



**BALMAIN SAILING CLUB
2023-2024**

Club Racing & Events

INCIDENT MANAGEMENT PLAN

15 March 2024

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1 PURPOSE OF THE INCIDENT MANAGEMENT PLAN

The purpose of the Incident Management Plan (IMP) is to document and explain the roles and procedures Balmain Sailing Club (BSC) has put in place to manage any incident that may occur during an event or activity, which requires some level of emergency assistance.

2 OBJECTIVE

To provide a safe on-water environment for competitors having regard for both expected and unforeseen conditions

3 TERMS OF REFERENCE

This IMP:

- is relevant for club racing and regattas where BSC is the organising authority, including formal and informal events
- applies to BSC race officials, BSC members and all race competitors and guests
- is prepared to provide a plan for incident / emergency response during sailing races, for expected prevailing conditions involving normal race rescue procedures, and for emergency situations in extreme conditions where outside help is required.

This IMP provides the following:

- An overview of the types of incidents and emergencies requiring a response
- A description of who is involved in an incident response, their roles, and duties
- Recommended responses by BSC on-water and on-shore race officials
- Minimum safety requirements for the conduct of races.

4 INCIDENT SEVERITY

Incidents may be classified as **major**, **moderate** or **minor**. If there is doubt when assessing the level of potential crisis involved, it is safer to make a more severe initial interpretation of the situation. During an emergency, **the incident level may be escalated** by the Incident Manager due to deteriorating weather conditions, increased medical or injury risk, or increased danger to vessels. The table below provides a summary of incident severity levels.

Assessment	Description	Response
MINOR	Nil or minor injuries Minor vessel damage or disabled Vessels able to return to shore unassisted or with tow	On-water assistance IM on standby in case of escalation Club incident report to be filed (see Appendix 2) No further action
MODERATE	Injuries requiring medical assistance Damage to a vessel or property (>\$5,000) Vessels / crew able to return to shore unassisted or with tow Emergency services may be required	Immediate on-water assistance Incident Management Team put on standby by IM Notify Police (Emergency Services) RMS Incident Report required
MAJOR	Life threatening or serious injuries requiring hospitalisation, and/or One or multiple vessels in danger of serious damage or loss (>\$5,000), and/or Emergency services urgent assistance required	Immediate emergency response Activate Incident Management Team Notify Police (Emergency Services) Notify BSC Commodore / Directors RMS Incident Report required

5 SAFETY RESPONSIBILITIES

5.1 Competitors

Competitors' attention is drawn to fundamental [Racing Rules of Sailing \(RRS\) 1.1 and 4.](#) Competitors shall make their own decision to start or proceed in a race, taking into consideration the prevailing conditions at the time and the capabilities of their crew and vessel to handle such conditions.

Decision to Race

Prior to the start of each race, each competitor intending to race shall personally "sign on" by sailing past the Race Desk or Committee Boat where their Sail No. will be recorded. This provides Race Management with a list of all boats on the water.

Personal Buoyancy

All dinghy competitors and non-swimmers sailing on yachts shall wear personal flotation devices (PFDs) which are in good condition and are in accordance with the specifications approved by Australian Standards. Skippers must ensure there are sufficient number of approved PFDs on board for all crew.

Emergency Card

BSC skipper's yachts must carry a copy of the BSC Emergency Card on board while racing in BSC events.

5.2 Race Management

Code of Ethics

All Race Management personnel will abide by the Sports Officials "Code of Ethics" and place the safety and welfare of the participants above all else and accept responsibility for their actions.

Record of Competitors

Race management will record all vessels entered to race and confirm if they have presented to the start line prior to the start. They will also record all vessels as they safely cross the finish line.

Race Management Vessels

All race management boats are to be driven by licensed powerboat drivers in such a manner that will not cause any disturbance to competing vessels or injury to crews. All motor craft are to keep clear of competing vessels unless providing assistance.

It is important to assess if a boat requires help or not. Remember that capsizing is a normal part of sailing. The races may comprise people with little experience.

Monitoring the fleet and observing the weather conditions are important tasks during the race.

Patrol teams must be strategically placed to respond to emergencies.

In an emergency the priority is to save lives, not the boats. Drifting or anchored boats can be picked up later. Safety of competitors will always override the preservation of dinghies or yachts.

6 MINIMUM SAFETY REQUIREMENTS FOR CONDUCT OF RACING

It is the responsibility of the Principal Race Officer (PRO) or Race Officer (RO) to ensure the following minimum requirements are in place before racing commences.

Briefing

- Assisting staff members and volunteers should always be briefed by the Race Committee on the Incident Management Plan before racing commences.

Race Management Personnel

- Sufficient personal available to resource Race Management on-water and off-water duties.
- Race Officer to have attended a race management course, which included the “Risk Management” module.
- Race Officers to be accredited to minimum of “Club Race Officer” according to Australian Sailing standards.

Rescue Boats

- Sufficient personnel to resource all rescue and course boats.
- Rescue boats to be suitable for conditions expected.
- Rescue boats to be fully provided with all safety equipment as required by state law and recommended in the Australian Sailing, Safety Boat Course.

Weather Information

- Local weather forecast to be obtained from the Bureau of Meteorology and communicated by email to skippers prior to the commencement of racing.
- All race management personal to be briefed on the days expected weather.

Wind Speed Limits

- Average true wind speed limits of approximately 22 knots for dinghies and approximately 25 knots for yachts will be applied by BSC for West Harbour racing.
- Lower limits may apply if average wind gusts are significantly stronger than the average true wind speeds.
- Racing will be abandoned if a Gale Warning has been issued by the Bureau of Meteorology. This will be communicated by SMS / email / phone call by the Race Manager

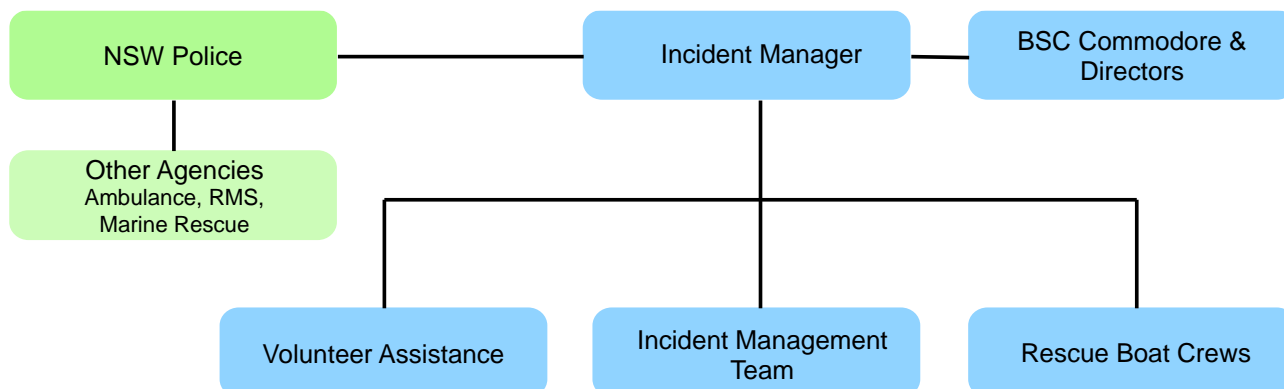
First Aid Provision

- One qualified person at all times at BSC capable of providing first aid. A current level 1 First Aid certificate is a minimum, Level 2 preferred. BSC shall maintain an adequate first aid kit stored in an accessible location.

7 INCIDENT RESPONSE TEAM

Successful management of an on-water incident, whether minor, moderate or a major emergency, requires a coordinated response from a team of people.

7.1 Incident Response Structure



7.2 Response Team Duties

The following outlines the key roles and responsibilities of the incidence response team.

Incident Manager (IM)	
Role	<ul style="list-style-type: none"> Overall management of incident operations until NSW Police assume control (if required)
Responsibilities	<ul style="list-style-type: none"> Responsible to the BSC Commodore and Directors Liaison with NSW Police and other agencies as required Notifying the BSC Commodore / Directors in the case of a major incident and subsequently keeping the Commodore / Directors briefed on key developments Overseeing reporting and recording of all incidents using the BSC Incident Management Form
Location	<ul style="list-style-type: none"> On-shore or on-water as appropriate
Nominated persons	<ul style="list-style-type: none"> Principal Race Officer

BSC Commodore / Directors (C/D)	
Role	<ul style="list-style-type: none"> Provide strategic operational support to the Incident Manager
Responsibilities	<ul style="list-style-type: none"> Ensure that the Incident Management Team has adequate resources to appropriately deal with the incident Manage external communications with media, club members, relatives of participants, community, etc in the case of moderate or major Incidents
Location	<ul style="list-style-type: none"> On-shore or on-water as appropriate to provide support
Nominated persons	<ul style="list-style-type: none"> BSC Commodore, Vice Commodore or available Directors

Incident Management Team (IMT)	
Role	<ul style="list-style-type: none"> • Provide operational support to the IM
Responsibilities	<ul style="list-style-type: none"> • May act as IM for minor incidents • Log VHF radio traffic and liaise with the rescue boats and racing fleet • Answer, log and make phone calls related to rescue operations • Organise additional resources according to the changing needs, free the IM of handling operational detail • Any other duties requested by the IM
Location	<ul style="list-style-type: none"> • BSC Race Desk
Nominated persons	<ul style="list-style-type: none"> • Race Officers

Rescue Boat Crews (RB)	
Role	<ul style="list-style-type: none"> • Provide on-water assistance to those involved in the incident
Responsibilities	<ul style="list-style-type: none"> • Provide first responder assistance to crews as required • Communicate an initial assessment of the incident to Race Officers (if not already done so by incident vessel), e.g. what and where has incident occurred, injured sailors, require ambulance, etc. • Assist the IM and rescue services as required • Rescue sailors from the water • Transport injured sailors / responders to or from shore as requested • Tow dinghies to safety (if available to do so) • Request club yachts for assistance, e.g. to tow another disabled yacht
Location	<ul style="list-style-type: none"> • On-water
Nominated persons	<ul style="list-style-type: none"> • Rescue Boat Skippers

Volunteer Assistance (VA)	
Role	<ul style="list-style-type: none"> • Provide additional assistance to those involved in the incident response
Responsibilities	<ul style="list-style-type: none"> • Provide additional assistance, as requested by the IM • Co-ordinate, report and record the recovery of persons and boats ashore. • Assist in the recovery of persons (and boats and equipment where practicable). • Respond to requests from the IM Team for additional help • Provide first aid support, on-shore ambulance support, etc.
Location	<ul style="list-style-type: none"> • On-shore or on-water as requested
Nominated persons	<ul style="list-style-type: none"> • Club volunteers, first aid officers

8 INCIDENT / EMERGENCY PROCEDURE

The table below outlines incident response procedures and responsibilities for different incident emergency levels. In practice, these may vary as specific emergency situations evolve.

Incident Level	Procedure	Responsible
MINOR	Incident raised on VHF or identified on-water IM informed and on standby RB requested to provide assistance as required, e.g. dinghy capsized help or tow, organise tow for disabled yacht, etc. Vessels and crews safely to shore First aid provided if needed Club incident report prepared and filed (Refer 10.2) No further action	Skipper, RO or RB RO RB, RO Skippers VA RO
MODERATE	Incident raised on VHF, or identified on-water IM requests RB to provide assistance, incident assessment Police (and appropriate emergency services) notified IMT placed on standby Provide assistance to race crews, Police, Emergency Services Arrange VA / First Aid support if needed Vessels and crews safely ashore RMS incident report prepared and submitted (Refer 10.2) RMS incident report provided to involved skippers Follow up as to welfare of injured crew	Skipper, RO or RB IM, RB IM IM IM, RB, IMT IMT VA IM / Skippers IM IM C/D, IM
MAJOR	Incident raised on VHF, or identified on-water IM requests RB to provide immediate assistance, assessment Police (and appropriate emergency services) notified IMT activated C/D notified and on standby Provide assistance to race crews, Police, Emergency Services Arrange VA / First Aid support, if needed Communication to relevant stakeholders as required Vessels and crews safely ashore Follow up communications to stakeholders, media as required RMS incident report prepared and submitted (Refer 10.2) RMS incident report provided to involved skippers Follow up as to welfare of injured crew	Skipper, RO or RB IM, RB IM IM IM IM, RB, IMT IMT C/D IM / Skippers C/D IM IM C/D, IM

In the case of a missing person / vessel, NSW Police / Water Police will co-ordinate

9 RACING AREA

Apart from occasional yacht races into the main harbour east of Sydney Harbour Bridge, BSC racing is predominantly held on courses in the area shown below.



9.1 Emergency Pick-up Locations

Numbered emergency pick up locations are shown on the map above and listed below.

1. **Northwood Wharf** - Northwood Road Northwood (nearest cross street Point Road)
2. **Greenwich Flying Squadron** - Bay Street, Greenwich (nearest cross street Carlotta Street)
3. **Valentia Street Wharf** - Valentia Street Woolwich (nearest cross street The Point Road)
4. **Woolwich Marina Public Wharf** - Margaret Street Woolwich (nearest cross street Alfred Street)
5. **Drummoyne Wharf** - Lower Georges Crescent Drummoyne (nearest cross street Wolseley St)
6. **Birkenhead Point Marina (02-9819 6949)** - Roseby Street, Drummoyne (nearest cross street Renwick Street) (8.30am- 5pm 7 days)
7. **Balmain Sailing Club** - Water Street, Birchgrove (nearest cross street River St) (public wharf at club)
8. **Greenwich Point Wharf** - Mitchell Street Greenwich (nearest cross street Richard Street)
9. **Noakes – McMahons Point (02-9925 0306)** - 6 John Street McMahons Point (nearest cross street Dumbarton Street) (Mon-Sat – business hours)
10. **Balmain Wharf, (Mort Bay)** - Thames Street Balmain East (nearest cross street Mort Street)
11. **Milsons Point Wharf (Luna Park)** - Olympic Drive Milsons Point (nearest cross street Alfred Street)
12. **RSYS (02-9955 7171)** - 33 Peel Street Kirribilli (nearest cross street Elamang Street)

10 INCIDENT COMMUNICATIONS

10.1 Key Contacts (updated annually)

Name	Telephone	VHF Channel
BSC Race Desk / Race Officers		73 (Friday races) 77 (Sunday races)
Incident Manager		73 / 77
Race Officers (by roster)		73 / 77
Rescue craft 1 & 2		73 / 77
Start / Finish Boat (DSC 1) West Harbour Series		77
BSC Commodore (Campbell Reid)	0413 080 928	
BSC Vice Commodore (Chris Price)	0412 161 111	
BSC Club Manager (David Stenhouse)	0411 206 347	73 / 77
Police	000	
Ambulance	000	
NSW Police Marine Area Command Balmain	(02) 9320 7499	16
Marine Rescue Port Jackson, Birkenhead Point	(02) 9719 8609	16
Sydney Harbour Port Authority 24/7 Enquiries	(02) 9296 4999	16
RPA - Hospital Emergency	(02) 9515 6111	
Balmain Hospital – Casualty	(02) 9395 2155	
Bureau of Meteorology	1300 754 389	
Drummoyne Sailing Club	(02) 9719 8199	
Greenwich Flying Squadron	(02) 9436 1901	
Hunters Hill Sailing Club	0412 254 502	
Parramatta River Sailing Club	(02) 9816 3916	

10.2 Logging and Reporting of Incidents

The logging and reporting of incidents is important, providing a record of the number of incidents that occur and a record of communications and actions for a specific incident as it unfolds. The logging of incidents also provides a key input to the review of the IMP to identify any opportunities for improvement of incident response procedures.

The Incident Management Team should log all incident notifications using the **Incident Log Sheet**, Appendix 2. Information to be captured should include time, date, name of person reporting, telephone number or contact details and details of the report.

Should an incident escalate, the log sheet can also be used to log radio and telephone communications by the IM and IMT with various participants in the incident response. This provides a helpful record for input to any formal reports to be prepared post incident.

In Sydney Harbour, major and moderate incidents must be formally reported to NSW Roads and Maritime Services.

11 DEBRIEF AND REVIEW

BSC will conduct a review of its procedures, or debrief, after each moderate or major incident. This will be chaired by a BSC Director. The aim of the review is to examine the response procedures and identify what worked successfully and, if appropriate, what did not work well, based on the facts available and as recorded in the incident form.

Look at the reliability of information received, and the effectiveness of communications used. How effective was the information received? How good was the equipment on hand during the emergency? Discuss any other relevant matters pertaining to the emergency.

The review outcomes will be thoroughly documented and shared within the club. The outcomes will also be used to improve the IMP to address any shortcomings and decide whether additional risk mitigation controls are needed in the BSC Risk Management Plan.

12 VERSION CONTROL

Version #	Prepared by	Revision Date	Approved By	Approval Date	Reason
1.0	Alan Gregory	04/08/2021	Colin Grove	2021	Initial Risk Management Plan
2.0	Sharon Harvey	15/03/2024	Colin Grove	2024	Annual plan revision & update

13 APPENDIX 1 – Definitions

Accident: A marine accident may include the following:

- An unexpected event that results in serious injury or illness and may also result in property damage.

Incident: A marine incident may include the following:

- Death of, or injury to, a person associated with the operation or navigation of a vessel
- The loss or presumed loss of a vessel
- Collision of a vessel with another vessel
- Collision by a vessel with an object
- The grounding, sinking, flooding or capsizing of a vessel
- Fire on board a vessel
- Loss of stability of a vessel that affects the safety of the vessel
- The structural failure of a vessel
- A close quarters situation
- A dangerous occurrence, which is an occurrence that could have caused the death of, or serious personal injury to, any person on the vessel

