



SAFETY MANAGEMENT PLAN Version 3.6

Table of Contents	
Document Version.....	2
Introduction	4
Purpose.....	4
Safety Environment.....	5
Mooloolah River	5
Mooloolaba Bay.....	5
Operational Requirements for MYC Vessels involved in Race and Event Management	5
Responsibility of the Person-in-Charge of Competing Vessels.....	6
Safety Vessels	6
Safety Boat.....	6
Coach Boats	7
Safety Vessel Requirements for MYC hosted events	7
Inshore Sailing Training – Elliott 6 Keelboats	7
Mooloolah River Sailing.....	7
Offshore Sailing	7
Location of Automated External Defibrillator during normal Inshore and Offshore Sailing.....	7
Etchells Regatta:	7
Lifejackets.....	8
Race management for safety	8
Code of Conduct.....	8
Role of the Race Officer and Assistant Race Officers	8
Marginal and Extreme Sailing Conditions.....	9
Conduct of Safety vessels (when being utilised for racing).....	10
Communications.....	10
Coordination.....	10
Retiring Competitor Vessels	11
Breakdown of Safety or Course boats	11
At the end of the Racing Day.....	11
Risk Management Plan	13
ON WATER SAFETY REQUIREMENTS	13
ON WATER HAZARDS.....	17
Incident Management Plan.....	26
APPENDIX A - GLOSSARY	30
APPENDIX B – RISK ASSESSMENT MATRIX.	32
APPENDIX C - MYC Location at Mooloolaba Marina - May 2023	33
APPENDIX D - MYC Bay Sailing Area	34
APPENDIX E - Inshore Course Area.....	35
APPENDIX F - MYC Laid Marks and Sailing Exclusion Zone.....	36
APPENDIX G – Mooloolaba Emergency Facilities	37
APPENDIX H – Mooloolaba Christmas Boat Parade 2024 - SAFETY MANAGEMENT PLAN	38



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Document Version

Version	Date	Changes	Author / Approved
1.0	July 2020	Revision of previous risk management and emergency plans, tailored to Australasian Etchells Championship	Warren Myles
2.0	January 2021	Revision of plan, incorporating Australian Sailing safety resources and references to COVID-19 plans	MYC Safety Committee / MYC Board (pending)
3.3	November 2022	Revision of SMP, incorporating recommended Australian Sailing safety resources, updated Risk Management Plan and Incident Management Plan and Incident Reporting requirements.	MYC Safety Committee / MYC Board approval
3.4	June 2023	Revision of SMP, incorporating the new location of the MYC at the Mooloolaba Marina and the new provision of a club AED.	MYC Safety Committee / MYC Board approval
3.5	August 2024	Revision of APPENDIX B – RISK ASSESSMENT MATRIX to incorporate Residual Risk Level (after controls are in place)	MYC Safety Committee / MYC Board approval
3.6	February 2025	Update of Club Flag & Board plus Sailing Committee Members	Club Administrator / MYC Board

MYC FLAG OFFICERS AND BOARD MEMBERS

Role	Name	Contact
Commodore	Michael Reinehr	0457 008 869
Vice Commodore/Secretary	Peter Bradford	0438 015 790
Rear Commodore of Sailing	Mark Coghlan	0407 587 011
Treasurer//Secretary	Kathy Waterer	0402 693 102



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Club Administrator	Suzanne Mabbott	0416 331 181
Discover Sailing Centre Principal	Michael Reinehr	0457 008 869
MYC Mobile		0413 227 013
Board Member	Kristie Hatch	0402 794 916
Board Member	Duncan Sayers	0402 321 526

Safety Committee: Michael Reinehr, Mark Coghlan, Peter Bradford

Sailing Committee: Mark Coghlan, Peter Bradford, Kristen Davidson, Gaye Hoole, Suzanne Mabbott, Michael Reinehr, Duncan Sayers.

INCIDENT PERSONNEL		
Role	Name	Contact
Officer of the Day (OOD)	As per Notice Board	VHF Ch 69 or 77; Mobile TBA
Principal Race Officer (RO)	As per Event Notice of Race	VHF Ch 69 or 77; Mobile TBA
Race Officer (RO)	As per Event Notice of Race	VHF Ch 69 or 77; Mobile TBA
Event Manager (EM) - MYC	As per Event Notice of Race	0413 227 013
Event First Aid Officer (EFO)	As per Notice Board	VHF Ch 69 or 77; Mobile TBA
Incident Officer (IO) - Shore based	As per Notice Board	Mobile TBA
Incident Manager (IM) – Shore based	As per Notice Board	Mobile TBA
Vessel and Equipment Manager (VM)	As per Notice Board	Mobile TBA

EMERGENCY CONTACTS		
Role	Name	Contact
Officer of the Day (OOD)	As per Sailing Calendar	VHF 69 or 77 or 0413 227 013
Ambulance, Fire and Police		000 (triple 0)
Sunshine Coast District Water		0438 200 705 (Sgt Kyle Bates)
Coast Guard Mooloolaba QF6	Duty Officer	VHF 16, 73
Surf Life Saving – Jet Vessel Rescue	Duty Officer	(07)5444 8048 VHF 16
Principal Race Officer (RO)	As per Event Notice of Race	
Event Manager (EM) - MYC	As per Event Notice of Race	0413 227 013
Event First Aid Officer(s)	As per Notice Board	VHF Ch 69 or 77



Introduction

The Mooloolaba Yacht Club (MYC) is committed to conducting sailing in a manner which is as safe as reasonably possible.

MYC also recognizes that all taking part in sailing activities do so at their own risk and responsibility. The MYC requires that all vessels participating in MYC bay sailing events must have an annual audit performed by a Club Equipment Auditor (CEA) or higher certifying the vessel and safety equipment is at a level of current Australian Sailing Special Regulations (SR) of Category 4 or better. The MYC is not responsible for the ongoing seaworthiness or adequacy of safety equipment on private boats sailed in club races.

Other events held offshore hosted by MYC will have an SR Safety Category designated by the Organizing Authority in the event's Notice of Race (NOR)

The MYC has developed a number of race management and risk mitigation strategies which will assist in ensuring that events are conducted in a manner that is as safe as reasonably possible. These include:

- Ensuring that Sailing Instructions are based on current World Sailing (WS), Australian Sailing Racing Rules of Sailing (RRS) and the provisions of the Aquatic Permit obtained from Marine Safety Queensland (MSQ) for sailing activities in the Mooloolah River and offshore.
- Ensuring that current weather forecasts, Mooloolah River Bar conditions and weather warnings from the Bureau of Meteorology (BoM) are made available to competitors and members of the Race Management Team (via briefings and messaging) before the event start.
- Ensuring Skippers and crew of vessels and are aware that they are solely responsible for the decision to enter and participate in an event.
- Documenting and adopting appropriate procedures for the management of race events and incidents
- Conducting separate briefings for the Race Management Team and Race competitors
- Making available safety awareness and training activities for race officials, volunteers and competitors.
- Adhering to the Principles and Operational procedures for COVID-19 safety adopted by the MYC to meet current requirements of the Queensland Government's COVID restrictions.
- Ensuring there is a process of incident management including logging, review and response.

Purpose

The main objective of this Safety Management Plan (SMP) is to provide guidance on safe race / event management practices and appropriate responses in the event of an on-water incident.



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For combined club events, where other clubs competing in conjunction with the MYC on the same course area (such as in Inter-Club Regattas), those clubs will be invited to provide suitable safety support to manage the safe conduct of the race within the course area. For MYC hosted events, safety boats from other clubs or additional safety vessels invited by MYC will act in accordance with the instructions of the MYC Race Officer (RO) in accordance with this SMP.

This SMP should be read in conjunction with the current Australian Sailing RRS, MYC's Sailing Instructions (SIs), the relevant Notice of Race (NOR), Authority to Hold Aquatic Event and any individual MYC On-Water Risk Assessment.

Safety Environment

The MYC is based on the Mooloolah River, sailing events hosted by the MYC are generally held in the inshore waters of Mooloolah River or in the offshore waters of Mooloolaba Bay.

Mooloolah River

Mooloolah river is an inshore area, with sheltered waters, highly accessible shorelines and access points. The Coast Guard Mooloolaba QF6 (CG_QF6) and Queensland Water Police are located on a nearby stretch of the river, along with marina operations and commercial vessels.

Mooloolaba Bay

Mooloolaba Bay is an offshore area, with an extensive easterly fetch. Access to sheltered waters is available through the Mooloolaba Entrance to the Mooloolah River. Whilst this entrance has lead lights for guidance, crossing of the bar is can often be hazardous due to shoaling associated with dangerous and powerful surf conditions.

Participants should review tide levels during the times of bar crossings as well as the latest Hydrographic Survey Report issued by MSQ and published in the Notices to Mariners (NTM) in relation to the shoaling and dredging activities at this location.

Operational Requirements for MYC Vessels involved in Race and Event Management

The following pertain to the on-water operations of all MYC vessels - Start, Course and Safety Boats:

- Minimum of 2 people on each vessel at all times.
- All crew must wear lifejackets at all times whilst involved in on-water duties.
- The Person-in-Charge of each vessel must have Powerboat Handling Certification.
- The Person-in-Charge of a Safety Boat must additionally have:
 - Appropriate First Aid Certificate
 - Safety Boat Operator Certificate
- When working with minors, the crew of MYC vessels must have a current Blue Card.
- The Person-in-Charge of a vessel should be clearly stated in the daily Duty Roster for the event.
- All on-water Persons-in-Charge of a vessel must attend the event daily briefing. However, if the briefing has been missed, they must be briefed individually prior to taking command of the vessel.
- The Person-in-Charge of a vessel should be confirmed and made clear to all crew members of the vessel on the day of the event prior to the vessel's departure.
- When operating the vessel, the Person-in Charge should ensure that all-round visibility from the vessel is not hindered by equipment. Eg partially deflate large buoys if necessary.



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Responsibility of the Person-in-Charge of Competing Vessels

As per the current Special Regulations, Part 1 for Racing Boats:

- The safety of a boat and her crew is the sole and inescapable responsibility of the person in charge who shall do their best to ensure that the boat is fully sound, thoroughly seaworthy and that the crew have appropriate training, experience and physical capability fit to manage the weather conditions and sea state which could be expected to occur during the event.
- The Person-in-Charge:
 - must be satisfied as to the soundness of hull, spars, rigging, sails and all gear.
 - shall ensure that all safety equipment is properly maintained at all times as per Safety Audit requirements
 - must ensure that the crew are aware of the location, function and use of the safety equipment
 - ensure the crew have had Man Over Board (MOB) training and are aware of the procedures to bring an injured person aboard
 - shall nominate a person to take over the responsibilities of the person in charge in the event of their own incapacitation.
- The establishment of these Special Regulations, their use by race organisers, and the previous Safety Audit of a boat under these regulations does not in any way limit or reduce the complete and unlimited responsibility of the person in charge.
- The responsibility for a boat's decision to participate in a cruising event or race, or to continue racing is hers alone - RRS Fundamental Rule 3.
- Competitors shall make their own decision to start or proceed in a race, taking into consideration the prevailing conditions at the time.

Safety Vessels

There are two types of functions of safety vessels to assist with safe conduct of races and management of incidents at the direction of the RO. Sufficient personnel must be available to resource all rescue all safety and coach boats.

Safety Boat

Vessels with a rescue capability whose functions are to:

- monitor the safety of the fleet in conjunction with all other safety boats and the finishing team,
- report all incidents to the RO,
- provide rapid initial response to all incidents within a designated patrol area or as directed by the Race Officer, assess and report all incidents to the Race Officer,
- provide rescue response to moderate and major incidents in conjunction with external agencies if required, as directed by the RO.

Safety boats should be suitable for the conditions expected and be provided with all safety equipment as required by state law and recommended in the AS accredited, Safety Boat Course. The person-in-charge of a safety boat must have obtained AS Safety Boat Operator qualification. Safety Boat personnel should be briefed and trained in class specific requirements of classes that are racing on their course.



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Coach Boats

Vessels whose functions are to:

- provide on-water instruction to competitors or competitors under training,
- monitor the safety of the fleet in conjunction with all other safety boats and the finishing team,
- report all incidents to the RO (where appropriate),
- provide rapid initial response, where appropriate, to any incident as directed by the RO.

Where other clubs join an MYC hosted race event they will be invited to provide suitable additional safety boats needed to maintain the ratio of safety boats to competitor vessels, where necessary and as appropriate for the individual event. The other clubs will advise the MYC RO of all contact details (name and mobile number, boat name) for those support boats.

Safety Vessel Requirements for MYC hosted events

Inshore Sailing Training – Elliott 6 Keelboats

Sailors who are training on club boats are not required to utilise a safety vessel provided the skipper and crew are able to competently sail the vessel and that a marine VHF radio is carried at all times. Preferably, a base radio facility should also be available. If two or more training boats are present then each boat will be considered a safety vessel for every other boat.

Mooloolah River Sailing

Elliott 6 Keelboats: 1 safety vessel to 4 participant boats, each having at least 2 adult crew.

Offshore Sailing

The required Safety Vessels for offshore sailing activities are:

Club Racing: All events as per MYC Sailing Calendar are AS Safety Category 4 events. As stated in MYC SIs, for these events each boat is required to act as a Safety Boat for all other boats in the fleet. The second last boat must remain in the vicinity of the course until the last boat has safely completed the course.

Location of Automated External Defibrillator during normal Inshore and Offshore Sailing

During the regular MYC sailing activities described above, the club Automated External Defibrillator (AED) will be located in the MYC Clubhouse. Its location will be clearly indicated with appropriate signage.

Etchells Regatta:

1 safety vessel to 12 participant boats each having at least 2 adult crew. Course boats and Coach boats may serve a dual role as Safety Boats. During the regatta the Safety Boat or other rapidly mobile on-water vessel will carry an Automated External Defibrillator (AED) with personnel with appropriate knowledge and training in its use.



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Lifejackets

All lifejackets shall comply with current Australian Standards. All lifejackets must be inspected at regular intervals as directed by the manufacturer to ensure that they are in good working condition.

Lifejackets must be worn at all times when operating Safety and Coach boats inshore, in adverse weather conditions and at all times when offshore. MYC will provide sufficient lifejackets in a range of sizes for all staff, volunteers and trainees.

Large, privately owned and operated vessels, volunteered and operated by the owner/skipper, being used for club duties in a fixed location, eg as Start Boat or Windward Mark, are not required to wear lifejackets at all times, except when instructed by the boat's owner/skipper or by the PRO. These vessels must have sufficient lifejackets available for all passengers and crew.

All competing vessels, safety boats and club official boats shall carry sufficient lifejackets for all passengers and crew. All crews of fixed keel yachts shall carry lifejackets in accordance MSQ specifications and AS Special Regulations and crew must wear lifejackets when determined and signalled by the RO.

All sailing instructors and coaches shall wear lifejackets as per relevant government regulations and Safety Regulations set by Australian Sailing at all times whilst afloat. This is for the safety of the instructor and crew on board the vessel as well as setting a good example for junior trainees.

Race management for safety

Code of Conduct

All Race Management personnel are required to abide by the AS Code of Conduct for Officials and the Sports Officials "Code of Ethics", placing "the safety and welfare of the participants – both competitors and officials – above all else and accept responsibility for their actions".

In doing so, the primary responsibility of on-water personnel is for the safety of themselves, their crew and competitors.

Role of the Race Officer and Assistant Race Officers

The Club Race Officer (CRO) is to have completed a CRO management course to conduct MYC Club Races. For other events hosted by MYC the Race Officer (RO) would be required to have obtained Regional Race Officer (SRO), National Race Officer (NRO) or International Race Officer (IRO) certification as necessarily required for the event.

The Race Officer (RO) and the Assistant Race Officers (ARO) of an event are the persons responsible for the conduct of racing and on-water safety and incident management. On course communication is preferred to be through the RO who will keep other race officials informed of all race management issues and incidents as required to manage the event and maintain safety.



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The RO or their delegate must provide separate pre-race briefings

- to members of the Race Management Team and,
- to competitor and Coach boat crews involved in racing on the day,
- including the local weather forecast to be obtained from the Bureau of Meteorology with sea state and Mooloolah River bar conditions for offshore bay racing events

The RO ensures Safety boat personnel are briefed / trained for class specific issues and procedures.

The RO shall record the names, vessels and communication details (mobile phone preferable) of volunteers who are part of the Race Management Team. All safety vessels must carry an operational VHF radio tuned to the MYC operating channel specified in the event SIs.

The RO should make every effort to start each race at the scheduled time, unless dictated by adverse winds, sea conditions or other factors that may impact on the safety of managing boats on the course area, as per the MYC Sailing Instructions.

The RO shall monitor the weather at all times and act accordingly when a BoM Weather warning is issued. The RO and AROs are to be aware of “wind speed limits” as produced by Australian Sailing and to use these, together with other relevant conditions including sea state, sea and air temperature, wind chill, etc., as a guide when considering the safety of competitors racing. The RO may postpone or abandon racing for all or a part of the fleet on the basis of safety concerns as per the SIs for the event.

The RO will liaise with IO/IM to engage external agencies in the case of a moderate or major priority incident as per the MYC Incident Management Plan (IMP).

Marginal and Extreme Sailing Conditions

In certain events the specifications for extreme and marginal conditions may be specified in the event SIs with the actions to be taken if conditions indicate.

The decision to determine the declaration of marginal or extreme conditions is subject to the:

- location of the event;
- type of event and the vessels participating;
- skill levels of skippers and crews in the fleet which may vary within the fleet;
- time window for the event to be completed and the prevailing or anticipated conditions.

The RO may determine to postpone or abandon racing for individuals, groups or classes or boats while racing may continue for others.

This does not override the responsibility of competitors, refer to Racing Rules of Sailing (RRS) rule 3 “Decision to race”.

Prior to lifting any marks on the course, the remaining vessels should confirm with the RO that the last sailing boat has finished the course.



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Conduct of Safety vessels (when being utilised for racing)

Communications

All official vessels: committee boat, pin boat, course boats, safety boats must have an operational VHF transceiver (if the type of vessel is capable of carrying a VHF radio) tuned to operating channel (as specified in the sailing instructions) for the event monitoring the operating channel on dual watch with Channel 16. Distress calls may be made on VHF channel 16.

All vessels, both official and competitor (above), must have at least one person aboard with appropriate VHF radio licence qualification. All communications are to be clear and concise and in accordance with ACMA radio protocols.

All official vessels must

- confirm effective radio communication by performing a radio check prior to commencement of the event. Mobile phone contact should also be available on all official vessels.
- have an agreed call sign, number and names of persons on board and contact mobile phone for each vessel prior to going onto the water.

In the event of an incident requiring communications between the RO and a support vessel, all race management communications should cease until otherwise advised by the RO.

Coordination

Prior to the start of each race, RO of the day must be aware of the safety vessels and other on- water resources available and the duration of their availability.

Safety vessels may be allocated an area of the course to patrol. Additional safety vessels may be designated as “roving”. Safety vessels will monitor the fleet, coach boats, spectator craft and other external influences on the fleet and provide advice to the RO on risks and incidents.

It is preferable for all safety vessels to work under the direction of the RO. In some circumstances, safety vessels may provide an initial and independent response to incidents. In these circumstances the RO must be informed of the incident details as soon as possible.

Once on course, all safety vessels should report to the RO to check radio reception and confirm their patrol area (based on where they are laying their marks).

Prior to the start, safety vessels not engaged in mark laying should hold a station at the leeward end of the course – where possible, but clear of the start manoeuvring zone. Safety vessels should move to their station prior to the first competitor reaching their allocated patrol area. All safety vessels should remain in their allocated patrol areas unless otherwise directed by the RO.

A safety vessel should generally maintain a station that is outside the normal stream of racing craft so as not to constitute an obstruction or hazard to competitors. For the windward leg, this means keeping outside the lay lines being used by the majority of competitors.



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All safety vessels should be keeping watch for any racing competitor in need of assistance inside of the course area as well as along the defined legs of the course. All safety vessels should keep a look out for any non-racing vessel crossing the course area that may pose a risk to those racing. Seek advice from the RO before acting, otherwise diplomatically flag any speeding boats to slow down.

If a safety vessel observes that any mark has moved due to current or otherwise, the RO should be advised immediately, and remedial action taken as soon as possible, considering movement of competitor boats, proximity to the mark and movements of commercial vessels.

If a safety vessel observes a competitor boat capsize or otherwise behave in a distressed or unusual manner, it should visually check on the safety of the crew. If this requires the support vessel; to move into the race area, they should remain alert, keep clear of other competitors as much as possible and monitor and report the condition of the crew of that competitor to the RO as soon as possible. Once this has occurred, the safety vessel shall be regarded as an obstruction and all competitors must keep clear.

In the event that a competitor should request the assistance of a safety vessel to right their sailing vessel or otherwise assist them to resume sailing, or is deemed by a safety vessel to require assistance and is physically assisted then:

- the competitor will be classified as “DNF” and deemed to have retired from the race; and
- any such competitor may be requested or directed to withdraw from the course.

Retiring Competitor Vessels

Competitor vessels retiring from the course must inform the RO of

- any incident requiring the vessel to leave the course
- any injury or illness that may require assistance
- any resources that they may require to safely return to port

Before leaving the allocated patrol area a safety vessel must ensure the area to be vacated is adequately covered by alternative support boat(s) if necessary. The RO will allocate resources necessary to ensure the safety of the retiring vessels crew and safe return to port.

A safety vessel may only leave the course area with the agreement of the RO, including towing or shadowing boats into port.

Breakdown of Safety or Course boats

The RO is to decide if the breakdown warrants a race postponement while repairs or replacement is made. The On Water Boat Manager (OWBM) is to make arrangements for immediate repairs (if such facilities are available) or a replacement boat.

At the end of the Racing Day

Prior to lifting any marks on the course, safety vessels should confirm with the RO that the last sailing boat has finished the course.



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Safety vessels should do a sweep of their area at the end of racing to ensure that all competitors are off the course and the surrounding area, advise the RO of the result of their sweep and seek approval to leave the race area.

Competitors may be assisted to return to port at the completion of racing for the day.



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Risk Management Plan

ON WATER SAFETY REQUIREMENTS		
Safety Requirement	Action Required	Responsible Parties
Communications	All volunteers and vessel owners / skippers shall receive instructions as to the hazard management strategies outlined in this plan. The plan will be published on the MYC website. Skippers and Vessel Owners will be notified whenever the plan has been updated.	MYC Safety Committee
Safety Audit	Vessels must have submitted a current Certified Australian Sailing Safety Equipment Audit Category 4 prior to entering any sailing events. Man Over Board (MOB) drills are recommended prior to or early in the sailing season.	Skipper / Vessel Owner
Vessel and Safety Equipment Maintenance	Skippers to ensure that the vessel is maintained to safely operate in unprotected waters. The vessel and all Safety Equipment to maintained in good condition to AS Safety Category 4. This should include adequate fuel for the event considering weather and surface conditions, engine maintained and operating properly, all safety equipment is checked and maintained regularly.	Skipper / Vessel Owner



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ON WATER SAFETY REQUIREMENTS		
Safety Requirement	Action Required	Responsible Parties
Safety Briefing	<p>Skippers should give a Safety Briefing to all new crew or passengers prior to sailing.</p> <p>Briefing to include Emergency Entry / Exits, Fire Fighting Equipment, Lifejackets, First Aid Kit, Emergency Equipment, EPIRB, Emergency Communications and Throwing Equipment.</p> <p>The skipper should appoint a second-in command should the skipper be incapacitated during the event.</p>	Skipper
First Aid Treatment	<p>The Event First Aid Officer (s) shall be notified on the Official Notice Board.</p> <p>Competitors shall be responsible for their own first aid treatment in the first instance.</p> <p>If a competitor has difficulty managing an injury or illness, they may approach the Event First Aid Officer for further assistance. Assistance from The Event First Aid Officer (s) should always be sought in the case of any serious illness or injury</p> <p>All injuries should be reported to the RO and an incident report filed.</p>	Skippers / Crew
Safety Vessels	<p>All vessels entering a racing event are required to act as a safety vessel for any other vessel in the event. No vessel is to be left alone on the water until all vessels have completed the event.</p>	Skipper



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ON WATER SAFETY REQUIREMENTS		
Safety Requirement	Action Required	Responsible Parties
Availability of safety equipment while at sea	All vessels, safety vessels and official vessels shall carry safety equipment to operate to the level for the prevailing conditions and as required by the relevant government and Australian Sailing Special Regulations.	Skipper / Vessel Owner
Lifejackets	<p>All Lifejackets shall comply with relevant Australian Standards.</p> <p>All vessels, safety vessels and club official vessels shall carry sufficient lifejackets for all passengers and crew plus one extra.</p> <p>All crews of fixed keel vessels shall wear lifejackets when determined and signalled by the Principal Race Officer (RO) or when wind speed is sustained above 20 knots</p>	Skipper / Vessel Owner
Fire	Vessels have many highly combustible materials (fuel, gas, fittings and fixtures, stores, hull materials) and fires may occur on the vessel or spread from other vessels in the marina. Vessels must have fire-fighting equipment to at least the requirements of the current AS Special Regulations 4.04. Crew must be familiar with the location and usage of the equipment and emergency entry and exits.	Skipper / Vessel Owner



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ON WATER SAFETY REQUIREMENTS		
Safety Requirement	Action Required	Responsible Parties
Interference with other vessels in Mooloolah River	<p>Mooloolaba Harbour is a working port and many vessels using it have limited ability to manoeuvre. Vessels must exercise caution while manoeuvring in the river and must not impede the passage of commercial and fishing ships.</p> <p>All vessels must keep clear (minimum distance 300 metres) of the Mooloolah River mouth while racing. No vessels should be racing south of Mark D as specified in the MYC Sailing Instructions (SIs). Vessels should enter the river singly and avoid blocking the river mouth.</p>	Skippers
Mooloolah River Bar Crossing	<p>The Mooloolah River bar can be hazardous to cross due to strong tidal flows, frequent shoaling and / or large and powerful breaking waves across the bar.</p> <p>Skippers should always consider the prevailing bar conditions prior to crossing.</p> <p>The OOD will advise competitors of bar conditions prior to racing and will postpone or abandon racing if the bar conditions appear hazardous.</p>	OOD / Skippers



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See Appendix B (Risk Assessment Matrix) use for Risk Determination

ON WATER HAZARDS						
Hazard	Actions	Responsible Parties	Consequence	Likelihood	Inherent Risk Level	Residual Risk Level
Ultraviolet Radiation	All sailing participants and on water support volunteers shall be encouraged to wear appropriate sun protection such as long sleeved shirts, long trousers, wide brim hats and SPF 50+ broad spectrum sunscreen	Skippers	Negligible	Almost certain	Medium	Low
Course or rescue vessel breakdown	The OOD is to decide if the breakdown warrants a race postponement while repairs or replacement is made. The MYC Vessel Manager is to arrange immediate replacement and / or repairs.	OOD & OWBM	Minor	Possible	Medium	Low



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ON WATER HAZARDS						
Hazard	Actions	Responsible Parties	Consequence	Likelihood	Inherent Risk Level	Residual Risk Level
<p>Running aground at the Mooloolah Bar and in the Mooloolah River</p>	<p>Skippers should always be cognizant of the depth of water over the bar and of the tidal heights before attempting a bar crossing. Lead lights do not necessarily indicate a safe channel. Channel markers in the Mooloolah River delineate the navigable channel. There are large, submerged rocks along the edge of the breakwater. Deep keeled vessels are advised not to track too closely to the starboard edge of the channel especially at low tides. MYC recommends an internal and external inspection be conducted by an appropriately qualified person after each unintentional grounding. All unintentional groundings must be reported, and an Incident Report lodged with the MYC Board.</p>	<p>Skippers / Vessel Owners</p>	<p>Moderate</p>	<p>Likely</p>	<p>High</p>	<p>Medium</p>



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ON WATER HAZARDS						
Hazard	Actions	Responsible Parties	Consequence	Likelihood	Inherent Risk Level	Residual Risk Level
Crew Overboard	The skipper of each vessel shall ensure that the safety of the crew is always the highest priority. Should a crew go overboard it shall be the vessel's responsibility to retrieve the crew or cause the retrieval of the crew. If the crewmember overboard is not sighted or not able to be retrieved a MAYDAY call is recommended. All Crew Overboards must be reported, and an Incident Report lodged with the MYC Board.	Skipper / Crew	Moderate	Likely	High	Medium



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ON WATER HAZARDS						
Hazard	Actions	Responsible Parties	Consequence	Likelihood	Inherent Risk Level	Residual Risk Level
Vessel is holed and taking water	<p>The crew is to stabilise the vessel and pump or bail water.</p> <p>The skipper should issue a PAN-PAN alert if injuries have occurred or there is significant risk that the vessel is sinking.</p> <p>The status of the vessel will be monitored by the OOD and/or safety vessel (s).</p> <p>If assistance is sought, then the vessel is to be attended by the safety vessel (s) and assistance given as required including a tow into the river if required.</p> <p>All such incidents must be reported, and an Incident Report lodged with the MYC Board.</p>	Skipper & OOD & Safety Vessels	Moderate	Possible	High	Medium



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ON WATER HAZARDS						
Hazard	Actions	Responsible Parties	Consequence	Likelihood	Inherent Risk Level	Residual Risk Level
Vessel is swamped or sinking	<p>If not previously present, all crew should don lifejackets immediately. The skipper should issue at least a PAN PAN alert. If crew is already in the water, there are injuries or if the vessel is sinking rapidly the skipper should call a MAYDAY alert. The status of the vessel is to be monitored by the OOD and / or safety vessel (s). Sails are to be lowered if time permits and the crew taken from the vessel prior to it submerging. The safety vessel shall, if possible, have a floating marker attached and/or GPS recorded for future tracking by salvage crews. The crew is to be taken to shore by safety Vessels or other Official vessels. The current sailing club activity should most likely be terminated. All such incidents must be reported and an Incident Report lodged with the MYC Board.</p>	OOD	Major	Unlikely	High	



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ON WATER HAZARDS						
Hazard	Actions	Responsible Parties	Consequence	Likelihood	Inherent Risk Level	Residual Risk Level
A Vessel is missing from the Course	As soon as it becomes apparent that a vessel is missing from the course the OOD / RO should immediately attempt to make contact by phone or radio with the missing vessel. The OOD / RO should contact the remainder of the fleet for assistance to locate the missing vessel. If the vessel is not rapidly located the RO shall contact the Water Police to initiate a search and rescue operation.	OOD / RO	Minor / Moderate	Possible	Medium	Medium
Vessel is lost at sea	Should this become known, the OOD is to be notified immediately. The RO shall contact the Water Police to initiate a search and rescue operation. All such incidents must be reported and an Incident Report lodged with the MYC Board	OOD / RO	Potentially Catastrophic	Possible	Extreme	Extreme



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ON WATER HAZARDS						
Hazard	Actions	Responsible Parties	Consequence	Likelihood	Inherent Risk Level	Residual Risk Level
Collisions	<p>Before, during and after racing a vessel shall avoid contact with another vessel.</p> <p>While racing vessels are bound by the Australian Sailing, Racing Rules of Sailing. When encountering a vessel not racing the International Regulations for Preventing Collisions apply.</p> <p>It is the responsibility of all skippers to navigate the race course, river, harbour and marina in such a manner as to avoid collisions.</p> <p>All collisions must be reported and an Incident Report lodged with the MYC Board.</p> <p>Any collision resulting in significant vessel, marina, public structure damage or personal injury must also be reported to other appropriate external authorities including the Water Police and Marine Safety Queensland (MSQ).</p>	Skippers / Vessel Owners	Minor / Moderate	Possible	Medium	Medium



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ON WATER HAZARDS						
Hazard	Actions	Responsible Parties	Consequence	Likelihood	Inherent Risk Level	Residual Risk Level
Fire	<p>Fire on vessels at sea can develop rapidly.</p> <p>All vessels taking part in the race must carry required fire safety equipment and stow any flammable substances appropriately to avoid fire.</p> <p>In the case of a fire onboard crew should immediately remove any persons in danger, skipper may raise a PAN-PAN alert. Attempt to control and extinguish the fire.</p> <p>Skipper and crew should prepare to abandon ship in case that the fire cannot be extinguished.</p> <p>Safety vessels should attend to assist and / or rescue crew from the water.</p> <p>The OOD/RO may need to abandon the race.</p> <p>If the fire is extinguished, the OOD/RO must be informed and the skipper should decide whether to continue to race or return to port.</p> <p>All fires must be reported and an Incident Report lodged with the MYC Board.</p>	All, OOD	Major	Possible	Extreme	Medium



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ONSHORE HAZARDS						
Hazard	Treatment	Responsible Parties	Consequence	Likelihood	Inherent Risk Level	Residual Risk Level
Onshore Injuries to Competitors, Volunteers or Officials	<p>The Event First Aid Officer (s) shall be notified on the Official Notice Board.</p> <p>Competitors shall be responsible for their own first aid treatment in the first instance.</p> <p>If extra assistance is required competitors may approach the Event First Aid Officer for assistance.</p> <p>For any serious illness or injury ashore, the QAS should be requested to attend by calling 000.</p> <p>Any Significant Onshore Injuries must be reported to the OOD and an Incident Report lodged with the MYC Board.</p>	<p>Onshore Officials</p> <p>Skippers / Crew</p>	Minor	Possible	Medium	Medium
Fire	<p>The Mooloolaba Marina maintains fire-fighting equipment in the marina and throughout The Marina Complex.</p> <p>In case of a fire on the marina or in the MYC Clubhouse available personnel should attempt to extinguish the fire using available equipment. If the fire cannot be contained rapidly the Queensland Fire and Rescue Service are to be called.</p> <p>The OOD, if not on-site, must be notified immediately.</p>	<p>All, OOD</p> <p>Marina Manager</p>	Major	Unlikely	High	High



Incident Management Plan

Incident Definitions

A Major Incident would include any incident which may have a catastrophic or major outcome including but not limited to:

- o Failure of a competing or official vessel(s) returning to port
- o Loss of one or more crew from one or more vessels
- o A vessel sinking at sea
- o Collisions at sea with a fixed or floating object including another vessel in which serious damage is done to either the vessel or the other object (e.g. navigation beacon).
- o Collisions at sea with a fixed or floating object including another vessel resulting in death or serious injury being sustained by one or more crew.
- o Serious illness, injury or death occurring at sea even though possibly not involving an incident listed above.
- o Fire onboard not able to be extinguished with potential loss of vessel and serious crew injuries.
- o Grounding of vessel resulting in major vessel damage, crew injury and need for outside assistance.



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A Moderate Incident would include incidents not included above and may include:

- o Moderately severe illness or injury occurring during an event which cannot be satisfactorily managed on board the vessel and the vessel required to seek assistance from on-water resources, return to port and require outside agencies (e.g. police and/or ambulance) required to be involved.
- o Damage to or loss of functionality of equipment which does not endanger the vessel or crew, but the vessel must retire from the event, return to port to undertake repairs and may require towing by an event vessel or the Coast Guard
- o A heavy collision between vessels or fixed object resulting in either significant damage to a vessel(s) or the object requiring major repairs and/ or claim to an insurance company and the vessel(s) cannot either continue the event or safely return to port without assistance.
- o On-board fire able to be successfully extinguished.
- o Grounding of a vessel in which the vessel is damaged and /or crew injured but the vessel is able to free itself and return to port

A Minor Incident would include incidents not defined above and may include:

- o Minor illness or injury occurring during an event which can be satisfactorily be managed on board vessel or on return of the vessel to port and no outside agency is required to be involved.
- o Damage to or loss of functionality of equipment which does not endanger the vessel nor crew and the vessel is able to return to port with minimal assistance if required.
- o A minor collision between vessels resulting in either no damage or minimal damage to a vessel(s) not requiring major repairs or claim to an insurance company and the vessel(s) can either continue the event or safely return to port with no or minimal assistance.
- o Minor grounding of a vessel, rapidly freed, no crew injuries nor vessel damage evident and able to continue event or return to port without assistance.



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Procedures to be followed by Participants when NOTIFYING INCIDENTS

- o For all incidents / retirements the vessel (s) involved must advise the RO/OOD of the incident, via radio or phone, of the type of the incident (e.g. collision, crew injury, illness, fire) and the resources required.
- o The Queensland Water Police have Primary Responsibility for Emergency Response in Queensland waters – OOD / Event Manager to coordinate MYC assistance with Water Police.?
- o If a vessel requires external emergency assistance, she should signal requirement to OOD/RO by VHF 69 or 77, MYC mobile (0413 227 013) or VHF16 if there is an emergency and communication is delayed. If communications are not possible, attracting attention of officials in other means by arm waving, emergency flares, sounds etc.
- o Safety Vessel or Course Vessel to attend the incident and advise OOD/RO of nature and location of incident
- o OOD/RO to:
 - decide on appropriate level of response.
 - log the time and nature of the incident and level of response and actions recommended.
 - appoint Incident Officer /Incident Manager (IO/IM).
- o IO/IM to keep log of all calls and events relating to all incidents including unintentional groundings.

Notification or Observation of a MINOR INCIDENT		
o	In the case of a minor incident where the vessel indicates that outside assistance is not required an Official vessel need not attend to indicate the nature of the incident. The vessel must contact the RO and advise OOD of nature and location of incident and of intent to leave or remain on the course.	RO
o	If the vessel indicates that minor assistance is required the RO/OOD will instruct a Safety Vessel or Course Vessel to attend and advise the nature and location of the incident and any assistance that may be required	RO
o	IO to stand-by and provide whatever assistance may be required by competitor	IO
o	IO to log all calls and events relating to incident	IO



MOOLOOLABA YACHT CLUB

Notification or Observation of a MODERATE INCIDENT		
o	Official vessel to attend and advise OOD of nature and location of incident	RO
o	IO to stand-by and provide whatever assistance may be required by competitor	IO
o	IO to reassess Incident Priority based on response from competitor and escalate priority if required	RO
o	IO requests assistance from other Race Support Vessels for specialist First Aid, any other required resources and / or Evacuation from the course	RO/IO
o	IO may request attendance by Queensland Ambulance Service, Race Control to call and direct to the public pontoon at La Balsa Park.	IO
o	RO / Event Manager to be advised of nature and potential outcome of incident	IO
o	IO to log all calls and events relating to incident	IO

Notification or Observation of a MAJOR INCIDENT		
o	Official vessel to attend and advise OOD of nature and location of incident	RO
o	IO to stand-by and provide whatever assistance may be required by competitor	IO
o	IO requests assistance from other Race Support Vessels for specialist First Aid and/or Evacuation from the course	RO/IO
o	Consider postponement or cancellation of racing.	RO/EM
o	IO to call Water Police and advise nature and location of incident	RO/IO
o	IO may request attendance by Queensland Ambulance Service and direct to the public pontoon at La Balsa Park.	IO
o	OOD/Event Manager to be advised of nature and potential outcome of incident	RO/IO
o	Provide support and assistance as required by Water Police	All
o	Race Control Ashore to act as Incident HQ	RC
o	Race Control Ashore to log all calls and events relating to incident	RC



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APPENDIX A - GLOSSARY

ACMA	Australian Communications and Media Authority
AMSA	Australian Maritime Safety Authority
AS	Australian Sailing.
BOM	Bureau of Meteorology
Cat4	Category 4. (AS Special Regulations Effective 01 July 2021, Part 1 for Racing Vessels, Event Safety Category 4)
CG QF6	Coast Guard Mooloolaba QF6
ColRegs	International Regulations for the prevention of Collisions at Sea
EFO	Event First Aid Officer
EM	Event Manager
EPIRB	Emergency Position Indicating Radio Beacon
GPS	Global Positioning System
GRP	Glass Reinforced Plastic (a material used in the construction of many modern vessels)
HF	High Frequency (radio)
Knots(kts)	Nautical miles per hour (a measure of speed)
IM	Incident Manager
IO	Incident Officer
MAYDAY	Internationally recognised distress call
Mb	Millibar (a measure of pressure)
MHz	Megahertz
MOB	Man Overboard
MSQ	Marine Safety Queensland
MYC	Mooloolaba Yacht Club
NOK	Next of Kin
NOR	Notice of Race
OOD	Officer of the Day.
OWB	On Water Vessel Manager
PAN-PAN	Internationally recognised urgency call
PHS	Performance Handicap System
POB	People on Board
QAS	Queensland Ambulance Service
RC	Race Control (Shore-based radio)
RD	Regatta Director
RF	Radio Frequency
RO	Race Officer
RRS	Current "Australian Sailing Racing Rules of Sailing for ..." (The "Blue Book").



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SAR Search and Rescue
SIs Sailing Instructions
VHF Very High Frequency (radio)



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APPENDIX B – RISK ASSESSMENT MATRIX.

		Consequence					
		Catastrophic	Major	Moderate	Minor	Negligible	
		One or more fatalities. Large scale environmental damage. Significant reputational damage likely to attract ongoing adverse media attention.	Permanent disabling injury. Injury to a member of the public. Vessels lost or damaged beyond repair. Significant environmental damage or likely to result in fine. Reputational damage with national media attention.	Serious reversible injury requiring medical treatment and rehabilitation. Vessels unable to complete series, race or passage. Environmental damage temporary/reversible. Short term adverse media attention.	Reversible temporary illness/injury requiring medical treatment. Damage to equipment that requires repair before being operable. Local reputational damage	Minor injuries possibly requiring first aid. Minor damage to equipment. Minor environmental impact	
		5	4	3	2	1	
Likelihood	Almost Certain	A	E	E	H	H	M
	Likely	B	E	E	H	M	L
	Possible	C	E	H	H	M	L
	Unlikely	D	H	H	M	L	L
	Rare	E	M	M	L	L	L

Key

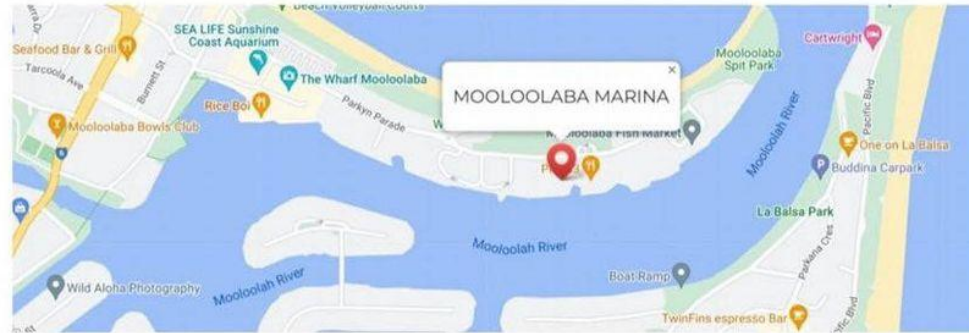
E	Extreme risks that are likely to arise and have potentially serious consequences requiring urgent attention. The activity related to this unwanted event can not take place until the controls have been approved by the Commodore or Vice Commodore, they are ALARP, and they have been fully implemented.
H	High risks that are likely to arise and have potentially serious consequences requiring urgent attention or investigation. The activity related to this unwanted event can not take place until the proposed controls have been approved by the General Manager, they are ALARP, and they have been fully implemented.
M	Medium risks that are likely to arise or have serious consequences requiring attention. The activity related to this unwanted event can not take place until the controls have been approved by the Sailing Manager/Regatta Manager/PRO as relevant, they are ALARP, and they have been fully implemented.
L	Low risks and low consequences that may be managed by routine procedures and other similar controls.



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APPENDIX C - MYC Location at Mooloolaba Marina

Mooloolaba Marina - 33 – 45 Parkyn Parade, Mooloolaba QLD



Mooloolaba Yacht Club's location at the Mooloolaba Marina





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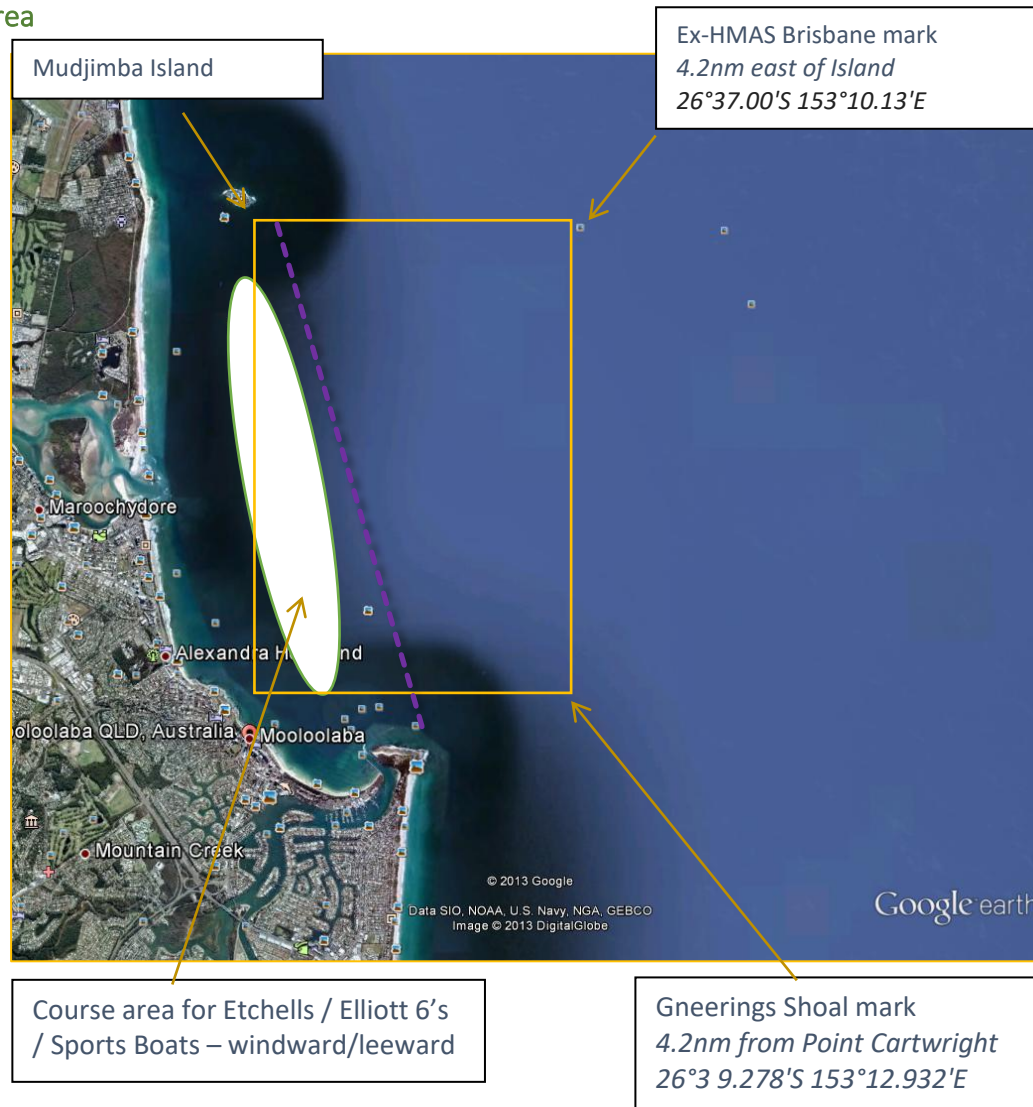
APPENDIX D - MYC Bay Sailing Area





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APPENDIX E - Inshore Course Area





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APPENDIX F - MYC Laid Marks and Sailing Exclusion Zone





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APPENDIX G – Mooloolaba Emergency Facilities





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APPENDIX H – Mooloolaba Christmas Boat Parade 2024 - SAFETY MANAGEMENT PLAN

Appendix to MYC Event Risk Management Plan 2024/2025

The MYC Event Risk Management Plan 2024/2025 provides more general and specific aspects of the on-water activities of the MYC. Many of these more general safety requirements, risk assessment and their management are also pertinent to the Christmas Boat Parade but not reiterated in this appendix.

Document Version

Version	Date	Changes	Author / Approved
1.0	November 2021	Revision of previous risk management and emergency plans.	Warren Myles
2.0	November 2022	Revision of previous plan, to be read in conjunction with the relevant sections of MYC Event Risk Management Plan 2022/2023	MYC Safety Committee / MYC Board
3.0.	June 2023	Revision of previous plan showing the new location of the MYC at the Mooloolaba Marina	MYC Safety Committee / MYC Board
4.0.	August 2024	Revision of previous plan showing the new location of the MYC at the Mooloolaba Marina	MYC Safety Committee / MYC Board

Note – the contents of this document will be incorporated into the MYC Event Risk Management Plan 2024/2025 as part of the club’s Aquatic Event Permit Application for the period of September 2024 through to August 2025.

Event	Mooloolaba Christmas Boat Parade 2024 (The Parade)
Date	Saturday 14 December 2024, commencing 19:00
Event Organisers	The Mooloolaba Yacht Club Ltd (MYC)
Location and Parade Course	Mooloolah River between Mooloolaba, Minyama and Buddina. The planned course will be similar to the course used since 2014. The proposed track for 2024 will be the same as the 2023 track which moved the turning point #2 slightly further north than previous years to ensure water depth is adequate throughout the event for the proposed parade course. The Start and Finish will be the on the same line situated off the Penny Lane public wharf.



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	(If this plan requires further revision it will be provided to MSQ and Water Police closer to the event date)
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Introduction

The MYC has been the Event Organiser for the Christmas Boat Parade for a number of years and is committed to running this event in a manner as safe as reasonably possible as it does with all its on-water activities.

Purpose

The main objective of this appendix to the main SMP is recognise the possible risks inherent in holding this event, viz. hosting an array of various watercraft of widely varying on-water capabilities and with the skippers (person-in-charge) of the vessel also having differing capabilities and experience.

Risk Management Plan

Potential Risk	Management
Course Identification	The MYC will lay large orange buoys, each mounted with a bright flashing white light, at each of the turning point of the parade shown on the course map provided. Skippers of all boats registered for the event are given a course map and instructed to both adhere to that course and use all care possible to avoid collision including displaying the required correct navigation lights on the bow and stern of the vessel.
Maintaining the Fleet on Course	The MYC Lead Boat will lead the parade and will be clearly visible to the following vessels by means of a large red flashing light atop the boat's cabin. The MYC Lead Boat will restrict boat speed up to a maximum of 4 knots only throughout the parade and monitors and assists vessels in the parade to maintain the correct course and limited speed. MYC also provides a Course Boat in the fleet to monitor the course and speed of vessels and is able to render assistance to other vessels if required.
Person-In-Charge of Vessel (Skipper)	The skipper is responsible for safety of the vessel and persons onboard. The skipper of each vessel, on entry, attests to having the appropriate legally required vessel operator and radio licences. As for all on-water activities, the skipper is responsible for ensuring their vessel is operationally sound, appropriate for the activity and has the required safety equipment.



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On-water Navigation Hazards	<p>Prior to the Parade the MYC will request MSQ to review the location of moored boats within Mooloolaba Harbour to ensure those boats carry working mooring lights.</p> <p>Just prior to the commencement of the parade, the position and operation of each buoy is confirmed and any vessels that may have anchored near the Parade course that may cause a navigation hazard are requested to move on. Assistance will be sought from the Water Police if required.</p>
Unregistered Vessels entering the Parade	<p>MYC is unable to prevent vessels that have not registered with MYC for the event from entering the Parade nor for the behaviour of those vessels. The MYC will liaise with the Water Police prior to the event and seek their assistance during the Parade to monitor that those unregistered vessels (do not have their provided visible entry number) comply with normal navigation of the waterways including boat speed, course and navigation lights.</p>
Vessel Visibility	<p>All registered boats are required to carry and use appropriate navigation lights.</p>
Running Aground	<p>Vessels participating in the Parade have widely varying drafts. The proposed Parade course is navigated and sounded only a few days prior to the Parade to ensure that water depth will be adequate for all registered vessels to navigate during the expected duration of the Parade</p>
On-Water Collision of Vessels	<p>Skippers of registered vessels are required to adhere to normal rules to avoid collisions.</p> <p>In the case of the Parade all vessels are required to:</p> <ul style="list-style-type: none">adhere to the course as per entry instructions,display compliant navigational lights,maintain safe speed,maintain separation from nearby vessels,maintain a good watch. <p>In the event of a collision the vessel should contact the Event Manager by radio or mobile phone to seek any assistance required.</p> <p>The Event Manager will arrange for any Emergency Services that may be required to assist and maintain communication with the vessel.</p>
Strong Weather Conditions and / or Reduced Visibility	<p>The MYC will monitor the BOM website for weather warnings and radar image alerts. If there is an indication of weather approaching that may cause significant problems for the conduct of the Parade, the Parade start may be delayed or cancelled. If hazardous conditions develop during the Parade, the Parade may be terminated. Entrants will be notified through VHF channel 77 and through the services of Mooloolaba Coast Guard and Water Police as required.</p>



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Insurance	All registered vessels are required to hold a current insurance policy. At the time of entry to the event, boats owners declare that they are compliant.
Emergency pontoon access	In an emergency, boats will be directed or assisted to meet emergency services at the La Balsa Car Park Public Pontoon, located on Harbour Parade, Buddina.
Emergency contact numbers	<p>As the Parade is a significant community event, the MYC form partnerships with MSQ, the Water Police and Mooloolaba Coast Guard to ensure that all parties have registered emergency contact numbers and that all parties are aware of the event plan and risk management strategies.</p> <p>The MYC will ensure the Event Manager remains onshore and available for contact via VHF77 and by mobile phone.</p> <p>The MYC will have a capable club member available in the MYC Clubhouse at The Mooloolaba Marina to monitor throughout the Parade, the BOM website, VHF channel 77 and the MYC contact phone number.</p>



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Proposed Course for MYC Christmas Boat Parade 2024

