

# RPAYC Safety Boat Operator Manual

2024-25

FOR VESSELS:

Mosquito, Doodie Norton, McMee, Alfreds 3, Alfreds 4



# **RPAYC Vessel Log**

**SIGN OUT / SIGN IN & SAFETY CHECK** Scan the QR code to complete the online form before leaving the club and after returning to the dock.

PLEASE RECORD ANY DEFECTS OR MAINTENANCE REQUIRED ON THE DIGITAL VESSEL LOG.

Version 2.3 - August 2024

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# **Document Revisions**

REVISION	AMENDMENTS	DATE
V2.1	<ul> <li>Updates to RPAYC vessels from June 2022.</li> <li>Changes to Vessel sign out / sign in procedure and introduction of Digital Vessel Log</li> <li>Updates to vessel setup and pack-up procedures</li> </ul>	June 2022
V2.2	<ul> <li>Updates July 2023.</li> <li>Included location of Battery Isolator Switches</li> <li>Collection point for safety equipment bag &amp; lifejackets (Reception/Sailing Office)</li> <li>Update to fuelling procedure (if no fuel card on keys).</li> </ul>	July 2023



# 1. INTRODUCTION

The purpose of this Handbook is to support Safety Boat Operators to understand the correct procedures of using RPAYC support boats. This book covers the vessels Mosquito, Doodie Norton, McMee, Alfreds 3 & Alfreds 4.

Please note the RMS Boating Handbook should also be referred to for understanding local boating rules and laws. The RMS Boating Handbook is free to access either online or at a Service NSW centre.

# 2. CLUB RIB POLICIES

#### **RIB OPERATION POLICY (SA09).**

**Purpose** To ensure correct operation and appropriate safety measures are taken when operating club Ribs.

Procedure

- 1. Only RPAYC members, RPAYC staff and authorized persons over the age of 16, are permitted to drive RPAYC Ribs.
- 2. All drivers must carry a current NSW Boat License, and in the case of a RIB being used as a rescue boat for centreboard racing, it is preferred that they hold a current Safety Boat qualification.
- 3. All Rib drivers, crew and passengers must wear an approved lifejacket. Lifejackets are available from the Sailing Office.
- 4. The Rib driver must use the vessel's 'Kill Cord'.
- 5. When a Rib is too seaward of a line between West Head and Barrenjoey the minimum number of persons on board shall be two (2).
- 6. All Rib drivers must have been inducted in accordance with the RPAYC SA10 Driver Induction Policy.

## **DRIVER INDUCTION POLICY (SA10)**

**Purpose** To ensure all drivers of club vessels understand the safety aspects and the correct operating procedures. Also ensuring drivers are capable of completing required tasks when operating a club vessel.

#### Procedure

- 1. Only RPAYC members, RPAYC staff or authorised persons, qualified and inducted in accordance with the club policies, shall operate RPAYC vessels.
- 2. All drivers must have a current NSW Boat License.
- 3. Qualified drivers wishing to become inducted must contact the Sailing Office and schedule a time for induction.
- 4. Drivers seeking induction will be required to fill in their details on the driver induction sheet and have it signed by the nominated person, once training is complete. Copies of NSW Boat License, other safety boat, commercial qualifications and Radio operators Licences, should also accompany the induction sheet.
- 5. A file is to be kept by the Sailing Office of the inducted drivers, the file to be kept up to date of the approved and signed driver induction sheets and relevant copies of qualifications.



# 3. VESSEL SIGN OUT/SIGN IN PROCEDURE & PRE-DEPARTURE CHECKLIST

Prior to the use of a club RIB, the driver/crew must sign out the vessel at club reception and complete a pre-departure checklist.

- 1. Complete the vessel sign out details using the *Digital Vessel Log*. Complete the predeparture checklist via this online form.\*
- 2. Collect vessel keys (with kill cord attached)
- 3. Collect yellow safety grab bag, and enough Personal Flotation Devices (PFD's) for the number of crew onboard. Inflatable PFD's are available at Reception.

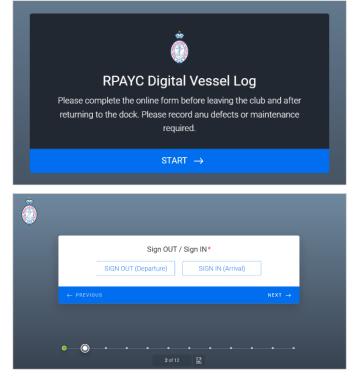
\*Clubs affiliated with Australian Sailing are expected to provide a checklist for vessel operators to complete and present to a Boating Safety Officer (maritime) if requested.

## DIGITAL VESSEL LOG

All club vessels must be signed out before departing the club and upon arrival to the dock. The form will request you to input some of the following information for safety and reporting procedures:

- Vessel name and date of use
- Name of driver and crew onboard
- o Pre-departure Checklist
- Damage / maintenance reporting
- o Pack-up Checklist

To access the RPAYC Digital Vessel Log, you can scan the QR code at reception or on the sticker on the dashboard of all Safety Boats.





# **RPAYC Vessel Log**

## **SIGN OUT / SIGN IN & SAFETY CHECK**

Scan the QR code to complete the online form before leaving the club and after returning to the dock.

#### PLEASE RECORD ANY DEFECTS OR MAINTENANCE REQUIRED ON THE DIGITAL VESSEL LOG.



# 4. OPERATOR REQUIREMENTS

RIB drivers must meet the following requirements when providing safety boat support at club racing and training activities. A copy should be provided to the Sailing Office.

- 1. Hold a current RMS Boating Licence
- 2. Complete a **Powerboat Handling** and/or **Safety Boat Operator** course (*Australian Sailing accreditation*)
- 3. Attend an annual **Club RIB Operator Induction** (*RPAYC*)
- 4. Obtain your VHF Radio Operator Certificate (SROCP)
- 5. Optional: Hold a First Aid Certificate and Working With Children Check

Operators and crew are encouraged to complete additional training courses through the RPAYC's Discover Sailing Centre.

Contact the sailing office to learn more about Powerboat training, and obtaining your VHF Radio Licence.

Lifejackets must be worn by all occupants onboard club RIBs. (Collect from Reception).



Kill cords must be worn by the operator at all times.



# 5. SAFETY & RACE MANAGEMENT EQUIPMENT

All club ribs are equipped with safety equipment in accordance with Maritime, Australian Sailing and RPAYC requirements.

Please ensure the yellow grab bag is onboard at all times, and is returned to reception following use with the keys.

LOCATION OF VESSEL EQUIPMENT			
<b>Stowed Onboard</b> Not to be removed	<b>Yellow Grab Bag</b> (Pick up from Reception)	Race Management (not onboard)	
Bilge pump Bucket Fire extinguisher Foam PFD's - under seat Horn (sound signal) Navigation lights Paddles or oars SOS throw line (not a tow rope) Tow rope(s) with bridle VHF radio	Compass First aid kit Handheld flares (2 orange / 2 red) Knife / tool	Inflatable rounding marks Mark tackle Race flags Race management box & scribe resources	

#### **BILGE PUMP**

The bilge pumps on all RPAYC vessels are electric and located under the floor (at the inspection port hatch). The bilge pump can be operated if there is a dedicated switch (labelled 'Bilge Pump') on the dashboard.

If there is no switch, then the bilge pump will be automatically enabled when there is water detected in the bilge and the battery is switched on.



#### **ELECTRIC HORN**

The RIBs have an electric horn. This can be sounded by pressing the round chrome button on the dashboard.

#### NAVIGATION LIGHTS

The navigation lights switch will turn on the port (red) and starboard (green lights). These should be switched on between sunset and sunrise and in restricted visibility (rain, fog, smoke).

Some dashboards will have a separate switch for the white all-round light. This must be switched on in the conditions as described above when driving and at anchor.

#### THROW LINE

On each boat there is a high visibility bag with a 'SOS Throw Line'. This is useful for a person overboard recovery. Please note - this is *NOT* a tow line or mooring line.

## 6. PONTOON DOCK LAUNCHING PROCEDURE

#### **VESSEL PREPARATION**

All of the RPAYC ribs have slightly different layouts, based on their age and use. There are a few things to do before you leave:

- 1. Remove console cover
- 2. Check the bung is in and the water 'scupper' drains are closed
- 3. Check all of the required safety equipment is onboard
- 4. Switch battery isolator to the ON position
  - a. Located on the starboard exterior side of console for *Alfreds 3, 4*, and *McMee*.
  - b. Located inside the console for *Doodie* (access via hatch below steering wheel).
  - c. Two switches in starboard aft compartment on Mosquito
- 5. Turn on the VHF radio (ch.77 for RPAYC communications)
- 6. Trim the engine down, check that the propeller is clear of lines and debris
- 7. Insert the key and check the fuel level
- 8. Untie the 'painter' bow line
- 9. All crew to wear lifejackets

#### FOR DRIVING OFF THE PONTOON:

- 1. Ensure 'painter' line is untied, and secured to the boat
- 2. Driver to attach kill switch to vessel & themselves
- 3. Turn engine on. Ensure engine is down and there is water running out of tell-tale
- 4. Check the water for obstructions (people/boats)
- 5. Engage **REVERSE**, and apply more throttle as



required until the boat begins to slide back off the pontoon. As soon as the boat is sliding off the pontoon into the water, move the throttle back to **NEUTRAL**. Wait for the boat to drift away from the pontoon before manoeuvring.

If it is <u>low tide</u>, operators must be aware of the shallow water (rock shelf) in the launch area. To launch in low tide, keep the engine trimmed up (and switched off).

- **PUSH** the boat off the pontoon, with the help of one or two people, and wait for the boat to slide off the dock before trimming down the engine and switching on.
- Only trim the engine down enough to start the engine and be mindful of the propeller near the rocks.



# 7. BASIC FAULT FINDING

There is no expectation of Safety Boat Operators to be mechanics! There are some simple solutions to common problems/occurrences:

#### There is no power to the auxiliary units (VHF, navigation lights, bilge pump) or engine trim....

- Check the battery switch is in the 'ON' position
- There could be a loose battery connection or wiring issue please pack the boat up, report the issue in the logbook & inform RPAYC staff immediately.

#### The engine does not start, but there is power to controls and switches....

- Check the kill switch is properly attached. Disconnect and reconnect.
- Check the throttle is in NEUTRAL

#### The engine starts, but is then cutting out...

- Check the propellor / engine leg for any debris, ropes and lines caught up. If there is anything on the propellor, switch off the engine before removing.
- Check there is fuel the fuel line may have disconnected
- The engine may need to warm up. Use the 'fast idle' control in NEUTRAL.
- It could also mean the engine is overheating switch off if you hear an alarm and/or the engine temperature is high.

For any engine or vessel faults, please report it by completing the online log and informing an RPAYC sailing or waterfront staff member.

## 8. USING A VHF RADIO

#### **TURNING ON THE RADIO**

Turn the radio on by turning the volume dial up on a fixed unit, or by holding the power button on a handheld video.

#### SELECT CHANNEL

Use the channel selector to choose your preferred channel.

- Channel 77 Royal Prince Alfred Yacht Club communication channel
- Channel 16 International Distress, Safety & Calling channel.

#### **VOLUME / SQUELCH CONTROL**

The volume control affects how loud the communications you receive are.

The squelch control is used to reduce the background noise. If the squelch is turned up too much, you will not receive or transmit messages over a long distance. The squelch should be turned down as much as possible without hearing the static background noise.

#### **SPEAKING OVER THE RADIO**

To speak, PRESS AND HOLD the 'push to talk' (PTT) button. Speak clearly and directly into the microphone. Speak away from wind noise.

Saying 'OVER' after your message means you are inviting the other station to respond. Saying 'OUT' signals the end of conversation. Never say *over and out* as they mean the same thing!



# 9. POWERBOAT HANDLING

#### Here are some simple tips for driving a powerboat!

#### Operators must wear a kill switch cord at all times while the engine is running.

The kill switch is a vital piece of safety equipment that could save your life, should you fall way from the controls, and occupants of other nearby vessels. Under the RPAYC RIB usage policy, the wearing of a kill switch is compulsory.

#### **TURNING THE BOAT**

The 'pivot point', or the point at which the boat can pivot on itself, is forward of the console (think opposite of a car). When in reverse, the 'pivot point' is directly at the engine. This means the boat has a much smaller turning circle when operating in reverse.

#### LOW SPEED MANOEUVRES

# Keep one hand on the throttle, and one hand on wheel.

Even when turning the boat in a confined area, this will allow you to use the throttle to assist your steering.

#### Steer first, then engage in gear.

Using more throttle on the exit of a turn will encourage the boat to go in a straight line. You don't need to oversteer!



Changing gears: always move into NEUTRAL. Never skip from FORWARD straight into REVERSE (or other way around) as it will damage the gearbox.

At any point you think you may bump into something at low speed, or run over a line or object in the water, simply stop the boat by pulling out the kill switch.

#### STANDING OFF

To 'stand-off' another vessel, keep the vessel in idle speed reverse, with the stern pointing towards the wind. Keep your boat between your engine and a sailing dinghy or person in the water.

#### **DRIVING AT HIGH SPEED**

Communicate with vessel occupants that you are increasing speed.

Apply enough FORWARD power to get the boat onto the 'plane' (bow drops & boat accelerates). Trim the engine up a few degrees to prevent the bow from digging into waves (flat water).

Gradually pull the throttle back to bring the boat to a stop.

#### **DRIVING IN SWELL / CHOPPY WATER**

If driving in swell or choppy water, trim the engine down when driving into the wind and wave direction, and trim the engine UP when driving with the wind and waves.

Trimming the engine down will assist you with steering the boat in high speed turns. This prevents cavitation (air bubbles around the propeller).



# **10. RECOVERY OF PEOPLE & CRAFT**

#### **RECOVERING A PERSON IN THE WATER**

Always approach a person in the water by heading across the wind, and at a low speed. Switch off the engine and remove the kill cord when in close proximity to a person in the water to prevent a 'prop-strike'. Recovery methods:

- <u>Basic lift</u> move the person to the lowest part of the boat, facing in towards the boat (to prevent back injury) and lift in towards the boat.
- <u>The roll/slide</u> Lie the conscious person alongside the lowest part of the boat with their head towards the bow. Lift one leg up with their hands on the side of the boat. Reach down to get a firm grip of the person and roll them into the boat

#### **RECOVERY OF CRAFT**

It is important to consider if a person is in the water or onboard their craft. If a craft is in need of assistance, take the approach that you are recovering a person from the water first, and then complete the recovery of the craft.

#### **DINGHY**

To come alongside a dinghy, approach the boat using the same method as coming alongside a dock (slow and at an angle). If a dinghy is capsized, approach across the wind so you are in a position to see the sailor(s).

- To right a capsized dinghy, try lifting the mast out of the water and ask the crew to be positioned at the centreboard. Work your way slowly up the mast to keep control of the dinghy and it comes alongside the safety boat.
- To tow a boat upright, pass a line to the dinghy and attach it to a strong point. The safety boat should reverse, pulling the 'gunwale' towards the wind and bringing the boat upright. The sailor should remain on the centreboard in this process so they can step onto the windward side of the boat as it is righted. As the boat is righted, the safety boat crew should pull the line in tight to move closer to the craft. This will prevent it capsizing again.

#### **WINDSURFER**

Approach a windsurfer and equipment from the mast tip and switch off your powerboat engine.

- Make your way down the mast edge (luff) of the sail, drawing the rig over the safety boat and the board and sailor closer.
- Bring the boom in the boat if possible and raise the daggerboard if there is one
- Lie the rig across the safety boat with the mast foremost into the wind (at the front if going upwind or at the back if going downwind)
- Windsurf boards and rigs have a lot of power so it is critical to take care at all times do not adjust the controls on the board unless you have knowledge of the systems!

#### **KITESURFER**

Approach a 'downed' kite surfer on a line from them that is approximately 90° to the wind. This will keep the rescue craft clear of any broken/trailing lines (these are very thin & difficult to see).

- Make contact with kite surfer rider so they are on the downwind side of the safety boat.
- Ask the rider to pack away the kite (if they are able to do so). If they are unable to do so, then approach from downwind and deflate the kite to prevent take-off. Pickup the rider from the water.



#### TOWING

It is important to have one person driving and one person observing. Choose your tow type depending on conditions and the type of boat being towed.

#### **STERN TOW**

This is the method for 'pulling' the boat(s) behind. This method is good for long distances and in large swell/choppy water.

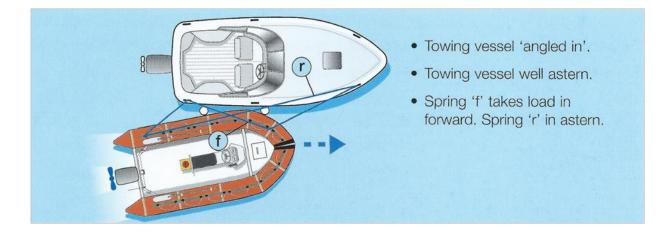
- Use a long tow line that absorbs shock. Two wavelengths in swell, or a few boat lengths.
- Attach to the tow vessel either on the bow or through a fairlead. Try and attach the line forward of the engine if possible, or use a bridle.
- Set the tow speed appropriately according to the weather and sea conditions, and other factors such as speed limits and stopping etc
- If towing a sailing vessel, manage the apparent wind
- Be cautious of the propellor when lines are in the water



#### **TOWING ALONGSIDE**

Effectively, we are pushing the boat (like a tug tow). This method is good for short distances and manoeuvring vessels alongside a dock.

- The towed vessel must be toed-in slightly (nose in)
- The outboard engine of the towing vessel must be behind the towed vessel
- Use the bowline to keep the vessels nose-in
- The stern line holds the vessel while turning
- A tug's fore spring takes the weight when moving forward
- A tug's aft spring takes the weight when operating astern





#### ensure there is enough water.

damage the vessel or cause injury.

Think... 'TOUCH... PAUSE... ENGAGE'

11. PONTOON DOCK RECOVERY PROCEDURE

When it is time to return the RIB back to the pontoon, we must take our time and follow the steps below to ensure we do not

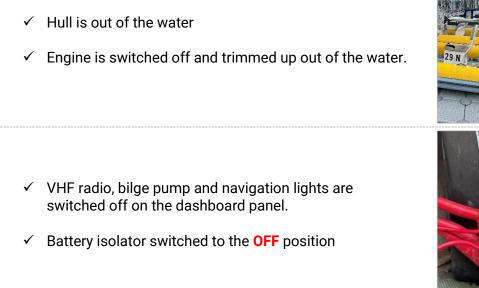
If you are unsure, it is best to leave the boat in the water and tied to the dock.

1. Approach the pontoon at a low speed. If the tide is low,

- 2. Trim the engine up slightly.
- 3. **TOUCH:** Let the boat make contact with the pontoon and leave the boat in FORWARD (idle speed only)
- 4. **PAUSE:** Wait for the boat to settle. <u>Straighten the steering</u> so the bow is pointing forward.
- 5. **ENGAGE:** Once you are ready to drive up, slowly apply more forward throttle, but just enough for the boat to slide onto the pontoon.
- 6. Switch off the engine and commence the packup procedure (next section).

#### 12. PACK UP

To ensure the RIB's stay in good condition and do not suffer any damage while not in use, it is important to pack up the ribs correctly. Please ensure the following items are checked:



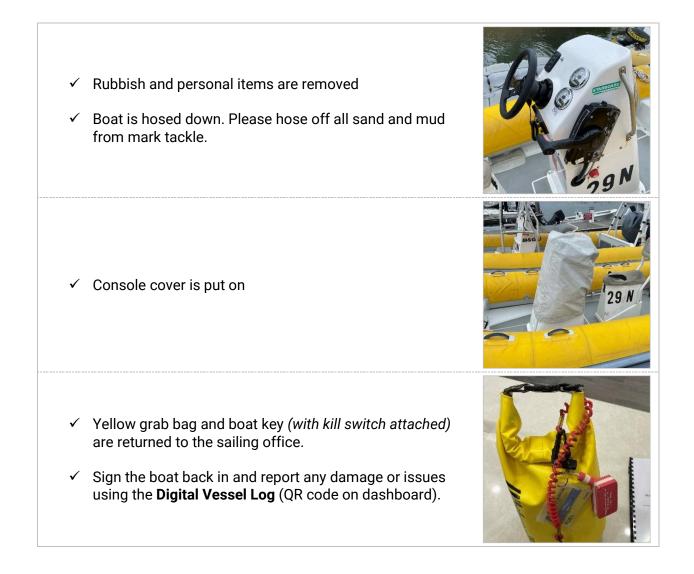
✓ Bow 'painter' line is tied to the pontoon











# **13. REPORTING DAMAGE**

The immediate reporting of damaged vessels, missing equipment and/or need for urgent maintenance, is extremely important as RPAYC requires the club RIBs for various activities multiple times a week all year around.

- 1. Report details of damage / maintenance required in the **Digital Vessel Log**. You can upload a photo to the online reporting system.
- 2. Inform the RPAYC Sailing Office or waterfront team as soon as possible. Providing a photo or video of the issue can also be diagnose the issue.

# **14. REFUELING**

RPAYC has fuel accounts for all vessels to be fuelled at Royal Motor Yacht Club fuel wharf.

- 1. Head to the inside fuel wharf at RMYC
- 1. Go to a pump dock which has UNLEADED 91.
- 2. An RMYC staff member will unlock the pump and assist you.
- 3. To complete payment present the fuel card attached to boat keys, or provide the boat name, at the marina office. The attendant will charge to the club's account.
- 4. Please keep the receipt and hand it to the sailing office or reception when you return.



# **15. RPAYC EMERGENCY PROCEDURES**

#### **RPAYC INCIDENT CHECKLIST**

# **RPAYC Incident Checklist**

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 R	ace Preparation Note: IO (Incident Officer) = RO (Officer of the Day)			
	As per RO / Support Boat Personnel & Vessels on water / Weather details on the day			
	Note Incident Contact list details & update specific vessel contact details			
Procedure to be followed by all Race Officials (RO's) when NOTIFYING INCIDENTS				
I Proce				
	Immediately notify Incident Officer of nature and location of incident			

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			
	Instruct support boats (SB) to standby and assist as required and coordinate additional resources if appropriate	Ю	
	Support boat to provide feedback to IO if further assistance is required, VHF 77	SB	
	IO to reassess Incident Priority based on feedback and escalated Priority if required	10	
	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	Ю	
	Storm Imminent - If instructed by IO notify fleet of pending storm and quickest safe location to shelter	SB	
	IO to reassess Incident Priority based on feedback and escalated Priority if required	10	

Notification, Observation or Escalation to a Moderate Incident			
	Call NSW Water Police <b>000</b> (or VHF 16) and requests assistance as appropriate	10	
	Note: NSW Water 000 Police will coordinate involvement of all other Emergency		
	Response Agencies		
	IO advises Incident Manager of nature and locations of Incident	10	
	IM takes control of coordinating RPAYC involvement as directed by NSW Water Police	IM	
	IO and support boats to provide assistance as appropriate until directed by IM of	IO/SB	
	further actions		
	Advise Incident Director of nature and potential outcome of incident	IM	
	Storm Hits Fleet – Support boats to overturn boats and recover crew and advise IO/IM	IM	
	of additional assistance required – IM to coordinate additional craft and involvement		
	of NSW Water Police		
	IM assess appropriateness of current Priority and escalates if appropriate	IM	

# Notification, Observation or Escalation to a major Incident Image: State of the support and assistance as required by NSW Water Police – coordinated by All Image: State of the support and assistance as required by NSW Water Police – coordinated by All Image: State of the support and the support and the state of the support and the sup



#### **RISK MATRIX – INCIDENT PRIORITY**

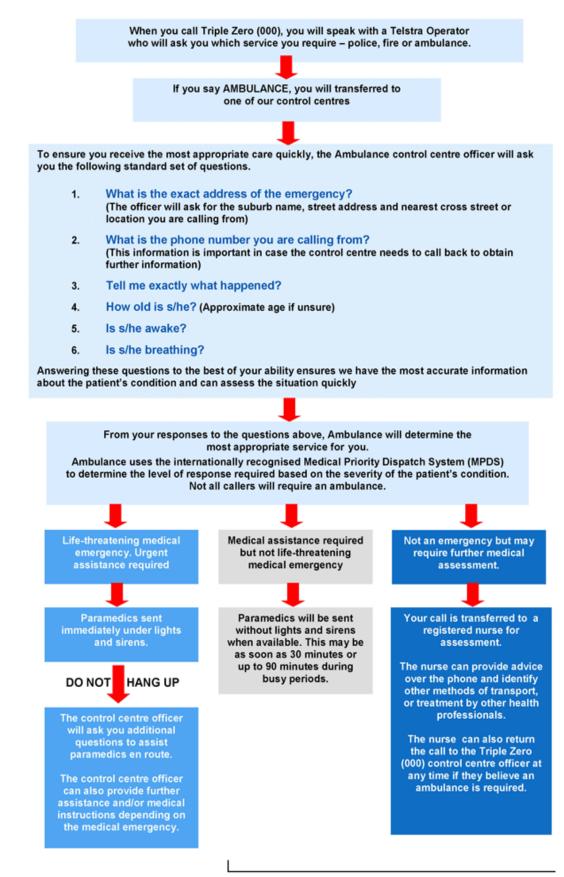
MINOR		<ul> <li>Minor Personal Injuries unlikely to require external medical intervention (eg. cuts, bruises &amp; abrasions etc)</li> <li>Slips &amp; Falls on Land</li> <li>Capsize or damage to boat requiring prolonged assistance</li> <li>Potential threat of storm</li> </ul>
MODERATE	-	<ul> <li>Personal Injuries requiring external intervention or advice (eg.fractures, minor head injuries - non life threatening)</li> <li>Multiple Capsize requiring assistance or with prolonged immersion</li> <li>Sudden storm/gale with threat to sailors/boats</li> <li>Multiple concurrent minor incidents needing additional assistance</li> </ul>
MAJOR	-	<ul> <li>Potential life threatening incident or Injuries (requiring urgent external intervention eg.spinal injury, major head injuires, cardiac arrest etc )</li> <li>Fatality</li> <li>Missing Person</li> </ul>

#### **INCIDENT CONTACT LIST**

Name	Telephone/Mobile	VHF
Incident Officer (IO/RO)	Refer to roster	Via VHF 16 / 77
<b>RPAYC Reception / VHF Base</b>	02 9998 3700	VHF 16 / 77
NSW Water Police – Broken Bay	<b>000</b> / 112 02 9910 7899 / 0412 162 093	via VHF16
NSW Water Police – Sydney Marine Area Command 'MAC'	<b>000</b> / 112 02 9320 7499	via VHF16
RPAYC Incident Officer (IO)	Refer to roster	Via VHF 77
Incident Manager (IM) (Race Director)	9998 3700	Via VHF 77
Alternative Incident Managers (Sailing Mgr / Club Coach)	9998 3700	Via VHF 77
Incident Director (ID) (General Manager)	9998 3700	Via VHF 77
Alfred's 1	0428 276 409	
Alfred's 2	0458 787 500	VHF 16 / 77



#### CALLING AN AMBULANCE



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.



#### **AMBULANCE PICK UP POINTS**

