



Safety Manual

Yacht and OTB Racing

August 2013

The Esplanade, Paynesville, Victoria, 3880

Tel: 03 5156 6484

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

<b>SECTION</b>	<b>Page</b>
<b>1. Introduction</b>	3
1.1. Peak Safety Authority for Water Based Incidents	3
1.2. Classification of Club Racing Events	3
<b>2. Emergency Procedures</b>	4
2.1. Radio Calling	4
2.2. Determine Illness/Injury	4
2.3 Rescue/Assistance	4
2.4. Missing Persons/Missing Boats	5
2.5. Towing	5
<b>3. Adverse Weather Conditions</b>	5
3.1. Weather Forecast	5
3.2. Shortening Course	5
3.3. Race Abandonment	6
3.4. Radio Communication (Usually VHF Channel 77 or 94)	6
3.5. Wearing Personal Flotation Device (PFD)	6
<b>4. Public Statements</b>	6
<b>Appendix 1      Emergency Personnel and Contact Details</b>	<b>7</b>
<b>Appendix 2      Wind Speed Definitions – Bureau of Meteorology</b>	<b>8</b>
<b>Appendix 3      Emergency Radio Communication Log</b>	<b>9</b>
<b>Appendix 4      GLYC Incident Report</b>	<b>11</b>
<b>Appendix 5      MAYDAY and PANPAN</b>	<b>12</b>
<b>Appendix 6      Photo of Doughnut Buoy</b>	<b>13</b>

## **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 & Rescue (SAR), or a combination of all of these.

**This safety manual is NOT a substitute for common sense or crisis management.**

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

Volunteers must be advised of expectations of what they are to do before going out on the water and NOT do anything they are not qualified/capable of doing.

We sail a true menagerie fleet at GLYC and we should recognise that in the event of a 'blow-out' our smaller OTB boats probably pose a greater safety risk than larger boats with self draining cockpits, so our first priority will be to attend to the smaller boats first, unless of course a larger boat is in dire need of assistance.

### **1.1. Peak Safety Authority for Water Based Incidents**

- The Victorian Water Police have prime responsibility for boating.

### **1.2. Classification of Club Events**

- All events are run under an appropriate Yachting Australia (YA) Race Safety Category as specified in the Notice of Race for the event.
- 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 Regulations Part 1 for Racing Boats and Part 2 for Off The Beach Boats.
- Prior to the commencement of any race, all yacht entries must "sign on" giving boat name, sail number, person in charge, total no of persons on board
- The shore master is responsible for relaying via radio the total number of boats that have signed on to the Race Committee boat, immediately after the last boat leaves the dock/beach. Similarly the shore master must check all boats have signed off within 60 minutes of the end of the race if the finish is not at the club; and 30 minutes for races finishing at the club.
- The sign on sheet should be kept "at hand" by the shore master during the race in case an incident occurs and boat crews need additional information, such as no. of persons on board, etc.
- Club racing events are generally conducted using a Start Boat, and with rescue facilities available.
- The Person in Charge for the day has the responsibility to ensure all safety equipment is on board the rescue craft, including fuel, radios, batteries, flares, toolbox & First Aid kit etc and are all operational, under instruction from the Race Officer.
- All support boats must obtain permission to leave the dock.
- *Spot safety audits may be made of entrants to review their compliance to safety category of race as directed by the race committee*

## **2. EMERGENCY PROCEDURES**

**All extraordinary communications involving GLYC, particularly including medical, rescue**

**or racing must be recorded on the Radio Log Sheet – see Appendix 3  
Page 9.**

## **2.1. Radio Calling**

All Radio Calling should be in accordance with the Marine Radio Operators Handbook on Channel 16 for emergency services and Channel 77 for club communication.

1. Confirm with the caller the transmission is received.
2. Record 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 or rescue.
4. Maintain contact (Radio is preferable to telephone as radio is an open channel and others nearby hearing of an incident may be able to assist). Telephone should only be used if there is no radio available.

## **2.2 Determine Illness / Injury**

1. Determine what is required Ambulance, Police, Support Boats.
2. Determine emergency landings should be at the small finger pier next to the launching ramp.
3. Advise action taken to all concerned

## **2.3 Rescue / Assistance**

1. SAFETY FIRST – ask yourself – Am I capable of carrying out this rescue assistance without becoming another victim?

You need to consider:

- your skill level
- your crew's skill level
- exactly what help you will be
- the equipment you have and the capability of your vessel.

The only assistance you may be able to supply is a set of eyes and the ability to communicate what is occurring at the time of the emergency.

2. Call for nearby vessel assistance - Preferably GLYC rescue boat – but if not available the Victorian Water Police or Coast Guard on Channel 16.
3. Determine the number of crew members involved and their status.
4. If this is an isolated incident and a GLYC Rescue Boat is effecting rescue take crews on board the rescue boat first and ascertain their fitness before allowing them to try and save their boat.
5. If there are multiple incidents the GLYC Recue Boat should remove the crew, ascertain the medical status of the rescued personnel and attach a doughnut shaped marker buoy; see

appendix 6. The preferred location is to attach the buoy to the masthead, but if this is not accessible a shroud or rudder fitting may be used.

6. If anyone needs medical attention the rescue boat should radio details of the injuries to the Race Officer who will arrange for appropriate medical attention (normally calling an Ambulance via 000) and return the injured personnel to shore ASAP.

The boat bringing injured crew ashore should go straight to the small finger pier by the club launching ramp.

The Shore master must make sure this ramp is kept clear at all times.

A Shore based person should go to the road and greet the ambulance and direct it to the jetty where the boat will arrive.

7. If deemed necessary Notify Authorities Call **Victorian Water Police on 000 or (03) 5156 7462** and provide them with the situation details in the case of a serious incident. If an ambulance is required the Victorian Water Police be advised, (even only due to being hit on the head by a boom).

#### 2.4 **Missing Persons & Missing Boats**

In the case of a Missing Person / Missing Boats rescue coordination must be transferred to the Victoria Water Police on **VHF Channel 16, 000 or (03) 5156 7462**. You will continue to assist and participate in all ways possible as requested by Victoria Water Police.

You may pick up a MOB and return him to his yacht, this should not prejudice the yacht's finishing place unless they were materially advantaged.

#### 2.5. **Towing**

In an emergency situation the priority is to save lives, not boats. Drifting or anchored boats can be picked up later. Attach the doughnut marker to indicate you have taken off all crew.

### 3. **ADVERSE WEATHER CONDITIONS**

#### 3.1. **Weather Forecast**

The Race Officer of the day should obtain the latest possible Bureau of Meteorology weather forecast & wind strength report on the day of the race.

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

#### 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 will be based on existing and forecast weather conditions, with due 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.

If conditions are considered too strong once a race has started the Committee Boat may use a flashing amber light to indicate all boats should return to shore/dock with all haste possible. in addition to the normal requirements of RRS.

3.4 Race Communication (Usually VHF Channel 77 or 94)

Club Communications shall be VHF Channel 77.

3.5 **Wearing of Personal Flotation Device (PFD)**

All personnel must wear appropriate PFD's on all club boats at all times. The Judy G crew only need to wear PFD's at times of heightened risk or when Code Flag "Y" is being flown.

4. **PUBLIC STATEMENTS**

Public Statements on any incident should only be made by a flag officer, preferably The Commodore.

## APPENDIX 1

### EMERGENCY PERSONNEL AND CONTACT DETAILS

#### GIPPSLAND LAKES YACHT CLUB

#### EMERGENCY PERSONNEL & CONTACT DETAILS

**GLYC PHONE: 03 5156 6484**

GLYC Clubhouse Call Sign	VHF Channel 77	Call sign SG
GLYC Race Committee Boat "Judi G 2"	VHF Channel 77	Call sign SG 2
GLYC Course Boat "R S Thompson"	VHF Channel 77	Call sign SG4
GLYC Rescue Boat "Rescue 1"	VHF Channel 77	Call sign SG1
Small Duck "Alex P"	VHF Channel 77	Call sign SG3
GLYC Sailing Captain	Michael Clark	0418 148 240
Race Officer	VHF Channel 77	Call sign SG2
<b>Victorian Water Police</b>		<b>000 or (03) 5156 7462</b>
Ambulance/Fire/Police		000
Volunteer Coast Guard Paynesville		(03) 5156 0106
Hospital	Bairnsdale	(03) 5150 3333
Bureau of Meteorology	Melbourne Marine Forecasts Severe Weather	(03) 9669 4000 (03) 9669 4981 1800 811 023
GLYC Commodore	David Parish	0437 516 666
GLYC Secretary	Russ Peel	(03) 5156 6691

## Appendix 2

### Wind Speed Definitions- Bureau of Meteorology

	<b>Units in Knots</b>	<b>Description on Land</b>	<b>Description at Sea</b>
Calm	0	Smoke rises vertically	Sea like a Mirror
Light Winds	10 or less	Wind felt on face, leaves rustle; ordinary vanes moved by wind	Small Wavelets, ripples formed but do not break. A glassy appearance maintained
Moderate Winds	11 – 16	Raises Dust and loose paper; small branches are moved	Small waves – becoming longer; fairly frequent white horses
Fresh Winds	17 – 21	Small trees in leaf begin to sway; crested wavelets form on inland water	Moderate waves, taking a more pronounced long form; many white horses are formed – a chance of some spray
Strong Winds	22 – 27	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 possibly some spray
	28 – 33	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 the wind
Gale	34 – 40	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.
	41 – 47	Slight structural damage occurs; roofing dislodged; larger branches break off.	High waves; dense streaks of foam; crests of wave begin to topple, tumble & roll over; spray may affect visibility.
Storm	48 – 55	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.
	56 knots plus	Very rarely experienced; widespread damage	Exceptionally high waves; small & medium sized ships occasionally lost from view behind waves; the sea is completely covered with long white patches of foam; the edges of wave crests are blown into froth.

### Wind Warning Definitions as used by the Bureau of Meteorology

Strong Wind Warning	25 – 33 knots
Gale Warning	34 – 47 knots
Storm Warning	48 – 63 knots

Appendix 3

**EMERGENCY RADIO COMMUNICATION LOG SHEET**  
**GIPPSLAND LAKES YACHT CLUB INC**

Date.....

Time.....Hrs

Communication Type    VHF        Mobile PH        LANDLINE  
(circle appropriate type)

Yacht Details

Name .....Sail No.....

Call Sign.....Mobile Phone#.....

Summary of Communications Received and Sent

TIME	SUMMARY

--	--

GLYC Radio Operator

Name..... Contact phone no.....



**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	MAYDAY MAYDAY MAYDAY
Words "this is"	THIS IS
Station Calling	BOAT NAME SG123, BOAT NAME SG123, BOAT NAME SG123

2. DISTRESS MESSAGE

Distress Signal	MAYDAY
Name / Call Sign	Boat Name SG 123
Position	5 Nautical miles due east of Micks Spit

Nature of Distress	Mast Snapped & gone through Hull taking water, estimate 10 minutes until we sink, no liferaft we will have to tread water.
--------------------	----------------------------------------------------------------------------------------------------------------------------

Other information activated	Timpenny 770 with 3 people on board, no EPIRB
-----------------------------	-----------------------------------------------

***PAN PAN***

Urgency Signal	PAN PAN PAN PAN PAN PAN
----------------	-------------------------

Station Called x 3	Hello All Stations, Hello All Stations, Hello All Stations,
--------------------	-------------------------------------------------------------

Words "This Is"	This is
-----------------	---------

Station Calling	Boat Name SG123, Boat Name SG123, Boat Name SG123
-----------------	---------------------------------------------------

Urgency Message	5 nautical miles east of Mick's Spit, Lost Rudder, drifting to shore need tow urgently.
-----------------	-----------------------------------------------------------------------------------------

Appendix 6

Safety Buoys

