

SMS 15 SUPPORT BOATS - OPERATION

Queen Charlotte Yacht Club.

PURPOSE

The purpose of the Support Boats document is to ensure the support boats are used safely and effectively.

SCOPE

This procedure covers the:

1. Equipment to be carried
2. Skipper and crew requirements
3. Use of the support boats.

This procedure has limited scope when the support boats are, for example, on loan to another organisation or being used at another venue and under the control of another organisation's SMS.

PROCESS

Equipment

1. The following equipment will be carried and/or worn:

- Buoyancy aid for each person on board
- Anchor, plus chain and warp
- VHF radio
- Shackle spanner
- Screwdrivers – various
- Tow rope (with bridle if needed)
- Bailer or pumping system
- Paddles
- Whistle
- Knife
- Wire cutters
- Removed crew indicators (orange danger tape)

2. Boat Captain is responsible for ensuring boats are equipped and maintained to the required standard.

3. Safety Officer will carry out periodic inspections of equipment.

Skippers and crew members

1. A competent skipper will operate the support boat. The skipper will be assisted by at least one other capable person acting as a crew member. Exceptions to this are permitted - but not encouraged - and include:
 - a. coaching
 - b. low speed manoeuvring and repositioning around jetty, ramp areas, beaches and so on
 - c. to the committee boat.
 - d. performance testing before or after servicing
2. Skippers and crew members will be dressed appropriately for the conditions, including a buoyancy aid.
3. Skippers and crew members are expected to get in the water to help sailors in difficulty.
4. Skippers will be trained, assessed and monitored by the Boat Captain as per *SMS F2 Support boat assessment*. Further development and/or re-assessment will be at the Boat Captain's discretion.
5. Training and assessment will be conducted in a range of expected conditions.
6. A list of competent skippers (matched with the support boats they can operate) will be displayed in the main shed and kept up to date by the Boat Captain.

Use

1. For organised club events support boats must be on the water with engines warmed up before the first sailing boat leaves the beach, and only after the last sailing boat is safely at the beach does the last support boat leave the water.
2. Support boat skippers will follow Maritime NZ regulations, local by-laws, YNZ sailing and racing regulations, and all QCYC policies and procedures relating to support boat use.
3. Boat Captain/Race Officer will run a briefing before support boats all depart on tasks and, if needed, a debriefing at the end of the on-water activities.
4. The briefing will cover, among other things: risk management, roles and responsibilities, any specific hazards (including people), communication and the plan for the event.
5. The debriefing will include, among other things: incidents, equipment issues, task allocation and thanks.
6. Support boats must be washed down after use, engines flushed - use isolation control to keep people away from propeller - and any mechanical, hull, equipment or other problems reported and recorded.
7. Reports should, in first instance, go to Boat Captain or, in that person's absence, to another Committee member. If this is not possible, reports should be written on the Support Boat whiteboard in the boat shed.
8. Boat Captain is responsible for recording incidents or issues (DR 02 Maintenance log or F1 Incident report), initiating an action plan to resolve them, and ensuring they are resolved.

ON-WATER COMMUNICATIONS

VHF RADIOS

1. The club uses Channel 77 for its normal operations. The Port Company uses Channel 18 which needs to be monitored in conditions where ferry and other traffic could affect the QCYC operation.
2. VHF radios must be switched on and audible at all times when support boats are being used.
3. Support boat skippers must conduct a radio check before leaving dock.
4. Use radio only when required and observe correct radio protocol.
 - a. When transmitting, hold the radio microphone out of the wind.
 - b. Call the person or boat you want to contact (up to three times) followed by your name or boat name (up to three times).
 - c. Keep messages short. It is better to break your communication into small pieces and transmit them one after the other, rather than one long message.
 - d. Speak slowly and clearly.
 - e. Say 'Over' at the end of each short piece of the message.
 - f. Say 'Out' at the end of the entire message (if you were the one who initiated the call).
5. Ask the Race Officer for permission to leave the course for any reason.
6. Ensure boat-mounted radios are switched off, and handheld radios go back on charge, after the event.

NON-VERBAL

7. A whistle can be more effective than shouting into the wind and over the noise of the engine.
8. If hand signals are to be used, particularly in a towing situation, make sure everyone understands them.

Version History					
Title ID	Version	Status	Date	Author	Approved
SMS 15	Original				