



**Yachting New Zealand
Club Rescue Boat Standard Operating Procedures
Version 3
December 2017**

Vessel Limitations

This SOP applies to all vessels operated under the club's authority.

Regulations and Give Way Rules

All skippers of club vessels shall comply with the relevant local Navigation Safety Bylaws the relevant sections of the Maritime Transport Act 1994

(<http://www.maritimenz.govt.nz/About-us/Legislation-and-regulations.asp>).

All skippers shall obey the right of way rules prescribed in the International Regulations for Preventing Collisions at Sea.

Power vessels should pass left to left (port to port). Vessels should travel at a speed of 5 knots or less within 200m of shore; only in an emergency can this be exceeded. Keep well clear of commercial traffic, guidelines will differ from area to area as to distance. Stay out of commercial shipping channels. Monitor speed and take early and substantial action to keep well of other vessels.

Refer to Yachting New Zealand Club Rescue Boat Skipper Training Guidelines.

Skipper Training / Competency

All skippers shall meet the **ONE** of the training/competency requirements of Yachting New Zealand listed below:

- Completed the YNZ Club Rescue Boat Skipper Training Programme and assessment
- Have been assessed by a recognised trainer at a club to meet or exceed the level of the YNZ Skipper Training Programme
- Have completed another recognised training programme including the CBES Club Safety Boat Skipper and RYA Powerboat Level 2 qualifications

Alcohol and Drugs

No alcohol or illegal substances are to be consumed on board or within 10 hours prior to operating a club vessel.

Vessel Equipment

All vessels shall comply with the current YNZ Vessel Equipment Requirements.

Hazard Identification

Each club has its own unique hazards both on the water and in and around the club. Each club shall identify on water and shore based hazards as part of the club's risk management planning.



VHF Radio

Check which channel(s) the yacht club operates on. When transmitting hold radio out of wind, call person, or boat name, you want to contact (up to three times) and your name, or boat name (up to three times). Use radio only when required. Ask the race officer permission to leave the course for any reason. Be aware if the club has radio procedures for emergencies.

VHF operators shall hold a Maritime VHF Radio Operator Certificate.

More information on the use of VHF Radios can be found in the Maritime New Zealand Radio Handbook found here <http://www.maritimenz.govt.nz/Publications-and-forms/Commercial-operations/Shipping-safety/Radio-Handbook.pdf>

Other useful information can be found in the Maritime New Zealand publication Safer Boating: an essential guide, found here <http://www.maritimenz.govt.nz/Recreational-Boating/Publications/Safer-boating-essential-guide.asp>

Fuel

Check if the engine is a four stroke or two stroke engine. Never leave shore unless tank is full. Where possible take spare fuel.

Bungs

Some boats do, and some don't have bungs, always check that the vessels bungs are secured if fitted.

Tube Inflation

Ensure Inflatable boats are adequately inflated. The tubes should be quite firm (Often RIB's are underinflated).

Clothing

Inflatable's are wet boats and yacht racing is sometimes held in rough conditions where you cannot just come in when you want, so make sure you have good wet weather gear on board even on calm days.

Manning

Rescue boats should have two people aboard. Coach boats may be manned by one person.

Basic boat handling

Refer to YNZ Club Rescue Boat Skipper Training Guidelines

Launching Boat

Slipways and ramps can be slippery. Do not unhook the vessel from the winch or trailer until the vessel is in water as it can.

Observe 5 knots max speed within 200m of shore unless it is an emergency.



Retrieving Boat

If in waves, be sure not stand between the vessel and the trailer when hooking up. In surf conditions it is safer to beach boat and winch on to trailer. **[Each club will have their own system of how they want the boats retrieved insert here]**

Laying and Retrieving Buoys

Refer to YNZ Club Rescue Boat Skipper Training Guidelines

Assisting yachts in difficulty

Refer to YNZ Club Rescue Boat Skipper Training Guidelines

Removing a sailor from their boat

In extreme conditions a sailor may need to be removed from their boat. Some sort of identification needs to be left attached to the boat (most clubs use pink ribbon, a china marker or orange danger tape) to let other rescue vessels know the sailor is accounted for.

When pulling sailors from water use life jacket shoulders or lift sailor from the back under arms.

Missing sailors

A yacht without a sailor is an **Emergency**

Actions

1. Check that sailor is not trapped underneath yacht.
2. Scan areas visually and pair up sailors and yachts.
3. Advise shore base and Race Officer "Sailor Missing, Sailor Missing".
4. Drop a marker buoy and secure the yacht to the buoy.
5. Give accurate position with reference to course marks and report the yachts sail number.
6. Do not put on "Crew Safe" tape on yacht until sailor is positively identified as being safe and the sailor's location is known.
7. Start a search up wind over a 60° triangle from the mark for a distance of 200 meters. Observers standing if possible and check other yachts for 2 people on board.
8. Race Officer will dispatch other available rescue boats to the area.
9. Start downwind search over 60° triangle from mark for a distance of 200 meters. (Beware not to run over sailor while searching for them)
10. If the search is unsuccessful at this stage the Race officer may abandon the race and allocate rescue boats to the area.
11. Shore Base to advise Authorities.
12. Mark laying boat will take GPS co-ordinates of anchored yacht and under the guidance of the race officer co-ordinate a grid search utilising as many boats as possible. This will be done by forming a line of boats 20 meters apart and sweeping upwind factoring in wind and tide directions.
13. If unsuccessful this processed to be repeated in a down wind direction.
14. During this period the Shore Base to check sign on/off sheets and record all boats coming ashore.



15. If still unsuccessful form up at right angles to the course and sweep again.
16. Search to continue until successful in conjunction with the authorities.
17. Debrief in conjunction with the authorities.

Sailors signed off

Clubs shall have in place a sign on/sign off system for recording when sailors are on and off the water. The club / race committee shall be notified of the sail number of any boats rescued and towed in to shore.

Engine flushing and wash down

Refer to club maintenance procedures

Basic Outboard Motor Troubleshooting

Refer to YNZ Club Rescue Boat Skipper Training Guidelines. For more serious problems refer to the Club's officer in charge of rescue vessels

Additional training for rescue boat skippers can be organised through local outboard mechanics.

First Aid:

At all times there shall be a certified first aider on site at the club.

YNZ recommends that there be a certified first aider on the water.

Where possible instructors and coaches should complete a first aid course. Clubs could alternatively organise a doctor or medic within the club to run an information session for all rescue boat personal covering the five most likely situations: hypothermia, laceration, concussion, broken bone/dislocation, sailor face down in water.

Maintenance Plan and Log

Clubs should have a maintenance plan in place for all club owned vessels to help prevent mechanical failures and ensure the boats are maintained in good working order (including regular visual inspections of the vessel and equipment, servicing schedules and an asset replacement plan)

Clubs should keep records of maintenance carried out on all vessels.

Accident and Incident Reporting

Information on reportable accident and incidences, definitions, FAQ's and reporting forms can be found at the links below:

<https://www.maritimenz.govt.nz/commercial/safety/accidents-reporting/>

<https://www.maritimenz.govt.nz/commercial/safety/accidents-reporting/definitions.asp>

Clubs that are also a PCBU (Person Conducting or a Business Undertaking) will need to be aware of the duty to report a notifiable incident or event under the Health and Safety at Work Act. Information on this can be found here: <https://worksafe.govt.nz/notify-worksafe>