



Royal Sydney Yacht Squadron Volunteer Handbook

2021 – 2022 Season



PURPOSE OF THIS HANDBOOK	2
VOLUNTEERING AT THE SQUADRON	2
KEY CONTACTS	2
EXPECTATIONS	2
TRAINING OPPORTUNITIES	2
DUTY OF CARE.....	3
FIRST AID KIT LOCATIONS	3
INJURY MANAGEMENT	3
CONCUSSION.....	4
EVACUATION LOCATIONS	5
LIST OF ALTERNATE EVACUATION LOCATIONS. Only to be used if directed to by emergency services.....	6
VOLUNTEER ROLES:.....	7
VOLUNTEER PROCEDURES:	8



PURPOSE OF THIS HANDBOOK

The purpose of this handbook is to facilitate a successful volunteering program at RSY. To that end this handbook covers all of the safety protocols that are currently in effect as well as role descriptions and procedures for the volunteers.

This handbook will be updated at least annually and will assist all volunteers in working with the RSY staff to provide a sailing environment that meets the sailors needs to grow and continue engaging in the sport of sailing at RSY.

VOLUNTEERING AT THE SQUADRON

KEY CONTACTS

- Angus Stranack (Sailing Academy Manager – Mobile: 0418 923 232)
- Joshua Chant (Head Coach – 0414 962 740)
- Sailing Office (vhf: 74, phone: 9017 0154)

EXPECTATIONS

RSYS is a community club and the success of our community hinges on the commitment we make and the support we give to each other.

With that in mind parents of youth sailors are expected to volunteer periodically to assist with ensuring a fun and safe environment is created and maintained. Apart of this is all of our volunteers (over 18) must hold a current Working with Children Check (WWCC). If you have not yet attained your WWCC you can do so for free [HERE](#). If you have already got your WWCC, please submit your details for our records [HERE](#).

If you are unable to attend on your rostered volunteer shift, please liaise with the other parents to swap.

By signing up to sail at RSY you are making a commitment to volunteer at the club and to help the dinghy/youth sailors have a successful (their definition of success, not ours) day. Nonattendance to one of your rostered shifts is considered a breach of this commitment to the club and the sailors.

TRAINING OPPORTUNITIES

There are a range of course training opportunities to get involved with and upskill yourself. Something we highly encourage of our parent volunteers and sailors. Doing so will allow you to give back to the program by getting more involved with the running of dinghy sailing at RSY.

Course opportunities offered at RSY:

- First Aid Training



- Powerboat Courses – 3 levels beginning with, Start Powerboating (novice), Powerboat Handling, Safety Boat Operator (experienced)
- Club Race Officer Course
- Dinghy & Keelboat Instructor Course

To see the full list of upcoming courses, visit our [Ancillary Courses page](#).

DUTY OF CARE

RSYS has a duty of care for its staff, members and participants. It is a legal obligation which is imposed on an individual requiring adherence to a standard of reasonable care while performing any acts that could foreseeably harm others.

It is up to both the club and individual to provide the best practiced duty of care for all.

In the eventuality of an incident or injury occurring on the water, there are certain procedures in place. These are designed with correct communication and student welfare in mind. These are outlined in the operating procedures.

As a volunteer at RSYS, internal authorities, external authorities and plans of action are here to aid yourself and everyone involved. It is important that you are familiar with the following chains of response these are here to assist all involved with expedient solutions.

FIRST AID KIT LOCATIONS

First Aid kits are located around the Club House as well as in the ribs/committee vessels.

First Aid Kits

- House Manager Office, Main Clubhouse Level 4
- Sailing Office, Wudjong House
- Dockmaster Office, hardstand Waterfront
- Committee Boat Gitana
- Committee Boat Mischief
- Youth Sailing Equipment Room, beneath Wudjong House

Advance Air Resuscitation and Defibrillation Equipment

- House Manager Office, Main Clubhouse Level 4
- Dockmaster Office, Waterfront
- Committee Boats Gitana & Mischief

INJURY MANAGEMENT

In the incident of a participant being injured, where they are identified by an Instructor/volunteer the following principles apply. It should be noted that our responsibility as seamen applies to all with whom we share the water with.

Injury Management should always follow DRSABCD.

1. Danger. Is there any danger or potential harm that could befall you if you approach the victim?



2. Response: Once it is safe to do so, check for a response. Squeeze their shoulders, call out “can you hear me?”
3. Send for help. For on water incidents at RSYS, this involves radioing to Shore Base to alert them to the situation. From here Shore Base will coordinate additional support as well as any emergency services if they are needed. This keeps you free to continue providing first aid. Additional support could take the form of another coach to come to your location and take command of your vessel while you continue providing first aid.
4. Airway. Roll into recovery position and check their airway is clear.
5. Breathing. Are they breathing? If it is irregular or they aren’t breathing, commence CPR.
6. CPR. 30 chest compressions followed by two breaths. Continue doing so until the patient starts breathing on their own, you are directed by paramedics to stop or you are physically unable to continue.
7. Defibrillate. There is a defibrillator in the clubhouse, apply once returned to shore and directed to do so by emergency services.

CONCUSSION

Symptoms:

1. Headaches
2. Dizziness or balance issues
3. Sensitivity to light
4. Low energy levels
5. Mental Fog, memory or concentration issues
6. Irritability/sadness

If a concussion is suspected (ie you witnessed the boom hitting them in the head, or there is evidence of trauma to the head or the sailor seems a bit confused) here is a simple on-water assessment we can do.

1. What is your name, what happened?
2. What day is it?
3. Are you feeling tired/sad/irritable?
4. Is there any numbness or tingling?
5. Can you track my finger with your eyes?
6. What did you have for breakfast?

While asking these questions observe them: checking for slurred speech, lack of focus, (ie are they looking at you?) and/or signs of tiredness.

If a concussion is slightly suspected aid the sailor in returning to shore.



EVACUATION LOCATIONS

All emergency service vehicles that are called to the Squadron for an on-water emergency/injury will be directed to the outer arm of the Squadron pond near the metal ramp by a staff member to ensure quick access to the patient. If returning an injured party to shore, you should dock your rib on the inside of outer arm next to the bottom of the metal ramp.

If head or neck injuries are suspected, you must not move the patient until advised to by emergency services or if they are in immediate danger. Refer to <http://bit.ly/SpinalFacts> for more information.





LIST OF ALTERNATE EVACUATION LOCATIONS. Only to be used if directed to by emergency services.

<u>Primary Evacuation Locations:</u>	<u>Secondary/'Beach the Boats' Locations:</u>
<ul style="list-style-type: none">- Taronga Zoo Wharf- Darling Point Wharf- Clifton Gardens Wharf- Woollahra Sailing Club Wharf- Watsons Bay Wharf	<ul style="list-style-type: none">- Cremorne Point Wharf- Athol Beach- Woollahra Sailing Club



= Squadron Base



= Primary Evacuation Locations



= 'Beach the Boats'/Secondary Evacuation Locations





VOLUNTEER ROLES:

Ramp duty:

Responsible for assisting to launch and retrieve dinghies. See detailed description below.

BBQ cook/supervisor:

Prepare, cook and serve post-training/racing BBQ for sailors. A key element of this role is ensuring the BBQ is served up at the allotted time and that the sailors don't get an early sausage and disappear. This is meant to be a social activity after all!

RC – RO:

Skipper of the start boat and overall responsible for coordinating up setting a good course and running properly formatted races. Club Race Officer qualification required. See [upcoming course training here](#).

RC – Flags:

Responsible for all visual signs (flags and course board) and assisting RO as directed.

[Full role description](#)

RC – Recorder:

Responsible for recording all starting (including OCS) and finishing yachts, other events, and assisting RO as directed. Volunteers utilise the race management system SailSys as well as paper finish sheets.

[Full role description](#)

RC – Timer:

Responsible for the starting sequence and assisting RO as directed.

[Full role description](#)

Safety/Mark Boat Driver:

Responsible for skippering a safety boat and providing assistance as need or directed by coaches. On race days they will be responsible for setting up the marks and setting them in consultation with the RO. Safety Boat Operator qualification required. See [upcoming course training here](#).

Safety/Mark Boat Crew:

Responsible for assisting the safety boat skipper with providing support to sailors. This role might be onboard the coach boat or a dedicated safety boat.



Rib Setup and Packup:

Responsible for launching and packing away the RIBs, including the safety boxes and handheld radios.

Marks (training or race) setup and packup:

Needs to coordinate with the coaches/instructors for the required number of marks and ensure they are placed into the relevant RIBs.

VOLUNTEER PROCEDURES:

RIB LAUNCHING

- Pick up keys from either in Sailing Office or letter box,
- Pick up Radio and Yellow Safety Box from the Sailing Office.
- Take cover off,
- Check that the tubes are inflated – Pumps are located in the dinghy shed.
- Put in the bungs!
- If the vessel skipper, complete the [Vessel Sign On form](#) (QR Code located on rib consoles & in Sailing Office).
- Push trailer to an available crane; make sure the centre of the axel lines up with the yellow line.
- Put the crane straps onto crane hook; attach forward straps on first with hook facing forwards.
- Undo the trailer winch hook and take the RIBs bow line to guide the boat whilst in the air.
- Crane RIB into the water, keeping the rib at 90 degrees to the crane arm. Make sure to use slow speed when taking up the strain on the straps.
- When the boat is in the water tie off the bow line and then take off the crane straps.
- Turn battery switch ON.
- Tilt the engine down.
- Insert rib key and kill cord clip then make sure the throttle is in neutral before turning the engine on.
- Park the RIB on either of the pond arms or the green pontoon using both the bow and stern lines! Make sure the engine is not hitting anything and that all the RIBS are close together.
- Turn the engine off when you have finished tying the boat up.
- Push trailer back to where you got it then place the RIB's cover on top.

RIB RETRIEVING

- Reverse the procedure for retrieving the RIB.



- Once the boat is secured on its trailer, push it over to the fuel pump and fill up the fuel tank.
- Make sure all rubbish, clothes, anchors are off and put away.
- Hose the boat inside and out, prior to putting the cover on
- Push the RIB back to its spot on the hardstand.
- If the vessel skipper, complete the [Rib Maintenance Form](#) (QR code located in Sailing Office).

MARKS AND ANCHORS

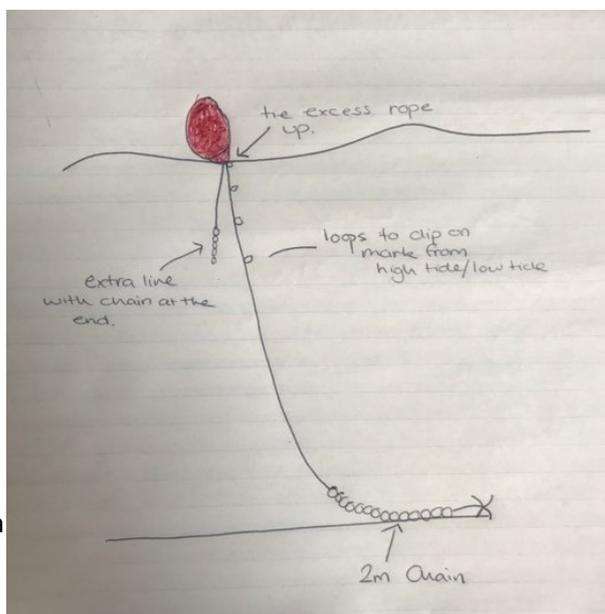
- Collect the marks and anchors from the Coaching Equipment cage in the blue shed on the hardstand.
- The cage must always be kept locked and the keys are kept on the rib keys.

LAYING MARKS

- When dropping them, check they touch the bottom then clip on the mark and sink the excess rope as shown in the diagram below.
- When in doubt put out extra line to ensure your mark will hold.
- DO NOT lay any marks outside the safe coaching areas.

RETRIEVING AND RETURNING THE TRAINING MARKS

- When retrieving marks, clean the anchor and chain in the water to remove any mud on them.
- Unclip the mark from the line and start to coil the rope into the bottom of the crates starting with the weighted/loose end. Continue laying the rope into the crate until you reach the chain and anchor, laying them on top.
- Make sure all crates are washed with fresh water when you get back to the dock and then returned into the cages.
- Clip the marks to the sides of the cage and stack the anchor crates. Remember to lock the cage after you are done.





LAYING, RETRIEVING AND RETURNING THE RACE MARKS

The procedure is the same as the training mark, except the marks need to be inflated.

1. Retrieve high pressure hose from Race mark cage and connect it to the hose that is outside the door to the members shed.
2. At the back of the members shed, by the door that goes through to the workshop, there is a green and red button. Press the green button to turn the compressor on.
3. Inflate the marks, making sure to close the valves as well as the cap.
4. Once all marks are inflated, turn off the compressor.
5. Once the compressor has stopped and the pressure has decreased, put the hose back into the cage and lock the cage.



RAMP DUTY

Assist sailors with launching and retrieving their boats. Please note that we are there to assist but not do it for them. Our aim is to teach the sailors how to launch and retrieve themselves, giving them independence and autonomy.

Please remain at the club throughout the afternoon to assist returning sailors as well as assist retrieve the squad sailors at the end of the session.

1. Immediately following the day briefing, head down to the outer arm and, with another parent, carry the ramps to the inside edge and into the water.
2. Secure the ramps to the dock:



3. Standby for sailors to come down to the dock



4. Help sailors do a final rigging check, asking questions:
 - a. Are your bungs in?
 - b. Do you have suncream on?
 - c. Where is your hat?
 - d. Check the control lines are done properly?
 - e. Have you looked at the wind, how are you going to sail out from the dock?
 - f. If its an optimist, check the bags are inflated properly/fully and the mast clamp is on. Check that they have bailers too.
 - g. For lasers, check the mast retention line and centreboard shock cord are both attached.
5. Assist the sailors into the water. They should not be just watching you do it for them!

Don't carry phone in your pocket when on ramp duty!