Aquatic Activity Operational Plan Template

RC (Remote Control) Sailing 30 August 2022 – 29 August 2023
Newcastle Harbour
Newcastle Cruising Yacht Club

PART ONE: OPERATIONAL PLAN INTRODUCTION
Newcastle Cruising Yacht Club's Radio Sailing Squadron intends to race RC (Remote Control) yachts on a regular basis all year round.

Regular RC Sailing is scheduled to occur year round on Tuesday and Sunday mornings. The group leader has initiated constructive dialogue with other local users of the waterway including rowing and paddling groups to ensure there are no clashes of significant events.

The group of 10, is expected to grow toward 20 remote control yachts in the coming season. There is also intention to host a weekend RC Regatta for approximately 20-30 remote control yachts occasionally throughout the season.

EVENT SCHEDULE
Racing is scheduled to occur on Tuesdays and Sundays from 10:00am every week year-round.

EVENT COORDINATION/MANAGEMENT
Emergency contacts can be found in the attached 'Emergency Response Plan.'

QUALIFICATIONS
Any racing will be overseen on the day by the nominated representative on the day – the Officer of the Day.

To drive an NCYC powerboat, we require a minimum of RMS General Boat License. However, boat drivers are encouraged to participate in Australian Sailing's Powerboat Handling course and/or Safety Boat Operator course which are specifically targeted at operating near small sailboats and dealing with an MOB or injured person in the water.

We will also work with the new Radio Sailing Squadron to aim to provide a minimum of 1 person trained in First Aid + CPR at the sailing venue on racedays.

PROCEDURES AND STANDARDS
Australian Sailing – Racing Rules of Sailing & Special Regulations

BRIEFINGS
The Officer of the Day will conduct a briefing prior to commencing racing each day.

SAFETY CRAFT, EQUIPMENT AND OTHER REQUIREMENTS
NCYC provides a small rescue boat for use by members to deploy race buoys, rescue sailing craft, and provide any other necessary support as instructed by the Officer of the Day.

INFRASTRUCTURE
NCYC has a collection of temporary buoys which are used for RC Sailing in Throsby Creek.

FIRST AID AND EMERGENCY SERVICES
NCYC will work with the RC Sailing group to aim to have a First Aider at the sailing venue each day.

The rescue boat carries a map/list of waterfront pickup locations to expedite providing a location with Emergency Services. See the attached (NCYC Safety Card). The rescue boat also includes a list of Emergency contacts to contact the Club to activate the Emergency Response Plan.

COMMUNICATIONS
Primary method of communication for onwater operations is VHF Ch 77. A suite of handheld radios is made available in the Club's floating shed. Alternatively, race officials will be provided with a list of mobile contact numbers.

INCIDENT REPORTING AND MANAGEMENT
For boats racing, if an incident occurs the Australian Sailing Racing Rules of Sailing have a standard procedure which involves lodging a 'Protest Form'. This form collects general information about the incident including a diagram, description, and witness contact details. Following this, a panel of (usually) 3 experienced sailors (Protest Committee) are presented with evidence from all parties. The 'Protest Committee' then identifies rules broken (if any) and assigns responsibility for any damages. It is also the Club's responsibility to report any significant incident relating to an activity associated with the Aquatic License using a VIR (Vessel Incident Report) form available on the Roads and Maritime website.

Additionally, for any powerboat incidents, there is an internal reporting procedure to be reviewed by the Board of Directors and, if required, reported to RMS where appropriate.

When an incident occurs on the water, it is the responsibility of the Officer of the Day to manage the situation. The attached Emergency Response Plan further examines this procedure.

CONTINGENCIES
NCYC has strict guidelines on weather conditions to maintain consistency in decision making by Race Officers.

Racing will be cancelled if:

- The BOM has currently issued a Storm Warning for the Hunter Coastal Waters
- The combination of sea, swell and wind conditions is deemed too dangerous by the Race Officer
- It is deemed that the capabilities of Race Officials are not sufficient to safely monitor the course
- There is lightning near the race area

In the event that all NCYC assets are required to focus their attention to a person in distress, all racing will be abandoned and attention given to vessel in distress as required. The Emergency Response Plan provides further information on this.

In the event that racing is cancelled, rescheduling may occur at a later date but is unlikely.

DEBRIEF
A debrief with the Rear Commodore, CEO, and Sailing Manager occurs after each major event has concluded. The findings of the debrief are reviewed by the Board of Directors and actioned by making changes to the to the running of future event. A report must also be issued to Roads & Maritime.

PART 2: RISK MANAGEMENT

Risk management is to be conducted in accordance with the principles outlined in AS/NZS ISO 31000:2009 (Risk Management: Principles and Guidelines), which stipulates that risk management should:

- create value
- be an integral part of organisational processes
- be part of decision making
- explicitly address uncertainty and assumptions
- be systematic and structured
- be based on the best available information
- be tailorable
- take into account human factors
- be transparent and inclusive
- be dynamic, iterative and responsive to change
- be capable of continual improvement and enhancement

Risks are managed through the use of a risk register that identifies the risks involved in an activity and the key controls which need to be put in place before the activity is undertaken to reduce those risks to an acceptable level. The aim is to reduce all Residual Risks to either a Medium or Low rating before holding the event. Organisers should be aware that during the event these Residual Risks ratings mean:

Medium – constant vigilance is provided by event officials and staff across these risk areas
Low – these risk areas are monitored by event officials and staff

Where any Residual Risks are rated as **Extreme** or **High**, further consideration of controls is required, or alternatively it may be better not to hold the event in its proposed form.

A template and step-by-step process for completing a risk register appears on the following pages. The completed risk register will be assessed by RMS Maritime Division staff during the Aquatic Licence assessment process. Where required, RMS Maritime Division staff will be made available to assist organisers in preparing a risk register, and to help determine what controls are best suited for the key risks.

RISK CONTROLS AND COMMENTS

Provide more detail on how the key/highest risks will be controlled, both before and during the event. Further general or specific comments regarding risks can also be provided here.

REMOTE CONTROL RACING – RISK REGISTER AND PROPOSED CONTROLS

Inherent Risk (what can happen if no controls are put in place)	**Likelihood**	**Consequence**	**Inherent Risk Level**	**Controls to be implemented**	**Residual Risk level** (after controls are in place)	**Person(s) Responsible**	**Brief Comments**
Collision resulting in damage	Possible	Moderate	Moderate Risk	Officer of the Day to monitor sailing area and maintain safe gap between race track and other aquatic activity.	**Low Risk**	Skippers are responsible the safety of their vessels. Additionally, the Race Officer of the day will be responsible for liaising with emergency services should their assistance be required.	Racing Rules of Sailing apply to all events and boats provided with details of possible locations and contact details to meet with Emergency Services.
Rescue Boat Capsize	Rare	Catastrophic	High Risk	Assess environmental conditions prior to racing and inspect rescue boat regularly. Each daily user to follow the Pre-start checklist. Boats to be provided are Polycraft boats – very stable dinghies.	**Low Risk**	Skippers are responsible for the safety of their passengers and crew.	Check BOM weather updates. All vessels subject to a comprehensive monthly inspection by NCYC staff.

Collision with vessels using Carrington Boat Ramp	Possible	Moderate	Extreme Risk	The boat ramp (including the floating jetty) should only be used for launching and retrieving vessels. Skippers should not remotely control their yachts from the jetty except for launching and retrieving. Additionally, the race track should be moved away from the Boat Ramp. The closest race buoy should be upstream of the nearby waterfront access stairs.	**Low Risk**	Skippers are responsible for the safety of their vessels. Officer of the Day to monitor launching area to minimise RC Sailors occupying the floating jetty and the Boat Ramp area.	
Collision with other aquatic activity	Possible	Moderate	High	The race track should be moved away from the Boat Ramp. The closest race buoy should be upstream of the nearby waterfront access stairs. The race track should aim to minimise proximity to other aquatic activities such as rowing and the outriggers who may require beach access and a training area further upstream.	**Low Risk**	Skippers are responsible for the safety of their vessels. Officer of the Day to monitor the race track to minimise RC Sailors proximity to other local traffic.	

Rescue Boat MOB	Rare	Catastrophic	High Risk	Drivers of all NCYC powerboats with an outboard engine are to wear a lifejacket and attach kill chord at all times when engines running.	**Moderate Risk**	Skippers of the vessels are responsible for this.	All vessels fully equipped with MOB retrieval methods, First Aid kits, methods of communication with emergency services, map/list of contact details for waterfront access points to coordinate meeting with Emergency Services.
RC Controller injury	Possible	Major	Extreme Risk	The Officer of the Day will identify the Designated Control Area. RC Controllers not to enter the public carpark area whilst in control of a vessel still on the water. RC Controllers to minimise time spent on the floating jetty to launch/retrieve their vessel at the boat ramp.	**Moderate Risk**	The Officer of the Day is responsible for identifying the Designated Control Area. Skippers are responsible for the safety of themselves and their vessels.	

Severe Weather	Likely	Major	Extreme Risk	NCYC has a strict policy regarding weather conditions when racing including: - No racing when a BOM Storm Warning is current - No racing when wind exceeds 30knts - No racing when lightning/thunderstorm can be seen - At the discretion of the Race Officer, racing may also be cancelled sooner when the combination of wind and sea/swell is deemed to be dangerous for sailors and/or mark laying personnel. - It is deemed that the capabilities of Race Officials is not sufficient to safely monitor the course	**Moderate Risk**	As per Racing Rules of Sailing, it is the skipper's responsibility as to whether he/she will participate (or continue to participate) in a race. Additionally, it is the responsibility of the Race Officer of the day to postpone or abandon racing in the event of severe weather.	

Approximate Area Map of Newcastle Harbour

Approximate RC Sailing areas