

GREENWICH FLYING SQUADRON

Risk Management Plan (August 2005)

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This document contains information on the Risk Management process adopted by Greenwich Flying Squadron

First Edition: August 2005

RESOURCES

- YACHTING VICTORIA RISK MANAGEMENT: *A Practical Resource for Clubs*
Matthew Finnis
Rigby Cooke
September 2001
- Australian Standard on Risk Management AS/NZS 4360:1999
- Club member Bob Anderson for his assistance in developing this document
- Concord and Ryde Sailing Club Inc. for providing their club's Risk Management Plan to Yachting NSW in order to be used as a guide for other clubs

GLOSSARY

Risk	“The chance of something happening that will have an impact upon objectives. It is measured in terms of likelihood and consequences” (AS/NZS 4360:1999)
Risk Analysis	A systematic use of available information to determine how often specified events (risks) may occur and the magnitude of their consequence
Risk Management	The culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects” (AS/NZS 4360:1999)
Risk Management Process	<p>In other words the process undertaken to reduce/eliminate risks (or hazards) The systematic application of management policies, procedures and practices to the tasks of establishing context (category), identifying, analysing, evaluating, treating, monitoring and communication risk. It will involve the following 5 stages:</p> <ol style="list-style-type: none">1. Risk Identification2. Risk Assessment3. Risk Treatment (Action Plan)4. Monitoring and Review5. Communication
Likelihood	Used as a qualitative description of probability or frequency
Consequence	The outcome of an event expresses qualitatively or quantitatively, being in a loss, injury, disadvantage or gain. There may be a range of possible outcomes associated with an event

AIM

To infuse Risk Management into the culture of the Greenwich Flying Squadron (GFS), in order to:

- Increase the awareness of participants in club events of risks associated with the sport of sailing
- Reduce the incidence of injury to participants, officials and other persons associated with club sailing competitions and activities
- Provide a fun, healthy and safe sporting environment for individuals to participate and enjoy the sport of sailing
- Minimise potential club liability as a result of poorly managed sailing competitions and activities

RESPONSIBILITY

Whilst ALL club members have a responsibility to identify and reduce / eliminate risks to themselves or others, the GFS Management Committee is ultimately responsible for establishing and maintaining the Risk Management (RM) program within the club. Therefore RM is a permanent agenda item at monthly committee meetings

- It is recognised that GFS Management Committee is primarily responsible to members for the management of a family sailing club. Therefore creation / adoption of RM policies and practices must be practical and achievable within the limited resources available to the club

STRATEGIES

- Utilise the methodology described in 'Yachting Victoria Risk Management: A Practical Resource for Clubs' (Finnis, 2001), to establish simple processes to identify, prioritise, analyse and treat risks
- Identify the main categories where risks may arise
- Identify the risks faced by GFS based on existing policies and procedures, past history, personal reports, member feedback, and any other means available (such as those outlined in *Yachting Victoria Risk Management: A Practical Resource for Clubs*)
- Utilise a Risk Assessment matrix (see Appendix 3) that includes:
 - Identified risks (*what can happen and how it can happen*)
 - Analysis of each risk (*likelihood and consequences*)
 - Action to be taken, along with the available resources, to reduce/eliminate the risk
 - Revision of outcomes
- Provide the club's Risk Management Plan, and regular updates, to all members through:
 - A regular segment in the 'Humbug' magazine
 - Addition of a Risk Management section on the GFS website
 - Announcements at regular club racing events (e.g. during race results)
- On joining and/or paying annual subscriptions members are asked to sign a statement acknowledging and understanding of the RM Policy and House Rules
- Encourage continuous identification and control of potential risk, and analysis of same, for example:
 - Establish an Incident Register to record incidents and accidents that may occur during every event, both sailing and non-sailing, held on the club's premises
 - Apply a process of 'Risk Identification' when planning all club activities
 - Encourage members to identify and reduce risk to themselves and others
- Compile all GFS policies and documentation as a record of the overall Risk Management process to assist on record keeping and education, Insurance renewals and claims, legal action or any other purpose related to the protection of Members' interests
- Update RM policy and other policies as required

RISK MANAGEMENT PROCESS

As a club run by volunteers from the membership, each of the five (5) steps below will be undertaken primarily by the GFS Management Committee, and in collaboration with ALL others members who have a responsibility to identify and reduce / eliminate risks arising from club activities.

1. Risk Identification
2. Risk Assessment
3. Risk Treatment (action plan)
4. Monitoring and Review
5. Communication

1. Risk Identification

Listing the main **categories** where risk may arise in the club provides a framework for individual risk identification. The following categories are based on the Victorian Yachting RM resource:

On-water Events

This category includes all of those risks associated with:

- The conduct of sailing events (e.g. 30 knot rule, Sailing Instructions, Racing Rules, rescue craft, club radio)

Pre and Post Event / Activities

This category refers to the risks involved in activities which immediately precede and follow on-water events, such as:

- Preparation activities of race organisers (e.g. racing instructions, 30 knot rule, course setting, start procedure, accounting for each boat in a race)
- Rigging of dinghies
- Launching and retrieval of boats
- Use of pontoon (e.g. picking up and set down of crew)
- Safe rafting up procedures
- Laying and retrieval of buoys
- Operation of the club launch
- Responsible serving of alcohol
- Food Hygiene

Environment

The physical environment in which club events are conducted may include risks to:

- Personal safety
- Property
- The club and surrounding environments utilised by members and visitors

Personnel

This category includes risks to:

- Club members, officials, participants, parents and spectators who may be involved in club sailing or social activities

2. Risk Assessment

Having identified the risks involved in sailing, and other club activities, each risk has to be assessed in terms of their likelihood to occur, along with the seriousness of the consequences arising from the risk occurring.

In order to systematically assess the risks identified in the first stage of the process, the **risk rating scales** set out below in Tables 1-3 need be applied. The risk rating scales allow you to **rate** each risk and **prioritise** their management.

Each risk must be rated in terms of:

1. The likelihood of the risk occurring (**likelihood**)
2. The loss or damage impact if the risk occurred (**severity / consequence**) and
3. The degree of urgency, required to address the risk (**priority**)

Likelihood

The likelihood is related to the **potential** for a risk to occur over an annual evaluation cycle

Table 1: Likelihood Scale

RATING	LIKELIHOOD <i>The potential for problems to occur in a year</i>
A	ALMOST CERTAIN: Will probably occur, could occur several times per year
B	LIKELY: High probability, likely to arise once per year
C	POSSIBLE: Reasonable likelihood that it may arise over a five-year period
D	UNLIKELY: Plausible, could occur over a five to ten year period
E	RARE: Very unlikely but not impossible, unlikely over a ten year period

Severity / consequence

The severity / consequence of a risk refers to the **degree of loss or damage** which may result from the risk occurring

Table 2: Severity Scale

RATING	POTENTIAL IMPACT <i>In terms of the objectives of the organisation</i>
A	CATASTROPHIC: Most objectives may not be achieved, or several severely affected
B	MAJOR: Most objectives threatened, or one severely affected
C	MODERATE: Some objectives affected, considerable effort to rectify
D	MINOR: Easily remedied, with some effort the objectives can be achieved
E	NEGLIGIBLE: Very small impact, rectified by normal processes

Having assessed each risk in terms of its likelihood and severity / consequence each risk can then be prioritised to enable a decisions elated to any action/s warranted to manage the risks.

Risk Priority

The risk priority scale determines the nature of the risk and the action/s required. These are indicators to assist decision making in terms of what action is warranted for the risks.

Table 3: Risk Priority Scale

		I M P A C T				
		A	B	C	D	E
L I K E L I H O O D	A	Extreme (1)	Extreme (1)	Major (2)	Major (2)	Medium (3)
	B	Extreme (1)	Extreme (1)	Major (2)	Medium (3)	Minor (4)
	C	Extreme (1)	Major (2)	Major (2)	Medium (3)	Minor (4)
	D	Major (2)	Major (2)	Medium (3)	Minor (4)	Minor (4)
	E	Medium (3)	Medium (3)	Minor (4)	Minor (4)	Minor (4)

Key:

1	Extreme risks	Are likely to arise and have potentially serious consequences requiring urgent attention
2	Major risks	Are likely to arise and have potentially serious consequences requiring urgent attention or investigation
3	Medium risks	Are likely to arise or have serious consequences requiring attention
4	Minor risks	Low consequences that maybe managed by routine procedures
5	N/A	Use this to note a risk that does not apply to GFS

Once a **risk priority** has been determined the committee can consider the **level of risk treatment** and **action** required for each risk.

3. Risk Treatment (action plan)

This stage is all about identifying, testing, and evaluating strategies to manage the risks which have been identified as posing a real risk to GFS and its members.

The Management Committee members, and others, will work together to brainstorm a variety of strategies and then consider each strategy in terms of its effectiveness and implementation. This will involve some 'reality testing' of risk treatment strategies to determine what reasonable and achievable steps they may take to reduce the impact of the risk arising.

Each risk requires careful consideration to any establish policies, procedures and strategies required to treat the risk, including who is responsible for the action, the resources available, and a timeframe for completion. These elements will comprise the **action plan**. This process is of particular importance to those risks that have been rated highly (i.e. *Major-Extreme*).

4. Monitoring and Review

It is very important that the Risk Management Plan be reviewed at the end of a competition, activity, program, or season. The Risk Management Plan should be a living document that is regularly updated to account for changes within the club, or any relevant legislation.

Record Keeping

The keeping of records and the continued evaluation of the Risk Management Plan in the light of such records is crucial. Risk Management procedures should include the documentation of any incidents / accidents, as well as information on the effectiveness of the Risk Management Plan.

Statistics on reoccurring injuries or accident occurrences should be used to determine whether there are specific activities that require either increased precautions or supervision.

5. Communication

It is essential that all club members are aware of the Risk Management Plan and consulted in its development, implementation and evaluation.

Membership of the GFS is constantly changing and as such the club should ensure that new members are introduced to the Risk Management Plan and their obligations as part of their orientation to the club. Similarly, entrants in competitions and races who are not members of GFS should also be made aware of the club's Risk Management procedures and any rules with which they must comply.

PRINCIPLES ENABLING GFS RISK MANAGEMENT PLAN

Records

- **Risk Register (see appendix 1)** including:
 - Identified risks, their assessment in terms of likelihood, severity / consequence and priority
 - Treatment plans
 - Evaluation
 - The register is to be held by the Club Secretary as the central person for writing up any identified risk as they arise from communications from members
- **An Incident / Accident Register (see Appendix 2)**
Use as a record of incidents / accident occurring at social or sailing functions held at the club
 - All incidents and accidents are recorded in the Incident / Accident Register
 - All relevant incidents are reported to the NSW Maritime Authority using the 'Vessel Incident Report' (see Appendix 3)

Communication methods

- Risk Management is:
 - An agenda item for Management Committee meetings
 - A regular section in the 'Humbug' magazine that is emailed or posted to members 1-2 monthly
 - A section on the GFS website

Policies & procedures

- House Rules (see GFS website)
- Sailing Instructions (see GFS website)
- NSW Maritime Authority using the 'Vessel Incident report' (see Appendix 3)
- GFS Rules of Incorporation (see GFS Website)
- Rescue boat check list (see Appendix 5)
 - A check list is provided to the driver of each rescue boat to ensure that each boat is correctly equipped for rescue activities
- Rescue and patrol procedure (see Appendix 5)
 - This procedure has been established to maximise the effectiveness of our rescue capabilities for the protection of members
- Ship to shore/boat to boat communication (see Appendix 5)
- Guidelines have been established to maintain effective communication between our rescue boats and Clubhouse
- A notice advising on the use of club radios is displayed in the clubhouse adjacent to the radio

Maintenance schedule

- A Club House Manager is appointed at each Annual General Meeting (AGM) to maintain the club and equipment in a safe and usable condition, including:
 - Clubhouse, deck and pontoon areas, and equipment maintenance
 - Club owned boats (engine service, fuel, safety equipment)
 - Other equipment such as: Barbeques, gas bottles, petrol canisters, locks, doors, galley equipment, toilets, sewerage, fridges, freezers, and utensil decontaminator
- Working Bees are organised by the Club House Manager and held once a year, and as required

Insurance cover

- Club house and contents
- Club boat drivers
- Public Liability
- Worker's Compensation
- Member Public Liability cover prerequisite for racing
- Member boat insurance prerequisite for racing

Finance procedures

- Club Treasurer appointed at the AGM
- 2 Management Committee members to sign cheques
- All monies forwarded to Club Treasurer for banking and recording
- All invoices forwarded to club treasurer for payment and recording
- Club safe in place for any monies unable to be forwarded to Treasurer
- Cash registers set up to show categories of sales for audit purposes

Membership

- Membership Secretary appointed at AGM
- ALL application and renewal membership forms to enable:
 - Up to date personal information
 - Confirmation that member responsibilities are known and understood (i.e. boat insurance, public liability, House Rules, Sailing Instructions, Racing Rules, etc.)
- Privacy Policy (See *Appendix 6*)
 - GFS Management Committee recognises responsibilities under the provisions of the Privacy Act 2002 and has a commitment to safeguard members' personal information. The Committee recognises members' rights to access, and to correct, personal information held on file by the Club

Personnel safety

- For children competing in club activities, parents are asked to provide details of any medical or physical conditions the club should be aware of (*See Appendix 7*)
- Responsible serving of alcohol
 - Selected Committee Members have undertaken RSA qualifications
 - All those employed to serve alcohol at twilight barbeques carry RSA certificates
- First Aid
 - Two first aid kits are kept in the Clubhouse, one which is designed for Marine activities and supplied through St Johns Ambulance. These kits are inspected as part of the annual working bee, and are replenished after use
 - Signage indicates their location
- Emergency Numbers
 - A list of emergency numbers is located on the 'Results noticeboard' with details of the exact location of, and directions to, the club house

APPENDICES

Appendix 1: Risk Assessment Matrix (sample page)

GFS RISK REGISTER						
Risk number:			Date			
What can happen (Risk)						
How it can happen:						
IMPACT (see Consequence Table)						
A. Catastrophic <input type="checkbox"/>		B. Major <input type="checkbox"/>		C. Moderate <input type="checkbox"/>		
				D. Minor <input type="checkbox"/>		
				E. Negligible <input type="checkbox"/>		
LIKELIHOOD (see Likelihood Table)						
A. Almost Certain <input type="checkbox"/> Will probably occur, could occur several times per year						
B. Likely <input type="checkbox"/> High probability, likely to arise once per year						
C. Possible <input type="checkbox"/> Reasonable likelihood that it may arise over a five-year period						
D. Unlikely <input type="checkbox"/> Plausible, could occur over a five to ten year period						
E. Rare <input type="checkbox"/> Very unlikely but not impossible, unlikely over a ten year period						
ESTABLISH PRIORITY RISK (see Key)						
IMPACT						
		A	B	C	D	E
LIKELIHOOD	A	Extreme (1) <input type="checkbox"/>	Extreme (1) <input type="checkbox"/>	Major (2) <input type="checkbox"/>	Major (2) <input type="checkbox"/>	Medium (3) <input type="checkbox"/>
	B	Extreme (1) <input type="checkbox"/>	Extreme (1) <input type="checkbox"/>	Major (2) <input type="checkbox"/>	Medium (3) <input type="checkbox"/>	Minor (4) <input type="checkbox"/>
	C	Extreme (1) <input type="checkbox"/>	Major (2) <input type="checkbox"/>	Major (2) <input type="checkbox"/>	Medium (3) <input type="checkbox"/>	Minor (4) <input type="checkbox"/>
	D	Major (2) <input type="checkbox"/>	Major (2) <input type="checkbox"/>	Medium (3) <input type="checkbox"/>	Minor (4) <input type="checkbox"/>	Minor (4) <input type="checkbox"/>
	E	Medium (3) <input type="checkbox"/>	Medium (3) <input type="checkbox"/>	Minor (4) <input type="checkbox"/>	Minor (4) <input type="checkbox"/>	Minor (4) <input type="checkbox"/>
Key		1 Extreme risks that are likely to arise and have potentially serious consequences requiring urgent attention		4 Minor risks and low consequences that maybe managed by routine procedures		
		2 Major risks that are likely to arise and have potentially serious consequences requiring urgent attention or investigation		5 Use this to note a risk that does not apply to your organisation		
		3 Medium risks that are likely to arise or have serious consequences requiring attention				
EXISTING RISK TREATMENTS (reduce likelihood, reduce consequence, avoid risk)						
ACCEPT OR REJECT RISK (GFS Management Committee Role)						
Accept <input type="checkbox"/>		Reject <input type="checkbox"/>				
NOTES						
ADDITIONAL RISK TREATMENTS (reduce likelihood, reduce consequence, avoid risk)						
<i>Action</i>		<i>Resources Required</i>		<i>Responsibility</i>		
EVALUATION / OUTCOMES						

Appendix 2: Incident / Accident Register (sample page)

This register is to be maintained as a record of incidents / accident occurring at social or sailing or social events held at the club

Event	Date	Signature of responsible person Name / contact number:
Weather conditions (<i>sailing only</i>)		
Any on water and off water incidents		
Any injuries sustained and first aid treatment given		
Breakages / equipment failure		
Other:		

Appendix 3: NSW Maritime Authority: Vessel Incident reporting

(Source: <http://www.maritime.nsw.gov.au/accident.html>)

Reporting Boating Accidents/Incidents: Requirements

If a boating incident occurs on any navigable water in NSW and that includes to 3 nautical miles offshore, the person in command of a vessel must:

- Stop the vessel immediately
- Give any assistance which may be necessary
- Produce any licence to navigate at speed or certificate of competency
- Give details of driver's name and address, the name and address of the vessel's owner and any distinguishing numbers (that is, registration number or permit number) which is required to be displayed on the vessel

If requested by a NSW Maritime Authority or Police officer, a person must provide the following details:

- Time, place and nature of accident
- Name and distinguishing (registration) number of every vessel involved in the incident
- Name and address of every person who was involved in or witnessed the accident
- Extent of any injury or damage resulting from the incident

Where the accident has resulted in the:

- Death of, or injury to, a person; or
- Damage in excess of \$100 to a vessel, or any other property
- A written report must be forwarded to NSW Maritime within 24 hours, setting out the particulars unless these have already been given to a NSW Maritime officer or Police officer

Next page: NSW Maritime Authority (Vessel Incident report)

VESSEL INCIDENT REPORT

(Reporting procedures required by NSW Marine Legislation)

To assist in completing this form, please refer to the Explanatory Notes at the end of this document. For further information and assistance telephone 13 12 56 (8:30am to 4:30pm) - 7 days a week. Please forward completed form to: Marine Investigations Unit, NSW Maritime, Locked Bag 5100, Camperdown, NSW 1450 or fax to (02) 9563 8699

Please answer the following Questions before completing the rest of the form by the appropriate box:

- | | | |
|---|--------------------------|--------------------------|
| ⇒ Do you believe that this incident involved any breach of the Marine Legislation? | Yes | No |
| ⇒ Was any person injured or killed? | <input type="checkbox"/> | <input type="checkbox"/> |
| ⇒ Was the damage to either vessel greater than \$2000? | <input type="checkbox"/> | <input type="checkbox"/> |
| ⇒ Was there damage that affected any of the involved vessels' continuing ability to be safely used? | <input type="checkbox"/> | <input type="checkbox"/> |
| ⇒ Was there damage to any other property? | <input type="checkbox"/> | <input type="checkbox"/> |
| ⇒ Did any of the drivers involved leave the incident site without exchanging particulars? | <input type="checkbox"/> | <input type="checkbox"/> |
| ⇒ Was any driver involved in the incident under the influence of alcohol or any other drugs? | <input type="checkbox"/> | <input type="checkbox"/> |
| ⇒ Was a commercial vessel involved? | <input type="checkbox"/> | <input type="checkbox"/> |

DETAILS OF INCIDENT

Date of Incident:	Time of Incident:	Area of Operation <i>(Official Use Only)</i>	Location	Incident Severity Rating <i>(See Explanatory Note 1)</i>
...../...../.....

DETAILS OF OPERATOR (MASTER) - VESSEL 1

Surname

Given Names

Date of Birth.....

Gender: Male Female

Residential Address

.....

.....

State Postcode.....

Telephone:

Private () Business ().....

Mobile Facsimile ().....

Email

Qualifications and Experience

Boat Licence *(see Explanatory Note 2)* :

Licence Type

Licence Number.....Expiry /..... /.....

Other (please specify)

Certificate of Competency *(see Explanatory Note 3)* :

Certificate Type

Certificate Number.....Expiry /..... /.....

AYF Qualifications Type:.....

Interstate State: (eg QLD)

International Country: (eg UK).....

Other (please specify)

Experience operating this type of vessel:

- Under 20 hours 20 to 100 hours
- 100 to 500 hours Over 500 hours

DETAILS OF OPERATOR (MASTER) - VESSEL 2

Surname

Given Names

Date of Birth.....

Gender: Male Female

Residential Address

.....

.....

State Postcode.....

Telephone:

Private () Business ().....

Mobile Facsimile ().....

Email

Qualifications and Experience

Boat Licence *(see Explanatory Note 2)* :

Licence Type

Licence Number.....Expiry /..... /.....

Other (please specify).....

Certificate of Competency *(see Explanatory Note 3)* :

Certificate Type

Certificate Number.....Expiry /..... /.....

AYF Qualifications Type:.....

Interstate State: (eg QLD)

International Country: (eg UK).....

Other (please specify)

Experience operating this type of vessel:

- Under 20 hours 20 to 100 hours
- 100 to 500 hours Over 500 hours

DETAILS OF OWNER - VESSEL 1

Surname
Given Names
Date of Birth.....
Gender: Male Female
Residential Address
.....
.....
State Postcode.....
Telephone:
Private () Business ().....
Mobile Facsimile ()
Email

DETAILS OF OWNER - VESSEL 2

Surname
Given Names
Date of Birth.....
Gender: Male Female
Residential Address
.....
.....
State Postcode.....
Telephone:
Private () Business ().....
Mobile Facsimile ()
Email

DETAILS OF VESSEL 1

Vessel Name:.....
Commercial Vessel (see Explanatory Note 4) :
Vessel Type:.....
Survey/Permit Number:.....
Expiry Date:.....
Recreational Vessel (see Explanatory Note 5) :
Vessel Type:.....
Vessel Registration No.:.....
Expiry Date:.....
Hull Material (see Explanatory Note 6) :.....
Equipment Carried
Radio: Yes No
EPIRB: Yes No
PFD 1: No. on boardNo. used
PFD 2: No. on boardNo. used
PFD 3: No. on boardNo. used
People on Board
Adult: Female:Male:.....
*Children Female:Male:.....
*Children = less than 12 years of age
Other persons involved
Adult: Female:Male:.....
*Children Female:Male:.....
*Children = less than 12 years of age

DETAILS OF VESSEL 2

Vessel Name:.....
Commercial Vessel (see Explanatory Note 4) :
Vessel Type:.....
Survey/Permit Number:.....
Expiry Date:.....
Recreational Vessel (see Explanatory Note 5) :
Vessel Type:.....
Vessel Registration No.:.....
Expiry Date:.....
Hull Material (see Explanatory Note 6) :.....
Equipment Carried
Radio: Yes No
EPIRB: Yes No
PFD 1: No. on boardNo. used
PFD 2: No. on boardNo. used
PFD 3: No. on boardNo. used
People on Board
Adult: Female:Male:.....
*Children Female:Male:.....
*Children = less than 12 years of age
Other persons involved
Adult: Female:Male:.....
*Children Female:Male:.....
*Children = less than 12 years of age

DETAILS OF ENGINE - VESSEL 1 — Engine 1

Propulsion: Inboard Outboard Sterndrive
Fuel: Petrol Diesel
 Other (Please specify):
Manufacturer H/power.....

VESSEL 1 — Engine 2

Propulsion: Inboard Outboard Sterndrive
Fuel: Petrol Diesel
 Other (Please specify):
Manufacturer H/power.....

DETAILS OF ENGINE - VESSEL 2 — Engine 1

Propulsion: Inboard Outboard Sterndrive
Fuel: Petrol Diesel
 Other (Please specify):
Manufacturer H/power.....

VESSEL 2 — Engine 2

Propulsion: Inboard Outboard Sterndrive
Fuel: Petrol Diesel
 Other (Please specify):
Manufacturer H/power.....

DAMAGE TO VESSEL AND/OR PROPERTY

Vessel 1 - Damage

Lost Major Minor No Damage

Vessel \$Property \$

Vessel 2 - Damage

Lost Major Minor No Damage

Vessel \$Property \$

NATURE OF INCIDENT

Vessel 1

Operation at Time of Incident (see Explanatory Note 7):

.....

Type of Incident (see Explanatory Note 8):

.....

Contributing Factors to Incident (see Explanatory Note 9):

.....

NATURE OF INCIDENT

Vessel 2

Operation at Time of Incident (see Explanatory Note 7):

.....

Type of Incident (see Explanatory Note 8):

.....

Contributing Factors to Incident (see Explanatory Note 9):

.....

WEATHER AND WATER CONDITIONS

Weather	Water Conditions	Wind	Wind Direction	Visibility	Tide
<input type="checkbox"/> Clear	<input type="checkbox"/> Calm	<input type="checkbox"/> None	<input type="checkbox"/> N <input type="checkbox"/> NE	<input type="checkbox"/> Good	<input type="checkbox"/> Flood (in)
<input type="checkbox"/> Hazy	<input type="checkbox"/> Choppy	<input type="checkbox"/> Light (1>8kt)	<input type="checkbox"/> E <input type="checkbox"/> SE	<input type="checkbox"/> Fair	<input type="checkbox"/> Ebb (out)
<input type="checkbox"/> Cloudy	<input type="checkbox"/> Rough	<input type="checkbox"/> Moderate (8>15kt)	<input type="checkbox"/> S <input type="checkbox"/> SW	<input type="checkbox"/> Poor	<input type="checkbox"/> Slack
<input type="checkbox"/> Rain	<input type="checkbox"/> Very Rough	<input type="checkbox"/> Strong (15>30kt)	<input type="checkbox"/> W <input type="checkbox"/> NW	<input type="checkbox"/> Darkness (Night Time)	
<input type="checkbox"/> Flood	<input type="checkbox"/> Strong Current	<input type="checkbox"/> Storm (Over 30kt)			

FATALITIES AND SERIOUS INJURY

Number of fatalities: Vessel 1Vessel 2Other

* Number of serious injuries: Vessel 1Vessel 2Other

* Number of minor injuries: Vessel 1Vessel 2Other

* Serious Injury = Hospitalisation, other than for observation * Minor Injury = First aid only given at site or at hospital

Details of Deceased and Injured Persons

Name	Address	DOB	Gender M/F	Injury Type Fatal/Serious /Minor	Role on vessel (see Explanatory Note 10)	Hospital
.....
.....
.....

ALCOHOL AND DRUG TESTING

Name	Address	Telephone	DOB	Gender M/F	Role on vessel (see Explanatory Note 10)	Breath Test Analysis Result	Blood Analysis Result
.....
.....
.....

DETAILS OF WITNESSES

Name	Address	Telephone
.....
.....
.....

DETAILS OF CREW ON BOARD COMMERCIAL VESSEL AT TIME OF INCIDENT

Name	Address	Telephone	DOB	Role on vessel	Qualifications

Please use this section to draw a map of the area and details of the incident

A large grid of dashed lines, intended for drawing a map of the area and details of the incident. The grid consists of 12 columns and 18 rows of squares.

INCIDENT DESCRIPTION – Describe what happened (sequence of events) include failure of equipment. If diagram is needed, use grid sheet. Include any information regarding the involvement of alcohol and/or drugs in causing or contributing to the incident. Include any descriptive information about the use of PFDs (Lifejackets). List any witnesses who are prepared to give evidence).

PERSON COMPLETING REPORT (Please use BLOCK letters)

Name:	Telephone:
Address:.....	Private ().....
.....P/Code:.....	Business ().....
Signature:.....	Mobile.....
	Date...../...../.....

NSW Maritime Use Only

Area of Operation or Station (BSO or Police only):.....

Proposed further Action:.....

Incident requiring no further action:

- For information and recording only. Legal clerk to enter onto WALROS for incident Completed
- Legal to enter File complete. Completed
- Investigator's reasons why no further investigation required

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Investigator's NameSignatureDate..... / /.....

EXPLANATORY NOTES

Explanatory Note 1 – Incident Severity Rating

- Fatal incident
- Serious injury
- Vessel lost
- Other vessel damage
- Property damage only
- No damage

Explanatory Note 2 – Boat Licence Type

- NSW General Boat Licence
- NSW Young Adult Boat Licence
- NSW PWC Licence
- NSW PWC Young Adult Boat Licence
- Other (please specify)

Explanatory Note 3 – Certificate of Competency

- Coxswain
- Master Class V
- Master Class V Fishing/Skipper Grade 3
- Master Class IV
- Master Class IV Fishing/Skipper Grade 2
- Master Class III
- MED 3
- MED 2
- MED 1
- Local Knowledge
- Harbour & River Certificate
- Coxswain Pre-USL
- Driver Pre-USL
- NSW Certificate of Validity
- Certificate of Service

Explanatory Note 4 – Commercial vessel Type

- Passenger vessel
- Non passenger vessel
- Fishing vessel (LFB)
- Hire and drive vessel
- Ferry
- Houseboat
- Commercial Sailing Boat
- Other (please specify)

Explanatory Note 5 – Recreational vessel type

- Cabin runabout
- Motor Cruiser
- Canoe/kayak
- Houseboat
- Inflatable
- Open runabout
- Paddle (Row) Boat
- Personal Watercraft (Jet Ski)
- Sailing Vessel
- Other (please specify)

Explanatory Note 6 – Hull Material

- Aluminium
- Ferro-cement
- Fibreglass
- Plywood
- Steel
- Timber
- Other (please specify)

Explanatory Note 7 – Operation at time of incident

- Aground
- At Anchor/Moored
- Being Towed
- Berthed
- Drifting
- Fishing
- Fuelling
- Organised Competition/Aquatic Event
- Towing a vessel
- Underway
- Waterskiing/aquaplaning/parasailing
- Other (please specify)

Explanatory Note 8 – Type of Incident

- Capsizing
- Close Quarter
- Collision with vessel
- Collision with fixed object
- Collision with floating object
- Collision with submerged object
- Explosion/Fire – fuel
- Explosion/Fire – non fuel
- Fall overboard
- Fall in vessel
- Grounding
- Hull splitting (structural failure)
- Person hit by vessel/propeller
- Sinking
- Swamping
- Unknown

Explanatory Note 9 – Contributing Factors to Incident

- Excess Alcohol/Drugs
- Excessive Speed
- Fault of Equipment
- Fault of Hull
- Fault of Machinery
- Hazardous Waters
- Improper Loading
- Lack of Judgement
- No Proper Lookout
- Overloading
- Weather Conditions
- Other (please specify)
- Unknown

Explanatory Note 10 – Role on Vessel

- Crew
- Master
- Passenger
- Skier
- Observer
- Swimmer

Appendix 4: Risk Treatment Plan

ENVIRONMENT

Potential Risk	L	I	R	Treatment / Action Plan	Resource	Responsibility	Time Frame
Injury to sailors and non sailors in clubhouse, rigging deck and pontoon areas	C	D	3	<ul style="list-style-type: none"> Senior members are expected to supervise juniors. Running, playing games or diving from any part of the clubhouse, deck or pontoon is strictly forbidden Boats are not to be rigged on the pontoon or ramp on race days All removable equipment protruding outside the hull (bumpkins, bowsprit, rudder etc) is to be removed for storage Masts and spars are to be placed on the designated rack All loose gear including rigging cradles, is to be stowed in the boat or on available racks 	House Rules: <ul style="list-style-type: none"> 4 Safety 8 Use of club Pontoon 9 Boat Repairs & Maintenance 11 Storage of boats & equipment 	Rear Commodore: Junior sailing All members	Established
Insufficient / untrained personnel driving power boats	D	D	4	<ul style="list-style-type: none"> The club launch and run-abouts are to be driven only by persons appointed by a member of the executive committee All club vessels shall be operated in accordance with, and by persons appropriately licensed under, NSW Waterways regulations Remove engine key, and store in locked cupboard 	House Rules: <ul style="list-style-type: none"> 5 Property 	Rear Commodore: Junior Sailing Twilight Captain Rear Commodore: Sailing Secretary	Established
Insufficient fire safety measures in place	E	B	3	<ul style="list-style-type: none"> Extinguishers checked every season (certificate issued) Always visible and accessible 	Club Maintenance Plan	Club Maintenance Officer	Established
Risks / damage associated with use of club social facilities by members and guests (includes non-club social events)	D	D	4	<ul style="list-style-type: none"> Identify risks and take action on each one where appropriate The member booking the club will: <ul style="list-style-type: none"> Be in attendance at all times during the function Take full responsibility for the behaviour of all guests within the club premises Undertake to make good any damage to the club premises or equipment incurred as a result of the private function Ensure cleaning of the clubhouse and any of the equipment used Ensure that all necessary security measures are carried out when leaving the clubhouse 	House Rules: <ul style="list-style-type: none"> 10 Social use of the Clubhouse Conditions of Hire Form	Clubhouse Bookings person Member making booking	Established

ENVIRONMENT continued...

Potential Risk	L	I	R	Treatment / Action Plan	Resource	Responsibility	Time Frame
Environmental damage/liability from inappropriate maintenance of drainage and effluent	C	C	2	<ul style="list-style-type: none"> On going maintenance reporting to Club Maintenance Officer Contracted waste removal services Automated sewerage pumping 	Club Maintenance Plan	Club Maintenance Officer	Established
Insufficient attendance to spills and breakages causing injury	E	D	4	<ul style="list-style-type: none"> Clean up after sailing Bins to be in place 	House Rules - 12 Duty Crew	Duty crew for sailing events Catering Staff	Established
Emergency services unable to gain access to club	E	D	4	<ul style="list-style-type: none"> No Parking in the area adjacent to the Clubhouse 	House Rules - 6 Parking	All members	Established
Lack of security resulting in damaged or stolen property	E	M	4	<ul style="list-style-type: none"> Members asked to read House Rules, in terms of: the need for: <ul style="list-style-type: none"> A high level of security about the Clubhouse Checking that the area is never vacated unless all doors and windows are securely locked, and the alarm system is correctly armed Insurance for any personal boats/equipment stored in the clubhouse Club keys are issued only to members 	House Rules - 3 Security - 7 Keys - 5 Property - 11 Storage of boats & equipment (11.12 insurance)	All members	Established
Injury / damage to members and guests and property from barbeques	B	D	3	<ul style="list-style-type: none"> Barbeques are to be used outside the building on the rigging deck, well away from walls Care should be exercised at all times to ensure that barbeques are used safely The gas connections should be checked prior to use and drip trays should be in place to catch fat After use the gas should be turned off at the bottle and the barbeques should be allowed to cool and then thoroughly cleaned prior to returning to the designated spot inside the Clubhouse. Barbeques have been modified to minimise the build up and splatter of fat Barbeques are cleaned at the end of each use 	House Rules - 15 Barbeques	Rear Commodore: Sailing Secretary Twilight captain All members Club Maintenance Officer	Established

PERSONNEL

Potential Risk	L	I	R	Treatment / Action Plan	Resource	Responsibility	Time Frame
Injury to skippers and crew during yachting events, including immediately prior to and post events	C	B	2	<ul style="list-style-type: none"> 'Risk Warning', issued by NSW Maritime Authority and the GFS is: <ul style="list-style-type: none"> Included in the Sailing Instructions Posted on club to alert visitors to the club Posted on the GFS website 	Sailing Instructions: Indemnity	Rear Commodore: Sailing Secretary	Established
Poor fleet tracking resulting in missing boats, poor race management or incorrect results	E	B	3	<ul style="list-style-type: none"> Sabot sailors sign on and off Fleet sailors accounted for on 'Starters Handicap Sheet' 	Sailing Instructions: - <i>Special regulations j (If a yacht retires)</i>	Rear Commodore: Sailing Secretary Rear Commodore: Junior Sailing Starters	Established
Incorrect/insufficient personal info given by parents on junior sailors	E	B	3	<ul style="list-style-type: none"> Rear Commodore: Junior Sailing asks that parents complete a form regarding a child's medical conditions etc. 	Medical Conditions form: Junior Sailors	Rear Commodore: Junior Sailing	Established
Insufficient support for starter with too many responsibilities and possible subsequent neglect of duties	E	B	3	<ul style="list-style-type: none"> Designated starters for Twilight events with no other responsibilities Rostered 'Starters' Roster' for Saturday and Sunday sailing with no other responsibilities 	Sailing Instructions: - <i>Rostered duty Officer</i> <i>House Rules</i> - <i>12 Duty Crew (12.2 Saturday keelboat start duty)</i>	Rear Commodore: Sailing Secretary Twilight Captain	Established
Unqualified or insufficient competence of coaches and volunteers resulting in poor instruction of juniors	E	E	4	<ul style="list-style-type: none"> Qualified youth instructor responsible for training 		Rear Commodore: Junior Sailing	Established
Insufficient supervision of juniors	E	E	4	<ul style="list-style-type: none"> Parents of juniors sailing at the club are required to stay to supervise and help out 		Rear Commodore: Junior Sailing	Established
Poor induction and communication to officials of duties and responsibilities resulting in possible neglect of tasks	E	E	4	<ul style="list-style-type: none"> Job Descriptions for ALL officers on the Management Committee 	Job Descriptions	Commodore All Management Committee members	Established
Poor food management and handling in canteen may breach regulations	C	C	2	<ul style="list-style-type: none"> Food supplied in vacuum packed bags and is kept refrigerated until required Appropriately experienced catering personnel employed to serve food at twilight barbeques Dishes and utensils are decontaminated with high water temperatures via purpose built dishwasher 		Appropriated experienced catering staff Twilight Captain	Established

PRE & POST SAILING

Potential Risk	L	I	R	Treatment / Action Plan	Resource	Responsibility	Time Frame
Injury /damage retrieving and setting marks	D	D	4	<ul style="list-style-type: none"> 2 people in a boat setting marks An adult to accompany juniors setting marks 		Sailing Captain: Junior Sailing	Established
Injury/damage from boats being placed on/retrieved from racks	D	D	4	Purpose built trolleys with suitable wheels for ease of movement / storage		ALL members	Established
Injury from nails / splinters / no rail on walkway	C	D	3	<ul style="list-style-type: none"> Deck area flooring replaced Railing extended/upgraded on deck area Regular maintenance No running on deck / pontoon Juniors required to wear footwear 	Club Maintenance Plan	Club Maintenance Officer Sailing Captain: Junior Sailing	Established
Injury while launching and retrieving dinghies from water	E	C	4	<ul style="list-style-type: none"> Rescue boats used to retrieve dinghies are equipped with additional floatation, and have 'soft sides' to minimise risk to child or dinghy 	Appropriately fitted out rescue boat	Sailing Captain: Junior Sailing All parents involved Club Maintenance officer	Established
Injury/burns from petrol	E	B	3	<ul style="list-style-type: none"> Only rescue boat driver to handle petrol Petrol stored in approved containers Petrol stored outside of clubhouse in secure, ventilated locker 	Purpose built storage locker	Designated fuel officer responsible for filling tanks	Established
Failure to realise lack of or incorrect safety equipment on other boats	E	C	4	<ul style="list-style-type: none"> A yacht must have lodged an audited Special Regulations Equipment Form Any yacht not complying with the above 3 conditions is ineligible to race & cannot be awarded season points Safety Audits to be arranged and conducted prior to racing Any boat not successfully completing the safety audit will be ineligible to race 	<ul style="list-style-type: none"> Category 7 Safety Audit form Special regulations equipment compliance form Sailing Instructions 	Safety Audit Officer (accredited through YA NSW) Rear Commodore: Sailing Secretary	Established
Boats uninsured	E	B	3	<ul style="list-style-type: none"> A yacht must lodge Proof of Insurance prior to racing A certificate of currency from the insurer showing a minimum of \$10,000,000 T.P.L. attached to the yacht is required Any boat not providing this information will be ineligible to race 	<ul style="list-style-type: none"> Sailing Instructions 	Rear Commodore: Sailing Secretary	
Collision of boats during race resulting in personal injury	C	B	2	<ul style="list-style-type: none"> Clear racing instructions Limited number of boats in divisions to reduce start line congestion Skipper briefings to review rules, etc. Every boat required to carry a current copy of the racing rules 	<ul style="list-style-type: none"> Sailing Instructions Racing Rules Briefing sessions Protest hearings 	Rear Commodore: Sailing Secretary Twilight Captain Rear Commodore: Junior Sailing All skippers	Established

PRE & POST SAILING continued....

Potential Risk	L	I	R	Treatment / Action Plan	Resource	Responsibility	Time Frame
Personal injury to self/others resulting from inexperienced sailors participating beyond their capabilities	C	C	2	<ul style="list-style-type: none"> New members required to identify sailing experience / relevant courses in application Regular rules education No spinnakers for twilight events Clear racing instructions New members asked to supply details of sailing experience/relevant courses 	<ul style="list-style-type: none"> Sailing Instructions Racing Rules Briefing sessions Protest hearings ISAF Fundamental Rule 4: Decision to race Members application from 	Rear Commodore: Sailing Secretary All skippers	Established
Fire/explosion on rescue craft resulting in personal injury to crew	E	A	3	<ul style="list-style-type: none"> Maintain motors and fuel systems Maintain fire equipment Approved diesel fuel tank 	Club maintenance plan	Club Maintenance Officer	Established
Difficulty in attending to medical emergency/injury resulting in exacerbation of injury	E	C	4	<ul style="list-style-type: none"> First Aid equipment at club house Easy access to emergency numbers Easy access for emergency vehicles Close to Royal North Shore Hospital 	<ul style="list-style-type: none"> First Aid kit Emergency numbers list Radios & Mobile phones 	All members	Established
Unforeseen severe weather changes resulting in sailors and officials being exposed during events	D	C	3	<ul style="list-style-type: none"> Maintain weather watch Cancel sailing if ocean storm/land gale is 30 knots at the airport 	<ul style="list-style-type: none"> Sailing instructions <i>16 Cancellation of race, 17 Abandonment of race</i> GFS website linked to weather watch sites 	Rear Commodore: Sailing Secretary Twilight Captain All skippers	Established
Participants in danger of collisions with shipping traffic	D	B	3	<ul style="list-style-type: none"> Verbal instructions re river cats and other large passenger boats 	<ul style="list-style-type: none"> Sailing Instructions <i>26a Commercial Shipping</i> 	Rear Commodore: Sailing Secretary All skippers	Established
Collisions between craft of different classes in multi class events	A	D	2	<ul style="list-style-type: none"> Staggered starts Starting procedure explained in Sailing Instructions Skippers briefing All boats not starting are required to keep clear of the start line All boats finishing must move away from the finish line 	<ul style="list-style-type: none"> Sailing Instructions Rules Book Course Sheets 	Rear Commodore: Sailing Secretary All skippers	Established

PRE & POST SAILING continued...

Potential Risk	L	I	R	Treatment / Action Plan	Resource	Responsibility	Time Frame
Personal injury to sailors competing/participating in boats of poor repair or insufficient capability	D	D	4	<ul style="list-style-type: none"> Safety audits conducted to ensure a boat eligible to race Proof of insurance required for a boat to be eligible to race 	<ul style="list-style-type: none"> Category 7 Safety Audit form Special regulations equipment compliance form Sailing Instructions ISAF fundamental rule 4: Decision to race 	Rear Commodore: Sailing Secretary Twilight Captain All skippers	Established
Start placement causes injury in collisions	D	D	4	<ul style="list-style-type: none"> Correct start placement Division number monitored to avoid overcrowding Cap placed on new members wanting to sail in Twilight events if divisions overcrowded 	<ul style="list-style-type: none"> Experienced course setters List of division boats 	Rear Commodore: Sailing Secretary Twilight Captain Management Committee	Established
Legal action against club for injury to crew members or boat as a result of race management	E	B	3	<ul style="list-style-type: none"> 'Risk Warning', issued by NSW Maritime Authority and the GFS is: <ul style="list-style-type: none"> Included in the Sailing Instructions Posted on club to alert visitors to the club Posted on the GFS website GFS is not responsible for the seaworthiness of a yacht whose entry is accepted or for the sufficiency or adequacy of its equipment. The Club reserves the right to refuse any entry. ISAF Fundamental Rule 4, (Decision to Race): "The responsibility for a boat's decision to <i>participate</i> in a race or to <i>continue racing</i> is hers alone". The Club is NOT responsible for damage caused during, or as a result of participating in club events It is the responsibility of each skipper to be aware of any changes and addendums made to ISAF / Club rules Casual entries may be accepted by the race committee Proof of Y.A. membership must be shown An interim Special Regulations Form (Category 7) must be completed and submitted to the starter prior to racing 	<ul style="list-style-type: none"> Sailing Instructions: <i>Risk Warning</i> Risk Warning posters GFS Website Humbug 	Rear Commodore: Sailing Secretary Twilight captain Rear Commodore: Junior Sailing	Established

PRE & POST SAILING continued...

Potential Risk	L	I	R	Treatment / Action Plan	Resource	Responsibility	Time Frame
Damage / injury caused by racing in stormy or excessively windy conditions	C	C	2	<ul style="list-style-type: none"> • Cancellation or Abandonment of Race <ul style="list-style-type: none"> - When an "Ocean Storm" or "Land Gale" warning is current for the Sydney area racing will be cancelled - Where wind speeds in excess of 30 knots are consistently recorded at Sydney Airport, or at his discretion, the starter will abandon racing for the day 	<ul style="list-style-type: none"> • Sailing Instructions • ISF Rule 4 Decision to race 	Rear Commodore: Sailing Secretary Twilight Captain Rear Commodore: Junior Sailing All skippers	Established

FINANCIAL

Loss of or misplaced monies resulting from inadequate financial procedures	D	C	3	<ul style="list-style-type: none"> • Cash registers purchased to ensure accountability of monies generated from twilight activities • 2 signatories to authorise cheques for payment of bills • All monies are to be given to the treasurer for banking • All invoices/bills are given to the treasurer for payment • The treasurer gives a finance report each month to the Management Committee • Safe for keeping monies unable to be forwarded to Treasurer 	<ul style="list-style-type: none"> • Rules of Incorporation • Cash register • Safe 	<ul style="list-style-type: none"> • Treasurer • Twilight Captain • Membership secretary • Commodore • Any member involved in transactions required for running/maintaining the club 	Established
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Appendix 5 (Policies & Procedures)

Greenwich Flying Squadron rescue boat policy

- Club boats are only to be used for GFS sanctioned events with the approval of the Officer of the Day
- The boats are only to be taken out by appropriately licensed drivers
- It is the responsibility of the driver to ensure the boat complies with Waterways minimum safety requirements. If the boat does not comply it is not to be used
- It is essential that a rescue boat has a minimum of two (2) adult persons on board and a maximum of three (3) persons. It is unsafe to attempt any form of rescue with only one (1) person on board

The Executive Committee

Update 16 Aug 2005

Rescue boat check list

Before launching a rescue boat the following checks should be made:

1. Is *sufficient fuel* in the tank?
2. Are *bungs* fitted?
3. Is *water bottle* filled and on board?
4. Are life jackets in boat?

Club owned dinghy policy

- No Club Dinghy is to be sailed by any person unless that boat is considered by the Sabot / Laser Captain his to be in a seaworthy condition. To that end:
 - Each Club Dinghy is to be inspected by the Sabot / Laser Captain or his appointee before being used
 - All sailors of Club dinghies are to immediately report any damage, fault or loss to the Sabot / Laser Captain
 - The Sabot / Laser Captain is to provide a Club dinghy report to the Management Committee before the commencement of each season

Guidelines for club launch to shore and boat-to-boat communication

- Club launch will carry a radio in working order and switched on whilst on the water
- The channel used for communication will be Channel 96 (27 meg)
- Messages will be kept as brief as possible
- When communicating between radio stations (Club, rescue boat, Waterways, etc) the correct radio procedure should be used by both the calling station and the station replying

Appendix 6: Privacy Policy

Our Commitment

Greenwich Flying Squadron respects its members' rights to privacy. GFS collects members' personal information when they join and when they pay their annual subscriptions. This information enables the club to provide sailing facilities and a sailing environment commensurate with members' needs. We do not collect information that is sensitive personal information.

Providing information to other organisations

Personal information is treated as confidential and is generally only used for the purpose for which it is collected.

In certain circumstances we may need to provide members' personal information to associated sailing bodies such as the Yachting Association of NSW and the Australian Yachting Federation. Statistical information based on members' personal information may be used in dealings with these and other related sailing organisations, with bodies such as Waterways Authorities and with government departments at various levels. Information is only provided to these other organisations to the extent required by law, or to the extent necessary to protect members' interests in the sport of sailing or through obligations arising from affiliation with associated sporting bodies.

Information we are required to send members

Under our constitution we are required to send members certain information, such as notices of meeting, elections and changes to our constitution. As we are legally obliged to provide this detail to members, it is not possible for them to be excluded from receiving it.

Member's rights to access information

Under the Privacy Act members have the right to access personal information we hold about them. Where we incur a cost in providing it to members this cost may be passed on to them. If the information is incorrect, members have the right to require us to amend it.

Accuracy of information

We rely on the accuracy of the information members provide. If members believe or know that the information is incorrect, out of date or incomplete, they should advise the Commodore, Secretary or Membership Secretary who will make reasonable efforts to correct it.