

# Lake Wellington Yacht Club Inc.



## SAFETY MANUAL YACHT RACING

Version #	Implemented By	Revision Date	Adopted By	Adopted Date	Reason
1.0	Safety Committee	9 Oct 2013	Committee	9 Oct 2013	2013 Revision of LWYC Safety Manual
1.1	Safety Committee	20 Nov 2017	Committee	20 Nov 2017	2017 Revision of LWYC Safety Manual



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## **1. INTRODUCTION**

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

**This Safety Manual is not a substitute for common sense or crisis management.**

**All personnel should read the document as part of their preparation to familiarise themselves with the process of carrying out emergency procedures.**

### **1.1. PEAK SAFETY AUTHORITY FOR WATER BASED INCIDENTS**

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

### **1.2. CLASSIFICATION OF CLUB RACING EVENTS**

All events are run under an appropriate Australian Sailing (AS) Race Safety Category normally Category 7 and/or 6 unless specified otherwise in Notice of Race.

Each race category has a definition of the expectation for rescue, and the degree of self-sufficiency a competitor is required to be capable of when racing. Refer Yachting Australia Special Regulation Part 1 Section 2

Prior to the commencement of any race, all yacht entries must be verified for boat name, sail numbers and occupants' names, and signed entry form and compliance declaration. Club racing events are generally conducted using a Start Boat, and with rescue facilities available

The Sailing Assistant Officer for the day has the responsibility to ensure all safety equipment on rescue craft, including fuel, radios, batteries, flares etc are operational. All support powerboats must verify permission to leave port/beach via radio prior to departure.

**Spot safety checks may be made on entrants to review their compliance to safety category of race**

## **2. EMERGENCY PROCEDURES**

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

### **2.1. RADIO CALLING**

#### **2.1.1. Sending a MAY DAY**

(Vessel or person in grave danger)

Please refer to Marine Radio Operators Handbook for correct procedures.

See Appendix 5 page 17



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### **2.1.2. Sending a PAN PAN**

(Used for very Urgent Message to transmit concerning safety)

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

Wait about 5 to 10 seconds before responding in case a more appropriate authority responds.

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

### **2.2. DETERMINE ILLNESS / INJURY**

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

### **2.3. RESCUE / ASSISTANCE**

1. Call for nearby vessel assistance or arrange for Support boats, police, Coast Guard.
2. Determine the number of crew members involved, and their status.
3. Notify Authorities Call Victorian Water Police on (03) 51567462 or 000 and provide them with the situation details.

### **2.4. MISSING PERSONS / MISSING BOATS / MAN OVERBOARD (MOB)**

In the case of a missing person / boat / man overboard (MOB), rescue coordination must be transferred to the Victoria Water Police on (03) 51567462 or 000 or VHF Channel 16. You will continue to assist and participate in all ways possible, and as requested by Victorian Water Police.

### **2.5. TOWING**

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

## **3. ADVERSE WEATHER CONDITIONS**

Attention is drawn to YA Racing Rules of Sailing 2013-2016 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.



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

### **3.2. SHORTENING COURSE**

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

### **3.3. RACE ABANDONMENT**

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

### **3.4. A GUIDE FOR RACE ABANDONMENT**

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

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

### **3.5. RACE COMMUNICATION (USUALLY VHF CHANNEL 73)**

Club Communications are usually VHF Channel 73.

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

### **3.6. WEARING OF PERSONAL FLOTATION DEVICE (PFD)**

Lake Wellington Yacht Club requires that a Personal Flotation Device (PFD) be worn by all crew members while racing and at all times while manning any rescue craft in club events.



**4. RADIO LOG SHEET**

All extraordinary communications involving the Lake Wellington Yacht Club, particularly including medical, property, rescue, or racing; must be recorded on the Radio Log sheet. See Appendix 3 Page 8 "Emergency Radio Log communication Sheet".

**5. BASIC FIRST AID PRINCIPLES FOR EMERGENCIES**

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

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



## Appendix 1

### Emergency Personnel and Contact Details

#### Emergency Contact List

Emergency Contact	Contact Number	Mobile
Police	000	
Water Police	03 5156 7462	
Ambulance	000	
Coast Guard Paynesville	03 5156 0106	
Fire	000	
Lake Wellington Yacht Club 725 Marlay Point Road, Clydebank Vic. 3851	03 51498257 PO Box 201, Sale Vic. 3853	38°03.639' S 147°15.008 E
Jenny O'Neill (Commodore)	03 5144 2461	0414 521 665
Michael Clark (Safety)		0439 202 001
Darryn Dyer (Safety)	03 5144 7171	0409 338 916
Colin Svenson (Works)	03 5147 2149	0408 514 292



## Lake Wellington Yacht Club

### Appendix 2

#### Wind Speed Definitions - Bureau of Meteorology

### Beaufort Wind Scale

**Please note:** Beaufort scale numbers and descriptive terms such as 'near gale', 'strong gale' and 'violent storm' are not normally used in Bureau of Meteorology communications or forecasts.

Beaufort scale number	Descriptive term	Units in km/h	Units in knots	Description on Land	Description at Sea
0	Calm	0	0	Smoke rises vertically	Sea like a mirror.
1-3	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.
4	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.
5	Fresh winds	30 - 39 km/h	17-21 knots	Small trees in leaf begin to sway; crested wavelets form on inland waters	Moderate waves, taking a more pronounced long form; many white horses are formed - a chance of some spray
6	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
7	Near gale	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.
8	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 spindrift; foam is blown in well-marked streaks along the direction of the wind.
9	Strong gale	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.
10	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.
11	Violent storm	103 -117 km/h	56-63 knots	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.
12+	Hurricane	118 km/h or more	64 knots or more	Very rarely experienced - widespread damage	The air is filled with foam and spray. Sea completely white with driving spray; visibility very seriously affected

Source: <http://www.bom.gov.au/lam/glossary/beaufort.shtml>





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Appendix 3
Emergency Radio Communications Log

Date: \_\_\_\_\_ Time: \_\_\_\_\_ hrs

COMMUNICATION TYPE

HF [ ] VHF [ ] 27MHz [ ] Mobile Ph [ ]

YACHT DETAILS

Name: \_\_\_\_\_ Sail No: \_\_\_\_\_
Call Sign: \_\_\_\_\_ Mobile Ph: \_\_\_\_\_

Summary of communications received and sent

Multiple horizontal lines for writing the summary of communications.

Tower radio operator

Name: \_\_\_\_\_ Contact Phone No: \_\_\_\_\_



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**Appendix 4  
INCIDENT REPORT**

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

Details of Club Committee member completing this form

Name: \_\_\_\_\_

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

Time: \_\_\_\_\_

Position: \_\_\_\_\_

Department/committee: \_\_\_\_\_

Details of Incident:

---

---

Details of Any Property Damage:

(Describe the damaged items, the damage caused, any value of damage known)

---

---

Details of Personal injury:

---

---

Exact Area of Incident:

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Personal Details of injured person

Employee

Member

Visitor

Surname: \_\_\_\_\_

Given Names: \_\_\_\_\_

Age: \_\_\_\_\_

Gender: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_



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### Appendix 5

#### Mayday and Pan Pan

##### MAYDAY

A mayday message should be transmitted on the International Distress frequencies, which are VHF Channel 16 on the Gippsland Lakes.

##### 1 .DISTRESS CALL

Distress signal x 3

Words "this is"

Station Calling

MAYDAY MAYDAY MAYDAY

THIS IS

BOAT NAME VKV123, Boat Name VKVIZ3, BOAT NAME VKV123

##### 2. DISTRESS MESSAGE

Distress Signal

Name/call sign

Position

Nature of Distress

time

Other information

MAYDAY

Boat Name VKV 123

2 nautical Miles due east Marlay Point Proper

Have struck a submerged object and rapidly taking on water, Estimate afloat is 15 minutes, we are deploying the life raft

e.g. 24 foot yacht with white Hull, 3 persons on board, EPIRB activated

##### PAN PAN

Urgency Signal

Station Called x 3

This is

Station Calling

Urgency Message

4

PAN PAN PAN PAN PAN PAN

All Stations, All Stations, All Stations

This is

Boat name VKV 123, Boat Name VKV 123, Boat Name VKV 123

30 Nautical mites due west Cape X, Lost propeller , estimate drifting at knots and require tow urgently



## **Appendix 6**

### **Before a Club race can be started**

- There must be three people to crew the committee boat,
  - an experienced Race Officer
  - a licensed power boat driver and
  - a third physically capable person.

A fourth person should be in the Clubhouse on radio watch when conditions are likely to be challenging for some entrants.

- The committee boat must be fully fuelled, all equipment in good working order and readily available on board. (Refer to checklist)
- The weather conditions at the time must be suitable and the weather forecast should show the suitable conditions will remain for the duration of the race.  
There will be no racing when a gale warning is current for the Gippsland Lakes.  
Wind strength, direction and consistency should be noted and considered. Refer to the YV document 'When To Call Off Racing' in Appendix 7.  
Sea conditions and access to and from launching areas should be considered.
- Rostered members will have attended a briefing on safety and race management.
- There must be at least three yachts signed on and prepared to start.

All entrants must have completed an entry form.

All entrants must have submitted a Declaration of Compliance for the appropriate safety category.

Normally crewed yachts must carry a minimum of two people, each with basic boat handling skills and a knowledge of rescue procedures.

When a yacht has crew members not listed on their original entry form, a next of kin form must be completed.

- The Race Officer should consider the characteristics of the yachts entered and advise inexperienced skippers when necessary.
- The Race Officer should prepare a list of entrants to take with him on the committee boat. This list should have the number of the people on board each yacht and sufficient details about each yacht so that she may be easily identified under any circumstances.



## Appendix 7

### When to Call a Race Off

#### Discussion on wind limits and other factors

Club officials, race officers and competitors often ask at what wind strength should racing be called off but, of course, it is not that simple as there are competing demands and many factors to be considered.

For example, safety is not well served by always calling off racing when the wind gets up as this will result in the sailors never gaining the skill required to handling their boats in a range of conditions.

In addition, part of the enjoyment of sailing is the satisfaction of sailing is exercising the skills necessary to handle the boat in more demanding conditions.

On the other hand, when conditions are such that people and boats are put at risk or when they are beyond learning or enjoying the experience, it would clearly be unwise to send them out racing.

It must also be remembered that each boat bears the ultimate responsibility in deciding whether to race or to continue racing.

When considering whether conditions might be unsuitable for racing, wind strength alone is not necessarily a good indicator of risk and that there are a number of factors to be taken into account – and set out in a risk management plan for the club - including:

<b>Wind</b>	
Current wind strength	Nominal limits for dinghy classes are around 25 knots. Beyond this will depend upon whether the wind is steady or gusting as well as other factors below.
Forecast wind strength	If the wind is forecast to abate, it might be quite acceptable to start a race at or above the nominal wind speed limit. If it is forecast to increase, a more conservative approach might be appropriate.
On-shore / off-shore wind	Off-shore winds produce smaller waves but increase the risk of capsized boats being blown out to sea.
Proximity to hazards	Proximity to hazards such as reefs, shipping lanes, a lee shore, etc, should also be considered.
<b>Temperature</b>	
Air temperature	Air temperature has an effect on “the weight of breeze” so that a hot northerly of 25 knots is not as heavy a breeze as a cold southerly at 25 knots. Air temperature also effects strength and stamina of the sailors.
Sea temperature	Sea temperature has a significant effect on strength and stamina of people in the water and the risk of drowning.



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<b>Sea Condition</b>	
Wave height	Larger, steeper waves will increase the risk of capsizing in dinghy fleets and make rescue more difficult.
Tidal influences	A strong tide can have an effect on waves, may increase the risk of a capsized boat being swept away or increase the risk of being carried into danger
<b>Age / Experience / Capability</b>	
Age of competitors	Younger kids in dinghies are likely to be less capable than the 20 to 30 year olds but, older adults are likely to be less fit, etc.
Experience of competitors	Experience plays a big part in the ability of the sailors to deal with the more demanding conditions whether they are sailing dinghies or large keel boats.
Capability of boats	Within the dinghy fleets, some boats tolerate the more demanding conditions than others. For example, high speed boats such as skiffs and cats are less capable of handling big seas than slower boats.
Experience of officials	Do the race officials have the experience to handle an emergency and/or are there enough of them
Rescue capability	Keel boats are capable of rendering assistance to one another. For dinghy fleets, are there enough rescue boats and trained crews to staff them.

Rob Ware Race Officials Committee Yachting Victoria 10 Dec 08

<http://www.vic.yachting.org.au/site/yachting/vic/downloads/2009/Windlimitspreface%203.4.09.pdf>



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### Appendix 8

#### A Guide to Class Limits (Wind Speed)

Each sailing class has a limit at which they are able to start to or continue racing. The following table outline these limits.

Class Associations have recommended the following maximum average wind speed as a guide to Race Committees. However, the Race Committee should also consider sea state, tide, the number of patrol boats available and experience before making the decision whether to start or continue a race.

\* Indicates at discretion of Race Committee.

	INLAND (Gippsland Larks)			ONSHORE			OFFSHORE		
	Kn	MPH	KPH	Kn	MPH	KPH	Kn	MPH	KPH
A Class	22	25	40	22	25	40	22	25	40
Arafura Cadet	18	20	32	18	20	32	18	20	32
Arrow	26	30	48	26	30	48	26	30	48
Bonito	*	*	*	*	*	*	*	*	*
Boomerang 20-Day	*	*	*	*	*	*	*	*	*
Boomerang -Night	30	35	56	30	35	56	30	35	56
Cadet (Int)	*	*	*	*	*	*	*	*	*
Castle 550/650	*	*	*	*	*	*	*	*	*
Cherub	26	30	48	22	25	40	26	30	48
Clifton	35	40	64	30	35	56	30	35	56
Cobra	26	30	48	22	25	40	22	25	40
Contender	26	30	48	22	25	40	22	25	40
Corsair	26	30	48	26	30	48	26	30	48
Diamond				25	29	46	30	35	56
Dragon	26	30	48	26	30	48	26	30	48
Dolphin	26	30	48	26	30	48	26	30	48
National E	26	30	48	22	25	40	22	25	40
Elwood Junior	26	20	32	18	20	32	18	20	32
Etchell	22	25	40	22	25	40	22	25	40
Explorer 16	22	25	40	22	25	40	22	25	40
Fairy Penguin	26	30	48	22	25	40	22	25	40
Farr (All)	*	*	*	*	*	*	*	*	*
Int. Finn	26	30	48	26	30	48	26	30	48
Fireball	26	30	48	26	30	48	26	30	48
FJ	22	25	40	22	25	40	22	25	40
Flying Ant	26	30	48	22	25	40	26	30	48
Flying Dutchman	26	30	48	26	30	48	26	30	48
Flying Fifteen	26	30	48	22	25	40	26	30	48
Gwen 12	26	30	48	26	30	48	26	30	48
Hartley TS 16	22	25	40	22	25	40	22	25	40
Hartley TS 18/21	22	25	40	22	25	40	22	25	40
Heron	26	30	48	22	25	40	22	25	40
Hobie 14/16/21	26	30	48	26	30	48	26	30	48
Hydra	26	30	48	26	30	48	26	30	48
Impulse	22	25	40	22	25	40	22	25	40
Javelin	26	30	48	26	30	48	22	25	40
Laser II	26	30	48	22	25	40	22	25	40
Maricat	26	30	48	26	30	48	26	30	48
Matilda	*	*	*	*	*	*	*	*	*
Mini Quest	22	25	40	22	25	40	22	25	40
Minnow	22	25	40	22	25	40	18	20	32
Miracle	22	25	40	22	25	40	22	25	40
Mirror	22	25	40	22	25	40	18	20	32
Mosquito Mk I & II	26	30	48	26	30	48	22	25	40



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Moth	22	25	40	22	25	40	22	25	40
Nacra 5.0/5.2/5.8	30	35	56	26	30	48	26	30	48
Nacra 162m, 182m	26	30	48	22	25	40	22	25	40
Northbridge Junior	18	20	32	18	20	32	18	20	32
NS 14	26	30	48	22	25	40	22	25	40
O.K	26	30	48	22	25	40	22	25	40
Pacer	26	30	48	22	25	40	22	25	40
Paper Tiger	22	25	40	22	25	40	22	25	40
Prindle 15	22	25	40	22	25	40	22	25	40
Prindle 16	26	30	48	22	25	40	26	30	48
Prindle 18	26	30	48	22	25	40	26	30	48
Q.B.2	26	30	48	22	25	40	26	30	48
Quickcat	26	30	48	22	25	40	13	15	24
Rainbow	26	30	48	22	25	40	26	30	48
R.L 24	26	30	48	22	30	40	13	15	24
Sabot(Senior)	22	25	40	22	25	40	22	25	40
Sabot(Junior)	18	20	32	18	20	32	18	20	32
Saber	26	30	48	22	25	40	22	25	40
Sailfish	22	25	40	18	20	32	18	20	32
Seabita	35	40	64	30	35	56	30	35	56
Sharpie	26	30	48	26	30	48	26	30	48
Solo (Mono)	22	25	40	22	25	40	22	25	40
Solo 16	22	25	40	22	25	40	22	25	40
Sonato (All)	30	25	56	30	35	56	30	25	56
Spacesailer 24	26	30	48	*	*	*	*	*	*
Sparrow	22	25	40	22	25	40	22	25	40
Status 580	26	30	48	22	25	40	26	30	48
Sunmaid 20	*	*	*	*	*	*	*	*	*
Sunbird 25	*	*	*	*	*	*	*	*	*
Tasar	26	30	48	22	25	40	22	25	40
Timpenney 670	26	30	48	26	30	48	26	30	48
Tornado	22	25	40	22	25	40	*	*	
TS-500	26	30	48	22	25	40	22	25	40
Tumlaren	*			26	30	48	26	30	48
Ultimate 16/18/23	*	*	*	*	*	*	*	*	*
Windrush 14	26	30	48	26	30	48	26	30	48
Windsurfer	26	30	48	22	25	40	22	25	40
14'Dinghy	26	30	48	22	25	40	26	30	48
125	26	30	48	22	25	40	22	25	40
145	22	25	40	22	25	40	22	25	40
420	26	30	48	22	25	40	22	25	40
470	22	25	40	22	25	40	22	25	40
505	26	30	48	22	25	40	22	25	40

<http://www.vic.yachting.org.au/?MenuID=Racing/1027/0&Page=1358>





## Appendix 9

### Race Officer Checklists

#### Prestart

- Check current weather forecast, no racing is to start if gale warning is forecast for our area.
- Ensure you have a minimum duty crew.
  1. Race Officer.
  2. Boat driver (must have current boat licence).
  3. Assistant Race Officer (physically capable to assist with rescues).
  4. Clubhouse radio operator must be in clubhouse if forecast wind strength is deemed to be challenging for some entrants.
- Ensure there are enough boats signed on for race.
- Assess the entrants and their experience/capabilities for conditions and advise.
- Ensure all entrant's safety declarations are done (everyone on water next of kin).
- Decide whether racing will/will not take place.

#### Once racing has been decided to go ahead

- Ensure radio check has been conducted and comms proved (No radio Comms No Racing).
- *Mobile phone on rescue boat does not override radio not working.*
- Ensure Sailing Instructions are on rescue boat.
- Ensure copy of RRS 2017-2020 is onboard.
- Take copy of list of entrants on rescue boat.
- Ensure a copy of list of entrants is in control box.
- Take stop watch on boat.
- Take pen, pencil, paper and clipboard.
- Take personal items appropriate for expected conditions:
  1. Warm clothing/sun smart clothing.
  2. Sunscreen, Hat, Sunglasses.
  3. Spray jacket/wet weather gear.
  4. Water bottle.
  5. Food.
- **Life Jackets must be worn at all times on Rescue Boat**
- Monitor safety and progress of all entrants to starting area.
- Attend to any boats that may need assistants (this is priority over any race start).
- Set course and start line as per sailing instructions.
- Monitor fleet for entire race.
- Assess whether shortened course is needed and take appropriate action.
- Remember you are in charge if you need to abandon or postpone it's your call.
- Rescue boat team must be on water ready to assist in case they are needed.
- Ensure someone is ready in clubhouse/boat for timing the finish.
- Check that stop watch is where the finish is to be timed from, boat or clubhouse.
- Check the sign off sheet and ensure all yachts are accounted for.



## **Appendix 10**

### **Rescue Boat Checklists**

#### Before Launching

- Check fuel tanks are full.
- Install bungs.
- Ensure correct number of life jackets.
- Check safety gear; flares, spotlight, tow rope, spare anchor, binoculars, torch, bucket, paddle, first aid kit, blankets etc.
- Install flagpole and check flags are onboard.
- Check barging buoy is onboard.
- Check starting horn is operable.
- Check compass is onboard.
- Ensure anchor is onboard.
- Check wind gauge is onboard.

#### After Launching

- Radio check must be conducted and comms proved before any racing can be started.
- Ensure battery is good and engine will start. Do not conduct any racing if battery is suspect.
- Check bilge pump runs (this is a must with expected weather over 15 knots).

#### After retrieving

- Remove bungs and drain hull.
- Refuel boat ready for next use.
- Ensure flags and flag pole are put away before returning boat to shed.
- Wash out boat if necessary.
- Wash and flush engine with fresh water for at least 10 minutes.



## **Appendix 11**

### Guide to Skippers Responsibilities

#### **Pre-race**

- Ensure you have a crew, minimum of two people on board, only boats normally sailed as single handed boats are permitted to be sailed single handed.
- Ensure your vessel is seaworthy and all gear is in good working order.
- Ensure you have racing insurance.
- Ensure everyone onboard has life jackets
- Ensure you have signed on
- Ensure the clubhouse office has a current declaration and next of kin on hand (this includes any visiting crew/skippers).
- Assess conditions and decide if it is suitable for you/your crews experience level.
- You are responsible to conduct “man overboard” and “hove too” drills for all inexperienced crew prior to race start to ensure they are capable of these manoeuvres if you happen to depart the boat unexpectedly.
- Decide whether to start.

#### **During Race**

- Continually assess suitability of conditions and crews ability
- If conditions take a turn for the worse remember that helping people in need is a priority.
- Trailer sailors with radios are expected to have them turned on and tuned to the race control channel in case extra assistance for people in trouble is needed.

#### **Post Race**

- Sign off

#### **Disclaimer**

- Please Note: This is a guide only and in no way is intended to be a complete list of Skippers responsibility and must be read in conjunction with the Blue Book (RRS).
- All skippers are reminded of the RRS fundamental rule 4:  
*The responsibility for a boat's decision to participate in a race or to continue racing is hers alone.*