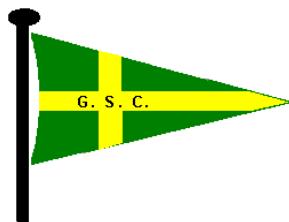


Greenwich Sailing Club



Race Management Manual

including

Incident Management

December 2025

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
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2.0	Kerryn Smith	February 2019	GSC Committee	October 2019	General review and update
2.1	Owen Watkinson	June 2021	President, Vice President	June 2021	Updated for DSC accreditation
2.2	Miranda St Hill	July 2022	President Vice President	July 2022	General review and update
2.3	Owen Watkinson	December 2025	President Vice President	December 2025	Removed references to Greenwich Zodiac

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1. INTRODUCTION

1.1 Philosophy

The Greenwich Sailing Club is committed to provide a friendly, safe, inclusive environment for the sport of sailing located in the upper sections of Sydney Harbour.

1.2 Background

Greenwich Sailing Club has existed since 1938 and has been at its current site since 1968. It is a dinghy sailing club which prides itself on delivering a fun and invigorating Sunday sailing experience, suitable for all ages and levels of experience.

1.3 Purpose of this Document

This document outlines how GSC organises and supports club sailing, typically the Club's Sunday races, but also additional practice and training sessions according to members' needs and experience. Included in this document are procedures to respond to incidents and emergencies.

References to other documents are provided where relevant. Please also refer to the "GSC Operations Overview" document for guidance.

2. ROLES & RESPONSIBILITIES

2.1 Principal Racing Officer

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.

2.2 Starter

The GSC Starter's main responsibility is to run the Club's race starting process and to ensure it is done in a safe manner. The Starter shall take into account the prevailing weather conditions, abilities of the contesting sailors, the size of the contesting fleets and other vessels on the water.

If the PRO is unable to continue in their role, then the Starter will assume responsibility for running the Club's races.

2.3 Support Boat Operators

The GSC Support Boat Operators' prime responsibility is to ensure the safety of the club's sailors on the water. They need to be in radio contact with the PRO and Starter as well as the other Support Boat Operators to ensure a co-ordinated approach to monitoring the club's fleet.

Whilst on the water, the Support Boat Operators shall assist anyone in distress if they can do so without neglecting GSC's sailors.

Support boats should always have two people on board as the rare emergency may require a support person to help right a boat for entrapment etc. See GSC Powerboat Safety Management Manual for more details on power boat operation.

2.4 Onshore Officer

The GSC Onshore Officer's responsibilities include organising the launching and retrieval of sailing dinghies and to be an onshore contact to the Club's on water personnel to co-ordinate in case of an Emergency. The Onshore Officer needs to be in radio contact with the PRO, Starter and Support Boat Operators.

2.5 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 an authority, eg Sydney Water Police, assume control.

The role of an Incident Manager is only required when an incident or emergency occurs. The PRO will assume the role of Incident Manager. They may delegate the role to another GSC member in case circumstance require it. For example, if the incident has occurred at the launching ramp and the PRO is on the Start Boat, then the Onshore Officer may be in a better position to be in charge.

See Section 4 - Incident Management for how to manage an incident.

3. RACE DAY

3.1 Pre-Race Tasks

The following tasks are to be carried out prior to racing.

3.1.1 Course Selection

Ideally, selecting the course to be sailed for the races needs to be done at least one hour before the first siren. The main input to the course selection is the wind forecast. Other factors may come into play, for example if the 16Ft Skiffs are having a regatta it may affect what course is selected.

There may be situations where the course selection needs to be adjusted when sailors are on the water. Therefore, it is important that the Starter and all sailors know the course identification letters and adjust their course accordingly.

Racing should be abandoned or postponed if the weather conditions are deemed to be unsafe. As a guide, this is when 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 safety 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

3.1.2 Pre-Race Briefing for Sailors

The pre-race briefing for sailors should take place 1 hour prior to the first siren.

The pre-race briefing is used to convey to the sailors relevant information about the afternoon races. This includes weather forecast, course selection, tide levels and any other safety notices.

The pre-race briefing can also be used to pass on other club information such as last week's winners, upcoming events and milestones of members etc.

3.1.3 Pre-Race Briefing for Support Operators

Following the general pre-race briefing, a specific briefing of the Race Officials, including the PRO, Starter, Support Boat Operators and the Onshore Officer will take place. This briefing's main purpose to ensure the Race Officials on the day understand what is happening, what their own responsibilities are and who is in charge.

3.1.4 Launching Support Boats

Launching the Support Boats needs to take into account the following:

- The support boat that lays the marks, needs to be launched a minimum of 40 minutes before the first siren.
- The Start Boat needs to be launched a minimum of 30 minutes before the first siren.
- At least one support boat must be on patrol at the ramp prior to launching any of club's the dinghies.
- All Support Boats to perform radio check with GSC Club once launched.

The process of launching a powerboat is provided in the GSC Powerboat Safety Management Manual.

3.1.5 Launching Sailing Boats

Launching the club's sailing boats needs to consider the following:

- The order of launching sailing boats should reflect the order in which the classes will race, ie juniors, then Lasers, then 29ers / Tasers

- It is expected that all sailors will provide help with launching as required. Particularly the more experienced sailors shall help the juniors get on the water.

3.1.6 Laying Marks

The task of laying the racing marks is done by one of the support boats, usually Greenwich Watch. Enough time needs to be allowed for laying the marks for the course selected. At least 2 people are needed to lay the marks.

The marks used by GSC require some training to set them properly as they need to be correctly inflated and the appropriate line / anchor combination for the location needs to be selected.

See Appendix D for a map showing where the mark positions are and the extent of the sailing area.

3.1.7 Setting the Start Line

The Start Line should be set after the Start Boat has anchored and is stationary. The Start mark should be at right angles to the direction of the wind on the Port side of the Start Boat and sufficient distance to allow for the size of the largest fleet racing.

If the start is set off the club, the start mark needs to be sufficiently far from the shore to avoid congestion near the rock wall.

3.2 Race Tasks

The following tasks need to be during racing.

3.2.1 Starter's Sequence

In accordance with the GSC Sailing Instructions, GSC uses the standard start sequence of 5-4-1-0 minutes. GSC also uses rolling starts where possible, ie when the class flag of a class of boat drops, the next class flag is raised.

For sprints, GSC generally uses a shortened start sequence of 3-2-1-0 minutes.

It is up to the discretion of the Starter as to what order the classes start. However, the normal order of classes is juniors, Lasers, Skiffs

3.2.2 Support Boats' Duties

Each Support 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.

Support 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.

To avoid becoming a hazard to racing craft, Support 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 Support Boat observes a boat capsize or otherwise behave in a distressed or unusual manner it should promptly visually check on the safety of the crew to check that entrapment need not be considered. (see 4.4.1) If this requires the Support Boat to move into the stream of racing craft, they should remain alert and keep clear of the racing craft.

If a Support 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.

4.1 – Outside Help

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.

3.2.2 Onshore Officer's Duties

The Onshore Officer needs to be in radio contact with the PRO, Starter and Support Boats. If a boat retires during a race, the Onshore Officer needs to let the PRO of the boat's details (Sail number and class).

3.3 Post-Race Tasks

The following tasks need to be done after racing has been completed:

3.3.1 Account for all Sailors

The PRO, or a designated person, must confirm that all sailors have returned to the club and have been accounted for. This is done using the Sign On / Sign Off sheet. If anyone has not returned, the correct process as defined on section 4.7.1 needs to be followed immediately.

3.3.2 Retrieving Marks

The retrieval of the racing marks needs to be co-ordinated between the Support Boats. Ideally the load is shared, to reduce the time on the water. Marks can be retrieved as the final boat(s) pass it. A Support Boat should check with the PRO whether a particular mark can be retrieved.

3.3.3 Retrieving Support Boats

Once the majority of dinghies have been retrieved on land and most of the marks have been collected, the Support Boats can decide what order to be pulled out of the water. Things to consider in deciding the order include:

- Dropping a Support Boat crew onshore to help with retrieving the first dinghies coming ashore.
- Who is available on land to tow a Support Boat.
- Any conditions, eg tide, that affect the ability to retrieve a Support Boat.
- What tasks still need to be done on water, eg retrieving marks

Note: whilst there are sailing dinghies on water, there must be at least one Support Boat on water.

3.3.4 Packing Away

All Support boats need to be washed prior to storage in the boatshed. This includes:

- Flushing the motor using the “rabbit ears”
- Washing down the hull and trailer
- Draining the hull

All equipment used during the race needs to be stored away in its correct location. Radios and batteries to be switched off/put on charger.

4. INCIDENT MANAGEMENT

4.1 Overview

Greenwich Sailing Club endeavours to conduct all its on-water events in a safe environment for all its competitors. The age of some of the competitors at GSC events is a major consideration in providing a safe environment. Junior sailors by virtue of their age and inexperience, require a higher level of management, and older sailors can fatigue quickly.

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.

GSC has analysed the risks involved with running races and LTS courses and these are recorded in the GSC Risk Management Manual. Where appropriate, the risks have been managed by applying safeguards to eliminate the danger where possible, or to reduce the likelihood or severity.

However, incidents still occur occasionally, and this section describes the appropriate responses to be undertaken by the club's officials.

See also Appendix E - EMERGENCY RESPONSE in case of an emergency.

4.2 Incident Levels

The following table lists the 3 levels of incident priorities.

Incident Priority	Description	Action
MINOR	<ul style="list-style-type: none">Minor personal injuries unlikely to require medical interventionCapsize or damage to boat not requiring prolonged assistance	<ul style="list-style-type: none">Support Boat to attend and assist if required.Contact Incident Manager (PRO) if further assistance is required.Incident Manager to assess if incident needs to be escalated.
	<ul style="list-style-type: none">Storm imminent	<ul style="list-style-type: none">Incident Manager to assess severity of storm.If required, the Incident Manager instructs the Support Boats to direct the sailors to the nearest safe point of shelter. See Appendix D for map.
MODERATE	<ul style="list-style-type: none">Personal injuries requiring medical intervention or advice but are not life threatening, e.g. sprains, suspected fractures, head injuriesMultiple capsizes or prolonged immersion requiring assistance	<ul style="list-style-type: none">Support Boats to assist as appropriateIncident Manager to assess situations and to direct the Support Boats to the most urgent incident.Contact the Water Police if required.

	<ul style="list-style-type: none"> • Storm hits fleet 	<ul style="list-style-type: none"> • Support Boats to attend capsized boats. Aim is to rescue people and abandon boats if required. • Incident Manager to assess situations and to direct the Support Boats which boats to assist first. • Contact the Water Police if required.
MAJOR	<ul style="list-style-type: none"> • Potential life-threatening injuries that require urgent medical attention, e.g. spinal injury, major head injury or cardiac arrest. • Fatality • Missing person 	<ul style="list-style-type: none"> • Incident Manager to call the Water Police. • Incident Manager to request On-shore Officer to call ambulance if required. • Follow directions of Water Police

4.3 Incident Management: Capsized Dinghy

4.3.1 Determine if Assistance is Required

All sailors will be involved in a capsizement at some time irrespective of how experienced they are. Factors that influence capsizes include weather, fatigue, and inattention to the current situation. The first thing the Support Boat needs to do is to determine if assistance is required.

In most cases, the best solution is to let the sailor(s) right the dinghy and continue on. If help is required, then the Support Boat needs to assess the best help for the situation. The first action is to contact the Incident Manager to pass on the details of the incident. This is important as it allows the Incident Manager to determine overall priorities for fleet management.

4.3.2 Crew is the Priority

People have priority over boats. If the crew is injured, showing signs of hypothermia or frightened they should be taken on board the Support Boat and their condition assessed. If they need urgent attention the Support 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 Support Boat to this task. The sailing dinghy may be left in the water for attention later. If necessary and if a suitable anchor and tackle is available, the sailing dinghy may be anchored but should in any case be marked to indicate the crew has been taken off. When removing crew from a dinghy, 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.

4.3.3 Multiple Capsizes

In extreme weather conditions there are often multiple capsizes. It is up to the Incident Manager to determine the order in which boats should be attended to. 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 Support Boat might ask the crew 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.

4.4 Incident Management: Entrapment

4.4.1 Overview

Entrapment occurs during a capsize when a sailor gets caught under water usually being tangled in the equipment. This can be entanglement on the sheets or stuck on a trapeze wire.

4.4.2 Response

Time is of the essence, but help will be most effective if support personnel remain calm.

The most effective rescue of a trapped sailor is to right the boat as rapidly as possible. Hopefully the sailor can then free themselves. All Support Boats must be equipped with an easily accessible sharp serrated knife for attempting to release the entrapped sailor by cutting through ropes, wires, stays or sails in the quickest time possible.

(The best prevention is to teach sailors and support crew to be familiar with and maintain their/club boats, do capsize drills, keep lines tidy and being aware of the problem.)

4.5 Incident Management: Collision

4.5.1 Overview

As with collisions on the road, collisions between two or more watercraft can vary between a glancing blow with little damage to a major incident, where a boat is rendered un-sailable or even may sink. Clearly the Support Boat needs to determine what level of incident has occurred.

Remember – injuries to people take precedence over damage to boats.

4.5.2 Response

The Support Boat needs to first ascertain that no-one is injured or missing. Once it is determined that everyone is safe, the next step is to check what damage has occurred and is the boat still operable. The Support Boat may need to request for more assistance if more than one boat needs towing.

In cases where a collision has occurred between a GSC boat and a boat from another club or location, then the Support Boat needs to take down the contact details of the other boat, including the club they are from if relevant, in case insurance repairs are required and so club to club follow up can occur.

4.6 Incident Management: Sailor Overboard

4.6.1 Overview

Sailors can be lost overboard for a number of reasons, including accidentally falling out when leaning out, equipment failure (eg trapeze harness wire snaps), knocked unconscious (eg hit by the boom).

4.6.2 Response

The Support Boat needs to respond quickly in case the sailor is unconscious or is unable to get back to the boat. Care must be taken to avoid a propeller strike. If the Support Boat determines that the best option is to pick up the sailor, then once the Support Boat has been manoeuvred close to the sailor, then the engine should be shut off.

4.7 Incident Management: Missing Sailor(s) – Post Race

4.7.1 Overview

At the end of an event, the PRO (or designated person) must check the Sign On / Sign Off sheet to ensure everyone has made it safely to shore. If one or more sailors cannot be accounted for, then the alarm must be raised immediately.

4.7.2 Response

Time is of the essence, but help will be most effective if support personnel remain calm. The following steps need to be followed:

- Notify the Incident Manager
- Determine where last known location of the boat / sailor(s)
- Instruct any available Support Boat to search the area
- Call Emergency Contact of the sailor in case he/she has left without signing off
- If the sailor(s) cannot be accounted for within 30 minutes, call the Water Police. See Appendix Emergency Procedure

4.8 Incident Management: Storms

4.8.1 Overview

Storms can occur at any time of year and have the potential to cause serious injuries and damage to boats. Factors that add to the severity of a storm include the strength of the wind, amount of rain or sleet and if there is lightning.

4.8.2 Response

The most effective management of a storm is to avoid sailing when the storm hits. In most cases there is sufficient warning with weather reports to know when a storm is likely to occur. As stated in section 3.1 – GSC will not sail when the wind exceeds 25 knots for a period of 1 minute or any gust exceeds 30 knots.

If sailing has started and a storm is imminent, the Incident Manager can decide to abandon the race. The duty of the Support Boats is to assist the sailors to make way to the closest safe location, see Appendix E – Sailing Area and Safe Locations.

If a storm has broken and is causing significant havoc, then the Incident Manager should abandon the race and co-ordinate the Support Boats in rescuing the sailors / boats. Rescuing injured sailors is the priority. Capsized boats where the crew is with the boat and is not in danger can be left there if more important rescues are required.

4.9 Incident Management: Hypothermia

4.8.1 Overview

Being in cold water causes the body to lose heat from its core. Hypothermia occurs when the body temperature drops below 35°. Symptoms include:

- intense shivering in the early stages as the body tries to maintain its core temperature
- slurred speech and confusion
- slowing pulse as blood flow to the hands, feet and skin slows down
- dilated pupils
- no shivering in the later stages.

Eventually a hypothermic person will lose consciousness.

4.8.2 Response

If hypothermia is suspected, call 000.

The following actions can be undertaken:

- Restore warmth slowly by:
 - 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.
- Begin CPR if necessary while warming person
- Give warm fluids if person is conscious – not caffeine or alcohol
- Keep body temperature up by wrapping person in a warm blanket or space blanket

4.10 Incident Reporting

The following circumstances require club members to advise the Incident Manager so an Incident or Injury Report is completed on the RevolutioniseSport system.

- Injuries
- Near misses where a serious injury could have occurred
- Material damage that requires an insurance claim, e.g. collisions, groundings, sinkings

If in doubt, discuss with Incident Manager.

4.11 Post Incident Review

After every Moderate or Major incident, a Post Incident Review is required. The purpose of the review is to establish what went wrong and to determine if how processes can be improved. The Post Incident Review is to be conducted within the following guidelines:

- To be conducted by the Incident Manager at the time
- Examine the course of events looking at reliability of information, process of communication and suitability of equipment.
- Identify what procedures worked well and which ones require improvement.
- Update the procedures if required.
- Be well documented and available and shared within GSC.

5. EMERGENCY PROCEDURES

5.1 Overview

An Emergency is when one or more persons are seriously injured or are likely to be seriously injured because of some event. Seriously injured is defined as being in a state where attendance of an Ambulance is required.

The aim of these Emergency Procedures is to provide a clear and concise set of actions to be undertaken when an Emergency occurs.

Appendix E: Emergency Protocol is a summarised version of these procedure, designed to be displayed in the GSC Boatshed and easily found on each Support Boat.

5.2 Identifying an Emergency

It is important to recognise that an Emergency has occurred as quick as possible to get the medical attention to the injured person(s) as it may be critical in cases of life-threatening injuries.

When an incident occurs on the water that results in an injury, the Support Boat needs to assess if it requires immediate medical attention. Note: Assume it is an Emergency if not sure.

If the situation arises that it is likely one or more persons may be seriously injured, e.g. a serious storm is imminent, then an Emergency should be declared.

5.3 Emergency Procedures

1. If someone is injured, remove the source of danger and move the injured person to a safer environment, to prevent further injury.
2. Inform Incident Manager (IM) of the Emergency, providing details of injury and location.
3. IM to communicate Emergency to appropriate agency:
 - Phone 000 for Ambulance, Police, Fire – when person(s) is on Support Boat or land
 - Radio Call Sign “May Day, May Day, May Day” – when more help required on water
 - VHF Radio Channel 16 for Emergencies
4. First Aid Procedure D R S A B C D
 - D = DANGER – remove any danger
 - R = RESPONSE – check patient for any response
 - S = SEND – if no response, send for Emergency help
 - A = AIR – check airway
 - B = BREATHING – check breathing
 - C = COMPRESSION – begin resuscitation
 - D = DEFIBRULATOR – if available
5. Maintain resuscitation if no sign of response, rotate resuscitators to avoid fatigue.
6. Attend to other First Aid procedures according to First Aid training.
7. Keep patient warm and in recovery position.

5.4 Emergency Reporting

It is a requirement to report to the RMS within 24 hours if: anyone was injured and required medical treatment, damage has affected a boat's seaworthiness, a commercial vessel was involved, damage exceeded 10 % of boats value or \$5000 or more.

Appendix A. PHONE NUMBERS - GENERAL

A.1 Emergency Numbers

Emergency (Police / Fire / Ambulance) -	000
Water Police (Balmain) -	9320 7499

A.2 Maritime Authorities

Transport for NSW – Maritime	13 12 56
Australian Maritime Safety Authority (AMSA)	6279 5000
Maritime Search and Rescue	1800 641 792
Marine Rescue NSW	8071 4848
Sydney Ferries	131 500

A.3 Weather

Transport for NSW – Maritime	13 12 56 – Option 4
Bureau of Meteorology – BOM warnings	1300 659 210 www.bom.gov.au

Appendix B. PHONE NUMBERS - LOCAL

B.1 Local Sailing Clubs

Balmain Sailing Club	9810 2086
Drummoyne Sailing Club	9719 8199
Greenwich Flying Squadron	9436 1901
Hunters Hill Sailing Club	0404 854 834

B.2 Local Contacts

Greenwich Baths	9438 5922
Lane Cove Council	9911 3555

B.3 Greenwich Sailing Club

GSC Committee members will have other committee member contacts.

Ring the general club number **0468 655 228** if no Committee members are present

Appendix C. RADIO OPERATOR'S GUIDE

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

C.1 Radios and Working Channels

All Club Start and Support Boats are equipped with a VHF radio. The club also has 4 hands free radio sets which can be allocated as needed.

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.

Urgent and distress calls (see below) should be made on channel 16, which is a designated frequency for marine emergencies.

C.2 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. For example:

Greenwich Start, Greenwich Start, Greenwich Start this is Greenwich Watch

The station being called then replies:

Greenwich Watch this is Greenwich Start ...Over

Following transmission of the message by Greenwich Watch, the word "Over" is used as an invitation for the other station to respond. The interaction continues with each message ending with "Over". When the conversation is finished the final message ends with the word "Out" or "Standing by" which indicates end of message.

Message received and understood, Out

The following rules are to be followed when communicating via VHF Radio:

- Do not transmit unnecessarily
- Keep messages 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.

C.3 PAN-PAN – Urgency Signal

The **Urgency Signal** consists of the words PAN-PAN repeated three times. It has priority over all other communications except the **Distress Signal**. The **Urgency Signal** indicates a very urgent message concerning safety of the vessel, or safety of a person.

It 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.

The following is an 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 Watch
This is Greenwich Watch
This is Greenwich Watch

Located South of Mann's Point

Standing by a seriously injured crew member, require assistance of high speed rescue boat immediately,

Patient requires transfer to clubhouse, arrange ambulance, Over

C.4 MAYDAY – Distress Signal

The **Distress Signal** consists of the word MAYDAY repeated three times. It is followed by the identification on the boat in distress, also repeated 3 times. The content of the message that follows is:

- i) Particulars of position within the harbour.
- ii) The nature of distress and kind of assistance required.
- iii) Any other information to aid rescuers.

The following is an example **Distress Signal** - Using VHF Channel 73 or Channel 16:

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. 3 Persons on Board, Including Two Non-Swimmers, All Persons are Wearing PFDs

Over

The **MAYDAY Distress Signal** must not be used in any other circumstances.

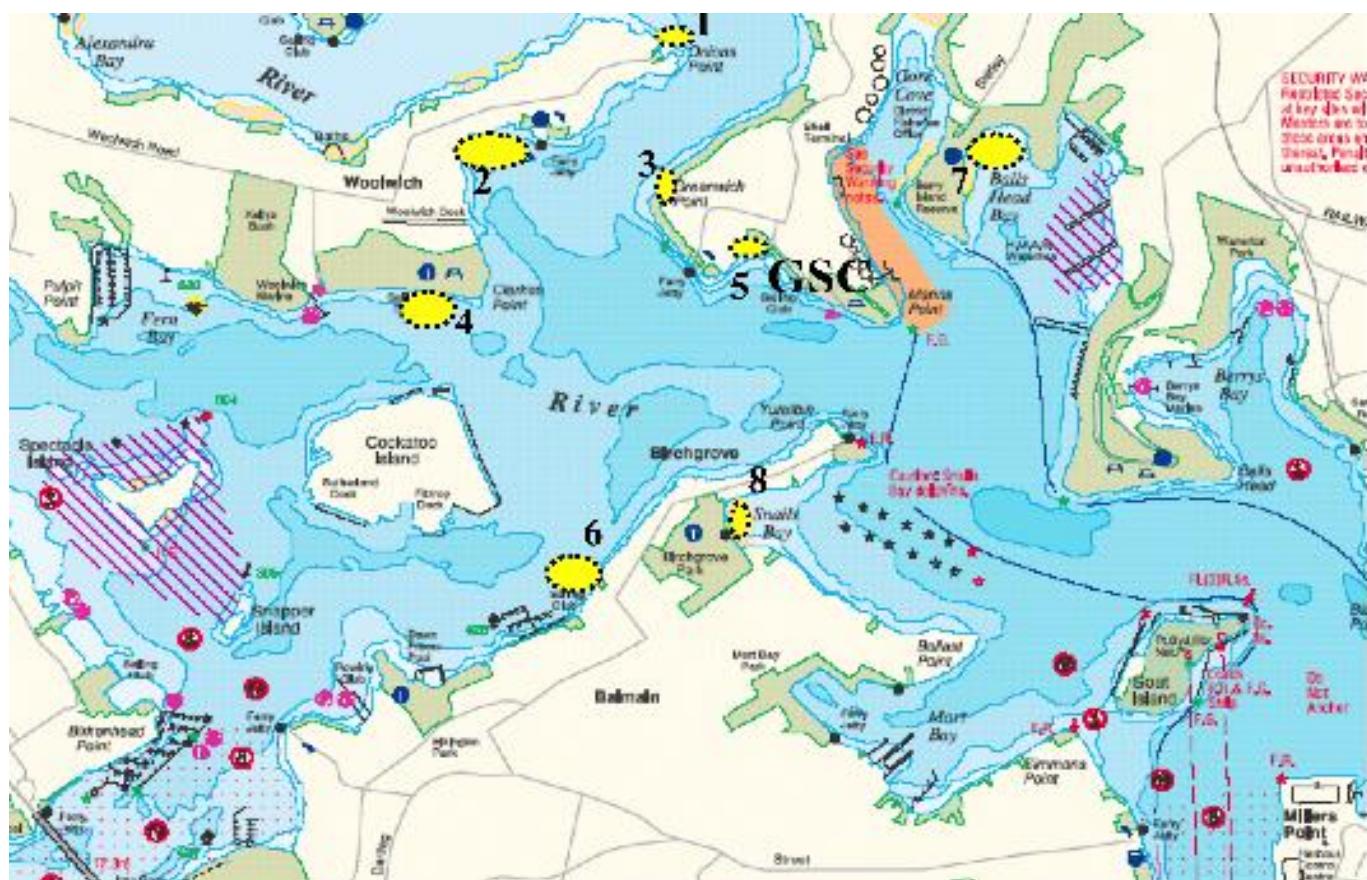
Appendix D. SAILING AREA & SAFE LOCATIONS

Greenwich Sailing Club conducts sailing in an area on the upper Sydney harbour. The area is bounded by Goat Island, Drummoyne and Lane Cove. The following map shows where GSC lays its marks



The following areas are “safe locations” that can be accessed in the event of severe weather conditions

- 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



Appendix E. EMERGENCY PROCEDURES CHART

The following chart is to be printed, laminated and displayed on the noticeboards in the boatshed, stairwell and upstairs display unit. It also to be inserted as the first page in each of the Support Boats on board manual.

GREENWICH SAILING CLUB

EMERGENCY PROCEDURES

1. If someone is injured, remove the source of danger and move the injured person to a safer environment, to prevent further injury.
2. Inform Incident Manager (IM) of the Emergency, providing details of injury and location.
3. IM to communicate Emergency to appropriate agency:
 - Phone 000 for Ambulance, Police, Fire – whether person(s) is on Support Boat or land
 - Radio Call Sign “May Day, May Day, May Day” – on VHF channel 16 when emergency help required on water
 - VHF Radio Channel 16 for Emergencies
4. First Aid Procedure D R S A B C D
 - D = DANGER – remove any danger
 - R = RESPONSE – check patient for any response
 - S = SEND – if no response, send for Emergency help
 - A = AIR – check airway
 - B = BREATHING – check breathing
 - C = COMPRESSION – begin resuscitation
 - D = DEFIBRULATOR – kept in GSC boatshed
5. Maintain resuscitation if no sign of response, rotate resuscitators to avoid fatigue.
6. Attend to other First Aid procedures according to First Aid training.
7. Keep patient warm and in recovery position.