



RICHMOND
YACHT CLUB

Racing Safety Plan

Richmond Yacht Club

2024-25

(adapted from Yachting New Zealand template)

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1. INTRODUCTION

The purpose of this safety plan is to ensure safety for the Richmond Yacht Club weeknight and weekend racing, and is limited to keelboats, sports boats and multihulls. This plan is to be read in conjunction with the General Sailing Instructions, individual Notice of Race, and any amendments.

The Race Officer and members of the Race Committee are the people responsible for executing this plan.

Skippers will acknowledge that they have read and understood the plan when entering the race/series.

The racing is managed by volunteers. All parties are committed to providing a safe and enjoyable on-water environment for competitors, officials, and volunteers.

The main points of this plan will be explained to participants as part of the pre-season briefing. This Safety Plan is accessible (on the Richmond Yacht Club website and in the clubhouse office).

The scope of this document is to establish the lines of communication and safety procedures for operational and incident/emergency situations.

2. EVENT OPERATIONS

2.1. Race Management Organisation

Responsibility	Contact person	Contact info
Race Officer/s (RO)	One of: Andrew Burr Trish Beken Margaret Harvey	021 276 4332 (RYC mobile) racing@richmondyc.org.nz
Safety Officer	Jacky Bush, Vice Commodore	vicecommodore@ richmondyc.org.nz
Official Vessels	Taipan & Murphy's Law	Obtain from Race Officer

2.2. Event Communications

Communications are in three forms:

- VHF channels (as listed below) for on-water communications.
- VHF channel 16 for emergencies.
- Mobile phone – all personnel.

Event Communications

In general, the following VHF channels will be used for on water race communications. The Race Officer will monitor these channels, as applicable.

- VHF 17 In and near the Waitemata Harbour
- VHF 03 North of Whangaparaoa
- VHF 62 East of Motuihe Island (to the Firth of Thames)
- VHF 60 East of Ruthe Passage (in the Firth of Thames)

The backup to VHF is by mobile phone.

If the first point of contact from an incident is from a phone, it is vital that the phone number is recorded for further communication.

In the case of an evacuation of a person from the water, the Race Officer will be notified by the boat with the patient once arrangements have been made via emergency services to receive whoever is to be evacuated.

A complete list of entries of competitors competing in the racing is available during the event from the Race Officer.

Skippers shall consider logging a trip report with the Coastguard app.

2.3. Responsibilities

Skippers / Persons In Charge:

- To read the RYC General Sailing Instructions, Notice of Race, race-specific Sailing Instructions and any amendments.
- Make their own decision whether to race.
- Are responsible for the safety of their boats and are requested to act in a professional and careful manner at all times.
- Are responsible for the wellbeing of their fellow competitors regardless of whether a safety/committee boat is in the vicinity to assist.
- To comply with the Category 4, 5, Route 66 and Single Handed safety requirements as shown in Appendix A.
- Should complete a safety briefing with their crew prior to departure, see Appendix B.
- Should keep a list of crew with names, contact details and emergency contact numbers.
- Ensure crew understand that if they need help on the water, they should inform their skipper who will follow the procedures below.

Race Officer:

- Obtain weather forecasts.
- Decide to run the race.
- Communicate any reasons for possible cancellation of the event.
- Oversee the running of the racing.
- Lead the race management team.
- Communicate with the on-water team.
- Monitor the fleet.

Safety Officer / Vice Commodore:

- Develop the Safety Plan.
- Liaise with Race Management team regarding any on-water incidents.
- Organise briefings for sailors and volunteers.

2.4. Decision to Race

Weather forecasts will be obtained from Metservice, Predict Wind, Coastguard and other weather programmes or apps.

The club will not commence racing at Beaufort Force 8 (34-40 kn average) or above.

The club may commence racing at Beaufort Force 7, based on the Race Officer's consideration of the following factors, including but not limited to:

- Average wind
- Degree of gustiness
- Wind direction
- Sea state
- Wind against tide
- Swell

IMPORTANT: It is the sole and exclusive responsibility of the skipper of each yacht to decide whether or not to start or continue the race.

The Race Officer is to decide if the Y flag is required, indicating that the wearing of lifejackets is mandatory.

Should a race be abandoned, the decision will be communicated according to signals in the RRS.

3. INCIDENT AND EMERGENCY SITUATIONS

3.1. *On-water emergency communication*

EMERGENCY SERVICES

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

If life is at risk, use VHF channel 16 and dial 111

Mayday call on VHF channel 16, if a vessel or person is in grave and imminent danger and requires immediate assistance.

- Follow standard Mayday Procedure.
[Simplified version from YNZ: Say 'mayday, mayday, mayday' and state your vessel name, location, persons on board, then repeat three times. If possible, provide details of the emergency. Keep calling until you get a response and follow any instructions.]

Pan Pan call – used when a Mayday distress signal is not fully justified – vessel requires assistance but is not in grave or imminent danger or if an urgent safety message concerning safety of the vessel or person. VHF channel 16.

Once you have contacted emergency services, advise the Race Officer of the incident on VHF channel 17 (or other channel outside Waitemata) or by mobile.

If you require more general on-water assistance which is **not life threatening**, contact Coastguard *500 or another competitor on VHF 16. If you have to retire from a race for any reason, please advise the Race Officer on VHF channel 17.

See Appendix C for the on-water safety procedures for specific incidents:

- Medical emergency
- Crew overboard
- Collision

3.2. *Incident Reporting:*

An Incident Report Form shall be completed for any incidents, accidents or mishaps occurring on the water or on club premises. Incident forms are available from the Richmond Yacht Club office and must be submitted to the Race Officer or member of the committee.

Note: It's important the club committee are notified of all incidents and can debrief on the

situation in a formal setting (i.e., at a committee meeting) to discuss lessons learnt and modify the risk management register and safety systems.

Any serious incidents will be investigated as soon as practicable by the flag officers and relevant bodies notified if required.

4. APPENDICES

4.1. Appendix A – Category 4, Category 5, Route 66 and Single-handed Checklist

This list is for advisory and self-assessment purposes only

Note: this is **not a complete list of items** required for a Cat 4 and 5 certificate and the inspectors may ask to see a lot more of your yacht. For a complete list please refer to the latest SAFETY REGULATIONS OF SAILING– downloadable from www.yachtingnz.org.nz/racing/safety/safety-regulations

By entering any Club race all skippers certify that they comply with the relevant safety standards.

#	Item	Single handed	Route 66	Cat 4	Cat 5	Check	Comments
1	LIFEJACKETS Type 402 or equivalent (in service), with pea-less whistle, fitted crotch strap and reflective tape, for all crew, named (individually or ship name) Self inflating life jackets are required to be tested annually.	X	X	X	X		
2	LIFEBUOY At least one, with drogue, pea-less whistle, self-igniting light, named with the boat's name and registration number.	X	X	X	X		
3	SAFETY HARNESSSES Named, for 50% of the crew	X	X	X	X		
4	LIFELINES and/or fitted jack-lines.	X	X	X			
5	HEAVING LINE 16m x 6mm bright coloured floating line, floating weight on end	X	X	X	X		
6	1x BILGE PUMP Manual, handle attached with lanyard	X	X	X	X		
7	2x BUCKETS of stout construction, 9 litres capacity, each to have lanyard	X	X	X	X		
8	TOOLS AND SPARE PARTS, adequate means to disconnect or sever standing rigging from the hull. Tools shall include: Hacksaw with 12 blades, hammer and drift, bolt cutters	X	X	X	R		
9	HEAVY WEATHER JIB And sail repair kit MAINSAIL REEFING (Reefing points capable of reducing the size of the mainsail by 30% will be sewn into the mainsail construction.	X X	X X	X R	R		
10	TOILET or fitted bucket	X	X	R	R		
11	TURN OFF GAS Sign at bottles	X	X	X	X		
12	2x FIRE EXTINGUISHERS With total weight at least 4 kg, serviced and tested. (Self testing is acceptable)	X	X	X	X		
13	WATER - Sufficient water for all the crew stored in secure tank or suitable containers	X	X	X	X		
14	KNIFE - Accessible in cockpit	X	X	X	X		
15	1 x ANCHOR, 40m rope & chain the minimum of a boat length, ready to deploy, but securely fastened	X	X	X	X		
16	GRAB BAG See regs and recommendation below *	X	X	X	R		
17	FIRST AID KIT See regs for contents (very important)	X	X	X	X		

18	Handheld waterproof VHF	X	X	X	R		
19	VHF or Mobile Phone protected from water ingress	X	X	R	R		
20	FLARES 2x red hand flares, 1x orange smoke day flare**	X	X	X	X		
21	1x white HAND FLARE or spotlight minimum 500,000 candlepower **	X	X	X			
22	2x FLASHLIGHTS 1x floating, spare bulbs and batteries	X	X	X	X		
23	COMPASS plus deviation card	X	X	X			
24	TIDE TABLES- Local	X	X	X	X		
25	CHARTS For the area and plotting equipment	X	X	R	R		
26	DEPTH SOUNDER	X	X	X	X		
27	NAV LIGHTS plus spare bulbs and fuses for same	X	X	X	X		
28	FOGHORN	X	X	X	X		
29	ENGINEERING See regs	X	X	X	X		
30	INSURANCE CERTIFICATE. All craft racing with the RYC are required to have full insurance cover in place with <u>racing</u> cover.	X	X	X	X		

*** Grab Bag** Required for all yachts (Keelboats and Multihulls)

- The Grab Bag shall float and have a lanyard attached
- 1 x Small first aid kit
- 2 x “Cyalume” light sticks or 2 x throwable floating lights
- 1 x Signalling flashlight (HEADLAMPS ARE ACCEPTABLE)
- Survival blanket
- Seasickness pills
- A waterproof handheld VHF radio
 - It is highly recommended that another form of contacting assistance such as a mobile phone in a water-tight bag be carried in the grab bag.
- Boat flares.
- An EPIRB if available
- Bottled water

****Flares** will be less than three years old as reflected by their expiry date.

X – Mandatory

R – Recommended

4.2. Appendix B – Crew Safety/departure briefing

Available from richmondyc.org.nz → Safety → Crew Briefing Checklist



Crew safety/departure briefing	
Yacht name	
Date	
Time	
Skipper	
No of crew onboard	
	Check
Today's passage plan	
Weather forecast/tide/Current	
Lifejackets – location, try them on (explain use of tethers and jackstays)	
MOB procedure and equipment (including MOB button and VHF channel 16 use)	
Safety Equipment locations, EPIRB, first aid kit, flares, fire extinguishers, through hull valve location, Gas Safety	
Hazards: Falling overboard, Boom and main sheet, winches, open hatches, hold on while down below	
Crew positions and procedures (starting main engine, reefing, gybing, headsail changes, heavy weather plan)	
Medical conditions onboard? (Identify medic onboard)	
Get Crew emergency contact numbers (next of kin)	

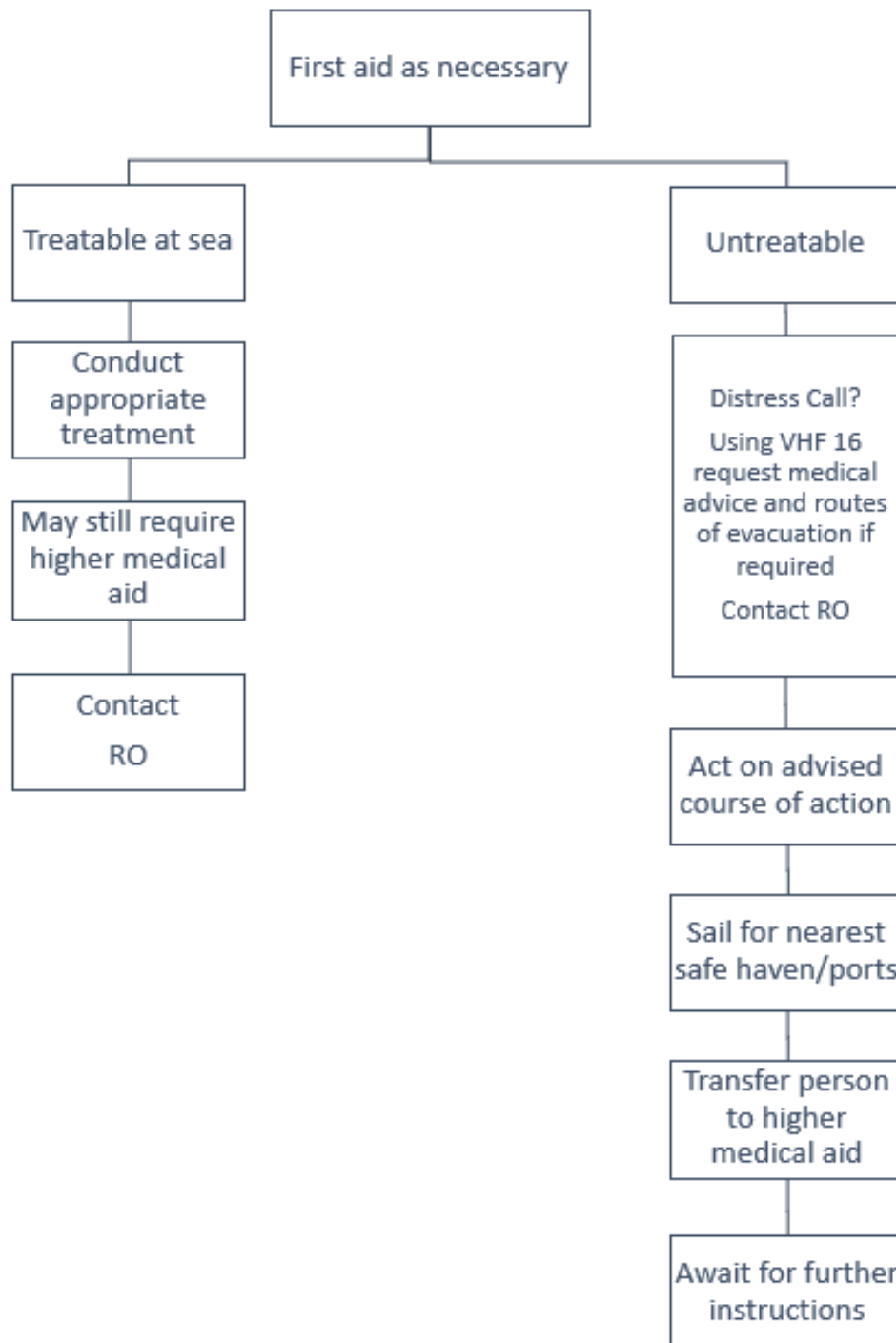
Notes/debrief:

Skippers are reminded of their responsibilities as per Part 2, 2.01 of the 2021-2024 YNZ Safety Regulations of Sailing:

"2.01 The safety of a vessel and her crew is the sole and inescapable responsibility of the skipper who must do their best to ensure that the vessel is fully found, thoroughly seaworthy and manned by an experienced crew who are physically fit to face bad weather."

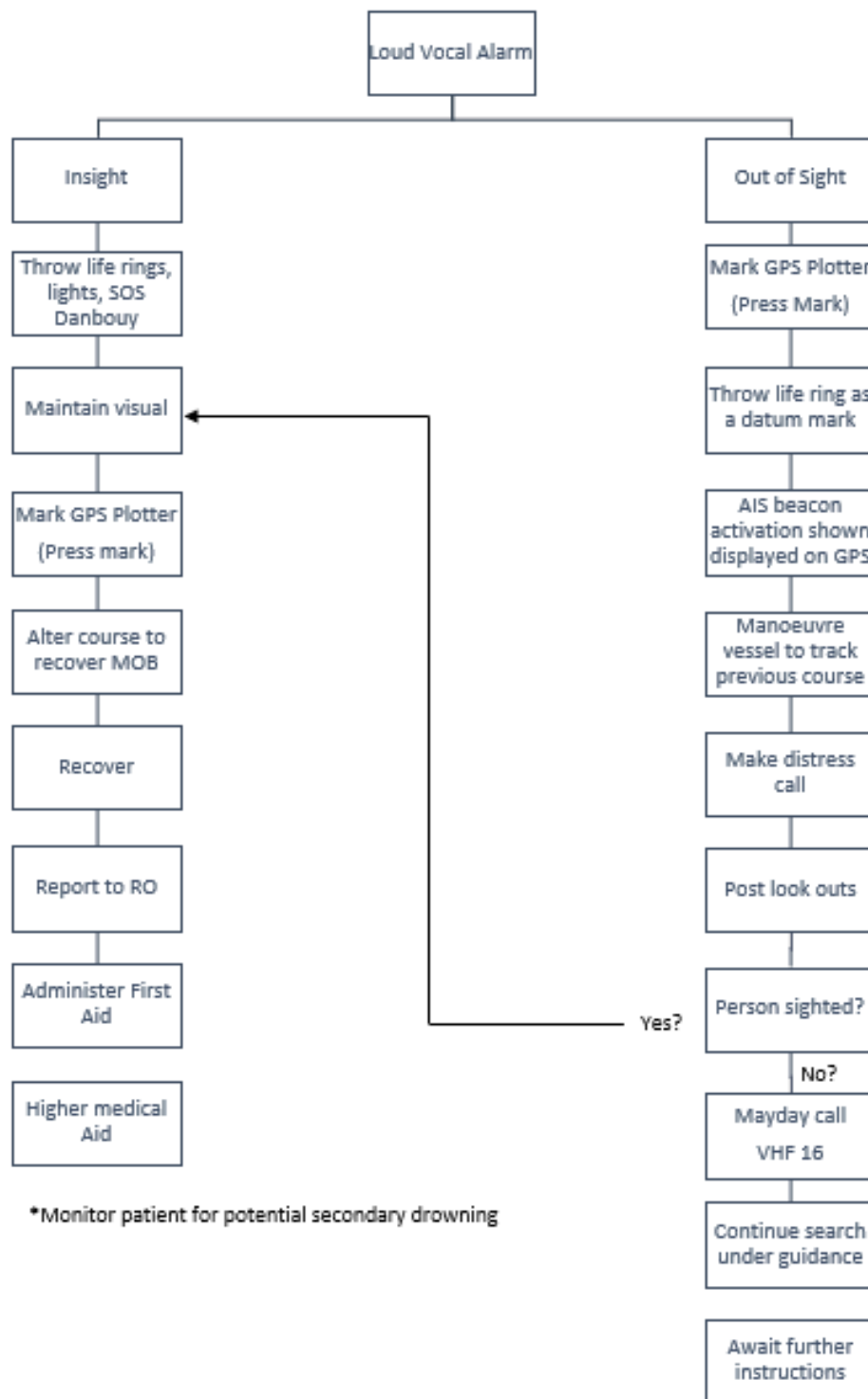
4.3. Appendix C – Emergency procedures

Medical Emergency



* Remember to log an incident report. See section 3.3 of Safety Plan for further details

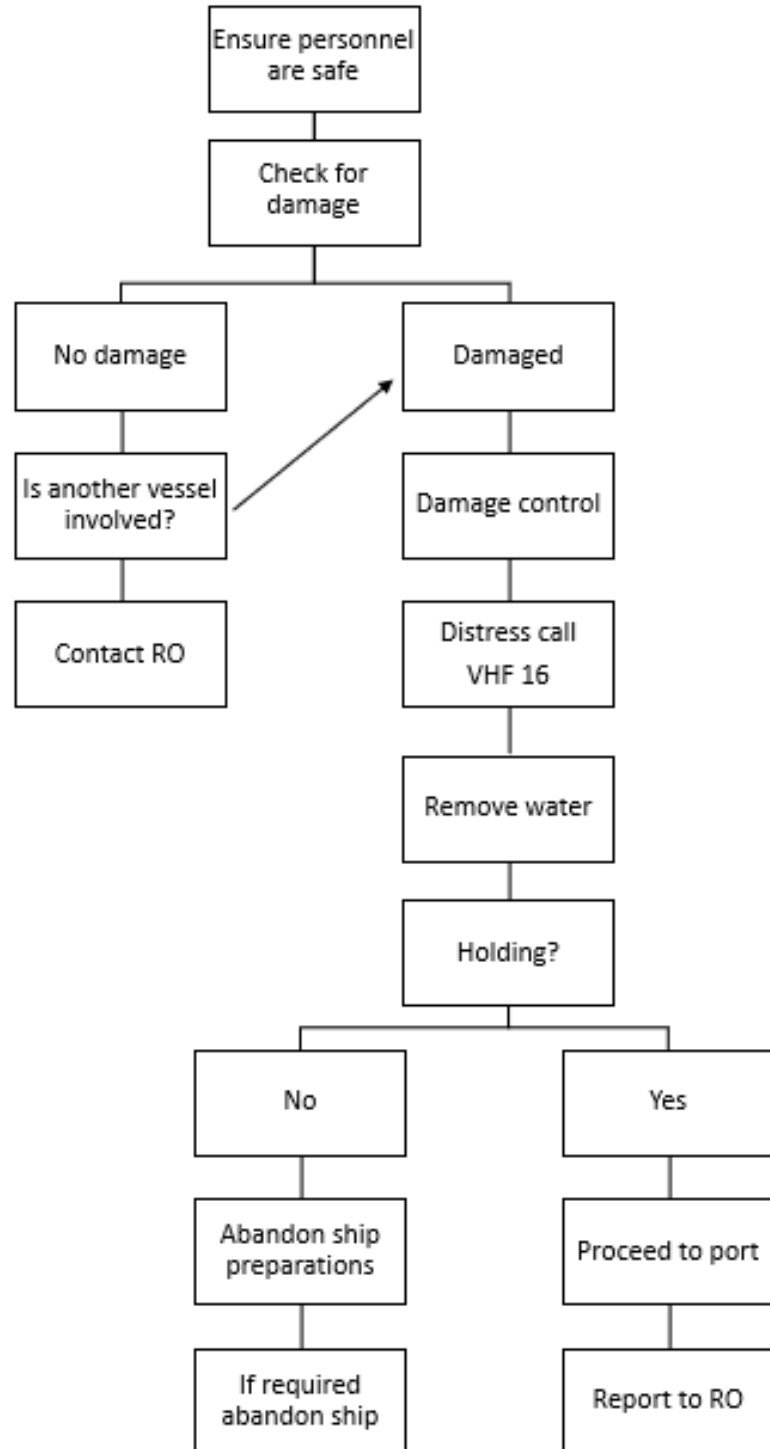
Crew Overboard



*Monitor patient for potential secondary drowning

* Remember to log an incident report. See section 3.3 of Safety Plan for further details

Collision



* Remember to log an incident report. See section 3.3 of Safety Plan for further details