



TOWNSVILLE YACHT CLUB

Sailing

Incident Management Plan 2026

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TYC ON WATER INCIDENT MANAGEMENT PLAN >>

1 PURPOSE >>

This manual is designed to assist members and volunteers of Townsville Yacht Club conducting on water events, such as sailing races and social cruising. It is designed to supplement the TYC 2026 Notice of Race and Sailing Instructions. It provides a guide for responding to incidents such as boating accidents, injuries, missing persons or a combination of these. It is not overly specific in order to allow a flexible approach.

It does not address activities onboard the vessel that is involved in an incident, as these activities should be addressed by procedures applicable to each boat and developed by each owner/ skipper.

2 SCOPE >>

This plan affects all participants of TYC organised on water activities, including but not limited to members, volunteers, staff and management of TYC.

3 RESPONSIBILITIES >>

It is the responsibility of Owners, Skippers and Crew to comply with this plan. Townsville Yacht Club staff are responsible for administering the plan.

4 MEMBERSHIP OF INCIDENT MANAGEMENT TEAM (IMT)

4.1 IMT Leader (Officer of the Day)

For sailing races listed on the Sailing Calendar - the skipper (or delegate) of the boat on duty for that race;

For social sailing and cruising events – the skipper of the boat nominated to receive and respond to calls from other members of the fleet.

4.2 IMT Members

IMT Members

- are all other persons on board the boat with the Incident Management Team Leader
- Townsville Yacht Club Manager
- Race Director or Nominee of the TYC Sailing Committee

5 ROLES / KEY ACTIONS OF INCIDENT MANAGEMENT TEAM (IMT) AND SAILORS

5.1 IMT Leader

The IMT Leader

- Receives and responds when notified of an incident from any boat within the participating fleet. Notification may be made by radio (VHF) telephone, media report or other source/s.
- Assesses the situation to define the level of response required.
- Coordinates and communicates with support agencies - particularly Volunteer Coast Guard (AVCGA) and Emergency Services.
- Communicates with Race Director / TYC Manager.
- Directs other members of the team as needed.
- Coordinates other boats in the fleet to respond to the incident as needed.
- Provides completed incident report forms to TYC Manager on return to shore.

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Contact details for individuals and groups involved in incident response are listed in [Attachment 1](#).

Checklist of equipment required on Race Committee boat to support both race management and incident response is available at [Attachment 2](#).

If an incident occurs during a listed sailing race, the IMT Leader (who is also OOD) has full authority to abandon the race if s/he judges this is necessary.

Alternately, if s/he judges it is safe to continue the race, the IMT Leader and a delegate on board should divide the two roles between them: deciding who coordinates the incident and who manages the race is based on severity of the incident and relevant experience of those available.

5.2 IMT Members

On board Start Boat

- Record all details of the incident and notifications received until the event is deemed closed or when directed by Emergency Services.
- Maintain a communications log. Include time, date, name of person reporting, contact details and details about the issue ([refer form – Attachment 3](#)).
- Perform all activities directed by the IMT Leader.
- Maintain a listening watch on VHF (and domestic radio if appropriate).

Club Manager

As required:

- Provides support re decision making and obtaining on shore resources;
- Meets and directs Emergency Services at Club;
- Undertakes media liaison role in consultation with Club Commodore; and
- Arranges debrief.

Race Director (or nominee of Sailing Committee)

Provides support re on water decision making.

5.3 Sailors – participants in TYC on water activities

All skippers and crew are required to familiarise themselves with this manual in order to be able to:

- effectively seek assistance if needed and
- perform as Incident Management Team members when rostered to do so.

Skippers / owners are required to report all marine incidents to Maritime Safety Queensland.

5.4 Media Liaison

- TYC General Manager and / or Commodore will act as Media Liaison.
- Only the Club Manager or Commodore are authorised to communicate with representatives of the media or other members of the public about an incident.
- No one is permitted to communicate about any potential or known fatality until after Emergency Services specifically advise that Next of Kin have been informed.

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5.5 Sailing Committee

Conduct Incident investigation/ review.

6 ROLES / AUTHORITIES OF OTHER ORGANISATIONS >>

The Australian Volunteer Coast Guard Association (AVCGA) Inc is the external organization most likely to assist following an event in or near Townsville waters. The AVCGA can assist paramedics to reach an injured person on a vessel, if it is not possible for the boat concerned to safely bring the patient ashore and/or retrieving disabled vessels.

Person overboard / missing person: The Water Police are part of the national Search and Rescue Mission Area Coordinator (SARMAC) network and have the prime authority and responsibility to search for a missing person. Contact Water Police by phoning 000 (ask for Police).

The AVCGA can also assist in contacting the Queensland Water Police, eg if phone is out of range.

7 INCIDENT CLASSIFICATION AND RESPONSE >>

7.1 Emergency and Non-Emergency Situations

As a rule, persons on a boat in a non-emergency situation should be able to self - rescue and there would be minimal involvement from the Incident Management Team.

In a non-emergency situation, the IMT Leader or agreed delegate should:

- monitor the situation in case it deteriorates;
- continue to communicate with the boat/s involved; and
- communicate as needed with on shore personnel.

This is to ensure the incident is concluded safely and efficiently.

Emergency	Non- Emergency
Boat in imminent danger, boat sinking	Collision of boats with minimal damage and no injury to crew
Loss of life, threat to crew life, serious injury, crew having a heart attack	Loss of mast with no injury to crew and boat under control
Loss of mast with injury to crew	Injury to crew where the nature of the injury has been determined as not serious
Person Over Board and not recovered or boat unable to assist with recovery	Loss of sails overboard or other equipment
Collision of boats where there is serious injury to crew and/or loss of life.	Loss of motor where boat is not in any imminent danger but may require assistance

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Emergency	Non- Emergency
Collision where there is serious damage to the boat(s) and one or both may be in imminent danger	Crew member unwell (not injured).
Fire on board	
Significant weather deterioration	

8 ACTIONS FOR SPECIFIC EVENTS >>

The flowcharts ([Attachments 4 - 6](#)) summarise communications detailed below.

[Contact details are provided in Attachment 1.](#)

8.1 Serious Illness / Injury

Where there is injury to anyone on board, the first priority is to determine if an ambulance is required and if the vessel is able to bring the injured to shore or attendance is requested at the vessel.

Heart Attack suspected:

Ambulance MUST be called if symptoms have lasted for more than ten minutes.

Apply [Attachment 7](#): “Warning Signs Action Plan” from National Heart Foundation of Aust, 2019

If an ambulance is **NOT** required, determine the nature of support requested.

8.1.1 Ambulance required

Information about injury.

The “Where does it hurt” form ([Attachment 8](#)) may be used to help define areas of pain/ symptoms when communicating about an illness or injury.

If possible, someone on board should ring 000, so all questions from Emergency Services can be answered by a person who is with the injured person.

If not possible, the IMTL should ring 000 on behalf of those on board. Attempt to find out the following beforehand:

- What is the nature of the incident and injury?
- Is the patient in the water? If so, does the vessel need assistance?
- What is a mobile number of someone near the patient and who will remain with him/her?
- If no mobile phone coverage, continue to use VHF.



Able to come to shore?

Next, ask if the vessel is able to bring the injured to shore.

If not, contact AVCGA Townsville. They will meet ambulance personnel at the Coast Guard ramp and convey them out to the vessel involved. (Note – it may take 30mins + for a, AVCGA crew to be assembled and then commence motoring out to the affected vessel. This is why it is preferable for the vessel to make way to shore if possible.)

- If able to come to shore, select the preferred location in consultation with the skipper of the affected boat. Ambulance meeting points around Townsville waters include:
 - o TYC Reception Berth no E10: – Ambulance approaches from Anthony St: Map [Attachment 10](#) (Out of hours access for paramedics using Marina fob in keysafe.)
 - o Breakwater Marina Fuel wharf (VHF Channel 10) Ambulance approaches from Mariners Drive.
 - o SeaLink Ferry Terminal (Townsville) – Ambulance approaches from Sir Leslie Theiss Drive
 - o Nelly Bay Marina, Magnetic Island

On receiving the 000 call, Queensland Ambulance Service may nominate a different meeting point. Advise affected boat.

Ring ahead to the selected location and request they:

- ensure the driveway is clear,
- clear the ambulance meeting point of other boats and
- identify who will meet and direct the ambulance to the meeting point.

8.1.2 Ambulance not required

If ambulance assistance has not been requested, consider contacting TYC First Aid personnel / volunteers to request they meet the vessel when s/he returns to TYC Marina.

Concussion/ Minor head injury:

Advise those accompanying the injured person s/he should be monitored for the next 48 hours and medical attention sought if necessary. Persons suffering from minor head injuries should **not** be allowed to drive or go home unaccompanied.

Review by First Aider on reaching shore is recommended.

8.2 Person Overboard and Not Visible / Person Missing / Sinking Boat / Missing Boat>>

If notified of a missing person or person overboard, request details:

- Name,
- Age,
- Description (including what colour clothes being worn),
- If wearing lifejacket,
- When and where they were last seen.

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Ring 000 and request Police – call will be redirected to Water Police. Follow their directions exactly.

Also contact AVCGA and request Water Police/ SARMAC support as soon as possible.

Apply standard SOLAS procedures: direct any vessels in the vicinity of the last known location to assist by searching for the missing person/ boat. If a missing person or boat is located by another vessel, that vessel is to keep it in sight until advised otherwise by the Water Police/ AVCGA.

Contact TYC Manager to activate Media Liaison role and for other support from Club. Do **NOT** respond to enquiries from the media.

NOTE: Police have **sole authority** to communicate with Next of Kin if there is a fatality / potential fatality. Until the Police have advised the IMT and TYC Manager / Commodore that Next of Kin have been notified, no one else is permitted to make any statement concerning the incident.

8.3 Vessel damage – require towing

[Refer Flowchart \(Vessel Damaged\) Attachment 6](#)

In an emergency situation, the priority is to save life, not boats. During a TYC race, the IMT Leader may elect to abandon the race and tow a participating boat – but only if there are appropriately qualified persons on board.

Crew on other participating boats may offer to tow a vessel in distress – at their own risk.

Drifting or anchored boats can be picked up later – although if a vessel is likely to cause damage to marine infrastructure, MSQ may arrange removal.

Consider contacting a salvage contractor so damage can be minimised.

8.4 Weather

If weather conditions have or appear likely to deteriorate, the OOD / IMT Leader has authority to abandon the race and direct yachts to make for the nearest safe haven.

If needed, advise the fleet about details for access to appropriate safe haven/s, using VHF radio and mobile phone.

9 INCIDENT REPORTING >>

Details of all calls relating to an emergency received by the IMT must be recorded in the Radio Communication Log, on a digital voice recorder or both. There must be sufficient detail to provide a clear picture of the people involved, the sequence of events and their timing. [Use the Communications Log form \(Attachment 3\).](#)

Digital recording is encouraged and is more practical in an emergency. A mobile phone may be used for this purpose, if available.

The log should be maintained until the event is completed or until directed by Water Police.

Once completed, the Incident report form should be submitted to the TYC office. This will form an important part of later more detailed investigation.

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9.1 Reporting to Maritime Safety Queensland

MSQ must be advised of the following marine incidents including near misses:

- Damage to marine infrastructure including MSQ Buoys
- Person overboard for more than 15 minutes
- Fatality or Injury requiring admission to hospital
- Other: MSQ Officers at Townsville Regional Office will advise if an incident must be reported to them.

Reports to MSQ are submitted on the Marine Incident Report form and must be submitted as soon as practicable and within 48 hours. The skipper of the affected boat is responsible for doing this.

10 DEBRIEF >>

Following an incident with serious or potentially serious outcome/s, TYC Manager will arrange a debrief. If the outcome of the event was highly traumatic for those involved, it is recommended that a professional counsellor conduct the debrief. Otherwise, any suitably qualified person, uninvolved in the event, may do so.

The **purpose** of a debrief is to:

- Allow those affected by an incident to identify and share their feelings. If overwhelmed, professional counselling or other suitable support should be arranged.
- Identify what worked well, what did not, and why.

The **outcome** of a debrief is to support those involved, learn from the event and improve response processes in future.

Participants in a debrief should include representatives or all of the following:

- Those on board the affected vessel/s
- IMT Leader
- Other members of the IMT
- Board Member/s
- Senior Manager/s
- Media Liaison (if involved)
- Emergency Services and AVCGA may be invited.

11 INCIDENT INVESTIGATION >>

All incidents should be investigated in order to identify strategies to:

- Prevent recurrence and
- Improve response in future.

The Sailing Committee is responsible for coordinating the investigation. Others may be asked to assist. [TYC Incident Investigation form: Attachment 9.](#)

If there has been a debrief, information gained may prove useful to the investigation, but it does not replace the investigation.



12 LEGAL PARAMETERS >>

2025 – 2028 Racing Rules of Sailing

International Regulations for Preventing Collisions at Sea 1972 (COLREGs)

13 ASSOCIATED DOCUMENTS >>

The following documents are listed as attachments to this plan. Hard copy documents are provided in the Incident Management Folder.

TYC Contact List

Start Boat Checklist

TYC IMP Communications Log

Personal Injury Flowchart

Person Missing Flowchart

Vessel Damaged Flowchart

“Warning Signs Action Plan” from National Heart Foundation of Aust

“Where does it hurt” Form

TYC Incident Investigation Form

TYC Sailing Notice of Race

TYC Sailing Instructions



Attachment 1 – Contact List

Name	Telephone no	Radio/other
Townville Yacht Club (TYC) Office	(07) 4772 1192	
TYC General Manager Mark Cruikshank	A/H: 0448 266 210	
Commodore Mike Steel	0417 017 551	
TYC Sailing Coordinator Tiana Hogrefe	07 4772 1192	
TYC Restaurant Manager Nichole Bowen	07 4772 1192	
Discover Sailing Principal Murray Whitehead	0427 741 450	
TYC Support vessel/s		VHF Channel 77
Race Director Mark Vickers	0423 334 158	
Live aboard Board Representative Michael Malone	0408 977 276	
VMR/ AVCGA (Australian Volunteer Coast Guard Assoc) QF8 Townsville.	(07) 4771 4831 M-F: 0800 – 1700 Sat, Sun: 0700 - 1900 A/H mob: 0418762851	27mhz: 88 & 90 VHF: 16, 22, 81 HF: 4125, 4483 Call Sign: VMR 408
Ambulance	000	
Police /Water Police	000	
Fire Brigade	000	
Maritime Safety Queensland Townsville Region	1300 721 263	
State Emergency Service	13 25 00	
Maritime Weather Service	1300 360 426	
BOM Marine Weather Warnings bom.gov.au/marine	1300 360 427	VHF Ch72: at 0815, 1215 & 1715 EST
BOM Queensland Coastal Waters Service	1900 969 923	
Breakwater Marina	(07) 4721 2233	VHF Ch 10 or VHF Ch 16
Magnetic Island Marina (Nelly Bay)	0432 419 799 (07) 4758 1885	
Magnetic Island Health Service (24 hours)	(07) 4778 5107	
Australian Marine Safety Authority (AMSA) Rescue Coordination Centre	(02) 6230 6811 1800 641 792	
Salvage Contractor: Pacific Marine Group (24 hours)	(07) 4724 2200	
Australian Sailing Qld: support during aftermath	Grant Willmott 0413 468 773 Ben Callard 0417 053 015 Di Kelsey 0422 818 386	

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Attachment 2 – START BOAT Checklist

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Attachment 3 – Communications Log

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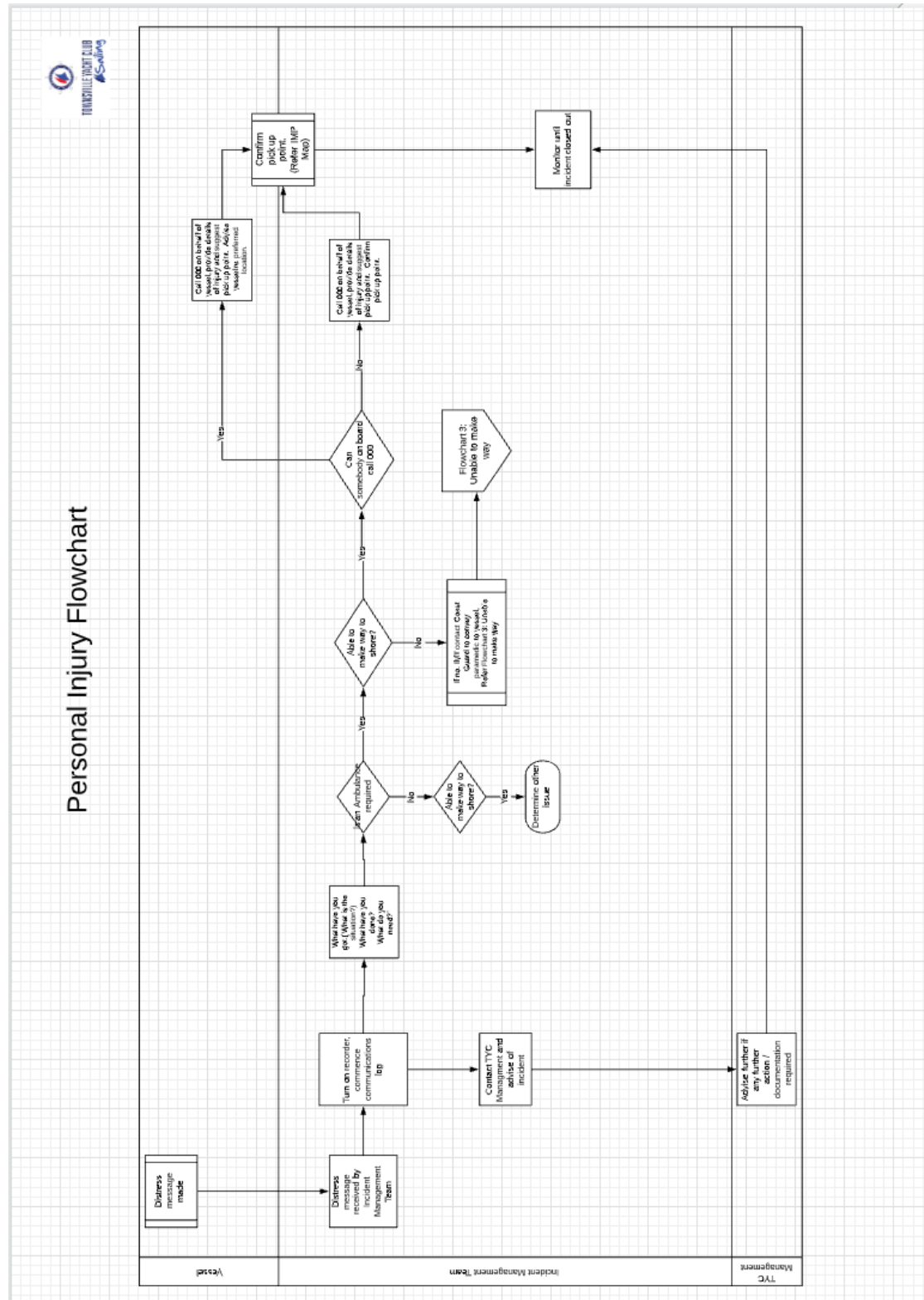
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Attachment 4 – Flowchart (Personal Injury)



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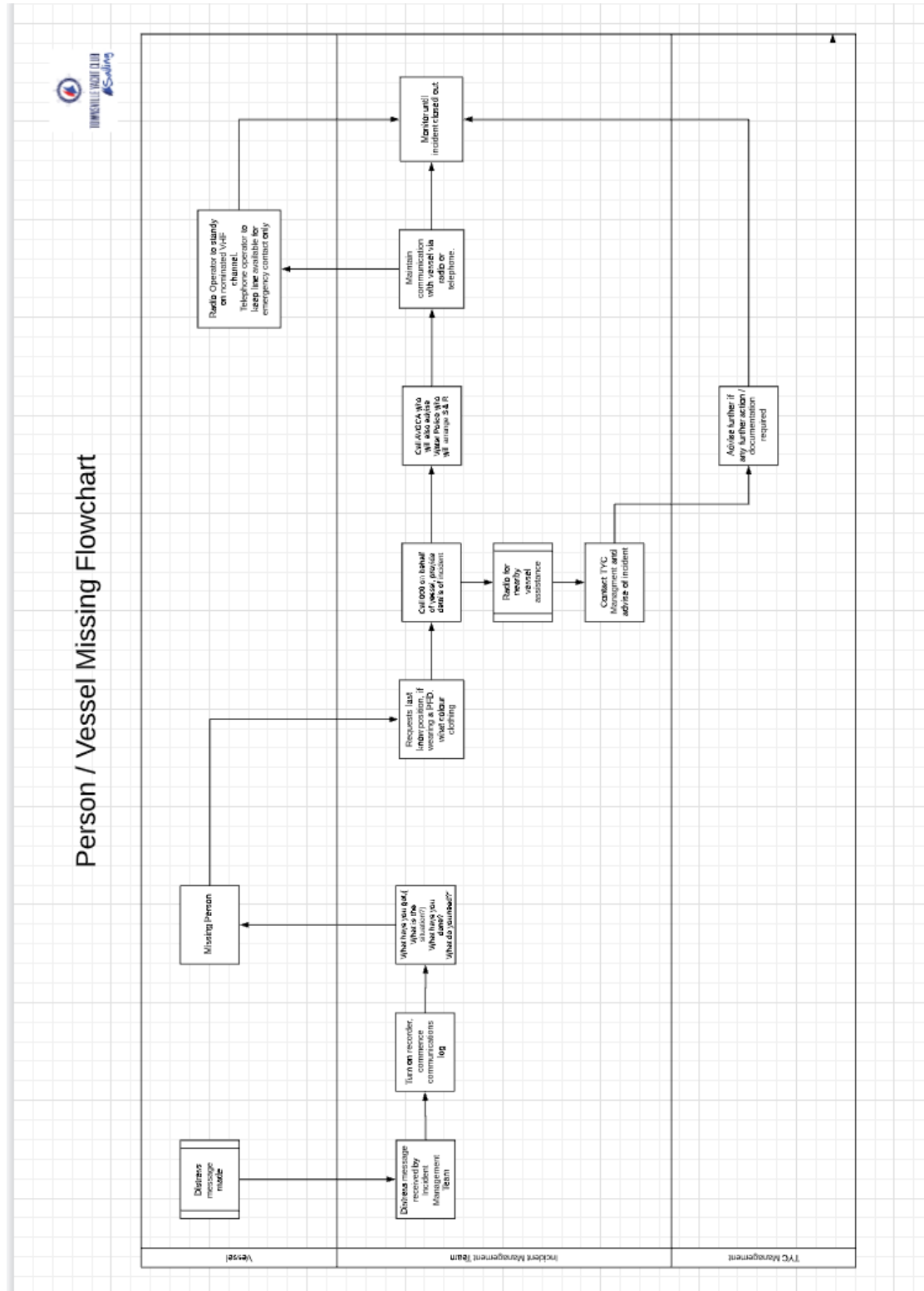
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Attachment 5 – Flowchart (Person/Vessel Missing)



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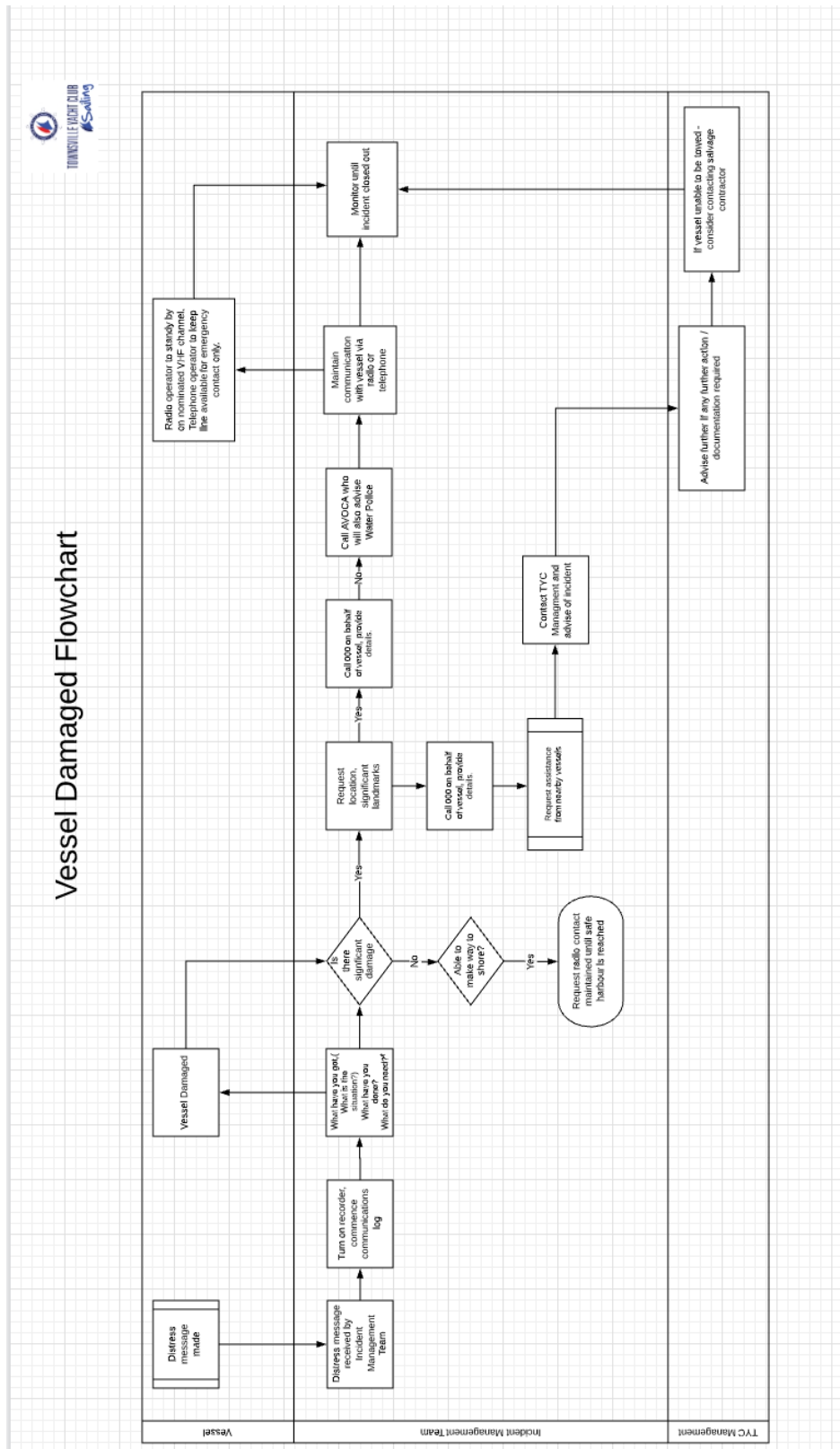
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Attachment 6 – Flowchart (Vessel Damaged)



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Attachment 7 – Warning Signs Action Plan



https://www.heartfoundation.org.au/getmedia/0b0d3d10-c464-4227-bd7b-59264f57c6eb/Heart_Attack_Action_Plan.pdf

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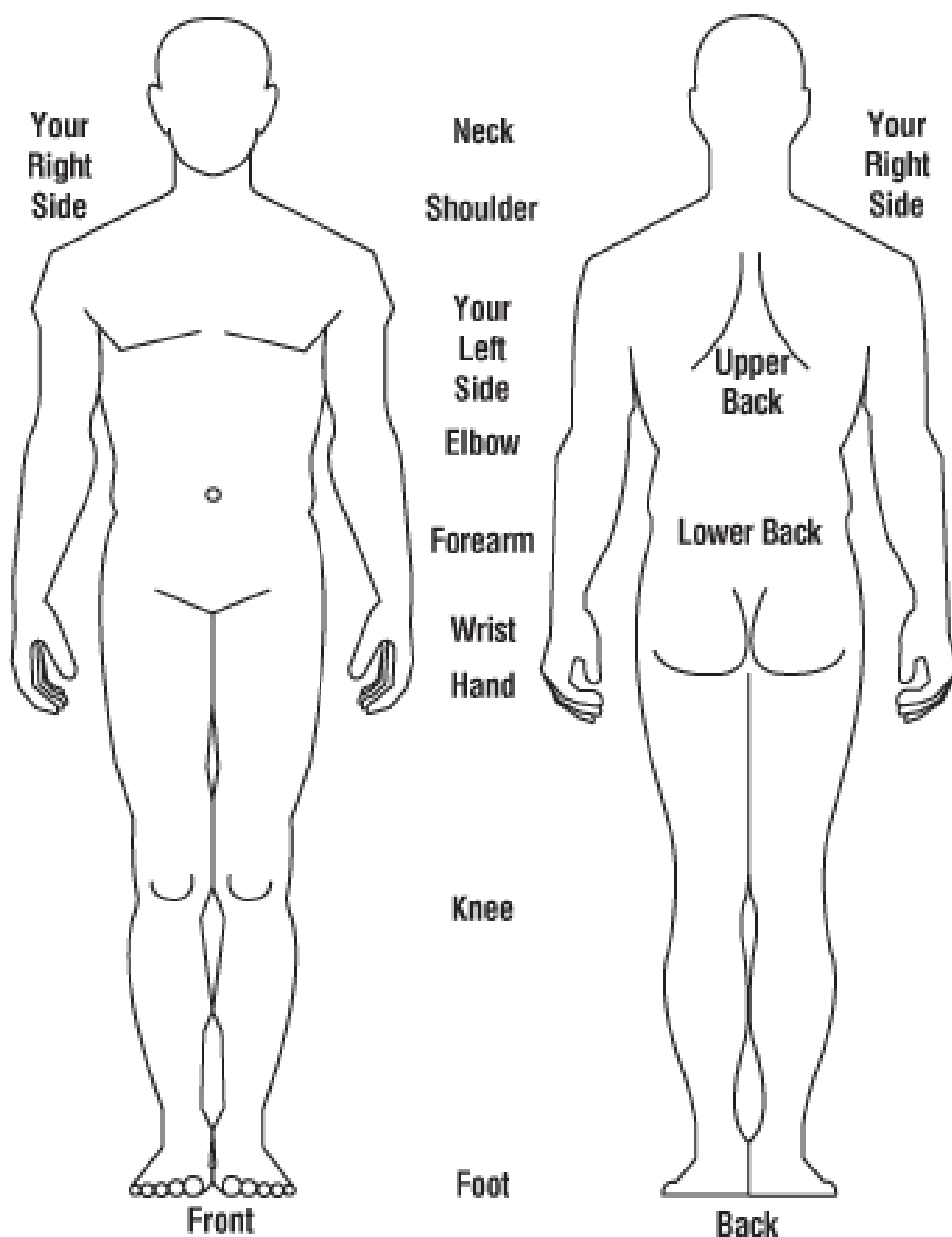
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Attachment 8 – Where Does It Hurt

Note: Tell the doctor

- Where the pain starts
- Final situation
- Severity of duration



STATE: The type of pain

- Sharp
- Dull
- Throbbing
- Constant or irregular

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Attachment 9 – Competitor Incident Form

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Attachment 10 – Townsville Yacht Club Marina Map

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Attachment 11 – Breakwater Marina (Showing Fuel Wharf)

Image taken from www.breakwatermarina.com.au



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Attachment 11 – Magnetic Island Marina

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