



Sir Peter Blake Torbay Regatta 2020 Sailing Health and Safety Plan - Torbay Sailing Club

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1. Introduction

This Health and Safety Plan is for the Sir Peter Blake Torbay Regatta 2020 being held at Torbay, Auckland from Friday 4 December to Monday 7 December (including Setup and Packdown).

The Sailing is expected to attract 400 competitors who will compete in the following classes across three courses:

- Course A Opti Green, Starling Green, O'Pen Skiff and Young Board Sailers
- Course B Opti Open, P Class, Starling and RS Fevas, Laser 4.7, Laser Radial, 420, and other Monohull Centreboard
- Course C 29er, Nacra 15, RSX 8.5 and other Skiffs

The event management both on shore and on the water will be managed by volunteers from Torbay and other sailing clubs nationwide. Torbay Sailing Club committed to providing a safe onshore and on-water environment for competitors, officials and volunteers.

The scope of this document is to:

- Establish the lines of communication for both operational, incident and emergency situations
- Establish safety procedures, incident and emergency response plan

All competitors, officials and volunteers will have access to a copy of this document via briefings and the regatta website.

2. Event Programme

The event comprises three phases:

| | | |
|---------|-------------|---|
| Phase 1 | Setup | Friday 4 December (Thursday 28 Nov for Marquee and temporary boat ramps) |
| Phase 2 | Competition | Saturday 5 December and Sunday 6 December |
| Phase 3 | Pack up | Evening of Sunday 6 December, and Monday 7 December |

Phase 1: Set Up

| Activity | Process | By |
|-------------------------------|--|----------------------------|
| Marquees | The marquees required for the event will be erected and secured to the required standards. | Hirepool Ltd |
| Temporary Boat Ramps | Two temporary boat ramps will be installed on Waiake Reserve providing boat access to the beach for the Laser and Laser Radial. | Northshore Scaffolding Ltd |
| Competitor Boat Delivery | Competitors will deliver and unload their sailboats to Waiake Beach Reserve. Trailers will be parked on Aicken Reserve, vehicles can be parked at Deep Creek Reserve, with a shuttle on competition days sponsored by Volvo. | competitors |
| Race Management Boat Delivery | Race management boats will be delivered on trailers and be parked ready for launching. | Owners/ Clubs/ Volunteers |

Phase 2: Competition

| Activity | |
|---------------------------------|--------------|
| Friday 4 December 2020 | |
| 1700-2000 | Registration |
| Saturday 5 December 2020 | |
| 0700-0800 | Registration |

| | |
|-------------------------------|--|
| 0900 | Welcome & Briefing with safety boat briefing to follow |
| 1000 | Optimist Green Fleet Briefing |
| 1100 | Racing starts – 3 Races (back to back), 4 races for 29er |
| Sunday 6 December 2020 | |
| 0900 | Optimist Green Fleet Briefing |
| 1000 | Racing starts – 3 Races (back to back) 4 races for 29er |
| 1405 | No racing will start after 1405 |
| After Racing | Prize giving |

Phase 3: Pack Up

| Activity | Process | By |
|-----------------------|---|---------------------------|
| Marquees | Packed up and removed | Hirepool Ltd |
| Temporary Boat Ramps | Removed | Northshore Scaffolding |
| Competitor Boats | Competitors will load their sailboats on Aicken Reserve and take them home. | Competitors |
| Race Management Boats | Race management boats will be trailered and towed to respective clubs/ owners | Owners/ Clubs/ Volunteers |

3. On Shore Site Plan



4. Event Management Organisation

- Regatta Director – David Wright 021 628 847
- Beach Master – Graham Fleury 021 220 2125
- PRO Harold Bennett 027 495 8178
- Race Officers
 - Course A: Kim Admore 021 112 6737
 - Course B: TBC
 - Course C: John Parrish 021 756 567

5. Communications

Communications are in three forms.

- Mobile Telephone - all Personnel
- VHF radio for on land communications
- VHF for on water communications and ship to shore

On Shore Communications

On shore key personnel will be supplied with a VHF radio for communications. The main activities to be managed from a Health and Safety perspective are:

- Traffic Management – vehicle and pedestrian.
- Movement of competitor boats across the road to the beach and their return.
- Movement of RIB's for launching and retrieval.
- Venue security.
- Support Services (see Appendix)

On Water Communications

On water communications are primarily VHF with each course having its own channel. The Race Officer has a direct link to his Mark Boats and the course Safety Boats. Each course has a direct link to the Bridge on-shore through its operating Channel. Bridge is located in the PRO tent, and has a radio dedicated to each course on the dedicated channel, with extended antennae to ensure signal. The backup to the VHF channels is by cellphone.

In the case of an evacuation from the water the Safety Officer is called in to direct proceedings before handing over to the Principal Race Officer to make all arrangements ashore to receive whoever is to be evacuated. On water emergency evacuation procedures are detailed in the On Water Safety and Emergency Plan (Section 12).

6. Medical

The event will have a trained medical person on site to respond to any medical emergency, Race Medic Tony Loughran, 021 393 272 or VHF Channel 17, available from 0700 to 1900 hours. Should treatment beyond what is available from the race medic be required, arrangements will be made for transfer to the appropriate facility.

The Royal New Zealand Navy RHIB will be monitoring all channels, and will assist with on-water evacuations and delivery of the injured person to shore for hand over to the ambulance as required. Each support and safety boat will be briefed about call signs for course, bridge and Navy.

The Torbay Sailing Club has a First Aid Kit and Defibrillator located in the Principal Race Officers Marquee (beside main marquee) .

The Race Office and Event Management Office have a list of both on-shore and on-water volunteer's names and phone numbers with medical training that will assist if required.

"If life is at risk, dial 111"

Emergency Contacts:

111 Emergency Line

111 is the number for emergencies. An emergency is serious risk to life or property such as:

- there's a fire or chemical spill;
- someone is having breathing difficulties, is seriously ill or injured;
- someone is in danger;
- a crime is being committed and the offenders are still there or have just left;

| | |
|--|------------------------|
| Emergency: Fire, Police, Ambulance | 111 |
| North Shore Emergency Care Centre – North Shore Hospital | (09) 486 8900 (24 x 7) |
| Auckland Coast Guard – Mechanics Bay | (09) 303 9368 |
| Shorecare Accident & Medical Centre – Northcross | (09) 486 7777 |

| | |
|---|---------------|
| Maritime Police Unit- Mechanics Bay (Marine Rescue Centre) | (09) 357 3470 |
|---|---------------|

Non-Emergency Contact Numbers:

| | |
|------------------------------|---------------|
| North Shore Policing Centre | (09) 477 5000 |
| Browns Bay Police Station | (09) 353 0410 |
| St John's Ambulance | 0800 50 23 23 |
| East Coast Bays Fire Station | (09) 478 8110 |

On water Medical is outlined in the On Water Safety and Emergency Plan.

7. Traffic Management

Traffic Management NZ will manage the movements of vehicular traffic. There is provision for full road closure or stop-go controls as determined necessary. Traffic signage will be erected by Traffic Management NZ in accordance with approved the Traffic Management Plan. Volunteer Marshalls will control the movement of boats from the Aicken Reserve to the beach and return.

A shuttle bus service will be provided for competitors and volunteers from Deep Creek Road Reserve to the venue to minimize vehicle movements through the event area. Vehicle access to Aicken Reserve will be limited to VIP passholders. Three disabled carparks will be designated in the carpark.

Pedestrians will be directed to cross Beach Road either via the under pass or the pedestrian crossing.

8. Boat Movements from Trailer Loading and Storage Area (Aicken Reserve) To Beach

Access lanes are provided to allow boats to be moved safely to and from Aicken Reserve to the beach to minimise risk of injury to others.

The transition between Boat Park and Beach has obstacles that could cause injury. To avoid the chance of injury all competitors and volunteers will be made aware of the following.

- Undulating terrain throughout the boat park and Waiake Reserve.
- Protected Power cables across the carpark or grass will be identified as a trip hazard.
- When Beach Road is open, Marshalls will manage the traffic allowing competitors to take boats across
- to the Beachfront. Competitors must follow the instructions of the traffic Marshalls.

9. Fire Safety

The Torbay Sailing Club is fitted with an automated and monitored fire alarm and sprinkler system. The Fire Evacuation Plan is attached in Appendix and the main actions required are outlined below. The marquee will maintain three fire exits for use in event of emergency evacuation and occupants and Wardens will follow the same procedures (excluding the fire alarm and sprinkler system) outlined below.

In the event of a fire

The building occupants will be alerted to a fire emergency by:

- Signs of fire
- Verbally by others
- A fire alarm sounding on activation of the manual system or the sprinkler system

If a building occupant discovers or are informed of a fire:

- Follow the emergency procedure notices located throughout the building

Notices inform occupants of the procedures to follow when warned of a fire in the building:

- Evacuate the building via the nearest fire exit
- Verbally warn all occupants of the building & activate fire alarm
- Call the New Zealand Fire Service - dial 111
- Assist those needing help once egress routes are clear
- Follow instructions from wardens
- Assemble in the designated assembly area

Wardens are informed of the measures they should take if they discover or are alerted of a fire emergency by providing them with a copy of The Fire Evacuation Plan for the building. The Fire Evacuation Plan states that the wardens are to carry out the following duties if they discover or are alerted of a fire emergency:

Upon discovery of fire:

- Verbally warn other occupants of the building and activate fire alarm where available
- Call the New Zealand Fire Service - dial 111

When warned of a fire in the building all Wardens are to:

- Put on the Warden identification provided.
- Ensure their area of responsibility is completely evacuated by checking all rooms and enclosed areas including toilets and changing rooms etc. Start checking the area from the furthest point working systematically toward the exit or the point closest to the fire working toward the exit.
- Ensure that lights remain switched on and all doors are closed following the search of each individual area.
- Once having determined that their area is evacuated and any persons with disabilities are accounted for, Wardens will leave via the nearest fire exit.
- Report clearance to the Chief Warden and ensure that the check sheet is marked to show clearance or otherwise.
- Carry out any further duties as instructed by the Chief Warden.

When warned of a fire in the building the Chief Warden is to:

- Ensure a "111" call to the Fire Service is made. If possible any further information about the type of fire and its precise location within the building is to be given.
- Put on the Chief Warden identification provided, and collect the evacuation folder.
- Await clearance reports from Wardens at the fire control panel and mark the check sheet once reports are received.
- Appoint monitors to prevent access to the building
- Liaise with the Fire Service and/or emergency personnel in attendance.
- Advise Wardens/staff when it is safe to return to the building.

Emergency procedures notices (showing the assembly area & outlining instructions) are displayed on the venue the plan. Any occupants who require assistance to evacuate will be gathered near the exit until egress routes are clear.

During an evacuation Wardens are to:

1. Ensure that anyone requiring assistance is assisted to evacuate the building once egress routes are clear.
2. Advise the Chief Warden if there is a person with a disability still evacuating the property.

The Chief Warden is to:

1. Ensure the disability symbol is marked in the correct position on the evacuation instructions sheet
2. Adjust the evacuation check sheet accordingly once persons with disabilities and their caregivers have safely evacuated the building.
3. Update the Fire Service upon arrival should persons with disabilities still be evacuating.

The assembly point is on the Aicken Reserve carpark as shown on the venue plan.

| Role | Name | Contact Phone | VHF Call Sign |
|--------------|----------------|---------------|---------------|
| Chief Warden | David Wright | 021 628 847 | David Wright |
| Warden | Graham Fleury | 021 220 2125 | Beach Master |
| Warden | Harold Bennett | 027 495 8178 | Bridge |

10.Security

Security services have been contracted for Aicken Reserve, Waiake Reserve and the Torbay Sailing Club each evening from Friday 30 November to Sunday 2 December from 1900hour to 0700hours.

11.On Shore Contingency Plans

Traffic Hazard

Preparation

Traffic is managed by the road closure or stop go controls to facilitate the safe movement of boats and competitors from the boat park to the beach by via the temporary ramps on Waiake Reserve or along the road to the main boat ramp. There is the likelihood of pedestrians wanting to cross the road whilst traffic is moving outside of the controlled closures.

Response

When the road is open all people associated with the event are encouraged to use the under road walkway situated at the northern end of the beach or the pedestrian crossing when the road. Either Traffic Management staff or trained volunteers will operate the “stop go” system under the direction of a professional Traffic Manager.

Severe Weather

Preparation

Weather data is continually monitored through Met Service, PredictWind, and the Coast Guard. All Temporary Structures will be erected by qualified personnel and come with certification for use up to 43 knots.

Response

In circumstances where the wind strength is gusting up to 27 knots we would alert the Marquee suppliers, Hirepool Ltd, for advice and initiate the following:

1. Inspect all ground anchors, ballast and associated ties ensuring all are tight. If not sure insist the supplier inspects the structure.
2. Consider extra anchorage to secure from the windward side.
3. Take up any slack in Marquee fabrics

4. Close all openings to the Marquee and replace any uprights and wall fabrics that have been removed.
5. Check around the site for any loose material and refuse bins etc
6. Continue to monitor the wind

If the wind conditions exceed 35 knots then the marquee supplier (Hire Pool) must be onsite and:

1. Evacuate temporary structures affected until the supplier guarantees safe usage

Structural Collapse

Preparation

2. Ensure all temporary structures have been constructed to the supplied certifications, a copy of those certifications shall be held on site.
3. Monitor weather forecasts
4. Be prepared to issue warnings for any likelihood of severe weather

Response

In the unlikely event of a collapse:

5. Inform the Regatta Manager who will take charge
6. Inform emergency services required Fire, Ambulance etc
7. Have onsite First Aid in attendance
8. Do not enter a collapsed structure unless it is obviously safe to assist any injured people inside
9. Isolate supply of gas and electricity and check for any fire
10. Care for any injured persons only move if injuries are minor
11. Contact the supplier of the structure to make repairs

Site Incident/ Injury

Preparation

The Ambulance post is manned from 0900 to 1630 hours daily as the first response to any incident that may occur in the Boat Park, Roadway or the beach areas. This post will also receive any injury from on the water and either attend to or make arrangements for further treatment.

12. Response
13. Assess the situation and check for further hazards that may escalate the incident
14. Inform Regatta Manager with:
 1. Location of incident
 2. Nature of the incident
 3. Type of injuries
 4. Any hazards present

5. Emergency access if required
15. Ensure clear safe access for emergency vehicles is maintained
16. Document the incident, take photos

Regatta Manager will decide whether onsite resources are sufficient or whether additional support is required

Antisocial or Aggressive Behaviour

This could be an incident involving officials, volunteers, contractors, competitors or the public. Any aggressive behaviour should never be countered with the same aggression but attempts must be made to diffuse any developing situation with an assertive attitude.

Preparation

17. Anyone having to confront such a situation should respond by listening to such a complaint. Aggression will be made worse by ignoring or not taking seriously a complaint or if an aggressor becomes confused
18. Learn to recognise potential aggression then act to diffuse it before it escalates. by a response
19. Don't allow oneself to be provoked or drawn into an argument
20. Above all else do not make physical contact with an aggressor unless completely unavoidable

Response

21. If confronted with an aggressor and you feel it is escalating advise the person that you are now calling for security or supervisor.
22. Inform security or supervisor of, the situation, level of aggression, number involved and ask for backup.
23. Use good clear speech if confronted so the aggressor understands you are trying to help by being assertive, accurate and brief with your communications
24. Don't let a third party become involved
25. If the situation does appear to be getting serious and beyond control of those in support inform the Police.
26. As a last resort use minimum force to defend oneself.

Tsunami

The assembly area in the event of a Tsunami is the high ground of the Torbay Shopping Centre in front of the Barfoot and Thompson Office.

Preparation

In the case of an impending tsunami, warning messages and signals can come from several sources – natural, official or unofficial.



Natural warnings

Natural warning signals may be the only warnings possible for local or regional source tsunami.

Examples of natural warnings include:

- Strong earthquake shaking (i.e. it is hard to stand up)
- Weak, rolling earthquake shaking of unusually long duration (i.e. a minute or more)
- Out of ordinary sea behaviour, such as unusual and sudden sea level fall or rise
- The sea making loud and unusual noises, especially roaring like a jet engine.

Response

When experiencing any of the above go immediately to high ground or, if the surrounding area is flat, go as far inland as possible, evacuating all coastal areas. The first wave may arrive within minutes. Once away from the water, listen to a local radio or television station for information from local civil defence about further action you should take.

Even if you do not feel shaking, if you learn that an area has experienced a large earthquake that could send a tsunami in your direction, listen to a local radio or television station for information from the local civil defence about action you should take. Depending on the location of the earthquake, you may have a number of hours in which to take appropriate action.

Official warnings

An official warning from Civil Defence Emergency Management may be given through radio or television broadcasts and emergency services. Warning may also be through siren, telephone, text, loud hailer or other local arrangements. Games officials may receive warnings from one, or several sources. Respond to the first source; do not wait for more messages before you act.

Terrorist or Bomb Threat

It is most unlikely that we would experience a terrorist or bomb threat.

Response

If you are the recipient of a call threatening disruption of the event or a bomb threat

- Make a note of the time of the call
- Try and note the caller's exact words without any interruption
- Immediately inform the Regatta Manager or the most senior Official who will in turn Call the Police if the threat is onshore and the Maritime Police Unit if on the water.
- If a bomb threat clear the area where it has been indicated it will be positioned
- When Police arrive advise the area cleared of people and show where to locate

If a suspicious package is found:

- First advise the Regatta Manager who will make the decision to Inform the Police
- Clear the area around the package by at least 200 metres.
- Switch off all electronic equipment within 100 metres of any package

- Do Inform First Aid and other resources if required.
- Do not attempt to touch or remove it.
- In the case of an explosion quickly assess if any injuries and attend to any fires. Remove any injured to safe area and treat

12. On Water Safety and Emergency Plan

i. Responsibilities

Competitors

- To attend the competitor briefing
- Make their own decision whether to race
- Are responsible for the wellbeing of their fellow competitors should a safety boat not be in the vicinity to assist
- Shall wear approved personal flotation devices at all times while afloat as per Sailing Instruction 21.1
- Complete “check out” and “check in” procedures as per Sailing Instruction 21.4
- Be aware of the reefs located off Waiake Beach
- Understand that if they need help in the water they should wave one arm with hand open. If no assistance is required, the arm should be waved with a closed fist.
- Understand what to do in adverse visibility – see vii below
- Understand what to do in strong winds – see viii below

Principal Race Officer

- Organise and run briefings with a focus on safety for:
 - Competitors
 - Course Race Officers
 - Safety Officer and course Safety Leaders
 - Beach Master and team
 - Bridge and course radio operator
 - Results team
 - Shore personnel
- Obtain weather forecasts, make known to Race Officers and Safety Leaders and post on official notice board
- Decide whether to race in consultation with course Race Officers and Safety Officer
- Develop, make known and follow the Emergency Plan
- Identify hazards both ashore and on the water, make known on official notice board and at the briefings
- Oversee the day to day running of the racing

Safety Officer

- Lead the safety boat team
- Lead daily briefing with the safety boat and gear boat personnel
- Liaise with the Principal Race Officer, course Race Officers and each course's Safety Leader
- Oversee single incident events and rearrange resources accordingly
- Assume control of safety incidents involving more than one competitor or where resources need to be reallocated

Course Race Officers

- Decision to race
- Lead daily briefing with on the water Race Management Team - Signal boat, Start Pin, Mark Boats, Finish and Finish Pin
- Lead the race management team for that course area
- Apply World Sailing Race Management Policies for fleet racing
- Monitor the fleets on their course area
- Liaise with Safety Leaders and Safety Officer to ensure everyone is safe

ii. The Weather

- Forecasts will be obtained from Metservice, Metvuw and Predict Wind.
- Committee Signal boats use on board wind speed and direction measurement equipment and receive updates during the day from mark Boats using hand held anemometers and hand bearing compasses

limits for racing – as per World Sailing policies:

- lower wind speed 4 knots Wind
- upper wind speed 25 knots

iii. On the Water Procedures

Overall safety management is the responsibility of the Principal Race Officer. The safety of each course area is the responsibility of the Course Race Officer in conjunction with the Safety Leader from the time the first race management boats go afloat until all boats are off the water or anchored at Torbay.

iv. Race Management

Race Management Boats

All boats will be crewed by at least two people who have experience at club level. It is recommended that one of the crew should be dressed to enter the water to aid rescue.

Personal floatation devices must be worn on all boats six metres or less (overall length) at all times except, briefly while changing or adjusting clothing or personal equipment.

When the engine is running the driver shall be connected to a device that will stop the motor if the boat driver falls out of the boat or is otherwise not in control of the boat.

Race Committee Boats will carry following equipment:

- Life jackets for each crew
- Bungs (and spare)
- Anchor chain and warp
- Tow rope
- 3 yellow “crew Safe” ribbons
- Bailer (Bucket and lanyard)
- Tools, shackle key on float and a sharp knife
- First Aid Kit and sunscreen
- Clipboard, pencil and list of competitors
- VHF Radio – batteries to be fully charged each day
- Fuel – checking refueling each day is skipper’s responsibility
- Food and drink
- Fresh drinking water

v. Race Management & Safety Communications

Each Race Committee boat shall have a VHF radio with a designated Call sign and, if available, a mobile phone. Different VHF Channels will be used for the different course areas. The Bridge (shore based communication control center) shall monitor ALL channels.

A “Race Officials’ Contact” sheet recording course VHF channels and race committee boat details including; VHF call sign, personnel and mobile phone numbers will be available on all race committee boats.

The primary method of communication on the water will be by VHF, with each course designated a channel.

In an emergency – when notified by the PRO, all boats and shore personnel will listen on the nominated VHF channel 77.

Race Committee Boats will each be designated a call sign reflecting their course (Alpha, Bravo, Charlie, Delta) and role on the course:

- Signal (race officer)
- Start Pin
- Finish
- Mark (number)
- Safety (number)
- Navy (Navy support RIB assigned to course and monitoring channel)

All race committee boats will check in with the Bridge and the Race Committee Signal Boat as soon as they leave the shore. This transmission should confirm the number of crew and any changes to the roster.

Decision to Race

The Course Race Officers in conjunction with the Principal Race Officer and the Safety Officer will consider whether conditions are appropriate for racing. The Course Race Officer will inform the race management team at the daily briefing when racing will take place with the approximate location of the racing area.

Safety Boat Launching

The Course Race Officer will confirm with the Principal Race Officer that racing will proceed and the time that Flag D should be displayed ashore. The Principal Race Officer will ensure that sufficient safety boats are on the water ready to escort the fleet to the racing area prior to Flag D being displayed. Flag D may be displayed over a course area flag or fleet class flags to ensure that launching is managed in an orderly fashion.

The Safety Leader of each course area will designate which boat will shepherd those leaving the beach first and which safety boat will be designated to escort the last that leave the beach. The remainder of the safety boats will be spread throughout the fleet.

Bridge via the registration team will supervise the checkout procedure and inform the Signal Boat of the number of boats that leave the beach and the sail numbers of those that remain ashore. Bridge will communicate with the Signal Boat the time of the first and last boats to leave the beach.

vi. Safety and Mark Boat Procedures

Safety and Mark Boat – Positions Relative to Fleet

When racing begins the Safety Boats will take up their allocated positions. Safety boats should keep their speed down and not travel at the same speed as the sailors. In normal circumstances all race committee boats will keep 50m clear of the racing boats. While the primary responsibility for the safety of racing boats is the safety boats, the mark boats and other race committee boats will also share that role if required.

During racing mark boats will be stationed at the mark that they lay. A sequential list of competitors rounding each mark will be recorded and tallied with the entry list. Any discrepancy should be communicated to both Bridge and the Safety Leader. Keeping track of the racing fleet is a significant aspect of the safety plan.

Safety Boat – Incident Procedure

Safety and mark boats should be vigilant in watching the fleet and responding to anything unusual such as; a flapping sail, a boat sailing haphazardly, a capsized boat or signs of hyperthermia. In the first instance a check should be made that the sailor is attempting to remedy the situation. If so, it is likely no further action will be needed. Sometimes approaching the boat and standing by will be the best course of action.

If the boat is capsized then the nearest safety boat should proceed to stand by close to the capsized boat. Assistance will only be given if the competitor requests help or if the situation makes it obvious assistance is required. Competitors who require assistance should wave one arm with hand open. If no assistance is required, the arm should be waved with fist closed.

If the sailor cannot be seen, a Safety Boat will proceed to the boat as safely and quickly as possible, being mindful of the safety of the rest of the fleet.

Remember: The first thirty seconds in a response where life is in danger is the most important.

If illness or injury requires a sailor to be taken ashore immediately, tie a yellow "Crew Safe" ribbon through the boat's bow eye. Tell Bridge and the Safety Leader that you need to bring a sailor ashore urgently. Tell Bridge about the injury or illness so the relevant emergency services can be informed.

Procedures for assisting a boat in distress

- Approach and account for all crew
- Stand off to windward, stern to the wind
- Ascertain whether the crew require assistance
- Encourage sailor to right the boat
- Collect up loose gear which may be floating around
- If required to assist approach the bow of the boat with your stern to the wind holding position with minimal use of motor
- Assist righting the boat (use forestay if possible) keeping the yacht's bow to windward
- When holding or approaching an upright boat make contact on the windward side alongside the mast
- Help hold the boat almost head to wind (slightly to one side so the boom is clear of the cockpit and safety boat) whilst the skipper bails the boat out.

Procedure for boats returning ashore

Safety boats will escort boats returning to the beach and standby. On the beach the registration team will independently create a sequential list of boats returning to the beach. This list should be tallied with the entry list. Once it appears all boats are ashore, any discrepancies should be resolved by checking the wrist bands on the tally board and if there is still a discrepancy a call is made for the unaccounted sailor(s) over the PA system. When all boats are accounted for Bridge will inform the Race Officer who with the Safety Leader will release the safety fleet to come ashore.

Procedures for boats retiring

Boats that retire from a race or return to the beach should notify either a race management boat if practicable or Bridge immediately they get ashore. The Race management boat or Bridge will immediately inform the Signal Boat, Safety Leader and the registration team so the boat is accounted for in the check in procedures.

If a boat is disabled and requires a tow back to shore a race management boat should inform the Signal Boat of this requirement. The Race Officer will determine whether it is safe for this to proceed or will make some other arrangement for the disabled boat. (e.g. anchored or tided up behind an anchored boat until the overall safety of the fleet allows release of a boat to undertake the tow).

Procedures for towing

- Do not offer a tow unless specifically requested to do so by the race officer. If whole of fleet towing is to be allowed, flag T will be displayed either on shore or on the race committee signal boats.
- If possible drop the mainsail
- Bail out the worst of the water
- If possible have the sailor in the boat to steer
- Thread a towrope through an eye on the bow, loop around the mast and give to the sailor to hold on to – for quick release.
- Tow slowly (less than 8 knots) so as not to cause the boat to capsize, adjust length of tow to be on the back of the wave behind the boat
- Lift the centerboard
- Be aware of exhaust fumes affecting the sailor
- Keep a watch on the towed boat at all times

vii. Adverse Weather

At the start of the regatta, all race management boats should enter a GPS waypoint of the water just off the shore in front of the clubhouse and another due east of the ramp outside the bay. Care will still need to be taken with the reefs extending on both the northern and southern sides of the bay.

If adverse visibility arrives prior to a race, racing will be postponed (AP) and the safety and mark boats will endeavor to keep the sailing boats close together centered on the starting area. If conditions are expected to remain then AP/H will be displayed to take the fleet ashore.

If adverse visibility arrives during a race such that racing is unsafe or unfair the race will be abandoned RRS 32.1(e) (N/H or N/A). Boats will be informed at each mark or the finish and will be requested to stop and stay close to the mark or safety boat. These boats will be counted and Bridge and the Race Officer informed how many boats they have. If all boats are accounted for then each group will proceed ashore with boats keeping in sight of each other at all times. Towing may be appropriate. If some boats are unaccounted for a search will commence using some of the safety boats.

If a competitor cannot see a race management boat or a reference point they should stop, stay with any other boats they can see and use a whistle to attract attention.

viii. Strong winds

If strong winds arrive before racing, the race will be postponed and competitors will be sent ashore (AP/H). If strong winds arrive during racing making the race unsafe or unfair the race will be abandoned (N/H or N/A). This signal will be duplicated on mark boats. Safety boats and mark boats will gather up a group of about ten boats and escort them back ashore. Jury boats will bring up the rear noting in particular any boats that slow or who get isolated from their group. The signal boat will remain on station until all boats are ashore and accounted for.

ix. Emergency Procedures

Injuries Requiring Medical Treatment

Injuries to persons involved in any incident should be responded to by the closest available safety boat. If it appears that ambulance attendance will be required, the request for such is to be made via the Bridge who will advise the Ambulance at the First Aid Centre. Bridge will advise the PRO who will coordinate.

Any injury requiring off-site assistance will be coordinated through PRO and Ambulance.

Unconscious / Significant Injury – Code Red

Immediately inform the Race Officer and Safety Leader of your position:

“Code Red, Code Red, this is Safety Boat X and report position three times. i.e. right hand side of the course two thirds up the beat”

Give an accurate position with reference to course marks and report the yacht number.

At the same time ensure the sailor's head is clear of the water, this may necessitate one of the safety boat crew going in the water. If possible get the sailor aboard the RIB and assess symptoms. If not breathing commence CPR (see Appendix)

The Code Red response requiring water evacuation:

- Course area Navy Rib immediately making its way to the scene
- Course Safety Boat with water evacuation hoist immediately make way to assist retrieval
- Safety Leader dispatching another Safety Boat to the scene
- Navy Boat assists with water evacuation
- One Safety Boat crew transfers to Navy Boat to assist on route to Ambulance
- The Safety Leader advises Bridge and puts on shore medic/ambulance on standby
- PRO will notify Maritime Police if assistance required

Sailor Missing - Code Red

A yacht without a sailor is an Emergency

If the yacht is capsized:

- Right the yacht to ensure the sailor is not trapped underneath
- Immediately scan the area and pair up sailors with their yachts
- Drop a marker buoy and secure the yacht to the buoy, if available
- Press the MOB function on your GPS if you have one
- DO NOT put a “Crew Safe” TAPE on the yacht until the sailor is positively identified as being safe and the sailor's location is known.

Immediately advise Bridge and the Safety Leader:

“Code Red, Code Red, Sailor Missing, Sailor Missing this is Safety Boat X my position is” report three times.

i.e. right hand side of the course two thirds up the beat”

Give an accurate position with reference to course marks and report the yacht number.

The Safety Boat to conduct a hasty search up wind over a 60° triangle from the mark for a distance of 200 metres, safety boat crew standing if possible. Check other yachts for more people than they should have on board. Then start downwind from the buoy a hasty search over a 60° triangle for 100 metres, safety boat crew standing if possible. Check other yachts for more people than they should have on board.

The Safety Leader will dispatch other available safety boats to the area immediately. The Safety Leader will request other resources from other course areas. While the search is proceeding the Bridge will check sign-out and sign-in sheets and physically check if the sailors is ashore and verified missing.

If the Safety Boat search is unsuccessful the race will most likely be abandoned with N/H. Race Officer will determine the boats required to shadow the fleet home. All other boats will join the search.

Bridge will advise the Principal Race Officer who will advise Maritime Police.

A Mark Boat will take GPS co-ordinates of the yacht or marker buoy and co-ordinate grid search as directed by the Safety Leader. Any spectator boats will be utilised. Form a search line at 20m centres (90 degrees to the wind) 200 metres downwind and centred on marker buoy. Conduct a sweeping search upwind to the top of course area.

If unsuccessful under the direction of the Safety Boat Leader:

- Reform the search line with all other available boats to sweep whole course down wind
- Form up at a right angles to the course (in line with the wind) and sweep course again
- Form up at the top of the course and sweep down centred on the marker buoy
- Search to continue until successful in conjunction with the Maritime Police.

In the case of a missing person, the Maritime Police will be notified immediately. The Maritime Police will take over from the Safety Officer to co-ordinate the continued search and rescue.

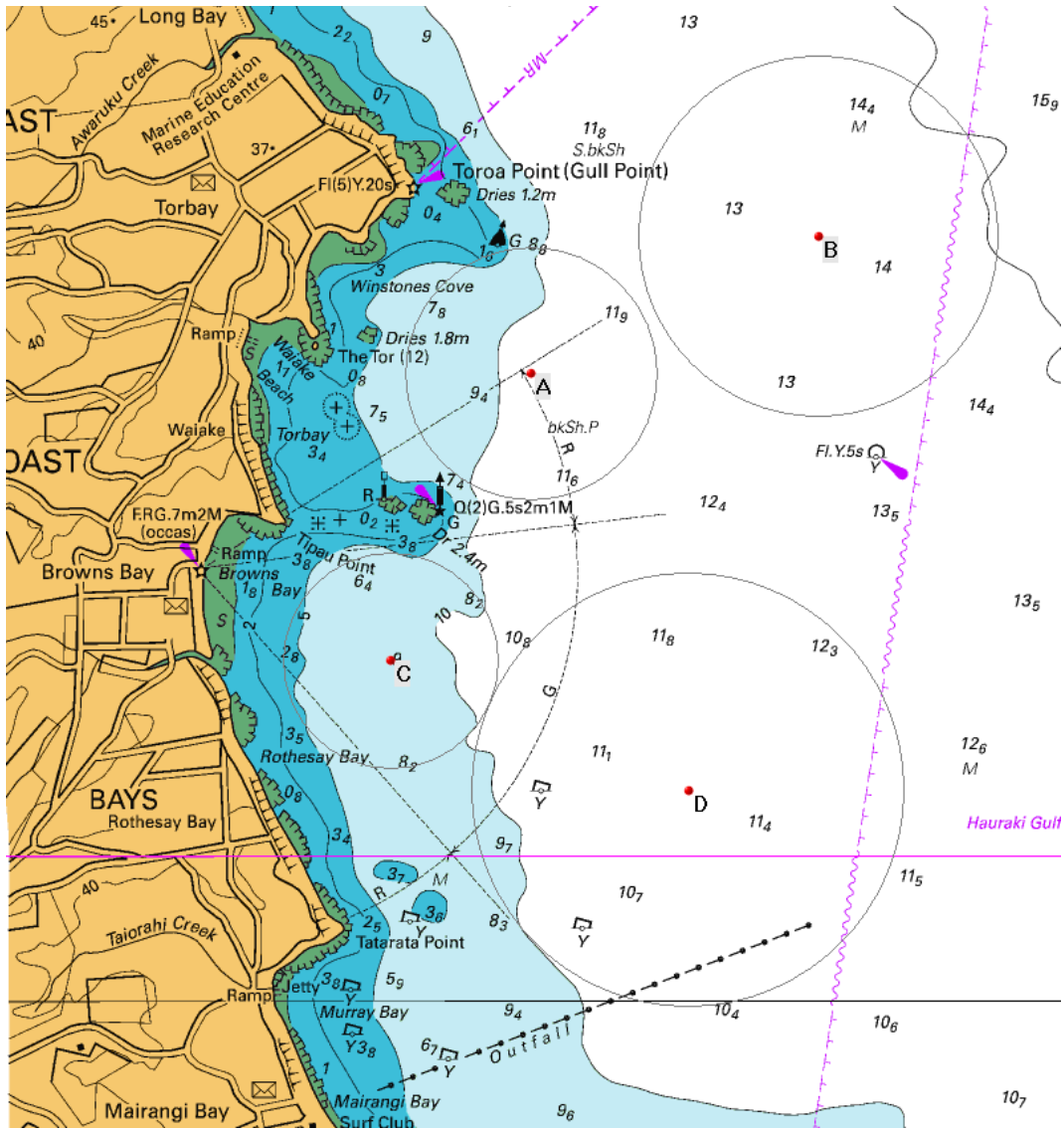
The Maritime Police are the Search and Rescue Authority under the National Search and Rescue Agreement and the NZ Government. The Rescue Co-Ordination Centre (RCC) is located at the Maritime Police Headquarters and co-ordination of Marine SAR operations is conducted by qualified staff at RCC.

Debrief in conjunction with the authorities.

x. Incident Reporting

An Incident Report Form shall be completed for any injury occurring on the water or on club premises that requires outside medical treatment. Incident forms are available at the PRO tent. The report is to be submitted to the PRO.

APPENDIX A – Course Areas



CPR - Adult

SkillsforLife

Ensure safety - Stop, Think, Barriers, Move

Speak / Reassure

Tap/shout - 'Are you OK?'

- **No response** - Send for help / **DIAL EMERGENCY**

Alone? Shout loudly for help



Open airway (spine?)

Look, listen, feel for breathing

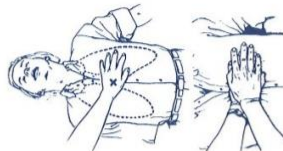
Take no more than 10 seconds

- **No effective breathing**



Deliver 30 chest compressions

Middle of chest : two hands



Give 2 breaths

Pinch nose closed



Continue CPR - 30 compressions / 2 breaths

Only stop CPR if the patient makes a movement or takes a spontaneous breath, otherwise resuscitation should not be interrupted

APPENDIX C: Support Service Contact Details

| Service | Company | Contact | Phone Number |
|--------------|--------------------|---------------------------------------|--|
| Medical | Regatta Director | David Wright | 021 628 847 |
| | Beach Master | Graham Fleury | 021 220 2125 VHF Channel 17 "Beach Master" |
| Emergency | Ambulance | | 111 |
| Security | Mermadin Guard Ltd | Paul Sagato | 021 262 5355 |
| Marquee Hire | Hire Pool Ltd | Ian Jowsey Events Manager North | 021 795 668 |
| Cleaning | Clean Planet Ltd | Tony Pattison General Manager | 021 244 1709 |