



Indented Head Yacht Club

2023-24 Race Officer Reference



Version 1.0 season 2023/24

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1 Introduction

Sailing Clubs such as Indented Head Yacht Club (IHYC) have a strong incentive to ensure the safety of their members, volunteers, employees and participants.

There are safety risks associated with sailing in the same way there are safety risks associated with other sports and recreational activities. There are also common law duties of care that cover these activities and legislative requirements that must be adhered to at the Commonwealth, State and local levels.

In Victoria, section 25A of the Marine Safety Act 2010 imposes a duty on those who manage boating activity events, so far as is reasonably practicable, to ensure the safety of participants in the boating activity event or persons affected.

1.1 Purpose of the Reference

This Reference has been developed to support Race Officers (RO's) in ensuring the safety and enjoyment of participants in club racing at IHYC.

It is written as a reference document, accessible for specific interest areas for race officers.

The Reference should accompany RO's on the Start Boat and rescue boats (preferably in a water-resistant folder) and also in the tower.

1.2 Useful References

IHYC Sailing Instructions (SI's)

Please refer to the IHYC website at <https://ihyc.com.au/> for a copy of the IHYC Sailing Instructions for 2022/23.

2021-2024 Racing Rules of Sailing

<https://www.sailingresources.org.au/class-assoc/racing-rules/>

Australian Sailing Special Regulations Part 2 for Off The Beach Boats – establishes uniform minimum equipment, behavioural and qualification standards for Off The Beach boats and Small Open Ballasted Boats whilst racing, proceeding to and from the racecourse and while training.

<https://www.sailingresources.org.au/scripts/download/file/&id=xa1nwvde4pplvtmv>

2 The role of Race Officer

2.1 What is a Race Officer responsible for?

In summary, the RO responsibilities include:

- Checking the weather forecast
- Checking availability of resources (Start Boat, rescue boats)
- Determining whether to start a race or not
- Ensuring that adequate rescue cover is available (do not start a race without this) and selecting which rescue vessel(s) to be used for the conditions;
- Briefing of rescue crew and allocation of the crew to Rigid Inflatable Boats (RIBs)
- Setting the course
- Competitor briefing
- On-water race management
- Keeping track of boats (dinghies and RIBs) on the course
- Monitor weather conditions during the race – postpone or abandon if necessary.

The RO may postpone or abandon racing for all or a part of the fleet based on safety concerns.

Finally, the RO will liaise with external agencies in the case of a moderate or major priority incident.

3 Getting the clubhouse & equipment ready

3.1 Introduction

Below are the tasks and activities typically required on a race day.

A practical RO delegates much of the work to those rostered. The RO can also recruit support from members of the club on the day. Do not attempt to do this work by yourself.

On L2S days, many of the tasks and activities have already been completed.

3.2 Opening up the club

IHYC yards and padlocks

- Open the following gates and doors :
 - front gate to the yard
 - the clubhouse roller door
 - the rear gate to the yard
 - the dinghy shed
 - the gate on the west side of the yard
 - the RIB shed (where the car is stored).

IHYC rigging area and padlocks

- Open the entrance gates to the rigging area
- Open the exit gate to the rigging area

All the while, checking there is nothing around that could harm people, such as broken glass.

Launch ramp

- If required, remove the seaweed from the boat ramp.

Environs

- Put out the small A-frame “CLUB EVENT IN PROGRESS – BOAT LAUNCHING” signs out.

Clubhouse

- Check that a sign-on sheet is available on the bench under the notice board and is dated
- Check that the Radios are turned on
- Check that the computer is turned on and displaying weather is displayed on both screens
- Check that the club mobile phone is charged and working with the volume turned up
- Raise the flags on the centre flagpole.

3.3 Equipment on the RIBS

To assist with maintenance, all RIBS should have the following equipment:

- Fire extinguisher (must be current) *
- Buoyancy vest (Type 1) for each person on board *
- Grab bag containing:
 - First aid kit
 - Flares (must be current, not expired) – 2 orange and 2 red *

- Knife
 - Torch *
- Paddle *
- Boat anchor *
- Bucket with lanyard *
- Tow ropes (2 or more)
- Boat hook
- Mooring anchor

*** Mandatory safety equipment for Victorian Enclosed Waters**

3.4 Prepare the rescue boats

Preparation of Ozone and the rescue boats

Check that:

- Bungs are in
- Oil level is OK
- Fuel tanks have fuel
- Horn works
- Grab bag is on-board
- Flags are stored on-board and organised in a way that is accessible.

Do the following:

- Lift the motor up ready for towing
- Get it taken outside on the beachfront
- Stand up the flag pole carrier
- Put the radio antenna up
- Test that the radio will power up and is set on the correct channel (ch73 for VHF radios).

3.5 Number and type of rescue boats

Safety is the priority, and the RO is to ensure that rescue needs take precedence over other factors such as course setting and race management.

There are lots of words here, but it is most important the RO understands the requirements for rescue craft.

In terms of the number of rescue boats, Australian Sailing does not dictate the number of rescue boats to be on-water and leaves the decision to the RO.

However, Australian Sailing Special Regulations suggest sailing clubs (such as IHYC) should have in place an “effective rescue capability” considering the local conditions, length of race, remoteness, availability of rescue craft and services, and the quality of communications.¹

So while it is not possible to give a black-and-white answer as to what constitutes “effective rescue capability”, the topics above are explored further:

¹ Australian Sailing Special Regulations Part 1 for Racing Boats requires the race committee to have in place an effective rescue capability taking into account the local conditions, length of race, remoteness, availability of rescue craft and services, and the quality of communications. However, the term ‘effective rescue capability’ is not defined nor described.

1. Local Conditions

Aspects of the local conditions that impact rescue capability that need to be considered are:

- The prevailing weather conditions including wind strength, visibility, extremes of temperature and any forecast weather changes;
- The sea state with consideration of the wind direction, the length of time that the wind has been blowing and the fetch over which it has travelled;
- Aspects of the local geography can be important such as; open or enclosed waters, tidal issues, and other known local boating hazards.

2. Race Length

Most club races are conducted in the vicinity of the club such that the fleet is generally well-contained and more easily managed. At times, a race course may cover an extended area, and in such cases, the club will need to consider how it will provide rescue capability throughout the entire course area.

3. Remoteness and the Availability of Rescue Services

- Clubs in major urban areas may well have access to additional rescue capabilities to supplement their resources, such as neighbouring yacht clubs, water police, Coast Guard and other volunteer organisations. More remote clubs will be more dependent on their resources.
- Clubs should regard support craft (such as coaching or parent boats) as a component of their rescue capability - this is explicitly noted in Fundamental Rule 1.1 of RRS.

4. Communications

The ability of the club to communicate with competing yachts, neighbouring clubs, and other rescue organisations can significantly impact the club's ability to provide effective rescue capability.

Other aspects of racing that might need to be considered are:

- The range of boat designs within the fleet; some boats are inherently better able to look after themselves while others are more vulnerable when conditions become more challenging.
- The equipment is carried by the competing yachts.
- The skill levels of the sailors; some races are of a more social flavour and often attract less experienced crews.

In reality, having at least two rescue boats on the race course is minimal, and potentially more is required if the conditions are demanding, the fleet is large or it includes sailors of lesser experience.

3.6 SR1 Buoys

These buoys are excellent for club and regatta use, but are expensive (\$500 each) and should be treated with respect.

Inflating

- Inflate using the compressor in the RIB shed
- Use the attachment marked with a pink ribbon
- The inlet non-return/deflate valve has two caps - the smaller cap is removed to inflate, and the larger cap is removed to deflate
- Do not remove any part of the overpressure valve
- Do not over-inflate – you need to judge this yourself – if the buoy feels hard, it is probably over-inflated
- Caution - do not leave Pink/Yellow marks in the sun on shore for more than a few minutes.

3.7 Anchors for buoys

The anchors have been organised into three sizes:

- **Large**
 - Stored in burgundy containers
 - Has a larger anchor (6kg or more) and a longer chain
 - Suitable for the Pink/Yellow buoys and rough weather
- **Medium**
 - Stored in black containers
 - Suitable for Pink buoys on lighter days and all other buoys
 - Some have orange training buoys attached
- **Light**
 - Stored in light grey containers
 - Suitable for training buoys on light days

IHYC also has mooring anchors for the Start Boat and each of the RIBs – these are to stay in the vessel (in the green container) and typically have a large anchor and snap hook to a rope tied to the vessel.

For maintenance purposes, the anchors are made up as follows:

Large anchor

- Heavy anchor
- 2 metre heavy chain
- 6 double arm-lengths of rope
- 1 metre light chain
- 1 metre rope
- 100mm SS snap hook spliced or shackled to rope

Medium anchor

- Medium anchor
- 1 - 2 metre medium chain
- 5 double arm-lengths of rope
- 4-6 links of heavy chain attached
- 80mm or 100mm SS snap hook spliced or shackled to rope

Light anchor

- Crab anchor
- 1 - 2 metre light chain
- 4 double arm-lengths of rope
- 4-6 links of medium chain attached
- 80mm or 100mm SS snap hook spliced or shackled to rope

Mooring anchor

- Large anchor
- 2 metre light chain
- 3 double arm-lengths of rope with float and 100mm SS snap lock at the end, joined to ...
- 2 double arm-lengths of rope with a shackle (which is attached to the boat).

4 Before leaving the beach

4.1 Weather Forecast

The RO should refer to the latest Bureau of Meteorology weather forecast & wind strength report on the day of the race, available from the computer system in the IHYC clubhouse.

Further information on wind and weather is available in section 10.2 on page 26.

4.2 Safety Assessment

Fleet assessment

The RO should assess the context of racing for the day, including:

- Is the sign-on list accurate and available?
- Is the fleet made up of experienced sailors or do we have inexperienced/health-compromised sailors?
- Confirm that there is a swimmer on a rescue boat?
- Can we get an unconscious person into a rescue boat?

Rescue boat assessment

The RO should assess rescue boat capability, including:

- People on-board the rescue boat – young/old, fit/out-of-shape, experienced/newbie?
- Rescue boat readiness – is it reliable?

4.3 Race postponement/abandonment on shore

If the RO is considering postponement or abandonment, and if possible, it is suggested the RO consult with the members of the Sailing sub-committee (details on page 25) or Committee members if Sailing sub-committees are unavailable.

Racing may be abandoned if a **strong wind warning** (or higher) is in place two hours before the scheduled start time; refer to section 10.2 on page 26 for information on wind speed definitions.

Any decision should be based on existing and forecasted weather conditions and the experience of the competitors.

It is the decision of the RO to postpone or abandon a race or event.

Race abandonment may be decided prior to the start of a race, or when necessary, be decided during the race.

4.4 RO essential items

Race Officer (RO) Grab Bag

An RO Grab Bag contains the essential tools supporting the RO role. This grab bag is in addition to the rescue boat grab bag and contains:

- Compass
- Knife
- Anemometer – wind measuring

- Timer – simple oven timer
- Notebook and pen
- Spare batteries
- RO Guide (this document), printed version
- 2021-2024 Racing Rules of Sailing, printed version
- IHYC Sailing Instructions, printed version

Flags

The flags used by IHYC are stored in Ozone and should consist of the flags outlined in section 6 on page 14.

4.5 RO personal items

MANDATORY

- PFD: you should wear a PFD in all circumstances. Ensure that it fits correctly – as somebody may need to lift you out of the water by your buoyancy aid.
- CLOTHING: it should be adequate for the conditions.
- SAILING KNIFE: tie it onto your buoyancy aid, in an accessible place, with a lanyard of arm's length. It could save your life if you get wrapped in ropes beneath the water.

RECOMMENDED

- BOOTIES: neoprene socks are also recommended for cold weather.
- HAT: wear a cap or hat for warm weather or a warm hat for cold weather.
- SUNGLASSES
- FOOD and WATER
- ZIPLOCK BAG: for protecting your mobile device.

4.6 Radio check

Do a radio check with the Tower before leaving the beach – it can be difficult to fix things when you are on the water.

4.7 Course setting with BuoyZone

As described on the BuoyZone site - "BuoyZone is an app designed to help lay official yacht racing courses. The race officer sets a course from the start boat and shares this with their support boats. The support boats get course updates in real time and can all be seen on the same map. Any boats laying marks can zoom in on the map and see exactly where to lay their marks or tap on a mark for real-time compass direction and distance."

IHYC has a club licence for BuoyZone, and any member can use this app for course setting and buoy laying.

Preparation for using BuoyZone

To get a copy of Buoyzone on your device:

- Download BuoyZone from the Apple App Store or Google Play – the search term is 'BuoyZone'.
- Start BuoyZone and select **Register** to initially create a user, making sure you enter **Indented Head Yacht Club** as your club. Complete registration as required.

It is essential that you become familiar with BuoyZone prior to the Saturday of racing. Load it to your device, try a few courses on land, and feel comfortable with using the software.

Setting the race course as a Race Officer

A suitable course can be setup by following the steps below.

1. Sign in as the IHYC Race Officer of the day, using indentedheadyachtclub@gmail.com as the ID, and password of lhyc1234 (first letter is capitalised).
2. Select **MANAGE A COURSE** from the BuoyZone Home page
3. Create a course (or modify an existing course) appropriate to your preference for the day.

It is a good idea to set up a Buoyzone course onshore (see below for configuration) that will approximate what will happen on water. If you do this, the only changes required on-water will be confirming the **Course axis** (wind direction) and then selecting the **Shared with Club** option.

Adjusting the course to suit the conditions

Once you have selected (or created) a course following the steps above, you can adjust the course to suit the conditions.

1. **Course axis** – this is the compass bearing into the wind and should be confirmed on water prior to finalising the course. Remember – mobile devices may be affected by metal or RF on a boat, so take your compass reading well away from radios and large metal objects.
2. **Course size** – suggested to be **0.4** nm for club racing – this is 740 meters.
3. **Start-line length** – this should be set to **60** meters unless there are more than 20 boats (the rule of thumb is that the start-line should be the **number of boats x length of boats + 20%**)
4. **Start pin bias** – this should be set to **0** degrees by default but can realistically be up to 5 degrees
5. **Start boat location** – set this as **Update with my current location** – this assumes the Start boat will finalise the course on-water and act as the Start boat
6. Select the **Show Advanced** button to see the other options available
7. **Course type** – this should be set to **Triangle** or other, depending on the course required by the RO
8. **Mark 1 Setting** - this should be set to **Mark** or **Gate** as required
9. **Add 1A Mark** - this should be set to **No**
10. **Add Extra Top Mark x 1** – if all boats following the same course, this should be set to **No**; however, if some Divisions (such as Opti's) have a shorter course, this should be set to **Yes**
 - a. If Yes, select % for course size – this might be **70%** for the Opti sailors
11. **Course direction** – **Port** or **Starboard** as required (this is at the discretion of the RO but a suggested approach is **Port** for wind directions 30°-210°, **Starboard** for 211°-29°)
12. **Reach angle** – this should be set to **45** or **60** degrees or set as you wish
13. **Mark 3 Settings** – this should be set to **Mark** or **Gate** as required
14. **Start-line location** – set to **Below bottom mark**
15. **Finish-line location** – leave as is as the finish line is in front of the clubhouse.

At this stage, you should refer to the section **Error! Reference source not found.** Courses for IHYC waters on page **Error! Bookmark not defined.**, which indicates where the Start boat should be positioned and where the 'straightening' mark (A) should be positioned relative to the Finish line.

Once on water, the **Course Axis** is confirmed, select **Shared with Club** (using the tick) and select the **SET COURSE** button.

5 On-water & preparing the course

5.1 Use of Radios

All RIBs and the tower use VHF Channel 73 for Race communications.

Portable hand-held radios are available as well, also using Channel 73.

Call protocol

- Call by saying the intended audience (three times) and then your call sign or boat name. For example 'Ozone, Ozone, Ozone, this is Indented Head Tower'.
- Wait until the Boat you have called responds. You can repeat the call as sometimes RIBs on the water cannot hear easily especially when motoring/travelling.
- Relay messages as required, saying **OVER** when you have finished.
- When the conversation is finished at your end, say **OUT**.

Remember - everyone on the Bay can hear you using the Radio so please use it wisely.

5.2 Wind direction & course

Assess the wind direction using the stick, hand compass or streamer (agricultural, but it works well). Remember, wind direction can oscillate, so look for a mid-point in the variations.

Using your compass or mobile device, determine the wind direction reading. For example, the wind from the North is 0 degrees. Remember – mobile devices may be affected by metal or RF on a boat, so take your compass reading well away from radios and large metal objects.

5.3 Wind speed

Assess the wind speed using a wind anemometer onboard Ozone.

The wind speed range for a start or race will be between 3 and 20 knots.

If the wind speed average exceeds 20 knots for 10 minutes or is consistently less than 3 knots, the start of the race may be postponed or abandoned; this is at the sole discretion of the RO.

Remember, wind gusts during any 10 minutes are typically 40% higher than the average wind speed – see section 10.2 on page 26 for more detail.

5.4 Setting course layout using BuoyZone

Once on the water, the **Course Axis** (wind direction) can be confirmed, select **Shared with Club** (using the tick) and select the **SET COURSE** button – the course is now available for all to see.

For BuoyZone configuration, see section 4.7 on page 10, outlining how this is achieved.

5.5 Buoy laying

It is recommended that the Start Boat/Ozone lays the buoys for the bottom mark (using an SR1 buoy) and the starting line - all other buoys can be laid by the other rescue boats.

The use of BuoyZone enables a shared approach to buoy laying in that others can be directed to locations for the buoy, and the RO can act as "ringmaster".

Laying buoys on the course

Buoys can be laid by the rescue boats to locations set by the Race Officer, and following the steps below:

1. Rescue boat crew are to sign-in using your personal login (not the indentedheadyachtclub@gmail.com login).
2. Select **JOIN A COURSE** and select the course designated by the Race Officer. Select **JOIN** to open the map showing the course layout.
3. Select the red circle on the right of the screen and select which buoy you are designated to lay.
4. BuoyZone will then guide you to the location to lay the buoy – follow the large black arrow for direction and distance.
5. Once the buoy is laid, please confirm this with the Race Officer by boat radio.

5.6 Starting sequence

When the buoys are laid and the start line is ready, the start sequence can commence by raising the orange flag, port/starboard flag – see section 6 on page 14 for more details.

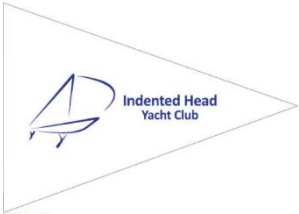


Continue the start sequence as outlined in section 6.

6 IHYC flags and racing

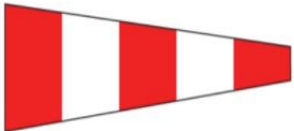


This section describes club racing and associated flags typically used in IHYC.

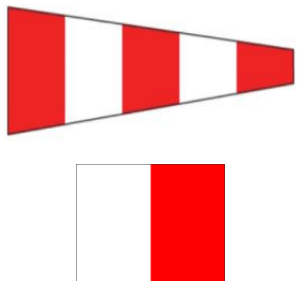

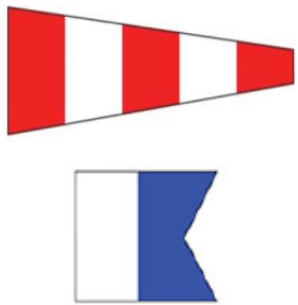

Some of the accompanying text has been abbreviated for usability.

Before the start

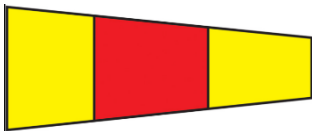

Flag used	Meaning	Timing
IHYC Club Flag 	Indicates the boat is an IHYC Club boat.	Hoisted once the boat leaves the beach.
Orange flag 	Indicates Start Boat is one end of line and is 'on station', ready for start sequence	10 minutes Hoisted 5 minutes before the first warning signal.
Port course (Red) or Starboard (Green) course 	Indicates a Port (all buoys to port) or Starboard (all buoys to starboard) course.	Hoisted when course is decided and at the same time as Orange flag.








If the start is postponed



Flag used	Meaning	Timing
Postpone flag, for races not started ('AP' flag) 	Races not started are postponed. This is raised for any reason, including; <ul style="list-style-type: none"> - Weather (too much/too little) - Wind shift - Course to be re-laid. 	Hoisted together with horn (twice).  Dropped when decision made for start/abandonment, together with horn (usually a minute before restart of starting sequence) 

<p>Postpone flag, for races not started, further signals ashore (‘AP’ flag over ‘H’ flag)</p> 	<p>Races not started are postponed, further signals ashore</p>	<p>Hoisted together with horn (twice).</p> 
<p>Postpone flag, for races not started, no more racing today (‘AP’ flag over ‘A’ flag)</p> 	<p>Races not started are postponed, with no more racing today.</p>	<p>Hoisted together with horn (twice).</p> 






Start sequence

Flag used	Meaning	Timing
<p>Division Flag</p> <p>In IHYC club racing, Division rather than Class flags are typically used, and most commonly, this is the mixed class flag for all Divisions.</p> <p>All Divisions flag (Numerical zero flag)</p>  <p>Alternatively, a numerical flag is used for each Division</p>	<p>Begins the start sequence.</p> <p>The course layout is described in the Sailing Instructions.</p>	<p>5 minutes</p> <p>Hoisted together with horn.</p> 




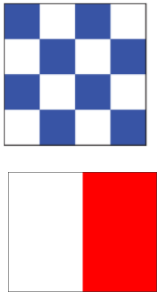


<p>Division 1 (Numerical 1 flag)</p>  <p>Division 2 (Numerical 2 flag)</p>  <p>Division 3 (Numerical 3 flag)</p> 		
<p>Preparatory flag</p> <p>The preparatory flags typically used at IHYC are P, U and Black flag. Only ONE of the flags are used in a start sequence.</p> <p>‘P’ Flag</p>  <p>‘U’ flag</p>  <p>Black flag</p> 	<p>Indicates 4 minutes to Start.</p> <p>‘P’ flag indicates that racing can commence with no penalties.</p> <p>‘U’ flag – rule 30.3 is in effect, meaning no part of the hull shall be in the triangle formed by the start line and the first mark during the last minute. Penalty is disqualification from the current start (but can rejoin the race if it is restarted).</p> <p>Black flag – rule 30.4 is in effect, meaning no part of the hull shall be in the triangle formed by the start line and the first mark during the last minute. Penalty is disqualification.</p>	<p>4 minutes</p> <p>Hoisted together with horn.</p> 
<p>Preparatory flag removed</p>	<p>Indicates 1 minute to Start.</p>	<p>1 minute</p> <p>Dropped together with horn.</p>





		 long
Start	Race has started.	0 minute Division flag dropped together with horn.  The Division flag for subsequent divisions is hoisted at the same time.

After the start

Flag used	Meaning	Timing
Individual recall 'X' flag' 	Indicates a boat(s) was over the line at the start. A boat subject to an Individual recall has four minutes to return and re-start or, if a start sequence is less than five minutes, until one minute prior to the next Division to start. If the boat fails to re-start, the boat is disqualified (but not if the race is restarted or resailed).	Note - this flag should be raised within 5 seconds of the start, so you need to be prepared. Hoisted when infringement noted and together with horn. The flag is displayed until all infringing boats have sailed completely to the pre-start side of the of the starting line, or for four minutes, whichever is sooner. 
General recall 	Indicates boats were over the line, and if the RO is unable to identify all boats, or there has been an error in the starting procedure, the RO may signal a general recall.	Hoisted when infringement noted and together with horn (twice).  The flag is dropped only dropped when the RO is ready to re-start the starting procedure. The race start procedure then commences one minute later. 

During the race

Flag used	Meaning	Timing
Abandon race, return to start 'N' flag 	All races that have started are abandoned. Return to the starting area.	Hoisted when the decision is made, together with horn (thrice).  The flag only drops when the RO is ready to re-sail the race. The Division flag will be displayed one minute after 'N' is lowered unless a further abandonment or postponement occurs. 
All races abandoned, further signals shore 'N' flag over 'H' flag 	All races that have started are abandoned. Further signals ashore.	Hoisted when the decision is made, together with horn (thrice). 
All races abandoned, no more racing today 'N' flag over 'A' flag 	All races that have started are abandoned. No more racing today.	Hoisted when the decision is made, together with horn (thrice). 
Monitor communication channel for safety instructions 'V' flag	All boats, officials and support vessels shall monitor the communication channel for	

	<p>search and rescue instructions (see Rule 37, RRS).</p>	
<p>Shorten course 'S' flag</p> 	<p>The course has been shortened. Under IHYC Sailing Instructions, all boats should round this last mark and then go straight to the finish line.</p>	<p>Hoisted when decision made together with horn (twice).</p> 
<p>Mark Flag 'M' flag</p> 	<p>The boat becomes the course marker. Useful when a buoy has been lost or unavailable.</p>	

7 On-water safety

7.1 Fundamental Rules

Race Officers are reminded of Fundamental Rules 1.1 and 3 of the Racing Rules of Sailing, that is;

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

and

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

7.2 Rescue

Remember, it is easier to rescue sailors than boats.

In most cases, capsize are righted by the skipper (and crew).

Your safety and that of the sailors are the most important factors in rendering assistance.

When a capsize is observed, if all crew of the capsized boat are visible and not in a threatening situation, rescue boats can proceed less urgently. The rescue boat should remain close as it observes the capsize recovery.

The engine should be turned off within two boat lengths of people in the water. Any approach should be made head-to-wind from downwind. A towrope or oar can be used to bring people closer to the rescue boat.

Rescue boat crews should be alert for signs of hypothermia.

If there are several capsize, the RO will decide the order of priority or rescue.

7.3 Towing

In an emergency, the priority is to save lives, not boats. Drifting or anchored boats can be picked up later.

There is a spare anchor in the front well in each of the rescue boats – this can be used to anchor capsized boats.

Rescue crews are not to make any attempt to tow any competitor boats until all crews have been retrieved and accounted for.

The RO may direct the RIB driver to tow a dinghy to another vessel where it is can be tied off for later towing. When a rescue boat is towing a dinghy, it is no longer a rescue boat but a tugboat.

Towing a dinghy safely

- Consider whether towing alongside or astern is most appropriate. In light to medium weather, either is OK if a short distance. In heavy weather or over a long distance, towing astern of the rescue boat is recommended.
- Agree on arm signals before starting a tow.
- Use a sufficiently long line to keep the boat and line clear of the rescue boat's engine.
- Spread the load of the towline on dinghy strong points. A wrap around the mast or thwart and then the towline held by the crew is often preferable to using the fixed towline.
- One end of the towline should be capable of quick release. Either a wrap around a cleat and held by the rescue boat crew, or a wrap around the dinghy's mast as described above.
- Lift the centreboard a little for sure towing or remove entirely if the rudder is damaged.

7.4 Race abandonment due to safety risk

If the RO is considering postponement or abandonment, and if possible, it is suggested the RO consult with the members of the Sailing sub-committee (details on page 25) or Committee members if Sailing sub-committees are unavailable.

As a 'rule of thumb', racing should cease if there are more boats capsized than rescue boats deployed.

Any decision should be based on existing and forecasted weather conditions and the experience of the competitors.

It is the decision of the RO to postpone or abandon a race or event.

The decision to abandon is to be communicated to all rescue boats by the following, at the earliest opportunity:

1. VHF radio signal to rescue boats and to the tower
2. Code flag N over A (see flags above) is to be displayed on the RO boat and as many rescue craft as possible.
3. Three long sound signals when the flags are raised.
4. When rescue boats hear the race abandonment signal, they are to ACKNOWLEDGE and NOTIFY COMPETITORS IMMEDIATELY. Care and guidance are to be given to the less experienced sailors as an upright boat and sailing is preferable to a boat capsized.
5. In the event of further deterioration in conditions, or a competitor is having difficulty making shore, or for whatever reason, a rescue boat may request a competitor to abandon his/her boat and transfer to the rescue boat. The rescue boat will then immediately notify the RO.
6. The RO will notify the tower which competitors have been retrieved (by sail number) and the condition of each competitor, i.e. safe, cold, injured, etc.

Immediately on receiving the Abandon Race Signal, the tower team will:

1. Have the sign-on sheets in hand to check off boats as they come onto the beach.
2. Rally other helpers to support sailors and the tower team.
3. Check off names as competitors arrive back at the beach, and if needed, provide hot drinks, supervise kids in showers in case of collapse, etc.
4. Ensure First Aid is ready to receive any injured sailors or personnel.
5. Competitors are to remain in the clubhouse until the all-clear has been given by the RO. This is most important in keeping accurate records quickly as to who has been rescued and who is still missing.

8 Emergency Procedures

This section is included as a summary of an Emergency Management Plan. As of August 2021, the IHYC Emergency Management Plan is under development, and this section is to guide the RO in the interim.

The RO is the person responsible for the declaration of an emergency situation on the water. Once the race is abandoned, the RO will coordinate any rescues from on-water. These guidelines provide a summary of incident priorities and response strategies.

Incident Priority	Actual or Potential Impacts	Response Strategies
MINOR	<ul style="list-style-type: none">Minor personal injuries unlikely to require external medical intervention e.g. cuts, bruises & abrasions etc. orCapsize or damage to boat requiring prolonged assistance orPotential threat of storm	<ul style="list-style-type: none">RO manages incident
MODERATE	Personal injury (not life-threatening) requiring external intervention or advice - such as: <ul style="list-style-type: none">fractures, minor head injuries	<ul style="list-style-type: none">RO contacts tower to call '000' – AmbulanceRO manages incident with external agencies
	Major impacts requiring external intervention or advice but NO Personal injuries - such as: <ul style="list-style-type: none">Multiple capsize requiring assistance or prolonged immersionSudden storm/gale with threat to sailors/boatsMultiple concurrent minor incidents needing additional assistance	<ul style="list-style-type: none">RO manages incident to assist external agencies
MAJOR	Potential life-threatening incident or injuries requiring urgent external Intervention, such as: <ul style="list-style-type: none">Spinal injury, major head injuries, cardiac arrest etc.FatalityMissing Person	<ul style="list-style-type: none">RO contacts tower to call 000 – AmbulanceRO manages incident to assist external agencies

9 End of day

End-of-day tasks are shared with all club members. The RO should make sure the tasks are finished but should be supervising, not doing.

Remember IHC rule #1 – no beers until all rescue boats are in.

End of sailing

- Check sign-on sheets making sure everyone is accounted for and has signed off.

Retrieve all on-water equipment

- All mooring anchors have been brought in.
- All L2S marks have been brought in; they may be on the horizon.

Retrieve rescue boats

- Retrieve all rescue boats to the front of the clubhouse in readiness for the washdown.

Washdown rescue boats for storage

- Flush motors for at least 5 minutes using high water pressure or a full barrel of water or earmuffs kept inside the clubhouse above the fire extinguishers.
- Wash the boat and trailer to minimise salt.

Putting the rescue boats away

- When putting the RIBS back into the sheds, always manually push them in for the last few metres.
- The motors can be lowered for the last few meters and should be left down. Prop guards, tubes and kayaks have been damaged in the past.
- Dave Wane on the shorter trailer stores behind the Tow Buggy in the store shed.
- All antennas on RIBs need to be lowered.

Lockup all yards and sheds

Dinghy shed

- Check that the lights are switched off in the dinghy shed.
- Check that the front and rear door of the dinghy shed is closed and locked.

Yard

- Check that the hose is returned and the water tap is turned off.
- Check that the "CLUB EVENT IN PROGRESS" signs have been brought in.
- Check that the dinghies stored in the yard will be secure in a strong gale.

RIB Shed

- Check that the radio on Dave Wayne is turned off.
- Check that the light switch above the bench is turned off.
- Check that the compressor is turned off at the power board
- Check that the radios on both the Ribs are turned off.
- Check that the trench fillers have been put inside.
- Check the lights are off in the shed.

Rigging area

- Clear the rigging area of all vehicles.

Gates

- Close all the gates and fit a padlock in series with the other padlock if appropriate.
- Check that the two Boat club gates to the boat ramp are locked.

Clubhouse

- Check that the toilet lights are turned off.
- Check that the taps, showers and cisterns are not dripping.
- Check that upstairs is locked, and the computer and radio box isolation switch is off.
- Check that the roller door is closed and locked.
- Check that the hot water main switch is off.
- Check that the lights are turned off.
- Check that no deteriorating waste is left in the rubbish bins.

10 Appendices

10.1 Phone numbers and contacts

IHYC Committee

Commodore (John Walter) 0409 132 535, 0455 505 526 (work)

Vice Commodore (Peter Ellenby) 0419 898 163

Treasurer (Andrew Dix) 0418 103 339

Rear Commodore (Steve McKay) 0419 570 921

Secretary (Julie Creak) 0409 551 640

Manager Land and Buildings & COVID manager (Peter Viney) 0412 040 937

Manager Boats and Equipment (Glen Terry) 0414 995 028

IHYC Tower 0475 683 572

IHYC Sailing sub-committee

Peter Ellenby 0419 898 163

Steve McKay 0419 570 921

Mike Williams 0433 957 091

Emergency services

Emergency 000

Portarlington Police 5259 2606

Water Police Squad & Rescue Co-Ordination Centre (24 hours) 9399 7500

Coast Guard (Melbourne HQ) 9598 9092 (Queenscliff) 5258 2222

Australian Maritime Safety (Melbourne HQ) 8612 6000, 1300 555 555

Poisons Hotline 131 126

State Emergency Service (SES) 132 500

Bellarine on-water clubs

Portarlington Sailing Club 0492 859 686

St Leonards Yacht Club and Motor Squadron 5257 1707

Queenscliff Cruising Yacht Club 5258 1692

Queenscliff Lonsdale Yacht Club 0418 832 425

Indented Head Boat Club 0409 132 535

Medical

Ambulance 000

IHYC Medical (Lucinda Ham - GP) 0409 380 819

(Geoff Dixon - specialist) 0414 863 165

(Bernadette Viney - nurse) 0400 566 688

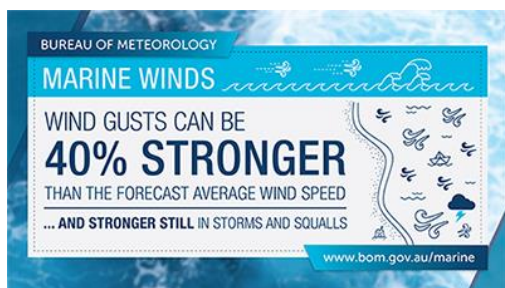
Geelong Hospital Emergency Room 4215 0100

St John of God Geelong Hospital 5226 8888

10.2 Wind Speed Definitions

This section is sourced from the Bureau of Meteorology site at <http://www.bom.gov.au/marine/knowledge-centre/reference/wind.shtml> and is included as it may be challenging for RO's to access websites while on water.

The wind is made up of gusts and lulls. The Bureau's forecasts of wind speed and direction are the **average** of these gusts and lulls, measured over a 10-minute period at the height of 10 metres above sea level. The gusts during any 10-minute period are typically 40% higher than the average wind speed.



For example, when the average wind speed is 25 knots, it is normal to experience gusts of 35 knots and lulls of lighter winds. Thunderstorms and squalls may produce even stronger gusts.

Wind speed usually increases with height above the sea surface, so winds at the surface are not typically as strong as they are at 10 metres, where the wind is measured and forecast by the Bureau.

10.3 Wind warnings and gusts

Based on the 40 per cent rule of thumb, the table below shows the potential gust you could expect for different forecast average wind speeds and associated wind warning categories.

Average wind speed (knots)	Gust strength that should be planned for (knots)	Wind Warning thresholds
10	14	
15	21	
20	28	
26 – 33	36 - 45	Strong wind warning issued
34 – 47	48 - 65	Gale force warning issued
48 – 63	67 - 88	Storm force warning issued
64 or more	90 or more	Hurricane force warning issued