



Mordialloc Motor Yacht Club



# Mordialloc Motor Yacht Club

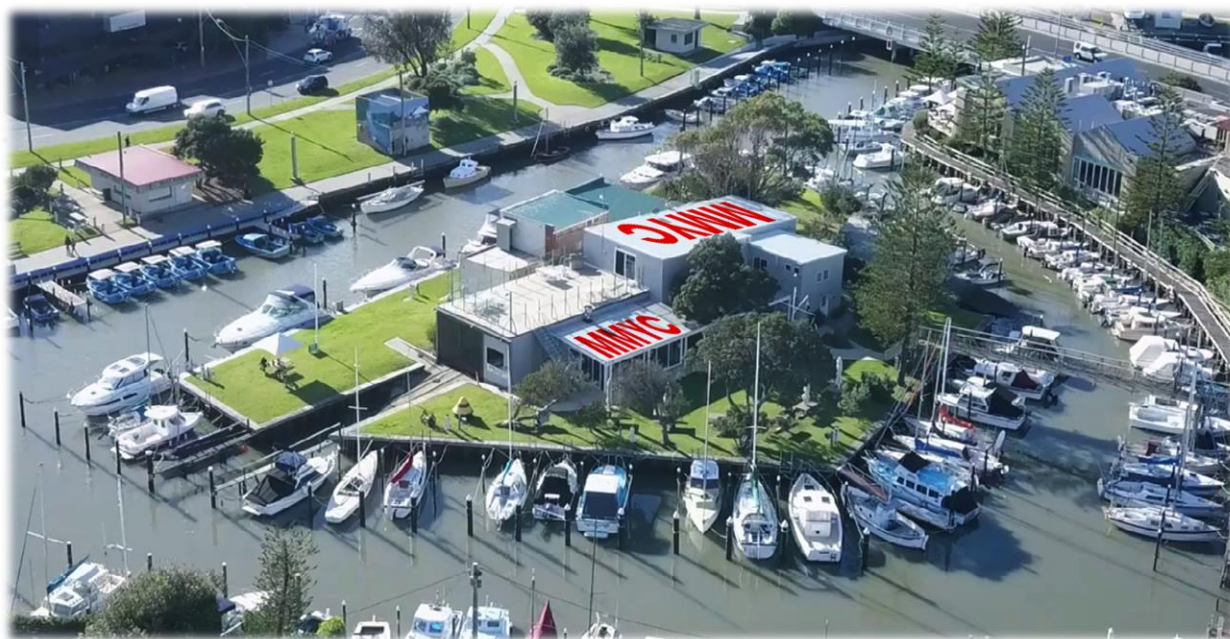


## Mordialloc Motor Yacht Club

### *Discover Sailing Centre*

Operating Procedures

Manual





## Table of Contents

<b>Introduction:</b>	3
<b>Overview:</b>	3
<b>Our Mission Statement and core values:</b>	3
<b>Courses/Training scope Accredited training:</b>	3
<b>Roles &amp; Responsibilities, Outline:</b>	4
<b>Instructors, Staff and Volunteers Induction:</b>	5
<b>Management Procedures:</b>	5
<b>DSC Principle Discover Sailing Centre Accreditation</b>	5
<b>Risk Management</b>	5
<b>Instructors</b>	5
<b>Rev sport portal and website information:</b>	6
<b>Facilities, Boats and equipment</b>	6
<b>Daily operating procedures - Keelboat and Discover Sailing Training Days</b>	6
<b>Map of Lambert Island</b>	8
<b>Illegal drugs policy:</b>	9
<b>Privacy Policy</b>	12
<b>Child Safety</b>	17
<b>Boat Operating area map</b>	20
<b>Car Parking:</b>	21
<b>Appendices:</b>	21
<b>Additional Documents available from DSC principle</b>	24
<b>Australian Sailing Instructor Session Plan</b>	25
<b>Instructor/Volunteers Induction sign off form</b>	27

## Introduction:

Mordialloc Motor Yacht club was established in 1925 and has continued to operate in its current location since then. Our club is situated on Lamberts Island in Mordialloc creek. This is the only Motor Yacht club in the bay area located on an Island. Our club is a family friendly club and welcomes all to the Island location to enjoy its unique location and excellent facilities. Our boats include classic motor yachts, modern motor boats and a variety of trailable yachts young and old.

## Overview:

Mordialloc Motor Yacht Club is establishing a Discover sailing centre with the objective of providing the following.

- A safe and friendly learning environment.
- A range of experiences to suit the learners needs.
- Learn to sail and skipper to a high standard
- Learn specific skills using a trailable yacht.
- Pathways to further develop sailing skills
- Safe introduction to keel boat racing
- A smooth and encouraging way to becoming a club member.

## Our Mission Statement and core values:

Our Mission is to provide training of the highest standards and to work within the Australian Sailing guidelines to deliver training in a fun and enjoyable format.

Our core values are:

- To provide a safe learning experience.
- Working within the Australian Sailing guidelines and principles.
- Creating an atmosphere of inclusion for all participants.
- To help each participant to reach their full potential.
- To ensure all Instructors are fully qualified and maintain up-to date training practices.
- Maintain Policies and practices that ensure participants and Instructors are protected against harassment, regardless of race, gender, cultural background, sexuality or religion.

## Courses/Training scope Accredited training:

- Discover Sailing keelboat, Start Crewing, Start helming.
- Discover Sailing Experience. (school sailing experience, out there sailing)
- She Sails Activities, SUP boards, Try sailing, Yoga classes.
- Community access sailing via SailPass system.
- Sailability programme.

## **Roles & Responsibilities, Outline:**

### **Club Commodore**

Overall management of the club facilities and Committee of management

### **Discover sailing Principle,**

Coordination and promotion of the club's Discover Sailing courses and activities Including rostering and Instructor supervision. Administration of all Discover sailing documentation. Ensures compliance to Sailing Australia guidelines. Ensures training conducted in a safe environment. Report to Commodore and Committee of management.

### **Senior Instructors,**

Responsible for delivery of individual courses. Supervising and mentoring other instructors and volunteers. Maintaining current qualification. Report to DSC Principle.

### **Instructors,**

Delivery of individual courses under the instruction of the senior instructor Maintaining current qualification. Report to senior instructor or DSC principle.

### **Assistant Instructors,**

Delivery of individual courses under the instruction of the instructor, Maintaining current qualification. Report to senior instructor, Instructor or DSC principle

### **Volunteer Helpers,**

Help Instructors prepare training equipment and area, help direct participants to training areas. Reports to DSC principle and Instructors.

### **Appropriate wear for Instructors and Participants.**

All instructors shall present in a clean and tidy manor. Instructor or club shirts to be worn.

Closed shoes with appropriate grip sole must be worn at all times. Wet weather gear to be worn when required. Hats and sunscreen to be worn at all times on water or outdoor areas.

### **Contact list:**

MMYC Club rooms. 1 Nepean HWY Mordialloc (Lamberts Island rear of Doyle's Hotel)

Email: [Info@MMYC.com.au](mailto:Info@MMYC.com.au)

**Phone: 9580 1203**

Discover Sailing Principle: Stephen Beashel

**Phone 0425 862 613**

Email: [stevebeashel@gmail.com](mailto:stevebeashel@gmail.com)

## Instructors, Staff and Volunteers Induction:

All Discover Training Centre Personnel, whether employed or volunteer, must be inducted prior to undertaking their assigned role. The induction is led by the Discover Sailing Centre Principle or Senior Instructor. On completion of the induction a signed induction declaration is to be signed and logged with DSC principle prior to commencing.

The following areas to be included in the induction sign off:

- ☒ Confirm currency of required qualifications and certifications,
- ☒ Keel boat instructor qualification
- ☒ First aid certificates
- ☒ Working with children check
- ☒ Marine radio operator certificate VHF
- ☒ Starting and finishing times
- ☒ Familiarisation of facilities and training vessels.
- ☒ Has read and Understands the Australian Sailing Discover sailing code of conduct requirements.
- ☒ Adheres to the dress standards for instructors
- ☒ Understanding of our club emergency procedures and have been given and read a copy of MMYC boating safety manual.
- ☒ Has been given and read a copy of MMYC code of conduct.
- ☒ Has read and understood our risk assessment matrix.
- ☒ Understands how to fill in and lodge an incident report.
- ☒ Has been given a copy and read this operating procedure manual.
- ☒ Signed induction declaration that have received and read all documents noted above.

## Management Procedures:

### DSC Principle Discover Sailing Centre Accreditation

- Complete annual application to renew
- Undertake annual review with Australian Sailing
- Maintain compliance with Australian Sailing DSC Guidelines

### Risk Management

- Review and respond to incident reports, report to Committee of Management.
- Ensure all equipment is compliant to safety standard and regulations
- Review risk assessment matrix annually with committee consultations.
- Review MMYC Boating Safety Manual annually with committee of Management.

### Instructors

- Maintain records of instructor's qualifications, certificates and renewal dates.
- Advise instructors of skills development opportunities
- Provide support and guidance.
- Develop a roster of instructors for appropriate training sessions.
- Advise instructors when training is cancelled due to adverse weather conditions or changed training venues.
- Maintain a harmonious working team.

### **Rev sport portal and website information:**

- Publish course dates in event calendar.
- Work with committee and senior instructor to develop further training opportunities.
- Maintain enrolments for all activities on REV SPORT.
- Ensure participants are invoiced the correct amounts.
- Help the committee of management develop marketing strategies for keel boat courses, discover sailing days and other training activities as required.
- Maintain records of enrolment and follow up with new members officer to convert participants to club members. (from SailPass and Discover Sailing days)
- Respond to participants enquiries.

### **Facilities, Boats and equipment.**

- Prior to session ensure all boats are in good condition and comply with Australian Sailing regulations.
- Ensure all safety equipment is in-date and functional.
- During the session ensure all equipment is maintained and stored correctly.
- Ensure committee and Commodore have allocated adequate budget to maintain and upgrade equipment when needed.
- Help committee to develop funding applications for future equipment needs.

### **Daily operating procedures - Keelboat and Discover Sailing Training Days.**

#### **Weather**

- On water training activities will be held at the discretion of the DSC Principle.
- Wind shall not exceed 15knots for keelboat training activities.
- Wind shall not exceed 12 knots for all other sail training activities.
- Sea state must be below 1-metre waves.
- Preferred N to E winds but will consider all directions if tide height is good.
- Preferred to be going out in rising tide to aid navigation of Mordialloc Creek entrance.
- If Heavy showers, thunder storms, strong wind warnings are predicted Training will be postponed to an alternate date.

### **Resources**

- Check adequate staff and volunteers are available for activity planned.
- Check training boat is launched and docked securely in slipway 1 dock.
- Check safety equipment is on board including charged battery for radio and instrument operation.
- Check training facilities are clean and ready to accept participants.
- Check gates are opened and toilet areas are opened and stocked with supplies.
- Check instructor suitable attired and has all PDF's on hand
- Confirm with principle number of participants attending session.



## Participants Welcome

- Ensure instructor or volunteer available to greet Participants at the bridge entrance to the Island.
- Participants to be given map of the Island with designated areas for training, toilets/ change rooms, emergency assembly area and no-go zones (inside slipways and committee room)
- Advise secure area for valuables.
- Confirm participants are enrolled in correct course and fees are paid.
- Sign in attendance record to be signed.
- Ensure participant are correctly attired for training activities. Hats, sun screen, waterproofs and correct shoes.
- Ensure Participants are correctly fitted with PDF 150.

## Participants Briefing

- Outline the sessions objectives and time schedule.
- Describe the sailing and training areas to be used.
- Safety Briefing to include, Correct use of PDF's, Personal protection from danger on board, possible injury from boom movement
- Always have one hand on the boat when moving about.
- Hydration on the water.
- Fire on board procedure.
- MOB & Instructor MOB procedure.
- Basic use of VHS Radio and emergency contact numbers for phone in.
- First Aid kit location. Safety ladders and buoy's locations.
- Illegal drug use policy described. (full copy in this Manual)
- Medical emergency procedures.

## During activities

- Lookout watch to be maintained on board vessel for imminent danger of collision with swimmers near Creek entrance and other on water vessels.
- Rotation of participants in a variety of roles.
- Calm and responsible management of all participants, our **DUTY OF CARE**.
- Ensure participants are enjoying the experience and the training is delivered in a fun and professional manner.
- Stay within the designated operational areas and time allocated.

## Post activity de-briefing.

- Secure boat in correct mooring, return all PDF's to store area.
- De-brief participants on training outcomes
- Answer any outstanding questions.
- Complete the participants attendance record and return to office.
- Complete any outstanding Incidents reports and lodge with the office.
- Instructors to ensure all participants have left the Island and facilities have been locked and secured.



Mordialloc Motor Yacht Club

## Map of Lambert Island



- 1, Foot bridge
- 2, Main entrance to Sutton lounge, Briefing/locker room, Committee room, main hall upstairs.
- 3, BBQ area
- 4, South Lawn
- 5, Slipway 1 with deck area on roof.
- 6, Slipway 2
- 7, New development area (old Scout hall to be demolished Jan 2021)
- 8, North lawn (emergency assembly area)
- 9, East lawn
- 10, Toilet shower block



## **Illegal drugs policy:**

The Mordialloc Motor Yacht Club understands and accepts it has a duty of care to provide a safe and healthy environment, free of illegal drugs. This policy reflects a commitment by the Club to the health, safety and welfare of all its members.

The Mordialloc Motor Yacht Club is committed to:

- Encouraging and assisting members to realise their full potential within an environment that actively promotes their health, safety and well-being
- Preventing drug related harm to individuals, property and the reputation of the Club
- Ensuring a supportive and inclusive environment for all members
- Providing support to members who wish to address their patterns of illegal drug use
- Meeting legal requirements in relation to illegal drugs.

## **Purpose**

The purpose of this policy is to ensure Club members understand the Club's position regarding illegal drugs and explain how the Club will respond to a drug-related incident within its jurisdiction.

## **Definitions**

### **Illegal drugs**

Illegal drugs are used by many people in the community, so it is likely that some members of our Club will have access to them. Currently there are two distinct but related illegal drug issues confronting sporting Clubs:

- performance enhancing drugs
- illegal drugs used for social purposes.

These two categories are not mutually exclusive. Some illegal drugs used for social purposes (such as amphetamines, e.g. speed) may be used to enhance sporting performance.

### **Club jurisdiction**

The Club jurisdiction extends to the Club premises and all activities organised by or for the Club at any location or venue.

### **Application**

This policy applies to all members and employees of and visitors to the Mordialloc Motor Yacht Club. Members and employees should ensure they do not attend the Club if adversely affected by illegal drugs.

### **Club confidant**

The Club will designate an appropriate individual to act as the 'Club confidant'. This person may, but does not have to be the Commodore or another committee member and will be responsible for the management of all illegal drug related incidents. The Club will support this person to carry out their duties whenever required.

## Illegal Drug Use

The possession, use, distribution or selling of illegal drugs for any purposes on Club premises or at any function or activity organised by the Club is prohibited.

- In the case of an incident involving an illegal drug, the initial actions and responses will focus on the safety and welfare of those directly and indirectly involved. All responses and actions will reflect the Club's duty of care to members, visitors and all other people
- The Club will investigate all apparent or alleged breaches of this policy and determine a course of action after all relevant facts and circumstances are known
- The Club may refer a member who is involved in illegal drug use to a medical or health service for assistance or, if the Club deems it necessary in the circumstances, to the police.

## Managing illegal drug incidents

Where a Club member becomes aware that illegal drug use is occurring at the Club or within its jurisdiction, the member should pass on this information to the Commodore and/or Club confidant. Should the need arise, the Club will sanction the individual(s) in line with the Club's rules and policies.

The Club confidant will:

- Speak to the individual(s) in private, expressing concern about their drug use.
- Remind the individual(s) of the Club policy and ask for a commitment that it will not happen again.
- Offer options for support and referral for counselling or other help.
- Leave the door open for further communication with the individual(s) concerned.
- Inform the Commodore in the event of non-compliance.
- If an individual(s) is under the influence of a legal or illegal drug at the Club, the Club will:
- Ensure the health and safety of the individual(s).
- Keep the individual(s) under supervision and monitor them at regular intervals.
- Call for medical assistance if required.
- Arrange safe transport to take them home, unless this involves further risk.
- Take control of any remaining drugs in their possession, unless this involves further risk.
- If the person becomes violent or aggressive, contact police to ensure the safety of all.
- Inform the Commodore (and Club confidant) as soon as possible.

## Drugs found at the Club or in the possession of an individual

If illegal drugs are found at the Club or in the possession of an individual, the Commodore and/or Club confidant will be contacted as soon as possible.

The Club will:

- Take possession of the drug if safe to do so
- Place the drug in a clean (preferably "snap lock") plastic bag
- Seal the plastic bag with masking tape to ensure it stays closed
- The finder and/or Commodore should sign and date the tape/bag
- Record details in an incident register
- Contact local police and request they attend the Club to collect the drugs
- Store the plastic bag in a secure place until collected by police
- Obtain the signature of attending police for the incident register to show the drugs have been taken into their possession
- Ask the person suspected to be in possession of the drugs to leave the premises immediately (assuming it is safe for them to do so), if they deny possessing drugs or refuse to relinquish possession of the drugs to the Club.

## Supplying Illegal drugs

If it is suspected or known that a member is supplying illegal drugs to other members of the Club, the Club confidant will:

- Speak to the individual to determine if they are supplying illegal drugs to others
- If this is verified, or there is a strong belief this is occurring, the Club will contact Crime Stoppers on 1 800 333 000
- If it is unable to be verified, the Club will monitor the situation and warn the individual that the matter will be reported to the Police if the Club has continued concerns.

## Privacy

- Subject to its right to contact the police if necessary, the Club will maintain the privacy of those involved where possible
- The Club will act with discretion when absolute confidentiality cannot be guaranteed
- Club personnel will be informed on a need to know basis only.

## Contacting parents

- In the interests of health and safety, the Club will contact the parents or guardian of a minor where apparent or suspected illegal drug use has occurred (unless by doing so it will place the safety of the individual at risk of greater harm).
- The Club will inform all members aged under 18 years that parents will be notified if the Club is aware (or strongly believes) they are using or supplying illegal drugs.
- If the member is aged over 18 years, the Club will determine each case on its merits and decide whether contacting parents or guardian is in the best interests of the individual.

## Contacting police

- If the Club is aware that a member is supplying illegal drugs to other members, they will notify Crime Stoppers of this activity
- In the case of apparent or alleged illegal drug use, the Club may report a person to, or seek the advice of the police

## Medical emergency

The Club understands that medical assistance may be required if a person has been using drugs.

## Media

- The Club will designate a Club official to communicate with the media on behalf of the Club should the need arise
- No other member of the Club will communicate with the media on this issue, unless specifically requested by the Club official.

## Non-compliance

All Club committee members will enforce the illegal drug policy and any non-compliance will be handled according to the following process:

- The designated Club confidant (and Commodore) will be informed of the breach of policy.
- The individual(s) concerned will be reminded of the Club policy.
- Issue a warning of future sanctions for continued non-compliance.
- The Club confidant and Commodore will use their discretion as to the action taken for non-compliance, based on:
- Whether it involved use or supply.

- Whether the use or supply takes place within the Club's jurisdiction or in private.
- Age of the persons involved.
- In general, and depending on any other rules of the Club, should an individual(s) continue non-compliance with this policy, the following will occur:
- suspension for a designated time period.
- expulsion from the Club.

## Policy review

This policy will be reviewed annually to ensure it remains relevant to Club operations and reflects both community expectations and legal requirements.

## Privacy Policy

Mordialloc Motor Yacht Club (MMYC) is committed to respecting the right to privacy and the protection of personal information of our members and other persons who engage with MMYC.

When personal information is provided to MMYC, the person consents to its use, storage and disclosure in accordance with this policy.

What personal and sensitive information does MMYC collect?

### Personal Information:

Personal information is information or an opinion about an individual whose identity is reasonably apparent, or can be reasonably ascertained, from the information or opinion. It may include information or an opinion forming part of a database whether true or not, and whether recorded in a material form or not.

The information collected by MMYC about a person will vary depending on the circumstances of collection. It may include, but is not limited to, a person's contact details (name, email and/or postal address, phone number), date of birth, gender, credit card details, driver's licence number, passport number, insurance details, employment history, qualifications or communication history with MMYC.

### Sensitive Information:

Sensitive information is a type of personal information that also includes information or an opinion about someone's:

- racial or ethnic origin;
- political opinions;
- membership of a political association, professional or trade association or trade union;
- religious beliefs or affiliations or philosophical beliefs;
- sexual preferences or practices;
- criminal record; or
- health, genetic information or disability.

If it is reasonably necessary in the circumstances, MMYC may also collect sensitive information such as a person's medical history, nationality, their ethnic background or disabilities.

MMYC is required by law to obtain consent when collecting sensitive information.

MMYC will assume consent to the collection of all sensitive information that is provided to it for use in accordance with this policy, unless told otherwise.

## How does MMYC collect personal and sensitive information?

Information may be collected when you:

- become a member of MMYC;
- subscribe to any publication of MMYC, including electronic publications;
- provide details to MMYC in an application, consent form, survey, feedback form or incident report;
- provide details to MMYC in an application to become a Trainer or when you complete an accreditation such as Responsible Service of Alcohol;
- enter personal information into, or agree to having your personal information entered into, one of MMYC's online systems;
- access the MMYC website;
- contact MMYC via email, telephone, fax or mail or engage with MMYC via social media;
- participate in any program, activity, competition or event run by MMYC;
- purchase tickets to event from MMYC or an authorised agent;
- purchase merchandise, products or services from MMYC or an authorised agent or licensee;
- are elected or appointed to the Committee including a sub-committee of MMYC or undertake a volunteer position with MMYC, or in other circumstances where MMYC is required to do so by law (for education, child protection, work health and safety laws, charitable collections, medical treatment or other legislation in Australia).

## Providing information:

Depending on the circumstances, some types of information will be required, and others might be optional. If you do not provide some or all the information requested, this may affect MMYC's ability to communicate with you or provide the requested products or services.

By not providing requested information, you may jeopardise your ability to participate in programs or competitions or volunteer positions with MMYC. If it is impracticable for MMYC to deal with you because of you not providing the requested information or consent, MMYC may refuse to do so.

## Collection from third parties:

MMYC may collect personal information regarding a child from the parent or other responsible person associated with that child. In many circumstances, MMYC collects information from other third parties.

Examples of such third parties could include, but is not limited to, Yachting Australia, non-affiliated boating organisations or government and law enforcement bodies.

## Information storage and protection:

MMYC stores information in different ways, including in paper and electronic form. Much of the information we collect from and about our members is added to MMYC's membership database. When your information is entered into MMYC's membership database, the information may be combined or linked with other information held about you. MMYC's membership database is shared with Yachting Australia.

## Security of personal information:

MMYC has taken steps to protect the information we hold from misuse, loss, unauthorised access, modification or disclosure. Some of the security measures MMYC uses includes strict confidentiality requirements of our employees or volunteers and service providers, security measures for system access and security measures for our website.

How does MMYC use and disclose personal and sensitive information?

### Use:

MMYC and third parties to whom we may disclose personal information in accordance with this policy, may use your personal information to:

- verify your identity;
- complete background checks;
- research, develop, run, administer and market competitions, programs, activities and other events relating to boating;
- research or develop and market products, services, merchandise and special offers made available by us;
- respond to emergency situations involving or requiring medical treatment;
- administer, manage and provide you with access to <http://mmyc.com.au>
- administer and manage our membership database; and
- keep you informed of news and information relating to various boating events, club activities and opportunities via various mediums.

MMYC may use health information to ensure that programs we operate are run safely and in accordance with any special health needs participants may require. Health information may also be kept for insurance purposes. In addition, we may use de-identified health information and other sensitive information to carry out research, to prepare submissions to government, or to plan events and activities.

### Disclosure:

MMYC may disclose your personal information to a range of organisations which include, but are not limited to:

- Yachting Australia and other organisations involved in boating programs in Victoria;
- companies we engage to carry out functions and activities on MMYC's behalf, including direct marketing;
- our professional advisers, including our accountants, auditors and lawyers;
- our insurers;
- relevant sporting bodies such as Yachting Australia; and
- in other circumstances permitted by law.

In some circumstances, personal information may also be disclosed outside of Australia. In such circumstances, MMYC will use its best endeavours to ensure such parties are subject to a law, binding scheme or contract which effectively upholds principles for fair handling of the information that are suitably like the Australian Privacy Principles. MMYC does not presently participate in any international programs



### **Direct marketing:**

We will assume consent to use non-sensitive personal information to provide better services and for marketing purposes (MMYC does not presently contemplate involving third parties in direct marketing services).

Every person whose data is collected by MMYC has the option to refuse e-mail, SMS or posted offers by making a request in writing to MMYC 's Privacy Officer via the contact details set out below or by making use of the opt-out procedures included in any communications from us (however, information relating to the option to unsubscribe from those communications may be retained).

### **Other disclosures:**

In addition MMYC may also disclose personal information:

- with your express or implied consent;
- when required or authorised by law;
- to an enforcement body when reasonably necessary; or
- to lessen or prevent a threat to an individual or public health or safety.

### **MMYC website:**

When users visit the MMYC website, our systems may record certain information about their use of the site, including the web pages visited and the time and date of their visit. MMYC uses this information to help analyse and improve the performance of the MMYC website.

In addition, we may use "cookies" on the MMYC website. Cookies are small text files that help a website to remember the preferences of users to improve the experience of using that website. In some cases, the cookies that we use may collect some personal information. MMYC will treat this information in the same way as other personal information we collect.

You are free to disable cookies on your internet browser to prevent this information being collected; however, you will lose the benefit of the enhanced website experience that the use of cookies may offer.

Websites linked to the MMYC website are not subject to MMYC's privacy standards, policies or procedures. MMYC cannot take any responsibility for the collection, use, disclosure or security of any personal information that you provide to a third-party website.

### **Accessing and seeking correction of information held by MMYC:**

MMYC will take all reasonable steps to ensure that the personal information it collects, uses or discloses is accurate, complete and up-to-date. However, we rely on the accuracy of personal information as provided to us both directly and indirectly.

We encourage all users to regularly review and update their personal information. If you would like to access personal information that we hold about you, we require you to put your request in writing. If we do not allow you access to any part of the personal information we hold about you, we will tell you why.

Individuals may also request access to their personal information held by us by making a request via the contact details set out below. We will respond to your request for access within 14 days. We will endeavour to provide the requested information within 60 days. If you do not receive the requested

information, you should notify the MMYC Privacy Officer. If you find that the personal information we hold about you is inaccurate, incomplete or out-of-date, please contact us immediately and we will arrange for it to be corrected.

### **Resolving privacy issues and complaints:**

#### **Issues:**

Any issues in relation to the collection, use, disclosure, quality, security of and access to your personal information may be made in writing to: Privacy Officer, MMYC.

To maintain the confidentiality of your personal information, we may ask you to visit the MMYC office and to bring your specific identification before we give you access. If it is not possible for you to visit our office, we will arrange to check your identification before we mail the information to you.

#### **Complaints:**

Any complaints in relation to the collection, use, disclosure, quality, security of and access to your personal information may be made in writing to: Privacy Officer, MMYC.

We will respond to your complaint within 60 days and try to resolve it within 90 days.

If we are unable to resolve your complaint within this time, or you are unhappy with the outcome, you can contact the Office of Australian Information Commissioner via its enquiries line 1300 363 992 or website <http://www.oaic.gov.au/> to lodge a complaint.

#### **Further information:**

For further information on MMYC's management of personal information, please contact MMYC.

MMYC may amend this policy from time to time and at times other than the nominated review date.

## Child Safety

### The Objectives of the MMYC and this Policy

The objectives of the Mordialloc Motor Yacht Club ("the Club") include promoting and encouraging the sport and pastime of yachting and boating in general.

The expressing of these Child Safe Standards and Policies demonstrates the Club's commitment towards the protection of children. It further provides a framework of practices that have been specifically developed to keep children safe from harm and abuse.

### Statement of Commitment to Child Safety

The Club offers various memberships to adults and their families. A Cadet Member is a person under 18 years of age.<sup>1</sup>

Children who visit the Club must be in the care and control of either their parents or an adult carer.

For the purposes of the Child Safe Standards/Policy, a child is defined as a person less than 18 years of age.

Children are welcomed to the Club and encouraged to enjoy the facilities that the Club provides. All children have a right to feel and be safe when attending the Club. The welfare of the children whilst in our care will always be our first priority.

The Club has a zero tolerance to child abuse.<sup>2</sup> Any allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.

It is the aim and intention of the Club to create a child safe and child friendly environment where children can enjoy their time at the Club and feel safe.

We want children to be safe and happy. We support and respect all children, and we are committed to the safety, participation and empowerment of all children.

We are committed to the cultural safety of Aboriginal children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

The Club and its Members recognise a legal and moral obligation to contact authorities when there is any concern about a child's safety.

In the event that a child has a real or immediate risk of abuse or to their safety in general, Members should immediately call 000 for assistance.

<sup>1</sup> Mordialloc Motor Yacht Club INC. Statement of Purposes and Rules of the Club,(16 December 2019) , pp4-5.

<sup>2</sup> The child safe standards aim to protect children from abuse in organisations, including physical violence, sexual offences, serious emotional or psychological abuse and serious neglect. For further explanation of the different types of child abuse, please see An Overview of the Victorian child safe standards: < <https://www.dhhs.vic.gov.au/child-safe-standards-policy>>.

## Our Children

We involve children about matters that directly affect them. We listen to their views and respect what they have to say. We promote diversity and tolerance in our organisation, and people from all walks of life and cultural backgrounds are welcome. In particular we:

- promote the cultural safety, participation and empowerment of Aboriginal children;
- promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds;
- ensure that children with a disability are safe and can participate equally.

## Fair procedures for personnel

The safety and wellbeing of all Members is our primary concern. The decisions we make when assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence.

We record all allegations of abuse and safety concerns using our incident reporting form, including investigation updates. All records are securely stored.

If an allegation of abuse or a safety concern is raised, we provide updates to children and families on the investigative progress and any actions that we, as an organisation, may take.

## Privacy

All personal information considered or recorded will be treated in a way which respects the privacy of the individuals involved, whether they be Members or children, unless there is an imminent risk to someone's safety.

The Club has safeguards and practices in place to ensure any personal information of its Members is protected. Any Member is entitled to know how this information is recorded, what will be done with it, and who will have access to it.

## Legislative responsibilities

The Club takes our legal responsibilities seriously, including:

- Failure to disclose: Reporting child abuse of any sort is a community-wide responsibility.
- All adults in Victoria who have a reasonable belief that an adult has committed an offence against a child have an obligation to report that information to the police.
- Failure to protect: People of authority in our organisation will commit an offence if they know of a substantial risk of child abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.
- Any personnel who are mandatory reporters must comply with their duties.

## Risk management

In Victoria organisations are required to protect children when a risk is identified. In addition to general occupational health and safety risks we proactively manage risks of potential abuse to our children.

We have risk management strategies in place to identify, assess, and take steps to minimise child abuse risks, which include risks posed by physical environments (for example – the proper management of any doors that can lock).

## Regular review

This policy will be reviewed every two years or immediately following any significant incident.



## Allegations, concerns and complaints

The Club takes all allegations seriously and has practices in place to investigate thoroughly and quickly.

Members of the Club have a duty to inform authorities if they observe abuse or harm or any inappropriate behaviour towards any child.

All Members have a responsibility to report any allegation of abuse if we have a reasonable belief that an incident took place.

If any Member has a reasonable belief that an incident has occurred then they must report the incident. Factors contributing to reasonable belief may be:

- a child states they, or someone they know, has been abused (noting that sometimes the child may in fact be referring to themselves).
- behaviour consistent with that of an abuse victim is observed.
- someone else has raised a suspicion of abuse but is unwilling to report it.
- observing any suspicious behaviour.



## Boat Operating area map.

Training boats will only operate in the dark blue shaded area indicated on map below. This area includes the transit from Lamberts Island and Mordialloc Creek Entrance.

Our training area stretches NW from Mordialloc pier and doesn't extend past Ricketts Point.

MMYC has 4 marked buoys on the bay for club racing, these areas should be avoided during race times. Indicated by red x. old mussel culture ground should not be entered indicated by yellow x.



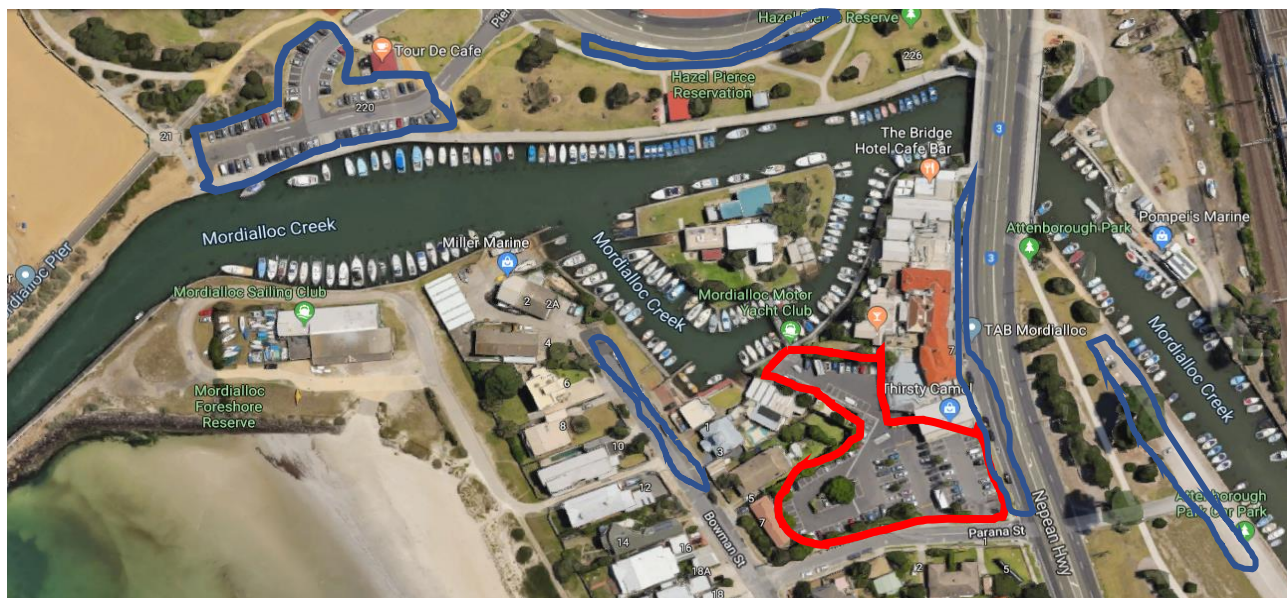




*Mordialloc Motor Yacht Club*

## Car Parking:

Please park in the areas marked in blue on map below. Check local signs for conditions for parking. Area marked in red is only for Hotel patrons.



## Appendices:

1. Incident report form. Copies held in front office.
2. OH&S statement sign off sheet. Held with OH&S manager, signed by DSC principle and Commodore.
3. Mordialloc Motor Yacht club Sailing Safety Manual: Copy given to all instructors.
4. Mordialloc Motor Yacht club Code of Practice Manual: Copy given to all instructors.
5. DSC, Australian Sailing code of conduct. Held in front office
6. Participants sign on and off sheet. Held in front office.
7. Induction form and procedures acknowledgement Sign off sheet. To be held by DSC Principle.

## 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)

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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



*Mordialloc Motor Yacht Club*

## Additional Documents available from DSC principle



MMYC OHS Policy 2019.pdf



Instructors and code of conduct.pdf



Instructors handbook.pdf



Operating instructions discovery aust centre.pdf



Instructors report form.pdf

## Australian Sailing Instructor Session Plan

### Session details

Instructor Name: \_\_\_\_\_

Course: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Duration: \_\_\_\_\_

Topic: \_\_\_\_\_

Participants: \_\_\_\_\_

Session training outcomes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Venue (including set-up options): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Equipment Requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Risk-management considerations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is your back-up plan in case any of the above activities fail? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Key Messages:

What are the 3 key messages you want the audience to gain from the session?

1.
2.
3.



## Session Outline

Outline each of the key messages below:

Topic/Content	Learning method(s)/activities and key instructing points	Time (mins)
<b>Session Review</b>		

Did any injuries/accidents occur during the session? (Explanation) \_\_\_\_\_

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If yes, have you completed an injury report form?

☐ Yes ☐ No

### Instructor/Volunteers Induction sign off form

Name:.....Sign.....

Date.....

I Hereby declare I have read all documents as described in the induction process for Mordialloc Motor Yacht Club, Known as MMYC. I understand my responsibilities and duty of care toward all participant, staff, club members and volunteers. Please tick off the following list.

The following areas to be included in the induction sign off:

- ☐ Confirm currency of required qualifications and certifications,
- ☐ Keel boat instructor qualification
- ☐ First aid certificates
- ☐ Working with children check
- ☐ Marine radio operator certificate VHF
- ☐ Starting and finishing times
- ☐ Familiarisation of facilities and training vessels.
- ☐ Understands the Discover sailing code of conduct requirements
- ☐ Adheres to the dress standards for instructors
- ☐ Understanding of our club emergency procedures and have been given and read a copy of MMYC boating safety manual.
- ☐ Has been given and read a copy of MMYC code of conduct.
- ☐ Has read and understood our risk assessment matrix.
- ☐ Understands how to lodge an incident report.
- ☐ Has been given a copy and read This operating procedure manual.
- ☐ Signed induction declaration that have received and read all documents noted above.

### DSC Principle

Name:.....Sign.....

Date: