



Mornington Yacht Club

# Policy and Procedures Manual



## Acknowledgements

Information for the Manual has been a compilation of the following material:

- General Committee minutes, dating back ten years;
- an assortment of information gathered from previous years' Policies and Guidelines;
- discussions with current General Committee Members; and
- discussions with previous General Committee Members.

### References:

- MYC Articles of Association;
- MYC Corporate Governance Guide for General Committee;
- MYC OH&S Manual;
- Yachting Australia Racing Rules of Sailing;
- Yachting Victoria general information on rescue and training;
- Yachting Victoria Club Race Officers Course Manual;
- Victorian Department of Justice website  
<http://www.justice.vic.gov.au/wps/wcm/connect/justlib/working+with+children/>;
- MYC Training and Development Manual;
- MYC Sailability Program Manual Version 1.3.; and
- Australian National Flag Association's website <http://www.flagaustnat.asn.au/protocol.php>

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# INTRODUCTION

*This document is presented to members to enhance the Club's happy, safe and pleasurable environment.*

**Mornington Yacht Club (MYC) General Committee** and its members are required by law to uphold Corporate Governance in regard to the Organisation's roles, responsibilities and regulations. The Organisational Chart on the next page details the relationship between the Portfolios and the MYC General Committee.

**The Commodore** is responsible for all functions of the Club. There are two Portfolios within the General Committee, chaired by Flag Officers, who are responsible for the administration of these Portfolios.

**Flag Officers** are required to form Sub Committees within their Portfolio to assist with the planning and implementation of the Club policy, procedures and protocols, and to keep abreast of any changes within the Club and report these to the General Committee.

**The General Committee's** role is to **monitor and approve all Club activities** and to inform incoming Committee members of their responsibilities before their induction and specifically after their appointment.

**Members of MYC** have a responsibility to understand the intent of all policies and procedures. The implementation of these by each member will enable the Club to reflect the standards and protocols expected by their elected Committee.

## **How To Use This Document**

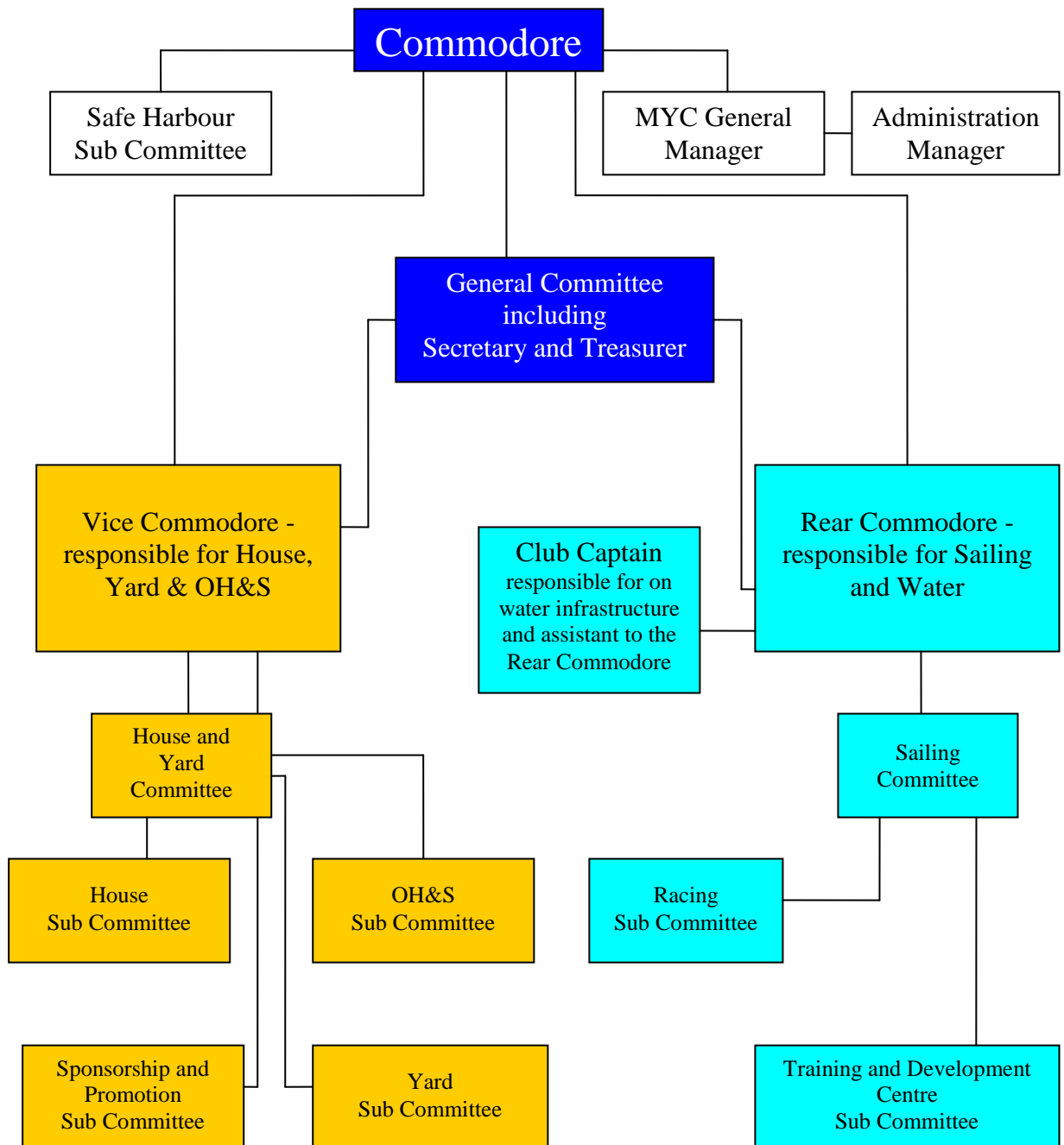
This is a living document and should be seen as ever changing and growing as the MYC changes and develops. The master copy will remain in the MYC Office and can only be amended by the Club Manager at the direction of the General Committee.

## **Accessing the Document**

The Manual has been organised in such a way as to make the whole document or any section available to Committee and members. This document is available on the Club's website for the information of all members and visitors.

**Flag Officers will be given a hard copy of the relevant policy section. Important sections of this document, such as the Evacuation Flow Chart and the Rescue Control Flow Chart are able to be printed for individual use or for placement on notice boards and have been included within each relevant Portfolios.**

# Portfolio Organisational Chart

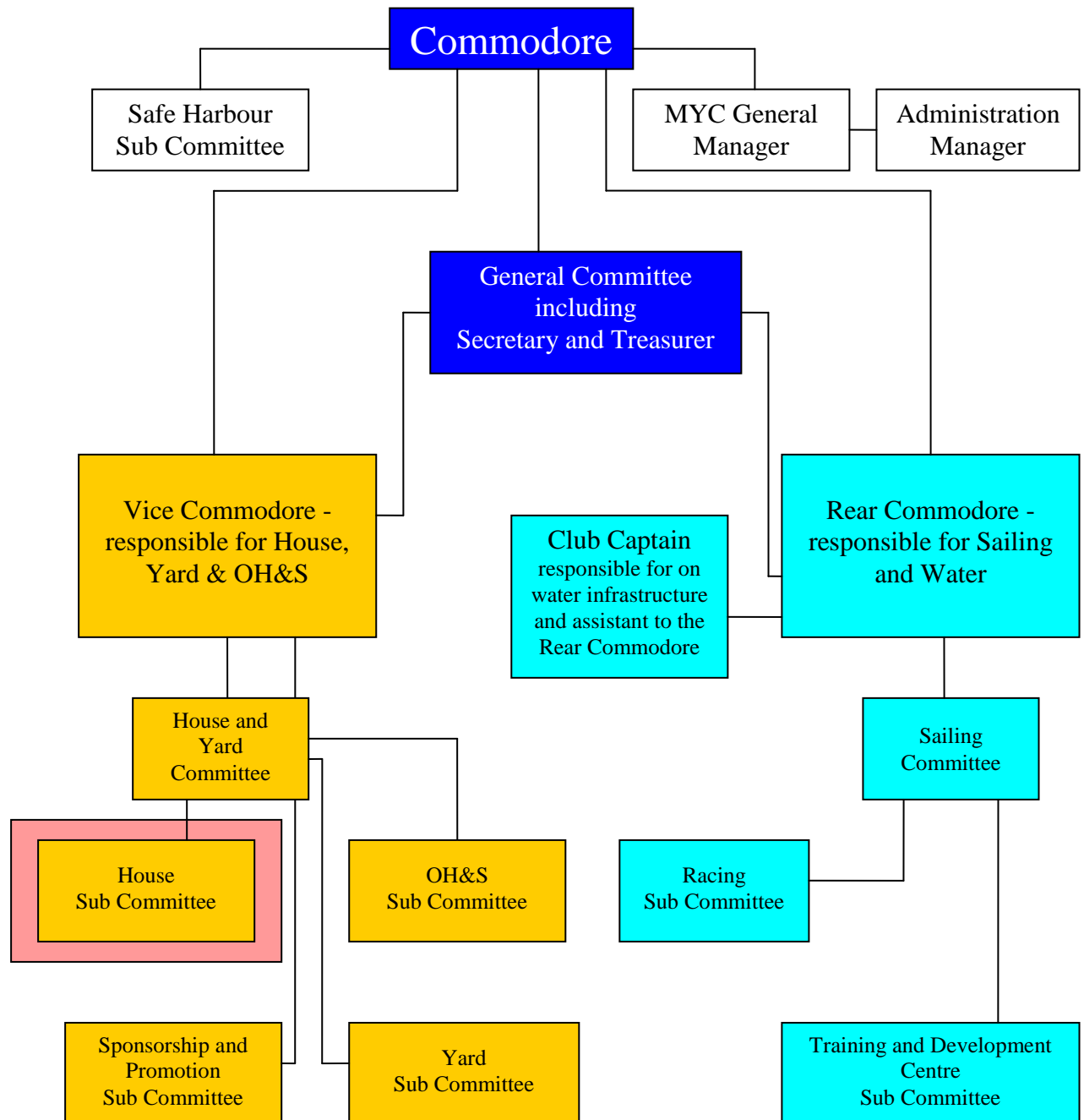


# HOUSE

# PORTFOLIO



# Portfolio Organisational Chart



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## **Overview**

The House Portfolio is the responsibility of the Vice Commodore. The Vice Commodore heads the House and Yard Committee and with the aid of sub committees implements Club policies, procedures and protocols. The House and Yard Committee oversees the management of the Clubhouse, yard, OH&S and sponsorship and promotion, and keeps abreast of any changes within the Club and reports these to the General Committee.

## **MYC Induction Of New Members**

### **New Members**

MYC General Committee is responsible for encouraging new members to understand and appreciate the standards and protocols of the Club. The Club provides adequate information to new members in the form of a New Member Folio.

The New Member Folio is available from the General Office and on the Club's Website (<http://www.morningtonyc.yachting.org.au/>).

## **Information Folio**

### **Information to be included:**

- Introduction to MYC, including a message from the Commodore (with photo);
- Committee members' photo;
- Club purpose and aim;
- The Organisational Chart;
- Collection of up-to-date photos of the General Committee and information on sailing activities, social functions, junior sailing activities and any other information on MYC events;
- Learn to Sail Courses and the latest list of course dates;
- List of membership options including the fee scales;
- Inviting new members interests in volunteering for Club activities, junior and youth sailing, fun sailing and social activities.
- Nomination Form;
- New Member application; and
- General Office hours of operation.

## **Induction Process**

Induction process is initiated on the acceptance to membership of MYC and the payment of fees. 'Meet the Commodore' informal deck talks and 'adopt a Committee mentor' are held at MYC, with dates and times given in your acceptance letter.

Informal deck talks will enable new members to meet and discuss with the Committee mentor(s) issues of interest so as to generally become acquainted with the Club. New members will be introduced to the MYC Office staff, who will formally present Club keys and the MYC Year book.

## **New Members' Breakfast**

New members will be invited by the Commodore to attend a General Committee meeting which will take the form of a New Members Breakfast. At these Breakfasts, new member(s) will be officially welcomed and introduced to all Committee members.

## **Thursday Night Fun Races**

This is a social race and an opportunity for interested new members to experience the fun of yacht racing. Interested people should contact the MYC office and have their names placed on a list for inclusion on yachts. Details will be provided regarding the name of the yacht, time and place of boarding, and suitable clothing and safety gear.

## **Guest Members - Visitors or Non Members**

Guest members are invited to the Club by financial senior members of MYC. It is the intention of this policy to assist members and guests to enjoy the facilities available to all MYC members. The enjoyment and comfort for all is a prime concern.

## **Guests Introduction to the Clubhouse**

Members should inform their guests to sign the Sign-In Book provided at the entrance to the Clubhouse. Members are responsible to ensure their guests are made familiar with any information necessary for them to have an enjoyable and safe visit whilst on MYC premises. Children of guests are welcome. Each member is able to entertain the same guests up to five times during the calendar year. Should the member's guests wish to continue to visit, it would be appropriate to discuss with them the Club's Membership Policy.



## **Membership General**

### **Categories of Membership**

Any nominated person is eligible for membership (please note the New Member Policy).

#### **Senior Membership**

Must be over the age of 19 years at the beginning of the Club Year (1st July). Members are entitled to vote at meetings, hold office and enjoy all the privileges of the Club.

#### **Social Membership**

The social member is a member who does not wish to sail in Club events, but wishes to participate in social sailing such as Thursday Evening Sailing, or any other social activity. Clubhouse facilities are available for social members to enjoy.

#### **Students Membership**

A student member is to be under the age of 25 years at the beginning of the Club year, and satisfies the Committee he/she is a full or part-time student.

#### **Family Members**

A family unit includes parents and children up to 18 years of age. Children who are older may qualify to become a youth or a student member. Parents hold senior membership and are eligible to vote at meetings, hold office and to enjoy all privileges of the Club.

#### **Limited Membership**

A limited membership will be open to a person who wishes to crew in events, but does not have voting rights, and cannot serve as an officer of the Club. They only have access to Clubhouse facilities.

#### **Youth Membership**

Is for persons eighteen and under at the beginning of the Club year (1st July). Youth members may participate fully in Club activities and use Club facilities and services. They do not have any voting rights and may only have key access at the discretion of the Committee.

## **Concession Membership**

Senior or senior family members over the age of 65 are able to receive a 20% reduction in membership subscriptions.

## **65/35 Membership**

65/35 membership is open to any MYC member, who will have attained the age of 65 years and been a member for 35 years. Such member will be entitled to vote at meetings, hold office and enjoy all privileges of the Club.

## **Members Returning To The Club After Resignation**

These members may be required to pay a nomination fee, unless they still retain their MYC debenture.

## **Suspended Membership**

A member may apply to suspend their membership of the MYC for a membership year (1st July to the 30th of June ). The circumstances under which approval may be considered are generally related to the location of the member i.e. temporary relocation for work interstate, or overseas etc. The application must be approved at a General Committee meeting. When approved, the applicant will be notified and reminded of their preclusion from using the Club facilities during the period of the suspension.

## **Honorary Membership**

Any two members of the Committee may nominate a person as an Honorary Member of the Club. An Honorary member will be elected for a fixed period and may be subject to a review at the end of each Club year, or any time the Committee deem appropriate. Honorary members are not entitled to vote, nor have any interest in Club funds and / or property. Honorary membership is available to persons who have joined MYC as volunteers and as such are providing voluntary assistance to Club services and activities.

## **Honorary Life Membership**

The Committee may elect a member for an Honorary Life Membership, in consideration of special services rendered to the Club. The nomination is subject to confirmation at an Annual Meeting. Honorary Life Members are entitled to vote, hold office and are to have all privileges of the Club, without payment of an annual subscription.

## Honorary Life Membership Sub Committee

The General Committee will elect a Sub Committee of three Honorary Life Members to assess suitable candidates for Life Membership of MYC. Senior members appointed to this Sub Committee should be familiar with the achievements of long term members and have an appreciation of Club history. The Sub Committee will annually recommend any suitable candidates. Consideration and confirmation of the candidates will be made at a General Committee meeting.

## Temporary Membership

MYC may provide a Temporary Member's Card, which affords visitors a temporary membership for a given time. Temporary Membership Cards may be given to guests of the club who are acknowledged and signed in by a member for a period of 24 hours, or the time frame of a regatta.

**Temporary member's Cards are available from the MYC Office**



## **Clubhouse And Facilities**

The Clubhouse and facilities are provided by MYC for the use and enjoyment of all members. The General Committee are elected Club members who act on behalf of all members; with the responsibility of the care, protection and financial up-keep of MYC.

Under the direction of the Commodore, the General Committee appoint Flag Officers to oversee the overall management of the Clubhouse and facilities. Flag Officers chair Sub Committees of Office staff, members and club volunteers to manage the organisation and the practical day-to-day running of the General Office, Clubhouse and facilities. The Flag Officers' role is to assist members to understand all Policies Procedures and OH&S Regulations. All MYC members need to become acquainted with the expectations of the Committee, so the continued enjoyment of the Clubhouse and facilities are able to be shared with all members, visitors and guests.

### **Dress**

It is the Club members responsibility to maintain a reasonable standard of dress when frequenting the Club Bar and Lounges on the upper level of the clubhouse. Informal attire, which is of a neat appearance is acceptable in the Lounges and Club Bar. The General Committee deem it inappropriate to wear wet suits, wet weather clothing, slickers and sailing boots within the Lounge/Bar area. Wet weather gear and slickers may be worn on Sailing Days during daylight hours within the location of the bar and balcony on the upper level.

### **Club Bar**

The Club Bar is for the enjoyment of all Club members. The Committee requires all members to understand the importance of this information, and to assist the Committee in providing a safe Bar and Lounge experience. MYC is a Licensed Premises, with the licence being issued in the name of the Rocks Restaurant.

### **Normal Licensing Laws Apply**

The Club strongly supports the Restaurant Operator in the following:

- all alcohol consumed on the premises must be purchased from the Rocks Restaurant;
- the premises include all areas inside the perimeter fence;
- the Rocks Restaurant has the right to refuse to serve alcohol to any person, if they are:-
  - under the age of 18 years, or are in a state of intoxication; or have not signed in the Sign In Book, which is located at the entrance to the Bar;

- members should be aware that drunken and disorderly conduct displayed on the premises will not be tolerated. In the event of this happening, the person or persons will be asked to leave the Club's premises;
- the Rocks Restaurant operator has the right to close the bar if necessary.

**Unaccompanied minors are not allowed in the Member's Bar**

## **Hire Of Clubhouse**

The MYC Committee is pleased to have members hire the Club facilities for family functions. In the first instance, it is important to contact MYC Office to ascertain the availability of the Clubhouse, as hiring is subject to availability. To assist members to enjoy the opportunity of using the premises, MYC has outlined the Terms and Conditions in a folder called "Hire of the Clubhouse". This folder is obtained from the MYC Office and is also on the Club's website. The folder contains the following:-

- eligibility to hire – any 'adult' member may hire the main Clubhouse for their family functions;
- hire by non-members - the hire of the Clubhouse has to be done directly with the Rocks Restaurant.

## **Availability Of The Clubhouse**

### **During Sailing Season**

Applications and acceptances for the hire of the Clubhouse are considered by the House Committee with confirmation of booking acceptance provided to the applicant within 7 days of making the application.

**Members are reminded on days of scheduled Yacht Club activity; preparations for functions should not commence before 1400 hours. Access to the Clubhouse for preparations will be limited to the day on which the function will be held.**

The Members' Lounge and Bar is for use of the members and should be available to all members at all times. If Bar Service is required for a function, the Rocks Restaurant staff will set up a bar in the function room, or provide waiter service, if required. Costs for this service should be discussed with the Rocks Restaurant Manager.

**The MYC Manager should be contacted regarding rates and availability for the hire of the Balcony.**

## **Non Sailing Season**

Bookings will be considered by the House Committee for use of MYC facilities (subject to Club usage) for the period requested.

## **Responsibility Of Member When Hiring Facilities**

The member is required to be in attendance for the duration of the function. Members must accept “duty of care” for their guest and for MYC property by ensuring:

- there is no undue noise so as to cause a nuisance, or disturb the peace;
- guests are aware of the appropriate behaviour expected of members and guest, by MYC Committee;
- the premises are not used for any illegal purpose;
- there is no damage to boats and equipment in the surrounds of the Club; and
- the guests present know and understand the legal requirement of MYC Policy on the purchase and consumption of alcohol whilst on MYC premises

## **Catering**

MYC’s kitchen is available for self catering. Members are able to use the crockery and utensils, there are sufficient available for up to sixty people. Members are encouraged to use the Rocks Restaurant as the caterer. Arrangements are to be made directly with the Rocks Restaurant Manager.

## **Furniture**

The arrangement of furniture is the responsibility of the member. Any furniture moved or relocated should be returned to its original position within a reasonable period following the completion of the function, i.e. for a night function, the room will be back to its original position by 9 am the following morning.

## **Decorations**

To care for the Clubhouse, MYC ask that decorations not be affixed to the walls or ceilings, and that candles should not be used. The cost of any damage will be deducted from the bond.

## **Cleaning**

MYC has a cleaning contract, which provides for normal everyday use of the Clubhouse. It is important members understand that should the premises be left in an undesirable state of

cleanliness following a function, MYC will deduct any additional cleaning charges from the bond.

The members hiring the facilities are expected to:

- remove all rubbish, including bottles and cans to the bins provided down stairs.
- clean kitchen and barbecue as per Kitchen Policy; and
- return clean tea towels to the kitchen.

## **Rates, Fees And Payments Schedules**

Rates for hire of Club facilities are based on the number of guests and/or an hourly basis. Fees for Hire will be updated and detailed in the MYC Year Book.

## **Cancellations**

The hire fee will be refunded in full only if the notice of the cancellation is received at least 1 month prior to the function date.

## **Application Form**

See Appendix H1 for the Application Form. Bookings on the approved Form are to be returned to the MYC office within 14 days of the booking date. The room hire to be paid in full at least two calendar months prior to the function.

## **Bond**

**In the absence of written confirmation, or payment of the hire fee by the due date, MYC's management reserves the right to release the booking and allocate the function room to another member.**

21st Birthday Parties - members wishing to hold a 21st birthday party will be required to pay a bond of \$1,500 no later than 14 days prior to the reservation date. In addition MYC will hire two security guards for the duration of the function at a cost to the member of \$40.00 per hour per security guard.

**MYC does not allow 18th Birthday Parties at the Club**

For any other functions, a member is required to pay a \$500 BOND. The requirement for a security guard will be at the discretion of MYC Manager. The bond will be fully refunded if there has been no damage to property or equipment and no other expenses incurred by MYC.

**In case of damage, the MYC reserves the right to obtain an independent quotation to repair any damage. Should the quotation be over and above the balance of the bond amount, the member will be liable to pay the outstanding amount within 7 days of notification.**

## **Indemnities**

On the signing of the attached Application and Confirmation Form (Appendix H1), the Hirer will:

- indemnify MYC and its members for any loss or damage caused by failure to ensure that care is taken to avoid damaging MYC or member's property by the Hirer, or anyone on the premises with consent of the Hirer;
- indemnify MYC against all liability in respect of injury or damage to any third person or third party or property arising from any conduct, act or omission by the Hirer, or the Hirer's servants, and / or invitees; and
- provide proof of indemnities to MYC 14 days prior to the function being held or the booking will be cancelled and any deposits forfeited.

## **Clubhouse - General**

### **Foyer Reception Area**

The Foyer Reception area is the responsibility of the office staff and the House Committee.

Members wishing to use the area for display are advised to contact the Office Manager for approval and availability.

### **The Lift**

The Lift is a joint responsibility of the House Committee and the Rocks Restaurant. Signage for the use of the lift should be displayed in a prominent position within the Foyer.

### **Kitchen**

The kitchen area of the Clubhouse is available for the use of all 'adult' members except when the Clubhouse has been hired. A notice of hire will be displayed stating the time and date of use. The kitchen is well equipped with refrigerator, dishwasher, stove, crockery, cutlery, eating and cooking



utensils. It is important the kitchen equipment is used appropriately and left clean and ready to use. The dishwasher may need emptying from its last use, then be restacked and turned on before leaving.

## **Barbecues**

Are supplied by MYC members and are available for use by members. It is in the members' interests to keep the barbecues clean and the areas around them tidy and ready for use.

## **Change Rooms And Toilet Areas**

It is the responsibility of all members, visitors and guests to leave the toilets and change rooms in a clean and tidy condition. Toilets upstairs are shared with the restaurant. Changing areas and toilet facilities are situated downstairs. These are locked and members will have key access only.

**The MYC is not responsible for loss of clothing or valuables left in the change rooms. Lost items of value should be reported to the MYC Office**

## **Control Tower**

The Control Tower is exclusively for Committee members and members who are rostered to work on a particular day. The Control Tower is used for tracking sailing courses, assess weather patterns and for Safety. It is important members observe any instructions given by the Principal Race Officer (PRO) on race days or other event days. Visits to the Tower will be arranged by request at the MYC office.



## **Committee Rooms**

The Committee Room contains electronic and library resources and is available for meetings, training and other purposes approved by the Committee. It is expected the facility will be maintained in an appropriate manner by the users.

## **Quartermaster**

The Quartermaster is in charge of Club stores such as Club burgees, pullovers, jackets, T-shirts and other Yacht Club items. These are available for purchase from the Club Office.

## **Key Security**

Keys to MYC Buildings, surrounding gates, rescue craft, tractor and other equipment are allocated and a Key Register is kept by the MYC Manager. Keys are only given to MYC members in accordance with their membership category (see Membership). Members are responsible for the safe keeping of their keys, they should not release them to another person, and report immediately to the Manager if they have been lost or stolen.

## **Pets**

The Yacht Club is a very busy place and pets must be kept restrained by the member in any of the club surrounds. Pets will not be able to enter any Club buildings, including the upper deck.

**Vision impaired members or guests are the exception.**

## **House Sub Committees**

### **Social Sub Committee**

The Social Sub Committee is appointed by the MYC General Committee and is responsible to coordinate, organise and oversee social functions for the Club. The intention of the Social Sub Committee is to assist to develop and promote MYC as a family Club and endeavour to support activities which will foster and encourage family participation.

The Sub Committee incorporates member volunteers to assist in the running of these functions, and is open to suggestion and ideas for social functions from members. With the help of Club members, some functions are arranged to raise money to purchase equipment and amenities for member use. All Club functions are advertised in the Club News Letter and displayed on the notice board.

## **Rocks Restaurant And MYC Sub Committee**

MYC General Committee has appointed a Sub Committee to work with the Rocks Restaurant Management to establish joint working relationships to assist with the day to day organisation. The joint Sub Committee will be chaired by a MYC appointee, and meet at least every 2 months. The agenda for discussion and agreement will include the following:

- policy for the hire of MYC facilities, including availability of rooms, times and requirements of usage i.e. special event days and any days required by the MYC;
- bar hours and closures;
- extra catering necessary for specific functions;
- detail of extra costs necessary for functions;
- responsibilities for Emergency Evacuation Plan and emergency instructions displayed;
- responsibility for any equipment used in the hire of rooms;
- maintenance of the lift and the display of the operation and emergency instructions;
- cleaning of the common areas;
- parking and loading of goods; and
- rubbish collection.



## **MYC Traditional Wake Ceremony**

It is a tradition at MYC to perform a Wake Ceremony on the death of a club member, a family member or a friend of the club. Family and friends of the deceased are invited to attend this ceremony.

The ceremony requires Club members stand to on the MYC balcony. The Club siren is sounded. The Commodore or a Club official lowers the flag to half mast (this ceremony is usually held on the day of the funeral). At other times, as a mark of respect, the Commodore or Club official can lower the flag to half mast, when notified of a death.

### **Half Masting on a Gaff Rigged Flag-mast**

To signal a state of mourning on a gaff rigged mast the flag is taken to the peak of the gaff and then lowered in a dignified manner, to a point where the foot (bottom horizontal edge) is positioned as near as possible to half way down the halyard, between the peak and the cleat (tie off point). When lowering the flag it must be raised to full mast first, that is to the peak of the gaff.

Information regarding Australian Flag protocol see <http://www.flagaustnat.asn.au/protocol.php>.

## **Reporting Of Incidents Or Malfunctions**

### **Emergency Planning And Evacuation Flow Chart**

This Flow Chart is located at Appendix H2 and is designed to be easily copied and located strategically around the Club's premises. The Evacuation Plans for the Clubhouse and yard are at Appendix H3 and H4 respectively. The Incident Report Form should be used to notify all incidents (see Appendix H5).

## *MYC Working With Children Policy*

MYC's Working With Children Policy is detailed at Appendix 21 and should be well understood by all members.

## **MYC Sponsorship and Publicity**

To be developed.



## Appendix H1 - Application and Confirmation to Hire Club Facility

Members Name: \_\_\_\_\_

(The Hirer)

Address: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ W: \_\_\_\_\_ M: \_\_\_\_\_

### FUNCTION DETAILS

Day: \_\_\_\_\_ Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ Duration (hours): \_\_\_\_\_ Vacation Time: \_\_\_\_\_

Use of Balcony: Yes: ☐ No: ☐  
Please tick the appropriate box

Nature of Function (Wedding, 21st Birthday etc): \_\_\_\_\_

If function is for another person, state relationship to member:

\_\_\_\_\_

Total Number of Guests Attending: \_\_\_\_\_

Proposed Catering Arrangements: \_\_\_\_\_

Set Up Time Prior to Function: \_\_\_\_\_

### DECLARATION OF MEMBER

I declare I have read and understood the Terms and Conditions for Hire of the Clubhouse and agree to be bound by them.

\_\_\_\_\_  
Member's Signature and Date

**To be completed by office**

Room Hire Fee: \$ \_\_\_\_\_ Payable By: \_\_\_\_\_  
(2 months prior to function)

Projector Hire: \$ \_\_\_\_\_

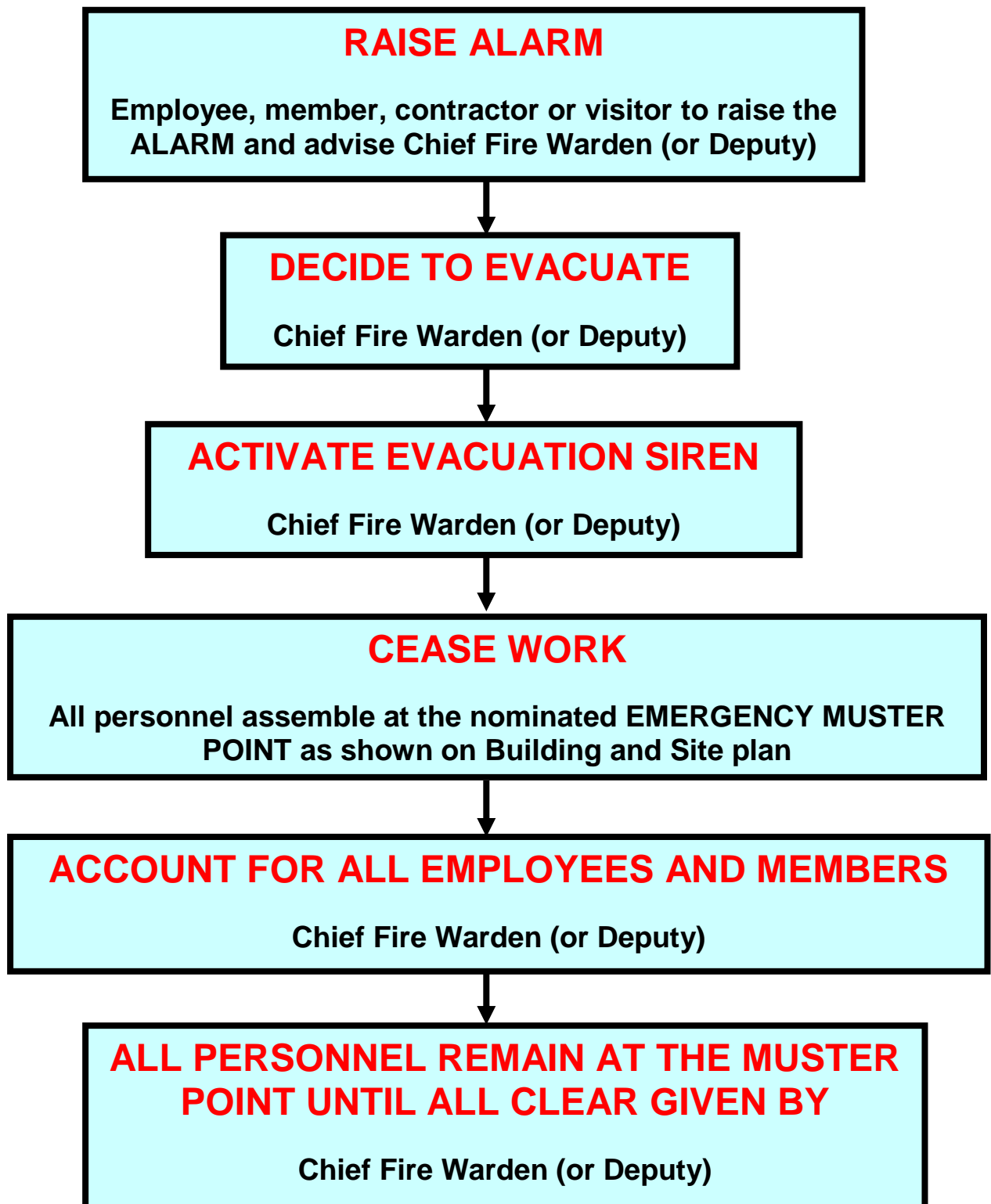
Bond Required: \$ \_\_\_\_\_ Payable By: \_\_\_\_\_  
(14 Days prior to function)

Security Required: Yes ☐ No ☐ Number Required: \_\_\_\_\_

Security Fee: \$ \_\_\_\_\_ Payable By: \_\_\_\_\_



## Appendix H2 - EMERGENCY PLANNING AND EVACUATION





## Appendix H3 - Safety Evacuation Procedures for Clubhouse Facilities

Plan of Clubhouse

Regulations according to OH&S Policy

To be developed.



## Appendix H4 - Safety Evacuation Procedures for Yard Facilities

Plan of yard

Regulations according to OH&S Policy

To be developed.



## Appendix H5 - Incident Report

Mornington Yacht Club

Date of report: \_\_\_\_/\_\_\_\_/\_\_\_\_

Submitted by: \_\_\_\_\_

Date of Incident: \_\_\_\_/\_\_\_\_/\_\_\_\_

Time of Incident: \_\_\_\_\_ am/pm

Location of Incident: (please circle)

On-shore

On-water

Please provide details of incident location: \_\_\_\_\_

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---

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Please provide detail of incident:

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Persons involved: \_\_\_\_\_ Contact \_\_\_\_\_

\_\_\_\_\_ Contact \_\_\_\_\_

\_\_\_\_\_ Contact \_\_\_\_\_

\_\_\_\_\_ Contact \_\_\_\_\_

\_\_\_\_\_ Contact \_\_\_\_\_

Persons Injured: \_\_\_\_\_ Contact \_\_\_\_\_

\_\_\_\_\_ Contact \_\_\_\_\_

\_\_\_\_\_ Contact \_\_\_\_\_

\_\_\_\_\_ Contact \_\_\_\_\_

\_\_\_\_\_ Contact \_\_\_\_\_

Emergency Services called: Yes / No

If called, what service: \_\_\_\_\_

**Copy of report to Mornington Yacht Club Office**



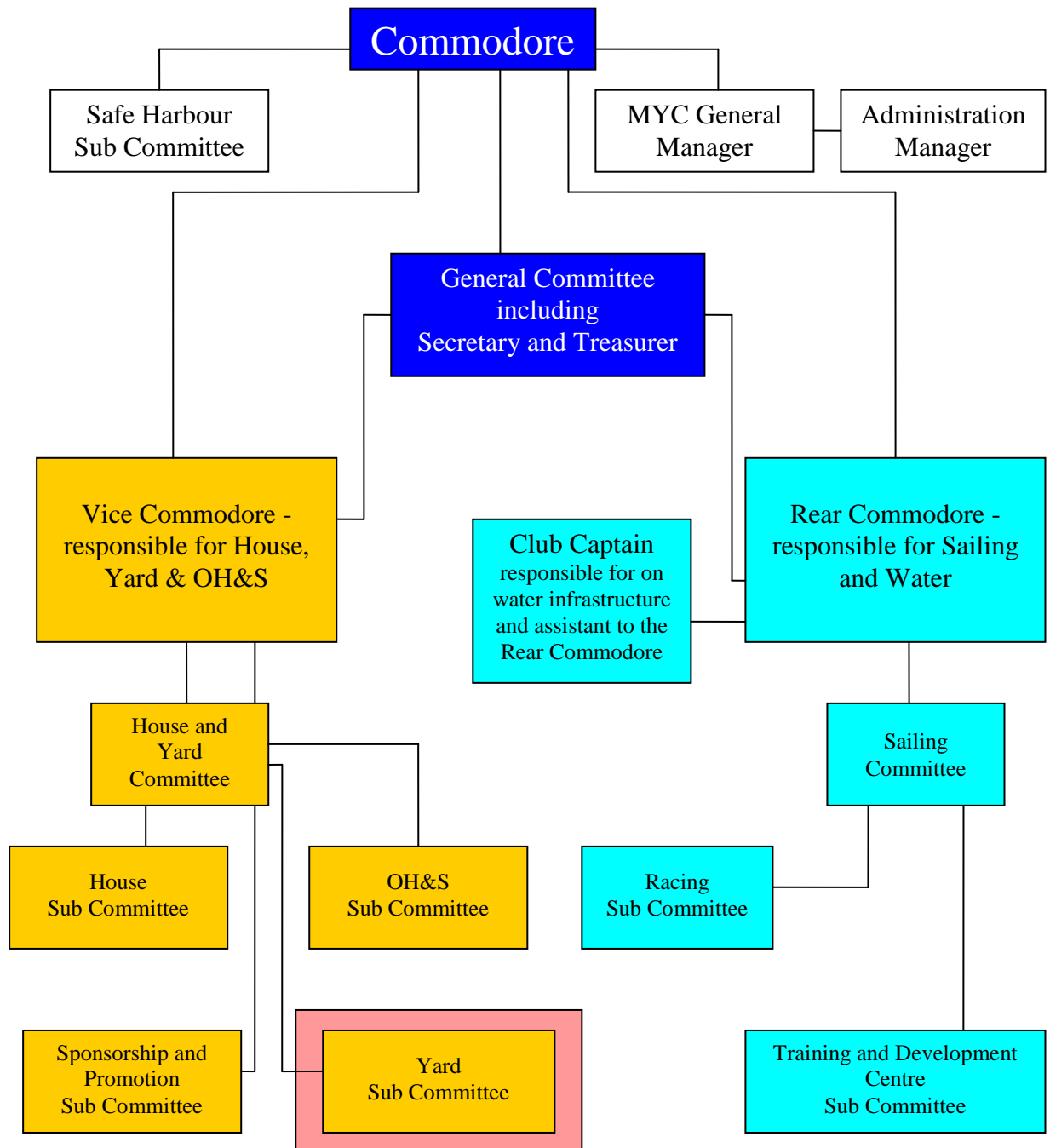


# Yard

## Portfolio



# Portfolio Organisational Chart



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Opps!!!!

## Overview

The Yard Sub Committee is part of the House, Yard and Occupational Health and Safety (OH&S) Portfolio. The General Committee appoints Committee members to assist Flag Officers with Sub Committees.

Flag Officers and Managers of Sub Committees are to assist with the planning and implementation of the Club policies, procedures and protocols.

**MYC believes a well trained membership can take an active role in preventing injuries and illness and thereby promote a safe and healthy Yacht Club environment and workplace. The policy of the MYC is all employees and members are trained in OH&S, by the way of an induction process, and will undertake training in specific areas of operation.**

It is important the OH&S Sub Committee encompasses continual improvement, and as such, the Flag Officers of both Portfolios will continually evaluate their performance with the OH&S policy document for the purpose of identifying opportunities for improvement.

## Performance Evaluation

The General Committee will hold a pre-season Performance Review Meeting, where the performance of policies and objectives will be assessed together with the OH&S policies. The review will ensure any changes or problems are identified, recorded and actioned by the General Committee.

## Annual Policy Briefing

The General Committee will ensure a briefing is held to inform all new members of their responsibilities in relation to the Club's policies and safety regulations.

**Members and non-members (including staff and contractors) will be required to attend the relevant initial information sessions and sign the induction form appended to the OH&S Policy Document for authorisation to utilise the facility and for conformation of their understanding and acceptance of the Mornington Yacht Club OH&S procedures.**



## Contractor Agreements

The Officer Manager is responsible for the maintenance of the contract agreements and assessment of works with regard to OH&S Policies. All Contractors must report to the MYC Office before starting work.

## Slipping Of Boats

### Definitions:

- **“Slipping”** - the launch or retrieval or multiple launch and/ or retrieval of any boat by means of the slipway at the Mornington Harbour;
- **“Slip Operator”** - is a person authorised in writing by Mornington Yacht Club to operate the slipway and / or winch system at Mornington Harbour.

The Mornington Yacht Club has authorised the Slip Operator to take responsibility to oversee all slipping of boats and winch handling, including the management of boat owners, crew, helpers and volunteers.

**The slip operator has complete control of the slipping process and no boat shall be slipped unless the following instructions and procedures are carried out.**

### Slipping Instructions And Procedures

Authorisation and information forms are to be signed for the Slip Operator. The forms are to be obtained and returned to the MYC Office before slipping will take place. The Slip Operator shall be in attendance at all times during the slipping.

The boat owner, together with sufficient other crew and / or helpers must be in attendance at all times. If the owner cannot be present, the owner must, before the slipping is due to occur, authorise the Slip Operator to slip the boat. The owner must also authorise a nominee to be present in lieu of the owner and to ensure there are sufficient other crew and / or helpers in attendance at all times during slipping.

The boat owner, or nominated person, who has a boat operator's licence, must be available to operate the boat on the water before and / or after slipping. Authorisation signed by boat owner is to be provided to the MYC Office.

## **Safety Regulations Regarding The Slipping Of A Boat At MYC**

The Slip Operator has the sole discretion as to whether there are sufficient people in attendance capable of assisting to slip a boat safely. The boat owner or nominee is bound by the Slip Operator's decision as to safety issues, which will include weather and sea conditions and the availability of help required.

Slipping may be delayed or postponed by the Slip Operator if:

- there are insufficient people to slip the boat safely; or
- any person including the Slip Operator, boat owner or nominee and /or helpers are affected by alcohol.

The slipping of any boat is at the risk of the owner, who must satisfy the Slip Operator prior to the slipping of the boat, the boat is adequately insured against loss and damage and all third party liability.

No person, other than the Slip Operator, shall operate the slip or winch. The Slip Operator is in charge of the slipping process at all times; the owner or nominee and or helpers are under his instructions.

## **Responsibilities Of The Boat Owner**

**It is important the owner understands the following.**

The owner, or nominee, should advise the Slipping Operator prior to slipping, if they are not familiar with the slipping process. The Slip Operator will give proper instructions and draw attention to this policy document and the OH&S policy with regard to the safe and efficient slipping. This will include boat weight, placement and appropriate securing and the de-slinging of the boat.

## **Cradle Preparation**

The boat owner or nominee shall be responsible for ensuring the boat is properly prepared and the cradle properly adjusted and greased for efficient and timely slipping. The owner should ensure the correct measurements of the boat are given to the Slip Operator to enable correct and efficient cradle set up is recorded in the winch house.

## **Cleaning Of Yard**

The owner, or nominee, is responsible for the clearing up the yard, relocating the cradle, storing safety equipment, the tractor and any other equipment used in the slipping of the boat. The yard must be left in a clean and safe condition.

## **Booking And Charges**

The Mornington Yacht Club Year Book contains current information regarding:

- keelboat slipping;
- booking information;
- security;
- charges; and
- contact numbers.

**Forms for slipping boats can be obtained from MYC Office.**

## **Use Of Tractor For Boat Launching And Retrieval**

Refer to OH&S Manual for further information. MYC provides Club members and other authorised persons with the use of a Tractor to assist with the launching and retrieval of boats from MYC ramp. The tractor is only to be used for the handling of boats between MYC storage yard and MYC public launch ramps (see Appendix Y10 for information regarding Tractor Training).

**DUTY OF CARE: The Club has a duty of care to its members and the public, therefore it is the responsibility of all members to understand the following information.**

## **Standard Procedures For Use**

Only MYC members and authorised persons, who hold a MYC Tractor Driving Certificate of Competency and have a current drivers licence are able to use the Tractor. Names of authorised users are maintained in MYC Office and displayed on the Club notice board.



## **Minimum Number Of Personnel.**

During the launching and retrieval of a boat using the tractor, at least two (2) people are required. This will allow one person to drive the tractor and the second person to observe, direct, and protect pedestrian traffic.

**The user of the tractor may be liable for any damaged caused.**

## **Safe Positioning Of The Observer**

While the tractor and boat are moving, the observer should walk alongside the rig. When reversing, the most appropriate position for the observer is to walk at the rear and to the side of the tractor. In the case of the tractor moving forward, the observer should walk in the front and to the side of the stern of the boat.

## **Tractor Use Etiquette**

During launching and retrieval, drivers shall give way to members and the public in the yard and at the launching ramp, and be cautious whenever the rig is moving. Drivers and observers shall be courteous to members of the public, and minimise the periods when public access is restricted.

**When towing, no person, other than the tractor driver, shall travel on the tractor or in the boat.**

## **Identifying Hazards**

It is important all operators are aware of hazards within the yard, such as the pit, the pedestrian walkways and the ramp. Other hazards, which drivers should be aware, are the temporary hazards, which are placed within the tractor's path, such as small craft, yachting bags and equipment.

**The MYC is a family Club - watch for children.**

## **Crossing The Pedestrian Pathway Procedures.**

Refer to the OH&S Manual for further information. The driver's and observer's responsibility is to ensure pedestrians and Club members are not exposed to any risk by excluding the public from these areas, by closing the barriers, activating the flashing light and using the "No access" signs. The signs are to be displayed on the foot path either side of the launching areas. When there are large numbers of boats to be launched, or the slipway is being operated, gates and barriers shall be

in place before launching. Periods of public exclusion shall be kept as short as possible. While the temporary barriers are in place, drivers and boat crews should take the opportunity to act in a manner as to strengthen the Club's relationship with the public.

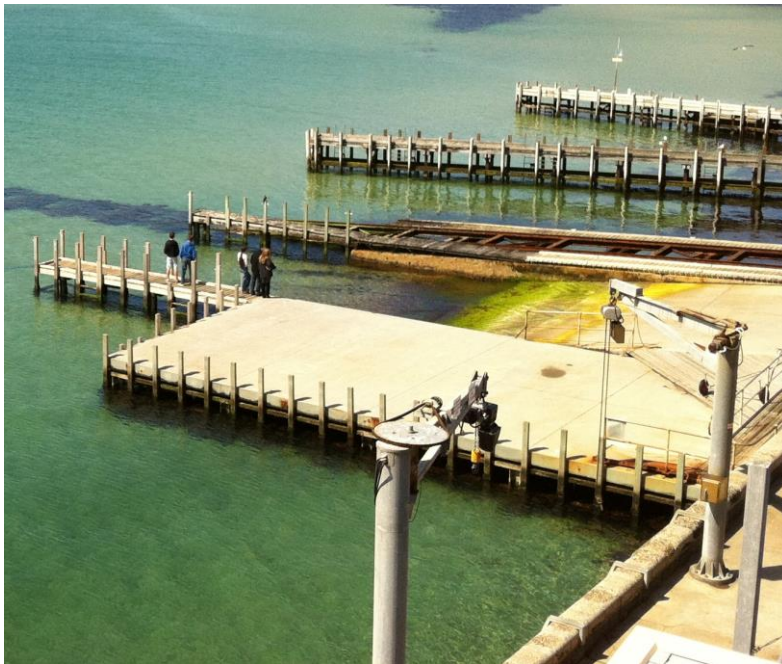
**Lights and barriers are to be removed immediately after launching.**

## **Tractor And The Ramp**

### **Tractor Safety**

It is imperative:

- the coupling safety chains are properly attached when moving boat trailers with the tractor;
- the winch safety chain on the boat trailer is in place when the trailer is moved on and off the ramp; and
- when proceeding down the ramp, the rear wheels of the tractor must not be driven onto the slippery intertidal zone, where there is a probability the tractor will slide into the water.



## **Securing The Tractor On The Ramp While Launching**

Because of the risk of the handbrake slipping, the operator should remain in the seat and in control of the brakes whenever the tractor is on the launching ramp. If considered necessary by the driver, wheel chocks should be used and positioned by a person other than the driver.

**The chains are not to be removed until immediately before the boat is to be launched at the water edge.**

## **Storing The Trailer**

Boats on trailers and all empty trailers should be returned to the designated boat storage area.

**The boat name and sail number must be displayed on all trailers**



## **Boat Retrieval**

### **Beware**

There is a risk the winch rope / strap/ cable might break. Injury to people or damage to other boats could be caused by whiplash, or the boat relaunching.

### **Stopping The Tractor Engine**

Stop the engine by pulling out the fuel cut-off valve. Switch off the key, as the battery will go flat. Return the key to storage, or leave the key in the tractor, as instructed by the Yard Manager.

## **Reporting Of Incidents Or Malfunctions**

Report immediately any incident of injury to persons, damage to property, or perceived potential dangerous situations on the Club's Incident Report Form (see Appendix Y11). Equipment malfunctions shall be reported to MYC Office as soon as possible. This form is available from the MYC Office.

## **Condition Of Trailers**

The owner's responsibility is to maintain their trailer in a condition which allows safe launching and retrieval of boats.

## **Slewing Hoists**

Refer to Crane Training at Appendix Y9 and the OH&S Manual for further information. The slewing hoists have been provided by MYC to assist in the launching and retrieval of the hard stand keel boats. The hard stand cranes are situated near the launching ramp. The launching of sling attached boats requires the boats to transverse the public footpath.

## **Access To MYC Slewing Crane**

The key to the control box is only available from MYC Office to trained, competent operators. Special usage keys for the hoist are issued only to certain members of the Club, who are trained in the use and safety of the hoists. The list of trained personnel is kept in the MYC Office.

**Members must ensure the crane's keys are not transferred to any unauthorised person.**

## **Procedures For Use**

The use of the hoists constitutes acknowledgment the operator has undertaken essential training, and is competent to use a slewing hoist. Before unlocking the control box, ensure the area is clear and the trained operator is present.

## **Operator And Observer**

It is the responsibility of the operator to be vigilant and keep any members and the general public well clear of the vessel being lifted. The operator should arrange for an observer to assist, if considered necessary. Before the boat to be hoisted is manoeuvred into position, the operator is responsible for clearing the area and making sure the gates at both ends of the

walkway are in place. Hoisting will not commence until the area is clear. When all activity has ceased, the gates should be reopened.

### **Positioning Of Sling Attachment For Boat Manoeuvring**

Slings are **only** to be fitted when the boat has been manoeuvred into place. The operator must ensure the correct slings are being used and are correctly attached. When attached, the operator is to raise the hoist to “just tight” height. The operator shall **again check** the slings are correctly fitted before further hoisting continues. Bow and stern lines, of no less than 5 metres in length, are to be fitted to the boat to be lifted. The observer is to control the boat positioning during the hoisting by the use of these lines.

### **General Yard Usage**

Refer to the OH&S Manual for further information.

### **Security, Safety And Duty Of Care**

It is the responsibility of each member to be respectful of the facilities the Club has provided. Yard management relies on each member understanding their responsibilities in regard to safety and the security of the Yard and its surrounds.

### **Buildings**

The last MYC member leaving any building, at any time should ensure all doors and windows are locked.

### **Pedestrian And Vehicle Access**

Pedestrians, vehicles and boat machinery need to have designated areas of access to avoid, as far as practicable, the likelihood of an incident occurring. MYC requires members and their crew to abide by these policies to keep access gates clear and preserve the right of others. Vehicles should only park in the marked bays and shall not be left in ‘No Standing’ areas.

Access Gates include:

- Main Gate A;
- Side Gate B;
- Ramp Gate C; and
- Slipway Gate D.

All gates to the Yard should be closed at all times after use and locked by the last member leaving the Club.

**If unsure, lock the gate.**

### **Car Parking At MYC**

Car parking in the Yard is prohibited on race days. Members may bring vehicles into the Yard for short periods to deliver or remove boats and equipment. Gates should be kept closed except when actually entering or exiting.

**The driver of the last vehicle leaving the premises must lock the gates.**

On other days, Sailability volunteers, contractors, Thursday Group members, or members working on their boats are entitled to park in the Yard, providing no inconvenience is caused.

### **Boat Ramp (Using Private Vehicle)**

Members using the boat ramp, should register their private vehicle at the MYC Office.

Members will be required to provide their vehicle registration and sign the form which outlines the conditions of using the boat ramp. Applications for registration are available from MYC Office.

### **Trailer Yachts**

Members, who do not have permanent storage within the yard, will have access to launch their boat at the Ramp Gate C, using their private vehicle once the registration has been completed. When the member's boat is launched, the member is required to detach the trailer and store the trailer in the designated trailer park. The member's vehicle must be parked outside the Yard in the appropriate designated parking area.

### **Off The Beach Boats**

When there are significant numbers of visitors, who are participating in off the beach racing, a Club staff member or sailing committee person will be in attendance to manage Ramp Gate C, to allow for safe drop off and trailer parking.

## Yard Housekeeping

Members are responsible to ensure the Yard is kept in a safe and clean condition. This applies in particular to members using the Yard for storage of their boats. The following information is outlined for members to keep the yard safe and orderly at all times.

**When storing boats within the Yard, members must ensure craft are always securely tied to prevent damage or injury.**



**Owner onus applies to all craft, associated equipment, clothing and valuables stored or left in the yard or buildings.**

## Boat Maintenance Management Procedures

Refer to the OH&S Manual for further information. All works performed within the Yard should comply with MYC's OH&S Policies and Procedures, and:

- members, whilst working on their boat, shall use only tools and equipment which are safe and fit for the purpose;
- no person shall live aboard their boat; whilst the boat is in the Yard;
- boat owners, or their representatives, working on or making use of Club premises, shall promptly remove any scrap waste or equipment and shall at all times keep the area of the Yard around their boat clean and tidy;
- prior to commencing any painting, grinding or sandblasting operation, permission shall be obtained from the Yard Manager. The Yard Manager will position the boat, so as to limit any danger and issue any other limitations as might apply to that process;
- prior permission shall be obtained from the Yard Manager to bring into the Yard a crane or other item of heavy equipment. The Yard Manager will position the boat as required and will issue other limitations if required, to carry out the operation of such equipment;



- craft shall be registered, identified, equipped and maintained as required by law and safe practice, with particular attention to adequate fire fighting equipment;
- trailer and hard stand areas must be kept clear at all times and free of gear, lines, hoses, power cords, sails, boat covers, tools and the like at any time, when the crew of the yacht are not present;
- allocated space for boat storage is dependant on the size of boat and type of maintenance work to be carried out;
- equipment such as ladders, scaffolds and other maintenance material should be securely stowed at the end of each day;
- rubbish removal is the responsibility of the boat owner or his representative. All rubbish (except for dangerous goods and hazardous substances) should be disposed of in the bins provided;

**Immediate work areas shall be kept clean and safe at all times.**

- dangerous goods are substances that may be corrosive, flammable, explosive, spontaneously combustible, toxic, oxidizing, or water-reactive. These goods can be deadly and can seriously damage property and the environment. Therefore it is imperative they are stored and handled safely. It is important members are aware of the Yard signage;
- hazardous substances are substances which have the potential to harm human health; and
- a list of hazardous substances will be kept and maintained for all chemicals stored and used in the Yard. This list will be kept in the MYC Office for easy reference.

### **Use Of The Gerni**

The Gerni is used for high pressure cleaning of the Yard and boats. The Yard Manager will explain the safest area in which to use the Gerni within the Yard. Hard spoil on the hull should be scrapped off prior to using the Gerni and placed in waste bins provided for later collection.

The Yard Manager will inform members of the safe collection of waste, and the MYC restrictions on water.

**The Port of Melbourne Authority has appointed MYC to manage Mornington Harbour on behalf of the Authority.**

## **Mooring Of Vessels Mornington Yacht Club**

The Terms of Agreement require MYC to:

- issue permits for mooring within the Harbour;



- supervise positioning of tackle;
- authorise changes, if ownership of mooring sites change;
- prepare waiting lists of applicants for mooring sites;
- prepare and maintain a mooring register;
- collect fees on behalf of the Authority; and
- arrange for removal of abandoned or non-conforming mooring tackle.

## Mooring Permits

### General

- Mooring Permits are **not transferable**.
- Mooring Permits do not authorise any person to drive or park motor vehicles on the jetty.
- Mooring permit holders are liable for any damage or claims as a result of the existence of the mooring and vessel.

### Moorings

No person may install, alter, resite or remove a mooring and associated tackle without written approval of MYC. All mooring tackle must comply with the specifications recommended for the area and the vessel shown on the permit. Moorings shall be inspected by the owner on a yearly basis and be maintained in a satisfactory manner in accordance with the specifications on the allocated site. Moorings shall be lifted for inspection, if required by an authorised officer of MYC. Mooring tackle must be flush to the sea-bed.

### Site Occupation

In the event of the site not being occupied by the vessel nominated on the permit for a continuous period of nine (9) months, the permit may be cancelled. Occupation of the site by another vessel is allowed for a maximum period of nine (9) months only, with the permit holders consent and approval of MYC.

## **Vessels**

The registration number and name (if any) of the vessel shown on the permit shall be prominently displayed on the vessel. The vessel shall be regularly inspected by the owner at least yearly and maintained in a sea-worthy condition. A site holder wishing to retain the mooring, when changing the vessel named on the permit for another vessel, should make application in writing to the MYC, giving full details of the replacement vessel.

**Favourable consideration for retention of the mooring will be given, provided the new vessel is suitable for the site and the specified mooring tackle.**

A permit holder, disposing of the vessel named on the permit and not requiring the mooring for another vessel, must relinquish the site. The vendor should advise the purchaser of the vessel of this requirement.

## **Change of Address**

Owners of moorings should notify MYC of any change of address within 14 days.

## **Fees**

The fees consist of the following:

- an application fee; and
- a mooring tackle inspection fee, payable when the tackle has been inspected by MYC Harbour Manager.

Mooring fees are due and payable on the 1<sup>st</sup> of July each year.

**The permit is not valid until payment is received by the MYC.**

**Failure to comply with any conditions listed above may result in the cancellation of the permit.**

## **Transit Moorings**

MYC provides transit moorings for boats requiring short term moorings. They are for boats in transit only (loading / maintenance).

## **Location of the Transit Moorings**

There are three transit moorings off the concrete wall and three off the fisherman's jetty.  
Visiting boat owners need to enquire at the MYC Office regarding these moorings.

## **Mornington Yacht Club Emergency Plan**

The Emergency Plan addresses situations which may arise, and identifies the roles and responsibilities of the management of emergency situations. The procedures are to enable site personnel and emergency services to cope within an emergency situation by setting out responsibilities and expected responses to situations. Refer to OH&S Manual for further information.

**It is every person's responsibility to be pro-active with regard to emergencies by being prepared to follow the prescribed set of instructions.**

### **Management**

Chief Fire Warden, or his appointed deputy shall ensure:

- the site plan is kept up to date and displayed at points in the yard;
- the Emergency Phone List is kept up to date and displayed at points in the yard; and
- the Chief Fire Warden undergoes refresher training by the Fire Brigade and appoints a deputy in periods of absence.

### **Yard Signage**

MYC will provide suitable signage within the Yard to the following:

- the location of first aid equipment;
- the location of hazardous material storage and disposal;
- the Emergency Evacuation Plan of the building and yard, showing muster points, exit points and emergency vehicle entrance;
- gates as identified A, B, C and D on the Emergency Evacuation Plan;
- safety information regarding members responsibilities within the Yard; and
- emergency phone numbers.

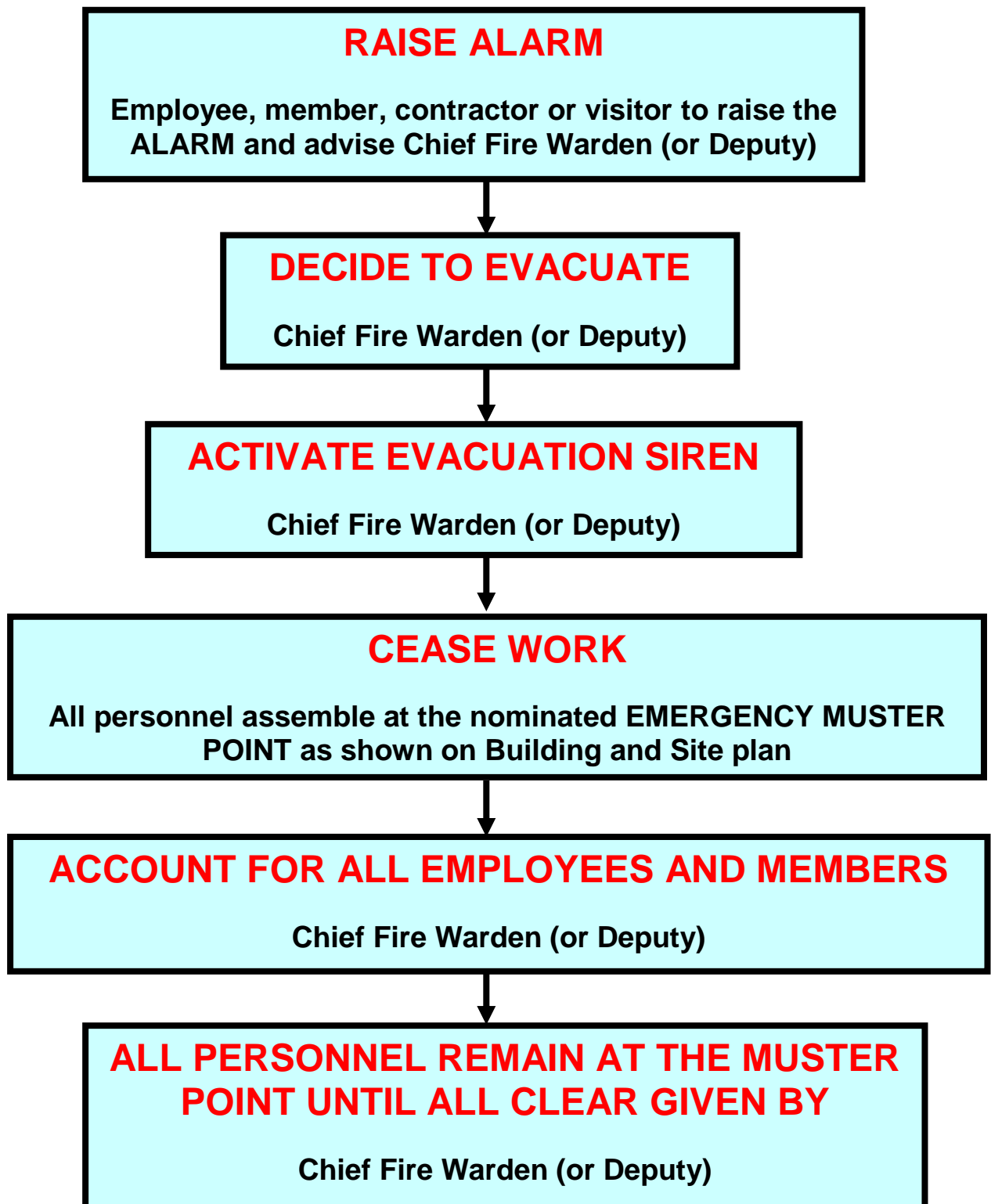
### **Emergency Planning And Evacuation Flow Chart**

This Flow Chart is located at Appendix Y6 and is designed to be easily copied and located strategically around the Club's premises. The Evacuation Plans for the Clubhouse and Yard are at Appendix Y7 and Y8 respectively. The Incident Report Form should be used to notify all incidents (see Appendix Y11).

## MYC Working With Children Policy

MYC's Working With Children Policy is detailed at Appendix 19 and should be well understood by all members.

## Appendix Y6 - EMERGENCY PLANNING AND EVACUATION





## Appendix Y7 - Safety Evacuation Procedures for Clubhouse Facilities

Plan of Clubhouse

Regulations according to OH&S Policy

To be developed.





## Appendix Y8 - Safety Evacuation Procedures for Yard Facilities

Plan of yard

Regulations according to OH&S Policy

To be developed.



## APPENDIX Y9 - HARDSTAND CRANE

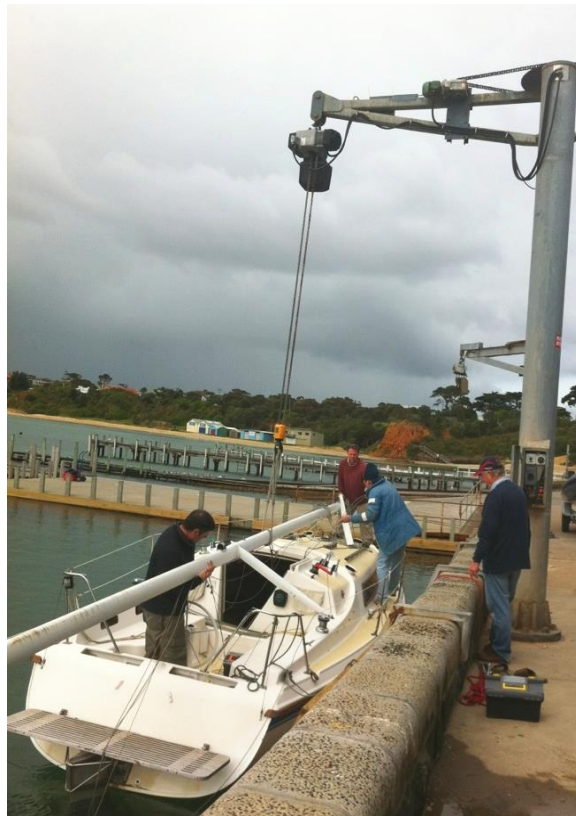
### Training and Induction Procedure

(Refer also to the OH&S Manual for further information)

**Access to the Mornington Yacht Club Hardstand Cranes (Slewing Hoists) IS ONLY AVAILABLE from the MYC Office to trained and competent operators. Special issue keys for the hoists are only issued to selected trained members of the Club**

The following covers the Training and the Induction Procedure to be completed by the trainee:

1. **Theory Component** - the trainee should demonstrate and understand the Policies and Procedures for the operation of the Hardstand Cranes
2. **Practical Component** - a trainee's initial use of the hoist is to be overseen by a holder of the special issue hoist keys – the trainee must demonstrate a practical capability to use the hoist. On the completion of both Theory and Practical Training, the trainee should sign the completion form and have this form presented at the General Committee of MYC. Only when satisfactory completion of the induction form has been signed by the authorised trainer and verified by the General Committee will the trainee be issued with hoist keys, and the successful completion be noted on the members membership details.
3. **Criteria Checklist** (see Appendix Y9.1).
4. **Crane Training Induction Letter to the General Committee** (see Appendix Y9.2).



## Appendix Y9.1 - MYC Crane Operators Training Checklist

The following criteria must be satisfactorily completed by the trainee and signed by the trainer:

Trainee Name: \_\_\_\_\_ Boat Name: \_\_\_\_\_

Who is authorised to operate cranes: \_\_\_\_\_

Minimum number of personnel and roles of each: \_\_\_\_\_

Points of etiquette of crane use: \_\_\_\_\_

Safety of lifting tackle: \_\_\_\_\_

Keeping public and members clear of boat being lifted: \_\_\_\_\_

Closing pedestrian barriers: \_\_\_\_\_

No person under or on boat while being lifted: \_\_\_\_\_

Condition of trailer: \_\_\_\_\_

Storage of empty trailer: \_\_\_\_\_

Unlocking / locking of crane: \_\_\_\_\_

Report malfunctions: \_\_\_\_\_

Reporting incidents: \_\_\_\_\_

Trained and tested by: \_\_\_\_\_ Signature: \_\_\_\_\_  
(please print name)

**I have understood the criteria relating to crane operating safety as they were explained to me at a MYC crane safety training session.**

Trainee: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(please print name)

**THIS RECORD SHALL BE RETAINED AND FILED IN MYC OFFICE**

## Appendix Y9.2 - MYC Crane Operators Induction Letter To The General Committee

Dated this \_\_\_\_\_ day of \_\_\_\_\_ Year \_\_\_\_\_  
(Date) (Month)

I, \_\_\_\_\_  
(please print full name)

Of, \_\_\_\_\_  
(please print residential address)

Mornington Yacht Club Member Number: \_\_\_\_\_

I confirm I have been informed and instructed in the operation of the Hardstand Crane and I:

- understand the contents and obligations required by legislation and agree to abide by the policies and procedures of the club and its OH&S manual for the use of Club Facilities;
- understand that guests and contractors brought into the yard by me are also required to comply and will arrange for suitable induction training prior to authorised use;
- confirm that I understand and will comply with the Club By-Laws and in particular the Hardstand crane as follows:
  - Cranes on the Hardstand area shall be used for launching and retrieval of yachts stored on the Hardstand;
  - Cranes on the Hardstand area shall be operated only under the control of persons specifically authorised;
  - authorised Hardstand Crane Operators shall ensure that at all times the lifting apparatus attached to the crane, including slings, shackles, anchor points and the like, are properly maintained and capable of carrying the load to be lifted;
  - the safe working load of the Hardstand Crane, as posted on each crane shall not be exceeded;
  - no person shall remain aboard a yacht whilst it is being lifted by a Hardstand Crane; and
  - I will inform the Yard or Duty Manager of any hazards I encounter whilst utilising the facility.

Signed (inductee's signature): \_\_\_\_\_

Inductor (insert name): \_\_\_\_\_

Signed (inductors signature): \_\_\_\_\_

## APPENDIX Y10 - TRACTOR OPERATOR TRAINING

Refer to the Policies and Procedures Manual - Tractor and Boat handling, and the OH&S Manual for further information.

**Tractors may only be used for the handling of boats between the MYC storage yard and the MYC and public launch ramps. Only club members and other authorised persons who hold a MYC certificate of competency and a current drivers licence. A list of authorised users is maintained in the MYC Office and displayed on Club Notice Boards.**

The following covers the Tractor Operator Training and the Induction Procedures, which are to be completed by the trainee:

1. **Theory Component** - the trainee must demonstrate and understand the Policies and Procedures for the safe operation of the tractor.
2. **Practical Component** - the trainee's initial use of the tractor is to be overseen by a holder of the Tractor Operators Certificate.
3. **MYC Tractor Operator Training Checklist and Tractor Driving Test** (see Appendix Y10.1).
4. **Crane Training Induction Letter to the General Committee** - to be completed by the trainee and signed by the Training Officer (see Appendix Y10.2).





## Appendix Y10.1 – MYC Tractor Operator Training Checklist and Tractor Driving Test

The following criteria must be satisfactorily completed by the trainee and signed by the Trainer.

Trainee Name:\_\_\_\_\_ Boat Name:\_\_\_\_\_

Drivers licence:\_\_\_\_\_

Purposes for which tractor may be used:\_\_\_\_\_

Who is authorised operate tractors:\_\_\_\_\_

Minimum number of personnel and their roles:\_\_\_\_\_

Where tractors may be used:\_\_\_\_\_

Points of etiquette of the tractor use:\_\_\_\_\_

Movement around hazards in the yard:\_\_\_\_\_

Location of tractor keys:\_\_\_\_\_

Tractor safety inspection:\_\_\_\_\_

Starting the tractor:\_\_\_\_\_

Which gears to use/hazards in high gear:\_\_\_\_\_

Coupling the trailer- procedure and hazards:\_\_\_\_\_

Use of safety chains:\_\_\_\_\_

Crossing the pedestrian pathway and closing pedestrian barriers:\_\_\_\_\_

Traction on the ramp:\_\_\_\_\_

How far to proceed down ramp. Use of brakes/chocks:\_\_\_\_\_

Securing the tractor on the ramp while launching. Use of handbrake:\_\_\_\_\_

Storing the empty trailer:\_\_\_\_\_

Retrieving the boat - Procedure and hazards:\_\_\_\_\_

Use of tractor winch - procedure and hazards:\_\_\_\_\_

## TRACTOR OPERATOR TRAINING CON'T

Parking areas for tractors:\_\_\_\_\_

Stopping engine/returning key:\_\_\_\_\_

When to remove and return the key:\_\_\_\_\_

Reporting malfunctions:\_\_\_\_\_

Reporting incidents:\_\_\_\_\_

### Tractor Driving Test

Practical driving test competency: Yes:\_\_\_\_\_ No:\_\_\_\_\_ Retest:\_\_\_\_\_

Competency on verbal test: Yes\_\_\_\_\_ No\_\_\_\_\_ Retest\_\_\_\_\_

Trained and tested by:(signature)\_\_\_\_\_ Date:\_\_\_\_\_

Trainee:(signature)\_\_\_\_\_ Date:\_\_\_\_\_

### Retraining

Practical driving test competency: Yes\_\_\_\_\_ No\_\_\_\_\_ Retest\_\_\_\_\_

Competency on verbal test: Yes\_\_\_\_\_ No\_\_\_\_\_ Retest\_\_\_\_\_

Trained and tested by: (signature)\_\_\_\_\_ Date:\_\_\_\_\_

Trainee: (signature)\_\_\_\_\_ Date:\_\_\_\_\_

## Appendix Y10.2 – MYC Tractor Operator Training Induction Letter To The General Committee

Dated this \_\_\_\_\_ day of \_\_\_\_\_ Year \_\_\_\_\_  
(Date) (Month)

I, \_\_\_\_\_  
(please print full name)

Of, \_\_\_\_\_  
(please print residential address)

Mornington Yacht Club Member Number: \_\_\_\_\_

I confirm I have been informed and instructed in the operation of tractor driving and I:

- understand the contents and obligations required by legislation and agree to abide by the policies and procedures of the Club and it's OH&S manual for the use of Club facilities;
- understand guests and contractors brought into the yard by me are also required to comply and will arrange for suitable induction prior to authorise use;
- confirm that I understand and will comply with the Club By-Laws, in particular those pertaining to the operation of the tractor as follows:
  - the tractor shall only be used for launching and retrieval of boats stored in the MYC Yard;
  - the tractor shall only be operated by authorised persons;
  - authorised Tractor Operators shall ensure that at all times trailer couplings are maintained in good condition and are attached safely;
  - the safe use of the ramp, including the tractor traction, the use of the gears, safety chains and the winch.
  - safety of the pedestrian pathway by the use of the safety barriers and gates.
  - no person, other than the tractor operator, shall be on the tractor or aboard the boat while launching or retrieval; of the boat.
  - I will inform the Yard or Duty Manager of any hazards I encounter whilst utilising the facility.

Signed (inductee's signature): \_\_\_\_\_

Inductor (insert name): \_\_\_\_\_

Signed (inductors signature): \_\_\_\_\_



## Appendix Y11 - Incident Report

Mornington Yacht Club

Date of report: \_\_\_\_/\_\_\_\_/\_\_\_\_

Submitted by \_\_\_\_\_

Date of Incident: \_\_\_\_/\_\_\_\_/\_\_\_\_

Time of Incident: \_\_\_\_\_ am/pm

What is being reported:

- \_\_\_ An injury / illness
- \_\_\_ An environmental incident
- \_\_\_ A dangerous or serious occurrence
- \_\_\_ A quality issue (eg. member / visitor satisfaction)
- \_\_\_ Damage to equipment / vehicle / property

### Part A \_ About the persons involved:

Employment Status of person involved in incident:

- \_\_\_ Full Time
- \_\_\_ Part Time
- \_\_\_ Casual
- \_\_\_ Contractor
- \_\_\_ Other

Name of person involved in / or reporting incident: \_\_\_\_\_

Job title: \_\_\_\_\_ Shift time: \_\_\_\_\_

Drivers Licence No: (if applicable to incident) \_\_\_\_\_

Telephone: \_\_\_\_\_ Address: \_\_\_\_\_

Others involved in the incident (eg. member / witness / other employee)

Name: \_\_\_\_\_ Telephone \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone \_\_\_\_\_

Address: \_\_\_\_\_

## Part B\_The Incident:

Date / time incident reported to management:\_\_\_\_\_

Location of Incident: (please circle)                      On-shore              On-water

Were regulatory authorities involved (eg. Worksafe / EPA / Police / Parks Vic / If yes please give details:  
(name, phone no., police report, witness statement etc.)\_\_\_\_\_

\_\_\_\_\_

Please provide detail of incident:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Part C\_About the Injury / Illness:

What was the result of the incident (eg. sprain, acceration etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What was the outcome of the injury / illness at time of completing this report: (eg. no treatment / first aid  
/ medical treatment / Lost time etc.)\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Emergency Services called:                      Yes / No

If called, what service: \_\_\_\_\_

Please advise on what your follow up will be:\_\_\_\_\_

\_\_\_\_\_

Please advise any notes on the incident:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

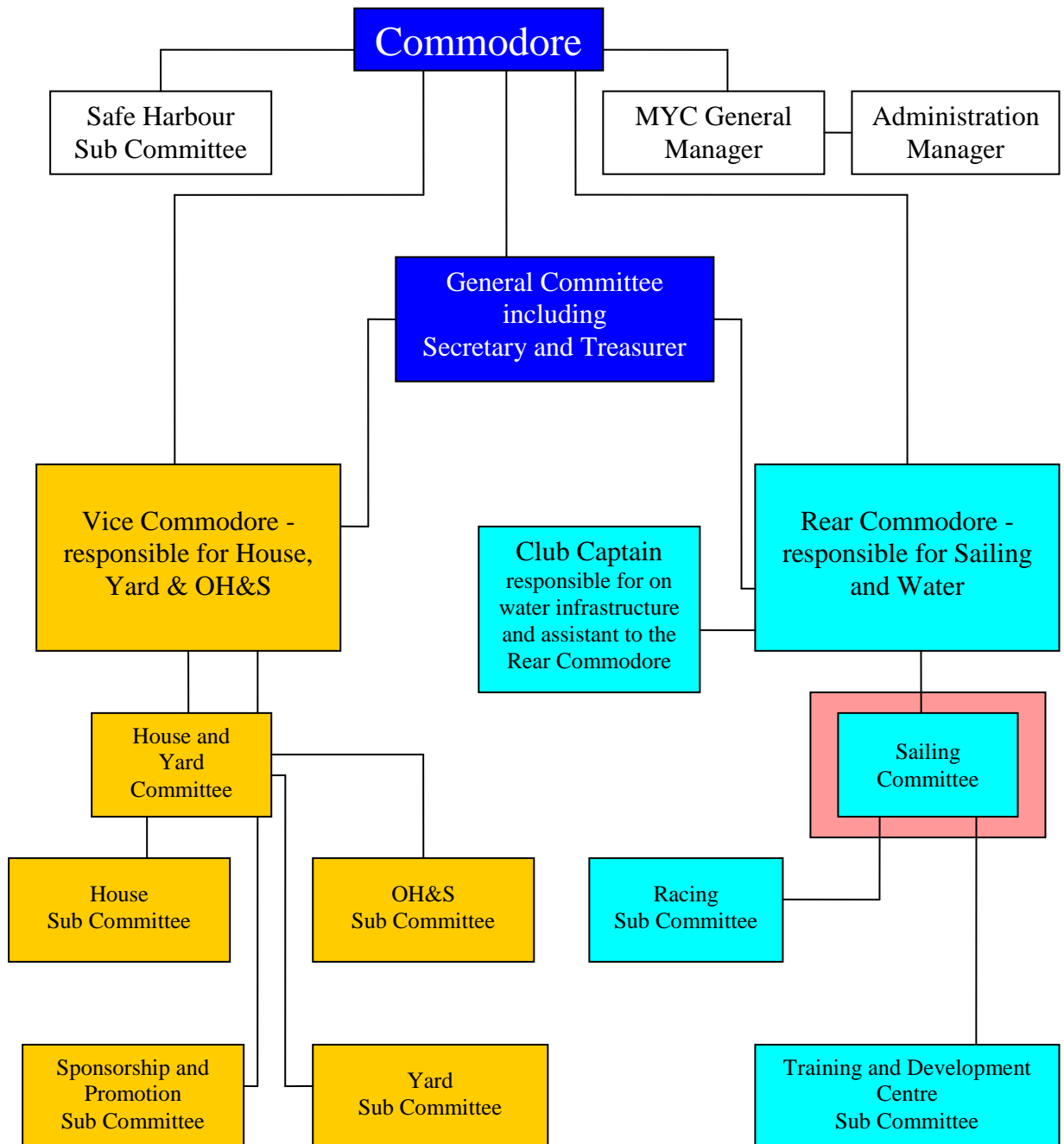
**Copy of report to Mornington Yacht Club Office YES / NO**

# Sailing

## Portfolio



# Portfolio Organisational Chart





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## Overview

Sailing Portfolio is the responsibility of the Rear Commodore, with the assistance of the Club Captain. The Rear Commodore heads the Sailing Committee and with the aid of the Club Captain and sub committees implements Club policies, procedures and protocols. The Sailing Committee oversees the operational procedure for emergency rescue plans, sail training and development, sailability program, on water infrastructure and equipment, and keeps abreast of any changes within the Club and reports these to the General Committee.

## MYC Rescue Plan

### Minimum Safety Requirements for Conduct of Racing

#### MYC Race Committee

The MYC **Race Committee** will assume the responsibility for safety and rescue. It will seek suitable members to be trained and endorsed in rescue boat operations (see page 101 Training Development Portfolio for information).

#### Race Officer Training

It is the expectation of the MYC Race Committee that all Race Officers have undertaken appropriate Race Management Training which is inclusive of a Risk Management Module.

### Responsibilities of the Race Management Personnel

#### Principal Race Officer (PRO) And Race Officer (RO)

The RO is responsible for declaration of an emergency situation on the water. Once the RO abandons the race, the RO will co-ordinate the rescue from the water and will request the assistance of the PRO to be the 'on shore' Rescue Co-ordinator.

**When a race abandonment is called, the RO has the role of 'on water' Rescue Co-ordinator. The PRO has the role of 'on shore' Rescue Co-ordinator. In some situations the RO may direct the PRO to perform backup duties from the water. In this situation the RO will call in the Assistant Rescue Co-ordinator to take responsibility for the 'on shore' Rescue Co-ordination.**

The Race Officer is responsible to ensure there are sufficient personnel to resource Race Management Boats and should consult with Race Committee members to enlist appropriate

personnel. The Principal Race Officer and or Race Officer will conduct a briefing prior to racing on water (see briefing notes).

### **Management Of Race Rescue Boats**

Rescue boats are to be suitable for the conditions expected, and be fully provided with safety equipment as required by State Law and recommend in the Yachting Australia, Safety Boat Course (See Guidelines For Safety page 84). Rescue Boats are to be driven by licensed power boat drivers in such a manner as to not cause any disturbance to competing yachts or injury to crews. All rescue craft are to be kept clear of competing yachts unless providing assistance. The list of Rescue Boats is provided in Appendix S15).

**All designated race rescue boats will display the MYC Burgee at all times during a racing event.**

All race management personnel will abide by the Sports Officials “**Code of Ethics**”, that is to place the safety and welfare of all participants above all else and accept responsibility for their actions.

### **Principal Race Officer (PRO) / Race Officer (RO) Briefings**

Briefing to include the following:

- race management positioning;
- process for race abandonment;
- the decision to race;
- weather conditions which includes the wearing of PFDs;
- course layout;
- sailing instructions;
- personnel and equipment checks
- responsibilities for all race officials
- rescue boat positioning;
- fleet numbers; and
- communications.

All assisting staff members and volunteers should be briefed on the rescue coordination plan before racing commences.

## **Race Coordination Plan**

### **MYC Number of Rescue Boat Required**

The numbers of boats required will depend on:

- competition level;
- age and experience of the competitors;
- number of competitors;
- weather conditions; and
- types of boats.

The general rule will be one (1) support boat per twenty (20) competing off the beach yachts (not applicable to boats racing under safety category 5 or less i.e. Keel Boats).

### **Weather Information:**

Local weather forecasts are to be obtained from the Bureau of Meteorology (BoM) and placed on a notice board outside sailing office prior to commencement of racing.

### **Wind Speed Limits**

Race Officers are to be aware of wind speed limits these are to be used as a guide, when assessing the safety of competitors. MYC tower officials continually monitors weather patterns on the BoM website.

### **Communication**

All races associated with MYC shall use the maritime VHF band, operating on Channel 73 (as per sailing instructions) or 27 MHz band channel 88. The MYC tower will monitor these channels for distress and safety traffic for 'on water' boats.



## Rescue Boat Crew and Equipment Mandatory Summary

### Conditions of RIB use and booking procedure:

- During office hours ALL RIBs must be booked with MYC Office prior to use;
- During office hours RIB KEYS must be collected/returned to MYC Office;
- Outside office hours ALL RIBs must be signed out/in via book in Race Office;
- Outside office hours RIB KEYS can be collected from Race Office;
- Confirm all operators have boat licences;
- Complete all maintenance tasks at end of session;
- All radios must be treated with due care and returned to recharge position;
- Incident reports are mandatory with a view to addressing problems NOT APPOINTING BLAME;
- All gates must be closed while out on water
- Lock up gates, yard and building at end of session;
- All coaches and members are responsible for equipment & personnel during session.

### Guidelines for Safety

The crew of rescue craft will collect a Grab Bag containing the following contents from the Tower Office.

#### Grab Bag Contents:

- flares;
- compass as directed;
- race signals as required
- GPS as directed by PRO or RO;
- first aid kit;
- cutting equipment;
- tow rope;
- spare bungs;
- copy of Disaster Plan;
- crew safe red / white safety tape;
- anchor and buoy.

The contents should be checked and signed for by the boat skipper. Any deficiencies should be reported immediately to the Tower Officer. A copy of the list of safety equipment for each craft will be filed in the Tower Office. The Grab Bag is to be returned to the Tower Office when racing is finished. The equipment should be checked and any needed replacements reported immediately to the Tower Officer.

## **Rescue Boats**

Skippers shall ensure rescue boats are equipped with:

- fuel;
- life jackets;
- fire extinguishers; and
- anchor.

## **Rescue Boat Skippers**

Shall ensure:

- all crew are capable of picking up people from the water and can manage damaged boats;
- all crew are able to swim;
- crew provide their own personal wet weather gear and warm clothing;
- PFD's must be worn at all times in RIB ducks;
- crew prone to seasickness do not go out;
- crew report to the RO or PRO any damage to rescue craft or to the equipment;
- boats are continually maintained and assessed for any damage; and
- boats are kept mechanically sound.

**All boats, where the crew have been removed, must have a length of bright red/white striped tape (minimum one metre in length) securely attached to the forestay, or to the recommended position for the class of yacht. This will signify to other rescue vessels the crew have been recovered so there is no need to search for missing crew.**

## **First Aid Provision**

Mornington Yacht Club ensures:

- all rescue craft are equipped with first aid kits (see grab bag checklist);
- first aid classes are organised for rescue and training crews;
- a fully equipped and maintained first aid kit is kept in a designated accessible position in the clubhouse;
- first aid signage be placed at these designated positions;
- one qualified person capable of providing first aid, is available for all sailing events (a current level 1 first aid certificate is a minimum, level 2 is preferred).

## Patrol Plan

The Patrol Plan should ensure:

- all areas are covered by at least one rescue boat at any time;
- each rescue vessel will have a designated area to patrol during the race and during transit of yachts to and from the race area;
- rescue craft and rostered crew are to be 'on station' in their designated area during scheduled races, unless otherwise directed by the Race Officer.

The call for 'all boats' signifies a situation, which requires all available non competing boats (Coach boats, Jury boats etc) will be classed as rescue boats.

**When yachts commence heading to the start, the PRO or Beach Marshall will monitor the progress of the yachts to the course start and inform the RO of competing yacht numbers.**

## During Races

- each rescue patrol boat assumes responsibility for the area allotted;
- rescue boats should be on radio alert (on station) while moving to allotted areas;
- generally 1 or 2 boats would cover each leg of the course with overlapping areas around marks e.g. rescue boats should be stationed at gybe marks, or other allotted areas of concern;
- if more boats are available, some should assume a 'roving eye'; and
- power boats should be used for the main coverage of the course, as they can cover more area.

**In the event of bad visibility, heavy seas, strong wind etc, some boats should be stationed to leeward of the course. Any yacht drifting down the course will be able to be seen and picked up.**





## Rescue Team

Only authorised persons are allowed to drive rescue boats.

**All rescue boats shall remain in allotted patrol areas, until directed by the Race Officer to change area, or to come ashore when all the boats are accounted for. Rescue craft come ashore only when directed by the Race Officer.**

### Personnel

Functional control for rescue will be performed by the Race Officer of the day. Each rescue boat should have a skipper and a minimum of one crew. When a rescue is in progress, the Skipper of the rescue craft is in charge of the actual rescue from his boat.

**Rescue boat crews should be alert for the signs of hypothermia and know the treatment for recovery for persons suffering from these effects.**

### Emergency Backup Plan Extra Personnel

In the worst case scenario:

- the Race Officer and or Rescue Co-ordinator will assume overall command and supervision of rescue operations, until Victorian Water Police assumes control (if required). As a general rule the:
  - Race Officer is situated 'on water';
  - Principal Race Officer is situated 'on shore'.

**The Race Officer is able to request re-positioning of any role in accordance with his assessment of the situation.**

When the Race Officer abandons races, he will co-ordinate the rescue from the water and will request the assistance of the PRO or the 'on land' Rescue Co-ordinator. In an emergency the RO has the option to hand control to the PRO.

The following 'on shore' roles could be require in addition to the rescue boat crews:

- **Assistant Rescue Co-ordinator ('on shore')** is responsible:
  - to quickly increase the rescue team size and resources according to the changing needs; and
  - to free the Rescue Co-ordinator from handling operation detail, and provide the means to get a quick second opinion;

- **Radio Operators** to log all radio traffic and free up the Rescue Co-ordinator from having to operate the Club's radio system;
- **Telephone Operator** to answer, make calls and log all calls related to rescue operations;
- **Beach Marshall / Recovery Co-ordinator** to:
  - Manage, co-co-ordinate, report and record the recovery of persons and boats; and
  - assist in the recovery of persons, boats and equipment where practicable.
- **Other Personnel if required:**
  - Beach Co-ordinator;
  - a lookout; and
  - relief crews as needed.

**The safety of personnel, skippers and crew is the most important factor in rendering assistance.**

**Human life must come first, where any decision is made between boats and human life.**

**Do not put your own life at risk. Call for help**

### **Assessing If A Boat Requires Help or Not**

- When assessing if a yacht needs assistance, observe and evaluate the situation.
- Remember that capsizing is a normal part of Sailing.
- Races may comprise people with little experience.
- Monitoring the fleet and observing the weather conditions are important tasks during the race.
- Patrol teams should be strategically placed to respond to emergencies.

**In all manoeuvres, the primary objective is to ensure personal safety.**

### **Guidelines for Towing And /Or Anchoring Boats**

- If a situation permits, use a slow boat or small boat to tow yachts back to shore.
- Do not use excessive speed with a tow; slowly increase speed.
- Ensure the attachment is made to a fixture that is capable of taking towing stresses.
- Be sure to keep tow lines neatly laid out, as too much line may result in a fouled propeller.

- Ensure all persons are aware of the dangers of lines under stress.
- Keep close observation on a towed vessel.

**It is important to leave notification on drifting yachts that the crew members have been recovered.**

## **MYC Junior and Youth Sailing Policies**

### **RS Feva Fleet**

#### **Primary Purpose**

The RS Feva fleet was purchased by MYC to:

- provide a viable interim training vessel for “post optimist” sail trainees;
- provide a base for school racing; and
- promote team racing.

When not involved in the above, they may be used for:

- supervision of sail trainee practice; and
- the promotion of sailing and sail training at MYC.

#### **Procedure For Hire Of Boats**

**Junior or family members** may apply through the MYC Office, which has the responsibility to control boat hire. The hirer must be a registered participant of the Intermediate Sailing Group, or show they have the necessary skills to safely use the boat on the day of hire. PFD are available for hire from the MYC Office.

#### **Allocation of Boats**

The allocation of hire boats is organised by MYC Office and there is no guarantee a boat will be available on the day. The MYC is under no obligation to allow the hire to proceed, if in the opinion of the MYC Office staff, the hirer is not appropriately qualified to safely handle the boat on the day of hire.

#### **Hire Charges**

All hire charges are listed in MYC Office, The MYC Year Book.

### **Optimist Shed Storage Policy**

The Optimist Dinghy has been approved by the MYC as the principal junior training class at the Club. As such it is the only member owned class yacht, which is allowed to be stored at discounted rates. Storage for the Optimist is in the timber shed on Scout Beach. Other junior classes, such as Sabots and Minnows, may be stored in the MYC Yard, but no discounts will be allowed. MYC Committee encourage the growth of the Optimist Dinghy Class as the only junior training class at MYC.

### **Procedure for Storage**

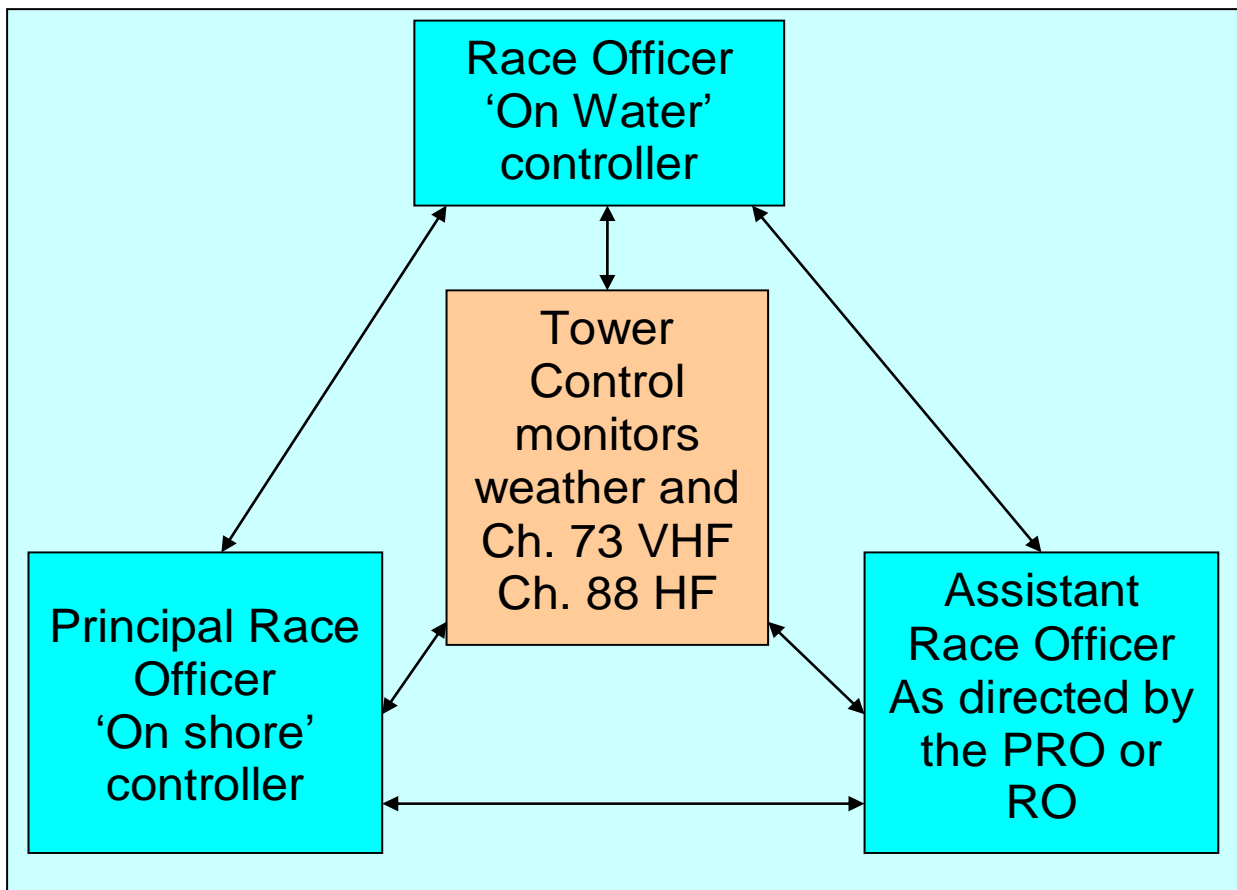
To obtain storage space, a **Junior or Family Member** may apply through MYC Office. The application will then be referred to the **Junior Class Captain**, who will allocate numbered places on a “first come first served basis”. The MYC Committee encourage all occupants of the storage shed to be active sailing members of MYC. When storage is at capacity a policy of “use it or lose it” will apply.

**Charges for storage** will be listed in MYC Office, the MYC Year Book

## *MYC Working With Children Policy*

MYC's Working With Children Policy is detailed at Appendix 19 and should be well understood by all members

## Appendix S12 - Race and Rescue Communications Flow Chart



- Tower Control
- Radio Officers Log Tower radio traffic
- Log and make telephone calls related to rescue operations



## Appendix S13 - Emergency Procedure Operations Sheet

Level	General Patrol / Rescue	Wind speed guide
<b>Level 1</b> Control Race Officer	<b>Rescue</b> craft to patrol designated areas Towed dinghies rescued to start-finish vessels or spectator craft Rescue craft not to leave course without clearance from Race Officer.	0-15 Knots
<b>Level 2</b> Control Race Officer	Coach boats may enter course and assist when requested by Race Officer	15-25 Knots

Level	ABANDON RACES	Wind speed
<b>Level 3</b> Control Race Officer Request assistance PRO Tower assist Assistant Rescue Co-ordinator	Rescue craft as directed by RO and other available boats to assist where practical  Rescue either to tow boats to available craft or abandon boats after tagging with (crew safe) tape	25-35 Knots  Liaise with beach Marshall for Boats ashore
<b>Level 4</b> Decision Call Water Police RO and Co-ordinator	<b>OUTSIDE ASSISTANCE REQUIRED</b>  Continue as directed	30-35 Knots  Beach Marshall head count

### NOTE:

The Water Police/Search and Rescue Squad is the State search and rescue authority for Victoria, under the National Search and Rescue Agreement between the Federal Government and the various State governments. The Rescue Co-ordination Centre (RCC) is located at the Water Police/Search and Rescue Squad Headquarters and co-ordination of Marine SAR operations is conducted by qualified staff at the RCC.





## Appendix S14 - Emergency Operations Check List

To be read in conjunction with Operations Sheet (Previous Page)

### Level 1 and 2

<b>Rescue Crew and Craft Checklist</b>
<b>Rescue Crew Check:</b> <ul style="list-style-type: none"><li>• Briefing</li><li>• Grab Bag</li><li>• Patrol Instructions</li></ul>
<b>Communication to RO:</b> <ul style="list-style-type: none"><li>• Monitor Ch. 73 or as directed</li><li>• Weather</li><li>• Count yachts to start and record</li><li>• Relay number to Start Boat</li></ul>

### Level 3 and 4

<b>Rescue craft in position</b> <b>Identify patrol area and course layout</b> <b>Check communications and monitor Ch 73</b> <b>On Station and monitor movement of yachts</b>
<b>All rescue craft:</b> <ul style="list-style-type: none"><li>• RO abandons race</li><li>• RESCUE patrol position</li><li>• Water Police called if necessary</li></ul>
<b>On Shore Coordinator must:</b> <ul style="list-style-type: none"><li>• Respond to RO/PRO as directed</li><li>• Monitor and record yachts towed to shore</li><li>• Communicate to PRO / Tower Control</li></ul>
<b>Beach Marshall must:</b> <ul style="list-style-type: none"><li>• Report to PRO</li><li>• Manage and coordinate head count</li><li>• Report and record recovery of persons and boats</li></ul>

**Rescue boats to tow boats, or abandon boats after tagging with 'crew safe' tape.**



## Appendix S15 - Mornington Yacht Club Rescue Boats

The following is a list of **Rescue Boats** designated as the '**Mornington Yacht Club Rescue Boats**' and when in use as rescue craft will display the MYC Burgee. The following list of Boats was compiled September 2017.

Boat Name	MODEL	AMSA	MYC	HULL LENGTH	O/B MODEL	O/B HP	Duties	No. of persons
<b>Retriever</b>	Kevlarcat 7.4	012947	M90	7.4m	Yamaha	200	Race Officer Main Start Finish	Up to 6
<b>Hysport</b>	Swiftcraft Dominator	012948	M91	5.65	Mercury	115	Course Laying	Up to 4
<b>Sara</b>	Swiftcraft Dominator	012950	M92	5.65	Mercury	90	Second Start Boat Course Laying	Up to 4
<b>Red Duck</b>	Niad 3.8	012951	M93	3.8m	Merc	25	Rescue Training	Up to 4
<b>Wally</b>	Mako RIB	012952	M94	4.7m	Suzuki	60	Quick Response Rescue Training First Aid	Up to 4
<b>Keithy</b>	Racer X details	012953		4.7m	Mercury	60	Rescue Training	Up to 4
<b>Billy</b>	Zodiac pro 470	012954	M97	4.7m	Mercury	70	Rescue Training	Up to 4
<b>Frosty</b>	Quintex 5.1	012956	M98	5.1	Honda	25	Tender / Rescue	Up to 4 as required
<b>Racer X</b>	Racer X details	012957	QZ 469	5.2	Yamaha	60	Rescue Training	Up to 4



## Appendix S16 - Incident Report

Mornington Yacht Club

Date of report: \_\_\_\_/\_\_\_\_/\_\_\_\_

Submitted by: \_\_\_\_\_

Date of Incident: \_\_\_\_/\_\_\_\_/\_\_\_\_

Time of Incident: \_\_\_\_\_ am/pm

Location of Incident: (please circle)

On-shore

On-water

Please provide details of incident location: \_\_\_\_\_

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---

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Please provide detail of incident:

---

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---

---

Persons involved: \_\_\_\_\_ Contact \_\_\_\_\_

\_\_\_\_\_ Contact \_\_\_\_\_

\_\_\_\_\_ Contact \_\_\_\_\_

\_\_\_\_\_ Contact \_\_\_\_\_

\_\_\_\_\_ Contact \_\_\_\_\_

Persons Injured: \_\_\_\_\_ Contact \_\_\_\_\_

\_\_\_\_\_ Contact \_\_\_\_\_

\_\_\_\_\_ Contact \_\_\_\_\_

\_\_\_\_\_ Contact \_\_\_\_\_

\_\_\_\_\_ Contact \_\_\_\_\_

Emergency Services called: Yes / No

If called, what service: \_\_\_\_\_

**Copy of report to Mornington Yacht Club Office**



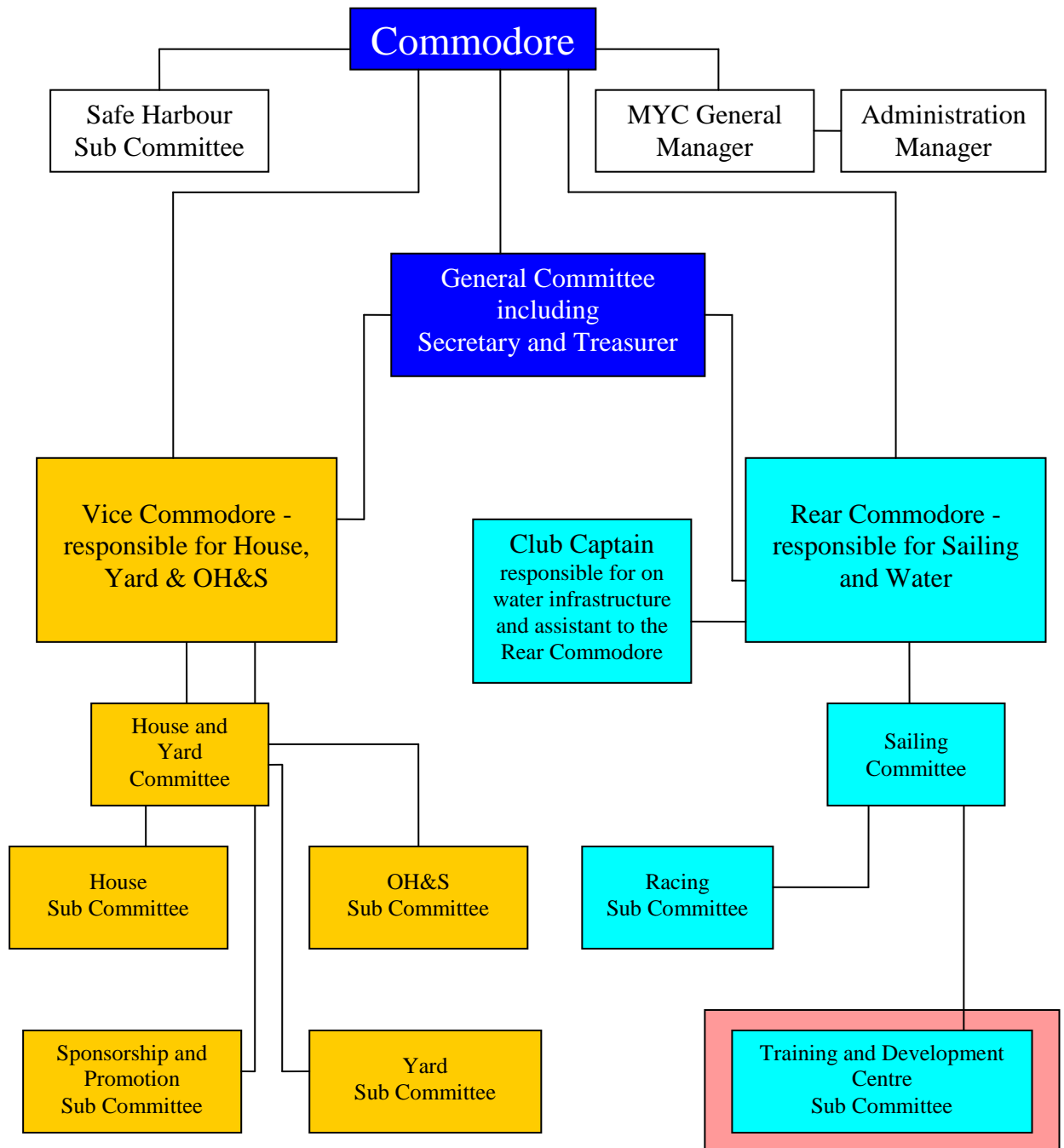
# Training And Development Centre

It wasn't that hard to do.  
Thanks dad





# Portfolio Organisational Chart



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## MYC Training and Development Centre

### Overview

The MYC has established the Training and Development Centre as part of the Sailing Portfolio, to provide affordable training courses to members and the wider community. The training courses will be open to participants regardless of age or ability, and should foster an enjoyable introduction to the facilities and resources of the Club. The Training Centre provides:

- sailing skills programs within a fully supported and safe environment;
- a sailing pathway for participants to increase their knowledge and to enable their progress into other classes of yachts (see Appendix T17 for more details);
- a dinghy hire service for participants who do not have access to a yacht;
- training courses to enhance knowledge and expertise throughout the Club; and
- community awareness of safe and enjoyable sail training programs.

**A Training and Development Manual provides detailed information about this Program and can be obtained from the Training and Development Manager or the MYC Office.**

### Qualifications

MYC has become an accredited Training Centre with Yachting Australia and Yachting Victoria and has appointed an accredited Training Manager to provide and develop a variety of courses. Sailing courses incorporate both on-water and class room activities and are conducted by accredited Yachting Australia instructors and assistants.

### Sail Training

**The Sail Training Program is designed to provide a safe on-water and on-shore environment, having regard for both expected and unforeseen conditions.**

#### **Safety Instruction Is Provided On The Following:**

- the minimum safety requirements for the conduct of training and activities;
- a coordinated emergency plan for MYC training centre activities.
- recommended responses by rescue boats and emergency services under the control of the rescue coordinator (Race Officer and Principal Race Officer)
- personal buoyancy;
- personnel training; i.e. monitoring the fleet, observing weather conditions and are briefed strategically to respond to emergencies;
- First Aid.

## **Sailing Skills Instruction Programs**

Sailing skills instruction programs incorporate the following:

- basic skills - introduction to sailing;
- Intermediate skills- designed to consolidate experience and knowledge gained in basic skills;
- better sailing advanced skills - designed to equip and enhance awareness of surrounding environment;
- Tacker's program - suitable for students aged 7-12 years, designed in 3 levels:
  - 1 & 2 having fun based on learning fundamental skills of boat safety and learning to sail;
  - Level 3 introduces racing, leading into MYC Sunday Development Squad;
- Teensail - designed for youth interested in learning to sail;
- Adult learn to sail - designed to enable adults to learn basic sailing skills;
- Sailability - designed for people with limited mobility to participate in sailing as well as those with a disability. For information on this Program see Appendix T21.
- Schools Programs – includes Primary, Secondary and Tertiary students – utilising MYC's facilities and resources for their sailing program.

## **Training And Development**

MYC, as an accredited Training Centre, is able to respond to a variety of Club and community needs. These include:

- School groups and other groups needing an accredited establishment and staff to conduct programs;
- catering for MYC members and the general public, to further their training in sailing skills, boat handling, navigation and radio;
- accredited courses for Race Officers, rescue personnel and instructors; and
- courses to update members on the Club's policy and procedures, OH&S and First Aid training.

For bookings and training courses offered at MYC, see the MYC Office, Club Newsletter and website.

## **MYC Dinghy Hire Service**

Dinghies are available for hire by participants, who have completed learn to sail courses, or who are wishing to learn to sail and do not currently own a yacht. Conditions apply. Contact the Training Manager through MYC Office.

# Sailing Pathway at Mornington Yacht Club

MYC Training and Development Centre conducts nationally accredited and certified sail training courses.

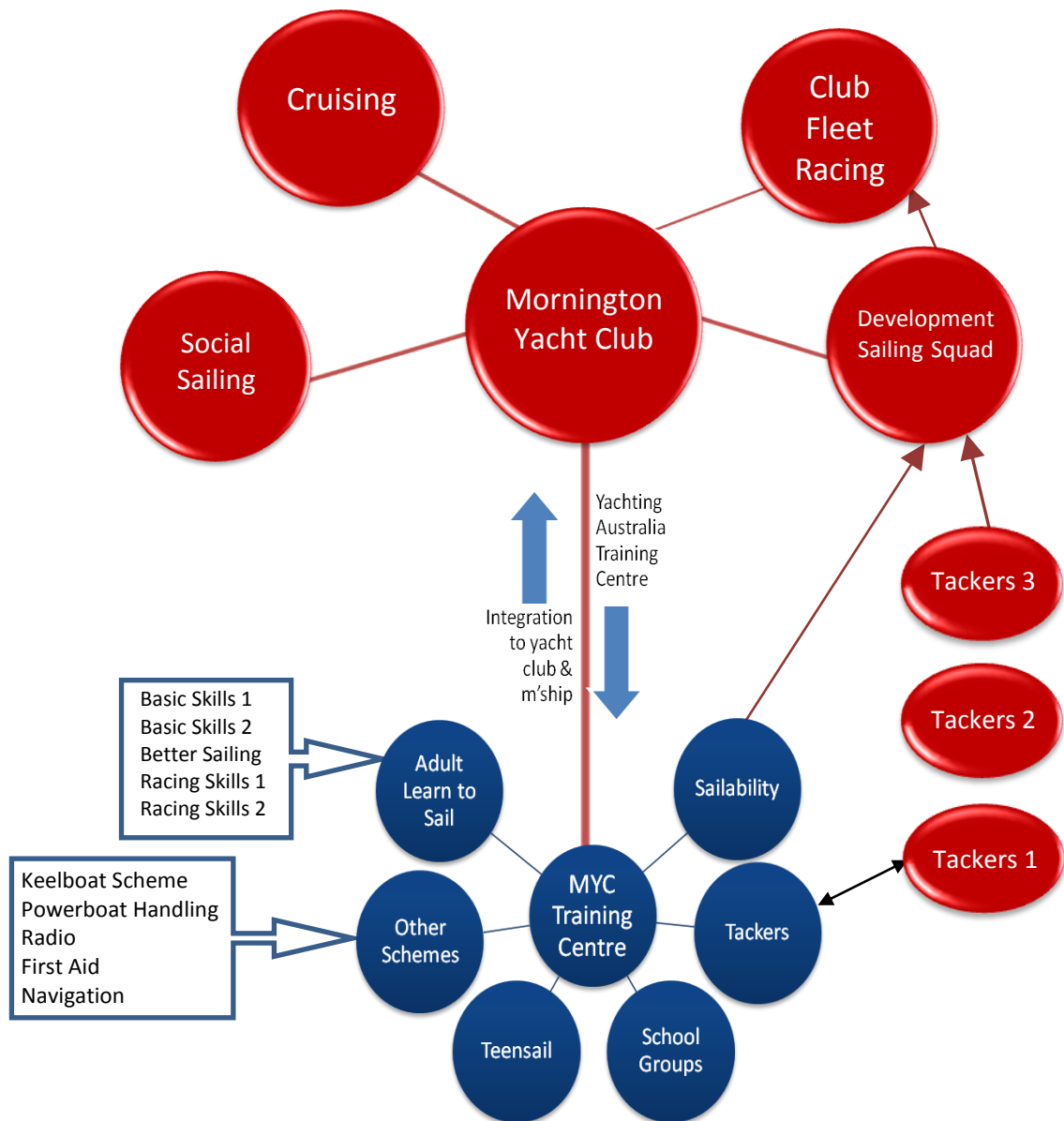


Diagram sourced from the MYC Training and Development Manual



## MYC Working With Children Policy

MYC's Working With Children Policy is detailed at Appendix T19 on Page xx and should be well understood by all members.







## Mornington Yacht Club Sailability Program



[www.morningtonyc.yachting.org.au/](http://www.morningtonyc.yachting.org.au/)

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## Overview

MYC is proud to support the Sailability Program. This Program is managed by the Training and Development Centre subcommittee, which reports through the Sailing Committee to the General Committee (see the Sailing Portfolio organisational structure on page XX).

The aim of the Sailability movement is to introduce people of all ages and abilities to the joys of sailing in a straightforward, fun, inexpensive way, within a supportive environment. Community based Sailability Programs are continually being established throughout Australia, with some being located at existing yacht clubs, while others continue to operate independently. In Victoria, there are currently 19 programs operating throughout the State.

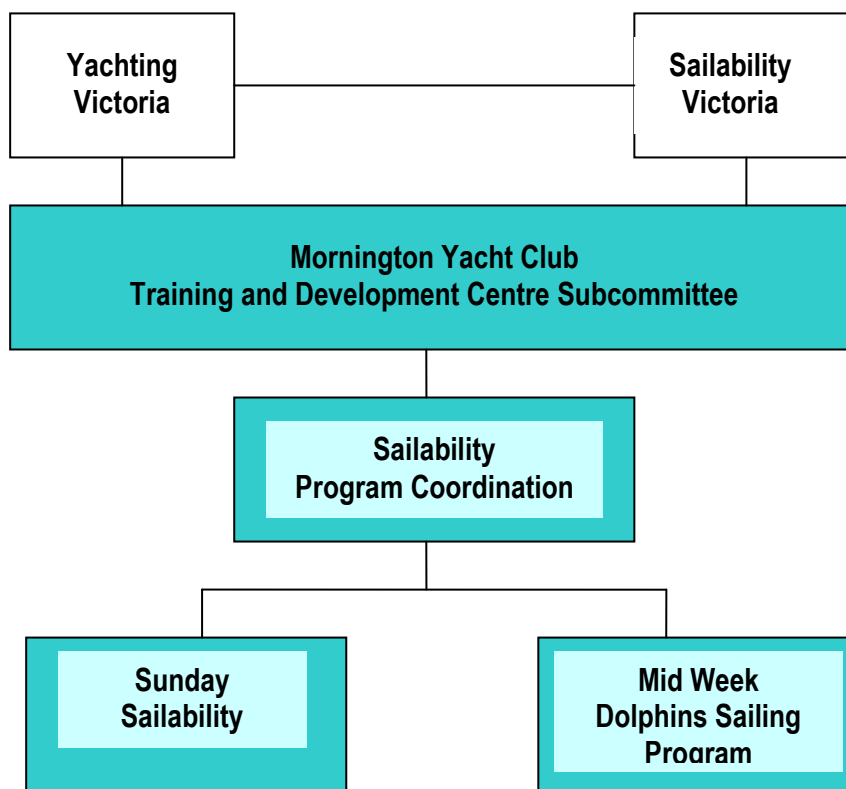
Most of the participants in Sailability just enjoy the freedom and fun of recreational sailing and the supportive social atmosphere, however there are also plenty of opportunities for the more competitive to develop their racing skills.

Participants in Sailability are drawn from the general community, Disability Sport and Recreation Organisations, Special Developmental Schools, Adult Training Centres and other organisations. The age of participants ranges from primary school, to seniors (80+). People of all abilities are welcomed into local Sailability programs (participation with able bodied friends and family is encouraged). Participants can include people with no disability, the elderly, perhaps with some level of physical impairment, and people with a range of physical and intellectual disabilities.

Sailability at Mornington has been in operation in various guises at the Mornington Yacht Club (MYC) since 2004. The MYC program encompasses a mid-week program, as well as a Sunday program. The mid week program focuses on people from Adult Training Centres, while the Sunday program has more of a family focus, and is open to anyone who wishes to participate. Participants in both programs come from across the Mornington Peninsula, Frankston Municipalities and surrounds.

More detailed information regarding the Sailability Program is available from the Manager, Training and Development Centre and through the MYC Office.

## Sailability Program Organisational Structure



### MYC Sailability Structure

MYC's Sailability Program is a branch member of Sailability Victoria, and maintains this status via an annual affiliation subscription. As per the structure diagram above, a Program Coordinator manages the mid week and Sunday Sailability programs.

The MYC Sailability Program is provided through the generous support of volunteers, except for the services provided through the Dolphins Sailing Program. Equipment is purchased and maintained using monies specifically received by MYC Sailability in the form of grants and donations from various Government, private and philanthropic sources.

**The Program Coordinator prepares all Program funding applications for consideration by the Training and Development Subcommittee, through the Sailing Committee and eventually, approval by the MYC General Committee.**

The mid-week Dolphins Sailing program is run on a partially commercial basis and works in partnership with MYC Sailability, representing the disability element of Dolphins Sailing. Dolphins Sailing has

worked with the MYC since 2005, providing qualified support to the disabled by an accredited instructor (registered with the Yachting Australian).

The Sunday program is run on a completely volunteer basis and is coordinated by trained instructor.

## Sailability Victoria



Sailability Victoria was formed in 1990 and is now affiliated with the 19 community based programs operating in all regions. Sailability Victoria in association with Yachting Victoria promotes the inclusion of disabled and other disadvantaged people in the mainstream sport of sailing. On the national front, Sailability Victoria is affiliated with Sailability Australia, which operates as a management committee within Yachting Australia.

Sailability Victoria is set up as a tax exempt charitable organisation. Grants received by local Sailability programs can be channelled through Sailability Victoria and receive full tax deductibility status.

Sailability Victoria provides grant monies to the individual program, therefore the donor receives tax deductibility and the individual program funding is GST exempt.

## Sailing Skills and Training Program

The Sailability Program provides:

- **recreational sailing**, where the participant is accompanied by an experienced sailor;
- **assisted sailing**, where the participant sails the craft, but is accompanied by an experienced sailor;
- **solo sailing**, where the participant takes the craft out alone (subject to approval of the Sailability program leader);
- **race training and coaching**, where the participant may sail solo or assisted, and will receive coaching in sail and boat trimming, as well as racing techniques;
- **competition support**, where volunteers support the participant in transport, rigging and launching of craft, as well as coaching.
- **competition sailing**. Planning is in progress for sailors from the MYC Sailability Program to sail within the MYC racing calendar. Sailability sailors already compete in Victorian, Australian and World Access Championships. To participate in competition sailing, participants must be members of a Yachting Australian affiliated Yacht Club. MYC offers Sailability Program participants Honorary Membership of the MYC to enable competition sailing.

## Craft Used by MYC's Sailability Program

The types of sail craft available within the MYC Sailability program include the following:

- **2.3 metre Double** – 2 seats side by side (sling seat), but has a 120kg load limit. Main sail, but no jib. Can be sailed solo.
- **Single** - As above, but with a single (moulded) seat.



**3.3m Double**

- **3.03 metre Double** - 2 seats side by side (sling seat), with a 160kg load limit. Main and jib. Can be sailed solo.



**2.3M Double**

- **Single Servo** - As above, but has electric controls on both the main sheet and the tiller. The Servo can be mounted against the chest or mounted on the keel housing. A 2.3 fitted with servo carries a heavier keel than the standard dinghy.



**2.3M Single Servo**



**3.6m Liberty**

- **Liberty** - 3.6 metres in length. Single seater (moulded seat). Main and jib in similar configuration to 3.03 above. Dual rudders for additional control. Servo available where required. High performance craft, targeting competition, rather than recreational sailing.

## Other Support Facilities

If able to do so, participants are encouraged to board and disembark all watercraft with minimal assistance from volunteers. However, where necessary, participants can be hoisted into any watercraft using a combination of sling and lifting crane. Various sling sizes are available, or participants can provide their own. There are also a range of support facilities available for individual needs.



## Safety

Safety of participants clients and volunteers is paramount at all times. Safety is a responsibility shared by all involved in any Sailability activity. Safety is the responsibility of all staff (from disabled centres), carers and MYC volunteers, who must be vigilant and aware of all circumstances or actions that may affect the safety of either themselves or others. The Program Leader for the day must be notified of any situation that threatens safety as soon as possible and, if required, an Incident Report Form (Appendix H5) completed.

**The Program Leader needs to remain aware of threatening weather and sea conditions and when there is a threat to the safety of participants and volunteers, must abandon all sailing and alert rescue craft to return all craft to shore.**

**Club rescue craft are available for Sunday programs and are available for other programs on request.**

All MYC safety policies must be adhered to, including:

- whenever any craft is engaged in sailing, a rescue boat must be out on the water at all times;
- PFD1's must be worn at all times, by both participants and volunteers when out on the water;
- PFD1's must be worn by any participants while moving about the landing and where they are loaded into boats;
- sailing is to be kept within the area bordered by the beach, the jetty and an imaginary line between the end of the pier and the red bluff;
- no program will operate during any electrical storm;
- compliance with Appendix S13 – Emergency Procedures Operations Sheet;
- no program will operate on a day where a gale warning is in force for Port Phillip Bay;
- on days of extreme heat, a program may finish early (based on negotiation with the participant groups present); and
- all MYC health and safety policies must be adhered to at all times.

Further details on Safety can be found within MYC Policy and Procedures Manual and Sailability Australia Safety Manual.



## Volunteers

Volunteers play a critical role in the success of all of the MYC Sailability programs and as such all volunteers must register with the MYC Office to ensure they are identified as part of the MYC Sailability Program. MYC covers volunteers for accident or injury through the Club's insurance.

**These volunteers are drawn from both the MYC and the wider community. All volunteers are required to undergo a Police Check and to have a current Working With Children Check (where they are involved with minors).**

Volunteers do not require any prerequisite skills or qualifications, as they are provided with on the job training. This training covers areas like working with the disabled, boat rigging and launching, getting participants out on the water, sailing techniques, working in a team, and more.

**All volunteers must complete the Volunteer Registration Form at Appendix T18 each sailing year.**

This form must be signed by both the Program Leader and the Program Coordinator. The form is filed with the MYC Office, and a copy given back to the volunteer. Volunteers are granted honorary membership of the MYC subject to approval of the MYC General Committee. This is in recognition of the contribution each volunteer makes to the Sailability Program.

## Participants

The participants within the Sailability Program come from various sources within the community, including families, individuals and from community based organisations.



**All participants must complete the Participation Registration Form at Appendix T 19 before they can be included in the Sailability Program.**

**A fee structure applies to all participants of the Sailability Program. Information about fees is available from the MYC Office.**

## **Sailability Assets**

The vast majority of assets used by both the mid week and the Sunday programs have been purchased with the grant monies and are owned by the MYC. However a select few assets are owned by other organisations and are provided to MYC Sailability on a loan basis. All assets are recorded in an MYC Sailability Assets Register. Particulars of loaned equipment are also noted in this assets register. The Sailability Program Coordinator is responsible to ensure all assets are properly maintained.

## **Insurance**

### **Property Insurance**

All MYC Sailability assets, as well as assets on loan, are covered by the Club's insurance policy. This policy covers assets during their use at the club, as well as when the assets are moved to other locations for the purpose of competition.

### **Public Liability Insurance**

Public liability risk is covered under the MYC insurance policy.

### **Participants**

All participants in the mid week or Sunday Sailability Programs are covered by their own individual insurance, or by insurance held by their community based organisation. Program Leaders for both Dolphins Sailing and the Sunday Sailability must ensure each participant has completed a current declaration each sailing year (see Appendix T19), whereby the participant or their parent or guardian accepts responsibility for:

- any wilful property damage caused by that client during the operation of the program; and
- any medical costs arising from an illness or accident that occurs during the program.

During competitions, especially those away from the Club, participants are insured against personal injury through the Yachting Australia membership scheme.

### **Volunteers**

MYC covers volunteers for accident or injury through the Club's insurance.

## **Day to Day Financial Control**

The MYC Sailability Program does not maintain a separate bank account. Instead, it operates within the MYC, and thus utilises the Club's bank account, cheque book arrangements and sits within the club's general ledger. All income and expenses related to Sailability are recorded in such a way that they can be attributed to the Sailability Program. This approach to accounting ensures that at any point in time, the net cash position of MYC Sailability Program can be determined.

## **Use of MYC Assets and Infrastructure**

MYC has approved the use of the following assets and infrastructure by the Sailability Program for use in running the Sunday and mid-week programs:

- access dinghies;
- C-Crane (personal hoist);
- rest rooms, in particular the disabled toilet;
- downstairs BBQ;
- open ground floor area adjacent to the downstairs BBQ, so that clients can sit around tables and enjoy their lunch. This area needs to be sufficient to cater for up to 30 people at any one time;
- upstairs lounge area, on mid week days when weather prevents any form of on water recreation (subject to availability of this area);
- Committee Room on mid week days, when inclement weather;
- ground floor area under the Rocks Restaurant for storage of all dinghies and ancillary equipment;
- Club rescue boat. Note that this is generally used only during the Sunday Program. The primary rescue boat is provided by Dolphins Sailing for the mid-week program; and
- concrete landing and adjoining jetty (for launching/retrieval of dinghies and boarding/disembarking of participants).

## **Sailability Program Compliance**

Sailability Victoria requires completion of the Annual Compliance Report Form at Appendix T17 for all programs within the MYC Sailability Program by the Sailability Program Coordinator.

## Sailing Pathway at Mornington Yacht Club

MYC Training and Development Centre conducts nationally accredited and certified sail training courses.

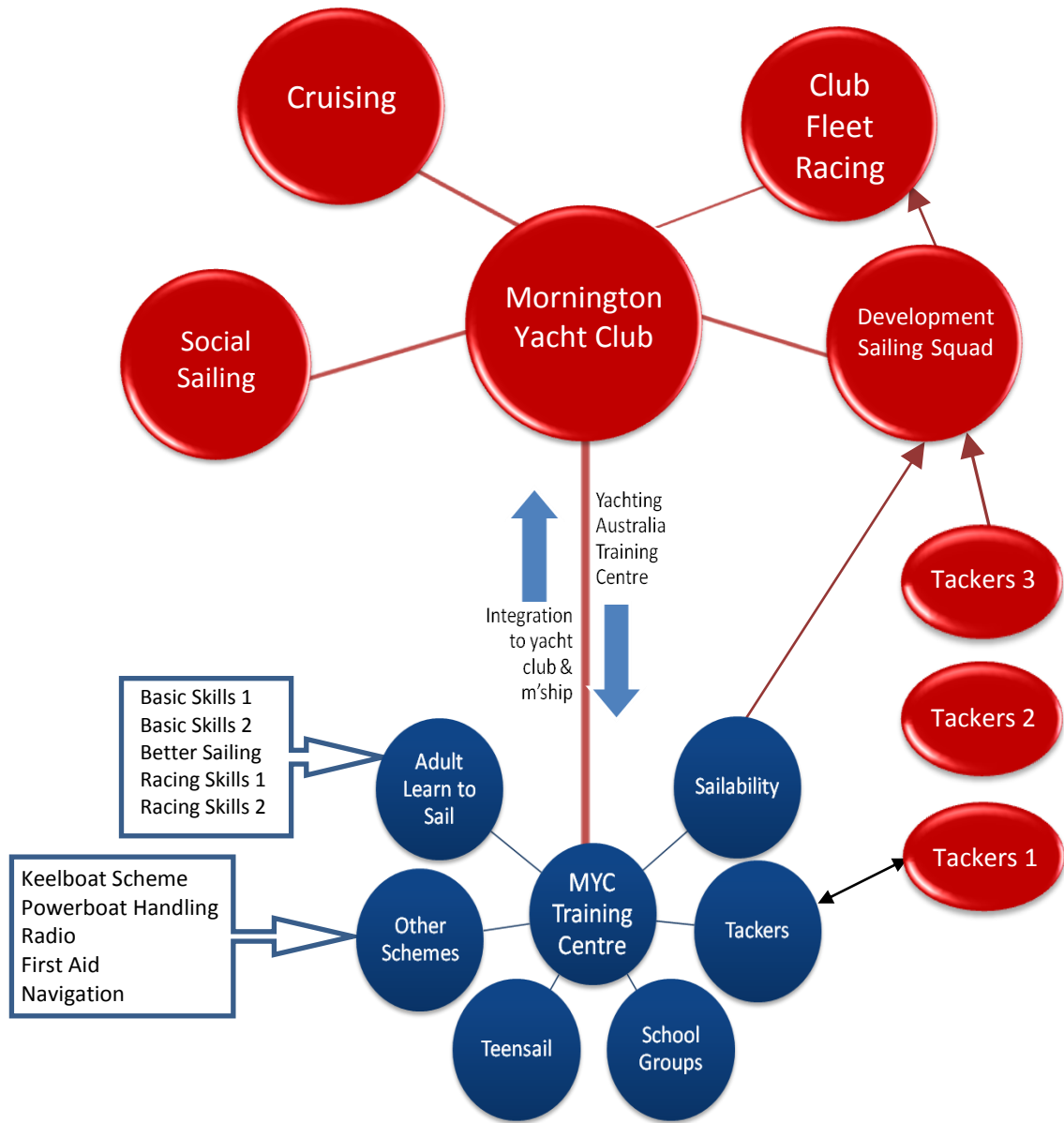


Diagram sourced from the MYC Training and Development Manual



## Appendix T17 - Annual Compliance Report Form



### Mornington Yacht Club Sailability Program Annual Compliance Report



Area	Detail	Check
Safety	Are clients and volunteers wearing PFD1's in accordance with the MYC Sailability Policy Manual.	
Volunteers	Is each volunteer registered with the MYC Office.	
	Has a Police Check been carried out for each volunteer.	
	Where a volunteer works with a client who is under the age of 21, does that volunteer have an active Working With Children Check.	
	Is each volunteer receiving adequate training.	
Clients	Do all participants who originate from a Disabled Centre have a current indemnity form registered with the MYC Office.	
	Are all individual clients (i.e. people not attached to a Disabled Centre) registered as a Sailability Participant with the MYC Office.	
Equipment	Is all equipment being maintained in good (and safe) working order.	
	<ul style="list-style-type: none"> <li>• PFD1's</li> </ul>	
	<ul style="list-style-type: none"> <li>• Slings</li> </ul>	
	<ul style="list-style-type: none"> <li>• C-Crane</li> </ul>	
	<ul style="list-style-type: none"> <li>• Access ramps (to departure landing)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Boats</li> </ul>	
	<ul style="list-style-type: none"> <li>• Rescue boat</li> </ul>	
Financial	Does the MYC Program have an operating budget for the current financial year.	
	Has the budget been assessed in the last 3 months.	
Communication	Is the MYC being kept apprised of Sailability activities.	
	Is Sailability Victoria being kept apprised of MYC Sailability activities.	
Policies & Procedures	Is the MYC Sailability Policy Manual up to date.	



**Morningside Yacht Club**  
**Sailability Program**



Comments:	
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Signed:		Date:	
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## Appendix T18 - Volunteer Registration Form



### Mornington Yacht Club Sailability Program



### Volunteer Registration Form

(and application for honorary membership of the MYC)

Surname: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Telephone - home: \_\_\_\_\_ work: \_\_\_\_\_ mobile: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_ P/Code: \_\_\_\_\_  
Current Occupation: \_\_\_\_\_  
Special Skills & Interests (eg. sailing, administrative, powerboat licence etc.) \_\_\_\_\_

Do you have any of the following (please circle) current first aid certificate, nursing or paramedical qualification, or Working With Children Permit Check (card number: \_\_\_\_\_ and expiry date of \_\_\_\_/\_\_\_\_/\_\_\_\_)?

Previous volunteering experience: \_\_\_\_\_

Do you have any medical condition that could affect your volunteering (eg. diabetes/heart condition)?

Person to contact in the case of emergency:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone - home: \_\_\_\_\_ work: \_\_\_\_\_ mobile: \_\_\_\_\_

If I am admitted as an honorary member of the Mornington Yacht Club (MYC), I will / will not require a key to access the club's premises (a \$20 deposit will be required).

Declaration: I agree to abide by all policies and procedures of Sailability Victoria and the MYC. I acknowledge that if I don't already have a current Working With Children Permit, I will be required to obtain one as soon as practicable.

Volunteer signature: \_\_\_\_\_ Date: \_\_\_\_\_

The MYC undertakes to provide you with the required level of training and instruction, to maintain appropriate public liability insurance and personal accident insurance, and to provide you with a safe working environment.

Program Leader signature: \_\_\_\_\_ Coordinator signature: \_\_\_\_\_





## Appendix T19 - Participant Registration



### Mornington Yacht Club Sailability Program



### Participant Registration

It is the responsibility of the participant or parent/guardian to completely fill out this form before participating in any Sailability Program conducted by the Mornington Yacht Club (MYC).

Participant's Name: \_\_\_\_\_ Date Birth: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Post Code: \_\_\_\_\_

Emergency Contact:: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

If you have a disability or medical condition please provide details:

Declaration: In consideration of MYC Sailability extending to me the privilege of participating in its sailing program, I fully assume all risk and waive all liability in connection with my participation in any program, and in particular, without limitation, to the extent permitted by law. I and my heirs, representatives, executors, or administrators and my undersigned parent or guardian (if applicable) remise, release, indemnify, acquit and hold harmless and forever discharge Sailability Victoria Inc. and the MYC, their, directors, employees, agents, instructors, including volunteers, rescue and support personnel, from any and all liabilities, obligations, damages, claims, causes of action, judgments, costs, and charges which I may have or which may be incurred by me for reason of any occurrence during my travel to and from the Sailability program, or during my participation therein, whether resulting from acts or omissions of any persons, from the operation or condition of facilities or premises, or from acts of god or nature. I hereby agree to comply with all rules and regulations of Sailability Victoria and the MYC, give my permission for the free use of my name and picture in any media account of the MYC Sailability program(s) or any future public relations or fund raising activity. I also agree to assume liability for any and all damages to MYC property that is under my control while participating in any MYC Sailability activity.

This Declaration shall be in force for a period of 12 months after the date that appears below.

Participant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For participants unable to sign or under the age of 18:

I, \_\_\_\_\_ being the parent or legal guardian for the above named Participant, hereby give my permission for them to participate in the Mornington Sailability program. Furthermore, I consent to the terms set out in the Declaration above.

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Appendix T20 - Incident Report

Mornington Yacht Club

Date of report: \_\_\_\_/\_\_\_\_/\_\_\_\_

Submitted by: \_\_\_\_\_

Date of Incident: \_\_\_\_/\_\_\_\_/\_\_\_\_

Time of Incident: \_\_\_\_\_ am/pm

Location of Incident: (please circle)

On-shore

On-water

Please provide details of incident location: \_\_\_\_\_

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Please provide detail of incident:

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Persons involved: \_\_\_\_\_ Contact \_\_\_\_\_

\_\_\_\_\_ Contact \_\_\_\_\_

\_\_\_\_\_ Contact \_\_\_\_\_

\_\_\_\_\_ Contact \_\_\_\_\_

\_\_\_\_\_ Contact \_\_\_\_\_

Persons Injured: \_\_\_\_\_ Contact \_\_\_\_\_

\_\_\_\_\_ Contact \_\_\_\_\_

\_\_\_\_\_ Contact \_\_\_\_\_

\_\_\_\_\_ Contact \_\_\_\_\_

\_\_\_\_\_ Contact \_\_\_\_\_

Emergency Services called: Yes / No

If called, what service: \_\_\_\_\_

**Copy of report to Mornington Yacht Club Office**



## Appendix 21 - MYC Working with Children Policy



### Overview

The Mornington Yacht Club has adopted the following policy and procedures as part of its policy of a family safe environment.

The Working with Children Policy (WWC) Check is designed to keep children safe. The Check was introduced in to Victoria in 2006 and aims to prevent people, who may pose a risk to the safety of children, from working with them. The *Working with Children Act 2005* considers people involved in yachting are engaged in child related work and must apply for the WWC Check if members are working in a paid or unpaid (volunteer) activity, which usually involves regular and direct contact with children such as:

- working or volunteering in a role that brings them into contact with children under 18 years, and who volunteer or do this work on a regular basis;
- having direct contact with children under 18, who are not directly supervised, and do not qualify for one of the exemptions in the legislation.

Direct contact is any contact with a child which involves any of the following:

- physical contact (physically being in view – this means you can see them); or
- talking face to face.

Direct contact does not include telephone, email or internet contact with a child.

For example, MYC members, who are directly or indirectly involved with children in a capacity of:

- junior sail training, coaching, and instruction;
- junior sailing regattas, private coaching sessions on land or at sea; or
- any activity considered by the MYC General Committee to be deemed as a child related activity.



## **Applying For A Working With Children Check**

### **Application Guide and Form**

WWC Check application forms are held in MYC Office, or can be obtained at the local Australia Post Office. The application form, along with a passport standard photo, must be submitted together with proof of identity documents to a participating Australia Post outlet.

The cost for applying for the WWC Check is free for volunteers. A volunteer WWC Check cannot be used for paid 'child related work'. An employee WWC Check can be used for both paid and volunteer child related work.

Mornington Yacht Club must ensure all members, who have been asked to apply for a WWC Check have passed. A Proof of the Assessment Notice, or WWC Card is the necessary proof required.



## About Parents

“Parents who pick up or drop off children at training, or watch them compete, or who have arranged for a relative or a friend to do this for them, are not working as defined by the Act and so do not require a WWC Check. The WWC Check is for when parents entrust the care of their children to others, outside of normal domestic arrangements.”



## Who Requires a WWC Check

**Mornington Yacht Club** provides a very successful junior sailing and training program, as such the General Committee requires the following people to obtain a WWC Card:

- race officers;
- safety boat skippers and crew;
- sail training coordinator;
- sailing instructors and assistant instructors;
- sailing coaches; and
- other members of the Club, who are involved in regular contact with children, that are not directly supervised by a person who has completed a WWC check.



### **What is directly supervised?**

To be “directly supervised” the supervision must be:

- undertaken by a person who has the role of supervising “child related work”; and
- immediate and personal.

**Direct supervision does not require constant physical presence. For example, a person who is directly supervising a child may leave the room in which they are engaging in the work to make a phone call.**

### **Exemptions**

MYC endorses the following exemptions from the Legislation (subject to appropriate evidence being provided):

- persons aged under 18;
- sworn members of Victorian Police;
- teachers, registered with the Victorian Institute of Teaching.

The MYC Office Manager shall keep the required records of exemptions.

Further information is available on the following websites:

- [www.justice.vic.gov.au/wps/wcm/connect/justlib/working+with+children/](http://www.justice.vic.gov.au/wps/wcm/connect/justlib/working+with+children/)
- <http://www.vic.yachting.org.au/> and search under Club Officials, Online Manual, Section 3.

## Appendix 22 - Emergency Phone Numbers

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**Mornington Yacht Club**  
**Street Address Schnapper Point Drive, Mornington, 3931**  
**Melways Ref: 104 D9**

<b>Office</b>	<b>5975 7001</b>
<b>Tower</b>	<b>5975 6805</b>
<b>Members Lounge</b>	<b>5975 1376</b>
<b>Bureau of Meteorology</b>	<b>9669 4916</b>
<b>Forecasts General (24hrs)</b>	<b>www.bom.gov.au</b>
<b>National HQ</b>	<b>9669 4000</b>
<b>Australian Maritime Safety Authority</b>	<b>9674 3001</b> <b>1800 641 792</b>
<b>Water Police Search and Rescue Squad</b>	
<b>Coordination Centre</b>	<b>03 9399 7500</b>
<b>Police</b>	<b>000</b>
<b>Fire</b>	<b>000</b>
<b>Ambulance</b>	<b>000</b>

**Important:** Meet the Ambulance on car park corner adjacent to MYC reception and give clear directions to location

<b>Mornington Police Station</b>	<b>5975 2733</b>
<b>Coast Guard Victoria HQ</b>	<b>9598 9092</b>
<b>Coast Guard Safety Beach</b>	<b>5981 4443</b>
<b>Mornington Bay Rescue</b>	<b>0419 233 999</b>
<b>Mornington CFA</b>	<b>5975 2203</b>
<b>Lifesaving Victoria Emergency Network</b>	<b>03 9676 6970</b>
<b>Parks Victoria – Albert Park Office</b>	<b>9686 9424</b>
<b>Mornington Peninsula Shire (24 hour)</b>	<b>1300 850 600</b>

### **Nearby Yacht Clubs**

<b>Davies Bay Yacht Club</b>	<b>9787 1111</b>
<b>Ranelagh Yacht Club</b>	<b>9787 0265</b>
<b>Frankston Yacht Club</b>	<b>9783 7784</b>
<b>Mt. Martha Yacht Club</b>	<b>5974 1877</b>
<b>Safety Beach Yacht Club</b>	<b>0408 862 748</b>