2021

Royal Queensland Yacht Squadron

CLUB SAILING AND REGATTA PROCEDURES

Club Sailing and Regatta Procedures

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Section 1: Operating Procedures Introduction

INTRODUCTION

Welcome to Royal Queensland Yacht Squadron. Based at 578 Royal Esplanade, Manly, Queensland; we offer club members and other members of the public recreational yacht racing activities.

This document outlines the ordinary procedures for Sailing events conducted at RQYS and is intended to be read in conjunction with the general RQYS On-Water Safety Management Plan and any event specific On- Water Safety Plan e.g. "2018 Etchells Worlds Brisbane On-Water Safety Management Plan"

Where an event requires additional procedures as they relate to activities outside the ordinary operations of RQYS, they will be covered in a separate document which shall be attached to the specific event On- Water Safety Plan.

RQYS offers Sailboat Racing to the following:

- 'Off the Beach' Dinghies and Multihulls
- 'Division yachts' and small Keelboats
- Sportsboats
- Trailerable, Inshore performance, and Offshore Multihulls
- Windsurfers

MISSION STATEMENT

Our mission is to deliver a safe sailing environment with quality race management.

Employees referenced in this Document

General Manager:	Shawn Ket
Sailing Manager:	Mark Dingley
Sailing Administrator:	Austin Sims
Volunteer Coordinator:	Nev Willis
Academy Coordinator:	Karyn Ralph

Section 2: Duty of Care

Duty of care is a legal obligation imposed on an individual requiring that they take reasonable care (of themselves as well as others) while performing any acts that could impose foreseeable harm on others.

"The Royal QLD Yacht Squadron aims to lead the way in work, health and safety (WHS) within our industry. We take our responsibility of duty of care seriously by looking at the activities of the business to assess any hazards, along with associated risks, apply quality and safety standards that have been established to protect our members, clients, contractors, employees, visiting competitors and officials, as well as members of the public.

The philosophy of the RQYS is to ensure that our work is undertaken safely, with a high level of integrity and quality. This review includes the plant and equipment used in the workplace, substances stored or handled and providing information, instructions, training and supervision relating to these activities."

This is excerpted from the following document:
Work Health and Safety Policy 2020

This and other RQYS POLICIES can be located here: https://www.rqys.com.au/policiesanddocuments/

These Policies include:

Member Protection Policy
Social Media Policy
(Members) Child Safety Policy
Diversity, Harassment & Equity
Policy Codes of Behaviour

Section 3: Objectives

The objectives of the RQYS Sailing Race Management Team is to provide a safe on-water environment for competitors having due regard for both expected and unforeseen conditions.

This Document provides an overview of procedures relevant to the Day to Day operation of the RQYS Sailing program for Club Racing and Regattas.

The information contained in this document is to be supplemented by Training at various levels in accordance with recognised training schemes as well as internal professional and Volunteer development in accordance with training provided by organisations like Australian Sailing (the Peak Body for the sport of Sailing), World Sailing, and such other programs as are deemed appropriate at the time.

Section 4: Position Descriptions

PRINCIPAL RACE OFFICER (PRO)

The **PRO** is ordinarily the Sailing Manager**,** but this role may be delegated to another person who might be a Volunteer.

Reports to: If the PRO is the Sailing Manager, he shall report to the General Manager. If this role is delegated to another person, that person shall report to the Sailing Manager or may report (by specific notification), to another Senior member of RQYS such as the General Manager or a Board Member or Flag Officer.

1 The PRO will be an onshore duty located in the Sailing/Regatta Office but may, from time to time go on-water.

2 Duties for the PRO prior to racing will include:

- Determine that the weather conditions are suitable for the planned race format, and if not, cancel the event as outlined in the RQYS On-Water Safety Management Plan.
- Advise the Race Officer (RO) of any alterations to the Sailing Instructions.
- Ensure that the duties of the Sailing Office, including registration, secretariat, organization of boat boxes, volunteer lunches etc., are carried out satisfactorily.
- Arrange for on shore signals as required.
- Make announcements over the public address system as required.
- Oversee activities of all volunteers rostered for the event.
- Ensure that all the risk management issues that are covered in the RQYS On-Water Safety Management Plan are implemented.

3 Duties during the race:

- To be available for communication with the Sailing Office/RO and others by mobile telephone and VHF radio.
- Ensure constant surveillance of the weather and if the situation requires, to implement '**Emergency Procedure Operations Sheet** (Section 6 of the RQYS On-Water Safety Management Plan).
- Ensure that racing is conducted in accordance with the latest editions of:
    - RQYS Sailing Instructions
    - Marine Aquatic Event Permit
    - Guided by the recommendations of World Sailing via the ISAF Race Management Policy

4 Duties after racing:

- Ensure that all competitors have been accounted for by means such as sign off, trolley check, or visual check.
- Race Management procedures as they would ordinarily be conducted including Protests, Scoring Enquiries and Equipment Substitutions.
- Check that all competitors and RQYS personnel who have been involved in racingare satisfactorily accounted for.
- Liaise with the Flags Officers or the Chairman of the Sailing Committee and with Hospitality Duty Managers for any activities ashore.

5 Minimum Qualifications:

- Recreational Marine Drivers License
- Apply First Aid
- Blue Card

6 Recommended Requirements:

- Experience as a World Sailing Accredited RO of State or National Level
- Relevant on-water experience as a Coach, Instructor, Judge
- A high-level of competitive sailing experience
- Understanding of weather and conditions

RACE OFFICER (RO)

Reports to: The Sailing Manager or Principal Race Officer (PRO)

1. The Race Officer (RO) is responsible for all on-water activities during race days including supervision of competitors, and Royal Queensland Yacht Squadron (RQYS) personnel including volunteers, boats and equipment.

2. Duties for the RO prior to racing will include –
    - Checking with the PRO if there are any changes to the Sailing Instructions.
    - Checking that the start boat is loaded with the required equipment and this equipment is operational. This may include:
        - Class flags
        - 'Boat box' collected from the Equipment Room
        - First aid kit
        - Food and drink for persons aboard
    - Perform a radio check with the RQYS Sailing Office (call sign RQ72, RQ90 & RQ91).
    - Advise Sailing Office of departure from the harbour by radio.
    - Ascertain as best possible the number of potential starters

3. Duties during the race:
    - The RO is responsible for the conduct of the race in accordance with the RQYS Sailing Instructions, MSQ Event Authority Permit and relevant Race Management Guidelines
    - Before laying the course, the RO shall allocate duties aboard the start boat and make sure that each person fully understands their duties and responsibilities.
    - If, during the race, the weather deteriorates to an extent that to continue might cause damage to boats or injuries to competitors or volunteers, the Race Officer shall advise the Sailing Manager/PRO. If the decision is taken to abandon the race, the RO shall implement the **Emergency Procedure Operations Sheet**
    - In the event of a medical emergency, the RO will be responsible for coordinating the transportation of the injured person to shore. This is detailed in RQYS On-Water Safety Management Plan, Section 7: Injury/First Aid.
    - The Race Officer will arrange for the results of each race to be emailed through to the Sailing Office.
    - At the conclusion of the race, the Race Officer will ensure that all boats racing on their course have been observed to be heading to shore.
    - In conditions the Race Officer deems adverse they may wait until all boats have SIGNED OFF or another acceptable check.

4. After the race:
    - The RO will be responsible for the safe return of all items to the Equipment Room.
    - The RO will also report any lost or damaged items together with any maintenance items required on the start boat.

Section 5: Communications

When RQYS conducts on-water activities there will always be a shore-based person with communications with those on-water. This may be by VHF or Mobile Phone. Where necessary RQYS will utilise a dedicated Volunteer or Staff Radio Operator in accordance with the RQYS On Water Communications Policy for Squadron Racing.

Where RQYS is operating a Radio Coverage room for Squadron racing or events, the following procedures should be followed.

RADIO OPERATOR PROCEDURES

VHF Radios

Check Installed VHF Marine Radios are operational and on correct channels, with squelch and volume controls properly adjusted.

During the Regatta

Monitor the radio traffic and record as necessary, e.g. emergency calls, vessel retirements etc.

VESSEL RETIREMENTS

When advised of vessel retirements that are making their way back to harbour unassisted record time of advice and ensure safe return of vessel to shore (within twenty-five minutes).

Weather

Check Weather Conditions.
Have all the sites listed below available with one click. i.e. minimized.

Websites to be monitored
Weather Observations - Brisbane Radar http://www.bom.gov.au/
Marine Forecasts – Boating Weather South Coast http://www.bom.gov.au/Forecasts
Energex Lightning Tracker https://www.energex.com.au/home/power-outages/lightning-tracker
BOM Thunderstorm Tracker http://www.bom.gov.au/qld/forecasts/brisbane-thunderstorms.shtml
BOM Warnings for Qld. http://www.bom.gov.au/qld/warnings/index.shtml?ref=hdr

Monitor Banana Banks, Brisbane Airport and Inner Beacon, the above Websites and any other service requested by the RO or PRO.

Observation

The RQYS Radio Room is situated in the Sailing Office and has a commanding view of the harbour. If possible, Radio Operators are to maintain a lookout for boats travelling back to the ramp from the racing area.

Emergencies

Communications in an Emergency are covered in the Squadrons On-Water Emergency Communications Policy and Procedure document.

The following is the Procedure outlined in that document:

1. Where possible Communications with emergency services should occur **directly from those attending** a person who is injured or in need to medical support. This means that, if possible, a person with the injured person should dial 000. If there is any doubt that Emergency Services have been contacted there should be a contact made.

    a. **A clear meeting point should be established** The emergency pickup point for RQYS is the Royal Queensland Yacht Squadron, address is 578 Royal Esplanade Manly. The FUEL WHARF is the designated location for transfer.

    b. If there is a need for an alternative pickup location this should be communicated subsequently with the RQYS Reception.

    c. Vessels coming into the harbour with an injured person should endeavour to **use any safe means to ensure a prompt return**, noting that, in the majority of cases, the injured person is back to the dock prior to the ambulance's arrival.

2. Once direct Communications with Emergency Services are underway there **must be contact made with RQYS** via Phone on 3396 8666 or via VHF RQ72, RQ90 or RQ91.

3. It is prudent to communicate broadly that there is an injury, in case of WAGS or Division Yachts this can be done via the Race Frequency

4. **Where direct Communication cannot be made with Emergency Services RQYS will relay.** It is important to provide the following.

    a. The injured person's name, nature of the injury, and any developing information.

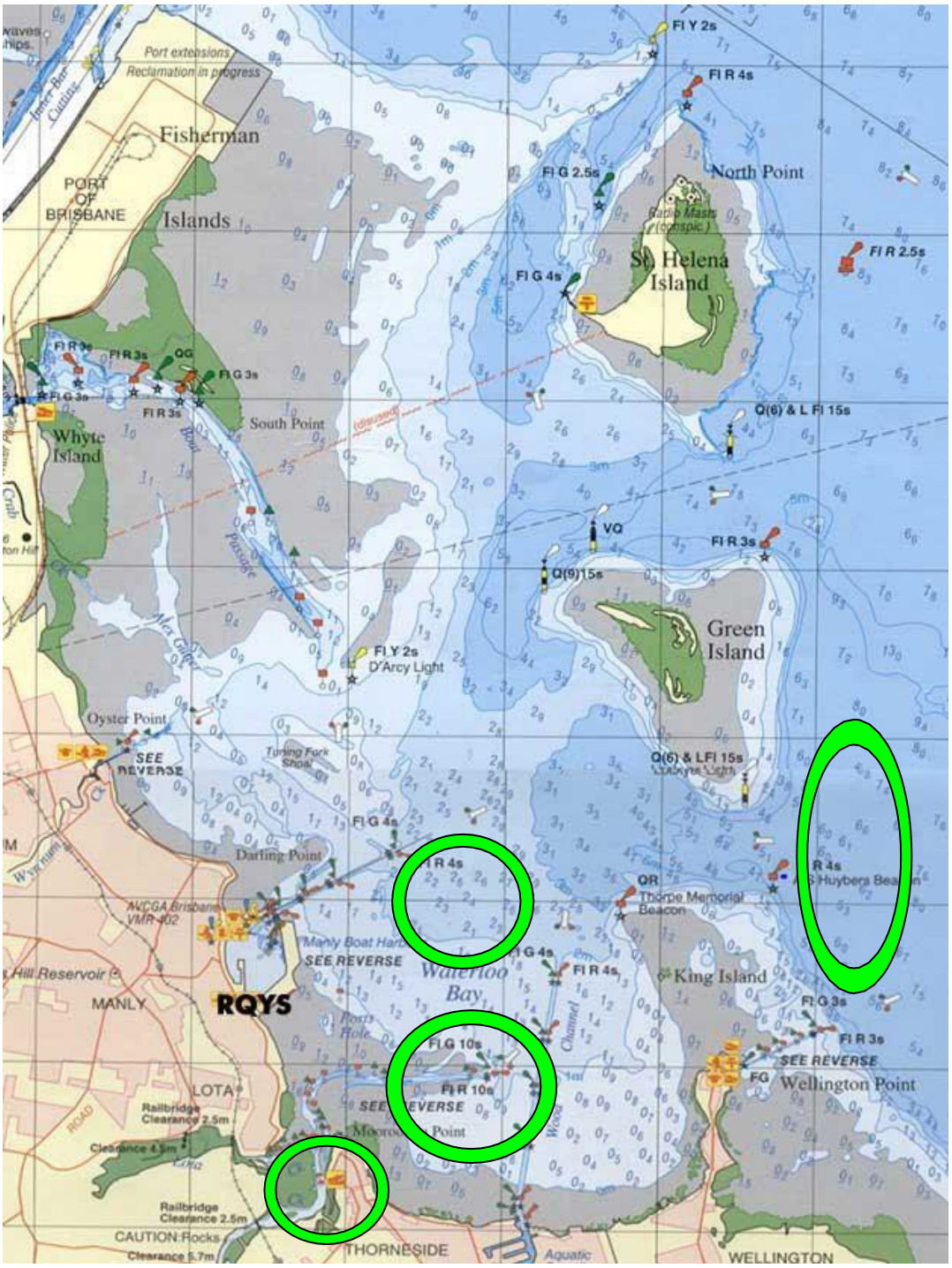
    b. What is the response plan from those attending, i.e. bringing the person to shore at speed, slowly bringing them ashore to prevent further injury, etc.

5. Following any incident, a report or debrief shall be conducted with the persons attending and with any relevant parties.

Additional points specific to this Procedures document and in relation to Radio Monitoring Staff or Volunteers.

- First Contact with emergency services should be done by those attending if possible. If not possible then a relay should occur.
- The dedicated point of contact for the Ambulance is the RQYS Fuel Wharf. Communication with Reception is important; Reception will direct the Ambulance to the Fuel Wharf **UNLESS OTHERWISE DIRECTED**
    - o For example, an injured person may be moved inside to take shelter, to the first aid room to lay down etc. This needs to be communicated.
- Reception will ensure someone is on Flagship Drive to direct the Ambulance and provide them with a Gate Code.
- The Regatta Director or PRO will advise any nominated emergency contact as needed. This may be delegated.

Section 6: Racing Areas



Section 7: Safety Briefings

Class Associations may elect to run a Safety Briefing for competitors for events to be held. This briefing is facilitated by the PRO or a RO. When these briefings are held, a guide for general points include:

- General welcome and thank you by Club Sailing & Regatta Manager
- Sailing safely in and out of Manly Harbour
- Emergency Procedures to be used on and off water
- Local bylaws and guidelines
- Sailing Instructions
- Wind and tide conditions expected during the event if abnormal or unstable.

There should be opportunity for input in the briefing from:

- Race Officers (where there are multiple courses)
- Umpires/Judges briefing (where applicable)

Section 8: Environmental Issues Affecting Sailing

Environmental factors including sea state, may require on water activities be cancelled earlier.

Weather Forecasts
- All staff, officials, and volunteers shall be aware of the day's forecast when planning.
- PRO and ROs shall consider the forecast for the volunteers and individual sailors and their ability.

Storm Warnings
- Storm warnings for the Race Area shall be given the upmost consideration on how they will affect the area of sailing at the relevant time. If there is any doubt all on water activities will be cancelled. These include thunderstorm and hail warnings.
- In the case of a Tsunami alert, all on water activities will be cancelled until the all clear is given by the relevant authorities.

Other Environment Factors
-Consideration will be given to other factors which might affect the safety and general health of sailors. These might include, but are not limited to, air and water quality.

Section 9: Operating Safety Procedures

Operating Area
The Operating area for the Royal Queensland Yacht Squadron shall be the Manly Boat Harbour, Waterloo Bay, and the waters East of Green Island.

Safety Boat Equipment

- VHF must be carried at all times. If the ship's radio is not working, a hand-held radio shall be taken out.
- First Aid Kits are located in all vessels. These are checked on a regular basis and restocked
- A telephone is available in the Sailing Office at all times for emergency use.
- Each safety boat is fitted with appropriate Queensland Recreational safety equipment

Section 10: Equipment and Craft

- All Royal Queensland Yacht Squadron Sailing Office pieces of equipment and craft are checked over on a regular basis consistent with their use.
- Where vessels are used, any damage, whether incurred during that session or not, are to be reported to the Sailing Office, this can be done via a Radio Operator, via email to the Sailing Manager or Volunteer Co-Ordinator, or by phone if necessary. These items are forwarded to the Marina Staff for solution and follow up.
- Equipment out of service due to a repair needed to be completed shall be tagged with a yellow 'Out of Service' Tag and a list of "non-major" defects shall be listed in the equipment room for Volunteers and Staff to be aware of, where vessels shall have minor issues that do not pose a significant risk to safety or operation.

Dinghy Fleet

- Boats shall be equipped so that it is possible to teach the entire relevant syllabus according to the conditions.
- All Boats must be maintained in good condition. The following areas should be considered:
    - Hulls should be well maintained in a good state of repair, watertight, and with all the fittings and toe straps in good working order.
    - Running rigging should be well maintained and in a good state of repair. There should be no protruding strands in wire rigging and all shroud pins and split rings should be taped.
    - Rudder, centreboard or dagger board should be in good condition
    - Sails should be in serviceable condition for the courses on offer.

Yacht/ Keelboat Fleet

- All boats shall be maintained in good condition. The following areas are considered:
    - Hulls should be well maintained in a good state of repair, watertight and with all fittings in good working order.
    - Running rigging should be well maintained and in a good state of repair. All halyards should be off sufficient length and in good condition. Sheets should be of sufficient length and appropriate diameter and material
    - Standing rigging should be well maintained and in a good state of
    - Repair. There should be no protruding strands in wire rigging and all shroud pins and split rings should be taped.
    - Rudders should be in good condition.
    - Sails should be in serviceable condition for the courses on offer. Provision should be made for teaching how to reef afloat.
    - Boats must be suitable equipped (e.g. anchors, fenders) for the operating area.

Windsurfers & SUP's

- Boards shall be equipped so that it is possible to teach the entire relevant syllabus according to the conditions.
- All boards must be maintained in good condition. The following areas should be considered:
    - Hulls should be well maintained in a good state of repair, watertight, and with all the fittings and toe straps in good working order.
    - Universal joints should be flexible and free of corrosion.
    - Dagger board & fin/s should be in good condition without rough edges
    - Sails should be in serviceable condition for the courses on offer.
    - Paddles (SUP's) should be suitable for use when either standing or kneeling on the SUP.

Safety/ Patrol Boats

- All kill cords must be fully functional and must be fitted and used where the skipper deems appropriate. When anyone operates a boat without a crew, they are to wear the kill-chord at all times.
- The safety boats and crew must be suitable for all types of activity.
- Equipment that will be undertaken in the operating areas and conditions at the Royal Queensland Yacht Squadron.
- A check of all safety equipment shall be completed on a regular basis by RQYS Staff with the Skippers doing a personal check at the start of each session.
- All engine and safety systems must be in full working condition. The following areas are considered:
    - Outboard engines must be securely attached to the boat.
    - Kill switches must be fully functional
    - The steering mechanism should be free and easy to use, hydraulic steering systems should be checked for leaks regularly.
    - Throttle and gear changing mechanisms must be positive and reliable.

Section 11: Fuelling Procedure

1. Eliminate the risk of injury. Ask crew to step off until fuelling is complete and there is no trace of vapours.
2. Eliminate all sources of ignition. Reduce risk by shutting down all electrical sources and turn battery switches to off.
3. Keep the nozzle in contact with the fill neck, preventing static electricity from causing a spark.
4. Stop pumping when close to full. If pumped to the fullest, gas will stand in the fill hose, which is not designed to hold fuel for storage.
5. Tighten fill cap, wipe up spillage on deck and dispose of spill pads or rags on shore in correct receptacle.
6. Open doors and hatches to ventilate spaces while under way.
7. Check for vapours by sniffing the lower compartments of the boat. Your nose is the best fume detection device.
8. When vapours are not detected, proceed to start engines.

Section 12: RQYS On-Water Safety Management Plan

PART 1: Responsibilities

1. **Scope:**
   To Provide a safe on-water environment for all participants- both competitors and officials- having regard for both expected and unforeseen conditions.
2. **Competitors:**

   As per SI's and Class rules.

   i. *Fundamental Rules 1.2 and 4*
   Competitors attention is drawn to fundamental rules 1.2 and 4 of the Racing Rules of Sailing (RRS). Competitors shall make their own decision to start or proceed in a race, taking into consideration the prevailing conditions at their time.

   ii. *Intention to Race/Sign-on*
   For each race or race session, each competitor intending to race shall personally "sign on". This requirement will be include in the sailing instructions. This requirement is to provide Race Management with a list of all boats on the water.

   iii. *Personal Buoyancy*
   All competitors shall wear personal flotation devices which are in good condition and are in accordance with the specifications issued or approved by a national authority affiliated to the International Sailing Federation, or a standards organisation, or certification authority, recognised for the purpose by its respective government.
3. **Race Management**

   i. *Code of Conduct*
   All Race Management personnel are required to abide by the Sports Officials "Code of Ethics" and place the safety and welfare of the participants- both competitors and officials- above all else and accept responsibility for their action. In doing so, the primary responsibility of on-water personnel is for the safety of themselves and their crew.

   ii. *Race Management Boats*
   All race management boats are to be driven by licensed powerboat drivers and in such a manner that will not cause unnecessary disturbance to competing boats or injury to crews. All race management boats are to keep clear of competing boats unless providing assistance.

   iii. *Monitoring Conditions*
   Monitoring the fleet and observing the weather conditions are important tasks during the race and rescue boats must be strategically placed to respond to emergencies.
4. **Terms Used:**

   SM – Sailing Manager | PRO – Principle Race Officer
   Where there is no PRO all definitions revert to the Sailing Manager (SM)

In an emergency, the priority is to save lives and minimise injury, not to rescue boats. Drifting or anchored boats can be picked up later. Safety of competitors and rescue boat crews will always take priority over the preservation of boats.

PART 2: Minimum Safety Requirements for Conduct of Racing

1. **Briefing: (SM/PRO)**
   i. Assisting staff members and volunteers should always be briefed on the rescue coordination plan before racing commences.

2. **Race Management Personnel: (SM/PRO)**
    i. Sufficient personnel to resource Race Management boats.
    ii. PRO to have attended a race management course which included the 'Risk Management' module.
    iii. PRO to be accredited to minimum of "National Race Officer".
    iv. PRO ensures rescue boat personnel are briefed/trained for class specific issues and procedures for juniors and Boards.
3. **Rescue Boats: (SM/PRO)**
    i. Sufficient personnel to resource all rescue and course boats.
    ii. Rescue boats to be suitable for conditions expected.
    iii. Rescue boats to be provided with all safety equipment as required by state law.
    iv. Briefed/Trained in class specific requirements of classes that are racing on their course.
4. **Weather Information: (SM/PRO)**
    i. Local weather forecast to be obtained from the Bureau of Meteorology and placed on the Notice Board prior to commencement of racing.
    ii. All responsible personnel to be briefed on the days expected weather.
5. **Wind Speed Limits, etc.**
    i. Course Race Officers to be aware of "wind speed limits" specific to particular classes and to use these, together with other relevant conditions including sea state, sea and air temperature, wind chill, etc., as a guide when considering the safety of competitors racing.
6. **First Aid Provision**
    i. One first aider available on shore at all times with access to the First Aid Centre
    ii. The First Aid Centre is located in the Sailing Academy Building located to the West of the Main Clubhouse and fitted with appropriate equipment and manned by qualified personnel to be able render immediate first aid.
    iii. Any injury requiring off-site assistance should be coordinated with SM. An ambulance will be called by the SM or by a delegated member of RQYS Staff (sailing volunteer with the injured party) and directed to either Fuel Wharf. An incident report form shall be completed and submitted to RQYS for any injury occurring on club premises or requiring outside medical treatment. Incident report forms are located inside the first aid kit and may also be obtained from the Sailing Office.

In all cases the person with the injured parties calls 000 as they will ask multiple questions.

PART 3: Rescue Co-ordination

1. **Purpose**
    i. This document is prepared to provide a rescue plan and emergency response, for expected prevailing conditions involving normal regatta rescue procedures and for extreme conditions, Level 4 emergency situations where outside help is required.
    ii. Refer to "Emergency Procedures Operations Sheet" (Section 6).
2. **The Principal Race Officer (PRO) and Sailing Manager (SM)**
    i. The PRO has overall responsibility for the on-water safety management in consultation with the SM, the SM is directly responsible for the on-land rescue coordination as well as the coordination of non-regatta assets (Water Police etc.)
    i. The PRO is responsible for the declaration of an emergency situation on the water on his/her course.
    ii. Once the PRO abandons races due to conditions, he/she will co-ordinate the rescue from on the water and will request the assistance of the On Land Rescue Coordinator (SM).
3. **Search and Rescue**
    i. Local search and rescue activity will generally be planned and implemented by the On Land Rescue Coordinator (SM), located in the Sailing Office of the RQYS, or in such a location as deemed suitable

and practical.

ii. In the case of a missing person/boat, co-ordination will transfer to Queensland Water Police and State Authorities.

4. Injuries

i. Injuries will be responded to by the closest available rescue boat.

ii. If it appears on water that ambulance attendance will be required, the person with the injured party calls 000 and stays with the injured party until they are met by the ambulance or hand over to RQYS staff member.

PART 4: Patrol Plan

1. Approach

i. Each rescue vessel will have a designated area to patrol during the race and during transit of boats to and from the race area. This will be detailed in a course by course "Patrol Zone Allocation" plan prepared by the relevant PRO, overseen by the PRO.

ii. The plan must ensure that all areas are covered by at least one rescue boat at all times.

iii. For scheduled racing, rescue craft and rostered crews are to be on station (pre-allocated) or as otherwise directed. In the situation where it calls for "all boats" to be used, Jury boats, coach boats, media boats, etc, will be classed as "rescue boats".

iv. Larger Ribs should be used for main coverage of the course as they can cover more area faster. Smaller and slower rescue boats are useful in close quarters situation and a balance of both vessels is appropriate.

2. Heading to the start

i. When the boats commence heading to the start, each course will monitor the progress of the boats to the course area.

3. During the races

i. Depending on the type of course used, the course will be divided into a number of areas. Each rescue patrol boat assumes responsibility for one area.

ii. During racing rescue boats will patrol pre-allotted zones.

iii. Ideally 1 or 2 boats will overlap to cover each leg of the course.

iv. In heavy conditions, rescue boats will concentrate closer to gybe marks to respond where capsizes are more likely to occur.

v. In the event of bad visibility, heavy sea, strong wind, etc, zones may be further leeward on the course. Any boat drifting down the course will be able to be seen / picked up (important especially if wind is offshore). It is important to not leave the top mark/bear away marks unattended.

vi. If more rescue boats are available they will patrol to concentrate on the tail of the fleet.

vii. In some instances with some classes of boat it may be deemed necessary to have a boat follow the fleet for the purposes of a fast response. This will be communicated between the SM/PRO with a designated team prior to racing.

4. Jury and Media Boats

i. Although they have other planned functions during, Jury and Media boats will attend to any boat they see in immediate danger. By the nature of their work Jury Boats are often positioned as the best boats to provide first response assistance and will do so when required.

ii. Other dedicated rescue boats shall relieve Jury and Media boats from their rescue response as soon as practical.

5. Heading home

i. All rescue boats shall work their allocated patrol areas until directed by the PRO or Rescue Coordinator to change area or come ashore when all boats are accounted for. Accounting for boats is normally only complete well after all are ashore.

PART 5: Rescue Team

1. Personnel

i. Functional control for rescue will be performed by volunteers.

ii. Rescue Boat Crews will always be fully briefed on the Rescue Co-ordination Plan before going afloat.

iii. Each rescue boat should have a skipper plus a minimum of one crew (depending on size and type of boat) capable of picking up people from the water and managing damaged boats, etc.

iv. Each rescue boat crew member should bring their own personal equipment including wet weather gear and warm clothing, gloves, knife, etc. People prone to seasickness should not go out. Rescue boat crews should wear PFD's at all times.

v. Only personnel authorized by the Sailing Office are to drive rescue boats.

vi. In an escalation to a level 3 emergency, the following on-shore personnel are required in addition to the rescue boat crews:

a. On land Rescue Coordinator (SM)
b. Ramp Marshall
c. Radio Operator(s)
d. Relief crews as needed

vii. Rescue Boat Crews should be alert for the signs of hypothermia and know the treatment for the recovery for persons suffering from the effects. (see Appendix 3)

viii. Sailors with head injuries, heat stress or hypothermia may have impaired decision making capacity and may not recognize that they require assistance.

Important note:

Your safety, that of your crew and that of the competitors is the most important factor in your rendering assistance. In any situation where you have to make a decision between boats, boats and human life, human life must come first.

Your primary responsibility is the safety of yourself and your crew. Do not put your own life at risk to render assistance. Call for help.

2. Duties

Personnel allocated to specific duties are as set out in the following table:

Rescue Coordinator	*Purpose:*	Single point of control of rescue operations until Police assume control
	Location:	On Shore RQYS Sailing Office On water PRO Boat/Course Start Boats
	Assignment:	Sailing Manager
	Duties:	• Overall command and supervision of rescue operations, until Police assume control. • Liaison with Outside Agencies • Liaison with media • Provide advice and guidance to Course Race Officers
Course Rescue Management	*Purpose:*	Rescue management on each course area
	Location:	On Water Designated course Start Boat
	Assignment:	PRO

	Duties:	• Overall command and supervision of rescue operations for that course, until PRO or Police assume control. • Liaison with SM • Liaison with Police
Safety Officer	*Purpose:*	To relieve the on-shore Rescue Co-ordinator of operational detail by contacting emergency services, coordination first aid, managing sign off completion, contacting relatives, liaising with the Club, etc., in communication with the PRO.
	Location:	RQYS Main Clubhouse
	Assignment:	RQYS Reception Team
	Duties:	Assist the Rescue Coordinator as required • Facilitate communication between internal club assets, staff, volunteers, and Emergency Services
Radio Operators	*Purpose:*	To manage tower radio traffic and free up the Co-ordinators from having to operate the club's radio system.
	Location:	On Shore RQYS Sailing Office/Manly Marine Radio
	Assignment:	Rostered Radio Operators
	Duties:	Operate Radios

PART 6: Emergency Procedure Operations Sheet

Guidelines for all Race Management Personnel

LEVEL	*CONDITIONS*	*ACTION*	*CONTROL*	*COMMS*
Level 1		**Patrol / Rescue**		
	Light winds Slight sea Well within competitor capability	Rescue craft to patrol designated areas. Rescued boats to be towed to start-finish vessels or spectator craft. Rescue boats not to leave course without clearance from race officer.	(PRO)	Monitor Course radio channel
Level 2		**Elevated Patrol / Rescue**		
	Moderate winds Moderate sea Testing but manageable conditions	Coach, Jury and Media boats may enter course area and assist if requested by the Race Officer PRO May utilise Fleet Chase boats	(PRO)	Monitor Course radio channel

Level 3		**Abandon race, Rescue of personnel**		
	Heavy wind and big seas Beyond competitor capability for most	Abandon races All available boats including Jury, coaches, to assist boats in trouble as directed or as otherwise required at their own discretion based on their experience.	(PRO) Rescue Coordinator (SM) to assist	Radio Room to assist. Liaise with Sailing Office head count / boats ashore
	Thunderstorms and lightning	Rescue boats to either tow boats to available craft or abandon boats after tagging with (crew safe) tape No Coach boats to leave the water until all sailors recorded on beach.		
Level 4		**Outside assistance required**		
	Very strong wind and big seas. Well beyond competitor capability	Decision to call Water Police	Rescue Coordinator (SM)	Liaise with Sailing Office head count / boats ashore

Bureau of Meteorology (BOM) **Wind Warning Definitions**	**Strong wind warning**	**25-33 knots**
	Gale warning	**34-47 knots**
	Storm warning	**48-63 knots**

PART 7: On-Shore Safety

Management Before Competition Commences

Race Office

- Provide to Race Officer, a list of entrants that have registered.

Prior to Racing for each class each day

Sign On / Sign off Volunteers

- Advise Race Officer of any competitor who has not signed on.

Sailing Office

- Advise Sailing Manager/Sailing Office Staff of any competitor who has not signed on.

During Racing each day

Race Officers

- Advise Race Office of any competitor who has not started, has retired, been rescued or has not finished.
- Ensure all other competitors have left the course.

Rescue Boats, Jury, Support Boats, etc.

- Advise Race Office of any boat that has been rescued or retired and the action taken or observed.

After racing for each day

Sign On / Sign off Staff

- Advise Race Office of any competitor who has not signed off within the time limit.
- Should conditions become adverse the Race Office may broadcast over a PA system the names of sailors who have not signed off INSIDE the time limit.

Radio Room

- Advise Sailing Manager of any competitor who has not signed off within the time limit or is not otherwise accounted for.

Abandonment due to bad weather

Race Officer

- Advise Race Office of any course for which racing has been abandoned.
- Advise Race Office of any competitor who has retired or been rescued.

Sign On / Sign off Volunteers

- Advise Race Office of any competitor who has not signed off within the time limit.

Radio Room

- Advise Sailing Manager of all courses for which racing has been abandoned.

Injury / First Aid

Rescue Boats, Jury, Support Boats, etc.

- **Person with the injured party calls the Ambulance directly while with the injured party.**
- Advise Principle Race Officer or SM of any injury sustained on course including the name of the competitor and/or sail number, the nature of the injury, perceived severity and what action is being taken.

First Aid Drop off

- Persons requiring first aid should be dropped off at the **RQYS FUEL WHARF**

Principle Race Officers

- Advise Race Office of any injury reported by boats on their course including the name of the competitor and/or sail number, the nature of the injury, perceived severity and what action is being taken.

Race Office

- Advise Sailing Manager of any injury reported including, where known, type of injury, perceived severity, anticipated arrival at drop off point at fuel wharf.

Sailing Manager

- Notify the First Aid Officer and accompany to drop off point at fuel wharf.
- Contact parent/guardian.
- Advise Event Director, CEO RQYS and PRO of situation.
- Prepare Incident Report in conjunction with First Aid Officer.

First Aid Officer

- Assess injury.
- Initiate/arrange appropriate treatment while waiting for the ambulance.
- Prepare incident Report in conjunction with Sailing Manager.

Prior to Racing	• Attend the Race Committee / Patrol boat meeting to discuss race conditions and any concerns. Confirm radio channel with PRO. • Log Radio & POB checks with all patrol boats and RIBs leaving marina. • Log Radio & POB checks with all jury boats leaving marina. • Monitor all competitor boats leaving the beach. (e.g. capsizes in marina). • Communicate with Boat Check Off volunteers to ascertain number of competitors signed-on. • Notify Start Boat of number of competitors signed-on (and in each class where appropriate).
During Racing	• Monitor the Radio and log all communications to the tower. • Log the details (boat No. & time) of retired boats returning to the beach. • Notify Start Boat of retirees ashore. • Log any information between race management vessels deemed to be relevant. • Monitor BOM Radar for approaching storms. • Monitor Energex Lightning Tracker website for potentially threatening lightning strikes.
Emergency Procedures	• Log incidents where sailors removed from boat due to injury. Note time, boat number/name, sailor name (if available), and the location/rescue boat with the sailor and approximate arrival time at drop off point. • Ascertain details/severity of injury. Call Ambulance 000 directly while with the injured party. • Instruct rescue boat to deliver sailor to the nominated drop off point at the fuel wharf. • Notify Sailing Manager of type of injury, perceived severity, anticipated arrival at drop off point.
Completion of Racing	• Notify Start Boat when all sailors are accounted for. • POB checks with all patrol boats and the RIBS entering marina • Radio & POB checks with all jury boats entering marina. • File any paper work.
Abandonment of Racing due to Bad Weather	• Notify Sailing Office/PRO that racing has been abandoned. • Log incidents where sailors removed from boat for any reason. • Notify Start Boat when all sailors are accounted for. • Notify PRO when requested by Start Boat to escalate rescue function to Water Police.

By signing this, I agree now that I have read and understand the On-Water Safety Management Plan.

Name:_____ Role:_____

Signed:_____ Date:_____

Appendices

APPENDIX 1 – On-Water Safety Management Plan

EMERGENCY CONTACTS AND MANAGEMENT

Emergency personnel and contact details

Position/Service	Name	Call sign	Mobile
Regatta Director	James Tapp	Sailing Manager	**0408380711**
Sailing Manager	James Tapp	Sailing Manager	**0408380711**
Principal Race Officer/Race Officer	TBA – event based		
Protest Committee Chair	TBA – event based	N/A – available in Regatta Office	
Volunteer Co-Ordinator	Maureen Watson	Volunteer Co-Ordinator	**0413023645**

Emergency Management:

RQYS General Manager: **Shawn Ket** **0417 799 976**

Facilities Manager/OHS Committee **Glen Scott** **0455 103 817**

POLICE	Address	Contact
Capalaba Police Station	203 My Cotton SM CAPALABA	3433 3333
Cleveland Police Station	1-11 Passage St CLEVELAND	3824 9333
Redland Bay Police Stn	Weinman St REDLAND BAY	3829 4111
Wynnum Police Station	82 Pine St WYNNUM	3308 8100
Brisbane Water Police	BRISBANE	3895 0333

APPENDIX 2 - On-Water Safety Management Plan

MARINE LIFE SIGHTINGS - RISK MANAGEMENT AND REPORTING

Reporting potential shark sightings

* **If a race official boat believes they have sighted a shark or whales** the crew should report it to the race officer who will report it to the Tower.
* **If a competing boat crew, coach or support boat believes they have sighted a shark or whales** the crew should report it to the nearest safety boat crew.
* **If a competing boat crew, coach or support boat suspects that a competitor is suffering from a severe reaction to a Marine Stinger** the crew should report it to the nearest safety boat crew.

Action by the Sailing Office

EMERGENCY ACTIONS

1. **In consultation with the SM, the Sailing Office will provide a general alert to all official boats by Club radio.**
   Give all boat crews details of the location of the sighting and direct some boats to the area to monitor the situation and if required to alert sailors to the danger.
   If necessary official boats should be advised to direct racing boats to return to shore and escort those boats.

APPENDIX 3 - On-Water Safety Management Plan

TREATING HYPOTHERMIA

Guidelines for Race Management personnel and event volunteers

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

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.

Begin CPR, If Necessary, While Warming Person

- If the person is not breathing normally:
- For an adult, start adult CPR.
- Continue CPR until the person begins breathing or emergency help arrives.

Give Warm Fluids

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

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.

Follow Up

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

APPENDIX 4 - On-Water Safety Management Plan

TREATING DEHYDRATION AND HEATSTROKE

Guidelines for Race Management Personnel and event volunteers

- Help the person to lie down at total rest in a cool area.
- Loosen any tight clothing.
- If fully alert and conscious, give them frequent small drinks of water or ice chips to suck.
- If muscle cramps occur, gently stretch the affected muscles to ease pain.
- Check vital signs at regular intervals.
- If unconscious or not fully conscious, place in the recovery position.
- If the person is unable to drink, or is vomiting or unconscious, enact plan for serious injury.
- Prepare to give CPR if necessary

APPENDIX 5 - On-Water Safety Management Plan

GUIDELINES FOR HANDLING RESCUED BOATS

The Priority for those operating Safety and/or Rescue Boats or Coach Boats is to ensure, by order of priority:
1: Personal Safety
2: the safety of those on board the Safety/Rescue Boat
3: the personal safety of sailors in boats participating in Squadron Racing and this shall be their focus. 4: the personal safety of any person in their vicinity by virtue of proximity.

They might then ensure, by standing by, towing, or such similar action, as the Skipper of the Sailing vessel requiring assistance may request.
4: the safety of vessels engaged in Squadron Racing
5: the safety of any other vessel that the Skipper may deem as needing support

In Summary: First your own safety, then the safety of the sailor, then the safety of their boat.

The Race Officer will control rescue boats and favour keeping faster boats and RIBs in the racing area to perform further rescues and use other boats to hold or tow boats back to shore, as:

- A fast boat in most situations can still only tow at a slow speed.
- Towing boats can take up a lot of time especially when a long way from shore

- A fast boat can cover more area in less time than a slow boat
- In some situations, it may be better to have smaller or slower boats used to take over a tow. This would apply where you may have sandbars, speed restriction, swimming, yachts moored etc, and a slower speed may be necessary.

It is important to leave notification on drifting yachts that the crew have been recovered.

APPENDIX 6 - On-Water Safety Management Plan

INJURY / INCIDENT AND INVESTIGATION REPORT FORM

To be completed by the injured person (employee, volunteer, member etc.)

SECTION 1		
Details of Injured Person		
Given Names	☐ Male	☐ Female
Surname	**RQYS Employment Details**	
Residential Address:	☐ Full time	☐ Part Time
	☐ Casual	☐ Volunteer
Post Code:	☐ Member of the Public	☐ Contractor
D.O.B:	☐ Other:	
Details of the incident/accident		
Day_____Month_____Year_____	Time of incident:_____:_____am or pm	
Location/address of where the incident occurred:		
Description of the incident accident (tick if additional information is attached)		
Nature of the work injury or work caused illness, e.g. sprain, burn etc.		
Bodily location of work injury or work caused illness:		
Medical Treatment		
☐ Nil ☐ First Aid ☐ Doctor Only ☐ Hospitalised		
Mechanism of injury or disease	**Agency of injury or disease**	
☐ Fall	☐ Machinery and (mainly) fixed plant	
☐ Trips or slips	☐ Mobile plant and transport	
☐ Sound or pressure	☐ Animal, human and biological agencies	
☐ Biological factors	☐ Powered equipment, tools and appliances	
☐ Hitting objects with part of body	☐ Non powered hand tools, appliances and equipment	
☐ Body stressing/Mental Stress	☐ Environmental agencies	
☐ Heat, radiation or electricity	☐ Chemicals and chemical products	
☐ Chemicals or other substance	☐ Materials and substances	
☐ Other or unspecified mechanisms of injury	☐ Other or unspecified agencies	
I declare that all details provided by me on this form are true and correct. _____ _____ Signature Date		

SECTION 2 (Supervisor to Complete)			
Supervisor's Name:	Contact No:		
The Injured Person	Did the injured person stop work?	☐ Yes	☐ No
☐ Treated by Doctor _____	If Yes, stop date____/____/____Time:		
☐ Hospital admitted to _____	Experience:_____Years_____Months		
☐ Returned to normal duties	Are there safety docs to cover this task?	☐ Yes	☐ No
☐ Returned to Alternative duties	Is the documentation adequate?	☐ Yes	☐ No
☐ Workers' Compensation claim	Is a Safety Alert required?	☐ Yes	☐ No
☐ Rehabilitation	Has the person been adequately trained?	☐ Yes	☐ No
Details of Witness/es	**Prompts**		
Name:	Witness Statements taken and attached	☐ Yes	☐ No
Contact No:	Photos taken and attached	☐ Yes	☐ No
Name:	**Reporting requirements**		
Contact No:	Dept. WH&S	☐ Yes	☐ No
Name:	Police	☐ Yes	☐ No
Contact No:	WorkCover (Employer Report)	☐ Yes	☐ No
Please copy this report when completed and place the original in the HSE box in the Administration Office			

SECTION 3 (HSE Manager to Complete)					
Actions required (control measures) Tick if additional information is attached ☐					
Eliminate	**Substitute**	**Isolate**	**Engineer / Redesign**	**Administration**	**PPE**
Details:					
Date Implemented					

SECTION 4 (HSE Manager to Complete)	
Feedback to person involved	☐ No ☐ Yes – Date:
Injury recorded on injury register?	☐ No ☐ Yes
Reported to HSE Committee	☐ No ☐ Yes – Date:
HSE Manager	

SECTION 5 (HSE Manager to Complete)	
Control Measure Review Completed	☐ No ☐ Yes – Date:
Reported to HSE Committee	☐ No ☐ Yes – Date:
HSE Manager	

APPENDIX 7

TOWING AND DE-RIGGING GUIDE FOR SAILBOAT CLASSES

Towing and de-rigging familiarisation - Important issues that apply to all classes

Boats in apparent distress (capsized, broken mast etc) should be approached at speed, to about 20 metres off, to ascertain safety of crew.

Crew safety is of paramount importance and supersedes all other considerations.

If competitor(s) is safe and patrol boat needs to attend to another situation on the course, advise the competitor of your proposed action and estimated time of return.

Head injuries, particularly in teenagers and younger competitors are to be treated as serious and require immediate transfer to shore.

Be aware of signs of exhaustion and/or onset of hyperthermia and consider recommending to competitor to return to shore.

If competitor is removed from boat, attach a crew safe indicator as provided in the patrol boat safety kit.

Towing De-rigging Familiarisation - Optimist

If tow is to be undertaken	
• Do class rules require dinghy to have a tow line?	Yes
• Is it preferable to de-rig dinghy before commencing tow?	No as thwart can easily be damaged. Unclip mainsheet from boom and allow sail to rotate freely.
• Should centreboard be raised?	Yes – it should be removed completely from the centreboard case
• Should weight (Skipper/crew) be moved aft as far as possible?	Yes
• Is there an ideal speed (or upper speed limit) for the tow?	Depends on the sea conditions and ability of competitor
• If no tow line is provided by dinghy, what is the preferred point to attach tow line or is a few wraps around the mast preferred?	All Optimists have towlines. Tow line can be secured to mast step
• If the mast has been removed how can a tow be undertaken where the mast itself is the normal point for attaching the towline?	If mast is removed be careful as boat (thwart through which mast passes) can be easily damaged. If mast is to be reinstalled, the mast must be secured in place using rope supplied. The tow line will remain attached to the mast step even if the mast has been removed.
• How does a lost/broken rudder/tiller effect the ability to tow?	Okay to tow as normal
• What is the best method of towing? o Behind the patrol boat on a tow line? o Held alongside the patrol boat?	Boats can be towed in a daisy chain using class tow line with an end loop Alongside RIB if rudder problem
• If mast is stuck in mud, is there a preferred method of affecting a recovery?	Not a problem as mast is relatively short

Towing De-rigging Familiarisation - Sabot

If tow is to be undertaken	
• Do class rules require dinghy to have a tow line?	Yes
• Is it preferable to de-rig dinghy before commencing tow?	Not necessarily preferred, depends on: • Reason for tow being undertaken • Weather/sea conditions
• Should centreboard be raised?	Half-way up
• Should weight (Skipper/crew) be moved aft as far as possible?	Midships or aft is preferred
• Is there an ideal speed (or upper speed limit) for the tow?	No. Skipper of Patrol Boat to assess based on weather/sea conditions
• If no tow line is provided by dinghy, what is the preferred point to attach tow line or is a few wraps around the mast preferred?	Tow line is provided by competitor
• If the mast has been removed how can a tow be undertaken where the mast itself is the normal point for attaching the towline?	The towline will remain attached to the mast step even if the mast has been removed.
• How does a lost/broken rudder/tiller effect the ability to tow?	Tow will not be significantly affected.
• What is the best method of towing? o Behind the patrol boat on a tow line? o Held alongside the patrol boat?	Preferred Only in calm seas.
• If mast is stuck in mud, is there a preferred method of affecting a recovery?	If necessary and requested by skipper, mast to be retrieved by pulling slowly in the opposite direction to direction mast went into mud

Towing De-rigging Familiarisation - Laser

If tow is to be undertaken	
• Do class rules require dinghy to have a tow line?	Yes – mainsheet. Pass towline through the bow fairlead and competitor to take TWO wraps around mast and hold tail
• Is it preferable to de-rig dinghy before commencing tow?	Not necessary – release boom vang and if necessary, release outhaul.
• Should centreboard be raised?	Partially
• Should weight (Skipper/crew) be moved aft as far as possible?	Midships to aft is preferred.
• Is there an ideal speed (or upper speed limit) for the tow?	Patrol boat skipper to assess depending on weather/sea conditions
• If no tow line is provided by dinghy, what is the preferred point to attach tow line or is a few wraps around the mast preferred?	Tow line provided, two wraps around the mast is preferred
• If the mast has been removed how can a tow be undertaken where the mast itself is the normal point for attaching the towline?	Tow line to be secured to hiking straps and speed of tow reduced accordingly. Towline led through bow fairlead and secured with TWO wraps to hiking strap and held.
• How does a lost/broken rudder/tiller effect the ability to tow?	Lift the rudder blade out of the water. Remove the centreboard. Pass tow line through the fairlead on the bow and competitor to take two wraps around mast and hold tail. Open the self bailer. Competitor to move aft.
• What is the best method of towing? **1.** Behind the patrol boat on a tow line? **2.** Held alongside the patrol boat?	**1.** Preferred **2.** Only in smooth water in light wind in small Rigid Inflatables If the Laser is abandoned, remove the rig. Lift the rudder blade out of the water. Remove the centreboard. Pass tow line through the bow fairlead and secure to hiking straps. Open the self bailer.
• If mast is stuck in mud, is there a preferred method of affecting a recovery?	Secure tow line to mast immediately above the gooseneck and tow slowly. (This prevents the mast coming partially out and destroying the deck and mast step).

Towing De-rigging Familiarisation - 420

If tow is to be undertaken	
• Do class rules require dinghy to have a tow line?	Yes
• Is it preferable to de-rig dinghy before commencing tow?	Not necessary - depends on conditions. Main can be lowered if necessary.
• Should centreboard be raised?	Partially
• Should weight (Skipper/crew) be moved aft as far as possible?	Not Necessary – crew will adjust weight to suit tow.
• Is there an ideal speed (or upper speed limit) for the tow?	Depends on sea conditions
• If no tow line is provided by dinghy, what is the preferred point to attach tow line or is a few wraps around the mast preferred?	Tow line provided.
• If the mast has been removed how can a tow be undertaken where the mast itself is the normal point for attaching the towline?	Tow line will remain secured if mast is removed.
• How does a lost/broken rudder/tiller effect the ability to tow?	Lower main, raise centre board and adjust crew weight as necessary. Proceed at slower speed than normal.
• What is the best method of towing? o Behind the patrol boat on a tow line? o Held alongside the patrol boat?	Preferred
If mast is stuck in mud:	
• Is there a preferred method of affecting a recovery?	Use of side stay is not recommended.
• Is the use of a bridle as taught at the Yachting Queensland Safety Boat Endorsement Course recommended?	Use this method

Towing De-rigging Familiarisation - Pacer

If tow is to be undertaken	
• Do class rules require dinghy to have a tow line?	No and generally boats do not carry tow lines
• Is it preferable to de-rig dinghy before commencing tow?	Not necessary but decision to be based on weather conditions and state of boat/crew
• Should centreboard be raised?	Partially
• Should weight (Skipper/crew) be moved aft as far as possible?	Aft of amidships is recommended
• Is there an ideal speed (or upper speed limit) for the tow?	No – depends on sea conditions
• If no tow line is provided by dinghy, what is the preferred point to attach tow line or is a few wraps around the mast preferred?	Two wraps around mast is the best method with the tail of the rope being held by the crew of the Pacer
• If the mast has been removed how can a tow be undertaken where the mast itself is the normal point for attaching the towline?	Pass tow line around the thwart and ask crew to hold tail of tow line. Speed of tow to be reduced accordingly
• How does a lost/broken rudder/tiller effect the ability to tow?	Not a significant issue - move crew weight towards the stern to compensate
• What is the best method of towing? o Behind the patrol boat on a tow line? o Held alongside the patrol boat?	Behind the RIB is preferred
If mast is stuck in mud:	
• Is there a preferred method of affecting a recovery?	Mast must be removed from the direction the mast entered the mud if damage to mast is to be avoided
• Is the use of a bridle as taught at the Yachting Queensland Safety Boat Endorsement Course recommended?	Yes

Towing De-rigging Familiarisation - 125

If tow is to be undertaken	
• Do class rules require dinghy to have a tow line?	No and generally boats do not carry tow lines
• Is it preferable to de-rig dinghy before commencing tow?	Not necessary but decision to be based on weather conditions and state of boat/crew
• Should centreboard be raised?	Partially
• Should weight (Skipper/crew) be moved aft as far as possible?	Aft of amidships is recommended
• Is there an ideal speed (or upper speed limit) for the tow?	No – depends on sea conditions
• If no tow line is provided by dinghy, what is the preferred point to attach tow line or is a few wraps around the mast preferred?	Two wraps around mast is the best method with the tail of the rope being held by the crew of the 125
• If the mast has been removed how can a tow be undertaken where the mast itself is the normal point for attaching the towline?	Pass tow line around the thwart and ask crew to hold tail of tow line. Speed of tow to be reduced accordingly
• How does a lost/broken rudder/tiller effect the ability to tow?	Not a significant issue - move crew weight towards the stern to compensate
• What is the best method of towing? o Behind the patrol boat on a tow line? o Held alongside the patrol boat?	Behind the RIB is preferred
If mast is stuck in mud:	
• Is there a preferred method of affecting a recovery?	Mast must be removed from the direction the mast entered the mud if damage to mast is to be avoided
• Is the use of a bridle as taught at the Yachting Queensland Safety Boat Endorsement Course recommended?	Yes

Towing De-rigging Familiarisation – Sailboards

Be aware that the tide can take the sail under the patrol boat and/or patrol boats can be blown downwind over the top of the sailboard

If tow is to be undertaken	
• Do class rules require dinghy to have a tow line?	No
• Is it preferable to de-rig dinghy before commencing tow?	Preferable to put sailor and sail on board patrol boat with board alongside
• Should centreboard be raised?	Yes
• Should weight (Skipper/crew) be moved aft as far as possible?	Competitor should be taken on board patrol boat
• Is there an ideal speed (or upper speed limit) for the tow?	No – speed to suit sea conditions. If sailor is on board patrol boat with sail over boat then maintain sufficient speed so apparent wind is from ahead
• If no tow line is provided by dinghy, what is the preferred point to attach tow line or is a few wraps around the mast preferred?	A tow line through the hand hold at the bow of the board will facilitate the tow with a couple of wraps around the Sampson post on the patrol boat. If an RS:X, no hand hold is available and either manually hold alongside, bring on board or take a couple of wraps around the foot of mast
• If the mast has been removed how can a tow be undertaken where the mast itself is the normal point for attaching the towline?	Bring on board patrol boat or if no room on board, hold alongside.
• How does a lost/broken rudder/tiller effect the ability to tow?	Not applicable
• What is the best method of towing? o Behind the patrol boat on a tow line? o Held alongside the patrol boat?	Bring on board patrol boat or if no room on board, hold alongside.
• If mast is stuck in mud, is there a preferred method of affecting a recovery?	Not applicable

Towing De-rigging Familiarisation – Foiler Moth

If tow is to be undertaken	
• Do class rules require dinghy to have a tow line?	No
• Is it preferable to de-rig dinghy before commencing tow?	No
• Should centreboard be raised?	No
• Should weight (Skipper/crew) be moved aft as far as possible?	No – see below for position of skipper
• Is there an ideal speed (or upper speed limit) for the tow?	Dependent on sea conditions etc. Skipper can advise at the time
• If no tow line is provided by dinghy, what is the preferred point to attach tow line or is a few wraps around the mast preferred?	Boat is best towed by putting a wing over the side of the inflatable and have skipper of Moth sit on top of wing.
• If the mast has been removed how can a tow be undertaken where the mast itself is the normal point for attaching the towline?	Skipper to advise depending on extent of damage to moth
• How does a lost/broken rudder/tiller effect the ability to tow?	No effect if above method used
• What is the best method of towing? ○ Behind the patrol boat on a tow line? ○ Held alongside the patrol boat?	No This way is best
If mast is stuck in mud, is there a preferred method of affecting a recovery?	Tow bow of boat (at forestay point) away from the mast in a long arc toward the rear of the boat and into the breeze

Towing De-rigging Familiarisation - 505

If tow is to be undertaken	
• Do class rules require dinghy to have a tow line?	Yes – 10m
• Is it preferable to de-rig dinghy before commencing tow?	Not necessary – but would only be mainsail
• Should centreboard be raised?	Yes – half way
• Should weight (Skipper/crew) be moved aft as far as possible?	Just balance on waves so no nose diving and crew either side
• Is there an ideal speed (or upper speed limit) for the tow?	Planning or just in front of wake is OK if boat is not carrying water
• If no tow line is provided by dinghy, what is the preferred point to attach tow line or is a few wraps around the mast preferred?	Mast is best, but crew is not to tie off rope , but hold tail if they need to release quickly
• If the mast has been removed how can a tow be undertaken where the mast itself is the normal point for attaching the towline?	Through mast deck hole, but at a very slow towing speed
• How does a lost/broken rudder/tiller effect the ability to tow?	OK if sit well aft with half centreboard
• What is the best method of towing? o Behind the patrol boat on a tow line? o Held alongside the patrol boat?	Only with a rubber duck in flat water
If mast is stuck in mud:	
• Is there a preferred method of affecting a recovery?	Rope over windward gunwale and onto mast, pull very slowly or hull will crush. No crew weight on 505, leave both at bow so one can go for the leeward side as it comes up. Tow line 2X mast length, 14 m
• Is the use of a bridle as taught at the Yachting Queensland Safety Boat Endorsement Course recommended?	No

Towing De-rigging Familiarisation - Etchells

If tow is to be undertaken	
• Do class rules require dinghy to have a tow line?	Yes
• Is it preferable to de-rig dinghy before commencing tow?	Not necessary – crew of Etchell will make this decision
• Should centreboard be raised?	Not applicable as Etchell is a keel boat
• Should weight (Skipper/crew) be moved aft as far as possible?	Crew of Etchell will decide on crew weight placement
• Is there an ideal speed (or upper speed limit) for the tow?	Upper speed limit will not be achieved by RIB (And should not be attempted)
• If no tow line is provided by dinghy, what is the preferred point to attach tow line or is a few wraps around the mast preferred?	Two wraps around mast with tail held by Etchell crew is preferred
• If the mast has been removed how can a tow be undertaken where the mast itself is the normal point for attaching the towline?	Extremely unlikely this will ever happen
• How does a lost/broken rudder/tiller effect the ability to tow?	Proceed with caution

• What is the best method of towing?
  ○ Behind the patrol boat on a tow line?
  ○ Held alongside the patrol boat?
	Behind RIB
	Would be extremely difficult and unlikely this method would ever be appropriate

If mast is stuck in mud:	Will not happen!
• Is there a preferred method of affecting a recovery?	
• Is the use of a bridle as taught at the Yachting Queensland Safety Boat Endorsement Course recommended?	

Towing De-rigging Familiarisation - Contender

If tow is to be undertaken	
• Do class rules require dinghy to have a tow line?	Yes, not all carry though
• Is it preferable to de-rig dinghy before commencing tow?	No
• Should centreboard be raised?	Yes, slightly
• Should weight (Skipper/crew) be moved aft as far as possible?	Not necessary, Contender competitors know where to sit in the boat for towing
• Is there an ideal speed (or upper speed limit) for the tow?	Depends on wave conditions and if a foil is damaged, otherwise Contenders are quite stable at speed
• If no tow line is provided by dinghy, what is the preferred point to attach tow line or is a few wraps around the mast preferred?	Through the bow ring and to the mast, bow ring not totally necessary
• If the mast has been removed how can a tow be undertaken where the mast itself is the normal point for attaching the towline?	There is a mainsheet tower in the cockpit that the line can be fastened to
• How does a lost/broken rudder/tiller effect the ability to tow?	Contenders will track reasonably straight at low speed, with either broken
• What is the best method of towing? o Behind the patrol boat on a tow line? o Held alongside the patrol boat?	This way
If mast is stuck in mud:	
• Is there a preferred method of affecting a recovery?	Firstly listen to instructions as situations can be different in each capsize. In general the rescue boat to approach from bottom of hull side, attach rope to high side chainplate and tow at 90 degrees to the lie of the boat on its side, pulling the mast out sideways
• Is the use of a bridle as taught at the Yachting Queensland Safety Boat Endorsement Course recommended?	Does not effect towing us much, we normally have to keep the towline on our side of the boat, especially if not passed through the tow ring on the bow

Towing De-rigging Familiarisation - Cherub

If tow is to be undertaken	
• Do class rules require dinghy to have a tow line?	Recommendation only
• Is it preferable to de-rig dinghy before commencing tow?	Dependent on reason and up to skipper/crew
• Should centreboard be raised?	Yes – MAXIMUM FIN UP – 20%
• Should weight (Skipper/crew) be moved aft as far as possible?	Dependent on conditions – light to medium weather say up to 12 knots – just aft of amidships – over 12 knots further aft
• Is there an ideal speed (or upper speed limit) for the tow?	Approximately 7 knots maximum
• If no tow line is provided by dinghy, what is the preferred point to attach tow line or is a few wraps around the mast preferred?	Mast wrap by 2 minimum
• If the mast has been removed how can a tow be undertaken where the mast itself is the normal point for attaching the towline?	Use tack line attached to spinnaker pole
• How does a lost/broken rudder/tiller effect the ability to tow?	Not much effect however tow to be slowed to maximum of 4 knots
• What is the best method of towing? o Behind the patrol boat on a tow line? o Held alongside the patrol boat?	Behind
If mast is stuck in mud:	
• Is there a preferred method of affecting a recovery?	Wait until the skipper/crew give OK for outside help. Hull bottom must NOT be facing breeze (only driving mast further into mud). Hull interior must be facing breeze. This is the best chance that mast will pop out with the assistance of the crew. DO NOT ATTEMPT TO TOW OUT
• Is the use of a bridle as taught at the Yachting Queensland Safety Boat Endorsement Course recommended?	Do not use this method

Towing De-rigging Familiarisation – 29er

If tow is to be undertaken	
• Do class rules require dinghy to have a tow line?	No
• Is it preferable to de-rig dinghy before commencing tow?	Yes It is important that the spinnaker pole be retracted before tow is commenced
• Should centreboard be raised?	Partially
• Should weight (Skipper/crew) be moved aft as far as possible?	Depends on the conditions – skipper and crew can decide on their position
• Is there an ideal speed (or upper speed limit) for the tow?	No – skipper of RIB to decide based advise from 29er skipper and on sea conditions
• If no tow line is provided by dinghy, what is the preferred point to attach tow line or is a few wraps around the mast preferred?	Wraps around the mast – at least two
• If the mast has been removed how can a tow be undertaken where the mast itself is the normal point for attaching the towline?	Pass towline through fitting on bow and then wrap around thwart on which mast is stepped
• How does a lost/broken rudder/tiller effect the ability to tow?	Stability will be managed by crew of 29er by shifting crew weight
• What is the best method of towing? o Behind the patrol boat on a tow line? o Held alongside the patrol boat?	Yes Only if tow behind RIB cannot be achieved and then at reduced speed
If mast is stuck in mud:	
• Is there a preferred method of affecting a recovery?	Attach tow line to forestay and tow boat slowly in an arc up into wind – this is desirable because of the preset curve in the mast.
• Is the use of a bridle as taught at the Yachting Queensland Safety Boat Endorsement Course recommended?	This method is not to be used

Towing De-rigging Familiarisation – 12' SKIFF

If tow is to be undertaken	
• Do class rules require dinghy to have a tow line?	No
• Is it preferable to de-rig dinghy before commencing tow?	Typically No although dropping mainsail and removing jib sheets is preferable to make the boat more controllable. Partial de-rigging is best performed in the capsized position with one crew member on the centreboard and the other working to make good the sails
• Should centreboard be raised?	Raised dagger boards can limit crew mobility, will depend on sea conditions
• Should weight (Skipper/crew) be moved aft as far as possible?	Yes to a degree, too far aft and the bow will raise too far in the air to be controllable
• Is there an ideal speed (or upper speed limit) for the tow?	Dependent on sea conditions etc. Skipper/crew can advise at the time of towing
• If no tow line is provided by dinghy, what is the preferred point to attach tow line or is a few wraps around the mast preferred?	Wraps around mast post is preferred
• If the mast has been removed how can a tow be undertaken where the mast itself is the normal point for attaching the towline?	Mast post or mast gate will still be in position and suitable for towing
• How does a lost/broken rudder/tiller effect the ability to tow?	Process becomes more difficult. Dragging trapeze harness attached to transom helps. Using a secondary rope attached to the end of the fixed spinnaker pole can be used to help control the boat.
• What is the best method of towing? o Behind the patrol boat on a tow line? o Held alongside the patrol boat?	This way is best Sea state typically makes this method difficult
Notes **1.** 12s usually have a fixed spinnaker pole. The preferred method of towing is NOT from the end of the pole but from the mast base. The towline should run from the crew's hands to two turns around the mast post, across the forestay then under all spreaders and stays supporting the spinnaker pole to the tow boat. **2.** A 12 is not a stable boat, with the mast up it will capsize if not balanced by crew weight **3.** It is preferable to carry the mainsail on the rescue boat (although not essential) as this makes more room in the boat	
If mast is stuck in mud:	
• Is there a preferred method of affecting a recovery?	Tow bow of boat (at forestay point) away from the mast in a long arc toward the rear of the boat
• Is the use of a bridle as taught at the Yachting Queensland Safety Boat Endorsement Course recommended?	Not familiar with this method

Towing De-rigging Familiarisation – 16' Skiff

If tow is to be undertaken	
Do class rules require dinghy to have a tow line?	No
• Is it preferable to de-rig dinghy before commencing tow?	Typically No although dropping mainsail and removing jib sheets is preferable to make the boat more controllable. Partial de-rigging is best performed in the capsized position with one crew member on the centreboard and the other working to make good the sails
• Should centreboard be raised?	Raised dagger boards can limit crew mobility, will depend on sea conditions
• Should weight (Skipper/crew) be moved aft as far as possible?	Yes to a degree, too far aft and the bow will raise too far in the air to be controllable
• Is there an ideal speed (or upper speed limit) for the tow?	Dependent on sea conditions etc. Skipper/crew can advise at the time of towing
• If no tow line is provided by dinghy, what is the preferred point to attach tow line or is a few wraps around the mast preferred?	Wraps around mast post is preferred
• If the mast has been removed how can a tow be undertaken where the mast itself is the normal point for attaching the towline?	Mast post or mast gate will still be in position and suitable for towing
• How does a lost/broken rudder/tiller effect the ability to tow?	Process becomes more difficult. Dragging trapeze harness attached to transom helps. Using a secondary rope attached to the end of the fixed spinnaker pole can be used to help control the boat.

• What is the best method of towing?
  ○ Behind the patrol boat on a tow line?
  ○ Held alongside the patrol boat?
	This way is best
	Sea state typically makes this method difficult

Notes **4.** 16s usually have a fixed spinnaker pole. The preferred method of towing is NOT from the end of the pole but from the mast base. The towline should run from the crew's hands to two turns around the mast post, across the forestay then under all spreaders and stays supporting the spinnaker pole to the tow boat. **5.** A 16 is not a stable boat, with the mast up it will capsize if not balanced by crew weight **6.** It is preferable to carry the mainsail on the rescue boat (although not essential) as this makes more room in the boat	
If mast is stuck in mud:	
• Is there a preferred method of affecting a recovery?	Tow bow of boat (at forestay point) away from the mast in a long arc toward the rear of the boat
• Is the use of a bridle as taught at the Yachting Queensland Safety Boat Endorsement Course recommended?	Not familiar with this method