



# **LAKE COOTHARABA SAILING CLUB**

## **DISCOVER SAILING CENTRE**

### **OPERATING STANDARDS AND GUIDELINES**

## Contents

Contents.....	2
Introduction .....	3
Operating Procedures.....	3
Scope and range of the clubs Discover Sailing Centre’s training activities.....	3
Compliance Obligations .....	4
Roles and responsibilities in delivery of training .....	4
Course delivery procedure .....	5
Students .....	5
Course safety.....	6
Coach Boats.....	6
On Water Communications.....	7
Participant, instructor and vessel ratios .....	7
Instructor participation .....	7
Member protection policy .....	8
Member protection policy .....	8
Child protection policy .....	8
Child Safety Code of Conduct.....	8
Equipment and facilities .....	8
Life jackets.....	8
Clothing .....	9
Dry area ashore.....	9
Change rooms and toilets .....	9
Repairs .....	9
Risk management.....	9
Health and safety policy.....	9
Emergencies.....	9
Emergency contacts.....	10
LCSC Contacts.....	10
Emergency response plan .....	10
Emergency procedure.....	12
Appendix A: Incident Report Form .....	16
Appendix B: Instructor Agreement .....	17

## 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 is 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 some aspects The Clubs objectives the LCSC Training Committee is operating a Discover Sailing Centre. A set of Operating Standards and Guidelines have been developed and are set out on the following pages. The Discover Sailing centre’s Program mentioned below is in reference to the program provided by LCSC Training Committee as a Discover Sailing Centre.

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 the two and if any are discovered they should be brought to the attention of the Training Committee.

## Operating Procedures

### Scope and range of the clubs Discover Sailing Centre’s training activities

The Discover Sailing Centre Program offers a variety of training opportunities throughout the season from September to April each year which are delivered in accordance with Australian Sailing syllabi.

Australian Sailing “Start Sailing 1 and 2”. Typically, these classes are held on Sunday mornings during the sailing season.

Australian Sailing “Better Sailing”. Typically, these classes are held on Sunday mornings during the sailing season.

Australian Sailing “Start Racing and Better Racing”. For sailors who have advanced from “Better Sailing” and would like to compete competitively.

National Power Boat Handling Certificate for members (16 years and older) 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.

## Compliance Obligations

The LCSC Training Committee 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
- e) Coronavirus (COVID-19), State legislation and regulations

## Roles and responsibilities in delivery of training

### Training coordinator/Coach for the Discover Sailing Centre

- Has overall charge of Discover Sailing Centre's training activities and is responsible to Australian Sailing and for ensuring that all training activities are properly resourced and led by appropriately qualified staff.
- Ensure all instructors/assistant instructors participating in the Discover Sailing Centre are teaching according to the Australian Sailing learn to sail syllabi and have read and understood the Lake Cootharaba Sailing Clubs Discover Sailing Centre's 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 the Discover Sailing Centre's operating standards and guidelines.
- Ensures an appropriate ratio of instructors to trainees
- Inducts new instructors to ensure familiarity and compliance with the Club's Discover Sailing Centre's operating standards and guidelines and briefs instructors before the training session to discuss lesson plans, weather forecasts and other safety considerations
- Maintains a safe environment for Centre staff and course participants which includes:
  - Maintain high hygiene standards in and around the facility, including training equipment
  - Ensures the number and movements of people at the Centre are aligned with State Government restrictions
  - Trains staff and course participants on COVID-19 procedures to adopt, before, during and after courses

- 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 always use the safety 'Kill cord' on the outboard motors.

#### Instructors for the Discover Sailing Centre

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 Discover Sailing 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.
- Undertake a fuel and safety check of coach boat prior to launch for each session.
- 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.
- Must always use the safety 'Kill cord' on the outboard motors.
- Arranges repairs and maintenance to ensure that the Club training rib's and coach boats are always operational and in good working order for training.

#### Assistant Instructors for the Discover Sailing Centre

An Assistant Instructor (where used) counts as qualified in the ratios but should work under the direction or supervision of an Instructor.

They should:

- 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 always use the safety 'Kill cord' on the outboard motors.

## Couse delivery procedure

### Students

- Before a student takes part in any training activities an attendance register must be completed.
- All students must wear appropriate 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

## 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 have a Power Boat Handling Certificate or recreational marine license.

- 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.
- 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 boat	2-3 coach boats
15+ dinghies	3 coach boat	3 coach boats

- Coach boats shall have on board a person who has a Power Boat Handling Certificate or a recreational marine license.
- 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; bolt cutter and knife
- It is the responsibility of the driver to check before departing the beach that the coach boat has the correct equipment and enough fuel and ensuring that everything is in working order. In particular, the radio should be checked by conducting a 'radiocheck'. 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.

- Sailing boats that are unable to continue because of gear failure/injury or illness to the crew may be towed back to shore. If required, the sailing boats may be abandoned to await recovery later



## 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.

## Participant, instructor and vessel ratios

### 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.

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	18:1
Single person dinghy	6:1

## Member protection policy

### Member protection policy

The Club has a Member Protection Policy. The Policy is available for viewing on the Clubs website see the link <https://lcsc.org.au/members/#documents>

## Child protection policy

### Child Safety Code of Conduct

The Club has a commitment to child safety and operates under a Child Safety Code of Conduct. The Policy is available for viewing on the Clubs website see the link <https://lcsc.org.au/members/#documents>

## Equipment and facilities

The Club's facilities are regularly cleaned and all equipment shall be regularly washed to minimise the risk of COVID-19 infection among participants.

### Life jackets

The Club has several 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 Discover Sailing Centre's requirement that PFD's be worn all times when on the water.

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



## Clothing

Lake Cootharaba rarely experiences adverse weather conditions due to its location of, however, all students participating in the Discover Sailing Centre's activities should dress appropriately for the conditions. This may mean protection from the sun in summer and protection from cold on cooler days.

## Dry area ashore

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

## Change rooms and toilets

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

## 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.

## Accident/incident

It is the responsibility of the Coach/Instructor of the Day to record any accidents or incidents in the Incident book. 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 appendix 1.

## Risk management

### Health and safety policy

The Discover Sailing Centre seeks to provide a safe environment for its members, instructors, volunteers and students. To this end the Discover Sailing Centre 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 Discover Sailing Centre's program 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.

Ensures coaches and assistants adheres to the COVID-19 protocols outline by the club in order to facilitate the reporting and minimise the spread amongst course participants.

As a member or guest of the Discover Sailing Centre the following procedures assist in ensuring you enjoy the sport of sailing with minimum risk:

## Emergencies

What should you do in case of an emergency at the Club or a Discover Sailing Centre's session?

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 that the Discover Sailing Centre’s 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.
- e) Wherever possible the parents of children under 18 should be notified of the incident by a club official.

### Emergency contacts

EMERGENCY SERVICE	ADDRESS	PHONE NUMBER
All Emergencies (Ambulance, Police, Fire)		000
Police	Pomona Police Station Red St and Rectory St, Pomona	(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

### LCSC Contacts

The club contact details are:- Post: 24 Boreen Parade, Boreen Point 4565 Phone: 07 5485 3352  
Email: [secretary@lcsc.org.au](mailto:secretary@lcsc.org.au)

To contact any current officer please refer to the LCSC web page for contact details

For blue holder details refer to the Blue Card file in the filing cabinet in the Club office.

### 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 Discover Sailing Centre will provide all available assistance in the event of injured, sick or lost persons resulting from boating mishaps during club events. The Discover Sailing Centre'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 the Discover Sailing Centre's events

The Discover Sailing Centre 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/her insurance company to seek the appropriate person to handle the task.

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.

#### Pre Event Preparation

Prior to commencement of training activities at LCSC Discover Sailing Centre the Coach/Instructor of the Day should establish that First Aid Representatives have been identified.

#### Duties of the Coach/Instructor of the Day

Co-ordinate initial actions deemed necessary and follow the EMERGENCY PROCEDURE outlined below.

1. Decide if the situation can be handled by Club resources.
2. 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)
3. Coordinate all requirements until emergency is over.
4. Fill in an incident / accident report if anyone is injured or involved in a near-miss

#### 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 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.

### Emergency Evacuation Plan



### 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.

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.

## Risk Impact Matrix

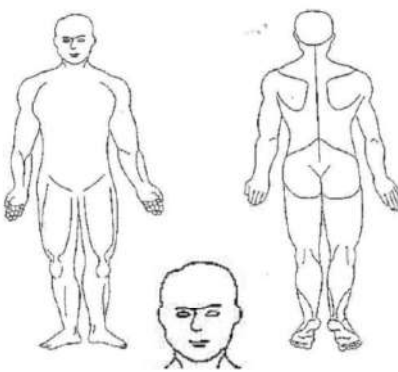
		<span style="font-size: 1.2em;">→</span> <b>Consequence</b> <span style="font-size: 1.2em;">→</span>				
Level of Injury		Injuries or ailments not requiring medical treatment.	Minor injury or First Aid Treatment Case.	Serious injury causing hospitalisation or multiple medical treatment cases.	Life threatening injury or multiple serious injuries causing hospitalisation.	Death or multiple life threatening injuries.
Action Required		Incident Report or Near Miss Report	Incident Report Review of Control Measures	Notify relevant Maritime authority or Work Cover  Temporarily Discontinue Activities	Prepare for Intense public and media interest	Prepare for Coroners Enquiry

		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	6	7	8	9	10
Likely	4	5	6	7	8	9
Possible	3	4	5	6	7	8
Unlikely	2	3	4	5	6	7
Rare	1	2	3	4	5	6

### Control Measures

Activity/Element	Hazards Identified	Existing Controls	Residual Risk	Additional Controls Required	Residual Risk
Man Overboard	Injuries to crew or helm  Drowning	Kill Cords to be worn at all times  Crew briefed on MoB procedure prior to leaving mooring	Reduced	Emergency Procedures Plan	Reduced

## Appendix A: 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"/> Recurrent injury	<input type="checkbox"/> Aggravated injury <input type="checkbox"/> Other: _____	
Did the injury occur during: <input type="checkbox"/> Training <input type="checkbox"/> Event <input type="checkbox"/> Other: _____		
Symptoms of injury: <input type="checkbox"/> Blisters <input type="checkbox"/> 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: <div style="border: 1px solid black; height: 80px; width: 100%;"></div>		
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><b>Note:</b> 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 (<a href="http://www.austlii.edu.au">www.austlii.edu.au</a>) for further information.</p>		



## Appendix B: 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 Discover Sailing Operating Standards and Guidelines.

I agree to abide by the LCSC Discover Sailing 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.  
(such as First Aid, blue card)