



Sandringham Yacht Club Inc

SAFETY MANUAL

KEELBOAT RACING

August 2010

Jetty Road Sandringham Victoria 3191
Ph: 03 9599 0999 Fax: 03 9598 8109
Email: boating@syc.com.au

SECTION	Page
1 Introduction	3
1.1 Peak Safety Authority for Water Based Incidents	3
1.2 Classification of Club Racing Events	3
2 Emergency Procedures	4
2.1 Radio Calling	4
2.2 Illness / Injury	5
2.3 Rescue / Assistance	5
2.4 Missing Persons / Missing Boats / Man Overboard (MOB)	6
2.5 Towing	6
2.6 Hand over to Victoria Water Police	6
3 Adverse Weather Conditions	7
3.1 Weather Forecast	7
3.2 Shortening Course	7
3.3 Race Abandonment	7
3.4 A guide for Race Abandonment	7
3.5 Wind Speed Definitions and Wind Warning Definitions	8
3.6 Race Communication	8
3.7 Wearing of Personal Flotation Device (PFD)	8
3.8 Monitoring of VHF Channel 16	8
4 Ambulance and Paramedic Call	9
4.1 Advise Meeting Location	9
4.2 SYC preferred meeting point for boat transfers	9
5 Emergency Incident Reporting	9
6 Radio Log Sheet	9
7 Basic First Aid Principles for Emergencies	9
Appendix 1 Emergency personnel and contact details	10
Appendix 2 Wind Speed Definitions - Bureau of Meteorology	12
Appendix 3 Emergency radio communication log	13
Appendix 4 SYC Incident Report Form	14
Appendix 5 MAYDAY and PAN PAN	16

1 INTRODUCTION

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

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

1.1 Peak Safety Authority for Water Based Incidents

The Victoria Water Police have prime responsibility for boating on Port Phillip. Other agencies including the Volunteer Coastguard will act under the direction of the Victoria Water Police.

The Victoria Water Police Squad is the State Search and Rescue Authority for Victoria, under the National Search and Rescue Agreement, between the Federal Government and the various State Governments.

1.2 Classification of Club Racing Events

SYC keelboat events are run under an appropriate Yachting Australia (YA) Race Safety Category. Each race category has a definition of the expectation for rescue, and the degree of self-sufficiency a competitor is required to be capable of when racing.

Club racing events in SYC's keelboat program include Wednesday Wonders, Thursday Twilight Sailing, Saturday Club Racing, the interclub events (e.g. Club Marine Series), Sunday Sailors, Corporate Racing. These racing events are generally sailed under YA Race Safety Category 6,

Longer bay races such as the Tam O'Shanter/Jisuma overnight race are sailed under different YA Race Safety Categories, as stipulated in the Notice of Race.

All entrants must have indicated their compliance with the relevant safety category via their declaration on the Entry Form. In addition, entrants must have submitted a Man Overboard and Crew Register form to SYC Boating Office, for at least the safety category specified in the Notice of Race (NOR) for each individual race or series.

As a service to members, boats entered in SYC races will be selected for a Spot Safety Check, to review their safety equipment and highlight areas for their attention.

The boating office will check that an appropriate declaration is on file for all entrants, including casual entries. Equivalent safety declarations submitted to another club are acceptable.

See the current Racing Rules of Sailing (Blue Book) for Race Category Definitions.

2 EMERGENCY PROCEDURES

Details of all calls relating to an emergency situation received by either race management personnel, staff or SYC members must be logged in a "Radio Communication Log", a copy of which is included in this Safety Manual. If the log is not able to be filled in "real time", it should be filled in as soon as practical after the event. Tape recording of an Emergency situation is acceptable.

2.1 Radio Calling

2.1.1 Sending a MAY DAY

This signal indicates that that the vessel or person using it is threatened by grave and imminent danger and requests immediate assistance.

The distress signal must not be used under any other circumstances, eg a medical emergency - 'Marine Radio Operators Handbook- Australian Communications Authority'

Please refer to Marine Radio Operators Handbook for correct procedures.

See Appendix 5 page 17

2.1.2 Sending a PAN PAN

The urgency Signal consists of the words PAN PAN . It has priority over all other communications except those concerned with distress.

Use of the urgency signal indicates that the station sending it has a very urgent message to transmit concerning the safety of the vessel, or the safety of a person.- Marine Radio Operators Handbook- 'Australian Communications Authority'

See Appendix 5 - Page 17

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

Please refer to Marine Radio Operators Handbook for correct procedures.

Note: SYC may assist in a Distress (Mayday) or Urgency Call (Pan Pan), however it is usually the Water Police and /or Coast Radio Melbourne will be the one(s) that will play the lead role in these situations.

The station (boat) in Distress will be contacted by the Water Police or Coast Radio Melbourne - usually via VHF radio

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

1. Confirm with the caller the transmission is received eg.
 - Mayday (Caller, Caller, Caller)
 - this is VKF800, VKF800, VKF800, (or Sandringham Race Control, Sandringham Race Control, Sandringham Race Control) - Received Mayday.

No one will be concerned that your radio protocol is not perfect. Now - relax! Quiet calm assistance and concentration is far more important than radio protocol. Make notes as you go.

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

2.2 Illness / Injury

Determine the nature of the illness or injury. Determine if an ambulance is required and if attendance is requested at the vessel or if the vessel is able to make the nearest port. If an ambulance is NOT required, determine the nature of support requested.

If the vessel requires a rescue boat, call Victoria Water Police **on 9399 7500, or 000 or VHF 16**. If Sandringham Yacht Club has immediate rescue facilities in the form of rubber ducks or support power boats, these can also be contacted where deemed prudent.

If the vessel is making its way to port, determine where the landing location will be.

Advise the caller if an ambulance is being called, and request they maintain a listening watch on the channel called.

If calling via telephone, take their number, and request they stand by the telephone, and keep the line open for emergency contact.

Call Metropolitan Ambulance Victoria on **000**, advise them of the nature of the illness or injury, where the patient will be landed, and by what method (Rescue boat / Water Police / Boat Name) and estimated time.

If the landing is to be at Sandringham Yacht Club, the Race Officer SHALL NOTIFY THE SENIOR STAFF MEMBER ON DUTY to meet the Ambulance at the Security Gate and to organise access into the other areas of the yacht club.

2.3 Rescue / Assistance

1. Determine the nature of assistance required. If a vessel is in danger of sinking, or has sunk, try to obtain a position and identification from the caller. Call for nearby vessel assistance.
2. Determine the number of crew members involved, and their status.
3. Call **Victorian Water Police on (03) 9399 7500 or 000 or VHF Channel 16** and provide them with the situation details.
4. Advise the calling station of the arrangements made, and pass on any instructions.
5. Maintain contact via radio or telephone. Request the radio operator to stand by on a nominated radio channel. Request the telephone operator to keep the phone line open only for emergency contact.
6. SYC may provide rescue facilities either by rescue vessels in the water, or proximity of other competitors. A rescue boat from the Sandringham Yacht Club depends upon:

- 1.The availability of such a vessel, and
- 2.The availability of personnel qualified and authorised to operate the craft.
- 3.The suitability of the available craft to perform the required services given the prevailing weather conditions and craft configuration.

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

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

2.5 Towing

In an emergency situation the priority is to save lives, not boats. Drifting or anchored boats can be picked up later. SYC does not provide a towing service for disabled vessels. However, it may provide such a service to the police, or the boat in distress, if a club boat is available, and appropriately qualified members are available and willing.

During club racing SYC members may offer to tow another vessel in distress, at their own risk. Victorian Water Police will attend to towing needs and coordinate assistance otherwise.

2.6 Hand over to Victoria Water Police

All Emergency assistance requests should be passed on to the Victoria Water Police if they decree. They may request SYC to continue participation at any level in any incident. Pass on all relevant information obtained.

When passing information on to Victoria Water Police, pay particular attention to the number of Persons on Board (POB), the location and medical facilities required.

“Vessel operators involved in an accident must give assistance to other persons involved without seriously endangering their own vessel, crew or passengers.

They must give their name, address and identification to any person injured or his/her representative, and to the owner of any property damaged” (MSV - Safety Handbook 2009)

3 ADVERSE WEATHER CONDITIONS

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

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

3.1 Weather Forecast

The Race Officer of the day should obtain the latest possible Bureau of Meteorology weather forecast & wind strength report on the day of the race. The weather forecast and wind strength reports are critical tools for decision making on race day in order to determine which course should be run, what direction, the distance, the duration, the possible need to shorten a race, or the need to abandon the race for the day. Reference can be made to the forecast for Port Phillip; an additional reference can be made to the Fawkner Beacon website to determine current wind velocities at:

<http://www.earthsci.unimelb.edu.au/~awatkins/fbeacon.html>.

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

3.2 Shortening Course

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

3.3 Race Abandonment

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

3.4 A guide for Race Abandonment

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

Race Category	Race Type	Wind Speed	Wind Description
Category 5 and 5N		More than 34 knots	Gale Warning
Category 6		More than 34 knots	Gale Warning
Category 6	WISC	More than 25 knots	Strong Wind increasing trend
Category 6	No Extras	More than 34 knots	Gale Warning
Category 6	Wednesday	More than 25 knots	Strong Wind increasing trend
	Thursday	More than 25 knots	Strong Wind increasing trend
	Sunday	More than 25 knots	Strong Wind increasing trend
Group K Boats		To 25 knots	Wind increasing
Class Boats	One Design	Per class limit	

3.5 Wind Speed Definitions and Wind Warning Definitions

See Appendix 2 for Wind Scale - Bureau of Meteorology Page 12

3.6 Race Communication

After the “warning signal” for the race, VHF Channel 77 should only be used for communication to recall an individual competitor for breaking the start, advise the fleet of a General Recall or abandonment. ***Competitors should listen to VHF Channel 77 until after a clear start, or after an individual recall. Normally this is within minutes of the start.***

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

After the start all competitors should, as recommended in the Sailing Instructions, also *monitor VHF Channel 16 for emergency monitoring and calling. Ideally, competitors should dual watch VHF Channel 16 and 77*

3.7 Wearing of Personal Flotation Device (PFD)

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

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

3.8 Monitoring of VHF Channel 16

Sandringham Yacht Club requires that all boats carry a VHF radio, and to monitor Channel 16 whilst racing. This requirement is the responsibility of the owner or skipper to enforce.

4 AMBULANCE AND PARAMEDIC CALL

4.1 Advise Meeting Location

The Race Officer will call Reception for the Manager on duty who will implement and coordinate SYC emergency response plan, which includes coordination of staff to meet and direct emergency services.

4.2 SYC preferred meeting point for boat transfers

The nominated location is at the pontoon next to the Hard Stand Crane, as there is easy access between boat and vehicle.

5 EMERGENCY INCIDENT REPORTING

All Emergency incidents involving Sandringham Yacht Club including medical, property, rescue, or racing, must be recorded on the Emergency Incident Report Sheet. See Appendix 4 page 14

6 RADIO LOG SHEET

All extraordinary communications involving Sandringham Yacht Club, particularly including medical, property, rescue, or racing; must be recorded on the Radio Log Sheet.- See Appendix 3 Page 13- "Emergency Radio Log Communication Sheet"

7 BASIC FIRST AID PRINCIPLES FOR EMERGENCIES

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

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

APPENDIX 1 EMERGENCY PERSONNEL AND CONTACT DETAILS

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

**SYC PHONE: 9599 0999
SYC RACE TOWER direct No: 9599 0919**

Race Control Tower Call Sign		“Sandringham Tower”	VKV 800
Race Control Boat Call Sign		“Endeavour”; “Boonoorong”, other vessel name	
Race Officer			<u>“Sandringham Race Control”</u>
Monday- Friday during 8am - 5pm	Ext 117	Paul Corfield	9599 0917 or 0417 379 409
Monday & Tuesday Night 5pm - late	Ext 118	Manager on Duty through Members Bar	After hours press 2 or 9599 0918
Wednesday- Sunday Night 5pm- late	Ext 124	Manager on Duty	9599 0924
Saturday 8am-5pm	Ext 105	Paul Brien	9599 0905 or 0404 856 306
Chief Fire Warden	Ext 117	Paul Corfield	0417 379 409
Fire Warden	Ext 107 Ext 105	Monica Tonner Paul Brien	0429 353 164 0404 856 306
Marina & Waterfront Manager	Ext 123	Paul Gascoigne	0407 829 851
SYC Staff First Aid Trained	Ext 125 Butt ph Ext 125 Ext 114 Ext 102 Ext 105 Ext 117 Ext 118	Paul Gascoigne Sean Byrne Rhan Harris Eloise Pritchard Paul Brien Paul Corfield Paul Simmons	9599 0925 0408 050 982 0415 541 889 0430 512 596 0404 856 306 0417 379 409 0422 148 820
Water Police			9399 7500 000
Ambulance/Fire Brigade/Police			000

Coast Radio Melbourne Point Lonsdale Lighthouse			5258 1252 VHF ch 16
Coastguard: Australian Volunteer Coast Guard	General Office		9598 9092
	Search and Rescue (SAR)		9598 7003 VHK Chl 16
Coast Guard Queenscliff 24 hours			5258 2222
State Emergency Services			9684 6666 / 13 25 00
Hospital	Sandringham & District Hospital	193 Bluff Rd, Sandringham Mel 76 K12	9921 1470
Doctor	Southend Medical	245 Hampton Street Hampton Mel 76 F7	9598 7688
Poisons Hotline			13 11 26
EPA - Fuel/Chemical Spills			9695 2777
Bureau Of Meteorology			9669 4000
Ambulance/Fire Brigade/Police			000
Marine Forecasts			9669 4981
Severe Weather			1800 811 023
Port Phillips Sea Pilots			9329 9700
Queenscliff Pilot Station			5258 1400 VHK Chl 12
Australian Maritime Safety: Melbourne Office			8612 6001
24 hour contact			1300 555 555
AusSAR Rescue			1800 641 792
Yachting Victoria			9597 0066
Yachting Australia			02 8427400
Ocean Racing Club of Victoria			(03) 9689 1622
Ocean Racing Club of Victoria	Race mobiles		0418 396 465 0418 396 605

APPENDIX 2 WIND SPEED DEFINITIONS - BUREAU OF METEOROLOGY

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

Wind Warning Definitions - Bureau of Meteorology (BOM)

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

APPENDIX 4

Sandringham Yacht Club Incident Report

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

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

Details of Incident
Description of Circumstances:

Details of any Property Damage: (describe the damaged items, the damage caused, any value of damage, <i>if known</i>)

Details of any Personal Injury:

Exact Location of Incident:

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

Nature of Injury (if applicable)			
<input type="checkbox"/> Sprain/Strain	<input type="checkbox"/> Cut/Laceration	<input type="checkbox"/> Bruise	<input type="checkbox"/> Burn
<input type="checkbox"/> Abrasion/Graze	<input type="checkbox"/> Fracture	<input type="checkbox"/> Other (give details)	

Part of Body Injured

Medical Attention Provided				
<input type="checkbox"/> None	<input type="checkbox"/> First Aid	<input type="checkbox"/> Doctor	<input type="checkbox"/> Ambulance	<input type="checkbox"/> Hospital
<input type="checkbox"/> Other (give details)				

Details of Witnesses	
Name of Witness:	Phone:
Name of Witness:	Phone:

Signature of Staff / Committee member completing this form	
Signed:	Date:

Office Use Only (for completion by Management)		
Action taken:		
Insurer Notified: (if so, details)		
OH&S Committee Notified: (if so, details)		
Any follow up required? (if so, details)		
Form checked by:	Signature:	Date:

APPENDIX 5 MAYDAY AND PAN PAN

MAYDAY

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

1. DISTRESS CALL

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

2. DISTRESS MESSAGE

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

PAN PAN

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