

Risk Management Plan for Regattas

Version Control

Version	Date issued	Changes made
Version 1.0	May 2015	Complete re-write
Version 1.1	December 2017	Regatta go/no-go decision updated. Appendix 1 added.

Wellington Rowing Association

Risk Management Plan for Regattas

May 2015

Why this Risk Management Plan

The Wellington Rowing Association (Association, WRA) runs a number of regattas and rowing events throughout the year. The Association has a legal and moral responsibility to keep the participants (competitors and officials) in these regattas safe from harm. This Risk Management Plan outlines how the Association will achieve that responsibility.

Note: It is condition of entry that all participants understand that all regattas will be conducted under Rowing NZ (RNZ)/WRA rules and in strict accordance with NZR Safety Rules, Part 91 of the MSA Maritime Rules, the latest version of the Wellington Regional Navigation and Safety Bylaws and any other conditions as may be required by the Harbour master. WRA will not accept responsibility for any mishap arising from any breach by competitors of the foregoing.

Pre-Regatta

Regatta go/no-go decision

Weather conditions on Wellington Harbour, particularly wind strength and direction, can have an impact on the safety of a regatta. A “weather committee” comprising of the Chief Umpire, Chief Judge, Safety Officer and the Regatta Controller, together with any other person they may deem appropriate, will review the weather forecasts at around midday of the day before the regatta. Depending on the forecasts they may do one or more of the following:

1. decide the regatta goes ahead as planned
2. postpone making a decision until another nominated time
3. change the location of the regatta
4. change to a shorter or different course
5. postpone the regatta to another date
6. cancel the regatta.

Regardless of the decision the Regatta Controller will notify the decision by email or phone as appropriate to clubs, officials, volunteers and other affected parties as soon as possible. Ideally the decision should be notified by 3.00pm of the day it is made.

For regattas planned for Lake Horowhenua or Manawatu River the go/no-go decision will be made by the Horowhenua Rowing Club and conveyed to the Regatta Controller in the same timeframe as above. The Regatta Controller and the Horowhenua Rowing Club share the responsibility of notifying the appropriate parties.

The go/no-go decision for the Porirua Goodwill regatta will be made by the Porirua Rowing Club. As above, this decision will be conveyed to the Regatta Controller and the notifications shared with the Porirua Rowing Club.

See Appendix 1 for the methodology and guideline wind strengths and directions that the weather committee may use for regattas on Wellington Harbour.

Hazard identification

<u>Hazard</u>	<u>Action 1</u>	<u>Action 2</u>	<u>Responsible</u>
Athlete with medical condition	Athlete to advise club	Club to advise Regatta Controller Appropriate Officials and First Aid station alerted	Athlete/Club Captain Regatta Controller
Shipping	Harbour Master advised in writing at least 7 days prior to each regatta	Harbour master will advise and relevant shipping movements	Regatta Controller /Harbour Master
Other events on or near the course	Likely interference with regatta	Discuss with Harbour Master and/or Event Organiser	Regatta Controller
Glass in launching area	All competitors warned to wear suitable footwear	Pre-regatta briefing to Club Captains	Safety Officer/ Individual competitors

Checklist

	Activity		Person responsible
Competitors and Officials	Understand	Start procedures Race procedures Umpires' instructions and how to respond Applicable rules	Club Captains/ Competitors/ Officials
Course	Marked by buoys Launching area checked for glass and other dangerous objects		Chief Umpire Safety Officer
Briefing	45 minutes before first race	All Officials/Club Captains fully briefed and understand Rules and Regatta conditions	Chief Umpire Regatta Controller WRA Rep Club Captains
Staffing	Umpires Boat drivers Safety boat safety officer judges starter assistant starter WRA Rep First Aid station	4 min (for 2000m*) 4 min (for 2000m*) (+ 1 for backup) 2 Safety Officer and Driver 1 4 (ideally) 1 1 (ideally) 1 1	Chief Umpire (check that staff is adequate and authorise to proceed)

	Activity		Person responsible
Boats	Umpire Boats	4 (for 2000m regatta)*	Chief Umpire
	Safety Boat	1	Safety Officer
	Reserve Boat	1 (for 2000m regatta)*	Chief Umpire
	* fewer required for shorter regattas		
Boat equipment	Buoyancy aids	8 per umpire boat 10 for safety boat	Club Safety Officer
	Oars	1 pair per boat	Club
	Life jackets	2 per boat	Occupants
	Throw line	1 per boat	Club
	Radio	1 per boat	Umpire/Safety Officer
Other equipment	Base radio – starter	1	Chief starter
	Base Radio – Control	1	Regatta Controller
	Loud Hailers	8	Regatta Controller
	Judges Horn	1	Chief Judge
	Judges finish line	1	Chief Judge
	Starting Horn	1	Chief Starter
	Starting PA system	1	Chief Starter
	First Aid Kit	1	Safety Officer
	Lane Numbers	1 set	Chief Umpire

During Regatta

Hazard identification

<u>Hazard</u>	<u>Impact</u>	<u>Action</u>	<u>Responsible</u>
Shipping	Likely interference with regatta	Halt regatta until hazard cleared	Chief Umpire
Other events on or near the course	Likely interference with regatta	Halt regatta until hazard cleared	Chief Umpire
Swimmers, Kayaks, Paddle Boards, etc.	Likely interference with race	Talk to “offenders” and ask them to stay clear of the course and surrounding area. Halt regatta if necessary.	All on-water staff
Speed boats, water skiers, etc.	Likely interference with race		
Yachts crossing race course (town course only)	Likely interference with a race	Hold start of race if necessary.	All on-water staff (to notify Starter)
Course and weather conditions	Continually monitor	Options for deteriorating conditions: <ul style="list-style-type: none"> • Pause regatta • Change course • Abandon regatta 	Chief Umpire/Safety Officer/Regatta Controller

Incident management

For major incidents (i.e. those requiring liaison with external parties such as ambulance, police, etc.) there should be one person responsible for all coordination/liaison activities related to the incident – the Incident Manager. Normally the Regatta Controller would assume this role. However, depending on the nature of the incident it may be more appropriate for a senior member of the WRA Board to assume this role.

When there is a major incident all officials are to be notified that there is an incident and who the Incident Manager is. All off-the-water communications are then to be to/from the Incident Manager.

On-water activities are to be managed as per the Rescue procedure, below.

The Incident Manager will notify all officials when the incident has ended.

Rescue procedure

Whenever a boat capsizes or there are people in the water the following procedure applies:

1. Umpire (or land based official) to immediately radio the Safety Boat with the call "**Rescue, Rescue, Rescue**" followed by brief details including location of the incident. Nearest on-the-water umpire to proceed to the location and assist.
2. Safety Boat to immediately acknowledge the call and, if available, proceed to the location. The "Rescue, Rescue, Rescue" call is to be repeated until there is an acknowledgement from the Safety Boat.
3. All other radio traffic to be minimised until the seriousness of the incident has been established.
4. If the Safety Boat is not available or does not acknowledge the call, the first umpire to reach the location becomes the "rescuer" and manages the rescue
5. Rescuer to determine the seriousness of the incident and advise Chief Umpire whether racing should be halted.
6. Rescuer to carry out the rescue, calling for assistance/support from other umpire boats as required.
7. Safety Boat/Rescuer to notify the chief umpire with the all clear and when radio traffic and racing can return to normal.

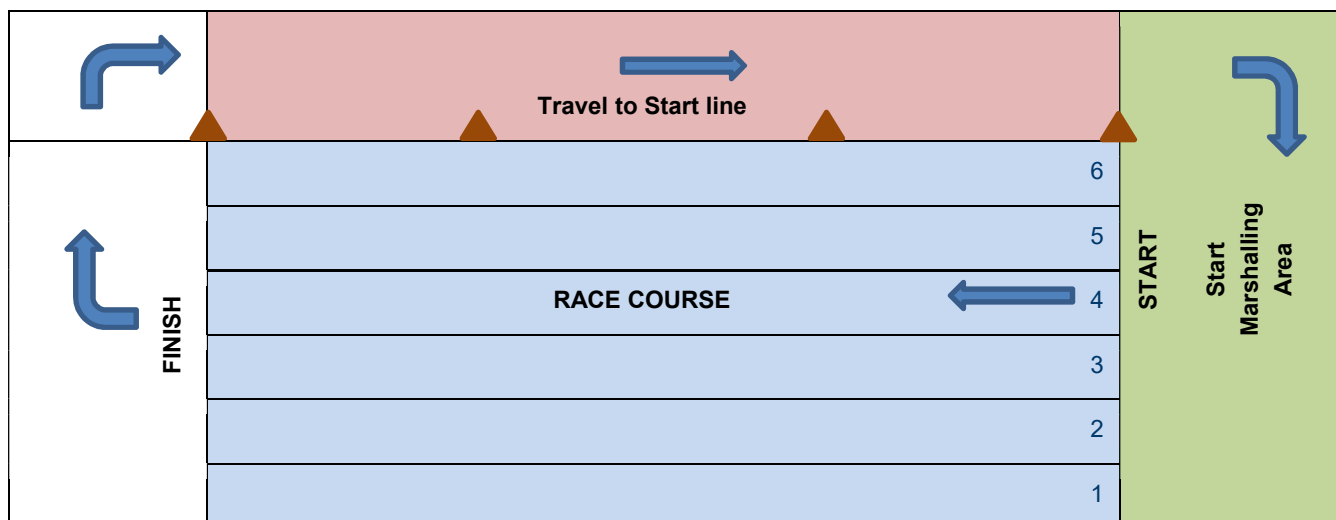
Broken equipment or other assistance to rowing skiffs

Whenever a rowing skiff reports broken equipment or calls for assistance for any reason the following procedure applies:

1. Nearest Umpire or Safety Boat to ascertain the problem and assist if possible.
2. If the problem cannot be resolved on the water the Umpire or Safety Boat to determine if the skiff can return to shore alone or if it needs to be escorted.
3. If an escort is required the Umpire is to call the Safety Boat for assistance, but is to stay with the skiff until the Safety Boat arrives. If Safety Boat is unavailable or does not respond the umpire is to escort the boat to shore.

Umpire boat operations

Figure 1: Diagram showing typical course and marshalling area



Note: This diagram is drawn for the Korokoro 2000m course and is shown here for demonstration purposes only.

Blue arrows show direction of travel for umpire boats. Orange triangles show outer lane buoy line.

At any one time there should be one umpire following a race, one umpire assisting with marshalling the start and one to two umpires returning to the start, spaced out between the finish line and the start line (for a 2000m regatta). (There may be occasions when this differs, such as two umpires following a novice race, etc.)

The umpire boat(s) returning to the start are to supervise crews rowing to the start line, to ensure they are safe and do not drift too far out from the outer buoy line.

The umpire at the start area assists with the marshalling of the crews for the next race and then umpires that race. At the conclusion of that race the umpire should proceed back to the start line via the red shaded area, supervising rowing crews as necessary.

The Safety Boat should identify key races where its services are more likely to be required and follow those races (e.g. singles, novice doubles, novice quads, etc.). Otherwise the Safety Boat is free to roam up and down the course and be ready to respond to any call from any umpire or official. The Safety Boat will also assist in supervising rowing boats as they move down the course to the start.

The backup boat remains on shore unless needed.

All boat drivers should be aware of the wake from their boat, and endeavour to minimise this for all rowing crews – those racing as well as those rowing to the start.

Umpire boats going ashore for driver changeover, comfort stop, etc. should notify Regatta Control and the Chief Umpire of their intentions before going ashore.

Appendix 1: Methodology and wind direction/strength guidelines for regatta go/no-go decisions

The weather committee is free to use any appropriate information when carrying out a pre-regatta review to determine the go/no-go decision. This may include, but is not limited to viewing the following weather forecast websites:

- MetService Wellington recreational marine forecast <http://www.metservice.com/marine-surf/recreational-marine/wellington>
- Swell map marine forecast <http://www.swellmap.co.nz/boating/new-zealand/wellington-harbour>
- Windfinder <https://www.windfinder.com/forecasts/>

In addition to the above the weather committee may consult with professional weather forecasters and other appropriate knowledgeable people.

The following matrix is provided to give readers of this Risk Management Plan a guide to the likely decisions of the weather committee.

<u>Regatta course</u>	<u>Forecast wind direction</u>	<u>Forecast wind strength (knots)</u>	<u>Likely Decision</u>
Korokoro 2000m	N	Less than approx. 7kts	Go
		Greater than approx. 20kts	No go
	S	Any Southerly wind	No go
Lambton Harbour 500m	N	Less than approx. 7kts	Go
		Greater than approx. 12kts	No go
	S	Less than approx. 7	Go
		Greater than approx. 16kts	No go
Lambton Harbour 2000m	N	Any Northerly wind	No go
	S	Less than approx. 7kts	Go
		Greater than approx. 16kts	No go

Note that winds from the East and West are problematical and are more likely to result in a no-go decision regardless of wind strength.