



# EVANS BAY YACHT & MOTOR BOAT CLUB

## SMS 12 SUPPORT BOAT - OPERATION

### 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 support 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 (multi-tool)
  - Tow rope (with bridle if needed)
  - Bailer or pumping system
  - Paddles
  - Whistle
  - Knife (multi-tool)
  - Removed sailor indicators (black crayons)
2. Boat Master is responsible for ensuring boats are equipped and maintained to the required standard.
3. General Manager 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. 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 may be expected to get in the water (if appropriate) to help sailors in difficulty.
4. Skippers will be trained, assessed and monitored by the Boat Master as per *SMS F2 Support boat assessment*. Further development and/or re-assessment will be at the Boat Master'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, (*SMS 12.1 Support Boat – Authorised Operators*) will be displayed in the main shed and kept up to date by the General Manager and Boat Master.

#### 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 EBYMBC policies and procedures relating to support boat use.
3. Race 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 Boat Master 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.
6. Support boat skippers are responsible for recording incidents or issues (*DR 02 Maintenance log or F1 Incident report*) and reporting them to the Boat Master or General Manager. The BM & GM are then responsible for initiating an action plan to resolve them, and ensuring they are resolved.

## ON-WATER COMMUNICATIONS

### VHF RADIOS

EBYMBC operates on channel 77 and a radio check should be done with "Evans Bay Sports" or RO 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. Ask ROs permission to leave the course for any reason. Ensure handhelds are returned on charge when appropriate.

All VHF users must hold a VHF Operators License as required by law.

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

## OPERATIONS

1. **Emergency procedure** (see Crisis Management Plan SMS 03)
2. **Fuel:** All EBYMBC 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:** Support 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, wearing them around your ankle allows you to move around the boat more freely
8. **Stay out of commercial channels** - Reduce speed - "take early and substantial action to keep well clear".
9. **Launching Boat:** - Ramps (can be slippery) – don't unhook boat from winch until boat is in water (can roll off trailer).
10. **Retrieving Boat:** If in waves be sure not to get between the boat and the trailer when hooking up – In surf conditions it is safer to beach boat and winch on to trailer. Retrieve/Launch at an appropriate ramp.
11. **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.
12. **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
13. **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.
14. **Boat full of water,** Ask sailor to bail as you tow if full of water.
15. **Sailor in Water:** When pulling sailors from water use life jacket shoulders or lift sailor from the back under arms.
16. **Yacht Capsized,** manoeuvre into a position where you can spot the sailor without too much disruption to others still racing.

17. **Towing**, when towing loop the tow line around the mast base once with the sailor holding the tail. When towing lift the centreboard up a bit, don't take them right out in case they capsize. **Note:** any boat with a broken rudder may need the centreboard fully up when towing.  
Pull yacht in close to the rib when approaching shore (so not to hit other boats when turning)
18. **Sailors signed off:** Radio sail number of boat you have in tow to yacht club or race committee
19. **Removing sailor from boat** – in extreme conditions when a sailor is removed from their boat some sort of identification needs to be left attached to the boat (EBYMBC's preferred method is making the hull with a crayon)
20. **First Aid:** Where possible you should get an injured sailor to shore as quickly as possible.
21. **Engine flushing & wash down.** See Club maintenance records & procedures.
22. **Incident:** Report any incident to the Boat Master or General Manager; incident forms are available from the Club office.

### Class specific rescue procedure

**Optimist:** If inflatable is big enough remove centreboard and slide onto pontoons, derig and if in front of the console tie it down. all optimists should be fitted with their own painter (towline) – make yourself familiar with the mast clamps now mostly used on Optis – If removing the rig in waves hold one foot on the boat to stabilise then remove the rig in one go – most Optis now have a loop tied in their painter approx 1mtr in front of the bow to link the next boat onto.

**Starling:** If inflatable is big enough remove centreboard and slide onto pontoons, Starlings do not have a tow line so you will need your own one (or use their mainsheet) ensure it is not too thick – you will need to loop the tow line around the mast once . and let the sailor hang onto the other end – if no rig up loop around the bow handle and then back to the sailor.

**Note:** If sailor is struggling to get boat up make sure they have released their kicker.

**Laser:** Same as starling except you would struggle to get it onboard a Rib, bow fairleads are strong enough to tow from.

**420:** will have its own tow line – centreboard up – get sailor to steer.

**Righting a multihull:** The boat is likely to be upside down rather than on its side.

If upside down:

- First stand off some distance and check whether the sailor wants help or whether they can manage themselves.
- Position your boat to windward If they want help, it is likely they will have their own rope to pull the boat upright. This should be attached to the leeward hull; it should pass around the leeward hull, across the boat and travel out to the support boat. It may be necessary to extend the length of the righting rope with one from the support boat if they don't have their own.
- It is best to attach the rope to the main beam just next to the leeward hull, passing it under the hull and around the outside.
- Have the sailor sit on the windward hull by the main beam.
- Motor slowly to windward.
- Ease off the power as the mast and sail comes to the surface and the boat is now on its side.
- The sailor may be able to stand on the hull in the water and pull the upper hull down to right the boat
- If the sailor can't manage it, continue to motor slowly to windward. It is important to bring the boat up into the wind. If you try bringing it up with the wind it will merely capsize again.
- Don't let the rescue boat get close to the catamaran as they are very fragile and a minor collision will put a hole in it. Then that hull will sink and you will have a much bigger problem trying to recover it.

**Trailer Yacht:** only the bigger support boats (Pania & Kokotahi) will be able to tow a trailer yacht full of water after a capsize. Tow from the towing eye on the bow of the boat.

Version History					
Title ID	Version	Status	Date	Author	Approved
SMS 12	Original	Current	29/06/2016	Ryan Leatham	Boat Master