



OGA
Western Australia
The Association for Gaff-Rig
and Traditional Sailing

OPERATIONS MANUAL

Old Gaffers Association of Western Australia Inc.

ABOUT THIS MANUAL:

This **Operations Manual** is prepared for the Executive Committee of the Old Gaffers Association of Western Australia Incorporated (OGAWA) and the maintenance and distribution of it shall be part of the Committee's responsibility. This manual is a live document, intended to be amended as required on a regular basis to reflect current practice. This manual will be brought to the attention of all members and will be regularly reviewed as part of the ongoing risk assessment for the OGAWA.

This manual provides the basis for OGAWA to document its approach to the management of risk associated with its activities and those of its members, to make clear to others the limits of OGAWA's obligations as to risk management, what its procedures are, and what is expected of those who take part in events.

Version #	Implemented By	Revision Date	Approved By	Approval Date	Reason
1.0	<i>Jim Black, Ross Hassall, Dave Archer</i>	26 Feb 2016	<i>President & Vice President</i>	28 Feb 2016	<i>Initial Release of Operations Manual</i>
2.0	<i>A Bochenek, P Kovesi, J Black</i>	Feb 2019	<i>President & Vice President</i>	Feb 2019	<i>Full Review following initial three years of operation</i>
3.0	<i>J Longley, M Arthur, M Darkes, J Black</i>	Nov 2022	<i>President & Vice President</i>	Nov 2022	<i>Review following further three years of operation</i>

RELEVANT DOCUMENTS

- This Manual
- Event Requirements (Section 4 of this manual)
- Emergency Procedures (Section 5 of this manual)
- Emergency Contact Numbers (appended)
- Risk Management Matrix (appended)
- OGAWA Rules (Constitution) & By-laws
- AS Club Risk Management Handbook
- AS Racing Rules of Sailing & Special Regulations
- AS Special Regulations Equipment Compliance Card – Categories 6 and 7
- OGA - Equipment Compliance Card – C-Fleet – Off the Beach Boats & Trailer Sailors

SECTION 1: DEFINITIONS

In this manual the following meanings shall be applied:

The Association: The Old Gaffers Association of Western Australia Incorporated (OGAWA).

President: The person appointed to this position from time to time by the Association.

AS: Australian Sailing

Event: Any scheduled or unscheduled activity that is organised by the Association.

Event organiser: Any person nominated by the Association to organise an event.

Boat or vessel: Any craft registered with the Association, or sailing in an Association event as a recognised visitor.

Boat owner: The party registered by the Association as being the recognised owner of the boat. In the case of joint owners, the parties registered shall be jointly and severally liable for all matters in relation to the boat.

Boat skipper/operator: Shall be the **person in charge** of the boat at any time. Except in the case of theft it shall be assumed that the skipper/operator has the appropriate authority from the boat owner.

Crew: Any other persons on board or intending to be on board the boat.

Support Boat: Any boat used by the Association to support the activities of members, including "sweep boats".

Sweep Boat: A boat equipped as per Section 4 Event Requirements designated to keep in touch with the "tail" of the fleet, effectively acting in a similar capacity to a dedicated safety boat.

Gaff Rig: Shall be taken to include gaff, gunter, lug and similar rigs.

A-Fleet Boat: A large gaff rigged boat generally over 25ft (7.6m) in length, normally kept afloat.

B-Fleet Boat: A medium gaff rigged boat generally less than 25ft (7.6m) in length, normally kept afloat.

C-Fleet Boat: A small gaff rigged boat, generally less than 21ft (6.5m) in length, normally kept ashore and trailer launched.

IMP: Incident Management Plan

IRPCS: International Regulations for the Prevention of Collision at Sea

SECTION 2: POLICY

The objective of the OGAWA, as stated in the Rules, is:

“To promote and develop sailing with gaff, gunter, lug and similar rigs (Gaff Rigs), and to encourage all traditional sailing activities.”

To enable the achievement of this objective there are several detailed policy positions of the Association which directly affect the conduct of boating activities.

a. Health and Safety

The Association aims to ensure that all its activities are conducted in a manner that ensures the health and safety of all who take part or are affected by these activities.

b. Environment

The Association recognises that recreational boating is dependent on a high quality environment, and therefore aims to look after and enhance the environment and to impress on members the responsibility associated with the use of the waters and their surroundings.

c. Duty of care

The Association as the organising body for boating activities recognises the duty of care that it must exercise in relation to the conduct of those activities. It must be noted that the Association does not teach sailing and is not licenced for working with children.

d. Shared Responsibility

Nothing that the Association does diminishes or in any way reduces the direct responsibility of owners or skippers of boats, nor their responsibility, to act in accordance with the rules of yachting, the statutory obligations of boat owners and operators or removes their responsibility for making their own decisions and operating at their own risk.

The decision of the boat skipper/operator to participate or to continue in an event is theirs alone.

e. Risk Management

The Association recognises that forward planning for the management of risk associated with its activities is in the interests of all parties. The recognition of possible risk events allows prior preparation for their occurrence, the provision of procedures, resources and appropriate risk insurance ahead of time and more importantly, the ability to plan to avoid the occurrence by safety briefing and clear instructions to all parties who may be involved.

SECTION 3: PRINCIPLES, OBLIGATIONS AND RESPONSIBILITIES

This section of the manual details the principles under which the Association operates, the Association's requirements of its members and boat owners/ operators, and the basis on which the risk of those operations is accepted.

Risks inherent in the Association's activities

The Association is not required to provide a completely risk free environment. Indeed, by agreeing to participate in boating activities, participants will be taken to have consented to those risks which form an inevitable aspect of the activity. Nothing in this manual or section diminishes the obligation on all parties to mitigate risk related to their own activities or their responsibility to act in accordance with best boating practices. Participants must not rely upon the event advice and risk assessment provided by OGAWA alone.

Obligations and responsibilities of the Association

The Association is required to:

- Provide services in line with the requirements of the Rules & By-laws, in accordance with the best recognised standards;
- Appoint competent Event Organisers to plan and execute each specific event in compliance with these procedures;
- Adopt reasonable precautions against foreseeable risks to its members, guests and others affected by its events (Risk Management Process).
- Maintain appropriate insurance policies to protect the Association, including third party and public liability protection for its elected officers and Event Organisers. (Note that the Association does not carry insurance for boats, equipment, vehicles or assets of any kind belonging to members or others.)

Obligations and responsibilities of members

Members are required to:

- Abide by the Rules & By-laws of the association;
- Abide by the specific rules and instructions related to the events organised by the Association;
- Recognise and accept the authority exercised by the skipper in managing his or her vessel and its crew while participating in the Association's events (see below).

Obligations and responsibilities of skippers

Notwithstanding the rules and instructions laid down by the Association, the skipper (person in charge) of a boat participating in the Association's events is required to:

- Act in accordance with the statutory obligations of boat operators;
- Abide by the sailing instructions (written or verbal) for each event;
- Recognise that he/she is solely responsible for the safety of the vessel and its crew at all times, and make decisions accordingly;
- And is strongly recommended to obtain a Recreational Skipper's Ticket (RST), irrespective of statutory requirements (it is further recommended that an appropriate radio operator's licence also be obtained).

SECTION 4: EVENT REQUIREMENTS

The Association's general event guidelines are detailed below.

Background

The OGA WA is a member of Australian Sailing and in line with their regulations it is emphasised that the safety of a boat and her crew is the sole and inescapable responsibility of the owner and the person in charge who must do their best to ensure that the boat is structurally sound, thoroughly seaworthy and manned by a crew who are physically fit to face the expected conditions. The owner and the person in charge must be satisfied as to the soundness of hull, spars, rigging, sails and all gear. The owner and the person in charge must ensure that all safety equipment is properly maintained and stowed and that the crew knows how to use it.

The person in charge of a boat is solely responsible for deciding whether or not to start or to continue in an event.

OGAWA require that the person in charge of a boat be aged eighteen years or over (or adequately accompanied by an authorised adult)

Event Organisation

For a particular Event, an appropriate risk assessment shall be carried out by the nominated Event Organiser by review of the below general Event Requirements and the appended Risk Management Matrix. This important management and risk assessment provides the necessary input to enable the Event Organiser to prepare the specific requirements and sailing instructions for the Event.

The Event Organiser is responsible for ensuring that the following steps are carried out for each event (however the depth and detail required will depend on the evaluated risk associated with each event):

1. Identify and evaluate the risks associated with the event (refer to the appended Risk Management Matrix for guidance in identifying risks);
2. Identify the actions and procedures which should be in place to address the risks (prevention, mitigation and response)
3. Confirm whether these are encapsulated in the OGAWA Operating Procedures relevant to the event, described in this Section, and Emergency Response Plans described in Section 5 of this manual. Should a significant new risk be identified, a risk treatment plan should be developed, documented, and submitted for review and endorsement by the Executive Committee;
4. Prepare briefing documents appropriate to the scale of the event to communicate to the participants the relevant Operating Procedures and to highlight additional preconditions, precautions and responses to address risks specific to the event Briefing material can range from notes to be used at a verbal briefing to extensive sailing instructions, charts etc.)
5. Obtain endorsement from at least one member of the Executive Committee (other than the event organiser);
6. Make best endeavours to ensure that all participants receive the endorsed briefing before commencing the event.

As a minimum (e.g. for casual events not scheduled in the OGAWA calendar, held in sheltered waters that have rescue support) this process shall be documented by e-mail between the organiser and the identified endorsement authority, prior to a verbal on-shore briefing.

1. All OGAWA Events

Boat Requirements

- Legally required safety equipment for area of operation
- Liability insurance cover for up to \$10 million (required for racing events, recommended for other events)
- Vessel Registration (when not legally required, recommended for improved Search & Rescue identification)

- Person in charge strongly recommended to have Recreational Skipper's Ticket
- VHF radio be carried (and recommended that appropriate radio licence be obtained)
- PFDs to be carried on board all vessels, C-Fleet crews to wear PFDs
- A & B Fleet boats to be as far as practicable in compliance with AS Special Regulations Part 1, Category 7 for Protected Waters, Category 6 for Coastal Waters (self-assessed Compliance Card, as appended, to be submitted annually)
- C Fleet boats to be as far as practicable in compliance with OGA C-Fleet Compliance Card for Off the Beach Boats & Trailer Sailors (self-assessed Compliance Card, as appended, to be submitted annually)
- The Event Organiser has the right to refuse the participation of any boat or crew found to be inadequately prepared or to have inadequate safety gear
-

Event Requirements

- Event and emergency contact list
- List of participating boats, their registration numbers, person in charge, contact and emergency contact numbers
- Up to date weather forecast (generally an event would be cancelled if wind forecast is 25 knot or above (strong wind warning) but Event Organiser has discretion to raise/lower this limit as appropriate for the requirements of a particular event.
- Appropriate charts and publications
- On-shore briefing
- De-brief and report
- The Event organiser responsibilities are:
 - Plan the event
 - Monitor weather conditions
 - Plan the course
 - Record details of all participants
 - Record all participants "out" and "in"
 - Appoint sweep boat(s)
 - Hold the on-shore briefing
 - Has the right to terminate the event at his discretion
 - Hold the debrief
 - Report to the OGAWA committee

2. OGAWA Day Events in Protected Waters where Rescue Support is available

Additional Boat Requirements

- None

Additional Event Requirements

None

3. OGAWA Day Events in Coastal Waters and Protected Waters where no Rescue Support is available

Additional Boat Requirements

None

Additional Event Requirements

- At least one boat in the event be designated a "Support" or "Sweep" Boat; that boat to have a recommended minimum of two persons on board and to be equipped with motor, tow rope, first aid kit, VHF radio, EPIRB, and means of recovering person from water.

4. OGAWA Events involving Night Sailing

Additional Boat Requirements

- All boats to carry at least the minimum legally required lights and carry at least one effective torch and two red hand-held flares or an electronic flare
- All crews to wear PFDs and to carry personal light or lightstick
- All boats to sail in close company

Additional Event Requirements

- At least one boat in the event be designated a "Support" or "Sweep" Boat; that boat to have a recommended minimum of two persons on board and to be equipped with motor, tow rope, first aid kit, VHF radio, EPIRB, and means of recovering person from water.

5. OGAWA Extended Events

Additional Boat Requirements

None

Additional Event Requirements

- At least one boat in the event be designated a "Support" or "Sweep" Boat; that boat to have a recommended minimum of two persons on board and to be equipped with motor, tow rope, first aid kit, VHF radio, EPIRB, and means of recovering person from water.
- Information to be provided on overnight camping/anchoring facilities (or lack of them)
- Clear delineation to be provided on where event organisation stops/starts (e.g. event ends when all ashore for the night, and begins again when all afloat or briefed again in the morning)

6. OGAWA Racing Events

Boat Requirements

- As required by Yacht Club hosting the racing event (the Organising Authority) and laid down in their Notice of Race and Sailing Instructions
- C Fleet crews to wear PFDs

Event Requirements

- OGAWA event organiser and committee to review Organising Authority's requirements and risk management for adequacy and advise additional requirements if deemed necessary

SECTION 5: EMERGENCY RESPONSE

The general responsibility of parties associated with the Association, in emergency situations shall include:

- a. Consideration and assessment of the nature of the emergency.
- b. Raising of the alarm.
- c. Protection of personnel, and their removal from further harm.
- d. Treatment of injured personnel.
- e. Prevention of escalation of the emergency.
- f. Notification of emergency services.
- g. Protection of assets and equipment.

OGAWA Incident Management Plans (IMPs) to be developed and appended.

APPENDIX A: EMERGENCY CONTACT NUMBERS

Title	Phone	Email	Notes
President (Andrew Bochenek)	0409 108 473	molarman@iinet.net.au	
Vice President (John Longley)	0427 201 649	johnflongley@gmail.com	
Secretary (Michael Arthur)	0434 308 823	surfarthur@hotmail.com	
A/B Fleet Captain (TBA)			
C Fleet Captain (Jim Black)	0418 918 050	jimblack.marine@iinet.net.au	
Fire/Police/Ambulance	000		
Water Police	131 444 9442 8600		Coast Radio Station Perth
Police	131 444		
AMSA SAR	02 6230 6811		
Fremantle Sea Rescue	9335 1332		VN6DI (24/7) VHF 16/73
Whitfords Sea Rescue	9401 3757		VJ6LQ (24/7) VHF 16/77/81
Cockburn Sea Rescue	0409 103 029 (24/7)		VH6CL VHF 16/73
Rockingham Sea Rescue	9528 2222 (24/7)		VN6KC VHF 16/72/81

APPENDIX B: EQUIPMENT COMPLIANCE CARDS

AUSTRALIAN SAILING (AS) SPECIAL REGULATIONS EQUIPMENT AUDIT FORM

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**AUSTRALIAN SAILING (AS)
SPECIAL REGULATIONS EQUIPMENT AUDIT FORM**


CATEGORY 6		MONOHULLS & MULTIHULLS	Races close to shoreline in protected waters, daylight hours, with effective rescue availability
DATE OF AUDIT		SAIL NO:	BOAT NAME:

This section to be completed and ticked or initialled by person in charge (P) and auditor(A). If item not applicable, mark 'n/a' or dash '-'

Reg	Structural Fixed Deck Items	P	A
2.03.1	Equipment functions & adequate for intended use		
2.03.2	Ballast & heavy equipment secured		
3.01 - 3.05	Section 3 Part 1 – Structural Features, Stability, See Keel and Rudder Inspection Form, and Organising Authority requirements		
3.06.1	(b) Enclosed cabin, ≥ 5.5m LH, and carrying fuel below decks, 2 exits		
3.07.1	No hatches forward of maximum beam open inwards except if size < 0.071 m ²		
3.07.2	(a)(i) Hatches above water when heeled 90°		
	(a)(iii) Non-conforming hatches: size < 0.071 m ²		
	(a)(iii) Non-conforming hatches kept shut while racing		
3.07.3	Non-conforming hatches labelled 'Not to be opened at sea'		
3.08.1	Cockpit strong, self-draining, & watertight (3.08.2)		
3.08.3	If Fitted, bilge pump outlet not connected to cockpit drain		
If fitted	Number of cockpit drains required: <8.5 m: 2 x 25 mm Age/Series Date pre 07/77 & >8.5 m: 2 x 25 mm Age/Series Date post 07/77 & >8.5 m: 4 x 20 mm		
3.08.7	Multihull minimum drain sizes after allowance for screen 20 cm ² per m ³ of cockpit		
3.08.8	Bilge pump not to discharge into closed cockpit		
3.20.6	Bilge pump not connected to cockpit drains		
3.20.7	Bilge pump minimum suction bore 25 mm		
If Fitted	Bilge pump & strum boxes accessible		
3.28.1	Hull Identification, min 50 mm; name & state rego; OR name, sail number & club		
4.01.1	Sail numbers as per RRS 77 and Appendix G		
Reg	Structural/Fixed Items Below	P	A
	(a)(i) Lifelines uncoated stainless steel wire, or (a)(iii) HMPE rope of minimum diameter		
3.12.6	(b) Loose sleeve permitted		
If fitted	(d) Gap secured by lanyard ≤ 100 mm; Lanyard replaced annually		
	(e) Total lifeline system ≥ strength of required wire		
	Lifeline size minimum: LH < 8.5 m: 3 mm; LH 8.5 m – 13 m: 4 mm; LH > 13 m: 5 mm		
3.17	Cooking stove/heating appliance safe use in seaway e.g. Gimballed with accessible shutoff		
If fitted	Gas or methylated spirits only fuels for cooking		
	"REMEMBER Turn Off Gas At Bottle" sign		
	Gas detection for permanent pilot light		
	Disposable gas canisters ≤ 225 grams		
	Gas bottle, spare canisters in separate compartment ventilated overboard		
3.24.6	Dedicated starter battery if electric starter is only method of starting		
3.24.7	Separate generators, if carried, securely covered and permanently installed		
If fitted	Fuel tank shut off valve/cock if fuel can escape or siphon		
3.24.8	(a) Petrol tanks – see regulation		
	(b) Diesel tanks metal or other certified material		
3.24.9	(c) Fuel lines comply		
If fitted	(d) Outboard tanks secured on deck or ventilated compartment; manufacturer supplied or recognised national standard		
	(e) Petrol not below decks in portable containers		
	(f) Flexible fuel tank not permitted		
3.25.1	(b)(iii) Permanently installed (new installations DSC capable), or waterproof handheld, VHF transceiver		
Reg	Portable Equipment	P	A
3.20.9	2 x 8 litre buckets, stout construction with lanyard		

3.24.10	If no motor & <5.5m LH, oars or paddles x 2; blade area 0.04m ²		
4.04.2	If motor or stove fitted: 1 x fire extinguishers 1A:10BE dry powder min or equiv.		
If fitted			
4.04.4	Fire blanket (for cooking device with open flame)		
4.05.1	(a) Anchors & ground tackle as per Table 1		
	(b) Anchor & warp sizes Table 2 or Table 3		
	Anchor 1 Type.....kg/size.....		
4.07.4	First aid kit, waterproof container; contents as listed at end of this form (alternative brands permitted)		
4.07.9			
4.10.3	Current AS "Racing Rules of Sailing" and "Special Regulations Part 1"; electronic or hard copy		
4.15.3	Sharp knife sheathed, restrained in or near cockpit		
4.16.1	Name on all buoyant equipment & items		
4.16.2	Personal lifejacket marked to identify owner		
4.17	Retroreflective tape on lifebuoys, lifelines, liferafts		
4.26	Retrieval method of crew from water		
5.01.1	(i) Lifejacket ≥ 50N in service		
	Number (1 per crew)		
	(See regulation for compliance standards)		

4.07.9 First Aid Kit Contents List – within expiry date

NON-PRESCRIPTION	P	A
Soluble Aspirin (e.g. Disprin) x 20		
Disposable gloves x 10		
Crepe bandages 75 mm x 1.5 m x 2		
Low absorbency non-adherent dressing/plain gauze (e.g. Melolin) x 5		
Band-aids or equivalent rollof bandaid x 20		
Normal saline 30 ml x 2		
Sunscreen 30+ 250 ml x 1		
Scissors, stainless steel x 1		
CPR mask or 6 face shields		

END OF FORM

As this form is for national use and portability, please use a separate checklist page for additional club/race organiser requirements



**AUSTRALIAN SAILING (AS)
SPECIAL REGULATIONS EQUIPMENT AUDIT FORM**

CATEGORY 7		MONOHULLS & MULTIHULLS		Short races in sheltered waters in daylight hours only with effective rescue availability			
DATE OF AUDIT ____/____/____		SAIL NO:		BOAT NAME:			
Audit form valid for 12 months from date of audit, or unless stated in Notice of Race. Expiry dates to be updated as required at bottom of current page to maintain compliance. Subject to spot checks Special Regulation (SR) 2.02.2.							
OWNER DETAILS							
OWNER(S) NAME(S):							
OWNER(S) CLUB(S):							
BOAT DETAILS							
LH:					BOAT REGISTRATION NO:		
DISPL (tonnes):					VARIABLE (WATER) BALLAST: YES NO		
HULL COLOUR:					FIXED KEEL or LIFTING KEEL or CANTING KEEL (circle)		
DECK COLOUR:					DISTINGUISHING MARKS:		
MAX CREW:							
DECLARATION BY PERSON IN CHARGE							
I have read and understand my obligations as set out in the current AS Special Regulations (https://www.sailingresources.org.au/safety/specialregs/), in particular SRs 1.02.1, 1.02.2, 1.02.3 (Responsibility of the person in charge), and SR 2.03.1 (Function of equipment). I understand that this audit is carried out only as a guide to persons in charge and race organising authorities. I understand that an auditor does not limit or reduce the complete and unlimited responsibility of the person in charge as defined in SRs 1.02.1, 1.02.2, 1.02.3 and 2.03.1. I undertake that I will maintain in good working order all of the boat's equipment as specified in the current AS Special Regulations, and ensure it will be on board for each race.							
Signed by Person in Charge:				Date:			
OUTSTANDING ITEMS – The equipment listed in the following pages was complete except for the following items							
Outstanding Item			Re-Inspected by		AS No.		Date
EQUIPMENT AUDITOR DECLARATION							
I have checked the abovementioned boat in accordance with SR 2.02.1, as summarised in the following list, and the items listed were compliant as per the AS Special Regulations at the time and date of this audit. <i>(Form not to be signed until outstanding items detailed above have been rectified).</i>							
Audited by AS NEA: (print name)				Signed by AS NEA:			
AS Number:				Date:			
EARLIEST EXPIRY DATES – indicate 'hire' or not applicable 'n/a' if relevant							
ITEM	EARLIEST EXPIRY	UPDATED EARLIEST EXPIRY	AUDITOR	ITEM	EARLIEST EXPIRY	UPDATED EARLIEST EXPIRY	AUDITOR
Fire ext (12 mth.)				Lifejackets			
NOTE: Some clubs will not accept self-servicing of lifejackets. Check with the club for specific requirements.							



**AUSTRALIAN SAILING (AS)
SPECIAL REGULATIONS EQUIPMENT AUDIT FORM**


CATEGORY 7	MONOHULLS & MULTIHULLS	Short races in sheltered waters in daylight hours only with effective rescue availability
DATE OF AUDIT / /	SAIL NO:	BOAT NAME:

This section to be completed and ticked or initialled by person in charge (P) and auditor(A). If item not applicable, mark 'n/a' or dash '-'

Reg	Structural Fixed Deck Items	P	A
2.03.1	Equipment functions & adequate for intended use		
2.03.2	Ballast & heavy equipment secured		
3.06.1	(b) Enclosed cabin, ≥ 5.5m LH, and carrying fuel below decks, 2 exits		
3.08.8	Multihull minimum drain sizes after allowance for screen 20 cm ² per m ³ of cockpit		
3.20.6	Bilge pump not to discharge into closed cockpit		
3.20.7	Bilge pump not connected to cockpit drains		
If Fitted	Bilge pump minimum suction bore 25 mm		
	Bilge pump & strum boxes accessible		
3.28.1	Hull Identification, min 50 mm; name & state rego; OR name, sail number & club		
4.01.1	Sail numbers as per RRS 77 and Appendix G		
Reg	Structural/Fixed Items Below	P	A
	(a)(i) Lifelines uncoated stainless steel wire, or (a)(iii) HMPE rope of minimum diameter		
3.12.6	(b) Loose sleeve permitted		
If fitted	(d) Gap secured by lanyard ≤ 100 mm; Lanyard replaced annually		
	(e) Total lifeline system ≥ strength of required wire		
	Lifeline size minimum: LH < 8.5 m: 3 mm; LH 8.5 m – 13 m: 4 mm; LH > 13 m: 5 mm		
3.17	Cooking stove/heating appliance safe use in seaway e.g. Gimballed with accessible shutoff		
If fitted	Gas or methylated spirits only fuels for cooking		
	"REMEMBER Turn Off Gas At Bottle" sign		
	Gas detection for permanent pilot light		
	Disposable gas canisters ≤ 225 grams		
	Gas bottle, spare canisters in separate compartment ventilated overboard		
3.24.6	Dedicated starter battery if electric starter is only method of starting		
If fitted			
3.24.7	Separate generators, if carried, securely covered and permanently installed		
If fitted			
3.24.8	Fuel tank shut off valve/cock if fuel can escape or siphon		
If fitted			
	(a) Petrol tanks – see regulation		
3.24.9	(b) Diesel tanks metal or other certified material		
If fitted	(c) Fuel lines comply		
	(d) Outboard tanks secured on deck or ventilated compartment; manufacturer supplied or recognised national standard		
	(e) Petrol not below decks in portable containers		
	(f) Flexible fuel tank not permitted		
Reg	Portable Equipment	P	A
3.20.9	2 x 8 litre buckets, stout construction with lanyard		
3.24.10	If no motor & <5.5m LH, oars or paddles x 2; blade area 0.04m ²		
4.04.2	If motor or stove fitted: 1 x fire extinguishers 1A:10BE dry powder min or equiv.		
If fitted			
4.04.4	Fire blanket (for cooking device with open flame)		
	(a) Anchors & ground tackle as per Table 1		
4.05.1	(b) Anchor & warp sizes Table 2 or Table 3		
	Anchor 1 Type.....kg/size.....		
4.07.4	First aid kit, waterproof container; contents as listed at end of this form (alternative brands permitted)		
4.07.9			
4.10.3	Current AS "Racing Rules of Sailing" and "Special Regulations Part 1"; electronic or hard copy		
4.15.3	Sharp knife sheathed, restrained in or near cockpit		
4.16.1	Name on all buoyant equipment & items		
4.16.2	Personal lifejacket marked to identify owner		
4.17	Retroreflective tape on lifebuoys, lifelines, liferafts		
5.01.1	(i) Lifejacket ≥ 50N in service		
	Number (1 per crew)		
	(See regulation for compliance standards)		

4.07.9 First Aid Kit Contents List – within expiry date		
NON-PRESCRIPTION	P	A
Soluble Aspirin (e.g. Disprin) x 20		
Disposable gloves x 10		
Crepe bandages 75 mm x 1.5 m x 2		
Low absorbency non-adherent dressing/plain gauze (e.g. Melolin) x 5		
Band-aids or equivalent rollof bandaids x 20		
Normal saline 30 ml x 2		
Sunscreen 30+ 250 ml x 1		
Scissors, stainless steel x 1		
CPR mask or 6 face shields		

END OF FORM

As this form is for national use and portability, please use a separate checklist page for additional club/race organiser requirements





OGAWA C-Fleet Annual Self-Assessment Form

This form adheres as closely as practicable to Australian Sailing Equipment Audit Forms for Special Regs Part 1 Category 6 & 7 and Special Regs Part 2 Off the Beach Boats, reference should be made to these regulations for more details of the below requirements, as referenced in column 1:

Date of Self-Assessment:	Sail No / Registration No:	Boat Name
---------------------------------	-----------------------------------	------------------

Name of Owner/Person in Charge:	
Type of Boat (Open or Trailer Sailer):	Make/Model of Boat:
Length of Hull:	Colour of Hull:
Max no of Crew:	

This section to be completed and ticked or initialled by the Owner/Person in Charge [P] and, if required, by an OGAWA Equipment Auditor [A]. If an item is not applicable, mark 'n/a' or dash '-'

AS Ref	Recommendation	P	A
P2-2.02.1	All equipment shall function properly, be readily accessible, be regularly cleaned & checked, and be adequate for intended use		
	All equipment shall be adequately restrained to prevent its loss in the event of a knockdown or capsize		
P1-2.03.2	Ballast and heavy equipment secured		
P2-3.01	Open Boats shall be capable of self-rescue in event of a capsize		
P1-3.07	Trailer Sailers shall be capable of being knocked down to 90 degrees without water entering the cabin		
P1-3.07	Trailer Sailer hatches not to open inwards and hatch covers to be adequately restrained		
P2-3.02.1	Hollow masts shall be completely sealed or self-draining		
P2-3.02.2	Unstayed masts to be securely attached to hull		
P2-3.03.1	Centreboards securely fastened so as to be retained in centreboard case when boat inverted		
P2-3.03.2-4	Rudder and tiller assemblies to be securely fastened to prevent detachment in event of knockdown or capsize		
P1-3.12.6	Lifelines, if fitted to trailer sailers, to be in compliance with AS Special Regs 3.12.6		
P1-3.20 & P2-3.04	A minimum of two hand bailers/buckets/pumps to be carried, and adequately secured to prevent loss (recommend 2 x 8 litre buckets with lanyards)		
P1-3.20	If fitted, fixed bilge pumps not to discharge in to cockpits or cockpit drains, to have accessible strum boxes, and to have minimum bore of 25mm		
P1-3.17	If cooking appliances are fitted below decks in a trailer sailer, to be in compliance with AS Special Regs 3.17 and your Yacht Club requirements		
P1-3.24	If an inboard engine is fitted to a trailer sailer, to be in compliance with AS Special Regs 3.24		
P1-3.24.9	Fuel tanks, secured on deck or in ventilated compartment, to be manufacturer or standard compliant		
P1-3.24.9	Petrol not to be stowed below decks in portable containers		
P1-3.24.10	Oars or paddles x 2; each blade area at least 0.04m ²		
P1-3.25	A waterproof handheld (or permanently installed) marine VHF transceiver		
P1-4.04.2	If motor or stove fitted, 1 x fire extinguisher 10BE dry powder min or equiv.		



OGAWA C-Fleet Annual Self-Assessment Form

AS Ref	Recommendation	P	A
P1-4.04.4	Fire blanket (for cooking device with open flame)		
P1-4.05.1	Anchor and ground tackle generally as per AS Special Regs Tables 1, 2 &/or 3 as appropriate		
P1-4.05.1	At least one anchor assembled, attached to tackle and boat		
P1-4.07.4 & 4.07.9	First aid kit, waterproof container, contents listed, minimum generally as per AS Special Regs 4.07.9 plus thermal (space) blanket		
P1-4.15	Tools and spare parts as appropriate for the event		
P1-4.15.3	Sharp knife, sheathed, restrained in or near cockpit/helm		
P1-4.16.1	Name on all buoyant equipment/items eg: cushions		
P2-3.05.1	All crew aware of location of attaching towline to boat and able to demonstrate this. (recommend towline of at least 15m be carried)		
P2-4.01	Boat to clearly display adequate external identification on hull, ie: boat name, sail number, registration number, yacht club etc.		
	Retrieval method of crew from water / reboarding aid		
P2-5.01	A Lifejacket/PFD shall be carried for each crew member and shall be worn as per Event Requirements. (The type of Lifejacket/PFD shall meet statutory requirements and shall be suitable for the person, the type of boat and the event)		
P2-5.01.4	Lifejackets/PFDs shall be maintained in good repair and shall be adequately identified, ie: boat name, owner's name, phone number, etc		
	When single-handed sailing, a method of retaining the sailor to the boat should be available		
	When single-handed sailing, the sailor should not have to put him/her self in an unsafe position to carry out any normal sailing operations ie, hoisting/lowering sails, reefing etc.		
	Trailer suitable for boat and in good condition, particularly winch cable		

Additional requirements for specific events:

Event:	

Signed Owner/Person in Charge.....

APPENDIX C: RISK MANAGEMENT MATRIX

OGAWA RISK MANANGMENT MATRIX																												
Risk		Potential Causes					Risk Mitigation Factors																					
		Severe Weather / Extreme Cold	Lack of Wind / Extreme Heat	Lack of Experience	Inadequate Gear	Environment	Dedicated Event Organiser	Clear Event Plan and Briefing	Charts and Local Information	Selection of Suitable Launching & Sailing Environmet	Contact List and Emergency Numbers	Marine Forecasts	Sailing in Company	Provision of Sweep Boats	Limiting Group Sizes v Sweep Boats	Cancellation Before or During Event	Appropriate & Legally Required Safety Equipment	1st Aid Kit / Space Blanket	Motor / Oars / Paddles	Radios / Phones	Navigation Lights / Torches	Lifejackets	Appropriate Clothing / Footwear	Food and water	Safety Self-Audits	Capsize / MOB Training	Emergency Procedures / Incident Management Plans	Insurance
Personnel																												
	Physical Injury	X		X	X	X	Y	Y			Y	Y		Y	Y	Y	Y	Y		Y			Y				Y	
	Seasickness	X		X			Y	Y				Y		Y	Y	Y		Y										
	Hypothermia	X		X			Y	Y			Y			Y	Y	Y		Y					Y	Y			Y	
	Sunstroke / Sunburn / Dehydration		X	X			Y	Y				Y		Y	Y	Y		Y	Y				Y	Y				
	MOB / Separated from Boat	X		X	?		Y	Y					Y	Y	Y	Y			Y	Y		Y				Y		
	Trapped / Tangled in Boat	X		X			Y	Y					Y	Y	Y	Y										Y		
	Drowning / Death	X		X			Y	Y					Y	Y	Y	Y	Y					Y				Y	Y	
Boats																												
	Capsize	X		X			Y	Y				Y		Y	Y	Y						Y				Y		
	Sinking	X		X			Y	Y				Y		Y	Y	Y						Y			Y			
	Rig / Equipment / Steering Damage requiring External Assistance			X	X		Y	Y				Y	Y	Y	Y	Y	Y		Y	Y					Y			
	Collision / Grounding	X		X		X	Y	Y	Y	Y									Y		Y							
	Fire			X	X		Y	Y									Y	Y							Y			
Other																												
	Loss of Communication with a Boat - Missing Boat(s)			X	X		Y	Y			Y		Y	Y	Y	Y			Y	Y	Y				Y			
	Unplanned Night Sailing		X				Y	Y				Y		Y	Y	Y			Y		Y			Y				
	Inability to Control Boat in Conditions	X		X			Y	Y				Y	Y	Y	Y	Y										Y		
	Damage / Injury at Launch / Recovery	X		X	X	X	Y	Y	Y	Y		Y											Y					
	Legal Liability	X	X	X	X	X	Y	Y			Y			Y			Y								Y	Y	Y	Y