



Yachting New Zealand

Safety Plan

for

2023 NZ Youth Champs

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1. Introduction

This Health and Safety Plan is for the NZ Youth Championships including Setup and Pack Up).

The event has 79 competitors who will compete in our youth classes on two courses.

The event management both on shore and on the water will be managed by volunteers and employees of Yachting New Zealand. All parties are committed to providing a safe and enjoyable onshore and on- water environment for competitors, officials and volunteers.

The scope of this document is to:

- Establish the lines of communication for both operational, incident and emergency situations
- Establish safety procedures, incident, and emergency response plan
- Competitors, officials, and volunteers will have access to a copy of this document via briefings, the regatta website and the event app.

2. Event Programme

The event comprises three phases:

Phase 1	Set Up	Thursday 28 th September 2023
Phase 2	Competition	Thursday 28 th September 2023 to Monday 2 nd October 2023
Phase 3	Pack up	Monday 2 nd October 2023

Phase 1: Set Up

Activity	Process	By
Set up equipment	YNZ staff will deliver most of the coach boats and race management equipment to venues. Sailors will begin to drop boats at venues and rig up.	Staff / competitors

Phase 2: Competition

Date	Time	Activity
28 th September	1200-1600	Competitor Registration Competitor Measurement
29 th September	1100 1300	Competitor Briefing Racing Begin
Each day from the 29 th September to the 2 nd of October	1100–1600 approx.	Racing

Phase 3: Pack Up

Activity	Process	By
Equipment removal/ venue pack up 2 nd October	Remove regatta equipment for yacht club and pack up. Final clean up of the area.	Yachting New Zealand Staff.

3. On Shore Site Plan

The event will take place at the Royal Akarana Yacht Club and the waters off Bean Rock.

4. Event Management Organisation

YNZ Event Manager - Sam Mackay 027 3811 090

Principal Race Officer (PRO) – Ian Clouston (International Race Officer) 0274947531

Course Race Officers (RO):

- Paul Davies: 0212527882 (Bravo Course)
- Steve Pyatt 021893887 (Alpha Course)

Lead on water safety:

Alpha Course:

Geoff Woolley: 021701922

Bravo Course:

Nathan Handley: 0272445719

5. Communications

Event Director Sam Mackay, PRO Ian Clouston, RO on courses

Communications are in two forms.

Mobile Telephone - all Personnel

VHF for on water communications and ship to shore

On Shore Communications

The main activities to be managed from a Health and Safety perspective are:

Movement of RIB's for launching and retrieval.

Movement of sailing boats to the beach and return

On Water Communications

On water communications are primarily VHF with each course having its own channel. The Race Course Officer has a direct link to his mark vessels and the course safety vessels. Each course has a direct link to the PRO onshore through its operating Channel.

VHF Channels:

Course A: 77

Course B: 17

The backup to the VHF channels is by cellphone.

In the case of an evacuation from the water the safety lead is called in to direct proceedings to make all arrangements ashore to receive whoever is to be evacuated.

On water emergency evacuation procedures are detailed in the On - Water Safety and Emergency Plan (Section 13).

Communication to the entire event will be done through the official noticeboard online at:

<https://www.yachtingnz.org.nz/nzl-sailing/youth-sailing/2023-new-zealand-youth-championships>

And through the regatta WhatsApp group.

6. Medical

Designated Safety Lead and course safety vessels will assist with on-water evacuations and delivery of the injured person to shore for hand over to the ambulance as required.

RAYC has a defibrillator. It is in a bright yellow box on an outside wall. The access code is available in an emergency by calling 111. It is also registered with the online AED locations site <https://aedlocations.co.nz/>.

Both venues primary first aid kits are onshore in the Race Office. There will be grab bags for each mark and safety boat. Hospitals are nearby and are open for emergencies 24 hours a day.

The Race Office located in the Royal Akarana Yacht Club, will have a list of both on-shore and on-water volunteer's names and phone numbers with medical training that will assist if required.

"If life is at risk, dial 111"

EMERGENCY SERVICES

- Ambulance, Police, Fire: phone 111
- Auckland Civil Defence: 0800 222 200
- Coastguard *500 from a mobile phone
- Harbour Master: 0800 80 60 40 or 362 0397 (Ext 0)
- Auckland Council Hotline: (09) 301 0101
- VHF Channel 16

7. Traffic Management

Boats are to be dropped off in the rigging area at the beginning of the regatta and there are no roads close by. Venue access to the rigging area will be limited.

8. Fire Safety

The Royal Akarana Yacht Club has a Fire Evacuation Plan.

In the event of a fire the building occupants will be alerted to a fire emergency by:

- Signs of fire
- Verbally by others
- A fire alarm sounding
- If a building occupant discovers or are informed of a fire:
- Follow the emergency procedure notices located throughout the building

Notices inform occupants of the procedures to follow when warned of a fire in the building:

- Evacuate the building via the nearest fire exit
- Verbally warn all occupants of the building & activate fire alarm
- Call the New Zealand Fire Service - dial 111
- Assist those needing help once egress routes are clear
- Follow instructions from wardens

- Assemble in the designated assembly area

10. Security

A local company has been contracted to provide security for the venue from 1900hrs to 0700hrs once boats and equipment are on site until it is all removed.

11. On Shore Contingency Plans

Traffic Hazard

Preparation:

Traffic is managed by Volunteers to facilitate the safe movement of official vessels from the boat park to the beach via the boat ramp. There is the likelihood of local residents wanting to launch and retrieve trailer boats during the regatta.

Response:

When there is any activity, all people associated with the event will follow the instructions of those volunteers identified in Hi Vis vests who will be directing tractor drivers, moving Official vessels, when it is safe to move to the ramp.

Site Incident/ Injury

Preparation:

The PRO and event manager will be the first response to any incident that may occur in the Boat Park, Roadway, or the beach areas. These people will also receive any injury from on the water and either attend to or make arrangements for further treatment.

Response:

Assess the situation and check for further hazards that may escalate the incident.

Inform the Safety Officer with:

1. Location of incident
2. Nature of the incident
3. Type of injuries
4. Any hazards present
5. Emergency access if required

Ensure clear safe access for emergency vehicles is maintained

Document the incident, take photos

Safety Officer will decide whether onsite resources are sufficient or whether additional support is required

Antisocial or Aggressive Behaviour

This could be an incident involving officials, volunteers, competitors or the public. Any aggressive behaviour should never be countered with the same aggression but attempts must be made to diffuse any developing situation with an assertive attitude.

Response:

1. Anyone having to confront such a situation should respond by listening to such a complaint. Aggression will be made worse by ignoring or not taking seriously a complaint or if an aggressor becomes confused
2. Learn to recognise potential aggression then act to diffuse it before it escalates
3. Don't allow oneself to be provoked or drawn into an argument
4. Above all else do not make physical contact with an aggressor unless completely unavoidable.
5. If confronted with an aggressor and you feel it is escalating advise the person that you are now calling for security or supervisor.
6. Inform Regatta Director of, the situation, level of aggression, number involved and ask for backup.
7. Use good clear speech if confronted so the aggressor understands you are trying to help by being assertive, accurate and brief with your communications
8. Don't let a third party become involved
9. If the situation does appear to be getting serious and beyond control of those in support inform the Police.
10. As a last resort use minimum force to defend oneself.

Tsunami



Preparation:

In the case of an impending tsunami, warning messages and signals can come from several sources – natural, official or unofficial.

Natural warnings

Natural warning signals may be the only warnings possible for local or regional source tsunami.

Examples of natural warnings include:

- Strong earthquake shaking (i.e. it is hard to stand up)
- Weak, rolling earthquake shaking of unusually long duration (i.e. a minute or more)
- Out of ordinary sea behaviour, such as unusual and sudden sea level fall or rise
- The sea making loud and unusual noises, especially roaring like a jet engine.

Response:

When experiencing any of the above go immediately to the safest higher ground or, if the surrounding area is flat, go as far inland as possible, evacuating all coastal areas. The first wave may arrive within minutes. Once away from the water, listen to a local radio or television station for information from local Civil Defence about further action you should take.

Even if you do not feel shaking, if you learn that an area has experienced a large earthquake that could send a tsunami in your direction, listen to a local radio or television station for information from the local Civil Defence about action you should take. Depending on the location of the earthquake, you may have a number of hours in which to take appropriate action.

Official warnings An official warning from Civil Defence Emergency Management may be given through radio or television broadcasts and emergency services. Warning may also be through siren, telephone, text, loud hailer or other local arrangements. Event officials may receive warnings from one, or several sources. Respond to the first source; do not wait for more messages before you act.

Terrorist or Bomb Threat

It is most unlikely that we would experience a terrorist or bomb threat.

Response:

If you are the recipient of a call threatening disruption of the event or a bomb threat

- Make a note of the time of the call
- Try and note the caller's exact words without any interruption

- Immediately inform the Safety Officer or the most senior Official who will in turn call the Police if the threat is onshore and the Maritime Police Unit if on the water.
- If a bomb threat clear the area where it has been indicated it will be positioned
- When Police arrive advise the area cleared of people and show where to locate

If a suspicious package is found:

- First advise the Event Manager who will make the decision to Inform the Police
- Clear the area around the package by at least 200 metres.
- Switch off all electronic equipment within 100 metres of any package
- Do Inform First Aid and other resources if required.
- Do not attempt to touch or remove it.
- In the case of an explosion quickly assess if any injuries and attend to any fires. Remove any injured to safe area and treat

12. On Water Safety and Emergency Plan

Responsibilities

Competitors:

- To read the sailing instructions
- Make their own decision whether to race
- Are responsible for the wellbeing of their fellow competitors should a safety boat not be in the vicinity to assist
- Shall wear approved personal flotation devices at all times while afloat as identified in the Sailing Instruction.
- Complete “check out” and “check in” procedures as per Sailing Instructions.
- Be aware of any dangers in their specific launching venue.
- Understand that if they need help in the water, they should wave one arm with hand open. If no assistance is required, the arm should be waved with a closed fist.
- Understand what to do in adverse visibility – see vii below
- Understand what to do in strong winds – see viii below

Regatta Manager and PRO – Sam Mackay and Ian Clouston:

- Organise and run briefings as necessary with a focus on safety for:
 - Competitors
 - Course Race Officer
 - Safety Officer and course Safety Leaders
 - Bridge and course radio operator
 - Results team
 - Shore personnel
- Obtain weather forecasts, make known to Race Officers and Safety Leaders

- Decide whether to race in consultation with course Race Officers and Safety Officer
- Develop, make known and follow the Emergency Plan
- Identify hazards both ashore and on the water, make known on official notice board and at the briefings
- Oversee the day to day running of the racing

Safety Leads:

- Lead the safety vessel team on each course
- Liaise with the PRO, regatta director, course Race Officers
- Oversee single incident events and rearrange resources accordingly
- Assume control of safety incidents involving more than one competitor or where resources need to be reallocated

Course Race Officers:

- Decision to race
- Communicate with the water Race Management Team – Signal vessel, Start Pin, Mark vessels, Finish and Finish Pin
- Lead the race management team for that course area
- Apply World Sailing Race Management Policies for fleet racing
- Monitor the fleets on their course area
- Liaise with Safety Leads to ensure everyone is safe

The Weather

- Forecasts will be obtained from MetService and Predict Wind.
- Committee Signal boats use on board wind speed and direction measurement equipment and receive updates during the day from mark boats using handheld anemometers and hand bearing compasses.

Limits for racing – as per World Sailing policies:

- lower wind speed 4 knots Wind
- upper wind speed 25 knots

On the Water Procedures

The safety of the course area is the responsibility of the Course Race Officer in conjunction with the Safety Leader from the time the first race management boats go afloat until all boats are off the water.

Race Management

Race Management Boats:

All vessels will be crewed by people who have experience at club level.

Personal floatation devices must be worn on all boats six metres or less (overall length) at all times except, briefly while changing or adjusting clothing or personal equipment.

When the engine is running the driver shall be connected to a device that will stop the motor if the vessel driver falls out of the boat or is otherwise not in control of the vessel.

Race management vessels will carry following equipment:

- Life jackets for each crew
- Anchor chain and warp
- Tow rope
- Bailer (Bucket and lanyard)
- Tools, shackle key on float and a sharp knife
- "Crew Safe" yellow ribbons
- First Aid Kit and sunscreen
- Clipboard, pencil, and list of competitors
- VHF Radio – batteries to be fully charged each day
- Fuel – checking refueling each day is skipper's responsibility
- Food and drink
- Fresh drinking water

Race Management & Safety Communications

Each race management vessel shall have a VHF radio with a designated Call sign and, if available, a mobile phone. The Royal Akarana Yacht Club (shore based communication control center) shall monitor ALL channels.

The primary method of communication on the water will be by VHF, with each course designated a channel.

In an emergency – when notified by the PRO, all vessels and shore personnel will listen on the nominated VHF channel.

Race Committee vessels will each be designated a call sign reflecting their role on the course:

Signal Boats (A/B) Course Race Officer

Start Pin

Finish

Mark (number)

Safety (number)

All race committee vessels will check in with the beach marshal soon as they leave the shore. This transmission should confirm the number of crew and any changes to the roster. When they arrive at the course they should check in with the Course Race Officer.

Decision to Race

The Course Race Officer in conjunction with the PRO and the Safety Leads will consider whether conditions are appropriate for racing.

Safety Boat Launching

The Course Race Officer will confirm that racing will proceed and the time of the first warning signal. The on shore manager will ensure that sufficient safety boats are on the water ready to escort the fleet to the racing area prior to sailors leaving the beach. AP may be displayed over a fleet class flag to ensure that launching is managed in an orderly fashion.

The Safety Lead of each course area will designate which vessel will shepherd those leaving the beach first and which safety boat will be designated to escort the last that leave the beach. The remainder of the safety vessels will be spread throughout the fleet.

The Royal Akarana Yacht Club via the registration team will supervise the checkout procedure and inform the Course Signal vessel of the number of boats that leave the beach and the sail numbers of those that remain ashore. The PRO will communicate with the Signal vessel the time of the first and last boats to leave the beach.

[Safety and Mark Boat Procedures](#)

Positions Relative to Fleet

When racing begins the safety vessels will take up their allocated positions. Safety vessels should keep their speed down and not travel at the same speed as the sailors. In normal circumstances all race committee vessels will keep 50m clear of the racing boats. While the primary responsibility for the safety of racing boats is the safety vessels, the mark vessels and other race committee vessels will also share that role if required.

During racing mark vessels will be stationed at the mark that they lay. A sequential list of competitors rounding each mark will be recorded and tallied with the entry list. Any discrepancy should be communicated to both RAYC and the Safety Leader. Keeping track of the racing fleet is a significant aspect of the safety plan.

Incident Procedure

Safety and mark vessels should be vigilant in watching the fleet and responding to anything unusual such as a flapping sail, a boat sailing haphazardly, a capsized boat or signs of hyperthermia. In the first instance a check should be made that the sailor is attempting to remedy the situation. If so, it is likely no further action will be needed. Sometimes approaching the boat and standing by will be the best course of action.

If the boat is capsized then the nearest safety vessel should proceed to stand by close to the capsized boat. Assistance will only be given if the competitor requests help or if the situation makes it obvious assistance is required. Competitors who require assistance should wave one arm with hand open. If no assistance is required, the arm should be waved with fist closed.

If the sailor cannot be seen, a safety vessel will proceed to the boat as safely and quickly as possible, being mindful of the safety of the rest of the fleet.

Remember: The first thirty seconds in a response where life is in danger is the most important.

If illness or injury requires a sailor to be taken ashore immediately, tie a yellow "Crew Safe" ribbon through the boats bow eye. Tell Bridge and the Safety Leader that you need to bring a sailor ashore urgently. Tell Bridge about the injury or illness so the relevant emergency services can be informed.

Procedures for assisting a boat in distress

- Approach and account for all crew
- Stand off to windward, stern to the wind (sea state permitting)
- Ascertain whether the crew require assistance
- Encourage sailor to right the boat
- Collect up loose gear which may be floating around

- If required to assist approach the bow of the boat with your stern to the wind holding position with minimal use of motor
- Assist righting the boat keeping the yacht's bow to windward
- When holding or approaching an upright boat make contact on the windward side alongside the mast
- Help hold the boat almost head to wind (slightly to one side so the boom is clear of the cockpit until the skipper is ready to continue.

Procedure for boats returning ashore

Safety vessels will escort boats returning to the beach and standby. On the beach the registration team will independently create a sequential list of boats returning to the beach. This list should be tallied with the entry list. Once it appears all boats are ashore, any discrepancies should be resolved by checking the wrist bands on the tally board and if there is still a discrepancy a call is made for the unaccounted sailor(s) over the App. When all boats are accounted for the PRO will inform the Course Race Officer who with the Safety Leader will release the safety fleet to come ashore.

Procedures for boats retiring

Boats that retire from a race or return to the beach should notify either a race management vessel if practicable or the beach marshal immediately when they get ashore. The Race management vessel or the beach marshal will immediately inform the Signal vessel, Safety Leader and the registration team so the boat is accounted for in the check in procedures.

If a boat is disabled and requires a tow back to shore a race management vessel should inform the Signal vessel of this requirement. The Race Officer will determine whether it is safe for this to proceed or will make some other arrangement for the disabled boat. (e.g. anchored or tided up behind an anchored boat until the overall safety of the fleet allows release of a boat to undertake the tow).

Procedures for towing

- Do not offer a tow unless specifically requested to do so by the race officer. If whole of fleet towing is to be allowed, flag T will be displayed either on shore or on the race committee signal boats.
- If possible, drop the mainsail
- If possible, have the sailor in the boat to steer
- Thread a towrope through an eye on the bow, loop around the mast and give to the sailor to hold on to – for quick release.

- Tow slowly (less than 8 knots) so as not to cause the boat to capsize, adjust length of tow to be on the back of the wave behind the boat
- Lift the centerboard
- Be aware of exhaust fumes affecting the sailor
- Always keep a watch on the towed boat

Adverse Weather

If adverse visibility arrives prior to a race, racing will be postponed (AP) and the safety and mark vessels will endeavor to keep the sailing boats close together centered on the starting area. If conditions are expected to remain then AP/H will be displayed to take the fleet ashore.

If adverse visibility arrives during a race such that racing is unsafe or unfair the race will be abandoned RRS 32.1(a) e.g. (N/H or N/A). Boats will be informed at each mark or the finish and will be requested to stop and stay close to the mark or safety vessel. These boats will be counted, and Bridge and the Race Officer informed how many boats they have. If all boats are accounted for then each group will proceed ashore with boats always keeping in sight of each other. Towing may be appropriate. If some boats are unaccounted for a search will commence using some of the safety vessels.

If a competitor cannot see a race management vessel or a reference point, they should stop, stay with any other boats they can see and use a whistle to attract attention.

Strong winds

If strong winds arrive before racing, the race will be postponed, and competitors will be sent ashore (AP/H). If strong winds arrive during racing making the race unsafe or unfair the race will be abandoned (N/H or N/A). This signal will be duplicated on mark vessels. Safety vessels and mark vessels will gather up a group of about ten boats and escort them back ashore. Jury vessels will bring up the rear noting any boats that are slow or who get isolated from their group. The signal vessel will remain on afloat until all boats are ashore and accounted for.

Emergency Procedures Injuries Requiring Medical Treatment

Injuries to persons involved in any incident should be responded to by the closest available safety vessel. If it appears that ambulance attendance will be required, the request for such is to be made via the beach marshal who will advise the Ambulance at the First Aid Centre. The beach marshal will advise the PRO who will coordinate.

Any injury requiring off-site assistance will be coordinated through PRO and Ambulance.

Unconscious / Significant Injury – Code Red Immediately inform the Course Race Officer and Safety Leader of your position:

“Code Red, Code Red, this is Safety Boat X and report position three times. e.g., right hand side of the course two thirds up the beat”

Give an accurate position with reference to course marks and report the yacht number.

At the same time ensure the sailors head is clear of the water, this may necessitate one of the safety vessel crew going in the water. If possible, get the sailor aboard the RIB and assess symptoms. If not breathing commence CPR.

The Code Red response requiring water evacuation:

- Course area Safety Leader immediately makes its way to the scene
- Safety Lead dispatching another Safety Boat to the scene
- Safety Lead assigns a safety boat for water evacuation
- Safety vessel crew on route to Ambulance
- The Safety Leader advises Bridge who puts on shore medic/ambulance on standby
- On shore manager will notify Maritime Police if assistance required

Sailor Missing - Code Red

A boat without a sailor is an Emergency If the yacht is capsized:

- Right the boat to ensure the sailor is not trapped underneath
- Immediately scan the area and pair up sailors with their boats
- Drop a marker buoy and secure the boat to the buoy, if available
- Press the MOB function on your GPS if you have one
- DO NOT put a “Crew Safe” TAPE on the boat until the sailor is positively identified as being safe and the sailor’s location is known.

Immediately advise RAYC and the Safety Leader:

“Code Red, Code Red, Sailor Missing, Sailor Missing this is Safety Boat X my position is” report three times.

e.g., right hand side of the course two thirds up the beat” Give an accurate position with reference to course marks and report the yacht number.

The Safety vessels to conduct a hasty search up wind over a 60° triangle from the mark for 200 metres, safety vessel crew standing if possible. Check other boats for more people than they should have on board. Then start downwind from the buoy a hasty search over a 60° triangle for 100 metres, safety vessel crew standing if possible.

The Safety Lead will dispatch other available safety vessels to the area immediately. The Safety Leader will request other resources from other course areas. While the search is proceeding the

Bridge will check sign-out and sign-in sheets and physically check if the sailors is ashore and verified missing.

If the Safety vessel search is unsuccessful the race will most likely be abandoned with N/H. Race Officer will determine the vessels required to shadow the fleet home. All other vessels will join the search.

Principal Race Officer will advise Maritime Police.

A Mark vessel will take GPS co-ordinates of the boat or marker buoy and co-ordinate grid search as directed by the Safety Leader. Any spectator vessels will be utilised. Form a search line at 20m centres (90 degrees to the wind) 200 metres downwind and centered on marker buoy. Conduct a sweeping search upwind to the top of course area.

If unsuccessful under the direction of the Safety vessel Leader:

- Reform the search line with all other available vessels to sweep whole course down wind
- Form up at a right angle to the course and sweep course again
- Form up at the top of the course and sweep down centered on the marker buoy
- Search to continue until successful in conjunction with the Maritime Police.

In the case of a missing person, the Maritime Police will be notified immediately. The Maritime Police will take over from the Safety Officer to co-ordinate the continued search and rescue.

The Maritime Police are the Search and Rescue Authority under the National Search and Rescue Agreement and the NZ Government. The Rescue Co- Ordination Centre (RCC) is located at the Maritime NZ and co-ordination of Marine SAR operations is conducted by qualified staff at RCC.

Debrief in conjunction with the authorities.

Drones

Only operators with written approval from the organising authority and with a drone operator certificate covering CAA Part 101 can operate a drone during the event.

10 Key Requirements of CAA Part 101

1. Always ensure that the aircraft is safe to operate.
2. Take all practicable steps to minimize hazards to persons, property and other aircraft
3. You must fly during daylight hours.
4. Give way to all manned aircraft.
5. Be able to see the aircraft with your own eyes (e.g. not through binoculars, a monitor, or smartphone) to ensure separation from other aircraft.
6. Not fly your aircraft higher than 120 metres (400 feet) above ground level.

7. Have knowledge of airspace restrictions that apply in the area you want to operate.
8. Not fly closer than 4 kilometres from any aerodrome.
9. Prior to flying in controlled airspace, obtain an air traffic control authorisation issued via the airshare My Flights tool.
10. Have the consent from anyone you want to fly above and the property owner or person in charge of the area you are wanting to fly above.

Incident Reporting:

An Incident Report Form shall be completed for any injury occurring on the water or on club premises that requires outside medical treatment. Incident forms are available at the Race Office. The report is to be submitted to the Event Manager.

APPENDIX A – Approx. Course Areas

