



Point Leo Boat Club

Training Operating Procedures

Version 1.0 – Reviewed 2023

1. INTRODUCTION

Welcome to the Point Leo Boat Club Training Centre, accredited by Australian Sailing. We offer club members and other members of the public nationally recognised training and qualifications.

We offer training courses in the following areas:

- Tackers
- Dinghy (Start Sailing 1, Start Sailing 2)
- Powerboat

For the tackers program we will use some or all of the 8 Optis that the club will own. In the case of tackers 3 some may be registered as Green Fleet to allow them to utilise the Open Bic's allowing a maximum group size of 10.

Max Group size:

- Tackers 1: 16
- Tackers 2: 8
- Tackers 3/Green Fleet: 8-10
- Tackers 2&3&Green Fleet: 10

The Dinghy program will make use of the 2 club owned dinghy's. 1x Laser 2, 1x Laser, 2x Open Skiff. This will allow for a maximum group size of 5 (maybe 6 if we rotate using the safety/coach boat)

For the powerboat courses, we will utilise the two club safety boats. (1x Tiller Steer RIB and 1x Centre Console RIB). Depending on group sizes, weather, time management we will try to utilise **both** boats so that participants get a feel of different driving styles.

2. DUTY OF CARE

Point Leo Boat Club and its instructors and volunteers have a moral and legal duty to take all reasonable steps to ensure the safety of everyone involved in our activities, whether they are a participant, a volunteer, a staff member, or a passer-by. **The safety and wellbeing of people is always our paramount consideration.**

Safety is everyone's responsibility, so we encourage everyone to speak up if they have a suggestion or concern.

3. MINIMUM SAFETY REQUIREMENTS

- **Briefing:** an Instructors' briefing will be held before every session
- **Training personnel:** we will maintain the Instructor to participant ratios mandated by Australian Sailing
- **Rescue boats:** rescue boats are checked before every session, and minimum numbers are met or exceeded
- **Weather:** the forecast will be available to all Instructors, and discussed at the briefing.

4. WEATHER

Instructors are encouraged to speak to the DSC Principal if they have a safety concern. However, it is ultimately the responsibility of the DSC Principal and Head Instructor to assess whether the conditions are suitable for training. This will depend on factors including wind speed and direction, sea state, temperature, and the skill of sailors.

On water training will **not** take place when there is an active gale warning or thunderstorm warning in the area. Extreme caution should be taken when a strong wind warning is active, and only very rarely will it be appropriate to conduct on water training during a strong wind warning.

5. COMMUNICATION

All safety boats must either have a VHF radio fitted or carry a handheld VHF radio. Radio checks must be completed for every radio in use, before any participants leave the beach.

Additionally, it will be highly recommended to have at least one person on the beach with a radio. Due to the smaller numbers of the program, it will either be a committee member, DSC Principal or if the others are not available a parent volunteer will be delegated on shore radio. (Note: Since the volunteer is a parent of one of the children they do not require a WWCC but it is recommended)

6. USE OF SAFETY BOATS

Safety boats must be checked before every session, and a completed checklist handed to the DSC Principal before the boat is launched.

Safety boats drivers **must** have a marine licence and, unless there is a very good reason, a powerboat handling certificate. These qualifications must be added to revSPORT or provided to the DSC Principal.

Safety boat drivers must wear a kill cord at all times, without exception.

7. CHILD PROTECTION

Point Leo Boat Club, its members, volunteers, employees and participants are subject to the National Integrity Framework including the Child Safeguarding Policy, which can be viewed here: <https://sailing.org.au/integrity>. The Club also complies with its obligations under Victorian and Commonwealth law, including with respect to Working with Children Checks.

8. HEALTH AND SAFETY POLICY STATEMENT

Point Leo Boat Club is committed to providing a safe and healthy workplace for employees, instructors and volunteers and to ensuring the safety of visitors and students. Point Leo Boat Club will take all reasonable measures to control hazards and prevent incidents or accidents that could result in personal injury or ill health. Point Leo Boat Club will ensure its activities conform to relevant state and federal legislation and will consult with staff and students in the identification, assessment and control of hazards at the training centre.

Effective management of OHS risks depends on the commitment and co-operation of staff and students. Point Leo Boat Club is committed to consulting with staff and students in a meaningful and

effective manner on safety issues, enabling each person to contribute to decisions that may affect their health, safety and welfare.

Point Leo Boat Club expects staff and students to comply with its occupational health and safety policies, procedures and guidelines, and to conduct themselves in a safe manner, not placing themselves or others at risk. Instructors are responsible for the health and safety of volunteers and students working under their direction. Point Leo Boat Club is also responsible for providing a safe and healthy environment for its visitors and members of the public who enter the training centre or are affected by its activities. Contractors working on Point Leo Boat Club premises are also required to conduct their activities in a manner that ensures the safety, health and welfare of others.

9. MAINTENANCE AND REPAIRS

All damage to Club equipment must be reported to the DSC Principal or Head Instructor, or by completing the Damage Report Form (<https://forms.gle/4zc8LmFuwGmWYDxT7>). Damaged equipment must not be used if it might increase a safety risk.

10. ACCIDENTS, INCIDENTS AND NEAR MISSES

All accidents, incidents and near misses are to be reported to the training principal at the earliest possible time in the form of an “Incident Report Form”. This form will assist in the investigation and resolution of the incident.

11. EMERGENCY PROCEDURES

Prevention is always better than cure. Following these procedures, and applying common sense, is the best way to keep everyone safe.

In the event of an emergency, **the focus is on protecting human life**. Boats and equipment are insured and can be replaced.

- If there is an on-water emergency, rescue craft will assist immediately, and radio the Point Leo Boat Club Tower and advise if assistance is required.
- Safety boats must be on the water and patrolling when training boats are sailing.
- First Aid equipment is in the wet area outside the kitchen. All First Aid treatment is to be conducted by a current qualified first aid person and all treatment is to be recorded on the “Incident Report Form” form.
- All Point Leo Boat Club Instructors are qualified First Aid Personnel.
- Location of the nearest Medical Facilities is the Rosebud Hospital which has 24 hours emergency room. 1527 Point Nepean Rd, Capel Sound VIC 3940

12. EMERGENCY CONTACT INFORMATION

DSC Principal, Liam Whitehouse	0467 031 172
Commodore, Colin Beanland	0419 113 373
Emergency Services	000
Water Police	(03) 9399 7500
Coast Guard Western Port	(03) 5979 3322

12.1. Nearby Sailing Clubs

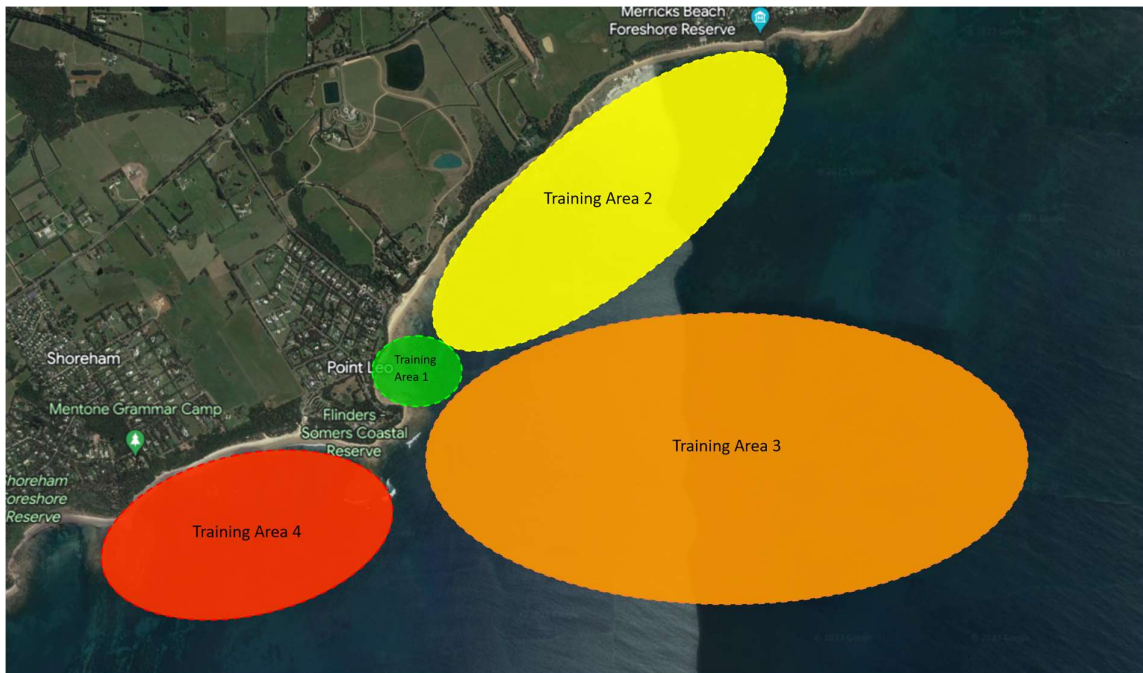
Flinders Yacht Club	0438 923 392
Somers Yacht Club	(03) 5983 5568
Hastings Yacht Club	(03) 5979 1891
Balnarring Yacht Club	(03) 5983 5675

13. SITE LAYOUT & TRAINING AREA MAP

13.1. Point Leo Boat Club Site Layout



13.1.1. Training Area Map



The 4 training areas indicated above are used by the instructors before each session as apart of their risk assessment.

- Training Area 1: Is a low risk area to train, perfect for an introduction to tackers. Potential risk includes the low tide.
- Training Area 2: Is a low-medium risk area, good to extend the abilities of the participants but again is close to shore should weather quickly change.
- Training Area 3: Is a higher risk area, this is because it is far offshore and gets close to the western port channel, it is also more exposed to the open sea so should the weather change it may result in a serious incident.
- Training Area 4: Is a high risk area due to the rock pools and reefs, this area also backs onto a surf beach so waves, weather and other environmental possibilities need to be considered.

14. Responsibilities of the Centre

It is the responsibility of the centre and principal to:

- Ensure that proper lines of communication are present to message between participants and the centre.
 - For example, using emails prior to the event to inform them about the upcoming course.
- Ensure that proper lines of communication are present to message between centre principal and the instructors.
 - For example, a message group chat (eg. WhatsApp, Messenger, iMessages)
- Ensure that a line of communication exists between the club and parents or emergency contacts in the event of an emergency.
 - Instructor is to radio the club, and then the club is to contact parent or emergency contact.
 - Note: if it is a serious incident call **000** first.
 - If the club is empty, then the principal needs to ensure that the instructor is able to contact the emergency contact.
- Ensure that new staff are inducted and trained to use and operate at the club.
 - Reading policies
 - Training on winch usage
 - Training on rescue boat driving
- Ensure that current staff receive preseason training so that the course that is delivered is as safe and effective.
- Ensure that when boats are damaged that there is a means of communication of that damage from the members to the principal and that said boat is repaired in a timely manner.
- Ensure that all relevant policies and safety systems are up to date and reviewed every 2-3 years to accommodate any environmental changes.

15. Responsibilities of the Instructor

It is the responsibility of the instructor to:

- Read the SOP's for the training courses
- Read the SOP's for the operation of the club's tools
- Be aware of the Emergency Management Plan and the procedures in the event of an emergency.
- Ensure the safety of all participants by:
 - Checking the weather conditions prior to and during training.
 - Checking the ability of the sailors prior to training.
 - Give a safety briefing before each session.
 - Teach the relevant safety techniques,
 - Wearing Lifejackets
 - Teaching Capsize Recovery
- Wearing Kill Cord when operating vessel
- Wearing PFD when operating vessel
- Keeping track of progress of participants
- Keeping track of participant numbers (Sign on/Sign off/Head counts)