



Nelson Bays
TEAM SAILING





OPERATING MANUAL

and

Welcome Pack for Sailors and Adult Helpers

Version 6: November 2022

Print in booklet form

Position	Signature	Version
Chris Roff Chairman		6
Simon Graney Safety Officer		6

Review timeline

10/9/16	James Purves, Ruurd van der Wel, Yuri Schokking
1/11/16	Reviewed at committee meeting (specifically hazard register). Present James, Richard, Chris, Sue, Sam, Tim, Ruurd, Yuri
19/11/16	Reviewed with NYC safety officers & Commodore.
21/04/19	Les Bak (Health & Safety Facilitator Nelson Management Limited), Yuri Schokking
10/10/22	Rewrite by Simon Graney, with input from Tim (NYC) and NBTS Committee.

The committee of NBTS are responsible for the Manual. They will ensure it is reviewed annually, and after any event that the Committee considers materially affects the risk assessment or practices of the association.

Glossary

Buoyancy vest:	used for clarity as opposed to lifejacket (intended to turn an unconscious wearer face up) or Personal Flotation Device (PFD) which includes devices such as waist belt flotation often worn by paddle boarders.	
Patrol boat:	a rigid inflatable boat (RIB) used to support, coach and rescue yachts on the water. Also referred to as safety boats, support boats, coach boats...	} Collectively referred to as powerboats
Start boat:	the alloy pontoon boat berthed in the Nelson Marina, and usually anchored to form one end of the start line of a race	
Volunteer:	someone performing a defined role for NBTS activities. Usually an adult helper or parent. Could also be a sailor if they are, for example, qualified as a powerboat skipper.	
NYC:	Nelson Yacht Club	
Coach:	employed by NYC to run Team Sailing & other programmes	
Weekend Co-ordinator:	Works with the Coach to organise weekend sailing.	

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1 - Introduction

NBTS provides coaching for secondary school teams during the week, organizes and runs racing on Sundays for all participating schools and assists in the organisation of secondary school regattas. It was established in 2006 to promote sailing among the youth of the Nelson Bays region, and was first incorporated as Nelson Bays Youth Team Racing Association (NBYSRA). NBTS makes use of Nelson Yacht Club equipment such as their building, boat winch, and ramp etc. NBTS members are also members of Nelson Yacht Club.

This manual is a resource for sailors, volunteers, powerboat skippers, team managers, and the coach.

Team Race Format

Team Sailing is a competition between teams of yachts where the overall results of all team members is more important than their individual results. Normally there will be several teams on the water, each team being three yachts with two sailors each – skipper (on the helm) and crew. Teams are identified with a coloured pennant, or sail colour – NBTS uses black, pink, orange, blue.

Each race is between two teams. Teams not racing will sail around near the start area. Racing is normally in the format of a series of round robins, where each team sails against each other team. A team racing regatta is usually planned to last for a certain amount of time, with as many races as can be fitted in. Individual races should last between 6 and 9 minutes, but with a 15 minute time limit. There are often more sailors than places on boats, in which case sailors cycle in and out.

NBTS is part of the [New Zealand Team Sailing Association \(nzteamsailing.co.nz\)](http://nzteamsailing.co.nz). If you want to go really deep into the sport of Team Sailing, check out [UKTRA Team Race Coaching Manual](#)

Assets Owned

- 3.8m rigid inflatable patrol boat and launching trolley, stored in the Nelson Yacht Club premises.
- 9m aluminium pontoon boat (Start boat) stored in the Nelson Marina
- Thirteen 420 yachts and associated gear, stored on the Nelson Yacht Club boat storage area.

420s are one of the world's most popular racing dinghies for youth development. There are around 56,000 used worldwide, in 43 countries. They are set up with a mainsail and jib, and can be sailed with a trapeze and a spinnaker. They are constructed of fibreglass with in-built buoyancy.

Committee

The NBTS Committee supports Teams Sailing through programme oversight, asset maintenance, fundraising, and interaction with Nelson Yacht Club. Meetings are monthly throughout the year.

Supervision and coaching

NBTS contracts the Nelson Yacht Club to employ a coach for team sailing – the funds come via NBTS but the employment relationship is with Nelson Yacht Club. There are coaching opportunities for school teams each weekday afternoon during the sailing season.

Members of school teams are required to follow all instructions given by the Coach and Weekend Co-ordinator.

2 - School Teams and Sailors

Schools are encouraged by NBTS to promote Team Sailing to their students as part of the school sports programme. Regattas are held during the sailing season at which teams represent their school. Schools are responsible for the management of their sailing team, delegated to a staff member or parent who is the Team Manager – refer [Team Manager Responsibilities](#) (p11). Schools are responsible for choosing a day for their coaching session.

Members must follow the directions of the Coach and Weekend Co-ordinator at all times and comply with the instructions given at the participant induction session and at each briefing prior to any event.

Sailors

Membership is open to all students from the final term of Year 8 onwards (or younger if agreed by coach / committee). Sailors must be members of NBTS to participate in NBTS sailing events, and this also confers membership of Nelson Yacht Club.

New members must meet the [Sailor Skill / Induction](#) (p13) requirements before taking part.

Sailors must provide their own buoyancy vests. They must be in good condition, correctly sized, and specified to support the weight of the user. They must be properly fastened when on the water.

Sailors are also required to provide their own hat, sunscreen, water, suitable clothing.

School team volunteers (e.g. parents, adult helpers)

Team Sailing depends on volunteers to assist with safe operation. Volunteer roles include [Weekend Co-ordinator](#) (p11), [Powerboat Skipper](#) (p14), and crew to assist a powerboat skipper.

Volunteers are responsible for providing their own clothing and equipment, including hat, sunscreen, appropriate clothing. Some buoyancy vests may be available from the Nelson Yacht Club shed. Buoyancy vest or lifejacket must be properly fastened when on the water. Inflatable lifejackets are not acceptable for sailors, but are acceptable for start boat crew, and should be inspected annually.

Sailors and volunteers out on the water must sign on and off at the start/end of every day.

3 – Health and Safety Management

This Operating Manual functions as a Health and Safety Management Plan, and describes how NBTS manages the risks to sailors, volunteers, and the public. The [NBTS Risk Register](#) is a separate document.

The goal is to ensure that no harm comes to any person through the activities of NBTS. It is a condition of membership that sailors and volunteers do everything reasonable to ensure the safety of themselves and others. The safety of sailors, volunteers and the public (both on and off the water) takes priority over all other operational matters in the running of any NBTS event.

Risk will be managed by firstly identifying risk in the [NBTS Risk Register](#) and then by the various procedures such as inductions, Standard Operating Procedures, training, briefings, protective equipment, and other checklists.

Quick Guide to Safety

- Personal Flotation:** Sailors must provide their own buoyancy vest, and wear it properly fastened when on the water. They must be in good condition, correctly sized and capable of supporting the weight of the user. Inflatable lifejackets are acceptable for Start Boat crew only.
- Emergencies:** In an emergency the Coach or a volunteer must contact the appropriate authority.
Ch 16 is the emergency channel. Ch12 (Port Nelson WatchHouse) sometimes has better reception than 16, and can relay to Harbourmaster or 111.
Harbourmaster is at 0800 664 272. For police, fire, ambulance or Coastguard call 111.
Refer also [NYC H&S - 009 - On-Water Emergency Procedures](#).
- Radios:** Each powerboat is provided with a handheld VHF. The operating channel is 77.
- Induction:** All sailors must complete the NBTS [Sailor Skill / Induction](#) (p13) prior to sailing.
All powerboat skippers must meet the [Powerboat Skipper Competence](#) SOP (p14)
- Sign On and Sign off:** All sailors & powerboat crews must sign on and off the water, or risk disqualification.
This will normally be on paper on a clipboard near the entrance to the Penguin's Nest.
- Briefing:** The Coach or Weekend Co-ordinator will conduct a briefing prior to launch. It must be attended by all sailors and powerboat crews (excluding Start boat crew if necessary).
It will cover safety issues including shipping, weather and tide, planned race courses.
Sailors who are unable to be at the start of a session, and then stay for the full duration, will not normally be able to participate.
- Weather & Tides:** Local forecast & tides on www.metservice.co.nz. Live wind speeds & tidal streams are on www.PortNelson.co.nz Harbour Conditions, and Nowcasting VHF Channel 79.
The normal windspeed cut-off is 25 knots average.
- Other vessels:** Sailors must give way to all shipping in the channel, and keep clear of larger vessels.
- Variable abilities:** Participants who sail with a condition or injury that makes them less able to look after themselves or others must report to the Coach or Weekend Co-ordinator prior to the briefing. They will make an effort to accommodate anyone regardless of ability.
- Boat-ramp & winch:** Yachts are launched at the Nelson Yacht Club boat-ramp. Care must be taken to ensure that footing is secure as the ramp can become slippery with marine growth.
No person or boat is allowed below the winch when it is lowering or raising a patrol boat. Refer [NYC Winch Standard Operating Procedure](#) (p20).
- Other users:** The area at Nelson Yacht Club is often used by other sailors and ocean swim events.
Share the area with consideration
- Equipment damage:** To be reported to the Weekend Co-ordinator. Refer [Weekend Co-ordinator](#) (p11) and the form near the back of this document (p22).
- Accidents and near misses:**
- First Aid:** Kits are in each powerboat and the NYC premises.

4 – Sailing area and courses

Under no circumstances can the course encroach on the area of the main shipping channel as marked by the red and green piles.

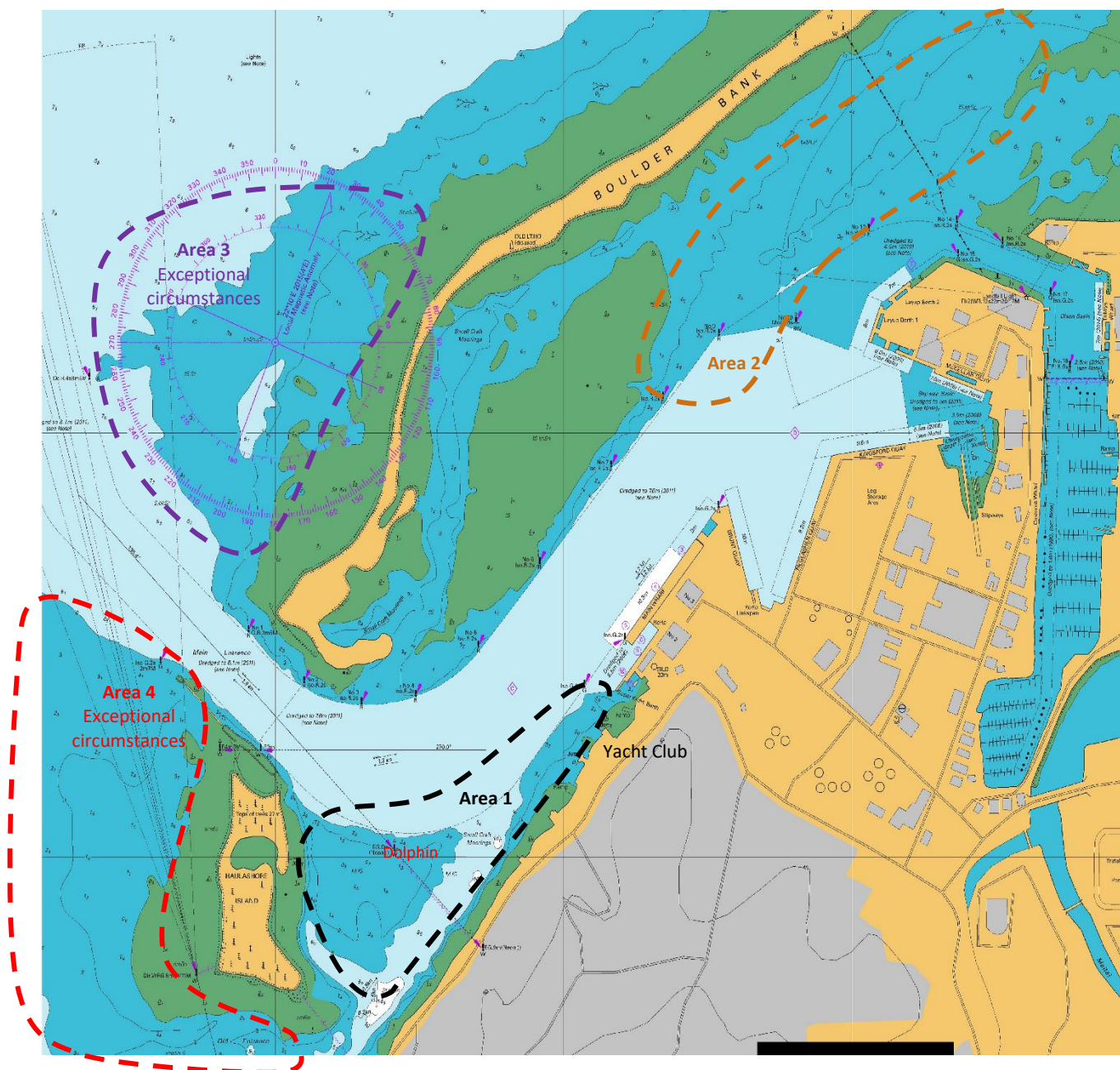
Area 1 - South and East of the main shipping channel, between the Dolphin & Wakefield Quay.

Area 2 - West and north of the main shipping channel opposite to the entrance to the Talley's wharves and the marina area (only when no scheduled shipping)

Sailing outside The Cut or south / west of Haul-a-shore Island only with specific approval from an NBTS trainer/assessor or NYC trainer/assessor or NYC Coach. This will be the exception not the norm, and must take into account: current and forecast weather, tides, sailor competency, rescue capabilities of the patrol boats and crews:

Area 3 - Between the channel and the boulder bank north of the Cut and clear of the mud banks.

Area 4 - West and/or south of Haul-a-shore island.



5 - Premises

Use of premises: The Nelson Yacht Club premises are used by NBTS in arrangement with the Club. They must be respected and maintained in good condition, and left in a clean, tidy and secure state. The OOD has access to keys for the Club premises.

Toilets: NBTS members may use the Nelson Yacht Club toilets & showers.

Cars and bikes: Cars to be parked in the adjacent car parks and not in rigging areas. Bikes to be kept in the stands provided. No bikes near dinghies / yachts.

Locking up and final checks: Members are to ensure Nelson Yacht Club buildings and boat storage area locked if last to leave premises. Take care not to lock out other user groups still on the water.

6 - Yachts

Care when handling: The yachts cost in excess of \$12,000 each. They are fragile, easily damaged and expensive to fix. Launching and recovery are the times of highest risk.

Centreboards and rudders must be raised while close to shore.

Checks of rigging: Skippers must check the rigging of their yacht **before** boat is launched. A good system is to have skippers check other boats they have not been involved in rigging.

Reporting of damage: Any damage must be reported to the coach or Weekend Co-ordinator. As much detail of missing or broken parts should be given to assist with replacement / repair.

De-rigging & gear storage: Sailors should de-rig the yachts, thoroughly rinse with fresh water, and ensure all gear is stowed in the NBTS locker or in the boats as required. Covers must be replaced securely, boats returned to their correct parking spaces and securely tied down.

7 - Patrol Boats and Start Boat

Ownership: The yellow rigid inflatable (Patrol 3) and the pontoon Start Boat are owned by NBTS. Other patrol boats are owned by Nelson Yacht Club.

Operation: Boats must be operated according to [Powerboat Skipper Competence](#) SOP (p14), [Patrol Boat Standard Operating Procedures](#) (p16), and [Start Boat Standard Operating Procedures](#) (p18).

Crewing: Skippers of the patrol boats or start boat must demonstrate competence according to the [Powerboat Skipper Competence](#) SOP (p14). Unqualified operators may helm the boat under supervision of the skipper. Minimum crew: Start Boat – 1 Patrol boats - 2

Personal flotation: All passengers and crew must wear a properly fastened buoyancy vest or lifejacket, in good condition, correctly sized and capable of supporting the weight of the user.

Passengers: Passengers are to remain seated whenever possible, with legs inside the boat.

Launching and recovery of patrol boats: The Nelson Yacht Club winch must only be used according to NYC guidelines. Refer [NYC Winch Standard Operating Procedure](#) (p20).

Cleaning: Patrol boats are to be washed with fresh water prior to storage, includes flushing engines.

8 - Risk Disclosure

There are serious risks involved with sailing which could lead to injury or death. The sources of these risks include environmental conditions (leading to, for example, hypothermia or heatstroke); water (drowning and other immersion injuries); sailing boats (cuts, bruises, head injuries); powerboats (propellor strike); a steep boatramp (slips, falls, trailer impact); other vessels (collision injury).

Further information is contained in the [NBTS Risk Register](#).

NBTS has a robust safety management process, and is committed to the safety of participants, volunteers, staff, and the public.

9 - Documents

All forms are available for download on the website www.nbteamsailing.org.nz under 'Documents':

- NBTS Operating Manual (this document)
- [NBTS Risk Register](#)
- Committee Nomination form
- Expenses Claim Form

Other documents that are integral to NBTS operation are part of the Nelson Yacht Club website, refer [Appendix 2 – Nelson Yacht Club: Safe Operating Procedures](#), (p20)

APPENDIX 1: NBTS Standard Operating Procedures (SOPs)

Weekend Co-ordinator Responsibilities

The Weekend Co-ordinator is responsible for the organisation and conduct of sailing activities, and must be a suitably experienced person authorised by the committee of NBTS. Sailing can only take place if key positions have been filled with suitably trained people and all operational requirements have been fulfilled.

The Weekend Co-ordinator will work closely with the coach. These responsibilities include:

- Organise Patrol boat crew - skippers competent as per [Powerboat Skipper Competence SOP](#) (p14). Refer [NBTS Approved Skippers.docx](#)
- Assist the coach with ensuring sailors are organised, they sign on and off
- Communicate with other activity leaders to co-ordinate launch times, sailing areas etc. (e.g. if there are swimmers, adapted sailing, other NYC events, recreational sailors...)

On weekday afternoons the coach also fulfils the responsibilities of the Weekend Co-ordinator.

The Weekend Co-ordinator has the authority to prohibit sailors or volunteers from participating if they consider the risk unacceptable.

Accidents, near misses, and equipment damage are to be reported to the Coach or Weekend Co-ordinator, who will report as appropriate to nbytra.secretary@gmail.com and manager@nelsonyachtclub.org.nz.

Team Manager Responsibilities

Each school team must have a Team Manager, who is normally the parent of a current or recent sailor. There is a roster of which school team is responsible for any weekend sailing day.

Responsibilities include:

- Coordinating sailors, ensuring that all sailors are linked to a common communication platform (e.g. WhatsApp)
- Member of NBTS Committee
- Disseminate information from the committee to sailors and caregivers
- Ensuring that volunteer positions are filled each rostered weekend
- Liaising with school to promote team sailing
- Co-ordinate travel, fundraising, accommodation etc for away events such as Regionals or Nationals

Team Captain Responsibilities

- Assist the Team Manager with co-ordinating sailors, maintain regular comms with the team
- Communicate with the coach for Sunday sailing – who is coming
- Launching – make sure all team boats are properly rigged
- On the water – make sure team are well prepped and working together. Communicate and manage the plan for the race.

Coach Responsibilities

The coach is employed by Nelson Yacht Club and is directly managed by the Yacht Club Manager. For NBTS coaching, the coach is also responsible to the Committee and the Weekend Co-ordinator. On weekdays they also fulfil the responsibilities of the Weekend Co-ordinator.

Along with the Weekend Co-ordinator, they have the responsibility to monitor conditions and sailors, and have the authority to cancel on-water activities.

NYC has a Job Description for the coach, which includes (among other attributes, minimum qualifications, and responsibilities):

- Independently plan and deliver a comprehensive programme of coaching and racing for the NBTS college squads.
- Ensure a high level of professionalism and foster an excellent culture of health & safety.
- Instruct and coach team sailing to the best of their ability, at times with no direct supervision.
- Plan and run safe, fun, and informative sessions both on the water and on land.
- Regularly review their sessions and improve and update as necessary.
- Develop the skills of NYC and NBTS sailors from LTS through to club racing and beyond.
- Keep up to date with the latest developments through Yachting New Zealand.
- Ensure that any incident, accident or near miss is recorded.
- Ensure that any necessary maintenance to equipment is completed or reported.

On any sailing day the coach will:

- Bring the keys for access to Nelson Yacht Club building and patrol boat storage.
- Ensure fuel tanks are full enough
- Investigate shipping movements - Google 'Port Nelson expected shipping' or call Port Nelson Ltd on 548 777. VHF channels 12 & 14 to Port Company and Pilot.
- Consult Weather forecast and tide times.
As per NYC – in normal circumstances no Team Sailing will take place in winds averaging above 25 knots.
Tidal flow, sea state, wave action on the ramp, sailor competence and numbers, and powerboat skipper competence will be taken into account in deciding whether to run or cancel sailing.
- Brief sailors on the course and give reminders about safety matters.
- Lay the course according to the Team Sailing permitted course configuration.
Refer [4 – Sailing area and courses](#) (p8)
- Minimum ratio of one patrol boat for every ten 420s, if sailors are competent and conditions no more than moderate. Lower ratio depending on sailors and conditions.
- Ensure batteries charged for VHF's – a fixed VHF is located in the Penguin's Nest

Sailor Skill / Induction

1. Skill

- Complete a Yachting NZ Learn to Sail course, or
- the Coach will consider applications on a case-by-case basis from sailors with practical experience who have not completed a Learn to Sail course.

2. Induction programme

This is normally completed with all sailors on the first day of the season.

Mid-season starters can be accommodated – for example, for a competent dinghy fleet sailor this could be covered in 10-15 minutes.

Introduction

1. Background on NBTS: Sundays vs weekdays. Role of Coach, Team Captain, Weekend Co-ord
2. Difference between fleet racing and team racing
3. Overview of Team Racing: 2 teams, 3 boats in each team. Different coloured sails
Short 'S' shaped course
How you win, Helping teammates

Safety

- Who is in charge
- Sign on/ sign off
- Behaviour – same as at school
- footwear, buoyancy vests, hat, sunscreen, drink, hypothermia
- Winch danger areas

Boat (with a simulator boat in the water)

- where to sit
- daggerboard
- who does what
- tacking and gybing
- recap points of sail

Getting Going

1. Launching and Recovery: Wind direction, surge, tide
2. Capsize recovery:
 - what to expect
 - how to deal with it

Intro to Racing

- The course, getting around it
- Starting procedure
- Overview of tactics/rules incl. port/starboard
- Helping teammates
- Umpire
- Communicating with other boats
- How to win
- Changing over of teams in the boats
- Role of the crew

On-water practical

- Capsize drill
- Course
- Starts
- Coming alongside
- Emergency situations response

Powerboat Skipper Competence

For NBTS operations all skippers must be competent according to these criteria.

For training purposes an unqualified helmsperson can drive the boat under the direct supervision of a qualified skipper. Evidence can be practical demonstration, showing a certificate, and in some cases discussion of scenarios.

Minimum of:	6 hours helming wheel-steer outboard powered planing boats, including 2 hours supporting sailing dinghy racing or training and Familiar with this document, notably Patrol Boat Standard Operating Procedures (p16) and Familiar with APPENDIX 2 – Nelson Yacht Club Safe Operating Procedures (p20)	
Plus any one of:	Coastguard Boating Education Club Safety Boat Operator	
	Nelson Yacht Club Approved Patrol Boat Skipper . (list of skippers available at NYC Register of Approved Patrol Boat Skippers)	
	RYA Powerboat Level 2 e.g. through NMIT	plus D and E of the NBTS Powerboat Skipper Criteria overleaf
	Any Maritime NZ commercial skipper qualification	
	Direct assessment by NBTS Trainer / Assessor using criteria overleaf	

A list of approved skippers (and relevant boat type) is maintained at [NBTS Approved Skippers.docx](#)

NBTS Powerboat skipper Trainer / Assessor

Any Nelson Yacht Club [Approved Patrol Boat Trainers](#), or:

Minimum:	Substantial dinghy sailing or coaching experience
Plus any of:	Maritime NZ commercial skipper qualification
	Coastguard Boating Education Club Safety Boat Operator
	RYA Powerboat Level 3 or higher
Plus:	Approval by the NBTS Committee

Approved NBTS Trainer/Assessors include the following people:

- Chris Roff, MNZ Master Yacht, RYA Yachtmaster Instructor
- Deanna Douglas, MNZ Commercial Launch Master, NZ Coastal Master
- Steve Gamble, MNZ Commercial Launch Master, NZ Coastal Master. UK class 4 for commercial yachts
- Simon Graney, MNZ Inshore Launch Master, RYA Powerboat L2, YNZ Club instructor

NBTS Powerboat Skipper Criteria

Assessed by approved Assessor/Trainer.

Separate assessment as applicable for patrol boat and start boat. Minimum 15 years old.

Assessment ideally via direct task-setting and observation. Simulation and questioning also works.

Criteria	Check
Demonstrates knowledge of give way rules, navigation marks, speed limits	
Demonstrates safe driving techniques – killcord attached to leg or buoyancy vest, stable seating position, stable throttle control, load distribution, actively adjusts engine trim.	
A. Controls the boat while manoeuvring at slow speed:	
brings the boat to a stop alongside a stationary jetty or other boat, stopping parallel to the boat and within reach, without unnecessary bumping	
turns boat in own length	
maintains a fixed position in a breeze relative to shore, relative to a drifting boat	
retrieves a buoy	
B. Controls the boat while manoeuvring at moderate to high speed	
controlled S-turns and U-turns	
engine trim to adjust attitude for chop, swell (upwind and downwind)	
slows to displacement speed appropriately	
C. Anchors the boat	
site selection, including awareness of the cables through the normal sailing area. (Cables indicated by triangle markers on the shore and the Dolphin)	
uses appropriate scope	
verifies anchor is holding using transits	
D. Demonstrates rescue and recovery skills:	
retrieves a 'thing' overboard, simulating moving around a person in the water	
tows a yacht	
throws a throw-rope to drag a swimmer to boat	
E. Discuss strategies for other rescue skills:	
developing and executing a plan	
towing 2 or more yachts	
righting a fully inverted yacht	
freeing an entrapped sailor	

Refer [NYC Patrol Boat Operations](#) for more useful information.

Note: [Maritime rules](#) require vessels to stay under 5 knots within 50m of another vessel or a swimmer, or within 200m of the shore or a structure. As part of providing safety & rescue for sailing dinghies it is normal for sailing club powerboats to occasionally exceed 5 knots when required in these circumstances – so we need competent skippers, careful helming, and a vigilant lookout. Exceeding 5 knots unnecessarily risks a fine, or worse – an accident.

Patrol Boat Standard Operating Procedures

Refer also [Powerboat Skipper Competence](#) SOP (p14), and [NBTS Risk Register](#)

Personal Gear

- Sun protection, warm clothes, water, snacks, buoyancy vest
- Easily accessible knife (ideally sharp and serrated)
- Skipper prepared to get wet & enter the water if necessary

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Preparation

- Complete the [Patrol Boat Pre-start checks](#) (over page)
- Minimum crew of 2 during sailing support (skipper & able-bodied assistant)
- Passengers and crew are wearing footwear and buoyancy vests or lifejackets
- Passengers are briefed, seated safely with both feet inside the boat.
- Only launch with permission from Coach or Weekend Co-ordinator, check in once launched.

Responsibilities During Operation

- On the water with engine running before sailors sail, and off the water last.
- Ensure load is evenly distributed, travel at a safe speed for the passengers and conditions
- Warn passengers when changing speed or course suddenly
- Position the boat in an appropriate location to monitor sailors, protect boats/sailors from hazards, intervene when necessary
- Keep a good lookout for:
 - objects or debris in the water
 - Other vessels, including Teams Sailing boats, members of public, commercial traffic...
Be prepared to intervene if other vessels enter sailing area (VHF or physical approach)
 - Swimmers, kayakers, paddleboarders, windsurfers, kites, foilers...
 - Changing weather conditions
- Monitor the VHF at all times
- Be prepared for instructions from Coach or Weekend Co-ordinator. This could involve helping lay out the course, retrieve marks, assisting sailboats and sailors in trouble.
- Keep Coach and Weekend Co-ordinator advised of intentions, inform them of conditions.

Transfers, Assistance, Rescue

- If Patrol boat approaches yacht – approach into the wind, make contact and turn so the yacht sits downwind and the wind is on the beam
- Yacht approaches powerboat – 420 should come alongside on a close reach, downwind side of patrol boat. Depower sail early
- Ensure sailors all hands and feet are above both boats decks. Powerboat crew holds sidestay
- If necessary idle forwards to position yacht downwind, wind on beam or just forward of beam, boom away from heads.
- Everyone seated until transfer is authorised. One at a time. Crew swaps first, then skipper.
- Approach a swimmer heading into the wind (certain situations may call for a downwind approach, a stationary powerboat will hold position easily with engine upwind)
- Sharp lookout for lines or objects in the water
- Switch motor off as soon as physical contact is made with sailors in the water.

VHF channel 77 In case of VHF failure: use cellphone to contact Coach or Weekend Co-ordinator, or Harbourmaster Stu Whitehouse on 0800 664 272

Patrol boat Pre-launch Checklist

Downloaded and adapted 13/11/22 from [NYC H&S - 008j - Patrol Boat Checks.pdf](#)

NOTE: Someone else might launch the boat, but the skipper is still responsible for verifying the checks have been done.

Pre-Launch:

- ☐ Hull & Tubes
- ☐ Prop & Prop Guard
- ☐ **Bung IN and drain tubes UP**
- ☐ Battery / Isolator
- ☐ Fuel - Sufficient on board?
- ☐ Killcord
- ☐ Anchor - Tied on!
- ☐ Any marks/buoys as needed

Safety Equipment:

- ☐ VHF Radio on ch. 77 + cellphone
- ☐ Knife
- ☐ Basic First Aid Kit
- ☐ Towline & Throwline
- ☐ Paddle
- ☐ Bailer
- ☐ 5x Yellow/Orange Ribbons (removed sailor indicator)
- ☐ Spare killcord

Personal Equipment:

- ☐ Buoyancy vest – correctly fitting, properly adjusted, always done up
 - ☐ Appropriate clothing - crew should expect to go in the water
- Consider food and drink, suncream and hat

On water:

- ☐ Radio Check / Sign-In with “Penguin’s Nest” on VHF Ch.77
- ☐ ALWAYS wear the killcord - around leg or clipped to vest
- ☐ Engine OFF when in close proximity to anyone in the water
- ☐ Always travel at a safe speed
- ☐ Keep a good lookout - monitor sailing area for sailors in difficulty

After sailing:

- ☐ Radio “Penguin’s Nest” - check you can come off the water
- ☐ Recover the boat safely - remove any personal items/rubbish
- ☐ Wash down carefully - boat and trailer, fresh water & fully drain
- ☐ Flush motor using earmuffs
- ☐ Isolate the battery - (switch to red) (No isolator on P3)
- ☐ Visual check, and report any issues to nbytra.secretary@gmail.com and manager@nelsonyachtclub.org.nz or 022 5487501

Start Boat Standard Operating Procedures

Part of the NBTS Operating Manual. Refer also [Powerboat Skipper Competence](#) SOP (p14), and [NBTS Risk Register](#)

Stored in Nelson Marina Berth O2. Minimum crew of 1.

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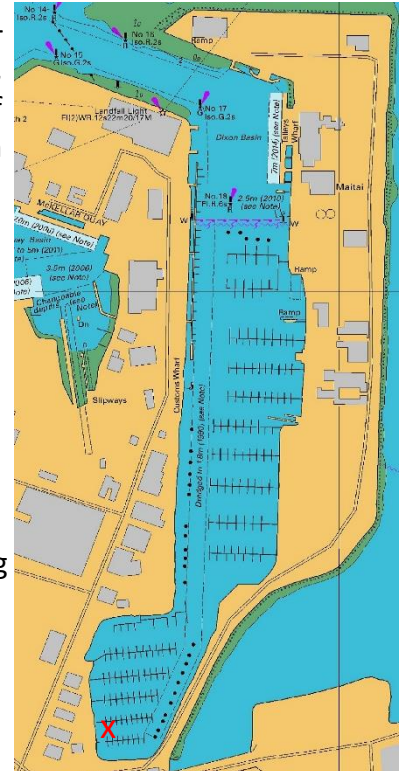
This is a pontoon boat and is not very responsive—think “I’m driving a barge”. Very subject to windage, which can make getting in / out of berth tricky. If windy, best to do as much positioning as possible with lines.

Personal Gear

- Sun protection, warm clothes, water, snacks, buoyancy vest or lifejacket
- Skipper prepared to get wet & enter the water if necessary

Preparation

- Complete [Patrol Boat Pre-start checks](#) (over page)
- Passengers and crew are wearing buoyancy vests or lifejackets



During Operation

- Details on racing procedures in battery compartment
- Flags - black, pink, orange, blue to indicate each team colour
- Check course is correctly set away from hazards.
- Anchor is set well and pontoon boat is in the correct position for starting.
- All teams are organised and correct teams are in boats and ready to start
- Hooter box connected to brown wire from boat battery, operational and muffled (set to 3 minute teams start)

HOOTER MUFLING – we’ve had numerous complaints from residents. Please ensure that the hooters are muffled, air tubes are restricted, and orient away from the coast.

- Results table is filled in clearly
- Teams are organised and aware of when they should be getting into the changeover boat.
- Sun block is available and sailors are encouraged to use it.
- Sailors are monitored for fatigue and warmth
- Weekend Co-ordinator is notified of finishing time.

VHF channel 77 **Alternate contact in case of VHF failure: cellphone to Coach, Weekend Co-ordinator, or HarbourMaster Stu Whitehouse on 0800 664 272**

Reporting of damage: All damage to support vessels is to be recorded with an email to nbytra.secretary@gmail.com, and manager@nelsonyachtclub.org.nz.

IMPORTANT: Beeping from the engine = a serious problem, shut down immediately (overheating or low oil). Do not use the engine as it could seize.

Start Boat Pre-start Checks

Part of NBTS Operating Manual and the [Start Boat Standard Operating Procedures](#).
Refer also [Powerboat Skipper Competence](#) SOP (p14), and [NBTS Risk Register](#)

Engine: Yamaha 90 hp four stroke (no fuel / oil mix)

Pre start checklist	Check
Take note of how cover is fitted, to replace and secure at the end of the day	
Bow and stern line attached	
Anchor and warp	
First aid box, sun block and water	
Raise sun shade carefully and clip straps and insert pins on struts	
Fuel tank at least half full (the Coach has an NPD card)	
Remove engine cover and check oil with dipstick	
Turn battery switch on under stern battery compartment	
Locate key in same compartment as battery compartment	
Radio on ch 77. Sign on to Weekend Co-ordinator once in the sailing area.	

Start procedure:

- Battery isolator on. Lower engine. Prime fuel bulb.
- If cold, increase revs in neutral - push button in base of throttle lever, squeeze the throttle lock under handle and push handle forward
- Push key in and turn to start
- Once started - click throttle back to neutral, check that cooling tell-tale flows

Shutdown

- Tilt engine up (monitor tilt so as not to damage engine cover). Battery switch off.
- Hose boat and engine
- Sun shade down, tarp on and secured, run tarp drain hose under port side gate
- Fuel tanks refuelled from the NBTS supply

Tying up

- Consider using lines to manoeuvre in and out of berth, rather than driving (esp in wind)
- Much of the aluminium structure is flimsy – only tie to cleats or solid parts of structure

APPENDIX 2 – Nelson Yacht Club: Standard Operating Procedures

NBTS has overlapping safety responsibilities with the Nelson Yacht Club, and is committed to co-operate, co-ordinate and consult with NYC to discharge these responsibilities.

NYC Winch Standard Operating Procedure

Downloaded 13/10/22 from [NYC H&S - 008k - Winch Operations Poster.pdf](#)

1. Only people >16 & who have been talked through these key points may operate the winch
2. Both loops of the winch rope must be securely attached to strong points on the trailer/trolley. Trailers/trolleys differ, so this will be shown in training. If in doubt, ask!
3. Two people needed - one to operate the winch and control the operation, and the other to guide the trailer or trolley up/down the ramp (can be <16).
4. There must be no one on the slope below the winch when in use - This must be strictly enforced.
5. Boats/trailers must never be left on the slope (even for washing/draining) & only move up/down the ramp.
6. There must always be tension on the rope. If the winch is running out with no tension, the rope will unspool on the drum and can potentially get cut or damaged by the mechanism. Be especially vigilant when guiding the boat to the lip, and when the boat gets to the water.

Links to other NYC procedures and information

Below is a selection of hyperlinks to useful parts of the NYC system. If you have a paper copy of this manual in your hands, try an internet search to access the contents.

NBTS powerboat skippers must familiarise themselves with this information.

[NYC H&S - 008a - SOP - Launching & Retrieving A Patrol Boat](#)

[NYC H&S - 008b - Patrol Boat Operations - General Boat Handling](#)

[NYC H&S - 009 - On-Water Emergency Procedures](#)

[NYC H&S - 009a - Boat with no sailor E.A.P](#)

[NYC H&S - 011 - Accident Incident Near Miss Report Form](#) (also over page)

ACCIDENT / INCIDENT / NEAR MISS Reporting Form

Use this in paper form to document an accident, near miss, damage)

Details of Person Involved in Accident/Incident/Near Miss

Name		
Contact Phone Number		
Address		
Name (Parent if under 18)	Date	Signature

Injured/Potentially Injured Person is a: ☐ Member ☐ Visitor ☐ Other Contractor ☐ Volunteer

Description of Accident/Incident/Near Miss

Date of Event	Time	Location	Date Reported
<p>What was the incident / What injury occurred / What is the hazard or fault being reported? Please provide as much detail as possible - including diagrams if applicable (please use back of page or attach more pages if needed)</p>			

Review / Further Action Required?

<p>Take a photo of this form and send to manager@nelsonyachtclub.org.nz and nbytra.secretary@gmail.com</p>
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Person Completing Report

Name	Date	Signature
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These sponsors help keep joining fees down by contributing to coaching and some of our larger yearly expenses.

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- Tasman District Council
- Network Tasman Trust

Sponsors of assets we own (420 Boats, Starter Boat, Radios etc)

- Air Rescue & Community Services
- Network Tasman Trust
- Nelson City Council
- NZ Community Trust
- Rata Foundation
- Trillian Trust
- NZ Racing Board
- Port Nelson
- Mainland Foundation
- One Forty One
- Tasman District Council