



EAST FREMANTLE YACHT CLUB

KEELBOAT MANUAL

Version 2.0 29/08/2017

The EFYC Keelboat manual is the definitive document on the functioning of the Keelboat (KB) section of the club and concerns KB racing and other events and associated organisation. The document has the authority of the KB Captain, committee and of the club executive committee. The authorised copy will be that which is published on the club internet site. It is to be read in conjunction with the current sailing instructions. It is the responsibility of KB committee members with approval of the KB committee and executive committee to update the document when any errors or need for change become apparent.

Contents

Contents	2
1 Role of Keelboat Captain.....	3
2 Role of the Keelboat Committee	3
3 Committee Responsibilities	3
4 Sailing Program	3
5 Handicaps.....	3
6 Safety Equipment & Compliance.	4
7 Volunteers Support and Coordination.....	4
8 Race Management Procedures	4
9 Support Boat for Keelboat Racing.....	4
10 Annual Plan.....	5
11 Participation.....	5
12 Training.....	5
13 Critical Decision Timetable.....	6
Appendix 1 Race Management and Tower Procedures	7
Appendix 2 Arbitration Procedures	11
Appendix 3 Support Boat Crew Training.....	13
Appendix 4 YWA Safety Compliance Cards.....	15
Appendix 5 Twilight Sailing.....	15

1 Role of Keelboat Captain: As defined in Rule 1.7 “EFYC Club Rules Book”.

2 Role of the Keelboat Committee

The Keelboat Committee’s role is to promote sailing, organize all Keelboat sailing and events in an efficient and professional manner that fosters strong competition balanced with support and encouragement for novice sailors and new keelboat skippers. It is also responsible to develop and organise a range of activities and promotions to foster maximum keelboat section participation in club events.

The Keelboat Committee is appointed annually, following the Clubs Annual General meeting. Nominations are sought from the senior membership of the club. The EFYC Executive ratifies the membership of the committee, based on the recommendation of the appointed Keelboat Captain.

3 Committee Responsibilities: -

As defined in Rule 1.7 “EFYC Club Rules Book”.

4 Sailing Program

The EFYC has two race series competitions per year, a winter series that operates from May until the end of September with fortnightly events on a Sunday afternoon and a summer series commencing on the Queen’s Birthday long weekend and finishing late April of the following year also conducted on a Sunday afternoon. The summer series in turn is composed of a number of individual interlaced series such as Commodore Cup, Melville Water, Pursuit, Short Course, Night, Inshore and Consistency series. Also, during the summer series the club organises a twilight program that operates on Wednesday evenings. Race management support for each series and the twilight program is provided by volunteers and rostered keelboat skippers and crew.

Annually, each skipper is required to complete a registration form, which includes details of participating crew members. This information is used to update the Club’s Yacht Register, managed by the Office, and to apply to Yachting Australia for each participating member’s silver card membership.

5 Handicaps

The EFYC uses a time on time performance handicap system central to which is a Time Correction Factor [TCF].

After each race, a calculation is performed which ranks competitors in finishing order by means of a scale of ratios [a performance index] called 'corrected TCFs', with the fastest boat having the highest ratio and the slowest boat the lowest ratio. After three races, these ratios are averaged to produce a handicap factor or TCF.

At the commencement of a series the handicap of each yacht from the previous summer series is used to set a starting handicap. New boats entering in a series will be given the scratch boat (highest) handicap in their division or the highest handicap applied to a boat of the same class in that fleet.

Over each cycle of three races, the handicap is adjusted by a revised scale of ratios. The actual time performance of each competitor, recorded in each race, is then multiplied by this handicap factor [TCF] to give a Corrected Time. Manual adjustments to handicaps are used occasionally to account for discrepancies.

The time-on-time method allows for the effects that wind, course and current have on performance.

Handicaps are not adjusted on the inshore racing series or the night race series due to low participation. Handicaps are adjusted after all other consistency series races.

6. Safety equipment and compliance for participating boats.

All boats participating in club events must comply with appropriate Yachting Australia safety standards as follows: A minimum Cat 7 for all events; special requirements for Swan River twilight events; Cat 6 for all inshore events; Cat 5 for Night Races and higher categories (Cat 2/3/4) as appropriate for all Offshore races.

Obligation to comply with YWA Cat requirements is the sole responsibility of the skipper including lodgement with the club of the appropriate YWA Compliance Card/Form prior to the first race each season. Cat 7 compliance will be subject to random checks and will be undertaken by the auditors from time to time. All yachts that wish to sail in either Cat 2/3/4 (Offshore), Cat 5 (Night Series) or Cat 6(Inshore Series) will be audited for Compliance and will be signed off by an auditor or auditors as nominated by the KB committee, prior to each seasons' first event.

See YWA Compliance Card/Forms on Club Web Page under Documents.

7. Volunteers Support and Coordination

Volunteers are a critical resource for the smooth operation of the sailing program and in particular for operating the start tower, Support Boat, escort boat and processing race results. The Activities Coordinator from the office is responsible for preparing a volunteer roster in consultation with the Volunteer Coordinator on the KB Committee.

The KB Committee, in consultation with the office administration arranges information sessions, training and social functions for volunteers on an ongoing basis.

8. Race Management and Procedures

The Keelboat Committee is responsible for developing and updating the tower, Support Boat and start boat procedures, in consultation with the office administration. These procedures include, contact information, detailed starting procedures, equipment list, recording instructions and safety directions. Copies of the current documents detailing these matters are attached in the Appendices.

9. Support Boat for KB Racing

A support boat will be on duty for all EFYC KB events. In the case of inshore events this will be provided by a nominated and volunteer Power Boat section member. For other events, the club support boats will be used, preferably the larger Support 2, or if unavailable Support 1 or 7. Support boats must be skippered by a person who holds a Recreational Skipper's Ticket and has been accredited by the club as a support boat skipper. There must always be an additional crew person preferably one who also has been accredited by the club. At least one of the persons on board must hold a current First Aid Certificate. No alcohol is to be consumed on the support boat.

The support boat must be on duty from the beginning of an event until all participants have finished or until the CRO (Club Race Officer) indicates they may stand down. On duty means able to be accessed by VHF radio Channel 77 or mobile phone and be able to proceed towards a problem within a few minutes of a call.

For Night Series Support 2 is to be manned by 3 suitably qualified persons as previously mentioned.

Support boat skipper/crew or Race Officers will call in further assistance from Fremantle Volunteer Sea Rescue, Water Police and Marine Authorities and/or an ambulance as soon as possible when there is life at stake or any serious incident has occurred

Operators must comply with all club requirements regarding: maintenance and inspection of the boat; reporting of incidents and maintenance requirements; and locking up and stowing away all gear.

All on water incidents should at least be recorded in detail in the event log book kept in the tower race control room. Incidents of a serious or significant nature or where there is serious injury should be reported to the KB captain, Rear Commodore sailing or the Commodore by phone or email ASAP followed by a written report

9 Protest and Mediation: - Mediation Form in Appendix

Where a competitor wishes to protest another boat, or seek redress from an action of the race committee, the formal protest form shall be submitted to the CRO within the required time frame. The CRO will advise the KB Captain or the most apparent senior available member of the KB Committee. This person shall nominate a mediator from more experienced sailors available at the time. The parties involved in the protest will make themselves available for mediation as soon as possible but in any case, within 30 minutes of finishing the race unless extenuating circumstances prevail. The mediator will assess the evidence from both sides and make a recommendation about the outcome. If either party will not accept the recommendations of the mediator then the matter will go to a formal protest hearing.

The protest committee will be chosen by the KB captain or their nominated deputy. Either party may object to any person on the protest committee if there can be shown to be good reason for potential conflict of interest. Protest hearing time and date will be arranged by protest committee but should be if possible 7PM on the Monday following a race at EFYC. Any excessive postponements or disagreement with time and date by any party may result in a decision being made in their absence. Protest committee decisions on this will be final.

10. Annual Plan

The Keelboat Committee is required to develop an annual plan for its activities and use this to monitor the achievement of outcomes over the sailing season. The Annual Plan should link to the roles and responsibilities of the Keelboat Committee. A copy of the current Annual plan is attached in the Appendices

11. Participation

The Keelboat Committee is responsible for developing initiatives and providing advice to appropriate committees to ensure higher keelboat sailing participation. The Keelboat Committee is also responsible for the assessment of participation levels by members of the Keelboat Section in sailing and club sanctioned activities.

The allocation of moorings and pens undertaken by the Mooring and Storage committee is informed by advice from the Keelboat Committee/Captain on member participation levels.

12. Training

Training is a significant strategic activity to encourage new members to sail, maintain the level of sailing skill across the section and increase the variety of sailing opportunities for the Keelboat Section's members.

The safety of sailors and volunteers is a high priority for the EFYC. The Keelboat Committee is responsible to initiate and recommend appropriate safety, crew and skipper training, rescue and race management training for all members of the section and wider EFYC community.

Keelboat training KB-1 etc are covered by the separate EFYC training manual.

13. Critical Decision Timetable

The Keelboat Committee must undertake a number of critical tasks to ensure the efficient operation of the sailing program. These critical matters are addressed in the monthly meeting. The following summarises these deadlines.

September: of each year, the committee membership is renewed and roles assigned or reassigned and the sections annual plan is endorsed.

Final preparations are made for the Summer Series Opening Day.

Rosters for the Twilight Series and volunteers for the Summer Series are finalised.

October: any issues with skipper registration and handicaps are reviewed.

November: a Volunteers meeting is convened. A schedule of training and support is developed.

December: a skippers meeting is held and a review of courses and sailing program commences.

January: A draft sailing program for the coming summer series and following winter series is drafted. Proposals for change are negotiated with relevant association bodies, yacht clubs and the EFYC Coordinating Committee.

Training and crew coordination for the Interclub championships commences.

February: Keelboat Crew Course 1 is run. Preparations for the presentation night begin.

The draft sailing program for the following year is presented to the EFYC Coordinating Committee.

March: A review of courses for special and recurrent events is undertaken. Proposals for recurrent events are submitted to the Swan River Racing Committee (SRRC) for approval.

A formal review of sailing participation is carried out and provided to the Mooring and Storage Committee.

April: Revised sailing instructions for the coming sailing season are prepared.

Proposals for special sailing events for the coming Summer Series are submitted to SRRC.

Annual Capital Expenditure Budget is reviewed.

May: Division membership and handicaps are reviewed.

New courses or any changes to existing courses proposed are submitted.

Proposal for special sailing events for the following year Winter Series are submitted to the SRRC.

July: Preparations commence for the opening of the Summer Series.

Appendix 1 Race Management and Tower Procedures

East Fremantle Yacht Club

Race Management

EFYC conduct racing for Keelboats in accordance with Yachting Australia guidelines. The aim is to provide racing as a sport in a fair and safe way.

Racing is conducted in accordance with YA publication Racing Rules for Sailing (found at <http://www.yachting.org.au/wp-content/uploads/2014/05/121211-2013-16-RRS-with-YA-Prescriptions-and-Addenda.pdf> AKA The Blue Book) and added to or modified by EFYC Sailing Instructions, Sailing Instructions peculiar to the race or series and may be modified or added to by any notice on notice board. NB Any notice to sailors is attached to the board near sign on sheets as early as possible before the race. Flag L (chequered yellow and black) is raised at the time accompanied by a sound signal to indicate a notice is applicable.

If there is any contradiction of these notes to the above official documentation then that documentation prevails.

EFYC run races with Flying Start (normal), Pursuit start and Boat start.

The Club Race Officer (CRO) and 1 to 3 helpers will be the race crew. They should be at the race control area an hour before start. The key to the start tower and computer room are kept behind the bar. For a boat start, crew need to be on site 2 hours before start, and the boat needs to depart at least 1 hour before the start.

Races starting from EFYC club use the fixed start/finish line. This consists of an outer buoy and an inner buoy. The start line is from the centre of the tower window (which is directly below a short white post on the roof) to the outer buoy. The inner buoy marks the inshore limits of the line but is not part of the line.

Standard racing requires all boats to be at the line but not crossing the line at the start time.

To define the start time a class or division flag signal is raised 5 minutes before start. At 4 minutes before the start a Preparatory flag is raised. At one minute before the start the Preparatory flag is lowered. At the start time, the class or division flag is lowered. Each flag movement being accompanied by a sound warning to draw attention to the flag change.

Flying Start EFYC races boats in divisions according to size and performance. Div.1 are the faster boats and are usually started first, followed 5mins later by Div 2. followed by Farr 727 class, then Div 3, Div 4 and JAM division.

However, Divisions may be combined if the number of participants is low.

As the division flag for Div 1 is lowered the division flag for Div 2 is raised. Usually Div 1 flag is raised at 1355 for a 1400 start. At 1400 div 2 flag is raised for a 1405 start etc.

Pursuit Start: - Yachts start on an individually allocated start time. The countdown lights are set up before start. N.B. the electronic controller has 3 types of countdown. The default setting which is normally used starts at 30 mins, with a 1-minute count down.

5 minutes before the start of the countdown all division flags are hoisted and left flying until all boats have started.

P flag is put up 4 minutes before the start and lowered 1 minute before the start.

It can be helpful to list starting boats in start order. Check the start of each boat that it does not start before the drop of its allocated number. All yachts are to start on the drop of their allocated number. If a boat does start early note the actual start time in the results book. Penalties will be applied. No recall flag or warning is given.

In some special races (lady's skippers and Anzac Day) boats are not divided into divisions. So bigger boats start more than 30 mins. after slow boats. When the countdown 0 disappears, the counter is reset for another 30-min countdown starting exactly 1 min after the fall of 0.

Courses The Sailing Instructions list courses for each type of race. These are Club Start, Melville Waters (boat) Start, Short Course and Night Races. The different courses are for varying wind directions and varying lengths for expected wind strengths. The Keelboat Captain may indicate his chosen courses or if not, the Chief Race Officer will choose courses.

Naval Numeral Pennants (triangular pointy tail flags) indicate the course number for the day. The appropriate flag(s) will be raised under the orange flag before racing begins and left until all boats have started. The one course number will be applicable for all divisions. Each course being a course of appropriate length for each division. Courses numbered above 9 will have the number 1 flag above the second digit flag.

In the case of marathon races, before racing starts a White or Red flag will be raised to indicate direction of the start from the start line. White for starting in a westerly direction: Red for starting in an easterly direction.

Setting up The flag halyards to the west of the start tower are used for the flags.

The recommended order is as follows.

The halyard closest to the tower (most easterly) will be used to hoist an orange flag before racing. This indicates that this is an active start line. Below this orange flag a course numeral pennant or pennants will be flown. These flags will be raised at least 5 minutes before the first division warning flag.

Next halyard westward has an 'AP" flag. This is used to indicate a delay in the start.

Next halyard is spare

Next halyard (tall pole) carries the EFYC burgee and start direction flag (red or white).

Next halyard carries the Div 4 flag and JAM (combined start)

Next flag is the Div 3 flag.

Next flag is the Div 2 flag.

Next flag is the Farr 727 flag – Code "T"

Next flag is the Preparatory flag usually "P" flag (tall halyard)

Next halyard Div 1 flag with course flags underneath

Next flag is General recall (first substitute) Yellow triangle blue border.

Furthest west is the Individual recall flag "X" flag. Blue vertical cross on white background.

Documentation Preparation

A race Preparation Form is prepared for the day, and is kept in a lever arch folder of blank forms. This indicates the division and course selected for that division, start time and number of competitors.

Before the race, competitors are required to nominate for the race on the form, one for each division in the members bar. Then 20 mins before the first start, the nomination forms are collected and taken to the tower.

A "Keelboat Support Boat" list is prepared where from the list of registered KBs the actual boats participating are highlighted. The course to be sailed is written on a copy for the Support Boat.

An exercise book used for listing boats finishing is ruled up.

A list of times and activities (Flags and horns) should be drawn up if not as per laminated sheet. See appendix 1.

Equipment From the cupboard in the sailing computer room get out the binoculars and clocks.

Clocks should be synchronised and set to the correct time (i.e. from a computer or GPS).

The portable battery powered air horn is the preferred sound warning. This should be put on charge whenever possible. The installed horn (button at the back of the centre bench may also be used.)

Procedure Chief Race Officer should allocate duties to all helpers and ensure they know what to do. One or 2 people to operate flags, one person to watch the clock and operate the horn and at the start one person to watch the line to ensure no boat has crossed the line early.

The person operating the horn should call to the crew the action to be taken and time at one minute then time at 30 seconds, 10 second then 5, 4.3.2.1 seconds.

Flag hoist and lowering. Every effort is made to make start procedure as precise and correct as possible. When raising a flag, it should arrive at the top exactly on the time and sound signal. When lowering the flag it does not leave the top to come down until the time and sound. You need if possible 2 people when one division flag goes up as another division flag comes down.

Combining Division starts This is done where numbers of competitors are small and especially in winter when it is desirable to start early. Starts may be combined where divisions have the same course. Put the lowest division flag at top followed by the next division(s). However, Except for Short Courses and Night Races There will be just one course pennant or pennants covering all divisions.

Boats late to start Boats are allowed up to 5 minutes after their start; any later is a Did Not Start (DNS). However, at the discretion of KB captain leniency may be granted.

When a boat has crossed the line before the start time The correct term is "On course Side before start" If any part of the boat rigging or crew is over the line then it is recorded OCS. The person watching the line must give a clear and immediate order to raise the individual recall flag and at the same time a sound signal is made. The boat must restart.

If a "P" flag (Blue with White Square in the centre) is used for preparatory signal then that boat has only to return with all of the boat back over the line, and then start again.

If an "I" flag has been used then the boat must sail around either end of the line before starting.

"I" (black circle on yellow square.) flag is usually used for boat starts. Various other flags are used in bigger regattas.

The recall flag must remain flying for 4 minutes or until the boat or boats restart.

If so many boats are OCS before starting that RO cannot keep track of offenders then a general recall is used. The second substitute flag is raised with 2 sound signals.

The race for this division is started again usually at the end of other division's starts.

When there is a reason to delay start or when an error occurs in start procedure

The Answering Pennant (AP red and white vertical stripes) is raised with 2 sound signals. If any division flags are up they should be lowered at the same time. This can be used to interrupt a start sequence at any point. It can not affect divisions already started. When start procedure is to resume the AP is lowered with a sound signal precisely 1 minute before next division flag goes up.

Chief Race Officer needs to be prepared to make snap decisions of this nature. CRO is authorised by the club to do so and is responsible for safe and fair running of the race.

Bad weather is often a cause for consideration of cancellation of racing.

While sailing instructions clearly leave the responsibility as to safety of racing to the skipper of the boat historically in the inquests of racing disasters the club and race officers have been held responsible as well. So in the event of strong winds blowing or forecast then the CRO along with advice from Officers of the club should cancel all racing.

Race Crew or Committee are not umpires as such A race officer may deem a boat to have not started correctly so DNS (Did not Start) or DNF (Did Not Finish) will be recorded. Any contravention of sailing rules (e.g. give way rules or hitting buoys), are to be protested by competing boats. If any contravention is witnessed then the race crew person may be called as a witness.

A red flag is raised on the protesting boat and if possible, the offending boat is advised of the perceived offence. The offending boat can exonerate herself by taking a penalty. If this does not happen then the protesting boat will keep the red flag flying and submit a protest form to the race committee. The race crew should note if a red flag is flying on finishing boats in the finish time book. When the protest form is submitted, note the time it is received before passing it to the KB captain.

Finishing Boats It is most efficient to have one person watching the clock counting the seconds as the boat nears the line. One person to write down the finish time in the exercise book (with carbon copy) and another person to operate the horn indicating the precise crossing time. Finishing times are written in 6-digit

form of hours minutes and seconds. (e.g. 16 32 46) Double check that all boats that started have been accounted for either by finishing or noted as withdrawing from the race.

Computer Data Entry When all boats have finished, data is entered into the computer, starting with Division start times. Computer data entry will be a subject of further notes.

After the data has been entered the handicaps are updated. Note this does not happen with all races (i.e. night races).

When it appears, a race may not finish in time.

All races have a time limit: Summer Season Normal Club Start 1730; Melville water 1700; Winter Series 1630; Night Series 2130.

Shortening a Course.

There is provision for shortening the course by having the Support Boat attach an S flag to a mark. The competitors then proceed straight to the finish line. It is essential that the Support Boat monitor progress of the race and at about half way through the race, decide if shortening will be necessary. Races typically take 2hrs15 minutes to 2hours 40minutes to complete. If there is any chance of needing to shorten a course the CRO should discuss with the support boat crew suitable buoys to use to shorten the course. The CRO makes the decision with advice from the Support Boat. As competitors may be monitoring radio channel 77 it is desirable to discuss these matters on a mobile phone. A shorten course flag can indicate all EFYC boats passing that mark or can with the addition of division flags on the S buoy indicate shorten only for those divisions.

Finishing the race on course (RRS 32.2)

If the only way to get a result due to dying wind is to finish the race at a mark, this can be done. It is achieved by setting up the support boat to fly the S flag at right angles to the expected arrival direction and a short distance from the mark. The support boat crew should note the crossing time for each boat and make 2 sound signals as each boat passes.

Emergencies

The support boat crew and race officers will respond to emergencies as appropriate. Safety of life remains top priority. Call in all possible assistance from Fremantle Sea Rescue, Water Police and DPI especially when a person is reported lost overboard.

In the case of injury, the CRO must rely on reports from the Support Boat skipper/crew or the skipper of the keelboat. When it is clear that ambulance help will be needed the CRO calls the ambulance providing the appropriate details. The victim may be recovered directly from the support boat or the support boat may travel to EFYC or Point Walter Jetty if it is closer. Where in doubt ask for the wishes of the victim if possible or boat skipper regarding calling ambulance.

Fiona Stanley Hospital Murdoch not Fremantle has the Emergency Department.

Log Book

An exercise log book is maintained for recording details of all incidents. Primarily this is a record for each race. Any incident that occurs during the race must be recorded in this log book. In the case of serious emergencies, it is important to describe and record all communication with times and names as soon as possible. Describe all actions taken and why.

Boat Start Melville Water Series

All equipment must be prepared and loaded on to the volunteer's start boat. The portable flag yardarm kept in the boat shed is fitted by the Power Yacht skipper with the help of the Race Officers. The Start Boat owner/ skipper is responsible for the safe operation of the boat. The CRO indicates where he would like the boat anchored for the start and the finish in accordance with the Sailing Instructions and wind direction.

The Club Support boat is used to place the outer start pin and is always to port of the Start boat.

The Start Line length should be at least the sum of the lengths of all boats in the largest division. The start boat is anchored as close as possible to downwind of the first turning mark. The Outer Start Mark is placed so that the Start Line is at right angles to the wind.

It is essential that the support boat allows just sufficient rope to keep weight on the Outer Start Mark and does not have too long a line from the weight. Tie up the excess line, as any free excess can be picked up by boat keels resulting in dragging the mark.

After the start, the start boat is moved to the finish location where again the outer mark is set at right angles to the expected approach. Being mindful of the need for deep water beyond the finish line

A Blue flag is flown from the Finish Boat. The Outer Finish Mark flying an Orange is to the port of the Finish Boat.

Typical Signal times

1355 Div 1 up horn (2 seconds)
 1356 P up horn
 1359 P down long horn (at least 4 seconds)
 1400 Div 1 down Div.2 up horn
 1401 P up horn
 1404 P down long horn
 1405 Div 2 down. Farr 727 "T" up horn
 1406 P up horn
 1409 P down long horn
 1410 Farr 727 "T" down Div. 3 up horn
 1411 P up horn
 1414 P down long horn
 1415 Div 3 down Div.4 & JAM up. Horn
 1416 P up. Horn
 1419 P down Long Horn
 1420 Div. 4 & JAM down.

Appendix 2 Arbitration Procedures

There is a new simple Arbitration form on the club's web page. Forms are also attached to "Protest Forms" in the Start Tower Office.

GUIDELINES FOR PROTEST ARBITRATION

Protest arbitration will decrease the number of right-of-way rule protests which must be heard by a protest committee. This can result when you either:

- conclude that the protest is invalid (not in accordance with rule 61) and would probably not be heard by the protest committee,
- conclude there was no rule broken and would probably be dismissed by the protest Committee, or
- conclude there was a rule broken and give the protested boat its chance to accept a Penalty which will be less severe than a protest room DSQ.

When you receive a protest form –

FIRST Notify both parties as soon as possible and proceed with the mediation as soon as possible.

SECOND Check it for validity. Those parts of the protest form concerning "notifying the protestee" and "protest time limit" are good check. If you believe the protest committee will decide it is invalid then tell the protesting skipper and let him withdraw it.

THIRD Check to see it involves a rule that is in either Part 2 or Part 4. If not, return it for protest committee attention and tell the parties.

Your hearings must be conducted in this way:

1. The hearing must last 10 minutes or less - not a second longer. An arbitration hearing is not intended to become a full hearing and speeding up the process is one of the objectives of arbitration. The moment it goes longer than 10 minutes the arbitration has not worked and it should be terminated and returned for the protest committee.
2. Hold the hearing in a secluded area, perhaps at a table with three chairs. Have a current rule book and some boat models, and if you wish, the appeals (Cases) book. The books are for your use only and should not be consulted while you are with the parties.
3. Explain to the skippers the procedure, the time limit, that no witnesses will be allowed, and what their alternatives will be at the conclusion of the hearing.
4. In simplified form, follow protest room procedure by letting protestor then protestee present their cases, ask any questions of your own, and then let them both ask any pertinent questions (but strictly under your control).
5. If you have seen the incident it may be best to first describe what you have seen. If you have a tape recording then play it. Explain that you will be giving evidence at any protest hearing.
6. Give them your conclusion. If you first wish to refer to your rules books, excuse the parties while you do your research. Do not do it in front of them.
7. Make only one of the following conclusions:
 - a. No rule was broken. The protesting skipper can then agree to withdraw his protest. If he does not agree; the protest is returned for a full hearing.
 - b. A rule was broken and the offending skipper may accept the prescribed penalty. If the offending skipper accepts the penalty then the protest must be withdrawn. If he does not accept, the protest is returned for a full hearing.
 - c. There is such conflicting evidence, or the matter is so serious, that it is your decision to return the protest for a full hearing.
8. If your conclusion (a or b) is not accepted, then make no further comments. Your role is not to assist either party to prepare their case for the full protest hearing.
9. If your conclusion is accepted, you may then refer the parties to specific rules or cases and explain your conclusion in detail.
10. If the matter is returned for a full protest hearing, all that is said at the arbitration hearing must remain private until that hearing. Do not discuss it further with the parties and certainly, do not discuss things that were said with anyone on the protest committee or anyone likely to be called as a witness.
10. If the matter is returned for a full protest hearing you can be a member of that protest Committee or you could be called as a witness, but anything you say in regard to the incident or the arbitration must be said only when the parties are present at the hearing.

REMEMBER

At the hearing KEEP IT SHORT - 10 MINUTES OR LESS

KEEP IT FRIENDLY

EXPLAIN THE ALTERNATIVES

LISTEN A LOT. TALK LITTLE

KEEP IT SHORT!

If your conclusion is not accepted DON'T EXPLAIN YOUR CONCLUSION

DON'T DISCUSS THE INCIDENT OR THE EVIDENCE

DON'T TALK TO THE PROTEST COMMITTEE

Appendix 3 – Support Boat Crew Training

Support Boat Crew Training

General

It is intended that skippers and crew of KB support boat should be trained for the role. EFYC KB section will provide specific training for this role on an annual basis.

It is also intended that at least one person on the boat will be current in First Aid Training. EFYC will provide FA training to those volunteers willing to participate at least every 3 years. At least one person on board must hold Marine Radio Operator's Certificate.

EFYC office will maintain a register of volunteers with record of dates of training.

Contact details

Support Boat Operation training

Race management training

First Aid Training

High Speed Operation of support boat.

Support Boat Training may be given by any experienced support boat skipper authorised by Rear Commodore Sailing.

It will consist of a theory session emphasising;

- a) Responsibilities of skipper and crew for safety.
- b) Access to support boat keys
- c) Equipment carried on support boats
- d) Use of that equipment
- e) Priorities in emergency situations.
- f) Race support work
- g) Packing away and care of the boats.

A practical session emphasising;

- a) Steering the boat especially in close quarters and holding station.
- b) Approaching another boat
- c) Passing a rope to a stranded boat. Communication to stranded boat.
- d) Options in towing a boat especially in shallow water.
- e) Placing and retrieval of buoys
- f) Transferring a person from one boat to another.
- g) Emphasise that the skipper of a boat needing assistance will always give direction as to what he wants and methods of recovery.

High Speed Operation

Dept. of Transport have given approval for club boats including private boats operating as club support boats when operating in areas of speed limit to exceed that speed limit by up to 12 knots under certain situations and conditions as follows.

- a. situations where an emergency is perceived such that a fast transit to a boat in trouble could improve a safety outcome or in some coaching situations a support boat may exceed the speed limit.
- b. Boats must fly a “safety flag”
- c. Boats must carry a copy of the approval.
- d. Operators of the boat must be trained.
- e. Additional restrictions at all times, an **8-knot speed limit applies** when your vessel is:
 - 6 Going through an arch of a bridge (unless specifically permitted for water skiing).
 - 7 In or through mooring areas.
 - 8 Within 15 metres of a vessel underway.
 - 9 Within 45 meters of;
 - 9.1 A moored vessel.
 - 9.2 A person in the water.
 - 9.3 A jetty or wharf.
 - 9.4 A river bank or low water mark.

Some other areas may also have posted speed limits, which must be strictly obeyed. Please be familiar with where these areas are.

EFYC will provide training to support boat skippers and crew. A register will be kept of volunteers so trained.

The training will include...

- a) An awareness of the approval given by DoT.
- b) An awareness that while speed limit may be exceeded the onus of safe operating of the boat remains entirely on the skipper.
- c) Awareness of need for skipper and crew to be securely seated in the boat and prepared for sudden acceleration, turns or stops.
- d) Awareness of need for skipper and crew to maintain a heightened look out for possible dangers.
- e) Awareness of need for keeping well clear of other boats or water users when travelling fast.
- f) Appropriate exercises of handling the boat at high speed in non-restricted waters including tight turns and rapid stops to or around a designated mark.

In the event of any need for keel boat support boat skippers to take advantage of this approval details of the event should be recorded as an incident in the KB race log book.

Appendix 4: - YWA Safety Compliance Forms.

It is important that the current YWA Safety Compliance forms are used.

These forms can be downloaded from the Club's website or on the YWA web page under Sport Services/Safety/Safety Compliance Cards forthen current year.

Appendix 5: - Twilight Sailing.

Please refer to the New Sailing Instructions for the current racing season and the requirements and recommendations of YWA governing Twilight Sailing in the Swan River. These requirements are on the Club's web page and YWA web site as per Appendix 3 Above.