

# **TYNESIDE 114 SUB AQUA CLUB**

## **BOAT PROCEDURES**



- 1. General conditions for use of the club boat.**
- 2. General procedures for use of the club boat.**
- 3. Pocket checklists for cox'ns**

**Please contact the Diving Officer or Equipment Officer if there are any queries**

## **1. GENERAL CONDITIONS FOR USE OF THE CLUB BOAT**

### **AUTHORISATION**

Dive Managers must discuss use of the club boat with both the Diving Officer and Equipment Officer before planning a dive. The Diving Officer will approve boat use subject to acceptability of the proposed dive plan and boat cox'n; the Equipment Officer will simply confirm whether the boat is ready and available.

### **BOAT HANDLING QUALIFICATIONS**

A qualified cox'n must be in charge of the boat. Tyneside 114 Sub Aqua Club recognises the BSAC Diver Cox'n award as the appropriate qualification for a member who wishes to cox the club boat; other qualifications may be acceptable at the Diving Officer's discretion.

A qualified boat handler may drive the boat under the overall supervision of a qualified cox'n. Tyneside 114 Sub Aqua Club recognises the BSAC Boat Handler award as the appropriate qualification for a member who wishes to drive the club boat; other qualifications may be acceptable at the Diving Officer's discretion. A boat handler under instruction must be supervised by an appropriately qualified instructor.

### **COSTS FOR USING THE BOAT**

All reasonable expenses incurred on a trip are shared equally between those on the trip, including, but not limited to, the following:

- Use of the club boat, currently charged at £40 per day.
- In recognition of wear and tear on a towing vehicle, the owner of the towing vehicle will be reimbursed 20p per mile in addition to fuel and parking costs.
- Expenses incurred such as boat fuel, oil, launching fees, car fuel, parking, etc.

### **TOWING THE BOAT**

Club members who tow the boat must have a valid driving license that covers towing, and ensure that their vehicle insurance has third party coverage whilst towing the boat.

Tyneside 114 Sub Aqua Club does not have a trailer breakdown recovery policy:

- For club trips within a 50 mile journey from Belford, the club will meet the cost of recovery should the trailer break down.
- For club trips outside a 50 mile journey from Belford, an appropriate recovery policy must be taken out at the expense of those on the trip.
- For non-club trips of any distance, i.e. where the committee permits an individual or organisation to use the boat for a non-club activity, an appropriate recovery policy must be taken out at the expense of the individual or organisation.
- Spare bearings are held with the boat for roadside repair in the event of breakdown. Plan your journey in advance to avoid narrow roads and steep hills.

Ensure that the maximum gross train weight of the towing vehicle will not be exceeded.

Bear in mind the following data:

- Weight of boat and trailer = 975kg
- Width of boat and trailer = 2.3m
- Length of boat and trailer = 7.0m

### **SPECIAL INSURANCE CONSIDERATIONS**

Permission from the insurance company is required in advance if the boat is to be left in the water overnight regardless of whether the location has a harbour master or is simply a bay. A small charge may be levied by the insurance company.

- Broker and policy details are available from the Equipment Officer on request.

### **USE OF PRIVATE BOATS**

Tyneside 114 Sub Aqua Club welcomes the use of private boats on branch dives, but does not have the financial means to accept responsibility for damage to boats: this lies with the owner.

The owner MUST comply with the following:

- Abide by the decisions of the Dive Manager for the safety and general orderly conduct of the branch dive.
- Have adequate third party insurance cover for all those who might be driving, diving from, or crewing the boat.
- Have adequate insurance to cover serious damage to the boat that is caused by others who might be driving or towing the boat.

Tyneside 114 Sub Aqua Club understands the considerable cost involved in running a boat, and from a cost perspective treats the boat as a second club boat. The members on the diving expedition or event will treat the private boat as though it were another 'club' boat and re-imburse the owner with the same level of expenses as the club boat.

### **INSURANCE POLICY EXCESS - PRIVATE BOATS**

Tyneside 114 Sub Aqua Club cannot afford to pay for major damage to boats, either club owned or private: all boats should be treated carefully and adequately insured at all times.

If in the unlikely event that a private boat is accidentally damaged by club members during a branch organised dive, the club will *consider* paying the first £250 of any repairs. Any claims must be notified to the committee in advance for their agreement.

## 2. GENERAL PROCEDURES FOR USE OF THE CLUB BOAT

### **BOAT COLLECTION**

Procedure for obtaining the boat:

- Gain approval for use of the boat from the Diving Officer; they will need to know the dive plan and cox'n.
- Contact the Equipment Officer to check that the boat is expected to be roadworthy, seaworthy and available on the planned date.
- Obtain the keys, electronics and other equipment from the Equipment Officer.
- Details of where the boat is stored, and how to access it will be provided by the Equipment Officer with the boat pack.

### **CHECKS ON BOAT BEFORE TOWING AWAY**

- Fit the correct number plate to the trailer board. It must be a legal number plate.
- Check boat is properly secured to the trailer and the ratchet straps are damage-free.
- Check engine is raised and the mechanical stop is in place. NB the engine should not rest on the stop.
- Check that the propeller is covered with the orange bag and secure with a bungee.
- Check tyre pressures are correct (See side wall of tyre for values).
- Check that you have the spare wheel and jack, and that all equipment inside the boat is properly secured (see below for suggested packing around the cylinder rack). Do not transport additional equipment or cylinders in the boat on the road.



- Check that the antenna has been lowered and secured, and the A-flag removed.
- Hitch the boat to the vehicle, connect the safety brake cable, ensure the trailer handbrake is released, and check that the lights work.

## **WHEN DRIVING**

- Drive carefully and within the law. UK national limits are:
  - 50mph on single carriageway roads.
  - 60mph on dual carriageway roads.
  - Towing vehicles not allowed in the outside lane on three lane highways.
- Keep a generous distance in front of you for braking.
- On narrow roads consider stopping in passing places to allow tailbacks to clear.
- Make use of passengers to assist with reversing the boat, or access.

## **ON ARRIVAL AT LAUNCH SITE**

### **NEVER LET ANYONE STAND BEHIND THE TRAILER AT ANY TIME WHILST THE TRAILER AND BOAT IS ON A SLOPE**

- Remember to prepare the boat for launch without impeding access to the slipway.
- Remove the trailer board, propeller cover and rear ratchet straps.
- Check the hull, tubes, and all equipment for any damage.
- Raise and secure the antenna.
- Switch on the battery isolator (at the rear of the seat).
- Check there is sufficient oil and fuel, including emergency oil, and refill if necessary. Open the bleed screw on the fuel tank being used. Pump fuel through to the engine.
- Fit the boat electronics and check that they work, especially the radio.
- Check contents of tool box and flare boxes.
- Check you have charts (in case of electronics failure)
- Check you have an emergency working hand held VHF radio.
- Leave front ratchet strap and mechanical engine stop in place whilst manoeuvring and reversing the trailer down the slipway (in case the main winch fails). Only remove once the trailer is in the water and you are about to launch.
- Once the trailer is out of the water, ensure it is left secure, not obstructing any access, and above the high water mark.

## **GENERAL OPERATIONS**

- Conduct a proper boat briefing.
- On starting the engine check there is a 'tell tail' from the engine.
- Remember to call the coastguard on departure and return.
- Have a good, safe dive!

## **RECOVERING AND RETURNING THE BOAT**

- Winch the boat onto the trailer and secure with the front ratchet strap before removing from the water.
- Check engine is raised and the mechanical stop is in place. NB the engine should not rest on the stop.
- Switch off the battery isolator.
- Cover the propeller with the bag and secure with a bungee.
- Check boat is properly secured to the trailer with rear ratchet straps.
- Check equipment inside the boat, including the flag, is properly secured. Do not transport additional equipment or cylinders in the boat on the road.
- Check that the aerial has been lowered and secured and is secured.
- Remove GPS / Sounder.
- Connect the safety brake cable, refit the trailer board and check that the lights work.
- Ensure all fuel tanks are filled (unleaded fuel) and the air bleed screws are closed.
- Return the boat to storage.
- Rinse the trailer, boat and engine externally with fresh water, and drain.
- Open the cap on the port side of the engine and screw in the orange hose adaptor kept in the electronics box. Connect a fresh water hose and run water through the engine for 5 minutes. The engine need not be running. Replace the cap and return the adaptor.
- Connect a fresh water hose to the trailer brakes connection and run for 5 minutes.
- Top up the oil in the engine if necessary.
- Return the electronics, other equipment, and report faults to the Equipment Officer.

