



Operating Procedures (v2023)

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1. INTRODUCTION

Maroochy Sailing Club (MSC) is a Discover Sailing Centre located on Chambers Island on the Maroochy River, 5mins from Maroochydore CBD. The club provides members with a variety of sailing possibilities and opportunities for the general public to experience sailing as a sport or recreational activity.

The centre offers learn to sail courses from the Australian Sailing (AS) dinghy programme including -



Tackers Intro Sporting Schools	Start Sailing 1
Tackers 1	Start Sailing 2
Tackers 2	Better Sailing
Tackers 3	Start Racing
	Better Racing

The Sailing Season runs from August to May each year with small breaks over school holidays.

It is a sailors club, run by sailors, with a very enthusiastic group of volunteers and growing number of qualified AS instructors that are willing to give their time and energy to encourage others into the sport.

The main club activity for members is based around short and long course racing on Sunday afternoons. The club also provides 'Adventure Sailing' when members have use of the club boats and club volunteers help provide tuition and support.

It is the club's priority to develop the systems involved to be accredited as a Discover Sailing Centre so that we can provide a more structured coaching programme in a safe and supportive environment.

1.2 Mission Statement

Our mission is to build a long term financially viable sailing club that provides sailing activities, facilities, and training in accordance with the needs of our members and the community now and in the future. To encourage as many people into sailing as a sport and recreation our aim is to deliver quality training in a safe and enjoyable manner.

1.3 Induction

MSC will make available a copy of its operating procedures to all members, volunteers, students and parents and a register of those who have received and understood these will be kept on file.

A record of all Instructors and Race Officers qualifications and certificates will be kept on file and will be made available on request.

1.4 Facilities



The club is situated on Chambers island, accessed by a footbridge from Bradman Avenue. On the ground floor

there is a small canteen with an undercover seating area, a lecture space, veranda area, boat storage and both male and female toilet and shower facilities. There is additional boat storage outside in a secure fenced area. Above this is a large hall which is used for club events but is also hired out to the general public for private events.

1.5 1st Aid Station

The first aid station is in the club house canteen area. There are also accident report forms and hazardous materials info sheets at the station . At the station there is also a list of current 1st aiders and CPR guidelines.

There is a Defibrillator clearly marked in its support box above the water cooler in the canteen/lecture space on the ground floor.

1.6 Operations Area



The club mainly operates out of its clubhouse on Chambers Island and sails in the protected waters of the Maroochy river. Race courses are set between the Motorway Bridge and the eastern extremity of Chambers Island.

Special Notice - there is an area marked by yellow buoys on the northern side of the river opposite the island. This area is for the sole use of Jet Skis and must not be entered.

Training areas are kept close to the western tip of the island.

Also Note - the water between the island and Bradman Avenue to the west of the foot bridge is Swan Boat Hire moorings. Sailors and Instructors should be aware that novice skippers may be operating vessels in this area and caution should be taken.

1.7 Launching and Retrieval.

Boats are stored primarily on the ground floor of the club house or in the secure outdoor lock up. Care should be taken whilst in the store area as there are trip and head hazards.

Boats that are stored on the racking system should only be moved when there are adequate people to assist in lifting and lowering. Boats are moved on beach dolly's across a short sand beach to the water edge.

There are **rock areas** on the western tip of the island and a small area to the left of the support boat ramp. These are both hazardous to both people and equipment and should be avoided at all times, especially when the tide is high and the rocks are covered by water.

All members should assist those that need help if required or asked.

For the support boats there is an electric winch to assist in the retrieval, the winch should only be operated by an adult member of the club, or under their direct supervision. the person operating the winch should make an announcement as to when the winch is in operation so all in the area are aware.

1.8 Fire and Evacuation Procedures

An evacuation plan can be found at rear in the - **Appendix**

Evacuation Procedures -

- Leave immediately by nearest safe exit
- Move quickly, do not run
- If possible, close doors behind you
- Report to your designated assembly area
- Do not leave the assembly area until 'all clear' is given
- Notify any injuries sustained
- Advise warden immediately if you are aware of people trapped in the building.

1.9 Club management

Maroochy Sailing Club is a volunteer run family oriented sailing club governed by the Management Committee. Members of the committee are elected annually by fellow members and perform their duties on a voluntary basis.

The Management committee consists of:

- Commodore
- Vice Commodore

- Rear Commodore
- Treasurer
- Secretary
- Hall Manager
- 2 Committee Members

A list of current committee members is in the **Appendix** at the rear of the document.



1.10 Supervision

Members under the age of 12 must be supervised at all times by a responsible adult. Our club will provide a level of supervision adequate and relative to the members' age, maturity, capabilities, level of experience, nature of activity and nature of venue. If a member finds a member under the age of 12 is unsupervised, they should assume responsibility for the member's safety until the parent/guardian or supervisor can be found.

If it appears a member will be left alone at the end of a sailing session with just one child, they will ask another member to stay until the child is collected.

1.11 Anti-harassment, Discrimination and Bullying

It is the policy of MSC to safeguard all people taking part in boating from physical, sexual and emotional harm. MSC considers discrimination or bullying of any kind unacceptable at all club activities, on and off the water, under its direct remit and control.

Our club opposes all forms of harassment, discrimination and bullying. This includes treating or proposing to treat someone less favourably because of a particular characteristic; imposing or intending to impose an unreasonable requirement, condition or practice which has an unequal or disproportionate effect on people with a particular characteristic; or any behaviour that is offensive, abusive, belittling, intimidating or threatening – whether this is face-to-

face, indirectly or via communication technologies such as mobile phone and computers. Some forms of harassment, discrimination and bullying are against the law and are based on particular characteristics such as age, disability, gender, sexual orientation, pregnancy, political or religious beliefs, race, and marital status.

Procedures

If anyone suspects that bullying is taking place it is expected that they inform an appropriate person. This can be a parent, Principal instructor or a MSC committee member.

Informing an appropriate person that you suspect bullying when you have genuine grounds will not result in disciplinary action against you and the bully will not be informed of your identity without your consent.

Being found to know of bullying without reporting it is a disciplinary offence.

Our club takes all claims of harassment, discrimination, bullying and cyber bullying seriously. We encourage anyone who believes they have been harassed, discriminated against or bullied to raise the issue with the club (see Responding to Complaints).

1.12 Inclusive practices

Our club is welcoming and we will seek to include members from all areas of our community.

People with a disability

Where possible we will include people with a disability in our teams and club. We will make reasonable adaptations (e.g. modifications to equipment and rules) to enable participation.

People from diverse cultures

We will support and respect people from diverse cultures and religions to participate in our club and where possible will accommodate requests for flexibility (e.g. modifications to uniforms).

Sexual & Gender Identity

All people, regardless of their sexuality, are welcome at our club. We strive to provide a safe environment for participation and will take action over any discriminatory behaviour.

Pregnancy

Pregnant women should be aware that their own health and well-being, and that of their unborn children, should be of utmost importance in their decision making about the way they participate in our sport. We recommend pregnant women to consult with

their medical advisers, make themselves aware of the facts about pregnancy in sport, and ensure that they make informed decisions about participation.

1.13 Working with Children Checks

Working with Children Checks aim to create a child-safe environment and to protect children and young people involved in our sport from physical and sexual harm.

They assess the suitability of people to work with children and young people and can involve:

- criminal history checks
- signed declarations
- referee checks, and
- other relevant background checks to assess a person's suitability to work with children and young people.



Working with Children Check requirements vary across Australia. Fact Sheets for each state and territory are available on the Play by the Rules website:

www.playbytherules.net.

Detailed information, including the forms required to complete a Working with Children Check in **Queensland**, are available from the Commission for Children and Young People and Child Guardian about the "**Blue Card**" system.

Website: www.cypcg.qld.gov.au

Alternatively, general information is available from the Commission's website at www.bluecard.qld.gov.au.

Phone: 1800 113 611 (**free call**) or **07 3211 6999** between **8:00am-5:00pm, Monday to Friday**.

2.1 MSC CODE OF BEHAVIOUR

This Code of Behaviour is based on the recommended *Code of Behaviour* policy as outlined on the Play by the Rules website at

<http://www.playbytherules.net.au/toolkits/club-toolkit>. This *Code of Behaviour* aims to set out the minimum standards for anyone involved in the sport of sailing at Maroochy Sailing Club. It should apply when racing, training or taking part in club-sanctioned events.

- Act within the spirit of the sport of sailing and the *Racing Rules of Sailing 2013-16*.
- Promote fair play over winning at any cost.
- Encourage and support opportunities for people to learn appropriate behaviours and skills.
- Support opportunities for participation in all aspects of the sport.
- Treat each person as an individual.
- Show respect and courtesy to all involved with the sport.
- Respect the rights and worth of every person, regardless of their age, race, gender, ability, cultural background, sexuality or religion.
- Respect the decisions of officials, coaches and administrators.
- Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance exists) with people under the age of 18.
- Display appropriate and responsible behaviour in all interactions, both on and off the water.
- Display responsible behaviour in relation to alcohol and other drugs.
- Act with integrity and objectivity, and accept responsibility for your decisions and actions.
- Ensure your decisions and actions contribute to a safe environment.
- Ensure your decisions and actions contribute to a harassment-free environment.
- Do not tolerate abusive, bullying or threatening behaviour.
- Understand the repercussions if you breach, or are aware of any breaches of, our *Child Protection Policy*.

2.2 Sailors

- Give your best at all times.
- Participate for your own enjoyment and benefit.
- Sail by the rules and show respect for other sailors, coaches/instructors, officials and volunteers.

- Adhere to safety regulations and rules as prescribed by the *Racing Rules of Sailing 2013-16* and by Darling Point Sailing Squadron's policies and procedures.

2.3 Coaches And Instructors

- Place the safety and welfare of the sailors both on and off the water above all else.
- Help each person (sailor, assistant instructor, official, volunteer) to reach their potential. Respect the talent, developmental stage and goals of each person and encourage them with positive and constructive feedback.
- Obtain appropriate qualifications and keep up-to-date with the latest coaching practices and the principles of growth and development of sailors of all ages.
- Ensure that any physical contact with another person is appropriate to the situation and necessary for the person's skill development.
- Be a positive role model.

2.4 Club Officials

- Place the safety and welfare of the sailors, coaches, instructors, officials and volunteers above all else.
- Ensure all sailors, instructors, coaches and volunteers are included and can participate, regardless of their race, gender, ability, cultural background, sexuality or religion.
- Be consistent, impartial and objective when making decisions.
- Address unsporting behaviour and promote respect for other sailors, coaches, instructors, officials and volunteers.
- Ensure quality supervision and instruction for sailors.
- Support instructors and volunteers to improve their skills and competencies.
- Act honestly, in good faith and in the best interests of the sport as a whole.
- Ensure that any information acquired or advantage gained from the position is not used improperly.
- Conduct club responsibilities with due care, competence and diligence.

2.5 Parents And Guardians

- Encourage your child to participate, do their best and have fun.
- Focus on your child's effort and performance, rather than winning or losing.
- Never ridicule or yell at a child for making a mistake or losing a competition.
- Help out the coach/instructor or club volunteers at training and games, where possible.
- Model appropriate behaviour, including respect for other sailors, officials and volunteers.

2.6 Spectators

- Respect the effort and performances of sailors, officials and volunteers on and off the water.

3.1 ROLES & RESPONSIBILITIES

Commodore

The Club has elected the Commodore to oversee the management of the club and regatta events.

3.2 Race Officer Of The Day

Each week a Club Committee Member is rostered on as Race Officer of the Day (ROD). The ROD is responsible for organising the start boat and rescue crews for that days racing. The ROD is also responsible for monitoring conditions on the race course area and makes any decision to postpone or cancel racing if the weather is unsuitable or unsafe for racing.

Qualifications, Skills and Experience

Club member with experience in race management

Responsibilities

Organising the start boat and rescue crews for that days racing.

Monitoring conditions on the race course area

Making any decision to postpone or cancel racing if the weather is unsuitable or unsafe for racing.

Refer to Set Up Procedures for full description of tasks.

3.3 Race Management Team

The Race Management Team assists the Race Officer of the Day in running all racing activities. The Start Boat Crew as nominated by the roster is responsible for setting the course.

The Rescue Boat Crew is to monitor all competitor boats while on the race course. Their first priority is the safety of people on the course.

Capsized or runaway boats are only to be dealt with once all crews are safely accounted for.

Qualifications, Skills and Experience

Powerboat licence with preference for YA Safety Boat Certificate

Crews to be trained in correct methods for launching and retrieving course equipment;

Responsibilities

Under the direction of the RO

Setting the course.

Running the start boat, signals, timing and taking results.

Preparing Rescue Vessels and operating the Rescue Fleet.



3.4 Support Boats/Operators

All safety boat drivers/skippers must hold a current recreational marine driver licence (RMDL).

MSC operates 3 support boats. 2 x 3metre RIB's and 1 x 3metre (tinny) committee boat.

Each craft has a dedicated equipment bag. When the craft is not in use, the Kill Cord **must be** placed in this bag and hung on hooks at the UHF radio station. The station is on the left hand side of the club house as you enter, next to the large freezer.

In the bag should be -

- Engine kill cord
- 1st Aid kit
- Water proof bag for mobile phone

- Safety knife

When collecting the equipment bag, the boat operator **must** also collect a UHF radio and sign the bag in and out in the register at the station.

3.5 Safety cover

General operations

It is the responsibility of safety boat crew to ensure the safety boat is equipped with the following safety gear prior :

- Kill cord (mandatory on planing boats)—THIS MUST BE USED AT ALL TIMES
- Safety bag containing first aid kit & knife
- VHF radio - set to channel 72.
- Towline
- Anchor and chain or warp of sufficient length for the conditions
- Paddles or oars.

It is the responsibility of the driver/skipper to check before casting off that the safety boat has the correct equipment and sufficient fuel and that everything is in working order.

In particular, a radio check must be performed by communicating with the RO or Principal Instructor before leaving.

Safety boats should provide safety surveillance and support. They will check that any incident is being dealt with and call for assistance if an incident or series of events is beyond their capability.

It is the primary responsibility of the support crew to look after the people first, getting them to shore if needed and dealing with equipment later.

In the event of a serious incident where an ambulance needs to be called (000 or mobile - 112) the location should be given as **SWAN BOAT HIRE BRADMAN AV or CORNER OF BRADMAN AVENUE & THOMAS STREET MAROOCHYDORE.**

Breakages and missing equipment must be reported to the RO or Principal Instructor as soon as possible.

3.6 Club Racing

MSC will provide an appropriate number of safety boats depending on the number of sailing boats and the experience of the crews racing.

It is recommended that at least one crew member on each safety boat holds Yachting Australia Powerboat Handling and Safety Boat course certificates.

At least two crew must man each safety boat. It is recommended that children younger than 12 years of age do not crew on safety boats.



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A start/finish boat will remain on station during the duration of the race, but can be called upon to aid sailing boats if no other safety boats are available to do so.

Safety boats will keep in constant contact with the start boat, the shore and other safety boats via UHF club radios.

Appropriate safety cover must be maintained from the start of the race until all dinghies have safely returned to shore

3.7 Sailing School And Training

Each group under tuition will have its own safety boat or boats, which will go afloat before the group and return ashore afterward. The following working ratios will be adhered to as a minimum:

Up to 6 dinghies	1 Safety boat
6 to 12 dinghies	2 Safety boats
more than 12 dinghies	3 Safety boats

It is recommended that safety boats be crewed by at least two persons

All safety boat crews must wear appropriately fitted buoyancy aids.

Appropriate safety cover must be maintained from the start of the session until all dinghies have safely returned to shore.

Stay in contact with the Principal instructor for changing or worsening weather conditions.

If weather conditions become extreme, the priority is to bring people to safety, boats may be left unattended if necessary.

Boats that are unable to continue because of gear failure or injury or illness to the crew may be towed back to shore. If necessary, boats may be abandoned for recovery later.

3.8 Communication

Maroochy Sailing Club's primary method of communication is by VHF radios, set to channel 72, situated at the charging station in the canteen/lecture room space on the ground floor.

There is also a high powered shore station near the boat recovery area which may be used to reach Coast Guard Mooloolaba. It is recommended that a mobile telephone is carried in the support boats encase needed or radios fail.

It is recommended that each safety boat carry a mobile phone in case of failure of VHF radio or in the case of emergency.

Messages can be relayed to the competitors on the water via a simple series of flags, sound signals and a loud hailer where required.

3.9 Training and Qualifications

MSC is committed to encouraging and supporting members to develop skills and gain qualifications to better serve the club and the sport as a whole.

Bursary amounts are available for any relevant qualification that may support the club.

Such as -

- Power Boat license
- Safety Boat operator course
- 1st Aid/CPR courses
- Assistant Instructor course
- Instructor course
- Any other course the committee feels would benefit the club or the sport in general.

Travel grants are available for youth members who are travelling to compete in major regattas on a state, national or international level to help with costs.

Applications for the above may be made through any committee member who will table the application at next available meetings and will be decided on a case by case basis.

4.1 GENERAL OPERATING POLICIES

4.2 Supervision

Members under the age of 12 must be supervised at all times by a responsible adult.

Our club will provide a level of supervision adequate and relative to the members' age, maturity, capabilities, level of experience, nature of activity and

nature of venue. If a member finds a member under the age of 12 is unsupervised, they should assume responsibility for the member's safety until the parent/guardian or supervisor can be found.

If it appears a member will be left alone at the end of a sailing session with just one child, they will ask another member to stay until the child is collected.

4.3 Life Jackets

All persons taking part in on-the-water activities shall wear an Australian Standards approved Life jackets at all times whilst on the water.

It is also strongly recommended that all participants of courses be able to swim.

4.4 Weather

The weather is checked regularly on the Bureau of Meteorology (BOM) website and other weather websites such as Seabreeze prior to and throughout the day of racing. Extreme caution should be taken in the event there is a Strong Wind Warning for the Sunshine Coast region.

Discover Sailing Centre

Prevailing weather conditions are to be assessed by the Principal Instructor before each session. On-water activities are only to be conducted if the Principal Instructor is satisfied that conditions are within the abilities of all participants.

Learn to sail and development courses consist of on and off-water sessions to provide instruction in a safe and controlled environment regardless of the prevailing weather.

Club racing

Prevailing weather conditions are to be assessed by the Race officer before each race. Weather conditions are noted at the pre-race briefing.

4.5 Sign-on and off

Club races

All skippers of boats participating in a club race must sign on before leaving the shore and sign off as soon as possible after returning to the shore.

A boat retiring early from a race must make every effort to notify a crew member of the nearest safety boat. If this is not possible, the radio operator must be notified as soon as the crew return to shore.

Sailing courses and training

All instructors, volunteers and sailing school or training participants must sign their name and signature on the provided Sign-on/off sheets located on the race desk of the clubhouse prior to the day's activities on or off water.

All instructors, volunteers and sailing school participants must sign off at the end of the day's activities.

4.6 Pre-event briefing

MSC holds a briefing before every sailing activity. In addition to information about the activity, the weather and tides for the duration must be discussed with participants so that they are aware of conditions and whether or not it is safe to sail.

Safety directions and navigational warnings should be given where appropriate.

It is mandatory for one crew member of each boat participating in each race attend the pre-race briefing.

It is mandatory that all participants, sailors and instructors, of sailing or training courses attend a pre-sailing briefing.

4.7 Incident Reporting

MSC will review any incidents and present findings to the Committee at the next meeting.

Incidents are to be recorded in the Incident Report book and an Accident Report Form should be completed as soon as possible after the incident.

Accident Report Forms are located at the 1st Aid station on the right hand side wall in the club house canteen area.

Those officials and instructors/Ass' who have access to the Revsport portal are encouraged to log any incidents or accidents via the main menu on the site.

4.8 In The Event Of A Minor Incident (If in doubt on Priority - Escalate)

- Instruct support vessels to standby and assist as required and coordinate additional resources if appropriate

- Safety boat to provide feedback to Race Officer or Principal Instructor if further assistance is required

- Storm Imminent - If instructed by Race Officer or Principal Instructor notify fleet of impending storm and quickest safe location to shelter

- Race Officer or Principal Instructor to reassess incident priority based on feedback and escalated priority level if required

- First aid should be administered and the injured person brought to shore if required.

- 1st aid station and defibrillator are in the canteen/lecture space on the ground floor.

- A list of people with first aid training is located at the end of this document.
- The Principal instructor holds a list of all students and contact numbers for parents and guardians.
- The Commodore or Principal instructor must be informed of any accident, however minor, and details must be entered in the Accident and incident register kept at the First Aid point in the canteen as soon as possible by the person who dealt with the accident.
- Any emergency incidents should take precedence over other communications and activities.
- Any serious incident or developing safety problem is to be promptly reported to the Commodore or Principal instructor.

The Commodore or Principal instructor will assess the situation and if necessary call for outside assistance.

4.9 Entrapment Rescue Following Inversion Or Capsize

- Entrapment is a hazard in ALL dinghies inverting or capsizing. Do not assume that masthead buoyancy will prevent inversion and always check that crew are floating clear after every capsize or inversion.
- Safety crews must be prepared to enter the water to help free crew
- All Rescue craft and instructors MUST carry sharp knives which can cut through wire, webbing and thick/strong rope and rigging so as to free those who become entangled
- Safety crews should IMMEDIATELY right the boat by one or more of the following methods:
 1. Manoeuvre rescue boat parallel to the windward side of the upturned boat
 2. Lift a corner of the transom to allow air in and to break suction effect
 3. Crew can then use the centre/daggerboard (if accessible) to right boat

themselves

4. In severe situations only should tow lines from the rescue vessel be used to right an upturned boats using additional lines and requiring engine propulsion close to an inverted hull where crew are at risk can increase the risk of the recovery.

If the crew are trapped inside the righted boat this method should bring them upright inside their boat alongside the safety boat where they can be given immediate 1st Aid.

4.10 In The Event Of A Moderate Incident (If in doubt on Priority - Escalate)

- Race Officer or Principal Instructor advises Commodore and Incident Manager of nature and location of incident
- Incident Manager takes control of coordinating involvement as directed by Water Police
- Race Officer or Principal Instructor and rescue boats to provide assistance as appropriate until directed by Incident Manager of further actions
- Advise Commodore of nature and potential outcome of incident

4.11 In The Event Of A Major Incident

- Remain calm.
- If the person is on the water and an ambulance is required, the instructor or safety boat driver should contact the Race officer or the Principal instructor to call 000 or radio ashore to ask the radio operator to call 000 **or** call 000 themselves.
- The Ambulance should be directed to Swan Boat Hire, Bradman Avenue Maroochydore.
- The injured person should be taken directly to the shore in front of Swan Boat Hire, Bradman Avenue.
- If the injured person is a child then the On-shore officer or Principal instructor should attempt to contact their parent, guardian or next of kin.
- The injured person should be brought ashore by safety boat if possible for speed. If the person should not be moved the safety boats should tow the boat ashore.
- The safety boat crews or instructors should stay on the water with the rest of the group unless they judge that the seriousness of the injury requires them to accompany the injured person ashore in the safety boat. In this case, they may leave the group under supervision and with safety cover.
- Medical attention must be sought for any person who has been submerged in the water for any length of time or has a serious head injury.
- If the injured person is taken to hospital they should be accompanied by a parent, guardian or adult known to them.

- Everyone should be aware that the persons attending the incident, instructor, the first aider or other members of the group may be suffering from shock and may also require attention.
- All serious accidents must be reported in full. The Commodore or Principal instructor should prepare the appropriate forms to be completed by the safety boat crew, race officer, instructor, members of the group and other witnesses before they leave the club for the day. An accident report form must be filled out located by the First Aid point.
- Following a serious safety problem it may be appropriate to abandon racing or training for the day.
- All media communication should be channelled through a designated senior officer of the club in possession of all the known facts and after due consideration. This should ideally be the Commodore or Secretary of the club. Following an inquiry into the causes, a systemic change may be required.

4.12 Missing Person Procedure

Sailor is reported missing. Ask for:

- Name
- Description
- Age
- What they were wearing
- Where they were last seen
- Who they were with
- Inform race officer, safety boat crew, on-shore radio operator, Principal instructor or nearest instructor or club official immediately you notice the person is missing.
- The Principal instructor, race officer or person who has been informed is to activate a search of club grounds and waterways.
 - Safety boats and other vessels keep a lookout and sweep the bay in a line.

- Organise a group of adult volunteers to start searching for the missing person on shore and around the river.
- Collect mobile phone numbers of volunteers and provide them with a contact number for the person in charge of the search
- Divide the volunteers into groups and given them search areas which include:

If the person is not found within a reasonable period of time, contact the Police by dialling 000.

- When the person is found:
 - Advise parents or guardian if they have been informed that the person was missing
 - Advise person in charge of the search
 - Advise all persons involved in the search
 - Advise the police if they have been informed.

De-brief by gathering all persons involved and thank them for assisting. Explain where the person was found and the circumstances surrounding their disappearance

4.13 Dealing with the Media

The **Media Spokesperson** may be a person with other roles, such as a Committee member. Importantly the Media Spokesperson will be the only person authorised to speak and liaise with the media on behalf of the club for the duration of an incident. The media runs on a news cycle and it should be expected that media interest will occur either immediately or within 48 hours from the incident. Here are some tips for dealing with the media during an incident or crisis:

- Before speaking to the media establish communications and an understanding with relevant authorities such as police
- Express sympathy, understanding and condolences. Keep in mind family, friends and witnesses have been through a traumatic experience, and the Club would like to focus on looking after their needs.
- Do not go into detail. State that the incident will be investigated by the Club and authorities.
- Be prepared to say you are unable to answer certain questions. However, avoid refusing to comment or repeating hearsay.

- Only convey facts known at the time. If in any doubt about certain details, do not include it in a statement.
- Explain that these situations can take time to resolve and investigate, and thank the media for their patience and understanding.

4.14 Reporting marine incident

Maritime Safety Queensland has responsibility to collate and analyse the marine incident data provided by people involved in marine incidents. This information is gathered into reports by the Safety Standards Branch, which produces two main reports each year: the annual Marine Incidents Report and the National Marine Safety Committee (Queensland jurisdiction) report.

How do I report a marine incident?

A marine incident must be reported to a shipping inspector within 48 hours of the incident, unless there is a reasonable excuse.

The maximum on the spot penalty for failing to notify a marine incident is 40 penalty units (\$4000.00)

5.1 HEALTH & SAFETY POLICY

- MSC is committed to providing a safe and healthy workplace for members, instructors and volunteers and to ensuring the safety of visitors and students.
- MSC will take all reasonable measures to control hazards and prevent incidents or accidents that could result in personal injury or ill health.
- MSC will take all reasonable measures to conform to relevant state and federal legislation and will consult with staff and students in the identification, assessment and control of hazards at the training centre.
- MSC expects club members, staff and students to comply with its occupational health and safety policies, procedures and guidelines, and to conduct themselves in a safe manner, not placing themselves or others at risk.
- Instructors are responsible for the health and safety of volunteers and students working under their direction.
- Contractors working on MSC premises are also required to conduct their activities in a manner that ensures the safety, health and welfare of others.
- MSC expects its members to act immediately to minimise obvious risks should they arise, such as cleaning spills or breakages, moving others out of the way of moving vehicles, or assisting other members where it is appropriate to do so.

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

6.1 CHILD PROTECTION POLICY

Members of the Club will:

- Foster mutual respect between themselves and children and young people regardless of cultural identity and cultural practices/behaviour;
- Use language which is age/stage appropriate, clear, non-threatening and non-sexual;
- Use physical contact only where it is completely necessary;
- Willingly listen to a child or young person's concerns/issues;
- Openly listen to parent/child suggestions, feedback and complaints.

The club aspires to a friendly and helpful membership where sailing is the topic across all ages, sexes and cultural aspects of its membership. However the club offers this advice on levels of contact between minors and adults:

6.1.1 Safety in Sailing:

1. Assisting youth on water may require some urgent, immediate, but usually limited, physical contact to ensure the safety of your child;
2. Assisting youth on shore can be done verbally by any adult with the sailing knowledge and would not require physical contact,

6.1.2 Social and physical contact in Sailing:

At the club there is rarely be any need for any adult (outside of your own family or known school network) to:

1. Touch any youth in any way. The only foreseeable exceptions might be:
2. if our qualified instructors or assistants need to reassure a participant;
3. any instructor or member assists a youth in an accident or emergency;
4. or at an award presentation where the commodore or sailing office-bearer congratulates a sailor with a handshake.
- 5.
6. Nor Exchange addresses, emails or phone numbers with you or your family;
7. Nor Offer assistance in minding your child, driving your child or coaching your child;
8. Nor Attend extra coaching sessions at the club with no prescribed role;

Also:

9. The club has limited space in its shower toilet facilities so please ensure your child is not alone with other adults;
10. The club does not endorse our instructors or other members to meet with your child outside of sport-related situations; to date or be alone with your child; or to share rooms or cars with your child.

Children also have responsibilities. They will:

- Have respect for other children, young people and adults;
- Use safe and appropriate behaviour on club grounds and on the water;
- Report inappropriate behaviour and unsafe situations or harm.

6.2 Complaints Procedure

If you need information, advice, to make a complaint, or to raise a concern in relation to inappropriate behaviour at MSC (such as harassment, discrimination or abuse), in the first instance please report the incident to a club committee member or instructor.

6.3 Responding to Complaints

Our club takes all complaints about on and off-water behaviour seriously. Our club will handle complaints based on the principles of procedural fairness (natural justice), that is:

- all complaints will be taken seriously;
- both the person making the complaint (complainant) and the person the complaint is against (respondent) will be given full details of what is being said against them and have the opportunity to respond (give their side of the story);
- irrelevant matters will not be taken into account;
- decisions will be unbiased and fair; and
- any penalties imposed will be fair and reasonable.

If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then our club will need to report the behaviour to the police and/or relevant government authority.

6.4 Complaint Handling Process

When a complaint is received by our club, the person receiving the complaint (e.g. Commodore, Member Protection Information Officer) will:

- listen carefully and ask questions to understand the nature and extent of the problem;
- ask what the complainant would like to happen;
- explain the different options available to help resolve the problem;
- take notes; and
- maintain confidentiality but not necessarily anonymity.

Once the complainant decides on their preferred option for resolution, the club will assist, where appropriate and necessary, with the resolution process. This may involve:

- supporting the person complaining to talk to the person being complained about;
- bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation);
- gathering more information (e.g. from other people that may have seen the behaviour);
- seeking advice from Australian Sailing.
- referring the complaint to Australian Sailing and/or
- referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.

In situations where a complaint is referred to Australian Sailing and an investigation is conducted, the club will:

- cooperate fully;
- ensure the complainant and respondent are not victimised;
- where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- act on Australian Sailing's recommendations.

At any stage of the process, a person can seek advice from or lodge a complaint with an anti-discrimination commission or other external agency.

6.5 Disciplinary Measures

Our club will take disciplinary action against anyone found to have breached our policy or made false and malicious allegations. Any disciplinary measure imposed under our policy must:

- be applied consistent with any contractual and employment rules and requirements;
- be fair and reasonable;
- be based on the evidence and information presented and the seriousness of the breach;
- be determined by our Constitution, By Laws and the rules of the game.

Possible measures that may be taken include:

- verbal and/or written apology;

- counselling to address behaviour;
- withdrawal of any awards, placings, records, achievements bestowed in any events or regattas held or sanctioned by our club;
- suspension or termination of membership, participation or engagement in a role or activity;
- de-registration of accreditation for a period of time or permanently;
- a fine; or
- any other form of discipline that our club considers reasonable and appropriate.

6.6 Appeals

The complainant or respondent can lodge one appeal against decisions of or disciplinary measures imposed by our club to Australian Sailing. Appeals must be based on either a denial of natural justice, because of unjust or unreasonable disciplinary measure(s) being imposed, or on the grounds that the decision was not supported by the information/evidence presented and available to the decision maker/club.

6.7 Feed Back

All participants in a complaint procedure should be asked to give feedback on their experiences of the procedure and its effectiveness. This feedback should be discussed at committee level and any adjustments to the procedures deemed necessary implemented.

6.8 Volunteers Working With Children

All volunteers who work with children are expected to hold a current Positive Notice Bluecard issued by the *Commission for Children and Young People and Child Guardian* and have their names listed in the club's register of blue card holders. The only volunteers who do not require a Bluecard are volunteers under the age of 18 years or those who are working with their own children.

6.9 Handling Disclosures Or Suspicions Of Harm

This policy applies to disclosures or suspicions of harm to children and young people, irrespective whether they attend

MSC or whether the harm occurred internal or external to MSC.

A disclosure or suspicion of harm will be documented in a non-judgemental and accurate manner as soon as possible. Under no circumstances should the volunteer investigate or probe the young person for additional information. A copy of the written

an account shall be given to the police or child safety officer who takes over the case. The volunteer should keep the original report in a safe place where it cannot be accidentally read by other people.

6.10 Managing Breaches Of The Child Protection Policy

This plan outlines the steps to be taken following a breach of the child protection policy in order to address the breach in a fair and a supportive manner.

A breach is any action or inaction by any member of the organisation, including children and young people, that fails to comply with any part of the policy. All members, volunteers and committee members shall comply with the policy.

When a breach is reported the following will occur:

- The subject of the alleged breach will immediately discontinue any club activity involving young people, until the alleged breach is resolved.
- Unless the reported breach involves the Commodore it will be managed by the Commodore or the Commodore's nominated representative. If the reported breach involves the Commodore, it will be managed by the Vice-Commodore or the nominated representative. The nominated representative need not be a member of the Management Committee.
- All people involved in the alleged breach shall be advised of the process.

All people involved in the alleged breach shall be given the opportunity to provide their version of events. These people shall include as a minimum the reporter, reportee, young person (if appropriate due to age or ability), the young person's parent or guardian and any person having witnessed the alleged breach.

All details of the alleged breach shall be recorded, however all parties to the alleged breach shall maintain the strictest confidence unless such confidentially places a child at risk of harm.

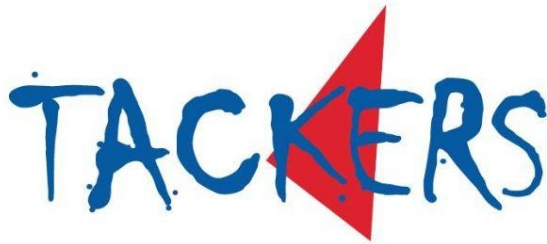


- The person managing the alleged breach shall decide an appropriate outcome, and shall report the outcome to the Management Committee.
- Depending on the nature of the breach the outcome may include:
- Dismissing the allegation is unfounded.
- Emphasising the relevant component of the child protection policy.

- Further education and training
- Mediation between those involved in the incident
- Review of current procedures and policies
- Recommendation to the Management Committee that the member be stopped from volunteering with young people at the club
- Recommendation to the Management Committee that the member be subject to disciplinary procedures as allowed by the Constitution of the club.
- Reporting the incident to the Police or Department of Child Safety.

7.1 DISCOVER SAILING CENTRE

MSC is an accredited Discover Sailing Centre. The centre is managed by the Principal instructor in conjunction with MSC Committee and supported by instructors and assistant instructors. All instructors have Australian Sailing qualifications.



Discover Sailing Centres are a club or centre which is accredited to deliver Australian Sailing learn to sail, or powerboat programs, through qualified Australian Sailing instructors. They adhere to standards that ensure safety and customer satisfaction, in order to attain and retain this status. Only centres accredited to do so, can display and promote the Discover Sailing brand as they have the services, systems and standards in place to uphold the brand "Discover Sailing".

7.2 Instructors and Coaches Code of Conduct

THE CODE

- Be responsible for your decisions
- Show competency in your job
- Support your students and sailors
- Show good sportsmanship
- Behave professionally at all times
- Follow the Yachting Australia Anti-Doping Policy
- Be proud of your sport

BE RESPONSIBLE FOR YOUR DECISIONS

Yachting Australia Instructors and Coaches are expected to act with integrity and objectively, and are personally responsible for the decisions that they make in the course of their engagement. They are to ensure that their decisions and actions contribute to a safe environment; free of discrimination and harassment.

SHOW COMPETENCY IN YOUR JOB

Instructors and Coaches bring appropriate skills and competencies to their areas of coaching practice and are expected to maintain and continue to develop these skills and competencies through an ongoing program of professional development and continuous improvement. They should, wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance will exist) with people under the age of 18 years.

SUPPORT YOUR STUDENTS AND SAILORS

Instructors and Coaches should treat every student/ sailor as an individual respecting the rights and worth of every person regardless of their gender, ability, cultural background or religion. They should:

- Help each person (official, student, sailor, athlete etc) reach their potential – respect the talent, potential, developmental stage and goals of each person and compliment and encourage with positive and supportive feedback;
- set appropriate training programs based upon the individual characteristics of the athlete;
- make coaching decisions which take appropriate account of the individual sailor's welfare; and
- ensure that all students/ sailors receive an appropriate level of attention and opportunities so that their time spent in any program is a positive experience.
- Instructors and Coaches should place the health, safety and welfare of sailors above all else.

SHOW GOOD SPORTSMANSHIP

Instructors and Coaches should:

- Set a high standard of behavior and approach towards all aspects of their job and to the spirit of Sailing.
- Respect the decisions of officials, coaches and administrators in the conduct of the sport.
- Display control and courtesy to all involved with Sailing.

- Operate within the rules and spirit of Sailing, promoting fair play over winning at any cost.

BEHAVE PROFESSIONALLY AT ALL TIMES

Instructors and Coaches should:

- Ensure that any physical contact with a person is appropriate to the situation and necessary for the person's skill development
- Be honest and do not allow your qualifications to be misrepresented
- Not tolerate harmful or abusive behaviours
- Encourage and support opportunities for people to learn appropriate behaviours and skills

FOLLOW THE YACHTING AUSTRALIA ANTI-DOPING POLICY

Instructors and Coaches must adopt responsible behaviour in relation to alcohol and other drugs. They must abide by the Yachting Australia Anti-Doping Policy and ensure that sailors are aware of and understand that policy.

BE PROUD OF YOUR SPORT

Instructors and Coaches should be proud of Sailing, show their pride through their actions and encourage and support opportunities for participation in all aspects of Sailing.

7.3 Discover Sailing Centre Principal Instructor

- The Principal instructor must hold the appropriate Australian Sailing accredited Instructor qualifications
- The Principal Instructor is responsible for safety, training program, instructors and day-to-day running of sailing courses.
- The Principal Instructor is in overall charge of training activities and is responsible to Australian Sailing and the Club for ensuring that all activities are properly resourced and led by appropriately qualified instructors.
- In conjunction with the MSC Committee, the Principal Instructor will manage the administration, instructor qualifications and training, maintenance and purchasing activities in support of sail training activities.
- In conjunction with the Club secretary, the principal will maintain up-to-date records of instructor qualifications and arrange updates as necessary.

7.4 Instructors

- An instructor must hold the Australian Sailing accredited Instructor certificate.
- Sailing instructors are responsible for the safe and effective conduct of their assigned duties and the general safety of activities related to the sailing school.
- Instructors must become familiar with procedures detailed in this document by reading and discussing with the Principal instructor prior to commencing each course.
- Instructors should discuss their plans for sessions with the Principal Instructor.
- Instructors intending to take their group outside the normal working area must seek permission from the Principal Instructor, who must be told where the group are going and when they will return.
- Instructors should be aware of any existing medical conditions suffered by their students. If appropriate they should consult the student or their parent or guardian about the condition.
- Instructors should brief the drivers of their allotted safety boats and volunteers as to what preparations are necessary for the sessions and what assistance is required.
- Instructors should check that boats are rigged properly and carry the correct safety equipment before going on the water.
- Instructors should ensure that their group's safety boat is crewed and standing by before allowing their group to launch.
- Instructors should watch out for any student becoming too cold, unwell or distressed and should send them ashore with safety cover if this can be arranged.
- Instructors should report any damage to boats or missing equipment to the Principal instructor.
- Instructors should notify the Principal instructor as far as possible in advance if they will be unavailable for a training session.
- Instructors must conduct themselves in an appropriate manner as communicated by the Principal instructor.

- Instructors are asked to inform the Principal instructor of sailing school boats that may require repairs or maintenance.

7.5 Assistant instructors

Before any Instructor is allowed onto the training course they must first have completed, as a minimum, the Australian Sailing accredited Assistant Instructor certificate.

It is also recommended that the assistant instructor hold membership of MSC.

7.6 Weather conditions

Prevailing weather conditions are to be assessed by the Principal Instructor before each session. On-water activities are only to be conducted if the Race officer or Principal Instructor is satisfied that conditions are within the abilities of all participants.

Learn to sail and development courses consist of on and off-water sessions to provide instruction in a safe and controlled environment regardless of the prevailing weather.

7.7 Student To Instructor Ratio

All training courses must be run by a Australian Sailing qualified Instructor endorsed to deliver that programme and must comply with the following minimum Student to Instructor ratios:

Crewed Dinghies

- 3:1 for beginners with Instructor on-board
- Maximum 12:1 but not more than 6 boats per Instructor
- Maximum 3 boats:1 for Assistant Instructor under direct supervision of the Instructor or Senior Instructor

Single-person Dinghies

- 6:1 (applies only whilst the boats are used as single-person)
- 3 boats:1 for Assistant Instructor (when under direct supervision of the Instructor or Senior Instructor)

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

Unqualified helpers do not count as a Student .



8.1 SAFETY OPERATING PROCEDURES

8.2 Safety statement

All operations are to be in accordance with relevant legislation, regulations and Guidelines for Australian Sailing clubs and Discover Sailing Centres and to take account of local conditions, sailor skill and available recovery facilities.

8.3 General safety obligations

All safety boat crews, race officers, club members, instructors and participants are reminded of their obligation to abide by the general safety directions both on and off the water.

The general safety obligation can be summarised as:

- You must ensure your boat is safe.
- You must ensure your boat is properly equipped and crewed.
- You must ensure your boat is operated in a safe manner.
- It is the sole choice of the participant whether to begin and to continue participation in sailing activities at MSC.

8.4 Roles and responsibilities

Club Committee

The MSC Commodore and Management Committee are responsible for all activities conducted by MSC, including the sailing school operated by MSC. The Club Commodore and the committee delegate responsibility to the Principal Instructor to operate the sailing school and training activities.

However, as a volunteer-run club, responsibility for safety lies with all club members.

The Club holds an insurance policy that indemnifies members from public liability claims arising from club training provided they follow good practices,

Current insurance certificates can be found in the **Appendix**.

Race control

The effects of wind strength, direction, tidal movements and a number of other factors ultimately dictate the length of each race and are determined by the Officer of the Day or the Race Officer who then decides the desired length of the course.

The race officer informs sailors at the pre-race briefing of their obligations for safety, weather, location of courses and other issues that may affect the operating procedures on that day.

Safety boat crews are under the direction of the race officer.

9.1 RISK MANAGMENT

1. Risk Identification

This is considered under a number of risk categories.

2.1 On-Water Risk

This category includes all of those risks associated with the conduct of the regattas once the participants have left the shore or the dock.

The risks are listed in Appendix 1A

2.2 Pre and Post Race activity risks

This category covers the activities which are part of the event, but do not occur on the water. See Appendix 1b.

2.3 Environment Risks

The physical environment, in which the Regatta is conducted, will include risks to personal safety and property damage. It may include risks to the general public.

See Appendix 1C

2.4 Personnel Risks

Risks to officials, participants, spectators and others who may be involved in sailing activities

See Appendix 1D

2. Risk Assessment

Each of the risks identified in Section 2 has been assessed in terms of:

- (1) The likelihood of the risk occurring,
- (2) The impact on the event if that risk occurred,
- (3) The priority or urgency associated with that risk.

3.1 Likelihood

The likelihood is related to the potential for a risk to occur over an annual evaluation cycle.

Table 1: Likelihood Scale

Rating	LIKELIHOOD The potential for problems to occur in a year
A	ALMOST CERTAIN: Will probably occur, could occur several times per year
B	LIKELY: High probability, likely to arise once per year
C	POSSIBLE: Reasonable likelihood that it may arise over a five-year period
D	UNLIKELY: Plausible, could occur over a five to ten year period
E	RARE: Very unlikely but not impossible, unlikely over a ten year period.

3.2 Severity

The severity of a risk refers to the degree of loss or damage which may result from its occurrence.

Table 2: Severity Scale

Rating	POTENTIAL IMPACT In terms of the objectives of the Organisation
A	CATASTROPHIC: Most objectives may not be achieved, or several <u>severely affected</u>
B	MAJOR: Most objectives threatened, or <u>one severely affected</u>
C	MODERATE: Some objectives affected, considerable effort to <u>rectify</u>
D	MINOR: Easily remedied, with some effort the objectives can be achieved
E	NEGLIGIBLE: <u>Very small impact, rectified by normal processes</u>

Having assessed each risk in terms of its likelihood and severity, the priority compared with the other risks are then determined. The matrix below is used as a guide in this task.

3.3 Risk Priority

The risk priority scale determines the nature of the risk and the action required. They are indicators to assist in the decision making of what action is warranted for the risks.

Table 3: Risk Priority Scale

Impacts⇒ Likelihood↓	A	B.	C.	D.	E.
A.	Extreme (1)	Extreme (1)	Major (2)	Major (2)	Medium (3)
B.	Extreme (1)	Extreme (1)	Major (2)	Medium (3)	Minor (4)
C.	Extreme (1)	Major (2)	Major (2)	Medium (3)	Minor (4)
D.	Major (2)	Major (2)	Medium (3)	Minor (4)	Minor (4)
E.	Medium (3)	Medium (3)	Minor (4)	Minor (4)	Minor (4)

Key

1.	Extreme risks that are likely to arise and have potentially serious consequences requiring urgent attention.
2.	Major risks that are likely to arise and have potentially serious consequences requiring urgent attention or investigation.
3.	Medium risks that are likely to arise and have serious consequences requiring attention.
4.	Minor risks and low consequences that can be managed by routine procedures.
5.	Risks that do not apply to this organization.

3. Risk Treatment

Each of the risks identified has been assessed using the criteria covered in the previous section, and the assessment has been included in the Appendices. Further, the treatment proposed or in place to manage the individual risks has also been included in the Appendices together with the identification of the responsible person the additional resources (if needed) and the time frame involved (if appropriate).

4. Monitor and Review

This version of our risk management plan is the result of several individual plans combined to include all sailing divisions of the MSC. The MSC Committee will review this plan at least once a year and when appropriate after any reported incident. Any weaknesses are to be identified, and actions determined to overcome these weaknesses.

5. Communication

This plan has been developed by members of the organization and is made available to all Committee members and stake holders.

6. Risk Sharing

As with many sports, the risks in competing at this regatta are shared by the competitors as indicated in the introduction. Several conditions of entry apply to all competitors and these include agreement to sail to both the World Sailing Racing Rules for Sailing, the International Regulations for Preventing Collisions at Sea (when sailing after dark), the provision on each dinghy of all safety equipment required by State legislation and by Australian Sailing (including high level medical and first aid equipment) and documentation of all navigation features of the area in which the regatta is to be held. In addition the skipper of the dinghy is responsible for the training of his crew, particularly in regard to safety matters such as man overboard procedures.

While the Race Management team has a Duty of Care to the competitors, and must ensure that all decisions are based on sound practices and good judgement, the Organising Authority also has a policy which covers legal liability for race officers, race management and volunteers.

APPENDIX 1A

On Water Risks

No.	Potential Risk	Likely-hood	Sev erity	Risk Rating	Treatment	Responsible	Timing
1	Minor collision of boats.	B	E	4	See general comments on all on water risks	Boat or Yacht skipper	Continuous
2	Collision of Boats- Serious damage.	C	D	3	As above	Skippers	
3	Collision of Boats- Crew injury	C	D	3	Crew training	Skippers	
4	Boat running aground	B	E	4	Warnings by RO.	Skippers	
5	Damage due to weather	D	D	4	Daily forecasts	Skippers	
6	Seasickness of crew	C	E	4	Crew training	Skippers	
7	Minor Injury to crew	C	E	4	Skippers training of crew.	Skippers	
8	Serious injury to crew	E	C	3	As above ,plus availability of doctors and ambulance	Skippers	
9	Crew becoming ill	E	D	3	As above	Skippers	
10	Fire on Dinghy	E	B	3	Compulsory safety extinguishers . on dinghy	Skippers	
11	Crew overboard.	D	B	2	Crew training plus other craft.	Skippers	
12	Sunstroke, severe sunburn	C	D	3	Warnings / First Aider in	Skippers	

	etc				crew. or safety boats		
13	Collision with commercial traffic	E	C	3	Warnings.		Skippers
14	Severe weather	D	C	3	Events postponed.		Race Officer
15	Dinghy causing problems with Surf Carnivals.	E	B	3	Exclusion zone established. Details and chart issued to all skippers.		Regatta Director

Appendix 1A (ii)

The following comments apply to most of the risks identified above, and amplify the treatment of each risk.

Event Rules

The sailing at Maroochy Sailing Club on Maroochy River is run under the rules of the World Sailing (WS), which are worldwide and have been formulated to promote safe and fair sailing. They provide rules which allow a large number of yachts to sail in close proximity, and yet ensure that no contact takes place between boats. In addition to these rules, local requirements in the form of Sailing Instructions define sailing locations, times of races, and provides for the grouping of dinghies into appropriate categories. All of these factors minimise the risk of contact (or collision) between dinghies.

Safety Aspects

Australian Sailing (AS) Special Safety Regulations

All yachts competing in this regatta are required to have safety equipment specified by AS on board and in good condition. This equipment is necessary on board to ensure that the boat or dinghy and its crew can sail safely in the range of weather likely to be experienced, and in addition are in a position to be able to deal with most emergencies to either the boat or the crew without external help. Extensive risk analysis and practical experience of many years has resulted in a comprehensive list of safety equipment which is mandatory for sailing dinghy competing in AS sanctioned events. As well as equipment required under State Legislation, additional personal safety gear is carried.

As the events conducted by MSC are for Off the Beach (OTB) dinghies, each skipper must be having knowledge of: - the WS Racing Rules of Sailing (RRS), and the Rules for preventing Collisions at Sea.

Each competing dinghy will be required to be equipped with the specified safety equipment to AS standards. All safety gear of any dinghy is subject to random spot checks by Race officials at any time.

Race Management Documentation

This is extensive and covers such things as full description of each dinghy, name, number, address and contact details for the skipper and any crew.

Appendix 1A (iii)

Race Areas and Race Courses

These are designed to provide good competition whilst keeping the risks such as running aground or interfering with other aquatic events to a minimum. In cases where a potential risk is seen, such as reefs, headlands or surf carnivals, the sailing course is relocated so as to minimise these risks. In all races during the regattas will be in daylight races and this factor reduces the risks.

No starts will be made after 15:30 hours with the expectation that all boats will have returned to shore before dusk.

Weather Conditions

The strength of the wind is the biggest factoring determining sailing conditions and race management obtains up to date weather information from the Bureau of Meteorology on a regular basis and makes this available to skippers before the start of every race. In addition, the Race management assesses wind conditions continually, and will cancel or postpone a race when conditions are considered unsafe at the time or if unsafe conditions are likely to develop.

Sea Conditions

The state of the sea (waves, swell, etc.) offers some level of risk and this is a factor taken into account when race management makes a decision on the course or courses which will be used on a particular days.

Training

The skipper of each boat is responsible to ensure that his crew has adequate training in both sailing and seamanship and the correct use of all safety gear on board the dinghy.

In a similar way the Race Management must ensure that all those conducting the races have adequate training in racing and safety procedures and the ability to recognise the potential for excessive risk and know how and when to avoid the situation.

APPENDIX 1B

Pre and Post Race Activities

No.	Potential Risk	Likelihood	Severity	Risk Rating	Treatment	Responsible	Timing
1	Ramp injury. Ramp slippery at low tide.	C	E	5	Warnings to competitors	Hardstand Manager.	Continuous
2	Theft or damage to boat or gear.	D	E	5	Skipper & crew	Skipper	
3	Personal injury during rigging operations	D	D	5	All crew	Skipper and crew	
4	Injury due to gear left on walkways	D	D	5	Crew and officials	Hardstand Manager	Continuous
5	Personal injury whilst setting up official boats	D	E	4	Safe methods	Boat Skippers	
6	Injury while loading or unloading course equipment.	C	E	4	Safe methods	RO Boat Crew	
7	Damage while running post race activities	D	D	4	Adequate care.	Crew and Regatta Director	
8	Injury while running or organising post race activities.	E	D	4	As Above.	Crew and Regatta Director	

Environment

No.	Potential Risk	Likely-	Severity	Risk	Treatment	Resource	Responsibl	Timing
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		hood		Rating		s	e	
1	Injury to sailors and non-sailors due to equipment left lying around on marina and walkways	D	C	5	Warnings	Pre race briefings	Skippers/ Race Management.	
2	Risk of personal injury due to work in Rigging areas	D	C	5	Safe methods		RO	
3	Risk of injury due to equipment (Masts Buoys etc.) being moved from storage to official boats.	E	C	4	Adequate care and alertness.	Volunteer Briefings	RO	
4	Electrocution of sailors due to faulty tools.	E	B	5	Good tools		Tool Owner	
5	Injury due to sailors or public slipping on wet walkways.	D	D	5	Care.		Venue owner	
6	Environmental damage due to oil or fuel spills.	E	C	5	Care.		Skippers	
7	Environmental damage due to boat bilges being pumped out.	E	D	5	Don't.		Skippers	
8	Environmental damage due to rubbish being thrown overboard or left on beach.	D	D	4	Care / Warnings		RO Boat Crew	
9	Risks due to fishermen using same area.	D	D	4	Care		RO	

Personnel risks

No.	Potential Risk	Likely-hood	Severity	Risk Rating	Treatment	Responsible	Timing
1	Harassment of officials, yacht club staff, or jury from participants.	D	D	4	Code of Conduct	Regatta Director	Continuous
2	Injury due to packing or unpacking stock for sale.	D	D	4	Safe methods	Regatta Director	
3	Potential injury from any office equipment/facilities.	E	C	4	Good equipment.	Regatta Director	
4	Failure of officials to recognise serious situation developing.	D	C	3	Training	RO	
5	Dissatisfaction due to poor decision making.	D	D	4	Training	RO	
6	Overload of officials due to lack of adequate volunteers.	D	D	4	Staff arrangements.	Regatta Director	
7	Lack of adequate first aid staff resulting in poor injury management.	D	C	3	Training	RO	
8	Injury to officials while preparing buoys, anchors, lines, course equipment on shore.	D	C	3	Training/ Availability of Doctor.	RO	

EMERGENCY / DISASTER PLAN

1. CONTACT DETAILS

Race Management Team

Title	Name.	Phone (Bus Hours)	Mobile	Room./Boat
Regatta Director	John Ladewig	0447718109	0447718109	
Race Officer	Rostered for the day			

Police

Title	Name	Phone	Mobile	After Hours Phone
Water Police	Duty Officer			
Maroochy Police		000 13 14 44 5475 2444		

Coast Guard

Title	Name	Phone	Mobile	After Hours Phone
WMR Mooloolaba		5444 3222	VHF 16,73	5444 3222

Ambulance

Title	Phone
Urgent	000

Non Urgent	131 444
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Doctor

Title	Phone	After Hours Phone
Kawana 7 Day	5444 7544	Cnr Nicklin Way & Kensington Drive, Minyama
Maroochydore 7 Day	5443 2122	150 Horton Pde, Maroochydore

Helicopter Rescue / Surf Clubs

Title	Name	Phone	Mobile	After Hours Phone
Maroochy Surf Lifesaving Club		5443 1323		

2. CHARTER

Recognising the risks to participants in this challenging regatta, the purpose of this Emergency/Disaster Plan is to manage any emergency issues for the dinghies or boats, competitors and the Maroochy Sailing Club (MSC).

It also defines the Emergency Team members and their roles in managing an emergency.

Emergency / Disaster Team Charter

The objective of the E/D Team is to:

- * Control and co-ordinate the management of any incident(s).
- * Provide liaison with other agencies (Ambulance, Police etc.)
- * Receive notification and co-ordinate the assessment of an incident
- * Advise the recovery teams
- * Establish and maintain Strategy
- * Co-ordinate the notification of next-of-kin in the event of a serious incident
- * Control and co-ordinate the media management efforts

3. ORGANISATION

The Emergency/Disaster Team is headed by the Regatta Director, and consists of the Regatta Director, the Race Officers and other people as co-opted by the Race Director for any particular incident. If an incident is escalated and involves outside agencies such as Police or Ambulance then these agencies will have control of any search and rescue operations.

4. CRISIS PLAN

Definitions of Crises

Level 1 - Severe Incident

Assessment	Response	Who
Major severity/impact	. Immediate	Race Director
Potential loss of life/incident or injury	Emergency agencies notified	Race Director
Emergency services response	Decision to activate Plan.	Race Director
MOB for more than 20 minutes	Supporting teams mobilised	Race Director
Mayday	Supporting teams mobilised	Race Director /Police
Very Severe weather	Supporting teams mobilised	Race Director

Level 2 - Major Incident

Assessment	Response	Who
Moderate severity/impact	Emergency Team notified	Race Director
Major damage to vessel(s)	Emergency agencies notified	Race Director/ Police
Severe weather conditions	Emergency agencies notified	Race Director
MOB	Emergency agencies notified	Race Director
Injury - serious	Emergency agencies notified	Race Director/ Ambulance

Level 3 – Minor/incident

Assessment	Response	Who
Minor severity/impact	Local decision by race management	Race Director
Injury	Local decision by race management	Race Director
Pan Pan/Medical Call	Report to Race Director and Race Office.	Race Director

	Race management centre	
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No formal declaration of emergency.

5. EMERGENCY PROCEDURES

Emergency Identification and Notification

Any stakeholder can make the notification of a potential situation that may amount to a 'crisis' situation to the Regatta Director, Event Manager or Race Officer of their course

Notification of an emergency or incident for evaluation may come from:

- * Any competitor or competing dinghy
- * Race Radio Communications Station
- * Race Management
- * Agencies - Ambulance, Police
- * Media
- * Observed
- * Other

Notification could come by:

- * Radio (VHF)
- * Telephone
- * Media Report
- * Rumour
- * Other

The Race Officer has the responsibility to assess the situation and activate any necessary response including the Emergency Team. This does not, however, remove or replace any emergency response or notification by external emergency services or agencies. These will make their own assessment and determine their own responses.

Notification should be logged with the time, date, name of person reporting, telephone number or contact details and details of the report.

Assessment - By Race Officer

In the first instance any incident notification will be assessed by the Race Officer. On receiving notification of an incident or circumstances that may lead to a 'crisis' situation, the Race Officer will Consult the Regatta Director to assess the situation and escalate it to emergency services or agencies that are best equipped to deal with the situation. Under some circumstances like a May Day call the Regatta Director will be notified by the appropriate agency already managing the incident.

It is strongly recommended that the Regatta Director convene a meeting (3 members) of the Emergency team (by phone if necessary) to assess.

The Race Officers have the responsibility to monitor the event and the environment and to make an assessment of circumstances that may lead to a 'crisis' situation.

On making such an assessment they must notify the Regatta Director.

Escalation of action for an incident will ideally be decided by the meeting of the Race Committee. In circumstances where convening a meeting was not possible, the Race Director, may choose to escalate the action in his own right.

Actions will be logged.

The Regatta Director may call upon a designated substitute to act on their behalf in the call-out procedures.

The Regatta Director (and / or designate) will log their actions.

Procedures for Particular incidents

It is not proposed to define specific actions for the various incidents which are possible. Each incident will have its own characteristics including the time of day and the weather at the time.

The Emergency Team must decide its actions based on the best way to render assistance to the dinghy or person/s in trouble. The decision must take into account the severity of the incident or emergency, the time available for rescue or other action, the available craft and /or aircraft, the personnel available and to some extent, the cost of the action.

Common sense and duty of care must be the basis for all decisions.

Communications

As and when an incident(s) escalates to the point where large numbers of enquiries may be received by Race Organisers from friends, relatives and the general public the Regatta Director may determine to advise the media of contact numbers and request their assistance in making these numbers public.



Emergency Contacts

All Emergency Services - 000

Mobile - 112

MSQ Area Manager (NB - MSQ not open weekends)

- (i) Gary William - 07 5452 1892

Emergency Services

- (i) Queensland Ambulance Service (Non Emergency) - 13 12 33
- (ii) Fire & Rescue (Non Emergency) - 137468
- (iii) Maroochy Police Station - 07 5475 2444

Volunteer Rescue – VHF CH 16 & 67

(i) A.V.C.G. Mooloolaba Coast Guard - 07 5444 3222

Current Club Management Committee 2022

Title	Name	Phone	Mobile
Commodore	Tim Edwards		0420986523
Vice Commodore	Norm Richards		0409558729
Rear Commodore	Gaud Saunders		0488384824
Secretary	Gaud Saunders		0488384824
Treasurer	David Thompson		0412082878
Race Director	John Ladewig		0447718109
Committee Members			
PRO	Peter Brodie		
Hall Manager	Casey Sutherland		

Certified Club Race Officers -

John Ladwig
Peter Brody
Graeme Hattrick

John Henry
Mike Groves

Current 1st Aiders 2022-

Graeme Hattrick
Sean Saunders

Gillian Condy
Matt Hattrick
Casey Sutherland

Current Certified Dinghy Instructors (AS) 2022

Graeme Hattrick
Sean Saunders
Casey Sutherland
Gillian Condy

Accident/Incident Report Form

Date of incident: _____ Time: _____ AM/PM

Name of injured person: _____

Address: _____

Phone Number(s): _____

Date of birth: _____ Male _____ Female _____

Who was injured person?(circle one) Passenger System Employee

Type of injury: _____

Details of incident: _____

Injury requires physician/hospital visit? Yes ___ No ___

Name of physician/hospital: _____

Address: _____

Physician/hospital phone number: _____

Signature of injured party

Date

*No medical attention was desired and/or required.

Return this form to Safety Coordinator within 24 hours of incident

QBE Insurance (Australia) Limited

ABN 78 003 191 035

ADELAIDE OFFICE

400 KING WILLIAM STREET

ADELAIDE SA 5000

POSTAL ADDRESS

GPO BOX 1119

26 April 2016 ADELAIDE SA 5001

TELEPHONE: (08) 8202 2300

David Thompson / Gard Saunders FACSIMILE: (08) 8202 2385

Maroochy Sailing Club Inc.

PO Box 83

MAROOCHYDORE QLD

Certificate of Currency

INSURANCE CLASS Public & Prodcuts Liability

INSURED NAME Maroochy Sailing Club Inc.

POLICY EXPIRY DATE 30th January 2024

SITUATION Worldwide excluding USA and Canada

INTERESTED PARTY Sunshine Coast Regional Council –

as Lessor / Landlord

INTEREST Legal liability to third parties for Injury and/or

Damage to Property caused by an occurrence in

connection with the Insured's business

LIMIT OF LIABILITY \$20,000,000

DEDUCTIBLE / EXCESS \$100 for property damage claims only

INSURER PROPORTION POLICY NUMBER

QBE Insurance (Australia) Ltd 100% AT A172000 PLB

This is to certify that above Insurance has been Underwritten by the Company subject to the terms and conditions of the stated class of Policy and will remain in force until expiry date, unless cancelled in the meantime.

Yours faithfully,

QBE Insurance

WORK PLACE HEALTH and SAFETY POLICY STATEMENT

1.1 Organisation Commitment

The workplace is committed to providing a healthy and safe workplace for all employees, members, visitors and guests

1.2 Resources

The workplace will make available the necessary resources (i.e. people, facilities and equipment) in order to:

- Comply with all relevant workplace health and safety legislation; and
- Ensure the health and safety of employees and others.

1.3 Policy Priorities

The workplace will conduct their activities and provide a work environment that:

- Protects the health, safety and welfare of all persons, including staff, contractors and visitors, affected by our workplace activities;
- Actively encourages controlling risk in workplace activities; and
- Strives for continuous improvement in workplace health and safety.

The workplace will address risk management as a priority Workplace health and safety is both an individual and shared responsibility of all managers, supervisors and employees. The following responsibilities are essential to the success of the policy. Together, managers and employees will endeavour to reach consensus through the process of joint consultation.

1.4 Responsibilities

1.4.1 Management Commitment

Managers and supervisors of the workplace are responsible (within the scope of their authority) for:

- Integrating workplace health and safety into all aspects of the workplace;
- Promoting communication about workplace health and safety as a normal component of all aspects of work;
- Planning, developing, implementing and monitoring a workplace health and safety program; and
- Taking effective action to provide and maintain a healthy and safe workplace.

1.4.2 Employee Commitment

Employees are responsible for:

- Working in a healthy and safe manner;
- Encouraging others to work in a healthy and safe manner;
- Cooperating with, supporting and promoting workplace health and safety at the workplace; and
- Reporting or rectifying any unsafe conditions that comes to their attention.

I/We have committed to this policy and its implementation in ensuring a healthy and safe work environment.

(Workplace) **Maroochy Sailing Club**

(Signed/Position).....



Principal

Evacuation Procedures

EVACUATION SIGN

EVACUATION PROCEDURES

- Follow all instructions given by Wardens or Fire Officers
- Leave immediately by the nearest safe exit
- Move quickly, do not run
- If possible, close doors behind you
- Report to your designated assembly area
- Do not leave the assembly area until Chief Warden gives the 'all-clear'
- If any injuries are sustained, notify a Warden
- Advise a Warden immediately, if you are aware of people trapped in the building

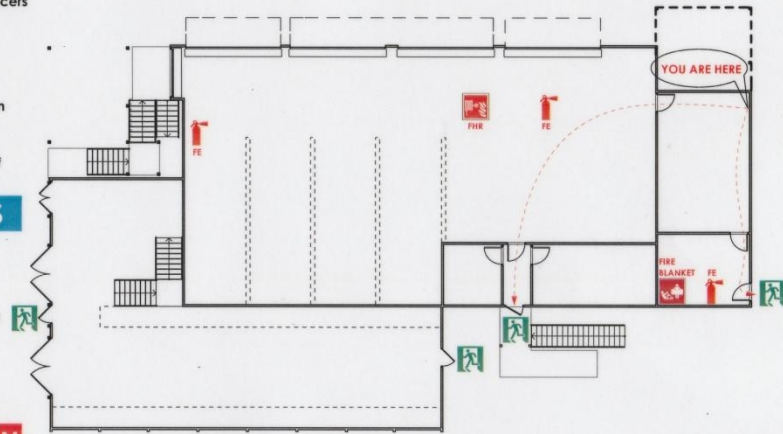
SAFETY CONSIDERATIONS

- R**emove persons from immediate danger
- A**lert others - raise the alarm
- C**onfine fire & smoke. Close all windows & doors (if safe to do so)
- E**vacuate to assembly area. Remain at assembly area (if safe to do so)

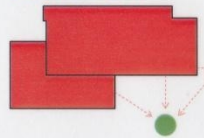
IN CASE OF EMERGENCY
RING 000

FIRE EXTINGUISHER OPERATION

- DO NOT ATTEMPT TO FIGHT FIRE IF ALONE
- Stay back from fire 2-3 metres
 - Check Pressure Gauge
 - Ensure door or clear exit path is directly behind you
 - Use the **PASS** method
- P**ull pin
Aim at base of fire
Squeeze the handles
Sweep the fire



EVACUATION SITE



LEGEND

- EXIT
- HOSE REEL
- EXTINGUISHER
- FIRE BLANKET
- FLOW PATH
- ASSEMBLY AREA

MSC DAILY SIGN-ON AND OFF SHEET

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Risk assessment to be carried out prior to commencement of every session.

Consider those of the following that are applicable.

	Risk to be assessed	Comments	OK to sail
1	Wind strength and direction (Current and forecast)		
2	Sea state (Current and forecast)		
3	Visibility (Current and forecast)		
4	Tide times		
5	Scheduled start and projected finish times (Consider tides, winds)		
6	Number of sailing boats		
7	Number and manning of safety boats		
8	Level of shore support		

	(Communication and logistics)		
9	Club courses and other club's courses and intentions		

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

Signed.....

Date.....

Print name

MSC DAILY RUNNING SHEET

INSTRUCTOR'S CHECKLIST - to be completed for every session

Instructor: _____ **Program:** _____

Date: _____ **Session:** _____

Please tick the box when each is completed.

	Sign-on/off sheets for staff and students ready and available at the sign-on table on the club verandah
	<p>Check BOM weather forecast and devise a plan of the session's activities.</p> <p>This will determine the necessary equipment required for the day's session.</p>
	<p>Ensure that all sailing boats are safely rigged and all equipment is in good condition.</p> <p>Special notice must be made to bungs, rig and position of safety equipment.</p>
	Ensure rescue boats are fuelled and in the water with necessary buoys and towing lines.
	Prepare a learning environment with a whiteboard and learning aids

	which compliment the theory or activities to be carried out.
	Prepare equipment for on-shore activities.
	Brief assistant instructors and volunteers. This will include the roles, boat allocations and timing schedules.
	Welcome students The Principal instructor is responsible for answering any safety questions from participants, parents/guardians and putting them at ease. Tell parents/guardians the time the session finishes.
	Fit each students with a suitable Lifejackets. Lifejackets are located in Storage area at far end hanging on a rack. Please ensure they are rinsed in water at the end of the session and hung back on the rack.
	Conduct a briefing of the day's activities. Include an introduction of the session's learning outcomes, the expected weather patterns and safety practices that need to be reinforced.