

Cruising Yacht Club of Australia

Sydney to Hobart Yacht Race

Management Plan

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1. Introduction

1.1 Purpose

This document provides a comprehensive plan to the operations and management of the Sydney to Hobart Yacht Race.

1.2 Scope

The Management Plan covers all aspects of the race including the race itself, media, logistics and Search & Rescue

1.3 References

SHYR Crisis Mgt Plan	Sydney - Hobart Yacht Race Crisis Management Plan
SHYR Computer Systems	Sydney - Hobart Yacht Race Computer Systems - User Manual
ISAF Race Mgt Manual	International Sailing Federation - Race Management Manual
Racing Rules of Sailing	ISAF - Racing Rules of Sailing 1997-2000

1.4 Definitions

AMSA	Australian Maritime Safety Authority
AYF	Australian Yachting Federation
BoM	Bureau of Meteorology
CYCA	Cruising Yacht Club of Australia
IRC	International Rule 2000 (Club)
IMS	International Measurement System
PHS	Performance Handicapping System
RC	Race Committee
RDir	Race Director
RMgt	Race Management Team
RORC	Royal Ocean Racing Club
RRS	Racing Rules of Sailing
RRV	Radio Relay Vessel
RYCT	Royal Yacht Club of Australia
SHYR	Sydney to Hobart Yacht Race

2. Overview

The SHYR Management Plan is intended to provide a comprehensive plan to the operations and management of the Sydney to Hobart Yacht Race.

The Race Management Plan uses two “views” to present the tasks and processes that need to be carried out as part of the Race - the functional view and the planning & scheduling view.

The *functional view*² details those tasks in the functional context of what they are trying to achieve. The *functional view* is divided into *streams* within which tasks and processes are related to a particular function or outcome. Suggested *streams* could include:

- Race Communications (boat-boat, boat-shore, scheduled, unscheduled emergency etc).
- Race Management (tasks of PRO and Jury)
- Search and Rescue
- Results Collection and Reporting
- Media and Sponsorship
- Facilities and Logistics
- Eden

The *planning and scheduling view* (or *Master Schedule*) provides a comprehensive schedule of tasks and processes that need to be completed before, during and after the race. The *planning and scheduling view* presents each of the *streams* from the *functional view* as a schedule of tasks or processes within a set of *phases*. Each *phase* may be subdivided into sub phases. Suggested phases could be:

- Planning
- Operational
 - Pre Start
 - Start
 - In Progress
 - Finish
 - Return to port of origin
- Review

In addition to documenting the tasks and processes, the Management Plan also documents the *Organisational Structure* and *Governance*.

The *Organisational Plan* shows all the people involved with the race, their roles and responsibilities, and their relationship with other members of the team.

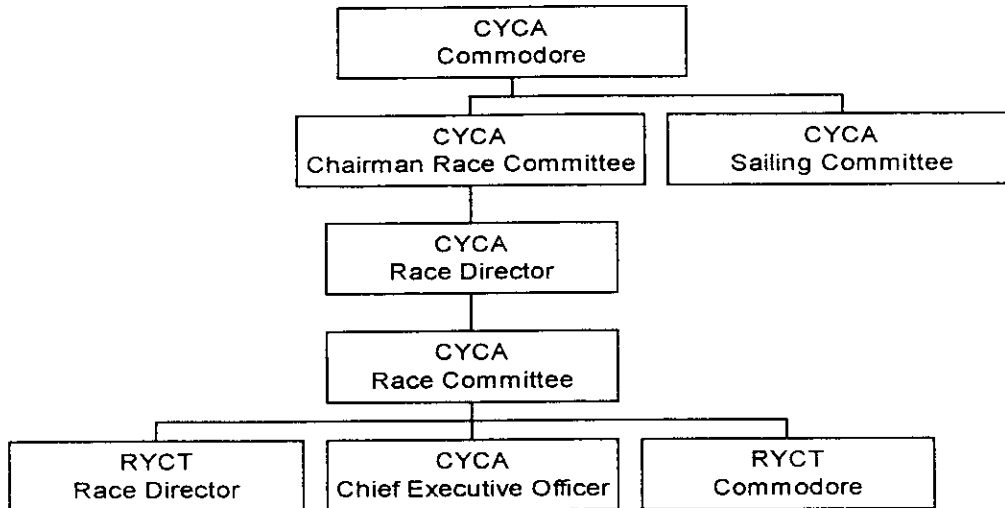
The *Governance* section discusses the authorities of individuals within the team, their responsibility delegations and financial delegations.

For *Disaster Management and Control* refer to the Crisis Management Plan.

² The Functional View is known in Project Management terminology as the Work breakdown Structure

3. Governance

This section identifies the key individuals and their authorities and delegations.



3.1 CYCA Commodore

The CYCA Commodore is the highest authority in the management chain. All other groups report to him. The Commodore will only exercise his/her authority when crisis or similar matter requires it.

3.2 Chairman Race Committee

The Chairman of the Race Committee is responsible for all aspects of the conduct and planning for the race. He/she reports to and takes direction from the CYCA Sailing Committee on the general planning of the race. He/she is answerable only to the CYCA Commodore and reports to him only when the need arises. Normally he/she will also be the Chairman of the CYCA Sailing Committee so as to facilitate year round consistency in organisation for the race.

3.3 CYCA Sailing Committee

The CYCA Sailing Committee oversees the general year round planning for the race. It sets limits on eligibility and safety for the race and facilitates the necessary budget requirements to conduct the race. It is responsible for implementing a Race Committee to oversee the actual conduct of the race but retains ultimate authority over the race until the start. It answers only to the CYCA Commodore.

3.4 Race Director

The Race Director is responsible for the year round planning of all aspects of the race. He will liase and delegate with other sub departments such as the Media Team as required to ensure consistency of planning. The Race Director maintains close communication with the Chairman of the Race Committee and the CYCA Sailing Committee so as to appraise them of the state of planning and/or racing.

3.5 RYCT Race Director

The RYCT Race Director is responsible for the implementation of requirements for the finishing, berthing and other Hobart based activities of the race. He/she will liase with the Race Director to ensure efficient planning and conduct of all aspects of the race.

3.6 CYCA Chief Executive Officer

The CEO as the top employee of the CYCA works together with the Race Director to facilitate smooth and efficient planning and conduct of the race. The CEO is primarily responsible for liaison between the CYCA, The Race Sponsor, RYCT and other regulatory organisations.

3.7 RYCT Commodore

As the head of the receiving club the RYCT Commodore oversees the planning of Hobart based activities and liases with the RYCT Race Director as to requirements and/or issues with relating to the receiving club.

3.8 Race Committee

The Race Committee takes over Race Management from the Sailing Committee from the Race Briefing until the Prizegiving. The Race Committee works closely with the Crisis Management Team and has AMSA and Bureau of Meteorology advisors.

4. Functions and Processes

4.1 Overview of the Race

The Sydney to Hobart Yacht Race is a 630n.m. ocean race from Sydney, NSW to Hobart, Tas. It traditionally starts from within Sydney Harbour at 1300 hours on 26th December each year and finishes off the end of Battery Point in the Derwent River.

The Race is conducted by the Cruising Yacht Club of Australia, the organising authority, with the assistance of the Royal Yacht Club of Tasmania.

4.2 Race Communications

The SHYR communications network consists of;

- a) Radio Relay Vessel (RRV)
- b) Sydney Radio (Telstra)
- c) Penta Comstat
- d) CYCA Radio Room
- e) RYCT Radio Room

Each yacht is required to carry onboard a high frequency radio (HF) and a very high frequency radio (VHF). Primary communications during the race are conducted on HF radio.

Boat - Boat Communication

Short-range boat-boat communication is usually conducted on VHF radio using channel 16 to establish contact before switching to a working frequency. Communication between the RMgt and the fleet just prior and after the start is usually conducted on VHF Channel 72.

Boat - Shore Communication

Boat - Shore communication is usually conducted through either Sydney Radio or the RYCT Radio Room via HF radio on the primary race frequency (usually 4603.6 or 4483 kHz). Additionally communication between the RMgt and the RRV can be made via Satellite or mobile phone.

Scheduled Communication

Scheduled communication between the RRV and the fleet is conducted four times daily.

This includes two full position skeds at 0335 hours and 1435 hours. At these skeds all yachts are contacted on the primary HF race frequency in alphabetical order and are required to give their position in Latitude & Longitude.

The position skeds commence with the reading by the RRV of the latest weather warnings followed by the position reports then a repeat of the weather and then any unscheduled traffic is dealt with.

The third & fourth skeds are conducted at 0835 & 2235 hours daily and is classified as a safety sked. The sked commences with the latest weather warnings report being read by the RRV then any yacht that was uncontactable at the last sked will be called for a position report. Finally any unscheduled traffic will be dealt with. In the event of a yacht missing two

successive skeds the yacht is required by the sailing instructions to light a flare shortly after the safety sked and the RRV will notify competitors at this time to keep a lookout.

Unscheduled Communication

The RRV monitors both the dedicated race frequency (4603.6 kHz) and also international emergency frequencies such as HF 2182, 4125, 4483 and VHF 16 for the duration of the race.

The RYCT Radio Room monitors HF 4603.6 and VHF 16 & 81 for the duration of the race.

Other coastal station also monitor the International Distress frequencies.

Unscheduled traffic from both the fleet and the RRV would normally be conducted on the dedicated race frequency (4603.6 kHz).

Emergency Communication

Emergency communication from both the RRV and any yacht is normally initiated on 4603.6 kHz. Should a yacht be unable to contact the RRV on 4603.6 kHz or should a yacht be in imminent danger then the normal Mayday or Pan Pan procedures and an international distress frequency would be used.

4.3 Race Management

Principal Race Officer

The Principle Race Officer (PRO) as described in the ISAF Race Management Manual is only responsible in this race for the efficient and fair start of the Race. His duties commence just prior to the warning signal and conclude after the fleet has left Sydney Harbour. Before and after this time the control of the race reverts back to the Race Director.

Dependencies

The PRO is dependent on the Race Director effectively organising the required resources for the start of the race.

Resource Requirements

Starting Vessel - with associated flags & signalling devices, 5 personnel on board to assist.

Starting & Rounding Marks - 4 x large inflatable marks (2 for Startline 2 for Syd Heads)

Pin End Vessel - required with 3 recorders on board to record starters and a line sighter.

Waterways Control Vessels - required to control exclusion zone (approx 45 vessels)

Responsibility

The PRO is at all times responsible for the safe conduct and efficient start of the race. During the starting period he is only answerable to the Race Director.

Jury

The Jury is appointed by the Organising Authority is independent of the Race Committee and ensures that the competition is fair and that protests are held in accordance with the RRS.

Members of the Jury may also be involved in vetting the Official documents for compliance with RRS prior to printing.

Dependencies

The Jury is dependent on the RC organising sufficient space for its hearings and supplying the required information on protests and race documents.

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Resource Requirements

Hearing Room - required in Hobart for hearing of protests.

Official Race Documents - copies for each juror of all official documents.

Additional Information - as required such as results, entry forms etc.

Responsibility

The Jury is responsible for the fair conduct of the race. It is also responsible for conducting all protests that are lodged and may give advice to the Race Committee or competitors as required. The Jury as an independent body is only answerable to ISAF in terms of its conduct under the RRS.

Race Management Team

The RMgt consists of the key people involved in the hands-on conduct of the race. It is headed by the Race Director and may include members of the RC and others as deemed necessary. It also includes a representative from BoM & AMSA. Prior to the start of the race the RMgt bases itself at the CYCA. Once the race has started the RMgt bases itself in the Hobart Race Centre where it oversees and controls all aspects of the conduct of the race.

Dependencies

The RMgt depends on the CYCA Sailing Committee & RC for ensuring that all aspect of planning for the race have been completed prior to the start.

Resource Requirements

Sydney Race Centre - required prior to the start to accommodate the RMgt.

- electronic equipment such as computers, faxes, internet access.
- radio equipment for communications. (HF / VHF / UHF)
- assorted stationary, entry forms, yacht details etc.
- database of yacht/crew details.

Hobart Race Centre - required during the race to accommodate the RMgt.

- private enclosed room for RMgt.
- adjacent room for information officers, mapping etc.
- radio room with HF / VHF capability.
- computer network of 5 terminals spread throughout both rooms.
- 2 x fax machines, in each room.
- 10 telephone lines for information lines, faxes, internet etc.
- general stationary supplies, entry forms, yacht details.
- database of yacht/crew details.

Responsibility

The RMgt is responsible for the overall conduct of the race from the time the fleet leave Sydney Harbour until all the yachts have either finished or if retired have reached a safe port. It Co-ordinates with government authorities such as AMSA BoM and the Police, through their representatives on the RMgt, in matters concerning the race which by Government decree fall outside jurisdiction of the RMgt. The RMgt is answerable directly to the RC.

4.4 Search and Rescue

Search and Rescue procedures are, once initiated, normally controlled by AMSA as detailed in section 7 of this document.

Initial search procedures involving yachts in the fleet may be instigated by the RRV in the following circumstances;

- A yacht fails to report for two successive skeds.
- A yacht sights either a flare or another yacht in distress.
- A yacht receive a radio message for help from another yacht.

Once ANY search and rescue procedure has been initiated, the RRV will notify AMSA and the RMgt immediately and appraise them of the situation.

The RMgt will instigate the Disaster Management Plan if required.

4.5 Results Collection and Reporting

The result collection and reporting is conducted from within the Race Centre at RYCT. A computer network is required to be set up with a Server and a minimum of three user terminals. The network must be of minimum Windows 95 with Excel & Access 97 loaded.

Data Collection

Data collection is achieved by having a 'Yachtcom' installed within the RYCT Race Centre, which is used to listen in to the radio position skeds between the RRV and the fleet. Additional HF Radios are installed at RYCT and can also be used for this purpose.

The RMgt records the yacht position during the sked to allow faster computation of sked results. The RRV will also fax via Satcom C to the Race Centre the completed sked list after each sked has been completed.

Data Required:

1. Yacht Name
2. Sail Number
3. Position
4. Time / Day
5. Finish Time (if applicable)

Items 1 & 2 are listed on pre prepared sked sheets which are also issued the RRV and the fleet and are also pre programmed into the results computer program.

Result Calculation

Result calculation is conducted using an excel program designed specifically for the race. The program contains code enabling it to calculate relative position, elapsed time, corrected time, position on scratch & handicap, distance travelled & distance to finish.

A separate document titled " SHYR Computer Systems" outlines the details of using the computer systems.

The program requires items 1-5 as a minimum for each yacht. Items 3-5 are entered separately for each sked conducted to enable the computation of results.

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Once the positions of each yacht have been recorded they are entered into the program for computation of results.

Result Reporting

Once results have calculated they are submitted to the follow authorities in the following form.

1. Race Web Site (in CSV file format)
2. Race Centre Network (loaded direct to access database)
3. Interested Parties (distributed to all interested parties in printed form by fax and by hand)

Race Web Site.

The results sent to the Race Web site are sent in a comma-delimited format as created by the scoring program. They are generally sent via e-mail to the Webmaster. From there they are posted on the Website in a timely manner to allow worldwide access to the information.

Race Centre Network.

The Results, once computed, are loaded by way of the CSV file onto an Access Database contained on the network for viewing by Race Centre volunteers who use the information when answering phone enquires from the public.

The Database contains pre-loaded information about each boat such as Crew Lists, Next of Kin, Owner Details, Yacht Details etc.

The result CSV file adds at each sked the latest positions and all information contained on the printed results to the Database for the viewing of Race Centre staff.

Interested Parties.

Interested parties include but are not limited to Media Centre, Race Officials, Liaison Centre, Race Finishing Team, Yacht Clubs and the General Public.

Results in printed form are distributed either by Direct Fax, Poll Fax, or by hand delivery.

The printed results contain the calculated information about each yacht as listed previously in this document.

4.6 Media and Sponsorship

The CYCA as owner of the Sydney to Hobart Yacht Race oversees media and sponsorship arrangements through it Chief Executive Officer (CEO) and Board. It may have a member of staff whom Co-ordinates the arrangements or may appoint a volunteer to do the task.

Sponsorship

Sponsorship contracts are negotiated between the CEO and the prospective sponsor and as a general guide contain agreements and terms as follows;

- (a) Sponsorship Term - three years with the option to renew for two more.
- (b) Cost of Sponsorship - AUS \$500,000 - \$1,000,000 pa.
- (c) Sponsorship fee does not include the cost of signage, race stationary, hire of media boats, hire of sponsors' vessel/s on Boxing Day.
- (d) The naming rights sponsor is expected to support the host broadcaster by taking out an advertising package during live telecast of the race start.

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- (e) The naming rights sponsor's name and logo must be recognised in all race media material.
- (f) Entries from yachts with individual sponsorship that conflicts with the naming rights sponsor may not be accepted
- (g) The sponsor has the option to host the official race web site but must link to the CYCA web site
- (h) A company is to be appointed by either the sponsor or CYCA to produce race merchandise
- (i) Sub sponsors may be contracted for 'Official Carrier' & 'Official Timekeeper' of the race

Media

The dissemination of information to the media for the race is managed through the Media Director (MD). The MD may be appointed by the CYCA but is usually contracted and paid by the sponsor.

The MD will organise a media centre on location at the CYCA for use before the race and also a media centre on location in Hobart for use during and immediately post-race.

Both media centres require the following equipment/services;

- (a) incoming and outgoing fax machines
- (b) photocopier
- (c) minimum of 4 rotary phone lines + two international phone lines
- (d) internet access
- (e) minimum of 4 PC or laptop terminals
- (f) faxstream capabilities
- (g) electronic whiteboard
- (h) separate area for working in Sydney & Hobart
- (i) area for webmaster

The media centre is responsible for;

- (a) accrediting appropriate media personnel
- (b) organising media vessels for the start, race finish and pre race regatta
- (c) collating information for release to the media
- (d) liaising with the Race Director with regards to release of information
- (e) vetting of interviews between media & competitors
- (f) updating media after each sked report
- (g) organising press conferences as required
- (h) encouraging the use of sponsors name in all media interviews/articles
- (i) provide info on the fleet to host broadcaster
- (j) guaranteeing the exclusivity of the host broadcaster as per contract

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(k) provide photos/information to race website

The media centre under the leadership of the Media Director is answerable to the Race Committee with regards to its conduct and the release of information.

4.7 Facilities and Logistics

SYDNEY

The following services and facilities need to be provided for competitors at or near CYCA from at least two weeks prior to the start of the race.

Item	Function	Location
Liaison Shed	Competitor & Public information	CYCA
Marina Berths	Berthing for competing yachts	CYCA
Toilets, showers etc	Facilities for competitors	CYCA
Bar, shops etc	Food & drinks for competitors	CYCA
Sailing Office	Technical race information	CYCA
Function Room	Functions & briefings	CYCA
Storage containers	Hire containers for spare yachts equip.	CYCA
Car Parking	Parking for competitors & residents	Rushcutters Bay Park

HOBART

The following services and facilities need to be provided for competitors and the general public in Hobart from the start of the race until 2nd January.

Item	Function	Location
Liaison Shed	Competitor & Public information	Dockside
Marina Berths	Berthing for competing yachts	Dockside
Toilets, showers etc	Facilities for competitors	RYCT & Dockside
Bar, shops etc	Food & drinks for competitors	Dockside
Race Centre	Technical race information	RYCT
Function Room	Functions & briefings	RYCT & Grand Chancellor

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EDEN

The following services and facilities need to be provided for retiring competitors in Eden from the start of the race until all retired yachts have reached port.

Item	Function	Location

4.8 Eden

The port of Eden, as the last deepwater port prior to entering Bass Straight, has traditionally been the place of refuge for yachts that retire from the race. It has a strong local following of the race.

It has a Royal Volunteer Coastal Patrol who monitor the race via a dedicated radio, a local yacht club, refuelling and berthing facilities and the local Police Area Command Emergency Centre is located nearby in Bega.

During planning for each years race the Race Director makes contact with these local organisations with regards to facilities and logistic planning for the coming race.

The Eden Team as described in section 6 provides a liaison between the RMgt and the local organisations whilst the race is in progress. It manages any situations that arise locally and provides retiring yachts with access to the organisation and other information as required.

5. Master Schedule

5.1 Yearly Planning Overview

JAN

- Book Hobart accommodation
- Return trophies to Sydney
- Trophy engraving / polishing
- Clean & store marks
- Aquatic License
- De-briefings
- Distribute Landfile maps
- Results printed in 'Offshore'
- Thank you letters to sponsors / volunteers
- AYF sponsorship category approval

FEB

- Set race limits - speed / stability
- Draft Notice of Race & Sailing Instructions
- Draft budget
- Secure start vessels

MAR

- Final budgets
- Book Radio Relay Vessel

APR

- Final draft Notice of Race & Sailing Instructions
- Book skippers / navigators party
- Select Jury
- Select race consultants

MAY

- Print Notice of Race

JUN

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JUL

- Book press / race officials boats
- Book ferries

AUG

- YA / AYF Jury approval
- Contact AMSA
- Book Rushcutters Bay car park
- Tas Medals
- Backstay / Battle flags
- Navigators bags
- Additional Rushcutters Bay moorings
- Yacht Comm - Telstra Radio
- Motorola radios
- Contact Radio Relay Team
- Book Radio installation - RRV
- Race Insurance
- Contact race officials
- Book additional race management boats

SEP

- Contact Landfile
- Contact Computerland
- Book portable sheds
- Order trophies
- Update 'Offshore' magazine

OCT

- Contact milk, dry ice, bread etc
- Book Bureau of Met.
- Book CSIRO (current data)
- Book security - RRV, RYCT & CYCA
- Print sailing Instructions
- Contact Website Manager

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NOV

- Contact Civil Aviation
- Finalise start day guest list
- Check briefing organisation
- Finalise flights to Hobart
- Letter to Rushcutters Bay residents
- Organise car park attendant
- Yacht name boards
- Tas Medals finalisation
- Close Syd - Hob entries
- Vetting of race entries
- Organise media day
- Flags & Banners displayed at CYCA
- Book Aero-Helicopter service and photo
- Book half model of winner
- Finalise Nav Bag numbers
- Order certified scales
- Race management computer programs
- Function at RYCT
- Organise temp staff - Info Shed

DEC

- Late entries close
- Sub sponsors banners displayed
- Finalise briefing
- Finalise Cocktail Party
- Race Centre database
- Race Centre Computers
- Supply entry database to Website
- Distribute required documents to SAR authorities

5.2 Operational Overview

PRE START

- Arrange inflation of marks
- Lay marks
- Arrange canon delivery
- Co-ordinate VIP boat docking at CYCA
- Lay Start Line
- TV liaison
- Competitor pre-start check in
- Spectator control liaison

START

- Co-ordinate timing with canon / TV/ flag signals
- Confirm number of starters
- Communicate with start pin
- Conduct start sequence and recalls if any
- Ensure clear passage for yachts through exclusion zone
- Recall premature starters on HF/VHF if any
-
-

IN PROGRESS

- Maintain listening watch on race frequency - RRV
- Conduct radio schedules - RRV
- Monitor fleet position
- Produce results
- Liase with media centre and interested parties
- Supply information to website
- Monitor weather situation
- Liase with Eden
-

FINISH

- lay finish line
- conduct radio communication with finishers
- record finishing times
- conduct winners arrival conference and festivities

- update results
-
-
-
-

RETURN TO PORT OF ORIGIN

- inform coastal stations of anticipated returning fleet details
- appraise competitors of coastal station radio schedules
- liase with AMSA and Police
-
-

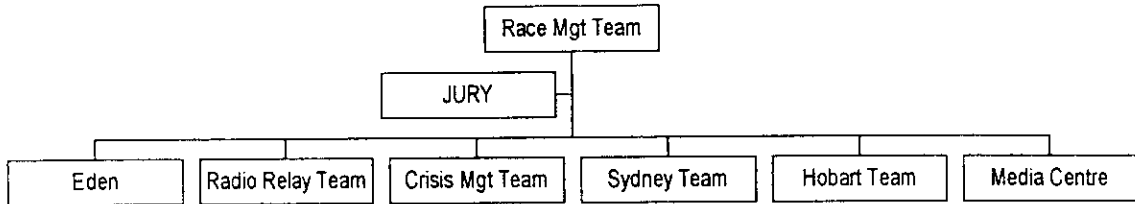
REVIEW

- dispatch letters of thanks to appropriate parties
- instigate review committee
- set parameters of review
- conduct post race analysis and report findings to RC
- change procedures/criteria as identified by review
-
-
-

6. Organisation Plan

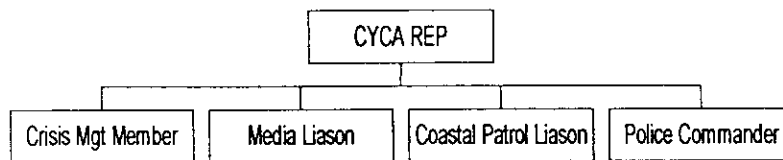
This section details the resource requirements in Sydney, Eden and Hobart. The roles and responsibilities for each group are defined below.

GENERAL OVERVIEW



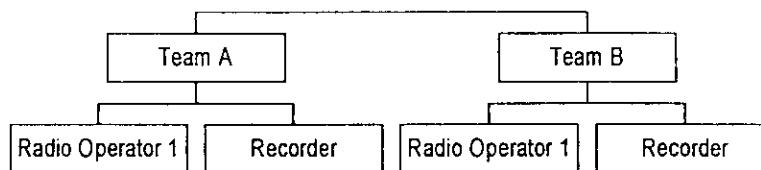
The Race Mgt Team and Jury are as described in section 4.3 of this document.

EDEN



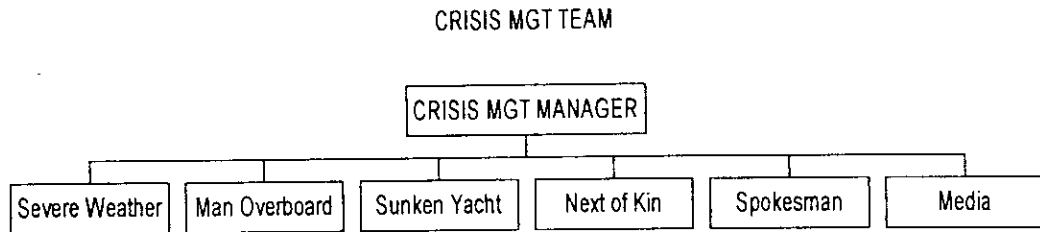
The Eden Team functions as a point of contact and representative of the organisation for the yachts that retire from the race and subsequently pull into Eden. They also liase with the local Coastal Patrol, SAR Authorities and Police with regards to the current conduct of the race. As the majority of rescue resources used for the race are based in this region, this team would manage any emergency situation on behalf of the RMgt. They at all times answer to the RDir.

RADIO RELAY TEAM

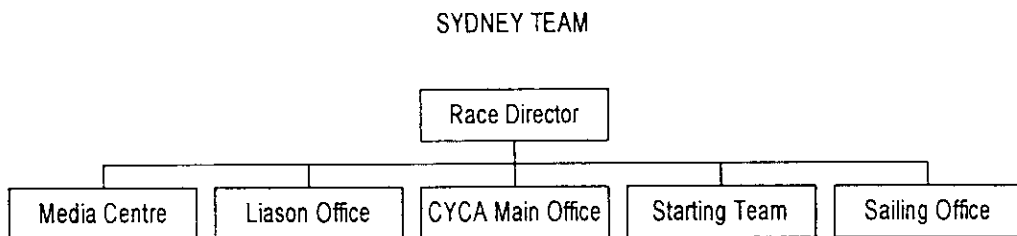


The Radio Relay Team (RRT) consists of two independent teams aboard the RRV. From the start of the race in Sydney until the RRV docks in Hobart on 31 December, the RRT conducts all radio schedules with the fleet and monitors the race frequencies and distress frequencies for unscheduled traffic. Details of communication methods are outlined in section 4.2 of this document. After the RRV docks in Hobart all race communications are conducted from the radio room at RYCT. The Radio Relay Team maintains constant contact with and is answerable to the RMgt.

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The Crisis Management Team (CMT) is only active in the event of a crisis and consists of members assigned to deal with specific crisis tasks. The CMT once activated by the RDir act relatively independently but liases with the RMgt with regards to the crisis and is answerable to the Race Committee.



The Sydney Team consists of all the people/resources needed to organise and conduct the pre-start functions/activities.

The Media Centre is described further in this document.

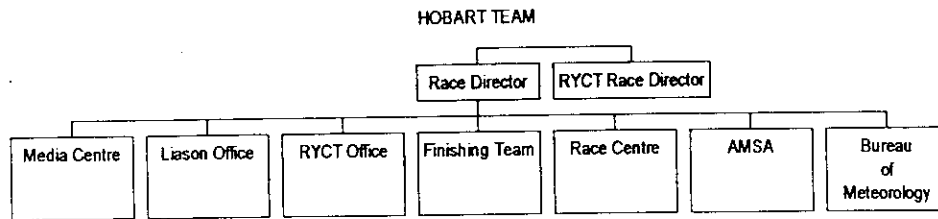
The Liaison Office acts as point of contact for competitors. It supplies information on local facilities such as laundry, food supplies, ice etc and contains mailboxes for entrants.. Usually the office is manned by club volunteers and operates from mid December through until the start.

The CYCA Main Office supplies logistical support for the race in the form of accounts, point of contact, staff etc.

The Starting Team under the guidance of the PRO is responsible for conducting the start of the race. It duties begin one hour prior to the start in ensuring the exclusion zone and start line have been set and its duties end once the fleet has left Sydney Harbour.

The Sailing Office acts as the main pre race point of contact for competitors and officials. It produces the Notice of Race and Sailing Instructions and under the leadership of the Race Director organises the year round planning for the race.

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The Hobart Team consists of all the people needed to organise and conduct the race in progress, finish, and post race functions/activities.

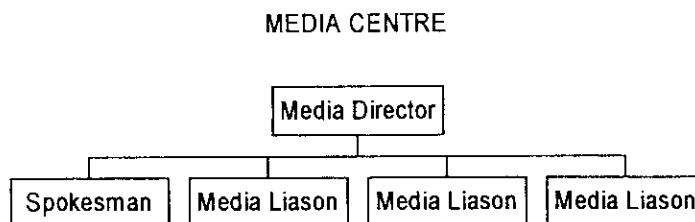
The Media Centre is described further in this document.

The Liaison Office in Hobart is located near or on Constitution Dock. It acts as a point of contact for both finishing competitors and the general public with regards to information about the race. Usually volunteers from RYCT man the office.

The RYCT Office provides logistical support for the race in the form of point of contact, staff etc.

The Finishing Team under the guidance of the RYCT Race Director is responsible for the finishing and berthing of the fleet. It consists of volunteers in the finishing box at Battery Point, marshalling boat crews on the water, and mooring assistants at the dock.

The Hobart Race Centre is usually located either at RYCT or at a location near Constitution Dock. The centre contains three sections; a room for the RMgt to conduct the overall management of the race, another room that handles telephone enquiries from the public as well as maintaining up to date mapping of the fleet, and a radio room which monitors race communications from the fleet and yachts approaching the finish line.



The Media Centre is based in two locations throughout the pre-race and finish period.

Pre-race the Media Centre is located at the CYCA where it conducts accreditation for visiting media and disseminates information to the media worldwide.

Once the race has started the Media Centre staff progressively move to Hobart where the centre is located in the Grand Chancellor Hotel. From there it liaises with the RMgt to provide information to the worldwide media on the status of racing and finishing.

7. Disaster Management Plan

7.1 Overview

For the SHYR a 'disaster' is any unplanned event that requires resources additional to those normally required for the conduct of the SHYR. These include but are not limited to potential or actual injury or death to competitors, officials and/or the general public OR potential or actual loss of yachts and/or property. Disaster can also take the form of natural events and technology malfunction, however these are not covered by this document.

7.2 Definitions

Severe Incident - Crisis Management Team (CMT) must be activated

- potential loss of life
- Mayday or Pan Pan call
- emergency services response
- man overboard for more than 10 minutes

Major Incident - Emergency Services & CMT notified

- major yacht damage
- potential extreme weather
- MOB
- AMSA activation
- EPIRB activation
- personal injury

Minor Incidents not covered above are dealt with by the RMgt who will inform the RC about the incident.

7.3 Roles and Responsibilities

The CYCA as the organising authority has no search and rescue capability. The RDir must in the event of a disaster immediately notify the relevant authorities, primarily AMSA and the Police Service but also the CMT as outlined in the Crisis Management Plan. Once the Disaster Management Plan has been initiated the role of the CYCA through its RMgt is to provide rescue authorities with all the required information pertaining to the incident.

The AMSA representative on the RMgt would normally assume a leadership position within the Race Centre and manage the disaster in conjunction with the RDir.

In the event of a disaster the RMgt is responsible for the following;

- (a) ensuring the relevant authorities/teams are notified of the situation
- (b) ensuring the required data is readily available to authorities
- (c) provide 24 hour contacts in the Race Centre for all interested parties
- (d) continuous logging of events as they happen

- (e) confirm the safe return of all other yachts to port of origin/finish.
- (f)
- (g)
- (h)
- (i)

7.4 Governance

The CYCA Commodore maintains overall authority over the control of a disaster. He/she will normally assume control once a disaster has started but may chose to leave this task to the Race Committee Chairman.

The Race Director maintains control over the race in progress as well as providing the Commodore and Race Committee Chairman with up to date information as to the status of the disaster.

The RRV as the primary contact for the fleet shall maintain constant communication with the Race Centre to give and receive information/instructions from the RDir and RMgt.

7.5 Media Dealings

In the event of a disaster the media will quickly apply pressure to the CYCA for information regarding the situation.

The Media Director (MD) shall maintain close contact with the RDir to allow for the correct dissemination of information about the situation.

The MD shall when reporting to the general media use the following guidelines;

- report only known facts about the incident
- provide only the name of the yacht/s concerned and total crew onboard
- crew names shall not be disclosed
- name enquires shall be directed to the RDir.
- the Commodore and/or Race Committee Chairman shall be consulted prior to any official statements or interviews taking place.
- no personal opinion or conjecture shall be given
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7.6 Race Centre

During any disaster the Race Centre will become extremely busy answering enquires from the public and other interested enquires. The RMgt shall instruct all volunteers in the Race Centre as to procedures that shall be followed.

Telephone Enquires

The Volunteer telephone operators shall be instructed to follow the guidelines listed above for the MD. Any enquires from media shall be directed to the Media Centre. The RMgt shall make a list of endangered yachts/crew and all operators shall be instructed to direct any calls concerning these to the RMgt phone number. The operators shall be periodically brief as to correct answers to pertinent quests they receive.

Mapping

The mapping capability of the Race Centre shall be utilised to provide up to date positions of yachts in distress. The RMgt and Radio Room shall be consulted for information.

Situation Room

The RYCT Boardroom in which the RMgt normally operate shall become the Situation Room to monitor events as they transpire. Access to the Situation Room shall be restricted to the RMgt only. Data logging charts shall be initiated and maintained. The RMgt phone number given for endanged yacht enquires shall be manned 24 hours.

All relevant data on the fleet and crews shall be kept in the Situation room for easy access and dissemination to search and rescue authorities.

8. Crisis Management Plan

The full details of the Crisis Management Plan are detailed in a separate document titled 'Sydney-Hobart Yacht Race Crisis Management Plan' (SHYR CMgtP).

The Crisis Management Team is on standby during the race and if needed will be activated by the RDir as detailed in the SHYR CMgtP. It is made up of three major groups, those being;

1. Sydney Team
2. Bega/Eden Team
3. Hobart Team

Sydney Team

The Sydney team is made up of the

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Bega/Eden Team

This team is based at the Police Local Area Command in Bega with a forward unit at the Royal Volunteer Coastal Patrol - Eden. This team is made up of.....

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Hobart Team

The Hobart Team is based in the Situation Room at the Race Centre. It is made up of the RMgt with other local search & rescue authorities. This team will maintain continuous contact with other teams to appraise them of the current situation concerning the fleet and the crisis.