

HAMILTON YACHT CLUB RESCUE BOAT SAFETY SYSTEM 2019/20

GIVEN TO HYC BY RAYNOR HAAGH - REGIONAL SUPPORT OFFICER (NORTHERN SOUTH) FOR YNZ
INITIALLY EDITED BY DAVE SMITH, ROB EBERT & WERNER HENNIG – HYC 2018/19

This Rescue Boat Safety System should be read by all those wishing to skipper Hamilton Yacht Club power boats, patrol boats, safety boats, rescue boats, coach boats, and in conjunction with the specific procedure documents for each boat. Furthermore, skippers will be required to sign that they have read these documents and to undertake training/in-house induction in the use of the boats.

Hamilton Yacht Club Rescue Boat Safety System

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Management and Policy

Purpose

Purpose for this Rescue Boat Safety System is to outline the safe operating procedures for **Hamilton Yacht Club** coach or safety boats.

The boats are used for the purpose of coaching and safety support of sailing activities in waters primarily **Lake Rotoroa / Hamilton Lake** and from time to time boats are taken to other venues.

The **Commodore and Committee** are responsible for the implementation and dissemination of this safety system in the club.

Club Boatswain is responsible for maintenance of vessels

Club Rescue Boat Skipper Trainer responsible for training up and induction of skippers for the rescue vessels.

Club members and skippers are responsible for day to day use of safety system.

2019/20 season:

Commodore: Werner Hennig

Club Safety Officer: John Elliott

Club Rescue Boat Skipper Trainer: Dave Smith 021 02 402 496

Review of Safety Boat Safety System

Monthly Committee meetings

Each month Health & Safety of all club activities is an agenda item, here any incidents/accidents/new hazards can be discussed and recorded as received. Implementation of any changes to the club risk management or safety boat systems are delegated to Committee and club members are notified by club newsletter.

Club Annual review is to be led by:

Review will be presented to Commodore and Committee annually in September and presentation of will be recorded in club committee meeting minutes.

Any updates will be shared with club members and skippers via email and the club website.

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Continuous review of system is by having Health & Safety/Risk Management as an item on every Club Committee meeting agenda.

HYC realises the importance of reviewing the club rescue boat safety system annually. The club accepts that this document should be a fluid document which is regularly updated to take account of changes within the club.

HYC's rescue boat safety system & risk management plan cannot remain static. Risks can change according to changes in the law, development of safe practices and techniques, and developing technology in the sport of sailing. Constant evaluation and updating must be done to take account of developing trends and the organisation's own experience.

It is essential that all club members and participants in club programs are aware of the system and risk management and are consulted in its development, implementation and evaluation.

Membership of yacht clubs is constantly changing and as such the clubs should ensure that new members are introduced to the risk management policy and obligations as part of their induction into club life. Similarly, entrants in competitions and races who are not members of your club should also be made aware of the club's risk management procedures and any rules with which they must comply.

Annual YNZ Audit

Annual internal audit will be submitted to Yachting NZ to comply with the Maritime NZ Yacht Club exemption agreement. This form is found on the Yachting NZ website.

Location of where this document is stored and maintained

This document "Hamilton Yacht Club Rescue Boat Safety System Risk Assessment Combined" is stored in HYC's online committee management software, BoardPro. It is accessible by HYC Committee Members.

It is maintained by Dave Smith, and updates will be loaded into BoardPro and copied to YNZ and MNZ.

Copies will be emailed to all new coxswains.

Roles and Responsibilities

Where Hamilton Yacht Club is the Organising Authority for a club day, coaching event or regatta, one person is delegated primary responsibility to oversee the use of the vessels and personnel involved.

This person is **Race Officer or Senior Coach** (if no racing is happening)

The *delegated responsible person* will also liaise with the club personnel who maybe supporting the activity/event.

Who may include:

- **Race Officer** – responsible for club's decision of whether conditions are suitable for sailing and delegates to safety boat skippers and crew to boats. Also responsible for race-oriented decisions for the day alongside the Safety Officer
- **Safety boats skippers** - responsible for the safe operation of the boat and the safety and wellbeing of all passengers and crew – and monitoring safety of sailboats on water.
- **On water Coaches** – in an emergency all boats on water become rescue vessels

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Conditions in which club vessels are used

Is it safe to go out?

Prior to departure your **Race Officer, Senior Coach, Club Safety Officer and each skipper**, should consider at least the following information when making decisions regarding the operation of the vessel:

- Visibility.
- The health, mobility and comfort of all persons on-board.
- Any other information relevant to safety.

It is then recommended a race briefing meeting is hosted prior to start of activity each day with all personnel and sailors involved. Covering:

- Safety Standards
- Weather forecast for the day
- Locations specific hazards
- Sailors ability
- Each coaches/vessels plan for the day
- Launching and retrieving procedure for the day
- Confirm VHF channel
- Incident reporting process

Accident & Incident Reporting

Internal

As soon as possible after the incident the skipper and club members involved will complete an internal incident/accident report form which is delivered to the Commodore and Safety Officer of the day. Then the decision of where else it is to be reported is made. See Accident and Incident Reporting Form located in the Tower.

Maritime

Information on reportable accident and incidences, definitions, FAQ's and reporting forms can be found at the links below:

<https://www.maritimenz.govt.nz/commercial/safety/accidents-reporting/>
<https://www.maritimenz.govt.nz/commercial/safety/accidents-reporting/definitions.asp>

Details of any accidents, incidents, mishaps and other notifiable events that occur will be recorded on a Accident and Incident Reporting Form (kept in the Kitchen) and reported to the Commodore.

Reporting a maritime event to Maritime NZ:

1. First you need to report your event verbally as soon as possible. Verbal reports can be made by:
 - phoning MNZ's Rescue Coordination Centre New Zealand (RCCNZ). This service operates 24 hours a day, 7 days a week. Free phone 0508 222 433, **or**
2. Fill out an online event form as soon as you can.

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Follow the easy to use, step by step form online and click submit. This will automatically send your information to MNZ.

Web site: <http://www.maritimenz.govt.nz/report-online/>

Worksafe

As the club is a PCBU (Person Conducting or a Business Undertaking) it has a duty to report a notifiable incident or event under the Health and Safety at Work Act. Information on this can be found here:

<https://worksafe.govt.nz/notify-worksafe>

Daily Log

As part of HYC's operating procedures the club should record complete a daily log as to who is manning the powerboats which should be readily available in case of emergency.

The logs are kept in the Tower and are entitled **HYC Daily Operation Log v3**.

Details recorded on the daily log sheet in the Tower and will include, but not limited to:

- Daily Weather
- Patrol boat crews names
- Patrol boat equipment check
- Race Officer, Duty Officer names
- Incidents, accidents, mishaps, notifiable events
- Mechanical failures
- Pre-& post departure checks completed
- Race day jobs

Before you go on the water you must check the weather conditions. It is important to know what the wind is, also if it is going to worsen or if the wind is going to drop away completely. This will help you plan your session and be prepared in case of a change in the weather.

- You can maintain a check on the weather using the Metservice, Windy app etc.

Management of Risks

Hazard Register/Risk Assessment

Risk Assessment

Each identified risk must be rated. These ratings describe:

- the likelihood of the risk occurring (likelihood); and
- the loss or damage impact if the risk occurred (severity);
- the priority, or degree of urgency required to address the risk.

In order to systematically assess the risks identified in the first stage of the process, the risk rating scales set out below in Tables 1 – 3 are applied. These risk rating scales provide a way to rate identified risks and then set risk management priorities.

Likelihood

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

Table 1: Likelihood Scale

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

Severity

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

Table 2: Severity Scale

Rating	POTENTIAL IMPACT In terms of the objectives of the organisation
A	CATASTROPHIC: Most objectives may not be achieved, or several severely affected
B	MAJOR: Most objectives threatened, or one severely affected
C	MODERATE: Some objectives affected, considerable effort to rectify
D	MINOR: Easily remedied, with some effort the objectives can be achieved

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Rating	POTENTIAL IMPACT In terms of the objectives of the organisation
E	NEGLIGIBLE: Very small impact, rectified by normal processes

Assessing each risk in terms of its likelihood and severity means risks can be prioritised to decide what action is warranted to manage the risks (where possible).

Risk Priority

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

Table 3: Risk Priority Scale

IMPACT

		A	B	C	D	E
L I K E L I H O O D	A	Extreme (1)	Extreme (1)	Major (2)	Major (2)	Medium (3)
	B	Extreme (1)	Extreme (1)	Major (2)	Medium (3)	Minor (4)
	C	Extreme (1)	Major (2)	Major (2)	Medium (3)	Minor (4)
	D	Major (2)	Major (2)	Medium (3)	Minor (4)	Minor (4)
	E	Medium (3)	Medium (3)	Minor (4)	Minor (4)	Minor (4)

Key:

1	Extreme risks that are likely to arise and have potentially serious consequences requiring urgent attention
2	Major risks that are likely to arise and have potentially serious consequences requiring urgent attention or investigation
3	Medium risks that are likely to arise or have serious consequences requiring attention
4	Minor risks and low consequences that maybe managed by routine procedures
5	Use this to note a risk that does not apply to your organisation

Once a risk priority has been determined the HYC can consider the level of risk treatment and action required for each risk.

Risk Treatment (action plan)

This stage is all about identifying and trying out manage risks identified as posing a real risk to participants. Ideally HYC would out a variety of treatment strategies and then consider each strategy in terms of its effectiveness and implementation, but pragmatically, HYC has modified the strategies listed in the tables at the end of this document.

4.5 Monitor and Review

HYC realises the importance of reviewing its risk management plan at the end of the competition, activity, program or season. The club accepts that the risk management plan should be a fluid document which is regularly updated to take account of changes within the club.

Our initial strategy will be the implementation of a Start/Finish Tower Communication/Risk Management log. This will ensure a paper trail and the continued evaluation of the risk management plan in light of our documented experience.

HYC's risk management plan cannot remain static. Risks can change according to changes in the law, development of safe practices and techniques, and developing technology in the sport of sailing. Constant evaluation and updating must be done to take account of developing trends and the organisation's own experience.

4.5 Communication

It is essential that all club members and participants in club programs are aware of the risk management program and are consulted in its development, implementation and evaluation.

Membership of yacht clubs is constantly changing and as such the clubs should ensure that new members are introduced to the risk management policy and obligations as part of their induction into club life. Similarly, entrants in competitions and races who are not members of your club should also be made aware of the club's risk management procedures and any rules with which they must comply.

Hazard Register

See below.

Potential problem	Likely?	Severe?	Risk	Treatment	Resources	Responsible person	Time frame
Environmental							
Fire danger resulting from smoking near fuel	E	A	3	Erect 'No smoking' signs	Signs	Club Captain	Annual check
Fire danger from spilt fuel.	B	A	1	Supply mop up system - sand etc	Sand etc	Club Captain	Monthly
Injury resulting from slippery steps and ramps	B	D	3	Clean slime regularly. Erect warning signs	Brooms	Club Captain	Monthly
Injury resulting to both sailors, officials and public from booms swinging in the breeze	A	D	2	Group boats being rigged in a bunch to discourage spectators walking through		Beachmaster	Daily
Cuts from broken glass on beach	C	D	3	Remove dangerous items, contact HCC.	Bins	Club Captain	Monthly
Traffic accidents in vicinity of clubhouse	D	A	2	Set out cones etc to slow traffic. Indicate safe areas.	Cones / flags / signs	Duty officer	Daily
Injury to members from lifting heavy boats, patrol boats, etc	C	C	2	Supply suitable tackle / lifts etc. encourage helping hands.	Trolleys etc	Club captain	Daily
Algal Bloom Conditions	C	C	3	Monitor water conditions, interpret advice received from Hamilton City Council. Cancel or postpone sailing programme. Deploy hoses to wash down sailors, Contact members	Hoses	Duty Officer	When advised by Hamilton City Council.
Arsenic in Lake Sediments	E	E	4	Mercury known to exist in lake sediments	Hoses, Showers	Duty Officer, Training Officer, Risks Register	Annually
On Water							
anchors puncturing RIBs	B	C	2	File down points		Club Captain	Annually
Damage or injury resulting from untrained rescue boat operators	B	B	1	Document all training Roster experienced and inexperienced volunteers together		Training Officer	On going
Sailors at risk because yachts launch without rescue boats in attendance	A	C	3	Discuss at briefing. Beachmaster to control		Race Officer	Daily
Chaos in the event of a disaster on the water.	E	B	3	Prior training for a search and rescue plan	Videos/ handouts	Safety Officer	Annually

Collisions between boats resulting in damage or injury	A	D	2	Train sailors in give way rules. Avoid crowded starts and mark roundings.	Rule books	Coach	Monthly
Poor radio contact	A	D	2	Service radios - have spares	Spares	Safety Officer	Daily
No lifejackets, tow ropes, bailers, wire cutters, survival blanket, yellow ribbons	B	D	3	Safety Officer ensures they are in boats	Check list	Safety Officer	Daily
Poor maintenance results in insufficient rescue boats or breakdowns afloat	C	D	3	Establish maintenance schedules and responsibility roster	Maintenance list	Boatmaster	On going
Patrol craft exceed speed restrictions when not an emergency	C	E	4	Include speed restriction information in training	Copy of Regulations	Safety Officer	6 monthly
Dangers to employed coaching staff - OSH	B	C	2	Ensure coaches are properly advised of safety issues- also new requirements on water. Make sure they are familiar with Club procedures - give them documentation	Handouts	Chief coach	Each training session
Danger to swimmers in water near launching area	D	D	3	Beachmaster should patrol beach when boats are returning in fresh conditions		Beachmaster	As Required
Danger to sailors when weather turns bad - abandoning racing	A	B	1	Provide to Race Officer a copy of Yachting New Zealand policy as outlined in Race management manual. The club must also have its own policy so that Race Officer does not appear biased.	RM manual	Sailing secretary / Chairman of sailing Committee	Beginning of season
Fire on board committee or rescue boat	E	C	3	Ban smoking on board. Fire extinguishers. Adopt ventilation procedure for boats with gas.	Signs	Boat master	Annually
Special risks to children	A	C	2	Children need special care. Parents should be made aware of any such risks and should always sign entry forms on their behalf particularly relating to release of Club's responsibility. Race Officials must be aware that they are catering for children and might need different care	Hand - out	Registration clerk	Daily for visitors
Sailors missing from finish sheets	A	B	1	Sailors should be monitored while they are afloat and recorded if they return to shore early, and should be recorded as they finish. Anyone missing from the list should be treated as missing until located.	List of competitors	Duty Officer	Daily

				Numbered beach trolleys act as a very good first warning			
Seasickness prevents rescue boat crews from operating	C	D	3	Advise Race Officer if boat returns to shore			
Danger from Propellers of rescue boats	A	A	1	Provide propeller guards if practical. Train rescue crews to engage neutral when near sailors in the water		Boatmaster	Ongoing
Collision with rocks and other underwater obstacles in sailing area	E	E	4	Display chart showing dangers	Charts	Club Captain	Annually
Hypothermia in either sailors or rescue boat crews	E	B	3	Get affected person clear of cold water. Wrap in warm clothing or survival blanket and get to shore as quickly as possible. Alert shore crew. Do not expose to excessive heat. Provide warm drink. Do not supply alcohol	Handouts	Training officer	Annually
Sunburn danger to sailors and officials.	A	E	3	Supply bulk sunscreen at clubhouse		Club Captain	As Required
Injury or damage resulting from collision between any boats, whether competing yachts or otherwise	B	C	2	All Patrol boats to be equipped with tow lines elementary and radios. Complete MSA accident form in serious cases.	List	Safety Officer	Daily
Injury or damage resulting from collisions between competing yachts round marks in opposite directions	B	C	2	Consult with other clubs using the same area on the same day	List of Phone numbers	Duty Officer	Daily
Danger from falling equipment and boats stored high up.				Where possible supply steps. Fit warning notices in racking areas.		Club captain	Annually
Extreme sea conditions	A	A	3	Crew boats appropriately. Moderate speed. In huge waves stay bow on and keep way on. Avoid being beam on. Stay on a wave downwind.	Experienced crew	Training Officer Boatmaster	
Man overboard	B	B	3	Supply additional flotation as required (life ring, squabs etc). Understand retrieval options. Wear kill cord and PFD		Training Officer Boatmaster	
Pre and Post sailing							
Theft of equipment and boats.	B	E	4	Discuss at briefing. Encourage sailors to take loose equipment home. ?Fit security clamps to	Alarms	Race officer	Each event

				trailers. Ensure someone has the job to be last out and lock the door.			
Damage to equipment and injury during launching and retrieving in on shore winds	A	D	2	Coaching the correct procedure. Organise beach helpers- advise sailors they will be available	Change of clothes	Coach Beachmaster	Twice yearly Daily as required
Bad weather causes multiple capsizes and rescue problems.	B	C	2	Always obtain a quality forecast at start of day. Warn Race Officer of potential problems. Post forecast on notice board so that sailors are aware.	Phone No	Duty Officer	Daily
Failure of officials to act in accordance with safety procedures.	D	C	3	Thorough training in advance. Warning to official if a problem occurs. Removal of official from such duties if behaviour persists		Chairman race committee	As Required

Notification of new hazards

Notification of new hazards need to given to the Safety Officer/ Race Officer/Senior Coach and passed on to the Executive Committee to be received in the next Committee meeting.

Hazard Notification Form

Hazard notification is completed on the Accident and Incident Reporting Form located in the Tower.

Emergency Procedures

Each club will have its own contact numbers for local emergency authorities. i.e. 111, harbour master, police etc. List these here.

In the case of an emergency on the shore, at the club, or on the water call:

Emergency FIRE, POLICE, AMBULANCE

Phone 111

Club Commodore Werner Hennig - Ph: 07 858 3640

Club Vice Commodore Scott McDougall – Ph: 07 824 0961

Secretary Rob Ebert - Ph: 07 838 0564

Incident/Accident Emergency Procedures

Medical Emergency

Club procedures if there is an incident/accident where someone is hurt on the water and needs medical assistance

1. Inform the Race Officer or Senior Coach of the injury via VHF and what medical treatment is needed. If need be the Tower Staff or Senior Coach can call for an ambulance.
2. Consider giving first aid in the powerboat or removing the injured sailor ashore. Consider leaving the sailing boat capsized in the water (but inform the Race Officer / Senior Coach of your actions)
3. If need be, the Race Officer or Senior Coach can then send more help (via powerboat).
4. At an appropriate time in the future, fill in the Incident Form paperwork located in the kitchen.

Once emergency is over the club committee shall notify Maritime NZ in a timely manner (if incident or accident meets the requirements to report). The club committee shall debrief on situation in a formal setting, discuss learnings to take away and modify safety systems as they see fit.

See Accident and Incident Reporting Section on how to report.

Stricken Vessel

Club procedures if there is an incident/accident where a vessel is stricken/damaged and needs assistance.

1. Check passengers in vessel(s) are ok.
2. Inform the Race Officer or Senior Coach of situation.
3. Anchor vessel or use paddle/oars to get to a shore of the lake.
4. If need be assistance will be provided by another safety boat to return vessel to club for repair/works.
5. At an appropriate time, fill in the Incident Form paperwork located in the kitchen.

Missing Sailors Procedure

A yacht without a sailor is an Emergency

Actions

1. Check that sailor is not trapped underneath yacht.
2. Scan areas visually and pair up sailors and yachts.
3. Advise shore base and Race Officer "Sailor Missing, Sailor Missing".
4. Drop a marker buoy and secure the yacht to the buoy.
5. Give accurate position with reference to course marks and report the yachts sail number.

6. Start a search up wind over a 60° triangle from the mark for a distance of 200 meters. Observers standing if possible and check other yachts for 2 people on board.
7. Race Officer will dispatch other available rescue boats to the area.
8. Start downwind search over 60° triangle from mark for a distance of 200 meters. (Beware not to run over sailor while searching for them)
9. If the search is unsuccessful at this stage the Race officer may abandon the race and allocate rescue boats to the area.
10. Shore Base to advise Authorities.
11. If unsuccessful this processed to be repeated in a down wind direction.
12. During this period the Shore Base to check sign on/off sheets and record all boats coming ashore. www.yachtingnz.org.nz
13. If still unsuccessful form up at right angles to the course and sweep again.
14. Search to continue until successful in conjunction with the authorities.
15. Debrief in conjunction with the authorities.

Once emergency is over the club committee shall notify Maritime NZ in a timely manner (if incident or accident meets the requirements to report). The club committee shall debrief on situation in a formal setting, discuss learnings to take away and modify safety systems as they see fit.

See Accident and Incident Reporting Section on how to report.

Fire Onboard A Vessel Procedure

Attempt to extinguish fire if you feel confident enough using extinguisher located under thwart in Whalers and forward crew seat in Smuggler. Otherwise, and if fire is too big, jump overboard & swim for shore.

Overtaken Vessel & Missing Sailor Procedure

Attempt to locate the sailor/crew visually by driving around the boat. If no visual contact is made, immediately contact the Tower via VHF. Motor slowly to up turned hull. Call out to sailor through the daggerboard/centreboard housing. Tap on hull and listen for response. Consider lifting the bow to look underneath. Consider attempting to right the hull from boat whilst keeping lookout for sailor. Keep Tower up to date of progress. Consider, as a last resort, one member of the safety boat crew entering water to swim under the boat.

If this at sea, then a Mayday call on the VHF would be sent out. If you can't easily and quickly locate the sailor, call for an ambulance and keep looking. You can always cancel the ambulance if the sailor is found safe and well, but having them arrive for a distressed sailor, possibly hypothermic, with chance of secondary drowning, and/or concussion, better safe than sorry.

Man Over Board Procedure

Keep lookout/fix your eye on the MOB, motor downwind circling back up wind. Reduce speed as you approach the MOB downwind of them with them on your windward forward bow, ensuring you are stationary upon contact. Switch off the engine. Help MOB back into your boat. Assess MOB for injury/hypothermia. Return to shore calling Tower on VHF. Consider shower/changing rooms/first aid.

The chance of losing sight of a crew member on Hamilton Lake is slim. However, if you do lose sight of the crew member, consider calling for an ambulance and keep looking. You can always cancel the ambulance if the sailor is found safe and well, but having

them arrive for a distressed crew, possibly hypothermic, with chance of secondary drowning, and/or concussion, better safe than sorry.

Race Abandonment

Should sailing need for abandoned as per the racing rules of sailing, the abandonment is communicated via relevant flags and horns via the race committee. The majority of Hamilton Lakes/Lake Rotoroa can be seen from the club tower. For this reason, safety boat crew should be dispatched around the lake to ensure all boats are aware to escort all sailors back ashore.

Safety boats will remain afloat until all boats are safely on land, this will be confirmed by the Race Officer in the tower.

Overdue Vessel

Club sailing happens when racing or training is occurring.

Racing: Sailors sign on with the Race Officer, who, along with the Tower staff, keeps lap records of sailors' progress, including who retires from racing, and when boats finish.

Training: Coaches will be with their sailors and will be aware of their whereabouts.

If a vessel does not return at the expected (scheduled) time, eg launching trolley still on the shore, the Tower staff/Coach will try to find the skipper (and parents if appropriate). Other skippers in the same group/fleet might be able to help locate the missing sailors. Safety boats will be dispatched if need be to search the lake and lake edges.

If no response or update on their whereabouts after 10 minutes the Race Officer/Coach will NZ Police to notify them of a missing vessel & crew.

Alcohol, Drug and Smoking Policy

Powerboat coxswains & crew will not operate powerboats under the influence of alcohol or drugs.

No smoking on or near powerboats or petrol cans.

First Aid Policy

First Aids kits are located under the seats in the Smuggler, and both Whalers. Furthermore, there is a first aid kit located by the kitchen door in the Cub House.

Coaches are expected to be first aid trained.

Lifejacket/Buoyancy Aid and Kill Cord Wearing

Lifejacket/Buoyancy Aid

All persons onboard vessels under 6 metres must wear a personal floatation. (Waikato by-law)

Yachting New Zealand requires that Personal Floatation Devices are worn while afloat on powerboats.

HYC owns and provides buoyancy aids for the Whalers and Smuggler. These are tested annually by the Club Safety Officer.

Kill cord

Yachting New Zealand requires that kill cords are worn by all skippers of rescue and coaching vessels.

A spare is kept in every Hamilton Yacht Club powerboat.

Skippers

Skipper Training/Competency

Dave Smith, HYC's Royal New Zealand Coastguard Boating Education Tutor and Royal Yachting Association Powerboat Instructor, runs CBE Club Safety Boat Operators Courses several times a year at HYC. Successful completion of this course enables members to drive the club boats. Members taking the Smuggler away (and to coastal locations) will be instructed further on coastal use.

Skipper training, in accordance with CBE's Club Safety Boat Operators Course syllabus will cover the following and where possible will be relevant for club vessels:

- Getting to know your club vessels
- Hazard Management
- Pre-Launch Procedures
- Communication
- Launching and Retrieving
- Basic Boat Handling
- Laying Buoys
- Rescue Situations
- Towing
- Rules of the road
- End of day procedures

If an external training course is completed an **in-house induction (of the above) specific to the club vessels will be** used, conducted by the Club Powerboat Instructor (Dave Smith) to new skippers.

Covered in the induction: reading Club Rescue boat Safety System and Vessel Specific Procedures, vessel set up, safety lists & checks, fuelling, launching, retrieving, use of that vessel, stowing away etc. The Skipper will sign that they have completed this induction and a copy is recommended to be kept on file by the club.

Skippers are required to:

1. Complete course (internal or external)
2. Receive & sign to acknowledge that they have read the Club Rescue Boat Safety System Manual and Vessel Specific Procedures. Administered by the Club Boatswain.
3. First Aid Certificate preferred

The Club Powerboat Instructor (Dave Smith) will keep the signed Skipper Register (see below), but also add those new skippers to the electronic copy below. As such this document will be a living document.

Furthermore, the Race Secretary will then be informed when training is complete so new skippers can be added to the Duty Roster.

Club members looking to volunteer to assist with on water club activities need to book in for a course with Dave.

Dave Smith 021 02 402 496

Skippers List

The skippers that are signed off to drive the club boats are rostered on in the Duty Roster held within the middle pages of the Club Handbook & Programme. This list of names is created by John Barnard, Race Secretary, and Dave Smith following CBE Club Safety Boat Operator Courses, but also includes skippers whom we consider have the skills already.

Dave Smith, Club Powerboat Instructor, maintains the log below of those who have attended a CBE Club Safety Boat Operator Course. Those skippers who have not completed the CBE Club Safety Boat Operator Course, but have had in-house induction, will be added below, but a note will be added.

Date of Course		Notes	Notes	Signed	Date
24.09.07	Jennifer Whitley				
	Amy Whitley				
	Ellen Barnard				
01.12.07	Steve Griffiths				
	Brian Whitley				
	Kim Ang				
24.02.08	Ben Borland	Assisted by Willam de Lange			
	Katie de Lange				
	Tim Griffiths				
	Oliver Gordon				
	Holly Curtis				
27.07.08	Matthew Vaughan				
	Bridget Gordon				
	Brad Griffiths				
	Lindsey Knight				
26.07.09	Matthew Hunter				
	Jonathan McMullan				
	Ivan Robertson				
29.11.09	Rob Ebert				
	Fraser Maxwell				
16.07.10	Hannah Maxwell				
	Haylee Hunter				
	Duncan Barnard				
	Heather Esplin				
12.11.11	John Barnard				
	Ron Gibson				
	Paddy Gibson				
	Martin Wallace				
	Scott McDougall				
17.03.12	Tayla McHardie				
	Charlotte Gordon				
	Shaun Hewitt				
	Olivia Maxwell				
	Merv Ebbett				
17.12.12	Julia Ebert				
	Sara Dodds				
	Isaac McHardie				
	Thomas Piercy	Te Awamutu College			
06.07.13	Hannah Spencer				
	Helen Spencer				
14.12.13	Josh Little				

	Blake Buxton				
	Robert Martynoga				
	Tjitske Binkhorst				
	Adam Cameron				
13.12.14	Marise Mason				
	Colin Mason				
	Chris Ebert				
	Jason Hewitt				
10.10.15	Lucia Chagas				
	Werner Hennig				
08.10.16	Rosa Wallace				
	Klaus Reiter				
	Justin Reiter				
	Lucas Hennig				
	Karen Raynor				
12.08.17	Maia Barbuzza		Assisted by Charlotte Gordon		
	Brodie Maxwell				
	Anna Blatter				
	Connie Templeman	St Peter's Sea Scouts			
	Peter Rickman	St Peter's Sea Scouts			
07.10.17	Mike Kitney				
06.10.18	Anika Hayes	HYC/Ngaroto SC	Assisted by Bridget Gordon		
	Max Hayes	HYC/Ngaroto SC			
	Nathaniel Short	Te Awamutu College / Ngaroto SC			
	Hugh Field	St Peter's Sea Scouts			
	Philip Kidman	Taupo YC			
28.07.19	Marc ter Beek	HYC			
	John-Paul Oliver	HYC			

List of club vessels

Summary list of all vessels: Boat name, type, tiller, centre console engine type & size, year of boat and year of engine.

Vessel Name	Vessel Design	Vessel Length	Vessel Colour	Vessel Purchased	Tiller/Centre Console	Engine (HP & Brand)	Engine Purchased
HYC Patrol (aka Smuggler)	Smuggler Strata 490	4.9m	White	2008	Single Seat Centre console	50Hp Evinrude ETec	2008
Whaler 1	Whaler	4m	White		Midships full beam thwart with right hand wheel	25Hp Suzuki	2010
Whaler 2	Whaler	4m	White		Midships full beam thwart with right hand wheel	25Hp Suzuki	2010
HYC Small Coach RIB	Southern Pacific Shearwater	2.8m	White		Tiller	6Hp Suzuki	
GordonEbert	Southern Pacific Shearwater	2.9m	White		Tiller	6Hp Suzuki	
Barnard	Southern Pacific Shearwater	2.9m	White		Tiller	6Hp Suzuki	

Vessels General Safe Operating Procedures

Regulations clubs comply with

All operators of club vessels shall comply with the relevant local **Navigation Safety Bylaws** (these can be found on your local council website) and the relevant sections of the Maritime Transport Act 1994 and Maritime Rules (<https://www.maritimenz.govt.nz/rules/part-91/>).

Maritime Transport Act

Section 19: Duties of Skipper –

- (1) The skipper of a boat shall
 - a. Be responsible for the safe operation of the boat on a voyage, and the safety and wellbeing of all passengers and crew;
and
 - b. Have final authority to control the boat while in command and for the maintenance of discipline by all persons on board;
 - c. Be responsible for compliance with all relevant requirements of this Act except in an emergency when, in the interests of safety, immediate action in breach of this Act or of Regulations or Maritime Rules made under this Act is necessary;

Basic Give Way Rules

All operators shall obey the right of way rules prescribed in the International Regulations for Preventing Collisions at Sea.

Give way rules

- When two power-driven vessels are meeting head-on both must alter course to starboard so that they pass on the port side of the other vessel.
- An overtaking vessel must keep out of the way of the vessel being overtaken.
- When two power-driven vessels are crossing, the vessel which has the other on the starboard side must give way and avoid crossing ahead of her.
- Keep well clear of commercial traffic, guidelines will differ from area to area as to distance.
- Avoid commercial shipping channels where possible.
- Remember that powered vessels shall give way to sailing vessels.

Speed

- Vessels should travel at a speed of 5 knots or less within 200m of shore; only in an emergency can this be exceeded.
- Vessels should travel at a speed of 5 knots or less within 50m of another vessel; only when required to adequately communicate with sailors you are coaching or in an emergency should the 5 knot limit be exceeded.
- Monitor speed and take early and substantial action to keep well of other vessels.

Maritime Rules Part 91: Navigational Safety Rules – Relevant Rules

(Note: Local Bylaws may require a higher standard than what is listed below i.e. wearing of PFD's, ensure you are familiar with your local bylaws)

91.4 Personal flotation devices

(1) No person in charge of a recreational craft may use it unless there are on board at the time of use, and in a readily accessible location, sufficient personal flotation devices of an appropriate size for each person on board.

Yachting New Zealand requires that PFD's are worn while afloat on club rescue and coaching vessels.

91.5 Minimum age for operating power-driven vessels

(1) No person under the age of 15 years shall be in charge of, or propel or navigate, a power driven vessel that is capable of a proper speed exceeding 10 knots unless he or she is under the direct supervision of a person over the age of 15 years who is in immediate reach of the controls.

91.7 Wake

Subject to rule 91.6, every person who propels or navigates a recreational craft must ensure that its wake does not cause unnecessary danger.

91.16 Duty of master of a vessel under 500 gross tonnage

(1) The master of a vessel under 500 gross tonnage must not allow the vessel to impede the navigation of any vessel of 500 gross tonnage or more if the vessels are in a harbour area.

91.17 River safety rules

A person in charge of a vessel on a river must—

- (a) ensure that the vessel keeps to the starboard (right) side of the river channel; and
- (b) if going upstream, give way to any vessel coming downstream; and
- (c) not operate the vessel unless river and weather conditions permit safe operation of the vessel.

Vessel Communication

Club communication on the water via **Ch 77 (International)** for most club communications.

Ch 17 (International) is used for coaching if there is a clash with Race Officer communication.

As a skipper ensure that you always have two means of communication with the shore while on the water.

VHF operators should hold a Maritime VHF Radio Operator Certificate. You may wish to take a cell phone out on the water.

If you do, ensure that it is in a sealed plastic bag, or contained in water tight case. Before going on the water ensure that the VHF unit has power (or a full battery). When on the water it is a good idea to do a 'radio check' with the club to ensure that it is transmitting and receiving properly. As part of the radio check you should confirm the number of crew you have on board. You should be familiar with how the radio you are using operates (volume, squelch, frequency bands and transmission).

Vessel Callsigns

Vessel Name	Vessel Call Sign when at home base on Lake Rotoroa	Vessel Call Sign when away from home base on Lake Rotoroa
HYC Patrol (aka Smuggler)	HYC Patrol	"HYC Patrol" ZMU3962
Whaler 1	Whaler 1	
Whaler 2	Whaler 2	
HYC Coach RIB	HYC Coach RIB	
GordonEbert RIB	GordonEbert RIB	
Barnard RIB	Barnard RIB	

Vessel Fuelling Procedures

Type of fuel: All club boats use 91 octane.

Refuelling procedures: The Smuggler should be filled at the petrol station. All other boats should have their tanks removed from the boats before being filled. There are two jerry cans kept for this purpose and are kept at the back of the patrol boat shed.

The Patrol boat Officer is responsible for filling the boats before use at the start of each day.

The Club Boatswain is responsible for filling the jerry cans as and when needed.

Prior to Departure checks

All vessels will be checked by the skipper of the vessel for the day of the following things in general. Each vessel will have a specific check list to be checked – see Vessel Specific Procedures. Ensure these are checked off before launch.

Vessel Fit for Purpose Check

You should **check your vessel thoroughly** before every use.

Check the hull of the boat;

If you are using an inflatable (RIB) make sure that the tubes are properly inflated. Underinflated tubes reduce the boat's buoyancy, it can make it harder to manoeuvre and without proper buoyancy the vessel is more likely to take on water and cause the boat to founder.

Check the hull for any signs of damage, cracks in the gel coat or fibreglass, cracks in the hull welds or for any holes through the hull.

Ensure that the **bungs** are properly fitted and that any drainage systems work properly.

Check your engine;

You should check your engine before launching.

All engines have a set of per-use checks and will differ depending on the engine type.

The **oil level** should be checked. Most inboard engines will have a dip stick. For outboard engines you will need to check if it has an oil tank or if the oil needs to be mixed with the fuel (and if so what the oil/fuel ration should be).

You should check under the engine cover for signs or dampness, deposits, or corrosion.

Inboard engines will have a coolant tank which the level of fluid will need to be checked. If it is too low or empty the engine will overheat.

Check you are using the right **fuel**, and make sure the fuel tank is full.

Ensure that your **steering system** is operational and moves freely. If hydraulic, check for any leaks.

Some boats will have a **Battery**; ensure the battery is switched on. Batteries should be checked for charge and recharged as required.

On Water Guidelines

Coming alongside

When approaching other boats in the water either to coach or to provide assistance:

- Ensure that you keep clear of any lines in the water (or if approaching a capsized or swamped boat keep clear of rigging and other objects in the water)
- Be aware of where the boat you are approaching might choose to go
- Be aware of where the boat will go if the skipper loses control
- Be aware of the direction the wind and current will push your boat when stationary

When coming alongside a sailing vessel:

- Approach from behind the vessel
- If conditions allow, aim to come alongside the windward side of the vessel to keep clear of the boom and sails. If possible, instruct the sailing vessel you are approaching to sit stationary with sails eased.
- Control your speed, do not approach too fast
- Once alongside, put your engine in to neutral

Laying & retrieving buoys

When laying buoys:

- Ensure the buoys are properly inflated
- Make sure the warp and chain (if attached) will run freely and is not tangled.
- Make sure that the warp is attached to the buoy
- Position the safety boat to where you want to lay the buoy
- Slowly lower the anchor and warp in to the water
- Let the anchor reach the bottom
- Allow for a small amount of slack in the warp then coil any excess warp so that it does not float around the buoy where sailors may get caught up in it
- Set out the buoy

If laying a start pin, trail the buoy out behind boat holding onto the anchor, when in position drop the anchor into water. Often the race officer will communicate to you over the VHF where they want the buoy placed.

When retrieving buoys:

- Approach the buoy from downwind, coming alongside the buoy on its leeward side
- Put the engine in neutral
- Pull up warp making sure the anchor keeps clear of the tubes if using an inflatable rescue boat

Anchoring

Ensure your anchor is ready to deploy BEFORE you need to use it. Make sure the warp and chain (if attached) will run freely and is not tangled. Make sure one end of the warp is attached to the anchor and the end of the warp is attached to the boat.

Keep the anchor clear of the boat's tubes if using an inflatable rescue boat. Many clubs cut the sharp tips off the Danforth Anchors to stop piecing the tubes of the boat.

When anchoring:

- Align the boat head to wind (or current depending on which is having the most effect on your boat)
- Make way to slightly forward of where you wish to anchor
- Put the engine in neutral
- Lower the anchor first and allow the warp to run out
- Once the anchor is on the bed of the sea/lake/river slowly reverse (depending on the sea state) and let the anchor take hold.
- Let out additional warp as necessary
- Secure the warp to a strong part of the boat and make sure the anchor is holding

When hauling your anchor up:

- Start your engine and have it idling before you raise your anchor
- Motor forward slightly on the warp, then slowly raise the anchor. Again, remember to watch the inflatable tubes if you are using a RIB.

Never use a rope that floats as a warp; this includes polypropylene and polythene rope. Any floating rope may get caught around your propeller or someone else's.

Removing a someone from the water

When **approaching someone in the water** consider following:

- Keep a lookout and always have the person in sight
- Approach a person in the water from downwind of them (i.e. make sure that you are downwind of the person in the water and make your way towards them moving towards the direction the wind is coming from). This will give you greater control of your speed and direction as you approach them.
- Ensure the bow of your boat does not land or blow over the person in the water

- Make sure the person keeps clear of the engine propeller, and if possible switch the engine off when you reach the person
- If the sailor is still beside or close to their boat do not place the person between the coach boat and their own boat. This increases the risk of squashing them in between the two.
- When pulling people from water use life jacket shoulders or lift sailor from the back under arms.
- If bringing someone in over the side is too difficult; get them to hop into the boat over the transom using the cavitation plate on the outboard as a step. The electric trim can be adjusted to make it easier. Ropes can also be used.
- When the sailor is on board the rescue boat, assess them for signs of injury, exhaustion, cold shock, or hypothermia. Follow your club's procedures in the event of injury or hypothermia*.
- Ensure you remain in contact via VHF with the club and or race committee

* - It is recommended that all rescue boat drivers have a basic level of first aid training.

Righting a capsized yacht

Firstly, identify any hazards (The sailor, the boom and sail under the water, ropes in the water, where will the boat go once it is upright, falling in the water whilst trying to pull boat upright).

How would you manage these hazards?

Righting the dinghy

- Come alongside the upturned dingy once it is clear of anything under the water that might foul the propeller
- Ensure the boat is pointing head to wind
- Use the centreboard to slowly right the dinghy, ensuring you can maintain a hold on it and that the boom will not injure anyone on the rescue boat.
- Alternatively, if the sailor can partially right the boat to the point where the mast is near the surface of the water, you can assist by lifting the mast allowing the boat to be righted.
- If the centreboard has fallen through the centre-case a rescue boat oar can be used as an alternative

Right a multihull

The boat is likely to be upside down rather than on its side. If upside down:

- Ensure that all sheets are loosened, and the boat is pointing head to wind
- Position yourself to windward of the multihull
- Take your towline (or theirs if they have one) and pass it over the leeward hull and tie it to the main beam (just next to the leeward hull),
- Use the entire length of the towline. You must be careful to avoid getting hit with the mast if the boat continues to roll and tips over again
- If the conditions allow have the sailors sit on the windward hull by the main beam (the closest to the rescue boat)
- Motor slowly to windward
- Carefully take up on the line and motor to windward to start bringing the boat upright.
- Ease off the power as the mast and sail comes to the surface and the boat is now on its side.
- The sailor(s) may be able to stand on the hull in the water and pull the upper hull down to right the boat.
- If the sailor can't manage it, continue to motor slowly to windward. It is important to bring the boat up into the wind. If you try bringing it up with the wind it will merely capsize again.

Don't let the rescue boat get close to the catamaran as they are very fragile, and a minor collision will put a hole in it. Then that hull will sink, and you will have a much bigger problem trying to recover

Rescue methods for classes

Optimist

If using a RIB of a sufficient size, remove the Optimist centreboard and slide the boat onto the RIB pontoons, de rig the Optimist and if in front of the centre console tie it down.

If towing; all optimists should be fitted with their own painter (towline). If you need to remove the rig, make yourself familiar with the mast clamps now mostly used on Optimists. If removing the rig in waves hold one foot on the boat to stabilise then remove rig in one go. Many Optimists now have a loop tied in their painter approximately 1mtr in front of the bow to link the next boat onto.

Starling

If using a RIB of a sufficient size, remove centreboard and slide onto pontoons.

If towing, Starlings do not have a tow line, so you will need your own one (or use their mainsheet), ensure it is not too thick. You will need to loop the tow line around the mast once and let the sailor hold onto the other end. If the boat has no rig standing, loop the tow rope around the bow handle and then back to the sailor, tow with centreboard half up. Note: the bow handles on Starlings are made to handle the load from the forestay pulling up not the tow line pulling forward.

Laser

You would struggle to get a laser on board a RIB. Use the same towing method as towing a Starling.

Note:

- A smaller boat with a broken rudder may need to be brought alongside the RIB and slowly towed if you are having trouble towing using a tow line.
- A larger boat a broken rudder can still be towed, create a drag point off the transom of the dingy will centre/steer the boat when towing (you can use a bailer, bucket or even a crew member's legs)
- Ask the sailor to bail as you tow if the boat is full of water
- Pull dinghy in close to the rib when approaching shore (so not to hit other boats when turning)

Towing

When towing a boat:

- Slowly come alongside the boat on their windward side.
- Use the painter (towline) on the boat if it has one. If not use the towline in your rescue boat.
- If you are using a towline from the rescue boat secure it to the boat being towed around a secure/strong point on the boat. You can wrap the tow line around the mast at the lowest point to the deck, then have the sailor hold the end of the rope, this way it can be easily released in an emergency.
- Ideally the towline should lead from the centre of the stern (i.e. from a bridle) and not from one of the quarters. This will reduce the amount the boat may sheer to one side. Attach the towline to the rescue boat using a hitch or a knot that can be easily released in an emergency.
- Any boat with a broken rudder may need to be brought alongside the boat rather than being towed behind or towed with the centreboard all the way up.
- The boat being towed should remove their centreboard if conditions allow.
- If towing downwind or in rough condition you may wish to have the sailor lower and tie up their sails (or in an Optimist remove the rig and lie across the boat or place in the rescue boat)
- When commencing the tow gradually take up the tension on the towline, and then build speed. Try to minimise slackening and tightening of the towline as this can cause damage to the boats.
- Have the boat being towed steer their boat in line with the direction of the rescue boat and try to reduce any sheering.
- If you are towing another rescue boat, their outboard engine should be left down.

Points to remember:

- Good communication between the safety boat and the boat being towed is essential. If you cannot verbally communicate, ensure you agree on hand signals to signal the rescue boat to slow down or stop. The boat being towed should place both hands in the air to signal stop and should wave their arms above their head to cut/disconnect the towline.
- Ensure that one person is always watching the boat being towed.
- If the boat being towed is carrying a lot of water on board, ask them to bail it out as you tow them.
- Towing another boat has the same effect as adding a large weight to the stern of the towing boat. This makes the boat harder to steer and manoeuvre. Watch how much your stern settles down in the water as you are moving to avoid water coming in the stern.
- You may wish to fit a bridle to the back of the rescue boat to aid towing and manoeuvrability

- If you are taking a sailor ashore make sure you radio the club and or race committee to let them know that sailor is safe and that they are going ashore.

Vessel Specific Procedures

Specific checks, departure, on water and pack up procedures for each club vessel are outlined in a separate document.

Each vessel specific document is to be read in conjunction with this document.

Hamilton Yacht Club Smuggler SPECIFIC PROCEDURES.docx

Hamilton Yacht Club Whaler 1 SPECIFIC PROCEDURES.docx

Hamilton Yacht Club Whaler 2 SPECIFIC PROCEDURES.docx

Hamilton Yacht Club HYC Small Coach RIB SPECIFIC PROCEDURES.docx

Hamilton Yacht Club Barnard RIB SPECIFIC PROCEDURES.docx

Hamilton Yacht Club Gordon/Ebert RIB SPECIFIC PROCEDURES.docx