



HEALTH & SAFETY PLAN

PLAN CONTENTS & AND RESPONSIBLE PEOPLE

REGATTA	25TH NZIODA 2020 TOYOTA OPTIMIST NATIONAL CHAMPIONSHIP
LOCATION	WORSEY BAY BOATING CLUB
DATE(S)	6th – 9th NOVEMBER 2020
PLAN PURPOSE	The purpose of this health and safety plan is to outline our approach to managing health and safety at the above regatta, quantify, set at an acceptable level for risk, and take steps to keep residual risk at that level.

RESPONSIBLE PEOPLE	Role	Name	Contact Ph.
	Regatta Convenor	Dion Mead	029 343 6850
	WBBC Commodore	Melanie Parkin	027 254 4047
	Principal Race Officer	Harold Bennett	021 681 020
	Race Control	Tom Murphy	04 972 2222
	Race Officer – Open Fleet	Brett Linton	027 4871 611
	Race officer – Green Fleet	Kim Ardmore	021 112 6737
	Measurer	Peter Sutton	
	On Land Coordinator	Jacqueline Ross	027 277 1603
	On Water Coordinator (OWC)	Glenn Armstrong	027 444 2394
	Boat Master (official boats)	Dean Stanley	021 332 609
	Beach Master	Richard Cameron	027 440 3465
	Health & Safety Coordinator	Neil Gray	021 744 729
	First Aid Post Leader	Craig Thornley	027 807 4754
	On-water Safety Officer	Peter Van Dam	0204 073 8786
	Medical Adviser	Craig Thornley	027 807 4754

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Reference Documents	1	Rules of sailing (RRS)	
	2	Notice of Race for this regatta	
	3	Sailing Instructions for this regatta	



1. GENERAL INFORMATION

1. Safety Briefings

Open Fleet	Welcome - Friday 9am	Commodore RC, PRO and RO
	Support Boats/Coaches Briefing – Friday 8.30am	PRO, RO and HSC
	Officials Boat Briefing - Friday 8.30am Sat -Tues at 08.30 am as required	PRO, RO BMR & HSC
	Sailors Briefing – Open Fleet – Friday at 9.00 am	
White Fleet	Sailors briefing - White Fleet – Friday at 9.00 am	PRO, RO and HSC
	White Fleet Support Boats/Coaches Briefing – Friday at 8.30 am	PRO, RO and HSC
Green Fleet	Sailors Briefing – Green Fleet – Friday at 9.30 am	Green Fleet RO

2. Levels of Operation

LEVEL	ON THE WATER	ON LAND
LEVEL 1 - General Patrol/Rescue Wind 0-15 knots	Normal rescue protocols apply. Rescue and mark boats will operate in their allotted sector within the racing area Support boats to stay outside exclusion area unless instructed by RO Rescue and mark boats to stay in the race area until released by the RO	Normal beach management protocols apply
Level 2 – Strong wind conditions Wind 15-25 knots (approx.)	Normal rescue protocols apply unless instructed by RO/PRO. Support boats may enter the course and assist when requested by RP/PRO. Rescue and Support boats to stay in the racing area until released by the RO/PRO	Normal beach management protocols apply. In southerly conditions all available volunteers to assist with trolleys and helping sailors out of the water
Level 3 – Abandon races Wind 25-35 knots (approx.)	Emergency protocols will apply PRO will fly flag “N” or “AP” over either “H” or “A” and advise over VHF that races are abandoned or postponed. All sailors are to return to the shore. Rescue, Support and Other available boats will be directed to assist where practical by the RO/PRO. All boats to stay in the race area until released by the PRO. Rescue and support boats may take sailors off yachts “in difficulty” then tag and abandon the yacht (ref emergency management instructions)	Emergency protocols apply. All volunteers not engaged in essential work to assist as instructed by Beach Master
Level 4 – Emergency Wind 35+ knots (approx.)	Rescue and support craft to operate as per Level 3. The PRO will advise Regatta Organiser of an emergency situation and may request outside assistance via Coastguard and emergency services.	As for Level 3



2. HEALTH & SAFETY PLAN

PLAN PURPOSE

The purpose of this health and safety plan is outline our approach to managing health and safety at the above regatta, to quantify and set at an acceptable level for risk, and take steps to keep residual risk at that level.

The plan is a 'living document' and is subject to change

FUNDAMENTAL RULES & RELATIONSHIPS

This plan augments the Rules of Sailing, Notice of Race and Sailing Instructions approved by the governing body for this regatta. In the event of any conflict, the Sailing Instructions shall apply.

Sailors, coaches and supporters attention is drawn to fundamental RRS 1.1, 1.2, 4 and 62.1c:

- Competitors shall make their own decision to start or continue in a race, taking into consideration the prevailing and forecast conditions.
- A boat or competitor shall give all possible help to any person or vessel in danger.
- All sailors and their coaches, as well as officials, are responsible for the wellbeing of fellow competitors on and off the water.

HEALTH & SAFETY MANAGEMENT

Our Goal	Confidence amongst sailors and supporters that we can tackle any emergency		Our volunteers are fit for purpose, we have the right equipment, and we know what is required to run a safe and healthy regatta		
Focus Area	What are we trying to achieve?	How do we measure success & who's responsible?	Preparation	Prevention	Management
On land	All shore-based volunteers are 'fit for purpose'	Measure	All volunteers, no matter what their role, are fully briefed on health and safety protocols	The first aid post is fully stocked and staffed at least one hour before and after boats enter and leave the water A rostered GP or paramedic is on call at least one hour before and one hour after boats enter and leave the water	A health and safety incident reporting system is in place to review and amend this plan
		Responsibility			
On the water	Safety, mark & rescue boat crew are 'fit for purpose'	Measure	Every safety, rescue or mark boat shall have a minimum of two and no more than three on board, including one dressed to enter the water if required	All boat captains are YNZ-certified and fully briefed on their duties and emergency management protocols	The Rescue boat roster will be maintained on a daily basis and includes reserve capacity
		Responsibility			
On the water	Our equipment is 'fit for purpose'	Measure	All boats are equipped to the required standard (ref. Rescue & mark boat checklist)	Boats are refuelled and re-provisioned at the end of each day	Boat-related issues are addressed before the next sailing day or there is a replacement vessel available
		Responsibility			



PARTICIPATING SAILORS

Focus Area	What are we trying to achieve?	How do we measure success & who's responsible?	Preparation	Prevention	Management
Our Goal	A safe and positive experience for all participating sailors		Sailors and supporters are responsible for their own health and safety on and off the water, but we will do our best to remove any obstacles to good health and wellbeing		
The Boat	At all times, participating Optis are in a fit state to race and protect the sailor.	Measure	Opti is sound and all safety equipment in place prior to regatta	Opti is fully checked for compliance, condition and class safety requirements	An Opti that poses an ongoing health and safety risk will be pulled from the regatta
		Responsibility	Participants & supporters	Measurer	Rescue boats captains reporting to RO
The Sailor	Participating Opti sailors have the right safety equipment, the right level of experience and physical ability to compete in their class	Measure	Sailors have been assessed as physically able and experienced enough to compete in their class	All personal safety equipment meets class rule requirements	Sailor performance is reviewed and support (or transfer to another fleet) is available
		Responsibility	Sponsoring YNZ-registered yacht club	Measurer	Fleet RO in association with sponsoring club
On land	Participating sailors are in safe and nurturing environments	Measure	Sailors are in secure accommodation over the course of the regatta	Sailors are adequately supervised	Incidents of bullying or unsafe behaviour are dealt with as soon as possible
		Responsibility	Parents/supporters	Parents/supporters and sponsoring club	HSC/Regatta Convenor
Transition	We know who is always on the water	Measure	Updated list of competing boats and sailors available prior to each race	Sign On/ Off registers are accurately maintained for all races & classes	Tags to be worn by all competitors, provision for DSQ in event of non-compliance
		Responsibility	Race Control	Beach Master	Parents/supporters and sponsoring clubs
On water	Participating sailors are physically able to compete at their chosen level	Measure	All known disabilities and medical assistance requirements are logged at the time of registration	Participants have access to food and drink, and any medical support they need	In the event of injury or illness, a qualified and equipped person is ready to take charge
		Responsibility	Parents/supporters	Parents/supporters	Safety 1 (on water), FAP Leader (on land) & on call Medical Adviser/HSC
On water	At all times, the safety of sailors is our top priority	Measure	Emergency management protocols are sailor-focused	Weather forecasts, sea conditions and other critical info. Is available to sailors every day	All official and support boats are ready to implement the management protocols
		Responsibility	HSC/Convenor	Race Control	RO/PRO



PARENTS & SUPPORTERS

Focus Area	What are we trying to achieve?	How do we measure success & who's responsible?	Preparation	Prevention	Management
Our Goal	A safe and supportive environment for all		We're not responsible for the behaviour of parents and supporters, but we can take an interest in their health and wellbeing while they are at WBBC		
On land	We understand and can respond to the health and welfare needs of sailors' support base	Measure	Parents and supporters have taken control of known health and safety issues	Parents and supporters know where they can access assistance if needed	Tiered health and safety services are available on site
		Responsibility	Parents & Supporters	All volunteers & officials	HSC
On water	Parents and supporters can look after themselves and sailors in need when called	Measure	All parents and supporters know the limits of their sailors, themselves and their vessels	All support boats to have a first aid kit and support boat pack on board	Support boat captains are fully briefed on their responsibilities in an emergency
		Responsibility	Parents and supporters	Support boat captain	Support boat captain
		Supported by	Sponsoring club	Sponsoring club	HSC

ENVIRONMENT/HAZARDS

Focus Area	What are we trying to achieve? (CSF's)	How do we measure success & who's responsible?	Preparation	Prevention	Management
Our Goal	Known hazards are managed, unknown hazards are recognised early and addressed		We can't control the weather or the presence of water-borne and living flotsam and jetsam, but we can manage their impact on the regatta family		
Weather & Sea Conditions	Sailors are fully-briefed on weather and sea conditions every day	Measure	Access to localised weather advisories from WHB, MNZ & Coastguard	Weather and sea warnings posted daily	PRO had access to any new information throughout the day
		Responsibility	Race Control	Race Control	PRO
On land	We will keep a watchful eye on all participants	Measure	Risk Management Plan in place	All volunteers and participants are briefed about known risks	The risk management plan includes emergency protocols
		Responsibility	HSC	On land Coordinator (OLC)	HSC
On the water	Apart from a 'slap in the face southerly', competitors can expect to sail on waters that are hazard free.	Measure	Council, port and ferry management are notified Sailing instructions are clear and concise about safe sailing area and 'no go' zones	Delegated rescue boats will swing through the sailing area and clear obstacles prior to racing commencement	The plan includes emergency protocols
		Responsibility	Convenor	Boat captains	HSC



3. EMERGENCY MANAGEMENT PROTOCOLS

3.1. WEATHER & SEA RELATED EMERGENCY – OPERATING LEVEL THREE AND ABOVE

Management

- Open and Green fleet Race Officers to manage their fleets
- In the event of danger to life a race will be abandoned, and rescue co-ordination **may be** transferred to **the PRO at Race Control, or to Emergency Services.**
Note: The PRO has overall control of the regatta, but the RO can decide to abandon independent of (and before) the PRO

Committee Boat

- The Race Committee Boat will remain stationary or move to a more suitable position to co-ordinate with the PRO/Race Control.
- It will accept sailors on board and will tie boats up behind if necessary, to speed up the process of ensuring everyone is accounted for.

Rescue and Mark Boats

- Rescue boats will, in the first instance, provide support in their designated areas.
- If necessary, request further assistance from the RO (or PRO/Emergency Services if control has been handed over).
- When their area is clear seek advice from RO/ PRO/Emergency Services as to which area to cover.

Support Boats

- Unless instructed by the RO/PRO and or the “W” flag is flying from the committee boat, support boats to remain outside the exclusion zone but remain in the general racing area
- Render assistance as required in accordance with the emergency management protocols (**REF. SAFETY CARD**)

Beach Master

- Beach Master to mobilise additional support in Yacht retrieval areas
 - Designated in-water personnel to be dressed and ready
 - Supporters to stand by in their areas waiting for instruction
 - Additional recorders if required along the beach to confirm sign on/off

3.2. CREWLESS BOAT AND NO (CREW SAFE) SAFETY RIBBON OR MARK

Management

- Attending vessel to immediately communicate with RO (or PRO/Emergency Services if control has been handed over).
- RO or successor to instruct other rescue and support boats to assist as required (**REF. SAFETY CARD**)

Attending vessel

- Attending vessel to immediately check that the sailor is not trapped under the boat or under the sail.
- Stop alongside crewless boat and scan everywhere, standing if possible.
- Consider the line of drift (wind and tide). Scan more carefully both ways on this line.
- Start search upwind over a 60° triangle from the boat to a distance of at least 200m. Rescue boat crew standing if possible.

Other vessels

- If unsuccessful, RO will implement emergency management protocols (**REF. SAFETY CARD**)
- Once other boats arrive RO will designate one boat to lead the search.



3.3 MISSING SAILOR - RAISED BY NOT BEING SIGNED-OFF, EMPTY BEACH TROLLEY, NOT FINISHING

Management

- Race Control to instruct Beach Master, RO and Regatta HQ
- Record all responses and other relevant information
- Call police and coastguard if not found within (say) 20 minutes

Beach Master

- Check sign on/off sheets and trolleys (note green fleet trailers have a green ribbon).

Regatta HQ

- Check result sheets
- Phone contact phone numbers for the sailor, find friends and/or fellow club members. (Race Control access to database)

Race Officer

- Consider the line of drift (wind and tide).
- Instruct Rescue and support boats go to leeward end of the course – at least 200 m or as required, set up visual distance apart (40 metres). Designate one boat to manage the search vessels.
- Once in position call to advance together at 5 knots.
- Continue until the course has been swept to its windward extremity, then repeat downwind

3.4 INJURY AND TRAUMA MANAGEMENT

Injury and Trauma refers to all accidents and other events that have a serious impact on the physical health and/or wellbeing of sailors and other participants, including physical injury (especially head injury), hypothermia, fever and fatigue.

Management

- HSC is responsible for injury and trauma management, in conjunction with the Medical Adviser
- All injury and trauma cases must be examined by the Medical Adviser, as soon as possible after an event
- Medical Adviser to refer case to emergency or other medical support services if required.
- HSC to advise On Land Coordinator and Race Control if sailor is removed from site.
- All events to be recoded on an Incident Management Form.

Triage

On the water:

- All cases of injury (especially head injury), hypothermia or fatigue to be reported to and attended by the On-water Safety Officer (SAFETY 1).
- If the On-water Safety Officer determines that a sailor at risk, the sailor must withdraw from the race and be escorted or taken directly to Race Control to be examined by Medical Adviser.
- Medical Adviser will determine whether the injury or trauma can be treated onsite, or whether the affected sailor should be passed on to emergency or other external medical support services.

On land:

- All cases of injury or trauma should be reported to the FAP Leader, who will immediately advise the HSC and the Medical Adviser of any concerns.
- Medical adviser will determine whether the injury or trauma can be treated onsite, or whether the affected sailor should be passed on to emergency or other external medical support services.



3.4 COVID AND INFECTIOUS DISEASE MANAGEMENT

Management

- WBBC has a set of non-negotiable Covid protocols
- The Convenor, in consultation with the Commodore is responsible for cancelling the event
- The On Land Coordinator is responsible for managing a shift in levels during the regatta, including allocating sailors into bubbles, and programme impacts.

Beach Master

- Set up separate zones and launch/retrieve areas at Level 2.
- Manage distancing and interaction.

Boat master

- Distancing and boat wash down.



4. RADIO & COMMUNICATIONS

Call Format

Call format:	"Race Control, Race Control", This is Rescue 1"
Call Message:	"This is a radio test, are you receiving? OVER"
Reply Format:	"Rescue 1", this is Race Control", receiving you loud and clear, "OVER"
response	"Thank you Race Control, Rescue 1 LISTENING ON 77" (or 17)

Regatta Frequencies

To Call	Call Sign	Channel
Open Fleet	Identify by role then by boat name if requested	77
Green Fleet	Identify by role then by boat name if requested	17

Other Frequencies

Other clubs	RPN ,LBYC, EBYMBC Sports Radio	62
Harbour Master	Beacon Hill	62
Coast Guard	Coast Guard	62
Shipping listening	Within Harbour, must be monitored by race control	14
Emergency Radio	Must be monitored by RO's & race control	16

Important Phone Numbers – On the Water

PRO	Harold Bennett	021 681 020
Open Fleet RO	Brett Linton	027 4871 611
Green Fleet RO	Kim Ardmore	021 112 6737
Mark Boats	Glen Armstrong	See separate sheet
Rescue Boats	Glen Armstrong	027 444 2394
Safety 1	Peter Van Dam	0204 073 8786

Important Phone Numbers – Off the Water

WBBC start box/Regatta HQ		04 972 2222
Opti Nats Convenor	Dion Mead	029 343 6850
Health & Safety Coordinator	Neil Gray	0274 797890
WBBC Commodore	Melanie Parkin	021 332609
		027 254 4047

Important Phone Numbers – Emergency

Police	Police / all emergencies	111
	Police Maritime unit	0800 426285
	Police Maritime unit	0274 430829
	Police "Lady Elizabeth IV"	027 452 9503
Harbour	Harbour Master, Beacon Hill	04 388 7795
	Coast Guard - URGENT	04 386 3531
	Coast Guard - NON-Urgent	04 386 3530

Useful Phone Numbers

Getting Around	Taxi (Combined)	04 384 4444
	Dial a Driver	0800 423748
Club Phones	Muritai Yacht Club	04 5627208
	Evans bay Yacht and Motorboat Club - office	04 9394167
	Royal Port Nicholson Yacht Club - Office	04 9397069
	Point Jerningham Start box	04 3849260
	Heretaunga Boating Club	04 5685359
	Lowry Bay Yacht Club	04 5683715
	Worser Bay	04 9729222



5. HEALTH & SAFETY RISK REGISTER

This risk register comprises known known HEALTH AND SAFETY risks from previous regattas

Any participant, supporter or volunteer can request in writing for a new risk to be added to the register, either prior to or during the regatta.

The Health and Safety Coordinator will assess the risk (see definitions below), propose actions to the PRO and/or regatta Convenor to minimise the risk, and allocate responsibility for managing the new risk over the course of the regatta.



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RISK REGISTER



Line No.	Hazard or Causal factor	Likelihood (1-5)	Severity (1-5)	Priority (1-10)	Risk Management Plan How do we prevent, isolate or minimise the risk?	Action Plan What to do when it happens?	Who is Responsible?	Communicate risk & response	Actioned? date/ by
ON LAND									
1. Opti Park									
1	Person hit by swinging boom	2	1	3	Highlight risk during initial sailor briefing Group boats to discourage spectators to walk through, and increase awareness.	Accompany to first aid post for a check-up	On Land Coordinator	Initial sailor briefing, repeat as required during daily briefings	
2	Mast hits electricity lines	1	2	3	Not an issue for Opti Nats?	Accompany to first aid post for a check-up	On Land Coordinator	Initial sailor briefing	
3	Damage or vandalism to Optis & support boats while being stored	1	2	3	Secure boats when high winds are forecast. Encourage the removal of loose gear. Arrange for overnight security. Brief boat owners. Insurance in place.	Report to Race Control, contact police	On Land Coordinator	Initial sailor briefing, repeat as required during daily briefings	
2. Beach & Launch Areas									
1	Competitor launching and retrieving dangers	2	3	5	All Optis must be launched and retrieved within marked areas at the northern end of Worser Bay Beach. Volunteers and supporters available to assist	First Aid available in case of injury On-land protocols to manage change in weather	Beach Master	All briefings	
2	Southerly swell causes difficulties launching and retrieving	2	2	4	In briefing point out that swell is less the further south on the beach you go.	Organise parental assistance if required.	Beach Master	All briefings	



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RISK REGISTER



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3. Road Traffic									
1	Traffic Congestion	1	2	3	Clearly designated boat and trailer parking. Use of cones to demark areas. Traffic management at beginning of the day.	Traffic Marshall in place at beginning/end of day	Facil	Prior	
2	Traffic Accident	2	5	7	Clearly designated boat and trailer parking. Use signs/cones to demark dedicated parking areas and alert passing traffic during peak periods. Caution at briefing.	Traffic Marshall in place at beginning/end of day First aid available in the event of injury	Facil, PRO	Initial supporter briefing	
3	Access for emergency vehicles				Maintain clearway to beach next to surf lifesaving club Maintain clearway and access to Race Control and Regatta HQ (clubhouse) one hour before/after racing	Authorise removal of offending vehicles	On Land Coordinator	Initial supporter briefing	
4. Coach and Support Boats									
1	Support Boat launching and retrieving dangers	2	3	5	All spectator boats use alternative ramps – boat club ramp at southern end of Worser Bay beach or Evans Bay. Only official boats to use the Worser Bay slipway				
2	Damage to or theft from coach support boats while being stored	2	2	3	Secure boats when high winds are forecast. Encourage the removal of fuel tanks & loose gear. Arrange for overnight security. Brief boat owners - Insurance is their responsibility	Report to regatta HQ Contact Police	On Land Coordinator	Initial supporter briefing, repeat as required during daily briefings	
3	Not enough parking for Coach & Support Boats	4	2	3	Identify dedicated parking area for coach & support boats. Hierarchy for parking? (e.g. official boats, coach boats, club boats, private boats)	Traffic Marshall in place at beginning/end of day			



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5. WBBC Ramp & official Boat Launching									
1	Volunteer slips on boat ramp	4	3	7	Warning sign in place. Waterblast ramp before regatta. All persons advised that ramp is slippery.	First Aid	Boat Master	Prior, rescue boat briefing	
2	Sailor slips on boat ramp	4	3	7	All WBBC Opti sailors to launch from beach & store boats on grassed area for duration of regatta. Sailors encouraged to play/swim away from ramp area	First Aid	HSC	Prior, Initial sailor briefing, repeat as required during daily briefings	
3	Swimmers in the water	1	3	4	All boats to take care. Motor boats to respect 5 knots limit within 200 m of shore	First Aid	PRO	All briefings	
4	Injury caused by use of winch, either at the pulley or boat 'jumping onto the ramp'	3	4	7	Use tractor for efficiency and safety at Opti Nats. Only experienced persons to operate winch.	First Aid	Boat Master	Rescue and Mark Boat briefing	
5	Injury caused by tractor	2	3	5	Only designated tractor drivers can drive the tractor. Roster in place.	First Aid	Boat Master	Prior	
6	Injury caused by children or people getting in the way of launching or retrieval (particularly between boardwalk and clubhouse)	3	4	7	Sailors warned at briefing. Appoint a safety person not involved in launching or retrieval to manage 'foot traffic'. Use cones as warning at the end of the boardwalk.	First Aid	Boat Master	All briefings	
7	Injury at breastwork or in black hole, particularly due to Southerly swell or low tide.	2	2	4	Advise people to take care getting in and out of boats. Provide additional help if risk is heightened.	First Aid	Boat Master	All briefings	



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6. Official Boat Storage Area									
1	Fuel stored in boatsheds	1	5	6	Fuel purchased as required. Rescue boats to be refuelled in the evenings to reduce fuel stored onsite. No smoking anywhere in or near boatsheds	Evacuate. Fire extinguisher. Sand for mop up. Call Fire Service if serious.	Boat Master	Prior, Rescue and Mark Boat Briefing	
2	Fire or fuel spilt during carriage or refuelling	2	3	5	Fuel transported in such a way that no vapour builds up.	Fire extinguisher. Sand for mop up. Call Fire Service if serious.	Boat Master	Prior, Ongoing	
3	Not enough parking for official boats	4	2	3	Prioritise parking for official boats: - Lower rigging area - Inner parking area Use cones or a temp fence to denote official boats only area	Traffic Marshall in place at beginning/end of day Authorise removal of non-official boats	On Land Coordinator	Initial supporter briefing, repeat as required during daily briefings	
4	Damage to or theft from official boats while being stored	2	2	3	Secure boats when high winds are forecast. Lock up WBBC vessels (and others if possible) Encourage the removal of fuel tanks & loose gear. Arrange for overnight security. Brief boat owners & clubs - Insurance is their responsibility	Report to regatta HQ Contact Police	On Land Coordinator	Initial supporter briefing, repeat as required during daily briefings	



RISK REGISTER



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7. Clubhouse									
1	First aid supplies and competency of volunteers not sufficient to meet need	2	4	6	<p>Ensure First Aid kit is complete, check and replace. Identify and appoint qualified people.</p> <p>Maintain a list of emergency numbers and contacts, including paramedic services available at short notice</p> <p>Doctor on call over the regatta period</p>	<p>Replace/restock asap</p> <p>Arrange alternative staffer for aid post if rostered volunteer is not present</p>	HSC	Prior & during	
2	Non-compliance with Liquor licensing and OSH, and Food safety	1	1	2	<p>Ensure all permits and compliance certificates are up-to-date.</p> <p>Kitchen equipment is in working order (e.g. fridges, steriliser).</p>	Shut down service and remedy asap	WBBC Rear Commodore	Prior	
3	Intoxication	2	2	4	<p>Ensure kitchen/bar staff are rostered on and trained.</p> <p>If alcohol is served ensure manager is on-site</p> <p>Always serve food.</p> <p>Advertise taxi phone numbers.</p>	Ensure person gets home safely	WBBC Bar Manager Kitchen staff	Ongoing	
4	Fire	1	4	5	<p>Fire extinguishers and evacuation schemes up to date.</p> <p>No smoking in or anywhere near the clubhouse.</p> <p>No refuelling under clubhouse.</p>	<p>Evacuate.</p> <p>Fire extinguisher.</p> <p>Call Fire Service if serious.</p>	Regatta HQ	Prior	
5	Evacuation hazards present, doorways blocked, messiness e.g. bags	2	2	4	<p>Secure child safety gates open when large numbers are in clubhouse.</p> <p>Keep exits clear at all times.</p>	Immediately clear entry/exit points	Event manager Kitchen staff	Ongoing, Sailor briefing	
6	Slippery floors	2	2	3	<p>Regular mopping when wet</p> <p>No longer an issue with new clubhouse floor?</p>	First Aid	Kitchen staff	Ongoing	



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OFFICIALS AND VOLUNTEERS ON THE WATER

8. Official Boats on the water

1	General danger if rescue boat crews do not know where to be or what to do.	2	4	6	YNZ-registered rescue boat captain in all rescue/mark boats Full daily roster of captains/crew Rescue boat 'duties and safety instructions' card in all boats Daily briefings	Roster includes reserve provision Designated support boats to become official rescue boats	HSC in conjunction with PRO	Official Boats briefing	
2	Specific danger - if rescue boat crews do not understand their role when emergency protocols are declared	3	5	8	Crisis management in place and all rescue boat crews are briefed. Good communication channels.	Immediately advise RO/PRO who will allocate additional resource to rea	Rescue Boat Co-ord. PRO	Official Boats briefing	
3	Inexperienced crew causes injury or damage	1	5	6	YNZ-registered rescue boat captain in all rescue/mark boats Rescue boats should have a minimum of two crew. First aid kit in all boats	Immediately advise RO/PRO Wait for assistance Withdraw from course if stood down File a Health & Safety report	RO/PRO HSC	Prior	
4	Radio not working, communications breakdown	3	5	8	All official and rescue boats undertake radio checks. Spare radios available. Brief all rescue boat drivers on radio and communications details (see separate sheet). All craft to have a second form of communication - either a radio or registered cell phone.	Follow emergency communication protocol Advise RO/PRO. Approach another boat if no other form of communication works.	Regatta HQ (at registration) HSC	Prior, Ongoing	
5	Engine stops (due to fuel, maintenance)	2	3	5	Maintenance up to date. Re-fuelled every day. Advise crews to check each day. Fix problem at earliest opportunity.	Advise RO and PRO. Anchor. Tow home or deliver fuel when time permits.	RO/PRO Boat Master	Ongoing	
6	Tired, cold crew	2	2	4	Deliver lunches. Have replacement crew on stand-by.	Replace crew if needed.	On Land Coordinator/HSC	Ongoing	
7	Man overboard	2	3	5	All event and rescue crews must wear buoyancy aids. All rescue boats have two people on board.	Advise RO/PRO immediately The other crew picks the person up (retrieve). Ensure engine in neutral. Radio for help if required.	Boat captain RO/PRO	Ongoing	



RISK REGISTER



Line No.	Hazard or Causal factor	Likelihood (1-5)	Severity (1-5)	Priority (1-10)	Risk Management Plan How do we prevent, isolate or minimise the risk?	Action Plan What to do when it happens?	Who is Responsible?	Communicate risk & response	Actioned? date/ by
8	Missing equipment	3	3	3	Equipment Checklist Inspect & ensure all boats are fully equipped prior to regatta Reminder to check daily.	Have spares on shore.	HSC.	Rescue and Mark Boat briefing	
9	Damage to boats e.g. Sinking or collision with rocks e.g. sunken rock, black hole	2	2	6	Point out hazards at briefing. Buoy at sunken rock?	Advise RO & race Control immediately Call for assistance early. Boat Master to arrange repairs.	PRO	All briefings	
10	Sailors safety when sailing to and from the race course in the case of high winds or low visibility	2	4	8	Brief sailors to take the most direct course. Rescue boats to escort boats home according to their plan. Beach Master to ensure sign-on, off process is occurring	Missing sailor instructions activated if a sailor is missing	PRO	All briefings	
2. Sailors on the water									
1	Risk to sailors heightened when sailing to and from the race course in the case of high winds or low visibility	2	4	8	Brief sailors to take the most direct course. Rescue boats to escort boats home according to their plan. Beach Master to ensure sign-on, off process is occurring	Missing sailor instructions activated if a sailor is missing	PRO	All briefings	
2	Bad weather causes multiple capsizes	4	5	9	Include instruction to watch for multiple capsizes in rescue boat guidelines & emergency protocols Ensure sufficient rescue boats on the water for the conditions. Consider capability (particularly for green fleet).	Emergency Management Plan	RO/PRO	Prior, All briefings, Ongoing	
3	Official rescue boats unable to cope	4	5	9	PRO has overall authority. Emergency protocols in place Emergency numbers easily accessible.	RO/PRO to enact L3 emergency protocols Coastguard and Police immediately contacted if L4 or missing sailor emergency.	RO/PRO	Ongoing	



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RISK REGISTER



Line No.	Hazard or Causal factor	Likelihood (1-5)	Severity (1-5)	Priority (1-10)	Risk Management Plan How do we prevent, isolate or minimise the risk?	Action Plan What to do when it happens?	Who is Responsible?	Communicate risk & response	Actioned? date/ by
4	Sailor missing - boat without a sailor on the water	2	5	7	Tape, marker and emergency protocol instructions placed on all registered official and support boats	Attending vessel to contact RO/PRO immediately Follow emergency boat without a sailor protocol(s) Call coastguard and police if not found within 5 minutes.	HSC (preparation) RO/PRO (management)	Initial briefing and daily as required, Ongoing	
5	Sailor missing - not returned to shore, not signed off, trolley on beach	4	5	9	Sign-on and -off procedures in place. Brief sailors. Trolleys must have identifiable numbers. Green fleet trailers will be identifiable by a green ribbon. Emergency Protocols in Place	Beach master or regatta HQ to advise PRO asap Follow emergency sailor not returned to shore protocol(s) Call coastguard and police if not found within 20 minutes.	Beach Master, then PRO	Ongoing	
6	Sailor taken off their boat	2	5	7	Rescue boat drivers briefed to tie safety tape to the boat. Advise RO/PRO.	See emergency management protocols	RO/PRO		
7	Sailor hurt	4	3	7	Rescue & mark boats equipped for minor first aid Safety 1 for on-water support First aid post for on-land support Triage & GP support on hand in case of emergency	Either bring sailor to clubhouse or drive rescue boat onto the beach (engine up). Call emergency services if required. First Aid.	FAP leader Safety 1 HSC	Ongoing	
8	Sailor exhausted, cold, in the water too long, hypothermic	3	5	8	Place daily weather forecast on the noticeboard. Rescue boats to carry safety blankets.	Advise RO & Safety 1 immediately Wrap sailor and bring to shore First Aid.	Safety 1 FAP leader	Ongoing	
9	Sunburn	2	1	3	Provide free sunscreen in the club	First Aid	Kitchen Staff	Prior Ongoing	
10	Sailors sailing near or across shipping lane	2	5	7	Advise the Harbour Master of event in advance. Awareness by race management of shipping movements. Courses set to minimise risk. Keep Beacon Hill up-to-date. Sailors advised that they may be removed/DSQ if they are at risk.	Rescue boats on station to oversee.	RO	Prior. Sailor and official boats briefings	



RISK REGISTER



Line No.	Hazard or Causal factor	Likelihood (1-5)	Severity (1-5)	Priority (1-10)	Risk Management Plan How do we prevent, isolate or minimise the risk?	Action Plan What to do when it happens?	Who is Responsible?	Communicate risk & response	Actioned? date/ by
10. Crisis Management									
1	Fleet in trouble due to weather and sea conditions	4	5	10	Emergency Management Protocols in Place Emergency Services contacted and briefed about event	Follow Emergency Protocols on land and water RO manages their fleet until handover to PRO. Call Police, Coast Guard as required. WBBC Commodore to disseminate information post incident. (Media)	RO/PRO HSC Commodore	Ongoing	
2	Sailor run over by shipping		5	10	See 10.10 above for preventative actions Harbourmaster is aware of event and fully briefed on courses and timetable	Advise RO/PRO and Race Control immediately Call emergency services on secure line. RO to instruct Safety 1 or other WBBC vessel to accident site to retrieve sailor WBBC Commodore to disseminate information post incident. (Media)	RO/PRO, HSC Commodore	On Going	
3	Drowning / death		5		Rescue Boat Duties and Crisis Management Plan	Advise RO and Race Control immediately Call emergency services on secure line. Rescue boat in attendance to retrieve person and wait for instruction before returning to shore. WBBC Commodore to disseminate information post incident. (Media)	PRO, RO, HSC Commodore	On Going	
4	Electrocution		5		Advise sailors and supporters of power lines and not to crossroad	Call emergency services on secure line. WBBC Commodore to disseminate information post incident.(Media)	HSC	Ongoing	
5	Fuel fire/explosion		5		Supply mop up sand, fire extinguisher and cordon off refuelling area. Boats refuelled in off peak time. See refuelling procedure	Call Emergency services. WBBC Commodore to disseminate information post incident. (Media)	Boatmaster HSC	Ongoing	



RISK REGISTER



Line No.	Hazard or Causal factor	Likelihood (1-5)	Severity (1-5)	Priority (1-10)	Risk Management Plan How do we prevent, isolate or minimise the risk?	Action Plan What to do when it happens?	Who is Responsible?	Communicate risk & response	Actioned? date/ by
2. Infectious Disease Management									
2	Cancellation	2	5	10	The Government has a clear set of Covid travel guidelines, including event size, travel from within and outside New Zealand	Refer to the attached Opti 2020 Covid management guidelines	Regatta Organiser in consultation with HSC and Commodore	At least seven days prior to event	
1	Prevention	3	5	10	Reminder to all participants, supporters & volunteers not to attend if they are feeling unwell whatever level Refuse entry for any person who has travelled from or visited a Leve 3+ region All attendees to practice good hygiene (see below).	Refer to the Opti 2020 Covid management guidelines Follow Ministry of health protocols (on Website) - Advise Capital & Coast Infectious Diseases Management Group - Require affected person & their immediate support group withdraw until an assessment is made	Regatta Organiser On Land Coordinator/ HSC	At least 10 days prior to event Ongoing	
2	Hygiene Management	3	5	10	All attendees to be reminded to always practice good coughing, sneezing and hand hygiene – cover coughs & sneezes, wash & dry hands thoroughly with soap or sanitizer. Food handlers should be extra vigilant with hand hygiene and should not work if they feel unwell. Display signage at the event entry, near toilets and food preparation areas reminding people to practice good hygiene. Adequate equipment and/or facilities to support good hygiene practices, such as soap and water and/or hand sanitiser, paper towels and tissues. Supplies to enable regular cleaning of surfaces. Remind people who feel unwell to stay at home.	- Remedy any and all breaches - Report unhygienic behaviour to HSC or a volunteer - HSC (in conjunction with Regatta Organiser) may require affected person & their immediate support group withdraw until an assessment is made	On Land Coordinator/ HSC	Ongoing	



DEFINITIONS

INHERENT RISK VS. INTRODUCED RISK

When assessing risks it is important to be aware of two key differences in the risks that are present during the running of a regatta or other club event:

1. **Introduced Risk** – these are the risks that have been added to any person's normal daily life by participating in or supporting this regatta. These are the risks that we must identify and manage to the best of our ability.
2. **Inherent Risk** – these are risks that are present and we must deal with in our normal daily life and we are expected as individuals to learn to cope with these. For example, walking upstairs, if the stairs in our clubhouse are normal and safe there is no need to try and manage this risk, it is inherent to daily life. However, if the stairs were unsafe in any way we would identify this on the register and propose actions to mitigate risk.

In short, **the role of this plan is to identify and manage the introduced risk**. For example, this means we do not need to put up signs warning people of the dangers of stairs that are perfectly safe.

RATINGS

Each identified risk must be rated. These ratings describe:

1. The likelihood of the risk occurring (likelihood); and
2. The loss or damage impact if the risk occurred (severity);
3. The priority, or degree of urgency required to address the risk.

Table 1: Likelihood Scale (1-5)

Rating	LIKELIHOOD: The potential for problems to occur for the duration of the activity/event
5	ALMOST CERTAIN: Will probably occur, could occur several times per activity/event
4	LIKELY: High probability, likely to arise once during the activity/event
3	POSSIBLE: Reasonable likelihood that it may arise over the activity/event
2	UNLIKELY: Plausible, could occur over the activity/event
1	RARE: Very unlikely but not impossible, unlikely for this activity/event

Table 2: Severity Scale (1-5)

Rating	POTENTIAL IMPACT In terms of the objectives of the organisation
5	CATASTROPHIC: Most objectives may not be achieved, or several severely affected
4	MAJOR: Most objectives threatened, or one severely affected
3	MODERATE: Some objectives affected, considerable effort to rectify
2	MINOR: Easily remedied, with some effort the objectives can be achieved
1	NEGLIGIBLE: Very small impact, rectified by normal processes

Table 3: Risk Priority Scale (1-10)

By adding the Severity rating score to the likelihood scale a ranking score of priority will be created

9 or 10	Extreme risks that are likely to arise and have potentially serious consequences requiring urgent attention
7 or 8	Major risks that are likely to arise and have potentially serious consequences requiring urgent attention or investigation
5 or 6	Medium risks that are likely to arise or have serious consequences requiring attention
3 or 4	Minor risks and low consequences that maybe managed by routine procedures
1 or 2	Almost no consequence risk, very unlikely to happen



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APPENDICES



WORSEY BAY
BOATING CLUB



SAFETY CARD



1. IMPORTANT NUMBERS

VHF Communication	Open Fleet	Channel 77 (All Boats)
	Green Fleet	Channel 17 (Green Course)
	Emergency	Channel 16 (RO/PRO Only)
	Coastguard	Channel 61 (On Instruction)

Contact Phone

Regatta Organisation	Regatta Convenor	Dion Mead	029 343 6850
	WBBC Commodore	Melanie Parkin	027 254 4047

Race Control	Principal Race Officer	Harold Bennett	021 681 020
	Race Control	Tony Crew 9TC)	027 448 9246
	Race Officer – Open Fleet	Brett Linton	027 4871 611
	Race officer – Green Fleet	Kim Ardmore	021 112 6737

Health and Safety	Health & Safety Coordinator	Neil Gray	021 744 729
	On-Water Safety Officer	Peter Van Dam	0204 073 8786
	On-land First Aid	Craig Thornley	027 807 4754

On Land	On Land Coordinator	Jacqueline Ross	027 277 1603
	Boat Master (official boats)	Dean Stanley	021 332 609
	Beach Master	Richard Cameron	0274 403 465

2. LEVELS OF OPERATION

LEVEL	ON THE WATER
LEVEL 1 - General Patrol/Rescue Wind 0-15 knots	Normal rescue protocols apply. Rescue and mark boats will operate in their allotted sector within the racing area Support boats to stay outside exclusion area unless instructed by RO Rescue and mark boats to stay in the race area until released by the RO
Level 2 – Strong wind conditions Wind 15-25 knots (approx.)	Normal rescue protocols apply unless instructed by RO/PRO. Support boats may enter the course and assist when requested by RP/PRO Rescue and Support boats to stay in the racing area until released by the RO/PRO.
Level 3 – Abandon races Wind 25-35 knots (approx.)	Emergency protocols will apply PRO will fly flag “N” or “AP” over either “H” or “A” and advise over VHF that races are abandoned or postponed. All sailors are to return to the shore. Rescue, Support and Other available boats will be directed to assist where practical by the RO/PRO. All boats to stay in the race area until released by the PRO. Rescue and support boats may take sailors off yachts “in difficulty” then tag and abandon the yacht (ref emergency management instructions)
Level 4 – Emergency Wind 35+ knots (approx.)	Rescue and support craft to operate as per Level 3. The PRO will advise Regatta Organiser of an emergency situation and may request outside assistance via Coastguard and emergency services.

PTO



3. EMERGENCY MANAGEMENT

MISSING SAILOR – ON THE WATER

- If the yacht is capsized, check that the sailor is not trapped under the boat or under the sail by either righting the yacht or otherwise checking in a safe manner
- Immediately scan the area and pair up sailors with their boats.
- Consider the line of drift (wind and tide) and focus on this area first
- If the sailor has not been located, advise **RO via VHF “SAILOR MISSING SAILOR MISSING”**.
- Drop a marker buoy or anchor and secure the yacht so it won't drift
- **DO NOT PUT A “CREW SAFE” DANGER TAPE OR BLACK X ON THE YACHT** until the sailor is positively identified as being safe.
- Start search upwind over a 60° triangle from the boat to a distance of at least 200m. Rescue boat crew standing if possible.
- The RO will dispatch other rescue boats to the area.
- When other boats arrive. RO will designate one vessel to control the search
 - Designated Vessel to initiate a line abreast (20 m apart) search from 200 m downwind of the boat into the wind.
 - If unsuccessful, form up line-abreast as directed and assisted by all other available boats and sweep the whole course down wind.
 - If still unsuccessful form up at right angles to the course and sweep the course again.
 - If still unsuccessful form up at the top of the course and sweep down the course centred on the marker buoy.
- During this period On Land Coordinator to check sign-out and sign-in sheets and physically check sailors ashore to verify which sailor is missing.
- At any time during the search the RO may abandon racing. RO to immediately contact Emergency Services.
- The RO will determine which boats will shadow the fleet home. All other boats to stay on the water and carry on with in the search
- Once a Police/Coast Guard/Harbour Master vessel is present, it will take control of the search and all boats involved.
- Search to continue under the instruction of authorities.

MISSING SAILOR - RAISED BY NOT BEING SIGNED-OFF, EMPTY TRAILER, NOT FINISHING

- RO will advise rescue boats stay on the water and scan their areas of responsibility
- Rescue boats will be instructed to go to leeward end of the course, set up visual distance apart. Wait for call from RO to advance together at 5 knots.
- If unsuccessful, RO to contact emergency services and initiate full search pattern

RESCUE OR SUPPORT BOAT BREAKDOWN

- Immediately Advise RO and Boat Master
- Wait till assistance boat is allocated



INCIDENT REPORT FORM

This form should be completed as soon as possible after the incident and passed to the Health & Safety Coordinator.

ID#: OPTINATS /

1. Details of person reporting incident

Name:

Role at time of incident (**tick one**) ☐ Sailor ☐ Supporter ☐ On-water volunteer ☐ On-land volunteer ☐ Race Officer ☐ Witness ☐ Other

Preferred contact 1:

Preferred contact 2:

Address:

2. Details of person(s) involved in the incident

Name:

Yacht club:

Contact phone no:

Name:

Yacht club:

Contact phone no:

Name:

Yacht club:

Contact phone no:

3. Details of boat(s) and/or other craft involved

Name:

Type:

Name:

Type:

Name:

Type:

4. Time and location information

Date of incident: ____/____/____

Time of incident: ____ am/pm

Location of incident:

5. Description of incident

Briefly describe what happened (continue writing on the back of this sheet if required):

6. Environmental conditions (tick one per category)

Visibility

☐ Good ☐ Fair ☐ Poor

State of water:

☐ Slight ☐ Moderate

☐ Rough ☐ Very Rough

Wind force

☐ Light (0-10) ☐ Moderate (10-15)

☐ Strong (15-25) ☐ Very Strong (25)

Other:

Rain? ☐ Yes ☐ No

Other (specify).....

7. Injury information

Name if injured person:

Type of Injury:

Assistance given:

First aid / Doctor / Other?

Follow Up Treatment:

Ambulance Hospital /Other

8. Declaration

The above report provides a true and accurate account of the incident.

Name (please print):

Signature:

Date:



Health & safety Coordinator to complete

9. Health & Safety Coordinator's review		
What were the main causes of this incident?		How can this incident be prevented from happening again?
Action Summary		
<p>Has hazard been: <input type="radio"/> Eliminated?</p> <p> <input type="radio"/> Isolated?</p> <p> <input type="radio"/> Minimised?</p> <p>New hazard identified? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Significant hazard? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Add to risk register? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Amend Health & Safety Plan? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Changes communicated: <input type="radio"/> Yes <input type="radio"/> No</p> <p>Further investigation required? <input type="radio"/> Yes <input type="radio"/> No</p>		Briefly describe the steps taken to resolve this incident.
Report completed by:		
Name:	Signature:	Date:



COVID MANAGEMENT



CANCELLATIONS

If Wellington is at

Alert Level 1	Alert Level 2	Alert Level 3	Alert Level 4
Event will proceed subject to Optimats 2020 Covid Management Guidelines	Event will proceed subject to Optimats 2020 Covid Management Guidelines	Event will be cancelled	Event will be cancelled

EXCLUSIONS

If participating regions are at

Alert Level 1	Alert Level 2	Alert Level 3	Alert Level 4
Competitors/families/officials/volunteers must not travel to or attend the regatta if they are unwell, have any symptoms associated with Covid-19, or if they have been in contact with a known case.		Competitors/families/officials/volunteers from any region at Level 3 or higher must not travel to or attend the regatta	

COMMUNICATIONS

We will keep you posted before the regatta by

At Alert Level 1	At Alert Level 2	At Alert Level 3	At Alert Level 4
Covid Alert notice and guidelines posted on WBBC website and Facebook pages	Covid Alert notice and guidelines posted on WBBC website and Facebook pages	Cancellation notice posted on WBBC & NZIODA website	Cancellation notice posted on WBBC & NZIODA website
The Optimats App	The Optimats App	The Optimats App	The Optimats App
		By email if we have your address	By email if we have your address

We will communicate with you during the regatta by

The Race Committee will use the Optimats app and WBBC's Facebook page and website to ensure competitors are only on site when needed. I.e. making early calls on postponements and only asking sailors to come to the club when sailing is due to go ahead

GENERAL RULES

Other Users

Hygiene

Contact Tracing

Practice safe distancing

Face masks

Bathroom and changing facilities

At Alert Levels 1 & 2
Worser Bay is a popular beach. Stay within your regatta bubble and try to stay clear of other beach users
Please wash/sanitise your hands every day on arrival at the Club and when using Club or Council facilities at the sanitising stations provided.
You must use the Covid Tracer App for your bubble and register every day. If you don't have the app registration sheets will be available in each bubble
Practice safe distancing at all times. Two metres from those outside your bubble, one metre from those inside your bubble
Wear a face mask if social distancing cannot be maintained
High use areas such as bathrooms and equipment will be spray disinfected regularly. If we are at Level 2 you may be asked to use designated bathroom facilities

Responsibility

Team leaders/Beach Master
Sailors and supporters
On Land Coordinator (signage) Sailors and supporters
Sailors and supporters
Sailors and supporters
On Land Coordinator

KNOW YOUR BUBBLE!

At Alert Level 1	At Alert Level 2
At Alert Level 1 we will be one big bubble!	At Alert Level 2, we will be small bubbles of a size and location to be confirmed.

On Land Coordinator,
Beach and Boatmaster



COVID MANAGEMENT



RULES FOR SAILORS

	At Alert Level 1	At Alert Level 2	
Boat Park	Clubs are free to set up within the designated boat park area. Be aware of the needs of others when erecting marquees etc.	Each mini-bubble will be allocated a space within the boat park - cordoned off and labelled	Team leaders
Safety/Equipment Inspection and registration	As per the sailing instructions	The safety officer(s) will come to you - wait in your designated mini-bubble area	Measurer
Getting ready to race	There is limited changing room space, so competitors are encouraged to arrive at the boat park changed and ready to sail	All competitors will be expected to arrive at the boat park changed and ready to sail	Team leaders
Trolleys	All trolleys to be marked and managed by team leaders	Competitors will be provided with a 'bubble ribbon' for themselves and their beach trolleys	Beachmaster Team leaders
Launching and retrieving	We share the beach, so launching and retrieving only within the flagged area on instruction from the beach master	The launch/retrieval area will be divided up. Each Bubble will only proceed to the beach when instructed by the Beachmaster, and launch/retrieve from their designated zone	Beachmaster
		Open course and green course sailors to launch separately?	

THE REGATTA PROGRAMME

	At Alert Level 1	At Alert Level 2	
Welcome	At WBBC	No welcome	
Thursday support boat briefing	At WBBC	Will be available for download from the WBBC website	H&S Officer with tech support
Official and patrol boat briefing	At WBBC	Replaced by Friday morning meeting at the ramp	H&S Officer
Team coaches and leaders daily meeting	At WBBC	Via Zoom - link to be provided	Race officer with tech support
Prize Giving	At WBBC	No prize giving. Trophies and certificates will be forwarded to clubs	
Social events	As per regatta programme	No social events	



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MARK & RESCUE BOAT GUIDE



1. GENERAL INSTRUCTIONS

At all times on the water:

- **WEARING OF KILL CORDS AND LIFEJACKETS IS COMPULSORY**
- VHF communication to be maintained on channel 77 (channel 17 for Green Fleet)
- Keep an eye on ferries and ships and ensure you and the sailors are safe from other vessels

Prior to launch:

- Captain is responsible for completing checklist & confirming crew is ready/equipped for the duration

At launch:

- Try to be on the water before the "D" flag is displayed
- Radio check on channel 77 (channel 17 for Green Fleet)
- Observe 5 knots max speed within 200m of shore and keep a sharp eye out for other beach users
- Move to your designated positions well before the race start - to be confirmed at the daily rescue boat briefing
- All official boats to display their 'official boat' identifying flag when on the water

On the water:

- Undertake rescue duties as required – approach from leeward if a sea is running.
- Give the sailor a chance to help themselves if there is no danger or distress
- Immediately report to RO if you have concerns about attending multiple capsizes
- Report any retirements to RO/Race Control including any boats that appear to be sailing back to shore
- If a sailor is safely removed from a yacht **PUT A "CREW SAFE" DANGER TAPE OR BLACK X ON THE YACHT**
- Inform RO if you are towing a boat to shore and leaving your designated area. Advise boat number

Emergency management:

- FOLLOW THE INSTRUCTIONS ON YOUR SAFETY CARD.
- **SAFETY 1 (PETER VAN DAM)** HAS FIRST AID EXPERTISE WHICH SHOULD BE CALLED UPON IN ALL CASES OF INJURY OR DISTRESS

After racing:

- Stay on station until the race is finished and the RO has stood down rescue and mark boats. Then 'sweep' the fleet from your designated area to the beach/home
- **NO MARKS ARE TO BE LIFTED WITHOUT THE EXPRESS PERMISSION OF THE RO**
- Ensure all boats are ashore before seeking permission to haul out. Clearance and order of haul out will come from the On Land Coordinator. (This will be given when sign on and off sheets are complete.)
- Report any damage to the Boat Master, complete the [Health and Safety Register](#) if required

2. ALL BOATS CHECKLIST

Crew:

Minimum of 2 on the boat

YNZ-registered Captain appointed by H&S Coordinator?

Warm and appropriate clothing for the conditions?

Sunscreen, food and drink?

Safety Equipment:

Lifejackets

Back up communications (handheld VHF and/or cell phone)

Marker buoy plus anchor/warp if available

YNZ Compliant first aid kit is on board

Boat Equipment:

VHF radio checked onshore

Sufficient fuel & spare if required

Anchor, chain and warp

Bungs in

Boat hook

Paddle

Tow rope

Tools and shackle key

5 safety tape/ribbons and crayon for marking boats

Knife

Small marker buoy if available



MARK & RESCUE BOAT GUIDE



3. MARK & START/FINISH BOAT CHECKLIST

In addition to General Checklist items, mark boats should ensure the following are on board:

All Mark Boats

- Flagstaff (or suitable pole)
- Flags H,M,N,S (or as otherwise provided by the RO)
- Sound signal device
- GPS
- Compass
- Wind Indicator

Open Fleet:

Mark Boat 1 (RPNYC E6 RIB) - laying marks 1 & 2

- 2 Large cylindrical buoys plus anchor/warp
- Spare Cylindrical buoy
- Spare weights & ground tackle
- Course Change Board (C, Red, Green Triangular, "+" and "-" flags). (or as otherwise provided by the RO)
(These are in addition to H, M, N, S.)

Mark Boat 2 (Bacon RIB) - laying gate marks

- 2 Large cylindrical buoys (for the bottom gate)
- 1 small orange buoy (for the start pin if required) plus ground tackle.
- 3 X anchor/warp plus weights
- Course Change Board (C, Red, Green Triangular, "+" and "-" flags
(These are in addition to H, M, N, S.) - (or as otherwise provided by the RO)
- Cell phone to communicate with the RO regarding boats over the line at the start.

Mark Boat 3 (Bacon Hard Top) – Start Pin

- 1 orange buoy (for the pin) plus ground tackle plus anchor/warp plus weights
- Course Change Board (C, Red, Green Triangular, "+" and "-" flags).
- Cell phone to communicate with the RO regarding boats over the line at the start.
- Video camera.

Mark Boat 4 (Sceats Haines Hunter) - Finish Pin

- 1 orange buoy (for the pin) plus ground tackle plus anchor/warp plus weights Adequate ground tackle to hold station – use weights or bridle if dragging
- Cell phone to communicate with the RO regarding boats over the line at the start.
- Video camera.

Finish Boat (Parkin Cat) - Finish

- Adequate ground tackle to hold station – use weights or bridle if dragging
- Cell phone to communicate with the RO regarding boats over the line at the start.
- Video camera & all other finishing equipment

Green Fleet:

Mark Boat Green (Catalyst) – All marks

- 3 large spherical buoys plus anchor/warp
- Spare spherical buoy
- Spare weights & ground tackle



SUPPORT BOAT GUIDE



- CHECKLIST

At all times, make sure you and your crew are properly prepared for the weather and ready to help if called on:

- The boat – VHF working, enough fuel, fire extinguisher, boathook and tow line.
- The crew - Wet weather gear, lifejackets, food and drink.
- APPROVED FIRST AID KIT (YNZ- Approved)
- SUPPORT BOAT PACK: containing general and emergency guides, safety ribbon/black crayon etc. **(to be provided as support boat briefing)**
- A mobile or alternative means of communicating with Regatta management and the RO
- Boat name, call sign and mobile phone number registered with Race Control?

- AT ALL TIMES ON THE WATER:

- **WEARING OF KILL CORDS AND LIFEJACKETS IS COMPULSORY**
- Monitor VHF communication on channel 77 (channel 17 for Green Fleet)
- Keep an eye on ferries and ships
- Stay away from known hazards like sunken rock (50m off the point north of WBBC)
- Report any new hazards (logs, swimmers in water etc.) to Race Control.

- LAUNCHING & RETRIEVING:

- Use the ramp at the Southern end of Worser Bay or Evans Bay. Take extra care in a Southerly and at low tide
- **DO NOT USE THE WBBC RAMP** (reserved for official boats)
- Do not use the northern end of the beach (reserved for sailors).

- AFTER LAUNCH:

- Observe 5 knots max speed within 200m of shore and keep a sharp eye out for other beach users
- Race Control will be happy to do a radio check on channel 77 (channel 17 for Green Fleet). Please listen before transmitting and give race management priority for the channel.

- PICKING UP AND DROPPING OFF

- Please use the southern end of Worser Bay beach for pickups. Do not use Seatoun Wharf (dangerous)
- Do not tie up in the 'black hole' or along breastwork adjacent to WBBC unless in an emergency
- When anchoring, keep clear of the official boat mooring area and the Harbour Board Mooring south of WBBC

- ON THE WATER:

- Except when requested to participate in rescue operations, team leaders, coaches and other supporters must stay outside the racing area
- A 5 knot speed limit will apply from the first preparatory signal till all boats have completed the course.

- RESCUE PROTOCOLS:

- Official rescue and mark boats will be responsible for providing assistance to sailors in the first instance
- If a radio instruction is issued by the RO and/or the W flag is flying from the committee boat, all support boats to be ready to assist sailors inside and outside the racing area. Follow these basic rules:
 - Give the sailor a chance to help themselves if there is no danger or distress
 - If a sailor is safely removed from their vessel **PUT A "CREW SAFE" DANGER TAPE OR BLACK X ON THE YACHT**
 - When called on in an emergency, **FOLLOW THE EMERGENCY MANAGEMENT PROTOCOLS**
 - **Safety Boat 1 (Peter Van Dam)** has first aid and rescue expertise which should be called upon in all cases of injury or distress

- IF YOU NEED HELP:

- If you or your crew is injured or becomes ill, please notify Race Control, so a shore-based response can be organised
- If your boat breaks down immediately advise race control and seek assistance from boats nearby



NOTES FOR OFFICIAL BOAT BRIEFING SESSIONS.

Purpose: To ensure all rescue and mark boat crew understand the safety plan.

TIMING	Friday 0830 then daily at 0830 if required
REQUIRED READING	Rescue/mark boat duties & safety instructions. Radio and communications. Refuelling instructions
CONTENT	Brief participants on duties, emergency management plan, general reminders and advisories
	Advisories include: What have we learnt from yesterday? Today's forecast. Allocation of duties. Shipping movements and expectations of the day.

Reminders

Radios	On water radio check, spare, Advise RO when on the water
Crew	Need two crew aboard every rescue boat, one prepared to go in the water.
Equipment	Check your equipment list that all items are present.
Fuel	Check you have fuel. See refuelling instructions

Hazards

Hauling in and out	Watch out for the slippery surface on the ramp
	The walkway to from the beach crosses the official boat launch/retrieval area. Be vigilant for children
	Southerly or cross swell is dangerous on the ramp.
	If southerly swell, launch and retrieval may be South End of Worser Bay, near Seaton Wharf ramp
	When tying up take care with rocks, in shallow water Can result in prop damage.
	The winch must only be operated by an experienced person. There is no brake. (see instructions)
	Only a designated driver can operate the tractor or other haulout unit
Hazards	Possible swimmers at the beach esp. on a nice day. Keep North of the mooring markers.
	Observe 5 knots max speed within 200m of shore unless EMERGENCY.
	Sunken rock is about 50m seaward of the next point north of the club. Watch out.

Rescue Boat Duties and Safety Plan

	Go over Rescue Boat Routine Duties and Safety Plan
Pointers	You can ask if sailor needs help, but don't help until specifically asked (unless exhaustion/hypothermia)
	Remember to keep propellers away from people and boats/ropes. Put boat in neutral
	When in doubt, turn your motor off
Retiring sailor	Always confirm that sailor is withdrawing from race before contacting RO and Race Control
Sailor under tow	Please radio " Race Control" advising Optimist Number # # # # in tow, skipper aboard"
	Tow out of race area and wait for sailors club/support boat to take over Deliver to sailors support
	Return to station. If unable to return advise RO and Race Control ASAP
Removing a sailor.	Mark or tie safety ribbon to rudder/gudgeon of the boat that you have removed the sailor from.
	Advise "RO" by radio. "Yacht number # # # # adrift, skipperis on board. Your name and boat.
Fatigue	Report to RO if you have concerns about multiple capsizes.
First Aid	Invite the safety boat captain to brief
	All safety boats should be ready to administer basic first aid. Safety boat should always be advised
	Report all head injuries or more-than-minor incidents to RO and H&S Coordinator. Take affected sailor immediately to the medical Adviser at Regatta HQ. If injury, complete H&S register.
Emergency management	Discuss instructions for whole fleet emergency - foul weather, radio blackout, crewless boat, missing sailor

Post-race protocols

POST RACING	Follow the fleet from your area to the finish
	Ensure all boats ashore before hauling out.
	Report damage to shore, complete H&S register if required.



NOTES FOR SUPPORT BOAT BRIEFING

Purpose: To ensure all support boats understand and abide by the regatta operating procedures and safety instructions

TIMING	Briefing Friday 0830
CONTENT	Safety and rules
	Hand out radio and communications details
Check	Check that we have all Contact names, Cell phone numbers, Boat names and Boat call signs

Environmental

RAMP	Use ramp at the South end of Worser Bay, or Evans Bay. Do not use WBBC, or northern end of the beach.
BEACH	Possible swimmers at the beach esp. on a nice day... Keep to SOUTH end of the beach.
	Observe 5 knots max speed within 200m of shore unless EMERGENCY.
	Sailors may need assistance launching and landing at the beach in southerly swell.
ROCK	Sunken rock is about 50m seaward of the next point north of the club --- Watch out.
	Keep Black Hole free, don't leave boat unattended, and take care in a southerly swell and at low tide.

ON Water

PATROL AREAS	Do not enter the course area unless asked by the RO for assistance, e.g. in the case of weather conditions.
	If sailor missing you will be required to search sweep the course as described.
	All Support boats (Coaches etc.) to stay 100m away from all parts of the course as per Sailing Instructions.
	Point out shipping lane.
RESCUING	In the first instance rescues will be undertaken by official rescue boats
	You can ask if sailor needs help, but don't help until specifically asked
	Where possible rescue boats will transfer towed boats and sailors to support boats
	Please radio "Race Control" advising Optimist Number # # # in tow, skipper aboard"
INJURY	Apply basic first aid: Take immediately to Surf club where medical assistance will be arranged
FIRST AID	Report to Regatta HQ, Surf Club
OVERLOADING	Never have so many aboard that it could restrict your ability to rescue boats and sailors.
REMOVING SAILOR	Tie ribbon to rudder bow of boat that YOU have taken the sailor from.
	Advise "Race Control" by radio. "Yacht number # # # adrift, skipper xx is on board. Then your name and boat

Radio

FREQUENCIES	Open 77 and Green 17
RADIO CHECK	Happy to provide Radio Check when on the water "Race Control ...this is xxx Radio check"
TRAFFIC	Please keep transmissions short. Clear. Be careful what you say you are talking to the world (+Media).

Emergency Management	Discuss emergency management protocols
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