



ROYAL VICTORIA YACHT CLUB STANDARD OPERATING PROCEDURE

Use of Club Launch *Victoria* by Club Members

Procedure N ^r	13	Supersedes	None
Page	1 of 2	Date Issued	February 08
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The Club Launch *Victoria* is available for approved members to use in connection with their boats and moorings within the Creek and outside the Creek as far as the Race Box and Squib Moorings.

She is available for members to use outside these limits only with the written permission of a Flag Officer.

***Victoria* is not to be used as a pleasure boat for joy riding, fishing or picnics etc.**

If the intended Helm is not familiar with starting and operating *Victoria* they should contact the Bosun or a member of the Sailing Committee for advice.

1. Purpose

- 1.1. To establish guidelines and procedures to be used by Club members intending to operate *Victoria*

2. Application / Policy

Applies to Club members intending to use *Victoria* for purposes not directly associated with organised club activities or Club equipment.

3. Definitions

- 3.1. Examples of activities for which *Victoria* may not be used
 - 3.1.1. Joy riding and picnics
 - 3.1.2. Fishing.
- 3.2. Organised Club activities include-
 - 3.2.1. Club Racing,
 - 3.2.2. Cadet Training,
 - 3.2.3. Adult Sailing,
 - 3.2.4. Sailability sailing
 - 3.2.5. Open Sailing (Saturdays)
 - 3.2.6. Other club supported events
- 3.3. Approved Members include:-
 - 3.3.1. Any Club Member owning a boat on moorings
 - 3.3.2. Any member on the 'Approved *Victoria* List.' which is posted in the sailing office

4. Associated Documents

- 4.1. *Victoria* approved helm List
- 4.2. Patrol boat Log
- 4.3. Approval / declaration form



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Procedure No 13

Page 2 of 2

5. Procedure

5.1. Except in exceptional circumstances, *Victoria* may only be operated during daylight hours.

5.2. Please ensure that there is sufficient fuel in the tank before taking *Victoria* off the pontoon.

5.3. The VHF radio should be set to channel P4 (M2) all the time she is in use.

5.4. *Victoria* must not be taken outside the Creek other than to the Race Box or the Squib Trots, without the written authorisation of a Flag Officer except when used in connection with an emergency.

If *Victoria* is to be used beyond the Race Box or Squib Trots for a non emergency, then the Club Member must obtain the signature of a RVYC Flag Officer on the approval / declaration form which will contain details of the intended use, destination and likely return time. The lower part of this form will also include a section detailing current and forecasted weather conditions, indicating that they have ascertained that conditions shown at bramblemet.com for the hour prior to departure show :-

5.4.1. Constant wind speed of force six or less, with gusts not exceeding force seven

5.4.2. Visibility of more than 1 NM

5.4.3. Wind forecast on [metcheck](http://metcheck.com) not exceeding force six (27 knots/hr)

This form is available in the sailing office and should be handed to the Club Manager if he is available or if he is not on site, left in the Sailing Office.

5.5. It is the responsibility of the Flag Officer authorising the trip to ensure that the relevant insurance cover is in place and that a note indicating her unavailability to other members is posted on the blackboard outside the Club entrance

5.6. *Victoria* may only be driven by members owning a vessel on a mooring or whose name appears on the *Victoria* approved Helm list copies of which are available in the Sailing Office and behind the bar.

5.7. Except for Scheduled Club Events *Victoria* must not be left unattended on Club or members' moorings. If *Victoria* is being used to ferry members to their boats then she must be returned to the Club prior to the member sailing off.

5.8. After use, *Victoria* must be returned to her designated place on the pontoon unless the state of the tide prevents this.

5.8.1. All controls should be left in the positions in which they were found and the log sheet completed.

5.8.2. For trips outside the designated limits requiring the signature of a Flag Office members are expected to replace the fuel they have used; either by filling up the tank or by filling the diesel fuel can. The amount of fuel should equate to 5 litres per hour of running.