

DARWIN SAILING CLUB SAILING & TRAINING STANDARD OPERATING PROCEDURE

January 2022

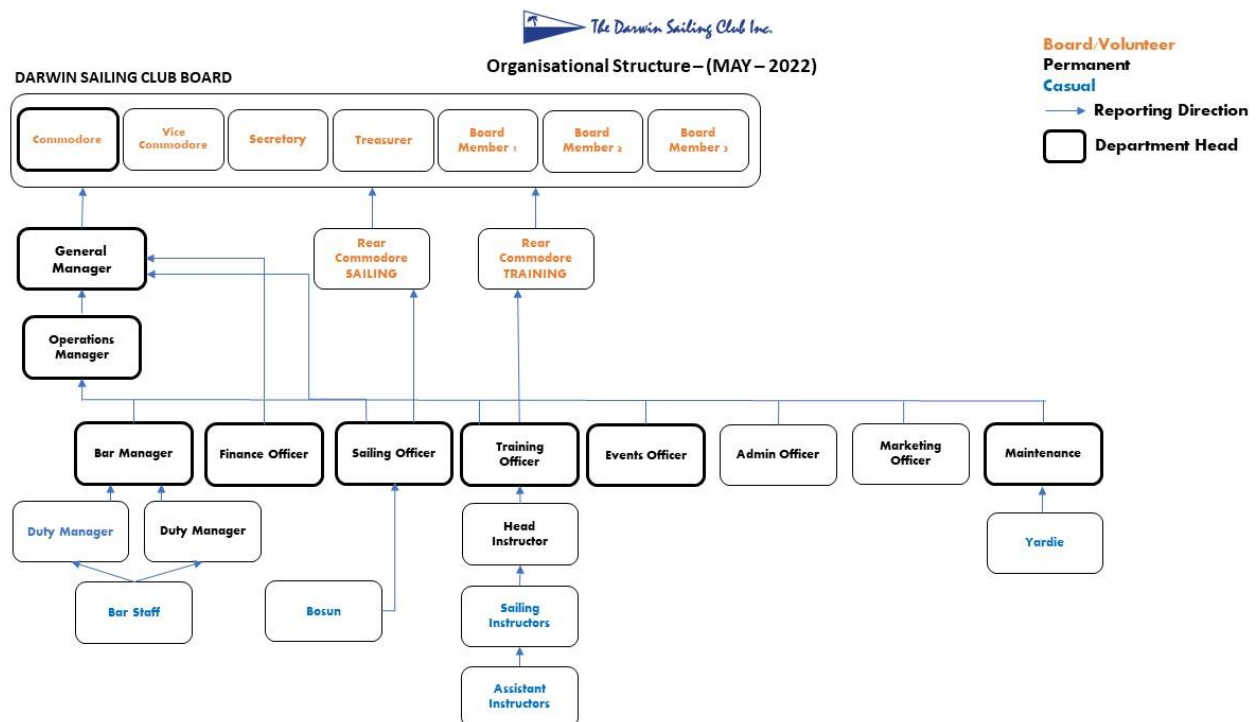
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1 INTRODUCTION

Darwin Sailing Club is located in Fannie Bay, we are an accredited Discover Sailing Centre offering training in accredited courses, coaching programs and racing in both dinghies and keelboats.



2 CLUB MANAGEMENT

Darwin Sailing Club is a member driven club, and the officers of the club are elected at the club's AGM. There are also several staff employed by the club.

The Management Board is responsible for the strategic direction of the club. The club is managed by the General Manager whilst administration and finances are managed by paid staff under the direction of the GM.

Racing and social sailing is managed Sailing Officer in conjunction with the Sailing Committee under the leadership of the Rear Commodore for Sailing.

Training is managed by the Training Officer in conjunction with the Training Committee under the leadership of the Rear Commodore Training.

Racing is managed by the Sailing Officer in conjunction with the Sailing Committee under the leadership of the Rear Commodore Sailing.

Refer to www.darwinsailingclub.com.au for the current committee members.

3 OPERATIONS AREA

The club operates from our clubhouse in Fannie Bay. Training courses take place in the sheltered waters of Fannie Bay. Racing generally takes place within Darwin Harbour limits aside from the Inshore Series.

The Club uses the open grassed area next to Donny's Den or the area around the Rotunda for rigging of sailing boats.

Boats are predominantly launched using the boat ramp closest to the Rotunda, although both ramps can be utilised.

All club members and visitors are requested to keep road trailers and cars out of the rigging area and clear of the ramp. Please also drive slowly throughout the carpark areas as there is often children running around.

Safety boats are prepared in the boat park before being launched. *Refer to the safety boat checklists.*

Powerboats and trailer sailors are launched using the tractor. *Refer the packing up checklists for packing and cleaning requirement for the end of racing and training activities.*

4 FACILITIES

Toilets and showers are located behind the old Yacht Shop building next to the laundry.

The Tower can be accessed by Race Day Volunteers or Instructors. The Tower contains a landline telephone, VHF radio (and charging stations for HH VHF), Race Control laptop, First Aid Kit, Race Management Team equipment (Dolphin cases), Policies.

A landline telephone is maintained in the Tower for emergency use. All major mobile networks have full coverage throughout the clubhouse and boat park.

A bistro is located in the main clubhouse for meals. Sunscreen is provided free to all students and volunteers to promote SunSmart behaviour.

The Training Room is suitable for classroom style teaching, pre-event briefing and meetings. The area includes chairs and tables, whiteboards, and a projector.

The Minnow Shed also has a whiteboard suitable for outside briefings.

5 STORAGE AREAS

Rescue vessels are stored securely in compounds within the inner boat park. The club's training vessels are stored in the inner boat park whilst equipment such as sails, foils, PFD's are stored in the Minnow Shed.

To reduce the risk of fire.

- Minimum quantities of fuel are to be stored on site.
- Only those club members experienced in refueling of boats should handle fuel.

Placing heavy equipment and boats high up in storage racks can result in injury or damage during retrieval.

- No equipment to be stacked higher than 2m without a pulley system for retrieval.

6 RISK MANAGEMENT APPROACH

A risk assessment has been developed for the activities of Darwin Sailing Club and made available to all club members and those who interact with the club. The hazards identified were based on guidelines by Australian Sailing and its Member Yachting Associations, and experiences of members of the club. These hazards have then been rated according to likelihood and impact to determine a risk priority.

Control measures have been identified in response to each risk identified. Persons within the club structure were also identified to take responsibility for each risk. The risk assessment matrix is contained in Appendix 1 of this document and also contains cross-references to sections of this document and other aspects of the operation of the club that contain the formal response to each hazard.

6.1 STRONG WIND WARNING POLICY

If the Bureau of Meteorology issues a “Strong Wind Warning” for Fannie Bay no sailing activities are to take place. Instructors and Race Officers shall check www.bom.gov.au before beginning any scheduled activities and cancel the activities if required.

Training Courses will not go on the water in winds **consistently** above 15 knots.

Club Racing will be cancelled/postponed in winds **consistently** above 25 knots.

Race Officer and Instructor in Charge will be responsible for this decision and should consider a variety of other factors including sea state, wind direction, age, experience, and boats sailed etc.

6.2 LIFEJACKETS

All persons taking part in training activities shall wear an Australian Standards approved PFD, always whilst on the water. This policy extends to whilst on-board vessels at anchor.

7 HEALTH AND SAFETY POLICY

Darwin Sailing Club (DSC) is committed to providing a safe and healthy workplace for members, instructors, and volunteers and to ensuring the safety of visitors and students. DSC will take all reasonable measures to control hazards and prevent incidents or accidents that could result in personal injury or ill health. DSC will take all reasonable measures to conform to relevant state and federal legislation and will consult with staff and students in the identification, assessment, and control of hazards at the training centre.

Effective management of OHS risks depends on the commitment and co-operation of club members, volunteers, staff, and students. DSC is committed to consulting with club members, volunteers, staff, and students in a meaningful and effective manner on safety issues, enabling each person to contribute to decisions that may affect their health, safety, and welfare.

DSC expects club members, volunteers, staff, and students to comply with its occupational health and safety policies, procedures, and guidelines, and to conduct themselves in a safe manner, not placing themselves or others at risk. Instructors are responsible for the health and safety of volunteers and students working under their direction. DSC is also responsible for providing a safe and healthy environment for its visitors and members of the public who enter the training centre or are affected by its activities.

Contractors working on DSC premises are also required to conduct their activities in a manner that ensures the safety, health, and welfare of others.

DSC expects its members to act immediately to minimise obvious risks should they arise, such as cleaning spills or breakages, moving others out of the way of moving vehicles, or assisting other members where it is appropriate to do so.

The Management Board and staff of DSC will continually monitor the buildings and other assets of the club and see to the maintenance so that the safety of the public and club members is not compromised.



8 CHILD PROTECTION POLICY

The Darwin Sailing Club Child Safety Policy is available on our website at www.darwinsailingclub.com.au

8.1 CODE OF CONDUCT FOR INTERACTION WITH CHILDREN AND YOUNG PEOPLE

Darwin Sailing Club staff, contractors and volunteers are responsible for supporting the safety and well-being of children by:

- adhering to ***Darwin Sailing Club's Child Safety Policy*** and upholding Darwin Sailing Club's Statement of Commitment to Child Safety at all times;
- taking all reasonable steps to protect children participating in Darwin Sailing Club programs from abuse and neglect;
- treating children and young people with respect;
- listening and responding to the views and concerns of children, particularly if they are reporting that they or another child has been abused and/or are worried about their safety or the safety of others;
- ensuring as far as practicable that an adult (other than a parent) is not left alone with a child;
- reporting any allegations of child abuse in accordance with Darwin Sailing Club's Member Protection Policy;
- if an allegation of child abuse is made, taking steps as quickly as possible to ensure that the child or children concerned are safe; and
- where possible, encouraging children to 'have a say' and participate in relevant organisational activities.

Darwin Sailing Club staff, contractors and volunteers must not:

- develop 'special' relationships with children that could be seen as favouritism (for example, by offering gifts or giving special treatment to specific children);
- engage in any form of 'sexual behaviour' with, or in the presence of, children or young people;
- take any disciplinary action against a child or young person involving physical punishment or any form of treatment that could reasonably be considered as degrading, cruel, frightening or humiliating;
- exhibit behaviour with children which may be construed as unnecessarily physical (for example: touching their genital area, buttocks, or breasts);
- assist a child with activities of a personal nature that the child can do for themselves, such as toileting or changing clothes;
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities);
- use inappropriate language in the presence of children;
- express personal views on cultures, race, or sexuality in the presence of children;

- discriminate against any child, including because of culture, race, ethnicity, or disability;
- have contact with a child outside of sailing without consent (for example, social functions or child minding);
- supply alcohol or drugs (including tobacco) to children and young people participating in sailing;
- use electronic communication (email, text messages, twitter etc.) with a child or young person other than in connection with Darwin Sailing Club programs (for example sending e-newsletters to the child and their family);
- Ignore or disregard any suspected or disclosed child abuse.

Darwin Sailing Club staff, contractors and volunteers must observe this code of conduct and accept responsibility for immediately reporting any breach of this code to Darwin Sailing Club's Child Safety Officer or management team.

8.2 STAFF AND VOLUNTEERS WORKING WITH CHILDREN

All staff & volunteers who work with children must hold a current Ochre Card issued by SAFE NT and must have their names listed in the club's register. The only volunteers who do not require an Ochre Card are volunteers under the age of 15 years.

The club will maintain a register of current Ochre Card holders and keep it available for inspection at the club.

8.3 HANDLING DISCLOSURES OR SUSPICIONS OF HARM

Darwin Sailing Club takes all allegations of child abuse made against its staff, contractors, and volunteers seriously and has procedures in place to investigate any allegation thoroughly and quickly. Darwin Sailing Club also ensures any staff, contractors and volunteers engaged to deal with allegations are appropriately trained.

All complaints received will be dealt with by the Darwin Sailing Club Board in a confidential and respectful manner.

Darwin Sailing Club works to ensure all staff, contractors and volunteers know what action to take and who to notify if they observe abuse or other inappropriate behaviour involving a child or young person.

All staff, contractors and volunteers have a responsibility to report an allegation of child abuse if they believe an incident occurred. Darwin Sailing Club may, in some circumstances, also have a mandatory requirement to report suspected cases of child abuse to government authorities.

The "state of mind" which activates this reporting duty is when there is a belief on reasonable grounds that any significant detrimental effect caused by any act, omission, or circumstance on the physical, psychological or emotional wellbeing or development of a child has occurred.

Darwin Sailing Club's contact person for child safety and management of complaints is the Club General Manager. They can be contacted at 08 8981 1700 or gm@dwnsail.com.au

If you believe a child is at immediate risk of abuse phone 000.

8.4 MANAGING BREACHES OF THE CHILD PROTECTION POLICY

Refer to the ***Darwin Sailing Club Child Safety Policy*** for the full procedure. The below form should be used to ensure that information is accurate and collected in a timely manner before details are forgotten.

CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION

Before completing, ensure the procedures outlined in *Procedure for Handling Allegations of Child Abuse* have been followed and advice has been sought from the relevant government agency and/or police.

Complainant's Name (if other than the child)	Date Formal Complaint Received: / /	
Role/status in sport		
Child's name	Age:	
Child's address		
Person's reason for suspecting abuse (e.g. observation, injury, disclosure)		
Name of person complained about		
Role/status in sport	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official	
Witnesses (if more than 3 witnesses, attach details to this form)	Name (1): Contact details: Name (2): Contact details: Name (3): Contact details:	
Interim action (if any) taken (to ensure child's safety and/or to support needs of person complained about)		
Police contacted	Who: When: Advice provided:	

Government agency contacted	Who: When: Advice provided:
President and/or MPIO contacted	Who: When:
Police and/or government agency investigation	Finding:
Internal investigation (if any)	Finding:
Action taken	
Completed by	Name: Position: Signature: / /
Signed by	Complainant (if not a child)

9 INCIDENTS

9.1 MINOR ACCIDENTS AND INCIDENTS ASHORE

In the event of a minor accident on-the-water or off-the-water;

- Any emergency incidents should take precedence over other communications and activities.
- Any serious incident or developing safety problem is to be promptly reported to the Head instructor or Race Officer on the day.
- First aid should be administered, and the injured person brought to shore if required.
 - The main first aid kit is kept in the Tower
 - Rescue fleet vessels & Elliot's carry smaller first aid kits.
- If anyone involved in the accident is under 18 that person's parents should be contacted using details in the sign-on sheet or SailSys. Contact numbers for parents and guardians are a requirement registering for a training program or entering a race series.
- Details of the accident must be entered on an incident report form kept in the Tower as soon as possible by the person who dealt with the accident.
- The Head Instructor or Sailing Officer must be informed of any accident, however minor. If neither available seek assistance from the Bar Duty Manager to contact Flag Officers

9.2 MAJOR INCIDENT

Refer Darwin Sailing Club Incident Management Plan

Medical attention must be sought for any person who has been submerged in the water for any length of time or has a serious head injury.

- **All media communication will be actioned by the General Manager or DSC Flag Officer.**
 - Don't allow well-meaning but ill-informed club members to make public comments.
 - If there has been a fatality, the police will contact the next of kin.
 - **No Member or staff shall publicise the name of the casualty or any details.**
- Remain calm.
- If the person is on-the-water and an ambulance is required, the Coach Boat or Rescue Boat crew should;
 - contact the Race Control ashore to ask the radio operator to call 000 or call themselves;
 - contact the Head Instructor / Race Officer and notify them of the situation;
- The person delegated to call the ambulance should give details of the injury if known and tell the ambulance how to get to the club.
- If anyone involved in the accident is under 18 that person's parents should be contacted by the Instructors or Race Officer of the Day using details in the sign-on sheet or SailSys. Contact numbers for parents and guardians are a requirement of registering for a training program or entering a race series.
- The injured person should be brought ashore by RHIB if possible, for speed. If the person should not be moved the safety boats should tow the boat ashore.

- If the injured person requires an ambulance you may have to transport them to Cullen Bay for easy extrapolation from the vessel.
- The instructor should stay on the water with the rest of the group unless they judge that the seriousness of the injury requires them to accompany the injured person ashore in the RHIB. In this case, they may leave the group under the supervision and with safety cover.
- If the injured person is taken to hospital they should be accompanied by a parent, guardian or adult known to them.
- Everyone should be aware that the instructor, race management team, the first aider and other members of the group may be suffering from shock and may also require attention.
- All serious accidents must be reported in full.
 - Details of the accident must be entered on an incident report form kept in the Tower as soon as possible by the person who dealt with the accident.
- Following a serious safety problem, it may be appropriate to abandon training / racing for the day.
- Keep any relevant equipment such as lifejackets, broken rigging, damaged boats etc.
- Following an inquiry into the causes, a systemic change may be required.

9.3 ENTRAPMENT RESCUE FOLLOWING INVERSION OR CAPSIZE

Entrapment is a hazard in ALL dinghies inverting or capsizing. Do not assume that masthead buoyancy will prevent inversion and always check that crew are floating clear after every capsize or inversion.

- Safety crews must be prepared to enter the water to help free crew
- All DSC rescue craft have a sharp knife capable of cutting rigging, usually located near the console

Safety crews should IMMEDIATELY right the boat by one or more of the following methods:

1. Maneuver rescue boat parallel to the windward side of the upturned boat
2. Lift a corner of the transom to allow air in and to break suction effect
3. Crew can then use the center/dagger board (if accessible) to right boat themselves
4. In severe situations only should tow lines from the rescue vessel be used to right an upturned boat as using additional lines and requiring engine propulsion close to an inverted hull where crew are at risk can increase the risk of the recovery.
5. If the crew are trapped inside the righted boat this method should bring them upright inside their boat alongside the safety boat where they can be given immediate First Aid.

9.4 MISSING PERSON PROCEDURE

If a student or competitor is reported missing

- Determine name, age, description (including what they were wearing), where they were last seen and who they may have been with.
- Inform Race Management Team or nearest instructor or club official immediately you notice the person is missing.

The Race Management Team or Instructor or person who has been informed is to activate a search of club grounds and waterways in the following way:

- Organise a group of adult volunteers to start searching for the missing person
- Collect mobile phone numbers of volunteers and provide them with a contact number for the person in charge of the search
- Divide the volunteers into groups and given them search areas which include:
 - Inside the club house including Tower, kitchen, and all other areas
 - In storage areas, showers, and toilets
 - The grounds of the club house, including all grassed areas, ramps, and beach
 - The footpath and parking areas adjacent to the club
 - Vestey's Beach
- Waterways surrounding the club, which may be done with a Rescue Vessel and should consider the direction of the tide and winds.

If the person is not found within a reasonable period, contact the Police by dialling 000. Also contact the Darwin Port – 8919 0821.

When the person is found:

- Advise any parents or guardians if they have been informed that the person was missing
- Advise person in charge of the search
- Advise all persons involved in the search
- Advise the police if they have been informed
- De-brief by gathering all persons involved and thank them for assisting. Explain where the person was found and the circumstances surrounding their disappearance.
- Details of the incident must be entered on an accident report form kept in the Race Control room as soon as possible by the person who led the search.

9.5 CROCODILE SIGHTING PROCEDURE

Crocodiles can be seen in Darwin Harbour or in Fannie Bay, most likely during the Build-up and Wet season. As there is no suitable habitat in Fannie Bay such as mangroves, river mouth, murky water, it is unlikely that a crocodile would live here.

A crocodile which is swimming at the surface is probably moving from one area to another. It may disappear when stalking prey. While stalking prey a crocodile may swim underwater, occasionally resurfacing to assess potential of success.

On any day there is OTB on water activity and prior to that activity, the Instructor in Charge, or Principal Race Officer is responsible for ensuring a check for sign of crocodile presence has been conducted. This should include a visual sweep of Fannie Bay, including using binoculars and a check of any evidence of "slides" in the Vestey's Beach – Dudley Point area. If present, OTB on water activity must not occur, until it can be confirmed that the animal is outside Fannie Bay.

CROCODILE PRESENCE

EMERGENCY RESPONSE

DANGER: Crocodile can be seen in Darwin Harbour or in Fannie Bay at any time of the year.

IF A CROCODILE IS SIGHTED DURING OTB SAILING

ACTION	CHECKED
CEASE ALL THE OFF THE BEACH WATER ACTIVITIES.	
ALWAYS SAIL AWAY from the crocodile.	
DO NOT ENTER IN THE WATER	
If a Crocodile is moving towards the off the beach fleet, a safety boat MUST be placed between the fleet and Crocodile	
<p>If possible, the sailors sail their boat back to the nearest safest land.</p> <p>If wind is too light, or the sailors have not the skills to sail efficiently back to the beach:</p> <p>The safety boat MUST collect the concerned sailors, and, if appropriate, tow the boats or capsize them.</p>	
ALERT all DSC rescue boats – VHF73 – Call “HANDBAG”. Do not use the term “crocodile” in radio transmissions.	
HEAD INSTRUCTOR or RACE OFFICER must CALL Crocodile Management Patrol 0419 822 859. CALL DARWIN SAILING CLUB: 8981 1700 CALL Sailing Officer 0419 498 714, Training Officer 0467 979 720	

DATE:

PERSON IN CHARGE:

CROCODILE PRESENCE PRIOR ACTIVITY PLANNING

DANGER: Crocodile can be seen in Darwin Harbour or in Fannie Bay at any time of the year.

IF A CROCODILE IS SIGHTED PRIOR OTB SAILING

ACTION	CHECKED
IF SIGHTING THE SAME DAY OF THE ACTIVITY: CANCEL ALL OFF THE BEACH ACTIVITIES	
IF SIGHTING WITHIN 3 DAYS OF THE ACTIVITY: CONDUCT A CROCODILE PATROL FOR 40 MINUTES, WITHIN ONE HOUR PRIOR THE LAUNCH OF THE SAILBOATS ON THE BEACH.	
CROC PATROL CONTACTED, CONFIRMING NO SIGHTINGS HAVE BEEN MADE SINCE 1 DAY PRIOR TO SCHEDULED ACTIVITY	

DATE OF FIRST SIGHTING:

SIGHTING CONFIRMED BY:

PLACE THIS FORM ON THE WALL IN RACE TOWER

If a crocodile is spotted during training or racing, the Instructor or Race Office MUST:

- Cease ALL off the beach on water activities and get participants OFF the water to the nearest land.
- ALWAYS sail away from the crocodile.
- DO NOT ENTER THE WATER
- If a Crocodile is moving towards the off the beach fleet, a safety boat MUST be placed between the fleet and Crocodile
- If appropriate, class/fleet leaves off the beach boats, into safety boat.
- Radio the DSC Sailing Tower or Start Boat to alert them.
- The Head Instructor or Race Officer MUST call Crocodile Management Patrol.
 - Radio Code word: Handbag and location of the animal.
 - Call “handbag”. Do not use the term “crocodile” in radio transmissions.

Crocodile Management Patrol (0419 822 859) will provide further instruction.

- **Do NOT Panic**
- **Do NOT Enter the water**
- **Sail away from the Crocodile**
- **Get to the nearest safe land**

9.6 CONCUSSION

Refer to the DSC Concussion Policy

A concussion is a head injury that could be a very minor bump or a more significant injury that could lead to a brain trauma, causing long term or permanent damage. It is very difficult at the time of injury to determine the seriousness of the concussion, therefore is necessary to take precaution.

Visual Signs

- Lying motionless on the playing surface
- Getting up slowly after a direct or indirect blow to the head
- Being disoriented or unable to respond appropriately to questions
- Having a blank or vacant stare
- Having balance and coordination problems such as stumbling or slow laboured movements
- Having a face or head injury

Initial management must adhere to first aid rules, including airway, breathing, circulation and spinal immobilisation.

Anyone with a suspected concussion must be removed from the water. This will enable the sailor to be properly assessed. Anyone who has a suspected concussion must not be allowed to return to the water unless cleared by a medical practitioner. Do not be influenced by the sailor, parents or others suggesting that they should return to activities.

10 PLANNING PROCEDURES

10.1 INSURANCE

Before planning any new type of event, check that the event type is covered under the club's insurance policies. In most cases this should be verified with the club's insurance broker as they are professionally skilled in making these judgements.

10.2 RESCUE BOAT RATIOS

Determine how many rescue vessels will be required for the activity and confirm availability of vessels against other activities planned at the same time. Prepare a crew allocation ensuring that each rescue vessel has a minimum of two crew, **at least one must be qualified to skipper**.

The mechanical failure of a safety boat should not compromise the safety of the operation.

10.2.1 RACING RATIOS

For racing activities, at least one safety boat must be provided per racecourse not including the start boat. This ratio is dependent on age, experience, and class of boat. Ideally, each safety boat must provide cover for no more than 15 off-the-beach sailing vessels. This does not apply to keelboats. The start boat should act as a reserve rescue vessel only as it is often anchored and handling racing procedures that would otherwise impede its ability to properly monitor the fleet's safety.

10.2.2 TRAINING RATIOS

Instructors should not provide safety cover for other groups outside their course.

Dinghies VS Instructor

- 6 : 1 safety boat
- 7-15 : 2 safety boats
- 15+ : 3 or more safety boats
- 3 : 1 (in addition for an AI under the supervision of a DI)

Participants VS Instructor

- 3 : 1 (dinghy with instructor on-board)
- 6 : 1 (single person dinghy)
- 18 : 1 (crewed dinghy)
- 5 : 1 (keelboat)
- 4 : 1 (powerboat)
- 6 : 1 (2 powerboats and a helper)

If using Assistant Instructors that remain in the dinghies with participants, up to 3 Assistant Instructors can be used by a single Instructor and each dinghy that contains an AI can be in addition to the instructor boat ratio of 6:1.

Instructors may be assisted by unqualified helpers who are competent and experienced. The unqualified helpers should be supervised by an instructor and only be deployed in roles appropriate to their skills and awareness.

Unqualified helpers do not count in the ratios.

10.3 SET-UP PROCEDURES

These procedures deal with the issues required to be dealt with prior to commencing any activity at DSC. These activities can include club racing, regattas, casual sailing events, training, and social events.

The Race Officer of the Day or Instructor in Charge is responsible to undertake the following if the Sailing Officer is not present;

10.3.1 OPENING TOWER

- Unlock Tower, including compounds and boat park
- Turn on lights as required.
- Turn on the Tower radio.
- Check for any un-remedied faults or notes from the Sailing Officer in the diary.

10.3.2 ASSESS CONDITIONS

The Race Officer of the Day shall assess the weather report from www.bom.gov.au at least 24 hours prior to the activity and then again immediately before the activity. Refer to the Strong Wind Warning Policy. Understand how the wind, wave, tide, temperature, and humidity will affect the activity. Modify the activity to suit the conditions.

10.3.3 RESCUE BOAT / COACH BOAT

Prepare the rescue fleet using the checklist in Appendix 2.

Refueling procedure in Appendix 2.

10.3.4 RESCUE CREW / INSTRUCTOR CREW

If sufficient crews for the rescue fleet are not available on the day, then the activities should be modified or cancelled until the appropriate ratio of rescue vessels to competitors / students is achieved. **Under no circumstances shall a rescue vessel leave the beach with only one crew on board.**

10.3.5 BOAT PLACEMENT

Vessels as required by the fleet numbers shall take up advantageous positions and/or follow the main body of the fleet. All rescue vessels shall monitor the entire course so that redundancy is available should one rescue vessel be subject to gear failure. Rescue crews shall monitor competitor and student boats unexpectedly leaving the sailing area and respond as required.

10.3.6 SAFETY INSTRUCTIONS

The Race Management Team will conduct all on-the-water activities under the directions of the Race Officer. Instructions may be given to competitors by the Race Management Team to comply with safety requirements both on and off the water.

10.3.7 VOLUNTEER / INSTRUCTOR BRIEFING

Race Management Team or Instructors are to be briefed on the weather conditions and any issues that are likely to arise as a result of those conditions during their activity.

10.3.8 VHF RADIOS

All communication between the rescue fleet and the shore uses handheld waterproof VHF radios and a base station in the Tower & clubhouse. VHF channel 73 is used.

A radio check is to be conducted before getting on the water to make sure that all radios in use are working.

HH VHF radios are kept on a full discharge/recharge system in the Tower to prolong battery performance. Spare radios are kept in the Tower and can be swapped out if any faults are detected. Report any faults immediately to the Sailing Manager so that the fault may be rectified.

10.3.9 SIGN-ON

All competitors, students, volunteers, and instructors are required to sign-on and sign-off any time they go on the water so that the club can monitor the number of users that are always on the water.

10.3.10 LAUNCHING VESSELS

- Use the club's tractor for launching all trailered vessels. (See Appendix F - DSC Tractor)
- Rescue vessels should be in the water and crewed before the competitors / students leave the beach.
- Limit powerboat speed to 5kts with no wake until well clear of the moorings.
- Rescue Boat Crews to ensure Rescue Boat trailers are stored out of the way;
- Recommendation to all crews to wear footwear when launching a retrieving;
- Tractors to be operated by an authorised person only (list available in Tower);

10.4 PACK UP PROCEDURES

These procedures deal with the issues required to be dealt with prior to commencing any activity at DSC. These activities can include club racing, regattas, casual sailing events, training, and social events.

10.4.1 SIGN-OFF

All competitors, students, volunteers and instructors are required to sign-on and sign-off any time they go on the water so that the club can monitor the number of users that are always on the water.

Check the sign-on sheet before the rescue vessels are put away to ensure that all competitors and students have returned safely to shore. If there are any incomplete entries call the missing persons. If persons who have not signed-off are not located promptly, immediately begin searching for them and / or their vessel.

Rescue boats are not to come off the water until all competitors and students are accounted for.

10.4.2 RETRIEVING VESSELS

- Use the club's tractor for retrieving all trailered vessels.
- Do not drive powerboats onto trailers, always use the appropriate winching system.
- Rescue Boat Crews to ensure Rescue Boat trailers are stored out of the way;
- Recommendation to all crews to wear footwear when launching a retrieving;
- Tractors to be operated by an authorised person only (list available in Tower);
- Remove all electronic gear from vessels before washing;
- Wash vessels, flush engines and drain all water and debris from hulls before storing;

10.4.3 CLOSING TOWER

The Race Officer of the Day is responsible to undertake the following at the end of each day;

- Report any faults via the online reporting and feedback form.
- Turn off the Tower radio and put HH radios used that day back into the chargers.
- Turn off lights as required.

- Lock Tower, compound, and boat park.

11 ROLES AND RESPONSIBILITIES

11.1 SAILING OFFICER

The Sailing Officer is employed by DSC to oversee and coordinate Racing activities in conjunction with relevant committees.

11.2 TRAINING OFFICER

The Training Officer is responsible for the management of Instructors and Training Courses in conjunction with relevant committees. Please refer to Appendix G for the administration checklist conducted before each course commences.

11.3 ADMINISTRATION OFFICER

Administration Officer amongst other things is responsible for the coordination of the Boat Park & boat registrations.

11.4 RACE OFFICER

Each week someone will be rostered on as Race Officer. This may be the Sailing Officer or a volunteer.

The Race Officer is responsible for coordinating the team of volunteers and managing that day's racing. Position Description can be found in the Tower.

11.5 RACE MANAGEMENT TEAM

The Race Management Team assists the Race Officer in running all racing activities. There are various roles such as Flags, Timing, Scribe, Rescue Boat crew, Mark Boat crew, Shore Support, Tractor Driver. Position Description can be found in the Tower

11.6 INSTRUCTORS

Instructors at DSC are responsible for the delivery of the syllabus in each accredited course delivered. As the key "face" of the club, the instructor is required to fully understand the policies and aims of the club and encapsulate these within the programs they run. Position Descriptions for the various levels are available through the Training Officer.

11.7 INSTRUCTOR IN CHARGE

The Instructor in Charge may be the Head Instructor, or another instructor nominated for each course/program that is delivered under the Training Centre. They will be responsible for making sure that all policies and procedures are adhered to for that shift.

The Instructor in Charge will be the main contact for parents and students and has access to Next of Kin details and medical issues for all students enrolled in their course.

The Instructor in Charge has additional responsibility for the following

- Manage sign-on sheets
- Manage feedback surveys
- Complete instructor checklist
- Complete instructor risk assessment for each session
- Supervise other Instructors & Assistant Instructors on their course

A written record of qualifications of all Instructors will be kept by the club. Qualifications will be checked by the Centre Principal before commencement of employment.

12 REVIEW AND FEEDBACK

12.1 REVIEW

The Management Board will review the Operating Procedures of DSC annually to ensure their continuing suitability, adequacy, and effectiveness.

12.2 FEEDBACK AND DISPUTES

All customer, member or public feedback is referred to the Management Board. This includes any complaints against the club or its members. Poor handling of disputes and grievances can result in dissatisfaction amongst sailors and potential legal exposure.

12.2.1 GENERAL

Any complaints should be handled in a calm and professional manner to ensure that the issues are resolved as quickly as possible as per the ***DSC Complaints Procedure and DSC Member Protection Policy***.

12.2.2 RACING

Any disputes arising from racing activities are firstly referred to the Sailing Manager. Such disputes are handled under the terms of the ***Racing Rules of Sailing***.

12.2.3 COURSES

Feedback from students after courses is encouraged so that the DSC can constantly improve our programs. Students should be asked for feedback, and this should be recorded by the Instructor in Charge. Students should also be given a manual form to complete on the final day of each course and collected before students leave the premises. These forms must be returned to the Tower with the Instructor Notes.

APPENDIX A - RESCUE FLEET CHECKLIST

RESCUE FLEET CHECKLIST	
	Safety gear is present - Life jackets for all crew members plus spares, emergency flares, bailing bucket, first aid kit. Load water bottles for rescue crews to combat dehydration
	Anchor - Boat anchor is present and attached correctly
	Engine - Check battery connections, fuel levels, fuel line connections, oil level, propeller condition, propeller guard, kill cords attached and spare kill cord on-board
	Buoyancy - Check all bungs are inserted and tight (some vessels have more than one), check inflation of RIB tubes
	Towing - Check towline is attached at the rear of the boat, secured and clear of engine
	Radios - Ensure radio is charged and collect from Tower with boat keys. Check the radio is working and set to channel 73.
	Trailers - Check the tyres of the trailer are pumped up
	Course Marks - Check the correct marks are loaded for the course being set. Check enough anchors are on board for the number of marks carried plus one spare. Load the flagpole and flags to the start boat. Check race management flags also loaded onto other vessels
	Canopy - Fit canopy to each boat to suit the expected on-course conditions When you have checked out each boat, obtain help to launch the boat, and with your crew, take it for a trial run to ensure everything is working correctly. Do not leave the trailer on the beach.
<i>Return to shore and anchor your boat so that it will not be grounded or too far out.</i>	
At the end of the day's racing	
	Wash down the boats, motors, and trailers, (including wheels)
	Remove both bung plugs to drain the water from the bilge.
	Wash down the tractor
	Flush motors.
	Return radios to the Tower.
	Return the buoys to the storage compound

REFUELLING SAFETY BOATS

Refuelling procedure using the 200 Litres drums in the tractor compound.

STEP	Checked
BEFORE REFUELLING	
Prepare fire hose	
Prepare pad/rags for spill around the fuel deck fitting	
Check nobody else than the refuelling crew is present in the tractor compound	
Turn off all sources of heat and flame. No smoking. Turn off tractor engine.	
The safety boat main battery isolator switch must be turned off.	
Use safety glasses to protect eyes.	
DURING REFUELLING	
Listen carefully the noise of fuel filling the tank. Wind slowly the bowser when the tank is nearly full. Stop before seeing the fuel reaching the filling pipe.	
AFTER REFUELLING	
Shut the safety boat fuel cap, ensure it is properly closed.	
If fuel spilled the deck : wipe the spill with absorbent pad, then wash the deck thoroughly.	
If fuel spilled in the bilge, DO NOT USE this boat before the following:	
Tilt the boat so the transom bung is the lowest point of the bilge.	
Open the anchor locker, and all the deck to bilge bungs (Don Rayment)	
Wash the bilge thoroughly, from the front of the boat first (anchor locker), let it empty completely. Do NOT use the bilge pump	
Repeat the bilge wash from the deck bungs, let it empty completely. Do NOT use the bilge pump	
Last, Back flush the bilge from the bung, let it empty. Do NOT use the bilge pump	
Before using the boat, ensure there is no fuel smell from any of the boat lockers.	
Let the boat dry in the sun, all bungs open for 30 minutes.	

APPENDIX B – TRAINING FLEET

DSC has a fleet of several different classes for teaching in. Each class of boat is suited to a different teaching environment. The instructors will determine based on the syllabus and the class group to be taught which type of vessel shall be used.

The current fleet consists of;


Type	Amount	Crew
Bahia	1	3 Adult or 4 Juniors
Pico	5	1 Adult or 2 Juniors
Pacer	6	2 Adults or 3 - 4 Juniors
Ozzi Opti	12	1-2 Juniors
Elliott 7	4	4-5 Adults
Stand Up Paddle Boards	6	1 Adult or 1-2 Juniors

The current RHIB fleet consists of;

Type	Crew	Priority of Use
Don Rayment	14	Racing
Rescue 2	2	Mark Boat
Rescue 3 (Honda 60)	5	Training and Racing
Rescue 4 (Yamaha 60)	5	Training and Racing
Junior RHIB	3	Back Up 2
Ex YNT RHIB	3	Back Up 3
Gary Martin (Australian Sailing)	5	Back Up 1

Equipment is stored in the inner boats park, moorings, tractor compound, RHIB Shed and in the Minnow Shed.

Regularly check;

- Hulls should be well maintained in a good state of repair, watertight and with all fittings and toe straps in good working order.
- Running rigging should be well maintained and in a good state of repair. There should be no protruding strands in wire rigging and all shroud pins and split rings should be taped.
- Rudder, centerboard, or dagger board should be in good condition
- ails should be in serviceable condition for the courses on offer
- Emergency equipment such as bailing buckets and paddles should be in a serviceable condition

Use beach trolleys for always moving dinghies on land. If there is a problem with a beach trolley, report it to the Sailing Manager.

APPENDIX C – INSTRUCTOR CHECKLISTS

INSTRUCTOR CHECKLIST			
<i>This checklist shall be completed by the Instructor in Charge every session.</i>			
Instructor		Date	
Program		Session	
<i>Please tick the box when each is completed.</i>			
	Sign-on/off sheets for staff and students ready and available at the sign-on table in the clubhouse		
	Check BOM weather forecast and devise a plan of the session's activities. This will determine the necessary equipment required for the day's session.		
	Ensure that all sailing boats are safely rigged, and all equipment is in good condition. Special notice must be made to bungs, rig and position of safety equipment.		
	Ensure rescue boats are fuelled and in the water with necessary buoys and towing lines.		
	Prepare the learning environment Include whiteboard and learning aids which complement the theory or activities to be carried out.		
	Prepare equipment for onshore activities.		
	Brief assistant instructors and volunteers. This will include the roles, boat allocations and timing schedules.		
	Welcome students The Head instructor is responsible for answering any safety questions from participants, parents/guardians and putting them at ease. Tell parents/guardians the time the session finishes.		
	Confirm student details Initial student information is provided by parents when booking training through the website. The instructor should have the parents check over printouts of these details before first lessons begin to confirm they are correct and up to date.		
	Fit each student with a suitable PFD. PFDs are located in the Minnow Shed. Please ensure they are rinsed in water at the end of the session and hung to dry before packing.		
	Conduct a briefing of the day's activities. Include an introduction of the plan for the session, expected weather patterns and safety practices that need to be reinforced.		

INSTRUCTOR RISK ASSESSMENT

RISK	COMMENTS	OK TO SAIL?
Sea state (current & forecast)		
Visibility (current & forecast)		
Tide times		
Scheduled start & projected finish		
Number of sailing boats		
Number and manning of safety boats		
Level of shore support		
Other club activities		

I conclude that the risks involved in training today are low and that the planned activity can proceed.

Signed: _____

Name: _____ Date: _____

INSTRUCTOR IN CHARGE NOTES

Program	
No. Participants	
Session Times	
Dates	
Rostered Staff	
Rescue Boats Used	
Additional Notes	

ALSO ATTACHED

- Reminder that a Feedback surveys will be sent out (Online Link sent through Office)
- Student NOK details (Received from Office)
- Staff/emergency contact numbers
- Sign-on sheets for each session

COURSE SIGN ON/OFF FORM

[illegible]

APPENDIX D – EMERGENCY CONTACTS

In the event of an emergency always call 000 or 112 from mobiles

EMERGENCY CONTACTS	
Darwin Port	VHF 10
	Darwin Shipping - 8919 0821
Marinas	Cullen Bay – VHF 11
	Bayview Marina – VHF 68
	Tipperary Marina – VHF 8
Emergency Services	Emergency – 000 or 112
	NT Police – 131 444
	NT Fire & Rescue – 8946 4107
	NT Water Police – 13 14 44
Australian Sailing – NT Office	Club Services Officer - Claire Hall – 0467 307 234
Darwin Sailing Club	Sailing Officer – David Omnes – 0419 498 714
	Rear Commodore Sailing – Deb Negus – 0405 934 322
	Rear Commodore Training – Ben Schmidt – 0427 964 976
	General Manager – Lee Harris – 0420 636 401
	Commodore – Lucille Panting – 0414 981 749

APPENDIX E – RISK ASSESSMENT

DSC SAILING/TRAINING RISK ASSESSMENT20200529SM												
ID No.	Hazard	Initial			Control	Revised			Is This Risk Acceptable?	Resources	Person Responsible	Time-frame
		Likelihood	Severity	Risk Rating		Likelihood	Severity	Risk Rating	Yes or No			
Boat Park												
	Uneven ground, trailered boats rolling	B	E	4	Include in training briefing	C	E	4	Yes	Briefing notes	Training ordinator	In Place
	Broken glass causing personel injury	A	D	2	Policy no glass in boat park, signs visable prohibiting glass in the boat park.	B	E	4	Yes	Boat Park By-laws	Vice Commodore	In Place
					Instructors to inspect / clean training area prior to commencing training.					Signs	Sailing Manager	In Place
					Wear of foot wear encouraged in the boat park						Instructors	In Place
	Trip points at tie downs	A	D	2	Paint yellow cross on tie down points	B	E	4	Yes	Paint	Sailing Manager	Ongoing
					Pointed out in training breifing						Instructors	
	Tractor damaging people / boats	B	C	2	Tractor list drivers only.	D	D	4	Yes		Vice Commodore	Ongoing
					All tractor drivers to be trained on the use of the Tractor.						Sailing Manager	
	Private vehicals damages boats / people	B	D	3	Only parking for loading/unloading to discourage cars in park.	D	D	4	Yes	Boat Park Bi-laws	Staff, Flag Officers	In Place
					Speed limit							
					Policy - boat park bi-laws							
	Boats becoming airbourne during high wind events	B	B	1	Suffient tie down points Boat park policy includes tying down boats	D	D	4	Yes	Boat Park Bi-laws	Sailing Manager, SC	In Place
	Stolen equipment from boat park	C	C	2	Inner Boat park to be secured at dusk.	D	D	4	Yes	Boat Park Bi-laws	MC policy	?
					Outer boat park to be secured at all times						Sailing Manager	In Place
					Use of boat park restricted to club members						MC policy	?
					Secuirty lighting provided in inner boat park						MC policy	In Place
	Equipment boats in boat park willfully damaged	D	C	3	Policy that Inner Boat park to be secured at dusk	E	D	4	Yes	Boat Park Bi-laws	MC	?
					Outer boat park to be secured at all times						Members	In Place

					Use of boat park restricted to club members						Instructors	In Place
					Security lighting provided in inner boat park						MC	In place
	Personnel injury when moving OTB & RSQ boats	C	D		Support boat procedure to be followed. Support boat users to be approved by Sailing Manager	D	E	4			SM, tractor operators	In Place
					All trailored boats to be secured by safty chain						Tractor operators	In Place
					First Aid point in Tower						SM, tractor operators	In Place

					OTB boats to be moved carefully and with look-out						Members/Instructors	In Place
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On Water

	Weather/Environment/Seastate											
1	Severe weather changes (including squalls, electrical storms) resulting in sailors and officials being exposed during events.	B	C	2	Training and race program restricted to the dry season Weather forecast to be reviewed during planning process. . Post forecast on noticeboard. Offical / instructor to montior local weather conditions during race / training session Details of partipates detailed in sign on forms to allow required notifications and ensure all boats are accounted for. Management plan to detail planning and response to weather changes Briefing / Race instructions to include cancellation procedure Emergency procedures documented and distributed to officals and instructors	C	E	4	Yes		Principal Race Officer / Sailing Manger / Instructor	In Place
2	Dangerous sea and wave conditions result in capsizes, personal injury or boats being unable to get off the beach or	C	B	2	Race and training programs to refer to tide charts at planning stage and weather forecasts and observations. Host racing and training accordingly	D	D	4	Yes			In Place
	Boat unable to return to shore.	C	C	2	All support boats to be equipped with towing equipment	D	E	4	Yes			In Place

					Support boats to be equipped first aid kits and radio							
					Mooring points identified for securing boats							
					Race Officials / instructors to monitor tide & local weather conditions during race / training session							
					Tide Tables posted on Notice Board							
3	Sunburn / minor dehydration to sailors, volunteers and /or officials.	A	D	2	Provide sunscreen and water fill points at boat park	C	E	4	Yes		RO/SM/DCI/Instructors	In Place

	Sunstroke / dehydration to sailors, volunteers and /or officials.	A	C	2	Sailing instructions detail minimum water requirements for race requirements	C	E	4	Yes		SM, DRO	In Place
					Training sessions - sufficient drink breaks and water available.						Instructors	In Place
					Training briefing includes hydration and sun protection							
					Suitable clothing including hats and sunglasses encouraged for training						Briefing and publicity	In Place
					Water available on support boats							
					Support personnel and participants observed for signs of dehydration and sunstroke, removed from program or duties and first aid applied. Sailing and on water training restricted to the dry season.						RO/TC	In Place
4	Concussion	B	C	3	Before going on water educate those about what parts of the boat can more easily cause a concussion – Boom. When on land making sure to not put anyone in a position that can cause their head to get a bump, blow, or jolt to the head	C	E	4	Yes	Concussion policy	SM	In-place
5	Crocodile in Area	C	A	1	On water training and race events abandoned on notification of croc. sitting in area.	D	C	3	Yes		PRO/Sailing Manager/Instructor	In Place
	Personnel panic, scared of sailing most likely hazard				Instructors and support boats aware and maintain visual inspection for crocodile or crocodile marking on sand						Everyone	In Place
	Personnel bitten by a crocodile considered unlikely				All boats return to sailing club or closest accessible beach, away from reported animal, should crocodile be sighted or suspected in the area							In Place

					If crocodile sighted near training when high risk of capsizing - all personnel transferred to land by support boats and sailing boats either moored or abandoned.							In Place
	Jelly Fish Sting	A	A	1	No OTB sailing in sea, during wet season.	D	D	4	Yes	Back-up tights Vinager	Sailing C'tee	In Place
					Complusary stinger suits during stinger season.						PRO/Sailing Manager/Instructor	In Place
					Vingear available on all support boats and in boat park						Sailing Manager	In Place
					Alternative venue - Lake Alexander utilised during high risk season						RCT&J	In Place
					In water activities, capsizing, swimming minimised during early season.						PRO/Sailing Manager/Instructor	In Place

Participating Boats

6	Collision of boats resulting in personal injury and/or major damage disabling boat(s).		C	2	Clear Sailing Instructions Limit number of entries	D	C	3	Yes	RRS (YA Blue Book) IRPCS	Race Officer/ Instructor	Prior to Regatta
					Briefing to reinforce safety Application of IRPCS							
					Training of competitors in race rules							
7	Personal injury to crew member(s)		C	2	Clear sailing instructions. Promote training of crew and skippers.	C	D	3	Yes	RRS (YA Blue Book) IRPCS	SC	Ongoing

8	Inexperienced or disabled skippers & crew lose control and get into difficulties which require external assistance.	A	B	1	Promote training of crew and skippers. Mentor inexperienced skippers through Associations	C	D	3	Yes		SC, Associations, Club	Ongoing
9	Crew member(s) fall overboard and require external assistance to locate and recover.	A	A	1	Promote MOB drills Promote training in sailing and SSSC	D	D	4	Yes		Vice Commodore Sailing Manager RCT&J, SSSC Instructor	Ongoing
10	Crew member(s) trapped underwater in a capsized boat	C	A	1	Training of sailing crews and RSQ craft personnel to emphasize entrapment issues and how to deal with them. Boats to have knives/webbing cutters. RSQ craft to be able to respond to upturned boats within 2 minutes RSQ craft to carry knives	D	C	3	Yes	Fast RSQ boats with trained crew and knives	Vice Commodore Sailing Manager RCT&J, SSSC Instructor	In Place
11	Collision of boat with submerged object resulting in personal injury or major damage to boat.	B	C	2	Display chart of sailing area. Mention navigation hazards in briefing, particularly for inexperienced sailors or visitors.	D	D	4	Yes	Chart	Vice Commodore DRO Instructors	In Place

12	Inadequately prepared or maintained boats that are dangerous and likely to create a safety incident	B	B	1	Audit against appropriate Special Regulations category or Operating guidelines.	D	D	4	Yes	Budget	SC, RCT&J, SM	In Place
13	Missing boat(s) either during a race or failing to complete a race	B	A	1	Sign on/Sign off procedure to be followed both for racing and sailing	D	C	3	Yes	Sign On/Off sheets	Race Officer/ Instructor	In Place
14	Dangerous interaction with commercial vessels or other recreational boats.	C	B	2	Sailing Instructions to avoid, Briefings to emphasize issue. Promotion of training for skippers and crew.	E	C	4	Yes	Sis	Vice Commodore Sailing Manager DRO, RCT&J, Instructor	In Place
15	Personal injury to crew in water following a collision with a competitor, participant or support boat.	C	C	2	Training of competitors and RSQ boat crew. Briefing to reinforce safety Emphasize need to keep a look-out	E	C	4	Yes	Sis, power boat courses	Vice Commodore Sailing Manager DRO, RCT&J, Instructor	In Place
16	Potential collisions between boats of different classes in multi-class events.	B	B	1	Manage starts to reduce potential for large performance differential boats in same area concurrently. Promote training and rules knowledge	D	D	4	Yes	Sis, Rules sessions	SC, DRO, SM	In Place

Race Management and Equipment

18	Mechanical breakdowns / gear failure in rescue vessel(s) resulting in being unable to provide effective rescue capabilities.	A	C	2	Ensure all RSQ craft are well maintained and engines serviced at least annually. Equipment replacement program to ensure reliability.	D	D	4	Yes	Arrangement with service agent. Budget.	Sailing Manager, MC	Ongoing
19	Fire/explosion (e.g. on Rescue Craft) resulting in personal injury to crew and inability to provide rescue service.	D	B	2	Safe refuelling procedures to be followed. Fuel tanks properly secured. Electrical wiring and connections regularly checked. Fire extinguishers checked, maintained and carried. Operators trained.	E	C	4	Yes	Training & induction	SM, DRO	Ongoing

20	Delay in attending to a medical emergency / injury occurring midrace with potential to aggravate the condition of the injured person(s).	B	B	1	Sufficient maintained RSQ craft crewed by experienced trained personnel, for participating boat numbers.	D	D	4	Yes	Budget, training time	MC, SC, SM, DRO, Instructors	Ongoing
21	Prevailing weather conditions prevent rescue vessels being able to remain on station or fulfil their role.	B	B	1	Initial check of weather and forecast. Ongoing monitoring of weather and forecast. Authority to abandon activity if weather forecast or actual conditions become dangerous.	D	D	4	Yes	Internet access	MC, SC, SM, DRO, Instructors	Ongoing

22	Injury to person(s) in the water from rescue and race official boat propellers.	D	B	2	Train RSQ/Coach boat operators. Keep boat between person in water and propeller. Keep boat between person in water and propeller. If within 3 metres, TURN ENGINE OFF.	E	C	4	Yes	Ongoing training, inductions & Ops	SC, VC, RCT&J, SM	Ongoing
23	Inadequate or insufficient safety / rescue equipment provided by race / event organisers.	C	B	2	Check adequacy against operations procedures. Abandon, or limit activity if insufficient RSQ cover.	E	D	4	Yes	Ongoing training, inductions & Ops	MC, SC, SM, DRO, Instructors	Ongoing
24	Failure to conduct pre and post event boat counts resulting in missing personnel.	C	B	2	Train DRO of necessity for checks	E	A	3	Yes	Ongoing training, inductions & Ops	DRO	
25	Failure by race officials to deploy rescue boats as required by emergency circumstances.	B	C	2	Train Race Officers. Monitor Weather and fleet. Review entry numbers to ensure that there are sufficient resources available for fleet size	E	C	4	Yes	Ongoing training, inductions & Ops	DRO	

Communications

26	Loss of primary communications resulting in race officials being unable to provide and coordinate effective rescue services.	D	C	3	2 Back-up hand-held VHF radios on committee boat. Train RSQ craft operators to assess and act. Race management team to maintain list of mobile telephone numbers of RSQ and Race management	E	D	4	Yes	Reserv radios, Ops VHF		Ongoing
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Training

27	Insufficient supervision of juniors in training exercises resulting in accidents or injury.	B	C		Comply with YA recommended ratios of qualified instructors and safety boats to participants	E	C	4	Yes	Op. Procedures	Sailing Manager/Training Coordinator	Ongoing
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DRO - Duty Race Officer	SIs - Sailing Instructions
MC - Management Committee	SM - Sailing Manager
RCT&J - Rear Commodore - Training & Juniors	SSSC - Safety & Sea Survival Course
SC - Sailing Committee	VC - Vice Commodore

APPENDIX F – USING DSC TRACTOR

An authorised DSC Tractor Operator;

- a) Holds a current car licence¹
- b) Is a current Full member and/or employee of the Darwin Sailing Club
- c) Has a requirement either as a member of staff, or as a volunteer to regularly launch and retrieve boats at the DSC.
- d) Has demonstrated the relevant competency² specified by the DSC Tractor Induction Assessment (Attachment A), in the presence of an individual authorised by the Club to induct tractor operators³.
- e) Is listed as a current authorised Club Tractor Operator at the time they are using the Club Tractor.
- f) Adheres to all relevant Club policies, procedures, and standards of conduct as they may relate to use of the DSC Club Tractor.

Permitted Uses of the Darwin Sailing Club Tractor

The Darwin Sailing Club permits the following uses of the Darwin Sailing Club Tractor

2a. Inner Boat Park

- a) Launch and retrieval of powerboats for use in recognised Club Training, Coaching and Sailing Activities.

¹ In the case where a Sailing Instructor or Junior Member of the Club has not reached an age where they are eligible to hold an ordinary car license, an exemption to this condition can be made at the discretion of the DSC Sailing Manager.

² The Club will recognise 2 levels of competency with regard to tractor operators:

- **Level 1** - The competencies required for using the Tractor within the Inner Boat Park to move only Club owned boats and/or equipment.
- **Level 2** - The competencies and driving experience to operate the Club Tractor on a public road and/or to launch, retrieve and safely manoeuvre larger, trailer-able boats within the outer boat park, and/or to drive the Tractor on the open road for the purpose of refuelling.

³ Darwin Sailing Club Sailing Officer, DSC Bosun, DSC Rear Commodore Sailing.

- b) Launch and retrieval of Club's fleet of Elliott 7's
- c) To ferry boats and/or equipment between the clubhouse, storage areas and Bundilla (Vestey) Beach launching area in front of the launching ramps.
- d) To assist DSC staff and volunteers to perform routine maintenance and clean-up tasks.
- e) To assist members in the inner boat park to launch / retrieve privately owned boats.

2b. Beyond the Inner Boat Park

- f) To assist DSC staff and volunteers to perform routine maintenance and clean-ups in the outer boat park.
- g) Refueling the tractor at the nearby PUMA service station (High range may be used if travelling to Service Station)
- h) At the written request of Club Members who are current⁴ Boat Park tenants to launch and retrieve privately owned vessels.
- i) At the request of Emergency Services (e.g. in the case of a cyclone clean-up)

Standard Tractor Operating Procedures:

- a) The Tractor key is stored on the key rack in the tower. (Spare in key cabinet in office).
- b) The tractor manual, induction register and this a copy of this policy shall be located in the tower.
- c) Completion of the inspection check form is required by the first operator each day including diesel level, engine oil, transmission and brake fluid levels and tyres prior to use.
- d) The operator is responsible for ensuring the tractor has adequate fuel (at least ¼ tank).
- e) For routine operations Low Range and 2WD should be used. Only engage 4WD, or 4WD + Diff Lock, if necessary and operating on sand or loose surfaces. When on hard surfaces 4WD must not be engaged
- f) Gears must NOT be changed while the tractor, or any attached trailer, is on a ramp, or incline. Select the correct gear before entering the grade.
- g) Not immersing the tractor in salt water – Do not go deeper than the bottom of the rear wheels (only the rubber tyre in water)
- h) Using the southern boat ramp when OTB boats are in use, or there are people in the vicinity of the rotunda.
- i) Launching/retrieving boats should only take place when the water level is at least 1.5M above chart datum. The tractor should not be driven on the mud.

⁴ For the purposes of this policy any tenant in financial arrears, or in breach of any aspect of the terms specified in the Club's Boat Park Storage agreement will not be considered "current".

- j) Keeping a proper lookout when driving, reversing and towing boats or operating attachments.
- k) Avoiding causing disruption to general public recreating in the area.
- l) Limiting, wherever possible, the area the tractor travels along the beach to launch and retrieve boats.
- m) Removing the tractor from the beach as soon as practicable after boats have been launched.
- n) Only use specified tow points.
- o) Safety chains must be used.
- p) Before dismounting, switch engine off and engage parking brake.
- q) Removing the keys from the ignition when the vehicle is not in use and returning them to the tower keyboard.
- r) The specified roll bars may not be modified in anyway (it is an offence to do so).
- s) Promptly reporting maintenance issues – in writing to the Sailing Officer AND complete the maintenance log.
- t) Under NO CIRCUMSTANCES is it permitted to carry passengers on the club tractor or attached trailers. The vehicle is to be thoroughly washed down to remove salt and sand at the end of each day of operation, to extend the life of the vehicle.
- u) Tractor is to be locked in the compound each evening, by the last operator. If you don't know who will be using the tractor after you, lock it up!
- v) Use of the Tractor for any purpose by any individual who is under the influence of drugs and/or alcohol is strictly prohibited.

APPENDIX G – ADMINISTRATION/OFFICE CHECKLIST

ADMIN/OFFICE CHECKLIST FOR ALL COURSES/PROGRAMS	
	All participants have paid in full for their course through registration portal Revolutionise (includes presenting a Sports voucher if they have selected to use this for a discount).
	All participants have signed the event waiver through the online registration portal Revolutionise.
	Email sent to all participants in the week leading up to course commencement regarding where to meet, what to bring and any safety information required. Preferably completed on the Wednesday prior to start of course.
	Checking off all participants are registered in Member database of Revolutionise as a course participant member.
	Emergency Contact details for all on course printed and left in tower for instructor to access in the case of an incident with a student.
	Once course is complete Feedback survey sent to all participants in the course through the email section of Revolutionise, using the premade Course Feedback Google form.