



Sailing Operation Policy & Emergency Contacts

SSCBC Sailing Operations Policy & Emergency Contacts

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General

Duty of Care

SSCBC strives to provide a safe training and racing environment to its members and event participants both on and off the water.

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.

Decisions to Proceed

When planning to conduct a sailing activity, the Race Officer is responsible for the safety of that activity (the Race Officer in consultation with the Club Captain or a Senior Staff Member may delegate the responsibility of safety to a Safety Officer being a Senior Staff Member, PRO, or a more experienced Race Officer on the course) shall – in conjunction with the Club Captain – 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 RO shall ensure that the Pre-Race Risk Assessment Checklist is filled in during the OC Check.

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.

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.

150, 100, 50 or 50s 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 at all times whilst afloat.

Conducting Racing & Training

Sign On/Off

- Dinghies, SUPs and Swimmers involved in a club event 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;
- Coutu Boats shall list their crew for each race using the Sailing Hub Sign-On system prior to starting the race. Upon leaving the mooring they are to advise the tower of their Sail Number and Persons on Board via VHF Channel 73. If a boat retires it is to advise the SSCBC tower via VHF at the first safe opportunity. All Coutu Boats are required to Sign-Off when returning to their moorings via VHF.
- 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

Crossing the Channel

If crossing or entering South Channel is required for a boating activity, an AEA Form (incl. date, time and planned course) has to be submitted to the Harbour Master (Port Melbourne) at least 7 days prior to the event. On the day of the event, at least 1 hour prior to the Warning Signal, the RO has to call the Harbour Master via phone or VHF Channel 12 to inform about changes to plan and get information regarding commercial traffic during the critical time frame. VHF Channel 12 has to be monitored by a Member of the RC at all times during the event.

Weather Information

In the lead up to an event, weather models will be monitored to see how they evolve and how they compare to the actual observed conditions.

Local weather forecasts are to be obtained from the Bureau of Meteorology (BoM) and sources such as PredictWind and discussed at OC Check and RM Briefing.

Weather is to be monitored in the SSCBC Tower and Race Committee Vessel 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.

The Race Committee may use the AS wind speed guidance or Race Management policies 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.

SUP and Swimming events will use the smallest vessels available when operating in the moorings area – for these activities it is essential the kill cord is used at all times that engine is running.

Race Abandonment

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

Communication

- Couta Boat Racing and Training at SSCBC usually use VHF Channel 73. OTB Racing and Regattas usually use VHF Channel 69. 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 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

Rostered Crew

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.

Wherever possible, boats will have two people in them for safety coverage. Patrol Boat crews are to be allocated in accordance with the Roster.

Prior to leave the Jetty or mooring

The Master shall:

- Familiarise themselves and their 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 all 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 in place;
- Turning off batteries, lifting engine up and locking cabin if lockable;

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- 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.

Ducks and Tenders

There are three operating modes for ducks and tenders which are relevant for SSCBC members, but also for Training and Regatta Participants:

Flinders Mooring

Duck available on Flinders mooring for after hours and during times of low usage. Members need to haul Duck out on the Flinders mooring after using.

Ducks on the jetty

For race days or during the peak season, 2-4 Ducks will be on the jetty for members to use. The expectation is that the Ducks shall not be with your boat for more than 5 minutes. If you need more time, please ask another Member to take you out. After usage, the Ducks can be left on the jetty.

Bosun Tender Service

During peak season and before Couta Boat Races, Ferry Bosuns will be operating a tender service. The Ferry Bosun can be reached via VHF Channel 73.

The following limitations apply unless approved by a Member of the Sailing Department (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

Defects / Deficiencies

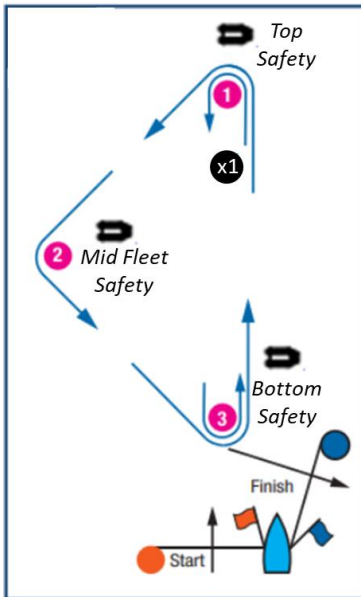
At times, vessels will have defects or deficiencies that affect their operation. Some maybe immaterial to the safe operation of the vessel in the intended roles of the boat.

If the vessel's capability is degraded it shall be reported to the Sailing Department to assess the issue and develop risk-based limitations on who can use the vessel and how it can be used – for instance, ferrying load maybe reduced where the vessel has punctured pontoons.

Maintenance and repairs

Maintenance of Patrol Boats is overseen by the Maintenance Coordinator. All issues must be lodged on the SharePoint system via the QR-Code. The Maintenance Manager will respond to reports and arrange for rectification of reported issues or defects keeping the Sailing Department informed.

Patrol Plan



Depending upon the configuration of courses and the available boats a patrol plan will be detailed in the Volunteer roster and updated Live on the Sailing Hub. It is reviewed at the RM briefing.

When operating within the moorings, the patrol boats will initially position to the offshore / Sorrento channel side of the activity, while still maintaining proximity and linked / daisy chain observation of all participants.

In the event of a squall

In the event of a squall or Southerly Buster, Rescue boats (RHIBS) will be towing sailboats to the hard hulls upwind, Committee Boat will be the lowest leeward boat and monitor the sailboats.

Default Passage Races (each race should be considered separately)

- 3 RHIBS will be assigned a relative zone such as
- 1st third of Div 2, 1st third of Div 1, trailing boat
- Leading RHIB to stay at turning mark, other RHIBS to leapfrog

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
- Race Officer – Manages fleet safety/race and overseas rescue operations and delegates as needed
- Safety Officer takes over the safety management if the RO has delegated the responsibility for safety to them (Senior Staff Member, PRO or a more experienced RO on the course)
- Tower – Supports/enables responses and shore requirements
- Senior Staff Member - Responsible for Onshore Emergency Plan Completion.

If in doubt call Race Officer

When to call

Coast Guard 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 Tess Tess; this is Tess Tess"

"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.

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.

Responsibilities of SSCBC Team

The **Race Officer/Safety Officer** is responsible to the Club Committee for the overall management of the on-water incident. The RO/SO is responsible to the GM for the operational resolution of the incident and will be responsible to the Police/ Water Police and other responders. The RO/SO will keep the GM updated with the status and escalations of seriousness.

The **GM or Commodore** will be responsible for managing the external communications in relation to incidents. This includes relatives of event participants or trainees, media, sponsors, and other external stakeholders. The GM will provide strategic support to the RO/SO and ensure the Incident Management Team has adequate access to resources to be able to appropriately deal with an incident. The GM will establish incident headquarters if necessary. The Commodore will be responsible for any communication with media and the GM for any monitoring of or responses to social media.

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

A **Senior Staff Member** may substitute as the Safety Officer or the tower operator during a sailing activity. If not in the role of SO, the Senior Staff Member will manage 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 RO/SO will call on a Senior Staff Member to assist in water-based incidents that require an on-shore response.

The **Instructors, Coaches, Bosuns, Rescue Boats and available Support Boats** will assist as directed by the RO/SO.

Incident Support – The RO/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.

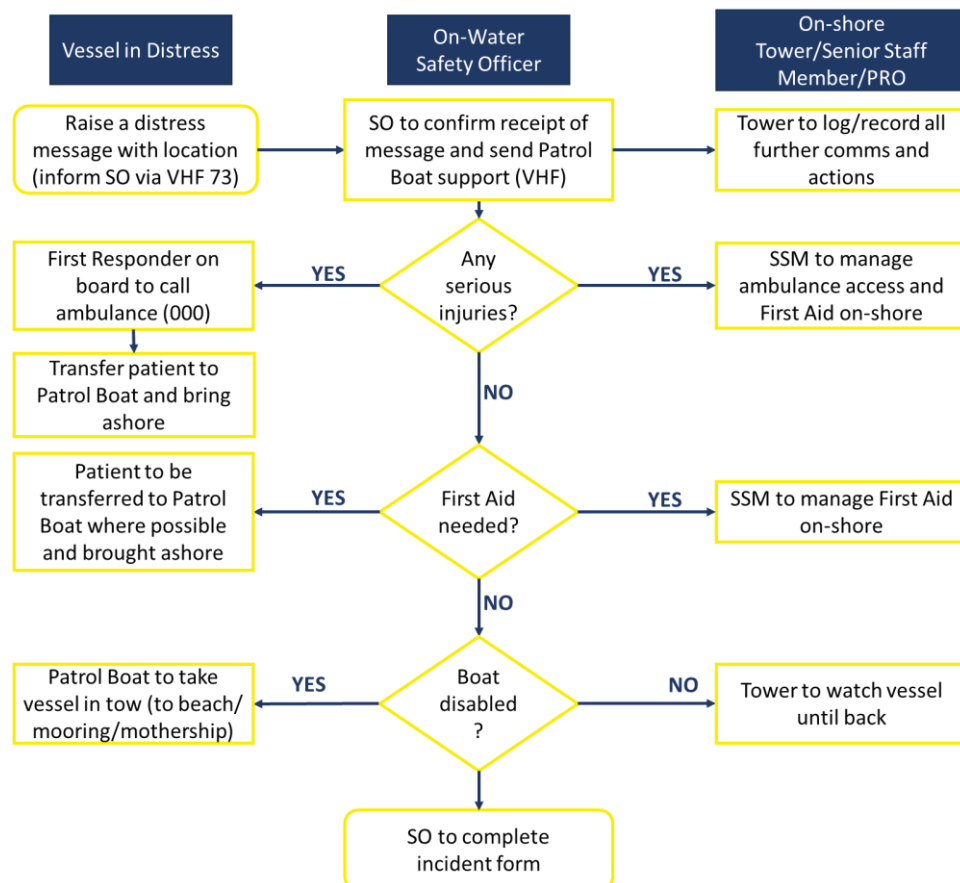
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Incident Management Centre

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



- A rescue should not be attempted where it would endanger the crew or Patrol Boat or further endanger the people requiring rescue - in this case inform the RO/SO immediately;
- Should the patrol boat crew be unable to locate a person in the event of a capsize, the RO/SO and the SSCBC tower should immediately be informed and a search commenced for the missing competitor.
- The default First Aid docking point is either the SSCBC Lower Landing Jetty or the BYS Hardstand Lower Landing.
- Patrol Boats return to the course unless asked to remain ashore. They inform the RO/SO when having returned.
- 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.
- Only an experience Powerboat Operator shall tow a Couta Boat.

Abandonment of Sailing Coordination Plan

When the Race Committee 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;
- Keep a log of all boats coming ashore and 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 coming ashore on note pad – Sail Number, Class, Status, and Located, under tow or recovered ashore;
- Tower supervises 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 support 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

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- Check the number of unmatched dollies;
- When rescue operations are completed, the RO/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 RO/SO, 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;
- Remember to tag boat with “Crew Safe Tape”
- When People are safe – How can abandoned boats be recovered;
- 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.
- Does the Crisis Team need to be activated

Missing Sailors

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

- RO/SO to be notified immediately;
- All racing to be abandoned and all sailors to return to shore (– unless Couta Boats could assist in the search); “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 RO/SO or a Senior Staff Member 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.
- Alert the Crisis Team

Commodore or next most senior Flag Officer to be notified.

The RO/SO 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, a Senior Staff Member is 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.

Crisis Management

While the RO/SO 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 Flag Officer available, supported by experts who may continue working on the crisis independent of instruction.

Ideally the GM 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 Class Association 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, RO/SO to notify Commodore.

Refer to and review steps against AS crisis Management Plan.

Crisis Procedure

- Meeting to take place between Crisis 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 / GM
SSCBC Management Team	Commodore / GM
SSCBC Staff	Department Heads
Directly affected people	Senior Staff Member
Australian Sailing / Class Association	Sailing Department
General Member Information	Commodore / GM / Communications Manager
Media	Commodore
Authorities	Commodore / GM
Worksafe	OHS Manager / Finance Manager
Sponsors	GM / Communications Manager

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;
- Defibs are easily accessible (on-water on Volunteer; on-shore behind the bar and left of the fuel shed);
- 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 reception/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.

Concussion

Upon determining a blow has occurred, conduct an assessment by a senior 1st Aider with Concussion experience. Do not return to the field until satisfied no concussion risks exist. Inform a Child contact guardian (Parent or Teacher) and advise risks of concussion emphasising that these matters may need to be checked by a health professional. Only the guardian must approve return to the activity. If Staff not sure that risks have been eliminated- child does not return to the activity.

Document Version Control

Version	Date	Author	Comments
0.1	08/09/19	Ben Fels	Initial draft
0.2	11/09/19	Deborah Hodgson	Editing
0.3	18/09/19	Ben Fels	Editing
0.4	16/09/19	Ben Fels	Updates for Ducks, DSC review and AYC specific requirements
0.5	17/12/19	Ben Fels	Minor Edits
2.0	1/12/2020	Ben Fels	Branding, formatting, edits
2.2	15/1/21	Ben Fels	Concussion risk
2.4	6/9/21	Ben Fels	Vessel Defects / Contacts
2.5	20/2/22	Ben Fels	Additional tweaks from January Operations
3.0	23/2/22	Ben Fels	Additional improvements from January Operations
3.3	17/07/24	Julia Mackinnon, Deb Hodgson, Gavin Wall	Adjustments due to updated procedures

