



Safety & Emergency Plan

For the Management of Racing for all Sailing Dinghy & Board Classes

Objective:

To provide a safe on-the-water environment for Competitors and Volunteers having regard for both expected and unforeseen conditions including:

- Minimum safety requirements for the conduct of races.
- A coordinated emergency plan for events
- Recommended responses by rescue boats and emergency services.



Organising Authority:

CLUB / ORGANISATION



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- 6. The Rescue Team Personnel**
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Duties:

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 - 6.2.3 Radio Operator/s.**
 - 6.2.4 Telephone Operator/s.**
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- 7. Kite Board Safety Procedures**
- 8. Sailors with disabilities**

Appendix A – Sailing Instructions – Safety Considerations.

Appendix B - Emergency Procedures Operations

Appendix C - Safety / Patrol Boats – Checklist.

Supported By:

SPONSORS.....

NOTE:

“The International Regulations for preventing Collisions at Sea” take precedence over the “Racing Rules of Sailing” that do not apply to boats not racing.

1. Responsibilities:

SAFETY - COMPETITORS:

Competitors attention is drawn to fundamental RRS 1.1, 1.2, 4 & 62.1c.

All sailors are advised that they are responsible for the well being of their fellow competitors should a patrol boat not be in the vicinity.

Competitors shall make their own decision to start or proceed in a race, taking into consideration the prevailing and forcast conditions at the time.

Intention to Race - Declaration:

Competitors intending to race shall personally “Sign on” in accordance with the sailing instructions. All boats **must sign** the race declaration sheet as soon as possible, upon returning to shore. This is a requirement to ensure all boats have safely returned to the shore before patrol boats are relieved of their duty.

Personal Buoyancy:

All competitors shall wear approved personal flotation devices (PFDs) in good condition, at all times while afloat.

SAFETY - RACE MANAGEMENT:

All race management personnel will abide by the “Sports Code of Ethics” and place the safety and welfare of the participants above all else. (Refer: YNZ Website)

All race management boats are to be driven by capable powerboat drivers in such a manner that will not cause any disturbance to competing yachts or injury to crews. All motor craft are to keep clear of competing yachts while racing unless providing assistance.

It is important to assess whether or not a boat requires assistance and to recognise the capability of the sailors. A boat that has been given any assistance while racing shall withdraw from that race.

Monitoring the fleet and observing the weather conditions are important tasks during the race. Patrol boat teams must be strategically placed to respond to emergencies.

**IN AN EMERGENCY THE PRIORITY IS TO SAVE LIVES, NOT THE BOATS.
Drifting or anchored boats can be picked up later.
SAFETY OF COMPETITORS WILL ALWAYS OVERRIDE THE PRESERVATION OF
BOATS.**

2. Rescue Co-ordination:

This document is prepared to provide a rescue plan and the emergency response during the regatta, for expected, prevailing conditions involving normal regatta rescue procedures and for emergency situations in extreme conditions where outside help is required. Refer to “Emergency Procedures Operations Sheet” – Appendix B.

At Major Events, when several courses may be involved, the Principal Race Officer is responsible for on-the-water event management.

On individual courses the Race Officer on that course, is the person responsible for the declaration of an emergency situation on the water on that course. Once the Race Officer abandons races, he will co-ordinate the Rescue procedures from on the water and will request the assistance of the **On Shore Rescue Co-ordinator**. Local Search & Rescue activity will be planned and implemented by the On Shore Rescue Co-ordinator.

***IN THE CASE OF A MISSING PERSON, THE AUCKLAND HARBOUR POLICE WILL BE NOTIFIED IMMEDIATELY!!
THE HARBOUR POLICE WILL CO-ORDINATE SEARCH & RESCUE.***

The Harbour police is the Search & Rescue Authority for Auckland under the National Search & Rescue Agreement and the NZ Government. The Rescue Co-ordination Centre (RCC) is located at the Harbour Police Headquarters and co-ordination of Marine SAR operations is conducted by qualified staff at RCC.

3. Minimum Safety Requirements for Conduct of Racing:

3.1 SAILING INSTRUCTIONS & NOTICES TO SAILORS:

- Ensure any special requirements for the safety of the sailors are included in the Sailing Instructions. (Refer Appendix A)
 - Conditions and location for completing the Declaration - Signing on and off.
 - Keeping clear of harbour traffic in specified areas.
- Ensure any hazards, both ashore & on the water, are defined by a notice on the Official Notice Board and described at the sailors’ briefing.

3.2 BRIEFING: (PRINCIPAL RACE OFFICER / RACE OFFICER – PRO / RO.)

- A meeting of the Event Director/Senior Club Official, Race Officer/s, Shore Base Manager, Equipment Manager/Patrol Boat Supervisor will identify any particular points of risk including weather forecasts, possible adverse visibility and availability and manning of rescue boats. This may decide the programme for the day.
- All assisting crew members and volunteers shall be briefed daily, if necessary, on the risks, weather forecasts and rescue coordination plan, before racing commences.

- If considered advisable there will be a briefing of all competitors, coaches and team leaders to advise of particular points of risk and possible actions by Race Management.

3.3 COMMUNICATION: (Refer “Race Officials’ Contacts” sheet.)

- Each Race Official boat shall have a VHF radio with a designated Call sign and, if available, a mobile phone. Different VHF Channels may be used for different course areas, coaches and umpires. The Shore Base shall monitor ALL channels in use.
- A “Race Officials’ Contact” sheet with a record of all Race Management personnel with VHF Call signs & Channel used & Mobile phone numbers shall be available.

3.4 RACE MANAGEMENT PERSONNEL:

- Sufficient personnel will be available to resource all Race Management Boats.
- Race Officer/s shall be aware of correct Race Management practices including recommended Risk Management principals.
- Race Officer/s shall be accredited to a minimum YNZ National Race Officer for officiating at major and National events.

3.5 RESCUE BOATS / PATROL BOATS:

For the purposes of this document Patrol Boats are also Rescue Boats unless otherwise engaged with Race Management duties.

- The recommended ratio of patrol / rescue boats to competitors boats is 1:10.
- Sufficient competent personnel shall be available to resource all rescue and mark boats.
- Rescue boats shall be appropriate for the conditions expected.
- Rescue boats will be fully equipped with all safety equipment as may be required - Refer **Appendix C. PFD’s shall be worn by the crew members at all times!**
- **All boats shall carry “waterproof” VHF Radios in efficient working condition! Batteries shall be fully charged each day!**
- Rescue boat personnel shall advise the Race Officer of any areas of concern.

3.6 WEATHER INFORMATION:

- The Local weather forecast will be obtained from the **“NOW CAST – VHF Ch. 21” or local forecast as appropriate**, & posted on the Notice Board prior to the commencement of racing.
- All personnel shall be aware of the day’s expected weather.
- **All Race Officials & boat skippers shall regularly monitor the Coastguard NOW Casting on Ch. 21 or local forecast as appropriate, and notify the Race Officer/s of any concerns.**

3.7 WIND SPEED LIMITS:

- Race Officers shall be aware of the recommended maximum “Wind Speed Limits” for the Classes being sailed & the capabilities of the sailors & patrol boat crews when considering the safety of competitors racing and whether to keep racing or abandon.

3.8 FIRST AID PROVISIONS:

- All race management boats shall carry an emergency First Aid Kit.
- **ON THE WATER:** Injuries to persons involved in any event should be responded to by the closest available Rescue Boat. If it appears that ambulance attendance will be required, the request for such is to be made via the On-Shore Rescue Co-ordinator.
- **ASHORE:** One qualified person capable of providing First Aid shall, at all times, be present at the Club. The First Aid centre at the club shall be as designated and clearly defined in the Club house. Any injury requiring off-site assistance should be coordinated through the Race Management Office. An Incident Report Form shall be completed for any injury occurring on the water or on club premises and requiring outside medical treatment and submitted to Organising Authority.

4. Rescue Boat Plan: (Includes Patrol & Rescue Boats!)

4.1 APPROACH:

- Each rescue vessel will have a designated area to patrol during transit of yachts to and from the race area and during the race. This will be detailed in a “Patrol Zone Allocation” plan for the event.
- ***The plan must ensure that all areas are covered by at least one rescue boat at all times.***
- During scheduled races, rescue craft and rostered crews are to be on station as directed by the Race Officer. In the situation where it calls for “**ALL BOATS**” to be used, coach boats, jury boats, mark boats, support boats, etc will be classed as rescue boats and shall respond as directed.

4.2 HEADING TO THE START:

- In accordance with YNZ Safety Regs. Part 1, All competitors shall wear personal buoyancy aids at all times while afloat.
- Rescue boats shall be on the water to monitor yachts heading for the race area.
- The Organising Authority has discretion, if included in the Sailing Instructions, to request that all sailors stay ashore until Code Flag “D” is displayed ashore.
(Refer Appendix A)
- When the yachts commence heading to the start, the Rescue Co-ordinator will monitor the progress of the yachts to their course areas.

4.3 DURING THE RACES:

- Depending on the type of course used, the course will be divided into a number of areas. Each rescue / patrol boat shall assume responsibility for a specified area.
- Once the course is set, rescue boats will move to the pre-allotted patrol zone.

- Generally 1 or 2 boats would cover each leg of the course with overlapping areas around the marks.
- Boats should also be stationed at gybe marks (often a problem area)
- **In the event of bad visibility, heavy seas, strong tidal flows and strong winds especially off shore winds etc, some boats should be stationed at the leeward and / or down tide end of the courses. Any yacht drifting down the course should then be seen / picked up and assisted.**
- **If a tow ashore is required an observation boat should remain in this leeward zone.**
- If more rescue boats are available they shall fill a roving role.

All boats shall remain in allocated patrol areas until directed by the Race Officer or Rescue Co-ordinator to change their area.

They shall come ashore ONLY when ALL yachts are accounted for as advised by the On-Shore Rescue Co-ordinator.

The fast power boats should be used for the main coverage of the course areas as they can quickly cover more area. Small rescue boats such as RIB's would be stationed either close to the shore or in support of other boats depending on weather and course distance from the launching area.

5. Guidelines for Towing & /or Anchoring Boats:

Be prepared to anchor or buoy boats – Attach yellow ribbon if crew removed to safety. If the situation permits, use a slow boat or small boat to tow yachts to shore:

- A fast boat in most situations can only tow at a slow speed.
- Towing yachts can take up a lot of time especially if it is a long way to shore.
- In some areas where there are speed restrictions, other boats, swimmers and depth limitations, it may be better to have a small or slow boat to take over a tow.
- Spare anchors & warps should be available on the course area for anchoring abandoned vessels.
- **IF FACILITATING A DIFFICULT TOW IN SHIPPING CHANNELS & FERRY LANES CODE FLAG “D” SHALL BE FLOWN BY THE TOWING BOAT IN ACCORDANCE WITH INTERNATIONAL MARINE REGULATIONS, INDICATING “MANOUVERING WITH DIFFICULTY”.**

***ALL BOATS, WHERE THE CREW HAVE BEEN REMOVED,
SHALL HAVE A YELLOW RIBBON TIED SECURELY TO A BOW FITTING!***

6. Rescue Team Personnel:

For Nominated Personnel refer “Race Officials’ Contacts” Sheet.

6.1 ON THE WATER

- Functional control for rescues will be performed by club members & volunteers.
- ***Rescue Boat Crews shall be fully briefed on the Rescue Co-ordination Plan before going afloat.***
- Each rescue boat shall have a skipper and a minimum of one crew, depending on the size and type of boat, be capable of picking up people from the water and managing damaged boats etc. At least one crew member should be able to swim.
- One crew member should be prepared to enter the water to assist a rescue.
- Each crew member shall bring their own personal wet weather gear, warm clothing, sunscreen and a drink and, if available, An approved PFD.
- All crews shall wear **PERSONAL FLOTATION DEVICES (PFD)**
- All **Rigid Inflatable Crews shall wear PFDs at all times while afloat.**
- ***Only authorised personnel are allowed to drive rescue boats.***
- All boat drivers of outboard motors shall wear the “Kill Switch” when underway.
- ***Rescue boat crews should be alert for signs of hypothermia and know the treatment for the recovery of persons suffering from the effects.***
- Rescue boats should also be alert for signs of hyperthermia (over heating) and dehydration especially in fine conditions. Fresh drinking water should be carried by all rescue boats.

IMPORTANT:

Your safety and that of the skippers and crews is the most important factor in your rendering assistance.

In any situation where you MUST make a decision HUMAN LIFE COMES FIRST!!

DO NOT PUT YOUR OWN LIFE AT RISK TO RENDER ASSISTANCE.

KNOW YOUR CAPABILITIES - CALL FOR HELP!!

6.2 ON SHORE –

6.2.1 Rescue Coordinator:

Purpose: Overall command and supervision of rescue operations, until the Maritime Police assume control – If necessary!

6.2.2 Assistant Rescue Co-ordinator

Purpose: To quickly increase the rescue team size and resources according to the changing needs and assist the Rescue Co-ordinator with handling Operational detail and provide the means to get a quick second opinion.

6.2.3 Radio Operators:

Purpose: To log **Shore Base radio traffic** and free up the co-ordinators from having to operate the club's radio system:

ON WATER: Principal Race Officer

ON SHORE: Shore Base Radio Station

In an Emergency - When notified by the PRO, all Boats and Shore Stations will listen on the nominated VHF radio channel as directed by the Principal Race Officer

6.2.4 Telephone Operator:

Purpose: To log and make phone calls related to the rescue operations using Club phone or nominated mobile phone.

6.2.5 Beach Marshall / Co-ordinator – With Hand Held VHF.

Purpose: To manage and co-ordinate, report and record the recovery of persons & boats and to assist in the recovery of persons (and boats and equipment where practicable).

In a worst case scenario, the following additional on-shore personnel may be required:

- Assistant Shore Base Radio Operator/s
- Telephone Operator
- Recovery Co-ordinator
- Beach Marshall, Beach & Ramp Crews.
- Runners – to assist with communication.
- **Relief crews for patrol & rescue boats.**

7. Kite Board Safety Procedures:

All race management & rescue boat crews involved on the Kite Board Course will be fully briefed on the safety procedures before the commencement of the regatta. A crew member of patrol boats shall be a capable swimmer.

1. Approach sailors from the windward side, assess situation.
2. If unconscious, swimmer will jump in & quickly release 'chicken loop' then leash, releasing kite & all lines. Retrieve patient & provide First Aid.
3. If conscious, instruct sailor to release 'chicken loop'. Drive to kite, approach the kite from an arc avoiding driving between kite & sailor at all times.
4. Approach kite from 45° angle from the downwind side, picking kite up from the inflatable edge **ONLY** in the centre of the kite. Drive upwind whilst rotating kite upside down & holding over the stern or leeward side of the boat. Instruct sailor to release safety leash.
5. Release dump valve located in centre of the kite or on wing tip, deflating kite.
6. Roll kite from each wing tip to centre, Place Kite inside the boat, Gather lines into a bucket.
7. Retrieve sailor, then kiteboard – beware of sharp fins.

Caution: Wear gloves, Do not wrap lines round hand or body, Never grab trailing edge of kite, Beware of unintentional re-launching – keep clear, Cutting lines a last resort!

8. Sailors with Disabilities - Race Management & Rescue Protocol:

Race Management & Rescue Crews will be briefed prior to the event:

Race Management decisions for fleets containing athletes with a disability should be no different to normal Race Management principles. The Race Officer needs to understand the characteristics of the class of boat, its manageability in the various conditions, the experience and capability of the competitors and so on. Disabilities can vary widely and can affect physical movement, dexterity, speech and sensory perceptions including hearing and vision.

Rescue Procedures:

- Talk to the crews about what assistance is required before taking any action.
- Be aware that some disability types make the person more susceptible to fatigue, heat stroke or hypothermia.
- Avoid transferring sailors with limited ability from their boats while on the water.
- If a person is to be retrieved from the water, talk to them about the best way to lift them into the boat.
- If in doubt seek advice and help.

Appendix A:

Sailing Instructions: Safety Clauses that may need to be included:

Use of Code Flag D:

Signals Made Ashore: Flag D with one sound signal means “The warning signal will be made not less than..... minutes after Flag D is displayed.” Boats are requested not leave the harbour until this signal is made.

Shipping & Ferry Lanes:

Prohibited zone: Boats associated with the regatta, including ALL support boats, shall at all times observe the Auckland Regional Council Navigation Safety Bylaws when racing on Auckland Harbour or in the Rangitoto Channel, in particular **Bylaw 3.14.1 - Moving prohibited zone**, which provides as follows:

A moving prohibited zone extending to 100m astern and 100m to each side of a vessel, and continued at such width to 500m ahead, following the line of the buoyed channel when changing course, is reserved around any vessel of 500 gross tonnage or greater, when that vessel is underway within the pilotage areas of Auckland (excluding Tamaki River) and Manukau. When navigating within a marked channel, the moving prohibited zone to the side of the vessel may be reduced to the width of the marked channel and the zone ahead shall follow the line of the marked channel.

Signing on & off:

Safety Regulations: All competing boats are required to sign on before going afloat and sign off when coming ashore. Sign in and sign off sheets will be located
(State location & system & penalty for inaction, if applicable!)

Appendix B:

Emergency Procedures Operations:

LEVEL: GENERAL PATROL / RESCUE WIND SPEED

LEVEL 1: 0 – 15 KNOTS

Control Race Officer

Rescue craft to patrol designated areas.

Rescued dinghies towed to start/finish vessels or to spectator or coach craft.

Rescue Craft not to leave course area without clearance from the RO.

LEVEL 2: 15 – 25 KNOTS

Control Race Officer

Coach boats may enter course and assist when requested by the RO.

LEVEL 3 ABANDONMENT OF RACES: 25 – 35 KNOTS

Control PRO – RO - Shore Base to Assist

Rescue Craft as directed by RO,

Other boats to assist where practical.

Liaise with Beach Marshall for boats ashore.

Rescue craft to either tow boats to available craft or abandon boats after securing "YELLOW" Ribbon.

LEVEL 4: OUTSIDE ASSISTANCE REQUIRED: 30 – 35 KNOTS+

Control PRO & Rescue Co-ordinator

Continue as above with the assistance of **all** Rescue craft, Umpire, Coach and Race management boats.

- Be aware of worsening conditions and deteriorating visibility.
- Look at the capabilities of sailors in the conditions.
- **How capable are the rescue boats and crews?**
- Call for outside assistance **BEFORE** the situation becomes unmanageable.

Level 3: The Rescue Coordinator will call the Maritime Police & keep them advised of the situation.

Level 3 & 4: The Rescue Coordinator will notify the Maritime Police when assistance is required.

Shore Crews shall continue to monitor boats ashore & confirm head counts.

APPENDIX C: SAFETY/PATROL BOATS CHECKLISTS

Equipment:	Note:	Equipment:	Note:
Adequate fuel for 9 hours		Safety Plan	Boat Pack
Pump for Inflatable		Officials' Contacts List	Boat Pack/Laminated
Outboard Kill Switch & Spare		Course Sheets	Boat Pack/Laminated
Personal Buoyancy -1/ crew	To be worn	Safety Zones	Boat Pack
Paddles & bailer		Entry List	Boat Pack
Anchors & Warps	Check Lengths	Record sheets & Pencils	Boat Pack
Sharp Knife	Sheathed		
Tow Rope/s		Yellow Ribbons –	Boat Pack -3/pack
Towing Bridle	If necessary		
Tools:		VHF Radio (& Spares)	Fully Charged
Wire Cutters		Sound – Whistle / Horn	
Pliers, Screw Driver		Compass	
Shackle Key		GPS Equipment	
Duck Tape		Mobile Phone	If available
First Aid Kit - Waterproof		Flags (incl. "D" Flag)	As Required
Survival Bag – Thermal Gear	Black Plastic!		
Wet Weather & Warm Gear		Torch	
Hat – for sun or cold		Spare Bungs	
Sunscreen		Short Lashings	
Drinking Water			
Food		Distress flares	If advisable.

= SAFETY CHECKS =

CHECK ALL BOATS, MOTORS & RADIOS, REGULARLY!

Keep a log of all boats & motors & record all servicing.

Report any damage or malfunctions for Club maintenance.

ALL PERSONAL FLOTATION DEVICES - Buoyancy Aids & Life Jackets - SHOULD BE CHECKED REGULARLY!!

- Do the Zipp & Clips work efficiently? – Is the fabric still sound?
- Will the air canister work when activated?
- Does the inner bladder inflate? And stay inflated?
- Ensure all PFD's are the correct sizes for the wearers?

MARITIME NZ.

In the event of an incident causing damage or injury an **Incident Report Form** (as downloaded from the Maritime NZ Website) shall be completed and filed in the Race Office pending further possible action.