



Standard Operating Procedure

OOD - Officer of the Day

Ownership & Applicability

Person responsible for update of this procedure:	Dinghy Sailing Secretary
Responsible for Activity:	OOD
Applicable to:	Rescue boat coxswains Rescue Boat crew

Approval

Drafted / Revised	Approved	Revision	Effective from
Ciaran O'Reilly	Dan Flavin	0	July 2020

SOP Owner: _____ Date: _____

Flag Officer: _____ Date: _____

1 Fuelling & motor preparation procedures

- No naked flame, cigarettes or electrical equipment close by.
- Ensure correct fuel is used. Majority of engines are **now 4 stroke**). **Default is for petrol containers to have unmixed fuel.** Use designated and marked container for 2 stroke engine marine 2-stroke oil (labeled TCW3) and petrol.
- Take sufficient fuel for the trip with safety margin. Should fuel levels in the fuel-store be low alert the OOD *before* launching. Ask that the OOD contact the dinghy sailing secretary. Never use the “Emergency Fuel Reserve” without alerting the OOD.
- **2-person lift process** is required when handling engines.-**Be aware that 4-stroke (Honda) engines are heavier than the 2 stroke engines.**
- Fasten engine securely to transom using both retaining clamps.
- Tie clamps together with rope provided to ensure clamps do not loosen
- Ensure fuel tank vent in cover is open.
- Prime fuel line after initial attachment of tank (pump bulb on fuel line).
- Tie down fuel tank using straps provided
- Ensure Kill Cord is available

2 Equipment (Broadmeadows operation): -

Rescue and committee boats must carry: -

- Painter and anchor with adequate warp
- Oar or suitable pole to facilitate punting boat away from or to shore
- Bailer (or bucket)
- Tow rope
- Adequate fuel
- First Aid Kit
- **Motor kill cord must be fitted**
- VHF radio,

It is recommended that Rescue boat crew or coxswain carry a knife.

- It is recommended that Radios be secured in a harness that prevent loss of the equipment and also constrains it from swinging. Ensure that charging connections on each radio is closed fully on floating/waterproof radios
- All VHF radios have to be assigned to a particular person by the OOD or SI of the day. it is the rescue person’s responsibility to return the unit in working order at the end of their shift to avoid be held responsible for damage discovered. the OOD or SI will account for all radios before leaving the clubhouse.

Full sized first aid kits shall be held at shore station at Broadmeadows and shall be assessable.

Note that additional equipment may be required for open sea work (space blanket, emergency buoys, knife, signal flares, VHF radios)

3 Launching

- Utilise sufficient number of experienced personnel when launching heavy boats.
- Ensure launch path is clear of obstacles and people.
- Ensure boat has painter controlled by 1 person to avoid boat drifting.
- Exercise extreme caution at end ramp –slippery surface.
- It is also possible when water levels are high to launch from side ramp and ‘walk’ the boat out.

4 Personnel

- Rescue boat coxswain shall be age 16 or over.
- Rescue boat coxswain shall have qualification of Powerboat level 2 OR shall have experience and competency deemed equivalent.
- For club racing there will be 3 rescue crew rostered and notified at least one month in advance. In addition to this parents of juniors will be encouraged to join one of the rescue crew to act as a rescue assistant enabling each rescue boat to be crewed by 2 people when at all possible. A minimum of two boats with two people in each will be on duty in windy conditions - OOD will decide, (in conjunction with rescue boat co-ordinator if present).
- For Fun sailing activities 2 rescue crew rostered and notified at least one month in advance. In addition to this parents of juniors will be encouraged to join one of the rescue crew to act as a rescue assistant enabling each rescue boat to be crewed by 2 people when at all possible. There will also be one shore base club official on duty for all Fun Sailing activities
- ALL personnel in rescue boat **must wear** buoyancy aids.
- Coxswain **must wear** motor kill cord properly connected.
- Coxswain has overall charge of the boat.

5 Rescue/ recovery

- The number of rescue boats on the water should be appropriate to the type and number of boats sailing and weather conditions. (Normally 1 rescue craft per 10 boats for a major event - however a smaller number may suffice for Club sailing in calm conditions (OOD will decide, in conjunction with rescue boat co-ordinator if present).

- Coxswains and sailors shall be aware of the hazard due to propellers when personnel are in the water. Engine shall be placed in neutral when closely approaching man overboard. Engine shall be switched off when contact is established with the man overboard.
- As a general guideline, approach man overboard with rescue boat facing into the wind. Objective is close the gap at a controlled and reducing speed coming to a stop close to the person overboard.
- Kill the engine when contact is established with the person overboard. Take sailors on board from the side and toward the rear – but away from the propeller.

6 Towing

- Bail excess water from boat to be towed.
- Secure the sails and dagger board in a manner appropriate to the particular craft.
- Ensure towrope does not become snagged in propeller.
- Sailors should remain ~~with~~ in their boat to steer if possible. If sailors need to be brought ashore urgently leave the sailing boat and return to collect it later.

7 Landing & Putting away

- Approach landing jetty at controlled speed, put engine in neutral and, when water is shallow, tilt up the engine in adequate time to avoid striking the bottom.
- Enlist sufficient skilled assistance to safely pull the boat up the slipway (minimum 4 is advised). Alternatively walk the boat to the side slipway if water is deep enough.
- With fuel tank disconnected run engine in water tank to clean salt water out of cooling circuits and to ensure petrol in carburetor is fully burned off.
- 2-person lift process is advised when handling engines if required.
- Stow all equipment – and place petrol in petrol store.
- Leave the First Aid kit, kill cords, oar and boat equipment on the boat and return the boat to itsw allocated space in the pen or in the container allocated for that boat.
- Return the VHF radio to the OOD or SI and have that person sign it back in

8 Fault reporting & Maintenance log

- Coxswain shall complete the log located in the engine shed. Log entry shall include identification of engine used, name of coxswain, hours used and any problems encountered or maintenance required.

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