

# SMS 12 SUPPORT BOAT - OPERATION

## Sailability Canterbury

### PURPOSE

The purpose of the Support Boat Operation 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 patrol boats.

### 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
- Tow rope (with bridle if needed)
- Kill Cord
- Bailer or pumping system
- Paddles
- Whistle
- First Aid Kit
- Second form of communication

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 crewmembers

1. A competent skipper will operate the Support boat. The skipper will be assisted by at least one other capable person acting as a crewmember. Exceptions to this are permitted - 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 crewmembers will be dressed appropriately for the conditions, including a buoyancy aid.

3. Skippers and crewmembers are expected to get in the water to help sailors in difficulty.

4. Skippers will be trained, assessed and monitored by the Safety Officer as per *SMS F2 Support boat assessment*. Further development and/or re-assessment will be at the Safety Officers discretion.

5. Training and assessment will be conducted in a range of expected conditions.

6. A list of competent skippers will be logged in the DR 04 Training register and kept up to date by the Safety Officer.

#### Use

1. For Sailability sailing days' support boats must be on the water with engines warmed up before the first sailing boat leaves the dock, and only after the last sailing boat is safely at the dock does the last support boat leave the water.
2. Patrol boat skippers will follow Maritime NZ regulations, local by-laws, YNZ sailing and racing regulations, and all Sailability Canterbury policies and procedures relating to patrol boat use.
3. Safety Officer will run a briefing before support boats depart on tasks and, if needed, a debriefing at the end of the on-water activities.
4. 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.
5. Reports should, in first instance, go to Safety Officer or, in that person's absence, to another Committee member.
6. Safety Officer 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

#### VHF Radio:

Sailability Canterbury operates on channel 77 and a radio check should be done with ST Base with POBs - when transmitting hold radio out of wind – call person (or boat name) you want twice and your name (or boat name) once – use radio only when required. Ensure handhelds are returned and charged.

VHF radios must be switched on and audible at all times when support boats are being used.

#### Emergency procedure (see SMS 07 Emergency Preparedness and Response

- 1.
2. **Fuel:** All SC and WBC outboards are four stroke engines. Never leave shore unless tank is full (you never know how the day will go)
3. **Bungs:** Some boats do and some don't have bungs so always check
4. **Tube Inflation:** Inflatable's should be quite firm (most club ribs are underinflated)
5. **Clothing:** Inflatable's are wet boats and yacht racing is sometimes held in rough conditions where you cannot just come in when you want, so make sure you have good wet weather gear on board even on calm days
6. **Manning:** Rescue boats would normally have two people aboard where as a coach boat may only have one.
7. **Kill cord** always use the kill cord on the boats that are fitted with them, they have a piece of 2mm spectra and a Velcro strap to go around your ankle to allow you to move around the boat
8. **Launching Boat:** - Slipways – ramps (can be slippery) – don't unhook boat from winch until boat is in water (can roll off trailer)
9. **Laying Buoys:** If laying start pin trail buoy out behind boat holding onto the anchor, when in position drop anchor into water – when laying other marks run anchor to the bottom rather than throw the whole lot over at once.
10. **Retrieving Buoys:** Approach buoy from leeward of the buoy - Retrieve buoy and motor slowly to windward to ease the weight on the warp – in deep water use anchor puller – ensure warp is well clear of prop
11. **Assisting yachts in difficulty:** In flat water you can approach from windward of the yacht to assist, in swells or waves approach from the leeward side of the yacht.
12. **Boat full of water,** ask sailor to bail as you tow if full of water.
13. **Sailor in Water:** When pulling sailors from water use life jacket shoulders or lift sailor from the back under arms.

14. **Yacht Capsized**, manoeuvre into a position where you can spot the sailor without too much disruption to others still racing.
15. **Towing**, when towing loop, the tow line around the mast base once with the sailor holding the tail. Pull yacht in close to the rib when approaching shore (so not to hit other boats when turning)
16. **First Aid**: Where possible you should get an injured sailor to shore as quickly as possible.
17. **Engine flushing & wash down**. SC maintenance records & procedures.
18. **Incident**: Report any incident to the Safety Officer; incident forms are available from the container.

### **Hansa 303s and Liberty's specific procedure**

When moving Hansa 303s and Liberty's from the launching dock to the crane dock be sure the sails are fully furled to prevent a capsize.

Sailors should not attempt to sail the boats until the keel is locked down and pinned.

<b>Version History</b>					
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