



**ON WATER  
RACE SAFETY  
MANAGEMENT PLAN  
OTB**

# ***WINDSURFER***

## **AUSTRALIAN CHAMPIONSHIPS**

July 7th – July 12<sup>th</sup>, 2026

**Keppel Bay Sailing Club**

# & Windsurfer Class Association Australia

V1

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## INTRODUCTION

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Keppel Bay Sailing Club (KBSC) has an agreement with the Windsurfer Class Association Australia (WCAA) to host the 2026 Windsurfer Australian Championships. The Australian Championships will be held between 7<sup>th</sup> and the 12<sup>th</sup> of July (inclusive) in Yeppoon, Queensland, Australia.

This Safety Management Plan (SMP) outlines the processes to identify, minimise, and manage risks associated with off-the-beach sailing to ensure the safety of competitors, officials and volunteers associated with this event.

## SCOPE

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This SMP applies to all activities, competitors, officials and volunteers associated with this regatta. This includes onshore activities, such as rigging, launching and retrieving boards, as well as on-water activities such as sailing, coaching, and managing support vessels.

## EVENT INFORMATION

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- Event Name: Windsurfer Australian Championships 2026
- Local Organising Authority: Keppel Bay Sailing Club
- Location: 1 Anzac Parade, Yeppoon QLD
- Date: 7<sup>th</sup> – 12<sup>th</sup> July (incl.)
- Expected Entries: Up to 120 boards, 1 sailor per board
- Divisions: Competitors will be divided into the following divisions:
  - Novice/Cruiser
  - Women
  - Men (light, medium, heavy, super heavy)
- Race Area: Pictured in below



## ROLES AND RESPONSIBILITIES

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A list of key roles and associated responsibilities is outlined in Table 1.

*Table 1 Roles and Responsibilities*

<b>Role</b>	<b>Name</b>	<b>Minimum Qualifications</b>	<b>Key Responsibilities</b>
KBSC General Manager	Mal Cochrane		Overall responsibility for safety management
KBSC Sailing Manager	Conrad Byrt		<p>Ensures compliance with Australian and World Sailing requirements, as well as local regulations</p> <p>Appoints qualified officials and safety personnel</p> <p>Monitors weather and sea conditions</p> <p>Has authority to postpone, cancel, or abandon racing due to safety concerns</p> <p>Responsible for managing onshore incidents</p>
Windsurfing Class Association Australia Representative	Greg Johns		Organise class weigh ins registration ect
Windsurfing Class Association Australia Representative	Johanna Winstanley		Social functions point of contact

<b>Role</b>	<b>Name</b>	<b>Minimum Qualifications</b>	<b>Key Responsibilities</b>
Principal Race Officer (PRO)	Paul Effenev	National Race Officer accreditation Race Management Course KBSC Race Management Team (RMT) Induction	Manages racing operations Has authority to postpone, cancel, or abandon racing due to safety concerns Responsible for on-water incident management Monitors weather and sea conditions
Course Race Officers (CROs)	Daryl Skinner	National Race Officer accreditation Race Management Course KBSC Race Management Team (RMT) Induction	Monitors weather and sea conditions Authority over assigned course, reports to PRO Assists PRO as required with on-water incident management as required
Protest Committee	WCAA to form if needed		
Safety Officer(s)	Sophie Baynton Conrad Byrt	First Aid Certificate with CPR	Oversees implementation of this plan Coordinates emergency response Conducts Safety Briefings with competitors, officials and volunteers
First Aid Officer (Onshore & On Water)	TBA	First Aid Certificate with CPR	Provides first aid and minor medical treatment as required onshore Minimum of 1 on water per course area

Role	Name	Minimum Qualifications	Key Responsibilities
Support Boat Operators		Hold a current marine license  KBSC Race Management Team (RMT) Induction	Assist PRO with on-water incident management as required  Ensure support vessels are refuelled at the end of each day  Ensure all communication equipment, including VHF radios, are put on charge at the end of each day
Tower/Regatta Office Operator			Monitor communications oversee course areas for extra safety  Follow Control Tower Procedure (Appendix I)
Beach Marshall			Monitor communications  Remain in vicinity of boat ramp and launching area during racing  Assist with launching and retrieving support vessels & competitors

Role	Name	Minimum Qualifications	Key Responsibilities
Competitors			<p>Comply with Racing Rules of Sailing<sup>1</sup>, including taking personal responsibility</p> <p>Comply with Class Sailing Rules<sup>2</sup></p> <p>Comply with regatta safety requirements, outlined in Notice of Race (NOR) and Sailing Instructions (SI)</p> <p>Wear a Personal Flotation Device (PFD) which complies with AS 4758<sup>3</sup> Level 50, ISO 12402-5<sup>4</sup>, or equivalent</p> <p>Personally sign on (in accordance with SI) prior to launching board for each session</p> <p>Personally sign off (in accordance with SI) after returning to shore for each session</p>

<sup>1</sup> World Sailing (2025) *Racing Rules of Sailing 2025-2028*

<sup>2</sup> Windsurfer Class Rules

<sup>3</sup> Australian Standard 4578.1:2022 *Personal Flotation Devices (PFDs)*

<sup>4</sup> International Organization for Standardization (ISO) 14202-5:2005(Amend 2010) *Personal Flotation Devices Part 5. Buoyancy aids (Level 50)*

## RISK MANAGEMENT

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**Step 1:** Identify all inherent risks, recording each on a separate line in column 1 of the risk register.

**Step 2:** For each identified risk, assess the qualitative measures of likelihood and record this in column 2.

LEVEL	DESCRIPTOR	LIKELIHOOD
A	Almost certain	Is expected to occur during this event
B	Likely	Will probably occur during this event
C	Possible	Might occur at some time (perhaps every 2-3 years)
D	Unlikely	Could occur at some time (perhaps every 4-10 years)
E	Rare	May occur only in exceptional circumstances (in more than 10 years)

**Step 3:** For each risk or hazard, if it was to occur, assess the qualitative measures of consequence or impact and record this in column 3. You should develop your own definition of the most likely consequence relative to your business or as an individual. The table below contains examples as a guide.

LEVEL	DESCRIPTOR	MOST LIKELY CONSEQUENCE IF THE RISK OCCURRED
5	Catastrophic	One or more fatalities, or multiple significant injuries with extended hospitalisation, or widespread inconvenience to the public over protracted period, or likely to appear as front page media reports, or cost of damage over \$1M, or significant unrecoverable damage to the environment
4	Major	Significant injuries (requiring hospital treatment), or major inconvenience to the public, or definitely appear in media, or cost of damage \$100K - \$1M, or environmental impact that is unconfined and requires long term recovery/residual damage
3	Moderate	One significant injury (requiring hospital treatment), or moderate inconvenience to the public, or would probably appear in media, or cost of damage \$10K - \$100K, or environmental impact that is confined with medium term recovery
2	Minor	Small number of minor injuries requiring first aid treatment, or some inconvenience to the public, or may appear in media, or cost of damage \$1K - \$10K, or environmental impact locally confined with short term recovery

1	Insignificant	One injury requiring first aid treatment, or cost of damage up to \$1K, or environmental impact locally confined and promptly reversible
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**Step 4:** Determine the risk level using the Probability Matrix and record this in column 4.

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
<b>A (almost certain)</b>	Medium risk	Medium risk	High risk	Extreme risk	Extreme risk
<b>B (likely)</b>	Low risk	Medium risk	High risk	Extreme risk	Extreme risk
<b>C (possible)</b>	Low risk	Low risk	Medium risk	High risk	Extreme risk
<b>D (unlikely)</b>	Low risk	Low risk	Medium risk	High risk	High risk
<b>E (rare)</b>	Low risk	Low risk	Low risk	Medium risk	High risk

**KEY:**

Extreme risk	Attention required before applying for license
High risk	Attention needed, preferably before applying for license, certainly before event
Medium risk	Requires constant vigilance during event
Low risk	Requires monitoring during event

**Step 5:** Determine the appropriate controls that may be put in place to mitigate each identified risk, recording these in column 5.

**Step 6:** Re-assess the risk level for each identified risk taking in to account the specified controls, recording the results in column 6.

**Step 7:** Record the person(s) responsible for implementing and monitoring each control measure and any relevant comments or notes in columns 7 and 8.

## KEPPEL BAY SAILING CLUB – RISK REGISTER AND PROPOSED CONTROLS

Implementation Date: 01/05/2025

Reviewed by: Keppel Bay Sailing Club Committee Reviewed date: 01/06/2025

Inherent risk (what can happen if no controls are put in place)	Likelihood	Consequence	Inherent Risk level	Controls to be implemented (Provide brief descriptions here, add more detail for the higher risks either in the main text or attach as a separate table)	Residual Risk level (after controls are in place)	Person(s) responsible	Brief Comments (e.g. monitoring methods)
<b>Poor Weather</b>	<i>Possible</i>	<i>Moderate</i>	<b>Medium</b>	<p><i>Check forecast with the Bureau of Meteorology prior to each event day.</i></p> <p><i>Local knowledge assessment for currents, tides and rips</i></p> <p><i>Emergency Drills and crew training for Safety boats</i></p> <p><i>Competitor and Safety personal briefings</i></p>	<b>Low</b>	<p><i>PRO (Principal Race Officer)</i></p> <p><i>OOD (officer of the day)</i></p> <p><i>Sailing Manager</i></p>	<p><i>KBSC not conduct sailing / racing event during storm events, wind strength greater than 25 knots.</i></p> <p><i>KBSC will not sail/race or train if a gale warning has been issued by BOM.</i></p>
<b>Man Overboard</b>	<i>Almost Certain</i>	<i>Moderate</i>	<b>High</b>	<p><i>Multiple safety Boats adjacent to the course during events.</i></p> <p><i>Emergency Drills and crew training for Safety boats.</i></p>	<b>Medium</b>	<p><i>PRO (Principal Race Officer)</i></p> <p><i>OOD (officer of</i></p>	<p><i>During safety boat crew and competitor briefings, confirmation of the acknowledgement of the MOB Procedures.</i></p>

				<p><i>Competitor and Safety personal briefings.</i></p> <p><i>Weather assessment</i> <i>Engineering controls such as handrails and hand ropes.</i></p> <p><i>Points of Contact Compulsory wearing of life jackets for Competitors and safety boat crew.</i></p> <p><i>First Aid officers on site</i></p>		<p><i>the day)</i></p> <p><i>Sailing Manager</i></p> <p><i>Safety Boat Crew</i></p> <p><i>Competitors</i></p>	<p><i>Practice with Sailability.</i></p> <p><i>One of the key elements in our Safety Boat and Power Boat operator courses.</i></p> <p><i>Regular practice drills</i></p>
<i>Fire onboard Rescue Boats</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>Medium</i>	<p><i>KBSC equips safety ships as per the legislative requirement under the Transport Operations Marine Safety Act 1994.</i></p> <p><i>Fire extinguishing appliances onboard and current service.</i></p> <p><i>ULP stored in certified fuel containers.</i></p> <p><i>No smoking onboard Safety ships</i></p> <p><i>KBSC Safety boards Safety Management System inclusive of Procedures.</i></p> <p><i>Safety Crew inductions.</i></p> <p><i>Emergency Drills and crew training for Safety boats</i></p> <p><i>First Aid officers on site</i></p>	<i>Low</i>	<p><i>PRO (Principal Race Officer)</i></p> <p><i>OOD (officer of the day)</i></p> <p><i>Sailing Manager</i></p> <p><i>Safety boat Crew</i></p> <p><i>Coach</i></p>	<p><i>KBSC conducts emergency drills every 3 months.</i></p> <p><i>KBSC Conduct safety inspections of safety ships prior to each event.</i></p> <p><i>Checklist completed as per SMS for each boat Regular practice drills</i></p>

<i>Collision with other vessels and fixed objects</i>	<i>Likely</i>	<i>Moderate</i>	<i>High</i>	<p><i>KBSC conduct safety boat and competitor briefings surrounding sailing rules C and course layout.</i></p> <p><i>Safety boats conduct course sweep to ensure that no known objects are identified.</i></p> <p><i>Safety Boat to maintain alertness for non-Aquatic event vessel traffic</i></p> <p><i>Advertisement of Aquatic event to alert public of aquatic event.</i></p> <p><i>First Aid officers on site</i></p>	<i>Low</i>	<p><i>PRO (Principal Race Officer)</i></p> <p><i>OOD (officer of the day)</i></p> <p><i>Sailing Manager</i></p> <p><i>Safety boat Crew</i></p> <p><i>Competitors</i></p>	<p><i>Conduct drills as regularly as possible.</i></p> <p><i>Use regular racing as an opportunity to run drills.</i></p>
<i>Launching and retrieving ships</i>	<i>Possible</i>	<i>Moderate</i>	<i>Medium</i>	<p><i>Training Powerboat Handling and Rescue Boat training.</i></p> <p><i>Crew Inductions</i></p> <p><i>Tractor induction and sign off.</i></p> <p><i>ATV Inductions and sign off.</i></p> <p><i>Reversing Training SMP</i></p>	<i>Low</i>	<p><i>PRO (Principal Race Officer)</i></p> <p><i>OOD (officer of the day)</i></p> <p><i>Sailing Manager</i></p> <p><i>Safety boat Crew</i></p> <p><i>Competitors</i></p>	<p><i>Schedule Training specifically targeted at Launch and Retrieve.</i></p> <p><i>New volunteers to go through induction.</i></p>
<i>Towing Competitors vessels</i>	<i>Likely</i>	<i>Minor</i>	<i>Medium</i>	<p><i>Training, in particular how to approach a capsized dinghy and once righted how to tow.</i></p> <p><i>Power Boat Handling and Rescue Boat training.</i></p> <p><i>Crew Induction</i></p> <p><i>Daily Briefings</i></p>	<i>Low</i>	<p><i>PRO (Principal Race Officer)</i></p> <p><i>OOD (officer of the day)</i></p> <p><i>Sailing Manager</i></p>	<p><i>Evaluate the fleet and conditions prior to launching, any inexperienced skippers suggest they stay on shore or help in a rescue boat.</i></p> <p><i>Always put engine into neutral when someone is in the water.</i></p>

				<i>Good Radio Communication.</i>		<i>Safety boat crew</i>	<i>Regular practice drills when conditions allow</i>
<i>Exposure to elements (Heatstroke, hyperthermia, Fatigue)</i>	<i>Likely</i>	<i>Moderate</i>	<i>High</i>	<p><i>Ensure Competitors have ample water on board Sunsafe hats and sunscreen for all competitors and volunteers</i></p> <p><i>Sunscreen supplied on all rescue craft carry additional water.</i></p> <p><i>Hypothermia blankets in all rescue boards (First Aid). SMP</i></p>	<i>Low</i>	<p><i>PRO (Principal Race Officer)</i></p> <p><i>OOD (officer of the day)</i></p> <p><i>Sailing Manager</i></p> <p><i>Safety boat Crew</i></p> <p><i>Competitors</i></p>	<i>Part of our club culture</i>
<i>Safety board engine failure</i>	<i>Likely</i>	<i>Moderate</i>	<i>High</i>	<p><i>Good Radio Coms</i></p> <p><i>Training</i></p> <p><i>Powerboat Handling and Rescue Boat training.</i></p> <p><i>Crew Inductions.</i></p> <p><i>Carry Mobile Phone as backup.</i></p> <p><i>Always 2 Rescue Boats on the water as a minimum.</i></p>	<i>Low</i>	<p><i>PRO (Principal Race Officer)</i></p> <p><i>OOD (officer of the day)</i></p> <p><i>Sailing Manager</i></p> <p><i>Coach</i></p> <p><i>Safety boat Crew</i></p>	<p><i>Regular practice drills</i></p> <p><i>Practice using fire extinguishers</i></p>

<p><i>Loss of communication between safety rescue boats and shore</i></p>	<p><i>Likely</i></p>	<p><i>Moderate</i></p>	<p><b>High</b></p>	<p><i>Spare handheld radios kept in Regatta Office. Mobile Phones as backup.</i></p> <p><i>Flags on start Boards (fly upside down).</i></p> <p><i>Sound signals on start boats. Small tool kits on every boat.</i></p> <p><i>Training in common breakdown issues.</i></p> <p><i>Powerboat Handling rescue boat training.</i></p>	<p><b>Low</b></p>	<p><i>PRO (Principal Race Officer)</i></p> <p><i>OOD (officer of the day)</i></p> <p><i>Sailing Manager</i></p> <p><i>Coach</i></p> <p><i>Safety boat Crew</i></p>	<p><i>Discussion at race briefings</i></p> <p><i>Always have VHF hand-held radios as a backup.</i></p>
<p><i>Marine Stingers and Stonefish</i></p>	<p><i>Likely</i></p>	<p><i>Major</i></p>	<p><b>Extreme</b></p>	<p><i>Training in common issues - Powerboat Handling and Rescue Boat training.</i></p> <p><i>2 x 2 Liter Vinegar bottles on each rescue boat.</i></p> <p><i>KBSC Safety Management Plan</i></p> <p><i>First Aid</i></p>	<p><b>Medium</b></p>	<p><i>PRO (Principal Race Officer)</i></p> <p><i>OOD (officer of the day)</i></p> <p><i>Sailing Manager</i></p> <p><i>Coach</i></p> <p><i>Safety boat crew</i></p>	<p><i>No matter what the sting – flood with vinegar</i></p>
<p><i>Flushing Outboard motors</i></p>	<p><i>Likely</i></p>	<p><i>Moderate</i></p>	<p><b>High</b></p>	<p><i>Training</i></p> <p><i>Safety boat and crew inductions.</i></p>	<p><b>Low</b></p>	<p><i>PRO (Principal Race Officer)</i></p> <p><i>OOD (officer of</i></p>	<p><i>Buddy system training.</i></p>

						<p>the day)</p> <p>Sailing Manager</p> <p>Coach</p> <p>Safety boat Crew</p>	
Entanglement and Entrapment	Likely	Major	Extreme	<p>Training in common issues –Powerboat Handling and Rescue Boat training.</p> <p>KBSC Safety Management Plan.</p> <p>Knife on board every rescue craft.</p> <p>Count heads</p> <p>Awareness of board classes and how many people on board.</p>	Medium	<p>PRO (Principal Race Officer)</p> <p>OOD (officer of the day)</p> <p>Sailing Manager</p> <p>Coach</p> <p>Safety boat Crew</p>	<p>Capsizing is a part of sailing. Boards are designed to capsize and right again.</p> <p>Always be prepared to dive in to rescue people.</p>
Hidden objects under water (rocks and logs)	Possible	Major	High	<p>KBSC SMS</p> <p>Training- Powerboat Handling and Rescue Boat training.</p> <p>Briefing – advise of any debris, or hidden rocks etc on the course.</p>	Low	<p>PRO (Principal Race Officer) OOD (officer of the day) Sailing Manager</p> <p>Coach</p> <p>Safety boat Crew</p>	<p>Regular sweeps of the area prior to activities and report to PRO.</p>

<i>Missing Person</i>	<i>Rare</i>	<i>Catastrophic</i>	<i>High</i>	<i>KBSC Safety Management Plan. Report To PRO Check Sign On Sheets Stop Activities and search area. Stop activity, raise flags PRO set search area.</i>	<i>High</i>	<i>PRO (Principal Race Officer) OOD (officer of the day) Sailing Manager Coach Safety boat Crew</i>	<i>Advise Coast Guard, Water Police</i>
<i>Towing of competitors/safe ty vessels</i>	<i>Almost certain</i>	<i>Moderate</i>	<i>High</i>	<i>KBSC Safety vessels Safety Management system Crew competent and trained. Assign Lookout Periodic inspection of tow lines. Essential crew only in tow vessel. Seamanship and housekeeping on towing vessel</i>	<i>Medium</i>	<i>PRO (Principal Race Officer) OOD (officer of the day) Sailing Manager Coach Safety boat Crew</i>	<i>Periodic inspections of the safety vessels as per SMS. Verification of crew competencies</i>
<i>Slips trips and falls</i>	<i>Likely</i>	<i>Minor</i>	<i>Medium</i>	<i>KBSC Safety Management Plan  KBSC Safety vessels Safety Management system  Crew competent and trained.  Current and appropriately qualified First Aid officers present at all events  Communications plan, with Radios and phones present  Operatable Engineering controls such as non-skid decks</i>	<i>Low</i>	<i>PRO (Principal Race Officer)  OOD (officer of the day)  Sailing Manager  Coach  Safety boat Crew</i>	

<p><i>Flammable substances</i></p>	<p><i>Likely</i></p>	<p><i>High Risk</i></p>	<p><i>High</i></p>	<p><i>Refueling to be conducted on land away from ignition sources.</i></p> <p><i>Safety Vessel Safety Management System.</i></p> <p><i>Crew competent and trained. Correct stowage of flammable substance as per Safety Data Sheet.</i></p> <p><i>Firefighting apparatus – Fire extinguisher in date.</i></p> <p><i>Current and appropriately qualified First Aid officers present at all events</i></p>	<p><i>Low</i></p>	<p><i>PRO (Principal Race Officer)</i></p> <p><i>OOD (officer of the day)</i></p> <p><i>Sailing Manager</i></p> <p><i>Coach</i></p> <p><i>Safety boat Crew</i></p>	
<p><i>Minor Injuries – Cuts and abrasions</i></p>	<p><i>Likely</i></p>	<p><i>Minor</i></p>	<p><i>Medium</i></p>	<p><i>KBSC Safety Management Plan</i></p> <p><i>KBSC Safety vessels Safety Management system</i></p> <p><i>Crew competent and trained.</i></p> <p><i>Current and appropriately qualified First Aid officers present at all events</i></p> <p><i>Communications plan, with Radios and phones present and operatable</i></p> <p><i>Engineering controls such as non-skid decks</i></p>	<p><i>Low</i></p>	<p><i>PRO (Principal Race Officer)</i></p> <p><i>OOD (officer of the day)</i></p> <p><i>Sailing Manager</i></p> <p><i>Coach</i></p> <p><i>Safety board Crew</i></p>	

## SAFETY RESOURCES

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The safety requirements for the conduct of racing are established in the World Sailing Race Management Manual Section 1 and prescribed by national and sailing authorities and maritime agencies.

Whilst competitors and race management craft are on the water the event safety status shall be declared by the PRO to be at one of four levels (as per Appendix A):

- Safety Level 1 - General patrol and rescue
- Safety Level 2 - Standby
- Safety Level 3 - Abandon races
- Safety Level 4 - Outside assistance required

The criteria guiding the PRO/CRO in their assessment of the safety level at any time can be found in Appendix A.

All on water race management personnel, officials, and volunteers are to be informed of and agree to the below ethical standards:

- The safety and the welfare of the competitors will be placed above all else
- Race management personnel must accept responsibility for their actions
- Be impartial
- Avoid conflicts of interest (COI) or, if not possible, declare any COI
- Be courteous, respectful and be open to discussion and interaction
- Value the individual in sport
- Seek continual self-improvement through study, performance appraisal and regular updating of competencies
- Encourage inclusivity
- Be a positive role model in behaviour and personal appearance

All race management team members will be inducted in this Race Safety Management Plan and be briefed in the patrol plan and the Rescue Coordination Plan before they go afloat. Safety vessel crews are to receive daily briefings regarding the proposed race plan and predicted conditions of racing.

## RACE MANAGEMENT VESSELS

There are four types of race management vessels which will be at the direction of the PRO:

- **Committee vessels**, being those engaged in or stationed for the starting or finishing of races or setting marks of the course. The CRO will generally be located on a Committee Vessel.
- **Safety vessels**, being those whose primary duty during the race is to monitor the safety of the fleet and respond in appropriate circumstances. Safety vessels will also assist in race management.
- **Jury and media vessels**
- **Support vessels**, being those whose initial duties might be the coaching of sailing boards, but whose ultimate duty still remains to monitor safety and respond to circumstances as necessary.

All on-water vessels must carry an operational VHF radio tuned to the Channel 73, as described in the Communication Plan, Appendix C.

All race management vessels shall be driven by licensed and proficient powerboat drivers. Race management vessel skippers are to be competent in:

- driving their vessel in such a manner that it will not cause injury to others
- the use of the safety equipment on their vessel
- small boat rescues and towing

Each Committee vessel and support vessel will have a skipper and a minimum of one additional crew member who is competent and capable of picking up people from the water and managing damaged boards, etc (the number of crew will depend on the size and type of vessel). It is preferable that each crew member shall be able to swim and should preferably have small boat sailing experience and wear clothing suitable to enter the water and assist in sailing a board back to shore.

Each committee vessel, support vessel and jury vessel shall carry enough life jackets for all personnel on board. Persons on vessels that are inflatable or less than 4.8m long shall wear their life jackets at all times. Crews on other vessels are to be encouraged to wear life jackets in strong winds.

Race management vessels (including coach and jury vessels) are to carry all safety equipment as required by state law. At a minimum this equipment shall be as per Appendix F.

Crews of all race management vessels are to check that all required equipment is present and sign off the daily inspection check sheet prior to heading onto the water each day.

### **RATIO OF VESSELS TO COMPETITORS**

The PRO shall ensure that there are sufficient personnel to resource all committee and support vessels and vessels are suitable for the conditions expected.

A suitable ratio of vessels is required to be maintained in the area during an event. The ratio of vessels/boards will vary dependent upon location of the event, competency of competitors, sea state and expect wind conditions. The PRO and event organisers shall review the number taking into considerations at a minimum the conditions and level of experience and the capabilities of the participants.

### **SUPPORT VESSELS**

Support vessels shall be registered in parallel with the competitor entry process. This shall include written confirmation that the vessel is insured, licenced and carrying the safety equipment required. Only approved support vessels are permitted within the course area and only in areas permitted by the sailing instructions. Support vessels may be asked to assist with race management by the PRO or CRO or Safety Officer.

Once on course, all support vessels shall report to the PRO to check radio reception and confirm their identity and role.

All support vessels must respond at any time to requests by committee vessel to check on the safety of a nearby racing board which has capsized or is otherwise showing signs of acting in a distressed or unusual manner.

## **RACE MANAGEMENT TEAM PERSONNEL COMPETENCY**

The PRO/CRO shall be responsible for ensuring that RMT personnel have the appropriate competencies for the duties that they are required to perform.

The PRO shall be responsible to ensure that all RMT personnel are inducted for the event prior to that individual's participation in the event and that written records are maintained.

## **RACE MANAGEMENT VESSEL DUTIES**

All race management vessels are to assist in the event of an emergency.

The PRO/CRO will brief all drivers as to their functions and responsibilities prior to them proceeding to the race area.

Note that all drivers are to be responsible for refuelling at the end of each day and charging any VHF radios and other communication devices they have been provided with.

## **FIRST AID**

A First Aid Centre will be located at Keppel Bay Sailing Club regatta office during the event.

The first aid equipment to be provided shall be determined by first aid risk assessment that considers the:

- number of competitors
- nature of the boards racing, duration of races etc.
- age range of the competitors and volunteers
- any known health issues

At a minimum the following first aiders shall be provided:

- One first aider on the race course on one of the race management vessels.
- One first aider is to be available on shore at all times with access to the First Aid Centre. The first aider shall be trained in first aid and CPR

Any on water injury requiring off-site assistance should be coordinated with the PRO and any off water injury requiring off site assistance shall be coordinated with the Regatta Manager. An incident report form (see Incident Management Plan/Emergency Response Plan) shall be completed for all injuries and submitted to the Event Manager.

An AED is located in the Regatta Office during the event.

Emergency contact details for first aiders are in Appendix C Communications Plan.

## **RACE PATROL PLAN**

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### **GENERAL APPROACH**

Each safety vessel will have a designated area to patrol during the racing and when boards are transiting to and from the race area. The PRO/CRO will designate patrol areas to each safety vessel for the period during the race and during the period of transit of boards to and from the race area. The aim is to ensure that all areas are covered by at least one safety vessel at any time.

Safety vessels to be afloat prior to competitors leaving the beach. Safety vessels should move to their station prior to the first competitor reaching their allocated patrol area. All safety vessels should keep watch for any racing boards in need of assistance inside of the course area as well as along the defined legs of the course.

Monitoring the fleet and observing the weather conditions are important tasks during the race. Race Management teams will be strategically placed to respond to emergencies refer to Appendix E.

## **DURING RACING**

Unless providing assistance, safety vessels in general should stay outside the course area and maintain a station that is clear of the normal stream of racing boards so as not to constitute an obstruction or hazard to competitors.

Safety vessels should remain in their allocated patrol areas unless otherwise directed by the PRO/CRO and may only leave the course area with the agreement of the PRO or CRO, including towing or shadowing boards to the club. Before leaving the allocated patrol area a safety vessel must ensure the area to be vacated is adequately covered by alternative safety vessels(s).

In general:

- one or two safety vessels would cover each leg of the course with overlapping areas around the marks.
- vessels should be stationed at gybe marks (which are always a problem area).
- in the event of bad visibility, heavy sea, strong wind, etc, some vessels should be stationed to leeward of the course. Any board drifting down the course will be able to be seen / picked up (important especially if on a lee shore).
- if more safety vessels are available some can have a roving role and concentrate on the tail end of the fleet
- fast powerboats/vessels should be used for main coverage of the course as they can cover more area. Small safety vessels such as RIB's would be stationed either close to the shore or in support of other vessels (e.g. gybe marks) depending on weather and course distance from club.
- jury and media vessels will be expected to attend to any board they see in immediate danger as they are often positioned as the best vessel to provide first response assistance and will do so when required. Other dedicated rescue vessel shall relieve jury and media vessels from their rescue response as soon as possible.

All vessels shall remain in allocated patrol areas until directed by the PRO/CRO to change area or come ashore when all boards are accounted for.

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

In the situation where the PRO/CRO calls for 'all vessels' to be used, race management, safety, support, jury vessels, etc, will be classed as 'safety vessels'. It is a mandatory requirement for all registered support vessels to act as safety vessels if required.

All safety vessels should also keep a look out for external vessels crossing the course area and that may pose a risk to those racing. If there is time, seek advice from the PRO/CRO, do so, otherwise gently request the vessel to go around the race area.

## **RETIRING BOARDS**

If race management resources are available, the PRO/CRO may allocate one race management vessel to cover a position where it can take the sail numbers of sailing boards retiring from the race and returning to the club while still being of assistance in generally monitoring the race area.

A vessel so positioned should report any board retiring to the CRO

## **AT THE END OF RACING**

Prior to lifting any marks on the course, race management vessels should confirm with the CRO that the lift is approved.

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

Safety vessels should shepherd competitors as they make their way ashore until directed by the PRO to change task or come ashore because all boards are accounted for. Competitors may be assisted to return to shore at the completion of racing for the day.

The Beach Marshall shall monitor the arrival of boards back to the beach. Accounting for boards is only complete after all are ashore and have signed off.

## **CROCODILE SIGHTING**

In the unlikely event of an “official crocodile sighting” prior to sailing for the day or if one is confirmed sighted while on the water please call the sailing manager Conrad on mobile 0429563117 & he will refer to the KBSC Crocodile Policy & provide instruction. Policy can be found on KBSC website.

# **GENERAL COMMUNICATIONS**

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## **COMMUNICATION**

The PRO/CRO shall hold a briefing/team meeting with on water race management personnel every day before racing.

At least one competitors briefing shall be held prior to the first race of the event and cover:

- an introduction to key officials
- identification of main shore locations (Race Office, Protest Room, etc.)
- location of the Official Notice Board
- identification of committee vessels, marks, etc
- key safety arrangements including the requirement to wear life jackets, trapeze harness safety, hazards and prohibited areas, sign-on, sign-off procedures, injuries and first aid arrangements,
- the course area and the time taken to sail to the race area from the marina or beach
- specific rules of the host club

In the event of a situation arising, such as a storm that involves lightning, a potential shark sighting etc, the PRO or CRO shall involve, at a minimum, other course Race Officers, and Safety Officer personnel in making the decision about whether to continue racing or not.

For this event VHF channels have been selected for regular communications and all committee vessels and support vessels must have an operational VHF transceiver tuned to this channel. The VHF needs to be waterproof or carried in a sealable bag. Radio communication between support vessels should relate to race and incident management issues ONLY, be undertaken in accordance with ACMA radio protocols, and communications are to be clear and concise. Support vessels must have their VHF monitoring the channel of the course they are on

In the event of an incident requiring communications between the PRO/CRO and a support vessel all race management communications must cease until otherwise advised by the PRO.

All communications need to be clear and specific when describing whether a board or person is missing:

- If a board is missing it should be referred to by sail number
- If a person is missing the person's name should be used if possible

Refer to boards by sail number, do not refer to a board by one of the sailors names as this can cause confusion over the radio/mobile phone.

An emergency communications contact list of key personnel mobile phone numbers is to be provided to:

- the PRO
- the Safety Officer
- the Beach Marshall
- the host club representative
- each race management vessel
- the Event Manager
- the Incident Manager

For these contact numbers and frequencies refer to Appendix C.

## **EMERGENCY RESPONSE PLAN**

A crisis is an incident of Major severity in the Incident and Emergency Response Plan for the event. It generally occurs when an incident has resulted in a death, serious injury, missing person on water etc. and the event has, or has the potential for, adverse media attention.

The Marketing and Communication Manager/Spokesperson shall report to the Incident Manager, AS General Manager and CEO of KBSC shall address all media enquiries.

The Regatta Manager shall provide support to other parties involved in the incident and access next of kin details.

Counselling as required shall be brought in to support staff, volunteers and competitors as required.

Refer to Appendix H – Incident and Emergency Response Plan

# **GUIDELINES FOR OBSERVING CAPSIZED BOARDS, TOWING OR ABANDONING BOARDS AND ENTRAPMENT**

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Capsized boards and boards that have become disabled and require towing ashore are a normal part of racing. Boards unlike dinghy's don't actually "capsize" in fact the rig usually falls in the water and will act as a sea anchor keeping the board stable. It is not common of sailors to have the board in this position while waiting for races, having a rest or recovering from a stack. For this document we will use the word "capsize" to indicate a board with its rig in the water. These situations in themselves do not constitute an emergency unless the crew is injured, ill or missing, there is the threat of property loss or there are a number of boards in distress.

Only one support vessel should assist or stand by a board requiring assistance unless the first board has requested additional help. All other support vessels should remain on station and watch out for other boards requiring assistance.

The PRO/CRO should be informed when assistance is provided to a board.

## **OBSERVING CAPSIZED BOARDS**

Capsizing is a normal part of sailing and will usually not result in a requirement for assistance. When a board is observed heaved to or capsized, (rig in the water) safety vessel(s) will count and observe the crew until they are sure rescue assistance is not required, while positioning themselves to render assistance promptly if required. A capsized board means that the rig is laying in the water and the sailor is either on the board or in the water too.

Your first priority is always the safety of the person(s) in the water. When approaching a capsized board ensure that you can see the sailor(s) who were on board. Rescue crew entering the water with the aim of assisting the capsized board must wear a life jacket for their own safety

When manoeuvring close to a board, be aware of sail and rigging. Try to come alongside on the windward side so that the boom/rig is away from you.

Approach the board and stand off the bow of the capsized board about by two board lengths. Generally, when approaching a dinghy and/or a person(s) in the water, the safety vessel driver should aim to keep themselves between any people in the water and the outboard motor. This ensures that the people in the water are as far away from the safety vessels propeller as possible.

If you cannot see the sailor, you must ensure that no one is entrapped under the board or sail, don't panic if you do not see them straight away, usually they are just out of sight on the far side of the board. Once you are satisfied that the crew are safe, remain standing-off while they right the board.

People have priority over boards and if the crew is injured, showing signs of hypothermia or frightened they should be taken on board the safety vessel first and their condition assessed.

If they need urgent attention the safety vessel crew should explain the situation to the PRO and seek direction as to how the crew is to be treated. The PRO may allocate a different safety vessel to this task.

### ***Only give assistance if it is urgently needed***

Crews should be advised in briefings that in extreme weather conditions the safest state for a board may be capsized with rig/sail in the water with the crew either sitting on it or hanging on alongside. If the board is not damaged, then experienced and appropriately dressed crews will often prefer to stay in that position until the wind strength reduces, then right their rig and sail home.

Even if that is not their preferred course of action, in a situation where there are many boards to be attended to the support board crew might ask them if they can wait and leave them where they are if possible (however extreme care should be exercised if asking this of younger crews as they may feel pressure to inadvisably agree). The PRO should be advised of the identity of the board and the action taken in each case so it can be followed up later.

## **REMOVING SAILOR FROM BOARD**

Once it is decided that someone needs to be brought on board, approach as you would for a man overboard and once you are within 2-3 metres engage neutral gear. It is vital that you ALWAYS, stop the propeller as you close-in on people in the water.

When approaching the board, the safety vessel driver and crew should look out for loose lines or rigging that could foul the propeller. If there is more than one person in the water, decide who to bring aboard first, e.g. if someone appears to be approaching exhaustion get them first. When you bring someone aboard the safety vessel, make sure that they are kept warm. Lend them a sailing jacket or wrap them in a thermal blanket if necessary.

If someone is so cold that they need to be kept warm, get them ashore as quickly as possible to be warmed-up. This may mean temporarily abandoning their board. If you do this, follow procedures outlined in ***Abandoning a board***

## **TOWING**

Boards should only be towed back to shore with permission of the PRO/CRO. The PRO/CRO shall also decide the order in which boards shall be towed to shore. If the situation permits, use a slow boat to tow boards back to shore, for the following reasons:

- A fast boat in most situations can still only tow at a slow speed.
- Towing can take up a lot of time especially if you have a long way to shore
- A fast boat can cover more area in less time than a slow board
- In some areas it may be better to have small or slow boats used to take over a tow.

If necessary, take the board in tow to the nearest beach and don't attempt to tow it back to the club. If hypothermia is not a concern, their health is fine and they are able to be responsible for themselves they may be left with the vessel on the nearest beach, inform the PRO/CRO of the action taken and return to duty on the course.

Note that the following actions will assist in the successful tow of a board.

- If the sailor requires assistance, go alongside the sailor keeping the RHIB to leeward of the board and rig.
- Reposition the RHIB to a position that will allow unimpeded access to the top of the rig and importantly from the direction of the clew towards the mast.
- Slowly approach the top of the rig, lean over and hold the top of the rig by the mast and luff pocket. Place the top of the mast on the side of the rescue craft, keeping your hand away from being caught between the rig and the RHIB.
- Ask the sailor to disconnect the rig from the board
- Rescue boat crews should then store the rig with mast across the boat at the back of the RHIB with the clew pointing aft
- One person to keep hold of the mast to stop it flying off
- The sailor should then retract the centreboard and climb up onto the RHIB

- Then place the board in the boat keeping aware of the fin on the back of the board
- Keep the rescue craft moving slowly head to wind. Secure the boom head to a solid fixture on the rescue craft
- Drive at a speed that keeps the apparent wind coming from the front of the rescue craft
- If picking up a second board, repeat above however slide the second rig inside the boom of the first one this will keep the sails more or less in the same space and as they are heavier now, less chance of flying off
- Make sure both sails are facing the same way when sliding inside the boom (head to head, mast to mast, clew to clew)
- Store the second board on the other side of the RHIB

## **ENTRAPMENT**

All support boats are equipped with knives and cutters. (Rescue boats crews are also encouraged to carry their own sharp knife). Rescue crews should not hesitate to cut sheets, sails, rigging or the sailors clothing to free a trapped sailor.

Australian Sailing policy states that “Immediately it becomes apparent that a sailor has not surfaced and may be entrapped, all efforts should be directed towards righting the board to bring the sailor to the surface.”

When the sailor has been brought to the surface, safety vessel crew should then use available equipment to release the trapped sailor.

## **ABANDONING OF BOARD**

When removing competitor off the board due to a rescue onto a rescue vessel please ensure you follow the steps.

1. Place pink tape/ribbon to indicate competitors have been removed from the board.
2. Radio to the tower sail no and the number of competitors placed onto the race management boat.
3. PRO to be notified of the rescue
4. Ensure competitors are dropped at the drop off point for First Aid treatment.
5. Replacement safety tape is available during the regatta with the CRO or Regatta Manager.

In an emergency, the priority is to save lives, not the boards. Drifting or anchored boards can be picked up later. Safety of competitors and rescue vessel crews will always take priority over the preservation of boards.

## **EMERGENCY RESPONSE**

An Incident Management Plan/Crisis Management Plan has been prepared for the event. Emergency Response Guides have also been prepared and shall be provided to each support board to provide guidance for more commonly expected types of incidents refer to Appendix H.

In the event of a Major or Severe Emergency and the dialogue is considered of a personal or private nature, the PRO and/or the Race Manager may request those concerned to switch to the Emergency VHF Channel 77

## **AMBULANCE MEETING POINTS**

In the event of an Injured competitor, in the first available instance the rescue craft should drive straight onto the beach. Ambulance will meet at the base of the ramp. Beach Marshall to ensure that the pathway is clear for the Ambulance, Beach Party, and Injured competitor. Refer to Appendix D.

If a high tide occurs, the secondary meeting point is at the public board ramp in Ross Creek. The Ambulance will meet you there. Refer to Appendix D.

**APPENDIX A – SAFETY PROCEDURES OPERATION SHEET**

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Safety Level	Trigger Conditions	Person in Control	Actions	Communications
LEVEL 1				

GENERAL PATROL and RESCUE	Wind speed 0 – 15 knots	Course Race Officer (CRO) On duty - Beach Marshall - First Aider - Incident Manager	- Rescue craft to patrol designated areas - Towed dinghies rescued to start-finish vessels or shore. - Rescue craft not to leave course without clearance from CRO.	Monitor VHF Ch. By Course Beach Marshall – Ch. 73 PRO Paul Effeney 0481 058 088 First Aider – VHF 73
LEVEL 2				
STAND BY	Wind speed 15 – 25 knots Strong Currents	Course Race Officer (CRO) On duty - Beach Marshall - First Aider - Incident Manager	- As above - Support boats may enter course and assist when requested by CRO	Monitor VHF Ch. By Course Beach Marshall – Ch 73 PRO Paul Effeney 0481 058 088 First Aider – VHF 73 Safety Officer - Conrad Byrt 0429563117 Incident Manager
LEVEL 3				
ABANDON RACES	Wind speed >25 knots Wind and sea conditions not safe for ongoing racing. eg electrical storm, thunderstorm, fog/whiteout, wave conditions, strong currents.	Course Race Officer (CRO) On duty - Beach Marshall - First Aider - Incident Manager - Others	- Rescue craft directed by CRO - Rescue craft to either tow boards ashore or abandon boards after tagging with (crew safe) tape - CRO to coordinate other available boats to assist where practical - CRO to liaise with Beach Marshal to confirm boards ashore	Monitor VHF Ch. By Course Beach Marshall – Ch 73 PRO Paul Effeney 0481 058 088 First Aider – VHF 73 Safety Officer - Conrad Byrt 0429563117 Incident Manager
LEVEL 4				

OUTSIDE ASSISTANCE REQUIRED	Inability of Rescue Personnel to effectively manage the situation	Principle Race Officer (PRO) On duty - Incident Manager - Beach Marshall - First Aider + Others	- Decision to call external agency (Volunteer Marine Rescue/Coast Guard/Police/SES) - Continue as above - Beach Marshall continues head count	Monitor VHF Ch. By Course Beach Marshall – Ch 73 PRO Paul Effeney 0481 058 088 First Aider – VHF 73 Safety Officer - Conrad Byrt 0429563117 Incident Manager Volunteer Rescue VHF 16
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## APPENDIX B – SPORTS OFFICIAL’S CODE OF ETHICS

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- Place the safety and welfare of the participants above all else.
- Accept responsibility for your actions
- Be impartial
- Avoid anything which may lead to conflicts of interest
- Be courteous, respectful and be open to discussion and interaction.
- Value the individual in sport
- Seek continual self-improvement through study, performance appraisal and regular updating of competencies.
- Encourage inclusivity and access to all areas of officiating.
- Be a positive role model in behaviour and personal appearance.

## APPENDIX C – COMMUNICATION PLAN

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All boats will have mobile number's with contact phone numbers attached near helm.  
 Highlighted below in yellow indicates Level 2 safety Boats.

<b>PRO and Technical Delegate Location / Appointment</b>	<b>Radio Channel</b>	<b>Name</b>	<b>Call Sign</b>
PRO	VHF CH 73	Paul Effeney	PRO
Beach Marshal	VHF CH 73	Refer to roster	Beach Marshal
Regatta and Incident Manager	VHF CH 73	Conrad Byrt	Regatta Office
Safety Officer	VHF CH 73	Sophie Baynton	Safety officer
First Aider	VHF CH 73	TBA	Regatta Office

<b>RACE MANAGEMENT TEAM ALPHA</b>	<b>Radio Channel</b>	<b>Vessel Name</b>	<b>Call Sign</b>
Regatta Office	VHF CH 73		Regatta Office
Committee Vessel (start and finish)	VHF CH 73	MURIEL D	Alpha Start
Mark Boat	VHF CH 73	Georgie B	Alpha Mark
Safety 1 / Pin Boat	VHF CH 73	Barbara R II	Alpha Safety 1
Safety 2	VHF CH 73	Fergie B	Alpha Safety 2

<b>RACE MANAGEMENT TEAM BRAVO</b>	<b>Radio Channel</b>	<b>Vessel Name</b>	<b>Call Sign</b>
Regatta Office	VHF CH 73		Regatta Office
Committee Vessel (start and finish)	VHF CH 73	Deirdre P	Bravo Start
Mark Boat	VHF CH 73	YSHS RIB	Bravo Mark
Safety 1 / Pin Boat	VHF CH 73	Carole G	Bravo Safety 1
Safety 2	VHF CH 73	Barbara R	Bravo Safety 2

## TELEPHONE NUMBERS

Host Club CEO	Mal Cochrane	0408 457 976
Regatta and Incident Manager	Conrad Byrt	0429 563 117
Windsurfer Class Association Australia President	Greg Johns	0400 193 680
Windsurfer Class Association Australia NQ Representative	Johanna Winstanley	0434 367 341
Commodore	Sandra Byrt	0427 678 230
Vice Commodore	Bevan Newton	0400 594 891
Host Club	Keppel Bay Sailing Club	4939 9500
Principal Race Officer	Paul Effeney	0481 058 088
CRO – Alpha	Paul Effeney	0481 058 088
CRO - Bravo	Daryl Skinner	0409 632 978
Safety Officer	Conrad Byrt Sophie Baynton	0429 563 117 0457 475 024
Beach Marshal (Clubhouse)	Refer to volunteer roster	VHF CH 73
Yeppoon Hospital		4913 3000
Ambulance / Police / Fire		000
Police (Yeppoon)		4939 0000
Volunteer Coast Guard Yeppoon VHF 16 (emergency) or VHF 21		Phone: (07) 4933 6600 Mobile: 0419 794 812
BOM Rockhampton		4922 3597
Rescue Co-ordination Centre, Canberra		1800 135 792
First Aiders: KBSC Staff, some volunteers		VHF CH 73
Emergency Channel (Switch to channel at request of PRO or Regatta Manager)		VHF CH 77

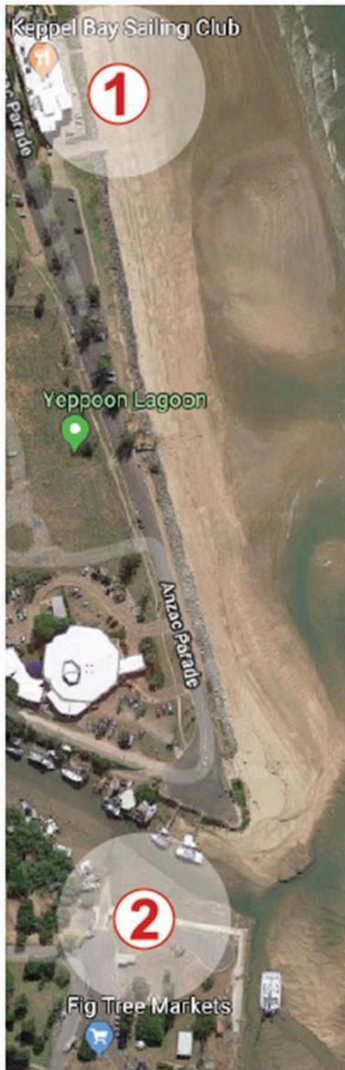
## APPENDIX D – RACE AREA

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## APPENDIX D – AMBULANCE MEETING POINTS (REGATTA OFFICE, BEACHSIDE) COURSES



### AMBULANCE MEETING POINT

- 1** KBSC Boat Ramp - First instance  
Keppel Bay Sailing Club  
Anzac Parade Yeppoon QLD 4703
- 2** Ross Creek Boat Ramp (Only if a High Tide Occurs)  
Ross Creek Yeppoon QLD 4703

### FOR ALL MEDICAL EMERGENEIS CALL 000 AND ASK FOR AMBULANCE

#### RECCOMENDATIONS FOR ALL STAFF AND VOLUNTEERS

1. Person closest to the incident calls 000.
2. Request 4WD ambulance if available.
3. In the case of the incident is on the water and a mobile phone is not available, radio the regatta office who will relay the information to emergency services.
4. Drive boat straight onto beach as close as possible to the KBSC beach access ramp.
5. Where possible send a volunteer to the ambulance and guide them to the incident.
6. If there are multiple casualties, take them all to the one location where possible.

#### QUESTIONS ASKED BY THE CALL TAKER

- What is the exact address of the emergency?
- What is the phone number you are calling from?
- What is the problem, tell me exactly what happened?
- How old is he/she?
- Is she/he conscious?
- Is she/he breathing?

Answering these questions to the best of you ability ensures that we have the most accurate information about the patients condition and can assess the situation quickly.

#### WHAT HAPPENS NEXT?

- Do not hang up!
- The call taker may ask you additional questions and can also provide further assistance and/or medical advice depending on the emergency.

## APPENDIX E – PATROL ZONES

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We are not prescriptive about patrol zones for each course area/course type. This will be left up to the CRO to allocate his/her resources as efficiently as possible given the various classes that might be on course at the same time, their entry numbers, their relative experience, their relative speed and weaknesses.

## APPENDIX F – RACE MANAGEMENT VESSEL EQUIPMENT CHECK LIST

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Race management vessels should be capable of operating and anchoring in the expected conditions experienced in the race area. They shall carry as a minimum all the Standard Safety Equipment as required by the state law and the additional boat equipment as detailed below.

<b>Equipment required for registered boats in QLD</b>	<b>Smooth and Partially smooth waters</b>
<u>Flares</u> (2 red hand-held and 2 orange smoke)	✓ (if outside smooth waters 0.5nm off shore)
<u>Fire fighting equipment</u>	✓
Signalling device if operating at between sunset and sunrise (e.g. torch, lantern, glow stick)	✓
<u>V sheet</u>	✓ (if outside smooth waters 0.5nm off shore)
<u>Lifejacket</u> for each person	✓ Lifejacket level 100, 150, 275 or level 50
Anchor	✓ (with cable appropriate for size of vessel)
Chart	✓ (if outside smooth waters 0.5nm off shore)
Compass	✓ (if outside smooth waters 0.5nm off shore)
Drinking water	✓
Handheld electronic navigation device (if not equipped with a chart and compass)	✓ (if outside smooth waters 0.5nm off shore)
Oars or paddles (for boats under 6m)	✓
Pumping or bailing equipment	✓
<b>Additional Safety Equipment required for conduct of Racing</b>	
Spare Fuel	✓
Towlines X 2	✓
VHF Radio	✓
Sharp serrated knife	✓
Bolt Cutters	✓
Pliers or shackle key	✓
First Aid Kit	✓
Kill cord and spare	✓
GPS system	✓ For committee Vessels and Mark Boats
Compass	✓ For committee Vessels and Mark Boats
Binoculars	✓ in tower, aboard committee vessels
Crew safe tape	✓

## **APPENDIX G – CLASS WIND SPEED LIMITS**

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The wind speed limits will vary from each location and class. Australian Sailing recommends the Principal Race Officer (PRO) refers to the Class Association wind strength guidelines and assess local conditions in conjunction with the Class Rep at the regatta.

## APPENDIX H – INCIDENT AND EMERGENCY RESPONSE PLAN

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**Please note: that in the instance of a crisis, the only person allowed to speak to media will be the Keppel Bay Sailing Club - General Manager**

Please ensure your staffs/volunteers are aware and fully briefed on the following procedure in case of serious property damages and/or serious injury

In the instance of a crisis the following procedure **MUST** be followed:

1. **If situation is an obvious emergency please dial 000 in addition to calling for immediate on site first aid assistance, if not already a qualified first aider.**

**First Aid Assistance can be located in the Regatta Office**

2. **Report Incident directly to the responsible manager and ensure necessary emergency services have been contacted.**

<b>On Water</b>	<b>Paul Effeney</b>	<b>VHF Ch 73</b>
<b>Host Club</b>	<b>Conrad Byrt</b>	<b>0429563117</b>

3. **Once incident has been reported – responsible manager to notify other area managers and Australian Sailing**

- Meeting to take place between Management Team in Jury Room
- Conrad Byrt to notify KBSC General Manager immediately
- Holding release approved and ready to be distributed to media

Holding Statement – if pressed or contacted directly by the media

**“I’m sorry but I am not the best person to speak with about the situation but here are Mal Cochranes contact details from Keppel Bay Sailing Club 0408 457 976 and he will assist you”.**

## Contacts Schedule

<b>Contact</b>	<b>Person to be contacted</b>	<b>Responsible to make Contact</b>
Next of Kin	As provided at registration (Regatta Manager to Supply)	Mal Cochrane
On water team	Officials, Volunteers, Coaches	Conrad Byrt
KBSC	Commodore	Mal Cochrane
Sponsors	Sponsors	Conrad Byrt
Guests	Guests	Sandra Byrt

- 4 Regatta Manager to provide support to other parties involved in incident and access next of kin details.
- 5 Staff & Volunteers provided with a situation update - meeting to take place in the board room at KBSC or alternative room to be found and announced over the Public Announcement System
- 6 Counselling to be brought in to support staff, volunteers and competitors as required
- 7 Press release – announcing incident to be released
- 8 All media enquiries to be direct to Keppel Bay Sailing Club General Manager – Mal Cochrane – Mobile 0408 457 976 E: mal.cochrane@kbsc.com.au

**-END -**

For further information – please contact Conrad Byrt 0429 563 117

## APPENDIX I – REGATTA OFFICE AND CONTROL TOWER PROCEDURES

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### **PRIOR TO RACING**

1. Attend the Race Committee/Volunteers meeting to discuss race conditions and any concerns. Confirm radio channel with CRO.
2. Check radio operation and availability of binoculars in tower/regatta office.
3. Check all require documentation is available in tower/regatta office.
4. Log Radio & POB checks with all patrol boats and RIB's leaving marina.
5. Log Radio & ROB checks with all jury boats leaving marina.
6. Log Radio & PRO checks with all coach boats leaving marina.
7. Monitor all competitor boats leaving the beach and marina.
8. Communicate with Beach Marshall to ascertain number of competitors on the course.
9. Notify Start Boat of number of competitors on water (and in each class where appropriate).

### **DURING RACING**

#### ***At any time during the race***

1. Monitor the radio and log all communications to the tower/regatta office.
2. Log the details (board No. and time) of retired boards returning to the beach.
3. Liaise with Beach Marshall to ensure safe return and sign off of retirees.
4. Notify Start Boat of retirees ashore.
5. Log any information between race management vessels deemed to be relevant.

#### ***Emergency Procedures***

1. Log incidents where sailors removed from board due to injury. Note time, board number/name, sailors name (if available), and the location/rescue boat with the sailor and approximate arrival time at drop off point.
2. Ascertain details/severity of jury.
3. Instruct rescue boat to deliver sailor to the nominated drop off point.
4. Notify Regatta Manager/PRO of type of injury, perceived severity, anticipated arrival at drop off point.
5. Sailors who require first aid to be signed off by Beach Marshall.

#### ***Abandonment of Racing***

1. Notify Regatta Manager/PRO that racing has been abandoned.
2. Liaise with Beach Marshall to determine when all sailors are ashore (signed off).
3. Log incidents where sailors removed from board for any reason.
4. Notify Start Boat when all sailors are accounted for.
5. Notify Regatta Manager/PRO when requested by Start Boat to escalate rescue functions to Water Policy/Marine Rescue.

#### ***Completing of Racing***

1. Liaise with Beach Marshall to determine when all sailors are ashore (signed off).
2. Notify Start Boat when all sailors are accounted for.
3. POB checks with all patrol boats and the RIBS are returning club.
4. Radio & POB checks with all jury boats returning to club.

File any paper work with Regatta Manager.

