



**Centreboard
Race Management Plan
&
Incident Management Plan**

The Royal Prince Alfred Yacht Club

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Centreboard Incident Management Plan

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1. INTRODUCTION

1.1 RPAYC's Incident Management Objective

The Royal Prince Alfred Yacht Club (RPAYC) is committed to conducting racing for its centerboard classes in a manner which is as safe as reasonably possible. Sailing and particularly racing however do involve risk, and the RPAYC's objective is to ensure that all its centerboard activities are conducted in a manner where risk is reduced to a level which is as low as is reasonably possible.

The RPAYC has developed a number of risk mitigation strategies which will assist in ensuring that events are conducted in a manner that is as safe as reasonably possible. These include:

- Ensuring that centerboard (Off The Beach Boats [OTB]) Sailing Instructions are based on World Sailing (ISAF) and Yachting Australia (Australian Sailing) model documents;
- Making the current weather forecast from the Bureau of Meteorology (BoM) available to competitors and race officials and volunteers before the event start;
- Documenting and adopting appropriate procedures for the management of events and responding to incidents;
- Conducting pre-race briefings for competitors and volunteers;
- Providing safety awareness and training activities for race officials, volunteers and competitors; and
- Ensuring participants are aware of the risks in sailing and are aware of their responsibilities as persons in charge/skippers and as crew.

All those taking part in racing events do so at their own risk and responsibility. The RPAYC is not responsible for the seaworthiness of a boat whose entry is accepted or the sufficiency or adequacy of its equipment.

Where other clubs compete in conjunction with the RPAYC on the same course area such as in Combined Fleet Racing (CFR) the other clubs must provide suitable support vessels and crews to manage the competitors on the course area and to also act in accordance with the instructions of the Race Officer of the day (RO).

1.2 Application

This document provides:

- A Race Management Plan (RMP) for Combined Fleet Racing (CFR);
- An Incident Management Plan (IMP) for CFR

The primary objective of the Race Management Plan is to optimise the deployment and utilisation of race support boats and their crews. The main objective of the Incident Management Plan is to provide guidance so that appropriate response action is taken in the event of an on-water incident.

The CFR RMP and IMP should be read in conjunction with The Royal Prince Alfred Yacht Club Yachting Incident Management Plan, the Notice of Race and the Sailing Instructions for each event.

1.3 Safety Environment

The record of inshore centreboard sailing indicates it is a relatively safe sport, where incidents in which competitors are placed in real danger of serious injury or death are very infrequent. In addition, Pittwater is a relatively safe sailing venue, with sheltered waters and shorelines which are, even in the most severe storms, only likely to cause injury to those who may be placing the avoidance of damage to their boat ahead of their personal safety.

Capsizing is a normal part of centreboard sailing and even the youngest competitors are expected to be able to recover their own boat from a capsize.

1.4 Race Management Vessels

There are three types of race management boats and other available resources all of which will be at the direction of the race officer in charge of the race, designated the "Race Officer" or "RO" of the day.

1. **Committee Vessels**, being those engaged in or stationed for the starting or -finishing of races. The RO will generally be located on a Committee Vessel.
2. **Support Boats**, being those whose primary duty during the race is to monitor the safety of the fleet and respond in appropriate circumstances. Support boats will also assist in race management (Mark boats).
3. **Coach Boats**, being those whose initial duties might be the coaching of sailing boats, but whose ultimate duty still remains to monitor safety and respond to circumstances as necessary.
4. **Other Resources** - Spectator Boats, being those boats taking spectators to the course area, are not a part of the race management resources, however may in an emergency be called on to assist with support activities. Other Boats; in unusual conditions assistance may be offered from other boats. eg. Local commuter, private recreation and Marine Rescue boats.

Ratio of vessels to competitors

A suitable ratio of vessels/boats is required to be maintained in the area during an event. The recommended ratio for a centreboard inshore event is 1 boat to 15 participant boats.

As a guide on any one race day the following RPAYC vessel/boats are on-water as a minimum.

| Vessel / Boats | Min Numbers | Notes |
|----------------------|-------------|--|
| Committee Vessel | 1 | Alfred's II |
| Support / Mark Boats | 3 | The Punt, Club RHIBs |
| Coach Boats | 1 | Club RHIBs |
| Spectator crafts | Unlimited | Spectator craft to refrain from entering the course area |

Where other clubs join the RPAYC race course they must provide suitable additional support boats to maintain these ratios. The other clubs must also nominate a Safety Officer for the day and advise the RPAYC Race Officer of the day of the Safety Officer's contact details (name and mobile number, boat name) and boat details.

The 1:15 ratio defined above is recommended for ideal conditions. In adverse conditions (i.e. weather or locality), event organisers should adopt lower participant to instructor ratios (or higher safety boat to vessel ratios) based on the assessment by the Principal and instructor and consider the level of experience and the capabilities of the participants.

2. RACE MANAGEMENT PLAN

2.1 Role of the Race Officer

The Race Officer (RO) of the day is the person responsible for the conduct of racing and on-water incident management. On course communication is preferred to be through the RO however where this is not possible or desirable the RO is to be kept informed of all race management issues and incidents.

The RO or their delegate must provide a pre-race briefing to competitors and volunteers involved in racing on the day. The RO is to record the names, vessels and communication details (mobile phone preferable) of volunteers assisting. All on-water vessels must carry an operational VHF radio tuned to channel 77.

The RO should make every effort to start at the scheduled time, unless dictated by adverse winds, sea conditions or other factors that may impact on the safety of managing boats on the course area.

ROs shall monitor the weather at all times and act accordingly when a BoM Weather warning is issued. Where an RO is conducting a Class Event prior to heading on water they should be aware of the Class wind/sea condition limits, and refer to Class Association Representative when appropriate.

2.2 Club Safety Officers

Each Club involved in racing with RPAYC Must nominate a club safety officer (SO) who shall represent their club. The Race Officer of the day in consultation with club SOs may postpone or abandon racing for all or a part of the fleet on the basis of safety concerns.

2.3 Combined Fleet Racing

For combined fleet/club races to be conducted, agreement between participating clubs on the ratio and types of event support to be provided by each club must be reached prior to the race.

As a minimum each club involved in racing shall provide a scribe (to assist with starts and record results) a support boat and nominate a club SO.

2.4 Marginal Conditions

The skill levels of skippers and crews in the fleet will vary and members of the Race Official Team may postpone or abandon racing for individuals, groups or classes or boats (e.g. Green Fleet) even though other racing may continue. This does not override the responsibility of competitors, refer to ***Racing Rules of Sailing (RRS) rule 4 "Decision to race"***.

2.5 Extreme Conditions

Racing should be postponed ashore or abandoned whenever the RO considers it necessary for safety reasons. As a guide, racing should be postponed or abandoned if the wind consistently exceeds 25 knots or short duration gusts exceed 30 knots for 30 seconds or more and if sea conditions on the course are considered to be either hazardous or potentially hazardous.

2.6 Outside Assistance

In marginal and extreme conditions it is recognised that there may be experienced people able to provide assistance to prevent (further) damage or injury. While the safety of individuals is

the first priority the RO must be kept informed of all incident related activities on the course in a timely manner to avoid resources being assigned to an incident that has been resolved. This assistance may be from support boats, coach boats, spectator boats and others. Outside assistance is most likely to occur when the boats concerned have retired from racing and safety is at risk.

2.7 Communications

All committee vessels, support boats and coach boats must have an operational VHF transceiver tuned to channel 77.

Radio communication between support boats should relate to race and incident management issues ONLY, be undertaken in accordance with ACMA radio protocols, and communications are to be clear and concise.

In the event of an incident requiring communications between the RO and a support boat, all race management communications must cease until otherwise advised by the RO.

2.8 Resources

The RPAYC race management boats and their call signs are shown in Appendix A. Boats supporting other club's competitors shall advise the RO of their call sign and where possible their mobile phone number prior to racing.

Prior to the start of each race, RO of the day must be aware of the Committee Vessels, Support Boats, Coach Boat and other on water resources available and the duration of their availability.

Support boats may be allocated an area of the course to patrol.

Visiting Clubs will allocate at least one Support Boat for the purposes of supporting their competitors.

Additional support boats may be designated as "roving". Support boats will monitor the fleet, coach boats, spectator craft and other external influences on the fleet, provide advice to the RO on risks and incidents.

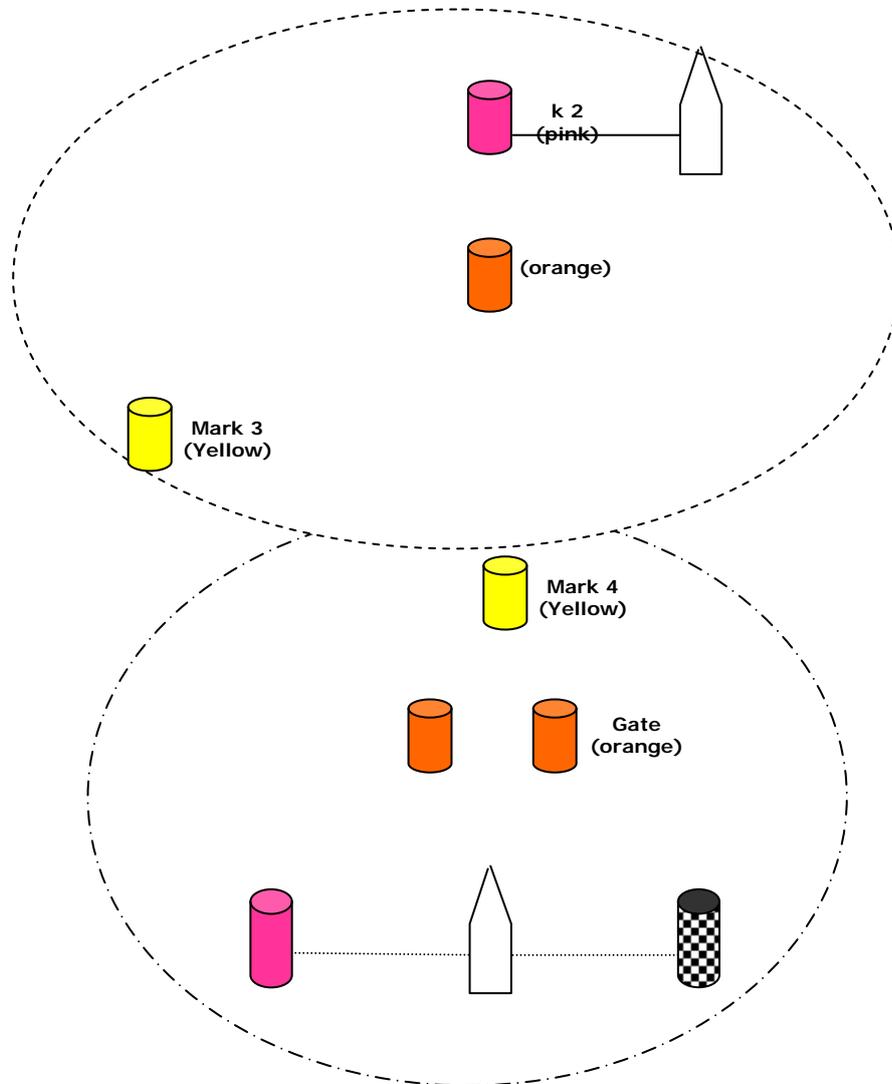
It is preferable to work under the direction of the RO. In some circumstance, support boats may provide an initial and independent response to incidents. In these circumstances the RO must be informed of the incident details as soon as possible.

Support boats should be fitted out with the equipment detailed in **Appendix B**.

2.9 Support Boats

2.9.1 Patrol Plan

Each Support Boat will ideally have a designated zone to patrol during the race as shown below:



Positioning of support boats shall be as follows:

The RO of the day will allocate support boats to zones on the course area.

Support boats will patrol between the windward mark and wing mark. Others will patrol from the Gate marks to the start and finish zone. A support boat will be the second finish boat at the windward mark. Coach boats will patrol their fleet over the course area.

2.9.2 Support Boat Activities

Once on course, all support and coach boats should report in to the RO to check radio reception and confirm their patrol area (based on where they are laying their marks).

Prior to the start, support boats not engaged in mark laying should hold a station at the leeward end of the course, but clear of the start maneuvering zone.

All support boats should be keeping watch for any racing boat in need of assistance inside of the course area as well as along the defined legs of the course.

All support boats should keep a look out for any yacht or power boat crossing the course area and that may pose a risk to those racing. If there is time, seek advice from the RO, do so, otherwise request the vessel to go around the race area – this needs to be done diplomatically!

2.9.3 Position on Station

Support boats should move to their station prior to the first competitor reaching their allocated patrol area.

All support boats should remain in their allocated patrol areas unless otherwise directed by the RO. Before leaving the allocated patrol area a support boat must ensure the area to be vacated is adequately covered by alternative support boat(s).

If a support boat observes a participant boat capsize or otherwise behave in a distressed or unusual manner it should visually check on the safety of the crew. If this requires the support boat to move into the race area, they should remain alert, keep clear of the competitors and monitor and report the condition of competitors.

Support boats, with the exception of the Green Fleet Patrol, should stay outside the course area and maintain a station that is outside the normal stream of racing craft so as not to themselves constitute an obstruction or hazard to competitors. For the windward leg, this means outside the lay lines being used by the majority of competitors.

During the race, support boats are to be on station unless directed otherwise by the RO. Support boats should only move away from their allocated zone with the approval of the RO.

Support boats may only leave the course area with the agreement of the RO, including towing or shadowing boats to the club.

2.9.4 Heading to the Start

Competitors should make their way to the start without the assistance of support boats, unless at the request of the RO. Equity for all competitors must be a prime consideration.

2.9.5 Retiring Boats

If support boat resources are available, the RO may allocate one support boat to cover a position where it can take the sail numbers of sailing boats retiring from the race and returning to the club while still being of assistance in generally monitoring the race area.

A boat so positioned should report any boat retiring to the RO (and not just boats from their own club if combined clubs racing). Retiring boats should be encouraged to sail past this boat and report their intentions.

2.9.6 At the end of Racing

Prior to lifting any marks on the course, support boats should confirm with the RO that the lift is approved.

Support boats should do a sweep of their area at the end of racing to ensure that all competitors are off the course and the surrounding area, advise the RO of the result of their sweep and seek approval to leave the race area.

Support boats must monitor the return of competitors to their respective clubs.

Competitors may be assisted to return to shore at the completion of racing for the day.

A guide for support boats is contained in **Appendix E**.

2.10 Coach Boats

Official club coaches for each club are permitted within the course area and may coach any competitor at any time. The designated coach boat is to display a **yellow flag or display 'coach' on a flag**. Coach boats may be asked to assist with race management by the RO.

Once on course, all Coach boats should report in to the RO to check radio reception and confirm their identity and role.

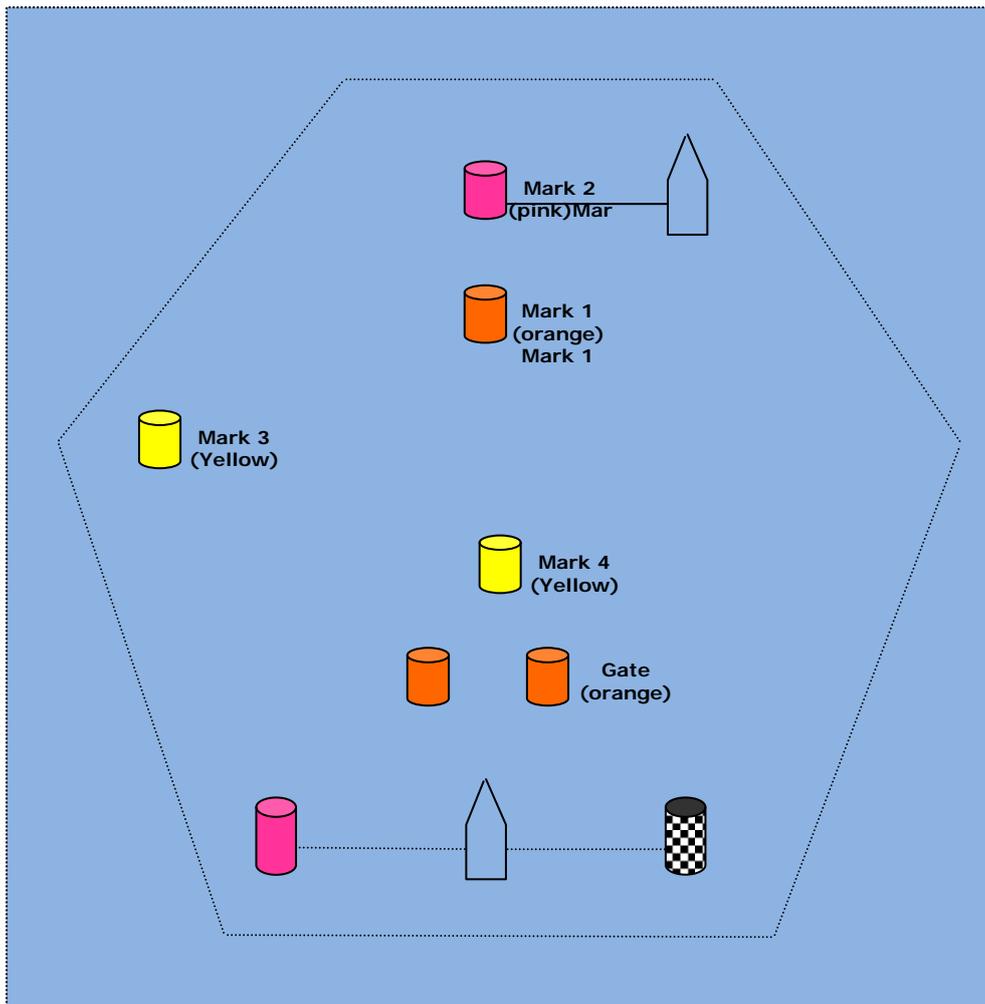
All coach boats must respond at any time to requests by a support boat or committee vessel for the coach boat to check on the safety of a nearby racing boat which has capsized or is otherwise showing signs of acting in a distressed or unusual manner, or may do this on their own initiative.

A guide for Coach Boats is contained in **Appendix E**.

2.11 Spectator Boats

Spectators are encouraged to follow the fleet in order to share the excitement of the combined fleet racing and to provide a valuable backup to the clubs' support boats in the event of adverse conditions. However, for the safety of competitors, spectator boats should:

- Remain outside the course area/spectator exclusion zone as shown in the diagram below.
- Stay 50m clear of competitors, course marks, and start and finish lines.
- Minimise wash by moving at low speed.
- Only render assistance in the case of an emergency or if requested to assist by a race official.
- Follow the instructions of race officials at all times.



A guide for Spectator Boats is contained in **Appendix E**.

3. INCIDENT MANAGEMENT PLAN (IMP)

The key objective of this Incident Management Plan (IMP) is to ensure that if an incident related risk is realised there is a systematic approach to dealing with the incident to minimise adverse impact on all involved in the incident and the RPAYC.

The general procedure to be followed when Event Officials declare that an incident has occurred or receive notice that an incident has occurred is contained in Appendix C. This procedure sets out the general process for incident management and in particular describes the relationships between the various parties with incident management responsibilities.

Incident Management definitions, IMP Organisation and Media Procedures are detailed in the RPAYC Yachting Incident Management Plan.

3.1 Event Incident Checklist and Contact Numbers

A centerboard incident checklist, Guide of Severity and Contact numbers are provided in Appendix F for the assistance of RPAYC officials involved in incident management.

Appendix E also contains a Guide to Race Officials, support boats, coaches or spectators, which provides general advice in regard to notification of incidents.

3.2 Risk Register and Proposed Controls

Responding appropriately to circumstances is first of all dependent on understanding the areas of greatest risk. In order of the severity of the outcome combined with the urgency of the needed response, the more important risks are:

| Risk | Severity | Mitigation/Response |
|--|---|--|
| <p>(a) Crew trapped in a capsize and pinned underwater</p> <p>This is an extremely rare occurrence. This makes it difficult to generalize about the type of boat or circumstances in which it is likely to occur. Common sense suggests the more rapid or unexpected the capsize, the greater the risk but also the risk should never be underestimated for boats where only children are aboard.</p> | <p>Moderate</p> <p>Major if medical attention required</p> | <p>Attempt recovery Check for injuries Apply first aid</p> <p>If injured/unconscious RO to call NSW Water Police/ Marine Area Command for assistance and evacuation. '000' or VHF16.</p> <p>If uninjured determine ability to continue or return to base and handover to club RO of the day.</p> |
| <p>(b) Crew member suffering sudden onset severe illness (e.g. heart attack)</p> <p>This is probably more likely for adult crews, although allergic reactions or food poisoning could cause similar problems for younger sailors.</p> | <p>Major</p> | <p>Render first aid</p> <p>RO to call NSW Water Police / Marine Area Command for assistance and evacuation.'000' or VHF 16</p> <p>Refer to Ambulance pickup points</p> |

| Risk | Severity | Mitigation/Response |
|--|-------------------------------------|--|
| The onset of the problem could bring about a capsize. | | |
| <p>(c) Injury through a collision or on board incident This may sometimes manifest itself in a capsize.</p> | <p>Minor to Major</p> | <p>Check for injuries and render first aid.</p> <p>If injured/unconscious RO to call NSW Water Police for assistance and evacuation. '000' or VHF 16.</p> <p>If uninjured determine ability to continue or return to base and advise RO of status.</p> |
| <p>(d) Hypothermia Sailors may find themselves with inadequate protection from the cold. The risk is greater if there has been an unexpected change in whether and if younger sailors are involved. The first sign is likely to be strong shivering. More advanced hypothermia causes lethargy, drowsiness, confusion, slurred speech and eventually loss of consciousness and requires urgent attention.</p> | <p>Minor to Major</p> | <p>Render first aid</p> <p>Subject to severity call NSW Water Police for assistance and evacuation. '000' or VHF 16.</p> |
| <p>(e) Person Overboard or separated from capsized boat This may manifest itself in a boat sailing in an unusual manner or drifting rapidly downwind in a capsized state. In our relatively benign climatic and geographic conditions the greatest risk for such a sailor is probably being struck by another boat or exhausted by swimming back to their boat.</p> | <p>Minor to Major</p> | <p>Monitor situation, and only assist if necessary.</p> <p>Refer to (c) and (d) above.</p> |
| <p>(f) Panic reaction by younger sailor This can be a reaction by inexperienced sailors to a capsize, especially if they are having difficulty in recovering the boat or climbing aboard afterwards.</p> | <p>Minor</p> | <p>Monitor situation, and only assist if necessary.</p> <p>If inconsolable, return to base and advise the club to contact the competitors' emergency contact, parent, guardian.</p> |
| <p>(g) Strong Winds When the wind regularly exceeds 15 knots the possibility exists of a number of boats requiring monitoring or assistance at the same time. If it regularly exceeds 20 knots it is highly likely that this will be the situation.</p> | <p>Minor to Major</p> | <p>Storm Imminent - RO to make decision on whether to postpone start and if Race in progress, whether to have support boats direct fleet to pre-identified safe locations.</p> <p>Racing should be postponed ashore or abandoned where the RO considers it</p> |

| Risk | Severity | Mitigation/Response |
|------|----------|--|
| | | <p>necessary for the safety of the competitors.</p> <p>As a guide, racing should be postponed or abandoned if the wind consistently exceeds 25 knots or short duration gusts exceed 30 knots for 30 seconds or more.</p> <p>“Safety comes first”</p> |

3.3 General Principles

3.3.1 Incident Priorities

In an emergency, the priority is to ensure the safety of COMPETITORS not BOATS. Drifting or anchored boats can be picked up later. If support boat crews believe that ‘crews are at risk’ they may override the Sailing Instructions and issue a directive that the crews in question are to be rescued.

3.3.2 Equity

In responding to situations, the provision of assistance by support boats or coach coats must not be influenced by the club to which the sailing boat or the responding boat belongs. All boats requiring assistance must be treated equally on the basis of need.

3.3.3 Look after the Crew First

People have priority over boats and if the crew is injured, showing signs of hypothermia or frightened they should be taken on board the support boat first and their condition assessed. If they need urgent attention the support boat crew should explain the situation to the RO and seek direction as to how the crew is to be taken for the necessary attention. The RO may allocate a different support boat to this task.

3.3.4 Only Give Assistance if it is Urgently Needed

Stay with Boat - In extreme weather conditions the safest state for a dinghy may be upside down in deep water with the crew either sitting on it or hanging on alongside. If the boat is not damaged, then experienced and appropriately dressed crews will often prefer to stay in that position until the wind strength reduces, then right their boat and sail home. Even if that is not their preferred course of action, in a situation where there are many boats to be attended to the support boat crew might ask them if they can wait and leave them where they are if possible (however extreme care should be exercised if asking this of younger crews as they may feel pressure to inadvisably agree). The RO should be advised of the identity of the boat and the action taken in each case so it can be followed up later.

Abandon or Anchor the Boat - The boat may be left in the water for attention later. If necessary and if a suitable anchor and tackle is available, the boat may be anchored but should in any case be marked to indicate the crew has been taken off. When removing crew from a competitor, a length of rope with a snap shackle, and a float on the end should be attached to the vessel. This will signify to other rescue craft that the crew has been removed. The RO should be advised of the identity of the boat and the action taken.

Tow The Boat to The Nearest Beach - If it is necessary to take the boat in tow don't attempt to tow it back to the club. If hypothermia is not a concern, their health is fine and are able to be responsible for themselves they may be left with the vessel on the nearest beach, inform the RO of the action taken and return to duty on the course.

North of Scotland Island Tennis Court Wharf or Torpedo Wharf Beach South West of Clareville will generally be the best beaches (the number of moored boats and distance involved may even make a tow to Avalon Sailing Club or Clareville too long from most parts of this course). South of Scotland Island the beach at BYRA is generally best, although the beach east of Church Point may be closest to the western part of the course.

Towing Boats Back to the Club - When the situation has been stabilised, the RO will decide the order in which boats should be towed back to the club and which Response Boats can be released from rescue duty for towing. Support boats must operate under the RO's direction, as he/she will be in the best position to set priorities.

If possible, use a slow boat or small boat to tow craft back to shore because a fast boat in most situations can still only tow at a slow speed and the faster boat will be more useful if it remains on station.

3.3.5 One Support Boat

There can be a tendency for support boats to cluster around a single boat requiring assistance, especially if it takes time to sort out. This should not occur.

Only one Response Boat should assist or stand by a boat requiring assistance unless the first boat has requested additional help. All other Response Boats should remain on station and watch out for other boats requiring assistance.

3.3.6 RPAYC Fast Response Vessel

At all times a Fast Response Vessel will be available at the RPAYC to assist with on-water incidents. The vessel will be ready for use at all times and be equipped with RMS safety equipment. Additional safety equipment may also be carried as needed.

3.3.7 Guide to Incident Priorities

| Incident Priority | CENTREBOARD RACING |
|-------------------|---|
| MINOR | <ul style="list-style-type: none"> Minor Personal Injuries unlikely to require external medical intervention eg. cuts, bruises & abrasions etc Slips & Falls on Land Capsize or damage to boat requiring prolonged assistance Potential threat of storm |
| MODERATE | <ul style="list-style-type: none"> Personal Injuries requiring external intervention or advice eg. fractures, minor head injuries - non life threatening Multiple Capsize requiring assistance or with prolonged immersion Sudden storm/gale with threat to sailors/boats Multiple concurrent minor incidents needing additional assistance |
| MAJOR | <ul style="list-style-type: none"> Potential life threatening incident or injuries (requiring urgent external Intervention eg. spinal injury, major head injuries, cardiac arrest etc Fatality Missing Person |

Pan Pan Used when a distress signal is not justified – a vessel or person requires assistance but is not in grave and imminent danger or if an urgent message concerning safety of vessel or person is necessary.

May Day Only used if a vessel or person is in grave and imminent danger and requires immediate assistance.

APPENDIX A - RPAYC COMMITTEE AND SUPPORT BOATS

| Boat Name/Radio Call Sign | Description |
|-------------------------------|--------------------------------|
| <i>RPAYC Resources</i> | |
| Alfreds II (CV) | 36' white Steber motor cruiser |
| Alfreds III | 4.6m RIB |
| Alfreds IV | 4.6m RIB |
| McMee | 4.5m RIB |
| Doodie Norton | 5.4m RIB |
| The Punt | 6.0m Aluminium tender |
| Halvo I & II | 2.0m RIB |

Note the RPAYC resource may differ depending on scheduled servicing and or availability. The Sailing Office maintains a weekly allocation of resources directory and well as a whiteboard adjacent the centreboard lawn of fortnightly rostering of volunteers and vessel allocations.

APPENDIX B - SUPPORT BOAT – EQUIPMENT LIST

Each boat should be equipped appropriate for its duty and size. As a minimum the following items must be carried on all support boats in addition to RMS requirements.

- Paddles or oars
- Bucket or bailer
- Bridle secured to towing eyes
- Towline
- Spare starting cord and minimal tool kit
- Waterproof First aid kit containing (minimum) 2 large wound dressings, 2 medium wound dressings and triangular bandages
- Anchor sufficient for safety boat and any towed craft
- Chain and warp as appropriate to area
- Distress flares – 2 orange smoke and 2 pinpoint red, or 2 day/night flares
- Sharp knife, preferably serrated
- Spare Kill cord
- V- Sheet
- VHF radio

All engine and safety systems must be in full working condition. The following areas should be considered:

- Outboard engines must be securely attached to the boat
- Kill switches must be fully functional
- The use of propeller guards for outboard motors is strongly recommended
- 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
- Outboard engines must not slip out of gear or start in gear
- Outboard engines should be capable of being locked down and easily raised if required.
- Fuel tanks and batteries must be securely fastened to the boat
- All other equipment should be suitably and securely stowed for the purpose for which it is intended

APPENDIX D - INCIDENT COMMUNICATION CONTACTS

| Organisation | Position | Name | A/H Telephone | | Incident Telephone | | Incident Fax | Radio |
|--------------|--|--|----------------|------------------------------|-----------------------------|--------------|--------------|----------------------|
| RPAYC | Reception | Jackie Hall Ann Doherty Ted Glass | Office Fax | 02 9998 3700 02 9997 8620 | Reception | 02 9998 3700 | 02 9997 8620 | VHF Ch 16, 77 |
| RPAYC | Incident Officer (Centreboard) | David Taylor or Race Officer of Day (refer to check list) | Home Mobile | 02 9918 7568 0419 615 351 | RPAYC | 02 9998 3700 | 02 9997 8620 | VHF Ch 16, 77 |
| RPAYC | Incident Officer (Centreboard) Alfred's 2 | Race Officer of the day – see roster | | | Mobile A2 - 0458 787 500 | | | VHF Ch 16, 72, 77 |
| RPAYC | Alternative Incident Officer (Centreboard) Alfred's 1 | Race Officer of the day – see roster | | | Mobile A1 - 0428 276 409 | | | VHF Ch 16, 72, 77 |
| RPAYC | Alternate Incident Officer (Sailing Training & Centreboard Administration) | Simon Gambi | Work Mobile | 9998 3761 0406 225 992 | RPAYC | 02 9998 3700 | 02 9997 8620 | VHF Ch 16, 77 |
| RPAYC | Incident Manager (Sailing Manager) | Brendan Rourke | Work Mobile | 0427 477 854 0412 180 509 | RPAYC | 02 9998 3700 | 02 9997 8620 | VHF Ch 16, 77 |
| RPAYC | Alternate Incident Manager (Head Coach) | Tom Spithill | Work Mobile | 9998 3764 0419 246 365 | RPAYC | 02 9998 3700 | 02 9997 8620 | VHF Ch 16, 77 |
| RPAYC | Alternate Incident Manager (Assistant Sailing | Katie Pellew | Work Mobile | 9998 3762 0438 548 755 | RPAYC | 02 9998 3700 | 02 9997 8620 | VHF Ch 16, 77 |

| Organisation | Position | Name | A/H Telephone | | Incident Telephone | | Incident Fax | Radio |
|--------------|---|---------------------------------------|----------------|------------------------------|--------------------|--------------|--------------|---------------|
| | Manager) | | | | | | | |
| RPAYC | Alternate Incident Manager (Facilities Manager) | David Randall | Work Mobile | 9998 3740 0439 556 885 | RPAYC | 02 9998 3700 | 02 9997 8620 | VHF Ch 16, 77 |
| RPAYC | Incident Director (General Manager) | Suzanne Davies | Home Mobile | 9979 7407 0403 852 265 | RPAYC | 02 9998 3700 | 02 9997 8620 | VHF Ch 16, 77 |
| RPAYC | Incident Director (Commodore) | Ian Audsley | Home Mobile | 9451 9175 0432 993 485 | RPAYC | 02 9998 3700 | 02 9997 8620 | VHF Ch 16, 77 |
| RPAYC | Incident Director (Vice Commodore) | Michael Lockley | Home Mobile | 9974 1234 0412 581 661 | RPAYC | 02 9998 3700 | 02 9997 8620 | VHF Ch 16, 77 |
| RPAYC | Media Liaison Officer | Refer to General Manager | Home Mobile | 9979 7407 0403 852 265 | RPAYC | 02 9998 3700 | 02 9997 8620 | VHF Ch 16, 77 |
| RPAYC | Media Trained Personnel Include: | Suzanne Davies (General Manager) | Home Mobile | 9979 7407 0403 852 265 | RPAYC | 02 9998 3700 | 02 9997 8620 | VHF Ch 16, 77 |
| RPAYC | | David Randall (Facilities Manager) | Home Mobile | 9998 3740 0439 556 885 | RPAYC | 02 9998 3700 | 02 9997 8620 | VHF Ch 16, 77 |
| RPAYC | | Brendan Rourke (Sailing Manager) | Home Mobile | 0427 477 854 0412 180 509 | RPAYC | 02 9998 3700 | 02 9997 8620 | VHF Ch 16, 77 |
| RPAYC | Media Trained Members Include: | Peter Hemery | Home Mobile | 9999 2852 0418 289 453 | | | | |
| RPAYC | | Richard Hudson | Home Mobile | 9440 7574 0418 230 235 | | | | |
| RPAYC | | Michael Lockley | Home | 9974 1234 | | | | |

| Organisation | Position | Name | A/H Telephone | Incident Telephone | Incident Fax | Radio | |
|---------------------------|--------------------------------------|--|-----------------------------------|---------------------------|---|--------------|---|
| | | (Vice Commodore) | Mobile | 0412 581 661 | | | |
| RPAYC | | Ian Audsley (Commodore) | | 9451 9175 0432 993 485 | | | |
| NSW Water Police | Sydney | Marine Area Command (MAC) | Email: sydwp@police.nsw.gov.au | Base | 02 9320 7499 | 02 9320 7427 | Via any Coast Radio Sydney or any other Coast Station on VHF Ch 16 or listen HF freq 4125, 6215 & 8291 KHz |
| | Broken Bay | | | Base | 02 9910 7899 | 02 9997 6245 | |
| | | | | On Duty | 0412 162 093 | | |
| Marine Rescue Broken Bay | Unit Commander | | 9999 3554 | 9999 3554 | | VHF 16 | |
| Marine Rescue | HQ – Cronulla Terry Hills | Chris Gillett (Regional Mger) | 94502468 | 9450 2468 9450 2468 | VHF Channel 16 (also repeater channels 21, 22, 80, 81, 82 depending on region) 27 MHz Channel 88 | VHF 16 | |
| Roads & Maritime Services | Boating Service Officer Pittwater | Steve Nugent | 0418 976 023 | | | VHF 16 | |
| Roads & Maritime Services | Head Office | Pittwater Boating Service Officer on the day | 9563 8500 | | | VHF 16 | |

APPENDIX E - GUIDE FOR SPECTATOR, COACH AND RESPONSE BOATS

INTRODUCTION

Combined club racing is when the RPAYC, BYRA and Avalon sailing clubs compete together on the same course area under the control of one Race Officer. For the safe conduct of racing it is essential that all powerboats on and around the course understand and follow the intent of these documents. The basic principles are as follows:

- The Race Officer (RO) is the person responsible for the conduct of combined fleet racing and on-the-water management of incidents.
- Accordingly, all on course communication must be through the RO or by phone to one of the clubs for relay to their Safety Officer.
- As soon as practical any incident should be reported to the RO. This applies to **all** support boats, including coach and spectator boats, who observe and/or assist in an incident.
- All spectators, coaches and officials must meet the following requirements in regard to their conduct during any activity held:
 1. Place the safety and welfare of the competitors/participants above all else.
 2. Accept responsibility for all actions taken.
 3. Be impartial.
 4. Avoid any situation which may lead to a conflict of interest.
 5. Be courteous, respectful and open to discussion and interaction.
 6. Value the individual in sport.

SAFETY IS OUR PRIORITY

NOTICE TO COMPETITORS, SPECTATORS AND OFFICIALS

A GUIDE FOR SPECTATOR BOATS

Spectators are encouraged to follow the fleet in order to share the excitement of the combined fleet racing and to provide a valuable backup to the clubs' support boats in the event of adverse conditions. However, for the safety of competitors, spectator boats must:

- Remain outside the course area/spectator exclusion zone.
- Stay 50m clear of competitors, course marks, and start and finish lines.
- Minimise wash by moving at low speed.
- Report any concerns about capsized or overdue boats to the RO on channel 77.
- Only render assistance in the case of an emergency or if requested to assist by a race official.
- Follow the instructions of race officials at all times.

A GUIDE FOR COACH BOATS

Coaching is an essential element in the development of our young (and not so young) sailors.

Designated Official Club Coach for each club is permitted within the Course Area and may coach any competitor at any time.

Designated coach boats are to **display a yellow flag and make themselves known to the RO.**

In addition, each novice competitor may have **one** coach boat within the course area. These boats should also display a yellow flag.

All Coach Boats (including those supporting novices) must respond at any time to requests by a Response Boat or Committee Boat for the Coach Boat to check on the safety of a nearby racing boat which has capsized or is otherwise showing signs of acting in a distressed or unusual manner, or may do this on their own initiative.

A GUIDE FOR SUPPORT BOATS

Support boats will generally patrol allocated zones as directed by the RO, and generally, with the exception of the Greet Fleet Patrol, should stay outside the course area, so as not to themselves constitute an obstruction or hazard to racing craft.

- Prior to the start of each race, clubs should advise the Race Officer (RO) of the Support, Coaching and Committee Boat resources that club has available for the day, including radio call signs, contacts and numbers.
- Support boats shall be distributed evenly around the race course with attention given to danger zones such as the wing mark, obstacles and dangers as conditions dictate.

- Prior to the start and once on course, all support and coach boats should report in to the RO to check radio reception and confirm their patrol area.
- Support boats should move to their station prior to the first yachts arriving.
- All support boats should be keeping watch for any racing boat in need of assistance inside of the course area as well as along the defined legs of the course.
- All support boats should keep a look out for any yacht or power boat crossing the race area and posing a risk to those racing. If possible request the vessel go around the race area – this needs to be done diplomatically!
- Clubs will provide at least one support boat for the purpose of monitoring their Fleet.
- All boats should notify the RO if they wish to leave their area.
- Support boats should maintain a station that is outside the normal stream of racing craft. For the windward leg, this means outside the lay lines being used by the majority of racing boats.
- As soon as practical all incidents must be reported to the RO. This applies to all support boats, including coach and spectator boats, who observe and/or assist in an incident.
- If a support boat observes a boat capsize or otherwise behave in a distressed or unusual manner it should visually check on the safety of the crew.
- **In an emergency the priority is to ensure the safety of COMPETITORS not THEIR BOATS.**
- All boats requiring assistance must be treated equally on the basis of need.
- All race management boats are to be driven in such a manner that will not cause any disturbance to competitors.
- Radio Communication between support boats should relate to race management and safety issues ONLY, be in accordance with radio protocol and be kept brief and to a minimum.
- Support boats may only leave the course area with the agreement of the RO, including towing or shadowing competitors to shore/club.
- Support boats should do a sweep of their area at the end of racing to ensure that all competitor are off the course area.

APPENDIX F - CENTRBOARD INCIDENT CHECK LIST

This checklist provides a “**What to Do**” guide for those involved in organising or conducting RPAYC Centreboard Division sailing events forms part of the RPAYC’s **Incident Management Plan (IMP)**.

| | |
|---|--|
| Pre Race Preparation | Note: IO (Incident Officer) = RO (Officer of the Day) |
| <input type="checkbox"/> As per RO / Support Boat Personnel & Vessels on water / Weather details on the day | |
| <input type="checkbox"/> Note Incident Contact list details & update specific vessel contact details | |

| |
|---|
| Procedure to be followed by all Race Officials (RO’s) when NOTIFYING INCIDENTS |
| <input type="checkbox"/> Immediately notify Incident Officer of nature and location of incident |
| <input type="checkbox"/> Assess nature of incident and decide on Incident Priority |
| <input type="checkbox"/> If external emergency assistance NSW Water Police 000 direct – IO to coordinate RPAYC assistance with NSW Water Police. |
| <input type="checkbox"/> IO/IM to keep a log of all calls and events relating to all Incidents |

| | |
|--|------------|
| Incident /Response (If in doubt on Priority – Escalate) | Who |
|--|------------|

| | |
|--|----|
| Notification or Observation of a Minor Incident | |
| <input type="checkbox"/> Instruct support boats (SB) to standby and assist as required and coordinate additional resources if appropriate | IO |
| <input type="checkbox"/> Support boat to provide feedback to IO if further assistance is required, VHF 77 | SB |
| <input type="checkbox"/> IO to reassess Incident Priority based on feedback and escalated Priority if required | IO |
| <input type="checkbox"/> Storm Imminent – IO to make decision on whether to postpone start and if Race in progress whether to have support boats direct fleet to pre-identified safe locations | IO |
| <input type="checkbox"/> Storm Imminent - If instructed by IO notify fleet of pending storm and quickest safe location to shelter | SB |
| <input type="checkbox"/> IO to reassess Incident Priority based on feedback and escalated Priority if required | IO |

| | |
|---|-------|
| Notification, Observation or Escalation to a Moderate Incident | |
| <input type="checkbox"/> Call NSW Water Police 000 (or VHF 16) and requests assistance as appropriate | IO |
| Note: NSW Water 000 Police will coordinate involvement of all other Emergency Response Agencies | |
| <input type="checkbox"/> IO advises Incident Manager of nature and locations of Incident | IO |
| <input type="checkbox"/> IM takes control of coordinating RPAYC involvement as directed by NSW Water Police | IM |
| <input type="checkbox"/> IO and support boats to provide assistance as appropriate until directed by IM of further actions | IO/SB |
| <input type="checkbox"/> Advise Incident Director of nature and potential outcome of incident | IM |
| <input type="checkbox"/> Storm Hits Fleet – Support boats to overturn boats and recover crew and advise IO/IM of additional assistance required – IM to coordinate additional craft and involvement of NSW Water Police | IM |
| <input type="checkbox"/> IM assess appropriateness of current Priority and escalates if appropriate | IM |

| | |
|--|----------|
| Notification, Observation or Escalation to a major Incident | |
| <input type="checkbox"/> Call Water Police 000 (or VHF 16) and advise nature of incident and location | IO/SB/IM |
| <input type="checkbox"/> Provide support and assistance as required by NSW Water Police – coordinated by IM | All |
| <input type="checkbox"/> Contact Incident Director who will set up Incident HQ at RPAYC as per IMP | IM |

APPENDIX G - CENTREBOARD INCIDENT CONTACTS LIST

To be completed on race day with Volunteer support/coach details. Date: _____

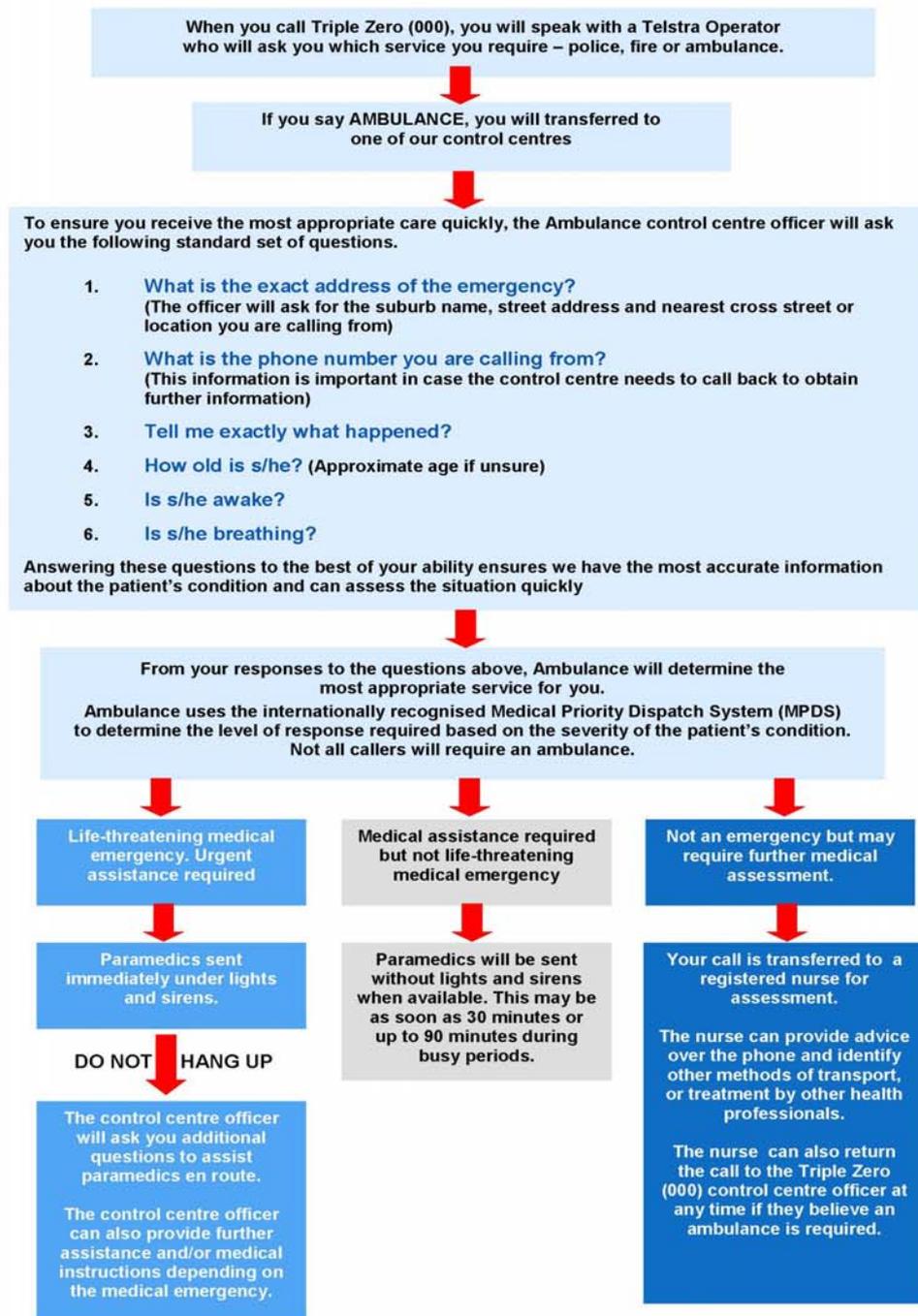
| Name | Name | Mobile | VHF |
|---|--------------------|---|----------------------|
| Incident Officer (IO/RO) | Refer to CB roster | | Via VHF 16 / 77 |
| RPAYC Reception / VHF Base | | 02 9998 3700 | VHF 16 / 77 |
| Alfred's 1 | | 0428 276 409 | VHF 16 / 77 |
| Alfred's 2 | | 0428 465 419 | |
| RPAYC Incident Officer (IO) (Rear Commodore Centreboard) | David Taylor | 0419 615 351 | VHF 16 / 77 |
| Committee Vessel Team | Refer to CB roster | | VHF 16 / 77 |
| Support Boat #1 | Refer to CB roster | | VHF 16 / 77 |
| Support Boat #2 | Refer to CB roster | | VHF 16 / 77 |
| Support Boat #3 | Refer to CB roster | | VHF 16 / 77 |
| Additional Support Boat | | | VHF 16 / 77 |
| Coach Boat #1 | | | VHF 16 / 77 |
| Coach Boat #2 | | | VHF 16 / 77 |
| Additional Coach Boats | | | VHF 16 / 77 |
| ASC Safety Officer | | | Club House 9918 3637 |
| BRYA Safety Officer | | | Club House 9999 2648 |
| NSW Water Police – Broken Bay | | 000 / 112 02 9910 7899 / 0412 162 093 | via VHF16 |
| NSW Water Police – Sydney Marine Area Command 'MAC' | | 000 / 112 02 9320 7499 | via VHF16 |
| Incident Manager (IM) (Sailing Manager) | | 0412 180 509 | |
| Alternative Incident Managers (Assistant Sailing Mgr / Club Coach) | | 0438 548 755 0419 246 365 | |
| Incident Director (ID) (General Manager) | | 0418 474 333 | |

APPENDIX H - GUIDE TO CALLING AN AMBULANCE

Calling an Ambulance - flowchart



**Ambulance Service
of New South Wales**



If your call falls into one of the above categories, you should call Triple Zero (000) again if the patient's condition changes in any way.

APPENDIX I - GUIDE TO EMERGENCY CHECK LIST QUESTIONS

Event: _____ **Date:** _____ **Time:** _____

Emergency Information Checklist

Initial Questions

- Name of the vessel? _____ Contacts Name: _____
- What is the nature of your emergency? _____
- Number of people on board? _____
- Do you have the same number of people on board as you started with? YES / NO if no #: _____
- Are all crew safe? YES / NO: _____
- What is your position/location? _____
- Have you made contact with the emergency services? YES / NO – DIAL 000
- What is proximity to any hazards or land? _____
- What is the best method of communication? Are all communications options working? _____

Other Questions

- Do they need assistance from emergency services? _____
- Have you established a transit plan? _____
- _____
- Do you have a suitable safe refuge in mind? _____

Injured Crew

- Nature of injury? _____
- Are they conscious? Have they been unconscious? _____
- Are they breathing? YES / NO
- Do they have pulse? YES / NO
- Given current circumstances are they behaving normally? YES / NO _____
- _____
- Are they able to move normally? YES / NO _____

Damage to a vessel

- Nature of the damage: _____
- _____
- Are you able to verify or assess the damage: YES / NO _____
- _____
- Are you taking water? YES / NO If so how much? _____
- Do you have steerage? YES / NO / LIMITED _____
- Do you have propulsion? ENGINE / SAIL _____

APPENDIX J - GUIDE TO AMBULANCE PICKUP POINTS IN PITTWATER



The Royal Prince Alfred Yacht Club
Broken Bay NSW Phone: 02 9998 3700

EMERGENCY GUIDE FOR BROKEN BAY

AMBULANCE | POLICE | FIRE: 000 or 112

| | | | |
|-------------------|--------------|-------------------|--------------|
| WATER POLICE BB: | 0412 162 093 | MONA VALE POLICE: | 9998 0699 |
| WATER POLICE BB: | 9910 7899 | MV ALFREDS I: | 0428 276 409 |
| RMS (MARITIME): | 13 12 36 | MV ALFREDS II: | 0458 787 500 |
| MARINE RESCUE BB: | 9999 3554 | RPAYC RECEPTION: | 9998 3700 |

VHF MARINE RADIO → →

EMERGENCY
VHF RADIO
CH 16
RPAYC RADIO
CH 77

AMBULANCE
PICK UP POINTS

- A. **TAYLORS POINT WHARF**
Lot 7132 Taylors Pt Rqad
CLAREVILLE, 2107
Cross Street - Hudson Parade
- B. **CAREEL BAY WHARF**
4 George Street, AVALON BEACH, 2107
Cross Street - Therry Street
- C. **PALM BEACH FERRY WHARF**
1151 Barrenjoey Road, PALM BEACH, 2108
Cross Street - Palm Beach Road
- D. **THE ROYAL PRINCE ALFRED YACHT CLUB**
16 Mitala Street, NEWPORT, 2106
Cross Street - Prince Alfred Parade
- E. **CHURCH POINT WHARF**
1860 Pittwater Road, CHURCH POINT, 2105
Cross Street - McCarrs Creek Road
- F. **PATONGA BEACH WHARF**
6/8 Patonga Dr, PATONGA, 2256
Cross Street - Bay Street
- G. **BROOKLYN WHARF**
7 Dangar Road, BROOKLYN, 2083
Cross Street - Karoola Street

