



# ROYAL VICTORIA YACHT CLUB

## STANDARD OPERATING PROCEDURE

### Use of Club RIBs by Club Members outside scheduled Club Activities

Procedure No	02	Supersedes	None
Page	1 of 2	Date Issued	June 07
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#### 1.0 Purpose

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

#### 2.0 Application / Policy

- 2.1 Applies to Club members intending to use Club owned RIBS for purposes not directly associated with organised club activities.

#### 3.0 Definitions

- 3.1 Organised Club activities include-
- 3.1.1 Club Racing,
  - 3.1.2 Cadet Training,
  - 3.1.3 Adult Sailing,
  - 3.1.4 Sailability sailing
  - 3.1.5 Other club supported events.

#### 4.0 Associated Documents

- 4.1 RIB operating Procedures. Procedure No 01

#### 5.0 Procedure

- 5.1 **Club RIBS may only be operated during daylight hours.**
- 5.2 RIB keys are available from the sailing office and must be signed out on the appropriate log.
- 5.3 The Club Member must complete a declaration form which will contain details of the intended use, destination and likely return time. The form will also include a section detailing current and forecasted weather conditions, indicating that they have ascertained that conditions shown at BRAMBLNET / CHIMET show wind speed of force five or less, visibility of more than 1 nm and an air temperature of more than 5 Degrees C. This form should be handed to the Club Manager if he is available or if he is not on site, left in the sailing office.



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- 5.4 RIBs 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 the RIB is to be used in connection with an emergency.
- 5.5 It is the responsibility of the Flag Officer authorising the trip to ensure that the relevant insurance cover is in place.
- 5.6 Club RIBs may only be driven by members holding Power Boat 2 or Club recognised equivalent qualification. The name of the member intending to take out the RIB must be on the 'approved RIB coxswain' list.
- 5.7 Club RIBs must not be left unattended on Club or members moorings. If a RIB is being used to ferry members to their boats then the RIB must be returned to the Club prior to the member sailing off.
- 5.8 After use the RIB must be returned to its original mooring position, fuel tank returned to the fuel locker and safety pack and keys returned to the sailing office and the Patrol boat log filled out.

#### 6 Documentation & reporting

- 6.1 As specified in 5.1 RIB keys must be signed for on the 'key log' when taken out and again when returned.
- 6.2 A 'Patrol Boat' Log sheet must be completed and filed.