

Policies and Procedures

Title: **Patrol Boat Operations**
Adopted at Meeting: **#253**
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Introduction

The responsibility for the club's Patrol Boat fleet is overseen by and subject to the **Chain of Command**, while the nominated member of the General Committee oversees operational aspects including allowable usage and allocation, volunteer and professional maintenance, replacements, allocation to major events away from the club and all associated costs.

Definitions

OTB Sabres,	Off the beach sailing boats including OziOpti's, Optimists, Minnows, RS Fevas, Lasers, Pacers, Tasars, Musto Skiffs, Mixed Multihulls and Mixed Monohulls.
OTB Rescue	These craft are either fully inflatable or rigid inflatable craft and are the preferred craft to work alongside OTB yachts and to provide direct assistance up to the point where towing (if necessary) can be organised.
OTB Assistance	These craft are hard-sided craft whose design, stability and manoeuvrability together with a suitably experienced skipper can provide the same levels of assistance as an OTB Rescue craft.
OOD	The Officer of the Day as per the current roster or a person fulfilling that role.
Radio Operator	The Radio Operator as per the current roster or a person fulfilling that role.

Chain of command

1. Notwithstanding that the skipper of each Patrol Boat is ultimately responsible for the safety of his/her crew, the following Chain of Command should be observed and is an extract from the BYS OOD Procedure:
 - 1.1 Where there is both a PRO and an OOD on duty on any one day, the OOD will have ultimate responsibility for boating matters on the relevant day.
 - 1.2 For the avoidance of doubt and in the event that the OOD or PRO are unavailable or unable to act, or in the event of any dispute between the PRO and the OOD as to safety, sailing or other boating activities, then the following order of precedence will apply:
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- Commodore
- Vice Commodore
- Rear Commodore
- Club Captain
- General Committee Member
- Boating Committee Member
- Past Committee Member

Rosters

2. Patrol Boat crews are to be allocated in accordance with the Roster and additional volunteers are to be used to fill in vacant positions.
3. The names of all persons actually allocated to BYS Patrol Boats or Visitor Patrol Boats for each event are to be recorded on the Patrol Boat Day Sheets and maintained by the OOD and Radio Operator or their substitute.

Before leaving the beach or harbour

4. No Patrol Boat is to leave the Safe Boat Harbour or in the case of beach launched craft, the area immediately in front of the clubhouse, unless a Radio Check has been performed successfully. At this time, the radio operator is to request the PB skipper report the amount of fuel currently on board and record this in the Radio Log.
5. No Patrol Boat is to take to the water with less than 50% of current fuel capacity or if any difficulties with radio communications are encountered, without the express permission of the OOD.
6. In the event of low fuel or radio communication difficulties, the OOD should consider postponing the start of the race and call for volunteers to assist with re-fuelling or repairs. In appropriate circumstances, the Patrol Boat skipper and crew may commence operations while arranging extra fuel to be collected at the first opportunity.

Safety equipment and briefing

7. It is preferable for all patrol boat skippers and crews to wear a PFD1 at all times. The OOD or radio operator should ensure that patrol boat skippers understand relevant requirements in relation to the wearing of PFD's in accordance with legislative requirements.
 8. Regardless of the conditions or activity, PFD Type 1 Life Jackets must be worn at all times on Patrol 5 and any other patrol boat with an overall length less than 4.8m.
 9. The OOD must familiarise himself/herself with the current weather warnings and, if any of the following conditions prevail, then the crews of Patrol Boats 1, 2, 3, 4, 7, 8, and 9 must be advised that the wearing of a PFD in accordance with **section 7** is compulsory:
 - 9.1. during a period of restricted visibility;
 - 9.2. when there is a significant likelihood that:
 - (a) the vessel may capsize or be swamped by waves; or
 - (b) the occupants of the vessel may fall overboard or be forced to enter the water; or
 - 9.3. when the vessel is operating in an area (as defined below) where the Bureau of Meteorology has issued:
 - (a) a gale warning ($> 33\text{kn} \leq 47\text{kn}$); or
 - (b) a storm warning ($>47\text{kn}$); or
 - (c) a severe thunderstorm warning; or
 - (d) a severe weather warning.
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Areas used by the Bureau of Meteorology for issuing warnings that are relevant to BYS are:

- (a) Port Phillip and Westernport Bays
- (b) Port Phillip Bay
- (c) Southern Port Phillip Bay
- (d) Mornington Peninsula.

While it is not mandatory to wear a PFD during a “strong wind warning” as issued by the Bureau of Meteorology it is however **club policy** that a PFD in accordance with **section 7** be worn by the skipper and crew **of all BYS Patrol Boats** while underway in such conditions.

- 10. Each patrol boat skipper must familiarise themselves with the location of the safety equipment for each craft they have been allocated to and must also inform their crew of the location of the safety equipment as soon as practical after boarding.**

Patrol boat coordination on the water

11. While OTB boats are on the water, every effort is to be made for at least 1 soft sided Patrol Boat to be in the vicinity of the OTB fleet.
12. The following table indicates the various uses of each of the BYS Patrol Boat Fleet together with the recommended crew . Additional crew can be allocated at the discretion of the OOD but only up to **the lesser of** the maximum crew permitted on the craft or the number of life jackets carried on board (refer also to **section 23**).

Craft Name	When used as	Crew	When used as	Crew
Patrol 1	KB Tender	1	OTB Towing	2
Patrol 2	Mark Laying	2	OTB Assistance	2
Patrol 3	OTB Rescue	2	Sail Training	1
Patrol 4	OTB Rescue	2	Sail Training	1
Patrol 5	KB Tender	1		
Patrol 6 (black duck)	Sail Training	1	OTB Assistance	2
Patrol 7	OTB Start Boat	3	OTB Towing	2
Patrol 8	OTB Rescue	2	Sail Training	1
Patrol 9	OTB Rescue	3	Sail Training	1
Patrol 10	OTB Rescue	2	Sail Training	1

13. The decision as to which Patrol Boat is put on the water is made by the OOD and should reflect the capabilities of each craft and the conditions of the day. As a general rule the following should be observed:
- 13.1. soft sided boats should be allocated first whenever OTB are racing or used for sail training;
 - 13.2. the number of OTB Rescue craft should always be greater or equal to the number of OTB Assistance craft;
 - 13.3. Start Boats should never be relied upon as either OTB Rescue or OTB Assistance but can be directed to assist other craft if poor conditions require it;
 - 13.4. the personal preferences of a volunteer should not impact the decision as to which boat to put on the water;
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- 13.5. the crew/s of each OTB Rescue and OTB Assistance boat must be fit, willing and able to act as crew including the preparedness to enter the water if necessary;
- 13.6. it is highly desirable that the crew/s of each OTB Rescue craft and OTB Assistance craft be a competent swimmer.
14. Patrol Boats should be allocated on-water tasks that reflect their availability and capability in accordance with the following guidelines:
- 14.1. wherever possible only OTB Rescue craft should be allocated tasks that do or may require the direct assistance (excluding towing) to an OTB yacht;
- 14.2. when an OTB Rescue craft is unavailable for direct assistance, the task should then be allocated to an OTB Assistance craft and as a last resort, to another suitable craft.
- 14.3. in an emergency, the boat(s) most likely to reach the scene first should respond.
15. In the event that an OTB yacht requires towing, this should be allocated firstly to Patrol 1 if it is reasonably available . If unavailable, the towing task should then be allocated to an OTB Assistance craft and lastly to an OTB Rescue craft.
16. Due to their size and design, it is acceptable practice, and subject to the experience of the skipper and **section 14**, to bring a Minnow or Optimist on board either Patrol 3, 4, 8, 9 or 10 using the following guidelines:
- 16.1. ensure that self bailers on the Minnow/Opti are closed;
- 16.2. the mast does not necessarily need to be dropped;
- 16.3. the sail should be dropped before bringing the boat on board;
- 16.4. the rescued boat can then be ferried ashore at moderate speed taking into account the prevailing conditions.
17. The following table indicates the maximum load of each craft;

Craft Name	Maximum Passengers	Source
Patrol 1	7	Club limit
Patrol 2	7	Compliance plate
Patrol 3	9	Compliance plate
Patrol 4	12	Compliance plate
Patrol 5	4	Compliance plate
Patrol 6 (black duck)	7	Compliance plate (560kgs)
Patrol 7	7	Compliance plate
Patrol 8	9	Compliance plate
Patrol 9	25	Compliance plate
Patrol 10	9	Compliance plate

General

18. Patrol Boats 3, 4, 6, 8 and 10 may be “lent” to other clubs or events involving club members only with the approval in writing of the General Committee Member responsible for Patrol Boats or a Flag Officer, and only then if a licensed and approved club member remains responsible for delivering, skippering and returning the boat.
 19. Patrol boats must not be used for joyriding or skylarking. Boating regulations, including speed limits and appropriate levels of seamanship and courtesy must be strictly adhered to at all times.
 20. They must also not be used as private leisure craft unless specifically allocated to a scheduled club event such as a cruise.
 21. Spectators other than rostered crew members are **not permitted** on Patrol Boats while on active duty unless they are prepared to assist in rescues.
 22. In accordance with the club policy, smoking is **not permitted** at any time on Patrol Boats.
 23. Alcohol or drugs are **not permitted** on Patrol Boats under any circumstances.
 24. Each Patrol Boat crew member is entitled to obtain from the club bar only, 1 soft drink and 1 bottle of water per person per race. Water should always make up at least 50% of the drinks taken on board a Patrol Boat.
 25. Skippers of Patrol Boats **must** hold a current Victorian Boat Operators Licence and **must** be 16 years or older. It is recommended that skippers hold a YA Power Boat Handling Certificate and a YA Safety Boat Operators certificate. Only holders of a current Victorian Boat Operators Licence can actually operate or control a Patrol Boat.
 26. No person under 16 years may operate a Patrol Boat without the express permission of the OOD or Committee Member.
 27. Younger members (12 years or older) and new Patrol Boat volunteers are to be encouraged to be allocated to either Patrol 3, 4, 8, 9 or 10 as crew in addition to those rostered in order to facilitate training for future crew members. The intention is that if you volunteer as an additional crew, you are prepared to assist as a member of the crew. Other Patrol Boats should be allocated the minimum crew only as shown in **section 12** above.
 28. Subject to approval by the OOD, visitors are permitted to act as either skipper or crew on any Patrol Boat subject to them meeting the criteria set out in **sections 13.5, 13.6, 18 and 22**. In addition, the visitor must be able to satisfy the OOD that they have sufficient relevant experience to perform the task for which they are volunteering.
 29. Each patrol boat skipper must return the key to the radio room and complete the relevant log book for their boat specifically noting the fuel level and any repairs or maintenance required.
 30. A **senior current financial BYS member** may request the use of a Patrol Boat for coaching purposes at any time during daylight hours subject to the following:
 - 30.1. that the use of the Patrol Boat does not interfere with other BYS operations;
 - 30.2. that the craft requested is appropriate to the level of coaching being undertaken;
 - 30.3. the skipper and all crew of the Patrol Boat must be current financial BYS members;
 - 30.4. the skipper complies with the requirements of **section 22 and 23**;
 - 30.5. additional crew are permitted on Patrol Boats when being used for coaching on the
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proviso that the additional crew are also receiving instruction from the coach;

- 30.6. unless specifically exempted, the Patrol Boat must at all times remain within clear view of the BYS Control Room (i.e subject to visibility) **and** within the following area:
- (a) East of Camerons Bight Jetty;
 - (b) West of the Tyrone Boat Ramp;
 - (c) South of the southern edge of the South Channel; and
 - (d) the log book is completed upon return noting the fuel level.
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Summary Guide

1. Refer to BYS - Patrol Boat Operations Policy for full details.
 2. Allocate crew according to the roster.
 3. Ensure crews of soft sided boats are capable swimmers and are prepared to enter the water if directed by the skipper.
 4. Check and record fuel levels for each craft when doing radio check.
 5. Advise each skipper to do a safety check when on board.
 6. Wear appropriate PFD's whenever required or in foul weather.
 7. PFD 1's must be worn on P5, P6, P8 and P10 at all times.
 8. In addition , the Club policy is to wear PFD 1's when underway on P1, P2, P3, P4, P7 and P9 when a strong wind warning (or greater) is current for our area.
 9. Patrol Boats operating in support of a BYS Sail Training activity may wear a PFD Type 2 at all times instead of a PFD Type 1.
 10. Put P4, P9, P3, P10 and P8 (in that order) on the water before using hard sided boats.
 11. Soft sided boats are last to return.
 12. Soft sided boats are used for initial rescue, direct assistance and to prepare for towing.
 13. Towing should be allocated to a slower, hard sided boat in preference to a faster, soft sided boat.
 14. Encourage younger members and new volunteers to volunteer as additional crew for P4 and P9.
 15. Visitors can be accepted as Patrol Boat volunteers subject to the requirements of **section 24** of the Patrol Boat Operations Policy
 16. Patrol boats can be used as coaching boats subject to the requirements of **section 26** of the Patrol Boat Operations Policy
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