



## **Gippsland Lakes Yacht Club Inc Safety Manual**

August 2013  
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**TO PROVIDE A SAFE ON-WATER ENVIRONMENT FOR  
CLUB MEMBERS, HAVING DUE REGARD FOR BOTH  
EXPECTED AND UNFORSEEN CONDITIONS**

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## 1. INTRODUCTION

This safety manual provides assistance to Club members whilst they are managing sailing activities 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.

Before going out on the water, volunteers must be advised of what they are expected to do and NOT to do anything they are not qualified / capable of doing.

We sail a diverse fleet at Gippsland Lakes Yacht Club (GLYC) and we should recognise that in the event of a 'blow-out' our smaller Off-the-Beach boats in most situations will pose a greater safety risk than larger boats which have self-draining cockpits, so our 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

- 1.1.1. Transport Safety Victoria has prime responsibility for boating safety in Victoria and a (Draft) *Boating Activity Code of Practice* is in the final stages of review as of September 2019 and once approved will be applicable to GLYC's sailing activities

### 1.2. Classification of Club Sailing and Events

- 1.2.1. All events are run under an appropriate Australian Sailing (AS) Race Safety Category as specified by the Australian Sailing Special Regulations Part 1 for Keel Boats and Part 2 for Off-the-Beach Boats
- 1.2.2. Prior to the commencement of any sailing activity, all yacht entries must 'sign on' giving boat name, sail number, person in charge, total number of persons on board
- 1.2.3. The Shore Marshall is responsible for relaying to the Race Officer (Start Boat) or Instructor-In-Charge, the total number of boats that have signed on, immediately after the last boat leaves the dock / beach. The Race Officer must check all boats have signed off at the end of the sailing activity
- 1.2.4. Where a manual 'sign-on' sheet is used it should NOT be removed from its location thus allowing a skipper to sign-off at any time they return to shore, however more often the sign-on and sign-off will be managed on-line and do not require the skipper to physically attend the Club
- 1.2.5. The nominated skipper of each support boat is responsible for making sure all the required equipment is on board and operational
- 1.2.6. All support boats must sign on and off via radio with the Race Officer/lead instructor

## **2. EMERGENCY PROCEDURES**

**All communication involving emergencies relating to GLYC conducted sailing events must be recorded on the Radio Log Sheet and Incident Report – see Appendices 3 and 4.**

### **2.1. Radio Calling**

2.1.1. All radio calling should be in accordance with the Marine Radio Operator's Handbook and made on Channel 16 for emergency services and Channel 77 for Club communication. Emergency calls may be received by the RO or the GLYC Tower. Communication lines will remain open and the RO will make the decision to maintain full control or to delegate management to the GLYC Tower. The following procedures must be followed:-

2.1.2. Confirm with the caller the transmission is received

2.1.3. Record in the log:

2.1.3.1. the name of the vessel calling / call sign / sail number/ boat number

2.1.3.2. distressed vessel's name / call sign / sail number/ boat number (if different to the calling vessel)

2.1.3.3. numbers on board the distressed vessel, its location and nature of incident

2.1.3.4. determine if the nature of the situation is medical or rescue

2.1.3.5. 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. Rescue / Assistance**

Support boats will take on the primary responsibility for conducting rescues and providing assistance to sailors. When coming to the aid of sailors/boats, support boats' crews must consider the following:-

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

2.2.2. You need to consider:

2.2.2.1. your skill level

2.2.2.2. your crew's skill level

2.2.2.3. exactly what help you will be

2.2.2.4. 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

### **2.3. Determine Illness / Injury**

The responding support boat, in consultation with the RO, will:

2.3.1. Determine the number of crew members involved and their physical and emotional status. Where a sailor returns to, or remains on, his/her boat and chooses to continue to race, a support boat will monitor his/her progress to

ensure the sailor is sailing competently and without impairment. If in doubt, liaise with the Race Officer.

- 2.3.2. If a sailor requires medical attention the support boat should communicate (preferably by telephone) details of the injuries to the Race Officer who will arrange for appropriate medical attention (normally calling an Ambulance on 000) and returning the injured personnel to shore ASAP.
- 2.3.3. If a support boat is affecting a rescue by taking a sailor or sailors on board the support boat, the support boat officer will consult with the RO as to how to proceed. The crew may be assisted to return to their boat, or may be taken to shore for further assessment.
- 2.3.4. Determine what is required; Ambulance, Police, Support Boats.
- 2.3.5. The emergency evacuation point is the GLYC boat ramp jetty.
- 2.3.6. RO will advise the tower, all support craft and the Shore Marshall of action taken.
- 2.3.7. If a boat is abandoned, a doughnut or teardrop shaped buoy must be attached to the boat to indicate that the crew have been retrieved. The preferred location is to attach the buoy at the bow.
- 2.3.8. The RO will notify relevant Authorities (**Victorian Water Police on 000 or (03) 5156 7462** and /or **Marine Safety Victoria**) and provide them with the situation details any time Emergency Services are contacted.

## **2.4. Missing Persons and Missing Boats**

- 2.4.1. In the case of a Missing Person / Missing Boat where people are thought to be on board, rescue coordination must be transferred to the Victoria Water Police on **VHF Channel 16, 000 or (03) 5156 7462**. The officer who has notified the Water Police will continue to assist and participate in all ways possible as requested by Victoria Water Police.

## **2.5. Towing**

- 2.5.1. In an emergency situation the priority is to save lives, not boats. Drifting or anchored boats can be picked up later. The support boat will attach an orange doughnut or yellow teardrop marker to indicate you have taken off all crew.

## **3. ADVERSE WEATHER CONDITIONS**

### **3.1. Weather Forecast**

- 3.1.1. The RO or Instructor-In-Charge of the day should obtain the latest possible Bureau of Meteorology weather forecast and wind strength report on the day of the race.
- 3.1.2. The current Gippsland Lakes weather forecast is available at:-  
[www.bom.gov.au/vic/forecasts/gippslandlakes.shtml](http://www.bom.gov.au/vic/forecasts/gippslandlakes.shtml)

### **3.2. Shortening Course in Races**

- 3.2.1. It is the decision of the RO to shorten the course, with due regard to the RRS (Racing Rules of Sailing). This decision should be based on existing and forecast weather conditions, with due regard to safety and to time limits on races where time limits are specified in the Notice of Race. The RO must also take into account the Race Safety Category under which the event is being conducted.

### **3.3. Abandonment of Racing or Event**

- 3.3.1. It is the decision of the RO or Instructor-In-Charge to abandon a race or event, with due regard to the RRS. 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, is decided during the race.
- 3.3.2. If conditions are considered too strong once a race has started, the start boat will fly code flag N over H (All races are abandoned - more information ashore.)
- 3.3.3. If conditions are considered too strong once a Discover Sailing Centre (DSC) session has started, an instructor will fly code flag L and may sound a whistle to indicate all boats should follow them to shore.

#### **3.4. Race Communication (VHF Channel 77 unless otherwise specified)**

- 3.4.1. Club communications shall be VHF Channel 77
- 3.4.2. Alternative DSC communication if a racing event is held concurrently, shall be VHF Channel 72.

#### **3.5. Wearing of Life Jackets**

- 3.5.1. All personnel must wear appropriate life jackets on all Club / off-the-beach boats at all times. Inflatable life jackets are not appropriate for off the beach boats.

### **4. PUBLIC STATEMENTS**

- 4.1. Any public statements must be facilitated through the Commodore and in line with the ***GLYC Emergency Response Policy***.

## APPENDIX 1

### GIPPSLAND LAKES YACHT CLUB Inc

#### EMERGENCY PERSONNEL and CONTACT DETAILS

**GLYC PHONE: 03 5156 6484**

GLYC Clubhouse Call Sign	VHF Channel 77	Call sign SG
GLYC Race Committee Boat 'Judi G 2' – GL0002	VHF Channel 77*	Call sign SG2
GLYC Course Boat 'RS Thompson' – GL0004	VHF Channel 77*	Call sign SG4
GLYC Rescue Boat xxxxxxx	VHF Channel 77*	Call sign SG1
Small Duck 'Alex P' – GL0003	VHF Channel 77*	Call sign SG3
Sailability Duck – GL0005	VHF Channel 77*	Call sign SG5
GLYC Sailing Captain	John Spencert†	0418 475 376
Race Officer	VHF Channel 77	Call sign SG2
Shore Master / Person	VHF Channel 77*	Call SG Shore
<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	Neil Smith†	0438 449 122
GLYC Secretary	Russ Peel†	0408 589 805
GLYC DSC Principal	Lyn Wallace†	0409 207 331

\* If in the event that club racing conflicts with Discover Sailing Centre (DSC) activities, the channel used for DSC is 72

† This person / position is appointed annually at the club's AGM, therefore this document will be updated accordingly each season

## APPENDIX 2

### Wind Speed Definitions – Bureau of Meteorology

	Units in Knots	Description on Land	Description at Sea
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 and medium sized ships occasionally lost from view behind waves; the sea is completely covered with long white patches of foam; the edges of wave crests are blown into froth.

#### 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 .....

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

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GLYC Radio Operator

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

## APPENDIX 4



### Gippsland Lakes Yacht Club Incident Report Form

This form is used to record incidents where personnel sustained injuries or boat / s were damaged

Name of Injured / Affected Person .....

Date of Incident .....

#### **Name and details of person making the report**

Surname: ..... Given Name: .....

Signature: .....

Address .....

..... AS Number .....

Role (at the time of the incident) .....

#### **Names and contact details of persons involved in / witness to the incident**

(please attach extra sheet if required)

Surname: ..... Given Name .....

Signature: .....

Address .....

..... AS Number .....

Role (at the time of the incident) .....

.....

Surname ..... Given Name .....

Signature .....

Address .....

..... AS Number .....

Role (at the time of the incident) .....

.....

Surname ..... Given Name: .....

Signature .....

Address .....

..... AS Number .....

Role (at the time of the incident) .....

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## Particulars of the incident

Date of the incident . . . . . Time of Incident . . . . .

Address / Location of the incident: . . . . .

## Details / Description of the incident – including events leading up to the incident

(please attach extra sheet if required)

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## Understanding the Impact of an Incident

*A serious injury is one that may result in admission to a hospital. A minor injury is one that requires first aid, or other medical attention but not hospital admission. Significant damage to a vessel may include damage that renders the vessel unsafe to those on board and required emergency response. Other damage that has not endangered those on board may be considered minor.*

### Impact

Please select the types of impact the incident had

- ☐ The death of a person
- ☐ Serious injury to a person
- ☐ The loss of a vessel
- ☐ Significant damage to a vessel
- ☐ Loss of a person from a vessel
- ☐ Minor / insignificant damage to a vessel
- ☐ Minor / insignificant injury to a person
- ☐ None of the above

## Details of the treatment / First aid given - please attach sheet if required

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**Person giving treatment:**

Surname ..... Given Name .....

Address .....

..... Telephone .....

**Was an ambulance, medical or any other assistance needed / sought? If so provide details** (please attach extra sheet if required)

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**Subsequent Action(s)**

Please give a brief description of any subsequent actions undertaken, following the incident

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**Additional Information**

Please include any photos or drawings that may be relevant of the incident

**Emergency Services**

Were either the police, marine rescue or any other emergency services involved?

**Yes / No**

If any emergency services were involved, please provide a contact name or other details.

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**Office Use Only**

Report received by .....

Date report received .....

Action taken

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## **APPENDIX 5**

### **MAYDAY AND PAN PAN**

#### **MAYDAY**

A MAYDAY message should be transmitted on the International Distress frequency, which is VHF Channel 16 on the Gippsland Lakes

##### **DISTRESS CALL**

Distress Signal x 3    MAYDAY MAYDAY MAYDAY

Words "this is"        THIS IS

Station Calling        eg [BOAT NAME SG123] [BOAT NAME SG123] [BOAT NAME SG123]

##### **DISTRESS MESSAGE**

Distress Signal        MAYDAY

Name / Call Sign      eg [Boat Name SG 123]

Position                eg 5 nautical miles due east of Mick's Spit

Nature of Distress    eg Mast snapped and gone through hull taking water, estimate 10 minutes until we sink, no life raft we will have to tread water.

Other information     eg Timpenny 770 with three people on board, no EPIRB activated

#### **PAN PAN**

Urgency Signal x 3     PAN PAN PAN PAN PAN PAN

Station Called x 3      Hello All Stations

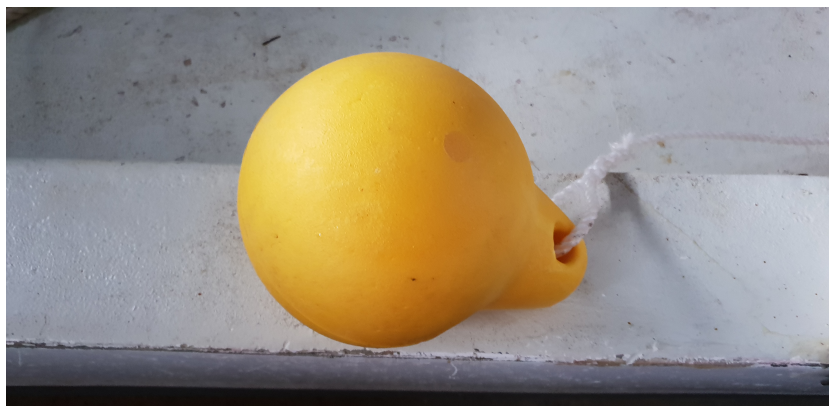
Words "this is"        This is

Station Calling        eg [Boat Name SG123] [Boat Name SG123] [Boat Name SG123]

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

## **APPENDIX 6**

### **Safety Buoys**







## Appendix 7

### GLYC POLICY DOCUMENT

Policy	<b>Emergency Response Policy</b>
Further Information Contact	<b>WGA</b>
Date Adopted By CoM	<b>November 2017</b>
Implementation Date	<b>November 2017</b>
Last Reviewed	<b>March 2018</b>
Next Review Due	<b>September 2019</b>

**This Policy should be viewed in conjunction with the Gippsland Lakes Yacht Club (GLYC) Safety Manual, which sets out detailed procedures for managing emergency situations during club events.**

**Other relevant documents include the Risk Management Plans for all areas of Club activity, the Notice of Race (NoR), Sailing Instructions for regattas etc.**

#### **Definition**

Broadly speaking, emergencies are defined as serious incidents that directly affect our members, and / or our facilities and / or our sailing area. They are incidents that may require specific actions and / or an official response from GLYC, or which may illicit a cold call from the media searching for comment, including, but not limited to:

- ☐ a major incident occurring during a GLYC event that directly affects our members
- ☐ a major incident occurring on the Lakes or in Paynesville that may require GLYC to amend / suspend our activities or use of the Club as an incident response centre
- ☐ a major incident occurring within the sport of sailing, about which local news media are seeking a comment

#### **Our Commitment**

- ☐ GLYC has in place, and will continually review, policies that minimize the risk of emergency incidents occurring in and around the club during regular and gazetted programs and events
- ☐ GLYC will respond to any emergency in a timely and professional manner that ensures, as far as humanly possible, the safety and privacy of our members. The exact nature of our response will depend upon the particular situation
- ☐ GLYC will review our actions and response following any critical incident to determine whether our response was effective and appropriate and will make changes to our procedures to improve our responses

#### **Managing Emergencies**

- ☐ Emergencies will always require a person to take charge of on land proceedings and will also require a person in charge on the water, if the emergency is directly connected with GLYC Sailing activities
- ☐ The person designated to take charge on the water will be the Race Officer for the day
- ☐ A Flag officer who is present at the club at the time of the incident will assume responsibility for managing the off- water situation. If no Flag Officers are present, another Committee member will take responsibility. This person will be the designated

### **Land-Based Incident Co-ordinator (LBIC)**

- ☐ The LBIC will take the radio Call Sign SG
- ☐ Where the emergency occurs on water, during GLYC conducted events, the Race Officer will assume control for the overall management of the incident by following procedures set out in the GLYC Safety Manual. In these situations, the LBIC will maintain communication with the Race Officer, through the tower and undertake any tasks required on land
- ☐ Where the emergency is land based, or unrelated to GLYC on-water activities, the LBIC will assume control  
The Radio Operator will maintain radio contact between the Race officer and the LBIC to ensure that all communications are received and understood by both parties
- ☐ Where necessary the LBIC will call Emergency Services and / or will be the direct liaison with Emergency Services undertaking operations related to the incident
- ☐ The LBIC and / or Race Officer will make every effort to account for all members known to be in the vicinity of the emergency
- ☐ The LBIC and / or Race Officer will ensure that all members present support the response and follow the requirements of the Emergency Services.

### **Communicating with and Supporting Members**

- ☐ Members will be informed of the incident in a clear, objective, unemotional and timely manner. The method of communication will depend upon the incident but could be either through e-Flash, an e-mail or text message. Those members in the Club at the time of the incident will be informed verbally by the Incident Coordinator.
- ☐ Where an incident affects a DSC Junior Program (eg Division Cool, Start Sailing etc) Parents will be notified of the incident and our actions to ensure the safety of their children via SMS
- ☐ Where an incident affects Tackers, the Boatshed Coordinator will be notified and all parents of participants will be notified via telephone
- ☐ Where the incident continues for a prolonged period, the GLYC landline phone will be manned until such time as all members are deemed to have been provided with information. If this is not possible a recorded message will provide an alternative emergency information contact number
- ☐ Where applicable, the Club will support members by providing access to counselling

Note: Parents may be requested to collect their children at the earliest possible time. Meanwhile, GLYC representatives will ensure the safety of unaccompanied children.

### **Communicating with the Media (television, radio, newspaper)**

- ☐ GLYC will not initiate communication with the mass media about emergency incidents
- ☐ GLYC is committed to providing clear but brief communications with the media, with no conflicting or contradictory statements. Therefore, a direct approach by the media should be forwarded to the Commodore **or** one other appropriate flag officer
- ☐ Where possible (if time permits) a brief media statement will be drafted that can be disseminated to Flag Officers for use in case of persistent media requests for comment
- ☐ Where a 'cold call' is received, the member taking the call should, if possible, refer the caller on to the Commodore, or his or her delegate if the Commodore is absent\*. If the caller is persistent the member will err on the side of caution by responding in a non-committal fashion, a "no comment" response is acceptable.

\* if the Commodore is absent and not easily contactable for an extended time, the 'chain of Command' follows through 1) Vice Commodore, 2) Rear Commodore, 3) any other Flag officer 4) General Committee Member. Prior to departure, the Commodore will assign delegation of his/her role and will communicate this to all members whose contact details appear on the Club Website.