

Iona College



Sailing Program





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1 Introduction

"It is the set of the sails, not the direction of the wind that determines which way we will go". Jim Rohn

Sailing enjoys a rapidly growing profile within Iona's co-curricular program and the number of schoolboy sailors participating in the sport continues to increase.

The Iona College Sailing Club is fully affiliated to Yachting Queensland and Yachting Australia. Through these memberships Iona is eligible to participate in any racing event in Australia and internationally.

Term 1 and Term 4 hosts the Secondary Schools Team Racing competition.

1.1 AIC Code of Conduct (additional to Sailing Instructions provided by RQYS)

Preamble:

The main aim of the Associated Independent Colleges organisation shall be "to promote and conduct various forms of inter-school activity, with a view to fostering a spirit of fellowship". It is acknowledged and accepted that each school has its own standards of conduct and that it is within the jurisdiction of the Head of College to ensure that those standards are maintained; nevertheless, it is hoped that some commonly accepted norms of behaviour designated herein would be observed on a uniform basis through the Association.

General Behaviour:

- a) Healthy, vigorous exercise; scrupulous regard for the spirit of the rules of the sport; a willingness to submit to disciplined training; and the cultivation of a generous sportsmanship, should be the goals of AIC sports.
- b) The Host School, including RQYS (Royal Queensland Yacht Squadron), has the right to expect that both visitors and members of its own community will adhere to its own particular customs and practices.
- c) The competition tables should not be regarded as the sole reason for competing.
- d) Schools should ensure that players compete in their correct age group and that they adhere to the General Association Rules and By Laws for various sports.
- e) Racial abuse or any other form of harassment will under no circumstances be tolerated by AIC. Sailors should be given no more than one warning before being removed from competition and reported to the school. Spectators likewise should be reported and asked to leave if guilty of racial abuse.

Conduct of Sailors:

- a) A high standard of conduct is expected at all times, both on and off the water/rigging lawn.
- b) Each and every sailor should be an example of what a sportsman should be, including an appreciation of good play and an acceptance of the mistakes made by fellow sailors.
- c) The sport should be played hard, but never unfairly.
- d) Ill temper or spite should never be shown; assistance for opponents when it appears desirable should be given.
- e) The meeting of opposing coach and captain by opposite numbers is to be commended.
- f) Congratulations, thanks or cheers appropriate to the sport, by the captain and/or sailors is to be encouraged.



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- g) The orders or instructions of the referee or designated official should be obeyed quickly, and any decisions, however unfavourable, should be accepted without question.
- h) The use of drugs, including pain killers, to improve or maintain the performance of any individual sailor, or group of sailors, is strictly forbidden.

Conduct of Spectators:

- a) Good play by either side should be acknowledged by spectators in the appropriate manner. This can encourage sailors and help them to lift their approach as the contest progresses. Unwise or fanatical barracking can make a sailor perform foolish actions, or incite him to foul play, which is not to be condoned.
- b) The Head of College, including RQYS appointed officials, has the legal right to remove any person or persons who do not conform to the acceptable standards of behaviour as laid down by RQYS Schools Racing.
- c) Consumption of alcohol by spectators during the conduct of competition is not permitted.
- d) Referees or umpires are not to be approached by spectators at any time before, during or after a race.
- e) Cheering and supporting one's own team is recognised as part of the conduct of sport, it is to be encouraged. However, negative barracking against another school is not acceptable, and should be discouraged.
- f) While the Host School, or RQYS, should make every endeavour to provide for the disposal of rubbish, all should make every effort not to litter.

Dress:

- a) Referees, umpires officials and sailors are to be correctly attired according to the needs and weather conditions of the particular sport/competition day.
- b) Dress (especially footwear) of all participants should be clean and tidy, respectable and not torn.
- c) Sailing specific attire is described further in later sections.

1.2 Sports Prayer

Lord,
Help us show courage and fair-play
and stay true to the spirit of the Iona black and white.
Keep us humble in victory and gracious in defeat.

Amen

1.3 Pathway

Yachting Australia Membership:

All boys need to be a financial member of a sailing club to provide for on-water liability insurance when sailing. This Yachting Australia Membership number needs to be provided to the Sailing Coordinator/Committee Secretary at the commencement of each sailing term to confirm validity. Any student who does not have a current Yachting Australia number, cannot sail.



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RQYS offers Junior Membership for approximately \$115, with no joining fee. This membership includes free boat storage (contact Marina Office to arrange allocation), opportunity for parents to volunteer on and off water, free wifi, full facility access and Yachting Australia on-water liability insurance.

Prerequisites:

- There are no prerequisites for 'learn to sail'
- Prerequisites to crew (controls jib sail/sheet) in the school sailing team are completion of Tackers 1,2 & 3. Boys will generally be in year 6-8. Note: Students are not permitted to begin schools racing with RQYS until Term 4 of Year 6. However, these students can still train with Iona.
- Prerequisites to skipper (steers & captains boat) a boat in school sailing requires completion of 4 terms of sailing training, including 2 terms as crew.
- To be considered as crew for the Black team, Iona's most competitive team and often competing at a national level, it is expected boys also be participating in club racing to gain valuable added time and experience under race conditions.

Learn to Sail:

1. Before racing, boys have to have completed 'learn to sail'. These courses are offered through RQYS & DPSS (Darling Point Sailing Squadron). Learning to sail requires the completion of "Tackers 1, 2 & 3".
2. Once they have completed these levels, they are then eligible to participate in school racing, though probably as crew until their experience has built further. This is for their safety as well as their confidence in all conditions.
3. After completing Tackers, there are 2 other courses we recommend the boys complete in parallel to school sailing: "Crew to Skipper" and "Race Ready" which are both offered by RQYS. Alternatively, they may choose to sail in "Green Fleet" offered by their sailing club. We recommend they do these levels whilst crewing in school sailing. This will equip them to skipper a boat safely in school racing.
4. After completing the above, your son should have sufficient experience, knowledge and skill to skipper a boat safely and competitively in the Iona School Sailing Team.

Both Royal Queensland Yacht Squadron (www.rqys.com.au) & Darling Point Sailing Squadron (www.dpss.org.au) offer Tackers. Each course is approximately \$355. Please contact the associations directly and inform us once your son has completed 'learn to sail' (ie. Tackers 1, 2 & 3 or equivalent).

RQYS
578 Royal Esplanade
Manly QLD 4179
PH: 07 3396 8666
E: reception@rqys.com.au

DPSS
PH: 07 3396 0002
16 Trafalgar St
Manly QLD 4179
E: dpssmanly@hotmail.com.au



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- “Crew to Skipper”: Learning the essential skills of boat trim, sail angles and boat handling under different conditions.
- “Race Ready”: Learning the skills of starts, race tactics and getting the boat quickly and safely around the course.
- Courses generally run for 8 weeks for 2-3 hours each. Over school holidays, these are often run as intensive courses from 3-4 days.
- Days and times vary. Check the websites of each sailing squadron for more details.

Iona Learn to Sail:

On occasion, Iona may offer a learn to sail program compiling Learn to Sail 1 and 2. Please speak to us directly to enquire as to whether there is enough interest with new students for this to be offered.

Generally, the pathway for students is as follows:

Fleet crew -> Teams Crew -> Fleet Skipper -> Teams Skipper

Schools Racing Enrolment (both Fleet & Teams):

Parents will need to complete the online enrolment survey at the beginning of each sailing term to express interest in selection into each of the Fleet and Teams racing boats. Most parents will choose to do this at the ‘Working Bee’ which occurs at the commencement of each sailing term. Dates to be advised in daily notices at school.

School sailing (racing) costs \$355 (approximately) depending on the number of weeks of racing in the program (5 or 6 weeks). This fee includes all race fees, 1 training day, boats and on water support. This fee will be included with your Term 1 or 4 school fees, depending on your son’s term of engagement.

Team Selection:

Each season before racing commences, students will be assessed in terms of readiness, maturity and experience. During selection, the overall safety consideration for the whole fleet is the primary consideration. Final decisions about selection is made by the Sailing Coordinator/s on advice from the Sailing Committee.

School and Club Sailing:

Iona College Sailing has a close partnership with RQYS and DPSS. Students are encouraged to supplement the school sailing season with Club sailing (i.e. green fleet and specific class sailing e.g Opti, Flying 11, Sabot) to further their skills throughout the year.

1.4 Training

Scheduling:

- Race training is on Tuesday & Friday afternoons from 3.30pm - 6pm. Note: as sailing is completely weather dependent, sailing may be cancelled due to weather at short notice. Communication will come via the Iona Twitter account, IC Sailing Facebook page or the Sailing Coach/Coordinator directly via phone until contact has been made. Likewise, due to weather cancellations across a season, it is also likely that boats may stay on the water past 6pm if the weather is good. Should you arrive at 6pm to collect your son and he is not in,



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please settle patiently into a seat at the bar and engage in conversation with other sailing parents. We will ensure the boys will return in a timely manner. Please remind them to complete all boat storage requirements and sign out prior to departure.

Stay tuned to the daily notices and Sailing Coordinator communications regarding the scheduling of training. Changes may occur at short notice.

- Training is compulsory. Boys who do not attend training may not be eligible to race that week.
- It is the skipper's responsibility to report all boat maintenance requirements to the Coach and Sailing Coordinator, and formally document in the Boat Maintenance Logbook, at the conclusion of any sailing session. It is recommended this detail is communicated to the skipper's parents. Accurate communication will allow Fleet & Teams Managers to prepare a racing schedule that is appropriate for the upcoming race events, typically on a Sunday after training. Furthermore, seamless communication after a training session will allow Skipper Parents, Coach, Bosun and Sailing Coordinators to purchase equipment and conduct repairs on the Saturday, prior to racing on Sunday. Understandably, failure to communicate boat repair requirements will result in sidelining of the skipper and crew of that boat on Sunday, most likely to fix the boat in disrepair. Teams may need to race 2v2 in such cases.

Absence / Catch Up Sessions:

Please promptly contact the Sailing Coordinator and Coach directly to advise of absence due to illness or for a notification of absence across the season. This will serve to minimise disruptions to other boys, through planned reserves. Teams may need to race 2v2 in such cases where there are unavoidable absences.

Unfortunately, weather cancellations, scheduled school camps and representative engagements beyond the College will not be able to be caught up across a season, or likewise result in fee reduction.



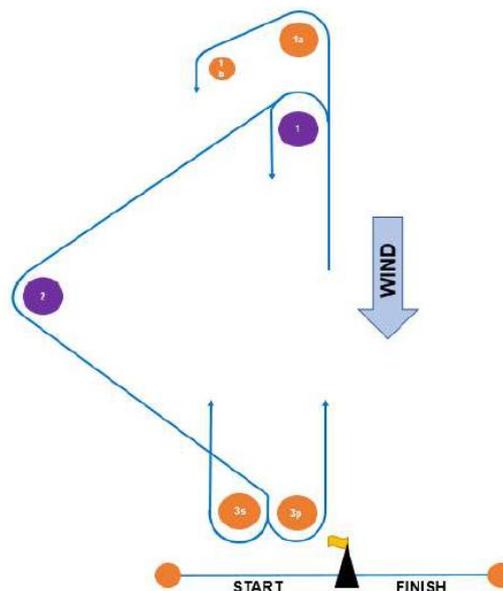
2 Types of Racing

2.1 Fleet Racing

Fleet racing takes place in a "One-Design" basis where all boats in the fleet are of the same class (i.e., all pacers). Racing can occur around or between buoys. Fleet racing is an ideal proving ground for young skippers and crew to understand how the boat works and to improve boat handling and speed techniques.

COURSE DIAGRAM

CODE	COURSE	MARKS DESCRIPTION
D2A	Start – 1a – 1b – 3s/3p – 1a – 1b – Finish	Marks 1a, 3s/3p: Orange Inflatables
D3B	Start – 1a – 1b – 3s/3p – 1a – 1b – 3s/3p – 1a – 1b – Finish	Marks 1 & 2: Purple Inflatables
D2C	Start – 1 – 3s/3p – 1 Finish	Start Pin, Finish Pin & Mark 1b: Orange Teardrops
D3D	Start – 1 – 3s/3p – 1 – 3s/3p – 1 – Finish	Change Mark: Yellow Cylinder
D2	Start – 1 – 2 – 3s/3p – 1 – Finish	
D3	Start – 1 – 2 – 3s/3p – 1 – 2 – 3s/3p – 1 – 2 – Finish	
T1	Start – 1 – 2 – Finish	
T2	Start – 1 – 2 – 3s/3p – 1 – 2 – Finish	
T3	Start 1 – 2 – 3s/3p – 1 – 3s/3p – 1 – 2 – Finish	



2.2 Teams Racing

Two teams consisting of 2 or 3 boats compete together in a race, all the boats being of the one class and reasonably evenly matched. The results of each team are combined to decide the winner – as opposed to fleet racing where boats are scored on an individual basis. The low points scoring system is used in team racing: a boat that finishes 1st earns 1 point, a boat that finishes 2nd earns 2 points, and so on – with the winning team decided by adding together the points of all the boats in each team. The team with the fewest points wins, with additional rules applied to decide ties in the 2-boat formats.



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Team races are usually sailed over very short (6 to 10 minute) courses in the shape of a (digital) 'S' on its side (beat from start – mark to starboard, short reach (starboard), run (port), short reach (port), beat to finish). The course format puts a premium on team racing tactics – rather than the outcome being decided by pure boat speed.

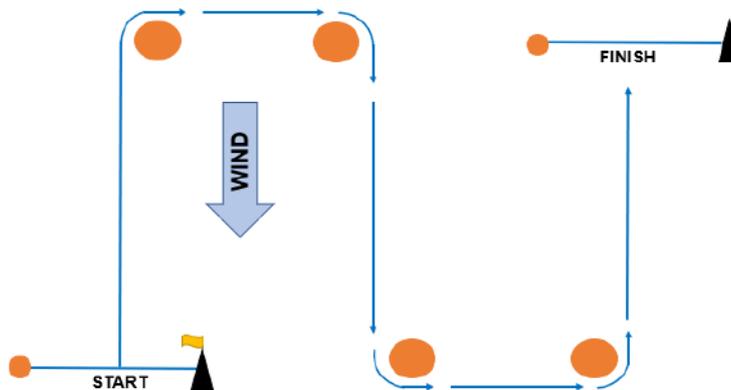
Course

Start to Finish, around all orange marks, as shown in diagram below.

Marks

ALL rounding marks will be orange flags on a float.

The Start Pin and Finish Pin will both be orange flags with a black, diagonal line, on a float.



2.3 Racing Area

APPROXIMATE RACING AREA





3 Roles and Responsibilities

3.1 Sailing Coordinator (2018 – Adam Delroy & Rosalind Wood)

The Sailing Coordinator is a school representative who will work with the Sailing Committee and team/fleet racing skippers to ensure boys and boats are organised and ready to sail. This role also has responsibility for the duck, including movement and maintenance.

The Sailing Coordinator will hold meetings with the committee and boys to confirm boy and boat readiness for the upcoming season. On a weekly basis, the Coordinator will meet with skippers and crew to confirm boat readiness as well as hold a weekly discussion with the Volunteer Coordinator to confirm parent availability. The Sailing Coordinator will also liaise with the Bosun to confirm boat readiness, including the duck. This role includes controlling the school sailing budget, discussions with the Finance Department, purchase requisitions and ordering of parts. The Sailing Coordinator will advise of training schedules and use/hire of equipment and facilities from RQYS. All communication for use of Iona Sailing equipment should be directed through the Sailing Coordinator, as representative of Father and the Director of Sport. All Sailing Committee roles are to report to the Sailing Coordinator for oversight of the Iona Sailing Program.

The Sailing Coordinator is responsible for final decisions on all sailing matters, including team selection as per the Iona selection policy, upon advice from Sailing Committee Members.

All purchases are to be approved and completed by the Sailing Coordinator. The Sailing Coordinator is responsible for actioning the Iona Sailing Risk Assessment with support from other committee members and students. The Sailing Coordinator is to be present for all on water activities in the sailing program.

3.2 Teams Manager (Black/White/Grey)

Team Managers are the coordination point between the team captains/skippers (and their parents), helping them to make sure the right boys are in the right boats etc. These managers are also present to assist boys to suitably adhere to the 'Sailor Requirements' as detailed further below.

On a weekly basis, the manager needs to touch base with each of their team's captains/skippers to make sure their team and their boats are 'race ready'. Teams Managers will be required to assist with repairs to appropriate team boats, sails & rudders, monitoring changes to the Boat Maintenance Logbook with the Sailing Coordinator & Bosun.

Team Managers will propose a weekly racing schedule of skippers and crew for the upcoming weeks events, including proposed crew reserves, to be approved by the Sailing Coordinator.

Team Managers need to be on hand to answer parent questions on the rigging lawn and work with the Volunteer Coordinator to ensure parents are available on the water and Sailing Coordinator/Bosun to ensure that boats are repaired as required.

3.3 Fleet Manager

The Fleet Manager is the coordination point between the Fleet Coach and the sailors. This manager is also present to assist boys to suitably adhere to the 'Sailor Requirements' as detailed further below.



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The Fleet Manager will allocate crew combinations with the Fleet Coach, publish crew and boat combinations, updating as availability and experience changes during the season (for approval by the Sailing Coordinator). The Fleet Manager will be required to assist with repairs to appropriate fleet boats, sails & rudders, monitoring changes to the Boat Maintenance Logbook with the Sailing Coordinator & Bosun.

The Fleet Manager also needs to be on hand to answer parent questions on the rigging lawn and work with the Volunteer Coordinator to ensure parents are available on the water.

3.4 Volunteer & Support Boats Coordinator

This person is the central point of contact & coordination for parents who have volunteered to help assisting RQYS to fill the roles required.

The Volunteer Coordinator will establish the volunteer roster based on parent expressions of interest, communicating these details to the Sailing Coordinator and on to RQYS to enter into their volunteer system. The Volunteer Coordinator will act as point of contact for new volunteers and any changes that are required. The Volunteer Coordinator also arranges the availability of support boats from RQYS, based on Sailing Coordinator requirements (if required), and ensuring appropriate driver & support crew from the parents.

3.5 Bosun

Iona College Sailing has implemented a program whereby the skipper of the boat is responsible for ensuring their boat is ready to use each week ('race ready') and would make any maintenance or repairs needed (with parents assistance). This is to teach the boys responsibility for maintaining the fleet as well as learning their way around the mechanical aspects of the boat.

The Bosun & Sailing Coordinator will have oversight across all boats and their state of seaworthiness. Repairs required will be communicated via the Boat Maintenance Logbook from the associated skipper and the Sailing Coordinator & Bosun will communicate and confirm with the parent & Fleet/Team Manager that they are ok to attend to the repair. For major repairs and purchases, the Sailing Coordinator & Bosun will schedule work with suppliers as required. The Sailing Coordinator & Bosun will also organise and coordinate the Working Bee prior to each sailing term. All purchases for equipment will be made via the Bosun & Sailing Coordinator.

3.6 Secretary

Acting as an assistant to inbound and outbound sailing communications for the Sailing Coordinator, the Secretary is dually responsible for promotion of key dates and communications via the Iona College Sailing Facebook page and email, and coordination with RQYS. The secretary will also assist with updates for the school newsletter, maintain minutes of meetings held and act as an initial contact for Q&A from new parents via Facebook & email.

The Secretary is responsible for communicating race results to the Sailing Coordinator and forwarding these to the Director of Sport and Iona Twitter account. Director of Sport: 0417 079 268

The Secretary is responsible for communicating the parents the appropriate uses of the IC Sailing Facebook page and assisting with the collection of photo's across the season, including communicating weather cancellations to Facebook and Twitter.



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Sports Office: Karen Otway (otwayk@iona.qld.edu.au) for enrolled students, race results and photo's.

The Secretary is also responsible for assisting the Sailing Coordinator with student sign-up, collecting and checking Yachting Australia Member numbers, communicating with Iona College Finance Department & organisation for State and National Title events.

3.7 Learn to Sail Coordinator (Not required)

For 2018, all new sailing students will be directed by the Sailing Coordinator to RQYS & DPSS to complete Tacker courses independently.

This person is the central point of contact for parents & RQYS in organising the Iona learn to sail and development program.

The Learn to Sail Coordinator will liaise with RQYS for the learn to sail 1 & 2 programs and the Iona Coach for Better Sailing & Crew to Skipper programs. This role also confirms dates for the training programs, publishing the info as required as well as answering and queries from parents interested in the program.

3.8 Events Manager

The organisation of events designed to bring the sailing families together and welcome new sailing families into the Iona Sailing community is an important role. The events manager will provide promotion of events via Facebook and email as required. The role requires coordination of the logistics for each event (e.g. Blessing of the fleet, BBQs) with the help of other volunteers. This role works closely with the Secretary, Volunteer Coordinator, Learn to Sail Coordinator and Sailing Coordinator.

3.9 Coach

The Coach is responsible for the safe implementation of harm minimisation strategies from the Iona College Sailing Risk Assessment. The Coach works with another licenced adult to safely operate the College rescue boat (duck) and assist the Sailing Coordinator, Fleet/Teams Managers & skippers in maintaining all boats in a 'race ready' condition via the Boat Maintenance Logbook. The Coach is to provide supervision of students, with the Sailing Coordinator, for the safe and careful use of all craft and work to develop students sailing competence, understanding and skill as per the Code of Conduct. The Coach is to assist students to meet the Sailor Requirements as described below. The Coach is responsible for incident management along with the Sailing Coordinator.



4 Sailor Requirements

4.1 Attire

Land uniform: black Iona shorts, black sailing 'land' shirt or Iona sports shirt, Iona sailing cap, enclosed footwear (including while rigging boats), sunscreen & water bottle.

On water: Iona long sleeve rashie, black Iona shorts or wetsuit shorts/long johns, Iona sailing cap/bucket hat, PFD (life jacket), watch with count down timer (skipper only), sailing gloves (most use fingerless), fully enclosed wet shoes, shackle key, electrical tape, spare cord, sunscreen, water bottle, small packet of snacks.

Note: The items listed above are all compulsory items. Also, the PFD (Life Jacket) is of the pull over vest type (not the zip up the front type).

Every sailor should have some way of keeping their wet upper body protected from the wind. Something that is wind-proof - i.e. not nylon. It will keep them dry and comfortable and enjoy their sailing. Even when it is hot, they will become chilled especially through capsizes. If they are too hot out on the water, they can put it in the duck. Early summer, the water is still cold. On a windy, rainy day wear wetsuit long johns or 3/4 wetsuit pants under sailing clothes and a smock over the top. Younger kids don't have good thermal regulation.

4.2 Boat Repair & Maintenance

It is the skipper's responsibility to report all boat maintenance requirements to the Coach and Sailing Coordinator, and formally document in the Boat Maintenance Logbook, at the conclusion of any sailing session. It is recommended this detail is communicated to the skipper's parents. Accurate communication will allow Fleet & Teams Managers to prepare a racing schedule that is appropriate for the upcoming race events, typically on a Sunday after training. Furthermore, seamless communication after a training session will allow Skipper Parents, Coach, Bosun and Sailing Coordinators to purchase equipment and conduct repairs on the Saturday, prior to racing on Sunday. Understandably, failure to communicate boat repair requirements will result in sidelining of the skipper and crew of that boat on Sunday, most likely to fix the boat in disrepair. Teams may need to race 2v2 in such cases.

4.3 Sailing Rules

All sailors should have a printed copy of the Iona Sailing Manual and RQYS Fleet/Team Sailing Instructions for the current term. These will be made available by the Sailing Coordinator. All sailors should ensure they are familiar with these. I.e. read them!

4.4 Sign in

- Upon arrival at RQYS, sign in with the Iona Sailing Coordinator or Coach and seek out your Fleet or Team Manager for updates.
- Place your belongings under the Iona College marque. Assist in setting up the marque if not done so already. Ensure you have your correct attire on, including sunscreen, water bottle and food items.
- Collect your boat, sail and rudder from the storage location and bring to the rigging lawn.
- Check to see the boat, sail and rudder are 'race ready' (see further details below).



4.5 Rigging

The rigging lawn is a shared space between many schools and private individuals at RQYS. It has a friendly atmosphere through sustained custom and practice. Sailing offers a unique opportunity for broader engagement with the public and other schools outside the AIC, including girl's schools, in this space. While it is important that boats get rigged accurately and efficiently, please show courteous, friendly and sportsman like behaviour to all, including opponents, while operating in this space, on the ramp and in the water. Please refer to the Code of Conduct for further detail. Tasks:

- Place boat, sail and rudder in a space suited to Iona Fleet or Team rigging, being mindful of walk ways to marques, ramp and restaurant.
- Rig boat and place sail & boat covers under marque, tied to student bag or the marque.
- Collect water bottle and food items to take sailing.
- Await Coach and race briefing, and further directions to launch boat. This is your last chance for the toilet!
- Crew: ensure the boat trailer/trolley is positioned next to the Iona marque, out of harms way, after launching the boat.

4.6 Boat Storage

To ensure the boats are maintained for the future use of the Iona Sailing Program, it is imperative that boats are handled and stored with the utmost care. An induction of boat storage expectations will be conducted at the commencement of each term for all sailors to abide by for the preceding term. Please consult the Sailing Coordinator if you have any questions or concerns. Tasks:

- Upon arrival to dock, collect the boat trailer/trolley.
- Dock boat and rinse down with water. Ensure you remove all bungs and allow all water to drain out.
- Remove sails, boom and rudder.
- Roll sail and place in cover.
- Return boat to storage location.
- Check over boat & trailer to inspect if it is returned 'race ready'. Look for maintenance or repair requirements and report to Sailing Coordinator, Coach, Fleet/Team Manager, Skipper Parent & Bosun. Record in Boat Maintenance Logbook. Arrange for purchase and repair.
- Return cover to boat.
- Return sail and rudder to storage box.
- Complete Coach debrief.

4.7 Sign out

- Collect personal items from marque. Change if needed.
- Assist with putting down marque.
- Pick up & dispose of rubbish from Iona's boat storage area and space occupied on the rigging lawn.
- Sign out with Sailing Coordinator, Fleet/Teams Manager or Coach.



5 Minimum Boat requirements

All boys should train and sail in the same boat numbers and therefore know what has broken during training and what needs repair etc.

5.1 Pacers

Make sure that they are 'race ready' and allocated to the boys appropriately. 'Race ready' means:

- Sail number matches the boat number (e.g. Iona 7 has the Iona 7 sail)
- All gear and lines on the boat are working
- Each boat has a tow rope fitted (tied in a bowline around mast below thwart, led over foredeck and underneath bow stiffener, and through the ring inside the bow). There should be a loop in the free end.
- Each boat has a Bailer that is tied in to the boat.
- Each boat has a Rudder Pin.
- Each boat has an O-Ring (like a key-ring ring - safer for crew than split pin) for the bottom of the rudder pintle so that we don't lose rudders during capsizes.
- Each boat has bungs.

5.2 Iona Duck Launching

- Who is launching it?
- Where is the Key?
- Where is the Radio? What station (race briefing)?
- Do you have the race/reserve schedule? Have you checked weather conditions?
- Does it have sufficient fuel? If not, it needs to be organised early, not as we are launching the Pacers.
- Is it empty of spares and flags etc. These need to be removed on Friday and put back in the storage locker (Friday's coach) and not left in the boat.
- Is there sunscreen? Is the student water Gerry full?
- Do you have student medical contact details and phone (with water proof bag)? Do you have an epipen for any anaphylactic students?
- Do you have a stocked first aid kit?
- Wind/spray jacket & hat for occupants? Did they bring food?
- Do you have a second licenced occupant?

5.3 Iona Duck Docking

- Drive onto trailer
- Apply D shackle lock & winch
- Lift trailer jockey wheel up
- Lift motor
- Release bungs out & store
- Drive up to cleaning station and clean engine (lowered) with fresh water while motor running (motor down), rinse outside of hull & trailer
- Clean out rubbish/student gear
- Empty water Gerry
- Lift motor
- Store duck with lowered motor, battery kill switch off



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- Return bouy's, keys & bungs
- Put on duck cover, trailer shackle and combination lock
- Apply combination lock to storage boxes



6 Typical Timelines

Pre Sunday

- Iona Sailing Staff Reps, *Fleet Manager and Teams Managers* have communicated about who is doing “what” and all know how the day is going to unfold with Fleet and Team sailors and Boats.
- Fleet & Teams Managers to email the Sailing Coordinator & Fleet Coach with:
 - Crew and boat list for Fleet and Teams
 - Advise as to whether Coach needs to come in early because of changeover for teams racing
 - Fleet Manager to have an email list for the boys doing fleet sailing. Coach may occasionally email notes to the Fleet Manager for forwarding before the weekend for pre-study.
- Ensure the duck is working OK after Friday - if not the duck will need urgent repairs made or another boat will need to be chartered from RQYS. Fleet and Team Managers to co-ordinate.

6.1 Fleet

Pre 0800

- Setup marque & open storage boxes
- Sign students in on arrival
- Check weather conditions
- Spares/Tool Box down to the marque - we have a “Storage Box” which should be used to store the tools and spares - they should not be left in the duck
- Iona duck fuelled, radio on board, empty of flags, refill water Gerry, ensure medical booklet, first aid kit and phone on board, sunscreen, spray jacket & food

0800

- **Boys** arrive and immediately get their boat. Needs to be rigged and ‘race ready’ before 0825. Coach to use time talking to the boys about sail settings / boat setup and checking the boats are ‘race ready’ and ready to launch. Assist students to meet sailor requirements, listed above.
- **Iona duck** - Launched with everything required on board (including life jackets for Iona Teacher/Sailing Coordinator and Coach and any licenced parent who would like to come out).

0825

- **Boys** wheel boats over to near the top of the ramp

0830 - 0900

- Compulsory RQYS Briefing - **Boys attend**
- Post Briefing - **Skipper and Crew** Sign on outside Sailing Office with their Sail Number - i.e. Iona 7 or Iona 2388 if one of the blue mainsails.



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- Last chance for bathroom!
- Anything they want us to take out on the duck organised in a pile and let Sailing Coordinator/Coach know.
- Sunscreened / Life Jacketed / Full water bottle/ dressed appropriately and ready for Coach talk.

0900 or earlier if possible

- Coach briefing - back at the marque.

0915

- **Boys** Launch (if the wind is light, need to launch earlier) It can take 20 minutes or more to get out to the start line.

09:45 (typically)

- 1st warning signal (5 minutes to start of Race 1)

After racing

- Derig boats and pack away in the rack
- Notify the Fleet Manager of any repairs that are required. Record in Boat Maintenance Logbook. Assist students to meet sailor requirements, listed above.

6.2 Teams

Pre 1100

- Sign students in on arrival, sign out fleet students
- Check weather conditions
- Spares/Tool Box down to the marque - we have a "Cat Box" which should be used to store the tools and spares - they should not be left in the Duck
- Iona Duck fuelled, Radio on board, empty of flags, refill water Gerry, ensure medical booklet, first aid kit and phone on board, sunscreen, spray jacket & food

1100

- **Boys** arrive and immediately get their boat. Needs to be rigged and 'race ready' before 1125. Coach to spend time talking to the boys about sail settings / boat setup and checking the boats are ready to launch. Assist students to meet sailor requirements, listed above.
- **Iona Duck** - Launched with everything required on board (including life jackets for Iona Sailing Coordinator/Teacher and Coach and any licenced parent who would like to come out).

1125

- **Boys** wheel boats over to near the top of the ramp
- **Skipper and Crew** Sign on outside Sailing Office with their Sail Number - i.e. Iona 7 or Iona 2388 if one of the blue mainsails.

1130 - 1140

- Compulsory RQYS Briefing - **Boys attend**



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- Get the draw for the day to understand who is racing and when
- Provide boat numbers to the Race Officer (e.g. Black is 1,2,3).
- Last chance for bathroom!
- Anything they want us to take out on the duck organised in a pile and let Sailing Coordinator/Coach know.
- Sunscreened / Life Jacketed / Full water bottle/ dressed appropriately and ready for Coach talk

1145 or right after the briefing – Coach/Captain briefing - back at the marque.

1200 Boys Launch (if the wind is light, need to launch earlier) It can take 20 minutes or more to get out to the start line.

1230 1st warning signal (3 minutes to start of the first race)

After racing

- Derig boats and pack away in the rack. Assist students to meet sailor requirements, listed above.
- Notify the Sailing Coordinator, Team Managers & Bosun of any repairs that are required. Record in Boat Maintenance Logbook
- Check for Lost property around the marque
- Ensure that all tool boxes and spares are put away in the cat box & locked.
- Ensure the duck is pulled from the water, washed, engine cleaned with fresh water and cover is on before being parked.
- Pack up marque.
- Sign out students.



7 Communications

Iona College Sailing makes use of many social media platforms in communicating quickly important messages across the community. To ensure the effective use of the IC Sailing Facebook page, accepted members are requested only to add the following:

- Communications about current water and weather conditions influencing training or racing
- Cancellations to events or early finishes
- Promoting Iona College Sailing Events Eg. Blessing of the fleet and BBQ's etc.
- Race Results

All photo's or other communications can go via the Iona College Sailing Email address. Please refer to the Iona College Sports Newsletter or Twitter feed for further information.

8 Sailing Events

Throughout the sailing season, parents will be sought out to volunteer and assist with a range of events. Should you wish to support the program, here are a range of ways you can help out:

- Take on a committee role
- Assist students with their sailor requirements & supervision
- Assist with maintenance and repair to boats
- If you have a tow ball, assist in launching and docking the duck for training and race days
- If you are a licenced to operate a boat, assist in volunteering to drive the duck for training days or race events
- Put your name down with the Volunteer Coordinator to assist RQYS on the start or finish boat, or even operate the RQYS rib to referee
- Assist with jobs at the Working Bee
- Assist the Events Manager in bringing events to fruition. Eg. Blessing of the fleet & BBQ's. Donating food, drinks or your time, it never goes unnoticed!
- Assisting with End of Year Break Up & announcement of Skipper of the Year, Crew of the Year, Spirit of Sailing Awards

Note: The Working Bee is an opportunity for sailing families to get together at the beginning of a sailing term and get boats 'race ready', while completing the formalities of signing students up.

9 Contacts

Iona College Sailing Email:	ionacollegesailing@gmail.com
Sailing Coordinators:	Adam Delroy (delroya@iona.qld.edu.au) MOB: 0417 602 748 Rosalind Wood (woodr@iona.qld.edu.au)
Iona College Twitter Feed:	@IonaBrisbane & @SportIona
Iona College (IC) Sailing Facebook:	IC Sailing
Facebook Messenger:	Sailing Committee Use Only



10 Safety Boat Operation

Responsibility:

The primary role of any powered vessel is to act as a safety boat first and a coaching vessel second.

In practice, this means that the safety boat should:

- Be able to see all sailors, at all times
- Follow the last boat out and into the harbour
- Keep a count and know the location of all boats, at all times
- Have an additional licenced adult, or senior student, to assist as required
- Not supervise more than 6 experienced boats and crew, or 4 inexperienced boats and crew

Safety Equipment:

- Lifejackets for everyone on board
- Flares
- V Sheet
- UHF Radio & Mobile phone
- Water
- Paddles/oars
- Navigation system (eg. Navionics app)
- Navigation lights
- Horn
- Bailer/s
- Towing bridle
- Anchor
- Whistle
- Spare buoy
- Fire extinguisher
- Safety knife
- Student medical details & parent contact information
- Sunscreen, student lunch boxes & water bottles etc (including spray jackets for reserves)

Emergency Contact List and Procedures:

- In the event of an incident or emergency, contact the following people in order of preference:
 1. The RQYS Race Officer in control of the race: UHF Channel 72; Brisbane Water Police (07 3895 0333) or 000.
 2. RQYS Base Station: UHF 72 or phone 07 3396 8666
 3. Iona Sailing Coordinators: Adam Delroy (0417 602 748) or Ros Wood (0417 600 570)

Common / Significant Hazards:

The following are common hazards or significant risks associated with sailing.

- Boom strikes: a risk to the boys but also a risk to the safety boat as boats approach



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- Fingers trapped by boats or ropes: particularly when towing or coming alongside one another.
- Entrapment during a capsize: infrequent, but serious, and has caused death elsewhere in the sport.
- Injury resulting from a collision: particularly when racing and for inexperienced crews.
- Severe weather and storms: common to Moreton Bay in summer.

Risk of the above hazards can be minimised through:

- Awareness and vigilance by the safety boat crew
- Not allowing sailors to sail in conditions beyond their abilities

Policy on safe sailing limits:

Wind strength

- Learn to Sail, Fleet and Grey team sailors should not leave the harbour if the wind is gusting above 15kts
- White team sailors should not leave the harbour if the wind is gusting above 18kts
- Black team sailors should not leave the harbour if the wind is gusting above 22kts

Wind strength should be assessed by checking the current wind strength using the Navionics App.

Wind strength and weather forecast should be monitored whilst sailing and the boys should return to harbour should there be a risk of high winds.

Safety Boat : Sailing Boat Ratio:

- 1:6 for experienced sailors
- 1:4 for inexperienced sailors

Safety Boat Crew Experience:

Each safety vessel should have 1 licenced adult who is experienced in driving the safety boat, plus another licenced adult or senior student (Year 10+).

Having a boat licence alone is not sufficient to be in charge of the safety boat. Skippers should also have experience in control of a safety vessel and be assessed by an existing, experienced safety boat skipper.

Before Departure:

Safety checks

Before departure, the safety boat skipper should check the following:

1. There are sufficient life jackets aboard
2. There is sufficient fuel
3. The UHF radio is working (perform a radio check)
4. The electric bilge pump is working
5. That paddles, bailing bucket and flares are aboard (see Safety Equipment Pg. 22 for further details)

Refuelling

If refuelling, ensure the engine is off and there are no naked flames. The Iona Duck uses unleaded petrol.



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Briefing for passengers and safety boat crew

- Ensure the kill switch cord is locatable at all times
- Ensure the crew know their responsibilities to keep watch and know the count and location of boys and boats at all times
- Ensure that passengers and crew know to stay seated and hold on whilst underway

Underway:

Safe speed

- The boat should not exceed 6 knots in the harbour (ie. not create a wash)
- Less than 6knts within 50m of another vessel or sailing boat
- On the bay, the boat should be operated at a speed appropriate to the conditions

When towing

When towing, there is a risk of swamping towed vessels or for them to capsize which can lead to entrapment and drowning. To prevent this:

- Keep boat speed to approximately 6 knots – slower if sea conditions are choppy.
- Have safety boat crew monitor the boats under tow
- Tow boats alongside or by using a tow rope attached to the pacer mast. Safety boat crew should be prepared to release the tow rope quickly if difficulty arises or the pacer becomes unstable.
- Note: A tow rope always needs to be able to be released at a moments notice.

Manoeuvring near boats and crew:

Approaching a boat underway

Always approach a boat from the windward side, away from the boom.

Bringing a boat alongside

- To bring a boat alongside, keep the safety boat stationary and point directly into the wind or directly down wind
- Allow the boys to sail up to the safety boat
- Beware of the boom which may sweep across the deck of the safety boat

Approaching crew in the water

When approaching crew in the water, there is a risk of injury resulting from the boat driving over them, or being washed over them by wind or waves. To avoid this:

1. Always approach from downwind
2. Have the engine in neutral when crew are alongside
3. Use safety vessels with prop guards

Assisting with a capsize

There will be times when it is necessary to help the boys right a boat. At these times:

1. Approach the capsized boat near their bow
2. Have the safety boat crew grasp the forestay and guide it up
3. Hold the forestay whilst the boys get into the boat

Safety boat crew should only go into the water themselves as a last resort.



Safety boat responses:

In the event of minor injury

Administer first aid as required and notify the race organiser & Iona Sailing Coordinator/s

In the event of injury requiring urgent medical treatment

1. Proceed directly to the fuel dock at RQYS at a fast, but safe, speed (6 knot regulations are not applicable in such circumstances). Ensure other students are appropriately supervised for return to dock to maintain safety boat to sailing boat ratio.
2. Notify the race organiser and Iona Sailing Coordinator/s by radio and/or phone enroute who will arrange for an ambulance to meet the crew at the dock. Alternatively, have safety boat crew call 000.
3. Contact school's critical incident representative and student's emergency contacts.

In the event of someone lost or unaccounted for

1. Notify the race organiser, or if during training, call a mayday on UHF channel 16 immediately.
2. Note the last known position (drop a buoy if possible) and continue search
3. Notify Iona Sailing Coordinator/s by radio and/or phone who will arrange for an ambulance to meet the crew at the dock. Alternatively, have safety boat crew call 000.
4. Contact school's critical incident representative and student's emergency contacts.

In the event of capsizing

1. Ensure the sailors in the water are accounted for and safe
2. Monitor the stamina and condition of the boys in the water whilst they right the boat.
3. Assist the sailors to right boat if they become fatigued or are unable to right the boat.

In the event of damage to a sailing boat

The risk to be assessed is the potential sinking of the sailing boat or further damage if rigging is compromised:

- Assess the seaworthiness of the boat and make emergency repairs as required (duct tape can be used to patch holes temporarily)
- Consider dropping sails if the mast or rigging has become damaged and return to harbour
- Notify the race organiser. If at training, ensure sailing boat to safety boat ratio is maintained.

In the event of damage to the safety boat

This risk to be assessed is the potential for sinking or stranding of the safety boat.

1. Assess any damage to the engine or engine controls.
2. Assess any damage to the hull or inflatable tubes.
3. Return to harbour if required and notify the race organiser or RQYS base as appropriate.
4. In the event of severe damage and potential sinking, notify the race organiser, or if during training, call mayday on channel 16.

In the event of engine failure

The risk to be assessed is that of being unable to return to land and / or being blown out to sea

1. Request assistance by radio as per the emergency contact list.



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2. If the above are unavailable, attempt to contact nearby vessels for assistance using the V sheet and / or channel 16.
3. If this is unsuccessful, contact the Volunteer Coast Guard Manly on channel 16 and request assistance.

In the event of fire

Fires aboard a vessel are highly dangerous and cause significant risk to life. In the event of fire:

1. Turn the engine off immediately and stop the boat.
2. Have the safety boat assistance notify authorities (race organiser on channel 72, or call mayday on channel 16 if during training).
3. Send all crew overboard, with life jackets, immediately and instruct them to swim to windward
4. Attempt to extinguish the fire using the fire extinguisher beneath the seat.
5. If this is unsuccessful, abandon ship and await assistance. Keep all crew in the water together by linking arms until help arrives.