

	ROYAL VICTORIA YACHT CLUB		
	STANDARD OPERATING PROCEDURE		
Use of Club RIBs for Club Activities			
Procedure No	01	Supersedes	None
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Prepared By	Ivan Macaulay	Approved by	John Clack

1.0 Purpose:

- 1.1 To establish guidelines and procedures to be used by Club members intending to use Club RIBS.

2.0 Application/policy

- 2.1 Applies to Club members intending to use Club owned RIBS for purposes directly associated with organised Club activities
- 2.2 RIB coxswains must be Club members and must be on the ‘Approved RIB Coxswain’ list
- 2.3 If the RIB is scheduled to act as a patrol boat for racing / training at least one crew member must be 16 or over, physically capable of carrying out a rescue and be dressed for and prepared to enter the water if required.

3.0 Definitions

- 3.1 Organised Club activities include -
 - 3.1.1 Racing organised by the Club
 - 3.1.2 Cadet training
 - 3.1.3 Adult Sailing
 - 3.1.4 Sailability Sailing
 - 3.1.5 Open Sailing Days
 - 3.1.6 Other Club supported events eg Cowes week, Bembridge/Seaview Regattas, Gurnard Dinghy week, Stokes Bay Regatta and others as approved by the Sailing Committee
- 3.2 Coxswain is defined as the person in charge of the RIB
- 3.3 Club Members include members in good standing, of the ROYAL VICTORIA YACHT CLUB and members of the Fishbourne SAILABILITY CLUB.

4.0 Associated Documents

- 4.1 SOP *Petrol purchase* No 08
- 4.2 SOP *Use of crane* No 05
- 4.3 **Club emergency Procedures**

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5.0 Procedure

5.1 PRIOR TO GOING AFLOAT

- 5.1.1 Check weather forecast and ensure appropriate clothing is worn
- 5.1.2 Arrive in sufficient time to purchase fuel if required (see SOP No 08) Two hours before the event starts is a good guideline.
- 5.1.3 Check over the assigned RIB ;- RIB rotation will be posted in the sailing office
 - 5.1.3.1 Boat is drained of water
 - 5.1.3.2 Bungs in place (in some RIBs there may be two bungs, one inner and one for the double hull)
 - 5.1.3.3 Elephant trunks secured
 - 5.1.3.4 Painters present.
 - 5.1.3.5 Battery charged
 - 5.1.3.6 Tubes fully inflated
 - 5.1.3.7 Anchor and sponson pump aboard
- 5.1.4. RIB coxswains are responsible for ensuring that their crew are appropriately dressed and wearing personal buoyancy
- 5.1.5 RIB keys, spare killcords, safety pack, throw line and radios are kept in the sailing office. Keys should be signed out on the log. Paddles are kept in the sail locker (key in the sailing office). The above equipment should always be carried.
- 5.1.6. Load a full petrol tank into the RIB and secure in place, connect the fuel line and prime using the bulb on the fuel line

5.2. LAUNCHING

- 5.2.1. Ensure that personal buoyancy is being worn and that there is sufficient depth of water to float the RIB
- 5.2.2. Insert the RIB key
- 5.2.3 Open the safety gate and place the RIB under the crane with the trolley wheels on the painted marks on the jetty.
- 5.2.4 Attach the strops making sure that the stern strops are fixed to the outboard eyes on the transom, with the safety clips facing upwards
- 5.2.5 Launch the RIB (**see SOP No 05 Use of Crane**)
- 5.2.6 When the RIB is afloat it should be secured by using the forward painter. The driver should then board the RIB using the ladder and start the engine as follows:
 - 5.2.5.1 Insert the kill cord (ensure that a second kill cord is on-board)
 - 5.2.5.2 Lower the engine fully
 - 5.2.5.3. Activate the choke by pushing the key upwards
 - 5.2.5.4 Switch the engine on.

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- 5.2.5.5 If it does not start raise the fast idle lever on top of the control box and try again.
- 5.2.5.6 When the engine starts check that cooling water is being discharged, reduce revs to idle speed and disconnect the lifting strops.
- 5.2.5.7 Release the painter, secure the free end to a convenient place on the RIB and drive off at idle speed.

5.3. AFTER LAUNCHING

- 5.3.1 Before leaving the dock area the driver should conduct a radio check and consult with the Race Officer or event organiser as to duties and priorities e.g. load racing marks, ferry out to race box, monitor launching dinghies etc.
- 5.3.2 Drivers should be aware of the speed limits for craft in the Creek and must adhere to them
- 5.3.3 The coxswain driving the 'Lead RIB' is the driver responsible for briefing the remaining RIB drivers as to the split of duties

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5.4 PLEASE NOTE

5.4.1 Crews MUST REMEMBER THAT:

5.4.1.1 They must consider LIFE BEFORE PROPERTY. Look after the crew first - boats can be salvaged later. If a dinghy crew member requires immediate attention then the dinghy should be marked either with a 'crew safe' buoy if available in the RIB or by writing 'crew safe' on the up turned hull and the crew member brought ashore as quickly as possible.

5.4.1.2 The Race officer is in charge

5.4.1.3 While it is entirely appropriate for Coxswains to allow their crews to drive – the Cox must take over if a rescue situation develops

5.4.1.4. At least one RIB must remain afloat until the last dinghy is safely ashore

5.4.1.5 All RIBS must be removed from the water at the conclusion of the event unless:-

5.4.1.5.1 There is a notice to leave certain RIBS afloat - posted in the sailing office

5.4.1.5.2 A Flag Officer or member of the sailing committee advises otherwise

5.4.1.5.3 There is insufficient water under the crane to recover the RIB safely

5.5 AFTER THE EVENT

5.5.1. RIBs left afloat should be secured either alongside the pontoon or alongside Victoria The following mooring method should be used

5.5.1.1 The RIB should be moored 'BOW OUT'

5.5.1.2 Fore and aft painters should be secured

5.5.1.3 Two springs should be attached

5.5.1.4.If moored outside other boats lines from bow and stern must be secured to the pontoon.

5.5.1.4.Engine should be raised and tilted so that the steering arm is inside its' housing ie wheel is hard over to port.

5.5.2 RIBs Removed from the water

After recovery each RIB engine should be flushed out with fresh water as follows:-

5.5.2.1 Attach the muffs to the engine so that the water inlet is covered

5.5.2.2 Turn on the water (you may have to turn the water on at the valve on the Clubhouse wall)

5.5.2.3 Start the engine and run at idle until the water ejected is free of salt (one minute should do it)

5.5.2.4. After flushing remove fuel tank and replace in the fuel locker

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5.5.3 Remove all equipment and return to sail locker / sailing office

5.5.4 Fill in appropriate log noting any incidents or defects found.

6 Documentation and reporting

6.1 A patrol boat log sheet (to be found in the sailing office) must be completed and signed by each RIB coxswain.