

MARINA AND HARDSTAND POLICY 19 APRIL 2020 HBYC GC

1. PREAMBLE

Operational Policies have been developed by the General Committee to guide decision making by the General Committee, its subcommittees, and the officers and employees of the club. The Operational Policies are given effect by reference to them in the By-laws

This Marina and Hardstand Policy is to be read in addition with what is written in By-Law Items 19 - Marina Pen and 20 - Hardstand.

2. GENERAL

- a) Equipment and fittings may only be permanently affixed to the Marina and Hardstand after prior approval from the Yard Manager.
- b) Trolleys and barrows shall be returned to their proper allocated place immediately after use.
- c) Marina and Hardstand berth occupants shall promptly remove all their waste and refuse from the marina and/or place it in the waste and refuse containers provided.
- d) Major repairs, painting and fitting of or to boats in the marina or hardstand shall be permitted subject to club manager approval. Minor repairs touch up painting, mechanical adjustments and electrical work shall be permitted provided that no nuisance or interference with or danger to other persons or property is caused by such work.
- e) Toilets, oils (including from bilges), chemicals, spirits, and inflammables shall not be discharged into the waters of the marina.
- f) Laundry of any type or any item of a personal nature shall not be hung out or aired in public view aboard or from any boat in the marina or hardstand.
- g) Boat owners who use contractors to work on their boats while in the marina or hardstand shall use only contractors who are registered with HBYC.
- h) Persons working on boats while in the marina shall use only tools and equipment that are safe and fit for the purpose and, where appropriate, have a relevant safety certification.

3. MARINA

- a) The marina walkways shall be kept clear of all gear including dinghies, trolleys and barrows.
- b) Equipment may be left temporarily on the mooring fingers of the marina only by prior agreement between the occupants of that mooring finger.
- c) Persons shall not live on board boats in the marina for a period more than 3 days unless prior approval has been **given by the Club Manager**. Permanent residency on the marina is prohibited.
- d) Marina speed limits as displayed and/or advertised shall be observed within, departing from, or when approaching the marina.
- e) Any collision or damage between boats and/or between boats and any part of the marina is to be promptly reported to the HBYC office.

4. HARDSTAND

4.1 LIFTING CRANE

- a) Lifting Crane shall be used only for launching and retrieval of boats stored on the hard stand area unless prior permission is granted by the Club Manager.
- b) Hard Stand Lifting Crane shall be operated only under the control of persons authorised to do so by the Yard Manager. It is mandatory that operators of the cranes have been inducted and are registered with HBYC. Unauthorised usage is prohibited and any damage incurred is the responsibility of the individual.
- c) Lifting crane operators shall always ensure that the lifting apparatus attached to the crane, including slings, shackles, anchor points and the like, is properly maintained and capable of carrying the load to be lifted.
- d) The safe working load of the Lifting crane is as posted on the crane shall not be exceeded.
- e) No person shall remain aboard a boat while it is being lifted by the crane.
- f) Slings, chains and other lifting gear used to support or lift a boat, mast, engine, etc. must be of an approved type and have been tested and maintained as required by the approved test authority. Current certification certificates shall be produced if requested.

4.2 HARDSTAND TROLLEY

- a) A Member allocated a hard stand trolley position shall ensure that ladders for accessing the boat are safe, fit for the purpose, properly maintained, and properly and safely stored when not in use.
- b) The allocated area must always be kept clean and free of gear, lines, hoses, power cords, sails, boat covers, tools and the like at any time when the crew of the boat are not present.
- c) Minor cleaning and maintenance only shall be permitted in the hard stand trolley areas.
- d) Any Member or his/her agent wishing to undertake major maintenance and/or repair work (that may involve interference with other hardstand users) on a boat in a trailer or hard stand trolley allocated position shall make application to do such with the club manager.

4.3 HARDSTAND ELECTRIC TUG

- a) Can be only operated by an endorsed member though an induction by the Yard or Club Manager
- b) Shall be returned after used to its proper allocated space
- c) At end of use it be turned off and for the Key to be returned to its proper allocated secure place.

4. MARINA, HARDSTAND AND MOORING WAITLIST.

4.1 The purpose of this is to clearly outline the process for the allocation of a pen to those seeking a marina pen, hardstand or a club mooring and how the wait list is managed.

4.2 RESPONSIBILITIES

- a) Club Manager– responsible for ensuring consistent application of this policy, reviewing and updating policy as required, providing communication to members regarding the

status of boats on the waiting list. Liaising with Yard Manager and Vice Commodore (Sailing Committee) to make decision on pen, hardstand and club mooring allocations.

- b) Yard Manager – Liaising with Club Manager and Vice Commodore (Sailing Committee) to make decision on pen, hardstand and club mooring allocations.
- c) Vice Commodore (Sailing Committee) - Liaising with Club Manager and Yard Manager on pen, hardstand and club mooring allocations.

4.4 PROCEDURE

- a) Marina Pens, hardstands and club moorings are only granted to yachts that are on the club register.
- b) To make an application for a marina pen, hardstand or club mooring an application form must be completed and returned to the office.
- c) The request will be placed on a waiting list. Pens, hardstands and club moorings are not allocated solely on chronological basis, rather on the assessment of the participation of the member in club activities.
- d) A subcommittee consisting of the Vice-Commodore (Sailing Committee), Club Manager and Yard Manager will make the assessment based on the following (participation point system):
 - availability of adequately sized pen
 - length of time on the waiting list
 - participation in racing
 - participation in cruising
 - membership on a committee
 - past and present contribution of the club
 - length of membership