



## BLAIRGOWRIE YACHT SQUADRON

### **SAILABILITY - HANSA 303 SAILING OPERATING PROCEDURES**

The purpose of these Procedures to ensure a standard way of operation of the Blairgowrie Yacht Squadron Sailability Program. They are to be used for the induction of new Sailability Volunteers.

Primarily all Volunteers are encouraged to provide a safe, comfortable and fun experience for our Clients.

#### **1. VOLUNTEER RESPONSIBILITIES, ROLES AND DUTIES**

##### **Program Coordinator (WG Leader)**

The Sailability Program Coordinator (Working Group (WG) Chair) represents Sailability on the BYS Sailing Committee and is the main liaison between the Sailability Working Group and The Blairgowrie Yacht Squadron Sailing Committee.

The Program Coordinator will manage all operations of Sailability including the recruitment of Volunteers and Clients, the maintenance of the Hanse 303 fleet and other equipment, the operation of Sailability sailing sessions, these procedures, and any other matters pertaining to the program.

The Program Coordinator will arrange for the issue of a regular Volunteers Newsletter and work with the OOD on a weekly decision advising Volunteers, Clients and BYC staff of Go/No-Go for the next sailing session.

##### **Secretary (WG Member)**

- The Secretary will maintain minutes of all WG meetings, draft correspondence, and undertake other administrative duties as requested by the Program Coordinator.
- Manage the communications system through WhatsApp communication lists.
- Work with BYS to maintain Document Management system for Working Group in Dropbox.

##### **Boat/Equipment Coordinator (WG Member)**

- Monitor and action all routine maintenance of the boats and equipment to ensure all are in sailing-ready and safe condition ready for following week.
- Arrange an annual Working bee of volunteers to assist in boat maintenance.

### **Training Coordinator (WG Member)**

- Check with volunteers for training needs and availability. These will include those capable of assisting with training others and those wishing to be trained.
- Prepare and circulate a roster for training volunteers one week in advance of program day. Notify volunteers through weekly newsletters of the training times and their role during training.
- Arrange for all new volunteers to take part in an induction training.

### **Volunteer Coordinator (WG Member)**

- Recruit new Volunteers and maintain (with BYS) the Volunteers List.
- Ensure all new Volunteers only join the program once they have been registered with the BYS membership office staff. During this membership process volunteers will be directed to obtain a Working With Children Check. Their photograph will need to be supplied with their application. New Volunteers, when approved, will be supplied a BYS Sailability Membership Card providing gates and amenities access on Sailability days.
- Check with volunteers for availability at forward Sailability sessions.
- Advise OOD and Program Coordinator the numbers of trained volunteers attending each session by early Monday mornings.
- Inform Canteen Coordinator by 9am on each Tuesday of the number of volunteers who will be attending the program.
- Maintain an Attendance List for the Program Coordinator to present to BYS at season-end for future Volunteer approvals

### **Client Coordinator (WG Member)**

- Check with clients and carers to firm up plans for attendance in accordance with RevSport registration document.
- Liaise with BYS Club Administrator regarding new Client registrations and changes.
- Obtain from BYS sailing Office the weekly Client Attendance sheet for each session and advise OOD before 8 am Mondays.
- Check numbers of wheelchair users and advise OOD.

- Cancel with clients asap if poor weather predicted and as agreed with OOD and Program Coordinator.

### **Canteen Coordinator**

- On Tuesday morning checks with Volunteer Coordinator for volunteer numbers staying for lunch.
- Prepares lunches as necessary.
- Uses the money collected as reimbursement for expenses incurred.

### **Officer of the Day (OOD)**

- Assess weather conditions in advance of each Session in conjunction with Program Coordinator and issue Go/No-Go message to Volunteers and Clients each Monday morning. (Cancellation decision to consider forecasts above 15 knots, zero winds, rain or extreme temperatures)
- Communicates with Client Coordinator night before to determine client numbers for the day paying special attention to client arrival times and numbers of wheelchair users.
- Ensure appropriate volunteer staffing for day.
- Manage all activities of the nominated days sailing session. The OOD has overall responsibility for the days session and is the final decision-maker as necessary.

## **2. ROLES AND DUTIES ON THE PROGRAM DAY**

### **Program Coordinator**

- Gather feedback from BYS and Sub-Coordinators before and after Program and disseminates and communicates this information accordingly.
- Communicate to the Volunteers pertinent points about the day before program starts and after it ends.

### **Officer of the Day (OOD)**

- Obtain new volunteer attendance sign on/off sheets and clip board and arrive at red trolley on hard stand before volunteers arrive at 9.30am.
- Check that new volunteers have completed BYS registration forms, working with children checks, and had induction training. Refer the new volunteer to the

Volunteer Coordinator or Program Coordinator to arrange these before they are able to commence duties.

- OOD check volunteer numbers in attendance to assure coverage for key competencies. If there are insufficient essential volunteers, OOD has authority to abandon program for the day.(e.g. no C-Crane Manager, no Safety boat driver, no Patrol 1 driver. etc.)
- Measure wind speed on hard stand if >10 knots reef sails or cancel program if >15 knots.
- Assigns volunteer duties for the day. Volunteers can feel free to suggest preferred tasks, but OOD may direct volunteers to specific tasks to ensure coverage of all key jobs.
- Decide the number of yachts to rig and launch.
- Specifies requirement for reefing based on conditions.
- Define the sailing area, and must authorize in advance any boats wanting to sail beyond green Marina Entry Buoy.
- Ensure attendance rolls are signed on/off for volunteers
- Check first aid kit and lifebuoy are in position.
- Undertake Radio checks with volunteers before clients arrive.
- Reassign duties during program day as needed.
- Communicate and provide guidance to volunteers as the day progresses.
- Assumes responsibility for safety on the day.
- Records safety incidents.
- File Volunteer attendance sign on/off sheets at end of program day.
- Ensure all boats and equipment are properly packed and locked away.

### **Canteen Officer**

- Purchase food and provide luncheons for Volunteers using Sailability equipment in locked cupboards.
- Collect lunch money as reimbursement for expenses incurred.

## **Meet and Greet**

- Collect VHF radio, check channel 71 and lock.
- Radio check-in with OOD.
- Welcome clients and carers and provide a suitably-sized PFD1 for each client and PFD2 for each carer. Ensure all Volunteers wear suitable life jackets.
- Check clients against BYS Registration Listing, marking off clients and carers and providing new clients and carers with paper registration forms.
- Check carer's contact details on arrival and remind carers to return to the hard stand waiting area once their client is on the water sailing.
- Communicate changes in client plans with OOD.
- Communicate over radio with Dock Manager to transfer clients to the lower landing by Sailor Escorts when Dock Manager has a yacht available for sailing or a space becomes available on Patrol 1.
- Gain feedback from clients and carers as they leave to understand whether they have enjoyed their day.
- Stow client and carer PFDs neatly on red trolley shelves.
- Passes report back to OOD at end of the day.
- Pass new completed client registration forms to Client Coordinator for update of BYS system within 48 hours for insurance purposes.

## **Sailor Escort (1 for lower landing, 1 for C-Crane)**

- Escort sailors and their carers to and from the waiting area to Lower Landing or C-Crane as appropriate.

## **Safety Boat Driver**

- Must be a Vic Roads Licensed power boat driver.
- From 9:30am use BYS Safety Boat (RIB) made available at Lower Landing and check it is suitable for use.
- Collect VHF radio, check channel 71 and lock.

- Do a Radio check with OOD
- When using BYS RIB outboard engine MUST be lowered into water before starting the engine.
- Launch Safety Boat boat before Hansa yachts are on water and remain on-water until all are stowed on Pontoons.
- Follow below rescue procedure for person in water.
- Follow below rescue procedure for yachts in trouble, rolling sails away before towing yachts / boats.
- Follow BYS Patrol Boat handling procedures all times.
- Return boat to original collection point for BYS staff to return to storage. Leave keys in vessel, but turn battery power to off.

### **Patrol 1 Driver**

- Collect VHF radio, check channel 71 and lock.
- Do radio check with OOD.
- Driver needs to be constantly vigilant of yachts sailing, Patrol 1, swimmers, and other vessels in the sailing area.
- Once all Hansa yachts have been packed away on pontoon, stow boat ensuring mooring lines are in correct position. Turn battery switch off. Lock boat up with padlock and return keys to hook in Red Trolley.

### **Safety boat and Patrol Boat Crew.**

- Assist driver as directed at all times.
- Be constantly vigilant of yachts sailing, swimmers, and other vessels in the sailing area.
- Be constantly vigilant of clients and carer's onboard and assist with

### **Dock Manager**

- Collects VHF radio, checks channel 71 and lock.
- Do Radio check with OOD.

- Stay in contact with ALL boats on water at all times via radio channel 71. Communicate over radio as required using correct radio protocol. Name yachts by their sail colour, not their boat name.
- Is responsible for general supervision and safety checks of participants embarking and disembarking boats.
- Is responsible for communication with skippers regarding returning to dock to change clients and when required to return to pack up.
- Is responsible for deciding and communicating with Dock Assistants to move additional client to and away from the lower landing.
- Clients MUST NOT move down to lower landing before boats are ready for them. Dock Manager needs to be constantly minimising numbers of volunteers, clients and carers on the lower landing.

### **Dock Assistants**

- Responsible for dock control as necessary or as directed by the Dock Manager.
- Waiting Area for clients and carers is near the landing ramp south of the access gates beside the red trolley on the hard stand. Waiting area is NOT on the lower landing and jetties.
- Yachts are to be secured fore and aft to ensure boat is hard against dock fender when loading and unloading Clients and Skippers
- The yacht painter is to be hitched at 600mm so bow is not too close allowing the stern of the yacht to be held tight.
- Stern to be held firmly by boat hook on the red spectra traveler, NOT on steering lines. This ensures best position for crew movement and assistance, where yacht is parallel and alongside lower landing.
- For departing yachts, the painter should be thrown UNDER the jib sheet. Gently push the departing yacht with a boat hook held against the mast.
- Wheelchair sailors are boarded using C Crane at head of A-2 berth. Only experienced volunteers should operate this procedure – please see appropriate U-Tube videos and C-Crane Management document.

### **303 Skippers**

- In general Sailability operates in the defined area of the marina. This is between the marina and a line between the green buoy at the Western end and the yellow buoy at the Eastern end.
- Permission from the OOD is necessary to sail either alone or with clients beyond the green buoy. A safety boat must be in attendance.
- At no stage should skippers sail on the beach side of the East West line between the yellow and green buoy as the sailing water here is too shallow and yachts will run aground due to their deep keels.
- Rig number of Hansa 303s according to OOD instructions.
- Remove and stow covers on Jetty.
- The masts with furled sails are stowed in the large locked tubes under the Travel-lift Track. They should be stowed head first. To select a main mast rotate them all until the desired one comes to the top, then lift it out.
- Match the sails to the correct 303, using the name which is etched on the main mast base.
- Install masts ensuring main mast engages at mast step to avoid potential damage, tightens mast at base by rotating wheel.
- Install Rudder Blade in stern casing. Install Rudder Pin where fitted.
- Slide yachts to C Cranes for keel lowering.
- NEVER board boat while keel is raised. The 303 is most unstable in this position.
- Once keel is in place, secure it with the locking pin. Attach boom to mast, ensuring gooseneck is secured by leading the tie once round mast and use two half hitches on boom.
- Unfurl main, attach Outhaul at Leech and tighten.
- Unfurl Jib and attach sheets.
- Set mainsail reef if required and tighten mast clamp.
- Collect VHF radio, check it is set to channel 71 and is locked.



- Skippers are reminded to do all possible to protect gunwale rubbers from hooking under hard edges of marinas. Where possible approach at dock fenders.
- Skippers are reminded not to sail too close to boats in the marina as many boats have engines raised and sharp edges which can tear sails and cause other severe damage to the boat in the marina and/or the Hansa yacht. Beware a Lee Shore (where wind is from the East/South-east towards Marina) as it is easy to be blown onto moored boats.
- Skippers are reminded to flatten sails during gusts by spilling the wind. This is most effectively carried out by releasing the main sheet. During strong winds care must be taken when pulling in the main sheet as pressure of the wind in the main sail has caused the Hansa yacht mast to snap.
- Perform radio checks with OOD and Dock Manager for radio clarity and for permission to launch.
- Keep radio communications to a safe minimum according to radio protocols
- Follow OOD and Dock Manager instructions at all times.
- When sailing to the lower landing to pick up clients bring the yacht in slowly, head to wind.
- As skippers have radios it is wise to alert the OOD to your potential arrival so that dock volunteers may assist you and your client.
- Return to lower landing when asked over radio by OOD or Dock Manager.

### **Stowing boats at the end of session**

- Reef and tie the sails with the cords.
- Stow all sheets loosely and coiled on seat to enable them to dry.
- Remove the keel locking pin. NEVER stay on board while keel is being raised. The 303 is most unstable in the raised keel position.
- Lift the keel with the crane, and pin with the long orange plastic rod
- Stow the rudder carefully in the cockpit.
- Loosen the Mast Control wheel but leave the Mast in boat for its removal when on the Pontoon.

- Stow the jib and main sheets neatly (untangled) on the Hansa seat to keep them dry during storage.

### **Loading and unloading of sails**

- The masts with furled sails are removed on the Mooring Pontoon and stowed in the large locked tubes under the Travel-lift Track. They should be stowed head first. To select a main mast rotate them all until the desired one comes to the top, then lift it out.
- Match the sails to the correct 303, using the name which is etched on the main mast base.
- Leave boom central in yacht with mainsheet pulled on but not cleated .
- Ensure jib sheet is draped IN FRONT OF MAST BASE to avoid need for a re-thread when rigging.
- Fit rain cover board and shade cloth sun cover tucking the 'hem ' under the gunwales. No need to hook the shock cord under boom or rudder.
- Secure 303 to dock using snap hook and the painter.

### **C-Crane Manager**

- Refer to separate procedure, "C-Crane – Operating Instructions-Clients" which includes Hoist Familiarisation, Preparing to Transfer Sailors and Transferring a Sailor. Copy held on red Trolley.

**Radio Operating Procedure:** Refer separate procedure.

### **Emergency Procedures**

- **RESCUE FROM THE JETTY**

This is the most likely emergency. Throw the lifebuoy, and then haul out the person using a number of helpers. If this is not possible, the shallow draft rescue boat crew should hold the person alongside and move to shallow water near the shore. Walk the person to safety.

- **ON-WATER**

For any concern, problem of or with a client, boat equipment failure or accident, grounding, or any other incident:

- Immediately call for help from Safety Boat. If radio does not respond, Yell and wave for help.
- Immediately head the yacht toward the Dock if still under way.
- Remain calm. Problems are resolved faster that way.

As necessary, the safety boat and crew will assist by ramping along-side, towing, assisting with the Client, untangling lines, or take any other actions to resolve the problem and assist in returning the boat back to the Dock if requested by its Skipper.

### **Sailing Day Preparation Timeline:**

Prior to each Tuesday sailing session the following activities timeline will be followed:

- Tuesday Prior: Program Coordinator announces OOD's for next 2 sailing sessions.
- Thursday Prior: Program Coordinator issue newsletter text to Sailing Office.
- Friday Prior: Sailing Office add text to BYS letterhead and issue to the Sailability email list.
- Sunday Prior: Volunteers registrations due to volunteer Coordinator by 5pm. Client registrations list issued by Sailing Office to Clients Coordinator.
- Monday Prior: Volunteers and Clients Coordinators issue Volunteer and Client attendance lists to OOD and Program Coordinator. OOD decides on GO/NO-GO and issues WhatsApp messages to Volunteer and Client Lists.
- Tuesday Sailing Day: Volunteers start from 9.30 am and Clients from 10.00 and 11.00am. Lunch at 1.00pm. Day managed by nominated OOD.

### **3. Communications**

The Sailability Program Coordinator and The Working Group will communicate with Volunteers and Clients as follows:

- Volunteers will be issued a Newsletter, generally weekly, during the sailing season. It will be prepared by the Coordinator and issued each Thursday to the Sailing Office for issue to volunteers each Friday afternoon.
- Each Monday morning that weeks OOD will issue a GO/NO-GO message to all volunteers who accept to be on the Volunteers WhatsApp system, and a separate message to all Carers/Clients listed on the Clients WhatsApp system. Please look for this message if you are concerned there may be a cancellation of the next days sailing.

- All Volunteers are required to register with the Volunteers Co-ordinator by Sunday evening their proposed attendance for the next tuesdays sailing.

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