

# The Sydney Maritime Modellers Club



## Procedures Manual

Rev 4

August 2005

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# Chapter 1

## **1.0 Introduction**

This Procedures Manual is a set of guidelines for the Sydney Maritime Modellers Club to be used by members for the day to day running of the club. Changes to this manual may occur when necessary after a majority vote of members present at a general meeting.

## **1.1 Club History**

The Sydney Maritime Modellers Club was founded by John Bartram, Allan Wright and Frank O’Gallagher in June 1998 as the Norwest Maritime Modellers Club. The club sailed a mixture of sailing vessels and electric powered vessels. The Norwest Maritime Modellers Club gained permission to use the lake on Saturday afternoons and membership started to grow. The lake was shared occasionally with the Sydney Remote Control Yacht Club when their regular sailing site at Bicentennial Park was unavailable.

During early 1999 the Sydney Remote Control Yacht Club suggested that we join forces as one club. The Norwest Maritime Modellers Club became the Sydney Maritime Modellers Club a division of the Sydney Remote Control Yacht Club. This enabled all members to take advantage of a number of different RC Yachting activities and also ensured that all members were covered by adequate insurance.

In August, 2001 the Sydney Maritime Modellers Club became an incorporated entity unto itself. The club had set up its own bank account, voted in its own committee members and become a registered club within the New South Wales Radio Yachting Association.

## **1.2 Club Structure**

The SMMC exists as an entry level club for Radio Controlled and Model Yachting and provides weekly handicap and scratch sailing races for any class of sailing vessel and social sailing in between race days. The club has an elected President (Commodore), Secretary, Treasurer, Race Secretary, Class Coordinators and two Committee Members.

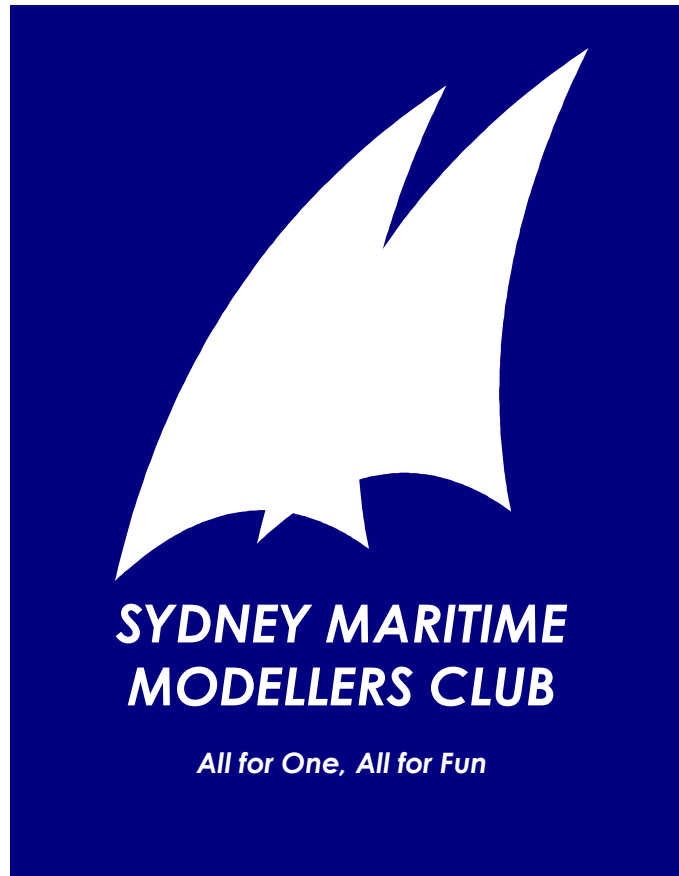
The Sydney Maritime Modellers Club is an incorporated entity registered with the Department of Fair Trading. The club is also a member of the New South Wales Radio Yachting Association.

### 1.3 Club Crest

The SMMC Club crest consists of an anchor through the middle of a castled crown symbolising the City of Sydney surmounted by a rope ring and club name.



*Formal Club Crest for Use on Club Documentation and Letterhead*



*Informal Club Crest for use on Club Clothing*

#### **1.4 Club Motto**

The SMMC Motto is "*All For One, All for Fun*". This motto typifies the activities the SMMC undertakes and that club members should be ready to assist new and fellow members at all times thereby ensuring that we attract people to Radio Controlled Yachting.

#### **1.5 Sailing Days**

The SMMC meets at the Norwest Business Park lake, Solent Circuit Baulkham Hills on each Saturday Afternoon from 12 Noon with races starting as scheduled by the various class race calendars.

## **1.6 Types of Vessels**

Any type of sailing vessel is welcome but must comply with SMMC procedures manual chapter 4 for social sailing and racing.

## **1.7 Meetings**

The club will have three General Meetings and one Annual General Meeting each year. This process is laid out in more detail in Chapter 6.

## **Chapter 2**

## **2.0 New Members/Joining**

New members may join the club at anytime, potential new members may attend up to 4 meetings as a visitor after which they must apply to join the club using the Membership Application Form and pay the appropriate fees.

## **2.1 Membership Fees**

The committee prior to beginning of each financial year will decide the membership fee for the following year.

New members will incur a once off application fee along with their first years fee.

Fees will be collected in June each year by the Treasurer and the appropriate application fee forwarded to the New South Wales Radio Yachting Association and the balance banked in the clubs account.

## **2.2 Newsletters and Periodicals**

Each member is entitled to receive a club newsletter when it is published (currently every two months) and a copy of the Australian Radio Yachting Associations magazine (Radio Waves, currently published three times a year). The clubs newsletter should where possible contain an up to date frequency list, members contact list, news and associated items of club interest and advertising as deemed acceptable by the club's committee.

## **2.3 Behaviour**

Each individual is responsible for his or her appropriate behaviour when involved in club activities. Swearing, abusive and oppressive behaviour will not be tolerated. Each member should take into consideration that there are members of the public walking past and viewing our venue. A member accused of inappropriate behaviour will be cautioned verbally by the club President or Secretary, if a second incident occurs the member will receive a caution in writing outlining his or her inappropriate behaviour. If there is third incident the member will be asked to leave the club.

## **2.4 Insurance**

Club members, by being members of the New South Wales Radio Yachting Association, receive yearly Third Party and Public Liability Insurance coverage.

## **Chapter 3**

### **3.0 Radio Control Equipment**

Member's Radio Control Equipment must be maintained in a serviceable condition so that their vessel may be controlled at all times and not cause any interference with any other radio channel. The club will use the 27 Megahertz, 29 Megahertz, 36 Megahertz and 40 Megahertz frequencies. Other frequencies will be assessed by the club if required.

### **3.1 Radio Control Etiquette**

Members are not to "hog" frequencies on non race days ("Social Sailing Days"). If a new member has the same frequency as an existing member then some sort of sharing arrangement will have to be sought for Social Sailing days until the new member has obtained a new frequency.

There will be no sharing of frequencies on race days.

Members must ensure that they have some form of antennae guard over the end of their Transmitter antennae. This guard should be of a diameter that it will not enter the human eye. i.e. a 35mm film canister, plastic practice golf ball or similar will suffice.

### **3.2 Frequency Allocation (Race Days)**

A new member will present his/her radio to the Secretary or Race Secretary for a frequency allocation. Once a frequency is allocated then this will be the new member's frequency for all boats that are sailed by that member.

### **3.3 Peg Board**

The Race Secretary and or President will carry the club pegboard for Social Sailing Days. This will ensure that any visitors or potential new members can engage in sailing activities on these days.

## **Chapter 4**

#### **4.0 Sailing Vessels**

The Club allows any type of Remote Controlled Sailing Vessel to participate in its activities. Members are encouraged to build and sail one of the recognised classes of Remote Controlled Yacht in Australia, but members may sail any type of sailing yacht be it from a kit or scratch built.

#### **4.1 Bow Bumpers**

All Yachts sailed at the club must have some form of bow bumper made from rubber or other shock absorbing material (i.e. cured silastic).

***Note: NO BOW BUMPER, NO SAILING***

#### **4.2 Sail Racing (General)**

Sail Racing will occur as promulgated by the club committee in the Sailing Calendar.

All Racing will conform to the International Sailing Federation Rules (ISAF)

Racing will begin at the allotted time as per the Sailing Calendar.

Designated Race Officers for each Division (i.e. Soling, IOM and General Handicap) will ensure scores and handicaps are kept for each race. Class Coordinators must ensure that all completed race result sheets are passed to the race secretary in a timely manner.

Skippers must continue to race the same boat for a complete race season.

Each skipper is responsible to call out his/her Sail Number when crossing the finishing line.

#### **4.3 Sail Racing Seasons**

The club will have three race seasons per calendar year. There should where possible be a break between each race season to allow for members to tune boats for the next season. The club should also ensure that days are kept free to attend other regatta's and state titles etc.

A Sail Racing Program will be prepared by the club Race Secretary, and after approval at a club committee meeting will be distributed amongst all club members.

#### **4.4 Point Scoring System**

The club will ensure that the point scoring system is used for all racing. The lowest score wins a race season. The scoring system is as follows.

1<sup>st</sup> receives 1 point

2<sup>nd</sup> receives 2 points

3<sup>rd</sup> receives 3 points, and so on

Disqualified = number of starters for the race plus 2

Did Not Finish = number of starters in the race plus 1

Did Not Start = number of the race plus 2

Skippers that do not attend a race day will be scored as Did Not Start for each race missed

Skippers carrying out the Race Officer Duties will be awarded the same points as his/hers best result of the day.

Skippers attending NSWRYA or ARYA sanctioned events may be awarded averaged season points for the day or days missed but this needs to be organized and authorized by the individual class coordinator and the club committee.

*Note: The above paragraph was introduced to cover skippers attending the IOM State, National and International Championships for 2004/2005 and may need to be altered once these events are finished.*

You can only be Race Officer for one race a day.

The worst scoring day for the season will be dropped.

#### **4.5 Handicap System**

All Skippers intending to race must register with the Handicap Race Officer prior to the start of the first race.

New skippers (novices) will start on a 0 handicap. New members with experience will be assessed by the respective class coordinator and will be awarded an appropriate handicap. Skippers changing boats for the first time heading into a new race season will be awarded the average handicap for that type or class of boat.

Skippers changing back to a class of boat previously sailed in the club will revert back to the last handicap awarded for that boat.

1st place receives an additional 15 seconds added to their handicap.

2<sup>nd</sup> place receives an additional 10 seconds added to their handicap.

3<sup>rd</sup> place receives an additional 5 seconds added to their handicap.

4<sup>th</sup> place will remain on the same handicap.

5<sup>th</sup> place and onwards will receive a deduction of 5 seconds from their handicap.

Any Yacht that has not finished within five minutes of the winning yacht may, at the discretion of the Race Officer be finished on the course.

#### **4.6 Scratch Racing**

Scratch Racing for each major class will be organised by the class coordinator.

#### **4.7 Rule of The Road**

Members shall ensure that they obey all International Sailing Federation (ISAF) Rules when engaged in racing activities.

It is the responsibility of each skipper to ensure that penalty turns are taken when a racing rule is infringed, whether or not a call is made by another competitor or the Race Officer

#### **4.8 Race Officer**

The duties of the Race Officer will be shared by all club members under the direction of the Race Secretary.

#### **4.9 Race Officers Duties**

- 1.To control the racing and ensure a smooth flow with a minimum of hold ups.
- 2.To start the tape for racing
- 3.To work out the new handicaps for the next race
- 4.To watch the start and call all premature starts
- 5.To write down the placings as each yacht finishes using sail numbers and including Disqualified boats (DSQ), Did Not Finish (DNF) and Did Not Start (DNS).

- 6.To announce the new handicaps before starting the next race
- 7.To keep track of Time Out when called for.
8. As far as possible to protest any skippers that do not do penalty turns.
- 9.To pick and set up a protest committee if needed

#### **4.10 Sail Numbers**

Member's boats are to have sail numbers on the main sail (and jib sail for internationally recognized classes such as IOM's etc..) conforming to Australian and International Standards.

# Chapter 5

## **5.0 Retrieval Boat**

The club will maintain a serviceable retrieval boat for the use of its members. The boat must be in attendance at all club meetings and be kept in a serviceable condition. Any defects with the boat should be reported immediately to the Club Commodore (President).

The club retrieval boat will be the responsibility of the Club Commodore.

## **5.1 Life Jackets**

All club members using the club retrieval boat will be required to wear an approved Personal Floatation Device (PFD).

# Chapter 6

## **6.0 Administration**

The club secretary will be responsible for all administrative matters and will ensure that the club Commodore (President), Treasurer and the Race Secretary have enough letterhead, accounting sheets, application/renewal forms etc, so that they may carryout their functions efficiently.

The club Secretary will ensure that all outgoing correspondence is passed by the Club Commodore prior to dispatch and that all correspondence (incoming and outgoing) is filed correctly so that all members can easily access it as requested.

### **6.1 Club Letterhead**

The club letter head consisting of the club crest in the top right hand corner and club contact details will be used for all outgoing correspondence with individuals or entities. Only the club Commodore (President) can approve the use of the club crest/letterhead by individual members.

### **6.2 Recruiting and Public Relations**

The club will periodically carry out recruiting when the need arises. This may be in the form of Brochures distributed at local Hobby Shops, Libraries, Shopping Centres etc... Magazine articles, or Displays.

The Club and its Members will always ensure that it displays a professional appearance to the general public, be courteous and encourage people to become involved in our activities. This will not only benefit our club but the New South Wales Radio Yachting Association will also benefit by a larger stronger membership.

When dealing with the public in relation to club matters the Club Committee members are to display understanding, courtesy and professionalism during any form of contact. Club members must remember that they are representing all their fellow club members when acting on the clubs behalf.

### **6.3 Duties of the Club Commodore**

1. Responsible for the smooth, day to day running of the club with an emphasis on safety.
2. Responsible for the Club Retrieval Boat and overseeing its safe use.
3. Liase with Norwest Business Park.
4. Liase with the NSWRYA.

5. Distribute the ARYA Newsletter (Radio Waves) to all members.
6. Spokesman for the Club and
7. Communicate with all outside bodies or individuals via correspondence.

#### **6.4 Duties of the Club Secretary**

1. Maintain an up-to-date Club Membership List with addresses and e-mail addresses.
2. Maintain an up-to-date Club Frequency List.
3. Forwarding of Membership applications and Monies to the NSWRYA.
4. Management of Incoming and Outgoing Correspondence.
5. Taking of Minutes for General and Annual General Meetings.
6. Club Newsletter Publication and Distribution (the publication function may be handed to a volunteer).
7. Maintain a visitors attendance book for insurance purposes.

#### **6.5 Duties of the Club Treasurer**

1. Collection and Banking of annual membership fees.
2. Management of the Club Bank Account.
3. Financial Report for end of year and for lodgment on Dept of Fair Trading FORM 12.

#### **6.6 Duties of the Club Race Secretary**

1. Compilation and Tabulation of Race Day Results (Scores and Handicaps). Soling and IOM Race Sheets will be completed by the coordinator of each class and passed on to the Race Secretary for filing.
2. Archiving of completed Race Day Sheets.
3. Archiving of completed Race Season Results (Scores and Handicaps Vs Sail Number).
4. Updating of Progressive Point Scores and Handicaps during race season.
5. Ensure that the Race Officers duties are shared equally by all club members.
6. Ensure that the Pegboard is used during non race day activities.

### **6.7 Duties of the Club Committee Members**

1. Attend Club Committee meetings, vote on club issues and carry out any special tasks as deemed necessary by the club committee.

### **6.8 Duties of Class/Division Coordinators**

1. Attend Club Committee meetings, vote on club issues and carry out any special tasks as deemed necessary by the club committee with respect to their Class.
2. Liaise with NSWRYA via the SMMC Secretary with respect to information on upcoming regattas so that this information can be passed to individual members.
3. Monitor class information at a National and International level and ensure that this information is passed to SMMC members
4. Provide avenues for technical assistance with respect to building and operating of a particular class of yacht.
5. Periodically provide class relevant information, tips etc.. to the Clubs Newsletter Editor. i.e. SMMC member results from participation in external regattas and reports on external regattas that SMMC members attended.

### **6.9 Committee Meetings**

The club will have at least three scheduled Committee Meetings throughout the year. Unscheduled meetings may be called by a club committee member to raise any issue that a club member has initiated so that it may be discussed.

### **6.10 Annual General Meetings**

The club will hold its annual general meeting during the first week of July each year. The first item will be the clubs financial situation presented by the current Treasurer followed by an election of office bearers for the next 12 month period.

# **CHAPTER 7**

# **SYDNEY MARITIME MODELLERS CLUB, INC**

## **RISK ASSESSMENT AND MANAGEMENT PLAN**

### **OVERVIEW**

The Sydney Maritime Modellers Club, Inc (SMMC) conducts radio yachting activities on a lake at Norwest Business Park, overlooked by Norwest shopping centre, a glacerium and a number of corporate office blocks. Access to the sailing area is from Solent Circuit. The area is privately owned and the sailing club conducts its activities with the permission of Norwest management.

### **THE VENUE**

The venue consists of an elongated boomerang shaped artificial lake approximately 500 metres long and about 75 metres across at its widest point. The lake has a shopping centre and glacerium down its southern shoreline and an office block on its northern shoreline. Parking is situated of Solent circuit which runs along the western shoreline. The perimeter of three quarters of the lake (following the northern, western and southern shorelines) is bordered by a footpath. There is no access to the eastern shoreline. A grassed area approximately 5 metres wide is situated between Solent Circuit and the footpath. At the western end of the northern shoreline is a fully guard railed jetty and a number of fully guard railed vantage points are scattered over the northern and southern shorelines. Reeds border about a third of the lake waterline while the rest is bordered by either excavated granite or sheer concrete edging (to a height of about 1 metre). Two courses are used by the club, the "scratch course in the middle of the lake and the "handicap" course at the lake's western end. Swimming in the lake is strictly prohibited. Members and visitors should report any hazards identified around the lake to the SMMC immediately.

MEMBERS AND VISITORS ARE ADVISED THAT AREAS OTHER THAN THE FOOTPATH OR GRASSED AREAS ARE PROHIBITED AREAS AND EXTREME CARE SHOULD BE EXERCISED WHEN MOVING THROUGH THEM.

## RIGGING, LAUNCHING AND CONTROL AREAS

***The designated rigging areas for the club are the grassed area adjacent to Solent Circuit and the grassed area adjacent to the vantage point overlooking the scratch racing course. The rigging areas are well grassed with only minor depressions. CARE SHOULD BE EXERCISED WHEN MOVING IN THESE AREAS.***

The control area for the scratch course is the vantage point overlooking the course and is bordered by the point's guard rail. The control area for the handicap course is an area designated by the race officer on the pathway at the western end of the lake. Care should be taken by competitors to ensure access to the lake via the pathway is not blocked for the general public.

Three launching areas are employed by the club; the fully railed jetty, the fully railed vantage point overlooking the scratch course and a small area next to the scratch course vantage point that consists of granite boulders that form a relative flat launching area. Due to the nature of this launch area, there is a considerable risk of skippers losing their balance and falling if constant care is not exercised whilst launching and recovering yachts. Skippers who are not sure if they are physically able to use this launch site should **not** attempt to use it.

***A MAXIMUM OF TWO SKIPPERS ARE PERMITTED TO LAUNCH/RECOVER YACHTS USING THE SMALL AREA NEXT TO THE SCRATCH COURSE VANTAGE POINT AT ANY GIVEN TIME, WITH EXTREME CAUTION BEING EXERCISED WHILST ACCESSING OR USING THIS AREA.***

## RESCUE DINGHY

The rescue dinghy is to be operated by a member of the SMMC, or a person authorized by the OOD. The dinghy will be located adjacent to the waters edge whilst a regatta is in progress.

***THE DINGHY IS TO BE OPERATED IN A SAFE MANNER WITH THE OCCUPANT WEARING THE PERSONAL FLOTATION DEVICE (PFD) AND REMAINING SEATED AT ALL TIMES WHILST THE DINGHY IS AFLOAT.***

## YACHT RECOVERY

Almost all of the lake is accessible to competitors to retrieve an out of control or stricken yacht. However, there is risk to competitors accessing the lake shore outside of the designated areas. As a result, constant care should be exercised while undergoing recovery attempts. Skippers who are not sure if they are physically able to access a recovery area should **not** attempt to do so. Instead, they should notify a club official so recovery plans can be made.

***AT ANY TIME A RECOVERY ACTION IS UNDERWAY, EXTREME CAUTION SHOULD BE EXERCISED WHILST ACCESSING THE RECOVERY AREA.***

## GENERAL SAFETY

The SMMC will endeavor to ensure a safe and healthy environment at the sailing venue during sailing activities by conducting regular risk assessments and evaluations. This document will be

continually updated to identify both general and specific hazards together with the appropriate risk minimization proposal.

**MEMBERS AND VISITORS ARE TO ENSURE THAT THEY CONDUCT THEMSELVES IN A MANNER THAT ENSURES THEIR SAFETY AND THE SAFETY OF OTHERS AT ALL TIMES WHILST AT THE SMMC FACILITY. HAZARDS SHOULD BE ADDRESSED IF POSSIBLE BY THE INDIVIDUAL IDENTIFYING THE PROBLEM OR NOTIFIED TO THE SMMC IMMEDIATELY.**

## ACCIDENTS OR INCIDENTS

In the event of an accident or injury occurring during sailing activities at the SMMC facility, the following action is to occur:

- ***DON'T PANIC, SPEAK CLEARLY***
- ***render immediate assistance***
- ***report the incident to the OOD or a member of the SMMC***
- ***obtain emergency medical assistance if appropriate (CALL 000)***
- ***suspend further sailing activities until advised by the OOD that it is safe to continue.***

**SAFETY IS YOUR RESPONSIBILITY**