

# DQSC Club Boat Policy Document

## 1. Introduction

This document covers the policy of Dell Quay Sailing Club with respect to the Club's fleet of Sailing Dinghies.

The club has owned a number of sailing dinghies for the benefit and exclusive use of club members for many years, but the use of these boats has not been covered by a formal club policy, leading to misuse of the boats and failure to maintain them in a seaworthy condition. The objective of this policy is to manage effectively the use and maintenance of these boats and to ensure that all club owned sailing dinghies are used in compliance with the Club's Safety on the Water policy.

## 2. Club Boat Purpose

The purpose of the Club Sailing Dinghies is to:

- 1) Encourage members to get out on the water and sail.
- 2) Enable members to take part in club social sailing events such as WOW and BOB.
- 3) Encourage members to take part in racing.
- 4) Support the Club's training courses.
- 5) Support Junior sailing activities. e.g. Junior week, Junior Racing.

## 3. Availability of Club Boats

In order to ensure that all club boats are used in compliance with the Safety on Water Policy they will only be made available for the following rostered club events.

1. Scheduled DQSC Dinghy Racing
2. Women on Water (WOW)
3. Blokes on Boats (BOB)
4. Dinghy Cruising
5. Training and Coaching
6. Junior Events
7. Fun Fridays
8. Team Racing

The number and type of club boat available at any one time is dependent on the resources available to carry out checks and maintenance, pre-allocation of boats for specific events and the current seaworthiness of any boat.

## 4. Management of Bookings

Club boats can only be booked via the Club's online booking system, which is available on the Club Website. The DQSC Webmaster is responsible for maintenance and operation of the online booking system and for collecting of fees from members.

The terms and conditions for booking club boats are provided at the start of the booking process and members are required to accept these terms and conditions before they can continue with the booking. See Section 8 for a full list.

Members aged 18 or over are asked to pay a fee of £10 towards the cost of maintaining single-handed boats and £15 for two-handed boats.

Members are required to indicate their level of sailing competence on the booking form. On completion an email is sent to the member to confirm the booking and also to the Club Boat Bosun.

Club boats can only be released to club members by nominated members or officials, depending on the club event for which the boat is being booked out. A list of members able to release boats is provided in the online booking system.

## **5. Sailing Dinghy Maintenance**

All defects to the club sailing dinghies are to be reported via the Club Boat Fault Reporting Form on the club website.

To manage minor defects and weekly servicing DQSC utilises a Club Boat Bosun

(1) The Club Boat Bosun is appointed by the Sailing Committee.

(2) The Club Boat Bosun will:

- Maintain a visual inspection of sailing dinghies and equipment
- Make arrangements for the repair of identified or reported defects
- Notify the sailing committee of constraints on availability of sailing dinghies
- Record in the Maintenance book any issues reported or found during inspection that require action to be taken.

## **6. Sailing Dinghy Security**

In order to prevent unauthorised use of the sailing dinghies by members or non-members the rudders and dagger boards (If applicable) are locked down in the club workshop. These can only be released by nominated members as detailed in Section 4.

In order to ensure that members use the correct equipment for each boat a system of identification has been developed as follows:

- Each hull is marked with DQSC in large letters and the club logo for easy and quick identification.
- Each hull has a unique identifier according to type. e.g. P1, P2 etc. for Pico, V1, V2 etc. for RS Vision.
- All matching sails and equipment have the same identifier.
- All trolleys are clearly identified, so it is clear that a club boat is still on the water if the trolley is situated in the vicinity of the water's edge or beach.

A detailed equipment list is available for each boat so members can check that all equipment is available and fit for purpose before taking a boat out.

## **7. Safety**

By providing regular inspections and maintenance of all Club Sailing Dinghies, the Club has taken all reasonable steps to ensure that boats are safe for club members to use. Boats are checked regularly and may be checked between bookings/outings. They are aware of the inherent element of risk involved in the sport and accept responsibility for the exposure of themselves, their crew and their boat to such inherent risk whilst taking using the boat. They are responsible for the safety of themselves, their crew, their boat and their other property whether afloat or ashore and for checking that the boat they have booked is correctly equipped and rigged before going on the water.

Members booking club boats are also required to report any faults they discover when collecting the boats or damage to the boats that occurs during their use.

In particular members must comply with paragraphs 1 to 3 of the Terms and Conditions in Section 8.

## 8. Booking Terms and Conditions

1. You are responsible for your own and your crew's safety, provision of appropriate safety equipment and for the dinghy you have booked. You should take note of the following safety considerations, acceptance of which is a condition of your booking.
  - a) You are aware of the inherent element of risk involved in sailing and accept responsibility for the exposure of yourself, your crew and the boat you have booked to such inherent risk whilst taking part in the event.
  - b) You are responsible for the safety of yourself, your crew, the boat you have booked and your other property whether afloat or ashore.
  - c) You must check that the boat you have booked is in good order, equipped to sail in the event and is fit to participate.
  - d) The provision of a race management team, patrol boats and other officials and volunteers by the event organiser does not relieve you of your responsibilities.
  - e) The provision of any patrol boat cover by the event organiser is limited to such assistance, particularly in extreme weather conditions, as can be practically provided in the circumstances.
2. Before rigging the dinghy, you must assess the weather and tidal conditions versus you and your crew's experience. If booking a boat for a Junior/Novice assess the level of supervision you can give to the junior or novice sailor in the prevailing conditions.
3. Club boats cannot be booked by novice sailors. You must have RYA Dinghy Level 2 or equivalent experience/competence in order to borrow a club boat.
4. Club boats are only available for use on a scheduled club activity and you must indicate the activity you plan to use the boat for from the drop-down list on the booking form. For each activity the authorised members will be able to release the boat to you on the day you use it, as detailed in the booking system.
5. Unless you are a qualified Assistant Instructor (AI) or Dinghy Instructor (DI), you must be 18 or over in order to book a club boat. Bookings for juniors (under 18) must be made by an adult responsible for the junior(s).
6. When you have completed the booking process you should print off a hard copy of your downloadable booking form or download the form to your tablet or mobile phone. You can also print off a downloadable copy of the rigging instructions for the boat you have booked. Rigging instructions for each club boat are also provided in the club boat equipment storage area in the workshop.
7. When you collect the boat, you will first of all need to show a copy of the booking form to the organiser of the event for which you are borrowing the boat. They will release the rudder and dagger board (if applicable) for your boat from the secure equipment storage area located in the workshop. **NOTE:** All club boat hulls and foils are uniquely identified by an alphanumeric labelling system as follows.

You must ensure that the foils you use are correctly matched with the hull of the boat you have booked.

8. A general equipment check list for the club boats is provided in the equipment store. You must check that all the items in the equipment list are present and in good order. If any equipment items are not in good order you should not use the boat and report the problem to the club boat bosun as detailed in item 10 below as soon as possible.
  
9. After use the boats should be washed down, taken back to their storage location, the covers put back on and the boats tied down. See table below. Sails and foils should be returned to the secure equipment storage area when you have finished with the boat. Sails should be stored on the shelves inside their bags (if they have one) or on the tubes.
  
10. **Any damage or problems with the club boats and the fittings to the club boats should be reported using [the online form](#).**
  
11. **A fee is required per booking.** For single-handed boats the fee is £10. For double-handed boats the fee is £15. This goes towards the maintenance costs of the club boats. This can be made by any of the following methods:  
  
By direct bank transfer to the Club bank account.  
  
Please use reference for the bank transfer <Surname and Boat booked>  
  
or  
  
By putting your contribution in an envelope and leaving it in the galley or behind the bar. Envelopes should be marked "Club Boats " together with your name.
  
12. Club boats are not to be used by non-members. Such usage could constitute commercial use in breach of relevant regulations and might amount to a criminal offence. Any member witnessing inappropriate use of club boats of whatever kind should report the matter to the Duty Officer or to the Club Sailing Committee without delay.