



**Royal Motor Yacht Club
Port Hacking**

Sailing Division

Operational Management Plan

19 July 2018

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1 PREAMBLE

The Royal Motor Yacht Club Port Hacking Sailing Division (RMYCPHSD) has established a risk management process in accordance with the guidance provided by Yachting Australia¹. This risk management process has produced a suite of three documents designed to identify and manage on-water risk associated with yachting events conducted by RMYCPHSD. These documents are the “Operational Management Plan”, the “Yacht Incident Management Plan” and the “Risk Assessment and Risk Register”. These three documents together form the RMYCPHSD risk management process, and as such they should be read together, not in isolation.

2 INTRODUCTION

RMYCPHSD organises a series of yacht races in the coastal waters from Broken Bay to Port Kembla, as well as a number of non-competitive cruising events in the same general area.

This Operational Management Plan recognises that there are four stages to the Management of an Incident:

- Prevention: covered by Risk Assessment
- Preparation: This stage comprises the creation and maintenance of this plan, the continuous management and monitoring of risks through risk review, the briefing and preparation of yacht skippers and the application of the controls identified in the risk register.
- Response: Involves coordinating the necessary resources and communication requirements to support the level of severity of the incident.
- Recovery: The coordination of resources and review of incident reports following an incident.

3 PURPOSE

The Operational Management Plan provides details of RMYC Port Hacking Sailing Division’s coordination and support arrangements to all incidents that may occur during a Sailing Event requiring emergency response and assistance. It is limited to boats that have entered, and been accepted into, a RMYCPHSD event.

4 ACTIVATION

The Operational Management Plan will stand in place for every Racing Event, as a guide to Sailing Committee, detailing coordination and support arrangements that may be required when an incident occurs.

¹ In May 2016 Yachting Australia changed its name to Australian Sailing

5 SCOPE OF INCIDENT MANAGEMENT

This section summarises all sailing events that are covered by this incident management plan. Refer to the RMYCPHSD Risk Assessment and Risk Register for more detailed information on these events.

<u>Event</u>	<u>Description</u>
Protected water sailing (eg. Estuary races)	Races held in the protected waters of Port Hacking limited to daylight hours, normally less than 4 hours duration.
Bate Bay Passage Series	Races held in Port Hacking and Bate Bay, limited to daylight hours, normally less than eight hours duration
Short Haul and Short Ocean Races	Races held around the coastal regions of Port Hacking, Botany Bay and Port Jackson, limited to daylight hours, normally less than eight hours duration.
Long Haul offshore races	Coastal races with some night time sailing, limited to no more than one night at sea.
Two handed offshore races	Races held around the coastal regions of Port Hacking, Botany Bay and Port Jackson, limited to daylight hours, normally less than eight hours duration.

6 FUNDAMENTAL RULE

All yachts will abide by the Fundamental Rules of Racing Rules of Sailing. In particular “Rule 1.1 *A boat or competitor shall give all possible help to any person or vessel in danger*”.

A person in the water or overboard from any vessel shall be considered to be an emergency requiring assistance from all yachts in the vicinity. That emergency will continue until the person is recovered.

7 RISK ASSESSMENT

A Risk Assessment has been conducted to determine effective provisions and procedures of this Incident Management Plan – refer Risk Assessment and Risk Register Document. The risk assessment is based on the Australian Standards Risk Management – Principles and Guidelines AS 31000:2009, following guidance provided in Yachting Australia’s Club Risk Management : A Practical Resource for Clubs and Centres March 2014

8 ORGANISATION

8.1 RMYCPHSD Executive Committee

8.2 Risk Sub-Committee

- Sailing Captain
- Chief Special Regulations Auditor
- Other members as may be determined from time to time by the RMYCPHSD Executive Committee

8.3 Race Committee

- Sailing Vice-Captain.
- Chief Special Regulations Auditor
- Duty Skipper as listed in the Duty Skipper Roster published on the Sailing Division website.

Should any of these members be unavailable, other members of the Sailing Division may be co-opted to the committees.

9 ROLES AND RESPONSIBILITIES

9.1 Race Committee Responsibilities

The race committee comprises the Vice-Captain (chair), the Chief Special Regulations Auditor and the Duty Skipper or other members as may be co-opted to the committee from time to time. The race committee is responsible:

1. To make the decision on whether to start a race and to confirm the course and related matters to communicate that decision. This decision should be made at the earliest possible time on race day.
2. Coordinating the protest/redress hearing process and to promptly formulate a committee to hear the protest /redress appeal.
3. In case of an incident keep the Risk Sub-Committee updated as appropriate.

9.2 RMYC PH Manager's Responsibilities or his Nominated Officer.

In case of a major incident the Manager of the RMYCPH and/or his nominee/s will be notified of the incident by the Risk Sub-Committee or the Race Committee. The Manager will be supported by the Sailing Captain and/or the Vice Captain if they are available.

He will:

1. Record location and details of the incident,
2. Coordinate relevant resources,

3. Deal with media inquiries,
4. Notify as necessary the RMYC PH Board members,
5. Access the Next Of Kin Forms
6. Contact Next of Kin as necessary and
7. Act as a point to contact.

9.3 Risk Sub-Committee Responsibilities

The Risk Sub-Committee comprises the Sailing Captain, Chief Special Regulations Auditor and other members as determined by the Sailing Division Committee from time to time and published on the Sailing Division website. The responsibilities of the Risk Sub-Committee are:

1. The creation and maintenance of this Operational Management Plan and the Yacht Incident Management Plan
2. The on-going review of risks associated with Sailing Division events creation and maintenance of the Risk Register together with recommendations for risk mitigation actions.
3. The review of incident reports and their analysis and publication of lessons learnt.

9.4 Duty Skipper Responsibilities

The Duty Skipper is a member of the Race Committee. The Duty Skipper may be allocated other responsibilities as determined from time to time by the RMYCPHSD Executive Committee.

10 REPORTING

On conclusion of any incident the skipper will provide a report to the Sailing Captain within seven days providing details of the incident, the root causes of the incident and any lessons learnt.

A review will be held by the Risk Sub-Committee to consider lessons learned and any resulting measures to be adopted on risk register.

See also the reporting requirements set out in section 9 of the Sailing Handbook.

Where the incident has resulted in the death of, or injury to, a person; or damage in excess of \$5,000 to a vessel, or any other property, a written report must be forwarded to Maritime within 24 hours setting out the particulars, unless these have already been given to a Maritime officer.

Vessel Incident Report forms are available from any Maritime operations centre, or download from Maritime's website, the Police, and Marine Rescue NSW.

11 COMMUNICATIONS

11.1 EMERGENCY COMMUNICATIONS and RECOVERY POINT

Radio Channels

VHF Channel 16	Distress and calling channel
VHF Channel 67	Distress, Urgency and Safety calling and weather.
VHF Channel 73	For RMYCPH inter-fleet communications
VHF Working Channel.	As determined and advised by Marine Rescue.

Ambulance, Fire, Police & Westpac Life Saver Rescue Helicopter.	000
<i>Typical questions may include:</i>	or
<i>What was the address of the emergency?</i>	call RMYC at
<i>What was the contact phone number?</i>	9523 9300 to
<i>Is the patient Male or female?</i>	co-ordinate
<i>The approximate age of the patient?</i>	the rescue.
<i>Is the patient conscious?</i>	
<i>Is the patient breathing?</i>	
<i>Please explain exactly what happened?</i>	

Other Emergency

Water Police - Sydney	9320 7499
Water Police - Botany Bay	9529 8140
Water Police - Broken Bay	9910 7899

Marine Rescue Stations

Sydney	9450 2468
Solander (for Port Hacking/Botany Bay)	9668 9888
Broken Bay	9999 3554
Cottage Point	9456 3055
Middle Harbour	9969 3270
South Head	9337 5033
Port Kembla	4274 4455
Hawkesbury	9985 9012

General

Royal Motor Yacht Club - Port Hacking	9523 9300
General Manager RMYC PH	9523 9300
Cronulla Sailing Club	9523 6114
Weather	131236

Port Hacking Emergency Evacuation Recovery Point

The Royal Motor Yacht Club Port Hacking may be used as an emergency evacuation point for Port Hacking. The western end of the southern finger is a possible emergency berth area.