

## On Water Hazard Management Plan

**Event:** 2019 CLC Group Secondary Schools Team Sailing National Championships

**Date:** 21 April – 26 April 2019

**Event Manager:** Ross Sutherland

**Phone Number:** 0274728332

**Participants Who:** Secondary School Students

**Age:** Year 7 to Year 13, under 19 on 1 January 2019.

**How Many:** ~260 to 290 sailors.

### Special Considerations:

**Officials Who:** National Race Officer, National and Club umpires and judges.

**How Many:** 2 Race Officers. 15 -20 umpires.

**Qualifications:** YNZ qualified.

**Helpers Who:** Selected personnel from around NZ and specifically, from each participating school.

**How Many:** ~40.

**Qualifications:** Previous experience assisting at teams and fleet sailing regattas.

**Venue Manager/Contact:** Gay Noyer

**Address:** 146 Sandspit Road, Warkworth

**Phone Number:** 094257064

**Evacuation Procedure:** Part of briefing of competitors.

**Building/WOF:** Current building WOF.

**First Aid Organisation:** On shore and on the water medical staff.

**Who:** Dr Tim Short

**How Many:** at least 2.

**Cell Phone Number:** Dr Short 0274542464,

**Vehicle Access for Emergencies:** Yes.

**AED (Automated External Defibrillator):** Onsite

**Communication**    **Mobile Phone**    Yes  
                          **Marine VHF**        On all official boats & at shore base.

**Waivers/Medical/Entries:** Yes

**Fresh Water on Site:** Yes

**Toilet Hygiene:** Host club toilets cleaned several times a day.

**Briefing**                    **Responsibility:** Daily briefing with Principal Race Officer.  
                                  **Content:** Safety, weather, daily programme.  
                                  **Evacuation Procedure:** Standard YNZ flag & hooter system for abandoning sailing.

**Roles & Expectations:** At least 1 rib per 10 sailing dinghies, as per YNZ regulations.

**Water Safety Plan:** Harbourmaster.

## ON THE DAY CHECKLIST

**First Aid**                    **Personnel:** At least 1 doctor and other medical staff.  
                                  **Ambulance:** Not on site. Phone 111.  
                                  **First Aid Kits:** Club rooms, start & finish boats.

**Cell Phone Numbers**    **Event Manager:** Ross Sutherland 0274728332  
                                  **Coach:** Team managers and/or coaches.  
                                  **Ambulance:** Phone 111.  
                                  **First Aid:** Dr Tim Short 0274542464,

**Equipment**                    **Cones**  
                                  **Signs**  
                                  **Ropes**  
                                  **Flags**  
                                  **PFDs**  
                                  **Megaphone**  
                                  **RIBS** – anchor, VHF, bailer, oars, bungs, sufficient fuel.

## RISK MANAGEMENT PLAN / RISK ACTION PLAN

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<b>Risk:</b> <b>What could go wrong?</b>	<b>Cause</b>	<b>Prevention:</b> <b>Eliminate/ Isolate/ Minimise</b>	<b>Equipment</b>	<b>Check</b> <b>(tick)</b>	<b>Who is responsible?</b>
Multiple capsizes	Bad weather	Obtain quality weather forecast at start of each day & update during the day.	VHF		Race Officer
Injuries ashore from booms.	Wind gusts	Group boats being rigged in a bunch to discourage spectators walking amongst. Sails lowered/furled when not in attendance.	N/A		Sailors Shore Master
Traffic accidents	Inattention of pedestrians & motorists.	Set out cones, etc to slow traffic. Enforce legal parking.	Cones/signs		Shore Master
Hypothermia	Cold weather. Inadequate clothing.	Inform all sailors & support personnel of weather forecast. Encourage wearing of appropriate clothing & carrying of spares.	Dry clothes/blankets. Survival blanket. Warm drinks		Race Officer. All team managers & support personnel.
Sunburn	Fine weather.	Supply bulk sunscreen at clubhouse.	Sunscreen		Shore Master. All team managers & individuals.
Collision between boats.	Inattention.	All boat users must know collision rules. Keep a good lookout at all times.	YNZ rule books		All boat operators (skippers & crew)

# **Sandspit Yacht Club Safety Procedures**

## **ALGIES BAY**

### **2019 CLC Group Secondary Schools Team Sailing National Championships**

**21 to 26 April 2019**

#### **INTRODUCTION**

The event is attended predominantly by highly experienced sailors. The event will be controlled by a YNZ qualified Race Officer on the water and a Sandspit Yacht Club shore manager/beach master. The event will be run on courses close to shore at Algies Bay or on other sheltered shores within the confines of Kawau Bay, if prevailing wind necessitates moving from Algies Bay.

1. All competitors shall wear buoyancy vests or life jackets in good repair properly secured about their persons and complying with YNZ minimum standard, Safety Regulations Appendix 5, at all times while afloat.
2. All competitors and boats shall comply with the YNZ Safety Regulations Part I. (Refer to the Rule Book - YNZ RRS & SR 2017 – 2020). These instructions include requirements for boats to have reserve buoyancy, towlines, quick release halyards, secured centerboards tillers and rudders and bailers. The boats are supplied by the organizers of the event. The sailors must wear a personal flotation device, be capable of swimming 50 metres, be wearing clothing suitable for the local conditions, well founded equipment and rigging. Crews should exercise caution when going on to the water in boisterous conditions, should stay with their boat if in difficulties. Yachts should not be left unattended with sails flapping in public spaces.
3. Competitors must stay with their yacht in event of a capsize.
4. In the event of a capsize take care in righting the boat. In the shallow waters the mast is liable to stick into the mud. Pull boat down wind and right boat with the hull in the down wind position.
5. If equipment drifts away from a capsized yacht, competitors should not swim after it. Wait until a rescue craft can assist.
6. If there is a strong on-shore wind or large waves on the beach, competitors should consider swimming their yachts ashore by removing the rudder and centerboard, holding the bow of the yacht and allowing the waves to wash them ashore.
7. Competitors should be aware that floors, steps and boat ramps become slippery when wet.

#### **CONTACT NUMBERS**

1. The nearest Medical Practice is Daltons Road, Snells Beach 4255055
2. Warkworth Police 4258109

## **Algies Bay Venue Specific Hazards**

### **ON THE WATER**

1. Algies Bay beach is often well used for recreation, especially launching and retrieval of recreational fishing boats. Competitors must ensure that access-ways and ramps are kept clear at all times. Competitors must take particular care to avoid contact with swimmers as they leave and return to the beach.
2. Keep clear of the ski lane on the right hand side of the bay when it is being used
3. Competitors are to keep clear of all moored boats in the designated mooring area at the southern end of the beach at all times.
4. Competitors are advised that a small reef is located at the western end of Algies Bay. This reef is covered by very shallow water depending on the state of the tide. Yachts should keep clear of this area.
6. Keep a lookout for swimmers when sailing into or out of the bay.

### **OFF THE WATER**

1. Keep all boat trailers on the northern side of the ramp at a single designated location
2. Competitors should take particular care to control their yacht boom swinging in the wind when on shore particularly on the beach ramp and adjacent footpaths.
3. Competitors are to keep their craft off the paved accessway on the beach reserve in front of the houses to the north of the clubhouse as this is used by resident and service vehicles.
4. No boats are to be left on the ramp unattended. SYC duty officer will police this.
5. A base station radio will be operated at all times to ensure good communication between race officials and shore assistance if necessary, on channel 77
6. All on the water rescue craft will have radios.
7. All sailors have to sign on with their coach when they go on the water and sign off when they come back to shore.
8. SYC volunteers will monitor the beach and ramp to minimize hold ups and ensure rapid launch and retrieval
9. Any rubbish will be picked up after each days proceedings to minimize any possible accidents and preserve the surrounding environment.
10. Fire extinguishers are kept upstairs and downstairs at the Yacht Club
11. A first aid kit, including a hypothermia blanket, is kept at the Yacht Club. An AED (Automated External Defibrillator) is also onsite.