

Policy and Procedures Manual

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9.0 Sailing Area

10.0 Use of the Automatic External Defibrillator (AED)

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Document Control

May 2022 Reviewed by Anne Reynolds

- Extensive formatting changes
- 'must have current Working with Vulnerable People Registration' for all committee members and those over 16 years of age involved with the Sailing School
- Delete all references to Newsletter editor
- Develop and insert Statement of duty for Policy and Procedures Document maintenance coordinator
- Annual vessel safety inspection by Bosun (not Safety Officer)
- Crew safe buoys added to Safety equipment checklist
- Email added as extra parameter in emergency contact form
- Kingston Beach Sailing School now has separate Procedures
- Inconsistencies between *Duty Statements* and *Statements of duty* previously; all positions are now 'Statement of duty'
- Develop and insert statement of duty for Sailing School Principal
- Develop and insert statement of duty for Sailing School Secretary

September 2022

- Replaced Instructor and Assistant Instructor job descriptions
- Added Induction Checklist for Instructor and Assistant Instructor

June 2023

- General tidy up
- New position description for Social Media person

KINGSTON BEACH SAILING CLUB

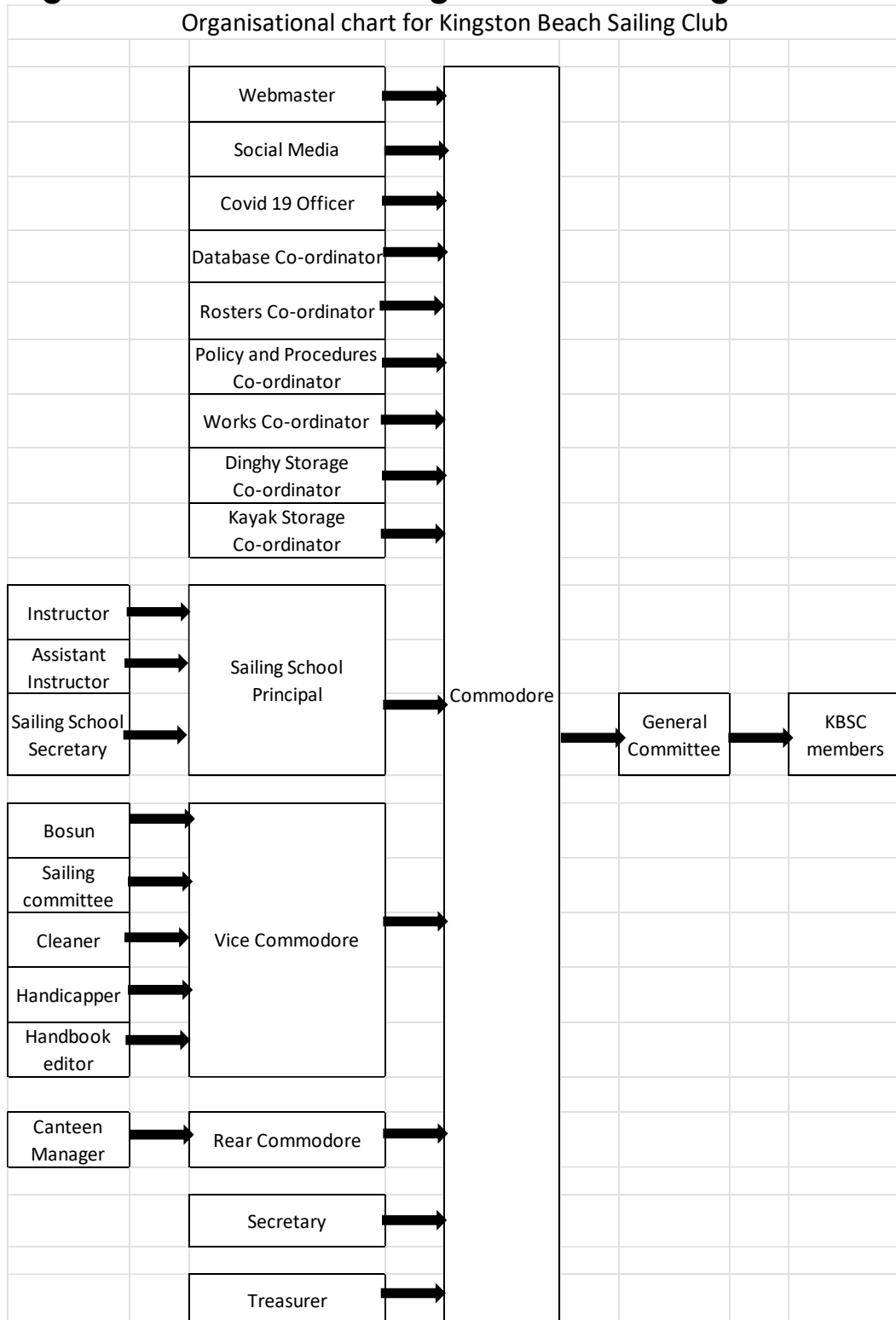
1.1 Objectives and Aims

The objectives and aims of the Kingston Beach Sailing Club (KBSC) are:

- To encourage sailing, racing and participation in the activities organised within the Club
- To organise and instruct members in the art and science of sailing and seamanship
- To provide a sail training facility to the general community through the Kingston Beach Sailing School
- To organise, provide and manage facilities for the safe conduct of competitive sailing events and to encourage participation through the promotion of races
- To provide and maintain a Clubhouse and grounds for the use of members and their guests
- To organise social functions for the benefit of members and their guests

KINGSTON BEACH SAILING CLUB

1.2 Organisational Chart for Kingston Beach Sailing Club



2.1 Membership Policies and Procedures

2.1.1 Categories of membership and rights:

- MF 1 Family with parents and children who are either MF3 or MF4 as at September 1st each year.
- MF 2 Senior sailor
- MF 3 Junior under 18 at September 1st each year.
- MF 4 Full time student over 18.
- MF 5 Honorary Patron
- MF 6 Honorary Life Member
- MF 7 Honorary membership at the discretion of the committee
- MF 8 Kayak membership

2.1.2 Membership Year.

The membership fees for KBSC cover the membership year that starts on September 1st each year, with renewal required, or a Sail Pass completed, before any participation in club sailing activities can occur.

2.1.3 Membership renewal procedure.

- Membership rates are reviewed and set at a meeting of general committee by end of July each season.
- Updated renewal link are posted to the website by end of August. (Webmaster)
- An email advising members of the need to renew and the procedure to follow is sent to members by end of August.

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(Secretary)

- Lapsed memberships are summarised by the data base coordinator and reviewed with the Commodore at the November Committee meeting.
- Boat storage and kayak storage details are summarised by the data base coordinator and provided to the boat storage co-ordinator and kayak storage co-ordinator.

2.2 Non-Member Sailing

Current financial members of Australian Sailing affiliated clubs may participate in KBSC organized sailing activities with the following conditions:-

- a. they have a current AS number.
- b. they pay an activity related fee.
- c. they agree to abide by the policies, rules and regulations of the KBSC.
- d. They complete the online SailPass as either;
 - i. a member of another club and is therefore entitled to sail at KBSC an unlimited number of times, or
 - ii. a non member of any club and are therefore limited to a maximum of three times

2.3 Member Protection Policy

KBSC is committed to the health, safety and general well-being of all its members. It aims to provide an environment for its members and guests that fosters fairness, equity, and respect for social and cultural diversity, and that is free from unlawful discrimination, harassment and vilification.

This Member Protection Policy seeks to foster a culture that values and responds to the sailing community's rich diversity and ensure that all members of the sailing community are aware of their rights and responsibilities.

All Committee Members and those involved with child related activities over the age of 16 must have current Working with Vulnerable People registration.

KBSC requires every individual bound by this policy to:

- 1) Be ethical, fair and honest in all their dealings with other people.
- 2) Treat all persons with respect and courtesy and have proper regard for their dignity, rights and obligations.
- 3) Always place the safety and welfare of children above other considerations.
- 4) Comply with all relevant Australian laws (Federal and State), particularly anti-discrimination and child protection laws.

To Achieve the Objective of the member protection policy the following roles and procedures are established:

2.3.1 Roles and Procedures.

- a) A member of the General Committee will be appointed as the Member Protection Officer. If no member is appointed, the

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Club Commodore will assume this role.

- b) All members of the club to be made aware of the club member protection policy.
- c) Any concerns about breaches of the members protection policy expressed to any member of the club should be communicated directly to the Member Protection Officer who will either follow up concerns personally or appoint a member of the General Committee to act on their behalf.
- d) All members who are involved with coaching and supporting juniors should complete the free on line course "Play by the Rules" available by at this address:
<http://www.playbytherules.net.au/online-learning/free-online-training>
The 2 modules, "Child Protection" and "Harassment and Discrimination" should be completed and the course certificates forwarded to the KBSC Member protection Officer.

3.0. Statements of duty

Committee Members and Club Members may hold more than one of the following positions.

3.1 Statement of Duty - Commodore

- Responsible to all the members of the club
- To provide leadership with regards to the Constitution of the club
- To chair all meetings of the General Committee
- To chair the Annual General Meeting and any Special General Meetings
- To co-ordinate the general running of the club
- On Opening Day salute boats as they sail past the flagship
- To be present on sailing days as required
- To initiate the induction process of all new members. **See Procedure 4.1.**

3.2 Statement of Duty - Vice Commodore

- Responsible to the Commodore and the General Committee for chairing of the Sailing Sub-Committee and all things in relation to
 - sailing matters
 - the operation of the rescue boats
 - initiation and coordination of training programs for rescue boat crews
 - provision of guidance to club members in the fitting of safety equipment in member's boats
- Convening a meeting of the Sailing Sub-Committee to set the sailing program as soon as practicable after the AGM
- Prior to Opening Day check
 - handbooks are available
 - sign-on and sign-off sheets
 - visitor forms and protest forms are available in the Start Box.
 - the hooter works
 - the Handicapper has set up the computer.
- Opening Day – Where possible, lead the sail past followed by the rest of his/her class, then other classes as determined.
- Supply information to the Social Media Coordinator on matters sailing as requested
- Co-ordinate the Protest committee when required.
- Chair committee meetings in the absence of the Commodore
- To be present on sailing days as required.

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Trophy Presentation:

- Meet with the Handicapper and Sailing Sub-Committee to determine the Trophy list
- Arrange the trophies in time for the End of Season Trophy Presentation function
- Maintain perpetual trophies and boards and arrange the update of these trophies annually

3.3 Statement of Duty - Rear Commodore

- Responsible to the Commodore and the General Committee for:
 - Organising social functions
 - Organising fund-raising functions
- Investigate and report to the General Committee on the promotion of the club
- In conjunction with the Canteen Manager oversee the operation of the canteen
- Supply information to the Social Media Co-ordinator on social and fundraising activities
- Chair Committee meetings in the absence of the Commodore and the Vice Commodore
- To be present on sailing days as required.

3.4 Statement of Duty - Treasurer

- Responsible to the Commodore
- Responsible for recording all monies received of the Kingston Beach Sailing Club, including the Kingston Beach Sailing School
- Have all accounts approved by appropriate person for payment
- Provide a statement of Receipts and Expenditure for each General Committee Meeting
- Maintain Receipt and Expenditure books
- Prepare, with the assistance of the Commodore and general committee, a budget for the coming year
- Prepare books for audit as at 30th April each year
- Maintain and update insurance requirements for all Club property, with the assistance of the insurance sub-committee
- Coordinate arrangements for the leasing of Club boats
- Maintain a register of the Club's assets

3.5 Statement of Duty – Secretary

- Responsible to the Commodore
- Act as Committee Secretary to the General Committee of the Club, including the Annual General Meeting (AGM)
- Prepare Agendas and distribute to all General Committee members
- Take Minutes
- Distribute Minutes
- Prepare correspondence resulting from meetings
- Maintain a complete record of all committee papers, Agendas and Minutes.
- Collect mail from post box office box if required.
- Prepare any outgoing correspondence; keep copies and a record of all outgoing mail for the General Committee
- Maintain a register of Club sponsors
- Distribute Nomination forms for club positions in the month prior to the AGM

3.6 Statement of Duty – COVID-19 Officer

- Responsible to the Commodore
- Develop and maintain a Covid-19 Safety Plan to support the activities of the sailing club using the current advice and resources of the Tasmanian Government
- Ensure that appropriate signage is provided for all areas of the club
- Ensure that sanitising stations are operational
- Provide advice to the Commodore regarding any breaches of the Plan

3.7 Statement of Duty - Bosun

- Responsible to the Vice Commodore
- Maintain the efficient running of all the marine radios fitted to rescue boats and the Start Box
- At the start of the each sailing day be present (or delegate):
 - Opening up the clubhouse and downstairs areas in time for the start of the day's activities, raising relevant flags and turning on the Start Box radio
 - Checking that all rescue boats are fully equipped as per *Procedure 5.2 Safety Equipment Required on all Rescue Boats*.
 - Assisting with launching of Rescue Boats where required.
 - Check phone divert is OFF if appropriate.
- Coordinate the provision of Fuel supplies for all Rescue Boats
- Co-ordinate the maintenance of rescue boats and motors
- Provide recommendations to the General Committee on the maintenance/replacement of rescue boats/motors as required.
- Be present on sailing days as required.
- At end of day assist with, or delegate:
 - stowage of rescue boats and ensure all rescue boats are packed away and left in readiness for next use
 - Lock up start box, clubhouse and downstairs

3.8 Statement of Duty - Data Base Co-ordinator

- Responsible to Commodore
- Collate and maintain an accurate database of all KBSC members including their membership status, current powerboat licence status etc. Includes names, addresses, phone numbers and email addresses
- Maintain data base, including communicating with AS on this matter
- Assist Rosters co-coordinator to draw up rosters
- Maintain contact directory of KBSC members
- Provide details of lapsed memberships to a meeting of the General Committee in November for review
- Provide details of boat storage and dinghy storage to the boat storage coordinator and the kayak storage coordinator

3.9 Statement of Duty - Rosters Co-Coordinator

- Responsible to Commodore
- Using the club's database draws up rosters for Race Officers, Rescue boat crews, Canteen helpers, Beach Patrol and Start Box crew.
- Draw up roster for Kingston Beach Sailing School training:
 - Morning RO
 - Instructors
 - Assistant Instructors
 - Boat Ramp
 - Beach Patrol
 - Parent help on water
 - Parent help on land

3.10 Statement of Duty - Policies and Procedures Document Maintenance Coordinator

- Responsible to the Commodore
- Reviews the Manual in August each year and updates the Manual as required
- Updates the Manual throughout the year if and when required

3.11 Statement of Duty - Canteen Manager

- Responsible to Rear Commodore
- Ensure sufficient food supplies are available as required each race day for lunches
- Purchase food, drinks etc
- All canteen monies banked as part of general KBSC account. Treasurer to keep track of balance
- Be responsible, or delegate to another suitable person, the provision of the annual "Rotary Dinner"
- Be responsible, or delegate, for canteen provision and any functions required during the course of any KBSC supported regattas held at KBSC

3.12 Statement of Duty - Handicapper

- Responsible to the Vice Commodore
- Maintain updated handicap details
- Maintain and publicise on the club notice board progressive Pennant Point tables and race results from each sailing day
- Forward, or arrange to forward, race results to the webmaster for publication each week

3.13 Statement of Duty - Cleaner

- Responsible to the Vice Commodore
- Undertake duties each Sunday throughout the sailing season and alternate Sundays in the off season
- Upstairs: clean toilets, sweep and mop upstairs and vacuum Start Box
- Downstairs: sweep and hose out both change rooms, clean toilets and hand basins
- Empty rubbish bins
- Purchase and maintain supply of toilet paper, soap, hand towels, garbage bags, disinfectant, washing up detergent, sanitary bags etc. with reimbursement from Treasurer
- Treasurer will pay on an Invoice as arranged
- Payment will be at a rate to be determined at first committee meeting after AGM each season

3.14 Statement of Duty - Works Co-ordinator

- Responsible to the Commodore
- Identify maintenance required to the Clubhouse and general grounds areas
- Be responsible for, or delegate, general lawn mowing/ brush cutting of clubhouse general areas
- Report to the Committee on maintenance issues
- Co-ordinate working bees for the execution of approved maintenance works
- Ensure work delegated or contracted out is fulfilled

3.15 Statement of Duty - Handbook Editor

- Responsible to the Vice Commodore
- Prepare an update of the Handbook as soon as the incoming Sailing Sub-Committee has set the sailing program
- Liaise with Vice Commodore and Commodore re
 - Any Sailing Instructions which may need to be updated depending on amendments during the season.
 - Courses, which may need to be updated
- Liaise with Data base Co-ordinator re status of Patrons etc
- Both Commodore and Vice Commodore should check copy prior to printing
- Try to obtain updated photographs for inclusion in the handbook
- Arrange printing of handbook so ready for distribution to financial members on Opening Day.

3.16 Statement of Duty - Dinghy Storage Coordinator

- Responsible to the Commodore
- Receive applications for storage
- Allocate storage to financial members only and preferably to active sailing members
- Coordinate cleaning of dinghy storage shed as required
- Provide recommendations to the General Committee for the maintenance or alterations of the dinghy storage areas as required
- Be present on sailing days as required

3.17 Statement of Duty - Kayak Storage Coordinator

- Responsible to the Commodore
- Receive applications for storage
- Allocate storage to financial members only
- Coordinate cleaning of kayak storage area as required
- Provide recommendations to the General Committee for the maintenance or alterations of the kayak storage area as required

3.18 Statement of Duty - Race Officer (RO)

The Race Officer is a rostered position nominated by the Roster's Co-ordinator on a weekly basis.

It is recommended that the RO for the day has completed the AS Club RO's course or have experience considered to be suitable by the Sailing Committee.

Race Officer Procedures for Race days:

- Coordinate the running of sailing races in accordance with all appropriate rules and instructions
- Contact Weather Bureau for weather forecasts. Make details available at the briefing
- Consult with Commodore or agreed delegates (Vice Commodore, Bosun, class representatives) on activities planned and the weather and other risks to be taken into account. Agree on activity and support required.
- Check on available rescue boat personal and equipment
- Brief membership assembled for pre-race briefing at 1230hours, or other times as may be published
- Ensure all Rescue Boat Crews and Start Box Crews are well briefed as to their responsibilities for each and every race
- Maintain contact with all rescue boats and start box
- Coordinate the placement of all Race marks
- Coordinate the retrieval of all race marks at the end of the day's racing

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- Check that all sailors signed on for racing are all safely off water and signed off
- RO should sign "sign off sheet" and ensure sheets are collected for filing
- Check that rescue boats are safely extracted, washed down and stowed.

Guidelines for cancellation of sailing:

The RO will cancel sailing if they consider that conditions are not safe for the sailors participating and with the rescue facilities available.

Consideration should be given to:

1. Forecast
2. Availability of volunteers to safely run an event
3. Wind Speed (cancellation for sustained wind speed over 25 knots)
4. Wind direction
5. Sea state
6. Temperature and wind chill factor
7. Visibility
8. Age of sailors
9. Experience of sailors

3.19 Statement of Duty – Sailing Sub-Committee

- Chaired by the Vice Commodore and consisting of a representative from each class of sail boat (Class Representatives).
 - A majority of the Class Reps are to be Active Sailing Members of KBSC and
 - at least one a member of the General Committee
- Class Reps will be responsible for liaison between the Sailing Sub-Committee and their Class sailors
- The Sailing Sub-Committee will be responsible to, and subject to the control of, the General Committee for the arrangement and conduct of KBSC sailing races and championship regattas and for the provision of pennants and trophies for such races as it shall deem appropriate.

3.20 Statement of Duty – General Committee

The affairs of the Kingston Beach Sailing Club are managed by a General Committee of management comprising the five (5) Officers of the Club:

- the Commodore (President and Flag Officer)
- the Vice Commodore (Senior Vice President and Flag Officer)
- the Rear Commodore (Vice President and Flag officer)
- the Treasurer
- the Secretary

and ten (10) other members of KBSC, at least five (5) of whom are to be Active Sailing Members.

All positions on the General Committee are open for nomination at the AGM.

- General Committee Members attend and participate in monthly meetings and assist where and when required in the general running of the Club, all as required by the Constitution of KBSC Inc.

3.21 Statement of Duty – Webmaster

- Responsible to the Commodore
- Is responsible for maintaining and updating the KBSC website.
 - a. Typical Updates include:
 - i. Club News
 - ii. Events
 - iii. Results
 - iv. Roster Updates
 - v. Photos
 - vi. Membership forms
- Log on details are provided by Australian Sailing to the authorised person, via confirmation from the Commodore
- Training is best provided by handover from one webmaster to the next
- After each AGM the webmaster will update all Flag Officer positions and Committee members.
- Is responsible for providing a RWWVP report to the General Committee to ensure that all committee members are currently Registered

3.22 Statement of Duty – Social Media

- Responsible to the Commodore
- Is responsible for maintaining and updating the KBSC Social media sites
 - a. Typical Updates include:
 - i. Club News
 - ii. Events
 - iii. Results
 - iv. Roster Updates
 - v. Photos
 - vi. Membership forms

3.23 Statement of Duty - Instructor

(Australian Sailing qualification)

- Responsible to the Sailing School Principal

And is overall responsible for:

- Teaching sailing skills
- Teaching sailing principles and values
- Monitoring sailing conditions
- Monitoring activities
- Organising people, equipment and classes
- Supporting other instructors and coaches
- Notifying the morning RO of plans for the morning
- Pre-training briefings and post training de-briefings
- Checking sign on/sign off sheets

And on each Tackers sailing day must, in conjunction with Assistant Instructors:

- Have a lesson Plan
- Get out appropriate sign on sheets for Tackers, 1, 2 and 3. (with parent sign off section)
- Prepare coach boats
- Load equipment needed into the appropriate coach boats

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- Position rubber mats at the front of the sliding doors in preparation for washdown at the end of the session
- Fill tubs with fresh water in preparation for washing of life jackets at the end of the session
- Greet children and parents as they arrive
- Make sure that children have the appropriate named life jackets
- Supervise wash down and put away of boats at the end of the session (make sure bungs are out)
- De-brief as appropriate
- Check sign off at the end of the session

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3.23.1 **The Position Description Instructor** sheet details specific tasks and duties as well as induction and training sign-off.



Position Description: Dinghy Instructor

Location: Kingston Beach

Main purpose of job: To teach competency in Sailing Activities

Key Tasks:

1. To be safe and secure. Assess and monitor sailing conditions
2. To have fun
3. To teach sailing skills
4. To work with others
5. Assess and monitor activities
6. To lead and deliver practical skills and values
7. To organise people, assistant instructors, equipment and classes
8. To support each other

Other tasks:

Arrive early, 30 minutes before the start of your class for a coach briefing. Dress appropriately before the briefing. Get your gear ready, get your plans in place, check conditions, communicate with parents, parent helpers, assistants and all other contributors to the session.

Tell the morning Race Officer what the plan is for the day.

Tell the Assistant Instructors of your expectations of them for the session.

Brief the children themselves at 0845, or 0900 depending on the class.

Ensure that each rescue/boat is manned by two competent people always and one of these is dressed ready to enter the water if necessary.

Organise a debrief on activities.

Check sign on/sign off for children and sign/off for parents in conjunction with the Assistant Instructors.

Hours of work: As required. Critically, be prepared to be ready to go by the start of the session. Give yourself plenty of time to prepare and allow time to tidy up at the end.

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Working Environment

We are a smoke free, alcohol free and drug free working environment. The tasks vary from on water activities to on shore activities when conditions are inclement. It is a hand on role; you get your feet wet and activities are nearly always done at the club and close surrounds.

Clothing

Dress appropriate to the conditions. Lead by example. It is always colder on the water than on shore or in the clubhouse.

SAFETY FIRST AND ALWAYS

Signed: _____

Name: _____

Date: _____

3.24 Statement of Duty - Assistant Instructor

(Australian Sailing Qualification)

- Responsible to a Dinghy Instructor

And is responsible for assisting in:

- Teaching sailing skills
- Teaching sailing principles and values
- Monitoring sailing conditions
- Monitoring activities
- Organising people, equipment and classes
- Supporting other instructors and coaches

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3.24.1 The **Position Description Assistant Instructor** sheet details specific tasks and duties, as well as induction and training sign-off.



Position Description: Assistant Dinghy Instructor

Location: Kingston Beach

Main purpose of job: To assist in teaching competency in Sailing Activities

Key Tasks:

1. To be safe and secure. Assess and monitor sailing conditions
2. To have fun
3. To teach sailing skills
4. To work with others
5. Assess and monitor activities
6. To lead and deliver practical skills and values
7. To organise people, equipment and classes
8. To support each other

Other tasks:

Arrive early, 30 minutes before the start of your class for a coach briefing. Dress appropriately before the briefing. Get your gear ready, get your plans in place, check conditions, communicate with parents, parent helpers, assistants and all other contributors to the session.

Know the plan for the day.

Attend the briefing at 0845, or 0900 depending on the class

Ensure that each rescue/boat is manned by two competent people always and one of these is dressed ready to enter the water if necessary

Involve parents where you can

Attend the DEBRIEF on activities

Assist instructors to check sign on/sign off for children and sign/off for parents

Hours of work: As required. Critically, be prepared to be ready to go by the start of the session. Give yourself plenty of time to prepare and allow time to tidy up at the end.

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Working Environment

We are a smoke free, alcohol free and drug free working environment. The tasks vary from on water activities to on shore activities when conditions are inclement. It is a hand on role; you get your feet wet and activities are nearly always done at the club and close surrounds.

Clothing

Dress appropriate to the conditions. Lead by example. It is always colder on the water than on shore or in the clubhouse.

SAFETY FIRST AND ALWAYS

Signed: _____

Name: _____

Date: _____

3.25 Statement of Duty- Member Protection Officer

The Member Protection Officer is the Commodore.

The Member Protection Officer must:

- in an appropriate manner, deal with any complaints made under the Member Protection Policy.
- deal with any breaches of the Member Protection Policy.
- recognise and enforce any penalty imposed under the member protection policy.
- ensure that a copy of the Member Protection Policy is accessible to all persons involved with the activities of the KBSC whether they are in a paid or unpaid/voluntary capacity, member, athletes, coaches, officials or other personnel participating in events and activities, including camps and training sessions, held or sanctioned by the club, and any other person to whom this policy may apply including spectators, parents, guardians and sponsors.
- ensure that Working with Vulnerable People checks are conducted for all employees and volunteers who work with children, including all Sailing School staff and Flag Officers of KBSC.
- ensure that privacy of club members and visitors is not compromised by not allowing phones, videos, cameras to be used inside changing areas, showers and toilets. Appropriate signage in these areas must be maintained. Parents/Guardians of children involved in club activities are given the option to "opt out" of photographs of their children being used by the club.
- ensure, where alcohol is to be served at a club function, the

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- responsible serving of alcohol is promoted.
- maintain *no smoking/no vaping* signs within the vicinity of the premises occupied by KBSC.

4.0 PROCEDURES

4.1 New Member Induction

As part of briefing each day, RO asks for any new members. The new member is allocated to a current member as a mentor and to facilitate sign off of the new member induction. New member induction Process should cover the following items. A Membership induction form will have this as a check list with scope to sign off.

Sailing School new members will have the New Member Induction via the morning RO or one of the coaches.

Induction is to consist of:

- Introduction to members of the executive
- Introduction to the new members class co-ordinator
- Introduction to the Bosun (and familiarization with the boat shed and what it contains when appropriate)
- Explain to new members what rescue boat training policy is and that they need to go through some basic training prior to being asked to crew a rescue boat
- Organize rescue boat training
- Explain rescue boat and other duty roster process and obligations
- Introduce the handbook and sailing calendar and explain how this works
- Explain sailing day program and sequence of events
- Introduce new member to the membership assembled at

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race briefing

- Explain safety requirements required for sail craft relevant to the member.

Use Standard Form 6.5 New Member Induction Checklist

NB. All new Sail school parents are to be fully inducted as per new member induction.

4.2. Rescue Boat Training Policy

- All Rescue and Mark Boat drivers / skippers must possess a current Recreational Boating Licence
- The driver / skipper must have completed a documented Rescue Boat Induction with the Vice Commodore or Bosun or agreed competent person prior to use of the boat
- Drivers and Crew are encouraged to complete the AS Powerboat Handling Course and the AS Safety Boat Operator Course

The Club shall run at least one rescue boat training session per year, preferably prior to the season commencing. This is to be organized by the Vice Commodore.

Topics to be covered include, but are not limited to:

- a) Club Safety Procedures, (esp Minimum Safety Requirements for Activities and On Water Rescue Plan)
- b) Preparation, launching, retrieval and packing up of rescue boats
- c) Entrapment of sailors
- d) Preparing dinghies for towing
- e) Single and multiple boat towing astern; Alongside towing
- f) Righting capsized dinghies
- g) Bailing / emptying swamped dinghies
- h) Retrieval of unconscious sailors from the water and transfer to the shore

4.3 Induction checklist for Dinghy Instructors and Assistant Instructors



PRE-SEASON INDUCTION CHECKLIST FOR INSTRUCTORS AND ASSISTANT INSTRUCTORS

Sailing school

- ☐ I have read and understand the job description and I understand that I must arrive in time to get the coach/rescue boats ready to go the water and to discuss lesson plans for the session
- ☐ I understand that I need to lead by example; this includes dressing appropriately and communicating well with each other, the children and the parents.
- ☐ I understand that Sign On and Sign Off sheets must be checked before and after each session.
- ☐ I know where the Life jackets are stored and I understand the rinsing procedures applicable to the life jackets after sailing

Sailing school dinghies

- ☐ I know how to rig the boats and I will check each time that paddles, bailing buckets are in each boat and lanyards are attached.

Clubhouse

- ☐ I know where the First Aid kit is kept
- ☐ I have read and understand the Policy and Procedures Document
- ☐ I have read and understand the Risk Assessment Policy
- ☐ I know how to locate and complete an Incident Form

Rescue Boats

- ☐ I know where to find the Safety Grab bag
- ☐ I know how to check that the boat is adequately fuelled
- ☐ I know how to insert the bungs
- ☐ I know how to wash the boat and the outboard after each session
- ☐ I know how to work the radio. If the onboard radio is faulty I know where to locate a hand held radio

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☐

I know how to use the engine kill switch

☐

I know the location of the safety knife in each rescue boat

☐

I know where the wet weather gear is located and understand the need to rinse it correctly after use

Signed: _____

Date: _____

Sailing School Principal: _____

5.0 Kingston Beach Sailing School

5.1 Statement of duty – Sailing School Principal

- Responsible to the Commodore
- Oversea the delivery of all Tackers programs
- Work with the KBSS Secretary, the Instructors and Assistant Instructors to deliver game-based activities both on and off water in a non-competitive and social environment building resilience, independence and confidence in the Tackers participants

5.2 Statement of duty – Sailing School Secretary

- Responsible to the Sailing School Principal
- Works with the Principal, Instructors and Assistant Instructors to deliver Tackers programs
- Is the person responsible for the implementation of the Sailing School Procedures

5.3 Sailing School Procedures

AUGUST

- Send out a letter to Local Primary Schools regarding Tacker Classes. This needs to be done prior to the September school holidays, with a request that the information be sent home with children.
- Contact children from the previous classes regarding progression.

Green Fleet training is held as arranged, usually in own boats though some club boats may be available.

Arrange for publicity for courses as required.

PRIOR TO START OF SEASON

Working Bee on Optimists and Pacers. Make sure they are in good condition to start the season. Optimist foils will need varnishing.

PRIOR TO CLASSES STARTING

NB. All new Sail school parents are to be fully inducted as per new member induction. See Section 4.1

Tacker Classes usually start the second Saturday in October and after Christmas at such time as to fit in 8 sessions. Tackers training is usually not on long weekends. This may mean starting on the Thursday and/or Friday of the last week of the school holidays.

Pacer classes depend on availability of coaches.

When you are contacted regarding classes, document the students contact details including email if possible. Direct the student (parent) to the on-line registration. Once the registration and payment has

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been received, a confirmation letter with final details is sent out.

Prior to classes commencing:

- An attendance sheet is printed out
- Registration Forms are printed and enclosed in a large envelope with the attendance sheet attached. Any **Medical Information** for students is noted.

Names on “Cattle Tags” from previous classes need to be removed ready for new names.

ON THE DAY OF THE FIRST CLASS

Meet and Greet. Don't leave parents/children looking lost in the car park!

Give out Club Handbooks.

Introduction to facilities and people at the club, including the canteen arrangements.

“Cattle Tags” with children's names need to be attached to a PFD **that fits properly**.

It is important for all classes that coaches greet participants when they arrive and get to know names as soon as possible.

DURING THE CLASSES

Children are to sign on prior to starting each class and sign off after each class.

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Manuals with teaching ideas for each skill set are in the cupboard in the starting box/filing cabinet.

Coaches need to have a plan for each session. This will be weather dependant and depend also on the children in the class.

Any **“incidents”** are to be recorded, attached to the class envelope, brought to the attention of the Sailing School Secretary and Principal and then left in the class envelope.

The first aid bag is beside the door in the Start Box. Any problems regarding a child to be communicated to a parent.

Be vigilant if children are getting too cold.

The morning RO is in charge during all morning activities. They are to wear a pink safety vest (kept in Starting Box) and be in radio contact as KB Base.

Beach Patrol wears an orange vest and carries a portable radio.

Boat Ramp wears an orange vest and carries a portable radio. This person also operates a “SLOW” sign to coordinate ramp activity to ensure safety of persons present in the carpark, adults and children alike.

Other parent helpers wear a lime safety vest.

Coaches are paid once a month via EFT. Details of dates worked are recorded.

AFTER EACH CLASS

Boats are to be washed down and emptied of water (This includes buoyancy tanks). Children **MUST** assist with this under direction of the coaches and assistant coaches.

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Children must sign off.

Make sure all children have been collected by their parent before leaving. Parents or nominated adult to sign off in the (parent's sign off column.

AT CONCLUSION OF THE COURSE

Completion Certificates with signature of the Principal of the Sailing School or Instructor are presented to the children at the Christmas function or End of Season function.

Any certificates not presented are to be posted or can be accessed electronically.

Students are marked off as having completed the relevant course electronically (on the Events page on the website)

6.0 Safety and Rescue Requirements

The following Key Points apply to all Club, Sail School, Training and Racing activities.

1. All activities / events will have a Responsible Officer who is charged with ensuring all Club policies and safety requirements are adhered to for the duration of the activity.
2. The Responsible Officer is normally the morning RO for Sailing School activities; the afternoon RO for racing activities; or the Lead Coach for non-Sailing School training.
3. The decision of the Responsible Officer on the day is non-negotiable.
4. No sailing by Club or Sailing School will occur in winds greater than 25 knots.
5. Sailing will not take place when waves prevent the launch of rescue craft from the ramp or craft from the beach.
6. **All rescue craft must have a licensed driver AND a competent crew person. Where the driver possesses a provisional motor boat license, the crew must be an adult. Where the driver is fully licensed , the crew can be a competent Junior or Youth strong enough to provide practical assistance in time of need.**
7. The driver / skipper must have completed a documented Rescue Boat Induction with the Vice Commodore or Bosun prior to use of the boat.
8. **One member of each boat crew must be dressed and prepared to enter the water if required.**

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9. The driver / skipper of rescue and mark boats are responsible for ensuring their boat is fit for use and equipped with the required equipment.
10. The driver / skipper are responsible for packing up, cleaning, motor flushing and return to storage of their boat after use. The Bosun may assist but is not to be seen as the sole person to clean up at the end of a sailing day.
11. A minimum of two persons are required to put rescue boats in and out of the shed at Kingston Beach oval.
12. Any observed or experienced maintenance issue with the rescue or mark / start craft is to be reported immediately to the Bosun or Vice Commodore by telephone.
13. Malfunctioning or missing safety gear to be reported immediately and replaced prior to further use of the boat.

6.1 Safety Equipment required on all Club Sailing Boats.

1. Tow rope at least 4m long (or Mainsheet where this is long enough).
2. Tethers on centre board and rudder foils to ensure these are not lost during a capsize.
3. Retaining clip on rudder casing to prevent loss during capsize.
4. Bailing bucket where class is not self-draining. Bailer must be tethered to ensure it is still present when required.
5. Sail Release where required by class. (Sabot)
6. Paddle where required by class rules (Sabot / Optimist).
7. Functioning buoyancy bags where required by class rules (Optimist)

6.2 Safety Equipment required on all Club Rescue Boats.

At the commencement of each season, the Bosun shall complete a Training Vessel Checklist for each rescue boat to ensure the required equipment is in place and serviceable.

1. Anchor with 3 m chain and 6x boat's length of line
2. Knife
3. PFD (minimum Level 50 / Type 2) for each person
4. Fire extinguisher (dry powder)
5. Oars, Rowlocks and/or paddles
6. Bailing bucket (preferably with lanyard) and/or a bilge pump
7. First Aid Kit (Min. Space Blankets to treat hypothermia and sterile bandages to staunch blood flow)
8. Tow ropes x 2
9. Rope throw bag / ring
10. Tools eg shackle key, pliers and knife
11. Marine VHF Radio (Operational)
12. Marker buoy "Crew safe" (min. 3 of)
13. Spare anchors if available for anchoring sailing boats when crews have been retrieved
14. Inshore Flare Set (only a requirement outside of Sheltered Waters)

6.3. Minimum Rescue boat requirements

6.3.1 Club Racing.

1. A minimum requirement is to have:
 - a. One Aluminium Boat for mark setting and rescue, or second RIB.
 - b. One Start boat (Eg KB 2) which can be used to assist with rescues in an emergency.
 - c. One RIB to provide close assistance without damaging the sailing craft.
2. The number of rescue craft required for each event will depend on conditions and age and experience of the sailors. For junior or inexperienced fleets in normal conditions (less than 15 knots) a ratio of 6 sail boats to one rescue boat is recommended. If conditions are more adverse, this should decrease to 4 or 3 sailors per rescue craft.
3. There shall be a designated "Shore Patrol" equipped with a VHF radio and a hi-vis vest to coordinate launching and retrieval, to act as "eyes and ears" on the beach, and to assist with coordinating rescues. The Shore Patrol shall conduct a Radio Check between themselves and other boats. stations to ensure radio communication is functioning.
4. For guidance on the RO cancelling sailing, see under "Position Description".

6.3.2 Sail School / Active After School / Calvin Sailing

As multiple classes may be operating concurrently, a "whole of activity" approach should be taken when determining the number and types of rescue and safety resources required. For example, 6 people in Pacer training can be supported by a smaller RIB, so long

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as a larger RIB / tinny (*KB2* or *the Paul Sanders*) is also on the water with another small group.

Radio communication between different School / training groups is essential for safe resource pooling and support.

Level	Number of Participants	Support Boat(s)	Boat Crew Required	Beach patrol
1	≤ 5	Small RIB or RIB	Yes	No*
2	5 - 10	RIB or tinny	Yes	Yes
3	10 - 20	RIB and tinny Or RIB x 2	Yes	Yes
4	> 20	RIBS x 2 plus tinny per extra 6 children	Yes	Yes

Increase Minimum Requirements by one level if prevailing or forecast wind > 15 knots.

*** A designated adult must be present on the beach at all times during Sail School.**

6.4 Radio Communications

KBSC recommends that all members on regular rescue boat duty complete an accredited radio Operator course. The following notes are provided as guidance.

- KBSC operates on channel 11. Channel 16 can be used if you are in an emergency and you need to request help outside of what is available to call up via Channel 11
- A Radio Check is to be performed between stations / boats prior to the commencement of activity. The Radio Check is usually coordinated by KB Base (or the Shore Patrol if KB Base is not in use)
- Call signs used at KBSC are:
 - “KB Base” for Start Box
 - “KB 2” for start boat (generally). When other start boats are used, prior to leaving shore, agree on a call sign
 - “*Paul Sanders*” mark laying boat
 - “*Verna Jones*” and “*Peter Harvey*”, are RIBs used for rescue work
 - “*Reynolds*” is used for coaching and rescue work
 - Beach Patrol

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KB Base should be used to coordinate additional resources to assist (eg Ambulance).

General radio protocol is as follows:

- Press call button and Identify who you are calling by repeating their call sign 3 times, then announce your call sign once and ask for a response. Repeat if necessary. (eg. KB2, KB2, KB2, this is KB Base, do you read. Over)
- At conclusion of communication, close off with a, "KB Base Out" passage to clearly indicate you have finished using the channel.

Having a mobile phone on board a rescue boat is also recommended as it provides a back up in case of an emergency.

In the case of sailing to Boronia Beach or Brown's River, (or expeditions not in line of sight), Beach Patrol with radio may need to be relocated appropriately eg walking to Boronia Beach or Brown's River. It may be necessary to position rescue boat with radio as a relay vessel for the clubhouse. A mobile phone with appropriate numbers is a good option.

6.5 Rescue Boat Procedures.

6.5.1 Boat Pre Departure Checks:

- a. Fuel and oil levels adequate for days activities
- b. Safety equipment on board (see Procedure 5.2)
- c. Hulls are inflated to correct pressure (3.5 – 4.0 psi)
- d. Motor has been pre-started and is in running order
- e. Radio check has been conducted
- f. Bungs secure

6.5.2 Rescue Boat Personnel:

- a. **All rescue craft must have a licensed driver AND a competent crew person. Where the driver possesses a provisional motor boat license, the crew must be an adult. Where the driver is fully licensed , the crew can be a competent Junior or Youth strong enough to provide practical assistance in time of need**
- b. The Driver must have undertaken a Rescue Boat Induction with the Vice Commodore or Bosun
- c. The Responsible Officer will determine if the driver has sufficient experience for the role. Ideally, the driver will have a AS Powerboat Handling Certificate and a Safety Boat Operator Certificate
- d. The rescue boat is not a spectator platform. If there are to be more than 2 people aboard, the permission of the Responsible Officer must be obtained

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- e. The rescue boat “crew” must be a physically capable adult or a capable youth 13YO or older. The crew must be capable and equipped to enter the water to assist in an emergency
- f. Dinghies should not leave the beach until manned rescue boats are in attendance
- g. The final Rescue boats should not be extracted until all competitors are on shore

6.5.3 Assisting a capsized boat

(Note: Once you render assistance to a capsized boat, it is automatically disqualified from the race. We therefore give the crew every opportunity to right the boat and sail on.

The following notes relate to a boat that has agreed to accept assistance or where, in the view of rescue boat crew, the crew are in need of assistance:

- a. It is best that the crew sail the boat home rather than requiring a tow as this takes a rescue boat off the course. A tow should only be offered where it is clear that the crew will be unable to proceed unaided. Check with the RO / Responsible Officer prior to undertaking a tow off the course
- b. “Walking the mast up” by hand may be all that is required to get the boat upright
- c. Unless in a RIB, rescue boat crews need to take additional care to ensure they do not get too close to people in the water and to avoid damage to boats

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- d. If the crew or skipper is exhausted or suffering from cold, consider getting them into the rescue boat before dealing with the capsize. It is in this instance that rescue boat crews may need to enter the water
- e. When dealing with one boat, keep a lookout for other incidents which may take priority. Provide the RO with updates on progress with the incident, especially where one of the rescue boat crew need to enter the water
- f. Where there are multiple capsizes and conditions are becoming severe, rescue boat crews may be asked by the RO to rescue crews and abandon boats for later retrieval. In this case rescue boat crews should attach Crew Safe / green floats to the boats to indicate that the crews are safe.

6.5.4 Towing a dinghy safely

- a. Consider whether towing alongside or astern is most appropriate. In light to medium weather is ok if a short distance. In heavy weather or over a long distance, towing astern of the rescue boat is recommended
- b. Use a sufficiently long line to keep the boat and line clear of the rescue boat's prop
- c. Spread the load of the towline on dinghy strong points. A wrap around the mast and then the towline held by the crew is often preferable to using the fixed towline
- d. One end of the towline must be capable of quick release. Either a wrap around a cleat and held by the rescue boat crew, or a wrap around the dinghy's mast as described above

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- e. Ensure the centreboard is raised and sails secured to prevent capsizes whilst towing
- f. Assign crew role of observer positioned such that they can look to the rear at all times. Agree arm signals before starting a tow.

6.6 On Water Rescue Plan.

Introduction

This Rescue Plan is designed to deal with all stages of rescue from single vessel capsize to a whole-of-fleet emergency. Participants include designated Start Boat personnel, mark boats, coach boats and rescue boats.

A briefing for the parties who are potentially involved in rescue will take place prior to the start of racing / training each day. As part of the briefing the Responsible Officer must check that all parties to the briefing are familiar with this plan. As part of this briefing, mobile phone numbers should be exchanged so as assist with communication if radio communication is compromised.

All rescue activities will be conducted under the control and direction of the Responsible Officer in liaison with Shore Patrol.

Radio traffic from a Rescue Boat involved in a rescue will have priority over other transmissions. Normal Radio Frequency will be Channel 11.

Rescue Boat Equipment

Each designated Rescue Boat shall carry, in good condition and working order, a first aid kit (Minimum :- space blanket and sterile blood staunch equipment), VHF radio with appropriate frequencies, a supply of Crew Safe / green floats on lanyards, heaving lines, towlines, and safety equipment as determined by MAST for the size and type of vessel.

Rescue boats must do a radio check with the KBSC Base , or RO to ensure communication equipment is operational.

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Level 1

Normal conditions (i.e. 0 to 15 knots of breeze).

Individual boat capsize or breakage involving a need for assistance.

- Any boat intending to leave station to render assistance must clear this with the RO as a request to either:
 - Stand By;
 - Assist in Recovery of the Boat
 - Request Additional Assistance Specify (e.g. Medical, etc).
 - If a crew member of the Rescue Boat is required to enter the water, this must be reported to the Course RO

Boats should not be towed back to shore without express approval from the race officer.

Level 2 .

Strong conditions (i.e. 15 to 25 knots of breeze).

Multiple capsizes or breakages.

At the upper end of this wind-range, Coach Boats may be called upon to assist, however the organisers will not deploy this option unless circumstances dictate.

RO shall maintain level of contact required with KBSC Start Box to notify KBSC Start Box if additional resources or assistance is required.

Level 3

Wind strength consistently over 25 knots, gusting higher.

Racing abandoned.

All competing boats to return to shore as soon as possible.

Competitors on-shore not to launch. All Race Start Boats, Rescue

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boats and Coach Boats to be available to assist with rescue at the direction of the Course RO. Course RO to liaise with KBSC Start Box and Beach Patrol. RO judges that resources and conditions permit boats to be retrieved as well as sailors.

Abandoned boats must have a Crew Safe / green float attached to the rigging signifying that crews are safe.

RO shall maintain level of contact required with KBSC Start Box to notify KBSC Start Box if additional resources or assistance is required.

Level 4

Severe, gale strength conditions.

All Race Committee and Coach Boats involved in rescue, at direction of Course RO in liaison with KBSC Start Box and Beach Patrol.

May involve abandoning competing boats on the course area and collecting crews in Race Committee and Coach Boats. Other suitable boats may be asked to take crews on board from other rescuing craft.

Abandoned boats must have a Crew Safe / green float attached to the rigging signifying that crews are safe.

RO shall maintain level of contact required with KBSC Start Box to notify KBSC Start Box if additional resources or assistance is required.

Important

Maintenance and monitoring of Sign-On and Sign-Off sheets is critical to the success of the Rescue Plan. The Beach Patrol shall ensure that at all times there is a competent person on duty to note sign-offs from retiring or finishing competitors.

6.7 Emergency Contacts Response Plan.

(To be read in conjunction with Procedure 5.6 On Water Rescue Plan.)

Emergency Responses:

Emergency: Ambulance / Police 000

Marine Police: 131 444 and ask for Marine Police

VHF Radio Working Chanel For KBSC Channel 11

To contact other vessels in an emergency go to Channel 16 then move to Channel 11 or other Channel as directed.

For Non-emergency and / or “Pan Pan” calls consider calling Tas Maritime Radio on Channel 16 to pass on information.

Bureau of Meteorology Forecaster 6221 2000

Tasports call “VTS Hobart” on Channel 12
or phone 1300 366 742 and follow the prompts.

Marine and Safety (MaST) 1300 133 513 (Business Hrs)

After Hrs: Peter Hopkins 0418 145 439

RYCT Radio Room during race days Channel 9
or Ph 6223 4599 (7 days a week)

Aurora Energy Emergency Faults Ph 132 004

Kingborough Medical Centre Ph 6229 3434
(Saturdays 9am – 2pm)

6.8 First Aid Policy

The Club shall maintain a comprehensive First Aid Kit.

The First Aid Kit is to be located adjacent to the door inside the Start Box, with signage indicating its location.

The Commodore is responsible for regularly checking and replacing stocks.

The Database coordinator shall maintain a register of members with current first aid qualifications who are willing to provide first aid. **The register shall be posted on the main Club noticeboard. At least one first aid person is to be rostered for each KBSC event.**

First aid incident forms are to be located adjacent to the first aid kit in the Race Office. Any first aid requiring items from the kit is to be logged on the Incident Form. The First Aider is responsible for ensuring the completed Incident Form is delivered to the Commodore for review and for identifying items to be re-stocked.

All Sail School Instructors are required (by Australian Sailing) to possess a current Senior First Aid (Level 2) qualification. The Sailing School Principal is responsible for ensuring currency of qualification. If a child or adult requires an EpiPen to be on hand then appropriate training must be provided to all Instructors, and other First Aid personnel.

6.9 Rescue Boat Care and Maintenance Procedure.

Annual Servicing of Boat and Motor to be carried by reputable service centre. This is to be managed by the Bosun or Bosun's assistant.

Boat condition and maintenance issues to be reported to the KBSC monthly general committee meetings by the Bosun.

In addition to the annual service, the boats shall be inspected by the Bosun and one other appointed member of the committee(e.g. Vice Commodore) on an annual basis to assess and review condition of the boat and all of the safety and other facilities. This check should be done prior to annual servicing so as to identify any issues prior to servicing for attention. This check should be done using **Standard Form 2. Training Vessel Annual Safety Inspection Certificate.**

During the sailing season, each boat should have a weekly check on general condition, and a check on lubricant levels.(Bosun)

Any issues being found on weekly inspection or reported after weekly use should be recorded on standard form **Standard Form 6.4 - Rescue Boat Maintenance Issue Reporting**

7.0 Kingston Beach Oval Storage Shed

The Club shares a boat storage shed at Kingston Beach Oval with Kingston Beach Surf Life Saving Club and Surf Life Saving Tasmania.

The shed is only to be used for the storage of boats, vehicles and associated equipment. It is not to become a repository of old furniture, files and broken items.

Road access to the shed is only via the “Puddleducks” entrance off Beach Rd. KBSC are allocated the 3 northern bays (closest to Beach Rd). [The southern-most single bay is a shared concreted maintenance area. This does not appear to be the case]

Keys to the access gate and shed are held by the Commodore, and Bosun. A set is also kept at the Club and can be accessed by members with Clubhouse keys.

Two people are required for movement of boats in and out of the shed.

One person is to act as a “spotter” and guide the vehicle driver so as to avoid hitting the roller door pillars. It is preferable to move smaller boats, such as the RIBs in by hand pushing to minimise the risk of damage to the shed pillars.

Refuelling is to occur outside the shed on the gravel apron. Spare fuel (ie apart from that in tanks inside boats) is to be kept in the Fuel Safety cabinet inside the shed. The volume of spare fuel stored shall not exceed the rated capacity of the cabinet.

A list of contacts for each of the shed tenant clubs is displayed prominently inside the shed at each end. Any damage to the shed, particularly that which compromises security (e.g. damage to roller door pillar preventing roller door from locking), must reported to a contact from each tenant club, and the person reporting the

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damage is to remain on-site until assistance arrives.

The shed is not to be left unsecured!

Washing down of boats can be performed on the gravel apron or the adjacent sealed car park. Under Council by-laws, as the shed is in a residential area, motors should not be run and flushed outside of the following hours.

Monday – Friday	7.00am - 6.00pm
Saturday	9.00am – 6.00pm
Sunday and public holidays	10.00am – 6.00pm

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8.0 Standard Forms

Standard Form 6.1. Training Vessel Annual Safety Inspection Certificate

This is a Club-issued certificate that has been issued by the Bosun which confirms the adequacy of the vessel's hull and equipment, and the provision of safety instructions for participants. It is not to be considered a condition report nor is it a safety, seaworthiness or compliancy report for any State or Federal law or other rule or legislative requirement and it is carried out only as a guide to the safety requirements of KBSC.

It remains the responsibility of the Skipper / Master to ensure the vessel is seaworthy and properly equipped prior to each voyage.

Vessel Details

Name: _____

Registration Number: _____

Hull Material: _____

Pontoon Material: _____

Engine Make, Model and HP _____

Serial No: _____

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If No to any of the below, please provide details on rear of form.

Hull Inspection

Hull free of cracks, holes or splits Yes ☐ No ☐

Transom welds not cracked or split Yes ☐ No ☐

Bung fits correctly Yes ☐ No ☐

Pontoon chamber leak test passed Yes ☐ No ☐

(Inflate chambers to 3.5psi and re-check pressure after 24 hours.

Pressure > 2.8psi [ie less than 20% pressure loss per 24 hours])

Mechanical / Electrical

Steering mechanism turns freely Yes ☐ No ☐

Kill cord operates correctly Yes ☐ No ☐

Engine professionally serviced in past 12 months Yes ☐ No ☐

Fuel tank free of leaks (including vent valve fully closing) Yes ☐ No ☐

Fuel line tested and found to be free of leaks Yes ☐ No ☐

Battery firmly fixed to hull and wiring free of frayed or exposed wiring
Yes ☐ No ☐

Trailer lights operational Yes ☐ No ☐

Trailer winch strap not frayed or torn Yes ☐ No ☐

Winch safety chain operable Yes ☐ No ☐

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Safety Equipment

Anchor with attached chain and rope – checked for chafes and shackles tight Yes ☐ No ☐

Fire extinguisher - dry powder type, in date and serviceable condition Yes ☐ No ☐

Knife Yes ☐ No ☐

Crew Safe buoys Yes ☐ No ☐

VHF Marine Radio – operation confirmed Yes ☐ No ☐

Paddles Yes ☐ No ☐

Bailer Yes ☐ No ☐

Bilge pump operational Yes ☐ No ☐

Heaving line Yes ☐ No ☐

First aid kit – check and re-stock if necessary Yes ☐ No ☐

Current copy of Safety Management Plan in front locker Yes ☐ No ☐

Signature _____

Date: _____

Details of Defects and Corrective Actions Taken

[illegible]

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Standard Form 6.2 - Powerboat Training – Self Declaration of Medical Information and Emergency Contact Details.

A serious medical condition could affect the ability to safely operate a recreational powerboat. A self-declared medical statement is required before commencing Powerboat Training. If required, KBSC will endeavor to modify the training so as to enable your participation.

Trainee Details

Surname: _____ First Name: _____

Date of Birth: _____

Residential Address: _____

Suburb: _____ Postcode: _____

Telephone: Home: _____

Work: _____ Mobile: _____

Email: _____

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Do You Suffer From:

Hearing Loss: *Do you find it difficult to hear normal conversations?*

Yes ☐ No ☐

Epilepsy / Fits / Fainting / Seizures:

Yes ☐ No ☐

Diabetes:

Yes ☐ No ☐

Respiratory Disorders (including asthma):

Yes ☐ No ☐

Allergies:

Yes ☐ No ☐

Any other physical or mental condition that could affect your ability to safely operate a powerboat :

Yes ☐ No ☐

If Yes to any of the above, please provide details: _____

*Do you have a current Working with Vulnerable People Registration:
Yes/No If Yes provide number*

Emergency Contact / Next of Kin

Surname: _____ First Name: _____

Residential Address: _____

Suburb: _____ Postcode: _____

Telephone Home: _____

Work: _____ Mobile: _____

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BY SIGNING THIS FORM I CERTIFY THAT:

I have no other illnesses, conditions or any other physical or mental condition that would make it dangerous for me or others driving a powerboat.

Trainee Signature _____

Date: _____

Parent / Guardian must sign if Trainee is under 18 years of age

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Standard Form 6.3 Incident/accident report form

Name of person in charge of session/competition

Site where incident/accident took place

Date of incident/accident

Name of injured person

Address of injured person

Nature of incident/injury and extent of injury

Describe what activity was taking place, for example training/game/getting changed.

Give full details of action taken during any first aid treatment and the name(s) of first-aider(s).

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What happened to the injured person following the incident/accident?

E.g., carried on with session, went home, went to hospital etc.

All of the above facts are a true record of the accident/incident

Signed:

Date:

Name:

Follow-up Action. Identify any follow-up action that is required by the club to prevent recurrence. Consider root causes to the injury such as equipment short comings, procedures, training, signage etc.

The above actions have been reviewed and followed up.

Signed:

Date:

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Standard Form 6.4 Rescue Boat Maintenance Issues Reporting

Date:

Boat:

Name of Person Reporting Issue

Name of person correcting issues:

Date:

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Standard Form 6.5 New Member Induction Check List

Name of New Member:

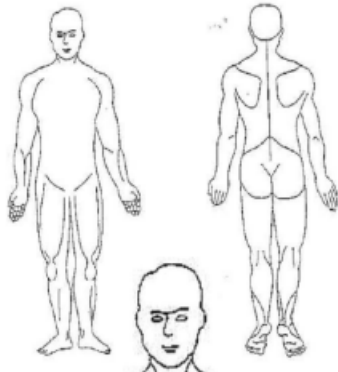
Name of Inducting member:

Signature

Date

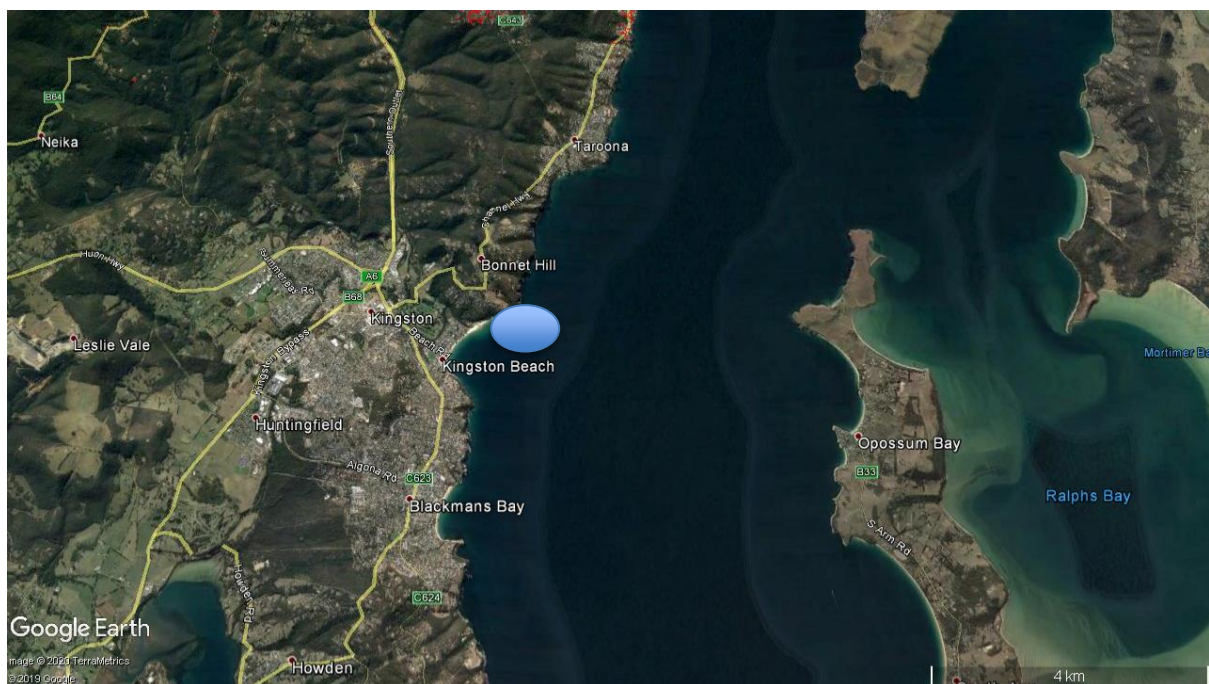
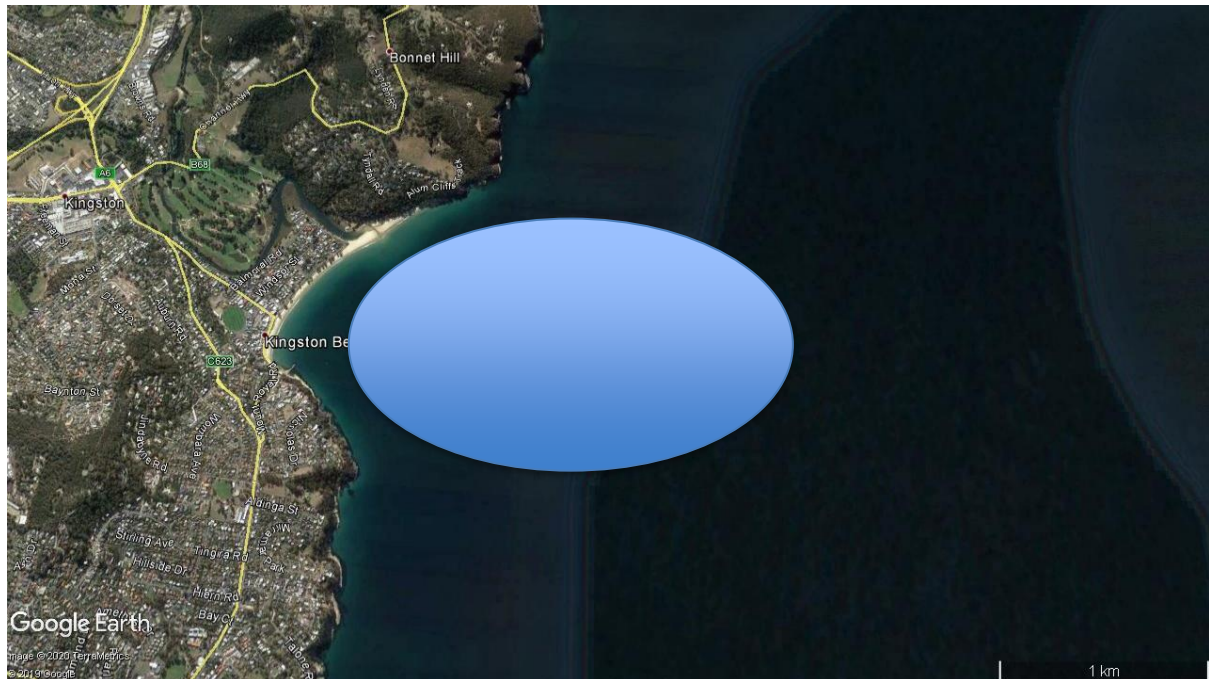
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Standard Form 6.6 First Aid Recording

Injury Report Form: This report reflects an accurate record of the injured person's reported symptoms of injury			
Name of person injured:		Date of Birth:	
Date when injury occurred:		Date when injury is evident:	
Person injured: <input type="checkbox"/> Participant/Sailor <input type="checkbox"/> Instructor <input type="checkbox"/> Other: _____		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Supervising Instructor: _____ (Signature)		Witness: _____ (Signature)	
First aid provided by: _____ (Signature)		Time of first aid:	Initial treatment required: <input type="checkbox"/> No treatment required <input type="checkbox"/> CPR <input type="checkbox"/> RICER <input type="checkbox"/> Crutches <input type="checkbox"/> Sling / splint <input type="checkbox"/> Dressing <input type="checkbox"/> Strapping <input type="checkbox"/> Massage <input type="checkbox"/> Stretching
Nature of injury:	<input type="checkbox"/> New injury <input type="checkbox"/> Recurrent injury	<input type="checkbox"/> Aggravated injury <input type="checkbox"/> Other: _____	
Did the injury occur during: <input type="checkbox"/> Training <input type="checkbox"/> Event <input type="checkbox"/> Other: _____			
Symptoms of injury: <input type="checkbox"/> Blisters <input type="checkbox"/> Bleeding nose <input type="checkbox"/> Bruising/contusion <input type="checkbox"/> Inflammation/swelling <input type="checkbox"/> Cramp <input type="checkbox"/> Suspected bone fracture/break <input type="checkbox"/> Spinal injury <input type="checkbox"/> Cardiac problem <input type="checkbox"/> Electrical shock			
Body part injured:		How did the injury occur? <input type="checkbox"/> Collision with a fixed object? <input type="checkbox"/> Collision/contact with another person <input type="checkbox"/> Fall from height/awkward landing <input type="checkbox"/> Fall/stumble on same level <input type="checkbox"/> Overbalance <input type="checkbox"/> Overstretch <input type="checkbox"/> Slip/trip <input type="checkbox"/> Other: _____	
		Extra detail regarding how the injury occurred:	
Was protective equipment worn on the injured body part? <input type="checkbox"/> Y <input type="checkbox"/> N			
Follow up action: <input type="checkbox"/> None <input type="checkbox"/> Medical practitioner/physiotherapist <input type="checkbox"/> Hospital <input type="checkbox"/> Ambulance <input type="checkbox"/> Other: _____			
Signature of person completing form:			Date:
Note: Instructors without medical training should refer all medical decisions to appropriately qualified persons. Do not attempt to 'diagnose' an injury. Users of this form are advised that medical information should be treated confidentially. In some states, additional legislation affects the management of health records. See the Australian Legal Information Institute website (www.austlii.edu.au) for further information.			

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9.0 Sailing area (approximate)



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