

PORT HACKING OPEN SAILING CLUB Inc.

SUPPORT BOAT OPERATING PROCEDURES

& EMERGENCY GUIDELINES

IN A BOATING EMERGENCY

RADIO / TELEPHONE FOR ASSISTANCE ON:

- * **VHF CHANNEL 16** – **“Marine Rescue Solander”** (distress, safety & calling channel)
- * **VHF CHANNEL 73** – **“Port Hacking Sailing”** (this is a marine “Working” channel)
- * **TELEPHONE “000” (EMERGENCY) & MARINE RESCUE Solander on (02) 8071-4848**

**CONTACT THE “PHOSC STARTER” IMMEDIATELY FOR BACKUP & CO-ORDINATION
SUPPORT *(if on duty)***

Also refer to PHOSC document “VHF Radio Use & Protocols”

Activity:

PHOSC provides & co-ordinates sailing activities generally on the broad water of the Port Hacking River.

To support these activities the club has two support vessels that assist in training, pickups, marker laying and retrieval, relaying changed racing instructions to the fleet, rescues and towing sailing craft to and from the club.

This guideline describes the minimum standard by which PHOSC expects its support boat operators to adhere to.

Club Vessels:

The club has two boats available for use, these are:

- 1) **Inflatable 3m Zodiac** with a 15hp outboard motor primarily used for Learn to Sail & “Club Yowie”
- 2) **4.9m centre console RIB** with a 60hp outboard. This is the **primary support boat**

Pre-requisites:

Both vessels can only be operated by PHOSC members (approved by the Rear Commodore), over the age of 16, that hold a valid NSW recreational power boat licence or equivalent.

Life jackets MUST be worn when operating any support vessel *(inflatable life jackets are stored on the RIB)*

The RIB is to be manned by a crew of at least two. Either crew member must be prepared to enter the water, if necessary, in order to assist sailors and if required effect a rescue. The support boat crew should log any incidents

and return these to the starter. No other personnel or “joy-riders” are allowed on-board when the vessel is engaged in support activities, unless expressly approved by the Rear Commodore or the PHOSC race committee.

No alcohol, illegal drugs or smoking is allowed on either of the boats, nor shall its operators or support crew be under the influence of any of these items.

The support boats can only be used for PHOSC activities within the confines of Port Hacking and Bate Bay, or by race committee approval the vessels may be utilised for other home port or away events as requested

Responsibilities:

It is the club’s responsibility to ensure that the boats are in compliance with registration and are serviceable for use.

It is the skipper’s responsibility to ensure that there is adequate fuel on-board and all items on the safety check list are serviceable and available to be used. It is also the skipper’s responsibilities to ensure they have a valid NSW Recreational Boat Driver’s license and that they operate the boat in a responsible and legal manner.

The support boat skipper will report any incidents occurring either on the water or with the boat. The skipper will ensure that radio contact is maintained at all times with the starter (if on duty) and other key people in the fleet with radios that may be on water i.e., the Rear Commodore.

Safety Officers Role: The support boat’s skipper effectively becomes the Safety Officer for the race. All club boats will follow commands directly issued to them. In the event of a capsize or a man overboard the Safety Officer’s primary responsibility is the safety of all participants. This takes precedence over all other activities, procedures or equipment.

During the race the support boat will maintain a vigilant view of the race fleet, whilst maintaining a safe distance preferably down-wind from competing dinghies.

The support boat crew needs to ask permission before assisting a person or boat that “appears” to be in distress, but can override their denial of assistance if they deem there is an imminent danger not apparent to the sailor.

The primary purpose of the PHOSC support boat is to serve & protect PHOSC members. If asked to stop a rescue and do another task as directed by the Water Police or NSW Maritime, this request must be co-ordinated with the PHOSC starter via radio or telephone.

The support boat helm is the Safety Officer on the water and all club vessels will obey commands directly issued to them:

- ✓ **The engine should be switched off within two boat lengths of anybody in the water.**
- ✓ **Do not allow anyone in the water, when alongside the RIB, to be behind the helm (due potential prop strike)**
- ✓ **Do not sacrifice the safety of others by coaching or concentrating on a single boat**

Pre-Departure checks:

- Weather report
- Sufficient fuel
- Ensure bungs are in before launching
- Oars and oarlocks as appropriate and check the First Aid kit is on board
- Ensure towing rope is attached & spare tow rope available
- Engine must be firmly clamped on (i.e., Zodiac 15hp)
- Ignition emergency kill cord attached
- Check radio operation with starter by calling them on the appropriate radio frequency (**VHF CHANNEL 73**)
- Anchor and sufficient anchor line
- Life jackets annual check not expired
- Sign on

Equipment checklist:

First aid box, Space Blanket, bailing bucket, Tow rope, Spare life jackets, bow line, Gaffer Tape, Oars or Paddles, VHF Antenna, Marker Buoys and tackle, Boat Hook, Drinking Water, Sun Block.

Laying the Course:

All markers will be laid according to the Racing Instructions & maps with the PHOSC support boat skipper using their best judgment on the day to make minor adjustment to the course dependant on conditions. The markers should be laid from the bow of the support boat by the bowman as the vessel reverses into the wind. Recover a marker by approaching from downwind and when the bowman has the marker in hand, then place the boat in neutral and bring the marker on board. Utilise safe lifting techniques to avoid any back injuries (team lifting technique is ideal).

Dinghy Capsizes and Support boat response:

- **In most cases the dinghies are righted by their crew. The function of the support boat is to assist where non-standard situations arise, or when the dinghy crew is fatigued or are not coping with their situation. The support boat should remain nearby, in neutral & downwind as it observes the capsize recovery.**
- The support boat is to attend all incidents. It is the duty of the support boat skipper to prioritise support boat activities if a number of dinghies have capsized and also require assistance.
- The skipper is to assess the situation and issue instructions or take control if deemed appropriate.
- The first responsibility is to ensure the safety of sailors, crew, students or other persons.
- It is recommended to always approach a capsized boat from astern and from leeward keeping clear of any hazards or obstructions including ropes and sails, this allow both sides of the dinghy to be seen and there is very little chance of the support boat being blown onto the capsized dinghy. Be conscious not to let sailors, fingers or arms get squashed between both boats.
- Crews are automatically disqualified if they accept outside assistance. Ensure they want or need assistance first, however if danger is imminent the support vessel skipper must override the dingy skippers request.
- If any person is transferred from a sailing vessel to the support boat the support boat driver must ensure that the motor is in neutral turned off prior to the sailing crew coming aboard.
- If a crew member is trapped underwater the first task is to right the sailboat as quickly as possible.
- If they are floating face down a safety boat crew member must enter the water to immediately assist.

- Dealing with Capsized Boats: Most capsizes leave the mast and sail pointing approximately downwind, for a quick recovery approach from downwind, ask the crew if they have any injuries and then ask the crew to tidy any sails, un-cleat the jib and mainsheets, then lift the tip of the mast and work down it and along the forestay. Retain hold of the bow until the crew is back on board and in control.
- Towing: If a dingy is damaged and unable to continue, or if the crew is cold or exhausted, the support boat should tow the dinghy back to the club. Tell the crew to drop the sails and then pass the tow rope through the bow towing ring & wrap the tow rope around the base of the mast with two turns, give the tail of the tow rope to the crew, do NOT tie it off within the dinghy. This is to ensure that the tow rope can be quickly released in an emergency. The centre board should be fully up, and the crewmembers should move as far back in the boat as practically possible whilst still being able to helm the boat and holding onto the tail of the tow rope as a safety release. Ensure the skipper is seated and has the helm prior to towing.
- Jib hands (if not required on-board) can be transferred to the support boat.
- If other sailors require urgent assistance, leave the dinghy as it is, get the sailors into the RIB and redeploy to the next boat that requires assistance as directed by the PHOSC Support Boat Skipper
- CAUTION: The dingy may be full of water after the capsize. If time permits and in order to avoid unnecessary damage to the dinghy, instruct the crew to bail out as much water as possible before commencing the tow. Towing should then be initiated very slowly, maintain a slow & manageable pace & monitor the dinghy crew.

First response emergency medical action:

- Assess the situation quickly – check for danger
- Check if there is danger to yourself, the casualty or others before rendering any assistance
- If safe to do so, remove the danger OR remove the casualty from danger
- Identify the nature of the injury or illness as best as possible
- Check if the casualty is conscious/unconscious & breathing
- Is the injury or sudden illness life threatening or time critical?
- Does the casualty need urgent medical attention?
- Call for assistance and/or emergency services to attend & radio/phone the race starter to coordinate help

**IF THE INJURY IS LIFE THREATENING OR TIME CRITICAL IMMEDIATELY CALL
EMERGENCY via MOBILE PHONE on “000”
and/or MARINE RESCUE SOLANDER (02) 8071-4848**

Life Threatening Emergency

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- Maintain constant radio contact with **PHOSC STARTER** as they will be the **central point of contact** and coordination to direct ambulance, police or in-house PHOSC medical personnel that may be on hand.
- It is important to transport the injured person to safety *or* to where medical assistance is available **ASAP**, and in order to expedite this movement, the sailing vessel must be abandoned. If an ambulance is required it may be deemed to be advantageous to go immediately to the nearest wharf (Yowie Bay boat ramp or Lilli Pilli wharf), where the ambulance can meet the PHOSC support boat more easily than at the PHOSC clubhouse.

ALL stakeholders MUST be kept updated via radio and/or telephone to avoid any confusion

- NOTE: The safety of our members is your paramount duty, have no concern about abandoning a dinghy as it will come to little or no harm & can be recovered later **URGENT MEDICAL ASSISTANCE IS CRITICAL!**

Persons in the water:

- If there is a person in the water that needs to be recovered an approach should be made from downwind. Cut the engine when two boat lengths from the person in the water. Allow the safety boat to glide slowly near the person. The bowman should be able to secure the person as they come alongside. Do not allow anybody in the water to be astern of the helm (near the propeller). Life ring, towrope, boat hook or oar can be used to bring people closer to the support boat. Secure & deploy the onboard stainless-steel ladder in the front section of the RIB for the sailor to climb onboard the RIB or if the sailor is unable to do that by themselves, bring them alongside the RIB & face them away from the boat, get them to cross their arms and both support boat persons can lift them aboard by grasping them under the arms and bobbing them up and down if necessary to get them onboard.
- Make a note on the Sign-On sheet of all significant rescues and complete an Incident Report (last page of this document) where an injury or first aid was administered, and give this to the Rear Commodore, PHOSC Starter or Commodore.

Boat starting Procedures:

- Both vessels have unique starting procedures and these will be covered during equipment familiarisation by the Commodore, Vice-Commodore or the Rear Commodore.

PHOSC Safety Boat Manual

First Aid / Incident Form

Personal details

Name of injured/ill person

Home Address

Date of Birth Sex Phone (Work) (Home)

Worker (please circle) yes no

Work Section Occupation

Visitor (please circle) yes no

Any known illness and/or medications

Incident details

Nature of injury/illness (for example, burn, laceration)

Bodily location of injury/illness

Date of incident Time Location

How the injury/illness occurred

Name/s of any witnesses

First aid management

Details of first aid given

Any medical treatment (for example doctor, hospital, ambulance)

Name of person administering first aid (please print)

Work title Work section

Signature Date

Subsequent injury/illness management