

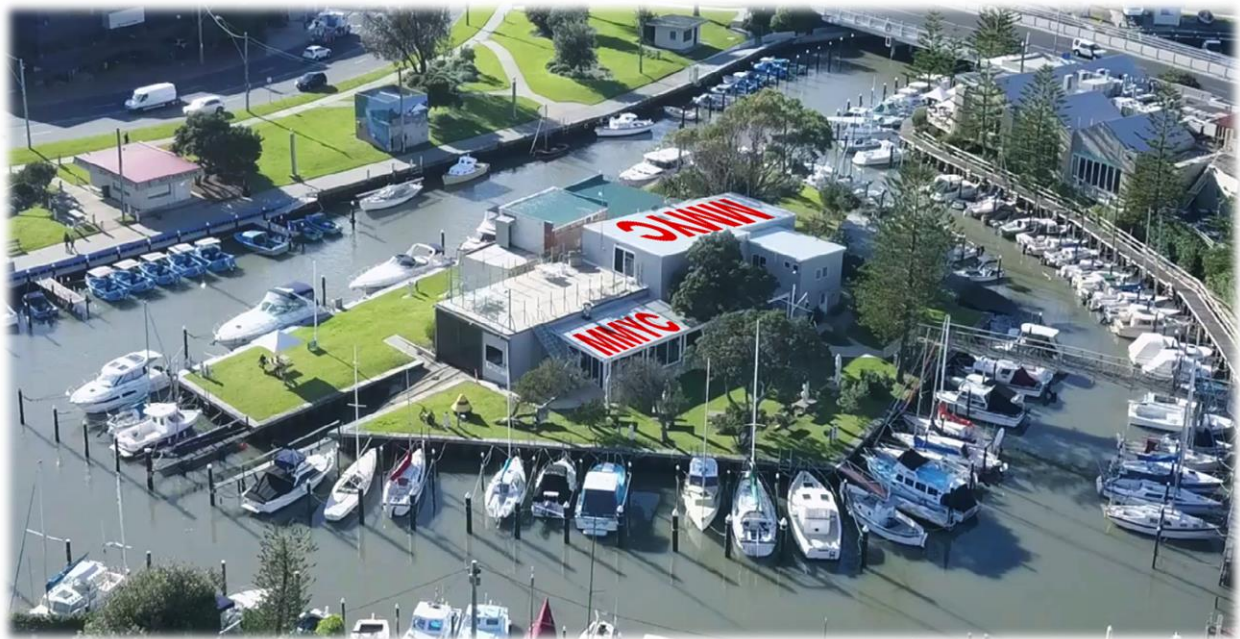


Mordialloc Motor Yacht Club



Discover Sailing Centre

Boating Safety Manual



1. INTRODUCTION3

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1. INTRODUCTION

This Mordialloc Motor Yacht Club (MMYC) Safety Manual helps Club Members and DSC instructors safely manage a safe and fun environment. This document should be read in conjunction with the MMYC DSC operating procedures manual and our code of practices.

MMYC is committed to ensuring all boating activities are conducted in a safe and fun manor with an emphasis of duty of care for all participants. Our club will endeavor to conform to all applicable *Code of Practice made under section 272 of the Marine Safety Act 2010*

All risks on the water and around our club facilities are assessed on an annual basis and as deemed necessary by the committee of management. All risks are documented in a risk assessment register matrix.

This Safety Manual is applicable to all boating activities at our club which includes but is not limited to the following activities

- Club races.
- DSC instructors conducting training and sail days.
- MMYC organized cruising events.
- Navigational Rallies.
- All incidents relating to boating safety and emergencies.
- Incidents covered may involve boating, personal safety, Search and Rescue (SAR), or a combination of any or all of these.

This Safety Manual is not a substitute for common sense or crisis management. All personnel should read the document as part of their preparation to familiarize themselves with the process of carrying out emergency procedures.

1.1 Peak Safety Authority for Water Based Incidents

The Victoria Water Police have prime responsibility for boating on Port Phillip (& other waterways such as Gippsland Lakes). Other agencies including the Volunteer Coastguard will act under the direction of the Victoria Water Police.

The Victoria Water Police Squad is the State Search and Rescue Authority for Victoria, under the National Search and Rescue Agreement, between the Federal Government and the various State Governments.

1.2 CLASSIFICATION OF CLUB RACING EVENTS

Mordialloc Motor Yacht Club events are run under an appropriate Yachting Australia (YA) Race Safety Category – Category 5. Each race category has a definition of the expectation for rescue, and the degree of self-sufficiency a competitor is required to be capable of when racing.

The current “Blue Book” states: “Categories 5 and 6 are suitable for (but not exclusive to) races

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which include trailable boats. MMYC has determined that racing will be conducted under Category 5: Races with limited rescue availability, in protected waters, in daylight hours in sheltered waters at night.”

Club racing events include the Thursday Afternoon Sailing, Thursday Twilight Sailing, Winter Club Racing and Summer Club Racing.

All entrants must have submitted a Safety Compliance Declaration (SCD) to the MMYC Safety Officer, for the safety category specified in the Notice of Race (NOR) for each individual race or series. The only declaration acceptable is that of the MMYC, or that of an equivalent Yacht club’s Safety Declaration.

The Safety Officer will check that an appropriate declaration is on file for all entrants, including casual entries. Equivalent SCDs submitted to another club are acceptable. The Race Officer (RO) has the right not to accept any entry for which a valid Safety Declaration has not been submitted.

1.3 Training and discover sailing Events

MMYC will conduct keel boat training and discover sailing events during the season. All training instructor procedures are outlined in the MMYC operating instructions manual.

Only vessels which have been approved by Australian sailing may be used for keel boat instructing. Other vessels may be used for Discover Sailing events if all cat 5 requirements have been satisfied.

Training events will be conducted in our training rooms and on water in the designated areas stated in the operating procedures manual.

Training courses will be offered in keel boat crewing, helming, discover sailing promotional events, “She Sails” events, “out there sailing program.” Some training will be coordinated with the Mordialloc Sailing Club with on the beach activities. These activities will be in conjunction with the rules and operating procedures of Mordialloc Sailing Club as determined by their principle.

2. EMERGENCY PROCEDURES

2.1 COMMUNICATIONS

Training participant will be briefed prior to departure. Stated in the instructors operating procedures manual.

Please refer to Marine Radio Operators Handbook for correct procedures.

Note: It is most unlikely that MMYC will manage a Distress or Urgency call. Normally Victoria Water Police or Coast Radio Melbourne will take that role. The station in distress IS IN CONTROL OF THE DISTRESS TRAFFIC and will delegate control to whomever it sees fit.

Wait about 5 to 10 seconds before responding in case a more appropriate authority responds

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Confirm with the caller the transmission is received, e.g.:

Mayday (Caller, Caller, Caller)

this is #####, #####, #####, Received Mayday.

No one will be concerned that your radio protocol is not perfect. Now – relax. Quiet calm assistance and concentration is far more important than radio protocol. Make notes as you go.

1. Record the calling vessel's name / call sign / sail number / boat number, and distressed vessel's name / call sign / sail number / boat number.
2. Determine if the nature of the situation is medical, rescue or assistance.
3. Maintain contact via radio or telephone.

2.2 Illness / Injury

Determine the nature of the illness or injury. Determine if an ambulance is required and if attendance is requested at the vessel or if the vessel is able to make the nearest port. If an ambulance is NOT required, determine the nature of support requested.

If the vessel requires a rescue boat, call Water Police Squad and Rescue Coordination Centre on 9399 7500 (24 hours) or VHF 16.

If the vessel is making its way to port, determine where the landing location will be.

Advise the caller if an ambulance is being called, and request they maintain a listening watch on the channel called.

If calling via telephone, take their number, and request they stand by the telephone, and keep the line open for emergency contact.

Call Metropolitan Ambulance Victoria on 000, advise them of the nature of the illness or injury, where the patient will be landed, and by what method (Rescue boat / Water Police / Boat Name) and estimated time.

2.3 Rescue / Assistance

1. Determine the nature of assistance required. If a vessel is in danger of sinking, or has sunk, try to obtain a position and identification from the caller. Call for nearby vessel assistance.
2. Determine the number of crew members involved, and their status.
3. Call **Water Police Squad and Rescue Coordination Centre on 9399 7500 (24 hours) or VHF 16** and provide them with the situation details.
4. Advise the calling station of the arrangements made and pass on any instructions.
5. Maintain contact via radio or telephone. Request the radio operator to stand by on a nominated radio channel. Request the telephone operator to keep the phone line open only for emergency contact.

2.4 Missing Persons / Missing Boats / Man Overboard (MOB) / lost

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instructor MOB.

In the case of a missing person / boat / man overboard (MOB), rescue coordination must be transferred to the Water Police Squad and Rescue Coordination Centre on 9399 7500 (24 hours) or VHF 16. MMYC will continue to assist and participate in all ways possible, and as requested by Victorian Water Police. If instructor is MOB participants are briefed to drop all sails and point vessel into the wind. Then continue to call Mayday on radio as described in emergency procedure.

2.5 Towing

In an emergency the priority is to save lives, not boats. Drifting or anchored boats can be picked up later. MMYC does not provide a towing service for disabled vessels. During club racing MMYC members may offer to tow another vessel in distress, at their own risk. Victorian Water Police will attend to towing needs and coordinate assistance otherwise.

2.6 Hand over to Victoria Water Police

All Emergency assistance requests should be passed on to the Victoria Water Police if they decree. They may request MMYC to continue participation at any level in any incident. Pass on all relevant information obtained.

When passing information on to Victoria Water Police, pay particular attention to the number of Persons on Board (POB), the location and medical facilities required.

3. WEATHER CONDITIONS

Attention is drawn to Racing Rules of Sailing 2013 - 2016 Fundamental Rule 4 – Decision to Race. For DSC training refer to operating procedure manual. The DSC principle will have the final call on all on water activities.

“The responsibility for a boat’s decision to participate in a race or to continue racing is hers alone.”

3.1 Weather Forecast

The Race Officer of the day should obtain the latest possible Bureau of Meteorology weather forecast on the day of the race. The weather forecast is a critical tool for decision making on race day in order to determine which course should be run, what direction, the distance, the duration, the possible need to shorten a race, or the need to abandon the race for the day.

Reference can be made to the forecast for Port Phillip; an additional reference can be made to the Fawkner Beacon and Frankston website to determine current wind velocities at:

<http://www.baywx.com.au/>

The current bay weather forecast is available at:

<http://www.bom.gov.au/vic/forecasts/portphillip.shtml>

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The Bureau of Meteorology also has several graphical marine forecast services which highlight small scale local effects and the day to day changes in wind and sea state that occur about the coast, which the purely textual forecasts cannot provide.

Two of these can be found at these web addresses: -

<http://www.bom.gov.au/marine/wind.shtml?location=vic-mel&tz=AEDT>

<http://www.bom.gov.au/australia/meteye>

Simply type in a bayside suburb or postcode, then left click anywhere on bay. These easy to use interfaces provide maps of forecast wind and combined sea and swell at three-hour intervals for the next three or seven days.

3.2 Shortening Course

It is the decision of the Race Officer to shorten the course. This decision should be based on existing and forecast weather conditions, with due regard to time limits on races where time limits are specified in the notice of race. The Race Officer must also take into account other factors. Refer to Appendix 3.

3.3 Race Abandonment

It is the decision of the Race Officer to abandon a race or event. This decision should be based on existing and forecast weather conditions.

Race abandonment may be decided prior to the start of a race, or when necessary, be decided during a race event

A guide for Race Abandonment

On the race day, or the previous day (or days up to 48hrs when appropriate), check if the conditions are such that the race should be postponed or abandoned due to weather reports.

If the Bureau of Meteorology forecast wind strength for the proposed sailing time (and location) exceeds 25 knots, the race should be postponed or abandoned.

In addition to the written description forecast issued by the BOM, reference should also be made to the [graphical marine forecast service](#) for Port Phillip.

Refer to **3.1 Weather Forecast** for relevant websites

At the discretion of the Commodore and in consultation with the committee, a race may be abandoned or postponed up to 48hrs in advance of the scheduled race with appropriate notification to participants.

If other dangerous conditions are deemed to exist, even in the absence of a Strong Wind Warning two hours prior to the sailing time, the race may be postponed at the discretion of the Race Officer of the day in consultation with the Commodore or his nominee.

Dangerous conditions include (but are not limited to) possible thunderstorms, extreme heat, wave conditions and observed local conditions irrespective of weather forecasts.

At wind strengths of 25 knots for 15 seconds or any gusts over 30 knots, the race shall not be started.

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3.4 Wind Warning Definitions

See Appendix 2 for Bureau of Meteorology – Wind Warning Definitions

3.5 Race Communication (VHF Channel 73)

Competitors are required to conduct a Radio Check and Sign on with the Race Officer or his nominee on VHF 73 and should dual watch VHF Channels 16 and 73 for the duration of the event for emergency monitoring and calling. This requirement is the responsibility of the owner or skipper to enforce.

3.6 Wearing of Personal Flotation Device (PFD)

All competitors are reminded that MMYC Sailing Instructions require them wear PFD Type1 or Type 2 during race events and it is strongly advised that a Type1 is worn “at times of heightened risk” which is described in detail on page 50 of the 2012 **Victorian Recreational Boating Safety Handbook**.

4 RESCUE AND ASSISTANCE

Mordialloc Motor Yacht Club daylight events are raced under Race safety Category 5N. MMYC does not provide rescue boats.

Victoria Water Police, or the local Coastguard station when manned, should be called for rescue or towing. During club racing members may offer to rescue, tow or assist another vessel in distress, at their own discretion and risk.

Attention is drawn to **Racing Rules of Sailing 2013 - 2016 Fundamental Rule 1.1 – Helping Those in Danger**

“A boat or competitor shall give all possible help to any person or vessel in danger.”

5 AMBULANCE AND PARAMEDIC CALL

5.1 Advise Rendezvous Location

The Race Officer or Rescue Coordinator will ascertain, and then advise, the Metropolitan Ambulance Victoria where the recovery destination will be, the expected time, and how access will be provided for rescue vehicles.

MMYC preferred meeting point for boat to ambulance transfers:

When entering the creek, the nominated location is after the first mooring and after the PORT (red banded) pole, next to the walkway, as there is easy access between boat and emergency vehicle.

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6 EMERGENCY INCIDENT REPORTING

All Emergency incidents involving Mordialloc Motor Yacht Club including medical, property, rescue, or racing, must be recorded on the Emergency Incident Report Sheet. A copy of the sheet is available at the club house in the foyer.

7 BASIC FIRST AID PRINCIPLES FOR EMERGENCIES

Boats or crew requesting basic first aid advice should be referred to their "boat" first aid manual or page 142 of the 2012 Victorian Recreational Boating Safety Handbook. Club First Aid officers are listed at each First Aid Kit Station.

If the situation arises that a first aid manual is not available on the boat requesting advice, then advice can be read from a first aid manual that is carried on other MMYC vessels.

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APPENDIX 1 EMERGENCY CONTACT NUMBERS

EMERGENCY CONTACT NUMBERS

Water Police Squad and Rescue Coordination Centre PORT PHILLIP ONLY	9399 7500
OTHER LOCATIONS	000
VHF Channel 16	
Metropolitan Ambulance Victoria	000
Coast Radio Melbourne (24 hours)	5988 6262
Coastguard: Australian Volunteer Coastguard Association	
General Office	9598 9092
Search & Rescue (SAR)	9589 7003
VHF Channel 16	
Royal Victorian Coastal Patrol	9587 9557
VHF Channel 16	
Bureau of Meteorology	9669 4902
Marine Forecasts	9669 4981
Severe Weather	1800 811 023
Port Philip Sea Pilots	9329 9700
VHF Channel 12	

APPENDIX 2 - BUREAU OF METEOROLOGY (BOM) WARNINGS

Bureau of Meteorology: Coastal Waters Wind Warning When is a Coastal Waters Wind Warning issued?

Warnings for coastal waters are issued whenever strong winds, gale, storm force or hurricane force winds are expected within one or more coastal waters forecast areas.

The initial warning attempts to provide around 24 hours lead-time (sometimes out to 32 hours) and warnings are normally renewed every six hours. If the warning conditions are expected on the following day then it will be mentioned specifically in the warning message.

Coastal waters wind warnings issued by the Bureau are categorized as follows:

Strong Wind Warning: Winds averaging from **26 knots and up to 33 knots.**

Gale Warning: Winds averaging from **34 knots and up to 47 knots.**

Storm Force Wind Warning: Winds averaging from **48 knots and up to 63 knots.**

Hurricane Force Wind Warning: Winds averaging **64 knots or more.**

APPENDIX 3 - SAFETY GUIDELINES FOR MMYC CRUISING AND NAVIGATIONAL RALLY ACTIVITIES.

While it is desirable that all boats participating in Club cruising events attain Cat 5 safety standard, it is required that all boats participating be in a sound and seaworthy condition and comply with all safety conditions detailed in the Victorian Recreational Boating Safety Handbook. It is also recommended that all boats carry a VHF radio and a mobile phone.

It is the responsibility of individual skippers to evaluate forecast weather conditions and be satisfied that boat and crew will be competent in the sea and weather conditions that may prevail.

Skippers should be familiar with emergency procedures as outlined in Section 2 of the MMYC Safety Manual.

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APPENDIX 4 EMERGENCY & NON-EMERGENCY EVENTS

Emergency	Non-Emergency
Boat in imminent danger	Loss of mast in benign conditions with no injury to crew and boat under control
Threat to crew life	Injury to crew where the nature of the injury has been determined as not serious
Serious injury	Loss of sails overboard or other equipment
Loss of mast with injury to crew	Loss of motor where boat is not in any imminent danger but may require assistance
Boat sinking	Collision of boat with minimal damage and no injury to crew
Crew having a heart attack	
MOB where crew not recovered or boat unable to assist with recovery due to boat being in imminent danger	
Fire	
Collision of boats where there is serious injury to crew and/or loss of life	
Collision where there is serious damage to the boat(s) where it becomes in a position of imminent danger	

Incident Report Form

Incident reference number:

The incident resulted in: ☐ Injury to an individual ☐ Damage to property/environment
☐ A near miss

Personal details (of injured):

Surname: _____ First name: _____

Address: _____

Postcode _____ Phone Number: _____

☐ Male ☐ Female Date of birth: ____ / ____ / ____

☐ Member: ☐ Volunteer:

☐ Contractor: ☐ General Public:

Incident details:

Date incident occurred: _____ Time incident occurred: _____

Where did the incident occur? (Please specify)

What was the nature of, and injury resulting from, this incident?
(Please explain in your own words what had happened)

Was first aid or further treatment required? ☐ Yes ☐ No

Were there any witnesses?

☐ Yes ☐ No

Name of witness/es: _____

Address: _____

Postcode: _____

Position: _____ Contact details: _____

Signature of person completing report: _____

Name of person completing report: _____ Phone number _____

Date: / /

A copy of this report is be forwarded to the committee immediately.

Committees comments: _____

- _____
- _____
- _____
- _____

Does this incident require further investigation?

☐

Yes ☐ No

- (If yes, refer to OH & S manager)
- _____

Does the severity of this incident require notification to Work Safe Victoria?

☐

Yes ☐ No

Has the committee added this to the risk assessment matrix?

☐

Yes ☐ No

OH&S Manager signature: _____ Date: / /

NB: A copy of this report is to be provided to the:

- Injured person
- Committee
- OH&S Manager

APPENDIX 6 FIRST AID PERSONAL AND CONTACT NUMBERS

Name	phone	Notes
Stephen Beashel	0425 862 613	Sailing Member, Committee member. Track trackers assistant, Australian Sailing Principle.
Peter Mosbey	0418 599 122	Sailing Member, Sailing Director.
Byron Douglas	0418 502 298	Sailing Member, Commodore .
Dave Holter	0438 640 776	Sailing Member.
Greame Kane	0488 666 148	Motorboat member.
Chris Wragg	0401 070 074	Sailing Member.
Stuart Mackinnon	0418 595 568	Sailing Member.
Ian March	0407 580 585	Sailing Member.
Carol Flanagan	0407276864	Sailing Member.
Peter Banham	0437 373 882	Sailing Member, Secretary.
Neil Hopwood	0417 324 525	Motorboat member, Committee member, New members.
Dennis Ohara	0402 909 644	Motorboat member, Committee member, Policies.
Fay Ohara	0402 909 644	Motorboat member,
Jamie Dorrity	0404 892 105	Motorboat member, Vice Commodore
Mario Barbieri	0415 613 812	Sailing Member, Track trackers director.
Rangoso Saluni	0401 771 325	Motorboat member, Rear Commodore .
Michael Ruhsam	0418 558038	Motorboat member