



Sailing Season 2023-2024

# Race Management Safety Plan

*In an emergency the priority is to save lives, not the boats. Drifting or anchored boats can be picked up later. Safety of competitors and volunteers will always override the preservation of yachts and boats.*

## Contents

1	Objective .....	1
2	Safety - Competitors.....	1
3	Safety - Volunteers.....	2
4	Safety – Race Management .....	2
5	Alcohol .....	2
6	Incident Response .....	2
7	Communication .....	2
8	Media Communications .....	3
9	Documentation .....	3
10	First Aid Kit Locations.....	3
11	Recommended Responses to On Water Incidents.....	4
11.1	Minor Medical incident .....	4
11.2	Major Medical incident.....	4
11.3	Keelboat - Man Overboard.....	5
11.4	OTB - Missing boat .....	5
11.5	OTB - Crew member separated from their boat .....	5
11.6	Squall hits the Fleet.....	5
12	Contact Numbers .....	7
	Schedule 1 - Ambulance directions.....	9
	Schedule 2 - Incident Report.....	10

## 1 Objective

To provide a safe environment for competitors, volunteers and officials participating in the RBYC 2022-2023 season club racing program and regattas by ensuring an appropriate response to race management incidents both on-water and off-water.

## 2 Safety - Competitors

Competitors' attention is drawn to the 2021-2024 Racing Rules of Sailing (RRS) of World Sailing, and the Prescriptions of Australian Sailing.

Link - <http://rbyc.org.au/wp-content/uploads/2022/08/RRS-with-AUS-pres.pdf>

Competitors shall make their own decision to start or proceed in a race, taking into consideration the prevailing conditions at the time, the utility of their boat and experience of her crew.

Under the racing rules of sailing a boat or competitor shall give all possible help to any person or vessel in danger.



Sailing Season 2023-2024

## Race Management Safety Plan

The latest weather forecast from the Bureau of Meteorology will be available on the bom.com.au website and may be available on the event notice board.

Minimum safety categories required for each boat competing in each race shall be outlined in the RBYC Sailing Program 2022-2023

### 3 Safety - Volunteers

All volunteers will abide by the RBYC Codes of Conduct and place the safety of themselves and welfare of participants above all else and accept responsibility for their actions.

### 4 Safety – Race Management

All on-water volunteers before commencement of racing will attend a daily briefing conducted by the Race Officer.

The pre-race briefing shall include information on the following:

- Current and expected weather conditions
- Local safety information

The Race Officer will ensure that sufficient personnel with appropriate skills are available to ensure the safety of the competitors and volunteers prior to racing each day, by liaising with the RBYC Sailing Office.

Each rescue boat should have a minimum of two people. The Skipper shall be licensed to drive the boat. The crew member shall be prepared to enter the water if required and be capable of picking up people from the water and managing damaged boats.

Rescue boats drivers and crews will wear PFD's at all times when afloat.

Rescue boat drivers will also have the kill cord attached to them, while the vessel is under power.

### 5 Alcohol

All Race Management Boats will be alcohol free zones at all times.

### 6 Incident Response

The Race Officer is responsible for the management of on-water incidents including normal rescue procedures in the expected conditions through to emergency events requiring outside assistance.

The Race Officer may request assistance for on-water incidents from the Sailing Office, or further intervention from relevant authorities such as the Police / Water Police / Fire Brigade.

**In the case of a missing person / yacht, immediate contact will be made with the Victoria Water Police – 9399 7500.**

The 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. The Rescue Co-Ordination Centre (RCC) is located at the Water Police Squad Headquarters, Williamstown and co-ordination of Marine Search and Rescue (SAR) operations is conducted by qualified staff at the RCC.

### 7 Communication

All race management/rescue boats shall have a working VHF radio on board.



Sailing Season 2023-2024

## Race Management Safety Plan

Key Personnel will carry a mobile phone at all times. Key Personnel will be given a list of all applicable phone numbers.

A list of key personnel and emergency phone numbers will be carried on each race management boat.

### 8 Media Communications

No volunteer or staff member shall speak with the media regarding an incident.

The General Manager or in her absence a Flag Officer will be appointed as the media spokesperson.

### 9 Documentation

An Incident Report form is required to be completed for every incident – both on-water and off-water

The Incident Report form can be completed electronically via the RBYC Website or via a hard copy file available from each race management/rescue boat or the RBYC Sailing Office.

All Incident Report forms shall be filed by the Race Officer unless the electronic form has been used.

The Race Officer, Club Captain General Manager and Boating Manager shall review all incidents and ensure that any follow up action required is completed.

### 10 First Aid Kit Locations

First Aid kits are available:

- In the RBYC clubhouse
  - In the Jock Sturrock Centre, on the right side of the entrance to the classroom/kitchen.
  - In the RBYC Sailing Office.
- On all on-water race management boats.
  - Harry T & Redeemer have large first aid kits and rhibs have small first aid kits
  - All on-water race management boats shall have a thermal space blanket and a sharp knife.
- In the First Aid cupboard on the hard stand

Defibrillators (AEDs) are available:

- on the wall in the clubhouse near the entrance to the change rooms on the ground floor.
- In the First Aid cupboard on the hard stand





Sailing Season 2023-2024

## Race Management Safety Plan

### 11 Recommended Responses to On Water Incidents

Note that these responses are guidelines only and it is the responsibility of the RO to determine the level of risk involved and the level and urgency of assistance required. E.g. a young Laser sailor wearing a wetsuit and PFD separated from their boat in the middle of summer is a completely different situation to a 70-year-old keelboat sailor overboard and unconscious in the middle of winter on an outer racecourse.

It is recommended that the RO turn on their voice recorder when they first become aware of an incident to aid in any post incident review.

#### 11.1 Minor Medical incident

- Rescue boat advises RO of the type of incident, and if further assistance is required either on water or on shore.
- RO to arrange onshore assistance if required.
- Onshore staff to collect first aid kit and meet the rescue boat either on the beach or on the hard stand.

#### 11.2 Major Medical incident

- Rescue boat advises RO of the type of incident, and if further assistance is required either on water or on shore.
- RO to contact onshore staff to arrange an ambulance. If no office staff or Officer of the Day are available onshore, the controlling officer to contact the Ambulance directly on 000.
- Ideally a mobile phone number to be provided to Ambulance operator so that they can talk directly to the person with the best knowledge of the condition of the patient.
- Keys to the pier are located at the following locations:
  - In the club office behind the receptionist's desk (the first desk on the left as you enter the office). The keys are located on a hook under the shelf on the desk.
  - In the downstairs café located on the staff noticeboard. talk to a staff member to access these keys.
- The following individuals also have pier keys:
  - Philip Hall – Boating Manager – 0437 454 998
  - Francesco Battaglini – Sport Development Officer – 0478 721 787
  - Adrian Finglas – Club Head coach - 0413 376 114
- Onshore staff to collect first aid kit and/or defibrillator and meet the rescue boat either on the beach or on the hard stand.
- Onshore staff to have people onshore to direct the ambulance to the south gate and open the gate, or to the pier and the hard stand.
- Person calling the ambulance needs to follow ambulance directions document (schedule 1) when describing the location of the incident/where assistance is required.



Sailing Season 2023-2024

## Race Management Safety Plan

### 11.3 Keelboat - Man Overboard

- Nearby boats, both rescue boats and other yachts that are able to assist to put their MOB procedure into action.
- RO to immediately dispatch the nearest rescue boat. If there is a rhib on the water they should also be dispatched, even if they are not the closest rescue boat.
- All rescue boats to be on standby until the MOB has been resolved.
- Any nearby yachts with inexperienced crew or who are not able to assist are to keep clear of boats involved in the MOB retrieval.
- After retrieval, the crew member is to be assessed for hypothermia.
- If a significant number of rescue boats are involved in the rescue, racing may need to be abandoned.
- Call 000 if the situation is considered life threatening or there is risk of serious injury.

### 11.4 OTB - Missing boat

- Check with the Tower/Beach to see if the boat has returned to shore unnoticed.
- Request that the beach crew look for the boat on shore and potentially call the sailor's contact number if the person could have left the club with their boat.
- If there are serious concerns for the boat's safety (e.g. strong conditions), abandon racing, send all boats ashore immediately, call the Water Police and commence a search with all available rescue craft.
- Onshore team to check sign off sheets for all boats as they return to shore.
- Onshore team to call the sailor's emergency contact number to verify that the person has not returned to shore and left the club.

### 11.5 OTB - Crew member separated from their boat

- The nearest rescue boat to be dispatched to standby if crew has been separated from the boat.
- Crew member to be retrieved from the water if, in the view of the rescue boat, the crew will be unable to return to the boat, or if there is a risk of hypothermia.
- If crew member is not immediately within view, all available rescue boats then to be dispatched to search.
- If not found immediately, abandon racing, send all boats ashore and call the Water Police to assist in the search.

### 11.6 Squall hits the Fleet

- RO or Tower to take control of the situation. If the Tower is well staffed and has a full view of the race course, it is recommended that control be handed to the Tower.
- If there are only a small number of boats requiring assistance, each rescue boat can take two or three boats in tow.



## Sailing Season 2023-2024

# Race Management Safety Plan

- If there are significantly more boats capsized it is important to prioritise responses. Two older teenagers sitting on an upturned 49er waiting for the squall to pass may only require a drive by and a wave to check that they are OK, while less experienced Optimists may require more immediate assistance and reassurance.
- The first response is to look for the number of "heads in the water". Two heads next to an overturned 420 probably means that there is no immediate cause for concern. Any boat without the required number of crew visible should attract immediate attention.
- A boat drifting towards a dangerous shore should also be prioritised and taken in tow, but if not possible, the crew removed from the boat.
- If a crew is removed from a boat by a rhib, they can often be transferred to a larger boat to free up the rhib for further rescues.
- Keeping one of the removed crew on the rescue boat may also be of benefit as an extra pair of hands, and particularly if they are in a wetsuit and can swim to assist others.
- When a crew is removed from a boat, the preferred method to indicate that the crew is safe is to attach "Crew Safe" tape to the rudder area. However, this is not always achievable.
- When a crew is removed from a boat that a call is also made to the controlling officer that "Crew of 420 number 53215 have been removed from their boat". Any other rescue boat finding this boat without crew can then call for confirmation if Crew Safe tape is not visible.
- Be aware of entrapment issues. There is a higher risk of entrapment with trapeze boats and more so with catamarans. A sharp knife may be required to cut lines, cut a trapeze harness, or a trampoline in the case of a catamaran.
- Onshore staff to closely monitor sign off sheets. One person to stand by the sign off sheets, and "tick" off people as they are observed coming safely ashore as it may take them several minutes to secure their boat and come in to sign off. If in radio contact, mark off next to boats where crew have been safely lifted from their boat. This should be the point of contact to advise RO when all boats are safely on shore.



Sailing Season 2023-2024

## Race Management Safety Plan

### 12 Contact Numbers

Race Control Tower Call Sign	"Brighton Tower"	VHF 77
On water RO	"Harry T", "Redeemer"	VHF 77
RBYC Office	"Brighton Base"	VHF 77
Jock Sturrock Centre/Beach	"Brighton Beach"	VHF 77
RBYC Commodore	Peter Strain	0418 530 385
Club Captain	Brett Heath	0434 359 050
General Manager	Philip hall	0437 454 998
Boating Manager	Colin Burgess	0418 240 313
RBYC Maintenance	Brendan Fisher	0448 588 801
<b>Ambulance / Police / Fire</b>		<b>000</b>
<b>Water Police Williamstown</b>		<b>9399 7500</b> <b>VHF 16</b>
BOM Duty Forecaster		9669 4981
Port of Melbourne Control - (call on VHF channel 12)		9644 9710



Sailing Season 2023-2024

**Race Management Safety Plan**

Coast Guard	Victoria HQ	9598 9092	24hr SAR call out 24hr SAR call out 24hr SAR call out 0417 012 661 24hr SAR call out 24hr call for emergencies 0428 352 653 24hr SAR call out 24hr SAR call out 0417 533 475 24hr SAR call out 0417 765 772
	Sandringham	9598 7003	
	St Kilda	9525 3714	
	Werribee	9742 1502	
	Geelong	5278 8440	
	Queenscliff	5258 2222	
	Hastings	5979 3322	
	Safety Beach	5981 4443	
	Frankston Carrum	9781 5198 9772 7638	
State Emergency Service			132 500
Hospital / Medical	The Alfred Hospital	Melbourne The Alfred Hospital (Emergency)	9076 3405
	Sandringham Hospital	193 Bluff Road Sandringham	9076 2000 9076 1000
	Local Medical Centre	245 Hampton Street Hampton	9598 7688
	Southend Medical		
Poisons Hotline			131 126
Bureau Of Meteorology			9669 4000 H.O. Melb.
Marine Forecasts			9669 4981
Severe Weather			1800 811 023
Port Phillips Sea Pilots			9329 9700



Sailing Season 2023-2024

## Race Management Safety Plan

Queenscliff Pilot Station		5258 1400 VHF Chl 12
Australian Maritime Safety	Melbourne Office 24 hour contact	03 8612 6000 1300 555 555
Australian Search and Rescue & Oil Spills		1800 641 792 Maritime S/R
Australian Sailing Victoria		03 9597 0066
Australian Sailing		02 8424 7400
Ocean Racing Club of Victoria	Race mobiles	03 9689 1622 0418 396 465 0418 396 605
EPA- Fuel/Chemical Spills		1300 372 842

Schedule 1



Sailing Season 2023-2024

## Race Management Safety Plan

### 13 Ambulance Directions

Call any ambulances that need to travel to the hardstand / marina in the following manner:

***“An ambulance is required at Royal Brighton Yacht Club, located at 253 Esplanade, Brighton opposite Grosvenor Street. The ambulance needs to enter via the Brighton Sea Baths car park and travel over the Pier to the marina. Our staff or a volunteer will be in the street to flag down and escort the ambulance to the marina with a key to drop the bollard which stops vehicles from accessing the Pier”***

Note: The ambulance system does not recognise the green plaque number on the pier which is rarely used as general locator for water police etc.

Call any ambulances that need to travel to the clubhouse or yard in the following manner:

***“An ambulance is required at Royal Brighton Yacht Club, located at 253 Esplanade, Brighton opposite Grosvenor Street. Our staff or a volunteer will be in the street to flag down and escort the ambulance to the closest location”***

Note: For ambulances to the Club we are simply to use 253 Esplanade, Brighton but again it helps to have someone flag the ambulance down from outside given multiple access points, ie via catering entrance to the front door, or via Club entrance to rear whichever is the better.



Sailing Season 2023-2024

# Race Management Safety Plan

## Schedule 2 Incident Report

Date

Time

Reported By

### Description of Incident

### Action Taken

Race Officer Notified	Yes/No
GM Notified	Yes/No
Club Captain Notified	Yes/No
Other Notified	Yes/No

Time	<input type="text"/>

Date	<input type="text"/>

### Race Officer Comments



Sailing Season 2023-2024

# Race Management Safety Plan

## General Manager Comments

## Club Captain Comments

## Other Comments

## Follow up Action Required

By Whom

By When



## Sailing Season 2023-2024

# Race Management Safety Plan

Safety Level	Trigger Conditions	Person in Control	Actions	Communications
<b>LEVEL 1</b>				
<b>GENERAL PATROL and RESCUE</b>	Wind speed 0 – 15 knots	Course Race Officer (CRO)  On duty - Beach Marshall - First Aider - Incident Manager	- Rescue craft to patrol designated areas - Towed dinghies rescued to start-finish vessels or shore. - Rescue craft not to leave course without clearance from CRO.	Monitor VHF Ch. By Course
<b>LEVEL 2</b>				
<b>STAND BY</b>	Wind speed 15 – 25 knots Strong Currents	Course Race Officer (CRO)  On duty - Beach Marshall - First Aider - Incident Manager	- As above - Support boats may enter course and assist when requested by CRO	Monitor VHF Ch. By Course
<b>LEVEL 3</b>				
<b>ABANDON RACES</b>	Wind speed >25 knots Wind and sea conditions not safe for ongoing racing.  Eg electrical storm, thunderstorm, fog/whiteout, wave conditions, strong currents.	Course Race Officer (CRO)  On duty - Beach Marshall - First Aider - Incident Manager - Others	- Rescue craft directed by CRO - Rescue craft to either tow boats ashore or abandon boats after tagging with (crew safe) tape - CRO to coordinate other available boats to assist where practical - CRO to liaise with Beach Marshal to confirm boats ashore	Monitor VHF Ch. By Course
<b>LEVEL 4</b>				
<b>OUTSIDE ASSISTANCE REQUIRED</b>	Inability of Rescue Personnel to effectively manage the situation	Principle Race Officer (PRO)  On duty - Incident Manager - Beach Marshall - First Aider + Others	- Decision to call external agency (Volunteer Marine Rescue/Coast Guard/Police/SES) - Continue as above - Beach Marshall continues head count	Monitor VHF Ch. By Course