



MH16'SSC
Junior Sailing

Support Management Plan

Season 2021-2022

OBJECTIVE:

TO PROVIDE A SAFE ON-WATER ENVIRONMENT FOR JUNIOR SAILORS, SAILING 3 CLASSES OF BOATS, WHILE RACING OR PARTICIPATING IN GENERAL COACHING SESSIONS.

1. INTRODUCTION

1.1 Preamble

This document provides:

Section 1: Chain of Responsibility, description of on water communication method, and a hierarchy of the most common risks and the actions to manage those risks.

Section 2: A coordinated race management plan ("RMP") for participants for junior sailing at MH6'SSC where the intention of the session is primarily to conduct a race.

Section 3: A coordinated coaching management plan ("CMP") for participants for junior sailing at MH6'SSC where the intention of the session is primarily to conduct a general coaching activities.

Section 4: Guidelines for operating support boats for racing and coaching sessions in fair weather and when conditions are deteriorating, to ensure the optimum deployment and utilisation of sailing management boats and personnel.

Section 5: An incident management plan ("IMP") for junior sailing operations, to ensure that the appropriate responses are executed to any incident that does occur.

1.2 Chain of Responsibility

In the case where the intention of the session is primarily to conduct a race, the officer in charge of racing, designated the "Race Officer" (RO) is the person in charge of all on water operations related to the sailing session, and has control of the conduct of the races, the courses and the actions of the on water resources assigned to various roles. The RO has the final decision on safety and the conduct of races and may decide to postpone or cancel sailing if conditions are unsuitable.

In the case there is an incident that requires particular attention, the RO may choose to pass responsibility for its management over to a suitably experienced person who may be considered the "Incident Manager" (IM) for that particular issue. This is to allow the RO to focus on the major part of the fleet not affected by the incident. If the circumstance affects the entire fleet, such as the onset of a storm, then the RO retains command and co-ordinates the support as required.

In the case where the intention of the session is to conduct general coaching activities, the Head Coach will take on the responsibilities of the RO. Instead of racing the Coach will decide appropriate training activities, manage support and safety as above.

The "Safety Officer" (SO) is responsible for overseeing support boat setup and pack up. The SO will assign the support boat crews, who will be responsible for setting up a support boat and checking its equipment and fuel prior to leaving for a sailing session. The SO will supervise and assist this process. The SO will recruit an appropriate Shore Manager for each session.

The role of "Shore Manager" (SM) will be assigned to a suitably experienced person for each racing or coaching session. The SM manages onshore issues such as the sign-on/sign-off process, controls and accounts for sailing boats leaving and returning to the shore, manages onshore safety and

risks arising from sailing related equipment, and monitors the onshore radio to maintain a communication link with the RO or Coach. Should an incident occur, the SM will call emergency services if they are required to attend the club and be their point of contact coordinating with the RO, Head Coach or IM as appropriate.

“Class Captains” (CC) are responsible for the development of sailors for their assigned class (Poppies, MJ’s, F11’s). Their role is to decide the activities to get the most benefit from the session for their sailors. The CC prepares session equipment such as marks and ground tackle and has it loaded into support boats as appropriate.

1.3 Communication

Radio communication on open VHF Channel 71 will be the primary method for the RO to communicate with support boats during the period where participating sailing boats are on the water. All Committee Boats and Response Boats will have a radio tuned to the advised VHF Channel. Other VHF Channels may be used as an alternate if the first channel becomes congested. The RO will direct any change of channel.

All radio communications on the designated channel should be between a calling/called boat and the RO on the Start boat. Cross talk between boats is not permitted unless directed by the RO.

Secondary communications are to be carried out on mobile phones. VHF radios will be used primarily for race co-ordination between the start boat, mark laying boat and clubhouse.

1.4 Safety Environment

The record of inshore dinghy sailing indicates it is a relatively safe sport, where incidents in which participants are placed in real danger of serious injury or death are very infrequent.

Some hazards that may be present during sailing sessions are (listed in order of most likely to occur first):

- Competitor’s own boat and equipment, to be hit by the boom or injured by sharp objects within the boat. Equipment failure.
- Being immersed in water either man overboard or capsized boat, and infrequently may include being tangled in ropes or equipment.
- Other competitors’ boats, collisions.
- Collision with the shoreline, marina or other static obstacle.
- Cold conditions and hypothermia.
- Panic of a younger sailor leading to loss of control and the hazards above.
- Sudden weather changes to stronger winds and rougher waters leading to loss of control and the hazards above.
- Crowded waterway, with third party boats at times presenting a hazard to junior sailors.
- Crew member suffering sudden onset severe illness (e.g., heart attack)

Capsizing is a normal part of sailing and even the youngest sailing crews are normally required to be able to recover their own vessel from a capsize.

1.5 Risk Analysis

Responding appropriately to circumstances is first of all dependent on understanding the areas of greatest risk. In order of the severity of the most likely outcome combined with the urgency of the needed response, the hierarchy of responses are:

- 1.5.1 Crew becoming trapped in a capsize and pinned underwater - **ACT IMMEDIATELY**
Although capsizing or otherwise being immersed in water is relatively common in sailing, this being combined with entanglement is an extremely rare occurrence. Common sense suggests the more rapid or unexpected the capsize, the greater the risk but also the risk should never be
- MH16SSC Junior Support Management Plan 2021 rev01.docx, October 2021.

underestimated for boats where only children are aboard. Key to control the risk is to observe a capsized boat and confirm all crews' heads above water. If this confirmation cannot be made a support boat must immediately move to the capsized boat to determine the situation. If a crewmember cannot be seen, approaching an inverted boat's transom and lifting the stern of the boat straight up is a quick method to determine the condition of the crew underneath.

1.5.2 Crew member suffering sudden onset severe illness (e.g., heart attack) - **ACT IMMEDIATELY**

This is probably more likely for adult crews, although allergic reactions or food poisoning could cause similar problems for younger sailors. The onset of the problem could bring about a capsize. In consultation with the sailor's parent, a management plan must be developed for each sailor with a chronic illness or special requirements prior to them leaving the beach.

1.5.3 Injury through a collision or on board incident - **ACT IMMEDIATELY**

Pinching or impact injuries and minor cuts or abrasions from sharp edges in the boat are not usually serious and will seldom prevent the sailor from continuing in the activity. Boom strikes do occur and sailors complaining of this type of injury must be verbally assessed by a support boat crew for their ability to continue sailing. These injuries may sometimes occur during a capsize or bring about a capsize which adds to the risks as above.

1.5.4 Collision with the shoreline, marina or other static obstacle - **ACT IMMEDIATELY**

Boats becoming trapped on obstacles, particularly lee shores where waves are breaking poses a serious risk to safety. However, this situation can be successfully controlled by early intervention by a support boat. Considering the drift rate of a capsized boat or the proximity of an upright boat to the hazard, and the state of the crew, with consultation with the RO a support crew must take early action to establish a tow and secure the sailors' safety. 50 m and 5 minutes drift may be suitable limits in some conditions, keeping in mind that a boat that bares away can rapidly cover that distance. Take into account that the sailors involved might not be aware of the imminent collision and may resist efforts to assist them in a race.

1.5.5 Hypothermia

Sailors may find themselves with inadequate protection from the cold. The risk is greater if there has been an unexpected change in weather and if younger sailors are involved. The first sign is likely to be strong shivering. More advanced hypothermia causes lethargy, drowsiness, confusion, slurred speech and eventually loss of consciousness and requires urgent attention. Sailors exhibiting symptoms must be verbally assessed by a support boat crew for their ability to continue sailing.

1.5.6 Man Overboard or separated from capsized boat

This may manifest itself in a boat sailing in an unusual manner or drifting rapidly downwind in a capsized state. In our relatively benign climatic and geographic conditions the greatest risk for such a sailor is probably being struck by another boat or exhausted by swimming back to their boat. Support boat crews will stand alongside the sailor in the water and offer reassurance, and act to take the sailor on board if required.

1.5.7 Panic reaction by younger sailor

This can be a reaction by inexperienced sailors to strong winds or a capsize, especially if they are having difficulty in recovering the boat or climbing aboard afterwards. Support boat crews will stand alongside the sailor and offer reassurance, and act to take the sailor on board only in extreme cases if required. It should be recognised that having the support boat nearby and verbal reassurance will usually calm the sailor in a few minutes so that they can continue sailing.

1.5.8 Crowded Waterway and Third Party Boats - this can be a particular concern given the channel adjacent the club is a major boating thoroughfare

The International Regulations for the Prevention of Collisions at Sea (Col Regs) should be enough to mitigate this risk, however operators of third party boats do not always understand sailing or the limitations of sailboats when navigating, and junior sailors can steer their boats erratically making it difficult to avoid them. Support boat drivers can position themselves in locations that discourage third party boats from entering the race area, they can place the support boat between the sailboat and other boat to form a buffer and can otherwise signal to reduce the risk of a collision. All should be done with respect to the Col Regs and due courtesy. In some cases, the support boat should instruct the sailor to tack or gybe away from danger. As with shoreline collisions above, early intervention will provide the best results.

What follows from the foregoing is that the most important duty of Support Boats is to observe and assess. Count heads after a capsize and look for signs of distress or unusual behaviour, move in to assist only if necessary but don't be excessively distracted by boats that are merely righting themselves from a capsized state. At all times there must be sufficient Support Boats available for observation; too many should not be tied up with towing duties - which in the end are more about protecting boats than people. Actions described above that are needed should be decisive and be committed early in consultation with the RO or Coach. Actions that are denoted "- act immediately" are to be execute instantly when the need identified.

2. RACE MANAGEMENT PLAN - RMP

2.1 Race Setup

RO has overall control of the race.

The type of race will be specified in the class Calendar, and any changes to the race format will be made by the RO and Class Captain.

The Safety Officer and Class Captain in consultation with the RO will select the support boat teams, Incident Manager and Shore Manager.

The CC is to ensure necessary race equipment including marks and ground tackle are prepared and loaded into mark laying boats.

The SM is to ensure that all sailing boats have signed-on prior to any boats leaving the beach.

The CC or RO will conduct a sailor briefing prior to leaving the beach.

2.2 Racing - Heading to the Start

Competitors should make their way to the start without the assistance of Support Boats, however there is a high likelihood that inexperienced crews may need assistance between the beach and the channel when leaving the club, due to the obstacles of marinas and moorings that must be negotiated, and because in a NE breeze they are working off a lee shore. Support boats with marks to lay may proceed directly to the race area under the instruction of the RO, but there should always be a support boat monitoring the launch area until all race boats have cleared the Channel.

2.3 Racing - Retiring and Finished Participant Boats

Boats returning to the club under their own sail will generally need some level of supervision until they are safely onshore. If Support Boat resources are available, the RO may allocate one Support Boat to cover a position where it can observe boats returning to the club while still being of assistance in generally monitoring the race area. A boat so positioned should report any boat retiring to the RO.

If Support Boat resources are limited, the RO may decide that all support boats should remain on the course, and the retiring boat may be managed by other methods such as putting it ashore at a nearby beach or directing the crew to stay in the racing area until a support boat is available. The SM will report via radio to the RO when a boat is safely ashore, that is once they are in and they are secure.

2.4 Decision to Abandon

The RO may decide to abandon or postpone racing due to safety issues overriding any other decision to proceed to starting area or continue racing. Racing should be abandoned or postponed ashore where the RO considers it necessary for the safety of the competitors.

2.5 Racing - Back on Shore

The SM will oversee the return of all boats to the club and make sure that the sign-off process is completed. No sailing boats shall be missing and the SM will report any irregularities to the RO as soon as there is any concern.

3. COACHING MANAGEMENT PLAN - CMP

3.1 Session Setup

Coach has overall control of the session.

Coach shall develop a plan for the session in consultation with the Class Captain. The Coach shall consider number of sailing boats, experience level of the sailors, apparent weather, weather forecast, number of support boats, and support boat crew experience when planning the session, in order to make the session safe and productive. (The Coach should be ready to be versatile,

ready to change the plan if the session is not working, for example if the weather is not favourable).

Coach and SO will select the support team, Incident Manager and Shore Manager.

Coach to communicate plan to the support team, so that expectations and assigned roles for each boat is clear.

The CC is to ensure necessary training equipment including marks and ground tackle are prepared and loaded into support boats.

The SM is to ensure that all sailing boats have signed-on prior to any boats leaving the beach. For Poppies or where crews are swapping this will be each sailor signing on. For Poppies the SM will record the number of boats leaving the beach.

The Coach will conduct a sailor briefing prior to leaving the beach.

3.2 Coaching - Heading off the beach

The Coach shall tightly control when and how sailing boats are allowed to leave the beach for coaching sessions, it will be part of the session plan and be communicated in advance to the support boat crews. It is highly likely that beginner sailors will need assistance leaving the beach, and sufficient support boats must be crewed and circulating in front of the launch area prior to any sail boats leaving the beach.

3.3 Coaching - Retiring Participant Boats

Boats participating in coaching sessions should be kept together and individual boats should not retire. It is generally true that if a boat really needs to retire then the whole fleet is likely affected by the same conditions and the session will be abandoned and all boats will return to shore. Crews that ask to retire when there is no safety related need should be encouraged to keep sailing until the end of the session.

3.4 Coaching - Decision to Abandon or Reduce

The Coach may decide to abandon the coaching session due to safety issues, or where a good outcome for the majority of participants is less likely. The session may be reduced in duration, restricted to a protected area such as "the Pond", or have a reduced number of participants based on their skill level when conditions are unfavourable.

3.5 Coaching - Back on Shore

The SM will oversee the return of all boats to the club and make sure that the sign-off process is completed. No sailing boats or sailors shall be missing and the SM will report any irregularities to the Coach as soon as there is any concern.

4. GUIDELINES FOR OPERATING SUPPORT BOATS FOR RACING AND COACHING SESSIONS

4.1 Support Boat Crews

For a support boat to be effective, it must be crewed by a skipper and a deckhand. The skipper must be licenced, trained and experienced in support boat operation, and the deckhand must have some experience and follow the skipper's instructions.

Support boats are not spectator boats.

A skipper may elect to carry extra deckhands to train them.

4.2 Support Boat Preparation

Support boat skippers (designated drivers) are responsible for ensuring that their vessel is:

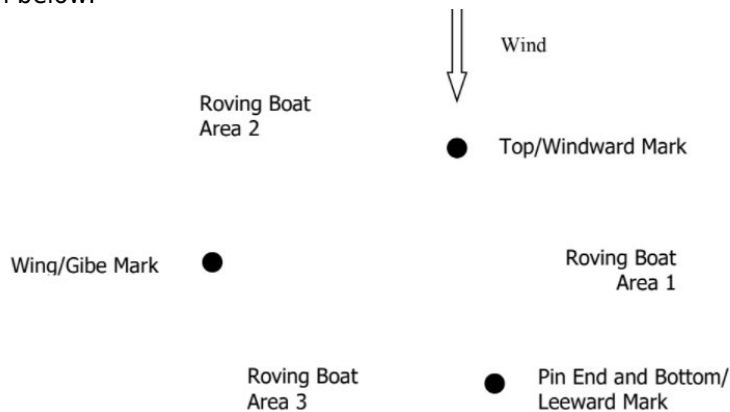
- operated according to applicable waterway rules,
- is carrying the mandatory safety equipment,
- drivers are correctly licenced,
- has the correct number of crewmembers (skipper and deckhand) for its application,
- is carrying sufficient fuel,
- radio is charged, checked for operation, and the crew know how and when to use it,

- any special equipment needed for support operations is on-board and ready to use,
- they attend the support boat briefing as occurs at the beginning of the session,
- they have read this Support Management Plan.

4.3 Basic Principles for Operation of Support Boats.

1. Do as the RO/Coach directs. Act with appropriate urgency.
2. Continually observe the participating sailing boats, counting and re-counting them to ensure all are covered.
3. “**ACT IMMEDIATELY**” responses (see section 1.5) are to be executed instantly when the need is identified. Inform the RO/Coach in progress or as soon as possible thereafter.
4. Support Boats should be positioned appropriately around the course perimeter as directed by the RO/Coach, to provide maximum coverage of all areas. However, as much as possible they should stay outside the sailing area, so as not to constitute a hazard to racing craft.

Where racing is to occur around a triangular course, support boats may be assigned the roles of Rove1, Rove2 or Rove3. The designated patrol area for each Rove boat is shown in the diagram below.



5. If a Response Boat observes a boat capsized or otherwise behaving in a distressed or unusual manner it should visually check on the safety of the crew. If this requires the Response Boat to move into the stream of racing craft, they should remain alert and keep clear of the racing craft. Monitor and report the condition of boat and crew to the RO/Coach.
6. Any situations causing concern for Support Boat Crews, which they believe, warrant attention should be reported to the RO/COACH immediately and, unless safety requirements dictate otherwise, before any action is taken.
7. Private boats must remain outside the course area during racing. Private boats may be called upon to provide an initial safety check on any capsized or distressed sailing craft in their vicinity and should in any case do so as a matter of course. Private boats must respond to reasonable requests by the RO/Coach.
8. All race management boats are to be driven in such a manner that will not cause any disturbance to competing sailing boats. All motor craft are to keep clear of competing sailing boats unless providing assistance.
9. There can be a tendency for Support Boats to cluster around a single boat requiring assistance, especially if it takes time to sort out. **This should not occur.** Only one Response Boat should assist or stand by a boat requiring assistance unless the first boat has requested additional help. All other Response Boats should remain on station and watch out for other boats requiring assistance.

10. In an emergency the priority is to ensure the safety of COMPETITORS not BOATS. Drifting or anchored boats can be picked up later. If Support Boat Crews believe that 'sailors are at risk' they should perform actions described in Section 1. All actions and reasons should be relayed to the RO/Coach.

4.4 Reacting to Weather

4.4.1 Benign or moderate weather conditions

Where a boat is in difficulty in benign circumstances, a Support Boat that observes the situation shall report it to RO/COACH for direction on how to assist. The RO/COACH will advise the appropriate action, and will base their decisions on the weather, the state of the fleet as a whole and the number of support boats available. If the assistance results in the boat being towed, whether they are delivered back to the club or to a nearby beach will depend on the circumstances; and especially whether there are excess Support Boats such that remaining boats can cover the station of the occupied tow boat.

4.4.2 Stronger Winds

When the wind regularly exceeds 15 knots the possibility exists of large number of boats requiring monitoring or assistance at the same time. If it regularly exceeds 20 knots it is highly likely that this will be the situation. When there are significantly more sailing boats in the water than there are Response Boats to look after them, special management arrangements are needed to ensure that all are attended to as soon as possible and in priority order. These arrangements are described below.

4.4.3 Overall Management

No individual Response Boat can expect to keep up to date with all that is going on under these conditions. They must therefore operate under the direction of the RO/COACH. They should work in the area allocated to them by the RO/COACH and keep the RO/COACH informed on the situation where they are. This will include advising the RO/COACH of the identity and situation of each boat attended to. That way the RO/COACH can ensure that the whole fleet is dealt with as soon as possible and in an appropriate priority order.

4.4.4 Look after the Crew First

People have priority over boats and if the crew is injured, showing signs of intense hypothermia or excessively frightened they may need to be taken on board the Response Boat. The Response Boat crew should explain the situation to the RO/COACH and seek direction as to how the crew is to be taken for the necessary attention. The RO/COACH may allocate a different Response Boat to this task. The sailboat may be left in the water for attention later. If necessary and if a suitable anchor and tackle is available the boat may be anchored but should in any case be marked to indicate the crew has been taken off. When removing crew from a competing boat, a length of rope with a snap shackle, and red float on the end should be attached to the forestay/sidestay. This will signify to other response craft that the crew has been removed. The RO/COACH should be advised of the identity of the boat and the action taken.

4.4.5 Only Give Assistance if it is Urgently Needed

In extreme weather conditions the safest state for a dinghy may be upside down in deep water with the crew either sitting on it or hanging on alongside. If the boat is not damaged, then experienced and appropriately dressed crews will often prefer to stay in that position until the wind strength reduces, then right their boat and sail home. Even if that is not their preferred course of action, in a situation where there are many boats to be attended to the Response Boat crew might ask them if they can wait and leave them where they are if possible (however extreme care should be exercised if asking this of younger crews as they may feel pressure to inadvisably agree). The RO/COACH should be advised of the identity of the boat and the action taken in each case so it can be followed up later.

4.4.6 Leave the Boat on the Nearest Beach - See Appendix 2 for Safe Landing Areas

If it is necessary for a response boat to take a competitor boat in tow, the RO/COACH may opt to have it towed to a nearby safe landing area rather than back to the club. If the crew is OK leave both

them and their boat on the nearest beach, inform the RO/COACH of the action taken and return to duty on the course.

4.4.7 Towing Boats Back to the Club

Where the situation is stabilised, the RO/COACH will decide the order in which boats should be towed back to the club and which Response Boats can be released from response duty for towing. Response Boats must operate under the RO's direction, as he/she will be in the best position to set priorities.

5. INCIDENT MANAGEMENT - IMP

5.1 Emergency Contacts:

Ambulance

Rendezvous Point

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“Middle Harbour 16 foot Skiff Club
235 The Spit Rd Mosman”
02 9932 4600

Alternate Rendezvous Point

“Balmoral Beach Kiosk
The Esplanade, Mosman
Nearest Side Street: Botanic Rd”

Police Emergency

Water Police - NSW Police Marine Area Command
Local Area Command - Mosman Police Station

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02 9320 7499
02 9969 1933

Also see Appendix 1.

5.2 Guide to Incident Severity

Minor Incidents:

- Minor Personal Injuries unlikely to require external medical intervention eg. cuts, bruises & abrasions etc
- Slips & Falls on Land
- Capsize or damage to boat requiring prolonged assistance
- Potential threat of storm

Moderate Incidents:

- Personal Injuries requiring external intervention or advice e.g., fractures, minor head injuries non-life threatening
- Multiple Capsize requiring assistance or with prolonged immersion
- Sudden storm/gale with threat to sailors/boats
- Multiple concurrent minor incidents needing additional assistance

Major Incidents:

- Potential life threatening incident or injuries (requiring urgent external intervention eg. spinal injury, major head injuries, cardiac arrest etc)
- Fatality
- Missing Person

5.3 Actions During an Incident

WHO	ACTION
Observer/First Responder	“ACT IMMEDIATELY” responses (see section 1.5)
	Inform RO/Coach and provide detailed information as requested
RO/Coach	Assesses the severity of the incident
	Assign and Coordinate actions of support boats
	Call for Emergency Assistance if required
	Inform SM of situation and actions needed on-shore
	Inform all support boats of incident as appropriate eg, imminent storm warning
	Call on coach and private boats for support as needed
	Consider abandoning races
	Consider sending all boats ashore
	May choose to pass responsibility for the co-ordination of support management to the Incident Manager for a particular incident
	Continue to manage and oversee the fleet
Incident manager	Behave as a Response boat until called upon by the RO/Coach
	If assigned to an incident by the RO/Coach, follow the RO/Coach action list as appropriate for that incident
Shore Manager	Monitor the on-shore operations of the fleet and respond to on-shore incidents
	Control the sign-on process
	Maintain radio communication with the RO
	Report boats as they return to the club once they are secured onshore
	Control the sign-off process and inform the RO/Coach of any irregularities
	Respond to the RO/Coach or Incident Manager requests during an incident
	During an incident Coordinate with emergency services ‘000’
	Delegate as needed to maintain other duties, such as sign-off.

Use the appropriate actions to suit the situation severity. Not all actions will be applicable to every incident or situation.

Appendices

1. Contact Phone Numbers - Emergency and Committee Contacts
2. Area Map & Safe Landing Beaches
3. Committee Contacts and Document Acknowledgement

APPENDIX 1

EMERGENCY CONTACTS

Ambulance

Rendezvous Point

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“Middle Harbour 16’ Skiff Club
235 The Spit Rd Mosman”
02 9932 4600

Alternate Rendezvous Point

“Balmoral Beach Kiosk
The Esplanade, Mosman
Nearest Side Street: Botanic Rd”

Police Emergency

Water Police - NSW Police Marine Area Command
Local Area Command - Mosman Police Station

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02 9320 7499
02 9969 1933

Bureau of Meteorology www.bom.gov.au
NSW Sydney Waters Service, Warnings

1300 871 802

Hospitals:

RNS Hospital - Reserve Rd, St Leonards 02 992 6711
Northern Beaches Hospital - Frenches Forest Rd West 02 9105 5000
Frenches Forest

Marine Rescue

Middle Harbour – 239 Spit Rd, Mosman 02 9969 3270
Marine Rescue NSW - Thompson Dr, Terry Hills 02 9450 2468

Fire and Rescue NSW

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Middle Harbour 16’ Skiff Club

02 9932 4600

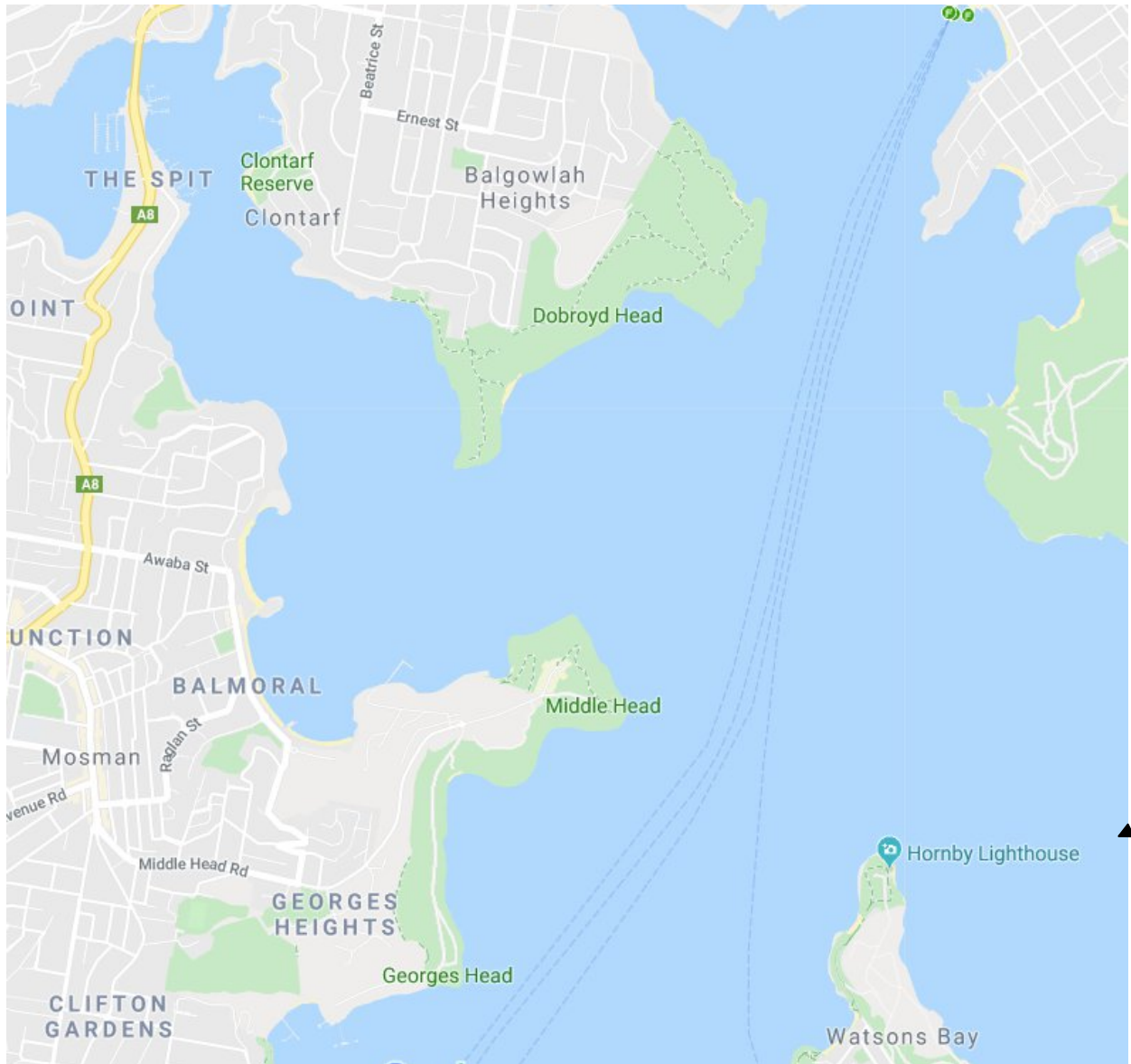
Note:

All calls to emergency services must be placed through the MH16'SSC Shore Manager, Incident Manager or the Race Officer.

APPENDIX 2

CLUB LOCATION AND SAILING AREA

Middle Harbour 16' Skiff Sailing Club



APPENDIX 3

2021/22 Club Junior Sailing Official Contacts and Document Acknowledgement

Position	Name	Mobile no.	Acknowledgement Signature	Date
President & Race Officer	Peter Tinworth	0413 699 148		
Junior President & Coach	Jamie Davidson	0410 525 741		28/10/21
Safety & Operations Officer	Adrian Kemp	0406753352		
Class Captain Optimist	John Mellows	0413 009 488		
Class Captain Manly Junior	Michael Malseed	0416 261 127		
Class Captain Flying 11	Matt Pinter	0413 275 053		
Race Committee	Maria Pinter	0413 481 611		
Race Committee	Alison Pollet	0439 603 334		
Parents....				

2021/22 Season Support Management Plan Reviewed By:

Matt Stanbury - Outgoing Junior President _____

Adrian Kemp - Safety & Operations Officer _____