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# Introductory Manual for Members

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**2023-2024**

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Welcome to the Torquay Sailing Club! As a member the Club hopes this document will give you a little background to our Club, members' obligations, responsibilities and some introductory information on sailing Hobbies.

## Introduction:

The Torquay Sailing Club has been in operation for some 50 years as an off-the-beach sailing club. It is located on the foreshore of Fisherman's Beach (Zeally Bay) Torquay and access is off the Esplanade near Darian Road.

The Club sails catamarans, predominantly Hobie 14s, 16s and 18s, while the associated Sailing School sails O'pen Skiffs (previously known as O'pen Bics) and Hobie Waves for its youth training squads.

Membership of the Sailing Club is open to anyone with an interest in sailing. Formal club sailing events (club races) are normally undertaken from mid-October to April on Sunday afternoons. The Youth Training Squads sail on Tuesday and Sunday mornings. Social sailing for all members is encouraged on Tuesday afternoons while Sundays are a mixture of club racing and social sailing.

The Club's major sources of income are from membership and boat storage fees with some income being derived from the canteen and the running of special events such as the Australia Day Regatta. The Club also endeavours to obtain grants from government and corporate sources for specific purposes.

## Access to the Club Site

Boats may be brought down to the beach and boat storage areas via the access road to the club – the gate is not locked but must remain closed after use. After boat delivery cars and trailers may be parked in the Carpark adjacent Fisherman's Beach Public Toilet Block or at the Sundial Carpark. There is no parking on the beach, and please limit driving on the beach where possible; it is best to unload from your trailer at the club and use beach rollers to move your boat beyond the club. The club has rollers to fit Hobie 14s and 16s available for use.

During summer additional parking is normally available on the grassed area adjacent to the Esplanade. Accessibility to this area is through a gate which is opened during the busy summer periods and on days of large events.



## Communication

The Club's website is: [www.torquaysailingclub.org.au](http://www.torquaysailingclub.org.au) where general information can be found. The Club is also on Facebook, see "[Torquay Sailing Club Victoria](#)", which provides a platform for Club news, photos and the posting of notices for events and Instagram [@torquaysailingclubvic](#). The club's sailors also use Strava to record their activities: look for Torquay Sailing Club in Strava clubs.

## Boat Ownership

It is not necessary to own a boat to join the Club. Members who own boats are frequently looking for crew and you should make yourself known if you wish to crew, or post on the club's facebook page. It is also possible purchase a "Gold Pass" for the whole season for \$450 which entitles you to take out a Hobie Wave at any time provided sea conditions are safe and there is not a clash with the Youth Sailing Squad. This is an excellent deal for those members who wish to give sailing a go but do not wish to commit to the purchase of a boat. It is important that if you avail yourself of this option that you return the boat in the condition in which you found it. That is to say, the covers are placed back on the boat, the rollers are washed down and free of sand before returning them to the shed.

## The Committee

The present members of the Torquay Sailing Club Management Committee were appointed at the Club's AGM which was held on 30 April 2023. The present committee consists of the following:

Name	Role	Phone	e-Mail
Chris Hordern	Commodore	0418543220	chris.hordern@gmail.com
Herman Voorhoeve	Secretary	0475145252	hjvoorho@gmail.com
Madeline Gillard	Treasurer	0411803484	mads_gillard@hotmail.com
Fletcher Warren-Myers	Club Captain	0420243730	fffletch16@yahoo.com
Georgia Warren-Myers	Race Officer	0414337790	georgiamyers@hotmail.com
Isaac Poole	Membership, Grants and Sponsorship Manager	0429024844	Zacpoole@live.com.au
Mark Richards	Maintenance Manager		Mark.richards1111@gmail.com
Scott Howley	Assistant Maintenance Manager		howleyscott@gmail.com
Brenden Borosh	Website Manager		brendenmaxwellborosh@gmail.com
Lana Backwell	Club Merchandise Manager		lanaabackwell@gmail.com
Sheila Tivan	Canteen Manager		Sheila.tivan@gmail.com

## Membership Fees

The present fees are relatively modest and are shown below. All fees include GST.

Family - \$320;  
 Adult - \$300;  
 Junior (under 17 years old)- \$95

### Boat Storage Fees

Area A (premium, nearest the club (only 9 spots) - \$350;  
 Area B (the "graveyard," the lane behind the sand dunes – 16 spots)- \$250  
 O'pen Skiff storage (in the club shed – 10 spots) - \$150

There are 27 spaces on site for boat storage from 21<sup>st</sup> September to 31<sup>st</sup> May. These fill up quickly and are filled on a first-come, first-served basis. However, as we are often over-subscribed, those who do not regularly sail will be asked to vacate their storage to accommodate those who do. O'pen Skiffs are stored inside the club facility for \$100 per year. It is important to note that there is room for only 10 O'pen Skiffs in the Club building.

**It is important to understand that boats cannot be placed into storage places until all fees have been paid. Once fees are paid a storage spot will be allocated with a key and padlock to chain up your boat.**

The club and the surrounding land we use is leased to Torquay Sailing Club. The club pays fees for the use of the land and in addition must pay an annual bond for boat storage to GORCAPA. Failure to have all boats removed by 31st May each year is likely to cause the Club to lose the whole of its bond.

### Facilities

The ground floor of the Club building serves as storage area for club equipment such as the rescue boats, tractor, small O'pen Skiffs used by the Sailing School, sail storage for members and sailing paraphernalia such as buoys and anchors.

The upstairs area is used as a classroom for sailing classes, as well as a meeting and functions area. There are two locked refrigerators used for storing food and drinks. There is also a pie warmer and microwave oven.

Members may use the facilities at any time and are not restricted to formal sailing events.

### Club Security

The Club house is protected by an alarm system. When dues have been paid you will be issued a key to the facility and given instruction on entering the building and activating/deactivating the alarm system which requires a code for its operation. It is important that the alarm system is activated when you leave the building. An existing Club member will instruct you on the operation of the alarm system and how to secure the roller doors to the internal storage area. If you wish to store a boat on site, you will be issued with a key and padlock to secure your boat with a chain. Security cameras have also been installed which are operated by the committee and can be viewed remotely.

### Member Obligations

As a member you do have obligations to the Club. As the Club is relatively small you will be expected to contribute time in assisting with the canteen, acting as Officer-of-the-Day (OOD), OOD assistant and participating in working bees. The Club's signal annual event is the Australia Day Regatta which normally entails a race from Torquay to Point Roadknight and return. We always need volunteers to man the rescue boats and assist in a range of duties.

## Social Aspects of the Club

The Club wishes to enhance the social elements of Club membership especially after sailing and members are entitled to use the Club facilities at any time. Drinks are available in the fridges and payment should be made via the Square in the club. Traditionally the club has run an honesty book, reconciled at the end of each season, and in the absence of a committee member present to operate the Square, this may continue on an as-needs basis only.

The Club holds two main social events: The finish of the of the Australia Day Coaster is marked by a celebratory function at the Club facility and the end of the sailing season is marked by a break-up party which is held at a local venue or at the Club house. At this event the Club presents its racing and other awards.

Following Tuesday night social sailing, sailors often have dinner/drinks together locally.

## Off-Shore Hobie Sailing

If you have not sailed Hobies or indulged in off-shore ocean sailing it is wise to sign up to one of the learn-to-sail courses the Club runs. The Club has many experienced sailors who can give you advice on sailing catamarans under the variable sea conditions experienced at Torquay.

### Safety:

Off-shore sailing does entail risks and though the Club takes all reasonable measures to mitigate risks to members, in the end you will be responsible for your own safety and that of your crew.

The Club has an Automated External Defibrillator (AED), located in the shelves at the top of the stairs.

Other defibrillators may be found at the Angling Club and the Torquay Marine Rescue Service, both located about 300m to the South at the end of Fisherman's Beach.

The Club has handheld walk-talkies used for Sailing School days and Club events. Your contact will show you where these are kept and charged.

There are some basic issues you need to be familiar with:

1. **It is essential that you wear a suitable personal flotation device (PFD) that meets regulatory requirements.** The requirements are set out in Schedule 1 of Marine Safety Regulations and you will find a summary of these in the "Victorian Recreational Boating Safety Handbook" which is free from most Victoria Roads offices. The nearest office to Torquay is at 180 Fyans Street, South Geelong. It is completely irresponsible behaviour for you and your crew to sail without wearing suitable PFDs. Though the Youth Sailing School has a number of PFDS and helmets available for young folk, the expectation is that all members should have their own sailing apparel and PFDs. Helmets are recommended.
2. It is wise to wear a wet suit when sailing to avoid hypothermia. Even on warm days the body can become chilled when at sea – wind chill factor when wet. A wet suit not only helps to retain body heat but can also increase buoyancy if you finish up in the water. It is also a good idea to wear sailing gloves to prevent rope abrasion on your hands. These can be obtained from any good sailing shop.

3. Wear sunscreen. Remember the sun's rays will be reflected by the sea even on overcast days.
4. You should be acutely aware of weather and sea conditions and recognise that both can change rapidly on the Surf Coast. Conditions become challenging when the wind gets above 15 knots. If you are inexperienced it is best to stay within the confines of Zeally Bay and no more than a kilometre from the shore. It is essential to look at the latest weather reports before venturing onto the water. Also check tide tables which can be found on [www.bom.gov.au/australia/tides/](http://www.bom.gov.au/australia/tides/) Use Lorne as the datum point.
5. If there is no one else sailing it is wise to let someone know your plans if you wish to sail alone. It is best to avoid going out alone. This is particularly true with a strong westerly blowing in case equipment failure or capsize causes you to be blown out to sea.
6. Your boat should be in good condition, and you should check all running and standing rigging, as well as sails before setting off. It is important that your rudders have a little "weather helm" so that the boat will come up into the wind and stall should you fall overboard.
7. You will need to be competent to right the boat should it tip over. Hobie 14's can be righted single handed; Hobie 16's and 18's require two people to right. It is a good idea to practice righting your boat under calm conditions relatively close to the shore. Seek advice from a club member on the correct technique.
8. Above all – as a beginner, know your limitations.
9. It is useful if you have a first-aid qualification which includes cardiopulmonary resuscitation (CPR).

### Operating the Rescue Boats

The Club has two rubber inflatable boats (RIB) for rescue and instruction purposes. To operate these boats you must hold a Marine Licence. The issue of Marine Licences is done by Vic Roads following the successful completion of a test. Details can be obtained from a VicRoads office or their website: [www.transportsafety.vic.gov.au](http://www.transportsafety.vic.gov.au) .

### Officer-of-the-Day (OOD)

The OOD manages the racing events of the day and is charged with setting the course and briefing participants on the course, the weather which includes wind strength and direction, sea conditions and the tide.

The OOD is also responsible for raising the Australian flag on the flagpole as early as possible. The flag should be on the highest (centre) point of the pole.

For Sunday sailing the course should be set by around 11.30am with a race briefing to occur at noon ready for a 1.30pm start. The course is normally a triangular one which incorporates an upwind beat as the first leg followed by a reach leg and a downwind leg. The OOD, however decides on the course relevant to the conditions of the day.

Races are started from the race (committee) boat using the 5 minute start protocol. This procedure is as follows: At 5 minutes before the start, the Division flag will be raised with one blast from the hooter. At 4 minutes the Blue Peter (letter P) will be raised with a single hooter blast. With 1 minute to start the Blue Peter flag will come down with a long hooter blast. The race will start with the removal of the Division flag accompanied by another hooter blast.

TIME	FLAGS				SOUND	SIGNAL
10:25						Class 1 warning signal
10:26						Class 1 preparatory signal
10:29					 (long)	Class 1 one minute signal
10:30						Class 1 start, Class 2 warning signal.

At the finish of racing the OOD is also responsible for managing the retrieval of the buoys used in setting the course along with housing of the RIB and the tractor used in towing the boat from the beach. Prior to housing the RIB and the tractor it is necessary to wash both down to remove sand and salt water. The outboard motor of the RIB needs flushing with fresh water to remove any salt water from the cooling system. These procedures though relatively straight forward are best learned by helping other experienced members carry them out.

## The Canteen

Payment for items from the canteen can be made on site using card/mobile phone payment via the club's Square terminal. Traditionally, the club has run an honesty book which is reconciled at the end of each season and will continue to be made available during this season in extenuating circumstances only. Please have card or mobile payment available wherever possible.

## Canteen Duties

You are likely to be rostered to assist with canteen duties on sailing days. Generally you may only need to do it once during the sailing season and it is certainly not an arduous responsibility. The Canteen Manager will normally contact you during the week preceding your rostered day to brief you on requirements. It is a good idea to make a note of proceedings a few weeks ahead of your rostered day to get a feel for what to do.

In brief, your responsibilities are to ensure there are warm party pies and sausage rolls for the youth squad who will be ravenous at around 11.00am and to prepare food members prior to sailing.

## Ensuring Supplies

Ensure supply of food is on hand: around 24 party pies/sausage rolls, 20 sausages/hamburgers, vegetarian options, 4 sliced onions, two loaves of bread, sauces.

Stock is kept in the freezer however if this stock is running low, please make the required purchases and forward a photo of the receipt to Mads Gillard, Treasurer, at mads\_gillard@hotmail.com together with your BSB and account number for reimbursement.

## Preparation

At around 10.00am turn on the pie warmer upstairs and begin warming the party pies and/or sausage rolls for the youth squad. The rolls and pies are kept in the freezer in the fridge behind the bar.

Uncover the barbeque which runs on normal cylinder LPG and ensure the gas bottle has adequate gas. Change the cylinder if necessary. Set up a couple of trestle tables on which to place implements, drinks, serviettes etc. The canteen manager will provide you with the Square reader and tablet for card/mobile payment, a cash float and "The Book" in which members who don't have ready cash/card can enter their purchases for later reconciliation (last option is least preferred). Cooking implements and tools are in the cupboard under the bar upstairs.

Start cooking a few sausages at around 11.00am. It's hard to predict the initial rush for food so it is best not to cook everything at once and serve charcoal as a consequence.

## Finishing Up

Ensure gas to the barbeque is turned off at the cylinder. Clean down the barbeque hot plates, grill plates, utensils and surrounds. Fold up trestle tables. Any unused sausages, hamburgers and bread should be placed in the freezer of the upstairs fridge. Return any drinks to the drinks fridge upstairs. Turn off the pie warmer and clean out any crumbs and residual food. Ensure that all rubbish is taken to the municipal garbage bins located near the flagpole.

## The Junior-Youth Sailing School

The Club has a youth sailing school which encourages young folk to learn to sail using O'pen Skiffs. As participants get older and more proficient, they can graduate to the more challenging Hobie 14 and Hobie 16's. The school runs sessions on Sunday mornings starting at 9.00am and Tuesday afternoons starting at 4.00pm. The youth sailing squads are proving to be immensely popular. It is important that parents assist in the running of the sailing program by helping to rig and launch the boats and lending a hand with catering.

## Further Reading

If you are a beginner you may find the following website of value. It describes the basics of sailing and good information on setting up your boat, righting in case of capsize, setting the rudders and trailering: [http://static.hobiecat.com/digital\\_assets/sailguide.pdf](http://static.hobiecat.com/digital_assets/sailguide.pdf)

"Victorian Recreational Boating Safety Handbook" which is free from most Victoria Roads offices, is a useful read and essential if you wish to obtain a Marine Licence.