



Brisbane Sailing Squadron

POLICIES and OPERATING PROCEDURES

2017-18

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About Brisbane Sailing Squadron

Introduction

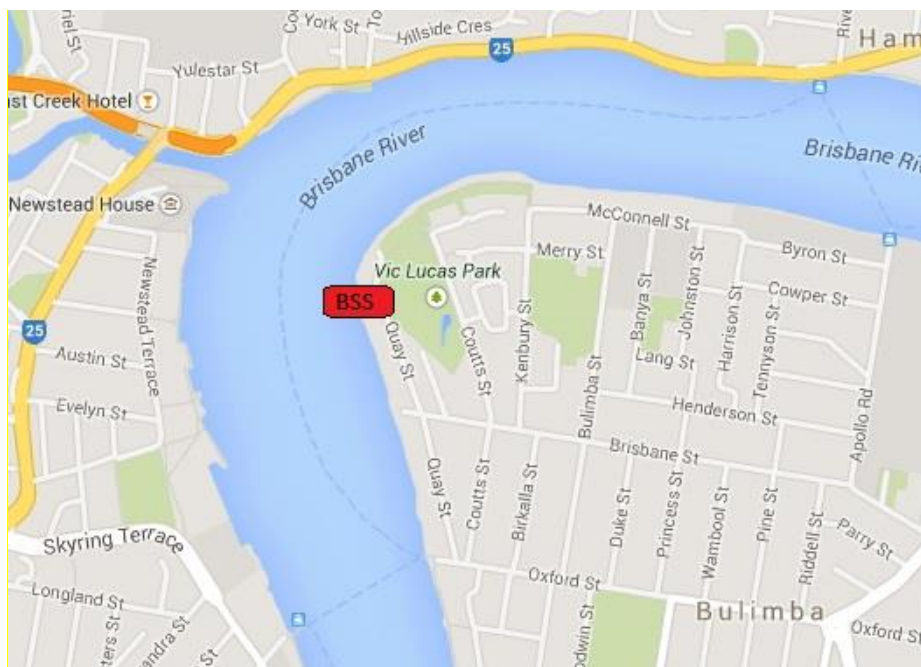
Our club has a long and proud history and association with Bulimba and the lower reaches of the Brisbane River. The club has produced many State and National champions, and an Olympic Representative at two Olympics.

The club was formed in 1921, when a group of sailing enthusiasts got together and formed the "Hamilton Sailing Club". Initial fleets were 16ft Skiffs, and this class has sailed continuously at the club ever since. The name was eventually changed to the Brisbane 16ft Skiff Club.

Boats were rigged at various boatyards around Bulimba and meetings were held at a number of venues around town. The clubhouse was opened at its present site on Bulimba Point in 1953, originally lowset, and later raised to create boat storage. The clubhouse was constructed largely with voluntary labour from club members and supporters. Two major redevelopments have since occurred, an extension of the club just prior to the club hosting the Australian Skiff Championships in 1970, and a further extension by addition of a magnificent deck in 2003. The deck has become a popular spot for post-race drinks and hard luck stories, as well as being a popular venue for functions.

In the 1960's, the club recognized the need to develop junior sailors, and it joined forces with the Brisbane Junior Sailing Squadron. In 1994, the club merged with its neighbor, the Brisbane Yacht Club, to form the Brisbane Sailing Squadron (BSS).

Location



The Brisbane Sailing Squadron is located on Bulimba Point, Quay Street Bulimba. Boats are launched into the Brisbane River via three concrete ramps. Club safety boats are moored at the pontoon attached to the club grounds before and after sailing activities. Sailing takes place between the Bulimba and Pinkenba Reaches of the Brisbane River.

Mission statement

Our mission is to provide affordable sailing in a fun family-friendly environment for members wishing to sail in off-the-beach dinghies and skiffs.

The objective of the Yachting Australia accredited sailing school program is to:

- attract new people to sailing, particularly youths and children;
- develop new sailors to be able to participate in sailing events through a safe, YA endorsed sailing program;
- promote competence, safety awareness, skill and enjoyment in dinghy sailing;
- provide a path to long-term participation in sailing and club membership.

Club management

Brisbane Sailing Squadron is a volunteer run family sailing club managed by the Management Committee. Members of the committee are elected annually by fellow members and perform their duties on a voluntary basis.

The Management committee consists of:

- Commodore
- Vice Commodore
- Treasurer
- Secretary
- Sabot delegate
- 125 delegate
- Laser delegate
- Skiff delegate
- All boats delegate
- Provodore

Discover Sailing Centre

BSS is an accredited yachting Australia Discover sailing Centre. The centre is managed by the Principal instructor in conjunction with BSS Committee and supported by instructors and assistant instructors. All instructors have Australian Sailing qualifications.

Discover Sailing Centres are a club or centre which is accredited to deliver Australian Sailing learn to sail, or powerboat programs, through qualified Yachting Australia instructors. They adhere to standards that ensure safety and customer satisfaction, in order to attain and retain this status. Only centres accredited to do so, can display and promote the Discover Sailing brand as they have the services, systems and standards in place to uphold the brand "Discover Sailing".



Member Protection Policy

1. Introduction

The Brisbane Sailing Squadron (BSS) aims to foster and encourage participation in the active sport of sailing by offering a friendly, affordable venue for adults, families and children of all levels of fitness and ability wanting to experience the challenges of river sailing in skiff and off-the-beach dinghy class boats; and to provide a safe environment both on and off the water.

2. Purpose of Member Protection Policy

The main objective of our Member Protection Policy (policy) is to maintain responsible behaviour and the making of informed decisions by participants in this club. It outlines our commitment to a person's right to be treated with respect and dignity, and to be safe and protected from abuse. Our policy informs everyone involved in our club of his or her legal and ethical rights and responsibilities and the standards of behaviour that are required. It also covers the care and protection of children participating in our club's activities.

3. To Whom Our Policy Applies

Our policy applies to everyone involved in the club including committee members, administrators, coaches, sailing officials, sailors, parents, volunteers and spectators.

4. Extent of Our Policy

Our policy covers unfair decisions and actions, breaches of our code of behaviour and behaviour that occurs before and after sailing activities, during sailing activities, in the club house and at social events organised or sanctioned by our club (or our sport). It also covers private behaviour where that behaviour brings our club or sport into disrepute or there is suspicion of harm towards a child or young person.

5. Club Responsibilities

We will:

- implement and comply with our policy;
- promote our policy to everyone involved in our club;
- promote and model appropriate standards of behaviour at all times;
- respond to breaches or complaints made under our policy promptly, fairly, and confidentially;
- review this policy every 12-18 months; and
- seek advice from and refer serious issues to Australian Sailing.

Serious issues include unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (e.g. physical assault, sexual assault, child abuse) and any other issues that our state or national body request to be referred to them.

6. Individual Responsibilities

Everyone associated with our club must:

- comply with the standards of behaviour outlined in our policy;
- treat others with respect;
- always place the safety and welfare of children above other considerations;
- be responsible and accountable for their own behaviour;

- follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment or other inappropriate behaviour.

7. Protection of Children

7.1 Child Protection

The Brisbane Sailing Squadron is committed to the safety and wellbeing of all children and young people accessing our service. We support the rights of the child and will act without hesitation to ensure a child safe environment is maintained at all times. We also support the rights and wellbeing of our instructors, coaches and volunteers and encourage their active participation in building and maintaining a secure environment for all participants.

The Brisbane Sailing Squadron acknowledges that our instructors, coaches, members and volunteers provide a valuable contribution to the positive experiences of children involved in our sport. The Brisbane Sailing Squadron aims to continue this and to take measures to protect the safety and welfare of children participating in our sport by:

7.1.1: Identify and Analyse Risk of Harm

The Brisbane Sailing Squadron will develop and implement a risk management strategy, which includes a review of existing child protection practices, to determine how child-safe and child-friendly the organisation is and to determine what additional strategies are required to minimise and prevent risk of harm to children because of the action of an employee, volunteer or another person.

7.1.2: Develop Codes of Conduct for Adults and Children

The Brisbane Sailing Squadron will ensure that the organisation has codes of behaviour that specify standards of conduct and care when dealing and interacting with children, particularly those in the club's care. (See Attachment 3)

7.1.3: Choose Suitable Employees and Volunteers

The Brisbane Sailing Squadron will ensure that the organisation takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children in positions of instructing or coaching.

This may be achieved using a range of screening measures. Such measures will aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.

The Brisbane Sailing Squadron will ensure that working with children checks/criminal history assessments are conducted for employees and volunteers working with children, where an assessment is required by law.

If a criminal history report is obtained as part of their screening process, the Brisbane Sailing Squadron will ensure that the criminal history information is dealt with in accordance with relevant state requirements. (See Attachment 2)

7.1.4: Support, Train, Supervise and Enhance Performance

The Brisbane Sailing Squadron will ensure that volunteers and employees who work with children have ongoing supervision, support and training such that their performance is developed and enhanced to promote the establishment and maintenance of a child-safe environment.

7.1.5: Empower and Promote the Participation of Children in Decision-Making And Service Development

The Brisbane Sailing Squadron will promote the involvement and participation of children and young people in developing and maintaining child-safe environments.

7.1.6: Report and Respond Appropriately To Suspected Abuse and Neglect

The Brisbane Sailing Squadron will ensure that volunteers and employees are able to identify and respond to children at risk of harm.

The Brisbane Sailing Squadron will make all volunteers and employees aware of their responsibilities under Queensland laws if they have suspicion on reasonable grounds that a child has been or is being abused or neglected.

In addition to any legal obligation, if any person feels another person or organisation bound by this policy is acting inappropriately towards a child or is breaching the code(s) of practice set out, they may make an internal complaint.

7.2 Supervision

Members under the age of 12 must be supervised at all times by a responsible adult. Our club will provide a level of supervision adequate and relative to the members' age, maturity, capabilities, level of experience, nature of activity and nature of venue. If a member finds a member under the age of 12 is unsupervised, they should assume responsibility for the member's safety until the parent/guardian or supervisor can be found.

If it appears a member will be left alone at the end of a sailing session with just one child, they will ask another member to stay until the child is collected.

7.3 Taking Images of Children

Images of children can be used inappropriately or illegally. The club requires that members, wherever possible, obtain permission from a child's parent/guardian before taking an image of a child that is not their own and ensure that the parent knows the way the image will be used. We also require the privacy of others to be respected and disallow the use of camera phones, videos and cameras inside changing areas, showers and toilets.

If the club uses an image of a child it will avoid naming or identifying the child or it will, wherever possible, avoid using both the first name and surname. We will not display personal information such as residential address, email address or telephone numbers without gaining consent from the parent/guardian. We will not display information about hobbies, likes/dislikes, school, etc. as this information can be used as grooming tools by paedophiles or other persons. We will only use appropriate images of a child, relevant to our sport and ensure that the child is suitably clothed in a manner that promotes the sport, displays its successes, etc.

8. Anti-harassment, Discrimination and Bullying

It is the policy of BSS to safeguard all people taking part in boating from physical, sexual and emotional harm. BSS considers discrimination or bullying of any kind unacceptable at all club activities, on and off the water, under its direct remit and control.

Our club opposes all forms of harassment, discrimination and bullying. This includes treating or proposing to treat someone less favourably because of a particular characteristic; imposing or intending to impose an unreasonable requirement, condition or practice which has an unequal or disproportionate effect on people with a particular characteristic; or any behaviour that is offensive, abusive, belittling, intimidating or threatening – whether this is face-to-face, indirectly or via communication technologies such as mobile phone and computers. Some forms of harassment, discrimination and bullying are against the law and are based on particular characteristics such as age, disability, gender, sexual orientation, pregnancy, political or religious beliefs, race, and marital status.

8.1 Objective

The objective of this policy is to prevent bullying occurring. In the event of a bullying incident this provides a mechanism where it can be quickly brought to the attention of nominated individuals who can investigate the situation. Both the victim and the bully will need assistance in order to resolve the problem.

8.2 What is bullying?

Bullying is the use of aggression with the intention of hurting another person.

The key bullying behaviours are:

- It does not just happen once, it is ongoing over time
- It is deliberate and intentional, it is not accidentally hurting someone
- It is unfair or there is an unequal power balance (imbalance of power). The person or people doing the bullying are stronger, or there are more of them or they have influence (higher status or power).

Bullying can be:

- Emotional—being unfriendly, excluding, tormenting (e.g. hiding possessions, gear or equipment, threatening gestures)
- Physical—pushing, kicking, hitting, punching or any use of violence
- Racist—racial taunts, graffiti, gestures
- Sexual—unwanted physical contact or sexually abusive comments
- Homophobic—because of, or focusing on, the issue of sexuality
- Verbal—name-calling, sarcasm, spreading rumours, teasing

8.3 Why is it important to respond to bullying?

Bullying hurts and no one deserves to be a victim of bullying. Everybody has the right to be treated with respect.

Bullying is often a call for help by the person showing the bullying behaviours. They need help both to learn different ways of behaving and to understand the reason that it is unacceptable. It is often symptomatic of other issues that they may need help with.

Therefore promptly informing an appropriate person about these behaviours helps everyone.

8.4 Signs and symptoms of bullying

A child's behaviour may be indicative that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- Is frightened of being left alone with other children
- Changes their usual routine
- Suddenly doesn't wish to attend training or events
- Becomes withdrawn, anxious or lacking in confidence
- Starts stammering
- Has cuts or bruises that can't adequately be explained
- Attempts or threatens suicide
- Attempts or threatens to run away
- Cries themselves to sleep or has nightmares
- Feels ill in the mornings
- Begins to perform poorly without good reason
- Comes home with clothes torn or belongings damaged
- Has possessions suddenly go missing
- Asks for money or starts stealing money (e.g. to give to the bully)
- Continually "loses" money
- Becomes aggressive, disruptive or unreasonable

- Is bullying other children or siblings
- Stops eating
- Is frightened to say what is wrong
- Gives improbable excuses or reasons for any of the above

8.5 Procedures

If anyone suspects that bullying is taking place it is expected that they inform an appropriate person. This can be a parent, Principal instructor or a BSS committee member.

Informing an appropriate person that you suspect bullying when you have genuine grounds will not result in disciplinary action against you and the bully will not be informed of your identity without your consent.

Being found to know of bullying without reporting it is a disciplinary offence.

Our club takes all claims of harassment, discrimination, bullying and cyber bullying seriously. We encourage anyone who believes they have been harassed, discriminated against or bullied to raise the issue with the club (see Responding to Complaints).

8.6 Outcomes

All the interviews will be conducted under Best Practice Guidelines, which includes all children being accompanied by a parent or responsible adult.

The child who is bullying will be asked to explain his or her behaviour and consider the consequences of it both to themselves and others. They may be asked to genuinely apologise. If possible, the children will be reconciled.

It may be recommended that the child seek the help of professional health counsellors to deal with their behaviour.

Depending on the severity of the case, suspension or exclusion of the bully from events and training might be necessary

After the incident or incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

9. Inclusive practices

Our club is welcoming and we will seek to include members from all areas of our community.

9.1 People with a disability

Where possible we will include people with a disability in our teams and club. We will make reasonable adaptations (e.g. modifications to equipment and rules) to enable participation.

9.2 People from diverse cultures

We will support and respect people from diverse cultures and religions to participate in our club and where possible will accommodate requests for flexibility (e.g. modifications to uniforms).

9.3 Sexual & Gender Identity

All people, regardless of their sexuality, are welcome at our club. We strive to provide a safe environment for participation and will take action over any homophobic behaviour.

9.4 Pregnancy

Pregnant women should be aware that their own health and wellbeing, and that of their unborn children, should be of utmost importance in their decision making about the way they participate in our sport. We recommend pregnant women to consult with their medical advisers, make themselves

aware of the facts about pregnancy in sport, and ensure that they make informed decisions about participation.

10. Responding to Complaints

10.1 Complaints

Our club takes all complaints about on- and off-water behaviour seriously. Our club will handle complaints based on the principles of procedural fairness (natural justice), that is:

- all complaints will be taken seriously;
- both the person making the complaint (complainant) and the person the complaint is against (respondent) will be given full details of what is being said against them and have the opportunity to respond (give their side of the story);
- irrelevant matters will not be taken into account;
- decisions will be unbiased and fair; and
- any penalties imposed will be fair and reasonable.

More serious complaints may be escalated to Australian Sailing.

If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then our club will need to report the behaviour to the police and/or relevant government authority.

10.2 Complaint Handling Process

When a complaint is received by our club, the person receiving the complaint (e.g. Commodore, Member Protection Information Officer) will:

- listen carefully and ask questions to understand the nature and extent of the problem;
- ask what the complainant would like to happen;
- explain the different options available to help resolve the problem;
- take notes; and
- maintain confidentiality but not necessarily anonymity.

Once the complainant decides on their preferred option for resolution, the club will assist, where appropriate and necessary, with the resolution process. This may involve:

- supporting the person complaining to talk to the person being complained about;
- bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation);
- gathering more information (e.g. from other people that may have seen the behaviour);
- seeking advice from Australian Sailing;
- referring the complaint to Australian Sailing; and/or
- referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.

In situations where a complaint is referred to Australian Sailing and an investigation is conducted, the club will:

- co-operate fully;
- ensure the complainant and respondent are not victimised;
- where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- act on Australian Sailing recommendations.

At any stage of the process, a person can seek advice from or lodge a complaint with an anti-discrimination commission or other external agency.

10.3 Disciplinary Measures

Our club will take disciplinary action against anyone found to have breached our policy or made false and malicious allegations. Any disciplinary measure imposed under our policy must:

- be applied consistent with any contractual and employment rules and requirements;
- be fair and reasonable;
- be based on the evidence and information presented and the seriousness of the breach;
- be determined by our Constitution, By Laws and the rules of the game.

Possible measures that may be taken include:

- verbal and/or written apology;
- counselling to address behaviour;
- withdrawal of any awards, placings, records, achievements bestowed in any events or regattas held or sanctioned by our club;
- suspension or termination of membership, participation or engagement in a role or activity;
- de-registration of accreditation for a period of time or permanently;
- a fine; or
- any other form of discipline that our club considers reasonable and appropriate.

10.4 Appeals

The complainant or respondent can lodge one appeal against decisions of or disciplinary measures imposed by our club to Australian Sailing. Appeals must be based on either a denial of natural justice, because of unjust or unreasonable disciplinary measure(s) being imposed, or on the grounds that the decision was not supported by the information/evidence presented and available to the decision maker/club.

11. Complaints Procedure

If you need information, advice, to make a complaint, or to raise a concern in relation to inappropriate behavior at the Brisbane Sailing Squadron (such as harassment, discrimination or abuse), this chart may assist in working out who to contact first and how. In the first instance, please report the incident to a club committee member or instructor.

Club level	<ul style="list-style-type: none"> • Club Commodore • Committee member • Instructor or coach
State level	<ul style="list-style-type: none"> • Regional Manager • Email: ben.callard@sailing.org.au • Phone: (07) 3393 6788
Other options	<ul style="list-style-type: none"> • <i>Play by the Rules</i> website www.playbytherules.net.au • Alternative Dispute Resolution organisation • State Equal Opportunities Commission • Department of Sport and Recreation • If the issue relates to a person under 18 years of age, contact Child Protection Agency • If the issue relates to a criminal offence, contact Queensland Police

12. Working with Children Checks

Working with Children Checks aim to create a child-safe environment and to protect children and young people involved in our sport from physical and sexual harm.

They assess the suitability of people to work with children and young people and can involve:

- criminal history checks
- signed declarations
- referee checks, and
- other relevant background checks to assess a person's suitability to work with children and young people.

Working with Children Check requirements vary across Australia. Fact Sheets for each state and territory are available on the Play by the Rules website: www.playbytherules.net.

The **Working with Children Check in Queensland** is now managed by the Public Safety Business Agency.

Detailed information, including the forms required to complete a **Working with Children Check in Queensland** is available from Blue Card Service's website: www.bluecard.qld.gov.au.

Phone: 1800 113 611(**free call**) or **07 3211 6999** between **8:00am-5:00pm, Monday to Friday**.

BSS Code of Behaviour

This Code of Behaviour is based on the recommended *Code of Behaviour* policy as outlined on the Play by the Rules website at <http://www.playbytherules.net.au/toolkits/club-toolkit>. This *Code of Behaviour* aims to set out the minimum standards for anyone involved in the sport of sailing at Brisbane Sailing Squadron. It should apply when racing, training or taking part in club-sanctioned events.

- Act within the spirit of the sport of sailing and the *Racing Rules of Sailing 2013-16*.
- Promote fair play over winning at any cost.
- Encourage and support opportunities for people to learn appropriate behaviors and skills.
- Support opportunities for participation in all aspects of the sport.
- Treat each person as an individual.
- Show respect and courtesy to all involved with the sport.
- Respect the rights and worth of every person, regardless of their age, race, gender, ability, cultural background, sexuality or religion.
- Respect the decisions of officials, coaches and administrators.
- Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance exists) with people under the age of 18.
- Display appropriate and responsible behavior in all interactions, both on and off the water.
- Display responsible behavior in relation to alcohol and other drugs.
- Act with integrity and objectivity, and accept responsibility for your decisions and actions.
- Ensure your decisions and actions contribute to a safe environment.
- Ensure your decisions and actions contribute to a harassment-free environment.
- Do not tolerate abusive, bullying or threatening behaviour.
- Understand the repercussions if you breach, or are aware of any breaches of, the *Member Protection Policy*.

SAILORS

- Give your best at all times.
- Participate for your own enjoyment and benefit.
- Sail by the rules and show respect for other sailors, coaches/instructors, officials and volunteers.
- Adhere to safety regulations and rules as prescribed by the *Racing Rules of Sailing 2017-20* and by Brisbane Sailing Squadron's policies and procedures.

COACHES AND INSTRUCTORS

- Place the safety and welfare of the sailors both on and off the water above all else.
- Help each person (sailor, assistant instructor, official, volunteer) to reach their potential. Respect the talent, developmental stage and goals of each person and encourage them with positive and constructive feedback.
- Obtain appropriate qualifications and keep up-to-date with the latest coaching practices and the principles of growth and development of sailors of all ages.
- Ensure that any physical contact with another person is appropriate to the situation and necessary for the person's skill development.
- Be a positive role model.

CLUB OFFICIALS

- Place the safety and welfare of the sailors, coaches, instructors, officials and volunteers above all else.
- Ensure all sailors, instructors, coaches and volunteers are included and can participate, regardless of their race, gender, ability, cultural background, sexuality or religion.
- Be consistent, impartial and objective when making decisions.
- Address unsporting behavior and promote respect for other sailors, coaches, instructors, officials and volunteers.
- Ensure quality supervision and instruction for sailors.
- Support instructors and volunteers to improve their skills and competencies.
- Act honestly, in good faith and in the best interests of the sport as a whole.
- Ensure that any information acquired or advantage gained from the position is not used improperly.
- Conduct club responsibilities with due care, competence and diligence.

PARENTS AND GUARDIANS

- Encourage your child to participate, do their best and have fun.
- Focus on your child's effort and performance, rather than winning or losing.
- Never ridicule or yell at a child for making a mistake or losing a competition.
- Help out the coach/instructor or club volunteers at training and games, where possible.
- Model appropriate behavior, including respect for other sailors, officials and volunteers.

SPECTATORS

- Respect the effort and performances of sailors, officials and volunteers on and off the water.



Australian Sailing Instructors and Coaches Code of Conduct

THE CODE

- Be responsible for your decisions
- Show competency in your job
- Support your students and sailors
- Show good sportsmanship
- Behave professionally at all times
- Follow the Australian Sailing's Anti-Doping Policy
- Be proud of your sport

BE RESPONSIBLE FOR YOUR DECISIONS

Yachting Australia Instructors and Coaches are expected to act with integrity and objectively, and are personally responsible for the decisions that they make in the course of their engagement. They are to ensure that their decisions and actions contribute to a safe environment; free of discrimination and harassment.

SHOW COMPETENCY IN YOUR JOB

Instructors and Coaches bring appropriate skills and competencies to their areas of coaching practice and are expected to maintain and continue to develop these skills and competencies through an ongoing program of professional development and continuous improvement. They should, wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance will exist) with people under the age of 18 years.

SUPPORT YOUR STUDENTS AND SAILORS

Instructors and Coaches should treat every student/ sailor as an individual respecting the rights and worth of every person regardless of their gender, ability, cultural background or religion. They should:

- Help each person (official, student, sailor, athlete etc) reach their potential – respect the talent, potential, developmental stage and goals of each person and compliment and encourage with positive and supportive feedback;
- set appropriate training programs based upon the individual characteristics of the athlete;
- make coaching decisions which take appropriate account of the individual sailor's welfare; and
- ensure that all students/ sailors receive an appropriate level of attention and opportunities so that their time spent in any program is a positive experience.
- Instructors and Coaches should place the health, safety and welfare of sailors above all else.

SHOW GOOD SPORTSMANSHIP

Instructors and Coaches should:

- Set a high standard of behavior and approach towards all aspects of their job and to the spirit of Sailing.
- Respect the decisions of officials, coaches and administrators in the conduct of the sport.
- Display control and courtesy to all involved with Sailing.

- Operate within the rules and spirit of Sailing, promoting fair play over winning at any cost.

BEHAVE PROFESSIONALLY AT ALL TIMES

Instructors and Coaches should:

- Ensure that any physical contact with a person is appropriate to the situation and necessary for the person's skill development
- Be honest and do not allow your qualifications to be misrepresented
- Not tolerate harmful or abusive behaviors
- Encourage and support opportunities for people to learn appropriate behaviors and skills

FOLLOW THE YACHTING AUSTRALIA ANTI-DOPING POLICY

Instructors and Coaches must adopt responsible behaviour in relation to alcohol and other drugs. They must abide by the Yachting Australia Anti-Doping Policy and ensure that sailors are aware of and understand that policy.

BE PROUD OF YOUR SPORT

Instructors and Coaches should be proud of Sailing, show their pride through their actions and encourage and support opportunities for participation in all aspects of Sailing.



Safety Management

Safety operating procedures

1. Safety statement

All operations are to be in accordance with relevant legislation, regulations and Guidelines for Australian Sailing clubs and Discover Sailing Centres and to take account of local conditions, sailor skill and available recovery facilities.

2. General safety obligations

All safety boat crews, race officers, club members, instructors and participants are reminded of their obligation to abide by the general safety directions both on and off the water.

The general safety obligation can be summarised as:

- You must ensure your boat is safe.
- You must ensure your boat is properly equipped and crewed.
- You must ensure your boat is operated in a safe manner.
- It is the sole choice of the participant whether to begin and to continue participation in sailing activities at BSS.

3. Roles and responsibilities

3.1 BSS club committee

The BSS Commodore and Management Committee are responsible for all activities conducted by BSS, including the sailing school operated by BSS. The Club Commodore and the committee delegate responsibility to the Principal Instructor to operate the sailing school and training activities.

However, as volunteer-run club, responsibility for safety lies with all club members.

The Club holds an insurance policy that indemnifies members from public liability claims arising from club training provided they follow good practices.

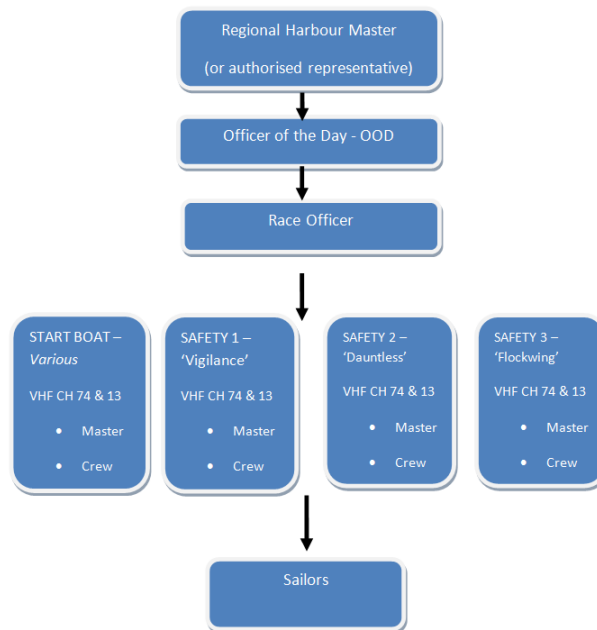
3.2 Race control

The effects of wind strength, direction, tidal movements and a number of other factors ultimately dictate the length of each race and are determined by the Officer of the Day or the Race Officer who then decides the desired length of the course.

The race officer informs sailors at the pre-race briefing of their obligations for safety, weather, location of courses and other issues that may affect the operating procedures on that day.

Safety boat crews are under the direction of the race officer.

Race Control Hierarchy



3.3 Discover Sailing Centre Principal instructor

The Principal instructor must hold the appropriate Australian Sailing accredited Instructor qualifications.

The Principal Instructor is responsible for safety, training program, instructors and day-to-day running of sailing courses.

The Principal Instructor is in overall charge of training activities and is responsible to Australian Sailing and the Club for ensuring that all activities are properly resourced and led by appropriately qualified instructors.

In conjunction with the BSS Committee, the Principal Instructor will manage the administration, instructor qualifications and training, maintenance and purchasing activities in support of sail training activities.

In conjunction with the Club secretary, the principal will maintain up-to-date records of instructor qualifications and arrange updates as necessary.

3.4 Instructors

An instructor must hold the Australian Sailing accredited Instructor certificate.

Sailing instructors are responsible for the safe and effective conduct of their assigned duties and the general safety of activities related to the sailing school.

Instructors must become familiar with procedures detailed in this document by reading and discussing with the Principal instructor prior to commencing each course.

Instructors should discuss their plans for sessions with the Principal Instructor.

Instructors intending to take their group outside the normal working area must seek permission from the Principal Instructor, who must be told where the group are going and when they will return.

Instructors should be aware of any existing medical conditions suffered by their students. If appropriate they should consult the student or their parent or guardian about the condition.

Instructors should brief the drivers of their allotted safety boats and volunteers as to what preparations are necessary for the sessions and what assistance is required.

Instructors should check that boats are rigged properly and carry the correct safety equipment before going on the water.

Instructors should ensure that their group's safety boat is crewed and standing by before allowing their group to launch.

Instructors should watch out for any student becoming too cold, unwell or distressed and should send them ashore with safety cover if this can be arranged.

Instructors should report any damage to boats or missing equipment to the Principal instructor.

Instructors should notify the Principal instructor as far as possible in advance if they will be unavailable for a training session.

Instructors must conduct themselves in an appropriate manner as communicated by the Principal instructor.

Instructors are asked to inform the Principal instructor of sailing school boats that may require repairs or maintenance and by also recording requirements for maintenance or repairs in the **Boat maintenance register** kept in the canteen area of the clubhouse.

3.5 Assistant instructors

Before any Instructor is allowed onto the training course they must first have completed, as a minimum, the Yachting Australia accredited Assistant Instructor certificate.

It is also recommended that the assistant instructor hold membership of BSS.

4. Safety cover

4.1 General operations

All safety boat drivers/skippers must hold a current recreational marine driver licence (RMDL).

It is the responsibility of safety boat crew to ensure the safety boat is equipped with the following safety gear prior to leaving the BSS pontoon:

- Kill cord (mandatory on planing boats)
- Safety bag containing first aid kit, knife, spare kill cord, pencil and paper
- VHF radio
- Towline
- Anchor and chain or warp of sufficient length for the conditions
- Paddles or oars.

It is the responsibility of the driver/skipper to check before casting off that the safety boat has the correct equipment and sufficient fuel and that everything is in working order.

In particular, a radio check must be performed by communicating with the BSS base radio operator or Principal instructor before leaving Bulimba Point.

It is the responsibility of the driver/skipper to ensure the crew know where to locate life jackets, fire extinguisher and first aid kit.

Safety boats should provide safety surveillance and support. They will check that any incident is being dealt with and call for assistance if an incident or series of events is beyond their capability.

Breakages and missing equipment must be reported to the Principal Instructor as soon as possible and recorded in the **Boat maintenance register** once ashore.

4.2 Club racing

BSS will provide an appropriate number of safety boats depending on the number of sailing boats and the experience of the crews racing.

It is recommended that at least one crew member on each safety boat holds Yachting Australia Powerboat Handling and Safety Boat course certificates.

At least two crew must man each safety boat. Crews are approved by BSS Management committee. It is recommended that children younger than 12 years of age do not crew on safety boats.

It is recommended that three safety boats will patrol the following areas of the course:

- the windward marks
- the leeward mark
- the junior course

Safety boats will keep in constant contact with the start boat, the shore and other safety boats via VHF Channel 74.

Appropriate safety cover must be maintained from the start of the race until all dinghies have safely returned to shore. It is recommended that at least one safety boat is allocated to each group, with each safety boat providing cover for no more than 12 dinghies.

4.3 Sailing school and training

Each group under tuition will have its own safety boat or boats, which will go afloat before the group and return ashore afterward. The following working ratios will be adhered to as a minimum:

Up to 6 dinghies	1 Safety boat
6 to 12 dinghies	2 Safety boats
more than 12 dinghies	3 Safety boats

It is recommended that safety boats be crewed by at least two persons.

All safety boat crews must wear appropriately fitted buoyancy aids.

Appropriate safety cover must be maintained from the start of the session until all dinghies have safely returned to shore.

Stay in contact with the Principal instructor for changing or worsening weather conditions.

If weather conditions become extreme, the priority is to bring people to safety, boats may be left unattended if necessary.

Boats that are unable to continue because of gear failure or injury or illness to the crew may be towed back to shore. If necessary, boats may be abandoned for recovery later.

5. Communication

Brisbane Sailing Squadron primary method of communication is via VHF Marine Radio on Channel 74.

There are eight VHF Marine Radios permanently at our disposal with one being a fixed shore based VHF set located in the club office, fixed VHF sets located on the two polycraft safety boats and four handheld marine radios. A second fixed VHF set is also located on a start boat to assist the Officer of the Day with port communications.

It is recommended that each safety boat carry a mobile phone in case of failure of VHF radio or in the case of emergency.

Messages can be relayed to the competitors on the water via a simple series of flags, sound signals and a loud hailer where required.

Brisbane Sailing Squadron Race Control VHF Channel 74 & 12

****NB – All vessels operating in the Brisbane River should monitor VHF channel 13 upstream of Brisbane Cruise Terminal and VHF channel 12 downstream of Brisbane Cruise Terminal, regardless of their operating procedures ****

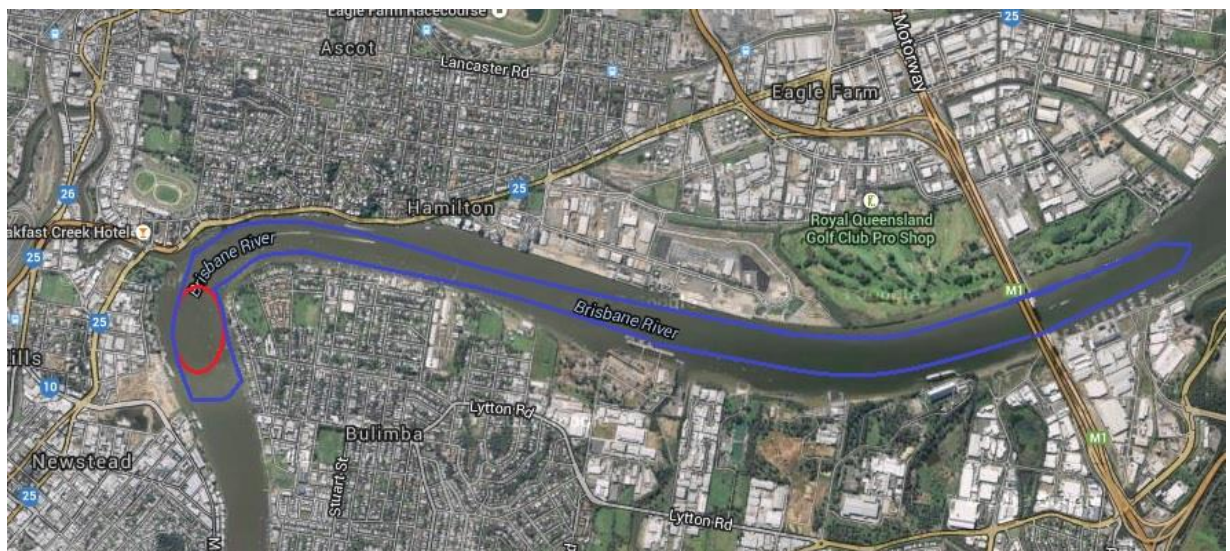
6. Area of Operation

On–water activities will primarily be conducted between the Bulimba and Pinkenba Reaches of the Brisbane River.

The area is chosen each day by the Race officer or Principal instructor and the decision is based on tides, wind strength, wind direction and the shipping schedule. To ensure BSS club operations does not impact scheduled ship movements, a race officer shall contact Brisbane Vessel Traffic Service (Brisbane VTS) prior to the race briefing for the confirmed ship movements upstream of Pinkenba Reach. Brisbane VTS telephone 3305 1700.

The approximate area in which racing is conducted by BSS is marked in blue.

The approximate area for sailing courses and training is indicated in red on the map below.



7. Weather

The weather is checked regularly on the Bureau of Meteorology (BOM) website and other weather websites such as Seabreeze and Windfinder prior to and throughout the day of racing. If doubtful about the wind strength, Brisbane VTS can be contacted.

7.1 Discover Sailing Centre

Prevailing weather conditions are to be assessed by the Principal Instructor before each session and recorded on the Daily Run sheet. On-water activities are only to be conducted if the Race officer or Principal Instructor is satisfied that conditions are within the abilities of all participants.

Learn to sail and development courses consist of on and off-water sessions to provide instruction in a safe and controlled environment regardless of the prevailing weather.

7.2 BSS club racing

Prevailing weather conditions are to be assessed by the Race officer before each race. Weather conditions are noted at the pre-race briefing.

8. Pre-event briefing

BSS holds a briefing before every sailing activity. In addition to information about the activity, the weather and tides for the duration must be discussed with participants so that they are aware of conditions and whether or not it is safe to sail.

Safety directions and navigational warnings should be given where appropriate.

It is mandatory for one crew member of each boat participating in each race attend the pre-race briefing.

It is mandatory that all participants, sailors and instructors, of sailing or training courses attend a pre-sailing briefing.

9. Sailors, Instructors and Safety boat crews sign-on and off

9.1 Club races

All skippers of boats participating in a club race must sign on before leaving the shore and sign off as soon as possible after returning to the shore.

A boat retiring early from a race must make every effort to notify a crew member of the nearest safety boat. If this is not possible, the radio operator must be notified as soon as the crew return to shore.

9.2 Sailing courses and training

All instructors, volunteers and sailing school or training participants must sign their name and signature on the provided Sign-on/off sheets located on the deck of the clubhouse prior to the day's activities on or off water.

All instructors, volunteers and sailing school participants must sign off at the end of the day's activities.

10. Training and qualifications

10.1 Principal instructor

All instructors must have completed the AS Instructor course and have undertaken assessment for each of the schemes in which they wish to instruct.

To gain an AS Instructor Endorsement, participants must:

- Attend the AS Instructor Theory course as documented
- Be at least 18 years old
- Hold the Powerboat Handling Certificate in the National Powerboat Scheme
- Instruct under an instructor for at least 40 hours, with 4 sessions to be instructed with their mentor in attendance
- Complete an instructor diary and self-assessments for the above training sessions
- Be assessed instructing in the scheme for which they are seeking endorsement
- Hold an Applied First Aid (Senior First Aid) Certificate which covers the modules:
 - a. HLTF301B - Apply first aid
 - b. HTLCPR201A - Performing CPR
- Hold a Blue Card Positive Notice to Work with Children or an Exemption.

Instructors should hold membership of Brisbane Sailing Squadron.

10.2 Instructors

All instructors must have completed the AS Instructor course and have undertaken assessment for each of the schemes in which they wish to instruct.

To gain a SA Instructor Endorsement, participants must:

- Attend the YA Instructor Theory course as documented
- Be at least 18 years old
- Hold the Powerboat Handling Certificate in the National Powerboat Scheme
- Instruct under an instructor for at least 40 hours, with 4 sessions to be instructed with their mentor in attendance
- Complete an instructor diary and self-assessments for the above training sessions
- Be assessed instructing in the scheme for which they are seeking endorsement
- Hold an Applied First Aid (Senior First Aid) Certificate which covers the modules:
 - a. HLTF301B - Apply first aid
 - b. HTLCPR201A - Performing CPR
- Hold a Blue Card Positive Notice to Work with Children or an Exemption.

Instructors should hold membership of Brisbane Sailing Squadron.

10.3 Assistant Instructors

All paid assistant instructors must complete, as a minimum, the Australian Sailing accredited Assistant Instructor certificate before being allowed to assist with a course.

Assistant instructors should hold membership of Brisbane Sailing Squadron.

By completing the Australian Sailing Assistant Instructor course, participants are provided with a good foundation in the structure of the National Training Schemes, communication skills and an introduction to risk management.

10.4 Safety boat operators

Vessels should have a crew of two competent operators where possible. The master of the vessel must have a Recreational Marine Drivers Licence and Australian Sailing also strongly recommends they are qualified with the Australian Sailing National Powerboat Handling Certificate and Safety Boat Handling Certificate.

Safety boat crew should also hold a Recreational Marine Drivers Licence.

10.5 Race officers

It is recommended that Race officers have completed the Race Officer - Club course and have a Certification of Qualification issued by Australian Sailing.

10.6 On-shore radio operator

It is recommended that the on-shore radio operator hold a Marine Radio Operator's Certificate of Proficiency issued by Australian Maritime College.

10.7 Volunteers

Volunteers must be approved by the BSS Committee or the Principal Instructor. Volunteers are responsible for their own actions. There are no set pre-requisites or requirements for volunteers except they must hold a Blue Card Positive Notice to Work with Children or Exemption. Ideally volunteers should hold membership of Brisbane Sailing Squadron.

11. Support Vessels/safety boats

All support vessels must be suitably registered and comply with the *Transport Operations (Marine Safety) Act 1994*.

Primary safety boat on board equipment MUST include:

- Drinking water and sunscreen (BSS)
- Sufficient fuel (MSQ)
- Oars or paddles (MSQ)
- Bailing equipment (MSQ)
- Capacity Label or appropriately placed Australian Builders Plate (MSQ)
- VHF Radio (AS)
- Floating Tow Line (AS)
- First Aid Kit (AS)
- Mobile phone(BSS)

Primary support vessels' on-board equipment should also include:

- Anchor and chain (MSQ)
- Fire-fighting equipment (MSQ)
- Rescue knife (AS)
- Towing bridle (AS)
- Basic tool kit (AS)

Secondary support vessels when accompanying a primary support vessel should include:

- Drinking water and sunscreen (BSS)
- Sufficient fuel (MSQ)
- Oars or paddles (MSQ)
- Bailing equipment (MSQ)
- Capacity Label or appropriately placed Australian Builders Plate (MSQ)
- Floating Tow Line (AS)
- Anchor and chain (MSQ)
- Mobile phone (BSS)

12. Boats participating in club races

All persons taking part in BSS on-water activities shall wear an Australian Standards approved PFD as per Australian Sailing's Racing Rules of Sailing 2017-20, Special Regulations Part 2 Section 5.0, Regulation: 5.01.1 which states:

All crew members shall wear, whilst afloat, a personal flotation device (PFD) secured about their persons in a manner appropriate to the design of the device.

Australian Sailing recommends all participating boats be fitted with a Tow Line and a device that can be used to paddle the vessel. By doing so there is a much greater chance that the crew/vessel will be easily rescued or self-sufficient in the event of an emergency.

13. Training boats

BSS has sabots and RS Quests used for training. These are maintained in a safe and seaworthy condition. Sabots and Quests are seen as a good training vessel for beginning sailors as they are:

- Easy to rig and sail
- Self-buoyant and easily righted from a capsize
- Fitted with the basic sail and boat handling controls for teaching sailing
- Quests hold 2 to 3 adults and children, allowing an instructor to sail with students where appropriate
- Sabots hold 2 children
- Fitted with a tow line and bailing device.

14. Shipping Movements

14.1 Commercial Shipping

Race officers and Instructors are encouraged to build a good working relationship with local commercial operators and do their best to keep clear on the water.

Examples of these would be Cruise ships, dredges, commercial ships, City Cat operations, charter boats.

14.2 Recreational Shipping

The Brisbane River can become busy with a large range of recreational craft from canoes, outriggers, PWCs, and there are many moored vessels in the area.

Students are to be reminded before each on–water session that they are to give way to vessels with restricted manoeuvrability (particularly in regard to depth and windage) in navigation channels regardless of whether they are under power or sail.

15. Race control

15.1 Collision Regulations (IRPCAS) vs. Racing Rules of Sailing (RRS)

When a boat sailing under these (RRS) rules meets a vessel that is not, she shall comply with the *International Regulations for Preventing Collisions at Sea* (IRPCAS) as per state legislation.

15.2 ISAF Rules: Part 1 – Fundamental Rules

15.2.1 SAFETY

15.2.1.1 Helping Those in Danger

A boat or competitor shall give all possible help to any person or vessel in danger.

15.2.1.2 Life Saving Equipment and Personal Flotation Devices

A boat shall carry adequate life-saving equipment for all persons on board, including one item ready for immediate use, unless her class rules make some other provision. Each competitor is individually responsible for wearing a personal flotation device adequate for the conditions.

15.2.1.3 Decision to race

The responsibility for a boat's decision to participate in a race or to continue racing is hers alone.

15.3 IRPCAS Rule 9: Narrow Channels

- a. A vessel proceeding along the course of a narrow channel or fairway shall keep as near to the outer limit of the channel or fairway which lies on her starboard side as is safe and practical.
- b. A vessel of less than 20 metres in length or a sailing vessel shall not impede the passage of a vessel which can safely navigate only within a narrow channel or fairway.
- c. A vessel engaged in fishing shall not impede the passage of any other vessel navigating within a narrow channel or fairway.
- d. A vessel shall not cross a narrow channel or fairway if such crossing impedes the passage of a vessel which can safely navigate only within such channel or fairway. The latter vessel may use the sound signal prescribed in Rule 34(d) if in doubt as to the intention of the crossing vessel.

16. Sailing School Safety Summary

16.1 BSS River Policy

BSS requires all training vessels crewed by students to keep well clear of moored vessels and City Cats.

16.2 Sailing Tuition

Each group will be under the supervision of a qualified instructor or assistant instructor. There may be unqualified volunteers assisting an instructor who should be experienced and competent as assessed by the Principal instructor.

The following student to instructor ratios are to be adhered to:

Type of craft	Student : Instructor ratio
Crewed dinghy	3:1 for beginners with instructor aboard
Crewed dinghy	Maximum 9:1 but not more than 6 boats per instructor
Single handed dinghy	6:1 while boats are used as single handers

Sail training areas should be situated on relatively wide and quiet stretches of water away from high traffic areas or congestion. They should always be appropriate for the participants' level of skill and ability to keep clear of danger.

16.3 Safety Warnings

The Principal Instructor is responsible for monitoring local conditions in order to ensure the safety of the sailors. All reasonably available resources should be used, such as weather forecasts and current conditions provided by the Bureau of Meteorology.

The Principal Instructor should also take into consideration information such as:

- Strong wind warnings
- Storm warnings
- Notice to Mariners
- Weather radar
- Lightning tracker
- Weather web sites
- Tide heights

when planning and conducting sailing activities and should seek regular updates before and during on–water activities.

16.4 Group Control

The main focus of the BSS Sailing School is teaching sailing and improving skills in a safe and interesting environment.

It is the responsibility of the Sailing School instructors to ensure training meets this focus. Group control can be successfully managed by following a few simple guidelines:

- ALWAYS conduct TWO safety briefings—one for the instructors and another for everybody (students, parents, guardians, interested parties, etc.)
- Capture the attention of ALL participants during the safety briefing
- Be very clear and precise in briefings, ensure important points are repeated at the end of every briefing
- ALWAYS do headcounts

- NO boats are to be on the water UNLESS there is a manned support vessel ALREADY on the water
- Monitor students for signs of boredom!!! If they are starting to lose focus, alter the activity or change the sailing course slightly to regain their attention
- If participants are not coping with conditions, first try putting an Assistant Instructor in the boat with them. If conditions do not allow for that, drop sails or entire rig and tow the vessel to safety
- When returning to shore in heavy conditions it is sometimes best to anchor the primary support vessel, then use the secondary support vessel to “round-up” the participants and prepare the tow
- Do not underestimate the power of a good debrief, both kids and instructors can learn from their mistakes.

17. Incident Reporting

Brisbane Sailing Squadron will review any incidents and present findings to the Committee at a monthly meeting.

Incidents are to be recorded in the Incident Report book located near the First Aid Kit in the kitchen on the first floor of the club

Possible incidents and action:

- **Collisions between club vessels:**
 - a) Post-race advice and information
 - b) Refer to the Racing Rules of Sailing
- **Rescue:**
 - a) Discuss effectiveness of rescue
 - b) Where could there be improvements in process
- **Injuries** – Slippery Ramp, hitting head on boom
 - a) Ensure risk management plan is regularly referred to and reviewed
 - b) Arrange immediate medical attention as required – First Aid located in the kitchen on the first floor of the clubhouse
 - c) Always ring “Triple Zero” in an emergency
- **Conflicts of river use, i.e. Buoy placements**
 - 1. Ensure buoys are not laid in the natural path of City Cats
 - 2. Be aware of direction of tide if buoys are placed within buoy mooring areas

Incident Management Plan

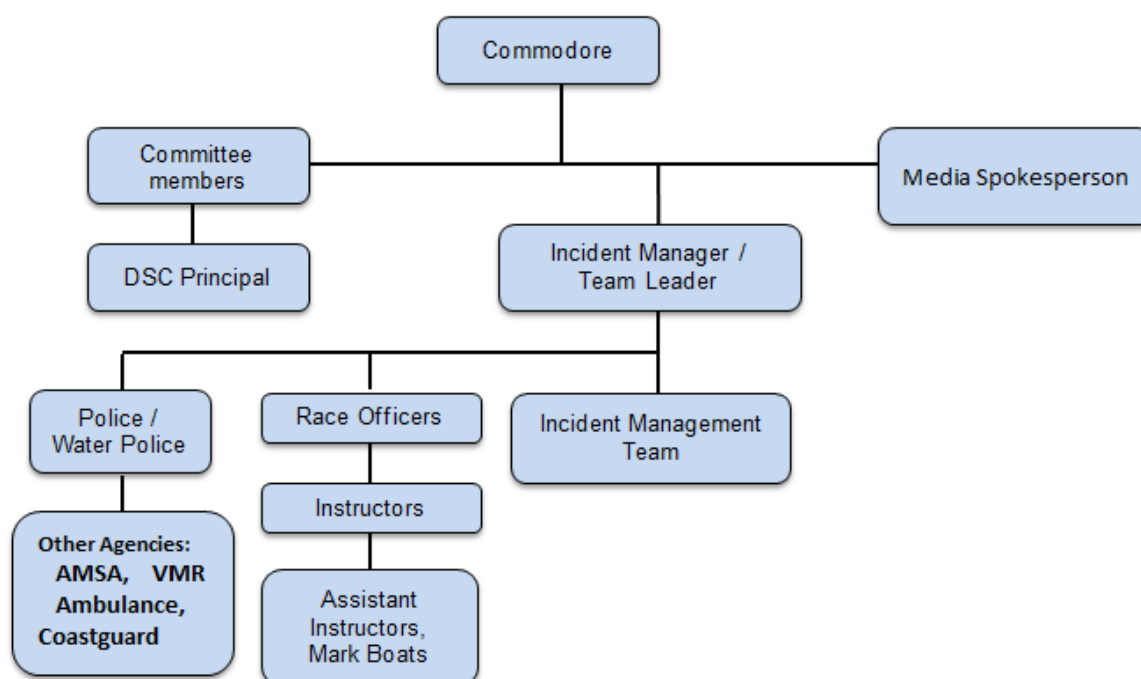
1. Emergency action plan

In the event of an emergency, all sailing is to be abandoned and participants escorted to shore. The Commodore, Race officer or Principal Instructor is to coordinate safety vessels and ensure they are directed to where they are most needed.

Points to remember:

- A full list of emergency contacts can be found in **Appendix C** and on the wall of the office in the clubhouse, in the office and at the First Aid point.
- Don't be afraid to own up to mistakes, the earlier a problem is identified, the quicker it can be fixed!
- ALWAYS do headcounts
- Check medical declarations prior to the commencement of each new course
- Serious incidents such as missing persons or vessel abandonment **MUST** be reported to the Water Police
- IF IN DOUBT – DON'T GO OUT

2. Outline of Responsibilities



- The **Commodore** is responsible to the Club Committee for the overall management of the incident and in particular managing the external communications in relation to incident. This includes relatives of event participants or trainees, media, sponsors and any other external stakeholders. The Commodore will provide strategic support to the Incident Manager (IM) and ensure the Incident Management Team has adequate access to resources to be able to appropriately deal with an incident. The Commodore will establish incident headquarters if a major incident eventuates.

- The **Incident Manager (IM)** is responsible to the Commodore for the operational involvement in the incident and will be responsible to the Police / Water Police and other response agencies. The Incident Manager is responsible for notifying the Commodore in the case of a moderate incident. The Incident Manager is responsible for informing the Commodore if a major incident develops and then subsequently to keep the Commodore briefed on key developments throughout the Incident. It is recognised that fatigue is a factor to be avoided during the management of a protracted incident. The Commodore will take control of the incident, be responsible for all communications with the media in the case of a minor or moderate incident and needs to be careful not to get distracted by outside influences.
- The **Race Officer** may act as Incident Manager for the duration of minor incidents. The Race Officer is responsible to the Incident Manager for the operational management of moderate and major incidents until the Incident Manager has taken control. Thereafter the Race Officer will provide on water support as required by the Incident Manager. The Race Officer may well be the first person to notify the response agency of an incident and will be the main point of contact with the response agencies and other response stakeholders until the Incident Manager has taken control.
- The **DSC Principal** may also act as Incident Manager for the duration of minor incidents and play a similar role to the Race Officer in the case of an incident during a training activity.
- The **Instructors, Assistant Instructors and Mark Boats** involved in a training activity or event will provide forward communications and assistance as requested by the **Principal Instructor** or Race Officer.
- **Incident Management Team (IMT)** members undertake responsibilities as directed by the Incident Manager, such as maintain detailed log books, respond to enquiries other than media, maintain listening watch on VHF, TV and domestic radio, and any other duties as directed by the Incident Manager.
- The **Media Spokesperson** may be a person with other roles, such as a Committee member. Importantly the Media Spokesperson will be the only person authorised to speak and liaise with the media on behalf of the club for the duration of an incident. The media runs on a news cycle and it should be expected that media interest will occur either immediately or within 48 hours from the incident. Here are some tips for dealing with the media during an incident or crisis:
 - Before speaking to the media establish communications and an understanding with relevant authorities such as police
 - Express sympathy, understanding and condolences. Keep in mind family, friends and witnesses have been through a traumatic experience, and the Club would like to focus on looking after their needs.
 - Do not go into detail. State that the incident will be investigated by the Club and authorities.
 - Be prepared to say you are unable to answer certain questions. However, avoid refusing to comment or repeating hearsay.
 - Only convey facts known at the time. If in any doubt about certain details, do not include it in a statement.
 - Explain that these situations can take time to resolve and investigate, and thank the media for their patience and understanding.

3. Incident Management Team Duties

The IMP should detail the duties and expectations of the Incident Management Team. Such duties may include:

- Coordinate the management of an incident concerning the safety of competitors in the race or participants in training activities
- Provide the liaison with other agencies (e.g. Police, Emergency Services)
- Receive notification of, and undertake assessment of an incident
- Coordinate the enquiry centre, if activated
- Maintain communication with the racing fleet and co-ordinate the activities of race participants as deemed necessary and appropriate
- Control and coordinate media management activity

As and when an incident escalates to the point where large numbers of enquiries are expected from friends, relatives and the general public, the IMP may outline how the IMT may establish an Enquiry Centre and advise the media of the relevant contact number with a request that they notify the public of this arrangement, or make provision for the police to set up their own enquiry centre.

Any stakeholder may make the notification of a potential situation which may be assessed as an 'emergency' situation or 'incident'. The IMP may comment how notification of a situation for assessment may come from almost any source such as:

- Any competitor or competing boat
- Local Volunteer Marine Rescue organisation
- The Sailing and Assistant Instructors
- Race Management team
- Police
- Media
- Failure of a yacht to report
- A Weather Report
- Other.

Notification could be made by:

- VHF Radio
- Telephone/text message.
- Media report.
- Other.

The IMP should provide guidance on how the Incident Management Team will log notifications and what details should be included such as time, date, name of person reporting, telephone number or contact details and the report.

4. Marine incident

Under the *Transport Operations (Marine Safety) Act 1994*, a marine incident is classified as an event causing or involving:

- the loss of a person from a ship
- the death of, or grievous bodily harm to, a person caused by a ship's operations
- the loss or presumed loss or abandonment of a ship
- a collision with a ship
- the stranding of a ship

- material damage to a ship
- material damage caused by a ship's operations
- danger to a person caused by a ship's operations
- danger of serious damage to a ship
- danger of serious damage to a structure caused by a ship's operations.

5. In the event of a minor incident (If in doubt on Priority - Escalate)

- Instruct support vessels to standby and assist as required and coordinate additional resources if appropriate
- Safety boat to provide feedback to Race Officer or Principal Instructor if further assistance is required
- Storm Imminent - If instructed by Race Officer or Principal Instructor notify fleet of impending storm and quickest safe location to shelter
- Race Officer or Principal Instructor to reassess incident priority based on feedback and escalated priority level if required
- First aid should be administered and the injured person brought to shore if required.
- The main first aid kit is kept at the First Aid point in the kitchen upstairs of the clubhouse, safety boats carry smaller first aid kits and a portable first aid kit is also available from the first aid point in the kitchen.
- A list of people with first aid training is located at the end of this document.
- A list of emergency contacts of sailors participating in BSS races is held at the Sign On/Off desk.
- The Principal instructor holds a list of all students and contact numbers for parents and guardians.
- The Commodore or Principal instructor must be informed of any accident, however minor, and details must be entered in the Accident and incident register kept at the First Aid point in the kitchen as soon as possible by the person who dealt with the accident.
- 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 Commodore or Principal instructor.
- The Commodore or Principal instructor will assess the situation and if necessary call for outside assistance.

6. In the event of a moderate incident (If in doubt on Priority - Escalate)

- Call Water Police and request assistance as appropriate.

Note: Water Police will coordinate involvement of all other emergency response agencies

- Race Officer or Principal Instructor advises Commodore and Incident Manager of nature and location of incident
- Incident Manager takes control of coordinating involvement as directed by Water Police
- Race Officer or Principal Instructor and rescue boats to provide assistance as appropriate until directed by Incident Manager of further actions
- Advise Commodore of nature and potential outcome of incident
- Storm Hits Fleet - Rescue Boats to capsized dinghies or skiffs and recover crew and advise IM/RO of additional assistance required - IM to coordinate additional craft and involvement of Water Police

- IM assess appropriateness of current priority level and escalate if appropriate

7. In the event of a major incident

Call Water Police and advise the nature of incident and location on Channel 16.

Note: Water Police will coordinate involvement of all other emergency response agencies

- Provide support and assistance as required by Water Police - coordinated by Incident Manager
- Remain calm.
- If the person is on the water and an ambulance is required, the instructor or safety boat driver should contact the Race officer or the Principal instructor to call 000 or radio ashore to ask the radio operator to call 000 **or** call 000 themselves. Another safety boat should be called if the race officer, on-shore radio operator or Principal instructor cannot be raised.
- The on-scene rescue boat operator should decide whether to use the club pontoon or the pontoon at the Colmslie Reserve boat ramp as a pick-up point for the ambulance
- 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 (126 Quay St Bulimba) or Colmslie Reserve boat ramp (Col Gardiner Drive, riverside of State Hockey Centre).
- If the injured person is a child then the On-shore officer or Principal instructor should attempt to contact their parent, guardian or next of kin.
- The injured person should be brought ashore by safety boat if possible for speed. If the person should not be moved the safety boats should tow the boat ashore.
- The safety boat crews or instructors 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 safety boat. In this case, they may leave the group under the supervision and with safety cover.
- 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.
- 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 persons attending the incident, instructor, the first aider or other members of the group may be suffering from shock and may also require attention.
- All serious accidents must be reported in full. The Commodore or Principal instructor should prepare the appropriate forms to be completed by the safety boat crew, race officer, instructor, members of the group and other witnesses before they leave the club for the day. The accident must be recorded in the Accident and incident register located by the First Aid point.
- Following a serious safety problem it may be appropriate to abandon racing or training for the day.
- All media communication should be channelled through a designated senior officer of the club in possession of all the known facts and after due consideration. This should ideally be the Commodore or Secretary of the club. Following an inquiry into the causes, a systemic change may be required.

In the event of a major incident, the Race officer or Principal instructor should inform the Commodore or Member of the committee immediately. The Commodore or Committee member should then:

- Obtain a statement from competent witnesses
- Remove the involved parties and key witnesses from the club grounds to somewhere they can be talked to away from the media

- Cooperate with police and other emergency services personnel
- Don't hold a media conference but decide who will talk to the media. Make a short statement.
- Don't allow well-meaning but ill-informed members or instructors to make public comments.
- Keep a record of who has spoken to them or contacted them in regard to the incident.
- If the rescue services have been involved the media will have probably obtained some information from them.
- If there has been a fatality, the police will contact the club and inform the next of kin. Do not publicise the name of the casualty at all.
- Keep any relevant equipment such as lifejackets, logbooks, etc.
- When dealing with any major incident, it helps if:
 - paperwork is up to date with information such as contact numbers for the next of kin
 - boats and instructors comply with club safety policy and the YA's conditions of recognition
- Report a marine incident to Maritime Safety Queensland.

8. Missing Person Procedure

- Sailor is reported missing. Ask for:
 - Name
 - Description
 - Age
 - What they were wearing
 - Where they were last seen
 - Who they were with
- Inform race officer, safety boat crew, on-shore radio operator, Principal instructor or nearest instructor or club official immediately you notice the person is missing.
- The Principal instructor, race officer or person who has been informed is to activate a search of club grounds, marina and waterways in the following way:
 - Safety boats and other vessels keep a look out and sweep the river with special focus on pontoons and wharves.
 - Organise a group of adult volunteers to start searching for the missing person on shore and around Vic Lucas Park.
 - 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 toilets, bar, office, veranda and all other areas
 - Underneath the club house including storage areas, showers and toilets
 - The grounds of the club house, including all grassed areas, ramps and pontoon
 - The footpath and parking areas adjacent to the golf club
 - Quay Street
 - Oxford Street

- Waterways surrounding the club, which may be done with a safety boat and should take into account the direction of the tide and winds.
- If the person is not found within a reasonable period of time, contact the Police by dialling 000.
- When the person is found:
 - Advise parents or guardian 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.
- Complete an incident report in the *Accident and Incident Register*.

9. Reporting marine incident

Maritime Safety Queensland has responsibility to collate and analyse the marine incident data provided by people involved in marine incidents. This information is gathered into reports by Safety Standards Branch, which produces two main reports each year: the annual Marine Incidents Report and the National Marine Safety Committee (Queensland jurisdiction) report.

Guidelines on reportable marine incidents can be found at **Appendix A**.

How do I report a marine incident?

A marine incident must be reported to a shipping inspector within 48 hours of the incident, unless there is a reasonable excuse.

The maximum on the spot penalty for failing to notify a marine incident is 40 penalty units (\$4000.00)

The report must be made on the approved form: Marine Incident Report QF3071 (**Appendix B**)

Safety Management

Risk Management Process

This section contains information on the Risk management Process adopted by Brisbane Sailing Squadron.

1. Resources

The approach adopted in this resource is based on the Australian Standard's Handbook on Risk Management HB 246:2010 and Risk Management – Principles and Guidelines AS 31000:2009.

2. Aim

Our aim is to provide a safe environment for our members and visitors engaging in activities at the club, both on and off the water.

3. Risk management process

As a club run by volunteers from the membership, each of the steps below will be undertaken primarily by the BSS Management Committee, and in collaboration with ALL others members who have a responsibility to identify and reduce or eliminate risks arising from club activities.

- Communication
- Risk Identification
- Risk Assessment
- Risk Analysis
- Risk Evaluation
- Risk Treatment (action plan)
- Monitoring and Review

4. Communication

- To Members :
 - Publish an explanation of its existence in club emails
 - Post it on the club website
 - Invite members to contribute to its the development of the document
- To Race Officials, Instructors and Coaches (on water personnel):
 - Conduct an annual Risk Management Update for all on water personnel
 - Before every on water session mention the RMP and IMP in your crew briefing
 - Provide copies or website links to personnel
 - Laminate relevant pages such as the IMP Contacts page and make sure there is a copy in the sailing office, the radio area and on every safety boat as appropriate

5. Risk Identification

Listing the main categories where risk may arise provides a framework for individual risk identification. Below are the four Risk Categories based on the Yachting Queensland Club Risk Management resource.

On-Water

This category includes all of those risks associated with:

- the conduct of sailing races and sailing activities once the participants have left shore (e.g. Sailing Instructions, Racing Rules, safety boats, starting and finishing procedures, radio communication)

Off-Water

This category refers to the risks involved in activities which immediately precede and follow our on-water events and activities, such as:

- preparation activities of race organisers
- launching and retrieval of boats
- rigging of dinghies and skiffs
- use of pontoon and tying up safety boats, picking up and setting down crew
- laying and retrieval of buoys
- operation of club safety boats
- responsible service of alcohol
- food hygiene.

Environment

The physical environment in which we conduct club events may include risks to:

- personal safety
- property
- the club and surrounding environments which are utilised by members, participants, member of other organisations using the facilities and in some circumstances, the general public.

Club Sailing Operations

This category includes risks to:

- club members, officials, participants, parents, visitors and spectators who may be involved in club sailing or social activities.

6. Risk Assessment

Having identified the risks involved in sailing and club activities, each risk is assessed in terms of its likelihood to occur, along with the seriousness of the consequences arising from the risk occurring.

Each identified risk must be rated in terms of

1. The chance of the risk occurring (likelihood)
2. The loss or damage impact if the risk occurred (severity)
3. The priority or degree of urgency required to address the risk

In order to systematically assess the risks identified in the first stage of the process, we apply the risk rating scales set out below in Tables 1 – 3. The risk rating scales will allow you to **rate** each risk and then identify risk management priorities.

Likelihood

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

Table 1: Likelihood Scale

Rating	LIKELIHOOD The potential for problems to occur in a year
A	ALMOST CERTAIN: Will probably occur, could occur several times per year
B	LIKELY: High probability, likely to arise once per year
C	POSSIBLE: Reasonable likelihood that it may arise over a five-year period
D	UNLIKELY: Plausible, could occur over a five to ten year period
E	RARE: Very unlikely but not impossible, once in 100 years

Severity

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

Table 2: Severity Scale

Rating	POTENTIAL IMPACT In terms of the objectives of the organisation
A	CATASTROPHIC: One or more fatalities.
B	MAJOR: Permanent disabling injury. Vessels lost or damaged beyond repair.
C	MODERATE: Serious reversible injury requiring medical treatment and rehabilitation. Vessels unable to complete series, race or passage.
D	MINOR: Reversible temporary illness/injury requiring medical treatment. Damage to equipment that requires repair before being operable.
E	NEGLIGIBLE: Minor injuries possibly requiring first aid. Minor damage to equipment.

Having assessed each risk in terms of its likelihood and severity we are in a position to prioritise the risks to assist in the decision making of what action is warranted to manage the risks (where possible).

7. Risk Impact

The risk impact matrix determines the severity of the risk and the impact it could have on the organisation. It provides an indicator to assist in the decision making of what action is warranted for the risks.

Table 3: Risk Impact Matrix

		POTENTIAL IMPACT				
		A	B	C	D	E
LIKELIHOOD	A	Extreme (1)	Extreme (1)	Major (2)	Major (2)	Medium (3)
	B	Extreme (1)	Extreme (1)	Major (2)	Medium (3)	Minor (4)
	C	Extreme (1)	Major (2)	Major (2)	Medium (3)	Minor (4)
	D	Major (2)	Major (2)	Medium (3)	Minor (4)	Minor (4)
	E	Medium (3)	Medium (3)	Minor (4)	Minor (4)	Minor (4)

Key to risk rating:

1	Extreme risks that are likely to arise and have potentially serious consequences requiring urgent attention
2	Major risks that are likely to arise and have potentially serious consequences requiring urgent attention or investigation
3	Medium risks that are likely to arise or have serious consequences requiring attention
4	Minor risks and low consequences that may be managed by routine procedures

Once **risk impact** has been determined the committee can evaluate what response is necessary to make the risk tolerable to the organisation.

8. Risk Evaluation

The purpose of risk evaluation is to assist in making decisions about which risks need treatment and the priority for treatment implementation. These decisions are based on the risk analysis.

Risk evaluation involves comparing the level of risk analysis with risk criteria established when the context was considered. It involves determining what risks are tolerable to the club having regard to the club's attitude to risk.

9. Risk Treatment (Action Plan)

Risk treatment is the process to modify risk. It involves selecting one or more options for modifying risks and implementing them. This stage is all about identifying and testing strategies to manage the risks which have been identified and subsequently evaluated as posing a real risk to participants.

The Management Committee, and others, will work together to brainstorm a variety of treatment strategies and then consider each strategy in terms of its effectiveness and implementation. This will necessarily involve some “reality testing” of risk treatment strategies to determine what reasonable steps they may take to reduce the impact of the risk arising.

Each risk that has rated highly will need to carefully consider necessary policies, procedures and strategies to treat the risk. If a risk is identified as “Extreme”, the club must ensure that it is addressed and controls are put in place to reduce its severity and likelihood. These will include what is needed to treat the risk, who has the responsibility and what is the timeframe for risk management. These elements will comprise the **action plan**.

10. Monitor and Control

It is very important that officials review the Risk Management Plan at the end of the competition, activity, program or season. The risk management plan should be a fluid document which is regularly updated to take account of changes within the club/centre.

Record keeping

The keeping of records and the continued evaluation of the Risk Management Plan in the light of such records is crucial. Risk management procedures include the documentation of any accidents, as well as information on the effectiveness of the risk management plan. Statistics on continuing injuries or accident occurrences should be used to determine whether there are specific activities that require either increased precautions or supervision.

The club uses the following methods:

- Assigning a key person to be responsible for overseeing the risk management activities
- Developing checklists for given activities or risk control to ensure the operator knows and implements the controls
- Periodically checking that procedures are being observed, that equipment is in place and being maintained
- Periodically reviewing the risk register
- Provide a report to the committee at periodic intervals.

BRISBANE SAILING SQUADRON RISK MANAGEMENT ACTION PLAN

Details of Potential Hazard	Likelihood	Impact	Risk Rating	Control measures	Resources	Responsibility
ON-WATER						
Weather, environment, sea state						
Severe weather changes (including squalls, electrical storms) resulting in sailors and officials being exposed during events.	C	B	2	Maintain weather watch and check weather websites Discuss forecast at Briefing Contact with radio officer on-shore Abandonment of race by race officer if weather deemed unsuitable for sailing Emergency procedure	BOM radar, Seabreeze, Windfinder, Brisbane VTS	Race Officer of the Day
Dangerous sea and wave conditions result in capsizes, personal injury or boats being unable to return to shore safely.	B	B	1	Abandonment of race by race officer Safety boats to monitor and guide boats and respond as required Lower sails on boat and safety boat crew tow the boat to shore Sailors must wear PFDs	Safety boats	Safety boat crew
Sunstroke / sunburn / dehydration to sailors and /or officials.	B	D	3	Provide sunscreen at the Sign-on table Carry bottled water on safety boats Educate participants on the importance of sun safety	Sunscreen Bottled water	Sailors and officials
Sailors and race officials develop hypothermia.	D	B	2	Safety boat crews undertake first aid training Instructors to assess youth clothing for conditions	First aid kit on board each safety boat	Sailors and officials
Participating Boats						
Collision of boats resulting in personal injury and/or major damage disabling boat(s).	C	C	2	Clear pre-race instructions Training of competitors in race rules Competitors enact racing rules Make competitors aware of the IRPCS - particularly give way rule to power driven vessels in narrow channels. (City Cats and ships)	IRPCS, Racing Rules of Sailing 2017-20	Sailors/Race Officer of the Day / Instructors
Personal injury to crew member(s)	C	C	2	All competitors compete at their own risk RRS Rule 4 Instructors explain the risks associated with sailing and provide adequate supervision Safety boat crew to manage injury on water until person transferred to land	Racing Rules of Sailing 2017-20 First aid kit on board each safety boat	Sailors/Race Officer of the Day / Instructor/ Safety boat crews

Details of Potential Hazard	Likelihood	Impact	Risk Rating	Control measures	Resources	Responsibility
ON-WATER						
Inexperienced or disabled boat(s) lose control and get into difficulties which require external assistance.	C	C	2	New members identify sailing experience Clear racing instructions at briefing All competitors compete at their own risk RRS Rule 4 Participants on training courses are guided by instructors to prevent difficulties	Racing Rules of Sailing 2017-20 First aid kit on board each safety boat	Race Officer of the Day / Instructor / Sailors
Crew member(s) fall overboard and require external assistance to locate and recover.	C	C	2	All sailors wear PFDs Emergency plan activated Notify Emergency contacts - police, City Cats, other club boats on the water	Emergency Plan Emergency contacts	Safety boat crew / Principal race officer / on-shore radio control
Crew member(s) trapped underwater in a capsized boat	C	B	2	Safety boat crew to assist to retrieve crew and right capsized boat - priority placed on crew safety over boat preservation	Safety kit on board each safety boat	Sailors / safety boat crew
Collision of boat with submerged object resulting in personal injury or major damage to boat.	E	D	4	All competitors and officials to be briefed on possible debris near the race course Safety boat crew to assist if necessary		Sailors / safety boat crew
Inadequately prepared or maintained boats that are dangerous and likely to create a safety incident	D	C	3	All competitors compete at their own risk RRS Rule 4 Race officer may exclude competitors if boats deemed to pose an unacceptable risk to others Club owned boats regularly maintained	Racing Rules of Sailing 2017-20	Sailor / race officer
Missing boat(s) either during a race or failing to complete a race	D	C	3	Make other safety boat crews and Radio operator on-shore aware Check sign off sheets and club grounds Emergency plan activated	Sign on/off sheets VHF Radios Emergency plan	Safety boat crews, race officer, on-shore radio operator
Dangerous interaction with commercial vessels or other recreational boats.	C	B	2	Sailors made aware of the movement of commercial vessels and IRPCS particularly in the shipping channel. All participants to maintain a good lookout at all times and not impede commercial vessels.		Sailors, Race officer, safety boat crew, instructors
Potential collisions between boats of different classes in multi-class events.	C	C	2	Racing conducted using Racing Rules of Sailing 2013-16 All competitors made aware at briefing Stagger starts and lay various courses to prevent collisions	Racing Rules of Sailing 2017-20	Sailors, Race officer, Starter, course layer

Details of Potential Hazard	Likelihood	Impact	Risk Rating	Control measures	Resources	Responsibility
ON-WATER						
Stings from jellyfish in water	C	C	2	Make participants aware at briefing Sailors wear appropriate clothing	Vinegar at on-shore first aid post	Club members
Race Management and Equipment						
Mechanical breakdowns / gear failure in Safety boat(s) resulting in being unable to provide effective rescue capabilities.	C	D	3	Motors are regularly serviced by qualified outboard motor mechanic. Gear checked regularly and maintained.	VHF radio to contact for assistance	Bosun
Fire/explosion on Safety boat resulting in personal injury to crew and inability to provide rescue service.	E	A	3	All safety boats carry a fire extinguisher Fuel lines checked during maintenance checks No smoking on board or near safety boats	Fire extinguisher on board each safety boat	Safety boat crew
Delay in attending to a medical emergency / injury occurring mid-race with potential to aggravate the condition of the injured person(s).	D	B	2	Safety boats crews and race officer keep in regular contact Safety boat crews patrol given areas of course	First aid kits on board each safety boat Safety boat crew trained in basic first aid	Safety boat crew
Prevailing weather conditions prevent Safety boats being able to remain on station or fulfil their role.	E	B	3	Cancel racing and send all boats to shore	Safety boat crews VHF radios	Race officer safety boat crews On shore radio operator
Injury to person(s) in the water from rescue and race official boat propellers.	E	B	3	Outboard motor props on club safety boats fitted with Prop guards Motors turned off when rescuing a person from the water	Prop guards	Bosun Committee
Inadequate or insufficient safety / rescue equipment provided by race / event organisers.	E	A	3	Safety boats carry mandatory safety equipment. Regular checks made on safety equipment on club safety boats	Safety equipment on safety boats	Bosun Committee
Failure to conduct pre and post event boat counts	E	A	3	All skippers sign on and sign off Remind skippers at race briefing to sign on and off	Sign on sheets	Sailors Race officers

Details of Potential Hazard	Likelihood	Impact	Risk Rating	Control measures	Resources	Responsibility
ON-WATER						
resulting in missing personnel.						
Failure by race officials to deploy safety boats as required by emergency circumstances.	D	B	2	Qualified/experienced persons manning safety boats Contact Water Police	Australian Sailing Safety management plan	Safety boat crews On-shore Radio operator
Communications						
Loss of primary communications resulting in race officials being unable to provide and coordinate effective rescue services.	D	C	3	Regularly check and maintain VHF radios One crew on each safety boat carry mobile phone	VHF radios on safety boats Handheld VHF radios	Bosun Safety boat crews
Training and courses						
Insufficient supervision of participants in training exercises and courses resulting in accidents or injury.				Provide appropriate number of safety boats and experienced/qualified persons at training and on courses	AS qualified Principal instructor, instructors, assistant instructors	Principal instructor

Details of Potential Hazard	Likelihood	Impact	Risk Rating	Control measures	Resources	Responsibility
OFF-WATER						
Persons sustaining injury from slipping on launching ramp.	C	B	1	Regular cleaning of ramp to remove build-up	Water blaster operated by trained person	Club members
Personal injury to sailors and public or property damage arising from persons and vehicles passing through rigging areas.	C	B	1	Vehicles not to be driven on rigging lawns Person guides towed safety boats being launched and retrieved looking out for people and property		Club members

Communication Policy



OUR COMMITMENT

Electronic communication is essential for sharing club news and information with our members. Our communication will be timely, appropriate and related to club business.

WHAT WE WILL DO

We use a range of electronic tools to communicate with our members.

Our communication will protect members' privacy, maintain clear boundaries and ensure that bullying and harassment does not occur.

A webmaster will be appointed to provide accountability and control over material published on our club's website and any related discussion groups or social media websites, such as Facebook, YouTube or Twitter.

WEBSITE

- Our website will include current information on competitions, social events, committees, policies, constitution, rules and by-laws.
- No offensive content or photos will be published.
- If we intend to publish a photo of a child, we will first seek permission from his or her parents and take care not to provide identifying information.
- We will seek feedback from members to improve the information available on the site.

SMS AND EMAIL

Committee members, coaches and team managers may use SMS and email to provide information about competition, training, club-sanctioned social events and other club business, however:

- SMS messages should be short and about club/team matters
- email communication will be used when more information is required
- communication involving children will be directed through their parents.

SOCIAL MEDIA WEBSITES

- We treat all social media postings, blogs, status updates and tweets as public 'comment'.
- Postings (written, photos or videos) will be family-friendly and feature positive club news and events.
- No personal information about our members will be disclosed.
- No statements will be made that are misleading, false or likely to injure a person's reputation.
- No statements will be made that might bring our club into disrepute.

- Abusive, discriminatory, intimidating or offensive statements will not be tolerated. Offending posts will be removed and those responsible will be blocked from the site.

WHAT WE ASK YOU TO DO

We expect our members to conduct themselves appropriately when using electronic communication to share information with other members or posting material on public websites connected to the club.

Electronic communication:

- should be restricted to club matters
- must not offend, intimidate, humiliate or bully another person
- must not be misleading, false or injure the reputation of another person
- should respect and maintain the privacy of members
- must not bring the club into disrepute.

Coaches and others who work with children and young people must direct electronic communication through the child's parents.

NON-COMPLIANCE

Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member, as outlined in our member protection policy or code of conduct.

Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) is a criminal offence that can be reported to the police.

In addition, members who publish false or misleading comments about another person in the public domain (e.g., Facebook, YouTube or Twitter) may be liable for defamation.

Appendix A - Reportable marine incident guidelines

Appendix B - Marine incident form QF 3701

Emergency Contacts

Shipping Inspectors & Enforcement Officers – VHF CH 12

- (i) Brisbane Water Police – 3895 0333**
- (ii) Boating and Fisheries Patrol (Pinkenba Operations Base) – 3860 3502**
- (iii) Maritime Safety Queensland (Brisbane VTS) – 3305 1700**

Emergency Services

- (i) Queensland Ambulance Service (Non Emergency) – 13 12 33**
- (ii) Morningside Police Station – 3823 8666**

Brisbane River Contacts – VHF CH 12 (downstream Brisbane Cruise Terminal) VHF CH 13 (upstream Brisbane Cruise Terminal) VHF CH 74 BSS communications

- (i) Brisbane VTS (Vessel Traffic Manager) – 0419 600 262**
- (ii) Transdev TSL (City Cats) Duty Manager – 0419 677 661**
- (iii) Brisbane Sailing Squadron – 3399 4942**
- (iv) Australian Sailing Manly office - 33936788**

Appendix D - Safety equipment for recreational boats and personal watercraft (PWC)

BSS DAILY RUNNING SHEET

INSTRUCTOR'S CHECKLIST - to be completed for every session

Instructor: _____ Program: _____

Date: _____ Session: _____

Please tick the box when each is completed.

	Sign-on/off sheets for staff and students ready and available at the sign-on table on the club deck
	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 a learning environment with a whiteboard and learning aids which compliment the theory or activities to be carried out.
	Prepare equipment for on-shore activities.
	Brief assistant instructors and volunteers. This will include the roles, boat allocations and timing schedules.
	Welcome students The Principal 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.
	Fit each students with a suitable PFD. PFDs are located in the garage hanging on a rack. Please ensure they are rinsed in water at the end of the session and hung back on the rack.
	Conduct a briefing of the day's activities. Include an introduction of the session's learning outcomes, the expected weather patterns and safety practices that need to be reinforced.

Risk assessment to be carried out prior to commencement of every session.

Consider those of the following that are applicable.

	Risk to be assessed	Comments	OK to sail
1	Wind strength and direction (Current and forecast)		
2	Sea state (Current and forecast)		
3	Visibility (Current and forecast)		
4	Tide times		
5	Scheduled start and projected finish times (Consider tides, winds)		
6	Number of sailing boats		
7	Number and manning of safety boats		
8	Level of shore support (Communication and logistics)		
9	Club courses and other club's courses and intentions		

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

Signed.....

Date.....

Print name

BSS DAILY SIGN-ON AND OFF SHEET

STUDENTS

ALL STUDENTS MUST SIGN ON PRIOR TO THE COMMENCEMENT OF EACH SESSION AND AT THE CONCLUSION OF EACH SESSION.

Course: _____

Date: _____

Print first and last name	Sign on	Sign off

BSS DAILY SIGN-ON AND OFF SHEET

INSTRUCTORS

ALL INSTRUCTORS MUST SIGN ON PRIOR TO THE COMMENCEMENT OF EACH SESSION AND AT THE CONCLUSION OF EACH SESSION.

Course: _____

Date: _____

Print first and last name	Sign on	Sign off

HEALTH & SAFETY POLICY STATEMENT

The Brisbane Sailing Squadron is committed to providing a safe and healthy workplace for employees, instructors and volunteers and to ensuring the safety of visitors and students. The Brisbane Sailing Squadron will take all reasonable measures to control hazards and prevent incidents or accidents that could result in personal injury or ill health. The Brisbane Sailing Squadron will ensure its activities 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 staff and students. The Brisbane Sailing Squadron is committed to consulting with 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.

The Brisbane Sailing Squadron expects 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. The Brisbane Sailing Squadron 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 the Brisbane Sailing Squadron premises are also required to conduct their activities in a manner that ensures the safety, health and welfare of others.

Stephen Geck

Principal

Signed

Dated