

SWAN RIVER SAILING SAFETY MANAGEMENT PLAN

MARCH 2021

Prepared by:

Adele Jackson and Skip Lissiman in September 2015

Updated by Andy Fethers, May 2016, May 2017, November 2020, March 2021

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1. Vessel Information and Contact Details

VESSEL DETAILS					
Vessel Names:	Foundation 1; Foundation 2; Foundation 3; Foundation 4; Foundation 5; Foundation 6; Foundation 7; Foundation 8; Foundation 10;	Unique Identifiers	M&H 5649 (1) S 952(05649); M&H 5650 (2) S 953 (05650); M&H 6021 (3) S 954(06021); M&H 6025 (4) S 955(06025); M&H 6026 (5) S 956(06026); M&H 6022 (6) S 95(06022); M&H 6023 (7) S 958(06023); M&H 6024 (8) S 959(06024); M&H 6113 (12) S 961(06113);		
Vessel Type:	Sailing Vessel	Vessel Length:	10.85m		
NSCV Risk Category:	General Risk	NSCV Service Category:	Class 4E Yacht Sail Training		
DESIGN and GENERAL LAYOUT					
Main Engine	Machinery Space	Fire Detection and Protection	Decks		
None	Vacant unmanned	NA	Single		
OPERATION SUMMARY					
Operating Area	Activity	Voyage Duration	Pass No	Core Complement	Appropriate Crew
Smooth Waters	Yacht Sail Training and Hire	3hrs	Max. 12	Instructor Internal Compliance	NA – internal compliance
CONTACT DETAILS					
	Name	Address	Telephone	Email or Fax	
Vessel Owner:	WA Yachting Foundation trading as Swan River Sailing	PO Box 566 Claremont WA 6910	(08) 9386 9488	(08) 9386 9433	
Designated Person:	Andy Fethers	As per above	0404420885	As per above	

2. Risk identification, assessment and management

2.1 Introduction

WA Yachting Foundation Inc. trading as Swan River Sailing is the owner of vessels “Foundation 1 – 10”, Andy Fethers, Executive Officer of Swan River Sailing is the designated person for these vessels. I have conducted an assessment of risk associated with the vessels *Foundation 1 – Foundation 10* and their commercial operations against Part E of the National Standard for Commercial Vessels (NSCV) and the Act. Forms used by the Foundation to help identify, assess and manage risks are attached at Appendix A.

The designated person values the experience and knowledge of the vessels’ crew and has involved them in all phases of the risk assessment and management process.

The vessels’ risk assessment and management process is modelled on requirements of AS/NZS ISO 31000:2009 and risk registers have been established to record identified risks and summarise measures

taken to eliminate or effectively control them. All risks recorded in the register have been individually assessed and controlled and this process has been documented.

2.2 Risk Management Program Review

The risk management program is subject to review each year and unscheduled reviews are carried out in response to any significant changes to the vessels' operation or identified improvement opportunities and non-conformances.

Review processes are fully documented as are any corrective actions taken in response to outcomes of these reviews.

2.3 Risk Management Responsibilities

2.3.1 Master and designated person

Andy Fethers, in his capacity as Executive Officer of Swan River Sailing, is the owners' representative, the vessels' normal master and the designated person responsible for the implementation, maintenance, review and improvement of the vessels' risk management program.

Andy Fethers will consult crew as necessary to inform the risk management program review process.

The master is responsible for implementing and complying with the safety management system of the vessel and the operations of the vessel.

2.3.2 Vessel Crew

The crew have a safety duty to comply with lawful directions of the master of the vessels to comply with the policies and procedures that have been established to provide for their safety and that of others who work or travel on the vessels.

3 Vessel owner, master and designated person responsibility and authority statement

Mr Andy Fethers, of PO Box 566, Claremont WA 6910 is the Executive Officer of WA Yachting Foundation trading as Swan River Sailing, the owner of vessels *Foundation 1 – Foundation 10* unique identifiers M&H 5649 (1) S 952(05649); M&H 5650 (2) S 953 (05650); M&H 6021 (3) S 954(06021); M&H 6025 (4) S 955(06025); M&H 6026 (5) S 956(06026); M&H 6022 (6) S 95(06022); M&H 6023 (7) S 958(06023); M&H 6024 (8) S 959(06024); M&H 6113 (12) S 961(06113). Mr Andersen Fethers is normally the vessels' Master and is the Designated Person for this fleet.

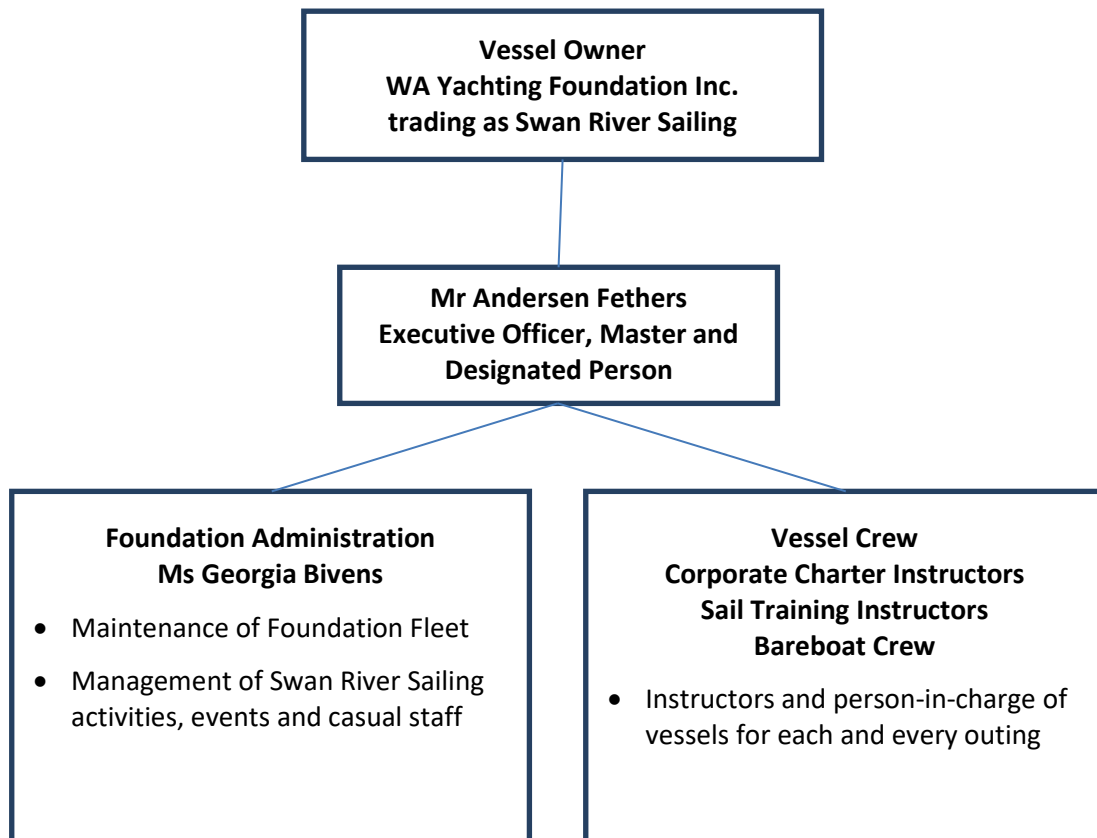
The vessels' owners and master are responsible for the ongoing sufficiency of resources necessary to ensure the competency of crew, the seaworthiness of the vessel and the safety of its operations.

Wherever possible, the vessels' owners and master will encourage crew members to contribute to the following processes to improve the vessels' safe operations:

- Development, maintenance, review and improvement of the vessels' Safety Management System (SMS).
- Development, maintenance, review and improvement of any additional policies, procedures or guidelines considered necessary to help all persons that have duties and responsibilities in connection with the vessel to fulfil their respective duties and responsibilities and provide for the safe operation of the vessels.
- The identification, delivery, review and improvement of induction training and ongoing learning and development initiatives for the master and crew that promote currency of crew competency.

- Appropriate crew determinations for the vessels' normal and emergency operations.
- Scheduling, review and improvement of the vessels' routine maintenance program.
- Investigation of all incidents, accidents and SMS breaches as well as follow-up with appropriate corrective action and verifying its effectiveness.

The owners understand the importance of a safety culture and the need to establish a work environment where the reporting of near misses, incidents, accidents and non-conformances is encouraged at all levels within the company and is followed up with timely and appropriate corrective action. The following organisational chart clarifies the reporting arrangements between the vessels' owners and crew and associated lines of communication.



The designated person/master uses pre-departure checklists for each voyage to confirm the vessels' seaworthiness. Seaworthy means the vessel carries appropriate crew and is maintained and equipped with the fire-fighting, safety and lifesaving appliances required for its service category, intended area of operation and associated risks.

The master is responsible for making sure the vessels operate in line with the requirements of the vessels' SMS. This means actively taking measures to ensure instructors fully understand the precautions and procedures that provide for the safe operation of the vessel and protect the environment from pollution.

The designated person/master plays a lead role in instructor training and development (this responsibility is clarified at Section 4.1 of the SMS).

4 Resources and Personnel

4.1 Instructor training

The master is assisted by qualified instructors on board each vessel appropriate to the vessels' activity. The vessels do not carry engines and do not require an engineer onboard. The master ensures that all

instructors complete the in-house training program and safety induction training to the vessels' risk assessment and management program, the SMS and in particular its emergency plans.

The instructors also perform the role of senior first aid officer and the master ensures this qualification is current at all times.

The instructor training program ensures:

- Each instructor is capable of competently fulfilling the duties and responsibilities of the role.
- That any extra training necessary to maintain currency of competency or respond to opportunities for improvement is identified and delivered.

The master is responsible for ensuring the delivery of crew induction safety training and ongoing learning and development opportunities. This will be coordinated by the Swan River Sailing staff. The "instructor duties and responsibility" statements at Appendix B of the vessels' SMS and information in its emergency plans provide a basis for instructor training for normal operations and identified emergency situations.

The training records confirm who participated in the training or development, the resultant outcomes and delivery date.

All instructor training and development records are held in Swan River Sailing principal place of business being Royal Perth Yacht Club, Australia II Drive, Crawley WA 6009. Arrangements to view these documents can be arranged through the designated person.

The forms used to record crew training are listed at Appendix B.

4.2 Appropriate Crew

Swan River Sailing conducts corporate sailing charters on the Swan River departing from the Foundation's berths at Royal Perth Yacht Club on the Swan River. The assessment method used by Swan River Sailing to determine core complement and appropriate crew numbers is detailed at Appendix C.

5. Procedures for on board operations

5.1 Onshore briefing

The Master or his representative provides an outline of the activity and a weather briefing to all guests before boarding the boats.

5.2 On board safety briefing

The instructor on board each vessel delivers a comprehensive safety briefing before departure on each voyage to alert crew to the important safety features and procedures of the vessel and the location of the safety equipment (this is outlined in Appendix D). During the course of the safety briefing, the instructor or coach provides crew with a demonstration of how to sail the vessel and a detailed explanation of the man overboard recovery procedure.

5.3 Crew verification procedure

Swan River Sailing understands the importance of accounting for crew at all times during the cruise. Charter bookings are taken by shore-based staff and total crew numbers confirmed by the coach prior to each voyage. Same for the crew minimum and maximum age and height. The office staff record the outcomes of the crew verification process in the crew log.

5.4 Vessel pre-departure checks

The instructor on board each vessel performs pre-departure checks in accordance with the schedule at Appendix F.

5.5 Berthing of vessel

Instructors are to complete the following activities to minimise the risk of crush injury to crew during the course of berthing the vessel.

The master must:

- Ensure instructors are made aware of the procedure during their safety induction training and record this in the crew training record.

The instructor must:

- Use the on board safety briefing to initially alert crew to the risk.
- Refresh the above warning on approach to the berthing area and prior to the vessel berthing.

5.6 Disposal of waste

- Instructors are to ensure all rubbish is placed in 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.

6. Emergency preparedness

Emergency plans have been established in accordance with NSCV Part E. The primary objective of these plans is to provide a timely, appropriate and coordinated response to identified emergencies and assist with their effective management. It includes the identification and management of any foreseeable risks associated with these emergency situations.

The master is to ensure and monitor that:

- Instructors understand the primary objective of the emergency plans.
- Instructors know their designated roles and responsibilities detailed in the emergency plans.
- Instructors demonstrate proficiency in fulfilling their designated roles and responsibilities through practical application during emergency drills.

The master conducts random assessments to test the effectiveness of the crew's response to emergencies and uses any lessons learnt to inform crew training and development. The details of these drills are recorded in the vessel log.

7. Follow up on hazardous occurrences and non-conformances

Swan River Sailing has established a procedure to provide consistency in these follow-up investigative processes. The procedure provides for an effective response to incidents, accidents and detected non-conformance.

The action request form at Appendix E is to be used by instructors to record and report all hazardous occurrences and non-conformances.

The master is responsible for and is to monitor timely review of all action request forms and the following:

- Approval of any action that needs to be taken in response to the request.
- Confirming the effectiveness of all corrective actions taken.
- Making necessary changes to the vessels' SMS.

Copies of all completed action requests are retained in the shore-based office.

8. Maintenance of vessels and equipment

Swan River Sailing uses a number of processes to provide for the effective maintenance of the vessels and their equipment and these are detailed below:

- Pre-departure checks carried out by instructors prior to each voyage (refer Appendix F for templates).
- The action request form at Appendix E, which provides for the recording and resolution of all identified unscheduled maintenance.
- Monthly inspections performed by the maintenance manager as per the template at Appendix F.
- The planned maintenance schedule at Appendix F which identifies and schedules all significant maintenance.

Copies of all maintenance records are retained in the shore-based office.

9. Documentation

A vessel log (refer to forms in Appendix G) has been developed and is maintained in hard copy in the Swan River Sailing office.

The master is responsible for updating the log for each voyage and recording any incidents, hazardous occurrences or non-conformances that occur during any voyage.

The log is retained for a period of five years as are all documentary records of the SMS.

10. Verification, review and evaluation

Swan River Sailing reviews the vessels' SMS annually and carries out unscheduled reviews as required.

Unscheduled reviews may be triggered by:

- A significant change to the vessels' operations.
- Corrective action in response to the outcomes of a non-conformance, hazardous occurrence or other incident.
- An identified improvement opportunity.

The action request form at Appendix E is used as a means to record details of any changes to the SMS triggered by the annual or unscheduled review process.

All records of outcomes from the SMS review process are kept at Swan River Sailing principal place of business being the Foundation's office at Royal Perth Yacht Club, Australia II Drive, Crawley WA 6009.

APPENDIX A – RISK MANAGEMENT

Introduction

Swan River Sailing risk assessment program complies with the requirements of AS/NZS ISO 31000:2009. The Foundation has applied the following to promote consistency in the assessment and management of identified risks.

Term	Simple Meaning
Hazard	Something that exists and could cause harm (example - ropes on deck)
Foreseeable Risk	A risk which a reasonable person should anticipate possible with commercial vessel operations.
Risk	The probability of a hazard resulting in an adverse event (example – personal injury due to tripping on the rope)
Likelihood	The probability of the risk/hazard (example – what are the chances that someone could trip on the rope)
Consequence	What could happen if the identified risk/hazard occurs (ie minor/serious personal injury etc)
Risk Treatment Risk Management Risk Control	Measures have been put in place to eliminate the risk/hazard or reduce it (example – rope is cleaned up or crew are made aware of the caution required)
Residual Risk	If the risk/hazard hasn't been completely eliminated but controlled in some way, what element of risk remains?
Tolerable Risk	If some level of risk remains, it is considered acceptable given the nature of controls that are in place
Risk Register	A table or similar that records all the identified hazards and risks associated with the vessel and its operations including a summary of the risk assessment and risk management/control outcomes
Risk Prioritisation	The order in which risks that are identified in the "Risk Register" are subject to treatment/control. For example – in most instances, risks that receive an "Extreme" rating based on the likelihood and consequence would be treated/controlled prior to one that receives a "Medium" rating.

Likelihood

Category	Explanation
Almost certain/frequent	Expected to occur in most circumstances, or often in the life of the operation
Likely	Probably occur in most circumstances but unlikely to occur often in the life of the operation
Possible	Might occur at some time, unlikely to occur to every vessel but may occur to a few vessels
Unlikely/remote	Unlikely to occur but should be considered as possible
Rare/improbable	So extremely remote that it should not be considered as possible unless exceptional circumstances exist

Consequence

Category	Human injury	Financial cost	Work/income/ reputation	Environment
Catastrophe	Multiple fatalities	Loss of vessels	Operation halted/end of income	Extensive environmental damage
Major	Fatality	Extensive financial loss	Major disruption to operations	Major environmental damage
Moderate	Disabling injury requires medical treatment	Significant financial loss – rescue of vessel required	Significant production/achievement disruption	Significant environmental damage
Minor	First aid treatment – minor cuts/bruises or bumps	Notable financial loss	Slight production/achievement disruption	Minor environmental damage
Insignificant	No injuries	Negligible financial loss	No effect on work	Negligible environmental damage

Likelihood and Consequence Matrix

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain/frequent	High	High	Extreme	Extreme	Extreme
Likely	Medium	High	High	Extreme	Extreme
Possible	Low	Medium	High	Extreme	Extreme
Unlikely/very remote	Low	Low	Medium	High	Extreme
Rare/improbable	Low	Low	Medium	High	High

Risk Treatment/Control Rating

Risk Treatment Method	Risk Treatment Rating
1. Eliminate risk/hazard	(E) Effective
2. Isolate risk/hazard or apply re-engineer or re-design solution	(A) Adequate
3. Introduce administrative solution – staff training, Personal Protective Equipment, Cautionary Signage	(W) Weak
4. Combination of isolate, re-engineer/re-design and administrative solutions	(A) Adequate (Dependent on the nature and type of these controls)

Risk Register – Vessel Operations

No.	Operational Activity	Identified Risks or Hazards	Possible Impact	Initial Risk Assessment			Existing Risk Control Measures			Revised Risk Assessment			Revised Risk Control Measures			Residual Risk	
				Likelihood	Consequence	Risk Level	E	A	W	Likelihood	Consequence	Risk Level	E	A	W	Accepted Y	N
1.1	Corporate event management	Incorrect event details recorded	Client dissatisfaction and additional costs	Possible	Moderate	Medium	E										
1.2	Corporate event management	Booking overlooked	Client dissatisfaction and financial loss	Unlikely	Moderate	Medium		A									
1.3	Corporate event management	Booking clashes with existing RPYC booking	Client inconvenience and dissatisfaction	Possible	Moderate	Medium	E										
1.4	Corporate event management	Run out of stock for corporate event	Client inconvenience and additional costs	Unlikely	Minor	Medium	E										
1.5	Corporate event management	RPYC BEO incorrect	Client dissatisfaction, loss of repeat business or financial loss	Likely	Minor	Medium	E										
1.6	Corporate event management	Billing error	Client inconvenience and loss of repeat business	Likely	Minor	Medium		A									
1.7	Corporate event management	Corporate Events Manager absent on day of event	Insufficient level of service from SRS	Possible	Minor	Medium	E										
1.8	Corporate event management	Guests arrive at wrong time or location	Client inconvenience and loss of repeat business	Unlikely	Moderate	Medium	E										
1.9	Corporate event management	Iceboxes incorrectly stocked	Client inconvenience or dissatisfaction	Unlikely	Minor	Medium	E										
1.10	Corporate event management	Instructor is late for work	Unprofessional image and loss of repeat business	Likely	Minor	Medium	E										

No.	Operational Activity	Identified Risks or Hazards	Possible Impact	Initial Risk Assessment			Existing Risk Control Measures			Revised Risk Assessment			Revised Risk Control Measures			Residual Risk	
				Likelihood	Consequence	Risk Level	E	A	W	Likelihood	Consequence	Risk Level	E	A	W	Accepted	
																Y	N
1.12	Corporate event management	Instructor arrives unprepared for charter	Unprofessional image and loss of repeat business	Unlikely	Minor	Medium	E										
1.13	Corporate event management	Instructor or safety boat driver cannot be raised on VHF	Safety concern	Unlikely	Minor	Medium	E										
1.14	Corporate event management	Insufficient safety briefing given to guests	Safety concern, unprofessional image and loss of repeat business	Rare	Moderate	Medium	E										
1.15	Corporate event management	RPYC catering or room services provided incorrect or insufficient	Client inconvenience or dissatisfaction and loss of repeat business	Unlikely	Minor	Medium	E										
1.16	Corporate event management	Error with platter order	Client inconvenience or dissatisfaction and loss of repeat business	Unlikely	Minor	Medium	E										
1.17	Corporate event management	Error with Coca Cola Amatil order	Client inconvenience, unprofessional image and loss of repeat business	Unlikely	Minor	Medium	E										
1.18	Corporate event management	Inclement weather for client's charter	Client inconvenience, additional costs	Possible	Moderate	Medium		A									
1.19	Corporate event management	Inclement weather for client's outdoor function ashore	Client inconvenience and loss of repeat business	Possible	Moderate	Medium	E										
1.20	Corporate event management	Client complaint	Loss of repeat business	Possible	Minor	Medium		A									
1.21	Corporate event management	Minor injury to guest ashore	Personal injury	Unlikely	Minor	Medium		A									
1.22	Corporate event management	Medical emergency	Personal injury, illness or fatality	Rare	Major	Medium		A									
1.23	Corporate event management	Food poisoning from RPYC catering	Personal illness and inconvenience	Unlikely	Moderate	Medium		A									

No.	Operational Activity	Identified Risks or Hazards	Possible Impact	Initial Risk Assessment			Existing Risk Control Measures			Revised Risk Assessment			Revised Risk Control Measures			Residual Risk	
				Likelihood	Consequence	Risk Level	E	A	W	Likelihood	Consequence	Risk Level	E	A	W	Accepted	
1.24	Corporate event management	Fire in the office	Office damage, inability to manage event and financial loss	Rare	Severe	High		A								Y	N
2.1	Crew boarding	Minor injury to crew	Personal injury	Unlikely	Minor	Medium	E										
2.2	Crew accommodation	Crewmember with pre-existing medical condition	Further personal injury sustained during charter	Unlikely	Moderate	Medium	E										
2.3	Crew accommodation	Minor injury to crew	Personal injury	Possible	Minor	Medium	E										
2.4	Crew accommodation	Moderate injury to crew	Personal injury	Unlikely	Moderate	Medium	E										
2.5	Crew accommodation	Person overboard	Personal injury or fatality	Rare	Major	Medium	E										
2.6	Crew accommodation	Severe injury to crew	Personal injury or fatality	Rare	Major	Medium	E										
2.7	Crew accommodation	Collision	Personal injury or fatality	Rare	Moderate	Medium	E										
2.8	Vessel berthing	Crush injury	Personal injury	Rare	Major	Medium	E										
2.9	Crew disembarking	Minor injury to crew	Personal injury	Unlikely	Minor	Medium	E										
3.1	Routine operations	Loss of equipment or stock	Financial loss	Unlikely	Insignificant	Low	E										
3.2	Routine operations	Loss of equipment on water	Financial loss	Unlikely	Insignificant	Low	E										
3.3	Routine operations	Collision	Financial loss	Rare	Moderate	Medium	E										
3.4	Routine operations	Storm damage	Financial loss	Unlikely	Moderate	Medium	E										
3.5	Routine operations	Damage through wear and tear	Financial loss	Possible	Minor	Medium	E										
3.6	Routine operations	Insufficient instructing staff on pay role	Financial loss	Rare	Moderate	Medium		A									
3.7	Routine operations	Resignation of staff member	Pressure on remaining staff to fill role	Possible	Moderate	Medium		A									

No.	Operational Activity	Identified Risks or Hazards	Possible Impact	Initial Risk Assessment			Existing Risk Control Measures			Revised Risk Assessment			Revised Risk Control Measures			Residual Risk	
				Likelihood	Consequence	Risk Level	E	A	W	Likelihood	Consequence	Risk Level	E	A	W	Accepted	
																Y	N
3.8	Routine operations	Server crashes	Loss of data	Rare	Moderate	Medium		A									
3.9	Routine operations	Power outage in office	Inability to operate business as usual	Unlikely	Moderate	Medium		A									
3.10	Routine operations	Safety boat break down	Inability to provide safety boat for charters	Unlikely	Minor	Medium		A									
3.11	Routine operations	AMSA Licencing	Unable to operate vessels and financial loss	Rare	Severe	High			W					A		Y	
3.12	Routine operations	Environmental impacts	Unable to run charters and financial loss	Unlikely	Major	Medium		A									
3.13	Routine operations	Changes to regulatory requirements	Legal liability and additional costs	Unlikely	Moderate	Medium		A									
3.14	Routine operations	Competitor enters market	Financial loss	Rare	Major	Medium		A									
3.15	Routine operations	Economic downturn	Financial loss	Unlikely	Major	Medium		A									
3.16	Routine operations	Damage to reputation	Loss of repeat business and financial loss	Unlikely	Major	Medium		A									
3.17	Routine operations	Unpaid accounts	Financial loss	Possible	Moderate	Medium		A									
4.1	Annual events	Event feasibility	Financial loss	Unlikely	Moderate	Medium		A									
4.2	Annual events	Damage to or loss of equipment during office relocation	Inability to conduct race management	Rare	Minor	Low	E										
4.3	Annual events	Documentation not supplied or completed	Competitor inconvenience, unprofessional image and loss of repeat business	Unlikely	Minor	Medium		A									

No.	Operational Activity	Identified Risks or Hazards	Possible Impact	Initial Risk Assessment			Existing Risk Control Measures			Revised Risk Assessment			Revised Risk Control Measures			Residual Risk	
				Likelihood	Consequence	Risk Level	E	A	W	Likelihood	Consequence	Risk Level	E	A	W	Accepted	
																Y	N
4.4	Annual events	Insufficient volunteers or support craft	Competitor inconvenience, unprofessional image and loss of repeat business	Unlikely	Moderate	Medium		A									
4.5	Annual events	Loss of a perpetual trophy	Unprofessional image and additional costs	Rare	Minor	Low	E										
4.6	Annual events	Damage or detainment of yachts during transfer to venue	Unprofessional image, competitor inconvenience and loss of repeat business	Rare	Moderate	Medium	E										
4.7	Annual events	Damage of sails, yacht or equipment during event	Competitor inconvenience, additional costs	Likely	Minor	Medium	E										

Risk Assessment and Treatment

Initial Risk Assessment							
Identified Hazards or Risks	Risk Factors			Existing Control Measures	Control Measure Rating		
	Likelihood	Consequence	Risk Level		E	A	W
AMSA Licencing - boats unable to operate vessels and financial loss	Rare	Severe	High	None			W
Revised Risk Assessment							
Identified Hazards or Risks	Risk Factors			Existing Control Measures	Control Measure Rating		
	Likelihood	Consequence	Risk Level		E	A	W
AMSA Licencing - boats unable to operate vessels and financial loss	Rare	Severe	High	Open liaison with DoT to identify viable means to comply		A	
Implementation of Revised Risk Control Measures							
Responsible Person	Priority			Completion Date	Verification of Effectiveness of Control/s		
	H	M	L		Responsible Person	Signature	Date
Executive Officer				7/8/14	Skip Lissiman		
Additional Comments:	This is a temporary fix to ensure compliance for the interim until the new policy comes into effect in 2016. Retaining an open line of communication with DoT will be integral to ensure our operations comply in the future.						

Initial Risk Assessment							
Identified Hazards or Risks	Risk Factors			Existing Control Measures	Control Measure Rating		
	Likelihood	Consequence	Risk Level		E	A	W
Revised Risk Assessment							
Identified Hazards or Risks	Risk Factors			Existing Control Measures	Control Measure Rating		
	Likelihood	Consequence	Risk Level		E	A	W
Implementation of Revised Risk Control Measures							
Responsible Person	Priority			Completion Date	Verification of Effectiveness of Control/s		
	H	M	L		Responsible Person	Signature	Date
Additional Comments:							

Initial Risk Assessment							
Identified Hazards or Risks	Risk Factors			Existing Control Measures	Control Measure Rating		
	Likelihood	Consequence	Risk Level		E	A	W
Revised Risk Assessment							
Identified Hazards or Risks	Risk Factors			Existing Control Measures	Control Measure Rating		
	Likelihood	Consequence	Risk Level		E	A	W
Implementation of Revised Risk Control Measures							
Responsible Person	Priority			Completion Date	Verification of Effectiveness of Control/s		
	H	M	L		Responsible Person	Signature	Date
Additional Comments:							

APPENDIX B - INSTRUCTOR TRAINING

Duties and Responsibilities

MASTER

Master Name: Andy Fethers

Date of commencement: February 2016 **Date of employment cessation:**

Address: PO Box 574, Claremont, WA 6910

Telephone: (Home) 0404 420 885 (Mobile)

Name of Next of Kin: Jade Fethers **Relationship:** Wife

Contact Details: 6467 6018 (Home Phone) (Mobile)

Master Certificate of Competency level: Accredited Yacht Racing Instructor to Yachting Australia standards

Copy of CoC retained as part of crew records: ☒ Yes

Duties and Responsibilities:

The master is responsible for the following:

5. Overall management of the organization
6. Report to the Board
7. Manage the financial affairs of the organization
8. Manage the staff and contractors to ensure smooth operations of the organization
9. Ensure adequate staff training to complete the activities of the organization

MAINTENANCE MANAGER

Master Name: Andy Fethers

Date of commencement: February 2016 **Date of employment cessation:**

Address: c/o PO Box 566, Claremont WA 6910

Telephone: (Home) 040 442 0885 (Mobile)

Name of Next of Kin: Jade Nelson **Relationship:** Wife

Contact Details: 041 895 1872 (Home Phone) (Mobile)

Record of training retained as part of crew records: ☒ Yes

Duties and Responsibilities:

1. Ensure the yachts are in a seaworthy state prior to any on water activity
2. Manage the day to day, week to week and annual maintenance program of the fleet
3. Co-ordinate and manage any contractors that may be engaged to work on the fleet
4. Keep up to date logs of maintenance works

INSTRUCTOR

Instructor Name:

Date of commencement: Date of employment cessation:

Address:

Telephone: (Home) (Mobile)

Name of Next of Kin: Relationship:

Contact Details: (Home Phone) (Mobile)

Record of training retained as part of crew records: ☒ Yes

Duties and Responsibilities:

1. Applies safe work practice.
2. Demonstrates correct application of action request forms for reporting of safety issues.
3. Explains key aspects of the vessels' SMS.
4. Participates in delivery of the On Board Safety Briefing and associated practical demonstration.
5. Participation in emergency drills.
6. Explains instructor designated roles/ responsibilities for each emergency situation.
7. Quickly locates and understands correct use of required safety life-saving equipment.
8. Rigging and preparing boat.
9. Handling of berthing lines.
10. Pre-departure checks.
11. Crew number verification.
12. General and special rules afloat.
13. Crew boarding and disembarking.

Initial Safety Induction Training

ROLE				ITEMS OR SYSTEMS TO BE COVERED OFF
Master	Maintenance Manager	Instructors	Office Staff	
✓	✓	✓		Safety equipment
✓	✓	✓		Life-saving equipment
✓	✓	✓		Fire safety equipment
✓	✓	✓		Miscellaneous equipment
✓	✓	✓		Bilge Pumps
✓	✓	✓		Vessel operation
✓	✓	✓		Navigation equipment
✓	✓	✓	✓	Radio communications equipment
✓	✓	✓	✓	Radio communications protocols: Ship to Base – Ship to Ship – Local requirements
✓	✓	✓		Manoeuvring at berth
✓	✓	✓		Safe berthing procedure
✓	✓	✓	✓	Weather forecast and briefing
✓	✓	✓	✓	Voyage planning
✓	✓	✓	✓	Swan River map and safe navigation
✓	✓	✓		Boat rigging procedure
✓	✓	✓		Voyage pre-departure checks
✓	✓	✓	✓	Pollution prevention
✓	✓	✓		Vessel safety management system
✓	✓	✓	✓	Overview of emergency procedures
✓	✓			Out of water hull work
✓	✓			Use of Chemicals
✓	✓			Working at heights
✓	✓	✓	✓	Office Emergency Exits
✓	✓	✓	✓	Office Fire Procedures

TRAINING DELIVERY DATE		TRAINEE		TRAINER	
Date	Role	Name	Signature	Name	Signature

INSTRUCTORS – DUTIES AND RESPONSIBILITIES COMPETENCY ASSESSMENT						
Role or Activity	Competency Units	Competent		Sign Off – Verification		
		Yes	No	Master Name	Date	Signature
Risk Management	Applies safe work practice					
	Demonstrates correct application of action request forms for reporting of safety issues					
Safety Management System	Explains key aspects of the vessels' SMS					
	Participates in delivery of the On Board Safety Briefing and associated practical demonstration					
	Performs designated duties and responsibilities					
Emergency Plans	Participation in emergency drills					
	Explains instructor designated roles/ responsibilities for each emergency situation					
	Quickly locates and understands correct use of required safety life-saving equipment					
Vessel Operations	Rigging and preparing boat					
	Handling of berthing lines					
	Pre-departure checks					
	Crew verification					
	General and special rules afloat					
	Crew boarding and disembarking					

APPENDIX C – APPROPRIATE CREW

Scenario 1 – Corporate and Youth Sail Training

STEP 1 – CONSIDER VESSELS CORE COMPLEMENT						
Certified Crew	Master			Instructor		
				Internal training (min.)		
	1			1 per yacht		
The Master oversees each outing and ensures that the safety measures meet the requirements of the activity in the forecasted weather conditions. The training and experience of each instructor is such that the operation and safety requirements of the National Standard for Commercial Vessels are met. The vessels’ operation is confined to smooth water and voyages of less than 3 hours duration. Each vessel is powered by sail only and no machinery is installed on board.						
STEP 2 – CONSIDER VESSEL DESIGN FACTORS						
General Layout	Considerations					
Deck Configuration	Single decked vessel					
Number and location of assembly stations	All crew assemble in the cockpit.					
Lifesaving Equipment Type/No.	Access and Deployment					
Lifejackets – 12 Adult	Easily accessible in main cabin area					
Life ring	Located on the transom of each yacht and easily deployed					
Life buoy	Located on the transom of each yacht and easily deployed					
Fire Safety	Access and Deployment					
Fire bucket	Easily accessible in main cabin area					
STEP 3 – CONSIDER VESSEL OPERATIONAL FACTORS						
A maximum of 12 crew are on board for a sailing activity conducted on the sheltered waters and confines of the Swan River. Adults or youth (12+ years) are carried on board. There are no crew with special needs.						
Identified Risks	Mitigating Factors					
Commercial ferries on the Swan River Other yachting activities on the Swan River	Observe Collision Regulations Observe local radio communication protocols Observe Swan River Sailing “General Rules Afloat” Pre-planning of event to keep fleets separate Continuously monitor radio communications					
Unexpected weather state changes	Master’s local knowledge of Swan River Proximity and range of safe havens					
Extreme weather conditions	Master cancels on water events					
STEP 4 – MARINE INCIDENT RESPONSE CAPABILITY						
Incident Type	What is the instructor doing – is there enough people to do it?					
	Navigation	Initial Response	Containment & Assistance	Incident Management and Communications Internal & External	Crew Management	Escalation, Evacuation & Crew Verification
Collision	Instructor	Instructor	Safety Boat	Instructor	Instructor	Instructor & Safety Boat
Grounding	Instructor	Instructor	Safety Boat	Instructor	Instructor	Instructor & Safety Boat
Person Overboard	Instructor	Instructor	Safety Boat	Instructor, pre-designated crew & Safety Boat	Instructor & pre-designated crew	Instructor, pre-designated crew & Safety Boat
Medical Emergency	Instructor	Instructor	Safety Boat & Office Staff	Instructor, Safety Boat & Office Staff	Instructor & Safety Boat	Instructor & Safety Boat
STEP 5 – USE STEPS 1 – 5 TO DETERMINE “APPROPRIATE CREW” NUMBERS						
STEPS	CONSIDERATIONS				OUTCOME	
1. Core Complement	Sufficient for restricted operations in smooth waters only				Operational limitations and restrictions noted	
2. Vessel Design Factors	No engine on board Location and access to lifesaving and safety equipment Assembly location				Lifesaving equipment is readily accessible and easily deployed by instructor and pre-designated crew. In an emergency situation, the Safety Boat is called to assist.	
3. Vessel Operational Factors	Risks associated with sailing on the Swan River				Managed effectively given the identified mitigating factors	
4. Marine Incident Response Capability	Swan River Sailing “General Rules Afloat” limits vessel contact Pre-voyage planning avoids operation in areas of shallow water				Instructor will be able to effectively respond to any incident and manage crew safety	
5. Appropriate Crew Adjustments	Nothing further for this particular activity				No adjustment required Instructor considered sufficient	

Scenario 2 – Yachting Regattas

STEP 1 – CONSIDER VESSELS CORE COMPLEMENT						
Certified Crew	Master			Sailing Team		
				Amateur and/or professional yachtsmen/women		
	1			5 – 7 sailors per yacht		
The Master oversees each regatta and ensures that the safety measures meet the requirements of the activity in the forecasted weather conditions. The vessels’ are sailed by professional and amateur yachtsmen and women and operations are confined to smooth water and voyages of less than 8 hours duration. Each vessel is powered by sail only and no machinery is installed on board.						
STEP 2 – CONSIDER VESSEL DESIGN FACTORS						
General Layout		Considerations				
Deck Configuration		Single decked vessel				
Number and location of passenger assembly stations		All team members assemble in the cockpit.				
Lifesaving Equipment Type/No.		Access and Deployment				
Lifejackets – 12 Adult		Easily accessible in main cabin area				
Life ring		Located on the transom of each yacht and easily deployed				
Life buoy		Located on the transom of each yacht and easily deployed				
Fire Safety		Access and Deployment				
Fire bucket		Easily accessible in main cabin area				
STEP 3 – CONSIDER VESSEL OPERATIONAL FACTORS						
Between 5 and 7 team members are on board for a yacht racing regatta conducted on the sheltered waters and confines of the Swan River. Teams consist of adults and/or youth (15+ years). There are no crew with special needs.						
Identified Risks		Mitigating Factors				
Commercial ferries on the Swan River		Observe Collision Regulations				
Other yachting activities on the Swan River		Pre-event planning secures water space for single-regatta use only				
		Yachting regatta managed by on water race control team led by Principal Race Officer				
		All yacht racing subject to the current International Sailing Federation’s “Racing Rules of Sailing”				
Unexpected weather state changes and extreme weather conditions		Yachting regatta subject to wind limits and equipment restrictions				
		Principal Race Officer has authority to abandon racing				
STEP 4 – MARINE INCIDENT REPSONSE CAPABILITY						
Incident Type	What is the crew doing – is there enough people to do it?					
	Navigation	Initial Response	Containment & Assistance	Incident Management and Communications Internal & External	Crew Management	Escalation, Evacuation & Crew Verification
Collision	Helmsman	Helmsman	Safety Boat	Helmsman	Helmsman	Helmsman & Safety Boat
Grounding	Helmsman	Helmsman	Safety Boat	Helmsman	Helmsman	Helmsman & Safety Boat
Person Overboard	Helmsman	Helmsman	Safety Boat	Helmsman, team members & Safety Boat	Helmsman & team members	Helmsman, team members & Safety Boat
Medical Emergency	Helmsman	Helmsman	Safety Boat & Race Control	Helmsman, Safety Boat & Race Control	Helmsman & Safety Boat	Helmsman & Safety Boat
STEP 5 – USE STEPS 1 – 5 TO DETEREMINE “APPROPRIATE CREW” NUMBERS						
STEPS		CONSIDERATIONS				OUTCOME
6. Core Complement		Sufficient for restricted operations in smooth waters				Operational limitations and restrictions noted
7. Vessel Design Factors		No engine on board Location and access to lifesaving and safety equipment Assembly location				Lifesaving equipment is readily accessible and easily deployed by team members. In an emergency situation, a Safety Boat will assist.
8. Vessel Operational Factors		Risks associated with sailing on the Swan River Risks associated with yacht racing				Managed effectively given the identified mitigating factors
9. Marine Incident Response Capability		Sailing Instructions precludes vessels entering areas of shallow water				Helmsman will be able to effectively respond to any incident and manage team safety
10. Appropriate Crew Adjustments		Nothing further for this particular activity				No adjustment required Team considered sufficient

APPENDIX D – EMERGENCY PLANS

Emergency Procedure For On Water 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 office at the first opportunity on 9386 9488, by VHF on the channel set for the day at the Instructors Briefing VHF 71 (VHF 72 at RBYC) 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
Georgia Bivens	0433 505 720
RPYC Duty Officer	9423 5504

- 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.

Emergency Contacts

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

Water Police	9422 8600	VHF Channel 16 or 67
Fremantle Volunteer Sea Rescue	9335 1332	VHF Channel 73
Local Doctor	9346 6000	After hours: 9346 6191 (6:00pm – 9:00pm)
WA Police	131 444	
Poisons Information Centre	13 11 26	

Group Briefing Ashore

- Welcome all guests to *“the ... Regatta conducted by Swan River Sailing, from our base here at the RPYC”. “Our activity will take us out onto the Swan and Canning Riverpark towards the vicinity of ...”*
- Introduce yourself as the supervisor for the outing.
- Outline the timing of the program for the outing (available from the running sheet) with start time and barbecue time and all in between.
- Brief weather forecast for the outing (in the pack prepared by SRS office).
- Introduce the teams to the instructors with their corresponding boat number.
- Talk about the *“well equipped Foundation 36 yachts – BUT no toilet...”* Point out where the boats are located at the end of B jetty
- Advise the group that their instructor will conduct a safety briefing on board the yacht, followed by an allocation of crew positions *“the on board instructor is there to advise each crew and assist in tight situations – but not do all the work – that is up to each team...”*.
- Ask all guests to take all valuables and gear bags with them on board the yacht where they can stow them down below.
- Finish up with *“meet your instructor prior to heading out onto the jetty - after a rest room stop.”*

On Board Safety Briefing Before Leaving the Pen

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 Attached to transom of yacht
 - First Aid Kit } Kept in locker near the bulkhead on starboard-side of cabin
 - Flares }
 - Fire Bucket }
 - PFD's Kept in port side bunk compartments at foot of companionway
 - Bilge pumps One cockpit mounted pump, one portable pump kept under stairs
 - Bilge pump handle Cockpit pump handle attached to port side chart table in cabin
 - Anchor and warp Under companionway
 - AED, Spine Board and Heavy Trauma kit aboard Safety Rigid Inflatable Vessel
- **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 instructor). Allocate a cockpit role for non-swimmers.
- **Leaving and approaching the pen:** Instruct guests to leave the mooring lines to the instructor. Be very careful of contact with the mooring posts.
- **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 guests with a rope-handling role have been given a pair of gloves.
- **Boom height:** Ensure that guests 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 guests are aware of the “danger areas” of the mainsheet during gybing.
- **Allocate sailing gloves:** Each guest with rope holding role is to be issued a pair of gloves.

APPENDIX E – ACTION REQUESTS

ACTION REQUEST						AR No.:		AR000		
ACTION REQUEST TYPE										
Safety Issue		Hazardous Occurrence		Non Conformance		Improvement Opportunity		Unscheduled Maintenance		
ACTION REQUEST DETAILS										
Priority										
H	M									L
Date:										
Raised By:										
ACTION REQUEST FOLLOW UP AND APPROVAL										
Comments:										
VERIFICATION OF CORRECTIVE ACTION										
Details of Corrective Action:										
Approved		Date		Designated Person Name				Designated Person Signature		
Y	N									
VESSEL SAFETY MANAGEMENT SYSTEM										
Update SMS		Details of SMS Update and Section No								
Y	N									
Date of Change										
SMS Update Sign Off				Designated Person Name		Signature		Date		

APPENDIX F – VESSEL MAINTENANCE

PLANNED MAINTENANCE 2014 – 2016					
WHAT	WHEN				COMPLETION DATE/S
	Quarterly	Biannually	Annually	2-Yearly	
Hull external below waterline			•		
Rudder, rudder stock, pintle and bearing			•		
Hull external topside			•		
Superstructure			•		
Hatches, hinges, seals and closing devices			•		
Safety equipment	•		•		
First Aid Kit	•		•		
Battery, isolator switch, navigation lights and bulb	•	•			
Keel bolts			•		
Jib sheets, spinnaker sheets, tweekers and halyards		•	•		
Stanchions and lifelines	•		•		
Winches		•	•		
Blocks and cleats		•	•		
Bolts				•	
Bilge Pumps			•	•	

ROUTINE MONTHLY INSPECTION RECORD		
AREA OF VESSEL	ITEM	FINDINGS/ACTIONS

VESSEL PRE-DEPARTURE CHECKS				
	DESCRIPTION	STATUS		COMMENTS
		SAT	UNSAT	
SAFETY EQUIPMENT	Lifebuoy with buoyant line and light x 1			
	Life ring x 1			
	Coastal lifejackets with vessel name x 14			
	Fire bucket x 2			
	Orange Smoke Flares x 2			
	Red Hand-held Flares x 2			
	Torch x 1			
	Medical Kit (Scale G) x 1			
	Manual fitted bilge pump (5.5kL/hr capacity) x 1			
	Portable bilge pump (5.5kL/hr capacity) x 1			
	Anchor 16kg x 1			
	3m of 8mm chain x 1			
	55m of 10mm nylon rope			
	Stanchions fully inserted into deck			
	Safety rails taught			
NAVIGATION & COMMUNICATION EQUIPMENT	VHF Radio x 1			
	Navigation light x 1			
	12V Battery x 1			
SAILS AND EQUIPMENT	Mainsail ready and reefed, if required			
	Headsail rigged and ready			
	Jib sheets rigged and ready			
	Spinnaker pole in position			
	Winch handles in position			
	Tiller untied			
BOARDING & DISEMBARKING	Aft spring lines released			
OTHER	Hatch cover stowed			
	Topping lift secured to boom			
	Boom preventer released			

APPENDIX G – DOCUMENTATION



YACHT DAMAGE REPORT FORM

Date: ____/____/____ Boat #: _____

Skipper/Coach Name: _____ Group/Team Name: _____

TO BE COMPLETED AFTER EVERY USE OF A FOUNDATION 36

☐ NO DAMAGE OR LOSS OF EQUIPMENT TO REPORT

Any contact with another boat? ☐ No ☐ Yes

Details: _____

Any damage or lost sails/sail bags? ☐ No ☐ Yes

Details: _____

Any damaged or lost fittings? ☐ No ☐ Yes

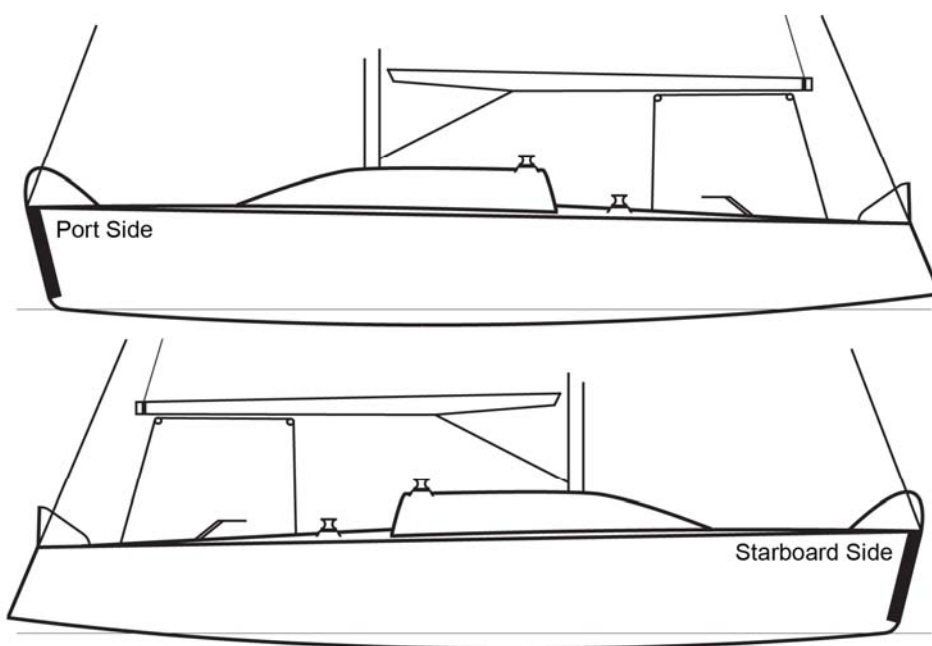
Details: _____

Any flags missing? ☐ No ☐ Yes

Details: _____

Other? Please detail: _____

Please indicate where the damage has occurred.



Please complete and return within 24 hours of use.

Skipper/Coach Signature: _____ Date: ____/____/____

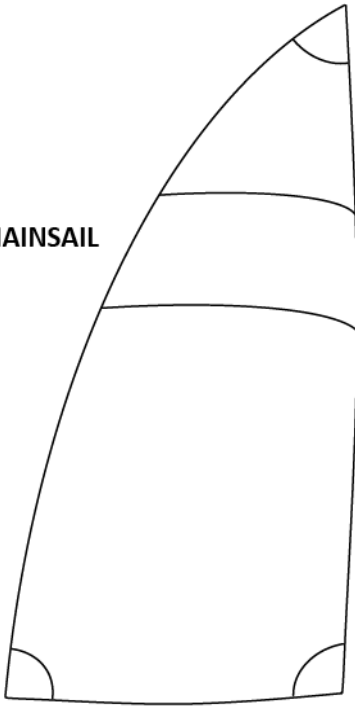
SAIL DAMAGE REPORT FORM

Colour of Mainsail Stripe: _____

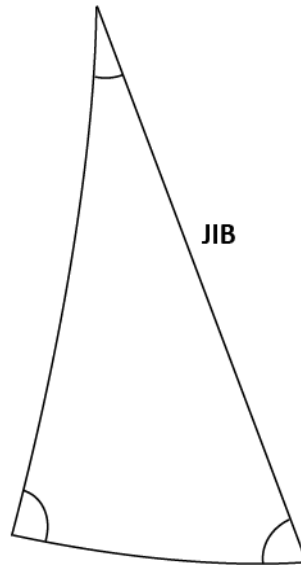
Colour of Spinnaker: _____

Please indicate where the damage has occurred.

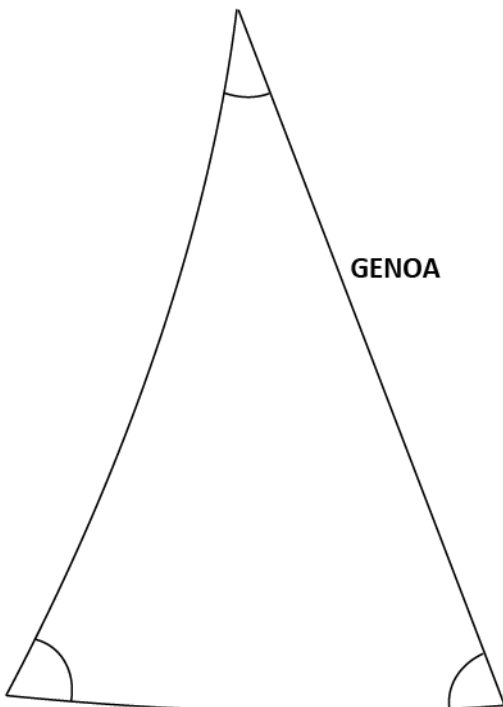
MAINSAIL



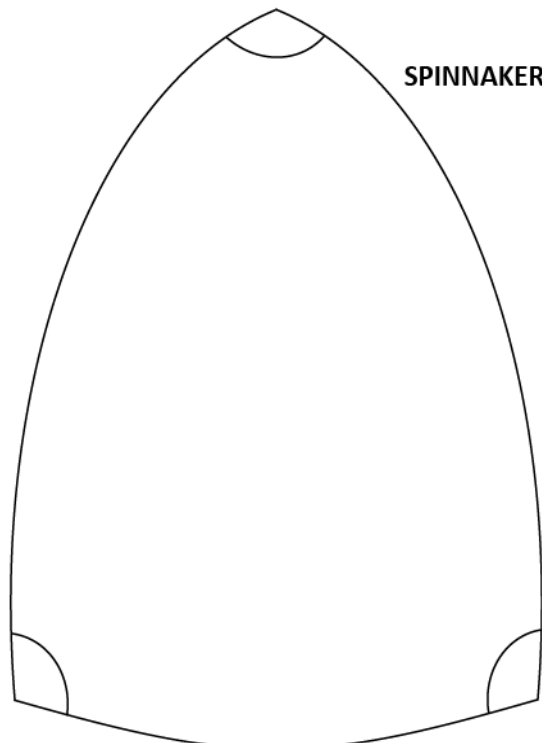
JIB



GENOA



SPINNAKER





Swan River Sailing

INJURY REPORT FORM

(To be completed for all injuries and handed into the office)

INJURED PERSON:

Full Name: _____ Age: _____ Gender: ☐ M ☐ F
Company Name: _____ Phone: _____
Address: _____

DETAILS OF INJURY:

Describe the activity in which the person was engaged at the time of injury.

Date injury occurred: _____ Time: _____ Charter: _____
SRS Instructor: _____ Boat: _____ Location: _____
Witness: _____ Phone: _____ Signature: _____

Describe how the injury occurred, the nature of the injury and the treatment administered.

Details of any referral or further treatment:

SRS REPRESENTATIVE

Name: _____
Phone: _____
Signature: _____
Date: _____

PERSON ADMINISTERING FIRST AID

Name: _____
Phone: _____
Signature: _____
Date: _____

CREW LOG SHEET



Swan River Sailing

DATE	GROUP	BOAT DETAILS	NO. ON BOARD	TIME LOGGED
		BOAT #: COACH:	CREW: COACH:	
		BOAT #: COACH:	CREW: COACH:	
		BOAT #: COACH:	CREW: COACH:	
		BOAT #: COACH:	CREW: COACH:	
		BOAT #: COACH:	CREW: COACH:	
		BOAT #: COACH:	CREW: COACH:	
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