

# SWAN RIVER SAILING OPERATIONS MANUAL

2021

#### PREAMBLE

Swan River Sailing is the trading name for the Western Australian Yachting Foundation (Inc.), which is a "not for profit" community-based organisation governed by a board of eight members and based at Royal Perth Yacht Club.

The trading name "Swan River Sailing" was implemented because it best describes exactly "what we do" and avoids the confusion previously experienced with Yachting WA.

Swan River Sailing was incorporated in 1988 and started with a government grant to build ten Farr 36 yachts. In 1995, the Farr 36 yachts were sold and eight Foundation 36 yachts were built. Two more yachts were built in 2000 and 2001 after the original eight. These original eight yachts were sold to Malaysia and eight new Foundation 36 yachts were built and launched in October 2005. The following year, two more Foundation 36 yachts were launched which gave SRS a fleet of twelve yachts. More recently, the 2000 and 2001 built yachts of the original fleet of ten were sold to private owners, dropping the SRS fleet to ten matched Foundation 36 yachts.

The Foundation is completely independent of the government, yacht clubs and yachting associations and receives its funding solely through Foundation 36 yacht usage and some sponsorship. Swan River Sailing also manages a number of metropolitan club and high profile international events including the Warren Jones International Youth Regatta and Australia Cup. All activities of Swan River Sailing are aimed at "best practice" to ensure that all participants meet or exceed their pre-activity expectations.

Each yacht is surveyed by the Department of Transport to carry a maximum of 12 people (including the on board coach). The fleet also works under the AMSA Marine Safety (Domestic Commercial Vessel) National Law Act 2012, Schedule 1.

C/V/V/I	DI\/ED	<b>SAILING</b>	CTAFE
SANWIA	LI A E L	SAILING	SIALL

T | 9386 9488 • F | 9386 9433

Andy Fethers

Executive Officer andy@swanriversailing.com 0404 420 885

Georgia Bivens

Corporate Events Coordinator <u>georgia@swanriversailing.com</u> 0433 505 720

Carolina Zanon

Events Coordinator carolina@swanriversailing.com 0414 153 177

# 2. CORE ACTIVITIES

The following applies to all Swan River Sailing core activities:

- Every corporate event and youth training program will have a Supervisor.
- Every yacht will have a qualified coach on board.
- If a RIB is present, the RIB shall act as a start boat and safety boat.
- If there are five or more yachts in a corporate event, a RIB will always be present.

Your role as a coach throughout every program is to ensure our guests have a **safe**, fun and memorable experience!

#### **Corporate Events**

There are 7 main types of corporate events:

- 1. Structured Team Building In-class team building presentation, mid river racing and debrief.
- 2. Mid River Race Package A series of short course races. The course laid and races started by the RIB.
- **3.** Majestic Race Package Offering two races that follow a course down river to Majestic Point race started by the RIB.
- 4. Club Race Package One long race around the river and Matilda Bay using the RPYC start line.
- **5.** Twilight Sailing Participating in Royal Perth Yacht Club's Twilight Summer Series on Thursday evenings. (Companies may choose individual Twilight Sailing or a Season Twilight Package)
- **6.** Orienteering A navigation exercise typically used for single yacht events.
- 7. Pirate Challenge Program A themed activity run in conjunction with a 3<sup>rd</sup> party ashore.

#### Youth Groups

School programs are usually conducted over 3 days, though there are sometimes 4 day programs. The general format is:

- Day 1 Knot tying, basic yacht handling and what the sails do.
- Day 2 Rules of sailing and manoeuvring the boat.
- Day 3 How windward/leeward racing works, followed by a racing session.

#### **UWA Groups**

There are programs aimed at an Elite squad, Development Squad and University Student population in general, as well as programs for the University Colleges and UWA staff.

#### Regattas

Essentially bareboat events with no fee run in conjunction with an Australian Sailing affiliated club for their members.

# 3. UPSELLING

As we have a captive audience aboard once the sailing has settled down, it offers a great opportunity for Coaches to outline to guests the other Swan River Sailing services available for them or their company, e.g. teambuilding programs, twilight sailing evenings or their own corporate regatta.

Most new Swan River Sailing work comes from people that have experienced a SRS event as a guest of a company and then book their own company event – so all coaches are sales people as well as coaches!

Use blank business cards available from the SRS office for your guests to have the company's details. If you're out of business cards, ask the guest for their card and pass it on to Andy or Georgia.

### 4. GUIDELINES

AMSA requires that owners, masters, crew members and all vessel users must do what is reasonably capable of being done to ensure the safety of the vessel and people on board at all times.

#### **ALL CHARTERS**

- 1. Wear a clean, white Swan River Sailing shirt with dark blue shorts and bring an appropriate sailing watch for all Swan River Sailing activities. Appropriate footwear is also required. See Georgia for a shirt, hat and name tag. A professional image must be presented.
- 2. Report to the office to collect your VHF radio, running sheet, name tag and any further instructions for the day *before* rigging your yacht.
- 3. Coolers and gloves for each group will be ready to take with you on your way out to rig your yacht. Each coach is responsible for making sure they have their cooler, gloves and food platter (if one has been ordered for the charter) on board.
- 4. Be sun smart wear a hat and apply a liberal amount of sunscreen on exposed skin areas before going into the sun.
- 5. Complete a radio check with the office before rigging your yacht to ensure that your radio is working. If not, return your radio to the office and swap it for another prior to the Coaches Briefing.
- 6. Once you have met your group ashore, you are to stay with your group from that point on, until they are back on the dock after sailing.
- 7. Before going to the boats, check that all participants are wearing appropriate footwear.
- 8. BEFORE leaving the dock, confirm how many people are on board (including you, the total MUST NOT exceed 12 people). Radio the office to record the total number of crew, plus the coach, on board. Coaches are reminded that radio is a primary safety device and all communication must be professional and well-mannered.
- 9. In the interests of safety for all groups, the following safety guidelines shall be adhered to:
  - Position and attach life rings ready for use when rigging the boat (leave horse shoe ring unattached).
  - Ensure the lifelines are secure and set up correctly on your yacht.
  - Assist crew when stepping on and off the boat (see embarking notes, page 7).

- Conduct an on board safety briefing before leaving the pen (see briefing, page 9).
- Head count recorded in the office (radio in the numbers) before getting underway.
- Reef the mainsail in winds in excess of 20 knots.
- Inform all crew that no legs are to be over the side of the yacht at any time.
- 10. Ensure the client is advised through the Terms and Conditions that minimum age for participation is 7 years old and at least 100cm height. Any persons under the age of 16 years old will be required to wear a PFD (life jacket) and be accompanied by a parent or guardian.

#### **CORPORATE GROUPS**

- 1. The start time of the charter (e.g. 2:00pm) is the time that you must have your boat rigged and be back at the Club ready to go. Plan to allow enough time BEFORE the charter start time (at least 30 minutes) to get your yacht rigged and meet back at the office. *If you are running late, call the office!*
- 2. Once your yacht is rigged, assemble outside the office for the Coaches Briefing.
- 3. All coaches shall attend the Coaches Briefing conducted by the Supervisor to discuss the course, weather, event program and other issues applicable to the day.
- 4. All coaches shall then attend the Guest Briefing where they will be formally introduced to their group.
- 5. When meeting your group, go through the following:
  - Introduce yourself to your group, giving your name and a brief summary of your yachting and coaching experience.
  - Confirm how many people are in your group and ensure there are no more than 12, including yourself.
  - Ensure that minimum age for participation is 7 years old and at least 100cm height. Any persons under the age of 16 years old will be required to wear a PFD (life jacket) and be accompanied by a parent or guardian.
  - Ask if there's pregnant women in your group. This activity is not advised for anyone who is pregnant, especially for those in their third trimester of pregnancy.
  - Ask if anyone would feel more comfortable wearing a PFD #2 buoyancy jacket. If required, radio the RIB driver to deliver a PFD to you do not leave your group to get the buoyancy jacket.
  - Ask if any of the crew would like to visit the restrooms prior to going out on the water and instruct them to come back and meet you where you are, prior to leading them out to the yacht.
- 6. After sailing, coaches should de-rig and bring eskies (cleaned out) and gloves ashore to be sorted in the SRS storage.
- 7. After sailing, coaches may stay for the barbecue only if invited by the group. This is not billable coaching time.
- 8. If you are invited to stay for the BBQ, do NOT serve yourself from the buffet until all of the guests have eaten or the Supervisor says that you may start. Catering is based on guest numbers and does not include coaches.
- 9. Do NOT use your fingers to take food from the buffet use the utensils provided.

#### YOUTH & UWA PROGRAMS (excluding UWA Elite and Development squads)

- The start time of the charter (i.e. 9:00am) is the time you need to arrive. The students will rig and derig the boat as part of their lesson, so you do not need to arrive early to do this.
- A RIB will be present for all youth training programs. A RIB may be present during UWA programs, depending on the number of yachts on the water at that time.
- Each student <u>MUST wear a PFD #2 at all times when on the yacht</u>. Life jackets will be distributed at the briefing and collected ashore prior to debriefing.
- Students are NOT permitted to use the VHF radios.
- Access to the foredeck should be restricted to the minimum amount necessary to complete a specific task and students should return to the cockpit once completed.
- At no time are students allowed to extend feet, legs, arms or other body parts outside the lifelines.
- Swimming and any in-water activity is strictly prohibited at all times.
- Students are not permitted to leave the yacht once underway except in an emergency and at the direction of the supervising coach.
- Each yacht will have an on board coach and possibly a teacher or youth worker (for secondary and primary school age students only).
- Coaches should keep the yachts within the same area so that the safety RIB is close by to all yachts and able to respond quickly in the event of an emergency.
- A Working With Children Check card is required for secondary and primary school age students only. Application forms can be obtained from the SRS office or an Australia Post shop. For further information, visit <a href="https://www.checkwwc.wa.gov.au">www.checkwwc.wa.gov.au</a>.
- All coaches working with youth groups must read and understand the additional guidelines for Working With Children (see page 18).
- UWA Students are not permitted to consume alcohol while on board the yachts.

# 5. OPERATIONAL PROCEDURES

#### Safety Matters

Fundamental Rule: Safety is of paramount importance for all Swan River Sailing activities.

If you have a safety concern or question, bring it up at the first opportunity so that it may be addressed.

Ensuring that our guests have an enjoyable and fun experience is also of high importance or they won't come back or recommend their experience to others.

#### Crewing

A vessel must carry sufficient competent and trained crew at all times when operating, so that:

- The vessel can safely navigate, berth and unberth; and
- The vessel systems essential to safety can be effectively operated and monitored; and
- Immediate and appropriate emergency action can be taken when there is a failure of an essential system; and

- The risk associated with the nature of the activity conducted by the vessel, can be eliminated or controlled to acceptable levels; and
- A measured response to emergencies or risks that may threaten the vessel or persons on board during normal or abnormal conditions, when considering all facets of the vessel's operation, can be provided; and
- Rapid and safe evacuation of all persons on board the vessel can be facilitated.

#### Rigging Your Boat

Ensure that your boat is properly rigged and ready to sail prior to attending the coaches and group briefings. The safety of your crew also depends on a properly rigged boat.

Particular points to consider are:

- Reef the mainsail in winds gusting in excess of 18 knots.
- Ensure stanchions are fully inserted in the deck sleeves and that lifelines are taut. When taut, the maximum deflection of the lifeline may not be greater than 50mm. Ensure both ends of the dynex are properly fastened.
- The lifebuoy assembly consists of one horseshoe-type lifebuoy and one 2.5kg solid plastic lifebuoy with floating line attached. Ensure the plastic lifebuoy is secured to a strong point on the transom. Leave the horseshoe lifebuoy in the pocket but unattached.
- Put the spinnaker pole in position, connected to the ring on the mast (or laying on the deck abeam of the side stays) with the topping lift connected. This provides something for crew to hold onto.

In an effort to minimise the chance of a guest being hurt or injured, it is important that we all work together to ensure a high level of awareness of all safety issues.

#### General Rules Afloat

- Coaches are to steer the yacht when leaving and entering the pen.
- Coaches are to steer the yacht when the need arises, including (but not limited to) tight race starts, busy mark roundings and crossing yachts. Crew may steer the yacht when yachts are separated.
- Avoid gybing whenever possible. Particularly when winds are in excess of 10 knots.
- No legs over the side of the yacht at any time.
- "The Zone" at marks and obstructions is 4 boat lengths to allow time to prepare for the rounding.

#### Getting on and off the Yachts

#### Crew Embarking

- Release the green aft spring lines and let the boat go as close as possible to the finger jetty before assisting crew aboard.
- Have bags and other gear passed from the dock onto the boat and aft to the cockpit as crew come aboard so that they are not unbalanced or restricted from holding on.
- Coach to stand on the boat, near the side stays adjacent to the finger jetty and assist crew aboard by taking one arm in a hand-to-wrist 'monkey grip'. Once aboard, direct crew to the cockpit.

#### Crew Disembarking

- When disembarking, release the spring line to bring the boat alongside the finger jetty.
- Coach climb onto the end of the finger jetty to allow a clear, unobstructed path to the dock.
- One at a time, have each guest approach the side of the boat, closest to the finger jetty. Use the hand/arm 'monkey grip' technique to assist them off the boat, onto the dock.
- Once crew are safely ashore, wash the boat, tidy up control lines, replace the wash boards and hatch.
- Return spring lines to the primary winches.
- Make a final check for any rubbish before leaving the yacht.

#### Special Rules for Swan River Sailing Activities (excluding regattas)

- <u>No legs over the side</u> at any time and coaches should make special mention of no limbs to be extended outside the lifelines whilst sailing and entering/leaving the pens.
- Calling of overlaps at mark roundings are extended to a <u>4 boat length zone</u>, instead of the usual 3 boat lengths.
- <u>Luffing is prohibited after sunset</u>. Coaches are to ensure that they sail the proper (most direct) course to the next mark with NO deviation for taking another boat's wind.
- Avoid contact between yachts at all costs.
- Protests will not be heard. Resolve ALL issues on the water.
- If you *blatantly* infringe a rule, including breaking the start, apply the go slow rule and allow two boats to pass you.
- No spinnakers are to be used for corporate groups.
- Jibs are the headsail used for all corporate and youth groups.
- No smoking on board at any time.
- Whilst underway, coaches are <u>NOT</u> permitted to drink alcohol with crew.
- Don't bring any on-water incidents ashore and do not discuss them in front of guests.
- Ensure our guests have FUN!
- Remember we are in the business of selling FUN.

#### Responsible Disposal of Waste

- Guides are to ensure all rubbish is placed in the bin provided on board each yacht during the charter and empty it into the correct waste disposal unit ashore at the end of the day.
- Any rain water collected in the bilge of the yacht is to be sponged into a bucket and emptied into the river unless the presence of a chemical or solvent is determined, in which case it is to be brought ashore and disposed of in the provided chemical disposal unit.

#### SAFFTY BRIFFING

#### Safety Briefing before Leaving the Pen

Under the Charter Boat survey rules, we are required to provide a comprehensive safety briefing to our guests.

The following points are to be covered prior to leaving the pen.

- Check foot wear: Is everyone wearing appropriate footwear for sailing?
- Location of safety equipment: Identify the location of all safety equipment on board and when to use it (like the drill on a plane) including:

Life rings
First Aid Kit
Flares
Kept in locker near the bulkhead on starboard-side of cabin
Fire Bucket
Life jackets
Bilge pumps
Cockpit mounted pump, one portable pump kept under companionway
Bilge pump handle
Anchor and warp

Attached to transom of yacht
Kept in locker near the bulkhead on starboard-side of cabin
Companionway
Cockpit mounted pump, one portable pump kept under companionway
Under companionway

• Man overboard procedure: Explain the procedure as follows:

"In the unlikely event that you fall in, raise your hand so that we can see that you are ok and haven't taken a knock to the head. If you don't raise your hand, we will assume that you are in danger and send the nominated swimmer into the water after you and deploy both the lifebuoys".

- Identify non-swimmers: Nominate a good swimmer in case there is a problem and they need to go in the water to assist (not the nominated person responsible for the yacht i.e. the coach).
- Allocate a cockpit role for non-swimmers
- Crewing positions: Explain each of the roles on board and what is expected of each person, most importantly the helmsperson, mainsheet, trimmers and grinders. Make sure that all crew with a rope-handling role have been given a pair of gloves.
- Boom height: Ensure that crew are aware of the height of the boom when hoisting and lowering the mainsail, as well as during gybing and when underway in general.
- Mainsheet: Ensure that crew are aware of the "danger areas" of the mainsheet during gybing.
- Allocate sailing gloves: Each guest with a rope-holding role is to be issued a pair of gloves.
- *Disclaimer:* At the end of the briefing, let the group know their responsibility as a participant:

"I must remind you that however safe we make this outing, it is a "soft adventure outing" and as such there are risks associated with it. Therefore, it is in your best interests that you pay attention to what I say at all times. If anyone feels uncomfortable or has any concerns, now is the time to speak up prior to leaving the pen."

• Spring Lines: Before leaving the pen, point out the way the boat is tied up. There are 3 mooring lines on each side; bow, stern and spring lines. Spring lines are coloured green and come from the ring on the aft post and are placed over the primary winch (by the coach). Other mooring lines are white ropes attached to weighted chains and are placed on the bow and stern horn cleats. Explain that the green ropes will be the ropes to pick up when returning to the pen. ONLY the on board coach shall put the spring line on the winch when returning to the pen.

#### Safety Briefing While Underway

#### Tacking

- Explain to the helmsperson the appropriate amount of tiller to use when tacking or manoeuvring the boat (no further than the foot chock on the cockpit floor).
- Explain what happens during a tack and how the boat will heel over. Direct the group to swap sides whilst the boat is upright during the manoeuvre. Recommend that crew don't remain seated on the windward side as when the boat completes the tack and heels over as it is difficult to get up.
- Explain the best places on the boat to cross sides, i.e. the main trimmer goes between the mainsheet and tiller, helmsman goes over the tiller, trimmers go in front of the mainsheet, the remaining crew to go either over the cabin top or behind the rear mainsheet block.

#### Gybing

- As a general rule, avoid gybing. The course for the day will be set to minimise the chance of a gybe.
- Point out an imaginary line between the two primary winches and ensure that the trimmers are
  entirely in front of this line, including hands off winch handles, to prevent being whipped by the
  mainsheet.
- Ensure that the mainsheet trimmer is *seated* on what will be the new windward side so that they are ready to pull the mainsheet across the boat and take up the slack.
- The helmsman is to be seated on the new windward side.
- Any crew seated near the stern are to be transferred to what will be the new windward side and sat well aft, ensuring that they do not lean forward during the gybe into a mainsheet "danger area".
- Ensure crew near the cabin top are aware of the boom vang swinging across the boat through the gybe.
- If it is above 18 knots TWS, the coach should steer through the gybe.

#### Safety Briefing When Returning to the Pen

- **Boat hook:** As you approach the pen area, ask a crew member to bring the boat hook up on deck. Explain where the boat hook can be found.
- Torch: If it is dark, ask the crew member to also bring the torch up on deck if required.
- Green Spring Lines: As the boat enters the pen, the coach is the only person to put the green spring line over the winch. Secure it on the primary winch as soon as possible, keeping fingers well clear of the loaded line, to prevent the yacht from hitting the jetty. Once in the pen, secure all mooring lines.

If an incident or injury occurs at any time, no matter how minor please contact the Swan River Sailing Office for assistance and fill out an "Incident Report" form as soon after the incident as possible.

#### 7. EMERGENCY PLAN FOR SWAN RIVER SAILING ACTIVITIES

Always have your VHF radio ready and where possible, your mobile phone on board for emergency calls. In the event of an emergency, the following procedure shall be adhered to:

- Assess the situation as quickly as possible.
- Make the appropriate decisions with consultation of other people on board.
- Contact the Event Co-ordinator at the first opportunity on 9386 9488, by VHF on the channel set for the day at the Coaches Briefing (VHF 71) or go to VHF channel 16 and broadcast the emergency to get assistance from other watercraft in the vicinity.

Please only use the numbers below if there is no response from the SRS office:

Andy Fethers 0404 420 885
Carolina Zanon 0414 153 177
Georgia Bivens 0433 505 720
RPYC (08) 9389 1555
RFBYC (08) 9286 8200

- If available, call the RIB alongside to provide assistance (SRS office to coordinate if you are out of range).
- If required, the SRS office will make immediate contact with the relevant emergency authority. If the office is closed, and you require assistance, call 112 (000 equivalent for mobile phones) or 131 444.

Ask for POLICE, or AMBULANCE, or FIRE.

- If a school group is involved, the SRS office will contact the school and the parents or guardians.
- Proceed as quickly as possible back to the Royal Perth Yacht Club base.
- Ensure the safety of the remaining participants and minimise the risk of shock for everyone involved.
- If the injured person is still on board, come alongside the fuelling jetty with assistance from the RIB.
- Once ashore, arrange the transfer of the injured person off the yacht with appropriate assistance from others within the group.
- Complete an "Incident Report" and return it to the SRS office.

# 8. EMERGENCY CONTACTS

Fire, Medical and Police (Emergency) (From mobile) 112 or 000 Ask for 'Fire', 'Ambulance' or 'Police'

Local Doctor 9346 6000 After hours: 9346 6191 (6:00pm – 9:00pm)

Local Hospital 9346 3333 Local Police Station 9384 2444

Poisons Information Centre 13 11 26

Fremantle Volunteer Sea Rescue 9335 1332 VHF Channel 73

Water Police 9422 8600 VHF Channel 16 or 67

#### 9. MAN OVERBOARD PROCEDURE

In the event of a participant or guest falling overboard, the following procedure shall be used:

- 1. Closest person throw both lifebuoys in the water to the Man Overboard (MOB).
- 2. The coach is to take control of the helm and appoint a spotter. The spotter must maintain a visual location on the MOB at all times, continually pointing to the MOB's location with their full arm.
- 3. If the person is not a swimmer, another adult good swimmer (not the coach) must immediately jump into the water to assist the person. If the person can swim, others on board can assist with returning the yacht to the MOB.
- 4. Signal or radio the RIB for assistance.
- 5. If you need additional assistance beyond the RIB, make a "Pan Pan" call on your VHF radio on VHF channel 16 (refer to "Radio Procedures" on page 14).
- 6. Depending on the yachts heading where the person has fallen overboard, use the following procedure,

# If a SRS RIB is on the water, it is to proceed directly to the MOB area and is the preferred vessel to retrieve the MOB.

If sailing upwind (see Figure 1 on page 13):

- 1. Immediately ease out the mainsail and jib sheets and reach away from the MOB, remaining on the same tack. At this point, the following actions must be taken to prepare for picking up the MOB:
  - Ask a crew member to get the boat hook and a spare line on deck to assist with collecting the MOB on the first pass.
  - Trail the large orange life ring that is attached to the transom and have the boat hook ready to ensure that the MOB has something to grab onto on the first pass.
- 2. When approximately 6 boat lengths away from the MOB (possibly more in strong winds), slowly tack the yacht, dropping the jib at the same time.
- 3. After tacking, head back to the MOB, aiming 2 3 boat lengths downwind of the MOB's location.
- 4. When downwind of the MOB, completely release the mainsheet, steer the yacht into the wind and come alongside them at dead slow speed.
- 5. Ask the crew to assist with transferring the MOB back on board the yacht (the transom is the easiest place).
- 6. As a rule, the coach should <u>never</u> leave the helm during a man over board recovery manoeuvre.
  - Repeat the procedure, if required.
  - Once on board, get the wet person down below and into warm, dry clothing. If they are cold, get them ashore in the RIB for a warm shower at the Yacht Club and change into dry clothes.

If sailing downwind (see Figure 2 below):

- 1. Immediately round up to reach away from the MOB, remaining on the same tack. At this point, the following actions must be taken in preparation for picking up the MOB:
- 2. Ask a crew member to get the boat hook and a spare line on deck to assist with collecting the MOB on the first pass.
- 3. Trail the large orange life ring that is attached to the transom and have the boat hook ready to ensure that the MOB has something to grab onto on the first pass.
- **4.** When approximately 6 boat lengths away from the MOB, slowly tack the yacht, dropping the jib at the same time.
- 5. After tacking, head back to the MOB, aiming 2 3 boat lengths downwind of the MOB's location.
- **6.** When downwind of the MOB, completely release the mainsheet, steer the yacht into the wind and come alongside them at dead slow speed.
- 7. Ask the crew to assist with transferring the MOB back on board the yacht (the transom is the easiest place).
- 8. As a rule, the coach should <u>never</u> leave the helm during a man over board recovery manoeuvre. Repeat the procedure, if required.

Once on board, get the person down below and into warm, dry clothing. If they are cold, get them ashore in the Rescue Boat to have a warm shower and changed into dry clothes at the Yacht Club.

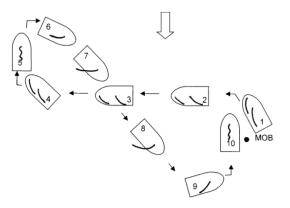


Figure 1: Retrieval of MOB if sailing upwind

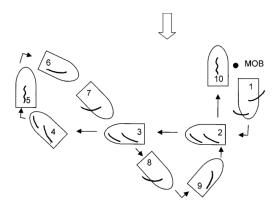


Figure 2: Retrieval of MOB if sailing downwind

#### 10. RADIO PROCEDURES

Swan River Sailing has VHF marine handheld radios for each coach who will carry it aboard the yacht during all outings.

Each VHF radio is individually numbered and is to be signed out on the Radio Log Sheet when you report to the office at the beginning of each charter (before you rig your boat) and signed back in at the completion of the charter.

Radios are provided for assistance in emergency situations and the safe and efficient running of the SRS's activities.

Radios are NOT to be used for general chatter and proper radio procedure is to be used at all times.

Please do a "radio check" with the office on the way out to rig up your boat and before you leave the pen.

Each coach MUST radio the SRS Office with the total number of crew on board plus the coach before getting underway. e.g. "SRS office, SRS office, this is Boat X, we have a total of X crew and one coach on board, over".

If your VHF radio is faulty or not working, contact the RIB driver to bring a working radio to your yacht ASAP.

#### **Emergency Radio Procedure**

The distress calls are made on VHF channel 16.

If urgent assistance is required during a man overboard situation the emergency call is "Pan Pan"

A "Mayday" call is reserved strictly for grave or imminent danger where the loss of a vessel or loss of life is feasible.

Ensure the radio is turned on and that the volume is turned up. Generally, if there are other SRS yachts in the vicinity, transmit using the VHF channel confirmed at the Coaches Briefing that day – usually VHF 71.

For example:

(Type of distress call spoken 3 times) Pan Pan, Pan Pan, Pan Pan

(Station called spoken 3 times)

All stations, all stations

(Yacht Number) This is Foundation 2, Foundation 2, Foundation 2

(Ugency message) We are 100m southwest of Outer Dolphin Spit on the Swan

River, we have a man overboard and request immediate

assistance.

(End transmission) 'Over'

If a SRS RIB is on the water, it is to proceed directly to the area and is the **preferred vessel** to retrieve the MOB.

Other yachts/boats that are in the area and are able to assist should proceed to the area and be on standby to provide any assistance.

At the end of each charter, radios are to be returned to front desk in the office and signed off on the Radio Log Sheet.

Any faulty VHF radios should be reported at sign in so they can be checked and repaired – if required.

#### 11. ROLES AND RESPONSIBILITIES

#### A) Supervisor Responsibilities

#### Safety

- 1. Make sure you have your boat rigged and ready early enough to be at the lawn area to meet the guests on arrival.
- 2. Make an early call on mainsail reefing (gusting over 18kts reef in) based on forecast and conditions expected.
- 3. Check in the Event Co-ordinator the final details including: catering and booking sheets to make sure the bar is open (if required), that the coolers contain ice and the required drinks and the trophies are behind the bar, if the office will be closed after sailing.
- 4. Check to see if the food platters are ready (if booked).
- 5. Make sure all required coaches have arrived and boats are rigged.
- 6. Check to make sure RIB (if required) is being prepared.
- 7. Distribute running sheets to coaches and conduct a Coaches Briefing (include RIB driver) to agree on any issues for the day which could include:
  - VHF channel to monitor
  - time for race start
  - possible shortened course (if light winds)
  - weather conditions
  - reef in the sail
  - safety issues
- 8. Make contact with the Principal Liaison for the group and introduce yourself. Agree on a format for the guest welcome and briefing and ask if they want to say a few words.
- 9. Check if a microphone is required for the briefing and whether it is turned on and ready.

#### Group Welcome and Briefing

- 1. Welcome all guests to "the ... Regatta conducted by Swan River Sailing, from our base here at the Royal Perth Yacht Club".
- 2. Introduce yourself as the supervisor for the outing.
- 3. Outline the timing of the program for the outing (available from the running sheet) with start time and barbecue time and all in between.
- 4. Brief weather forecast for the outing (in the pack prepared by SRS office).
- 5. Introduce the teams to the coaches with their corresponding boat number.
- 6. Talk about the "well equipped Foundation 36 yachts BUT no toilet..." Point out where the boats are located at the end of B jetty

- 7. Advise the group that their coach will conduct a safety briefing on board the yacht, followed by an allocation of crew positions "the on board coach is there to advise each crew and assist in tight situations but not do all the work that is up to each team...".
- 8. Ask all guests to take all valuables and gear bags with them on board the yacht where they can stow them down below.
- 9. Finish up with "meet your coach prior to heading out onto the jetty after a rest room stop." And "Good luck and may the best team win!"

#### Presentation of Prizes and Post-Regatta Barbecue

- 1. Collect the score sheet from the RIB driver.
- 2. Make sure the bar is open and bar tabs have been set up by the SRS office.
- 3. Collect the trophies from the office.
- 4. Locate catering supervisor or chef to check how long before the food will be ready to serve and advise a time when the group will be ready for the food.
- 5. Locate the group leader who will be presenting prizes with you and see if they would like to say a few words on behalf of the company.
- 6. Gather everyone around when you are ready with a big booming voice "The prizes for the ... Regatta conducted by Swan River Sailing are about to be presented so please gather around..."
- 7. If applicable, introduce the company representative who will say a few words.
- 8. Then read the results, starting from the last placed yacht. Get the company representative to present the prizes.
- 9. Second and third placed teams are awarded one bottle of SRS-supplied wine. The first placed team receives two bottles of wine. Ask the winners why they did so well "What is the secret of your success today?"
- 10. Finish up by thanking everyone for attending and the person presenting the prizes and inform the group of when the food will be ready.
- 11. Stay around to make sure there are no problems with the food, quantity of food or bar tabs.
- 12. Pack up any sail banners, coolers, life jackets or stray gloves as soon as it all looks under control.
- 13. Coaches may stay if invited by the guests for drinks after sailing. This is not billable time.
- 14. Do NOT allow any food to be taken by coaches from the buffet until all of the guests have eaten The catering booking is based on guest numbers and does not include coaches.

#### B) RIB Driver Responsibilities

- Please check in to the Swan River Sailing office as soon as you arrive.
- Wear a clean, white Swan River Sailing shirt with navy blue shorts and bring an appropriate sailing watch to assist with start procedures.
- Arrive half an hour before the charter start time to ensure that all required equipment for the charter is on the RIB and ready to go including marks, flags, whistle, watch, life jackets, etc. and that the bungs are in.
- Assist the Maintenance Manager with the preparation of coolers for each charter and take the coolers and gloves to the end of the jetty (in the trolley) for each boat.
- Everyone on board the RIB must wear an inflatable life jacket at all times.
- If required, assist yachts in and out of the pens in a safe manner and at a reasonable speed.
- Assist the Event Co-ordinator with texting (SMS) the race results in timely manner.
- Apply appropriate discipline (counselling and verbal warning) to all sailing coaches and instructors.
- After the charter, pack up the RIB, returning all equipment to the Maintenance Workshop and hose the boat down before putting the cover back on.
- Assist with collecting, emptying and returning coolers and all PFDs to the Maintenance Workshop.
- Report all and any incident

#### C) Event Co-ordinator Responsibilities

- 1. Review the booking information in the client file.
- 2. Check if the coaches have arrived, are in correct uniform and received the correct information in terms of numbers, times and supplied equipment.
- 3. Collect and record all passenger and coaches' numbers via VHF radio.
- 4. Remain on premises until all yachts and passenger have safely returned onshore.

Note: on occasions for organized Twilight Sailing at partner Yacht Clubs, the Event Co-ordinator role may be assigned to the hosting venue (Duty Officer).

#### 12. RESPONSIBLE SERVICE OF ALCOHOL

A limited quantity of alcohol may be supplied on some charters. At all times safety is of the utmost importance. During charters where we have supplied alcohol, you should be aware of the consumption and physical state of the crew to recognise those who are at risk of becoming intoxicated. Encourage crew to consume a non-alcoholic drink.

In the unlikely event that a guest is recognised as being intoxicated, you should:

- 1) Direct the positioning of crew so that the intoxicated person is unable to control or interfere with the operation of the yacht.
- 2) Avoid singling out the individual by suggesting that all crew consume a non-alcoholic beverage.
- 3) If the person declines to have a non-alcoholic drink and attempts to consume more alcohol, discreetly approach them and firmly, but politely advise that they are not to be served more alcohol.
- 4) Remain courteous at all times. If necessary, enlist the assistance of a friend or colleague of the intoxicated person who is also on board to communicate with them.

In the unlikely event of a crew's conduct jeopardizing the safety of staff, fellow crew or property, they will be asked to return to shore via the safety boat (if applicable) or the yacht returning to dock.

#### 13. WORKING WITH CHILDREN

The following guidelines are to assist coaches working with school age children. We can never be too careful in limiting our exposure to precarious situations. All Swan River Sailing coaches who work with children must have a current Working With Children card and be itemised on the Swan River Sailing WWC register.

Where possible, refer to the school teacher present and have them involved in decision making. If there is no teacher present, stick strictly to these guidelines.

#### **Physical Contact**

The only time a student should ever be touched is when assisting them on and off the yacht as described on page 7. The only other physical contact with participants should be:

- To treat an injury
- To prevent or respond to an injury

Physical contact by a coach may occur if:

- Permission from the participant is sought first
- Participants are being congratulated or comforted in public and not in an isolated setting

#### Being Alone with a Child

Do not isolate yourself and a child and always avoid being alone with any particular child. If a child approaches you and wants to talk to you privately about a matter, do so in an open area and in the sight of other adults (e.g. other coaches, or preferably a school teacher).

Ideally, advise another coach or teacher first and ask them to stay within sight while you have the discussion and to come to your assistance if the child becomes emotional and/or you indicate support is required in dealing with the child.

#### Avoid unaccompanied and unobserved activities with children at all times.

#### Language and Behaviour

Adopt positive language when talking to and when in the presence of children. This includes avoiding bad or aggressive language that could intimidate a child or set a poor example.

#### Maintain Control

Never lose your temper with a child (verbally or physically).

Some ideas to assist with maintaining control include:

- Setting up some basic rules at the beginning of the session such as: be nice, follow instructions, have a go, no put downs. Make sure children are aware of these rules.
- Give positive instructions and messages.
- Have a time out area for students that are not behaving (back corner of the yacht) where a disruptive student may be told to sit for five minutes. Seek assistance of the teacher (if on board) in disciplining students.

Report any incidents with a child to the main group contact and the SRS office – no matter how minor!

## 14. YACHT OPERATION AND CHECK LIST

- 1. Always leave the yacht in better condition than you found it.
- 2. Always wash the yacht off with fresh water after use to prevent corrosion.
- 3. Always complete a "Damage Form" indicating all or no maintenance issues and leave it in the jetty box.

All sheets and tweakers tied up neatly on companionway rails.

Spinnaker pole and boat hook on starboard side of companionway



Life rings stowed on port side of companionway

Return winch handles to chart table pocket



Flake sails neatly and stow in correct bag beside the anchor locker.

Turn torch and navigation lights off

Spinnaker and jib halyards and topping lift attached to bow rail and pulled taught

Both hatches securely closed

Clip tiller extension into the boom cover

Coil ropes on cabin top loosely around the cabin top winches

Coil mainsheet loosely around primary winch

Secure tiller in centre of cockpit using backstay from control box

Flake mainsail neatly so that it can be covered completely

Secure boom strop to stern horn cleat



All pen mooring and spring lines secured correctly

All rubbish removed from pockets and cabin

# 15. QUALIFICATIONS

#### Mandatory Qualifications

- Recreational Skippers Ticket for all RIB drivers
- Working With Children Clearance for all School Group coaches
- Senior First Aid (subsidised refresher courses available through Swan River Sailing)

#### Preferred Qualifications

- Marine Radio Operators Certificate of Proficiency (a 35-question online test is available)
- AS endorsed coaching qualifications

For more information, please see Andy or Georgia.

#### 16. EMPLOYMENT AND PAY

It is a legal requirement for SRS to supply the *Workplace Relations Fact Sheet* to its employees. For new employees, they must receive it within 7 days of commencing work. This fact sheet is available at:

http://www.workplaceauthority.gov.au/docs/EMPLOYERS/FactSheet/FS-WR-020707.pdf

Under the Australian Taxation Office guidelines, any person that works for an organisation is an employee unless working through a separate company that quotes an ABN. As such, coaches are regarded as casual employees and need to complete an ATO Tax File Declaration.

Swan River Sailing also requires an Employee/Contractor Form to be completed which can be found on page Error! Bookmark not defined..

Swan River Sailing pays on a fortnightly basis. Payments are processed on Tuesday mornings and transferred on Wednesday, so please ensure that your timesheets are in before 0900 on Tuesday.

#### Time Sheets

There is now a new 'Coaches Log Sheet' to be used for all coaching and RIB driving work instead of the old time sheet. The old time sheet is to still be used for Diving & Maintenance. The new log sheet is now the only log sheet you need to fill out before a charter. It combines the radio log sheet, damage log sheet, start time and finish time, time sheet, whether you would like to be paid, whether you are going to invoice and/or whether you would like to keep the charter as a trade off.

Pay is calculated in 15 minute increments. Please note that when calculating coaches pay for charters, 30 minutes is permitted for rigging your boat and 15 minutes to pack up your cooler. If you fail to complete a log for every charter you work or if you fail to complete a log correctly (if in doubt, ask Georgia) you will be paid for the basic time of the charter plus 30 minutes prior to the charter and 15 minutes after the charter.

This new log sheet was created in order to streamline the log in and pay claim process, to create more accurate records when it comes to recording or claiming trade-offs and also to ensure that staff are paid within a reasonable timeframe after completing a shift. If you choose to invoice (made sure you check the box on the log sheet) you must invoice for the work that you complete within 60 days. If you do not invoice within this time, the charter will automatically be put aside as a trade-off.

A copy of the new log sheet can be found on page 27 along with a copy of the old time sheet that is now to be used for MAITENANCE AND DIVING ONLY. If you have any questions or queries please email them through to Georgia or ask her in person when you arrive for your next shift.

#### Coaching Trade Off For Foundation 36 Use

We encourage coaches to use the Foundation 36 yachts for their own private activities around SRS bookings and availability.

The charter cost can be traded or offset for coaching and RIB work on the following basis:

 $1 \times 10^{-2} \times$ 

Trade offs must be logged using the Coaches Log Sheet when signing in and out of each charter – these will then be recorded by Georgia. To book a bareboat for one of your trade offs, please call or email Georgia.

All trade-offs must be used within the season that the work is completed and cannot be carried over from season to season. Bareboat charters being booked by using a trade-off are subject to availability and must fit around our corporate and event bookings.

# **EMPLOYEE DETAILS**



#### **CONTACT DETAILS**

Full Name:	Date of Birth:
Home Address:	Postcode:
Mobile: Email:	
EMERGENCY CONTACT	
Full Name:	Phone:
TAX DETAILS	
Tax File Number:	
BANK DETAILS	
Bank: A	ccount Name:
BSB: A	ccount Number:
SUPERANNUATION DETAILS	
Fund Name:	
Address of Fund:	
Member Number:	



# **QUALIFICATIONS & AVAILABILITY**



Plea	se complete the following questions.									
1.	Please contact me for corporate charters	Yes	No							
	- I hold an RSA certificate (Please attach a copy of your certificate)									
2.	Please contact me for school group charters									
	- I hold a current 'Working With Children' clearance (Expiry:/)									
	I hold a current Senior First Aid Certificate (Expiry:/)									
	- I am interested in undertaking a SRS subsidised First Aid course									
4. I hold a current Recreational Skippers Ticket										
5.	My current Yachting Australia qualifications are:									
6.	I am NOT available on: Time or Comment:  Mondays:									
	Tuesdays:  Wednesdays:									
	Thursdays:									
	Fridays:									
Con	nments:									







# INCIDENT REPORT FORM

(To be completed for all incidents and injuries) INJURED PERSON:

Full Name:		Age:	Gender: ☐M ☐F
Company Name:		Phone	±:
Address:			
ALLS OF INCIDENT:  cribe the activity in which the person was engaged at the time of incident.  te incident occurred: Time: Charter:  S Personnel: Boat: Location: itness: Phone: Signature:  cribe how the incident occurred, the nature of the injury and the treatment administered/action taken.			
mpany Name:			
escribe the detivity in which the	person was engaged at the	time of moracina	
Witness:	Phone:	Signature:	
etails of any referral or further t	reatment etc.		
SRS REPRESENTATIVE	р	PERSON REPORTING IND	ICENT
Name:		Name:	
Phone:		Phone:	
Email:		mail:	
Signature:		ignature:	
Date:		)ate:	



# **FOUNDATION 36**





GENERAL DETAILS
Date: 29/08/2020 Skipper / Coach Name: Georgia Bivens
Boat #: 7 Skipper / Coach Mobile: 0433505720
Group / Team: внр
LIABILITY
Please select the most relevant option Wear & Tear (SRS)
DAMAGE DETAILS —
Please select the most relevant option Damaged or Lost Fittings
DAMAGE LOCATION —
Please select the most relevant option & provide details below 2. Gooseneck
MAINSAIL JIB
Port Side 9
GENOA
TID SPINNAKER
Starboard Side 17
ADDITIONAL NOTES OR COMMENTS
ADDITIONAL NOTES ON COMMENTS
xx

**CLICK TO SUBMIT** 



# **COACHES LOG SHEET**

Swan River Sailing

								ı				l	l		
TRADE	OFF														
200	PAT	×	×	×	×	×	×								
/141															
JANIE II JANIE	LINISH HINE	14:00	16:30	17:30	17:30	18:15	15:15								
CTABL TIMAL	STANT HIME FINISH HIME	11:30	14:00	14:00	14:00	13:30	13:15								
DAMAGE?	YES														
# TAGG	# HOOG														
	Z														
ADIO	OUT														
~	$\vdash$														
	#														
GIOGS	GNOOF	Maintenance	Linneys (Charter)	McDermott	McDermott	McDermott	Maintenance								
I ACT MANAE	LASI IVAIVIE	Ноод	Hood	McCracken	Hunt	Hood	Роон								
CIDCT NIANAE	TINS! INAINE														
DATE	מאונ	11/10/2019 Peter	11/10/2019 Peter	18/10/2019 Don	18/10/2019 Grahame	18/10/2019 Peter	23/10/2019 Peter								

