

**DARWIN SAILING CLUB
SAILING & TRAINING
STANDARD OPERATING
PROCEDURE**

**Version 1 – FINAL
MAY 2020**

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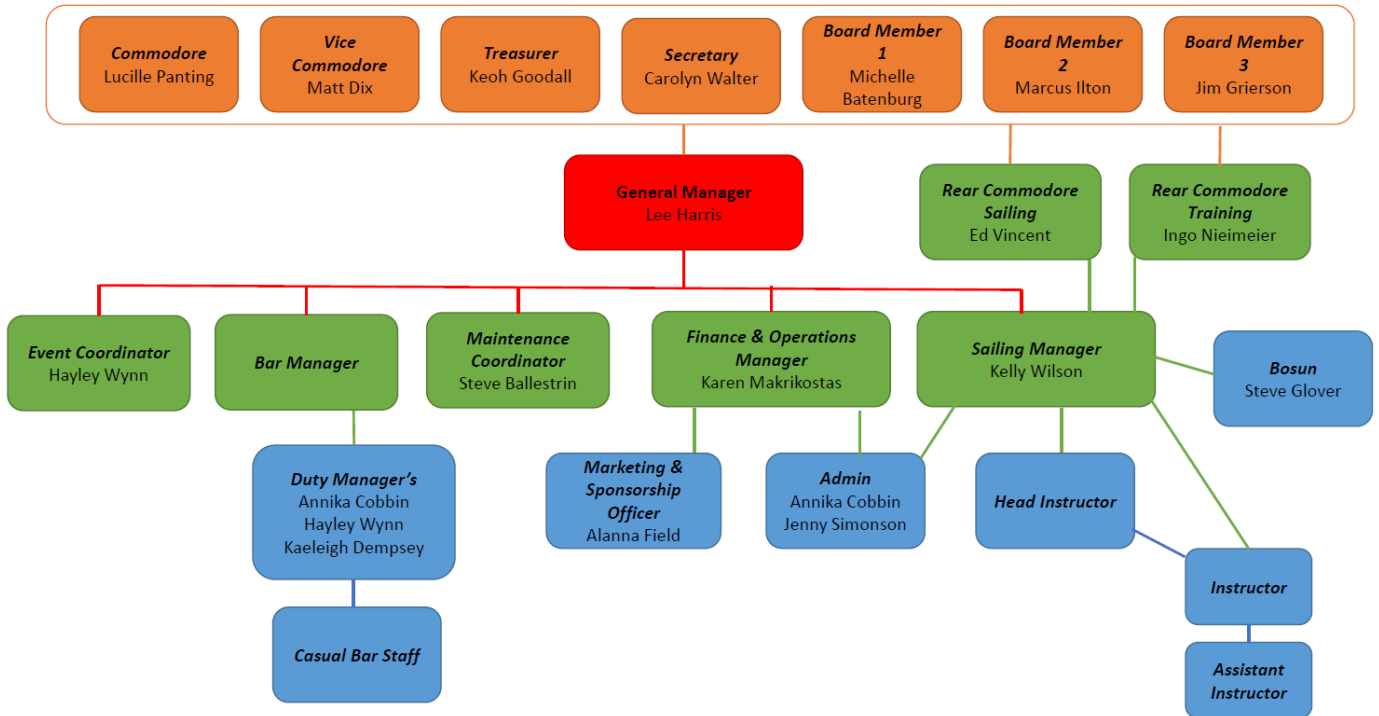
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1 INTRODUCTION

Darwin Sailing Club is located in Fannie Bay, we are an accredited Discover Sailing Centre offering training in accredited courses, coaching programs and racing in both dinghies and keelboats.

2 CLUB MANAGEMENT

DSC Organisational Structure



Darwin Sailing Club is a member driven club and the officers of the club are elected at the club’s AGM. There are also a number of staff employed by the club.

The Management Board is responsible for the strategic direction of the club. The club is managed by the General Manager whilst administration and finances are managed by paid staff under the direction of the GM.

Racing and social sailing is managed Sailing Manager in conjunction with the Sailing Committee under the leadership of the Rear Commodore for Sailing.

Training is managed by the Sailing Manager in conjunction with the Training Committee under the leadership of the Rear Commodore Training.

These Operating Procedures and Policies are developed and maintained by the Sailing Manager in consultation with the Sub-Committees.

The Sailing Manager is the Principal of the Discover Sailing Centre and is responsible to oversee the maintenance of race equipment, training fleets, rescue crafts, tractor, trailers, buoys etc. in collaboration with the Bosun. The Sailing Manager is also responsible for the management of the boat parks.

Refer to www.dwnsail.com.au for the current committee members.

3 OPERATIONS AREA

The club operates from our clubhouse in Fannie Bay. Training courses take place in the sheltered waters of Fannie Bay. Racing generally takes place within Darwin Harbour limits aside from the Arafura Offshore Series.

The Club uses the open grassed area next to Donny's Den or the area around the Rotunda for rigging of sailing boats.

Boats are predominantly launched using the boat ramp closest to the Rotunda, although both ramps can be utilised.

All club members and visitors are requested to keep road trailers and cars out of the rigging area and clear of the ramp. Please also drive slowly throughout the carpark areas as there is often children running around.

Safety boats are prepared in the boat park before being launched. *Refer to the safety boat checklists.*

Powerboats and trailer sailers are launched using the tractor. *Refer the packing up checklists for packing and cleaning requirement for the end of racing and training activities.*

4 FACILITIES

Toilets and showers are located behind the old Yacht Shop building next to the laundry.

The Tower can be accessed by Committee Members, Race Management Team, or Instructors. The Tower contains a landline telephone, VHF radio (and charging stations for HH VHF), Race Control laptop, First Aid Kit, Race Management Team equipment (Dolphin cases), Policies.

A landline telephone is maintained in the Tower for emergency use. All major mobile networks have full coverage throughout the clubhouse and boat park.

A bistro is located in the main clubhouse for meals. Sunscreen is provided free to all students and volunteers to promote sun smart behaviour.

The Training Room is suitable for classroom style teaching, pre-event briefing and meetings. The area includes chairs and tables, whiteboards, and a projector.

The Minnow Shed also has a whiteboard suitable for outside briefings.

5 STORAGE AREAS

Rescue vessels are stored securely in compounds within the inner boat park. The club's training vessels are stored in the inner boat park whilst equipment such as sails, foils, PFD's are stored in the Minnow Shed. Under the Tower is a small workshop with spares such as bungs. Keys for these areas are held by the Sailing Manager.

To reduce the risk of fire;

- Minimum quantities of fuel are to be stored on site.
- Only those club members experienced in refuelling of boats should handle fuel.

Placing heavy equipment and boats high up in storage racks can result in injury or damage to equipment during retrieval.

- No equipment to be stacked higher than 2m without a pulley system for retrieval;

6 RISK MANAGEMENT APPROACH

A risk assessment has been developed for the activities of Darwin Sailing Club and made available to all club members and those who interact with the club. The hazards identified were based on guidelines by Australian Sailing and its member yachting associations, and experiences of members of the club. These hazards have then been rated according to likelihood and impact to determine a risk priority.

Control measures have been identified in response to each risk identified. Persons within the club structure were also identified to take responsibility for each risk. The risk assessment matrix is contained in appendix 1 of this document and also contains cross-references to sections of this document and other aspects of the operation of the club that contain the formal response to each hazard.

6.1 STRONG WIND WARNING POLICY

In the event that the Bureau of Meteorology issues a “Strong Wind Warning” for Fannie Bay no sailing activities are to take place. Instructors and Race Officers shall check www.bom.gov.au before beginning any scheduled activities and cancel the activities if required.

Training Courses will not go on the water in winds **consistently** above 15 knots.

Club Racing will be cancelled/postponed in winds **consistently** above 25 knots.

PRO and Instructor in Charge will be responsible for this decision and should consider a variety of other factors including seas state, wind direction, age, experience and boats sailed etc.

6.2 LIFEJACKETS

All persons taking part in on-the-water activities shall wear an Australian Standards approved PFD at all times whilst on the water. This policy extends to whilst on-board vessels at anchor.

7 HEALTH AND SAFETY POLICY

Darwin Sailing Club (DSC) is committed to providing a safe and healthy workplace for members, instructors and volunteers and to ensuring the safety of visitors and students. DSC will take all reasonable measures to control hazards and prevent incidents or accidents that could result in personal injury or ill health. DSC will take all reasonable measures to conform to relevant state and federal legislation and will consult with staff and students in the identification, assessment and control of hazards at the training centre.

Effective management of OHS risks depends on the commitment and co-operation of club members, staff and students. DSC is committed to consulting with club members, staff and students in a meaningful and effective manner on safety issues, enabling each person to contribute to decisions that may affect their health, safety and welfare.

DSC expects club members, staff and students to comply with its occupational health and safety policies, procedures and guidelines, and to conduct themselves in a safe manner, not placing themselves or others at risk. Instructors are responsible for the health and safety of volunteers and students working under their direction. DSC is also responsible for providing a safe and healthy environment for its visitors and members of the public who enter the training centre or are affected by its activities.

Contractors working on DSC premises are also required to conduct their activities in a manner that ensures the safety, health and welfare of others.

DSC expects its members to act immediately to minimise obvious risks should they arise, such as cleaning spills or breakages, moving others out of the way of moving vehicles, or assisting other members where it is appropriate to do so.

The Management Board and staff of DSC will continually monitor the buildings and other assets of the club and see to the maintenance so that the safety of the public and club members is not compromised.



8 CHILD PROTECTION POLICY

The Darwin Sailing Club Child Protection Policy is available on our website at www.dwnsail.com.au

8.1 CODE OF CONDUCT FOR INTERACTION WITH CHILDREN AND YOUNG PEOPLE

Darwin Sailing Club staff, contractors and volunteers are responsible for supporting the safety and well-being of children by:

- adhering to ***Darwin Sailing Club's Child Safety Policy*** and upholding Darwin Sailing Club's Statement of Commitment to Child Safety at all times;
- taking all reasonable steps to protect children participating in Darwin Sailing Club programs from abuse and neglect;
- treating children and young people with respect;
- listening and responding to the views and concerns of children, particularly if they are reporting that they or another child has been abused and/or are worried about their safety or the safety of others;
- ensuring as far as practicable that an adult (other than a parent) is not left alone with a child;
- reporting any allegations of child abuse in accordance with Darwin Sailing Club's Member Protection Policy;
- if an allegation of child abuse is made, taking steps as quickly as possible to ensure that the child or children concerned are safe; and
- where possible, encouraging children to 'have a say' and participate in relevant organisational activities.

Darwin Sailing Club staff, contractors and volunteers must not:

- develop 'special' relationships with children that could be seen as favouritism (for example, by offering gifts or giving special treatment to specific children);
- engage in any form of 'sexual behaviour' with, or in the presence of, children or young people;
- take any disciplinary action against a child or young person involving physical punishment or any form of treatment that could reasonably be considered as degrading, cruel, frightening or humiliating;
- exhibit behaviours with children which may be construed as unnecessarily physical (for example: touching their genital area, buttocks or breasts);
- assist a child with activities of a personal nature that the child can do for themselves, such as toileting or changing clothes;
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities);
- use inappropriate language in the presence of children;
- express personal views on cultures, race or sexuality in the presence of children;
- discriminate against any child, including because of culture, race, ethnicity or disability;
- have contact with a child outside of sailing without consent (for example, social functions or child minding);
- supply alcohol or drugs (including tobacco) to children and young people participating in sailing;
- use electronic communication (email, text messages, twitter etc) with a child or young person other than in connection with Darwin Sailing Club programs (for example sending e-newsletters to the child and their family);
- Ignore or disregard any suspected or disclosed child abuse.

Darwin Sailing Club staff, contractors and volunteers must observe this code of conduct and accept responsibility for immediately reporting any breach of this code to Darwin Sailing Club's Child Safety Officer or management team.

8.2 STAFF AND VOLUNTEERS WORKING WITH CHILDREN

All staff & volunteers who work with children must hold a current Ochre Card issued by SAFE NT and must have their names listed in the club's register. The only volunteers who do not require an Ochre Card are volunteers under the age of 15 years.

The club will maintain a register of current Ochre Card holders and keep it available for inspection at the club.

8.3 HANDLING DISCLOSURES OR SUSPICIONS OF HARM

Darwin Sailing Club takes all allegations of child abuse made against its staff, contractors and volunteers seriously and has procedures in place to thoroughly and quickly investigate any allegation. Darwin Sailing Club also ensures any staff, contractors and volunteers engaged to deal with allegations are appropriately trained.

All complaints received will be dealt with by the Darwin Sailing Club Board in a confidential and respectful manner.

Darwin Sailing Club works to ensure all staff, contractors and volunteers know what action to take and who to notify if they observe abuse or other inappropriate behaviour involving a child or young person.

All staff, contractors and volunteers have a responsibility to report an allegation of child abuse if they believe an incident occurred. Darwin Sailing Club may, in some circumstances, also have a mandatory requirement to report suspected cases of child abuse to government authorities.

The "state of mind" which activates this reporting duty is when there is a belief on reasonable grounds that any significant detrimental effect caused by any act, omission or circumstance on the physical, psychological or emotional wellbeing or development of a child has occurred.

Darwin Sailing Club's contact person for child safety and management of complaints is the Club General Manager. They can be contacted at 08 8981 1700 or gm@dwnsail.com.au

If you believe a child is at immediate risk of abuse phone 000.

8.4 MANAGING BREACHES OF THE CHILD PROTECTION POLICY

Refer to the ***Darwin Sailing Club Child Safety Policy*** for the full procedure. The below form should be used to ensure that information is accurate and collected in a timely manner before details are forgotten.

CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION

Before completing, ensure the procedures outlined in *Procedure for Handling Allegations of Child Abuse* have been followed and advice has been sought from the relevant government agency and/or police.

Complainant's Name (if other than the child)		Date Formal Complaint Received: / /
Role/status in sport		
Child's name		Age:
Child's address		
Person's reason for suspecting abuse (e.g. observation, injury, disclosure)		
Name of person complained about		
Role/status in sport	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official 	
Witnesses (if more than 3 witnesses, attach details to this form)	Name (1): Contact details: Name (2): Contact details: Name (3): Contact details:	
Interim action (if any) taken (to ensure child's safety and/or to support needs of person complained about)		
Police contacted	Who: When: Advice provided:	

Government agency contacted	Who: When: Advice provided:
President and/or MPIO contacted	Who: When:
Police and/or government agency investigation	Finding:
Internal investigation (if any)	Finding:
Action taken	
Completed by	Name: Position: Signature: / /
Signed by	Complainant (if not a child)

9 PARENTS CODE OF CONDUCT

The Parents' Code of Conduct below is to be provided to all parents whose children are involved in club activities and a signed copy kept on file. Codes of Conduct give everyone a guide to what is expected of us if we are part of an organization, participating in a sport, or as spectators at our child's events.

By signing below I hereby agree that:

- I will encourage good sportsmanship by demonstrating positive support for all sailors, coaches and officials at every practice session and competition.
- I will place the emotional and physical wellbeing of my child ahead of my personal desire to win.
- I will encourage my child to sail in a safe and healthy environment.
- I will inform my child's coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
- I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the results of a competitive event.
- I will never ridicule or yell at my child or other participant for making a mistake or blame my child's teammates for placement in a competition.
- I will do my best to make sailing fun and will remember that my child participates in sports for his/her own enjoyment and satisfaction not mine.
- I will ask my child to treat other sailors, coaches, fans, and officials with respect.
- I will applaud a good effort in both victory and defeat emphasizing the positive accomplishments and learning from the mistakes.
- I will teach my child to resolve conflicts without resorting to hostility or violence.
- I will be a positive role model for my child and other sailors.
- I will respect my child's coach and refrain from coaching my child or other sailors during competitions and practices because it may conflict with the coach's plan or strategies.
- I will respect the decisions of officials and their authority during competitions and teach my child to do likewise.
- I will show appreciation and recognize the importance of volunteers and club officials.
- I will study the rules of Australian Sailing, teaching my child accordingly so that we have an understanding and appreciation of the rules of competition and membership.
- I will support all the opponents in my child's competition and respect the rights of all sailors to participate.

Child's Name: _____

Parent's Name: _____

Parent's Signature: _____

10 INCIDENTS

10.1 MINOR ACCIDENTS AND INCIDENTS ASHORE

In the event of a minor accident on-the-water or off-the-water;

- Any emergency incidents should take precedence over other communications and activities.
- Any serious incident or developing safety problem is to be promptly reported to the Head instructor and / or Race Officer of the Day.
- First aid should be administered and the injured person brought to shore if required.
 - The main first aid kit is kept in the Tower
 - Rescue fleet vessels & Elliot's carry smaller first aid kits.
- If anyone involved in the accident is under 18 that person's parents should be contacted by the Instructors or Race Officer of the Day using details in the sign-on sheet. Contact numbers for parents and guardians are a requirement registering for a training program or entering a race series.
- Details of the accident must be entered on an incident report form kept in the Tower as soon as possible by the person who dealt with the accident.
- The Sailing Manager must be informed of any accident, however minor.

10.2 MAJOR INCIDENT

Refer Darwin Sailing Club Incident Management Plan (<https://dwinsail.com.au/members/club-documents/> or Tower documents)

Medical attention must be sought for any person who has been submerged in the water for any length of time or has a serious head injury.

- **All media communication will be actioned by the General Manager or DSC Flag Officer.**
 - Don't allow well-meaning but ill-informed club members to make public comments.
 - If there has been a fatality, the police will contact the next of kin.
 - **No Member or staff shall publicise the name of the casualty or any details.**
- Remain calm.
- If the person is on-the-water and an ambulance is required, the instructor or Rescue Vessel crew should;
 - contact the Race Control ashore to ask the radio operator to call 000 or call themselves;
 - contact the Head Instructor / Race Officer of the Day and notify them of the situation;
- The person delegated to call the ambulance should give details of the injury if known and tell the ambulance how to get to the club.

The Sailing Manager must be informed of any accident, however minor.

If the Sailing Manager is not available notify the General Manager

If neither available seek assistance from the Bar Duty Manager to contact Flag Officers

- If anyone involved in the accident is under 18 that person's parents should be contacted by the Instructors or Race Officer of the Day using details in the sign-on sheet. Contact numbers for parents and guardians are a requirement of registering for a training program or entering a race series.
- The injured person should be brought ashore by RHIB if possible, for speed. If the person should not be moved the safety boats should tow the boat ashore.
- The instructor should stay on the water with the rest of the group unless they judge that the seriousness of the injury requires them to accompany the injured person ashore in the RHIB. In this case, they may leave the group under the supervision and with safety cover.

- If the injured person is taken to hospital they should be accompanied by a parent, guardian or adult known to them.
- Everyone should be aware that the instructor, race management team, the first aider and other members of the group may be suffering from shock and may also require attention.
- All serious accidents must be reported in full.
 - Details of the accident must be entered on an incident report form kept in the Tower as soon as possible by the person who dealt with the accident.
- Following a serious safety problem, it may be appropriate to abandon training / racing for the day.
- Keep any relevant equipment e.g. Lifejackets, broken rigging, damaged boats etc.
- Following an inquiry into the causes, a systemic change may be required.

10.3 ENTRAPMENT RESCUE FOLLOWING INVERSION OR CAPSIZE

Entrapment is a hazard in ALL dinghies inverting or capsizing. Do not assume that masthead buoyancy will prevent inversion and always check that crew are floating clear after every capsize or inversion.

- Safety crews must be prepared to enter the water to help free crew
- All Rescue craft and instructors MUST carry sharp knives which can cut through wire, webbing and thick/strong rope and rigging so as to free those who become entangled

Safety crews should IMMEDIATELY right the boat by one or more of the following methods:

1. Manoeuvre rescue boat parallel to the windward side of the upturned boat
2. Lift a corner of the transom to allow air in and to break suction effect
3. Crew can then use the centre/daggerboard (if accessible) to right boat themselves
4. In severe situations only should tow lines from the rescue vessel be used to right an upturned boat as using additional lines and requiring engine propulsion close to an inverted hull where crew are at risk can increase the risk of the recovery.
5. If the crew are trapped inside the righted boat this method should bring them upright inside their boat alongside the safety boat where they can be given immediate First Aid.

10.4 MISSING PERSON PROCEDURE

If a student or competitor is reported missing

- Determine name, age, description (including what they were wearing), where they were last seen and who they may have been with.
- Inform Race Management Team or nearest instructor or club official immediately you notice the person is missing.

The Race Management Team or Instructor or person who has been informed is to activate a search of club grounds and waterways in the following way:

- Organise a group of adult volunteers to start searching for the missing person
- Collect mobile phone numbers of volunteers and provide them with a contact number for the person in charge of the search
- Divide the volunteers into groups and given them search areas which include:
 - Land search
 - Inside the club house including Tower, kitchen and all other areas
 - In storage areas, showers and toilets
 - The grounds of the club house, including all grassed areas, ramps and beach

- The footpath and parking areas adjacent to the club
- Vestey's Beach
- Waterways surrounding the club, which may be done with a Rescue Vessel and should take into account the direction of the tide and winds.

If the person is not found within a reasonable period of time, contact the Police by dialling 000. Also contact the Darwin Port – 8919 0821.

When the person is found:

- Advise any parents or guardians if they have been informed that the person was missing
- Advise person in charge of the search
- Advise all persons involved in the search
- Advise the police if they have been informed
- De-brief by gathering all persons involved and thank them for assisting. Explain where the person was found and the circumstances surrounding their disappearance.
- Details of the incident must be entered on an accident report form kept in the Race Control room as soon as possible by the person who led the search.

10.5 CROCODILE SIGHTING PROCEDURE

Crocodiles can be seen in Darwin Harbour or in Fannie Bay, most likely during the Build-up and Wet season. As there is no suitable habitat in Fannie Bay i.e. mangroves, river mouth, murky water, it is unlikely that a crocodile would live here.

A crocodile which is swimming at the surface is probably moving from one area to another. It may disappear when stalking prey. While stalking prey a crocodile may swim underwater, occasionally resurfacing to assess potential of success.

On any day there is OTB on water activity and prior to that activity, the Instructor in Charge, or Principal Race Officer is responsible for ensuring a check for sign of crocodile presence has been conducted. This should include a visual sweep of Fannie Bay, including using binoculars and a check of any evidence of "slides" in the Vestey's Beach – Dudley Point area. If present, OTB on water activity must not occur, until it can be confirmed that the animal is outside Fannie Bay.

If a crocodile is spotted during training or racing, Instructors or the Race Office MUST:

- Cease ALL OTB on water activities and get OTB participants OFF the water to the nearest land.
- ALWAYS sail away from the crocodile.
- DO NOT ENTER THE WATER
- If a Crocodile is moving towards a class or OTB fleet, a safety boat MUST be placed between the class or fleet and Crocodile
- If appropriate, class/fleet leaves OTB boats, into safety boat.
- Radio the DSC Sailing Tower or Start Boat to alert, those in the tower/on Start Boat MUST call Crocodile Management Patrol.
 - Radio Code word: Handbag and location of the animal.
 - Call "handbag". Do not use the term "crocodile" in radio transmissions.

Crocodile Management Patrol (0419 822 859) will provide further instruction.

- ✓ **Do NOT Panic**
- ✓ **Do NOT Enter the water**
- ✓ **Sail away from the Crocodile**

- ✓ **Get to the nearest safe land**

11 PLANNING PROCEDURES

11.1 INSURANCE COVERAGE

Before planning any new type of event, check that the event type is covered under the club's insurance policies. In most cases this should be verified with the club's insurance broker as they are professionally skilled in making these judgements.

11.2 RESCUE BOAT RATIOS

Determine how many rescue vessels will be required for the activity and confirm availability of vessels against other activities planned at the same time. Prepare a crew allocation ensuring that each rescue vessel has a minimum of two crew, at least one must be qualified to skipper.

The mechanical failure of a safety boat should not compromise the safety of the operation.

11.2.1 Racing

For racing activities, at least one safety boat must be provided per race course not including the start boat. Each safety boat must provide cover for no more than 12 off-the-beach sailing vessels. This ratio is dependent on age, experience and class of boat. It does not apply to keelboats. The start boat should act as a reserve rescue vessel only as it is often anchored and handling racing procedures that would otherwise impede its ability to properly monitor the fleet's safety.

11.2.2 Training

Instructors should not provide safety cover for other groups outside their course.

Dinghies:

- 6 : 1 safety boat
- 7 - 15 : 2 safety boats
- 15+ : 3 or more safety boats
- 3 : 1 (in addition for an AI under the supervision of a DI)

11.2.3 INSTRUCTOR RATIO

Participants

- 3 : 1 (dinghy with instructor on-board)
- 6 : 1 (single person dinghy)
- 18 : 1 (crewed dinghy)
- 5 : 1 (keelboat)
- 4 : 1 (powerboat)
- 6 : 1 (2 powerboats and a helper)

If using Assistant Instructors that remain in the dinghies with participants, up to 3 Assistant Instructors can be used by a single Instructor and each dinghy that contains an AI can be in addition to the instructor boat ratio of 6:1.

Instructors may be assisted by unqualified helpers who are competent and experienced. The unqualified helpers should be supervised by an Instructor and only be deployed in roles appropriate to their skills and awareness.

Unqualified helpers do not count in the ratios.

11.3 SET-UP PROCEDURES

These procedures deal with the issues required to be dealt with prior to commencing any activity at DSC. These activities can include club racing, regattas, casual sailing events, training and social events.

The Race Officer of the Day or Instructor in Charge is responsible to undertake the following if the Sailing Manager is not present;

11.3.1 OPENING TOWER

- Unlock Tower, including compounds and boat park
- Turn on lights as required.
- Turn on the Tower radio.
- Check for any un-remedied faults or notes from the Sailing Manager in the diary.

11.3.2 ASSESS CONDITIONS

The Race Officer of the Day shall assess the weather report from www.bom.gov.au at least 24 hours prior to the activity and then again immediately before the activity. Refer to the Strong Wind Warning Policy. Understand how the wind, wave, tide, temperature and humidity will affect the activity. Modify the activity to suit the conditions.

11.3.3 RESCUE FLEET

Prepare the rescue fleet using the checklist in appendix 2.

11.3.4 Crews

If sufficient crews for the rescue fleet are not available on the day then the activities should be modified or cancelled until the appropriate ratio of rescue vessels to competitors / students is achieved. Under no circumstances shall a rescue vessel leave the beach with only one crew on board.

11.3.5 Boat Placement

Vessels as required by the fleet numbers shall take up advantageous positions and/or follow the main body of the fleet. All rescue vessels shall monitor the entire course so that redundancy is available should one rescue vessel be subject to gear failure.

Rescue crews shall monitor competitor and student boats unexpectedly leaving the race course or training area and respond as required to react to inexperienced crews or disabled boats running aground or being lost due to navigational problems.

11.3.6 Safety Instructions to Competitors

The Race Management Team will conduct all on-the-water activities under the directions of the Race Officer. Instructions may be given to competitors by the Race Management Team to comply with safety requirements both on and off the water.

11.3.7 PRE-ACTIVITY BRIEFING

Race Management Team or Instructors are to be briefed on the weather conditions and any issues that are likely to arise as a result of those conditions during their activity.

11.3.8 VHF RADIOS

All communication between the rescue fleet and the shore uses handheld waterproof VHF radios and a base station in the Tower & clubhouse. VHF channel 73 is used.

HH VHF radios are kept on a full discharge/recharge system in the Tower to prolong battery performance. Spare radios are kept in the Tower and can be swapped out if any faults are detected. Report any faults immediately to the Sailing Manager so that the fault may be rectified.

11.3.9 SIGN-ON

All competitors, students, race officers and instructors are required to sign-on and sign-off using the form under the Tower any time they go on the water so that the club can monitor the number of users that are on the water at all times.

11.3.10 LAUNCHING VESSELS

- Use the club's tractor for launching all trailered vessels.
- Rescue vessels should be in the water and crewed before the competitors / students leave the beach.
- Limit powerboat speed to 5kts with no wake until well clear of the moorings.
- Rescue Boat Crews to ensure Rescue Boat trailers are stored out of the way;
- Recommendation to all crews to wear footwear when launching a retrieving boats;
- Tractors to be operated by an authorised person only (list available in Tower);

11.4 PACK UP PROCEDURES

These procedures deal with the issues required to be dealt with prior to commencing any activity at DSC. These activities can include club racing, regattas, casual sailing events, training and social events.

11.4.1 SIGN-OFF

All competitors, students, race officers and instructors are required to sign-on and sign-off using the form under the Tower any time they go on the water so that the club can monitor the number of users that are on the water at all times.

Check the sign-on sheet before the rescue vessels are put away to ensure that all competitors and students have returned safely to shore. If there are any incomplete entries call the missing persons. If persons who have not signed-off are not located promptly, immediately begin searching for them and / or their vessel.

Do not put rescue boats away until all competitors and students are accounted for.

11.4.2 RETRIEVING VESSELS

- Use the club's tractor for retrieving all trailered vessels.
- Do not drive powerboats onto trailers. Use the appropriate winching system at all times.
- Rescue Boat Crews to ensure Rescue Boat trailers are stored out of the way;
- Recommendation to all crews to wear footwear when launching a retrieving boats;
- Tractors to be operated by an authorised person only (list available in Tower);
- Remove all electronic gear from vessels before washing;
- Wash vessels, flush engines and drain all water and debris from hulls before storing;

11.4.3 CLOSING TOWER

The Race Officer of the Day is responsible to undertake the following at the end of each day;

- Report any faults to the Sailing Manager.
- Turn off the Tower radio and put HH radios used that day back into the chargers.
- Turn off lights as required.
- Lock Tower, compound and boat park.

12 ROLES AND RESPONSIBILITIES

12.1 SAILING MANAGER

The Sailing Manager is employed by DSC to manage and oversee Sailing and Training activities in conjunction with relevant committees. The Sailing Manager is also the Discover Sailing Centre Principal and responsible for the management of all Instructors.

12.2 RACE OFFICER OF THE DAY

Each week someone will be rostered on as Race Officer of the Day (ROD). This can be the Sailing Manager but can also be a volunteer.

The ROD is responsible for organising the start boat and rescue crews for that days racing. The ROD is also responsible for monitoring conditions on the race course area and makes any decision to postpone or cancel racing if the weather is unsuitable or unsafe for racing.

Qualifications, Skills and Experience

- Minimum Club Race Officer qualification

Responsibilities

- Organising the start boat and rescue crews for that days racing in coordination with the Sailing Manager.
- Monitoring conditions on the race course area
- Making any decision to postpone or cancel racing if the weather is unsuitable or unsafe for racing.
- Refer to Set up Procedures for full description of tasks.

12.3 RACE MANAGEMENT TEAM MEMBER

The Race Management Team assists the Race Officer of the Day in running all racing activities. The Start Boat Crew is responsible for setting the course with the assistance of the Rescue Boat Crews.

The Rescue Boat Crew is to monitor all competitor boats while on the race course. Their first priority is their own safety and then that of people on the course. Capsized or runaway boats are only to be dealt with once all crews are safely accounted for. Refer rescue procedures later in this document.

Qualifications, Skills and Experience

- Powerboat Handling Certificate (skipper)
- Crews to be trained in correct methods for launching and retrieving course equipment;

Responsibilities under direction of ROD

- Setting the course.
- Running the start boat, signals, timing and taking results.
- Preparing & operating Rescue Boats
- Laying Marks

12.4 INSTRUCTORS

Instructors at DSC are responsible for the delivery of the syllabus in each accredited course delivered. As the key “face” of the club, the Instructor is required to fully understand the policies and aims of the club and encapsulate these within the programs they run. The Instructor is responsible for leading a team of Assistant Instructors not just within the program but also with regard to the professional development of Assistant Instructors within the club.

12.5 INSTRUCTOR IN CHARGE

The Instructor in Charge will be nominated for each course/program that is delivered under the Training Centre. They will be responsible for making sure that all policies and procedures are adhered to for that shift. The Instructor in Charge will be the main contact for parents and students and has access to Next of Kin details and medical issues for all students enrolled in their course.

The Instructor in Charge has additional responsibility for the following

- Manage sign-on sheets
- Manage feedback surveys
- Complete instructor checklist
- Complete instructor risk assessment for each session
- Supervise other Instructors & volunteers on their course
- Filling in the communications diary as relevant

All volunteers and club members are actively encouraged to undertake the necessary training to qualify as Instructors.

All Dinghy Instructors should also complete; Tackers Induction, SUPP Endorsement & Out There Sailing Induction.

A written record of qualifications of all Instructors will be kept by the club. Qualifications will be checked by the Centre Principal before commencement of employment.

Responsibilities

- **Ensure that participants have fun.**
- Working in conjunction with the Assistant Instructors to pack away the boats following each session. All equipment needs to be accounted for at the end of the session.
- Monitor the condition of the equipment and report any problems to the Sailing Manager.
- Making an assessment of the prevailing weather conditions prior to the start of each session. Communicate this assessment to the participants and parents.
- Determine the appropriate on-water and off-water activities given the weather conditions at each session.
- Organising the tasks required of each Assistant Instructor for on-water activities.
- Upholding the reputation of the club by acting in a professional manner at all times.
- Engage in professional development of their sailing instruction skills when available.
- Seeking assistance if required from supervisors or managers.

Australian Sailing qualified Assistant Instructors are employed to support the Instructor in the delivery of the programs. Being an Assistant Instructor can be the opportunity to gain experience that will be advantageous to becoming an Instructor.

13 REVIEW AND FEEDBACK

13.1 REVIEW

The Management Board will review the Operating Procedures of DSC annually to ensure their continuing suitability, adequacy and effectiveness.

13.2 FEEDBACK AND DISPUTES

All customer, member or public feedback is referred to the Management Board. This includes any complaints against the club or its members. Poor handling of disputes and grievances can result in dissatisfaction amongst sailors and potential legal exposure.

13.2.1 Complaints – General

Any complaints should be handled in a calm and professional manner to ensure that the issues are resolved as quickly as possible as per the ***DSC Complaints Procedure and DSC Member Protection Policy***.

13.2.2 Complaints – Racing

Any disputes arising from racing activities are firstly referred to the Sailing Manager. Such disputes are handled under the terms of the ***Racing Rules of Sailing***.

13.2.3 Feedback – Courses

Feedback from students after courses is encouraged so that the DSC can constantly improve our programs. Students should be asked for feedback and this should be recorded by the Instructor in Charge. Students should also be given a manual form to complete on the final day of each course and collected before students leave the premises. These forms must be returned to the Tower with the Instructor Notes.

APPENDIX A - RESCUE FLEET CHECKLIST

RESCUE FLEET CHECKLIST	
	Safety gear is present - Life jackets for all crew members plus spares, emergency flares, bailing bucket, first aid kit. Load water bottles for rescue crews to combat dehydration
	Anchor - Boat anchor is present and attached correctly
	Engine - Check battery connections, fuel levels, fuel line connections, oil level, propeller condition, propeller guard, kill cords attached and spare kill cord on-board
	Buoyancy - Check all bungs are inserted and tight (some vessels have more than one), check inflation of RIB tubes
	Towing - Check tow-line is attached at the rear of the boat, secured and clear of engine
	Radios - Ensure radio is charged and collect from Tower with boat keys. Check the radio is working and set to channel 73.
	Trailers - Check the tyres of the trailer are pumped up
	Course Marks - Check the correct marks are loaded for the course being set. Check enough anchors are on board for the number of marks carried plus one spare. Load the flagpole and flags to the start boat. Check race management flags also loaded onto other vessels
	Canopy - Fit canopy to each boat to suit the expected on-course conditions When you have checked out each boat, obtain help to launch the boat, and with your crew, take it for a trial run to ensure everything is working correctly. Do not leave the trailer on the beach.
<i>Return to shore and anchor your boat so that it will not be grounded or too far out.</i>	
At the end of the day's racing	
	Wash down the boats, motors and trailers, (including wheels)
	Remove both bung plugs to drain the water from the bilge.
	Wash down the tractor
	Flush motors.
	Return radios to the Tower.
	Return the buoys to the storage compound

APPENDIX B – TRAINING FLEET

DSC has a fleet of several different classes for teaching in. Each class of boat is suited to a different teaching environment. The instructors will determine based on the syllabus and the class group to be taught which type of vessel shall be used.

The current fleet consists of;

- 1 x Bahia (3 crew)
- 5 x Picos (1 adult or 2 kids)
- 6 x Pacers (2 adults)
- 12 x Optis (1-2 juniors)
- 12 x Optis at Lake Alexander (1-2 juniors)
- 4 x Elliot 7 (4-5 crew)
- 6 x Stand Up Paddle Boards

Equipment is stored in the inner boats park, moorings and in the Minnow Shed

Regularly check;

- Hulls should be well maintained in a good state of repair, watertight and with all 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
- Mails should be in serviceable condition for the courses on offer
- Emergency equipment such as bailing buckets and paddles should be in a serviceable condition

Use beach trolleys for moving dinghies on land at all times. If there is a problem with a beach trolley, report it to the Sailing Manager.

APPENDIX C – INSTRUCTOR CHECKLIST

INSTRUCTOR CHECKLIST			
<i>This checklist shall be completed by the Instructor in Charge every session.</i>			
Instructor		Date	
Program		Session	
<i>Please tick the box when each is completed.</i>			
	Sign-on/off sheets for staff and students ready and available at the sign-on table in the clubhouse		
	Check BOM weather forecast and devise a plan of the session's activities. This will determine the necessary equipment required for the day's session.		
	Ensure that all sailing boats are safely rigged and all equipment is in good condition. Special notice must be made to bungs, rig and position of safety equipment.		
	Ensure rescue boats are fuelled and in the water with necessary buoys and towing lines.		
	Prepare the learning environment Include whiteboard and learning aids which complement the theory or activities to be carried out.		
	Prepare equipment for on-shore activities.		
	Brief assistant instructors and volunteers. This will include the roles, boat allocations and timing schedules.		
	Welcome students The Head instructor is responsible for answering any safety questions from participants, parents/guardians and putting them at ease. Tell parents/guardians the time the session finishes.		
	Confirm student details Initial student information is provided by parents when booking training through the website. The instructor should have the parents check over printouts of these details before first lessons begin to confirm they are correct and up to date.		
	Fit each student with a suitable PFD. PFDs are located in the Minnow Shed. Please ensure they are rinsed in water at the end of the session and hung to dry before packing.		
	Conduct a briefing of the day's activities. Include an introduction of the plan for the session, expected weather patterns and safety practices that need to be reinforced.		

INSTRUCTOR RISK ASSESSMENT

RISK	COMMENTS	OK TO SAIL?
Sea state (current & forecast)		
Visibility (current & forecast)		
Tide times		
Scheduled start & projected finish		
Number of sailing boats		
Number and manning of safety boats		
Level of shore support		
Other club activities		

I conclude that the risks involved in training today are low and that the planned activity can proceed.

Signed: _____

Name: _____ Date: _____

INSTRUCTOR IN CHARGE NOTES

Program	
No. Participants	
Session Times	
Dates	
Rostered Staff	
Rescue Boats Used	
Additional Notes	

ALSO ATTACHED

- Feedback surveys for final day
- Student NOK details
- Staff contact numbers
- Sign-on sheets for each session

APPENDIX D – EMERGENCY CONTACTS

In the event of an emergency always call 000 or 112 from mobiles

EMERGENCY CONTACTS	
Darwin Port	VHF 10
	Darwin Shipping - 8919 0821
Marinas	Cullen Bay – VHF 11
	Bayview Marina – VHF 68
	Tipperary Marina – VHF 8
Emergency Services	Emergency – 000 or 112
	NT Police – 131 444
	NT Fire & Rescue – 8946 4107
	NT Water Police – 13 14 44
Australian Sailing – NT Office	Club Services Officer - Claire Hall – 0467 307 234
Darwin Sailing Club	Sailing Manager – Kelly Wilson - 0451 013 400
	Rear Commodore Sailing – Ed Vincent - 0417 520 591
	Rear Commodore Training – Ingo Niemeier – 0419 865 138
	General Manager – Lee Harris – 0420 636 401
	Commodore – Lucille Panting – 0414 981 749

APPENDIX E – RISK ASSESSMENT

DSC SAILING/TRAINING RISK ASSESSMENT 20200529SM												
ID No.	Hazard	Initial			Control	Revised			Is This Risk Acceptable?	Resources	Person Responsible	Time-frame
		Likelihood	Severity	Risk Rating		Likelihood	Severity	Risk Rating	Yes or No			
Boat Park												
	Uneven ground, trailered boats rolling	B	E	4	Include in training briefing	C	E	4	Yes	Briefing notes	Training Coordinator	In Place
	Broken glass causing personnel injury	A	D	2	Policy no glass in boat park, signs visible prohibiting glass in the boat park.	B	E	4	Yes	Boat Park By-laws	Vice Commodore	In Place
Instructors to inspect / clean training area prior to commencing training.					Signs					Sailing Manager	In Place	
Wear of foot wear encouraged in the boat park					Instructors					In Place		
	Trip points at tie downs	A	D	2	Paint yellow cross on tie down points	B	E	4	Yes	Paint	Sailing Manager	Ongoing
					Pointed out in training briefing					Instructors		
	Tractor damaging people / boats	B	C	2	Tractor list drivers only.	D	D	4	Yes		Vice Commodore	Ongoing
					All tractor drivers to be trained on the use of the Tractor.						Sailing Manager	
	Private vehicles damages boats / people	B	D	3	Only parking for loading/unloading to discourage cars in park.	D	D	4	Yes	Boat Park Bi-laws	Staff, Flag Officers	In Place
					Speed limit							
					Policy - boat park bi-laws							
	Boats becoming airborne during high wind events	B	B	1	Sufficient tie down points Boat park policy includes tying down boats	D	D	4	Yes	Boat Park Bi-laws	Sailing Manager, SC	In Place
	Stolen equipment from boat park	C	C	2	Inner Boat park to be secured at dusk.	D	D	4	Yes	Boat Park Bi-laws	MC policy	?
					Outer boat park to be secured at all times						Sailing Manager	In Place
					Use of boat park restricted to club members						MC policy	?
					Security lighting provided in inner boat park						MC policy	In Place
	Equipment boats in boat park willfully damaged	D	C	3	Policy that Inner Boat park to be secured at dusk	E	D	4	Yes	Boat Park Bi-laws	MC	?
					Outer boat park to be secured at all times						Members	In Place

					Use of boat park restricted to club members						Instructors	In Place
					Security lighting provided in inner boat park						MC	In place
	Personnel injury when moving OTB & RSQ boats	C	D		Support boat procedure to be followed. Support boat users to be approved by Sailing Manager	D	E	4			SM, tractor operators	In Place
					All trailored boats to be secured by safty chain						Tractor operators	In Place
					First Aid point in Tower						SM, tractor operators	In Place

					OTB boats to be moved carefully and with look-out						Members/Instructors	In Place
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On Water

	Weather/Environment/Seastate											
1	Severe weather changes (including squalls, electrical storms) resulting in sailors and officials being exposed during events.	B	C	2	Training and race program restricted to the dry season Weather forecast to be reviewed during planning process. . Post forecast on noticeboard. Offical / instructor to montior local weather conditions during race / training session Details of partipates detailed in sign on forms to allow required notifications and ensure all boats are accounted for. Management plan to detail planning and response to weather changes Briefing / Race instructions to include cancellation procedure Emergency procedures documented and distributed to officals and instructors	C	E	4	Yes		Principal Race Officer / Sailing Manger / Instructor	In Place
2	Dangerous sea and wave conditions result in capsizes, personal injury or boats being unable to get off the beach or	C	B	2	Race and training programs to refer to tide charts at planning stage and weather forecasts and observations. Host racing and training accordingly	D	D	4	Yes			In Place
	Boat unable to return to shore.	C	C	2	All support boats to be equipped with towing equipment	D	E	4	Yes			In Place

					Support boats to be equipped first aid kits and radio							
					Mooring points identified for securing boats							
					Race Officials / instructors to monitor tide & local weather conditions during race / training session							
					Tide Tables posted on Notice Board							
3	Sunburn / minor dehydration to sailors, volunteers and /or officials.	A	D	2	Provide sunscreen and water fill points at boat park	C	E	4	Yes		RO/SM/DC/Instructors	In Place

	Sunstroke / dehydration to sailors, volunteers and /or officials.	A	C	2	Sailing instructions detail minimum water requirements for race requirements	C	E	4	Yes		SM, DRO	In Place
					Training sessions - sufficient drink breaks and water available.						Instructors	In Place
					Training briefing includes hydration and sun protection							
					Suitable clothing including hats and sunglasses encouraged for training						Briefing and publicity	In Place
					Water available on support boats							
					Support personnel and participants observed for signs of dehydration and sunstroke, removed from program or duties and first aid applied. Sailing and on water training restricted to the dry season.						RO/TC	In Place
5	Crocodile in Area	C	A	1	On water training and race events abandoned on notification of croc. sighting in area.	D	C	3	Yes		PRO/Sailing Manager/Instructor	In Place
	Personnel panic, scared of sailing most likely hazard				Instructors and support boats aware and maintain visual inspection for crocodile or crocodile marking on sand						Everyone	In Place
	Personnel bitten by a crocodile considered unlikely				All boats return to sailing club or closest accessible beach, away from reported animal, should crocodile be sighted or suspected in the area							In Place
					If crocodile sighted near training when high risk of capsize - all personnel transferred to land by support boats and sailing boats either moored or abandoned.							In Place
	Jelly Fish Sting	A	A	1	No OTB sailing in sea, during wet season.	D	D	4	Yes	Back-up tights Vinager	Sailing C'tee	In Place

					Complusary stinger suits during stinger season.						PRO/Sailing Manager/Instructor	In Place
					Vingear availabLe on all support boats and in boat park						Sailing Manager	In Place
					Alternative venue - Lake Alexander utilised during high risk season						RCT&J	In Place
					In water activies, capsized, swimming minimised during early seaon.						PRO/Sailing Manager/Instructor	In Place

Participating Boats

6	Collision of boats resulting in personal injury and/or major damage disabling boat(s).		C		2	Clear Sailing Instructions Limit number of entries Briefing to reinforce safety Application of IRPCS Training of competitors in race rules	D	C	3	Yes	RRS (YA Blue Book) IRPCS	Race Officer/ Instructor	Prior to Regatta
7	Personal injury to crew member(s)		C		2	Clear sailing instructions. Promote training of crew and skippers.	C	D	3	Yes	RRS (YA Blue Book) IRPCS	SC	Ongoing

8	Inexperienced or disabled skippers & crew lose control and get into difficulties which require external assistance.	A	B		1	Promote training of crew and skippers. Mentor inexperienced skippers through Associations	C	D	3	Yes		SC, Associations, Club	Ongoing
9	Crew member(s) fall overboard and require external assistance to locate and recover.	A	A		1	Promote MOB drills Promote training in sailing and SSSC	D	D	4	Yes		Vice Commodore Sailing Manager RCT&J, SSSC Instructor	Ongoing
10	Crew member(s) trapped underwater in a capsized boat	C	A		1	Training of sailing crews and RSQ craft personnel to emphasize entrapment issues and how to deal with them. Boats to have knives/webbing cutters. RSQ craft to be able to respond to upturned boats within 2 minutes RSQ craft to carry knives	D	C	3	Yes	Fast boats with trained crew and knives	Vice Commodore Sailing Manager RCT&J, SSSC Instructor	In Place
11	Collision of boat with submerged object resulting in personal injury or major damage to boat.	B	C		2	Display chart of sailing area. Mention navigation hazards in briefing, particularly for inexperienced sailors or visitors.	D	D	4	Yes	Chart	Vice Commodore DRO Instructors	In Place
12	Inadequately prepared or maintained boats that are dangerous and likely to create a safety incident	B	B		1	Audit against appropriate Special Regulations category or Operating guidelines.	D	D	4	Yes	Budget	SC,RCT&J, SM	In Place
13	Missing boat(s) either during a race or failing to complete a race	B	A		1	Sign on/Sign off procedure to be followed both for racing and sailing	D	C	3	Yes	Sign On/Off sheets	Race Officer/ Instructor	In Place

14	Dangerous interaction with commercial vessels or other recreational boats.	C	B	2	Sailing Instructions to avoid, Briefings to emphasize issue. Promotion of training for skippers and crew.	E	C	4	Yes	Sis	Vice Commodore Sailing Manager DRO, RCT&J, Instructor	In Place
15	Personal injury to crew in water following a collision with a competitor, participant or support boat.	C	C	2	Training of competitors and RSQ boat crew. Briefing to reinforce safety Emphasize need to keep a look-out	E	C	4	Yes	Sis, power boat courses	Vice Commodore Sailing Manager DRO, RCT&J, Instructor	In Place
16	Potential collisions between boats of different classes in multi-class events.	B	B	1	Mange starts to reduce potential for large performance differential boats in same area concurrently. Promote training and rules knowledge	D	D	4	Yes	Sis, Rules sessions	SC, DRO, SM	In Place

Race Management and Equipment

18	Mechanical breakdowns / gear failure in rescue vessel(s) resulting in being unable to provide effective rescue capabilities.	A	C	2	Ensure all RSQ craft are well maintained and engines serviced at least annually. Equipment replacement program to ensure reliability.	D	D	4	Yes	Arrangement with service agent. Budget.	Sailing Manager, MC	Ongoing
19	Fire/explosion (e.g. on Rescue Craft) resulting in personal injury to crew and inability to provide rescue service.	D	B	2	Safe refuelling procedures to be followed. Fuel tanks properly secured. Electrical wiring and connections regularly checked. Fire extinguishers checked, maintained and carried. Operators trained.	E	C	4	Yes	Training & induction	SM, DRO	Ongoing

20	Delay in attending to a medical emergency / injury occurring midrace with potential to aggravate the condition of the injured person(s).	B	B	1	Sufficient maintained RSQ craft crewed by experienced trained personnel, for participating boat numbers.	D	D	4	Yes	Budget, training time	MC, SC, SM, DRO, Instructors	Ongoing
21	Prevailing weather conditions prevent rescue vessels being able to remain on station or fulfil their role.	B	B	1	Initial check of weather and forecast. Ongoing monitoring of weather and forecast. Authority to abandon activity if weather forecast or actual conditions become dangerous.	D	D	4	Yes	Internet access	MC, SC, SM, DRO, Instructors	Ongoing
22	Injury to person(s) in the water from rescue and race official boat propellers.	D	B	2	Train RSQ/Coach boat operators. Keep boat between person in water and propeller. Keep boat between person in water and propeller. If within 3 metres, TURN ENGINE OFF.	E	C	4	Yes	Ongoing training inductions & Ops	SC, VC, RCT&J, SM	Ongoing
23	Inadequate or insufficient safety / rescue equipment provided by race / event organisers.	C	B	2	Check adequacy against operations procedures. Abandon, or limit activity if insufficient RSQ cover.	E	D	4	Yes	Ongoing training inductions & Ops	MC, SC, SM, DRO, Instructors	Ongoing

24	Failure to conduct pre and post event boat counts resulting in missing personnel.	C	B		2	Train DRO of necessity for checks	E	A	3	Yes	Ongoing training inductions & Ops	DRO	
25	Failure by race officials to deploy rescue boats as required by emergency circumstances.	B	C		2	Train Race Officers. Monitor Weather and fleet. Review entry numbers to ensure that there are sufficient resources available for fleet size	E	C	4	Yes	Ongoing training inductions & Ops	DRO	
Communications													
26	Loss of primary communications resulting in race officials being unable to provide and coordinate effective rescue services.	D	C		3	2 Back-up hand-held VHF radios on committee boat. Train RSQ craft operators to assess and act. Race management team to maintain list of mobile telephone numbers of RSQ and Race management	E	D	4	Yes	Reserv VHF radios, Ops		Ongoing
Training													
27	Insufficient supervision of juniors in training exercises resulting in accidents or injury.	B	C			Comply with YA recommended ratios of qualified instructors and safety boats to participants	E	C	4	Yes	Op. Procedures	Sailing Manager/Training Coordinator	Ongoing
DRO - Duty Race Officer					SIs - Sailing Instructions								
MC - Management Committee					SM - Sailing Manager								
RCT&J - Rear Commodore - Training & Juniors					SSSC - Safety & Sea Survival Course								
SC - Sailing Committee					VC - Vice Commodore								