

My Yacht Club Inc

# **SAFETY MANUAL**

# **YACHT RACING**

**AUGUST 2011**

Club Address:

Telephone:

Email:

## **Preamble**

The following template is a framework and introduction to the requirements of a club's safety manual. Each club must adapt this document to their particular circumstances and needs. Under no circumstances should users expect this document covers all situations and the writer and the Yachting Victoria Risk Management and Safety Committee take no responsibility for errors or admissions therein and the user/club is responsible for the contents.

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## 1 INTRODUCTION

This Safety Manual provides assistance to Club Members and Staff managing races and incidents relating to boating safety and emergencies. Incidents covered may involve boating, personal safety, Search and Rescue (SAR), or a combination of all of these.

**This Safety Manual is not a substitute for common sense or crisis management.** All personnel should read the document as part of their preparation to familiarise themselves with the process of carrying out emergency procedures.

### 1.1 Peak Safety Authority for Water Based Incidents

- The Water Police have prime responsibility for boating.
- Other agencies include the Volunteer Coastguard.

### 1.2 Classification of Club Racing Events

- All events are run under an appropriate Yachting Australia (YA) Race Safety Category normally Category 7 and/or 6 unless specified otherwise in Notice of Race.
- Each race category has a definition of the expectation for rescue, and the degree of self-sufficiency a competitor is required to be capable of when racing. Refer Yachting Australia Special Regulation Part 1 Section 2
- Prior to the commencement of any race, all yacht entries must be verified for boat name, sail numbers and occupants' names, and signed entry form and compliance declaration.
- Club racing events are generally conducted using a Start Boat, and with rescue facilities available.
- The *Sailing Support Officer* for the day has the responsibility to ensure all safety equipment on rescue craft, including fuel, radios, batteries, flares etc are operational.
- All support powerboats must verify permission to leave port/beach via radio prior to departure.
- Spot safety checks may be made of entrants to review their compliance to safety category of race***

## 2 EMERGENCY PROCEDURES

-Details of all calls to tower and or boats must be logged. If the log is not able to be filled in "real time", it should be filled in as soon as practical after the event. Tape recording of an Emergency situation is acceptable.

### 2.1 Radio Calling

#### 2.1.1 Sending a MAY DAY (Vessel or person in grave danger)

Please refer to Marine Radio Operators Handbook for correct procedures.

See Appendix 5 page 17

#### 2.1.2 Sending a PAN PAN (Used for very Urgent Message to transmit concerning safety)

#### 2.1.3 Receiving a MAYDAY call or PAN PAN call via radio or telephone

Wait about 5 to10 seconds before responding in case a more appropriate authority responds

1. Confirm with the caller the transmission is received
2. Record the calling vessel's name / call sign / sail number / boat number, and distressed vessel's name / call sign / sail number / boat number (if different to the calling vessel). Numbers on board and location.
3. Determine if the nature of the situation is medical, rescue or assistance.
4. Maintain contact via radio or telephone.

### 2.2 Determine Illness / Injury

1. Determine what is required Ambulance? Police? Support boats?
2. Determine location of landing and arrange clear passage.
3. Advise action taken to all concerned.

### 2.3 Rescue / Assistance

1. Call for nearby vessel assistance or arrange for Support boats, police, Coast Guard.
2. Determine the number of crew members involved, and their status.
3. Notify Authorities Call **Victorian Water Police on (03) 9399 7500 or 000** and provide them with the situation details.

## 2.4 Missing Persons / Missing Boats / Man Overboard (MOB)

In the case of a missing person / boat / man overboard (MOB), rescue coordination must be transferred to the **Victoria Water Police on (03) 9399 7500, or 000 or VHF Channel 16.** You will continue to assist and participate in all ways possible, and as requested by Victorian Water Police.

## 2.5 Towing

In an emergency situation the priority is to save lives, not boats. Drifting or anchored boats can be picked up later. Hand over to Victoria Water Police

## 3 ADVERSE WEATHER CONDITIONS

-Attention is drawn to YA Racing Rules of Sailing 2009-2012 Fundamental Rule 4

***“The responsibility for a boat’s decision to participate in a race or to continue racing is hers alone.”***

### 3.1 Weather Forecast

The Race Officer of the day should obtain the latest possible Bureau of Meteorology weather forecast & wind strength report on the day of the race.

The current bay weather forecast is available at: <http://www.bom.gov.au>

### 3.2 Shortening Course

It is the decision of the Race Officer to shorten the course. This decision should be based on existing and forecast weather conditions, with due regard to time limits on races where time limits are specified in the notice of race. The Race Officer must also take into account the Race Safety Category under which the event is being conducted.

### 3.3 Race Abandonment

It is the decision of the Race Officer to abandon a race or event. This decision should be based on existing and forecast weather conditions, with respect to the Race Safety Category under which the event is being conducted. Race abandonment may be decided prior to the start of a race, or when necessary, be decided during the race.

### 3.4 A guide for Race Abandonment

**Note: Sea state should also be taken into account when making an assessment whether to abandon a race.**

Race Category	Race Type	Wind Speed	Wind Description
Category 6+		More than 30 knots	Gale Warning
Category 6		More than 25 knots	Strong Wind
Class Boats	One Design	Per class limit	

### 3.5 Race Communication (Usually VHF Channel 71 or 73)

Club Communications are usually VHF Channel 71 or 73

When setting a course that either crosses, or is in the vicinity of shipping channels, competitors should be reminded to monitor **VHF channel 12 for shipping movements.**

All competitors should *monitor VHF Channel 16 for emergency monitoring and calling. Ideally, competitors should dual watch VHF Channel 16 and 71 or 73*

### 3.6 Wearing of Personal Flotation Device (PFD)

My Yacht Club strongly recommends that a Personal Flotation Device (PFD) be worn by all crew members while racing in club events in strong winds, during the hours of darkness or at other times of heightened risk (as defined in Victorian Marine Safety regulations). This recommendation is the responsibility of the owner / skipper to enforce.

My Yacht Club reminds participants of the Victorian Marine Safety legislation that requires all crew sailing boats not fitted with lifelines to wear a Personal Flotation Device (PFD) at all times.

## 4 RADIO LOG SHEET

All **extraordinary** communications involving this Yacht Club, particularly including medical, property, rescue, or racing; must be recorded on the Radio Log Sheet.- See *Appendix 3 Page 11- "Emergency Radio Log Communication Sheet"*

## 5 BASIC FIRST AID PRINCIPLES FOR EMERGENCIES

Boats or crew requesting basic first aid advice should be referred to their "boat" first aid manual in the first instance.

If the situation arises that a first aid manual is not available on the boat requesting advice, then advice can be read from the first aid manual that is carried either in the Race Control Tower or on the Race Committee Boat.

**APPENDIX 1      EMERGENCY PERSONNEL AND CONTACT DETAILS**

**MY YACHT CLUB  
EMERGENCY PERSONNEL & CONTACT DETAILS**

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**MYC PHONE: 1234 5678  
MYC RACE TOWER direct No: 1234 5678**

<b>Race Control Tower Call Sign</b>	<b>Extension</b>	<b>“My Control Tower”</b>	<b>VKV 800</b>
<b>Race Control Boat Call Sign</b>		<b>“Boat A”; “Boat B”, other vessel name</b>	
<b>Race Officer</b>			
<b>Sunday during 8am - 5pm</b>		<b>Joe Blow</b>	<b>9123 0123</b>
<b>Chief Executive Officer</b>		<b>Jack Ripper</b>	<b>0410 000 000</b>
<b>Chief Fire Warden</b>		<b>Jack Russell</b>	<b>0412 345 678</b>
<b>Waterfront Manager</b>		<b>Bob Bright</b>	<b>0412 345 678</b>
<b>First Aiders</b>		<b>Doug Gaslight</b>	<b>0412 345 678</b>
<b>Water Police</b>			<b>9399 7500 000</b>
<b>Ambulance/Fire Brigade/Police</b>			<b>000</b>
<b>Coast Radio Melbourne Point Lonsdale Lighthouse</b>			<b>5258 1252 VHF ch 16</b>
<b>Coastguard: Australian Volunteer Coast Guard</b>			
<b>General Office</b>			<b>9598 9092</b>
<b>Search and Rescue ( SAR)</b>			<b>9598 7003 VHK Ch1 16</b>
<b>Coast Guard Queenscliff 24 hours</b>			<b>5258 2222</b>
<b>State Emergency Services</b>			<b>9684 6666 / 132 500</b>
<b>Hospital</b>	<b>District Hospital</b>	<b>Address Mel ?? F8</b>	<b>9123 9876</b>
<b>Doctor</b>	<b>Medical Centre</b>	<b>Address Mel ?? F7</b>	<b>9123 0000</b>
<b>Bureau Of Meteorology</b>			<b>9669 4000</b>
<b>Ambulance/Fire Brigade/Police</b>			<b>000</b>

Marine Forecasts			9669 4981
Severe Weather			1800 811 023
Port Phillips Sea Pilots			9329 9700
Queenscliff Pilot Station			5258 1400 VHK Chl 12
Australian Maritime Safety: Melbourne Office			8612 6001
24 hour contact			1300 555 555
AusSAR Rescue			1800 641 792
Yachting Victoria			9597 0066
Yachting Australia			02 8427400

Ocean Racing Club of Victoria			(03) 9689 1622
Ocean Racing Club of Victoria Race mobiles			0418 396 465 0418 396 605
Poisons Hotline			131 126
EPA - Fuel/Chemical Spills			9695 2777
Electricity	ORIGIN	General Enquiry Emergency	132 461 132 099
Gas	AGL	General Enquiry Emergency	131 245 131 766
Water/Sewer	South East Water	General Enquiry Emergency	131 694 139 283
Telstra		Faults Directory Assistance	132 999 1223
Dial before you dig			Phone 1100 Quote ID 2125
Skilled Maritime		<ul style="list-style-type: none"> <li>• Marina &amp; Property Nightly Patrols</li> <li>• Clubhouse Alarm Company</li> </ul>	9645 6598
Plumber		Local Plumbing	1800 158 520



## APPENDIX 2 WIND SPEED DEFINITIONS - BUREAU OF METEOROLOGY

	Units in km/h	Units in knots	Description on Land	Description at Sea
<b>CALM</b>	0	0	Smoke rises vertically	Sea like a mirror.
<b>LIGHT WINDS</b>	19 km/h or less	10 knots or less	Wind felt on face; leaves rustle; ordinary vanes moved by wind.	Small wavelets, ripples formed but do not break: A glassy appearance maintained.
<b>MODERATE WINDS</b>	20 - 29 km/h	11-16 knots	Raises dust and loose paper; small branches are moved.	Small waves - becoming longer; fairly frequent white horses.
<b>FRESH WINDS</b>	30 - 39 km/h	17-21 knots	Small trees in leaf begin to sway; crested waveless form on inland water	Moderate waves, taking a more pronounced long form; many white horses are formed - a chance of some spray
<b>STRONG WINDS</b>	40 - 50 km/h	22-27 knots	Large branches in motion; whistling heard in telephone wires; umbrellas used with difficulty.	Large waves begin to form; the white foam crests are more extensive with probably some spray
	51 - 62 km/h	28-33 knots	Whole trees in motion; inconvenience felt when walking against wind.	Sea heaps up and white foam from breaking waves begins to be blown in streaks along direction of wind.
<b>GALE</b>	63 - 75 km/h	34-40 knots	Twigs break off trees; progress generally impeded.	Moderately high waves of greater length; edges of crests begin to break into spin drift; foam is blown in well marked streaks along the direction of the wind.
	76 - 87 km/h	41-47 knots	Slight structural damage occurs -roofing dislodged; larger branches break off.	High waves; dense streaks of foam; crests of waves begin to topple, tumble and roll over; spray may affect visibility.
<b>STORM</b>	88 - 102 km/h	48-55 knots	Seldom experienced inland; trees uprooted; considerable structural damage.	Very high waves with long overhanging crests; the resulting foam in great patches is blown in dense white streaks; the surface of the sea takes on a white appearance; the tumbling of the sea becomes heavy with visibility affected.
	103 km/h or more	56 knots plus	Very rarely experienced - widespread damage	Exceptionally high waves; small and medium sized ships occasionally lost from view behind waves; the sea is completely covered with long white patches of foam; the edges of wave crests are blown into froth.

### Wind Warning Definitions - Bureau of Meteorology (BOM)

**Strong wind warning**                      25-33 knots  
**Gale warning**                                34-47 knots  
**Storm warning**                                48-63 knots

**APPENDIX 3      EMERGENCY RADIO COMMUNICATION LOG**  
**MY YACHT CLUB**

**EMERGENCY RADIO COMMUNICATION LOG SHEET**

*Date*.....

*Time*.....*hrs.*

**COMMUNICATION TYPE**

HF     VHF     27mhz     Mobile Ph

**YACHT DETAILS**

*Name*..... *Sail Number*.....

*Call Sign*..... *Mobile Phone #:*.....

**SUMMARY OF COMMUNICATIONS RECEIVED AND SENT**

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

**TOWER RADIO OPERATOR**

*Name* ..... *Contact Phone number*.....

**APPENDIX 4 MYC INCIDENT REPORT**

**My Yacht Club Incident Report**

Report (or Copy) must be provided to the Management within 24 hours of incident

Details of Staff / Committee Member completing this form	
Name:	
Date:	Time:
Position:	Department/Committee

Details of Incident:

Details of Any Property Damage:
(Describe the damaged items, the damage caused any value of damage known)

Details of Personal Injury:

Exact Area of Incident:

Personal Details of Injured Person:		
<input type="checkbox"/> Employee	<input type="checkbox"/> Member	<input type="checkbox"/> Visitor
Surname:	Given Names:	
Age:	Sex:	Occupation
Address:		
Home Phone:	Mobile Phone:	

## APPENDIX 5 MAYDAY AND PAN PAN

### **MAYDAY**

**A MAYDAY message** should be transmitted on the International Distress frequencies, which are VHF Channel 16 in Port Phillip Bay

#### 1. DISTRESS CALL

Distress Signal x 3	MAYDAY MAYDAY MAYDAY
Words "this is"	THIS IS
Station Calling	BOAT NAME VKV123, Boat Name VKV123, BOAT NAME VKV123

#### 2. DISTRESS MESSAGE

Distress Signal	MAYDAY
Name/Call sign	Boat Name VKV 123
Position	50 Nautical Miles due east Point Danger
Nature of Distress	Have struck a submerged object and rapidly taking on water, Estimate time afloat is 15 minutes, we are deploying the life raft
Other information activated	e.g. 42 foot yacht with white Hull, 7 persons on board, EPIRB

### **PAN PAN**

Urgency Signal	PAN PAN PAN PAN PAN PAN
Station Called x 3	Hello All Stations, Hello All Stations Hello All Stations
Words "This Is"	This is
Station Calling	Boat name VKV 123, Boat Name VKV 123, Boat Name VKV 123
Urgency Message	30 Nautical miles due west Cape X, Lost propeller , estimate Drifting at 4 knots and require tow urgently