Vaucluse Amateur 12ft Sailing Club

Operational Plan & Risk Management Policy

October 2020

VAUCLUSE AMATEUR 12' SAILING CLUB

CLUB SAILING SEASON 2020-2021

SYDNEY HARBOUR

PART 1: OPERATIONAL PLAN

INTRODUCTION

The Vaucluse Amateur 12ft Sailing Club ("VA12SC") has been sailing and racing on Watsons Bay for the last 92 years. It holds weekly club races on Sundays from August through to May each summer and is run by volunteers. VA12SC commenced junior sailing in 1958 when it held the first Sabot race in Australia. Flying 11 dinghies first raced at VA12SC in 1965. 2016 marked the first season in approximately 30 years VA12SC sailed a senior dinghy class, the Cherub. Sabots and Flying 11s have raced at VA12SC every season since their first introduction.

Races are typically held on courses laid in an area bounded by Sow and Pigs to the North, the Western Channel Marker to the West, the northern end of Shark Island to the South and the moorings off the clubhouse in Watsons Bay to the East. (refer attached Map)

VA12SC intends to race on Sundays from 25th August until 23rd March. Races normally start no earlier than 9.30am and are usually finished by 4pm. The club does not hold twilight or night races.

The Sabot and Flying11 race fleets are both made up of junior sailors (under 18 years of age). The Cherub race fleet will be made up of junior and senior sailors (18 years and over). The Sabot fleet comprises around twenty-five dinghies and sails in two divisions on the same course. It typically races from 11.00am to 1:00pm. The Cherub fleet, expected to be around 5 dinghies, will race from 2pm to 4.00pm. The Flying 11 fleet, of around twelve dinghies, typically races from 2.05pm to 4.00pm.

There are at least three (usually more) support vessels in attendance for each race.

In addition to fleet racing, from 25th August to23rd Marchl, VA12SC undertakes learn-to-sail courses for beginner and intermediate sailors on Saturday and Sunday mornings utilizing Pacer, Pittwater Junior and Sabot dinghies. Coaching also occurs for the Sabot, Flying 11 and Cherub fleets during this period.

Throughout the year VA12SC provides sailing training camps: these are usually held during the school holidays and may be either sailing school camps for different skill levels for the VA12SC classes, or, advanced training camps held in conjunction with class associations and/or other clubs.

From time to time VA12SC hosts regattas. These are always advertised in advance in our calendar. Each regatta also always has a Notice of Race and Sailing Instructions available for participants.

EVENT SCHEDULE

Club Races

While the timing of races on any particular Sunday is dependent on wind conditions**,** VA12SC attempts to run its races according to the following schedule:

09:15 Sabot Fleet Competitors' Briefing
09:30 Sabot Race Officers meeting
10:15 Lay Sabot Course
11:00 Sabot Fleet – Senior Division Race Start
11:05 Sabot Fleet – Junior Division Race Start
13:00 Sabot Fleet racing completed
Flying 11 & Cherub Race Officers meeting
13:15 Re-lay Course for Flying 11 7 Cherub Fleets
13:30 Flying 11 & Cherub Fleet Competitors' Briefing
14:00 Cherub Fleet – Race Start
14:05 Flying 11 Fleet – Race Start
16:00 Cherub and Flying 11 Fleet racing completed

Regatta Races

Regatta event schedules are published in each event's Notice of Race and Sailing Instructions.

CALENDAR OF EVENTS

The VA12SC Calendar of Events can be found at VA12SC Club Calander 2020-2021.

Events may change from time to time in which case they are updated on VA12SC's website.

EVENT COORDINATION/MANAGEMENT

VA12SC's on-water activities are the responsibility of VA12SC's Sailing Committee, which comprises:

Jules Hall (Vice Commodore, Chairman of Sailing Committee)
David O'Loughlin (Club Captain)
Alex Badger (Rear Commodore)
Ombeline Even (Cherub Class Representative)
Simon Nearn (Flying 11 Class Representative)
Alex Badger (Sabot Class Representative)
Robert Ugarte (Commodore - *ex officio*)

All the above members are experienced in boating or sailing and most are active sailors. As long-term residents of, or regular visitors to the area, they are intimately aware of local hazards, water traffic levels, prevailing winds etc.

In addition to the Sailing Committee, the VA12SC's Head Coach, provides significant input into VA12SC's racing and sail training activities. The Head Coach for 2020/21 season is Adele Phillips.

For regattas we involve the association of the class for which the regatta is being run in order to provide advice and support as required.

PROCEDURES AND STANDARDS

Our race fleets and regattas operate under the World Sailing (formerly ISAF) Racing Rules of Sailing and under the class rules of the relevant Cherub, Flying 11 and Sabot Class Associations ("Class Associations").

Notice of Race and Sailing Instructions documentation is produced for VA12SC club race days and for all regattas VA12SC hosts. These are available for all competitors.

In particular, the Class Associations' safety equipment rules are followed for all dinghies. Safety checks consistent with those undertaken at Class Association regattas are undertaken regularly on the beach before sailing.

Also consistent with Notice of Race, Sailing Instructions and Class Association requirements, all competitors must "sign on" as racing at our clubhouse before leaving the beach and must "sign off" upon returning to shore.

BRIEFINGS

Competitors' briefings are held before every race advising competitors of the course and pending weather conditions. While support vessel crews attend the competitors' briefing, a further briefing of support vessel crews only are held immediately after the competitors' briefing as required.

From time to time non-members (such as BSO's) are invited to attend our briefings to talk to our sailors about safety aspects of sailing.

SAFETY CRAFT, EQUIPMENT AND OTHER REQUIREMENTS

On a typical race day the club will use (according to fleet size, participant experience and weather conditions) craft from the following 'pool' as nominated support vessels:

5 x 3mtr, outboard-powered RIB's (r/n: 55928, 55999, ABK562N)
1 x 5.5mtr, outboard-powered 'longboat' MV Escort (r/n: AAW138N)

In addition, there are a number of members' RIBs stored at VA12SC or brought to VA12SC on the day that are available for use by VA12SC should additional nominated support vessels be required. As a minimum, races will be attended by 2 x RIBs and 1 x 'longboat', Escort. For regattas extra nominated support vessels are organised in advance so a ratio of approximately 1 support boat for every 8 boats racing is in place.

Nominated support vessels must be crewed by a minimum of two people and appropriate safety equipment to allow them to perform on water rescue / support operations. All drivers must hold an approved Boat Driver's Licence.

A first aid kit, water and sunscreen is held onboard Escort if required by competitors.

The courses are set such that individual support vessels can see all parts of the course at all times.

All dinghy sailors must wear PFD1 or PFD2.

INFRASTRUCTURE

Our race and regatta courses are marked by rounding marks, usually in a triangular configuration. The specific configurations are always specified in the Sailing Instructions.

The rounding marks used are orange inflated cylinders (approx. 1 meter high) marked VA12SC and held in an upright position by lead weights attached to one end. Their location is secured by a rope & chain (to adequate depth) affixed to a CQR anchor.

The rounding marks are positioned by the Race Officer and two-three assistants, after consultation with the Principal Race Officer, Club Captain and/or Commodore. This occurs prior to the pre-race briefing and following consideration of such factors as the wind strength/direction, permanent & temporary navigation hazards and density of other harbor traffic.

The Race Officer (with assistants) will remove the rounding marks after all sailors have returned to the club at the conclusion of the race. On typical club racing and regatta days, this should occur no later than 1700 hrs.

FIRST AID AND EMERGENCY SERVICES

Any competing dinghy will be within some hundreds of meters of the VA12SC clubhouse so if first aid is required, it is normally provided ashore. There is comprehensive first aid kit at the clubhouse. There is also a first aid kit on Escort. There is a new Automated External Defibrillator(AED) installed in the clubhouse adjacent to the kitchen entry.

Emergency service phone numbers that may be called upon where necessary (and are posted at the clubhouse):

Ambulance/ Fire/ Police	000
Police – Rose Bay	9362 6399
Water Police – Sydney	93207499
Australian Volunteer Coast Guard	9337 5033
Sydney Port Authority (VTS)	9296 4999
NSW Maritime – General	9563 8511
NSW – BSO for Area -	tbc

SECURITY

N/A

INSURANCE

In principle, members and guests come under VA12SC by VA12SC public liability, VA12SC volunteers come under VA12SC volunteer and work cover. Sailing School Participants and Instructors come under Australian Sailing Discover Sailing Centre. Other participants in VA12SC sailing activities must arrange their own insurance.

COMMUNICATIONS

Communications between support vessels and support vessels and clubhouse are primarily by VHF radio (channel 72). Fixed VHF radios are at the VA12SC clubhouse and onboard “Escort”. Handheld VHF radios are on support RIBs.

Secondarily, communication is by mobile phone. This is normally limited to communication between the Race Officer (on board “Escort”) and the clubhouse.

Before regattas are run, a call is made to the Sydney Port Authority (VTS) to notify them of the extra sailing activity.

Shipping movements in and out of Sydney Harbour are monitored using https://www.portauthoritynsw.com.au/sydney-harbour/daily-vessel-movements/

INCIDENT REPORTING AND MANAGEMENT

The Principal Race Officer (PRO) will report any incident directly to the Commodore (or in his absence the Vice Commodore**)** who in turn will contact the appropriate authorities. Incidents are recorded by the Club Committee.

CONTINGENCIES

Bureau of Meteorology and other relevant websites are reviewed on Sunday morning for warnings and forecast weather conditions. Race Officer reviews forecasts, current weather conditions and consults with other Sailing Committee members before deciding whether to race or not.

As a guide, the Sabot Junior fleet will postpone if winds gust regularly over 20knots, the Sabot Senior fleet and the Flying 11 fleet postpones if winds blow consistently over 20 knots or gust regularly over 25 knots.

While the Race Officer consults other members of the Sailing Committee, the Race Officer may postpone or abandon races at any time if he considers conditions to be unsafe. The decision whether to race is the Race Officer’s alone and his decision is final.

In certain circumstances the Race Officer may restrict the race to certain individual sailors of sufficient ability for the given conditions.

PREVIOUS INCIDENTS
No previous incidents.

DEBRIEF
The Sailing Committee meets as necessary on race days. In addition to its own meetings, it provides a formal report to the VA12SC Committee each month at which time any issues raised are dealt with.

PART 2: RISK MANAGEMENT

Risk management is to be conducted in accordance with the principles outlined in AS/NZS ISO 31000:2009 (Risk Management: Principles and Guidelines), which stipulates that risk management should:

- create value
- be an integral part of organisational processes
- be part of decision making
- explicitly address uncertainty and assumptions
- be systematic and structured
- be based on the best available information
- be tailorable
- take into account human factors
- be transparent and inclusive
- be dynamic, iterative and responsive to change
- be capable of continual improvement and enhancement

Risks are managed through the use of a risk register that identifies the risks involved in an activity and the key controls which need to be put in place before the activity is undertaken to reduce those risks to an acceptable level. The aim is to reduce all Residual Risks to either a Moderate or Low rating before holding the event. Organisers should be aware that during the event these Residual Risks ratings mean:

Moderate – constant vigilance is provided by event officials and staff across these risk areas
Low – these risk areas are monitored by event officials and staff

Where any Residual Risks are rated as Extreme or High, further consideration of controls is required, or alternatively it may be better not to hold the event in its proposed form.

A template and step-by-step process for completing a risk register appears on the following page after the current register. This is to be used at any given time in order to identify and control any risks that may be present on any given day. The register would then be updated accordingly.
RISK CONTROLS AND COMMENTS

VAUCLUSE AMATEUR 12' SAILING CLUB – RISK REGISTER AND PROPOSED CONTROLS

SEASON 2020-2021

Inherent risk (what can happen if no controls are put in place)	**Likelihood**	**Consequence**	**Inherent Risk level**	**Controls to be implemented** (Provide brief descriptions here, add more detail for the higher risks either in the main text or attach as a separate table)	**Residual Risk level**(after controls are in place)	**Person(s) responsible**	**Brief Comments** (e.g. monitoring methods)
Dinghy capsize	*Almost Certain*	*Insignificant*	*Moderate*	*Ensure appropriate support fleet on water to assist capsized dinghies.* *Ensure appropriate safety equipment on all dinghies before leaving beach* *Train junior sailors to right own dinghies*	*Low*	*Principal race officer/ Vice Commodore* *Club Coach*	*Monitor fleet during race.* *Ensure fleet only races in appropriate weather conditions* *Review safety equipment on beach* *Appropriate sail training in place*
Loss of control and collision with land or other stationary object	*Likely*	*Insignificant*	*Low*	*Ensure appropriate support fleet on water to assist/tow dinghies* *Train junior sailors to maintain control*	*Low*	*Principal race officer/ Vice Commodore* *Club Coach*	*Monitor fleet during race.* *Ensure fleet only races in appropriate weather conditions* *Appropriate sail training in place*
Gear failure leading to loss of seaworthiness	*Likely*	*Insignificant*	*Low*	*Ensure appropriate support fleet on water to assist/tow dinghies* *Ensure appropriate safety equipment on all dinghies before leaving beach*	*Low*	*Principal race officer/ Vice Commodore*	*Monitor fleet during race.* *Ensure fleet only races in appropriate weather conditions*

Collision with large vessel	*Rare*	*Moderate*	*Low*	*Ensure junior sailors keep watch and know right-of-way rules* *Ensure sailors are aware of Sydney Ferries operating in area* *Support fleet to warn large private vessels operating in area of race*	*Low*	*Principal race officer/ Vice Commodore Club Coach*	*Raise at briefings before race.* *Appropriate sail training in place*
Loss of communication resulting in ineffective rescue service	*Rare*	*Major*	*Moderate*	*All boats and clubhouse equipped with radio. Spare radios available. Mobile phones may be used. Safety broadcasts made to numerous rescue boats simultaneously so if radio fails, other boats can perform rescue tasks.*	*Low*	*Principal race officer/ Vice Commodore*	*Radios are charged and operability is checked before each race day.*
Poor fleet tracking resulting in missing boats.	*Rare*	*Major*	*Moderate*	*Dinghy sailors sign on and off. Fleet sailors accounted for by Starter's boat. Return to shore tracking is managed in Club House and communicated to Starter's boat.*	*Low*	*Principal race officer/ Vice Commodore*	*Raise at briefings before race.* *Monitoring during event, especially in consideration of prevailing conditions.*
Unforeseen severe weather changes resulting in sailors and officials being exposed during events	*Likely*	*Moderate*	*High*	*Maintain weather watch. Cancel sailing if gale warning is current for Sydney closed waters or at the discretion of the PRO at any time.*	*Moderate*	*Principal race officer/ Vice Commodore*	*Constant monitoring.*

Step 1: Identify all inherent risks, recording each on a separate line in column 1 of the risk register.

Step 2: For each identified risk, assess the qualitative measures of likelihood and record this in column 2.

LEVEL	DESCRIPTOR	LIKELIHOOD
A	Almost certain	Is expected to occur during this event
B	Likely	Will probably occur during this event
C	Possible	Might occur at some time (perhaps every 2-3 years)
D	Unlikely	Could occur at some time (perhaps every 4-10 years)
E	Rare	May occur only in exceptional circumstances (in more than 10 years)

Step 3: For each risk or hazard, if it was to occur, assess the qualitative measures of consequence or impact and record this in column 3. You should develop your own definition of the most likely consequence relative to your business or as an individual. The table below contains examples as a guide.

LEVEL	DESCRIPTOR	MOST LIKELY CONSEQUENCEIF THE RISK OCCURRED
5	Catastrophic	One or more fatalities, or multiple significant injuries with extended hospitalisation, or wide spread inconvenience to the public over protracted period, or likely to appear as front page media reports, or cost of damage over $1M, or significant unrecoverable damage to the environment
4	Major	Significant injuries (requiring hospital treatment), or major inconvenience to the public, or definitely appear in media, or cost of damage $100K - $1M, or environmental impact that is unconfined and requires long term recovery/residual damage
3	Moderate	One significant injury (requiring hospital treatment),or moderate inconvenience to the public, or would probably appear in media, or cost of damage $10K - $100K, or environmental impact that is confined with medium term recovery
2	Minor	Small number of minor injuries requiring first aid treatment, or some inconvenience to the public, or may appear in media, or cost of damage $1K - $10K, or environmental impact locally confined with short term recovery

1	Insignificant	One injury requiring first aid treatment, or cost of damage up to $1K, or environmental impact locally confined and promptly reversible

Step 4: Determine the risk level using the Probability Matrix and record this in column 4.

Likelihood	Consequences Insignificant 1	Minor 2	Moderate 3	Major 4
A (almost certain)	Moderate risk	Moderate risk	High risk	Extreme risk
B (likely)	Low risk	Moderate risk	High risk	Extreme risk
C (possible)	Low risk	Low risk	Moderate risk	High risk
D (unlikely)	Low risk	Low risk	Moderate risk	High risk
E (rare)	Low risk	Low risk	Low risk	Moderate risk

KEY:

Extreme risk	Attention required before applying for licence
High risk	Attention needed, preferably before applying for licence, certainly before event
Moderate risk	Requires constant vigilance during event
Low risk	Requires monitoring during event

Step 5: Determine the appropriate controls that may be put in place to mitigate each identified risk, recording these in column 5.

Step 6: Re-assess the risk level for each identified risk taking in to account the specified controls, recording the results in column 6.

Step 7: Record the person(s) responsible for implementing and monitoring each control measure and any relevant comments or notes in columns 7 and 8.