

# Operating Procedures

## CONTENTS

HUMPYBONG YACHT CLUB .....	3
Introduction .....	3
Mission Statement.....	3
Club Management .....	3
Operations Areas .....	4
Facilities .....	7
Risk Management Approach .....	7
Strong Wind Warnings Policy .....	7
Waterway Contamination .....	8
PFDs.....	8
HEALTH & SAFETY POLICY .....	9
CHILD PROTECTION POLICY .....	10
Code of conduct for interaction with children and young people .....	10
Volunteers working with children .....	11
Handling Disclosures Or Suspicions Of Harm .....	11
Managing Breaches of the Child Protection Policy .....	11
PARENTS' CODE OF CONDUCT .....	13
EMERGENCY ACTION PLAN .....	14
Minor Accidents and Incidents Ashore.....	14
Major Incident.....	14
Entrapment Rescue Following Inversion Or Capsize.....	15
Emergency Recovery Points .....	15
Missing Person Procedure .....	16
PLANNING PROCEDURES .....	17
Aquatic Event Authority .....	17
Insurance Coverage .....	17
Rescue Fleet .....	17
Student to Instructor Ratio .....	17
Daylight and Visibility .....	18
Radio Coverage .....	18
SET UP PROCEDURES .....	19
Opening clubhouse .....	19
Assess Conditions.....	19
Rescue Fleet .....	19
Pre-activity Briefing .....	20
VHF Radios.....	20

Sign-on Sign-off .....	21
Launching Vessels .....	21
PACK UP PROCEDURES .....	22
Sign-on Sign-off .....	22
Retrieving Vessels.....	22
Closing Clubhouse .....	22
ROLES AND RESPONSIBILITIES.....	23
Commodore .....	23
Race Officer of the Day .....	23
Race Management Team Members .....	23
Instructors .....	23
Assistant Instructors .....	24
REVIEW AND FEEDBACK .....	26
Review .....	26
Feedback and Disputes.....	26
APPENDIX 1 – RISK ASSESSMENT MATRIX .....	27
APPENDIX 2 – RESCUE FLEET CHECKLIST .....	28
APPENDIX 3 – TRAINING FLEET .....	29
APPENDIX 4 – INSTRUCTOR'S CHECKLIST.....	30
Instructor's Risk Assessment .....	31
APPENDIX 5 - EMERGENCY CONTACTS .....	32
APPENDIX 6 - RACE OFFICER CHECKLIST .....	33
APPENDIX 7 - RACE MANAGEMENT PLAN TEMPLATE.....	34
1 Facilities and Resources:.....	34
2 Race Management Team: .....	34
3 The Racing Area:.....	34
4 Schedule:.....	35
5 Divisions: .....	35
6 The Race Course:.....	35
7 Start Sequence: .....	35
8 Finishing .....	35
9 Safety .....	36
10 Weather:.....	36
11 Media.....	36
12 Volunteers .....	36

# HUMPYBONG YACHT CLUB

## INTRODUCTION

Humpybong Yacht Club, located at Woody Point on the shores of Bramble Bay, offer club members and other members of the public nationally recognised training in sailing based on programmes developed by Australian Sailing.



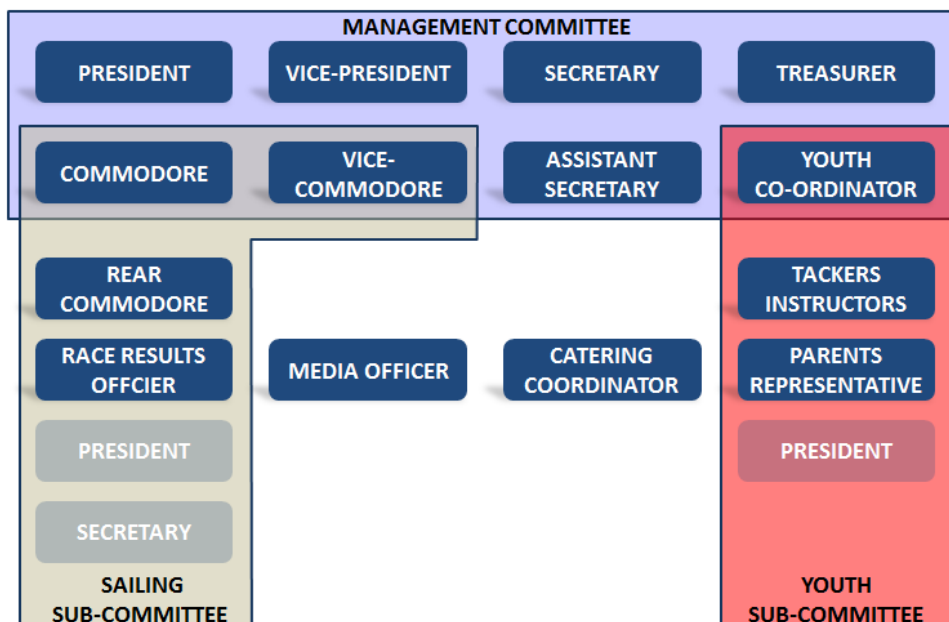
## MISSION STATEMENT

Our mission is to be the premier North Brisbane sailing club providing sailing activities, facilities, and training in accordance with the needs of our members and the community now and in the future. To encourage as many people into sailing as a sport and recreation our aim is to deliver quality training in a safe and enjoyable manner.

## CLUB MANAGEMENT

Humpybong Yacht Club is a volunteer run, family sailing club and the officers of the club are elected at the club's AGM. The Management Committee is responsible for administration of the club and its finances under the leadership of the President. Racing and social sailing is managed by the Sailing Sub-Committee under the leadership of the Commodore. The Youth Sub-Committee coordinates the youth activities of the club including training.

These Operating Procedures and Policies are developed and maintained by the Management Committee in consultation with the Sub-Committees.



The Rear Commodore is responsible to oversee the maintenance of the race equipment, including flags, buoys, markers, etc. They also monitor the state of repair of the club's power boats and trailers and make recommendations regarding major repairs, replacement and additions to the Sailing Sub-Committee. The Rear Commodore will arrange for repairs to be effected where necessary.

Refer to [hyc.net.au](http://hyc.net.au) for the current committee members.

## OPERATIONS AREAS

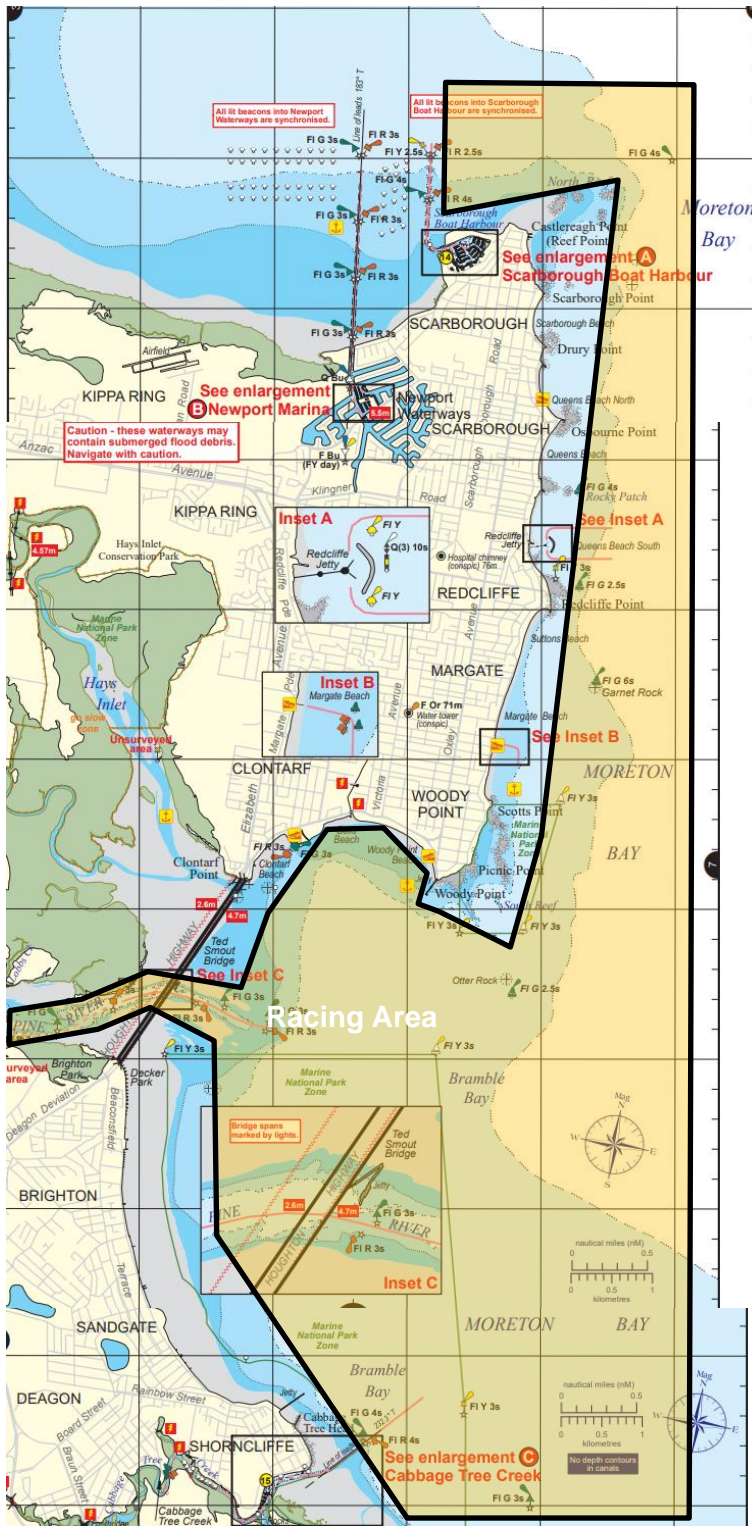
The club operates from our clubhouse on Hornibrook Esplanade at the southern end of Woody Point, Redcliffe. Junior sailing and training occurs in the protected waters at the northern end of Bramble Bay. Adult racing takes place in the open and deeper waters in the middle of Bramble Bay.

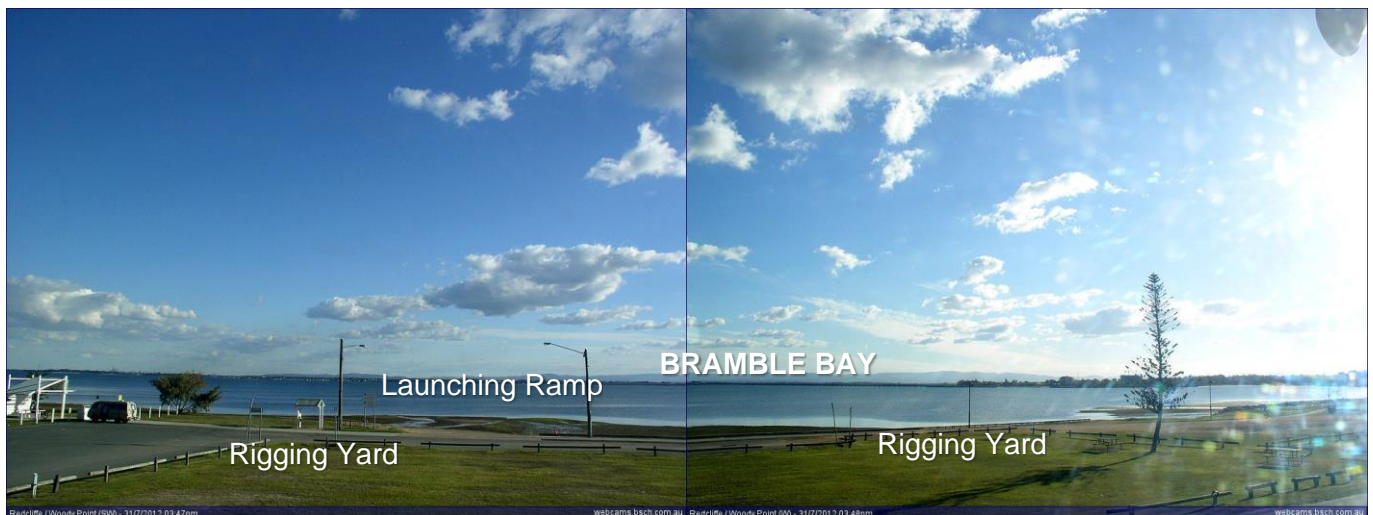


Bramble Bay is also used for recreational fishing, jet skis and kite boarding. All race officers and instructors are to be aware of these other users and coordinate any activities with others using the bay.



For special events courses may be run utilising all of Bramble Bay and some areas of the Redcliffe edge of Moreton Bay. When areas outside of line-of-sight of the club are used, special radio relay procedures must be followed to maintain safe coverage of all boats involved.





The Club uses the open grassed area directly in front of the club for rigging of sailing boats.

- Up to three sections of the perimeter fence may be removed by officers of the club using the keys kept in the radio room.
- Boats are launched using the public boat ramp.

Race Officers and Instructors should notify competitors and students of the vehicle conflict with the public road at the top of the ramp and surrounding the rigging yard. During regatta events and any event where there are more than 15 junior sailors participating, the Race Officer or organiser shall set up control points to regulate the numbers and speed of traffic on the road in front of the clubhouse and the access area between the rigging area and the boat ramp. Whenever practical, consideration should be given to juniors launching boats from the sandy area in front of the TS Moreton premises.

All club members and visitors are requested to keep road trailers and cars out of the rigging area and clear of access driveways. Please also drive slowly throughout the carpark areas as there is often children running around.

Safety powerboats are prepared on the roadway in front of the clubhouse before being launched. Refer to the safety boat checklists. Powerboats and heavyweight dinghies such as Corsairs are launched using the tractor. Refer the packing up checklists for packing and cleaning requirement for the end of racing and training activities.

All areas outside the clubhouse and storage yard are maintained by Moreton Bay Regional Council and the Queensland Department of Natural Resources Mines and Energy. The Management Committee will notify MBRC and DNRME if the public ramp or parkland conditions become an unacceptable risk to the club.



## FACILITIES

Toilets and showers are located on the lower floor of the clubhouse to the right of the entry door.

Race Control room upstairs in the club is off limits to anyone except Committee Members, Race Management Team, or Instructors. In emergency situations others may access the room to use the phone. The Race Control room contains a land line telephone, VHF radio (and charging stations for mobile VHF radios), Race Control computer, Race Management Team equipment (watches, documents, etc.)

A land line telephone is maintained in the Race Control room for emergency use. All major mobile networks have full coverage throughout the clubhouse and rigging yard.

A canteen is located upstairs in the club house for snacks and drinks as well as lunches and is operated by volunteer club members. Sunscreen is provided free to all students, competitors and volunteers to promote sun smart behaviour.

The upstairs area of the clubhouse is suitable for classroom style teaching, pre-event briefing and meetings. This area includes chairs and tables, whiteboards, maps of the operations area, and a data projector.

### Storage Areas

Rescue vessels are stored securely under the clubhouse. This storage area also houses some of the club's training vessels and equipment such as sails and rigging. The majority of the training fleet is stored in the secure outdoor storage yard. Keys for these areas are held by members of the various committees.

To reduce the risk of fire;

- Minimum quantities of fuel are to be stored on site.
- Only those club members experienced in refuelling of boats should handle fuel.

Placing heavy equipment and boats high up in storage racks can result in injury or damage to equipment during retrieval.

- No heavy boats to be stored in high racking;
- No equipment to be stacked higher than 2m;

## RISK MANAGEMENT APPROACH

A risk assessment has been developed for the activities of Humpybong Yacht Club and made available to all club members and those who interact with the club. The hazards identified were based on guidelines by Australian Sailing and its member yachting associations, and experiences of members of the club. These hazards have then been rated according to likelihood and impact to determine a risk priority.

Control measures have been identified in response to each risk identified. Persons within the club structure were also identified to take responsibility for each risk. The risk assessment matrix is contained in appendix 1 of this document and also contains cross-references to sections of this document and other aspects of the operation of the club that contain the formal response to each hazard.

## STRONG WIND WARNINGS POLICY

**In the event that the Bureau of Meteorology issues a “Strong Wind Warning” for Moreton Bay sailing activities are to take this advice into consideration. Activities should proceed only if it is safe to effect rescues without putting rescue crews in danger.**

Instructors and Race Officers shall check [www.bom.gov.au](http://www.bom.gov.au) before beginning any scheduled activities and cancel the activities if required. Should the winds on the Bay appear to be 20kts or more the BOM website should be monitored in the clubhouse and any changes in the warning status should be notified to the on-the-water crews via radio.





## WATERWAY CONTAMINATION

After periods of severe weather the waterways of Bramble Bay can become contaminated with debris and effluent run-off. If MBRC close any portion of the beaches around Redcliffe all activities at the club shall be suspended until the closure is removed or alternate advice is sought from MBRC.

The Race Management Team and Instructors should also keep a watch for debris washed into the bay from the catchment as logs and other floating objects can cause serious damage to vessels and persons engaged in club activities. Remove any debris and take it to shore for appropriate disposal.

## PFDs

**All persons taking part in on-the-water activities shall wear an Australian Standards approved PFD at all times whilst on the water. This policy extends to whilst on-board vessels at anchor.**



## HEALTH & SAFETY POLICY

Humpybong Yacht Club (HYC) is committed to providing a safe and healthy workplace for members, instructors and volunteers and to ensuring the safety of visitors and students. HYC will take all reasonable measures to control hazards and prevent incidents or accidents that could result in personal injury or ill health. HYC will take all reasonable measures to conform to relevant state and federal legislation and will consult with staff and students in the identification, assessment and control of hazards at the training centre.

Effective management of OHS risks depends on the commitment and co-operation of club members, staff and students. HYC is committed to consulting with club members, staff and students in a meaningful and effective manner on safety issues, enabling each person to contribute to decisions that may affect their health, safety and welfare.

HYC expects club members, staff and students to comply with its occupational health and safety policies, procedures and guidelines, and to conduct themselves in a safe manner, not placing themselves or others at risk. Instructors are responsible for the health and safety of volunteers and students working under their direction. HYC is also responsible for providing a safe and healthy environment for its visitors and members of the public who enter the training centre or are affected by its activities. Contractors working on HYC premises are also required to conduct their activities in a manner that ensures the safety, health and welfare of others.

HYC expects its members to act immediately to minimise obvious risks should they arise, such as cleaning spills or breakages, moving others out of the way of moving vehicles, or assisting other members where it is appropriate to do so.

The Management Committee of the Humpybong Yacht Club will continually monitor the buildings and other assets of the club and see to the maintenance so that the safety of the public and club members is not compromised.



## CHILD PROTECTION POLICY

### CODE OF CONDUCT FOR INTERACTION WITH CHILDREN AND YOUNG PEOPLE

Humpybong Yacht Club staff and volunteers who work with children and young people have a responsibility to keep those children and young people safe. Humpybong Yacht Club takes steps to protect children from abuse and neglect as outlined in this code of conduct.

This code of conduct includes details of acceptable and unacceptable behaviours in dealing with children. It:

- assists with the protection of children from abuse and neglect; and
- provides clarity to staff, contractors and volunteers who work with children by clarifying acceptable and unacceptable behaviour.

All Humpybong Yacht Club staff and volunteers are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

#### Members of the Club will:

Humpybong Yacht Club instructors, members and volunteers are responsible for supporting the safety and well-being of children by:

- adhering to Humpybong Yacht Club's Child Safety Policy at all times;
- taking all reasonable steps to protect children participating in Humpybong Yacht Club programs from abuse and neglect;
- treating children and young people with respect;
- listening and responding to the views and concerns of children, particularly if they are reporting that they or another child has been abused and/or are worried about their safety or the safety of others;
- ensuring as far as practicable that an adult (other than a parent) is not left alone with a child;
- reporting any allegations of child abuse in accordance with Humpybong Yacht Club's Member Protection Policy;
- if an allegation of child abuse is made, taking steps as quickly as possible to ensure that the child or children concerned are safe; and
- where possible, encouraging children to 'have a say' and participate in relevant organisational activities.

#### Unacceptable behaviour

Humpybong Yacht Club staff and volunteers must not:

- develop 'special' relationships with children that could be seen as favouritism (for example, by offering gifts or giving special treatment to specific children);
- engage in any form of 'sexual behaviour' with, or in the presence of, children or young people;
- take any disciplinary action against a child or young person involving physical punishment or any form of treatment that could reasonably be considered as degrading, cruel, frightening or humiliating;
- exhibit behaviours with children which may be construed as unnecessarily physical (for example: touching their genital area, buttocks or breasts);
- assist a child with activities of a personal nature that the child can do for themselves, such as toileting or changing clothes;
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities);
- use inappropriate language in the presence of children;
- express personal views on cultures, race or sexuality in the presence of children;
- discriminate against any child, including because of culture, race, ethnicity or disability;
- have contact with a child outside of sailing without consent (for example, social functions or child minding);
- supply alcohol or drugs (including tobacco) to children and young people participating in sailing;

- use electronic communication (email, text messages, twitter etc) with a child or young person other than in connection with Humpybong Yacht Club programs (for example sending e-newsletters to the child and their family);
- Ignore or disregard any suspected or disclosed child abuse.

Humpybong Yacht Club staff, contractors and volunteers must observe this code of conduct and accept responsibility for immediately reporting any breach of this code to Humpybong Yacht Club's Child Safety Officer or management team.

**Children also have responsibilities. They will:**

- have respect for other children, young people and adults;
- use safe and appropriate behaviour on club grounds and on the water;
- report inappropriate behaviour and unsafe situations or harm.

## **VOLUNTEERS WORKING WITH CHILDREN**

All volunteers who work with children must hold a current Positive Notice Bluecard issued by the *Commission for Children and Young People and Child Guardian* and must have their names listed in the club's register of blue card holders. The only volunteers who do not require a Bluecard are volunteers under the age of 18 years or those who are working with their own children.

The club will maintain a register of current Positive Notice Bluecard holders and keep it available for inspection at the club.

## **HANDLING DISCLOSURES OR SUSPICIONS OF HARM**

This policy applies to disclosures or suspicions of harm to children and young people, irrespective whether they attend Humpybong Yacht Club or whether the harm occurred internal or external to Humpybong Yacht Club.

A disclosure or suspicion of harm will be documented in a non-judgemental and accurate manner as soon as possible. Under no circumstances should the volunteer investigate or probe the young person for additional information. A copy of the written account shall be given to the police or child safety officer who takes over the case. The volunteer should keep the original report in a safe place where it cannot be accidentally read by other people.

Report disclosed or suspected harm to the Department of Child Safety if the suspicion or allegation of harm occurred at home.

Report disclosed or suspected harm to the Queensland Police Service if the suspicion or allegation of harm occurred outside the home.

## **MANAGING BREACHES OF THE CHILD PROTECTION POLICY**

This plan outlines the steps to be taken following a breach of the child protection policy in order to address the breach in a fair and supportive manner.

A breach is any action or inaction by any member of the organisation, including children and young people, that fails to comply with any part of the policy. All members, volunteers and committee members shall comply with the policy.

When a breach is reported the following will occur:

- The subject of the alleged breach will immediately discontinue involvement any club activity involving young people, until the alleged breach is resolved.
- Unless the reported breach involves the President it will be managed by the President or the President's nominated representative. If the reported breach involves the President, it will be managed by the Vice-President or the Commodore nominated representative. The nominated representative need not be a member of the Management Committee.
- All people involved in the alleged breach shall be advised of the process.
- All people involved in the alleged breach shall be given the opportunity to provide their version of events. These people shall include as a minimum the reporter, reportee, young person (if appropriate due to age or ability), the young person's parent or guardian and any person having witnessed the alleged breach.



- All details of the alleged breach shall be recorded, however all parties to the alleged breach shall maintain the strictest confidence unless such confidentiality places a child at risk of harm.
- The person managing the alleged breach shall decide an appropriate outcome, and shall report the outcome to the Management Committee.

Depending on the nature of the breach the outcome may include:

- Dismissing the allegation as unfounded.
- Emphasising the relevant component of the child protection policy.
- Further education and training
- Mediation between those involved in the incident
- Review of current procedures and policies
- Recommendation to the Management Committee that the member be stopped from volunteering with young people at the club
- Recommendation to the Management Committee that the member be subject to disciplinary procedures as allowed by the Constitution of the club.
- Reporting the incident to the Police or Department of Child Safety.



**If you believe a child is at immediate risk of abuse phone 000.**

## PARENTS' CODE OF CONDUCT

The Parents' Code of Conduct below is to be provided to all parents whose children are involved in club activities and a signed copy kept on file. Codes of Conduct give everyone a guide to what is expected of us if we are part of an organization, participating in a sport, or as spectators at our child's events.

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: respect, responsibility, fairness, caring, trustworthiness and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character".

By signing below I hereby agree that:

- I will encourage good sportsmanship by demonstrating positive support for all sailors, coaches and officials at every practice session and competition.
- I will place the emotional and physical wellbeing of my child ahead of my personal desire to win.
- I will encourage my child to sail in a safe and healthy environment.
- I will inform my child's coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
- I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the results of a competitive event.
- I will never ridicule or yell at my child or other participant for making a mistake or blame my child's teammates for placement in a competition.
- I will do my best to make sailing fun and will remember that my child participates in sports for his/her own enjoyment and satisfaction not mine.
- I will ask my child to treat other sailors, coaches, fans, and officials with respect.
- I will applaud a good effort in both victory and defeat emphasizing the positive accomplishments and learning from the mistakes.
- I will teach my child to resolve conflicts without resorting to hostility or violence.
- I will be a positive role model for my child and other sailors.
- I will respect my child's coach and refrain from coaching my child or other sailors during competitions and practices because it may conflict with the coach's plan or strategies.
- I will respect the decisions of officials and their authority during competitions and teach my child to do likewise.
- I will show appreciation and recognize the importance of volunteers and club officials.
- I will study the rules of Australian Sailing, teaching my child accordingly so that we have an understanding and appreciation of the rules of competition and membership.
- I will support all the opponents in my child's competition and respect the rights of all sailors to participate.

Child's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## EMERGENCY ACTION PLAN

### MINOR ACCIDENTS AND INCIDENTS ASHORE

In the event of a minor accident on-the-water or off-the-water;

- Any emergency incidents should take precedence over other communications and activities.
- Any serious incident or developing safety problem is to be promptly reported to the Principal instructor and / or Race Officer of the Day.
- First aid should be administered and the injured person brought to shore if required.
  - The main first aid kit is kept at the First Aid point upstairs in the clubhouse,
  - Rescue fleet vessels carry smaller first aid kits.
- If anyone involved in the accident is under 18 that person's parents should be contacted by the Instructors or Race Officer of the Day using details in the sign-on sheet. Contact numbers for parents and guardians are a requirement of applying for a training programme or entering a race series.
- Details of the accident must be entered on an accident report form kept in the Race Control room as soon as possible by the person who dealt with the accident.
- The club's President must be informed of any accident, however minor.

### MAJOR INCIDENT

**Medical attention must be sought for any person who has been submerged in the water for any length of time or has a serious head injury.**

In the event of a major accident;

- Remain calm.
- If the person is on-the-water and an ambulance is required, the instructor or Rescue Vessel crew should;
  - contact the Race Control ashore to ask the radio operator to call 000 or call 000 themselves;
  - contact the Principal Instructor / Race Officer of the Day and notify them of the situation;
- The person delegated to call the ambulance should give details of the injury if known and tell the ambulance how to get to the club.
- If anyone involved in the accident is under 18 that person's parents should be contacted by the Instructors or Race Officer of the Day using details in the sign-on sheet. Contact numbers for parents and guardians are a requirement of applying for a training programme or entering a race series.
- The injured person should be brought ashore by Rescue Vessel if possible for speed. If the person should not be moved the safety boats should tow the boat ashore.
- The instructor should stay on the water with the rest of the group unless they judge that the seriousness of the injury requires them to accompany the injured person ashore in the Rescue Vessel. In this case, they may leave the group under the supervision and with safety cover.
- If the injured person is taken to hospital they should be accompanied by a parent, guardian or adult known to them.
- Everyone should be aware that the instructor, race management team, the first aider and other members of the group may be suffering from shock and may also require attention.
- All serious accidents must be reported in full.
  - Details of the accident must be entered on an accident report form kept in the Race Control room as soon as possible by the person who dealt with the accident.
  - The club's President must be informed of any accident, however minor.



- Maritime Safety Queensland shall be advised on the accident and forwarded a copy of the report.
  - Australian Sailing's Regional Manager shall be advised on the accident immediately and forwarded a copy of the report.
- Following a serious safety problem it may be appropriate to abandon training / racing for the day.
- All media communication should be channelled through be the President or Commodore of the club.
  - Don't allow well-meaning but ill-informed club members to make public comments.
  - If there has been a fatality, the police will contact the next of kin. Do not publicise the name of the casualty until you know this has been done.
- Keep any relevant equipment e.g. Lifejackets, broken rigging, damaged boats etc.
- Following an inquiry into the causes, a systemic change may be required.

## ENTRAPMENT RESCUE FOLLOWING INVERSION OR CAPSIZE

Entrapment is a hazard in ALL dinghies inverting or capsizing. Do not assume that masthead buoyancy will prevent inversion and always check that crew are floating clear after every capsize or inversion.

- Safety crews must be prepared to enter the water to help free crew
- All Rescue craft and instructors MUST carry sharp knives which can cut through wire, webbing and thick/strong rope and rigging so as to free those who become entangled

Safety crews should IMMEDIATELY right the boat by one or more of the following methods:

1. Manoeuvre rescue boat parallel to the windward side of the upturned boat
2. Lift a corner of the transom to allow air in and to break suction effect
3. Crew can then use the centre/daggerboard (if accessible) to right boat themselves
4. In severe situations only should tow lines from the rescue vessel be used to right an upturned boat as using additional lines and requiring engine propulsion close to an inverted hull where crew are at risk can increase the risk of the recovery.

If the crew are trapped inside the righted boat this method should bring them upright inside their boat alongside the safety boat where they can be given immediate First Aid.

## EMERGENCY RECOVERY POINTS

Where events are conducted within sight of the clubhouse, all emergency evacuation from the water shall be conducted back to the beach immediately in front of the clubhouse

Where events occur out of the line-of-sight of the clubhouse, the Race Officer shall make plans to allocate additional Emergency Recovery Points along the course area. These additional Emergency Recovery Points shall be communicated to all Race Management Boats, participants and notified to the local ambulance station so that it is clearly understood where a casualty may be evacuated to.

## MISSING PERSON PROCEDURE

If a student or competitor is reported missing

- Determine name, age, description (including what they were wearing), where they were last seen and who they may have been with.
- Inform Race Management Team or nearest instructor or club official immediately you notice the person is missing.

The Race Management Team or Instructor or person who has been informed is to activate a search of club grounds and waterways in the following way:

- Organise a group of adult volunteers to start searching for the missing person
- Collect mobile phone numbers of volunteers and provide them with a contact number for the person in charge of the search
- Divide the volunteers into groups and given them search areas which include:
  - Land search
    - Inside the club house including Race Control room, kitchen and all other areas
    - Underneath the club house including storage areas, showers and toilets
    - The grounds of the club house, including all grassed areas, ramps and beach
    - The footpath and parking areas adjacent to the club
    - The park areas to the end of the point
  - Waterways surrounding the club, which may be done with a Rescue Vessel and should take into account the direction of the tide and winds.

If the person is not found within a reasonable period of time, contact the Police by dialling 000. Also contact the Sandgate Volunteer Marine Rescue on 3269 8888.

When the person is found:

- Advise any parents or guardians if they have been informed that the person was missing
- Advise person in charge of the search
- Advise all persons involved in the search
- Advise the police if they have been informed
- De-brief by gathering all persons involved and thank them for assisting. Explain where the person was found and the circumstances surrounding their disappearance.
- Details of the incident must be entered on an accident report form kept in the Race Control room as soon as possible by the person who led the search.

## PLANNING PROCEDURES

These procedures deal with the tasks required to be undertaken in planning for any activity at Humpybong Yacht Club. These activities can include club racing, regattas, casual sailing events, training and social events.

### AQUATIC EVENT AUTHORITY

Maritime Safety Queensland (MSQ) requires all events where participant boats interact with shipping traffic to obtain authorisation for such events from MSQ. Humpybong Yacht Club has been advised that as our activities do not interact with shipping traffic we are not required to obtain authorisation.

If the club intends to conduct a special activity where interaction with shipping traffic or navigation marks is possible then an Aquatic Event Authority must be sought.

MSQ are aware of the activities that Humpybong Yacht Club undertakes on Bramble Bay. It is now a condition of most AEA's for other organisations planning activities on the Bay that they contact and coordinate with Humpybong. Humpybong Yacht Club and its officers work with other community and user groups to share the bay and its resources. Where possible Humpybong should offer what support it can to assist other groups fulfil their safety obligations.

### INSURANCE COVERAGE

Before planning any new type of event, check that the event type is covered under the club's insurance policies. In most cases this should be verified with the club's insurance broker as they are professionally skilled in making these judgements.

The Management Committee will arrange for the club's insurance policies to be regularly reviewed by an appropriately qualified insurance broker to ensure that the policies continue to meet the needs of the club.

### RESCUE FLEET

Determine how many rescue vessels will be required for the activity and confirm availability of vessels against other activities planned by the club at the same time. Prepare a crew allocation using a roster or similar system to ensure that each rescue vessel has a minimum of two competent crew, at least one of whom must be qualified to skipper the vessel.

The mechanical failure of a safety boat should not compromise the safety of the overall operation.

### Training

Instructors supervising basic skills courses from a safety boat should not normally provide safety cover for other groups. For more advanced courses the safety boat may be staffed by a safety boat driver, together with the Instructor leading the session.

Tuition will comply with the following minimum safety boat requirements:

- Dinghies: (single handed or crewed)
  - Up to 6 dinghies : 1 safety boat
  - 7 to 15 dinghies : 2 safety boats
  - More than 15 dinghies : 3 or more safety boats

### Racing

For racing activities, at least one safety boat must be provided per race course not including the start boat. Each safety boat must provide cover for no more than 12 off-the-beach sailing vessels. The start boat should act as a reserve rescue vessel only as it is often anchored and handling racing procedures that would otherwise impede its ability to properly monitor the fleet's safety.

### STUDENT TO INSTRUCTOR RATIO

All training courses must be run by a Australian Sailing qualified Instructor endorsed to deliver that programme and must comply with the following minimum Student to Instructor ratios:

- Crewed Dinghies



- 3:1 for beginners with Instructor on-board
- Maximum 12:1 but not more than 6 boats per Instructor
- Maximum 3 boats:1 for Assistant Instructor under direct supervision of the Instructor or Senior Instructor
- Single-person Dinghies
  - 6:1 (applies only whilst the boats are used as single-person)
- 3 boats:1 for Assistant Instructor (when under direct supervision of the Instructor or Senior Instructor)

Instructors may be assisted by unqualified helpers who are competent and experienced. The unqualified helpers should be supervised by an Instructor or Senior Instructor and only be deployed in roles appropriate to their skills and awareness. Unqualified helpers do not count in the Student : Instructor ratios. Where unqualified helpers are assisting in activities involving children they must have a valid working with children blue card.

### DAYLIGHT AND VISIBILITY

No on-water activities should be planned or continue after sunset or before sunrise. Such times should be determined using a reliable source such as BoM or commercial forecasting platform. Race Officers and Instructors must take these requirements into consideration is starting an activity or race, especially within 2 hours of sunset, such that all participants are off the water before the cut-off time.

### RADIO COVERAGE

All radios should be tested frequently during any activities to ensure adequate coverage is maintained at all times. This may include calling the clubhouse or other boats in the fleet to confirm equipment is working. If a fault with a radio is found, seek a replacement immediately and notify the Rear Commodore that the faulty radio requires investigation.

If an event of activity goes outside the line-of-sight of the clubhouse, boats in the race management and rescue fleet shall be positioned throughout the event area to allow for relaying of messages across the fleet and back to the clubhouse. The Race Officer for such events shall take responsibility to organise the boats and radios in such a manner as to maintain adequate radio coverage for the safety of all participants.

## SET UP PROCEDURES

These procedures deal with the issues required to be dealt with prior to commencing any activity at Humpybong Yacht Club. These activities can include club racing, regattas, casual sailing events, training and social events.

### OPENING CLUBHOUSE

The Race Officer of the Day is responsible to undertake the following at the beginning of each day;

- Unlock clubhouse, including toilets, storage yard and Race Control Room.
- Turn on lights as required.
- Turn on the Race Control room radio and put freshly charged radios in each Rescue Vessel to be used that day.
- Raise Australian flag on the central flagpole and Humpybong Yacht Club pennant on the western flagpole.
- Raise any signal flags required for the day's activity on the eastern flagpole.
- Light gas heaters in shower rooms.
- Check for any un-remedied faults from the previous week. If there are any, advise the Rear Commodore.

### ASSESS CONDITIONS

The Race Officer of the Day shall assess the weather report from [www.bom.gov.au](http://www.bom.gov.au) at least 24 hours prior to the activity and then again immediately before the activity. Refer to the Strong Wind Warning Policy. Understand how the wind, wave, tide, temperature and humidity will affect the activity. Modify the activity to suit the conditions.

### RESCUE FLEET

Prepare the rescue fleet using the checklist in appendix 2.

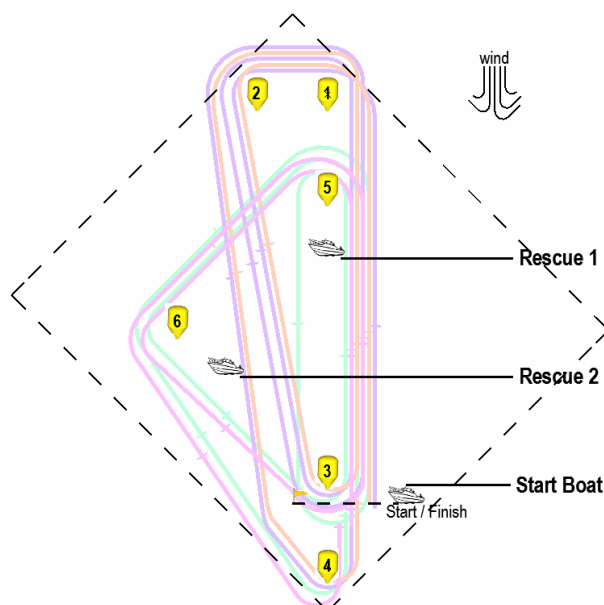
#### Crews

If sufficient crews for the rescue fleet are not available on the day then the activities should be modified or cancelled until the appropriate ratio of rescue vessels to competitors / students is achieved. Under no circumstances shall a rescue vessel leave the beach with only one crew on board.

Race Management Team can be readily identified by the Orange Hi-Vis shirts around the club.

#### Boat Placement

During racing at least one rescue vessel shall be positioned in the centre of the course so as to allow for shortest average response time to any incident. Additional vessels as required by the fleet numbers shall take up similarly advantageous positions and/or follow the main body of the fleet. All rescue vessels shall monitor the entire course so that redundancy is available should one rescue vessel be subject to gear failure.



Rescue crews shall monitor competitor and student boats unexpectedly leaving the race course or training area and respond as required to react to inexperienced crews or disabled boats running aground or being lost due to navigational problems.

### Other Waterway Users

The Race Management Team shall monitor other vessels traversing the racecourse and training area and if they determine that the other vessels may cause interference to the activities they should approach the vessel and politely request that the maintain a safe separation from the boats competing or under instruction. Any vessels that the Race Management Team believes are acting in a purposely unsafe manner should be reported to the water police on (07) 3895 0333.

### Safety Instructions to Competitors

The Race Management Team will conduct all on-the-water activities under the directions of the Race Officer. Instructions may be given to competitors by the Race Management Team to comply with safety requirements both on and off the water. Competitors are to follow any such instruction immediately.

If competitors capsize or appear to require assistance during racing the Race Management Team rescue boats will be on hand. If the competitor crew is not in immediate danger the RMT will ask if they require assistance before intervening. If, in the opinion of the RMT members attending, the competitor crew is in immediate danger the RMT may be required to intervene without first seeking permission. Once a competitor receives outside assistance from the RMT the competitor may be required to retire from that race.

The Race Officer may exclude, or direct the RMT to escort, a competitor from the racecourse if, in the opinion or the Race Officer, the competitor's vessel condition or the inexperienced competitor's crew participating beyond their capacity pose a safety risk to others on the racecourse.

### PRE-ACTIVITY BRIEFING

Race Management Team is to be briefed on the weather conditions and any issues that are likely to arise as a result of those conditions. E.g. if the temperature is low and the wind strength high there may be a heightened likelihood of hypothermia and crews should be aware of how to respond to this situation.

All competitors and students shall be briefed on;

- Shallow areas and reefs in and around the operating area to avoid collision of vessels with submerged objects;
- Weather conditions including UV rating for sunburn risk.

### VHF RADIOS

All communication between the rescue fleet and the shore uses handheld waterproof VHF radios and a base station in the Race Control room. Primarily VHF channels 77, 72 or 73 are used. Channels 72 and



73 are monitored by the nearby VMR Sandgate. Selection of the frequency for the day's activities is dependent on the existing chatter on the frequency usually generated by other events in the area.

Mobile VHF radios are kept on a recharge system in the Race Control room to prolong battery performance. Spare radios are kept in the Race Control room and swapped out if any faults are detected. Report any faults immediately to the Rear Commodore so that the fault may be rectified.

### **SIGN-ON SIGN-OFF**

All competitors, students, race officers and instructors are required to sign-on and sign-off using the form in the clubhouse any time they go on the water so that the club can monitor the number of users that are on the water at all times.

### **LAUNCHING VESSELS**

- Use the club's tractor for launching all trailered vessels.
- Rescue vessels should be in the water and crewed before the competitors / students leave the beach.
- Limit powerboat speed to 4kts with no wake until well clear of the shallow water in front of the club. Take care – there are often swimmers in this area.
- Rescue Boat Crews to ensure Rescue Boat trailers are stored out of the way for traffic on circulation roadways;
- Recommendation to all crews to wear footwear when launching a retrieving boats due to rocky conditions of beaches;
- Tractors and winches and other equipment to be operated by appropriately experienced persons only;

---

## PACK UP PROCEDURES

---

These procedures deal with the issues required to be dealt with prior to commencing any activity at Humpybong Yacht Club. These activities can include club racing, regattas, casual sailing events, training and social events.

### SIGN-ON SIGN-OFF

All competitors, students, race officers and instructors are required to sign-on and sign-off using the form in the clubhouse any time they go on the water so that the club can monitor the number of users that are on the water at all times.

Check the sign-on sheet before the rescue vessels are put away to ensure that all competitors and students have returned safely to shore. If there are any incomplete entries call the missing persons over the loudspeaker. If persons who have not signed-off are not located promptly, immediately begin searching for them and / or their vessel.

**Do not put rescue vessels away until all competitors and students are accounted for.**

### RETRIEVING VESSELS

- Use the club's tractor for retrieving all trailered vessels.
- Do not drive powerboats onto trailers. Use the appropriate winching system at all times.
- Rescue Boat Crews to ensure Rescue Boat trailers are stored out of the way for traffic on circulation roadways;
- Recommendation to all crews to wear footwear when launching a retrieving boats due to rocky conditions of beaches;
- Tractors and winches and other equipment to be operated by appropriately experienced persons only;
- Remove all electronic gear from vessels before washing;
- Wash vessels using tank water and drain all water and debris from hulls before storing;
- Lower sun awnings before rolling vessels under the clubhouse as most do not fit under.

### CLOSING CLUBHOUSE

The Race Officer of the Day is responsible to undertake the following at the end of each day;

- Report any faults to the Rear Commodore.
- Turn off the Race Control room radio and put radios from each Rescue Vessel used that day back into the chargers. If radios are not to be used until the following week, leave mobile radios on so that they discharge fully before recharging.
- Retrieve Australian flag and Humpybong Yacht Club pennant.
- Turn off gas heaters in shower rooms.
- Turn off lights as required.
- Lock clubhouse, including toilets, storage yard and Race Control Room.

## ROLES AND RESPONSIBILITIES

### COMMODORE

The Club has elected the Commodore to oversee the management of all racing during the season. The Commodore and Vice-Commodore are responsible for organising the racing calendar and Race Management roster. They have the final call on all on decisions related to the running of racing and report to the HYC Management Committee.

### RACE OFFICER OF THE DAY

Each week a Club Member is rostered on as Race Officer of the Day (ROD). The ROD is responsible for organising the start boat and rescue crews for that days racing. The ROD is also responsible for monitoring conditions on the race course area and makes any decision to postpone or cancel racing if the weather is unsuitable or unsafe for racing.

#### Qualifications, Skills and Experience

- Club member with experience in race management

#### Responsibilities

- Organising the start boat and rescue crews for that days racing.
- Monitoring conditions on the race course area
- Making any decision to postpone or cancel racing if the weather is unsuitable or unsafe for racing.
- Refer to Set Up Procedures for full description of tasks.

### RACE MANAGEMENT TEAM MEMBERS

The Race Management Team assists the Race Officer of the Day in running all racing activities.

#### Start Boat

The Start Boat Crew as nominated by the roster is responsible for setting the course with the assistance of the Rescue Boat Crews.

#### Rescue Boat

The Rescue Boat Crew is to monitor all competitor boats while on the racecourse. Their first priority is the safety of people on the course. Capsized or runaway boats are only to be dealt with once all crews are safely accounted for. Refer rescue procedures later in this document.

#### Qualifications, Skills and Experience

- Powerboat licence with preference for YA Safety Boat Certificate
- Crews to be trained in correct methods for launching an retrieving course equipment;

#### Course Setter

Works with the Race Officer to set the marks of the course. May also assume Rescue Boat duties once the course is set. Safety takes priority over Course Setting.

#### Beach Master

At larger events the Beach Master coordinates activities at the interface between the carpark and sailing including the rigging lawn, beach and water's edge.

#### Control Room Operator

Monitors the radios and computer on shore to provide coordination of on water communication.

### INSTRUCTORS

Instructors at Humpybong Yacht Club are responsible for the delivery of the syllabus as documented in the Australian Sailing Instructor Manuals. As the key "face" of the club, the Instructor is required to fully understand the policies and aims of the club and encapsulate these within the programs they run. The Instructor is responsible for leading a team of Assistant Instructors not just within the program but also with regard to the professional development of Assistant Instructors within the club.

All volunteers and club members are actively encouraged to undertake the necessary training to qualify as Australian Sailing Instructors.

### Qualifications, Skills and Experience

- Qualified Australian Sailing Instructor.
- Have completed the Tackers Instructor Induction.
- Experience in the delivery of junior sail training programs.
- Ability to build rapport with club officials and Assistant Instructors.
- Excellent presentation skills with particular reference to verbal communication with children.
- Strong leadership capacity with regard to health and safety procedures, delivery of the instruction program, and the guidance of Assistant Instructors.
- An appreciation of the long-term development of sailors of all ages and development levels within sailing.
- Must hold a current Positive Notice Bluecard issued by the *Commission for Children and Young People and Child Guardian* and understand the requirements of the club's Child Protection Policy

A written record of the qualifications of all Instructors will be kept by the club and made available for inspection. These qualifications and any references will be checked by the Discover Sailing Centre Principal before commencement of any training.

### Responsibilities

- Ensure that participants have fun.
- Communicating with the Youth Sub-Committee regarding lists of participants registered for each program in order that a register be produced prior to commencement of the program.
- Working in conjunction with the Assistant Instructors to pack away the boats following each session. All equipment needs to be accounted for at the end of the session.
- Monitor the condition of the equipment and report any problems to the Rear Commodore.
- Making an assessment of the prevailing weather conditions prior to the start of each session. Communicate this assessment to the Youth Sub-Committee and parents.
- Determine the appropriate on-water and off-water activities given the weather conditions at each session.
- Given the weather conditions at each session determine if the student's clothing is appropriate to prevent hypothermia, heat stress or UV related injuries.
- Supporting the Youth Sub-Committee in promotion of the programs offered at the club.
- Organising the tasks required of each Assistant Instructor for on-water activities for the programs.
- Upholding the reputation of the club by acting in a professional manner at all times.
- Engage in professional development of their sailing instruction skills as and when available.

Australian Sailing qualified Assistant Instructors are employed to support the Instructor in the delivery of the programs, in particular they are responsible for organising and supervising the on and off-the-water activities described in the Instructor Manuals. Being an Assistant Instructor can be the opportunity to gain experience that will be advantageous to becoming an Instructor once the Australian Sailing Instructor qualification is achieved.

## ASSISTANT INSTRUCTORS

Assistant Instructors at Humpybong Yacht Club are responsible for the delivery of learn-to-sail activities at the club under the direction of our Instructors.

The Assistant Instructors are employed to support the Instructor in the delivery of the Tackers program, in particular they are responsible for organising and supervising the on and off-the-water games described in the Tackers Instructor Manuals.

### Qualifications, Skills and Experience

- Australian Sailing qualified Assistant Instructor.
- Have completed the Tackers Assistant Instructor Induction.
- A sailor with at least club racing experience.
- Ability to work as part of a team.
- Strong communication skills.



- Ability use initiative.
- Understanding of the health and safety issues as they relate to sailing.
- Enthusiasm for seeing more children participate in sailing.

**Responsibilities**

- Ensure that participants have fun.
- Prepare the boats prior to the start of each Tackers session (at least 30 minutes prior to the start of the session).
- De-rig and return the boats to the storage area after each Tackers session.
- Work under the direction of the Instructor to deliver the Tackers session plans as outlined in the Tackers Instructor Manuals.
- Lead the Tackers on-the-water and off-the-water games and activities.

---

## REVIEW AND FEEDBACK

---

### REVIEW

The Management Committee review the Operating Procedures of Humpybong Yacht Club at regular committee meetings to ensure their continuing suitability, adequacy and effectiveness. The minutes of these meetings are kept by the club secretary and posted to the club website for all members to view.

### FEEDBACK AND DISPUTES

All customer, member or public feedback is referred to the Management Committee. This includes any complaints against the club or its members. Poor handling of disputes and grievances can result in dissatisfaction amongst sailors and potential legal exposure. Any complaints should be handled in a calm and professional manner to ensure that the issues are resolved as quickly as possible.

Any disputes arising from racing activities are firstly referred to the Sailing Sub-Committee's representative, the Commodore. Such disputes are handled under the terms of the Racing Rules of Sailing.

---

## APPENDIX 1 – RISK ASSESSMENT MATRIX

---

Details of Hazard	Likelihood	Impact	Risk Priority	Control Measures	Responsible Person	Safety Management Plan Response
<b>1.00 On-the-water</b>						
1.01 Collision of boats during race resulting in personal injury to crew.	Likely	Moderate	HIGH	All racing conducted using ISAF RRS and Col regs;	Race Officer of the Day (ROD)	NOR and SI
1.02 Fire/explosion on Rescue Craft resulting in personal injury to crew.	Rare	Catastrophic	MEDIUM	While on the water all fuel containers to be kept in open cockpit vessels to reduce build-up of volatile fumes;	Rear Commodore	Rescue Fleet Checklist
1.03 Un-availability of rescue craft personal resulting in not being able to provide effective rescue capabilities.	Likely	Major	HIGH	Set limits on minimum crew numbers required to field a rescue fleet for racing. Remind racing competitors that if we don't get enough volunteers then racing is cancelled before risking safety.	Race Officer of the Day (ROD) Commodore	Planning Procedures - Rescue Fleet Set Up Procedures - Rescue Fleet
1.04 Hypothermia contracted by sailors and race officials.	Possible	Major	HIGH	Safety Boats to carry first aid foil blankets; Safety Boat crews to be briefed on signs of hypothermia; Instructors to assess if youth clothing is appropriate for the conditions;	Rear Commodore Race Officer of the Day (ROD) Instructors	Rescue Fleet Checklists Set Up Procedures - Race Management Team Instructors Responsibilities
1.05 Difficulty in attending to a medical emergency / injury occurring mid-race resulting in exacerbation of injury.	Possible		LOW	One rescue vessel to be positioned mid course after the start to allow for shortest average response time to incident, additional vessels as required to follow the main body of the fleet;	Race Officer of the Day (ROD) Rescue Boat Crews	Set Up Procedures - Rescue Fleet
1.06 Collision of boat with submerged object resulting in personal injury	Unlikely	Moderate	MEDIUM	All competitors and students to be briefed on shallow areas and reefs in and around the operating area;	Race Officer of the Day (ROD) Instructors	Set Up Procedures - Pre- activity Briefing
1.07 Persons lost at sea as a result of insufficient safety equipment.	Rare	Major	MEDIUM	Sign-in sign-out sheet to monitor competitors and students; Activities of fleets contained to operating area;	Race Officer of the Day (ROD) Instructors	Pack Up Procedures - Sign-on Sign-off Operations Areas
1.08 Unforeseen severe weather changes (including squalls, electrical storms) resulting in sailors and officials being exposed during events.	Almost Certain	Moderate	HIGH	Race Officers and Instructors to check weather reports on bom.gov.au before activity begins;	Race Officer of the Day (ROD) Instructors	Strong Wind Warnings
1.09 Inexperienced or disabled boats running aground or being lost due to navigational problems.	Unlikely	Minor	LOW	Safety Boats to monitor boats unexpectedly leaving the race course or training area and respond as required;	Race Officer of the Day (ROD) Rescue Boat Crews	Set Up Procedures - Rescue Fleet
1.10 Mechanical breakdowns / gear failure resulting in not being able to provide effective rescue capabilities.	Possible	Moderate	MEDIUM	Multiple vessels providing similar cover (redundancy); Regularly service all rescue vessels;	Race Officer of the Day (ROD) Rear Commodore	Set Up Procedures - Rescue Fleet
1.11 Sunstroke / sunburn / dehydration to sailors and /or officials.	Likely	Moderate	HIGH	Provide free sunscreen in the clubhouse; Provide free water for rescue crews while on-the-water; Educate competitors and students on importance of sun safety;	Management Committee Instructors	Facilities Rescue Fleet Checklist Set Up Procedures - Pre- activity Briefing
1.12 Participant boats in danger of collisions with shipping traffic.	Rare	Major	MEDIUM	Minimal Shipping Traffic in the area but all events notified to MSQ for inclusion on their Aquatic Events Register to advise others of our activities;	Management Committee	Planning Procedures - Aquatic Event Authority
1.13 Dangerous surf conditions resulting in capsizing, personal injury or inability of boats to get off beach.	Possible	Moderate	MEDIUM	Not activities in "Strong Wind Warning" Conditions; Race Officers and Instructors to assess sea state before activities begin;	Race Officer of the Day (ROD) Instructors	Strong Wind Warnings Set Up Procedures - Assess Conditions
1.14 Injury to officials, sailors or other water users from rescue and race official boat propellers.	Possible	Major	HIGH	Fit prop guards to all safety vessels;	Rear Commodore	Rescue Fleet Checklists



Details of Hazard	Likelihood	Impact	Risk Priority	Control Measures	Responsible Person	Safety Management Plan Response
1.15 Lack of safety / rescue equipment by race / event organisers.	Unlikely	Moderate	MEDIUM	Instructors / Race Officer of the Day to check all equipment loaded onto rescue fleet at beginning of day - Instructors if sufficient equipment for the conditions not available then activity to be cancelled;	Race Officer of the Day (ROD)	Rescue Fleet Checklists
1.16 Personal injury to swimmers where collision with competitor or official boats either oncourse or heading to course	Possible	Major	HIGH	Limit manoeuvres near shore to low speed only;	Rescue Boat Crews	Set Up Procedures - Launching Vessels
1.17 Collisions with PWC's and other craft resulting in personal injury.	Possible	Major	HIGH	Race Management Team to encourage PWC's to stay outside training area / race courses;	Management Committee Rescue Boat Crews	Set Up Procedures - Rescue Fleet
1.18 Insufficient supervision of juniors in training exercises resulting in accidents or person injury.	Possible	Moderate	MEDIUM	Instructors and Assistant Instructors to supervise training exercises in appropriate ratios;	Instructors Assistant Instructors	Set Up Procedures - Student to Instructor
1.19 Failure to conduct pre and post event boat counts resulting in missing personnel.	Possible	Moderate	MEDIUM	Sign-in sign-out sheet to monitor competitors and students; Competitors that fail to sign-on /sign-off may be penalised;	Race Officer of the Day (ROD) Instructors	Set Up Procedures - Sign-on Sign-off Pack Up Procedures - Sign-on Sign-off Sailing Instructions
1.20 Collisions between craft of different classes in multi-class events.	Possible	Moderate	MEDIUM	All racing conducted using ISAF RRS and Col regs; Classes of different performances have staggered	Race Officer of the Day (ROD)	Notice of Race Sailing Instructions
1.21 Personal injury to sailors competing / participating in boats of poor repair or insufficient capability.	Possible	Moderate	MEDIUM	All competitors compete at their own risk RRS rule 4;	Competitors	Notice of Race Sailing Instructions
1.22 Personal injury to selves or others as a result of inexperienced sailors participating beyond their capacity.	Possible	Moderate	MEDIUM	All competitors compete at their own risk RRS rule 4; Race Management Team may exclude competitors from racing if they are deemed to pose an unacceptable risk to others;	Race Officer of the Day (ROD)	Notice of Race Sailing Instructions Set Up Procedures - Safety Instructions to Competitors
1.23 Loss of communications resulting in not being able to provide effective rescue services.	Possible	Moderate	MEDIUM	Spare radios kept in Race Control room and swapped out if fault detected; Mobile VHF radios on full discharge/recharge system to prolong battery performance;	Rescue Boat Crews	Set Up Procedures - VHF Radios
1.24 Entrapment of crew under an inverted boat	Possible	Major	HIGH	Rescue boat crew to use recognised procedure to retrieve crews and right the boat if required. Priority should be place on crew safety over boat preservation.	Rescue Boat Crews	Emergency Procedures
1.25 Collision between competing boat and a floating/submerged object results in injury or property damage.	Rare	Moderate	LOW	• RMT to observe race area for any debris and remove from race area, participants to remain vigilant.		
1.26 Equipment failure that may result in injury or property damage.	Possible	Moderate	MEDIUM	RMT to remain vigilant and safety boat to monitor.		
1.27 Mechanical breakdown, gear failure resulting in not being able to provide effective rescue capabilities.	Possible	Moderate	MEDIUM	Equipment checks, servicing and service records.		

Details of Hazard	Likelihood	Impact	Risk Priority	Control Measures	Responsible Person	Safety Management Plan Response
1.28 Issues resulting from activities out of line-of-sight (including communication and emergency response) of the clubhouse	Possible	Moderate	MEDIUM	Advise for individual events Volunteer Marine Rescue Sandgate(VMR) and Coast Guard Redcliffe (CG), Post lead safety boat at front of fleet and addition safety boats, including tail at intervals to provide effective radio communications between boats; for events identify additional emergency response points. Mobile phones to be carried on each boat as back-up.		
1.29 Insufficient support for Race Officer leads to inability of RO to carry out duties effectively. Results in injury.	Unlikely	Minor	LOW	<ul style="list-style-type: none"> <li>• Minimum numbers of RMT personnel, support boats and equipment defined in RSMP.</li> <li>• Patrol plans specified in RSMP.</li> </ul>		<ul style="list-style-type: none"> <li>• Provision for induction of additional personnel during the regatta.</li> <li>• Adapting courses to suit RM capabilities and capacity.</li> </ul>
1.30 RMT and personnel physical ability affects RM support provided. Results in serious injury requiring medical treatment or death.	Possible	Catastrophic	HIGH	<ul style="list-style-type: none"> <li>• RMT personnel application form requires declaration of known medical conditions.</li> <li>Fully brief RMT and personnel on requirements of the roles and confirm that they are able to do the job.</li> <li>Regatta management provides appropriate equipment and tools to support the RM tasks</li> <li>PRO has authority /responsibility to monitor and direct the RMT personnel.</li> </ul>		<ul style="list-style-type: none"> <li>• Declared medical conditions are communicated to first aiders prior to any racing commencing (privacy conditions required).</li> </ul>
1.31 Unaccounted for boat or participant resulting in injury or death.	Possible	Major	HIGH	Safety boat(s) to monitor fleet. PRO or ROD to monitor safety boat observation, sign-in and sign-off sheet to be checked, requirement for participants to check-in RMT before leaving the course area, safety boats to communicate to control room boat leaving course area.		Add instructions to race briefings.
1.32 Change in conditions affecting course change which may affect communication with participants.	Possible	Moderate	MEDIUM	Procedures published in the race conditions and a race briefing and all RMT are familiar with course change procedures.		
1.33 Poor communication to emergency service providers (ambulance/police etc) of club/centre/race area/location of incident and access details delays emergency treatment.	Unlikely	Moderate	MEDIUM	<ul style="list-style-type: none"> <li>• Emergency services provided with access information to club prior to event</li> <li>• Incident Management Plan/Emergency Response Plan to show access location/route</li> </ul>		Contact ambulance before major events regarding access.
1.34 RMT and personnel to do not know who media contact is if an incident arises	Unlikely	Minor	LOW	<ul style="list-style-type: none"> <li>• Host club, RMT and personnel induction.</li> <li>• Crisis management communication plan in Incident Management Plan/Emergency Response Plan</li> </ul>		
1.35 Large scale onwater incident occurs that can not be effectively managed by RMT	Possible	Major	HIGH	Incident Management Plan /Emergency Response Plan		

Details of Hazard	Likelihood	Impact	Risk Priority	Control Measures	Responsible Person	Safety Management Plan Response
1.36 Participant, coach and parent support boat, RMT and other personnel do not know who to contact if an incident arises	Unlikely	Minor	LOW	<ul style="list-style-type: none"> <li>Participant /support boat/RMT/personnel induction.</li> <li>Participant briefing</li> <li>Coach and parent support boat briefing</li> <li>Contact information displayed in Sailing/Regatta Office and RMT boats</li> <li>Incident Management Plan/Emergency Response Plan</li> <li>Display on the event website</li> </ul>		
1.37 Event being run at the same time as another event (not necessarily related to sailing) introduces new risks to race management and competitors.	Unlikely	Moderate	MEDIUM	<ul style="list-style-type: none"> <li>Event liaison to discuss mutual risks</li> </ul>		
1.38			LOW			
<b>2.00 On-the-land</b>						
2.01 Ramp Condition - becoming slippery or covered in debris - risk of personal injury.	Likely	Moderate	HIGH	Ramp maintained by QLD DNR; Management Committee to notify MBRC and DNR if ramp condition becomes unacceptable risk to HYC;	Management Committee	Operations Areas
2.02 Theft or damage of participants boats or gear due to poor security or storage of equipment.	Possible	Minor	MEDIUM	Competitors / Students responsible for security of personal equipment; HYC equipment stored securely inside clubhouse or behind barbed wire fence;	Competitors / Students Management Committee	Facilities - Storage Areas
2.03 Personal injury to sailors and public or property damage arising from persons and vehicles passing through rigging areas	Likely	Moderate	HIGH	Foreshore Masterplan design with MBRC negotiated to upgrade roadways to reduce vehicle movements and speed; No cars permitted within the rigging yard;	Management Committee Club Members / Visitors	Operations Areas
2.04 Equipment left lying around posing risk of injury to persons using area.	Likely	Moderate	HIGH	No trailers to be stored inside rigging yard;	Club Members / Visitors	Operations Areas
2.05 Placing heavy equipment and boats high up in storage racks resulting injury or damage during retrieval.	Possible	Moderate	MEDIUM	No heavy boats to be stored in high racking; No equipment to be stacked higher than 2m;	Rear Commodore Club Members	Facilities - Storage Areas
2.06 Sailors leaving rigging trailers on roads unsecured causing damage to vehicles, trailers, sailors themselves and public.	Rare	Moderate	LOW	Roadway surrounding rigging area generally flat and don't allow trailers to run-away; Rescue Boat Crews to ensure Rescue Boat trailers are stored out of the way for traffic on circulation roadways;	Rescue Boat Crews	Set Up Procedures - Launching Vessels
2.07 Inexperienced or careless persons re-fuelling power boats resulting in burns and property damage.	Possible	Major	HIGH	Refuelling by Rear Commodore, Race Officer of the Day or nominated persons only;	Rear Commodore Race Officer of the Day (ROD)	Facilities - Storage Areas
2.08 Failure of participants to use and/or officials to check sign-off sheets resulting in missing person going unnoticed.	Possible	Major	HIGH	Race Officer of the Day to check sign-off sheets before rescue vessels are put away;	Race Officer of the Day (ROD)	Pack Up Procedures - Sign-on Sign-off
2.09 Personal injury and property damage arising from rigging accidents such as falling masts, wire under tension, etc...	Possible	Major	HIGH			

Details of Hazard	Likelihood	Impact	Risk Priority	Control Measures	Responsible Person	Safety Management Plan Response
2.10 Needle stick and laceration injuries to sailors in launching craft on uncleaned beaches.	Likely	Moderate	HIGH	Recommendation to all crews to wear footwear when launching a retrieving boats due to rocky conditions of beaches;	Commodore Instructors Competitors / Students	Set Up Procedures - Launching Vessels
2.11 Inaccurate interpretation of weather reports resulting in sailors heading out to sea in dangerous conditions.	Rare	Moderate	LOW	Short range forecasting only required due to duration of events;	Race Officer of the Day (ROD)	Set Up Procedures - Assess Conditions
2.12 Careless loading / unloading and laying of course equipment may result in specific and chronic injuries to officials.	Possible	Moderate	MEDIUM	Rescue crews to be trained in correct methods for launching an retrieving course equipment; Course equipment to be selected to reduce risk of injury (i.e. lightweight, easy to handle);	Commodore Rear Commodore	Roles and Responsibilities - Race Management Team Member
2.13 Inadequate compliance checks conducted on boats participating in club activities.	Possible	Minor	MEDIUM	All rescue craft to be checked by ROD before each day's activities; All training craft to be checked by Instructors before each day's training;	Race Officer of the Day (ROD) Instructors	Set Up Procedures - Rescue Fleet Set Up Procedures - Training Fleet
2.14 Poor handling of disputes and grievances resulting in dissatisfaction amongst sailors and potential legal exposure.	Unlikely	Minor	LOW	Racing - disputes handled under the terms of RRS; Training - disputes referred to Management Committee;	Race Management Team Management Committee	
<b>3.00 Environment</b>						
3.01 Non-compliance with OH&S regulations resulting in penalties and exposure to personal injury claims.	Possible	Moderate	MEDIUM	Develop and maintain a health and safety policy; Contractors undertaking work at the club on building, vessels or equipment to provide details of their H&S policy before work commences;	Management Committee	Health and Safety Policy
3.02 Inadequately licensed or trained persons given access to or charge over the operation of mechanical equipment such as tractors, winches, etc...	Possible	Major	HIGH	Tractors and winches and other equipment to be operated by appropriately experienced persons only;	Management Committee Sailing Sub-Committee Club Members	Set Up Procedures - Launching Vessels
3.03 Insufficient fire safety measures in place such as supply of extinguishers and smoke detectors.	Unlikely	Catastrophic	HIGH	Building maintenance programme to monitor appropriate levels of fire detection and equipment;	Management Committee	Health and Safety Policy
3.04 Electrocution of sailors and public as a result of low overhead power lines in rigging / public areas.	Rare	Catastrophic	MEDIUM	No overhead power lines in rigging or adjacent areas; DMR signage on exit from club reminding crews to lower masts;	Externally managed risk	
3.05 Unsuitable storage of rescue and safety gear resulting in poor repair and subsequent failure when used by officials or participants.	Possible	Moderate	MEDIUM	All rescue gear to be stored inside clubhouse away from UV and weather exposure; Regularly inspect safety gear;	Rear Commodore	Facilities - Storage areas Health and Safety Policy
3.06 Member, public and boat access points to the club in disrepair or unsafe condition leading to personal injury / property damage.	Rare	Moderate	LOW	Building maintenance programme to monitor appropriate levels of maintenance;	Management Committee	Health and Safety Policy
3.07 Risks associated with use of club social facilities for functions by members and public.	Rare	Insignificant	LOW	Social hiring of club facilities not permitted currently; Requires separate Risk Assessment if considered;	Management Committee	
3.08 Environmental damage and subsequent liability resulting from inappropriate maintenance of drainage & effluent.	Rare	Moderate	LOW	No large scale handling of fuel or lubricants to occur on club premises; All modifications to drainage and sewerage by MBRC approvals only;	Management Committee	



Details of Hazard	Likelihood	Impact	Risk Priority	Control Measures	Responsible Person	Safety Management Plan Response
3.09 Insufficient attendance to spills and breakages which may cause to injury to persons using the club premises.	Possible	Moderate	MEDIUM	Attend to all breakages and spills immediately;	Club Members	Health and Safety Policy
3.10 Contamination of waterways due to flooding in the catchment making water unsafe for primary or secondary human contact;	Possible	Major	HIGH	If MBRC closes the beaches due to contamination of the waterways then all activities are to be suspended;	Management Committee	Waterway Contamination
3.11 Floating debris in the water can be washed out of the estuaries by severe weather events and pose impact and injury risk	Possible	Moderate	MEDIUM	After major weather events Race Officers and Instructors to monitor debris levels in the bay and modify or cancel activities to maintain safety;	Race Officer of the Day (ROD) Instructors	Waterway Contamination
3.12 Severe weather event results in serious injury requiring medical treatment or death for competitor or personnel or extensive property damage affecting the ability of a competitor to continue racing in the event or a support boat to continue to provide services during the event.	Unlikely	Catastrophic	HIGH	<ul style="list-style-type: none"> <li>• PRO obtains BOM forecast on a daily basis (RSMP)</li> <li>• Weather report posted on regatta noticeboard each morning before racing (RSMP)</li> <li>• Daily briefing of RMT (RSMP)</li> <li>• PRO receives BOM alerts</li> <li>• PRO monitors BOM radar and weather stations to determine surrounding weather conditions</li> <li>• WS/ISAF safety levels guide conditions for racing (RSMP)</li> <li>• Class rules guide racing conditions</li> </ul>		Waterway Contamination
3.13 Cold weather and/or strong winds result in hypothermia of competitors and/or officials.	Likely	Minor	MEDIUM	<ul style="list-style-type: none"> <li>• PRO, ROD and RMT cycle through races efficiently minimising wait times for competitors (RSMP)</li> <li>• RMT personnel induction</li> <li>• Coach and parent support boat briefing</li> <li>• Competitor induction</li> </ul>		Waterway Contamination
3.14 Lightening	Unlikely	Catastrophic	HIGH	<ul style="list-style-type: none"> <li>• PRO, ROD and RMT to monitor lightening</li> </ul> <p>If lightning is sighted moving in the direction of sailors - all on water activities abandoned. On shore, seek</p>		Waterway Contamination
3.15 Hyperthermia (heat), heatstroke, sunburn, dehydration	Likely	Major	HIGH	Provide free sunscreen in clubhouse, free water for all officials, educate competitors and students on importance of sun-safety and dehydration, Instructors to monitor participant hydration and sunscreen.		Waterway Contamination
3.16 Beach hazards ( rocks, gravel, sharp objects)	Possible	Moderate	MEDIUM	Participants, race officials and spectators advised to remain vigilant and to wear appropriate footwear.		Waterway Contamination
3.17 Marine wildlife (hazardous marine wildlife including sharks , rays, stone fish, jellyfish, blue ringed octopus etc.)	Rare	Catastrophic	MEDIUM	Participants, race officials and spectators advised to remain vigilant and to wear appropriate clothing and footwear. Apply First Aid, contact Emergency Services.		Waterway Contamination
3.18 Vehicle traffic (bikes, cars etc.)	Possible	Major	HIGH	Participants remain vigilant; for regattas - installation of barricades at entrance to the boatway area and control traffic within clubhouse vicinity and pedestrian access only.		Waterway Contamination

Details of Hazard	Likelihood	Impact	Risk Priority	Control Measures	Responsible Person	Safety Management Plan Response
3.19 Dangerous beach/sea conditions during launching and retrieval of boats result in injury.	Unlikely	Major	MEDIUM	<ul style="list-style-type: none"> <li>Location of race area reviewed during selection process to ensure that it is suitable for the type of classes racing and to provide information to RO for inclusion in inductions.</li> <li>Competitor briefing warns of geographic/topographic/hydrographic risks.</li> <li>Competitor briefing provided that is specific to Location of race area and class</li> <li>Wind limits for classes</li> <li>Class rules</li> </ul>		Waterway Contamination
3.20 Absence of daylight affecting visibility	Possible	Moderate	MEDIUM	No on water activities after official sunset or if visibility is determined by RMT to be a risk.		Waterway Contamination
3.21			LOW			Waterway Contamination
3.22			LOW			Waterway Contamination
3.23			LOW			Waterway Contamination
<b>4.00 Personnel</b>						
4.01 Harassment of children.	Possible	Major	HIGH	Develop Child Protection Policy and educate Members;	Management Committee	Child Protection Policy
4.02 Incorrect or inadequate provision of personal information of junior participants by parents.	Possible	Minor	MEDIUM	Initial information to be provided by parents when booking training through YA web system; Parents to check over printout of details before first lessons begin;	Instructors	Instructor's Checklist
4.03 Parents abusing or harassing officials, members and other participants due to dissatisfaction with procedures or results.	Possible	Insignificant	LOW	Parents and students to be educated on the importance of involvement rather than winning; Parents to agree to Code of Conduct;	Youth Sub-Committee Instructors	Parents' Code of Conduct
4.04 Appointment of inexperienced Race Officer resulting in poor decision-making.	Possible	Minor	MEDIUM	Race Officers of the Day to be selected from experienced club members;	Sailing Sub-Committee	Roles and Responsibilities - Race Officer of the Day
4.05 Insufficient support for Race Officer (RO) resulting in too many responsibilities placed on RO and subsequent possible neglect of duties.	Possible	Moderate	MEDIUM	Operating procedures to outline key tasks and the responsibilities for each;	Management Committee	Roles and Responsibilities - Race Officer of the Day
4.06 Appointment of insufficiently trained or qualified volunteers into key officiating positions resulting in poor decision-making.	Possible	Minor	MEDIUM	Race Management Team volunteers to be trained "on-the-job" to improve skills to the point they can be selected as ROD;	Sailing Sub-Committee	Roles and Responsibilities - Race Management Team
4.07 Appointment of unqualified or insufficient competent instructors resulting in poor instruction to participants.	Possible	Moderate	MEDIUM	Only use YA qualified Instructors and Assistant Instructors; Check all Instructor qualifications on YA website;	Management Committee	Roles and Responsibilities - Instructors
4.08 Poor planning by instructors of training sessions resulting in insufficient supervision of juniors or dangerous activities due to weather changes.	Possible	Moderate	MEDIUM	YA qualified instructors receive training in properly preparing lesson plans and assessing the teaching environment as part of their qualification;	Instructors	Roles and Responsibilities - Instructors
4.09 Insufficient consideration of abilities, health and needs of different age groups in planning on-water activities resulting in personal injury.	Possible	Moderate	MEDIUM	YA qualified instructors receive training in properly preparing lesson plans to take into consideration students abilities, health and age;	Instructors	Roles and Responsibilities - Instructors

Details of Hazard	Likelihood	Impact	Risk Priority	Control Measures	Responsible Person	Safety Management Plan Response
4.10 Poor promotion of emergency procedures and contact numbers to club members.	Possible	Moderate	MEDIUM	Display emergency procedures and contact numbers at various high visibility locations around the clubhouse;	Management Committee	Emergency Contacts
4.11 Lack of appropriately trained or qualified first aid officer(s) present during conduct of club activities resulting in poor injury management.	Likely	Moderate	HIGH	Seek group training in first aid for interested members, particularly those involved in the Race Management Team;	Management Committee	Roles and Responsibilities - Race Management Team
4.12 Poor communication to emergency service providers of club location and access details resulting in delay in emergency treatment.	Possible	Moderate	MEDIUM	Circulate club location details to emergency service providers;	Management Committee	
4.13 Lack of appropriate first aid equipment readily available to treat injuries or accidents as they occur.	Possible	Moderate	MEDIUM	First aid kits to be provided on each rescue vessel; Major first aid kit in clubhouse outside Race Control; First Aid kits to be regularly checked for equipment levels and currency;	Rear Commodore	Emergency Action Plan Rescue Fleet Checklist
4.14 Poor induction of officials and communication of responsibilities and duties of key officials resulting in confusion and possible neglect of tasks.	Possible	Moderate	MEDIUM	Operating procedures to outline key tasks and the responsibilities for each;	Management Committee	Roles and Responsibilities - Race Management Team
4.15 Insufficient provision of training to key club officials resulting in poor decision-making and club management.	Likely	Moderate	HIGH	Race Management Team volunteers trained by experienced club members in race management tasks; Seek group training in YA race management qualifications;	Management Committee Sailing Sub-Committee	Roles and Responsibilities - Race Management Team
4.16 Possibility of post-traumatic stress for volunteers involved in serious accidents / emergencies.	Unlikely	Major	MEDIUM	Post evaluation of serious accidents / emergencies to include consideration of counselling for volunteers and members involved;	Management Committee	Emergency Action Plan
4.17 Insurance cover not adequate for range of activities undertaken by the club or covering all personnel involved in the running of the club.	Possible	Major	HIGH	Engage the services of an insurance broker to regularly review the insurance cover for the club;	Management Committee	Planning Procedures - Insurance Cover

## APPENDIX 2 – RESCUE FLEET CHECKLIST

Before launching, check the following:

- ☐ **Safety gear is present**  
Life jackets for all crew members plus spares, emergency flares, bailing bucket, first aid kit.  
Load water bottles for rescue crews to combat dehydration
- ☐ **Anchor**  
Boat anchor is present and attached correctly
- ☐ **Engine**  
Check battery connections, fuel levels, fuel line connections, oil level, propeller condition, propeller guard, kill cords attached and spare kill cord on-board.
- ☐ **Buoyancy**  
Check all bungs are inserted and tight (some vessels have more than one), check inflation of RIB tubes
- ☐ **Towing**  
Check tow-line is attached at the rear of the boat, check buoy tow lines secured and clear of engine.
- ☐ **Radios**  
Check the radio is working and set to channel 73.  
Complete a radio check with other boats and the Race Control room.
- ☐ **Trailers**  
Check the tyres of the trailer are pumped up
- ☐ **Course Marks**  
Check the correct marks are loaded for the course being set.  
Check enough anchors are on board for the number of marks carried plus one spare.  
Load the flagpole and flags to the start boat. Check race management flags also loaded onto other vessels
- ☐ **Canopy**  
Fit canopy to each boat to suit the expected on-course conditions

When you have checked out each boat, obtain help to launch the boat, and with your crew, take it for a trial run to ensure everything is working correctly. Do not leave the trailer on the beach; ensure it is parked on the road in front of the Clubhouse.

Return to shore and anchor your boat so that it will not be grounded or too far out due to the tide.

At the end of the day's racing;

- Wash down the boats, motors and trailers, (including wheels)
- Remove both bung plugs to drain the water from the bilge.
- Wash down the tractor
- Flush motors using "ear muffs".
- Remove masts, lower radio aerials and canopy and store the boats under the clubhouse.
- Return radios to the Race Control Office.
- Hang the flags to dry and store the marker buoys under the clubhouse.

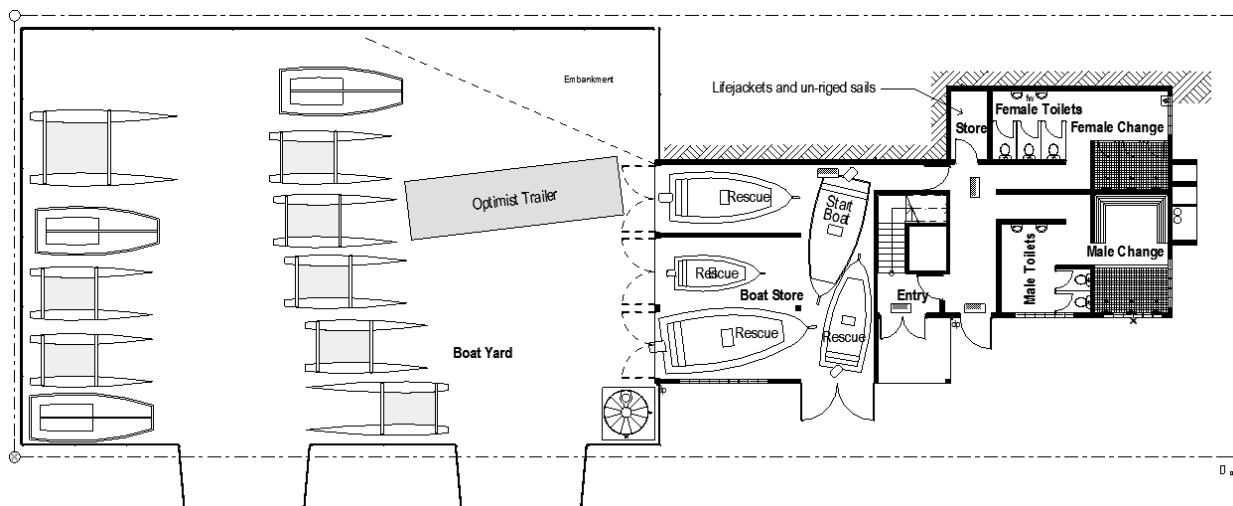
## APPENDIX 3 – TRAINING FLEET

Humpybong Yacht Club has a fleet of several different classes for teaching in. Each class of boat is suited to a different teaching environment. The instructors will determine based on the syllabus and the class group to be taught which type of vessel shall be used.

The current fleet consists of;

- 3 Corsair fibreglass dinghies  
(3 adult crew – suitable for 1 instructor and 2 adults or 1 instructor and up to 3 youth; demonstration or teaching)
- 8 IODA Optimist fibreglass dinghies  
(1 Youth crew – ISAF youth class for racing and training after Tackers level)
- 10 Tacker Optimist plastic dinghies  
(1 or 2 youth crew – specifically for the delivery of Tackers programme for 7-12 year olds)
- 1 Maricat fibreglass catamaran  
(1 or 2 adult crew – suitable for further instruction with instructor on independent vessel)
- 4 Laser dinghies  
(1 adult crew)

Equipment is stored as per the map below;



Regularly check;

- Hulls should be well maintained in a good state of repair, watertight and with all fittings and toe straps in good working order. Throughout the season, test the watertight integrity of any dinghy by capsizing the boat for 10 minutes on each side. No more than 4 litres of water should leak into the buoyancy tanks and buoyancy bags must be adequate and remain inflated.
- 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
- Emergency equipment such as bailing buckets and paddles should be in a serviceable condition

Use beach trolleys for moving dinghies on land at all times. If there is a problem with a beach trolley, report it to the Rear Commodore immediately.



## APPENDIX 4 – INSTRUCTOR'S CHECKLIST

This checklist shall be completed by the principal Instructor for every session:

Instructor: \_\_\_\_\_

Program: \_\_\_\_\_

Date: \_\_\_\_\_

Session: \_\_\_\_\_

Please tick the box when each is completed.

- ☐ **Sign-on/off sheets for staff and students ready and available at the sign-on table in the clubhouse**
- ☐ **Check BOM weather forecast and devise a plan of the session's activities.**  
This will determine the necessary equipment required for the day's session.
- ☐ **Ensure that all sailing boats are safely rigged and all equipment is in good condition.**  
Special notice must be made to bungs, rig and position of safety equipment.
- ☐ **Ensure rescue boats are fuelled and in the water with necessary buoys and towing lines.**
- ☐ **Prepare the learning environment**  
Include whiteboard and learning aids which complement the theory or activities to be carried out.
- ☐ **Prepare equipment for on-shore activities.**
- ☐ **Brief assistant instructors and volunteers.**  
This will include the roles, boat allocations and timing schedules.
- ☐ **Welcome students**  
The Principal instructor is responsible for answering any safety questions from participants, parents/guardians and putting them at ease. Tell parents/guardians the time the session finishes.
- ☐ **Confirm student details**  
Initial student information is provided by parents when booking training through YA web system. The instructor should have the parents check over printouts of these details before first lessons begin to confirm they are correct and up to date.
- ☐ **Fit each student with a suitable PFD.**  
PFDs are located in the store room in plastic crates by size. Please ensure they are rinsed in water at the end of the session and hung to dry before packing.
- ☐ **Conduct a briefing of the day's activities.**  
Include an introduction of the session's learning outcomes, the expected weather patterns and safety practices that need to be reinforced.

**INSTRUCTOR'S RISK ASSESSMENT**

Prior to commencement of every session consider those of the following that are applicable.

<b>Risk to be assessed</b>	<b>Comments</b>	<b>OK to sail?</b>
Sea state (Current and forecast)		<input type="checkbox"/>
Visibility (Current and forecast)		<input type="checkbox"/>
Tide times		<input type="checkbox"/>
Scheduled start and projected finish times (Consider tides, winds)		<input type="checkbox"/>
Number of sailing boats		<input type="checkbox"/>
Number and manning of safety boats		<input type="checkbox"/>
Level of shore support (Communication and logistics)		<input type="checkbox"/>
Club courses and other club's courses and intentions		<input type="checkbox"/>

I conclude that the risks involved in training today are low and that the planned activity can proceed.

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

**Print name** \_\_\_\_\_

## APPENDIX 5 - EMERGENCY CONTACTS

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

### **Shipping Inspectors & Enforcement Officers – VHF CH 13**

- Brisbane Water Police – 3895 0333
- Boating and Fisheries Patrol (Pinkenba Operations Base) – 3860 3502
- Maritime Safety Queensland (Pinkenba Operations Base) – 3860 3571

### **MSQ Regional Harbour Master – VHF CH 13**

- Captain Glenn Hale – 3632 7519

### **MSQ Area Manager**

Not open weekends

- Justin Williams – 3632 7538

### **Emergency Services**

- Queensland Ambulance Service (Non Emergency) – 13 12 33
- Fire & Rescue Sandgate (Non Emergency) – 3869 0473
- Redcliffe Police Station – 3283 0555

### **Volunteer Rescue – VHF CH 16 & 67**

- A.V.C.G. (Redcliffe Coast Guard) Scarborough – 3203 5522
- V.M.R. Sandgate – 3269 8888 (6am to 5pm every weekend and public holiday)

### **Australian Sailing – Queensland Office**

Not open weekends

- Head Office (Manly) – (07) 3393 6788
- Regional Manager – Ben Callard – 0417 053 015

### **Humpybong Yacht Club Management Committee**

- President – David Begley – 0402 422 447 7
- Vice –President — 0407 167 824
- Commodore – Peter Bradbury – 0412 695 146
- Vice-Commodore – Peter Listrup –
- Secretary – Christine Williams –
- Rear-Commodore – Bob Broadbent –
- Youth Coordinator / Discover Sailing Director
- Treasurer – Alex Duff

## APPENDIX 6 - RACE OFFICER CHECKLIST

This checklist shall be completed by the Race Officer for every event:

**Race Officer:** \_\_\_\_\_

**Event:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Session:** \_\_\_\_\_

Please tick the box when each is completed.

- ☐ **Sign-on/off sheets for competitors ready and available at the sign-on table in the clubhouse**
- ☐ **Check BOM weather forecast and review against the race schedule.**  
This will determine the necessary safety equipment required for the day's racing.
- ☐ **Ensure rescue boats are fuelled and in the water with necessary buoys and towing lines.**
- ☐ **Prepare the Briefing**  
Include whiteboard course map and copies of relevant Sailing Instructions.
- ☐ **Brief Course Setters, Rescue Crews, Beach Master and volunteers.**  
This will include the roles, boat allocations and timing schedules.
- ☐ **Conduct a competitor briefing of the day's activities.**  
Include an outline of the races scheduled, the course, the expected weather patterns and safety practices that need to be reinforced. Do not make any statements that correct or amend the Sailing Instructions.

## APPENDIX 7 - RACE MANAGEMENT PLAN TEMPLATE

### 1 FACILITIES AND RESOURCES:

#### 1.1 Facilities

Is clubhouse and park area available? Check with committee and MBRC.

Race Control room upstairs in the club is off limits to anyone not part of the Race Management Team. Check that radios and results computer are operational.

#### 1.2 Canteen

Located upstairs in the club house will be open throughout the weekend for snacks and drinks as well as lunches.

#### 1.3 Overnight camping

Check with Navy Cadets and Council that there are no other events that would impact those wishing to stay on-site with their boats. We are permitted to camp inside the rigging yard for the duration of events. Confirm volunteers to supervise access to the bathrooms overnight.

#### 1.4 Parking and traffic control.

Prepare traffic management plan for the carpark, rigging area and adjacent park. Keep road trailers and cars out of the rigging area and clear of access driveways. Use traffic control, witches' hats and the like to encourage people to drive slowly throughout the carpark areas as there will be children running around.

### 2 RACE MANAGEMENT TEAM:

2.1 Race Management Team (RMT) can be readily identified around the club.

2.2 RMT will be conducting all on-the-water activities under the directions of;

Principal Race Officer – *NOMINATE*

Race Officer for the Adult course – *NOMINATE*

Race Officer for the Youth course – *NOMINATE*

2.3 Instructions may be given to competitors by the RMT to comply with safety requirements both on and off the water. Competitors are to follow any such instruction immediately.

2.4 If competitors capsize or appear to require assistance during racing the Race Management Team rescue boats will be on hand. If the competitor crew is not in immediate danger the RMT will ask if they require assistance before intervening. If, in the opinion of the RMT members attending, the competitor crew is in immediate danger the RMT may be required to intervene without first seeking permission. Once a competitor receives outside assistance from the RMT the competitor will be required to retire from that race.

### 3 THE RACING AREA:

#### 3.1 Courses

Confirm with Maritime Safety Queensland and MBRC for any other events on the waters of Bramble Bay or other areas to be used for racing.

3.2 Due to limitations within the bay during the regatta it may be necessary for adult competitors to cross the youth race-course area when leaving or returning to the beach. It is the responsibility of each crew to be aware of the youth competitors and their rights whilst racing and give them plenty of room to manoeuvre. Competitors should also be aware that Green Fleet competitors on this race-course may not have sufficient experience to maintain a consistent course. Competitors found to have endangered other competitors while travelling through this area may be protested by the Race Committee. Rescue Two will attempt to monitor this area at the completion of racing each day.

3.2 The following areas are designated as obstructions:

-The Woody Point Jetty including an exclusion zone extending 30m around the jetty structure.

-The reefs located to the east of the Woody Point Jetty and marked on the map in the clubhouse of the Humpybong Yacht Club.

- Any other event areas.

Competitors arriving for the event need to be notified of these exclusion zones so that they keep clear if they engage in any practice sailing on the Saturday morning.

## 4 SCHEDULE:

### 4.1 Dates of racing

Days and race numbers

### 4.2 Registration

Date and time

### 4.3 Briefing

Date and time

### 4.4 The scheduled time of the warning signal for the first race is;

Dates and time

### 4.5 On the last day of the regatta no warning signal will be made after 2:00pm.

4.7 Races on each day will be conducted back to back unless flag AP is flying at the finish line. If AP over H flags are flown, competitors should return to shore where further signals will be made regarding remaining races to be sailed.

### 4.8 Social Events

Date and time

## 5 DIVISIONS:

5.1	Division 1	Fast Catamarans	Starting flag - Numeral Pennant 1
	Division 2	Not so fast Catamarans	Starting flag - Numeral Pennant 2
	Division 3	Fast Monohulls	Starting flag - Numeral Pennant 3
	Division 4	No so fast Monohulls	Starting flag - Numeral Pennant 4
	Division 5	Slow Monohulls	Starting flag - Numeral Pennant 5
	Division 6	Youth	Starting flag - Numeral Pennant 6

5.2 Division 6 may include boats racing under ISAF's Introductory Rules for Racing as a separate sub-division. Such boats will be identified by ribbons attached to the top of their mast and may receive outside assistance whilst racing.

## 6 THE RACE COURSE:

6.1 Determine the type and number of marks required for all courses including spares for replacing lost marks during racing.

6.2 Set courses with GPS.

## 7 START SEQUENCE:

7.1 Divisions will be started with rolling starts.

7.2 Boats whose warning signal has not been made should be actively encouraged to avoid the starting area.

## 8 FINISHING

8.1 Boats who retire from racing shall notify the Race Management Team as soon as possible.



## 9 SAFETY

9.1 Sign-in and Sign-out: All competitors intending to start shall complete a Race Entry Sheet provided in the 'Sign-on' area at the club at least 30 minutes before the warning signal for each race. All competitors shall 'Sign-off' on the Race Entry Sheet within 30 minutes of the last boat racing in that Division reaching shore. Failure to sign on or off may result in protest. Junior and Youth sailors who fail to sign on or off may be made to dance the Macarena at the presentation ceremony.

## 10 WEATHER:

10.1 Maritime forecast will be monitored from Bureau of Meteorology up to and throughout the event. Updated reports from the BOM.gov.au website will be posted on the noticeboard each day throughout the regatta.

10.2 refer policy on if the Bureau of Meteorology issues a "Strong Wind Warning."

10.2 Tide forecast;

Review the tides for the event ahead of the day so that planning for launching and retrieving can be made.

## 11 MEDIA

11.1 Make sure volunteers are available to post updates on the event through our website and Facebook. Results will be posted after each session on HYC's website.

## 12 VOLUNTEERS

	Saturday	Sunday
Start Boat		Call Sign: "Humpybong Start Boat"
Race Officer (Adult)		
Assistant RO		
Assistant RO		
Assistant RO		
Rescue One (Big Duck)		Call Sign: "Humpybong Rescue One"
Deputy Race Officer		
Assistant DRO		
Assistant DRO		
Rescue Two (Little Duck)		Call Sign: "Humpybong Rescue Two"
Deputy Race Officer		
Assistant DRO		
Youth Start (CCQ)		Call Sign: "Humpybong Youth Fleet"
Race Officer (Youth)		
Assistant RO		
Rescue Three (Baby Duck)		Call Sign: "Humpybong Rescue Three"
Deputy Race Officer		
Assistant DRO		