



## **Mannering Park Amateur Sailing Club**

Grace Street Mannering Park NSW  
P.O Box 7196 Mannering Park NSW 2259

[www.manneringparkasc.org.au](http://www.manneringparkasc.org.au)

**Club Handbook**

***2020-2021 Season***

# MPASC HANDBOOK FOR 2020-2021

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# MPASC HANDBOOK FOR 2020-2021

## 1 - COMMODORES WELCOME 2020 - 2021

I would like to welcome everyone to the start of another sailing season. The 2020-2021 season will, like past seasons, be full of activities both on and off the water and hopefully the Covid-19 restrictions will be lifted enough for us to enjoy a close to normal season starting in September.

Unfortunately, due to the Covid-19 restrictions, we have had to defer our Annual Presentation for the 2019 – 2020 season. Hopefully we can re-schedule this very important event for the Club in the not too distant future.

On the water the Club will host a number of regattas to continue the success we have enjoyed in previous years, including a joint venture with Sunshine and Wangi to again host the NSW Youth Sailing Championships in October 2020. Unfortunately, we have had to scrap the “Interclub” series with SLMASC, due to a lack of interest from Sunshine, however we have substituted these events with additional Bay and Marathon races. With the input from both our yacht and catamaran skippers and sailors this season’s sailing program is again tailored to meet your expectations and, together with our Executive team, I hope to rebuild the numbers of both catamarans and yachts sailing each week. This includes an initiative to allow boats to register for individual Series, rather than register for a full season. Our popular Twilight Series will commence in early October (with the start of Daylight Saving) and again we hope to build on the strong fleet numbers from last season.

Our junior programs, the “learn to sail” (LTS) and the “learn to race” were a great success, and 2020 – 2021 will see similar programs run at the Club. With the large number of juniors now sailing with the club last year we created a Vice Commodore Dinghies, to oversee their activities and continue the development of our juniors.

In March 2020 the Club was successful with a \$197,800 grant, from the NSW Stronger Country Communities fund, to extend the club’s storage area and install disabled amenities (toilets and showers) which will enable Sailability to commence operations from Mannering Park. We were also successful with grants for a winch for the jetty (to launch Sailability boats) and for some additional volunteer training.

I would like to acknowledge and thank our Club sponsors, Cathy Maria Real Estate, Phillips Sails, Reach Marine Services, Steve Curran Signs, and BV Steel for their continued support of the Club.

As with any volunteer organisation the success we have enjoyed over the years is fully dependant on the people who week in - week out volunteer their time and efforts to undertake the countless tasks needed to run events and the Club in general. Saying thank you often seems not enough, but never-the-less I would like to acknowledge those Club members who do make the effort so that all of us can enjoy the sport we love.

I am looking forward to competing and socialising with you all throughout the season. I am also looking forward to working with my Committee and Club Officials and with all those many volunteers who I know will once again give so freely of their time to support the Club.

John Skewes

Commodore MPASC

## MPASC HANDBOOK FOR 2020-2021

### 2 – LIST OF CLUB OFFICE OFFICE-BEARERS

#### Executive Committee

Position	Name	Contact Tel No
Commodore	John Skewes (0402961019)	<a href="mailto:commodore@manningparkasc.org.au">commodore@manningparkasc.org.au</a>
Vice-Commodore –		
<i>Yachts</i>	Mick Pilgrim (0418434732)	<a href="mailto:viceyachts@manningparkasc.org.au">viceyachts@manningparkasc.org.au</a>
<i>Catamarans</i>	Adrian Foster (0404657718)	<a href="mailto:vicecats@manningparkasc.org.au">vicecats@manningparkasc.org.au</a>
<i>Dinghies</i>	Jim LeLaen (0429204415)	<a href="mailto:vicedinghies@manningparkasc.org.au">vicedinghies@manningparkasc.org.au</a>
Treasurer	Terrie Blackford (0408234689)	<a href="mailto:treasurer@manningparkasc.org.au">treasurer@manningparkasc.org.au</a>
Secretary	Bruce McWhirter (0417441252)	<a href="mailto:secretary@manningparkasc.org.au">secretary@manningparkasc.org.au</a>

#### General Committee Ordinary Members:

Michael Forbes, Jim McCulloch, John Sivell, Gary Graham, Ken Dalton

#### Club Officers

Club Captain	Jim LeLaen	<a href="mailto:ccaptain@manningparkasc.org.au">ccaptain@manningparkasc.org.au</a>
Social Coordinator	Terrie Blackford	<a href="mailto:social@manningparkasc.org.au">social@manningparkasc.org.au</a>
Canteen Manager	Janet Carr	
Handicapper –		
<i>Saturdays (Yachts)</i>	Patrick MacGregor	<a href="mailto:handicapperyachts@manningparkasc.org.au">handicapperyachts@manningparkasc.org.au</a>
<i>Saturdays (Catamarans)</i>	Warren Pfeffer	<a href="mailto:handicappercats@manningparkasc.org.au">handicappercats@manningparkasc.org.au</a>
<i>Wednesdays (Twilight)</i>	Michael Pilgrim	<a href="mailto:handicappertwilights@manningparkasc.org.au">handicappertwilights@manningparkasc.org.au</a>
Twilight Race Coordinator	Michael Pilgrim	
Twilight Race Timekeeper	Anne Lewicki	
Equipment Auditors	Michael Forbes, Kevin Cook Andrew Whitbourne, Mick Pilgrim	<a href="mailto:equipauditor@manningparkasc.org.au">equipauditor@manningparkasc.org.au</a>
WHS Officer	Vacant	
Public Officer	Patrick MacGregor	<a href="mailto:handicapperyachts@manningparkasc.org.au">handicapperyachts@manningparkasc.org.au</a>
Member Development and Training Coordinator	Andrew Whitbourne	<a href="mailto:development@manningparkasc.org.au">development@manningparkasc.org.au</a>
Race Committee	Patrick MacGregor, Andrew Whitbourne, Warren Pfeffer, Jim McCulloch, Michael Forbes, Adrian Foster, Brett Hord	
Protest Committee	Warren Pfeffer, Robert Blanch, Michael Forbes, Jim McCulloch, Darcy Wilson, Adrian Foster	
Regatta Committee	Michael Forbes, Brenton Curran, Andrew Whitbourne, Adrian Foster, Jim LeLaen	
Webmaster	Bruce McWhirter	<a href="mailto:webmaster@manningparkasc.org.au">webmaster@manningparkasc.org.au</a>
Grants Coordinator	Nikki Parker	
Licensee	John Skewes	<a href="mailto:commodore@manningparkasc.org.au">commodore@manningparkasc.org.au</a>
Publicity Officer	Nikki Parker	<a href="mailto:publicity@manningparkasc.org.au">publicity@manningparkasc.org.au</a>

# MPASC HANDBOOK FOR 2020-2021

## 3 – BY- LAWS OF THE CLUB

### Club Premises and Property

- No club property may be removed from the club premises without the permission of the Club Captain, Secretary, or Commodore.
- Children must always be under the control of an adult.
- Complaints relating to clubhouse facilities or equipment should be directed to the Duty Committee Officer of the day who shall enter the information/complaint into the club's maintenance log/register for the Club Captain to action.
- No personal property, boats or equipment may be stored at the Club.
- Smoking is not permitted inside any part of the Clubhouse and boat storage area in line with NSW Government legislation.

### Racing

- The conduct and control of racing shall be vested in the Race Committee.
- All boats must carry appropriate insurance and a current safety certificate.
- Only boats that are owned by members shall be accepted into the Club Register of Boats. No fee will be charged for the registration of a boat.
- Any boat that is not registered with MPASC, or another Club, shall not be eligible for entry into races conducted by the Club.
- Casual visitors may be accepted with agreement of the Race Committee.
- All entrants in the club's races shall comply with the Sailing Instructions issued by the Race Committee.
- Complaints regarding the race organization should be directed, in writing, to the Race Committee.
- Entrants in races, if required, shall agree to supply the names of persons who crew on their boat.
- The Club operates a VHF Band radio (CH 77).

**Note: IF A BOAT DOES NOT CARRY A RADIO, THE CARRYING OF A MOBILE PHONE IS ENCOURAGED. THE CLUB'S EMERGENCY CLUBHOUSE No is 02 4359 3518**

### Membership

- MPASC membership application follows the procedure as described in the Club's Constitution and Code of Practice, which are available on the Club's Website.

## 4 – MEETINGS

- General Meetings of the Club are held on the second Tuesday of every month, in the Clubhouse, starting at 7 pm.
- Special General Meetings may be convened at the request of 5% of the members. A member must give written notice of business to be included in the agenda.
- No business, other than that in the notice, may be transacted at a Special General Meeting.
- Members with matters for discussion by any of the Club's sub Committees must approach a Committee Member and apply in writing to the Secretary of the club at P. O. Box 7196 Mannering Park NSW 2259.
- Members are expected to attend information meetings which may be called from time to time.
- The Club's Annual General Meeting (AGM) will be held on the Sunday following the last Saturday race day of the season in April/May.

## **5 – CLUB PERPETUAL TROPHIES**

### **Club Champion**

A trophy awarded to the Club Champion, in each division/fleet, based on the overall result of all Series sailed during the season.

### **A and C Class Catamaran Fleets**

A trophy awarded to the Champion boat in each of the A Class and C Class Catamaran fleets. There is a separate award to the overall Catamaran Fleet Club Champion.

### **Parkvale Trophy**

A trophy awarded to the Club Member of the year, chosen by the Club Committee.

### **Most Improved Club Members(s)**

A trophy may be awarded to the member(s) that, in the opinion of the Race Committee, has demonstrated the greatest improvement in sailing skills during the season.

### **Pam Fors Twilight Clock Trophy**

A trophy donated by Bill Fors, husband of the late Pam Fors and past supplier of the club trophies. The boat with the highest total number of points for all Twilight races will be awarded the trophy.

### **Ladies Day Race Trophy**

A trophy awarded to the female skipper of winning boat of the Ladies Day Race Series.

### **Chris Blackford Memorial Trophy**

A trophy awarded the Junior Best and Fairest Sailor.

## **6 – PRIZES**

On Saturdays all skippers and crew are invited to the club after the race for the announcement of results, to read the articles on the notice board posted by the General and Race Committees and to hear general announcements. Refreshments are available at the Clubhouse.

### **Weekly Prizes**

- The General Committee may approve a weekly prize to be awarded after racing on Saturdays.

### **Interclub Race Prizes**

- Prizes for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place getters will be awarded for the Interclub races hosted by MPASC.

### **End of Season Prizes - Yachts**

- A trophy or prize will be awarded in each Series to the boat with the lowest point score in that Series.
- A trophy or prize will be awarded as the Club Champion to the boat with the lowest total points in all Bay and Marathon Series sailed in the season.

### **End of Season Prizes - Catamarans**

- A trophy or prize will be awarded in each Fleet's Handicap Series to the boat with the lowest point score in the combined pre and post Xmas Series. A competitor will be allowed to drop a third of their highest scores.
- A trophy or prize will be awarded as the Club Champion within the Fleet to the boat with the lowest total points in that Fleet's championship series with each boat allowed to drop three races if twelve races, two races if ten, one race if nine, and all races count up to and including eight.
- A trophy or prize will be awarded as the Club Junior Champion from races conducted within the championship series.

## MPASC HANDBOOK FOR 2020-2021

### 7 – ANNUAL CLUB MEMBERSHIP

<b>MEMBERSHIP</b>	<b>MEMBERSHIP FEE</b>
ADULT SAILING MEMBERSHIP	<b>\$90</b>
CASUAL CREW MEMBERSHIP (PER SAILING DAY)	<b>\$5</b>
JUNIOR MEMBERSHIP (18YRS AND UNDER AND AT SCHOOL)	<b>\$60</b>
SOCIAL/AFFILIATE MEMBERSHIP	<b>\$30</b>
FAMILY MEMBERSHIP (TWO ADULTS AND TWO CHILDREN -18YRS AND UNDER AND AT SCHOOL)	<b>\$240</b>

## MPASC HANDBOOK FOR 2020-2021

### 8 - RACE FEES

<b>SATURDAY RACING</b>	
<p><b>YACHTS &amp; CATAMARANS: FULL SEASON – UP TO 30 RACES/DAYS</b> Includes one catamaran regatta (entry fee only - no catering) Must be paid before the 3<sup>rd</sup> October 2020 <b>(NB: To qualify for the Club Championship yachts must compete in all the Bay Series and the Marathon Series)</b></p> <p><b>YACHTS: INDIVIDUAL SERIES</b> Bay Series (Series 1, or 2, or 3) – 5 races per series Bay Series (Series 4) – 4 races Marathon Series – 3 races Ladies Series – 3 races Crew Series – 3 races</p> <p><b>DINGHY RACING: FULL SEASON – UP TO 28 RACES/DAYS</b> Must be paid before the 3<sup>rd</sup> October 2020</p>	<p><b>\$140</b></p> <p><b>\$50</b> <b>\$40</b> <b>\$30</b> <b>\$30</b> <b>\$30</b></p> <p><b>\$70</b></p>
<p><b>YACHTS &amp; CATAMARANS HALF SEASON (POST CHRISTMAS/NEW YEARS) – UP TO 15 RACES/DAYS</b> FROM 1<sup>ST</sup> JANUARY 2021 Must be paid before the 16<sup>th</sup> January 2021</p>	<p><b>\$100</b></p>
<b>WEDNESDAY TWILIGHT RACING</b>	
<p><b>FULL SEASON – UP TO 24 RACES/DAYS</b> Must be paid before the 7<sup>th</sup> November 2020</p>	<p><b>\$120</b></p>
<p><b>HALF SEASON – PRE CHRISTMAS - 11 RACES</b> Must be paid before the 7<sup>th</sup> November 2020</p>	<p><b>\$77</b></p>
<p><b>HALF SEASON – POST CHRISTMAS - 13 RACES</b> Must be paid before the 30<sup>th</sup> January 2021</p>	<p><b>\$91</b></p>
<b>COMBINED SATURDAY &amp; WEDNESDAY RACES</b>	
<p><b>FULL SEASON – UP TO 33 SATURDAY RACES AND 24 WEDNESDAY TWILIGHT RACES</b> Includes one catamaran regatta (entry fee only - no catering) Must be paid before the 1<sup>st</sup> November 2019</p>	<p><b>\$210</b></p>
<b>CASUAL RACE FEES</b>	
<p>DAILY RACES FEES – YACHTS &amp; CATAMARANS (BOTH SATURDAYS &amp; WEDNESDAYS) VISITORS DAILY/CASUAL RACE FEES DAILY/CASUAL RACES – DINGHY</p>	<p><b>\$10</b> <b>\$15</b> <b>\$5</b></p>

### 9 – AUSTRALIAN SAILING (AS) MEMBERSHIP FEES

For Australian Sailing (AS) registration Club Members need only nominate AS registration is required on their Membership application form and the Club's AS Administrator will register them under the Club's name. AS registration is required for participation in all AS sponsored events including State and National Championship regattas.



# MPASC HANDBOOK FOR 2020-2021

## 10 - PAYMENT OF MEMBERSHIP & RACE FEES

Members can pay their MPASC membership and race fees to the Treasurer or directly to the Club's bank account at: Commonwealth Bank BSB: 062-832

Account No.: 10225462

Account Name: Mannering Park Amateur Sailing Club.

**Note: Member's name must be included in the transaction details to allow the Treasurer to reconcile payments.**

## 11 - RESPONSIBILITIES OF CLUB OFFICIALS

### Health and Safety

- It is the responsibility of ALL members to ensure a safe and healthy environment for members, guests, and all visitors to the Mannering Park Amateur Sailing Club including associated activities.
- ALL members are responsible for reporting anything that may impact on the health and safety of members, guests and any visitor.
- Reports should be directed to the Club's WHS Officer (Michael Forbs) or any Club Official and noted in the MPASC General Maintenance Log and Incident Registers (located under the canteen counter).

### Commodore

- The Commodore is responsible for the overall management of the club, including policy, directions and discipline.

### Vice Commodores – (Yachts, Catamarans, Dinghies)

- Support the Commodore as required and perform duties as written in the Club's Constitution.
- Administer the operations of the yacht and catamaran fleets respectively.
- Coordinate preparation of Sailing Instructions.
- Notify all members of any changes in the Sailing Instructions.
- Prepare a Duty Roster for (a) Yachts and (b) Catamarans for each week of the sailing season and check that each boat or member is aware of their rostered date and confirm attendance.
- All three Vice Commodores are members of the Race Committee.

### Treasurer

- Apply for the NSW Maritime Licence in time for the season.
- Receive membership and race fees.
- Provide a list of financial members and race entrants to the Race Committee and Secretary.
- Prepare a budget for the year of income and expenditure. Control expenditure and income for current year.
- Prepare a monthly financial report for the Executive Committee.
- Review the insurance cover of MPASC and ensure that all appropriate insurances are current, and premiums paid.
- Maintain the Club's bank and card accounts.

### Secretary

- Receive all membership applications.
- Maintain a register of members' names, addresses and contact numbers.
- Provide a list of members' names and addresses to the Public Officer.
- Receive Boat Register Forms and maintain a Register of Boats and Safety Certificates.
- Keep a list of all keys to the club.
- Receive all correspondence and reply to all relevant correspondence.
- Prepare agendas for Club meetings. Keep minutes of all meetings. Post a summary of all Committee meetings on the Club's notice board.

# MPASC HANDBOOK FOR 2020-2021

## **Work Health and Safety (WHS) Officer**

- Manage the Club's Workplace Health and Safety requirements under State and Federal Legislations.

## **Club Captain**

- Ensure the Club's rescue boats, and equipment i.e. marks, flags, boats, motors, PFDs, etc are maintained in good order.
- Maintain a list of all club equipment and its whereabouts (Assets Register). Arrange for repair and servicing of equipment.
- Maintain the fire and First Aid equipment in the clubhouse and rescue boats. Post a list of members qualified to administer first aid on the clubhouse information board.
- Responsible for the maintenance of the club building and maintenance of the surrounding grounds.
- Maintain and operate the Club two-way radios (27MHz & VHF) and mobile phone.
- Maintain instructions for use of radios and test radios on a regular basis.

## **Social Coordinator**

- Plan and manage special events e.g. the Club's Presentation Night, Regatta Social Events, and Club off-water social events.
- Manage cost/expenditure accounts for special events and report these to the Treasurer.

## **Canteen Manager**

- Manage the operations of the Club's canteen on normal race days and regatta events as required by the club.
- Each Saturday race day set up the canteen (prepare items for sale etc.) ready for handover to the Duty members rostered for that day.
- Manage cost/expenditure accounts for the canteen and report these to the Treasurer.
- Provide monthly canteen report to the Treasurer and Executive/General Committee meetings, including sales, profit, and stock on hand.

## **Member Development and Training Coordinator**

- Coordinate the Club's Training Program for both juniors and seniors.
- Organise rules nights and training events.
- Coordinate training courses for participation by Club members.
- Coordinate activities to attract new members.

## **Equipment Auditors**

- Ensure that all entries in Club races comply with safety regulations, including NSW Roads & Maritime Services regulations. Must be certified as an Equipment Auditor by AS.
- Certify yachts competing in MPASC competitions comply with AS safety requirements.

## **Race Committee**

- The Race Committee shall develop sailing instructions and courses for the season and make amendments from time to time.
- The Race Committee will determine what course is to be sailed or if a race is to be cancelled due to weather conditions.
- Suggestions regarding changes and improvements to the race organisation should be directed to the Race Committee for consideration.

## **Regatta Committee**

- Coordinate and manage Regattas hosted by the Club.
- Work with the Social Coordinator and Canteen Manager on "Special Events" days hosted by the Club.

## **Publicity Officer**

- Coordinate the preparation of newsletters, including editing and sourcing information. Post approved content to the website.
- Submit approved material to relevant press, magazine, and radio (e.g. race results, regatta advertisements, results, and editorial).

# MPASC HANDBOOK FOR 2020-2021

## Webmaster

- Maintain the architecture of the MPASC Website and provide technical support as required.
- Post relevant information as required including race documentation, sailing instructions, weekly race results, event notifications, newsletters, items received from Content Managers and *ad hoc* information as approved by the Executive Committee.

## Public Officer

- This office is defined by the NSW Department of Fair Trading's "Model Rules" for associations.
- The responsibilities are defined by the NSW Associations Incorporation Act 2009.
- Need not be a member of the Club.

## Licensee

- Ensure that MPASC complies with the NSW Responsible Service of Alcohol legislation.
- Maintain the RSA register and ensure that any person providing alcohol from the bar at MPASC has a valid Responsible Service of Alcohol Certificate and a copy is on hand in the RSA folder held at the Club.
- Ensure submission of license renewal application are completed and submitted in early November each year.

## Handicappers

- The use of handicaps is intended to enable yachts or catamarans of different size and speed to participate in reasonable competition.
- The objective of the TCF/handicaps, as allocated by the yacht handicapper, is to ensure that each entrant has a reasonable chance of winning the race.
- The Handicapper has the discretion to review and modify handicaps each week to achieve this objective.
- Know before the start of a series, which boats are entrants for the whole series, and which are the casual entrants. This information is available from the Treasurer and/or Secretary.
- Award a TCF/handicap to each boat before each race. Award a TCF/handicap to a new boat. Check that the boat has been correctly registered, with a safety certificate, a race entry has been completed, that the race fees are paid and that the boat is crewed by Club Members.
- Check with the Duty Committee Officer that there are no problems with the race. Work out the provisional results of the race from the Time Sheet after the race.
- Inform the Commodore, or Vice-Commodore, of the provisional winners and post the results, after any protest.
- Calculate the worked TCF/handicaps for each boat/cat after a race and derive revised handicaps for each boat for the next race.
- Write up the names of boats entered for a series and record their results each week on the MPASC Website. Work out the overall results after the last race in each series.
- Keep all the Time Sheets, Handicap Calculation Sheets, a Score Record Sheet for each series and a Table of Worked Handicaps for boats for each race.

## Twilight Coordinator

- The Twilight Coordinator shall coordinate all activities associated with the running of the Wednesday Twilight competition.

## Twilight Race Timekeeper

- The Twilight Race Timekeeper shall assist the Twilight Coordinator in the timing and recording results for each twilight race.

## Protest Committee

- The Protest Committee shall adjudicate on all protests lodged within the club.

# MPASC HANDBOOK FOR 2020-2021

## 12 - WEEKLY DUTIES

### DUTY BOAT ROSTER REQUIREMENTS FOR CLUB MEMBERS ON RACE DAYS

**PLEASE READ AND FOLLOW THE CURRENT COVID 19 RULES AND REQUIREMENTS POSTED IN THE CLUBHOUSE AND ENSURE MEMBERS AND GUESTS ARE COMPLYING.**

- Owners/Skippers and Crews from yachts and catamarans will be rostered for boat duty on each race day. A list of onshore duties for the duty boat, is listed on the fridge in the canteen area.
- Responsibilities of duty boat personnel also include:
  1. Addressing any problems that may arise during the day.
  2. Assisting in checking the race results before they are announced.
  3. Be available to log any complaints, and to direct them to the relevant Club Official responsible.
  4. Receive the Protest Forms and pass them to a member of the Protest Committee.
- **It is the responsibility of the crews to find out the date that they are rostered on.** The roster will be placed on the notice board in the clubhouse and posted on the Club's website.
- Any boat that does not attend to perform the Club Race Day Duty requirements will be penalised and scored as DNE (Disqualified Not Excludable) which cannot be discarded.
- **If for any reason, a boat duty crew cannot attend on their rostered day, it is their responsibility to make alternate arrangements with the Vice Commodore of their particular fleet, to swap or exchange with another boat crew, with preferably, one week's notice.**
- **Failure to attend on your rostered day, without providing notice, is unacceptable, and unfair to other crews/members.**

- MPASC Club house uses the call sign - "MP1"
- MPASC Support boat 1, (5.0m aluminium runabout) uses the call sign - "MP2"
- MPASC Support boat 2, (4.9m Red Rigid Inflatable) uses the call sign - "MP3"
- MPASC Support boat 3, (3.4m White Rigid Inflatable) uses the call sign - "MP4"
- MPASC Support boat 4, (3.8m Grey Rigid Inflatable) uses the call sign - "MP5"

### ALL SUPPORT BOAT AND CLUBHOUSE RADIOS TO BE TUNED TO VHF CHANNEL 77

- **Only Club members are permitted to operate the Club's support and rescue vessels.**
- **Boat operators, and crew, are required to wear a life jacket, AT ALL TIMES.**
- **Boat drivers must have the engine cut-out switch attached to their body in case they are thrown overboard whilst operating the boat.**
- **NSW ROADS AND MARITIME REQUIRE THE DRIVER OF ANY BOAT TRAVELLING OVER 10 KNOTS, TO POSSESS A CURRENT BOAT LICENSE.**
- **NO ALCOHOL IS PERMITTED ON ANY CLUB SUPPORT BOAT AT ANY TIME.**
- **TWO PERSONS SHOULD BE ON EACH CLUB SUPPORT BOAT AT ALL TIMES.**
- **BE SOCIAL, INTERACT WITH MEMBERS AND CREWS, ENJOY YOUR TIME AT THE CLUB AND MOST OF ALL - HAVE A FUN DAY!**

# MPASC HANDBOOK FOR 2020-2021

## CATAMARAN CREWS

### BOAT DUTY RESPONSIBILITIES - EARLY SHIFT 9AM – 4PM

- Attend club at 9am and sweep out clubhouse floor, put out tables and chairs, cash box and sign on sheets. Pull out the garbage bins from the side of the clubhouse.
- Clean toilets and sanitize as per Covid regulations, posted in the toilet area.
- Check start/support boat (aluminium runabout) for fuel, flags, buoys etc.
- Liaise with Club Captain for any issues arising with the support boat i.e. fuel, repairs, any other operational issues etc.
- Brief sailors and make sure all competitors have paid race fees and signed on. Cash from race fees to be in a marked envelope, then into the till or safe.
- Aim for a start between 12.30 and 1pm.
- After racing is complete and all buoys are picked up, retrieve the Support Boat and **wash the boat/buoys and trailer thoroughly. Attach earmuffs to the outboard motor and flush thoroughly, before putting away in the boatshed.**
- Place time sheets on the computer desk or give them to Warren Pfeffer.

## YACHT CREWS

### Attend the clubhouse from midday till 8pm

- Perform the Time-Keeper duties for the yachts, i.e. start the electronic clock on time and record finish times etc. Put out and attach the suitable course sign for yachts on the wharf ramp railing.
- Liaise with the Canteen Supervisor to manage the canteen duties during the afternoon, including the bar, BBQ or other snack food, soft drinks, tea, coffee etc. Monitor the club VHF radio (Ch. 77) and phone.

### Bar opening times are strictly 12pm to 8pm on Saturdays

- The duty boat may race but **must provide a minimum of two capable persons** ashore to perform the duties.

After the race the yacht crew must attend the clubhouse to assist. If a duty boat races on its rostered day, it will be awarded third place points, or the race result if better than third place.

- The duty boat must provide at least **one person with a current RSA certificate** to operate the bar and there their name must be clearly written on the sign above the bar fridge with a whiteboard marker. **If no RSA qualified person is available, the bar shall remain closed. If no one on your crew has an RSA, you will need to get one ASAP** (N.B. cost will be reimbursed by the club). Please notify your Vice Commodore to make other arrangements if you are unable to meet these requirements on the day.
- Start the countdown clock on 60 minutes at 1.15 pm (12.15 for marathon races). Start the stopwatches at the same time as the clock. Write down the time by your wristwatch or phone on the time sheet as a precaution against failure of the stopwatch.
- Time-keepers bag should contain binoculars, sailing instructions, two stopwatches and a start sheet with the register of yachts.
- Tick off (highlight) the boats on the time sheet as you recognise them. Write DNS against all the boats which do not sail.
- Note the names of any boats that have broken the start and did not restart. Record them on the Time Sheet and still record their finish time.
- Record the time on the stopwatch when each boat crosses the finish line. If a boat is flying a spinnaker in its normal position, then record the time when the front of the spinnaker crosses the line or the bow sprit.
- Wave the chequered flag as each boat finishes and note that all boats must be accounted for on the results sheet.

## MPASC HANDBOOK FOR 2020-2021

- In a tight finish, have another person call out the boat's name, then "now" as the boat crosses the line. N.B. the club's wharf security camera footage can be reviewed for any discrepancies (see Club Captain). The race results are to be given to the handicapper.
- Wash up kitchen utensils/pack the dishwasher and turn it on, mop the floor, and wipe benches.
- Clean toilets, and shower area before closing. Leave leftover meat and bread in the freezer unless directed otherwise by the canteen supervisor.
- Garbage bins to be put away down the side of the clubhouse (south east side)
- Switch off lights and lock the clubhouse when closing and check oven etc. are turned off.

# MPASC HANDBOOK FOR 2020-2021

## APPENDIX A

### Membership Renewal Form 2020-2021

I \_\_\_\_\_ (Full Name)

Of \_\_\_\_\_ (Address)

\_\_\_\_\_ Post Code \_\_\_\_\_

Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Email Address \_\_\_\_\_

Australian Sailing Registration Required Y / N \_\_\_\_\_ Date of Birth \_\_\_/\_\_\_/\_\_\_\_\_

Boat Licence (Y/N) \_\_\_\_\_ RSA Cert (Y/N) \_\_\_\_\_ Expiry \_\_\_/\_\_\_/\_\_\_\_\_ Radio MROCP (Y/N) \_\_\_\_\_

Child Protection Check (Y/N) \_\_\_\_\_ First Aid Cert (Y/N) \_\_\_\_\_ Expiry \_\_\_/\_\_\_/\_\_\_\_\_

Food Handling Cert (Y/N) \_\_\_\_\_ Other Relevant Qualifications \_\_\_\_\_

Yacht / Catamaran / Dinghy Name/s \_\_\_\_\_ Type / Class \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **(PARENT/GUARDIAN ON BEHALF OF JUNIOR MEMBERS)**

**I HEREBY APPLY TO RENEW/BECOME A MEMBER OF MPASC INC. IN THE EVENT OF MY/OUR ADMISSION/RE-ADMISSION AS MEMBER/S I AGREE TO BE BOUND BY THE CLUB'S CONSTITUTION AND CODE OF CONDUCT. I DO / DO NOT GIVE PERMISSION FOR LIMITED PERSONAL DETAILS TO BE PUBLISHED IN MPASC DOCUMENTS INCLUDING THE MPASC WEBSITE. ALL SAILING MEMBERS AGREE TO PARTICIPATE IN THE DUTY BOAT ROSTER FOR SATURDAY RACING. DUTY BOAT ROSTER INCLUDE BOTH ON AND OFF WATER DUTIES, INCLUDING CLUB CANTEN DUTIES.**

Adult Sailing Membership	\$90	<input type="checkbox"/>
Casual Crew Membership (per sailing/race day)	\$5	<input type="checkbox"/>
Junior Membership (18yrs and under, and at school)	\$60	<input type="checkbox"/>
Social/Affiliate Membership	\$30	<input type="checkbox"/>
Family Membership (Two Adults and Two Children)	\$240	<input type="checkbox"/>

#### **Please Note:**

- **Skippers/Boat Owners Membership fees must be paid prior to commencement of any racing (including Twilight races).** Boats who do not meet this requirement will be ineligible to have the race(s) included in any point score until such time as the Skipper/Boat Owner pays their Membership fees.
- All other crew membership fees to be paid prior to commencing their 4<sup>th</sup> race for the sailing season (excludes Twilight races).
- Boats identified as having crew on-board in breach of this condition will be scored DNE (Disqualified–Not Excludable).
- Twilight crews are encouraged to become Social members of the club if not already full members. Members can pay their MPASC membership and race fees in cash/cheque to the Treasurer or directly to the Club's bank account at: Commonwealth Bank BSB: 062-832, Account No: 10225462, Account Name: Mantering Park Amateur Sailing Club. Please ensure your name is included in all transaction details to allow the Treasurer to reconcile payments.

**Total Paid**      \$ \_\_\_\_\_

**DIRECT TO BANK**  
**MPASC On-line Savings Account**  
**BSB: 062 832**  
**ACC: 10225462**

## MPASC HANDBOOK FOR 2020-2021

### APPENDIX B

#### Boat (Yacht, Catamaran, Dinghy) Registration Form 2020-2021

Boat Name \_\_\_\_\_ Type/Class \_\_\_\_\_

Length \_\_\_\_\_ Sail Number \_\_\_\_\_ Hull Colour \_\_\_\_\_ Deck Colour \_\_\_\_\_

Boat Insurance Company \_\_\_\_\_ Policy Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

Owners Name \_\_\_\_\_ Usual No of Crew: \_\_\_\_\_

Address \_\_\_\_\_

Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Email Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>SATURDAY RACING</b>		Please Tick
<b>YACHTS &amp; CATAMARANS: FULL SEASON – UP TO 30 RACES/DAYS</b> Includes one catamaran regatta (entry fee only - no catering) Must be paid before the 3 <sup>rd</sup> October 2020 <b>(NB: To qualify for the Club Championship yachts must compete in all the Bay Series and the Marathon Series)</b>	\$140	
<b>YACHTS: INDIVIDUAL SERIES</b> Bay Series (Series 1, or 2, or 3) – 5 races per series Bay Series (Series 4) – 4 races Marathon Series – 3 races Ladies Series – 3 races Crew Series – 3 races	\$50 \$40 \$30 \$30 \$30	
<b>DINGHY RACING: FULL SEASON – UP TO 28 RACES/DAYS</b> Must be paid before the 3 <sup>rd</sup> October 2020 Daily/Casual Races – Per day	\$70 \$5	
<b>YACHTS &amp; CATAMARANS HALF SEASON (POST CHRISTMAS/NEW YEARS) – UP TO 15 RACES/DAYS</b> From 1 <sup>st</sup> January 2021 Must be paid before the 16 <sup>th</sup> January 2021	\$100	
Daily Races – Per day/race Visitors Daily Race Fee	\$10 \$15	
<b>WEDNESDAY TWILIGHT RACING</b>		
Full season – up to 24 races/DAYS Must be paid before the 7 <sup>th</sup> November 2020	\$120	
Half Season – Pre Christmas - 11 races Must be paid before the 7 <sup>th</sup> November 2020	\$77	
Half Season – post CHRISTMAS - 13 races Must be paid before the 30 <sup>th</sup> January 2021	\$91	
Daily Races – Per day/race Visitors Daily Race Fee	\$10 \$15	
<b>COMBINED SATURDAY &amp; WEDNESDAY</b>		
Full Season – up to 33 Saturday races and 24 Wednesday Twilight races Includes one catamaran regatta (entry fee only - no catering) Must be paid before the 1 <sup>st</sup> November 2019	\$210	
<b>Total Amount Payable</b>	<b>\$</b>	



## MPASC HANDBOOK FOR 2020-2021

### Notes:

- i. Race fees must be pre-paid for any race results to be included in a Series. Full season discounted fees (Saturdays, Wednesday Twilights, or combined Saturday and Twilights) are only available if paid in full by 3<sup>rd</sup> October 2020.
- ii. Skippers may now elect to race in individual Series (Bay, Marathon, Ladies, or Crew) rather than a full or half season.
- iii. Only yachts that sail in all Bay and Marathon Series are eligible for the Club Championship.
- iv. Single Race Day and Casual race fees are neither refundable nor applicable as part payment of yearly discounted fees.
- v. All boats entering any race/s conducted by Mannering Park Amateur Sailing Club shall have third party insurance cover of not less than AUD\$5,000,000 (recommended AUD\$10,000,000) or equivalent thereof in any other currency for any accident. All owners/competitors who sign this Entry Form are deemed to have made a declaration that they hold such cover.
- vi. Members can pay their MPASC membership and race fees in cash/cheque to the Treasurer or directly to the Club's bank account at: **Commonwealth Bank BSB: 062-832, Account No: 10225462, Account Name: Mannering Park Amateur Sailing Club.**  
**Please ensure your name is included in all transaction details to allow Treasurer to reconcile payments.**