

# **DARLING POINT SAILING SQUADRON**



## **OPERATING PROCEDURES**

**Revised - September 2023**



# OPERATING PROCEDURES

## 1. Safety statement

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

## 2. General safety obligations

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

The general safety obligation can be summarised as:

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

## 3. Roles and responsibilities

### 3.1 DPSS club committee

The DPSS Commodore and Management Committee are responsible for all activities conducted by DPSS, including the Discover Sailing Centre operated by DPSS. The Club Commodore and the committee delegate responsibility to the Principal to operate the Discover Sailing Centre activities and to the Race Officer to conduct racing.

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

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

### 3.2 Discover Sailing Centre Principal

The Principal must hold the appropriate Australian Sailing accredited Instructor qualifications.

The Principal is responsible for safety, training program, instructors and day-to-day running of sailing courses.

The Principal is in overall charge of training activities and is responsible to Australian Sailing and the Club for ensuring that all activities are properly resourced and led by appropriately qualified instructors.

In conjunction with the DPSS Committee, the Principal will manage the administration, instructor qualifications and training, maintenance and purchasing activities in support of sail training activities.

In conjunction with the Club secretary, the Principal will maintain up-to-date records of instructor qualifications and arrange updates as necessary.

### 3.3 Instructors

An instructor must hold the Australian Sailing accredited Instructor certificate and membership of Darling Point Sailing Squadron.

Sailing instructors are responsible for the safe and effective conduct of their assigned duties and the general safety of activities related to the sailing school.

Instructors must become familiar with procedures detailed in this document by reading and discussing with the Principal and Head Instructor prior to commencing each course.

Instructors should discuss their plans for sessions with the Head Instructor.

Instructors intending to take their group outside the normal working area must seek permission from the Principal and Head Instructor, who must be told where the group are going and when they will return.

Instructors should be aware of any existing medical conditions suffered by their students. If appropriate they should consult the student or their parent or guardian about the condition.

The Head Instructor should brief the drivers of their allotted safety boats and instructors as to what preparations are necessary for the sessions and what assistance is required.

Instructors should check that boats are rigged properly and carry the correct safety equipment before going on the water.

Instructors should ensure that their group's safety boat is crewed and standing by before allowing their group to launch.

Instructors should watch out for any student becoming too cold, unwell or distressed and should send them ashore with safety cover if this can be arranged.

Instructors should report any damage to boats or missing equipment to the Principal or Head Instructor.

Instructors should notify the Principal or Head Instructor as far as possible in advance if they will be unavailable for a training session.

Instructors must conduct themselves in an appropriate manner as communicated by the Principal and Head Instructor.

Instructors are asked to inform the Principal or Head Instructor of sailing school boats or safety boats that may require repairs or maintenance and by also recording requirements for maintenance or repairs on the **Boat maintenance whiteboard** kept in the garage under the verandah.

### 3.4 Assistant instructors

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

It is also advised that the assistant instructor hold membership of DPSS.

## 4. Safety cover

### 4.1 General operation of safety boats

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

All safety boats must be suitably registered and comply with the *Transport Operations (Marine Safety) Act 1994*.

**It is the responsibility of the driver/skipper to check before leaving Manly Harbour that the safety boat has the correct equipment and sufficient fuel and that everything is in working order:**

- Kill cord (mandatory on planing boats)—THIS MUST BE USED AT ALL TIMES
  - Drinking water and sunscreen (Common Sense)
  - Sufficient fuel (Common Sense)
  - Oars or paddles (MSQ)
  - Signalling device (MSQ)
  - Bailing equipment (MSQ)
  - Capacity Label or appropriately placed Australian Builders Plate (MSQ)
  - V-Sheet (MSQ - required beyond smooth waters)
  - Inshore flare pack (MSQ - required beyond smooth waters)
  - VHF Radio (YQ/AS)
  - Floating Tow Line (YQ/AS)
  - First Aid Kit (YQ/AS)
  - Anchor and chain or warp of sufficient length for the conditions.

Safety boat on-board equipment SHOULD also include:

- Mobile phone (DPSS)
- Navigation equipment (MSQ)
- Fire-fighting equipment (MSQ)
- Rescue knife (AS)
- Towing bridle (AS)
- Spare kill cord (AS)
- Spare pull-start cord (AS)
- Basic tool kit (AS)

In particular, a radio check must be performed by all crews on safety boats communicating with the DPSS base radio operator before leaving Manly Boat Harbour.

It is the responsibility of the driver/skipper to ensure the crew know where to locate life jackets, fire extinguisher, flares, paddles and first aid kit. Crews must check fuel prior to leaving harbour.

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

Breakages and missing equipment must be reported to the Bosun, Committee Member or Principal Instructor as soon as possible and recorded in the ***Boat maintenance whiteboard*** once ashore.

Safety boats will keep in constant contact via VHF Channel 74 with:

- the Principal or Head Instructor when conducting courses

- Race officer and radio operator and other safety boats when managing races.

#### 4.2 Discover Sailing School and training

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

Program	Maximum vessel to safety boat ratios	Maximum participant to instructor ratios
Experience	2:1	6:1
Crewed dinghy	6:1 7-15:2 15+:3+	18:1
Single person dinghy	6:1 7-15:2 15+:3+	6:1

Source: Australian Sailing Operating Standards and Guidelines for Discover Sailing Centres p9

It is recommended that safety boats be crewed by at least two persons, preferably with Recreational Marine Licences.

All safety boat crews must wear appropriately fitted buoyancy aids.

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

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

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

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

## 5. Communication

Darling Point Sailing Squadron primary method of communication is via VHF Marine Radio on Channel 74.

There are nine VHF Marine Radios permanently at our disposal with one being a fixed shore based VHF set located on the race control platform, fixed VHF sets located on the four safety boats and four handheld marine radios.

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

#### **Darling Point Sailing Squadron Shore Control VHF Channel 74 & 13**

***\*NB – All vessels operating in this area of Moreton Bay are required to monitor VHF channel 13, regardless of their operating procedures \****

## 6. Area of Operation

On-water activities will primarily be conducted in the area of the partially smooth waters of Waterloo Bay immediately adjacent to the Manly Marina.

The course area is chosen each day by the Head instructor when conducting courses and the decision is based on tides, wind strength, wind direction and the areas in which sailing craft from other clubs/organisations are utilising for their club racing or training.

The race area is chosen each day by the Race Officer when conducting races and the decision is based on tides, wind strength, wind direction and the areas in which sailing craft from other clubs/organisations are utilising for their club racing.

The approximate area for Discover Sailing courses and training is indicated in red on the map following.

The approximate area for conducting races is indicated in blue on the map following.



## 7. Weather

The weather is checked regularly on the Bureau of Meteorology (BOM) website and other weather websites such as Seabreeze prior to and throughout the day of racing. If doubtful about the wind strength, we also have the opportunity to check with the Manly Coastguard.

Prevailing weather conditions are to be assessed by the Principal/ Head Instructor before each session and recorded on the Daily Run sheet or Instructors Checklist. On-water activities are only to be conducted if the Principal or Head Instructor is satisfied that conditions are within the abilities of all participants.

Prevailing weather conditions are to be assessed by the Race officer prior to racing and recorded on the recording sheet. On-water activities are only to be conducted if the Race Officer and committee are satisfied that conditions are safe for participants and volunteers.

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

## 8. Sign-on and off

### Discover Sailing Centre

All instructors, volunteers and Discover Sailing Centre or training participants must write their name and signature on the provided Sign-on/off sheets located on the verandah of the clubhouse prior to the day's activities on or off water. Course participants also include an emergency contact.

All instructors, volunteers and Discover Sailing Centre or training participants must sign off at the end of the day's activities.

### Club racing and regattas

All boat skippers and safety boat crews must sign on prior to entering the water.

All boats and safety boat crews must sign off at the end of racing upon arrival back to shore.

## 9. Training and qualifications

### Discover Sailing Centre

#### 9.1 Senior instructor

All senior instructors must have completed the AS Instructor course and have undertaken assessment for each of the schemes in which they wish to instruct.

To gain an AS Senior Instructor Endorsement, participants must:

- Attend the AS Instructor Theory course as documented
- Be at least 18 years old
- Hold the Powerboat Handling Certificate in the National Powerboat Scheme
- Instruct under an instructor for at least 40 hours, with 4 sessions to be instructed with their mentor in attendance
- Complete an instructor diary and self-assessments for the above training sessions
- Be assessed instructing in the scheme for which they are seeking endorsement
- Hold an Applied First Aid Certificate which covers the modules:
  - a. HLTF301B - Apply first aid

b. HTLCPR201A - Performing CPR

- Hold a Blue Card Positive Notice to Work with Children or an Exemption.

To instruct a Tackers program, the instructor must have a Tackers endorsement.

Instructors should hold membership of Darling Point Sailing Squadron.

## 9.2 Instructors

All instructors must have completed the AS Instructor course and have undertaken assessment for each of the schemes in which they wish to instruct.

To gain an AS Instructor Endorsement, participants must:

- Attend the AS Instructor Theory course as documented
- Hold the Powerboat Handling Certificate in the National Powerboat Scheme
- Instruct under an instructor for at least 40 hours, with 4 sessions to be instructed with their mentor in attendance
- Complete an instructor diary and self-assessments for the above training sessions
- Be assessed instructing in the scheme for which they are seeking endorsement
- Hold an Applied First Aid Certificate which covers the modules:
  - a. HLTF301B - Apply first aid
  - b. HTLCPR201A - Performing CPR
- Hold a Blue Card Positive Notice to Work with Children or an Exemption.

To instruct a Tackers program, the instructor must have a Tackers endorsement. To instruct using Stand-up paddle boards, the instructor must have a SUP endorsement.

Instructors should hold membership of Darling Point Sailing Squadron.

The **head** instructor is appointed from the team of instructors by the Principal of the Discover Sailing Centre and guides the instructor and assistant instructor. The head instructor may create courses in RevSports, update DPSS website learn to sail page and timetable instructors on courses.

## 9.3 Assistant Instructors

All assistant instructors must complete, as a minimum, the Australian Sailing accredited Assistant Instructor certificate before being allowed to assist with a course.

Assistant instructors should hold membership of Darling Point Sailing Squadron.

By completing the Australian Sailing Assistant Instructor course, participants are provided with a good foundation in the structure of the National Training Schemes, communication skills and an introduction to risk management.

To instruct a Tackers program, the instructor must have a Tackers endorsement.

## Club operations

### 9.4 Race officer

Race officers must have attained at least the Club race Officer Certificate.

### 9.5 Safety boat operators

Vessels should have a crew of two competent operators where possible. The master of the vessel must have a Recreational Marine Drivers Licence and Australian Sailing also strongly recommends

they are qualified with the Australian Sailing National Powerboat Handling Certificate and Safety Boat Handling Certificate. It is recommended that the crew also hold a Recreational Marine Drivers Licence.

### **9.6 On-shore radio operator**

It is recommended that the on-shore radio operator hold a Marine Radio Operator's Certificate of Proficiency issued by Australian Maritime College.

### **9.7 Volunteers**

Volunteers are responsible for their own actions. There are no set pre-requisites or requirements for volunteers except they must hold a Blue Card Positive Notice to Work with Children or Exemption. Safety boat skippers must hold a Recreational Marine Licence and ideally crews would also hold this licence. Ideally volunteers should hold membership of Darling Point Sailing Squadron.

## **10. Training boats**

DPSS has OziOptis and Rs Quests used for training. OziOptis hold 2 to 3 children and RSQuests hold 3 to 4 teens/adults.

These are maintained in a safe and seaworthy condition. OziOptis are seen as a good training vessel for beginning sailors as they are:

- Easy to rig and sail
- Self-buoyant and easily righted from a capsize
- Fitted with the basic sail and boat handling controls for teaching sailing
- Fitted with a tow line and bailing device.

RS Quests are seen as good training vessels for teens and adults learning to sail as they are:

- Easy to rig and sail
- Self-buoyant and easily righted from a capsize
- Fitted with the basic sail and boat handling controls for teaching sailing
- Able to be used with a trapeze and spinnaker.

## **11. Shipping Movements**

### **11.1 Commercial Shipping**

Club officials and Instructors are encouraged to build a good working relationship with local commercial operators and do their best to keep clear on the water.

Examples of these would be Boat Licensing Training Centres, AS Training Centres, Dive Operators, Fishing Charter Operators, Water Taxi Operators, Local Water Police and Fisheries Patrol, Volunteer Marine Rescue Groups and any other waterway users which may be encountered on a regular basis.

### **11.2 Recreational Shipping**

Manly Boat Harbour can become very busy with a large range of recreational craft from canoes and sail boards to large commercial vessels of 20m or more in length. Generally, Discover Sailing Centre will only encounter these vessels in the Manly Marina and channel entrance.

Students should be under tow in these areas unless they are under helm of an experienced sailor or until they are competent to navigate to the training area competently and avoid other vessels.

Students are to be reminded before each on–water session that they are to give way to vessels with restricted manoeuvrability (particularly in regard to depth and windage) in navigation channels regardless of whether they are under power or sail.

## 12. Discover Sailing School Safety Summary

### 12.1 DPSS Harbour Policy

DPSS requires all training vessels crewed by students to be towed in and out of Manly Boat Harbour UNLESS the students can sail safely in or out of the harbour without having to tack or gybe excessively, or an instructor can skipper in and out of the harbour.

### 12.2 Sailing Tuition

Each group will be under the supervision of a qualified instructor or assistant instructor. There may be unqualified volunteers assisting an instructor who should be experienced and competent as assessed by the Principal or Head Instructor.

The following participant to instructor ratios are to be adhered to:

Program	Maximum vessel to safety boat ratios	Maximum participant to instructor ratios
Experience	2:1	6:1
Crewed dinghy	6:1 7-15:2 15+:3+	6:1
Single person dinghy	6:1 7-15:2 15+:3+	6:1

Source: Australian Sailing Operating Standards and Guidelines for Discover Sailing Centres p9

Sail training areas should be situated on relatively wide and quiet stretches of water away from high traffic areas or congestion. They should always be appropriate for the participants' level of skill and ability to keep clear of danger.

### 12.3 Safety Warnings

The Principal or Head Instructor is responsible for monitoring local conditions in order to ensure the safety of the sailors. All reasonably available resources should be used, such as weather forecasts and current conditions provided by the Bureau of Meteorology.

The Principal or Head Instructor should also take into consideration information such as:

- Strong wind warnings
- Storm warnings
- Notice to Mariners
- Weather radar
- Lightning tracker
- Synoptic charts
- Tide heights

when planning and conducting sailing activities and should seek regular updates before and during on–water activities.

### 12.4 Group Control

The main focus of the DPSS Discover Sailing Centre is teaching sailing and improving skills in a safe and interesting environment.

It is the responsibility of the DSC instructors to ensure training meets this focus. Group control can be successfully managed by following a few simple guidelines:

- ALWAYS conduct TWO safety briefings—one for the instructors and another for everybody (students, parents, guardians, interested parties, etc.)
- Capture the attention of ALL participants during the safety briefing
- Be very clear and precise in briefings, ensure important points are repeated at the end of every briefing
- ALWAYS do headcounts
- NO boats are to be on the water UNLESS there is a manned support vessel ALREADY on the water
- If towing boats out of the harbour, ensure that all vessels are WELL away from shipping or navigational channels BEFORE releasing them from the tow
- Release the boats from the tow one at a time, starting from the back of the tow
- Monitor students for signs of boredom!!! If they are starting to lose focus, alter the activity or change the sailing course slightly to regain their attention
- If participants are not coping with conditions, first try putting an Assistant Instructor in the boat with them. If conditions do not allow for that, drop sails or entire rig and tow the vessel to safety
- When returning to shore in heavy conditions it is sometimes best to anchor the primary support vessel, then use the secondary support vessel to “round-up” the participants and prepare the tow
- Do not underestimate the power of a good debrief, both kids and instructors can learn from their actions.

### 13. Incident Reporting

Darling Point Sailing Squadron will review any incidents and present findings to the Committee at a monthly meeting.

Incidents are to be recorded in the Incident Report book located near the First Aid Kit in the kitchen on the first floor of the club.

Possible incidents and action:

- **Collisions between club vessels:**
  - a) Post-sailing advice and information
- **Rescue:**
  - a) Discuss effectiveness of rescue
  - b) Where could there be improvements in process
- **Injuries** – Slippery Ramp, hitting head on boom
  - a) Ensure risk management plan is regularly referred to and reviewed
  - b) Arrange immediate medical attention as required – First Aid located in the kitchen on the first floor of the clubhouse
  - c) Always ring “Triple Zero” in an emergency
- **Conflicts of bay use**, i.e. Buoy placements
  - 1. Liaise with Royal Qld Yacht Squadron and schools.