



# Queensland Cruising Yacht Club Inc.

## CLUB RACING SAFETY MANUAL

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**WINTER SERIES  
YACHT RACES**

**SUMMER SERIES  
YACHT RACES**



**BRIBIE CUP  
YACHT RACE**



**SURF TO CITY  
YACHT RACE**



**BRISBANE TO GLADSTONE  
YACHT RACE**



Version 1.2 – April 2012

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## **1. INTRODUCTION**

This Queensland Cruising Yacht Club (QCYC) Club Racing Safety Manual provides assistance to Club Members and Staff managing races and incidents relating to boating safety and emergencies. Incidents covered may involve boating, personal safety, Search and Rescue (SAR), or a combination of all of these. This Manual is not a replacement for common sense or crisis management. All relevant personnel should read the document to familiarise themselves with the process of carrying out emergency procedures.

### **1.1 Peak Safety Authority for Water Based Incidents**

The Queensland Water Police – Brisbane Branch have prime responsibility for boating on Moreton Bay. Other agencies including the Volunteer Marine Rescue and the Coastguard will act under the direction of the Queensland Water Police – Brisbane Branch

### **1.2 Classification of Club Racing Events**

Queensland Cruising Yacht Club events are run under an appropriate Yachting Australia (YA) Race Safety Category. Each race category has a definition of the expectation for rescue, and the degree of self-sufficiency a competitor is required to be capable of when racing. QCYC events fall into two broad categories:

#### **A) Class events:**

Generally conducted usually using a Start Boat, and with rescue facilities available. Typically rubber ducks (RIB's) or support powerboats. The Principal Race Officer (PRO) for the day has the responsibility to ensure all safety equipment, including radios, batteries, flares etc. are operational. (This applies to all types of racing at QCYC).

#### **B) Scheduled multi Division or mixed fleet club events:**

These events may be conducted from a QCYC Control Boat. Club racing events generally include Saturday and Sunday racing events which generally fall under Yachting Australia Race Safety Category 5.

All entrants will be required to have a current Yachting Australia Special Regulations Audit Form on file at QCYC for the safety category (or higher) specified in the Notice of Race (NOR) for each individual race or series. If the Audit Form is not on file at QCYC, entrants must submit a completed form with their Entry Form.

The PRO or QCYC Race Management has the right not to accept any entry for which a valid YA Special Regulations Audit Form not been submitted.

Please refer to YA Special Regulations Part 1 for definitions for Categories of Events.

## **2. EMERGENCY PROCEDURES**

Details of all calls relating to an emergency situation must be logged in the "Contact and Incident Log", please refer to Appendix 3. If the log is not able to be filled in at the time of the contact or incident, it should be filled in as soon as possible after the event. Tape recording of an Emergency situation is acceptable.

## 2.1 Receiving a MAYDAY call or PAN PAN call via radio or telephone

Please refer to Marine Radio Operators Handbook for correct procedures.

*Note: It is most unlikely that QCYC will manage a Distress or Urgency call. Normally Queensland Water Police, VMR or Coastguard will take that role. The station in distress IS IN CONTROL OF THE DISTRESS TRAFFIC and will delegate control to whomever it sees fit.*

Wait about 5 to 10 seconds before responding in case a more appropriate authority responds to the call.

1. Confirm with the caller the transmission is received eg.
  - a. Mayday (Caller, Caller, Caller)
  - b. this is VKQ893 (or QCYC Race Control, QCYC Race Control, QCYC Race Control) – Received Mayday.

***No one will be concerned that your radio protocol is not perfect. Now – relax. Quiet calm assistance and concentration is far more important than radio protocol. Make notes as you go.***

2. Record the calling vessel's name / call sign / sail number / boat number, and distressed vessel's name / call sign / sail number / boat number.
3. Determine if the nature of the situation is medical, rescue or assistance.
4. Maintain contact via radio or telephone.

## 2.2 Illness / Injury

Determine the nature of the illness or injury. Ascertain if an ambulance is required and if attendance is requested at the vessel or if the vessel is able to make the nearest port. If an ambulance is NOT required, determine the nature of support requested.

If the vessel requires a rescue boat, call Volunteer Marine Rescue Brisbane on **3269 8888** or **VHF Channel 16** or **27Mhz Channel 88**. If Queensland Cruising Yacht Club has immediate rescue facilities in the form of rubber ducks or support powerboats, these can also be contacted where deemed prudent.

If the vessel is making its way to port, determine the location and estimated time of arrival at said port. Advise the caller if an ambulance is being called, and request they maintain a listening watch on the channel called.

If calling via telephone, take their number, and request they stand by the telephone, and keep the line open for emergency contact. Call the Queensland Ambulance Service on **000**, advise them of the nature of the illness or injury, where the patient will be located, and by what method (Rescue boat / Water Police / Boat Name) and estimated time.

Refer to section 5 re Ambulances and Paramedics.

## 2.3 Rescue / Assistance

1. Determine the nature of assistance required. If a vessel is in danger of sinking, or has sunk, try to obtain a position and identification from the caller. Call for nearby vessel assistance.
2. Determine the number of crewmembers involved, and their status.
3. Call Volunteer Marine Rescue Brisbane on **3269 8888** or **VHF Channel 16** or **27Mhz Channel 88 (Callsign Marine Rescue Sandgate)** and provide them with the situation details.
4. Advise the calling station of the arrangements made, and pass on any instructions.

5. Maintain contact via radio or telephone. Request the radio operator to stand by on a nominated radio channel. Request the telephone operator to keep the phone line open only for emergency contact.

#### 2.4 Missing Persons / Missing Boats / Man Overboard (MOB)

In the case of a missing person / boat / man overboard (MOB), rescue coordination must be transferred Marine Rescue Brisbane on **3269 8888** or **VHF Channel 16 or 27Mhz Channel 88 (Callsign Marine Rescue Sandgate)**. QCYC will continue to assist and participate in all ways possible, and as requested emergency agencies.

#### 2.5 Towing

In an emergency situation the priority is to save lives, not boats. Drifting or anchored boats can be picked up later. QCYC does not provide a towing service for disabled vessels. However, it may provide such a service to emergency agencies, or the boat in distress, if a club boat is available, and appropriately qualified members are available and willing.

During club racing QCYC members may offer to tow another vessel in distress, at their own risk. QCYC recommends members join Volunteer Marine Rescue Brisbane Waterside Assist. This membership includes a towing service (conditions apply). Please refer to [www.vmrsandgate.net.au](http://www.vmrsandgate.net.au) for further information.

#### 2.6 Hand over to Emergency Authorities

All Emergency assistance requests should be passed on to either Volunteer Marine Rescue Brisbane or the Queensland Water Police – Brisbane Branch as required. They may request QCYC to continue participation at any level in any incident. Pass on all relevant information obtained. When passing information on to emergency authorities, pay particular attention to the number of Persons on Board (POB), the location and medical facilities required and any other relevant information.

### 3. ADVERSE WEATHER CONDITIONS

Attention is drawn to YA Racing Rules of Sailing 2009-2012 Fundamental Rule 4

***“The responsibility for a boat’s decision to participate in a race or to continue racing is hers alone.”***

#### 3.1 Weather Forecast

The PRO of the day should obtain the latest possible Bureau of Meteorology weather forecast & wind strength report on the day of the race. The weather forecast and wind strength reports are crucial for decision making on race day in order to determine which course should be run, what direction, the distance, the duration, the possible need to shorten a race, or the need to abandon the race for the day. The forecast for Moreton Bay is available at: <http://www.bom.gov.au>

#### 3.2 Shortening Course

It is the decision of the PRO to shorten the course. This decision should be based on existing and forecast weather conditions, with due regard to time limits on races where time limits are specified in the notice of race. The PRO must also take into account the Race Safety Category under which the event is being conducted.

#### 3.3 Race Abandonment

It is the decision of the PRO to abandon a race or event. This decision should be based on existing and forecast weather conditions, with respect to the Race Safety Category under which the event is being

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

### **3.4 A guide for Race Abandonment**

If a gale warning (34 knots +) has been issued for Moreton Bay the scheduled race will be abandoned.

If a Strong Wind Warning (26-33 knots) has been issued for Moreton Bay a decision by the PRO or QCYC Race Management will be made as to whether the race will be abandoned. Wave conditions will also be a factor in determining this.

### **3.5 Wind Speed Definitions and Wind Warning Definitions**

See Appendix 2 for Wind Scale – Bureau of Meteorology

### **3.6 Race Communication (Usually VHF Channel 72)**

After the “warning signal” for the race VHF Channel 72 should only be used for communication to recall an individual competitor for breaking the start, advise fleet of General Recall or abandonment. Competitors should listen to VHF Channel 72 until after a clear start, or after an individual recall. Normally this is within minutes of the start.

After the start all competitors should, as recommended in the Sailing Instructions, switch to VHF Channel 16 for emergency monitoring and calling. Race competitors should dual watch VHF Channel 16 and 12 or Tri watch 12, 16 and 72.

### **3.7 Wearing of Personal Flotation Device (PFD) During Adverse Weather Conditions**

Queensland Cruising Yacht Club strongly recommends that all Skippers and Crew adhere to the requirements of YA Special Regulations Section 5.01 in regards to the wearing of Personal Flotation Device (PFD) while racing in club events.

This is the responsibility of the owner / skipper to enforce, not the PRO.

Queensland Cruising Yacht Club mandates that all crew sailing boats not fitted with lifelines must wear a Personal Flotation Device (PFD) at all times.

### **3.8 Monitoring of VHF Channel 16**

Queensland Cruising Yacht Club now requires that all boats carry a VHF radio, and to monitor Channel 16 whilst racing. This requirement is the responsibility of the owner or skipper to enforce.

## **4. RESCUE AND ASSISTANCE**

Queensland Cruising Yacht Club daylight events are generally raced under Race Safety Category 5 with any overnight races being Category 5N.

QCYC provides rescue facilities for Category 5 either by rescue vessels in the water, or proximity of other competitors. A rescue boat from the Queensland Cruising Yacht Club depends upon:

1. The availability of such a vessel.
2. The availability of personnel qualified to operate the craft.
3. The suitability of the available craft to perform the required services given the prevailing weather conditions and craft facilities.

Volunteer Marine Rescue Sandgate or Queensland Water Police – Brisbane Branch should be called if suitable Queensland Cruising Yacht Club craft are not available for rescue or towing. During club racing members may offer to rescue, tow or assist another vessel in distress, at their own discretion and risk.

## **5. AMBULANCE AND PARAMEDIC CALL**

### **5.1 Advise Meeting Location**

The PRO or Race Management will ascertain, and then advise, the Queensland Ambulance Service where the recovery destination will be, the expected time, and how access will be provided for rescue vehicles.

#### **QCYC preferred meeting point for boat transfers**

***The nominated location is at the T Head of D Finger on the Marina, as there is easy access between boat and vehicle.***

The PRO must notify QCYC Staff (if available) to meet the Ambulance at the Gate and to direct the attending emergency vehicle to the nominated location. If no QCYC staff are on site then a member of the Race Management will be required to perform this duty.

## **6. EMERGENCY INCIDENT REPORTING**

All Emergency incidents involving Queensland Cruising Yacht Club including medical, property, rescue, or racing, must be recorded on the Contact and Incident Log.

## **7. RADIO LOG SHEET**

All **extraordinary** communications involving Queensland Cruising Yacht Club, particularly including medical, property, rescue, or racing; must be recorded on the Contact and Incident Log.

## **8. BASIC FIRST AID PRINCIPLES FOR EMERGENCIES**

Boats or crew requesting basic first aid advice should be referred to their “boat” first aid manual in the first instance

## Appendix 1 – Emergency Contact Numbers

<b>Name</b>	<b>Address</b>	<b>Phone Number</b>	<b>Call Sign</b>	<b>Radio Channel</b>
<b>Queensland Cruising Yacht Club</b>	Sinbad Street, Shorncliffe, 4017	<b>07 3269 4588</b>	<b>QCYC Race Control</b>	<b>16 / 72</b>
<b>Volunteer Marine Rescue Brisbane</b>	95 Allpass Parade, Shorncliffe, 4017	<b>07 3269 8888</b>	<b>Marine Rescue Sandgate</b>	MHz 27.88, 27.91 VHF 16,67,73.81,21
<b>Queensland Water Police – Brisbane Branch</b>	Brisbane Water Police Howard Smith Drive Lytton Qld 4178	<b>07 3895 0333</b>		
<b>Queensland Police – Sandgate Station</b>	80-84 Brighton Rd Sandgate Q 4017	<b>3631 7000</b>	<b>N/A</b>	<b>N/A</b>
<b>QCYC General Manager – Nigel Statham</b>	N/A	<b>0413 545 246</b>	<b>N/A</b>	<b>N/A</b>
<b>Coastguard Redcliffe</b>	Scarborough Boat Harbour, Redcliffe, 4020	<b>07 3203 5522</b>	VMR403	MHz 27.88, & 27.91 VHF 16, 21,67,73, 81 HF 2182, 2524, 4125, 6215, 8291
<b>Bureau of Meteorology</b>		<b>3239 8750 or 3239 8604</b>	<b>N/A</b>	<b>N/A</b>
<b>AusSAR</b>	GPO Box 2181 Canberra ACT 2601	<b>1800 641 792 or 02 62306811 or through any Telstra Coast Radio Station</b>	<b>NA</b>	<b>NA</b>



## Appendix 2 – Beaufort Wind Scale

Beaufort scale number	Descriptive term	Units in km/h	Units in knots	Description on Land	Description at Sea
0	Calm	0	0	Smoke rises vertically	Sea like a mirror.
1-3	Light winds	19 km/h or less	10 knots or less	Wind felt on face; leaves rustle; ordinary vanes moved by wind.	Small wavelets, ripples formed but do not break: A glassy appearance maintained.
4	Moderate winds	20 - 29 km/h	11-16 knots	Raises dust and loose paper; small branches are moved.	Small waves - becoming longer; fairly frequent white horses.
5	Fresh winds	30 - 39 km/h	17-21 knots	Small trees in leaf begin to sway; crested wavelets form on inland waters	Moderate waves, taking a more pronounced long form; many white horses are formed - a chance of some spray
6	Strong winds	40 - 50 km/h	22-27 knots	Large branches in motion; whistling heard in telephone wires; umbrellas used with difficulty.	Large waves begin to form; the white foam crests are more extensive with probably some spray
7	Near gale	51 - 62 km/h	28-33 knots	Whole trees in motion; inconvenience felt when walking against wind.	Sea heaps up and white foam from breaking waves begins to be blown in streaks along direction of wind.
8	Gale	63 - 75 km/h	34-40 knots	Twigs break off trees; progress generally impeded.	Moderately high waves of greater length; edges of crests begin to break into spindrift; foam is blown in well-marked streaks along the direction of the wind.
9	Strong gale	76 - 87 km/h	41-47 knots	Slight structural damage occurs - roofing dislodged; larger branches break off.	High waves; dense streaks of foam; crests of waves begin to topple, tumble and roll over; spray may affect visibility.
10	Storm	88 - 102 km/h	48-55 knots	Seldom experienced inland; trees uprooted; considerable structural damage.	Very high waves with long overhanging crests; the resulting foam in great patches is blown in dense white streaks; the surface of the sea takes on a white appearance; the tumbling of the sea becomes heavy with visibility affected.

**Please note:** Beaufort scale numbers and descriptive terms such as 'near gale', 'strong gale' and 'violent storm' are not normally used in Bureau of Meteorology communications or forecasts.



## Appendix 4 – Amendments to Manual

Version Amendment implemented	Section in which Amendment made	Amendment	Notes
1.1	Various	Race communication channel changed to VHF72	
1.1	1. Introduction	Section regarding Yachting Australia Special Regulation Audit Forms amended to read: "All entrants will be required to have a current Yachting Australia Special Regulations Audit Form on file at QCYC for the safety category (or higher) specified in the Notice of Race (NOR) for each individual race or series. If the Audit Form is not on file at QCYC, entrants must submit a completed form with their Entry Form."	
1.2			Annual Review