



Melbourne Trailable Yacht Club Inc.

SAFETY MANUAL

Revised and adopted October 2014

**For all skippers and crews participating in cruising and racing events organised by
Melbourne Trailable Yacht Club.**

It is recommended that a copy of this manual be kept on board your vessel for reference.



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1. INTRODUCTION

This Melbourne Trailable Yacht Club (MTYC) Safety Manual provides assistance to Club Members managing races, and MTYC organised cruising events and other 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 Safety Manual is not a substitute for common sense or crisis management. All personnel should read the document as part of their preparation to familiarise themselves with the process of carrying out emergency procedures.

This Safety Manual is applicable to MTYC racing and cruising activities.

Marine Safety Act

All recreational boating in Victoria, including MTYC organised events, is required to comply with the relevant marine safety laws in the State.

Changes to the Marine Safety Act mean it now imposes a specific legal duty on all those participating in the operation of recreational vessels together with the passengers on that vessel to take 'reasonable care' to protect themselves and others from harm, including to not intentionally or recklessly expose others to unnecessary risks.

Victorian marine safety laws are covered in detail in the Recreational Boating Handbook. It is highly recommend that MTYC members and crew familiarise themselves with the contents of that handbook and keep a copy on board their vessel. This can be obtained using the following link: <http://www.transportsafety.vic.gov.au/maritime-safety/recreational-maritime/recreational-boating-safety-handbook>.

1.1 Peak Safety Authority for Water Based Incidents

The Victoria Water Police have prime responsibility for boating on Port Phillip (& other waterways such as Gippsland Lakes). Other agencies including the Volunteer Coastguard will act under the direction of the Victoria Water Police.

The Victoria Water Police Squad is the State Search and Rescue Authority for Victoria, under the National Search and Rescue Agreement, between the Federal Government and the various State Governments.

1.2 Race Safety Category of Club Racing Events

Melbourne Trailable Yacht Club events are run under an appropriate Yachting Australia (YA) Race Safety Category – Category 5. 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.

The current "Blue Book" states: "*Categories 5 and 6 are suitable for (but not exclusive to) races which include trailable boats.*" MTYC has determined that racing will be conducted under Category 5: "*Category 5: Races with limited rescue availability, in protected waters, in daylight hours in sheltered waters at night.*"

Club racing events include the Thursday Twilight Sailing, and Sunday Club Racing.

All entrants must have submitted a Safety Compliance Declaration (SCD) to the MTYC Safety Officer, for the safety category specified in the Notice of Race (NOR) for each individual race or series. The only declaration acceptable is that of the MTYC, or that of an equivalent Yacht club's Safety Declaration.

The Safety Officer will check that an appropriate declaration is on file for all entrants, including casual entries. Equivalent SCDs submitted to another club are acceptable. The Race Officer (RO) has the right not to accept any entry for which a valid Safety Declaration has not been submitted. Spot checks of yachts' may be undertaken during the season to help members ensure they understand and meet compliance requirements.

2. EMERGENCY PROCEDURES

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 MTYC will manage a Distress or Urgency call. Normally Victoria Water Police or Coast Radio Melbourne 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

1. Confirm with the caller the transmission is received eg.
 - Mayday (Caller, Caller, Caller)
 - this is #####, #####, #####, 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. Determine 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 **Water Police Squad and Rescue Coordination Centre on 9399 7500 (24 hours) or VHF 16. Or call 000.**

If the vessel is making its way to port, determine where the landing location will be.

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 Metropolitan Ambulance Victoria on **000**, advise them of the nature of the illness or injury, where the patient will be landed, and by what method (Rescue boat / Water Police / Boat Name) and estimated time.

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 **Water Police Squad and Rescue Coordination Centre on 9399 7500 (24 hours) or VHF 16.** 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 to the **Water Police Squad and Rescue Coordination Centre on 9399 7500 (24 hours) or VHF 16 or 000.** MTYC will continue to assist and participate in all ways possible, and as requested by Victorian Water Police.

2.5 Towing

In an emergency situation the priority is to save lives, not boats. Drifting or anchored boats can be picked up later. MTYC does not provide a towing service for disabled vessels. During club racing MTYC members may offer to tow another vessel in distress, at their own risk. Victorian Water Police will attend to towing needs and coordinate assistance otherwise.

2.6 Hand over to Victoria Water Police

All Emergency assistance requests should be passed on to the Victoria Water Police if they decree. They may request MTYC to continue participation at any level in any incident. Pass on all relevant information obtained.

When passing information on to Victoria Water Police, pay particular attention to the number of Persons on Board (POB), the location and medical facilities required.

3. ADVERSE WEATHER CONDITIONS

Attention is drawn to **Racing Rules of Sailing 2013 -2016 Fundamental Rule 4 – Decision To Race:**

“The responsibility for a boat’s decision to participate in a cruising event or race, or to continue racing is hers alone” - RRS Fundamental Rule 4 (SR 1.02.3).

Note reference to both racing and cruising events in above amended rule. Sections 3.2 and 3.2 below are primarily written for race management purposes but can be adapted for cruises where appropriate.

3.1 Weather Forecast

The Race Officer (or cruise coordinator) should obtain the latest possible Bureau of Meteorology weather forecast and wind observations on the day of the event. The weather forecast and wind observations are critical tools for decision making on the 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 event for the day.

The bay weather forecast is available at: <http://www.bom.gov.au/marine/?ref=fr>

Developments in local weather forecasting, including the BOM’s ‘Meteye’ and the ‘Baywinds’ site provide a valuable reference for determining likely and/or actual wind/weather conditions on the day(s).

Appendix 4 contains further information about the above sources of weather forecasts and observations.

3.2 Shortening Course

It is the decision of the Race Officer 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 Race Officer must also take into account other factors. Refer to Appendix 3.

3.3 Race Abandonment

It is the decision of the Race Officer to abandon a race. This decision should be based on existing and forecast weather conditions.

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 sailing event abandonment

Weather forecasts for the day of the sailing event should be checked in advance. A race (or cruise), can be postponed or abandoned up to 48 hrs prior to the event due to weather forecasts. This can be done at the discretion of the Commodore in consultation with the Race Officer/Cruise Coordinator and other representatives of a sailing sub-committee.

If the Bureau of Meteorology forecast wind strength for the proposed sailing time (and location) exceeds 25 knots, the sailing event should be postponed or abandoned.

In addition to the written description forecast issued by the BOM, reference should also be made to the graphical marine forecast services for Port Phillip such as MetEye. Refer to Appendix 4: ***'BOM MetEye' and 'Baywinds' information.***

If other dangerous conditions are deemed to exist, even in the absence of a Strong Wind Warning two hours prior to the sailing time, the race may be postponed at the discretion of the Race Officer of the day in consultation with the Commodore or their nominee.

Dangerous conditions include (but are not limited to) possible thunderstorms, extreme heat, wave conditions and observed local conditions irrespective of weather forecasts.

Three starters are required to start a race. If there are not three starters, the race is to be postponed or abandoned.

At wind strengths of 25 knots for 15 seconds or any gusts over 30 knots, the race shall not be started.

Adhering to Class Wind Limits also needs to be considered. Note that some Trailable yacht classes have limits less than 25 knots and this should be considered if those classes are present. Refer to Appendix 4 – Yachting Victoria's *"Discussion Paper on Wind Limits and Other Factors – When To Call Off Racing"*
link: http://www.sportingpulse.com/get_file.cgi?id=2766508

3.5 Wind Warning Definitions

See Appendix 2 for Bureau of Meteorology – Wind Warning Definitions

3.6 Race Communication (VHF Channel 72)

Competitors are required to conduct a Radio Check and Sign On with the Race Officer or his nominee on VHF 72 and should dual watch VHF Channels 16 and 72 for the duration of the event for emergency monitoring and calling. This requirement is the responsibility of the owner or skipper to enforce.

3.7 Wearing of Personal Flotation Device (PFD)

1. Melbourne Trailable Yacht Club reminds its members of the Victorian regulations requiring the wearing of a Personal Flotation Device (PFD). In particular at times of **“Heightened risk”**. Including:
 - *When the vessel is crossing or attempting to cross an ocean bar or designated hazardous area*
 - *When the vessel is being operated by a person who is alone*
 - *When being operated at night (commencing one hour after sunset and ending one hour before sunrise) or in periods of restricted visibility.*
 - *When there is significant likelihood that the vessel may capsize or be swamped by waves or the occupants of the vessel may fall overboard or be forced to enter the water*
 - *When the vessel is operating in an area where: a gale warning, storm warning, severe thunderstorm warning or severe weather warning issued by the Bureau of Meteorology is current*
 - *When the vessel is a yacht where there are no safety barriers, lifelines, rails, safety harnesses or jacklines in use.*
2. Melbourne Trailable Yacht Club mandates that all crew on sailing boats not fitted with lifelines must wear a Personal Flotation Device (PFD) whilst under way and in an open area of the vessel.
3. Children under the age of 10 must wear a specified PFD at all times on any boats when the boat is under way and they are in an open area of the boat.
4. MTYC also reminds members to abide by relevant state regulations relating to the wearing of personal flotation devices. In Victoria this includes wearing an appropriate PFD when on boats smaller than 4.8 metres. This includes tenders.

4. RESCUE AND ASSISTANCE

Melbourne Trailable Yacht Club daylight events are raced under Race Safety Category 5. MTYC does not provide rescue boats.

Victoria Water Police, or the local Coastguard station when manned, should be called 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.

Attention is drawn to **Racing Rules of Sailing 2013-2016 Fundamental Rule 1.1 – Helping Those in Danger**

“A boat or competitor shall give all possible help to any person or vessel in danger.”

5. AMBULANCE AND PARAMEDIC CALL

5.1 Advise Rendezvous Location

The Race Officer or Rescue Coordinator will ascertain, and then advise, the Metropolitan Ambulance Victoria where the recovery destination will be, the expected time, and how access will be provided for rescue vehicles.

MTYC preferred meeting point for boat transfers:

The nominated location is at the pontoon next to the public boat ramp at St Kilda Marina, as there is easy access between boat and vehicle.

6. EMERGENCY INCIDENT REPORTING

All Emergency incidents involving Melbourne Trailable Yacht Club including medical, property, rescue, or racing, must be recorded on an Emergency Incident Report Sheet.

7. 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.

If the situation arises that a first aid manual is not available on the boat requesting advice, then advice can be read from a first aid manual that is carried on other MTYC vessels.

Note that is a requirement that vessels be equipped with a first aid kit that meets Cat 5 requirements when racing, and strongly recommend when cruising.

Appendix 1

EMERGENCY CONTACT NUMBERS

Water Police Squad and Rescue Coordination Centre PORT PHILLIP ONLY	9399 7500
OTHER LOCATIONS Or VHF Channel 16	000
Metropolitan Ambulance Victoria	000
Coast Radio Melbourne VHF Channel 16	02 6230 7463
Coastguard: Australian Volunteer Coastguard Association General Office	9598 9092
Search & Rescue (SAR)	9598 7003
VHF Channel 16	
Bureau of Meteorology Marine Forecasts	9669 4000 9669 4981
Port Philip Sea Pilots VHF Channel 12	9329 9700

EXAMPLE OF A COMPLETE DISTRESS CALL AND MESSAGE:

A MAYDAY message should be transmitted on the International Distress frequencies; VHF Channel 16 in Port Phillip Bay.

DISTRESS CALL

Distress Signal (x 3)	MAYDAY, MAYDAY, MAYDAY
The words "this is"	THIS IS
Station Calling (x 3)	VESSEL NAME, VESSEL NAME, VESSEL NAME

DISTRESS MESSAGE

Name/ call sign	VESSEL NAME
Position	2 kms south of St Kilda.
Nature of distress	We have hit a submerged object and are sinking. Estimated time afloat 15 minutes.
Other information (If time permits)	6.5 metre yacht, white hull, 3 persons on board.

Appendix 2

BUREAU OF METEOROLOGY (BOM) WARNINGS

Bureau of Meteorology: Coastal Waters Wind Warning

When is a Coastal Waters Wind Warning issued?

Warnings for coastal waters are issued whenever strong winds, gale, storm force or hurricane force winds are expected within one or more coastal waters forecast areas. The initial warning attempts to provide around 24 hours lead-time (sometimes out to 32 hours) and warnings are normally renewed every six hours. If the warning conditions are expected on the following day then it will be mentioned specifically in the warning message.

Coastal waters wind warnings issued by the Bureau are categorised as follows:

Strong Wind Warning: Winds averaging from **26 knots and up to 33 knots**.

Gale Warning: Winds averaging from **34 knots and up to 47 knots**.

Storm Force Wind Warning: Winds averaging from **48 knots and up to 63 knots**.

Hurricane Force Wind Warning: Winds averaging **64 knots or more**.

Appendix 3

ADDITIONAL SAFETY GUIDELINES FOR MTYC CRUISING ACTIVITIES

Whilst the MTYC Safety Manual applies to both racing and cruising, this section is aimed at the specific issues related to cruises.

MTYC recognises that cruises vary in length, complexity and potential risks, and that participants are looking to minimise formality when cruising (i.e: have fun). However, risks to safety when cruising can be at least as great as when racing. When things go wrong on a cruise, help is often further away, adding to the potential for serious consequences.

The following guidelines are intended to help ensure MTYC cruises are conducted with the minimum of safety related incidents:

Seaworthiness and safety equipment

While it is highly recommended that all boats participating in Club cruising events attain Cat 5 safety standard, it is required that all boats participating be in a sound and seaworthy condition and comply with all safety conditions detailed in the Victorian Recreational Boating Safety Handbook. It is also recommended that all boats carry a VHF radio and a mobile phone.

Skippers should be familiar with emergency procedures as outlined in Section 2 of the MTYC Safety Manual.

Weather forecasts

It is the responsibility of individual skippers to evaluate forecast weather conditions and be satisfied that boat and crew will be competent in the sea and weather conditions that may prevail. Consideration should be made to the weather conditions likely to be encountered over the entire cruise, not just on departure.

Reference is made to Appendix 4: Weather forecast update for information on tools available to assess weather conditions likely to impact cruise participants.

Cruise planning and conduct

To help with overall safe conduct of cruises, it is recommended that a cruise leader be appointed. They should consider the following issues, bearing in mind the specific conditions of the cruise:

Prior to the cruise

- Identifying any specific issues or necessary equipment that might be required.
- Specifying a source for obtaining appropriate charts or maps if considered necessary.
- Providing supplementary photocopied maps, even hand draw if thought necessary.

- Sending to participants prior to the cruise via mail or e-mail – a briefing document which will contain important information.

During the cruise

- Arrange for a daily briefing.
- Keep a record of boats and people on the cruise and those who join the cruise later.
- Keep a record of boats that have left the cruise temporarily or permanently.
- Ensure all participants are safe at the end of each leg.
- Undertake a radio check/ radio sign on at the start of each leg/ day. Consider additional radio checks at regular intervals, and at the end of each leg.
- Note whether any boat has inadequate/no radio, or other issues/ difficulties.

Appendix 4

‘BOM METEYE’ AND ‘BAYWINDS’ INFORMATION

The following websites can greatly increase the information available to race and cruise organisers when planning and conducting MTYC events.

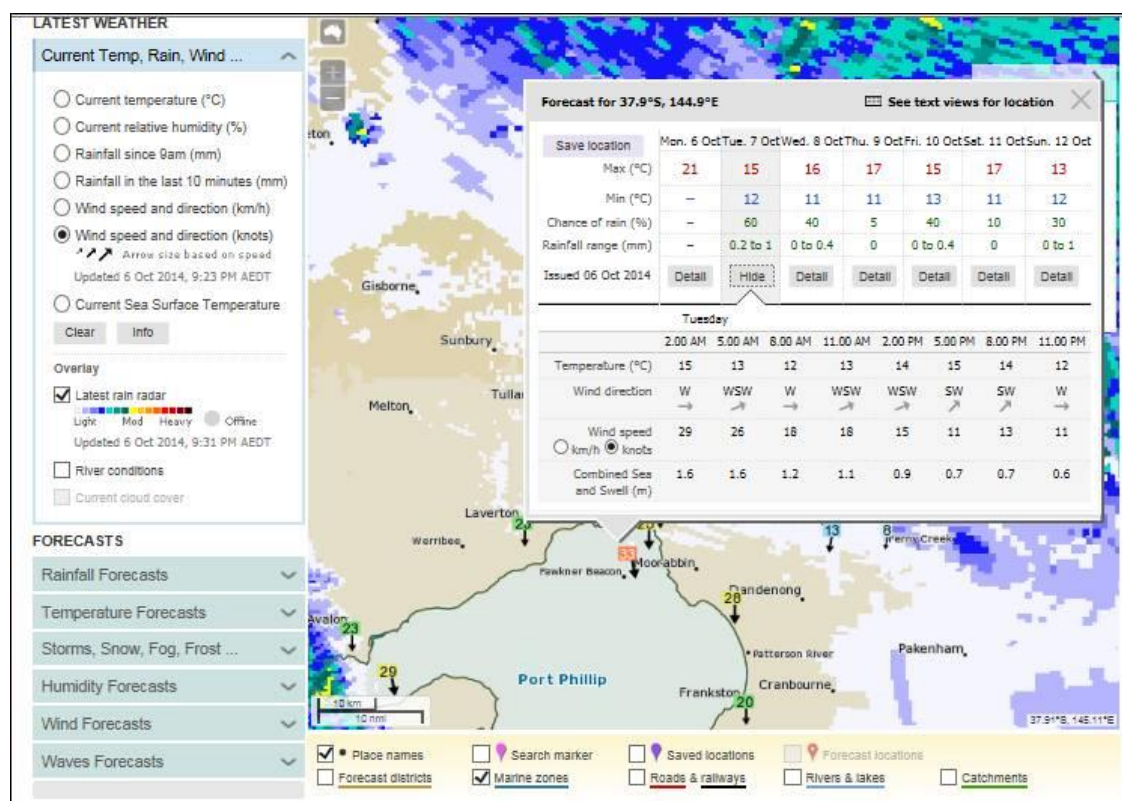
BOM MetEye

MetEye is able to show maps of weather observations and the official forecasts produced by the Bureau of Meteorology. This is quite different to other map based systems which often show automatically generated, computer model data. MetEye forecast maps have been adjusted by our meteorologists to better represent expected weather.

See the "[About MetEye](#)" page for further information.

Web address: <http://www.bom.gov.au/australia/meteye/>

The graphic below shows an example screen shot of the BOM Met Eye wind forecast page. Note selection of ‘speed and direction (knots)’ and forecast wind speed selection set to a specific day. This information can be used to help race officials assess likely weather conditions that could affect safety related decisions on the day or conditions likely to be encountered on a cruise.

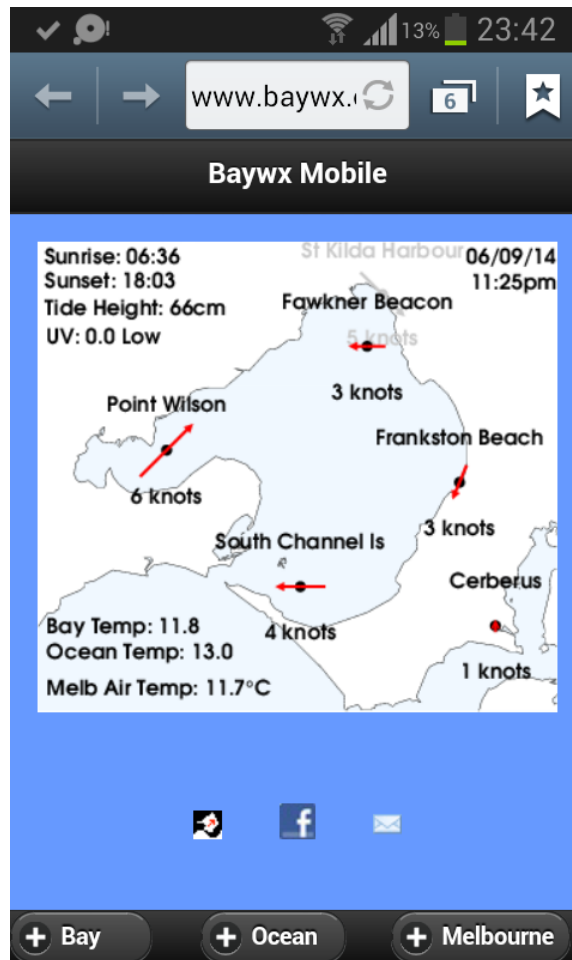


Baywinds

Baywinds uses BOM data to provide wind speed and other information in a user friendly graphic format for Port Philip Bay and Victorian waters.

Web address: <http://www.baywx.com.au/>

The following graphic shows the Baywinds page for Port Philip Bay. Users can access this site via their smartphone to provide a handy on water reference.



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OTHER LOCATIONS 000
 Or VHF Channel 16

Metropolitan Ambulance Victoria 000

Coast Radio Melbourne 02 6230 7463
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Coastguard: Australian Volunteer Coastguard Association
 General Office 9598 9092
 Search & Rescue (SAR) 9598 7003
 Or VHF Channel 16

Bureau of Meteorology 9669 4000
 Marine Forecasts 9669 4981

Port Philip Sea Pilots 9329 9700
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