

TOWNSVILLE SAILING CLUB INC.

MEMBERS HANDBOOK 2014



<http://www.tsc.yachting.org.au/>
www.facebook.com/townsvillesailing

Townsville Sailing Club Inc, PO Box 5642, Townsville Qld 4810
Last updated 20 Jan 2014

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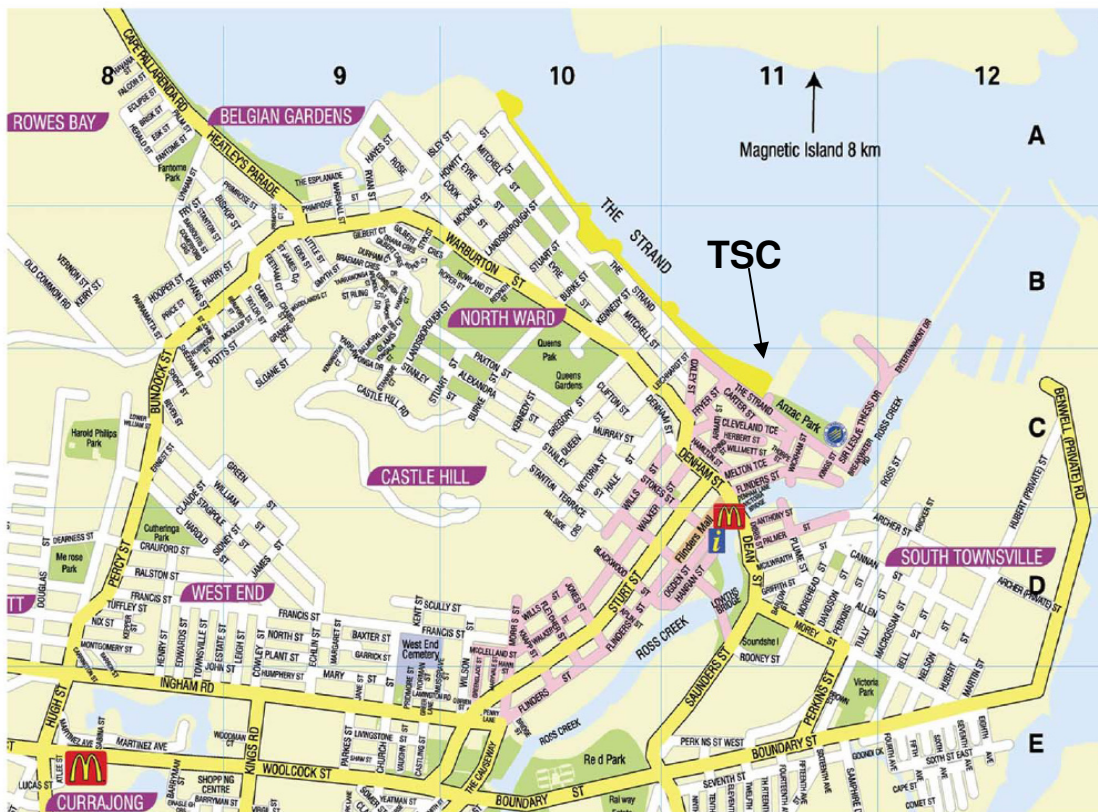
1 INTRODUCTION

1.1 Background

The Townsville Sailing Club (TSC) has a long history actively operating under various names since the 1890s. Relocation to the current site on The Strand occurred in 1994 due to the dedication of many volunteers who undertook building the current clubhouse. The club is run entirely by volunteers with the aim of promoting sailing in the Townsville region. Located on Cleveland Bay, the Townsville Sailing Club is an ideal venue for families to learn and participate in dinghy sailing.

1.2 Location

TSC is located at 3 Mariners Drive between Tobruk Pool and the Breakwater Marina



1.3 Facilities

A sailing program is held on Sundays during the dry season from March to October with breaks for school holidays. The club has a selection of boats for members to hire and provides safety boats to manage racing.

On race days and regattas the club runs a canteen and licensed bar. Members and competitors (guests who have paid to race) participating at a club race or regatta may use the bar facility. All non-members must sign the guest book prior to using the bar.

Discover Sailing classes and coaching for children and adults is organised from time to time with qualified coaches. Learn to Sail classes for children includes a years membership of the club.

The clubhouse is an excellent venue for meetings and functions and is available for hire in the daytime and evenings.

1.4 Volunteer organisation

This club is a volunteer run organisation and services are provided entirely by volunteers with the exception of the instructor of organised learn to sail classes. The club relies on members volunteering on a roster basis for tasks including safety boats, the canteen and to assist at regattas and other functions hosted by TSC. Routine sailing day tasks are organised by the Officer of the Day (OOD) with assistance from members.

There are a variety of tasks and roles in which members can contribute. The success and future of the club depends on volunteers giving their time and energy to ensure the smooth running of the club and to promote sailing in Townsville. Please contact a committee member if you have particular skills or are interested in volunteering for a specific task.

The Club goes out of its way to ensure volunteers have an enjoyable day and it is a great way to learn club processes and how to sail so your family has an even more enjoyable time together.

1.5 Club contact details

Townsville Sailing Club Inc
PO Box 5642
Townsville Qld 4810

Website: <http://www.tsc.yachting.org.au/>

Phone: Please contact a committee member directly, see Appendix A -TSC Committee for contact details.

The main method of club communication with members is via the website above, by email and at the briefing on sailing days. Information is also provided in the club newsletter, facebook and members' handbook.

Members can contact the club via a committee member (Appendix A), on sailing days with the Officer of the Day, and by attending committee meetings. Committee meetings are held every second Monday of the month at the clubhouse commencing at 5.30pm
The Annual General Meeting (AGM) is normally held prior to the presentation night at the end of the season.

There is a list of the current committee posted at the clubhouse and on the website.

1.6 Strategic Plan 2011 – 2016 & Future Clubhouse

Townsville Sailing Club Inc has developed a Strategic Plan which is available on the website:
Summary:

<http://www.tsc.yachting.org.au/site/yachting/tsc/downloads/Information/Townsville%20Sailing%20Club%20Strategic%20and%20Operational%20Plan%20Summary%20Flyer.pdf>

Full plan:

<http://www.tsc.yachting.org.au/site/yachting/tsc/downloads/Information/Townsville%20Sailing%20Club%20Strategic%20and%20Operational%20Plan.pdf>

The club is also currently working on plans regarding future redevelopment of the clubhouse. (Subcommittee working on plan and clubhouse is in Appendix A)

2. MEMBERSHIP

2.1 Membership

TSC membership forms are available on the TSC website and at the canteen. Please direct queries to the Registrar (Appendix A).

2.2 TSC affiliation and renewal

The Yachting Australia (YA) membership year is from 1 October 2013 to 30 September 2014. TSC is affiliated with YA through Yachting Queensland (YQ). Membership of a club affiliated with YA is required for entry to regattas.

TSC renewal membership is due on 1 October each year. Membership must be renewed by 1 October 2014 to receive continuous YA silver card cover. This is essential if you are planning to sail over the Christmas break.

All renewal memberships must be paid at the commencement of the 2014 sailing program. Renewal memberships not paid ONE month after the commencement of the 2014 sailing program will be charged an additional late fee of \$50

A new member who joins after 1 October 2013 is automatically a member for the 2014 sailing program. A new member may sail in 3 races before joining TSC. Refer to TSC Sailing Instructions (Appendix C)

2.3 Types of membership

YQ definition of adult and youth sailing members:

Adult sailing member: holder of a YA silver card with a club (aged 19 years or more) whose membership fee is collected by a club

Youth sailing member: holder of a YA silver card with a club who is under the age of 19 at 30 June in any year and whose membership fee is collected by a club.

2.4 YA silver card

All competitive sailors must hold a YA silver card which is included in the YQ fee. Brief details on silver card Personal Accident Insurance is in the Members Handbook. Refer to YQ website for more details <http://www.qldyachting.org.au/> under Official Docs. TSC cannot advise you on insurance. You should obtain your own independent professional advice on insurance and in particular whether or not Yachting Australia Silver Card insurance is sufficient for your personal circumstances.

2.5 Membership Fees

TSC offers discounted family membership. Please note that YA have no discounted family membership for the silver card.

TSC offers a reduced membership fee for sailors who have a current YA card as a member of another sailing or yacht club. It is the responsibility of the sailor to provide their YA membership number if they wish to pay this reduced fee. To obtain a YA silver card these members should apply through the club with which they hold their primary membership

Members may choose to pay bulk nominations at the commencement of the 2014 sailing program or pay a nomination fee each time they sail (See Section 5 of this manual).

TSC membership fee 2013-2014 season.

Total TSC membership fee includes TSC and YQ components. The TSC membership component includes the YQ club affiliation fee and club operating costs. The YQ component includes the cost of YA silver card personal insurance. Note* = contact Registrar for membership fee

Membership type	TSC membership \$	TSC membership when member of another club \$	Membership includes YA silver card fee \$
Single youth	100	60	33
Single adult	200	130	66
Discounted Fees: For second and subsequent members using the same address, email and phone contacts, a discount of \$30.00 is available.			

2.6 Fee payment methods

Membership fee to be paid with the completed membership form by: Cash or cheque at the clubhouse on sailing days or by mail with a cheque. The club has no credit card or EFTPOS facilities. Payment advice with the completed membership form to be scanned and emailed to the Registrar Shayne Connolly email: Shayne.connolly@gmail.com or handed in at the clubhouse canteen or posted.

EFT PAYMENTS:

BSB	633-000
Account number	145-465-233
Account name	Townsville Sailing Club Inc
Description	Write your name's initial, surname, and "M" for membership and/or "B" for bulk nomination.

Please note the club and its facilities are provided for the use of TSC members only i.e. no public hire of equipment

3. INSURANCE

3.1 Club insurance

The club maintains two basic policies of insurance. The first one relates to the club assets including boats and clubhouse building and the second relates to the club activities. The activity insurance covers club volunteers and workers and members in relation to any club activities whether they are at the clubhouse or at another venue such as Magnetic Island or Lake Paluma. Naturally the club insurance does not cover privately owned boats. The club policies only cover the club, its officers and volunteers.

3.2 YA silver card insurance

Members should also be aware that Yachting Australia maintains a silver card insurance policy. This is a limited insurance cover for members in relation to any sailing activity regardless of which club they belong. Further details are available on the Yachting Queensland and Yachting Australia websites. Refer to YQ website for more details <http://www.qldyachting.org.au/> under Official Docs / Insurance Silver Card. This is not available unless you are a Club member and is one of the advantages of membership.

3.3 Private boat insurance

Members sailing their own boats should be aware it is advisable to have their own third party property and third party injury insurance. This is designed to cover any damage or injury caused in or around their own boat and is required to compete in regattas.

4 SAILING PROGRAM

4.1 Sailing program

The club sailing program changes from year to year. The competition runs on Sundays during the dry season from March to October, with a short summer series. There are breaks for school holidays and other selected events. A Secondary Schools Team Sailing competition runs at the beginning of the season prior to Easter holidays.

Race times are dependant on the tides and usually commence in the afternoon with some races in the morning. Race formats may include buoy races, back to back races, sprints and marathons. Race lengths vary depending on weather conditions but are normally a minimum of 1 hour. This years Race Program is attached (Appendix B) and on the website www.tsc.yachting.org.au

There are several regattas throughout the season in North Queensland as follows:

Easter weekend	Regatta rotated between NQ clubs
June long weekend	Tinaroo Sailing Club Regatta
September	Townsville Sailing Club Regatta
October	Mission Beach Sailing Club Regatta

Members are encouraged to participate in 'away' regattas to promote sailing in North Queensland and the Townsville Sailing Club June regatta.

4.2 Officer of the Day

On race days a committee member or experienced club member is the Officer of the Day (OOD). The OOD is the contact officer for any issues or queries that arise on that day. Their role is to ensure that safety boats and radio are manned, discuss race format with the Principal Race Officer (PRO) and Training Principal prior to the briefing. The OOD is to confirm that hirers of club boats have completed a Boat Hire Agreement and organise assistance if necessary to ensure hirers adhere to correct rigging practice and understand club safety policy. Race format for all races will be decided by the Officer of the Day depending on weather conditions and volunteer availability and will be announced at the pre-race briefing. The OOD will organise end of day tasks with assistance from club members.

There is a check list for the OOD and details on the clubhouse opening and closing procedures posted at the clubhouse canteen. It is the OOD responsibility to ensure the clubhouse is locked securely after sailing. The OOD check list is attached (Appendix D) and on the website

The OOD has the power to delegate lesser tasks including helping with set up and end of day tasks to members and those members are expected to comply willingly.

4.3 Rubber beach ramps

Members who arrive first to the club on a Sunday (and the last to leave) are asked to follow this procedure for launching and recovering the conveyer belt ramp down the beach. The committee request that this procedure is carried out by the club's youth and young adult members.

The procedure is as follows:

In the stored position there are three pairs of rubber belts stored on top of each other. At the top end of the belts are some rope handles.

Step 1 - grab the rope handle and pull the top end of the belt down the beach over itself until it is fully extended down the beach still overlapping the next belt.

Step 2 - take the rope handle on the next belt down and pull it over itself and over the belt just moved and extend the third belt down the beach.

Step 3 - Do the same with the other set of belts

The belts should now slightly overlap each other and be fully extended down the beach.

At the end of the day the reverse procedure is applied to pull the belts back up the beach so that the tide does not move them around and the machinery that cleans and filters the beach has access.

4.4 Restricted access to grassed area.

Public parking space is limited near the clubhouse. However, the club is fortunate to have access to an extended rigging area on The Strand. When dropping off and retrieving trailers please respect other users of The Strand and assist the OOD by ensuring a safe procedure with minimum impact on the grass.

Protocol for access to the grassed area adjacent to the clubhouse:

- a) Only current financial members are permitted to bring vehicles onto the grassed area.
- b) A strict speed limited of 5 kph applies on the grass and vehicles must corner with wide turns to minimize damage to the grass
- c) No vehicle is to cross The Strand pedestrian walkway although trailers maybe pushed across.
- d) Members must minimize driving on the grass by planning a route prior to accessing the grassed area.
- e) All vehicles must be removed from the grassed areas except for the area next to the Ergon sub-station.
- f) Under special circumstances and when all external parking is fully occupied, parking may be allowed in by the raised mound at the discretion of the OOD.
- g) When the club stages special events such as an annual regatta, the club will consider appointing a volunteer club member as a beach and parking marshal.

There is usually plenty of parking on The Strand in in Fryer Street less than two minutes walk from the clubhouse.

4.5 Club volunteer roster

To enable the sailing program to run successfully, all members are expected to volunteer at least twice throughout the season for either the safety boats or the canteen. Please do not leave this responsibility to a few. Volunteers are required throughout the season during club racing days, regattas and events hosted by TSC.

A copy of the TSC Start Boat Procedure is kept in the start boat (Appendix E). Safety boats are to be washed down and motors flushed at the end of each sailing day. There is an outline of canteen duties at the canteen.

The committee maintains a roster for safety boats and the canteen. The best way to fulfil this duty and go sailing is to find a friend or family member to carry out your role. Training will be provided. If you are unable to come on your rostered day you are required to find a replacement. If this is impossible please contact the Safety Boat and Canteen roster coordinators as soon as possible (Appendix A).

Volunteers in the canteen are always welcome; please see the Canteen Coordinator (Appendix A)

4.6 Safety boat crew

A Principal Race Officer (PRO) is required every race day. A member manning the safety boat may also be the OOD for that day. It is a requirement that the club has a minimum of two safety boats on the water during racing. A minimum of four people are required to man safety boats every race day, two for each boat. The PRO and crew man one safety boat which is the start and finish boat and one safety boat carries the buoys and lays the course. Both boats undertake rescue duties as necessary; refer section 6 Safety and Sailing.

4.7 Race points for safety boat crew and canteen volunteers

Where a boat is unable to compete in a Championship or Club heat due to the skipper or crew personally fulfilling their obligations to the TSC safety boat or canteen roster, their boat will be scored SBC (Safety Boat Crew) and will be awarded 1.5 points, providing the skipper or crew writes their name and "safety boat crew" by their boat's name on the sign on sheet for that race. A maximum of 2 SBC scores will be allowed per boat for the season. See TSC Sailing Instructions (Appendix C).

4.8 Sailing Instructions

Every year TSC issues Sailing Instructions for the season including rules, scoring and disclaimer of liability. The season's races will be governed by the 'rules' as defined in the current edition of the YA Racing Rules of Sailing. The current Sailing Instructions are attached and on the website (Appendix C). All sailors should be aware of the SI, failure to read the SI is no excuse.

It is the sailor's responsibility to advise the PRO and record on the sign on sheet any change in rig or sails to the current boat prior to the start of the race. Failure to do so may result in an incorrect handicap.

4.9 Results and prizes

It is anticipated that provisional results will be announced each day at the clubhouse after the safety boats have been stored away.

Provisional results are compiled regularly and posted at the clubhouse and on the website. Please direct queries on provisional results to the Results Officer (Appendix A) and if necessary the query will be taken to the committee for a decision.

The club has a presentation night at the end of the season. Perpetual trophies are presented for club champions in each fleet when there are sufficient competitors in that fleet. Prizes presented at the end of the season are at the committee's discretion.

Townsville Sailing Club has three major perpetual trophies. The Aidan Mathieu Memorial Shield and the Seafarers Award are voted for by club members each year:

a) Aidan Mathieu Memorial Shield

This trophy is awarded to a Club member of any age who strives for excellence in his/her own sailing or whose family sails and at the same time assists other Club members or assists in Club activities and displays good sportsmanship.

b) The Seafarers Award

This trophy is awarded to the most promising sailor of any age in the Club who also displays an affinity for the sea.

c) Robert Hayles Senior Perpetual Memorial trophy

This award recognises courage and intrepid spirit and is presented at the committee's discretion. It is not necessarily awarded each year. The original Hayles Dent to Dunk trophy is in the Townsville Museum, on Hugh Street, Currajong

4.10 Use of clubhouse, bar and equipment

Bar facilities at the club are provided for use by members and guests. However, everyone is expected to comply with the requests of the nominee or bar staff to abide by the responsible service of alcohol requirements. The licensed area extends to the fence surrounding the club house only. Alcohol must not be consumed beyond this point.

Sailors in wet clothes are to use the downstairs showers and toilets. All club equipment is to be rinsed and returned to the clubhouse after sailing days.

4.11 Clubhouse keys

Clubhouse keys are held by the committee and members who carry out specific tasks for the club. Members who require access to the club on a non sailing day please contact a committee member.

5 NOMINATION FEES

5.1 Nomination fees

Nomination fees are to be paid by all boats whether racing or not. The club is providing safety boats for you so racing or not, nomination fees need to be paid. It is the skipper's responsibility to pay nomination fees. The only exception is Learn to Sail classes and club boat hire which have nomination fees included.

Fees may be paid in bulk for the season or weekly. Please direct queries to the OOD

5.2 Bulk nomination fees

The last date for payment of bulk nominations is 22 April 2014.

If you pay bulk nominations write B under "Fees B or W" on the sign on sheet. You do not have to pay weekly fees.

Bulk nomination fee per boat

\$200 per boat senior fleet (for both 1 up and 2 up boats)

Bulk nominations fees can be paid by cash or cheque at the club or EFT

When paying by EFT please ensure you include your surname and B for bulk nominations so the treasurer and registrar can process your details.

EFT PAYMENTS:

BSB	633-000
Account number	145-465-233
Account name	Townsville Sailing Club Inc
Description	Write your surname and B in the space provided

5.3 Weekly nomination fees

Weekly nominations are to be paid at the canteen. The skipper is responsible for paying the fee and writing the amount paid on the canteen list.

Weekly nomination fee per boat

Junior classes: \$6 (regardless of one or two up)

All others: \$15 (regardless of one or two up)

6 SAFETY AND SAILING

6.1 Sign on and sign off sheets

It is a requirement that every sailor signs on before the start of the first race that day and signs off after the last race for that day. Refer Sailing Instructions (Appendix C). This is a safety issue and penalties will be applied to sailors who do not comply.

If a member is sailing but not racing it is still a requirement that they sign on and off. This is irrespective of sailing in a club boat or a private boat. If not racing enter X in 'X not racing' column on the sign on sheet.

6.2 Personal safety clothes and marine stingers

Life jackets must be worn by all sailors and the life jacket must be the Australian standard and suitable for the sailor's body weight. The club has a selection of life jackets available for use by members and participants of Learn to Sail courses. These must be rinsed off and hung to dry in the clubhouse after use.

Marine stingers are a risk in tropical waters at all times and particularly during the 'wet' season from November to May. Wrist to ankle stinger protection must be worn by all junior sailors. Stinger protection is at the discretion of adult sailors.

There is a First Aid Kit downstairs at the clubhouse with vinegar. Vinegar is carried in safety boats 1 and 4. First aid for stings by a marine stinger:

1	Call for help	Dial 000 for an ambulance (112 from mobile phones), seek help from a lifesaver or lifeguard
2	Emergency care	Provide CPR if required
3	Treat the sting	Flood the site of the sting with vinegar for a minimum of 30 sec
4	Seek Medical Aid	Transport to hospital

Irukandji Syndrome may take up to 40 minutes to appear after the sting so it is important to monitor someone for 45 minutes in a safe location out of the water after tropical jellyfish sting. All tropical jellyfish stings should be doused with vinegar.

Enter water slowly (*Chironex* Box Jellyfish will often swim away from people given the opportunity and time).

Source: <http://www.marinestingers.com.au/index.cfm> accessed 4 February 2012

For more information see the Surf Lifesaving Queensland and Queensland Government website "Marine Stingers"

6.3 Safety boat procedure for capsized dinghies

In the event of a capsized dinghy the safety boat will adopt the following procedure.

The overall purpose of the safety boat is to provide security and encouragement to the capsized dinghy. Only as a last resort should the boat become involved in any form of rescue. The safety boat's first purpose is to standby the capsized boat and watch and encourage its recovery solely by the sailing crew.

The best position from which to observe the capsized boat is from directly down wind facing the capsized boat. In this way the safety boat will not drift onto the sailing boat and the outboard motor will be as far away as possible from the sailing boat.

Do not permit the sailing crew to leave their boat. Should an item float away from the sailing boat the crew should stay with their boat and the safety boat can recover that item but only after it has drifted well away from the sailing boat.

If sailor is in the water, as soon as contact is made with the person in the water, safety boat engine must be turned off.

Keep the other safety boat and the clubhouse informed as to progress.

If it is necessary to come alongside the dinghy this should be done slowly and from directly downwind. Ideally only allow the forward half of the safety boat to come alongside the sailing dinghy. If any person is to transfer from the sailing dinghy to the safety boat, the safety boat driver must ensure that the outboard is in neutral prior to the crew attempting to come on board.

If it is necessary to take the dinghy in tow this can be done by one of two procedures.

- a) come alongside as mentioned above and pass one end of the tow rope to the dinghy
- b) position well upwind of the dinghy and throw the tow rope into the water and allowing the rope to drift down to the sailing boat.

Under no circumstances should the stern of the safety boat come close to the sailing boat.

If it is necessary to tow the sailing boat this should be at a very slow speed with a tow line about 10 m long (as a rough guide twice the length of the safety boat.). Ideally the crew should pull down the sails and wrap them up in the sailing boat prior to any towing and the vessel should be towed upright.

The sailboat must not tie the tow rope to the boat. It should be wrapped several times around the mast and held so it can be released urgently.

It is the responsibility of the crew in the safety boat to wear life-jackets

6.4 Strong wind warning

The fundamental rules of the Racing Rules of Sailing state that it is the sailor's discretion and decision whether to start or continue in any race.

In the event of a strong wind warning or conditions where sailing may be difficult, competitors should be aware that it is their responsibility and liability whether to sail or continue to sail.

It is important for competitors to be capable of sailing and controlling their vessels in 20 to 25 knots of wind. This is for competitors own safety in the event they are caught out in such conditions and also because racing often occurs in these conditions in events around Australia. More experience sailing at 25 knots will make it easier to sail in 20 knots and will increasingly become easier with more experience.

In the event of winds of 25 knots or more the following steps may be taken by the PRO, OOD and Training Principal:

- In Townsville winds over 20 knots usually occur from the East or South East sectors; as such the wind direction is generally parallel to The Strand. Therefore a course may be set in the triangle bounded by the harbour and The Strand down to Kissing Point. In this area the sea conditions are more moderate.
- A course of lesser distance between the marks but with more laps may be set to help keep the vessels close together for ease of safety boat management.
- The situation regarding the junior fleet is at the discretion of the Training Principal who will take into account the wind and conditions.

6.5 Risk awareness and child safety

The Club has a Child Protection Policy that complies with current legislation. There is a formal policy document available for inspection in the office.

It is important that all adult members keep an eye on all children to ensure they do not end up in harm's way. When members walk around the boat park, keep an eye on juniors rigging boats to ensure they are not doing so in a way likely to cause injury especially when they are raising or lowering masts or tipping boats over sideways. Stop and give juniors a hand for a few moments and remind them to check shackle pins and buoyancy caps and ensure they have all safety equipment.

On the water, keep an eye on junior sailors to ensure they are not in difficulty. If they are, stop and check on them and/or bring them to the attention of the safety boats. Remember Fundamental Rule 1.1 of the Racing Rules of Sailing compels you to ***"give all possible help to any person or vessel in danger."***

6.6 Members list

A list of current members and emergency contact details are held in a folder in the office.

7 MEMBERS BOAT HIRE

7.1 Boats available to members

Club boats are available for members hire only. The club currently has sabots, nippa, PJ, laser, pacer and Flying 11 for hire. Members hiring boats may be on the water only when a safety boat is also on the water. If unfamiliar with rigging the boat, hirers are to ask the OOD for assistance.

Boats should always be rigged on a cradle and taken to the beach on a trolley. Boats should never be dragged or left to sit on the sand as this can damage the hull.

Boats, rigging and sails must be rinsed after use and put away in the clubhouse. Care should be taken to ensure that all sheets, sails, rigging etc that belong to the boat remains with the boat. If an item breaks during boat hire please report this at the canteen on returning the boat.

7.2 Boat hire procedure and fees

Boats are to be booked at the canteen as follows:

- Boat hire recorded in register held at canteen
- Boat Hire Agreement completed by hirer (Appendix F)
- Boat hire fee paid and noted by club official
- Committee member to complete damage inspection report before and after.

Hire fees DO NOT include nomination fees which are required if you are racing. Hire fees per day:

Sabot/Nippa/PJ	\$10
Laser	\$15
Pacer	\$10 (per person)
Tasar	\$50 Tasar Fleet Managed Boat – see Alex Kostin or John Byrne. (Max 3 hires)

7.3 Advance booking of club boats

To book a club boat in advance the following applies:

1. Boat booking must be recorded in register showing booking dates, type of boat, amount paid, name and contact number of hirer.
2. Hire fee must be paid in advance.
3. A club official to sign that the hire fee has been received.
4. If the hirer is not at the club one hour prior to the official race start time the booking is forfeited. No refund will be given

5. If the hirer notifies the club that the booking is no longer required a minimum of one hour prior to the official race start time, a refund will be given.
6. Hirer to notify a committee person each week of any damage or maintenance issues.

A club sabot may be booked for 4 weeks in advance providing the sabot is not required for other activities e.g. Learn to Sail classes or Try Sail days. The Boat Hire Agreement (Appendix F) is to be completed for each 4 week hire and fees paid in advance as above.

7.4 Use of club boats on non sailing days.

The club boats are available on a limited basis to members on non sailing days with prior approval of a committee member. This approval will not be given unless the member proposing to use the boats can prove that:

- adequate safety measures have been arranged;
- boat hire has or will be paid;
- the activity is directly for advanced coaching of experienced members; or
- the promotion of club aims and activities and if this involves sailing by inexperienced persons then the member will ensure an experienced sailor known to them is in each boat at all times
- the equipment is washed down and put away properly and any damage repaired within 72 hours.

8 SAILING TRAINING CENTRE

8.1 Sail Training Principal

The Sail Training Principal is responsible for all aspects of the Sail Training Centre.

8.2 Learn To Sail courses

Courses are held throughout the sailing season for children and adults and are usually oversubscribed. Early registration of interest is recommended (Appendix G). Course fees are TBA and for children include one year's membership of TSC.

Children from the age of 8 learn the basics of sailing during lighter winds on Sunday mornings in club boats. When the course is completed children are encouraged to continue on to Intermediate classes on race days and where appropriate purchase their own boat.

Parents are expected to stay during the course and assist where necessary especially with boat rigging, de-rigging, launch and retrieval of boats. Experience has shown that parents support contributes to their child's continued enjoyment and participation in sailing.

8.3 Coaching

Coaching will be provided by arrangement with the Sail Training Principal.

9 CLUBHOUSE HIRE

9.1 Clubhouse hire

The clubhouse may be hired for meetings, and limited social functions by club members and members of the Townsville community. Strict conditions apply to the hire and use of the club house for purposes other than sailing and sailing related activities. Hirers must comply with the liquor legislation with regard the service of alcohol, noise levels during functions, hours of hire and the type of activity which may take place on club property. Hirers will be required to sign a contract with the Townsville Sailing Club when hiring the venue. For more information please contact Clubhouse hire contact (Appendix A)

9.2 Licensing laws

The bar is for the use of Townsville Sailing Club members, guests must be signed in by a member. The bar is available for functions held at the club; however conditions apply for hirers

(see above). Members and guests must comply with the liquor licencing regulations including the responsible service of alcohol, and drinking within the licenced area (concrete path around the clubhouse). As the bar is for the primary purpose of sailing club members, the bar hours are limited to 8am to 12 midnight.

9.3 Fire evacuation

A fire evacuation plan is in the hall on the wall by the external door at top of stairs. A fire extinguisher is in the hall by the canteen door and a fire blanket is in the kitchen by the office door. There are 2 extinguishers downstairs. Both gates to the stairs must be open when the club is in use.

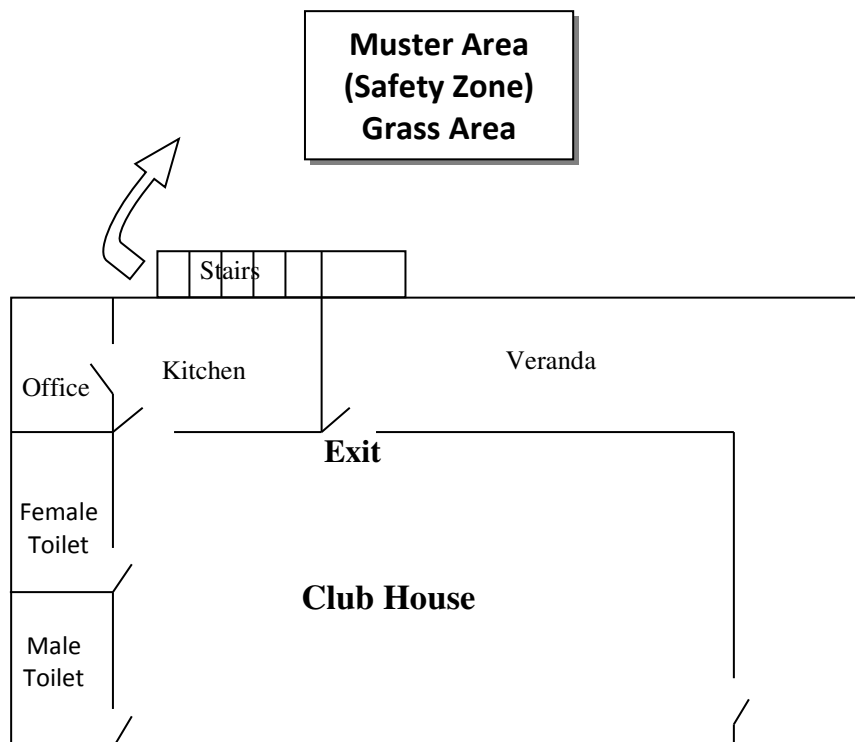
Evacuation Plan

Townsville Sailing Club
3 Mariners Drive, Breakwater Marina

FIRE SAFETY PROCEDURE

APPOINTED FIRE WARDEN: Member on duty.

1. Ensure the bar, male and female toilets, kitchen and the office is clear of all patrons and staff.
2. Phone Queensland Fire Service on **000** or **112** on mobile – remain calm. Do not hang up until told to do so by the operator.
3. Do not re-enter the building.
4. When clearing all patrons and staff, point them in the direction of the safety zone (muster area).
5. The safety zone (muster area) is the Grassed Area in front of the club house (as shown in diagram below).
6. When all patrons and staff arrive in the designated safety zone, ensure all on duty are present. Furthermore, ask patrons if they feel that anyone is missing.
7. When the Queensland Fire Service arrives, inform the fire officer that, to the best of your knowledge all patrons and staff have been evacuated.



TOWNSVILLE SAILING CLUB 2012**Management Committee**

POSITION	NAME	TEL NUMBER	EMAIL
Commodore	Jim Barsi	4772 6012	jimbarsi@gmail.com
Rear Commodore	Jarrold Cook	0419 706 667	jarrod@cookceramics.com.au
Vice Commodore	Peter Carey	0411 115 516	ptcarey@gmail.com
Secretary	John de Rooy	0418 980 644	john@jdrphoto.com.au
Treasurer	Jack Maguire	0407 378 043	dargadag@westnet.com.au
Registrar	Shayne Connolly	0412 956 860	shayne.connolly@gmail.com
Director	Josh Claus	0410 104 471	norcrash@tpg.com.au

Club Positions

POSITION	NAME	TEL NUMBER	EMAIL
Members Handbook	Shayne Connolly	0412 956 860	shayne.connolly@gmail.com
Mow & maintain beds	Mark McRae		
Registrar & membership	Shayne Connolly	0412 956 860	shayne.connolly@gmail.com
Safety boat & canteen rosters	Various according to fleet		
Sail Training Centre Principal	Tilly Pain	0429 058 195	tilley.pain@bigpond.com
Shirt/Merchandise orders	Josh Claus		norcrash@tpg.com.au
Website/Facebook Administrator	Shayne Connolly	0412 956 860	shayne.connolly@gmail.com

Regatta Sub committee

NAME	TEL NUMBER	EMAIL
Christy Guinea	0402 071479	michael@sailstructures.com.au
Mick Guinea	0402 071479	michael@sailstructures.com.au

Class Contacts

Open Bic, Sabots Flyer 11, Pacer	Junior fleet Jim Barsi Shayne Connolly	jimbarisi@gmail.com shayne.connolly@gmail.com
Contender	Scott McInerney	scottandsarah@aapt.net.au
Laser	Andrew Torpelund	lkjtorpelund@bigpond.com
Tasar	Alex Kostin	amkoston@hotmail.com
505	Peter Crook	crookiep@tpg.com.au
125	Tilley Pain	tilley.pain@bigpond.com
Nacra (all classes)	Mick Guinea	sailstructures@aol.com
F18	Jarrod Cook	cookceramics@beyond.net.au
Weta	Bill Curtis	bill@curtis-family.biz

Appendix B

Date	Start	Race Series	Low Tide	High Tide	Volunteer duty
25-27 January		Family Camping Weekend at Lake Paluma			
23 Feb	9am	Pre-Season Working Bee			
2 Mar	10am	Sprints	0.9m	3pm	
9 Mar	1pm	Championship 1	1.5m	1pm	Cat Sailors
16 Mar	1pm	Championship 2	1.1m	3pm	Mono Juniors
23 Mar		Team Sailing	1.7m	10am	TSC Members
30 Mar	10am	Cleveland Bay	0.6m	3pm	
6 Apr	10am	Sprints	1.6m	11am	
18-21 April		Easter Regatta at Airlie Beach			
4 May	1pm	Championship 3	1.8m	9am	Mono Seniors
11 May	1pm	Cleveland Bay	0.9m	1pm	
18 May	1pm	Championship 4	1.0m	5pm	Cat Sailors
25 May	1pm	Cleveland Bay	0.6m	1pm	
1 Jun	10am	Sprints	1.3m	5pm	
7-9 Jun		Tinaroo Regatta			
15 Jun	10am	Cleveland Bay	0.5m	4pm	
13 Jul	9am	Working Bee			TSC Members
20 Jul	1pm	Championship 5	0.9m	12pm	Mono Juniors
27 Jul		Ellis Beach Regatta			
10 Aug	10am	Cleveland Bay	0.1m	2pm	
17 Aug	1pm	Championship 6	1.1	10am	Mono Seniors
24 Aug	10am	Sprints	0.8m	2pm	
28 Aug-7 Sep		Sail Townsville (Including Maggie Island Race Week)			
14 Sep	10am	Sprints	1.2m	8am	
21 Sep	1pm	Championship	1.0m	1pm	Cat Sailors
4-6 October		Townsville Sailing Club Annual Regatta			
18-19 October		Mission Beach Regatta			
26 Oct	1pm	Championship 8	1.5m	3pm	Mono Juniors
2 Nov	1pm	Championship 9	0.9m	12pm	Mono Seniors

Townsville Sailing Club 2014 Racing Season
Cleveland Bay
Townsville

SAILING INSTRUCTIONS

1 RULES

- 1.1*** The regatta will be governed by the rules as defined in *The Racing Rules of Sailing 2013 -2016* ("RRS").
- 1.2** The prescriptions of the Yachting Australia will apply
- 1.3** Directions given at an oral briefing approximately one hour before the scheduled start time of the first race for the day will apply.
- 1.4** The Racing Rules of Sailing that have been changed by these Sailing Instructions are notified in the individual instructions herein.
- 1.5** Under rule 87, the Class Rules of any class having a Townsville Sailing Club ('TSC') fleet will apply except where there is conflict with these Sailing Instructions wherein these Sailing Instructions will prevail.

2 NOTICES TO COMPETITORS

Notices to competitors will be posted on the official notice board(s) located on the TSC balcony. Notices may also be published on the TSC website <http://www.tsc.yachting.org.au> and the TSC Facebook page at <https://www.facebook.com/TownsvilleSailing> provided that in the event of any conflict in the information, the official notice board shall apply.

3 CHANGES TO SAILING INSTRUCTIONS

Any change to the sailing instructions will be posted on the official notice board and may be published on the TSC website and Facebook page. A change to the schedule of races will be emailed to current financial members by 2000 on the day before it will take effect. It is the competitor's obligation to ensure the TSC Registrar has a current email address for the member. The start time of any race may be postponed by oral instruction at the race briefing.

4 SIGNALS MADE ASHORE

- 4.1** Signals made ashore will be displayed at the TSC flagpole adjacent to the clubhouse.
- 4.2** When flag AP is displayed ashore, '1 minute' is replaced with 'not less than 30 minutes' in the race signal AP.

5 SCHEDULE OF RACES

- 5.1*** The Schedule of Races will be published separately and emailed before the commencement of the 2014 season to all current financial members. It will also be published on the TSC website

6 CLASS FLAGS

Class flags will be the class emblem for one class in that fleet except that the class flag for a mixed catamaran fleet will be a blue cat on a white background. The race

committee may start more than one class at a time. The class flag to be used may be modified by oral instruction at the race briefing.

7 RACING AREAS

Attachment A shows the intended location of racing areas. For special races this may be altered and notified orally at the briefing.

8 THE COURSES

- 8.1** The courses, including the approximate angles between legs, the order in which marks are to be passed, and the side on which each mark is to be left will be notified orally at the briefing for that day of racing.

9 MARKS

- 9.1** Rounding marks will be coloured conical marks approximately 1.5 metres tall. Start and finish marks may be smaller spherical marks. Further description of the marks may be given orally at the briefing.

10 THE START

- 10.1** Races will be started by using rule 26 with the warning signal made five (5) minutes before the starting signal. This may be reduced to three (3) minutes by oral instruction at the briefing for that day of racing.
- 10.2** The starting line will be between windward side of the buoy at one end of the line and staff displaying class flag on the starting boat or jetty if so described at the briefing or in these instructions.
- 10.3** Boats whose warning signal has not been made shall avoid the starting area during the starting sequence for other races.
- 10.4** Multiple fleets may start in the same start.
- 10.5** For pursuit starts the boat's handicap number will be displayed one minute before its start time and will be removed at the start time. The preparatory signal will be made four minutes before the start time of the first starter. The Race Committee's decision as to a boat's handicap will be final.
- 10.6** At an unspecified time before the first warning signal, the start vessel may draw attention to the impending start by making a series of sound signals.

11 CHANGE OF THE NEXT LEG OF THE COURSE

- 11.1** To change the next leg of the course, the race committee will lay a new mark (or move the finishing line) and remove the original mark as soon as practicable. When in a subsequent change a new mark is replaced, it will be replaced by an original mark.

12 THE FINISH

- 12.1** The finishing line will be between a flag on the official boat or jetty and the adjacent mark.

13 PENALTY SYSTEM

- 13.1** Rule 44.1 is changed so that the Two-Turns Penalty is replaced by the One-Turn Penalty.

14 TIME LIMITS AND TARGET TIMES

- 14.1** A boat trailing a long distance behind the second to last boat may be notified that it will be scored last place and advised it need not complete the course. This changes rules 35, A4 and A5.

16 PROTESTS AND REQUESTS FOR REDRESS

- 16.1** Protest forms are available at the TSC clubhouse or can be downloaded from the ISAF or Yachting Australia website. Protests and requests for redress or reopening shall be delivered there within 60 minutes after the last boat has finished the last race of the day or the race committee signals no more racing today, whichever is later.

17 SCORING

- 17.1** The scoring system is the Low Point Scoring System of Appendix A to the RRS.
- 17.2** Where back to back races are held in one programmed heat, each race that day shall constitute one heat of the series.
- 17.2** Three (3) races are required to be completed to constitute a series.
- 17.3**
- (a) When six races have been completed, a boat's series score will be the total of her race scores excluding her worst score.
 - (b) When ten races have been completed, a boat's series score will be the total of her race scores excluding her worst two scores.
 - (c) When 14 or more races have been completed, a boat's series score will be the total of her race scores excluding her three worst scores.
 - (d) When 18 races have been completed, a boat's series score will be the total of her race scores excluding her four worst scores.
- 17.4** For the purposes of RRS Rule A9, a boat that signs on and pays its nomination fee but does not arrive at the starting area will be scored DNS (Did Not Start).
- 17.5** Where a boat is unable to compete in a Championship or Handicap heat due to the skipper or crew personally fulfilling his obligations to the TSC safety boat roster, his boat will be scored SBC (Safety Boat Crew) and will be awarded 1.5 points, providing the skipper or crew writes his name and "safety boat crew" by his boat's name on the sign on sheet for that race.

A maximum of 2 SBC scores will be permitted per boat for the season.

(Explanatory note only and not part of Sailing Instructions):

<i>Championship scores</i>	<i>After 6</i>	<i>After 10</i>	<i>After 14</i>	<i>After 18</i>
<i>Drop</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
<i>Makes it</i>	<i>Best of</i> <i>5</i> <i>/</i> <i>6</i> <i>/</i> <i>7</i>	<i>Best of 8/9/10</i>	<i>Best of 11/12/13</i>	<i>Best of 14</i>
<i>Dropped days</i>		<i>Miss 1 day of</i> <i>5</i>		<i>Miss 2 days of</i> <i>9</i>

As per instruction 19, a skipper can miss another whole day by nominating a replacement skipper as per 19.

So you can effectively miss two of five, six, seven or eight days or three of the nine days and still win the championship.

18 SAFETY REGULATIONS

- 18.1** All boats from all fleets must complete sign on requirements before the start of the first race for that day and sign off after the last race for each day within one hour of

the finish time. Failure to do so may result in a scoring penalty. A boat that retires from a race or does not intend to compete in a second or subsequent race that day shall notify the race committee as soon as possible either verbally or on the sign off sheet.

19 REPLACEMENT OF CREW OR EQUIPMENT

19.1 Championship Heats:

Points for championship races shall be awarded to the competing boat provided that a skipper may only collect points in one class for the season.

19.2 The skipper may replace a boat with a new boat once during the season.

19.3 By prior written notice to the TSC either by email to a member of the TSC committee or by endorsement on the sign on sheet, a skipper may nominate a replacement skipper for two scheduled days of racing where the skipper is completing safety boat roster duties and one additional day of racing where the skipper is unable to compete for personal reasons. Where the skipper is on safety boat duty the boat will score the points for its place in the race instead of the 1.5 points referred to in clause 17.5 hereof.

19.4 Substitution of crew in a two person boat is allowable at any time without notice.

19.5 Non Championship Heats:

Points for non-championship races will be awarded to the boat. Substitution of skipper or crew is allowed at any time without notice to the TSC provided that ownership of the boat has not changed. However a boat owner may by prior written notice given in the manner described in 19.3 hereof, advise the TSC that a replacement boat has been purchased in which case the points for the previous boat will transfer to the new boat within the same class.

19.6 Club Boats:

Points for any race competed for by a club hire boat will be awarded to skipper of the boat. Where the skipper competes in different boats in different races, points will be awarded irrespective of which club boat the skipper sails. However, a skipper may only collect points in one class per series.

20 INSURANCE

Each participating boat shall be insured for third party risks. Evidence of cover may be required to be provided to the club.

21 EVENT ADVERTISING

Boats shall display event advertising supplied by the TSC as organizing authority.

22 SUPPORT BOATS

22.1 Any boat in a position worse than 50% of the fleet in that race may receive coaching or advice from any official TSC safety boat or any other person approved prior to the race, by the protest committee or the principal race officer. This changes RRS Rule 41.

23 TRASH DISPOSAL

Trash may be placed aboard support or official boats.

24 CLUB MEMBERSHIP

In addition to the requirements of RRS Rule 75 any skipper or crew member who sails more than three races in any one season must also be a member of TSC. Failure to

comply will mean the skipper and boat score no points and are not eligible for prizes and for rescue purposes will be treated as a member of the general public.

25 RADIO COMMUNICATION

Except in an emergency, a boat shall neither make radio transmissions while racing nor receive radio communications not available to all boats. This restriction also applies to mobile telephones.

26 PRIZES

Prizes for a series will be presented at the annual Presentation Night. Prizes for one off races and minor prizes for series heats may be presented at the conclusion of that day's sailing. Sprint race days will be stand-alone events and prizes will be presented at the end of that day.

Results will be published on the TSC website and may be announced at the conclusion of each day's racing.

27 DISCLAIMER OF LIABILITY

Competitors participate in the regatta entirely at their own risk. See rule 4, Decision to Race. The organizing authority will not accept any liability for material damage or personal injury or death sustained in conjunction with or prior to, during, or after the regatta.

Attachment A



TSC OFFICER OF THE DAY – CHECK LIST

BEFORE SAILING DAY

Email/ring safety boat volunteers to confirm crews for Sunday and race start time
 Confirm who is responsible for bringing safety boat/s to club and refueling.
 Check tides and BoM weather

BEFORE SAILING

Safety boats and course

- Introduce safety boat crews to each other if they are new volunteers.
- Brief crews on safety boats preparation including safety procedure, flags, buoys, radio check and launching. Refer crews to TSC Start Boat Procedure.
- Co-ordinate safety boats transport to ramp, liaise with safety boat crews.
- Discuss course with Principal Race Officer (PRO) and Training Principal.

Rigging area and clubhouse

- Organise rubber beach mats
- Put out sign on/off sheets on clipboards and weekly nomination fees list at canteen.
- Check volunteer available to man radio/beach radio and club phone during race
- Confirm that hirers of club boats have completed a Boat Hire Agreement. Organise assistance if necessary to ensure hirers adhere to correct rigging practice and understand club safety policy. Especially that club boats may only be on the water when a club safety boat is on the water.
- Advise car owners parked on the grass to move cars to proper parking area

Briefing

Introduce yourself as Officer of the Day and introduce PRO.

Make announcements before course briefing;

- Upcoming events – check race program and notes
- Notices for members
- Explain course for each fleet, race start time, 3 or 5 minute start etc

AFTER SAILING

Safety boats and clubhouse

Co-ordinate collection of safety boats from ramp

Retrieve sign on/off sheets and pass to results officer or leave sheets in clubhouse office.

Ensure all members and guests comply with the TSC Community Club License. Alcohol is not permitted beyond the fence around the TSC clubhouse.

Ask sailors to assist with end of day tasks:

- Wash down safety boats and flush motors. Check any maintenance issues.
- Ensure hired club boats have been de-rigged and stored correctly. Check for damage and fill out report if required.
- Retrieve rubber beach mats and return beach radio and club phone to clubhouse
- Take down flags, empty and rinse bins, cans to recycle bag
- Boats, hoses and bins into clubhouse
- Industrial bin, cold room and bar fridge locked
- Turn off radio at wall, amp and office and disconnect aerial
- Stack chairs, check all doors/windows shut in office, kitchen and toilets
- Turn off power downstairs and all lights and fans
- Lock chain on access ramp and return keys to office.
- Close roller doors and insert metal pins to lock doors, lock both stair gates

**If nominee not available designate a responsible person to close bar and clubhouse
 Ensure canteen till finalised and cash taken if Canteen Convener is not present**

TSC START BOAT PROCEDURE

- Insert bungs, battery connections, check fuel and life jackets.
- Radio check before leaving VN4SK base (clubhouse), radio channel is 71
- Check flags; class, I flag and recall flags. Barging buoy, anchor, tow rope, boat hook
- Take sign on sheets, clipboard and pens from clubhouse. Water cooler and esky
- Ensure crews know safety procedures and location of First Aid kit.
- Establish start line across the wind, start boat on starboard, put out barging buoy and starboard/port course flag
- It is not compulsory for the start/finish boat crew to wear life-jackets while the boat is at anchor. As soon as boat is no longer at anchor / or engine is running, life jackets must be worn. Dingy FFD2 jackets are preferred because of increased mobility.

Starts	Usually in this order	Class flag	Combine fleets if small numbers i.e.
	Sabots/Bic – 1 up & 2 up	Sabot	-- junior fleet
	Laser	Laser	-- senior mono hulls
	125/Pacer/Flying 11	125	-- senior multi hulls
	Tasar/Contender	Tasar	
	505	505	
	Cats	Cats	

Lasers, 125, Tasar, Contender and 505s usually start as one fleet called senior monos and usually start under the Tasar class flag.

3 or 5 minute starts	Example of 5 minute start. Note <u>exact</u> start time for each fleet on sign on sheets	
<u>Time to start</u>	<u>Flag</u>	<u>Hooter</u>
5 minutes	Class flag up	1 blast – short
4 minutes	I flag up	
1 minute	I flag down	1 blast – longer
Start	Class flag down <u>and</u> Next class flag up at same time	1 blast – short



I Flag



Sabot 1 up



Sabot 2 up



125



Laser



Tasar



505



Cats

Individual recall

- Individual recall flag up and 1 blast on hooter.
- Keep flag up for 4 minutes or until boat restarts by going around end of line
- Check if boat over the line restarts correctly. If not, the boat is on the course side of the starting line (OCS) and note (OCS) on sign on sheet.

General recall

- General recall flag up and 2 blasts on hooter
- Recommence starting sequence for that fleet

If a boat crosses the start line between 1 minute and the start the boat must go back around ends. If boat does not and starts the race, that boat has an individual recall.



Individual recall



General recall



Race postponed



Shortened course



Race abandoned

Check sign on sheets

1. Boats that started have all signed on
2. All boats signed on are on the water.

Radio VN4SK base (clubhouse) to follow up boats which have not signed on and discrepancies in boats on the water and sign on sheets (Clubhouse phone 4772 1105)

TSC uses the low point scoring system of Appendix A, Racing Rules of Sailing (YA)

- DNS = Did not Start (other than DNC or OCS)
- DNF = Did not Finish, boat started race but Did not Finish
- DSQ = Disqualification
- DNC = Did not Start, did not come to the starting area.

Refer TSC Sailing Instructions

- DNS = boat signed on and paid nomination fee but did not start
- DNC = boat did not come to the starting area and sign on and pay nomination fee

Finish

Establish finish line across the wind, put out barging buoy and boat on station flag

Note times each boat finishes on sign on sheets

Check all boats have finish times or DNS, OCS, DNF, DSQ or DNC on sign on sheets

Check that all boats have finished or retired safely before leaving the water; especially hired club boats and boats not racing.

Leave sign on sheets in office or give to results officer



Townsville Sailing Club Inc.

Boat Hire Agreement – TSC Members Only

I, _____ request permission from the Townsville Sailing Club Inc to hire a _____ dinghy for the hire fee of \$ _____ from _____/_____/____ to _____/_____/_____.

I certify that I have the knowledge and experience to rig and sail the dinghy and that the Townsville Sailing Club can rely on this certification.

I hereby waive any claims whatsoever that I may have against the Townsville Sailing Club Inc or its officers howsoever caused including that as a result of any negligent actions or omissions on their part.

I also accept responsibility for payment of any quantum of damages caused to the dinghy during my term of hire be it on the water, or land save for fair wear and tear. Damages will be assessed by the Officer of the Day as appointed by the Club. The dinghy, sails, spars and safety gear must be washed and stored after use, and dinghy drained of excess water (including buoyancy tanks).

It is the responsibility of the hiree to report any damages or breakages that have occurred prior to hiring of the dinghy, otherwise responsibility for damages will be imposed on the hiree.

It is a further condition of the hire of the dinghy that if under 16 a parent will be present for the duration of the hire or if not, a consenting, nominated responsible adult who will be responsible for the sailors.

Signature: _____ Phone: _____

Date: ____/____/____

Official use only

Accepted: _____ Fee paid \$ _____



TOWNSVILLE SAILING CLUB Inc

PO Box 5642 Townsville Qld 4810

LEARN TO SAIL COURSE

Appendix G

Complete application to register your interest
Adult and / or Child *(please circle)*

*Please ✓ person
interested in
sailing course*

Surname adult/parent..... First name.....

Spouse/partnerFirst name..... ☐

Child first name..... DOB..... ☐

Child first name..... DOB..... ☐

Child first name..... DOB..... ☐

Address.....

..... Post code.....

Email address.....

Phone: Home..... Mobile.....

School children attend.....

Please describe briefly any previous family sailing experience:

.....

CONDITIONS

I agree that in consideration of the Club allowing my spouse, children and I to participate in Club activities, I together with my spouse, indemnify the Club in respect of any loss or claim by my spouse, children or I howsoever arising. I understand that sailing can be a strenuous activity and I declare that my spouse, children and I are physically fit to participate in every aspect of the activity and that we are aware of and accept the risks of doing so. I agree to stay during the course and assist where necessary (if child under 18 years)

SIGNED..... **DATE**.....

Parent or guardian where child is under 18 years of age

Do any course applicants listed above have any medical or physical condition you believe the Club should be aware of? **YES / NO**

Official use only

LTS course start date	On course / wait list	Accepted Yes / No	Date contacted
LTS course fee received \$	Membership form received	Signature	Date