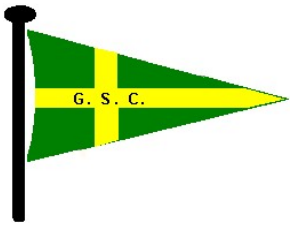
Greenwich Sailing Club



Race Management Plan (incorporating Incident Management Plan)

Version: October 2019

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Use the table below to provide the version number, the author, the date of the version, the name of the person providing approval, the date that it was approved, and a brief description of the reason for creating a revised version.

Version #	Implemented By	Revision Date	Approved By	Approval Date	Reason
1.0	*GSC*	*September 2006*	*Unknown*	*Unknown*	unknown
2.0	*Kerryn Smith*	*February 2019*	*Management Committee*	*October 2019*	*General review and update*

OBJECTIVE:

TO PROVIDE A SAFE ON-WATER ENVIRONMENT FOR COMPETITORS HAVING DUE REGARDS FOR BOTH EXPECTED AND UNFORSEEN CONDITIONS

1. INTRODUCTION

1.1 Preamble

This document provides:

- A co-coordinated race management plan ('RMP') for participants in Greenwich Sailing Club events, and
- A co-coordinated incident management plan ('IMP') for Club events.

The primary objective of the **race management plan (RMP)** is to attempt to ensure the optimum deployment and utilization of race management boats and personnel.

The purpose of the **incident management plan** (IMP) is to ensure that the appropriate response is taken to any incident that does occur.

Major regattas (eg. State Title heats but not King of the River) held at GSC would be subject to a separate Support Management Plan, usually prepared by the Class Association responsible for the regatta.

1.2 Safety Environment & Risks Awareness

The conduct of Greenwich Sailing Club (GSC) events in a safe environment for competitors is priority of the RMP & IMP. The age of some of the competitors at GSC events is a major consideration in providing a safe environment and in implementing the processes in the RMP & IMP. Junior sailors by virtue of their age and inexperience, require a higher level of management. Therefore, risk minimisation and exercising duty of care in all processes in the RMP & IMP is of prime consideration.

The record of inshore dinghy sailing indicates it is a relatively safe sport, where incidents in which participants are placed in real danger are very infrequent. However the terms of the *Civil Liability (Personal Responsibility) Act 2002* make it appropriate to give warning about the risks inherent in sailing. Sailing is a sport that involves interacting with the uncontrollable and difficult to predict elements of nature, and therefore involves a degree of risk. Capsizing is a normal part of sailing and even the youngest sailing crews are normally required to be able to recover their own vessel from a capsize.

GSC events are held in a relatively safe sailing venue, with sheltered waters and shorelines, even in the most severe weather conditions, making responses to incidents readily managed.

2. RACE MANAGEMENT PLAN

2.1 General Race Management

Racing should be abandoned or postponed ashore where Principal Race Officer ("PRO") or Race Committee consider it necessary for the safety of the competitors. As a guide, abandonment or postponement should seriously be considered if the **wind exceeds 25 knots for a period of 1 minute or any gust exceeds 30 knots**. The PRO may delay the abandonment of a race substantially underway to finish fleets approaching the finish or on a shortened course if the parameters are exceeded to a modest extent, there is no indication of conditions substantially deteriorating and the remaining racing craft and response boats are not being overwhelmed by the conditions.

All Committee Boats, Response Boats and Coach Boats will use radio frequencies as defined later in this document.

Secondary communications are to be carried out on mobile phones.

2.2 Response Boats

There are 2 types of Response Boats that make up the Race Management Team:

Support Boats. Being those whose principal objective during the race is to monitor the safety of the fleet and respond in appropriate circumstances.

Start Boat. Initial objective is the setting and adjustment of the race course. Primary objective to monitor the safety of the fleet and respond in appropriate circumstances (as back up to the Support Boats).

On occasions other vessels may be available as Response Boats:

Private Coach Boats. Boats whose initial objectives might be the coaching of sailing boats, but whose secondary objective is to monitor safety and respond to circumstances as necessary.

It is preferable for Response Boat crews to have First Aid qualifications.

2.3 Basic Principles

a) ***In an emergency the priority is to ensure the safety of COMPETITORS and OFFICIALS, not BOATS. Drifting or anchored boats can be picked up later. If Response Boat Crews believe that 'crews are at risk' they may override the sailing instructions and issue a directive that the crews in question are to be rescued.***

b) In responding to situations, the provision of assistance by Response Boats must not be influenced by any relationship between the Response Boat crew and the Competitor. All boats requiring assistance must be treated equally on the basis of need.

c) Support Boats should monitor their assigned 'fleet' as they progress around the course. However, as much as possible they should stay outside the course area, so as not to themselves constitute a hazard to racing craft.

d) Private Coach Boats may be called upon to provide an initial safety check on any capsized or distressed sailing craft in their vicinity, and should in any case do so as a matter of course.

e) Any incident should immediately be investigated by a Response Boat and suitable action taken. This may initially mean reporting the incident to the Incident Manager.

f) All race management boats are to be driven in such a manner that will minimise any disturbance to competing yachts. All motor craft are to keep clear of competing boats unless providing assistance.

2.4 Patrol Plan

2.4.1 General Approach

Each Response Boat will have a designated 'class or fleet' to monitor during the race. They should only move away from their allocated fleet when an incident requires them to. If they must deal with an incident, they must inform the PRO or Starter.

Response Boats will monitor the fleet, coach boats, spectator craft and other external influences on the fleet; provide advice to the Incident Manager on risks and incidents and respond to the directions of the Incident Manager.

2.4.2 Resources

The Officials, Response boats, contact and crew details are shown in Appendix 1.

2.4.3 Monitor Competitors between the Club & the Start Area

An Onshore Co-ordinator or (in adverse weather or tidal conditions) a Support Boat will be allocated the role to monitor competing boats as they transit to and from the GSC launch ramp and the start area. This is a role where the Onshore Co-Ordinator or Support Boat ensures that competing boats exit and enter the launch ramp area safely. Depending upon the conditions, the Support Boat may be stationed approximately 50m from the launch ramp area.

2.4.4 Retiring Boats

Any competitor who retires from a race, or in any way decides to return to shore before a race is finished shall be asked to inform an official Response Boat of their intentions. This intention must be communicated to the PRO or Starter and to the Onshore Co-Ordinator.

2.4.5 Monitoring the Fleets during the Race

All Response Boats should monitor their nominated area unless directed by the PRO or Incident Manager. This responsibility continues until all competing boats return safely to shore.

To avoid becoming a hazard to racing craft, Response Boats should maintain a station that is outside the normal stream of racing craft. Whilst monitoring boats on a work, this generally means taking a station outside the lay lines being used by the majority of racing boats.

If a Response Boat observes a boat capsize or otherwise behave in a distressed or unusual manner it should visually check on the safety of the crew. If this requires the Response Boat to move into the stream of racing craft, they should remain alert and keep clear of the racing craft.

If a Response Boat is unsure if an incident exists, asking the crew if they are "OK" does not cause that crew to break any racing rule. Note the Racing Rules below:

1.1 - Safety - Helping Those in Danger:

A boat or competitor shall give all possible help to any person or vessel in danger.

41 – Outside Help

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A boat shall not receive help from any outside source, except:

(a) help for a crew member who is ill, injured or in danger;

(b) after a collision, help from the crew of the other vessel to get clear;

(c) help in the form of information freely available to all boats;

(d) unsolicited information from a disinterested source, which may be another boat in the same race.

However, a boat that gains a significant advantage in the race from help received under rule 41(a) may be protested and penalized; any penalty may be less than disqualification.

If in doubt of an incident, prepare to assist and monitor the situation from a close but safe distance.

2.4.6 Heading back from the Finish

Some boats may need assistance to return to shore at the completion of racing for the day.

3. INCIDENT MANAGEMENT

3.1 Support Team & Responsibilities

- The GSC **Principal Race Officer (PRO)** has overall responsibility for running the Club's races. The PRO (or **Starter**, in the absence of the PRO) can abandon individual races due to safety or for other reasons. If circumstances warrant, the PRO will pass responsibility for the co-ordination of support management over to the Incident Manager.

- The **Incident Manager** takes responsibility for overall coordination of safety on specific incidents or fleet incidents. The Incident Manager's decision to abandon or postpone racing due to safety issues overrides all others. The Incident Manager has overall command of support operations, or until Sydney water police assume control.

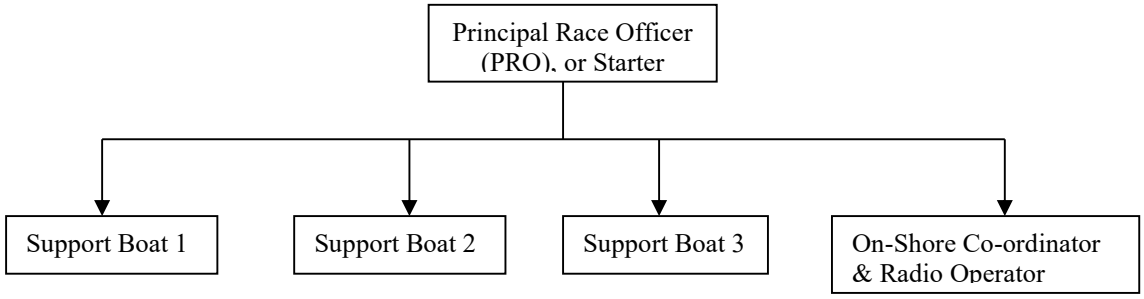
  Note: due to the limited number of GSC volunteer support personnel, in most instances, the PRO will also act as the Incident Manager.

- **On Shore Co-Ordinator & Radio Operator** is required to activate and control the on-shore aspects of the support operations as follows:
  - ❖ keep the Incident Manager informed as to the situation on shore
  - ❖ ensure that competitors returning to shore can safely use ramp and are completing the sign-off sheets at the clubhouse
  - ❖ monitor the Club radio working frequency and their mobile phone
  - ❖ keep a constant watch over the visible section of the race course for competitors in distress and relay that information to the Incident Manager. Assign lookouts to assist in this task if necessary.

- **Response Boat Crews**
  - ❖ Monitor competitors and assist where required
  - ❖ keep the Incident Manager informed as to the situation on the course
  - ❖ monitor the Club radio working frequency

3.2 Chain of Command

In the event of an incident, the following chain of command shall apply:



The Principal Race Officer PRO (or Starter, in their absence) is:
- responsible for all Race Management decisions (the Sport side), and

- to act as the Incident Manager, responsible to coordinate suitable responses to individual incidents.

The Principal Race Officer PRO (or Starter), has the ultimate authority as to the safety of competitors, officials and supporters. If it is in regards to safety, this officer has the authority to order abandonment or postponement of a race or races.

3.3 Response To Incidents

Stage 1: Conditions are Marginal.

Following notification by PRO that the conditions are marginal:

- The Incident Manager should advise the support team to prepare in case an emergency is declared or their services are required (state of readiness). Have lookouts designated on shore and begin to get a picture of what is going on where. The lookouts may only be required to assist in spotting boats returning to the Club.
- On Shore Co-Ordinator must check that the Sign On/Sign Off Board is in its designated area and manned. The Board is to be monitored - a controlled check is required as boats come ashore. If a full emergency is declared, the Incident Manager or the On Shore Co-Ordinator must be keep up to date of the status of returning boats.
- Incident Manager to assess if support boats are required to send novice sailors ashore. This should be done as soon as possible so the experienced racing fleet can be concentrated on.
- When it is believed that support operations have been completed, Incident Manager is to check with the On Shore Co-Ordinator that all skippers and boats are accounted for and safely home.

Stage 2: Duties if Emergency Declared.

Following notification by PRO that an Emergency has been declared:

- Incident Manager is to ensure the activation steps in Stage 1 above have been implemented. Advise the On Shore Co-Ordinator of the state of readiness of the support team.
- Have the On Shore Co-ordinator contact Sydney Water Police
- Advise all members of the support team that an emergency has been declared and they are to proceed accordingly.
- Advise any available Club members who have medical qualifications to be ready.

Stage 3a: Duties if Outside Help Required.

Following notification by the Incident Manager that an emergency has been declared and that outside help is required:

- Support Team are to ensure that the activation steps in the previous stages have been implemented. (This is all coordinated through the Water Police once they are contacted. The purpose of contacting the Water Police is for them to coordinate all the other relevant authorities as required and avoid situations of duplication, conflicting or miscommunication).
- On Shore Co-ordinator to enlist lookouts and assist Incident Manager as required.

Stage 3b: Abandon Boats…Secure skippers and crews.

- Ensure all Support Team members know that boats are being abandoned and that they know to check with the skippers and crews as they come ashore whether their boat is on the beach or been abandoned.

3.4 Incident Checklist

This checklist provides a **'What to Do'** guide for those involved in the running of GSC Events. It is part of the Event Incident Management Plan (IMP).

Pre Event Preparation

- ❑ Confirm rostered Support Team and Boat Crews are available for duty – Arrange substitute crew if required
- ❑ Hold Daily Support Crew Briefing
- ❑ Rescue Boat Checklists completed

Procedure to be followed by all Event Officials when NOTIFYING INCIDENTS

- ❑ Immediately notify Incident Manager of nature and location of incident
- ❑ Assess nature of incident and decide on Incident Priority
- ❑ If external emergency assistance is required, Incident Manager to contact Sydney Water Police direct

3.5 Incident Response

If in doubt on Priority - <u>Escalate</u> **Who**

Notification or Observation of a MINOR INCIDENT

- ❑ Instruct Response Boat (RB) to standby and assist as required. Coordinate additional resources if appropriate. **IM**
- ❑ Response Boat to provide feedback to IM if further assistance is required **RB**
- ❑ IM to reassess Incident Priority based on feedback and escalated Priority if required **IM**
- ❑ *Storm Imminent* - PRO to make decision on whether to postpone start and if Race in progress whether to have Response Boats direct fleet to pre-identified safe locations **PRO**
- ❑ Storm Imminent - If instructed by PRO, notify fleet of pending storm and quickest safe location to shelter. **RB**
- ❑ IM to reassess Incident Priority based on feedback and escalated Priority if required **IM**

Notification, Observation or Escalation to a MODERATE INCIDENT

- ❑ Call Water Police and request assistance as appropriate **IM**
  Note: NSW Water Police will coordinate involvement of all other Emergency Response Agencies
- ❑ IM takes control of coordinating Support Team as directed by Water Police **IM**
- ❑ Response Boats to provide assistance as appropriate until directed by IM of further actions
- ❑ *Storm Hits Fleet* - Support Boats to attend overturned boats and recover crews and advise IM if

additional assistance required - IM to coordinate additional craft and involvement of NSW Water Police

- ❑ IM assesses appropriateness of current Priority and escalates if appropriate **IM**

Notification, Observation or Escalation to a MAJOR INCIDENT

- ❑ Call Water Police and advise nature of incident and location **IM**
- ❑ Provide support and assistance as required by Water Police - coordinated by IM **All**

3.6 Guide To Incident Priorities

	DESCRIPTION
MINOR	▪ Minor Personal Injuries unlikely to require external medical intervention eg. cuts, bruises & abrasions etc ▪ Slips & Falls on Land ▪ Capsize or damage to boat requiring prolonged assistance ▪ Potential threat of storm
MODERATE	▪ Personal Injuries requiring external intervention or advice eg. fractures, minor head injuries - non life threatening ▪ Multiple Capsize requiring assistance or with prolonged immersion ▪ Sudden storm/gale with threat to sailors/boats ▪ Multiple concurrent minor incidents needing additional assistance
MAJOR	▪ Potential life threatening incident or injuries (requiring urgent external ▪ intervention eg. spinal injury, major head injuries, cardiac arrest etc ▪ Fatality ▪ Missing Person

4. APPENDIX 1: RESPONSE BOAT OPERATIONAL PROCEDURES

4.1 General Requirements

- Drivers must hold a current NSW Maritime Authority Boat License.
- Drivers are to have undergone GSC instruction on Support Boat usage.
- Drivers and deck hands must be able to operate the VHF 2-way radio, and be familiar with the correct call and sign-off procedures.
- It is the responsibility of the driver to ensure the boat complies with NSW Maritime Authority minimum safety requirements. If the boat does not comply it is not to be used.
- It is desirable that boats are operated with a minimum of a 2-person adult crew, however, when engaged in towing, a deck hand must be carried.
- Any children in the boat are to be on board as observers, to be there with the express permission of their parent/carer, and are to wear approved personal flotation devices (PFD) at all times.
- Response boat crews must be kept to a safe minimum in extreme weather conditions.
- Response boats must patrol the course to ensure all areas are covered, and rescue is rapidly available to all competitors during the race.
- Sailors requiring assistance will raise one arm vertically above their heads, and rescue boats must respond immediately, or radio another boat if unable to attend.
- Response boats that are carrying out a rescue and are unable to attend any other incidents, are to advise other Response Boats of their unavailability.
- The PRO or Starter must be advised of any competitors that have withdrawn or are unable to continue in the race.
- Towropes are to be attached to the disabled competitors in accordance with the agreed procedures shown on the attached diagrams if possible, and led from the rescue boats bridle to facilitate ease of steering when tow is under way.
- The pre-departure Response Boat checks are to be conducted by rescue crews prior to leaving shore using checklist stored in the boats.
- In the event of an incident resulting in personal injury to a crew member or competing sailor, an Incident Report must be completed and given to a GSC officer as soon as possible.

4.2 Response Boat Pre-Departure Checks

The pre-departure Response Boat checks as stored in the boats and are to be conducted by rescue crews prior to leaving shore.

In summary these entail:

- Check fuel level to ensure sufficient for the operation
- Check all safety equipment is on board
- Check that towlines are on board and are clear and ready for use
- Carry out radio checks with other response boats and Starter
- Advise other response boats that you are on the water and ready for duty
- Check to see if folder containing
    - Course Sheets,
    - Support Management Plan; and

- Pen is on board.
- Ensure any new crew have been briefed on duties & responsibilities (lifejacket stowage, first aid & rescue equipment and the Support Management Plan).

4.3 Towing Procedures

The following procedures will be applied when possible by response boat crews, and the crews of disabled boats, so that a standard approach is adopted, which all Club members will be familiar with.

- Attention is drawn to a rescue boat for help by a crew member of the disabled boat raising one arm in the air.
- When conditions and boat allow, mainsail must be lowered and stowed safely within the boat.
- If mast is broken, it must be tidied up and stowed along the hull.
- If capsized, boat must be righted if possible.
- Rudder must remain in place; centre board can be withdrawn.
- Response boat will approach the bow of the disabled boat.
- A towline will be thrown to the forward hand of the boat.
- The towline must be led through the bow tow ring
- The towrope is then led to the mast and led around it two or three times.
- The towrope is then hand held and **not** tied off or cleated.
- The rescue boat must not become captive of the disabled sail boat.
- The boat is then towed to the most convenient safe beach or back to the Club rigging area if time allows.
- The disabled boat must release the towrope immediately if requested at any time to do so.
- Care must be taken to balance a boat when under tow, and it must be steered at all times to assist in directional stability.

5. APPENDIX 2: GUIDELINES FOR RESPONDING TO CAPSIZES AND OTHER CIRCUMSTANCES

5.1 Risk Analysis

Responding appropriately to circumstances is first of all dependent on understanding the areas of greatest risk. In order of the severity of the outcome combined with the urgency of the needed response, the more important risks are:

(a) Crew becoming trapped in a capsize and pinned underwater
This (fortunately) is an extremely rare occurrence. This makes it difficult to generalize about the type of boat or circumstances in which it is likely to occur. Common sense suggests the more rapid or unexpected the capsize, the greater the risk but also the risk should never be underestimated for boats where only children are aboard.

(b) Crew member suffering sudden onset severe illness (e.g. heart attack)
This is probably more likely for adult crews, although allergic reactions or food poisoning could cause similar problems for younger sailors. The onset of the problem could bring about a capsize.

(c) Injury through a collision or on board incident
Once again, this may sometimes manifest itself in a capsize.

(d) Hypothermia
Sailors may find themselves with inadequate protection from the cold. The risk is greater if there has been an unexpected change in whether and if younger sailors are involved. The first sign is likely to be strong shivering. More advanced hypothermia requires urgent attention & symptoms include lethargy, drowsiness, confusion, slurred speech and eventually loss of consciousness. Care must be used in providing help to hypothermia victims by keeping them warm and out of the wind.

(e) Man Overboard or separated from capsized boat
This may manifest itself in a boat sailing in an unusual manner or drifting rapidly downwind in a capsized state. In our relatively benign climatic and geographic conditions the greatest risk for such a sailor is probably being struck by another boat or exhausted by swimming back to their boat.

(f) Panic reaction by younger sailor
This can be a reaction by inexperienced sailors to a capsize, especially if they are having difficulty in recovering the boat or climbing aboard afterwards.

What follows from the foregoing is that the most important duty of Response Boats is to observe. Count heads after a capsize and look for signs of distress or unusual behavior, but move in to assist only when necessary and don't be excessively distracted by boats that are obviously merely righting themselves from a capsized state. At all times there must be sufficient Response Boats available for observation. Too many Response Boats should not be tied up with towing duties – which in the end is more about protecting boats than people.

(g) Benign or moderate whether conditions

Where a single or limited number of boats are in difficulty in benign circumstances, then a Response Boat may take them in tow. The Response Boat should immediately inform the Incident Manager so that other Response Boats may, if needed, be assigned to cover the role of the missing boat.

If possible use a slow boat or small boat to tow craft back to shore because a fast boat in most situations can still only tow at a slow speed and the faster boat will be more useful if it remains on station.

(h) Stronger Winds

When the wind regularly exceeds 15 knots the possibility exists of large number of boats being requiring monitoring or assistance at the same time. If it regularly exceeds 20 knots it is highly likely that this will be the situation. When there are significantly more boats in the water than there are Response Boats to look after them, special management arrangements are needed to ensure that all are attended to as soon as possible and in priority order. These arrangements are described below.

5.2 Overall Management

No individual Response Boat can expect to keep up to date with all that is going on under these conditions. They must therefore operate under the direction of the Incident Manager. They monitor the area allocated to them by the Incident Manager and keep the Incident Manager informed on the situation where they are. This will include advising him of the identity and situation of each boat attended to. That way the Incident Manager can ensure that the whole fleet is dealt with as soon as possible and in an appropriate priority order.

5.3 Look after the Crew First

People have priority over boats and if the crew is injured, showing signs of hypothermia or frightened they should be taken on board the Response Boat first and their condition assessed. If they need urgent attention the Response Boat crew should explain the situation to the Incident Manager and seek direction as to how the crew is to be taken for the necessary attention. The Incident Manager may allocate a different Response Boat to this task. The boat may be left in the water for attention later. If necessary and if a suitable anchor and tackle is available the boat may be anchored but should in any case be marked to indicate the crew has been taken off. When removing crew from a competing yacht, a length of rope with red float on the end should be attached to the forestay/sidestay. This will signify to other rescue craft that the crew has been removed.

The Incident Manager should be advised of the identity of the boat and the action taken.

5.4 Only Give Assistance if it is Urgently Needed

In extreme weather conditions the safest state for a dinghy may be upside down in deep water with the crew either sitting on it or hanging on alongside. If the boat is not damaged, then experienced and appropriately dressed crews will often prefer to stay in that position until the wind strength reduces, then right their boat and sail home. Even if that is not their preferred

course of action, in a situation where there are many boats to be attended to the Response Boat crew might ask them if they can wait and leave them where they are if possible (however extreme care should be exercised if asking this of younger crews as they may feel pressure to inadvisably agree). The Incident Manager should be advised of the identity of the boat and the action taken in each case so it can be followed up later.

5.5 Leave the Boat on the Nearest Beach

If it is necessary to take the boat in tow don't attempt to tow it back to the club. If the crew is OK leave both them and boat on the nearest beach, inform the Incident Manager of the action taken and return to duty on the course.

However, there are few beaches in the area of Harbour that GSC holds its regattas. As described below at **5.8 (Beaches and Ramps near GSC),** there are some muddy areas at the entrance to Lane Cove River (especially near the Sea Scouts Boatshed at Onions Point, inside Lane Cove River). Mud flats also exist in Gore Cove and Balls Head Bay. Other suitable landings may be the launch ramps at Hunters Hill Sailing Club and Balmain Sailing Club. There is also the sand beach near Greenwich baths, but the moored boats are a hazard and it is almost adjacent to the GSC launch ramp anyway.

5.6 Towing Boats Back to the Club

Where the situation is stabilized, the Incident Manager will decide the order in which boats should be towed back to the club and which Response Boat's can be released from rescue duty for towing. Response Boat's must operate under the Incident Manager direction, as he/she will be in the best position to set priorities.

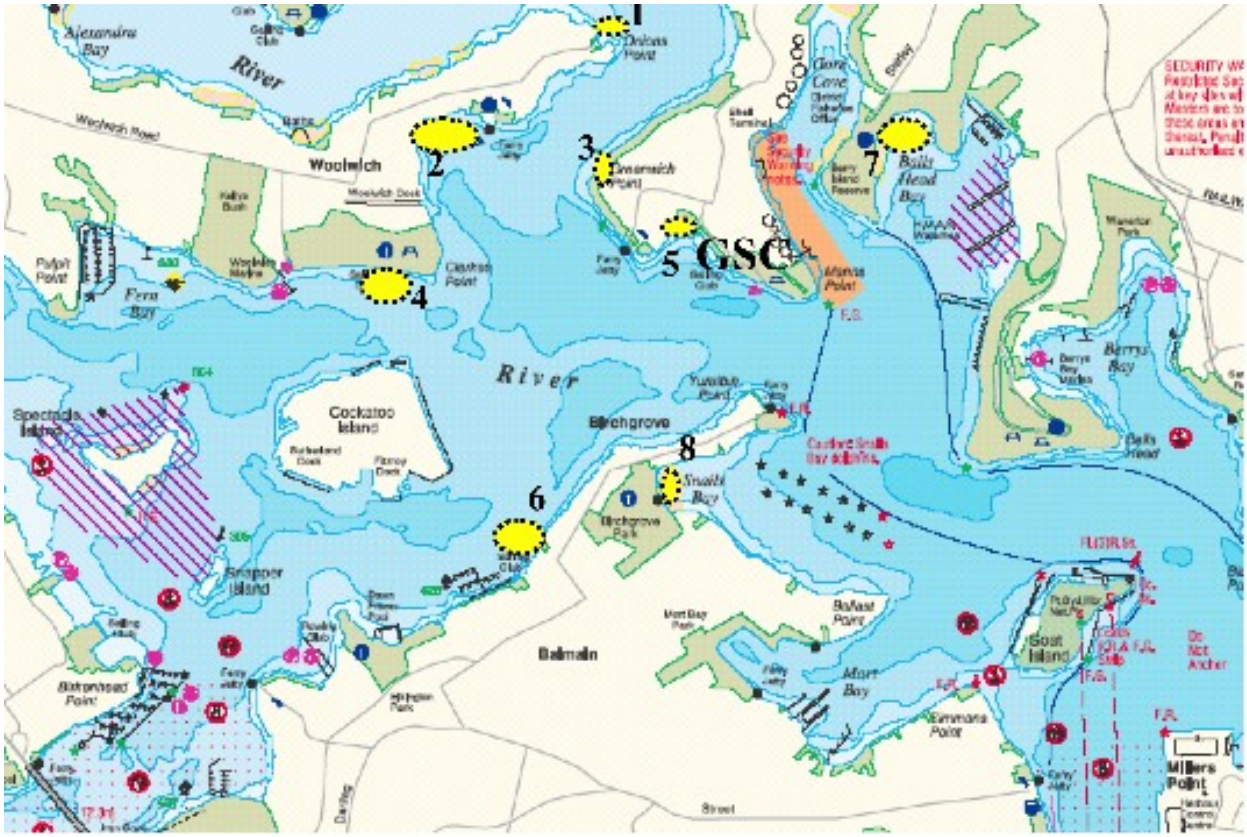
5.7 One Response Boat

There can be a tendency for Response Boats to cluster around a single boat requiring assistance, especially if it takes time to sort out. This should not occur.

Only one Response Boat should assist or stand by a boat requiring assistance unless the first boat has requested additional help. All other Response Boats should remain on station and watch out for other boats requiring assistance.

5.8 Beaches and Ramps near GSC

1 Hunters Hill Sea Scout Shed & Ramp
2 Mud flats at Woolwich
3 Mud flats at Hum Bug
4 Hunters Hill Sailing Club ramp
5 Sandy beach adjacent Greenwich Baths
6 Balmain Sailing Club ramp
7 Mud flats, Balls Head Bay
8 Mud flats, Snails Bay, Balmain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2
3
4
5
GSC
6
7
8
River
Woolwich
Greenwich
Cockatoo Island
Birchgrove
Balmain
Snapper Island
Spectacle Island
Fern Bay
Clarkes Point
Yurulbin Point
Smith Bay
Ballast Point
Mort Bay
Emmans Point
Goat Island
Millers Point
Balls Head
Berrys Bay
Do Not Anchor

6. APPENDIX 3: JUNIOR CLASSES SAFETY PROCEDURE

A. If you observe a capsize, look initially, to make sure you can see the right number of heads. If you can see sufficient heads on board or in the water, proceed immediately alongside to better assess the situation.

B. Approach sailor from windward side and assess the situation

C. If the crew appear to being having difficulty righting the boat or appear frightened, distressed or exhausted, go alongside.

D. With younger competitors, it's often a good introduce yourself and ask their name/s: e.g., "*High. I'm Rob. What's your name*?" This will aid communication and a calm approach.

E. If the sailor requires assistance but is unable to help him or herself, go alongside and ask if they would like help.

F. If help is declined, assess whether the competitor can cope and, if not, provide assistance anyway.

G. If the competitor is unable to bail out a swamped Optimist, the competitor can be brought on board the RHIB and the boat emptied by lifting it partially out of the water across the inflatable hull of the RHIB. The competitor can then be returned to his/her boat, if they are happy to do so.

H. In other junior classes, go alongside or hold the bow and let the boat 'weather cock'.

I. If the overall situation becomes overwhelming for rescue boats, take the competitor on board and either tow the boat to a committee boat, anchor the boat or set it adrift.

J. Report the circumstances promptly by radio (or other means) to the PRO or Incident Manager

7. APPENDIX 4: ENTRAPTMENT

No. 1 of 2013 Trapeze Harnesses

Issued 26 August 2013 Issue:

SAFETY INFORMATION NOTICE

Risk of entrapment by a trapeze harness hook on, or under a capsized yacht

Notice:

Evidence suggests that trapeze harness users can become entrapped by the hook on the harness being caught, possibly by:

- piercing a trampoline or mesh wing or the deck or hull and then becoming stuck;
- becoming snagged on other parts of the yacht rigging including shrouds, hiking (toe) straps and vang; or
- becoming tangled and caught in sheets

To help reduce the risk of entrapment, and to help race officials and other volunteers on the course, clubs and class associations should consider the following information, and convey to race officials, volunteers and sailors where appropriate:

- To reduce the risk of trapeze harness entrapment, sailors should:
  - Keep lines and sheets organised in the yacht;
  - Wear close fitting clothing and personal buoyancy;
  - Carry a sharp, well maintained and easily accessible, preferably serrated knife and ensure crew know where the knife is located and are prepared to use it to cut a harness or trampoline mesh; and
  - Wear clothing and equipment which is unlikely to snag or can be easily freed.

- All race officials and safety boat crew should be briefed on the risk and dangers of entrapment and methods of recovery
  - Safety boats should be equipped with sharp knives to cut sheets, trampoline, harnesses etc. to free a sailor and bolt / wire cutters to cut rigging
  - Immediately it becomes apparent that a sailor has not surfaced and may be entrapped, all efforts should be directed towards righting the boat to bring the sailor to the surface.
  - In the case of catamarans, safety boat crew should also be prepared to cut the trampoline.
  - When the sailor has been brought to the surface, other equipment that should be carried by safety boat crew should be used to release the trapped sailor

8. APPENDIX 5: TREATING HYPOTHERMIA

8.1 Guidelines for Race Management personnel and event volunteers

8.2 Call 000 if you suspect hypothermia

Symptoms of hypothermia in adults and children include:

- Confusion, memory loss, or slurred speech
- Drop in body temperature below 35 Celsius
- Exhaustion or drowsiness
- Loss of consciousness
- Numb hands or feet
- Shallow breathing
- Shivering

Symptoms of hypothermia in infants include:

- Bright red, cold skin
- Very low energy level

8.3 Restore Warmth Slowly

- Get the person indoors.
- Remove wet clothing and dry the person off, if needed.
- Warm the person's trunk first, not hands and feet. Warming extremities first can cause shock.
- Warm the person by wrapping him or her in blankets or putting dry clothing on the person.
- Do not immerse the person in warm water. Rapid warming can cause heart arrhythmia.
- If using hot water bottles or chemical hot packs, wrap them in cloth; don't apply them directly to the skin.

8.4 Begin CPR, If Necessary, While Warming Person

- If the person is not breathing:

  For a child, start CPR for children.

  For an adult, start adult CPR.
- Continue CPR until the person begins breathing or emergency help arrives.

8.5 Give Warm Fluids

- Give the person a warm drink, if conscious. No caffeine or alcohol.

8.6 Keep Body Temperature Up

- Once the body temperature begins to rise, keep the person dry and wrapped in a warm blanket. Wrap the person's head and neck, as well.

8.7 Follow Up

- At the hospital, health care providers will continue warming efforts, including providing intravenous fluids and warm, moist oxygen.

9. APPENDIX 6: RADIO OPERATORS GUIDELINES

9.1 Transmitting & Receiving Procedures

The following instructions are for the guidance of Response Boat drivers and any other persons using or crewing the Club's support boats.

Radios and Working Channel

- All Club Starting and Support Boats are equipped with a VHF radio.
- The Club has set marine **Channel 73** as the calling and working frequency for all sailing events.
- Always carry out radio checks with other Support Boats and Starter before operational duties are commenced.

Calling Procedures

- Before transmitting, the operator must listen for a period long enough to establish that interference will not be caused to transmission already in progress.
- The initial call is made by the name of the boat or station required, being called three times ie, **"Greenwich Start"**
  "Greenwich Start"
  "Greenwich Start"
  followed by:
  "This is Greenwich Zodiac"
  "This is Greenwich Zodiac"
  "This is Greenwich Zodiac"
- The station being called replies:
  "This is Greenwich Start"
- Following transmission of the message by **Greenwich Zodiac**, the word "**Over"** is used as an invitation for the other station to respond, or the word **"Out"** or **"Standing by"** is used to indicate end of message.
- "**Greenwich Start**" may respond – **"Message received and understood, Out"** or **"Romeo, out"** which has the same meaning.

Traffic Procedure

- Do not transmit unnecessarily.
- Keep message brief and clear.
- Always use name of boat or station call sign, not Given names or Surnames.
- Non-essential remarks, unnecessary conversations and all profane and obscene words are forbidden.

9.2 The Urgency Signal - PAN

- The URGENCY SIGNAL consists of the words **PAN-PAN, PAN-PAN, PAN-PAN** repeated three times.
- It has priority over all other communications except distress.

- The URGENCY SIGNAL indicates a very urgent message concerning safety of the vessel, or safety of a person.
- They may be addressed to one station in particular or to all stations.
- If addressed to all stations, the originating station must cancel the message when action is no longer required.
-

EXAMPLE URGENCY SIGNAL **Using VHF Channel 73 or Channel 16**

- PAN PAN PAN PAN PAN PAN
- HELLO ALL GREENWICH SAILING CLUB BOATS HELLO ALL GREENWICH SAILING CLUB BOATS HELLO ALL GREENWICH SAILING CLUB BOATS
- THIS IS GREENWICH ZODIAC THIS IS GREENWICH ZODIAC THIS IS GREENWICH ZODIAC
- LOCATED SOUTH OF MANNS POINT
- STANDING BY A SERIOUSLY INJURED CREW MEMBER, REQUIRE ASSISTANCE OF HIGH SPEED RESCUE BOAT IMMEDIATELY, PATIENT REQUIRES TRANSFER TO CLUBHOUSE, ARRANGE AMBULANCE.
- OVER

9.3 MAYDAY Signal

Radio Frequency used is VHF Channel 16

- The **MAYDAY** call is the international distress signal.
- It should only be used when the boat is threatened by a grave and imminent danger, and immediate assistance is required.
- The MAYDAY call has absolute priority over other transmissions.
- It may only be transmitted on the authority of the person responsible for the safety of the boat.
- If no answer is received, message may be repeated on any other frequency on which attention may be attracted

Procedure

Distress Call

- The distress signal **MAYDAY** (spoken three times)
- The words **THIS IS,** followed by the name of rescue boat in distress (the whole repeated three times).

Distress Message Immediately following Distress Call and comprises:

1. Distress signal **MAYDAY**
2. The name of rescue boat in distress.
3. Particulars of position within the harbour.
4. The nature of distress and kind of assistance required.
5. Any other information to aid rescuers.

EXAMPLE DISTRESS MESSAGE

- MAYDAY MAYDAY MAYDAY
- THIS IS GREENWICH START, THIS IS GREENWICH START, THIS IS GREENWICH START

- LOCATED DUE SOUTH OF GREENWICH WHARF, APPROX 200 METRES EAST OF COCKATOO ISLAND
- STRUCK SUBMERGED OBJECT, SINKING RAPIDLY, REQUIRE IMMEDIATE ASSISTANCE
- 5.4 METRE ALUMINIUM RUNABOUT, WHITE HULL - THREE PERSONS ON BOARD INCLUDING TWO NON-SWIMMERS - ALL PERSONS HAVE DONNED PFDs
- OVER

The MAYDAY distress signal must not be used in any other circumstances.

10. APPENDIX 7: PHONE NUMBERS - GENERAL

Police

- **Emergency** **000**
- **Water Police – Balmain, Sydney** **9320 7499**

Ambulance 000
Fire 000

NSW Roads and Maritime Authority

Incident Reports: 8.30am – 4.30pm, 7 days 13 12 56
Website refers to : 000 and Channel 16: https://www.rms.nsw.gov.au/maritime/safety-rules/incidents-emergencies/incident-reporting.html

A written report must be forward to Roads and Maritime within 24 hours setting out the particulars of the incident if one of the following applies:

- The incident has resulted in the death, or injury to, a person
- The incident has result in damage in excess of $5000 to a vessel of any other property
- Damage or risk to the environment has occurred.

These forms are not required to be completed if the details have already been given to a Roads and Maritime Officer

WEATHER

From RMS website:

10.1 "Weather. Watch the weather - set an alert

This service allows you to choose the area of interest along the coast, or in alpine areas, and to choose how often the alert is sent to you and most importantly, what wind threshold you believe is important to you. In this way, you can customize the alert to be of most use to you. This email service does not replace the official forecast and Roads and Maritime Services strongly recommends all skippers keep a close eye on the official weather.

Conditions constantly change, always check the official weather ... Bureau of Meteorology"

Bureau of Meteorology (77c per min) 1900 969 955 (still same info on website – this is pre-recorded info for Sydney Waters Service)

Seabreaze App.

11. APPENDIX 8: SPECIFIC COURSE INFORMATION

6.1 Local Club Phone Numbers
Greenwich Sailing Club
Bond Reserve (off O'Connell St),
Greenwich Ph. Call the Present or Vice President)

Greenwich Flying Squadron	Ph. 9436 1901
Hunters Hill Sailing Club	Ph. no phone number on their website
Balmain Sailing Club	Ph. 9810 2086

6.2 Committee Members Phone Numbers
Owen Watkinson (President) 0413 201 899
Miranda St Hill (Vice President) 0439 638 511
Dave Burns
Bernie McCartney 0403 342 031
Mark Palmer 0422 995 039
Colin Duff-Tytler 0407 770 304
Harriet Watson
Kym Haines
Kerryn Smith 0427770040

6.3 Support Boats
Start Boat
Greenwich Watch
Greenwich RHIB
Zodiac **all boats monitor VHF Radio - Channel 73**
Except Channel 16 for Pan Pan or Mayday?

6.4 Specific Course Information
Eg. safe beaches in emergency situation – see next page