



2018

LCSC Operating Standards and Guidelines



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INTRODUCTION

Lake Cootharaba Sailing Club Inc [“The Club”] is situated on the foreshore of Lake Cootharaba at Boreen Point, Queensland. The lake is shallow and surrounded by natural foreshore.

The Club has grown from a membership of 14 in 1946 to a club that supports many different classes of sailing skiffs, catamarans and trailer sailors. The Club is a small club with membership levels generally below 300 people.

The Club’s objectives are:-

1. Promotion and encouragement of sailing of all classes of boats on Lake Cootharaba.
2. Provide a safe environment for members and visitors to enjoy the sport of sailing.
3. Offer coaching and development for sailors to allow them to achieve their full potential in the sport.
4. Provide a high standard of race management.
5. Make a positive contribution towards the Boreen Point Community.

To assist in the delivery of The Clubs objectives, a set of Operating Standards and Guidelines have been developed and are set out on the following pages.

Please Note: LCSC has a Safety Management Plan, based on the Australian Sailing (AS) templates, in place and this document should be read in conjunction with that Plan. There should be no conflicts between two and if any are discovered they should be brought to the attention of the LCSC Safety Committee.



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SECTION 1 – OPERATING PROCEDURES

1.1 SCOPE AND RANGE OF THE CLUBS TRAINING ACTIVITIES

The Club offers a variety of training opportunities throughout the season from September to April each year.

Australian Sailing “Start Sailing 1 and 2 for Juniors (Learn to Sail)”

8 years old and up on Vagabonds and Minnows. Typically, these classes are held on Sunday mornings during the sailing season.

Australian Sailing “Start Sailing 1 and 2 for Adults and Youth (Learn to Sail)”

14 years old and up on Vagabonds (2-3 students per boat). Typically, these classes are held on Sunday mornings during the sailing season.

Junior Racing Fleet Training

For sailors who have advances to regular racing activities with The Club. Training incorporates theory, practice, boat handling and sail trim in a range of wind conditions.

National Power Boat Handling Certificate

For members (16yo+) who are required to undertake support boat rosters or be otherwise involved in club activities requiring the operation of a power boat. Courses are arranged on an as needs basis, typically once per sailing season.

1.2 COMPLIANCE OBLIGATIONS

THE Club seeks to comply with all relevant legislative requirements including: -

- a) Australian Sailing Policies
- b) Queensland Transport (Maritime)
- c) Australian Maritime Safety Authority
- d) Insurance obligations



1.3 ROLES AND RESPONSIBILITIES IN DELIVERY OF TRAINING

Training coordinator/Coach

- Has overall charge of training activities and is responsible to Australian Sailing and The Club for ensuring that all training activities are properly resourced and led by appropriately qualified staff.
- Ensure all instructors/assistant instructors are teaching according to the Australian Sailing learn to sail syllabi and have read and understood the Lack Cootharaba Sailing Clubs operating standards and guidelines.
- Assigns instructors to training tasks according to qualifications and experience, and delegates' responsibility to an instructor-in-charge who manages all activities that take place during a session in accordance with club standard operating procedures.
- Ensures an appropriate ratio of instructors to trainees
- Inducts new instructors to ensure familiarity and compliance with standard operating procedures and briefs instructors before the training session to discuss lesson plans, weather forecasts and other safety considerations
- May postpone training because of adverse weather conditions or other safety considerations such as an inability to meet minimum safety ratios.
- Undertake a fuel and safety check of coach boat prior to launch for each session
- Must at all times use the safety 'Kill cord' on the outboard motors.

Instructors

When instructors are assigned training tasks and groups, the lead instructor is designated as the instructor-in-charge of that task/group. All instructors:

- Should be familiar with and understand this Standard Operating Procedures manual.
- May postpone training because of adverse weather conditions or other safety considerations such as an inability to meet minimum safety ratios.
- Discuss their lesson plans with the Club Coach and if they intend to take participants outside the normal sailing operating area, then seek permission.
- Proactively monitor the welfare of the sailors on the water.
- Ensure that all sailors are off the water at the conclusion of training.
- Report all boat damage or personal injury to the Club Coach.
- Report any mechanical issues with coach boat to the Club Coach.
- Undertake a fuel and safety check of coach boat prior to launch for each session.
- Must at all times use the safety 'Kill cord' on the outboard motors.



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Assistant Instructors

- An Assistant Instructor (where used) counts as qualified in the ratios, but should work under the direction or supervision of an Instructor.
- Report any mechanical issues with coach boat to the Head Coach
- Undertake a fuel and safety check of coach boat prior to launch for each session
- Must at all times use the safety 'Kill cord' on the outboard motors

Support Boat Officer

- Arranges repairs and maintenance to ensure that the Club training power dinghy's and coach boats are always operational and in good working order for training.

SECTION 2 - COURSE DELIVERY PROCEEDURE

2.1 STUDENTS

- Before a student takes part in any training activities an entry form must have been completed.
- All students must wear appropriate footwear and clothing for sailing and conditions.
- All students should be able to swim 25m.
- Students should not enter the water until given permission by their Instructor

2.2 COURSE SAFETY

The safety of the sailors is paramount. Approved type 2/3 PFDs (buoyancy jackets) are mandatory, and proper sailing clothes are highly recommended to keep the sailors warm. Sensible sun protection is encouraged including sun block.

Coach Boats

There are dedicated rescue boats. The operators of these boats are well trained and pay particular attention to the less experienced boats.

- Each group under instruction will have its own allocated coach boat or boats. Coach boats must remain 'rescue ready'. When ashore, junior trainees under tuition must be supervised by their instructor or another responsible adult.



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- The following working ratios will be adhered to as a minimum and should be decreased to suit strong weather conditions.

	Normal Weather	Adverse Weather
Up to 6 dinghies	1 coach boat	1-2 coach boats
6 – 15 dinghies	2 coach boats	2-3 coach boats
15+ dinghies	3 coach boats	3-4 coach boats

- Coach boats shall only be driven by persons who possess at minimum the Recreational Licence.
- Coach Boat operators must wear appropriately fitted buoyancy aids
- Coach Boats must be equipped with:
 - Kill-cord which must be used at all times
 - First aid kit
 - Radio (hand held)
 - Towline (either bridle tow or single attachment)
 - Anchor with an appropriate chain/warp
 - Paddles
- It is the responsibility of the driver to check before departing the beach that the coach boat has the correct equipment and sufficient fuel and ensuring that everything is in working order. In particular, the radio should be checked by conducting a 'radio-check' with the Beach Master. Each boat has an Equipment Check-list on board and this should be used as a guide.
- If weather conditions become extreme the priority is to retrieve sailors safely, leaving boats unattended if required. Where possible abandoned boats should be marked with plastic marker tape to indicate that the crew has been rescued.
- Boats that are unable to continue because of gear failure/injury or illness to the crew may be towed back to shore. If required, boats may be abandoned (with coloured ties) to await recovery later



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2.3 SAILING AREAS



2.4 ON WATER COMMUNICATIONS

- Communications for training activities will be on VHF Radio Channel 77 or as arranged on the day.
- Instructors are expected to have a whistle to attract attention in the event of a communication failure.

SECTION 3 - PARTICIPANT, INSTRUCTOR AND VESSEL RATIOS

3.1 INSTRUCTOR PARTICIPATION

Each sailing group will be under the supervision of a qualified Instructor. There may be Assistant Instructors or unqualified helpers assisting the Instructor who should be experienced and competent as assessed by the Training Co-ordinator or Head Coach. All Instructors must sign the Instructor Agreement form, see 6.10.



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3.2 VESSEL RATIOS

- The following student/ instructor ratios are to be adhered to:

Type of Craft	Student: Instructor Ratio
Crewed dinghy with instructor on-board	3: 1
Crewed dinghy with instructor in coach boat (Maximum 3 dinghies)	18:1

SECTION 4 -MEMBER PROTECTION POLICY

4.1 MEMBER PROTECTION POLICY

The Club has a Member Protection Policy. The Policy is available for viewing at both the Clubhouse and on the Clubs website at;

<https://lcsc.org.au/members/#documents>

SECTION 5 – EQUIPMENT AND FACILITIES

5.1 LIFE JACKETS

The Club has a number of compliant PFD's for use by its members and guests. The PFD's are stored on racks in the boathouse which is under the clubhouse.

It is a Club requirement that PFD's be worn all times when on the water.



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When sailors have finished their activities for the day all PFD's should be returned, washed with fresh water and hung on the rack from which it was obtained.

5.2 CLOTHING

Lake Cootharaba rarely experiences adverse weather conditions due to its location of 26.2850° S however, all members, guest and students should dress appropriately for the conditions. This may mean protection from the sun in summer and protection from cold on cooler days.

5.3 DRY AREAS ASHORE

The Clubhouse and boathouse are available to members and students during adverse weather conditions for shore-based teaching

5.4 CHANGE ROOMS AND TOILETS

There are change rooms with showers and toilets available for sailors at the rear of the boathouse.

5.5 FUEL STORAGE

The Club stores less than 120l of fuel at any one time. Fuel is stored in accordance with DGSM Information Paper No. 3 for Minor Storage of Stated Dangerous Goods and Combustible Liquids under the *Dangerous Goods Safety Management Act 2001*

5.5 REPAIRS

In the case of damage to boats, lifejackets or sailing equipment a record must be kept in the equipment book hanging from the rack under the club house on the right hand side.

5.5 ACCIDENT/INCIDENT

It is the responsibility of the Officer of the Day to record any accidents or incidents in the Incident book which is kept either in the boat shed under the club house or when appropriate, on the Race Committee boat. The record of the details of the incident must include the time it happened, response time, action taken and outcome. In the case of personal injury an Incident Report must be completed and filed in a folder to be kept in the Office.

The incident report form can be found in section 6.9 of the Operating Standards and Guidelines.



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SECTION 6 - RISK MANAGEMENT

6.1 HEALTH AND SAFETY POLICY

The Club seeks to provide a safe environment for its members, instructors, volunteers and students. To this end the Club has implemented a Safety Management Plan, based on the templates provided by Australian Sailing (AS) which should be read in conjunction with this document.

To do this The Club depends on the commitment, inherent responsibility of each individual to act immediately to minimise obvious risks should they arise and co-operation of all people involved in the activities of The Club.

As a member or guest of The Club the following procedures assist in ensuring you enjoy the sport of sailing with minimum risk:-

Management Committee

- a) Set, implement and manage the Club's Safety Management plan.
- b) Monitor the Clubs Health and Safety Policy from time to time.
- c) Read and understand the policies, guidelines and procedures.
- d) Ensure that the policies flow down to those who are affected by them and that those people understand the policies.

Instructors

- a) Read and understand the policies, guidelines and procedures.
- b) Be responsible for directing volunteers and learners under their guidance in accordance with the policies, guidelines and procedures.

Contractors

Contractors working on The Clubs premises, grounds or course shall provide to the Management Committee or other person authorised by the Management Committee a Safe Work Procedure in accordance with Queensland Work Health and Safety Legislation.



6.2 EMERGENCIES

What should you do in case of an emergency at The Club?

An emergency can take many forms. It can be land based, water based, and involve people other than sailors. This Section sets out the processes The Club uses to minimise risk in case of emergencies.

Generally

- a) All emergency incidents should take priority over other activities.
- b) First aid supplies are kept in the clubhouse and on each rescue boat for use by all members, guest and learners.
- c) If there is any doubt as to the seriousness of the injury an ambulance should be immediately called by dialling 000.
- d) A log of the incident should be maintained. A log book is located with the first aid kit in the clubhouse.
- e) Wherever possible the parents of children under 18 should be notified of the incident by a club official.

6.3 EMERGENCY CONTACTS

EMERGENCY SERVICE	ADDRESS	PHONE NUMBER
All Emergencies (Ambulance, Police, Fire)		000
Police	Pomona Police Station Red St and Rectory St, Pomona, QLD, 4568	(07) 5485 2586
Police link:		131 444
Ambulance	4 Cooroy-Noosa Rd Tewantin QLD	(07) 5420 9990
Tewantin Fire Station	2 Hilton Esplanade Tewantin QLD	(07) 5480 5465
Coast Guard	Noosaville, QLD, 4566 At the back of the Munna Point Caravan Park	(07) 5474 3695
Nambour Hospital	Hospital Rd, Nambour QLD 4560	(07) 5470 6600
Noosa Private Hospital	111 Goodchap St, Noosaville QLD 4566	(07) 5455 9200



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6.4 LCSC CONTACTS

The Clubs contact details are:-

Post: 24 Boreen Parade, Boreen Point 4565

Phone: 07 5485 3352

Email: club@lcsc.org.au

OFFICE	OFFICE HOLDER	PHONE	EMAIL
Commodore:	Chris Morey	ph: 410342520	commodore@lcsc.org.au
Vice Commodore:	Russell Witt	ph: 54853859	vicecomm@lcsc.org.au
Rear Commodore:	Sue Germain	ph: 54850727	rearcomm@lcsc.org.au
Secretary:	Hamish Urquhart	ph: 54453495	secretary@lcsc.org.au
Treasurer:	Rhys Kendal	ph: 54850727	treasurer@lcsc.org.au
Coach:	Charlie Hacker	ph: 54852789	coach@lcsc.org.au



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Blue Card Holders

Hamish Urquhart	No. 1238791/2
Minyon Avent	No. 1564164
Scott Sinclair	No. 4268/6
Chris Morey	No. 553805/3
Adam Haines	No. 962474/1
Charlie Hacker	No. 30484/5

First Aid Certificate Holders

Charlie Hacker
Minyon Avent
Bernard Bok
Sue Germain
Rhys Kendal
Anne Koreman
Scott Sinclair
Harry Krapp
Hamish Urquhart
Thomas Hilty
Ross Smith



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6.5 EMERGENCY RESPONSE PLAN

LCSC has an Incident Management Plan in place as part of the Safety Management Plan. This should be read in conjunction with this document.

Personal safety of a distressed vessel's crew is paramount in all situations.

Personal Safety of the Skipper and Crew

The Club will provide all available assistance in the event of injured, sick or lost persons resulting from boating mishaps during club events. The Club's assistance will be limited to transporting injured persons to locations where professional response can operate in the shortest possible time.

Boat mishap/collision/sinking/grounding/accidents during club events

The Club will provide available assistance in the event of a boating mishap, collision, sinking, grounding or other accident during club events where it is safe to do so. The Club is not obligated to undertake a professional or technical recovery of the stricken vessel and this situation is best referred to the boat owner or his insurance company to seek the appropriate person to handle the task.

General

The "Officer of the Day" is the official representative of the Club and carries full authority and responsibility for all activities of the club whilst on duty including co-ordinating an emergency response during an event. The Officer of the Day reports to The Clubs Management Committee through the duty Management Representative of the day.

In an emergency people need to have clear and concise instructions so that their decision-making requirements are reduced to the minimum, therefore reducing their stress and the likelihood of panic. For all medical emergencies please follow the EMERGENCY PROCEDURE outlined below.



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Duties of Personnel

The Club officers, race officials, support craft personnel will support the Officer of the Day in the event of an emergency.

Pre Event Preparation

Prior to commencement of sailing at Lack Cootharaba Sailing Club the Officer of the Day should establish that:

1. First Aid Representatives have been identified. This person will be a medical doctor, registered nurse or hold a current first aid certificate. Wherever possible, a First Aid Representative should be aboard one of the support boats.
2. The support boat two-way radios are functional and boat crews know how to operate them.
3. The start boat and all support boats are fitted with a first aid kit, and
4. There are First Aid boxes in The Club.

Duties of the Officer of the Day

1. Co-ordinate initial actions deemed necessary and follow the EMERGENCY PROCEDURE outlined below.
2. Decide if the situation can be handled by Club resources.
3. Allocate duties:
 - a. Delegate a person to arrange first-aid equipment and call for first aid qualified assistance
 - b. Delegate person to stay in contact with rescue vessel if afloat or to stay with the injured person if ashore.
 - c. If being handled by outside agencies – (after the above) delegate a person to contact outside agency, e.g. ambulance, doctor, hospital (refer to the Emergency Contact List at 6.3 and 6.4)
4. Coordinate all requirements until emergency is over.
5. Consider abandoning the race/event in order to coordinate the emergency.
6. Fill in an incident / accident report if anyone is injured or involved in a near-miss



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Search and Rescue Plan

When a distress signal or sighting of a distressed craft is reported:

1. If there is no capability to send a support boat, contact emergency services on 000.
2. If support boat dispatched, request assessment of the situation:
 - a. No immediate danger to crew or craft
 - b. Crew require assistance by rescue or medical first aid – Initiate EMERGENCY PROCEDURE
 - c. Crew OK, craft in danger to founder or become a navigation hazard
 - d. Injured crew require outside agencies (Ambulance etc) – Initiate EMERGENCY PROCEDURE
3. Alert other rescue craft to the area if required.
4. If or when the crew/casualties have been dealt with satisfactorily the support boat crew should assess the ability to retrieve the abandoned craft.
5. Initiate necessary manpower/resources to retrieve the craft.
6. Complete the incident report.

Emergency Evacuation Plan





6.6 EMERGENCY PROCEDURE

Upon receiving a radio report that a sailor has been injured the following steps are to be carried out as quickly as possible.

1. Send an assistant to find the First Aider on duty if not already on one of the Support Boats.
2. Ask the Support Boat crew to lift injured person into Support Boat. A Support Boat with low gunwales may be required for a heavy unconscious adult.
3. Ask the Support Boat crew to assess and report the nature of the injury; i.e. Drowning, concussion, broken limb, laceration, etc. and if first aid and ambulance is required. If injured person is unconscious, bleeding uncontrollably or has a broken limb then an ambulance is required.
4. If ambulance is required go to Step 5. If first aid only is required go to Step 8.
5. Ring '000', ask for 'Ambulance' and give details of incident and the best location to pick up the injured person. Get the ambulances estimated time of arrival. State your name and contact number
6. Inform Support Boat of ambulance pick-up point and estimated time of arrival.
7. If another Support Boat is on the water have it standby at the lakes edge to pick up the First Aider and transport them to the injured person if necessary.
8. When injured person is ashore have First Aider attend to them if they have not already done so. Be aware of delayed shock. Arrange for a friend or parent to stay with the person at all times until they arrive home or are completely recovered.
9. If further medical treatment is required then arrange transport for them to attend the emergency medical centre. If the person is a junior then arrange for some-one to stay with them until their parents arrive.
10. Ensure an incident report form is completed by the persons involved in or attending the incident and lodge form.

6.7 RISK ASSESSMENT

LCSC has a Risk Management plan in place as part of the Club Safety Management Plan. This gives further details on the practice of Risk Assessment and Management and contains the current Risk Analysis for Hazards that may be encountered in all aspects of Club Operations. These are reviewed annually by the Safety Committee and stake holders in various aspects of Club activities.

Prior to each day's sailing activities a risk assessment of the conditions should be undertaken.



The risk assessment should use the following risk impact matrix to determine the severity of the risk and the impact it could have on The Club. It provides an indicator to assist in the decision making of what action is warranted for the risks.

Table 6.7.1: Risk Impact Matrix

		POTENTIAL IMPACT				
		A	B	C	D	E
A L B E C I D O E	A	Extreme (1)	Extreme (1)	Major (2)	Major (2)	Medium (3)
	B	Extreme (1)	Extreme (1)	Major (2)	Medium (3)	Minor (4)
	C	Extreme (1)	Major (2)	Major (2)	Medium (3)	Minor (4)
	D	Major (2)	Major (2)	Medium (3)	Minor (4)	Minor (4)
	E	Medium (3)	Medium (3)	Minor (4)	Minor (4)	Minor (4)

Key:

1	Extreme risks that are likely to arise and have potentially serious consequences requiring urgent attention
2	Major risks that are likely to arise and have potentially serious consequences requiring urgent attention or investigation
3	Medium risks that are likely to arise or have serious consequences requiring attention
4	Minor risks and low consequences that may be managed by routine procedures



6.8 RISK PROFILE

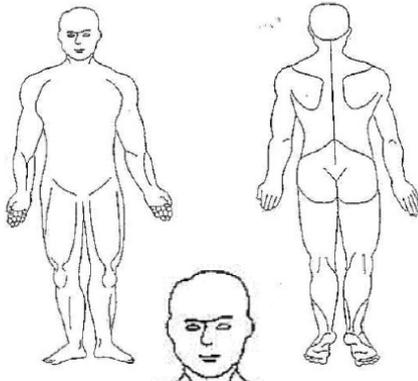
All Club members, instructors, students, parents and guests are encouraged to identify risks and to mitigate those risks.

The following Risk Analysis table provides a tool to assist with risk mitigation.

POTENTIAL RISK	POTENTIAL IMPACT (See matrix at table 6.7.1)	RISK MITIGATION PROCEEDURE	OUTCOME
Sunburn/dehydration		Ensure sunscreen and water is available. Ensure appropriate clothing	
Boat collisions		Monitor skill levels and break fleet into skill levels	
Insufficient supervision		Comply with these guidelines	
Loss of radio communication		Regular maintenance of radios	
Severe weather changes		BOM checks	
Capsize of boat		Safety boat on course	



6.9 INCIDENT REPORT FORM

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



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6.10 Instructor Agreement

Name.....

Date of Birth.....**Phone Number**.....

Email Address.....

Please read the following statements and tick the box to indicate an affirmative response to the statement.

I have read and understood the LCSC Operating Standards and Guidelines.

I agree to abide by the LCSC Operating Standards and Guidelines.

I have read and understood the LCSC's Safety Management Plan.

I agree to ensure that my Instructor qualifications are up to date.
(First Aid, blue card, etc.)

.....
Signature

.....
Date