contact Numbers

EMERGENCY DETAILS

- First Aid Room is located in the downstairs hallway
- Evacuation plan and assembly points on training room wall and fire control panel
- Fire Extinguishers and Fire Hose outside the change rooms
- AEDs behind Bar and on Volunteer
- EpiPen, Ventolin, Anti-histamine & Asprin in the Office Red First Aid Kit Cupboard

3154 Point Nepean Road

Sorrento Victoria 3943

Melways Ref: 157 E9

Phone Number: 5984 8200

Nearest Intersection: HUGHES RD

We are directly opposite Tuckey's Track

**If available send a person to Point Nepean Rd to direct emergency services to the location of the emergency –
High-Vis vests at front desk**

USEFUL PHONE NUMBERS

Ambulance Police Fire 000 or 112

If your cell phone network does not have coverage call 112 and you will be connected through any operating mobile network.

• SSCBC	5984 8200	Venue, Food & Bev	5984 8290
• Tower (VHF Ch. 73)	5984 8207	Henry Dyer - CEO	0467 637 427
• Ben Fels Sailing Manager	0435 900 567	Bernard McCarthy - Chef	0400 196 419
• Dave White Training Manager	0408 104 449	Robert Skipper Manager	0424 029 123
• Deborah Hodgson Finance Manager	0408 237 266		

Other

- Blairgowrie Yacht Squadron 5988 8453
VHF Channel 71
- Southern Peninsula Rescue 0458 143 041
- Victoria Water Police 9534 2983
- Rescue Coordination Centre 9534 7361
- Local Police Sorrento 5984 2000
- Rosebud 5986 0444
- CFA Sorrento 5984 2555
- Rye 5985 2555
- Rosebud Hospital 5986 0666
- Sorrento Medical Centre (Dr) 5984 4322
- Blairgowrie Pharmacy 5988 8845
- Blairgowrie Dental 5988 8745
- Coastcom Security 5984 4844

Internal Extensions

- 201 Hollie
- 202 Ben / Dave
- 203 Jorja
- 206 Deb / Jury Room
- 207 Tower
- 208 Catering Desk
- 209 Galley
- 210 Fred's Own
- 211 Training Centre
- 212 Lacco Room
- 214 Front Desk / security

Crisis Management

While the Incident Controller will be managing operations of an on-water incident, there may be other aspects of the incident which categorise it as a crisis and in these cases the Club's Crisis plan is invoked.

In this situation the crisis is managed by the Highest-Ranking Officer available, supported by experts who may continue working on the crisis independent of instruction.

Ideally the CEO will work with the Commodore, if either are not available the next most senior flag officer or staff member will manage the crisis.

At some regattas / events this will be managed in conjunction with another party who is part of the Organising Authority such as KPMG, World Sailing, the RS:X Class or Australian Sailing. This will be detailed in the event plan between the parties.

MEDIA SHUT DOWN – IT IS VERY IMPORTANT THAT NO PERSON OTHER THAN THE COMMODORE INTERACTS WITH MEDIA DURING THIS TIME.

Holding Statement – if pressed or contacted directly by the media

“I’m sorry but I am not the best person to speak with about the situation I will pass your details onto the Commodore.”

Once incident has been reported to Authorities Duty Manager / Incident Controller to Notify Commodore.

Crisis Procedure

Meeting to take place between Management Team in room behind tower;

Notify Commodore immediately;

Holding release approved and ready to be distributed to media under commodore's direction; and

Following representatives to be notified and updated

Individual / Organisation	Responsibility
Next of Kin	Commodore / CEO
SSCBC Management Team	Commodore / CEO
SSCBC Staff	Department Heads
Directly affected people	Incident Controller
Australian Sailing	Sailing Manager
General Member Information	Commodore / CEO / Communications Manager
Media	Commodore
Authorities	Commodore / CEO
Worksafe	OHS Manager / Finance Manager
Sponsors	CEO / Communications Manager

Child Protection Policy

Further details of Child Protection are contained in the Member Protection Policy.

Physical contact

Generally physical contact with players/participants should only take place for where it is necessary to:

- develop sport skills;
- treat an injury;
- prevent or respond to an injury; and
- meet the specific requirements of the sport such as a necessary rescue.

All physical contact by personnel should fulfil the following criteria:

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

Supervision of children

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

Being alone with a child

Staff and volunteers are to follow the following guidelines:

Do not isolate yourself and a child and avoid being alone with any particular child. If a child approaches you and wants to talk to you privately about a matter, do so in an open area and in the sight of other adults (e.g. Other coaches, officials or parents/guardians);

Ideally advise another coach or official and ask them to stay within sight while you have the discussion and to come to your assistance if the child becomes emotional and/or you indicate support is required in dealing with the child;

Avoid unaccompanied and unobserved activities with children;

Adopt positive language and behaviour;

Adopt positive language when talking with children and in the presence of children.

Change Rooms

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

Maintain control –avoid losing your temper

Some ideas to assist with maintaining control include;

Set up some basic rules at the beginning of the season such as be nice, follow instructions, have a go, no put downs;

Make sure children are aware of these rules; and

Give positive messages.

Collection by parents/guardians

Following is the SSCBC's policy on the collection of children from a Sailing Course:

SSCBC Sailing Operation Policy & Emergency Contacts

Course participants and parents/guardians will be told of the start/ finish times of the course at enrolment and verbally at the start of the course;

All students must be signed out by a parent/guardian, each day of the course;

At least two Staff, Officials or Volunteers will wait for parent/guardian of the child to collect the students from the SSCBC; and

SSCBC policy is that there will be a register of parent/guardian emergency contact numbers and all staff, officials and volunteers will have access to a phone and emergency contact register in the Office.

First Aid

This section outlines the policy of the SSCBC regarding the first aid facilities and services that are available to staff, volunteers and competitors during emergency situations.

It is **not** club policy 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.

SSCBC will ensure that:

All patrol boats are equipped with first aid kits suitable to their purpose and use;

A fully equipped and maintained first aid room is available;

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 regularly rostered staff, volunteers and members through;

First Aid kits are maintained and serviced; and

Current emergency contact lists are available in the Office, First Aid Area, Evacuation panel and Tower.

When first aid is required it can be facilitated by contacting the tower, office or dining room.

In the event of an injury occurring on the water, sufficient basic first aid will be attempted to allow the competitor to continue sailing. If not, they will be brought ashore for treatment or have the Emergency plan activated as warranted.

Suspected concussion: In the event of any suspicion of concussion or concussion like symptoms, the person is to be removed from sailing and assessed for concussion by a suitable first aider which may be one with more experience.

In the case of children any suspicions of concussion must be brought to the attention of the parent or teacher in charge if applicable and they must additionally decide if the child can resume activities. Usually any residual suspicion will result in proper assessment by a suitably qualified person / facility.

Refuelling Procedure

The responsibility for fuel storage and refuelling the Patrol Boats is overseen by the Sailing Operations Manager. 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; and

Do not allow people to remain on your boat when refuelling.

General

Make sure your vessel is securely moored when refuelling at a jetty; and

Do not allow other boats to be alongside a boat being refuelled.

Before refuelling

Turn Engine off;

Turn the boat battery off and any other potential ignition sources;

Ensure engine bays and bilges have adequate ventilation;

Close all drains and scuppers to contain any potential spillage;

Ensure the fire extinguisher is accessible and in service and that you know how to use it.;

Make yourself aware of other fire-fighting equipment nearby;

Locate the nearest spill kit; and

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).

During refuelling

If using a petrol engine, ensure the tank is properly grounded to prevent the build-up of static electricity;

Do not lock or jam the fuel dispenser in the open position;

Don't overfill the tank: fuel expands as temperatures rises and may overflow;

Maintain contact between the hose nozzle and the filler neck to avoid static sparks; and

Transferring fuel between containers when at sea is not recommended and should only be done if it is unavoidable.

After refuelling

Remember that engine starter motors are a cause of sparks and a potential source of ignition;

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; and

Only allow passengers to board the vessel after you have started the engine and allowed fumes to completely vent.

Towing procedure for short road trips

A manager must authorise any vessel towing (after an induction and competency assessment has been completed) and only with approved vehicles.

Key points that are important when towing:

Couple trailer to tow ball and check locking activated;

Attach safety chain;

Attach electrical plug;

Stow Jockey wheel;

Check Trailer winch to boat and the boat safety chain are secured;

Visually check tyre inflation;

Check lights and indicators;

Walk around check for defects; and

Check Coupling firmly attached and safety chain again.

Please see the SSCBC Workplace Health and Safety policy for extended periods of towing.

Training Centre / Discover Sailing Centre

The Training Centre is a Discover Sailing Centre that complies with Australian Sailing requirements. The details of which can be found in a separate Training Centre Procedures Handbook to ensure it complies with the additional Australian Sailing requirements.

Document Version Control

Version	Date	Author	Comments
2.1	08/09/19	Ben Fels	Major Review
2.2	11/09/19	Deborah Hodgson	Editing
2.3	18/09/19	Ben Fels	Editing
2.4	16/09/19	Ben Fels	Updates for Ducks, DSC review and AYC specific requirements
2.5	17/12/19	Ben Fels	Minor Edits
2.6	12/11/2020	Ben Fels	Minor Review
2.7	10/12/2020	Ben Fels	Minor update – Covid Revision